

# CITY OF COBURG

## CITY COUNCIL GOALS & PRIORITIES WORK PLAN

### Fiscal Year 2023-2024

| Livability, Health & Vitality   | Utilities, Equipment and Infrastructure  | Operational Capacity   | Fiscal Stewardship   | Strategic Planning  | Economic Development  | Citizen Committees & Commissions  |
|---|--|--|--|---|---|---|
| Continue to Improve Communication to Citizens <b>Ongoing</b>  | <b>Update to City Hall Façade</b><br><b>FY 2023-24</b><br><b>Need Funding</b>  | Implement leadership training and team building at every level of City <b>Ongoing</b>                    | Maintain Fiscal Responsibility and contingency reserves in every fund <b>Ongoing</b>   | Update Council Rules of Order<br><br><b>FY 2022</b>   | Rebranding of City and Community utilizing new Logo<br><b>FY 2023</b>   | Enhance Communications from Committees to Council<br><b>Ongoing</b>   |
| Continue Staff Training in FEMA<br><b>Ongoing</b>   | Carpet Replacement in City Hall<br><b>FY 2023-24</b>   | Project Staff Capacity needed for Future Development of the City in Every Department -<br><b>Ongoing</b> | Purchase and Implement new Financial Software<br><b>Not recommended at this time. Company has improved system and customer support. Huge cost when the existing system is working at acceptable level.</b>   | Planning for Emergency Drills with City Staff and Partners – <b>2022-23</b><br><br><b>Planning for City wide emergency faire to be held in park in earlier summer of 2023. All agencies to be involved.</b> | Continue to invest and provide leadership and partnership in Oregon Main Streets <b>Ongoing</b><br>– Budget for 2024<br><b>Needs Council Discussion</b> | Review and Update Committee Bylaws for consistency for all committees <b>FY 2023</b>  |
| Continue Effort to Grow Citizen Response Team<br><b>Ongoing – Covid Created challenge to this. Recruitment planned for Community Emergency Faire.</b> | Lobby Redesign to create more attractive and welcome environment<br><b>FY 2023-24</b>  | Continue Scanning Court Documents on an ongoing basis<br><b>Ongoing</b>                                  | Maintain multi-level Fiscal oversight<br><b>Ongoing – Depends on CA hire. If a CA has the ability to review financials then no-outside oversight is needed. If CA does not have financial experience then an outside CPA needs to be retained.</b> | Planning and Implementation for Mutual Support with other Agencies<br><b>Ongoing</b>  | Development of a Broadband Plan<br><b>FY 2023</b>   | Facilitate Work Parties and planning for projects for Park & Tree Committee<br><b>Ongoing</b>                                       |
| Form Transportation Committee and continue to address transportation challenges in Coburg and planning for update to TSP FY <b>2023-24</b>            | Continue to update fleet in Public Works and Police as needed in order to ensure operational capacity, safety and financial feasibility - <b>Ongoing</b> | Update to Standard Procedures and Processes in Planning Department<br><b>Ongoing</b>                     | Conduct RFP for Banking Services<br><b>Staff does not recommend. Key Bank is offering very acceptable services and the aspects of switching over banks is unnecessary at this time. Recommend removal Goals</b>                                    | Continue to Implement General Orders and Standard Court Operations as changes are needed<br><b>Ongoing</b>  | Continued Investments and Partnership with Oregon Rain<br><b>Ongoing</b>  | Education for Planning Commission on Land Use and other issues related to planning in Coburg and the State of Oregon <b>Ongoing</b> |

