



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

July 2026

1. Public Works Staffing Update and Parks/Right-of-Way Maintenance Contracts

As noted in last month's report, one member of the Public Works staff team resigned in early May creating an opportunity to conduct an assessment of the remaining staffing strengths and 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. That position was successfully filled in mid-June and is working out well so far.

Another member of the PW Team resigned in early July, accepting a position in a neighboring jurisdiction. Because of the close timing to the prior recruitment, interviews and on-site facilities tour, staff was able to present a conditional job offer to a second, high-ranking candidate which was accepted with a planned start date of July 21st.

Rather than continuing to seek a replacement for a budgeted, six-month temporary worker for Parks/Right of way vegetation and scheduled family leave staffing gaps, staff elected to direct award two separate contracts, which ensures continuity of operations and an opportunity to pilot third party contracting for both Parks System Landscape maintenance and right-of-way vegetation maintenance.

Rexius was selected for a six-month contract for Parks System landscape maintenance and Thompson Landscaping was selected for a three month right-of-way vegetation maintenance. Third party contracts for both activities were discussed with Council prior to the start of the vegetation growing season and this mid-season pilot will provide staff an opportunity to fine tune expectations, clearly delineate contract tasks vs. staff tasks and will inform the full bidding process for a multi-year contract in January/February of 2027.

2. Technology Updates

Police Department – Laptops have been purchased and will be set up by Lane County IT staff under a new maintenance and support agreement for Coburg Police Department's three primary patrol vehicles bring Computer Aided Dispatch (CAD) technology to Coburg Officers in the field, a significant enhancement to radio only communications with the Lane County Sheriff's Office dispatch service. Staff expects the CAD system to be fully operational within 60 days.

Finance Department – Staff is working with Springbrook Software to implement the creation and operational implementation of a Cash Controls Fund. A pooled cash fund is a single centralized fund in the City's general ledger that simplifies cash management, facilitates the use of fewer bank accounts and reduces time spent in the monthly reconciliation process. This fund should be created and in use in the second quarter of FY27.



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Public Works – The existing water meter reading software has reached the end of its support period (8-10 years old). Staff is working with the meter vendor (Mueller) on implementation of replacement software. Staff anticipates the new software will be cloud based and able to be accessed via phone/laptop apps rather than dedicated single point access. Public Works and Utility Billing staff will both be involved in the set up and implementation to ensure seamless connection of meter data to the Springbrook billing software. This is anticipated to kick-off in late fall and go live in the Spring of 2027.

Administration – The City’s website and public meeting management software is migrating to a new platform and will result in a number of changes to the creation, display and retention of agendas, minutes, packets and meeting video. The majority of the changes will be on the “backend” that staff utilizes and is anticipated to bring new tools and options to more fully integrate the system into both the meeting management process and how information is organized and delivered to the community on the City website. This project is expected to launch in September with a likely completion in December/January.

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 -\$420,000	November 2027
Streets	Major Maintenance Contract	\$50-\$75,000	August 2026
Parks	New Park Pre-Development Work	\$20,000	August 2026
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

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 Skinner St (service line)
- Replacement of Well #2 pump/motor

