

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: April 11, 2023

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

The following is an overview of important activities during the month of March, general administration, and upcoming work to be done. The City Administrator and Department Directors compiled the information in this report.

City Administrator Recruitment

All recruitments documents have been prepared and the following tentative timeline has been established:

March 4 th	Recruitment Opened
April 10 th	Recruitment Closed – Applications Reviewed by Recruiter
April 13 th	Recruiter will present Candidates to Mayor and City Administrator
April 24-28	On Site or Zoom Interviews
TBD	Final Interviews – If needed

Finance Recruitment

Greg Peck began working with the City on March 27th as an Accountant. He is currently in training to take on many of the daily financial duties of the City.

Water Project

- LOI was filed with Business Oregon – Waiting for a response
- A grant will be filed with Oregon Water Resources in the amount of \$2,000,000 which would cover the cost of rehabilitation of the existing reservoirs, and upgrades to SCADA controls. A resolution approval is attached to this packet under a separate tab.
- Coleman Street Waterline project is in process
- A contract is in this packet for the N. Willamette, Macy and N Harrison water lines.
- Well is in engineering design stage.
- East-side water line to Premier RV is still under discussion. A staff report will be presented to City Council at their May meeting.
- Letters were mailed to all utility customers regarding the water and sewer fees. This will be repeated in the April utility billing.

Street Project

- **Macy/Harrison/North Willamette** – Engineering is working with Public Works to design the project based upon the input received. This was the direction of the City Council. The final design will be presented to the City Council. Engineering will also be working with Wiechert Developer to design Macy Street connection to the phase II subdivision in order to align the project with the City’s project.
- **Transportation Plan Update** – The City has been invited to apply for grant funding to update the City’s transportation plan which is out of date. The Transportation Discussion Group unanimously agreed that the City should submit a grant to update this plan. The City has submitted a pre-application request to file a grant request.

Park Projects

- **Pavilion Park Planning** – The Park Committee has received the feedback from the community and is working on a final design for the park. They will be meeting with the design engineer in April to finalize the design.

Cyber Security

- Homeland security offers a free service of conducting a table top exercise on Cyber Security. Coburg has partnered with LCOG to request a table top exercise be conducted by CISA for the City of Coburg. This exercise takes several months of preparation with the City Administrator and IT staff, along with the CISA staff.. The date for the scheduled table top exercise is for late summer.

Budget – 2023-24 Budget calendar is attached to this report.

Upcoming Meetings

April 12	Heritage Committee
April 18	Park Tree Committee
April 19	Planning Commission
April 25	City Council Work Session – Homelessness
May 9	City Council

DEPARTMENTS AND OPERATIONS

City Recorder - Prepared by Sammy Egbert

- March 15th to April 11th managed four Public Meetings. Each meeting is noticed, created, requires electronic and paper files for retention. I review, edit and process draft minutes for approval then record and post approved signed minutes.
- Recruitment for City Councilor, Planning Commissioner, Budget Committee.
- Update the City Administrator job description to reflect the changes in charter.

- Request for Bid for Waterline replacement on N Willamette, E Macy and N Harrison posted on website and created the electronic and paper retention files.
- Reviewed City Ordinances and identified which need to reviewed to assure compliance with House Bill 3115, Homelessness
 - A-245 Parking & Recreational Vehicles
 - A-243 Unlawful Transfer on vehicular portion of right of way
 - A-108-J Nuisance & Abatement
 - A-171, A-171-A, A-171-B Park Rule Ordinance
 - A-246 Controlling Vehicular and Pedestrian Traffic
- Process four OLCC Special Event Winery applications.
- Contracts (collect signatures, log, and record, return executed copies to all department).
 - LCOG – Finance Third Party Review
 - Local Government Law Group – Homelessness Ordinance

Administration Front Office - Prepared by Sammy Egbert

- Child Abuse prevention month promotion.
- Working with planning to finalize a Food Truck Administration check list for citizens and staff.
- Administrative
 - 7 Citizen Inquiries
 - 1 Facility Right of Way permit
 - 1 Park rental application
 - 1 IOOF rental
 - 2 Special Mailings

Utility Billing – Prepared by Sammy Egbert

- **March Utility Billing covers 2/10/2023 to 3/9/2023**
 - Billed Water \$56,000 | Sewer \$70,580 | Transportation Utility Fee \$12,300
 - Cash Receipts or Payments Received \$134,00
 - Past dues charged 104
 - 2 Utility Billing related work orders
 - 11 Door Hangers
- Premier RV Utility Billing researched the historical billing information and provided estimate billing scenarios when they are hooked up to water.

