

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administration Report

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Meeting Date: February 9, 2021

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

### GENERAL ADMINISTRATION

#### **Covid-19 Management**

- Lane County was moved to high list. Because counties have been moving in and out of extreme, we have made the decision to wait until April 1 to make a decision as to whether we will make changes to the opening of City Hall and to public meetings. Until that point, all public meetings will continue on zoom. This decision was made by the Mayor, City Administrator and City Recorder in light of the different challenges we would still face in holding an in person meeting at this time.

#### **WATER PROJECT UPDATE**

- We are resurveying the area where the water line will travel up the hill to the reservoir. As surveys are backed up, this will be likely not be done until early April.
- Staff has had conversations with the neighbor of the newly purchased well property regarding a fence between the properties. As the property will be a public water source it is important to construct security fences, etc. However, the front end of the property could be a shared expense between the neighbor and the City. More to come on this.

#### **Economic Development**

- The City applied for two grants through a special opportunity with Travel Lane County. This was funding for the design of a bike kiosk as well as hanging baskets for the downtown. The bike kiosk grant was approved. The hanging basket project was not funded. There is a committee working on the bike kiosk project who will be meeting with the grantor later in the month.

- Rather than hanging baskets the Main Streets committee is considering some flower pots in the downtown this year. These will be less expensive and give the City the opportunity to plan for hanging pots next year which come at a higher price for installation and maintenance. As we do have some economic development funds for promotion of the City, we are applying some of those funds toward the downtown flower pots. The pots are being planted and grown by Johnson's Greenhouse.

### **Planning Position**

- The one-month recruitment did not produce the amount of applications we would like to have received for a healthy interview process. Therefore, we have extended the recruitment until April 1. There were a couple of applications that we felt could be considered for interview, we have let them know that we will retain their application for the full process. In the near future and to the end of the fiscal year, the staff is very happy with the services we are receiving from Henry Hearley.

### **Work session for Transportation Utility Fee**

- There will be a Council work session on March 30, to re-open the discussion regarding the Transportation Utility Fee. Council should mark their calendars for this very important discussion.

### **Budget Process**

- The budget process calendar has been set for 2021-22 and the meeting calendar is attached to this packet. Staff have completed their presentation to the Council and the City Council Goals are presented in this packet for review and adoption. Next step for completion is department budgets.

### **Council 2020-21 Goals & Work Plan**

- Attached to this report is the work plan goals for 2020-21 (current year). I have color coded the individual boxes to reflect where we are in achieving tasks including yellow for completed, green for in process, or white for not started yet. Council is reminded that the work plan is a living document for which some items may be present for a couple of years as the staff works at completing projects.

### **Zoning Code Review Committee**

- The Committee held their first meeting in late February. Zoe of Urban Collaborative provided a presentation of the Coburg Build Out Scenario. The Committee has chosen to meet every two weeks in order to address the changes that need to be made to the code.

### **Nuisance Ordinance – Regarding Camping in Coburg**

- City Administrator and Police Chief took part in an educational session through CIS regarding camping ordinances, and the laws regarding how the City manages unlawful camping. Staff will be bringing a possible change to the nuisance ordinance as a result of the information we received during this session.

### **Technical Memos**

The City Administrator has asked for two separate technical memos for Council that are included in this packet

- **Which Body Makes the Decision on Zoning for Annexation** Because the conversation at the work session regarding which body would approve the annexation agreement, City Administrator requested a legal opinion on the matter. Anne Davies provided information to the Council so that an informed decision could be made in providing direction to the Planning Commission
- The City is working on updating the **Transportation Plan** to address transportation issues that will hamper the development of the west side of the available residential urban growth boundary. A memo from Jake Callister is part of the council Packet. Included in this memo is a timeline for moving this

## **Upcoming Meetings**

### **ALL MEETINGS TO BE HELD BY ZOOM**

Heritage Committee – 3/10/2021 – 6:00 p.m.

Park & Tree Committee – 3/16/2021 – 6:00 p.m.

Planning Commission – 3/17/2021– 7:00 p.m.

City Council Work Session – Transportation Utility Fee – 3/30/2021 – 6:00 -p.m.

Zoning Code Review Committee – 3/11/2021 – 5:00 p.m.

