

City Administration Report



September 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. Infrastructure Project Updates

In addition to the monthly list of projects in the table below, there are several projects that are nearing completion and a few new projects that are moving quickly towards bid and construction to highlight.

- Public Works Operations Building – This is a nearly \$1.4 million dollar project being internally funded by the three enterprise funds that will be utilizing the space (Streets, Water, Sewer). Cash funding the project does burden each of the three departments, but avoids the need for what would typically be at least a ten year debt service repayment schedule.

The project is scheduled for completion the first week in October with a Mayor and Council site visit scheduled for October 8th before the regular October Council meeting.

The project consists of two buildings, the larger building is the PW Operations Center, housing two offices, the SCADA control systems, a conference room, equipment storage and maintenance and water, sewer and streets Department supplies and equipment. The second, smaller building was purchased by the Coburg Fire District and will be used by the District for equipment storage for ten years then returned to the City for its use.

- N Willamette/N Macy/N Harrison Street Reconstruction – This over \$800,000 project is funded with \$250,000 from the Oregon Dept of Transportation (ODOT) and the remainder coming from the Street Fund (gas tax, TUF, etc)

This project has proceeded as scheduled and will be completed the first week in October, with final ODOT grant approval and reimbursement anticipated to be complete in November.

- Pavilion Park Improvements – The first phase of improvements was completed in May of 2024, which included a new two room, pre-cast restroom building, new septic system and utility infrastructure for the restroom, future fountain and irrigation controls. Phase II of the project includes paved, accessible parking and pathways, expanded irrigation systems, mounding and plantings at the SW corner of the new area of the park, infrastructure for lighting and a new fountain feature. Staff is

providing a formal project construction bid update at the September 10, 2024 meeting with recommended direction on next steps to maintain the current expected completion date of early June 2025.

- Well #3 Construction and Connection – This project will provide over 150 gallons per day of water supply to the City's water system, a 10-12% increase in total supply. The well has been drilled and capped, awaiting the construction of the treatment and controls building, followed by the construction of the transmission line that will connect the well #3 supply to the City's distribution system.

This project is funded with the Water Loan funds obtained by the City in 2018 that has been instrumental in the accomplishment of a number of critical water system infrastructure improvement projects. The remaining elements of the well #3 project will likely utilize all of the remaining \$1.3 million of water loan funds, after which the total loan of \$5.5 million will convert to a 20-year debt service agreement with annual debt payments of approximately \$275,000. Water rate revenues are utilized to make the annual debt service payments along with the existing debt service and operations and maintenance of the overall water system.

2. US Postal Service

Residents of Coburg have voiced frustration with a variety of elements of the current US Postal Service (USPS) delivery systems. City staff have made several attempts at contacting USPS staff to relay these frustrations and solicit options that may be available to mitigate or rectify the situation to no avail.

Former City Councilor Mike Watson has been instrumental in voicing these concerns to various USPS staff and has made significant progress in communicating the current challenges and inadequacies of the delivery system. Mr. Watson has kept both the City Administrator and Mayor Bell informed and involved in his communications and progress and there is movement within USPS management to formally address the concerns brought forward. While there is no specific plan or course of action, the work done to date by Mr. Watson is highly encouraging and appreciated by staff and Mayor Bell and we look forward to providing a more concrete update and commitment from USPS to improve delivery services for residents and businesses of Coburg. "Stay tuned"

3. Community Profile

Attached to this report is a Community Profile and Labor Market Report from the Oregon Employment Department. The "Coburg Fact Sheet" provides a population summary for Coburg and the region, as well as some interesting demographic and labor data. Of particular interest to staff was the relatively unique statistics regarding the ratio of workers living and working in Coburg vs. workers living outside of Coburg and working within Coburg.

4. Camping Ordinance Review

Soon after the recent US Supreme Court ruling on the Grants Pass homeless/camping case, CIS (the City's insurance entity) put information and a webinar out to assist local jurisdictions in understanding the potential implications of the ruling. In addition to reviewing the information and attending the webinar, staff requested an informal review from Carrie Connelly of the Local Government Law Group of Coburg's ordinance as it relates to the Supreme Court ruling. Carrie was the primary author and legal staff that led the City's work on the camping ordinance adopted in mid-2023 that is currently in place to guide the City's response to homelessness and camping issues within the City limits.

