

FY 2023-24 Council Goals & Priorities Work Plan			Current	Priority	Complete by
			Status	(1-5, 1=Highest)	EOFY?
<u>Livability Health & Vitality</u>					
1	Continue to Improve Communication to Citizens	Livability Health & Vitality	Ongoing	1	
2	Continue Staff training In FEMA	Livability Health & Vitality	Ongoing	3	
3	Continue effort to grow citizen response team	Livability Health & Vitality	Paused	3	
4	Form Transportation Committee (issues + TSP)	Livability Health & Vitality	Complete	2	Y
5	Form Committee for DEI Policies	Livability Health & Vitality	Needs Review	3	
6	Design and construction of Pavilion Park	Livability Health & Vitality	In Process	1	N
7	Heritage Committee initial planning for Heritage Park	Livability Health & Vitality	Needs Review	4	
8	Planning for Park to be located in Coburg Creek	Livability Health & Vitality	Not Started	3	
9	Plan and establish and community museum and stage storage for community artifacts and antiquities	Livability Health & Vitality	Needs Review	4	
10	Eduction to community on land use and the public process	Livability Health & Vitality	Not Started	2	
11	Design and construction of Veteran Memorial Park (in Norma Pheifer)	Livability Health & Vitality	In Process	2	Y
12	Review camping ordinance with recommended legal language regarding homelessness and camping	Livability Health & Vitality	Complete	1	Y
13	Plant trees on Willamette and East Pearl	Livability Health & Vitality	Ongoing	3	
<u>Utilities, Equipment and Infrastructure</u>					
14	Update to City Hall Façade	Utilities, Equipment and Infrastructure	Paused	4	
15	Carpet replacement in City Hall	Utilities, Equipment and Infrastructure	Paused	5	
16	City Hall lobby redesign to create attractive/welcome environment	Utilities, Equipment and Infrastructure	Complete	3	Y
17	Continue to update fleet to ensure operational capacity, safety and financial feasibility	Utilities, Equipment and Infrastructure	Ongoing	3	
18	Purchase Public Works service truck	Utilities, Equipment and Infrastructure	Complete	2	Y
19	Analysis of PVE Water System for future	Utilities, Equipment and Infrastructure	In Process	1	N
20	Reduce inflow and infiltration into collections system	Utilities, Equipment and Infrastructure	Ongoing	2	
21	Design and construction of Macy/Harrison/Van Duyn and Willamette	Utilities, Equipment and Infrastructure	In Process	1	Y
22	Continue preventative maintainance to streets (Sara, Rustic, Shane, Miller)	Utilities, Equipment and Infrastructure	Ongoing	2	
23	Construct PW Operations buildings	Utilities, Equipment and Infrastructure	In Process	1	Y
24	Replace Septic tanks at Premier RV	Utilities, Equipment and Infrastructure	Not Started	3	
25	Planning and design for collector street improvements	Utilities, Equipment and Infrastructure	In Process	2	Y
26	Inspection and planning for water storage tank maintenance	Utilities, Equipment and Infrastructure	In Process	3	N
27	Design and complete water projects for 23-24 (well #3, SCADA, mainlines)	Utilities, Equipment and Infrastructure	In Process	1	N
28	Purchase Street sweeper and street maintainance equipment	Utilities, Equipment and Infrastructure	Complete	2	Y
29	Purchase ballistic sheilds for Police (active shooter equipment)	Utilities, Equipment and Infrastructure	Complete	1	Y
<u>Operational Capacity</u>					
30	Implement leadership training and team building at every level of City	Operational Capacity	Needs Review	3	
31	Project staff capacity needed for future development of the City in every Department	Operational Capacity	Needs Review	4	
32	Continue scanning Court documents	Operational Capacity	Ongoing	3	
33	Update standard procedures and processes in Planning Dept	Operational Capacity	Paused	3	
34	Continue PW and PD staff certification/training	Operational Capacity	Ongoing	2	
35	Establish inventory system and storage for water dept parts in new operations center	Operational Capacity	Not Started	4	
36	PW training on playground safety inspections and landscaping maintenance	Operational Capacity	Not Started	3	
37	Hire additional PW operator	Operational Capacity	Needs Review	5	
38	Design monitoring plan for commercial site compliance as well as inflow and infiltration into collection system	Operational Capacity	Not Started	2	
39	PW training on inspection of street projects	Operational Capacity	Not Started	4	
40	Increase budget for community assistance program to make funding available for towing of abandoned vehicles	Operational Capacity	Needs Review	4	

