

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: July 12, 2022

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

GENERAL ADMINISTRATION

Water Project

- Well under design
- Water Rights have been successfully transferred to new well property
- Thomas Street Intertie under construction
- Reservoir Feasibility Study- In process
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Out for bid – To begin 2nd week in September (after festival season)
- **Roberts Road** – Bid Awarded – Construction to begin
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding** – Commitment letter was signed. Waiting on loan documents for signature.

Park Projects

- Submitted Park Grant for Pavilion Park Plaza. City was invited to present our grant application on July 12 to the Grant Review Committee. We do not expect to know whether we receive the grant until September.

COOP (Continuation of Operations Plan) – Prior to his completion of his time at the City, Jim Bell worked to update the Cities Continuation of Operations Plan. This plan works in partnership with the Emergency Operations Plan to establish how the City will respond to an emergency and ensure that the services of the City continue. An example of what might be covered is an alternative site to operate City Hall. Jim brought this document into alignment with FEMA and the ICS emergency system. Staff are now reviewing the document and making final changes as needed. This will come to the City Council at their August meeting, and may be discussed during the Executive Session on July 26.

Noxious Weed Enforcement – Noxious Vegetation enforcement started on June 1, and runs through the end of October. Staff has noticed a very positive and progressive response to weed control from properties sent letters this year. Staff will continue to monitor throughout the summer.

Farm Lease – The City owns farmland adjacent to the sewer plant and leases it out to be farmed. That lease is expiring and there will be a RFP put out for a new farm lease this month. Public Works Director Brian Harmon has requested a slight reduction in the amount of ground to be farmed in order to provide for growing and expanded plans around the sewer plant. It is likely that the new lease will be awarded in August and come before the City Council for approval in September.

Bond Repayment Issue – In 1973, the City sold bonds for a water project. All of the bonds were sold in \$1000 - \$5000 increments, and became due no later than January 1, 1999. Up until around 2016, the City had a \$5000 bond due on the balance sheet. However, staff were unable to provide auditors with any information regarding the bond, and given the small amount, it was recommended that it be removed from the books. Recently, the City received a phone call from a son who had found a bond in his mother's estate documents. The copy of the bond he provided gave the staff vital information regarding the bond sales, and the City decisions for the sales. The City is unclear at this time whether this bond has been paid, and are researching historical financial records (pre-electronic files). Staff have continued to be in contact with the family, and will provide them more information once staff has had time to locate the pertinent records and consult with the City attorney.

Zoning Code Update – The Ad-Hoc Committee has finished its work, reviewed the final changes and it is now being prepared for the planning commission presentation and hearing. The following is the scheduled timeframe for this ordinance:

July 21, 2022 – Planning Commission presentation, hearing and recommendation
July 26, 2022 - City Council special meeting – 1st reading of Ordinance/Public Hearing
August 9, 2022 – City Council – 2nd reading of Ordinance and Council decision

League of Oregon Cities – Legislative Priorities Ballot has been released and was emailed to the City Councilors on June 24. Councilors are encouraged to provide their feedback no later than July 29 in order for us to consolidate the Cities priorities. A copy of the ballot is attached to this report.

Upcoming Meetings

Heritage Committee	7/13
Park Tree Committee	7/19
Planning Commission	7/20
Executive Session	7/26

Special Council Meeting	7/26
Finance Audit Committee	7/27
City Council	8/9

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- June 15 to July 11th managed three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 10 lien searches.
- Published the legal notice for land use Applications PA-01-22 and SR-02-22. Posted recruitment for Public Works Seasonal help. Contract, Grants agreements.

Utility Billing

- June Utility bills covering 5/11 to 6/10
- Billed Water \$62,100 | Sewer \$81,000 | TUF \$11,789
- Cash Receipts or Payments Received \$156,485
- Past dues charged 74
- Active Payment Plans 2
- Change is service 4
- Annual Limited Income Assistance (LIA) program open enrollment closed on June 30, 2022. Will be implementing the 2023-23 applications into utility billing. Will be reflected on the bill that goes out August 10th.
- Training with Finance Director on Utility Billing to line it up with the Finance Director Job Description and remove the management and oversight from the City Recorder.