## **DEPARTMENTS AND OPERATIONS**

### **City Recorder/Administration**

- **COVID-19 Front Office**
  - Door remains locked to public at this time. Customers are allowed in by appointment only. We continue to help customers who come to the door for City, Planning, Police or Court business.
  - Filing and retention project is on hold until additional support staff is hired and trained to assist with workload.
  - All public meetings and most administrative meetings will continue to be held by zoom through March 2021. We are looking at different options and processes for allowing meetings to be held at City Hall and staying in compliance with the Covid restrictions.
- **City Recorder Administration**
  - Completed two public records requests
  - February 10<sup>th</sup> to March 9<sup>th</sup> we had eight Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites to press and committee members.
  - Recruitment to fill the administrative assistant position has been pushed out to June/July. I am working with City Administrator to get some temporary help with projects and work load. Hope to have a temp start working 2-3 days a week in April.
- **Utility Billing this month**
  - Annual ACH (Auto Pay) recruitment was a success. Erin has signed up 24 new customers for auto pay. Total accounts signed up for ACH is 157.
  - February Utility Billing Stats
    - 594 Utility bills
    - 77 Past dues
    - 4 Door hangers for billing issues
    - 7 Active payment plans
    - 0 Change is service
    - 3 Leak forgiveness applications

### **Finance**

- **See Finance Report under separate tab**

### **Planning & Economic Development**

- ANX 01-20 & ZC 01-20: Annexation agreement complete and under applicants' review, public engagement with neighboring property owners taking places through virtual and in person meetings;
- SR 01-21: Site Review (industrial) application submitted. Kendall Auto Group is requesting to establish a new collision repair facility on Roberts Rd (site formerly occupied by Mill Log Equipment Company). The application is currently being reviewed for completeness;
- New address issued at 32872 E McKenzie St;
- Two Structural/Plumbing/Mechanical/Electrical Permits issued in February;
- Heritage Committee identified Historic Preservation Month themed activities for which to seek funding through the Certified Local Government (CLG) grant opportunity;
- Awarded \$11,700 in additional funding for the Bike Hub Project through the Travel Oregon Destination Ready grant program. This was a competitive grant with a fast turnaround. Staff submitted two applications on behalf of Main Street, one was awarded and one was not. The project kick-off meeting with Travel Oregon and our partners (which include Travel Lane County, LCOG, and the members of our Park | Tree Committee) is March 30<sup>th</sup>;
- Awarded scholarship for staff member to attend virtual National Main Street Conference in April;
- Code Review Ad-Hoc Committee held first meeting, next meeting is March 11<sup>th</sup>;
- Main Street Committee projects, including a mural, flower baskets, bike hub, unified marketing campaign, and IOOF lease, are off and running!

## **Public Works**

- **Streets and ROW.**
  - Trimmed overhanging trees on Coburg Loop Path
  - Removed and replaced 4 panels of sidewalks on Pearl St.
  - **Pot Holes**
    - 1 pot hole repaired
  - **Street Lights**
    - Replaced 6 bulbs on Willamette St
- **Water Utility**
  - **Projects**
    - Worked with City Engineering Staff on prioritizing water line replacement for upcoming Water Projects.
    - Worked with Crew on formulating plan to finish out water meter replacements
- **Sewer Utility**
  - **Collections**
    - **Pumping**
      - 1 commercial tank
    - **Inspections**
      - 9 inspections
        - Replaced one service panel

- Identified 3 residential tanks to be pumped
  - **Callouts**
    - 9 callouts (7 collection system call outs & 2 plant call outs)
  - **Treatment Plant**
    - Pulled two mixers that were showing leak seal failures. Found leak seal contactors were faulty
- **Parks Dept**
  - **Parks and Tree Committee**
    - Committee
      - Reviewed Committee work plan (projects for 2021)
      - Work session on debrief of Johnny Diamond Park and communication with City Staff
  - **Amenities**
    - Switched out light switch at Johnny Diamond Park for a timer switch
    - Replaced infant swing at Norma Pfeiffer Park
    - Pulled weeds at Johnny Diamond Park total of 33hrs
- **Misc.**
  - **Vehicle Maintenance**
    - Serviced backhoe
  - **Locates**
    - 12 Locates
  - **Work Orders**
    - Crews turned in 47 work orders. Most of these are additional work done other than the daily work Public Works does.

