



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, October 11, 2022 at 6:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER Hybrid Meeting- This meeting will be in-person and through Zoom. To participate by Zoom you will need to pre-register by 3PM the day of the meeting. Questions contact City Recorder, Sammy Egbert, sammy.egbert@ci.coburg.or.us or 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

CONSENT AGENDA (*Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.*)

SPECIAL GUEST

1. Water Reservoir Feasibility Presentation

ORDINANCES AND RESOLUTIONS

2. **RESOLUTION 2022-23** A RESOLUTION ADOPTING THE COBURG SUCCESSION PLAN
3. **RESOLUTION 2022-24** A RESOLUTION ADOPTING THE COBURG CONTINUITY OF OPERATION PLAN
4. **RESOLUTION 2022-25** A RESOLUTION TO INITIATE AMENDMENTS TO THE COBURG COMPREHENSIVE PLAN MAP AND TO THE OFFICIAL ZONING MAP

COUNCIL ACTION ITEMS

5. Planning Commission Appointment
6. Planning Commission Annual Appointment

ADMINISTRATIVE INFORMATION REPORTS

7. Administration Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

City Fee Schedule Annual Review and Update
Zone Code & Comp Plan Map Amendments

FUTURE MEETINGS

October 12 Heritage Committee
October 18 Park Tree Committee
October 19 Planning Commission
October 26 Finance Audit Committee
November 8 City Council

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us

All Council meetings are recorded and retained as required by ORS 166-200-0235.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

ENGINEERS MEMO

Special Meeting Date: September 27, 2022

Prepared by: Damien Gilbert/Julie Leland

On March 26, 2022, at a Council work session, the City Engineer raised concerns and communicated complications related to the planned elevated reservoir site. These complications included:

- Construction obstacles such as very large boulders and timber
- Wetlands within the easement areas
- Growing material costs of the anticipated pipeline to serve the site
- Need for a special use permit through Lane County that is subject to neighborhood opposition
- Concerns about remote location of the site
- Elevation difficulties that would result in more costly infrastructure to maintain optimum operating pressures within the system.

Ultimately, City Staff and the City Engineer recommended to discontinue pursuing the planned reservoir site, and evaluate alternative sites for elevated storage within the City. At this same meeting, the City Council directed staff to perform a feasibility study for a water tower within the Highway Commercial or Light Industrial zoned areas, and evaluate the existing Sarah Lane water storage site for expansion.

Preliminary results of this feasibility study will be presented at the September 27th, 2022 special meeting of the Council.

What the Council can expect at the meeting is information regarding the existing Sarah Lane Reservoir site with some good news and restoration options. Additionally, they will have preliminary information regarding three different sites for elevated storage and different types of elevated storage with associated costs. What they will not be able to present is in-depth final information regarding the feasibility of the three sites. This is a result of challenges in collecting geotechnical information due to the inability to schedule a boring contractor that could complete a bore to the depth needed. This work has been scheduled, but will information not be available prior to the September 27th meeting.

September 8, 2022



Coburg 500K Gallon Steel Reservoir Seismic Evaluation

Seismic Evaluation

PSE Project Number: 2101-0181



Coburg 500k Gallon Steel Reservoir Seismic Evaluation

Seismic Evaluation

PSE Project 2101-0181

September 8, 2022

Eugene Office

4710 Village Plaza Loop, Ste 170

Eugene, OR 97401



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1 Introduction

The purpose of the evaluation was to identify seismic vulnerability issues for the specified structures and determine potential upgrades required for current code compliance. The subject structures are to be evaluated according to current code criteria based on available as-built documents and information collected from field investigations.

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2 Reservoir Analysis

2.1 Description

According to the plates present on each tank, the south tank was completed in 1975 and the north tank was completed in 1977, and both were manufactured by Pacific Tank and Construction Corporation of Portland Oregon. The tank plates did not indicate the design code used but based on the construction date both tanks were likely designed to the American Water Works Association (AWWA) D100-73 and the 1973 Uniform Building Code. No construction drawings were provided for review or verification of the design criteria or structural elements.

Based on observations and data collected on site, both tanks have the same overall geometry and structural design. Both are ground supported, welded steel non-standpipe tanks with a nominal capacity of 500,000 gallons and an inside diameter of 52'-0". Both tanks consist of (4) wall shell plate courses with a nominal height to the top of the shell of 32'-0". The roof framing consisted of a center column and ring of (26) C-channel rafters. The overflow for both tanks is at approximately 31'-4", directly below the roof rafters which sit 8" deep.

Using an ultrasonic thickness gauge, the roof plate thickness was measured to be 0.226-inches on the north tank and 0.212-inches on the south tank. The roofs consist of steel plates which are lapped together and welded on their external seams, with the roof plate overhanging the wall shell plate by 2.25-inches on both tanks. The foundation is cast-in-place concrete that is 12-inches thick and extends 4.0-inches beyond the exterior shell wall. The concrete is assumed to be at least minimally reinforced but no testing was performed to verify this.

2.2 Visual Condition Assessment

PSE performed a site visit to observe the as-built current condition of each reservoir, including the interior as observable from the roof hatches. The site visit was performed on August 9th, 2022 and occurred while the water level of each tank was approximately 5-feet below the overflow. Condition observations are only reported for items that have the potential to affect the structural performance of the reservoir. Assessments of general maintenance, life safety, or coating issues are beyond the scope of this document.

2.2.1 North Tank

The general exterior condition of the north tank appeared to be in sound structural condition. No significant cracking or weathering of the ring footing concrete was observed. Some minor areas of corrosion were noted at the base of the shell, as well as some areas of flaking in the exterior coating but neither observation appears to present an immediate structural issue. The exterior surface of the roof was free of debris build up but appeared to have some minor areas of corrosion and flaking coating. The interior of the reservoir exhibited areas of corrosion staining at the typical operating level, roof plate seams, rafter flanges, and connection points but it is not a structural concern at this time.

2.2.2 South Tank

The exterior condition of the south tank generally matched that of the north tank. No notable structural concerns were observed with the visible portion of the footing or wall shell plates. Similar to the north tank, some minor areas of corrosion were noted in the bottom shell course, as well as some areas of flaking of the coating. The exterior surface of the roof was free of debris build up but appeared to have some minor areas of corrosion and flaking coating. The interior of the reservoir exhibited minor areas of corrosion staining, primarily occurring at the roof plate seams and bolted connections but it is not a structural concern at this time.

2.3 Approach and Assumptions

The AWWA D100-21 standard for “Welded Carbon Steel Tanks for Water Storage” as supplemented by the American Society of Civil Engineering (ASCE) 7-16 “Minimum Design Loads and Associated Criteria for Buildings and Other Structures” standard was used for evaluation of the reservoirs.

PSE assessed the adequacy of the structure for the following conditions:

- 1) Vertical loads (self-weight, hydrostatic, roof, snow)
- 2) Horizontal loads (wind, seismic, hydrostatic, hydrodynamic, slosh)

The following general criteria were used for evaluation. Wind criteria and seismic data were obtained from the American Society of Civil Engineering Hazards (ASCE 7 Hazards) resource based on the site coordinates. Snow loads were obtained from the Structural Engineers Association of Oregon (SEAO) snow load website and Oregon Structural Specialty Code (OSSC) designated minimums. For this assessment the following inputs were used for our analysis:

General:

- Coordinates: 44.1213, -123.0589
- Year Built: North Tank 1977; South Tank 1975
- Overflow Level: 31’-4”

Materials:

- Concrete: 2,500 PSI (assumed)
- Steel Roof & Plates: A36, $F_y = 36$ KSI (assumed)
- Steel Wall Plate: Courses 1-4 – A36, $F_y = 36$ KSI (assumed)
- Joint Efficiency = 85% (assumed)

Seismic:

- Risk Category IV (Essential Facility)
- Soil Site Class: D
- $S_s = 0.70$ $S_1 = 0.39$
 $S_{DS} = 0.58$ $S_{D1} = 0.42$

Wind (per OSSC 2019):

- Risk Category IV (Essential Facility)
- Ultimate Wind Speed: 110 mph
- Exposure: C

Snow:

- Ground Snow Load: 10 psf
- Minimum Snow Load: 25 psf

Soils:

- Unknown – Pending geotechnical report

Where observations could not be made, PSE has assumed that the structures were built in accordance with the provided historic documentation and have used the values for steel strengths provided therein for our analysis. Where additional assumptions have been made, they are noted in the analysis and evaluation sections.

Reservoir Shell – Material Thickness: Shell thicknesses were measured in field with an ultrasonic thickness gauge. The lower average plate thickness for each course was used in the analysis. The following table lists the shell thicknesses gathered during the site investigation.

Table 1 – Reservoir Plate Thickness

Reservoir Steel Thickness		
Component	North Tank Measured Value (in)	South Tank Measured Value (in)
Shell Course 1	0.286*	0.287
Shell Course 2	0.286	0.286*
Shell Course 3	0.291	0.272*
Shell Course 4	0.284*	0.285
Roof Plate	0.226	0.212*

*value used in analysis

2.3.1 Upcoming Code Change Discussion

The primary codes used for the reservoir analysis are ASCE 7 and AWWA D100. ASCE 7 is updated on a six-year cycle and the most recently published iteration is ASCE 7-22. However, the most recent version of AWWA D100 is D100-21, which still references ASCE 7-16. The changes reflected in ASCE 7-22 will not be adopted by AWWA until the next code cycle, but they will inevitably be adopted. As part of the evaluation, PSE reviewed the changes presented in ASCE 7-22 in order to conceptually discuss how they may impact the analysis of the reservoir in the future.

The ASCE 7 Hazards Tool references new ground snow load maps for ASCE 7-22 load generation and typically returns higher ground snow loads than those used in the original tank design. Higher ground snow load values will result in higher roof design loads and the existing roof framing may not be adequate to support these increases.

There have also been changes to elements of the seismic load development, specifically related to site classification. Largely the changes affect the determination of the Site Class of the project site, which subsequently affects the seismic design coefficients. The degree to which these changes affect individual project sites and their seismic design coefficients varies depending on the soil makeup and geotechnical test results. Based on the information provided by the ASCE 7 Hazards Tool for the project site, the seismic design coefficients for ASCE 7-16 are slightly unconservative when compared to those generated according to ASCE 7-22 for the same Site Class and the existing structure may have more or increased deficiencies when evaluated according to the ASCE 7-22 requirements. The ASCE 7-22 coefficients are approximately 7% higher than the ASCE 7-16 values used for the following analysis and would propagate through the analysis results.

2.4 Structural Analysis Results

2.4.1 Gravity Analysis

Roof Framing: The roof plate thickness and layout are adequate under current code for flexure stress requirements.

Seismic Evaluation

While the roof rafters did not appear to be continuously attached to the roof plate, D100-21 allows for a rafter with a depth less than 15-inches to be evaluated as being continuously braced. If we consider the rafters to be continuously braced per the AWWA code, the rafters are adequate for flexure and shear loading. The maximum deflection is also within the allowable serviceability limits. The roof rafters are anticipated to meet the requirements for ASCE 7-22 in terms of strength but may exceed the deflection limits.

The center column is assumed to be a 6-inch diameter Sch 40 pipe section based on scaled photos and typically specified member sizes. Using A53-B pipe steel, analysis shows the column has adequate capacity for current code gravity loads.

Reservoir Shell – Hydrostatic Stress: At the current overflow height of 31.33-feet from the tank base, the bottom course is overstressed by 16.0%. This analysis is based on steel plate thicknesses as measured in the field and assumed material strengths. Since the static stress equations have not changed significantly since the tank was designed, this result could indicate that the shell plate has a higher yield strength than assumed or that the tank was designed using Section 14 “Alternative Design Basis for Standpipes and Reservoirs” of the Current AWWA D100-21, which is equivalent to Appendix C of the previous iteration of D100 that was adopted at the time of the tank’s construction.

The tank was also analyzed for a maximum operating height of 28.08-feet from the tank base which resulted in the bottom shell courses being overstressed by 4.1% for static loading. This operating height would accommodate the full slosh wave height and prevent it from impacting the roof. See the following Lateral Analysis section for further discussion of the slosh wave analysis.

Foundations: The foundation widths could not be verified but were assumed to be equal to twice the distance that they extended out beyond the wall shell. Assuming an 8-inch-wide ring footing, the static bearing pressure was 3,370-psf for the current overflow height (31.33-feet) and 3,248-psf for the lower operating height (28.08-feet). The AWWA requires a factor of safety of 3.0 for static loads, which will need to be verified by the geotechnical engineer.

2.4.2 Lateral Analysis

Reservoir Shell – Seismic Hydrodynamic Stress: For short duration loads, the code allows for the tensile capacity of the steel to be increased by 33%. Without using the increased allowances provided by Section 14/Appendix C, the bottom course is overstressed by 8.9% when analyzed with the water level at the overflow height (31.33-feet). When considering the lower maximum operating level analyzed (28.08-feet), the bottom course was adequate for the dynamic loading. The shell is adequate for vertical longitudinal stresses due to lateral loading conditions for both water levels considered.

Wind Girder: For wind loading against the wall shell, an intermediate wind girder is not required for either tank.

Freeboard/Slosh: Current criteria for determining the slosh wave height is largely controlled by the geometry of the tank. For these tanks, the slosh wave height was found to be 3.2-feet when operated at the overflow level of 31.33-feet. The available freeboard is based on the distance from the top of the tank overflow to the lowest level of the roof framing. The current overflow is set approximately flush with the bottom flange of the roof rafters, resulting in 0-feet of freeboard. The roof rafters and roof plate are inadequate for the load imparted by the slosh wave and the impact of the wave could result in failure of the roof and potential loss of tank contents. However, at the lower maximum operating level analyzed (28.08-feet), while the slosh wave height would still be 3.2-feet, it would not impact the roof due to having adequate freeboard.

Overturning and Anchorage:

The reservoir self-weight and friction is adequate to resist sliding loads for both operating levels that were analyzed. However, the overturning results vary based on the water level. For the full overflow level, the self-weight is inadequate for overturning resistance and mechanical anchors would be required to resist the uplift. For the lower maximum operating level (28.08-feet), uplift would still occur, but the shell would be stable and mechanical anchors would not be required. Note, even though the shell is stable in this lower operating scenario, the uplift could result in larger deformations than accounted for in the piping design.

Foundations: Assuming an 8-inch-wide ring footing, the short-term bearing pressure was 9,754-psf for the current overflow height (31.33-feet) and 6,739-psf for the lower operating height (28.08-feet). The AWWA requires a factor of safety of 2.25 for short-term loads, which will need to be verified by the geotechnical engineer.

2.5 Recommendations

Overall, both tanks are currently in good structural condition. However, due to the age of the tanks and advancement of seismic load requirements there are multiple elements that are inadequate for current code load requirements based on the overflow water level. There are several options that could be evaluated to potentially bring the reservoir into partial or full compliance with current code.

Shell Recommendations

The bottom course of the shell was found to be inadequate for both hydrostatic and hydrodynamic loading conditions when considering the overflow level. The recommended solution is to add shell stiffeners to the bottom course, enforce a lower maximum operating level, or a combination of both options. Enforcing a maximum operating level of 28.08-feet, which allows adequate space for the slosh wave to dissipate, would reduce the loads to within the capacity of the bottom shell course for dynamic cases but stiffeners would still be required for static stresses. The lower operating level could be enforced by physically lowering the overflow pipe, or it could be enforced operationally.

If the desire is to maintain the current overflow level, further investigation should be performed to determine if the tanks were designed to Section 14/Appendix C, which would result in higher allowable capacities for the shell stresses.

Foundation

The foundation is presumed to be adequate for static conditions based on the absence of signs of settlement on site. The geotechnical engineer should verify if the bearing pressures provided are within their assessment of the site soils. If the site bearing capacities are lower than the applied pressures, further reduction of the operating level may be required to reduce foundation pressures within allowable limits or the foundation could be expanded.

Anchorage

If the desire is to maintain the current overflow level, mechanical anchors will be required and consequently a foundation expansion to accommodate those anchors. However, if a lower maximum operating level of 28.08-feet is enforced, mechanical anchors are not required, and subsequently a foundation expansion would not be required to accommodate them. Note, a foundation expansion may still be required to accommodate short-term bearing pressures, this should be verified with the geotechnical engineer.

Freeboard/Slosh

At the current overflow level there is inadequate freeboard to accommodate the slosh wave, which will result in a slosh load impacting the bottom of the roof. The roof plate and rafters are inadequate for the load from the slosh wave. In order to meet AWWA freeboard requirements, the operating water level would need to be reduced to a height of 28.08-feet, which would accommodate the full height of the slosh wave and prevent damage to the roof during a seismic event. The max water height could be enforced operationally, or the overflow could be physically lowered to the new max water height. Failure to increase the freeboard could result in damage to the roof and potential loss of contents.

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3 Limitations and Disclaimer

This evaluation is limited to information obtained during a visual structural assessment and review of provided historic documentation. While PSE made every attempt to be as thorough as possible in the assessment, not every member, connection, or component can be visually assessed or evaluated.

The information presented within this report represents the opinion of a Structural Engineer registered in the State of Oregon. Following any major earthquakes, damage, modifications, upgrades, change of use/operation, and/or other substantial changes, the results herein should be reviewed, and the structures reassessed.

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4 Endorsement

This report was prepared by Edward Ling, PE, SE or under his direct supervision while an employee of Peterson Structural Engineers. All work is original and represents the opinion of a Structural Engineer registered in the State of Oregon.

