

**MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT,
PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE**



**STUDY SESSION AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
THURSDAY, DECEMBER 7, 2017, 12:00 PM, MT**

Pursuant to the Public Meetings Laws and Rules within the Oregon Revised Statutes, the City Council has the authority, ability, and standing to take action on any items on the Agenda, or add items to the Agenda, during the Study Session or Regular Meeting, as long as all public meeting notice requirements have been met.

1) CALL TO ORDER

Roll Call: Tessa Winebarger _____ Dan Capron _____ Marty Justus _____ Ramon Palomo _____
Betty Carter _____ Norm Crume _____ Mayor Ron Verini _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on December 5, 2017. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) PUBLIC COMMENTS Citizens may address the Council; however, Council may not be able to provide an immediate answer or response. Our of respect to the Council and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

5) SPECIAL ACTION

A) Proclamation: Ontario School Choice Week

6) PRESENTATIONS

A) Transient Occupancy Tax Distributions

7) OLD BUSINESS

- A) 2017-2018 Capital Projects
- B) Resolution #2017-139: Sales Tax Cap Charter Amendment and Alternate
- C) Resolution #2017-138: Creation of a Marijuana Ad Hoc Committee

8) NEW BUSINESS

- A) City Committee Appointments
- B) Ordinance #2733-2017: Amend Ontario Municipal Code 7-1; Add 7-1A *First Reading*
- C) Pay for Play Parks Model and Alternatives
- D) PERS Biennium Estimates

9) PUBLIC HEARING

A) Public Hearing for Residential Rehab Community Development Block Grant

10) DEPARTMENT HEAD UPDATES

- A) Finance Department Monthly Report
- B) Parks & Recreation Department Quarterly Report
- C) Fire Department Fall Quarterly Report

The City Council may recess/adjourn to Executive Session under ORS 192.660(2) as follows: (a) Employment of Public Officers, Employees, or Agents; (b) Discipline of Public Officers, Employees, or Agents; (d) Labor Negotiations; (e) Real Property Transactions; (f) Exempt Public Records; (g) Trade Negotiations; (h) Litigation /Consult with Legal Counsel; (i) Performance Evaluation of Public Officers and Employees; (j) Trade Negotiations; and/or (l) Labor Negotiations.

The City of Ontario does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 889-7684 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

11) HAND-OUTS/DISCUSSION ITEMS

- A) Airport Operating Manual
- B) Department Stats: Public Works Oct 22-Nov 17, 2017
- C) Department Stats: Ontario Fire & Rescue Nov, 2017
- D) Department Stats: Code Enforcement Oct, 2017
- E) Department Stats: OPD Oct, 2017
- F) County Court Minutes: 11-01-2017
- G) SREDA Minutes: 10-04-2017 & Other SREDA Documents

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) EXECUTIVE SESSION ORS 192.660(2)(i)

- A) ORS 192.660(2)(i)

14) ADJOURN

**CITY OF ONTARIO
MAYORAL PROCLAMATION
ONTARIO SCHOOL CHOICE WEEK**

- WHEREAS,** All children in the City of Ontario should have access to the highest quality education possible; and,
- WHEREAS,** The City of Ontario recognizes the important role that an effective education plays in preparing all students in Ontario to be successful adults; and,
- WHEREAS,** Quality education is critically important to the economic vitality of Ontario; and
- WHEREAS,** Ontario is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and
- WHEREAS,** Educational variety not only helps to diversity our economy, but also enhances the vibrancy of our community; and
- WHEREAS,** Ontario has many high quality teaching professionals in all types of school settings who are committed to educating our children; and
- WHEREAS,** School Choice Week is celebrated across the country by millions of students, parents, educators, schools, and organizations, to raise awareness of the need for effective educational options.

NOW, THEREFORE, BE IT RESOLVED that I, Ron Verini, Mayor of Ontario, Oregon, do hereby recognize January 21-27, 2018, as

CITY OF ONTARIO SCHOOL CHOICE WEEK

and call this observance to the attention of all our citizens.

Ronald Verini, Mayor





TRANSIENT OCCUPANCY TAX

BY: KARI OTT, FINANCE DIRECTOR

DECEMBER 7, 2017



CURRENT ALLOCATION

- 1% on top for the Four Rivers Cultural Center (tourism)
- Remaining 8% allocated
 - 35% Tourism
 - 65% remaining allocated to:
 - Streets
 - Public Safety
 - Parks and Recreation and/or community enhancement (currently pool)







CURRENT ALLOCATION

City Municipal Code Chapter 11

Section 3-11-4

- **Gross tax collected**
 - 12.5% for Ontario Parks and Recreation and/or community enhancement projects
 - 26.25% for street maintenance activities
 - 26.25% for public safety reserve account to be spent for public safety activities as directed by City Council





CURRENT ALLOCATION

City Municipal Code Chapter 11

Section 3-11-4

- **Gross tax collected (continued)**
 - **22.5%**
 - Annual \$30,000 to be used in a grant fund administered by the Visitor and Convention Board
 - Balance to Chamber of Commerce for tourist promotion in according to the agreement to provide tourism promotion service.
 - **12.5% Four Rivers Cultural Center**





OREGON REVISED STATUTES

320.350

DEFINITIONS

- ***“Tourism Promotion”***
 - Advertising, publicizing or distribution information for the purpose of attracting and welcoming tourists.
 - Conducting strategic planning and research necessary to stimulate future tourism development;
 - Operating tourism promotion agencies; and
 - Marketing special events and festivals designed to attract tourists.



OREGON REVISED STATUTES

320.350

DEFINITIONS

- ***“Tourism Promotion Agency”***
 - An incorporated nonprofit organization or governmental unit that is responsible for tourism promotion of a destination on a year-round basis.
 - A nonprofit entity that manages tourism-related economic development plans, programs and projects.
 - A regional or statewide association that represents entities that rely on tourism-related business for more than 50% of their total income.



OREGON REVISED STATUTES

320.350

ORS 320.350

- ***Restricts revenue uses***
 - The city cannot reduce the percentage of Transient Occupancy tax expended to fund tourism promotion or tourism-related facilities.
 - 35% of the 8% tax and the additional 1% tax has historically been expended for tourism.
 - Percentage cannot be reduced





OPTIONS

1. New transient occupancy tax
 - A minimum of 70% allocated to tourism
2. The 65% of the 8% tax could potentially be allocated by the council to other city services. This can only be changed by ordinance since it is in the Ontario Municipal Code.



12/7/2017

Capital Program

Potential mid-year
adjustments to capital
program



2017-2018 General Fund Capital Projects



Capital Projects	Cost
Downtown trash enclosures	\$33,000
Concrete work – Oregon Street	\$36,000
Road Repair	\$30,000
Meadow Planter Agreement	\$40,000
Community Development Parking Lot	\$9,100
Website Revision	\$5,475
Skid Steer (street fund share)	\$50,000

Transient Occupancy Tax Funds for Splash Pad



- 12.5% (on 8% tax) of Transient Occupancy Tax (TOT) funds must go towards Parks/Rec/Other Community Enhancement
- The Council has designated funds thus far to the Aquatic Center
- Multi-year collections have been budgeted for approximately \$210,000 through the end of this fiscal year.
- Future year's distributions could be used for other Parks/Recreation/Other Community Enhancements

Downtown Trash Enclosures



- \$33,000 Total
- One for each block at a cost of \$11,000 per enclosure
- In conjunction with an ordinance for consolidated waste stream downtown



Concrete Work



- \$39,000 - Removal of Mid-Block Crossings on Oregon Avenue
- Without removal, we will need to re-stripe parking to come into compliance, this will result in fewer parking spaces.



Road Repair



- Annual road repair budget.
- It is for unanticipated repairs or regular patching and repair.
- There are several places identified



Meadow Planter Agreement



- \$40,000 budgeted
- \$17,000 has been spent on tree grates
- **\$23,000 remaining will not be spent**



Community Development Parking Lot



- \$9,100 committed from General Fund
- Using CH2M labor to match funding from the building fund this will leverage another \$29,000
- We may be able to bring this down with neighbor participation

Website Revision



- \$5,475 – Make current website mobile compliant and ADA compliant
- Greater improvements are really needed beyond the \$5,475
- 21st Century city has mobile applications, and customer resource management (CRM)

Skid Steer



- CH2M purchased the equipment for the city's use.
- \$50,000 projected to be spent out of the public safety fund can be removed from the budget.

Recommended 2017-2018 Capital Project Revisions



Capital Projects	Cost	Post Pone
Downtown Trash Enclosures	\$33,000	\$33,000
Concrete work	\$36,000	\$36,000
Road Repair	\$30,000	\$30,000
Meadow Planter Agreement	\$40,000	\$23,000
Community Development Parking Lot	\$9,100	
Website Revision	\$5,475	
Skid Steer (street fund share)	\$50,000	\$50,000
Total		\$172,000

Alternatives



- Adjust the budget by resolution
- Re-convene budget committee for review and discussion prior to amending budget



**AGENDA REPORT
OLD BUSINESS
December 7, 2017**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2017-139: SALES TAX CAP CHARTER AMENDMENT AND
ALTERNATE**

DATE: November 21, 2017

PROPOSED MOTION:

I MOVE TO APPROVE RESOLUTION # 2017-139 A RESOLUTION CALLING FOR AN ELECTION REGARDING AN AMENDMENT TO THE CITY CHARTER TO CREATE A SALES TAX CAP AND PLACING THE ACTION ON THE MAY, 2018 BALLOT.

SUMMARY:

Community feedback following council approval of the sales tax stressed the importance of capping the potential for the sales tax rate to increase over time. The requested and recommended ballot referral is to amend the city charter, by vote of the people, to ensure that any increase to a sales tax must be approved by the voters in Ontario.

BACKGROUND:

The Ontario City Council adopted Ordinance #2729-2017, enacting a 1% sales tax in the City of Ontario. On October 3, 2017, the Ordinance was stayed due to a Referendum being filed in opposition to the tax.

CURRENT SITUATION:

If the sales tax collection action passes, the City Council proposes that the Charter shall be amended, creating Section ____, to the Ontario Charter, clarifying that any increase above the established 1% sales tax would be required to go to a vote of the City of Ontario citizens. The current Charter has no such provisions in place.

ANALYSIS:

- A. **FINANCIAL** No additional costs will be incurred by adding this item to the ballot. The financial impact of adding this to the city charter is that any future increase could only be done by a vote of the people. Any additional revenues from increasing a sales tax beyond 1% could not be done by the Ontario City Council.

This ballot initiative is contingent upon passage of the other ballot initiative passing in the affirmative to implement a 1% sales tax. The City Council, with the City Manager's concurrence, has stated that any amount of sales tax above 1% would threaten the city's competitive advantage in the region under the city's current revenue structure.

- B. **TIMING** A ballot initiative must be filed with the city elections official by the Governing Body on or before the 80th day before the election. The final ballot language submitted in form SEL 802 must be submitted to the County elections official on or before the 61st day prior to the election.
- C. **POLICY/LEGAL** The City Council has authority established by the State of Oregon to refer items to ballot. The City Charter last revised in 1985 can only be amended by vote of the people of the City of Ontario, Oregon.

ALTERNATIVES:

No Action: Without referring this measure to voters the issue will not be on the ballot with the 1% sales tax ballot measure. No cap will be implemented into the Ontario City Charter

RECOMMENDATION:

The City Manager recommends approval of Resolution #2017-139, the sales tax cap charter amendment ballot initiative.

ATTACHMENTS:

1. Resolution 2017-139
2. Resolution #2017-139: Exhibit A - SEL802
3. Resolution #2017-139: Exhibit B- The Act
4. Resolution #2017-139: Notice of Measure Election



RESOLUTION # 2017-139

A RESOLUTION CALLING FOR AN ELECTION REGARDING AN AMENDMENT TO THE CITY CHARTER TO CREATE A SALES TAX CAP AND PLACING THE ACTION ON THE MAY, 2018 BALLOT

WHEREAS, The existing Ontario City Charter was last adopted over 30 years ago; and

WHEREAS, There are no Sections in the Charter addressing a sales tax; and

WHEREAS, It is the desire of the City Council to amend the City Charter, adding a Section to address a Sales Tax Cap; and

WHEREAS, City Council finds enactment of a new Section in the Charter necessary in the continued operation of the city.

WHEREAS, The Measure set forth hereinafter is hereby ordered to be submitted to the legal voters of the city of Ontario pursuant to Title 1, Chapter 8, of the Ontario Municipal Code, at the General Election to be held May 15, 2018.

NOW, THEREFORE BE IT RESOLVED, by the Ontario City Council that:

SECTION 1: An election is hereby called in and for the City of Ontario, Malheur County, Oregon, for the purpose of submitting to the legal voters the following:

CAPTION: Charter amendment capping the Sales Tax at 1%. (8/10)

QUESTION: Should the Charter be amended to read increases above a 1% sales tax must be approved by Ontario voters. (19/20)

SUMMARY: On September 26, 2017, the Ontario City Council adopted Ordinance #2729-2017, enacting a 1% sales tax in the City of Ontario. On October 3, 2017, the Ordinance was stayed due to a Referendum being filed in opposition to the tax. If the sales tax collection action passes, the City Charter shall be amended, creating Section ___, to the Ontario Charter, clarifying that any increase above the established 1% sales tax would be required to go to a vote of the City of Ontario citizens. The current Charter has no such provisions in place. (94/175).

SECTION 2: The Measure Election hereby called shall be held in the City of Ontario on the 15th day of May, 2018. This election shall be conducted by mail.

SECTION 3: The Ontario City Council authorizes the Mayor, the City Manager, (each an “authorized representative”) the City Attorney, or a designee of the authorized representative to act on behalf of the City of Ontario and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

SECTION 4: The Ontario City Council directs the city’s Election Official to file with Malheur County Election’s Office a Notice of City Measure Election, for SEL 802, attached and incorporated herein by this reference as Exhibit “A”, on a date no earlier than the eighth business day after the date of which Exhibit “A” is filed with the City Election’s Official.

SECTION 5: Pursuant to ORS 251.345, the City Council directs the City Manager, or designee, to prepare a Measure Explanatory Statement for publication in the county voter’s pamphlet; said statement shall be filed with the Malheur County Election’s Office at the same time the Notice of City Measure Election is filed by the City Election’s Official.

SECTION 6: The Act, containing the full Charter amendment, is attached hereto as Exhibit “B”, and is incorporated herein by reference.

EFFECTIVE DATE: Immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this 7th day of December, 2018, by the following vote:

AYES:

NAYS:

EXCUSED:

ABSENT:

Approved by the Mayor this 7th day of December, 2017.

ATTEST:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder

Notice of Measure Election

City

SEL 802

rev 01/16 ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

Notice

Date of Notice

Name of City or Cities

Date of Election

City of Ontario

May 15, 2018

Final Ballot Title The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Charter amendment capping the Sales Tax at 1%.

Question 20 words which plainly phrases the chief purpose of the measure.

Should the Charter be amended to read increases above a 1% sales tax must be approved by Ontario voters

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

On September 26, 2017, Council adopted Ordinance #2729-2017, enacting a 1% sales tax in the City of Ontario. On October 3, 2017, the Ordinance was stayed due to a Referendum being filed in opposition to the tax. If the action passes, the City Charter shall be amended, creating Section ___, to the Ontario Charter, clarifying that any increase above the established 1% sales tax would be required to go to a vote of the City of Ontario citizens. The current Charter has no such provisions in place.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?

☒ Yes

☐ No

Authorized City Official Not required to be notarized.

Name

Title

Ronald Verini

Mayor

Mailing Address

Contact Phone

444 SW 4th Street, Ontario, OR 97914

541-881-3232

By signing this document:

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

EXHIBIT “B”

The “Act”

A Charter amendment submitted to the voters by the Ontario City Council. The Ontario Charter is amended to read as shown below and referenced in City of Ontario Resolution #2017-139.

Section 7.5 (OR Section 10.8) SALES TAX

The City of Ontario has imposed a personal property sales tax of 1% (one percent) on all receipts from the sale of non-exempt goods by operators within the City, in addition to all other taxes, fees, and charges of every kind. Except as provided to the contrary, there shall be no increase in the percentage of the sales tax collection unless enacted by a vote of the City of Ontario voters.

NOTICE OF MEASURE ELECTION

City of Ontario
Malheur County, Oregon

NOTICE IS HEREBY GIVEN that on Tuesday, May 15, 2018, an election will be held within the boundaries of the City of Ontario, Oregon. The election shall be conducted by mail pursuant to Oregon Statutes. The following question will be submitted to the qualified voters thereof:

CAPTION:

CHARTER AMENDMENT CAPPING THE SALES TAX AT 1%.

QUESTION:

Should the Charter be amended to include increases above a 1% sales
tax must be approved by Ontario voters?

SUMMARY:

On September 26, 2017, the Ontario City Council adopted Ordinance #2729-2017, enacting a 1% sales tax in the City of Ontario. On October 3, 2017, the Ordinance was stayed due to a Referendum being filed in opposition to the tax. If the sales tax collection action passes, the City Charter shall be amended, creating Section ___, to the Ontario Charter, clarifying that any increase above the established 1% sales tax would be required to go to a vote of the City of Ontario citizens. The current Charter has no such provisions in place.

Notice is hereby given that a Ballot Title for a Measure referred by the City Council will be filed with the Malheur County Election's Office on _____, 2018. The Ballot Title caption is CHARTER AMENDMENT CAPPING THE SALES TAX AT 1%. Pursuant to ORS 250.296(1), an elector may file a Petition for Review of this Ballot Title in the Malheur County Circuit Court no later than 5:00 p.m., _____, 20___ (seven days after filing of this Notice with the Election's Officer).

This Ballot Title was filed in the office of the City Recorder on _____, 20___ and a copy of the Ballot Title and the Resolution may be obtained by contacting the City Recorder at Ontario City Hall.

The following authorized city official hereby certifies the above Ballot Title is true and complete.

Signature of Authorized Representative

Date Signed

Printed Name of Authorized Representative

Title



**AGENDA REPORT
OLD BUSINESS
December 7, 2017**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2017-138: CREATION OF A MARIJUANA AD HOC COMMITTEE

DATE: December 1, 2017

PROPOSED MOTION:

I MOVE TO APPROVE RESOLUTION #2017-138, A RESOLUTION TO CREATE A MARIJUANA AD HOC COMMITTEE.

SUMMARY:

The Ontario City Council directed the City Manager to bring forth a resolution establishing a Marijuana Ad Hoc Committee.

BACKGROUND:

The State of Oregon legalized the use and possession of marijuana in the state. Malheur County and the City of Ontario have elected to not allow dispensaries in their boundaries. Possession and use, however, are still legal. Some negative impacts of the use of marijuana in the community have been identified and brought to the attention of the Ontario City Council.

CURRENT SITUATION:

The Ontario City Council discussed creation of an Ad Hoc Committee to address these impacts at their November City Council meeting. By consent, they directed the City Manager to bring forth a resolution to establish an ad hoc committee.

Section XVI of the Ontario City Municipal Code allows the City Council to create committees. The Council must first approve a resolution establishing the committee. Afterwards, the City Recorder shall publish notice soliciting interest and qualified voters to file letters of interest for appointments. The Council will review the qualifications of applicants and make appointments. For ad hoc committees, the committee will cease to be active and shall become obsolete upon completion of action necessary by the committee.

ANALYSIS:

- A. **FINANCIAL** There is no financial impact.
- B. **TIMING** Timing is not critical. Citizens would like to work through these conflicts as soon as possible.
- C. **POLICY/LEGAL** Only the Ontario City Council has the authority to create committees and boards of the city. Recommendations of the committee must be within the laws of the State of Oregon.

ALTERNATIVES:

No Action: Without action, the Council will continue to hear complaints of nuisances in the community related to marijuana use.

RECOMMENDATION:

The City Manager recommends that the Ontario City Council approve resolution No 2017-138 authorizing the creation of the Marijuana Ad Hoc Committee.

ATTACHMENTS:

1. 2017-138 Marijuana Ad-Hoc Committee



RESOLUTION # 2017-138

A RESOLUTION TO CREATE A MARIJUANA AD HOC COMMITTEE

WHEREAS, Section XVI of the city municipal code allows the Ontario City Council to create an ad hoc committee by resolution; and

WHEREAS, The State of Oregon has legalized the possession and use of marijuana; and

WHEREAS, Marijuana legally possessed and used can create undesirable consequences in the community and neighborhoods; and

WHEREAS, Community members and the City Council desire to address these impacts collaboratively with diverse perspectives.

NOW, THEREFORE BE IT RESOLVED, that the City of Ontario creates the Marijuana Ad Hoc Committee, which shall dissolve upon presentation of its findings.

BE IT FURTHER RESOLVED, that the Ontario City Council establishes the following as the purpose of the Marijuana Ad Hoc Committee:

The purpose of the Marijuana Ad Hoc Committee shall be to explore the impact of Oregon's legalization of marijuana cultivation and use on the health, safety and well-being of the residents of the City. The Committee shall make recommendations to the City Council about steps that the City should take to reduce any adverse effects from that legalization. The recommendations may include changes in the City's current ban on marijuana-related businesses, as long as they include proposals to reduce any adverse impacts from those changes. The recommendations shall be specific, practical, compatible with Oregon law, and shall take into account the financial impact of the recommendations on the City's budget. The City Manager shall make City staff reasonably available to the Committee for consultations and to assist in drafting recommendations.

EFFECTIVE DATE: December 2018

PASSED AND ADOPTED by the Ontario City Council this 7th day of December, 2017.

AYES:

NAYS:

ABSENT:

Approved by the Mayor this 7th day of December, 2017.

ATTEST:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
December 7, 2017**

To: Mayor and City Council

FROM: Tori Barnett, City Recorder

THROUGH: Adam J. Brown, City Manager

SUBJECT: CITY COMMITTEE APPOINTMENTS

DATE: December 1, 2017

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPOINT MAGGIE WOOD TO THE DIVERSITY ADVISORY COMMITTEE AND AMANDA VANSICKLE TO THE AIRPORT COMMITTEE, TERMS OF OFFICE TO COINCIDE WITH THE ESTABLISHING ORDINANCE.

SUMMARY:

The city's newly formed Diversity Advisory Committee has received an application for appointment. Further, there are currently two positions open on the Airport Committee, and one application has been received to fill one slot.

BACKGROUND:

The Council has historically appointed individuals to fill positions on the various city Committees as they become vacant or open.

CURRENT SITUATION:

Staff and community partners have been seeking individuals to fill vacancies on the Committees. There are currently open positions on the Airport Committee, Diversity Advisory Committee, and the Public Works Committee.

ANALYSIS:

- A. **FINANCIAL** None.
- B. **TIMING** The city would like to fill the open positions as soon as possible.
- C. **POLICY/LEGAL** City policy states appointment to all boards, committees, commissions are to be made by the Mayor, with consensus of the Council.

ALTERNATIVES:

Not appoint either applicant, or appoint one or the other. This would leave vacancies on the Committees.

RECOMMENDATION:

Staff recommends the appointment of Maggie Wood to the Diversity Advisory Committee and Amanda Vansickle to the Airport Committee.

ATTACHMENTS:

1. Amanda Vansickle Application: Airport Committee
2. Maggie Wood Application-DAC
3. Diversity Advisory Committee Kickoff Plan

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: <u>Vansickle</u> Last	<u>Amanda</u> First,	<u>L</u> Middle Initial
HOME ADDRESS: <u>5960 Hwy 30</u> Street	<u>Huntington</u> City	<u>97907</u> Zip Code
TELEPHONE: <u>Cell 541-450-4075</u> Home, Work, Cell, or Business (Include Area Code)	<u>vansickleamanda@yahoo.com</u> E-mail Address	

Name of Board, Committee, or Commission for appointment requested:

<u>Airport Committee</u>		
1.	2.	3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Certified Private Pilot</u>	<u>5 years</u>	<u></u>
<u>FAA Certified AGI</u>	<u>4 years</u>	<u></u>
<u>Ground School Instructor</u>	<u>5 months</u>	<u></u>

Employment:

<u>Ben's Truck Repair</u>	<u>Office Manager</u>	<u>1/6/16- present</u>
Current Employer:	Position:	Dates of Employment:

Education:

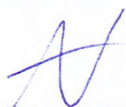
Private Pilot Certificate and FAA Certified AGI

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I have a strong passion to aide in the growth of our airport, community, and beyond.

Additional Information you feel may be helpful in considering your request for appointment:

I am an avid aviation advocator who recently started teaching as a Ground school Instructor at TVCC.



