

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: July 11, 2023

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 June, general administration, and upcoming work to be done. The City Administrator and Department Directors compiled the information in this report.

City Administrator

Adam Hanks will report to work on July 31. It is anticipated that Anne Heath's last day will be the week of August 31.

Water Project

- Well is under construction.
- SKADA design is in process. However, it appears the cost will come in much higher than expected. This is still in a preliminary design discussion stage.
- East-side line to Premier RV is still waiting wetland permit approval by the state and federal authorities. City staff have continued to be engaged and provide any and all information requested. There seems to be confusion on the DEQ level as to what kind of permit needs to be issued. City Administrator reached out to our Regional Solutions Representative at DEQ to let them know that this is a huge concern to our community and we are very uncomfortable with how long this is taking. She agreed to try to reach out to the other agencies and try to move it along.
- North Willamette and Van Duyn Water Line replacement is behind schedule due to the contractor's inability to acquire necessary supplies. They are moving it forward as fast as they can.

Street Projects

- **Macy/Harrison/North Willamette** – Design is in process
- **North Willamette Intersection** – The engineer is working on a couple of designs depicting how the intersection could be improved. Engineering staff will attend the July 12th Transportation Discussion Group meeting to discuss this topic.
- **Transportation Group** – will meet on July 12th. Invited to this meeting is ODOT, Lane County Transportation staff, Commissioner Heather Buch, Jae Pudewell, and members of the Regional Solutions Team. Topics of discussion at this meeting will be the I-5 Interchange, and North Willamette and Van Duyn Intersection.

Park Projects

- **Pavilion Park Planning** – Park|Tree have met with designer to forward final design requests. In the process of final design being completed by engineers.

Coburg Mainstreet

Tracey Pugh left the City on June 29th as the City will no longer pay the salary of the Main Street employee. The City budget was approved to forward funds to Coburg Mainstreet for 2023-24 budget year.

Auditor Recommendation for Change in Cash Basis

City Administrator did reach out to our funder for the majority of the loans at the City and it does not appear that the City has a choice to move to this basis as our agreement with the bank requires that the City retain a GAAP cash basis. I have let the auditor know and he will not be coming to address the Council on this subject. Therefore, our basis will remain Modified Accrual Basis.

Zoning Code Update Consideration

Councilor Engebretson has provided the Council with valuable information regarding zoning code concerns and consideration. Updating zoning code is a costly and time consuming project. However, it is also very important that the City does provide updates when needed. The Council chose to discuss this in work session at their retreat. Therefore, there is a scheduled work Session on September 26th to look at options for updating the zoning code. Most importantly, consideration should be for a comprehensive update to the code with enough time to apply for funding to support it and budget it. Please mark the work session date on your calendar.

Promotion of Accountant to Finance Director

After a probationary period of employment as accountant, Gregory Peck has been promoted to Finance Director at the City. This was planned and budgeted. Greg has hit the ground running and brings excellent business work experience to the position and contributes excellently to the team. He will providing the quarterly finance report to the Council in August.

Upcoming Meetings

July 18	Park Tree Committee
July 19	Planning Commission
July 25	Finance Audit Committee

DEPARTMENTS AND OPERATIONS

Administration Front Office - Prepared by Sammy Egbert

- 4 Citizen Inquiries
- 6 Noxious Vegetation enforcement (3 Incompliance | 3 pending)

- 6 Park Rentals
- 1 Special Event Application
- (0) IOOF Rentals

Utility Billing – Prepared by Sammy Egbert

- **Utility Bills for service period 5/9/2023 to 6/9/2023.**
 - Billed Water \$70,400 | Sewer \$71,000 | Transportation Utility Fee \$12,526
 - Cash Receipts or Payments Received \$143,000
 - Past dues charged - 81
 - 3 new utility accounts set up
 - 4 Change in accounts - In & Outs – Final bill and set up new account.
 - 8 Door Hangers
 - Fire Hydrant Meter application and billing.
- Limited income assistance enrollment was open through June 31, 2023. Information was included in the May utility bills, and renewal applications were mailed to all who participated in the FY 22/23.
- Set up and billing for 2 new commercial accounts.

Finance

- A complete report for the year ended June 30, 2023 will be included in the August City Council packet.

