



# City Administration Report

May 14, 2024

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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. **Oregon Dept of Energy Grant Update** – City staff worked with a solar non-profit to quickly pull together an application for this potential project and made formal application this past Friday (May 10<sup>th</sup>). The project was required to be scaled back to a 199kw system size due to electric utility provider limitations and may not cover the complete energy costs of the treatment plant. Award announcements will likely come sometime in August of this year.

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April 9 CA Report - A somewhat late opportunity has arisen for Coburg to partner with a solar system installation business to submit an application for the installation of elevated solar panels at the City's wastewater treatment plant facility. The grant, if awarded, would fund the complete purchase and installation of a solar panel system that would provide 100% of the annualized energy consumed by the wastewater treatment plant operations resulting in annual electricity cost savings of \$40,000-\$50,000. In order to meet the eligibility requirements for a 100% grant (no local match), the project must include a resiliency component, such as battery storage. Staff feels this is a great potential fit in light of recent power outages that can impact the functionality of the wastewater plant and Public Works operations in general.

With the planned future installation of fuel storage and pumping for the City and potential Coburg Fire District and the new Public Works Operations building potentially becoming the City's designated Emergency Operations Center (EOC), renewable energy generation and storage becomes a more critical operation need above and beyond the initial objectives of reduction of operating costs and an incremental "greening" of the energy grid.



Grant applications are due May 10. City staff intend to enter into a formal agreement with Stracker Solar, an Ashland, Oregon based manufacturer and installer of elevated, pole mount solar systems that has completed similar municipal projects utilizing this same grant program. If successful, the project would be developed and put out to open bid consistent with City and State requirements.

2. **Equipment Surplus Sales Complete** - Subsequent to Council approval to declare a number of vehicles and equipment as surplus, The City of Coburg entered into an agreement with GovDeals, a government focused online auction service, to handle our surplus equipment sales process.

Through GovDeals, staff has facilitated the sale of twelve pieces of equipment from Public Works and the Police Department, with two remaining vehicles planned to be posted in May. The GovDeals fees are paid by the purchasers.

Staff is confident that the process saved time, reached a wider market of potential purchasers and resulted in a much higher total sales revenue than using the traditional, local sealed bids method of surplus sales. Burke Hansen, Public Works Supervisor was lead on the listing and coordination of the sales

Equipment Sold:

- 1) 2001 Chevy Silverado sold for \$2,175.00(PD)
- 2) 1998 Wood Chuck Chipper sold for \$3,550.00(PW)
- 3) 2021 Dodge 8ft bed plus rear bumper sold for \$340.00(PW)
- 4) 2021 Dodge 8ft bed plus rear bumper sold for \$380.00(PW)
- 5) 1999 Dodge Ram 3500 sold for \$2,800(PW)
- 6) 2012 Dodge Charger sold for \$750.00(PD)
- 7) 2001 Dodge Ram 2500 sold for \$3,300.00(PW)
- 8) 2004 Ford Explorer sold for \$1,075.00(PD)
- 9) 1984 International 5-yard dump truck sold for \$3,350.00(PW)
- 10) 1997 GMC Sewer Vac truck sold for \$4,750.00(PW)
- 11) 1975 Case Backhoe sold for \$4,800 (PW)

**Total = \$27,270**

3. **Business Oregon Grant Update**– City staff have been actively involved with Business Oregon, Lane County Economic Development, Collaborative EDO and the property owners of the recently annexed 107 acres on the east side of I-5 with a recent successful grant (technically forgivable loan) application.

Raven Ventures LLC (property owner) was awarded just over \$2 million dollars from the Business Oregon Semiconductor Industrial Lands Loan program for pre-development work to assist in moving the property forward in its ability to develop into the high wage, high job density project envisioned locally and regionally when the property was annexed into the City.

Below is a link to a video that was produced to provide awareness to the grant and to facilitate further funding opportunities for the development of the site.

<https://www.youtube.com/watch?v=J0pfKnWJBF4>

\* Note - The video has a reference indicating that the awarded funds go to the City of Coburg. They do not, they are awarded directly to the property owner and managed by Business Oregon

4. **RARE Grant Update** – Staff was notified this week that our grant application was successful and we will have a RARE member assigned to the City of Coburg as part of the DEQ grant to support local level TMDL water quality action plan implementation. Staff is very excited to have this great resource available to us and the community to help push forward a number of action plan items that are challenging to effectively accomplish with our current staff workloads.

