

# COBURG CITY COUNCIL MONTHLY REPORTS

---



## TOPIC: CITY ADMINISTRATOR'S REPORT

---

Meeting Date: December 8, 2020

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

---

The following is an overview of important activities during the month of November, 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** – City Administrator and staff continue to work through new OSHA requirements for the workplace, and follow the Governor's guidelines. As local governments do have the opportunity to provide essential services, and therefore are not held to the same stringent guidelines, it is still important to adhere to the safety precautions in order to keep the City staff safe and healthy. City Administrator has chosen to follow the State Workplace Guidance for offices which includes:
  - **Telework and work from home to the maximum extent possible**
  - **Offices closed to the public and public services shall be provided by phone and online during regular business hours. In-person interactions between staff and the public should be by appointment only. Physical distancing requirements must be maintained to the maximum extent possible.**
  - **Non-essential travel is not allowed.**
  - **All employees must comply with the Oregon Health Authority's mask and face covering guidance.**

The City staff have had one positive case which was isolated immediately, and a couple of employees who have had to isolate for short times because they were notified that they had been exposed from sources outside the City. All employees have largely remained healthy. We continue strict guidelines for interacting with other staff, and for maintaining work distances and contingency plans in every department. We are starting to see the effects of positive cases within our partners and contractors. This makes it even more important to isolate the city teams to the greatest extent possible over the coming weeks.

All public meetings will be by zoom only through December 31, 2020.

Jim Bell is working with the staff to complete and submit required OSHA reporting for workplace exposure risks, and for workplace infection control.

Staff will participate in additional Covid-19 training by December 21, 2020

We are staggering staff office work hours in order to reduce the amount of staff in City Hall at any one time.

## **WATER PROJECT UPDATE**

- **Completed:**
  - The purchase of the property is closed.
  - The I-5 Bore is complete
  - Water Easements for Water Line to annexed properties are all executed
  - Survey of easement properties to Water Reservoir
- **Next Steps:**
  - Design of I-5 Bore/Roberts Road Connect to Water System
  - Survey and Design of water line to reservoir
  - Survey and Design of water line from well site to Van Duyn Street
  - Well Development at Stallings Lane Site – Spring, 2021
- **Planning Commission** – Commissioner Paul Thompson was elected Chair of the Planning Commission in November. Paul comes with the knowledge and background to provide good leadership to the Planning Commission. William Wood will step down to Vice-Chair.
- **Johnny Diamond Park** – The City continues to work with the contractor through legal to come to a resolution and provide a properly constructed ADA parking at the park.
- **Economic Development** – The City is supporting the Chamber as they set up and host the Main Streets Committee that will move community projects forward. The projects moving forward are branding, downtown beautification, murals, City Hall façade, bike kiosk, and pedestrian safety as it pertains to the roads in the downtown corridor. Megan Winner is the staff member working closely with the community partners to move this and other projects forward.

## **Upcoming Meetings**

### **ALL MEETINGS TO BE HELD BY ZOOM**

City Council – December 8 – 7:00

Planning Commission & Work Session– December 16 - 6:15

Park & Tree Committee – December 15 – 6:00

Heritage Committee – December 9, 2020 - 6:00 p.m.

### **City Hall Holiday Closures**

Friday, December 25 – Christmas Day

January 1 – New Year's Day

### **Community Events**

- **Christmas in Coburg plans are still in the works but will include a lighting competition, a reverse parade where community members travel past the Christmas parade which will be stationary, a Christmas Bell ringing to kick off the evening, and Santa at the fire house which families will drive through to see Santa and receive Christmas Treats. All plans are subject to change based upon the guidelines of the Governor issued prior to scheduled events.**

## **DEPARTMENTS AND OPERATIONS**

### **City Recorder/Administration**

- COVID-19 at the front desk-
  - Erin is covering the administrative day to day task at City Hall. If she is not available, or has a special project that she can do at home I cover her. Front desk phone lines are answered during business hours, mail is processed, utility billing and account management are still being processed daily. Lien searches and Facility permits are done as received. She is here to assist people who come to the front door with questions.
  - Recruitment to fill the administrative assistant position is on hold until COVID-19 restrictions allow.
  - Filing and retention project is on hold until staff can work in office and addition support staff is hired to assist with workload.
  - Time spent on Public Meeting management and retention has increased significantly the last few months. This is not something that we can adjust with remote meetings and changing schedules. Will continue to do the best we can.
  - Begin planning and preparing for the 1<sup>st</sup> ever virtual State of the City and Swearing in Ceremony.
- Business License annual renewals and invoices have been generated and mailed.
- Drafted policy for water leaks billing adjustments for Council to review.
- Prepared General Election resolution and report for Council to consider. Prepared the Certificate of Elections for newly elected.
- Drafting the 2020 calendar for the City. This includes all City Holidays, City Council, Urban Renewal Agency, Planning Commission, Park Tree Committee, Finance Audit Committee, Heritage Committee, Budget Committee and URA Budget Committee and the standing 2021 Community Events. This document is used for website calendar and to create the meetings file for each meeting including reservations for the Council Chambers, schedule minutes recorders, prepare retention files for the year, and park reservations. This is a time consuming task but valuable tool.
- Original Ordinance for Park Master Plan and Zoning Code amendment to Department of Land Conservation and Development.
- Two easements recorded with Lane County and several contracts executed and recorded.