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5 Appendix

5.1 Appendix A – North Tank Photos



Photo 1 – Tank Plate



Photo 2 – 500,000 Gallon Standpipe Tank



Photo 3 – Tank Exterior Upper



Photo 4 – Tank Exterior Lower



Photo 5 – Tank Exterior Hatch



Photo 6 – Tank Exterior Coating Deterioration



Photo 7 – Tank Exterior Coating Deterioration



Photo 8 – Tank Exterior Roof

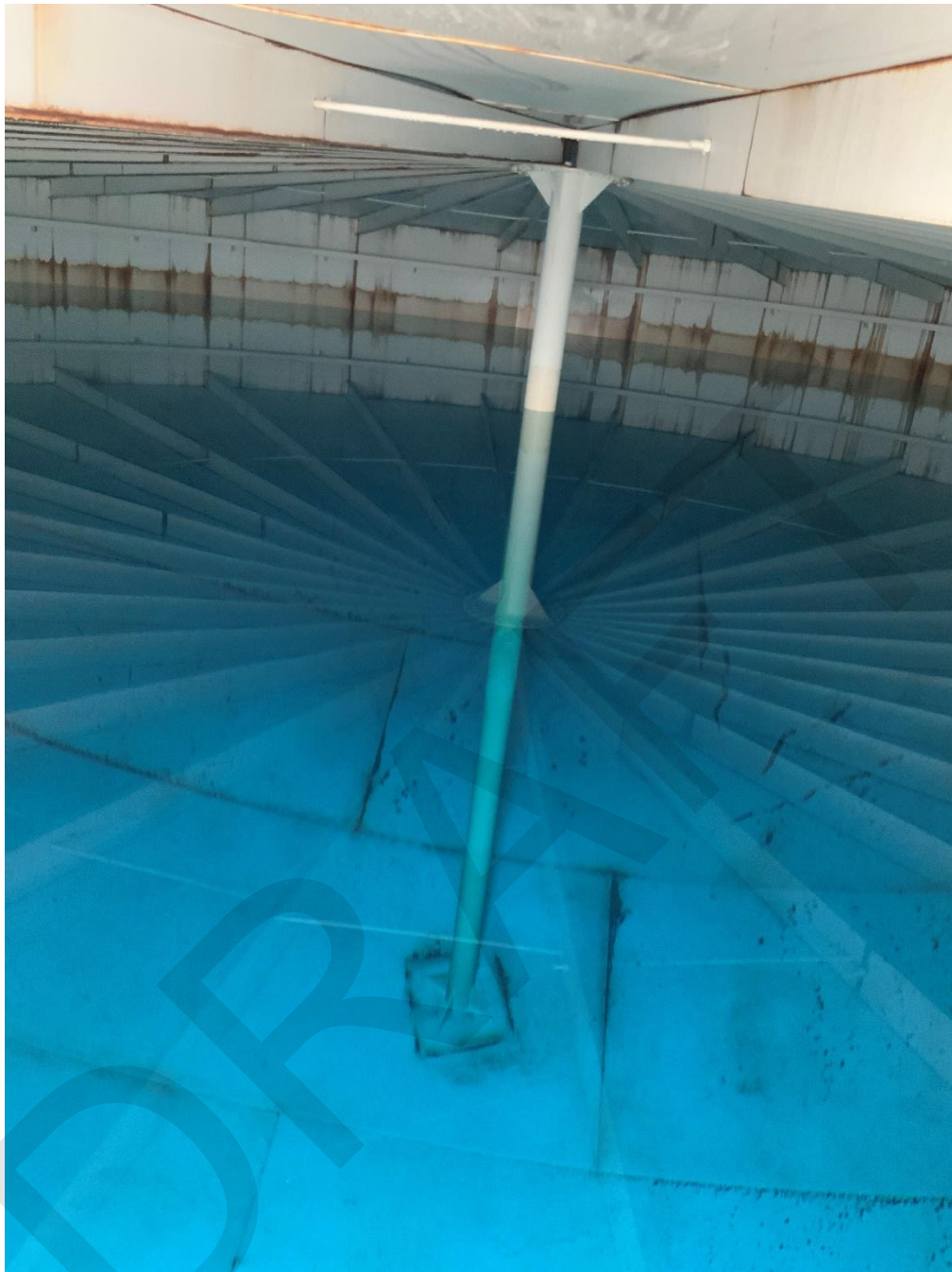


Photo 9 – Tank Interior Center Column

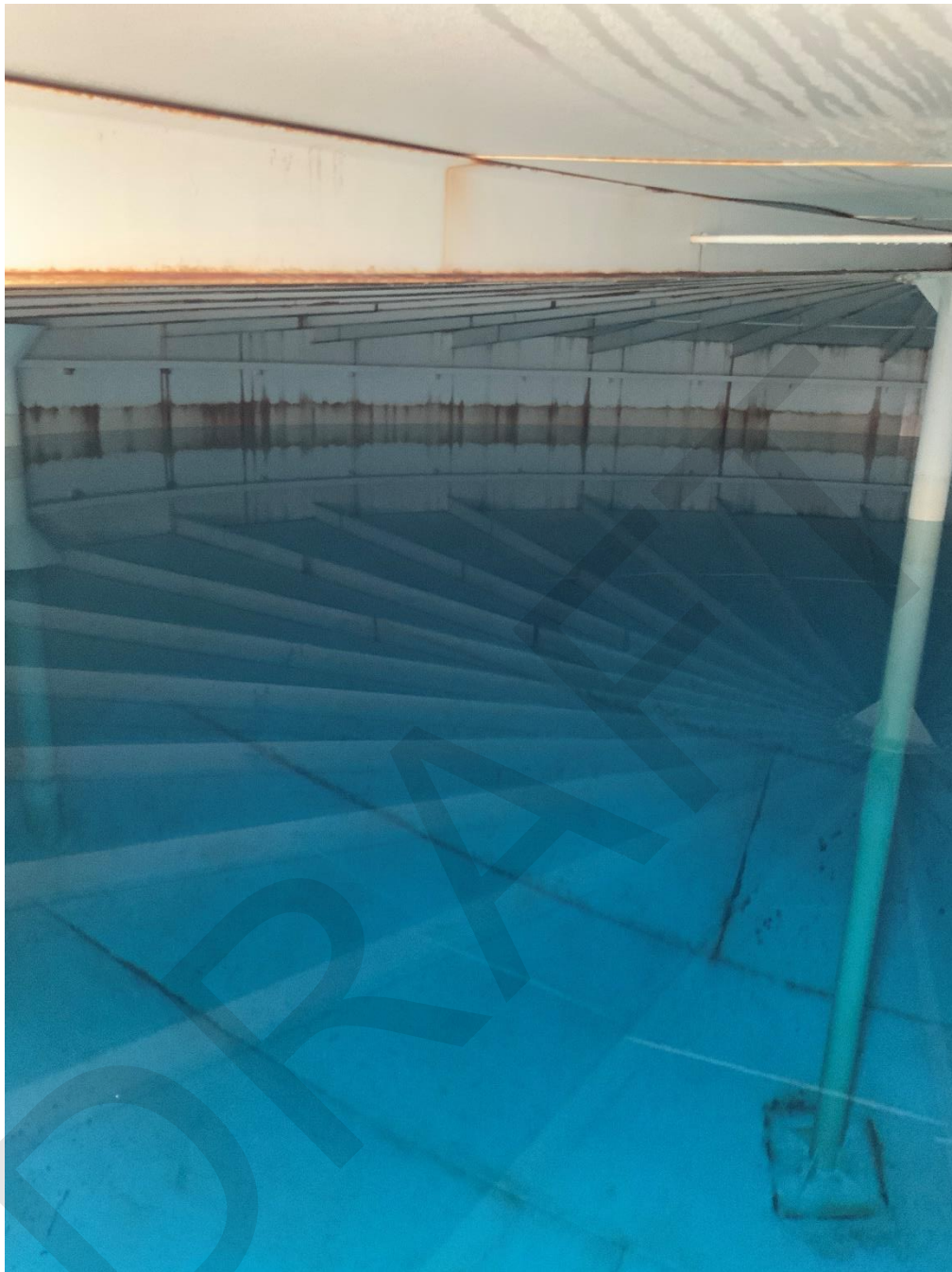


Photo 10 – Tank Interior Roof Framing

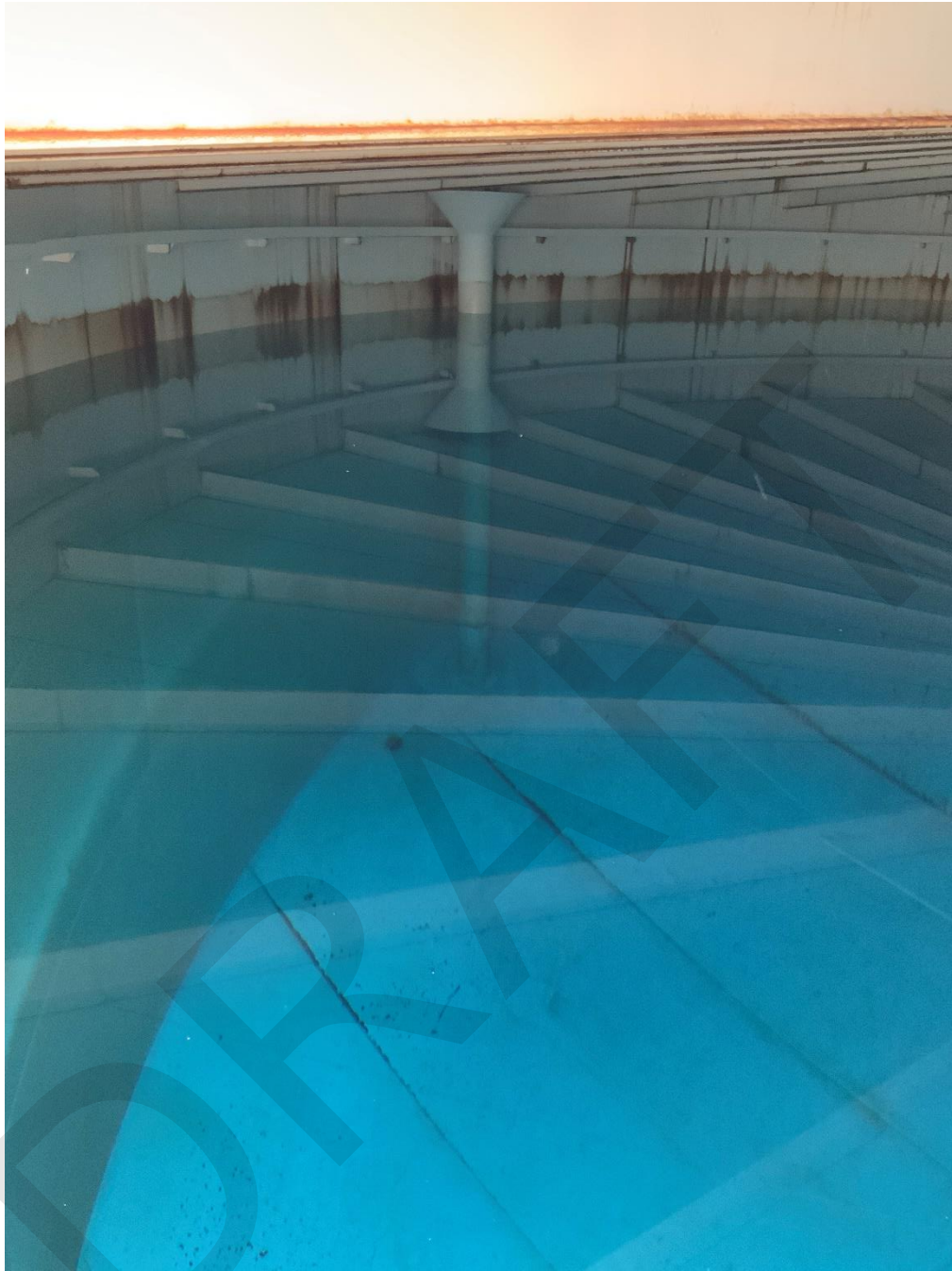


Photo 11 – Tank Interior Overflow Pipe

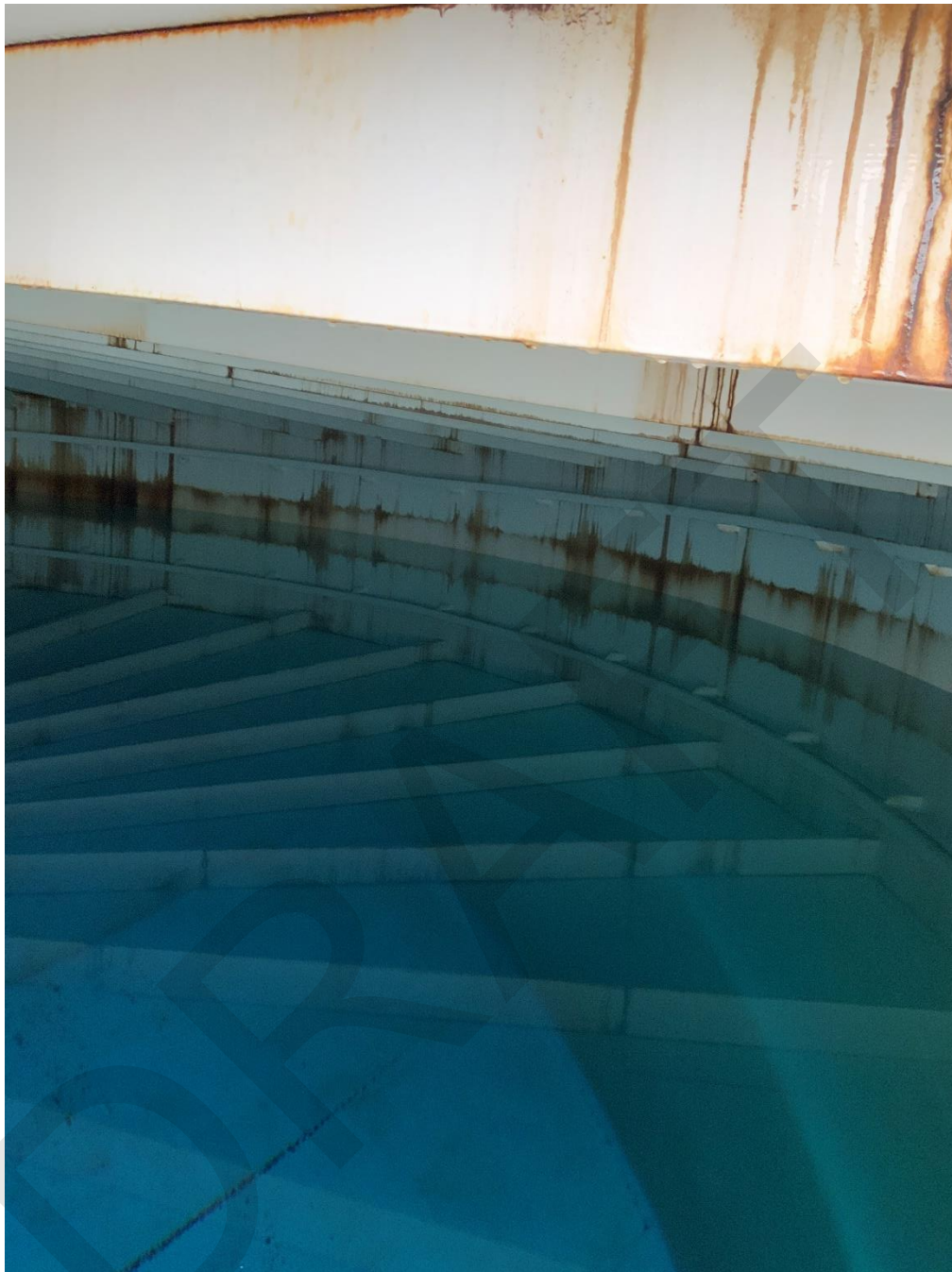


Photo 12 – Tank Interior Roof Framing Corrosion



Photo 13 – Tank Interior Roof Framing Corrosion

5.2 Appendix B – South Tank Photos



Photo 14 –Tank Plate



Photo 15 – 500,000 Gallon Standpipe Tank



Photo 16 – Tank Exterior Upper



Photo 17 – Tank Exterior Lower



Photo 18 – Tank Exterior Hatch



Photo 19 – Tank Exterior Coating Deterioration



Photo 20 – Tank Exterior Coating Deterioration

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Photo 21 – Tank Exterior Roof

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Photo 22 – Tank Interior Center Column



Photo 23 – Tank Interior Roof Framing



Photo 24 – Tank Interior Overflow Pipe

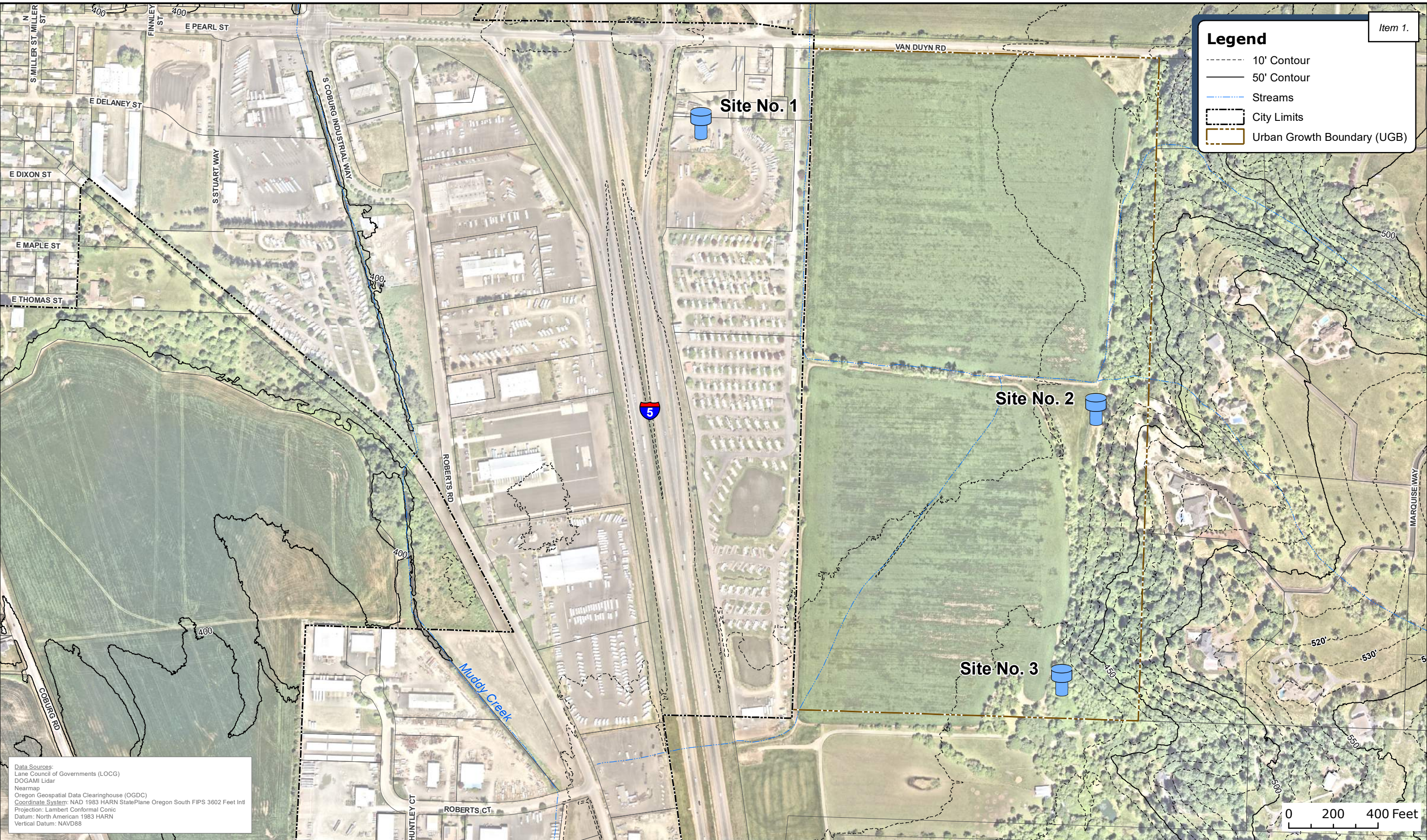


Photo 25 – Tank Interior Roof Framing Corrosion



Photo 26 – Tank Interior Roof Framing Corrosion

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Data Sources:
 Lane Council of Governments (LOGC)
 DOGAMI Lidar
 Nearmap
 Oregon Geospatial Data Clearinghouse (OGDC)
 Coordinate System: NAD 1983 HARN StatePlane Oregon South FIPS 3602 Feet Intl
 Projection: Lambert Conformal Conic
 Datum: North American 1983 HARN
 Vertical Datum: NAVD88



Coburg 750,000 Gallon Reservoir

**Figure 1
 Reservoir Siting Map**



COBURG CITY COUNCIL ACTION/ISSUE ITEM

**TOPIC: Resolution 2022-23, a Resolution Adopting the Coburg Succession Plan
Resolution 2022-24, a Resolution Adopting the Coburg Continuity of
Operations Plan COOP (Continuity of Operations Plan)**

Meeting Date: October 11, 2022

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-78712, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

1. Adopt Resolution 2022-23, a resolution adopting the Coburg Succession Plan

Suggested motion: *"I move to adopt Resolution 2022-23, a resolution adopting the Coburg Succession"*

2. Adopt Resolution 2022-24, a resolution adopting the Coburg (Continuity of Operations Plan) COOP

Suggested motion: *"I move to adopt Resolution 2022-24, a resolution adopting the Coburg Continuity of Operations Plan."*

BACKGROUND

The Coburg City Council and staff have made preparedness a priority of the City. Staff have spent many hours in training and practice for emergency. Additionally, because the City has a small staff, succession is extremely important whether it is considered during an emergency or on a regular workday. How the City responds to the unexpected determines how successful we will be in continuing the essential services to the community.

Succession Plan

This plan was a combined effort of all Department Directors. Each department considered the process for replacing our essential employees for a short-term or long-term absence, or a separation from the City. Each department is different in the responsibilities, function, and skills needed to fulfill the duties. We do not have a 2nd for every department director in the City and therefore, we must consider alternatives for filling the position on a temporary or permanent basis.

Continuity of Operations Plan

This plan was written many years ago but was never adopted by the City Council. Since then, the City has embraced the National Incident Command System, and our staff are trained in FEMA response as much as time allows. This is an updated version for which our former Emergency Coordinator, Jim Bell, spent many hours aligning it with NIMS. It was then reviewed by, and additional changes were made by the City Administrator. The Plan and all of the Annex attachments are essential to the continuity of operations for the City. The Succession Plan lives as an Annex in this document as it also would serve the City in a time of emergency.

While both documents stand alone for a slightly different purpose, they are very purposefully connected.

PROCESS

Staff directors considered the skills and responsibilities needed in order to replace themselves. In some instances, such as in the Public Works and Police Departments, there are staff members who do have the ability to step up in a short-term, and a long-term absence. In other departments, the City would need to work with supporting agencies and partners to help fill the gap.

In an emergency, the person filling the gap may not be an employee, or a contract employee. It could be a City Councilor, a community volunteer, or a staff member who does not have the skills in the moment. It is for this reason that the essential duties are listed and the directors are making recommendations as to how their positions may be filled.

PUBLIC INVOLVEMENT

N/A – These are internal policy documents.

NEXT STEPS

After adoption, both of these documents will become Annex documents in our overall Emergency Response Plan (Red Book). Each department has an ERP (Emergency Response Plan) in their offices. Additionally, the COOP will be provided to each City Councilor so that they understand the processes when the City is facing an emergency.

Both documents should be reviewed annually, and updated as needed.

RECOMMENDATIONS:

Staff recommends Council adopt Resolutions 2022-23 and 2022-24.

BUDGET

N/A

ATTACHMENTS

1. Resolution 2022-23
 2. Resolution 2022-24
-

Reviewed by:

Sammy Egbert, City Recorder

RESOLUTION 2022-23

A RESOLUTION ADOPTING THE COBURG SUCCESSION PLAN.

WHEREAS, the Council has determined that succession planning is essential for the continuation of services in every department, and;

WHEREAS, the small size of the City staff does not allow for depth in every department, and therefore, planning for succession allows for city leaders to understand the responsibility of each position and the services each department provides in order to plan for the temporary or permanent replacement of the City Administrator or Department Directors, and;

WHEREAS, succession planning is a fundamental practice that allows departmental leadership providing critical services to continue under all conditions.

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

1. Adopts the Coburg Succession Plan, Exhibit A, to establish continuation of leadership in the event that the City Administrator or a Department Director is temporarily or permanently separated from the City.
2. Staff will review the plan annually and update as needed.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 8th day of October 11, 2022.

Ray Smith, Mayor

Attest

Sammy L. Egbert, City Recorder

EMERGENCY SUCCESSION PLAN

City of Coburg

The Appointment of an Interim Supervision of the City of Coburg in All Departments

October | 2022

*Adopted by Coburg City
Council October 11, 2022*

EMERGENCY SUCCESSION PLAN

City of Coburg

Rationale

In order to ensure the continuous coverage of duties critical to the ongoing operations of the City of Coburg and its services to clients, the City Council is adopting policies and procedures for the Immediate Interim succession of Supervisors of all City Departments.

While the Mayor and City Council acknowledge that turnover is likely to happen, it believes that due diligence in ensuring that governmental functions continue as a priority. Therefore, this plan provides continuity for a short absence, long-term absence, or a termination of employment of any of the Supervisory staff of the City. It is of great importance to retain the internal and external relationships of the City, and the progressive and uninterrupted function of the City departments. Therefore, this document becomes the official plan for managing the loss of a supervisor, and/or the City Administrator of the City.