*March 12, 2024 CA Report* - Oregon DEQ announced funding available to cover host organization fees to support members of the University of Oregon's [Resource Assistance for Rural Environments \(RARE\) AmeriCorps Program](#) for Willamette Mercury TMDL (Total maximum Daily Load) Designated Management Entities implementation. If selected, DEQ will cover the community match cost (approximately \$25,000) to support a RARE member in our community.

The RARE AmeriCorps Program helps build the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level members who live and work in communities for 11 months. In this instance, RARE members will provide onsite capacity to develop, deliver, and implement site-specific projects supporting implementation of the Willamette Mercury TMDL. RARE member placements and projects supported by this funding may be used to implement best management practices outlined in the Willamette Mercury TMDL WQMP. RARE host organization applications are due in early April 2024. RARE members are placed with communities for 11-month terms beginning in September 2024.

The City of Coburg plans to partner with the Muddy Creek Irrigation Project on the application to maximize the impact of the RARE member and make our application more competitive.

5. **Wastewater Treatment Plant Instrumentation Theft** – Public Works staff identified that key flow and temperature monitoring/data collection equipment was stolen from the plant's outfall location located north of Trails End Park at Muddy Creek. The equipment collects data that calculates the City's effluent discharge limits and compiles the information staff is required to submit to DEQ for excess thermal loading. The equipment was purchased in 2020. Replacement equipment has been ordered at a cost of approximately \$12,000. A police report was filed upon discovery of the equipment theft and a claim filed and accepted for insurance coverage on the replacement cost (\$1,000 deductible).
6. **Engineering Services RFP Update - Extended to June**– City staff, with assistance from LCOG Legal Services, has prepared and will be publishing a Request for Proposals for Engineering Services as discussed with Council in several prior Council

meetings. The City has enjoyed a long and successful partnership with Branch Engineering as the City’s engineer of record and has relied on their broad skillset and experience to provide an array of services to the City for its water, wastewater, transportation, storm drainage, parks and facilities system needs. It is best practice to regularly (5-7 years) review the service levels, needs and rates for municipal engineering services in the marketplace to ensure the City and the successful bidder delivers maximum efficiency for the funds utilized for the critical work of maintaining, improving and sometimes replacing the infrastructure residents and businesses rely on from the City.

The RFP was published and is **open until May 28th**, with a committee scoring review (City Administrator, Public Works Director, Planning Director, Mayor and City Councilor) and recommendation for award and contract in early June for Council review at its **June 11, 2024** Council meeting.

## 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	Dec 2024
Water	Stallings Transmission Line	\$1,500,000	June 2025
Water	System Capacity Analysis - Consor	\$30,000	July 2024
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Sept 2024
Sewer	System Capacity Analysis – Kennedy Jenks	\$32,000	July 2024
PW	PW Operations Building	\$1,350,000	Sept 2024
Parks	Pavilion Park Phase I	\$200,000	June 2024
Water	Premier RV Water Service Connection	\$55,000 *	July 2024

\* includes \$40,000 for permitting/engineering for future water service connection to new 107 acre parcel

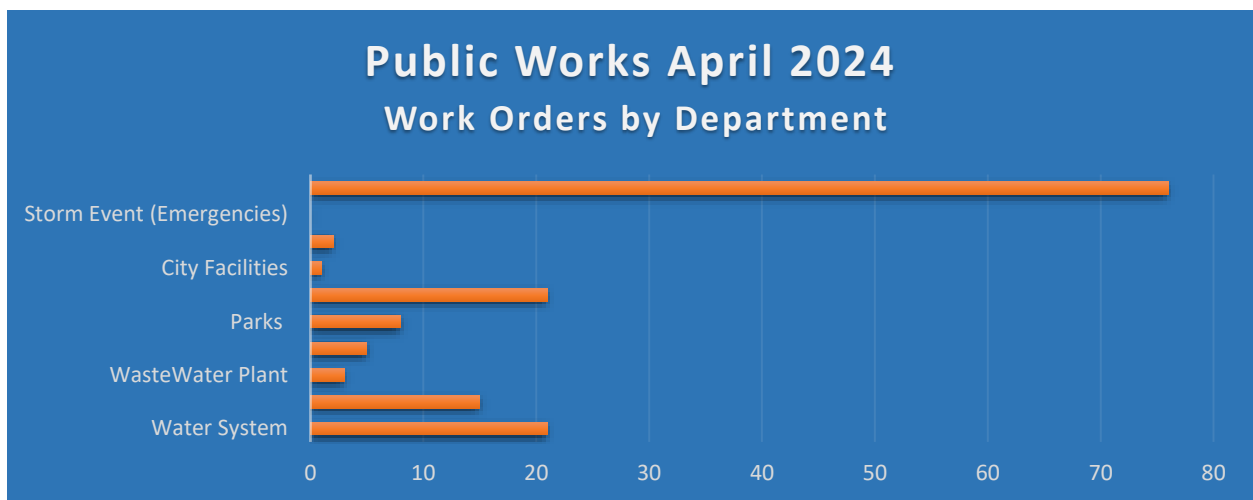
Contract Description/Scope	Cost	Term
To be populated for new contracts after May 9 effective date for new public contracting rules and spending authority		

