

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: August 8, 2023

Staff Contact: Anne Heath, City Administrator

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

City Administrator

Adam Hanks reported to work on July 31, 2023 as City Administrator. He will be sworn in at the August 8, 2023 City Council Meeting.

Water Project

- Well drill has been completed and we are in the GPM analysis phase.
- SKADA design is in process.
- The City received a letter informing us that our **Delineation for the Premier RV Water Line** has been approved with revisions. This still requires some work on our part which will take more time. Because this is not getting us permission to run the water line yet, and Premier RV is experiencing water issues, I have requested an emergency permit to lay a temporary line until such time that we are approved for the final line. This requires laying the pipe on top of the ground and covering it with 30 inches of fill dirt. This is a simple application and design that must be approved through the Oregon Health Authority. It is anticipated it will take two weeks to a month after submittal of the permit.
- North Willamette and Van Duyn Water Line replacement is in process

Street Projects

- **Macy/Harrison/North Willamette** – Design is in process
- **Transportation Group** – Met on July 12th. Invited to this meeting was ODOT, Lane County Transportation staff, Commissioner Heather Buch, Jae Pudewell, and members of the Regional Solutions Team. All agencies were represented. There were two topics discussed including the I-5 interchange and the North Willamette and Van Duyn Intersection. ODOT has requested 60 days to review interchange documents and make some suggestions for moving the project forward. The City Engineer will forward a both a short-term and a longer term solution for the intersection. This meeting was highly productive and helpful for all parties.

- **Annual Preservation** –Annual preservation of City Streets began the week of July 31. The preservation is focused on Miller, Mill, Sarah, Rustic and Shane.
- **Collector Street Project** – Because there was not a certified MPO agency to manage our collector street project, we were able to swap local funds with Lane County. This swap allows for Coburg to manage our own project because it is not technically federal dollars being used. The design of the project will begin in the fall with construction happening in the summer/fall of 2024.

Park Projects

- **Pavilion Park Planning** – Final Design Phase is taking place.

Public Works Operations Center – Bid Process has been completed and awarded. See Staff report under a different tab.

Upcoming Meetings

August 10 Finance Audit
August 15 Park Tree Committee
August 16 Planning Commission

DEPARTMENTS AND OPERATIONS

City Recorder

- July 11th to August 8th managed three and canceled three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 6 lien searches.
- Recorded ten sewer easements and one deed with Lane County Deeds and Records.
- Minutes

Administration Front Office - Prepared by Sammy Egbert

- Administrative General
 - 4 Citizen Inquiries
 - 2 Facility Right of Way permits
 - 7 Park rental applications
 - Noxious Vegetation compliance notices
- **Social Media** regular posts including public meeting reminders, meeting updates, Councilors bios, public work project updates, emergency alerts and more.
- Website

- Manage the public meeting calendar, posting agendas, packet material and approved minutes.
- City Councilor page was updated. Contact links to Councilors emails were tested and are working.
- Cash Receipts processed daily, reconciled, entered and submitted to Finance for deposit.
- Coordinated Carpet Cleaning. Prepared the office and Council chambers for cleaning and coordinated with all departments for after hour coverage for 2 nights.


Utility Billing – Prepared by Sammy Egbert

- **Limited Income Assistance** Twenty customers will be receiving Utility Billing Limited Income Assistance for 2023-24. Customers were notified if they qualified. The new rates were updated in billing system and will be reflected on the bill that goes out in August 10th.
- **Water and Sewer Rate Increase Implemented and will be reflected on the next billing. Revision Rate.** The increase was required revisions to 20 of the City's 30 Utility Billing Service Rates.

Finance

- See Finance Report under different tab

Planning – Prepared by Megan Winner

- SUB 02-20 & SUB 01-22: Construction continues in the Coburg Creek Subdivision. Permit for one new dwelling issued in July. Public improvements for the first addition have commenced construction;
- Approvals for three food trucks to be located at the food truck plaza at 91070 N. Willamette St. issued;
- Seven Structural/Plumbing/Mechanical/Electrical permits issued in July;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC), Climate Friendly and Equitable Communities (CFEC) partner meetings with other MPO members and DLCD;
- Safe Lane Transportation Coalition is planning an Oregon Friendly Driver course at the IOOF in August for the Slow Down in Coburg!  campaign;
- Heritage Committee exploring ideas for the next CLG grant cycle.

