



ADMINISTRATOR'S REPORT

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

September 2025

1. Staffing Update

Finance

A job announcement for an Accountant position was recently posted with an application submittal deadline of September 25th. Additionally, staff continues to work with personnel placement services as well as communicating with our partner public agencies in the region to assist in attracting qualified applicants for a critical position within the City's Administrative team.

The front office Staff continues to keep things rolling with a member of the team out on twelve week leave. This requires some juggling of priorities and due dates. A silver lining, as with the Finance vacancy is the City Administrator and City Recorder get a "refresher" on a number of mission critical tasks which increases staff resiliency and cross-training.

Public Works

Staffing has stabilized at the reduced budgeted number of five (Public Works Director(1), Public Works Operator II (2) and Public Works Operator I (2). The summer temporary staff plan was partially successful and provided lessons learned for addressing seasonal tasks for next summer that will be discussed with Council in the coming months.

Police

Staffing remains consistent at 3.5 FTE (Chief, Sergeant, Officer, Tech/Admin (.5)) and will be for the foreseeable future until reoccurring revenue stream is identified and implemented. The Police staff team has developed a staffing schedule that maximizes officer availability and response, but is compromised by required officer training, vacation and sick related absences.

2. Water and Wastewater Regulatory Reviews

Public Works staff completed two important on-site inspections and reviews from state regulators for our water and wastewater systems.

- 1) Every three years, the Oregon Health Authority conducts on-site system inspections and reviews of procedures and policies for the City's municipal water system, including the two wells, the well treatment and distribution pumping equipment, the storage reservoirs and booster pump on Sarah Lane and our SCADA controls system. The end result was a report indicating a well-run and well maintained system.
- 2) Every five years, the Oregon Dept of Environmental Quality (DEQ) conducts a thorough on-site inspection of the City's wastewater treatment plant (WWTP), including equipment review, operations and maintenance logs, lab inspection including sampling procedures and related documentation and a number of other safety and operational procedure reviews. The formal report has not yet been received but the verbal feedback from DEQ was that the plant is operating well and no red flags were identified.



PW staff also hosted a regional WWTP operators tour and review that was well attended by peer operators throughout the region. Coburg's WWTP and collection system is somewhat unique and is a highlight for professionals in the water treatment and reclamation industry. Public Works Director Brian Harmon has operated and/or managed Coburg's WWTP nearly since its inception and is the perfect tour guide and expert presenter on the design and operating successes of the system.

3. Council Look Ahead – Calendar Schedule

Attached to this report is a high-level topic/issue overview for upcoming Council meetings between September and the FY27 budget season. The remainder of the fiscal year will be filled in as the months progress.

The objective is to provide Council with a better view of the upcoming topics for future Council meetings and collective manage workload for the high priority (and often mandatory) issues that Council has requested or required to hear and render a decision or direction to staff.

The Look Ahead will be referenced regularly as we move forward through the remainder of this fiscal year (that is nearly one-quarter complete already)

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	July 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000 (\$125k City Match)	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Sept 2025
PW	Storm Water Master Plan	\$60,000	Nov 2025
Water	Water Conservation & Management Plan	\$50,000	Nov 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	3/7/25	Active – Pending
Potholes/Poor paving condition – Christian Way	3/25/25 *	Active – Pending
Noxious Vegetation – Citywide notices sent out (11 properties)	6/3/25	Resolved
Park Vegetation Intrusion – Johnnv Diamond Park	9/8/25	Active



DEPARTMENT ACTIVITY AND 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

Water System:

Many callouts for fire flow alarms due to pressure relief issues and high demand Oregon Health Authority Water System Survey (see highlight narrative)

Wastewater System:

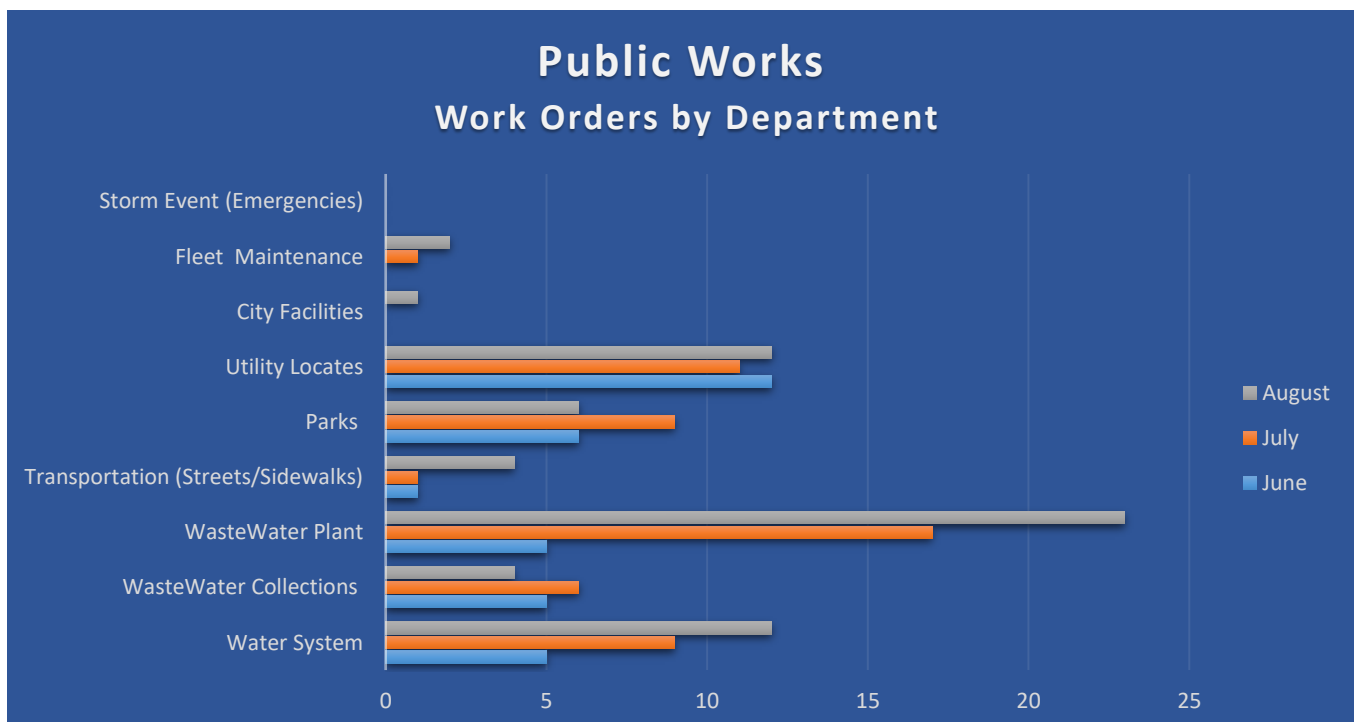
Annual recovery cleansing of membranes for WWTP. Membranes in great shape. Annual maintenance identified a faulty ejector component in train two and is scheduled for replacement. DEQ system inspection completed with no reportable issues (see highlight narrative)

Streets/Storm Drains:

Identifying, marking and completing spot paving and sidewalk panel replacements throughout town

Parks:

Heavy maintenance season coming to a close. Extra efforts to prep both Norma Pheiffer and Pavilion Parks for community events in August and early September.



Issued eight Structural/Plumbing/Mechanical/Electrical permits in August including two residential solar panel installations, fire sprinkler installation to allow conversion of office space to dwelling unit, and other miscellaneous repairs and renovations.

Attended various regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Regional Transportation Plan TAC, MPC & TASC. Transportation Options partners offered free bike repairs and fun bike art at the last concert in the park.

Completed four-year Certified Local Government (CLG) review to ensure eligibility in the program and to meet with our SHPO representative to discuss challenges, successes, processes and ideas for upcoming projects.

Met with staff from UO's Institute for Policy Research and Engagement (IPRE) to discuss upcoming projects including a Heritage Resource Disaster Plan and refreshed vision of the Coburg Loop Path Plan.

Prepared noticing requirements for site design review (SR 01-25) and zoning code amendments to incorporate CFEC rulemaking (PA 01-25) for Planning Commission public hearings to be held at September

