

Results Overview

Goals Achieved and Accomplishments Highlighted

The list of accomplishments below represents the shared work of individuals, groups, departments, volunteers, and multiple organizations across the community. Some had intense or exclusive involvement from the City Manager while others were the result of the Manager's influence, responsibility, leadership, or collaboration. These are supplied as a tool to help you recall the numerous events and activities over this past year.

2017 - 2019 City Commission Goals and Priorities

- Goal 1 – Cultivate an Environment for Successful Economic Development
- Goal 2 – Address Critical Facility Needs
- Goal 3 – Enhance the Livability of the Community
- Goal 4 – Pursue Opportunities to Increase Transparency and Encourage Citizen Participation
- Goal 5 – Maintain Fiscal Health & Long Term Stability

Awards

- Restore Oregon's 2018 DeMuro Award for the Francis Ermatinger House.
- The American Society of Landscape Architects (ASLA) awarded the Willamette Falls Riverwalk an Honor Award in the Analysis and Planning category.
- The New York Chapter of the American Society of Landscape Architects (ASLA) awarded the Willamette Falls Riverwalk an Honor Award.
- The National Waterfront Center awarded the Willamette Falls Riverwalk Top Honor.
- National Award for Distinguished Budget Presentation.
- National Award for Excellence in Financial Reporting (seventh consecutive year).
- The Wastewater / Stormwater Crew received the APWA Every Day Hero Award for an exceptional accomplishment of sewer & storm line maintenance.
- Key participating OCPW Staff received the APWA Everyday Hero Award for their efforts to put on the First Annual Oregon APWA Equipment ROADeo.

Grants

- Community Development Grants:

- The Planning Division was awarded a new grant from DLCD to replace a previous DLCD grant to amend the Oregon City Municipal Code, Zoning and Comprehensive Plan Maps in order to implement the Beaver Creek Road Concept Plan.
- The Historic Review Board awarded \$3,067 to four projects to improve the exterior of locally designated historic structures via the City's Historic Preservation Grant Program.
- Tree City USA Growth Award. The award was presented by the Arbor Day Foundation to recognize higher levels of tree care by participating Tree City USA communities. The Growth Award highlights innovative programs and projects as well as increased commitment of resources for urban forestry.
- Tree City USA 7th year in a row.
- Community Services
 - Received a \$38,100 Community Enhancement Grant to support the interpretive program for the Ermatinger House.
- Public Works Grants:
 - ODOT Immediate Opportunity Grant for Meyers Road project (\$250,000)
 - Clackamas County as the Lead Agency has received a multi-year operational grant for Transit Shuttle Service in Oregon City. Shuttle planning work will kick off in 2019. (\$516,469 for 2019-2021)
 - The City has applied for and is on the 150% scoping list for an All Road Transportation Safety (ARTS) grant. The grant would include signal system upgrades and interconnection for signals along Beaver Creek Road and advanced message board signage on Highway 213 near Beaver Creek Road. (\$850,000)
 - Gardiner Middle School was selected as one of the four schools that Clackamas County will look at for a Safe Routes to School Safety Action Plan. This work includes three other schools within Clackamas County and it's a 4 year projects that is scheduled to get started in 2019.

Accomplishments

Finance

- Attained Standard & Poor's bond rating upgrade to "AA+" from "AA" to lower the cost of borrowing.
- Issued \$16 million in bonds for construction of the Police and Municipal Court Building.

- Developed protocols with County Sheriff's Office to ensure Municipal Court judgements for community service result in projects within Oregon City limits.
- Established guidelines to move money from bank accounts into U.S. Agency Security investments resulting in \$375,000 in annual revenue across funds.
- Audited banking fees structure and negotiated \$6,000 reduction in annual costs.
- Established wholesale wheeling rates for Clackamas River Water resulting in \$113,000 in ongoing annual revenue to the Water Fund.
- Completed implementation of the new Permitting system with Community Development, Public Works and Code Enforcement.
- Implemented new Enterprise Resource Planning system modules for general ledger, accounts payable, payroll, cashiering and utility billing.
- Designed collection guidelines for complex property foreclosure debts and recovered \$54,000 in SDC, utility, abatement and URA loan funds.
- Called Sewer Bonds prior to maturity for one-time interest savings of \$48,000 to the Sewer fund.
- Completed annual audits and financial reports for City of Oregon City, Oregon City Urban Renewal Agency and South Fork Water Board (no audit findings).

