

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: January 11, 2022

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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

Water Project

- Well under design
- I-5 Bore hookup to west-side water infrastructure under construction
- Mainline replacement – Coleman Street scheduling being move forward
- Reservoir- Construction options being considered

Street Projects

- **McKenzie Street Rebuild** – Under design/Summer of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction

Park Project

- Pavilion Park Update/Design – Park Committee has done preliminary planning for an update to Pavilion Park. The City Engineer will be preparing a first draft design from their ideas and then it will be reviewed by the Committee. The goal is to have a final 60 percent design ready to submit for funding through the Oregon Park & Recreation Department by April 1. Public Comment and input and final design will be completed when the City receives funding for the project.

Land Swap – The Shepard family trust legal approved the draft agreement. It is included in this packet for Council approval by resolution. The Trust will also need to adopt the agreement at their next board meeting.

Zoning code – Ad Hoc Committee – The draft code outline will be completed and ready to present to the Ad Hoc Committee in Mid-January.

Copier Services – New copiers were installed in City Hall on January 7th. This is under a new contract with National Photo Copy

Employee Policy Update – Recommendations for policy changes were submitted to the City Administrator. A draft policy was created and sent out to the Department Heads for review. The draft policy is in this packet for adoption by resolution.

Residential UGB – Phase II of the residential lands within the Urban Growth Boundary are essentially land locked. There will need to be either a small increase in the urban growth boundary to accommodate an access road, or some other form of access planning through planning goal exception. City Administrator is working with other partner agencies to identify the options and solutions to make these lands available for residential development. These properties are owned by Weichart and are considered Phase II of the subdivision now being constructed.

City Council Goals and Priorities – As the staff continue to work on the adopted goals and priorities of the City Council, the City Administrator reviews and color codes those projects that are completed, and those that are in process. Attached is a work plan priorities sheet. Boxes marked in Orange are completed, boxes marked in green are in process. Unmarked boxes are either on-going goals or are projects that have not yet began.

Transportation Discussion Group – The transportation discussion group continue to meet to discuss concerns regarding transportation in Coburg. The next meeting is January 12th in which the discussion will be around regional talking points on the I-5 bridge project and further discussion on local jurisdiction of Willamette Street.

Upcoming Meetings

Heritage Committee	1/12
Park Tree Committee	1/18
Planning Commission	1/19
City Council Retreat	2/5
City Council	2/8

DEPARTMENTS AND OPERATIONS

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

City Recorder

- December 14th to January 11th the City held two **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Accepting applications for Budget Committee, Heritage Committee & Finance Audit Committee. These vacancies are posted in Our Town, on Facebook, and at Dari Mart.
- Completed 6 lien searches for properties in the City limits that are selling or refinancing loans.
- Preparing for State of the City and Council Retreat.

- Public Records request follow up was completed.

Utility Billing

- Nov / Dec Utility month end covering 11/11 to 12/10.
 - Billed Water \$63,000 | Sewer \$69,600 | TUF \$12,600
 - Payments Received \$147,166
 - 91 past dues charged
 - 8 collection door hangers posted
 - 2 Active payment plans
 - 6 Change in services
 - 1 Customers water is shut off for non-payment

Administration front Office

- Annual business license renewal invoices are in process. We have received 74 renewal applications and payments. This month we will be reaching out to the 13 business that have not submitted renewal applications.
- Special events and 2022 calendar prep. We received an application for an event in July and have applications in process for weddings in the summer.
- IOOF Rental - LCOG Senior meals using weekly, it was used by Main Streets for the Christmas in Coburg Event, had 2 paid rentals last month.

Prepared the 2022 paper files for City Council, Planning Commission, Park Tree Committee, Finance Audit and Heritage Committee.

Finance

- See Finance Report under separate tab.

Planning & Economic Development – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Planning Commission public hearing held in November; City Council public hearing scheduled for December;
- SUB 02-20: Infrastructure improvements have begun for new 26 home subdivision;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- Central Business District form-based code project with Urban Collaborative LLC. is underway. Synthesis of Ad-Hoc Code Review Committee's input will be ready after the first of the year;
- Seven Structural/Plumbing/Mechanical/Electrical Permits issued in December including two new single family dwellings;

- New address issued on Bruce Way;
- Construction on the Bike Hub is nearing completion. Collaboration with Lane County on bicyclist routes near Coburg occurred as part of the County's Bicycle Master Plan process. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for spring;
- Alley analysis project is underway. Inventory and survey research have begun;

Main Streets and Economic Development – Prepared by Tracey Pugh

- Participate in weekly Oregon Main Street zoom meetings
- Facilitated newsletter for January/February 2022
- Coordinated Christmas in Coburg events - Tree Lighting, Snacks with Santa, Holiday Market, Block Party and Light Parade
- Attended City Council meeting and presented Power Point regarding Main Street
- Attended Heritage Committee meeting and discussed possible Art/Wine Walk for May 2022
- Working with Mural Committee on student artwork for the Grange
- Gathering information for grant application from Oregon Main Street for IOOF building
- Working on Bylaws for Coburg Main Street

