

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: February 9, 2021

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

GENERAL ADMINISTRATION

Covid-19 Management

- Police Officers who elected to take the vaccine have now received both doses.
- Lane County continues to be on the "Extreme" list and therefore the City continues to be closed to the public.
- All public meetings will continue to be by zoom until the County is able to move from the extreme category.
- The City is working with a local property owner to set up a drive through vaccination site if the need arises and we are asked by the County to set it up. At this point, we are only being asked to plan for it.

WATER PROJECT UPDATE

During the time when we were finalizing the planning for the reservoir we had a zoom call with those residents who had an easement on their property. There are four parties involved with easements that were purchased by the City as far back as 2007. During the zoom call some concerns were identified regarding the placement of the easements and we agreed with our engineer to follow up on those concerns. After investigating, we found that the concerns were legitimate and an alternative route to the reservoir could be in the best interest of all parties. Therefore, we are continuing this conversation which may end up with two or three easements being purchased back by the property owners, and then the City turning around and purchasing additional easements from one property owner for several of the segments up to the reservoir. This is an ongoing discussion that we will continue. It is not anticipated that this would change the timeline of the project but may speed up and reduce costs on the construction phase of the

project. Some of the concerns include timber that would need to be harvested, a stream crossing, extremely large boulders, and a propane tank that has been located on the easement.

Johnny Diamond Park – The parking spot was inspected by a licensed inspector for ADA and it was determined that it is not in compliance and did not pass inspection. The contractor must now provide to the City their plans for rebuilding the ADA ramp or building one in an alternative site. We are waiting for their plans.

Economic Development – We have been invited by Travel Lane County to apply for funding for biking and downtown beautification projects. These have both been identified as Oregon Main Streets projects. We will be submitting proposals for a bike hub design phase, and for hanging baskets for the downtown corridor. This funding is a fast turnaround with the funding invitation being released on January 19th and closing of the application period on February 3rd. The purpose is to help communities prepare for tourism for the summer and fall of 2021.

Planning Position – The position has been posted and will remain open until February 26th. Staff will begin putting together a hiring process. It is anticipated that we could have a planner hired and in place by May 1. However, that will be determined by our applicant pool.

Work session for Annexation – There will be a join work session for City Council and the Planning Commission to learn more and have discussions on the application submitted for annexation. This work session will be held on February 23 at 6:00 p.m. All City Councilors and Planning Commission member are encouraged to attend.

Upcoming Meetings

ALL MEETINGS TO BE HELD BY ZOOM

Heritage Committee – 2/10/2021 – 6:00 p.m.

Park & Tree Committee – 2/16/2021 – 6:00 p.m.

Planning Commission – 2/17/2021– 7:00 p.m.

City Council/Planning Commission Work Session – 2/23/2021 – 6:00 p.m.

Development Code Ad Hoc Committee – 2/24/2021 – 7:00 p.m.

City Hall Holiday Closures

President's Day Holiday – 2/15/2021

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- COVID-19 in the front office-
 - Door remains locked to public. Customers are allowed in by appointment only. We continue to help customers who come to the door for City, Police or Court business.
 - Recruitment to fill the administrative assistant position will start as soon as Lane County is out of extreme risk category. Workload demands the hire happen sooner than later.
 - Filing and retention project is on hold until additional support staff is hired to assist with workload.
 - All public meetings and most administrative meetings are being held virtually by Zoom. Virtual State of the City was a success!
 - New COVID signage for front door, work stations, bathroom and City Council Chambers.
- Utility Billing this month
 - Annual ACH recruitment will be going out the water bills, social media and in the next Our Town. Last year during this recruitment 50 people signed up for the auto pay. Currently have about 130 accounts that use this auto pay option.
 - Have continued auditing water meters. We are working with Public Works and auditing consistency
 - This past month, Utility Billing worked with eleven customers on payments that were sent via “Bank Generated Checks” but were never received in City Hall. We removed past due charges, tracked the mail daily watching for them, and called customers daily with status updates. All accounts have been resolved and we have received payment... not from the original payment method.
- Lots of time spent on reports, coordination and material to for the State of the City and City Council Retreat.
- January 12th to February 9th we had eight Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites sent to committee members.
- We have started getting the historic photos ordered for City Hall decorations. A large canvas of the first Mayor of Coburg and three Booth Kelly prints are now up and look great!
- Recorded three System Development Charge payment agreements with Lane County.
- Posted the recruitment for the Planning and Community Development Director position.
- Processing two public records requests.

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement complete and under applicants' review;
- LLA 02-20: Application for lot line adjustment on E Lincoln Way approved;
- LLA 03-20: Application for lot line adjustment on E Mill St approved;
- SUB-02-20: Final decision and findings of fact adopted by Planning Commission to approve application for tentative subdivision (26 residential lots plus one unsubdivided remainder lot) with conditions;
- SR-11-20: Application for addition on N Willamette received Planning Review approval;
- 4 Structural/Plumbing/Mechanical/Electrical Permits issued in January;
- Continued work and participation with regional transportation partners in the Central Lane Metropolitan Planning Organization (CLMPO) and Safe Lane Coalition, including the newly-formed Speed Reduction subcommittee;

