

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: March 14, 2023

Staff Contact: Anne Heath, City Administrator

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

City Administrator Recruitment

All recruitments documents have been prepared and the following tentative timeline has been established:

March 4 th	Recruitment Opened
April 3 rd	Recruitment Closed – Applications Reviewed by Recruiter
April 10 th	Recruited will present Candidates
April, TBA	On Site or Zoom Interviews
TBD	Final Interviews

Water Project

- LOI was filed with Business Oregon by City Administrator to ask for the opportunity to file an application for additional funding for the water project. This is request for invitation to file, and not an application. A copy of the LOI filed is attached to this report. It is anticipated that this will be reviewed around mid-March and the City will be notified if we can submit an application. This application submittal will be approved separately through the City Council.
- Water and Sewer 20 year analysis will be presented by Doug Gabbard of FCS at the March 14th City Council meet which will assist the Council in making decisions regarding setting fees.
- A brochure on Utility Fees was created by staff, reviewed by Council, and is being distributed to the community including in utility billing in March and April, on social media, as well as placed in common public information places around town. **Copy is attached**
- Coleman Street Waterline is under construction
- North Willamette and Macy Street Waterline being prepared for bid process
- Well is in engineering design stage and will be going out for bid in the late spring.
- East-side water line to Premier RV is still under discussion. Premier RV has requested to speak with the Council. We have scheduled them to participate in the Work Session to be held on March 28.

- The City has received an opportunity to receive assistance in seeking and writing grants from the Cascades West Council of Governments, which serves Benton, Lane, Lincoln and Lane County. City Administrator has requested assistance of \$10,000 to seek and write grants for the Water Project. These grants will need to be written by the end of June, 2023. As of this writing, we have not heard back as to whether we will receive this assistance.

Street Project

- **Macy/Harrison/North Willamette** – Engineering is working with Public Works to design the project based upon the input received. This was the direction of the City Council. The final design will be presented to the City Council. Engineering will also be working with Weichert Developer to design Macy Street connection to the phase II subdivision in order to align the project with the City's project.
- **Transportation Plan Update** – The City has been invited to apply for grant funding to update the City's transportation plan which is out of date. This will be a grant request that is very similar to the last one we submitted for which we were not funded. Staff will work with LCOG staff to support the writing and submission of the Grant. Staff will bring request for approval of the application to the Council April meeting.

Council Goals and Work Plan

The Work Plan has been updated with Council input and is under a different tab in this packet.

Park Projects

- **Pavilion Park Planning** – The Park Committee has received the feedback from the community and is working on a final design for the park.

Finance Department Staffing – The posting closed on March 7, 2023. The City has two candidates to interview for the accountant position. There were no candidates eligible for the Finance Director position. Interviews will take place the week of March 13, 2023. As this is not a director position, interview panelists will be staffed by department heads of the City.

Budget Calendar – The calendar for the Budget Process is attached under the Budget Officer Tab.

Upcoming Meetings

March 15	Planning Commission
March 21	Park Tree Committee
March 28	City Council Work Session
April 11	City Council

DEPARTMENTS AND OPERATIONS

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

City Recorder

- February 15th to March 14th managed six **Public Meetings**. Each meeting is noticed, created, require electronic and paper files for retention. I review, edit and process draft minutes for approval then record and post approved signed minutes.
- Recruitment for Finance Position, and assistance with City Administrator recruitment.
- Recruitment continues for City Councilor and Planning Commissioner.

Administration Front Office

- Facebook updates and management. Time was created for administration position to dedicate to posts. This assures that the information shared is consistent and also engaging. A schedule has been created for monthly/weekly posts that will include public meetings, public hearings, project info, historical "Flashback Friday's". The engagement is way up in the last 2 weeks.
- Intake record and routed 3 **Citizen Inquiry** and 1 **facility** right of way permit.
- Accounts payable inputting invoices and preparing checks, and additional accounts receivable tasks. These tasks will be added to the administration position.
- Painted accent wall in the front lobby.
- One Park rental application processed.
- IOOF was rented 2 times.

Utility Billing

- **February utility billing covers 1/10 to 2/10/2023**
 - Billed Water \$55,400 | Sewer \$70,500 | Transportation Utility Fee \$12,300
 - Cash Receipts or Payments Received \$136,100
 - Past dues charged 93
 - 3 Utility Billing related work orders
 - 5 Door Hangers for past due accounts

Finance

- A financial report for January and February will be available to the Council at their April, 2023 meeting.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Site review and conditional use permit for restaurant and brewery "Willamette Forks" at 91032 S Willamette approved by Planning Commission on February 15th;

- SR 02-22: Construction continues at Roberts Rd. light industrial park;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in December;
- SUB 01-22: Public improvements plan for phase two of the Coburg Creek Subdivision is under review by Public Works and Engineering;
- Two Structural/Plumbing/Mechanical/Electrical Permits issued in February;
- Participating in Coburg Community Charter School 8th grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC).