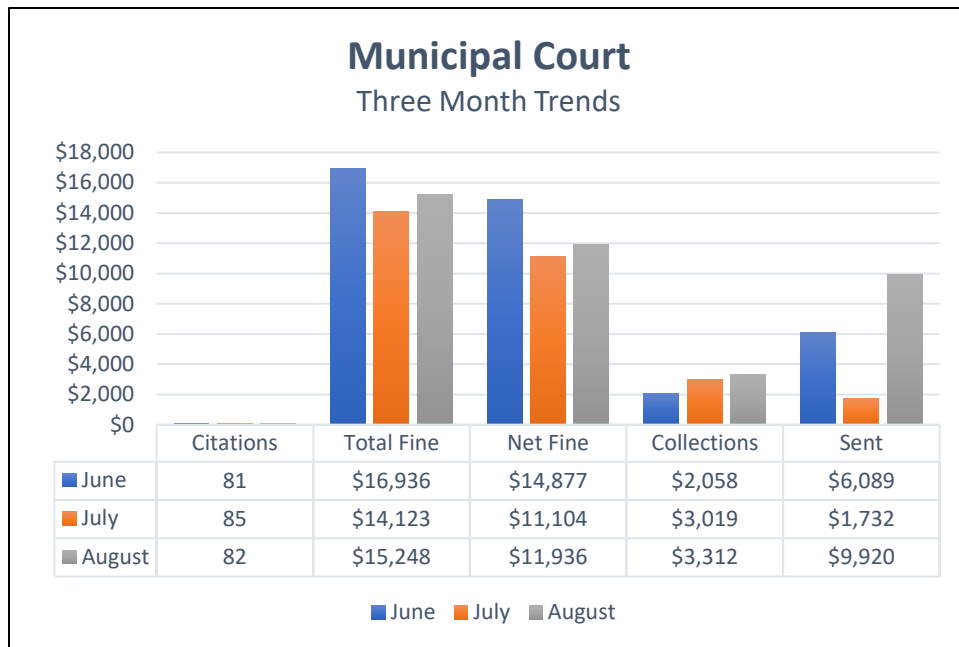
Municipal Court

- **Citations (Crimes and Violations)**
 - New Citations for August 5, 2025 Court Date: 82
- **August 2025 Receipts Including Collections,**
 - **Total Fines:** \$15,248.38 (total monies taken in for the month, nothing deducted),
compared to \$7,326.87 in August of 2024
 - **Net Fines:** \$11,936.22 (City share only, NOT including collections),
compared to \$4,388.50 in August of 2024
- **August 2025 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3312.16
compared to \$2,938.37 in August of 2024
 - **Turned over to collection:** \$ 9,920.00
compared to \$2,697.00 in August 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.

Other Information:

- Upcoming Court Date: September 16, 2025 - Regular Court Session
September 23, 2025 - Jury Trial
- Court Administrator attended the Law Enforcement Data Systems (LEDS) training in Seaside, OR



City Recorder

- Open Recruitments posted for Accountant Position, Planning Commission, and Heritage Committee.
- Website upgrade and management
 - Main page highlights
 - consistent news updates
 - Microsite and department page upgrades and reorganizations
- OLCC Liquor Licenses Annual Renewals completed
- Special Events and Park Facility Reservations
 - Processed and coordinated 7 (seven) Special Event applications and 30 park facility reservations in July, August, and September.
- New office hours implemented July 2025. Updated website, changed phone notices, and provided notice to the community.
- Automated Clearing House (ACH) conversion for Utility Billing (UB). The City changed ACH payment systems effective July 2025, impacting 175 of our customers. Staff sent out notices in UB, posted on social media, made calls, sent emails, and worked with customers to assist in converting them over. The new ACH is integrated with our UB software, enhancing efficiency in payment processing while providing our customers with direct access to their account history and payment details.
- 2025-26 Limited Income Assistance fully implemented.
 - May 2025, City Council adopted Resolution 2025-09, adopting the LIA policy and criteria.
 - June 2025, Open enrollment outreach and applications were accepted in June / July. 16 customers are participating in the LIA program for 2025-26 FY, down from 21 participants in 2024-25 FY.
 - August 2025, new rates were set up in Springbrook financial software, and accounts were updated with the latest rates. Bills sent in August correctly reflected the new rates.
- Park & Open Space fee implementation.
 - June 2025, City Council adopted Resolution 2025-14, setting the Park and Open Space Maintenance Support Fee.
 - In August, the new rate created and set up in Springbrook and added to accounts. August utility bills reflected the new rate on 593 accounts, and \$3,398.87 was billed.

