

CITY OF DONALD

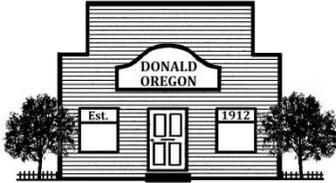
10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

www.donaldoregon.gov

2019 City of Donald Staff Accomplishments

- Held Open House Events for the Downtown Mixed-Use Zone and approval by the Planning Commission and then by ordinance with the City Council. Created a page on City website to track the events/process for the public.
- Received an Outstanding Performance Facility Award for the Water Treatment Plant by Oregon Health Authority – very difficult to obtain: based on sampling completed, no system violations and high level of facility is maintained
- Clean Up Day 2019 – improved event, more volunteer than ever and donation of supplies
- Wrote a grant application for the DLCD Technical Assistance Grant, \$45,000: Economic Development Strategic Action Plan
- Staff education about municipal court and recruitment for municipal judge
- Staff worked with Councilor Waller on the Little City Hall Park restroom and playground equipment
- New and improved Santa Sing-a-Long event – including working w/ DHF on craft bazaar
- Completion of an official SDC Methodology Report binder with credits/reimbursements, annual report, notification list, etc. Created form for updating and tracking SDC credit amounts
- SCA Grant for 100,000 for Matthieu St Improvements
- Reservoir #1 cleaning and inspection
- Made a public works reference binder for use in development/recruitment/construction meeting
- Completion of the grant paperwork to receive the \$40,000 grant for Water and Wastewater Facilities Plans
- Septic tank pumping and inspection of all tanks for Zone #3 (65 tanks)
- Pay below budgeted amount for the Chevrolet Colorado for Public Works
- Exercised all water (55) and sewer (25) valves
- Cleaned out all of the water meter boxes
- Created Sidewalk Program lines in budget and Sidewalk Loan Program tracking form
- Created Sidewalk Program Agreement Form and Payment Plan Form
- Tracked 1st quarter spending for future budget forecasting
- Reviewed Family Leave policies from several small cities; added new policy to Employee Handbook
- Created Unpaid Leave tracking form
- Attended Oregon Payroll Reporting System class taught by state of Oregon; began filing quarterly taxes in new the online system (used to do paper)
- Created employee benefits rules document and new forms, handouts and how-to for new hires
- Created employee direct deposit form for new employees
- Created new cell phone policy for FirstNet phones, Administrative Operation Rule Section 1.5



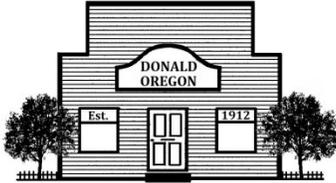
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- Signed up with US Census Bureau's New Construction GIS system for reporting housing additions for the 2020 Census count; created files for new construction since 2018; submitted information to Census
- Attended two trainings on Census – both in Salem
- Created Fire Extinguisher Tracking list: gave each one a number, documented location, year built, when last refill done. Track tank refill and/or replacement for budgeting
- Staff took Fire Extinguisher training with A.R.F.D.
- Created Building Compliance form and process for tracking building permit reviews
- Created Residential Design Checklist for R-7 Zone
- Created tracking form and reviewed past 2 years Planning charges. *(Result: several planning fees should be updated in next fiscal year.)*
- Updated Building page of city website – new layout and content
- Organized paper and electronic contracts documents and marked for record retention
- Created contracts tracking form to document general info, resolution no., amount, start-up/term dates – and in compliance with record retention rules
- Organized Grants, Programs/Events, Planning and Building electronic files
- Processed all accounts payable and receivables documents for 6 new planning files, 2 new residential homes and a new commercial structure
- Created 3 new addresses and processed notification paperwork to outside public agencies
- Signed up for ACH debit of retirement payments; began processing them in new format
- Created tracking form for public improvement agreements
- Completed planning, building and utility billing requirements for the two new homes on Ehlen ST
- Installed State Flag on the flag pole at City Hall
- Completed a new Wastewater Lagoon Profiling Report with Oregon Water/Wastewater Association
- New Windows at the Public Works Office
- Hired two new employees for Public Works
- Budgeted, wrote new job profile and the interview questions and the physical demands tests for the new position – Maintenance Worker
- Public Works Construction Standards updated
- Installed new gate at west side field by Lagoon #3 and cleared ROW from vegetation
- Replaced collection system Air Relief Valve at Water Plant
- PW employees fixed PW shop wall for water intrusion and damage, saved the City \$16,000 (this is the amount a contractor was going to charge)
- Completed two flushing of water distribution system – this is the process where water is blown out of the fire hydrants to remove sediments from water system
- Decorated town for the Holidays with Valley Agronomics, GK Machine and the Aurora Fire Dist.