Benefits

- Supports the sustainability of the organization by ensuring future staffing needs are addressed
- Provides better human resource decisions in terms of selection and promotions
- Supports ongoing training and personal growth to possible future leaders
- Reduces hiring, training and relocation costs
- Prepares for the future with a proactive approach rather than reactive approach
- Enhances employee commitment to the organization

Assessments

- Annually, each department should consider the future needs for their departments. Consideration should be given to increasing service demands, new programs, and increasing populations of the City.

- Assessing the skills, training and experience in each department is important in order to identify needs, additional skills, and future leadership for each department.
- Job Descriptions should be updated as frequently as needed in order to reflect the changing needs of the City.
- Assessment of current employees should determine their interest, desire and qualifications for future promotions, and leadership opportunities.
- Recognize that this is a small local government and therefore, we must provide a realistic view of the opportunities for advancement to all employees, while also encouraging their interest in growing in their positions and opportunities for promotion.

Training and Education

- Established and relevant training programs should be present in every department. This is especially true in departments where certifications control the advancement of positions.
- Encourage leadership at every level and inspire employees to step into leadership in their current positions
- Identify employees who have an interest in advancement and provide for training and educational opportunities to gain the skills needed for promotion.

CONTENT

The following pages list the supervisory positions of the City, and the priority responsibilities for managing in their departments.

- 1. City Administrator
- 2. City Recorder
- 3. Finance Director
- 4. Emergency Response Coordinator
- 5. Municipal Court Clerk
- 6. Planning
- 7. Police Chief
- 8. Public Works Director

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DEFINITIONS

- Succession:** The intended planning, action or process for transferring a title, office, power, and duties.
- Short-term Absence:** A temporary absence that lasts less than four weeks for which there is a clear intention that the employee will return to work. Duties may be temporarily assigned.
- Long-term Absence:** A temporary absence that lasts more than 28 days for which there may or may not be a return date for the employee. However, the intention is that the employee will return to work. Duties may be temporarily assigned.
- Termination:** The end of an employee's work at a company. Whether the employee resigns, retires, or is terminated, there is no expectation that the employee will return and the duties must permanently be reassigned.
- Promotion:** The act of raising someone to a higher position or rank to take on more responsibility.
- Temporary Promotion:** The act of raising an employee to a higher position for a temporary basis in order to cover the responsibilities of a co-worker who is on a temporary absence.
- Training for Succession:** The act of training an employee to take over the management duties of a department when the department director has resigned, retired, or is terminated.

GUIDING DOCUMENTS

This document should be used in partnership with the following documents:

- 1. City Charter**
- 2. Employee Policy Manual**
- 3. Job Descriptions**
- 4. Employee Performance Review Policy**

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SUPERVISOR SUCCESSION

CITY ADMINISTRATOR

PRIMARY FUNCTION

- Plan and direct all administrative activities of the City, and take necessary actions to improve operations.
- Establish administrative procedures to increase the effectiveness and efficiency of the City government, according to current practices in local government and consistent with approved policies established by City Council.
- Appoint and remove all employees of the City except the Municipal Judge and City Recorder. Exercise all supervisory duties over all employee of the City, including officers of the City
- Supervise and coordinate the City's administrative policies and procedures including personnel policies and purchasing procedures.
- Attend all meetings of the City Council at which his/her attendance may be required by the City Council.
- Maintain the Priority Work Plan and Goals of the City Council and ensure that the City Staff are pursuing and executing the work plan as adopted.
- Recommend for adoption by the City Council such measures, as he/she may deem necessary or expedient.
- Ensure that all laws, ordinances and policies of the City Council are faithfully executed
- Prepare and submit to the City Council such reports as may be required or as Employee may deem advisable to submit.
- Keep the City Council fully advised of the financial conditions of the City and its future needs.
- Prepare and submit a preliminary or proposed budget, work with the Budget Committee in its analysis and review, and be responsible for administering the budget upon its adoption.
- Keep the public and City Council informed through periodic reports to City Council and public on City operations.

SUCCESSION PLAN

When the City Administrator is temporarily disabled from acting as administrator or when the office of the administrator becomes vacant, the Mayor must appoint an administrator pro tem.

Short-Term Absence

When the City Administrator anticipates a short-term absence, he/she should work with the Mayor to identify and appoint a short-term interim.

The Public Works Director is the most reasonable Candidate at this time in the City as the Public Works Department has a supervisor who can step up into the Director's position for a temporary assignment.

Long-Term Absence

Mayor should appoint an interim CA.

- This can be by an interim promotion of one or more of the supervisors of the City.
- The City can contract with LCOG to assign an interim City Administrator.
- The City can work with League of Oregon Cities who maintain an Interim Candidate List. Access to the interim candidate list is provided by emailing LOC@orcities.org.

Termination/Resignation

- If the City is given notice then the current City Administrator should work with the Mayor and Council to design a hiring process. This can be done by hiring an agency who will manage the candidate search.
- If no notice is given, or if CA is terminated with no notice, then the Mayor should work with LCOG or League of Oregon Cities to hire an interim City Administrator. They should then task the interim to work with the Mayor and Council to design a hiring process.

Training for Succession:

- **Experience in managing a public entity, special district, large department, or non-profit.**
- **Certification or ability to seek certification through ICMA for governmental management.**
- **Experience in managing human resources for multiple employees and departments**
- **Certification in Economic Development**
- **Experience and education in Financial Management with an emphasis on governmental accounting**
- **Project Management and Planning**
- **Capital Improvement Management and Planning**
- **Experience in working with community and regional partners**
- **Experience in managing, supporting, and reporting to a board or Council**

CITY RECORDER

PRIMARY FUNCTION

Serves as the elected ex-officio clerk of the City Council, and attends all meetings unless excused by the Mayor.

Responsible for preparing meeting agendas and notices, keeping accurate record of proceedings, serves as the records custodian of the City, responds to public records requests, and provides records certifications.

Serves as the Election officer, coordinates, and administers the City municipal elections.

Monitor and provide annual reviews to administrative front office staff. Administrative staff is responsible for a large variety of important tasks such as utility billing, accounts receivables, customer service, facility rentals, and business licenses.

Manage and maintain City ordinances, resolutions, and public records in accordance with Oregon State statues and administrative rules

Identify and document how and why past decisions have been made and provide it to citizens and staff in a transparent way.

Manages all legal notices including public meetings, land use, financial and other.

Management execution and retention of City contracts, Intergovernmental agreements, memo of understandings, grant agreements.

Recording easements, deeds, liens and other required documents with Lane County and retaining.

SUCCESSION PLAN

Short Term Absence

When the City Recorder will be out less than four weeks and intends on returning to work the duties will be temporarily assigned to other staff. A list of deadlines and tasks will be identified and provided to the City Administrator and Mayor.

Long Term Absence

When the City Recorder will not be returning for more than 28 days but the intention is to return the Charter states the Mayor shall appoint a City Recorder Pro Tem, who while acting in the capacity, shall have all the authority of the recorder.

Court Administrator | Assistant City Recorder would be qualified to be appointed and compensated as the interim City Recorder.

Termination/Resignation

City Recorder is an appointed officer of the City. Charter states that officers are hired and fired by the City Council and appointed by Mayor. Mayor and City Administrator will identify and execute the recruitment process. Recruitments for supervisory staff is 30 days minimum. Current staff who are interested in the position should be encouraged to apply.

Recruitment add should be posted as normally done as well as with League of Oregon Cities, Oregon Association of Municipal Recorders, and the International Institute of Municipal Clerks. The City is members of all of the organizations.

Replacement Candidates

- Prior experience or clear understanding in municipal government with limited staff. Candidates will most likely not have support staff and must be “hands-on”.
- Strong interpersonal skills are required to work effectively with citizens, staff, council, committees and commissions.

Training for succession

Training an employee to take over the management duties of the City Recorder with such a small staff is not feasible. A large part of City Recorder job duties are outlined in state and municipal statutes.

To assure the succession of the City Recorders office task list and standard operation procedure sheets are used and updated regularly. Administrative staff are cross-trained as much as time allows.

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COURT ADMINISTRATOR

PRIMARY FUNCTION

- Coordinates court activities, and supervising administrative support personnel of the municipal court; interacts with Judges, court staff, police staff, attorneys, defendants, other departments, and other governmental agencies.
- Participates as a team leader in court arraignments, warrant preparation and docket setting activities; supervises the scheduling of court caseloads and ensures the timely processing of pending cases; performs the additional duties of a Court Clerk, as workload requires.
- Oversees and performs data entry and scanning into established law enforcement and court data systems; works cooperatively with other agencies in the development, implementation and training related to current, future law enforcement, and court data systems.
- Oversees and administers the processing of fine payments and other accounts receivable including account adjustments, balancing and preparing summary reports and deposits. Issues fine refunds as directed by the municipal Court Judge.
- Maintains records and files using automated and manual methods; enters and retrieves data using various computer systems; completes reports of court operations as required to comply with all applicable legal requirements.
- Prepares and administers the planning and formulation of operational policies, procedures
- Conducts audits as necessary to meet statutory compliance
- Completes the more difficult, sensitive and/or technical tasks that arise in the Municipal Court operation; may provide technical and clerical support for the municipal Court Judge. Serves as the Coburg Municipal Court computer system security administrator and resolves operational issues.

- Supervises the work of all employees engaged in supporting Municipal Court operations; conducts performance appraisals, participates in hiring processes and provides training and guidance to staff.
- Oversees probation, restitution, community service and alternative programs for offenders sentenced by the municipal Court Judge; works with the Judge and the Coburg Police Department to implement, update and review programs, which benefit the local Community.
- Conducts the budget preparation and administration with budgetary guidelines.
- Maintains court statistics and prepares statistical reports. Oversees maintenance of a variety of records; prepares research projects and reports in response to court orders, subpoenas and at the direction of the Municipal court Judge.
- Performs other duties that support the overall objective of this position.

SUCCESSION PLAN

- **Short-Term Absence**

- **Records Clerk – Coburg Police Department**

- The Police Evidence Technician at the Coburg Police Department would be the best option within the first 24 hours of absence. This position is LEDS certified, which is required by the State to review and process court files. This staff member would also have a very basic understanding of how the court operates daily and would be able to provide the City with court services, such as taking payments, clearing license suspensions, and customer service both in person and via the telephone. The City Administration staff can also help with payments and customer service as needed.

- **Long-Term Absence**

- Continued support of the Police Evidence Technician

The City Administrator will need to locate a court clerk to help assist in further court processes and procedures such as working with the Coburg Police to enter new citations and cases, running of court day operations, processing judgements, and contacting the judge. They will also need to contact Attorney's and City Prosecutor for scheduling and new case appointments.

Coburg Municipal Court should pursue an MOU with a neighboring city to obtain a mutual support agreement for court services

- **Termination/Resignation**

City Administrator will have the responsibility of appointing a temporary Court Administrator and the design and facilitation of a hiring process.

- **Training for Succession**

Cross training a current City Hall staff member to obtain a LEADS security certification and to be able to handle immediate needs in the court including:

- Taking Payments
- Suspension Clearances
- Customer Service both in person and on the phone
- Overview of Court software program and functionalities

Future – Hiring of a part-time clerk who would receive training and could step into this position in the absence of the Court Administrator.

EMERGENCY RESPONSE COORDINATOR

PRIMARY FUNCTION

- Work with City Administrator, Police Chief, Public Works, and local Fire Chief to develop plans for emergency preparation, emergency response and community recovery;
- Coordinate the City's emergency planning efforts to work specifically within Lane County and State of Oregon response plans;
- Coordinate with other agencies, CIS and others in developing a mitigation and review of Continuity of Operations Plan (COOP) for the city;
- Develop community communication and evacuation timing strategies as needed;
- Develop plans for mutual aid for all critical City function in the event of a natural or man-made disaster;
- Develop, coordinate training and maintain a Citizens Emergency Response Team (CERT), and other programs including training and maintenance of organizational cohesiveness;
- Enhance resiliency of City assets to support continuity of government and continuity of operations;
- Establish viable communication plan/systems with: County EOC, State EOC, local Ham radio operators, power and gas companies; Oregon Department of Transportation, FEMA, local Red Cross, volunteer organizations, Television and Radio, and social media applications.
- Develop and implement a strategy for communication with residents before, during and after an emergency event.

SUCCESSION PLAN

- **Short-Term Absence**

Currently, the Public Works Supervisor will serve as the Emergency Operations Management

So long as the City's Emergency Operations Plan is up to date, the City could manage without an Emergency Operations Manager.

- **Long-Term Absence**

City Administrator will step into the Emergency Operations Manager position and/or appoint an employee to the duties of the position

- **Termination/Resignation**

The City Administrator will assign the duties of the position to one or more supervisors of the City and/or a new position may be designed and hired.

- **Training for Succession**

FEMA training up to and including Incident Command Training

Design of tabletop exercises

Coordinating with partner agencies

Development of communications planning

FINANCE DIRECTOR

PRIMARY FUNCTION

- Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practice.
- Prepares, interprets, and analyzes financial reports and statistical information.
- Acts as the Budget Officer, oversees City budget preparation, including reviewing preliminary department budgets, overseeing current budget and providing up to date budget
- Manages annual audit. Prepares information, answers questions, and serves as a liaison between the auditor and the City Staff.
- Is responsible for managing all duties and operations within the Finance Department, including payroll and all associated reports, journal entries and adjustments, general accounting ledgers, bank and cash reconciliation.
- Ensures Finance Department compliance with adopted City policies and procedures and implements specific policies and office procedures for subordinating staff.
- Manages employee benefits, such as group insurance and PERS, and assists in compliance with regulations associated with personnel policies, FLSA, COBRA, Wage and Hour laws, etc.
- Attends regularly scheduled City Council meetings, budget meetings, responds to inquiries and questions regarding the City's finances.
- Oversees the Finance and Utility Billing software, including upgrades, repair, and technical assistance.
- Performs any other duties as required by the City Administrator, Mayor, or Council.

SUCCESSION PLAN

- **Short-Term Absence**
 - City Administrator- Will identify and assign tasks and duties.

- **1-4 Weeks**
- **Long-Term Absence**
 - City Administrator- Will identify and assign tasks and duties. May get temporary support from an agency.
 - 1-3 Months

- **Termination/Resignation**

The City Administrator would be responsible putting together a plan for replacing the Finance Director. We would use the job description and follow the hiring process that is in place at the time of recruitment

- **Training for Succession**

Training for a current City of Coburg employee on some of the tasks that the Finance Director performs on a daily basis. The training would be on the existing specialty finance software the City has in place. The Finance Director would help with in house training. We would also use the software vendor to get training of specific modules of the software. These include Accounts Payable, Clearing House, and Special Assessments. They would also use the Standard Operating Procedures (SOP) that have been created by City staff.

- GFOA Natural Standards Training
- OGFOA Training
- Oregon Municipal Budget Training
- Access to all essential financial programs
 - All Banks
 - Payroll Process
 - Current Financial Software
 - Benefits Plans
 - PERS Web Site

PLANNING

PRIMARY FUNCTION

- Review and evaluate land use proposals and building permits for compliance with Federal, State and local rules and regulations;
- Perform professional research and writing related to current and long range planning programs, special projects and studies
- Manage the revision of land use documents and related ordinances.
- Provide land use related customer service
- Prepare reports, plans designs, and implement specific goals expressed by the City Council and the Planning Commission as it pertains to the planning and development of the community.
- Assist with the development and implementation of Economic Development programs and projects.
- Create and maintain project maps and data
- Ensure compliance with all conditions of approval as stated by the Planning Commission.
- Serve as the Staff representative in the management of the Planning Commission, Heritage Committee and any other committees or commissions assigned to the department.
- Represent the City in regional transportation and development meetings at the county and state level as needed.
- Responds to inquiries from the public by phone and through correspondence; provides information on specialized programs or projects, including policies, regulations and issues to officials, citizens and interested groups.
- Facilitate the promotion and partnership of the department with the City Staff, City Council, Planning Commission, and citizens with timely and helpful information, facilitation of community input, and the overall commitment to serving the best interest of the community of Coburg.
- Oversees the administrative function of the department including but not limited to the management of records, correspondence, committee and commission information, and timely and consistent update to informational documents and applications
- Participation in the City Department Leadership Team.
- Attendance at City meetings, public hearings, open houses, and community meetings as required for the engagement in the development and economic wellbeing of the community.
- Maintain planning office in a clean, neat and organized fashion.

SUCCESSION PLAN

- **Short-Term Absence**

Currently the planning office is ran by an associate planner of the City with some supervision provided by the City Administrator and a Planning Manager at Lane Council of Governments. In the event of a short-term absence, the City Administrator would contact Jake Callister at LCOG and inform him that we need a contract planner to step in to take over all planning procedures at Coburg. City Administrator will also need to identify administration tasks and interaction with customers and assign tasks and responsibilities for interacting with LCOG Staff.

- **Long-Term Absence**

Same as short-term. Coburg could seek an interim intern to serve as the liaison between the City and LCOG.

- **Termination/Resignation**

The City Administrator would design and facilitate the hiring process for an associate planner or a planning director. It would be determined at the time of the design of the hiring process which position would be filled according to the greatest need and available budget of the City.

POLICE CHIEF

PRIMARY FUNCTION

- Plans, coordinates, supervises and evaluates police department operations.
- Develop and maintain an efficient and effective organization.
- Plans and implements a law enforcement program for the City in order to better carry out
- The policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Supervises and coordinates the preparation and presentation of an annual budget for the
- Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Directs the training and development of department personnel.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Manager regarding the department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Responsible for the selection of department personnel.

- Directs investigation of major crime scenes.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, and the public.

SUCCESSION PLAN

- **Short-Term Absence**

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate the Police Sargent to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- Patrol Sergeant
- Senior Patrol Officer

- **Long-Term Absence**

- The purpose of the OACP Linebacker Interim Leadership Assistance program is to provide interim Police Department leadership to cities during periods when a vacancy has occurred in the office of the Chief of Police.
- Such vacancies may be the result of a number of factors such as the transition between a former chief and a new chief or an extended absence of the chief. The program provides an opportunity for a city to benefit from the leadership of an experienced law enforcement executive professional during such periods.
- When a police chief vacancy occurs, the City will be faced with the challenge of keeping the police department moving forward. The goal of the Linebacker program is to link cities and police departments that require short-term leadership and management of the police department with a qualified retired Police Chief, or currently employed mid-level police commander/executive, with proven leadership ability.

- The Oregon Association Chiefs of Police (OACP) has established and maintains a list of qualified candidates who are willing and able to serve as an interim Chief of Police. The city may request assistance from the OACP to provide a list of potential candidates for consideration. The City Administrator or Mayor must initiate the request. On receipt of such a request, the OACP Executive Resources Committee chair shall contact registered Linebacker members and ascertain who is available to serve the city. The OACP Executive Director will then provide the city with a portfolio of potential candidates. The responsibility and the involvement of OACP and the Executive Resources Committee of OACP shall end once the list of potential candidates has been provided to the city.
- It shall be the responsibility of the City Administrator to interview and select the individual who will serve as the interim Chief of Police.

- **Termination/Resignation**

The responsibility for replacing the Police Chief would be held by the City Administrator who will design and facilitate a hiring process. CIS has the resources and can assist in this process.

- **Training for Succession**

- **MANAGEMENT CERTIFICATION**

Management certification is intended to reflect an officer's level within the public safety community. DPSST issues these certifications based on specific guidelines to ensure they are transferable between all agencies within Oregon. Officers can obtain this certification by meeting the requirements for certification detailed below. Management certifications are optional certifications except a Chief of Police must obtain management certification within 2 years of appointment. Persons wishing to hold these certifications must demonstrate they possess the Board approved statewide requirements.

DPSST does not have any requirements for individuals to obtain Management Certification. However, management training is required for individuals moving into a management role as indicated in their Agency Rank Structure. You can register for an academy class or submit an F22 Management Training Equivalency form to comply with the

training requirement. Education Credits calculation: Quarter credit = Education Credit; Semester credit X 1.5 = Education Credit Training used to obtain college credit cannot be used for both training and education. Meaning if a college/university accepted a 40-hour training towards a degree, that 40 hours cannot be used in both training and education. The following requirements must be reflected in DPSST records, accessible via CJ IRIS, prior to application submission: Rank must be listed in Agency Rank Structure Report as qualifying to receive management certification.

Must possess Supervisory certification in the requested discipline. (IRIS Certification Tab) Must have completed DPSST management training or submitted an F22 equivalency within 5 years. (IRIS Training Tab) Must have at least 90-college education credits (IRIS Education Tab) must be currently employed in a Middle Management, Assistant Department Head, or Department Head position, and have 2 years of experience in an eligible position within the preceding 5 years. (Limited or acting management does not qualify) (IRIS Employment Tab) Have current First Aid/CPR Certification (can be submitted on an F6 Roster) (IRIS Requirements Tracking Tab) Documents Required: DPSST form F7 Application for Certification

• **EXECUTIVE CERTIFICATION**

- Executive certification is intended to reflect an officer's level within the public safety community. DPSST issues these certifications based on specific guidelines to ensure they are transferable between all agencies within Oregon. Officers can obtain this certification by meeting the requirements for certification detailed below. Executive certifications are optional certifications. Persons wishing to hold these certifications must demonstrate they possess the Board approved statewide requirements.
- Education Credits
 - Education credit calculation: Quarter credit = Education Credit; Semester credit X 1.5 = Education Credit Training used to obtain college credit cannot be used for both training and education. Meaning if a college/university accepted a 40-hour training towards a degree, that 40 hours cannot be used in both training and education.

