

# **COBURG CITY COUNCIL MONTHLY REPORTS**



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## **TOPIC: City Administration Report**

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**Meeting Date: April 13, 2021**

**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**

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

- Staff is working on a way to conduct a hybrid meeting 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.

#### **WATER PROJECT UPDATE**

- The connection from Roberts Road to the I-5 Bore is currently under design. This will connect the City's infrastructure to the eastside of the freeway. It is anticipated that this will take place in the summer months.
- We are working on the water rights for the new well property which requires that we relinquish a right on an old well that has been decommissioned and move it to the new well site. In addition, we are conducting an informal bid process for installing a fence at the new well property.
- A survey is in the process for a possible move of the easements to the Reservoir site. This would simplify the easements, and alleviate some unnecessary logging of timber, boulder removal, etc. Staff has been communicating with all property owners who have been supportive of the project and are willing to work with the City.

#### **Economic Development**

- As approved by City Council we applied for a grant to provide a pop-up plaza in the downtown area. We should hear by the end of April if we will receive this funding. Staff will meet with the Park and Tree Committee in April to ask their opinion on the initial placement of the plaza should it be funded.
- The Bike Kiosk project is underway. Staff will also be speaking with the Park & Tree Committee about this project at their April meeting. It is anticipated that this project will be completed in July or August.

### **Planning Position**

- We completed the recruitment process on March 31. The City received many applications but only five candidates were suitable candidates for an interview process. The process will include a first round interview with each candidate in which we discuss skills and experience. We will then hold a 2<sup>nd</sup> round interview with finalists from the first round. This process should be completed in the month of April. If we do not find a finalist that is a good fit for the City, then we will continue with our current planning contract with LCOG for the near future. Staff are happy with the services that we receive from Henry Hearly and feel that the City would be fine if this is the outcome. However, the preference and ultimate goal is to have an in-house planner in Coburg.

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

- Council are reminded that if you have not provided input on the TUF ordinance, that you should do so as soon as possible. Staff will gather all input and come to City Council with a draft ordinance for review in May. Staff has discussed the timeline and believe that the following is a reasonable time frame for this process:
  - Draft ordinance presented to City Council for review in May. Staff will provide presentation for the input received. Customers will receive information in their May utility billing statements. We will also deliver brochures to all homes by the end of April.
  - June, will be the first reading of the ordinance – Public Hearing
  - July, will be the 2<sup>nd</sup> reading of the ordinance and vote of the City Council.
  - If passed, the staff will implement the TUF as soon as possible with a projected goal of it being September or October, 2021.

**Council are reminded that if they wish to meet with the City Administrator to go over information related to the TUF, they are welcome to do so. Please contact the City Administrator to set up an appointment.**

### **Budget Process**

- The budget process calendar has been set for 2021-22 and the meeting calendar is attached to this packet.

**Zoning Code Review Committee**

- The Committee continues to meet and is led by Chair, John Fox. They are currently discussing code reflecting the downtown corridor.

**Kendall Auto Group Coming to Coburg**

- The Planning Commission approved an application for Kendall Auto Group to reconstruct the old Mill-Log building/property on Roberts Road in order to create a collision repair facility which will serve as an extension of their business in Lane County. A simple site plan is attached. If Councilors would like more information on this project please reach out to Megan Winner at [megan.winner@ci.coburg.or.us](mailto:megan.winner@ci.coburg.or.us).

**Coburg Creek Subdivision – Next Steps**

- Coburg Creek Subdivision public improvements process is underway. This is a requirement for subdivisions. They must submit a plan for public infrastructure improvements to the City Planner and then City Engineers and the Public Works staff review. This review has taken place and they have provided feedback and requirements to the developers. An example of that is an empty conduit must be installed for future fiber line for the neighborhood.

**Upcoming Meetings**

Heritage Committee – 4/14/2021 – 6:00 p.m.

Park & Tree Committee – 4/20/2021 – 6:00 p.m.

