

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: January 10, 2023

Staff Contact: Anne Heath, City Administrator

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

GENERAL ADMINISTRATION

STATE OF THE CITY – 6:00 p.m. on January 10th followed by the City Council Meeting

- Mayor Elect Bell will give the State of the City Address
- Anne Heath will provide updates and accomplishments
- Mayor Elect Bell will be sworn in as Mayor Bell
- Councilors Engebretson and Wells will be sworn in
- Employee of the Year award
- Employee Longevity award

Water Project

- Well under design
- Contract awarded for building road to well site and for the well site pad
- Reservoir Feasibility Study – Is complete and will be presented to the City Council at the scheduled work session on January 24th.
- Updated projected costs for water project have been completed and will be presented to the City Council on January 24th, along with updated recommendations for increase in utility fees.

Street Projects

- **McKenzie Street Rebuild** – Completed
- **Collector Streets** – Will begin design after July, 2023. Lane County has agreed to swap for federal funds, which allows for Coburg to manage this project ourselves in a much more timely manner with our own engineers. It is now projected that this will begin design in the summer of 2023 and be constructed in the summer/fall season of 2024.
- **Macy/Harrison/North Willamette** – Engineering is providing alternative designs for these streets to be presented to the Public in an open house on February 4th. There will

be an opportunity for the Public to provide comment, which will be consolidated and presented to the City Council at their February 14th meeting. This will allow for Council to give staff direction on how they would like to proceed with the design of these roads.

Park Projects

- **Pavilion Park Planning** – The City has received the permission to proceed on this project. The preliminary design will be presented at the February 4th open house in order for the public to provide comment. These comments will be forwarded to the Park|Tree Committee in order for them to complete the final design. The project is expected to be in construction beginning in the fall of 2023, or the spring of 2024 depending on completion of design and contractor availability.

Public Works Shop

- Design is in the final stages and then final design and associated projected costs will be presented to the City Council at their retreat within the information binder provided by staff. The recommendation is for two separate buildings with the majority of the costs associated with one of the buildings being absorbed by Coburg Fire. More details to come on February 4th.

Finance Department Staffing – The City has posted two positions for finance. One for an Accountant, and one for the Finance Director. We will fill one position with the best suited candidate. This includes either a fully trained Finance Director who can step into the position, or an Accountant who can train in the position with the intention of being promoted to Finance Director upon achievement of expected learning objectives. The recruitment is open until the end of January. It is anticipated that if a sufficient applicant pool is received, interviews will be held between February 6th – 15th. With the hope that a new hire would begin working in the month of March.

OMA Response to Homelessness Funding – The Mayor Elect and the City Administrator met with a representative of OMA to discuss the priorities for Coburg as discussed in the December City Council meeting. In addition to the \$52,600 funds to be received if approved, there is also an opportunity for capital funding outside of this number. The projects we discussed were new heating and air conditioning as well as kitchen updates to the IOOF. This could then serve as a heating and warming shelter with an opportunity for food service, in addition to an emergency response center. Additionally, we considered the expansion of the food bank storage. We are gathering information to be submitted as a one page document for Coburg.

Insurance Best Practices Survey – CIS has completed the Best Practice Survey, which serves as the City's risk factor and allows for lower insurance fees as well as discounts. The City scored 97% on the survey. Much of the successful work that boosted our scores was work completed by staff over the last couple of years including the COOP, Emergency Operations Plan, Succession Plan, and Cyber Security Policy. While these projects do take time and effort they pay off in the City reducing our risk factors. **A copy of the survey is attached to this report.**

Upcoming Meetings

January 11	Heritage Committee
January 16	City Hall CLOSED Martin Luther King JR Day
January 17	Park Tree Committee
January 18	Planning Commission
January 24	City Council Work Session
January 31	Finance Audit Commission
February 4	City Council Retreat
February 8	Heritage Committee
February 14	City Council

DEPARTMENTS AND OPERATIONS

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

City Recorder

- December 13th to January 10th managed two **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.
- Prepared public hearing script for the December 21, 2022 Planning Commission. Hearing was Quasi-Judicial for a type 3 land uses.
- 2022 General Election follow up required many changes and updates. **Beginning January 1, 2023**
 - Nancy Bell is Coburg's elected Mayor. (Creating a vacancy on City Council)
 - Cathy Engebretson and Alan Wells have been elected to City Council. (Creating a vacancy on the Planning Commission and Finance Audit Committee.
 - **2022 Coburg Charter** took effect on December 1, 2022. Sent newly adopted Charter to Secretary of State. Posted it on the City website, made it available to all department heads and at the front counter.
 - Creating a FAQ that covers the charter requirements for quorum and vote count for Council. It will clearly explain the vote count for majority of quorum vs. majority of council.
 - Updated the Mayor and City Council pages on the website. Registered the newly elected councilors with Oregon Government Ethics Commission and League of Oregon Cities.
 - Set up email accounts for new councilors, closed and created retention file for email accounts for the councilors who terms expired. Updated internal and external contact sheets.

