

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: May 10, 2022

Staff Contact: Anne Heath, City Administrator

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The following is an overview of important activities during the month of April, 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
- Thomas Street Intertie – under design
- Mainline replacement – Coleman Street under design
- Reservoir Feasibility Study- In planning stage
Staff are contacting property owners to establish 3-5 properties that could be included in the feasibility study. These include properties in the I-5 vicinity on both the east and west side.
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Under design/Summer of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – Funding Application has been submitted to OTIB. It is likely that we will not know whether this will be funded until late spring.

Utility Rates – Staff have put together a timeline and work plan recommendation for addressing a utility rate analysis. Recommendation is in the staff report under a different tab.

Cyber Security Insurance – The City staff have worked with IT to attempt to fill out the applications for Cyber Security insurance. However, the requirements are complicated and may be costly in order to put in place. The staff is considering whether purchasing a more robust security software and strengthening back up procedures might be a better option for the City. Other small cities are facing a similar challenge and we are sharing information through IT.

Speed on local roads – As we move forward with street projects, each street will need to be engineered. As this work is completed, we have also asked the engineer to consider the speed on each road as to whether it makes sense to drop it. If there is a recommendation to drop the speed from 25 miles per hour, then we will bring this information to the Council for approval. While there are some roads that will benefit from a speed reduction, roads such as collectors may need to keep the federal speed requirement.

Noxious Weed Enforcement – The City will start noxious weed enforcement beginning in the first week of June. While this is complaint based, City staff also take a drive around town to identify properties that are out of compliance. Repeat annual offenders will be receiving a letter upon the kick off this year rather than waiting for complaints to come in regarding their properties. With the dry summer in the last few years, we will also be monitoring through the summer for properties who fall out of compliance over the summer months.

Staff Training & Emergency Drill – An all staff training was held on April 28th on handling workplace stress. Additionally, all staff took part in a drill in which City Hall became unusable due to an incident and staff had to set up an alternative site to continue City business. Each department planned their tasks to be accomplished and then shared out with the room. The information identified by the staff will be added to the City’s Continuation of Operations Plan.

New Faces at City Hall – The City welcomes Jeremiah Rupe to the Police Department. Jeremiah will replace David Gregory as the Police Department Technician. David and his family are relocating to another state. Welcome also to Public Works Worker Dax Wilson who joins us as a temporary seasonal worker through August.

Upcoming Meetings

Heritage Committee	5/11
Park Tree Committee	5/17
Planning Commission	5/18
Budget Committee	5/24
URA Budget Committee	5/31
City Budget Committee	5/31
City Council	5/10
URA & City Council Meeting	6/14

DEPARTMENTS AND OPERATIONS

City Recorder

- March 9th to April 14th managed seven Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 2 lien searches.
- Collected past due assessment on utility accounts.

- Released recorded lien and SDC finance agreement on a property that paid off balance.
- 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.
- Prepared and published the legal budget notices for City and Urban Renewal Agency.
- 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.
- Recording the Annexation documents and building the City retention files. Working on getting the FINAL zoning map.
- Prepared and posted Internal recruitment for Police Department Technician. This recruitment closed. The retention file is complete.

Administration - Front Desk

- Prepared the Budget Binders
- Promote Child Abuse Awareness throughout the month of April to support the Council Proclamation.
- IOOF Rentals - 3 in April and 4 scheduled for May
- Special Events. We have seen a huge increase in Special Event application and Park Rentals this year. Estimated administrative staff time is 12 hours per permit.

2022 Park Facility Rental & Special Events			
5/7/2022	Norma Pfeiffer	Park Rental	B-day Party
5/14/2022	Norma Pfeiffer	Special Event	Rally in the Valley Omnium - Circles around park (200 Participants plus families)
5/19/2022	Behind City Hall	Special Event	Circus
5/21/2022	Pavilion Park	Special Event	Mohawk Valley Metric
5/22/2022	Norma Pfeiffer	Park Rental	Grandson B-day
6/3/2022	Norma Pfeiffer	Park Rental	Work BBQ
6/4/2022	Norma Pfeiffer	Park Rental	B-day Party
6/18/2022	Norma Pfeiffer	Park Rental	END OF SCHOOL CELEBRATION
6/18/2022	None		Coburg Colossal Clutter Clear Out
6/19/2022	Norma Pfeiffer	Park Rental	Church Picnic

6/23/2022	Pavilion Park	Special Event	Client Appreciation Party(Fidelity National)
6/25/2022	Norma Pfeiffer	Park Rental	89th B-Day Party
7/5,12,19,26	Norma Pfeiffer	Special Event	Twilight Criterium (Race around park) 4-9PM
7/9/2022	Norma Pfeiffer	Park Rental	Coburg Food Pantry (Informational to residents)
7/17/2022	Norma Pfeiffer	Park Rental	Church Picnic
7/22, 23 & 24	Norma/ Pavilion	Special Event	Coburg Days
7/30/2022	Norma/ Pavilion ?	Special Event	1972 Sheldon Class Reunion
7/21&28 8/4,11,18,25	Pavilion	Special Event	Concerts in the Park
7/21&28 8/4,11,18,25	Pavilion	Special Event	Farmers Market
8/6/2022	Pavilion	Special Event	Coburg Car Classic
8/13/2022	Norma Pfeiffer	Park Rental	Family Reunion
8/20/2022	None	Special Event	Wedding - Block Party Ord. says N/C
8/21/2022	Norma Pfeiffer	Park Rental	Church Picnic
8/27 & 28	Pavilion	Special Event	Jammin in the Park 2022 (Sat 10-9 Sun 10-4:30)
9/10&11	Norma/ Pavilion	Special Event	Antique & Vintage Fair
12/3/2022		Special Event	Christmas in Coburg

