



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

March 2026

1. Water System – Line Loss Analysis and Improvements

Associated with the recently completed draft Water Management and Conservation Plan, Public Works staff have been investigating potential leak or water loss areas within the water system and identified an area on Roberts Rd that has a vault sump pump discharging onto Roberts Rd. This normal occurring situation results in storm/groundwater regularly discharging to the storm drain system, but was detected as possibly more than a groundwater situation as the frequency/volume has increased over time.

The PW team took chlorine residual samples from the inside of the vault where water infiltration was identified. Testing determined that a water system leak was occurring at or near this location. A City sub-contractor with vactor truck equipment was utilized to assist crews to open up the area and locate the leak. The leak was found on a 2" valve caused by an age-deteriorated gasket. The leak was estimated at approximately 10-15 gallons per minute (gpm), meaning an estimated total of 669,600 gallons of loss of treated water from the system on a monthly basis. It is likely that the leak had been occurring for a long time with the gasket continuing to deteriorate increasing the leak and water loss to the point that it was identified for further investigation.

This highlights the importance of the Water Management and Conservation Plan, a requirement of the Oregon Health Authority (OHA) for all water systems to ensure proper utilization of Oregon's water supplies. The draft document is currently in public notice review at OHA and will be presented to Council for final review and approval after draft comments are incorporated into the final document. The calculations of historical and current water system loss (line loss) provide a baseline of system efficiency. Line loss reduction targets will be set and strategies and mandates to meet the reduction targets will be developed and be a part of annual reporting updates to OHA.

Final Note: The Public Works team was able to minimize repair related water outages by isolating the line to reduce the number of customers impacted and also was able to coordinate the repair work within an under three-hour timeframe highlighting the technical proficiency of the team and the understanding of the system by Coburg's Public Works Director.

2. New Neighborhood Park Conceptual Planning Underway

With the recent completion (2025) of the second phase of the Coburg Creek Subdivision (North end of N Coleman and east of E Macy Streets), the property deeded to the City for a future park is beginning the process of conceptual design with the Park & Tree Committee. The committee began with a concept brainstorming session at its February meeting, identifying potential desired elements and will continue that work in both the March and April meetings.

The concept plan will then be shared out over the summer to the community with various community engagement/input opportunities and that feedback will then be reviewed and will aid in further concept development, including cost/budget analysis, phased development of the park improvements and scheduling of construction.

While the project planning and community input is happening, City staff will be working on "pre-development"



activities on site such as initial grading, soil replacement/augmentation, etc to prepare the site for the formal park improvements that result from the community, the committee and ultimately reviewed and approved by City Council.

The project will be multi-year in its planning and phased development and will result in a quality addition to the Coburg Parks and Open Space system for decades to come.

3. Street Maintenance Update

Public Works staff is developing a number of projects for the spring/summer season, including the following:

- Targeted repairs to sidewalks that have buckled causing trip hazards.
- Tree branches extending over streets and sidewalks will be pruned back (initial focus on Pearl Street)
- Street “dig out/repave” sections have been identified on a number of local, residential streets and will be part of a “major maintenance” bid process likely to be awarded in June with construction in July/August.
- A number of storm drainage improvement projects have been identified over the winter and will be improved throughout the summer. This work will be completed by City Public Works staff.

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
Water	Water Conservation & Management Plan	\$50,000	March 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active - Ongoing
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Park Vegetation Intrusion – Johnny Diamond Park	9/8/25	Resolved
Rooster Noise – Pearl St	9/10/25	Resolved
Vintage St Bioswale – Unauthorized activities	9/26/25	Resolved – Reactivated
Stormwater not draining – McKenzie/Abby/Austin	1/5/26	Active – CIP item FY26/27

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:

Significant leak identified and repaired (see highlights)

Wastewater System:

Collection system - Two tanks pumped

Preparation for increased in-house lab testing/monitoring (cost effectiveness initiative)