Planning Commission – 4/21/2021– 7:00 p.m.

City Council Work Session – 4/27/2021 – 6:00 p.m. – Tentative – Employee Compensation

Finance/Audit Committee – 4/28/2021 – 5:30 p.m.

Code Review Ad-Hoc Committee – 4/22/2021 – 5:30 p.m.

## **DEPARTMENTS AND OPERATIONS**

### **City Recorder/Administration**

- **COVID-19 front office**
  - Doors are OPEN!!! We require masks be worn and monitor how many people are in the front office to comply with 6' social distancing.
  - The maximum occupancy of the City Council Chambers is 25 at this time. This capacity will not change until the 6' distancing requirement is removed.
  - Starting in April most Committees that choose to can meet in the Council Chambers. City Council, Planning Commission and the Budget Committee will continue to meet virtually. We are working on getting camera and microphone system for the Council Chambers to continue to live streaming these meetings when held in house.
- **City Recorder Administration**
  - March 10<sup>th</sup> to April 13<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 will be posted April 19, 2021 through May 17, 2021.
  - Budget Committee Recruitment is open. The two members whose terms expire have been notified and encouraged to re-apply. Application will be accepted through April 30, 2021. Budget Committee will review applications and interview at May 25, 2021. Council will consider Budget Committee recommendation at the June 8, 2021 meeting.
  - Attend the Oregon Associations of Municipal Recorders mid-year virtual conference. I received 3 educational points for attending Dr. De Hicks Class "Built for the Storm – The Habits and Disciplines of Resilient People".
  - Finished the recruitment for the Planning & Community Development vacancy. Turned applications in to City Administrator.
  - Promote Child Abuse Awareness throughout the month of April to support the Council Proclamation.
  - Statement of Economic Interest reminders and track elected officials to make sure they are all in compliance.
  - Met with the City Administrator and reviewed the administration budget discussed next years purposed changes.
  - 5 lien search's completed.
  - Processed four applications for facility reservations to rent park structures, four OLCC temporary applications and starting the first special event application.
  - New updated address and zoning maps for front lobby, City Council Chambers and upstairs.

- **Utility Billing this month**
  - February Utility Billing Stats
    - 594 Utility bills
    - 83 Past dues
    - 14 Door hangers for billing issues
    - 7 Active payment plans
    - 3 Change is service
    - 10 Accounts signed up for ACH

## **Finance**

- **See Finance Report under separate tab**

## **Planning & Economic Development**

- ANX 01-20 & ZC 01-20: Annexation agreement complete and under applicants' review;
- SR 01-21: Site Review (industrial) application approved by Planning Commission on March 31, 2021. Kendall Auto Group will establish a new collision repair facility on Roberts Rd (site formerly occupied by Mill Log Equipment Company). The applicants have submitted for a building permit which is under review;
- SUB 02-20: Coburg Creek Subdivision public improvements process is underway. This is a requirement for subdivisions. They must submit a plan for public infrastructure improvements to the City Planner and it is reviewed by the City Engineer and the Public Works Team;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in March;
- Applied to Travel Oregon's Competitive and Recovery Grants Program for a mobile pop-up plaza;
- Code Review Ad-Hoc Committee has commenced, next meeting is April 8<sup>th</sup>;
- Work on Main Street Committee projects, including a mural, flower baskets, bike hub, unified marketing campaign, and IOOF lease, continues to progress.
- Applied for permission to submit a Transportation Management Grant for contract assistance for updating the development code and the transportation plan and aligning the two documents. We requested to write the grant in the amount of \$50,000. This permission was granted on April 6<sup>th</sup>. The City staff will be meeting with representatives of the grant staff to receive advice and conditions for submitting the grant.

