



# 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

January 2026

### 1. 2026 Council Retreat – January 31<sup>st</sup> (Saturday 9:30-3:00)

The City Council will be holding its annual full-day (almost) retreat for 2026 planning, as well as discussion and development of long-range goals and objectives. The retreat will start with a review of the current Council Framework & Objectives document, accomplishments, tasks/actions for the coming year and review of prioritization of each objective within the Framework. The second element of the retreat will focus on long-range vision and outlook for Coburg and how the Framework objectives align with the long-range vision. The final element will be a deep dive into City financials on a fund-by-fund basis with an objective of a common understanding of the current condition and strategies for each fund to ensure financial sustainability.

### 2. Traffic Control Changes at Coburg Rd/N Coburg/Bottom Loop

Lane County Transportation recently completed a traffic analysis for the intersection of Coburg Road/N Coburg Road/Bottom Loop Road to address safety and access concerns, particularly peak time during school drop off/pick up. The study determined that the conditions and trip count data met the requirements for the installation of a four-way stop for this intersection. Coburg Fire District noted no access concerns with the proposed changes. Coburg Police Department recognized the speed and peak time stacking issues and is agreeable to the Lane County request for targeted monitoring of the intersection while the traffic changes become more routine with frequent users of Coburg Road.

City staff is supportive of the Lane County determination as it supports the Transportation Safety Ad-Hoc Committee's recommendations as it enhances pedestrian safety for all four pedestrian crossings at this intersection. The four-way stop will also likely indirectly improve speed reduction on Van Duyn between the intersection and N Willamette. Staff will monitor the change and work with Lane County to determine if the four-way stop opens the possibility of a speed reduction on Van Duyn Street.

### 3. Downtown Holiday Lighting and Christmas in Coburg

Consistent with standard practice, City staff and Coburg Main Street staff held a post-event meeting to go over both general and technical aspects of the holiday season events. By all accounts, the holiday season lighting/decorations and the parade were a success with many ideas on how to improve/expand the holiday festivities for next year.

Coburg Main Street has continued to take on a larger role in the lighting and decorations well beyond the City/Main Street event management agreement. That is possible due to the outstanding efforts of Megan Dompe and the Main Street Board and community volunteers. City staff will be working with Main Street to enhance the overall downtown lighting for the entire holiday season with an objective of sharing some of the seasonal tasks so that Main Street has more capacity to focus on the Christmas in Coburg weekend of events and activities as originally envisioned. Regardless, this remains a combined effort and the 2026 Holiday Season will shine bright with continued lessons learned and the integration of new ideas and suggestions.



# 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
PW	Storm Water Master Plan	\$60,000	Jan 2025
Water	Water Conservation & Management Plan	\$50,000	Jan 2025

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	Active – Plan in place
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:

Monthly Water sampling, meter reading, door hangars

### Wastewater System:

Collection system large leak repair from utility contractor driving over/breaking connection box. PW Staff isolated and repaired the line within three hours with minimal disruption to neighborhood.