Fiscal Stewardship					
41	Maintain fiscal responsibility and contingency reserves in every fund	Fiscal Stewardship	In Process	1	N
42	maintain multi-level fiscal oversight	Fiscal Stewardship	Needs Review	3	
43	Timely applications for Capital works funding and reimbursement request for capital project expenses	Fiscal Stewardship	Task	3	
44	Sucessful hire and training of Finance professional	Fiscal Stewardship	Complete	1	Y
45	Consider combingin Fiance/Audit and Budget Committees	Fiscal Stewardship	Complete	4	Y
Strategic Planning					
46	Update Council Rules of Order	Strategic Planning	Not Started	3	
47	Planning for emergency drills with City staff and partners	Strategic Planning	Ongoing	2	
48	Planning and implementation for mutual support with other agencies	Strategic Planning	Needs Review	3	
49	Continue to implement general orders and standard court operations as changes are needed	Strategic Planning	Task	3	
50	Update Transportation Plan based upon Transportation Committee recommendations	Strategic Planning	Needs Review	3	
51	Complete Storm Water Master Plan	Strategic Planning	In Process	2	N
52	Add emergency and replacmenet inventory of equipment and supplies	Strategic Planning	Needs Review	3	
53	Review and address possible changes in the sign ordinance	Strategic Planning	Complete	4	Y
54	Design of social media policy	Strategic Planning	Not Started	4	
55	Updates to Utility Ordinance	Strategic Planning	Not Started	2	
56	Research and recommendation to Council for codification of City zoning code, ordinances and resolutions	Strategic Planning	Not Started	1	
57	Address night sky and appropriate lighting policies in City Zoning Code	Strategic Planning	Not Started	3	
58	Update Zoning Code for Food Trucks	Strategic Planning	Needs Review	4	
59	Discussion and design options for increasing safety of intersection at N Willamette and Van Duyn	Strategic Planning	In Process	2	Y
Economic Development					
60	Rebranding of City and Community utilizing new logo	Economic Development	In Process	3	Y
61	Continue to invest and provide leadership and partnership in Oregon Main St	Economic Development	Ongoing	3	
62	Completion of broadband availability mapping of City	Economic Development	Needs Review	4	
63	Implement new logo including a public input process with a soft roll-out	Economic Development	In Process	3	Y
64	Continue to update website to provide information to citizens on City services	Economic Development	Ongoing	1	
65	Work with owners of property to the north of City Hall to establish additional parking for City Hall and downtown	Economic Development	Needs Review	4	
66	Re-visit IOOF lease to extend to a 5-7 year lease	Economic Development	Complete	3	Y
Citizen Committees and Commissions					
67	Enhance communication from committee to Council	Citizen Committees and Commissions	Not Started	2	
68	Review and update committee bylaws for consistency for all committees	Citizen Committees and Commissions	Not Started	3	
69	Facilitate work parties and planning for projects for Park and Tree Committee	Citizen Committees and Commissions	Ongoing	3	
70	Education for Planning Commission on land use and other issues relating to planning in Coburg and the State of Oregon	Citizen Committees and Commissions	Not Started	2	
71	Support to all committee and commission goals by staff liaisons	Citizen Committees and Commissions	Ongoing	2	
72	Research for the development of a park and recreation district	Citizen Committees and Commissions	Not Started	1	
73	Create process for purchase and planning of future park land	Citizen Committees and Commissions	Not Started	4	
74	Establish a community volunteer base for the Parks	Citizen Committees and Commissions	Not Started	3	
75	Update committees on Council adopted goals and priorities each Fiscal Year	Citizen Committees and Commissions	Ongoing	2	
76	Involve Elementary School in youth heritage program	Citizen Committees and Commissions	Not Started	4	
77	Training for heritage committee and involvement in the CLG network	Citizen Committees and Commissions	Not Started	3	
78	Training fon master planned development criteria and application types	Citizen Committees and Commissions	Not Started	2	
79	Seek funding for identifying historic markers	Citizen Committees and Commissions	In Process	3	Y
80	Research historic district guidelines in other jurisdictions and make recommendations for zoning code updates	Citizen Committees and Commissions	Not Started	3	
81	To Design and conduction community survey on support and value to historic preservation in Coburg	Citizen Committees and Commissions	Not Started	4	

