

# City Administration Report



November 14, 2023

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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. **Pioneer Valley Estates (PVE) Letter** – As I noted in an earlier report, City staff has been in dialogue with a long-term resident of PVE who has been involved with the issue of the City providing water service to the PVE residents for many decades. A letter from Mayor Bell and I was mailed to all residents of PVE last week providing a summary of the history and current status of the issues and offered an opportunity for an open house for residents to come to City Hall and learn about the City's objectives, listen to resident concerns and requests and ultimately with Council to develop a plan to resolve the challenging water infrastructure issues at PVE. The letter is attached to this report.
2. **November 28<sup>th</sup> Council Work Session** – City staff continue to work on a number of water system projects and with the completion of the well drilling on Stallings Lane, staff would like give Council an update on the City's Water System projects and discuss how the outcomes of the projects may impact existing financial resources as well as the prioritization of future water system projects. While no decisions are made in work sessions, staff will have several issues to present that will likely need to be formally addressed at the December Council meeting.
3. **Oregon Dept of Transportation (ODOT)** – While this minimally impacts City operations, it is worth sharing that ODOT recently published a "Level of Service Reduction" notice for Region 2 as it may be impactful to Coburg residents and also serves as a reminder on the challenges at the state, county and local level in maintaining service levels in an environment where expenses are outpacing revenues in nearly all operating categories.
4. **Staff Training** – Staff in a number of departments had training opportunities this past month. While a challenge for staffing/coverage, training is essential for individual professional development, peer networking and to gain knowledge of new regulations and best practices and hear about innovative work in other communities as well as an opportunity to focus on things outside of our individual day to day functions.

- 1) **League of Oregon Cities Annual Conference** – I attended the annual LOC conference, which was conveniently held in Eugene this year (Bend next year). There were a number of good sessions. Two in particular that I found worthwhile and pertinent for our work here in Coburg was “How to Maximize Existing Revenue Sources and Look for New Sources” and “How to Find, Successfully Secure and Manage Grants”. Revenues not keeping pace with operating revenues is a theme for cities both large and small and is a topic that we will dive into in the early months of 2024 at our Council Retreat and on into our 2024-25 Budget season.
- 2) **Tyler Technologies-InCode Municipal Court software** – Municipal Court Administrator Mandy Balcom was invited and is participating with a select group of users to beta test Tyler’s newest court software. Mandy has utilized this software in our Municipal Court operations for a number of years and will be able to help Tyler shape the final product that we, and many Municipal Courts, will use in the coming years. The City gains early exposure to the new software and can plan for its eventual implementation much more smoothly and efficiently and have a product that fits our needs.
- 3) **American Planning Association (APA) – Oregon** - Planning Director Megan Winner recently attended the Oregon APA Conference, also conveniently held in Eugene. Sessions included content on gauging social values to allocate funds to mitigate the impacts of climate change, two cities that have successfully established safe parking programs for people experiencing homelessness that need a place to sleep in their vehicles by working with leaders in the faith community, navigating privilege and advocating for equity and housing production implementation plans and strategies.
- 4) **Springbrook User Conference** – Finance Director Greg Peck and Utility Billing Supervisor Sara Athey recently attended the three-day user conference for the financial software system (Springbrook) that the City utilizes for its general ledger, accounts payable, accounts receivable, miscellaneous billing and will soon be adding payroll and an online citizen portal for utility billing.

Greg and Sara attended numerous group sessions as well as a number of one-on-one trainings on specific aspects of the Springbrook software. Springbrook is moving its customers to a newer platform with improved user interfaces as well as AI embedded support features. The time commitment for a training like this is much appreciated as it takes our staff away from their home and family/personal time.

## **5. Recreational Immunity – CIS Summary Report**

CIS, the City’s insurance provider recently published a summary report on a recent Oregon Court of Appeals decision that has a significant potential impact to any and all land owners (public or private) that allow free general public use of their lands. The decision dilutes (and some would say destroys) the legal protections against personal injury claims that had long been in place called recreational immunity. The report is attached. City staff will be utilizing guidance from CIS to review the City’s exposure given this ruling and will update Council after that work has been completed. Initial recommendations for Cities can be found on page 5 of the report.

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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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### Streets/Rights of Way

- **Drainage Project**
  - Crews did some touch up work Shane Ct
- **Maintenance**
- **Tree Trimming**
  - Trimmed arborvitae on Abby walk path
  - Trimmed tree limbs on S Willamette
  - Emergency response to E McKenzie for tree limb that fell onto power line

### Water

- **Repairs**
  - Booster pump #3 - Pump is back in service. It does appear that the other two could have some compromise to them as well. Crews are going to working on evaluating those as well.
- **Leaks**
  - Crews fixed a service line on S Harrison S
  - Leak Investigations = 1
- **Distribution System**
  - New Service Installs = 2
  - New water quality sample Station - Macy St.