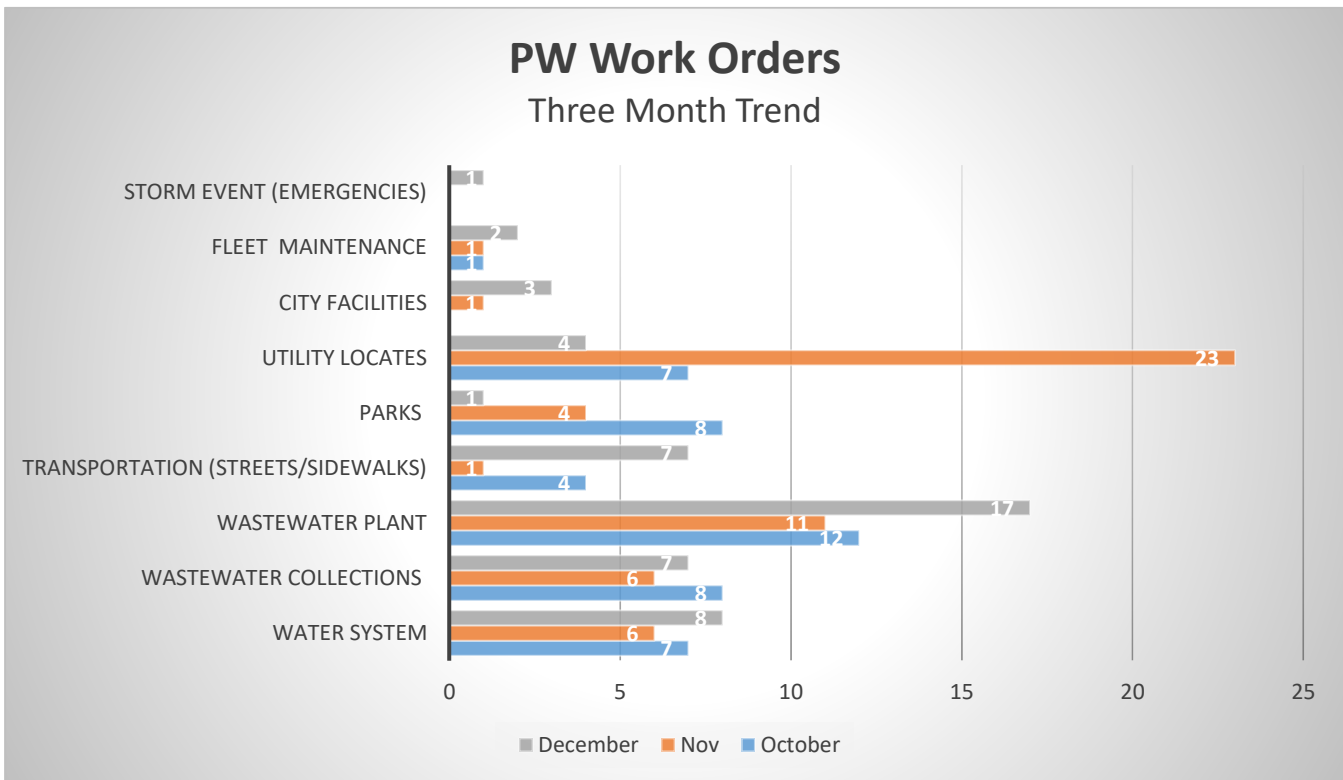
### Streets/Storm Drains:

Leaf pick-up season was highly successful and completed several weeks ahead of target.

### Facilities:

City Hall – Roof leak repair

Work Order Type	October	Nov	December
Water System	7	6	8
WasteWater Collections	8	6	7
WasteWater Plant	12	11	17
Transportation (Streets/Sidewalk)	4	1	7
Parks	8	4	1
Utility Locates	7	23	4
City Facilities	0	1	3
Fleet Maintenance	1	1	2
Storm Event (Emergencies)	0	0	1
<b>TOTALS</b>	<b>47</b>	<b>53</b>	<b>50</b>



