

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: April 13, 2021

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The following is an overview of important activities during the month of March, 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

- As the County moved back to extreme on April 20, 2021, all public meeting are anticipated to be by zoom for the month of May and possibly June. Staff continues to plan for conducting hybrid meetings for City Council and Planning Commission. This would allow for an in-person meeting while installed cameras in the City Council Chambers would allow for a public stream so that they could watch the meeting from home. Those wanting to make public comment could do so in person, or they would have the option to phone in. As soon as the staff can arrange for the project to be complete, the Council may return to in person meetings so long as the Covid risk does not increase in the county.
- City hall front door is unlocked. However, staff meetings are by appointment only. Visitors must maintain a six-foot distance and wear masks when inside City Hall. Staff are encouraged to continue all Covid-19 protocols while working in City Hall.

Water Project Update

- The survey of the easements to the reservoir site has been completed. It has been determined that some easements can be moved and alleviate some unnecessary logging of timber, boulder removal, etc. The City will maintain all easements until the engineering and construction of the project in the event that we run into issues that must be resolved.

Economic Development

- The City of Coburg did not receive the grant for the pop-up plaza. Staff will continue to look for grants for providing more visitor seating and gathering in the downtown area.
- The Bike Kiosk is being designed. Once a draft design is completed it we will share it with the kiosk committee which has representatives of the Park & Tree Committee. It is anticipated that this project will be completed by late summer.

Planning Position

- Due to the fact that we did not have the candidate expertise to hold a hiring process for Planning Director, we have made the decision to post an internal position for a staff planner. We will then continue to contract with Lane Council of Governments for higher level planning projects.

American Rescue Plan

- Staff continue to seek and receive information regarding the disbursement of the funds, as well as the requirements for spending them. The Council poll that was sent out received responses back from four Councilors and the Mayor. Information regarding the rating of projects is contained in this packet.

Budget Process

- The budget meeting will be held by zoom. Packets will be available both electronically and with the traditional binders. Information is tentatively scheduled to be disbursed by May 11th. Binders will be delivered to the doors of the Councilors and Citizen Budget Committee members

Transportation Plan

- The necessary changes to the plan are being completed and it is anticipated that there will be a draft available to City Council in June. The changes to this document will only be to correct the items that were tied to the Urban Growth Boundary as well as make a recommendation for solving the transportation issue created by the land-locked residential lands.

Alley Vacation

- At the last City Council meeting there was a discussion regarding an alley vacation. Several residents were encroaching on the Alley. Council directed staff to have the alley surveyed so that it could be determined which were actually encroaching and by how much. Staff engaged the City Engineering staff to conduct and survey and the results of that survey are expected very soon. Staff will bring the results and a staff report on the situation to the June City Council meeting. Council discussed other alleys in the City that the City needed to look at. This would be a substantial amount of resources and staff time and is currently not on the staff work plan. If City Council wish to add it to the workplan then they should make a motion and give staff direction to do so.

Zoning Code Review Committee

- The Committee has decided to focus their energy on the Downtown Corridor Central Business District. They will be discussing changes over the next couple of months and then a draft plan be prepared with their recommended changes. It is anticipated that this will come in late summer.

Upcoming Meetings

Heritage Committee – 5/12/2021 – 6:00 p.m.

Park & Tree Committee – 5/13/2021 – 6:00 p.m.

Planning Commission – 5/19/2021– 7:00 p.m.

Budget Committee – 5/18/2021 – 6:00 p.m. - #1

URA Budget Meeting – 5/25/2021 – 6:00 p.m.

Budget Committee – 5/25/2021 – 6:15 p.m. - #2

Urban Renewal Agency – 6/8/2021 – 6:45 P.m.

City Council – 6/8/2021 – 7:00 p.m.