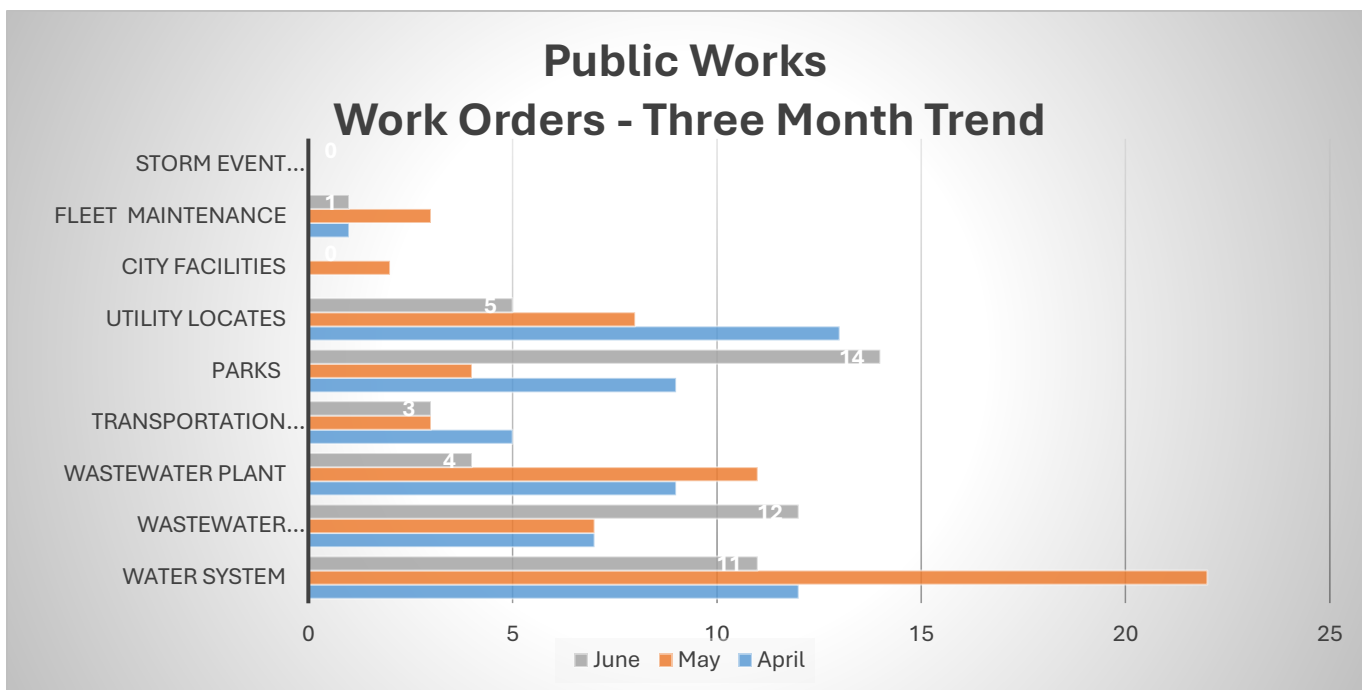
Wastewater System:

- Staff coverage adjustment training
- Replacement of air compressors that operate valve systems

Streets/Storm Drains:

- Coleman Collector Street project completion
- Right-of-way and storm water system vegetation management (citywide)

Work Order Type	April	May	June
Water System	12	22	11
WasteWater Collections	7	7	12
WasteWater Plant	9	11	4
Transportation (Streets/Sidewalk)	5	3	3
Parks	9	4	14
Utility Locates	13	8	5
City Facilities	0	2	0
Fleet Maintenance	1	3	1
Storm Event (Emergencies)	0	0	0
TOTALS	56	60	50





