



# City Administration Monthly Report

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October 8, 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

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### 1. **Public Works Staff Update**

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)
- Public Works Worker II (1.0 FTE)
- Public Works Worker I (3.0 FTE)

During the month of October, two six-year tenure staff positions will be departing the City for other professional employment opportunities. Burke Hansen, Public Works Supervisor, has provided field level operational leadership across all Public Works functions with specialty certification and experience in both water and wastewater systems. Ty Wilson, Public Works Worker II, has functioned as an invaluable jack of all trades in the field and the wastewater plant and gained several professional certifications in water and wastewater in his time with the City. Both will be missed by their Public Works team and City staff overall.

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, provide the City with an extremely solid base to work from while potential operations and maintenance programs are evaluated across all Public Works functions (Water, Wastewater, Streets, Parks, Storm Drains).

During the course of this evaluation, no replacement hiring processes will be initiated so as to preserve options to increase operational efficiencies. Within the next 30-60 days, staff will update Council on mid to long term plans for Public Works Department structure to meet both current and future needs of the organization and community.

### 2. **Pavilion Park Phase II Update**

With Council's recent approval of a modified bid award to Wildish Construction at its September 24, 2024 Special Meeting, staff was able to complete all contract submittals and approvals, schedule and hold a pre-construction meeting and start site prep for the project

to formally get underway the week of October 17<sup>th</sup>. The project earthwork, concrete and parking installation will happen between October 17 and November 25 then the project will pause for spring seeding, planting and final amenity installations. The park area will be available for widespread use and enjoyment before the end of May, 2025.

### 3. **Coburg Countryman – Community Newsletter**

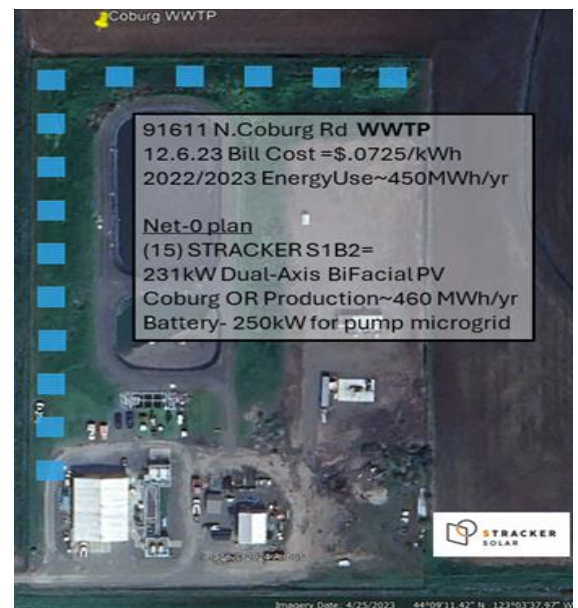
Coburg Main Street recently released its first edition of the Coburg Countryman Newsletter. The City utilizes regional lodging tax revenues that are dedicated for tourism related activities to help financially support this community publication and look forward to its evolution and expansion. Congratulations and appreciation go to Megan Dompe, Executive Director and the entire Coburg Main Street Board of Directors for getting this important project off the ground and available to the Coburg community.



### 4. **External Funding Update**

The City had submitted for two different competitive funding opportunities for capital projects in early 2024 and was just recently informed that Coburg did not receive funding for either project.

The [Wastewater Treatment Plant solar project](#) was a grant project through the Oregon Department of Energy's Community Renewable Energy Grant Program and was designed to provide renewable energy to the wastewater plant that would have significantly reduced energy related operating costs by approximately \$30,000/year while also providing battery back-up for emergency outages to extend the use of existing diesel generators. The project scored well, but was beat out by some excellent solar generation and energy resiliency projects around the state. A total of 75 application were received with project costs totaling over \$47 million. 34 projects were ultimately awarded grant funds totaling \$18 million. Staff has already begun re-working the grant application to be ready for the next round of this program in early 2025.



A request for Congressionally Directed Spending (“federal earmarks”) was submitted by staff for the [Pioneer Valley Estates water distribution system replacement project](#). Support letters were provided by residents of PVE, Coburg Fire District and Lane County Public Works, but was ultimately unsuccessful. While disappointed, staff will continue to look for funding opportunities for this important water system project that needs to be addressed within the next several budget cycles.