City Recorder

- Effectively conducted a Grateful Shred ½ Day of positive records management City-wide, resulting in 6 boxes sent to off-site storage, 20 boxes of eligible records for destruction, as well as filling 4 large bins with recyclable paper and records approximately 125 cubic feet of space freed-up.
- Efficiently processed a minimum of 250 public records requests within the required five-business day timeframe.
- Accomplished a variety of goal from the Recorder's Office Records Management Strategic Plan 2014 – 2018 and created a new Strategic Plan for 2019 – 2023 adopted by the City Commission on 12/5/18.
- Partnered with Information Technology to revise the City's social media policy to include management of new technology and use of devices, revising the e-mail policy and providing direction for managing e-mail instead of retaining everything forever, and revising the Internet use policy.

- Digitized permanent paper records stored offsite and made accessible to the public via the City's website, reduced the quantity of cartons stored offsite by converting the documents to electronic format to save dollars.
- Conducted a successful City-wide Records Management Training for all staff.
- Achieved implementation of Hewlett-Packard Enterprise Records Manager (HPERM), the City's records management solution, in various departments throughout the City resulting in:
 - 140,432 records added in the past 365 days
 - As of 12/06/2016 there were 30,389 records in HP
 - As of 12/06/2017 there were 67,847 records in HP
 - As of 12/06/2018 there were 140,432 records in HP
 - 8 users added in 2018
 - 20 users in 2016
 - 50 users in 2017
 - 58 users in 2018
 - Retrieval of long-lost Ordinance No. 1953, now made available to the public via HPERM.
- Provided records management help in various departments resulting in the review and processing of the following:
 - 8 + boxes of records from the Library Department
 - 8 + oversized historic windows from the Carnegie Library expansion
 - 150 + boxes of records from the Building Department
- Researched and implemented solution to ensure redundancy of video recordings at public meetings by installing a new camera and microphone connected to our security system instead of the audio video (AV) equipment in the Commission Chambers AV room.
- Successfully hired and trained the new Assistant City Recorder and assisted with the new Executive Assistant to the City Manager.

Economic Development

- Helped to create 32 new jobs through the Enterprise Zone program, with more on the way for the coming year
- Executed the Disposition and Development Agreement for the Cove Project
- Recruited four site selectors to visit Oregon City and the Beavercreek Employment Area

- Developed City-wide Tourism Strategy and created the position of a full-time Tourism Specialist
- Joined Team Oregon – Met with four companies in Austin, TX
- Obtained earned media relating to Oregon City’s downtown on Koin6 News and in the Wall Street Journal
- Finalized and implemented experiential based tourism effort centering around the elevator
- Pre-certified the Grand Cove project for Vertical Housing Development program benefits
- Conducted 20 business outreach visits
- Awarded 16 Metro Enhancement Grants (18 applications)

Human Resources

Worker’s Compensation Renewal

- 28% reduction in Premium (Saving \$62,581 during 2018/19)
- Dividend program – Received \$67,865 from SAIF after an outstanding year

Classification and Compensation

- Management and Non-represented compensation study completed
- New Management and Non-represented salary schedule and benefit program update
- Completed the study and review of 10 job classifications
- Developed 5 new job classifications (IT Analyst, Business Manager - Police, Communications Coordinator, ROW Program Manager, Program Specialist - Tourism)

Recruiting

- 31 regular status recruitments over past year
- 1,689 applications received over past year
- Average 54.5 applications per recruitment
- Expanded our reach through additional outlets – Indeed, LinkedIn and Facebook
- Hired and on boarded 26 Regular status Employees over last 12 months

Labor Relations

- Zero grievances filed over the last 12 months and successfully navigated multiple minor labor issues throughout the year.
- One large scale investigation

Risk Management

- Restructured the Claims Tracking Log to include non-claims, both internal and carrier claim numbers, and to function better overall for the department.

- Improved retention of Risk Management electronic records within HPERM.

