

City Administration Report



December 12, 2023

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. **Lane Transit District Meeting** – Mayor Bell initiated a meeting with the Lane Transit District (LTD) elected Board Member for the Coburg/N Eugene area and the LTD Executive Director that was held prior to the Thanksgiving holiday. The objective of the meeting was to strengthen our working relationship and familiarity between our two organizations as well as to better understand the current and future plans for transit service in and around Coburg and how we could best coordinate and participate in their planning and strategy efforts.

Both objectives were accomplished and fostered follow up conversations between our staff and LTD staff for participation in upcoming strategy and survey work, as well as a more focused conversation regarding micro transit opportunities specifically for Coburg area residents. Staff and Mayor Bell will continue building our relationship with LTD and will be reporting back to Council in future months on opportunities for further involvement and participation with LTD.

2. **Buildable Lands Inventory Grant Results** – With Council approval, staff submitted a grant application to the Department of Land Conservation and Development (DLCD) to complete a Buildable Lands Inventory (BLI) Update, which was last completed for Coburg in 2010 ([Sept 12, 2023 Council Staff Report Link](#)). Staff received notice this week that the grant was not awarded to Coburg. Staff will continue to pursue technical assistance opportunities (partner staff project assistance, grant funds, etc) to enable the BLI update to occur as it remains an important component for the Council to make important future growth-related decisions. The DLCD noticed is attached to this report for reference.
3. **Flashing Crosswalk Beacons** – Improved pedestrian safety infrastructure is currently being installed at the pedestrian crossing of N Willamette St at McKenzie St. The new solar powered flashing beacons and signage replace the existing pedestrian crossing signs at this heavily utilized crossing providing increased visibility of pedestrians to vehicles on N Willamette. As is often the case, this project took more time and dedication than originally planned and Public Work Director Brian Harmon kept at it to ensure the County specifications and permits were met and was able to utilize our partnership with the County

to aid in its installation. Additional locations for similar beacon installations will be reviewed by Staff and presented to the new Transportation Safety Ad Hoc Committee in the coming months.

4. **Public Works Staffing Structure Changes** – As was hinted at in the recent Council Water System Update work session, Brian has developed and is implementing a change in the staffing model for the Public Works Department that I am excited to see put into action and evaluate over the next twelve months.

The Public Works staffing model has traditionally been a “one team, many hats” type structure with the four-person team working as a group under Brian and Burke’s (Hanson, Public Works Supervisor) leadership and guidance on all aspects of the Departments operations (water, sewer, parks, streets, storm drains, facilities, fleet).

The new twelve-month pilot staffing model assigns staff to specific operating functions with an objective of increasing our already strong levels of functional ownership, accountability, training/certification and efficiency while still maintaining the team first mentality when projects and situations require stepping out of their assigned areas to assist each other with added personnel resources.

In addition to offering professional growth for the Public Works staff, it provides the management team with the ability to evaluate areas where service levels are more challenging to maintain and consider solutions to address these areas with staff scheduling changes, contracting of specific areas of work, equipment/technology solutions that may be more cost effective to maintain the desired service level or potential provide a higher level of service for the same (or reduced) cost.

Regular communication check-in’s with Council will be a component of this pilot staffing model alongside more detailed and ongoing evaluation and management through Brian’s leadership of the Department.

Transportation Infrastructure Grant Award – City staff was recently notified that the City received the full, maximum grant award of \$250,000 from the Oregon Department of Transportation (ODOT) Small Cities Allotment program which comprises roughly one-third of the overall funding for the N Willamette, Macy, Harrison street improvement project. Financing utilizing the City’s Transportation Utility Fee will fund the remainder of the project, which is scheduled to go to bid in January/February, with contract award scheduled for the April Council meeting and construction commencing immediately following with a scheduled July completion target.

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.

