

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**COUNCIL MEETING AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
TUESDAY, MAY 10, 2022, 6:00 PM, MT
[Zoom Link](#)**

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: Susann Mills _____ Sam Baker _____ John Kirby _____ Ken Hart _____
Michael Braden _____ Eddie Melendrez _____ Mayor Riley Hill _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on May 6, 2022. 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. Out 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) CONSENT AGENDA

A) Approval of Minutes: City County Meeting - April 26, 2022

6) PRESENTATIONS

A) Insurance Option Presentation: Field Waldo Insurance

7) OLD BUSINESS

A) SE 5th Avenue Pedestrian Improvement IGA Amendment 1

8) NEW BUSINESS

- A) John Barinaga Hangar Lease: Alpha 369
- B) City Manager Recruitment

9) PUBLIC HEARING

- A) Ordinance #2801-2022: Planning Action 2022-01-04RZ - A Request by the City of Ontario from the Ontario City Council Authorized by Resolution #2022-103 for a Rezone of Property from Heavy Industrial (I-2) and Light Industrial (I-1) to Public Facility for Public Use
- B) Ordinance #2805-2022: Planning Action 2022-01-03AZ - A Request by EO Investments for Annexation and Rezone of Property from UGA Commercial (UGA-C) to City General Heavy Commercial (C-2H), on First Reading by Title Only
- C) Ordinance #2807: Planning Action 2022-03-16AZ - A Request by HEVN, LLC, for an Annexation and Rezone of Property from UGA Light Industrial (I-1) to City Light Industrial (I-1).
- D) Accept Right-of-Way for a Portion of NW 16th Avenue, per Approved Partition Plat, Approved Under Planning Action 2022-01-01 PTN

10) DEPARTMENT HEAD UPDATES

A) Public Works: 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; (c) Labor Negotiations; (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) DISCUSSION ITEMS

- A) Airport Mowing Proposal
- B) Water Conservation Plan of Action Update
- C) Update on Looks Nu Car Wash
- D) Snake River Trail Planning Grant

12) HAND-OUTS

- A) Monthly Department Stats:
 - Public Works - April
 - Police - April
 - Code Enforcement - April
 - Fire - April

13) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

14) ADJOURN



CITY COUNCIL MEETING MINUTES

April 26, 2022

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, April 26, 2022, in the Council Chambers of City Hall. Council members present were John Kirby, Riley Hill, Michael Braden, Eddie Melendrez, Sam Baker, and Susann Mills, Ken Hart was excused.

Members of staff present were Dan Cummings, Tori Barnett, Terry Leighton, Kari Ott, Justin Zysk, Paul Woods, Casey Mordhorst, May Swihart, Jeremy Jones, and Marc Berg.

The meeting was recorded, and copies are available at City Hall.

Eliza Braden led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on April 22, 2022. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

Mayor Hill removed item 8F (Agreement with FCS Group) from New Business.

BRADEN moved, BAKER seconded, **TO ADOPT THE AGENDA AS AMENDED**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

PUBLIC COMMENTS

Dan Joyce, Malheur County Judge, stated he was asked to attend the meeting to speak on several different items. One related to clean up day on Alameda. That had been scheduled for April 30th. There were many things that could not be discussed regarding that property, but they were moving forward. That was extremely important for this community and Malheur County. It might pave the way for other areas to be cleaned up more rapidly.

Mayor Hill asked Judge Joyce to clarify it was the property located across from Alameda Elementary School known as the Easom property. Was that correct?

Judge Joyce stated that was correct. He had been reluctant to say the name, but now that it had been opened up, he felt free to discuss it.

Mayor Hill stated it had been brought up to him many times, and he knew the city was going to participate in cleaning it up. He, personally, was going to provide a tractor and operator, and Ontario Sanitary Service had volunteered a dumpster for that day. There were many others who wanted to assist in cleaning up that property.

Judge Joyce stated many came forward about it, but it was a subject for which a limited amount could be said. There had been a tremendous amount of legal work done on the issue.



Judge Joyce stated other issues were that the county had just finished their annual budget. They were able to fund a few items in Ontario – the P to P project and the library, and that was commendable. The county was okay on their payments in lieu of taxes. Malheur County had about 75% federal land, and that land was not taxable, but the federal government enacted a law several years ago that allowed them part of the budget. They lobbied for it every year, and it depended on who the administration was and how easy they were to deal with. It was very important for the county budget.

The RailX project was proceeding, as well as it could, economically. They had received a blueprint as to how to move forward, and it had been a moving target for the County in how to deal with it. They were seeing some light at the end of the tunnel, even though they might not read that in the paper. It was up to people to do their own research, and the county was available for calls and visits to discuss the project. On the calls, he tried to respond to a gentleman, and he received a recording that said “please go to my cell phone”; he went to the cell phone and was told to return to the original number. Therefore, was never able to contact that person. That’s just one of the calls he received at his level.

Another issue for the county was transparency. The county had been accused of not being transparent, but with Zoom and Covid, anyone could watch them on tv, in pajamas, at 9:00 a.m. Anyone could go online and check, or leave comments.

CONSENT AGENDA

BRADEN moved, MILLS seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF THE CITY COUNCIL MEETING MINUTES OF APRIL 12, 2022.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

SPECIAL ACTION

If I Were Mayor Contest Winners

Mayor Hill presented certificates of achievement and a check to each of the winners of the 2022 If I Were Mayor Contest. Award winners were: Elementary School winners – Rafaela Rodman and Eliza Braden, both first place; Middle School winners – Melissa Ince and Abilene Lee, 1st place; Kodiak Lopez, 2nd place; Alyx Chadwick and Jackie Lopez, 3rd place; and David Martinez and Monica Rodriguez, 4th place; High School winner: Jacqueline Pena, 1st place.

OLD BUSINESS

Resolution #2022-115: Goodfellow Reimbursement District

Dan Cummings, Community Development Director, presented.

BRADEN moved, MELENDREZ seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-115: A RESOLUTION CREATING THE GOODFELLOW REIMBURSEMENT DISTRICT AS DESCRIBED BY THE PUBLIC WORKS DIRECTOR'S REPORT AND AUTHORIZE THE MAYOR TO SIGN.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

NEW BUSINESS

Resolution #2022-114: Public Records Request Policy and Procedures

Tori Barnett, City Recorder, presented.

KIRBY moved, BAKER seconded, **THE CITY COUNCIL ADOPT RESOLUTION #2022-114: A RESOLUTION ADOPTING A PUBLIC RECORDS REQUEST POLICY AND PROCEDURES.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.



Resolution #2022-116: Rescinding and Replacing the Classification and Compensation Plan

May Swihart, Human Resources Director, presented.

KIRBY moved, MILLS seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-116, A RESOLUTION RECINDING AND REPLACING THE CLASSIFICATION AND COMPENSATION PLAN TO ADD THE POSITION OF "BUILDING INSPECTOR"**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

Resolution #2022-117: Transfer Funds for Wages for Building Inspector Program

Kari Ott, Finance Director, presented.

BAKER moved, KIRBY seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-117: A RESOLUTION TO APPROPRIATE FUNDING FOR THE BUILDING INSPECTOR POSITION**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

Resolution #2022-118: Amend IAFF Contract (#2022-113) Change Wage Adjustment Date

May Swihart, Human Resources Director, presented.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL ADOPT RESOLUTION #2022-118 TO AMEND IAFF CONTRACT (RESOLUTION #2022-113) TO CHANGE THE WAGE ADJUSTMENT DATES TO JANUARY 1ST 2022, JULY 1ST 2023, AND JULY 1ST 2024**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

City Manager Pro Tem MOU with Dan Cummings

May Swihart, Human Resources Director, presented.

BRADEN moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ONTARIO AND DAN CUMMINGS FOR THE POSITION OF CITY MANAGER PRO TEM**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

PUBLIC HEARING**CDBG Microenterprise Grant**

It being the date advertised for public hearing on the matter stated above, the Hearing was declared open. There were no objections to the city's jurisdiction to hear the action, no abstentions, and no ex-parte contact.

Kari Ott, Finance Director, presented.

The Hearing was opened for public testimony. Proponents: None. Opponents: None. There being no Proponent and no Opponent testimony, the Hearing was closed.

No motion necessary; requirements for conducting a public hearing on this action have been met.

Accept ROW for a Portion of NW 11th Avenue and Dorian Drive, per Approved Partition Plat, Approved Under Planning Action #2022-02-11 PTN

Mayor Hill declared a potential conflict of interest on the action and stepped down from the dais.

BRADEN moved, MILLS seconded, **TO APPOINT COUNCILOR SAM BAKER AS COUNCIL PRESIDENT PRO TEM**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-recused. Motion carried 5/0/1/1.



It being the date advertised for public hearing on the matter stated above, the Hearing was declared open. There were no objections to the city's jurisdiction to hear the action, no abstentions, no ex-parte contact, and one declaration of conflict of interest.

Dan Cummings, Community Development Director, presented.

The Hearing was opened for public testimony. Opponents: None. Proponents: None. There being no Proponent and no Opponent testimony, the Hearing was closed.

KIRBY moved, BRADEN seconded, **THE CITY COUNCIL APPROVE THE DEDICATION OF THE RIGHT OF WAY FOR A PORTION OF NW 11TH AVENUE AND DORIAN DRIVE AS SHOWN ON THE PARTITION PLAT, SAID PARTITION BEING APPROVED BY AN ADMINISTRATIVE ACTION ON MARCH 5, 2022, UNDER PLANNING FILE 2022-02-11PTN, AND AUTHORIZE THE COUNCIL VICE PRESIDENT TO EXECUTE HIS SIGNATURE ON THE FINAL PLAT ACCEPTING THE DEDICATED RIGHT OF WAY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-recused. Motion carried 6/0/1/1.

Mayor Hill returned to the dais.

DEPARTMENT HEAD UPDATES

Finance: Monthly Report

Kari Ott, Finance Director, presented. She pointed out on page 4, there were legal expenses. The date was April 21, 2022, rather than March, because she didn't have to reconcile any of those fees. The city was currently \$72K over budget in legal. Also, the marijuana tax came in higher than in the past. The last quarter – Oct through Dec - the city received \$1,006,000, which was around \$150K more than anticipated. Additionally, the Council had discussed ARPA funding, and there had been a request for the senior housing program. She reminded them that in the budget, there was the storm project for \$300,000, homeless for \$10K, the water treatment plant was \$1.7M, replenish the housing incentive program at \$150K, the senior center flooring, and the public safety facility. The Council had asked staff to come back about the senior subdivision request, and if the Council wanted to fund that project by taking money from the water treatment plant project and reimburse that decrease with Stelling property proceeds.

Councilor Kirby stated developers were receiving a \$10K housing incentive, but this was an entire subdivision which had some type of formula that arrived at the \$2,200 per lot. How was that amount arrived at?

