



# City Administration Monthly Report

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April 8, 2025

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

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### 1. **FY26 Budget Process Kick-Off**

A reminder that the Fiscal Year 2025-26 Annual Budget process formally kicks off next week, April 15<sup>th</sup> at 6:00 PM with the presentation and overview of the City Administrator's FY26 Proposed Budget to the Citizen's Budget Committee, comprised of six Councilors and six residents with the Mayor in an advisory role as the City's Chief Executive Officer.

The FY26 Budget contains very little in the way of surprises or controversy as it follows the trajectory that has been discussed during and subsequent to the FY25 Budget approval process, which is careful consideration of expenditures for operational efficiency to maintain existing service levels coupled with necessary, incremental increases in revenue to reverse the multi-year trend of reduced use of quickly eroding ending fund balances in each of the four funds (General, Streets, Water, Wastewater).

The second Budget Committee meeting will include reviews of individual Departments and key programs with Department Heads available for operational questions and answers and will wrap up with recommendations from the Committee on the overall budget, moving it from proposed to approved, where it then goes to the City Council on June 10<sup>th</sup> for final review and moves from approved to adopted via multiple, Oregon Budget Law required resolutions.

### 2. **Collector Street Phase I Project Update**

City staff, along with technical support and guidance from Branch Engineering have been moving forward on final design and neighborhood notification consistent with the project update provided to Council at its March 25, 2025 Work Session. Since the work session update, a number of issues have been identified that staff would like to present to Council and seeks direction on the potential to defer the project to the 2026 spring/summer construction timeframe. Issues that influence this staff recommendation include:

- Utility work required (NW Natural, Pacific Power, etc) may not be able to be completed prior the originally anticipated start date of late June.
- Comprehensive neighborhood and community outreach may be compressed with less time to address design details prior to the late June start date.

- The projected late June start limits the duration of the project being out and available for qualified contractors to have time to review and provide complete and thorough bids.

These issues, coupled with the fact that the project funding is already in place with no external completion due dates assigned, allows for a discussion and direction from Council as to its preferred pathway forward for this project.

### **3. City Hall Improvements and Explorations**

As noted and discussed in prior Council meetings relating to the City's Capital Improvements Plan (CIP), City Hall has a number of necessary improvements that are currently unfunded, including HVAC replacement, ADA parking and front entrance access improvements, flooring replacement, improved access/security at the front lobby and a number of small, operational improvements.

Through both the annual audit, budget and retreat processes, staff and Council have reviewed the existing debt service associated with City Hall and its upcoming irregular annual payments (interest only, with large capital every fifth year).

The combination of necessary near term capital expenditures and debt service obligations have led staff to assess the long-term viability of the existing City Hall and its "worthiness" of the continued investment as compared to its current estimated valuation, which is estimated to be well above the current debt service of just under \$500,000.

While much more analysis would need to be completed to bring forward any type of proposed alternatives to the current status, staff is interested in investing some time over the next twelve months to develop at least conceptual options for Council to consider before developing funding options for the currently identified City Hall CIP projects.

### **4. City Council Work Sessions - 2025 Schedule (Confirmed)**

Reminder – The schedule for Council work sessions for the remainder of 2025 is shown below with the inclusion of Budget Meetings to assist with individual Councilor scheduling.

March 25th – Collector Street Project Update, Community Survey, Fireworks Ordinance Discussion  
 April 15<sup>th</sup> – Budget Committee Meeting #1  
 April 19<sup>th</sup> - Budget Committee Meeting #2  
 June 24<sup>th</sup> - Utility Capacity and Master Plan Update (water, wastewater, storm drain)  
 July 22<sup>nd</sup> - Lane County Transportation Presentation on Jurisdictional Transfers  
 Sept 23<sup>rd</sup> - Advisory Committees & Commissions Review  
 October 28<sup>th</sup> - URA Overview and future options

# Current Projects & Contracts

The two tables below provide a summary of active infrastructure projects and signed contracts/agreements