Next Steps

- Year-end planning
- Continued training of Finance Director
- Audit preparation

Planning – Prepared by Megan Winner

- SUB 02-20 & SUB 01-22: Construction continues in the Coburg Creek Subdivision. Application for final plat approval has been submitted by the applicant and is being prepared for signature;
- SR 04-22: Building permits issued for ADA compliant picnic area at food truck plaza at 91070 N. Willamette St.;
- Seven Structural/Plumbing/Mechanical/Electrical permits issued in June;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory

Committee and Technical Advisory Sub-Committee (of MPC), Climate Friendly and Equitable Communities (CFEC) partner meetings with other MPO members;

- Safe Lane Transportation Coalition is rescheduling an Oregon Friendly Driver course at the IOOF for some time in August for the Slow Down in Coburg! campaign;

Coburg Main Street – Prepared by Tracey Pugh

- Completed Our Town newsletter for July/August 2022
- Obtained nonprofit status for Coburg Main Street
- Finalizing Coburg Business Map/Directory
- Finalized logo for Coburg Main Street
- Working on City of Coburg website - updating information, fixing broken links
- Created poster for Concerts in the Park and Coburg Market
- Held a Business After Hours mixer with Oregon RAIN
- Redesigning Chamber website for Coburg Main Street
- Working on cleaning up Visitor Kiosk and Bike Hub
- Coordinating vendors for Coburg Market on Thursdays (July 21-August 25)
- 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**
 - **Repairs**
 - Hot patched three trenches
 - Pot hole repairs
 - Replaced stop sign on Roberts Ct
 - **Mowing**
 - Right of Way mowing
 - Mowed all Bio swales
- **Water Utility**
 - **Callouts**
 - Leak was called in on Christian Way
 - **Flow Testing**
 - Crews flow tested 12 fire hydrants around town and worked with the Fire Department on report to ISO for insurance.
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 12
 - **Callouts**
 - 7

- **Tanks Pumped**
 - 6
 - **Treatment Plant**
 - **Projects**
 - We planted 102 Oregon Ash Trees for the DEQ Project
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked at Johnny Diamond Park
 - **Park Maintenance**
 - Reese Landscaping went through all the flowerbeds at Johnny Diamond Park
 - Removed two tree that blew over in the wind.
 - Cleaned up Diamond St Island
- **Misc.**
 - **Locates** 15
 - **Work Orders** 60
 - 45
 - **Work Orders**
 - 97

Municipal Court – Prepared by Mandy Balcom

- **June 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for June 7, 2022 Court Date: 55
 - **June 2023 Receipts Including Collections,**
 - **Total Fines:** \$11,776.44 (total monies taken in for the month, nothing deducted),
compared to \$14,979.87 in June of 2021
 - **Net Fines:** \$7,833.00 (City share only, NOT including collections),
compared to \$9,000.00 in June of 2021
 - **June 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3,943.44
compared to \$5,979.87 in June of 2021
 - **Turned over to collection:** \$ 20,140.00
compared to \$17,337.00 in June 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 Date: July 12, 2022 Regular Court Session**
August 2, 2022 Regular Court Session

Police Department – Prepared by Chief Larry Larson

- Officers cited a male for initiating a false report and improper use of 911.
- Officer arrested a male for resisting arrest and trespassing.
- Officer investigated stolen vehicle and other stolen items.
- Officer received ammunition from a citizen.
- Officer arrested a male for a warrant on a traffic stop.
- Officer investigated multiple aggravated thefts from the same location.
- Officer investigated a burglary and stolen vehicle from the same location.
- Officer investigated extensive damage to a property.
- Officer investigated burglary and thefts from several locations.
- Officer took a report of a stolen firearm.
- Officer investigated a physical dispute and determined a crime was not committed.
- Officer investigated a hit and run.
- Officer investigated a vehicle crash at the school.
- Officers responded to an ongoing dispute between brothers; no crime was reported.
- Officer returned a loose dog to the owner.
- Officer participated in the Ribbon Cutting Ceremony for the pickle ball court.
- Officers cited a male for stealing items out of a citizen's backyard.
- Officers conducted safety vacation residence patrol checks as requested by community.
- CIS conducted a Best Practices review of the Police Department and Evidence Room.
- Officers conducted an Evidence Room audit.
- Officers participated in an Ice Cream Social at the school.
- Officers gave away over 25 bicycles to local children from the school.
- Officers posted tow notices on boats.
- Officers contacted citizens regarding tall grass.
- Officers attended investigative training from an EPD Detective.
- Officers participated in a crosswalk.
- Officers completed a death investigation and determined it was a drug overdose.

Upcoming Events:

We have two Reserve Police applicants in backgrounds.
Officers are scheduled for the range.