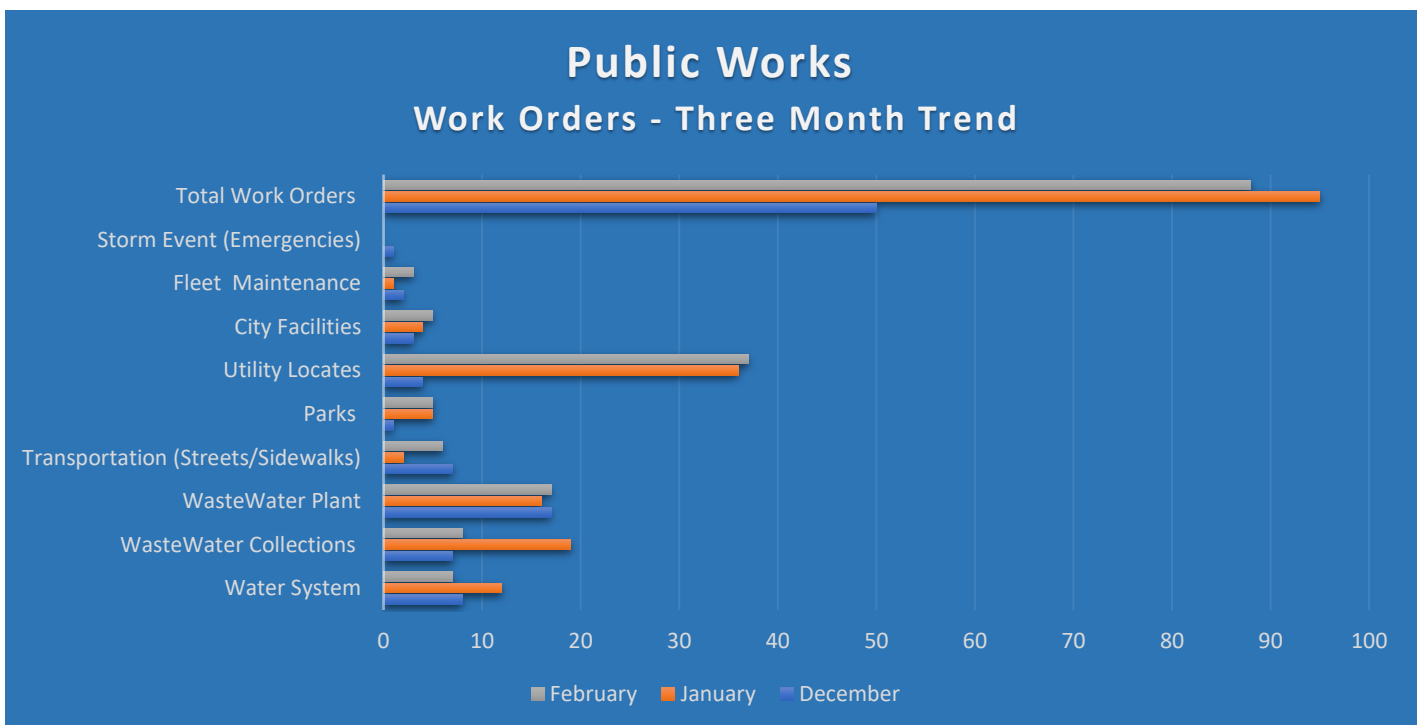
Streets/Storm Drains:

Storm basin cleanout and street sweeping in preparation and subsequent to high precipitation days

Facilities:

Seasonal equipment maintenance

Work Order Type	December	January	February
Water System	8	12	7
WasteWater Collections	7	19	8
WasteWater Plant	17	16	17
Transportation (Streets/Sidewalks)	7	2	6
Parks	1	5	5
Utility Locates	4	36	37
City Facilities	3	4	5
Fleet Maintenance	2	1	3
Storm Event (Emergencies)	1	0	0
TOTALS	50	95	88



Citations (Crimes and Violations)

- New Citations for February 3, 2026 Court Date: 77

February 2026 Receipts Including Collections,

- **Total Fines:** \$12,959.50 (total monies taken in for the month, nothing deducted), compared to \$ 9,920.14 in February of 2025
- **Net Fines:** \$ 11,560.12 (City share only, NOT including collections), compared to \$6,119.00 in February of 2025

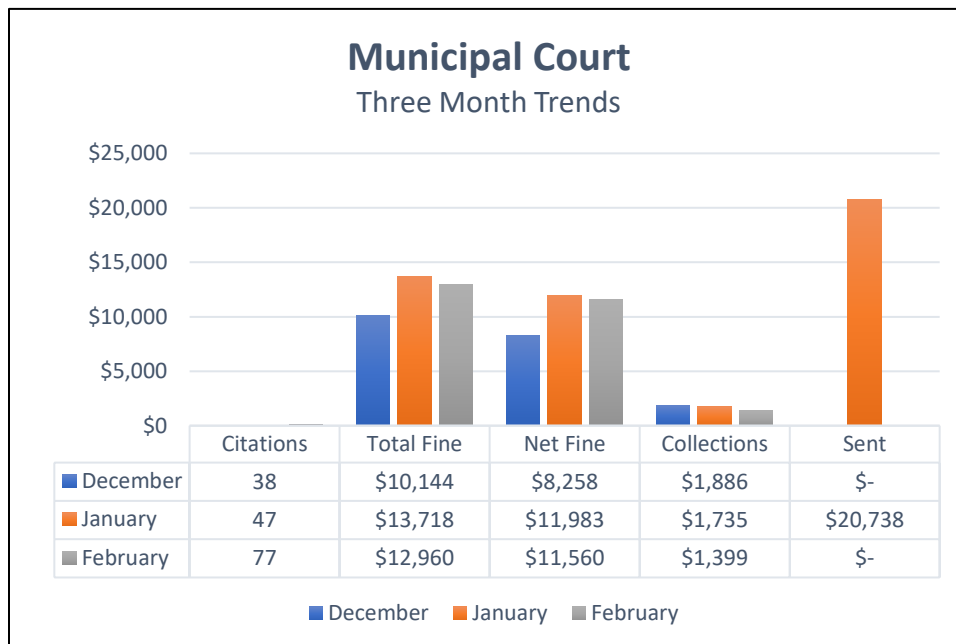
February 2026 Professional Credit Service Collections:

- **Total Collection Revenue:** \$ 1,399.38 compared to \$3,801.14 in February of 2025
- **Turned over to collection:** \$0 compared to \$1,037.00 in February 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: March 3, 2026 - Regular Court Session April 7, 2026 - Regular Court Session
- Completing final implementation of Online Case Resolution Portal and Online Payment system.



