



# City Administration Monthly Report

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February 11, 2025

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of Council and Staff.

## Featured Items

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### 1. **2025 Council Retreat**

A reminder of the upcoming (rescheduled to) February 22, 2025 (Saturday) Council Retreat. The retreat is currently scheduled to begin at 9:00 AM in the Council Chambers, includes a working lunch and wraps up by 3:00 PM.

This annual event provides an opportunity for Council to discuss long-range priorities, goals and objectives, as well as explore the financial and operational status and needs of the City and its ability to provide the services required and desired by Council and the community. The Council's adopted 2024 Framework Goals and Objectives document will be the starting point for discussions and will include multiple opportunities for Council to discuss and shape adjustments, additions, deletions to this guiding document.

### 2. **2025 Community Survey**

The City of Coburg is partnering with the University of Oregon's School of Planning, Public Policy and Management Real World Lane County class to conduct a community survey to gauge the values, insights, opinions and priorities of Coburg and its services and amenities.

The results will provide the City Council and staff with an improved understanding of how the community views various services the City provides, as well as learning if there are services or programs that are important but not currently available to Coburg residents or businesses. Topics covered include desirability, safety, areas for improvement, demographics and more.

The survey will be published by February 10<sup>th</sup> and will remain open through Friday, February 21<sup>st</sup>. The survey will be promoted on the City's social media and website, as well as through our partners, and hard copies will be available at City Hall.

The student team will present the findings of the survey to City Council at the March 11 meeting. We are excited for the opportunity and to see what transpires from the project.

### **3. Utility Rate Increase Communication**

Customer notification and explanation of the utility rate increases approved by Council in December of 2024 have been developed and are in the process of being distributed through a flyer in the upcoming utility bill, the City's Facebook page, the City website and the Coburg Countryman, published by Coburg Main Street. A short video recap of the December Council meeting also focused on the utility rate increase and the reasons for Council's decision. A copy of the utility bill flyer is attached for reference.

### **4. City Staffing Update**

Several recently vacant positions and one newly vacant position have kept the Human Resources (HR) staff team busy in recent weeks. The HR team consists of the City Administrator, City Recorder, Finance Director and the supervising Department Head (when applicable). Recent activity includes the following:

1. Public Works Operator III (filling the vacant PW Supervisor position) – Steve Jackson was hired and began work for the City Monday, February 10<sup>th</sup>. Steve is an experienced wastewater treatment plant operator with a number of certifications that will complement the City's existing Public Works staff. Steve will work under PW Director Brian Harmon as the primary day to day operator of the wastewater plant and will support other staff in water, streets and parks activities and assignments. Steve impressed the interview team and we are excited to have him join our team.
2. Public Works Operator II – With the completion of the PW Operator III recruitment, the PW Operator II position announcement will soon be published with a targeted hire and start date of March 31, 2025. This position will be focused on streets/rights-of-way (vegetation, signs, striping) and storm drains and will also support other PW staff in all aspects of Public Works operations.
3. Police Technician – Property/Evidence – This position was filled in December from the City's Police Reserve Officer pool by Erica Read, a long-time Reserve with excellent experience in law enforcement and property crime tracking/documentation. The position was filled as a half-time (.05 FTE) position rather than the prior full-time position, which facilitated the City getting such a qualified individual, while also being mindful of the financial challenges facing the general fund.
4. Police Sergeant – After many years as an officer and several more as Sergeant, Mike Lee is leaving employment with the City and the Coburg Police Department. Chief Larson and the HR team are working on a plan for filling the big shoes and experience loss that Mike's departure presents. The Department is fortunate to have Chief Larson and two experienced Officers maintain current service levels as the staffing plan is finalized and implemented. City staff wish Mike well and thank him for being a great teammate and professional in the law enforcement field.

### **5. Infrastructure Funding**

Staff is working on completion application and submittal materials for several potential funding opportunities, one through the State Legislature and Coburg's elected officials Senator Cedric Hayden and Representative Darin Harbick and another through the federal Congressionally Directed Spending program (called earmarks decades prior) via Senator's Merkley and Wyden's Offices. Additionally, a grant through Business Oregon is potentially available for Infrastructure planning that Staff is pursuing.

State and Federal funding for infrastructure projects is a time consuming, challenging and increasingly unpredictable process. Staff and Mayor Bell continue to evaluate opportunities that have at least a modicum of probability of success as there are time/task constraints to gauge usefulness.

