

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: May 9, 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 April, general administration, and upcoming work to be done. The City Administrator and Department Directors compiled the information in this report.

City Administrator Recruitment

Interviews were held on April 26, 2023 before two panels made up of City Council, staff and citizens. There were two final candidates interviewed. The interview panelists met and made a recommendation for consideration. Because a quorum of the Council was not available to meet and discuss, the Mayor conducted a telephone poll of the Councilors for consideration of the next phase of the recruitment process. The next step is background and reference checks. It is anticipated that the Mayor will move forward with contract negotiations and could present an employment contract for the June 11, 2023 City Council meeting.

Water Project

- LOI was filed with Business Oregon – Still waiting for a response
- A grant prepared for the grant through the Oregon Water Resource was not filed due to the City's Water Conservation Plan being outdated and a recommendation was to update it prior to applying. The grant is still being completed, and after the plan is updated, the grant will be submitted. It is anticipated that it will still be within the timeline of the water project.
- Coleman Street Waterline project is in process.
- Well drill went out for bid and has been awarded. The contract is in the red folder.
- East-side water line to Premier RV is still under discussion. A staff report on the request of Premier RV is under a different tab and will be presented at the City Council meeting.

Street Projects

- **Macy/Harrison/North Willamette** – Design is in process
- **Transportation Plan Update** – The City submitted a request to apply for grant funding to fund the update of the Transportation Plan.
- **Coburg Industrial North** – The preservation work on this street has been funded through the MPO. City of Eugene is the certified agency on this project.
- **Collector Streets** – The preservation of the collector streets has been funded through the MPO. The City was able to swap funds with Lane County on this federally funded

project in order to manage the project ourselves and not have to have a certified agency. It is anticipated that design for this project will begin after July 1, 2023 and construction will take place sometime in the late summer/fall of 2024. Until design is completed, we will not know if the funds awarded will cover the project. The City should anticipate covering additional costs of the project through TUF funds, and/or additional street funding loans.

Park Projects

- **Pavilion Park Planning** – Next steps is to meet with the designer to apply all of the feedback from the public and Park|Tree Committee.
- **Coburg Loop Path** – The City received funding for the fourth phase of the Coburg Loop Path. Unfortunately, between the time the funding was awarded by the Metropolitan Planning Committee and a 60% engineering plan, the cost of the project had increased. Therefore, the City went out for additional funds as proposed by the Certified Agency which is the City of Eugene. Again, between when being awarded and now, the cost of the project has again risen above the engineer's projection. As the City is held responsible for all costs over and above a 10.27% match, and costs exceeding the awarded funds, the City simply can't afford the additional costs of the project. We are working with ODOT, City of Eugene, and MPO staff to come up with an alternative plan that the funding could cover without a huge cost to the City.

Budget – Binders available to the Council and Budget committee on May 9, 2023.

Upcoming Meetings

May 9 Heritage Committee
May 16 Budget Committee
May 17 Planning Commission
May 18 Park Tree Work Session & Meeting
May 29 City Hall Closed – Memorial Day

DEPARTMENTS AND OPERATIONS

City Recorder

- April 11th to May 9th managed seven Public Meetings. Each meeting is noticed, created, require electronic and paper files for retention. I review, edit and process draft minutes for approval then record and post approved signed minutes.
- City Administration recruitment retention files and prepared interview packets
- Budget meeting with City Administrator to discuss needs for 2023-24 budget. Prepared documents for 2023-24 budget binders.
- Request for Bid for Second Wellfield capital project, posted on website and created the electronic and paper retention files.
- Published Budget Meetings Legal Notices.

