

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: December 13, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, 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 City Administrator and Department Directors compiled the information in this report.

GENERAL ADMINISTRATION

Dedication of the Council Chambers to Mayor Ray Smith.

The dedication of the Council Chamber will take place on December 13, 2022 at 6:00 p.m. An open house/reception will held between 5:00 and 6:00 p.m. This will also be a time to honor Councilors McConnell and Alexander, who will be stepping down from their seats on December 31, 2022.

Water Project

- Well under design
- Informal bid award to build a rode to the new well site. This contract is in the consent agenda
- Coleman Street Intertie is out to bid.
- Reservoir Feasibility Study - Will be presented at a Council work session scheduled for January 24, 2023.

Street Projects

- **McKenzie Street Rebuild** – Completed. Next step, to adjust area around swale and place no parking signs on the north side of McKenzie.
- **Collector Streets** – Under Design. Lane County is looking at the feasibility of swapping funds with the City of Coburg in order for the Collector Street project to move back to the original construction date of summer/fall of 2023. If this can take place, engineering for this project would begin in the spring.
- **Macy/Harrison/North Willamette** – Engineering is providing alternative designs for these streets to be presented to the Public in an open house in the New Year. This will allow the public to provide comment on which design they prefer.

Park Projects

- **Pavilion Park Planning** – A timeline for the park design completion has been presented to the Park & Tree Committee. It is anticipated that construction would begin in the fall of 2023 or spring of 2024. The park committee is presenting the design to groups in Coburg and asking for input. The design will also be presented in an open house in the New Year where public comment will be invited.

Finance Department Staffing – The City did not receive sufficient applicants to conduct an interview process. It is the intention of the City Administrator to post both the Finance Director and the Accountant position very soon. We will hire one position opting for the most qualified candidate.

Douglas Fast Net - Is in Coburg installing broadband fiber. This service will be made available to businesses first, and then will be expanded to residential in neighborhoods where the fiber can be installed.

Speed Limits on Local Streets – Local cities can now apply to control speed limits on their own local streets. In the past, this has been a lengthy process, which included permission from the state to change a speed limit, even if the street was owned and maintained by the City. More information is contained in the attached article, and to come soon as a discussion topic to be added to the Council's scheduling.

Paid Leave Oregon – Beginning in January 2023 employees will have a payroll deduction of 60% of 1% of their gross salary. This will go to Paid Leave Oregon, which will provide a leave bank of up to 12 weeks for paid family leave in a benefit year. Employers with 25 employee or more would match the remaining 40% of the 1%. However, Coburg has 18 employees and therefore is not required to do so. More information in the attached flyer.

Industrial Sound - Staff continue to work with the contractor who has made a recommendation for a sound wall at the Sarah Lane water tower site. There is a similar situation in Springfield where a residential zone is abutted to an industrial zone. The City Administrator was able to talk with a business for which the sound wall was installed. That business shared that while the noise complaints have been reduced, the wall does not completely remove the industrial noise as heights of nearby structures still carry some noise from the industrial area into the residential area.

Information regarding the recommendation was provided in a Friday report and is attached.

Upcoming Meetings

Heritage Committee	12/14/2022	6:00 p.m.
Planning Commission	12/21/2022	6:00 p.m.
City Hall Closed	12/26/2022	
City Hall Closed	1/2/2022	
City Council/State of City	1/10/2023	6:00 p.m.
City Council Retreat	2/4/2023	TBA

DEPARTMENTS AND OPERATIONS

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

City Recorder

- November 8th to December 13th managed five Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Continue to working with Coburg Creek Subdivision to complete 26 sewer easements executed and recorded for the new construction
- Election Certification

Administration Front Desk

- Assisting the City Administrator with daily finance tasks until position is filled
- Painted the Council Chambers

Utility Billing

- August utility bills cover 10/11 to 11/09/2022
 - Billed Water \$70,800 | Sewer \$70,300 | TUF \$12,410
 - Cash Receipts or Payments Received \$176,902
 - Past dues charged 68
 - 2 Active payment plans
 - 5 change in service
 - Created 3 new construction accounts

Finance

Finance report for the 2nd quarter of fiscal year 2023, will be presented to the Council at their February 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 October.

If all revenues and expenses were spread across the fiscal year evenly then both revenues and expenses should be at 33% at October 31, 2022. However, irregular collections such as property taxes and capital reimbursements make that hard to achieve in the early part of the year.

- Overall City Revenues for the month ended October 31, 2022 were 30%.
- Overall City Expenses for the month ended October 31, 2022 were 14%
- General Fund Revenues were at 15% at October 31, 2022. However, property taxes had not been received. In the months of November and December (at the time of this report), the City received property taxes in the amount of \$791,643. This represents 89% of the budgeted taxes to be received in fiscal year 2023. Generally, approximately 84% of taxes to be received will be received in November and December.
- Street fund revenues and expenses were 5% and 20%. However, the City has completed large capital projects for which we have submitted for reimbursement, which are expected received in December. Tree fees and TUF fees are at 33%, which is where they should be as of October 31, 2022.
- Water fund revenues and expenses were 30% and 5%. The water fees are at 33%, which is where they should be as of October 31, 2022. Large reimbursement have been submitted and received. However, payment for capital projects have slowed down as we were between projects in the first 4 months of the year.
- Sewer revenues and expenses were at 9% and 14%. Wastewater Fees are at 33%, which is where they should be at October 31, 2022.
- City debt payments for interest only were paid in December, which will affect the expense percentages.
- SDC Revenues are at 10%. However, development is picking up, and we can expect that percentage to continually climb as the subdivision continues to build out.
- Overall Cash of the City was \$4,273,083 at October 31, 2022, in comparison to \$4,863,895 at the same time in 2021.
- Due to annual accruals that must be backed out of the new fiscal year as the audit is completed, and specifically accounts receivables and payroll payable, percentages of revenues and expenses may change when this work is performed.
- Checks written in October report is attached.