Trainings

- Supervisor's Forum – Onboarding
- City wide Update – CPR/First Air Training
- Safety – New forklift training

Public Works

- Fir Street Property Acquisition and Conceptual re-development plans
- McLoughlin Neighborhood vs OCPW Lawsuit(s) – Prevailing Decision(s)
- Interdepartmental Partnership Accomplishments
 - EnerGov Permit System Implementation
 - Alternate Mobility Standards approved
 - Willamette Falls Legacy Project
 - Riverwalk Design Guidelines
 - CRW Wholesale Rate Study and Agreement
 - Park Place Annexation
 - Code Changes / Efficiencies
- Regulatory Compliance Accomplishments – Regulatory compliance as related to the environment and public utility operation generally falls to Oregon City. In 2018, the City was able to meet or exceed the regulatory reporting requirements including:
 - NPDES MS4 Annual Report - Stormwater Monitoring Plan
 - FEMA Community Rating System 2018 Recertification
 - Annual Water Line Leak Detection Contract
 - Oregon Health Authority Drinking Water Program – Designation as an agency with “Outstanding Performance”
 - Water System Hydraulic Model Update
- Sewer and Storm line maintenance for Fiscal year 2017-18
 - Since July 1, 2017 –
 - 26.37 miles of sewer pipe video have been inspected focusing on priority I & I areas. Annual goal for sewer line video inspection is 21.5 miles.
 - 20.55 miles of storm line video have been inspected. Annual goal for storm line video inspection is 19.3 miles.
 - Since July 1, 2017 –
 - 39.96 miles of sewer pipe have been cleaned. Annual goal for line cleaning is 32 miles.

- 22.34 miles of storm pipe have been cleaned. Annual goal for storm line cleaning is 19.3 miles.
- Project Accomplishments – A long and a diverse list of Public Improvements Projects are managed through the Public Works Department. The project accomplishments for the Department include:
 - Construction Complete
 - 2018 Preventative Pavement Maintenance
 - 2018 OC Roadway Reconstruction Project
 - 2018 In-House Paving: 1600 tons of pavement laid, which reflects a 49% increase over our previous best year
 - Holcomb Blvd. Permanent Slide Repair
 - Washington & 12 Street Signalization
 - High Street Waterline Replacement Project
 - Beavercreek Road Sewer Improvements Project
 - Transportation SDC Update
 - Under Construction
 - Hazelwood Drive Sewer Moratorium Project (Phase I)
 - 2018 Annual Waterline Replacement Projects
 - SFWB Transmission Main Upgrades and Repairs
 - Design Phase
 - Molalla Avenue Phase III
 - Meyers Road Extension (Hwy 213 to High School Lane)
 - Hazelwood Drive Sewer Moratorium Project (Phase II)
 - 99E & Railroad Avenue (ROW Acquisition)
 - Study Phase
 - Sewer Inflow and Infiltration Characterization Project (Smoke Testing)
 - Stormwater Master Plan Update
 - CRW Joint Engineering Study
- Development Accomplishments– Land use development approval, development review, and development construction management encompass much of the work of the Development Services Group. Overall the number of permits issued in 2018 are running under 2017 permit numbers at 234 permits issued (down 45% from 2018). Despite the reduction in permits the complexity of the projects in 2018 has been high with a multitude of commercial building development projects. The most distinctive projects for this work group include:

- Major Development Projects – Providence Willamette Falls Medical Building, Hunter Hills Subdivision, CCFD#1 Fire Station, Fir Street Self Storage, Marlo Farms Subdivision, Lucille Riggs Subdivision, and Hyland Park Subdivision, Clackamas Community College (Dejardin, ITC, and ELC developments), Lindsay Anne Estates Too Subdivision, Wheeler Farms Subdivision, Laurel Ridge Subdivision, Friars Lane Minor Partition, Nobel Road Minor Partition, Lazy Creek Lane Subdivision and Minor Partition, Pleasant Avenue Apartments, BC Custom Homes Office Building, Canemah Cottages, John Jeffrey Estates Subdivision, Optimized Technologies Expansion, Discount Tire Store, Villages at Beavercreek, Cove Phase I, Abernethy Landing Subdivision
- Transportation SDC updates; For new development 41 SDC Assessments have been made for final or estimated SDC amounts for proposed and completed developments
- Development Process Improvements - review check lists, developer agreements, pre-application, staff report conditions and preconstruction meeting templates
- 20 Non-remonstrance, 4 encroachment permits, 20 ROW vacations and 5 geohazard indemnities.
- Interagency Collaborative Work - 4, CTAC, Metro C4, Metro, TPAC
 - ODOT Rock Fall Project
 - ODOT I205 Expansion Projects
 - Regional Water Providers Consortium and the Clackamas River Water Providers – Cyanotoxin Preparedness, emergency intertie and interagency preparedness
 - Clackamas County Emergency Management – Update the Natural Hazard Mitigation Plan
- OCPW Staffing Accomplishments – With the economy thriving and the job market in key industries such as Civil Engineering and other technical positions in high demand, OCPW has found it to be a challenge to hold staff in key positions due to different opportunities though other employers. However, despite the turn over OCPW has remained an attractive option and as such the following staffing accomplishments have been completed in 2018:
 - Internal Promotions
 - Transportation Division Operations Manager – Jayson Thornberg
 - Water Quality Coordinator – Brian Monnin
 - New Hires:

