

# COBURG CITY COUNCIL MONTHLY REPORTS



---

## TOPIC: City Administration Report

---

Meeting Date: October 12, 2021

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 September, 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**

- Contract for Eastside Connection at Roberts Road has been signed. This work will begin in the fall season.
- Well design and development is underway

#### **Van Duyn West Sidewalk**

- Contract has been signed and this work will begin in the fall season.

#### **Alley Vacation**

- Staff has met with the Engineer and is working on a designed work plan. An informational only report is under a different tab.

#### **Annexation**

- The calendar for the annexation agreement and zoning change application is as follows:
  - Work Session for Annexation Agreement – October 12 – 6:00 p.m.
  - Planning Commission – November 17<sup>th</sup>
  - City Council – December 14<sup>th</sup> – 1<sup>st</sup> reading of ordinance
  - City Council – January 11<sup>th</sup> – 2<sup>nd</sup> reading

#### **Local Improvement District Pay-off**

- In August, Travis Huff was a guest of City Council at which time he requested the City to consider waiving the interest due on the LID for property recently sold to the Cow Creek Umpqua Tribe of Indians. At that time the Council recommended he go back to the title company and speak with them as to why they were not made aware of the lien on the property. In September, the City received full payment of the delinquent LID plus full interest. The account is now officially paid in full.

#### **TGM Grant for Transportation Plan Update**

- The City recently received notice that we were not awarded the grant for the Transportation Plan Update. The grant was highly competitive and there were many more proposals than funding available. City staff are discussing next steps either by starting the process without grant funds, or waiting until the next grant cycle which would be 2023.

### **TUF Implementation**

- First billings for the TUF are in the October Utility billing. The majority of businesses have received a personal letter letting them know what their TUF charge will be. It is anticipated that the monthly revenue for the TUF will be approximately \$12,000. Next step is to begin working with funders to obtain loans to begin the roadwork.

### **Amended Financial Statements**

- Council have been made aware of the need to amend the financial statements for June 30, 2020. The purpose was to correct an error in how the budget was recorded in the document. It did not change the bottom line financial figures, nor the total budget figures in the financial statements. However, it corrected the way the budget was recorded in the document as the budget transfer for 2020 approved by the Council were not included in the budget figures. This alleviated some departments appearing over budget in the initial report. The Council received this document by email in September. A copy is attached to this report.

### **Staff Salary Changes**

- As requested by City Council, an analysis was completed as to the costs of implementing a salary adjustment for staffing as adopted by Resolution 2021-20. This analysis was provided by email to the City Council in September. A copy is attached to this report.

### **Land Swap**

- The City Administrator met with the Shepard Family to discuss a possible land swap. This would swap the grassy area to the south of City Hall as well as some parking areas directly behind the Umbrella Properties buildings for the piece of land adjacent to Pavilion Park and up against the old City Hall property. There is a difference in value which would result in a donation by the Shepard Family for the difference. The Shepard family has agreed to consider this swap with one stipulation. More information is contained under a separate tab.

### **Zoning code – Ad Hoc Committee**

- The Committee have completed their recommended changes for development code amendments and staff is preparing them to be sent to Urban Collaborative in order to complete the actual changes for the Development Code document. This will include form based code for the Central Business and Highway Commercial districts. There are also some recommended changes for the residential development code. There will be a report to City Council on the specific recommendations in November. The Ad-hoc Committee is not completely done with their work, but will take a break until after the

first of the new year while Urban Collaborative prepares draft changes. They will reconvene when the draft changes are available for review.

The work of Urban Collaborative will fall under the City's contract with Lane Council of Governments for which Urban Collaborative works through for some small cities. City Administrator is working with LCOG to address this in the general city contract.

