



ADMINISTRATION 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

June 2026

1. Coleman Collector Street – Phase I Update

The project is nearly complete with traffic control signs reinstalled, final topsoil and grades re-established and the crosswalk at Pearl and Coleman street striped and available for pedestrian use. Final sign off inspections from Lane County and contract punchlist scheduled and on track to be fully completed and final invoicing with release of retainage prior to the June 30, 2026 end of fiscal year.

Much appreciation to the residents within the project area for their patience as well as to our contractor AB Utilities and both Branch Engineering and City staff for their project management/oversight throughout the process. The next phase of this project will be discussed and further planned out in the fall/winter of 2026 to determine scope and funding options/timing with a target construction in either 2028 or 2029.

2. Public Works Department – Staffing Update

One member of the Public Works staff team recently resigned (effective May 6th) creating an opportunity to conduct an assessment of the remaining staffing strengths, seasonal labor shortages by category (wastewater, water, streets, parks, trees, storm drains).

Given the experience and skills of our existing PW staff, it was determined that the best course of action was to fill the open position at an Operator I level rather than the Operator III level open position. While beneficial for certification redundancy and operation of the wastewater treatment plant, our existing staff are willing and able to expand their skills and continue to pursue certifications of their own, which allows for the addition of an Operator I to work across all aspects of Public Works operations.

The recruitment, interviews and on-site facilities tour has been completed and a conditional job offer was made and accepted. Staff is working with LCOG on the background check step in the process and expects to have the position filled and on the team June 22nd.

Public Works is also seeking to replace a temporary worker that recently found other job opportunities to augment the permanent staff during the high vegetation season and during scheduled extended leave of a PW staff member later in the summer.

While not as common as in larger organizations, the team approach to Human Resources (City Administrator, City Recorder, Department Head and Accountant (onboarding) proved extremely valuable to quickly assess and initiate the recruitment which garnered eleven applications, five selected for interviews, two selected for on-site tours and a high-quality individual offered (and accepted) the position.



3. Utility Billing – Online Services

In January 2024, City staff implemented online payments through Civicpay, a module within the Springbrook software suite the City uses for all financial services/operations. Since that time, 408 customers have utilized these online services. Of those accounts, 287 have set up autopay for their monthly bill, and 315 of them have opted for paperless billing

In addition to the time and cost savings of the online payments, bill printing/mailing time and costs have been substantially reduced. In January 2024 659 bills were printed and mailed. In April of 2026, it was reduced to 531 and in May it has been reduced to 382.

While there will always be some customers who prefer printed/mailed statements and many who prefer not to pay online, the above statistics represent significant efficiency improvements in the City's utility billing operations. Our UB team has developed a number of different ways to promote and educate about these options and the value and features for customers to move to online billing.

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	Oct 2026
Water	Stallings Transmission Line	\$1,000,000	January 2027
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	June 2026
Water	Water Conservation & Management Plan	\$50,000	June 2026
Streets	Major Maintenance Contract	\$50-\$75,000	July/Aug 2026
Parks	New Park Pre-Development Work	\$20,000	August 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Paused - Ongoing
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Traffic/Ped Safety – Mill St/Diamond St	4/16/26	Active – Data/Study
Traffic Safety – Christian St (inadequate dead end signage)	4/20/26	Active – Lane County coord
Nuisance Property – Skinner St (Weeds, trash, misc.)	4/29/26	Active – In progress
Vegetation/Weeds – Various locations	5/11/26	Active – In progress
Low Water Pressure – Mill St	5/28/26	Addressed
Drinking Fountain – Norma Pheiffer Park	5/26/26	In review
Camping/Parking Concern	5/22/26	Active



ADMINISTRATION REPORT

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:

- Monthly meter reading, door hangars
- Water leak repair Maple St
- Repair and partial replacement of Well #2 pump/motor