Signature:

November 27, 2017

Date:

Submit

Reset

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Wood Margaret (Maggie) E.
Last First, Middle Initial

HOME ADDRESS: 746 Butler Blvd. Ontario 97914
Street City Zip Code

TELEPHONE: (cell) 208-230-4221 mekwood@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Diversity Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Citizens on Patrol</u>	<u>4 1/2 years</u>	<u>Coordinator</u>
<u>Boys and Girls Club</u>	<u>2 years</u>	<u>Board, fundraiser chairman</u>
<u>Lifelong Learners</u>	<u>2 years</u>	<u>Local founder, Chairman</u>

Employment:

<u>Retired</u>	<u>Educator</u>	
Current Employer:	Position:	Dates of Employment:

Education:

BA plus 110. graduate hours

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

A 30 year concern for the community in the area of diversity. Relationships need to improve among our citizens.

Additional Information you feel may be helpful in considering your request for appointment:

Margaret C. Wood
Signature:

November 27, 2017
Date:

Submit

Reset

MARGARET (MAGGIE) E. WOOD

746 Butler Blvd.

Ontario, OR 97914

208-230-4221 cell

mekwood@gmail.com

EDUCATION: 110.5 graduate credits from Boise State University, Northwest Nazarene University, Western Oregon University, Eastern Oregon State University, Seattle Pacific University, University of Puget Sound, Pacific Lutheran University, Portland State University, University of Washington
BA degree in education, theatre/speech and language arts from Washington State University

PROFESSIONAL EXPERIENCE:

Ontario High School, Ontario, OR	8/87-6/1999 FT
SRCI, Ontario OR	1997-1999 PT
TVCC, Ontario, OR	2 years PT
Riverside High School, Boardman, OR	1985-1987 FT
Blue Mountain Community College, Pendleton, OR	1985-1987PT
Tacoma Community College, Tacoma, WA	2 years PT
Pierce College, Tacoma, WA	9 years PT
Garret Haynes, Washington State Correctional Inst., (Centralia Community College) Shelton, WA	6 months FT
Washington High School, Portland, OR	3 years FT
Portland School District ESL program	1 year PT
Hoquiam High School, Hoquiam, WA	2 years FT
Substitute teacher, 5 counties, Washington	1 year FT

Duties: Teacher of public speaking, speech communication, group discussion, drama, writing, American literature, English as a second language, study skills/reading. Students' abilities ranged from elementary level in a learning lab. to grades 9-14. Teacher of resumes and job interviewing. Designed educational courses in speech, study skills, literature, writing, drama, Shakespeare.

Pierce College and the Army Education Center, Fort Lewis, WA, duties included: registering, testing, designing courses, counseling and tutoring as well as teaching courses in communication.

Activities include: Director of Eastern Oregon District 9 Speech/Debate...Director of speech tournaments...

Judge of forensic and drama competitions...Director of Sapporo, Japan and Portland,

Oregon sister city school program...Director of plays...Author and director of school

assemblies...Chairman of various academic committees...Faculty senate...OHS booster

Board...Drama club adviser...Speech Club adviser...Class adviser...OTE committee...

TVCC/OHS education coordinator...AP coordinator...English Dept. chairman.

OTHER WORK EXPERIENCE;

Manager of records, constituent affairs, correspondence, and editor in Governor's Office, Washington State...

Manager of Special Events Department at Macy's Department Store, Tacoma and Seattle, Washington...Arranged all sales promotional events, public relations, author and director of various programs, fashion shows and director of the high school fashion board and its various activities.

COMMUNICATION SKILLS:

Writer of one act plays, poetry, musical revues, school and committee curriculum...Adapted novels to reader's theatre...Extended experience in expository, oratory and other speech forms...Writer of newsletters, publicity articles, news releases and advertising, policy letters and general correspondence, bulletins...Proofreading skills.

Experienced speaker and lecturer...group discussion facilitator.

COMMUNITY ACTIVITIES:

Lifelong Learners Board President...Ontario, Oregon Police Board member...AMI Community Theatre Artistic Director... Ontario Recreation Board... Valearts instructor... Boys and Girls Club board member, chairman of major fundraiser... MCCF board member, volunteer for groups...BSU Renaissance Institute board member, designing programs for senior citizen lifetime learners' program...Local community theatres as director, actress, set designer, etc...Hospice volunteer...ESL tutor...MCSO SAR member...

Lacey, WA Historical Society Commissioner...Washington State Pioneer Association...United

Way Board member... Delta Delta Delta Sorority officer and alumnae offices/chairmanships...Washington State University alumnae activities...Secretary/treasurer of IPMA, Olympia, WA chapter...Fundraiser for various charitable groups...Literacy board...

INTERESTS;

Theatre, travel, writing, dance, my horse, dog training, reading, gardening.

TRAVEL EXPERIENCE:

Beijing, Western areas, Hong Kong, CHINA...Tokyo, Nara, Osaka, Yokohama, Nikko, Atami, Gora, JAPAN..
Seoul, Western coastal areas, KOREA...Bangkok, THAILAND...Calcutta, Agra, Banaras, New Delhi, INDIA...
Karachi, PAKISTAN...Beirut, LEBANON...Damascus, SYRIA...Cairo, EGYPT...Athens and Southern,
GREECE...Rome, Naples, Milano, Pompeii, Sorrento, Florence, Pisa, ITALY...Geneva,
SWITZERLAND...Frankfurt, Stuttgart, Munich, GERMANY...Paris, FRANCE...Vienna, AUSTRIA...London,
Stratford-on-Avon, Cambridge, ENGLAND...Edinburgh, Inverness, Glasgow, Aberdeen, Eastern coast,
SCOTLAND...Mexico City, Merita, Chitzen Itza, Uxmal, Puerto Vallarta, Cancun, MEXICO...Nassau,
BAHAMAS...Oahu, Maui, HAWAII...WASHINGTON D.C....New York City, NEW YORK...CALIFORNIA,
OREGON, WASHINGTON, NEVADA, and IDAHO States.

Diversity Advisory Committee (DAC) Kickoff

Two meetings in January

First: Training on January 11th

1. Purpose: Review ordinance & resolution
2. Review Open Meeting and Public Record Laws
3. Intro to Local Government
4. Structures/Protocols/Steps of Meeting and Review of Officer Roles
5. What is their role and scope of work. What will they be doing?
 - a. What they will be able to do and what they want to do.
 - b. Create their own community assessment from the city of Ontario. Adopt plans from there.
 - c. Tie into the strategic planning process.

January 17th, 5-6

Second: Official Meeting designating officers January 5-6 pm

Election of officers

Approval of minutes

Introduce community assessment

Identify next steps as an advisory group.

January 17th, 6-7 Mix and mingle with the Ontario City Council

1. [Race card project](#) - 1. Fill out your card. 2. Share it with one person. 3. Rotate and share it with another.
2. Mayor speak
3. Marty from City Council speak
4. Social time

Encourage DAC to stay for Council Meeting



**AGENDA REPORT
NEW BUSINESS
December 7, 2017**

To: Mayor and City Council

FROM: Tori Barnett, City Recorder

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2733-2017: AMEND ONTARIO MUNICIPAL CODE 7-1; ADD 7-1A
FIRST READING**

DATE: November 29, 2017

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE ORDINANCE 2733-2017, AN ORDINANCE AMENDING SECTIONS OF CHAPTER 1 OF TITLE 7 OF THE ONTARIO CITY CODE CONCERNING PUBLIC NUISANCES, AND ADDING A NEW CHAPTER 2A TO TITLE 7 IDENTIFYING DERELICT BUILDINGS AS PUBLIC NUISANCES, ON FIRST READING BY TITLE ONLY.

SUMMARY:

The current process of enforcing ordinance violations includes the city abating properties and then billing property owners. This process has been found to be ineffective as many property owners fail to pay the fees. This results in loss of city funds, as well as lack of accountability for property owners that are out of compliance. The City Council directed police department staff to investigate civil penalty options.

BACKGROUND:

After a staff site visit to the City of Salem, who currently has a successful civil penalty process, a draft civil penalty process was presented to the City Council. On October 17, 2017, the Council adopted Ordinance #2730-2017. The attached proposed ordinance, #2733-2017, contains additional suggestions to add/amend to the Ontario City Code.

CURRENT SITUATION:

The City Council previously approved to amend the Ontario City Code to establish a civil penalty process, through Ordinance

#2730-2017. The proposed ordinance now being presented to the City Council for review, if approved, would amend/add to the Ontario City Code regarding public nuisances and derelict buildings, aligning with the established civil penalties process.

ANALYSIS:

- A. **FINANCIAL** The City Council previously addressed the need for the city to hire a part-time hearing officer. If approved, Ordinance #2733-2017 would not have any additional known financial impacts. It is anticipated that a civil penalties system will encourage more voluntary compliance, which will lessen the amount of funds the city spends on abatements, as well as create a more efficient process to collect unpaid fees.
- B. **TIMING** The City Council has requested that the police department bring forward a civil penalties proposal to them as soon as possible.
- C. **POLICY/LEGAL** Amending the city law can only be done by ordinance. Efficiency is one of the city's core values. This will improve the ability to encourage voluntary compliance of the city's ordinances, as well as collect assessed fines for those in non-compliance.

ALTERNATIVES:

- 1. Take No Action
- 1. Without action, the current Ontario City Code will remain in effect.

RECOMMENDATION:

Staff recommends that the City Council approve Ordinance 2733-2017.

ATTACHMENTS:

- 1. Ordinance #2733-2017



ORDINANCE 2733-2017

AN ORDINANCE AMENDING SECTIONS OF CHAPTER 1 OF TITLE 7 OF THE ONTARIO CITY CODE CONCERNING PUBLIC NUISANCES; AMENDING SECTIONS OF CHAPTER 1 OF TITLE 1 CONCERNING NUISANCE ABATEMENT PROCEDURE; AND ADDING A NEW CHAPTER 2A TO TITLE 7 IDENTIFYING DERELICT BUILDINGS AS PUBLIC NUISANCES

- WHEREAS,** The City police chief and ordinance enforcement officer have conducted a comprehensive review of Municipal Code provisions identifying public nuisances and the City's nuisance abatement procedure, and have recommended changes to Chapter 1 of Title 7 and Chapter 15 of Title 1; and
- WHEREAS,** The Police Department recommends that the Municipal Code include a new Chapter dealing with derelict buildings to identify structures that may not qualify as dangerous buildings under the Municipal Code but that are in disrepair, unsightly and qualify as public nuisances; and
- WHEREAS,** The City Council finds that the proposed changes will allow the City ordinance officers to cite offenders for nuisance conditions that are not currently identified in the Municipal Code, will help improve the appearance of the City and reduce blight, and will improve the City's notice abatement procedure.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

Section 1. Section 7-1-2 of Chapter 1 of Title 7 is hereby amended by amending the specific subsections identified hereinafter by deleting those portions that are stricken and by adding those portions that are underlined. If a specific subsection of Section 7-1-2 is not identified, that subsection is not amended.

7-1-2 Nuisances Enumerated

(M) Noxious Weeds. Any of the following noxious weeds:

- (a) Puncturevine (*Tribulus terrestris*);
- (b) Kochia (*Kochia scoparia*);
- (c) Russian thistle (*Salsola kalil* aka tumbleweed;
- (d) Prickly lettuce (*Lactuca serriola*) aka Chinese lettuce;
- (e) Field bindweed (*Convolvulus arvensis*) aka morning glory;
- (f) Hoary cress (*Lepidium draba*) aka white top;
- (g) Scotch thistle (*Onopordum acanthium*);
- (h) Canada thistle (*Cirsium arvense*);

- (i) Rush Skeleton weed, (*Chondrilla juncea*);
- (j) Purple Loosestrife, (*Lythrum Salicaria*); and
- (k) Yellow Starthistle, (*Centaurea Solstitialis* L); and
- (l) Common dandelion (*Taraxacum officinale*).

The City Council may modify or expand the list of noxious weeds by resolution of the Council.

~~(O) Storage of Junk. The storage of used building supplies, scrap, junk, used furniture, used plumbing supplies or fixtures, used electrical supplies, fixtures or appliances unless they are placed so as not to be exposed to view from a public way.~~

(O) Outside Storage of Personal Property.

(1) Unless otherwise specifically allowed by law, no person shall store items of personal property out-of-doors, or outside a building or structure that is not fully enclosed. Prohibited items include, but are not limited to, the following: firewood that does not comply with subsection (2)(a); construction material or lumber that does not comply with subsection (2)(b); used building, plumbing, and electrical supplies; scrap; junk; used indoor furniture; used fixtures; and appliances.

(2) Notwithstanding subsection (1) of this section, the following items of personal property may be stored outside of a building or structure:

(a) Firewood that is stacked and useable. "Useable" firewood has more wood than rot and is cut to lengths that will fit a lawful fireplace or wood stove on the premises;

(b) Construction material, if the construction material is temporarily stored in a manner to protect its utility and to prevent its deterioration and the construction material is to be used for construction on the premises;

(c) All other items of personal property which are of a type, condition or quantity consistent with normal and intended use. By way of illustration, but not limitation, as used in this section, items of personal property include barbeque grills, lawn furniture, solid waste disposal receptacles and recycling receptacles.

~~(P) Storage of Motor Vehicles or Parts. The storage of a used motor vehicle or portion thereof without a license plate or with an expired license plate unless the vehicle is placed so as not to be exposed to view from a public way.~~

(P) Junk.

(1) No person shall deposit or keep junk within a public right of way, or out-of-doors on any premises within the city, or in a building or structure that is not fully enclosed.

(2) Notwithstanding subsection (1) of this section, the following junk may be deposited or kept out-of-doors on premises within the city:

(a) Any wrecked, neglected or derelict motor vehicle, or parts thereof, kept in a motor vehicle wrecking business licensed by the city.

(b) Any derelict or neglected motor vehicle displayed by a business offering new and used motor vehicles for sale.

(c) Recyclable solid waste that has been source separated for collection by a recycling service.

(d) Recyclable materials or source separated solid waste kept at a scrap and waste material establishment, operating in compliance with all applicable laws

and where the materials or solid waste are enclosed by a sight obscuring fence in conformance with Ontario Municipal Code or in a receptacle.

(e) Any waste tire kept for storage, collection, transportation, or disposal by a person licensed for that purpose by the State of Oregon.

Section 2. Section 7-1-4 is hereby amended by deleting those portions which are stricken and adding those portions that are underlined.

7-1-4 Abatement procedure

(A) Notice to Abate. Initiation of Abatement Procedure

~~1. For an initial violation of the nuisance provisions of the City Code, the City Manager or the City Manager's designee shall cause a written notice to be served either personally on the property owner or the person responsible, or by registered or certified mail to the address of the property owner noted in the Malheur County Tax Assessor's office for tax notices to be sent or through a property title search. If the property has an occupied structure on it, notice may also be posted on the property. For service by mail, service shall be complete upon deposit in the mail. Notice shall be deemed sufficient if it complies with the procedure set forth herein, whether or not the property owner or person responsible receives actual notice. 2. Second or subsequent violations from the date of the initial notice and by the same person responsible, shall be subject to an assessment of an administrative fee, regardless if the second or subsequent violations are corrected. 3. The initial notice to abate shall contain: (a) A description of the real property, by street address or otherwise, on which the nuisance exists. (b) A direction to abate the nuisance within five (5) days for occupied properties and ten (10) days for unoccupied properties from the date of the notice. (c) A description of the nuisance, a citation to the section(s) of the City Code which are violated, and a description of the corrective action required. (d) A statement that unless the nuisance is removed, the City may abate the nuisance and the cost of abatement will be charged to the person responsible and assessed as a lien on the property. (e) A statement that failure to abate a nuisance may result in a fine. (f) A statement that the person responsible may appeal from the notice to abate by giving notice to the City Manager or his designee within ten (10) days from the date of the notice. (g) A statement that the City will assess an administrative fee upon a second or subsequent notice, regardless if the second or subsequent violations are corrected. 4. Upon completion of service of an abatement notice as provided herein, the persons serving the notice shall execute and file certificates stating the date and place of service. The procedure to initiate a nuisance abatement shall be as set forth in Sections 1-15-9 and 1-15-10 of Title 1, Chapter 15.~~

(B) Abatement by Person Responsible.

~~1. Within the time allowed, the person responsible shall remove the nuisance or show that no nuisance exists, or deliver a written notice of appeal to the City Manager or file an appeal under Section 1-15-11 of Title 1, Chapter 15 for a hearing to be conducted by a hearings officer under Title 1, Chapter 15. A written notice of appeal shall specify the basis for the appeal. Prior to the hearing, The the City Manager or Designee, will make good faith attempts to mediate the appeal. If unresolved, the appeal will go before a Hearings Officer. 2. A Hearings Officer appointed by the City of Ontario shall conduct a hearing on the appeal of the abatement notice at which the City's designee and the~~

~~appellant may call witnesses and present evidence. The City shall have the burden of proof to demonstrate that a violation has occurred and that the required corrective action is reasonable. The Hearings Officer shall affirm, vacate, or modify the City's decisions regarding the alleged violation and/or the required corrective action, with or without written conditions. If the Hearings Officer affirms the City's decisions, the appellant shall pay the City's costs for the appeal, including the cost of the Hearings Officer for conducting the hearing.~~

(C) Abatement by City.

1. If after the time allowed, the nuisance has not been abated by the person responsible, the City may cause the nuisance to be abated and may make efforts toward the elimination or ease of future abatements by such means as spraying, debris removal and leveling of land.
2. The officer charged with abatement of the nuisance shall have the right, at reasonable times, to enter into or upon property, in accordance with law, to investigate or cause the removal of a nuisance.
3. The City Manager or his designee shall keep an accurate record of the expense incurred by the City in physically abating the nuisance, including incidental expenses set forth in subsection (E) below.

(D) Joint Responsibility. If more than one person is responsible, they shall be jointly and severally liable for abating the nuisance or for the costs incurred by the City in abating the nuisance.

(E) Assessment of Costs.

1. The cost, including incidental expenses, of correcting the violation or to send second or subsequent violation notices shall be billed to the person responsible for the violation and/or the owner, lessor, tenant or other person entitled to control, use and/or occupancy of the property and shall become due and payable to the City of Ontario within ten (10) calendar days of the bill being issued. A minimum administrative fee of not less than one hundred dollars (\$100.00) shall be imposed for each abatement notice issued. The City Council may, by resolution, change the minimum fee from time to time. The term "incidental expense" shall include, but not be limited to personnel costs, both direct and indirect; attorney's fees; costs incurred in documenting the violation; hauling, storage and disposal expenses; and actual expenses and costs of the City in preparing notices, title searches, specifications and contracts, and in accomplishing and/or contracting and inspecting the work, and the costs of any required printing and mailing. The City Manager or his designee, by registered or certified mail, postage prepaid, shall forward to the person responsible a notice stating:

- (a) The total cost of abatement, if applicable, including incidental expenses.
- (b) The total cost of administrative fees for abatement or second or subsequent violation notices.

(c) That the cost as indicated will be either referred to collection or be assessed to and become a lien against the property unless paid within thirty (30) days from the date of the notice.

(d) That if the person, responsible objects to the cost of the abatement as indicated, he may file a notice of objection with the City Manager or his designee not more than ten (10) days from the date of the notice. Objections shall be heard by the City Manager or Designee and shall be limited to the question of whether the amount of the abatement assessment is reasonable.

2. If the costs of the abatement are not paid within thirty (30) days from the date of the notice or thirty (30) days from the date of the City Manager or Designee's decision on objections, the City may cause the assessment to be filed as a lien in the Malheur County Deed records against the property of any property owner who was served with the initial notice of abatement pursuant to Section 7-1-4(A)1. set forth above.

3. The lien shall be enforced in the same manner as liens for street improvements and shall bear interest at the rate of six percent (6%) per annum, or at such other rate as may be fixed by resolution of the City Council. The interest shall commence thirty (30) days from the date of the notice.

4. An error in the name of the person responsible or property owner shall not void the assessment nor will a failure to receive the notice of the proposed assessment render the assessment void, but it shall remain a valid lien against the property.

5. In lieu of a lien against the property, the city may refer the account to collections once the account is more than sixty (60) days past due. In addition, a late fee set by Fee Resolution to offset the administrative expenses incurred due to the late payment, shall be due and owing on any payment received after the due date and in coordination with the completion of the payment processing grace period.

(F) Separate Violations. The requirements to abate a nuisance are not a penalty for violating the Code but are an additional remedy. The imposition of a penalty does not relieve a person of the duty to abate the nuisance. Abatement by the person responsible of a nuisance within the allowed time of the date of notice to abate, or within ten (10) days of the determination by the City Manager, Designee, or Hearings Officer upon an appeal therefrom, will excuse the person responsible from the imposition of any fine civil penalty.

(G) Summary Abatement. The procedure provided by subsections (A) through (F) is not exclusive but is in addition to procedure provided by other law and the City Manager, or other officer delegated responsibilities therefor, may proceed summarily to abate a health or other nuisance which unmistakably exists and which imminently endangers human life, health or property.

Section 3. Section 7-1-7 of Title 7, Chapter 1, is amended by deleting that portion that is stricken and by adding that portion that is underlined.

7-1-7 Civil Penalty

~~Except where penalty provisions have been provided otherwise in this Chapter, any person violating any provision of this Chapter commits a Class D civil violation. Any person violating any provision of this Chapter shall be subject to the civil penalty provided in Title 1, Chapter 15, Sections 1-15-14 and 1-15-15.~~

Section 4. The following Chapter 2A, entitled “Derelict Structures”, is added to Title 7 of the Ontario Municipal Code.

DERELICT STRUCTURES

7-2A-1 Derelict Structures As Nuisance. Derelict structures are declared to be a public nuisance, subject to the abatement procedures provided in Municipal Code Sections 7-1-4, 7-1-5 and Chapter 15 of Title 1.

7-2A-2 Definitions.

CITY MANAGER includes the City Manager’s designee.

DERELICT STRUCTURE means a building or structure that is unfit for human habitation, or poses an incipient hazard, or is detrimental to public health, safety or welfare, as a result of one or more of the following conditions:

- (A) Is unoccupied and unsecured;
- (B) Is partially constructed;
- (C) Is an abandoned structure or attractive nuisance;
- (D) Is in condition of deterioration;
- (E) Has an infestation of pests;
- (F) Has doors or windows boarded over, or;
- (G) Other condition that in the opinion of the City Manager is detrimental to public health, safety or welfare.

OWNER means the person recorded in the official records of the state, county or city as holding title to premises, and that person’s agent; any person who has purchased or otherwise acquired a premises but whose ownership is not yet reflected in the official records of the state, county or city; a trustee, executor, administrator, guardian or mortgagee in possession and having control of the premises; a person who has care and control of a premises in the case of the absence or disability of the person holding title thereto; a lessee or tenant in possession.

7-2A-3 Order to Vacate. If the City Manager finds a building or structure in violation of Section 7-2A-1, the City Manager shall issue a Notice to Abate in accordance with Section 1-15-9. The City Manager may also order that a placard be posted on the building or structure, ordering the building or structure vacated, and to order the owner to register the building or structure as provided in Section 7-2A-7. The placard shall contain the information required for abatement notices under Section 1-15-9. Service of the Order to Abate shall be in accordance with Section 1-15-10. Persons performing active work to abate a violation are exempt from a vacation order while working at a premises subject to a vacation order.

7-2A-4 Prohibited Habitation. No owner shall maintain a structure as a derelict structure within the city. No person shall inhabit a derelict structure, nor allow any other person to inhabit a derelict structure, or a building or structure ordered vacated by the City Manager.

7-2A-5 Removal of Placard Prohibited. The City Manager shall remove a placard whenever the conditions that resulted in the order to vacate the building or structure have been eliminated. No person shall deface or remove a placard without the approval of the City Manager.

7-2A-6 Temporary Safeguards. Notwithstanding any other provisions of this Chapter, whenever, as determined by the City Manager, a building or structure qualifies as a dangerous building as defined in City Code Section 4-5-7A(B), the City Manager may order such temporary remedial procedures as are authorized in Chapter 5 of Title 4 pertaining to dangerous buildings.

7-2A-7 Derelict Structure Registration. If the City Manager determines that a building or structure is a derelict structure, the owner shall be required to register the building or structure within ten (10) days of the City Manager's issuance of an order to register. Registration shall be made on forms provided by the City Manager, and shall include information relating to the location and ownership of the building or structure, the expected period of its vacancy, a plan for regular maintenance during the period of vacancy, and a plan for its re-occupancy and use, or its remediation or demolition. Any change in the information required to be provided pursuant to this section shall be given to the City Manager not more than thirty days of the date of such change. When all conditions making the building or structure a derelict structure have been corrected, the owner shall contact the City Manager and request an inspection to determine compliance.

7-2A-8 Derelict Structure Fees.

(A) Every owner who, after receipt of an order under Section 7-2A-3, fails to register the building or structure within the required time set forth in the order, or registers the building or structure but allows the building or structure to remain in a derelict condition, shall pay a monthly derelict structure fee of \$ _____. Payment of the fee is due on the fifteenth day of each month. Any payment of the fee that is more than thirty days past due may be considered delinquent and subject to a penalty of \$ _____ for every delinquent monthly payment. The derelict structure fee and penalty fee for delinquent payment may be amended from time to time by City Council resolution.

