

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: November 9, 2021

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

GENERAL ADMINISTRATION

Van Duyn West Sidewalk

- Contract has been signed and this work will begin in the fall season. Waiting on Lane County to approve the right-of-way permit and work with the land-owner for right-of-way design

Alley Vacation

- A work plan has been designed and began to be implemented which includes survey to residents, photos of alley's and locates for utilities. The City will be divided into four quadrants which will be done one-two weeks at a time. It is anticipated that this will be completed in the early new year.

Annexation

- The calendar for the annexation agreement and zoning change application is as follows:
 - Planning Commission – November 17th
 - City Council – December 14th – 1st reading of ordinance
 - City Council – January 11th – 2nd reading

Mckenzie Street Funding

- The City received a \$100,000 grant for updates to Mckenzie Street east of Willamette. This will repair the street, add sidewalks on one side, and parking on the opposite side. This work is anticipated to be completed in summer or fall of 2022. The City Administrator took a very early preliminary design to all businesses that are operating on the east side of Mckenzie street and discussed the plan. We also spoke with the owner of Chiefs who is supportive of a sidewalk along Mckenzie. We will continue to check in with them as the design continues to be developed.

TUF Implementation

- The first billings went out in October. We received only one formal appeal which was discussed and settled with the owner of the business to his satisfaction. Staff had a few complicated billings that they settled out prior to the November billing. It is anticipated that the monthly final billing will be approximately \$12,500 per month.

Land Swap

- City Administrator has reached out to the Shepard family to let them know that the Council has approved moving forward with this transaction. City Administrator met with the Park Committee and discussed the park land. The next step is to draw up an agreement and arrange for some of the Park and Tree Committee to meet with the Shepard family to discuss the naming of the park

Zoning code – Ad Hoc Committee

The City has contracted through LCOG to have Urban Collaborative take the work of the Ad-hoc committee and to create suggested code language. They will then bring it back to the committee for review, and eventually to the community for community input. It is anticipated that it will be ready for adoption in the spring of 2022. The work focused on is:

- Top priorities identified by the Ad Hoc Committee for updating the Coburg Development Code:
 - Central Business district architectural standards.
 - Central Business district rules regarding Formula Businesses in general, formula businesses in particular.
 - Subdivision code.
 - Next priority after the previous items are mitigated: Multi-family architectural and site standards for residential zones.
- Next steps:
 - Land Use Planning professional to be engaged to develop draft Development Code language for Central Business District as well as Subdivisions (grant funds to be used for "phase 1").
 - Draft language is to be developed based on content of Ad Hoc Committee's discussions and other documentation such as draft language suggested and submitted by Committee members.
 - Committee will re-engage upon completion of first drafts by the Land Use Planning professional.

In addition, the staff has discussed **design standard** for streets with the Engineer and he is currently working on alternative standards for collector streets and narrow local streets. Staff hopes that we can have the Ad-hoc committee also review these along with the transportation representatives for the City, and then it will be included in the code updates.

Capital Project Document

Now that we have passed and implemented the TUF, we are working on a capital project list that includes the projected timing, and the recommended treatment on each segment of roadway. In addition, we will be establishing the funding for each

project. We are working to complete this for the streets, but we will also be completing it for water, sewer, parks and City Hall as well. This will come to the Council in the form of a full document for review at their retreat and approval by resolution in the February Council meeting.

City Hall Updates

City Hall is undergoing some siding work to replace rotted siding. In addition, we are replacing windows that are cracked or have broken seals. Lastly, the City Hall will be painted when all other projects are completed. Staff has awarded the bid for painting and will be scheduling it as soon as possible.

Emergency Response – ODOT

The City has invited ODOT into a conversation regarding emergency response when the freeway is shut down. This happens several times a year causing traffic to back up in the downtown area, and creates a challenge for our own Fire and Police to respond to calls. This meeting will take place in November and the intention to create a stronger partnership so that we can alleviate and manage the traffic better.

Local Jurisdiction of County Roads

- Mayor, Transportation volunteers, and the staff will meet with Lane County staff in November to discuss the possibility of local jurisdiction of some county roads. County Roads in Coburg include Pearl, Willamette, Van Duyn and Coburg Bottom Loop.

Upcoming Meetings

November 10	Heritage Committee
November 16	Park Tree Committee
November 17	Planning Commission
December 8	Heritage Committee
December 14	City Council Meeting

DEPARTMENTS AND OPERATIONS

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

City Recorder

- October 12th to November 9th held six **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Notice and posted the recruitment for Public Works Operator 1.
- Budget Committee, Heritage Committee & Finance Audit Committee vacancy and recruitment. These vacancy are posted in Our Town, on Facebook, and at Dari Mart.

- Completed 10 lien searches for properties in the City limits that are selling or refinancing loans.

Utility Billing

- October Utility billed 579 accounts covering 9/1 to 9/30.
 - Billed Water \$79,300 | Sewer \$69,700 | TUF \$12,700
 - Payments Received \$154,600
 - 82 past dues charged
 - 2 Active payment plans
 - 4 Change in services
 - 2 Customers signed up for auto pay
- TUF Implementation
 - Creating task lists and administrative processes forms for administration and utility billing.
 - Updated utility billing month end reconciliation and reporting forms to include the TUF billing and receivables. Worked with 12 individual accounts to review the charge and break downs on the bill.
 - Implemented the rates for limited income assistance accounts

Administration front Office

- Annual business license renewals will go out mid-November. This will be managed by Sara at the front desk. She is reviewing the ordinance, forms and training with Mandy.
- Recruitment posting
- IOOF rental reservation and general use administrative processes are being created. Task list forms and calendars are in the works.
- Coburg Community Charter School 8th graders visited City Hall three Fridays in October for Community Days. Learning about Local Government, Public Works, Police and Court.

