



CITY COUNCIL VIRTUAL 12/8/2020

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, December 08, 2020 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER

During the COVID-19 global pandemic, the City of Coburg will be hosting their meeting via webinar. To watch the live stream of the meeting, go to coburgoregon.org (NO registration required). To Participate in the public comment portion of the meeting, contact City Recorder to register at sammy.egbert@ci.coburg.or.us or call 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

CITIZEN TESTIMONY *(Sign up prior to meeting. Limit 3 minutes.)*

- [1.](#) Claire O'Connell Written Testimony

RESPONSE(S) BY CITY COUNCIL *(Each Council Member has the opportunity to acknowledge speakers and get clarification on subjects addressed during testimony.)*

CONSENT AGENDA *(These items are considered routine, and therefore, will not be allotted discussion time on the agenda; these items may be passed by Council in one blanket motion: any Councilor may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.)*

- [2.](#) Ratify Administrative Order 2020-15 COVID Policy until 12/31/2020
- [3.](#) Ratify Administrative Order 2020-16 COVID-19 Notification Policy
- [4.](#) Minutes September 22, 2020 City Council
- [5.](#) Minutes October 13, 2020 City Council
- [6.](#) Minutes October 27, 2020 City Council & Planning Joint Work Session

SPECIAL GUEST

CITY ADMINISTRATOR'S REPORT

- [7.](#) Monthly Report from City Administrator

ORDINANCES AND RESOLUTIONS

- [8.](#) RESOLUTION **2020-20** A RESOLUTION PROVIDING A PROCEDURE FOR WATER BILLING LEAK ADJUSTMENTS
- [9.](#) RESOLUTION **2020-22** A RESOLUTION CREATING A ZONING REVIEW AD-HOC COMMITTEE
- [10.](#) RESOLUTION **2020-23** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG OREGON ACCEPTING THE RESULTS OF THE NOVEMBER 3, 2020 GENERAL ELECTION

COUNCIL ACTION ITEMS

- [11.](#) Heritage Committee Appointment - Stephen Sheehan

ADMINISTRATIVE INFORMATION REPORTS

- [12.](#) Financial Quarterly Presentation
[13.](#) Police Policy Process

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Newly Elected Oath of Office
Council President Appointment
Fee Schedule Annual Update

FUTURE MEETINGS

Heritage Committee - December 9
Planning Commission - December 15
City Hall Closed Christmas - December 25
City Hall Closed New Years Day - January 1
State of the City - January 12
State of the City - January 12

ADJOURNMENT

*If anyone needs disability accommodation in order to participate, please notify the City Recorder at the City of Coburg at 541-682-7852, sammy.egbert@ci.coburg.or.us.
All Council meetings are recorded and retained as required by ORS 166-200-0235.*

32265 Bush Garden Drive
Harrisburg, Oregon 97446
coconnell@saintpaul-school.org

Received by
City of Coburg
DEC 01 2020

November 18, 2020

Ray Smith
Mayor of Coburg
PO Box 8316
Coburg, Oregon 97408

Dear Ray Smith,

My name is Claire and I go to Saint Paul Parish School in Eugene. For the past few months we've been studying the U.S. Government. I've learned that Oregon is one of five states that mail our ballots so you don't have to wait in lines. By the time someone gets through the voting line, the people who get it mailed could be done and doing something else. Oregonians don't even have to leave their house. Voting is important because having the right to vote gives us a voice in how our country, state, and citizens are governed. If we don't vote we don't get to choose our leader!

Thank you for serving the Coburg community. I really like living in Coburg because I love the Christmas Parade. My favorite part of the year is shopping at the Coburg Antique and Vintage Fair. I'll save my money all year so I can shop and find treasures. Another thing that makes this day special is that my grandparents come with us every year. We always use a wagon to carry back all of our stuff. It is my favorite day of the year!

I have an idea to make Coburg even better. I think that the Coburg Antique and Vintage Fair should be on two days. We shop all day until it closes, but we still don't have enough time to see everything. Plus my feet hurt when we're done! If the Antique Fair was on two days, we would be able to see everything and the vendors would sell more stuff.

Thanks again for working for our community and for taking the time to read my letter.

Sincerely,

Claire O'Connell



CITY OF COBURG • P.O. BOX 8316 • COBURG

OREGON 97408 • 541-682-7850 FAX 541-485-0655

Administrative Order 2020-15

Temporary City Policy: Response to COVID-19

November 16, 2020

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, has impacted the State of Oregon, Lane County and of Coburg locally. Per the Governor's Guidelines issued on November 13, 2020, and per the OSHA Temporary Rule Addressing Workplace Risks, the City finds it necessary to make the following temporary policies beginning on Monday, November 16 through December 31, 2020. This policy may be changed or extended due to further state guidelines or temporary rules as they are implemented.

Public Meetings – No Public Meeting will be held in person. All meeting must take place remotely, or rescheduled after December 31, 2020

Curtailed Operations - City Hall will be closed to the Public beginning on Wednesday November 18th through Wednesday, December 31, 2020. Staff will be available for assistance to the public by appointment only by calling or emailing.

Visitor to City Hall - All visitors to City Hall are to wear masks, and to remain in the lobby area. Any meetings that take place are to be in the City Council Chamber where social distancing must be practiced.

Change in Policy - This policy may be subject to change based upon further guidance issued by the Governor of the State of Oregon at any time during this period. Please consult with your supervisor if you are unsure of any part of this policy.

Employee Work Hours

Our employees are at the forefront of our concern as we work to adapt quickly to this continued public health threat and navigate temporary business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

Essential Staff – Only necessary and identified essential staff will report to work during this time period. All other staff will work from home when possible. Employees reporting to work are encouraged to stagger shifts and work cooperatively in order to ensure the least risk of exposure.

Work Station and Assigned Work Areas - All employees are assigned work areas that must be at least 6 feet from other staff members. Employee are responsible for cleaning and disinfecting their own work areas on a daily basis. Cleaning supplies will be provided to each employee.

Telecommuting Staff –Staff working from home will continue to be in contact with their supervisor through phone, email and remote meetings. A schedule for staff working from home will be provided to the City Administrator no later than the end of the day on November 18, 2020.

Social Distancing and Face Coverings – All staff are to continue to practice social distancing when in City Hall and/or when working in the capacity of their department. Face Coverings are to be worn at all times when in City Hall or in the line of service throughout the City except when eating or drinking. Exemptions to this policy will be given as provided through the OSHA Temporary Rule. Staff are to avoid congregating in hallways, lunchroom or offices.

Covid-19 Infection exposure, Quarantine or Isolation – All employees who have been exposed, recommended for quarantine and or isolation whether recommended by a physician or health authority, or by your employer, must do so. Employee’s will be allowed to work from home to the greatest extent possible. If an employee can’t work from home due to the nature of your position, then you will be granted up to two weeks Covid-19 pay based up regular scheduled hours and rate of pay.

Sick Leave Policy – Employees who are sick due to Covid-19 are eligible for up to 80 hours of sick leave based upon their regular rate of pay.

Covid-19 Training – Per OSHA requirements, all employees will be required to take a Covid-19 online training no later than December 21, 2020. Further information will be provided regarding training.

Exceptions - Exceptions to this temporary policy may only be granted by the City Administrator or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

Implementation - Supervisory staff are responsible for implementing this policy within their respective departments. Employees should look to their Department Supervisor for direction as to whether they have been deemed essential or not, and to manage their regular work, or work from home hours.

DATED this 17th day of November, 2020



Anne Heath, City Administrator

Ratified by City Council on December 8, 2020

Ray Smith, Mayor



CITY OF COBURG • P.O. BOX 8316 • COBURG

OREGON 97408 • 541-682-7850 FAX 541-485-0655

Administrative Order 2020-16 Temporary City Policy: COVID-19 NOTIFICATIONS BY CITY OF COBURG

December 1, 2020

Subsection 3(j) of the recently adopted Oregon OSHA Temporary COVID-19 rule includes a provision requiring almost all employers to develop a COVID-19 infection notification process. The process must provide for the notification of exposed employees – those who were within 6 feet of a confirmed COVID-19 individual for a cumulative total of 15 minutes or more – and of affected employees – those who work in the same facility or in the same well-defined portion of the facility (such as on the same floor or in the same building within larger complex).

All employees and managers are expected to notify their supervisor in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs or City of Coburg becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, City of Coburg will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will not be identified.

B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.

If you experience symptoms of COVID-19 illness, please inform your supervisor and contact your health care provider. City of Coburg, as always will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.

DATED this 1st day of December, 2020



Anne Heath, City Administrator

Ratified by City Council on December 8, 2020

Ray Smith, Mayor



Coburg City Council
 September 22, 2020
 Coburg City Hall
 91069 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, RARE Participant; Tim Gaines, Finance Director.

1. Call Meeting to Order/ Pledge of Allegiance/Roll Call

Mayor Smith called the meeting of the City Council to order at 7:00 p.m. He went over the COVID-19 measures for meeting in person and then led the Pledge of Allegiance. City Recorder Sammy Egbert called the roll and announced that there was a quorum.

2. Agenda Review

Ms. Egbert noted that Resolution 2020-19 authorizing the City of Coburg to refinance outstanding loans and providing for related matters would be pushed until the next meeting.

3. Mayor Comments

Mayor Smith thanked the Councilors for all their hard work and apologized for missing a meeting. He was glad to have a Council filled with active members who asked important questions. Mayor Smith appreciated the amount of work that staff had taken on top of COVID-19 restrictions. He mentioned that he had a meeting with the Economic Development Committee earlier and the vision project for Main Street would be coming to them soon.

4. Citizen Testimony

A written testimony from Analee Fuentes and Martin Weissbarth was provided to the City Council.

Pat Zaklan thanked the Councilors for all their hard work. He was there that night to talk about how most people in the community did not want Coburg to grow. Mr. Zaklan asked the Council to survey the community before making changes, because they would see that people did not want growth.

5. Response by City Council

Mayor Smith noted that most of the Councilors probably did not want to see expansion either, but they were required by the State to plan for growth. He had gotten involved in local

government because he wanted to make sure any growth worked for Coburg. Their job was to make sure that hurdles were put up so that when growth happened it was in the best interest of the community. Mayor Smith pointed to their recent appeal of the Wiechert subdivision as an example of them stopping growth that was not in their best interest.

Councilor McConnell stated that she had spent seven years on the Planning Commission and felt the same way. However, there was only so much that could be done.

6. Consent Agenda

- a. Minutes June 9, 2020 City Council
- b. Minutes July 14, 2020 City Council

MOTION: Councilor Fox moved, seconded by Councilor McConnell, to approve the Consent Agenda. The motion passed unanimously.

7. Special Guest

- a. **Zoe Anton with Urban Collaborative on Coburg Built Out Scenario Planning Survey**

Zoe Anton, a Program Director at Urban Collaborative, was there to present the Coburg Built Out Scenario. She first wanted to go over the rest of the schedule for the project. The public survey would close on September 25, 2020 which was later than originally scheduled. She would then be back at the in October to present on the final presentation to City Council. Then a final draft report would be given on October 22, 2020.

Ms. Anton mentioned that the Coburg demographics were based on the 2018 US Census. The population estimation for 2020 was 1,295 and there were 475 residential units. There were 2.7 people per residential unit in the City. Owner-occupancy was 68% which meant they had a diverse housing market. The 2019 PSU Projections showed that by 2044 the Coburg population would be 1,678 (an increase of 383). In order to house that number 142 new homes would have to be built.

Ms. Anton went over Coburg's Community Vision Statement. She said that it was very thorough and helpful to know what the City wanted for its homes. The statement mentioned wanting "beautifully maintained parks, green spaces, and well-lit bike and walking paths" as well as "an attractive range of housing options" that stayed "consistent with its small-town appeal".

Ms. Anton said that there were eight settings available for the City to build on. The first four settings were zoned either residential or central business. The other four were zoned highway commercial and industrial. For this meeting they would be looking at setting 2 and potential buildouts for that location. It was zoned central business, mixed-use, and historic overlays.

The first scenario for the location was commercial with 0 residential units. There would be 56 commercial parking spaces and 150 district parking spaces. Ms. Anton mentioned that this scenario provided a low-density development alternative. The setting was dominated by

surface parking and contained a commercial structure to the rear of the setting. The scenario produced minimal economic benefit in the developable area.

The second scenario would be mixed-use zoned. There would be 36 residential units, 12 single-family townhomes and 24 multi-family apartments. There would be 2 parking spaces per unit, 72 spaces total, 28 commercial spaces, and 80 district spaces. Ms. Anton stated that this scenario provided a higher density development alternative. The mixed-use development provided for residential units above and ground floor retail space along the City's main street. The scenario maximized benefit derived from a mixed-use structure that fronts the street, providing amenities to the downtown area with ample parking provided in back and to the side. Townhomes framed a tree-lined street with a small-town green along North Willamette Street.

