

October 6, 2022 at 6:00pm  
City Council Meeting  
**Audio/Video Teleconference**  
City Hall Conference Room  
48318 E. 1<sup>st</sup> Street  
Oakridge OR, 97463



## REGULAR MEETING

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### 1. CALL MEETING TO ORDER

### 2. Pledge of Allegiance

### 3. Roll Call

### 4. Additions, Corrections or Adjustments to the Agenda

### 5. Public Comment – 30 Minutes

*Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based on public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the city administrator to follow up on comments received.*

### 6. Mayor Comments / Announcements / Proclamations

### 7. Council Comments / Announcements

### 8. Consent Agenda

### 9. Business from the City Council

#### 9.1 Swearing-In & Introduction of 3 New\* Police Officers:

(Sgt. Shane Madsen, Officer Mike Baeuerlen (\*returning), and Reserve Officer Kyle Lakey)

#### 9.2 Caselle software contract options

#### 9.3 Updates on DEQ, TMDL, and HNA projects and contract with WestOak GIS & Planning LLC

#### 9.4 Community Services Director/City Planner Hiring

#### 9.5 Choosing a new date for the Public Safety Fee Community Forum

### 10. Business from the City Administrator

### 11. Staff Reports

### 13. Ordinances, Resolutions and Public Comments

### 14. Public Hearings

### 15. Appointments

### 16. Public Comment

### 17. Adjourn

**This will be a remote participation meeting. Citizens have four ways of attending and commenting:**

- 1. On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
- 2. On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm the day of the meeting.**
- 4. While discouraged due to the pandemic, you may attend in person at City Hall.**

**Detailed instructions are available at City Hall, on the city website, and the city Facebook page.**

**Accommodation for Physical Impairments:** In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, City's TTD Number is 541-782-4232.

**Business of the City Council**  
City of Oakridge, Oregon

**Agenda Title:** Caselle Software Contract

**Agenda Item No:** 9.2

**Proposed Council Action:** A motion from the floor to approve

**Exhibits:** Caselle Hosted Software & Services Proposal Contract

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**ISSUE:**

The city Utility Billing, Accounting, and City Business software is outdated and is no longer effective to help ensure well-managed accounting, utility billing, court and other city related critical tasks. With our current software we are not able to have efficient departments. The workload of our city staff has increased exponentially with personnel cutbacks in recent years. The need for a functional integrated system is at its all-time highest.

A new system would allow us to address several challenges in the current environment, gain future efficiencies.

**Current Challenges including but not limited to:**

- City Departments rely on financial staff for financial report creation.
- Current system function ability for accounts receivable and billing requires many duplicate processes due to lack of flow throughout the different system departments.
- There is limited self-service functionality for department heads in the current system.
- Numerous manual processes are in place throughout the city causing unnecessary time to be spent on projects.
- There is no bank reconciliation program in our current system, it is currently being done in spreadsheets and loads of printed documents taking more than 10 hours to be completed.
- We have online and inhouse payment options for utility billings to be paid which do not talk to the system causing lots of manual entry which can lead to more mistakes in accounting.
- There are multiple things that are not being accounted for in our current system because there is not the functionality to do so which again causes more manual entry and more room for error.
- We have no document management in place within our current system which causes audits to require more work trying to sift through files of paperwork.
- To summarize the system is lacking in all areas of utility management, court management, accounts receivable, cash receipting, banking and budgeting processes just to name a few.

- The current way the financials are being accounted for in this outdated system leaves us with nothing more than room for error and ineffective ways to account for assets and expenses.
- The support for the current system is almost non-existent taking anywhere from 24 to 36 hours to get a phone call back.

**A Strong and reliable infrastructure is critical for the following reasons:**

- A reliable infrastructure and hardware system help ensure automation of processes. This would cut back on duplication, unnecessary time spent to input information from different sources into the system and help eliminate causes for errors.
- Accounting is critical to running a financially sound city. This includes every date process such as reconciling bank data, recording transactions and balancing ledgers.
- A hosted system would give us more security, eliminate the need for an in-house server which would eliminate IT hours being paid to sustain it.
- Any new enhancements and updates would be included going forward for as long as we have the system in place.
- Being able to access stored data is vital to efficient accounting and business operations. This is especially true in the case of audits.

**This new system benefits would include but not limited to:**

- Reliable: The infrastructure hardware is set up and maintained by Caselle.
- It is current and updated: We would have access to current versions of hardware without the need for capital investments.
- Tech support covered: Technical support, when needed not days later but within an hour of us reaching out.
- Backup: All records would be backed up securely. This would eliminate the need for us manually backing up data and not losing critical data due to failed equipment due to age or power outages.
- Applications we currently don't have but would be utilized in a new system such as bank reconciliation, document management, integrated online/electronic payments, code enforcement, grant and project tracking.

**FISCAL IMPACTS:** A one-time set up, training and conversion fee of **\$40,690.00**.

A monthly hosted maintenance and support cost of **\$2,605.00**.

Or option two, a one time software license, training, setup and conversion fee of **\$95,590.00**

A monthly hosted support cost of \$1,725.00.

***\*Additional information to be presented by Finance Director Colleen Shirley***

**STAFF RECOMMENDATION:** *(Finance Director Colleen Shirley to report)*

**RECOMMENDED MOTION:** *I move to allow the Finance Director to accept the hosted software and services proposal \_\_\_\_\_ from Caselle with the conditions and discussed by Council.*

## AT A GLANCE

### City of North Bend, OR

-  Customer Since 2014
-  Population: 9,695 (2010)
-  Payroll Employees: 86
-  Caselle Licensed Users: 5
-  Operating Budget: \$26,000,000
-  Metered Services: None

### Challenges

As a result of their existing government accounting software, the city of North Bend, Oregon struggled to make their accounting processes efficient and less time consuming.

### Results

After migrating over to Caselle software, the city has streamlined their processes and saved more than 256 hours.

### Benefits

- User Friendly financial reports
- Cut budget process by 40+ hours
- Simple and accurate Accounts Receivable
- Cut Payroll process by 2 to 3 days
- Reduced Manual journal entries
- Increased efficiency with General Ledger

*"Caselle cared about us as a community. We weren't just another sale. We felt like we had an entire team."*

- Laurie Brookes  
Finance Director

Case Study | North Bend, OR

## North Bend Improves Accounting Processes With Caselle, While Keeping Auditors Happy



### THE JOURNEY

In 2012, the city of North Bend, Oregon was using a software that was no longer meeting their accounting needs. Employees found themselves consumed in non-integrated and duplicative processes that were time consuming and inefficient. One such example was the city's inability to produce the required Auditor reports directly from their system. Instead, they combined numerous reports. As the city decided how to best prepare for the future, they determined they needed to streamline their processes while remaining in compliance with auditors.

After identifying their priorities, they began their due diligence by first talking with several other local cities about what software they recommended. After receiving feedback, they chose to attend one company's annual conference so that they could network with other users and learn more about the product. This enabled them to learn the strengths and weaknesses of the software.

Still not completely satisfied with the feedback they received, they decided to put out an RFP. They viewed various demos and asked questions about how each software's attributes could meet their city's unique needs. Price and superior quality were the driving factors in their decision-making process, as well as strong references from other cities. This ultimately led them to Caselle.

Like many cities that are considering making the transition to a new software company, North Bend had some reservations about going through implementation. But Caselle's process exceeded their expectations. Finance Director Laurie Brookes describes the experience as "going much more smoothly than (she) imagined. We worked as a team and communicated regularly with Caselle. We had weekly meetings. Everyone at Caselle has been so good to work with. The customer service is phenomenal." They chose to begin using Caselle on January 1st rather than waiting for the end of the fiscal year (June 30th)

to coincide with the end of the calendar year for payroll. "Once our software was setup, we came to Utah for 5 days of individual training which was incredibly helpful. The training we received was custom, and based on exactly what we needed."

## THE SOLUTION

Since implementing Caselle software, North Bend has experienced significant improvements in many areas of their accounting processes. The Caselle modules have allowed the city to easily setup and access various financial reports. By grouping these reports together, employees can now provide important information to management, quickly and efficiently. Additionally, miExcel, the functionality which allows them to share, import, and manipulate data between other Caselle applications and Excel spreadsheets, has proven to be invaluable. North Bend has saved 40+ hours in their budget process since utilizing miExcel.

With Accounts Receivable, implementing cash receipting has become much simpler and more accurate. Year-end entries can now be entered into the prior fiscal year without requiring journal entry preparation. The Payroll module has cut down the time spent by at least 2 to 3 days. The Accounts Payable module has also saved the city at least 2 to 3 days of time by allowing them to enter prior fiscal year bills into a previous period. This process avoids large journal entries at the end of the fiscal year.

The city has also saved approximately 72 hours by using General Ledger. This module has allowed their employees to cut down on journal entries. By uploading reports from miExcel straight into each

*"Caselle is supportive and forward thinking. They get to know the people they work with and make suggestions based on what works for our community. We have such high praise for Caselle. They genuinely care about their customers."*

**- Laurie Brookes  
Finance Director**

journal, they have also minimized input errors. The Bank Reconciliation feature has also streamlined reconciliations for all bank accounts.

When North Bend's employees have questions, Caselle's Knowledge Base has also been a tremendous asset for the city. This database allows them to look things up quickly so that their workflow is not disrupted. According to Brookes, "it is the first place we go when we need clarification. The answers can be found quickly which saves time by instantly resolving our problem."

## THE CONCLUSION

By implementing Caselle software, the city of North Bend has saved well over 256 hours. The software has allowed them to streamline their accounting processes - saving the city time and money. In addition to the efficiencies they have gained, the customer service and support that the city has received from Caselle has allowed them to better serve their own customers, while staying ahead of the technology curve and growing as a city.

\* Data and statistics gathered in May 2017



# CASELLE<sup>®</sup> Connect Online Functionality

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Version: Connect

CIMS: KB #3456

Date: 2022Apr12

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## Connect Online

These Connect applications have views that have been released for Connect Online. This list will be updated as new views are released.

### Accounts Payable

Accounts Payable Lookup widget

- Search by invoice, vendor, purchase order, or requisition.

Vendors

- Review invoices, checks, requisitions, purchase orders, and attachments by vendor.
- Supports drill-down capability for invoices, checks, requisitions, purchase orders, and attachments.
- Shows vendor balance and contact information.

Data Entry

- Enter invoices, purchase orders, and requisitions.

Approvals

- Review, approve, or deny invoices, purchase orders, and requisitions.

### Business License

Business Lookup widget

- Search by business name or number.

Business Detail

- Review business licenses information (license number, license type, expiration date, status, and balance).
- Customize the fields that display on the page.
- Shows business address and contact information and owner address and contact information.

## Community Development

### Today's Inspections

- Shows my inspections for current day.
- Opens my inspections.

### Inspections

- Work on an inspection or assign it to another inspector.
- View inspection, inspection detail, and appointment date and time.
- Includes options to filter inspections by inspector, inspection items, and appointment date.

### Property Lookup widget

- Search by property name or parcel ID.

## General Ledger

### Account Watch List widget

- Monitor accounts from My Dashboard. The widget can show account balance and/or encumbrances for a selected period.

### Account List

- Shows account information: account number, account title, period amount, YTD amount, variance, percent of budget, and chart of budget.
- View cumulative or period account activity line graph.
- Print or save account activity line graph. Supported file types: PNG, JPEG, PDF, and SVG.

### Activity Watch List widget

- Monitor activity accounts from My Dashboard.

### Activity List

- Shows activity account information: account number, account title, period amount, YTD amount, variance, percent of budget, and chart of budget.

- View cumulative or period activity line graph.
- Print or save account activity line graph. Supported file types: PNG, JPEG, PDF, and SVG.
- Shows account detail and related transactions.

### Budget Submission

- Enter and review budget amounts.

### Budget Summary widget

- Monitor budget accounts from My Dashboard. The widget can show the account balance and/or encumbrances for a selected period by account type.

### Budget Summary

- Shows budget summary information: account number, account title, YTD actual, YTD budget, and variance.
- Export budget summary as a spreadsheet (.xlsx).
- Search by account number or title.

## Payroll

### Manager Reports widget

- View a department overview. Shows the total employees, positions, department earnings to date, department benefits to date, and department leave balance.

### Manager Reports

- View employee's in/out status, hire date, position, contact, and leave balance.
- View employee beginning leave balance, accrued leave, used leave, remaining leave, and leave hours expiring by leave pay code.
- View employee leave requests and status.
- View employee YTD totals of leave, overtime as well as expiring or FYTD time off.
- View employee overtime and amount overtime analysis.



- View clock in/out times for each employee time punches report.
- Filter the manager reports by department, team, position type, and in/out status.

#### Manager Approvals

- Review and approve or deny employee requests.

## Timekeeping

#### Time Clock widget

- Employees can clock in or clock out.
- Employees can add a comment to show additional information. For example, location, time expected return, etc.

#### Timesheet status widget

- View where a timesheet is at in the approval process.

#### My Timesheet

- Review and enter time worked by task and activity during a pay period.
- Summarizes timesheet totals and hour totals.
- Includes employee clock in/clock out times.
- Supports adding additional hours to time worked.
- Shows employee position, department, current pay period, leave time balance, and total time worked in pay period.
- Allows employees to submit a timesheet.

#### Manager Approvals

- Review and approve or deny employee requests.

#### Quick Time Entry widget

- A streamlined interface for clocking in and clocking out when the employee doesn't need access to the entire Connect Online website.

## Human Resources

### Approve Requests

- Review, approve, or deny employee requests.
- Print or approve request list or save it as a PDF.

### Manager Requests

- Submit employee change requests. For example, position changes, wage/salary, etc.

### My Requests

- Submit and review my leave requests pending approval and my completed leave requests.
- Submit employee address changes/updates

## Utility Management

### Service Address Lookup widget

- Search for utility locations by entering a service address.