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- **COVID-19 Front Office**
 - Back to extreme. Front doors remain open, face mask required, 6' social distancing, require all people who enter to sign in.
 - No public meetings will be held in the Council chambers in May.
- **Administration Tasks & Projects**
 - Noxious Vegetation notice and reminders included in Our Town and online. Enforcement happens June – September.
 - Processing two Special event applications and several requests to rent park structures.
 - Budget Binders for 22 assembled.
 - Child Abuse Awareness promoted all month.
 - Social Media posts and updates weekly.
- **City Recorder**
 - April 14th to May 11th managed 7 Public Meetings. (4 in person and 3 Zoom). Meetings noticed, minutes recorder coordinated, electronic & paper retention files completed.
 - Budget Committee Recruitment closed on April 30, 2021. We received one application for the two vacancies. We will continue recruitment until position is filled.
 - Judith Behney resigned her position on the Planning Commission. The recruitment is posted and closes on June 4, 2021.
 - Seven lien searches completed.
 - Limited Income assistance annual renewal begins. Forms updated, reminder letter sent with the May utility bills. This program provides assistance for residential utility customers in the City limits. Open enrollment is June 1st to June 30th.
 - Legal notice for Budget and URA Budget Committee posted.
 - City Council Chamber sound and camera project in progress. We toured Springfield City Hall with the City of Veneta to look at the new system they've installed. Pro Sound was out and took measurement of the Council Chambers. They are preparing an estimate to add sound, TV's and cameras in the Council Chambers. This maybe a phased project depending on costs.

- **Utility Billing**

- Creating a Utility Billing page on the website. This page will provide all the information in one spot to do with Utility Billing. Easy access to information for Limited Income Assistance, change in service forms, auto pay forms, rates etc.
- **Monthly Totals**
 - 595 Utility Bills
 - 83 Past Dues
 - 6 Active Payment Plans
 - 2 Change in service
 - 5 accounts signed up for Auto Pay

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement under review, significant effects analysis being conducted as required by ODOT;
- Issued two new residential and two new commercial addresses: 32773 E McKenzie Unit 2, 91117 N Diamond St, 91118 N Harrison St and 90714 Huntley Ct;
- 14 Structural/Plumbing/Mechanical/Electrical Permits issued in April;
- Submitted letter of intent to apply for Preserving Oregon grant for rehabilitation to historic IOOF building;
- Code Review Ad-Hoc Committee continues work, next meeting is May 6th;
- Work on Main Street Committee projects, including a mural, flower baskets, bike hub, unified marketing campaign, and IOOF lease, continues to progress;
- Heritage Committee chose preservation award selection process and engagement strategies;
- Awarded additional \$2,000 over requested amount in funding for Certified Local Government (CLG) grant;

Public Works

- **Streets and ROW.**
 - Mowing has started and crews are continually working on the Right of Way maintenance

Water Utility

- **Services & Meter Replacement**

- Replaced 4 large meters
 - Investigated one water leak
 - **Repairs**
 - Crews repaired one leak on a service line
 - **Training**
 - Crews participated in two short trainings on Cla-Valves and Repair bands for water leaks
 - **Backflow Devices**
 - Had all of the City owned backflow devices tested.
- **Sewer Utility**
 - **Collections**
 - **Pumping**
 - 1 tank
 - **Inspections**
 - 6 inspections
 - **Callouts**
 - 6 callouts for collection system and 3 plant callouts
 - **Repairs and Replacement**
 - Working with the Engineering Dept. on replacing the tanks and pumps at Premier RV Resort
 - **Plant Repairs**
 - Crews replaced an aeration mixer
 - Working with vendors on replacing the influent meter
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party pulling weeds at Johnny Diamond Park
 - Worked on finalizing work plan for the City Council
 - **Park Maintenance**
 - Crews worked on pulling weeds at Johnny Diamond Park
 - Crews replaced the roof on the information kiosk and installed rain gutters
 - Started irrigation throughout the Parks systems
 - **Arbor Day**
 - Crews with the help of the Parks & Tree Committee planted 3 trees for Arbor Day
- **Misc.**
 - **Locates**
 - 15 Locates
 - **Work Orders**
 - Crews turned in 34 work orders. Most of these are additional work done other than the daily work Public Works does.

