



Anne Heath  
City Administrator

# City Administration

## **Priority 1 – Personnel Management, Training and Retention**

- Ready, well trained, and skilled staff.
- Maintain a work plan that supports the staff capacity of the city
- Provide for growth and advancement in every department to the greatest extent possible.

## **Priority 2 – Successful Project Management**

- Timely and accurate management and reporting on projects
- Strong relationships with contractors, engineers, and partners collaborating on projects
- Continuous budget check-ins on the current costs of projects

## **Priority3– Finance, Audit and Budget Management**

- Maintaining strong fiscal consciousness through priority budgeting and budget management
- Maintain five-year outlook on revenues, expenses and capital projects
- Training and success of a finance professional
- Ensure financial review and oversight of financial records
- Ensure cross-training for essential financial functions of the city to ensure continuous service in the event of illness, leaves, or loss of staff





# City Administration

## **Priority 4 – Communication**

- Continued strong communication with the citizens 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 –Economic Growth, Community Health and Vitality**

- Continue to support Main Street non-profit
- 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

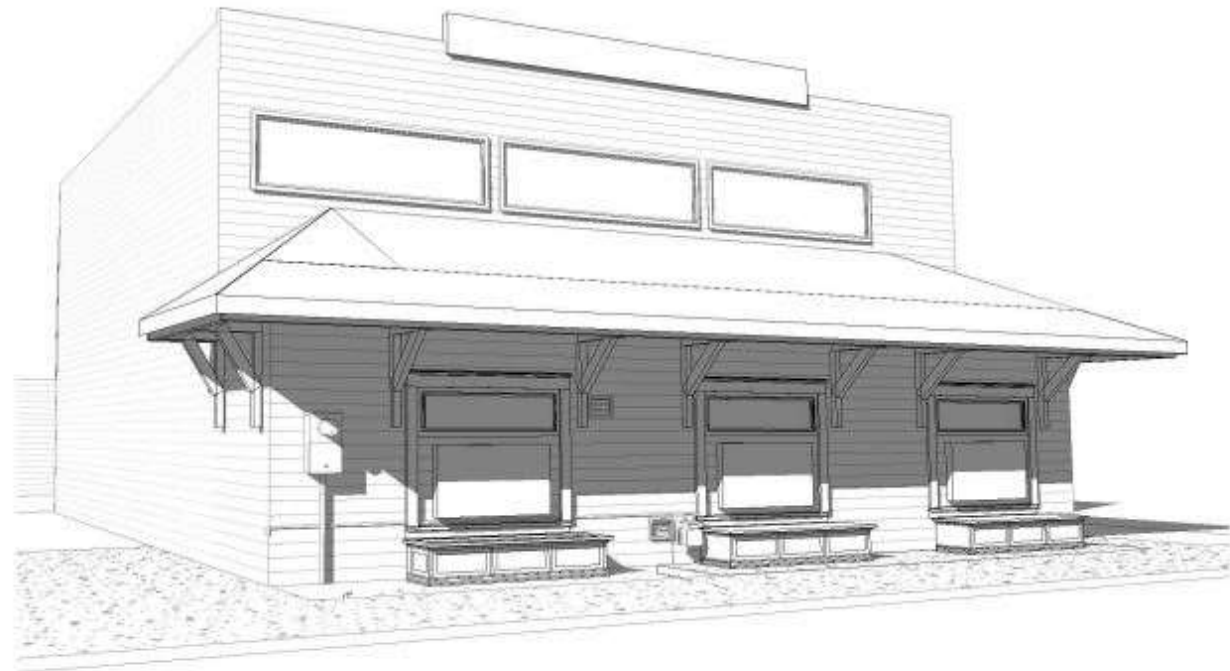
## **Priority 6 – City Management**

- Successful hire, training and transition of the position of City Administrator

# City Administration

## Priority 7 – Capital Improvements

- City Hall Façade
- City Hall Carpet & Paint
- City Hall Parking – possible expansion of parking to north



# City Recorder



Sammy Egbert  
City Recorder

## Priority 1 - Public Meetings Management

- City adopted the 2022 Charter. City documents and processes will be updated as needed throughout the year.
- Council rules and committee manual review and updated.
- Continue updating the Mayor and Councilors history documents beginning in 1893 to current.

## Priority 2 - Public Records Management/Retention

- Adjust and prioritize work load so that I can dedicate 8 hours a week to public records management and retention.
- Update the Public Records Request Policy to bring it into compliance for Council to consider.
- Social Media policy.
- Purge and destroy items that have met the retention requirements per ORS.
- Codification of Coburg Municipal Code research and recommendation to Council. A municipal code consolidates the City laws and rules into a systematic code. Providing staff and citizens easy access to required rules, regulations and process.



# Utility Billing

## Priority 1 – Provide Consistent and Accurate Services to all Utility Billing Customers

- Ordinance updates for all utility billing. This project will take a large amount of dedicated staff time. The project can't be started until staff is able to identify and schedule the time needed to support the project.
- Manage Utility Billing that collected over 1.7 million dollars last year.
  - Daily Utility Billing tasks include managing over 600 utility accounts, accounts receivable, preparing and responding to work order.
  - Monthly Utility Billing tasks include billing, past dues, collections, payment plans, monthly reconciliation, preparing data for meter reading and importing it into billing system.
  - Annual Utility Billing task include calculating and updating the EDU's (Equivalent Dwelling Unit) on commercial accounts, Limited Income Assistance implementation.
  - Other Utility Billing tasks include auto pay set up, rate implementation, leak assistance program management.





# Office Administration

## **Priority 1 – Customer Service**

- Welcome all customers by phone or if walking in to City Hall.
- Identify the customers needs and provide them clear responsive direction.

## **Priority 2 – Administrative Tasks**

- Special Event Applications
- Business Licenses
- Noxious Vegetation
- Park reservations and rentals
- IOOF reservations
- OLCC Licenses and permits
- Facebook notices and posts
- Facility Permits
- Citizen Inquiries
- Mailings and notices
- Office supplies purchasing
- Website calendar and public meeting page management
- Support staff annually prepare budget books and council retreat binders
- Accounts payable weekly | Payroll support and back up
- Petty Cash