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$850,000	Feb 2026
Water	Stallings Transmission Line	\$800,000	Feb 2026
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	Collector St Project (Coleman Phase I)	\$600,000	Sept 2025
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	May 2025
PW	Storm Water Master Plan	\$60,000	May 2025
Water	Water Conservation & Management Plan	\$50,000	May 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Street/Storm Drain problems – Locust St	3/7/25	Active
Potholes/Poor paving condition – Christian Way	3/25/25 *	Active
Abandoned vehicles/RV – Skinner St	4/7/25	Active

\* Multiple resident complaints between 3/25 and 4/8

Under discussion to defer to June/July 2026

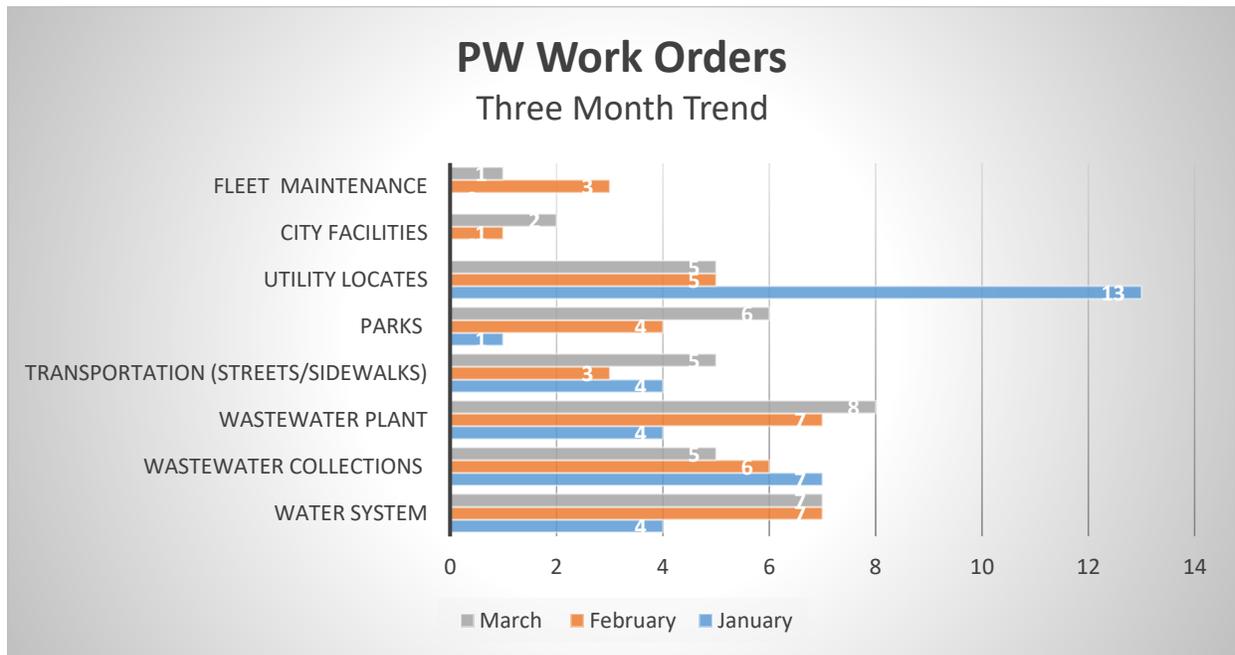
## Department Activity & Statistics

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

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- Engineering/Design meetings for
  - Stallings well treatment building, SCADA and transmission line
  - Coleman Collector Street project
  
- Well #1 Piping repair consultation
- I and I investigations and identification from recent rain events
- WWTP preventative maintenance work
- Tree limb removal and pick up from winter storm activity
- Pavilion Park - Soil delivery & spreading, irrigation system repairs



