

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administrator's Report

Meeting Date: September 1, 2020
Staff Contact: Anne Heath, City Administrator
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The following is an overview of important activities during the month of August, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

- **Well Property Purchase.** The proposal to purchase the property is under a separate tab. Once approved staff will move forward to purchase the property
- **I-5 Bore.** The contract has been awarded and is under a separate tab for approval. November 20th is the completion date for this project.
- **Roberts Road Maintenance and Repairs** – This project is under construction at this time. The City has been able to extend the project by about 20 feet then initially planned due to available grant and budgeted funds in the street department. This allows for a larger length of the road to be repaired.
- **Johnny Diamond Park** – Project is complete. The park opening awaits the public works directors go ahead based upon the growth of the grass in the park. It is anticipated sometime in mid-September – early October.
- **Planning Director** – As our City Planner left on July 17th, the City is left with a vacant position. Rather than rush into a hiring process, the City Administrator would like to step back and spend some time thinking about what the greatest needs are in the planning department and what level of expertise might be appropriate for Coburg. Therefore, we have asked LCOG to support us during this time. A contract for an intergovernmental agreement is under a separate tab. This agreement is through June 30, 2021 or through the end of the fiscal year. Henry Hearley will be working at the City as a planner on Tuesday and Thursday from 10:00 – 4:00 in person and available

remotely the rest of the week. We are very happy to welcome Henry who staff feel did an excellent job preparing the City for the recent Land Use Appeal.

- **Community Build Out Scenario** - A community on-line survey is currently available. The City will continue to encourage community members to participate. Zoe Anton from Urban Collaborative will be a guest at the City Council meeting and will provide the City Council with a more in-depth look at the survey.
- **Industrial Noise Complaints** – Staff and the Police Chief had continued to monitor the situation. The Chief will be providing a report to the Council as requested at your June meeting.
- **Development Application & Buildable Lands** – The developer may have withdrawn his application, but will resubmit with new plan for development. This does not alleviate the transportation issues that Coburg faces. City Administrator has reached out to DLCD, the Governor’s Office, and has also had discussions with Representative Marty Wilde and requested a conversation with Senator Lee Beyer. There must be a transportation solution devised to allow for Coburg to grow in a way that is required, but also protects the safety, livability and health of the community. I will be meeting with the builder to have a discussion about the forward motion of this development and the transportation issues very soon.
- **I-5 Employment Lands** – City Administrator has continued conversations with the property owner, Lane County and the State of Oregon regarding the annexation and potential sale and development of this property. It is of great regional interest. Most recently was an interest from a foreign company for which we deemed we were not ready and most likely could not meet the demands of utilities that they requested. However, staff has been working on a written prospectus for the property that gathers as much information as possible for future inquiries. We have seen several in the last few weeks. The annexation application is under legal review by the owner’s attorney at this time and then will come to the City.
- **City Debt Loans** – Our Finance Director has been meeting with DA Davidson to discuss the possibility of the City refinancing some of our debt. With record low interest rates we are in the position to receive a better rate and thus save the City a substantial amount of money for future years. The Finance Director will be putting together a proposal and inviting the Finance/Audit Committee to a special meeting to view the proposal and make some recommendations to the City Council at their October 13th meeting. We are looking at funding all current loans or only a portion of them. We get a better rate if we consider all loans. However, that stretches out our pay-offs for additional years. More to come on this very soon.

- **Staff Change in Public Works** – We were sad to say goodbye to Zach Braggs in Public Works this month. We are very happy for Zach as he has been hired on by the City of Springfield to begin training in jail law enforcement. This is a career track chosen by Zach. We are very happy to welcome Jacob Suttles who joined our Public Works Team on September 1.

Upcoming Meetings

Planning Commission – September 16 – 7:00

Park & Tree Committee – September 15 – 6:00

Heritage Committee – September 9 – 6:00 p.m.