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Trees
 - Storm removal of two large limbs off trees
 - Started removal of Maple Tree at Pavilion Park
 - Leaf Pickup
 - Completed Zone 1 of Leaf Pickup
 - Snow
 - Removed snow from City Hall and Fire Hall parking lots
 - ROW
 - Added rock to Right of Way on E. McKenzie St
 - Pot Holes
 - Fixed one large pot hole on Roberts Rd.
- **Water Utility**
 - **Repairs**
 - Leaks
 - Fixed Leak at Kamping World
 - 2 Leak investigations
- **Sewer Utility**
 - **Collections**
 - **New tank Installations**

- 1 service relocation on Roberts Rd.
 - **Pumping**
 - 3 tank
 - **Inspections**
 - 9
 - **Callouts**
 - 6
- **Plant Repairs & Major Maintenance**
 - We have finished the plan for the project to reduce the fine from DEQ
- **Parks Dept**
 - **Parks and Tree Committee**
 - Working on a Plaza planning at Pavilion Park.
 - **Park Maintenance**
 - Started removal of Maple Tree at the Pavilion Park
 - Completed Christmas Decorations at Pavilion Park
- **Misc.**
 - **Locates** 22
 - **Work Orders** 62
- **Public Works Director also completed over 200 tasks in last two months. These are mostly separate from the IworQ work order system.**

Municipal Court

- **December 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for December 7, 2021 Court Date: 47
 - **December 2021 Court Receipts Including Collections,**
 - **Total Fines:** \$ 10,697.03 (total monies taken in for the month, nothing deducted), *compared to \$ 6,784.32 in December of 2020*
 - **Net Fines:** \$ 8,229.00 (City share only, NOT including collections), *compared to \$2,512.00 in December 2020*
 - **December 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 2,468.03 *compared to \$4,272.32 in December 2020*
 - **Turned over to collection:** \$ 18,165.46 *compared to \$15,039.00 in December 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: January 19, 2022 Jury Trial**
January 20, 2022 Regular Court Session
January 25, 2021 Jury Trial
- **Scanning Project Update/Temporary Staff:**
- **Temporary Employee prepared all violation cases for scanning (batching and counting each document for each case, removing staples/paperclips, & naming individual documents) and was able to start on criminal cases before budgeted time ended**
 - **Scanning is complete on violation cases through the letter "C"**
 - **As of 12/30/21, a total of 5,235 documents have been scanned into the Court software program**
- **Court has 9 boxes of old cases (violations & criminal) that are past the State's minimum retention requirements and are due to be purged and destroyed (shredded) as soon as paperwork is signed off**
- **87 Business License Renewals for 2022 were sent out in November. Trained Sara on Business License process for her to proceed with project in 2022.**
 - **As of 12/30/21, 74 businesses have sent in their renewals**

Police Department

Police Department Quarterly Activity report will be presented in February for the last quarter of 2021.

- **Officers took a report for a stolen vehicle taken from E McKenzie Street. We have identified possible suspects out of Eugene**
- **Officers investigated a possible trespasser at Mill Street Square. The male subject was contacted and advised. Resolved**
- **Officers contacted three suspicious subjects. The subjects were identified and later committed several crimes in Eugene**
- **Officers were involved in a vehicle pursuit on Interstate 5. Officers terminated the pursuit at I5 and Glenwood**
- **Officers investigated a possible burglary on Thomas Street. The burglary was unfounded**
- **Officers arrested a subject on outstanding misdemeanor warrants**
- **Officers arrested a male drive for DUII controlled substance, heroin**
- **Officers took a report for Theft I. This was a bank fraud with multiple victims. It was forwarded to fraud department at bank for additional investigation**

- Officers resolved a neighborhood dispute at Van Duyn and Willamette Streets
- Officers took a report of a theft on Diamond Street
- Officers took a case for drug disposal for an accumulation of drugs at Serenity Lane
- Officers investigated a possible Rape case at Serenity Lane. The case is still under investigation
- Officers arrested two drivers for driving while suspended misdemeanor
- Officers were able to resolved a dog at large call on Abby Road
- Officers completed several truck inspections
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers are attending SFST refresher training for the ODOT traffic grant
- Christmas in Coburg, Light parade
- Officers attended MILO (Multi Interactive Learning Objective) training (De-escalation)
- Officers contacted two suspicious subjects sleeping at the Fuel N Go. The subjects were later located at the Shell gas station with a loaded 357 pistol. The subjects were on their way back to Washington from attending a Metallica concert in San Francisco. No crime.
- Officers arrested a subject on outstanding warrants
- Officers responded to call of a male with a rifle on I5 at Selby Way. The male left before officer arrived.
- Officers responded to multiple alarm activation at Cummings Northwest. They hired a security company until they could get the alarm fixed.
- Officers responded to a non-injury motor vehicle crash at Coburg Road and North Coburg Road
- Officers investigated a verbal dispute between, male, and female on Emerald Street. It was determined there was no crime
- CHETT Program received six donations for a total of \$1,250.
- Shop with a Cop program received donations from 12 people totaling \$1,825.

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. 10/20/2021 | Planning Commission |
| B. 10/21/2021 | Finance Audit Committee |
| C. 11/16/2021 | Park Tree Committee |
| D. 11/17/2021 | Planning Commission |
| E. 12/8/2021 | Heritage Committee |
| F. 12/15/2021 | Planning Commission |
| G. 12/21/2021 | Park Tree Committee Work Session |
| H. 12/21/2021 | Park Tree |