Ms. Anton said that the survey had the community rate how they felt about each scenario. So far there were 129 responses, but the survey was still open, so these were not final numbers, and the ratings were on a scale of -10 to 10. She mentioned that 10% of the population had responded to the survey, which was statistically significant. For Setting 2, scenario 1 the response was a -4.4. Setting 2, scenario 2 got a score of 1.3. Ms. Anton provided some of the responses they got, which ranged in what they talked about. She pointed out that one of Mayor Ray's goals for the survey was for it to spur discussion, and she felt like they accomplished that.

Ms. Anton reminded everyone that the survey would close on September 25, 2020 and there was a link on their website.

Mayor Smith thought they got a lot of good input so far. He liked the pictures that Ms. Anton had included and was excited for all the work that would come out of this.

Councilor Bell had some issue with the survey and was happy to see so many people took the time to figure it out. She wanted to point out that Coburg could not make any changes to Main Street or Pearl Street because they were County roads. Mayor Smith said that he wrote to the County Commissioner about Main Street, since it came up a lot when planning projects. He believed that they were making progress in figuring out a solution to this issue.

8. City Administrator's Report

Ms. Heath stated that Johnny Diamond Park was almost finished, there were a few things that still needed to be done. They would have a nice opening day when it was finished, sometime in the first half of October. She wanted to recognize everyone who had been involved with the project, it took two years to complete, but it was almost done.

Ms. Heath said that they were still figuring out what to do about a new Planning Director. They were happy with Henry Hearley, who was with LCOG.

Ms. Heath had met with developers and their attorney to discuss the challenges for buildable lands and solutions for the issues. All the issues boiled down to transportation needs. They

were looking into getting an exemption of goal 12 of the State Transportation goals that would allow a road to be constructed from residential lands to outside of the Urban Growth boundary.

Ms. Heath reported that the City had received an annexation application for the other side of the highway. It was 106 acres of land, 98 acres of that was buildable. The area was zoned as light industrial. Legal and Planning were looking into that project now, so they would be discussing the project soon. She mentioned that the project would not be go the Planning Commission, but straight to City Council.

Mayor Smith asked for a summary on the I-5 project. Julie Hoffman stated that they needed to put in a waterline crossing I-5 to get water to properties on the east of the highway. This project just dealt with getting the line under the highway.

9. Ordinances and Resolutions

a. RESOLUTION 2020-17 to Approve the Purchase of 91430 Stallings Lane, Eugene, Oregon

Mr. Gaines presented Resolution 2020-17 to purchase 91430 Stallings Lane. He stated that in April the City Council had approved moving forward with negotiations with the property owner and they received an offer made a higher appraisal.

Ms. Heath noted that the Councilors heard more details about the purchase in an executive session.

MOTION: Councilor Bell moved, seconded by Councilor Fox, to approve Resolution 2020-17 to approve the purchase of 91430 Stallings Lane, Eugene, Oregon. The motion passed unanimously.

b. RESOLUTION 2020-18 to Endorse Participation in the Oregon Main Street Program

Ms. Winner said this resolution would support the Economic Development Committee in participating in the Oregon Main Street Program. The program would meet their goals of livability, health, economic development, and vitality. They had set up objectives to help hit their goals. She said that this applied to the second tier of the Main Street program and they wanted an endorsement of that.

MOTION: Councilor Fox moved, seconded by Councilor McConnell, to approve Resolution 2020-18 to endorse participation in the Oregon Main Street Program. The motion passed unanimously.

10. Council Action Items

a. Contract with D&I for I-5 Waterline Crossing

Ms. Heath said that there was a request for proposal (RFP) for this project and they ended up picking D&I Excavating. The set up and language in the contract was mandated by Business Oregon so they did not have too much say in it.

Councilor Fox asked if they had worked with D&I before. Ms. Heath replied that they had not, but they had done some similar projects in Albany and had received favorable remarks from Albany.

MOTION: Councilor Bell moved, seconded by Councilor Alexander, to approve the contract with D&I Excavating Inc. for the 1-5 waterline crossing project. The motion passed unanimously.

b. Intergovernmental Agreement LCOG for Current Planning Support

Ms. Heath said this would be their interim agreement with LCOG to hire Henry Hearley as their Planning Director. They were committing to spend no more than \$80,000 by March 2021. She mentioned that the payment might not require going into the supplemental budget. So far, the City was very happy with Mr. Hearley's work.

Mayor Smith mentioned that they wanted to figure out their planning programs and the opportunities available to them before hiring someone of their own.

Councilor Bell asked if the payment was more then what they would normally pay. Ms. Heath replied that it was not, the payment just would not be going through their personal services.

MOTION: Councilor Bell moved, seconded by Councilor Fox, to approve the intergovernmental agreement with LCOG for current planning support. The motion passed unanimously.

c. Heritage Committee Vacancy

Ms. Winner presented the candidate to fill a Heritage Committee vacancy. There were currently three vacancies on the five-person Committee. The candidate's name was Shannon Sardell and had subject matter expertise to bring to the Committee.

MOTION: Councilor Lehmann moved, seconded by Councilor Alexander, to approve Shannon Sardell to fill a Heritage Committee vacancy. The motion passed unanimously.

Councilor McConnell asked if there was an issue with the Committee that had resulted in three vacancies. Mayor Smith told her that one thing the City Council needed to focus on was communicating with their committees. To do this effectively they would need Councilors to become liaisons for Committees. This was normal practice for a City Council, just not something they were currently doing. Ms. Heath mentioned that the Heritage Committee wanted to do more than create signs and were looking for more projects. She had asked them to set goals for themselves to present to City Council.

11. Administrative Information Reports

a. Financial Quarterly Presentation

Mr. Gaines shared that the report went through June 30, 2020. So far there had been no big negative effects by COVID-19. Tourism was down, but that was not a main part of their budget. He shared that property taxes had not been affected but might be in the future.

Public Works was very busy and had taken less vacation time and had more over-time. The water project was off to a slow start and they would get reimbursements for that later.

Ms. Heath stated that the Finance and Audit Committee met to talk about refinancing. Their attorney made some recommendations that they were looking into. They would try and get those to City Council soon. It would end of being an ordinance, not a resolution.

b. Street Lighting in Coburg

Ms. Heath said that this issue was brought forward by Councilor Fox, who got questions about lighting on streets. She noted that they had heard this issue a few times over the years. There were not a lot of streetlights on residential streets because originally people did not want them. Ms. Heath provided information to the Councilors about lighting from the zoning code and comprehensive plan.

If City Council decided they wanted to consider putting up lights, they could push out a survey to get community responses. Staff was open to a project and could direct it towards next year's goals.

Councilor McConnell asked if there was a certain area that was complained about. Ms. Heath told her that Coburg Crossing specifically around Jacob Spores Park. Public Works had put up a solar powered light to help. They were easy to put up and were cost effective. Councilor McConnell agreed that not having lights was a safety concern.

Mayor Smith proposed that they continue this discussion and get more information. He asked if everyone was alright with waiting until their February retreat before they go further with this. With a work session in October and holidays in November and December, it might be the earliest they could get to it.

Councilor Alexander asked if they could talk about it at their next meeting since it was relevant to other materials. Ms. Heath agreed that they could do that.

Mayor Smith noted that the City Council usually met on the fourth Tuesday of the month. He wondered if for November and December they wanted to meet the third Tuesday (that would be November 17, 2020 and December 15, 2020). Ms. Heath stated that she would reach out later to figure out those details.

c. Noise Complaint Update Industrial Way

Chief Larry Larson reminded the Council that they had seen the citizen's complaint at their June meeting. The Police Department had taken some time to investigate the issue and tried to fix it.

Chief Larson gave a rundown of the square footage of each industrial building around the neighborhood. Carry on Trailers was the main issue since they were moving metal throughout the day. Carry on Trailers worked with them and moved the main area where they moved metal, closed the one of their garage doors after 6:00 p.m., and put up a Styrofoam wall between their lot and Pacific Headwear.

Chief Larson mentioned that trees were usually used to damper sound, but there was a clear line of site from the industrial buildings to the residential homes. He then showed the decibel readings from the lots throughout the day. Most were not over 65 decibels, but the highest was 89. The decibel reader was placed close to the property line to reflect what the residents were hearing. Chief Larson stated that these readings were taken after changes were already made.

Michelle Sunia had written a letter talking about the changes on September 20, 2020. The neighbors said that the noise was greatly improved.

Councilor Alexander thought that they owed Carry on Trailers a thank you letter. Councilor Bell thought they should send one to Ms. Sunia as well. Everyone agreed.

12. Council Comments

Councilor Lehmann asked if the report from the foundation for the \$50,000 yet. Ms. Heath replied that only \$34,750 had been disbursed to business. She added that due to the CARES Act, money can be reimbursed to the City. She suggested the City could consider putting the funds received back into the Community Lending Works fund for those businesses to tap into again.

Ms. Heath explained that if businesses applied for CARES PPE, they could not get any other grants. She stated that the new grant process did not require this. They had applied for the reimbursement but needed to get approval from City Council on what to do with the money. Ms. Heath said that they were still waiting on the report from the Coburg Community Foundation on how the initial grant funds were disbursed.

Councilor Alexander thought that they should put the money back into the Community Lending Works fund for businesses to use again. He mentioned that they were not initially expecting to get a reimbursement, so they did not need it. All the Councilors agreed with him.

Councilor Lehmann asked Ms. Heath to investigate street sweeping after all the ash that fell from the fires. Ms. Heath stated that the City has a contract with the County as well as Mid State a private company to do street sweeping. Because of the smoke and ash neither were sending crews out at this time. Mayor Smith interjected that Oregon Health Authority recommended leaving the ash alone because sweeping it would just kick it back into the air.

13. Upcoming Agenda Items

Well Development Drill Contract
2020 General Election Update
Utility Billing Leak Policy
Council Rules

14. Future Meetings

Park & Tree Committee – September 15th, 2020
Planning Commission – September 16th, 2020
City Council – October 13th, 2020

15. Adjournment

Mayor Smith adjourned the meeting at 9:06 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 8th day of December, 2020.

ADJOURNMENT

Mayor Smith adjourned the meeting at 8:13 p.m.

ADJOURNMENT

Mayor Smith adjourned the meeting at 8:13 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 8th day of December, 2020.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



Coburg City Council
October 13, 2020
Coburg City Hall
91069 North Willamette St., Coburg, Oregon

COUNCILOR PRESENT: Ray Smith, Mayor, Nancy Bell, Anne Heath, Kyle Blaine, John Lehmann, Patricia McConnell.

COUNCILOR ABSENT: Marcus Alexander and John Fox

STAFF PRESENT: Sammy Egbert, City Recorder, Chief Larson, Anne Heath, City Administrator, Brian Harmon, Public Works Director, Tim Gaines, Finance Director.

CALL TO ORDER

Mayor Smith called the meeting to order at 7:36 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

There was a quorum.

MAYOR COMMENTS

Mayor Smith then outlined the big decisions coming up concerning the UGB and annexation, and how Anne would be crunching numbers for consideration soon, and reminded the meeting of the UGB Annexation work session on October 27th.

AGENDA REVIEW

Ms. Egbert commented that agenda item 7 would be removed for this meeting as it was not ready to be reviewed yet.

CITIZEN TESTIMONY

There was no citizen testimony.

CONSENT AGENDA

There were no items for consideration

SPECIAL GUEST

There were no special guests.

CITY ADMINISTRATOR'S REPORT**5. September Report from City Administrator**

Ms. Heath began by saying that city projects are making a lot of headway, especially water projects. She said that this was the biggest thing she wanted to report on. The community buildout survey has been extended another week to garner more responses. In the work session on November 17th, this survey and its results will be the main focus and how to tweak city policies based on citizen input.

She spoke about inviting the public to participate in this work session, and how they would navigate the public participating from home to practice social distancing. The work session would be left open for 15 days so that the public could comment on the items raised at this meeting after the fact.

Mayor Smith then took a few moments to acknowledge and remember a former Councilor, George Lamont, which had passed away that week before.

ORDINANCES AND RESOLUTIONS**ORDINANCE A-251 AN ORDINANCE AUTHORIZING THE CITY OF COBURG TO REFINANCE OUTSTANDING LOANS, PROVIDING FOR RELATED MATTERS, AND DECLARING AN EMERGENCY.**

Mayor Smith opened the public hearing at 7:52pm

He called on Tim Gaines to present the staff report. Mr. Gaines confirmed that the City Finance Audit Committee had heard the proposal.