Ms. Ott stated they could not get the \$10K because the homes were too small; however, the developer was not receiving any other funding from any other sources.

Councilor Kirby asked if this was one overall check, or a separate check each time a lot was developed?

Mr. Cummings stated it would be to help with the infrastructure. The plan was to pay the developer the \$80K to help pay for the infrastructure. The developer would reduce the cost of each parcel by that \$2,200. It operated like the housing incentive program; instead of \$10K, it would be the \$2,200. It would help the senior housing in this community similar to the middle-income house building. This was strictly for senior housing and was going to be a private subdivision. It fell within the approved ARPA funding allocations.

Councilor Kirby stated there was a full street on the west side of Alameda, so there was a stub street that would align with that that would go into the subdivision. Was the public or private?

Mr. Cummings stated all were private, but controlled. They'd have to control those within the community. The city would not have any police entering to deal with parking, etc. however, crimes and fires would be responded to. A private street would not be swept or plowed. It would be done by the homeowners.



Mayor Hill stated there was already a program in place for this type of action. Maybe instead of providing the funds outright, maybe allocate \$2,200 at the time a permit was issued or a Certificate of Occupancy was issued.

Mr. Cummings asked if the funding would allow the money to be expended and only paid out....

Ms. Ott stated with ARPA funding, it could be earmarked, but because the city was under the \$10M standard deduction, it could be spent on whatever they wanted.

Mr. Cummings stated they could do an incentive program for that subdivision, just like they did for any other subdivision, but the dollar amount would be less.

Mayor Hill stated the goal was to bring people into town. It appeared this would follow that goal as established by a previous Council.

Councilor Kirby stated much of the underground work was nearing completion. Was a motion needed?

The question was whether they wanted to put money out now, or with a CofO, or not at all.

Councilor Baker stated he'd like to see the funds expended as the building permits were filed. That was fair and was similar to what everyone else was receiving.

Mayor Hill stated currently the funds were paid out upon the receipt of the CofO.

Councilor Braden stated currently the money was taken out of the Business Loan Fund. If it was done in smaller portions, when the CofO was issued, would they want the checks to follow the same course through finance?

Ms. Ott stated there needed to be some type of form. Where did they want it approved? They didn't need to do a budget amendment and it didn't need to go through the BLF committee. Get the CofO from Planning, present it to Finance, and issue the payment.

Mr. Cummings stated Ms. Ott was correct. He did not know if the BLF was the right way to go, but the same form could be used. It would be at the pleasure of the Council to set the requirements. This subdivision would not have the same requirements of the current housing incentive.

Councilor Kirby asked if authorizing the payment could be contingent upon receipt of the CofO.

Mayor Hill verified it would be specific to this subdivision.

Mr. Cummings stated yes. The check would go to the developer to help cover the cost of the infrastructure.

Councilor Braden stated he didn't want to cut several checks; he'd rather do it all at once.

Paul Woods, City Engineer, stated this was a private road with publicly dedicated utilities. There was a permanent utility easement in the private road, so Public Works didn't need to do anything.

Mayor Hill asked when the CofO was done, did that go to the developer of the subdivision, to the person purchasing the home, or how did the Council want it to go?

Councilor Kirby stated he was frustrated because the discussions that had occurred between the developer and the previous City Manager, he didn't know what the developer was told.



Mayor Hill stated the City Manager couldn't promise anything except telling them to appear before the Council

Councilor Braden stated he wanted to correct his statement of one check going to the developer, and that was not the intended goal in this program. It was to pay the builder. There was not a staff report on this issue, so maybe have that prepared for the next meeting? It had been discussed to take the money from the water treatment project. His question was that they had just replenished some funds in the BLF that was intended for this purpose, so he wanted them to consider using those funds. That was his question. They had just replenished some funds in BLF for this purpose, so use for this?

Ms. Ott stated they could do that. Staff's thoughts were to use funds from the Stelling property sale to replenish that, so then they'd be where they were on the Water Treatment Plant because it was mostly Public Works funds anyway. They could go that route but would then have less money to pay the \$10K incentives.

Mayor Hill stated he was alright going either way, to the builder or the homeowner. But, either way, it should be an incentive to reduce the liability on that subdivision. What did the Council want to do?

Ms. Ott stated she had requested the discussion to get direction, not necessarily for a decision that night.

Mr. Cummings that was staff's thinking so the Council could direct staff which route to take. Staff would return with a staff report explaining everything, with a resolution adjusting the funds accordingly. The Stelling property was purchased with Public Works funds, and while it didn't need to all go back, it made sense to use some for infrastructure.

Ms. Ott stated another thing to consider was that housing incentives now were given, but as property taxes were received, the BLF was paid back.

Mayor Hill stated there seemed to be several things going on. He recommended that Council request staff to bring back a report. Did the Council, in some fashion, want to do \$2,200 a lot to go towards that subdivision, and let staff tell Council where they wanted to take that money from?

Consensus to have staff bring back a report, after determining how much would be given.

Councilor Melendrez stated going back to the legal expenses, he'd like to know why there was such a large overage.

Mayor Hill stated he, Councilor Hart, Councilor Melendrez, and Mr. Cummings would be speaking with legal counsel the next day about that very thing.

DISCUSSION ITEMS

Executive Recruitment Firms

May Swihart, Human Resources Director, stated she had reached out to 12 executive search firms, but only heard from one, The Prothman Group. Their proposal was provided in the packet before Council. Prothman guaranteed finding a candidate in the first year, and if that placement did not work out, a year after that Prothman would conduct a replacement search, only charging a professional fee. They would come to Ontario, meet with Council and staff, to get a feel for what the Council was looking for in a City Manager, and then do a nationwide search. They coordinated everything from the initial advertisement to the final interview. The cost, with the one-year guarantee, was \$20,500. Those funds could be expended from the savings associated with Mr. Cummings' serving as City Manager Pro Tem.

Councilor Braden stated his review of the proposal was that the \$20,500 was the contract fee, but the city would also reimburse for many other costs, including interviews and other things.

Ms. Swihart stated that was correct. There were other costs listed.



Mayor Hill stated his take was that the world had changed since hiring headhunters. There was Twitter and Facebook and all the other technologies that went worldwide. The city should consider those. They should consider advertising locally before rushing out and hiring a headhunter.

HAND OUTS

Minutes: County Court (Attached)

April 6, 2022

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Councilor Kirby stated he was still seeking some consideration of a watering structure for this year. It was something they wouldn't have to enforce if it wasn't needed, but this area was still under a drought, so to have a process established that the community could participate in to conserve water would be beneficial.

Mayor Hill stated years ago, something similar had been developed, so maybe staff could find that and bring it back for Council review.

- Councilor Melendrez backed up to what Ms. Swihart had presented. Was she looking for an answer from the Council to give her the green light to do the search, or was there more time? What had been decided?

Mayor Hill stated there was lots of time. There was no legal obligation to force the city to do anything.

Councilor Melendrez verified that the Mayor, in saying stay local....

Mayor Hill stated what he was saying that there was no rush, no legal obligation. This had happened before.

Councilor Melendrez asked why not start the search now.

Mayor Hill stated it was a matter of money.

Councilor Melendrez verified the city didn't have the funds.

Mayor Hill stated the city had the money, but it seemed that with the new technologies and all the outreach that could be done over the Web, they should advertise locally, they never knew who might pop up.

Councilor Kirby stated he would feel better if they had a plan. He felt it best that the Council initiate some formal plan that would, maybe May could put something together to solicit the way to do this. It didn't mean they couldn't come back and use Prothman, but put together that the Council was going to do a headhunter or executive search through using means that were available to the Council and review its success after three or four months before moving forward with a headhunter. A process should be developed.

Councilor Melendrez stated when they hired Prothman before, they found Adam Brown, who was highly qualified. And, before he left, Mr. Brown gave recommendations to go that route. That's the way he felt about hiring Prothman, the sooner the better.



Councilor Braden echoed Councilor Melendrez's comments. He didn't believe time was their friend, although he was grateful for Dan Cummings. Mr. Brown provided some guidance when he left, and Council asked May to research that and provide a proposal. Before them was that result. He'd like the Council to arrive at a consensus to either proceed or delay. It felt like he, along with Councilor Melendrez and maybe others, would like to proceed with this action.

Mayor Hill stated he wanted to take some time.

Councilor Kirby stated he was seeking an actual process. He didn't want to just roam around the country with no guidance or set process. He could go with Prothman now, but could also go for looking for an executive on their own, for maybe three months, and then move it to...

Mayor Hill stated it wasn't always on their own. They could put it out to LOC.

Councilor Kirby stated that was part of the process – write it down on paper and publish it.

Councilor Baker stated he was in no hurry to jump into something for \$30K that they didn't know...

Councilor Melendrez stated it wasn't jumping into something. It could take six months to a year, or longer, so it wasn't jumping into anything. The faster they started the process, the faster they'd have the most highly qualified City Manager for Ontario.

Councilor Braden stated his consensus was the Council instruct HR to enact a contract and get Prothman working for the city.

Mayor Hill agreed with Councilor Kirby that there needed to be a process, whether it be taking three months to advertise locally, or if they would put it out on the Web.

Councilor Melendrez stated wasn't that the process, hiring a professional company to do that? The Council trying to do it on their own was twiddling their fingers and trying to figure it out more than hiring someone who had already done it before.

Councilor Mills stated when the Council used Prothman before when she was on the Council to select the City Manager, they did an excellent job. She believed they had all the qualifications and did a good job, but also it was a timely process no matter who handled it. She believed, money wise, yes, it was expensive, but somewhere along the line it had to be spent anyway to get the job done, so probably now was the best time to start.

Mayor Hill asked if the city had to advertise for this contract?

Mr. Cummings stated no, as it was a professional service contract. May had sent out 12 proposals and only received one back.

Ms. Swihart stated she received one from Prothman, and another response indicating they were swamped and unable to take on any more clients.

Mayor Hill stated it appeared there was one who wanted to see a process, two who wanted to go with Prothman, so the Council was three to three.

Councilor Melendrez asked Councilor Kirby what was against having both, giving the okay to do the search, and then also doing their own search, or whatever process he wanted.



Councilor Kirby stated he had nothing against going with Prothman, but he'd like to see, the process should include, for him, what they had for a job description, what the requirements were. Currently, he did not know. He wanted to see who and what they were hiring. That was one of the things in the City Charter that this Council did – they hired the City Manager. Off of having that, they might want to add some things. Just going out and starting with a headhunter without defining what they wanted, was the cart before the horse. To direct Ms. Swihart to bring Prothman on board to get started, he could see that they'd spend a month getting ready.

Councilor Melendrez asked if he was saying that there was currently no job description for the City Manager? He thought they did have that. Was there?