(B) In the event that the fees due under this section are delinquent for more than ninety days, or in the event the owner fails to register the building or structure as required by Section 7-2A-7, the City Attorney, on request of the City Manager, may file an action in the circuit court of Malheur County for the recovery of any and all delinquent fees and penalties due under this section, which shall be the total yearly fees plus all delinquent penalties.

(C) All fees imposed under this section are to be paid prior to the issuance of any permit required for the demolition, alteration or repair of the derelict building or structure.

(D) In addition to any other remedies available to the City, the City has the authority to collect unpaid derelict structure fees, and any unpaid late fees, by filing a lien for the entire amount against the real property.

7-2A-9 Civil Penalty. Any person violating any provision of this Chapter shall be subject to the civil penalty provided in Title 1, Chapter 15, Sections 1-15-14 and 1-15-15.

7-2A-10 Severability. If any section, subsection, paragraph, sentence, clause or phrase of this chapter shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this chapter which shall continue in full force and effect, and to this end the provisions of this chapter are hereby declared to be severable.

Section 4. Sections 1-15-9, 1-15-10, 1-15-15 and 1-15-16 in Title 1, Chapter 15, are amended by deleting those portions that are stricken and by adding those portions that are underlined.

1-15-9. Initiation of Enforcement Proceedings.

(a) Proceeding for enforcement of the Code, including abatement of nuisances and enforcement of land use regulations, shall be initiated by the issuance of an abatement notice.

(b) Prior to issuing an abatement notice, the enforcement officer may pursue such attempts as are reasonable in light of the circumstances to secure voluntary correction of the violation. If the attempts to secure voluntary correction are unsuccessful, the enforcement officer may issue an abatement notice, which shall give not less than ten business days to correct the violation.

(c) Notwithstanding subsection (b) of this section, the enforcement officer may issue an abatement notice without having made attempts to secure voluntary correction where the violation poses an imminent threat to public health, safety, or welfare; was knowing and intentional; or was a repeat of a similar violation. If an order is issued pursuant to this subsection, the order shall set forth a time certain within which correction of the violation must be completed, which may be as soon as is practicable under the circumstances. For nuisance abatements, the nuisance shall be corrected within ten (10) days from the date of delivery of the notice unless the nuisance is not capable of being corrected in ten days, in which case the correction date shall be within a reasonable time. If the abatement notice is served by first class mail under Section 1-15-10, the correction date shall be extended three (3) additional days.

(d) An abatement notice shall contain:

- (1) Reference to the particular Code provision that is alleged to have been violated;
- (2) A short and plain statement of the matters asserted or charged, including, if applicable, a description of the real property, by street address or otherwise sufficient for identification, on which the nuisance exists ;
- (3) ~~A statement of the action required to remedy the violation~~ If a correction order is issued, a description of the corrective actions required;
- (4) The date on which the abatement notice was issued and the date and time by which the violation must be corrected;
- (5) If a civil penalty is authorized, a statement that a civil penalty may be, or has been, assessed, and the maximum amount of the penalty per day;
- (6) A statement of the right to appeal the abatement notice to the hearings officer;
- (7) A short and plain statement of the appeal procedure; and
- (8) A statement that if a notice of appeal is not filed within the time allowed, the person will have waived the right to review of the abatement notice.

(e) Any abatement notice issued in substantial compliance with subsection (d) of this section shall be valid from and after the date the order is issued.

(f) Second or subsequent nuisance violations by the same person shall be subject to an assessment of an administrative fee, regardless if the second or subsequent violations are corrected. If the same real property has had two or more abatement notices in a single calendar year, the City may assess a civil penalty immediately under Section 1-15-14 and serve the notice of civil penalty with the abatement notice.

1-15-10. Delivery of Abatement notice. The abatement notice shall be personally delivered. to the person. ~~If personal delivery cannot be completed within a reasonable time, the abatement notice shall be sent to the person's last known address by first class mail; and, in the case of a nuisance abatement, the notice shall also be posted on the real property on which the nuisance occurred if it has an occupied structure on it. and, in the case of nuisance abatement, by any one of the following: certified or registered mail, return receipt requested, or express mail, addressed to the person's last known residence or business address. Refusal to accept the registered or certified mail shall not be deemed to, and shall not, render the notice invalid.~~

1-15-15. Criteria for Imposition of Civil Penalty. The notice of civil penalty shall set forth the amount of the penalty, which, unless otherwise specifically provided in the Code, shall not exceed \$2,000.00 per day. The maximum penalty made by amended from time to time by resolution of the City Council. The amount of the civil penalty shall be based on consideration of the following criteria:

- (a) The gravity and magnitude of the violation;
- ~~(b) Whether the violation was the result of events or circumstances not reasonably within the person's control, or whether the violation was the result of the person's negligent, knowing or intentional acts;~~
- ~~(c) The person's cooperativeness in correcting the violation;~~
- ~~(d) (b) Whether the person has taken all feasible steps, or adopted necessary or appropriate procedures, to prevent future violations; and~~
- ~~(e) (c) Any prior violations of the same or related provisions of the Code.~~

1-15-16. Notice.

(a) Notice of civil penalty shall be personally delivered to the person, or sent to the person by first class mail. Any notice served by mail shall be deemed received three business days after the date mailed ~~if to an address within the State of Oregon, and seven business days after the date mailed if to an address outside the State of Oregon.~~

(b) A notice of civil penalty shall include:

- (1) A statement of the amount of the penalty, and the reasons therefor, based upon the criteria set forth in Section 1-15-15;
- (2) The date on which the abatement notice was issued and the date by which correction was to be made as provided in Section 1-15-9, ~~or, if the penalty is imposed pursuant to Section 1-15-14, a short and plain statement of the basis for concluding that the violation was knowing, intentional, repeated, or objectively impossible to remedy;~~
- (3) A statement of the party's right to appeal the civil penalty to the hearings officer;
- (4) A short and plain statement of the appeal procedure; and

(5) A statement that if a notice of appeal is not filed within the time allowed, the person will have waived the right to review of the imposition or amount of the civil penalty.

Section 5. Effective Date. This ordinance shall take effect 30 days after passage.

AYES:

NAYS:

EXCUSED:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2017.

ATTEST:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
December 7, 2017**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: PAY FOR PLAY PARKS MODEL AND ALTERNATIVES

DATE: December 5, 2017

PROPOSED MOTION:

SUMMARY:

BACKGROUND:

CURRENT SITUATION:

ANALYSIS:

- A. **FINANCIAL**
- B. **TIMING**
- C. **POLICY/LEGAL**

ALTERNATIVES:

RECOMMENDATION:

ATTACHMENTS:

None

12/7/2017

PERS Biennium Estimates for 2019-2021

Financial Impact



PERS Estimates for 2019-21



	Tier 1/ Tier 2	OPSRP General	OPSRP Police & Fire
7/1/2017-6/30/2019	28.49%	17.72%	22.49%
7/1/2019 – 6/30/2021	37.31%	27.28%	32.01%
Percentage Point Increase	↑8.82%	↑9.56%	↑9.52%
Percentage Increase	31%	54%	42%
Dollars	\$230,800		



**AGENDA REPORT
PUBLIC HEARING
December 7, 2017**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **PUBLIC HEARING FOR RESIDENTIAL REHAB COMMUNITY DEVELOPMENT
BLOCK GRANT**

DATE: December 5, 2017

PROPOSED MOTION:

NOT APPLICABLE

SUMMARY:

The City of Ontario is preparing an application for a 2017 Community Development Block Grant from the Oregon Business Development Department for the the Harney Malheur Residential Rehabilitation Initiative, in Malheur County. A public hearing is required for an application to be submitted.

BACKGROUND:

The previous housing rehabilitation grant is over 60% spent which makes the City and its partners eligible to apply for another grant. Community in Action administers Ontario's CDBG housing rehabilitation grant.

CURRENT SITUATION:

A public hearing will be held by the Ontario City Council at 12:00 p.m. on December 7th at the City Council Chambers at Ontario City Hall. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by December 7th at 444 SW 4th Street, Ontario. Both oral and written comments will be considered by the City Council in deciding whether to apply.

ANALYSIS:

- A. **FINANCIAL** Approximately \$11.5 million will be awarded to Oregon non-metropolitan cities and counties in 2017. The application is stronger working with other communities in Malheur County as was done in the previous application.
- B. **TIMING** Conducting the public hearing is necessary this day to meet the grant submission deadlines.
- C. **POLICY/LEGAL** Public Notice of the Hearing was posted in the Argus Observer, as per the requirements of the grant application, on November 26, 2017.

ALTERNATIVES:

No Public Hearing - We will not be eligible to apply for CDBG funds without a public hearing.

RECOMMENDATION:

Conduct a public hearing for the 2017-2018 CDBG Housing Rehabilitation Project.

ATTACHMENTS:

- 1. Public Notice

Public Notice and Notice of Public Hearing

The City of Ontario, Malheur County is eligible to apply for a 2017 Community Development Block Grant from the Oregon Business Development Department. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

Approximately \$11.5 million will be awarded to Oregon non-metropolitan cities and counties in 2017. The maximum grant that a city or county can receive is \$2,500,000.

The City of Ontario is preparing an application for a 2017 Community Development Block Grant from the Oregon Business Development Department for the Harney Malheur Residential Housing Rehabilitation Initiative, in Malheur County. It is estimated that the proposed project will benefit at least 40 persons, of whom 100% will be low or moderate income.

A public hearing will be held by the Ontario City Council at 12:00 p.m. on December 7th at the City Council Chambers at Ontario City Hall. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by December 7th at 444 SW 4th Street, Ontario. Both oral and written comments will be considered by the City Council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Marcie Siriwardene/Planning Dept. Tech at 541-881-3224 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City of Ontario past use of Community Development Block Grant funds is available for public review at 444 SW 4th Street in Ontario during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Marcie Siriwardene, Planning Dept. Tech at 541-881-3224 so that appropriate assistance can be provided.

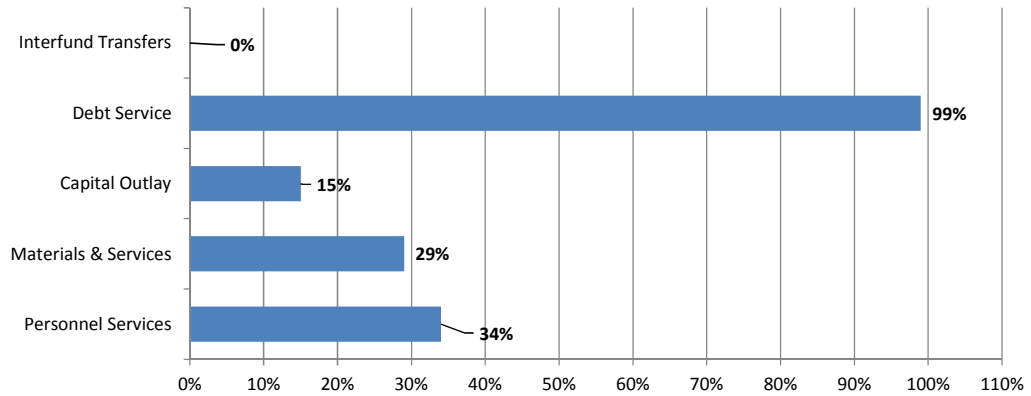
Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing which is demolished or converted to another use will be replaced.

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
OCTOBER 31, 2017**

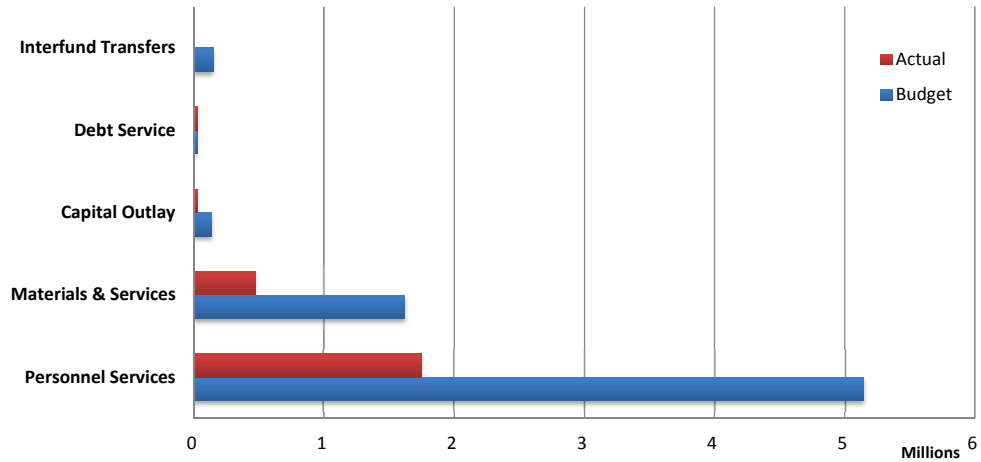
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	279,252	87,004	31.2%	
Recreation	211,129	72,811	34.5%	
Parks & Recreation	490,381	159,815	32.6%	
Fire	1,512,788	455,349	30.1%	
Code Enforcement	142,829	41,641	29.2%	
Police	3,305,640	1,104,937	33.4%	
Police reserves	2,000	1,680	84.0%	
Public Safety Total	4,963,257	1,603,608	32.3%	
Administration	365,910	114,750	31.4%	
City Council	25,791	4,763	18.5%	
Human Resources	106,708	37,836	35.5%	vacation buyout
Business Registration	1,100	8	0.7%	
Cemetery	146,808	53,608	36.5%	Contract payment timing
Finance	228,956	65,708	28.7%	
Technology	110,774	36,736	33.2%	
General Government Total	986,047	313,409	31.8%	
Community development	171,751	46,337	27.0%	
Community Development	171,751	46,337	27.0%	
Administrative Overhead	331,175	135,719	41.0%	Liability insurance premium
Other Total	331,175	135,719	41.0%	
Operating Transfers Out	117,273	-	0.0%	Interfund transfers not recorded yet.
GENERAL FUND TOTALS	\$ 7,059,884	2,258,888	32.0%	
YTD BUDGET BENCHMARK				33.3333%  1.3%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
OCTOBER 31, 2017**

% Expended by Category



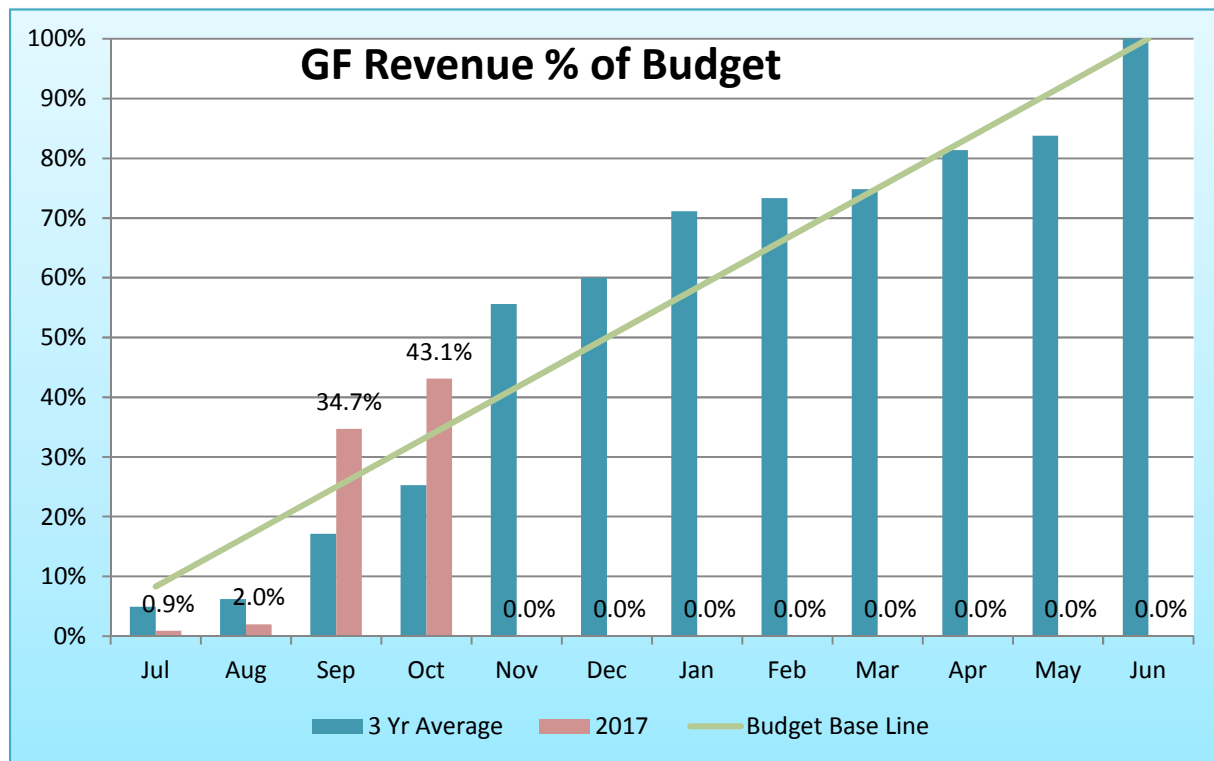
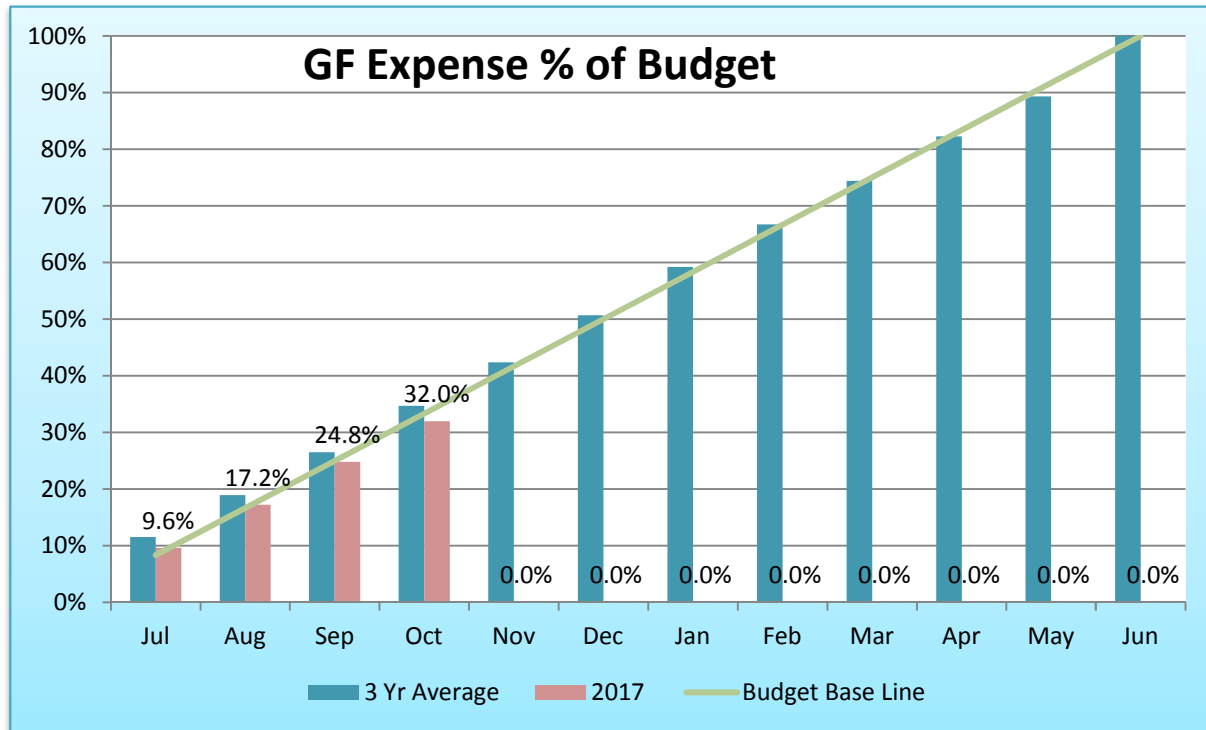
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
OCTOBER 31, 2017**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,350,000	2,788,700	118.7%	(not calculated in totals)
Parks	101,900	815	0.8%	
Recreation	74,900	14,158	18.9%	
Parks & Recreation	176,800	14,973	8.5%	
Fire	133,622	28,561	21.4%	
Code Enforcement	10,998	6,166	56.1%	
Police	202,975	31,767	15.7%	
Public Safety Total	347,595	66,493	19.1%	
Interest	20,000	10,975	54.9%	higher interest rate than prior year
State Revenue Sharing	128,500	-	0.0%	Quarterly payments
Administrative Services	497,149	165,716	33.3%	
Other General Revenues	12,055	2,642	21.9%	Less Misc. revenue
Property Taxes	3,395,459	259,625	7.6%	P. taxes are due in November
Alcohol Bvg License & Fee	173,500	30,285	17.5%	Quarterly payments
Cigarette tax	14,530	4,261	29.3%	State slow on payments
Marijuana tax	-	32,679	#DIV/0!	
Franchise Fees	1,634,300	398,522	24.4%	Quarterly payments
Business Registration	1,700	225	13.2%	
Cemetery	45,500	12,325	27.1%	
General Government Total	5,922,693	917,255	15.5%	
P&Z Hearings	1,500	6,150	410.0%	
Community development	1,500	6,150	410.0%	
GENERAL FUND REVENUE TOTALS	\$ 6,448,588	\$ 1,004,871	15.6%	
YTD BUDGET BENCHMARK			33.3%	 -17.8%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
OCTOBER 31, 2017**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
OCTOBER 31, 2017**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
005 Golf Course Fund	803	-	0.0%		803	6,802	847.1%
010 Grant Fund	961,609	33,253	3.5%		970,719	13,590	1.4%
027 Building Fund	188,420	109,175	57.9%		188,600	252,283	133.8%
030 Capital Projects Fund	524,923	51,921	9.9%		3,343,956	3,387,859	101.3%
031 SDC Fund	202,001	-	0.0%		202,001	252,572	125.0%
035 Debt Service Fund	61,433	30,989	50.4%		142,330	131,470	92.4%
045 Street Fund	2,160,861	809,620	37.5%		2,160,861	781,518	36.2%
050 Trust Funds	586,072	165,362	28.2%		741,012	539,365	72.8%
055 Reserve Funds	383,810	8,851	2.3%		1,959,484	1,938,372	98.9%
060 Revolving Loan Fund	516,977	14,171	2.7%		516,977	538,715	104.2%
065 Aquatic Donation Fund	25,814	-	0.0%		25,814	25,814	100.0%
105 Water Fund	3,274,297	940,445	28.7%		4,054,788	2,341,694	57.8%
110 Sewer Fund	3,554,390	1,037,640	29.2%		4,313,783	2,515,767	58.3%
115 Storm Sewer Fund	211,795	38,515	18.2%		599,123	523,667	87.4%
120 Airport Fund	85,255	26,930	31.6%		85,255	60,490	71.0%
125 Aquatic Fund	623,297	506	0.1%		623,297	189,733	30.4%
YTD BUDGET BENCHMARK33.3%							

12/7/2017

Recreation Department Quarterly Presentation



Debbie Jeffries
Recreation Manager

Mallory Mallea
Program Coordinator



Mariah Buthman
Arts & Crafts Instructor P/T

Summer Gonzalez
Art's & Crafts Instructor P/T



Seasonal Staff
Officials, Field Prep,
Volunteers (Sport Coaches, Arts & Crafts) etc.

