



## CITY OF DONALD

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[www.donaldoregon.gov](http://www.donaldoregon.gov)

### 2022 Staff Accomplishments

- Painted exterior of City Hall and Hometown Park building.
- Semi-annual flushing of water distribution system
- Installed new food and book little libraries at City Hall
- Installation of flow meter at Fargo lagoon transfer line.
- Performed annual valve exercising of water and sewer system.
- Repaired the roof at well #2 pump house with new concrete material.
- Built a new overhang cover for an air compressor outside the PW shop.
- C.P.R Training
- Hosted the Mobile Food Pantry for several months
- Performed annual catch basins cleaning and inspection. Replacement of a grate at Oak St. due to damage and safety concerns.
- Complied with all DEQ and OHA permit testing and reporting requirements. No violations were issued.
- Repaired several water leaks throughout town.
- Removed duck weed from Lagoon #2
- Fixed sump pump discharge lines for vault meters at sewer plant.
- Painted curb stops at City Hall and Skate Park.
- Reset fire hydrant protected bollard by DCC.
- Installed new vent covers at City Hall.
- Removed the wall and fixed the ceiling at City Hall.
- Removed covid protection at City Hall.
- Installed PGE pole barriers on Matthieu ST
- Successful storm line repair on Williams St.
- Decommissioned old process pipe for the well casing inside the park shed.
- Received award of \$1M in ARPA funds for the Drinking Water Well Project
- Created a new Stormwater fund in the Fiscal Year 22-23 Budget and submitted a balanced budget to Council
- Implemented new Street and Stormwater Utility Fees; added to Springbrook to be billed monthly to each utility customer
- Placed a measure on the May '22 ballot for permanent policing services
- Signed a new Police Services Agreement with Marion County Sheriff's Office
- Started up the Business Leaders Roundtable
- Coordinated the 1<sup>st</sup> annual Old Fashion Ice Cream Social with the DBG
- Awarded the Blake Court Waterline Construction Project and the Drinking Water Well #3 project.
- Successfully closed out the Workforce Housing Grant with Oregon Housing and Community Services and Business Oregon for design upgrades to the water and sewer facilities
- Successfully applied for Tree City USA designation and held a successful Arbor Day Week celebration.
- Successfully managed turnover of City Council, Planning Commission and Budget Committee.
- Implemented new procedure for purging CC/PC packet material/notes per retention guidelines.

- Successfully complied with elections calendar and ballot requirements for two elections.
- Brought Hazelnut Growers of Oregon into compliance with discharge into the City's system. Continue monthly testing to monitor compliance and issue monthly invoices to recover costs for wastewater compliance testing.
- Completed the first-year reporting for the City's ARPA Award and established spending priorities for funding
- Declared the DCC a dangerous building and acquired approval to abate the nuisance.
- Performed a mid-term assessment on 5-year water and sewer rate projections.
- Successfully obtained an extension for the Matthieu Street Phase II project.
- Set up monthly meetings and worked with the Marion County Sheriff's Office to resolve several enforcement issues.
- Established internal team project coordination meetings
- The TMDL Plan that included new mercury requirements was successfully updated and approved by DEQ.
- Installed two radar speed signs, set up an account, and took proper training to operate the sign settings.
- Completed the inspection and pumping of 68 tanks for zone #1 of the sewer system.
- Successfully completed Matthieu Street Phase 1 improvements which included new sidewalks and street resurfacing. Completion of these items enabled us to close out the grant.
- Completed the annual inspection of all fire extinguishers.
- Installed a required emergency shower station at Cl2 building.
- Successfully completed a new Wastewater Lagoon Profiling Report with Oregon Water/Wastewater Association, including SLUDGE BLANKET testing for Fargo lagoon for future processing.
- Performed annual maintenance on all the collection system's Air Relief Valves (ARVs) in a timely manner.
- Decorated the city for the Holidays with Valley Agronomics and the Aurora Fire Dist.
- Successfully completed OSHA required training for all employees on heat environments guidance (indoors and outdoors). An associated policy was created and established.
- Performed Code enforcement throughout town. Activities included enforcement of illegal parking, vegetation control, garbage and debris at properties, drug related issues, and illegal construction.
- Beautified the Skate Park by removing graffiti.
- Sold the 2007 Chevrolet Colorado Public Works utility truck.
- Distributed all of the annual DEQ reports (Recycled Water Used, Biosolids, Inflow and Infiltration,) for the sewer treatment plant process as well as the monthly DMR report. Did not received any violations and all the reports were approved.
- Successfully completed and submitted the Annual Summery Report (ASR) to OHA for the cross-connection program. Approved with no issues.
- Successfully completed and submitted the Certified Public Road Mileage Report (CPRMR) to ODOT for City's public road mileage.
- Submitted the annual Water Use Report to the State for compliance with ORS 537.099. This is a requirement for Federal and state agencies, cities, counties, schools, irrigation districts and other special districts to annually report their water use.
- Successfully submitted all of the water testing requirements by OHA. Not one violation issued during the entire year.
- Several City website updates such as: search bar added to allow users to easily find what they are looking for, new "History of Donald" and "Construction Projects" pages, created an ADA checklist.
- Established and implemented method for saving Council's/Commissioner's notes for retention purposes.
- Created SEI instructional handout for Council and Commission.
- Held successful Yard Debris/Earth Day and City-Wide Cleanup Day events

- Created a social media policy.
- Created guide for how to read water meters; available in Welcome Packet & website.
- Completed extensive 6-month training on Front Desk Safety.
- Updated City Council's Description of Service.
- Created pro-forma for water and waste water loan applications and received approval
- Reinstalled and programmed the thermostat at City Hall to regulate temperature during off-hours
- Enhanced knowledge of the Paid Leave Oregon program and the new payroll reporting website. Created a spreadsheet for employee deduction/benefit calculations and implemented the Paid Leave Oregon payroll deduction in Springbrook Software.
- Trained on the new retirement reporting website and processed an outstanding forfeiture credit for the City for \$3290
- Updated the City's Public Records Request policy, application, and reply forms based on State rules
- Created spreadsheets to record board member and outside volunteer attendance at City Meetings and Events for new workers comp insurance reporting
- Updated all City administrative policies and shared with auditors
- Attended several training sessions on the new GASB 87 Lease Accounting Rules, completed lease tracking spreadsheet and submitted to auditors.
- Completed the audit process in record time and received a clean audit
- Ran a comparison of health insurance rates based on 2023 increases, signed up for coverage with CIS for cost savings
- Created addressing-grid and individual addresses for all proposed lots in the Harvest Garden PUD. Reviewed the first 10 building permit applications for Phases 1 and 2 and worked with builder to correct errors. Created a spreadsheet to track Residential Design Standard compliance for all house types in both phases.
- Created a new Zoning Compliance form to aid in building permit review for less reliance on City Planner
- Facilitated future commercial construction by providing technical expertise to support private development interests.
- Created online feedback form, providing another outlet for community feedback and to further communication enhancements.