# Current Projects & Contracts

The two tables below provide a summary of active infrastructure projects and signed contracts/agreements

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$850,000	May 2025
Water	Stallings Transmission Line	\$800,000	Sept 2025
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	Collector St Project (Coleman Phase I)	\$600,000	Sept 2025
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Sept 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Feb 2025
PW	Storm Water Master Plan	\$60,000	March 2025
Water	Water Conservation & Management Plan	\$50,000	March 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active

## Department Activity & Statistics

Staff maintains various activity, work order and case log type records that are utilized for a variety of required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some of the data comes from third party software systems and typically not always in a format that is easily summarized or customized.

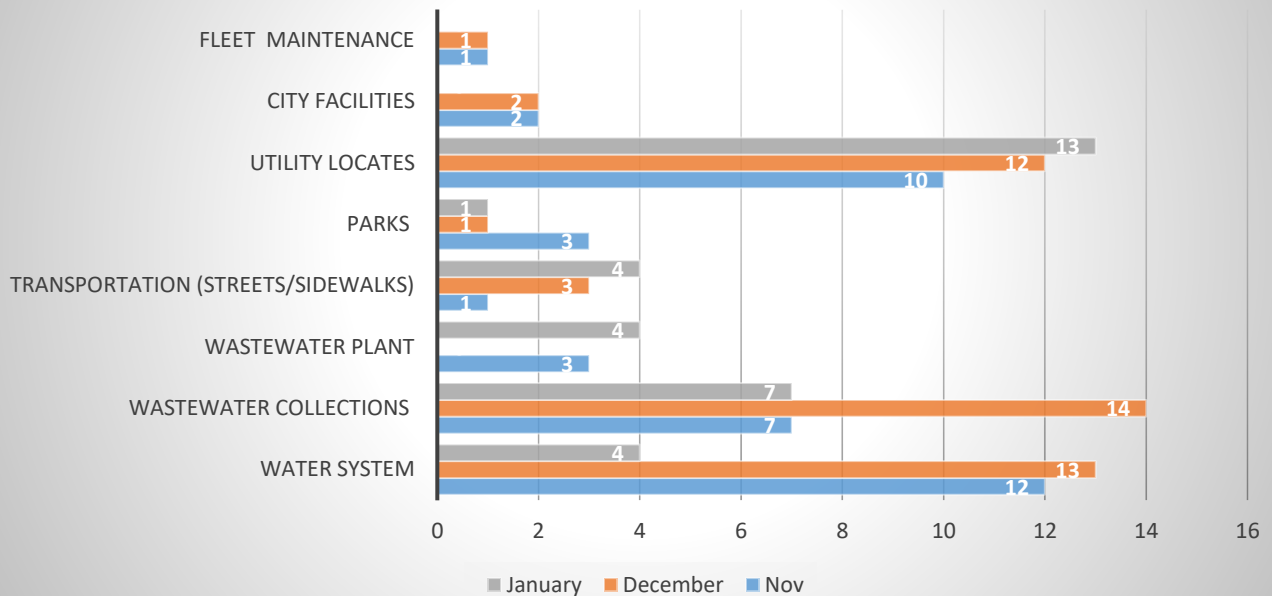
## Public Works

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- Engineering/Design meetings for
  - Stallings well treatment building, SCADA and transmission line
  - Coleman Collector Street project
  - Wastewater capacity analysis (Kennedy Jenks)
  - Water Conservation & Management Plan
  - Storm Water Master Plan
- Significant septic system pump and repair
- Leaf pick-up completed for season
- Completed equipment, move, set up and installations for new PW Operations building
- New/improved SCADA connections and network upgrades at WWTP including fire alarm systems.
- Research and coordination with CIS for facilities security assessment and plan.

## PW Work Orders

### Three Month Trend



## Planning

- Issued eight Structural/Plumbing/Mechanical/Electrical permits in January
- Attended regional transportation meetings including the Transportation Planning Committee (TPC) and Safe Lane Transportation Coalition, continued participation on the Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update TAC, in addition to the CFEC regional scenario planning project management team meeting
- Began TSP Assessment process with ODOT and DLCD to evaluate and prepare Coburg for TSP update
- Worked with LCOG and DLCD on Code Audit project to compare Coburg Zoning Code to [DLCD's Walkable Design Standards Guidebook](#) to identify gaps and opportunities to comply with Climate Friendly Equitable Communities' design standard rule. Staff also was asked to participate in the creation of the guidebook to provide a small city perspective and is acknowledged at the front of the document. Consultants will present to Planning Commission on the project and seek their input at the March meeting
- Continued coordination with DLCD on various topics including CFEC implementation, Senate Bill 1537, and general support from our regional representative.
- Attended Oregon Floodplain Manager's meeting to continue to monitor any updates regarding FEMA's floodplain requirements for NIFP participating communities and the recent injunction filed against FEMA.

