

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: July 27, 2021

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

- **The RFP for the connection from Roberts Road to the I-5 Bore** is designed and with Oregon Health Authority for review. This work will connect the City water system infrastructure on Roberts Road to the I-5 bore in order to get water to the east side.
- Planning and Design for the SCADA system is taking place at this time. This is the monitoring system utilized by the Public Works Departments for both the Water and Sewer system. There is a contractor who we work with who designed the system, installed it and now monitors it. Therefore, we are not required to go through a bid process to have this work done as the cost of becoming familiar with the system, analysis and planning for another company would be costly to the City.
- A possible emergency exists at Premier RV in that their wells for irrigation have failed. If this is due to drought, the well that supplies potable water could also be at risk. Therefore, it is very important that the City address this as soon as possible. Funding is already in place for this hook up, it would mean that the City steps up the work and gets it done under an emergency declaration. Staff are in contact with Premier RV and are monitoring this very closely.

Economic Development

- IOOF _ The City took of the IOOF building as of June 1. We received a grant for the update to the kitchen appliances and work on the counter tops. At this time, staff is working on a fee and rental agreement for private rentals. We are working on a draft application for our community partners only that can be utilized for the summer festival season and for ongoing community services such as the Senior Lunch Program and the

VFW monthly meetings. All private rentals will be considered as soon as the agreement and policies are reviewed and approved by the City Council.

- **Bike Kiosk** - A final draft of the architectural design is being completed and then this project will go out for bid. All funding has been secured and staff are in the process of ordering equipment for the kiosk.

Staff Positions

- Congratulations to **Megan Winner** who was promoted into the staff planning position as of July 1. Megan has been at the City serving as the assistant to planning and community development specifically as the Main Streets coordinator. She will continue to be involved in the economic and community development of the City.
- Congratulations and Welcome to **Sarah Dean** who has been hired for the Administrative position in the front office. We are very happy to welcome her aboard.
- Congratulations and welcome to Corbin Wasson who has joined our Public Works Team

American Rescue Plan

- To date, the City has not received any funds. Outside of the funds to the Chamber it is highly recommended that the City bank these funds in savings and strongly consider how they are spent. There are various forms of funding from other sources coming as elements of the American Rescue Plan. The City should be very patient in prudent and make sure we are not spending funds that will be offered from another source in the form of grants. This most likely will be infrastructure dollars. The City has until 2024 to spend out these funds.

Transportation Plan

- After many conversations it has been decided to stop the current update process to the transportation plan and move forward to do a complete update if funded through the TGM grant. Because the transportation plan is so dated, and the updates to it were remanded back, it is in the City's best interest to take a step back and consider growth, road designations, road design standards when planning for the future of transportation in Coburg. More to come on this at the Council work session to be held on July 27th at 6:00.

Alley Vacation

- As Council requested, letters were sent to all property owners on the alley. Staff have not received a formal request for alley vacation. However, there are several property owners that are discussing a forward motion and application to vacate. As the City has placed this in the property owner's hands, we are giving them a chance to come back to the City with an application for vacation.

Annexation

- The City is still waiting for the last few pieces of information from the developer that must be considered in the annexation agreement. This includes the open space buffer design map as well as traffic analysis and agreement on the construction of the road.

There will be language in the agreement concerning both. It is now not anticipated that this will come to City Council prior to September.

Weichart Subdivision

- The City has received and signed off on the final plat map for the 26 home subdivision. As soon as an electronic map is made available it will be forwarded to the City Councilors and Planning Commissioners. As this has already been approved, the electronic file will be for information only.

Upcoming Meetings

Finance Audit Committee – 7/27

Code Review Ad Hoc – 7/29

City Council – 8/10

DEPARTMENTS AND OPERATIONS

City Recorder

- Eight public meetings held June 9th to July 27th
- Administrative Assistant 2 recruitment and selection is completed. We are excited to welcome Sara Athey who will be starting full time July 26, 2021.
- Special event applications and park rentals applications processed daily
- Recruitment
 - Accepting applications for Budget Committee, Planning Commission and Heritage Committee
- Completed 13 lien searches on properties in the City Limits that are selling or refinancing.

Utility Billing Update will be included in the August report.