- Rights of Way & Construction Manager – Dante Posadas
- Development Projects Manager – Josh Wheeler
- Utility Maintenance Specialist I – Garrett Bender
- Environmental Technician I – Mallory Ott
- Sr. Administrative Assistant – Kim Davis
- Retirement
 - Gail Johnson – Water Quality Coordinator

Communications

- Continue to increase the use of social media and press releases to inform the community of upcoming events in and around Oregon City.
- Increased the dissemination of information about projects that are scheduled to occur in Oregon City or have been completed.
- Completed the City of Oregon Community Survey which will be used to improve existing services and help the City better understand the evolving needs of the residents of Oregon City.

Community Development

Relocation of Community Development

- Improvement of the annex building at Mt. Pleasant (698 Warner Parrott Road) was completed and the Planning and Building Divisions were relocated to the space.

Process Improvement

- A new permitting software system was configured and implemented. The process allowed staff to review and improve all of our processes. The resulting system significantly increases transparency, accountability, and customer service internally, as well as with the public. Examples of improvements include emailing inspection results in the field, grouping permits associated with the same project, and better accounting of multi-departmental review of a permit.
- Improvement of code enforcement process by creating standardized letters that are more welcoming and better understood, implementing a 3rd party review, and improving tracking to assure greater communication between departments and greater accountability.

- More than 5,000 Building Division permits were scanned and catalogued so that they are easily accessible.

Long-Range Planning

- Adopted code amendments including lot averaging, streamlining processes and clarifying standards.
- Adopted a plan to identify the location and design of a trail from the McLoughlin Promenade to Canemah Children's Park.
- Mailed more than 450 guides for homeowners of historically designated homes and structures.
- Nearly completed significant code amendments which primarily remove barriers to housing development and incentivize housing opportunities, along with a few unrelated amendments.
- Began Beaver Creek Road Concept Plan implementation to apply zoning and amend the Municipal Code as needed. Completion is scheduled for mid-summer 2019.
- Began housing needs analysis and buildable land inventory in conjunction with a county-wide project. Completion is scheduled for mid-summer 2019.
- Adopted alternate mobility targets for the intersection of Beaver Creek and Highway 213 which result in identification of a variety of vehicular, pedestrian, and bicycle capacity building projects to mitigate moderate increased congestion. Final approval before the Oregon Transportation Commission is scheduled for Nov 16th.
- Began implementation of the Transportation Demand Management (TDM) Plan to implement strategies to improve access to downtown and the Willamette Falls Legacy site by car, bike, transit, and on foot.
- The City partnered with the Housing Authority of Clackamas County on their proposal to complete a Master Plan for the Clackamas Heights Public Housing community. A Metro 2040 Planning and Development Grant was awarded for \$220,000 for the 1 year planning process anticipated to begin in July of 2019.

Processing Permits

- As of November 5th, the number of permits received by the Planning Division is 78% of last year's total, but significantly higher than totals in 2014-2016. The Planning Division reviewed eight land division applications, which is average for the past six years. However, the number of new lots proposed was only 25% of the average during the same time period. The number of minor commercial

projects is also about the same as last year, though submittal of larger remodels and new buildings was down 66%. In 2018, we received no local appeals, this was a decrease from 6 in the year prior.