Mr. Gaines said at that point they were only considering doing the bond portion. He then spoke about Summit Bank offering them 3 different scenarios where this financing could come from. He stated that staff was recommending that option A, which was refinancing everything with bond sales.

Mr. Donahue from DA Davidson joined by phone and stated that bonds are really hard to compare to anything else making a report difficult, and they would like to be in power to have staff make this decision to lock in rates for November.

Ms. Heath then said it depends on the rating they are able to receive. The rating process was happening currently, and Ms. Heath said it was intense.

Mr. Gaines spoke about the DEQ and USDA loans requiring a debt reserve to be set aside. If they went with the DEQ, they would need about \$411,000 set aside. If they were to do the entire loan on full faith and credit, there would be no cash reserve requirements.

Ms. Heath then said that they had the reserve already, the issue then would be maintaining the reserve throughout the term of the loan.

Ms. Heath then explained the balloon payment which was the city hall loan through Summit Bank, and refinancing outside of Summit Bank would get that loan out of the balloon payment situation.

Mayor Smith closed the public hearing at 8:05pm. He then entertained a motion to waive the second reading of ordinance A-251.

MOTION: Councilor Lehmann moved to waive the second reading of ordinance A-251. It was seconded by Councilor Blaine. The motion passed unanimously.

Mayor Smith then entertained a motion to pass this ordinance.

Ms. Heath added a quick comment about refinancing. Full faith and credit guarantees the loans which means that any assets of the city will be pledged to pay back the loans.

MOTION: Councilor Blain moved to adopt ordinance A-251. It was seconded by Councilor Lehmann. The motion passed unanimously.

RESOLUTION 2020-21 A RESOLUTION ESTABLISHING, RECEIVING AND USE OF CORONAVIRUS RELIEF FUNDS (CRF) UNDER THE FEDERAL CARES ACT PROVIDED TO THE CITY OF COBURG, OREGON.

Ms. Heath then began the staff report, and spoke about accepting the funds in order to reinvest them. The second part of this is to direct the funds to the Community Lending Works. The council was to ratify this to solidify the way in which the funds were to be directed. The funds

that were to be received were equal to \$50,000, and \$31,500 was to be turned around and directed to Coburg businesses.

Ms. Bell asked if there was going to be a committee established to determine which businesses were going to receive this money.

Ms. Heath said that this was determined by the Community Lending Works.

Mayor Smith then recognized the Incident Command training helped to get some reimbursement.

Mayor Smith then entertained a motion.

MOTION: Councilor Bell moved to adopt Resolution 2020-21. It was seconded by Councilor Lehmann. The motion passed unanimously.

COUNCIL ACTION ITEMS

Contract with Jones Drilling Co. for Test Well Drill:

Mr. Harmon asked if there were any questions on this. There were none. A motion was entertained.

MOTION: Councilor McConnell moved to approve the Jones Drilling Co. contract. It was seconded by Councilor Lehmann. The motion passed unanimously.

City Administrator Employee Agreement

Mayor Smith clarified that there needed to be an employee contract renewal for the City Administrator. He looked at Compensation section 3 bullet C, and whether or not that payment adjustment needed to be taken out. The dates would also need to be updated to reflect the upcoming year's term of agreement.

It was decided that section C would be taken out, Anne would provide the correct number for the salary in section A, and that the term dates would be updated. The COLA and merit increase would be added to the base salary.

MOTION: Councilor Lehmann moved to approve the renewal of the City Administrator's Employment Agreement as amended. It was seconded by Councilor Blaine. Motion passed unanimously.

ADMINISTRATIVE INFORMATION REPORTS

Citizen Inquiry Quarterly Report

Ms. Egbert provided the quarterly written report on Citizen Testimony.

COUNCIL COMMENTS

None Noted

UPCOMING AGENDA ITEMS

- Report on November 3rd General Election
- Resolution Adopting Policy for leak forgiveness

FUTURE MEETINGS

- Planning Commission - Oct 21
- Park Tree Committee - Oct. 20th
- Finance Audit Committee - Oct 27
- City Council Work Session on annexation - Oct 27

ADJOURNMENT

Mayor Smith then adjourned the meeting at 8:53 pm.

APPROVED by the Mayor and Council of the City of Coburg this 8th day of December, 2020.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



Coburg City Council

October 27, 2020

Coburg City Hall

91069 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

Commissioners Present: William Wood, Paul Thompson, Marissa Doyle

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, RARE Participant; Henry Hearley, Geographic Information Systems Technician; Brian Harmon, Public Works Director; Damien Gilbert, City Engineer; Jake Callister, LCOG.

1. Call Work Session to Order

Mayor Ray called the meeting to order at 6:01 p.m. He explained that they would be reviewing the process and policies around annexation, zoning changes, and utility capacities.

2. Roll Call

Ms. Egbert called roll.

3. Discussion and Review of Policies for Annexation, Zoning Code Changes and Utilities Capacity

Mr. Hearley would be reviewing the policies for annexation and zoning code changes. He explained that annexation was driven by state statutes and required the expansion of City limits. The Department of Land Conservation and Development (DLCD) would be involved in this process.

Mr. Hearley stated that statute ORS 222 had to be initiated by the legislative body or by the owners (and electors) of the property that they wanted to annex. ORS 222 was implemented by Article XX of the Development Code.

Mr. Hearley went over the annexation process for Coburg. It was a Type IV process and was not subject to the 120-day rule. There would be accompanying zone changes (Type III) that would happen as well. The annexation agreement went over utilities, zoning and land use, impact fees, and other potential issues.

Mr. Hearley went through the noticing requirements. First, all applicants, property owners, and active registered electors within 300-feet of the subject property would need to be notified. This included both owners and occupants of property, Special Districts, and all other public utility providers. Also, notices would be sent to the Lane County Land Management Division, Lane County Elections, and Lane County Board of Commissioners.

Councilors and Commissioners had their own responsibilities during this process. Council would review and act on an annexation and Planning Commission would need to approve the zone change. The zone change could also happen through an ordinance and only City Council could change or approve ordinances. The final decision would be based on applicable criteria and State laws.

Mr. Harmon went over the utility capacity. He shared that they would be working with Kennedy and Jenks to get data on the sewer plant. They had been looking at the effluent flow rate numbers. Capacity was currently at .31 (310,000 gallons). They also looked at the BOD, which was important to keep low because if it got too high then it could be harmful to the fish. Mayor Smith asked him to clarify what BOD was. Mr. Harmon replied that it stood for biochemical oxygen demand. It measured the amount of oxygen needed to degrade inorganics. Mayor Smith asked how long they could manage at a higher level of BOD. Mr. Harmon told him that he was unsure if they would want to run a plant like that, but if desired they could. Mayor Smith asked how harmful it was if the BOD went above the safe limit often. Mr. Harmon responded that if it peaked a lot then it would be a problem, but they only had a couple days above the limit, so it was not an issue.

Mayor Smith asked if they had to open an aeration bason. Mr. Harmon replied that they would not have to since they were at half capacity. They would come talk to City Council later about their plan would be if they hit capacity.

Ms. Heath understood equivalent development units (EDU) and wondered what adding the businesses on the other side of the freeway would do. Mr. Harmon replied that the number of built EDUs was 811 and their design from 2018 allowed for 1,066.

Commissioner Thompson knew that the acreage on the east side was low industrial. He wanted to know how much they could generate with that in mind and its potential impact. Mr. Harmon responded that they had not investigated that yet and they were avoiding talking about that property until they had more answers.

Councilor Fox asked when the BOD levels started to harm fish. Mr. Harmon replied that their permit limit was 30 and they were never above five. Councilor Alexander asked how they could lower BOD if needed. Mr. Harmon said that he wanted people to be able to visit the plant so they could go over this in a better way, but that it was just basic biology.

Mr. Gilbert said that the water system was looked at years ago to be nearing capacity, so the city went after grants and loans to upgrade the water system. Currently there was one major

project to hook up homes on the other side of the freeway to the Coburg water system. This would put more pressure on the water system. They were working on creating another well at a location on Stallings Lane. This well would give the City enough water for the addition of development across the freeway

Councilor Alexander asked if they had results from the Stallings property. Engineer Damien Gilbert replied that they had positive results and the water they needed was on that property. There were good nitrate levels, which ended up being better than the other city wells. Councilor Fox asked how far down they would dig. Mr. Gilbert responded that they would go down 150 feet. Ms. Heath stated that she would start work on closing on the property the following day.

4. Adjournment

Mayor Smith adjourned the work session at 6:52 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 8th day of December, 2020.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

APPROVED by the Planning Commission of the City of Coburg this 16th day of December, 2020.

Paul Thompson, Planning Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: CITY ADMINISTRATOR'S REPORT

Meeting Date: December 8, 2020
 Staff Contact: Anne Heath, City Administrator
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

The following is an overview of important activities during the month of November, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

- **Covid-19 Management** – City Administrator and staff continue to work through new OSHA requirements for the workplace, and follow the Governor's guidelines. As local governments do have the opportunity to provide essential services, and therefore are not held to the same stringent guidelines, it is still important to adhere to the safety precautions in order to keep the City staff safe and healthy. City Administrator has chosen to follow the State Workplace Guidance for offices which includes:
 - **Telework and work from home to the maximum extent possible**
 - **Offices closed to the public and public services shall be provided by phone and online during regular business hours. In-person interactions between staff and the public should be by appointment only. Physical distancing requirements must be maintained to the maximum extent possible.**
 - **Non-essential travel is not allowed.**
 - **All employees must comply with the Oregon Health Authority's mask and face covering guidance.**

The City staff have had one positive case which was isolated immediately, and a couple of employees who have had to isolate for short times because they were notified that they had been exposed from sources outside the City. All employees have largely remained healthy. We continue strict guidelines for interacting with other staff, and for maintaining work distances and contingency plans in every department. We are starting to see the effects of positive cases within our partners and contractors. This makes it even more important to isolate the city teams to the greatest extent possible over the coming weeks.

All public meetings will be by zoom only through December 31, 2020.

Jim Bell is working with the staff to complete and submit required OSHA reporting for workplace exposure risks, and for workplace infection control.

Staff will participate in additional Covid-19 training by December 21, 2020

We are staggering staff office work hours in order to reduce the amount of staff in City Hall at any one time.

WATER PROJECT UPDATE

- **Completed:**
 - The purchase of the property is closed.
 - The I-5 Bore is complete
 - Water Easements for Water Line to annexed properties are all executed
 - Survey of easement properties to Water Reservoir
- **Next Steps:**
 - Design of I-5 Bore/Roberts Road Connect to Water System
 - Survey and Design of water line to reservoir
 - Survey and Design of water line from well site to Van Duyn Street
 - Well Development at Stallings Lane Site – Spring, 2021
- **Planning Commission** – Commissioner Paul Thompson was elected Chair of the Planning Commission in November. Paul comes with the knowledge and background to provide good leadership to the Planning Commission. William Wood will step down to Vice-Chair.
- **Johnny Diamond Park** – The City continues to work with the contractor through legal to come to a resolution and provide a properly constructed ADA parking at the park.
- **Economic Development** – The City is supporting the Chamber as they set up and host the Main Streets Committee that will move community projects forward. The projects moving forward are branding, downtown beautification, murals, City Hall façade, bike kiosk, and pedestrian safety as it pertains to the roads in the downtown corridor. Megan Winner is the staff member working closely with the community partners to move this and other projects forward.

Upcoming Meetings

ALL MEETINGS TO BE HELD BY ZOOM

City Council – December 8 – 7:00

Planning Commission & Work Session– December 16 - 6:15

Park & Tree Committee – December 15 – 6:00

Heritage Committee – December 9, 2020 - 6:00 p.m.

City Hall Holiday Closures

Friday, December 25 – Christmas Day

January 1 – New Year's Day

Community Events

- **Christmas in Coburg plans are still in the works but will include a lighting competition, a reverse parade where community members travel past the Christmas parade which will be stationary, a Christmas Bell ringing to kick off the evening, and Santa at the fire house which families will drive through to see Santa and receive Christmas Treats. All plans are subject to change based upon the guidelines of the Governor issued prior to scheduled events.**

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- COVID-19 at the front desk-
 - Erin is covering the administrative day to day task at City Hall. If she is not available, or has a special project that she can do at home I cover her. Front desk phone lines are answered during business hours, mail is processed, utility billing and account management are still being processed daily. Lien searches and Facility permits are done as received. She is here to assist people who come to the front door with questions.
 - Recruitment to fill the administrative assistant position is on hold until COVID-19 restrictions allow.
 - Filing and retention project is on hold until staff can work in office and addition support staff is hired to assist with workload.
 - Time spent on Public Meeting management and retention has increased significantly the last few months. This is not something that we can adjust with remote meetings and changing schedules. Will continue to do the best we can.
 - Begin planning and preparing for the 1st ever virtual State of the City and Swearing in Ceremony.
- Business License annual renewals and invoices have been generated and mailed.
- Drafted policy for water leaks billing adjustments for Council to review.
- Prepared General Election resolution and report for Council to consider. Prepared the Certificate of Elections for newly elected.
- Drafting the 2020 calendar for the City. This includes all City Holidays, City Council, Urban Renewal Agency, Planning Commission, Park Tree Committee, Finance Audit Committee, Heritage Committee, Budget Committee and URA Budget Committee and the standing 2021 Community Events. This document is used for website calendar and to create the meetings file for each meeting including reservations for the Council Chambers, schedule minutes recorders, prepare retention files for the year, and park reservations. This is a time consuming task but valuable tool.
- Original Ordinance for Park Master Plan and Zoning Code amendment to Department of Land Conservation and Development.
- Two easements recorded with Lane County and several contracts executed and recorded.

