

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: June 8, 2021

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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

Covid-19 Management

- Staff continues to plan for conducting hybrid meetings for City Council and Planning Commission. This includes informal bids for equipment in order to conduct such a meeting. Due to the costs associated, it is likely that the equipment will need to be purchased and implemented in stages. When implemented it will allow for an in-person meeting while installed cameras in the City Council Chambers would allow for a public stream so that citizens 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. City Recorder, Sammy Egbert is managing this project and we will implement as soon the best choice of equipment is determined.
- City Hall is open to the public. Social distancing is still required. Masks are required in City Hall when staff are in shared spaces or when meetings are taking place with the Public. Masks are not required in staff private work spaces.

Water Project Update

- The RFP for the connection from Roberts Road to the I-5 Bore is in process. This work will connect the City water system to the I-5 bore in order to get water to the east side.
- The water rights for the new well has been reviewed and approved.
- Preliminary planning is taking place for the upgrade to the SCADA system in existing wells. This is the monitoring system utilized by the Public Works Department to know how the system is working at any given time as well as to trouble shoot problems in the system. This is a planned project within the water master plan.

Economic Development

- The City is taking possession of the IOOF building as of June 1. The first step is to consider the improvements to take place. A grant for ADA improvements has been written by staff. The next step is for the committee for the IOOF to meet to discuss building use policies and fees.
- A draft Bike Kiosk design has been completed and is being reviewed by committee members and by an engineer. It is anticipated that this project will be completed by late summer.

Planning Position

- The staff planner position was posted internally and we received one staff application. City administrator will be managing the interview and hire of this position. This position is budgeted in the 2022 budget.

American Rescue Plan

- No funds have been received to date but are anticipated within the next month. Information continues to be received regarding the approved use of these funds but it is a bit of a moving target and can be quite confusing. While all of this is taking place, other funding opportunities are also being released in connection with the American Rescue Plan. The City has several years to spend these funds and therefore can take our time to determine the best use.

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 at a scheduled work session on July 27th. Also to be discussed at this work session is the consideration of transportation into the eastside employment lands and scenarios for solving the management and design of the Van Duyn Road.

Alley Vacation

- The topic is under another tab in this report.

Annexation

- The property is currently undergoing a transportation significant effects analysis which will be reviewed by ODOT, Lane County, the City Engineer and staff. This study is required prior to the consideration of the annexation agreement.
- The annexation agreement is currently being drafted by staff and legal, has been reviewed by the applicant and their legal representation, and is nearly complete. It is anticipated that this may be considered on the July 27th City Council meeting but could be August before it is ready.

- **Change to the City Council meeting in July**

The City Council meeting for July has been changed until July 27th. This will coincide with the same evening as the scheduled work session. As there are several impactful topics for the Council to consider at this meeting, this timing will give staff and legal sufficient time to prepare.

Upcoming Meetings

Heritage Committee – 6/9/2021 – 6:00 p.m.

Park & Tree Committee – 6/15/2021 – 6:00 p.m.

Planning Commission – 6/16/2021 – 7:00 p.m.

City Council Work Session – 7/27/2021 – 6:00 p.m.

City Council – 7/27/2021 – 7:00 p.m.

DEPARTMENTS AND OPERATIONS

City Recorder

- **COVID-19 front office**
 - Front doors are open, 6' social distancing required.
 - Sound and camera system bids are coming in. Goal is to have the work done by the end of June. This will allow us to better manage hybrid meetings and presentations and provide the sound needed to continue to live stream City Council meetings.
- **City Recorder Administration**
 - Ten Public Meetings were held May 12th to June 8th. These were noticed, electronic and paper retention completed, minutes recorder scheduled, virtual meeting set up with invites to press and committee members.
 - Recruitments
 - Administrative assistant position was posted June 2, 2021.
 - Planner | Community Development Internal recruitment closed May 31, 2021.
 - Budget Committee accepting applications.
 - Planning Commission accepting applications.
 - Completed 5 lien searches for properties in the City limits that are selling or refinancing loans.
 - Special Event application received for Farmers Market & Coburg Car Classic. Applications are being processed.
- **Utility Billing this month**
 - May Utility Billing for water used 4/14 to 5/14, sewer fee and tree fee. Billed \$139,167 and received \$126,844 in payments.
 - 577 Utility bills
 - 68 Past dues
 - 15 Door hangers for billing issues
 - 4 Active payment plans
 - 3 Change is service
 - 2 Accounts signed up for ACH
 - Limited income assistance enrollment is open through June 31, 2021. Information was included in the May utility bills; renewal applications were mailed to all who participated in the FY 20/21.