Finance Committee Special Meeting– TBA

City Hall Closed on September 7th for Labor Day

Community Events

- Scarecrow Festival which kicks off on September 7th. Councilors are welcome to submit their ideas for City Scarecrows to Megan Winner. Give us your best ideas!
- Economic Development Committee – September 15 – 4:00

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- Lane County Election will be mailing ballots on October 15, 2020 for General Elections. Last day to vote is November 3rd at 8:00 PM. The City has Mayor and three Council positions on the ballot for election.
- Will be opening up recruitment to for part time administrative assistant. Goal is to have this position filled by early November.
- Recruitment for Public Works Worker went well. Erin took the lead on this project and did amazing. She processed over 30 applications, prepared electronic and paper files for public works, scheduled the interviews, created the mailings and the follow up letters and the retention file is detailed and organized. This is an important and time-consuming piece of the recruitment process. GREAT WORK ERIN!
- I have spent a lot of time the last month working on the Public Hearing for the Wiechart Subdivision application and appeal.
- Council is all switched over to the IPads, new email address.
- Implemented Muni Code software for agendas and electronic packets for City Council. Will be working on including Planning Commission in October.
- Working on the Planning files for retention and looking at what will work best for the future.

Utility Billing

- Limited Income Assistance for 2020-21 Fiscal Year has been implemented. Estimated revenue loss is down slightly from 2019-20.

FY	Total		Estimated	
	Accounts		Ave Monthly Loss	Ave Annual Loss
2013/14	22		\$387.00	\$4,644.00
2014/15	23		\$677.00	\$8,124.00
2015/16	22		\$1,116.00	\$13,392.00
2016/17	23		\$1,284.00	\$15,408.00
2017/18	23		\$1,224.00	\$14,688.00
2018/19	19		\$1,056.00	\$12,672.00
2019/20	21		\$1,092.00	\$13,104.00
2020/21	20		\$1,068.00	\$12,816.00

- Council approved Resolution 2020-09 offering relief to Utility Billing Customers due to COVID. Information was share in the water bills, on social media and website. Six applications were received and approved. Total credit to accounts was \$840.00. Past dues and collection resumed August 26, 2020.
- Implemented new wastewater rate as approved be Resolution 2020-16. Customers will see the new rate on the bills that go out September 10, 2020.

Finance – Under a separate tab

Planning

- **Regional Transportation | CLMPO**
 - Metropolitan Policy Committee (MPC) – July
 - Funding Application Approved
 - MPO Technical Advisory Sub-Committee (TASC) – July
 - MPC follow up
- **Long Range Planning | Special Projects**
 - Coburg Loop Path Segment 3 – Complete
 - Coburg Loop Path Segment 4 – Engineering and design phase
 - Transportation System Plan – Project kick off, Modeling work
 - Build Out – Draft(s) reviewed, Live survey promotion, upcoming public meeting preparation
- **Historic Preservation**
 - CLG grant work ongoing: Historic Resources Survey draft deliverables reviewed including walking tour booklet
 - Heritage Committee received application for position 3

Land Use Applications

- **Building**
 - 13 Structural/Plumbing/Mechanical/Electrical Permits (July & August)
- **Land Use Final Decision**
 - LLA-01-20 – Berry Lot Line Consolidation, north Harrison – Approved
 - SUB-01-20 – Weichert Subdivision - Applicant withdrew application
- **Land Use Pending Action**
 - PA-01-20 – Weichert Partition – Pending

Public Works

- **Streets and ROW.**
 - **Projects**

Roberts Rd. SCA Grant will be constructed in the last part of this month. This is a small reconstruction of the road that fronts GCR Tire Company.
 - **Street Banners**
 - New street banners have arrived. The City split the cost with the Car Classic. They look great and will give the main streets a much needed upgrade.
- **Water Utility**
 - **Meters**
 - Crews are still working on wrapping up switching out the larger commercial meters. This is a carry-over from the larger projects but

workloads and vacation schedules have conflicted with finishing the larger meters.