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

Public Works

Streets/Rights of Way

- **Maintenance**
 - Street Sweeper – 3 days (Thursdays)
 - Installation of Veteran Banners
 - Flags for Veterans Day
 - Traffic sign replacement – Lincoln St

Water

- **Leaks**
 - Leak Investigations = 2
- **Distribution System**
 - New Service Installs = 3

Sewer

- **Collections**
 - New Service Install = 1
 - Inspections = 7
 - Callouts = 7
 - Tank Pumping = 5
- **Plant Repairs & Major Maintenance**
 - Four callouts and three repairs

Parks Dept

- Crews worked on getting Leafs pickup in Parks
- Crews fixed lights at Johnny Diamond Park
- Crews are continuing the work on the Veterans Memorial
- Ordered new Restroom for the Plaza Project

Miscellaneous

- Locates = 15
- Work Orders = 66
- City Hall Maintenance
 - Door Repair – Council Chambers
- Mechanical assistance to Police Department with inoperable RV repairs on right-of-way

Priority Project and Task Lists

1. Drainage on Shane & Rustic **(Street Dept) DONE**
2. Booster pump #3 **(Water Dept) DONE**
3. Well #2 leak/Electrical repairs **(Water Dept) DONE**
4. Sewer Dept

WWTP	<ol style="list-style-type: none"> 1. Influent meter 2. Perm Pump 3. Maintenance program has started and we look to finish by January
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5. Veterans Memorial **(Parks Dept) ONGOING**
6. Blank logos in panels/ panel upgrades (91020 S. Skinner) **(Sewer Dept)**
7. Infiltration In STEP Systems projects **(Sewer Dept)**
8. Bruce & Water catch basin **(Sewer Dept)**
9. Booster flow meter / Well #1 level Transducer **(Water Dept) DONE**
10. Street tree trimming **(Street Dept) DONE**

11. Street lighting **(Street Dept)**
12. Leaf pickup **(Street Dept) START DATE OF 12-11-23**
13. Annual reports (Tree city USA DEC) **(this will be completed by City Council in Dec.)**
14. Monthly TDML Meeting/ Annual report **(Work has started on this)**
15. Water meter swap outs **(Water Dept)**

Planning

- SUB 02-20 & SUB 01-22: Public improvements for the first addition are complete. Final approval letter has been issued. Three dwelling permits issued this month including the first for the first addition (aka second phase);
- Seven Structural/Plumbing/Mechanical/Electrical permits issued in November;
- Original Art Mural application for installation at Norma Pfeiffer Park received. The application is subject to the policy for donation to public spaces as well and will go to the Park Tree Committee in December for a recommendation to Council;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- DLCD denied Technical Assistance grant application to update the City's Buildable Lands Inventory (BLI);
- Submitted zoning determination application to Lane County for the waterline extension application;
- Attended kick-off meeting for CFEC implementation with DLCD and CLMPO partners;
- Planning Commission elected Jim Bell and Seth Clark as Chair and Vice chair, respectively;
- Heritage Committee elected Marissa Doyle and Michelle Shattuck as Chair and Vice chair, respectively.

Municipal Court

- **November 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for November 7, 2023 Court Date: 8
 - **November 2023 Receipts Including Collections,**
 - **Total Fines:** \$12,213.14 (total monies taken in for the month, nothing deducted), *compared to \$11,798.74 in November of 2022*
 - **Net Fines:** \$5,890.00 (City share only, NOT including collections), *compared to \$9,407.00 in November of 2022*
 - **November 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$6,323.14 *compared to \$2,391.74 in November of 2022*
 - **Turned over to collection:** \$12,525.00 *compared to \$0 in November of 2022*

Note: 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:

- Next Regular Court Session: December 5, 2023

Police

- Officer registered a sex offender.
- Officers received over 10 DHS referrals for complaints of abuse, neglect, etc.
- Officer placed a non-criminal hold on a juvenile.
- Officer assisted the Eugene Police Department's with a domestic violence investigation.
- Officer investigated a burglary, but the victim did not want to have the suspect prosecuted.
- Officer took a report of fraudulent money.
- Officers responded to a suicidal male at the McDonald's.
- Officer responded to a domestic disturbance.
- Officer arrested a male for several misdemeanor warrants.
- Officer arrested a female for a misdemeanor warrant.
- Officer responded to a deceased subject.
- Officers emptied the Med Return Box.
- Officers investigated a failure to return a rented vehicle, which was returned.
- Officers investigated a stolen car and officers have identified the suspect.
- Officer took a report of a runaway juvenile.

- Officers responded to a disruptive juvenile.
- Officers conducted a civil standby.
- Officers attended Bias Crime Investigations training.
- Officers attended a domestic violence legal update training.
- Officer attended hostage negotiation training.
- Officers disposed of evidence/property/med box at Covanta.
- The Department donated several bicycles to the Eugene Mission.
- Officer completed ethics training

Upcoming Events:

- Shop with a Cop
- Coburg Light Parade
- Department Firearms training
- SFST training
- EVOC (Emergency Vehicle Operators Course) training