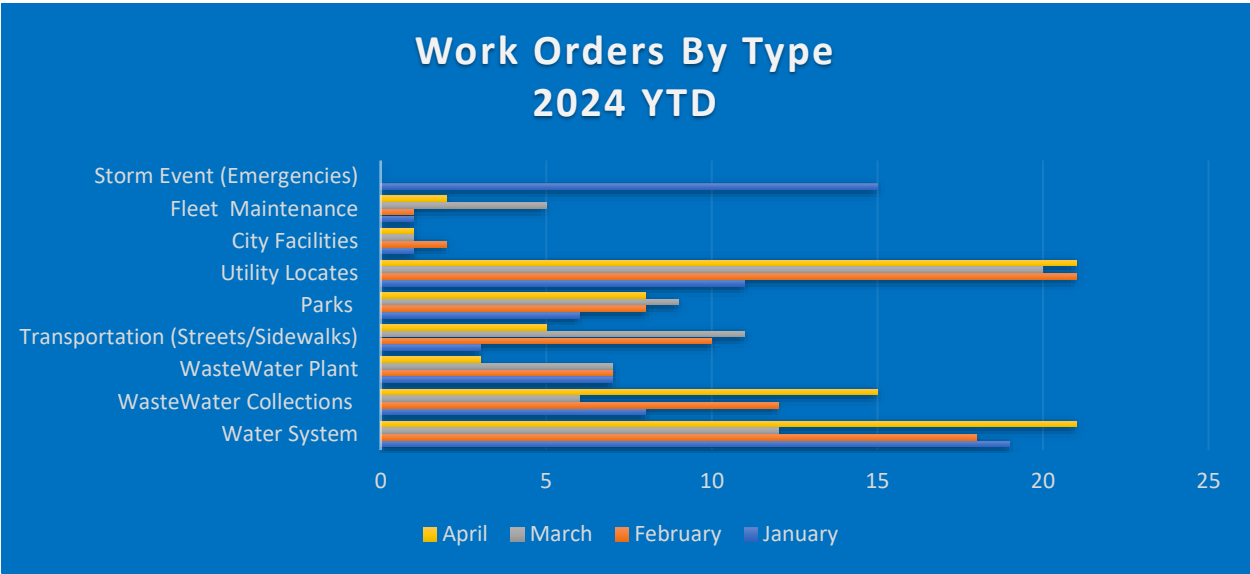
## Department Activity & Statistics

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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**April Highlights**

Parks:

Phase I of Pavilion Park has begun. Utility prep and restroom building installation to be complete by May 31<sup>st</sup>. Phase II out to bid in July for September construction start. Completion expected by March 2025.

Streets:

Six pot holes repaired

Water:

Four new water meters installed at Coburg Creek Subdivision

Fleet:

Sale of surplus equipment has been completed.