- As of November 5th, the Building Division had received 1,988 building permits, though slightly less the last two years, it is more than nine of the last eleven years. The department completed 5,778 inspections, an increase of 30 percent from last year. Lastly, twenty commercial certificates of occupancy were issued compared to seventeen this time last year.
- The Building Division reduced the review time for Commercial Plan Review from 3 weeks to 2 weeks.
- Seven previous land use approvals were appealed to the Land Use Board of Appeals, Court of Appeals, Supreme Court, Circuit Court, or combination thereof. Five courts have ruled in favor of the City, five cases remain before LUBA, and one before the Supreme Court.

Employees and Training

- The Building Division hired two new employees and promoted four others. After numerous unsuccessful job postings, a new trainee position was created and filled.
- Staff training and education has remained a priority. The Building Division continued to train employees to perform multiple types of inspections and both the Planning and Building have attended a variety of conferences, trainings, and educational meetings.

Partnerships, Commissions, and Advisory Boards

- Our partnership with Friends of Trees continued this year and assisted with community organizing, outreach, tree planting expertise, and two years of tree care and homeowner training. The program expanded into five additional neighborhoods.
- Staff researched multiple topics for the City Commission including a construction excise tax program and hearings officer.
- The Planning Commission reviewed significant policy items including alternate mobility targets, McLoughlin to Canemah Trail, two code amendment packages, and a large annexation, in addition to work sessions about our geologic hazards and transportation review processes.
- The Historic Review Board received legal training, held an open house for historic homeowners, awarded a preservation award, allocated 4 grants, reviewed 3

applications for new construction, 4 applications for alterations, provided design advice for 5 potential projects, and began work sessions to clarify HRB Policies.

- The Natural Resource Committee provided comments on a variety of projects including the McLoughlin to Canemah Trail, Filbert Run Park, Meyers Road extension, PGE tree growth regulation hormone, code amendments, and participated in tree planting events and habitat improvements projects.
- The Citizen Involvement Committee heard fifteen presentations from staff and community groups, participated in long-range planning projects, processed 3 grievances, recommended removal of the Grievance process, learned how the City currently communicates with the public, learned about the role of CIC members and Neighborhood Associations and their relationship to the City of Oregon City, and identified resources and tools that can help maintain active neighborhood associations.
- The Development Stakeholders Group reviewed code amendments, policies, forms, development of the permitting system, and an electronic inspection request website.
- Staff participated in a variety of interagency groups including:
 - Metro Technical Advisory Committee (MTAC)
 - Brownfield Advisory Group
 - Land Use Technical Advisory Group (LUTAG)
 - Willamette Falls Legacy Project Technical Advisory Committee
 - Willamette Falls Legacy Project Policy Advisory Committee
- Staff supported each of the neighborhood associations as a liaison, attending meetings, seeking input and providing education about Planning processes.

Willamette Falls Legacy Project

- Staff continued a successful partnership with Metro, the State, and Clackamas County and coordination with the City of West Linn, National Heritage Area, the Willamette Falls Locks, and all 5 tribes. In addition:
- Snohetta completed riverwalk concept and Phase 1 designs.
- The concept designs were approved by Falls Legacy, LLC and submitted to the Army Corps of Engineers, and the Section 106 process was initiated.
- The project brought on an owner's representative and construction manager for the riverwalk and released a request for proposals to finalize plans for permitting.

- The draft Cultural Landscape Report, design guidelines, technical memorandums identifying how the site will be serviced by public utilities, and hazard material identification study were all completed.
- The City initiated Transportation Demand Management (TDM) Plan implementation, identification of onsite programming, and rescoping the Community Planning and Development Grant to reallocate funds originally directed toward a private match to support infrastructure planning for Phase 1 of the riverwalk.
- The City supported the current property owner as well as prospective purchasers.
- Project staff trained additional staff to provide tours onsite.
- The project partners obtained an additional \$40,000 from the Environmental Protection Agency for brownfield analysis.
- The City and County updated a memorandum of understanding to support the Rediscover the Falls (RTF), a nonprofit friends group. This year RTF hired a new full time executive director and development director, developed a fundraising package and initial strategy, and RTF staff were trained to lead tours of the site.