### Service Address Detail

- Create new work orders.
- Summarizes the work order history. Supports drill-down capability to show work order detail.
- Review meter ID and meter activity.
- Displays the service address; parcel ID; customer number; customer name and address; service connect date and final bill date; landlord name; alert message; and balance due.

## Service Orders

### Work Orders widget

- Summarizes work orders waiting for approval, work orders submitted for approval, and work orders waiting to be assigned.
- Create a new work order.

### Work Order List

- Shows work order, work order description, who the work order is assigned to, which department, and when it needs to be completed.
- Shows the work order location on a map. Change the map type to Satellite, Streets (ERSI), or Streets (Open Source).
- Create a new work order.
- Filters work orders by type, department, assigned to, and due dates.

### Work Order Detail

- Shows the entire work order. What it's for, who's working on it, where it's located, and when it needs to be completed.
- Allows you to work on it, modify it, or assign it.

## Maintenance Orders

### Work Order widget

- Summarizes work orders waiting for approval, work orders submitted for approval, and work orders waiting to be assigned.
- Create a new work order.

### Work Order List

- Shows work order, work order description, who the work order is assigned to, which department, and when it needs to be completed.
- Shows the work order location on a map. Change the map type to Satellite, Streets (ERSI), or Streets (Open Source).
- Create a new work order.
- Filters work orders by type, department, assigned to, and due dates.

### Work Order Detail

- Shows the entire work order. What it's for, who's working on it, where it's located, and when it needs to be completed.
- Allows you to work on it, modify it, or assign it.





*Caselle*® Hosted Software & Services Proposal

# City of Oakridge, OR

**August 18, 2022**

(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com

*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
City of Oakridge, OR  
August 18, 2022

**Proposal Summary**

License Type	Hosted
Total Training	\$16,350
Total Setup	12,200
Total Conversion	12,140
<b>Total Investment</b>	<b>\$40,690</b>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$2,605.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Oakridge is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

**Caselle® Hosted Software & Services Proposal**  
**City of Oakridge, OR**  
**August 18, 2022**

**Proposal Detail**

<b>Caselle® Application Software</b>	<b>License Type</b>	<b>Training</b>	<b>Setup</b>	<b>Conversion</b>	<b>Total</b>
General Ledger	Hosted	\$2,250	\$700	\$2,400	\$5,350
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	2,000	2,000
miExcel GL	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	550	500	600	1,650
AP Direct Pay	Hosted	Included	-	-	-
Accounts Receivable	Hosted	1,100	500	40	1,640
Utility Management	Hosted	3,375	1,500	3,200	8,075
Utility Electronic Reading Interface	Hosted	Included	250	-	250
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
Cash Receipting	Hosted	550	500	-	1,050
Online/Electronic Payments Bundle	Hosted	500	2,250	-	2,750
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
Asset Management	Hosted	550	500	500	1,550
Court Management	Hosted	3,375	1,500	*Per Bid	4,875
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Zonal OCR	Hosted	-	-	-	-
Code Enforcement	Hosted	550	500	3,400	4,450
Three (3) Concurrent User Licenses	Hosted	-	-	-	Included
Two (2) Additional Concurrent User Licenses (5 Total)	Hosted	-	-	-	-
<b>Grand Total</b>	<b>Hosted</b>	<b>\$16,350</b>	<b>\$12,200</b>	<b>\$12,140</b>	<b>\$40,690</b>

**Notes:**

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

*Caselle®* Hosted Software & Services Proposal  
City of Oakridge, OR  
August 18, 2022

### **Implementation Services**

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

#### ***Gathering Preliminary Data***

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

#### ***Submitting Conversion Data***

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

#### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

#### ***Scheduling Training***

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.



*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
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### Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

- General Ledger Setup**
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
  - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
  - Format five standard financial statements:
    - Balance Sheet with Revenue/Expenditures compared to budget
    - Allocation Reconciliation
    - Income Statement (All Funds)
    - Balance Sheet (All Funds)
    - Fund Summary Income Statement
- Note:** Additional fees may be required to set up additional financial statements.
- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
  - Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.
- Data Conversion**
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.  
**1,200** accounts are included
- Bank Reconciliation  
Data Conversion**
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.  
**4** bank accounts are included

**Caselle® Hosted Software & Services Proposal**  
**City of Oakridge, OR**  
**August 18, 2022**

**Accounts Payable Setup**

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

**Data Conversion**

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  - Exception: 1099 balances can be established, if provided.

**300 vendors are included**

**AP Direct Pay Setup**

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

**Accounts Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

**20 accounts are included**

*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
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- |  |  |
|--|--|
| Utility Management Setup                   | <ul style="list-style-type: none"><li>• Set up services, taxes, rate tables, and other fees for billing.</li><li>• Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.</li><li>• Set up default reports for billing, meter proofing, and reviewing customer information.</li><li>• Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.</li><li>• Create a Checklist to document daily, monthly, and billing procedures.</li><li>• Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.</li></ul> |
| Data Conversion                            | <ul style="list-style-type: none"><li>• Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.</li><li>• All appropriate transactions for balancing the billing will be converted.</li><li>• Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.</li><li>• Caselle will provide reports of the converted data for auditing purposes.<br/><b>1,600</b> meters or customers are included</li></ul>          |
| Utility Electronic Reading Interface Setup | <ul style="list-style-type: none"><li>• Create the appropriate import/export formats and test with the interfaced meter reading equipment.</li></ul>   |
| Utility Direct Pay Setup                   | <ul style="list-style-type: none"><li>• Set up header and batch information with the appropriate information for the direct payment file.</li><li>• Set up bank options with bank account and routing information.</li></ul>   |
| Service Orders Setup                       | <ul style="list-style-type: none"><li>• Set up the Service Order options (including user, department, and actions).</li><li>• Customize Service Order data entry screens.</li><li>• Format three Service Order form layouts.</li><li>• Set up the Utility Management interface.</li><li>• Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.</li></ul>   |
| Cash Receipting Setup                      | <ul style="list-style-type: none"><li>• Set up the General Ledger accounts for bank deposits and standard receipting revenue.</li><li>• Set up category and distribution codes.</li><li>• Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.</li><li>• Create default reports to assist in daily operation.</li><li>• Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.</li></ul>  |

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Online/Electronic  
Payments Setup

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

Asset Management  
Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

Court Management  
Setup

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a Checklist to document daily, monthly, and year-end procedures.
- Additional Follow-up letters will be billed at the rate of \$100 per letter. Letters that have multiple pages will be billed \$100 for each additional page included in the form.

*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
City of Oakridge, OR  
August 18, 2022

**Community  
Development Setup**

- Setup services will assist customers in initial software configuration such as codes, rates, permit types, fees, etc. A representative will provide consulting and software setup via telephone and email prior to product shipping. All parcel data and current owner information will be entered when submitted in the requested format. Property Parcel Data does not include data export from any other system or custom conversion. Property information will need to be entered into the Caselle Load Table by the customer.
- If customer completes the Caselle Load Tables for Property and Owner, Contractor and open Permits, there will be no conversion charges.
- If Caselle Load Tables are not used and data is submitted in another format, there will be a \$2.00 charge per property, contractor, open permit record, and historical record in addition to the setup fee.

**Data Conversion**

- All property and owner parcel data will be entered when submitted in the requested format.
- All Open Permits will be entered when submitted in the requested format.
- Contractor information will be entered when submitted in the requested format.
- If historical data needs to be converted, data will be loaded into a Caselle Archive History Table as read only and can be exported or viewed in Property Inquiry and Table List reports. Historical data from existing system will not be converted as Caselle transactions.
- Caselle Load Tables will need to be populated by the customer.
- All needed forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- **1,700 properties are included**

## Business of the City Council

City of Oakridge, Oregon

October 6, 2022

**Agenda Title:** Updates on DEQ, TMDL, TGM Code Assistance, and HNA projects and Invoices from WestOak GIS & Planning LLC

**Proposed Council Action:** N/A (for review)

**Agenda Item No:** 9.3

**Exhibits:** 4

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### ISSUE:

Attached are multiple memos, work product, and invoices from Rick Zylstra of WestOak GIS & Planning LLC, for his work on the DEQ-Mercury TMDL, TGM Code Assistance, and HNA projects. There are 4 exhibits for Council's review.

**FISCAL IMPACTS:** N/A

**STAFF RECOMMENDATION:** N/A

**RECOMMENDED MOTIONS:** N/A

## WestOak GIS and Planning, LLC

### Memorandum

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To: James Cleavenger, City Administrator – City of Oakridge  
From: Rick Zylstra, WestOak GIS and Planning Services, LLC  
Subject: DEQ TMDL 2019-2024 Matrix updates for new mercury standards  
September 6, 2022

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James,

As outlined in the TMDL Mercury Updates Project Statement of Work this memo represents the research and updates done to bring the City of Oakridge 2019-2024 TMDL Matrix into compliance with new Best Management Practices (BMPs) regarding Mercury Pollutants

#### Background

Starting in 1998, DEQ began identifying various waterbodies in the Willamette Basin as impaired due to elevated levels of mercury in fish tissue. Water quality standards were established to ensure that beneficial uses of the river and tributaries, such as swimming, fish consumption and fish rearing, are protected. When water quality standards are not met, the Federal Clean Water Act requires a Total Maximum Daily Load (TMDL) to be established. A TMDL is a means for implementing additional controls needed to restore and maintain the quality of water resources<sup>1</sup>

US District Court issued a ruling requiring the U.S. Environmental Protection Agency (EPA) to revise the 2006 mercury TMDL by November 2019. EPA, with input from the Oregon Department of Environmental Quality (DEQ), led the technical work associated with modeling the amount of mercury gained and lost by stream systems, as well as the concentration of mercury in the aquatic food web. DEQ led the development of a Water Quality Management Plan (WQMP) to describe the overall framework for implementing the TMDL. The WQMP describes activities, programs, legal authorities and other measures for which DEQ, and other Designated Management Agencies (DMAs) have regulatory responsibility.<sup>2</sup>

#### Mercury in our Waters

Mercury is a naturally occurring element that is found in air, water and soil and exists in different forms. Methylmercury is the organic form of mercury that most easily enters the body. Methylmercury is the form of mercury most toxic to humans. Methylmercury accumulates in fish, because of this eating fish is the way most people are exposed to mercury in the environment. Mercury can also cause a range of toxic effects to fish, aquatic life and wildlife. Organisms may be exposed to mercury in the water and sediment where they live or by eating food sources that contain mercury.

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<sup>1</sup> United States Environmental Protection Agency, Office of Water. Guidance for Water Quality Based Decisions: the TMDL Process Pg. 1

<sup>2</sup> Oregon DEQ, Final Revised Willamette Basin Mercury TMDL and WQMP November 2019, Pg. 6

## **Health Effects**

Mercury primarily affects the nervous system and is most serious for developing fetuses and young children. Babies born to mothers who have elevated mercury levels may have developmental issues and learning disabilities. Infants and children are most susceptible to the effects of mercury because their nervous systems continue to develop through adolescence. Mercury can be passed from mother to fetus, resulting in potentially serious effects such as brain damage, mental retardation, blindness, seizures and speech problems. In adults, mercury can lead to irritability, tremors and problems with vision, hearing and memory.

## **Sources of Mercury**

In general, mercury comes from a combination of local, regional and global sources. Regional and local contributions include mercury from nearby natural sources (air, water and soil), gold mining activities and combustion. Combustion sources contribute to air deposition of mercury and include such things as incinerators, cement plants and coal fired power plants. Global contributions include mercury added to the earth's atmosphere from natural sources (such as volcanic eruptions and forest fires) and human activities, such as large-scale combustion. Mercury is also found in a number of consumer products, such as fluorescent light bulbs, switches, thermometers and batteries.<sup>3</sup> By far, the greatest source of mercury in the basin is from atmospheric deposition, which originates mainly from national and global sources. Once mercury is deposited on the landscape, the major pathways to streams are erosion of sediment-bound mercury and surface runoff.<sup>4</sup>

## **Oakridge TMDL**

A DMA is “a federal, state or local governmental agency that has legal authority of a sector or source contributing pollutants and is identified as such by the DEQ in a TMDL.” The DEQ has named The City of Oakridge as a DMA in the Middle Fork Willamette River subbasin. Because the City has legal authority within its city limits, and the City's stormwater drains to a tributary (Salmon Creek) and the Middle Fork of the Willamette River the City must comply with the Final Revised Willamette Basin Mercury Total Maximum Daily Load WQMP<sup>5</sup>

DEQ requires all cities to have and follow an approved five-year Total Maximum Daily Load (TMDL) Implementation Matrix and plan that helps reduce pollutants in stormwater runoff. The efforts outlined in the City of Oakridge 2019-2024 Implementation Matrix reduces pollutants entering the Middle Fork Willamette River and Salmon Creek. The City of Oakridge 2019-2024 Implementation Matrix is derived from BMPs set out in the City of Oakridge Stormwater Plan and prescribed BMPs from Oregon DEQ.

The City of Oakridge Original TMDL Implementation Plan can be found in on the City's website in the Documents Tab as Appendix B of the City of Oakridge Stormwater Plan dated February 2011. The TMDL Matrix is formed from the BMPs outlined in the plan.

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<sup>3</sup> State of Oregon Department of Environmental Quality, Standards Program, Fact Sheet: Mercury in Oregon Waters February 15, 2017

<sup>4</sup> State of Oregon Department of Environmental Quality, Water Quality Program, Fact Sheet: Willamette Basin Proposed Mercury TMDL

<sup>5</sup> Oregon DEQ, Final Revised Willamette Basin Mercury TMDL and WQMP November 2019, Appendix E, Pg. 159



The updates discussed here in this memo are updates to the City of Oakridge 2019-2024 TMDL Implementation Matrix. This Matrix briefly outlines 24 Parameters that relate to various and sometimes multiple pollutants and water conditions.

