

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: September 14, 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

- **Roberts Road Connection**

This connection will connect to the existing water infrastructure to the bore under the freeway. This will essentially get the water over to the eastside at last. This was put out for bid and the bids were received and reviewed. The City is in the process of awarding the bid and putting together a contract which will be brought to City Council for approval in October.

Economic Development

- **Bike Kiosk** – A informal bid process was undertaken and received only one bid from a local builder. The bid was \$15,000 over the budget for the project of \$49,5000 which is covered with two different grants. The cost of construction and physical implements for the structure has risen dramatically since the beginning of this project. Staff met with the builder in order to discuss reduction in design in order to bring down the cost and get the structure built on time. In addition, we met with grantors for the Economic Development grant regarding a possible of extension of time completion. We will be reaching out to local bike organizations to see if we could partner to provide some of the elements outside of the structure such as pumps, tools, etc. The staff would like to build the Bike Kiosk as planned as we believe it will enhance the economic development of the community by encouraging biking to Coburg.

American Rescue Plan

- First funds were received on August 31st. More about this under a separate tab.

Van Duyn West Sidewalk

- The City applied for and received funding through the MPC to continue the sidewalk in front of Country Side Fellowship Church up and to the Coburg Loop Path on Coburg bottom loop. The project went out for an informal bid in late summer and the bid has been awarded. Contract for this project is under another tab. Staff hopes that this project will be completed in the fall season.

Alley Vacation

- Staff has added it to the work plan, but has not begun this project as of yet. It is likely that it will be in the late fall before we can begin to tackle this analysis.

Annexation

- The traffic impact analysis has been completed and distributed to the regional partners and ODOT for review. Comments were due back by the end of August. This is the last piece in completing the application and preparing to bring the annexation to the Planning Commission, and finally the City Council. The developer must analyze the comments back, possibly make adjustments to their development plan, and then prepare to present annexation agreement. It is expected that this will still come in the fall months.

TUF Implementation

- Staff are preparing to charge the TUF on the October billings. Letters have been sent out to most businesses letting them know what their anticipated charge will be. To date, staff have received only a few calls from businesses.

Upcoming Meetings

9/15 Planning Commission
9/21 Park Tree Committee
10/12 City Council

DEPARTMENTS AND OPERATIONS

City Recorder

- Monthly and quarterly check in with staff. Continue working on cross training, cross training.
- LID collection from La Jolla Cove Bullhead. Received payment of \$120,607.45 clearing the delinquent accounts. Lien released recorded at Lane County.
- Liens recorded and updated at Lane County for 2 delinquent utility billing accounts.
- Updated procedure sheets | SOP for utility billing payment adjustments, subdivision administration and utility billing set up, non-sufficient fund NSF process for utility billing and finance.
- IOOF Inventory, rental calendar in preparation for rental and public use.

- New cameras and sound system are installed in City Council Chambers. Wrapping up construction and preparing for hybrid meetings. Implementation and training for adding the TUF fee to utility bills. Includes setting up the rates in the Springbrook, updating how the payments are applied, entering the rates on each individual commercial account etc.

Finance

- **Under Separate Tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement nearly complete, significant effects analysis complete and awaiting agency referral comments;
- SUB 02-20: Construction of roads starting early September;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- PA 01-21: DLCD and public hearing notices sent out for PA 01-21, a Comprehensive Plan amendment for a minor text amendment to Policy 6 of Goal 14: Transportation to allow for the annexation of right-of-way that serves property within the UGB without expanding the UGB. This is a Type IV process and will go to both Planning Commission and City Council;
- One Accessory Dwelling Unit (ADU) and two home additions approved;
- Business license for candy store approved;
- Eight Structural/Plumbing/Mechanical/Electrical Permits issued in July;
- Next Planning Commission Meeting is September 15th. Interview process for new commissioner on agenda as well as PA 01-21;
- Code Review Ad-Hoc Committee concluded work on Central Business District (CBD) code and is wrapping up review of the subdivision code. Contract with Urban Collaborative LLC. for code revisions including form-based code for the CBD is underway;
- Bike Kiosk project went out for informal bid process and the one bid received was significantly over budget. Revisions to the scope/timeline are being considered;
- Heritage Committee ordered historic preservation plaques for the selected three residential award recipients.

