



City Administration Monthly Report

December 10, 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. **Public Works Staff Update #2** (See Oct 8 CA Report for Update #1)

The City of Coburg's Public Works Department has for a number of years consisted of a total of six full time employees (6.0 FTE) in the following positions:

- Public Works Director (1.0 FTE)
- Public Works Supervisor (1.0 FTE) – Vacant Nov 1
- Public Works Operator II (1.0 FTE) – Vacant Oct 25
- Public Works Operator I (3.0 FTE)

Both the Supervisor and Operator II positions became vacant in late October of this year. With change comes an opportunity to evaluate existing operations, organizational structure and resource allocation. The remaining members of the Public Works team, led by Director Brian Harmon, have been extremely busy with daily operations with the water system, wastewater collections and treatment plant, the new Operations Center building completion, leaf pick up, Christmas in Coburg and several low-level emergency infrastructure repairs.

Third party contracting opportunities were explored and evaluated, with a determination that no cost-effective partner agreements in our areas of need were available or viable at this time. Third party contracting for vegetation management in late spring/summer remains a potential that staff will explore.

A Public Works Operator III job announcement is posted which will provide regulatory certification and technical assistance and support to the City's wastewater system that currently operates under the certification and authority of the Public Works Director. It is expected that the position will be filled and operating by early February, at which time we will have identified a path forward for the remaining open position and will provide Council with an update on options and plans.

2. **Collector Street Project Kicks Off**

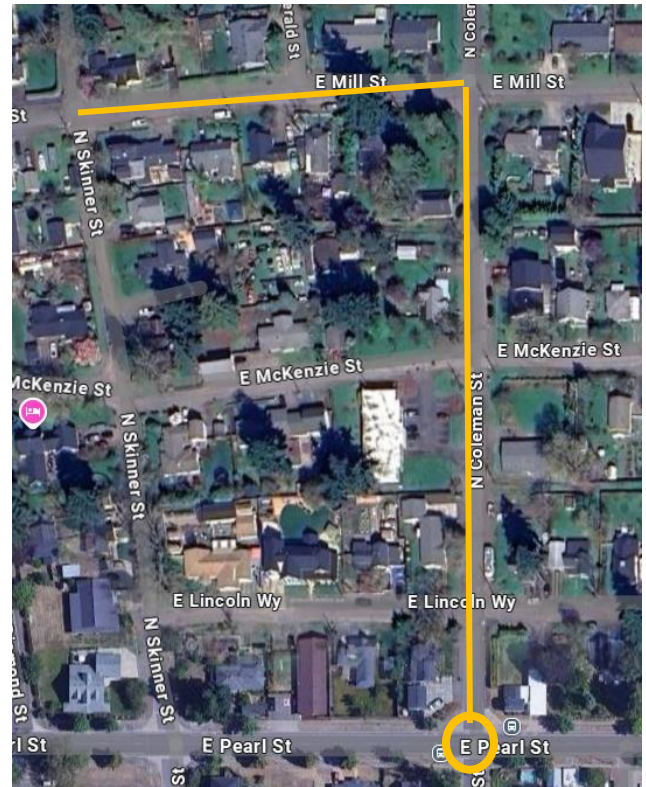
With funds received last year through federal grants managed through Lane County, City staff and Branch Engineering have begun design and engineering for Phase I of the

Coleman Street Collector Project. Phase I begins with pedestrian intersection improvements at Coleman and Pearl Street with the planned installation of flashing beacon crossing signals per the recommendation of the Transportation Safety Ad-Hoc Committee approved by Council this summer.

The project then extends north on N Coleman Street to Mill Street, turns west and extends to Skinner Street. Improvements include travel lane paving, a sidewalk on the west side of Coleman and south side of Mill and improved storm drain infrastructure throughout the project.

Because Mill Street is also the designated Loop path route, traffic markings and signage will be installed to enhance Mill Street as a priority walking and biking route extending from the Loop path connector at Norma Pheiffer Park.

The project is scheduled to go to bid in February/March of 2025, Council award and contract approval in April, and construction between May and September of 2025.



Total project cost of Phase I will determine the timing and extent of Phase II, which will extend similar improvements from Pearl Street south on S Coleman to Dixon and Dixon to N Willamette Street.

3. 2025 Council Retreat

Mayor Bell and I are developing the agenda for the February 1, 2025 (Saturday) Council Retreat. 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.

The retreat is currently scheduled to begin at 9:00 AM in the Council Chambers, includes a working lunch and wraps up between 3:00 and 4:00. Calendar invitations, along with preparatory "homework" will be sent out in the coming weeks.

4. Community Survey

The City of Coburg was offered participation in a University of Oregon and Lane County sponsored program through the U of O Institute for Policy Research and Engagement for the upcoming winter term. The focus of the project will be a community survey to assist Council in learning the current values, experiences and needs of the Coburg community

that can be utilized to inform future strategic plan development. The project scope has recently been finalized and City staff will be meeting with the class in January to fully develop the survey goals and approach, survey delivery, engagement strategy, completed survey analysis and final deliverables. The project will be the focus of the student team for the duration of the winter term and will finish with a presentation to Council at its March 11, 2025 meeting. The final project scope is attached.

