



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

September 2026

1. New Neighborhood Park Survey Results

A survey collecting community input on the desired amenities and design concepts for the development of the new park land deeded to the City as part of the Coburg Creek subdivision development recently closed and was a great success with 78 responses. The complete survey data will be compiled, organized and presented to the Park and Tree Committee at its September 15th meeting and will help shape the Committee's final recommendations to Council on the conceptual design and phasing of the development of the new park.

Pre-development funding was allocated in the current FY27 budget for grading, leveling, soil preparation and seeding of the entire park area that will take place in early spring of 2027 providing an active, functional greenspace for the neighborhood and community while the phased improvements are designed and funding earmarked for FY28 and FY29.

The Committee recommendations and survey results will be presented to Council in late 2026 or early 2027 for integration into the FY28 budget process that begins in May of 2027.

2. Business Retention and Expansion Survey Results

As noted in a prior Administration Report, City staff worked with a U of O graduate intern to develop and complete a Business Retention and Expansion Survey to the light industrial business base located primarily along North and South Industrial and Roberts Road. The complete report and results of this survey will be presented to Council at the September Work Session on Sept 22nd. This survey, called B,R & E's in economic development terminology, are valuable tools to communicate with, understand and ultimately support this critical element of the Coburg community and is an action specifically listed in the "Our Economy" section of the Council's adopted Goals and Objectives Framework document that is reviewed, updated and adopted annually.

The results will support additional discussion and Council decision making on policies and service levels that serve the needs of the light industrial sector of Coburg (and the region's) economy.

3. Upcoming U of O Student Policy Team Project

The City is again partnering with the Public Policy Program at the University of Oregon for an undergraduate student project. This ongoing collaboration and partnership between the City of Coburg and the U of O continues to extend staff's ability to provide meaningful research, evaluation and recommendations to Council on a number of important community topics.

The topic selected for this fall term is a Public Facilities Strategic Use Plan that includes both City Hall and the IOOF building. With pending significant investments needed for City Hall (ADA, HVAC, etc) and a decision looming in the next 12 months regarding the end of the five-year IOOF building lease, this project



ADMINISTRATION REPORT

will assist staff and Council on existing conditions, utilization and future opportunities for both buildings. The project scope of work is attached to this report for reference, and the final report will be presented to Council in early 2027.

4. Police Department Recognition

During a recent evening stop at the ARCO gas station in Coburg, an individual observed one of our officers assisting a stranded family at the gas pumps. The officer had paid for the family's fuel so they could continue their trip out of town. The observer shook the officer's hand and personally thanked him for the act of kindness, stating "it was impressive, kind, and moving to see one of your officers go above and beyond to help someone in need". They reached out to staff afterwards and emphasized how impressed they were by the compassion and initiative shown.

This act reflects positively on our police department's commitment to service and highlights the everyday, often unseen ways our officers support people in need. The individual asked that the officer be thanked again on their behalf, and their message serves as a meaningful reminder of the impact these small acts of kindness can have within our community. These types of community policies activities are made possible by the culture and leadership of the Coburg Police Department and the ongoing community support and donations to the CHETT Program that funds these types of financial assistance to individuals and families in tough situations.

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	\$420,000	Oct 2026
Streets	Major Maintenance Contract	\$50-\$75,000	August 2026
Parks	New Park Pre-Development Work	\$20,000	Jan/Feb 2027
Parks	Parks System Landscape Maintenance	\$24,000	December 2026
Streets	Right-of-way Vegetation Maintenance	\$4,900	October 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive – Tenants vacated
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	Complete (two remaining)
Drinking Fountain – Norma Pheiffer Park	5/26/26	In review – Parks Committee
Camping/Parking Concern	5/22/26	Resolved

DEPARTMENT ACTIVITY AND STATISTICS



ADMINISTRATION REPORT

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

Staff:

- New hire started in July – Training/shadowing August/Sept for solo duty work starting in October

Water System:

- Monthly meter reading, door hangers
- Water sample testing at select addresses

Wastewater System/Treatment Plant:

- Mixed Liquor Feed Pump & DO Probed replaced - combined cost \$15,000
- Recovery cleans on membranes at plant
- Electrical/control systems inventory, testing and replacements (battery back-ups)

Streets/Storm Drains:

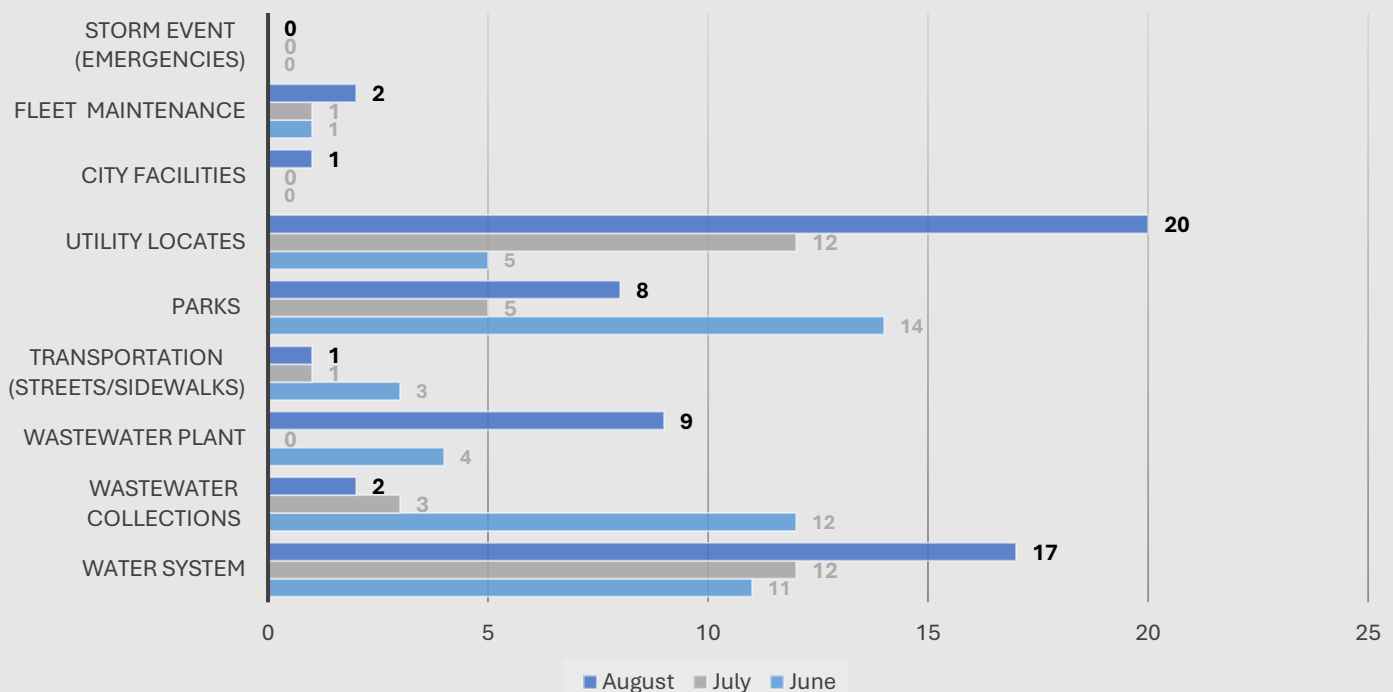
- Right-of-way and storm water system vegetation management (citywide)
- McKenzie/Abby St storm drain project (infiltration system installations)
-



60

WORK ORDERS
IN AUGUST

Work Orders - Three Month Trend





ADMINISTRATION REPORT

MUNICIPAL COURT

32

NEW CITATIONS
for August 11th Court

\$
16,633

TOTAL FINES
(total monies collected)

\$
15,408

NET FINES
(not including collections)

\$
1,225

TOTAL COLLECTION
REVENUE

\$
8,462

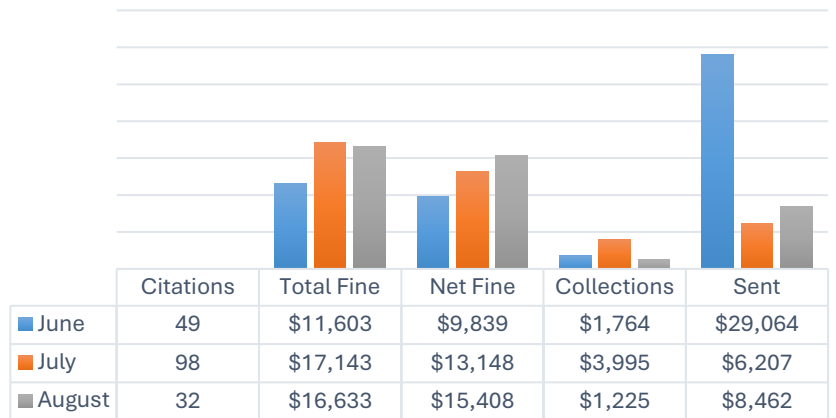
TURNED OVER TO
COLLECTIONS

Other Information:

- September Court Date:
September 1, 2026 Regular Court Session
- Upcoming Court Date: October 6, 2026 Regular Court Session

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.

Three Month Trends



PLANNING



6

PERMITS
ISSUED
(for July & Aug)

- Attended various regional transportation meetings including Transportation Planning Committee and the Technical Advisory Sub Committee (to MPC). CLMPO is kicking off an update to the region's Transportation Safety Action Plan (TSAP) that will explore how the MPO can best support regional transportation safety efforts. In addition to the TSAP TAC, staff are currently participating in LTD's "Connect 45" long range planning technical advisory committee.
- Attended American Planning Association training on active listening.
- Developing scope of work for UO fall term student consultant project.
- Housing Capacity Analysis - The Housing Initiatives Survey received 90 responses, a substantial and nearly statistically significant number. Staff tabled at Concerts in the Park to promote community engagement. Specific outreach efforts (interviews and survey) targeted at community-based organizations are also taking place including but not limited to the Coburg Community Foundation, Coburg Main Street, Charter School, Serenity Lane, Grange, and more. Research conducted on past discriminatory actions and practices at the national, state and local level is currently being drafted. The second HCA TAC meeting is scheduled for Tuesday, September 15th and an initial review of the Buildable Lands Inventory (BLI) will take place.