FY 23-24 Actions Items to be Completed by June 30, 2023

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
12	Review camping ordinance with recommended legal language regarding homelessness and camping	Livability Health & Vitality	Complete	1
21	Design and construction of Macy/Harrison/Van Duyn and Willamette	Utilities, Equipment and Infrastructure	In Process	1
23	Construct PW Operations buildings	Utilities, Equipment and Infrastructure	In Process	1
29	Purchase ballistic sheilds for Police (active shooter equipment)	Utilities, Equipment and Infrastructure	Complete	1
44	Sucessful hire and training of Finance professional	Fiscal Stewardship	Complete	1
1	Form Transportation Committee (issues + TSP)	Livability Health & Vitality	Complete	2
11	Design and construction of Veteran Memorial Park (in Norma Pheifer)	Livability Health & Vitality	In Process	2
18	Purchase Public Works service truck	Utilities, Equipment and Infrastructure	Complete	2
25	Planning and design for collector street improvements	Utilities, Equipment and Infrastructure	In Process	2
28	Purchase Street sweeper and street maintainance equipment	Utilities, Equipment and Infrastructure	Complete	2
59	Discussion and design options for increasing safety of intersection at N Willamette and Van Duyn	Strategic Planning	In Process	2
16	City Hall lobby redesign to create attractive/welcome environment	Utilities, Equipment and Infrastructure	Complete	3
60	Rebranding of City and Community utilizing new logo	Economic Development	In Process	3
63	Implement new logo including a public input process with a soft roll-out	Economic Development	In Process	3
66	Re-visit IOOF lease to extend to a 5-7 year lease	Economic Development	Complete	3
79	Seek funding for identifying historic markers	Citizen Committees and Commissions	In Process	3
45	Consider combingin Fiance/Audit and Budget Committees	Fiscal Stewardship	Complete	4
53	Review and address possible changes in the sign ordinance	Strategic Planning	Complete	4

FY 23-24 Action Items In Process

Beyond FY24

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
6	Design and construction of Pavilion Park	Livability Health & Vitality	In Process	1
19	Analysis of PVE Water System for future	Utilities, Equipment and Infrastructure	In Process	1
27	Design and complete water projects for 23-24 (well #3, SCADA, mainlines)	Utilities, Equipment and Infrastructure	In Process	1
41	Maintain fiscal responsibility and contingency reserves in every fund	Fiscal Stewardship	In Process	1
51	Complete Storm Water Master Plan	Strategic Planning	In Process	2
26	Inspection and planning for water storage tank maintenance	Utilities, Equipment and Infrastructure	In Process	3

FY 23-24 Ongoing Action Items

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
1	Continue to Improve Communication to Citizens	Livability Health & Vitality	Ongoing	1
64	Continue to update website to provide information to citizens on City services	Economic Development	Ongoing	1
20	Reduce inflow and infiltration into collections system	Utilities, Equipment and Infrastructure	Ongoing	2
22	Continue preventative maintenance to streets (Sara, Rustic, Shane, Miller)	Utilities, Equipment and Infrastructure	Ongoing	2
34	Continue PW and PD staff certification/training	Operational Capacity	Ongoing	2
47	Planning for emergency drills with City staff and partners	Strategic Planning	Ongoing	2
71	Support to all committee and commission goals by staff liaisons	Citizen Committees and Commissions	Ongoing	2
75	Update committees on Council adopted goals and priorities each Fiscal Year	Citizen Committees and Commissions	Ongoing	2
2	Continue Staff training In FEMA	Livability Health & Vitality	Ongoing	3
13	Plant trees on Willamette and East Pearl	Livability Health & Vitality	Ongoing	3
17	Continue to update fleet to ensure operational capacity, safety and financial feasibility	Utilities, Equipment and Infrastructure	Ongoing	3
32	Continue scanning Court documents	Operational Capacity	Ongoing	3
61	Continue to invest and provide leadership and partnership in Oregon Main St	Economic Development	Ongoing	3
69	Facilitate work parties and planning for projects for Park and Tree Committee	Citizen Committees and Commissions	Ongoing	3

