

North Bend City Administrator's Report | April 28, 2026

Visitor Information Center

July Jubilee Returns July 17–19:

July Jubilee will return July 17–19 with traditional events, including the awards ceremony, five-kilometer run, disc golf tournament, Show and Shine car show, softball game, Family Fun at Pony Village Mall, history walk, and more. Applications are now open for the July Jubilee Ambassador Court. This event highlights community pride, attracts visitors, and encourages people to spend time and dollars in North Bend. (North Bend Strategic Plan: Economic Development)

Main Street Program

Mother's Day on Main Street – May 9:

North Bend Main Street will host Mother's Day on Main Street on Saturday, May 9, from 11:00 a.m. to 3:00 p.m. This one-day event celebrates mother figures and invites families to visit downtown and support local businesses. Activities include giveaways, mini flower bouquet making, massages for moms, a professional photo booth, and hand-painted bouquet cards. Participants can visit designated locations to enter for giveaway baskets. Businesses interested in donating items for baskets can contact Stephanie Wilson. The event is sponsored by Banner Bank, Primal Property Management, and Ziplly Fiber. (North Bend Strategic Plan: Economic Development)

Urban Renewal Agency and Economic Development

Visitor Information Center Hub Development Continues:

Construction at the Visitor Information Center continues and will be a key addition to downtown and the Urban Renewal District. Work will continue over the next year, with the Merci Boxcar scheduled to be moved in May. A full reveal and celebration is planned for 2027. (North Bend Strategic Plan: Infrastructure Improvement; Economic Development)

New Retail Announcement at Pony Village Mall:

Pony Village Mall has announced that a Hobby Lobby store is on the way. (North Bend Strategic Plan: Infrastructure Improvement; Economic Development)

City Recorder and Human Resources

Employee Policy Development:

The City Recorder is working with the City Attorney to draft a take-home vehicle policy for non-represented employees. (North Bend Strategic Plan: Policy Review)

Information Technology Asset Tracking:

The City Recorder and the Information Technology Specialist and Network Administrator developed an information technology asset tracking system using a spreadsheet. This system will help tag, track, and manage the City's electronic equipment inventory. (North Bend Strategic Plan: Infrastructure Improvement; Financial Sustainability)

Temporary Parks Maintenance Worker Recruitment:

The City Recorder will work with the Parks and Facilities Manager to schedule interviews for the Temporary Parks Maintenance Worker position. (North Bend Strategic Plan: Economic Development)

Surplus Equipment Sale:

The Streets Department's 1998 Ford Vactor and Jet Rodder was sold for 24,500 dollars through GovDeals. Residents can view City surplus items on the GovDeals City of North Bend page. (North Bend Strategic Plan: Financial Sustainability)

North Bend Public Library**Professional Development Conference Participation:**

Library staff attended the joint Pacific Northwest Library Association and Oregon Library Association conference in Portland from April 22–24. Staff participated in sessions on young adult services, children's programming, and library management. This year, staff members Emery Courtney and Jordan Edwards received scholarships totaling 850 dollars to help offset the cost of attendance. (North Bend Strategic Plan: Economic Development)

Statewide Service Appointment:

Library Director Haley Lagasse was appointed to the Statewide Database Licensing Advisory Committee as the representative for public libraries serving populations under 25,000. The appointment is for a three-year term. The committee advises State Library staff on the review and selection of databases and resources for the Statewide Database Licensing Program, which provides access to reference databases for libraries across Oregon, including the North Bend Public Library. (North Bend Strategic Plan: Policy Review; Financial Sustainability)

One Book, One Coast – Community Reading Initiative:

The North Bend Public Library is participating in One Book, One Coast, a regional reading initiative connecting more than 130 library systems across California, Oregon, and Washington. This year's selection is *They Called Us Enemy* by George Takei, Steven Scott, and Justin Eisinger, illustrated by Harmony Becker. The library will host an in-person book discussion on