ADMINISTRATION REPORT

POLICE

MULTIPLE OFFICER RESPONSE: 4

- Officers responded to a report of a disorderly subject at Coburg Pizza. The suspect became physical with a customer who punched him in the face. The suspect was transported to the hospital. The suspect was so out of control he had to be sedated. 3 times. He was arrested and charged with several crimes. **ARREST**
- Officers responded to a cover request at a traffic stop on Pearl and Industrial St. **CITATION**
- Officers responded to an incomplete 911 call E Locust St. **INFO**
- Officers responded to a report of a dispute at Premier RV Park **RESOLVED**

SINGLE OFFICER RESPONSE: 36

- An Officer responded to an on-N. Coleman regarding a welfare check **WELFARE CHECK**
- An Officer responded to a disorientated subject N. Coleman Street **WELFARE CHECK**
- An Officer responded to Stuart Way regarding a citizen contact **CIVIL**
- An Officer responded to an alarm on Roberts Rd. **PATROL CHECK**
- An Officer responded to an outside agency assistance **REPORT**
- An Officer responded to a report of a dispute 9100 block of Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report of a suspicious vehicle on N. Harrison St. **ADVISED**
- An Officer responded to a report suspicious condition on Lincoln Way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to city hall for a citizen's contact **CITIZEN'S CONTACT**
- An Officer responded to criminal mischief on Coleman St. **INFORMATION**
- An Officer responded to a dispute at Kamping World on S. Stuart Way **RESOLVED**
- An Officer responded to a disabled vehicle Van Duyn **RESOLVED**
- An Officer responded to a report on the subject down on Willamette Street **RESOLVED**
- An Officer responded Roberts Road for follow up investigation **INFORMATION**
- An Officer responded to a report of a dispute on N. Willamette St. **WELFARE CHECK**
- An Officer responded to a welfare check on E McKenzie. **PATROL CHECK**
- An Officer responded to an address on S. Skinner Street for a citizen's contact **FIELD INTERVIEW**
- An Officer responded to a report of a reckless driver on Willamette Street **PATROL CHECK**
- An Officer responded to a report of a suspicious vehicle on Pearl Street **GONE ON ARRIVAL**
- An Officer responded to a report of a traffic hazard on Finley **UNABLE TO LOCATE**
- An Officer responded to a report of a trespass N. Willamette St. **REPORT**
- An Officer responded to a report of a possible dispute on Industrial way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN Inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to a to the TA Truck Stop for a follow-up investigation **FOLLOW-UP**
- An Officer responded to a citizen contact at city hall **COURTESY TRANSPORT**



ADMINISTRATION REPORT

- An Officer responded to a request for a welfare check Shane Court **WELFARE CHECK**
- An Officer responded to a report of a possible drunk driver's Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report about unlawful use of a motor vehicle at Premier RV **UNFOUNDED**
- An Officer responded to a report of a disorderly subject on N. Willamette St. **REPORT**
- An Officer responded to an assist fire e scooter accident, broken arm **FIRE DEPARTMENT ASSIST**
- An Officer responded to a vin inspection on Roberts Road **ASSIST**
- An Officer responded to an address on S. Coburg Industrial Way for a report of a Hit and Run **REPORT**
- An Officer responded to a report of a suspicious subject on S. Coburg Industrial **GONE ON ARRIVAL**
- An Officer responded to a citizen contact at CPD **RESOLVED**
- An Officer responded to a report of an injured animal on Coburg Rd. at mile post 8 **UNABLE TO LOCATE**

Traffic Stops = 79

Patrol Checks = 68

Total Activities = 224

OTHER ACTIVITIES:

- CPD members participated in Emergency Vehicle Operators Course in Goshen. This class is instructed by members of the Lane County Sheriff's Office and other small agencies throughout the area. Instructions on high-speed braking, high speed lane changes, backing skills and various other skills and techniques will be taught to participants.
- CPD Officers worked bailiff duties at Coburg Municipal Court
- CPD participated in the Coburg Car Classic held at Norma Pfeiffer Park on 8/1/2026
- CPD members attended the City of Harrisburg with their "National Night Out" function on 8/4/2026
- CPD members assisted the city of Harrisburg with the annual "Harvest fest" tractor pull event on 8/7/2026 and 8/8/2026.
- Sgt. Miller attends August's monthly Crisis Negotiation Team training on 8/26/2026
- CPD officers attended all concerts in the park talking to community members and visitors handing out police stickers and candy to the kids. Great event
- CPD Reserve Officer Woods assisted with security at the Lane County Fair
- CPD officers work bailiff duties at Harrisburg Municipal Court
- CPD Reserve Officer Woods assisted with security at Autzen Stadium for a recent concert

UPCOMING EVENTS:

- CPD officers will be teaching I love you guys' safety program to Coburg Community Charter School staff
- CPD will be helping the Sheriff's Department with parking at the U of O football games