MULTIPLE OFFICER RESPONSE

- Officer and Trooper responded to a report of a possible fatal motorcycle accident at the Intersection of Finnley and E. Pearl Street **Crash Investigation**
- Officers and Deputies responded to a violation of a restraining order on a traffic stop **No Crime/Citation**
- Officers and deputies responded to a report of a nude female trespassing and running into traffic just south of the Coburg city limits **Arrest/Criminal Trespass**
- Officers arrested a subject on outstanding warrants **Warrant Arrest**
- Officers and deputies responded to a report of a disorderly subject at the Arco **Unable to Locate**
- Officers responded to a report of a dispute between truck drivers at the TA Truck Stop **Resolved/Transport**
- Officers responded to a report of a location of a runaway child at McDonald's **Child Returned to Parent**

SINGLE OFFICER RESPONSE

- Officer responded to a neighborhood dispute on N. Willamette Street **Probable Cause for Warrant**
- Officer responded to a report of a blocked alley on N. Willamette near Macy St. **No Violation**
- Officer responded to a dispute at the Arco Station **No Crime/Civil Issue**
- Officer responded to a traffic hazard on Pearl Street and Industrial Way **Assist**
- Officer responded to a report of a theft **No Suspect Info**
- Officer responded to a report of reckless driving on Coburg Rd and Vintage Way **Unable to Locate**
- Officer responded to a report of Criminal Trespass at the TA **Unable to Locate**
- Officer responded to a report of a Hit and Run at the TA **Crash Report**
- Officer responded to a driving complaint of an intoxicated driver **No Intox./Traffic Warning**
- Officer responded to a report of a dispute **No Crime/Welfare Check**
- Officer responded to bicycle accident at the intersection of Finnley and Pearl **No Crime/Assist CFD**
- Officer responded to a report of an animal complaint **No Crime/Advised**
- Officer responded to a report of Illegal Parking on Roberts Rd **Warning**
- Officer responded to a report of a Hit and Run at the TA Truck Stop **Unable to Locate**
- Officer responded to a report of illegal camping on Roberts Rd **Patrol Check**
- Officer responded to a VIN inspection at Camping World **VIN Inspection**
- Officer responded to a dispute between domestic partners **No Crime/Resolved**
- Officer responded to a report of a theft **No Suspect Info.**
- Officer responded to a report of a driving complaint **Gone on Arrival**
- Officer conducted an arrest in the Harrisburg Municipal Court for Contempt of Court **Arrest**
- Officer responded to a report of an officer involved shooting on Gateway St. in Springfield **Assist**
- Officer responded to a request to transport a subject to Coburg Municipal Court **Transport**
- Officer responded to a report of a subject down on S. Industrial Way **Courtesy Transport**
- Officer responded to a medical emergency with the Coburg Fire Department **Assist**
- Officer responded to criminal mischief on Huntley Ct. **Report Taken/No Suspect Info**

- Officer responded to a parking violation on Roberts Rd. **Multiple Vehicles Tagged for Removal**
- Officer responded to an overdose at Serenity Lane **Assist**
- Officer responded to a report of Harassment on N. Willamette Street **Warrant Being Written for Suspect**
- Officer responded to a report of a vicious dog at Kamping World on S. Stuart **Report/Citation Issued**

Patrol Checks = 42

Alarms = 32

OTHER ACTIVITIES

- CPD hosted Oregon State Police Trooper Blake Preston and held a traffic crash reconstruction class for the August department meeting
- CPD participated in Harrisburg's "National Night Out"
- CPD participated in the Coburg Car Classic
- CPD was awarded \$5,000 dollars on dedicated enforcement funding through ODOT for Speed, DUII and Pedestrian Safety enforcement
- CPD has met all obligations for the grants received from ODOT in the 2024-2025 Grant year for Distracted Driving, DUII, and Speed enforcement.
- Sergeant Miller has met all requirements for the DPSST Supervisory Certification and has submitted his application

UPCOMING ACTIVITIES

- CPD will be participating in ODOT grant for Pedestrian Safety grant
- CPD is awaiting the announcement of an ODOT grant for the purchase of speed detection equipment
- CPD reserve officers will be assisting the Lane County Sheriff's Office in parking enforcement/security of the home games of the University of Oregon football program
- CPD will heighten patrols in the crosswalk/school zones as the beginning of school is fast approaching

COMMUNITY RECOGNITION

Hi Sammy,

I hope this summer has been treating you well!

As I dive into a new school year, I was thinking about the end of this last school year.

I wanted to send appreciation to Chief Larson and the police who came on the last day of school to give free popsicles to ALL of our students. This tradition, though I am sure is not cheap for Coburg, is so awesome. I love how the kids get so excited and there is nothing like a treat to get into the hearts of kids! What an important, generous act. This is helping to really build community with our kids and to continue to shine a positive light on our police department. Thank you!

I don't know who this would go to but please forward to the person in charge of budgeting.

Thanks so much and I look forward to connecting in October for our Community Days!

Best,

Beth Monterrosa

7th/8th Humanities Teacher

Coburg Community Charter School