Main Streets and Economic Development – Prepared by Tracey Pugh

- Coordinated and attended Board Retreat for Coburg Main Street - February 15
- Completed March/April Our Town newsletter
- Coordinated monthly Main Street Board Meeting
- Working with art committee on Mural Policy, banners, and artwork
- Working with Main Street treasurer to finalize 2023 Main Street Budget
- Working on grant opportunities with Ford Family Foundation and Oregon Main Street
- Working on Strategic Plan for Main Street
- Updated Main Street website with event calendar
- Working with Board to establish policies and procedures for finances and events
- Meeting with different community partners
- Participating in Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **ROW**
 - Fixed handrail on S Industrial Way
 - Two new signs installed
 - Stop on Locust and Skinner
 - Dead End on N Skinner
 - **Potholes**
 - Repairs several potholes around the City
 - **Maintenance**
 - Tested out a Street Sweeper. This is the only sweeper available that can be delivered in 2023. We are looking for a NON CDL truck. Cost is \$189,000 roughly. We have budgeted \$190,000.

Water Utility

- **Repairs**
 - **Leaks**
 - Repaired a 2" mainline on East Dixon

- **Maintenance**
 - Some locations of water lines on the Coleman St Water Project were unknown and crews spent several hours attempting to locate and determine feed locations. This was successful.
 - Also crews were successful in locating a stretch of 8" AC that previously was not locatable. It was over 7' deep and now on maps.
 - **Projects**
 - New 8" water main on Coleman St is going well and on schedule.
 - **Distribution System**
 - **New Service Installs**
 - 2
 - **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 7
 - **Callouts**
 - 6
 - **Tank Pumping**
 - 3
 - **Plant Repairs & Major Maintenance**
 - We are working with a vendor for the mixers at the treatment plant that keep over temping and causing shut downs at the Plant. We should have answers by next week.
 - **Parks Dept**
 - **Parks and Tree Committee**
 - Working on a Plaza Concept with landscaping design engineers at Pavilion Park Project.
 - Work Party on the flag pole area at Norma Pfeiffer Park.
 - Focused work on annual report to City Council
 - **Misc.**
 - **Locates** 56
 - **Work Orders** 90
 - **House on the Stallings Ln Property**

- We have spent many hours trying to get painting, electrical, smoke detectors, flooring, and light maintenance done. We are anticipating being done with this by end of March.
- **Animal Control**
 - We have released two animals that a homeowner has brought to City Hall for Public Works to deal with. This is not a normal activity for Public Works.

Municipal Court - Prepared by Mandy Balcom

- **February 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for February 14, 2023 Court Date: 23
 - **February 2023 Receipts Including Collections,**
 - **Total Fines:** \$8,276.16 (total monies taken in for the month, nothing deducted), *compared to \$ 15,542.20 in February of 2022*
 - **Net Fines:** \$ 6,195.00 (City share only, NOT including collections), *compared to \$14,946.00 in February of 2022*
 - **February 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 2,081.16 *compared to \$596.20 in February of 2022*
 - **Turned over to collection:** \$ 8,090.00 *compared to \$8,090.00 in February of 2022*

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: March 7, 2023 Regular Court Session
April 4, 2023 Regular Court Session
April 12, 2023 Suppression Hearing
April 18, 2023 Jury Trial
- Judge Williams will be attending the Oregon Municipal Judges Association conference March 22-24, 2023

Police Department – Prepared by Chief Larry Larson

- Officer arrested a subject for a felony drug warrant.
- Officer had an abandoned vehicle towed.
- Officer investigated a dog bite and cited the owner for having a vicious dog.
- Officer responded to a domestic disturbance and forwarded the information to DHS.

- Officer used CHETT funds to provide gas for a female to get to the Women's Shelter.
- Officer investigated a domestic dispute and forwarded the information to DHS.
- Officer investigated an unlawful possession of a rented vehicle; the vehicle was returned.
- Officer investigated a stolen vehicle; the vehicle was later returned and the suspect was cited.
- Officer investigated a minor theft.
- Officer investigated a theft of jewelry from a business.
- Officer investigated an unlawful use of a vehicle and cited the suspect.
- Officer investigated theft of money at a business and the suspect was cited.
- Officer investigated a domestic assault where the suspect fled the scene. The suspect had a felony warrant and the case has been submitted the District Attorney's Office.
- The Department got the new car decal.
- Officers performed bailiff duties for the Coburg Municipal Court.
- Officer performed bailiff duties for the Harrisburg Municipal Court.
- The Department got the speed trailer software working and moving the trailer around various locations throughout the City.
- A Coburg Charter Student completed his internship hours.
- Officers attended a wellness training.
- Officers completed defensive tactics training.
- Officers assisted with escorting the Harrisburg Wrestling Team on their way to the State Championships.
- Officers returned multiple loose dogs to their owners.
- Officers attended a wellness conference.
- Officers trained in defensive tactics.

Upcoming Events:

- Coburg Community Shred Day on April 15, 2023
- Officers are scheduled to attend Collaborative Child Abuse Response (CCAR) Training in March
- Officer will attend Impaired Driving Regional Workshop in March

ATTACHED

- 1) Utility Rates Brochure
- 2) LOI – Water Loan Fund Letter of Interest
- 3) **Public Meeting Minutes** - Council requested copies of all public meeting minutes be included in with the monthly City Administration report.
 - 2/8/2023 Heritage Committee Minutes DRAFT

- 2/14/2023 Urban Renewal Agency Minutes DRAFT
- 2/15/2023 Planning Commission Minutes DRAFT
- 2/21/2023 Park Tree Committee Work Session Minutes DRAFT
- 2/21/2023 Park Tree Committee Minutes DRAFT