



City Administration Monthly Report

March 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

1. **2025 Council Retreat**

Council held its annual retreat February 22, 2025, which is an opportunity for Council to discuss long-range issues, challenges, opportunities and goals along with hearing from staff on accomplishments and process on 2024 goals and objectives. Housing, economic development and financial sustainability of the City's budget were themes that were discussed throughout the day's activities. The 2026 Council Framework document has been updated to reflect the discussion and is on the March agenda for review and adoption as the workplan for 2025 and into 2026.

The extra time spent on a Saturday by the Mayor and Council working on goalsetting and long-range planning is much appreciated by staff as it is an important event to help align day to day operations with long-range priorities.

2. **Federal Funding Update**

The City of Coburg, similar to many/most local jurisdictions within Oregon, accesses and utilizes federal funding primarily for capital infrastructure projects. City staff have been monitoring the recent unpredictability of the status of issued and pending federal grant and loan funds and have not yet identified risk of loss of funds. A non-exhaustive list of current or upcoming projects that utilize some level of federal funding include:

- Coburg Loop Path #4 (extension of multi-use path from Sara Lane to Trails End Park)
- Water Loan projects (Well #3 completion) – existing loan partially federally funded
- Coleman Collector Street Phase I – Federal funds issued to Lane County and fund swap to the City of Coburg (funds in hand)
- Solar System installation at Wastewater Treatment Plant – Grant program may not continue to receive funding impacting pending grant application (May 2025)
- ODOT Truck inspection program

While the projects and programs listed above are not currently impacted, it is highly likely that the federal funding uncertainties will affect other agencies in the region that could impact the level of service or capital project work that benefit the region. The scale and depth of the impacts are not yet known.

3. **S & P Global – 2025 Credit Rating**

S & P Global (part of Standard and Poor's) recently completed an audit and credit rating review of the City and lowered the long-term rating of the City from an A+ to an A-, (top of range is AAA, bottom of range is BBB) a two point rating reduction, noting a stable outlook.

The primary driver of the rating reduction is due to low general fund reserves (ending fund balance) relative to general fund revenues. The current ratio is seven percent (7%) and is consistent with prior staff presentations highlighting the need to implement fund balance targets and develop a revenue/expense strategy that builds the fund balance closer to a 15-20% ratio over a number of years (2-5).

City staff will be working with the Finance/Audit Committee to develop a recommended set of fund balance targets for each of the City's four funds and will present to Council in the coming for review and approval.

The complete credit rating is attached to this report for reference.

4. **City Council Work Sessions - 2025 Schedule (Draft)**

The Mayor and City Administrator have developed a draft schedule for Council work sessions for the remainder of 2025 that is shown below with the inclusion of Budget Meetings to assist with individual Councilor scheduling.

March 25th – Collector Street Project Update, Community Survey, Fireworks Ordinance Discussion
April 15th – Budget Committee Meeting #1
April 19th – Budget Committee Meeting #2
June 24th - Utility Capacity and Master Plan Update (water, wastewater, storm drain)
July 22nd - Lane County Transportation Presentation on Jurisdictional Transfers
Sept 23rd - URA Overview and future options
October 28th - Advisory Committees & Commissions Review

5. **Psilocybin Prohibition Ordinance Expiration**

The City Council approved an ordinance that implemented a two year ban on the use of psilocybin within the City limits of Coburg as allowed by Oregon Revised Statutes (ORS) at the time. The ordinance has recently expired. It is staff's recommendation, aided by Mayor Bell's discussion with Serenity Lane CEO Pete Kerns, that no replacement ordinance be put forward as controlled substance (schedule I) regulations limit the potential utilization of the drug, but may be a desired future program use at Serenity Lane that a ban would prohibit the possibility of the regulated use of the drug at that facility.

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	Jan 2026
Water	Stallings Transmission Line	\$800,000	Feb 2026
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	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	March 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
Street/Storm Drain problems – Locust St	3/7/24	Active