Parks & Recreation Board Members



- Greg Herrera--Chairperson
- Jeremy Roberts
- Eric Evans
- Shay Meskill
- BreAnna McLean
- Juan Lopez
- Alfredo Rodriguez
- Ex-Officio – Ramon Palomo



Community Partners & Beyond

Ontario School District:

- ✓ Use of facilities for use of gyms, softball practice, tackle football fields and flag football

Boys & Girls Club (Ontario):

- ✓ Help with haunted house
- ✓ Use of soccer field

Community Partners & Beyond



Eastern Oregon Youth Football:

- ✓ League
- ✓ Games
- ✓ Support

Football Sponsors

- ✓ Reds Automotive
- ✓ Edge Performance
- ✓ Rodda Paint
- ✓ Ultimate Lawn Care

Four Rivers

Community School:

- ✓ Use of soccer fields
- ✓ Use of gym

TVCC:

- ✓ Use of Girls softball fields

Community Partners & Beyond



Payette County Recreation:

- ✓ 3rd-6th grade boys basketball

Friends of the Aquatic Center

- ✓ Haunted house

Community Partners & Beyond



Guild Mortgage
Kara Currey

- \$ 500.00 donation
for Youth Sports
Scholarships

Fall Soccer



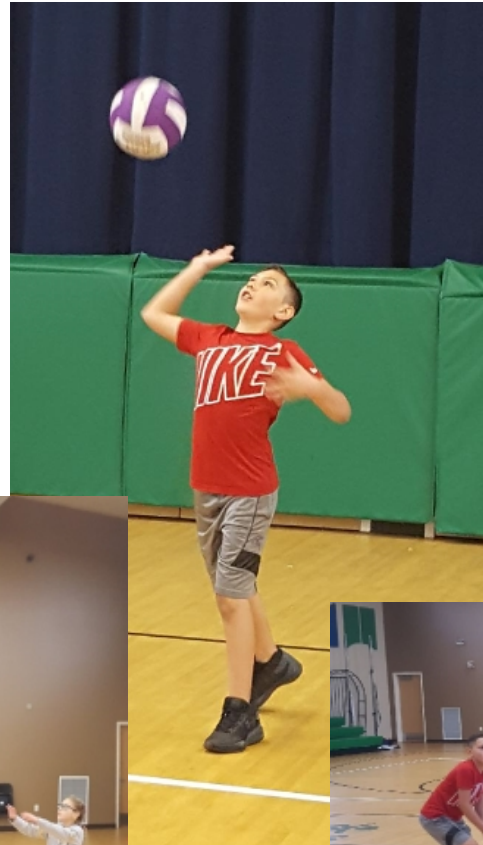
Football



Football



Youth Volleyball



Boys Basket ball

2 Boys Basketball host days
November 11th & 18th

Played 13 games

Brought to Ontario for the day
teams from:

Nyssa, New Plymouth, Weiser,
Payette, Fruitland, Adrian,
Parma, Vale, and Emmett

3rd and 4th Boys Basketball



3rd and 4th Boys Basketball

14

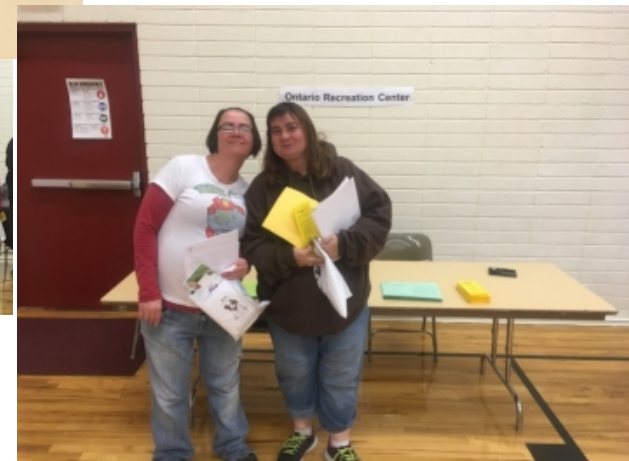
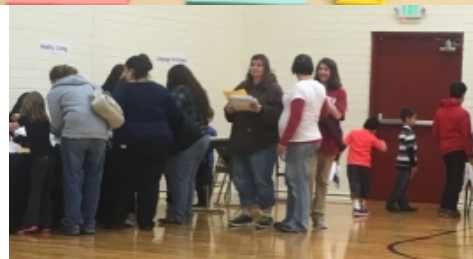
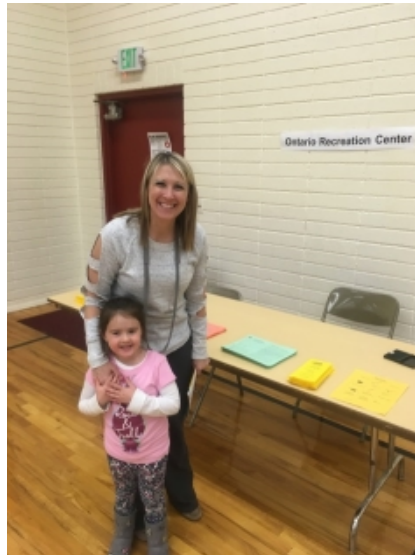
12/7/2017



Dodgeball



May Roberts Open House



Haunted House



Haunted HOUSE

Enter at your own risk

FACE PAINTING • COSTUME CONTEST • SEED SPITTING • CAKE WALK • CANDY FISHING POND • PRE-CARVED PUMPKIN CONTEST

PARKS & RECREATION DARES YOU TO ENTER

KIDS CARNIVAL
SATURDAY 28TH
2-5PM

OCT 28-30
6PM-10PM
ADMISSION \$8

LOCATION: ONTARIO AQUATIC CENTER
790 SW 3RD AVE. ONTARIO, OR

OUTDOOR MOVIES
DUTCH BROS SNACKS & MORE

Dutch Bros



Quarterly Report

Haunted House



Fall Sports and Event Participation:

244 Participants
719 Football Gate
160 Haunted House
1,123 Grand Total

Recreation Financials 2016-2017 Fiscal Year



Revenue

Budget	Actual	Realized
71,400	78,882	111 %

Expense

Budget	Actual	Expended
208,562	208,638	101 %

September, October, November Revenue Comparison 2016- 2017:

September, October, November 2016:
\$4,610

September, October, November 2017:
\$5764

Up: \$1154 from last year

Upcoming Recreation Events:

**Ontario Recreation Department
745 SW 3rd AVE. Ontario, OR 97914
(541) 881-3260
Fall - Winter – Spring
2016 – 2017**

ORD Youth Basketball League

Registration Date:

Girls Only: 3rd/4th and 5th/6th grade

October 18-December 13, 2017

Boys & Girls Only:

K-2nd grade boys and girls October 18 – December 13, 2017

\$35.00 (In city limits) and \$40.00 (out of city limits) + Jersey fee
\$20.00 – unless you have a jersey from last year.

Quarterly Report

Upcoming Recreation Events:

**Ontario Recreation Department
745 SW 3rd AVE. Ontario, OR 97914
(541) 881-3260
Fall - Winter – Spring
2016 – 2017**

Youth Spring Soccer

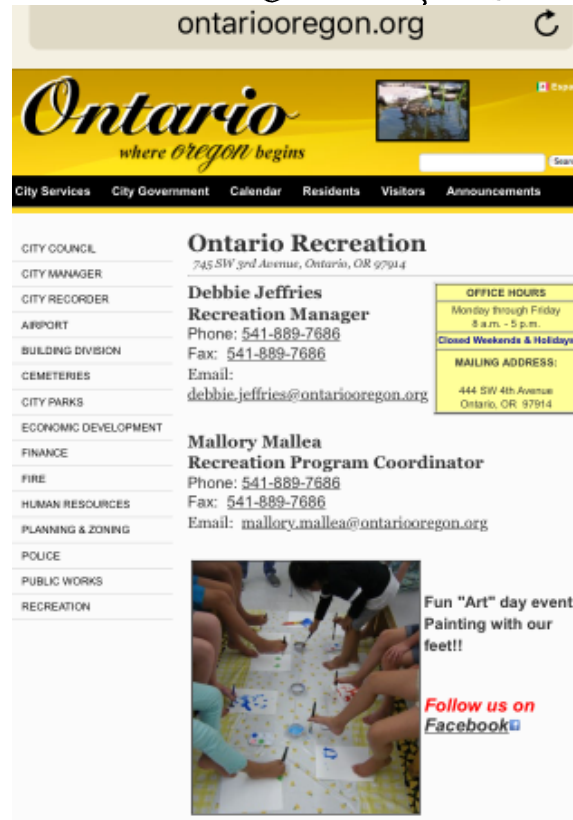
Boys and Girls ages 3-14

\$36 (in city limits) and \$41 (Out of City Limits)

Registration Dates: January 31-Feb 28, 2018 at the Ontario Recreation Department.

League Dates: April 2-May 12, 2018

We update the city webpage frequently!



Find us and follow us on Facebook!



12/7/2017

Fire Department

Fourth Quarter

Fall Report

Fire Chief

Terry Leighton



***9/11/01* Never Forget...**



Super Hero Walkathon



Training

- Life Flight
- Lucas tool
- Home Depot Safety fair



Fall 2017

Cancer Support Network

**Taking Action Against Cancer
in the Fire Service**



Types of cancers found to be increased among firefighters

Bladder ¹	Leukemia ^{1,2}	Oesophagus ³
Brain ^{1,2}	Lung ³	Prostate ²
Buccal cavity and Pharynx ²	Malignant melanoma ²	Rectum ^{2,3}
Colon ^{1,2}	Malignant mesothelioma ³	Skin ²
Intenstine ³	Multiple myeloma ²	Stomach ²
Kidney ¹⁻³	Non-Hodgkins lymphoma ^{1,2}	Testis ²



INSPECTIONS



FIRE PREVENTION MONTH



- **7 School visits & 150 students taught Fire Safety**
- **253 Houses visited on smoke detector month**
- **60 New smoke alarms installed in homes**
- **44 New batteries replaced in existing detectors**



Fall 2017

STRUCTURE FIRES

8

12/7/2017

- 8 City
- 3 Rural



Fall 2017

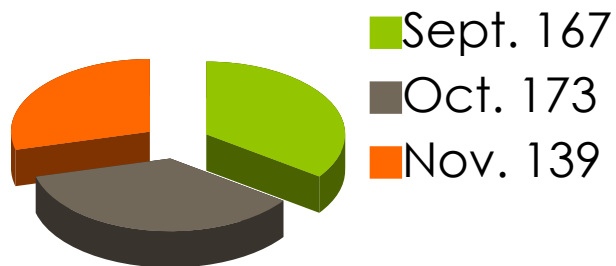
OTHER FIRES



MEDICAL AND FIRE CALLS



Medical

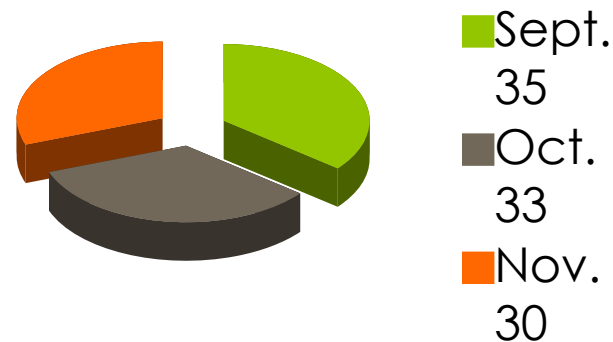


4th Qtr. Total 479

Year to date

- City 1724
- Rural 147

Fire



4th Qtr. Total 98

Year to date

- City 272
- Rural 87

Healthy Project

September Workout Winners



1. Clint Benson 39.25 hours

2. Jared Gammage 11 hours

3. Jonathan Rico 9 hours

Clint will receive a prize for his effort.
Next tallying of the hours will conclude
at the end of December. May the
"hours" be ever in your favor...



Nutritional Counseling provided by Caitlin Cruickshank





City of Ontario

Municipal Airport Authority

Standard Manual of Airport Rules and Regulations



City of Ontario Municipal Airport Authority

Standard Manual of Airport Rules and Regulations

For the:

Ontario Municipal Airport – City of Ontario, Malheur County, Oregon

Adopted: December 2017

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SECTION 1 – DEFINITIONS

Unless specifically defined otherwise, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

The Ontario Municipal Airport is operated by the City of Ontario.

1. Aircraft – “Aircraft” shall mean a manned machine or device, such as an airplane, helicopter, glider, or dirigible, which is capable of atmospheric and navigational flight.
2. Airport – Shall mean all property and improvements within the boundary lines of any airport operated or controlled by the City of Ontario Airport Authority, except when otherwise noted.
3. Airport Authority – The City of Ontario Airport Authority here and after as the “Authority” and also referred to as the “Owner” of the municipal ramp and shall consist of the City of Ontario Council and City Manager.
4. Airport Manager – Means the chief executive officer for the Authority, who under administrative direction of the Authority, manages the operation, maintenance and development of the municipal Airport and performs other duties as assigned.
5. Airport Operations Area (AOA) – The area of the airport used for landing, take-off, or surface manoeuvring of aircraft, including the areas around hangars, navigation equipment, and communication facilities.
6. Apron or Ramp – The areas of the airport within the Airport Operations Area (AOA), equipped for loading, unloading, servicing, or parking of aircraft.
7. Authorized Area – A specific location, approved by the Authority, accessible only to specific authorized personnel.
8. Authorized Representative/Employee – An individual or individual(s) designated by the Airport Manager.
9. Cargo – Any property carried onto an aircraft, other than mail and baggage.
10. Commercial - An individual who, for compensation or hire, engages in air commerce, the carriage by aircraft of persons or cargo, other than as an air carrier or foreign air carrier or under the authority given by an administrator. Where it is doubtful that an operation is for “compensation or hire,” the test is whether the carriage by air is merely incidental to the person’s other business or is, in itself, a major enterprise for profit.
11. FAA – Federal Aviation Administration
12. Fixed Based Operator – Any person who shall have entered into a written agreement with the Authority for the use of any business located on the airport that provides services such as hangar space, fuel, flight training, repair, and maintenance to airport users, or any person or firm hired directly by the City of Ontario Municipal Airport Authority to act as a FBO.
13. Flammable Liquids – Any liquid substance that is combustible and can burn or cause a flame.

14. Instructor – Any individual giving or offering to give instruction in the operation, construction, repair or maintenance of aircraft.
15. Motor Vehicle – A self-propelled contrivance designed for the carriage of persons or things from point-to-point.
16. Non-Operating Aircraft – Any aircraft located on an airport which does not possess a current certificate of air worthiness issued by the Federal Aviation Administration, and is not actively being repaired to become an operating aircraft.
17. Person – Any individual, partnership, firm, corporation, company, or duly authorized representatives thereof.
18. Ramp – A particular area on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling and parking.
19. Regional Airport – Shall mean all aircraft movement areas which are accessible to civil aircraft under the existing Coast Guard Joint Use Agreement.
20. Restricted Area – Any area of the airport designated to prohibit or limit access to only those persons authorized by the Airport Manager.
21. Refueling Trucks – Means any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils, and lubricants.
22. Rules and Regulations – Shall mean these Rules and Regulations of the Authority, adopted by the Authority, and may be amended from time-to-time by the Authority.
23. Runway – A restricted area used for take-offs and landings of an aircraft.
24. Taxiway – Portions of the Airport Operations Area (AOA) authorized by the Authority for the surface manoeuvring of aircraft.
25. Vehicle – Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles.

SECTION 2 – GENERAL INFORMATION

PURPOSE

This document describes the Rules and Regulations for all users of the Airport owned and operated by the City of Ontario Municipal Airport Authority.

INTRODUCTION

Judicious and proper administration requires that rules and regulations that establish the minimum acceptable conduct for Airport users and employees are adopted. This requirement provides protection from irresponsible and/or unsafe operations.

APPLICABILITY

These Rules and Regulations apply to any person(s) or entity utilizing the Airport.

VIOLATIONS AND PROCEDURES

If the Airport Manager concludes that any of these Rules and Regulations have been disregarded, and that he/she cannot resolve the matter satisfactorily by notice to and discussion with the offending party, then formal action shall be taken against the party by the Airport Manager. These actions may include suspension of airport operations or revocation of the party's right to utilize the Airport. A person who has had their airport privileges suspended by the Airport Manager may appeal that decision to the Airport Authority. A written notice must be filed with the Airport Authority within 30 days of the effective date of suspension.

GENERAL AUTHORIZATION

In any circumstances not specifically covered by these rules and regulations, the Airport Manager shall be authorized to make reasonable decisions as can be deemed necessary and proper. All such actions may be subject to review by the Airport Authority. At all times, the Airport Manager shall have the authority to take reasonable action as may be necessary, including use of local law enforcement, to enforce these rules and regulations and to efficiently manage the airport and its operations.

AIRPORT OPERATIONS (PUBLIC USE)

The Ontario Airport is open to authorized airport users 24 hours a day, 7 days a week, unless closed due to weather or other emergency reasons or unless otherwise designated by the Airport Authority. The FBO (Fixed Based Operator) hours will be fixed by the FBO as per contract with the City of Ontario Municipal Airport Authority.

EFFECTIVE DATE

These Rules and Regulations shall become effective on December 2017.

SECTION 3 – GENERAL REGULATIONS

3.1 SCOPE

- A. All users of the Airport shall be governed by directions from the Airport Manager, these Rules and Regulations, and the directions of the City of Ontario Municipal Airport Authority (COMAA) or designated representative. These regulations are subject to change by the Airport Authority at any time, based on experience, need, and operating conditions.
- B. As a user of the airport and its facilities, each individual shall be obligated to obey all the regulations herein provided and adopted by the Authority.
- C. The privilege of using the airport shall be conditioned on the assumption that the user shall take on full responsibility and risk, and he shall release and hold harmless, and indemnify the FAA and Airport Authority, its officers, and employees from any liability of loss resulting from such use.

- D. The privilege of using the airport shall be upon the further condition that any person(s), corporations, co-partnership, or others desiring to use the same as Commercial Operator or Fixed Based Operator, shall produce a policy of indemnity against personal injury and property damage.
- E. Any person violating any of the airport Rules and Regulations may be punished at the discretion of the Airport Authority, or provided by law; deprivation of the use of the municipal airport facilities for a specific period of time as may be necessary.
- F. These regulations are not intended to supersede, modify, or amend any provision of Federal, State, or Local Law; however, these regulations shall as possible, be interpreted so that no conflict arises.
- G. If any portions of these Rules and Regulations prove to be invalid or unenforceable, all other portions of this document shall remain in effect to achieve purposes hereof.
- H. Any proposed changes to these Rules and Regulations shall be dated and posted by the Airport Authority at the airport for a period of (30) days. Comments on the proposed changes may be submitted by the general public in writing to the Authority, during this time period. After review of all comments, revisions may be made and the final draft of the proposed changes will be published. Copies of the changes will be posted at the airport and provided to all holders a copy of the manual.
- I. No person shall engage in a business or commercial operation on the Airport, without the approval of the Airport Authority or designated representative.
- J. The soliciting of business, fares, or funds for any purpose on the airport without the permission of the Airport Authority or designated representative is prohibited.
- K. No individual, partnership, corporation, or business shall construct any building, sign, or structure, or modify any pre-existing facility without permission and approval of the Airport Authority.

3.2 Lost Articles

All lost articles should be turned in to the Airport Manager by the finders. If the articles are not claimed within (60) days they shall be disposed of as determined by the Airport Manager.

3.3 Liability

The Airport Authority assumes no responsibility for loss, injury, or damage to any person(s) or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, lightning strikes, or acts of God, nor does it assume any liability for injury to person(s) while on the airport, or while using airport facilities.

3.4 Responsibility for Damages

Any person(s) causing damage to or destroying airport property of any kind, including buildings, fixtures, and facilities, shall be fully liable to the Airport Authority. Any and all damage shall be reported directly to the Airport Manager.

3.5 Accident Report

All person(s) involved in any accident, whether personal, aircraft, or automotive, occurring on the Airport, shall make a full verbal report to the Airport Manager as soon after the accident as possible, and in any event within 24 hours after it has occurred. Based on the verbal report, a written report may be required.

3.6 Ground Transportation

All carriers (Not defined) shall load and unload passengers in areas designated by the Airport Authority.

3.7 Building Requirements and Ground Rental

Any person desiring to construct any building or facility on the Airport shall be required to submit plans and specifications to the Airport Manager. The plans shall consist of: a general layout, drawn to scale, showing the desired amount of ground required for the operation of the building or facility, in addition to the portion occupied by the building or facility. All buildings and facilities constructed upon the Airport shall conform to the Building Code requirements of the state of Oregon, City of Ontario and Malheur County and be approved by the Airport Authority. Prior to any construction, all licenses and permits must be obtained. Once plans have been approved, a lease may then be entered into at the rate set by the Airport Authority.

3.8 Restricted Areas and Air Operations Areas

All areas of the airport, except the FBO building are restricted and no person shall enter upon the Air Operations Area, or any hangar, except:

Person(s) assigned to duty therein;

1. Authorized representative of the FAA/Airport Authority;
2. Passengers under appropriate supervision, entering the Air Operations Area for the purpose of deplaning and enplaning;
3. Aircraft Owners or Renters and/or their authorized representatives; and
4. Business representatives in the conduct of their business with the tenants.

SECTION 4 – PERSONAL CONDUCT

4.1 Compliance with Signs

All individuals shall observe and abide by all posted signs governing activities and/or demeanour of the respective individual while at the Airport.

4.2 Environment Pollution and Sanitation

While on Airport property, individuals shall limit activities in such a manner as not to cause littering or any other form of pollution.

- a. No person shall dispose of garbage, papers, or any other forms of trash including cigarettes, cigars, and matches, except in the receptacles provided.
- b. No person shall keep any uncovered trash containers in any area of the airport. Areas to be used for trash and garbage containers shall be designated by the Airport Authority. Such areas shall be kept clean and sanitary at all times.
- c. Any solid or liquid, which may be spilled at the Airport, shall immediately be cleaned up, by the person responsible for such spillage, and reported immediately to the Airport Manager of Operations.

4.3 Animals

No person shall enter the Airport with any animal without the permission of the Management, except;

- a. Dogs or other animals which are to be transported by air within a suitable container properly equipped for air travel.
- b. Dogs or other animals which are restrained by leash, or properly confined and under the supervision of an adult.

Animals shall be allowed to the extent mandated by applicable law, including “service animals” pursuant to the Americans with Disabilities Act.

4.4 Firearms and Weapons

- a. All applicable federal and state laws shall be followed with regard to firearms on the premises.

4.5 Preservation of Property

No person shall destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure on the Airport; nor alter, make revisions to, or erect any building or sign on the Airport without prior approval of the Airport Authority. No person shall travel upon any part of the Airport other than the designated roads, walks, or other marked rights-of-way provided by the Airport for specific purpose.

4.6 Damages and Tampering with Aircraft

All person(s) shall be fully responsible for all damages to buildings, equipment, and real property in the ownership or custody of the Airport Authority, caused by abuse, carelessness, or negligence. No person shall interfere or tamper with any aircraft, or use any aircraft, aircraft parts, instruments or tools, without the permission from the owner or by specific direction of the Airport Authority.

4.7 Maintenance and Equipment in Apron Area

All tenants shall maintain their leased property in such condition or repair, cleanliness, and general maintenance as acceptable to the Airport Authority. All ramp equipment shall be parked and kept in a neat,

orderly manner. No receptacles, cases, or housing shall remain on the apron or ramp area that does not fit in with architectural and cleanliness standards of the rest of the installation. Final approval of these items rests with the Airport Authority.

4.8 Alcoholic Beverages and Controlled Substances

1. No person under the influence of liquor or narcotic drugs shall operate any motor vehicle or aircraft of any type at the Airport.
2. The consumption of alcohol is not permitted on the Airport Property unless permitted in certain areas and times with the permission of the Authority.

4.9 Use of Law Enforcement Agencies

In the event a situation arises that is beyond the control of the Airport Management to deal with, the Ontario Police Department or the Malheur County Sheriff shall be called upon by the Airport Manager or the Airport Authority. The Airport Authority grants permission to the Malheur County Sheriff's Department and Ontario City Police Department to enter the premises and enforce the Rules and Regulations adopted by the Airport Authority.

4.10 Unaccompanied Minors

Unaccompanied minors under the age of 16 are not permitted on airport property without permission of the Airport Manager.

SECTION 5 - AERONAUTICAL

5.1 General Rules

- a. Compliance with Orders

All aeronautical activities shall be conducted in compliance with the then current Federal Aviation Regulations, with these Rules and Regulations, and with the then Authority Minimum Standards.

- b. Inattentive Operations Prohibited

1. No person shall operate any aircraft at the Airport in a careless manner or in disregard of the safety of others.
2. All individuals using the Airport shall be liable for any damage to property caused intentionally, accidentally, or by negligence on or over the Airport.

- c. Disabled Aircraft

All aircraft owners shall be responsible for the prompt removal of all disabled aircraft and their parts at the Airport, when directed by the Airport Manager.

d. Cleaning, Maintenance, and Repair of Aircraft.

The cleaning, painting, washing, and repairing of any aircraft, shall only be permitted in approved areas by the Airport Authority.

e. Certification of Aircraft and Licensing of Pilots

As required by the FAA, all aircraft operating at the Airport shall be required to display on board a valid Airworthiness Certificate issued by the FAA, and shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All person(s) operating aircraft are required by the FAA to possess an appropriate certificate or license issued by the FAA. If requested by the Airport Manager, the pilot or operator shall be required to show these documents.

5.2 Accidents and Incidents

The pilot of any aircraft involved in an accident on the Airport causing injury or damage to any property other than the aircraft, shall make a prompt and complete written report concerning the accident or incident to the office of the Airport Manager within (48) hours of the time that the accident or incident first occurred. All incidents shall be reported in accordance with all FAA and NTSB regulations. Airport property destroyed or damaged by an accident shall be paid for by the responsible parties.

