



CITY OF COBURG

CITY COUNCIL INFORMATION PACKET

DEPARTMENT INFORMATION AND PRIORITIES



CITY ADMINISTRATION

ANNE HEATH, CITY ADMINISTRATOR



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CITY ADMINISTRATION



Anne Heath
City Administrator



Priority 1 – Personnel Management, Training and Retention

- The staff of the City are our priority asset. Our aim is to have a ready, well trained, and committed staff. The City's commitment to the staff is proper training, comparative benefits and compensation packages, and a healthy and productive work environment.
- Provide for growth and advancement in every department to the greatest extent possible.

Priority 2 – Leadership at Every Level

- Creating an environment where we are training leaders at every level.
- Providing opportunity and exposure to tasks where staff can practice leadership skills
- Promote ownership and responsible management of assigned tasks

Priority 3 – Successful Project Management

- Team attitude for tackling all projects of the City
- Competent Project Management which is responsible, and timely
- Maintain strong communication and relationships with project partners to ensure overall success of projects

CITY ADMINISTRATION



Priority 4 – Communication

- Continued strong communication with the community through newsletters, social media, website and public notice.
- Strong communication between staff and City Council, Commissions and Committees
- Strong communication with Local, Regional and State Partners

Priority 5 – Fiscal Responsibility & Budget Management

- Maintaining strong fiscal consciousness through priority budgeting and budget management
- Maintain five-year outlook on revenues, expenses and capital projects
- Maintain strong and multi-level fiscal oversight.

Priority 6 –Economic Growth, Community Health and Vitality

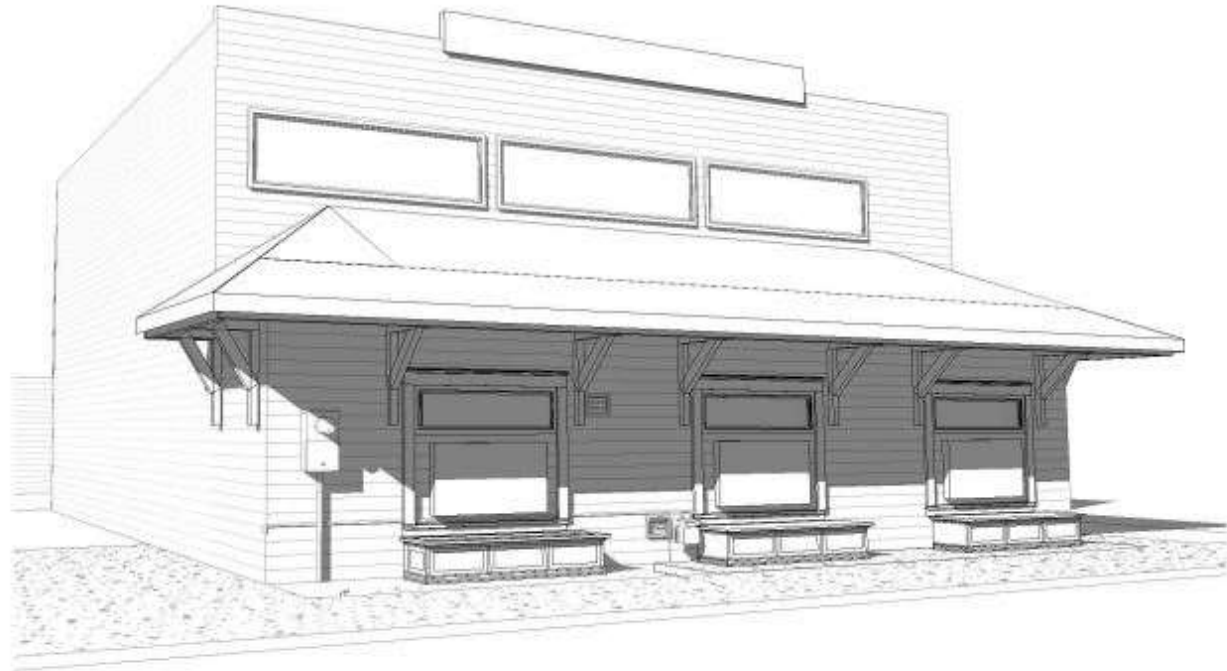
- Maintain a healthy growth which respects the historic heritage and culture of the community
- Support local business development, entrepreneurship and innovation
- Continue to address local land use, transportation, and development challenges through outreach to the region, County Commissioners, Legislature, and Regional Solutions Team
- Support the Community Vision statement by continuing to advocate for the small town, historic, quiet, healthy and safe community