Utility Billing

- April | March Utility bills month end covering 3/12 to 4/11
 - Billed Water \$55,000 | Sewer \$69,785 | TUF \$12,355
 - Payments Received \$137,251
 - Past dues charged 82
 - 2 Active payment plans
 - 6 change in service

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Annexation and rezone approved at April 12th regular City Council meeting. Notices to interested parties, Secretary of State, Dept. of Revenue and public utilities complete;
- SUB 02-20: Construction continues. Application received for building permits for first three homes;
- Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway. Pre-final draft of the regulating plan was sent out with feedback due of April 28. First public hearing for Development Code update scheduled for Planning Commission meeting on May 18th;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in March;
- Construction on the Bike Hub is complete. Signage and finishing touches remain. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for May as a Bike Month event;
- Planning Commission received presentation on the Building Program from Faye Stewart, Cottage Grove Public Works Director, and set goals at April meeting;
- Heritage Committee canceled Historic Art Contest due to no registrations. Next round of Preservation Plaque recipients is being planned.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed and mailed May/June Our Town newsletter
- Attended 2022 Oregon Heritage Conference
- Participating in UWLC Emergency Preparedness Trainings for Rural Community organizations
- Coordinated/attended monthly Coburg Main Street committee meeting
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Finalizing Main Street Bylaws to submit with 1023 IRS Form
- Assisting new Coburg Antique Fair Director with Special Event Application
- Working with designer on Coburg Business Map/Directory
- Redesigning Chamber website for Main Street
- Working with designer to create logo for Coburg Main Street
- Working with Rexius, Johnson Brothers, and downtown businesses to put out flower baskets in mid-May
- Participate in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Tree Removal**
 - Two trees were removed in Norma Pfeiffer Park
 - **Projects**
 - Walk through for the Roberts Rd repaving project
- **Water Utility**
 - **New Service**
 - Bruce Street
 - **Projects**
 - Finalizing the Thomas Street project and getting ready to be bid out in May
 - **Leaks**
 - Found a major leak on a fire service at Freightliner on Roberts Rd, customer had it repaired that day
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 5
 - **Callouts**
 - 6
 - **Tanks Pumped**
 - 2
 - **Plant Repairs & Major Maintenance**
 - We replaced a sampler that was given to us through a program from WEF(Water Environment Federation).
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party planted trees (2 Red Maples) at Norma Pfeiffer Park and worked on brainstorming ideas for Coburg Creek Park in the new subdivision. Also working on plans for a Pickle Ball Court.
 - Dealt with a bee swarm at Pavilion Park
 - **Park Maintenance**
 - Installed new cameras at the restrooms at Norma Pfeiffer Park
- **Misc.**
 - **Locates 13**
 - **Work Orders 58**

Crews repaired the urinal at City Hall upstairs. This has caused many issues in the past as it has overflowed several times.

Crews have also started their summer work schedule of 4-10 work days.

Municipal Court - Prepared by Mandy Balcom

- **April 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for April 5, 2022 Court Date: 27

 - **April 2022 Receipts Including Collections,**
 - **Total Fines:** \$16,825.42 (total monies taken in for the month, nothing deducted), *compared to \$ 19,044.12 in April of 2021*
 - **Net Fines:** \$ 10,356.00 (City share only, NOT including collections), *compared to \$12,404.00 in April of 2021*

 - **April 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 6,469.42 *compared to \$6,640.12 in April of 2021*
 - **Turned over to collection:** \$ 0 *compared to \$14,670.00 in April 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: May 3, 2022**
- **Jury Trial May 24, 2022**
- **Court Administrator attended the OACA Court Conference April 23-26, 2022**

Police Department – Prepared by Chief Larry Larson

- Officers investigated criminal mischief at Norma Pfeiffer Park
- Officers investigated a hit and run at the Truck N' Travel
- Officer investigated an illegally parked vehicle, subsequently arrested the driver on 5 warrants
- The department collected 126lbs of food, \$300 cash and \$5,000lbs of paper during the Coburg Community Shred Day
- Officers arrested several males for failing to register as a sex offender: most of them had previous warrants for failing to register as a sex offender
- Officers assisted the Sheriff's Office locate an intoxicated driver
- Officer tagged several improperly parked vehicles on Roberts Road
- Officers worked City Ordinance violations
- Officers completed truck inspector training for the ODOT

- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigated a motor vehicle crash near Harry's Berry's; determined to be medical
- Officers responded to several alarm calls
- Officers investigated a theft 1 and elder abuse
- Officers worked ODOT distracted driving month
- Officers investigated a stolen vehicle which was recovered the next day
- Officers investigated a non-injury motor vehicle crash
- Officers investigated a controlled substance DUII
- Officers received training on work-related stress and emergency management
- Officers investigated several DHS referrals regarding possible child abuse
- Officers work bailiff duties at Harrisburg Municipal Court
- Officers investigated a domestic violence dispute which resulted in an arrest
- Officers investigated criminal mischief to a parked vehicle
- Officers arrested a subject on several felony warrants
- Officers responded to several animals at large calls
- Officers completed several vehicle vin inspections
- Officers investigated suspicious circumstance at the Truck N' Travel regarding potential coercion

CITY EVENTS

- City events
- World Games
- ODOT Grants
- Sex Offender sweep

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.

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|----|-----------|-------------------------|
| A. | 4/13/2022 | Heritage Committee |
| B. | 4/19/2022 | Park Tree Committee |
| C. | 4/20/2022 | Planning Commission |
| D. | 4/27/2022 | Finance Audit Committee |