5.3 Categories of Aircraft, Activities, Rules and Operations

Final determination as to proper designation of any aircraft shall rest with the Airport Authority. Charges as shown in Section 8 shall be determined according to the following classifications:

A. Private

1. Private aircraft may be used by person(s) other than the owner provided that it is not rented or leased by the owner for a profit.
2. Company and corporation owned aircraft that are operated for the free transportation of their and other personnel and/or products are classified as private aircraft and subject to the restrictions as listed above.

B. Commercial Aircraft Use:

1. For rental, hire, or charter
2. Student instruction and occupations for hire
3. Any aircraft used for commercial services and not otherwise covered in these regulations.

C. Air Taxi (Commuters)

1. Contract:
All federally certified Air Taxis or Commuters holding a contract with the Airport Authority for Airport usage.
2. Non-Contract:
All Air Taxis or Commuters not covered in this Section.

D. Rotorcraft Operation Rules

1. Rotorcraft shall avoid fixed wing aircraft traffic patterns and altitudes to the maximum extent possible, with safety precautions.
2. Rotorcraft shall not be operated within fifty (50) feet of any areas on the Airport where unsecured light aircraft are parked.

Aircraft Activities

1. No fixed wing or rotary wing aircraft shall be allowed to operate at the City of Ontario Municipal Airport unless the aircraft has a current Airworthiness Certificate and is operated by a licensed pilot or student pilot holding a valid medical certificate, except aircraft being taxied by a qualified mechanic for maintenance purposes or operated under a valid ferry permit.
2. The owners of all aircraft based on the Airport will register their aircraft with the Airport Authority.
3. All aircraft shall comply with all applicable Federal Aviation Regulations, including but not limited to:

Federal Aviation Regulations

1. Part 61 – Certification: Pilots & Flight Instructors
2. Part 65 – Mechanics 65.71 thru 65.95
3. Part 67 – Medical Standards and Certifications
4. Part 91 – General Operating & Flight Rules
5. Part 93 – Specific Air Traffic Rules & Airport Traffic Patterns
6. Part 135 – Air Taxi Operators & Commercial
7. Part 137 – Agricultural Aircraft Operators
8. Part 141 – Pilot Schools
9. Part 43.3g – Aircraft Owner Repairs/Preventive Maintenance
10. Part 145 – Repair Stations

National Transportation Safety Board Regulations:

1. Part 830 – Notification & Reporting of Aircraft Accidents

Airport Operations:

- a. The Airport Manager may prohibit aircraft movement at any time, under any circumstances when the Airport Manager deems necessary.

5.4 Taxi and Ground Rules

Aircraft Parking

- a. Aircraft may only be parked in designated spaces and in the manner prescribed by the Authority. If this rule is violated, the aircraft parked may be subject to removal by the direction of the Airport Authority.

- b. No aircraft shall be left unattended on the Airport unless it is in a hangar or securely locked or tied down.
- c. Any materials left in the aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of any materials is not the responsibility of the Authority.

Non-Flyable Aircraft

- a. No person will be allowed to park an aircraft in non-flyable condition on Airport property, for period over (90) days, without written permission from the Authority.
- b. If an aircraft is parked or stored in non-flyable condition on the Airport, violating this Section, the Authority shall notify the owner or operator by certified or registered mail, requiring the removal of the aircraft within (15) days of the receipt of notice.
- c. Aircraft not removed as required will be removed by the Authority at the owner's expense.

Other

- a. Engine Run-up – Aircraft shall not perform run-up or prolonged engine test operations in any area that would result in a hazard to other aircraft, person(s), or property
- b. No person shall run any engine in any aircraft unless a competent person is in the aircraft attending the engine controls.

5.5 Use of T-Hangars and Storage Hangars

- a. T-hangars and storage hangars shall not be used for any purpose that would interfere with the use of other buildings and structures in the neighbourhood of the leased premises.
- b. T-hangars shall be used for storage of aircraft in accordance with the current lease. These hangars shall not be used for any other purpose without written permission from the Authority.
- c. No alterations may be made to the hangar structure without written approval by the Authority.

SECTION 6 – MOTOR VEHICLES

6.1 Rules of Operation

- a. No person will be allowed to operate a motor vehicle of any kind in a reckless manner or in excess of the speed limits prescribed by the Airport Authority, and in no event in excess of 15 miles per hour in ramp, apron, aircraft parking, and hangar areas.
- b. Pedestrians and aircraft will at all times have the right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.
- c. All person(s) operating a motor vehicle on the Airport shall give proper signals, and observe the directions of posted traffic signs.
- d. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.

- e. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than those for which the vehicles were designed.
- f. No vehicle shall be operated on the Airport if it is equipped or loaded as to endanger persons or property.

6.2 LICENSING, REGULATION, AND SPEED LIMITS

Licensing and Regulation

- 1. All motor vehicles will park in designated parking areas.
- 2. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission by the Airport Manager.
- 3. No person shall abandon any motor vehicle on the Airport. The Airport Authority has the authority to tow or otherwise move motor vehicles which are parked by their owners on the Airport in violation of the designated parking areas.

6.3 Accident Procedure and Emergency

The operator of any vehicle involved in an accident on the Airport which results in injury or death of any person(s), or property damage, shall immediately stop the vehicle at the scene of the accident in order to render necessary assistance. The operator shall immediately give notice of the accident to the Airport Manager and the Ontario Police Department or County Sheriff Office. The operator of each vehicle shall provide the name and address of owner and driver of the vehicle, as well as the operator's license, vehicle registration, and the name of the liability insurance carrier for the vehicle, to any person injured, the driver of the vehicle damage, and to any police officer. In the event of an emergency on the Airport, notification should be given to the following:

- 1. The FBO Office (if in radio contact)
- 2. 911 Emergency Operator
- 3. The Airport Manager – Office: 541-881-8848 or cell: 541-212-1676

6.4 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)

Permission

No motor vehicle shall be permitted on the Air Operations Area without specific permission granted by the Airport Manager. All vehicles shall at all times yield right-of-way to aircraft.

Rules of Operations

- a. No motor vehicle shall be parked on any part of the AOA except authorized trucks and other vehicles necessary for the servicing and maintenance of aircraft and transportation of passengers on the Airport.
- b. No person shall park a vehicle so that it blocks or obstructs: fire hydrants, gates, emergency exits, and building entrances or exits.
- c. Aircraft taxiing on any runway, taxiway, or apron area shall always have the right-of-way over any vehicular traffic.

6.5 Reserved and Public Parking

Public Parking

- a. Operators of motor vehicles using public parking facilities at the Airport shall abide by all regulatory signs and markings.
- b. No vehicle shall remain in the public parking facility for more than (30) consecutive days without the permission of the Authority.
- c. Reserved Parking

No person shall park any vehicle in any reserved parking area on the Airport without a valid permit issued by the Airport Authority permitting parking in such specified areas.

SECTION 7 – FIRE, SAFETY, AND HAZARDOUS CARGO

7.1 General

All persons using the Airport and its facilities shall exercise the utmost care and caution against fire and injury to persons and/or property.

7.2 Fueling Operations

- a. No aircraft shall be fueled or de-fueled while one or more of the engines are running, or the aircraft is then being warmed by external heat, or while such aircraft is in a hangar or enclosed space.
- b. No person shall start the engine of an aircraft if there is any gasoline or other volatile fluid on the ground or otherwise when starting the engine could ignite such fuel.
- c. All aviation fuels and oils for sale on Airport property shall be dispensed only by the Airport Authority or FBO Operator. No fuel shall be stored by any persons without the permission of the Airport Authority while on Airport property.
- d. Aircraft being fueled shall be positioned no closer than (10) feet from any hangar or building. Fuel trucks whether loaded or empty shall never be in hangars, nor be parked less than (10) feet from any hangar or building.
- e. No fuel, grease, oil, or flammable liquids shall be allowed to flow in any Airport sanitary or storm drain system. Any person(s) involved in a spillage of fuel shall be held responsible for expeditious

notification to the Airport Manager and will be held responsible for immediate clean-up of the affected area. In the event of a fuel spillage, no vehicles shall be moved or operated in the vicinity of the spill until the spillage is removed.

- f. No person is permitted to fuel or de-fuel an aircraft while passengers are on board.
- g. No person shall park motorized ground equipment near any aircraft that prevents it or the aircraft from being driven or towed away in case of an emergency.
- h. Prior to making a fueling connection to the Aircraft, the fueling equipment shall be physically bonded or grounded to the aircraft being fueled by use of a cable, thus providing a conductive path to equalize the electric potential between the fueling equipment and the aircraft.
- i. All hoses and funnels used in fueling and de-fueling operations shall be equipped with a bonding/grounding device to prevent ignition of volatile liquids.
- j. When a fire occurs in a fuel delivery device while servicing an aircraft, fueling shall be stopped immediately and all emergency valves shall be shut off. Then notify 911 and the Airport Manager immediately.

7.3 Authority to Dispense Aviation Fuel

Only those individuals who have been authorized by the Airport Manager or Authority may dispense fuel into any aircraft at the airport operated by the Authority.

7.4 Fuel Farm Installations and Fuel Transporting Vehicles

Fuel Farm Installations

- a. All fuel farm installation shall conform to the appropriate National Fire Protection Association Standards, City/County Fire Codes, Federal, State, and local laws. There shall always be NO SMOKING within (100) feet of the fuel farm installation.
- b. Fuel installations shall always be kept-up and maintained removing all debris in order to prevent FOD.
- c. Fire extinguishers shall always be maintained in an accessible position, and in an operable condition with an un-expired certification date.
- d. No fuel or fuel-transporting vehicle shall be left unattended during loading or unloading of fuel at a fuel farm.

Fuel Transporting Vehicles

Each fuel transporting vehicle will be labelled on both sides and rear of the cargo tank with the word "FLAMMABLE," "NO SMOKING," and "FUEL TYPE."

7.5 Smoking

Smoking or carrying lighted smoking materials or striking matches or other devices is only permitted in designated smoking areas.

7.6 Storage of Materials and Hazardous Materials

Storage of Materials

1. No person shall store any material or piece of equipment in such a manner that it becomes a hazard. Gasoline, jet fuel, lubricating oil, or any other flammable substance shall be stored in accordance with the applicable City and/or County Codes. Buildings shall be provided with fire-suppressant devices and first-aid equipment as required.
2. No person shall keep, transport, or store any lubricating oils on the Airport except in specified containers or receptacles and regulated amounts.
3. All hazardous waste shall be disposed of in accordance with applicable regulations.

Transport of Hazardous Materials

- a. No person shall handle, transport or store any cargo containing explosive materials without the permission of the Airport Authority.
- b. No person may accept any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with the current provisions of the Federal Regulations.
- c. Any person transporting hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments.

7.7 Aprons, Buildings, and Equipment

All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars shall be kept clean, free from waste materials or other trash or rubbish. Any person operating or using any equipment on the Airport shall use extreme caution and care. Any person using a facility or building of the Airport shall exercise cleanliness and caution. No person shall use flammable substances for cleaning hangars or other buildings on the Airport.

7.8 Fire Extinguishers

Fire extinguishing equipment at the Airport shall be checked regularly to avoid tampering. Fire extinguishers shall not be tampered with at any time, nor used for any purpose other than fire fighting or fire prevention. All equipment shall be maintained in accordance with current NFPA Standards. Tags showing the last inspection shall be attached to each unit. All tenants or lessees or any other occupants of hangars on the Airport shall supply and maintain an adequate number of readily accessible fire extinguishers.

7.9 Aircraft Suspected of Carrying Explosives

- a. Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will advise the Airport Manager and FBO (if in radio contact). The Airport Manager will notify the FBO ASAP.

- b. All passengers will be escorted off the aircraft onto the outer extremities of the AOA. The aircraft will then be parked at a location specified by the Airport Manager and or FBO, until the aircraft is determined safe.

7.10 Inspection of Possible Hazardous Aircraft

Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

SECTION 8 - CHARGES

8.1 Commercial Operations

- a. No aircraft organization or person shall engage in any commercial operation of any type at the Airport unless prior permission is obtained from, and assessed fees paid to the Airport Authority. Permission and fees are in effect for each and every visit with the fee being set by the Airport Authority.
- b. The Airport Authority may enter into separate contracts with any commercial operation on the Ontario Municipal Airport.
- c. The Airport Authority may adopt a fee schedule to be applied for ramp operations by any commercial operator not having a contract with the Airport Authority, such fee schedule shall be placed at the Airport FBO Building and at the Office or at the office of the Airport Manager. Commercial operators shall pay a ramp fee for each ramp operation at the Airport or as per their contract.
- d. Private or business (non-commercial) ramp fees shall be posted on the Airport's schedule of fees. At the discretion of the Airport Manager fees are subject to change based on the weight of the aircraft.
- e. The Airport Authority may grant written permission for a specific commercial operator to enter the Airport for the purpose of repairing or maintaining an aircraft or equipment which is beyond the capability of any Fixed Based Operator located on the Airport. Capability of the A&P, IA as defined in FAR 65.71 thru 65.95. This privilege will be on a case-by-case basis and will require a separate agreement for each activity.
- f. Any permission granted by the Authority under this clause, will only be for a specific purpose and specific period.

8.2 Aircraft Servicing Fees

All charges owed to the Airport Authority for service performed, for Airport facilities used and for aircraft stored on a daily basis shall be paid before the aircraft is cleared from the Airport, unless credit arrangements have been made. The Airport Manager may detain any aircraft for non-payment of any charges due.

8.3 Ramp Fees

Landing fees for commercial aviation operations shall be payable to the Authority or its designated representatives immediately upon landing at the airport unless other arrangements have been made.

8.4 Aircraft Parking Fees

Aircraft parking on ramp areas shall be appropriately charged.

SECTION 9 – PROCEDURE FOR RECEIVING AND PROCESSING APPLICATIONS

9.1 Applicant

Any applicant wishing to establish commercial operations on the airport shall be furnished a copy of the minimum standards, attached, and shall make application in writing to the Airport Authority, setting forth in detail the following:

- a. The name and address of the applicant;
- b. The proposed land use, facility and/or activity sought
- c. The names and qualifications of the personnel to be involved in conducting such activity;
- d. The financial responsibility and technical ability of the applicant and operator to carry out the activity

9.2 General Information

- a. Upon the filing of any application with the Authority; it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within (45) days from the filing of an application, a meeting shall be called for considering the application and notice will be given to the applicant. Upon consideration of the application the Airport Authority shall determine whether or not the applicant meets the standards and qualifications established in the Rules and Regulations.
- b. Upon approval of the application, the Airport Authority shall prepare a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted, with the applicant.
- c. Any rejected application shall be returned to the applicant within (10) days of the rejection with a written explanation of the reason for rejection.

SECTION 10 – SPECIAL AIRPORT USES

The Airport Authority obligates itself to operate the Municipal Airport for the use and benefit of the public and to keep the airport open to the various types of aeronautical use for which the facility is designed and intended to serve.

The Airport Authority established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to otherwise protect the safety of person(s) and property both on the ground and in the air.

10.1 Landing Facilities

The landing area facilities that are constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published strengths of the paved surfaces. Operations on these surfaces by aircraft slightly in excess of the published pavement strengths may be permitted on an infrequent basis. Permission must be obtained from the Airport Authority for use of runways and taxiways by overweight aircraft and the use of the Municipal Ramp.

10.2 Operations of Non-powered Aircraft

No operations involving non-powered aircraft, including gliders, balloons, parachuting, and other special classes of activities, will be permitted on the Airport without the prior written approval Airport Authority.

10.3 Crop Dusting

Any person seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Airport Authority that:

- a. Suitable arrangements have been provided for the safe storage and containment of chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
- b. The operator shall have available, properly certified suitably equipped agricultural operation undertaken.
- c. No crop dusting operations shall be conducted on the principal public use apron or ramp of the Airport.
- d. All operations will be in accordance with all appropriate Federal Aviation Regulation, and State and Local Regulations concerning the handling of pesticides and other substances.

10.4 General

- a. No operations involving unlicensed or unregistered aircraft will be permitted on the Airport without prior approval of the Authority.
- b. The Airport will not participate in non-aeronautical events that will conflict with its aeronautical use.

SECTION 11 - MISCELLANEOUS

THE FOREGOING RULES AND REGULATIONS ARE ADOPTED BY THE CITY OF ONTARIO MUNICIPAL AIRPORT AUTHORITY AT A REGULARLY SCHEDULED MEETING ON THE ____ DAY OF _____, AND BECOME EFFECTIVE IMMEDIATELY.

APPENDIX:

MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS AND FIXED BASE OPERATORS

1.1 General

- A. The following minimum standards shall apply to all operations; however, all the activities listed may not be provided, depending on the lease agreement executed between the Airport Authority and the operator.
- B. No commercial operator shall be allowed to operate on the Airport without a lease agreement with the Authority. Any operator whose principal place of business is located other than on the Ontario Municipal Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport.
- C. The Airport Authority shall determine all substantial conformances to the standards for all operators. Also, all operators must show financial solvency and business ability to the satisfaction of the Airport Authority.
- D. The minimum liability insurance that a fixed base operator shall carry including: general liability, product liability, and premise liability, is **\$1,000,000**. Hangar's keeper/property damage insurance will be decided between the Airport Authority and the operator, but in no case will be less than **\$100,000**. All policies required by this section will name as insured, the Airport Authority, its officers, members, and employees, and will contain a provision which will require the insurance carrier to notify the Authority at least (10) days in advance of cancellation, or change in coverage.
- E. All operators will be required to provide the Airport Authority a performance bond commensurate with any construction required under the minimum standards service to be performed.
- F. All construction shall be in accordance with design and construction standards established by the Airport Authority and approved by the Federal Aviation Administration for the facility involved.
- G. All airport mechanics and inspectors shall carry a **\$1,000,000.00** liability policy naming the Ontario Municipal Airport Authority as co-insured, have written authorization for each occurrence from the Airport Authority, and shall be charged a fee for each occurrence on the Airport.

1.2 Aircraft Maintenance and Repair

All person(s) operating aircraft, engine, or accessory maintenance facilities shall provide:

- A. Hangar space to house any aircraft upon which such service is being performed.
- B. Suitable storage space for aircraft waiting for maintenance or delivery after repair and maintenance has been completed.
- C. Sufficient shop space to house equipment and adequate equipment and machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
- D. At least one FAA certified air frame and engine mechanic available during reasonable hours.
- E. Separate space where adequate exhaust type work may be performed.
- F. Appropriate insurance
- G. Non-airworthy aircraft shall be screened from public view

1.2 Flight Training

All person(s) conducting flight training activity shall provide:

- A. At least one certified flight instructor for single engine aircraft. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction.
- B. Certified instructor providing ground school instruction sufficient enough to enable students to pass the written FAA examinations.
- C. Public liability and property damage insurance to protect the operator and the Airport Authority from legal liabilities and shall provide liability insurance of at least \$1,000,000 per passenger seat and property damage liability of at least \$1,000,000.

1.4 Aircraft Rental

All person(s) conducting aircraft rental activity shall provide:

- A. Hangar or parking for at least one aircraft to be used as a rental.
- B. At least one airworthy aircraft maintained and certified.
- C. Current up-to-date specifications and price lists for types and models of rental aircraft.
- D. Appropriate Insurance.

1.5 Miscellaneous Operations

Radio and instrument repairs, aerial advertising, and other activities may be conducted by any person, firm, or corporation, upon application and approval from the Airport Authority. Reasonable terms and conditions will be established by the Airport Authority.

1.6 Hangar Space

Facility requirements will be adequate and reasonable for the services offered to operators such as: hangar space, office and lounge areas and aircraft parking.

1.7 Minimum Standards, New Construction

All new hangars shall:

- A. Contain a minimum of 1400 square feet of floor space. Maintenance shops shall contain a minimum of 1400 square feet of floor space.
- B. Be of metal or masonry construction. The interior shall be constructed based on specific uses required, as long as it meets State and Local Codes. All new construction will meet State and Local Codes.

1.8 Aircraft Parking Aprons and Services

All new parking aprons and services provided shall:

- A. Be constructed accordingly to plans and specifications approved by the Airport Authority. Aircraft parking aprons may be required for operators handling aviation petroleum products and aircraft repair.
- B. Be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charged for products on the Airport shall be fair and reasonable.

AIRPORT AUTHORITY SECURITY MEASURES

Please contact the [Airport Manager](#) for more information on the airport's security measures



CH2M

Oct 22 – Nov 17

2017 Report



November
2017

Prepared by CH2M for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

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FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES OCT. 22-NOV. 17:

- Demolished Annex Storage Shed.
- Swept downtown every Friday morning at 4:00 a.m.
- Picked up East Idaho trash weekly.
- Removed all ground cover from the Meadow Project, installed new irrigation system on the south side, installed weed barrier, and filled planter strip with rock. North side is being completed now. Still waiting for cast iron tree grates from vendor before continuing with tree well concrete forming work.
- Replaced a level transducer at Tapadera Lift Station.
- Finished hot taping crosswalk bars.
- ODOT restriped the primary roads in town.
- Performed weekly vehicle, equipment, lift station, and building inspections.
- Checked sewer hot spots weekly.
- Started catch basin cleaning (70 percent complete).
- Put new "Welcome to Ontario" banner on underpass.
- Hazmat team addressed spillage of approximately 350 gallons of diesel into a storm drain on the south side of East 18th. Public Works vacuum truck vacuumed roughly 1,000 gallons of fuel and water mixture, which was contained and delivered to the farmer who rolled the fuel tank trailer for storage and disposal. This drain system does not drain to the river, but to a catch basin, so the spill was contained. All protocols were followed and everything was in good shape by the following afternoon.
- Set up traffic control for the Veteran's Day Parade on November 4th.
- Started excavating the water service stub-outs for new mobile home development on SE 10th Avenue. Approximately half of the 32 water services have been located.
- Patched back a few cuts in asphalt from maintenance before asphalt plants close down for the winter.



Top: Crew picking up leaves during annual leaf pick up.

Below: Demolition of Annex Storage Shed



November Business Review

- Inspected winter equipment for readiness.
- Repaired one water leak on the service tap off the main on West Idaho Avenue.
- Started fall clean up (bagged or bundled leaves and brush). Debris taken to Ontario Sanitary Service, who hauls it to Payette County landfill to be composted and sold back to the public.
- 26 water services were turned on per customer request.
- 43 water services were shut off per customer request.
- 25 water services were read-only on/off per customer request.
- 67 water services were shut off for non-payment.
- 23 water services were turned on for payment received.
- 9 water services were checked to verify leaks had been repaired by customer.
- 12 water services were checked for leaks per customer request.
- 6 water meters were changed out for not functioning.
- 2 new water meters installed.
- 10 services were checked to verify locked off for non-payment.
- 1 meter was pulled and winterized.
- 35 utility locates were completed.



An irrigation pump station on Verde and 4th was heavily damaged as result of a car accident in the adjoining intersection; fortunately, irrigation season is over and system was not in use. A new pump and other repairs will be made prior to startup next spring.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES OCT. 22-NOV. 17:



Top left: Planter on E. Idaho ready for new decorative rock.

Top right: Weed barrier on E. Idaho planters.

Middle left: Crew spreading rock in planter on E. Idaho Ave.