### **Upcoming Meetings**

October 13 Heritage Committee  
October 19 Park Tree Committee  
October 20 Planning Commission  
October 26 City Council Work Session "Public Works"  
October 27 Finance | Audit Committee  
November 9 City Council

### **DEPARTMENTS AND OPERATIONS**

#### **City Recorder**

- City Recorder
  - Recorded 6 contracts
  - 12 Lien Searches
  - September 14th to October 12th were five Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites sent to committee members.
  - Recruitment continues for Budget Committee, Heritage Committee and Finance Audit Committee vacancies.
  - Public Meetings will be back to in person with the option of joining remotely. Updated website, public notice, minutes recorder schedule and updated the room reservation calendar.
  
- Utility Billing
  - September Utility Billing
    - 594 Utility Bills
    - 64 Past Dues Charged
    - 7 Active payment plans
    - 7 Change in service
    - 3 Accounts added
  - Transportation Utility Fee implemented on all accounts and included on October utility bills.

## **Finance**

- See Finance Report under separate tab. A quarterly financial report will be presented to City Council in November.

## **Planning & Economic Development**

- ANX 01-20 & ZC 01-20: Joint City Council & Planning Commission work session to review annexation agreement October 12<sup>th</sup>. First public hearing scheduled for Planning Commission meeting November 17<sup>th</sup>;
- SUB 02-20: Construction has begun on new 26 home subdivision;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- PA 01-21: Awaiting comments from agency referral;
- 14 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Certificate of Occupancy issued for 32872 East McKenzie St.;
- Heritage Committee ordered plaques for three historic preservation award recipients;
- Congratulations to the Code Review Ad-Hoc Committee for concluding work in September. Work with Urban Collaborative LLC. for code revisions including form-based code for the CBD is underway and will incorporate the recommendations from the committee;
- Building permits for Bike Hub project ready to issue;

## **Public Works**

- **Streets and ROW.**
  - **Street**
    - Working on replacement of street light pole that was damaged by a vehicle on W Van Duyn St
  - **Storm Water**
    - Crews cleaned (they have more to do) storm inlets on Pearl, S Industrial, and Roberts Rd

### **Water Utility**

- **Repairs**
  - Crews repaired two service lines in PVE
  - We repaired the Cla-Valves (used to help reduce flow and pressure into system and reservoirs) located at the Booster Station
  - Crews trimmed the trees at the Booster Station
  - Worked with contractor on upgrading the Water System SCADA
- **Sewer Utility**
  - **Collections**

- Crews added a carbon filter to air relief station that was damaged this last summer on Coburg Loop Path. This will reduce the sewer smell coming from the area.
    - **Pumping**
      - 1 tank
    - **Inspections**
      - 20
    - **Callouts**
      - 14
  - **Plant Repairs & Major Maintenance**
    - Crews replaced a 300gal chlorine tank
    - Crews preformed the Recovery Cleans on the membranes
- **Parks Dept**
  - **Parks and Tree Committee**
    - Work party worked on Booth Kelly Trail
    - Crews trimmed shrubs at Jacob Spores Park
    - Crews are working on repainting and replacing boards on all park and street benches
  - **Park Maintenance**
- **Misc.**
  - **Locates 12**
  - **Work Orders 47**

### Municipal Court

- **September 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for September 21, 2021 Court Date: 53
  - **September 2021 Receipts Including Collections,**
    - **Total Fines:** \$ 11,298.92 (total monies taken in for the month, nothing deducted), *compared to \$12,434.90 in September of 2020*
    - **Net Fines:** \$9,257.00 (City share only, NOT including collections), *compared to \$10,169.00 in September of 2020*
  - **September 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$2,041.92 *compared to \$2,265.90 in September of 2020*
    - **Turned over to collection:** \$ 12,360.00 *compared to \$14,310.00 in September 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: October 5,2021, Regular Court Session**
- **Fall OACA Court Conference cancelled due to COVID**

**Police Department**

Beginning in October, 2021, the Police Department will expand their reporting of Police activity in the City Council report quarterly. This report includes Police activity stats for the quarter ended September 30, 2021. Beginning with the quarter ended December 31, 2021, additional reporting on Officer time will be included. This will include Harrisburg patrol reporting.