Administration front Office

- Special Event applications and notices for July.
- Noxious vegetation enforcement.
- Park rentals

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

Due to Staff vacation schedule, planning bullet points will be in red folder this month

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed Our Town newsletter for July/August 2022
- Obtained nonprofit status for Coburg Main Street
- Finalizing Coburg Business Map/Directory
- Finalized logo for Coburg Main Street
- Working on City of Coburg website - updating information, fixing broken links
- Created poster for Concerts in the Park and Coburg Market
- Held a Business After Hours mixer with Oregon RAIN
- Redesigning Chamber website for Coburg Main Street
- Working on cleaning up Visitor Kiosk and Bike Hub
- Coordinating vendors for Coburg Market on Thursdays (July 21-August 25)
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director
- Participated in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **Repairs**
 - Hot patched three trenches
 - Pot hole repairs
 - Replaced stop sign on Roberts Ct.
 - **Mowing**
 - Right of Way mowing
 - Mowed all Bio swales
- **Water Utility**
 - **Callouts**
 - Leak was called in on Christian Way
 - **Flow Testing**
 - Crews flow tested 12 fire hydrants around town and worked with the Fire Department on report to ISO for insurance.
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 12
 - **Callouts**
 - 7
 - **Tanks Pumped**
 - 6
 - **Treatment Plant**
 - **Projects**
 - We planted 102 Oregon Ash Trees for the DEQ Project
- **Parks Dept**

- **Parks and Tree Committee**
 - Work Party at Johnny Diamond Park
- **Park Maintenance**
 - Reese Landscaping went through all the flowerbeds at Johnny Diamond Park
 - Removed two trees that blew over in the wind.
 - Cleaned up Diamond St. Island
- **Misc.**
 - **Locates** 15
 - **Work Orders** 60

Municipal Court - Prepared by Mandy Balcom

- **June 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for June 7, 2022 Court Date: 55
 - **June 2022 Receipts Including Collections,**
 - **Total Fines:** \$11,776.44 (total monies taken in for the month, nothing deducted),
compared to \$14,979.87 in June of 2021
 - **Net Fines:** \$7,833.00 (City share only, NOT including collections),
compared to \$9,000.00 in June of 2021
 - **June 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3,943.44
compared to \$5,979.87 in June of 2021
 - **Turned over to collection:** \$ 20,140.00
compared to \$17,337.00 in June of 2021

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: July 12, 2022 Regular Court Session**
August 2, 2022 Regular Court Session

Police Department – Prepared by Chief Larry Larson

- Officer arrested two males for failing to complete annual report as a sex offender.
- Officer arrested a female for a misdemeanor warrant at the Shell Gas Station.
- Officer investigated a burglary and theft that occurred at a business on Roberts Court.
- Officer investigated a DHS referral for child neglect and determined it was unfounded.
- Officer purchased fuel for three stranded individuals using funds from the CHETT program.

- Officer investigated and cited a citizen for violation of city ordinances.
- Officer investigated a non-injury motor vehicle crash.
- Officers completed a death investigation.
- Officer investigated a criminal mischief case where unknown suspects damaged a fence.
- Officer arrested a male for a misdemeanor warrant.
- Officer investigated a hit and run.
- Officer returned a lost US Passport.
- Officers spent an hour at City Hall attempting to deescalate an individual having a mental health crisis.
- Officer responded to suspicious conditions at the Truck N' Travel.
- Officer transported a citizen to the train station so he could attend his mother's funeral.
- Officer investigated a menacing at the Eugene Kamping World where a suspect while carrying a firearm chased a citizen.
- Officer completed ODOT commercial truck inspections.
- Officer assisted DHS with a reported sexual assault.
- Officer conducted compliance checks with city ordinance violations.
- Officers instructed a concealed weapons course for citizens.
- Officer attended MILO training.
- Officers provided VIN inspections to local business.
- Officers returned a loose dog several times to the same owner.
- Officers completed compliance checks on sex offenders.
- Officers pulled an information report to destroy the 40 pounds of prescription drugs for the take back drop box
- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.
- Officers responded to several alarm calls.
- Officers completed their LEDS certification.
- Officers transported a suicidal citizen to the hospital.
- Officers worked the ODOT grant for speed enforcement
- Officers work with the United States Marshals Service doing sex offender compliance checks
- Officer attended a Safety Team meeting with the Coburg Community Charter School
- Officers provided ice cream to Coburg Community Charter School for the annual Ice Cream Social.

Upcoming Events:

- ODOT traffic grant enforcement pedestrian crosswalk safety in June

ATTACHED

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

- A. 6/8/2022 Heritage Committee
- B. 6/9/2022 Code Review Ad Hoc
- C. 6/14/2022 Urban Renewal Agency
- D. 6/21/2022 Park Tree Committee

- E. League of Oregon Cities Legislative Priorities Ballot 2023
- F. City Administrator weekly report to Council 7.1.22