Ms. Swihart stated the city did have a current job description for City Manager. Also, part of the process that Prothman did was to meet with the Council at the beginning to conduct a workshop of what they wanted out of a City Manager, experience, qualifications, etc.

Councilor Kirby stated it was hard to get employees right now, especially executives. It had been six years since advertising for Mr. Brown's position. There could be things that they as a Council wanted to change. He was asking for a process where they, as a Council, could review the job description to see if there were changes that needed to be made.

Councilor Melendrez asked how much time he thought that might take.

Councilor Kirby stated they had two Council meeting each month, so it wasn't going to take a long time.

Mayor Hill stated the Council didn't know if there might be someone that wanted to jump ship from an executive job. As an example, Eastern Oregon University hired a business manager instead of hiring an education guy, and they got him locally. He came over from Boise Cascade and went to EOU, and that had worked out well for them. The Council needed to not jump fast. He was fine with Councilor Kirby's request for a process, and that process might be advertising locally, and it might be going to LOC, maybe do those things first, then see what happened. Maybe then go with Prothman.

Councilor Braden stated their desire to search local and to search potentially outside of the ICMA profession could be discussed with Prothman and that could be part of their process. He reiterated he wanted to move forward with Prothman, sooner than later.

Mayor Hill stated they wouldn't take action that evening, as they weren't going to hire that night, so all they could do was discuss it. The Council was at a loggerhead, and they'd need to hear what Councilor Hart had to say at the next meeting in two weeks. Council could then move forward.

- Councilor Mills asked if there was any updated from the Police Department regarding the evidence room or the employees that were on administrative leave?

Mayor Hill stated the current Sergeant at Arms (Jeremy Jones) was not prepared to answer that.

Officer Jones stated he was not.



ADJOURN

BAKER moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-excused; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

ACCEPTED:**ATTEST**

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

City of Ontario Group HRA Benefit Option

Purpose

- Create Affordable Healthcare
- Cost Management
- Long Term Strategy

What is a Group HRA?

Current Benefit HDHP-5 (HSA) Fire/Non-union/Management 17 Employees

Employee Only.

2,500 Ded

20% Coinsurance

5,000 MaxOoP

Total Premium to CIS
Total HRA

Family.

5,000 Ded

20% Coinsurance

10,000 MaxOoP

\$253,610
\$72,500

Current Benefit Copay F RX7 Plan Police 25 Employees

Employee Only.

500 Ded

20% Coinsurance

1,500 MaxOoP

Family.

500 Ded

20% Coinsurance

5,500 MaxOoP

Total Premium to CIS \$538,165

Current Benefit Cost

Combined Premium CIS	\$791,775
HRA Contribution	<u>\$72,500</u>
Total Cost	\$864,275

All Employees On HDHP-5 Plan No HSA

Combined Premium CIS	\$689,669
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No HRA Contribution

HRA Pool	\$174,609
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Proposed Benefit Group HRA Fire

Employee Only.

0 Ded

20% Coinsurance

1,100 MaxOoP

Family.

0 Ded

20% Coinsurance

2,200 MaxOoP

Proposed Benefit

Group HRA Police/Non-union/Management

Employee Only.

500 Ded

20% Coinsurance

1,100 MaxOoP

Family.

1000 Ded

20% Coinsurance

2,200 MaxOoP

Fire HRA

Family

0 Deductible

2,200 MaxOoP

EE

20% Coins HRA

80% HRA

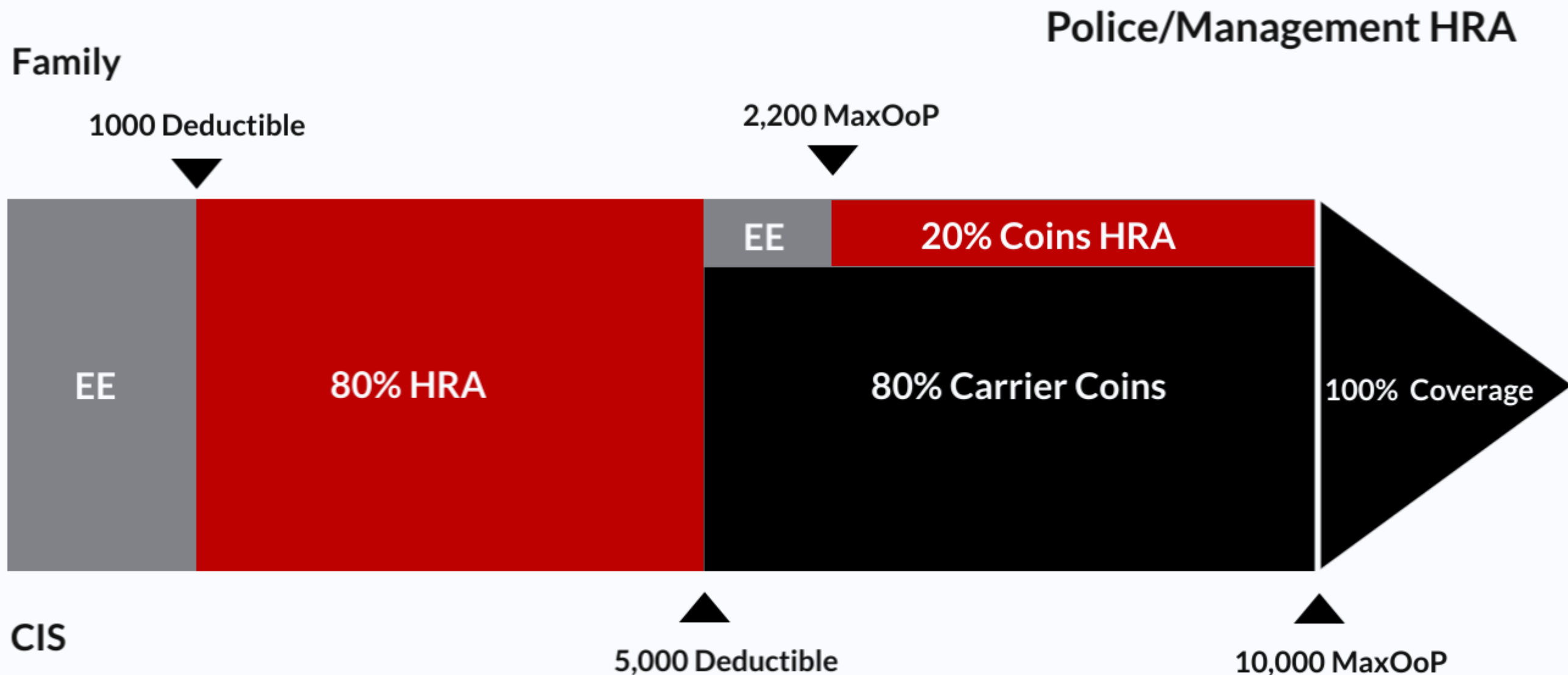
80% Carrier Coins

100% Coverage

CIS

5,000 Deductible

10,000 MaxOoP



Claims Filing

- File online - Its fast, convenient, secure
- File on the go - use the mobile phone app
- File via email or fax

Group HRA Cost/Savings

HRA Fire @ 50% Utilization	\$187,442
HRA Police/Management @ 30% Utilization	\$580,882
Current Management Premium Contribution	-\$19,501
Total Cost Savings to the City	\$73, 624

Broker and TPA Fees Included

Broker/TPA Fee

PEPM	\$55
------	------

Annual	\$27,720
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TPA

Diversified Benefits

- Wisconsin Based
- Established 1987
- www.dbsbenefits.com

Thank You



**AGENDA REPORT
OLD BUSINESS
May 10, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: SE 5TH AVENUE PEDESTRIAN IMPROVEMENT IGA AMENDMENT 1

DATE: April 21, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE AMENDMENT NUMBER 01 TO THE ODOT AGREEMENT #32970 ADDING AN ADDITIONAL \$500,000 EXCHANGE MONEY TO THE SE 5TH AVENUE PROJECT FOR A TOTAL OF \$1,404,033.31 EXCHANGE DOLLARS AND AUTHORIZE THE MAYOR TO SIGN THE AMENDMENT.

SUMMARY:

It has been determined by the State and Agency that Agreement No. 32970 between the City of Ontario and the State of Oregon for the SE 5th Avenue Sidewalk project shall be amended to increase project funding, update ADA language, and change state contact information.

BACKGROUND:

The City of Ontario and State of Oregon, acting through its Department of Transportation (ODOT), entered into Agreement No. 32970 on January 4, 2019, for the funding of the SE 5th Avenue Sidewalk Project. The Project would be for state exchange dollars in the amount of \$904,033.06, with an estimated construction cost of \$1,050,397, which has a matching fund rate of 10.27%. This would be paid for from the City's Fund Exchange Account. The City approved matching funds in the amount of up to \$146,000 on December 11, 2018.

CURRENT SITUATION:

The State has added additional funding to the Project and the Agreement between the State and City needs to be amended to add these dollars to the agreement, as well as update ADA language and State and City contact information. The new Agreement provides that the State will pay up to \$1,404,033.31, and the City share is approximately \$160,697.90. The City's portion shall be paid for from the City's Fund Exchange Account.

ANALYSIS:

- A. **STRATEGIC PLAN** This Project is within the Council's Strategic Plan for Desirability, Beautification, Growth, and Lifestyle for the citizens of Ontario.
- B. **FINANCIAL** The matching funds and any overruns will be paid for out of the City Fund Exchange Account with the State.
- C. **TIMING** This agreement is needed in a timely manner to insure the project can move forward, which is now in the design stage.
- D. **POLICY/LEGAL** This amendment requires the approval of the City Council and authorization to sign.

ALTERNATIVES:

The Council could choose not to authorize the amendment, but would then lose out on the additional funding for the project.

RECOMMENDATION:

Staff recommends that the City Council approve the signing of Amendment No. 1 of the Intergovernmental Agreement No. 32970.

ATTACHMENTS:

1. 32970 amend 1 5th St Ontario HFL FINAL

AMENDMENT NUMBER 01
LOCAL AGENCY AGREEMENT
State Funded Local Project Program
Project Name: SE 5th Avenue to East Lane Sidewalk Project (Ontario)

This is Amendment No. 01 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as “State” or “ODOT;” and the City of Ontario, acting by and through its elected officials, hereinafter referred to as “Agency,” entered into on January 4, 2019.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to increase Project funding, update ADA language, and change State contact information.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

a. **TERMS OF AGREEMENT, Paragraph 2, Page 2 which reads:**

2. The total Project cost for the work to be performed under this Agreement is estimated at \$1,007,503.97.00, which is subject to change. Prior to exchanging funds, the federal share of the total Project cost is \$904,033.06.

a. Per the 1:1 fund exchange ratio of state dollars to federal dollars, Agency will exchange \$904,033.06 of federal dollars allocated for this Project for \$904,033.06 of state dollars.

b. State funds under this Agreement are limited to \$904,033.06.