Carrie confirmed staff's assessment that the ordinance as currently adopted remains a viable and valuable legislation regardless of the Supreme Court decision, primarily because of Oregon's adopted of HB 3115, which was approved by the Oregon Legislature in 2023.

In short, camping bans remain unlawful in Oregon and having ordinances in place to provide structure and some limitations, but still allow sitting, lying, sleeping, keeping warm and dry should remain in place. Staff continues to monitor developments on this topic and will update Council if and when changes may be worthy of Council review.

5. Annual Performance Reviews/Department Workplans*

The City's leadership team recently completed annual reviews in one-on-one sessions with the City Administrator. Primary areas covered included; Communication/Collaboration, Finance/Administration, Organization, Job Knowledge and Professional Development. While a review of the prior year is important and valuable, much of the time spent focused on the next 12-18 month ahead with a transition from a review to the development of individual and department workplans. These plans will continue to be developed through the fall with a completion target of the end of the calendar year.

From the City Administrator standpoint, we have an excellent group of skilled individuals leading our Departments and programs who are motivated to continue to improve their professional skills, efficiency and output to benefit the organization and the community while also supporting the growth and development of their employees.

We also have strong collaboration, communication and rapport within our leadership team making us strong as a unit than we could ever be on our own.

**** See attachment for Performance Review Process Summary**

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	March 2025
Water	Stallings Transmission Line	\$1,500,000	June 2025
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Oct 2024
Sewer	System Capacity Analysis – Kennedy Jenks	\$32,000	Oct 2024
PW	PW Operations Building	\$1,350,000	Oct 2024
PW	Storm Water Master Plan	\$60,000	Dec 2024
Water	Water Conservation & Management Plan	\$50,000	Nov 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
Alley vegetation Maintenance Question	7/9/24	Closed
Noxious vegetation – Mill St	7/11/24	Closed
Noxious vegetation - Lincoln St	7/15/24	Closed
Abandoned Vehicle – Lincoln St	7/15/24	Closed
Noxious vegetation – Vintage Wy	7/15/24	Closed
Noxious vegetation - City right-of-way/swale (Bruce/Abby)	8/1/24	Active
Missing Bike Parking - Dari Market	8/13/24	Closed
Public Parking area inquiry (staff confirmed public parking)	8/19/24	Closed
Alley Right of Way obstruction (rocks)	8/26/24	Active
Vision clearance - Pearl St park row	8/26/24	Closed
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