Finance

- This information is as of February 28, 2023. A full quarterly finance report will be presented to the City Council at their May 9, 2023 meeting.
- February is the 8th month of the fiscal year. If all revenues and expenses were spread evenly over the year then at February 28, 2023, the revenues and expenses should be at 64%. Council should keep in mind that some revenues and expenses are calculated for a specific time of the year and therefore, the 64% percent should be considered a rough estimate. An example of this would be the URA debt payment to the City which is not received by the Sewer Department until late in the fiscal year.
- Overall Revenues of the City equal \$5,653,988 which is 48% of budget compared to 35% at the end of February in 2022.
- General Fund Revenues are at \$2,053,804 which is 59% of budget.
- Utility revenues for Water and Sewer are both at 2% over budgeted revenues.
- Overall Expenses are at \$5,266,234 which is 35% of budget compared to 34% at the end of February in 2022.
- Water revenues and expenses are slightly low at 37% and 20% reflecting the water project being behind schedule for construction costs as well as reimbursement revenues.
- There is an over-all difference of 13% between all City revenues and expenses.
- As of February 28, 2023, all departments and funds were operating within budget

Planning – Prepared by Megan Winner

- SUB 02-20: Construction continues. Permit for two new single family dwelling issued in March and three in review;
- SUB 01-22: Public improvements plan for phase two of the Coburg Creek Subdivision is under review by Public Works and Engineering, application for final plat approval has been submitted by the applicant and is under review;
- 21 Structural/Plumbing/Mechanical/Electrical permits issued in March;
- Participating in Coburg Community Charter School 8th grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Offered League of Oregon Cities (LOC) Land Use training to Planning Commission in lieu of regular March meeting;
- Developing Slow Down, Coburg! campaign in collaboration with Safe Lane Transportation Coalition;
- Completed third course in Oregon Certified Economic Developer program;
- Submitted pre-application to Transportation and Growth Management (TGM) grant program

Main Streets and Economic Development – Prepared by Tracey Pugh

- Coordinated monthly Main Street Board Meeting
- Working with art committee on lamp post banners and quilt artwork
- Presented Main Street Update at March City Council meeting
- Updating Coburg map/directory with new businesses
- Submitted capacity grant to The Ford Family Foundation
- Working on Emergency Preparedness Block Party
- Ordered new stove for IOOF Hall
- Meeting with different community partners about spring and summer community events
- Working on sponsorship packets for Main Street events

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **ROW**
 - Crews used March to get their equipment ready for ROW mowing
 - **Potholes**
 - Repaired several potholes around the City
 - **Maintenance**
 - Stop sign replaced at Diamond St and McKenzie St
 - Tree removed on Diamond St.

Water Utility

- **Repairs**
 - **Leaks**
 - We had an issue with isolating the 12” mainline on Pearl St as the Contractor was doing their final tie in on the Coleman St Project. This caused a large leak in the pipe.
 - **Annual Reports**
 - Backflow Report
 - OHA 2022 Summary Report
 - **Projects**
 - New 8” water main on Coleman St is almost done. Paving the first week in April.
 - N. Willamette St, E. Macy, & N Harrison Waterline replacement project bid was received at \$397,693.84 from Northcore USA LLC out of Salem Oregon. Contract for this work is under a separate tab.
 - **Premier RV waterline**
 - Staff helped develop a plan to get water to the RV Park.