Shall be deleted in its entirety and replaced with the following:

2. The total Project cost for the work to be performed under this Agreement is estimated at \$1,564,731.21, which is subject to change. Prior to exchanging funds, the federal share of the total Project cost is \$1,404,033.31.

a. Per the 1:1 fund exchange ratio of state dollars to federal dollars, Agency will exchange \$1,404,033.31 of federal dollars allocated for this Project for \$1,404,033.31 of state dollars.

b. State funds under this Agreement are limited to \$1,404,033.31.

b. **STATE OBLIGATIONS, Paragraph 5, Page 10, which reads:**

5. State's Project Manager for this Agreement is Michael P. Barry, Local Agency Liaison, Oregon Department of Transportation, 3012 Island Avenue, La Grande Oregon, 97850. michael.p.barry@state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

Shall be deleted in its entirety and replaced with the following:

5. State's Project Manager for this Agreement is Michelle Tragesser, Local Agency Liaison, Oregon Department of Transportation, 3012 Island Avenue, La Grande Oregon, 97850. michelle.tragesser@odot.oregon.gov, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

c. AGENCY OBLIGATIONS, Paragraph 2, Page 2 ADA Language shall be deleted in its entirety and replaced with the following:

2. Americans with Disabilities Act Compliance:

- a. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA").

Agency may follow its own processes or may use ODOT's processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>;

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Agency's use and convenience.

- b. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes. Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
- c. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route

shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.

- d. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
 - i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - iii. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
 - e. Maintenance obligations in this section shall survive termination of this Agreement.
3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2018-2021 Statewide Transportation Improvement Program (STIP), (Key #20510) that was adopted by the Oregon Transportation Commission on July 20, 2017 (or subsequently by amendment to the STIP).

[remainder of page left intentionally blank]

CITY OF ONTARIO, by and through its
elected officials

By _____
Mayor: Riley J. Hill

Date _____

By _____
City Recorder: Tori Barnett

Date _____

**LEGAL REVIEW APPROVAL (If
required in Agency's process)**

By N/A
Agency Counsel

Date N/A

Agency Contact:

Dan Cummings, City Manager Pro Tem
City of Ontario
444 SW 4th Street
Ontario, Oregon 97914
Phone: (541) 881-3223
Email:
Dan.Cummings@ontariooregon.org

State Contact:

Michelle Tragesser, Local Agency Liaison
Oregon Department of Transportation
3012 Island Avenue
La Grande, Oregon 97850
Phone: (541) 963-1353
Email:
Michelle.Tragesser@odot.oregon.gov

STATE OF OREGON, by and through
its Department of Transportation

By _____
Delivery and Operations Division
Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Region 5 Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Assistant Attorney General

Date _____



**AGENDA REPORT
NEW BUSINESS
May 10, 2022**

To: Mayor and City Council

FROM: Justin Zysk, Airport Manager

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: JOHN BARINAGA HANGAR LEASE: ALPHA 369

DATE: April 25, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE HANGAR GROUND LEASE FOR ALPHA 369 TO JOHN BARINAGA.

SUMMARY:

Mr. Barinaga has proposed to purchase an existing hangar located at 369 Alpha and requests to enter into a ground lease with the city. The Airport Committee has reviewed and recommended this hangar lease for approval by the City Council.

BACKGROUND:

Mr. Barinaga has already been approved by both the Airport Committee and the City Council for the construction and land lease for a hangar located at Cessna 139. Up to this point, Mr. Barinaga has been renting hangar space in the Silverhawk hangar closest to the fuel farm. Due to the delay in hangar supplies, and needing a more accessible hangar in the interim, Mr. Barinaga has decided to purchase Alpha 369 from Gus Young.

CURRENT SITUATION:

Mr. Barinaga has provided the City with all the required documentation needed to bring this proposal and land lease to the City Council. A bill of sale, executed on 4/7/2022 by all parties to the sale, has been provided to the city. Additionally, an executed land lease agreement was signed by Mr. Barinaga on 4/15/2022 and provided to the city. Lastly, an adequate insurance policy, and proof of such, has been provided to the city as well.

ANALYSIS:

- A. **STRATEGIC PLAN** Growth within the airport is part of the Council Strategic Plan aiding in the stability and sustainability of the airport and the local economy.

- B. **FINANCIAL** This ground lease will bring an annual payment of \$175.17 based on the current annual rent sum of 15.64 cents per square foot and the land lease covering 1,120 total square feet.
- C. **TIMING** Approval of this lease will allow Mr. Barinaga to have a hangar that he can access on his own terms rather than FBO business hours. Mr. Barinaga purchasing this hangar will not affect his intentions to build a hangar at the airport.
- D. **POLICY/LEGAL** It is required of all tenants to obtain a ground lease from the City of Ontario. Furthermore, all land leases are required to be approved by the City Council.

ALTERNATIVES:

The City Council could choose not to approve this ground lease and require Mr. Barinaga to find alternative housing for his aircraft, which could limit his availability of said aircraft.

RECOMMENDATION:

Staff recommends the City Council approve the ground lease between the City of Ontario and Mr. Barinaga for 369 Alpha at the Ontario Airport.

ATTACHMENTS:

1. Barinaga, John Alpha 369 land lease packet



LEASE AGREEMENT

369 Alpha

THIS AGREEMENT, made and entered into this day May 1, 2022 by and between the CITY OF ONTARIO, OREGON, as first party, hereinafter referred to as the "LANDLORD" and, JOHN BARINAGA, as second party, hereinafter referred to as "TENANT."

WITNESETH:

WHEREAS, LANDLORD is the owner of certain real property known and operated as the Ontario Municipal Airport; and

WHEREAS, TENANT desires to lease certain real property for airplane storage and hangar use.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein it is agreed as follows:

- 1) LANDLORD lease to TENANT and TENANT leases from LANDLORD the real property described in Exhibit "A," attached hereto and by this reference incorporated herein, for a period of TWENTY (20) years, commencing on the 1st day of May 2022. If the lease is not in default, unless either party shall give written notice prior to each anniversary date of this lease, and subject to LANDLORD'S receipt from TENANT of the annual lease payment, the lease term will automatically renew for a successive ten-year term. A decision by LANDLORD to give TENANT written notice that LANDLORD does not intend to extend the ten-year term of this lease shall be based upon LANDLORD'S need to utilize the subject property for other airport or aircraft purposes.
- 2) TENANT shall pay to the LANDLORD as yearly rent the sum of **FIFTEEN POINT SIX FOUR (15.64)** cents per square foot of the property described in Exhibit "A", subject to the rights of LANDLORD to escalate said rental amount as more specifically provided for hereinafter. The parties hereto covenant and agree that the total area of the property described in Exhibit "A" is 1,120 square feet for the purposes of determining the annual rent herein. The annual rental amount shall be paid on or before the 15th day of August each year and is payable each year in advance.
- 3) It is mutually understood and agreed between the parties hereto that the rental amount may be adjusted upward or downward annually in the sole discretion of the Common Council of the City of Ontario. Such adjustment may be made in any year and shall be effective for the balance of the lease term or until further adjustment, if any. Any increase in rent shall not exceed the percentage increase in the Consumer Price Index for Oregon for the previous year. Adjustments to the rent shall not be made more frequently than one adjustment per year and each yearly adjustment shall not be an amount greater than 6% of the then existing rent.
- 4) The property shall be used to build an airplane hangar to be used primarily as storage of one or more airplanes. Any such construction shall be completed solely with TENANT'S labor and at TENANT'S expense.

- 5) Any new construction or improvements made on the property are to be approved writing prior to commencement of either, and the same to be constructed and operated conformity with all ordinances and regulations of the City period of time following expiration of the term or termination of the lease.
- 6) The TENANT will keep and maintain all structures on the leased property in a constant state of good repair, and will refrain from storing any airplane parts, equipment, or debris outside buildings and will keep the premises in a clean, sightly condition. Any aircraft hangar located on the leased premises shall have operative doors. It is mutually understood and agreed between the parties hereto that the building inspector of the City of Ontario shall have the right to inspect the premises periodically. In the event the building inspector of the City of Ontario deems any structure upon the leased premises not to be in compliance with any applicable statute, ordinance, rules or regulation or this agreement the TENANT agrees to correct such non-complying item at the TENANT'S sole expense.
- 7) The TENANT agrees to spray or otherwise control weeds located on and around the leased premises.
- 8) The color of paint used in all new construction and in the painting of any and all structures shall conform to the airport color scheme as adopted by the Airport Committee.
- 9) The TENANT shall not use leased land for any purposes other than those authorized herein without the written consent of the LANDLORD.
- 10) The LANDLORD reserves the right to further develop the airport or landing area of the airport as it sees fit.
- 11) The LANDLORD reserves the right, but not the obligation to maintain and keep in repair the landing area of the airport and all public facilities of the airport.
- 12) This lease shall be subordinate to the provisions of any existing or future agreement between the LANDLORD and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.
- 13) During the time of war or national emergency, the LANDLORD shall have the right to lease the landing area or any part thereof to the United States government for military or naval use, and if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the government shall be suspended.
- 14) Except with respect to activities for which the LANDLORD is responsible, the TENANT shall pay as due all claims for work done on and for services rendered or material furnished to the leased premises and shall keep the premises free from any liens. If the TENANT fails to pay such claims or to discharge any lien, LANDLORD may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of 12% per annum from the date expended by LANDLORD and shall be payable on demand. Such action by LANDLORD shall not constitute a waiver of any right or remedy which LANDLORD may have on account of TENANT'S default.

TENANT may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, so long as LANDLORD'S property interests are not jeopardized. If a lien is filed as a result of non-payment, TENANT shall, within ten days after knowledge of the filing, secure the discharge of the lien or deposit with LANDLORD cash or a sufficient corporate surety bond or other security satisfactory to LANDLORD in an amount sufficient to discharge the lien plus any costs, attorney fees and other charges that could accrue as a result of a foreclosure or sale under the lien.

- 15) The TENANT shall obtain Commercial General Liability Insurance in a responsible company, with limits of \$1,000,000 each occurrence with a \$2,000,000 General Aggregate. Such insurance shall cover all risks arising directly or indirectly out of TENANT'S activities on or any condition of the leased premises whether or not related to an occurrence caused or contributed to by LANDLORD'S negligence, shall protect TENANT against the claims of LANDLORD on account of the obligations assumed by TENANT under the provisions of the indemnification paragraph contained herein, and shall protect LANDLORD and TENANT against any and all claims of third persons. TENANT is required to provide a copy of current insurance coverage to the city.

For purposes of compliance with this section, the LANDLORD may provide sufficient insurance, naming the TENANT as an additional insured. Should the LANDLORD be unable to obtain liability and property damage insurance which provides adequate coverage, the TENANT shall be responsible for such coverage as specified above. In the event the LANDLORD provides said insurance, LANDLORD makes no representations, warranties or assurances that said coverage is adequate for the purposes of protecting TENANT. The purpose of said insurance is solely for the protection of LANDLORD and nothing in this paragraph is intended to waive the limits as established in the Oregon Tort Claims Act, ORS 30.260 et seq., as it applies to LANDLORD.