- Completed 2 lien searches.
- Statement of Economic Interests (SEI) are COMPLETE! The City has 16 people who are required to complete the SEI. I confirmed with Oregon Government Ethics Commission and all were submitted by the deadline date 4/15.
- Budget Committee Recruitment is open. The two members who terms expire have been notified and encouraged to re-apply. Application will be accepted through May 20, 2022. Budget Committee will review applications and interview at May 31, 2022. Council will consider Budget Committee recommendation at the June 14, 2022 meeting.
- Assisted in drafting Ordinance A-171-C and A-246-A
- Draft water and sewer resolution
- Process two OLCC Special Event Winery applications. Annual OLCC renewals are beginning processed.
- Contracts (collect signatures, log, record, and return executed copies to all department).
 - Northcore USA, LLC – Waterline replacement
 - Stallings Lane Property Lease agreement
 - IOOF 5 Year lease agreement
 - Public Improvements agreement Bruce Wiechert Custom Homes

Administration Front Office

- Our Facebook page has been doing well and we have largely increased the number of people who are seeing our posts. We went from posting only 5-10 times a month, to about 35 times in March, and 25 times so far in April. In the last year (Jan 2022-Feb 2023), we were averaging a reach of about 2,600 people per month. In March we increased that to a reach of about 16,800 people. And so far in April we have reached almost 11,300 people. Since we began posting consistently starting March 1, we have gained almost 30 new followers and had so much more engagement with our posts. Some new things we started posting in the last month were Mayor/Councilor bios, many updates on the utility bill changes, some live photos, and weekly posts for Child Abuse Awareness Month.
- Promote Child Abuse Awareness throughout the month of April to support the Council Proclamation.
- Administrative
 - 5 Citizen Inquiries
 - 1 Facility Right of Way permits
 - 1 Park rental applications
 - 2 IOOF rental
 - 2 Special Mailing

Utility Billing

- **April utility Billing covers 3/10/2023 to 4/10/2023**
 - Billed Water \$56,000 | Sewer \$71,000 | Transportation Utility Fee \$12,300
 - Cash Receipts or Payments Received \$138,500
 - Past dues charged 91
 - 12 Utility Billing related work orders
 - 11 Door Hangers
- Public outreach on potential Utility Rates included insert in Utility Bills, social medial posts, mailing.
- Met with Springbrook to view a demo that will improve the access our citizens have to their utility billing accounts with more options to better serve them.
- Signed up for a Springbrook Conference for October. This will help us keep up to date in our processes and procedures.

Finance

- See Finance Quarterly Report under separate tab.

Planning – Prepared by Megan Winner

- Approved two mobile food vending trucks at Truck N Travel;
- Approved minor modification to SR 04-22, replacing the barn structure with a greenhouse structure at 91070 Willamette St. The plans are under building review;
- SUB 02-20: Construction continues. Permits for six new single family dwelling issued in April and three in review;
- SUB 01-22: Public improvements plan for phase two of the Coburg Creek Subdivision is under second 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 April;
- Participating in Coburg Community Charter School 8th grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Planning Commission unanimously recommended to City Council the appointment of Jerry Behney to Planning Commission;
- Safe Lane Transportation Coalition is putting on an Oregon Friendly Driver course at the IOOF on May 18th from 6-7:30pm as part of the Slow Down in Coburg! campaign;
- Scheduled follow-up meeting on the pre-application to Transportation and Growth Management (TGM) grant program;
- Registered for Oregon Heritage Summit;

Main Streets and Economic Development – Prepared by Tracey Pugh

- Finished May/June Our Town newsletter
- Coordinated monthly Main Street Board Meeting
- Working with art committee on new art projects for downtown
- Working on Bike Safety Event with Charter School for June
- Updating Coburg map/directory with new businesses
- Attended Oregon Main Street Networking Meeting in West Linn
- Working on Emergency Preparedness Block Party for September
- Coordinating and hosting first Business After Hours Mixer
- Meeting with different community partners about summer community events
- Finalizing sponsorship packets for Main Street events

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **ROW**
 - Crews started mowing the right of ways
 - **Maintenance**
 - Striping was done on McKenzie for the area around the Pavilion Park
 - Three trees were planted on Willamette St

Water Utility

- **Repairs**
 - **Leak Investigations**
 - We were able to help two residents with finding leaks.
 - **Projects**
 - New 8" water main on Coleman St is done.
 - N. Willamette St, E. Macy, & N Harrison Waterline Preplacement Project Pre Construction Meeting was held.
 - **Premier RV waterline**
 - Staff is still developing a plan to get water to the RV Park.
 - **Distribution System**
 - **New Service Installs**
 - 8
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**