**Planning**

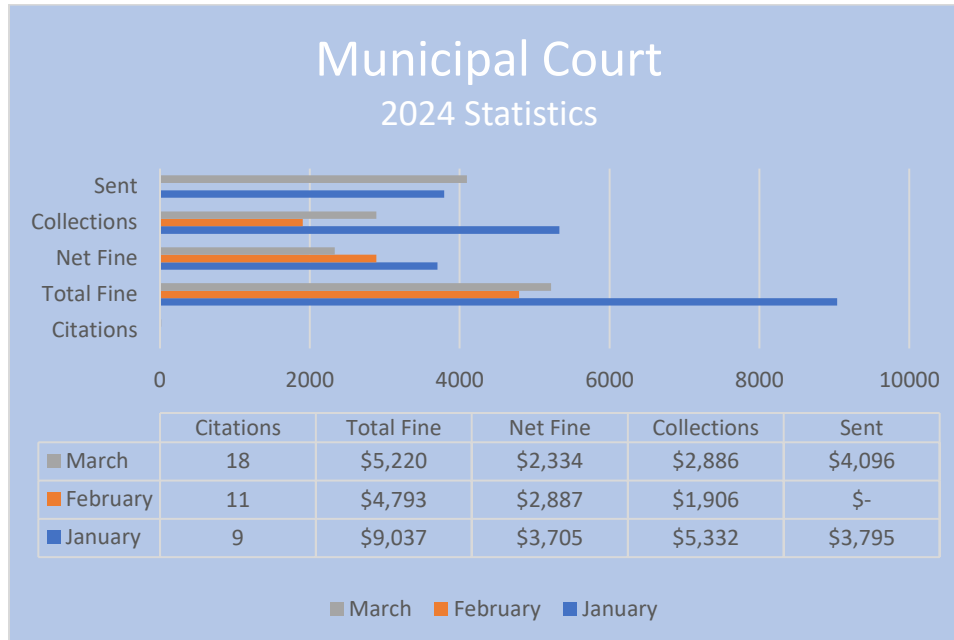
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- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: Three new dwelling permits issued in April;
- 18 Structural/Plumbing/Mechanical/Electrical permits issued in April;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update kickoff meeting, and was asked to participate on the technical advisory committee for the walkability model code development for CFEC implementation to provide a small city perspective;
- Applied for RARE member to implement TMDL work and interviewed with RARE program director;

- Planning Commission granted the extension request for the Willamette Forks site review approval (SR 01-22). The approval expires September 10th, 2024 with no further extension requests available.

## Municipal Court

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*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.*

- Upcoming Court Date: May 7, 2024
- Court Administrator attended the OACA Court Conference on April 27-30, 2024
- The Court sent out an informal solicitation for a new contract for the City Prosecutor. The deadline for submissions May 31st. The new contract will go in effect on July 1, 2024 and will be for a period of three years with the possibility of two additional annual renewals.

## Police

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- Officers completed a death investigation.
- Officers arrested a male for a felony probation violation warrant.
- Officer located a DUII driver and Eugene Police Officers arrested the driver.
- Officer followed up on a DHS referral and provided a ride for the juvenile.
- Officer took a report for a stolen vehicle and determined it was a civil matter.
- Officer investigated a vicious dog complaint and determined both owners were at fault.
- Officers arrested a female for driving under the influence.
- Officer attempted to follow-up with a DHS referral but is waiting for DHS contact.
- Officer investigated several stolen vehicles and determined it was a civil matter.
- Officer located a missing person.
- Officer arrested a male for resisting arrest and disorderly conduct.
- Officer cited a male for a failure to appear warrant.



- Officer cited a male for contempt of court on a traffic stop.
- Officer investigated a possible child neglect and determined children were fine.
- Officer used the CHETT fund to purchase food for a male.
- Officer contacted a male at the park.
- Officer investigated a hit and run.
- Officers arrested a male for several misdemeanor warrants.
- Officer investigated a burglary by a former employee; case is pending suspect contact.
- Officer investigated criminal mischief at Norma Pfeiffer Park.
- Officer purchased fuel for a stranded motorist.
- Officer took a report for putting a commercial truck driver out of service.
- Officer cited a male for misdemeanor driving while suspended.
- Officer placed a female on a police officer hold and transported her to the hospital.
- Officer completed a sex offender registration for intended international travel.
- Officer arrested a male for a felony assault.
- Officers directed traffic and assisted multiple agencies on a critical incident.
- Officers participated in Community Shred Day.
- Officers participated in the DEA Drug Takeback.
- Officer attended CIT training from the FBI.
- Officers participated in a saturation patrol.
- Officers investigated a shooting and theft.
- Officers investigated an Assault IV (APA)
- Officers investigated an arrested a male for Criminal Mischief I and Criminal Trespass 2

**Upcoming Events:**

SFST training

## City Recorder/UB

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Staff is working to develop a set of performance measures and metrics to communicate the highly variable and very broad scope of the work done by the City Recorder and the front office Utility Billing team that supports the entire organization and operations of the City. As these metrics are developed, staff is committed to providing relevant information on individual programs and activities carried out by this team.

**March City Facebook:**

Over 30 posts were published in March, with 54 new followers gained. The average reach over the last year is about 7,800/month and this March reached approximately 9,300. The average page visits over the last year come out to about 1,290/month, with March at 700.