Should the LANDLORD be required to pay additional or increased rates, the City shall have a right to surcharge the TENANTS in an amount in excess of the annual rental rate as defined in Section 3 of this agreement sufficient to reimburse the City.

- 16) No part of the leased property may be assigned to any third person without the prior written consent of the LANDLORD. This provision shall apply to all transfers by operation of law and to transfers to and by trustees in bankruptcy, receivers, administrators, executors and legatees. No consent in one instance shall prevent the provision from applying to a subsequent instance. The LANDLORD shall consent to a transaction covered by this provision when withholding such consent would be unreasonable in the circumstances.

- 17) The following shall be events of default:

a) Failure of TENANT to pay any rent or other charge within thirty (30) days after it is due.

b) Failure of TENANT to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within fifteen (15) days after written notice by LANDLORD specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied with the fifteen (15) day period, this provision shall be complied with if TENANT begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to affect the remedy as soon as practicable.

c) Insolvency of TENANT; an assignment by TENANT for the benefit of creditors; the filing by TENANT of a voluntary petition in bankruptcy; and adjudication that TENANT is bankrupt or the appointment of a receiver of the properties of TENANT; the filing of an involuntary petition of bankruptcy and failure of the TENANT to secure a dismissal of the petition within thirty (30) days after filing; attachment of or the levy of execution on the leasehold interest and failure of the TENANT to secure discharge of the attachment or release of the levy of execution within thirty (30) days. If TENANT consists of two (2) or more individuals or business entities, the events of default specified in this paragraph shall apply to each individual unless within thirty (30) days after an event of default occurs the remaining individuals produce evidence satisfactory to LANDLORD that they have unconditionally acquired the interest of the one causing the default. If the lease has been assigned, the events of default so specified shall apply only with respect to the one then exercising the rights of TENANT under the lease.

- 18) In the event of a default, the lease may be terminated at the option of the LANDLORD by notice in writing to TENANT. The notice may be given before or within thirty (30) days after the running of the grace period for default and may be included in a notice of failure of compliance given under the provisions of paragraph 17(b) above set forth. If the property is abandoned by TENANT in connection with a default, termination shall be automatic and without notice.
- 19) If the lease is not terminated by election of LANDLORD or otherwise, LANDLORD shall be entitled to recover damages from TENANT for the default.
- 20) If the lease is terminated for any reason, TENANT'S liability for damages shall survive such termination, and TENANT shall vacate the property immediately and shall remove all improvements and buildings constructed on the leased premises and shall perform any necessary clean-up or other work required to lease the property in its original condition. Any improvements not removed within ninety (90) days after the termination of this agreement shall become the property of the LANDLORD. LANDLORD may re-enter, take possession of the premises and remove any persons or property by legal action or by self-help with the use of reasonable force and without the liability for damages.
- 21) The foregoing remedies shall be in addition to and shall not exclude any other remedy available to LANDLORD under applicable law.
- 22) Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.
- 23) If suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover in addition to the costs such sum as the court may adjudge reasonable as attorney fees, including attorney fees upon appeal.
- 24) Any notice required or permitted under this lease shall be given when delivered or when deposited in the United States mail as certified mail, addressed as follows:

To LANDLORD:
City of Ontario
444 SW 4th Street
Ontario, OR 97914

To TENANT:
John Barinaga
780 W Idaho Avenue
Ontario, OR 97914
541-212-0933
archform@yahoo.com

or to such other address as may be specified from time to time by either of the parties in writing.

- 25) Subject to the above-stated limitation on transfer of TENANT'S interest, this lease shall be binding upon and inure to the benefit of the parties, their respective successors, and assigns.
- 26) If the TENANT fails to perform any obligation under this lease, the LANDLORD shall have the option to do so after fifteen (15) day's written notice to the TENANT. All of the LANDLORD'S expenditures to correct the default shall be reimbursed by the TENANT on demand with interest at the rate of 12% per annum from the date of expenditure by the LANDLORD.
- 27) In construing this lease, it is understood that the LANDLORD or TENANT may be more than one person; that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally all grammatical changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to individuals.

IN WITNESS WHEREOF, LESSEE, has caused these presents to be signed by its owner, this 15th day of April, 2022.

CITY OF ONTARIO

TENANT

By: _____
Riley J. Hill, Mayor

By:  _____
John Barinaga

ATTEST:

By: _____
Tori Barnett, MMC, City Recorder

Hanger Lease
369 Alpha



City of Ontario
Municipal Airport,
Malheur County,
Oregon

AIRPLANE HANGAR BILL OF SALE
Ontario, Oregon Airport - KONO

This sale agreement is made by and between (Seller)

G.E.Y Malheur River Property Guss E. Young
1671 NW 2nd Ave, Fruitland, ID 83619

and (Buyer)

John P. Barinaga, 4915 Whitley Drive, Fruitland, ID 83619.

With the signing of this agreement the Seller hereby sells and forever transfers the ownership of the airplane hangar described below, to the Buyer.

Description of the airplane hangar being sold:

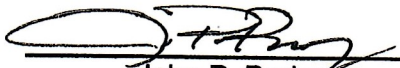
Tee Hangar, No.369, Taxiway Alpha
581 SW 33rd St., Ontario Oregon

Seller represents and warrants that it has full and good title to the described airplane hangar, full authority to sell and transfer the same, and that the airplane hangar being sold is free and clear of all liens, encumbrances, liabilities, and adverse claims, of every nature and description.

Buyer understands that the airplane hangar is being sold in its present condition "as is" and "where is" and that Seller disclaims any implied warranty of condition or function, or any responsibility thereof.

Authorizing signatures:

Buyer

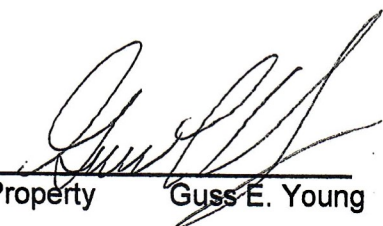


John P. Barinaga

4/7/2022

date signed

Seller



G.E.Y Malheur River Property Guss E. Young

4-7-22

date signed



BARIJO1

OP ID: T.J

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Insurance Group, Inc. P. O. Box 718 Ontario, OR 97914-0718 Gregory K. Tuttle		541-889-8219		CONTACT NAME: Gregory K. Tuttle		PHONE (A/C, No, Ext): 541-889-8219		FAX (A/C, No): 541-889-7415	
INSURED John P Barinaga 4915 S. Whitley Drive Fruitland, ID 83619				E-MAIL ADDRESS:					
				INSURER(S) AFFORDING COVERAGE				NAIC #	
				INSURER A: Liberty Mutual Insurance					
				INSURER B:					
				INSURER C:					
				INSURER D:					
				INSURER E:					
				INSURER F:					

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY					
	☐ CLAIMS-MADE ☒ OCCUR	X	BLS64719989	04/22/2022	04/22/2023	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 15,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	☐ POLICY ☐ PRO-JECT ☐ LOC					
	☐ OTHER					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE					AGGREGATE \$
	☐ DED ☐ RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N ☐	N/A			E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Ontario is named as Additional Insured per form CG2011 (04/13) for leased hangar - 581 SW 33rd St, No 360, Taxiway Alpha, Ontario, OR 97914

CERTIFICATE HOLDER

CANCELLATION

City of Ontario
444 SW 4th Street
Ontario, OR 97914

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Part of Premises Leased:

Airplane Hangar
581 SW 33rd St. No 369
Taxiway Alpha

Name Of Person(s) Or Organization(s) (Additional Insured):

City of Ontario

444 SW 4th Street

ONTARIO, OR 97914

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



**AGENDA REPORT
NEW BUSINESS
May 10, 2022**

To: Mayor and City Council

FROM: May Swihart, Human Resources Manager/Assistant to the City Manager

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: CITY MANAGER RECRUITMENT

DATE: April 21, 2022

PROPOSED MOTION:

NO PROPOSED MOTION. THERE ARE OPTIONS FOR POTENTIAL ACTION LISTED UNDER THE ALTERNATIVE SECTION OF THIS REPORT.

SUMMARY:

The position of City Manager is currently being filled by Dan Cummings, City Manager Pro Tem. Staff requires direction on how the City Council would like to proceed with recruitment to fill the position on a permanent basis. City Council can choose to either hire an executive recruitment firm to manage the entire process or choose to keep the recruitment "in house".

BACKGROUND:

Adam Brown vacated the position of City Manager on April 20, 2022. Following Adam's departure, Dan Cummings is filling in as City Manager Pro Tem. At the April 26, 2022, Council meeting, Mr. Cummings was officially made City Manager Pro Tem upon the approval of a Memorandum of Understanding and the process of how to proceed with City Manager recruitment was discussed.

Staff had reached out to thirteen executive recruitment firms and only two responded. Prothman responded with a full proposal that was shared with the City Council. Prothman is the firm that hired the former City Manager. CPS HR Consulting and Slavin Management Consultants have responded stating that their firms are working at full capacity and cannot take on another project. The other ten firms have been unresponsive.

The option to first develop the recruitment materials (i.e. job description) and host the recruitment "in house" before hiring an executive recruitment firm was discussed. Staff responded that it is an option and advised the Council that an executive recruitment firm would perform those tasks as part of their base contract fee. In response to the discussion regarding the "in house" recruitment option, staff emailed the Council the League of Oregon Cities' Guide to Recruiting a City Manager along with the current recruitment materials the City has for the City Manager position on April 27, 2022.

CURRENT SITUATION:

Staff requires direction on how the Council would like to proceed with recruiting for the permanent City Manager position.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** If the City Council chooses to hire the executive recruitment firm Prothman, the firm's base fee is \$20,500 and additional expenses will be billed monthly. The fee and expenses can be paid from the savings resulting from the position currently being held by Mr. Cummings in the Pro Tem capacity.
- C. **TIMING** The sooner the recruitment launches, the sooner the position will be filled. Executive recruitments take longer than most.
- D. **POLICY/LEGAL** The City Council can proceed with hiring an executive recruitment firm without receiving multiple proposals because it is a contract for professional services. Hiring the firm requires a motion from Council because it is a decision to spend funds.

ALTERNATIVES:

- 1) Council can choose to host its own recruitment with the assistance of staff. However, details such as finalizing the description, recruitment advertisement, job announcement, and pay range need to be decided.
- 2) Council could direct staff to begin hosting the City Manager recruitment and table the hiring of an executive recruitment firm until the next meeting.
- 3) Council could table this action in its entirety until the next meeting.
- 4) Council could direct staff to extend the recruitment firm search timeframe.