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- Paul Thompson elected Chair and William Wood elected Vice Chair of Planning Commission at informational November meeting (no decisions to be made);
- SR-08-20: Site Review for Harrison Street Offices, approximately 4,000 sq ft commercial development, approved;
- SR-09-20: Application for accessory structure including accessory dwelling unit (ADU) on E. McKenzie approved;
- LLA 02-20: Application for lot line adjustment submitted;
- SUB-02-20: Application for tentative subdivision (26 residential lots plus one unsubdivided remainder lot) submitted, scheduled for Planning Commission hearing on December 16;
- VR 02-20: Application for variance for carport on Rustic Ct. submitted, scheduled for Planning Commission hearing on December 16;
- 10 Structural/Plumbing/Mechanical/Electrical Permits issued in November;

Economic Development

- We continue to provide outreach for funding opportunities through State and County to local businesses. This has been appreciated by Coburg business owners (see email from Seth Clark attached to this report). Several owners have expressed a need for additional financial help, especially with the two-week freeze. As more funding becomes available, we will continue to make informing and serving our businesses a top priority.

Public Works

- **Streets and ROW.**
 - **Trees**
 - Crews trimmed dead branches from a big leaf maple on S. Coleman
- **Water Utility**
 - **I-5 Bore.**
 - This project is close to being finished and should be by the time City Councils meets.
- **Sewer Utility**
 - **Collections**
 - Inspected 15 sites
 - Called out 12 times in the Collection System and 1 time to the Treatment Plant.
 - Pumped one tank
 - **Treatment Plant**

- Crews replaced a Utility Water pump. The utility water is the clean effluent that is used for the spray bars, chemical feed water, and toilet in the locker room.
- **Parks Dept**
 - **Parks and Tree Committee**
 - November meeting had to be canceled for the month of November. The Committee has been working on updating their work plan, annual City Council Report, and working with the Developer of the new subdivision on their plan for open space.
- **Misc.**
 - **Locates**
 - 9 Locates
 - **COVID-19**
 - Public Works had a crewmember test positive. We have taken precautions that did impeded day-to-day operations in their isolation period. We were fortunate that this occurred during the holiday week of Thanksgiving. But it did put us behind some. Moving forward we are still working with the implementation of the Covid-19 work plan we set in the beginning of the outbreak in March. I can explain this further at eh City Council meeting if needed.

Municipal Court

- **November 2020 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for November 17, 2020 Court Date: 20
 - **November 2020 Receipts Including Collections,**
 - **Total Fines:** \$4,373.61 (total monies taken in for the month, nothing deducted), *compared to \$14,016.95 in November of 2019*
 - **Net Fines:** \$4,128.50 (City share only, NOT including collections), *compared to \$9,277.00 in November of 2019*
 - **November 2020 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 245.11 *compared to \$4,739.95 in November of 2019*
 - **Turned over to collection:** \$7.745.00 *compared to \$902.00 in November of 2019*

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:

- **All December 2020 court dates have been continued due to Governor and City closure order through 12/31/2020**
- **Regular Court Session: January 5, 2021**

Police Department

- Officers arrested a female for DUII, reckless driving, resisting arrest, escape and assaulting a police officer. The female kicked the officer in the groin area. The female resisted being arrest, the officer fought with the female in the blackberries briars in the ditch. Two additional officers where needed to get the female into custody. The female was lodged in the Lane County Jail.
- Officer took a report for a stolen Ford pickup from Premier RV Park.
- Officer arrested a male for outstanding warrants
- Officer assisted Serenity Lane by taking eight pounds of legal and illegal drugs taken in for destruction. Drugs were taken from people entering treatment.
- Officers arrested a female for DUII at the Shell gas station. The female had a BAC of .227
- Officer arrested a male for driving while suspended misdemeanor
- Officers took an information report from a female whose boyfriend took her vehicle. It was determined to be a civil issue
- Officers arrested a female on outstanding warrants
- Officers took a report of a stolen vehicle. Someone stole an enclosed car trailer that contained a drag car.
- Officers took a report for Theft I from a local resident.
- Officers took a report of misc. items being stolen from a motor vehicle
- Officer investigated a DHS referral about possible child abuse. The mother was supposed to have been using methamphetamine in front of her children
- Officers used CHETT Program funds to assist a male and female motorist with fuel
- Officers arrested a female on outstanding felony warrants
- Officers took a report for unlawful entry into a motor vehicle. Someone stole item from a vehicle on N Coleman
- Officers took a fraud report for an elderly female who was being scammed online
- Officers took a report of a male on N Willamette Street for violation of a restraining order
- Officers completed department firearms qualifications on handgun, shotgun, patrol rifle and pepper ball.
- Officers investigated a possible child neglect case for Eugene Police Department. It was determined to be unfounded

Upcoming Events:

- Coburg Light Parade (reverse parade, stationary parade, to be determined)

EGBERT Sammy

From: Seth Clark <bluevalleybistro@gmail.com>
Sent: Thursday, November 19, 2020 3:53 PM
To: WINNER Megan; HEATH Anne
Subject: Thank you

Megan,

I wanted to extend to you a thank you. Your email this morning directed me to the right place to get some badly-needed funds. I learned that open enrollment was slotted for 3 pm, and I spent the bulk of the day getting all my ducks in a row. I was sitting at my desk hitting the refresh button at 3pm when it went Live and I was able to fill-out and submit an application. I refreshed my computer one last time at 3:26 and the enrollment had been closed as \$25M had already been requested.

Thank you for being on top of it (as I've come to learn you usually are).

Cheers,

Seth

*****WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution*****



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: RESOLUTION 2020-20, A RESOLUTION PROVIDING A PROCEDURE FOR WATER BILLING LEAK ADJUSTMENTS

Meeting Date: December 8, 2020

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Recommended Motions:

I move to adopt resolution 2020-20, a resolution providing a procedure for water billing leak adjustments.

BACKGROUND

Leak adjustment procedures are not included in Water Ordinance A-224-A. When customers request a leak adjustment it has to come to Council for a decision. Last year Council directed staff to look into options to allow leak adjustments to be processed administratively.

We reached out to other Cities to see what they offer. We received samples from City of Albany, Banks, Cottage Grove, Falls City, Halsey, Sweet Home, Toledo, Veneta and more. Each City's process was unique.

I met with Public Works Director to get his thoughts and to discuss the things that were important to his department. The Utility Billing Clerk and I used the history on how the Council has handled requests in the past, Public Works input, and the current water policies, to draft the procedures for the draft resolution. We wanted to make sure that the policy encourages customers to make prompt and permanent repairs while showing consideration for unusual circumstance.

The formula that we are recommending to calculate the adjustment is based off the actual water charges. It takes the 12-month average water charge including the month(s) the leak occurred and multiplies it by 1.5. The 12-month average rate multiplied by 1.5 is subtracted

from the bill with the leak. The difference is what would be eligible for a credit adjustment.

Example

Customer has a water leak in front sprinkler system and uses 4,178 cubic feet of water. The water bill was \$176.47 and average bill is \$70.59.

\$ 70.59	12-month average water bill
\$105.89	Average bill x's 1.5 = Calculated base for Adjustment
\$176.47	Customers water charge with leak
(\$105.89)	Average bill calculation
<hr style="width: 50%; margin-left: 0;"/>	
\$70.58	Adjustment Amount

Example

Customer has a tree root that broke water line and didn't know it, the bill was for 9,950 cubic feet of water in September and 4,200 cubic feet in October. The water bill in September was \$381.38 and October water bill was \$177.25. This request would be eligible for adjustments on 2 months of billing.

September

\$ 93.57	12-month average water bill
\$140.36	Average bill x's 1.5 = Calculated base for Adjustment
\$381.38	Customers water charge with leak
(\$140.36)	Average bill calculation
<hr style="width: 50%; margin-left: 0;"/>	
\$241.02	Adjustment Amount (September Bill)

October

\$ 91.70	12-month average water bill
\$137.55	Average bill x's 1.5 = Calculated base for Adjustment
\$177.25	Customers water charge with leak
(\$137.55)	Average bill calculation
<hr style="width: 50%; margin-left: 0;"/>	
\$ 39.70	Adjustment Amount (October Bill)

RECOMMENDATION AND ALTERNATIVES

1. Staff recommends that Council approve a leak adjustment procedure that will allow leak adjustments to be processed administratively using the procedure in Resolution 2020-20, instead of requesting City Council approval for individual leak adjustments.
 2. Choose not to adopt Resolution 2020-20 and continue to have leak adjustments brought to Council.
 3. Council can change the formula for how the adjustments are calculated to be more or less aggressive.
-

BUDGET / FINANCIAL IMPACT

The adjustments will decrease the revenue collected for water usage.

PUBLIC INVOLVEMENT

None

NEXT STEPS

Applications and an information handout will be created. Information will be posted under Utility Billing on the website. Printed copies will be available in the front office and provided to customers upon request.

ATTACHMENTS

- A. Resolution 2020-20 DRAFT
-

REVIEWED THROUGH

Anne Heath, City Administrator
Brian Harmon, Public Works Director
Gary Darnielle, City Attorney
Erin Brown, Utility Billing

RESOLUTION 2020-20

A RESOLUTION PROVIDING A PROCEDURE FOR WATER BILLING LEAK ADJUSTMENTS

WHEREAS, Ordinance A-224-A Water Service does not offer a procedure for adjustment for water leaks, and;

WHEREAS, City Council desires to establish procedure for adjusting water billings in case of documented water leaks.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

The following procedure is in regards to adjusting water billing on utility accounts when account holder experiences a “excess in water usage” due to water supply break, failure, and/or leak on the customer (private) side of the water meter. Utility bills **MAY** be adjusted, **AFTER** proof that the leak has been repaired.

Section 1. Customer may request leak adjustment by submitting a “Leak Adjustment Request” form to the City within three (3) months of the occurrence. Request for adjustments beyond three (3) months will not be considered.

Section 2. Customer must describe the nature and location of the leak, date leak was discovered, provide proof of repair within 30 days from the date the “Leak Adjustment Request” form is submitted to the City. Proof of repair can include receipts for parts, plumbing invoice, and photos of the repair or written testimony to how the leak was repaired.

Section 3. No adjustments will be considered for unusually high water bills, leaking toilets, dripping faucets, hoses or sprinkler systems being left on.

Section 4. One adjustment per utility account will be allotted per calendar year. (Rolling 12-month year from last occurrence)

Section 5. When Leak Adjustment Request has been processed and signed off by Utility Billing and Public Works the adjustment will be calculated.

Section 6. Leak adjustment will be determined by calculating 1.5 times the average water charge over a 12-month period including the month(s) the leak occurred. Subtract the sum from the actual water charge for the month(s) the leak occurred to arrive at the leak adjustment amount.

Section 7. The adjustment period for leaks cannot exceed one regular meter reading period unless the leak affected two consecutive bills. Adjustment rate will be calculated based on the last affected billing.

Section 8. A leak adjustment request does not constitute a waiver or extension of payment of your utility bill. If you are unable to pay the bill in full you will be assessed a late fee monthly until paid in full. Eligible accounts may apply for a payment plan but will still be charged a late fee.

Section 9. Adjustments will be applied to customer’s utility account as a credit. No cash or check refunds will be given.

Section 10. Water leak adjustments will be retained in accordance with ORS 166-200-0200 City Records Retention Schedule.

Section 11. This resolution is effective immediately upon passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 8th day of December, 2020.