FY 23-24 Action Items In Process

Beyond FY24

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
6	Design and construction of Pavilion Park	Livability Health & Vitality	In Process	1
19	Analysis of PVE Water System for future	Utilities, Equipment and Infrastructure	In Process	1
27	Design and complete water projects for 23-24 (well #3, SCADA, mainlines)	Utilities, Equipment and Infrastructure	In Process	1
41	Maintain fiscal responsibility and contingency reserves in every fund	Fiscal Stewardship	In Process	1
51	Complete Storm Water Master Plan	Strategic Planning	In Process	2
26	Inspection and planning for water storage tank maintenance	Utilities, Equipment and Infrastructure	In Process	3

FY 23-24 Action Items - Not Started/Paused

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
56	Research and recommendation to Council for codification of City zoning code, ordinances and resolutions	Strategic Planning	Not Started	1
72	Research for the development of a park and recreation district	Citizen Committees and Commissions	Not Started	1
10	Education to community on land use and the public process	Livability Health & Vitality	Not Started	2
38	Design monitoring plan for commercial site compliance as well as inflow and infiltration into collection system	Operational Capacity	Not Started	2
55	Updates to Utility Ordinance	Strategic Planning	Not Started	2
67	Enhance communication from committee to Council	Citizen Committees and Commissions	Not Started	2
70	Education for Planning Commission on land use and other issues relating to planning in Coburg and the State of Oregon	Citizen Committees and Commissions	Not Started	2
78	Training for master planned development criteria and application types	Citizen Committees and Commissions	Not Started	2
8	Planning for Park to be located in Coburg Creek	Livability Health & Vitality	Not Started	3
24	Replace Septic tanks at Premier RV	Utilities, Equipment and Infrastructure	Not Started	3
36	PW training on playground safety inspections and landscaping maintenance	Operational Capacity	Not Started	3
46	Update Council Rules of Order	Strategic Planning	Not Started	3
57	Address night sky and appropriate lighting policies in City Zoning Code	Strategic Planning	Not Started	3
68	Review and update committee bylaws for consistency for all committees	Citizen Committees and Commissions	Not Started	3
74	Establish a community volunteer base for the Parks	Citizen Committees and Commissions	Not Started	3
77	Training for heritage committee and involvement in the CLG network	Citizen Committees and Commissions	Not Started	3
80	Research historic district guidelines in other jurisdictions and make recommendations for zoning code updates	Citizen Committees and Commissions	Not Started	3
35	Establish inventory system and storage for water dept parts in new operations center	Operational Capacity	Not Started	4
39	PW training on inspection of street projects	Operational Capacity	Not Started	4
54	Design of social media policy	Strategic Planning	Not Started	4
73	Create process for purchase and planning of future park land	Citizen Committees and Commissions	Not Started	4
76	Involve Elementary School in youth heritage program	Citizen Committees and Commissions	Not Started	4
81	To Design and conduction community survey on support and value to historic preservation in Coburg	Citizen Committees and Commissions	Not Started	4
3	Continue effort to grow citizen response team	Livability Health & Vitality	Paused	3
14	Update to City Hall Façade	Utilities, Equipment and Infrastructure	Paused	4
15	Carpet replacement in City Hall	Utilities, Equipment and Infrastructure	Paused	5
33	Update standard procedures and processes in Planning Dept	Operational Capacity	Paused	3

FY 23-24 Action Items Needing Review

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
5	Form Committee for DEI Policies	Livability Health & Vitality	Needs Review	3
30	Implement leadership training and team building at every level of City	Operational Capacity	Needs Review	3
42	maintain multi-level fiscal oversight	Fiscal Stewardship	Needs Review	3
48	Planning and implementation for mutual support with other agencies	Strategic Planning	Needs Review	3
50	Update Transportation Plan based upon Transportation Committee recommendations	Strategic Planning	Needs Review	3
52	Add emergency and replacenet inventory of equipment and supplies	Strategic Planning	Needs Review	3
7	Heritage Committee initial planning for Heritage Park	Livability Health & Vitality	Needs Review	4
9	Plan and establish and community museum and stage storage for community artifacts and antiquities	Livability Health & Vitality	Needs Review	4
31	Project staff capacity needed for future development of the City in every Department	Operational Capacity	Needs Review	4
40	Increase budget for community assistance program to make funding available for towing of abandoned vehicles	Operational Capacity	Needs Review	4
58	Update Zoning Code for Food Trucks	Strategic Planning	Needs Review	4
62	Completion of broadband availability mapping of City	Economic Development	Needs Review	4
65	Work with owners of property to the north of City Hall to establish additional parking for City Hall and downtown	Economic Development	Needs Review	4
37	Hire additional PW operator	Operational Capacity	Needs Review	5