

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: August 10, 2021

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The following is an overview of important activities during the month of July, 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 Update

- **Premier RV**

Staff met with Premier RV and determined that their major concern was their irrigation wells. However, they were somewhat concerned about their potable water well. Staff made the recommendation that they have the well analyzed and that is where it has been left. If they can provide the City information that confirms a danger to their drinking water well, the City will move to get them water as soon as possible. It is in their best interest financially to wait for the water project to bring a water pipe to them. Staff will continue to assist them to the greatest extent possible.

Economic Development

- **Main Streets Coordinator**

We are very happy to welcome Tracey Pugh who joined the City as the Main Street Coordinator on August 2.

- **Bike Kiosk** – The architectural drawings have been completed and will be undergo an informal RFP for construction. Staff will also be sharing the final design with the Bike Kiosk committee as well as the Park/Tree Committee. All funding has been secured and staff are in the process of ordering equipment for the kiosk.

American Rescue Plan

- The City received a packet on Friday, July 23, which contained a contract, instructions for managing the funds, and final orders for how funds may be spent. City Administrator will provide a staff report for City Council in September.

Salary Survey

- City Administrator received the final salary survey in July. The staff leadership team met to discuss the survey and their recommendations on how, what and when it is presented to Council. A work session has been scheduled for August 31, to present to Council. Staff are preparing a full packet of materials to present on that evening. The Mayor has appointed Council President Nancy Bell to work with staff as we prepare for the work session.

Van Duyn East

- Van Duyn East is the road on the east side of the freeway that will serve the new industrial lands. The actual design of the road is complicated due to the jurisdictional control. The city can't influence the design of the road as it is not a local road and is not in the City limits. The following are the steps that must be completed in order to take local jurisdiction and design of the road:
 - Update comprehensive plan language – Council approved this action at their July meeting
 - Annex Van Duyn Road into the City. This will be a process that will come before the Planning Commission, City Council, the County, and then will need to be acknowledged by the State of Oregon.
 - Take Local Jurisdiction of the road, this will be an administrative step between the City and the County.

All of these steps together could take some time. However, staff is working to move it as fast as we can so that the City can determine the design of the road on the east side of I-5.

Alley Vacation

- See information regarding alleys under another tab.

Annexation

- Staff met with the developer to go over the draft buffer map for the property. This is the map of the open space which will be a barrier between the residents on the hill and the industrial lands. Staff have met with the property owners and the developer both in a zoom meeting, and on site. It is also part of the annexation agreement and must be approved as part of that agreement. The draft buffer map has been provided to the residents for review and comment. One resident on the hill has offered to be the informational contact for the neighbors and shares all information sent to him with the other residents. The City does not have an obligation to do any of this work as the residents are not in the annexed City. However, we have tried to include them and inform them in this discussion since we received the annexation application.

Upcoming Meetings

Heritage Committee – 8/11/2021
Code Review Ad-Hoc – 8/12/2021
Park & Tree Committee – 8/17/2021

Upcoming Community Events

Thursdays in Coburg – through August 26th
Coburg Classic – August 7th
Antique Fair - September 11th
Coburg Block Party – September 17th

DEPARTMENTS AND OPERATIONS

City Recorder

- First meeting back in the City Council Chambers was a success! Live Stream and recording worked and sound was good (THANKS to IT support).
- New cameras and sound system equipment have been ordered. Waiting for some of the equipment to arrive. Contractor tentative date to start installation is August 23rd.
- New administrative assistant Sara has been training on front desk coverage, utility billing, and cash receipts. She is taking over the management of the park rentals, special event applications and meeting room coordination.
- Active recruitment for Budget Committee, Heritage Committee, Planning Commission and Finance Audit Committee.