RECOMMENDATION:

Staff makes no recommendation as this is a Council decision.

ATTACHMENTS:

- 1. Guide_to_Recruiting_a_City_Administrator
- 2. Prothman Proposal- Ontario City Manager Recruitment
- 3. Job Description_City Manager
- 4. Recruitment_City Manager
- 5. Job Announcement_City Manager

A GUIDE TO RECRUITING A CITY ADMINISTRATOR

March 2015



Published by the League of
Oregon Cities

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Introduction

As a city councilor, one of the most important responsibilities you may have during your tenure is to select a new manager or administrator. Your city administrator or manager (referred to as "administrator" in this guide) is the most pivotal employee in your city organization. He or she functions as the critical link between the council and staff. The administrator assures that council policy becomes reality in day-to-day services and that those services are delivered effectively.

The optimal relationship between the administrator and the council, employees and the community is different for each city. Because hiring an administrator is such an important decision, you'll want to be very deliberate. For the sake of your community, it is critical that a thorough, well-defined process be used to select the best candidate possible.

Fortunately, most cities don't have to replace administrators very often. On the other hand, since cities generally don't have a lot of experience in the recruitment process, they can be uncertain about how best to proceed. This guide can help your council review recruitment technique alternatives, understand each of the required steps, devise a recruitment plan that meets your community's needs, recruit an administrator and execute an employment agreement. The options below will be discussed in greater detail, and tools will be provided to help the governing body carry out specific steps.

Disclaimer

The Guide to Recruiting a City Administrator not a substitute for legal advice. To ensure compliance with federal, state, and any applicable local laws, city officials conducting a city manager or administrator recruitment are advised to seek the advice of their city attorney.

Recruitment Techniques

There are two basic alternatives available to a city that is seeking an administrator:

1. Hire a private recruiting firm to do all or some of the following:
 - a. Search for appropriate candidates
 - b. Screen the candidates based upon city requirements
 - c. Set up interview schedules and assist the council with interviews and selection;
or
2. Perform all the steps in-house.

Pros and Cons of the Two Techniques

TECHNIQUE	PROS	CONS
1 Private Executive Recruiting Firm	Full service, relieves staff and council from recruiting/screening chores. Level of service depends on community's specifications	Often expensive, depending on level of services purchased
	Actively solicits candidates	
	May be able to dedicate more time to the project than the city is able to	
	Knows current availability of managers, often throughout the United States, who are seeking a new community	
	Have experience, can verify success record	
	Acquainted with many managers on regional or national basis	
2 Self-Administered Recruitment Process	Least expensive	Unfamiliar with process which may result in serious or costly mistakes
	Provides council with greatest involvement in process	Of these alternatives, requires most time from council members
	Works best when city has professional human resources staff	Council doesn't normally solicit or know of potential candidates
		Outside resources required for background checks unless a full service human resources program is available
		Recruitment can interfere with normal city business and require extensive staff time
		If using city staff, it may place them in an awkward position as they would be reviewing their potential supervisors in an unsupervised portion of the process

Interim Management

Often the first questions elected officials must face when a vacancy occurs are:

1. What should we do to ensure that the affairs of the local government are properly administered until a new manager is selected and on board?
2. Who should be in charge?

First and foremost, local government officials must avoid acting impulsively and succumbing to the temptation to hurriedly appoint an administrator as a quick fix. Local government officials need an interim period to carefully consider the criteria they are seeking in a new administrator and to recruit and select the best possible successor who meets these criteria. To ensure a smooth transition and to allow the city the time necessary to consider the right skills and qualifications needed, an interim administrator can help buy valuable time. Here are several steps for a council to consider:

- ***Appoint an interim administrator.*** It is important to clarify who will be responsible for directing the local government while the new administrator is being recruited. The interim administrator could be a current staff member in whom the council has confidence or could be an individual available elsewhere for interim positions. The council's discussion of whether and who to appoint as an interim must be made in an open public meeting unless the council has satisfied the requirements in ORS 192.660(2)(a) to conduct those discussions in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session.¹ The League hosts an interim registry where people interested in serving as an interim administrator may post their information. This is a voluntary listing and the League does not screen the postings and is not thereby making any recommendations regarding the qualifications of the persons offering their services. The League recommends cities do background and reference checking for interim appointments.
- ***Ensure the organization understands that the interim administrator has the same authorities and responsibilities as the regular manager.*** Regardless of who is appointed, it should be clear to all local government officials and staff that the interim administrator is in charge. It should also be clear that this person does not have an inside track to the new position. If the interim administrator is ultimately selected, it is because that person proves to be the best of the applicants. Some cities choose to appoint interims who agree not to be a candidate for the permanent job.

¹ State law gives the Ethics Commission the authority to assess fines against individuals who violate Oregon's public meeting laws by meeting in executive session without proper authority. However, if a governing body met in executive session upon the written advice of its legal counsel, state law prevents the Ethics Commission from imposing fines against those officials even when a violation might have occurred.

- ***Defer key actions when possible.*** Obviously, the local government must continue to operate during the recruitment period. The council and interim management team should do whatever is necessary to make sure that important projects and the delivery of services continues to move ahead. However, they should defer major actions where possible until the new administrator is appointed. After all, to ensure effective administrative leadership in the future, it is desirable that the new administrator be involved in as many policy decisions as possible. Just filling a vacant department head position, for example, is an opportunity for the new administrator to begin building an administrative team. In fact, such an opportunity can be used successfully to pique the interest of potential candidates during the recruitment process.
- ***Act in a timely fashion.*** The recruitment process should be conducted pursuant to a realistic timeline that provides sufficient opportunity to develop a profile, attract and screen candidates and come to a timely conclusion.

Steps in the Selection Process

The following explains the steps in a selection process. In addition, rough estimates of the time that each step may take are indicated. After reading this section, it is useful for the city, to use Appendix A to develop a recruiting plan, complete with estimated time frames, for your community. Please keep in mind that at each step, the council or a subcommittee of council must conduct its business in a meeting open to the public, unless the council has satisfied the requirements in ORS 192.660(2)(a) to conduct that step in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session. City councils should also keep in mind that executive sessions are limited to deliberations, and councils may not make a final decision or take a final action in executive session.

Step 1. Define Position and Develop Profile

Time Required: up to two weeks

- The council meets to review recruiting steps and adopt a schedule. This meeting should be held in a meeting open to the public.
- Review any charter provisions or ordinances creating the manager/administrator position and the job description to ensure they continue to accurately reflect the city's expectations and job requirements.
- The council should prepare a profile of the skills, training and qualities of the "ideal" candidate. This is discussed more in Appendix B. This step is critical to subsequent steps in the recruiting and screening process.

Step 2. Prepare Advertisement and Review Salary Range

Time Required: can be completed within time identified for Step 1

- A review of the present salary range is useful in order to ensure the city remains competitive.
- Draft a complete job announcement. A closing date should be specified and should be set a minimum of four weeks after publication of the first announcement.
- Remember, many national publications require four to six weeks' notice for publication.
- At a minimum the advertisement should include these items:
 - Name of the local government;
 - Title of the vacant position;

- Population of the local government;
- Amounts of the operating and capital budgets;
- Number of full-time employees;
- Type of services provided;
- Statement of starting salary or that salary is open and commensurate with background and experience. A local government with a formal salary policy should openly declare it on the announcement;
- Statement that qualifying veterans and disabled veterans will receive veterans preference with instructions on how applicants should claim the preference if desired. ;
- Filing deadline, including any special items of information desired such as salary history, writing sample and work-related references;
- Brief description of key areas of interest, and required and desirable experiences and qualifications;
- Where and to whom to send resumes;
- Web site address of the local government; and
- Contact person who can answer questions about the recruitment.

Step 3: Decide Where to Advertise

Time Required: four to six weeks

- The most common publications in which Oregon cities advertise are the League's *Local Focus* magazine and the *ICMA Newsletter*. These two publications will generally reach the vast majority of interested applicants.
- The Oregon and Washington Leagues' Web sites are another effective resource for posting advertisements.
- Some jurisdictions choose to include major regional newspapers (Portland, Seattle, San Francisco, Los Angeles, etc.), although they are more costly.
- Many cities publish the announcement on the city's Web site as well.

Step 4. Send Acknowledgment Letters

- A letter thanking each candidate for his or her interest should be sent as soon as an application is received. This is a good opportunity to tell the candidate a little more about the city and the geographic area. Many cities insert a brochure describing the community.
- Details of the selection process should also be provided to avoid numerous phone calls and personal inquiries later.
- A sample letter is provided as Appendix C.

Step 5. Screen the Applicants

Time Required: two weeks

- Screening can begin following the closing date. Whether the full council (or a subcommittee), or a private firm conducts the screening, the primary document used in the screening should be the profile developed earlier in the process by the council. The process selects a maximum of 15-20 candidates which most closely fit the profile developed.
- Occasionally, a city prefers to further narrow applicants by asking for submissions of a writing sample or response to essay questions relative to the position. The council can use the response to evaluate applicant opinions, breadth of experience and expertise. The written response is useful to evaluate timeliness, thoroughness, use of the English language, etc. If the city chooses to add this step, the written exercises should be sent to those who make the first cut after screening and responses should be limited to five pages or less. From these responses, a smaller number are selected for background checks or interviews. If the quality of a writing sample or response to essay questions could result in disqualification of an applicant, veterans' preference points must be applied to the writing samples or essays submitted by qualifying veterans. ***Note: If this option is taken, generally allow three to four weeks additional time.***
- Confidentiality is an important consideration in any recruitment. The elected body should determine, at the outset, the extent to which the recruitment process will be public. The confidentiality of resumes should be maintained and should be consistent with applicable state law and the advice of the local government attorney.
- Regret letters explaining that the candidate is no longer being considered should be mailed throughout the process at each step along the way.

Step 6. Application of Veterans Preference and other Employment Laws

- Public employers are required to provide qualifying veterans and disabled veterans with preference in employment in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230, and 408.235. Local ordinances or policies might also require the council to give preference to other candidates. The veterans preference laws and the interplay of those laws with other local preferences has been the subject of litigation and legislation. Consequently, the law in this area is constantly evolving and cities should work closely with their legal counsel and human resources professional to ensure the city is complying with the law.

Step 7. Background Checks

Time Required: three to four weeks depending on the number of candidates and who performs the checks

- Background checks are conducted with work-related contacts. Although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive and time-consuming process if done well. However, time and money spent during this step will save in the long run by avoiding travel costs for interviewing unqualified finalists. A minimum of three weeks is normally necessary to complete background checks. The city may wish to contract for additional information from a reliable source on items such as degree verification, credit history and criminal history.
- Note: It is perfectly acceptable to conduct background and reference checks for only the finalist(s) the city is actually considering appointing. Many applicants do not want to alarm their communities with a possible resignation unless the appointing community is seriously considering a job offer.