Finance

- **Under another Tab contained in this packet.**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement under review, significant effects analysis being conducted as required by ODOT;
- SUB 02-20: Final plat being reviewed by Lane County, preconstruction meeting complete and ready to break ground;

- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd., fire suppression system permit issued;
- One Accessory Dwelling Unit (ADU) received Planning approval and is now in Building review;
- Six Structural/Plumbing/Mechanical/Electrical/Alarm Permits issued in June;
- In lieu of a regular meeting, Planning Commissioners will attend joint work session with City Council of July 27th;
- Code Review Ad-Hoc Committee concluding work on Central Business District (CBD) code, next meeting is July 29th;
- ODOT Director, Kris Strickland, will tour important transportation projects in Lane County and stop at the I-5 interchange and Pavilion Park for lunch on July 23rd;
- Interview process for Main Street Coordinator position will take place Wednesday July 21st;
- Underwent and met requirements for routine Certified Local Government (CLG) review. Kuri Gill, Grants and Outreach Coordinator from Oregon Parks and Recreation attended July Heritage Committee meeting as a special guest;
- Awarded \$7,277 from Cascades West Economic Development District's (CWEDD) Competitive Resiliency & Recovery fund to purchase new kitchen appliances at IOOF Hall.

Public Works

- **Streets and ROW.**

- A majority of crew time has been spent mowing ROW's
- Mowed Alley on S Coleman
- Repaired and replaced Coburg Loop Sign on Mill and N Miller
- Repaired pot hole on near Thomas St.

- **Water Utility**

- **Leak Investigations**

- 3

- **Annual Reports**

- Consumer Confidence Report

- Report was distributed and also added to the City's Website for review. This is the annual report of the Water System and sampling results.

- **Sewer Utility**

- **Collections**

- **Pumping**

- McDonalds
- Marathon Tank A

- **Inspections**

- 10

- **Callouts**

- 6
- **Plant Repairs**
 - Mixer in Aeration Basin
 - Drum Screen #1
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party worked on planting in flower beds
 - **Park Maintenance**
 - Crews worked on power washing the restrooms inside and out
- **Misc.**
 - **Locates**
 - 8
 - **Work Orders**
 - 62
 - **TMDL Annual Report was submitted to DEQ. The Annual Council Report to follow once accepted by them.**

Municipal Court

- **June 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for June 15, 2021 Court Date: 55
 - **June 2021 Receipts Including Collections,**
 - **Total Fines:** \$14,979.87 (total monies taken in for the month, nothing deducted), *compared to \$14,606.01 in June of 2020*
 - **Net Fines:** \$9,000.00 (City share only, NOT including collections), *compared to \$6,979.53 in June of 2020*
 - **June 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 5,979.87 *compared to \$7,626.45 in June of 2020*
 - **Turned over to collection:** \$ 17,337.00 *compared to \$28,301.00 in June 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:

- **Court Date: July 20, 2021, Regular Court Session**
- **Bench Trial scheduled on July 27, 2021**

Police Department

- Officers participated in firearms training on 6/05
- Officers hosted an ice cream social at the Charter School on 6/15 through 6/17
- Officers attended a Department Meeting on 06/17
- Officers investigated a forgery at the McDonald's. Suspect used a forged bill.
- Officers investigated (2) stolen vehicle. Car was stolen from Roberts Ct. The other vehicle was determined to be a civil matter.
- Officers investigated (3) Thefts. (2) were at Premier RV & (1) was on Mill St involving the theft of propane tanks and a generator.
- Officers investigated (1) natural causes death.
- Officers investigated a theft of catalytic converter and muffler assembly.
- Officers investigated a DHS referral.
- Officers found a bicycle and took a report of a lost wallet.
- Officers assisted Coburg Fire with a medical patient and temporarily housed the victim's dog.
- Officers made (2) warrant arrests. One of the suspects had (3) outstanding warrants from (3) separate jurisdictions; the other suspect had (2) warrants. (CLC)
- Officers towed an illegally parked vehicle on N Coburg Industrial Way.
- Officers investigated a disorderly subject and subsequently used the CHETT program to purchase fuel for the subject.
- Officers investigated a domestic dispute and determined a crime had not been committed.
- Officers investigated a prowler and have posted pictures of the suspect on social media.
- Officers investigated a damaged sewer pipe and the suspect was subsequently arrested.
- Officer investigated a commercial motor vehicle crash.
- Officers investigated a fraudulent use of a credit card.

Upcoming Events:

- 08/07 - Coburg Car Classic
- September - Antique Fair
- October – Officer going to firearms instructor course
- November/December – MILO (Multi Interactive Learning Objective) training (De-escalation)
- C.A.R.E program