

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: June 14, 2022

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

- Well under design
- Thomas Street Intertie – Bid Awarded – Contract in Council packet under different tab
- Reservoir Feasibility Study- In process
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Out for bid
- **Roberts Road** – Bid Awarded – Contract will be in Council **red folder**
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – OTIB funding has been approved. Commitment letter and resolution under a different tab.

Noxious Weed Enforcement – Noxious Vegetation enforcement started on June 1 – October. City staff accept citizen complaints as well as try to identify properties that are out of compliance and notify the property owners with a compliance letter.

Douglas Fast Net (DFN) – Is coming to town. They will offer high speed internet for local businesses and residents. They have requested a location to place a control hut much like the City has granted Hunter on the City Hall Property. Douglas Fast Net will be placing their hut on the site of the Water Reservoirs on Sarah Lane. A lease agreement with DFN for the location will secure free internet service to City Hall in exchange for placing their hut. It is anticipated they will begin their work this summer. In addition to providing high speed to the City, DFN will also be mapping the City for service which is normally a report that communities will pay for. There will be no charge for this to Coburg. This allows us to know where service can go on existing lines, underground, and where there will need to be trenching in order to provide service. DFN is treating Coburg as their test City for conducting this service for small cities in

Lane County. The lease agreement between the City and DFN will be in the July City Council Packet.

League of Oregon Cities Elected Essentials Workshops – LOC has released their “Save the Date” for the Elected Essentials Workshops that will take place in the fall months. There are several dates and locations to choose from. Councils who wish to participate in a workshop should reserve the date and then may register in the fall. An information sheet is attached to this packet.

Auditor RFP – The City issued a Request for Proposals for audit services in early April. We received only one response which came from our current auditor Umpqua Financial. The Finance/Audit Committee conducted an interview with Steve Tuchscherer in late April. After discussion, the committee made the recommendation to continue our relationship with the current auditor Umpqua Financial. The contract for audit services will come before the City Council in the July Council packet.

Bypass Feasibility Study – City staff, the Mayor and City Engineer have held several meetings concerning the bypass road listed on the transportation plan that would serve as a freight route to the north of Coburg and thus reducing the traffic on Willamette Street. This is a long range plan that would require a feasibility study. The feasibility study was long ago placed in the regional transportation project list through the MPO (Metropolitan Planning Organization) which funds transportation projects for Lane County, Springfield, Eugene, Lane Transit and Coburg. City staff are working on a grant for \$250,000 that would fund this feasibility study and will turn it in by the deadline of July 1. If funded the study would take place between 2025-2027.

Zoning Code Update – The Ad-Hoc Committee has finished its work and will meet on June 9th to form their recommendation for the changes they would like to see in the zoning code (development code). Once their recommendation has been made, the changes to the code will be made and reviewed by the City Attorney. There is then a required notification to the community regarding the changes that must sent prior to going to Planning Commission. It is anticipated that it will come to Planning Commission in July, and then to City Council in August or September (depending if an August meeting is held).

Goodbye to faces in City Hall – This month the City said goodbye to two employees. David Gregory, who was serving as the Police Evidence Tech, is leaving the City as his family is relocating to another state. Erin Brown has accepted a position in private industry. We will miss them both and wish them the best.

Upcoming Meetings

| | |
|---------------------|------|
| Planning Commission | 6/14 |
| Park Tree Committee | 6/21 |
| City Council | 7/12 |

DEPARTMENTS AND OPERATIONS

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

City Recorder

- May 10th to June 14th managed eight Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 8 lien searches.
- Published the legal budget hearing notices for City and Urban Renewal Agency.
- Utility Billing Specialist position became vacant as of June 1, 2022 with Erin taking another job. Working with staff review and identify if restructuring this position is necessary. We have shifted tasks and Sara Athey is taking the lead on Utility Billing while needed.
- Review and updating the administration and utility billing process and task sheets for staff. Including annual budget committee administrative process, special events, Utility Billing and more.

Administration Front Desk

- Budget Binders prepared and distributed to Budget Committee
- Special Events two special events were held in May and we are currently working on applications for one in June and two in July.
- Worked with the Coburg Community Charter School to move the monthly board meeting back to City Hall. Was able to accommodate eleven meetings for the 2022-23 school year.

Utility Billing

- May Utility bills covering 4/13 to 5/11
 - Billed Water \$59,300 | Sewer \$70,000 | TUF \$12,375
 - Cash Receipts or Payments Received \$138,900
 - Past dues charged 63
 - 2 Active payment plans
 - 1 change in service

- We are currently accepting applications for the Annual Limited Income Assistance (LIA) program June 1, 2022 to June 30, 2022. Information on this program is attached to this report.
- Will be training Finance Director as we do utility billing monthly bills and month end reconciliation for Utility Billing over the next 3 billing cycles.

Finance

- See Finance Report under separate tab.

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) submitted;
- SR 02-22: Application for site review for industrial park at 90950 Roberts Rd submitted;
- SUB 02-20: Weichart Homes - Construction continues. Final approval letter pending. Building permits issued for first two homes;
- PA 01-22: Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway;
- Ten Structural/Plumbing/Mechanical/Electrical Permits issued in May including three new single family dwellings;
- New Transportation Options Specialist, Kelsey Moore, hired by LCOG to support Springfield and Coburg;
- Bike Hub ribbon cutting was a success. Members of partner agencies and organizations such as LCOG, LTD, GEARS and BEST participated;
- Planning Commission received information on the proposed Development Code updates at May meeting;
- Heritage Committee selected next round of Preservation Plaque recipients and award ceremony/distribution is being planned