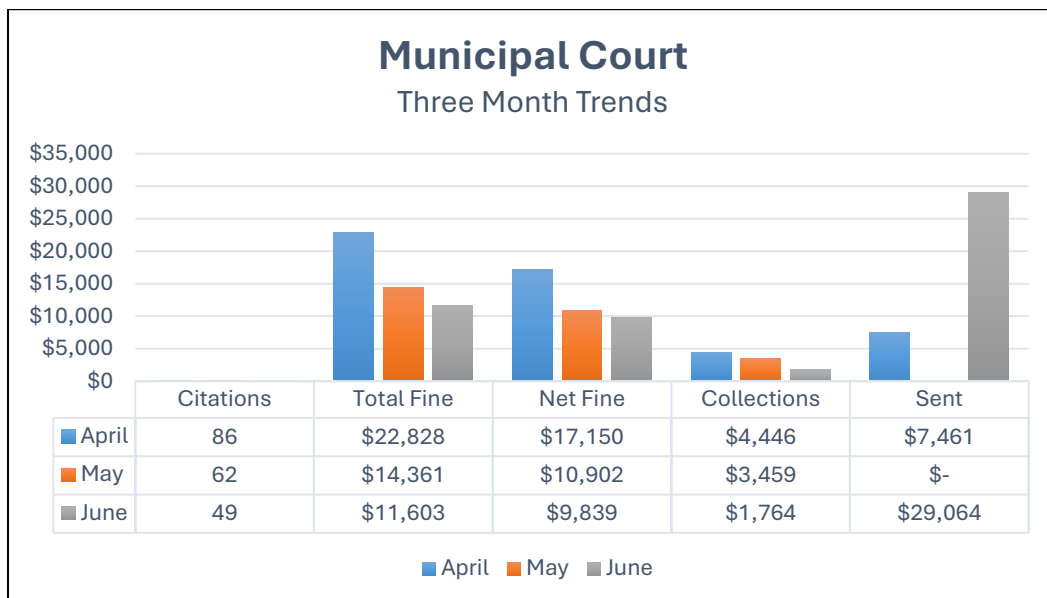
MUNICIPAL COURT

- **Citations (Crimes and Violations)**
 - New Citations for June 2, 2026 Court Date: 49
- **June 2026 Receipts Including Collections,**
 - **Total Fines:** \$11,603.21 (total monies taken in for the month, nothing deducted),
compared to \$16,935.51 in June of 2025
 - **Net Fines:** \$9,839.00 (City share only, NOT including collections),
compared to \$14,877.25 in June of 2025
- **June 2026 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 1,764.21
compared to \$2,058.26 in June of 2025
 - **Turned over to collection:** \$29,063.69
compared to \$6,089.00 in June 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 Date: July 21, 2026 Regular Court Session





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PLANNING

- Issued eight Structural/Plumbing/Mechanical/Electrical permits in June
- Attended various regional transportation meetings
- Accepted invitation to participate in LTD's "Connect 45" long range planning technical advisory committee
- Finalized plat for partition on N. Coleman St.
- Held first Housing Capacity Analysis (HCA) TAC meeting to cover the scope and methodology of the project, launched housing initiatives survey that will be open through the end of July, and will table at the July 22nd Concert in the Park to maximize community engagement and public participation opportunities. The Buildable Lands Inventory (BLI) is being drafted and will soon be ready for staff review and will be presented to the TAC in September. Interviews with community based organizations will also commence this month.

POLICE

MULTIPLE OFFICER RESPONSE:

- Officers and Deputies responded to a report of suspicious conditions on N. Spores St. **Information**
- Officers responded to a report of a possible DUII driver on Coburg Rd. **Unable to Locate**
- Officers responded to the TA Truck Stop for needy subjects and purchase meals for them **CHETT**
- Officers responded to an address on S. Stuart Way regarding a report of strangulation **Gone On Arrival**

SINGLE OFFICER RESPONSE:

- An Officer responded to E. Pearl Street for a report of a disabled vehicle **Resolved**
- An Officer responded to Christian Way for a report of a juvenile riding an electric motorcycle **Resolved**
- An Officer responded to an address on E. Van Duyn St. for follow-up **Follow Up**
- An Officer responded to the TA Truck Stop for a follow-up investigation **Follow Up**
- An Officer responded to the TA Truck Stop for a report of Hit and Run **Resolved**
- An Officer responded to an address on S. Industrial Way for a report of a Hit and Run **Information**
- An Officer responded to an address on N. Willamette St. regarding a disorderly subject **Warrant**
- An Officer responded to an address on N. Willamette St. regarding a disorderly subject **Information**
- An Officer responded to a request for an attempt to locate on I-5 Southbound **Unable to Locate**
- An Officer responded to Roberts Rd. regarding a suspicious vehicle **Patrol Check**
- An Officer responded to an address on N. Diamond Street regarding suspicious circumstances **Info**
- An Officer responded to the TA Truck Stop regarding a report of a theft at the location **Report**
- An Officer responded to an address on E. Pearl Street regarding a theft of a vehicle **Report**
- An Officer responded to a report of the traffic signals being out on E. Pearl St. **Info to Public Works**
- An Officer responded to an alarm at Cummins Northwest on Roberts Rd. **Resolved**
- An Officer responded to city hall regarding a citizens request **Resolved**
- An Officer responded to Camping World on Roberts Rd. for a VIN Inspection **VIN Inspection**