### **Finance**

- **See Finance Report under separate tab**

## **Planning & Economic Development**

- Paul Thompson elected Chair and William Wood elected Vice Chair of Planning Commission at informational November meeting (no decisions to be made);
- SR-08-20: Site Review for Harrison Street Offices, approximately 4,000 sq ft commercial development, approved;
- SR-09-20: Application for accessory structure including accessory dwelling unit (ADU) on E. McKenzie approved;
- LLA 02-20: Application for lot line adjustment submitted;
- SUB-02-20: Application for tentative subdivision (26 residential lots plus one unsubdivided remainder lot) submitted, scheduled for Planning Commission hearing on December 16;
- VR 02-20: Application for variance for carport on Rustic Ct. submitted, scheduled for Planning Commission hearing on December 16;
- 10 Structural/Plumbing/Mechanical/Electrical Permits issued in November;

## **Economic Development**

- We continue to provide outreach for funding opportunities through State and County to local businesses. This has been appreciated by Coburg business owners (see email from Seth Clark attached to this report). Several owners have expressed a need for additional financial help, especially with the two-week freeze. As more funding becomes available, we will continue to make informing and serving our businesses a top priority.

## **Public Works**

- **Streets and ROW.**
  - **Trees**
    - Crews trimmed dead branches from a big leaf maple on S. Coleman
- **Water Utility**
  - **I-5 Bore.**
    - This project is close to being finished and should be by the time City Councils meets.
- **Sewer Utility**
  - **Collections**
    - Inspected 15 sites
    - Called out 12 times in the Collection System and 1 time to the Treatment Plant.
    - Pumped one tank
  - **Treatment Plant**

- Crews replaced a Utility Water pump. The utility water is the clean effluent that is used for the spray bars, chemical feed water, and toilet in the locker room.
- **Parks Dept**
  - **Parks and Tree Committee**
    - November meeting had to be canceled for the month of November. The Committee has been working on updating their work plan, annual City Council Report, and working with the Developer of the new subdivision on their plan for open space.
- **Misc.**
  - **Locates**
    - 9 Locates
  - **COVID-19**
    - Public Works had a crewmember test positive. We have taken precautions that did impeded day-to-day operations in their isolation period. We were fortunate that this occurred during the holiday week of Thanksgiving. But it did put us behind some. Moving forward we are still working with the implementation of the Covid-19 work plan we set in the beginning of the outbreak in March. I can explain this further at eh City Council meeting if needed.

### Municipal Court

- **November 2020 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for November 17, 2020 Court Date: 20
  - **November 2020 Receipts Including Collections,**
    - **Total Fines:** \$4,373.61 (total monies taken in for the month, nothing deducted), *compared to \$14,016.95 in November of 2019*
    - **Net Fines:** \$4,128.50 (City share only, NOT including collections), *compared to \$9,277.00 in November of 2019*
  - **November 2020 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 245.11 *compared to \$4,739.95 in November of 2019*
    - **Turned over to collection:** \$7.745.00 *compared to \$902.00 in November of 2019*

***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:***

- **All December 2020 court dates have been continued due to Governor and City closure order through 12/31/2020**
- **Regular Court Session: January 5, 2021**

### **Police Department**

- Officers arrested a female for DUII, reckless driving, resisting arrest, escape and assaulting a police officer. The female kicked the officer in the groin area. The female resisted being arrest, the officer fought with the female in the blackberries briars in the ditch. Two additional officers where needed to get the female into custody. The female was lodged in the Lane County Jail.
- Officer took a report for a stolen Ford pickup from Premier RV Park.
- Officer arrested a male for outstanding warrants
- Officer assisted Serenity Lane by taking eight pounds of legal and illegal drugs taken in for destruction. Drugs were taken from people entering treatment.
- Officers arrested a female for DUII at the Shell gas station. The female had a BAC of .227
- Officer arrested a male for driving while suspended misdemeanor
- Officers took an information report from a female whose boyfriend took her vehicle. It was determined to be a civil issue
- Officers arrested a female on outstanding warrants
- Officers took a report of a stolen vehicle. Someone stole an enclosed car trailer that contained a drag car.
- Officers took a report for Theft I from a local resident.
- Officers took a report of misc. items being stolen from a motor vehicle
- Officer investigated a DHS referral about possible child abuse. The mother was supposed to have been using methamphetamine in front of her children
- Officers used CHETT Program funds to assist a male and female motorist with fuel
- Officers arrested a female on outstanding felony warrants
- Officers took a report for unlawful entry into a motor vehicle. Someone stole item from a vehicle on N Coleman
- Officers took a fraud report for an elderly female who was being scammed online
- Officers took a report of a male on N Willamette Street for violation of a restraining order
- Officers completed department firearms qualifications on handgun, shotgun, patrol rifle and pepper ball.
- Officers investigated a possible child neglect case for Eugene Police Department. It was determined to be unfounded

**Upcoming Events:**

- Coburg Light Parade (reverse parade, stationary parade, to be determined)