

# COBURG CITY COUNCIL MONTHLY REPORTS



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## TOPIC: City Administration Report

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Meeting Date: December 14, 2021  
Staff Contact: Anne Heath, City Administrator  
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The following is an overview of important activities during the month of November, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

### GENERAL ADMINISTRATION

**Alley Vacation** – This project is in process

**McKenzie Street Rebuild** – Staff has asked the engineer to expand the planning for the McKenzie Street Rebuild from Harrison Street to the west side of Willamette to the top of the hill. The purpose is to create a safer pedestrian zone in that area of the downtown. It is expected that this work will take place in the summer/fall of 2022. Staff have been in contact with the owners of businesses on this stretch and will continue to provide information as the project progresses.

**Roberts Road Maintenance Design** - The City Engineers are in the process of designing maintenance and repairs to Roberts Road. This will include a total rebuild in some areas of the road. It is expected that this work will be completed in the summer/fall of 2022.

**Street Projects Update** – City staff have designed a mini-newsletter that went out in Utility Bills to answer the question of “what is next” for the TUF implementation. The goal is to keep the public informed and engaged as we move forward to make street improvements in Coburg.

**Street Project Funding** – City of Coburg has submitted two requests for invitation to apply for funding for the street project over the next 3-5 years. When invited formally to submit an application, the staff will come to Council with a resolution for the proposed funding.

**Land Swap** – A draft agreement has been designed and submitted to the Shepard Family Trust for review. This includes the swap of land and a lot line adjustment for the area behind City Hall to the south.

**Zoning code – Ad Hoc Committee** – The draft work plan for Urban Collaborative is attached to this document.

**City Hall Updates** – City Hall is undergoing repairs to the siding, window replacement, and then will be painted. The timing of this all being completed depends on the weather, availability of materials, and the available time of the Public Works team to finish the siding project. In addition, the façade of the City Hall is under a redesign phase as part of the Main Street project.

**Emergency Response** – Public Works, Police, Fire, Emergency Response, the Mayor, and staff met with ODOT to discuss planning for traffic control when the Freeway is shut down for an accident or inclement weather. It was a progressive meeting in which our partnership was strengthened and good mitigation solutions were discussed.

**Local Jurisdiction of County Roads** – City staff are continuing our conversation with Lane County regarding jurisdictional control of County Roads in Coburg. The discussion is starting with a Willamette Street focus. Projected costs of maintaining the road have been received as well solidifying available funding for maintenance of the roads. A misunderstanding that the City will receive more money for additional lane miles from the state needs to be cleared up. The City receives state shared revenues based upon certified population figures.

**New Public Works Employee** – Welcome to Jo Heyerly who joined our Public Works Team in late November. Jo is the first woman to hold a permanent position in Public Works for the City of Coburg.

**Informal Bid for Copier Services** – An informal bid for copier services for the City was conducted in the month of November. A new contract is being awarded to National Business Solutions. National is a local company located in Eugene and has been in business for several decades.

**Employee Policy Update** – Department Directors are reviewing the Employee Policy Manual with their departments in order to bring concerns and suggested changes forward. These changes will be discussed by the leadership team prior to bringing a draft document for adoption to the City Council in January.

**Coleman Street/New Subdivision** – City Staff met with our Engineer, Weichert Homes, and Wildish to discuss the concerns being raised by neighbors in the vicinity of the new development and mainly at the north end of Coleman. Together we will be putting out an informational document that will be hand delivered to the residents. This will include information about road improvements, what they can expect and a projected timeline for the work. It is the goal to have had this hand delivered no later than Monday, December 13<sup>th</sup>.

## **Upcoming Meetings**

Planning Commission	12/15
Park Tree Committee	12/21
State of the City	1/11
City Council	1/11

## **DEPARTMENTS AND OPERATIONS**

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

#### **City Recorder**

- November 10<sup>th</sup> to December 14<sup>th</sup> the City held six **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 9 lien searches for properties in the City limits that are selling or refinancing loans.
- Working on executing and recording several contracts.
- Public Records request follow up an original request in February 2021 is being processed.

#### **Utility Billing**

- November Utility month end covering 10/1 to 10/30.
  - Billed Water \$59,600 | Sewer \$69,600 | TUF \$12,600
  - Payments Received \$154,800
  - 82 past dues charged
  - 8 collection door hangers posted
  - 2 Active payment plans
  - 7 Change in services
  - 3 Customers signed up for auto pay
  - 2 Customers water shut off for non-payment

#### **Administration front Office**

- Annual business license renewal invoices have been mailed. Payments are coming in and being processed weekly.
- Processing Christmas in Coburg Special Event application
- Updating forms that are regularly used to make them fillable.