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| Form a Citizen and Staff Committee to discuss and make recommendations for Diversity, Equity and Inclusion Policies for the City. <b>FY2023</b> | Purchase of Public Works service Truck<br><b>FY 2023-24</b>  | Continue PW and PD Certification of staff on critical training elements <b>Ongoing</b>  | Consider Purchase of Capital Project Tracking Software – <b>Recommend Removal</b><br><b>City adopted a Capital Project Policy and List in FY 2022. Public Works has tracking software and CIS offers free agility software.</b> | Update Transportation Plan based upon recommendations of Transportation Committee – Grant Funding will be needed to complete <b>TBD</b>                      | Continue to Update Website to provide information to Citizens on city Services - <b>Ongoing</b>  | Support to all Committee and Commission Goals by Staff Representatives<br><b>Ongoing</b>        |
| Design and construction of Pavilion Park Plaza Summer/Fall of CY 2023   | Analysis on PVE Water System for Future <b>FY 2024</b><br><b>Needs to be completed but is not a priority ahead of other City work that is priority</b> | Establish inventory system and storage for Water Department Parts in New Operations Center <b>FY 2024</b>                             | Timely applications for Capital Works Funding and reimbursement requests for capital project expenses.<br><b>Ongoing – Reworded from FY 2023</b>  | Complete Storm Water Master Plan<br><br><b>Pushed to FY 2023-24 due to capacity. Not an emergency but does need to be completed when we can schedule it.</b> | Work with owners of property to the north of City Hall to attempt to establish additional parking for City Hall and downtown-<br><b>FY 2023-24</b> | Research for the Development of a Park & Recreation District<br><b>Ongoing – Park Committee</b> |
| Heritage Committee initial planning for Heritage Park<br><b>Spring FY23/FY 24</b>   | Reduce Inflow and Infiltration into the Collection System<br><b>Ongoing</b>  | Public Works Staff Training on Playground Safety inspections and Landscaping and Law Maintenance.<br><b>FY 2023-24</b>                | Review and Update to All City Contracts as they come due<br><br><b>Ongoing – Not sure this needs to be on list. This is an ongoing City operations requirement</b>  | Add Emergency and replacement inventory of equipment and supplies – <b>Ongoing</b>   |  | Create Process for purchase and planning of future park land<br><b>FY2024 – Park Committee</b>  |
| Planning for Park to be located in Coburg Creek<br><b>FY 2024</b>   | Design and Construction of Macy Street and updates to N Harrison, Van Duyn and North Willamette.<br><b>Summer/Fall 2023</b>                            | Hire additional Public Works Operator for<br><b>FY 2023-24</b>  | Successful Hire and Training of Finance Professional. FY 2023-24 – Recruitment and Interviews in<br><b>February/March 2023</b>  | Review and address possible changes in the sign ordinance –<br><b>FY 2023</b>  |  | Establish a community Volunteer Base for the Parks – <b>Ongoing</b>                             |
| Plan and Establish a Community Museum and safe storage for community artifacts and antiquities<br><b>FY 2024</b>                                | Continue preventative maintenance to streets – Sarah, Rustic, Shane, Miller<br><b>Summer, 2023</b>   | Design monitoring plan for commercial site compliance as well as inflow and infiltration into collection system.<br><b>FY 2023-24</b> |   |  |  | Update Committees on Council Adopted Goals and Priorities- Each Fiscal Year - <b>Ongoing</b>    |
| Education to Community on Land Use and the Public Process - <b>Ongoing</b>  | Construction Public Works Operations Buildings<br><b>Summer/Fall 2023</b>  | Public Works Training on inspection of street projects<br><b>FY 2023-24</b>   |   |  |  | Involve Elementary School in Youth Heritage Program   |

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|  |   |  |  |  |  | Ongoing – Heritage Committee   |
| Design and Construction of Veteran Memorial Park in Norma Pheifer<br>FY2023-24 | Replace Septic Tanks at Premier RV<br>Summer/Fall, 2023   |  |  |  |  | Training for Heritage Committee and involvement in the CLG Network Ongoing – Heritage Committee  |
|  | Planning and design for collector Street Improvements<br>Begin July 2023<br>Construction in FY 23-24  |  |  |  |  | Training on Master Planned Development criteria, and Application Types – Planning Commission – FY 2023-24                                      |
|  | Inspections and planning for tank maintenance and aging ongoing   |  |  |  |  | Seek Funding for Identifying Historic markers<br>Heritage Committee FY 2023-24   |
|  | Design and complete water projects for 2023-24 including well design, well building, update to SCADA System, Mainline replacement and transmission lines<br>FY2023-24 |  |  |  |  | Research historic district guidelines in other jurisdictions and make recommendations for zoning code updates<br>Heritage Committee FY 2023-24 |
|  | Purchase Street Sweeper and Street Maintenance Equipment FY 2024  |  |  |  |  | To Design and Conduction Community Survey on support and value to historic preservation in Coburg<br>Heritage committee FY 2023-24             |