## Planning

- Issued five Structural/Plumbing/Mechanical/Electrical permits in February
- Attended regional transportation meetings including MPC & TASC, Transportation Planning Committee (TPC) and Safe Lane Transportation Coalition, continued participation on the Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update TAC, in addition to the CFEC regional scenario planning project management team meeting
- Continued work with LCOG and DLCD on Code Audit project to compare Coburg Zoning Code to [DLCD's Walkable Design Standards Guidebook](#) to identify gaps and opportunities to comply with Climate Friendly Equitable Communities' design standard rule
- Met with new Transportation Options Specialist supporting Coburg (LCOG) to develop a 2025 workplan including collaboration opportunities with CCCS and Main Street and enhancements to the bike hub
- RARE AmeriCorps member, Dabeat Nieto Wenzell, successfully led a water quality skills day series with CCCS, which ended in a tour of the WWTP that the students and chaperones found fun and educational. He is now developing a native planting project that will involve students from CCCS and the UO
- Continued work with student team from UO's Real World Lane County class to deploy community survey
- Heritage Committee members distributed Historic Preservation Award Plaques to three recipients: the Goodman House (c. 1912, 91131 N Diamond St.); HJ Cox House (1899, 32619 Bruce Way); William Van Duyn House (1877, 91108 Willamette St, Chief's Restaurant)

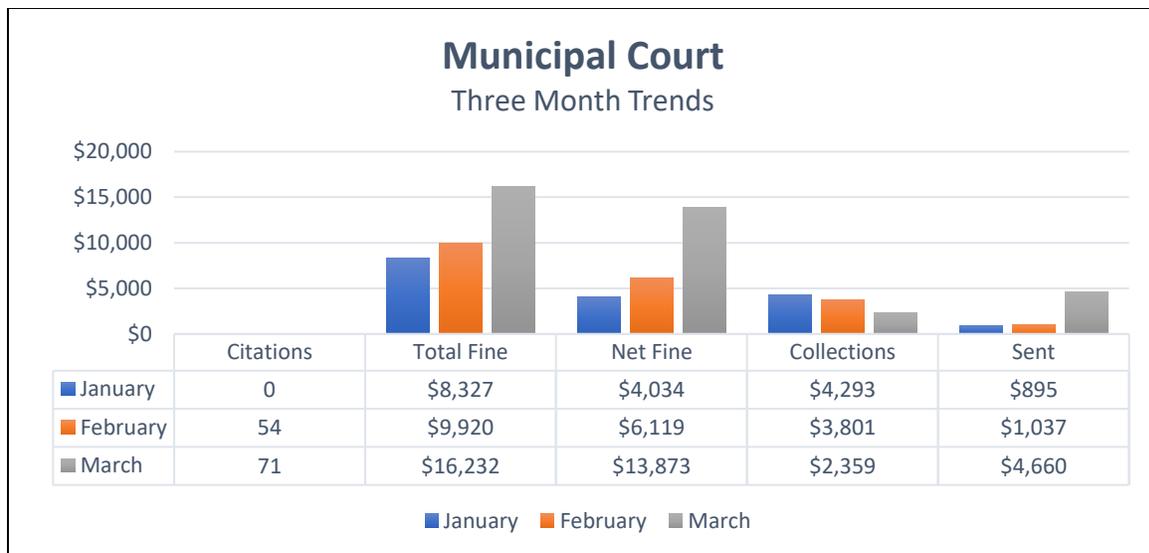
# Municipal Court

## March 2025 Activity Measures:

- Citations (Crimes and Violations)
  - New Citations for March 18, 2025 Court Date: 71
  
- March 2025 Receipts Including Collections,
  - **Total Fines:** \$17,026.59 (total monies taken in for the month, nothing deducted), *compared to \$5,219.55 in March of 2024*
  - **Net Fines:** \$ 14,668.00 (City share only, NOT including collections), *compared to \$2,334.00 in March of 2024*
  
- March 2025 Professional Credit Service Collections:
  - **Total Collection Revenue:** \$ 2,358.59 *compared to \$2,885.55 in March of 2024*
  - **Turned over to collection:** \$4,660.00 *compared to \$4,096.00 in March 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.*

- Next Court session scheduled for April 15, 2025
- Jury Trial: Tuesday, April 22, 2025
- Judge Williams attended the OJA Judge’s Conference March 19-21, 2025
- Court Administrator was awarded a scholarship to attend the OACA Court Conference April 26<sup>th</sup>-29<sup>th</sup> in Newport, OR