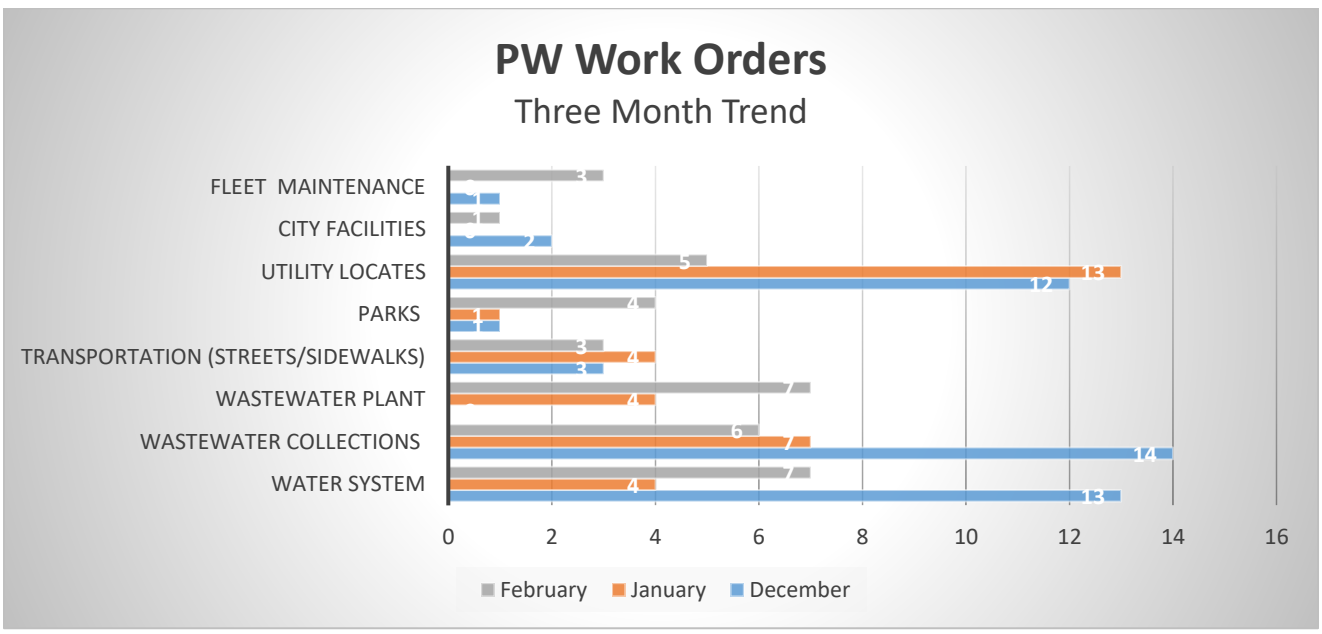
Department Activity & Statistics

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

Public Works

- Engineering/Design meetings for
 - Stallings well treatment building, SCADA and transmission line
 - Coleman Collector Street project
 - Well #1 Piping repair consultation

- Two septic system pumpings
- WWTP tour for Coburg Charter School (4th/5th grade)
- Tree limb removal and pick up from winter storm activity
- Parks equipment preparations for vegetation seasons



Planning

- Issued five Structural/Plumbing/Mechanical/Electrical permits in February
- Attended regional transportation meetings including MPC & TASC, 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
- Continued work 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
- Met with new Transportation Options Specialist supporting Coburg (LCOG) to develop a 2025 workplan including collaboration opportunities with CCCS and Main Street and enhancements to the bike hub
- RARE AmeriCorps member, Dabeat Nieto Wenzell, successfully led a water quality skills day series with CCCS, which ended in a tour of the WWTP that the students and chaperones found fun and educational. He is now developing a native planting project that will involve students from CCCS and the UO
- Continued work with student team from UO's Real World Lane County class to deploy community survey
- Heritage Committee members distributed Historic Preservation Award Plaques to three recipients: the Goodman House (c. 1912, 91131 N Diamond St.); HJ Cox House (1899, 32619 Bruce Way); William Van Duyn House (1877, 91108 Willamette St, Chief's Restaurant)

Finance

- Began internal staff budget preparation, end of year estimates, workforce costing forecasts, revenue forecasting, etc
- Completed final test database processing of Accounts Payable invoice payments with newly developed AI software. Will run on live database in April.

Municipal Court

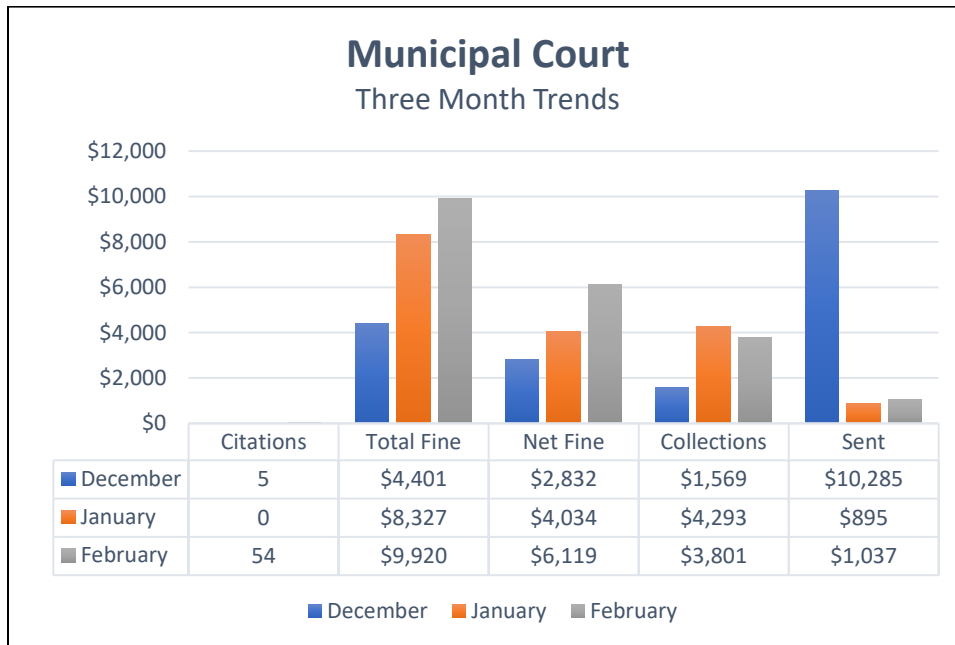
- Upcoming Court Date: March 18, 2025 - Regular Court Session
- Judge Williams will be attending the Oregon Judge's Association Conference March 19-21, 2025
- Jury Trial scheduled for April 22, 2025