- The following requirements must be reflected in DPSST records, accessible via CJ IRIS, prior to application submission:
 - Rank must be listed in Agency Rank Structure Report as qualifying to receive executive certification.
 - Must possess Management certification in the requested discipline. (IRIS Certification Tab) Must have at least 90 college education credits. (IRIS Education Tab)
 - 100 hours of DPSST- approved executive level training within the preceding 5 years. (IRIS Training Tab)
 - Must be currently employed in a Middle Management position as an Assistant Department Head or Department Head as defined by the agency rank structure, and have 2 years of experience in an eligible position within the preceding 5 years. (Limited or acting management does not qualify) (IRIS Employment Tab)
 - Have current First Aid/CPR Certification (can be submitted on an F6 Roster) (IRIS Requirements Tracking Tab) below are examples of executive level training, other trainings may also qualify. Be sure to identify the 100 hours on a separate sheet of paper when applying for Executive Certification.
 - FBI National
 - OEDI
 - International Public Safety Leadership and Ethics Institute (IPSLEI)
 - Northwest Leadership Seminar
 - Executive Development Seminar
 - Civil Liability / Risk Management
- Documents Required:
 - DPSST form F7 Application for Certification
 - Memo on agency letterhead detailing Course Name, number and hours reflecting the 100 hours of executive training. A printout of IRIS with the courses identified is acceptable.

PUBLIC WORKS DIRECTOR

PRIMARY FUNCTION

- Plans, schedules, and implements construction, maintenance, and operational functions designed to provide quality street, park, water and wastewater services for the City.
- Communicates effectively and respectfully with the City Administrator, City Council, City Planning staff, Public Works staff, and the community.
- Oversees all functions of municipal water and wastewater system including repairing and maintaining equipment, taking daily readings, analyzing results, and conducting laboratory testing;
- Conducts inspections for streets and parks construction and maintenance;
- Maintains maps of all water main lines, streets, and other relevant utility locations;
- Plans and implements required training and safety programs for public works personnel; conducts regular safety committee meetings as required;
- Prepares the annual budget for streets, parks, water and wastewater funds and related reserve funds; monitors and controls departmental expenditures to ensure compliance with the City's policies and procedures and local budget law;
- Evaluates, develops and implements goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities;
- Prepares required studies and reports for all regulating agencies, City Council, Planning Commission, Planning Department and City Administrator;
- Keeps accurate records of all documentation relating to Public Works;
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts; ensures contractor compliance with time and budget parameters for the project;
- Works closely with the City Planning Department performing initial building and construction plan review for infrastructure improvements, development, construction, usually related to right-of-way, locations of utilities, and implementing public utility service procedures for both new and existing development;
- Responsible for purchasing materials and supplies unique to the Public Works Department; maintains budgetary control, purchases only when necessary and exercises prudence and accountability in spending;

- Receives and resolves citizen complaints and questions regarding public works' functions and personnel in accordance with City procedure;
- Schedules staffing of on-call hours to ensure response to emergency calls, including after-hours responses;
- Attends City Council meetings, as well as other Board and Committee meetings as directed by the City Administrator;
- Oversee and inspect new sewer lines and related components, installing and relocating fire hydrants, and other maintenance, construction, repair of sewer and water lines, street, parks and storm drainage facilities to ensure all aspects of the systems are functioning properly;
- Coordinates the location of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations;
- Provides operations guidance for construction of sidewalks, drainpipe installations, culvert installations, and road construction;
- Responsible for compliance with all regulations from OSHA, EPA, OSHD, DOF, DSL and DEQ, including compliance of wastewater permit regulations;
- Disposes of surplus property as required by State law;
- Confers and meets with the public on matters pertaining to both public works and planning;
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services;
- Maintains current engineer(s), construction project engineer(s), City, County, State and Federal agencies, professional and technical groups' contact information and acts as a City liaison;
- Evaluates public works needs and formulates long range master plans, and short and long range capital improvement plans to meet needs in all areas of responsibility, including street, water, sewer, drainage, street lighting, and parks;
- Other duties as may be assigned or required.

SUCCESSION PLAN

- **Short-Term Absence**

Public Work Supervisor

- **Long-Term Absence**

Public Work Supervisor

- **Termination/Resignation**

The City Administrator will hold the responsibility for design and facilitation of a hiring process. This can be either an external or an internal hiring process depending on the skills of the current employees within the Public Works Department.

- **Training for Succession**

The Public Works Management Framework is to grow leaders within. Teaching/coaching all team members on almost all job requirements from the top down and the bottom up is essential in order to continue a quality team. The Public Works belief system is education through regular team meetings on current City Council actions, Park & Tree actions, Planning action and community interactions such as Citizen Inquiries, Festival and Event planning that occur throughout the year. Team members are always learning about local, state and federal requirements for reporting purposes and who the current contacts are who hold positions so that they have the information and person to contact for such things as reporting on projects that are being constructed or are in planning/design phases. Interaction between the City Engineers is essential for all team members. It is in the best interest of the City for all team members to be educated and have broad knowledge so that they can step into a role at a moment's notice.

Public Works Director

- Certifications needed through the State of Oregon Drinking Water and DEQ
- Must have 5 years Public Works Experience

WATER

- Distribution I
- Cross Connection Specialist

WASTEWATER

- Collections II
- Treatment III

OTHER

- Flagger Cert.
- Confined Space
- Competent Person

Public Works Supervisor

- Certifications needed through the State of Oregon Drinking Water and DEQ

WATER

- Distribution I
- Cross Connection Specialist

WASTEWATER

- Collections I(must be willing to go to level II within 3years)
- Treatment II(must be willing to go to level III within 3years)

OTHER

- Flagger Cert.
- Confined Space
- Competent Person

Operator III

- Certifications needed by City of Coburg

WATER

- Distribution I

WASTEWATER

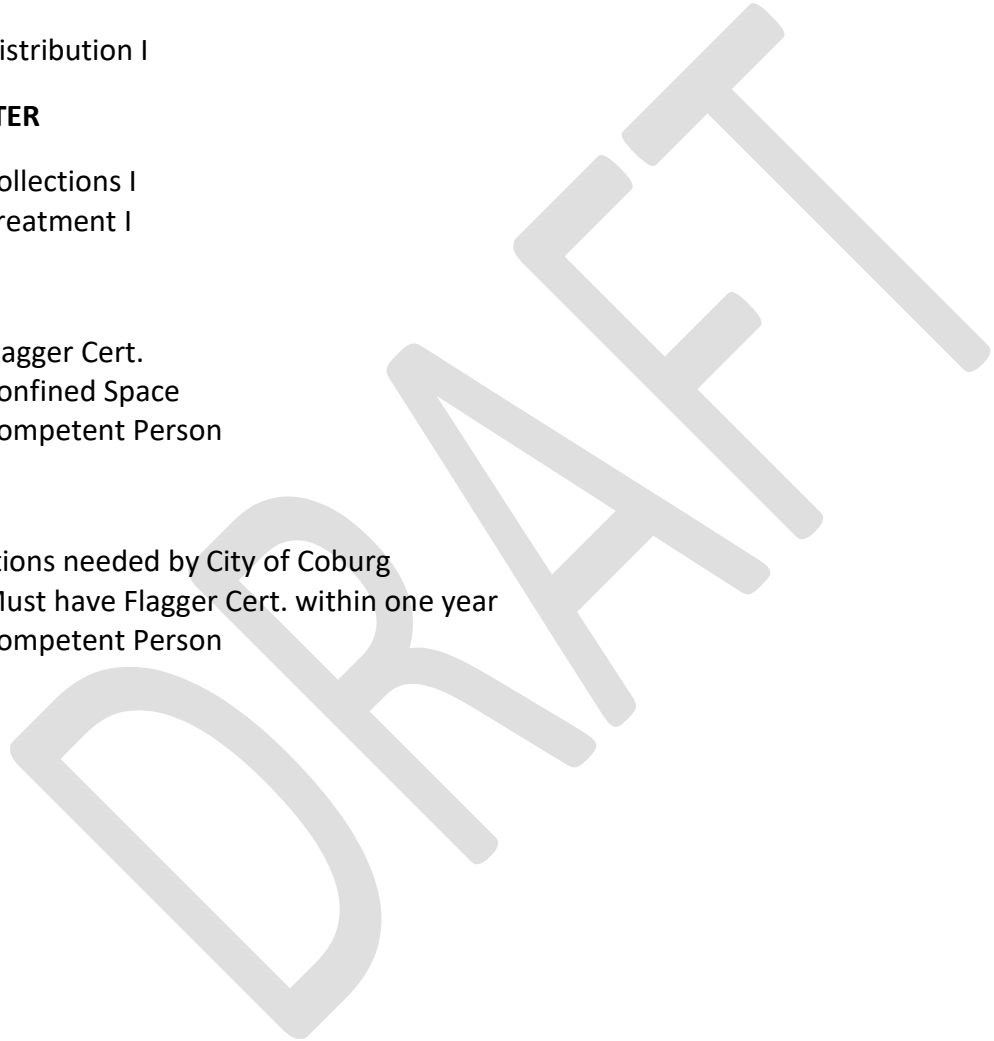
- Collections I
- Treatment I

OTHER

- Flagger Cert.
- Confined Space
- Competent Person

Operator II

- Certifications needed by City of Coburg
 - Must have Flagger Cert. within one year
 - Competent Person



RESOLUTION 2022-24

A RESOLUTION ADOPTING THE COBURG CONTINUITY OF OPERATIONS PLAN (COOP).

WHEREAS, continuity of operations ensures the continuation of government and the performance of essential functions during and after a disaster or other disruption to normal government operations, and;

WHEREAS, the City of Coburg plays an integral role in determining the needs of the public, and in providing essential services on a day-to-day basis. Through continuity planning, the City will further demonstrate its steadfast commitment to the continuation of these services during an emergency or disaster, and the safety and protections of its citizens, employees, and visitors, and;

WHEREAS, continuity programs and operations are fundamental practices that allow critical services to remain in operation under all conditions. Continuity planning establishes the framework to ensure that the City has the ability to carry out its critical mission, regardless of the circumstances that may result from natural, technological or intentional disaster, and;

WHEREAS, staff have updated the Continuity of Operations Plan, **Exhibit A**, and recommend that City Council formally adopt it.

WHEREAS, the City of Coburg governing body deems this contingency plan appropriate for the municipality.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Coburg:

1. Adopts the Coburg Continuation of Operations Plan (COOP) to minimize the potential impacts during and following an emergency.
2. City of Coburg staff will review the plan annually and update as needed.
3. 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 11th day of October 2022.

Ray Smith, Mayor

Attest _____
Sammy L. Egbert, City Recorder



Continuity of Operations Plan (COOP)

October 11, 2022

Resolution 2022-04

UPDATE SUMMARY

- This Continuity of Operations (COOP) Plan was originally prepared by a City Administrator in consultation with City/County Insurance and the City Attorney to develop, implement and maintain a viable COOP Capability.
- This COOP Plan Update (2022) complies with internal agency policies, federal/state and local regulations and can be distributed internally within the City and with external agencies that this plan may affect. It was approved by the Coburg City Council on October 11, 2022.

This Plan is meant to be utilized, along with the current EOP (“Red Book”), the City’s Succession Plan, the Cyber Security Policy, and any other policies, resolutions or ordinances that directly provide direction for responding to an emergency.

REVISION SUMMARY

Coburg is required by law to adopt the Incident Command System (FEMA) and this update took the concepts of the ICS and brought them into the older COOP for the city that while designed, was never adopted by the City Council. The City will implement a primary back-up tool for Coburg during certain types of Emergency Incidents, as well as the emergency response plans of Fire, Police and Public Works while coordinated with Administration, IT, regional partners, and the City Attorney.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The National Incident Management System is a standardized approach to incident management developed by the United States Department of Homeland Security. The program was established in March 2004, in response to Homeland Security Presidential Directive-5, issued by President George W. Bush. It is intended to facilitate coordination between all responders. The system has been revised once, in December 2008. NIMS is the common framework that integrates a wide range of capabilities to help achieve objectives

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Executive Summary

The Continuity of Operations (COOP) Plan is authorized under the legal authority of the City of Coburg and is one of the emergency plans intended to prepare for, respond to, and recover from a disaster. The COOP does not replace or supplant the Emergency Operations Plan (EOP) or Redbook. The EOP provides detailed guidelines for emergencies once the City is able to operate and respond.

The City Administrator is responsible for overseeing the operations of all the City's department functions, but every City staff member and the Coburg Fire District is responsible for some aspect of maintaining life safety and/or providing services to the Coburg community. In an emergency, the City Administrator has been trained and can serve or appoint an incident commander as appropriate.

This Plan encompasses guidelines to quickly recover and resume essential City functions within 12 hours. The COOP Plan can be partially or fully activated depending on the scale and severity of the incident. The City Administrator (or identified successor) is responsible for activating the COOP Plan, in consultation with the Mayor, and should only be activated when normal operations are likely to be disrupted for an extended period of time.

Introduction

A COOP Plan establishes policy and guidance to ensure the execution of essential functions during an emergency situation that disrupts the City and/or a service area(s), and/or threatens or incapacitates operations. COOP plans can also be used for the timely resumption of normal operations once the emergency has ended. The goal of continuity planning is to reduce the consequences of any disruptive event to a manageable level and may require the relocation of selected personnel and functions.

Purpose

Coburg has critical operations that must be performed, or rapidly and efficiently resumed in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact. This COOP plan ensures that Coburg:

- Has the capability to implement the COOP Plan with and without warning
- Is prepared to respond to emergencies, recover from them and mitigate against their impacts to the best of its ability
- Is prepared to provide essential services in an environment that is threatened, diminished or incapacitated; no later than 12 hours after the activation of the COOP Plan
- Will cooperate with Lane County Emergency Management team, and other state/federal emergency agencies as needed

- Will use the FEMA ICS/NIMS protocols as required by law,
- Facilitates the return to normal operating conditions as soon as possible
- Is capable of addressing all hazards to the best of its ability considering limited resources

Applicability and Scope

This document is applicable specifically to Coburg. Support from other organizations as described will be coordinated with the City Administrator or Incident Commander as applicable. This COOP describes the activation process within 12 hours of an event. The COOP can be activated during duty and non-duty hours, both with and without warning.

The COOP Plan will apply to situations that:

- Occur over an extended period of time. The COOP will not be activated for temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored to the primary facility within a short period
- Require the relocation of essential functions of Coburg as determined by the City Administrator
- Continuity of management and decision-making processes that have been disrupted, in the event senior administration is unavailable,
- City staff will use FEMA ICS/NIMS guidelines.

Policy

It is the responsibility of the City of Coburg to respond quickly in the event of an emergency; to provide support to the citizens, emergency management and response agencies, and other agencies and jurisdictions that may also be affected.

Therefore, it is a policy of the City that a viable COOP is established, maintained and reinforced by comprehensive training to ensure high levels of service quality and availability, as a means to:

- Protect life, health, and safety,
- When possible, limit further injury or death in emergency incidents
- Provide timely and thoughtful Public Information,
- Protect Property.

Procedures have been developed to support the resumption of these time sensitive functions in the event of a disruption. The COOP conforms to the acceptable insurance, regulatory and ethical practices and is consistent with City policy, plans and procedures.

Objectives

The objective of the COOP is to ensure the capability to continue essential functions when confronted with an emergency situation including:

- Ensure the safety of City employees, and reduce the loss of life
- Ensure continuous performance of essential functions
- Protect essential facilities, equipment, valuable records and other city assets
- If needed, use the FEMA NIMS for managing emergency incidents
- Provide a line of succession for management and technical staff
- Facilitate decision-making authority for the execution of the COOP
- Coordinate with county and state officials as needed using ICS/NIMS
- Protect and preserve property as much as possible
- Achieve timely recovery and resumption of essential services for the community

Planning Considerations and Assumptions

In accordance with State guidance and emergency management principles, a viable COOP capability:

- Must be maintained at a high level of readiness
- Must be capable of implementation: with and without warning
- Must be operational within 12 hours after activation
- Must maintain sustained essential operations for up to 30 days
- Will be executed by trained and equipped city staff
- COOP procedures are clear and sufficiently detailed, so that someone other than the primary individual can understand them.

COOP Pre-Planning

The City has developed an Emergency Operations Plan (Red Book) that will provide detailed guidelines, and the Lane County EOP will be used as needed.

Cyber Attack or Ransomware Attack on City Computers

The City of Coburg contracts with LCOG to prevent and mitigate these types of threats. In addition, coordination with Federal and State Law Enforcement will also need to take place during cyber-attack incidents. Technical assistance may be contracted to private entities for data restoration purposes. LCOG and other entities can provide technical support and guidance on mitigation of a cyber-attack. Law enforcement agencies would be notified as well.

The City maintains a Cyber Security Policy which should be updated periodically. This policy provides guidelines for security systems that must be in place in order to protect the City. The Cyber Security Insurance Policy is purchased through Coalition Insurance Solutions, Inc. in coordination with WHA Insurance Company who is the City's Agent of record for liability insurance.

Staff Family Preparedness

All staff, including those not specifically assigned to the Emergency Operations Center, should be prepared for and aware of the COOP activation procedures. The activation process requires staff to be available and prepared to respond and support the entity during an emergency. It is necessary that staff families are prepared for emergencies, so the staff may respond to work in the event of a disruption.

If needed, the Incident Commander can authorize city employees to bring along their families for a short time period (12-48 hours) so that the city employee can work during the emergency, on an as-needed basis. The relocated city emergency operations center would be one possible option for the families to temporarily locate.

Continuity Facilities

Rears Manufacturing Company located at 91386 N. Coburg Industrial Way is one primary continuity facility. Additionally, the City has an alternative site located at the Coburg Charter School. The City Administrator will continue to establish Memorandums of Understanding (MOU(s)) with businesses and other organizations to provide basic support to the City during the activation of the COOP. MOUs should be reviewed annually and specify (**See Annex A**):

Required Activation Time: This is the amount of time between the notifying the owner of the need to use the alternate facility and the facility being available for occupancy by the entity.

Space and Services: To be provided at the facility; room dimensions, office space, computers, phones, internet access, back-up power, printers, desks, sanitary services, etc.

Sole Use of Facility: This allocates the facility to be solely occupied by the entity during COOP activation.

Other more remote locations to consider:

- a.) Obtain permission to use space at Harrisburg High School, if needed,
- b.) Obtain permission to use space in the I-5 corridor of Coburg along Roberts Road or N. Industrial Way, if needed, or at the Lane County Event Center or EOC.

Communication Continuity

Communication within an entity and between entities is essential in continuing essential functions during an emergency situation. Should an unexpected situation occur and disrupt normal communications, cell phones, radios and other means of communication will be used as needed. Local emergency volunteers can be used to assist in local communications. One key factor for relocation and city operations in an emergency is communications facilities and radio use.

Contacts (as of 2022):

Lane County Emergency Manager= 541-686-4141 or 541-682-3977

Lane EOC = 147.58 MHz simplex, 146.68 repeater (100+)

State of Oregon Emergency Management: Phone: 503-378-2911,

Fax: 503-373-7833

Security and Access Controls

It is the responsibility of the City Administrator to pre-plan for security concerns involving the use of an alternate facility.

The City Administrator or Incident Commander will:

- Develop plans and procedures that will establish a goal of duplicating the level of security established at the primary facility, including limited entry/exit and security staff at doors,
- Maintain security at the primary facility and the alternate facility, if possible.
- Consider technologies such as: video surveillance, private vendor security personnel or local law enforcement
- Augmentation of security will be based on the type of emergency and/or threat

Essential Functions

The City has identified only priority functions necessary to provide vital services, exercise civil authority, and maintain safety of the public or to provide critical support. Any task not deemed essential must be deferred until additional personnel and resources become available. Following is a breakdown of essential functions for City in order of priority:

1. Police Patrol and response to 911 calls

2. Handle calls for service based on priority; threat to human life is first priority, followed by threat to property. Convenience/courtesy calls have lowest priority and may not be handled. Assist Coburg Fire as needed with their responses.
3. Secure and clear roadways for essential services, and secure fuel for city use.
4. Restore safe drinking water and sewer/human waste services.
5. Assess damage and estimate potential downtime, communicate that information to FEMA and/or local/state authorities (esp. Lane County EOC)
6. Conduct search/rescue and building inspections
7. IT capabilities restarted.

See **Annex B** for more information on Essential Function

Orders of Succession

To ensure continuity of essential functions, successions for City are set to a minimum depth of three at any point where policy and directional functions are carried out. In addition, FEMA requires that the NIMS be used for emergency situations, and Coburg will follow that guideline.

The Incident Commander for emergencies will often involve the City Administrator, Public Works Director, Police Chief, or Fire Chief. Other personnel can take on the role in case of absences or type of emergency.

The Succession Plan for the City Administrator and all departmental supervisors is contained in the City's adopted Succession Plan Document.

With the use of FEMA ICS/NIMS principles, the role of City Incident Commander is open and fluid.

Delegating Authority

Pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when these channels have resumed. See **Annex C** for City Succession Planning Document.

COOP Execution

This section outlines situations that can potentially lead to activation of the COOP. This section also provides a general description of actions that will be taken by the City Administration to transition from normal operations to COOP activation.