Planning

- Issued two Structural/Plumbing/Mechanical/Electrical permits in February.
- Attended various regional transportation meetings and was voted Vice Chair of the Transportation Planning Committee.
- Managed mailing and posting notice requirements for a pending partition application on N. Coleman St. (SUB 01-26).
- Attended first project check-in meeting and provided data to LCOG staff to begin conducting the Contextualized Housing Needs (CHN) analysis, the first step of the Housing Capacity Analysis (HCA) project.
- Attended open forums and webinars presented by DLCD's Housing Accountability and Production Office (HAPO) and OAPA.
- Attended orientation for Spring term Real World class that will conduct Part 2 of the Loop Path Assessment.
- Toured wastewater treatment plant with UO intern researching regional wastewater infrastructure. Fascinating!

MULTIPLE OFFICER RESPONSE:

- Officers responded to a report of a copper wire theft at C2 Utilities on Roberts Rd. **Suspect Identified**
- Officers served a search warrant on a vehicle seized from C2 Utilities **Search Warrant**
- Officers responded to a disorderly subject at Serenity Lane **Resolved**
- Officers responded to a report of a welfare check on E. Lincoln Way **Welfare Check**
- Officers responded to an address on Selby Way regarding juveniles trespassing **Resolved**
- Officers responded to a report of a vehicle crash on I-5 where subjects were reported to be submerged under water **Resolved**

SINGLE OFFICER RESPONSE:

- Officer responded to a report of a traffic complaint on Coburg Rd. **Patrol Check**
- Officer took a report of Telephonic Harassment at the City Hall **Report**
- Officer transported a subject from the Coburg Municipal Court to the Springfield Jail **Transport**
- Officer responded to an area residence to conduct a VIN Inspection **VIN Inspection**
- Officer responded to a report of suspicious conditions on N. Industrial Way **Unable to Locate**
- Officer responded to a report of a theft a C2 Utilities on Roberts Rd. **Suspect Identified**
- Officer conducted follow-up at the TA Truck Stop on E. Pearl St. **Follow Up**
- Officer responded to a suspicious subject at Norma Pfeiffer Park **Warning**
- Officer took a report of found property on N. Industrial Way **Report**
- Officer responded to a report of Harassment at the Coburg City Hall **Report**
- Officer responded to assist the CFD on N. Coleman St. for a suspicious device/possible arson **Report**
- Officer responded to a motor vehicle accident with injury on S. Willamette St. **Arrest/DUII**
- Officer took an information call regarding a disorderly subject at Serenity Lane **Resolved**
- Officer responded to city hall for a citizen contact **Resolved**
- Officer responded to an address on N. Willamette St. regarding found property **Report**
- Officer responded to city hall for a citizens contact regarding telephonic harassment **Report**
- Officer responded to city hall regarding a complaint of identity theft **Report**
- Officer took a report of a traffic collision that occurred the week prior on E. Pearl St. **Report**
- Officer responded to a report of a disabled vehicle in the lane of travel on E. Pearl St. **Resolved**
- Officer responded to a request for a welfare check on E. Thomas Street **Welfare Check**
- Officer responded to a report of a dispute on Coburg Creek Dr. **Resolved**
- Officer responded to a report of a suspicious vehicle on S. Industrial Way **Gone On Arrival**
- Officer responded to a report of suspicious conditions on N. Willamette St. **Information**
- Officer responded to a report of an illegally parked vehicle on S. Miller St. **Warning**
- Officer responded to assist OSP on a report of a reckless driver on I-5 **Unable To Locate**
- Officer responded to a report of a traffic hazard on N. Coleman St. **Unable To Locate**
- Officer responded to a report of harassment at Serenity Lane **Report**

Patrol Checks = 54

Total Activities = 160

OTHER ACTIVITIES:

- Officer Freytag assisted the Junction City Police Department with defensive tactics
- CPD Officers attended legal update training held by the Lane County District Attorney's Office at Junction City Police Department
- Sgt. Miller assisted the Junction City Police Department with firearms training
- Sgt. Miller and Chief Larson attended the annual CIS Conference in Salem regarding risk management training
- CPD personnel honored Sgt. Lee (now Reserve Officer) and Sgt. Wicks (Reserve Sgt. Retired) with shadow boxes. CPD members reaffirmed their commitment to the department with a renewed Oath of Office

UPCOMING EVENTS:

- CPD will qualify with their duty firearms this month
- Sgt. Miller and Reserve Sgt. Larson will attend a Pistol Mounted Optics Instructor Development Course in May