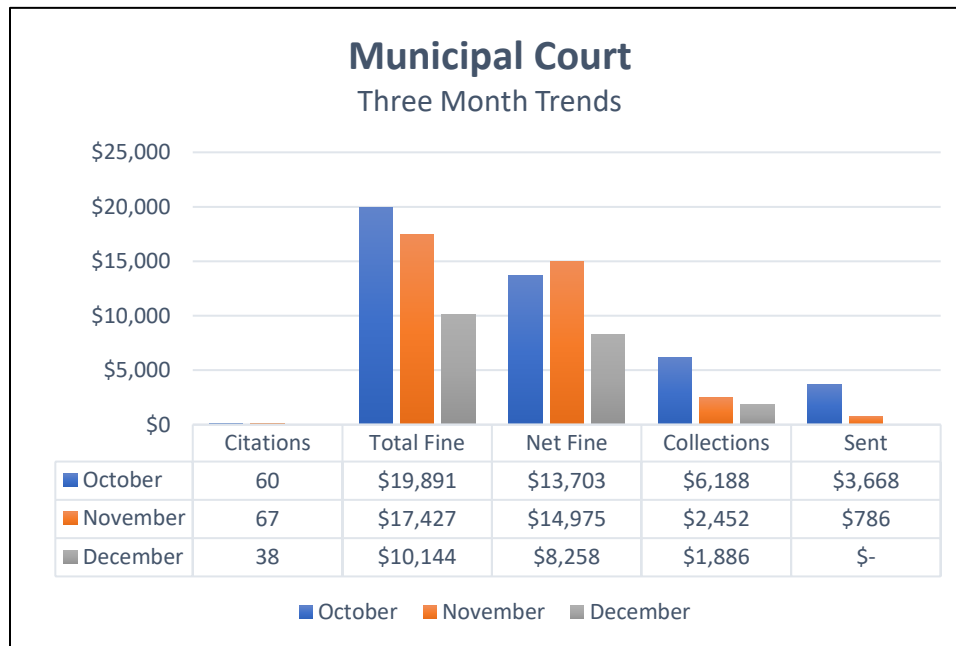
**December 2025 Activity Measures:**

- Citations (Crimes and Violations)
  - New Citations for December 2, 2025 Court Date:38
- December 2025 Court Receipts Including Collections,
  - **Total Fines:** \$10,143.79 (total monies taken in for the month, nothing deducted), compared to \$4,400.60 in December of 2024
  - **Net Fines:** \$ 8,258.00 (City share only, NOT including collections), compared to \$2,832.00 in December 2024
- December 2025 Professional Credit Service Collections:
  - **Total Collection Revenue:** \$ 1,885.79 compared to \$1,568.00 in December 2024
  - **Turned over to collection:** \$ 0 compared to \$10,285.00 in December 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.*

**Other Information:**

- Upcoming Court Date: January 6, 2026, Regular Court Session



# Planning

City Staff and the Planning Commission are developing a work plan for 2026. A primary item will be the Housing Capacity Analysis (HCA) project that is being led by LCOG as part of the Lane Multi-City Housing Capacity Analysis.

The project will assess buildable lands (BLI), housing needs, readiness and policy alignment with Oregon’s planning goals. LCOG will lead the analyses and implementation to support affordable, diverse housing, but Coburg planning staff have committed to an elevated level of engagement, providing additional support in drafting technical deliverables, contributing to analytic work, and leading specific components of the project. Cottage Grove is also participating, and perhaps Veneta and Creswell in a more limited scope. This is a very exciting project funded by DLCD to update the BLI and assess housing needs, priorities and opportunities

(12/1/2025 - 12/31/2025)

## **MULTIPLE OFFICER RESPONSE**

- Officers responded to a report of found property on N. Coleman **Resolved/Property Returned**
- Officers responded to a theft on N. Industrial Way **Report/No Suspect Info**
- Officers responded to a report of suspicious persons on N. Willamette **Patrol Check**
- Officers responded to a report of a prowler on N. Willamette **Unfounded**

## **SINGLE OFFICER RESPONSE**

- An Officer responded to assist CFD with a possible heart attack at McDonald's **Agency Assist**
- An Officer responded to a report of an alarm on Roberts Ct. **Unfounded**
- An Officer responded to a report of an alarm on Roberts Ct. **Resolved**
- An Officer responded to a report of a possible drunk driver on N. Willamette Street **Unable to Locate**
- An Officer responded to a report of a suspicious vehicle on E. Pearl Street **Patrol Check**
- An Officer responded to assist CFD with an unresponsive patient on N. Willamette St. **Agency Assist**
- An Officer responded to Serenity Lane for a disorderly subject **Resolved**
- An Officer contacted an illegally parked vehicle on Roberts Rd. **Tagged for Removal**
- An Officer responded to a disorderly subject on N. Willamette Street **Warning for Disorderly Conduct**
- An Officer responded to a report of harassment at Premier RV Park **Information**
- An Officer conducted a field interview of a group of juveniles at Pavilion Park **Field Interview**
- An Officer conducted a citizen contact at city hall **Information**
- An Officer contacted several illegally parked vehicles on Roberts Rd. **Tagged for Removal**
- An Officer contacted a suspicious vehicle at Premier RV Park **Patrol Check**
- An Officer contacted an illegally parked vehicle on Roberts Rd. **Warning**
- An Officer responded to a report of a motor vehicle accident on N. Coburg Rd. **Unable to Locate**
- An Officer responded to a report of a suicidal subject at Serenity Lane **Resolved**
- An Officer responded to a report of a panic alarm at city hall **Unfounded**
- An Officer responded to Kamping World on S. Stuart Way for a welfare check **Welfare Check**
- An Officer located a disabled vehicle on E. Pearl Street and removed it from the lane of travel **Assist**
- An Officer had dispatch contact public works for a report of disabled traffic signals **Assist**
- An Officer responded to the area of the TA Truck Stop for a report of an intoxicated driver **Unfounded**
- An Officer responded to a motor vehicle accident on Pearl Street **Report**
- An Officer responded to a dispute at the Premier RV Park **Transport/Resolved**
- An Officer responded to a welfare check on a subject at the TA Truck Stop **Transport/Assist**
- An Officer responded to a report of reckless driving on E. Van Duyn Rd. **Unable to Locate**
- An Officer responded to a report of a missing person on E. Pearl Street **Report**