### Sewer

- **Collections**
  - New Service Install = 1
  - Inspections = 5
  - Callouts = 9
  - Tank Pumping = 2
- **Plant Repairs & Major Maintenance**
  - Annual maintenance on the Digester and Biosolids Basin

## Parks Dept

- Staff in working with Parks and Tree Committee has selected a restroom and will be moving forward with the purchase per City Council approval
- Crews fixed lights at Johnny Diamond Park
- Crews winterized all the Parks
- Crews are continuing the work on the Veterans Memorial

## Miscellaneous

- Locates = 11
- Work Orders = 62
- City Hall Maintenance
  - Hung TV for upstairs conference room
  - Worked on replacing lights inside the building
  - Replaced light in restroom downstairs

## 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	1. Influent meter
	2. Perm Pump
	3. Maintenance program has started and we look to finish by January

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)
14. Monthly TDML Meeting/ Annual report
15. Water meter swap outs (**Water Dept**)

## Planning

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- SUB 02-20 & SUB 01-22: Construction continues in the Coburg Creek Subdivision. Public improvements for the first addition are near completion. Final plat recorded at Lane County. No permits for new dwellings issued this month;
- LLA 01-23: Application for lot line consolidation on Willamette St. submitted;

- Two Structural/Plumbing/Mechanical/Electrical permits issued in October;
- Attended regional transportation meetings including:
  - Transportation Planning Committee
  - Safe Lane Transportation Coalition
  - Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC)
- Attended Oregon American Planning Association (OAPA) conference

## Municipal Court

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### October 2023 Activity Measures:

- Citations (Crimes and Violations)
  - New Citations for October 3, 2023 Court Date: 30
- October 2023 Receipts Including Collections,
  - **Total Fines:** \$9,670.31 (total monies taken in for the month, nothing deducted), *compared to \$10,005.30 in October of 2022*
  - **Net Fines:** \$7,050.76 (City share only, NOT including collections), *compared to \$6,618.00 in October of 2022*
- October 2023 Professional Credit Service Collections:
  - **Total Collection Revenue:** \$2,619.55 *compared to \$3,387.30 in October of 2022*
  - **Turned over to collection:** \$7,120.00 *compared to \$920.00 in October 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:

- Upcoming Regular Court Session: **November 7, 2023**  
 Jury trials: **November 16, 2023**  
**November 29, 2023**
- A Jury Trial was held on October 26, 2023. We had 17 jurors report for the selection process. Trial started at 9:00 am and the Jury rendered a guilty verdict at approximately 7:00PM for the charge of Obstructing Governmental or Judicial Administration, which is a Class A misdemeanor.
- Court Administrator attended and presented at the Oregon Court Administrators Association (OACA) Court Conference, Oct 14-17, 2023 in Newport, OR. A partial scholarship was awarded through OACA to attend.

- Attorney, Dustin Anderson was added to our Court Appointed Attorney list in September
- As noted in the staff training item on page one, the Court Administrator is participating in as a beta tester of a cloud-based version of the City’s Municipal Court software system, Tyler Technologies. This will provide a better foundation and stability for court users. The municipal court has an advantage and was chosen for this testing process because of how their system was already set up and running. This process is currently in year one of a three year “go live” project. Being involved in the testing process gives our court a voice that will be heard during the developmental stages of the product. The objective is to validate the functionality of what has already been built and make sure it works and fits all courts. Once live, the program will run completely online with several authentication steps and will no longer be an application based program only accessible through certain computers on the City network.

## Police

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- Officer registered a sex offender.
- Officer took a report a female suspect stealing packages from a porch.
- Officers arrested an intoxicated male on a felony warrant.
- Officer responded to a report of suspicious suspect.
- Officer registered a felony sex offender.
- Officer recovered found property on Coburg Bottom Loop.
- Officers took a report of a stolen scarecrow.
- Officers took a report of a high-dollar amount theft from a business.
- Officer placed a female on a non-criminal hold.
- Officer took a report for a runaway juvenile; he later returned home.
- Officers responded to a disorderly female juvenile.
- Officer arrested a male for driving while suspended.
- Officer returned a wallet to a male.
- Officer took a report of a hit and run at the truck stop.
- Officer facilitated a civil compromise on a traffic crash.
- Officer arrested a male during an active burglary.
- Officer provided a ride for a student.
- Officers participated in DEA Drug Take-back.
- Officers participated in Trunk or Treat at the Coburg Community Charter School.
- Officers directed traffic for a 5k race.
- Officer responded to a drug overdose.

### **Upcoming Events:**

Shop with a Cop  
Department Range

Light Parade  
Defensive Tactics

SFST Training