**March Police Facebook:**

Five Police Dept items were posted this month, which helped gain seven new followers on the Police Facebook page. The average reach over the last few months is about 6,000/month and this month we had about 3,400. The average visits for the page over the last few months is about 839/month, and this month it's at about 828.

This has been a dedicated project with resources and time given to staff to make successful. We look forward to continue to improve and grow this important tool in 2024-25.



City Facebook Page one-year stats improved:

- Added about 375 followers
- Average people reached went up over 5000
- Average posts went from 7 to 40 per month
- Average visits to City Face book page went from average 307 to 1,245 per month

**City Stats 3/2023 to 3/2024**

HOW MANY FOLLOWERS WE STARTED WITH	before 3/1/23	1322	HOW MANY PEOPLE OUR POSTS REACHED	average from Jan 2022 - March 2023	~2686 per month	HOW MANY POSTS WE USED TO MAKE	average from Jan 2022 - March 2023	~7 per month	STORIES POSTED	HOW MANY PEOPLE USED TO VISIT OUR PAGE	average from Jan 2022 - March 2023	~307 per month
HOW MANY FOLLOWERS WE ARE GAINING (monthly)	Mar	23	HOW MANY PEOPLE OUR POSTS REACH NOW (monthly)	Mar	16,798	HOW MANY POSTS WE MAKE NOW (monthly)	Mar	35	4	HOW MANY PEOPLE VISIT OUR PAGE NOW (monthly)	Mar	1,822
	April	6		April	12,262		April	34	12		April	3,174
	May	20		May	2,942		May	35	6		May	1,056
	June	18		June	5,566		June	32	2		June	766
	July	35		July	3,948		July	30	6		July	938
	Aug	58		Aug	9,646		Aug	38	8		Aug	1,637
	Sept	27		Sept	8,625		Sept	24	8		Sept	862
	Oct	13		Oct	3,873		Oct	38	15		Oct	910
	Nov	13		Nov	2,835		Nov	34	8		Nov	563
	Dec	38		Dec	12,630		Dec	35	11		Dec	1,608
	Jan	67		Jan	12,096		Jan	45	13		Jan	1,555
	Feb	8		Feb	2,587		Feb	35	10		Feb	590
Mar	54	Mar	9,307	Mar	30	5	Mar	699				
<b>TOTAL:</b>		1694	<b>AVERAGE:</b>		7931.9	<b>AVERAGE:</b>		34.2308	8.307692	<b>AVERAGE:</b>		1,245

Police Facebook Page 6 months stats improved:

- Added about 80 followers
- Average people reached went up over 4,000
- Average posts went from 1 to 8 per month
- Average visits to City Face book page went from average 254 to 837 per month

**Police Stats 10/2023 to 3/2024**

HOW MANY FOLLOWERS WE STARTED WITH	before 10/1/23	1826	HOW MANY PEOPLE OUR POSTS REACHED	average from Oct 2022 - Sept 2023	~1229 per month	HOW MANY POSTS WE USED TO MAKE	average from Oct 2022 - Sept 2023	~1 per month	STORIES POSTED	HOW MANY PEOPLE USED TO VISIT OUR PAGE	average from Oct 2022 - Sept 2023	~254 per month
HOW MANY FOLLOWERS WE ARE GAINING (monthly)	OCT	8	HOW MANY PEOPLE OUR POSTS REACH NOW (monthly)	OCT	2,258	HOW MANY POSTS WE MAKE NOW (monthly)	OCT	7	0	HOW MANY PEOPLE VISIT OUR PAGE NOW (monthly)	OCT	386
	NOV	9		NOV	15,302		NOV	7	0		NOV	604
	DEC	21		DEC	10,158		DEC	15	0		DEC	1,340
	JAN	37		JAN	1,198		JAN	12	1		JAN	1,427
	FEB	1		FEB	1,078		FEB	7	0		FEB	438
	MAR	7		MAR	3,376		MAR	5	0		MAR	828
	APR			APR			APR				APR	
	MAY			MAY			MAY				MAY	
	JUN			JUN			JUN				JUN	
	JUL			JUL			JUL				JUL	
AUG		AUG		AUG			AUG					
SEP		SEP		SEP			SEP					
<b>TOTAL:</b>		1909	<b>AVERAGE:</b>		5562	<b>AVERAGE:</b>		8.83333	0.16667	<b>AVERAGE:</b>		837