- An Officer contacted an illegally parked vehicle on S. Coburg Industrial Way **Warning**
- An Officer responded to a report of a suspicious subject on Coburg Rd. **Unable to Locate**
- An Officer responded to a report of a disorderly subject at Serenity Lane **Resolved**
- An Officer responded to city hall for a citizen contacted **Information**
- An Officer conducted a DUII investigation on S. Coburg Industrial Way **Arrest/DUII**
- An Officer responded to a report of an abandoned vehicle at the TA Truck Stop **Resolved**
- An Officer responded to a citizens contact at city hall **Resolved**
- An Officer towed an abandoned vehicle from the Fuel 'N Go parking lot **Tow**
- An Officer responded to a report of a subject who had walked away from Serenity Lane **Information**
- An Officer responded to a report of a trespass at the TA Truck Stop **Unable to Locate**
- An Officer responded to a report of an alarm on N. Coburg Industrial Way **Resolved**
- An Officer responded to a report of a dog at large on N. Miller St. **Unable to Locate**
- An Officer conducted a DUII investigation on E. Dixon Street **Arrest/DUII**
- An Officer responded to a report of a disorderly subject at Serenity Lane **Assist**
- An Officer responded to a report of a trespass at the TA Truck Stop **Warning/Resolved**
- An Officer responded to a report of shots being fired on N. Industrial Way **Unfounded**
- An Officer responded to an abandoned vehicle on N. Miller Street **Tow**
- An Officer responded to a report of a burglary from an occupied motorhome in the Coburg area **Report**

**Patrol Checks = 61**

### **OTHER ACTIVITIES**

- CPD participated in “Operation Oregon Nights,” a sex offender compliance sweep with neighboring agencies which took place on 12/17/2025. As a result, the following statistics were generated as a result: Coburg had 6 officers with a total of 12 checks that resulted in 1 arrest for failure to register as a sex offender, 1 citation to appear for failure to register as a sex offender, 2 warnings and 6 registrations and 2 confirmed deceased subjects that were out of compliance.
- Reserve Officer Woods and Reserve Officer Gonzalez have completed their field training and will be moving to a “solo status.” This means the reserve officer may patrol the city on his/her own and will be dispatched to calls and conduct traffic stops like any other officer for the Coburg Police Department.
- Members of the Coburg Police Department participated in the annual “Shop-With-A-Cop” program. We took five children Christmas shopping and provided them with lunch while wrapping presents.
- Members of the Coburg Police Department assisted the Junction City with their “Shop-With-A-Cop” program, as the need for more officers was paramount for a successful event. The departments have a good working relationship, and we continue to look forward to more joint events.
- CPD assisted the Lane County Sheriff’s Office in providing security and traffic enforcement during the Veneta Light Parade.
- CPD was assisted by the Lane County Sheriff’s Office in security and traffic enforcement during the annual Coburg Light Parade.
- Reserve Officer Woods participated in assisting the Lane County Sheriff’s Office with security during the recent University of Oregon college football playoff game held at Autzen Stadium.

- The CPD kennel has been cleaned up and renovated to facilitate a healthy environment for found animals in the city of Coburg. The kennel is used for temporary lodging of animals until they are either reunited with their owners or transported to Greenhill Humane Society for longer term stays.

### **UPCOMING EVENTS**

- Officer Wilson has obtained an instructor certificate for “Milo Training.” The Milo Training is an interactive virtual reality simulator that is used by law enforcement to simulate responding to high stress calls for service. The simulator is on loan from the Oregon Department of Public Safety Standards and Training and has been set up in the new public works building. In the next few weeks and months, CPD will host surrounding agencies to participate in the training and instruction by Officer Wilson.
- Monthly meetings will reconvene in January with topics to include weapons training, code of ethics acknowledgement, and building the 2026 training calander.