Declaration of Emergency

An emergency may declared per the established procedures by City Ordinance ***the City Ordinance establishing procedures for a Declaration of an Emergency, Identifying a Process to***

Establish Emergency Interim Succession, are currently contained in Ordinance No. A-203 or any ordinance that replaces it in the future. The process shall follow the latest version of this ordinance. **See Annex D**

Planning Scenario

The following scenarios will likely require the activation of the COOP:

Class 1 Scenario: Single Building/Facility Disruption

The primary facility or any essential facility of the City Administration is closed as a result of an emergency event/threat that restricts access to the facility and disrupts normal operations for an extended period of time.

Class 2 Scenario: Catastrophic Event

The area in which the primary facility or any other essential City facility is closed as a result of a widespread disruption of normal business operations for an extended period of time. Examples include utility failure, natural disaster, civil disturbance.

Class 3 Scenario: Widespread Pandemic

Where the workforce is impacted by a pandemic related disruption, preventing staff from arriving at work. This will deplete the workforce and impact normal operation of business. If the issue becomes severe-enough activation of the COOP Plan may be required.

Incident Command System (FEMA-NIMS)

Department Directors will usually comprise the roles for ICS (Logistics, Finance, Operations and Plans). The City's Incident Commander (I.C.) may be the leader of the team, or it may be a different role – it will depend on the nature or the emergency incident.

City Administrator will appoint, if needed, an Incident Commander, to provide management for the COOP response, and key positions for technical expertise necessary to establish essential functions within the next 12 hours. They will perform these functions, with resource support, for up to 30 days. The Incident Command roles are identified in the City's EOP or Red Book. To ensure minimal disruption when transferring to the alternate facility it is imperative that each essential function be assigned to qualified personnel. **See Annex E for the Incident Command roles.**

Time Phased Implementation

Time phased implementation of the COOP is used to prepare and respond to current threat levels, to anticipate escalation and plan for increased response efforts. The extent to which time phased implementation will be applied will depend upon the emergency, the amount of warning received, during duty or non-duty hours and extent of disruption.

Phase I—Activation and Initial Relocation 0-24 Hours

The following procedures are to be followed in the execution of the COOP. The Plan is designed to have flexible response and the degree to which the COOP Plan is implemented depends on the type and magnitude of the event.

1. Activation Process

Incidents can occur with or without warning and during duty or non-duty hours. COOP activation and execution can become more difficult in an event without warning. The activation will enable partial, limited, or full activation of the COOP, all of which require notification of all personnel and activation of city staff.

Personnel accountability throughout all phases of emergencies is of extreme importance, as they will be relied heavily upon during all phases of the COOP. If the situation allows for a warning, staff may be alerted prior to activation of the COOP. With all notice events, procedures must include notification to the City Administration, staff, the mayor and local Emergency Management Officials.

The City Administrator (or identified successor) will be responsible for activating the COOP; the level of activation is dependent on the severity of the incident. Incidents may get larger or more complex and thereby require change in management. The city's Incident Commander will coordinate with city council, mayor and notify Lane County EOC of any emergency declarations.

2. Notification Procedures

The City Administrator, Department Directors, all additional staff, and local Emergency Management Officials will be notified using the following notification procedures:

- Phone tree, texting, e-mail, and other remote database
- If City does not have power, internet or land line phones; the remote database will provide alternative communication options and can send out a mass text and/or e-mail to all contacts in the database, including vendors.
- Lane County may send out emergency notifications on public cable TV and cell phones
- City staff should remain at their office or home until further direction. Food and water will be made available to them if they are called into work.
- The Department Directors should be prepared for rapid deployment upon activation.
- The City Administrator or delegated successor will direct the activation of the COOP Plan and the City's EOP.

In cases where COOP activation is anticipated:

1. The City Administrator notifies the Department Directors and alerts the Mayor, informing them that relocation is anticipated and prepare for COOP activation.
 - A Records Team prepares important documents/records, required to perform essential functions, for transport to the alternate location. A Log book of all actions and movements should be kept.
2. The City Administrator or delegated successor notifies Emergency Management Officials and the City Council.

In cases where COOP activation is ordered:

1. The City Administrator requests the alternate facility from the list of alternative sites and clarifies the alternate facility location. When requesting an alternate facility, arrival to the alternate facility may take up to 48 hours. This means a temporary location may need to be used for the short term.
2. The City Administrator notifies the City Department Directors, they coordinate the deployment of city staff, to an assembly site or deployment directly to the alternate facility.
 - The Department Directors will assemble the remaining documents and other assets required to perform essential functions for their department, and begin preparation for movement of these resources.
 - Other staff members who may not assigned to the deployment will be notified of the situation and will act as support and can be called upon to supplement COOP operations.
3. The City Administrator or delegated successor notifies the Mayor and City Council as well as Lane County Emergency Management Officials, that an emergency relocation of the facility is in progress. They will provide these people with options for communications.
4. Security and other designated personnel of the impacted facility should implement appropriate measures to ensure security of the facility, equipment and documents remaining in the facility.

Activation Procedures for Non- Duty Hours

If it is non-business day (8:00a.m.-5:00p.m., Monday – Friday), work will require a duty officer, or other personnel to notify the City Administrator. All other procedures follow as listed above. Staff who are not Department Directors are directed to stay home but to be available until further instruction.

Phase II—Alternate Facility Operations

Execution of Essential Functions

1. Upon the arrival of the requested alternate facility, the City Department Directors will be responsible for re-establishing essential functions. The acting Incident Commander will:
 - a) Disseminate administrative and logistical information upon arrival to the alternate facility. This information should generally cover the operational procedures for the next 30 days
 - b) Verify arrival of equipment, office furniture, computers, phones, printers, fax, server, etc.
 - c) Finance Director or successor order and monitor the supply of resources, office supplies, paper, etc.
 - d) Work with IT to establish any and all necessary network connections, software installation, and security measures
 - e) Monitor the status and well-being of staff
 - f) Maintain contact with the City Administrator, Emergency Manager and Mayor,
 - g) Conduct continual briefings and updates for Department Directors and acting ICS sections (Logistics, Operations, Plans and Finance)
 - h) Ensure there is security at the alternate facility, consider, video surveillance, security personnel, local law enforcement

Augmentation of the ICS/NIMS Team (Department Directors)

If it becomes evident that the City's ICS/NIMS Team cannot adequately ensure the continuation of essential functions, the City Administrator or Incident Commander will determine the additional positions necessary to maintain these functions. The I.C. will:

1. Identify individuals from the COOP Support Team who may be able to provide support to the ICS Team staff
2. Ensure the identified positions are staffed with individuals who have adequate skills and knowledge to perform tasks

Emergency Database

The City will engage and populate an Emergency database which provides assistance for backup power, technology and physical workspace. Additionally, this database will include asset and equipment lists as well inventoried supplies and locations of those supplies. Database resources may not be available immediately due to outages. Therefore, this information should be maintained as part of the EOP (Redbook).

Remote Backup

Back up resources for critical information is essential to assist in resuming essential functions. This information will be backed up on a regular basis by LCOG staff. Additionally, staff should take measures to make backups for pertinent information such as financial balances to be stored offsite in the event that financial records must be restored.

Authorities and References

Authorities

- Homeland Security Presidential Directive 5 (HSPD-5)
- Homeland Security Presidential Directive 8 (HSPD-8)
- Continuity Guidance Circular 1 (CGC-1)
- FEMA ICS manuals and guidance

References for this Document

- FEMA Continuity of Operations (COOP) Plan Template
- FEMA Continuity Guidance Circular

Demobilization Planning of Alternate Facility

Within 24 hours following the emergency relocation to the alternate facility, the Coburg ICS Team and/or Incident Commander will initiate operations to recover the impacted primary facility. The City's Planning Section is responsible for developing a restoration plan and schedule for executing an orderly transition of essential functions back to the primary facility. The leader will report to the City Administrator/I.C. for approval. The plans and schedules will include:

1. In coordination with the planning department, engineer or record, and building official, determine whether the primary facility is re-inhabitable. If not, the plans will include recommendations of primary facility options

2. In coordination with the planning department, engineer or record, and building official, construction needs for the primary facility re-occupancy, including remediation of safety issues
3. Estimated costs associated with the construction and occupancy; plans include options for funding
4. Notification plans for Coburg's ICS Team and non-COOP staff
5. Timeframe for construction completion and move-in

Phase III—Reconstitution and Termination

Reconstitution procedures, of the primary facility will commence with the approval of Incident Commander/Coburg; when he/she determines the emergency situation has ended or is unlikely to reoccur. The ICS Team will be allowed to begin an orderly transition back to the impacted facility or establish functions at a different primary facility location.

After-Action Report and Improvement Plan

The Coburg I.C. should initiate a COOP review process and develop an After-Action Report (AAR) prior to the resumption of normal operations at the primary facility. The information in the AAR, at a minimum will include:

1. Review of lessons learned
2. Identification of processes effective and ineffective
3. Provide recommendations for improvement
4. A COOP Improvement Plan (IP)

The COOP IP will detail steps needed to improve the COOP, designate staff responsible for carrying out the improvement and establish deadlines for completion.

Annex A – Sample Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING (MOU)¹

AGREEMENT FOR USE OF FACILITIES AND RESOURCES DURING A LOCAL EMERGENCY OR DISASTER CITY OF COBURG

This agreement is made and entered into this ____ day of _____, 2016, by and between the City, and [insert name of agreeing entity] by which the respective jurisdictions agree to provide mutual aid as provided herein.

Whereas the City desires to establish a formal working relationship with [insert name of agreeing entity] for emergency and disaster planning specifically regarding continuity of operations (COOP) planning.

Whereas City current COOP Plans incorporate the use of [insert name of agreeing entity]. (Specify the use of a particular building or facility of the agreeing entity, such as if the agreeing entity is CCCS.)

Whereas (CCCS can be reasonably secured, has internet and communications technology, provides other office equipment such as computers and printers and is next door to the Fire District Station.)

Therefore, it is mutually agreed as follows:

1. Term and Termination: The term of this agreement shall commence on the date first above written and shall continue in effect until City has resumed normal operations at their primary facility, within 30 days.
2. [Insert name of agreeing entity] Responsibilities: It is the responsibility of [insert name of agreeing entity] to comply with each of the following:
 - [Insert name of agreeing entity] agrees that, during the emergency it will only permit the City to use the facility to the extent of its ability and upon request by the City.
 - [Insert name of agreeing entity] agrees that, during or after meeting its responsibilities to its personnel and students, it will permit the City to use the services of the [insert name of agreeing entity] staff, to assist with the set-up of the alternate

¹ Center of Excellence for Homeland Security. Sample MOU. "Agreement for Use of Facilities and Resources During a Local Emergency or Disaster". 2011.

Annex A – Sample Memorandum of Understanding

facility if needed. Staff participation in emergency operations is generally voluntary. Command of staff during emergency operations will be retained by [insert name of agreeing entity] in coordination with City.

- [Insert name of agreeing entity] agrees that, during or after meeting its primary responsibilities, it will permit the use of all office equipment and technology to City during occupation of the facility, if they are unable to supply their own resources.

3. City Responsibilities: It is the responsibility of the city to comply with each of the following:

- The city will only request the use of the facility in the event of an extended disruption of normal operations at their primary facility.
- The city agrees they will supply their own office and technological equipment, unless unable to do so.
- The City agrees that it shall exercise reasonable care in the conduct of its activities within the facility.
- The City will be responsible for paying for personnel costs required during the set-up, operation, and demobilization of the alternate facility; including any clean-up, equipment or supply costs incurred at the facility.

4. Indemnification:

- [Insert name of agreeing entity] agrees to indemnify, hold harmless and defend the City, its governing board, officers employees, and agents from and all losses, costs, expenses, claims, liabilities, attorney's fees, actions or damages of any nature whatsoever including, without limitation, liability for injuries or death of any person or persons, or damages to any property, arising in any manner out of or in connection with or incident to any act, error, or o, willful, negligent or otherwise, on the part of [insert name of agreeing entity], its officers, employees, and agents in the performance of services under this agreement, or in connection with or as a result of this agreement.
- City agrees to indemnify, hold harmless and defend the [insert name of agreeing entity], its governing board, officers employees, and agents from and all losses, costs, expenses, claims, liabilities, attorney's fees, actions or damages of any nature whatsoever including, without limitation, liability for injuries or death of any person or persons, or damages to any property, arising in any manner out of or in connection with or incident to any act, error, or o, willful, negligent or otherwise, on the part of City, its officers, employees, and agents in the performance of services under this agreement, or in connection with or as a result of this agreement.

Annex A – Sample Memorandum of Understanding

- 5. Non-Assignment of Agreement: [Insert name of agreeing entity] shall not assign or transfer this agreement for any interest herein without the prior written consent of the City.
- 6. Notices: Any notice given by either party to the other under this agreement shall be in writing, addressed as follows:

Example

<p>TO CITY: City Administrator City of Coburg PO Box 8316 Coburg, OR 97408</p>	<p>TO DISTRICT: Superintendent Eugene School District 1234 Second Street Eugene, OR 97401</p>
--	---

- 7. Agreement Amendments: Any modification of the agreement shall be effective only if it is in writing and signed by both parties.
- 8. Independent Contractor: It is understood that [insert name of agreeing entity] is an independent contractor and is not employee or agent of City. This agreement does not create a partnership, joint venture, or association between City and [insert name of agreeing entity].
- 9. Compliance with Agreement: Should either party fail to comply with any parts of the agreement after ten (10) days’ notice from the other party, they may immediately terminate this agreement.

In Witness Whereof, the parties have entered into this agreement as of the date written above.

Example:

<p>CITY: City of Coburg</p>	<p>DISTRICT: Eugene School District 4J</p>
--	---

City Administrator

Superintendent

Annex A – Alternate Facility Selection Considerations

Alternate Facility Descriptions: At minimum entities should identify and maintain an alternate facility. An alternate facility may be classified as one of the following two types:

1. **Hot Site:** An alternate facility that already has computers and software, telephones, internet, server, printers, etc. already in place.
2. **Warm Site:** An alternate facility with some equipment and communication interfaces pre-positioned.
3. **Cold Site:** Limited resources pre-positioned and may need to be provided by the relocating entity.

Planning Considerations:² The following should be considered when identifying and preparing an alternate facility for COOP Planning:

1. **Locations of Facility:** Alternate facilities should be located in an area where the potential disruption of essential functions is minimized. Should be of a sufficient distance from the threatened area and other hazardous facilities (nuclear power plants, hazardous material sites, etc.), or locations (areas subject to natural disasters) that are potential sources of disruptions or threats. In selecting an alternate facility conduct an all-hazards risk assessment that identifies hazards and vulnerabilities of the location.
 - a. The facility should have access to essential support resources such as food, water, fuel, medical facilities and municipal services (e.g., fire, police).
2. **Construction:** An alternate facility should be selected and constructed so that they are not uniquely susceptible to risks associated to risks associated with earthquakes, floods, tsunamis, etc. The alternate facility should have emergency backup power capabilities, in the event the primary source of power is disrupted.
3. **Facility Technology Capabilities:** In evaluating an alternate facility consider the readiness of the facility to support technology requirements of the entity: internet connection capability, wired for phone lines (how many), fax, identify quantity of electrical outlets and the availability of emergency generators.
4. **Space:** Alternate facility space requirements should be sufficient to support all of the entities staffing requirements. Consider the layout of the facility; is it appropriate to suit the needs of the entity (also consider parking lot size, handicap access).
5. **Preparation:** Consider the capability of the alternate facility to be a hot, warm or cold facility. The availability of the facility for use by the entity should be considered, as well the ability to pre-position resources.

The alternate facility should be equipped with resources to sustain operations for 48 hours, until the arrival of resources from Agility Recovery. If the threat does not warrant the request of Agility

² Federal Emergency Management Agency. *Continuity Guidance Circular 1 Continuity Guidance for Non-Federal Entities*. 2009.

Annex B – ESSENTIAL FUNCTIONS

Instructions: Essential functions must be determined and prioritized. The performance of highest priority items needs to be resumed as quickly as possible and should be grouped under **Day 1 of** disruption. This prioritization tool allows for **Days 2-7**, and **Days 8-30** planning, if there is an anticipated need. Below is an example for how priorities can be broken-down, to determine staff and resource requirements to fulfill each essential function. Keep in mind **Day 1** functions are of primary concern and should be approached first.

DAY 1

FUNCTION	DEPARTMENT	PERSONNEL NEEDED	RESOURCES NEEDED
Patrol/Respond 911 services	Police	2 on-duty officers 1 Police Chief	Radios, cell phones, 2 vehicles Fuel
Infrastructure Assessment/ Repairs Water/Sewer Damage	Public Works	1 Director 3 Crew Members	Access to all equipment Radios/Cell Phones Fuel for all equipment and vehicles Emergency Equipment
Communication to Mayor and City Council	Administration	1 City Administrator or Designee	Computer, Software, Network, printer. Phones, and/or Cell phones
Communication to Public	Administration	1 Mayor 1 City Administrator 1 Administrative Support	Computer, Software, Network, printer. Pones, and/or Cell phones
Community Assessment	Administration/Planning	1 City Administrator or Designee 2 employees /Volunteers Windshield assessments	Recording supplies, phones/cell phones 2 vehicles

Annex B – ESSENTIAL FUNCTIONS

DAYS 2-7

FUNCTION	DEPARTMENT	PERSONNEL NEEDED	RESOURCES NEEDED
Patrol/Respond 911 services	Police	2 on-duty officers 1 Police Chief	Radios, cell phones, 2 vehicles Fuel
Infrastructure Assessment/ Repairs Water/Sewer Damage	Public Works	1 Director 3 Crew Members	Access to all equipment Radios/Cell Phones Fuel for all equipment and vehicles Emergency Equipment
Communication to Public	Administration	1 Mayor 1 City Administrator 1 Administrative Support	Computer, Software, Network, printer. Phones, and/or Cell phones
Records Retention/Preservation	Administration	1 City Recorder or designee 1 Assistant	Computer/Software Administrative Supplies Phone/Cell Phone Printer
Accts Payable Payroll/Time Keeping Utility Billing	Finance	1 Finance Director or designee 1 Assistant	Computer/ Software Employee Records A/P Records Banking Information

DAYS 8-30

FUNCTION	DEPARTMENT	PERSONNEL NEEDED	RESOURCES NEEDED
Patrol/Respond 911 services	Police	2 on-duty officers 1 Police Chief	Radios, cell phones, 2 vehicles Fuel
Infrastructure Assessment/ Repairs Water/Sewer Damage	Public Works	1 Director 3 Crew Members	Access to all equipment Radios/Cell Phones Fuel for all equipment and vehicles Emergency Equipment
Communication to Public	Administration	1 Mayor 1 City Administrator 1 Administrative Support	Computer, Software, Network, printer. Phones, and/or Cell phones
Records Retention/Preservation	Administration	1 City Recorder or designee 1 Assistant	Computer/Software Administrative Supplies Phone/Cell Phone Printer
Accts Payable Payroll/Time Keeping Utility Billing	Finance	1 Finance Director or designee 1 Assistant	Computer/ Software Employee Records A/P Records Banking Information
Permits/Land Use Economic Development Business Support	Planning Economic Development	1 Planner Planning Support	Computer/Software Administrative Supplies Phone/Cell Phone Planning Documents

Annex C – SUCCESSION PLAN

EMERGENCY SUCCESSION PLAN

City of Coburg

Rationale

In order to ensure the continuous coverage of duties critical to the ongoing operations of the City of Coburg and its services to clients, the City Council is adopting policies and procedures for the Immediate Interim succession of Supervisors of all City Departments.

While the Mayor and City Council acknowledge that turnover is likely to happen, it believes that due diligence in ensuring that governmental functions continue as a priority. Therefore, this plan provides continuity for a short absence, long-term absence, or a termination of employment of any of the Supervisory staff of the City. It is of great importance to retain the internal and external relationships of the City, and the progressive and uninterrupted function of the City departments. Therefore, this document becomes the official plan for managing the loss of a supervisor, and/or the City Administrator of the City.

Benefits

- Supports the sustainability of the organization by ensuring future staffing needs are addressed
- Provides better human resource decisions in terms of selection and promotions
- Supports ongoing training and personal growth to possible future leaders
- Reduces hiring, training and relocation costs
- Prepares for the future with a proactive approach rather than reactive approach
- Enhances employee commitment to the organization

Assessments

- Annually, each department should consider the future needs for their departments. Consideration should be given to increasing service demands, new programs, and increasing populations of the City.
- Assessing the skills, training and experience in each department is important in order to identify needs, additional skills, and future leadership for each department.
- Job Descriptions should be updated as frequently as needed in order to reflect the changing needs of the City.

- Assessment of current employees should determine their interest, desire and qualifications for future promotions, and leadership opportunities.
- Recognize that this is a small local government and therefore, we must provide a realistic view of the opportunities for advancement to all employees, while also encouraging their interest in growing in their positions and opportunities for promotion.

Training and Education

- Established and relevant training programs should be present in every department. This is especially true in departments where certifications control the advancement of positions.
- Encourage leadership at every level and inspire employees to step into leadership in their current positions
- Identify employees who have an interest in advancement and provide for training and educational opportunities to gain the skills needed for promotion.

CONTENT

The following pages list the supervisory positions of the City, and the priority responsibilities for managing in their departments.