- **Councilor IPADS updates.** Working with IT to get City Charter, Comprehensive plan and map, Zoning Code and map, Coburg Master Plans, Vision Document and other key documents loaded for all Councilors
- **Orientation and Welcome** for Councilors Engelbretson and Wells.
- Recruitment posted for finance position, City Councilor, Planning Commissioner vacancies.
- Created the **2023 public meetings** scheduled. The City has 75 public meetings scheduled for 2023 this includes City Council, Planning Commission, Budget, Urban Renewal Agency, Park Tree Committee, Finance Audit and Heritage Committee meetings. Worked with front desks staff to get all meetings on the website, reservations in for the “Ray Smith Council Chambers”, and created the required paper and electronic files.
- Preparing for State of the City and City Council Retreat.

Administration Front Office

- Facebook posts and updates done regularly.
- Intake **1 Citizen Inquiry** and **1 facility** right of way permit
- Assisting with finance tasks until position is filled.
- January | February front office is busy collecting and processing payments for annual sewer LID’s and business license.
- **Business licenses** management has moved back to an administrative task this year. They have been managed in the court for the last few years. As we process the 2023 renewals the process sheets are being updated.
- Opened the **2023 Park Reservation** calendar for Special Events and Park structures. Confirmed and reserved the standing special event dates. Updated the calendar and files for 2023 reservations.

Utility Billing

- **December utility billing covers 11/10 to 12/9**
 - Billed Water \$57,000 | Sewer \$70350 | TUF \$12,425
 - Cash Receipts or Payments Received \$144,200
 - Past dues charged 95
 - 9 Utility Billing related work orders
 - 17 Door Hangers for past due accounts
 - 2 Active payment plans
 - 4 change in service
 - Created 2 new utility billing accounts

Finance

Finance report for the 2nd quarter of fiscal year 2023, will be presented to the Council at their February 14th meeting. In the months in-between financial information will be presented as bullet points within this report. The following is financial information for the month of November.

- November is the 5th month of the fiscal year. If revenues and expenses were spread out over the full year, percentages would be at 40%. However, due to the timing of some projects and revenues received, this percentage may not be accurate for actuals for some budget areas such as property taxes, and capital accounts.
- Overall Revenues and Expenses are net of beginning fund balance and ending fund balance. We are comparing only new revenue sources and expenses against what was budgeted to be received or expended.
- Overall Revenues were at 25% of budget at the end of November. Overall Expenses were at 23%. There is a 2% difference between Revenues and Expenses.
- Property Taxes received were 63% of budget as of the end of November or \$583,860.52. An additional \$260,637 was received in December bringing the total received to date to \$844,498 or 91% of budget.
- \$188,090 of reimbursements for the Water Fund were received in late December
- The City received \$494,263 in reimbursements for the Street Fund at the end of December.
- All Personal Services costs were operating within budget at November 30, 2023.
- All Materials & Services expenses were operating within budget at November 30, 2023.
- Total Cash of the City at November 30, 2022 was \$4,801,060 compared to \$5,361,035 at November 30, 2021, which is a difference of \$560,000. However, Council should keep in mind the very large reimbursements for capital projects received in December, as well as additional property taxes.
- There are no budgetary concerns at this time.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) awaiting further details requested by Lane County Transportation Planning;
- SR 02-22: Building permit issued for industrial park at 90950 Roberts Rd;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in December;
- MA 01-22: Official Zoning Map and Comprehensive Plan Map are being amended to reflect new downtown overlay that was adopted by Council on September 27 and to remove a strip of Park, Recreation and Open Space zoning designation that was

mistakenly left on three lots near City Hall. Planning Commission unanimously recommended approval to Council at the December 13 hearing. Second reading of Ordinance A-200-M and Ordinance A-199-I scheduled for January 10, 2023 City Council Meeting;

- SUB 01-22: Public hearing for an application for phase two of the Coburg Creek Subdivision continued to January 18th, 2023 at 6pm;
- SR 04-22: Application for food truck plaza on Willamette Street deemed complete, public hearing is scheduled for January 18th Planning Commission Meeting;
- Nine Structural/Plumbing/Mechanical/Electrical Permits issued in December;
- Participating in Coburg Community Charter School 8th grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC).