Mayor, Ray Smith

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: RESOLUTION 2020-22 CREATING A ZONING REVIEW AD-HOC COMMITTEE

Meeting Date: December 8, 2020
 Staff Contact: Anne Heath, City Administrator
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Recommended Motions:

I move to adopt resolution 2020-22, a resolution creating the Zoning Code Review Ad-Hoc Committee

BACKGROUND

On November 17, 2020 the City Council held a work session to receive and discuss the final report from Urban Collaborative for the Coburg Build Out Scenario Survey. During the meeting the Council discussed and gave staff direction to create a committee to review the zoning code based upon community input from the survey. The direction was to create a committee as follows:

- 2 City Councilors
- 2 Planning Commissioners
- 2 Citizens at Large
- 1 Local Business Owner.

Applications will be submitted for approval to the City Council in January, 2021 with appointment by the Mayor following that meeting.

The Committee will begin work in the new year and work under policies established in the adopted Coburg Committee Manual.

RECOMMENDATION AND ALTERNATIVES

1. Staff recommends that the City should pass the resolution creating the committee

2. The only alternative is to not form the committees which would place the majority of the work on staff and contract planner.

BUDGET / FINANCIAL IMPACT

None at this time

PUBLIC INVOLVEMENT

Open recruitment for some positions.

NEXT STEPS

Recruit and fill the positions

ATTACHMENTS

- A. Resolution 2020-22

REVIEWED THROUGH

Anne Davies/Gary Darnielle, City Attorneys
Sammy Egbert, City Recorder

RESOLUTION 2020-22**A RESOLUTION CREATING A ZONING CODE REVIEW AD-HOC COMMITTEE**

WHEREAS, the City Council wishes to address citizen input based upon the Build-Out Scenario Survey as it relates to possible zoning code changes; and

WHEREAS, following the November 17, 2020 Coburg City Council Work Session Council requested staff to create an advisory committee to identify and recommend zoning code changes,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

Section 1. The City Council hereby approves the creation of the City of Coburg Zoning Code Review Ad Hoc Committee

Section 2. The Committee shall be staffed by the Planning Department

Section 3. The Committee shall be comprised of up to seven voting members made up of (2) two City Councilors, (2) planning commissioners, (1) business owners and 2 citizens. Committee members shall receive no compensation for participation in Committee activities.

Section 4. Applications will go to City Council for consideration and Mayor will appoint.

Section 5. The function of the Committee shall be to discuss, gather information, and make a recommendation on zoning code changes in response to citizen input on the Coburg Build-out Scenario Report.

Section 6. The Advisory Committee will cease to function upon the successful completion, recommendation, and presentation of a draft report on recommended development code changes to City Council. If it is deemed necessary that there is additional work of the Committee needed in order to pursue additional changes, or activities or community meetings to receive additional citizen input, the Committee may continue to function until such activities are completed.

Section 7. This resolution is effective immediately upon passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 8th day of December, 2020.

Mayor, Ray Smith

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: RESOLUTION 2020-23, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG, OREGON ACCEPTING THE RESULTS OF THE NOVEMBER 3, 2020 GENERAL ELECTION

Meeting Date: December 8, 2020
Staff Contact: Sammy Egbert, City Recorder
Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution 2020-23

Suggested motion:

I move to approve resolution 2020-23 A resolution of the City Council of the City of Coburg, Oregon accepting the results of the November 3, 2020 general election.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

1992 Coburg City Charter Chapter 6
Lane County Election Laws
State Election Laws

BACKGROUND

The 2020 General Election was November 3, 2020. The Mayor and three (3) Councilor positions were on the ballot for this election. The City has received certified election results from Lane County Election.

Recruitment was posted and noticed as required. Mayor Smith, Councilor Bell, Councilor Fox and Councilor Blain were notified their terms were expiring December 31, 2020 and provided 2020 election packets.

Deadline to submit completed applications was on August 5th, 2020. We received completed petitions from Ray Smith for Mayor and Nancy Bell and John Fox for City Councilor. I reviewed the signature sheets and submitted them to Lane County Election Official.

Election was held on November 3, 2020 and Certified results were returned November 23, 2020.

Ray Smith was elected to a two-year term as Coburg Mayor. Nancy Bell and John Fox were elected to four year terms as Coburg City Councilors. The third vacancy was filled by write in votes. Kyle Blain received the most votes. Kyle was notified on November 28th that he had been nominated by the most votes for this position. Kyle submitted the required SEL 141 (Write-In acceptance form), and accepted the elected position to four-year term as Coburg City Councilor.

This Resolution is to accept the results and put them on Record with the City.

PUBLIC INVOLVEMENT

General Election process began in set by the State, County and Charter. 2020 General Election packets were created and distributed in June, posted on the City website and at Dari Mart and City website. Election notice was included in the July-August Our Town.

NEXT STEPS

January 12, 2021 State of the City at which we will hold a Swearing in Ceremony

- Ray Smith will take the Oath as Mayor for a two-year term expiring December 31, 2022.
 - Nancy Bell, Kyle Blain and John Fox will take the Oath as City Councilor for a four-year term expiring December 31, 2024.
-

ATTACHMENTS

- A. Resolution 2020-23 Draft
 - B. Certified Election Results
-

REVIEWED BY:

Anne Heath, City Administrator

RESOLUTION 2020-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG, OREGON, ACCEPTING THE RESULTS OF THE NOVEMBER 3, 2020, GENERAL ELECTION.

WHEREAS, The General Election was held on November 3, 2020, during which time legal voters of the City of Coburg considered the election of City offices of Mayor and three Councilor positions;

WHEREAS, the election results from the November 3, 2020, General Election have been certified by the office of the Lane County Clerk.

WHEREAS, City of Coburg election official received the certified results dated November 20, 2020, from the Lane County Clerk as required by state law. The results are as follows;

Coburg Mayor (Vote for 1)

Ray Smith 662

Coburg Councilor (Vote for 3)

Nancy Bell 548

John Fox 542

Write-ins **Kyle Blain** received the highest votes

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

1. The Certified election is hereby made a part of the record of proceeding of the City Council.
2. This Council Resolution is effective immediately upon adoption.
3. The oath office will be administered to the newly elected Mayor and City Council members at the January 12, 2021 City Council Meeting.
4. The City Recorder is to issue certificates of election to persons elected.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of _____ for and _____ against, this ___ day of December, 2020.

Ray Smith, Mayor

ATTEST:


Sammy L. Egbert, City Recorder

Statement of Votes Cast by Contests, Geography by Choice
 Lane County November 3, 2020 General Election
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Official Final Results
 Total Ballots Cast: 223890

City of Coburg Mayor (Vote for 1)

Precinct	Total Votes	Ray Smith	Write-in	Over Votes	Under Votes
Precinct 4200	698	662 94.84%	36 5.16%	0	256
Total	698	662 94.84%	36 5.16%	0	256

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.


 Cheryl L. Betschart, County Clerk
 Lane County, Oregon
 NOV 20, 20 20



Statement of Votes Cast by Contests, Geography by Choice
 Lane County November 3, 2020 General Election
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Official Final Results
 Total Ballots Cast: 223890

City of Coburg Councilor (Vote for 3)

Precinct	Total Votes	John Fox	Nancy Bell	Write-in	Write-in	Write-in	Over Votes	Under Votes
Precinct 4200	1252	542 43.29%	548 43.77%	138 11.02%	17 1.36%	7 0.56%	0	1610
Total	1252	542 43.29%	548 43.77%	138 11.02%	17 1.36%	7 0.56%	0	1610

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Cheryl L. Betschart
 Cheryl L. Betschart, County Clerk
 Lane County, Oregon
 Nov 20, 20 20



LANE COUNTY - NOVEMBER 3, 2020 GENERAL ELECTION				
Final Official Write-In Abstract of Votes - CITY OF COBURG COUNCILOR				
Precinct 4200	Vote For 3	Last Name	First Name	Tally
		Alexander	Mark	1
		Anderson	Curtis	1
		Anderson	Ralph	1
		Bartlett	Kirsten	1
		Behney	Jerry	1
		Blain	Kyle	24
		Blatch	Chalmers	1
		Blue	Lee	1
		Borden	Klayton	1
		Carter	Marl	3
		Colon	Martha	2
		Coury	Karen	1
		Crenshaw	Dan	1
		Dawson	Terry	2
		Derby	Jon	1
		Derosier	Josh D	1
		Eastman	Mike	2
		Egbert	Linda	2
		Fendrich	David	2
		Fletcher	Saskia	1
		Garner	Jerry	1
		George	Jeff	1
		Gilbert	Eric	1
		Gordon	James	1
		Hall	Randy	1
		Hughes	Barry G	2
		Jackson	Lawrence	1
		Jones	Arya	1
		Jones	Brandon	1
		Jones	Danny	1
		Kast	Dale	4
		Kennedy	Carlene	1
		Kennedy	John B	2
		Kidder	Thomas	2
		Kinney	Travis	1
		Kirk	Caitlin	1
		Klope	Joe	1
		Knudsen	Sarah	1
		Kohn	Kent	1

LANE COUNTY - NOVEMBER 3, 2020 GENERAL ELECTION				
Final Official Write-In Abstract of Votes - CITY OF COBURG COUNCILOR				
Precinct 4200	Vote For 3	Last Name	First Name	Tally
		Ligons	Jon	3
		Lindsey	Don	1
		Logan	Betsy	1
		Logan	Lulu	1
		Marshall	John	2
		McConnell	Patricia	1
		McKibbon	Nanci	1
		McPherson	Ernia	1
		McPherson	Janel	1
		Michels	Kiva	1
		Miller	Jacen	2
		Miller	Lonnie R	1
		Minter	Chad	1
		Mosier	Rich	1
		Nelson	Don	1
		Peters	Kent	1
		Powell	James	1
		Prince	John Paul	1
		Ridge	Robert	1
		Robinson	Kayla	1
		Rotter	Jessica	1
		Rotter	Thomas	3
		Sage	Jordan	2
		Samples	Becky Jo	2
		Samples	Josh	2
		Schmidt	Mark B	1
		Schneider	Elizabeth	1
		Simonton	Lydia	1
		Simonton	Susan	2
		Smid	David	1
		Smith	Dan	1
		Smith	Pat	1
		Smith	Penny	1
		Smith	Polly	1
		Soetan	Ade	2
		Starns	Leonard	2
		Straub	David K II	1
		Su	Eugenia	2
		Summers	Chuck	1

LANE COUNTY - NOVEMBER 3, 2020 GENERAL ELECTION				
Final Official Write-In Abstract of Votes - CITY OF COBURG COUNCILOR				
Precinct 4200	Vote For 3	Last Name	First Name	Tally
		Sunia	Andrew	2
		Sunia	Michelle	2
		Surbaugh	Chris	2
		Thompson	Paul	1
		Trezona	Jim	1
		Ulm	Benton	1
		Watson	Mike	2
		Wells	Allan/Alan	6
		Wetsbarth	Martin	1
		Wheeler	Wayne	4
		Willis	Brenda	1
		Witty	Angela	1
		Wood	William	1
		Zacklin	Pat	1
		Bubble No Name		4
Miscellaneous				5
Total				162
Grand Total				162

I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Cheryl L. Betschart, County Clerk
 Dated this 20th day of November 2020





COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: HERITAGE COMMITTEE APPOINTMENT

Meeting Date: December 8, 2020

Staff Contact: Megan Winner, Planning Tech & Economic Development Assistant

Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider appointment of Stephen Sheehan to the Heritage Committee.

Recommended Motion: *I move to recommend Mayor Smith appoint Stephen Sheehan to Heritage Committee, a unfilled two-year term that expires March 2023.*

BACKGROUND

Two Heritage Committee vacancies exist. Stephen Sheehan submitted a application and demonstrated that he meets the requirements of the Heritage Committee. The Heritage Committee has reviewed the application and provided a unanimous (3-0) recommendation to appoint the applicant. The applicant recently purchased a historic building in Coburg and plans to open a restaurant; the three Committees members asked he recuse himself from the review and discussion of that property.

Historic Preservation Ordinance (ORD 226.A):

Section 5.A. The Mayor, subject to City Council approval, shall appoint a Historic Landmark Advisory Commission, hereinafter referred to as the "Landmark Commission", of at least three but no more than five members with a demonstrated competence, knowledge, or interest in historic preservation with preference given to those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. At least two members shall consist of one Planning Commissioner, and one resident of the City of Coburg. In cases where there is not sufficient interest or it is difficult to find qualified members it is acceptable to accept commissioners from outside the City of Coburg. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service. At least one member of the Commission shall reside within the Coburg Historic District.

Section 5.C. Initial appointments to the Landmark Commission shall be for terms of two and three years. The first and third position shall be appointed for three years, the second position for two years. The fourth and fifth positions, if filled shall have terms corresponding

to the second and third positions, respectively. Subsequent terms of appointment shall be for three years, or in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.