**5. Loop Path #4 Project Update**

This project is a state/federal funded pavement and multi-use loop path extension located on N Industrial Way and has been in the design/development stage for well over a year due to path location adjustments to avoid the need for easements from the abutting property owner. A recent meeting with the project team from the City of Eugene (acting as our certified agency per federal requirements) and ODOT (funding coordinators) indicated that final design should be complete in early spring to accommodate project bidding and construction in summer of 2025 for both the street paving and loop path installation.

**6. Coburg Creek Neighborhood Pop Up Meeting**

Mayor Bell and City Staff (Adam, Brian, Megan) held an informal meeting at the site of the future Coburg Creek Park last week (Oct 2) to meet new residents of the subdivision and discuss how public input, planning and funding will shape the development of the lands that were dedicated to the City as part of the land use approval process for the residential subdivision that is now nearing full build-out. There was a great turnout of residents and early conceptual input was taken in by staff, along with some information provided from staff and Mayor Bell regarding current funding limitations and the need to plan the future development in phases over time.

## 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	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	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
Noxious vegetation - City right-of-way/swale (Bruce/Abby)	8/1/24	Active
Alley Right of Way obstruction (rocks)	8/26/24	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

## 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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### Water

- Connected Premier RV to City Water System
- 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.

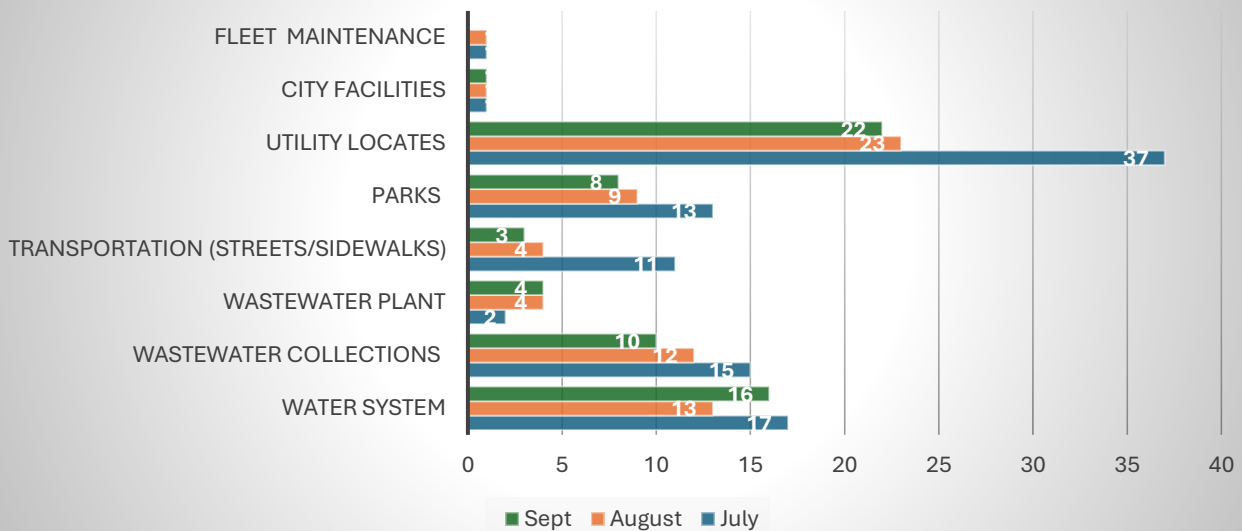
### Wastewater Treatment

- Recovery Cleans were performed at the plant by staff and all went well

### 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
- Using excess asphalt from the N Willamette project, PW staff was able to complete the Van Duyn Sidewalk project by adding the pavement to the backside of the sidewalk along the church parking lot.