### **Six Minimum Measures for Cities to Reduce Stormwater Impacts to Waterbodies**

The Final Revised Willamette Basin Mercury TMDL and WQMP of November 2019, along with the EPA, outlined Six Minimum Measures for Cities to Reduce Stormwater Impacts to Waterbodies that are to be incorporated into TMDL Matrix for all cities and urban areas.<sup>6</sup>

#### **1. Pollution Prevention and Good Housekeeping for Municipal Operations**

Pollution Prevention and Good Housekeeping for Municipal Operations Goal; To Maintain city facilities, roadways, etc. using pollution prevention and good housekeeping practices to reduce discharge of pollutants through SW conveyance system. Existing matrix numbers 18 and 19 already exhibit good housekeeping. Additions to the Oakridge TMDL Matrix to meet the goal are found on Updates 18.1 and 25 through 25.4

##### **DEQ Requirements**

- a. DMAs must properly operate and maintain its facilities, using prudent pollution prevention and good housekeeping to reduce the discharge of mercury-related pollutants, such as sediment, through the stormwater conveyance system to waters of the state.
- b. DMAs must ensure that DMA-owned or operated facilities with industrial activity identified in DEQ's 1200-Z Industrial Stormwater General Permit have coverage under this permit. The DMA must also conduct its municipal operation and maintenance activities in a manner that reduces the discharge of pollutants to protect water quality.
- c. DMAs must maintain records for activities to meet the requirements of the Pollution Prevention and Good Housekeeping for Municipal Operations program requirements and include a descriptive summary of their activities in the TMDL Annual Report.

#### **2. Public Education and Outreach**

Public Education and Outreach Goal; To conduct an ongoing education and outreach program to inform the public about the impacts of stormwater discharges on waterbodies and the steps that they can take to reduce pollutants in stormwater runoff. Existing matrix number 15 already exhibit public education and outreach. Additions to the Oakridge TMDL Matrix to meet the goal are found on 15.1, 15.2 and 15.3

##### **DEQ Requirements**

- a. DMAs must conduct an ongoing education and outreach program to inform the public about the impacts of stormwater discharges on waterbodies and the steps that they can take to reduce mercury-related pollutants in stormwater runoff. The education and outreach program must address stormwater issues of significance within the DMA's community.

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<sup>6</sup> Oregon DEQ, Final Revised Willamette Basin Mercury TMDL and WQMP November 2019, Table 13-11, Pg. 92

- b. DMAs must track implementation of the public education and outreach requirements. In each corresponding TMDL Annual Report, the DMA must assess their progress toward implementation of the program, including a qualitative evaluation of at least one education and outreach activity corresponding to the reporting timeframe for the associated TMDL Annual Report. The evaluation should be used to inform future stormwater education and outreach efforts to most effectively convey the educational material to the target audiences.

### **3. Public Involvement and Participation**

Public Involvement and Participation Goal; To implement a public involvement and participation program and to comply with public notice requirements when implementing a public involvement participation process. Existing matrix numbers 4, 6.1, 14 and 14.1 already exhibit public involvement and participation. Additions to the Oakridge TMDL Matrix to meet the goal are found on Updates 14.2 and 14.3

#### **DEQ Requirements**

- a. DMAs must implement a public involvement and participation program that provides opportunities for the public to effectively participate in the development of stormwater control measures. The DMA must comply with their public notice requirements when implementing a public involvement participation process, including maintaining and promoting at least one publicly accessible website with information on the city's stormwater control implementation, contact information and educational materials.

### **4. Illicit Discharge Detection and Elimination**

Illicit Discharge Detection and Elimination Goal; To implement and enforce a program to detect and eliminate illicit discharges into the stormwater conveyance system, to develop and maintain a current map of the stormwater conveyance system, prohibit non stormwater discharges into the stormwater conveyance system through enforcement of an ordinance or other regulatory mechanism and develop a procedure to document all complaints or reports of illicit discharges into and from the stormwater conveyance system. Existing matrix number 11 already assist to meet the illicit discharge detection and elimination goal. Additions to the Oakridge TMDL Matrix to meet the goal are found on Updates 11.1, 11.2, 11.3, 11.4 and 11.5

#### **DEQ Requirements**

- a. DMAs must implement and enforce a program to detect and eliminate illicit discharges into the stormwater conveyance system. An illicit discharge is any discharge to a stormwater conveyance system that is not composed entirely of stormwater. The DMA must develop and maintain a current map of their stormwater conveyance system. The stormwater conveyance system map and digital inventory must include the location of outfalls and an outfall inventory, conveyance system and stormwater control locations. The DMA must make maps and inventories available to DEQ upon request. When in digital format, the DMA must fully describe mapping standards in the TMDL implementation plan or other city planning document.
- b. The IDDE program must prohibit non-stormwater discharges into the stormwater conveyance system through enforcement of an ordinance or other legal mechanism,

- including appropriate enforcement procedures and actions to ensure compliance. The ordinance or other regulatory mechanism
- c. must also define the range of illicit discharges it covers, including those discharges that are conditionally allowed, such as groundwater and lawn watering discharges. The IDDE program must also maintain a procedure or system to document all complaints or reports of illicit discharges into and from the stormwater conveyance system.
  - d. The DMA must track implementation of the IDDE program requirements. In each TMDL Annual Report, the DMA must assess their progress towards implementation of the program.

## **5. Construction Site Runoff Control**

Construction Site Runoff Control Goal: To ensure construction sites one or more acres is required to obtain a DEQ 1200C permit, require Erosion and Sediment Control Plans for construction project sites that result in a minimum land disturbance of ½ acre or more and to implement and maintain a written escalating enforcement and response procedure. Existing matrix number 7 already exhibit the goal of managing construction site and runoff. Additions to the Oakridge TMDL Matrix to meet the goal are found on Updates 8.1, 8.2, 8.3, 8.4, 8.5

### **DEQ Requirements**

- a. DMAs must refer project sites to DEQ, or the appropriate DEQ agent, to obtain NPDES 1200-C Construction Stormwater Permit coverage for construction projects that disturb one or more acres (or that disturb less than one acre, if it is part of a “common plan of development or sale” disturbing one or more acres).
- b. In addition, DMAs must require construction site operators to complete and implement an Erosion and Sediment Control Plan for construction project sites in its jurisdictional area that result in a minimum land disturbance of 21,780 square feet (one half of an acre) or more and are not already covered by a 1200-C permit.
- c. Through ordinance or other regulatory mechanism, to the extent allowable under state law, the DMA must require erosion controls, sediment controls, and waste materials management controls to be used and maintained at all qualifying construction projects (as described above) from initial clearing through final stabilization to reduce pollutants in stormwater discharges to the stormwater conveyance system from construction sites.
- d. The DMA must develop, implement and maintain a written escalating enforcement and response procedure for all qualifying construction sites. The procedure must address repeat violations through progressively stricter response, as needed, to achieve compliance.
- e. The DMA must track implementation of its construction site runoff program required activities. In each TMDL annual report, the DMA must assess their progress toward implementing its construction site runoff program’s control measures.

## **6. Post-Construction Site Runoff for New Development and Redevelopment**

Post-Construction Site Runoff for New Development and Redevelopment Goal: To apply to project sites discharging stormwater to the stormwater conveyance system that create or replace ¼ acre, to retain rainfall on site and minimize the offsite discharge of precipitation (e.g., low impact development

principles) and to develop long term operation and maintenance requirements. None of the existing matrix numbers meet this goal. Additions to the Oakridge TMDL Matrix to meet the goal are found on Updates 26, 26.1, 26.2, 26.3, 26.4, 26.5

#### DEQ Requirements

- a. DMAs must develop, implement, and enforce a program to reduce discharges of pollutants and control post-construction stormwater runoff from new development and redevelopment project sites in its jurisdictional area. Example of such programs and program elements are provided in Appendix D.
- b. Through ordinance or other regulatory mechanism, the DMA must require the following for project sites discharging stormwater to the storm water conveyance system that create or replace 10,890 square feet (one quarter of an acre) or more of new impervious surface area:
  - i. (A) The use of stormwater controls at all qualifying sites.
  - ii. (B) A site-specific stormwater management approach that targets natural surface or predevelopment hydrological function through the installation and long-term operation and maintenance of stormwater controls.
  - iii. (C) Long-term operation and maintenance of stormwater controls at project sites that are under the ownership of a private entity.
- c. The DMA must target natural surface or predevelopment hydrologic function to retain rainfall on-site and minimize the offsite discharge of precipitation utilizing stormwater controls that infiltrate and evapotranspire stormwater. For projects that are unable to fully retain rainfall/runoff from impervious surfaces on-site, the remainder of the rainfall/runoff from impervious surfaces must be treated prior to discharge with structural stormwater controls. These stormwater structural controls should be designed to remove, at a minimum, 80 percent of the total suspended solids.
- d. The DMA must maintain records for activities to meet the requirements of the post-construction site runoff program requirements and include a descriptive summary of their activities in the TMDL Annual Report.

#### Updates to the 2019-2024 City of Oakridge TMDL Matrix.

Below are the changes made to the matrix as they apply to the new Final Revised Willamette Basin Mercury TMDL and WQMP November 2019, numbers found to **already contribute to the goals and requirements are in bold text** and updates are in red bold text. BMPs utilized in the updated version of the TMDL matrix were found by exploring TMDL Matrix strategies of similar DMAs in Oregon.

Please feel free to reach out to me if you have any questions, comments or concerns.

Rick Zylstra  
WestOak GIS and Planning LLC.



**City of Oakridge**  
48318 E. 1<sup>st</sup> Street – PO Box 1410  
Oakridge, Oregon 97463  
Phone: 541-782-2258 Fax: 541-782-1081

September 3, 2022

**To: Priscilla Woolverton, Oregon DEQ**

**Re: City of Oakridge 2019-2024 Implementation Matrix Update 9/3/2022 (Mercury Report)**

Please see attached Updated 2019 – 2024 Implementation Matrix, to include the new Minimum Requirements for cities, outlined in Table 13-11, found on pages 92 & 93, of the Final Revised Willamette Basin Mercury Total Maximum Daily Load, dated November 22, 2019. I have included two versions of the updated Matrix, one with changes tracked and one without.

Below is quick summary of where the existing and updated Measures can be found, which align with the Final Revised Willamette Basin Mercury Total Maximum Daily Load:

- 1. Pollution Prevention and Good Housekeeping for Municipal Operations**
  - a. Existing Strategies, Actions and Measures are in Parameter 19
  - b. Updated Strategies, Actions and Measures are in Parameters 18.1 and 25 to 25.4
  
- 2. Public Education and Outreach**
  - a. Existing Strategies, Actions and Measures are in Parameter 15
  - b. Updated Strategies, Actions and Measures are in Parameters 15.1 to 15.3
  
- 3. Public Involvement and Participation**
  - a. Existing Strategies, Actions and Measures are in Parameters 4, 6.1, 14
  - b. Updated Strategies, Actions and Measures are in Parameters 14.2 and 14.3
  
- 4. Illicit Discharge Detection and Elimination**
  - a. Existing Strategies, Actions and Measures are in Parameter 11
  - b. Updated Strategies, Actions and Measures are in Parameters 11.1 to 11.5

**5. Construction Site Runoff Control**

- a. Existing Strategies, Actions and Measures are in Parameter 7
- b. Updated Strategies, Actions and Measures are in Parameters 8.1 to 8.5

**6. Post-Construction Site Runoff for New Development and Redevelopment**

- a. Existing Strategies, Actions and Measures did not exist in the original matrix
- b. Updated Strategies, Actions and Measures are in Parameters 26 to 26.5

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. M. Cleavenger', with a long, sweeping horizontal line extending to the right.

**James M. Cleavenger, JD, LLM**  
Oakridge City Administrator  
cityadministrator@ci.oakridge.or.us  
541-782-2258 x6

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
1	Temperature	Solar Radiation Input	<p>Programmatic: Protect and enhance existing riparian vegetation</p> <p>Continue implementation of the Oakridge Stormwater Plan:</p> <p>1) Developing, adopting and implementing "riparian protection," and</p> <p>2) Initiate riparian restoration projects on city and private property (SP Append A, pg. 13)</p> <p>SP: Feb. 2011 Pace Engineers</p> <p>Oakridge Surface Water Management (SWMP); Sept. 2013 Community Services Center, UofO</p>	<p>1) Convene Planning Commission to review and propose changes in the Land Use Ordinance as suggested by SP &amp; SWMP.</p> <p>2) Continued implementation of the of the Oakridge Feb 2011 Stormwater Plan</p>	<p>Present Planning Commission's draft Low Impact Developments Code recommendations to Council</p> <p>At least one riparian tree planting project completed every two years.</p> <p>Inform Watershed Council that the city has been and will continue to be a willing participant, pending available resources, in any projects within the city limits.</p>	<p>Year 1 adoption of Low Impact Development recommendations from</p> <p>Ongoing, annual review for planting projects, pending available resources</p> <p>Year 1 make contact and initiate collaboration opportunities with Watershed Council</p>		<p>Planning Department Staff time.</p>
1.1	Temperature Bacteria Mercury	Lack of riparian vegetation and storm water management	<p>Use LID Strategies in public projects &amp; identify and secure stable funding from local, regional and national sources</p>	<p>Plan and implement at least one riparian restoration project(s)</p>	<p>Year 2: List of priority areas complete</p> <p>Year 3: Identify and secure funds needed to implement project</p> <p>Year 5: Complete at least one riparian project</p>	<p>Years 1-2: Develop criteria for prioritizing areas for restoration or enhancement</p> <p>Years 2-5: 1 Identify and apply for outside funding.</p> <p>Years 3-5: Implement at least one restoration or enhancement project on city owned property</p>		<p>Public Works Department Budget</p>
2	Temperature Bacteria Mercury	Lack of riparian vegetation and storm water management	<p>Protect and enhance existing riparian vegetation</p>	<p>Continue implementation of Oakridge Storm water Plan</p>	<p>Identify areas of vegetation needing improvements per best practices per appropriate recommendations for enhancement within available resources</p>	<p>Ongoing; annual review</p>		<p>Administrative Staff and Public Works time and Budget</p>

