



## **MINUTES**

### **Coburg Finance | Audit Committee Meeting**

November 1, 2023 at 5:30 P.M.

Coburg City Hall

91136 N Willamette Street

In-person meeting

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

**MEMBERS ABSENT:** None

**GUESTS/STAFF PRESENT:** Gregory Peck; Finance Director

**RECORDED BY:** Madison Balcom; Administrative Assistant

#### **CALL TO ORDER**

Chair, Elise Landry called the Coburg Finance Audit Committee meeting to order at 5:31pm.

#### **ROLL CALL**

Ms. Landry called roll.

#### **AGENDA REVIEW**

Change approval of minutes from May 2, 2023 to August 10, 2023.

#### **APPROVAL OF MINUTES FROM AUGUST 10, 2023**

Ms. Landry noted a few changes;

On page 3, paragraph 8 – change “is” to “in”

Page 4, in heading – change “final” to “fiscal”, the same in following sentence.

#### **MOTION**

Coleen Marshall moved, seconded by Terry Dawson to approve the August 10, 2023 Coburg Finance Audit Committee minutes as amended.

*The August 10, 2023 minutes were approved unanimously as 2:0*

## **COMMITTEE BUSINESS**

They reviewed the new committee member application and agreed to recommend to Mayor that Jeffrey Miliam be appointed to fill the vacancy.

Mr. Dawson asked Mr. Peck how he was doing within the position after losing Anne Heath and how things are going with the new City Administrator, also if there was anything they could do to help or support him with.

Mr. Peck explained how he was doing good adjusting without having Anne Heath to help, but that he has lots of support and help from the staff, and had immediate support of Adam Hanks. He also stated that they are changing the processes a little bit.

Mr. Dawson said the committee is happy to assist him if he ever needed any help.

## **FINANCE UPDATE/SPRINGBROOK**

Mr. Peck gave a report on Springbrook. He explained how they are trying to reconcile the last 3 months, and working on changing into the new software. They hope to be utilizing much more of the software by January or February, which we are only using about 5% of currently. He explained how the workload is huge, and moving some things over onto this software and utilizing more of the system will help with some of that.

He also went over the details of the financial consultant that they have brought on, that they have up to 25 hours a month. He is hoping to produce some financial reports for the council at the next City Council meeting. They are trying to set everything up to be able to push through the system, and get things moving, hopefully by January, maybe February.

He moved on to talk about the Springbrook training he just returned from, and explained the history with Springbrook and their major improvements. He said they use a third party for the payroll, which creates much more work for him because it has to all be put in manually. With Springbrook, they would do the payroll and it would be much more efficient.

Mr. Peck said that the conference was good, but at times felt too advanced. As they begin to utilize the system more and get more familiar with it, things will change and become better. He commented that the city has come a long way and is in such good shape.

## **DISCUSS FISCAL POLICIES AND ACCOUNTING PROCEDURES**

Mr. Peck mentioned that he and Adam Hanks talked about how the Fiscal Policies and Accounting Procedures should be separate documents. Mr. Hanks recommended them to continue editing this document, and they will then take it back to staff and use it for future use.

Ms. Landry begins on page 21. In the section "Grants and Contracts" number 5, they propose a separation of grants and loans.

In the section "Building Permits", under number 2, they note a change of "on-line" to "online", under number 3, changing "on-line site each day" to "online site", and "same way that all City deposits are made" to "manner consistent with City deposit procedures".

They noted to get more detail put under the "Land Use Applications/SCD's" section. In the next section "Facilities use Permit/Special Events", they note a removal of "use" in the title, and a change of "should" to "will" in the sentence underneath.

They move to the section "Court Administration Procedures", and note a removal of the whole first sentence underneath the heading, adding "citation" into number 1, changing "will issue" to "issues", and adding "then" after "instrument and" in number 2. They note the removal of "enter" in "and enter receipts", and removing the last sentence in number 5. In number 7, they add "on" into the sentence between "based" and "information", and change the last sentence to read as "... paid that day or a payment plan is established". They noted to ask if number 9 was needed, and if they could combine number 10 and 11.

They stopped on page 24.

**NEXT MEETING**

They scheduled the next meeting for January 24<sup>th</sup>, 2024.

**ADJOURNMENT**

Ms. Landry adjourned the meeting at 7:00 pm.

**APPROVED** by the Finance Audit Committee of the City of Coburg on this 26th day of March, 2023.

  
Elise Landry, Finance Audit Chair

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