Bottom left: Spreading rock on planter on E. Idaho Ave.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

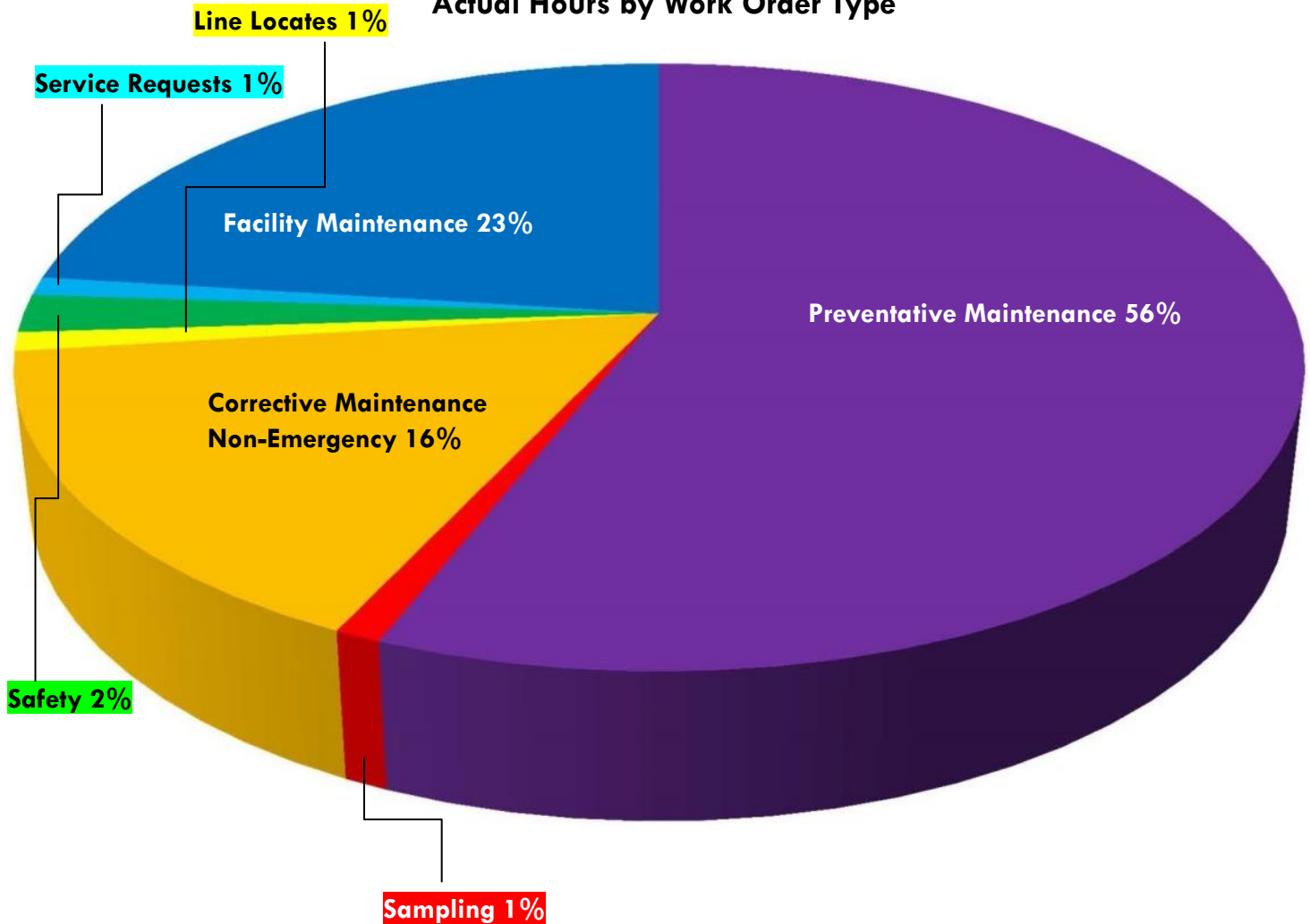
ACTIVITIES OCT. 22-NOV. 17:



Planter ready for large decorative rock on north side of E. Idaho Ave.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

Work Orders
October 22 – November 17
Actual Hours by Work Order Type



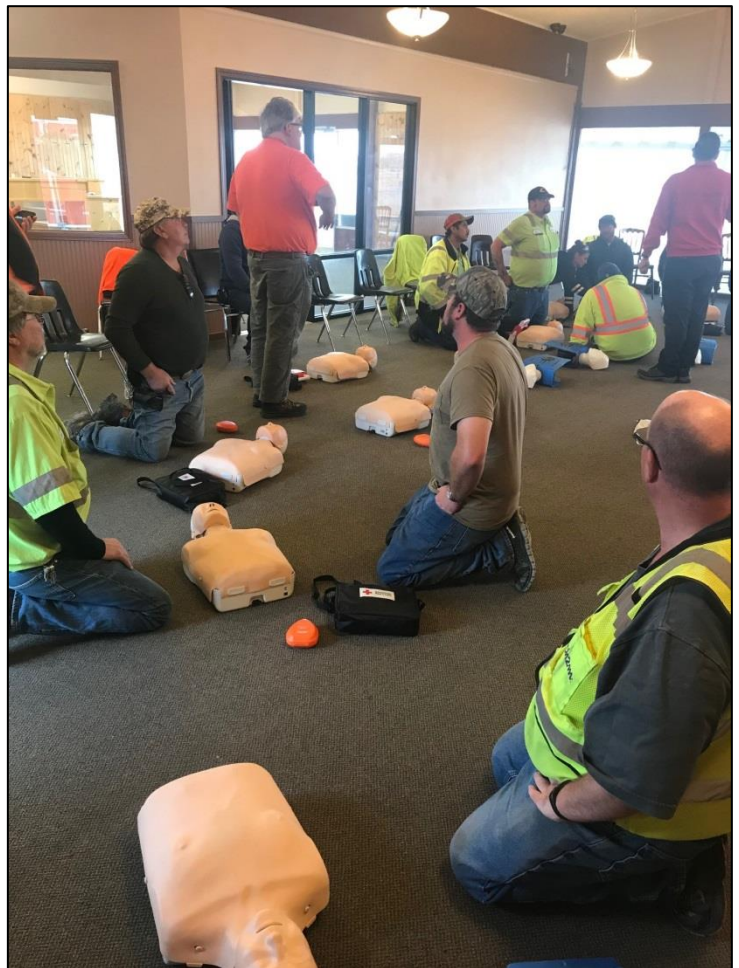
WATER TREATMENT PLANT SUMMARY

ACTIVITIES OCT. 22-NOV. 17:

- Water inventories are stable and in good shape.
- Removed main decant pump for seal replacement.
- Removed main pump #1 for service as a result of a seal failure.
- Worked on installation of a new decant pump for the decant ponds.
- Coordinated with subcontractors regarding completion of Well 17 SCADA work.
- Observed significant drop in water as irrigation seasons end.
- All water employees attended First Aid/CPR training.
- All fire extinguishers received annual maintenance.



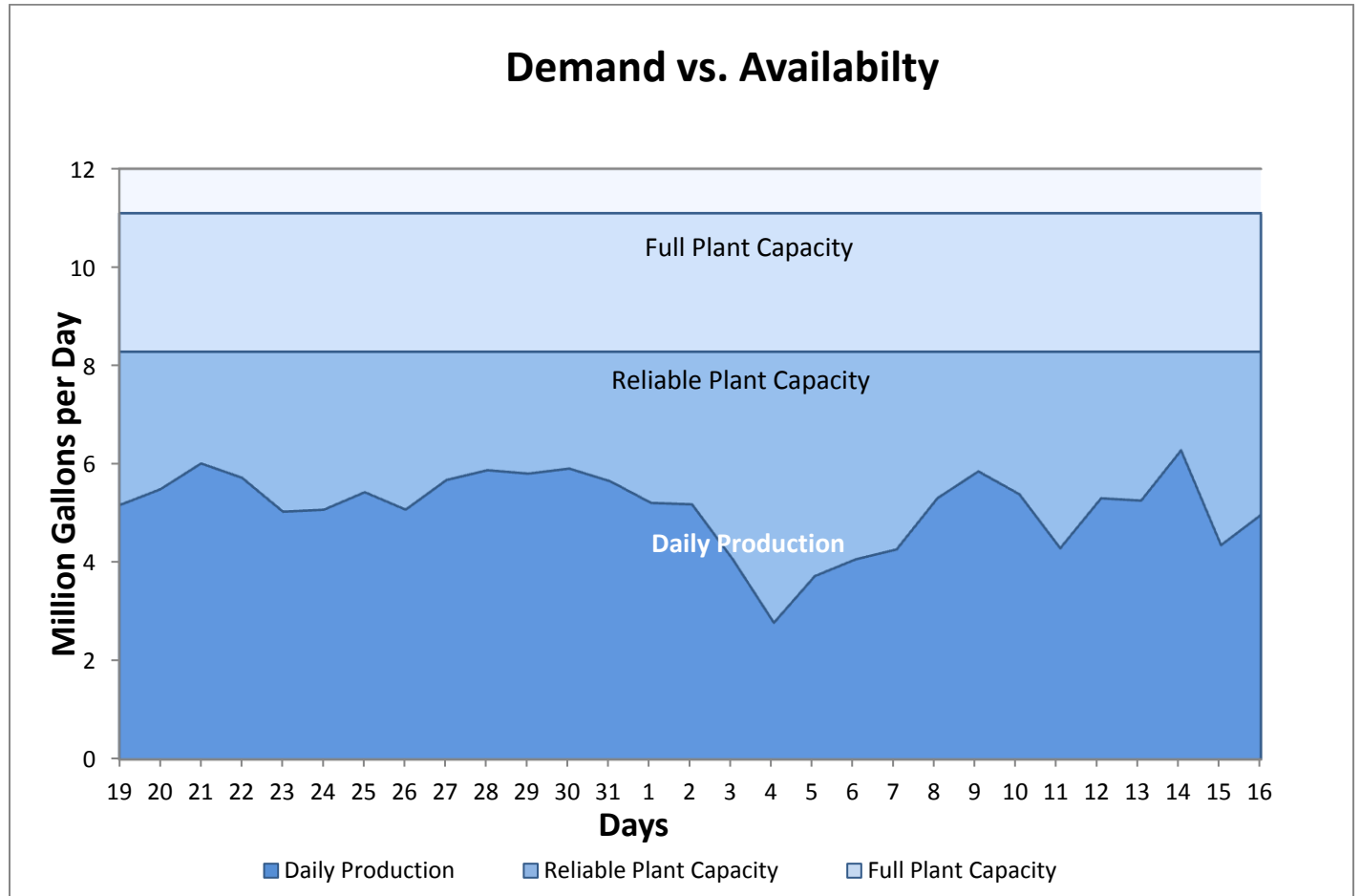
Water treatment plant employees performing winterization on pivot feed line filters.



CH2M employees recently attended a CPR recertification course taught by Frank Grimaldo Jr.

WATER TREATMENT PLANT SUMMARY

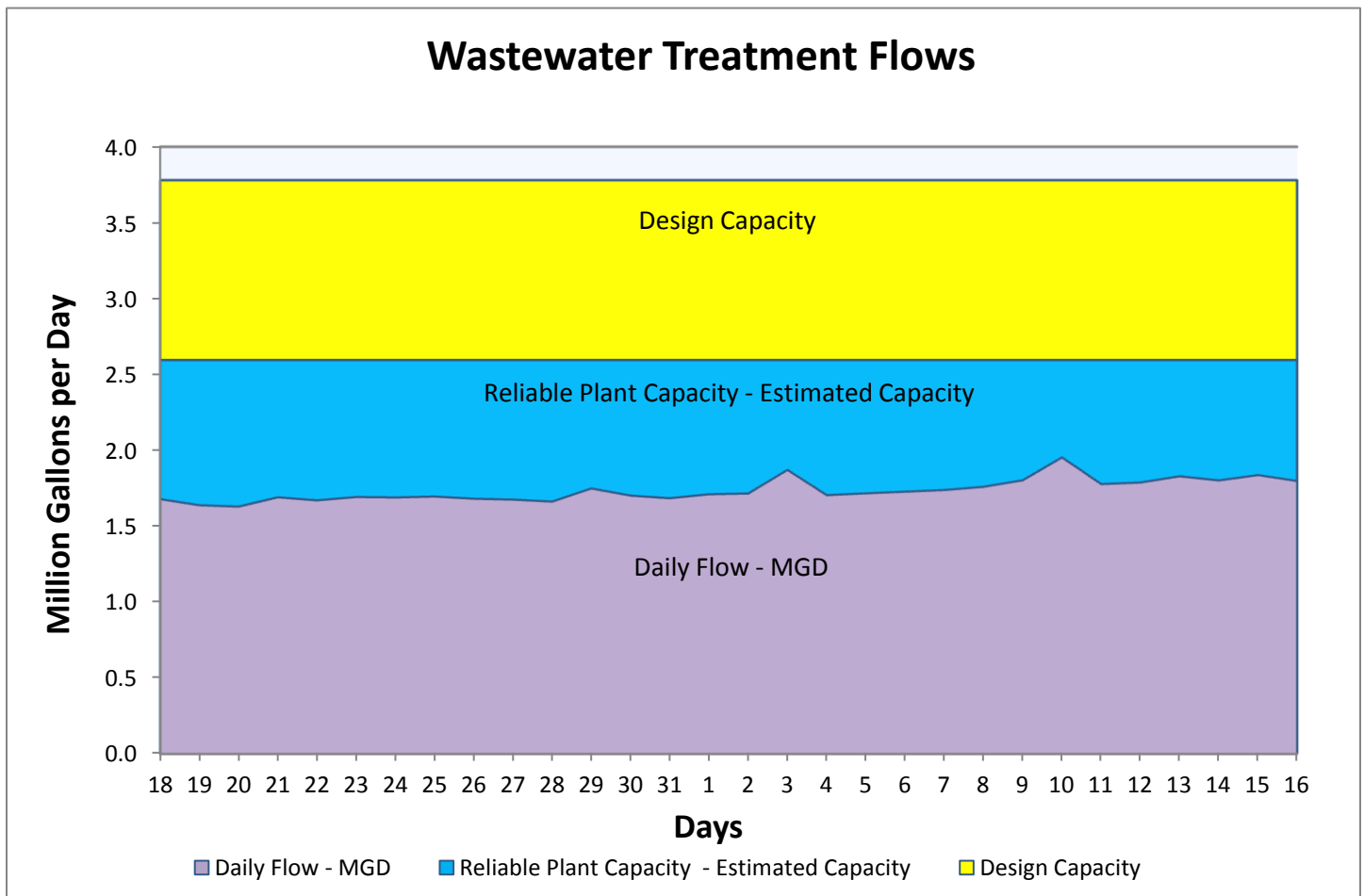
ACTIVITIES OCT. 22-Nov. 17:



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES OCT. 22-Nov. 17:

- Normal operations, plant is operating well.
- Winterized skyline irrigation feed lines and filters.
- Began discharging to the Snake River on November 1st. Will continue river discharge through the end of April according to permit. Crews examined all systems related to river discharge to ensure they are in full operation and working properly prior to river discharge. Normal discharge amounts are roughly 1.5 to 1.8 million gallons per day.



PARKS AND CEMETERY SUMMARY

ACTIVITIES OCT. 22-NOV. 17:

- Finished winterizing the sprinkler systems and the restrooms in all parks.
- Began mulching tree leaves in parks.
- Five burials at Evergreen Cemetery and none at Sunset Cemetery.
- Total of 115.5 mowing hours at Evergreen and Sunset cemeteries.
- Total of 71.6 mowing hours in parks.
- Finished watering the flower pots downtown for the year.



A seasonal employee from the Parks and Cemetery Department mulches leaves at the Lions Park in Ontario.

FACILITY MAINTENANCE SUMMARY

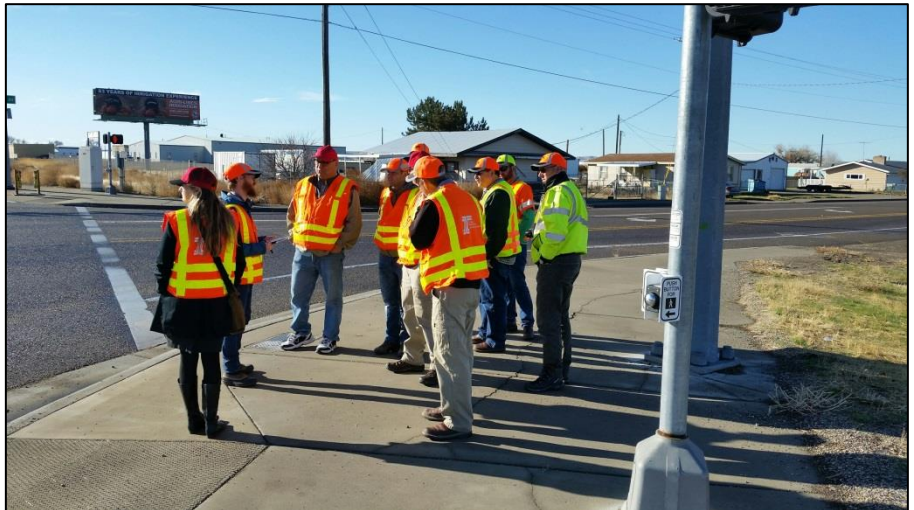
ACTIVITIES OCT. 22-NOV. 17:

- Repaired generator at City Hall.
- Changed all air filters in all City Hall facilities.
- Checked heaters in all facilities to make sure they're ready for the cold weather.
- Had airport little plow truck checked so that it's ready to plow the airport.
- Vandalism occurred on the portable toilets at Beck Park; the portable toilets were slated to be closed through the winter months.

ENGINEERING SUMMARY

ACTIVITIES OCT. 22-NOV. 17:

- Right-of-way permits issued: 6
- Maps printed: 7
- Awarded contract to construct sidewalk on North Park Boulevard between NW 16th Avenue and NW Washington.
- Awarded contract to haul away solids from Water Treatment Plant.
- Helped neighboring town regarding water main extensions.
- Working with Malheur County Environmental on sewer issue.
- Working with contractors on several right-of-way use issues.
- Working with business on building demolition issues.
- Updated the GIS Utility Map.
- Provided final QC review and edit for SRCI lower lift station study. Presented report to Public Works Committee. Continued discussion regarding SRCI with the Department of Corrections. Began development of the SRCI's annual surcharge fee.



On November 14, Dan Cummings and Dan Shepard met with ODOT personnel on site to discuss possible sidewalk projects for Safe School Routes.

- North Park Sidewalk – Began inspection of sidewalk construction, preparation for payment application, and coordination with ODOT.
- Contract Document – Worked with City Manager and City Attorney regarding a flow chart and summary of construction contract document requirements for various-sized projects.
- National Pollutant Discharge Elimination System (NPDES) – Continued coordination with the Oregon Department of Environmental Quality (DEQ) regarding progress of draft NPDES permit.
- Supervisory Control and Data Acquisition (SCADA) – Presented request to Council to extend SCADA improvements to the Wastewater Treatment Plant to match the system elsewhere. Approved by Council.
- Water Treatment Plant Solids Removal – Presented staff report to Council and received approval to begin process of moving solids to the local landfill.
- Met with Mike Simpson regarding the Oregon Youth Conservation Corps program and how that might fit into the needs of the City.

APPENDIX

FIELD SERVICES

Collection and Distribution staff is responsible for Sewer Collection and Water Distribution throughout the City. Water distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services that include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

Sewer collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the city. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a barscreen and one lift station from SRCl. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

*COLLECTION AND DISTRIBUTION STAFF MAINTAINS
78 MILES OF SANITARY SEWER LINES
56 MILES OF STORM DRAIN COLLECTION LINES,
AND 1,450 CATCH BASINS THROUGHOUT
CITY LIMITS*

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The Street Division is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chipsealing, snow removal and sanding during the winter months, and weed control along the alleys. Street Maintenance staff assists the Chamber of Commerce by putting decorations on street lights during the Christmas season and replacing them with regular decorations when the season is over.

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging resulting from water and sun, provides a moisture barrier, and corrects existing pavement problems by sealing cracks. A chipseal application provides substantial savings to taxpayers and should last a minimum of 8 years with minimal maintenance required. The city chipseals approximately 7 miles of streets per year.

*STREET MAINTENANCE DIVISION MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS
9 MILES OF ALLEYS
CHIPSEALS LAST A MINIMUM OF 8 YEARS,
AND PUBLIC WORKS CHIPSEALS 7 MILES PER YEAR*

APPENDIX CONTINUED

WATER TREATMENT PLANT

Water treatment plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high-quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent comes from the Snake River and 20 percent comes from wells. Two plants treat the City's water. One is a conventional filtration plant and the other is an upflow clarifier. The steps for treatment are flocculation, sedimentation, filtration and disinfection, which meet the compliance of the Oregon Health Authority.

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including SRCl.

The water treatment plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 mgd and a maximum capacity of 11 mgd. The water treatment plant average production is 6 mgd and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 million gallons (MG) of that water.

*THE WATER TREATMENT PLANT HAS A RELIABLE CAPACITY OF
8.3 MGD AND A MAXIMUM CAPACITY OF 11 MGD.*

*APPROXIMATELY 80 PERCENT OF WATER COMES FROM THE
SNAKE RIVER, THE OTHER 20 PERCENT FROM WELLS.*

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 mgd for municipal use.

All of the City's potable water is treated and disinfected at the water treatment plant. The plant has an original 8-mgd design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.



WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCI. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater treatment plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. Onsite generation of chlorine is used for disinfection.

Average discharge volume is approximately 1.5 mgd. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm.

APPENDIX CONTINUED

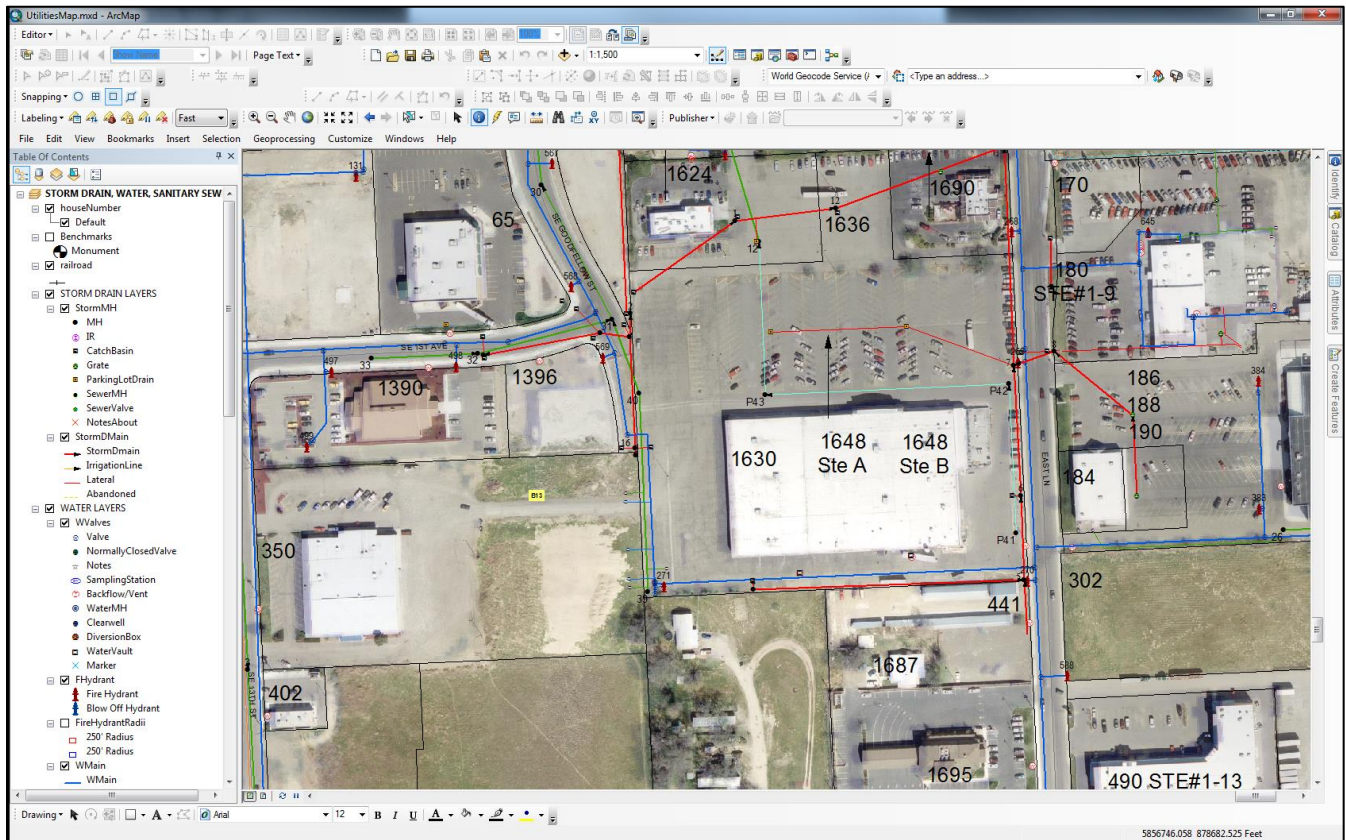
PARKS DEPARTMENT

The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park, and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The city also owns the Wayne King Skateboard Park.

ENGINEERING DIVISION

The Engineering Division reviews plans for construction of public improvements, maintains the city's mapping system, and manages the engineering projects within both the Capital Improvements and Maintenance Programs. The department provides technical support to residents, developers, builders, other city departments, consulting engineers, and surveyors. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents for public works maintenance projects, and provide project management for public improvements.

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.





November 2017 ACTIVITY REPORT



November 2017



Emergency Medical:

(Types of medical calls responded to: Falls with injury, fall lift assists, medical emergencies, medical alarms, assaults, etc.)

CITY	143
RURAL	19

of these emergency calls required back-up crews to be called in to respond to 2nd call.

Hazmat Team Calls: 0

Fire Related Emergency Calls:

(Types of fire related calls responded to: Rescue calls, building fires, vehicle fires, smoke detector/fire alarm activation, unauthorized burning, etc.)