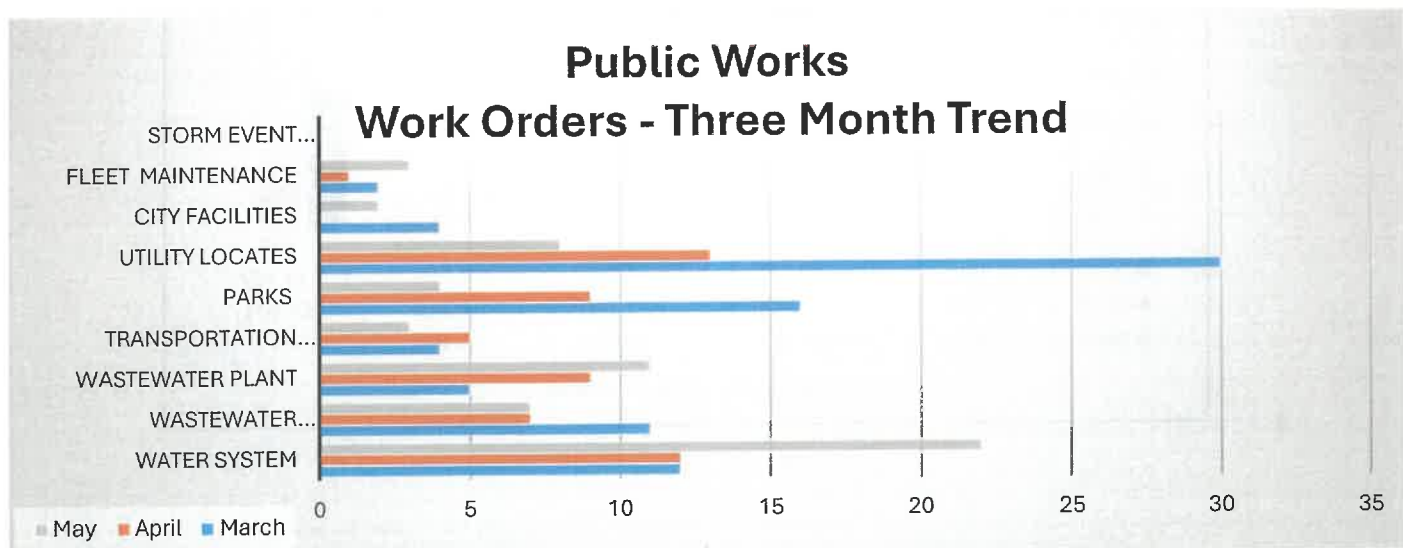
Wastewater System:

- Staff coverage adjustment plan with loss of WWTP operator staff (resigned)
- Effluent temperature control planning, testing and implementation for summer season

Work Order Type	March	April	May
Water System	12	12	22
WasteWater Collections	11	7	7
WasteWater Plant	5	9	11
Transportation (Streets/Sidewalk)	4	5	3
Parks	16	9	4
Utility Locates	30	13	8
City Facilities	4	0	2
Fleet Maintenance	2	1	3
Storm Event (Emergencies)	0	0	0
TOTALS	84	56	60

Streets/Storm Drains:

- McKenzie St – Centerline striping
- City Hall parking lot re-striping
- Coleman Collector Street project mgmt./coordination
- Right-of-way and storm water system vegetation management (citywide)





