



City Administration Monthly Report

November 12, 2024

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

1. **Community Survey Project**

The City of Coburg was offered participation as a project partner with the University of Oregon Institute for Policy Research and Engagement (IPRE) as part of IPRE's "Real World Lane County". IPRE and City staff have identified a community survey as a viable project for the winter term Real World class.

As part of the upcoming development of a Strategic Plan for the City of Coburg, the survey will provide Council and staff with key information on the current satisfaction with City services, desire for enhanced services, amenities or infrastructure, prioritization of existing and future funding, preferences on the means of collecting the necessary revenues to meet the desired service levels.

These responses will help shape future budgets, long-term master plans for the City's water, wastewater, streets and parks systems and impact future rates, fees and taxes by aligning services, projects and infrastructure with the funding levels the community prioritizes for future success and livability of Coburg.

The timing of the opportunity to partner with the Real World program was ideal and City staff is elated to leverage their work in support of this impactful strategic planning process in Coburg.

2. **League of Oregon Cities – 2024 Presidential Regional Meetings**

The City of Coburg hosted a recent League of Oregon Cities (LOC) small cities regional meeting. Mayor Bell, along with the City Administrator and City Recorder participated in a presentation and open dialogue with LOC Board President Dr. Dave Drotzmann, Mayor of Hermiston and Executive Director Patty Mulvihill regarding LOC legislative priorities (see attached) as well as its property tax and revenue reform project efforts. Takeaways from the meeting include continued communication and dialogue with state and federal elected officials and their staff, participation in LOC legislative committees and networking opportunities including City Day at the Capital. Considerable time was spent discussing revenue challenges facing all local governments, but especially smaller jurisdictions with a focus on the need for additional revenue due to current revenue streams not keeping pace

with expenses needed to fund existing services, particularly in the general fund (Police, Planning , Parks, Courts, etc).

3. **Coburg Police Department – Supporting the Community**

The Coburg Police Department is responsible for general patrol, detective and administrative functions that form the core set of services for all municipal Police Departments. Coburg PD also partners with many partners to extend their public safety services beyond these more visible, traditional services. These partnerships include administrative and operational coordination with Coburg’s business community, community & social service providers and Coburg’s educational partner, the Coburg Community Charter School.

This month, two separate letters of recognition and appreciation were received that provide an excellent example of the less visible work of Coburg PD. After a recent potentially volatile incident at the Serenity Lane Alcohol & Drug Treatment Services facility, the attached letter was received from Pete Kerns, the President and CEO lauding the work of Coburg PD with high quality management of the incidents and for the long-standing partnership between Coburg PD and Serenity Lane.

The second letter received came from the Charter School who recently completed a lockdown training drill with students and staff and shared their appreciation for the involvement of Coburg PD and specifically Chief Larson, not only relating to this particular training event but also to their overall planning and training efforts addressing the safety of their students and staff for all types of situations that schools must now face and address.

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	\$1,500,000	Sept 2025
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Nov 2024
Streets	Collector St Project (Coleman Phase I)	\$500,000	Sept 2025
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Sept 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Dec 2024
PW	PW Operations Building	\$1,350,000	Nov 2024
PW	Storm Water Master Plan	\$60,000	Dec 2024
Water	Water Conservation & Management Plan	\$50,000	Dec 2024

Contract Description/Scope	Cost	Term
Lane Council of Governments – IT Services	\$60,175	July 1-June 30
City of Cottage Grove – Building Official/Permit Services		July 1-June 30
City of Harrisburg Traffic Patrol & Code Enforcement IGA (revenue)	\$54,000	July 1-June 30

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Noxious vegetation - City right-of-way/swale (Bruce/Abby)	8/1/24	Active
Street surface condition (potholes - N Skinner)	9/3/24	Active
Dangerous street tree – Skinner	9/4/24	Active
Norma Pheiffer Park – Pickleball Court surface concern	9/4/24	Active

* Grey lines indicate inquiries that are in the process of being addressed

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

Water

- Waterline extension to 107 acre light industrial in construction – City staff reviewing plans and conducting inspections as necessary
- Completed and submitted federally required Lead and Copper Service Line Inventory. Grant Richardson in Public Works was the primary staff lead in completing the field work to accomplish this significant task.