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **ROW**
 - Had crews continue mowing swales and ROW's
 - **Maintenance**
 - Trimmed trees throughout town(Pearl and Willamette)
 - Removed the large Maple on Pearl St
 - Street Sweeper
 - Everything East of Industrial Way
 - Street Sweeper caught fire and is at the shop for repairs
 - Watering of newly planted trees continues twice a week

Water Utility

- **Repairs**
 - **Leak Investigations**
 - 3
 - **Projects**
 - Crews spent time helping Contractor on Harrison and Macy St with turning valves for testing.
 - Lots of progress has been made on the new well.
- **Distribution System**
 - **New Service Installs**
 - 3
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 2 Inspections started
 - **Inspections**
 - 8
 - **Callouts**
 - 8
 - **Tank Pumping**
 - 1
 - **Plant Repairs & Major Maintenance**
 - Crews worked on the annual recovery cleans we do on the membranes at the treatment plant. This process takes 4 days total.
 - Hosted the annual visit from Viola (formally GE) for two days to help identify issues and troubleshoot small problems that we are seeing. Their representative was also helpful in inspecting the fibers of the membrane cassettes.

- Crews pulled and replaced a large pump at the plant. Ordered a new one at the cost of roughly \$10,000.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work continues with planning for Plaza design
 - Parks Committee Work Party was held at Pavilion Park
- **Misc.**
 - **Locates**
 - 37
 - **Work Orders**
 - 92

Municipal Court – Prepared by Mandy Balcom

- **July 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for July 18, 2023 Court Date: 31
 - **July 2023 Receipts Including Collections,**
 - **Total Fines:** \$7,123.72 (total monies taken in for the month, nothing deducted), *compared to \$11,751.29 in July of 2022*
 - **Net Fines:** \$5,324.00 (City share only, NOT including collections), *compared to \$8,790.50 in July of 2022*
 - **July 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 1,799.72 *compared to \$2,960.79 in July of 2022*
 - **Turned over to collection:** \$ 0 *compared to \$ 10,807.00 in July 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:

- **Upcoming Court Dates:**
 - August 1, 2023, Regular Court Session**
 - August 7, 2023, Bench Trial**
 - August 17, 2023, Jury Trial**
 - August 23, 2023, Jury Trial**
 - September 12, 2023, Regular Court Session**
 - September 13, 2023, Jury Trial**

- **Court Administrator to attend the LEDS State Conference in Seaside, OR- August 28th- August 31st, 2023.**

Police Department – Prepared by Chief Larry Larson

- The Department rehomed a dog to a military vet.
- Officer responded to a non-injury crash at the school.
- Officer investigated a stolen bike and bike parts.
- Officer used the CHETT program to provide an unhoused male Gatorade.
- Officer investigated a stolen car and is seeking a warrant for the suspect.
- Officer arrested a male for a misdemeanor warrant.
- Officers arrested a male for an alcohol DUII.
- Officer assisted another agency on a search warrant.
- Officer towed a vehicle after the driver fled on foot.
- Officer investigated a motor vehicle crash near the fire department.
- Officer investigated an unlawful entry into a motor vehicle.
- Officers responded to a verbal dispute between siblings.
- Officer used to the CHETT fund to provide food for an unhoused individual.
- Officer investigated damage to the Norma Pfiefer men's restroom.
- Officer conducted a truck inspection and cited the driver for unlawful possession of a firearm.
- Officer assisted OSP with a physical dispute on the freeway.
- The Department completed firearms training.
- The Department completed training on how to use Spike Strip Systems.
- Officers participated in a Commercial Truck Inspection Operation:
A total of 13 trucks were inspected, 6 vehicles were out of service for being unsafe, and 1 driver was put out of service for violation regulations.
- Officers conducted safety vacation residence patrol checks as requested by community.
- Officers conducted a compliance check on a sex offender.
- Officers responded to a trespass in progress at the Premier RV Park.
- The Department has hired two new reserve police officers.
- The Department has a new patrol car in service.

Upcoming Events:

Coburg Car Classic.

National Night Out.

PUBLIC MEETING MINUTES

At the 2021 City Council retreat the City Council, discussed ways to better connect with Planning Commission and City Committees. Council requested staff provide the minutes from all public meetings in the monthly City Council packets.

- June 20, 2023 Park Tree Citizen Advisory Committee DRAFT Min
- July 5, 2023 Heritage Committee DRAFT Min
- July 18, 2023 Park Tree Citizen Advisory Committee DRAFT Min