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
3	Temperature Bacteria Mercury	Watershed	City Support for TMDL Implementation	Meet and Maintain compliance reporting requirements for TMDL Implementation	Submit annual status and five-year review reports as scheduled	Ongoing; annual review		Administrative Staff and Public Works time and Budget
4	Temperature Bacteria Mercury	Watershed	City Support for TMDL Implementation	Public Involvement - Public invited to City Council meetings where council is informed of reporting compliance	Formally present 5 Year review and adopt the TMDL Plan and Matrix at City Council Meeting. Public outreach events	Years 1: 3 - 6 months for council re-introduction to TMDL leading to adoption of plan matrix. Years 1-5: With council support, apply for funding and implementation identified in plan; annual review		Administrative Staff time and Budget
5	Bacteria	Septic / Onsite Systems	Systems are outside of city limits; city is receptive to annexing properties and providing sewer service. Identify best possible properties in city limits for future need of sewer services.	Annexation of properties into the city and construction of sewer mains to service areas best suited for future development	Allow for Annexations per property owner's needs, propose sewer expansion for future capital improvements within the City Complete plans and implementation strategies for development of sanitary sewer reducing the need for septic systems	Years 1-3: Identify priority properties outside city limits yet within UGB for sewer expansion Years 1-5: Completion date will be dependent on property owners in areas serviced by septic tanks. Year 1 -3: Proposed expansion of sewer collections Ongoing; annual review		Planning/Administrative Staff and Budget
6	Bacteria	Pet and Animal Waste	8 Pet waste Stations installed and operating in city parks.	Maintain Pet waste Stations.	Track cost of providing and maintaining pet waste stations.	Maintenance is ongoing; annual review		Public Works Parks Budget
6.1	Bacteria	Pet and Animal Waste	Install educational signage regarding animal waste and bacteria	Install educational signage for existing pet waste stations	Track installation of additional signage. Install at least 8 number of signs within five years	Years 1-5: Install at least 8 signs within five years		Public Works Parks Budget
7	Mercury and other pollutants	Slope Erosion	Limit erosion to maintain clear water	Require geotechnical evaluation on new development on erosive areas; enforce during development	Track Implementation of Slope Ordinance 707 which regulates excavation and grading	Ongoing; annual review		Administrative and Planning staff time and budget



City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
8.1	Mercury	Storm water discharge with sediment from construction activities	Require Erosion and Sediment Control Permits for construction project sites that result in a minimum land disturbance of ½ acre or more. Train Staff in Plan Review, Site Inspection, and Enforcement of approved ESC Program	Review Ordinance 707 for compliance with current TMDL and erosion control BMPs  Train new staff whose responsibilities include erosion and sediment control plan review and enforcement. Provide refresher training to all staff involved in ESC every three years.  Conduct ESC plan review.	Ordinance 707 reviewed with recommendations for future use or amendments  Document number of staff trained and type of training (on-the-job training, certification, or recertification).	0 to 1 year for TMDL compliance and BMPs review  After review of Ordinance 707 this would be Ongoing		Administrative and Planning staff time and budget
8.2						After review of Ordinance 707 this would be Ongoing		Administrative and Public Works Staff
8.3			Implement ESC Program		Document location and type (commercial, industrial, single-family residential, etc.) of all construction project plan reviews. Document which project obtained a DEQ 1200-C permit. Develop and send a notice letter to applicants on wet weather best management practices as weather conditions change.	After review of Ordinance 707 this would be Ongoing		Administrative and Public Works Staff
8.4				Conduct site inspections at least once during active construction by trained or experienced staff.	Provide number of erosion and sedimentation control inspections for each project. Document location and type (commercial, industrial, single-family residential, etc.) of construction project.	After review of Ordinance 707 this would be Ongoing		Administrative and Public Works Staff
8.5				Enforce ESC ordinances.	Report number of warning letters or noncompliance citations by project and resolution	After review of Ordinance 707 this would be Ongoing		Administrative and Public Works Staff

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
9	Mercury Bacteria	Storm water Discharge from impervious surfaces	Increase the detention time and treatment facilities for storm water	Include storm water detention and treatments requirements for new and re-development	City of Oakridge Storm water Plan to include development codes recommended by University of Oregon.  Continue to maintain cities 5 bio-swales. Continue to require bio-swales for new and re-development	Year 1- 3 - 6 Months for Planning Commission to review and adopt LID Development Codes.  Years 2-3: 6 - 9 Months for City Council to adopt LID Development Codes.  Years 2-5: Implement and enforce new detention requirements  Years 1-5: Bio-swale maintenance is ongoing; annual review		Administrative and Planning staff time and budget
10	Bacteria Mercury	Storm water Runoff	Maintain storm water system map and identify areas where water quality protection actions would have the greatest benefit	Map created in 2011 and corrected/updated periodically. High priority areas identified in SP	Map updates as needed; High priority areas addressed and/or considered for flooding, development, and re-development	6 months - 1 year into new SWP Matrix for corrected map. Updates and areas identified as high priority is ongoing		Administrative and Planning staff time and budget
11	All Pollutants	Pollutants in storm water from Illicit Discharge	Reduce the amount of solids and hazardous waste that is not properly disposed	Continue partnering with Lane County Solid Waste Management event	Hold annual event (SWMP 3.2.3)	Annually		Administrative and Planning staff time and budget
11.1		Train Staff in Illicit Discharge Investigation and Spill Response	Train new staff members in illicit discharge investigation and spill response. Provide training in some aspect of illicit discharge investigation and spill response every five years for all applicable staff.	Track type of training, class, certification, number of employees trained, and the training subject (maintenance, response, investigation, sampling, etc.).	Ongoing			All Public Works and Police department personnel
11.2		Respond to Illicit Dumps	Clean up illegal dumps	Track number of illegal dumps, citations issued, and resolution.	Ongoing			All Public Works and Police department personnel
11.3		Respond to Illicit Discharges/Spills	Fire Department/Public Works spill response	Track cause of spills that occur. Document whether the spill reached the stormwater system or a stream and if water sampling was conducted. Document response resolution.	Ongoing			Fire Department & Public Works Personnel

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
11.4				Public Works illicit discharge/spill response.	Track date and cause of illicit discharges/spills that occur, identified illicit discharges from private wastewater laterals or from failing public infrastructure. Document whether the pollutant reached the stormwater system or a stream and if water sampling was conducted. Document response resolution.	Ongoing		Administrative and Planning staff time and budget
11.5				Provide spill response cards and spill response kits on municipal trucks and sweepers.	Track number of municipal trucks and sweepers with spill response cards and spill kits. Document the number of spill kits used annually in response to spills.	Ongoing		Administrative and Planning staff time and budget
12	Mercury	Air deposition	Assess funding, feasibility, and location for electric car charger	Install electric car charger if funding source obtained	Funding, Feasibility & location assessed. Electric car charger in place	Year 1- 6-months - 1 year to estimate costs and identify potential funding source(s)  Years 1-2. 1 to 1.5 years for feasibility and location to be determined  Years 1-3. 1.5 - 3 years for implementation of placement of Electric Car Charging Stations		Unknown at this time/ Administrative and Planning staff time and budget
12.1	Mercury Bacteria	Air deposition	Work with Lane Transit District to offer public transportation  Conduct a Feasibility Study to evaluate the ability to provide LTD fixed route service as outlined in the Draft Oakridge Transportation System Plan Pg. 66	Using a feasibility study, work towards identifying need and income source for public transit, quantify and qualify need through Transportation System Plan Update.	Completed TSP update with public transportation study addressed	Ongoing, meetings with TSP PAC started in Sep 2018 and hearing dates expected late 2019 or early 2020 TSP is expected to be adopted by March 2020		Unknown at this time/ Administrative and Planning staff time and budget

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
12.2	Mercury Bacteria	Air deposition	Work with Federal Highway Administration to use CMAAQ funds to provide cleaner diesel engines for City vehicles Assess utilization of LID on Public project bids.	Work with Lane Council of Governments for program implementation Promote LID for public project bids during the RFP process, work with City Engineer to require Public Project to have LID strategies built into RFPs. When scoring RFPs for public projects, ensure RFPs have	Older diesel engines replaced through CMAAQ funding Public project in-place with LID strategy. Track and document awarded Bids that show LID competence	1-5 years for diesel engine replacement. LID - Ongoing Public project specific		Administrative and Planning staff time and budget Administrative and Planning staff time and budget
13	Mercury Bacteria	Air deposition						
14	Bacteria Mercury	Storm water runoff Interfacing with upland pollutants	Mark storm drains in mobile home parks along with Involve community in protecting water quality	Materials purchased for installation by Public Works, Establish a process in which volunteers and interns can assist the city in meeting SWMP Action 3.2.1	1) Purchase and install visuals by PW for 10% of drains per year 1) Using the Parks & Community Services Committee meetings, identify the best processes and materials for outreach i.e., water bill inserts, social media. Ensure that public notification for P&CSC meetings follow BMPs 2) Follow through with recommendations from P&CSC	Years 1-5: 20% of visuals installed per year; complete 100% by year 5 Year 1: have a program and materials ready for outreach. Years 2-5 Track education and outreach and track potential and actual improvements Ongoing - Track meeting notifications and when Stormwater concerns and education is discussed		Planning and Public Works staff time and budget Planning and Public Works staff time and budget
14.1								

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
14.2			Public Participation In Stormwater, Illicit Discharge, and Erosion Control Issues	Provide methods for citizens to report concerns during and after business hours. Notify public of available reporting methods. Respond to public concerns	Document methods and frequency of public notifications.	Ongoing		Planning, Administrative staff time and budget
14.3					Document number of stormwater, erosion control, and illicit discharge complaints reported by citizens and note resolutions.	Ongoing		Planning, Administrative staff time and budget
15	Temperature Bacteria Mercury	Public lack of knowledge of Stormwater concerns and BMPs to include Invasive plants competing with native riparian vegetation	Watershed Education for residents about invasive species program	Conduct outreach and education about invasive species removal and benefits of riparian vegetation	Incorporate invasive plant education from recommended SWMP restoration activities/actions 3.2.2 Develop and distribute educational materials at public and private facilities & SWMP action 3.3.3.	Ongoing – send out info in water bill annually, post on social media sites and website.		Planning, Administrative and Public Works staff time and budget
15.1				Educate residents about the importance of removing yard debris and animal waste from waterways and riparian areas.	Produce educational materials for distribution to public by social media, local online newspaper and printed flyer distributed with utility bills	0 to 6 months Production of educational materials with 1 new flyer/educational article per year. Ongoing yearly		Planning and Public Works staff time and budget
15.2			Stormwater Education through improved visuals throughout city, i.e. storm drain stencils, decals and paintings	Outreach to local school art classes for designs and painters identified	Paint and or stencil visuals for 10% of drains per year	Years 1-5; 20% of visuals installed per year; complete 100% by year 5		Planning and Public Works staff time and budget
15.3			Website Education	Provide stormwater information on the City's website.	Provide general stormwater information and website links to the annual TMDL Implementation Plan.	Ongoing		Planning and Public Works staff time and budget

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
16	Temperature Bacteria Mercury	Lack of Floodplain connectivity	Floodway and floodplain overlay district ordinance that protects the floodway and floodplain from development	Educate developers about ordinance; Enforce ordinance	Ordinance 915 established Dec 2015. Track and document approved variances to overlay requirements, document violations and enforcement and follow-up actions.	Ongoing; annual review		Planning staff time and budget
17	Temperature Bacteria Mercury	Watershed	Utilize the LCOG 2008 Gap analysis of DMA's programs: ID what's lacking for riparian restoration and preservation along with the Uofo methods found in Appendix A assessment of the SWMP with the LCOG Gap analysis to identify and implement the six minimum storm water measures	Asses the recommended measures to identify the most beneficial for restoration and preservation compared with budget restraints	Have an assessment outlining the most beneficial measures followed by an implementation plan	Year 1- assessment complete with recommendations		Planning staff time and budget
18	Bacteria Mercury	Storm water Runoff & Municipal operations	Maintenance program for storm water collection and treatment systems	Conduct Regular Street Sweeping of streets, parking lots and other impervious surfaces  Maintain Bio-swales	Track and document sweeping conducted	Years 1-5: Conduct Street sweeping on weekly basis within a quad section equaling each area swept once per month as staffing, equipment and funding allows basis  Bio-swale maintenance - Ongoing		Public Works Budget / Stormwater fund
18.1			Improve Street Sweeping Program with best available equipment	Research potential of CMAQ funds being used for new street sweeper or other funding sources.	track contacts and requests made to CMAQ partners and other funding sources.	Years 1-2: 1-1.5 years for request and correspondence regarding CMAQ request for new street sweeper		Planning staff time and budget
19	Mercury and other parameters	Over application of park maintenance products	Adopt and implement policy to prevent over- application of products (ex., herbicides pesticides)	Develop Policy, Educate and train city staff	Policy developed; staff training conducted on policy	5 months - 1 year for policy research and development for application of herbicides and pesticides.  Ongoing; staff training occurs every spring		Public Works / Parks staff time and budget