Finance

- See Finance Report under separate tab.

Planning & Economic Development – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Planning Commission public hearing scheduled for November 17th, 2021;
- SUB 02-20: Construction has begun on new 26 home subdivision. Addresses issued for new lots;

- 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;
- 10 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Triad Machinery sign permit approved;
- Heritage Committee scheduled to distribute three historic preservation awards to recipients at November 10th meeting;
- Construction on the Bike Hub began October 14th and estimated completion is 12 weeks. Grand opening celebration with GEARS and other partner organizations being planned;
- Alley analysis work plan development underway. Survey designed and inventory to begin the first week of November;
- Welcome three new businesses: Coburg Candy Store, Studio Seven and Farm Kitchen Candle Company
- Met with Aqsa Khan, new Venture Catalyst serving Coburg from RAIN;

Main streets and Economic Development – Prepared by Tracey Pugh

- Attending RDI Grant Writing Seminar (5 weeks)
- Participate in weekly Oregon Main Street zoom meetings
- Attended Main Street Conference
- Met with all Main Street committee members one-on-one
- Gathered articles and created November/December Our Town newsletter
- Met with Grange, Anne, and Brian regarding Christmas in Coburg and created flyer
- Met with Bruce King regarding Wayfinding Signage for downtown
- Created Business Survey for feedback from Coburg businesses
- Talked to other Main Street Directors about murals
- Working with Mural committee and school about creating mural to place on The Grange
- Ordered appliances for IOOF building which we received grant funds to purchase
- Participated in Coburg Community Charter School's Community Days

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Fixed pot holes
 - Met with owner of Chiefs about parking on W. McKenzie
 - Trimmed trees on Willamette St, S Coleman, E McKenzie
 - **Coburg Creek Subdivision**
 - Met with Contractor, City Engineer & Inspector, and Developers Engineer on a preliminary plan for addressing N. Coleman St condition and drainage.
 - **Storm Water**
 - Cleaned catch basins before the rains came

Water Utility

- **New services**

- 3 new services
- **Sewer Utility**
 - **Collections**
 - **New tank Installations**
 - 3 new services
 - **Pumping**
 - 1 tank
 - **Inspections**
 - 6
 - **Callouts**
 - 5
 - **Plant Repairs & Major Maintenance**
 - Spent considerable time preparing for the work session and tour of plant
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Session on a Plaza at Pavilion Park
 - Work Party in the Pavilion Park
 - **Park Maintenance**
 - Bike hub construction has started
- **Misc.**
 - **Locates 14**
 - **Work Orders 61**
 - **Worked on City Hall siding project**
 - **Held a training class for the 8th graders at the Coburg Charter School**

Municipal Court

- **October 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for October 5, 2021 Court Date: 23
 - **October 2020 Receipts Including Collections,**
 - **Total Fines:** \$17,566.96 (total monies taken in for the month, nothing deducted), *compared to \$12,602.29 October of 2020*
 - **Net Fines:** \$13,320.00 (City share only, NOT including collections), *compared to \$8,825.34 in October of 2020*
 - **October 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$4,246.96 *compared to \$3,776.95 in October of 2020*
 - **Turned over to collection:** \$ 5,017.00 *compared to \$13,146.00 in October 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 Regular Court Session: November 16, 2021
December 7, 2021**

Police Department – Prepared by Larry Larson

October Police Activity

- Officers responded to a suicidal subject at Serenity Lane. A male had climbed on the roof of a two-story building and was refusing to come down. OSP and LCSO Crisis Negotiator were able to talk to subject down. Officers followed the ambulance as they transported the subject to the hospital for evaluation
- Officers completed VIN checks for local businesses.
- Officers investigated a fight between two males at the truck stop. The unknown suspect fled the scene prior to our arrival
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers took a subject in for a Peace Officer Hold (POH) after they made suicidal statements
- Officers arrested a subject on outstanding warrants
- Officers seized stolen license plates
- Officers responded to a German Sheppard dog running at large. We were unable to locate the dog
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officer investigated a call of a female being harassed from a male on a dating site. It was unfounded
- Officers recovered a stolen vehicle on Roberts Court. The vehicle was stolen out of Junction City
- Officers investigated abandoned vehicles on Roberts Road. The vehicles were removed
- Officers are attending FSST refresher training for the ODOT traffic grant
- Officers arrested a male on outstanding warrants out of Eugene Municipal Court
- Officers towed a hazard vehicle, box truck parked in the middle of the road by McDonalds
- Officers completed several truck inspections
- Officers investigated a telephonic harassment between a Coburg resident and a resident out of state. The case was resolved

- 2 Driving While Suspended violation
- 2 Fail to obey a traffic control device
- 2 Fail to use safety belt
- 1 Improper turn signal
- 1 Cell phone
- 2 Driving uninsured

Harrisburg City Ordinance issues

- Officers continue to work city ordinance issues. Officers patrol the city and when we find an issue, we make contact with residents to resolve the issues.
- Officers towed two-abandoned vehicles.
- Officers worked additional issues brought to our attention by Lori or Carol.

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.

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