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

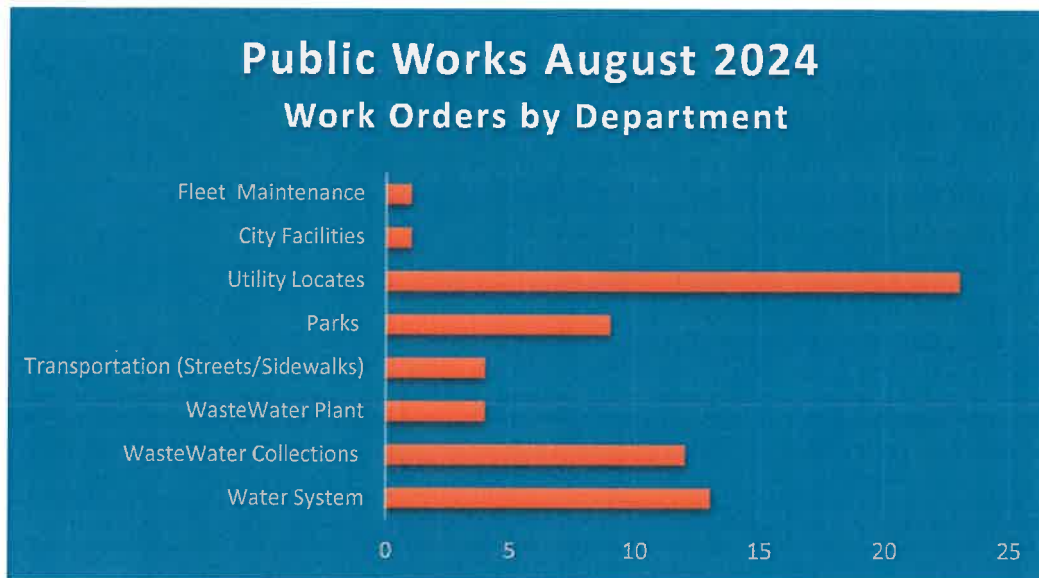
July Highlights

- Completed Service line and meter installation for Premier RV
- Installed Septic Tank system for PW Operations Center building
- Completed major maintenance project at Johnny Diamond Park
- Replaced lifted hazard sidewalk sections at Norma Pheiffer Park



August Highlights

- Well #2 motor/pump emergency repair
- Major tree trimming and roadway patch/repair on N Industrial Wy
- Installation of public art at Norma Pheiffer Park



Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: Two dwelling permits issued in August and two under review currently.
- Held Pre-App meeting for McKenzie Street Cottage Cluster Housing development.
- 14 Structural/Plumbing/Mechanical/Electrical permits issued in August for a total valuation of \$922,750.51.
- Two commercial sign permits issued: One to convert the Shell to ARCO signs at the TA gas station and one for the Christ King church on Pearl St.
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update meeting.
- RARE member starts September 16th to implement TMDL work sponsored by DEQ. The RARE member will work in collaboration with Muddy Creek Irrigation Project and the City of Tangent. Staff attended supervisor training and are preparing for onboarding the new member.
- Planning Commission will hold a public hearing for a Conditional Sign Permit application on September 18th. The applicant is Coburg Community Charter School, and the request is to replace an existing, non-conforming, free-standing sign.
- Completed Annual Housing Unit and Population Survey (AHUPS) conducted by Portland State University's Population Research Center. Survey completion is mandatory and crucial for determining state shared revenues and assisting decision makers and planners.

Municipal Court

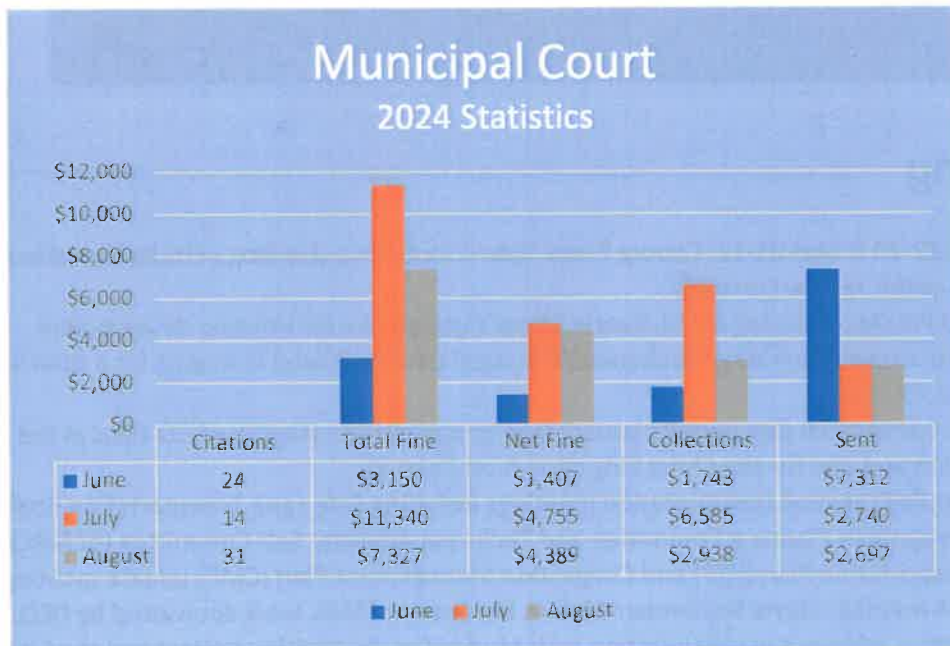
August 2024 Activity Measures:

- Citations (Crimes and Violations)
 - New Citations for August 20, 2024 Court Date: 31

