

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: January 12, 2021

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The following is an overview of important activities during the month of December, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Covid-19 Management

- Vaccines have been made available to the Police Department only at this time and we wait for word on vaccines for other essential employees. With the availability of vaccines comes new policy that had to be considered for the City having to do with an employee's right to refuse a vaccine. With the help of CIS, new waiver forms have been developed and disbursed to employees with an information packet. Whether or not an employee accepts or waives their right to a vaccine is protected by HIPPA (Health Insurance Portability and Accountability – privacy act).
- Lane County continues to be on the "Extreme" list and therefore the City continues to be closed to the public. Supervisors who were working from home have returned to the City as of January 4th. All are working in their own offices and strict social distancing and mask requirements are in effect for the building.
- All public meetings will continue to be by zoom until the County is able to move from the extreme category.
- All staff training required by OSHA has taken place and all employees have earned certificates of training.

WATER PROJECT UPDATE

- **Next Steps:**

- Design of I-5 Bore/Roberts Road Connect to Water System
- Survey and Design of water line to reservoir
- Survey and Design of water line from well site to Van Duyn Street
- Well Development at Stallings Lane Site – Spring, 2021

Johnny Diamond Park – The parking spot was inspected by a licensed inspector for ADA and it was determined that it is not in compliance and did not pass inspection. The City continues to work with the contractor determine alternatives and move forward to correct it.

Economic Development – The Main Streets Program has gotten underway with several established committees. City employee Megan Winner will be moving forward as the designated Main Streets Coordinator.

Planning Position – City Administrator has developed a new position description that reflects the planning needs of the City of Coburg. The position will be posted by January 15th and remain open for one month. It is the intention to hold interviews in the month of March and have a new Planner on board by late spring.

Council Retreat – The City Council retreat will be held on Saturday, January 6th tentatively from 9-3. Staff are working on written reports that reflect the goals and priorities of the departments they manage. It is anticipated that these will be delivered to the Council no later than Monday, January 25th. These will be in written form collected in a binder. However, Council may also receive them electronic form much as the Council is now receiving their packet. New this year is goals and priorities of the Citizen Committees. City Administrator and Mayor are working with the Committees to try set goals and priorities prior to the Council session.

Transportation Plan Update – The City is moving forward with the update of the transportation plan. City Administrator is working with regional partners to identify shared interests that are reflected in Coburg transportation. These include the east-west connector, as well as transportation in and out of the current residential Urban Growth Boundary. A work plan and timeline for this project will be available to City Council very soon.

Planning Commission Work Session - The Planning Commission held a work session in December to discuss possible changes and/or variances for side-yard set-back in the historic district. The discussion reflected a concern of very small lots that limit an owner's ability to add-on or remodel homes. It was decided that they would refer the topic to the newly formed development code ad-hoc committee for consideration.

Upcoming Meetings

ALL MEETINGS TO BE HELD BY ZOOM

Heritage Committee – 1/13/2021 – 6:00 p.m.
Park & Tree Committee – 1/19/2021 – 6:00 p.m.
Planning Commission – 1/20/2021 – 7:00 p.m.
State of the City – 1/26/2021 – 6:00 p.m.
Finance/Audit Committee – 1/28/2021 – 5:30 p.m.
Council Retreat – 2/6/2021 – 9:00 – 3:00 (Tentative Time)

City Hall Holiday Closures

Martin Luther King Holiday – 1/18/2021
President's Day Holiday – 2/15/2021

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- COVID-19 in the front office-
 - Door remains locked to public. Erin helps several customers though out the day who come to the door for City, Police or Court business. She does a great job getting them in touch with whom they need, processing payments through the drop slot, etc.
 - Recruitment to fill the administrative assistant position will start as soon as COVID-19 restrictions allow. Workload demands the hire happen sooner than later.
 - Filing and retention project is on hold until additional support staff is hired to assist with workload.
 - All public meetings and most administrative meetings are being held virtually by Zoom.
- Utility Billing this month
 - Created forms and process sheets to launch the new "Leak Adjustment Policy"
 - Continue auditing water meters. We are working with Public Works and auditing consistency
- Cash receipts are always busier for the administration staff in January / February. Erin is processing all the payments received from annual sewer LID and Business License renewals.
- General Election completed. Mayor Smith and Councilors Bell, Blain and Fox have taken the Oath of Office.
- Recorded System Development Charge payment property agreements with Lane County
- Multiple Land Use mailings and notice.
- Zoom Meeting coordination for six public meetings and many administrative meetings
- Preparing 2021 public meetings retention files electronic and paper.