- **Water Projects**
 - You will be seeing a contract at the Council Meeting for D & I Excavation for the I-5 bore project that is a part of the Water Master Plan Projects.
- **Sewer Utility**
 - **Collections**
 - Inspected 18 sites
 - Called out 15 times
 - Pumped 3
- **Parks**
 - **Johnny Diamond Park**
 - Crews have built and installed the swing set and are currently working on the other amenities such as the trash receptacles, park benches.
 - **Maintenance**
 - **Parks and Tree Committee**
 - Committee has had two work parties so far this summer and they are planning on another in September. They are getting lots of extra work done around the Parks such as trimming Crab Apple trees, ringing around light poles and trees, updating flowerbeds in all Parks. Their hard work needs to be acknowledged.
 - **Crews**
 - Crews have installed the new signage at Trails End Park. They look amazing.
- **Misc.**
 - **Locates**
 - 21 Locates
 - **Fleet repairs**
 - Rear end of the bucket truck is being rebuilt in house and is saving the City about \$3,500.

Municipal Court

- **August 2020 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for August 20, 2020 Court Date: 38
 - **August 2020 Receipts Including Collections,**
 - **Total Fines:** \$10,894.32 (total monies taken in for the month, nothing deducted), *compared to \$9,904.17 in August of 2019*
 - **Net Fines:** \$ 6,450.00 (City share only, NOT including collections), *compared to \$8,283.00 in August of 2019*
 - **August 2020 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 4,444.32
compared to \$1,621.17 in August of 2019
- **Turned over to collection:** \$ 11,990.00
compared to \$15,888 in August of 2019

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:

- **Upcoming Court Date: September 22, 2020, Regular Court Session**
- **Jury Trials Scheduled: September 11, 2020 at 9:00 am
September 29, 2020 at 9:00 am**

Police Department

- The conversion to the Lane County Sheriff's Department dispatch center is going extremely well.
- Officers arrested a male on misdemeanor warrants for theft. The subject tried to steal a trailer in Coburg.
- Officers arrested a female on an outstanding warrant for UPCS Meth.
- Officers took a report for found contraband (meth) at a local business.
- Officers returned a found wallet to an owner.
- Officers arrested a male at the Shell on outstanding felony warrants.
- Officers arrested a male on outstanding warrants.
- Officers took a report for found contraband (meth) at Norma Pfeiffer Park.
- Officers took a report for Theft III from a local business.
- Officers investigated a motor vehicle crash at Blue Valley Bistro. It was resolved with a civil compromise.
- Officers arrested a male for DUII – Controlled Substances (meth).
- Officers took a report of a theft from Camping World. A suspect was identified. The next day the same suspect committed a robbery in Junction City and several thefts in Eugene, including the theft of a motor home. Eugene Police were able to locate the suspect and take him into custody. We filed charges for our case.
- Officers arrested a male on an outstanding warrant for Failure to Appear on a Driving While Suspended charge.
- Officers assisted Eugene Police Detectives in recovering a stolen vehicle. The vehicle was located being driven by a local male resident. The suspect was taken into custody and lodged on numerous charges.

- Officers got into a vehicle pursuit. The driver was driving reckless and failed to stop when the officers attempted to initiate a traffic stop. The pursuit continued onto I5 northbound proceeding to the rest area. The driver drove around several vehicles at the rest area, throwing drugs out the window. The male driver was arrested for Reckless Driving, attempting to Elude, DUUI, UPCS, UDCS and on outstanding warrants.
- Officers arrested a male for Assault IV (APA) for assaulting his girlfriend.
- Officers arrested a male on outstanding warrants for Fraudulent Use of a Credit Card.
- Officers arrested a male for DUUI – Alcohol.
- Officers arrested a male for Forgery II involving the use of his mother’s credit cards.
- Officers worked (2) City Ordinance violations for tall grass; both where resolved.
- Officers participated in a joint sex offender operation (Operation Oregon Valley) with the United States Marshal’s Service. We completed 18 compliance checks. There are currently 10 sex offenders in Coburg and 35 sex offenders in Harrisburg areas.
- Officers recovered a stolen truck at the Shell. The male driver was taken into custody for Possession of a Stolen Vehicle, Unlawful Possession of Drug Paraphernalia and on outstanding warrants.
- Officers arrested a female for DUUI. The female hit a vehicle and (6) mailboxes and almost hit a jogger. The female was arrested for DUUI, Hit & Run, Reckless Driving and Reckless Endangering. (The female had a 0.29 BAC.)
- Officers were treated to a Police Officer Appreciation Dinner at Chiefs Brew House Restaurant. A special Thank You to Chiefs and the Coburg Community at large for all the support; it means a lot.