- August 2024 Receipts Including Collections,
 - **Total Fines: \$7,326.87** (total monies taken in for the month, nothing deducted), *compared to \$6302.50 in August of 2023*
 - **Net Fines: \$4,388.50** (City share only, NOT including collections), *compared to \$6302.50 in August of 2023*

- August 2024 Professional Credit Service Collections:
 - **Total Collection Revenue: \$ 2,938.37** *compared to \$0 in August of 2023*
 - **Turned over to collection: \$ 2,697.00** *compared to \$12,465.00 in August 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 Court Date: September 17, 2024, Regular Court Session

Police

- Officer arrested a male for DUII.
- Officer took a report of identity theft.
- Officers took a report of an attempted burglary.
- Officers used CHETT Fund to provide fuel for a stranded motorist.
- Officers arrested a male for a misdemeanor warrant.
- Officers arrested a male for a felony warrant.
- Officers placed a police officer hold on a female.
- Officers assisted the fire department with an overdose patient.
- Officer used CHETT for stranded motorist.
- Officer arrested a male for a probation violation warrant.
- Officer arrested a male on a warrant for failure to report as a sex offender.
- Officer assisted Bend PD with a stolen bicycle.
- Officer arrested a male for a misdemeanor warrant.
- Officer completed a sex offender registration.
- Officer assisted with emptying the medication return box.
- Officer took a report of DHS referral for child endangerment and determined it was unfounded.
- Officer solved a city ordinance violation.
- Officer removed an abandoned vehicle.
- Officers arrested a male for criminal trespass and theft.
- Officer took a report for identity theft.
- Officer responded to a report of a robbery on East Pearl Street but was unable to find the suspect.
- Officers investigated a motor vehicle crash and cited the driver who was at fault.
- Officers manned a table at the Car Show.
- Officers conducted foot patrols for Concerts in the Park.



Quality Information, Informed Choices

Labor Market Information

State of Oregon • Employment Department • www.QualityInfo.org

Coburg Fact Sheet

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 Date: 7/1/2024

Lane County Population Trends							
	2000	2010	2023	Change 2000-10	%	Change 2010-23	%
Coburg	969	1,040	1,475	71	7%	435	42%
Cottage Grove	8,445	9,705	11,095	1,260	15%	1,390	14%
Creswell	3,579	5,030	5,823	1,451	41%	793	16%
Dunes City	1,241	1,305	1,454	64	5%	149	11%
Eugene	137,893	156,295	177,339	18,402	13%	21,044	13%
Florence	7,263	8,465	9,832	1,202	17%	1,367	16%
Junction City	4,721	5,430	7,427	709	15%	1,997	37%
Lowell	880	1,045	1,261	165	19%	216	21%
Oakridge	3,172	3,205	3,235	33	1%	30	1%
Springfield	52,864	59,425	63,078	6,561	12%	3,653	6%
Veneta	2,762	4,565	5,261	1,803	65%	696	15%
Westfir	280	255	261	-25	-9%	6	2%
Unincorporated	98,908	96,245	96,833	-2,663	-3%	588	1%
Lane County	322,977	352,010	384,374	29,033	9%	32,364	9%
Oregon	3,421,399	3,837,300	4,291,525	415,901	12%	454,225	12%

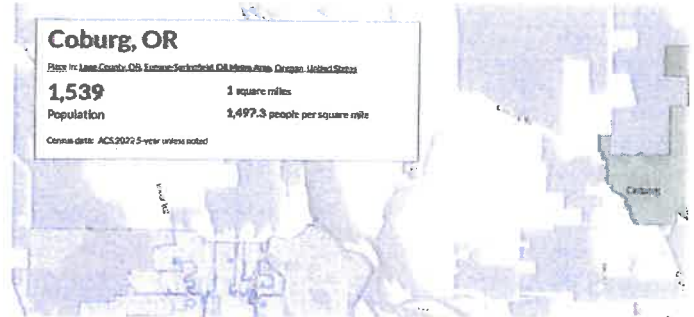
Source: U.S. Census Bureau, Portland State University