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
20	Bacteria Mercury	Lack of funding for LID	Establish funding source for storm water Management	Establish system development charges for storm water.	Utilize City Engineer of Record in establishing adequate and appropriate System Development Charges. Continue to charge Storm water charge and follow CPI increase per year.	1- 6 months for contracting outside source for SDC study, 6 months to 1.5 years to implement with City Council appropriate SCD charges.		Planning, Administrative and Public Works staff time and budget
21	Bacteria and other parameters	Bacteria can impact health	Drinking water management plan to protect drinking water obtained from source	Continue to provide safe drinking water and protect surface water	Continue operation of drinking water plant	Ongoing; annual review		Public Works staff time and budget
22	Bacteria	Domestic waste	City events and event holders provide facilities	Provide porta potties for public events during the summer in parks that do not have  Provide permanent facilities at parks	Document that events held have porta potties available.  Pursue funding to allow for construction of restroom facilities at all parks, dependent on funding opportunities	Years 1-5: Continue to provide porta potties for events at city parks  Year 1: Identify toilet needs and estimate cost for installing  Years 2-4: Identify funding needs and opportunities  Years 3-5: Install facilities, or apply for at least one grant to support implementation in subsequent years		Administrative and staff time and budget
23	All pollutants	Domestic waste from cross connections, illicit discharges,	Improve Watershed management and identify and correct cross connections	Develop procedures to detect and eliminate non-storm discharges.	Procedure developed, Cross connections identified, Cross connections fixed and or eliminated	Year 1: Procedure developed  Years 1-5: Eliminate all identified cross connections		Planning, Administrative and Public Works staff time and budget

City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
24	All pollutants	Watershed	Provide a way for the public to submit water quality complaints and concerns, including illicit discharge complaints  City will follow-up and respond appropriately to complaints and concerns	Enforce nuisance control ordinances and identify water quality violations	Track and document complaints received, follow-up and enforcement actions	Enforcement of nuisance codes is <u>ongoing</u> ; annual review  Year 1: Determine city's ability to provide an online form for submitting complaints  Years 2-5: if feasible, develop and make an online complaint form available to the public		Planning and Administrative staff time and budget
25	All Pollutants	Municipal and stormwater Operations	Pollution Prevention and Good Housekeeping for Municipal Operations by updated Standard Operating Procedures (SOPs) using current Best Management practices (BMPs) at first year of every 5-year update	Review and document existing practices for comparison with current (BMPs)  Update municipal practices and SOPs to include current BMPs	Documentation of current procedures  Creation of new SOP manuals / documentation to include current BMPs	0 to 6 months for review and documentation  6 to 18 months for completions of SOP manuals for all city departments		Management staff, all departments  Management staff, all departments
25.1								
25.2			Pollution Prevention and Good Housekeeping for Municipal Operations	Continued cleaning of catch basins	Track number and percent and condition of catch basins cleaned per year.	Ongoing/ yearly and seasonally		Public Works personnel budget
25.3				Inspect, repair, and replace culverts.	Document location of repaired and replaced culverts and reason for repair or replacement. For newly installed culverts, document new culvert size and material	Ongoing/ yearly and seasonally		Public Works personnel budget
25.4				Inspect and repair public stormwater facilities.	Document number of inspections, condition, and type of facility	Ongoing/ yearly and seasonally		Public Works personnel budget
26	All Pollutants	Stormwater Management Practices	Update Stormwater Development Manuals and Standard Details  Train Staff in Stormwater Management	Update stormwater design standards manual and standard drawings. Notify development community of proposed new requirements before adoption.  Provide training opportunities for staff in watershed and stormwater management	Provide summary of changes and link to new design standards when adopted.  Track type of training, number of employees trained, and the training subject	Year 1 to year 2: assessment complete with recommendations  Ongoing		Planning and Public Works personnel and training budgets  Planning and Public Works personnel and training budgets
26.1								



City of Oakridge 2019-2024 Implementation Matrix Updated 9/1/22  
 Middle Fork Willamette River & Salmon Creek

#	Parameter	Source	Strategy	Actions	Measure	Timeline	Status	Funding
26.2			Require Stormwater Management for Development and Redevelopment to include public facilities	Require stormwater plan submittals and conduct plan reviews.	Document number of construction plan submittals, plan reviews, project type (commercial, institutional, residential, etc.), size, and location.	Ongoing		Planning and Public Works personnel and training budgets
26.3				Require stormwater management per the Stormwater Development Manuals and Standard Details.	Document number and type (detention basin, flow dissipator, reingarden, filtration swale, etc.) of stormwater facilities required for each project.	Ongoing		Planning and Public Works personnel and training budgets
26.4				Conduct pre-construction conferences to inform contractors about stormwater requirements.	Document number of pre-construction conferences, project type (commercial, institutional, residential, etc.), size, and location	Ongoing		Planning and Public Works personnel and training budgets
26.5				Inspect public stormwater facilities postconstruction.	Conduct a post-construction stormwater facility transfer. Complete final inspection at end of the two-year maintenance agreement. Document facility in GIS file stormwater as-built drawings, and facility maintenance plan.	Ongoing		Planning and Public Works personnel and training budgets

9/14/22

**WestOak GIS and Planning, LLC.**

**TGM Code Assistance Project**

WestOak GIS and Planning Services LLC. (WestOak) is happy to assist the City of Oakridge in Planning Consulting for the Transportation and Growth Management (TGM) Code Assistance Program.

WestOak is to review TGM Code Assistance related documents, create draft plans and documents, provide consulting assistance regarding City of Oakridge plans and codes and attend necessary meetings for the duration of the WestOak contract.

WestOak is expecting to need 10 - 20 hours per week to assist in the TGM Code assistance This SOW is to be considered by all intents and purposes to be an estimation and could require either less or more hours. This SOW is for all intents and purposes an extension of the Personal Services Contract for DEQ Reporting, Planning and Geospatial Information Science Services (GIS) between WestOak and the City of Oakridge.



City of Oakridge (Client)

By: James Cleavenger

Title: Oakridge City Administrator



WestOak (Contractor)

By: Rick Zylstra

Title: WestOak Principle

## PUBLIC INVOLVEMENT PLAN (DRAFT)

**Project:** 2020-21 TGM Code Assistance to City of Oakridge

**Project Location:** Oakridge, Oregon

**Date:** August 22, 2022

**Key Contacts:** James Cleavenger, City Administrator, City of Oakridge  
Laura Buhl, DLCD  
Darci Rudzinski, MIG|APG

### Public Involvement Goals:

This public involvement plan will be used to guide stakeholder and public involvement throughout the City of Oakridge's TGM Code Updates. This public involvement plan reflects the commitments from the City of Oakridge (City) and the Oregon Department of Transportation (ODOT) to coordinate and carry out public outreach activities to provide community members with the opportunity to weigh in on local transportation concerns and to provide input on the future of transportation within the city.

The city will involve the public and stakeholders primarily through a series of committee meetings, public open houses, and work sessions with elected officials. The distribution of project information will primarily occur through the city's website.

The purpose of public involvement during this TGM Code Update is to share information and gather input on the needs and issues of the stakeholders, local residents, businesses and key communities in Oakridge and the surrounding area. Our public involvement goals include:

- Inform and communicate accurate, understandable, transparent and timely information with the community.
- Consult and involve the community in the identification, refinement, and prioritization of policy changes needed to guide updates to the City of Oakridge
- Ensure community members understand how decisions are made, that their concerns are heard, and they know how their feedback influenced decisions.
- Partner with city and agency representatives to ensure officials are engaged in the planning process and key decisions.
- Actively seek public input throughout the project while reaching a diverse group of stakeholders who reflect Oakridge's greater community. Seek an audience of participants who are potentially affected and/or interested individuals, neighborhoods, businesses, and organizations. Through the project demonstrate how input has influenced the process.
- Comply with Civil Rights Act of 1964 Title VI requirements. Title VI and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, national origin, language, sex, religion, or disability under any program or activity that receives federal financial assistance. Ensure that the public involvement process is consistent with applicable state and federal laws and requirements, and is sensitive to local policies, goals, and objectives.

**Commented [DR1]:** Add Key Contacts to Project Management Team

**Commented [DR2]:** Add Outreach goals?

**Commented [DR3R2]:** From Bay City:

**Inform:** Inform the community with timely, transparent, and accurate information.

**Consult:** Consult and involve the community in the identification, refinement, and prioritization of policy changes needed to guide updates to the Bay City Development Ordinance. Ensure community members understand how decisions are made, that their concerns are heard, and they know how their feedback influenced decisions.

**Partner:** Partner with city and agency representatives to ensure officials are engaged in the planning process and key decisions.

**Reach:** Reach a diversity of stakeholders who reflect Bay City's greater community.

**Meeting Venues:**

Oakridge City Hall, Oakridge High School (if larger venue needed), and all meetings will be available online via Zoom.

Commented [BL\*D4]: Need to discuss whether this will be possible for the community meeting.

Commented [RZ5R4]: It should be possible, the city has been successfully using the zoom platform for quite some time.

Commented [CA6R4]: Specifically, our Zoom link is <https://us02web.zoom.us/j/3664311610>

**Outreach and Engagement Strategies:**

The success of the PIP will depend largely on our ability to advertise in order to engage with citizens, including those who lack formal organization or influence. Extra efforts will be required to involve citizens without access to internet at home.

Based on the information outlined below, the City of Oakridge will apply the following additional strategies to give all of Oakridge’s residents and stakeholders an opportunity to be involved, so that a diversity of community members can be reached:

- Post public notices in physical locations including City Hall, library, the US Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School;
- Online through social media including the “Oakridge Chat Forum” on Facebook, the City’s Facebook page, and on the project webpage on the City’s website;
- In publications using the Highway 58 Herald online newspaper (<https://highway58herald.org/news/calendar/>);
- In monthly utility bill letters (deadline for submittal);
- Outreach materials will note that a Public Involvement Plan exists and describe how it can be obtained;
- The Public Involvement Plan will be available on the project webpage on the City website and in hard copy at City Hall;
- The City Recorder will maintain a digital comment log of any comments, as well as responses, received throughout the project;
- Solicit and consider input from all groups and citizens concerned with, interested in, and/or affected by Oakridge Development Code updates;
- Assure that all meeting venues are ADA accessible and accommodations are available for the hearing impaired;
- All public meetings will also be available live online via Zoom.

Deleted: the two coffee shops

Commented [BL\*D8]: Is Nextdoor used in Oakridge? Twitter? Reddit?

Commented [RZ9R8]: Not that I am aware of @James, does the city use these?

Commented [BC10R8]: No the city does not use Twitter, Reddit, or Nextdoor

Commented [CA11R8]: No the city does not use Twitter, Reddit, or Nextdoor

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Commented [BL\*D13]: Who will do this?

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Commented [BL\*D14]: See comment, above.

Commented [RZ15R14]: The city is accustomed to using zoom

Commented [CA16R14]: Specifically, our Zoom link is <https://us02web.zoom.us/j/3664311610>

Deleted: Creators of Content:¶ City and consultants and will be the creator and author of promotional materials

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**Key Demographics & Stakeholders:**

Environmental justice and Title VI concepts focus on understanding and properly addressing the unique needs of diverse socioeconomic groups. For this reason, a community must characterize its demographics (including its minority and low-income populations). With that information the community can better assure protected populations are adequately involved with the planning process.

The City of Oakridge has primarily used city level Census data and evaluated the following social and environmental characteristics: minority populations, low-income populations, persons with disabilities, and seniors. This information is used to define potential underserved communities of concern. Oakridge’s demographic profile was obtained primarily through 2020 American Community Survey (ACS) data.

Deleted: US Census data and the ...02018 [1]

ACS data, unlike the Decennial Census, produces estimates based on a sample of the population. Because ACS estimates are based on a sample rather than a count, there is a level of error inherent in ACS data; accordingly, each ACS estimate has its own margin of error (“MOE”). ACS margins of error are based on a 90-percent confidence level, and confidence bounds can be created by adding or subtracting the MOE from each estimate. For some detailed tabulations, and especially for smaller geographies like Oakridge, MOEs can be quite large relative to the estimate.

**Age**

Oakridge’s 2020 American Community Survey (ACS) population was 3,336. Based on the 2020 ACS data, the median age in Oakridge in 2020 was 39.7, which is slightly older compared to the median age in the United States (38.2) and Oregon (39.5). The smallest age group is 5 to 14 year-olds (10.3%), and the largest age group is 60+ (33.6%), which is a 33.6% increase than the national average (22.3%) and 27.9% higher than the average in Oregon (24.2%).

Commented [BL\*D18]: Should this be 2020?

Commented [RZ19R18]: All figures updated to 2020

Deleted: 19

Deleted: Census...population was 3,336,303... In 2019, the ACS estimated Oakridge’s total population at 3,258. ...Based on the 202019...ACS Census...data, the median age in Oakridge in 202019...was 39.7, which is slightly younger older compared to the median age in the United States (38.21... and Oregon (39.53.... The smallest age group is 5 to 14 18- to 24...ear-olds (10.31...), and the largest age group is 60+ (33.621...), which is a 5...3.6% higher ...increase than the national average (22.316...) and 27.94... higher than the average in Oregon (17...4.2%).

**Race, Ethnicity, and Language**

According to 2020 ACS data, 82% of Oakridge citizens identified their race as white, 2% identified as American Indian, and 7% identified as “two or more races.” 6 percent of Oakridge citizens identified their ethnicity as Hispanic. Only 1% of Oakridge’s population reported speaking a language other than English at home, primarily Spanish.

Deleted: 19...ACS data, 8290 [3]

Deleted: . ...2% identified as American Indian, 1% identified as Hispanic [4]

Deleted: 8... identified as “two or more races.” 6One [5]

**Poverty**

The Census Bureau uses a set of income thresholds that vary by family size and composition to determine poverty rates and levels. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. According to the 2020 ACS data, 37.7% of Oakridge residents are living under the poverty level. This is close to 3 times the national and state average, 12.8% and 12.4% respectively, and almost 2.25 times the average in Lane County (17.2%). Oakridge’s median annual household income is only \$32,583, which is about half the national average (\$64,994) and the State average (\$65,667). Lane County’s median annual household is \$52,942, which is still over \$20,000 higher than that of Oakridge. 26.5% of Oakridge households make less than \$25,000 per year.

Deleted: 19...ACS data, 37.747... of Oakridge residents are living under the poverty level. This is close to 3 [6]

Commented [BL\*D20]: ?