1. City Administrator
2. City Recorder
3. Finance Director
4. Emergency Response Coordinator
5. Municipal Court Clerk
6. Planning
7. Police Chief
8. Public Works Director

DEFINITIONS

- Succession:** The intended planning, action or process for transferring a title, office, power, and duties.
- Short-term Absence:** A temporary absence that lasts less than four weeks for which there is a clear intention that the employee will return to work. Duties may be temporarily assigned.
- Long-term Absence:** A temporary absence that lasts more than 28 days for which there may or may not be a return date for the employee. However, the intention is that the employee will return to work. Duties may be temporarily assigned.
- Termination:** The end of an employee's work at a company. Whether the employee resigns, retires, or is terminated, there is no expectation that the employee will return and the duties must permanently reassigned.
- Promotion:** The act of raising someone to a higher position or rank to take on more responsibility.
- Temporary Promotion:** The act of raising an employee to a higher position for a temporary basis in order to cover the responsibilities of a co-worker who is on a temporary absence.
- Training for Succession:** The act of training an employee to take over the management duties of a department when the department director has resigned retired or is terminated

GUIDING DOCUMENTS

This document should be used in partnership with the following documents:

- 1. City Charter**
- 2. Employee Policy Manual**
- 3. Job Descriptions**
- 4. Employee Performance Review Policy**

SUPERVISOR SUCCESSION

CITY ADMINISTRATOR

PRIMARY FUNCTION

- Plan and direct all administrative activities of the City, and take necessary actions to improve operations.
- Establish administrative procedures to increase the effectiveness and efficiency of the City government, according to current practices in local government and consistent with approved policies established by City Council.
- Appoint and remove all employees of the City except the Municipal Judge and City Recorder. Exercise all supervisory duties over all employee of the City, including officers of the City
- Supervise and coordinate the City's administrative policies and procedures including personnel policies and purchasing procedures.
- Attend all meetings of the City Council at which his/her attendance may be required by the City Council.
- Maintain the Priority Work Plan and Goals of the City Council and ensure that the City Staff are pursuing and executing the work plan as adopted.
- Recommend for adoption by the City Council such measures, as he/she may deem necessary or expedient.
- Ensure that all laws, ordinances and policies of the City Council are faithfully executed
- Prepare and submit to the City Council such reports as may be required or as Employee may deem advisable to submit.
- Keep the City Council fully advised of the financial conditions of the City and its future needs.
- Prepare and submit a preliminary or proposed budget, work with the Budget Committee in its analysis and review, and be responsible for administering the budget upon its adoption.
- Keep the public and City Council informed through periodic reports to City Council and public on City operations.

SUCCESSION PLAN

When the City Administrator is temporarily disabled from acting as administrator or when the office of the administrator becomes vacant, the Mayor must appoint an administrator pro tem.

Short-Term Absence

When the City Administrator anticipates a short-term absence, he/she should work with the Mayor to identify and appoint a short-term interim.

The Public Works Director is the most reasonable Candidate at this time in the City as the Public Works Department has a supervisor who can step up into the Director's position for a temporary assignment.

Long-Term Absence

Mayor should appoint an interim CA.

- This can be by an interim promotion of one or more of the supervisors of the City.
- The City can contract with LCOG to assign an interim City Administrator.
- The City can work with League of Oregon Cities who maintain an Interim Candidate List. Access to the interim candidate list is provided by emailing LOC@orcities.org.

Termination/Resignation

- If the City is given notice then the current City Administrator should work with the Mayor and Council to design a hiring process. This can be done by hiring an agency who will manage the candidate search.
- If no notice is given, or if CA is terminated with no notice, then the Mayor should work with LCOG or League of Oregon Cities to hire an interim City Administrator. They should then task the interim to work with the Mayor and Council to design a hiring process.

Training for Succession:

- Experience in managing a public entity, special district, large department, or non-profit.
- Certification or ability to seek certification through ICMA for governmental management.
- Experience in managing human resources for multiple employees and departments
- Certification in Economic Development
- Experience and education in Financial Management with an emphasis on governmental accounting
- Project Management and Planning
- Capital Improvement Management and Planning
- Experience in working with community and regional partners
- Experience in managing, supporting, and reporting to a board or Council

CITY RECORDER

PRIMARY FUNCTION

Serves as the elected ex-officio clerk of the City Council, and attends all meetings unless excused by the Mayor.

Responsible for preparing meeting agendas and notices, keeping accurate record of proceedings, serves as the records custodian of the City, responds to public records requests, and provides records certifications.

Serves as the Election officer, coordinates, and administers the City municipal elections.

Monitor and provide annual reviews to administrative front office staff. Administrative staff is responsible for a large variety of important tasks such as utility billing, accounts receivables, customer service, facility rentals, and business licenses.

Manage and maintain City ordinances, resolutions, and public records in accordance with Oregon State statues and administrative rules

Identify and document how and why past decisions have been made and provide it to citizens and staff in a transparent way.

Manages all legal notices including public meetings, land use, financial and other.

Management execution and retention of City contracts, Intergovernmental agreements, memo of understandings, grant agreements.

Recording easements, deeds, liens and other required documents with Lane County and retaining.

SUCCESSION PLAN

Short Term Absence

When the City Recorder will be out less than four weeks and intends on returning to work the duties will be temporarily assigned to other staff. A list of deadlines and tasks will be identified and provided to the City Administrator and Mayor.

Long Term Absence

When the City Recorder will not be returning for more than 28 days but the intention is to return the Charter states the Mayor shall appoint a City Recorder Pro Tem, who while acting in the capacity, shall have all the authority of the recorder.

Court Administrator | Assistant City Recorder would be qualified to be appointed and compensated as the interim City Recorder.

Termination/Resignation

City Recorder is an appointed officer of the City. Charter states that officers are hired and fired by the City Council and appointed by Mayor. Mayor and City Administrator will identify and execute the recruitment process. Recruitments for supervisory staff is 30 days minimum. Current staff who are interested in the position should be encouraged to apply.

Recruitment add should be posted as normally done as well as with League of Oregon Cities, Oregon Association of Municipal Recorders, and the International Institute of Municipal Clerks. The City is members of all of the organizations.

Replacement Candidates

- Prior experience or clear understanding in municipal government with limited staff. Candidates will most likely not have support staff and must be “hands-on”.
- Strong interpersonal skills are required to work effectively with citizens, staff, council, committees and commissions.

Training for succession

Training an employee to take over the management duties of the City Recorder with such a small staff is not feasible. A large part of City Recorder job duties are outlined in state and municipal statues.

To assure the succession of the City Records office task list and standard operation procedure sheets are used and updated regularly. Administrative staff are cross-trained as much as time allows.

COURT ADMINISTRATOR

PRIMARY FUNCTION

- Coordinates court activities, and supervising administrative support personnel of the municipal court; interacts with Judges, court staff, police staff, attorneys, defendants, other departments, and other governmental agencies.
- Participates as a team leader in court arraignments, warrant preparation and docket setting activities; supervises the scheduling of court caseloads and ensures the timely processing of pending cases; performs the additional duties of a Court Clerk, as workload requires.
- Oversees and performs data entry and scanning into established law enforcement and court data systems; works cooperatively with other agencies in the development, implementation and training related to current, future law enforcement, and court data systems.
- Oversees and administers the processing of fine payments and other accounts receivable including account adjustments, balancing and preparing summary reports and deposits. Issues fine refunds as directed by the municipal Court Judge.
- Maintains records and files using automated and manual methods; enters and retrieves data using various computer systems; completes reports of court operations as required to comply with all applicable legal requirements.
- Prepares and administers the planning and formulation of operational policies, procedures
- Conducts audits as necessary to meet statutory compliance
- Completes the more difficult, sensitive and/or technical tasks that arise in the Municipal Court operation; may provide technical and clerical support for the municipal Court Judge. Serves as the Coburg Municipal Court computer system security administrator and resolves operational issues.
- Supervises the work of all employees engaged in supporting Municipal Court operations; conducts performance appraisals, participates in hiring processes and provides training and guidance to staff.
- Oversees probation, restitution, community service and alternative programs for offenders sentenced by the municipal Court Judge; works with the Judge and the

Coburg Police Department to implement, update and review programs, which benefit the local Community.

- Conducts the budget preparation and administration with budgetary guidelines.
- Maintains court statistics and prepares statistical reports. Oversees maintenance of a variety of records; prepares research projects and reports in response to court orders, subpoenas and at the direction of the Municipal court Judge.
- Performs other duties that support the overall objective of this position.

SUCCESSION PLAN

- **Short-Term Absence**

Records Clerk – Coburg Police Department

The Police Evidence Technician at the Coburg Police Department would be the best option within the first 24 hours of absence. This position is LEADS certified, which is required by the State to review and process court files. This staff member would also have a very basic understanding of how the court operates daily and would be able to provide the City with court services, such as taking payments, clearing license suspensions, and customer service both in person and via the telephone. The City Administration staff can also help with payments and customer service as needed.

- **Long-Term Absence**

Continued support of the Police Evidence Technician

The City Administrator will need to locate a court clerk to help assist in further court processes and procedures such as working with the Coburg Police to enter new citations and cases, running of court day operations, processing judgements, and contacting the judge. They will also need to contact Attorney's and City Prosecutor for scheduling and new case appointments.

Coburg Municipal Court should pursue an MOU with a neighboring city to obtain a mutual support agreement for court services

- **Termination/Resignation**

City Administrator will have the responsibility of appointing a temporary Court Administrator and the design and facilitation of a hiring process.

- **Training for Succession**

Cross training a current City Hall staff member to obtain a LEADS security certification and to be able to handle immediate needs in the court including:

- Taking Payments
- Suspension Clearances
- Customer Service both in person and on the phone
- Overview of Court software program and functionalities

Future – Hiring of a part-time clerk who would receive training and could step into this position in the absence of the Court Administrator.

EMERGENCY RESPONSE COORDINATOR

PRIMARY FUNCTION

- Work with City Administrator, Police Chief, Public Works, and local Fire Chief to develop plans for emergency preparation, emergency response and community recovery;
- Coordinate the City's emergency planning efforts to work specifically within Lane County and State of Oregon response plans;
- Coordinate with other agencies, CIS and others in developing a mitigation and review of Continuity of Operations Plan (COOP) for the city;
- Develop community communication and evacuation timing strategies as needed;
- Develop plans for mutual aid for all critical City function in the event of a natural or man-made disaster;
- Develop, coordinate training and maintain a Citizens Emergency Response Team (CERT), and other programs including training and maintenance of organizational cohesiveness;
- Enhance resiliency of City assets to support continuity of government and continuity of operations;
- Establish viable communication plan/systems with: County EOC, State EOC, local Ham radio operators, power and gas companies; Oregon Department of Transportation, FEMA, local Red Cross, volunteer organizations, Television and Radio, and social media applications.
- Develop and implement a strategy for communication with residents before, during and after an emergency event.

SUCCESSION PLAN

- **Short-Term Absence**

Currently, the Public Works Supervisor will serve as the Emergency Operations Management

So long as the City's Emergency Operations Plan is up to date, the City could manage without an Emergency Operations Manager.

- **Long-Term Absence**

City Administrator will step into the Emergency Operations Manager position and/or appoint an employee to the duties of the position

- **Termination/Resignation**

The City Administrator will assign the duties of the position to one or more supervisors of the City and/or a new position may be designed and hired.

- **Training for Succession**

FEMA training up to and including Incident Command Training

Design of tabletop exercises

Coordinating with partner agencies

Development of communications planning

FINANCE DIRECTOR

PRIMARY FUNCTION

- Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practice.
- Prepares, interprets, and analyzes financial reports and statistical information.
- Acts as the Budget Officer, oversees City budget preparation, including reviewing preliminary department budgets, overseeing current budget and providing up to date budget
- Manages annual audit. Prepares information, answers questions, and serves as a liaison between the auditor and the City Staff.
- Is responsible for managing all duties and operations within the Finance Department, including payroll and all associated reports, journal entries and adjustments, general accounting ledgers, bank and cash reconciliation.
- Ensures Finance Department compliance with adopted City policies and procedures and implements specific policies and office procedures for subordinating staff.
- Manages employee benefits, such as group insurance and PERS, and assists in compliance with regulations associated with personnel policies, FLSA, COBRA, Wage and Hour laws, etc.
- Attends regularly scheduled City Council meetings, budget meetings, responds to inquiries and questions regarding the City's finances.
- Oversees the Finance and Utility Billing software, including upgrades, repair, and technical assistance.
- Performs any other duties as required by the City Administrator, Mayor, or Council.

SUCCESSION PLAN

- **Short-Term Absence**
 - City Administrator- Will identify and assign tasks and duties.
 - **1-4 Weeks**
- **Long-Term Absence**
 - City Administrator- Will identify and assign tasks and duties. May get temporary support from an agency.
 - **1-3 Months**

- **Termination/Resignation**

The City Administrator would be responsible putting together a plan for replacing the Finance Director. We would use the job description and follow the hiring process that is in place at the time of recruitment

- **Training for Succession**

Training for a current City of Coburg employee on some of the tasks that the Finance Director performs on a daily basis. The training would be on the existing specialty finance software the City has in place. The Finance Director would help with in house training. We would also use the software vendor to get training of specific modules of the software. These include Accounts Payable, Clearing House, and Special Assessments. They would also use the Standard Operating Procedures (SOP) that have been created by City staff.

- GFOA Natural Standards Training
- OGFOA Training
- Oregon Municipal Budget Training
- Access to all essential financial programs
 - All Banks
 - Payroll Process
 - Current Financial Software
 - Benefits Plans
 - PERS Web Site

PLANNING

PRIMARY FUNCTION

- Review and evaluate land use proposals and building permits for compliance with Federal, State and local rules and regulations;
- Perform professional research and writing related to current and long range planning programs, special projects and studies
- Manage the revision of land use documents and related ordinances.
- Provide land use related customer service
- Prepare reports, plans designs, and implement specific goals expressed by the City Council and the Planning Commission as it pertains to the planning and development of the community.
- Assist with the development and implementation of Economic Development programs and projects.
- Create and maintain project maps and data
- Ensure compliance with all conditions of approval as stated by the Planning Commission.

- Serve as the Staff representative in the management of the Planning Commission, Heritage Committee and any other committees or commissions assigned to the department.
- Represent the City in regional transportation and development meetings at the county and state level as needed.
- Responds to inquiries from the public by phone and through correspondence; provides information on specialized programs or projects, including policies, regulations and issues to officials, citizens and interested groups.
- Facilitate the promotion and partnership of the department with the City Staff, City Council, Planning Commission, and citizens with timely and helpful information, facilitation of community input, and the overall commitment to serving the best interest of the community of Coburg.
- Oversees the administrative function of the department including but not limited to the management of records, correspondence, committee and commission information, and timely and consistent update to informational documents and applications
- Participation in the City Department Leadership Team.
- Attendance at City meetings, public hearings, open houses, and community meetings as required for the engagement in the development and economic wellbeing of the community.
- Maintain planning office in a clean, neat and organized fashion.

SUCCESSION PLAN

- **Short-Term Absence**

Currently the planning office is ran by an associate planner of the City with some supervision provided by the City Administrator and a Planning Manager at Lane Council of Governments. In the event of a short-term absence, the City Administrator would contact Jake Callister at LCOG and inform him that we need a contract planner to step in to take over all planning procedures at Coburg. City Administrator will also need to identify administration tasks and interaction with customers and assign tasks and responsibilities for interacting with LCOG Staff.

- **Long-Term Absence**

Same as short-term. Coburg could seek an interim intern to serve as the liaison between the City and LCOG.

- **Termination/Resignation**

The City Administrator would design and facilitate the hiring process for an associate planner or a planning director. It would be determined at the time of the design of the

hiring process which position would be filled according to the greatest need and available budget of the City.

POLICE CHIEF

PRIMARY FUNCTION

- Plans, coordinates, supervises and evaluates police department operations.
- Develop and maintain an efficient and effective organization.
- Plans and implements a law enforcement program for the City in order to better carry out
- The policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Supervises and coordinates the preparation and presentation of an annual budget for the
- Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Directs the training and development of department personnel.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Manager regarding the department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Responsible for the selection of department personnel.
- Directs investigation of major crime scenes.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, and the public.

SUCCESSION PLAN

- **Short-Term Absence**

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate the Police Sargent to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- Patrol Sergeant
- Senior Patrol Officer

- **Long-Term Absence**

- The purpose of the OACP Linebacker Interim Leadership Assistance program is to provide interim Police Department leadership to cities during periods when a vacancy has occurred in the office of the Chief of Police.
- Such vacancies may be the result of a number of factors such as the transition between a former chief and a new chief or an extended absence of the chief. The program provides an opportunity for a city to benefit from the leadership of an experienced law enforcement executive professional during such periods.
- When a police chief vacancy occurs, the City will be faced with the challenge of keeping the police department moving forward. The goal of the Linebacker program is to link cities and police departments that require short-term leadership and management of the police department with a qualified retired Police Chief, or currently employed mid-level police commander/executive, with proven leadership ability.
- The Oregon Association Chiefs of Police (OACP) has established and maintains a list of qualified candidates who are willing and able to serve as an interim Chief of Police. The city may request assistance from the OACP to provide a list of potential candidates for consideration. The City Administrator or Mayor must initiate the request. On receipt of such a request, the OACP Executive Resources Committee chair shall contact registered Linebacker members and ascertain who is available to serve the city. The OACP Executive Director will then provide the city with a portfolio of potential candidates. The responsibility and the

involvement of OACP and the Executive Resources Committee of OACP shall end once the list of potential candidates has been provided to the city.

- It shall be the responsibility of the City Administrator to interview and select the individual who will serve as the interim Chief of Police.

- **Termination/Resignation**

The responsibility for replacing the Police Chief would be held by the City Administrator who will design and facilitate a hiring process. CIS has the resources and can assist in this process.

- **Training for Succession**

- **MANAGEMENT CERTIFICATION**

Management certification is intended to reflect an officer's level within the public safety community. DPSST issues these certifications based on specific guidelines to ensure they are transferable between all agencies within Oregon. Officers can obtain this certification by meeting the requirements for certification detailed below. Management certifications are optional certifications except a Chief of Police must obtain management certification within 2 years of appointment. Persons wishing to hold these certifications must demonstrate they possess the Board approved statewide requirements.

DPSST does not have any requirements for individuals to obtain Management Certification. However, management training is required for individuals moving into a management role as indicated in their Agency Rank Structure. You can register for an academy class or submit an F22 Management Training Equivalency form to comply with the training requirement. Education Credits calculation: Quarter credit = Education Credit; Semester credit X 1.5 = Education Credit Training used to obtain college credit cannot be used for both training and education. Meaning if a college/university accepted a 40-hour training towards a degree, that 40 hours cannot be used in both training and education. The following requirements must be reflected in DPSST records, accessible via CJ IRIS, prior to application submission: Rank must be listed in Agency Rank Structure Report as qualifying to receive management certification.

Must possess Supervisory certification in the requested discipline. (IRIS Certification Tab) Must have completed DPSST management training or submitted an F22 equivalency within 5 years. (IRIS Training Tab) Must have at

least 90-college education credits (IRIS Education Tab) must be currently employed in a Middle Management, Assistant Department Head, or Department Head position, and have 2 years of experience in an eligible position within the preceding 5 years. (Limited or acting management does not qualify) (IRIS Employment Tab) Have current First Aid/CPR Certification (can be submitted on an F6 Roster) (IRIS Requirements Tracking Tab) Documents Required: DPSST form F7 Application for Certification

- **EXECUTIVE CERTIFICATION**

- Executive certification is intended to reflect an officer's level within the public safety community. DPSST issues these certifications based on specific guidelines to ensure they are transferable between all agencies within Oregon. Officers can obtain this certification by meeting the requirements for certification detailed below. Executive certifications are optional certifications. Persons wishing to hold these certifications must demonstrate they possess the Board approved statewide requirements.
- Education Credits
 - Education credit calculation: Quarter credit = Education Credit; Semester credit X 1.5 = Education Credit Training used to obtain college credit cannot be used for both training and education. Meaning if a college/university accepted a 40-hour training towards a degree, that 40 hours cannot be used in both training and education.
 - The following requirements must be reflected in DPSST records, accessible via CJ IRIS, prior to application submission:
- Rank must be listed in Agency Rank Structure Report as qualifying to receive executive certification.
- Must possess Management certification in the requested discipline. (IRIS Certification Tab) Must have at least 90 college education credits. (IRIS Education Tab)
- 100 hours of DPSST- approved executive level training within the preceding 5 years. (IRIS Training Tab)
- Must be currently employed in a Middle Management position as an Assistant Department Head or Department Head as defined by the agency rank structure,

and have 2 years of experience in an eligible position within the preceding 5 years. (Limited or acting management does not qualify) (IRIS Employment Tab)

- Have current First Aid/CPR Certification (can be submitted on an F6 Roster) (IRIS Requirements Tracking Tab) below are examples of executive level training, other trainings may also qualify. Be sure to identify the 100 hours on a separate sheet of paper when applying for Executive Certification.
- FBI National
- OEDI
- International Public Safety Leadership and Ethics Institute (IPSLEI)
- Northwest Leadership Seminar
- Executive Development Seminar
- Civil Liability / Risk Management
- Documents Required:
 - DPSST form F7 Application for Certification
 - Memo on agency letterhead detailing Course Name, number and hours reflecting the 100 hours of executive training. A printout of IRIS with the courses identified is acceptable.