Friday, May 1, at 1:00 p.m. The program concludes with a virtual author talk by George Takei on Sunday, May 31, at 2:00 p.m., livestreamed on YouTube. (North Bend Strategic Plan: Economic Development)

Simpson Reef Wildlife Seminar – May 9:

The library will host a free educational seminar on Saturday, May 9, at 1:00 p.m., highlighting the wildlife of Simpson Reef. Presented by marine educators Jan Hodder and Mike Graybill, the program will introduce participants to animals that inhabit the reef and surrounding shoreline and cover responsible wildlife viewing practices. Following the presentation, Shoreline Education for Awareness will provide an opportunity to view wildlife at Simpson Reef using spotting scopes. (North Bend Strategic Plan: Economic Development)

Beginner’s Guide to Container Gardening with Flowers – May 16:

The library will host a free class on Saturday, May 16, from 10:00–11:30 a.m., led by Master Gardener Lynn Menashian. Participants will learn how to create vibrant container gardens, with design tips that work well for patios, small yards, and other limited spaces. At the end of the class, attendees may enter a drawing to win a fully planted flower container. (North Bend Strategic Plan: Economic Development)

Fire Department

Training and Professional Development:

The department completed its second training session at the Eugene and Springfield Fire Training Facility, with 13 members participating across disciplines. The training supports operational consistency, improves coordination, and strengthens individual competencies to help ensure personnel are prepared to respond effectively to emergencies. (North Bend Strategic Plan: High-Performing Government; Public Safety)

Fire Station 2 Staffing Progress:

Fire Station 2 is now being staffed by resident volunteer firefighters. Volunteers living nearby can respond directly to the station and deploy apparatus, reducing response times and increasing coverage. This model strengthens reliable emergency response while maximizing available resources. (North Bend Strategic Plan: Public Safety; Organizational Sustainability)

Structure Fire Response – Virginia Avenue:

Crews responded to a residential structure fire in the 2600 block of Virginia Avenue that originated from an unattended pot on the stove. The fire extended from the kitchen into the attic space. Firefighters arrived within two minutes and quickly controlled the main body of fire, preventing further extension. Crews completed a comprehensive overhaul, including removing smoldering attic insulation to eliminate all potential fire. Seven residents were displaced. The American Red Cross was notified and provided immediate assistance with emergency housing.

All occupants and pets were safely accounted for, including a small hamster that was successfully rescued. (North Bend Strategic Plan: Public Safety; Community Resilience)

Police Department

Drone Program Coordination:

The Police Department is working with the Fire Department to expand the City's use of unmanned aerial vehicle systems. The department appreciates the Fire Department's efforts to secure this technology and provide training. (North Bend Strategic Plan: Public Safety)

May 2 Benefit Event for the Police Canine Program:

Ko-Kwel Casino Resort is hosting a Disco Party benefit concert and auction on May 2, 2026, at 7:00 p.m. in the Salmon Room. This event will raise funds for the Police Department's canine program. Tickets are 10 dollars each. (North Bend Strategic Plan: Public Safety)

Finance Department

Enterprise Fleet Management – One-Year Review:

After one full year in the Enterprise Fleet Management Program, Finance staff have gathered data on vehicles, maintenance costs, and leases. The department is preparing an update for City Council to review program performance and determine next steps. Results to date show improved cost tracking and better vehicles across departments. (North Bend Strategic Plan: Financial Sustainability; Infrastructure Improvement)

Oregon Liquor and Cannabis Commission License Renewals:

Finance staff reviewed a report identifying liquor licenses past their renewal date. Approximately 20 reminder letters were prepared and mailed to business owners to support timely renewals, help ensure business compliance, and support local revenue from license fees. Since mailing last week, four renewals have been made. (North Bend Strategic Plan: Financial Sustainability; Policy Review)

Payroll Process Documentation:

To improve transparency and continuity, Finance staff have been recording video demonstrations of payroll procedures, from timecard processing through payments to the Public Employees Retirement System. These recordings and written narratives will serve as training resources and help maintain consistency in payroll operations. (North Bend Strategic Plan: Financial Sustainability; Policy Review)

Fiscal Year 2027 Budget Preparation:

Finance staff are assembling the proposed Fiscal Year 2027 budget, prioritizing a balanced approach among the General Fund, Public Safety Fund, and North Bend Urban Renewal Agency.