The Chief has identified areas of activities as reported in the reports we receive from Lane County Dispatch.

Coburg Police Department stats are divided into the following six categories.

**1. Traffic/person stops**

Traffic stops, person stops, truck inspections,

**2. Patrol/business checks**

**3. Person Crimes/calls for service**

Assaults, rape, sex abuse, all other sex crimes, subject down, fight, menacing, all domestic violence crimes, welfare checks, harassment, runaways, suicidal subject, deceased subject, peace officer hold (POH Mental hold) etc.

**4. Property crimes/calls for service**

Theft, unlawful use of a motor vehicle, unlawful entry into a motor vehicle, alarms, criminal mischief, motor vehicle accident, fraud, criminal trespassing etc.

**5. Society crimes/calls for service**

DUII, reckless driving, unlawful possession of a controlled substance, disorderly conduct, illegal camping, assist public, all dog and animal issues, suspicious vehicle, speeding vehicle, suspicious conditions, abandoned vehicle, traffic hazard, ATL drunk driver, disabled vehicle, city ordinance violations, prowler, etc.

**6. Warrant arrests/fugitive from Justice**

**7. All other crimes/calls for service**

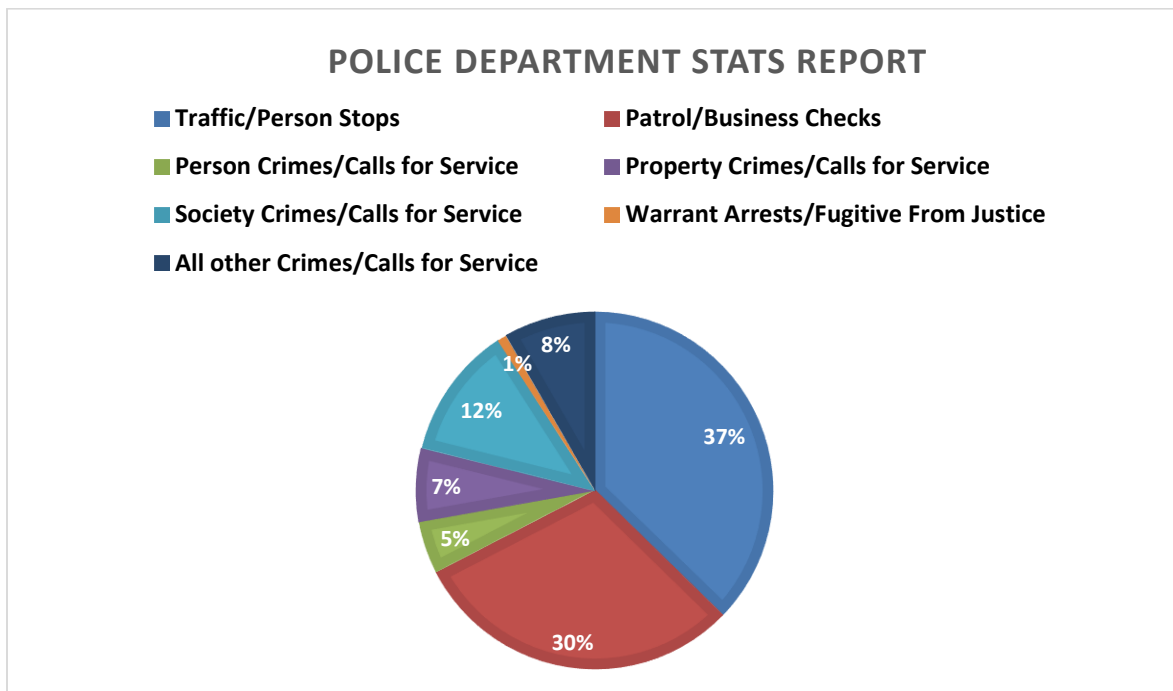
Citizen contact, assist other agency LCSO, OSP, Coburg Fire Department, follow up investigation, vin inspections, training, court, special assignment, stop sign down, etc.