Deleted: (both 13%)...2.8% and 12.4% respectively, and almost 2.253...times the average in Lane County (17.218...). Oakridge’s median annual household income is only \$32,583205... which is about half the national average (\$64,9942,843... and the State average (\$65,6672,818... Lane County’s median annual household is \$52,942426... which is still over \$20,000 higher than that of Oakridge. 26.531 [7]

**Disability**

According to the 2020 ACS 5-year Estimates 24% of Oakridge residents are with some type of disability. This is 42% higher than the surrounding Lane County with only the county having 16.9% of people with disabilities. Compared to Oregon, Oakridge has a 68% increase of individuals with disabilities with Oregon having 14% and a 98% increase compared with the US, with the Nation at 12.7% of people with a disability.

Deleted: The 2019 ACS estimated that ???% (could not find data) of residents in the City of Oakridge are identified as disabled. [1]

**Conclusion:**

The data does not show that Oakridge has a significant population with limited English proficiency. Therefore, the City does not find it necessary to translate materials or provide interpreters at community meetings. The only exception might be the use of a French Creole interpreter, if we are able to engage with the "Philadelphian" population living in relative self-isolation in Oakridge.

In Oakridge, the largest population age group are residents aged 60 years and older (33%). Because of this, the City will take the steps necessary to ensure the meetings are ADA accessible. All meetings will also be available online via Zoom. Persons that do not have a computer or internet will be able to review hard copies of project materials, upon request, at City Hall. Community members will always be encouraged and welcome to submit comments or feedback at any time.

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**Commented [BL\*D22]:** Include a description of this group, including estimated numbers, in the Race, Ethnicity, and Language section.

Does the city have access to a French interpreter (even at a volunteer level)?

**Commented [RZ23R22]:** Getting these numbers may prove to be difficult, this group is very private and isolated. An interpreter may be available through the Oakridge Food Pantry

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**Public Involvement Tasks**

*Stakeholder Interviews*

The Project consultant, MIG|APG, will conduct interviews with designated community stakeholders. The interviews will be conducted in individual sessions (up to 3) with at least five (5) stakeholders participating in total. A standardized list of questions will be prepared by the consultant and distributed to the stakeholders prior to the interview. A copy of the draft Evaluation Memorandum prepared by MIG|APG identifying preliminary policy and code findings and recommendations will be provided to the stakeholders at least a week prior to the interviews.

*Community Meeting*

The City will arrange and MIG|APG will conduct a community meeting to share an overview of Project objectives, TGM objectives, the Project schedule, and next steps. At this meeting, the Project team will gather feedback from the public about their opinions and concerns as related to the Project, as well as ideas for potential improvements or changes to the Oakridge Comprehensive Plan and the City's Land Use Ordinance. This event will be widely advertised on the City's website and at the locations listed in the Public Involvement Plan, including City Hall, the Library and at the Post Office.

*City Council and Planning Commission Meetings*

The Oakridge Planning Commission and City Council will have the opportunity to formally provide input at scheduled meeting and work sessions (see Project Schedule). The public will be able to provide testimony at meetings, in accordance with local and state law. Public Notices will be posted on the City website and at City Hall, the High School, and the Post Office.

**Project Schedule & Specific Outreach Strategies by Task**

**Task 2: Evaluation of Existing Plans and Regulation**

2.4	<p><b>Community Meeting #1</b></p> <p>City <u>Recorder</u> shall advertise on City's homepage under "City Calendar," at least two weeks prior.</p> <p>City to print Community Meeting #1 materials and place at City Hall for public review and inspection, on day of Community Meeting #1.</p> <p>City to post flyers at City Hall, Post Office, <u>Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray's grocery store, Oakridge High School</u>, at least two weeks prior.</p> <p><u>City to post notices on the City's Facebook page, request info to be shared to non-city Facebook Pages, and on the project webpage on the City's website. Outreach materials will note that a Public Involvement Plan exists and describe how it can be obtained;</u></p> <p><u>City to make contact with the Highway 58 Harold for Publication,</u></p> <p>City to advertise Community Meeting #1 on project webpage and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p>City to send out one-page informational sheet about project (including advertising Community Meeting #1) with monthly water bill (due before the <u>20<sup>th</sup></u> of each month). <u>To include info about and where to find Public Involvement Plan.</u></p> <p>The Zoom link to Community Meeting #1 will be included in all advertisement materials.</p> <p>Consultant shall conduct the meeting.</p>	Sept. ?, 2022
2.5	<p><b>Virtual Public Workshop #1 (VPW)</b></p> <p>No later than two working days following Community Meeting #1, consultant shall develop and City shall host a VPW that includes all materials presented at Community Meeting #1. A tool for providing input and feedback must be available. The VPW shall run for two weeks.</p> <p><u>City to post a link to access VPW on the City's website and calendar at the same time as posting physical notices.</u></p>	TBD 2022

**Deleted:** PIP Schedule¶

**Commented [BL\*D24]:** Check the "Outreach and Engagement Strategies" list and make sure that all the items are included here. Let's talk about the best way to organize that for efficiency and to avoid repetition.

**Commented [RZ25R24]:** @James, Laura and Darci, should a time be set up for these discussions?

**Commented [BL\*D26]:** Be specific - who will do each task? Job title is sufficient.

**Deleted:** <#>¶

**Deleted:** and various local businesses including Ray's grocery store

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**Commented [BL\*D28]:** Due date for info?

**Deleted:** end

**Commented [BL\*D29]:** VPW info needs to be included in all the outreach for the community meeting.

**Deleted:** On day VPW is live

2.7	<p><b>Planning Commission Work Session #1</b></p> <p>City <u>Recorder</u> shall advertise on City's homepage under "City Calendar," at least two weeks prior.</p> <p><u>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray's grocery store, Oakridge High School and various local businesses including Ray's grocery store, at least two weeks prior..</u></p> <p><u>City to post notices on the City's Facebook page, request info to be shared to non-city Facebook Pages, and on the project webpage on the City's website</u></p> <p><u>City to make contact with the Highway 58 Harold for Publication</u></p> <p>City to print materials for Planning Commission Work Session #1 and place at City Hall for review and inspection, at least one</p>	<p>October18, 2022</p>
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week prior to the meeting.

CONSULTANT shall distribute work session materials one week prior to work session. At same time, materials shall also be posted on the project website under Planning Commission Work Session #1.

City to advertise Planning Commission Work Session #1 on project website on the City's website and send out notification to all contacts registered to receive updates, at least two weeks prior.

The Zoom link to Planning Commission Work Session #1 will be included in all advertisement materials.

Commented [BL\*D30]: Let's discuss this time frame.

Task 3: Draft Action Plan

3.3	<p><b>Joint Planning Commission and City Council Work Session</b></p> <p>City <u>Recorder</u> shall advertise on City’s homepage under “City Calendar,” at least two weeks prior.</p> <p>City to print and place at City Hall, at least one week prior to meeting, meeting materials for review and inspection.</p> <p><u>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School, at least two weeks prior.</u></p> <p><u>City to make contact with the Highway 58 Harold for Publication</u></p> <p>CONSULTANT shall distribute work session materials one week prior to work session (Revised Development Code Amendments Draft #2). At same time, materials shall also be posted on the project website under Joint Planning Commission and City Council Work Session.</p> <p>City to advertise Joint Planning Commission and City Council Work Session on project website and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p><u>The Zoom link to be included in all advertisement materials.</u></p> <p>City to post on Homepage of City’s website under “news” presence of Planning Commission Work Session #1, at least two weeks prior.</p>	TBD 2023
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Commented [BL\*D31]: Same as above

**Task 4: Final Action Plan**

4.1

TBD 2023

Deleted: PMT Meeting #4, etc

Deleted: ....

4.3	<p><b>City Council Public Hearing #1</b></p> <p>City <b>Recorder</b> shall advertise on City’s homepage under “City Calendar,” at least two weeks prior.</p> <p>City to distribute staff report and findings to City Council one week prior to hearing.</p> <p>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School, at least two weeks prior.</p> <p>City to post notices on the City’s Facebook page, request info to be shared to non-city Facebook Pages, and on the project webpage on the City’s website.</p> <p><u>The Zoom link to be included in all advertisement materials</u></p> <p>City to advertise City Council Public Hearing on project website and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p>City to post on Homepage of City’s website and Facebook page.</p>	TBD 2023
?.?	<p><b>Final Adopted Development Code Amendments &amp; Report</b></p> <p>Second reading of the ordinance for adoption will occur at the next regularly scheduled City Council Meeting. No special notice required for this action.</p> <p>City Council meeting will be advertised on the City’s website and Facebook pages, as well as physical postings.</p> <p><b>PROJECT EXPIRATION DATE: July 15, 2023</b></p>	TBD 2023

Deleted: ¶

<sup>i</sup> [American Community Survey 2020 5-Year Estimates, Tables S0101 Population, United States, Oregon & Oakridge](#)  
<sup>ii</sup> [US Census 2020: DEC Redistricting Data \(PL 94-171\), Table P2 - Hispanic or Latino, and not Hispanic or Latino by race, Oakridge](#)  
<sup>iii</sup> [American Community Survey 2020 5-year estimates Table S1601 Language Spoken at Home - Oakridge](#)  
<sup>iv</sup> [American Community Survey 2020 5-Year Estimates, Table S1701 - Poverty Status in the past 12 Months, Oakridge, Lane County, Oregon & US](#)  
<sup>v</sup> [American Community Survey 2020 5-Year Estimates, Table S1901 Income in the past 12 months \(in 2020 inflation-adjusted dollars\), Oakridge, Lane County, Oregon & US](#)  
<sup>vi</sup> [American Community Survey 2020 5-Year Estimates, Table S1810 Disability Characteristics Oakridge, Lane County, Oregon & US](#)

# Housing Needs Analysis, Advisory Committee Additional Comments

## Memorandum

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To: James Cleavenger, City of Oakridge - Ayano Healy, and Jamin Kimmell, Cascadia Partners  
From: Rick Zylstra  
Subject: Oakridge and Westfir Housing Needs Analysis Advisory Committee Additional Comments  
November 30, 2022

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All,

This Memorandum is to provide additional comments regarding the Oakridge and Westfir's Housing Needs Analysis.

### City Owned Lots

My first and strongest recommendation would be to add a few of the city owned lots into the analysis. The city owns lots listed below have for many years been for sale. With one, Little Texas, being large enough to accommodate multifamily structures. If the city were to decide to rezone some R1 lots to R2, this lot would be the simplest. The lots I feel should be included are,

- Little Texas, Map tax lot 21-35-15-00-00600 & 21-35-16-14-09500
- Old Public Works Shop on Hwy 58, map tax lot 21-35-17-14-06402
- Eight lots on Kokanee Way
  - map tax lot 21-35-15-00-03500
  - map tax lot 21-35-22-20-02300
  - map tax lot 21-35-22-20-02400
  - map tax lot 21-35-22-20-02500
  - map tax lot 21-35-22-20-02600
  - map tax lot 21-35-22-20-02700
  - map tax lot 21-35-22-20-02800
  - map tax lot 21-35-22-20-02900

### Consultant Recommendations

**Rezone an area of the R-1 zone** is a strong recommendation as it would be the best way to provide for multifamily housing.

**Prohibit single-family detached housing** is a fair recommendation but it's success is dependent upon rezoning areas into R2. A downfall I see to this recommendation is that it creates zones that only support one type of housing and could potentially create low-income neighborhoods. A best practice is to allow for low-income to be equally distributed to encourage inclusion and equity into the community.

**Establish a minimum density** is again dependent upon rezoning. A minimum density standard could be applied to R2 zones but this also carries the same concerns in equity and inclusion mentioned above.

**Reduce minimum lot size** is a good recommendation. But it would also come with the need to address lot coverage of impermeable surfaces, frontage and lot dimensions to accommodate smaller lot sizes in all the residentially zoned areas. But is still a good recommendation.

### **Additional Recommendations for Consideration**

**Create an R3 Zoning District** the City of Oakridge Zoning Ordinance (Ord. 874) only establishes a Low Density (R1) and Medium Density (R2) zones. The creation of a High Density Residential District would help in accommodating apartment complexes and more tri-plexes

**Create a Maximum Lot sizes** for R1 where only single-family dwelling units are permitted. Create allowances for max lot size to be increased for R2 and R3, provided established density standards are met.

- Of the most recent partitions (Elk Meadows and 7<sup>th</sup> Street) all have been lots well above the 5000 square feet minimum requirements. There is no need for lots of this size within city limits, and single family lots of such sizes in not in alignment with the Oregon planning model of UGB vs non-UGB properties.

**Reduce restrictions on Accessory Dwelling Units** in Article 25 it specifically states that ADUs must be owner occupied, reducing the possibility for tiny home infill,

*SECTION 25.12 SPECIAL STANDARDS FOR ACCESSORY DWELLING UNITS*

*( 2 ) Owner-Occupied. The primary residence or accessory dwelling shall be owner-occupied. Alternatively, the owner may appoint a family member as a resident caretaker of the principal house and manager of the accessory dwelling;*

*( 3 ) One Unit. A maximum of one accessory dwelling unit is allowed per lot;*

*( 4 ) Floor Area. The maximum floor area of the accessory dwelling shall not exceed 800 square feet;*

**Address and re-write the Site Plan Review Permit** sections 25.09 through 25.11 of the ARCHITECTURAL DESIGN STANDARDS FOR DUPEXES, TRI-PLEXES, MULTIPLEFAMILY AND SINGLE FAMILY ATTACHED (TOWNHOUSES) to be more accommodating to multifamily dwelling units. These regulations should be reviewed for best management practices for equity, inclusion, ease of understanding and diversification of building types.

Please feel free to reach out to me at any time to discuss the ideas shared here in this memo. As the previous Community Services Director (Planning and Public Works Director combined in one) for the City of Oakridge I can attest to the many conversations I have had with potential developers regarding the restrictive nature of the design standards and have personally seen the abuse of the no maximum lots sizes.

