

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administration Report

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Meeting Date: April 12, 2022

Staff Contact: Anne Heath, City Administrator

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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

#### Water Project

- Well under design
- I-5 Bore hookup to west-side water infrastructure is complete
- Mainline replacement – Coleman Street under design
- Council Work Session on Water Project – Scheduled for April 26th
- Public Works Shop is under design- Will house the SCADA system

#### Street Projects

- **McKenzie Street Rebuild** – Under design/Fall of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – Funding Application is contained in this packet for Council approval.

#### Park Project

- The grant for the Pavilion Park Plaza has been submitted. The grant amount was approximately \$400,000.

**Land Swap** – Has been signed by both parties and is now in the recording process as well as the planning process for a lot line adjustment.

**City Hall Repairs, Paint and Façade Design** – Preliminary Façade Design attached to this packet.

**Building Official** – Per Oregon state law the City must have a building official to oversee our building department. The City contracts with Cottage Grove for a building official. On April 20 at 7:00 p.m. Faye Stewart will be addressing the Planning Commission on the building program. Councilors are welcome to attend this meeting in person or by zoom. Those wanting to attend

this informative meeting, please notify Sammy Egbert so that she can notice the meeting in the event that there will be a quorum present. Please let her know of your intentions no later than Wednesday, April 13<sup>th</sup>.

**Council Goals and Work Plan** – Staff report attached to this packet with draft Goals and Work Plan.

**Cyber Security Insurance** – The City has been notified that the Cyber Security Insurance that we have been purchasing will no longer be available through CIS leaving us with only a standard \$50,000 in insurance provided through our liability insurance. We also have the option to purchase up to \$250,000 addition with a rigid application process. Staff has met with WHA Insurance to discuss other options and go over the insurance renewal information. The City will be meeting with IT to discuss this and will investigate the best option for the City.

**Weichart Residential Subdivision** – The roadwork into the subdivision is underway and is expected to be paved by Friday, April 8<sup>th</sup>. It is expected that residential housing permits applications will begin in late spring and summer of 2022.

### **Upcoming Meetings**

Heritage Committee	4/13
Park Tree Committee	4/19
Planning Commission	4/20
City Council Special Meeting	4/26
Finance Audit Committee	4/27
City Council	5/10

### **DEPARTMENTS AND OPERATIONS**

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

##### **City Recorder**

- March 9<sup>th</sup> to April 14<sup>th</sup> managed seven Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 6 lien searches. Released recorded lien and SDC finance agreement on a property that paid off balance.
- Drafted flow chart and internal process for Grant applications.
- Outlined the internal hiring process and prepared timeline for Police Chief.
- Worked with and trained Megan on the required Orientation process for the Planning Commissioners.

- Noticed, responded to and recorded all documents when the record on Ordinance A-200-J from March 8<sup>th</sup> through April 1<sup>st</sup>.
- Released Request for Proposal for Audit Services on March 18, 2022. Accepting proposals until April 18, 2022. I processed the RFP meeting the requirements of City Ordinances and Oregon Revised Statutes.
- Sewer Easement for new tank installed in on commercial property drafted and provided to Planning and property owner.
- Worked on surplus process and documents with Chief Larson to surplus two of the unused police cars. Notified DMV the City no longer has vehicles and recorded all items for retention.
- Worked with several councilors, planning commissioners and staff in completing the annual Statement of Economic Interest by deadline. **DUE April 15, 2022**

### Utility Billing

- February | March Utility bills month end covering 2/12 to 3/11
  - Billed Water \$55,000 | Sewer \$69,700 | TUF \$13,500
  - Payments Received \$131,530
  - Past dues charged 83
  - 2 Active payment plans
  - 5 change in service

### Administration front Office

- **Special Events** - The City is currently processing twelve Special Event applications! In 2019 before COVID there was ten Special Events held in town. Sara Athey is the administrative lead for managing the administrative application process. There are many steps in processing these permits and applications. The estimated staff time is 8 to 12 hours per permit. As Sara goes through the permitting process this year she is updating forms (all fillable) and applications as well as putting together the plan to get them all online for the 2022-23 year.
- New copier set up for the front office. Worked with IT to fix the microphone and computer issues in the City Council Chamber.
- Coordinated food for three public meetings.
- Coordinated, assigned and tracked CIS on line training for “Cyber Security” for all staff members.
- Records Retention project - Oath of Office for Mayor, City Councilor, Police Officers and Attorneys, Judge have a permanent retention requirement per ORS 166-200-0285. Sara is working on scanning and cataloging City of Coburg’s oath offices starting from the 1950’s to current.

## **Finance**

- See Finance Report under separate tab.