When placing these stats into a graph, the Council will begin seeing a report that looks like the below. This will change monthly based upon the stats provided by Lane County Dispatch.

**The raw data for these categories is as follows:**

1. Traffic/person stops	303
2. Patrol/business checks	245
3. Person crimes/calls for service	39
4. Property crimes/calls for service	54
5. Society crimes/calls for service	98
6. Warrant arrests/fugitive from justice	7
7. All other crimes/calls for service	67

The same data is provided here in graph form.



**Below is an example of reporting the list of calls for service for Coburg Police Department July 1<sup>st</sup> 2021 to September 27<sup>th</sup> 2021**

Traffic stop	Criminal trespass	Unlawful entry into a motor vehicle
Lost property	Vin inspection	Follow up investigation
Receiving stolen property	Patrol check	Theft
DUII	Business check	Court
Prisoner transport	Vehicle pursuit	Unlawful entry into a motor vehicle
Vehicle tow	Fight	Locate subject

Open door	Loud noise	Disorderly subject
Alarm	Training	Stop sign down
Suspicious conditions	Dead subject	Harassment
Dispute	Illegal fireworks	Illegal parking
Animal complaint	Assist fire department	Disabled vehicle
Subject down	Citizen contact	Welfare check
Assist OSP	Dog at large	Motor vehicle accident
Incomplete 911 call	Civil standby	Assist public
Prowler	Warrant arrest	Truck inspection
Assist fire department	Open door	Disable vehicle
Attempt to locate drunk driver		Overdose
Sex abuse	Rape	
Peace Officer Hold POH (Mental Hold)		Illegal camping
Found Contraband	Criminal mischief	Impound vehicle

## SEPTEMBER POLICE ACTIVITY

- Officers investigated two stolen motorhomes from Camping World; one of the vehicles was subsequently recovered in Goshen.
- Officers investigated a motor vehicle crash involving mailboxes.
- Officers arrested a suspect for contempt of court.
- Officers arrested a driver on multiple felony drug warrants.
- Officers arrested a suspect for domestic violence assault 4.
- Officers took a report for a runaway juvenile who returned home later that evening.
- Officers investigated a motor vehicle crash involving a dog. The dog was taken to the Vet Hospital. The dog owner identified their dog via Police social media and recovered the dog.
- Officers cited a driver for misdemeanor driving while suspended.
- Officers were involved in a pursuit. The driver was taken into custody and charged with felony attempt to elude a police officer, resisting arrest and reckless driving.
- Officers located a person wanted out of the Lane County Sheriff's Office; the suspect was subsequently cited for theft and misuse of a credit card.
- Officers investigated a theft of computer equipment from the TA.
- Officers had an abandoned vehicle towed and resolved another parking ordinance violation.
- Officers investigated a criminal mischief from the Premier RV Resort.
- Officers conducted several welfare checks on a suicidal person; officers ensured she was safe.
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers instructed high-risk traffic stops at the reserve academy.
- Officers assisted OSP apprehend an armed suspect who pointed a rifle at another citizen during a road rage incident; the suspect was charged with several counts of felon in possession of a firearm.



- Officers completed VIN checks for local businesses.
- Officers completed their annual required number of truck inspections to maintain their Level 2 certification.

**Upcoming Events:**

- September - Antique Fair Cancelled
- October 8<sup>th</sup> Evidence room audit
- 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. | 8/11/2021 | Heritage Committee  |
| B. | 8/12/2021 | Code Review Ad Hoc  |
| C. | 8/17/2021 | Park Tree Committee |
| D. | 9/8/2021  | Heritage Committee  |
| E. | 9/9/2021  | Code Review Ad Hoc  |