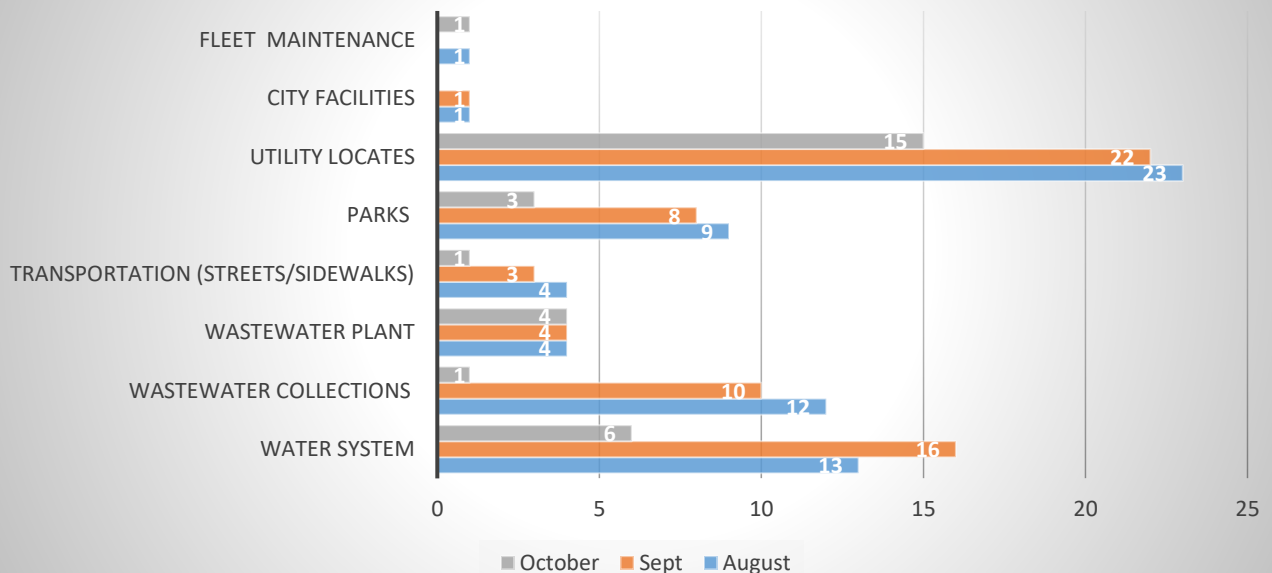
Wastewater Treatment

- Addressing temporary staffing shortages with Public Works Director reassuming lead operator role, auditing of current operational practices and training of current staff in treatment plan maintenance, monitoring, testing and operations.

Streets

- Street reconstruction on N Willamette/N Harrison/E Macy St Project is nearing completion, Staff will be working with contractor to complete final landscaping, striping, signage and other punch list items
- Veteran banners and flags were installed throughout downtown and will be removed later in the month
- Holiday lighting and decorations are being organized and coordinated for installation in support of Coburg Main Street's Christmas in Coburg event preparation