Inflow/Outflow Commuters in 2021
 Selection Area: Coburg City Limits, All Jobs



Workers Employed in Selection Area	2,068	
Employed in Selection Area but Living Outside	2,032	98%
Employed and Living in Selection Area	36	2%
Workers Living in Selection Area	524	
Living in Selection Area but Employed Outside	488	93%
Living and Employed in Selection Area	36	7%

Source: OnTheMap, LEHD Census



More Information:

<https://censusreporter.org/profiles/16000US4114400-coburg-or/>

Demographics	Coburg	Lane County	Oregon	US
Total population	1,539	382,218	4,229,374	331,097,593
Under 18 years	28%	18%	20%	22%
18-24 years	10%	13%	9%	9%
25-54 years	29%	37%	40%	39%
55-64 years	12%	13%	13%	13%
65+ years	21%	20%	18%	17%
Median age	37.9	40.1	39.9	38.5

Source: US Census 2022 5-year ACS table S0101

Labor Force and Income	Coburg	Lane County	Oregon	US
Median household income	\$79,732	\$65,157	\$76,632	\$75,149
Percentage of population 16+ in labor force	57%	61%	63%	64%
Percentage below poverty level in last 12 months	5%	16%	12%	13%

Source: US Census 2022 5-year ACS table DP03

Educational Attainment	Coburg	Lane County	Oregon	US
Population 25 & over	953	264,813	2,999,096	226,600,992
Non-HS graduate	13%	7%	8%	11%
High school graduate	19%	23%	23%	26%
Some college	23%	27%	25%	20%
Associate's degree	15%	10%	9%	9%
Bachelor's or higher	30%	33%	36%	34%

Source: US Census 2022 5-year ACS table S1501



City of Coburg

Department Head Performance & Workplan Review and Update

An Annual Evaluation and Progress Tracking Plan

The City of Coburg is a small, eighteen-person(18) organization with a seven-member(7) governing body (Mayor & Council) that is responsible for professional financial and operational management of many of the core services relied upon by the residents and businesses within Coburg.

Services include:

Public Safety – Water Treatment and Distribution – Wastewater Collection and Treatment – Streets and Storm Drains – Parks and open Space – Municipal Court – Land Use Planning & Economic Development

This responsibility to the community must be accomplished through the hiring, training and continued development of its staff that carry out a multitude of tasks, activities and processes in support of the Mayor and Council who lead the organization and the community through their fiscal, operational and long-term planning decisions.

The ability of the organization to fulfill the responsibilities associated with providing the services at the level expected both internally and the community relies heavily on its staff. Maximizing the financial investment in its staff resource necessitates a strong culture and system of performance evaluation, professional development planning and achievement.

The City's Leadership Team is led by the City Administrator and comprised of the following:

Public Works Director – Planning Director – Police Chief – City Recorder – Municipal Court Administrator – Finance Director

The Leadership Team is committed to individual professional development and organizational achievement concurrent with training & development of the staff it manages and supports, who are critical to the overall success and accomplishments of the organization.

The process utilized to conduct evaluations, set individual departmental and organizational goals and plans, and monitor, update and communicate these goals will continue to evolve over time. The following will be utilized as the structure for this process for fiscal year 2025.

I. Evaluation

Objective: Review performance, accomplishments and challenges over the prior 12-month period.

Tools Utilized:

- Department Head Self-Assessment
- City Administrator Employee Assessment
- Staff Feedback – Peers and those supervised
- Council Adopted Framework/Strategic Plan
- Department Budget

II. Professional Development Plan

Objective: Establish, review and update annual individual and department level professional development plans.

Tools Utilized:

- Self and City Administrator Self-Assessments
- One, Three, and Five-Year Goals Document (self and Department)
- Professional Training Workplan
- Department Strategic Plan
- Council Adopted Framework/Strategic Plan

III. Progress Tracking Plan

Objective: Documentation and communication of progress towards goals and plans contained within the Professional Development Plan that may include tasks/activities necessary to accomplish larger goals and incorporates related Council Strategic Plan goals and associated assigned tasks and action.

Tools Utilized:

- Tracking Spreadsheet/Gantt Chart
- Quarterly Review/Updates
- Annual Review/Evaluation

