



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

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

To the Mayor, Members of the City Council,

Fiscal year 2022 offered the first steps toward moving from a national crisis to some form of normal operations for the City. Projects began to move, although slow progress is being made. Costs and inflation, shortage in work force, and limited available contractors continued to drive our ability to move projects forward. Overall, I believe that staff met the challenges and exceeded the expectations of response. While working at capacity to meet the work plan of the City, the staff have continued to show excellence, dedication and commitment to the City of Coburg. Leadership at every level is encouraged and rewarded as we continue to train and employ highly skilled and talented employees.

The illness and loss of our former Mayor continues to weigh on the hearts of the City Staff. He maintained an outstanding relationship while providing excellence in leadership. It is with heavy hearts that we continued the work of the City knowing that it was his expressed will and hope that we do so. We look forward to serving under Mayor Bell who is an equally excellent leader and has already began building great working relationships with the staff. She has been essential in helping us to work through a very difficult transition. The staff are very appreciative of her willingness to step into this position and become our leader.

As we provide Council important information in anticipation of budget season, it is my hope that the information prepared by each department will help you to understand the intentions for their departments, the projects they are planning, and their overall priorities for the coming year. We again offer a written message from each department. These have not been altered except to correct spelling and grammar errors

The City continues to work on capital projects that will last for the next 3-5 years. The water project, street projects, park projects and planning and economic development will continue to drive our work plans. The staff have not added many projects for fiscal year 2024 because there is simply not the capacity to do so. Many of our projects are multi-year and consume most of the capacity of our staff at this time. Therefore, I caution you regarding adding more projects to already full plates without consideration of who will take on the task, and what will be removed from their plate.

We continue our relationships with regional and state partners. Coburg continues to advocate for ourselves in the region, and in this year, the region started advocating for us as well. Examples of this is the City of Eugene changing their street funding budget to swap funds with Coburg in order to get our Collector project done in a more timely manner. Other examples are the I-5 bridge discussions, as well as discussions regarding the east-side water line with our Regional Solutions Team. This is rewarding as we have really built some strong relationships. It is a work in progress and we need to continue to formulate relationships while advocating for the City on a regional and state level.

Land Use and Planning will continue to be an area where we must surround ourselves with professionals, regional partners, and educated staff and elected officials. Coburg faces growth that will continue to keep our planning department busy. There continues to be an extreme interest in Coburg and I believe that any available properties will be occupied over the next 5 years. During these five years the City will see growth in every zone including industrial, highway commercial, Central Business District and Residential. It will be important to continue to educate our commissioners, City Council and the community on the public land use processes, as well as update those processes and guiding documents as needed.

SUCSESSESS & ACCOMPLISHMENTS

Notable Success

- Addressed the need for Street Funding and began funded projects including completion of Roberts Road, Roberts Court, Mckenzie Street, and preservation in the northwest part of the City.
- City hall maintenance and upgrades including siding, windows, paint, and City Council Chamber upgrades
- Completion and dedication of the Bike Kiosk in Pavilion Park
- Secured Funding for Pavilion Park Plaza and completed preliminary conceptual design
- Completion of guiding documents including City Charter, Cyber Security Policy, Coop Plan, and Succession Plan.
- Upgrade to City Hall Security
- Completion of multiple water projects including I-5 Bore, Main Line, well property, and design and engineering for future projects
- Security Funding for completion of Coburg Loop 4, Coburg Industrial Road Preservation, and East-West/Alternative Freight Route feasibility study.
- Completion of annexation of light industrial lands on east side of I-5.
- Successful launch of Coburg Main Street 501c3.
- Completed update to Central Business District development code
- Complete update to Local Street Standards
- New windows, paint and siding replacement at City Hall
- Completion of the Bike Hub in Pavilion Park

- Completed Capital Project list, and adopted Capital Project Policy

GOALS AND PRIORITIES FOR FISCAL YEAR 2024

Overall, our goals remain very similar to 2023

- Staff capacity that meets the demand for essential services
- Support of Department Heads by making sure that they have the tools and resources needed to lead their departments successfully
- To encourage leadership at every level of the City
- To continue to build strong partnerships with community partners
- Strong regional outreach, communication and partnership on transportation and economic development
- Management of City capital projects including fiscally, operationally, and timely.
- Continued Improvement of Communications to the Council, Committees and Community
- Website update and enhancement
- Successful recruitment and training of finance professional
- Successful recruitment and training of City Administrator

WHAT DO I REALLY WANT THE CITY COUNCIL TO KNOW ABOUT CITY ADMINISTRATION?

In the late fall I made the Council aware that I would be stepping down from the City Administrator position in the summer of 2023. It is an honor to serve this City. The position of the City Administrator commands a balance of the needs of the citizens while managing individual departments, and ensuring the City remains fiscally strong, and provides quality and sustainable services. The City Administrator must listen to the voices of their Department Heads, City Council, committees, and the citizens of Coburg. It is a fine balance to hear each voice and to decide what process should take place in order to move a project forward while including all of the opinion, input, and concerns. At a time when so much growth is happening, this becomes increasingly more critical. Growth and change will happen, as it is unavoidable. The City must work within its guiding documents to manage these projects, while continuing to hear the voices of the citizens.

Coburg will continue to be challenged with land use and transportation issues for several years to come. The voices of the Coburg citizens must be welcomed and valued. The challenge is to balance those voices with Oregon State mandates of land use, state planning goals, and the challenges of transportation, when we do not own the roads that provide for the commuters and commercial traffic. Coburg needs to be loud on a regional and state level to bring these challenges forward and advocate for a safe, healthy and livable community.

Coburg is a small city with big city services. Those services will continue to create a strain on the resources and capacity of the City. The city is taking on large projects and moving them forward as fast as we can. Staff are dedicated to this. However, I again will remind you that their plates are full

and capacity is continually strained. The budgets of the City do not allow for a continuous addition of staff. Therefore, we must work within the financial constraints while continuing to maintain fiscal responsibility. New projects outside of what is already on our work plan must be carefully considered. Department Head input as to whether they can schedule and manage new projects with their current capacity must be included in these discussions.

The Coburg staff strive to please. The work of the City is important to them and they are dedicated to making it happen. Working with them to form an achievable work plan is in the best interest of the City as a whole. The staff have included work plan items in their following messages to you. They are the professionals in their departments and they are thoughtful in management. I encourage the Council to write down questions they have of our department heads regarding any projects listed and send them to me. We are very happy to provide more information to you.

It is an honor to serve the City of Coburg, its Council, staff, and citizens.

Anne Heath
City Administrator