RECOMMENDATION AND ALTERNATIVES

1. Appoint applicant to Heritage Committee.
 2. Do not appoint applicant to position. This action would result in continued vacancies.
 3. Taking no action would result in continued vacancies.
-

BUDGET / FINANCIAL IMPACT

The financial impact of this action is negligible.

PUBLIC INVOLVEMENT

None.

NEXT STEPS

If appointed, the new Heritage Committee member will be notified of the next scheduled meetings and be provided background materials.

ATTACHMENTS

- A. Stephen Sheehan Heritage Committee application
 - B. Recommendations from Heritage Committee members
-

REVIEWED THROUGH:

Anne Heath, City Administrator
Sammy Egbert, City Recorder

COBURG PLANNING

SEP 23 2020



APPROVED RECEIVED
 PAID ISSUED

CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

Planning Commission

Budget Committee

Historic Preservation (Heritage Committee)

Park Tree Committee

Finance/Audit Committee

Other please indicate _____

Name: STEPHEN SHEEHAN Phone: (541) 543-0393

Email: stephen@elfhombrewery.com

Physical Address: 91032 Willamette St Mailing Address: 3913 Aerial Way, Eng OR 97402

Occupation: Restaurant Owner

How long have you lived in Coburg? 2 months How long have you lived in Oregon? 12 years

Are you a registered Voter? Yes No

List boards, councils, or commissions, if any, that you have served on:

NONE

List and briefly describe community or service oriented organizations of which you are or have been a member:

Started Eugene Wake-up (SDI c3) to give to small businesses. Started + partnered with EPD: Thanksgiving Veteran meal-giving program. Received an EPD Police Partnership award.

Describe any goals, ideas or objectives you have for the City of Coburg:

Embrace history, promote economic growth + tourism, retain small community values.

List any skills, training, or experience that you have that might be useful to this position:

I'm a history buff. I love old cemeteries + looking at the past.

Why would you like to be appointed to this position?

Because we are opening a historic restaurant in the oldest building in Lane Co. & we would love to preserve history

Signature: [Signature] Date: 9/21/20

ATTACHMENT B: RECOMMENDATIONS FOR STEPHEN SHEEHAN FROM HERITAGE COMMITTEE MEMBERS

Shannon Sardell <ssardell@54arch.com>
Mon 11/30/2020 3:49 PM
To: WINNER Megan

Megan,

I support adding Stephen Sheehan to the Coburg Heritage Committee in the new year, 2021. It is my hope that he would recuse himself if we were to be making decisions regarding the property he wishes to turn into a restaurant.

Thank you,
Shannon Sardell

Marissa Doyle
Mon 11/30/2020 3:55 PM

Hi Megan,

Please accept my recommendation for Stephen Sheehan to join the Heritage Committee as his involvement would be beneficial to this committee.

Thank you,

Marissa Doyle, AIA, NCARB
541.636.2900 x2

M | D Architect + Design, Co.
P.O. Box 8302 | Coburg, Oregon 97408
www.mdoylearchitect.com

Michelle Shattuck
Mon 11/30/2020 3:56 PM

I would like to recommend Stephen Sheehan to join the Heritage Committee. He is going to be one of our town's business partners. I look forward to working with him.

Sent from my iPhone
Michelle Shattuck



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

Meeting Date: December 8, 2020
 Staff Contact: Tim Gaines
 Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2020-21 City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

Important notes regarding the month ended September 30, 2020

- September is the 3rd month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 25% of budget with each.
 - Whole City Revenue received \$890,709 or 13% of budgeted, however, taxes are not received until November or December. Compared to \$860,197 last year at September month end.
 - Whole City Expenses are \$1,264,779 which is 18% of budgeted. Compared to \$1,125,765 last year at September month end.
 - There is a 5% difference between Revenues received and Expenditures.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.
- As of December 3, 2020 tax receipts were \$730,463 which exceeds the budget for current taxes to be received. The City budgeted extremely conservatively in order to anticipate possible shortages due to covid-19. We are not seeing those shortages at this point.
- Sewer and Water Fees are slightly exceeding budgeted revenues.
- Revenues budgeted are often time sensitive such as grant funds or reimbursements for projects. Therefore, revenues may seem behind but in reality they are fine. Good examples of this would be County Taxes that are mostly received in November, and URA transfer to Sewer for Debt service that usually happens at the end of the year.

- As we are only three months into the year, it is very early to provide analysis for the full year. However, the important revenues we track are our utility fees and County Taxes. We are happy to report that both of these are exceeding budget.

CITY DEBT REFINANCE

The following is a re-cap of the city refinance:

- Issued Full Faith and Credit Obligations of the City to payoff and refinance the following loans:
 - USDA Loans No. 1 and 2
 - IFA Loans #G01001 and #B01003
 - Summit Bank Mortgage Loan
- Total savings on future debt payments from the refinancing equaled: \$923,132
- All-in True Interest Cost of the new obligations equals: 2.84%
- Summit Bank Mortgage Loan due in 2024 was extended to a 25-year loan with a True Interest Cost of 2.25%
- Debt service reserve held for USDA Loan is unrestricted
- Refinanced the following loans with the DEQ to payoff and consolidated the following loans into a single loan:
 - DEQ Sewer Loan R23041
 - DEQ Sewer Loan R23042
 - DEQ Sewer Loan R23044
- Total savings on future debt payments from the refinancing equaled: \$1,240,974
- The loan amendment includes reducing the interest rate to 0.86%

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Continue audit work
- Water project reimbursement

ATTACHMENTS

Budget Performance Analysis – General Fund
 Cash on Hand
 Checks written list for September 2020
 Full City Revenue and Expense charts
 Fund Total sheets – From Springbrook
 Bank Statements

REVIEWED BY: Anne Heath, City Administrator

250
138

CITY OF COBURG
September 30, 2020 **Fiscal Year 2021**
CASH ON HAND PER FUND

Bank Accounts

Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	SUMMIT BANK	POLICE EVID.	TOTAL
GEN 001	23,012	474,300	44,610	Park SDC	13,375				555,297
PD Drug Educ.					8,246				8,246
Park Cap	69,453								69,453
STREET 003	196,285	195,338	406,584	Street SDC					798,207
WATER 004	973,339	150,592	48,299	Water SDC					1,172,230
SEWER 005	426,397		899,130	Sewer SDC	27,118	Membrane Replace			1,352,645
SEWER DEBT	415,162				34,084	Sewer Debt Reserve	87,104	Sewer Debt Res	536,350
EVIDENCE								100	100
TOTAL	2,103,648	820,230	1,398,623		82,823		87,104	100	4,492,528

CIP SDCs

Cash Balance 09/30/2020	\$4,492,528
Cash Balance 09/30/2019	\$4,859,125
<i>Difference</i>	<i>(366,597)</i>

REVENUE GENERATION BY FUND

GENERAL FUND	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees Tourism, Fines & Bails, Planning, Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
STREET FUND	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
WATER FUND	User Fees, Grants, Capital Funds, SDC
SEWER FUND	User Fees, Grants, Capital Funds, SDC, Loans
SEWER DEBT FUND	LID, Loan Proceeds, URA Debt Service
EVIDENCE	Evidence Cash Seized

Accounts Payable

Checks by Date - Summary by Check Number

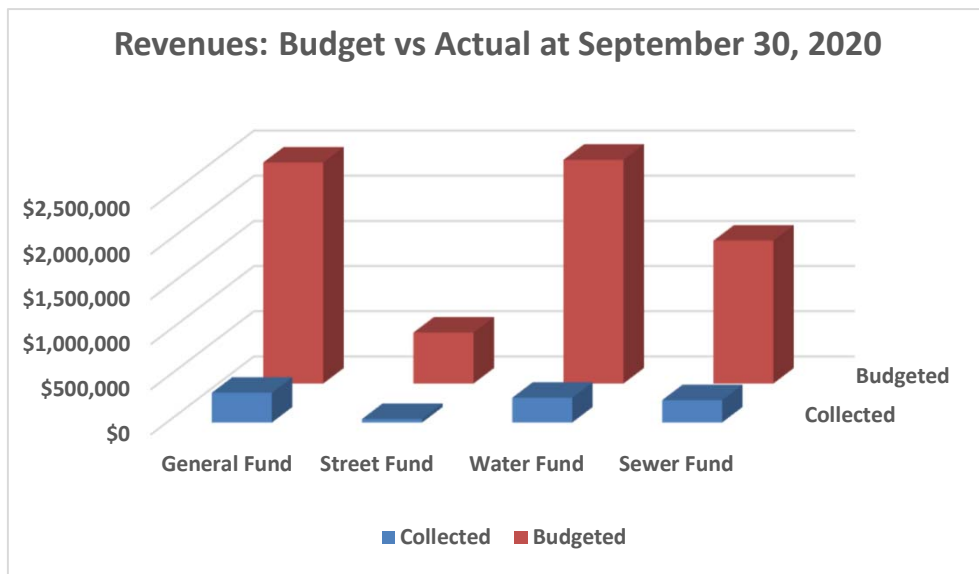
User: Tim Gaines
 Printed: 12/2/2020 6:04 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86050	911Sup	911 Supply	09/01/2020	169.77
86051	LAN129	Lane Council of Governments	09/01/2020	598.79
86053	PacificS	PacificSource Administrators	09/01/2020	222.09
86054	TYLE	Tyler Technologies	09/01/2020	5,799.50
86055	MUNICODE	Municode	09/02/2020	3,800.00
86056	PacificS	PacificSource Administrators	09/02/2020	1,638.39
86057	Stanley	Stanley Convergent Security Solutions, Inc.	09/02/2020	94.90
86058	TYLE	Tyler Technologies	09/02/2020	1,379.70
86059	WelWel	Welt & Welt, Inc	09/02/2020	788.30
86060	CASHS	Cascade Health	09/02/2020	80.00
86061	Petty	Petty Cash Reimbursement Cash	09/02/2020	132.50
86062	CINTA	Cintas Corporation	09/02/2020	204.33
86063	CTX	Copytronix	09/02/2020	41.01
86064	KDOC	Katie Dockery	09/02/2020	75.00
86065	Stanley	Stanley Convergent Security Solutions, Inc.	09/02/2020	94.90
86066	TANG	Tangent	09/02/2020	330.46
86067	USBank	USBank	09/02/2020	611.00
86068	WelWel	Welt & Welt, Inc	09/02/2020	390.67
86069	PhWill	Phillip Williams	09/02/2020	637.50
86070	OHADWS	OHA Drinking Water	09/11/2020	3,300.00
86071	BRA344	Branch Engineering	09/17/2020	1,740.00
86072	LAN129	Lane Council of Governments	09/17/2020	2,900.92
86073	JLOND	London & Paris, LLP	09/17/2020	616.00
86074	NOR146	NW Natural	09/17/2020	15.03
86075	Quan	Quantum Recruiters	09/17/2020	669.25
86076	OSGP	Voya-Oregon Savings Growth Plan	09/17/2020	200.00
86077	ANA165	Analytical Laboratory Group	09/18/2020	700.00
86078	BRA344	Branch Engineering	09/18/2020	19,285.63
86079	CAR476	Carquest Auto Parts	09/18/2020	41.02
86080	CASHS	Cascade Health	09/18/2020	50.00
86081	CINTA	Cintas Corporation	09/18/2020	146.51
86082	CROWN	Crown Products, LLC	09/18/2020	670.78
86083	EME131	Emerald People's Utility	09/18/2020	24.18
86084	HDFow	HD Fowler Company	09/18/2020	584.95
86085	IRO100	Iron Mountain	09/18/2020	277.39
86086	Lanfin	Lane County Finance Department	09/18/2020	367.90
86087	JLOND	London & Paris, LLP	09/18/2020	605.00
86088	MUELLER	MUELLER SYSTEMS	09/18/2020	1,008.00
86089	ONE193	One Call Concepts, Inc.	09/18/2020	16.80
86090	OreRev	Oregon Dept. of Revenue	09/18/2020	1,388.60
86091	PacificS	PacificSource Administrators	09/18/2020	80.00
86092	Quan	Quantum Recruiters	09/18/2020	840.00
86093	Rexius	Rexius	09/18/2020	99.00
86094	TYLE	Tyler Technologies	09/18/2020	585.75
86095	Verizon	Verizon Wireless	09/18/2020	597.46
86096	OSGP	Voya-Oregon Savings Growth Plan	09/18/2020	200.00
86097	WelWel	Welt & Welt, Inc	09/18/2020	431.38

CITY OF COBURG
REVENUES COLLECTED COMPARED TO BUDGET
Fiscal Year To Date As Of September 30, 2020

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$329,608	\$2,448,238	\$2,118,630	13%
Street Fund	\$39,067	\$564,822	\$525,755	7%
Water Fund	\$274,364	\$2,478,360	\$2,203,996	11%
Sewer Fund	\$247,670	\$1,582,603	\$1,334,933	16%
TOTAL ALL FUNDS	\$890,709	\$7,074,023	\$6,183,314	13%