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- An Officer responded to the TA Truck Stop regarding trespass at the location **Resolved**
- An Officer responded to an address on Roberts Rd for an alarm **Resolved**
- The Chief responded to Serenity Lane to assist the Fire Department with a disorderly subject **Assist**
- An Officer responded to Camping World on Roberts Rd. for a VIN Inspection **VIN Inspection**
- An Officer responded to a report of animal abuse at an address on E. McKenzie St. **Patrol Check**
- An Officer responded to a report of a loud noise complaint at Norma Pfeiffer Park **Information**
- An Officer responded to Camping World for a VIN Inspection **VIN Inspection**
- The Chief responded to a city ordinance violation on E. Lincoln Way **Advised**
- An Officer responded to an address on N. Willamette Street to assist another police department **Assist**
- An Officer responded to a report of a dog at large on N. Willamette Street **Resolved**
- An Officer responded to City Hall for a citizens contact **Resolved**
- An Officer responded to an address on S. Stuart Way for a follow up investigation **Unable to Locate**
- An Officer responded to a report of inoperative traffic signals at Willamette **Info to Public Works**
- An Officer responded to a request to assist the Coburg Fire Department on N. Willamette St. **Assist**
- An Officer responded to a report of found property on E. Pearl Street **Report**
- An Officer responded to an address on N. Willamette St. for follow-up **Follow Up**
- An Officer responded to an address on Austin St. regarding suspicious circumstances **Patrol Check**
- An Officer responded to a loud noise complaint on N. Coleman St. **Patrol Check**
- An Officer responded to a report of a dog at large on N. Willamette Street **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 City Hall regarding a follow-up investigation **Follow Up**
- An Officer responded to an address on S. Industrial Way for a Follow-Up investigation **Follow Up**
- An Officer responded to a report of a counterfeit bill at the ARCO Gas Station **Report**
- An Officer responded to an address on E. Pearl Street for a Follow-Up investigation **Follow Up**
- An Officer responded to an address on E. Mill Street for a Follow-Up investigation **Follow Up**
- An Officer responded to city hall to take a stolen vehicle report **Report**
- An Officer responded to a report of a dispute on N. Willamette Street **Report**
- An Officer responded to a report of an abandoned vehicle on Roberts Rd. **Tagged for Removal**
- An Officer responded to Norma Pfeiffer Park for a report of Criminal Mischief **Report**
- An Officer responded to Roberts Rd. regarding a suspicious vehicle **Patrol Check**
- An Officer responded to an address on E. Mill St. regarding a report of harassment **Information**
- An Officer responded to an address on E. Lincoln Way regarding a report of suspicious conditions **Info**
- An Officer responded to a report of an attempt to locate on I-5 southbound **Information**
- An Officer responded to Norma Pfeiffer Park regarding a disorderly juvenile **Advised**
- An Officer responded to a report of a dispute at an address on E. Van Duyn **Information**
- An Officer responded to a report of a theft of a vehicle from an address on E. Van Duyn **Report**



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• An Officer responded to a report of suspicious subjects on N. Willamette St.	Patrol Check
• The Chief responded to a report of a loud noise complaint on E. Delaney St.	Information
• The Chief responded to a report of an abandoned vehicle on E. Pearl St.	Advised
• An Officer responded to a report of a city ordinance violation on Roberts Rd.	Resolved
• An Officer responded to a report of a vehicle stolen from an address on E. Van Duyn	Report
• An Officer responded to a report of identity theft from an address on E. Maple St.	Report
• The Chief responded to a report of a disorderly subject at the Fuel 'N Go	Resolved
• An Officer responded to a report of illegal dumping on Coburg Creek Dr.	Unfounded
• The Chief responded to City Hall regarding a citizens contact	Information
• An Officer responded to a report of suspicious subjects on E. McKenzie St.	Patrol Check
• An Officer responded to a report of a found animal on N. Miller St.	Resolved
• An Officer responded to a report of suspicious conditions at the TA Truck Stop	Information
• An Officer responded to a report of reckless driving on Van Duyn	Unable to Locate
• An Officer served a warrant while on a traffic stop on I-5 southbound	Warrant Arrest
• The Chief responded to a report of a loud noise complaint on S. Stuart Way	Gone On Arrival
• An Officer responded to a report of a suspicious subject on E. Mill St.	Advised
• An Officer responded to a report of a traffic hazard on E. Pearl St.	Patrol Check
• An Officer responded to a report of an illegally parked vehicle on Roberts Rd.	Patrol Check

Patrol Checks = 67

Total Activities = 208

OTHER ACTIVITIES:

- Officers attended the annual 4th of July parade and fireworks show in Harrisburg, per the contract between the two cities.
- CPD Hosted Bubba's Ice Cream at the Coburg Community Charter School on the last day of school. Over 200 ice cream treats were purchased for the students and staff during an end of year event.
- Sgt. Miller participated in the monthly Crisis Negotiations Team training held at the Marist High School. This months training focused on the cooperation of the Springfield, Lane County Sheriff's Office and the Eugene Police Department teams.

UPCOMING EVENTS:

- The Coburg Police Department will be training with our new duty weapons this month at the Oakridge Gun Club. Sgt. Larson has recently completed a weapon mounted optics instructor course and will be showing us how to use our new duty weapons to their full potential.
- Members of the Coburg Police Department will be taking part in a sex offender sweep titled, "Operation Oregon Nights 4." This will take place on July 31st and will be focused on getting sex offenders who are out of compliance off of the streets.