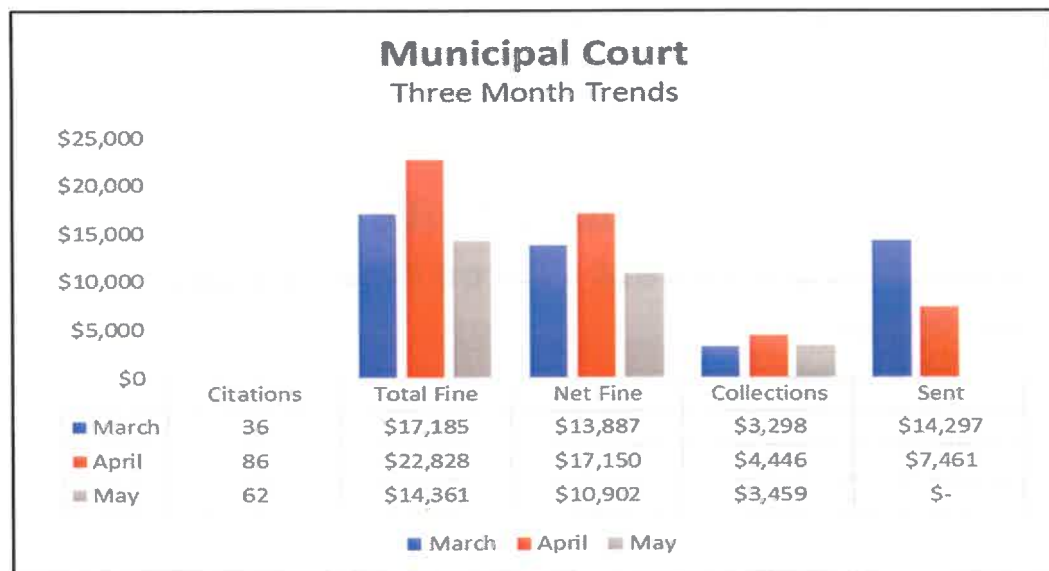
MUNICIPAL COURT

- Citations (Crimes and Violations)
 - New Citations for May 5, 2026 Court Date: 62
- May 2026 Receipts Including Collections,
 - **Total Fines:** \$14,360.56 (total monies taken in for the month, nothing deducted),
compared to \$17,444.33 in May of 2025
 - **Net Fines:** \$ 10,902.00 (City share only, NOT including collections),
compared to \$14,168.75 in May of 2025
- May 2026 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$ 3,458.56
compared to \$3,275.58 in May of 2025
 - **Turned over to collection:** \$ 0
compared to \$2,370.00 in May of 2025

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 Dates: Tuesday, June 2, 2026
- Court Online Payment Portal went live on May 11, 2026





ADMINISTRATION REPORT

PLANNING

- Issued ten Structural/Plumbing/Mechanical/Electrical permits in May, including commercial permits associated with the construction of Building D at the Roberts Rd. Industrial Village
- Attended various regional transportation meetings including MPC, TASC, TPC & Safe Lane Transportation Coalition
- Approved final plat application for a tentative partition on N. Coleman St. (SUB 01-26)
- Recruited members for a technical advisory committee (TAC) for the Housing Capacity Analysis (HCA) that will commence work in late June. The TAC will meet for approximately four one-hour meetings through the end of the year, reviewing the buildable lands inventory, contextualized housing needs analysis, and potential efficiency measures in addition to other key components of the project. Draft housing initiatives survey is currently being reviewed by staff and will be open to the public in June.
- Continued work with the UO student consultant team on the Loop Path community engagement project

POLICE

MULTIPLE OFFICER RESPONSE:

- Officers and Deputies responded to a pursuit on a bicycle initiated by a Coburg Officer **Arrest/Warrant**
- Officers responded to an address on Abby Rd. regarding suspicious conditions **Information**
- Officers responded to a report of a disorderly subject at the TA Truck Stop **Advised**
- Officers responded to a report of a wanted subject on N. Coleman Street **Unable to Locate**
- Officers responded to a report of a subject down on N. Miller St. **Welfare Check**
- Officers responded with the Fire Department to a vehicle fire on S. Willamette St. **Assist**

SINGLE OFFICER RESPONSE:

- An Officer responded to ARCO for a report of reckless driving **Resolved**
- An Officer responded to Camping World for a VIN Inspection **VIN Inspection**
- An Officer responded to the area of S. Miller St. regarding a report of a drunk driver **Unable to Locate**
- An Officer responded to Camping World for a VIN Inspection **VIN Inspection**
- An Officer responded to an address on Pearl St. regarding suspicious conditions **Welfare Check**
- An Officer responded to an address on S. Industrial Way to serve a court subpoena **Subpoena Service**
- An Officer responded to an address on S. Industrial Way on a public assist **Resolved**
- An Officer responded to Norma Pfeiffer Park for a disorderly subject **Gone On Arrival**
- An Officer responded to a trespass on S. Industrial Way **Unable to Locate**
- An Officer responded to Norma Pfeiffer Park regarding a loud noise complaint **Gone on Arrival**
- An Officer responded to the TA Truck Stop for a report of a Hit and Run **Report**
- An Officer responded to McDonald's regarding a animal in distress located in a vehicle **Gone on Arrival**
- An Officer responded to an address on E. Pearl Street regarding a theft of a vehicle **Report**
- An Officer responded to an address on N. Harrison regarding a noise complaint **Patrol Check**
- An Officer responded to an address on E. Dixon St. for a DHS Referral **Welfare Check/Information**