PUBLIC WORKS DIRECTOR

PRIMARY FUNCTION

- Plans, schedules, and implements construction, maintenance, and operational functions designed to provide quality street, park, water and wastewater services for the City.
 - Communicates effectively and respectfully with the City Administrator, City Council, City Planning staff, Public Works staff, and the community.
 - Oversees all functions of municipal water and wastewater system including repairing and maintaining equipment, taking daily readings, analyzing results, and conducting laboratory testing;
 - Conducts inspections for streets and parks construction and maintenance;
 - Maintains maps of all water main lines, streets, and other relevant utility locations;
 - Plans and implements required training and safety programs for public works personnel; conducts regular safety committee meetings as required;
 - Prepares the annual budget for streets, parks, water and wastewater funds and related reserve funds; monitors and controls departmental expenditures to ensure compliance with the City's policies and procedures and local budget law;
 - Evaluates, develops and implements goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities;
 - Prepares required studies and reports for all regulating agencies, City Council, Planning Commission, Planning Department and City Administrator;
 - Keeps accurate records of all documentation relating to Public Works;
 - Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts; ensures contractor compliance with time and budget parameters for the project;
-
- Works closely with the City Planning Department performing initial building and construction plan review for infrastructure improvements, development, construction, usually related to right-of-way, locations of utilities, and implementing public utility service procedures for both new and existing development;
 - Responsible for purchasing materials and supplies unique to the Public Works Department; maintains budgetary control, purchases only when necessary and exercises prudence and accountability in spending;
 - Receives and resolves citizen complaints and questions regarding public works' functions and personnel in accordance with City procedure;
 - Schedules staffing of on-call hours to ensure response to emergency calls, including after-hours responses;
 - Attends City Council meetings, as well as other Board and Committee meetings as directed by the City Administrator;
 - Oversee and inspect new sewer lines and related components, installing and relocating fire hydrants, and other maintenance, construction, repair of sewer and water lines,

street, parks and storm drainage facilities to ensure all aspects of the systems are functioning properly;

- Coordinates the location of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations;
- Provides operations guidance for construction of sidewalks, drainpipe installations, culvert installations, and road construction;
- Responsible for compliance with all regulations from OSHA, EPA, OSHD, DOF, DSL and DEQ, including compliance of wastewater permit regulations;
- Disposes of surplus property as required by State law;

- Confers and meets with the public on matters pertaining to both public works and planning;

- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services;

- Maintains current engineer(s), construction project engineer(s), City, County, State and Federal agencies, professional and technical groups' contact information and acts as a City liaison;

- Evaluates public works needs and formulates long range master plans, and short and long range capital improvement plans to meet needs in all areas of responsibility, including street, water, sewer, drainage, street lighting, and parks;

- Other duties as may be assigned or required.

SUCCESSION PLAN

- **Short-Term Absence**

Public Work Supervisor

- **Long-Term Absence**

Public Work Supervisor

- **Termination/Resignation**

The City Administrator will hold the responsibility for design and facilitation of a hiring process. This can be either an external or an internal hiring process depending on the skills of the current employees within the Public Works Department.

- **Training for Succession**

The Public Works Management Framework is to grow leaders within.

Teaching/coaching all team members on almost all job requirements from the top down and the bottom up is essential in order to continue a quality team. The Public Works belief system is education through regular team meetings on current City Council actions, Park & Tree actions, Planning action and community interactions such as Citizen Inquiries, Festival and Event planning that occur throughout the year. Team members are always learning about local, state and federal requirements for reporting purposes and who the current contacts are who hold positions so that they have the information and person to contact for such things as reporting on projects that are being constructed or are in planning/design phases. Interaction between the City Engineers is essential for all team members. It is in the best interest of the City for all team members to be educated and have broad knowledge so that they can step into a role at a moment's notice.

Public Works Director

- Certifications needed through the State of Oregon Drinking Water and DEQ
- Must have 5 years Public Works Experience

WATER

- Distribution I
- Cross Connection Specialist

WASTEWATER

- Collections II
- Treatment III

OTHER

- Flagger Cert.
- Confined Space
- Competent Person

Public Works Supervisor

- Certifications needed through the State of Oregon Drinking Water and DEQ

WATER

- Distribution I
- Cross Connection Specialist

WASTEWATER

- Collections I(must be willing to go to level II within 3years)
- Treatment II(must be willing to go to level III within 3years)

OTHER

- Flagger Cert.
- Confined Space
- Competent Person

Operator III

- Certifications needed by City of Coburg

WATER

- Distribution I

WASTEWATER

- Collections I
- Treatment I

OTHER

- Flagger Cert.
- Confined Space
- Competent Person

Operator II

- Certifications needed by City of Coburg
 - Must have Flagger Cert. within one year
 - Competent Person

Annex D – DECLARATION OF EMERGENCY

ORDINANCE NO. A-203

AN ORDINANCE ESTABLISHING PROCEDURES FOR A DECLARATION OF AN EMERGENCY IDENTIFYING A PROCESS TO ESTABLISH EMERGENCY INTERIM SUCCESSION AND DECLARING THE ORDINANCE EFFECTIVE ON ADOPTION

THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1. PURPOSE

The purpose of this ordinance is to establish the authority of the City Administrator to declare a state of emergency to exist, and to set forth the required procedures to be followed in the event that it becomes necessary to declare such a state of emergency.

SECTION 2. DEFINITIONS

For purposes of this ordinance, except where the context clearly indicates otherwise, the following terms shall have the meaning set forth in this section.

Disaster. An occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological or human-made cause including fire, flood, earthquake, windstorm, oil spill or other contamination, radioactive incident, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile or paramilitary action, or structure failure of a dam, building or infrastructure, or other public calamity requiring emergency action.

Emergency. Any human-made, technological or natural event or circumstance causing or threatening loss of life, injury to persons or property, human suffering or financial loss including but not limited to fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of petroleum products or other hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage and war.

SECTION 3. DECLARATION OF STATE OF EMERGENCY

A. Acting under delegated executive authority, the City Administrator may declare a state of emergency when:

- (1) An emergency exists;
- (2) The emergency requires a coordinated response beyond that which occurs routinely; and
- (3) The required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements.

B. Prior to declaring an emergency, the City Administrator shall make all reasonable efforts to contact the Mayor and all members of the City Council. The City Administrator shall inform the Mayor and the City Councilors of the emergency and shall seek their advice concerning the declaration of emergency. If the City Administrator is unable to contact a majority of the City Council, then the City Administrator shall not declare an emergency unless the City Administrator obtains the approval of the Mayor or one member of the City Council to proceed with the declaration of emergency.

C. The City Administrator shall use a written administrative order to declare a state of emergency. Any administrative order declaring a state of emergency shall:

- (1) Immediately be provided to the Mayor and City Council;
- (2) Designate the geographic boundaries of the area where the state of emergency exists; and
- (3) Fix the duration of time in which the state of emergency shall exist. The initial duration shall not exceed a two week period, but may be extended for additional periods of two weeks at a time, if conditions continue to warrant such an extension.

SECTION 4. EMERGENCY INTERIM SUCCESSION

(A) For purposes of operation during an emergency, the officers of the City, including the Municipal Judge, the City Recorder, the City Administrator and each Department Head, shall designate an emergency interim successor. Designation shall be in writing and shall be retained by the City Recorder.

(B) No person shall be designated or serve as an emergency interim successor unless the person may, under the City Charter or City Ordinances, hold the office of the person to whose powers and duties he or she is designated to succeed, but no provision of an ordinance prohibiting an officer or employee of the City from holding another office shall be applicable to an emergency interim successor.

(C) The designation of an individual as an emergency interim successor is effective until the individual is removed or replaced by the designating officer or a successor to the office. The designating officer or successor in office may remove or replace individuals so designated at any time, with or without cause.

(D) An officer is unavailable when the officer is absent and not capable of being contacted by another city officer or the officer's designated interim successor, or is unable to exercise the powers and discharge the duties of an officer, or when the office is vacant. If an emergency exists because of declaration by the City Administrator, or in the event of the unavailability of the City Administrator, after the declaration of an emergency by the City Administrator's emergency interim successor, and an officer of the City is absent, then the officer's emergency interim successor shall assume the powers and discharge the duties of the absent officer.

(E) The Mayor may resume all delegated executive authority at any time the Mayor deems such a step to be in the best interest of the City. If, during an emergency the Mayor is unavailable, the elected Council President shall assume the position of Acting Mayor. Unless the Council acts to alter the order of succession, the City Councilors shall be interim emergency successors to the Mayor after the Council President in order of seniority of service on the Council.

SECTION 5. CITY ADMINISTRATOR AUTHORITY

To the extent that the emergency permits, the City Administrator shall consult with the Mayor and a majority of the City Council prior to invoking any of the powers assigned under this section. The City Administrator shall provide the City Council with notice of each action the City Administrator takes pursuant to this section. By majority vote, the City Council may override the City Administrator's decision to invoke a power or take an action pursuant to this section. Upon declaration of a state of emergency, in addition to other powers granted to the City Administrator elsewhere in the Ordinance, or in other Ordinances, the City Administrator may:

- (A) Designate persons to coordinate the work of public and private relief agencies operating in the emergency area, and exclude from the area any person or agency refusing to cooperate and work under the coordinator or to coordinate with other agencies engaged in the emergency work.
- (B) Order the removal of debris and wreckage which may threaten the public health or safety on public or private property.

(C) Barricade or order the barricading of streets and prohibit vehicular or pedestrian traffic, or regulate the same on any public street leading to the area designated as an emergency area for such distance as may be deemed necessary under the circumstances.

(D) Prohibit or limit the number of persons who may gather or congregate upon any public street, public place or any outdoor place within the area designated as an emergency area.

(E) Establish a curfew for the designated emergency area which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places.

(F) Order the evacuation of persons from designated areas as necessary.

(G) To the extent sufficient funds are available and budgeted, to redirect city funds to pay expenses incurred as a result of responding to the state of emergency.

(H) Appropriate from commercial or industrial businesses merchandise, equipment or vehicles needed to alleviate the emergency. The City shall reimburse the business within 30 days of the appropriation at the customary value charged for the items during the 90 day period before the declaration of the state of emergency. Nothing in this ordinance authorizes the City to take individual personal property (including food or other goods).

SECTION 6. ADDITIONAL PROVISIONS

(A) Debris or wreckage resulting from a natural disaster or emergency situation is declared to be a nuisance, which may be abated pursuant to City Ordinance.

(B) No person shall knowingly violate any emergency measure, regulation or lawful order of an authorized city employee or agent taken pursuant to this Ordinance.

(C) In the event of an emergency this Ordinance shall control over any conflicting ordinance provision.

SECTION 7 SEVERABILITY

The sections or subsections of this ordinance are severable to the extent allowed by law. The invalidity of a section or subsection shall not affect the validity of the remaining sections or subsections of this ordinance, which shall remain in full force and effect.

SECTION 8 EMERGENCY DECLARED

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the procedures for declaration of an emergency and for interim succession be established, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 11th day of July, 2006, whereupon it was put to a vote, the results of which were:

YES: 5
NO: 0
ABSTAIN: 1 (Brian Pech gone)
PASSED: X
REJECTED:

SIGNED AND APPROVED this 11th day of July, 2006


Judith A Volta, Mayor

ATTEST:


Donald Schuessler, City Recorder

SAMPLE DECLARATION OF EMERGENCY

RESOLUTION 20xx -

A RESOLUTION OF THE COUNCIL OF THE CITY OF COBURG DECLARING A STATE OF EMERGENCY DUE TO COVID-19

WHEREAS, A type of coronavirus, COVID-19 was declared a pandemic by the World Health Organization March 11, 2020; and

WHEREAS, cases of COVID-19 have been detected in Lane County; and

WHEREAS, COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible; and

WHEREAS, March 8, 2020 Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, The Lane County Board of Commissioners has declared a state of emergency relating to COVID-19 in Lane County, Oregon; and

WHEREAS, March 13, 2020 President Trump declared a nationwide emergency pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act")

WHEREAS, the unknown duration of the COVID-19 Pandemic may have significant financial impact to the community; and

WHEREAS, to ensure that the City of Coburg is fully prepared for the local outbreak of COVID 19 and has the resources and authority needed to respond to the disease, a declaration of emergency is necessary;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF COBURG

Section 1. A Local State of Emergency is declared to exist throughout the City of Coburg.

Section 2. All necessary city funds shall be redirected for emergency use, and standard city procurement procedures shall be suspended for any contract or purchase necessary to combat the COVID-19 Pandemic.

Section 3. All non-essential city commissions, committees, task forces and city events are cancelled until April 2, 2020.

Section 4. To protect the health of the City employees, the City Administrator may issue emergency rules or guidance on the use of sick leave, telework, remote work, or other policies that shall be in effect for the duration of the emergency.

Section 5. Delegate to the Emergency Manager as determined to be necessary direction to protect lives and property and to efficiently conduct activities that minimize to mitigate the effect of the emergency.

Section 6. The City Administrator shall use authority under ORD A-203 section 5 as needed during the emergency and shall take all necessary steps authorized by law to coordinate the response of this emergency, including but not limited to requesting assistance from State of Oregon and Lane County.

Section 7. The Declaration of State of Emergency will become effective immediately and will remain in effect through April 2, 2020 but may be extended for additional periods of two weeks at a time under this resolution, if conditions continue to warrant such as extension.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 20th day of March, 2020.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

ANNEX E – INCIDENT COMMAND ROLES

INCIDENT COMMAND ROLES					
Name	Title	COOP Team Role	Contact Information		
			Office Phone	Cell Phone	E-mail
		Incident Commander			
		Public Information Officer			
		Plans			
		Operations			
		Finance			
		Logistics			
		Safety			

MEMORANDUM

To:

From:

Date:

Subject: Delegation of Authority

The authority to take actions listed below is hereby delegated to you in your respective positions in the City Administration to the incumbents of the positions designated herein. This delegation is effective as of _____

All authority hereby delegated shall be exercised in accordance with applicable laws, rules, administrative directives, and budget allocations. This authority cannot be re-delegated.

Tasks to be covered in this delegation and to whom those delegations will be made:

(Example)

- **Purchase Requisitions/Spending Authority – Name and Title**
- **Agility Recovery Solutions Liaison – Name and Title)**

Authorized Signature:

City Administration

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Resolution 2022-25: A Resolution to Initiate Amendments to the Coburg Comprehensive Plan Map and to the Official Zoning Map

Meeting Date: October 11, 2022

Staff Contact: Megan Winner, Planner

Contact: 541.682.7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

The request before the City Council is to move to initiate the process to amend both the Comprehensive Plan Map and the Official Zoning Map.

Suggested Motion: *“I move to adopt Resolution 2022-25, a resolution to initiate amendments to the Coburg Comprehensive Plan Map and the official Zoning Map.”*

CITY COUNCIL GOAL

Livability, Health and Vitality

Strategic Planning

Economic Development

BACKGROUND

There are three amendments that need to be made to the Comprehensive Plan Map and/or the Official Zoning Map. Those three amendments are:

1. Adding the newly adopted Downtown Coburg Overlay District to the Official Zoning Map (Zoning Map Amendment);
 2. Amending the zoning map to reflect a zoning district change for Pavilion Park from Central Business District (CBD) to Park, Recreation and Open Space (PRO); amending the comprehensive plan map designation of Pavilion Park from Central Business District to Park/Recreation, to preserve as parkland;
 3. Amending the zoning map to remove a strip of Parks, Recreation and Open Space zoning designation that was mistakenly placed on three lots in the Central Business District; amending the comprehensive plan map designation for that same land from Parks/Recreation to Central Business District
-

PURPOSE

1. On September 27, 2022, the City Council adopted amendments to the Coburg Zoning Code that added a new Downtown Coburg Overlay District. With the adoption of those code amendments, the Zoning Map needs to reflect the newly added Downtown Coburg Overlay District.
2. With the land swap that increased the size of city-owned Pavilion Park and recent Oregon Parks Recreation Department (OPRD) grant to develop the park, it is important that the City preserve the area as parkland by rezoning it from Central Business District to Parks, Recreation and Open Space. In order to keep the zoning consistent with the comprehensive plan map designation for the park, the comprehensive plan map designation must also be amended from Central Business District to Park/Recreation.
3. When the Coburg Estates Second Addition subdivision was rezoned to residential, there was a strip of land that was previously designated Park, Recreation and Open Space that mistakenly remained on the three lots near City Hall that abut the homes on Austin St. There are no records of this Parks, Recreation and Open Space strip on the County, and it is not included in any of the City plans for future parks. The strip was an error and further, creates barriers to development. Staff recommends the strip be removed so that the lots are completely designated Central Business District on the zoning map and comprehensive plan map, as was intended.

BUDGET

N/A

RECOMMENDATION

Staff recommends that the Council move to initiate the Zoning Map and Comprehensive Plan map amendment process.

NEXT STEPS

Staff will initiate a Type IV land use process including noticing for two public hearings. If so moved by City Council, the map amendments will be scheduled for a public hearing at Planning Commission in October, 2022.

REVIEWED THROUGH:

Anne Heath, City Administrator

RESOLUTION 2022-25

A RESOLUTION TO INITIATE AMENDMENTS TO THE COBURG COMPREHENSIVE PLAN MAP AND TO THE OFFICIAL ZONING MAP

WHEREAS, Section A. of Article XXI of the Coburg Zoning Code allows the City Council to initiate amendments to the Official Zoning Map; and

WHEREAS, Section A. of Article XXII of the Coburg Zoning Code allows the City Council to initiate amendments to the Comprehensive Plan Map; and

WHEREAS, Lots 16033321102300, 1603321101800, 1603321101700 include a strip of land that is currently zoned Parks, Recreation, and Open Space (PRO). That zoning designation was mistakenly left on the three lots in the Central Business District and needs to be removed to correct the zoning designation; and

WHEREAS, Lots 1603332302500 and 1603332302600 are currently zoned Central Business District (CBD). The City of Coburg wishes to preserve Pavilion Park as parkland through a Parks, Recreation and Open Space (PRO) zoning designation; and

WHEREAS, the Council adopted Ordinance A-200-L on September 27, 2022, adding district regulations for the Downtown Coburg Overlay District; and

WHEREAS, the Council's adoption of a new overlay district necessitates an amendment to the Zoning Map to reflect that change.

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

1. The Council hereby initiates
 - a. A Zoning Map amendment to rezone tax lots 16033321102300, 1603321101800, 1603321101700, which are currently, split zoned Parks, Recreation, Open Space (PRO) and Central Business District (CBD) to all Central Business District zoning designation. In addition, a Comprehensive Plan Map amendment to designate all of the above tax lots Central Business District.
 - b. A Zoning Map amendment to rezone tax lots 1603332302500 and 1603332302600 (Pavilion Park) from Central Business District (CBD) to the Parks, Recreation and Open Space (PRO) zoning designation. In addition, a Comprehensive Plan Map amendment to designate those tax lots Park/Recreation.

2. Update the Zoning Map to include the Downtown Coburg Overlay District as adopted Ordinance A-200-L September 27, 2022.
3. Update the legend on the Comprehensive Plan Map and Zoning Map by changing “Public Water Service” to “Public Facilities District”.
4. 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 11th day of October.

Ray Smith, Mayor

ATTEST:

Sammy Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Planning Commission Appointment

Meeting Date: October 11, 2022
 Staff Contact: Megan Winner, Planner
 Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider appointment of James Bell to the Planning Commission.

Recommended Motion: *I move to recommend Mayor Smith appoint James Bell to Planning Commission for a two-year term expiring in October 2024.*

BACKGROUND

Currently, there is one Planning Commission vacancy. Jim Bell submitted an application and demonstrated that he meets the requirements of the Planning Commission. At their September 21, 2022 meeting, the Planning Commission reviewed, interviewed and provided a unanimous (4-0) recommendation to appoint the applicant.

Planning Commission Bylaws:

- *Section 1. The planning commission shall consist of seven members to be appointed by the City Council. Five members shall be City residents. One, but not more than two may live not within the City but either within the area of influence as defined by the Comprehensive Plan, or own real property within the City or be an owner or partner of a business in the city limits. The area of influence is the City plus six miles adjacent thereto.*
- *Section 2. No more than two members shall be engaged principally in buying, selling, or developing of real estate for a profit as individuals or be members of any partnership, or officers of or employees of any corporation that is engaged principally in buying, selling, or developing real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession (ORS 227.030).*
- *Section 3. Members shall be appointed for two year terms, renewable upon majority vote of the commission present at a meeting.*

The position appointment expires in October 2024 and will come back to City Council for reappointment.

RECOMMENDATION AND ALTERNATIVES

1. Appoint applicant to Planning Commission.
2. Do not appoint applicant to the position. This action would result in a continued vacancy.
3. Taking no action would result in a continued vacancy.

BUDGET / FINANCIAL IMPACT

The financial impact of this action is negligible.

PUBLIC INVOLVEMENT

None.

NEXT STEPS

If appointed, the new Planning Commissioner will be notified of the next scheduled meetings and be provided background materials.

ATTACHMENTS

A. James Bell Planning Commission application

REVIEWED THROUGH:

Anne Heath, City Administrator

Received by
City of Coburg
AUG 04 2022

APPLICATION



PLANNING COMMISSION

P.O. Box 8316
Coburg, OR 97408
541-682-7858
jeff.kernen@ci.coburg.or.us

Name: James W Bell Phone: 541-231-6723

Email: coburgjimbell@outlook.com

Site Address: 91056 Abby Road Coburg, OR 97408

Mailing Address (if different): PO Box 8100 " " "

Occupation: retired

How long have you lived in Coburg? (or area of influence): 7 yrs Oregon? 48 yrs

List boards, councils, or commission experience, if any, that you have served:

- Planning Commission Coburg 2 yrs
- Board of Trustees, Corvallis Caring Place 2 yrs
- LBCC Academic Affairs Council 15 yrs

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

- Coburg Fire District volunteer 3 yrs
- Search/Rescue, Benton County Sheriff

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

make Coburg a safe, healthy and friendly place to live

List any skills, training, or experience that you have that might be useful to the Coburg Planning Commission:

see attached

Signature: J Bell Date: Aug 2, 2022

For Official Use:
Received/Notes: _____

Recommended to City Council: YES NO Date: _____
Approved by City Council: YES NO Date: _____

James W. Bell

91056 Abby Road, Box 8100, Coburg, Oregon 97408

U.S. Citizen, Veteran: U.S. Air Force, Army National Guard

Email: coburgjimbell@outlook.com

cell/text: 541-231-6723

Education

Bachelor of Science, Western Oregon University, Monmouth, Oregon 1977. Major: Geography/Geology

Master of Science, Oregon State University, Corvallis, Oregon. 1979. Major: Physical Geography/Land Use Planning.