	TOTAL	General	Mutual Aid
CITY	27		0
RURAL	10		2

TOTAL CALLS FOR MONTH

CITY	170
RURAL	29

FIREFIGHTER TRAINING:

11/9/17 EMS case reviews

11/14/17 EMS circuit stations; Lucas/ Airways/ IV's / C-Spine

11/16/17 Firefighter Health and Nutrition Boise

11/18/17 Fools; Search and Rescue Meridian

11/21/17 Search and Rescue / May Day



November 2017



PERMITS ISSUED:

City Open Burns 9

City Burn Barrels 3

Rural Open Burns 64

Rural Burn Barrels 11

INSPECTIONS:

11/13/17 St Al's Health plaza

11/14/17 Bi-Mart

COMMUNITY INVOLVEMENT:

10/30 Trunk or Treat at TVCC

11/1 Strategic Planning meetings were attended with VFW members

11/4 Veterans Parade

11/9 Malheur County Emergency Management training

Summary of Calls of Interest:

City Incidents:

10-30-17 221 S. Oregon R1 called for possible structure fire, unknown amount of occupants, heavy smoke. Further information from dispatch was there was fire in the apartments, lots of smoke visible, unknown where the location of the fire is within; RP is attempting to evacuate the apartments above the Little Palomino Bar. With updated information R1 called for general alarm while enroute.

Upon arrival R1 had no visible smoke showing from the (A) Oregon street side. R1 assumed Oregon St command. Bystanders and residents were exclaiming that there was still someone inside apartment #4. 142 entered the building to search for possible remaining occupants and to evacuate them if needed. R1 reported heavy smoke on the second floor with no people found during initial search. 142 exited the building at the time 103 was arriving on scene. 103 supplied 2 pre connects and two teams to assist 142 with fire suppression. Mutual aid engine companies called for from Payette, and Fruitland. Apartment 7 was called out as affected unit. M2 staged at Oregon St and SE 2nd Ave for medical and rehab. 101 was given water supply, they took the hydrant on SW 3rd Ave and supplied 103 with 5". 101 then sent to B, C corner for C sector. OPD MCSO with traffic control. Utilities called for CNG on scene 1605, Idaho Power on scene 1616. Mutual aid engines on scene 1616. 109 on scene set up on A, D corner of building, given roof sector. Reports were given on the half hour and all stated roof



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structure was solid with no change. Smoke and wind direction changes were noted by 109. 157, 125, 156, 102 all arriving shortly thereafter with personnel. 149 was assigned staging officer. 125 with M2 for rehab and air bottle refill. Both entry teams exited building to get 2nd bottles changed. Initial entry teams made second entry to check for fire extension in upstairs apartments. staging sent two more two person teams to check the for fire extension in neighboring businesses. Some water was noted in the Palomino Bar and crews also took salvage tarps to protect from water damage. 1630 100 on scene, 1639 after update briefing 100 took command. 147 Assumed Operations. 147 continued to work very close with teams overhaul and salvage activities. Surrounding businesses were continually monitored for fire extension and smoke damage. After some time around the 1730 hour air monitors showed that individuals could be escorted in to the neighboring businesses to gather needed materials. Crews escorted these collections and then approved the securing of these businesses. During pick up of equipment and hose lines, individual fire staff was directed to escort occupants to collect some things from their apartments before securing the building for the night.



11-14-17 495 SE 7th Ave. R-1 dispatched to Garage fire at 495 SE 7th Ave at 06:48. R-1 en route at 06:51. Prior to arrival dispatch advised it is a vehicle fire not a garage fire. R-1 on scene at 06:54. Upon arrival R-1 found a Chevy pickup with cab fully engulfed. 100 on Scene at 06:56 assuming 7th ave fire command. Fire was threatening a garage and a ford pickup, R-1 quickly put water on garage and Ford pickup to protect them from the fire. R-1 then extinguishes fire in the Chevy pickup. Upon arrival of 103, 103 was instructed to supply water to R-1 via hydrant. After hooking R-1 to hydrant 103 then helped R-1 mop up hot spots in Chevy pickup. After mop up 100 released 103 to clear from fire scene at 07:30. R-1 assisted 100 with investigation. R-1 cleared scene at 08:07. 100 cleared scene at 08:08.

11-15-17 122 NW. 3rd Ave. R1 called for welfare check for a Natural Gas employee advising of excessive LEL level and need to check on a tenant who is not responding or answering his door. Upon arrival R1 found CNG standing by, showed R1 LEL levels that he was reading through a slightly open window. CNG had shut off the private service line to the unit due to possible life endangerment. Through trying to contact the occupant, the neighbors were stating they saw the occupant closing the window. R1 requests LE for standby if needed to make entry. R1 was presented with a key by landlord, but it was determined the individual might be aggravated. LE checked the residence after it was determined the LEL level had elevated to 5.3 PPM. Windows and doors were opened for ventilation. LE had cleared the residence after ventilation. It was then determined there was no one at home, and the gas stove was



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determined to be the source of the gas leak. Someone had disassembled the stove and it was leaking due to being taken apart. The gas valve was shut off at the base for the oven also. The unit was left with CNG and all windows open to continue to ventilate. The landlord or key person also was left with information about gas leak. At the time the LEL had lowered significantly and CNG felt it was lowering to a safe or non-existent level. R1 was able to clear, scene code 4.

11-19-17 833 Alameda R 1 Received a general page for an apartment unit with smoke and flames showing and possible occupants still inside. R 1 Arrived on scene to find a two story apartment complex with the far south second story unit with smoke coming out of the open front door. LE was on scene and informed us that the fire was in the kitchen on the stove and that all occupants were out of the unit. LE also stated that someone had entered the residence and attempted to put the fire out. R1 crew donned air packs and took water and ABC fire extinguishers into the unit to investigate. R1 crew found the stove, range hood and upper cabinet above charred and smoking. FF McLean used the water extinguisher to cool the hot spots while FF Benson opens windows to ventilate the unit. FF Benson made contact with 15 and requested one engine with manpower. 103 arrived on scene with a crew of 6. 103 set up their ventilation fan at the front door and two crew members brought an air monitor and TIC. After making sure all fire had been extinguished and smoke was cleared from the unit we released 103 crew. FF Benson made contact with the occupant. Occupant stated that she was heating up cooking oil in a cast iron pan and that she layed down with her infant and the next thing she knew she heard cracking, noticed the smoke and flames, grabbed her kids and exited the unit. Occupant stated that a neighbor re-entered the unit, threw salt on the burning pan and relocated the pan to the bathroom. R1 crew found the cast iron pan in the bathroom sink. R1 crew also found that the smoke detector in the main living area had been disabled by removed batteries. R1 crew also spoke with the apartment manager about the fire. Manager stated that he had an empty unit that the occupant could move into while the affected unit is cleaned up and repaired. R1 crew took several pictures and cleared the scene.



Rural Incidents:



November 2017

11-2-17 456 Casa Pacito Ave. Mutual Aid Dispatched for a mutual aid structure fire in Nyssa. Nyssa requested a brush truck and manpower. 157 with a crew of 3 responded to Nyssa. Upon arriving on scene made contact with Fire Command and received our assignment which was to set up on the west (C Side) of the structure and watch for fire spread through the tall weeds. We were told there were corrals and animals threatened to the west. 157 crew set up a 1" booster line and watched the west end. The grass was wet around the perimeter so fire spread was minimal. 157 crew then assisted with pulling siding and the metal roof which had collapsed into the structure. 157 crew assisted with fire extinguishment using about 200 gallons of water out of 157 and then using Nyssa's 1-1/2" hand line. 157 crew stayed on scene to assist with mop up and assisted rolling hose. Nyssa Fire Command released 157 crew; we notified dispatch and returned to quarters.

11-5-17 570 Gem Ave. Mutual Aid 159 responded to a mutual aid fire call from Nyssa FD for a haystack fire. Upon arrival 159 provided water and then acted as the on scene established water supply to Nyssa engine 401. 159 received water from several tenders pumping approximately 25,000 gallons of water during the incident. 159 cleared and returned to the city at approximately 2100.

11-13-17 I-84 MP 367 Dispatched for a single vehicle MVC with entrapment. R1 crew requested a general page for an engine company. Arrived on scene to find a ford pickup on its side with one occupant trapped inside. 100 arrived on scene and established command. R1 crew stabilized the truck and set up equipment for extrication. 103 crew arrived and worked with 100 to disconnect the battery. Once power was cut crews cut the A, B and C posts on the passenger (top) side of the truck then peeled the roof down to gain access to the PT. Crews used a KED to secure the PT along with a C collar. Crews lifted PT onto a backboard and onto the cot. TVP transported PT to St AL's Ontario.



11-22-17 408 Stanton Blvd. Called out to a house fire in a kitchen. Confirmed with dispatch that there were flames showing. Requested a general alarm. Arrived on scene with 156 to a single level residence with smoke coming out of the attic. Immediately pulled a booster line and made an initial attack through the south window where the resident stated was the kitchen. Saw visible flames through the window.



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Continued fighting the fire from the front door entrance on the east end of the house applying more water to the kitchen area. 155 arrived on scene shortly to help with ventilation and determine any further extensions. Continued using additional man power from 159 for medical on the female that was in the kitchen when the fire erupted. Continued ventilation and placing salvage covers in designated areas. Further time was spent investigating the fire scene. The female resident stated she had just placed a package of meat in the microwave to defrost. She ran into the bathroom and came back to flames showing around the area of the microwave. She immediately unplugged the microwave according to the resident. After further investigation could not determine whether the microwave or the toaster started the fire. The breakers on the electrical panel showed the south kitchen plugs and refrigerator had been tripped. Cleared the scene with unknown cause of the fire.



11-25-17 897 Morgan Ave. Dispatched for a large shop on fire. R1 crew requested a water tender from Nyssa. Arrived on scene to find an approximately 500 square foot shop fully involved; the metal roof had already collapsed. R1 crew gave a size up to incoming units and began a defensive attack with a 1-1/2" crosslay. A few minutes later 100 arrived on scene and assumed command. R1 continued to extinguish the fire. There were several fuel canisters fueling the fire. 100 canceled Nyssa Fire. 155 Arrived on scene and supplied R1 with water and assisted with extinguishing the fire. 159 Also arrived on scene for water supply. Crews worked to pull metal and mop up the fire scene.



ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914

OFFICE: (541) 889-7684 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

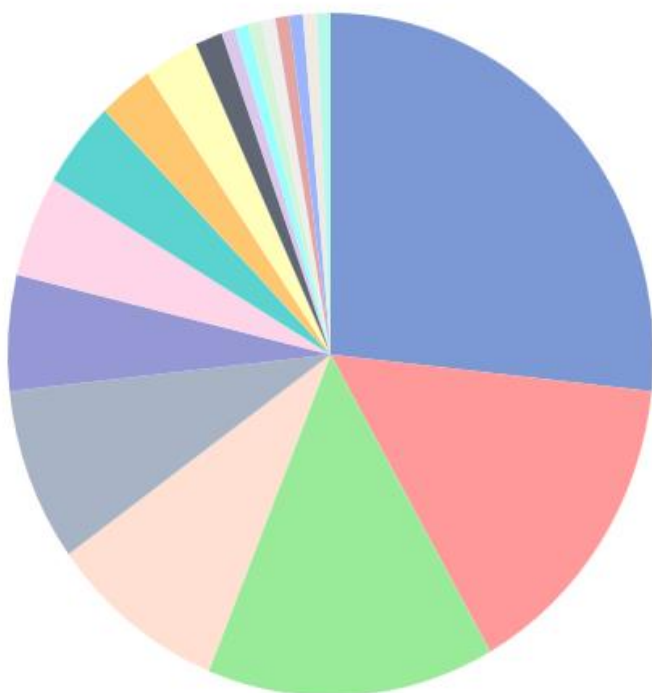
Code Enforcement Stats OCTOBER 2017

Open Date From:

10/01/2017

Open Date To:

10/31/2017



Violations by Violation Type		
Dog running at large	39	26.7%
Graffiti prohibited	22	15.1%
Parking over 72 hours ? Abandoned Vehicle	21	14.4%
Prohibited parking and stopping	13	8.9%
Public nuisance	12	8.2%
AniCare Transport	8	5.5%
Dog license required; No dog license	7	4.8%
Animal Neglect II	6	4.1%
Animal Complaint	4	2.7%
Parking Complaint	4	2.7%
Weeds	2	1.4%
Animals at large	1	0.7%
Animal Abandonment	1	0.7%
Accumulation of Garbage	1	0.7%
Agency Assist	1	0.7%
Storage of Junk	1	0.7%
Patrol Assist	1	0.7%
Location outside camps	1	0.7%
Others	1	0.7%

Total Violations	146
Total Cases	104
Garbage	1
Dogs running at large	39
Dogs taken to Ani-Care	8
Junk	1



City of Ontario
POLICE DEPARTMENT
Office of the Chief
 443 W 4th Street
 Ontario, OR 97914

To: Ontario City Council
 Re: Department Statistics for October 2017

Activity	Month of October	Previous Month	Year to Date	Prior Year to Date
Calls for Service	889	988	9306	8684
Traffic Stops	72	182	1272	1040
Cited Traffic/Parking	59	99	922	752
Motor Vehicle Crashes	39	39	418	322
Arrests	66	74	699	741
Arrests w/ Use of Force	0	0	8	13
Citizen Complaints	0	2	2	0
Task Force Cases	0	2	25	33
SRO Cases	47	42	566	269
Gang Related Cases	28	23	115	29
Gang Designations	0	0	1	0
Graffiti	29	22	129	55
Death Investigations	0	2	14	15
Burglary	7	15	104	128
Robbery	2	1	10	3
Larceny	31	48	489	573
Assault	10	9	153	68
Homicide	0	0	2	0
Sex Crimes	2	1	14	13
Alarms	34	27	268	202
Ordinance Cases Total	104	169	1256	1214

MALHEUR COUNTY COURT MINUTES

November 1, 2017

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was County Counsel Stephanie Williams.

Also present was Watermaster Ron Jacobs, John Braese of the Malheur Enterprise and Larry Meyer of the Argus Observer.

ROAD DEDICATION

Surveyor/Engineer Tom Edwards met with the Court and presented a road dedication on a partition plat for the Court's consideration. Commissioner Hodge moved to accept the road dedication of a portion of 5th Avenue West on Bryon and Rebecca Clark's Partition Plat #17-09. Commissioner Wilson seconded and the motion passed unanimously. See instrument #2017-4238

USDA APHIS WILDLIFE SERVICES COOPERATIVE SERVICE AGREEMENT

Meeting with the Court to discuss possibly terminating the Cooperative Service Agreement and Financial Plan/Work Plan with USDA APHIS Wildlife Services were: State Director David Williams, Wildlife Specialist Ryan Christensen, Bill and Anita Butler, Tom McElroy, and Sergeant Bob Speelman. Mr. McElroy explained that Butler's are loosing cattle in the Beulah area due to wolf kills; and that the Wildlife Services trapper (funded in part by the County) should be helping to identify what is happening. Mr. McElroy explained that nobody seems to want to recognize that the kills are from wolves; and there is concern that it will take establishing a pack at Castle Rock before action is taken. Sergeant Speelman explained that the Sheriff's Office has investigated some of the cases and so far this year there have been 5 dead, one critical, and another cow that was chased. The Sheriff's Office has confirmed the cases as wolves with their training; and also traveled to Wallowa County where they examined the photographs and confirmed the Sheriff's Office conclusions of wolf kills. Commissioner Hodge noted that the general public of ranchers and hunters in Malheur county agree that there are wolves in the area; Commissioner Hodge himself sighted one two years ago while hunting in the area. It was discussed that ODFW is not confirming the wolf kills; and ODFW has had a collared wolf in the area that has an intermittent signal. Mr. McElroy explained that it was hoped that Wildlife Services would support the Sheriff's Office investigations and the ranchers but they are not. Mr. Butler confirmed he has no doubt that the livestock losses are from wolves and that other ranchers may be experiencing the same problems.

Mr. Williams explained that he is frustrated that his agency was not designated as the lead agency in depredation investigations in the original wolf plan. Wildlife Services does not have a regulatory or enforcement authority in Oregon; rather it works as an agent of ODFW. Wildlife Services is a service agency and has been committed in Malheur county for 80 years or longer. Wildlife Services is committed to dealing with birds, beaver, bears, cougars, coyotes and free ranging dogs. USDA APHIS Wildlife Services is currently in the midst of a lawsuit and part of the controversy identified in the court case is whether Wildlife Services calls differ with ODFW's. There is a path for Wildlife Services to begin to take on the depredation investigation role as the plan is being revised; but that point has not been reached at this time. There was a favorable ruling on the NEPA document for wolf removal up until phase 2. An appeal is being considered in the Ninth Circuit Court. Because of a favorable ruling there is a path for Wildlife Services to have the ability to do the actual depredation

investigations; Wildlife Services would not be the agent to do the lethal control but they may become able to assume the role of being the lead agency to investigate and write reports and ODFW would still have the authority to call for lethal control. Currently Wildlife Services Wildlife Specialists have been onsite throughout the state helping ODFW with the investigations but they are unable to write reports. Wildlife Services must have a working relationship with ODFW and must also be defensible in court. Wildlife Services will respond to reports of depredation and assist ODFW; if the determination is made that it was a predator other than a wolf then the Wildlife Specialist can work to remove the offending predator (such as cougar, coyote, or bear). Wildlife Services has the expertise to write wolf depredation reports to give ODFW the evidence but also has legal pitfalls that must be addressed. It will be some time before Wildlife Services is able to do lethal control work. Wildlife Services will not make a determination if the depredation event was wolf related until they have the authority to do the investigation and write the report.

County Administrative Officer Lorinda DuBois joined the meeting.

Sergeant Speelman said he understood Mr. Williams position but did not agree with it; and questioned why Wildlife Services could not investigate and confirm the depredation on paper. Mr. Williams again explained that he is working to get to the point to have that ability but they are not there yet; they must navigate the legal system; and there is value in having Wildlife Services respond to the depredation events as if it is a predator other than a wolf the Wildlife Specialist can take action to address the depredation. It was noted that Idaho does not have a state wolf plan written the way Oregon's wolf plan is written; Wildlife Services roles are characterized very differently in the two plans.

Mr. McElroy addressed other concerns of Wildlife Services programs; Starlings around dairies and feedlots are an issue and it was questioned if there was a tool in place to address them. Mr. Williams responded that DRC-1339 is used as well as baiting programs. There has been a shortage of DRC-1339 and rationing of it around the nation, but Mr. Williams was unaware that the shortage had impacted the level of service in Malheur county. The fixed-wing program was also discussed; there has been very little flying in the past two years; Mr. Williams explained that funding is an issue and there has not been the ability to fund field staff as well as an on-call pilot. Not every coyote problem is solved with an airplane, and only coyotes are addressed with an airplane. Additionally, there was a fatal accident in Wyoming that shut the entire fly program down until a safety analysis was completed. Mr. McElroy explained that the landowners problems are ongoing, year after year, and County funds are being spent but the services are not being provided.

Mr. McElroy suggested that another meeting be held and additional information be gathered.

Mr. McElroy also asked Mr. Williams if the rumors were true that Mr. Christensen had been reprimanded for responding to one of the wolf depredation incidents. Mr. Williams said the only direction to the field employees is to not write reports or render something publicly at the sight of a kill and get out in front of ODFW collecting the information for them to serve the role as the lead agency in determining if wolves were involved. Wildlife Specialists are to be a resource for ODFW or for anyone else to request; they cannot write a report.

ODFW is the agency with the authority to confirm a wolf kill and a ranchers eligibility for compensation. Sergeant Speelman explained that Wildlife Services position is detrimental to the livestock owners; assistance is needed to convince ODFW that these are wolf kills.

Mr. McElroy voiced that he does not believe that ODFW will confirm a wolf kill until there is an established pack at Castle Rock.

Mr. McElroy explained that the County has a successful County/landowner fly program to address coyotes; and he is questioning the funds the County is contributing to the Wildlife Services

program. If the Wildlife Services program is to be terminated then options for replacing the program need to be explored. A part-time trapper could be hired to address the beavers, dogs, and such, but there are some concerns with addressing the Starling problems.

The Court took the matter under advisement to allow for individuals to gather additional information and questions answered. The current Wildlife Services Work Plan terminates June 2018; but it may be terminated earlier with 60-days notice.

Mr. Jacobs left the meeting.

ROAD DEPARTMENT

Road Supervisor Richard Moulton met with the Court. Mr. Moulton presented two bids for the overlay project of the Bully Creek boat ramp parking area. Bids were submitted from Valley Paving & Asphalt and Sunroc. Mr. Moulton briefly explained the bids; Valley Paving's proposal includes a 1-inch leveling course to cover the cracks and then placement of a 1 1/2-inch lift over the top (\$98,253.75); Sunroc's proposal is to patch the cracks and place a 1 1/2-inch lift on top (\$76,690.00). Sunroc's bid is not firm, it is only an estimate; Valley Paving's bid is firm and will not exceed the bid amount. The bids are only good for 90-days, but the project cannot be done until Spring 2018 and as such bids will need to be obtained again in 2018.

Mr. Moulton presented two Crossing Permits for the Court's consideration. Commissioner Wilson moved to approve Crossing Permit #43-17 to Idaho Power Company to replace a sectionlizer on Lincoln Drive #903; and Crossing Permit #44-17 to Gary Smith to install a drain with a pump to transfer water to the drain ditch on the south side of Waters Lane #681. Commissioner Hodge seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

Annette Serano from Lifeways joined the meeting.

Mr. Moulton also presented a written letter of resignation effective May 1, 2018; by consensus the Court accepted Mr. Moulton's resignation.

SAINT ALPHONSUS MEDICAL CENTER UPDATE AND COMMUNITY HEALTH NEEDS ASSESSMENT

Saint Alphonsus - Ontario President Ken Hart met with the Court and provided a hospital update; Mr. Hart thanked the County for the property tax exemption that is granted for most of St. Alphonsus's operations. Mr. Hart presented a copy of the 2017 Adopted Community Health Needs Assessment for FY2018-2020, which was completed and adopted in adherence with federal requirements for not-for-profit hospitals. St. Alphonsus - Ontario is the only non-critical access hospital in eastern Oregon; it is a 49-bed acute care hospital.

Mr. Hart reviewed the Implementation Strategy for the Community Health Needs Assessment. Five Significant Health Needs were identified:

- Nutrition, Physical Activity and Weight Status
- Education
- Access to Health Services
- Financial Stability
- Injury and Violence Prevention

Significant health needs that St. Alphonsus will focus on and support are: Nutrition, Physical Activity and Weight Status; Education; and Access to Health Services. St. Alphonsus will not take action on Financial Stability or Injury and Violence Prevention, however it does support local efforts such as Poverty to Prosperity and SREDA; and other local entities that address injury and violence prevention.

Nutrition, Physical Activity and Weight Status: St. Alphonsus provides a nutrition education component for students and parents at local schools through their athletic program; provides professional athletic trainers for local high schools; provides GoNoodle to area elementary schools; and will financially support the creation of a splash pad within the Ontario community park system to provide an affordable physical activity for the community during the summer.

Education: St. Alphonsus supports the Treasure Valley Technical (TVT) program through the CNA program; provides leadership staff to Poverty to Prosperity; and partners with Treasure Valley Relief Nursery with nutrition classes and financial support.

Access to Health Services: St. Alphonsus maintains the Health Resource Center which services members of the community that have health care access issues (in partnership with Lifeways); and performs annual open enrollment events for Oregon and Idaho Medicaid.

Judge Joyce asked about the status of developing a secure hold room. Mr. Hart explained that due to legal regulations St. Alphonsus does not have the resources to meet the State of Oregon standards; Ms. Serrano explained that the relationship between St. Alphonsus emergency room and Lifeways is working well, even without the hold room.

The last major remodel project is 23 new medical surgical rooms; 16 medical surgical rooms are currently on the 3rd floor and 2nd floor of the hospital; the remodel project will create 23 new medical surgical rooms (with private bathrooms) all on one floor. Six large state of the art ICU rooms will be constructed on the second floor; and the remaining space on the third floor will be used for other services in the future. This project will complete the modernization project of all the hospital rooms. At the end of this construction project, St. Alphonsus will have invested \$50 million into the community in the last 7 years.

A new general surgeon, Dr. Patricia Hill, recently joined St. Alphonsus; and a new family practice obstetrician, Dr. Daisy Miller, was just hired; last month 55 babies were delivered at St. Alphonsus Medical Center.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of October 18, 2017 as written. Commissioner Wilson seconded and the motion passed unanimously.

AMENDMENT - IGA #154122

Commissioner Wilson moved to approve Second Amendment to Oregon Health Authority 2017-2019 Intergovernmental Agreement for the Financing of Public Health Services #154122. Commissioner Hodge seconded and the motion passed unanimously. The amendment increases State Support for Public Health \$29,309. A copy will be returned electronically for recording.

CHECK REGISTER

The Court signed the Accounts Payable register for September 2017.

VECTOR CONTROL BOARD OF TRUSTEES

Commissioner Wilson moved to reappoint Terry Oft as a member of the Vector Control Board of Trustees. Commissioner Hodge seconded and the motion passed unanimously.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(e) - Real Property Transactions, with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present were: County Counsel Stephanie Williams, Administrative Officer Lorinda DuBois, John Braese of the Malheur Enterprise and Larry Meyer of the Argus Observer. No decisions were made during or following the session.