Finance

- **No Finance Report this month. Council will receive a financial report at the July 27, 2021 meeting.**

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: Addresses being formulated for lots, development agreement signed, public improvements revised;
- Issued one new residential address: 32774 E Mill St.;
- SR 01-21: Building permit issued for Kendall Auto Collision Repair on Roberts Rd.;
- SIGN permit issued for 91118 N Harrison St.;
- Two new single family dwellings (NSFD) and one addition received Planning approval and are now in Building review;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in April;
- Submitted application for Preserving Oregon grant for rehabilitation to historic IOOF building. Award status notification by July 1st;
- Code Review Ad-Hoc Committee concluding work on Central Business District (CBD) code, next meeting is June 3rd;
- Main Street Projects Update: 22 flower baskets were delivered by volunteers to about a dozen local downtown businesses, bike hub design is underway, IOOF committee formed, mural project scope refined, volunteer recruitment for all projects;
- Heritage Committee chose preservation award recipients and engagement strategies;
- Certified Local Government (CLG) review required this summer. Kuri Gill, Grants and Outreach Coordinator from Oregon Parks and Recreation will attend July Heritage Committee meeting;
- Preparing to submit grant application to Cascades West Economic Development District (CWEDD) for the Local Community Resiliency/Recovery Technical Assistance & Capacity Building Fund for outdoor public seating. Award decisions announced by June 30;

Public Works

- **Streets and ROW.**
 - A majority of crew time has been spent mowing ROW's
 - Cleared overhanging trees on Abby and W McKenzie
 - Trimmed dead wood out of maple tree at Pavilion Park

Water Utility

- **Repairs**
 - Crews repair two 6" AC water mains that burst on N. Coleman St.

- **Sewer Utility**

- **Collections**
 - **Pumping**
 - 1 tank at Serenity Lane
 - **Inspections**
 - 7
 - **Callouts**
 - 6

- **Plant Repairs**

- Repair to incubator in lab
- Air compressor service
- Cleaned up Wastewater Treatment Plant

- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party worked on pulling weeds at Johnny Diamond Park
 - **Park Maintenance**
 - Crews finished the roofing project at the Pavilion Park
 - Added sprinklers to Norma Phifer Park.
- **Misc.**
 - **Locates**
 - 7
 - **Work Orders**
 - 29

Report generated on May 24th. Some of the Work done between May 24th and end of Month may be presented on June Public Works Report.

Municipal Court

- **May 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for May 18, 2021 Court Date: 71
 - **May 2021 Receipts Including Collections,**
 - **Total Fines:** \$23,366.82 (total monies taken in for the month, nothing deducted), *compared to \$13,072.55 in May of 2020*
 - **Net Fines:** \$12,212.00 (City share only, NOT including collections), *compared to \$6,595.00 in May of 2020*
 - **May 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 11,154.82 *compared to \$6,477.55 in May of 2020*
 - **Turned over to collection:** \$ 7,210.00 *compared to \$0 in May 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: June 15, 2021**
- **Bench Trials: June 10, 2021 & June 24, 2021**

Police Department

- Officers investigated a Physical Harassment at Serenity Lane. Officers are awaiting victim's statement.
- Officers investigated the theft of two catalytic convertors from a vehicle parked at REV Equipment
- Officers made (2) DUII (Driving Under the Influence) arrests. Both were alcohol related. One subject had a .10 BAC (Blood Alcohol Content) and the other was a .13 BAC.
- Officers investigated a Hit & Run with 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 issued three criminal citations for reckless driving. All three drivers were driving in excess of 100 miles per hour on the freeway.
- Officers investigated the theft of semi-truck tires taken from a parked semi-truck trailer.
- Officers initiated a traffic stop on a speeding vehicle on the freeway. The vehicle failed to yield and a vehicle pursuit was initiated. Officers called off the pursuit because it was too dangerous.
- Officers investigated DHS referrals. (1) was at dispute involving children & (2) were checking on children.
- Officers issued two criminal citations for driving while suspended misdemeanor.
- Officers arrested a male at the park who was in a stolen vehicle. The subject also had outstanding felony warrants.
- Officers investigated the theft of two catalytic converters from two work trucks at Tech Equipment.
- Officers made (5) warrant arrests. (4) were misdemeanor Offenses & (1) was for felony drug possession.

Upcoming Events:

- Firearms Training Saturday June 5th
- Coburg Community Charter School graduation June 15th, 16th and 17th
- Coburg Car Classic August 7th