# Police

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(2/25/2025 – 3/25/2025)

## **MULTIPLE OFFICER RESPONSE:**

- Dispute involving multiple neighbors: **Letter from City, Prosecutor**
- Subject Down, bicycle accident on Coburg Rd./south: **Medical Transport**
- Suspicious subject walking on N. Coburg Rd.: **Unable to Locate**
- Welfare check on E. Thomas of resident w/mental health: **Resolved**
- Motor vehicle wreck on Coburg Rd. with entrapment: **Agency Assist, Report Taken**

## **SINGLE OFFICER RESPONSE:**

- Citizen assist at Dairy Mart. Locked out of vehicle: **Gained Entry, Resolved**
- Motor vehicle Accident at the TA, Property Damage: **Report Taken**
- Suspicious Conditions at Serenity Lane, possible trespass: **Employee Mistake, Resolved**
- Suicidal Subject in the area of Finley St. : **Unable to Locate**
- Open door on E. McKenzie St. : **Owner Oversight, Resolved**
- Suspicious subject at the Charter School: **Unable to Locate, Resolved**
- VIN Inspection at Camping World **Inspection Complete**
- Motor Vehicle Accident at Johnson Brother's: **Report Taken, Agency Assist**
- Suspicious subject on E. Dixon Street: **No Crime, Resolved**
- Disorderly Conduct II on S. Willamette St.: **Arrest by Citation (CLC)**
- Lost Property at the TA Truck Stop: **Report Taken, Unable to Locate**
- Theft III and Criminal Mischief II on W. Dixon : **Report Taken**
- Dispute on N. Willamette St: **Unable to Locate**
- Dispute between male/female couple on W. Dixon: **Resolved, No Crime**
- Hit/Run with property damage at the TA: **Report Taken**
- Welfare Check / DHS Referral: **Report Taken, No Crime**
- Dispute on N. Willamette St.: **No Crime**
- (3) Business Alarms located at Penske Truck Rentals: **Unfounded, Patrol Check**
- Traffic Hazard on I-5 MP 197 Northbound: **Agency Assist, Resolved**
- Assist Coburg Fire Department at Serenity Lane: **Agency Assist, Resolved**
- Dogs at large, housed in city kennel: **Unknown Owners, Greenhill**
- (2) Removed abandoned vehicles from E. Dixon St. : **Resolved, Towed**
- Follow-up on Criminal Mischief on N. Emerald St: **Report Taken, Contact Made**
- Dispute at Premier RV: **No Crime, Transport**
- Menacing at Coburg Crossing Café: **Report Taken, No Willing Victim**
- Intoxicated employee at Marathon Coach: **No Crime, Waited for Ride**
- Suicidal Subject on S. Industrial Way: **Assist**
- Violation of City Ordinance (Parking) on Roberts Rd.: **Resolved**
- Report of Identity Theft: **Report Taken**
- Motor vehicle accident at the TA (Property Damage): **Report Taken**
- Business Alarm at Industrial Businesses on Roberts Rd.: **Accidental Activation, Resolved**
- MIP of marijuana on a traffic stop on Pearl St.: **Report Taken, Citation to Appear**
- Motor vehicle accident on Coburg Rd **Agency Assist**
- Suspicious subject at Norma Pfeiffer Park: **Gone on Arrival**
- Alarm activation on Roberts Court: **Unfounded, Resolved**



## New Speed Zones



Recently Lane County Traffic Operations staff worked with the Oregon Department of Transportation to evaluate posted speeds on a few key corridors throughout the region. This evaluation resulted in the reduction of posted speeds! The results of that effort are highlighted below.

- Camas Swale Road: 40 to 25
- Hills Creek Road: 55 to 45
- Sutton Lake Road: 45 to 25
- Demmings Road: 55 to 40
- Davisson Road: 55 to 40
- Coburg Road: 45 to 20

*Note: all speeds are MPH.*