Step 8. Interviews

Time required: three weeks; allow two weeks' notice to fit interviews into applicants' schedules.

- Prior to the interviews, the council may wish to send the applicant additional information about the city, such as the budget, audits, comprehensive plan, charter, etc. Occasionally applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.
- Some councils choose to conduct telephone interviews to narrow the list of finalists prior to the in-person interviews. If the council adds this step, only appropriate questions may be asked. Prior to interviewing applicants, the council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not to arrange tours, etc. It is common for a city to pay transportation costs, meals and lodging for interviewees. Many cities arrange tours of the community and facilities for candidates prior to the interview.

- The entire council should interview the finalists. Consensus is important in selecting an administrator. Consensus is not likely to be achieved if only one or two people conduct the interviews and inform the rest of the council of the selected candidate.
- Interviews should be scheduled as close together as possible—preferably the same day—in order to assure equal treatment of all candidates. Job-related questions should be prepared in advance and asked of all candidates. The administrator profile is useful in deciding which questions to ask and in evaluating responses. See Appendices D through F for interviewing techniques, sample questions and an interview rating form.
- If the council is not able to select a new administrator following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the city may want to pay expenses for the candidates' spouses to accompany them.

Step 9. Deliberations, Selection, and Negotiation

- When the city selects its preferred candidate, there are still several decisions to be made. Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The council should also be prepared to discuss an employment contract with the new administrator, or appoint one of its members to represent the council in those discussions.
- Other finalists should not be rejected until the city has reached a final agreement with the successful candidate. Negotiations between the city and its top candidate occasionally break down, requiring the city to turn to another choice. Occasionally, there will only be one finalist who meets the city's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The council should not shy away from re-advertising if they are not satisfied with applicants the first time around.
- The city may want to have their city attorney prepare a draft contract for council review prior to beginning negotiations.
- Most administrators will require a minimum of 30 days to give notice to current employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.
- As soon as the new administrator has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. A sample announcement can be found in Appendix H.

Step 10. The New Administrator Arrives

- It is desirable to have an initial work session with the new administrator to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.
- Any information and introductions that the council can provide to the new administrator will be most welcome and helpful in making the transition to the city smooth.

Conclusion

Hiring an administrator is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality of administrator you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some councils have found that the process of recruiting a new administrator provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

Appendices

Appendix A: Selection Process Checklist (for council use)

Steps	Estimated Time Required	Assigned To	Targeted Completion Date
1. Define position and develop profile			
2. Prepare advertisement and review salary range			
3. Decide where to advertise			
4. Prepare and send acknowledgement letters			
5. Screen applicants			
6. Determine applicant's veteran status and apply preference points for qualified veterans			
7. Conduct background and reference checks (if conducted before interviews)			
8. Select candidates and conduct preliminary phone interviews (if desired)			
9. Select candidates for interview			
10. Determine level of reimbursement for candidate (travel, lodging, meals, spouse expenses)			
11. Select top candidates			
12. Negotiate with top candidates			
13. Make hiring decision			
14. Issue press release/announcement regarding selection of new administrator			
15. Advise any candidates still in the selection process that a new administrator has been selected and has accepted			
16. Welcome the new administrator			

Appendix B-1: Format for Administrator Profile

Suggested Areas for Skills and Experience

This form shows one possible format that the council can follow to develop an “administrator profile.” In addition to assisting the council (and any recruiting service the council may hire) in the selection process, the profile can be an important community document. It allows the city to see the qualifications the council will seek in the next administrator. Some cities obtain public comment on what kind of administrator residents desire.

A blank copy of the profile form is found in Appendix B.2 for use by the council to use when developing an administrator profile.

Profile Information

Education

Many cities prefer a bachelor’s degree or a master’s degree in public administration, business administration or a related field. Some may allow a candidate to substitute experience for some required education.

Experience

Most cities will seek someone with management experience, either as a local government manager, assistant city manager or department head. Any special experience desired, such as operating an electric utility, is important to note in the profile. The required number of years of experience should be included in the announcement. In addition, most cities will require skill and/or proven experience in the following areas:

- Administrative and management ability needed to help determine whether the applicant can manage the size and complexity of the particular city or that seeks an administrator.
- Governmental budget and finance including debt management, enterprise accounting and other special funding mechanisms depending on the local government’s needs.
- Labor relations and personnel experience that will allow the administrator to effectively bargain labor contracts and manage diverse groups of employees. Level of experience and training will depend on the city’s organizational structure and complexity.
- Community relations experience that will allow the administrator to effectively speak publicly and communicate with the media and citizens in a variety of methods.
- Council relations experience that will allow the administrator to work effectively with the entire council as well as individual members.

- Intergovernmental relations that will allow the administrator to effectively work with state officials, other councils and intergovernmental organizations, such as councils of governments and special districts, to the extent the city desires.
- Innovations and major achievements should be highlighted in any area in which the council seeks new information, creative solutions, etc. Common areas for innovations include responses to environmental regulations, financing services in times of decreasing revenue and effectively delivering services to diverse populations.

Appendix B-2: Format for Administrator Profile (for council use)

Describe the background, skills and qualities you believe your city needs in an administrator based on the suggested skills listed in appendix B-1 and other attributes that are necessary for your community.

Skill/Experience	Notes/Comments	Importance (High, Medium Low)
Education		
Experience		
Administrative and management ability		
Governmental budget and finance		
Labor relations and personnel experience		
Community relations experience		
Council relations experience		
Intergovernmental relations		
Innovations and major achievements		
Other important skills and experience		

Appendix B-3: Sample City Administrator Profile

CITY OF INDEPENDENCE OREGON DRAFT ADMINISTRATOR PROFILE

General Roles and Responsibilities

The position of city manager is established in the city charter. The city manager is hired by and serves at the pleasure of the mayor and 6-member city council. The manager assists the mayor and council in the development of city policies and carries out policies established by ordinances and resolutions approved by the council. The city manager is the chief executive officer of the city and exercises supervision over its general affairs, and all department heads and employees, except the Municipal Judge. While the city charter does not have a residency requirement for the city manager, the council is looking for someone who will become actively involved in the community, and residency will be valued.

Background Requirements

Education. The city manager is required to have a Bachelor's degree from an accredited college or university in public/business administration or related field. A Master's degree is a plus. Any satisfactory combination of practical experience (beyond that required for initial qualification) and education will be considered if the candidate is able to demonstrate he or she can satisfactorily perform the job functions.

Experience. The position requires at least five years' progressively responsible experience in local government. Progressive management responsibilities would ideally include positions such as city manager/administrator, assistant manager, finance director, community development director, other department head or equivalent. Telecommunications experience would be a plus. CEO level municipal experience is preferred.

Skills and Performance Standards

Administrative/Management Abilities. The city manager must be able to establish and maintain positive and cooperative working relationships with citizens, city officials and employees. He/she must be a team leader who can hire the right people and develop a team that works effectively together. He/she must be someone who can take policy direction from the council and lead staff to make things happen. The manager will be able to effectively manage and organize projects, and provide effective delegation and supervision to make sure budgets and timelines are met. The manager must know municipal government organization, powers, functions and relationships. Excellent written and verbal communication skills are essential. The manager will need to have the ability to talk with small and large groups on issues of importance to the city. The city manager must have experience in and be able to manage and oversee all city operations, including: budgeting and finance; planning and land use; city utilities; public safety; emergency management; public works; personnel; and all other city departments and services. The manager also acts as the city's business agent in the sale of real property and other matters relating to city contracts, permits, franchise agreements and leases. He/she must understand public purchasing

and contracting requirements, as the manager acts as the city's purchasing agent and signs all requisitions on city accounts. In order to perform the duties expected of the manager, the successful candidate must be computer literate and be proficient in the use of standard word processing, spreadsheet and online communication programs such as email. Knowledge of Oregon land use laws and procedures is necessary in order to be successful in this position.

Budget/Finance. The successful candidate will have a working knowledge of Oregon's budget laws and will be able to deal creatively with declining revenues and limited resources. Independence is a full service city and, as such, has city utilities including a jointly owned telecommunications fiber network. The manager must have the skills and knowledge to oversee the finances of these utilities to assure the citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds and systems development charges. Additionally, the city manager needs to understand the components of successful economic and business development, particularly working in concert with the other local stakeholders. A successful track record in grantsmanship is a huge plus for this position.

Personnel/Human Resources. The city manager exercises control and general supervision over all city employees. He/she must know and apply the principles of personnel management, assigning and supervising the work of others, including department heads. The candidate must understand and be able to work within federal and state employment laws and must have knowledge in the area of collective bargaining. The city manager acts as the chief negotiator for the city's labor contracts. He or she must be able to work productively with both classified and management employees.

Community Relations. The city council is looking for someone who can work on the city's behalf as a partner with the business community. A manager who can encourage community involvement and foster volunteerism in the community is important. The city manager should have a demonstrated track record of community involvement and active participation in their community. The city manager needs to be receptive to hearing input and complaints from, and be open and attentive to citizens; and committed to following through on solutions. The manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with the public, personnel employed by the city and all elective and appointed officials to maintain the highest possible standards of public service. The manager must have strong communication skills, including public speaking to large and small audiences. In order to successfully promote the city, the manager must have the desire and ability to work closely with and participate in community groups and organizations. The manager will be the city's representative on a variety of local boards such as the Minet Board (fiber network) the chamber of commerce, and others as the opportunity arises. The manager will exhibit leadership, promote the city and serve as a model for other city employees.

Council Relations. The mayor and city council expect to have open, honest and direct communication with the city manager. The manager is expected to provide ongoing regular communication to the council on the needs and affairs of the city, including information about city department activities. The manager will need to provide the council with complete information on policy options for matters requiring a decision, in order to allow the council to

make informed decisions. An open door policy is expected for citizens, councilors, department heads and employees to have easy access to the city manager. The council is looking for someone who can work effectively with the council to facilitate and implement annual goal setting and strategic planning. A good understanding of local government processes and procedures, board policy development and equal access to information by all councilors will be necessary for a candidate to be successful in this position.

Economic Development. The manager will be an innovative partner, working with the council to build on Independence's current efforts and successes in economic development. An understanding of urban renewal districts and tax increment financing is vital. An awareness and knowledge of the principles, methods and practices of development, including downtown development/ redevelopment and industrial development are essential.

Intergovernmental Relations. It is important that the city manager is able to network in the region and at the state level to maintain and further develop good working relationships with a wide variety of other local governments and state agencies, including intergovernmental work within the Willamette Valley. The manager will be responsible for keeping the council informed about intergovernmental relations and issues involving the city. The council is looking for someone who is interested in and will keep the council informed on statewide issues affecting cities.

