

# City Administration Report



February 13, 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. **2024 State Shared Revenue Report** – The League of Oregon Cities (LOC) recently published its annual State Shared Revenue Report that includes estimates for shared revenues to Cities from Highway Trust Fund (gas tax +), liquor tax, cigarette tax, marijuana tax and 9-1-1 tax. The estimates will assist staff in the development of the FY24-25 budget.

The Document is also an excellent reference guide for understanding how each of the taxes are collected, what formulas are utilized to calculate the local share determination and what restrictions are placed on the allowed uses of the funds. Population is the primary methodology, but other factors are a part of the calculation. Recently issued certified population estimates are also included in the document. Coburg's certified estimated population is 1,475. The full report is attached for reference

2. **Public Works Service Truck** – After the unfortunately 'new normal' of very long ordering and delivery timing for new trucks, the Public Works Department recently received its new Ram 2500 Tradesman service truck. A utility box bed will be installed in the coming months. This new addition provides consistency within the Public Works fleet for tool and equipment storage for improved operating efficiency and useful life for tools/equipment. With the replacement vehicles recently purchased for both Public Works and Police Department, the City fleet has been greatly improved. An updated fleet inventory and long term proposed replacement schedule will be provided within the upcoming budget process.



3. **Regional Transportation Plan Update** – Coburg staff will work with our Central Lane MPO (CLMPO) partners to begin updating the region's Regional Transportation Plan (RTP) and Congestion Management Process (CMP). The intent of this effort is to meet

current federal requirements, and support priorities and guidance established by state and local goals and priorities as captured in community feedback and local plans.

The federally required metropolitan transportation planning process establishes a continuous, cooperative, and comprehensive regional framework for multimodal transportation planning. The RTP is a blueprint to guide investments for all forms of travel – motor vehicle, transit, bicycle, and walking – and the movement of goods and freight throughout the CLMPO area. It identifies current and future transportation needs, investments needed to meet those needs, and what funds the region expects to have available over the next 25 years. The RTP is updated every four years to reflect changing conditions in the region and respond to federal and state regulatory developments. The current document can be found on the LCOG MPO website or by clicking [HERE](#)

4. **Capital Improvement Plan (CIP) Update** – Staff has been working on updates to the CIP, which is the City’s infrastructure planning document approved in advance of the budget process each year that guides infrastructure project investments (spending) over a five-year period. The CIP will be presented and discussed at the February 27<sup>th</sup> Council work session.

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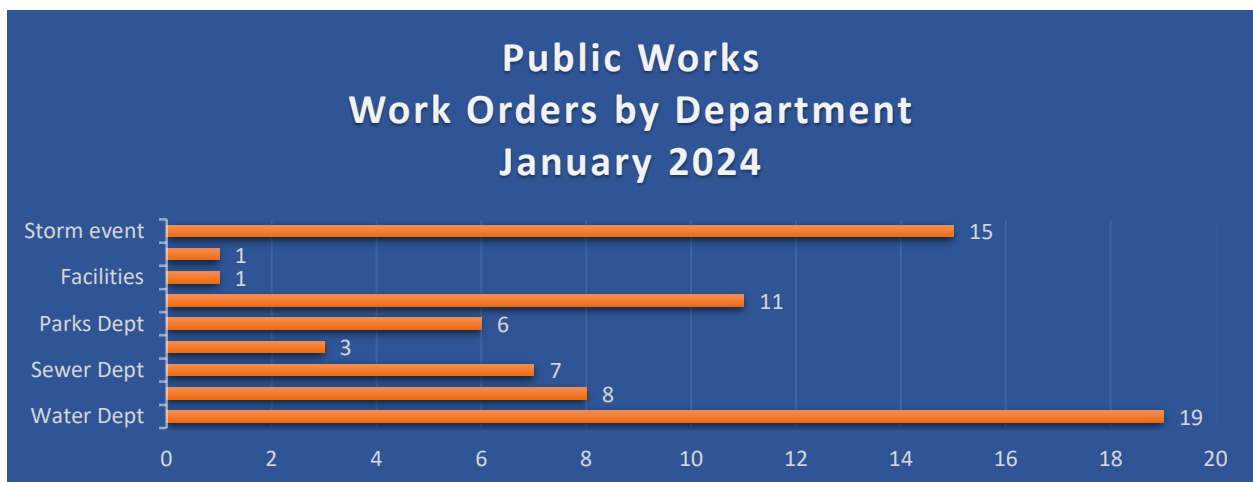
## Department Activity & Statistics

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

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## Public Works January Highlights

### Water

Well #2 went out during storm. Staff is in the process of selecting a Contractor to replace to return the well to operating service. Electrical issues at the service panel have already been addressed and the pump, motor and possibly piping will be replaced upon Council approval of service contract.

### Streets:

Staff spent considerable hours with immediate storm response and post storm clean up. Approximately 100 yards of tree branches were collected from the street rights of way and disposed of.

### Sewer:

Plant experienced issues due to storm event. Operators monitored and replaced the two UPC's that were the issue. Fluxuations in flow (reductions) to the plant required modification of standard operating procedure and were noted for documentation for future similar events.

## Planning

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- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: No new dwelling permits and two certificates of occupancy issued in January;
- Five Structural/Plumbing/Mechanical/Electrical permits issued in January;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Distributed survey on impacts of the ice storm to local business to determine if our region merits SBA funding;
- Planning Commission meeting cancelled due to ice storm

## Municipal Court

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### January 2024 Activity Measures:

- **Citations (Crimes and Violations)**
  - New Citations for January 9, 2024 Court Date: 2
- **January 2024 Receipts Including Collections,**
  - **Total Fines:** \$9,036.85 (total monies taken in for the month, nothing deducted), *compared to \$ 12,169.08 in January of 2023*
  - **Net Fines:** \$3,704.50 (City share only, NOT including collections), *compared to \$10,241.00 in January of 2023*

- **January 2024 Professional Credit Service Collections:**
  - **Total Collection Revenue:** \$ 5,332.35  
*compared to \$1,928.08 in January of 2023*
  - **Turned over to collection:** \$ 3,795.00  
*compared to \$0 in January 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: February 8, 2024 Regular Court Session
- Court has received and complied with the Governor's Amended Order on Remission of Fines dated 12/1/2023 to waive fines and clear suspensions. Over \$21,000 worth of fines/fees were waived.
- Court Administrator completed scanning of all open violation cases. As of now, the court has scanned over 34,000 documents.

## Police

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Chief Larson will be presenting the Oct-Dec Quarterly Police Report (see attached)

Chief Larson and the City Administrator have initiated discussions with City of Harrisburg leadership staff regarding the future of the current intergovernmental agreement (IGA) between the City of Coburg and the City of Harrisburg for limited Police services, primarily traffic specific patrol/enforcement. This multi-year IGA will expire June 30, 2024. Staff will be providing Council with a recap of the soon to be completed IGA contract term as well as a proposal for Council review to modify and renew/extend the IGA.