- RARE AmeriCorps member, Dabeat Nieto Wenzell, is successfully moving through his water quality workplan. Currently, he is working with Muddy Creek Irrigation Project on developing a map of their infrastructure and is participating in Skills Days at the Coburg Community Charter School and will present information and conduct experiments with the students for three Fridays, culminating in a tour of the wastewater treatment plant
- Worked with student team from UO's Real World Lane County class to prepare community survey project
- Heritage Committee planned distribution of Historic Preservation Awards in lieu of February meeting

## Finance

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- Completed FY24 Audit and submitted to the State. Continue to work with Auditors on the Single Audit, required for annual receipts of federal funds in excess of \$750,000 from the prior year. The Single Audit is due March 31, 2025.
- Finalizing buildout and testing for the launch of the Employee Self Service online portal, a web-based companion to the Springbrook payroll system that went live with the first payroll of 2025. The online timesheet and employee data access portal is scheduled to go live in March.
- Completed December Monthly Financial Reports which are the primary basis for the initial estimates and development of the FY26 proposed budget.
- Preparing annual (final year) ARPA report to verify intended uses of COVID era federal funds. Reporting due in April of 2025.
- Preparing financial reports to Department Heads for FY26 Budget internal preparation for City Administrator's Proposed Budget scheduled to be completed and presented in late March 2025.

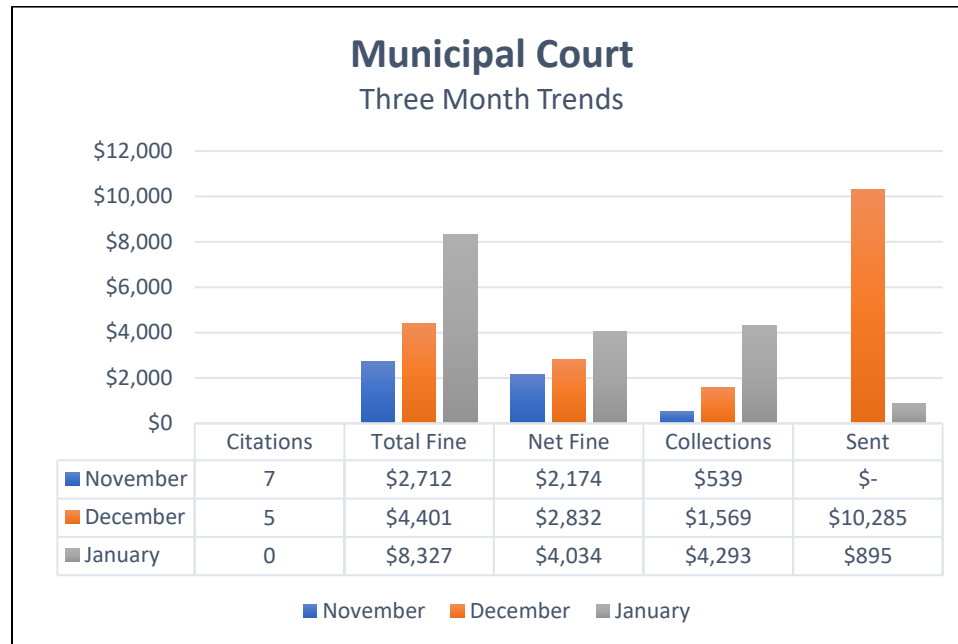
## Municipal Court

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- Upcoming Court Date: February 4, 2025 Regular Court Session
- Scanning Update: A total of over 42,000 documents have been scanned.
- Online Municipal Court Services: Court Administrator is currently working with Tyler Court Software to implement an Online Portal for customers to make payments and process documents at no extra costs to the City, allowing 24/7, self service access to many Municipal Court functions
- Activity Data
  - Citations (Crimes and Violations)
    - New Citations for January 7, 2025 Court Date: 0
  - January 2025 Receipts Including Collections,
    - Total Fines: \$8,376.57 (total monies taken in for the month, nothing deducted), compared to \$ 9,036.35 in January of 2024
    - Net Fines: \$4,084.00 (City share only, NOT including collections), compared to \$3,704.50 in January of 2024