Public Works

- **Streets and ROW.**
 - Crews are still spending a lot of their time mowing and maintaining the ROW's
 - Crews poured concrete in three tree wells on Willamette St.
 - Added no parking sign on W McKenzie St
 - Installed Downtown Parking signs around the Odd Fellows building

Water Utility

- Closely monitored water usages and well levels

• **Sewer Utility**

○ **Collections**

▪ **Inspections**

- 7

- **Callouts**
 - 4
 - **Tanks Pumped**
 - 1
- **Treatment Plant**
 - **Repairs**
 - Replaced the influent meter
 - Repaired tube on metering pump for Hydroxide
 - **Maintenance**
 - Sampled digester and serviced aerators
 - Installed irrigation for effluent to lower discharge temperature
 - Delivery of Hydroxide and chlorine
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party worked pulling weeds at Johnny Diamond Park
 - **Park Maintenance**
 - Crews worked on a memorial bench and concrete pad for this bench.
 - Crews added two new toddler toys to Norma Pfeifer Park.
 - Crews removed dead trees and planted new grass also at Norma Pfeifer Park.
 - Crews rebuilt many of the park benches around the parks system.
 - Crews are also helping out with getting traffic control ready for Coburg Car Classic.
- **Misc.**
 - **Locates**
 - 11
 - **Work Orders**
 - 27

Municipal Court

- **August 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for August 10, 2021 Court Date: 18
 - **August 2021 Receipts Including Collections,**
 - **Total Fines:** \$12,986.38 (total monies taken in for the month, nothing deducted),
compared to \$10,894.32 in August of 2020
 - **Net Fines:** \$ 6,887.71 (City share only, NOT including collections),
compared to \$6,450.00 in August of 2020
 - **August 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 6,098.67
compared to \$4,444.32 in August of 2020
 - **Turned over to collection:** \$ 13,194.50
compared to \$11,990.00 in August 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: September 21, 2021, Regular Court Session**
October 5, 2021, Regular Court Session

Police Department

- Mark the map, and form on-line for people to fill out to request the speed trailer in their neighborhood
- Officers arrested a disorder female at the McDonalds' who was subsequently charged with resisting arrest, aggravated harassment and criminal trespass.
- Officers cited a subject for unlawful possession of methamphetamine.
- Officers made two DUII arrests. One was at the Dari Mart and the other was from the McDonald's. Both investigations involved drugs.
- Officers made three misdemeanor warrant arrests. One of the suspects was also charged with criminal driving while suspended.
- Officers conducted a death investigation.
- Officers found drug paraphernalia near the park during the Coburg Car Classic.
- Officers cited a driver for criminally driving while suspended.
- Officers investigated a stolen vehicle, which was subsequently recovered.
- Officers investigated a stolen vehicle and facilitated the release to the owner.
- Officers assisted the Linn County Sheriff's Office arrest a suspect for fail to carry or present a license. The suspect also resisted arrest.
- Officers identified a suspect who gave false information to a police officer.
- Officers investigated a sexual assault case.
- Officers arrested a suspect for domestic assault (misdemeanor).
- Officers attended a Department Meeting on 08/19
- Officers participated in the Coburg Car Classic
- Chief Larson gave a report to the Harrisburg City Council on August 24th.

Upcoming Events:

- September-Antique Fair Cancelled
- October 8th Evidence room audit
- October- 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. 7/20/2021 Park Tree Committee
- B. 7/28/2021 Finance Audit Committee
- C. 8/11/2021 Heritage Committee