5. US Postal Service Problem Solving Initiative update

As reported at a prior Council meeting, former City Council President Mike Watson dedicated significant personal time recently to communicate with local and regional staff and management of the US Postal Service with an objective of improving several longstanding service level deficiencies and inconsistencies of mail and package delivery in Coburg. Mr. Watson’s efforts are summarized in the attached report he developed and submitted to USPS at the conclusion of his efforts several weeks ago. While sweeping changes did not occur, Mr. Watson’s efforts were much appreciated by both myself and Mayor Bell as he kept each of us updated and involved in the dialogue throughout.

6. League of Oregon Cities (LOC) – 2025 Legislative Priorities

In preparation for the upcoming 2025 State Legislative Session, the LOC requested all member jurisdictions submit their top five legislative issues for LOC to focus their lobby efforts on in the upcoming session. The Coburg City Council reviewed and selected their top five issues at the September 10, 2024 meeting.

The top five selected were:

- Infrastructure Funding
- 2025 Transportation Package
- Restoration of Recreational Immunity
- Community Safety and Neighborhood Livability
- Employment Lands Readiness and Availability.

The LOC utilized the priority submissions from all local jurisdictions to develop their final 2025 Legislative Priorities, which are attached for reference. It is notable that the majority of the City Council’s priorities “made the list” on the LOC final priority list.

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	Oct 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	Oct 2024
PW	Storm Water Master Plan	\$60,000	Jan 2025
Water	Water Conservation & Management Plan	\$50,000	Jan 2025

*Highlighted projects indicated recently completed

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Street surface condition (potholes _ - N Skinner)	9/3/24	Active
Dangerous Tree – N Skinner	9/4//24	Closed
Dangerous Tree – N Skinner	10/10/24	Closed
Pickleball Court – Slip hazard with surface	9/4/24	Closed
Dangerous Tree – E Locust	11/6/24	Closed
No Parking issue – N Willamette	11/18/24	Closed
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

Water

- Distribution system emergency repair at Pioneer Valley Estates
- Roof repair at well #2
- Completed wetland restoration (DEQ permit) for eastside waterline extension

Wastewater Treatment & Collections

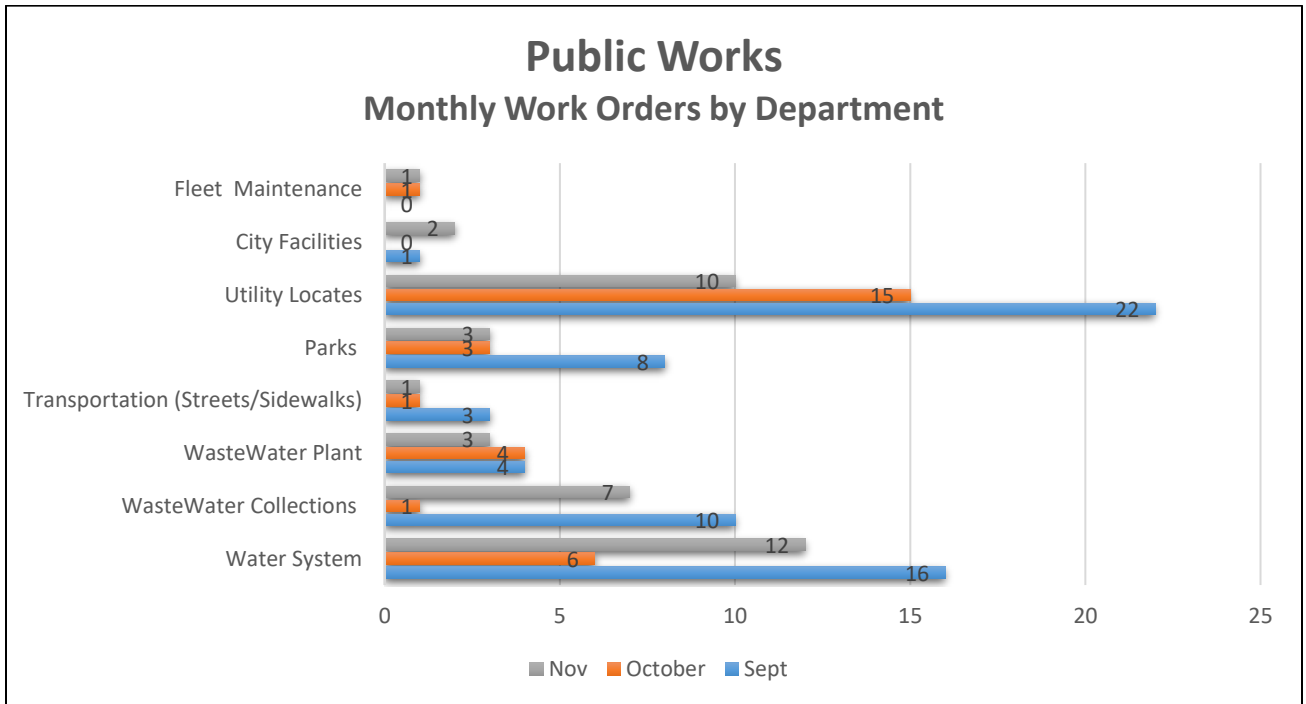
- Replacement of failed feed pump at Treatment Plant
- Restoration of communications/notification system for Treatment Plant