- Working with Mayor and City Administrator to prepare for State of the City and City Council retreat

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Application(s) deemed complete;
- LLA 02-20: Application for lot line adjustment on E Lincoln Way deemed complete;
- LLA 03-20: Application for lot line adjustment on E Mill St received and deemed complete;
- SUB-02-20: Application for tentative subdivision (26 residential lots plus one unsubdivided remainder lot) approved with conditions, findings to be brought back and adopted by Planning Commission at January meeting;
- VR 02-20: Application for variance to place a carport within the side-yard setback on Rustic Ct. approved;
- 5 Structural/Plumbing/Mechanical/Electrical Permits issued in December;
- Heritage Committee successfully completed goal development for 2021 via its first Zoom meeting;
- Supported community partners for Christmas in Coburg including the Chamber of Commerce Holiday Light & Display Contest and community bell-ringing; Main Street Program scheduled to reconvene and launch in Coburg by end of January;

Public Works

- **Streets and ROW.**
 - **Pot Holes**
 - Fixed some holes on Roberts Rd.
 - **Leaf Pickup**
 - Zone 1 and Zone 2 have been completed. Soon the last zones will also be completed. Crews will then be going back through to finish out 2020 leaf pickup.
- **Water Utility**
 - **Projects**
 - Zoom meeting with the residents of Diamond Ridge regarding the new reservoir. They had questions and gave some good feedback for us.
 - **Leaks**
 - Helped a couple customers with locating leaks.
 - **Training**
 - Crews took part in training on water main leaks.
- **Sewer Utility**
 - **Collections**

- **Pumping**
 - 8 tanks were pumped
 - **Inspections**
 - 14 inspections
 - **Callouts**
 - 7 callouts
- **Treatment Plant**
 - **Violations**
 - We had an equipment malfunction that caused the chlorine residual to exceed the limit of .1mg/l. the level was detected at .17mg/l. DEQ was notified. Issue was fixed and is back to operating as normal.
 - **Maintenance at Treatment Plant**
 - Rocked driveway
 - Chemical pumps annual maintenance
 - Drum screen repair
 - **Training**
 - Crews performed their COVID-19 OSHA training
 - Crews took part in approximately two days of sewer training including math and lab training.
- **Parks Dept.**
 - **Parks and Tree Committee**
 - Had their first Zoom meeting and it went well. The Committee is getting their 2021 priorities and their 2020 report ready for the City Council Retreat prepared.
- **Misc.**
 - **Locates**
 - 10 locates
 - **Christmas Decorations @ Pavilion Park and City Hall**

Municipal Court

- **December 2020 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for December 1, 2020 (NOT HELD DUE TO CITY HALL BEING CLOSED TO PUBLIC) Court Date: 20
 - **December 2020 Court Receipts Including Collections,**
 - **Total Fines:** \$6,784.32 (total monies taken in for the month, nothing deducted), *compared to \$ 10,332.53 in December of 2019*
 - **Net Fines:** \$ 2,512.00 (City share only, NOT including collections), *compared to \$7,740.55 in December 2019*

○ **December 2020 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 4,272.32
compared to \$2,591.98 in December 2019
- **Turned over to collection:** \$15,039.00
compared to \$21,501.50 in December 2019

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: February 16, 2021 Regular Court Session
January 25, 2021 Jury Trial**
- **December 2020 & January 2021 court sessions continued due to COVID and City Hall closure to public**
- **Court has 4 jury trials scheduled in 2021**

Police Department

- Officers assisted the fire department with a vehicle fire. Two brand-new semi-trucks burned in the fire. The loss was valued at \$340,000
- Officers responded to an abandoned vehicle in the middle of the roadway. The vehicle was towed due to being a traffic hazard. Approximately eight hours later officers contacted a female having a mental health issue. We were able to contact the female's mother in southern California. Officers arranged for the female to stay in a motel while the mother flew up from California. The next morning officers picked up the mother from the Eugene Airport and reunited her with her daughter so they could get her the proper help.
- Officers arrested a male for five counts of violation of a restraining order
- Officer participated in MILO range simulator training
- Officers arrested a subject on outstanding warrant for theft
- Officer assisted the fire department with a vehicle fire on Interstate 5. A car being towed by a tow company caught on fire. The vehicle was totally consumed by the fire. No one was hurt
- Officer arrested a male for failing to register as a sex offender and outstanding warrants
- Officer took in a found bicycle
- Officers took a report for theft by receiving. The suspect was able to obtain a \$1,000 gift card from Target using the victim's information
- Officer investigated a physical harassment call at the Shell gas station. Several subjects were arguing over a motor home. The suspect fled prior to our arrival
- Offices took a report of a vehicle being broken into on S. Skinner. A firearms was stolen

- Offices took a report of theft by receiving. A suspect was able to obtain a new cellular phone and phone service in the amount of \$1,999 using the victim's information
- Officers took a report of a burglary at the Truck and Travel. Lawn equipment was taken from an enclosed storage area
- Officers investigated a motor vehicle crash on North Industrial Way. A male crashed into a tree and was transported to the hospital with a head injury
- Officers investigated a possible child neglect of a child being left in a vehicle. It was determined to be unfounded
- Officers investigated a physical harassment at Premier RV Park. A suspect was issued a citation
- Officers took a report of two vehicles being broken into. Several hand tools were taken
- Officer took a report for a stolen Ford pickup from Premier RV Park.

Upcoming Events:

- No events