- Citations (Crimes and Violations)
 - New Citations for February 4, 2025 Court Date: 54

- February 2025 Receipts Including Collections,
 - **Total Fines:** \$9,920.14 (total monies taken in for the month, nothing deducted),
compared to \$ 4,792.85 in February of 2024
 - **Net Fines:** \$6,119.00 (City share only, NOT including collections),
compared to \$2,887.00 in February of 2024

- February 2025 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$ 3,801.14
compared to \$1,905.85 in February of 2024
 - **Turned over to collection:** \$1,037.00
compared to \$0 in February 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.



(2/4/2025 – 2/25/2025)

MULTIPLE OFFICER RESPONSE:

- Dispute involving multiple neighbors: **No Crime, Resolved**
- Disorderly subject in the Coburg Municipal Court: **Resolved**
- Traffic stop with non-compliant driver: **Traffic Citation Issued**
- Business Alarm with suspicious circumstances: **Resolved**
- Arrest of a suspect from a 2024 Sex Crimes case: **Arrested and lodged in the Lane County Jail for Luring a Minor, Online Sexual Corruption of a Child, Endangering the Welfare of a Minor, Give Liquor to a Minor/Intoxicated Person**

SINGLE OFFICER RESPONSE:

- Theft by Deception/Fraud: **Probable Cause for Arrest**
- Attempt to Locate a reported intoxicated driver: **Located, Not Intoxicated**
- A vehicle repossession to ensure no problems existed: **Vehicle Towed, No Issues**
- Traffic Hazard on E. Pearl Street near S. Stuart : **Resolved**
- Overdose at Serenity Lane: **Assisted Medics**
- Conducted a Truck Inspection: **Traffic Citation Issued**
- Verbal dispute involving spouses: **No Crime, Resolved**
- Warrant Service for Failure to Appear (FTA): **Arrest, Lodged**
- City Ordinance violation for illegally parked trailer: **Tagged for Tow, Resolved**
- Traffic Hazard on E. Pearl Street near Industrial Way: **Assist Public Works**
- A request for a courtesy transport: **Assist, Transport**
- Assist the Coburg Fire Department with a sick person: **Assist Fire Department**
- Assisted the Sheriff's Office in investigating an assault: **Assist**
- A complaint of vicious dogs attacking/killing another pet: **Citation for City Ord.**
- Report of Criminal Mischief: **Gone On Arrival (GOA)**
- Report of a Citizen Assist: **Report Taken**
- Report of a Burglary/Theft regarding a local food truck: **Report Taken**
- Report of a suspicious subject reported by citizens: **Unable to Locate (UTL)**
- A suicidal subject at the local McDonald's: **Assist**
- A disorderly subject at Serenity Lane: **Resolved**
- A dispute involving a couple regarding custody issues: **No Crime, Resolved**
- Assisted an elderly female in need of a ride: **Assist, Transport**
- A motor vehicle accident (MVA) at the Truck Stop: **Report Taken**
- A suicidal subject not responding to family/friends: **Unable to Locate (UTL)**
- A total of (36) business checks/patrol checks: **Patrol Check**

ADDITIONAL ACTIVITY:

- Reserve Officer Woods began the Mid-Valley Reserve Academy (Projected graduation date of June 20, 2025)
- Sgt. Lee has left the department as a full-time officer, he has been reclassified as a reserve police officer
- Upcoming hiring process for a new police officer with the preference given to lateral applicants

- February department meeting was held on 2/20/2025 and hosted Lane County Sheriff's Office Sgt. Speldrich, who conducted a case study of a hostage/barricade situation in Springfield which occurred in 2022.
- Annual Shred Day to be held on April 12, 2025 from 10:00-2:00 at city hall. Donations provided are given to the local food bank.