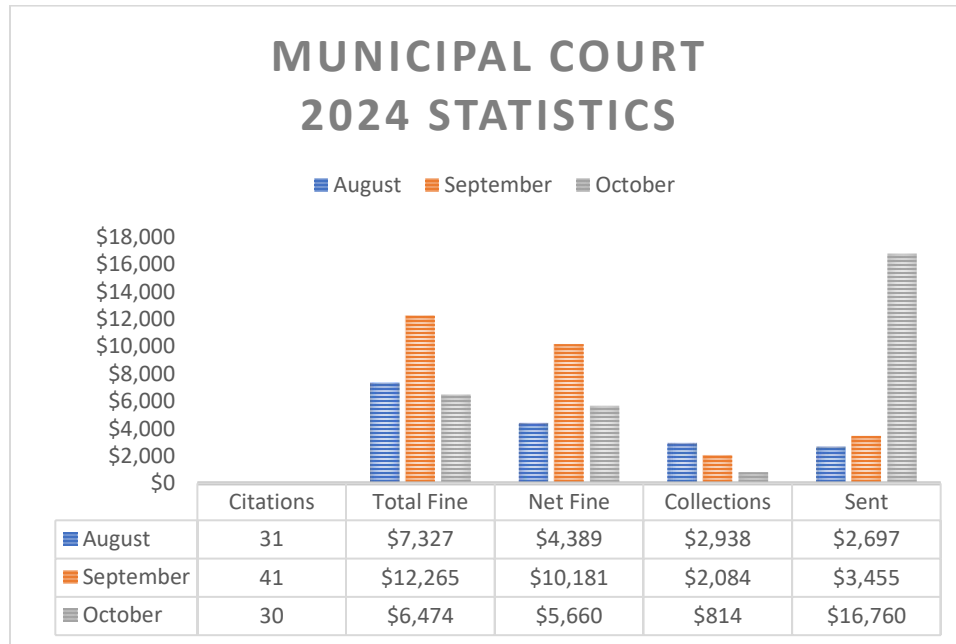
Work Orders 2024 YTD



Planning

- SUB 01-22: Coburg Creek Subdivision: Two dwelling permits issued in October with a \$516,417 valuation.
- Seven Structural/Plumbing/Mechanical/Electrical permits issued in October.
- Final decision for Conditional Sign Permit application from Coburg Community Charter School to replace existing free-standing sign and permit issued;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Transportation Planning Committee (TPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update meeting in addition to the CFEC Project management team meetings and ODOT multimodal inventory project's statewide technical advisory committee (STAC) meeting.
- Conducted site visit with consultant (LCOG) for code audit project funded by DLCDC to evaluate current regulations with the walkable model code being developed as part of CFEC rulemaking implementation efforts.
- Continued research of FEMA's new floodplain requirements for NIFP participating communities.
- Ordered bronze plaques for historic preservation award recipient properties selected by the Heritage Committee.
- RARE member, Dabeat Nieto Wenzell, working on developing maps, researching grants and creating a vegetation maintenance and management plan.
- Attended orientation for the UO's Real World Lane County course, for which a student team will be conducting a community survey in Coburg as part of the service learning class during the upcoming Winter term. [Real World Lane County Connects Students and Community | School of Planning, Public Policy and Management \(uoregon.edu\)](https://uoregon.edu)

Municipal Court



October 2024 Activity Measures:

- New Citations for October 22, 2024 Court Date: 30

October 2024 Receipts Including Collections,

- **Total Fines:** \$6,473.57 (total monies taken in for the month, nothing deducted),
- *compared to \$9,670.31 in October of 2023*
- **Net Fines:** \$5,660.00 (City share only, NOT including collections),
- *compared to \$7,050.76 in October of 2023*

October 2024 Professional Credit Service Collections:

- **Total Collection Revenue:** \$813.57
- *compared to \$2,619.55 in October of 2023*
- **Turned over to collection:** \$16,760.00
- *compared to \$7,120.00 in October of 2023*

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 Regular Court Session: November 5, 2024
- Court Administrator attended the OACA Court Conference, Oct 13-15, 2024 here at the Valley River Inn. A full scholarship was awarded through OACA to attend.