## **Public Works**

- **Streets and ROW.**

- **Sidewalk Repairs**
  - Crews replaced 3 panels on Pearl St. between Diamond St and N Skinner
- **Street Signs**
  - Replaced two stop signs on E Van Duyn St
- **Storm water**
  - Completed the drainage project on Rustic Ct. We plan on working on Shane Ct this spring and summer. This is replacing the drainage rock in the shoulders of the street.
- **Water Utility**
  - **Services**
    - Crews installed a new 1.5" service for Ponsse on Huntly Ct.
  - **Training**
    - Brian Harmon and Grant Richardson attended a 3-day school for water utilities
  - **Repairs**
    - Crews worked on an emergency that occurred on March 14<sup>th</sup> and went through the next day the 15<sup>th</sup> at the main well head building that houses the power for both well #1 and well #2. The drive that powers and controls well #2 burned up from a transistor that exploded, this caused the main breaker for the entire building to also burn up. Crews worked throughout the evening into the early morning and the majority of the 15<sup>th</sup> to get these repaired. We ran the water system on emergency power for almost two days. A crew member had to make an early morning run to Portland to receive the parts. Total costs for this repair are currently sitting around \$12,000.
    - Crews replaced the packing on well #1 before this well will be doing the bulk of the production coming up later this spring.
- **Sewer Utility**
  - **Collections**
    - **Pumping**
      - 3 tank
    - **Inspections**
      - 13 inspections
    - **Callouts**
      - 10 callouts
  - **Training**
    - Brian Harmon and Grant Richardson attended a 3-day school for wastewater utilities
- **Parks Dept**
  - **Parks and Tree Committee**

- Committee worked on Jacob Spores Park and helped out with a design and will later work on the area on Mill St in the Dari Mart planter boxes. This is donated for beatification from Dari Mart.
- **Park Maintenance**
  - Crews installed a short fence around part of Johnny Diamond Park to reduce the impact of rodent destruction of the plantings in this Park.
  - Sprayed and Fertilized most of the Parks
  - Installed some chips and removed jumps on Booth Kelly Trail. There is still more that needs to be done on this Project. These chips were installed to level out some dips in the trail.
- **Misc.**
  - **Vehicle Maintenance**
    - Placed orders for the two beds for the new service trucks that should be here in the next few weeks.
    - Replaced wheel bearings and breaks on one of the service trucks.
  - **Locates**
    - 15 Locates
  - **Work Orders**
    - Crews turned in 51 work orders. Most of these are additional work done other than the daily work Public Works does.

### **Municipal Court**

- **March 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for March 2, 2021 Court Date: 36
  - **March 2021 Receipts Including Collections,**
    - **Total Fines:** \$18,996.44 (total monies taken in for the month, nothing deducted), *compared to \$ 13,106.00 in March of 2020*
    - **Net Fines:** \$ 10,482.50 (City share only, NOT including collections), *compared to \$7,084.50 in March of 2020*
  - **March 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$8,513.94 *compared to \$5,301.50 in March of 2020*
    - **Turned over to collection:** \$ 30,300.00 *compared to \$0 in March 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:***

- **Next Court session scheduled for April 6, 2021**
- **Jury Trials: Friday, April 16, 2021**  
**Monday, April 26, 2021**