- Prepared the 2022 paper files for City Council, Planning Commission, Park Tree Committee, Finance Audit and Heritage Committee.
- IOOF rental reservation and general use administrative processes are coming along. LCOG Senior meals are completely moved in as of November 10<sup>th</sup>. They use the kitchen area every Wednesday.
- Decorated front office and City Council Chambers for the holidays.
- Preparing for the Christmas Party and Mayor Smith on December 10<sup>th</sup>.

### **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;
- Three Structural/Plumbing/Mechanical/Electrical Permits issued in November;
- Heritage Committee awarded three historic preservation plaques to three residential properties at November meeting including the Diamond House, NC and Rebecca Burns House and Alice Balch House. Planning for 2022 Preservation Month activities has commenced;
- Construction on the Bike Hub is underway. 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
- Zoomed with Oregon Main Street staff and other Main Street directors to give feedback about Oregon Main Street and discuss ideas and suggestions for the different Main Street Tiers
- Attended RDI Grant Writing Seminar (5 weeks)
- Coordinating and planning activities, flyers, and details for Christmas in Coburg
- Working with Chamber of Commerce to amend their Bylaws

- Working with Mural committee and school to have an art contest and winner's art will be placed on The Grange
- Created "Welcome to Coburg" snowmen with the Mural Committee to have at the north and south ends of town for the holidays
- Submitted paperwork for Articles of Incorporation for Main Street
- Meeting with potential Main Street Board Members
- Working with the Mayor and Marissa Doyle on the City Hall Facade

#### **Public Works – Prepared by Brian Harmon**

- **Streets and ROW.**

- **Street**

- Trimmed 3 trees and removed one near Pearl and S Coleman.

- **Water Utility**

- **Repairs**

- Chlorine monitor has failed and we are in the process of replacing it
    - Coburg Creek Subdivision utilities are installed and tested.
    - Started on the Water Project for the I-5 to Bore mainline extension.

- **Sewer Utility**

- **Collections**

- **New tank Installations**

- 1 new services

- **Pumping**

- 3 tank

- **Inspections**

- 7

- **Callouts**

- 4

- **Plant Repairs & Major Maintenance**

- We are working through an issue with the Fire Suppression System (will be fixed on 12/2/21)

- **Parks Dept**

- **Parks and Tree Committee**

- Working on a Plaza at Pavilion Park Project.
    - Work Party at Johnny Diamond Park

- **Park Maintenance**

- Bike hub construction is moving along and should be finished soon.
    - Started and finished leaf pickup at the Parks
    - Started removal of Maple Tree at the Pavilion Park
    - Completed Christmas Decorations at Pavilion Park

- **Misc.**

- **Locates 22**

- **Work Orders 62**

### **Municipal Court**

- **November 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for November 16, 2021 Court Date: 73
  - **November 2021 Receipts Including Collections,**
    - **Total Fines:** \$17,295.49 (total monies taken in for the month, nothing deducted), *compared to \$4,373.61 in November of 2020*
    - **Net Fines:** \$13,144.50 (City share only, NOT including collections), *compared to \$4,128.50 in November of 2020*
  - **November 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 4,150.99 *compared to \$245.11 in November of 2020*
    - **Turned over to collection:** \$4,974.96 *compared to \$7,745.00 in November 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:***

- **Regular Court Session: January 20, 2022**
- **Temp Employee has prepared all open violation cases through the letter 'T'. They are now ready to be scanned**
- **Jury Trials scheduled in 2022**
  - Wednesday, January 19, 2022
  - Tuesday, January 25, 2022

### **Police Department**

- To date the police department has received \$750 in donations to the CHETT Program. (Community Help Easing Troubled Times). The department has also received \$1,775 in donations to the Shop with a Cop program.
- Officers arrested a male driver for DUII at Willamette and Delaney Streets
- DWS misd Pearl Street Industrial way
- DWS misd warrant male Pearl and Industrial way
- UUMV Tec Equipment trailer
- Officers contacted local business and residents for the SCRAM program

- Officers investigated a reckless driver driving over 100 miles per hour on I5. The driver was issued a citation for reckless driving and driving while suspended violation
- Officers investigated a motor vehicle crash on Coburg Road
- Officers investigated a burglary and criminal trespass on Thomas Street
- Officers work bailiff duties at Harrisburg Municipal Court
- Officers investigated a disorderly male at the Shell Gas Station. The male was arrested for outstanding warrants
- Officers are attending FSST refresher training for the ODOT traffic grant
- Officer investigated a sex abuse case from a year ago. The suspect was convicted and has to attend sex offender treatment
- Officers attended MILO training
- Officers completed their annual truck inspections

#### **Upcoming Events:**

- December – MILO (Multi Interactive Learning Objective) training (De-escalation)
- Christmas in Coburg, Light parade
- Coburg Police Department Shop with a Cop

#### **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. 9/21/2021  | Park Tree Committee |
| B. 9/23/2021  | Code Review Ad Hoc  |
| C. 10/13/2021 | Heritage Committee  |
| D. 10/19/2021 | Park Tree Committee |