## Work Orders 2024 YTD

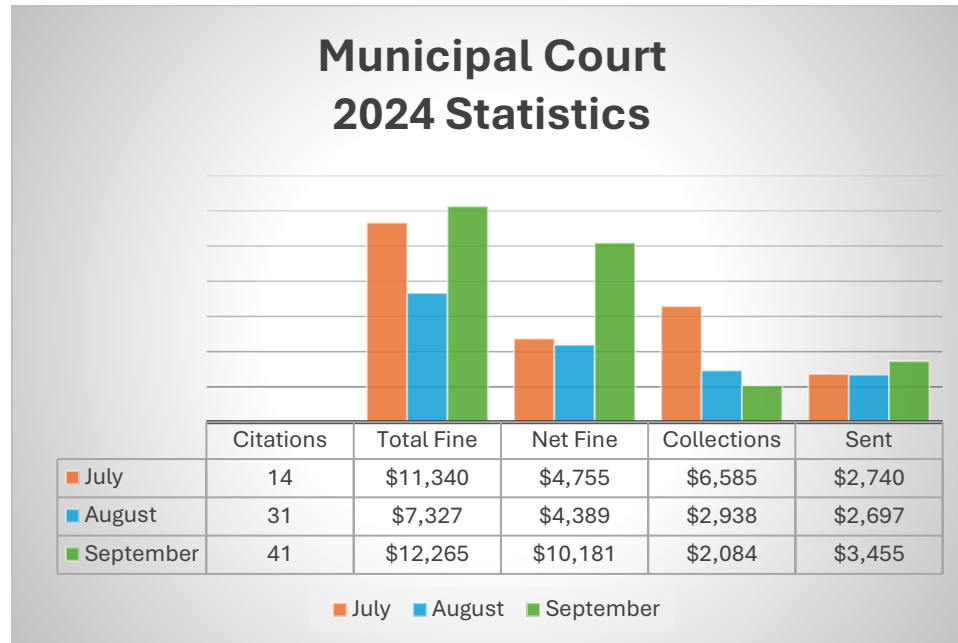


## Planning

- SUB 01-22: Coburg Creek Subdivision: Two dwelling permits issued in September and two under review currently;
- Held follow up pre-app meeting for McKenzie Street Cottage Cluster Housing development;
- Six Structural/Plumbing/Mechanical/Electrical permits issued in September for a total valuation of \$1,004,322.73;
- Planning Commission approved Conditional Sign Permit application from Coburg Community Charter School to replace existing free standing sign;
- One commercial sign permit issued for the Greenhouse food truck plaza on Willamette St.;
- 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) first meeting;
- Kicked off code audit project with consultant LCOG funded by DLCD to evaluate current regulations with the walkable model code being developed as part of CFEC rulemaking implementation efforts;
- RARE member began service on 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. Onboarding has been a success thus far;
- Attended open house at Coburg Creek Subdivision to engage residents on future planning efforts;
- Working with the University of Oregon's institute for Policy Research and Engagement (IPRE) to develop scope of work for students to conduct a community

survey in Coburg as part of the service learning class Real World Lane County during Winter term. [Real World Lane County Connects Students and Community | School of Planning, Public Policy and Management \(uoregon.edu\)](#)

## Municipal Court



- **September 2024:**

- Citations (Crimes and Violations)
  - New Citations for September 17, 2024 Court Date: 41
- Receipts Including Collections
  - **Total Fines:** \$12,264.81 (total monies taken in for the month, nothing deducted), *compared to \$10,229.47 in September of 2023*
  - **Net Fines:** \$ 10,181.00 (City share only, NOT including collections), *compared to \$6,408.50 in September of 2023*
- Professional Credit Service Collections
  - **Total Collection Revenue:** \$2,083.81 *compared to \$3,820.97 in September of 2023*
  - **Turned over to collection:** \$ 3,455.00 *compared to \$ 0 in September 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: October 22, 2024, Regular Court Session
- Court Administrator was awarded a scholarship and will be attending the OACA Court Conference Oct. 13-15, 2024

## **Police**

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- Officers investigated unlawful dissemination of intimate image.
- Officer followed up on a DHS cross report and determined the children were safe.
- Officer cited a female for a misdemeanor warrant.
- Officer investigated a theft of a bike from the McDonald's.
- Officer investigated a theft from a local business.
- Officer took a report for seized property.
- Officer took a report of bank fraud.
- Officer responded to a male who overdosed on narcotics.
- Officer investigated a missing juvenile. The juvenile returned home safely the same day.
- Officer assisted OSP with taking a female into custody for a police officer hold.
- Officer investigated criminal mischief to a vehicle.
- Officer responded to a male who overdosed on narcotics.
- Officer arrested a male on a felony warrant.
- Officer responded to a disorderly juvenile and placed him on a police officer hold.
- Officer investigated a non-injury crash.
- Officer investigated an unlawful criminal possession of a rental vehicle. The vehicle was entered as stolen.
- Officers resolved several illegal camping complaints.
- Officer arrested a male for violating a restraining order.
- Officers participated in the Honor's Flight.
- Officer participated in the range.
- Officers presented the I Love U Guys to the Coburg Charter School Staff.
- Offices patrolled the Antique Fair.
- Wal-Mart donated 5-\$150 gift cards for the upcoming annual Shop with a Cop event.
- Officers attended a building search class.
- Officers were given information regarding a male attempting to enter a residence

### **Upcoming Events:**

- Trunk or Treat.
- Scarecrow contest.