Municipal Court

- **April 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for April 6, 2021 Court Date: 54
 - **April 2021 Receipts Including Collections,**
 - **Total Fines:** \$ 19,044.12 (total monies taken in for the month, nothing deducted), *compared to \$ 7,758.46 in April of 2020*
 - **Net Fines:** \$ 12,404.00 (City share only, NOT including collections), *compared to \$6,821.00 in April of 2020*
 - **April 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 6,640.12 *compared to \$937.46 in April of 2020*
 - **Turned over to collection:** \$14,670.00 *compared to \$0 in April 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: May 18, 2021**
- **Jury Trial May 20, 2021**
- **Court Administrator attended a Zoom meeting with the Coburg Police and the Lane County DA Office to discuss the procedures and impacts of Measure 110**

Police Department

- Officers investigated a Criminal Trespass on Roberts Rd / Roberts Ct. w/ subjects parking and camping in vacant lot – resolved with trespass letter on file.
- Officers investigated an Unlawful Entry into a Motor Vehicle @ Premier RV Park; a camera was reported stolen. No Suspect information obtained.
- Officers made (3) DUUI arrests. (2) were controlled substance related & (1) was alcohol related. (1) arrest involved a vehicle pursuit.
- Officers investigated a stolen vehicle. Victim loaned his vehicle and it was never returned.
- Officers investigated (2) Thefts. (1) was at Serenity Lane involving theft of clothing & (1) was at Kamping World RV Park involving the theft of propane tanks.
- Officers investigated (3) natural cause deaths.
- Officers investigated a Physical Harassment. Offender arrested (CLC).

- Officers arrested an individual stemming from a Burglary investigation.
- Officers arrested an individual stemming from an Unlawful Entry into a Motor Vehicle investigation.
- Officers investigated a Hit & Run w/ property damage at the Shell Station; a tree was damaged belonging to the City. Awaiting security video to see if any suspect information can be obtained.
- Officers made (5) warrant arrests. (4) were misdemeanor offenses & (1) was for felony drug possession.
- Officers made an arrest for Unlawful Possession of a Controlled Substance (violation).
- Officers participated in the National Drug Take Back Initiative. Roughly 50 lbs. of waste medications were collected for proper disposal.
- Officers participated in the Annual Shred-a-Thon. More than 2800 lbs. of waste paper was collected, 154 lbs. of food was collected for the Coburg Food Pantry and \$275.00 was collected in donations for the Coburg Food Pantry. This is a joint effort initiative between CPD & CRFD.



COBURG HERITAGE COMMITTEE WORK PLAN GOALS – FISCAL YEAR 2022

1. To seek funding for identifying markers for National Historic District Resources.
2. To increase community involvement in heritage work
3. To increase committee involvement in CLG Network and training opportunities
4. To update catalog of artifacts
5. To participate in planning of Heritage Park
6. To review Coburg Development Code and research Historic District codes in other jurisdictions
7. To Conduct a community survey to measure support and value of historic preservation in Coburg
8. To involve elementary school in youth heritage program
9. To establish museum/place to store artifacts and antiquities (long-term)
10. To incorporate Ordinance A-226 into Development Code (long-term).

QUARTERLY REPORT TO CITY COUNCIL - Qtr _ 1 _, 2021

January: Set goals and objectives for Coburg Heritage Committee. Welcomed new committee member to the board.

February: Worked with Goals 2 and 3 above. Outlined Coburg's approach for Certified Local Government (CLG) grant. Goals were established to fund six commemorative plaques on significant Historic Resources in the Historic District over the next two years, highlight a diversity of building types and events in Coburg, and also raise community awareness / involvement around the Historic District.

March: Worked with Goals 6 and 10. Reviewed Heritage Development Code template as available from the Oregon State Historic Preservation Office website. Tabled for future discussion and reference to as Coburg reviews its current Development Code. Welcomed City Council Liaison to the committee.