Streets

- Leaf pick up process started
- Christmas in Coburg event preparations
- Veterans banner installations completed

All Departments

- Equipping and building preparations for occupation and use of new PW Operations building at the Treatment Plant



Planning

- SUB 01-22: Coburg Creek Subdivision: Dwelling permits issued for each lot, final walkthrough scheduled for December.
- Issued seven Structural/Plumbing/Mechanical/Electrical permits in November.
- Issued Certificate of Occupancy for new Public Works Operations Building.
- Attended regional transportation meetings including Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Transportation Planning Committee (TPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update TAC meeting in addition to the CFEC Project management team meetings and ODOT multimodal inventory project's statewide technical advisory committee (STAC) meeting.
- Continued research of FEMA's new floodplain requirements for NIFP participating communities.
- RARE AmeriCorps member, Dabeat Nieto Wenzell, working on developing maps, riparian restoration project and creating a vegetation maintenance and management plan.
- Special guest, Jim Bell, gave a presentation on the Railroad & Coburg at the November Heritage Committee meeting.

Municipal Court

November 2024 Activity Measures:

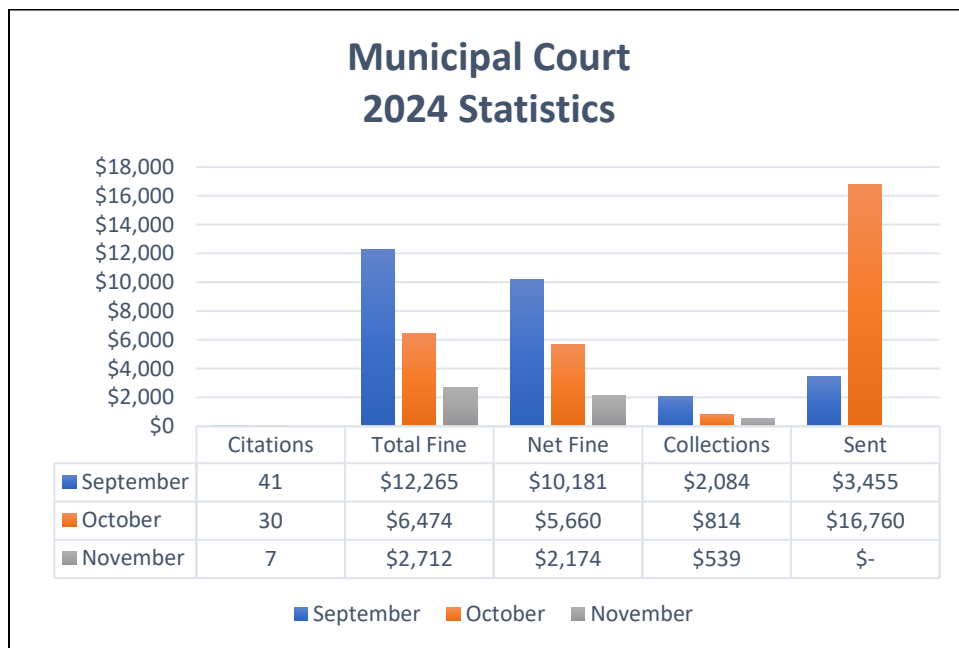
- New Citations for November 5, 2024 Court Date: 7
- Total Fines: \$2,712.46 (total monies taken in for the month, nothing deducted), compared to \$12,213.14 in November of 2023
- Net Fines: \$2,173.71 (City share only, NOT including collections), compared to \$5,890.00 in November of 2023

November 2024 Professional Credit Service Collections:

- Total Collection Revenue: \$538.75 compared to \$6,323.14 in November of 2023
- Turned over to collection: \$0 compared to \$12,525.00 in November 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.

Next Regular Court Session: December 3, 2024



Police

- Contacted a suspicious subject.
- Transported custodies for their court appearances.
- Arrested a male for endangering the welfare of a minor.
- Arrested a female on a warrant.
- Took a report for theft.

- Investigated a stolen vehicle and a burglary.
- Responded to several complaints regarding trespassing at the Truck N' Travel.
- Conducted a DHS welfare check and determined it was unfounded.
- Arrested a male on a warrant.
- Used the CHETT fund for a citizen.
- Investigated a road rage incident that led to an assault and strangulation.
- Took a report of criminal mischief at the park.
- Investigated a violation of a restraining order.
- Responded to a house fire.
- Responded to a domestic dispute and determined a crime was not committed.
- Assisted the Lane County Sheriff's Office with a DUII crash investigation.
- Tagged vehicles for violating the City Ordinance.
- Assisted motorists with a motor vehicle accident.

Upcoming Events:

- Christmas in Coburg.
- Coburg Light Parade.
- Shop with a Cop.
- DUII enforcement concentration.