- 11
 - **Callouts**
 - 7
 - **Tank Pumping**
 - 5
- **Plant Repairs & Major Maintenance**
 - We worked on getting a mixer communication issue fixed
 - Fixed an air control issue in the chlorine room.
 - Mixed Liquor Flow meter stopped working, is now back to operational.
- **Parks Dept.**
 - Arbor Day
 - Public Works worked in conjunction with Coburg Pizza for Arbor Day on 4-27-23, 5 trees were planted 3 on Willamette St and 2 at Norma Pfeiffer. Coburg Charter School's 5th grade class did most of the work!
 - **Parks and Tree Committee**
 - Working on a Plaza Concept with landscaping design engineers at Pavilion Park Project.
 - Work Party worked at Johnny Diamond Park
 - Working on developing a plan for the Veterans Memorial Flag Pole area
- **Misc.**
 - **Locates** 54
 - **Work Orders** 97
- Public works was able to pick up a used service truck at State Surplus for a great bargain. We purchased a 2011 Power Stroke Ford F-250 for \$9,700 and is valued at around \$20,000.
- Public Works also put a hold payment on a 2022 Street Sweeper.
- Burke Hansen and Ty Wilson both passed Certification exams. Burke passed his Wastewater Treatment III and Ty Wilson passed his Wastewater Collections I.

Municipal Court – Prepared by Mandy Balcom

- **April 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for April 4, 2023 Court Date: 16
 - **April 2023 Receipts Including Collections,**
 - **Total Fines:** \$9,248.22 (total monies taken in for the month, nothing deducted), *compared to \$ 16,825.42 in April of 2022*
 - **Net Fines:** \$5,106.00 (City share only, NOT including collections), *compared to \$10,356.00 in April of 2022*
 - **April 2023 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 4,142.22
compared to \$6,469.42 in April of 2022
- **Turned over to collection:** \$ 5,730.00
compared to \$ 0 in April 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 Date: May 2, 2023**
- **Jury Trial May 3, 2023**
- **Court Administrator attended the OACA Court Conference April 22-25, 2023**

Police Department – Prepared by Chief Larry Larson

- Officer investigated a burglary and theft at the Shell Gas Station; officer is writing a warrant.
- Officer investigated a theft and damage to a vehicle.
- Officer investigated a theft and dispute; determined a crime was not committed.
- Officer investigated a vehicle vs pedestrian crash; the driver was cited.
- Officer assisted an OSP Trooper with arresting a non-cooperative DUII driver.
- Officer arrested a female for a felony domestic assault.
- Officer investigated a male for initiating a false report and misuse of 911.
- Officer investigated a burglary.
- Officer investigated a hit and run.
- Officer found and helped arrest robbery suspects on a traffic stop.
- Officers generated several DHS referrals stemming from domestic investigations.
- Officer investigated a DHS referral for neglect and determined it was unfounded.
- Officer conducted a welfare check on a suicidal minor.
- Officer towed an abandoned vehicle on E Pearl Street.
- Officer investigated a verbal dispute at the TA and determined a crime was not committed.
- Officers investigated a non-injury vehicle crash.
- Officer assisted a houseless individual.
- Officers responded to a suicide attempt at Serenity Lane and assisted medics with the transport.
- Officers attended a search warrant writing training.
- Officers attended a “Best Practices” for evidence and property room management training.

- The Department attended firearms training.
- Officers attended critical incident shield response training.
- The Department participated in DEA Drug Take Back Day.
- The Department participated in Community Shred Day.
- Officers escorted veterans to the county line for Willamette Valley Honor Flight.
- Officers conducted safety vacation residence patrol checks as requested by community.

Upcoming Events:

We have two Reserve Police applicants in backgrounds.

ATTACHED

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

- April 18, 2023 Park Tree Committee
- April 19, 2023 Planning Commission