Police

- 60 Traffic Stops
- 68 Patrol Checks/Business Checks
- 3 Truck Inspections
- 4 Subpoena Services
- 5 Suspicious Vehicles investigations
- 2 Court Transports
- 2 DHS Cross Report Investigations. 1 resulting in a CLC for Endangering the Welfare of a Minor
- 2 Suspicious Subjects were contacted and investigated
- 5 Business Alarms
- 1 Residential Alarm
- Officer investigated a case regarding telephonic harassment
- Officer retained and disposed of found contraband on N. Industrial Way
- Officer investigated a burglary alarm at a local business. Suspect arrested on outstanding warrants as a result.
- 2 dogs were located and sheltered by City Hall staff. The animals were adopted out.
- Chief and Officer assisted local resident with obtaining personal hygiene products and facilitated payment for yard work to avoid city ordinance violations.
- Officers responded and investigated a dispute on N. Mill Street
- Officers investigated Criminal Mischief II, UEMV, and Criminal Trespass II on S. Industrial Way
- Officer responded to Kendall Collision for a Trespass
- Officer responded to a UUV on Roberts Ct.
- Officer issued a CLC to a subject in Harrisburg Municipal Court for FTA II
- Officer Woods attended Radar/Lidar Training in Coquille
- Officer Miller attended CNT Training in Halsey with Lane County Sheriff's Office
- Officer investigated a GSW and determined the incident occurred outside of the city
- Officer responded to a suicidal subject at Serenity Lane and transported them to Riverbend Hospital
- Officer responded to a disorderly subject at Serenity Lane and arrested the subject for Interfering w/ Police
- Officer responded to a mental health problem at Serenity Lane and provided the subject with a ride to a bus station
- Officer responded to Kamping World to assist the FD with a call for service
- Officer investigated a Fraud case on S. Willamette St.
- Officer effected a warrant arrest on N. Willamette St.
- Officer investigated a Noise Complaint on E. McKenzie
- Officers assisted with a traffic hazard on E. Pearl St. and N Harrison St.
- Officers assisted with traffic control for the Pumpkin Run
- Officers hosted 7 graders and took their fingerprints/Briefed on the career of a police officer
- Officers participated in the "Trunk-or-Treat" held at the Coburg Charter School
- Officer has assisted the Lane County Sheriff's Office with Oregon Football game parking lot patrol

UPCOMING EVENTS:

- Turkey Trot event in Eugene
- Shop-With-A-Cop
- Light Parade

UPCOMING EVENTS:

- Intoxilyzer/SFST Training with Junction City PD
- "Low Light" Range Training with Junction City PD

City Recorder

- **October 8th to November 12th** managed **seven** Public Meetings, including noticing, electronic and paper files for retention. Review/edit/process of draft minutes for approval, then record, post approved signed minutes.
- Coburg Community Charter School's 8th-grade class spent an hour at City Hall on 10/18, 10/25, & 11/1 for their annual "Community Days." This year, they learned about:
 - Week 1 – Judicial side of municipal government. Judge Williams and Mandy Balcom, Court Administrator.
 - Week 2 – Administrative responsibilities, departments. Adam Hanks, City Administrator. | Police fingerprint and police uniform and gear.
 - Week 3 - City Governance, Mayor Bell | Police tour.
- Processed eight lien searches.
- Processed new premises OLCC license application.
- Contracts and Grants log, prepare signature original, coordinate signatures with City staff and record paper and electronic versions, collect signatures from other parties, record fully executed copies of electronic and paper files, and distribute electronic copies to City staff and all parties.
- IT coordination and ticket review.
 - Working with LCOG to get all staff workstations on Office 365.
 - Assisted LCOG in getting one of their staff members CJIS certified so they are cleared to work on cybersecurity emergency management for our police and court.
 - Worked with Douglas FastNet on identifying the city Wi-Fi accounts and locations for billing alignment.
- Records destruction ongoing project. Audited payroll retention files from 2014 through 2019. Citizen inquiries and noxious vegetation inquiry and responses 2004 to 2021. Destruction requests were processed to destroy 14 banker boxes of public records.
- Drafting the 2025 City Council agenda calendar and preparing the electronic and paper files for all public meetings. Entering the 70 public meetings and City holidays into the website calendar and agenda management program for 2025.

Administration Front Office

- Intake two Citizen Inquiries Social Media posts
- Training on accounts payable entry
- Social media posts and management
- Provided coverage for the police administration for walk-ins and emailed phone messages related to the police department.

Utility Billing

- **November utility billing covers 10/9/2024 to 11/6/2024**
 - Billed Water \$86,700| Sewer \$75,000| Transportation Utility Fee \$12,400
 - Utility Bill cash receipts or Payments processed \$ \$164,223.60