

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: June 13, 2023

Staff Contact: Anne Heath, City Administrator

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

City Administrator

City Administrator contract is under a separate tab. It is anticipated the Adam Hanks will report to work on July 31. It is anticipated that Anne Heath's last day will be the week of August 31. During the months of July and August, Anne will take Fridays off in order to burn vacation hours on the books to avoid the City having a large vacation pay-out.

Anne Heath will be out of the office between June 19 and July 4 on a short medical leave. She will return on July 5th to the office.

Water Project

- The City received a response to our LOI for additional funding which is attached to this report.
- Coleman Street Waterline project is in process
- Well is under construction.
- East-side line to Premier RV is still waiting wetland permit approval by the state and federal authorities.

Street Projects

- **Macy/Harrison/North Willamette** – Design is in process
- **Transportation Plan Update** –The City was denied the ability to apply for funds for updating the TSP. We were told that we will be receiving assistance through ODOT. The City must update the TSP by 2026 per state. Staff are investigating options for opting out of the state mandates.
- **Coburg Industrial North Preservation** – See information regarding this project under a separate informational staff report.
- **Collector Streets** – This project is funded through the MPC and will begin design in the fall of 2023. It is anticipated that this project will take place in the spring/summer of 2024.

- **North Willamette Intersection** – The engineer is working on a couple of designs depicting how the intersection could be improved. Engineering staff will attend the July Transportation Discussion Group meeting to discuss this topic.

Park Projects

- **Pavilion Park Planning** – Park|Tree will meet with designer the week of June 8th to finalize design.
- **Coburg Loop Path** – See information regarding this project under a separate tab.

Coburg Main Street

Due to financial constraints, the City is not in the position to fund a Main Street Salary in near future years. However, the Council did approve AARPA funds to go to Main Streets in the 2023-24 budget in the amount of \$37,200 providing them funds to pay a part-time coordinator. Tracy Pugh has accepted a position at the Halsey Elementary School. Her last day at the City will be on June 29th. Main Street will design a hiring process for a new coordinator.

The City can support Main Street by continuing to allow for office space of the coordinator, and support the projects and events sponsored by Main Street.

Auditor Recommendation for Change in Cash Basis

Attached to this report is an email for our auditing firm making the recommendation that the City switch to a modified cash basis of accounting. We have requested that the auditor come in person to a council meeting to explain this further. The auditor will come to the August or September council meeting.

Upcoming Meetings

June 14	Heritage Committee
June 20	Park Tree Committee
June 21	Planning Commission
July 4	City Hall Closed - Happy 4 th of July
July 11	City Council

DEPARTMENTS AND OPERATIONS

City Recorder - Prepared by Sammy Egbert

- May 9th to June 13th managed seven 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.
- Published Budget Hearing Notices.
- Completed 6 lien searches.

- Park Tree Committee Recruitment is open. Application will be accepted through June 19, 2023. Park Tree Committee will review applications and interview at June 20, 2023. Council will consider Park Tree Committee recommendation in July.
- Process two OLCC Special Event Winery applications.
- Contracts (collect signatures, log, record, and return executed copies to all department).

Administration Front Office - Prepared by Sammy Egbert

- **Social Media - Facebook** page weekly posts for Pet of the Month, once a day for Public Works week, weekly and monthly schedules, lots of research for Flashback Friday posts, reminder posts on the day of our meetings, monthly council bios, notice of vacancies and public hearings, etc. We have been getting lots of good engagement with our Facebook, many new followers for our page, and staying very consistent with our posts and content.
- Administrative
 - 5 Citizen Inquiries
 - 1 Facility Right of Way permits
 - 1 Park rental application
 - 2 IOOF rental applications
 - (2)Special applications completed and processing (3) upcoming
 - Special Event notices mailed
 - Budget Binders

Utility Billing – Prepared by Sammy Egbert

- **May utility Billing covers 4/11/2023 to 5/8/2023**
 - Cash Receipts or Payments Received \$136,764
 - Past dues charged 103
 - 6 Utility Billing related work orders

Finance

- April is the 10th month of the year. If all revenues and expenses were spread evenly throughout the year then the percentage should be at 80%. However, many revenues and expenses are time sensitive and happening at one time or another throughout the year.
- Overall Revenues of the City were at 58% percent at April 30th
- Overall Expenses of the City were at 51.7%
- Reimbursements for both street and water projects have been submitted but not received. This equals approximately \$500,000.

- General Fund Revenues are at \$58.7% or \$2,432,108. General Fund Expenses are at 50.7 percent or \$2,140,959.
- All general fund departments are operating within budget.
- Water Fees are at 79% of budget equaling \$715,570
- Sewer Fees are at 82.5% of budget equaling \$704,422
- All utility departments are operating within budget.