- **Distribution System**
 - **New Service Installs**
 - 2
 - **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 2
 - **Inspections**
 - 6
 - **Callouts**
 - 3
 - **Tank Pumping**
 - 1 Truck N Travel
 - **Plant Repairs & Major Maintenance**
 - We are working with a vendor for the mixers at the treatment plant that keep over temping and causing shut downs at the Plant. We should have answers by next week. **UPDATE: The Vendor sent a replacement mixer at no cost and also gave us the mixer that was malfunctioning with perhaps a fix for that mixer. This was around \$9,000 of equipment.**
- **Parks Dept**
 - **Parks and Tree Committee**
 - Working on a Plaza Concept with landscaping design engineers at Pavilion Park Project.
 - Work Party worked on the flag pole area at Norma Pfeiffer Park.
 - Working on developing a plan for the Veterans Memorial Flag Pole area
- **Misc.**
 - **Locates** 52
 - **Work Orders** 105

Municipal Court - Prepared by Mandy Balcom

- **March 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for March 7, 2023 Court Date: 22
 - **March 2023 Receipts Including Collections,**
 - **Total Fines:** \$11,757.01 (total monies taken in for the month, nothing deducted), *compared to \$ 16,984.78 in March of 2022*
 - **Net Fines:** \$ 8,223.00 (City share only, NOT including collections),

compared to \$12,708.00 in March of 2022

- **March 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$3,534.01
compared to \$4,276.78 in March of 2022
 - **Turned over to collection:** \$3,340.00
compared to \$10,694.50 in March of 2022

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.

Other Information:

- **Next Court session scheduled for April 4, 2023**
- **Jury Trial: Wednesday, April 18, 2023**
Wednesday, May 3, 2023
-We currently have 5 jury trials scheduled in 2023.
- **Court Administrator to attend the OACA Court Conference April 22-25th in Newport, OR**
- **Judge Williams attended the Oregon Municipal Judge's Association Conference March 22-24, 2023.**

Police Department – Prepared by Chief Larry Larson

- Officer responded to a suicidal subject at Serenity Lane. The subject cut his throat with a razor blade. The subject was transported to the hospital
- Officers arrested a suspect from a previous case for domestic assault and a felony warrant.
- Officer used CHETT funds to provide fuel for a traveler.
- Officer arrested a driver for driving while suspended.
- Officer completed an annual sex offender registration.
- Officer took a report of damage to property and a theft.
- Officer took a report of hit and run.
- Officer completed a sex offender registration for a person planning international travel.
- Officer took case for a bad check; unable to positively identify the suspect.
- Officer took a case for unlawful possession of a rented vehicle; the vehicle was returned.
- Officer took a report for a City Ordinance violation; Officer has monitored progress.
- Officer found a license plate and it was returned to DMV.
- Officers arrested a male in the lobby for DUUI (alcohol), reckless driving and damaging a vehicle.
- Officers arrested the same male the next day DUUI (alcohol) and reckless driving
- Officer completed a crash report.

- Officers investigated a reported menacing involving a firearm; it was deemed unfounded.
- Officer took a case for unlawful possession of a rented vehicle.
- Officer took a case for unlawful possession of a rented vehicle; vehicle was found near Albany.
- The Department received a Topaz Signature Pad to assist with registering sex offenders.
- Officers investigated a domestic disturbance call and determined no crime had been committed.
- The Department was able to start collecting data from the speed trailer.
- The Department are putting two new rifles into service.
- Officers completed Collaborative Child Abuse Response (CCAR) Training.
- Officers attended an Impaired Driving Regional Workshop.
- Officers attended mandatory firearms qualifications.
- Officer Joe Wicks retired after over 40 years of service!!!!

Upcoming Events:

Coburg Community Shred Day on April 15th, 2023

Officers are scheduled for search warrant class.

Officers are scheduled for an evidence class.

We have two Reserve Police applicants in backgrounds.

ATTACHED

A. 2023-24 Budget Calendar

B. Council requested copies of all public meeting minutes be included in packets monthly.

- March 8, 2023 Heritage Committee Minutes DRAFT
- March 21, 2023 Park Tree Committee Work Session DRAFT
- March 21, 2023 Park Tree Committee DRAFT