- January 2025 Professional Credit Service Collections:
  - Total Collection Revenue: \$ 4,292.57  
*compared to \$5,332.25 in January of 2024*
  - Turned over to collection: \$895.00  
*compared to \$3,795.00 in January of 2024*

*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.*



## Police

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Multiple Officers responded to:

- Report of Disorderly Conduct: Probable cause was developed
- Report of Menacing/Disorderly Conduct at Coburg Pizza: Peacefully resolved'
- Report of Hit/Run at Coburg Fire: Unable to locate the suspect

Officer responded to:

- Behavioral health issue along with Mental Crisis Services: Assist
- Report of a Trespass: Resolved
- Welfare Check: Cleared with Information
- Veneta for a Crisis Negotiation Team (CNT) call-out: Peacefully resolved
- Report of Unlawful Entry of a Motor Vehicle: No Suspect
- DHS Cross report regarding possible abuse: Closed, Unfounded
- Report of Hit/Run at the TA: No Suspect
- Citizen's Assist: Assist (3)
- Violation of Restraining Order: Suspect Arrested (2)
- City ordinance violation on Roberts Rd.: Abandoned Vehicle Towed

- Request for a VIN Inspection on Roberts Rd.: Inspection
- Dispute at Roberts Rd/ARCO: Probable Cause for Parole Violation
- DUII arrest @ MP 197 on I-5 to assist OSP: Agency Assist
- McDonald's to recover counterfeit funds
- Veneta to cover at deputy on Field Sobriety Tests (SFST's): Agency Assist
- Information report regarding Harassment/Fraud: No willing victim
- Report of a Dispute/Juvenile issue at the Coburg Charter School: DHS notified
- Report of a Disorderly Subject: Cleared with Information
- Report of Sex Abuse: Cleared/Unfounded
- Behavioral health issue with Lane County Mental Crisis Services : Unable to Locate
- Disorderly Subject: Unable to Locate
- Public Assist: Cleared/Resolved
- Report of a Forgery at McDonald's: Report
- Vehicle accident at E. Crossroads and N. Coburg Rd.: Crash Report/Agency Assist
- Report of Theft by Deception at the Premier RV Park
- Found a Dog at Large: Returned to Owner
- VIN Inspection at the request of a citizen: VIN Inspection Completed

Traffic Citations: 30 (1/4/2025-2/3/2025) Incident Reports: 16 (1/4/2025-2/3/2025)

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# 2025 Utility Rate Adjustments

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## Coburg Utility Bills

At its December meeting, the Coburg City Council unanimously approved adjustments to the current water, sewer and transportation utility fees (TUF), [in order to maintain necessary funding levels for increased operations, maintenance and capital costs to the community's utility systems.](#)

Utility rates will be increasing on February 1<sup>st</sup>, [2025](#), however you will not see those increases until the February billing goes out in March.

### **What will this mean for my bill?**

The February rate increase includes a 4% water rate increase, a 6% wastewater rate increase, and a 4.9% transportation utility fee (TUF) increase. For a typical, low to moderate water use residential customer, the total increase amounts to just over eight dollars (\$8.02).

	Previous Rate	New Rate
<b>Water</b>	\$59.36	\$61.73
<b>Wastewater</b>	\$88.43	\$93.74
<b>Transportation Fee</b>	\$7.00	\$7.34
Tree Fee (no change)	\$2.00	\$2.00
<b>New Total:</b>	<b>\$156.79</b>	<b>\$164.81</b>

City Council and Staff are fully aware of the increasing costs Coburg utility customers experience in their household and business budgets. Municipal services are impacted by these same economic conditions and the price (rates) charged for City utility services must be adjusted to maintain, repair and improve/replace the community's utility systems.

Each utility the [City](#) owns and operates for the community is managed as a separate "business unit" with revenues and expenses for each (water, sewer, streets) independently tracked and not able to be moved from one to the other.

Property taxes do not fund utility operations as they are legally required to fund general services like Public Safety (police), Parks, Planning & Building, Municipal Court, Finance, etc.

Both Council and City staff place a high priority on meeting and exceeding both regulatory requirements and the community's expectations in the following:

- Producing and delivering clean water to the community
- Collecting, treating and safely returning wastewater to the environment
- Maintaining a safe pedestrian and vehicle transportation system (streets, sidewalks and storm drainage)