Next Steps

- Year-end planning
- Continued training of Accountant
- Audit preparation

Planning – Prepared by Megan Winner

- Approved one mobile food vending truck at Truck N Travel;
- SUB 02-20: Construction continues in the Coburg Creek Subdivision. Public improvements plans approved by Engineering and Public Works. Preconstruction meeting took place and construction on infrastructure for the first addition (phase 2) is scheduled to begin the first week of June. Application for final plat approval has been submitted by the applicant and is under review;
- 14 Structural/Plumbing/Mechanical/Electrical permits issued in May;
- Completed participation in Coburg Community Charter School 8th grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Joined Climate Friendly and Equitable Communities (CFEC) partner meetings with other MPO members;
- Safe Lane Transportation Coalition is rescheduling an Oregon Friendly Driver course at the IOOF for some time in June for the Slow Down in Coburg! campaign;
- Registered for natural resource tour;
- Attended Oregon Heritage Summit;
- Planning Commission May meeting cancelled due to lack of business;
- Heritage Committee welcomed newest member Ronald Spores and provided input on the Original Arts Mural Policy for historic structures.

Main Streets and Economic Development – Prepared by Tracey Pugh

1. Art committee hung new quilt designs on Umbrella Property fence
2. Public Works hung new lamp post banners created by Main Street art committee
3. Working with Antique Fair director on sponsorship
4. Updated Coburg map/directory with new businesses and distributed
5. Finalized bands for Concerts in the Park

6. Coordinating vendors for the Coburg Market/Concerts in the Park
7. Hosted first Main Street Business After Hours Mixer at Coburg Commons
8. Meeting with different community partners about summer community events
9. Finalized sponsorship packet for Concerts in the Park
10. Working on Bike Safety Event with Charter School for July 19
11. Coordinated monthly Main Street Board Meeting

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**

- **Street**

- **ROW**

- Had contractor help us with mowing in swales and at the Treatment Plant

- **Maintenance**

- Fixed potholes on Christian Way
- Started sweeping with new Street Sweeper
- Installed new Stop Bar on McKenzie St
- Watering of newly planted trees continues
- Installed new banners for Main Streets

Water Utility

- **Repairs**

- **Leak Investigations**

- 4

- **Projects**

- **Distribution System**

- **New Service Installs**

- 4

- **Water Quality Samples**

- Installed new Sample Point on Miller St

- **Sewer Utility**

- **Collections**

- **New Service Install**

- 2

- **Inspections**

- 17

- **Callouts**

- 11

- **Tank Pumping**

- 0

- **Plant Repairs & Major Maintenance**

- Ordered new Influent Meter for Plant
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work continues with planning for Plaza design
- **Misc.**
 - **Locates**
 - 45
 - **Work Orders**
 - 97

Municipal Court – Prepared by Mandy Balcom

- **May 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for May 2, 2023 Court Date: 24
 - **May 2023 Receipts Including Collections,**
 - **Total Fines:** \$6,320.26 (total monies taken in for the month, nothing deducted), *compared to \$15,481.90 in May of 2022*
 - **Net Fines:** \$5,131.50 (City share only, NOT including collections), *compared to \$14,013.00 in May of 2022*
 - **May 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 1,188.76 *compared to \$1,468.90 in May of 2022*
 - **Turned over to collection:** \$ 3,710.00 *compared to \$25,705.00 in May 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 Dates: Tuesday, June 20, 2023
Tuesday, July 18, 2023**
- **Renewed Springfield Jail Contract for 1 year**
- **Currently have 3 Jury trials scheduled this summer**

Police Department – Prepared by Chief Larry Larson

- Officers emptied five pounds of medication from the Med Return Box.
- Officers cited a citizen for dog at large.
- Officer completed a death investigation.

- Officer arrested a driver for a probation violation and cited him for speed.
- Officer assisted a Lane County Sheriff's Deputy and cited a female driver for theft.
- Officer arrested a male for burglary, theft and damaging property.
- Officer used the CHETT fund to provide fuel for a citizen.
- Officer addressed a noise complaint with a local business and came to resolution.
- Officer arrested a male for a theft from a business.
- Officer arrested a male driver for a misdemeanor warrant and cited him for a suspended license.
- Officer arrested a male for a misdemeanor warrant and cited him for possession of methamphetamine.
- Officer arrested a male for burglary and theft of high end snowboards.
- Officer used the CHETT fund to provide fuel for a stranded citizen.
- Officer assisted with a warrant arrest at the Harrisburg Municipal Court.
- Officer provided fuel for a citizen using CHETT funds.
- Officer assisted a suicidal juvenile; parents transported the child to the hospital.
- Officer investigated a traffic crash and cited the driver for careless driving.
- Officer arrested a male for resisting arrest and disorderly conduct.
- Officer found a missing juvenile.
- Officers responded to a commercial truck that pull down utility lines.
- Officers spoke to students at the CCC School regarding emergency preparedness.
- Officer transported a disorderly patient from Serenity Lane to the Buckley House.
- Officers conducted safety vacation residence patrol checks as requested by community.

Upcoming Events:

We have two Reserve Police applicants in backgrounds.

Ice cream for CCCS on June Field Day