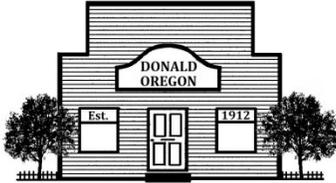
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- Fixed Irrigation Pump at the Sewer Plant
- Fixed the irrigation pump's foot valve at Sewer Plant
- Serviced 12 air relief valves
- Helped the Tavern with Traffic control for their summer event
- Organized the City Hall file closet using cohesive file naming system and key; marked for future destruction of files using Oregon retention schedule.
- Two proclamations: April: Child Abuse Prevention Month and September: Home Inventory Week
- Conducted several online and paper surveys to increase communication and transparency with public: Speed survey, traffic safety, Mayor's communication survey, chlorine/fluoride survey
- Development Code updates completed and codified with company; Update put on website
- Creation and implementation of sign-off stamp for use on planning and building applications
- Creation of user-friendly reception area that is to ADA standards (thank you Councilor Hellickson!)
- City Clerk and City Manager hold regular weekly meetings, which has enhanced operations and communications with the public
- Creation of "Records submitted" cards for materials submitted for the record at Public Meetings
- Creation of Focus Group page on City's website
- Learning how to cast materials from tablet to TV for Council/PC Meetings
- Competed quarterly Safety Inspection Walkthroughs and made all the changes for needed updates or changes to have a safer environment for the employees and community members
- No outstanding Final Utility Bills
- Creation of Donald Beautification Group page on website
- Creation of Focus Group binder
- Bettered the communication with the public for the Annual City-Wide Garage Sale event – including budgeted, selected and processed paperwork with PGE for an over-street banner
- Implementation of OneNote to communicate with all staff (including external staff) for planning/building applications and notes
- Held 12 Employee Meetings
- Creation of Code Enforcement spreadsheet to track correspondence and results
- Sidewalk project page on website
- New Water Master Plan completed
- New Wastewater Master Plan completed
- Repair of Skate Park bowl drain
- Welcomed five new businesses: processing planning, building and business licenses
- Ordered (will install soon) Community Center Only Parking sign
- Investigate and presented information regarding chlorination for City water



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- Learn how to take soil samples in irrigation field and report to the DEQ
- Preparation for water and sewer rate study, including infrastructure needs for next 5 years
- Translating city forms to Spanish (water & sewer services, payment plan agreement, feedback form and request for water disconnection)
- Fixed/replaced section of pipe for Lagoon #3 inlet pipe from Fargo lagoon
- Newly created Donald Public Works and Marion County Public Works monthly meetings regarding Fargo, storm water and other topics to build efficiencies and communication
- Cross training of PW Operator: Learn how to do water & sewer lab samples for required tests
- Handled enforcement issues for maintaining cross connection program (backflow devices)
- Coordinate maintenance services for backup generators at water plant
- Improved the maintenance services for the front gates located at water and sewer plants
- Put up street flower baskets
- Attended Goodwill Job Fair for recruiting new employee
- Upheld the 2.0 CEU'S for PW certifications
- Setup education opportunities for the Council and Staff –with the LOC for general government and land-use, CIS for Social Media and Inclusive/Diversity and Harassment trainings, budget training, and Oregon Ethics Commission – oftentimes working with nearby cities to build partnerships and to raise our level of professionalism to other cities
- Addition of two new trees to the Street Tree List, and presentation from the State regarding the Arbor Day Foundation and becoming a Tree City USA (CC, PC and DBG)
- Successful volunteer recruitment for two expiring PC seats: three apps received
- Execution of the Governor's Work Force Housing Grant for Water/Sewer Infrastructure
- Staff helped with the transitions for the Mayor, Councilors and Planning Commission into their positions
- 12 *Donald Record* (the newsletter) made it into the water/sewer bills on time, and double in size for 6 editions!
- Continued work/making a plan for drilling a new well
- Held pre-application meetings for large-scale commercial (1x) and residential project (3x)
- Held a pre-construction meeting for a large-scale industrial project
- Successfully found a contractor to do the sidewalk project that is within the City's budget – great partnership with Marion CO Engineering to remove engineering costs from project
- Staff education on Smart Water Meters – regarding installation, costs and education materials
- Staff education regarding IT security/cyber training, from this caught an IT intrusion at City Hall and employees have reported phishing emails
- Concentrated employee education in the topic of stormwater management and best practices
- Legally replied to four public records requests
- Setup the First Net, first responders' program for City cell phones – the PW Staff, CM and Mayor will all be able to have phone access during a local, state or national crisis
- Letters for traffic safety to government officials: Ehlen/McKay Road and the Bypass
- Employee evaluations & Goal setting: completed ☺