



CITY OF DONALD

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2021 Staff Accomplishments

CH= City Hall, WTP = Water Treatment Plant, STP= Sewer Treatment Plant

- Installed audio equipment in Council chambers
- Created Construction Projects page on website
- Continued compliance with COVID-19 regulations for the workplace
- Held first Annual Arbor Week as newest member of Tree City, USA
 - Scavenger Hunt
 - Coloring Contest
 - Created page on website
 - Tree webinars
 - Proclamation
 - Held ceremony & planted tree at City Hall
- Signed contract with Valley Credit Services for outstanding Court Fines and Water Bills
- Created a “How to Read your Water Meter” pamphlet for Water/Sewer customers
- Upgrade of meter reading handheld device and software
- Continual support and implementation of Mayor’s Emergency Declaration
- Completion of Development Code update project
- Advertised and Annual City-Wide Garage Sale
- Received grant for and installed 3 planters on Main Street
- Updated DCC rental application & cleaning checklist to include COVID-19 Safety protocols
- Created COVID-19 screening questionnaire for DCC rentals
- Implemented Policy & Procedures for COVID-19 Payment Plans & failures
- Created new online bill pay handout for Water & Sewer customers
- Created & ordered new mission statement poster for Council
- Adopted City Council’s mission statement as staff’s mission statement
- Aided the Donald Beautification Group in a successful “paint a fire hydrant” program
- Drafted “How to read your Water Meter” pamphlet for customers
- Employee Handbook update
- Signed new Intergovernmental Agreement with Marion Co. Sheriff’s Office for police services
- Successful recruitment for City Councilor seats
- Successful recruitment for Planning Commission seats
- Successful recruitment for Budget Committee
- Aided Donald Beautification Group in Holiday Parade

- Created “how to” setup microphones and speakers in Council chambers for meetings
- Participation and implementation of MEDproject (prescription mailback program)
- Facilities Plan for Water and Wastewater approved by enforcement agencies (OHA & DEQ)
- Renovation project at DCC (siding, flooring, and paint)
- Harvest Garden Project Phase #1 and #2 frontage improvements installation
- Repairs at STP painted Cl² building, irrigation pump house, and interior process pipe.
- Received two SCA grants for Matthieu St improvements – Grant #1 started.
- Hired & trained a new Public Works team member - Terry!
- Replaced door on park shed
- Installed four new City Welcome Signs
- Completed City Hall Parking lot improvements
- Completed and submitted all PGE holiday lighting and events applications for approval
- Fixed and reenforced dead end barricades at Kalyca and Rees St
- Completed annual fire extinguisher inspections and updated tracking form
- Painted speed bumps, fire hydrants and no parking curbs
- Completed cleaning and inspection of reservoir #2 at Water Plant
- Installed baby changing table in Hometown Park restroom
- Marion County ballot drop box installed at City Hall
- Completed pumping septic tanks in Zone #5 (65tanks)
- Painted skate bowl at Park
- Serviced all collection sewer system air relief valves
- Provided annual valve exercise and inspection for water and wastewater systems
- Completed installing irrigation system at Hometown Park
- New Homes: Planning and Building: 20864 Main St and 21074 Matthieu St
- Worked with HGO sewer system issues (pumping tank, grease and extra flow)
- Worked through several nuisance/code compliance violations for RVs and properties
- Completed all code enforcement complaints and court citations
- Completed update of PW Design Construction Standards
- Submitted and Complied with all the DEQ reporting requirements for our Wastewater permit WPCF
- Complied with all of the OHA reporting requirements for the Water permit
- Completed and complied with all TMDL reporting requirements
- Assisted with 5-year Water and Wastewater Rate Study
- Installed ramp and handrails at City Hall
- Held two successful clean-up day events
- Held debris disposal event after ice storm
- Upgraded security cameras system at all facilities
- Completed repairs of outdoor Christmas decorations
- Continue processing ROW applications for construction work in the City
- Alonso attended the Oregon Assoc. of Water/Wastewater Utilities (OAWU) Conference
- Replaced water reservoir #2 reading board (water level gauge)
- Repaired water/sewer payment drop off wall box at City Hall

- Completed semi-annual water distribution system flush
- Irrigation pump emergency repair/replacement at STP
- Installed new bench at Hometown Park
- Worked on and fixed sand issue at WTP
- Fixed two damaged fire hydrants
- Updated Employee Bulletin Boards with new state and federal employment posters
- Highest ranked (clean) audit report completed in September
- Created new Purchase Order forms and updated Admin Policy
- Created spreadsheets for steps to be performed for all new and departing employees
- Researched and implemented new SAIF workers comp rules; created daily tracking log for Public Works, held training session for code usage
- Created new Fence Brochure to meet DDC changes
- Created stamps for building and site plans to inform Marion County of code requirements
- Updated website pages & created new construction projects page
- Created new web page for SDC to comply with new state law
- Completed requests and compiled proof for CRF program
- Researched ARPA funding program, submitted documents to receive funds
- Assisted with SDC rate updates, created new rate sheets and handouts, calculation form and tracking log. Redesigned SDC Register and added new tab for overview of all fees received.
- Gathered all backup financial documents, contracts and agreements for all grants and capital projects from last 2 fiscal years; researched and marked destruction dates.