ADMINISTRATION REPORT

- An Officer responded to Serenity Lane regarding a disorderly subject at the location **Resolved**
- An Officer responded to an address on E. Pearl St regarding a loud noise complaint **Unable to Locate**
- An Officer responded to an address on S. Industrial Way regarding a public assist **Welfare Check**
- An Officer responded to an address on Roberts Rd for an alarm **Resolved**
- An Officer responded to an address on N Willamette Street for an alarm **Patrol Check**
- An Officer responded to a report of a suspicious subject on Bruce Way **Advised**
- An Officer responded to a report of reckless driving on N. Coburg Rd. **Patrol Check**
- An Officer responded to a report of a barking dog on S. Skinner St. **Resolved**
- An Officer responded to Camping World for a VIN Inspection **VIN Inspection**
- An Officer responded to a report of a dog at large on N. Willamette St. **Resolved**
- An Officer responded to a report of a theft of a vehicle at Premier RV **Report**
- An Officer responded to a report of a trespass at the TA Truck Stop **Resolved**
- An Officer responded to a report of an abandoned vehicle on Macy St. **Tagged For Removal**
- An Officer responded to a report of reckless driving on N. Miller St. **Unable to Locate**
- An Officer responded to a report of a motor vehicle accident on E. Pearl St. **Report**
- An Officer responded to a report of an alarm on Roberts Ct. **Patrol Check**
- An Officer responded to a report of a disorderly subject on S. Industrial Way **Unable to Locate**
- An Officer responded to a report of a hit and run on E. Pearl Street **Arrest**
- An Officer responded to an animal complaint on E. Mill St. **Patrol Check**
- An Officer responded to a loud noise complaint on N. Coleman St. **Patrol Check**
- An Officer responded to a report of extortion on E. Pearl St. **Information**
- An Officer responded to a report of a violation of a restraining order on S. Willamette St. **Report**
- An Officer responded to a report of an animal found on S. Coleman **Resolved**
- An Officer responded to a report of an alarm on Roberts Ct. **Patrol Check**
- An Officer responded to a request for a welfare check on a subject at Pavillion Park **Welfare Check**
- An Officer responded to a request for a welfare check on N. Harrison St. **Resolved**
- An Officer responded to a welfare check at the TA Truck Stop **Welfare Check**
- An Officer responded to an address on E. Pearl St. for a VIN Inspection **VIN Inspection**
- An Officer responded to a report of found property on N. Industrial Way **Resolved**
- An Officer responded to a report of an alarm on Abby Rd. **Resolved**
- An Officer responded to a report of loud noise on S. Coleman St. **Information**
- An Officer responded to an address on Christian Way regarding a fraud investigation **Report**

Patrol Checks = 65

Total Activities = 202

OTHER ACTIVITIES:

- Reserve Officer Freytag completed Taser training hosted by the Oakridge Police Department. This training will assist him with updated familiarization with the Taser and its capabilities. Also, real world scenarios were utilized to ensure Officer Freytag employed the correct use of force when confronted with assaultive and/or resistive actions.



ADMINISTRATION REPORT

- The monthly CPD meeting was held on May 21st. Department personnel were issued a list of upcoming activities sponsored by the Coburg Police Department and were asked to sign up for events that would fit their schedules.
- Two 2018 Ford Police Interceptor SUVs were purchased from the Lane County Sheriff's Office to replace CPD's 2009 and 2011 Ford Crown Victorias which have been in service for an extended period. The two newly acquired vehicles will be taken to Sign Pro in Eugene to have the "CPD Graphics" applied.
- Reserve Sgt. Larson attended a two-day weapon mounted optics instructor course in Bend. Sgt. Larson will take his newly acquired skill set and teach CPD officers how to appropriately utilize the new optics on our duty weapons

UPCOMING EVENTS:

- The Coburg Police Department will host "Bubba's Ice Cream" at the Coburg Community Charter School on June 10th. This is an annual event where the police department buys each student an ice cream and ensures positive interactions with the youth who attend the Charter School.
- The Coburg Police Department has auctioned off a ride home from school for the Coburg Community Charter School students. In this event, the winner of the auction will be given a ride home from school in a police car on the last day of school (after stopping off at Dairy Queen of course!!!)
- Harrisburg Fourth of July Celebration – CPD personnel will assist the Harrisburg Public Works and the Linn County Sheriff's Office with their annual 4th of July Parade and fireworks display.