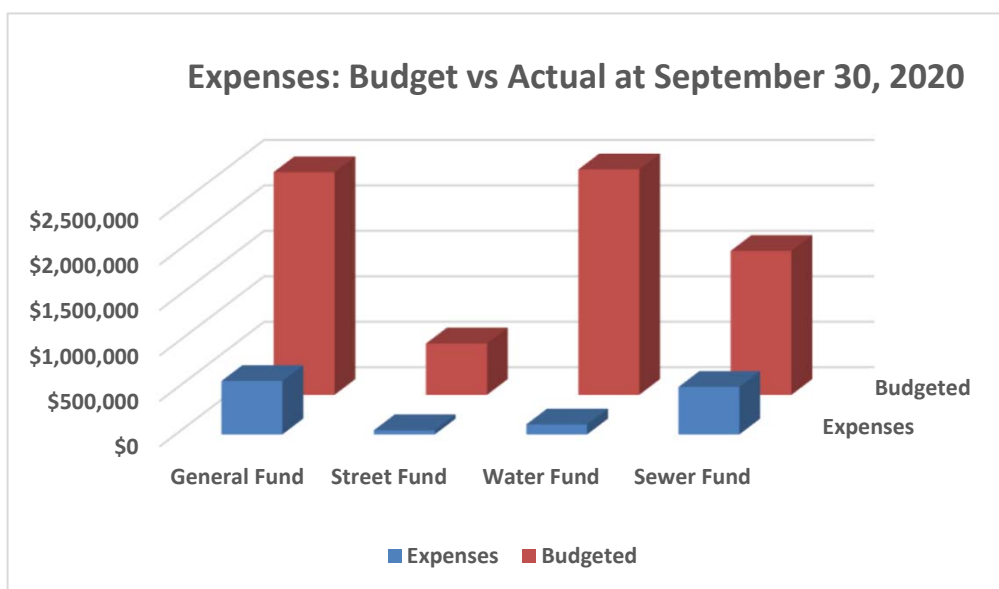


Important Notes:

Overall revenues should be 25% if spread evenly throughout the year.
 Budgeted revenues are net of Beginning Fund balance,
 which means the budgeted amounts do not include Beginning Fund Balance
 Property tax receipts had not been received as of September 30th.
 Water and Sewer Fees are above budget by 9% and 5%.
 Grant Funds and Debt Reimbursement (Water Project) have not been received yet.
 URA transfer to Sewer is made at the end of the year.
 State shared revenues for the quarter had not been received as of September 30th.
 To date as of November 30th, the City has received \$299,535 in Property Tax Revenue (41%).

CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As Of September 30, 2020

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$586,938	\$2,448,238	\$1,861,300	24%
Street Fund	\$45,719	\$564,822	\$519,103	8%
Water Fund	\$110,053	\$2,478,360	\$2,368,307	4%
Sewer Fund	\$522,069	\$1,582,603	\$1,060,534	33%
TOTAL ALL FUNDS	\$1,264,779	\$7,074,023	\$5,809,244	18%



Important Notes

- Overall expenses should be 25% if spread evenly throughout the year.
- Water and Street projects have been delayed due to Covid-19
- Budgeted expenses are net of Beginning Fund balance,
 which means the budgeted amounts do not include Beginning Fund Balance
- All Personal Services are within budget.
- Materials & Services are all within budget.
- Scheduled Capital Projects are time sensitive and not reflected until later in the year.



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

379681084602

101 T 908 00000 R EM T1
CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction 379681084602	
CITY OF COBURG	
GENERAL ACCOUNT	
Beginning balance 8-31-20	\$2,095,804.83
65 Additions	+296,327.48
125 Subtractions	-243,127.14
Net fees and charges	-469.16
Ending balance 9-30-20	\$2,148,536.01

Additions

Deposits	Date	Serial #	Source	
	9-1		Key Capture Deposit	\$19,203.23
	9-1		Key Capture Deposit	813.25
	9-1		Key Capture Deposit	645.00
	9-2		Key Capture Deposit	2,634.00
	9-2		Key Capture Deposit	1,836.31
	9-2		Merchant Svcs Merch Dep 8008238126	313.39
	9-2		Merchant Svcs Merch Dep 8008238142	265.00
	9-3		Merchant Svcs Merch Dep 8008238126	966.01
	9-3		Merchant Svcs Merch Dep 8008238142	605.00
	9-3		Direct Deposit, Pcs OR Trust Pcs OR Tr	517.47
	9-4		Direct Deposit, City of Coburg Consumer	24,982.16
	9-4		Direct Deposit, City of Coburg Cons Coll	5,600.00
	9-4		Merchant Svcs Merch Dep 8008238126	2,199.64
	9-8		Key Capture Deposit	2,195.95
	9-8		Merchant Svcs Merch Dep 8008238126	1,974.76
	9-8		Merchant Svcs Merch Dep 8008238126	1,394.43
	9-8		Merchant Svcs Merch Dep 8008238142	440.00
	9-8		Key Capture Deposit	79.00
	9-10		Key Capture Deposit	12,751.30
	9-10		Key Capture Deposit	9,626.01
	9-10		Merchant Svcs Merch Dep 8008238126	1,401.46
	9-10		Merchant Svcs Merch Dep 8008238142	195.00
	9-11		Merchant Svcs Merch Dep 8008238142	265.00
	9-14		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,173.61

379681084602

Additions
 (con't)

Deposits	Date	Serial #	Source	
	9-14		Merchant Svcs Merch Dep 8008238126	917.50
	9-14		Key Capture Deposit	715.00
	9-14		Merchant Svcs Merch Dep 8008238142	240.00
	9-14		Merchant Svcs Merch Dep 8008238126	235.00
	9-15		Key Capture Deposit	8,190.19
	9-16		Merchant Svcs Merch Dep 8008238126	999.20
	9-17		Merchant Svcs Merch Dep 8008238142	1,600.00
	9-18		Direct Deposit, Oregon St Treas Lgjp ACH	98,326.10
	9-18		Key Capture Deposit	16,786.64
	9-18		Key Capture Deposit	1,872.62
	9-18		Key Capture Deposit	615.31
	9-18		Key Capture Deposit	415.00
	9-18		Key Capture Deposit	119.60
	9-18		Direct Deposit, Pcs OR Trust Pcs OR Tr	92.29
	9-18		Merchant Svcs Merch Dep 8008238142	50.00
	9-21		Merchant Svcs Merch Dep 8008238126	719.09
	9-21		Merchant Svcs Merch Dep 8008238126	654.01
	9-21		Merchant Svcs Merch Dep 8008238142	265.00
	9-23		Merchant Svcs Merch Dep 8008238126	1,765.16
	9-23		Merchant Svcs Merch Dep 8008238142	1,467.87
	9-24		Merchant Svcs Merch Dep 8008238142	1,587.00
	9-24		Merchant Svcs Merch Dep 8008238126	561.18
	9-25		Key Capture Deposit	13,334.31
	9-25		Key Capture Deposit	8,065.07
	9-25		Key Capture Deposit	5,229.38
	9-25		Merchant Svcs Merch Dep 8008238126	369.70
	9-28		Merchant Svcs Merch Dep 8008238126	2,589.27
	9-28		Merchant Svcs Merch Dep 8008238126	1,239.34
	9-28		Key Capture Deposit	460.00
	9-29		Direct Deposit, Merchant S 8030298668	205.85
	9-30		Key Capture Deposit	21,420.43
	9-30		Key Capture Deposit	9,945.34
	9-30		Merchant Svcs Merch Dep 8008238126	1,106.02
	9-30		Deposit Branch 0067 Oregon	300.00
	9-30		Merchant Svcs Merch Dep 8008238142	265.00
	9-30		Deposit Branch 0067 Oregon	150.00
	9-30		Deposit Branch 0067 Oregon	128.00
	9-30		Deposit Branch 0067 Oregon	100.00
	9-30		Deposit Branch 0067 Oregon	79.03
	9-30		Deposit Branch 0067 Oregon	60.00
	9-30		Deposit Branch 0067 Oregon	10.00
Total additions				\$296,327.48

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
85943	9-8	\$282.20	*85976	9-15	88.00	*86006	9-1	315.25



379681084602

Subtractions

(con't)

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86007	9-3	1,186.08	86060	9-8	80.00	86094	9-22	585.75
*86019	9-4	667.33	86061	9-8	132.50	86095	9-22	597.46
86020	9-1	546.47	86062	9-9	204.33	86096	9-24	200.00
86021	9-3	262.91	86063	9-8	41.01	86097	9-22	431.38
86022	9-2	37.50	86064	9-14	75.00	86098	9-25	87.17
86023	9-2	1,380.09	86065	9-14	94.90	86099	9-22	51.88
86024	9-8	311.00	86066	9-11	330.46	86100	9-28	62.85
86025	9-1	2,000.00	86067	9-9	611.00	86101	9-29	515.00
86026	9-1	390.26	86068	9-10	390.67	86102	9-29	390.26
86027	9-2	952.00	86069	9-15	637.50	86103	9-30	1,150.00
*86032	9-1	6,043.63	86070	9-22	3,300.00	86104	9-29	23.98
86033	9-21	300.00	86071	9-25	1,740.00	86105	9-29	496.75
*86036	9-2	1,164.24	86072	9-21	2,900.92	*86108	9-30	643.55
86037	9-1	316.88	86073	9-22	616.00	86109	9-29	6,667.47
86038	9-3	358.13	86074	9-22	15.03	86110	9-29	227.56
86039	9-4	1,230.00	86075	9-30	669.25	86111	9-28	460.70
*86041	9-1	1,680.00	86076	9-24	200.00	86112	9-28	127.96
86042	9-3	2,242.50	86077	9-23	700.00	*86114	9-29	316.88
86043	9-2	300.00	86078	9-25	19,285.63	86115	9-28	15.99
86044	9-1	3,492.82	86079	9-28	41.02	86116	9-29	16,310.00
86045	9-8	422.76	86080	9-21	50.00	86117	9-30	128.00
86046	9-1	444.35	86081	9-25	146.51	86118	9-29	204.00
86047	9-1	777.50	86082	9-22	670.78	86119	9-30	223.98
86048	9-1	7,998.00	86083	9-22	24.18	*86121	9-29	1,606.00
*86050	9-10	169.77	86084	9-21	584.95	86122	9-28	486.63
86051	9-9	598.79	86085	9-22	277.39	86123	9-29	1,009.25
*86053	9-9	222.09	86086	9-22	367.90	86124	9-28	104.00
86054	9-9	5,799.50	86087	9-22	605.00	*86126	9-28	125.00
86055	9-14	3,800.00	*86089	9-24	16.80	*86130	9-29	4,000.00
86056	9-9	1,638.39	86090	9-23	1,388.60	86131	9-29	178.00
86057	9-14	94.90	86091	9-21	80.00	86132	9-29	322.53
86058	9-9	1,379.70	86092	9-30	840.00	*100141	9-17	681.92
86059	9-9	788.30	86093	9-21	99.00			

Paper Checks Paid

\$125,329.57

Withdrawals	Date	Serial #	Location	
	9-1		Direct Withdrawal, City of Coburg Dir Dep	\$24,339.66
	9-2		Merchant Svcs Merch Fee 8008238126	1,377.33
	9-2		Merchant Svcs Merch Fee 8008238142	217.88
	9-2		Direct Withdrawal, Invoice PA 2065Billing	99.15
	9-2		Direct Withdrawal, Merchant S 8030298668	21.68
	9-4		Direct Withdrawal, Valic Eremit Prm	2,552.70
	9-4		Direct Withdrawal, Asi Hc200831	575.01
	9-8		Direct Withdrawal, Cis Trust 5037633834	18,162.73
	9-9		Direct Withdrawal, Irs Usatapyt	8,477.52
	9-10		Direct Withdrawal, OR Revenue Dept Taxpayment	2,413.81
	9-10		Direct Withdrawal, Asi Asi Fees	18.75
	9-11		Direct Withdrawal, KeyBank Auto Pyt	4,957.86
	9-14		Direct Withdrawal, Employer Contrb Pers Cntrb	7,040.43
	9-14		Direct Withdrawal, Employer Contrb Pers Cntrb	3,600.64

379681084602

Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	9-14		Direct Withdrawal, Employer Contrb Pers Cntrb	9.66
	9-15		Direct Withdrawal, City of Coburg Dir Dep	22,824.90
	9-16		Direct Withdrawal, Invoice PA 2065Billing	89.85
	9-23		Direct Withdrawal, Irs Usataxpymt	7,732.79
	9-23		Direct Withdrawal, OR Revenue Dept Taxpayment	2,178.40
	9-25		Direct Withdrawal, Employer Contrb Pers Cntrb	7,242.15
	9-25		Direct Withdrawal, Employer Contrb Pers Cntrb	3,674.51
	9-25		Direct Withdrawal, Employer Contrb Pers Cntrb	9.66
	9-30		Direct Withdrawal, Invoice PA 2065Billing	90.25
	9-30		Direct Withdrawal, Invoice PA 2065Billing	90.25
Total subtractions				\$243,127.14

Fees and charges

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
9-9-20	Aug Analysis Service Chg	1	469.16	-\$469.16
Fees and charges assessed this period				-\$469.16

See your Account Analysis statement for details.