The Finance Director is documenting key assumptions and decisions to ensure next year's financial plan is well-supported and transparent for Council and community review. (North Bend Strategic Plan: Financial Sustainability)

State Accident Insurance Fund Payroll Projections:

Finance staff prepared projected payroll data by job classification for the State Accident Insurance Fund. These projections are used to determine annual workers' compensation premiums for City employees and reflect staffing and wage adjustments to ensure accurate insurance billing. (North Bend Strategic Plan: Financial Sustainability; Policy Review)

Police Department Collective Bargaining:

City management, along with the City's labor attorney, has been collaborating with the Police Department's union representatives during collective bargaining negotiations for a 2027–2029 contract. A contract is scheduled to be presented to City Council for approval on April 28, 2026. (North Bend Strategic Plan: Financial Sustainability; Policy Review; Public Safety)

Municipal Pool

Spring Schedule and Lap Swim Availability:

The new spring schedule has been posted, with increased availability for lap swimming. (North Bend Strategic Plan: Economic Development; Infrastructure Improvement)

Shower System Repairs:

Staff are working to repair or replace a water mixing valve for patron showers to ensure proper water temperature and functionality. (North Bend Strategic Plan: Infrastructure Improvement; Public Safety)

Ongoing Community Use:

The pool continues to serve local swim teams and the broader community. Staff appreciate continued participation and support from both organized groups and the public. (North Bend Strategic Plan: Economic Development)

Parks and Facilities Department

Playground Safety Inspections:

Staff completed required inspections and maintenance on park playgrounds in preparation for the upcoming busy summer season. (North Bend Strategic Plan: Public Safety; Infrastructure Improvement)

Seasonal Grounds Maintenance:

With spring growth underway, crews are actively managing weeds and grass to maintain safe and well-kept parks. (North Bend Strategic Plan: Infrastructure Improvement)

Vandalism Response and Cleanup:

Staff continue to clean up and repair vandalism damage across the parks system. The public is encouraged to report concerns to help keep parks safe and clean. (North Bend Strategic Plan: Public Safety)

California Street Boat Ramp Maintenance:

Crews are removing debris from docking and boat launch areas at the California Street Boat Ramp and boardwalk to maintain safe access for users. (North Bend Strategic Plan: Public Safety; Infrastructure Improvement)

Public Works, Building Codes, and Planning**Highway 101 at Newmark Storm System Repair:**

City staff received bids for repair of the storm system at U.S. Highway 101 and Commercial Avenue. Staff anticipate award of contract on April 28 and expect construction to begin in May 2026 to avoid summer traffic impacts. (North Bend Strategic Plan: Financial Sustainability; Infrastructure Improvement)

Wastewater Treatment System**Spring Transition and Summer Construction Preparation:**

Wastewater staff are transitioning the treatment system from winter to summer as flows drop. Staff are preparing for summer construction beginning in late May on Meade Avenue, north of Montana Avenue to Colorado Avenue, and preparing the biosolids site for material disposal anticipated to begin in mid-June due to dry conditions. (North Bend Strategic Plan: Financial Sustainability; Infrastructure Improvement)

Street Division**Roadside Mowing:**

With rapid spring vegetation growth, roadside mowing has been a daily task and is expected to continue through May. (North Bend Strategic Plan: Infrastructure Improvement)

Priority areas correspond to the North Bend Strategic Plan 2025–2028.