CITY ADMINISTRATION

Priority 7 – Capital Improvements

- City Hall Façade
- City Hall Carpet
- City Hall Parking – possible expansion of parking to north
- City Hall Network, Communications & Computer



City Recorder
Sammy Egbert



CITY RECORDER

Priority 1 – Public Records Management/Retention

- Educate and support individual departments on the public record laws and regulations that affect them directly. Review the retention schedules that are related to their jobs and documents
- Public records request policy needs to be reviewed and updated
- Historical documents scanned into the system so they are available electronically
- Identify Mayor and Councilors from the historical documents beginning in 1893 to current

Priority 2 – Public Meetings

- Public meeting laws continue to change and hybrid meetings are now the new normal.
- HB 2560 requires public governing bodies to make all meetings accessible remotely as well as provide the opportunity for the public to remotely submit written and oral testimony.
- Reviewing and updating policies and procedures for Council, Planning Commission and other Committees.

CITY RECORDER

Priority 3 – Administrative Process and Policy

- Strengthen support to all departments of the City as well as appointed and elected officials.
- Provide clear and consistent direction and clarify processes and expectations for completing administrative tasks.
- Strengthen the accountability.

Priority 4 – Elections

- 2022 General Election is November 8, 2022. City will have Mayor and three City Councilors on the ballot. Notices and recruitment start in May



UTILITY BILLING

Priority 1 – Ensure Monthly Utility Billing and Collections are Accurate and Completed Timely

- Manage more than 600 utility accounts that have an accounts receivable of over 1.5 million dollars a year.
- Maintain, Improve and enforce all policies and procedures that includes monthly billing, past dues, accounts receivable, annual and monthly reporting, rate implementation, collection, lien notices, leak assistance, auto pay.
- Coburg Creek Utility Set-up



OFFICE ADMINISTRATION

Priority 1 – Customer Service

- Providing support to all citizens who contact City Hall is important to all administrative staff.
- City policy and process are not always clear or easy to understand. We strive to provide customer with a clear and transparent answer to all questions.





EMERGENCY MANAGEMENT

EMERGENCY MANAGER: JIM BELL

SUCCESSION MANAGER: BURKE HANSEN

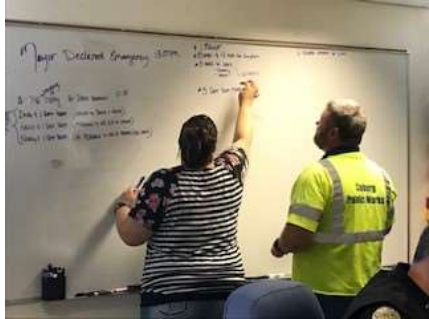
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EMERGENCY MANAGEMENT

Accomplishments



1. Joined and participate in Lane Preparedness Coalition (LPC) as needed (emergency managers from many Lane County organizations),
2. Developed "Just-in-Time" training for future emergency volunteers (for Coburg)
3. Assisted in developing routine meetings of Coburg Fire Chief, Public Works Dept. Head, Police Chief and City Administrator to facilitate good communications,
4. Assisted in Heat Refuge Outreach last summer at the Coburg Grange,
5. Completed training of FEMA coursework on Public Notification during emergencies and online training for traffic control/flagging.



Priorities

- Recruitment for additional Coburg Emergency Volunteer members,
- Acquire small scale/independent solar/wind energy capability for the city
- Develop Emergency Fuel Storage Capabilities
- Succession of Emergency Coordinator duties to Public Works