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
September 30, 2020
 page 1 of 2

Item 12.

379681084610

RTMLX T 908 00000 R EM T1
 CITY OF COBURG
 POLICE EVIDENCE TRUST
 PO BOX 8316
 COBURG OR 97408-1310

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Public Transaction 379681084610		
CITY OF COBURG		
POLICE EVIDENCE TRUST		
	<u>Beginning balance 8-31-20</u>	<u>\$100.00</u>
	Ending balance 9-30-20	\$100.00

Fees and charges See your Account Analysis statement for details.



Statement Ending 09/30/2020

THE CITY OF COBURG LANE

Page 1 of 2




Customer Number:XXXXXXXX2301

RETURN SERVICE REQUESTED

>000294 5049803 0001 092348 10Z

THE CITY OF COBURG LANE COUNTY OREGON
CAPITAL PROJECTS
PO BOX 8316
COBURG OR 97408-1310

Managing Your Accounts

-  Office Address 96 East Broadway
Eugene, OR 97401
-  Phone (541) 684-7500
-  Toll Free (877) 566-5544
-  Online sbko.bank



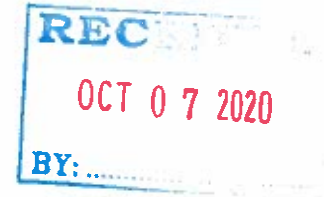
Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS CHECKING	XXXXXXXX2301	\$87,103.76

BUSINESS CHECKING-XXXXXXXX2301

Account Summary

Date	Description	Amount
09/01/2020	Beginning Balance	\$87,103.76
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
09/30/2020	Ending Balance	\$87,103.76



000294 5049803 0001/0001





Account Statement - Transaction Summary

For the Month Ending **September 30, 2020**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

		Asset Summary	
		September 30, 2020	August 31, 2020
Oregon LGIP			
Opening Balance	803,219.34	820,230.85	803,219.34
Purchases	17,011.61		
Redemptions	(0.10)		
		\$820,230.85	\$803,219.34
Closing Balance			
Dividends			
		\$820,230.85	
			665.97



Account Statement

For the Month Ending **September 30, 2020**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
09/01/20	09/01/20	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - August 2020	1.00	(0.10)	803,219.24
09/14/20	09/14/20	ODOT - ODOT PYMNT	1.00	14,612.98	817,832.22
09/14/20	09/14/20	Lane County - Tax Seg for Aug 01-31-2020	1.00	1,732.66	819,564.88
09/30/20	10/01/20	Accrual Income Div Reinvestment - Distributions	1.00	665.97	820,230.85
Closing Balance					
					820,230.85

Opening Balance		Closing Balance	820,230.85
Purchases		Average Monthly Balance	812,503.97
Redemptions		Monthly Distribution Yield	1.00%

Closing Balance	820,230.85	Fiscal YTD July-September	820,230.85
Dividends	665.97		2,067.25



Account Statement - Transaction Summary

For the Month Ending **September 30, 2020**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Oregon LGIP

Opening Balance 82,755.17
 Purchases 67.83
 Redemptions 0.00

Closing Balance

Dividends 67.83
\$82,823.00

Asset Summary

Oregon LGIP	82,823.00	September 30, 2020	82,755.17	August 31, 2020
Total	\$82,823.00		\$82,755.17	



For the Month Ending **September 30, 2020**

Account Statement

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					82,755.17
09/30/20	10/01/20	Accrual Income Div Reinvestment - Distributions	1.00	67.83	82,823.00
Closing Balance					82,823.00

	Month of September	Fiscal YTD July-September	
Opening Balance	82,755.17	82,600.28	Closing Balance
Purchases	67.83	222.72	Average Monthly Balance
Redemptions	0.00	0.00	Monthly Distribution Yield
			1.00%

Closing Balance	82,823.00	82,823.00
Dividends	67.83	222.72



Account Statement - Transaction Summary

For the Month Ending **September 30, 2020**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Asset Summary		
	September 30, 2020	August 31, 2020
Oregon LGIP	1,398,622.93	1,495,757.92
Total	\$1,398,622.93	\$1,495,757.92

Oregon LGIP	
Opening Balance	1,495,757.92
Purchases	1,191.11
Redemptions	(98,326.10)
Closing Balance	\$1,398,622.93
Dividends	1,191.11

Account **3711**

PEM Asset Management LLC



OREGON STATE TREASURY

Account Statement

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
09/18/20	09/18/20	Redemption - ACH Redemption	1.00	(98,326.10)	1,397,431.82
09/30/20	10/01/20	Accrual Income Div Reinvestment - Distributions	1.00	1,191.11	1,398,622.93
Closing Balance					1,398,622.93

	Month of September	Fiscal YTD July-September	Closing Balance
Opening Balance	1,495,757.92	1,492,958.48	1,398,622.93
Purchases	1,191.11	3,990.60	1,453,189.65
Redemptions	(98,326.10)	(98,326.15)	1.00%

Closing Balance	1,398,622.93	1,398,622.93
Dividends	1,191.11	3,990.60

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,343,466.00	152,512.11	329,608.39	3,013,857.61	0.00	3,013,857.61	90.14
	Fund Expense Sub Totals:	3,343,466.00	225,905.07	586,937.82	2,756,528.18	0.00	2,756,528.18	82.45
	Fund 001 Sub Totals:	0.00	73,392.96	257,329.43	-257,329.43	0.00		

General Fund

Item 12.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,254,312.00	23,709.53	39,067.15	1,215,244.85	0.00	1,215,244.85	96.89
	Fund Expense Sub Totals:	1,254,312.00	14,348.90	45,719.33	1,208,592.67	0.00	1,208,592.67	96.36
	Fund 003 Sub Totals:	0.00	-9,360.63	6,652.18	-6,652.18	0.00		

Street Fund

Item 12.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,459,251.00	91,837.50	274,364.40	3,184,886.60	0.00	3,184,886.60	92.07
	Fund Expense Sub Totals:	3,459,251.00	53,426.21	110,053.36	3,349,197.64	0.00	3,349,197.64	96.82
	Fund 004 Sub Totals:	0.00	-38,411.29	-164,311.04	164,311.04	0.00		

Water Fund

Item 12.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,879,686.00	77,080.42	247,669.81	3,632,016.19	0.00	3,632,016.19	93.62
	Fund Expense Sub Totals:	3,879,686.00	30,261.34	522,069.09	3,357,616.91	0.00	3,357,616.91	86.54
	Fund 005 Sub Totals:	0.00	-46,819.08	274,399.28	-274,399.28	0.00		

Sewer Fund

Item 12.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	11,936,715.00	345,139.56	890,709.75	11,046,005.25	0.00	11,046,005.25	92.54
	Expense Totals:	11,936,715.00	323,941.52	1,264,779.60	10,671,935.40	0.00	10,671,935.40	89.40
	Report Totals:	0.00	-21,198.04	374,069.85	-374,069.85	0.00		

Grand Totals

Item 12.

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Coburg Police Department's commitment to policing that is fair and objective (ORS 131.920).

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

See the Personnel Complaints Policy regarding acceptance of complaints alleging profiling and investigation of such complaints.

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, language, religion, sex, sexual orientation, gender identity or expression, economic status, homelessness, age, cultural group, disability, political affiliation or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement. This includes profiling as defined by ORS 131.915.

401.2 POLICY

The Coburg Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

Bias-Based Policing

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC AND PEDESTRIAN STOPS

Each time an officer makes an officer-initiated traffic or pedestrian stop, the officer shall record the required stop data in the method and manner prescribed by the Oregon Criminal Justice Commission (OCJC) (ORS 131.935).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
 - 1. Supervisors should document these periodic reviews.
 - 2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

401.6.1 STATE REPORTING TO LAW ENFORCEMENT CONTACTS POLICY AND DATA REVIEW COMMITTEE

The Records Section shall annually provide Law Enforcement Contacts Policy and Data Review Committee (LECC) the following (ORS 131.925):

Bias-Based Policing

- (a) Copies of profiling complaints received by the Department.
- (b) A summary of each profiling complaint received by the Department and the final disposition of the profiling complaint on the appropriate Department of State Police (DSP) form.
 - 1. This form is to be submitted even if no profiling complaints were received by the Department.

Summaries of complaints and copies of complaints provided to LECC may not include personal information concerning the complainant or an officer except as to any personal information on the DSP form (ORS 131.925).

The Records Section should provide LECC, upon request, data regarding stops or contacts as identified in ORS 131.906(5). Data provided may not identify an officer or an individual whose demographic data is collected (ORS 131.906).

401.6.2 STATE REPORTING TO OREGON CRIMINAL JUSTICE COMMISSION

The Records Section shall provide the OCJC with traffic and pedestrian stop data annually as prescribed by ORS 131.935.

Data may not include information that reveals the identity of any stopped individual or of any officer (ORS 131.935).

401.7 ADMINISTRATION

The patrol supervisors should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complainant, citizen, or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.8 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the training officer or Chief of Police.

401.8.1 DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

The Training Officers should ensure that officers receive training implemented by the Department of Public Safety Standards and Training regarding procedures to facilitate the collection of officer-initiated traffic and pedestrian stop data (ORS 131.935).

First Amendment Assemblies

432.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

432.2 POLICY

The Coburg Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

432.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

First Amendment Assemblies

432.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

432.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Dispatch Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

432.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

432.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

First Amendment Assemblies

- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

432.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

- (a) Command assignments, chain of command structure, roles and responsibilities.
- (b) Staffing and resource allocation.
- (c) Management of criminal investigations
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
- (e) Deployment of specialized resources.
- (f) Event communications and interoperability in a multijurisdictional event.
- (g) Liaison with demonstration leaders and external agencies.
- (h) Liaison with City government and legal staff.
- (i) Media relations.
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
- (k) Traffic management plans.
- (l) First aid and emergency medical service provider availability.
- (m) Prisoner transport and detention.
- (n) Review of policies regarding public assemblies and use of force in crowd control.
- (o) Parameters for declaring an unlawful assembly.
- (p) Arrest protocol, including management of mass arrests.
- (q) Protocol for recording information flow and decisions.
- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
- (s) Protocol for handling complaints during the event.

First Amendment Assemblies

- (t) Parameters for the use of body-worn cameras and other portable recording devices.

432.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

432.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

432.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and CEWs should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

First Amendment Assemblies

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

432.8 ARRESTS

The Coburg Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

432.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

432.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

First Amendment Assemblies

432.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, the Dispatch Center records/tapes
- (g) Media accounts (print and broadcast media)

432.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

432.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

Use of Force

300.2.1 DUTY TO INTERCEDE AND REPORT

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force (2020 Oregon Laws, c.5, § 2).

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances shall report these observations to a supervisor as soon as feasible (2020 Oregon Laws, c.5, § 2).

300.2.2 STATE REPORTING REQUIREMENTS

A report of another member using excessive force must be made to a supervisor no later than 72 hours after the misconduct was witnessed (2020 Oregon Laws, c.5, § 2).

300.2.3 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

Use of Force

300.3.1 USE OF FORCE - JUSTIFICATION

An officer is justified in using force upon another person only when and to the extent that the officer reasonably believes it necessary (ORS 161.235):

- (a) To make an arrest or to prevent the escape from custody of an arrested person unless the officer knows that the arrest is unlawful; or
- (b) For self-defense or to defend a third person from what the officer reasonably believes to be the use or imminent use of force while making or attempting to make an arrest or while preventing or attempting to prevent an escape.

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

Use of Force

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

- (a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.
- (b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.
- (c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.
- (d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
- (e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Coburg Police Department for this specific purpose.

Use of Force

300.3.6 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the [officer_deputy] has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should

Use of Force

articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the CEW or control device.
- (f) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would

Use of Force

be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
 1. The content of the interview should not be summarized or included in any related criminal charges.
 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

Use of Force

- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on:

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (b) De-escalation tactics, including alternatives to force.

300.9 USE OF FORCE ANALYSIS

At least annually, the Patrol Chief of Police should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.