### Municipal Court

- **February 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for February 16, 2021 Court Date: 60
  - **February 2021 Receipts Including Collections,**
    - **Total Fines:** \$13,817.24 (total monies taken in for the month, nothing deducted), *compared to \$ 10,809.10 in February of 2020*
    - **Net Fines:** \$ 10,607.00 (City share only, NOT including collections), *compared to \$7,011.00 in February of 2020*
  - **February 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 3,210.24 *compared to \$3,798.10 in February of 2020*
    - **Turned over to collection:** \$ 2,022.95 *compared to \$4,813.00 in February 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 Court Date: March 2, 2021 Regular Court Session  
March 16, 2021 Jury Trial**

### **Police Department**

- Officers arrested a female for assault IV - APA (Abuse Prevention Act); the female bit the victim's nose requiring medical treatment.
- Officers investigated a burglary on E Delany; the suspect used stolen identification in Eugene.
- Officers investigated a theft from a vehicle at Old Dominion; a male broke into one of the employee's vehicles. The suspect fled the area in a Ford pickup stolen a couple hours earlier in Salem from a Costco.
- Officers contacted two suspicious males at the Shell gas station; both were from Eugene and admitted to being heroin addicts. They told me they came to Coburg to shower at the truck stop. One male had several cautions for assaulting and threatening to kill police; he also had outstanding warrants for his arrest and therefore, was arrested. During a search of the subject, we located four syringes loaded with heroin.
- Officers took a runaway juvenile (age 17) report. Several days later the runaway returned home.
- Officers were dispatched to a homeless man loitering around the Shell gas station. Officers contacted the male who was an admitted Heroin addict who was dropped off in Coburg. Officers transported the male to the White Bird Clinic.
- Officers arrested a male for DUUI at the Dari Mart. The Drug Recognition Expert (DRE) determined it to be a medial issue.
- Officers arrested a male for DUUI at Pearl and Finley Streets. It was determined the driver was under the influence of controlled substances.
- Officers worked with ODOT and Lane County Weight Masters performing truck inspections at the Marcola scales.
- Officers took a report for a stolen travel trailer which was taken from Eugene Camping World. The theft was reported five days after the theft occurred.
- Officers took a report of a theft from a vehicle. The vehicle was parked at the Truck N Travel employee parking lot. The theft occurred sometime within two weeks prior to the report.
- Officers investigated a criminal mischief at Pioneer Mobile Home Park. Someone slashed the tires of a tenant in the park.
- Officers took a report for a stolen vehicle and enclosed car trailer. The next day the enclosed trailer was recovered in the Northbound I5 rest area by Wilsonville. The pickup was recovered in Canby Oregon.
- Officers issued criminal citations to a postal worker for reckless driving, reckless endangering, criminal mischief and disorderly conduct for an incident that occurred during the fire district's burn to learn training session.
- Officers used money from the CHETT Program to buy a night stay at a motel for a victim of domestic violence.



- Officers took two unlawful entry into motor vehicle reports. Nothing was taken in one case and some change and misc. items taken in the other.
- Officers arrested a male resident on outstanding felony warrants for parole violations, theft and dangerous drugs.
- Officers are investigating a theft from a vehicle on E Delaney; officers are reviewing video.
- Officers assisted Coburg Fire with a semi-truck fire. The cause of the fire was caused by mechanical issues.
- Officers took two reports for two separate vehicles being broken into on January 9<sup>th</sup>. One vehicle was on Coleman Street and the other was on Christian Way; both vehicles were unlocked.
- Officers are investigating a physical harassment at a local business.
- Officers arrested male for DUII on Industrial Way. It was determined that the driver was under the influence of controlled substances.
- Officers worked at the Woodburn Port of Entry with ODOT to get their required truck inspections.
- Officers arrested a male on felony arrest warrants and driving on a suspended driver's license.
- Officers arrested a male at Coburg Crossings on felony arrest warrants.
- Officers received a report from Polk County Sheriff's Office that they recovered a vehicle stolen out of Coburg. The vehicle (Nissan 240 SW) was recovered on a roadway west of Salem. A Hispanic male was seen by the vehicle. The suspect fled in another vehicle before a deputy could arrive on scene.
- Officers investigated a DHS referral alleging a mother drinking and using drugs; the report was unfounded.
- Officers arrested a male subject at the Shell Gas Station on outstanding warrants.

**Upcoming Events:**

- No events