### **Police Department**

- Officers issued a violation citation of \$100 for Unlawful Possession of Methamphetamine.
- Officers arrested a male for felony Assault IV (APA) – Abuse Prevention Act. The male slammed his wife’s head into a wall in front of their children and during a fit of rage, broke most everything in the house. The suspect resisted arrest and fought the officers while being arrested. The victim has obtained a restraining order.
- Officers developed probable cause and obtained an arrested warrant for a burglary suspect. We have tried to locate the suspect in Eugene with no success. Lane County Sheriff’s Department also has an PC for arrest on the same suspect.
- Officers contacted a subject sleeping in his car in the cul-de-sac on Roberts Road. The male had an attempt to locate out of the Lane County Sheriff Department to be interviewed about a crime; a Deputy responded for the interview. The Deputy obtained a confession regarding multiple thefts. I was also able to obtain suspect information from a burglary that occurred in Coburg in December 2020. The main suspect has fled to Nevada. We will be obtaining a warrant for his arrest.
- The Police Department has had 6 residents and 2 businesses sign up for the Surveillance Camera Registration and Mapping Program (SCRAM) since its launch.
- Officers assisted the Lane County Sheriff’s Department on 2 calls for service. LCSO was actively working a Homicide in Cheshire and were short on resources. Officers responded to Junction City to assist JCPD on a dispute; that case was resolved. Officers responded to a shots fired call around Armitage Park; officers patrolled the area, but were unable to locate the source of the shots - cleared unable to locate.
- Officers investigated a reckless motorcyclist south bound on Coburg Road. The Dari Mart Store located the driver. The driver was arrested for DUII - methamphetamine. The next day the motorcycle was found to have been stolen from the Eugene Club House for the Free Souls M/C. The owner was located and the stolen motorcycle was returned to the owner.
- Officers contacted a semi-truck parked in front of a fire hydrant on Roberts Road. The semi-truck moved and the issue was resolved.
- Officer used CHETT funds to buy fuel for a homeless man who ran out of gas. Because of the assistance, the man was able to move on.



- Officers arrested a local male on outstanding warrants for Probation Violation.
- Officers assisted the Lane County Sheriff's Department looking for a woman walking around Coburg Bottom Loop carrying a scoped rifle. The woman was walking down the road, running into the bushes hiding, and acting strangely. We were unable to locate the female.
- Officers worked with ODOT and Lane County Weight Masters doing truck inspections at the Marcola scales.
- Officers investigated a motor vehicle crash on the I5 Northbound off-ramp. A semi-truck took out the crosswalk control. The driver was contacted and all the information was forwarded to ODOT for repair.
- Officers towed a vehicle blocking a resident's driveway.
- Officers completed their required truck inspections for the FMCSA (Federal Motor Carrier Safety Administration).
- Officers obtained a Trespass Letter of Consent from a business to be served on people camping on their private property (Roberts Road).
- Offices took a report of found contraband at the Shell station. The substance tested positive for heroin.
- Officers investigated a Hit & Run at the Truck & Travel. A semi-truck hit another semi-truck and left the area. There were no witnesses.
- Officers took a report for two bicycles being stolen from a house on Coleman Street. There are no suspects and the owner did not have any serial numbers.
- Officers took a theft report for a stolen table and chairs from the Coburg Inn patio.
- Officers took a report of two catalytic converters being stolen from two company vehicles parked at Eugene Camping World.
- Officers worked with ODOT and State Weight Masters doing truck inspections at the Woodburn port of entry scales.
- Officers investigated a DHS referral regarding domestic violence where kids were present. The female filed a restraining order against the male. Investigation showed no crime at this time.
- Offices investigated a motor vehicle crash on Pearl Street. The driver was issued citations for Failing to Perform the Duties of a Driver (Hit & Run).
- Officers completed a VIN inspection for a business on Roberts Road.
- Officers arrested a male for DUII. It was determined the driver was under the influence of controlled substances.
- Officers investigated a motor vehicle crash at Pearl and Industrial Way. A jeep was driving westbound and made a dangerous left turn in front of a pickup driving East bound. Both air bags deployed. One driver was transported to the hospital and the other was arrested for DUII (alcohol).

- Officers took 2 Unlawful Entry into Motor Vehicle reports. In one of the cases a credit card had been stolen. The credit card was used at the Eugene Walmart. Officers have obtained video surveillance and are trying to identify the suspect.

**Upcoming Events:**

- Community Shred Day Saturday April 17<sup>th</sup> 10:00 am to 2:00 pm
- DEA Drug Take Back Saturday April 24<sup>th</sup> 10:00 am to 2:00 pm
- Lane County District Attorney's Office Training April 8<sup>th</sup> on Ballet Measure 110 - Decriminalizing Controlled Substances
- Firearms Training Saturday April 24<sup>th</sup>