Community Services

- The Ermatinger House opened to the public and hosted a well-received Grand Opening on July 7, 2018 with representatives from the Ermatinger family, Lovejoy family and Pettygrove family. Staff received a \$38,100 Community Enhancement Grant to support the interpretive program. Additionally, the Ermatinger House received the 2018 DeMuro Award for excellence in preservation, reuse and community revitalization.
- Pioneer Center provided 8,071 meals through the congregate meal program and 32,070 meals through the Meals on Wheels program. Staff also raised \$40,608 in general donations and \$768 in Meals on Wheels donations.
- Community Services Staff worked collaboratively with service groups and individuals in our community to provide enhanced services via volunteerism. 20,288 volunteer hours accrued in our parks and facilities this past year at a value of \$500,910.
- Summer events were a fantastic success! We had 2,100 guests in attendance at Movies in the Park and 27,900 in attendance at Concerts in the Park during the

2018 summer season. We also improved our sponsorships totals bringing in \$28,446 in Concerts and \$2,000 in Movies.

- 125,054 activity visits to the Oregon City Swim Pool annually.
- Many improvements were made in our parks. New slides, playground repairs and upgrades at Hazelwood Park, Chapin Park and Hillendale Park. 30 new trees planted throughout the park system and invasive species strategically removed from multiple park locations. Renovated Wesley Lynn Park ballfields including new scoreboards, renovated infields and turf to improve conditions for games and tournament play.
- Worked collaboratively with Community Development for planning and adoption of McLoughlin Canemah Trail Plan.
- 98,490 people visited parks through shelter reservations, special events and sports field reservations.
- Worked with City Commission to recognize 16 properties as Oregon City Parks through ordinance in 2018. This will provide permanent protections through the Oregon City Charter.
- Significant facility projects completed including roof and siding repairs at City Hall and End of the Oregon Trail Interpretive Center. Also repaired deteriorating concrete pool deck and steel structural columns at the Oregon City Pool.
- Facility Maintenance Specialist Anne Crandall recognized as City of Oregon City co-employee of the year.

Library

- Increase in circulation and door count for FY 2018, over 100,000 increase in circulation of items and over 100,000 more in door count.
- Our annual Star Wars event, May the Fourth, was extremely successful, drawing hundreds of 'star' struck kids and parents.
- We held an extremely successful Touch a Truck and Summer Concert Series; the library saw big increase in youth summer reading.
- Modified three positions to Library Assistant 3 from Library Assistant 2 and add 2 hours a week to each position.
- Started and almost completed the strategic planning process, holding numerous staff and stakeholder meetings.
- Received over \$50K for books from Foundation.

- Received funds from the Foundation to purchase laptops and laptop charging cart.
- Received funds from Friends of the Library, Optimists and Oregon City Women's Club to support Summer Reading and Children's Programs.
- Celebrated second anniversary in the remodeled library; held well-attended Foundation donor event.
- Organized and successfully completed building improvement projects including mechanical blinds, noise baffling, etc.
- Installed ADA specific catalog and furniture; installed ADA push pads for bathroom doors.
- Reorganized the acquisitions process to include preprocessing; reviewed all associated code in software and with vendor.
- The Youth Services Librarian has completely reorganized the Children's Area so that it is accurate and intuitive.

Police Department

- Hired a design firm, project manager, contractor, and technical advisor to begin the design of our new police and court facility. We should begin construction in the summer of 2019.
- Our Homeless Outreach Officer secured two grants totaling \$75,000 to help people who were on the brink of homelessness to stay housed. He is already getting this money out to people in need.
- Trained and deployed the first drug canine at Oregon City Police Department, to combat the distribution and use of illegal narcotics. This has led to numerous arrests, search warrants, and seizures.
- Added an investigator to the Clackamas County Interagency Drug Task Force.
- Added a college resource officer position to the Clackamas Community College staff; this position is fully funded by the college. The college decided to move forward with this project after it was pitched by the department as an answer to their security issues/needs.
- Created a wellness incentive program to ensure our staff are taking care of their physical and mental health needs.
- Launched and implemented a new police records software called Mark 43. This was a huge task that involved all staff members.

- Outfitted all three of our traffic vehicles and several staff members with video cameras. Both types of camera provide evidence improve transparency.
- The Police Department had 1,175 citizens go through traffic safety school. This is a traffic safety education program that was devised and taught by the traffic team. First time traffic offenders are able to go to this class in lieu of paying a citation.