Thanks,

Rick Zylstra  
541-972-1829

## Invoice for City of Oakridge #2-2022

**WestOak GIS and Planning, LLC**

9/16/2022

Billing period of Sept 2nd, 2022 through Sept 16th, 2022

Project	Oakridge TMDL Responses to updated TMDL regarding Mercury BMPs	
Date	Summary of Tasks	Hours
9/1/2020	Completion of Draft Cover Letter and Changes to TMDL Matrix	4
9/2/2022	Completion of Draft Cover Letter and Changes to TMDL Matrix	6
9/6/2022	Memo explaining changes recommended in TMDL Matrix	6
<b>Project Hours Totals:</b>		<b>16</b>
<b>Hour Billing Rate at \$45/hour</b>		<b>\$45.00</b>
<b>Total Billed for this Project</b>		<b>\$ 720.00</b>

Project	Oakridge TGM Code Review	
Date	Summary of Tasks	Hours
8/24/2022	Project Management Team City Tour & Meeting #1	4
9/13/2022	Planning Commission Inro Meeting	1
9/14/2022	Reasearch PIP BMPs	2
9/15/2022	Draft changes to PIP	2
9/16/2022	Census Data research & Draft changes to PIP	6
<b>Project Hours Totals:</b>		<b>15</b>
<b>Hour Billing Rate at \$45/hour</b>		<b>\$45.00</b>
<b>Total Billed for this Project</b>		<b>\$ 675.00</b>

<b>Total Hours Billed.</b>	<b>31</b>
<b>Hour Billing Rate at \$45/hour</b>	
<b>Total Due</b>	<b>\$ 1,395.00</b>

WestOak GIS and Planning LLC. offers assistance in Geospatial Information Science, Cartography, Grant Writing, Project Management and City Planning consulting services. Please let me know where WestOak can be of assistance. Please Make Checks Payable to WestOak GIS and Planning LLC.

Thank you for your business.

Rick Zylstra  
WestOak GIS and Planning LLC.  
541-972-1829

**Business of the City Council**  
City of Oakridge, Oregon  
October 6, 2022

**Agenda Title:** Community Services  
Director/City Planner Hiring

**Agenda Item No:** 9.4

**Proposed Council Action:** Approve the  
hiring of a Community Services  
Director/City Planner

**Exhibits:** 5

**ISSUE:**

Since Rick Zylstra was laid-off on May 29, 2020, we have been without a Community Services Director/City Planner. In *just the last 6 months* of 2020, we paid **\$45,384.17** to LCOG and NW Code Pros for planning related services alone (does *not* include the other Public Works related duties), which could have been done by a City Planner. In 2021, we paid **\$53,417.35**. In *just the first 8.5 months* of 2022, we have paid **\$39,387.17** (see Exhibit 1).

Not having a City Planner has also had significant detrimental effects on customer service, as citizens now have to wait long periods of time for answers to their planning & zoning related questions & issues. There are *many* additional projects which have simply not been done because they would be far too costly to pay LCOG (\$128.43/hour) or NW Code Pros to do them. It has also been extremely stressful and time-consuming on the rest of City Hall staff.

If starting at Step-3 of the pay scale, the salary for this position would be **\$65,920.00** (see Exhibit 4). Roughly 2/3 of the cost for the position would come from Public Works funds (already approved and *strongly* supported by Public Works Supervisor Robeart Chrisman).

Since Zylstra was laid-off (rather than fired, etc.), he would normally be eligible to be directly rehired without a job posting. But since his lay-off letter did not specify a rehiring time period (see Exhibit 2), it is unclear if this is now possible, and the *new* city policy (which was *not* in effect at the time Zylstra was laid off), which only allows rehiring laid-off employees for up to 1 year, *may* be applicable according to our City Attorney. Therefore, to be on the safe side, a *new* job posting for the position has been created (see Exhibit 3).

If selected for the position, Zylstra would withdraw from the City Council race, since it is prohibited to be on City Council and a City Employee at the same time.

**FISCAL IMPACTS:** \$65,920 (Step-3 salary) + benefits\*

*\*Much less when factoring in less LCOG and NW Code Pros spending*



**STAFF RECOMMENDATION:** Staff *highly* recommends.

**RECOMMENDED MOTIONS:** I move to allow the City Administrator to start the hiring process for a Community Services Director/City Planner immediately.

**LCOG TOTALS**

VendorNumber	VendorName	CheckNumber	CheckDate	Amount
305	Lane Council of Governments	35927	5/10/2022	\$1,360.00
305	Lane Council of Governments	35659	2/9/2022	\$1,154.93
305	Lane Council of Governments	36280	8/10/2022	\$4,575.20
305	Lane Council of Governments	36245	8/8/2022	\$8,251.92
305	Lane Council of Governments	36294	8/22/2022	\$913.00
				<b>\$16,255.05 YTD 2022</b>

VendorNumber	VendorName	CheckNumber	CheckDate	Amount
305	Lane Council of Governments	34950	8/18/2021	\$1,471.85
305	Lane Council of Governments	35286	11/4/2021	\$2,419.84
305	Lane Council of Governments	35329	11/12/2021	\$95.00
305	Lane Council of Governments	33889	2/1/2021	\$491.76
305	Lane Council of Governments	34589	6/7/2021	\$5,537.96
305	Lane Council of Governments	34830	7/28/2021	\$133.00
305	Lane Council of Governments	33937	2/8/2021	\$1,848.14
305	Lane Council of Governments	34243	4/5/2021	\$1,370.00
305	Lane Council of Governments	34433	5/10/2021	\$1,926.06
305	Lane Council of Governments	34777	7/13/2021	\$615.00
305	Lane Council of Governments	35254	10/28/2021	\$569.71
305	Lane Council of Governments	34480	5/21/2021	\$1,774.13
				<b>\$18,252.45 Total 2021</b>

VendorNumber	VendorName	CheckNumber	CheckDate	Amount
305	Lane Council of Governments	32791	7/15/2020	\$1,798.34
305	Lane Council of Governments	32813	7/16/2020	\$1,368.00
305	Lane Council of Governments	32767	7/9/2020	\$615.00
305	Lane Council of Governments	32975	8/13/2020	\$111.39
305	Lane Council of Governments	33583	12/3/2020	\$2,229.77
305	Lane Council of Governments	33406	10/29/2020	\$245.88
				<b>\$6,368.38 Total 2020*</b>
				<b>*ALL after 5/29/20!</b>

**LCOG TOTALS:**

**NW Code Professionals Totals:**

VendorNumber	VendorName	CheckNumber	CheckID	CheckDate	Amount
68	Building Department, LLC	35568		1/24/2022	\$2,737.24
68	Building Department, LLC	35651		2/9/2022	\$626.25
68	Building Department, LLC	35747		3/9/2022	\$2,001.83
68	Building Department, LLC	35859		4/19/2022	\$1,511.25
68	Building Department, LLC	36018		6/6/2022	\$3,615.90
68	Building Department, LLC	36130		7/13/2022	\$2,576.89
68	Building Department, LLC	36397		9/7/2022	\$6,832.47
68	Building Department, LLC	36449		9/19/2022	\$1,181.81
68	Building Department, LLC	36197		8/2/2022	\$2,048.48
					<b>\$23,132.12 YTD 2022</b>
68	Building Department, LLC	33750		1/11/2021	\$2,439.45
68	Building Department, LLC	33928		2/8/2021	\$3,215.33
68	Building Department, LLC	34082		3/10/2021	\$1,059.83
68	Building Department, LLC	34268		4/9/2021	\$4,923.15
68	Building Department, LLC	34440		5/12/2021	\$1,593.00
68	Building Department, LLC	34609		6/16/2021	\$2,332.80
68	Building Department, LLC	34794		7/21/2021	\$6,794.63
68	Building Department, LLC	34936		8/18/2021	\$835.50
68	Building Department, LLC	35116		9/27/2021	\$1,143.75
68	Building Department, LLC	35180		10/13/2021	\$4,434.38
68	Building Department, LLC	35278		11/4/2021	\$3,437.85
68	Building Department, LLC	35407		12/10/2021	\$2,955.23
					<b>\$35,164.90 2021 Total</b>
68	Building Department, LLC	32606		6/11/2020	\$6,909.01
68	Building Department, LLC	33610		12/14/2020	\$4,996.39
68	Building Department, LLC	33282		10/14/2020	\$2,621.51
68	Building Department, LLC	31978		2/21/2020	\$1,534.83
68	Building Department, LLC	32805		7/16/2020	\$1,189.20
68	Building Department, LLC	32964		8/13/2020	\$2,891.06
68	Building Department, LLC	33423		11/9/2020	\$18,873.79
					<b>\$39,015.79 2020 Total*</b>

**NW Code Professionals Totals:**

\*AFTER 5/29/20



**LANE COUNCIL OF GOVERNMENTS**  
 859 Willamette Suite 500  
 Eugene OR 97401  
 Phone: (541) 682-4283

City of Oakridge  
 PO BOX 1410  
 Oakridge OR 97463-1410

**INVOICE NUMBER** 84923  
**Customer Number** 20108  
**Invoice Date:** 06/30/2022  
**Invoice Period:** Jun 2022  
**Invoice Terms:** Due Upon Receipt

**Job Number** 2280049      **Job Name** Oakridge Fiscal Assistance

Description	Amount
May - Jun 2022: 22.75 Labor Hours	\$2,921.64
May - Jun 2022: Direct Charges	\$94.18
<p>✓</p> <p><math>\\$2,921.64 / 22.75 \text{ hours} = \\$128.43 \text{ per hour (New rate!)}</math></p>	

**Amount** \$3,015.82

**Balance Due** \$3,015.82



NOTICE OF LAYOFF

May 29, 2020

Dear Mr. Zylstra,

The City of Oakridge has experienced several adverse changes due to the Coronavirus (COVID-19) Pandemic. The City of Oakridge is following Governor Brown's direction and Oregon Health Authority guidance during this public health emergency. The city has experienced a loss of revenue, greatly exacerbating the already significant operating shortfall. The city has explored a number of options. Unfortunately, it is necessary to reduce the workforce by implementing a layoff.

It is with deep regret that I inform you that your position is affected by the layoff, effective June 30, 2020 at 5:00 P.M. Although the situation is fluid and subject to change, the City cannot estimate at this time when, if ever, your position will be refilled. City Administration will be reviewing the situation on a regular basis and we will assess the situation November 15, 2020. Reemployment will be based on the status of the health crisis in conjunction with business and staffing needs. We understand that you may need to find other employment due to this layoff.

Your final paycheck will be ready for you to pick up at City Hall between 4:30 P.M. and 5:00 P.M. on June 30, 2020. Other employee benefits will be in accordance with the employee manual.

The Oregon Employment Department has stated that workers may be able to receive unemployment insurance benefits. UI benefits may be available to those who have been laid off, even if those individuals are eventually rehired after a short period of time. Please contact the Oregon Employment Department directly to see if you are eligible for unemployment benefits.

<https://www.oregon.gov/employ/Pages/default.aspx>

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) you are entitled to self-funded continued health coverage. If you choose, the City of Oakridge will pay the premiums for your COBRA benefits for a period of two months, expiring on August 31, 2020. Please notify the Finance Director if you wish to elect to receive this benefit.

Employee layoffs is very difficult and we do not take these decisions lightly. Please accept our appreciation for your contributions during your employment with the City of Oakridge. We wish you the best during this difficult time.

Please contact the Finance Director with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Cutcher", written over a white background.

Bryan Cutcher  
City Administrator

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the City Administrator before making a final decision.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Finance Director on or before their last day of work.

#### **D. Lay Off from Employment.**

The Administrator or a Department Head may lay off an employee in the event of unusual circumstances such as lack of funds, or curtailment of work.

**Criteria for Lay Off.** Layoffs shall be based on the operational needs of the City. Evaluation of layoff factors is at the discretion of the Administrator, with input from managers. After receiving an explanation of the layoff procedure, the employee(s) will be given a letter describing the conditions of the layoff, such as effects on benefits, the possibility of re-employment, and any outplacement services, etc. When possible, a two-week notice of layoff is to be given.

#### **E. References**

All requests for references or recommendations must be directed to the Finance Director. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City of Oakridge discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

NEW



## POSITION DESCRIPTION

**Classification Title: COMMUNITY SERVICES DIRECTOR/CITY PLANNER**

<b>FLSA STATUS/TYPE</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>BARGAINING UNIT</b>	None	<b>PAY GRADE</b>	Per Employment Contract
<b>DEPARTMENT</b>	Public Works Dept	<b>REPORTS TO</b>	City Administrator

### LICENSURE OR CERTIFICATION REQUIREMENTS

Masters or Bachelors Degree in Planning; AICP Certification (within 18 months); 3+ years experience in Public Works Administration; 2+ years experience with administrative supervisory responsibility.

### DISTINGUISHING JOB CHARACTERISTICS

This position is responsible for managing the activities of the City’s Public Works and Planning Departments. Functions include a variety of routine and complex planning, infrastructure, finance and administrative work in administering and maintaining the viability, resources and records of the city. This position processes all required reports, grants and maintains appropriate and standard records as it relates to planning, zoning, public works and community development; processes, manages, and maintains staff records; acts as day to day director in regards to city growth, planning and infrastructure decisions; works with the City Administrator and Finance Director in the preparation of the City’s annual and supplemental Budgets. As such, this position requires working under the stress of continual staff and public contact and the pressure to meet strict deadlines. The incumbent works with sensitive and complex issues exercising considerable judgment, diplomacy and human relations skills as an ongoing part of the job.

### ESSENTIAL DUTIES AND RESPONSIBILITES

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons, covered by the Americans With Disabilities Act, in accordance with its requirements.**

Supervises the Public Works and Planning Departments and all assigned support staff.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to the City Administrator, City Council, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief planning advisor to the City Administrator and City Planning Commission.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Prepares grant applications for submission to Administrator for variety of Public Works and Community Development projects.