Public Works

- **Streets and ROW.**
 - **Pot Holes**
 - Crews worked on the Potholing IList. They are not finished yet.
 - Costs for repairing these this month ran \$2,129.
 - Crews used 54 bags of mix
 - Crews spent 19.5 hrs on repairs.
 - **Training**
 - Crews worked with the Fire Department on shutting down traffic during a house fire. This was a real life training on a burn to learn house on N Miller St.
 - **Street Signs**
 - Installed a new stop sign and a no turn around on Water St. Also installed several new street signs around the City.
- **Water Utility**
 - **Projects**
 - Starting the process for planning the rest of the Capital Improvement Projects with the City Engineers.
 - **Training**
 - Crews trained on calling in and completing emergency locates and isolation of mainlines during an emergency
- **Sewer Utility**
 - **Collections**

- **Pumping**
 - 1 tank was pumped (Truck N Travel)
 - **Inspections**
 - 14 inspections
 - **Callouts**
 - 11 callouts
- **Treatment Plant**
 - **Violations**
 - Crews worked on a plan to eliminate the issue we had last month with High Chlorine violation. DEQ reviewed the new process and gave us the approval to move forward with trying this process. So far we have done it several times with great results. This process does require an operator to spend more time at the plant.
 - **Maintenance at Treatment Plant**
 - Worked with tech support on troubleshooting a calibration issue on a turbidity meter. Operators were successful on fixing the problem.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Committee reviewed the annual report and power point for City Council
 - Talked about the Veterans Memorial area at the Park.
 - **Amenities**
 - Crew built new bench that is being donated for a local veteran who passed away last year.
- **Misc.**
 - **Vehicle Maintenance**
 - Crews replaced brakes (pads and rotors) on a service truck.
 - Changed oil in two service trucks.
 - **Locates**
 - 12 Locates
 - **Work Orders**
 - Crews turned in 51 work orders. Most of these are additional work done other than the daily work Public Works does.

Municipal Court

- **January 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for January 5, 2021 Court Date: 41
 - **January 2021 Receipts Including Collections,**
 - **Total Fines:** \$15,504.90 (total monies taken in for the month, nothing deducted), *compared to \$ 15,551.59 in January of 2020*
 - **Net Fines:** \$ 8,528.00 (City share only, NOT including collections),

compared to \$10,123.00 in January of 2020

○ **January 2021 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 6,976.90
compared to \$5,428.59 in January of 2020
- **Turned over to collection:** \$ 6,085.00
compared to \$14,230.00 in January of 2020

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: February 16, 2021 Regular Court Session**
- **Jury Trial, Tuesday, March 16, 2021**
- **Court Administrator completed LEDS re-certification program**
- **87 Business License Renewals were mailed in December for the 2021 year.**

Police Department

- Officers attended a de-escalation training put on by CAHOOTS/White Bird Clinic
- Officer participated in MILO range simulator training
- Offices participated in Tactical Skills Scenario based training. The 8-hour course covered several tactical situations patrol personnel encounter on a regular basis, focusing on building and area searches, and scenarios based on current cases and challenges. Elements of Tactical Combat Casualty Care tourniquet/wound packing, Coburg Police Department hosted the training, taught by DPSST and OSP. Approximately 25 participants from Coburg, Oakridge, Silverton and Woodburn Police Departments
- Officer issued a couple parking citations
- Officers recovered a stolen vehicle out of Eugene. The suspect worked in Coburg.
- Offices took a theft report of two bicycles being stolen from Premier RV Park
- Officers arrested a male for DUI at the Dari Mart store. The Drug Recognition Expert (DRE) determined it to be a medical issue
- Officers investigated three DHS referrals. Two for domestic disturbances where kids were present. Another for adults smoking marijuana in front of juveniles.
- Officers investigated a bomb threat at Serenity Lane. A previous client threatened to kill one of the employees and blow up the building. The suspect lives in Portland. Officers worked with Portland Police Bureau and issued a citation for disorderly conduct.
- Officers took a report of a stolen box truck. The vehicle was located twelve hours later on Coburg Road in Eugene.
- Officers took two unlawful entry into a motor vehicle reports. Nothing was taken in one case and some change and misc. items taken in the other

- Officers utilized city ordinance to address an abandoned motor home parked on Roberts Road by the Shell. The vehicle was impounded
- Officers arrested a male for disorderly conduct. The subject was yelling and screaming at Pearl and Willamette Streets. A couple days later, the same male was arrested for doing the same thing.
- Officers arrested a subject on outstanding warrant for theft out of Junction City
- Officer Mike Lee was activated to active duty for United States Air force/National Guard to protect the State Capital during the inauguration
- Officers arrested a male on misdemeanor warrant
- Officers arrested a male at the Fuel N Go for outstanding felony warrants
- Officers took two report of two separate vehicles being broken into on January 9th. One vehicle was on Coleman Street and the other was on Christian Way.
- Officers assisted with a suicidal subject at Serenity Lane. The subject was given a ride to hospital
- Officer took a report of a found bicycle. The bicycle was stolen out of Bend. It's been returned to the owner
- Officers issued a citation to appear in court for a driver who failed to yield to a police vehicle. The female continued on I5 to the Beltline before she stopped. The driver stated she did not know she had to stop to the police lights. She said in South America the police pull in front of them and force them to stop.
- Officers arrested a subject male on an outstanding warrant
- Officers are investigating a possible reckless driving, reckless endangering, criminal mischief and disorderly conduct of a postal worker
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Upcoming Events:

- No events