Main Streets and Economic Development – Prepared by Tracey Pugh

- Working on Our Town newsletter for July/August 2022
- Finalized Coburg Main Street Bylaws
- Planted flowers in flower pots and distributed to downtown businesses
- Participated in UWLC Emergency Preparedness Trainings for Rural Community organizations
- Working on City of Coburg website - updating information, fixing broken links
- Working with designer on Coburg Business Map/Directory
- Working with designer to create logo for Coburg Main Street
- Working with Oregon RAIN to host a Business After Hours mixer in June
- Redesigning Chamber website for Main Street
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director

- Participated in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Tree Removal**
 - Finished removing what crews could safely remove of the large Cottonwood Trees off of Booth Kelly Trail
 - **Projects**
 - Put out to bid the Roberts Road Project. This will close on the 8th of June.
 - Water Utility**
 - **New Service**
 - 3 new meters in the Coburg Creek Subdivision
 - **Projects**
 - Received bids for Thomas St Waterline Replacement Project
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 13
 - **Callouts**
 - 15
 - **Tanks Pumped**
 - 1
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked on Veterans area at Norma Pfeiffer Park. Started gathering ideas for the new park at Coburg Creek.
 - **Park Maintenance**
 - Started working on the lawn at Johnny Diamond Park. Also getting quotes for cleaning up the flower beds and planter areas. Working on Pickle ball court design.
 - Installed Booth Kelly Historical signs. Still have some detail work to do on these.
- **Misc.**
 - **Locates 14**
 - **Work Orders 58**

Municipal Court - Prepared by Mandy Balcom

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

- New Citations for May 3, 2022 Court Date: 51
- **May 2022 Receipts Including Collections,**
 - **Total Fines:** \$15,481.90 (total monies taken in for the month, nothing deducted),
compared to \$23,366.82 in May of 2021
 - **Net Fines:** \$14,013.00 (City share only, NOT including collections),
compared to \$12,212.00 in May of 2021
- **May 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 1,468.90
compared to \$11,154.82 in May of 2021
 - **Turned over to collection:** \$ 25,705.00
compared to \$7,210.00 in May 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:

- **Upcoming Court Dates: Tuesday, June 7, 2022**
Tuesday, July 12, 2022
- **Reviewed & Submitted City Prosecutor Contract for renewal**
- **Next Jury Trial Scheduled for September 20, 2022**

Police Department – Prepared by Chief Larry Larson

- Officer investigated an Safety harassment complaint.
- Officer investigated a DHS referral regarding a sexual assault.
- Officer investigated a DHS referral regarding physical abuse.
- Officer investigated a DHS referral for child neglect and determined it was unfounded.
- Officer investigated a DHS referral for sexual abuse and determined it was unfounded.
- Officer investigated a DHS referral regarding child endangerment.
- Officer investigated family dispute and seized paraphernalia; information sent to DHS.
- Officer investigated theft of heavy equipment and criminal mischief on Roberts Road
- Officer investigated an ID theft; suspect opened up an ATT account.
- Officer investigated a failure to register as a sex offender; suspect was cited for felony and misdemeanor.
- Officer investigated a failure to register as a sex offender; suspect was lodged for a felony.
- Officer investigated a failure to register as a sex offender; suspect was cited for a misdemeanor.
- Officer investigated a failure to register as a sex offender; suspect was lodged for a misdemeanor and misdemeanor warrant.

- Officer investigated a DUI; officer lodged the suspect at the jail for DUI-controlled substance.
- Officer investigated a Hit and Run MVA trails end; suspect was lodged for violation of a No Contact Order, hit and run, stolen car and reckless driving.
- Officer cited a female for a misdemeanor warrant.
- Officer investigated a suspicious person; suspect was lodged on three misdemeanor warrants and giving false information to a police officer.
- Officer investigated a theft of multiple catalytic converters.
- Officer investigated counterfeit money; suspect deemed to have dementia.
- Officer investigated theft of a rented vehicle; suspects later arrested in Douglas County.
- Officer investigated criminal mischief of City owned trees.
- Officers assisted the Sheriff's Office with searching for suspects.
- Officer attended and finished firearm instructed course.
- Officers conducted special speed and distracted driving enforcement.
- Officers returned a loose dog several times to the same owner.
- Officers provided security for the circus.
- Officers pulled an information report to destroy the 40 pounds of prescription drugs for the take back drop box
- Officers arrested a male for failing to register as a sex offender
- Officer worked several city ordinance violations
- Officers completed truck inspector training for the ODOT
- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigate a motor vehicle crash on N Industrial road at Trails End Park. A female was located and arrested for violation of a restraining order, reckless driving and hit and run
- Officers responded to several alarm calls
- Officers received training on new legislative updates
- Officers investigated two DHS referrals regarding possible child abuse
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers completed their LEDS certification
- Officers arrested a male subject on outstanding warrants
- Officers completed several vehicle vin inspections
- Officers worked the ODOT grant for speed enforcement
- Officers work with the United States Marshals Service doing sex offender compliance checks
- Officers attended a Safety Team meeting with the Coburg Community Charter School
- Officer taught the "I Love U Guys" Standard Response Protocol to Coburg Community Charter School staff

Upcoming Events:

- Coburg Community Charter School Ice Cream Social event June 15th and 16th
- ODOT traffic grant enforcement pedestrian crosswalk safety in June
- ODOT traffic grant enforcement blitz for seatbelts in June
- United States Marshalls Service Operation Oregon Nights 2 sex offender compliance checks

ATTACHED

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.

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| A. | 5/11/2022 | Heritage Committee |
| B. | 5/17/2022 | Park Tree Committee |
| C. | 5/18/2022 | Planning Commission |
| D. | 5/24/2022 | Budget Committee |
| E. | 5/31/2022 | URA Budget Committee |
| F. | 5/31/2022 | Budget Committee |