## **Planning – Prepared by Megan Winner**

- ANX 01-20 & ZC 01-20: Second reading of ordinance scheduled for April 12th regular meeting;
- SUB 02-20: Construction on the N Coleman Street ROW is underway. Informational letters were hand delivered to neighboring properties;
- Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway. Second draft of the regulating plan was reviewed by the Code Review Ad Hoc Committee and Planning Commission at a Joint Work Session on March 17<sup>th</sup>. First public hearing for Development Code update scheduled for Planning Commission meeting on May 18<sup>th</sup>;
- 14 Structural/Plumbing/Mechanical/Electrical Permits issued in March;
- Construction on the Bike Hub is complete. Signage and finishing touches remain. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for May during Bike Month event;
- Planning Commission presentation on the Building Program with Faye Stewart, Cottage Grove Public Works Director, scheduled for April meeting;
- Heritage Committee planning Historic Art Contest to celebrate Preservation Month in May. The selected theme for this year is Historic Homes and Gardens. Call for entries has been released with a deadline to register by April 1;

## **Main Streets and Economic Development – Prepared by Tracey Pugh**

- Met with 3 designers regarding a Map/Directory of Coburg
- Updating Chamber website to be Main Street website
- Met with Anne and the Mayor and Main Street Executive Committee
- Coordinated and attended monthly Coburg Main Street committee meetings
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- Submitted Oregon Main Street grant for IOOF building
- Finishing up Main Street Bylaws and Conflict of Interest Policy
- Working with new Coburg Antique Fair Director
- Toured Serenity Lane facility
- Working on Farmers Market for July/August
- Participating in weekly Oregon Main Street zoom meetings

## **Public Works – Prepared by Brian Harmon**

- **Streets and ROW.**
  - **Street**
    - **Tree Removal**
      - Removed a large Cottonwood on Booth Kelly Trail
      - Tree Removal on Willamette St
    - **Potholes**
      - Repaired several potholes around the City
    - **Repairs**
      - Had another light pole destroyed on Van Duyn St
      - Cleaned up trash left by homeless
- **Water Utility**
  - **Repairs**
    - **SCADA System**
      - We had some issues with the radios communicating between the Wells, Booster Station, and the main hub. We were able to get this repaired within 10 days. The issue did cause some pressure fluctuations within the City. We had to monitor the system which caused several hours of overtime.
  - **Training**
    - Backflow training class Brian and Burke
    - Week long training classes Brian and Ty
  - **Reports**
    - Cross Connection and Backflow Report
- **Sewer Utility**
  - **Collections**
    - **New Service Install**
      - 1
    - **Inspections**
      - 4
    - **Callouts**
      - 5
  - **Plant Repairs & Major Maintenance**
    - We replaced Train 2 Level Transducers Lighting Transtector.
- **Parks Dept**
  - **Parks and Tree Committee**
    - Work Party planted trees and shrubs at Trails End and worked at Jacob Spores Park.
  - **Park Maintenance**
    - Finished the Bike Hub
    - Weed & Feed at all Parks

- Aerated Johnny Diamond Park
  - Trimmed trees at Norma Pfeiffer Park
  - Trimmed trees on Coburg Loop Path
  - New play chips at Norma Pfeiffer Playground
- **Misc.**
  - **Locates 13**
  - **Work Orders 69**

### **Municipal Court - Prepared by Mandy Balcom**

- **March 2022 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for March 1, 2022 Court Date: 64
  - **March 2022 Receipts Including Collections,**
    - **Total Fines:** \$16,984.78 (total monies taken in for the month, nothing deducted), *compared to \$ 18,996.44 in March of 2021*
    - **Net Fines:** \$ 12,708.00 (City share only, NOT including collections), *compared to \$10,482.50 in March of 2021*
  - **March 2022 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$4,276.78 *compared to \$8,513.94 in March of 2021*
    - **Turned over to collection:** \$ 10,694.50 *compared to \$30,300.00 in March of 2021*

***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:***

- **Next Court session scheduled for April 5, 2022**
- **Jury Trial: Wednesday, April 6, 2022**
- **Court Administrator to attend the OACA Court Conference April 23-26, 2022 in Newport, OR**
- **Judge Williams attended the Oregon Municipal Judge's Association Conference March 16-18, 2022**

### **Police Department – Prepared by Chief Larry Larson**

- Officers recovered a stolen vehicle out of Portland. The male driver took off all his cloths and was running around in his underwear on the I5 overpass. The male was arrested and lodged in the Lane County Jail
- The department took in 40 pounds of prescription drugs from the take back drop box

- Officers arrested a male for failing to register as a sex offender
- Officers arrested a male for criminal trespass II
- Officers worked several city ordinance violations
- Officers completed truck inspector training for the ODOT
- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigated a motor vehicle crash on N Coburg Road
- Officers responded to several alarm calls
- Officers investigated a hit and run on Van Duyn
- Officers will be working the ODOT speed grant on April 4<sup>th</sup> through the 11<sup>th</sup>
- Officers were involved with a vehicle that failed to yield to a police car. The driver was detained for investigation and then released
- Officers used CHETT fund to buy fuel for a stranded motorist
- Officers received training on new legislative updates
- Officers investigated two DHS referrals regarding possible child abuse
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers completed their LEDS certification
- Officers arrested a subject on outstanding warrants
- Officers completed several vehicle vin inspections

**Upcoming Events:**

- Saturday April 16<sup>th</sup> 10:00 to 2:00 pm Coburg Community Shred Day
- Saturday April 30<sup>th</sup> 10:00 to 2:00 pm DEA National Prescription Drug Take Back Day
- Officer will be working the ODOT traffic safety grant April 4<sup>th</sup> through 11<sup>th</sup>

**Upcoming Events:**

- Officers will be attending the range for firearms qualification
- Officers will attend training for defensive tactics/de-escalation
- Officers will be working the ODOT speed grant on 3/22

**ATTACHED**

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. | 3/9/2022  | Heritage Committee                                    |
| B. | 3/15/2022 | Park Tree Committee                                   |
| C. | 3/17/2022 | Planning Commission & Code Review Ad-Hoc Work Session |