Directly responsible for assuring City compliance with agency permits relative to City Utilities and maintains all associated records.

Develops infrastructure studies and plans. Forecasts, estimates, and monitors the condition of the City's infrastructure to assure the well being of the City.

Prepares staff reports and attends Planning Commission meetings.

Assists in budget preparation and execution.

Directs/participates in the preparation of all facets of the City's comprehensive, land-use, transportation and zoning plans.

Assist Administrator with Union negotiations relative to Department staff.

Acts as hearing officer for utility billing disputes.



## **OTHER JOB DUTIES**

GIS Services

Develops Public Works and Community Development related ordinances and resolutions.

Represents the city at various conferences and meetings.

Perform general management duties for the City Administrator as assigned.

Performs or directs the preparation of cost-of-service studies for utility rate considerations.

## **SCOPE OF SUPERVISION**

Public Works & Planning Departs including all related staff employees

## **WORKING CONDITIONS**

Good office working conditions with the exception of job site visits.

## **USUAL PHYSICAL DEMANDS**

**The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are no4 and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to a made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.**

While performing duties of this job, the employee frequently stands and sits for extended periods of time. Normal vision demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to start immediately.

Knowledge of the City of Oakridge

Considerable knowledge of modern governmental infrastructure and development theory; considerable knowledge of modern and state urban planning and zoning theory /regulations; considerable knowledge of urban community development theory, practices and procedures.

Considerable knowledge of office automation and computerized applications with applicable skills in operating personal computers and peripheral equipment, and task specific software, word processing, spreadsheet, database, presentational, and other applicable software.

Considerable knowledge of public works practices, procedures, federal and state regulations as they pertain to public works

Considerable knowledge of public finance and fiscal planning as they relate to public works and community development projects; considerable knowledge of applicable budgetary, accounting and reporting systems

Ability to prepare and analyze complex reports; ability to maintain efficient and effective systems and procedures; ability to effectively supervise staff

Ability to establish and maintain effective working relationships with employees, city officials and citizens;

Ability to communicate effectively orally and in writing.

Knowledge of the principles and practices of office management, work organization, and supervision.

Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.

Ability to select, supervise and evaluate the work of division personnel.

Ability to prepare and direct preparation of comprehensive reports, budgets, departmental materials, and correspondence.

Ability to establish and maintain effective working relationships with elected officials, other employees, and the general public.

Ability to develop and monitor work procedures and budget guidelines.

Skill in planning relative to city growth, land use, zoning and necessary public works

Skill in computer programs, including GIS

Skill in grant writing and grant administration

Skill in employee management and performance

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**MANAGEMENT APPROVAL**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
City Administrator Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand, and will effectively perform, the duties & requirements specified in this job description.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Employee Date

Rick (old)



# POSITION DESCRIPTION

CITY OF OAKRIDGE

**Classification Title: COMMUNITY SERVICES DIRECTOR**

<b>FLSA STATUS/TYPE</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>BARGAINING UNIT</b>	None	<b>PAY GRADE</b>	Per Employment Contract
<b>DEPARTMENT</b>	Public Works Dept	<b>REPORTS TO</b>	Administrator

## LICENSURE OR CERTIFICATION REQUIREMENTS

Bachelors Degree in Urban/regional Planning; AICP Certification; 3 years experience in Public Works Administration; 2 years experience with administrative supervisory responsibility.

## DISTINGUISHING JOB CHARACTERISTICS

This position is responsible for planning, organizing and managing the activities of the City Public Works and Community Development Department functions which includes a variety of routine and complex planning, infrastructure, finance and administrative work in administering and maintaining the viability, resources and records of the city. This position processes all required reports, grants and maintains appropriate and standard records as it relates to planning, zoning, public works and community development; processes, manages, and maintains staff records; acts as day to day director in regards to city growth, planning and infrastructure decisions; works with the City Administrator and Finance Director in the preparation of the City's annual and supplemental Budgets. As such, this position requires working under the stress of continual staff and public contact and the pressure to meet strict deadlines. The incumbent works with sensitive and complex issues exercising considerable judgment, diplomacy and human relations skills as an ongoing part of the job.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.**

Supervises the positions of Public Works field, Building Maintenance and assigned support staff.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to the City Administrator, City Council, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief planning advisor to the City Administrator and City Planning Commission as applicable.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Prepares grant applications for submission to Administrator for variety of Public Works and Community Development projects.

Directly responsible for assuring City compliance with agency permits relative to City Utilities and maintains all associated records.

Develops infrastructure studies and plans. Forecasts, estimates, and monitors the condition of the City's infrastructure to assure the well being of the City.

Prepares staff reports and attends Planning Commission meetings.

Assists in budget preparation and execution.

Oversees the posting of job vacancies related to the Department.

Directs/participates in the preparation of all facets of the City's comprehensive, land-use, transportation and zoning plans.

Oversees training and staff development.

Assist Administrator with Union negotiations relative to Department staff.

Acts as hearing officer for utility billing disputes.

#### **OTHER JOB DUTIES**

Develops Public Works and Community Development related ordinances and resolutions.

Represents the city at various conferences and meetings.

Perform general management duties for the City Administrator as assigned.

Performs or directs the preparation of cost-of-service studies for utility rate considerations.

#### **SCOPE OF SUPERVISION**

Utilities Maintenance Supervisor; Utilities Treatment Operator; Building Maintenance Supervisor and related Department support staff

#### **EQUIPMENT OPERATED**

Computer equipment, recording devices, telephone.

#### **CONTACTS WITH OTHERS**

City staff and Councilors, prospective developers, vendors, business peers from other agencies, federal and state officials, and general public.

#### **CONFIDENTIAL DATA**

Employee personnel file information; Current and perspective development information.

#### **WORKING CONDITIONS**

Good office working conditions with the exception of job site visits.

#### **USUAL PHYSICAL DEMANDS**

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands and sits for extended periods of time. Normal vision demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern governmental infrastructure and development theory; considerable knowledge of modern and state urban planning and zoning theory /regulations; considerable knowledge of urban community development theory, practices and procedures.

Considerable knowledge of office automation and computerized applications with applicable skills in operating personal computers and peripheral equipment, and task specific software, word processing, spreadsheet, database, presentational, and other applicable software.

Considerable knowledge of public works practices, procedures, federal and state regulations as they pertain to public works

Considerable knowledge of public finance and fiscal planning as they relate to public works and community development projects; considerable knowledge of applicable budgetary, accounting and reporting systems

Ability to prepare and analyze complex reports; ability to maintain efficient and effective systems and procedures; ability to effectively supervise staff

Ability to establish and maintain effective working relationships with employees, city officials and citizens;

Ability to communicate effectively orally and in writing.

Knowledge of the principles and practices of office management, work organization, and supervision.

Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.

Ability to select, supervise and evaluate the work of division personnel.

Ability to prepare and direct preparation of comprehensive reports, budgets, departmental materials, and correspondence.

Ability to establish and maintain effective working relationships with elected officials, other employees, and the general public.

Ability to develop and monitor work procedures and budget guidelines.

Skill in planning relative to city growth, land use, zoning and necessary public works



FY 2021-2022 2.5% Increase

Class	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
MANAGEMENT															
CITY ADMINISTRATOR		78,023	79,739	81,493	83,286	85,118	86,991	88,905	90,861	92,860	94,903	96,990	99,124	101,305	103,534
FINANCE DIRECTOR/CR		66,194	67,651	69,139	70,660	72,215	73,803	75,427	77,086	78,782	80,515	82,287	84,097	85,947	87,838
POLICE CHIEF		66,194	67,651	69,139	70,660	72,215	73,803	75,427	77,086	78,782	80,515	82,287	84,097	85,947	87,838
COMM SGT		56,239	57,476	58,740	60,033	61,353	62,703	64,083	65,492	66,933	68,406	69,911	71,449	73,021	74,627
COMM SVCS DIR		61,573	62,928	64,312	65,727	67,173	68,651	70,161	71,705	73,282	74,894	76,542	78,226	79,947	81,706
COMM SVCS COORD		47,750	48,800	49,874	50,971	52,093	53,239	54,410	55,607	56,830	58,080	59,358	60,664	61,999	63,363
PUBLIC WORKS SUPVS		56,339	57,578	58,845	60,140	61,463	62,815	64,197	65,609	67,053	68,528	70,035	71,576	73,151	74,760
FIRE CHIEF		66,194	67,651	69,139	70,660	72,215	73,803	75,427	77,086	78,782	80,515	82,287	84,097	85,947	87,838
POLICE SGT		59,681	60,994	62,335	63,707	65,108	66,541	68,005	69,501	71,030	72,592	74,189	75,822	77,490	79,194

FY 2022-2023 2.5% Increase

Class	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
MANAGEMENT															
CITY ADMINISTRATOR		79,973	81,733	83,531	85,368	87,246	89,166	91,128	93,132	95,181	97,275	99,415	101,602	103,838	106,122
FINANCE DIRECTOR/CR		67,849	69,342	70,867	72,426	74,020	75,648	77,313	79,013	80,752	82,528	84,344	86,199	88,096	90,034
POLICE CHIEF		67,849	69,342	70,867	72,426	74,020	75,648	77,313	79,013	80,752	82,528	84,344	86,199	88,096	90,034
COMM SGT		57,645	58,913	60,209	61,533	62,887	64,271	65,685	67,130	68,607	70,116	71,659	73,235	74,846	76,493
COMM SVCS DIR		63,113	64,501	65,920	67,370	68,852	70,367	71,915	73,497	75,114	76,767	78,456	80,182	81,946	83,749
COMM SVCS COORD		48,944	50,020	51,121	52,245	53,395	54,570	55,770	56,997	58,251	59,532	60,842	62,181	63,549	64,947
PUBLIC WORKS SUPVS		57,747	59,018	60,316	61,643	62,999	64,385	65,802	67,250	68,729	70,241	71,786	73,366	74,980	76,629
FIRE CHIEF		67,849	69,342	70,867	72,426	74,020	75,648	77,313	79,013	80,752	82,528	84,344	86,199	88,096	90,034
POLICE SGT		61,173	62,518	63,894	65,299	66,736	68,204	69,705	71,238	72,805	74,407	76,044	77,717	79,427	81,174



# Dick (Rick) Zylstra

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(C) (541) 972-1829 (E) rzylstra37@gmail.com

Recently completed the University of Oregon's Masters of Community and Regional Planning from the School of Planning, Public Policy and Management. Before entering the master's program at UofO I was employed by the City of Oakridge as the Community Services Director overseeing the Planning and Public Works Departments. At Oakridge I had the opportunity for interactions with multiple agencies and the community, while representing Planning and Public Works endeavors.

## Education and Course Work

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<b>Master of Community and Regional Planning</b> <i>School of Planning, Public Policy and Management, University of Oregon</i>	June 2022
<b>Bachelor of Arts, Geography</b> <i>University of Oregon, Eugene Oregon</i>	March 2015
<b>Associate of Arts, Geography</b> <i>Lane Community College, Eugene Oregon</i>	September 2013

## Skills

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- Critical thinking
- Attention to detail
- Friendly and informative
- Great customer relationship
- Multiple methods of work for a given task
- Familiar with Microsoft Office Suite
- Land Use Practices
- Forward and future thinking
- Cartographic concepts and practices
- Acquainted with cultural and society influences
- Excellent research skills

## Experience

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- 9/19 – 6/22 **Student at the University of Oregon, School of Planning, Public Policy and Management**
- Worked with multiple local agencies on quasi-consultant projects such as, City of Springfield, Lane Transit District, Springfield Water District and others.
- 11/15 - 6/20 **City of Oakridge, Community Services Director**
- Planning – Assisted with grants from National Park Services that resulted in the Mill Park Master Plan, an Industrial Park Rezone. Planning point of contact for public needs ranging from Site Plan Reviews, Conditional Use Permits, Variances and other
  - Public Works – Assisted with administrative duties, wrote and presented staff reports behalf of the department, and assisted in overseeing grant writing management and reporting.
- 9/09 - 12/14 **Student at both the University of Oregon & Lane Community College,**
- Earned a Bachelors in Geography from the UofO along with a Career Pathways Certificate in Geospatial Information Science and AAOT from LCC.
- 11/02 - 8/14 **The Classical Contractor, Oakridge Oregon, Home Builder, Jobsite Lead**
- Worked in many aspects of home construction building homes to completion.
- 7/95 - 10/02 **Body and Fender Service, Eugene Oregon, Auto Body Painter**
- Prepared and painted cars in the collision repair industry.

## Volunteerism

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- Current Oakridge Food Pantry Volunteer
- Writer/Reporter for Highway 58 Harold online newspaper
- Previous Oakridge City Councilor
- Previous member on the Parks, Trails and Trees Committee
- Created the Oakridge / Westfir Chamber of Commerce Visitors Guide and Map 2019

**Business of the City Council**  
City of Oakridge, Oregon

**Agenda Title:** PSF Community Forum

**Agenda Item No:** 9.5

**Proposed Council Action:** Choose a new date for the PSF Community Forum

**Exhibits:** N/A

**ISSUE:**

A new date for the Public Safety Fee (“PSF”) Community Forum must be chosen from the available dates listed below. Election Day is November 8, 2022, if that is a consideration. Pre-Planning dates should also be selected.

AVAILABLE DATES (all Saturdays):

- October 29
- November 5
- November 26 (2 days after Thanksgiving)
- December 3
- December 17
- January 7

**FISCAL IMPACTS:** N/A

**STAFF RECOMMENDATION:** N/A

**RECOMMENDED MOTION:** *I move to reschedule the Public Safety Fee Community Forum to Saturday \_\_\_\_\_ at 6pm at the Oakridge High School Auditorium. Pre-planning/work parties will be on \_\_\_\_\_.*