Master of Arts in Interdisciplinary Studies, Oregon State University, Corvallis, Oregon. 1981. Major: Anthropology/Archaeology & Cultural Resource Management.

Doctor of Education, Oregon State University, Corvallis, Oregon. 2003. Major: Community College & Higher Education Leadership.

Coursework in the Planning Field (OSU)

GEOG 480 Transportation Geography

GG559B Planning Practicum – City of Halsey

GG559 Research: Planning

GG541 Ecological Resource Use

ANTH 550 Cultural Resource Management

EC 530 Regional Economics

GEOG 559 Environmental Impact Statements

Experience

Emergency Manager, City of Coburg Three years part time, 2019-2022. Facilitated COVID-19, fire/smoke relief and Heat Shelter for city. Developed Emergency Plans with coordination of FEMA/Lane County.

City of Coburg Planning Commission Two years part-time volunteer position, 2017-2019.

Assistant Professor/Vice-Chair Social Medicine Dept., Western University of Health Sciences, Lebanon, Oregon. 3 yrs. Taught medical clinical skills to students, nephrology, and managed an academic department on two campuses.

Dean & Athletic Director Linn-Benton Community College, Albany, Oregon. 3 yrs. Managed several departments and over 110 teachers/staff. Coordination with NWAACC and other athletic organizations.

Dean, Health and Human Services Division, Linn-Benton Community College, Albany, Oregon. 10 yrs. Manager of EMT, Criminal Justice, Fire, Nursing, and other departments of over 110 teaching faculty/staff.

Faculty and Department Chair, Social Science Department, Linn-Benton Community College, Albany, Oregon 9 yrs. Assisted with managing 12 faculty and p/t faculty.

President and Consultant, Pacific Geophysical Surveys, Corvallis, Oregon. 6 yrs. p/t Radar and magnetometer surveys of archaeology sites, burial sites and building sites.

Intelligence Analyst, U.S. Army & U. S. Air Force. 5 years full and p/t. Used HUMINT and imagery sources – NATO Europe/Asia.

Physician's Assistant/ Ind. Duty Corpsman/ Medic- (Orthopedics, Emergency Dept., and Surgery) Albany, Corvallis and Salem, Oregon, and military (USAF and ARMY) 12+ years.

Volunteer Positions

- 1998 -2014 Volunteer, Free Medical Clinic, Community Outreach, Corvallis, Oregon. PT.
- 2009 -2011 President, Board of Trustees, Corvallis Caring Place (non-profit), Oregon PT.
- 2014-2018 Pilot, SkySAR- Search and Rescue, Benton County Sheriff, Corvallis Airport, Oregon. PT.
- 2019 to present Firefighter Volunteer & Researcher (map and inventory commercial/public buildings for Pre-Fire Planning Database), Coburg Fire District, Coburg, Oregon. PT.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Planning Commission Reappointments

Meeting Date: October 11, 2022
 Staff Contact: Megan Winner, Planner
 Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider reappointment of Jonathon Derby, Alan Wells and Seth Clark to the Planning Commission.

Recommended Motion: *I move to recommend Mayor Smith reappoints Jonathon Derby, Alan Wells and Seth Clark to Planning Commission for two-year terms expiring October 2024.*

POLICIES OR CITY COUNCIL GOAL(S)

- Livability, Health and Vitality
- Strategic Planning

BACKGROUND

In October 2022, the two-year terms for three Planning Commissioners (Jonathon Derby, Alan Wells and Seth Clark) expire.

Procedures and Bylaws of the Coburg Planning Commission:

Article IV: Section 1. *The planning commission shall consist of seven members to be appointed by the city council. Five members shall be City residents. One, but not more than two may live not within the City but either within the area of influence as defined by the Comprehensive Plan, or own real property within the City of be an owner or partner of a business in the city limits. The area of influence is the City plus six miles adjacent thereto.*

All three Planning Commissioners recommended for reappointment are residents or business owners in the City of Coburg and therefore, meet Section 1 requirements.

Article IV: Section 2. *No more than two members shall be engaged principally in buying, selling, or developing of real estate for a profit as individuals or be members of any partnership, or officers of or employees of any corporation that is engaged principally in buying, selling, or developing real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession (ORS 227.030).*

Not more than two members are engaged principally in real estate, nor are more than two members engaged in same kind of business, trade or profession and therefore, meet Section 2 requirements.

Article IV: Section 3. Members shall be appointed for two-year terms, renewable upon majority vote of the commission present at a meeting.

Article IV: Section 4. The Planning Commission shall review applications for membership to the commission and make recommendations concerning the filling of vacancies on the commission to the City Council. Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in office (ORS 227.030).

If reappointed, the terms will expire in October 2024. The positions would be eligible and come to City Council for reappointment at that time.

RECOMMENDATION AND ALTERNATIVES

1. Reappoint Jonathon Derby, Alan Wells and Seth Clark to the Planning Commission.
2. Do not reappoint members to positions. This action would result in the positions being vacant.
3. Taking no action would result in the positions being vacant.

BUDGET / FINANCIAL IMPACT

The financial impact of this action is negligible.

PUBLIC INVOLVEMENT

None.

NEXT STEPS

If reappointed, Planning Commissioners Derby, Wells and Clark will be notified.

REVIEWED THROUGH:

Anne Heath, City Administrator

COBURG CITY COUNCIL

MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: October 11, 2022

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 September, general administration, and upcoming work to be done. The City Administrator and Department Directors compile the information in this report.

GENERAL ADMINISTRATION

Water Project

- Well under design
- Water Rights have successfully transferred to new well property. However, there is a comment period and then a final approval. The comment period is complete and we are waiting on the final approval from the state.
- Thomas Street Intertie under construction – waiting to hook up one resident in order to complete
- Coleman Street Intertie under construction soon
- Reservoir Feasibility Study- In process – Presentation October 11, Council meeting.

Street Projects

- **McKenzie Street Rebuild** – In process. Tentative finish date is October 31.
- **Roberts Road** – Completed
- **Roberts Court** – In process - Tentative finish date is October 31.
- **Crack sealing** - Completed
- **Collector Streets** – Under Design. Timing for construction has been pushed out due to a lack of certified agencies that can manage the project on behalf of Coburg. Federal dollars require a certified agency to manage. Only Lane County or the City of Eugene can manage those projects in Lane County at this time. We had thought that City of Eugene would manage this for us as we have been discussing it for a couple of years with them. However, they have let us know that they cannot at this time due to staff shortages. The project will push to design in 2023, and construction in 2024 if an IGA can be obtained with either Lane County or City of Eugene.
- **Funding** – City has submitted first reimbursement request to OTIB
- **I-5 Interchange** – City staff are participating in a series of meetings to identify grant information and planning, and to establish possible funding opportunities. ODOT had some earmarked funds that is utilizing the funds to compile information that could be

utilized in multiple grant opportunities. At this time, there is a need for funding the remainder of the design, right-of-way phase, and engineering which would create a shovel ready project for construction funding.

Park Projects

- **Coburg Loop – Industrial Way** – This project has been delayed due to shortage of funding. More funding has been obtained. However, will not be available until 2024. City of Eugene is the Certified Agency for this project and is managing it. We are attempting to partner this project with the paving of Coburg Industrial Way, which is funded. This would allow both projects to take place at the same time.
- **Pavilion Park Planning** – City Administrator will meet with Park & Tree Committee in October to establish a timeline and work plan for the final design of the park.

Mental Health Training

The majority of the staff completed the “Mental Health First-Aid” training in September and received certification. The training was greatly appreciated by all and very helpful for not only responding to mental health issues, but was very good for the staff to learn to manage their own mental health.

Save the Date - Staff are in the process of planning a **Mayor’s Ball on January 21, 2023**. This evening will be planned to honor Mayor Smith’s service to the City, and welcome a new Mayor. The event will take place at the Country Inn on Coburg Road. Tickets will be sold, as well as a silent auction will take place to cover the costs. A small committee is working on this event and will expand to more volunteers very soon.

Cyber Security Table Top – City supervisors will take part in a Cyber Security Table Top exercise along with IT, and other LCOG staff. This tabletop is to answer the questions that would come up, and actions needed in the event of a cyber-attack. We will be working together to design a format that could be shared with other small cities. The tabletop will take place on October 20th.

Finance Department Staffing - The City is posting an Accountant position to join our finance department. It will be posted from October 7th to November 4 with interviews taking place in mid-November. At this time, we are cross training Sara Athey to take on financial tasks which has proven to be

Scarecrow Festival/Block Party – Is scheduled for October 14th from 5:00 – 8:00 on Mill Street. Music, food, games and fun. The block party is an annual celebration brought by the community partners including the City, Coburg Mainstreet, Coburg Fire, Coburg Charter School, and the Coburg Grange. Mark your calendars! See flyer attached.

Upcoming Meetings

10/12 Heritage Committee
 10/18 Park Tree Committee
 10/26 Finance Audit Committee
 11/8 City Council

DEPARTMENTS AND OPERATIONS**City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert****City Recorder**

- September 14th to October 11th managed three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
 - Completed four lien searches.
 - Working on Public Record request on 1973 water bond.
 - Recruitment notice and retention for police reserve hire and accounting position.
 - Request for bids posted for Coleman Street Waterline public improvement project.
 - Record and create grant retention file for 2022 Transportation Safety Office police grant.
 - Finalize and record the property exchange with Shepard Investment.
 - Ordinance A-200-J was adopted at September 27, 2022. Working with staff to get Zoning code in the final format. Recorded and updated and distributed. Goal is to get this done and distributed by October 27, 2022.
 - Continue to working with Coburg Creek Subdivision to complete 26 sewer easements executed and recorded for the new construction
 - 2022 General Elections is November 8, 2022. Ballots will be mailed out and drop sites will open October 18, 2022. Coburg has Mayor, three council positions and two measures that will be on the ballots.
1. **Measure 20-336** 2022 Coburg Charter
 2. **Measure 20-337** A temporary Ban on Psilocybin Service Centers and Manufacturing Products
 3. **City Candidates for the 2022**
 - Office of City Councilor | 4 Year Term | Vote for three
 - John G. Lehmann
 - Alan Wells
 - Cathy Engebretson
 - Office of Mayor | 2 Year Term | Vote for 1
 - **NO CADIDATES FILED**

What happens when No Candidates file?

- The race will appear on the ballot as no candidate filed with a line for a write in.

- Lane County will tally the write-in votes
- The person who received the largest number of write in votes are notified and have until December 21, 2022, to accept.
- If they do not accept by the deadline the Mayors position becomes vacant on December 31, 2022.
- Council President would be Mayor Pro-tem until a Mayor is appointed by City Council to fill the 2-year term.
- August 26, 2022, I certified to Lane County that the challenge process was complete and filed the final ballot titles for 2022 Coburg Charter and Temporary Ban on Psilocybin Services Centers and Manufacturing Products. Both measures are scheduled to be on the 2022 general election ballot.
- September 6, 2022 I submitted the Certified Statement of

Administration Front Desk

- Assisting the City Administrator with daily finance tasks until position is filled.
- Meeting minutes and agendas for City Council, Planning Commission and other committees have a permanent retention requirement with the State of Oregon. We are working on getting the historical documents scanned into the systems. Once the documents are electronic, the paper originals will be sent to Iron Mountain for permanent retention. We are currently working on 1960 and 1970.

Utility Billing

- August Utility bills cover 8/11 to 9/13
 - Billed Water \$99,600 | Sewer \$69,950 | TUF \$12,400
 - Cash Receipts or Payments Received \$183,800
 - Past dues charged 67
 - 2 Active payment plans
 - 9 change in service
 - Created 2 new construction accounts

Finance

- Finance report for the first quarter of fiscal year 2022 will be presented to the Council at their November 8, 2022 meeting.
- Audit is in process. Auditors will be at the City on Friday, October 7th. The completion of the audit is due by December 31. Staff is doing everything possible to keep the audit on schedule.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) deemed incomplete, additional information on wastewater pretreatment and other details requested but not yet received;

- SR 02-22: Building permit issued for utilities and grading for industrial park at 90950 Roberts Rd;
- SUB 02-20: Construction continues;
- PA 01-22: Council adopted Ordinance A-200-L on September 27th. Next step is to update Zoning Map;
- SN 02-22 & SR 03-22: Planning Commission approved illumination of the signs at Pape on North Coburg Industrial Way at the September 21st meeting. Planning Commission will consider recommending approval of amendments to the Zoning Map and Comprehensive Plan map in October;
- 5 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- SUB 01-22: Facilitated pre-application meeting for Phase 2 of Coburg Creek subdivision;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Attended Heritage Workshop on Change Management in Springfield.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Working on Wayfinding Signage for downtown Coburg
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Assisted Coburg Antique Fair Director in providing successful event for community
- Attended Mental Health Staff Trainings
- Coordinated/attended monthly Coburg Main Street committee meeting
- Updated Information Kiosk with current events/information
- Planning scarecrow contest/Coburg Scarecrow Festival for October
- Participating in bi-weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Trees**
 - Had two Maple Trees looked at by Arborists for construction conflicts. We can work around the one on East McKenzie, and the one on Macy and Harrison we will get a report back for health and how we can work around.
 - Trimmed trees around Park areas.
 - **Projects**
 - Crack Sealing project has been completed and looks good.
 - Work is continuing on the E McKenzie St Project.
- Water Utility**
 - **New Service**
 - 1 new meter
 - **Projects**
 - Working on getting N Coleman St Waterline out to bid on Oct 1st
- **Sewer Utility**
 - **Collections**
 - **Inspections**

- 7
 - **Callouts**
 - 7
 - **Tanks Pumped**
 - 5
 - **Treatment Plant**
 - **Projects**
 - Finished planting 207 Ash Trees on stream bank.
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party volunteered on the Booth Kelly Trail System
 - **Park Maintenance**
 - Removed rocks from Pavilion Park roadside.
 - Pressure washed moss from sidewalks at Pavilion
- **Misc.**
 - **Locates 33**
 - **Work Orders 77**

Municipal Court - Prepared by Mandy Balcom

- **September 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for September 14, 2022 Court Date: 48
 - **September 2022 Receipts Including Collections,**
 - **Total Fines:** \$ 9,591.03 (total monies taken in for the month, nothing deducted), *compared to \$11, 298.92 in September of 2021*
 - **Net Fines:** \$ 5,471.03 (City share only, NOT including collections), *compared to \$9,257.00 in September of 2021*
 - **September 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$1,553.03 *compared to \$2,041.92 in September of 2021*
 - **Turned over to collection:** \$ 4,120.00 *compared to \$12,360.00 in September of 2021*

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- **Upcoming Court Date: October 18, 2022, Regular Court Session**
- **Court Administrator to Attend the OACA Court Conference Oct. 9-11, 2022**

Police Department – Prepared by Chief Larry Larson

- Officer investigated several unlawful entries into motor vehicles.
- Officer investigated a theft from the Shell Gas Station.
- Officer arrested a male for a misdemeanor warrant and driving while suspended.
- Officer arrested a male for a felony parole warrant.
- Officer towed an abandoned vehicle on Roberts Road.
- Officers used CHETT funds to purchase food and other necessities for travelers.
- Officer arrested a disorderly male for trespass.
- Officer investigated a theft from the antique fair.
- Officers took reports of found property.
- Officer investigated a traffic crash and cited an involved driver for driving while suspended.
- Officer investigated a hit and run crash that ended up being a civil compromise.
- Officer investigated a missing person.
- Officer towed an abandoned vehicle on Coburg Bottom Loop.
- Officer arrested a male on a misdemeanor assault warrant and cited the driver for driving without a license.
- Officer investigated a DHS referral involving a possible online corruption of a minor.
- Officer arrested a male for alcohol DUII.
- Officer completed ODOT commercial truck inspections.
- Officer investigated a fraudulent use of company checks and obtained suspect information.
- Officer conducted compliance checks with city ordinance violations.
- Officer completed ODOT traffic grant.
- Officers responded to a domestic dispute and determined a crime had not been committed.
- Officers enforced several parking violations.
- Officers completed compliance checks on sex offender.
- Officers responded to an intentional drug overdose.
- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.
- Officers responded to several alarm calls.
- Officers worked the ODOT grant for DUII enforcement.
- Officers completed Mental Health First Aid training.
- ODOT traffic grant enforcement pedestrian crosswalk safety
- Officers worked traffic enforcement around the Coburg Community Charter School
- Coburg Antique Fair September 11th

Upcoming Events:

- October 12th | Love U Guys training for Coburg Police Department
- October 13th | Love U Guys training for Coburg Community Charter School staff
- October 28th Evidence room audit

- October officers will be transporting evidence to Covanta to be destroyed
- October 29th DEA Drug Take Back 10:00 to 2:00 pm Coburg Police Department
- October 31st Halloween

Police Quarterly Report will be presented at the November 8, City Council meeting.

ATTACHED

At the 2021 City Council retreat the City Council, discussed ways to better connect with Planning Commission and City Committees. Council requested staff provide the minutes from all public meetings in the monthly City Council packets.

- A. 9/21/2022 Planning Commission Minutes
- B. Scarecrow Festival Flyer



MINUTES

Coburg Planning Commission

Regular Meeting

September 21, 2022 at 7:00 p.m.

Coburg City Hall, 91136 N. Willamette St.

Hybrid Meeting in-person or via Zoom

COMMISSIONERS PRESENT: John Marshall, Seth Clark, and Alan Wells.

Via Zoom: Jonathan Derby

COMMISSIONERS ABSENT: Planning Commissioner Marissa Doyle and Vice Chair William Wood

STAFF PRESENT: Planner, Megan Winner and Council Liaison, Nancy Bell.

GUEST PRESENT: Sherry Powell.

1. CALL MEETING TO ORDER

Commissioner Marshall opened the Planning Commission meeting at 7:01 p.m.

2. ROLL CALL

Megan Winner called roll. A quorum was present.

3. AGENDA REVIEW

There was one change to the Agenda. Elections were going to be pushed back to October, per the bylaws.

4. APPROVAL OF MINUTES

MOTION: *Commissioner Clark moved, seconded by Commissioner Wells to approve the July 20, 2022 Planning Commission Meeting minutes as presented. The motion passed unanimously; Vote 4:0.*

5. PUBLIC TESTIMONY

There were no public speakers in person or online.

6. COMMISSION BUSINESS

Megan Winner announced that planning commissioners Seth Clark, Alan Wells and Jonathan Derby were up for reappointment. All three stated that they wished to continue serving on the planning commission.

- **Planning Commission Vacancy**
Interview Potential Applicant | Recommendation to Council

Applicant Jim Bell introduced himself. Mr. Bell had been on the Planning Commission a few years ago, however he had also been hired as the City Emergency Manager and wished to serve in only one position. Mr. Bell stated that he was no longer employed as the Emergency Manager and was now freely available for the role of Planning Commissioner.

There were no questions presented.

MOTION: Commissioner Clark moved, seconded by Commissioner Wells to recommend to the City Council, the reappointment of Commissioner Clark, Wells and Derby and also to recommend the appointment of Jim Bell to the planning commission. The motion passed unanimously; Vote 4:0.

- **Public Hearing**
SN 02-33 & SR 03-22 Illumination of Pape Signs

Ms. Winner explained the proposal for a site design review for the interior illumination of two approved, installed and existing signs. All illuminated signs were subject to approval by the Planning Commission through the site review process. One sign was 49 square feet, with an illumination of 22 square feet. The second sign was 36 square feet, with an illumination of 13.5 square feet.

Cherri Powell spoke on behalf of Kelly Reid from Ramsay Signs. Ms. Powell stated that the two installed signs were very attractive, similar to their other signs, fitting well on the building and were not overpowering. She said they were small in comparison to what was allowed there by code and would put off little illumination. She also noted that they had the capability to be dimmed if needed and that she could provide the number of lumens if desired.

Ms. Winner stated that as of 7:19 p.m., no one had signed up for public testimony.

MOTION: Commissioner Wells moved, seconded by Commissioner Clark to approve the request based on staff recommendations. The motion passed unanimously; Vote 4:0.

7. CITY UPDATES

- **City Administration Report | Information Only**

Ms. Winner noted there were current street projects on Abby, Austin, Bruce and Water. Resurfacing would continue through Monday. McKenzie Street was receiving an upgrade to match Mill Street, with a sidewalk on the north end, as well as some pavement and potentially some parking.

Ms. Winner anticipated that the map amendment accompanying the updates to the development code would come to the Planning Commission soon.

An application was received for a site review for a restaurant in town. The Commission was awaiting additional information that has been requested.

8. ADJOURNMENT

Commissioner Marshall adjourned the work session at 7:26 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

APPROVED by The Planning Commission of the City of Coburg on this 19th day of October.

Commission Chair John Marshall

ATTEST:

Sammy L. Egbert, City Recorder



COBURG

Scarecrow Festival

BLOCK PARTY



FRIDAY, OCTOBER 14, 2022
5:00-8:00 PM

Food, Fun, Games, and Live Music

Downtown Coburg
E. Mill Street

Fun For The
Entire Family

COBURGMAINSTREET.COM