COURT ADJOURNMENT

The meeting was adjourned.



BOARD OF DIRECTORS

Meeting Agenda

December 6, 2017 – 7 am

Payette Senior Center, 137 N Main St, Payette, ID

1. Call meeting to order Chair Patrick Nauman
2. Introduction of attendees
3. Approval of October and November minutes
4. Financial update - Sandy Hemenway, Treasurer
5. Annual Meeting Update
6. 2018 Annual Work Plan
7. City and Community Highlights
Fruitland, Payette, Ontario, Nyssa, Weiser, New Plymouth, Vale
8. County Highlights
Payette County, Washington County, & Malheur County
9. Executive Director Report
 - i. Visitor Center update
 - ii. Projects & activities
10. Round Table Discussion
11. Adjourn

Calendar of EVENTS

December 6 SREDA Monthly meeting Payette Senior Center

January 3 SREDA Monthly meeting Ontario TBA

All SREDA monthly meetings are open to the public

BOARD OF DIRECTORS
Weiser Train Depot, Weiser, Idaho
October 4, 2017 ~ 7 am

Board Members & Executive Board – Patrick Nauman, Sandy Hemenway, Ken Bishop, Dan Cummings, Dan Greig, Mike Hanigan, Andy Oyervides, Jeff Williams, John Breidenbach, and Rick LaHuis
Members and Guests Present – Melody Goodman, Dennis Baughman, Bob Komoto, Georgia Hanigan, Nate Marvin, Rob Ruth, Jennifer Huff, Laurel Adams, Laura Gross, Wil Overgaard, Michael Bergquist, and Layna Hafer
Staff - Kit Kamo, Executive Director for SREDA

1. Call the Meeting to Order: Chairman Patrick Nauman called the meeting to order at 7:07 a.m.
2. Introductions of Attendees: Chairman Nauman thanked everyone for coming to today's meeting. Multiple communities were once again represented. All found their way today to the beautifully restored Weiser Train Depot. Patrick thanked the Weiser Architectural Preservation Committee for donating the space today; Weiser Memorial that provided the coffee; and D & L Coffee who made the delicious muffins. Patrick also said that he brought the Chobani Yogurt and Clif Bars to represent Idaho made items that may, in the future, utilize the product that Intrinsic Organics will be producing.

We then went around the room and everyone present introduced themselves and the business or entity they were representing.

3. Approval of September 6, 2017 Board Minutes: Chairman Nauman asked if everyone had a chance to read and review the September 6, 2017 board minutes that were emailed out. Chairman Nauman then asked if anyone had any questions or corrections to the minutes. Hearing none, Chairman Nauman asked for a motion to approve the minutes as received and presented. Dan Cummings made a motion to approve the minutes, seconded by Ken Bishop. The motion passed unanimously.
4. Financial Update: Treasurer Sandy Hemenway went over in detail the financial handouts for the month of September discussing balances at the end of the month in both the checking and money market accounts, and then totals for month end. She went over the income and also reviewed expenses for the month commenting on certain ones as she presented the financial information. After Sandy's review and explanations, Chairman Nauman asked if anyone had any questions on the financial report. Hearing none, Patrick then asked for a motion to approve the treasurer's report as discussed and presented. Ken Bishop made a motion to approve the treasurer's report as printed and presented, seconded by Dan Greig. The motion passed unanimously.
5. Annual Meeting – the annual meeting will be, Thursday evening, November 9, from 6:00-7:00 pm. It will be held at the TVCC Weese Building Board Room (the old president's boardroom) and a delicious pasta bar dinner will be served for \$10. We will have an update on our area. Three board of director positions will be up for election at the annual meeting, one Business position, one At Large position, and one Public position. In order to run for the 3 year term, the candidate has to be a SREDA member in good standing (paid member). Please let us know if you are interested in being nominated. Also, we will not hold our normal monthly meeting which would have been on November 1, 2017 as there will be a

short board meeting following the annual meeting. During this meeting, the board will elect the officers for the year. The annual meeting is open to the public - PLEASE RSVP via email, phone call, or Text to Kit at 208.230.5214 for the dinner.

6. City and Community Highlights:

- a. Fruitland: Mayor Ken Bishop said that the crossing arms at the end of Main Street onto Pennsylvania Avenue have been installed. This is a continuation of the city's downtown improvement projects and really looks nice as well as much safer. There are several construction projects including a 36 unit apartment complex and several commercial developments being built in town.
- b. Payette: Mayor Jeff Williams said that they have been working on street, water, sewer and hydrant projects. They have a new Library Director. He also announced that Friends of Payette have donated a \$4,000 match for the Payette Pool's hot tub renovation and lift. Jeff mentioned the challenges a mayor faces that are not readily visible to the public.
- c. Ontario: Dan Cummings, Community Development Director, reported that Ashley Furniture was back remodeling at the mall. The owner is still settling to get the roof done on the rest of the mall. The city council passed the 1% sale fee to help offset the \$900,000 deficit coming in June of 2018. The sales fee allows for the thousands of visitors and workers that come to Ontario to help pay for the city's infrastructure demands and expenses for amenities used rather than solely by the residents who live here. Dan also talked about the tree clean up on East Idaho Avenue. Many of the trees have become diseased and are dying.

John Breidenbach, Ontario Area Chamber invited the group to attend the Chamber luncheon on October 30, 2017, noon at the Clarion Inn, where the Eastern Oregon Visitors group will be presenting on the 175th Anniversary of the Oregon Trail. The chamber would like a strong turnout for this event. John also updated the group on their efforts with Agri-tourism in the county and region (across the river).

- d. Weiser: City Councilwoman Layna Hafer reported that there were 3 council positions on the ballot and 6 candidates running for those 3 positions. So they are anticipating some changes. There has been some activity out along US 95 with rezoning and beautification of that corridor. Downtown improvement activities continue with the Old Idaho National Bank Building. Another new and successful business is the dog washing – they have been very busy. The economic development task force is focusing on workforce development. They are collaborating with schools and businesses. It has been hard to recruit employees. They are meeting with Idaho Dept. of Commerce and the Idaho Employment representatives at their next meeting.

Jennifer Huff, Weiser Chamber invited everyone to their annual Awards Banquet October 16, at 7 pm - \$20. Each table is decorated by a business. The decorations are used as door prizes. Patrick added that there will be a Murder Mystery Dinner for the Arrow Heart Adventure camp at the Vendome. And that the city has been updating their city corners for ADA compliance.

- e. New Plymouth: No one was present from the City of New Plymouth so no report was given.
- f. Nyssa: No one was present from the City of Vale so no report was given.
- g. Vale: No one was present from the City of Vale so no report was given.

8. County Highlights:

A. Payette County: County Commissioner Georgia Hanigan said the county continues to work with Partners Produce and Ida-Pack on their rebuilding and expansion projects.

B. Washington County: County Commissioner Nate Marvin reported that Intrinsic Organics, formerly Project Neighbor, has job listings posted on their website - \$13-\$15/hr.

C. Malheur County: No report was given for Malheur County but Dan Cummings shared that he was headed to the County Court meeting today as they will be selecting lists of people for the Governor's economic development committee that will help the county be more competitive.

9. Executive Director Report: Executive Director Kit Kamo began her report by going over the SREDA report card (attached) for 3rd quarter activities. She then reviewed various activities as found in her printed report:

PROJECTS: September started out with a roar with Project Runway. Following our board meeting, Kit was on a private plane flying into the Pelican Point area of the Owyhee Reservoir to meet with Malheur County Sheriff's office, BLM, and private pilots. The topic of discussion was the deteriorated runway that is owned by the State of Oregon, but has been maintained by local pilots and county folks. At this point the runway needs serious dirt moved to build up and then set at a grade for a safer runway for planes to land. The limiting factor at this point is the access road has washed out. Although several locals have come forward to repair the road, they are hesitant because the road transects a WSA. We met with BLM to discuss the 3 options for accessing the airport with heavy equipment to fix the runway. Those included equipment being brought in by helicopter, barging equipment up the reservoir, and fixing the road so that equipment can be brought in. At this stage, the only feasible and available option is fixing the road. We have written a letter to get the process moving forward and get it done as the weather is perfect for that type of work.

We have been working with the City of Payette in looking at project Hotel. We are still working on the project but have found some issues that have slowed the work down. Project UK is an international food show looking at some interesting sources of food such as pumpkins and onions. Project Panic is a company from California that made a site visit to the area. This lead came from one of our board members. We assisted by sending potential sites, state incentive and program materials and locating some builders that would be willing to do a build to suit. The company, at this time, favors the Nampa area. We have also given a heads up to both the Nampa ED and the Caldwell ED directors. However, we are still working on this project and hoping they will continue to look west! Project Red Rock is a great new project that is home grown and addresses a local farming concern. TVCC SBDC, local economic development and others have also been assisting this project. The project has not selected a site, so we have continued to meet with them and give them suggestions. They favor the Vale and Nyssa area at this time.

Kristen has met with Nyssa Chamber, the city and some citizens on Project Explore. She also has been meeting state, regional, local individuals on Agri-tourism, working on the 175th Anniversary of the Oregon Trail and helping develop a local committee to promote these activities in 2018.

OTHER: Kristen received a scholarship to attend the Idaho Heritage conference in Boise. She will be sharing some of the down town module information with those interested. She also learned about grants and fund raising.

Kit met with the Idaho PTAC (government procurement assistance program) and caught up on the latest information. They assist private businesses in getting government contracts and each year provides a conference where the business can meet face to face with numerous governmental entities.

Kit and Commissioner Hanigan attended an all-day conference with consultants on EDA district configurations that may be of interest to the now defunct Sage (formerly Idaho-Ore) participants. EDA had commissioned consultants out of the University of Nevada for this project.

Kit and Kristen, along with several other local participants, met with a group from the University of Oregon who have been studying new ideas for supporting Eastern Oregon's New Natural Resource Economy. For their report they had interviewed many folks from throughout the 10 Eastern Oregon county area. However, they really didn't have any notable feedback from our area. They are working closely with GEODC (the EDA development district from the Hermiston area that also covers Malheur County).

Oregon Secretary of State Dennis Richardson visited Vale and Kit was able to attend. He made a great presentation.

ANNUAL SREDA MEETING NOVEMBER 9, 2017 – Dinner \$10 – Please let Kit or Kristen know if you can make it!

10. Round table discussion –

John Breidenbach, while working at the Quality Inn, had the opportunity to visit with the new owner of the Farewell Bend Hotel and gas station project. The hotel will be a Quality Inn and the project is scheduled to get underway.

Rick LaHuis has a tenant for the restaurant pad in Fruitland at their new business park. "Spread Woodfire Eatery" is planning on opening early December. The wood fire is from Italy. They will have a varied menu with American and Ethnic foods, as well as beer, wine and liquor. Rick also reported that he has received a number of calls, mostly from local businesses, interested in leasing the rest of the building spaces.

Melody Goodwin talked about the Payette County Challenge, Oct 15. It is like the Amazing Race, and one of the sites is Farmers Mutual Telephone. The teams have a chance at winning \$600.

Nate Marvin mentioned the Ace hardware store with a 20% off sign in the window. More info regarding that business will be released later.

Dan Greig reported that the American Legion, 301 Iowa Street in Payette would be having a pancake feed.

Jeff Williams and Georgia Hanigan talked about the Founders Day fund raiser at Scotch Pines to upgrade their sprinkler system.

A Weiser high school freshman is doing a fund raiser for a program to honor a Veteran and/or military hero of the year award. This will be a concert.

The next SREDA meeting will be held December 6th, 7 am at the Payette Senior Citizens Center – several requested breakfast burritos!

The meeting was adjourned at 7:54 am. Followed by networking and visiting.

Calendar of Events

October 4, 2017	SREDA Monthly Meeting – Weiser Train Depot
October 4, 2017	Region III Manufactures Day – Ford Center, Nampa, ID
October 17-19, 2017	IEDA – Nampa, ID
October 19-20, 2017	Idaho Commerce Rural ED Pro Training
October 22-24, 2017	OEDA – Lake Oswego, OR
Nov. 9, 2017	SREDA ANNUAL Meeting – TVCC Weese Board Room – Monthly meeting to follow – RSVP please to Kit/Kristen
Dec 6, 2017	SREDA monthly meeting – Payette Senior Center, Payette Idaho

Minutes prepared by Kit for Randy Griffin, SREDA Secretary (who was excused to go hunting) ☺

SREDA Annual Member Meeting
November 9, 2017
Treasure Valley Community College – Weese Bldg. Room 104
Ontario, OR

Attending Members:

Jeff Williams, John Breidenbach, Dan Cummings, Janet Komoto, Dawn Callaham, Adam Brown, Kevin Coats, Judy Cordeniz, Charlotte Fugate, Amy Stahl, Alan Massey, Georgia Hanigan, Andy Oyervides, Kyle McCauley, Derrell Childers, Patrick Nauman, Ken Bishop, Mike Hanigan, Torie Ramirez, and Carolyn Wesner.

Guests: Michael Bergquist, Linda Williams, Markita Williams, Gustavo Morales, Sandy Massey, Art Hanigan, Holly Oyervides, Kayla Kirkskey, Rob Nieskens, and Matilda Nieskens

Staff: Kristen Nieskens and Kit Kamo

1. Open Meeting: Chairman Patrick Nauman called the meeting to order at 6:25 p.m. and introduced SREDA staff present at the meeting.
2. SREDA Annual Report: Executive Director Kit Kamo updated the group on how SREDA works and why we are required to hold an annual meeting. Kit explained the Agenda, membership makeup, the Board and the Executive Board. Kit also stated that the regular Board meeting will follow directly after the Annual Meeting. Next Kit presented the group with her Annual Report and Demographic Information regarding the tri-county region. A SREDA Financial Snapshot was also presented to the group.



3. Update on the Local Housing Market: Vice Chairman Jeff Williams provided the group with slides showing the housing market in the tri-county region over the last few years. The graphs indicated multiple data with houses on the market for sale from 2012 – 2017. Jeff noted that normally reality agents want a six to twelve months supply of homes on the market for sale but that currently this is closer to approximately three months indicating that currently supply and demand has created a shortage of available homes for sale in the local markets. Jeff also made it a point to let the audience know that there is a real shortage of affordable houses on the market and stated they are getting harder to find. Jeff ended his presentation stating that if anyone wanted a copy of his slides presented today to please contact him or Kit.
4. Nomination And Election of Board Members – Nominations of representatives to the Board of Directors:
 - a. Business: Dan Greig - Chairman Nauman stated that Dan Greig with Farmers Mutual Telephone Company has been nominated to be a business representative. Chairman

Nauman then asked for any nominations from the floor. Hearing none Chairman Nauman then asked for a motion to approve Dan Greig as a SREDA Business Representative. Kevin Coats made a motion to approve Dan Greig as a Business representative. The motion was seconded by Jeff Williams. The vote was unanimous.

- b. At Large: Chairman Nauman told the group that Ken Bishop has been nominated to be an at large representative. Chairman Nauman then asked for any nominations from the floor. Again hearing none, Chairman Nauman then asked for a motion to approve Ken Bishop as a SREDA at Large Representative. Georgia Hanigan made a motion to approve Ken Bishop as an at large representative. The motion was seconded by Kevin Coats. The vote was unanimous.
 - c. Elected: Chairman Nauman told the group that Payette Mayor Jeff Williams has been nominated to be a Public official representative. Chairman Nauman then asked for any nominations from the floor. Hearing none Chairman Nauman then asked for a motion to approve Jeff Williams as a SREDA Public representative. Ken Bishop made a motion to approve Jeff Williams as a Public representative. The motion was seconded by Kevin Coats. The vote was unanimous.
 - d. Next Chairman Nauman discussed with the group the importance of raising money on behalf of SREDA and certain things SREDA really needed, like moving a current part-time Community Development Specialist position to full-time. Patrick said if anyone had any questions or concerns when speaking with either individuals or businesses to please contact him as he would be more than happy to assist.
5. Chairman Nauman then adjourned the Annual Meeting and told the group we would be having a Board of Directors Meeting immediately following this members meeting to hold nominations and election of new SREDA Officers.

6. Chairman Nauman then opened the Board of Directors meeting for nomination and election of new SREDA Officers. Those positions and individual nominated are as follows:

Chairman:	Patrick Nauman
Vice Chairman:	Jeff Williams
Secretary:	Sandy Hemenway
Treasurer:	Randy Griffin

Chairman Nauman then asked for nominations from the floor. Hearing none Patrick then asked for a motion to approve the slate of officers as presented. John Breidenbach made a motion to approve the nominated officers, seconded by Dan Cummings. The vote was unanimous.

Chairman Nauman then asked if anyone one had any other business to discuss today. John Breidenbach informed the group about the Chamber Leadership event on December 15th.

7. Newly elected Nauman then asked for a motion to adjourn the open board meeting. Ken Bishop made a motion to adjourn the meeting, seconded by Dan Cummings. The motion carried unanimously.
8. The meeting was adjourned at 7:20 pm

Our next meeting will be on December 6, 2017, Payette Senior Center, at 7 am.

Minutes prepared by Randy Griffin, SREDA Secretary

Snake River Economic Development Alliance Annual Membership Meeting County Data Update

County Resident Population

	Payette County	Washington County	Malheur County
2008	23,033	10,048	30,968
Census 2010	22,623	10,198	31,313
2016	23,026	10,172	30,439

Annual Unemployment by County

	Payette County	Washington County	Malheur County
2009	9.9%	10.8%	10.9%
2016	4.3%	5.3%	5.6%
Current	3.4%	4.0%	4.8%

Number of Private Businesses by County

	Payette County	Washington County	Malheur County
Low 1 st qtr 2012 – 521		2 nd qtr 2016 – 249	2 nd qtr 2011 – 825
High 4 th qtr 2006 – 619		1 st qtr 2008 – 323	1 st qtr 2017 – 943
2017 1 st qtr 2017 – 522		1 st qtr 2017 – 252	1 st qtr 2017 – 943 (Increased)

Civilian Labor Force by County

	Payette County	Washington County	Malheur County
Low Jan 2008 – 10,296		Feb 2008 – 4,469	Feb 2015 – 11,612
High Sept 2017 – 11,688		Jan 2009 – 5,077	May 2010 – 13,979
2017		Sept 2017 – 4,552	Sept 2017 – 13,158 *1990 – 17,796 *1991 – 12,433

Per Capita Annual Income by County

	Payette County	Washington County	Malheur County
1976	\$5,062	\$5,263	\$6,250
2008	\$30,187	\$29,473	\$23,125
2009	\$28,323	\$28,966	\$22,532
2015	\$35,045	\$35,649	\$30,255

Violent & Property Crime by County

	Payette County	Washington County	Malheur County
2008	66	29	177
2012	144	31	186
2016	90	54	No report *2014 – 106 *2015 – 139

Poverty by County

	Payette County	Washington County	Malheur County
2008	3,342 – 14.6%	1,641 – 16.3%	5,841 – 21.3%
2012	4,450 - 19.8%	1,884 – 18.9%	7,089 – 25.8%
2014	3,213 - 14%	1,757 – 17.8%	7,756 – 28.7%
2015	3,571 – 15.7%	1,687 – 17.1%	6,743 – 24.9%
			<i>*2010 11,068 – 39.5%</i>

Job Growth by County

	Payette County	Washington County	Malheur County
Dec 16	2.39%	0.3%	0.97%
2012-13	6.0%	3.3%	3.9%
2011-12	11.7%	3.6%	4.7%

City	Population	Labor Force	%	Businesses	Median Age
Ontario	10,902	4,429	41%	947	31.85
Fruitland	5,235	2,479	47%	262	34.82
Payette	7,244	3,479	48%	306	36.49
Weiser	5,288	2,169	41%	271	40.17
New Plymouth	1,503				34.5
Nyssa	3,176				30.1
Vale	1,833				35.5

	Median Household	Cost of Living	Housing	Rental
Ontario	\$33,326	88	53.9%	41.1%
Fruitland	\$52,619	95.2	76.3%	23.7%
Payette	\$42,918	87.1	65.2%	34.8%
Weiser	\$33,285	88.1	65.8%	34.2%
New Plymouth	\$34,569	93.7		
Nyssa	\$41,741	82.4		
Vale	\$29,688	87.5		
Caldwell	\$41,368	90.5		
Nampa	\$40,083	91.4		
Middleton	\$34,734	94.5		
Emmett	\$29,129	91.5		

***Please note – New Plymouth, Nyssa and Vale were too small for information from FRED statistical service, so their data came from Sperlings Best Places, Dec. 2016*

**Snake River Economic Development Alliance
Action Plan
January 2018 - December 2018**

The purpose of this document is to outline our action plan for the recruitment, retention and expansion of targeted companies that enhance the business environment and livability for the citizens of Malheur County in Oregon, and Washington and Payette Counties in Idaho.

Goal: Implement a focused and cost-effective marketing plan to attract new investment to the region.

- 1) Focus on the following major industry categories: Agriculture and food processing, internet based businesses, distribution and warehousing, green energy manufacturing, and recreation/technology manufacturing.
 - a) Continue to meet with each city/county to determine what industries fit their areas and help them to get a list of assets and land and inventory list.
 - b) Plan trade show participation to partner with others to keep the cost lower, for example: Idaho Commerce and Team Oregon. Research and target the participants that best fit our recruiting criteria. Where possible, set up appointments with those participants as well.
 - *Shot show – Las Vegas (Jan) (\$500 to State of Idaho, \$500 sponsorship)
 - *NW Food Processors show (Jan) (Team Oregon)
 - *Ontario Ag Show, Ontario
 - *Caldwell Ag Show, Caldwell
 - *Pacific NW Sportsman Show – Portland (Feb) with Idaho & booth
 - *Natural Food show – Anaheim (March) (Team Oregon booth & network)
 - Selected conferences referred by Oregon/Idaho
- 2) Focus on opportunities in the top industry categories with a targeted program to generate quality leads.
- 3) Make a minimum of two offsite recruiting trips per year for face-to-face company visits.
- 4) Plan one to two tour of the area annually to show what the region has to offer with a site selector, CEOs or other groups. Examples of key groups: Oregon Public Broadcasting, Ford Family Foundation/RDI, Legislatures, and Media
- 5) Keep the SREDA website fresh so that the information is current and relevant to the site consultant and corporate real estate industry group. Update the website to include a LOCAL information page for listing of Board Meetings, etc. Keep the social networking (Linkedin, Facebook) updated at least 1x per month. Help develop more targeted/focused informational pieces for recruitment efforts.
- 6) Support member communities in proactive marketing efforts for development opportunities. Assist with site visit training.
- 7) Follow up review of past projects/leads that did not select our area for educational purposes. Ask State partners for assistance in knowing what areas we need to work on.

Goal: Promote retention and expansion of existing firms

- 1) Communicate, support, and meet with community leaders and area economic development personnel to enhance new business opportunities and support communities with business retention and expansion.
- 2) Meet with 6 local businesses each quarter (BRE visits)
- 3) Work with TVCC, area chambers, and civic groups
- 4) Work with economic development local, regional, and state partners to enhance opportunities for new business leads and business retention and expansion opportunities.
- 5) Attend meetings and participate on committees that support SREDA goals: IEDA and OEDA, local economic development meetings, etc. Support TVCC and workforce development groups, and Partners to Prosperity as well as organizations promoting local community development, and the cities' downtown projects.

Goal: Build support within the community for economic development and marketing programs.

- 1) Implement media relations program in support of the local communities and their efforts and achievements in economic development. Use ads to enhance press releases to further promote SREDA wins.
- 2) Produce SREDA updates to utilize at local meetings highlighting the regions accomplishments in new business, expansion and other economic development projects.
- 3) Help facilitate discussion and provide resources to communities to help them be more competitive and better prepared for new business and expansion opportunities.
- 4) Help with mock site visits for cities that are interested. Work with the state agencies and site selectors to conduct trainings.
- 5) Consult on marketing initiatives for specific community projects. Letters of support.
- 6) Attend on an annual basis at least one city council and one county commissioner meeting in all cities and counties represented by SREDA.

Goal: Employee and Board Training

- 1) Attend Commerce trainings
- 2) Attend OEDA and IEDA trainings
- 3) Attend IEDC computer based trainings
- 4) Assist with board training

Goal: Target amount for private 2018 fund raising goal

- 1) Private investment –
 - a. Each board member identify and contact 2 new potential new members each quarter
 - b. Board member support
 - c. Current member involvement
 - d. Create incentive for major contributors
 - e. Hold monthly meetings in different communities
- 2) Public investment –
 - a. Maintain current funding levels
 - b. Keep funders up to date by meeting on regular basis
- 3) Grants –
 - a. Apply for grants that help support SREDA's goals