Finance

- **No finance report this month. A full finance report for the month of June and the year-end will be submitted for the Council in September.**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement under review, significant effects analysis being conducted as required by ODOT;
- SUB 02-20: Final plat signed by City Administrator and being recorded by Lane County, begun formulating addresses for lots, construction will break ground soon;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd.;
- One Accessory Dwelling Unit (ADU) is awaiting more detailed information requested by plans examiner;
- Three Structural/Plumbing/Mechanical/Electrical Permits issued in July;

- Next Planning Commission meeting is August 18th. Interview process for new commissioner on agenda;
- Code Review Ad-Hoc Committee concluded work on Central Business District (CBD) code and will now begin to review the subdivision code;
- The Lane County transportation projects tour with ODOT Director, Kris Strickland, featuring a stop at the I-5 interchange and Pavilion Park for lunch, was a success

Councilor Bell, Councilor Fox, Commissioner John Marshall and Mayor Smith all took part in portions of the Lane County transportation project tour.



Public Works

- **Streets and ROW.**
 - Crews are still spending a lot of their time mowing and maintaining the ROW's
 - There is a plan for addressing these "high maintenance" ROW's, we are planning on putting down weed barriers and then adding river run type of rock.

Water Utility

- **Leak Repairs**
 - Crews repaired a 2" service that had multiply pin holes in it
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 6
 - **Callouts**
 - 4
 - **Overflows**
 - By now you all are aware of the overflow that was caused due to vandalism. This was a major incident for the Public Works Dept. I can answer any questions you may have during the Council Meeting

- **Parks Dept**

- **Parks and Tree Committee**
 - Work party worked pulling weeds at Johnny Diamond Park
- **Park Maintenance**
 - Crews worked on aerating Johnny Diamond Park. The soil has become so tight that the irrigation water hasn't been able to get into the soil. We are also trying to remove and reduce the amount of weeds that we growing in the flower beds, this is really being helped by the Parks and Tree Committee and also citizens from the neighborhood.
 - Irrigation Controllers were worked on at Norma Pfeiffer Park. The downtime for these repairs caused an issue with the grass turning brown. The irrigation is back up and functioning.
 - Crews are also helping out with getting traffic control ready for all of the events in the Parks and around the town.
- **Misc.**
 - **Locates**
 - 8
 - **Work Orders**
 - 41

Municipal Court

- **July 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for July 20, 2021 Court Date: 29
 - **July 2021 Receipts Including Collections,**
 - **Total Fines:** \$10,129.56 (total monies taken in for the month, nothing deducted), *compared to \$12,185.50 in July of 2020*
 - **Net Fines:** \$ 5,612.00 (City share only, NOT including collections), *compared to \$7,804.50 in July of 2020*
 - **July 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 4,517.56 *compared to \$4,381.00 in July of 2020*
 - **Turned over to collection:** \$ 12,020.00 *compared to \$ 0 in July 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: August 10, 2021, Regular Court Session**

September 21, 2021, Regular Court Session

Police Department

- Officers assisted public works on a broken sewer pipe. Officers obtained a confession from the individual who caused the damage.
- Officers arrested a suspect for a felony warrant and criminal driving while suspended.
- Officers issued a speeding citation on I5 for 102 miles per hour
- Officers reorganized the police departments storage shed
- Officers preformed bailiff duties at the Harrisburg Municipal Court
- Officers investigated a DHS referral.
- Officers attended a monthly Department Meeting
- Officers assisted the Lane County Sheriff's Department in a death investigated. The death appears to be due to an overdose.
- Officers preformed bailiff duties at the Coburg Municipal Court
- Sgt. Wicks inspected all firearms to include handguns, shotgun, less than lethal shotguns and patrol rifles
- Officers stopped several individual riding bicycles and walking around
- Officers did traffic control for the parade and fireworks show at the Harrisburg Fourth of July celebration
- Officers investigated a theft from a local business.

Upcoming Events:

- August 3rd Harrisburg National Night Out event
- August 7th Coburg Car Classic
- August 6th and 7th Harrisburg Harvest Festival
- August 27th BACA event. Bikers Against Child Abuse
- September 11th - Antique Fair
- September 29th and 30th Oregon Association Chief of Police conference
- October 8th Evidence room audit
- October 11th through 15th Officer Miller going to firearms instructor course
- November/December – MILO (Multi Interactive Learning Objective) training (De-escalation)

Attachments

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. 7/14/2021 Heritage Committee