Main Streets and Economic Development – Prepared by Tracey Pugh

- Coordinated Christmas in Coburg activities
- Working on January/February Our Town newsletter
- Organizing Board Retreat for Coburg Main Street
- Coordinated monthly meeting with Main Street Executive Committee and new Board Members
- Creating Main Street Manual/Binders for Board Members
- Working on 2023 Budget for Main Street
- Working on grant opportunities with Ford Family Foundation and Oregon Main Street
- Working on Strategic Plan for Main Street
- Working with Board to establish financial policies, budget, event calendar
- Participating in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

.Public Works

- **Streets and ROW.**
 - **Street**
 - **Projects**
 - E McKenzie St Project.
 - Working with Contractor to finish out this project
 - TMDL Updates
 - **Banners**
 - Took down or fixed banners from wind storm
 - **Leaf Pickup**
 - Zone 1 completed on 12-28-22
 - **Special Events**
 - Christmas Parade
 - **Maintenance**

- 4 signs replaced or repaired
- Water Utility**
 - **New Service**
 - 1 new meter
 - **Distribution System**
 - Emergency shutoff on Mill St
 - **Projects**
 - Working with Admin and Engineering on designs for multiply projects
- **Sewer Utility**
 - **Collections**
 - **New Sites**
 - 2
 - **Inspections**
 - 8
 - **Callouts**
 - 8
 - **Treatment Plant**
 - **Treatment Plant**
 - Air relief on supernatant pipe froze and broke. Repaired
 - Mix liquor feed pump burned up. Pulled and replaced with new
 - Aeration basin mixer burned up. Pulled and replaced with new
 - Membrane blowers randomly shutting off. No repair made, stopped on its own.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked on Johnny Diamond Park
 - **Park Maintenance**
 - . Christmas Lights in Pavilion Park

Misc.

- **Locates** 25
- **Work Orders** 68
- **Total Work Orders for 2022 is 824**

Municipal Court - Prepared by Mandy Balcom

- **December 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**

- New Citations for December 6, 2022 Court Date: 17
- **December 2022 Court Receipts Including Collections,**
 - **Total Fines:** \$ 8,853.38 (total monies taken in for the month, nothing deducted), *compared to \$10,697.03 in December of 2021*
 - **Net Fines:** \$ 4,896.00 (City share only, NOT including collections), *compared to \$8,229.00 in December 2021*
- **December 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3,957.38 *compared to \$2,468.03 in December 2021*
 - **Turned over to collection:** \$ 33,073.00 *compared to \$18,165.46 in December 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: January 24, 2023, Regular Court Session**
- **Scanning Project Update**
 - **As of 12/30/22, a total of 20,587 documents have been scanned**
Compared to 5,235 scanned documents on 12/30/21

Police Department – Prepared by Chief Larry Larson

- Officer completed a death investigation.
- Officer investigated an unlawful entry into a motor vehicle.
- Officer took a report for criminal possession of rented property.
- Officer took a report for fraud and has a lead on a potential suspect.
- Officer investigated a theft from the Premier RV Park.
- Officer cited a female for a misdemeanor warrant at Coburg City Hall.
- Officer stopped a suspicious vehicle and arrested both occupants for felony warrants.
- Officer investigated a felony theft from the Premier RV Park.
- Officer took a report of a theft that occurred while a vehicle was at a repair shop.
- Officer investigated a felony theft off Industrial Way.
- Officer investigated criminal mischief by a vehicle that went off the roadway; the officer cited the driver for careless driving.
- Officer investigated a hit and run.
- Officer received a found wallet and returned their license.

- Officers investigated an alcohol DUII; the driver's BAC was 0.18%.
- Officer completed ODOT commercial truck inspections.
- Officers assisted with traffic control during the ice storm.
- Officer conducted compliance checks with city ordinance violations.
- Officer cited a person for illegal parking on Roberts Road.
- Officers responded to a domestic dispute and determined a crime had not been committed.
- Officers enforced several parking violations.
- Officer investigated a hit and run.
- Officer investigated a traffic crash.
- 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 investigated a criminal mischief.
- Officers received a call for theft of gas and damage to a vehicle.
- Officers interviewed potential new reserves.
- Officer investigated a DHS referral regarding child neglect.
- Officers assisted in returning several found dogs.
- Officer took a report for a stolen bicycle.

Upcoming Events:

- Concentrated DUII enforcement on 12/31

Next Police Quarterly Report will be presented at the February 14th City Council meeting.

ATTACHED

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

- November 16, 2022, Planning Commission Minutes APPROVED
- December 14, 2022, Heritage Committee Minutes DRAFT
- December 12, 2022, Planning Commission Minutes DRAFT