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 utilities and grading for industrial park at 90950 Roberts Rd. Structural permit for buildings under review;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in November;
- 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;

- SUB 01-22: Application received for a 15 lot residential subdivision, phase two of the Coburg Creek Subdivision. Application has been deemed complete and the public hearing is scheduled for the Planning Commission meeting on December 21st at 6pm;
- SR 04-22: Application for food truck plaza in completeness review;
- 11 Structural/Plumbing/Mechanical/Electrical Permits issued in November;
- 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

- Coordinating Christmas in Coburg activities for December 10
- Organizing vendors for Holiday Market and participants for Holiday Light Parade
- Working on January/February Our Town newsletter
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street Committee meeting
- Working with Sherry DeLeon with Sequoia Consulting about grants
- Working with SignWorks on Wayfinding Signage for downtown
- Met with contractor Gabe Cruz about ADA entrance at IOOF
- Meeting with Jason Miller about DFN services in Coburg
- 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.
 - Still in construction
 - TMDL Updates
 - **Banners**
 - Hung Veteran banners
 - **Tree Trimming**
 - Trimmed trees along Pearl and Willamette St
- **Water Utility**
 - **New Service**
 - 1 new meter
- **Sewer Utility**

- **Collections**
 - New Sites
 - 2
 - **Inspections**
 - 8
 - **Callouts**
 - 4
- **Treatment Plant**
 - Maintenance
 - Recovery cleans on membranes
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party worked on Johnny Diamond Park
 - **Park Maintenance**
 - Christmas lights in Pavilion Park
 - Winterized all Parks
 - Installed end signage at Trails End Park
 - **Projects**
 - Installed pickle ball court

Misc.

- **Locates** 22
- **Work Orders** 68
- **Helped paint Council Chambers**

Municipal Court - Prepared by Mandy Balcom

- **November 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for November 15, 2022 Court Date: 57
 - **November 2022 Receipts Including Collections,**
 - **Total Fines:** \$11,798.74 (total monies taken in for the month, nothing deducted),
compared to \$17,295.49 in November of 2021
 - **Net Fines:** \$9,407.00 (City share only, NOT including collections),
compared to \$13,144.50 in November of 2021
 - **November 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 2,391.74
compared to \$4,150.99 in November of 2021
 - **Turned over to collection:** \$0
compared to \$4,974.96 in November 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:

- **Next Regular Court Session: December 6, 2022**
- **Court Administrator attended the OACA Court Conference in Bend, OR and was sworn in as a Director of the Board.**
- **Attorney, Francisco Segarra started accepting court appointments in November**
- **On 12/01/22, the Court Administrator completed the LEDS Re-Certification test (required to be completed every two years).**

Police Department – Prepared by Chief Larry Larson

- Officers investigated a UEMV and theft 1.
- Officer investigated a vehicle crash; the driver was subsequently arrested for DUII (alcohol), reckless endangering, hit and run and reckless driving.
- Officer investigated a DHS referral involving child neglect.
- Officers investigated a menacing with a firearm.
- Officer arrested a male for a misdemeanor warrant.
- Officer arrested a female for contempt of court.
- Officer investigated an injury crash involving a golf cart and a pedestrian.
- Officer investigated an animal abuse and determined it was unfounded.
- Officer arrested a female for a contempt of court warrant.
- Officer investigated a suicide.
- Officer completed a death investigation.
- Officer emptied drug waste at Serenity Lane.
- Officer investigated a theft 1 and UEMV; suspects have been identified.
- Officer investigated a death investigation.
- Officers investigated a theft of a trailer; suspects have been identified.
- Officer completed ODOT commercial truck inspections.
- Officer rescued and temporarily housed two abandoned kittens.
- Officer conducted compliance checks with city ordinance violations.
- Officer awarded 2023 ODOT traffic grant.
- Officers responded to a domestic dispute and determined a crime had not been committed.
- Officers enforced several parking violations.
- 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 work traffic enforcement around the Coburg Community Charter School.
- Officers gave several curtesy rides out of the area to individuals.
- Officers assisted in returning several lost dogs and rehomed one dog.
- Officer recovered a stolen license plate.
- Officers towed several abandoned vehicles.
- Officers took MILO Training to better prepare for use of force scenarios
- Officer was recertified on firearms training
- Officer participated in the Coburg Charter School Trunk or Treat
- Officers patrolled the city during Halloween
- Officers took 14 large boxes of evidence to Covanta to be destroyed
- Officers hosted Drug Take Back on October 29th

Upcoming Events:

- Coburg Light Parade December 10th
- Coburg Police Department Shop with a Cop event

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

ATTACHED

At the 2021 City Council retreat the City Council, discussed ways to better connect with Planning Commission and City Committees. Council requested staff provide the minutes from all public meetings in the monthly City Council packets.

Report Attachments

- A.a Draft 221115 Park Tree Minutes
- A.b Draft 221129 Finance Audit Minutes
- B. OPB Article on Local Street Speed Limits
- C. Oregon Paid Leave
- D. Administrators Weekly Report 11/18/2022
- D.a Administrators Weekly Report 12/2/2022
- E. October Checks