Innovation and Major Achievements/Miscellaneous. The city manager needs to be able to work with the council to implement the recently identified 10-year vision for the city of Independence. The manager must have the ability to foster productive, trusting relationships with city department heads and staff in order to promote teamwork. Membership and participation in professional organizations will be encouraged. The council is looking for someone who is creative, and who can work with the council to identify areas for improvement and help implement best practices.

Independence is a diverse community with a large Hispanic population; a manager who can involve multi-cultural groups in the city is desired. Bilingual language skills are also a plus. The successful candidate will be confident but not hard headed, full of energy and vigor, and be a good sales person in order to protect and highlight quality of life issues in the city. Independence is looking for a people person who can gain community support and encourage citizen involvement for the numerous projects going on in Independence.

About the City

Independence is a long established and culturally diverse community, centrally located between the Pacific Ocean and the Cascade Mountains. The city has a large National Historic District; a varied industrial base; a residential airport and state-owned airport; an urban renewal district; and is the co-owner of a fiber-to-the-home operation. Independence is an optimistic "can do" community that takes active responsibility for its future.

The city of Independence has approximately 39 full-time and 18 part-time employees who serve the 8,240 population of the city. Each department has specific duties to meet the needs of the community. Independence provides a variety of services including: streets; water; wastewater;

police; parks (including a city-owned, event-oriented amphitheater); museum; library; urban renewal; fiber network; planning; and economic development.

Appendix C: Sample Applicant Acknowledgement Letter



(City letterhead)

(Date)

Dear _____:

Thank you for your application for the position of City Manager for the city of _____, Oregon. Here are some details about our selection process and an outline of our general time frame.

Applications will be reviewed based on a profile developed by the city council. Approximately 15-20 applicants will be presented to the council for further consideration. The council will screen those applications and by mid-June identify a smaller group on which to perform background checks. We expect that the background checks will be completed by late June. Shortly thereafter, a few individuals will be scheduled for interviews. The council hopes to make their final selection by late July.

We will try to keep you advised of the status of your application as decisions in the selection process are made. Enclosed is some information about our community that you might find interesting and helpful.

Thank you for your interest in the great city of _____!

Sincerely,

Mayor

City of _____ Oregon

Appendix D: Interview Guidelines

Prior planning and organization are the keys to ensuring a successful interview. The interview process should be well-organized and the setting comfortable. All members of the council should participate, but one discussion leader should be designated. Only appropriate interview questions should be asked. It is a good idea to have your city attorney conduct a legal review of the questions to be asked.

During both formal and informal meetings between the council and the finalist, discussions and questions should focus on the criterion for the position that were established at the outset of the recruiting process. The council may choose to supplement the usual discussion between council members and finalists by inviting staff, community leaders or technical experts to participate. For example, finalists may meet with department heads or other staff to review departmental operations in more detail or to receive a tour of the local government.

The interview panel should plan on at least one hour for each candidate. It is difficult to pursue a range of questions in less time, and it is in your best interest to maximize the interview time with the candidate who may have traveled some distance for the meeting. Individual meetings will probably take less time.

A final guideline, regardless of which interview technique is used, is that the council should continue to avoid impulsive action and should take whatever time is necessary to arrive at a comfortable and well-reasoned decision. However, the interview process and related follow-up activities should move forward as promptly as possible so as not to lose momentum or cause desirable applicants to have second thoughts.

Just as with other steps in the hiring process, when the council or a subcommittee of council conducts the interviews, those interviews must occur in a meeting open to the public, unless the council or subcommittee has satisfied the requirements in ORS 192.660(2)(a) to conduct interviews in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session.

Appendix E-1: Suggested Interviewing Techniques

The following are some *do's* and *don'ts* when interviewing candidates. Remember, the law does not always prohibit employers from obtaining all the information about a candidate they deem important, as long as the questions are job-related and do not elicit information that could be used for discriminatory purposes.

Do ...

Create a comfortable atmosphere. Remember, you are trying to impress the candidate as well as the candidate attempting to impress you.

Let the applicant do most of the talking.

Question objectively. Questions should be job-related and consistent from one applicant to the next.

Ask questions that require more than a yes or no answer. Use general or open-ended questions.

Avoid unduly sympathetic or unsympathetic words, gestures or facial expressions which would make the candidate think you agree or disagree with his/her answers.

Avoid posing a problem or situational question combined with possible solutions. Let the candidate generate his/her own solution.

Develop questions based on earlier statements made by the candidate or information provided by the applicant in his/her resume, application or other source.

Ask questions designed to encourage the candidate to reveal his/her knowledge and opinions.

Avoid "trick" questions.

Avoid displaying your personal opinions or viewpoints through the questions you ask.

Listen attentively to every question asked and every answer given. Maintain eye contact with the candidate while he/she is speaking to show that you are listening.

Don't ...

Let early biases form. Finish the interview job before forming a final opinion of the candidate.

Ask unnecessarily long questions or do most of the talking. Remember, you want to learn about the candidate, not share your own views.

Let the candidate digress beyond the point of answering the question satisfactorily or showing that he/she is unable to answer the question.

Ask stress-producing questions which are not relevant or job-related. Delicate questions of this type should be pre-planned and should not be used to humiliate the candidate. Remember, if you like the candidate, you want to ask questions that would encourage him/her to accept the job.

Areas that cannot be inquired into with candidates any part of the recruitment and hiring process are:

- Marital status
- Age
- Family composition/issues – such as children/daycare
- Sexual orientation
- Disability or illness or medical conditions or absences due to illness
 - You may inquire if the person can perform specific duties, but you can't inquire of disability or at this stage probe beyond applicant's answers regarding ability to perform a duty.
- Financial such as home ownership, debts (a credit check in compliance with applicable laws should be conducted as part of the background and reference checking)
- Political affiliation
- Religion
- Race/national origin/ethnic

Appendix E-2: Sample Interview Questions

The following lists some suggested interview questions. Of course, the questions you choose to ask should be custom-fit to your entity's particular needs and circumstances. Typically, 15 to 20 well-planned questions will create sufficient responses for an hour-long interview.

1. How would you characterize your style of management?
2. What style of management do you use when in an emergency/stressful situation?
3. How do you relate to employees, department heads, advisory committees, the council, and the general public? How would they describe your ability to relate to them?
4. What do you perceive to be the administrator's role in dealing with the council?
5. What do you do when an individual councilor asks you to perform a task that is not approved by the entire council?
6. How do you view the role of the council in dealing with the administrator and the administration?
7. Based on your education, experience and background, what do you consider to be your strengths in dealing with local government problems? What are your weaknesses?
8. Recognizing the limits of span of control in an organization, how and when do you delegate responsibility and authority?
9. In your opinion, what role should the administrator play in the community?
10. What benefits, if any, would an administrator or the city gain if the administrator became an active member of a service organization within the community?
11. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
12. What is your approach in dealing with the news media?
13. What experience have you had in labor negotiations?
14. Describe any experiences you have had in actively negotiating a contract or any other issue at the bargaining table.
15. How have you dealt with mediation, fact finding or arbitration? Have you ever managed a strike?

16. What approach have you used in dealing with personnel problems?
17. What personnel skills have you used in disciplining, demoting or firing an employee?
18. What experience have you had in training or motivating employees?
19. What steps have you taken to adhere to state and federal laws relating to diversity in the work place, non-discrimination and equal opportunity?
20. Describe your experience, if any, in dealing with charges of discrimination or grievances filed against you or the city you served.
21. What involvement have you had in developing personnel rules, regulations and procedures?
22. What is your municipal finance experience?
23. What role have you played in the preparation of a budget?
24. In budgets that you have prepared, how do you communicate the effectiveness of service delivery?
25. Have you ever gone to a vote of the people for a funding measure?
26. What was your role in the campaign?
27. What was your rate of success? What would you consider to be the keys to success?
28. Have you ever been involved in a vote on a new tax base?
29. What is your experience with debt management?
30. What is your experience with enterprise funds?
31. What experience have you had in administering various grant programs?
32. What success have you had in attaining grants for various projects in a city?
33. Specifically, what programs have you administered with either state or federal grants?
34. Describe any experiences you may have had in developing and recommending policies to the council relating to growth (e.g., annexation, expansion of utilities, subdivision standards, etc.).
35. In the field of intergovernmental relations, what experience have you had in dealing with:

- a. Councils of government or regional governments
 - b. Neighbor counties
 - c. Neighbor cities
 - d. State agencies
 - e. Federal agencies
 - f. State Legislature
 - g. Congress
36. What legislative committees have you appeared before?
37. In what way have you been an active participant in the activities of the International City/County Management Association (ICMA) and other professional organizations?
38. What is the extent of your experience in the field of public works, and did it cover the following:
- a. Street maintenance and construction
 - b. Operation, maintenance and construction of utilities
 - c. Supervision of construction projects
 - d. Seeking funding
39. What advantage would there be for a city to form a local improvement district (LID)?
40. If you have been involved with the formation of an LID, what cities were involved?
41. What was being constructed or improved?
42. How would you put together a general obligation bond measure?
43. What experience have you had in land use planning and zoning requirements?
44. Why did you apply for this position?
45. What conditions would you set up for accepting the appointment if it were offered?

46. What will your first steps be upon assuming responsibility in this position?
47. What would you hope to accomplish in the first year?

Appendix F: Sample Oral Interview Rating Form

Applicant: _____ Date: _____

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior
	1	2	3	4	5
Applicability of experience to the city's challenges					
Involvement in all phases of local government operations					
Depth of experience					
Degree of responsibility in previous positions					
Level of education - college or advances degree					
Specialized training					
Keeps updated on new technology, management techniques and advancements					
Ability to transmit ideas clearly					
Ability to organize ideas, summarize and express them with confidence					
Non-verbal communication skills (e.g., physical, eye contact)					
Ability to work with others					
Ability to make decisions					
Openness to alternative approaches					
Individual type of leadership fits with the city					
Fits your idea of individual for the position					
Manner in which applicant presents him/herself					

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior
	1	2	3	4	5
Personality traits in relation to personality of city					
Approach to news media					
Possible to blend in the organization					
Understanding of mechanics of budget					
Grasp of financial administration					
Formation of Local Improvement Districts					
Ability to work with scarce resources					
Experience with personnel problems					
Ability to delegate responsibilities					
Training and employee motivation					
Overall knowledge of community growth problems					
Experience in downtown/urban development					
Dealing with community development and/or urban renewal					
Knowledge of street maintenance and construction practices					
Knowledge of operation, maintenance and construction of utility services					
Knowledge of public works administration					
Knowledge of application and administration process					
Track record in obtaining grants					
Experience in working with other governmental agencies					

COMMENTS: (Special observations/notes during interview)

Appendix G: Sample Press Release



(City letterhead)

(Date)

Contact Information:

The city of _____ announces that Jane Doe of __ (former position or location) _____ has been selected as the new administrator for (city). Ms. Doe was selected from among seven applicants interviewed by the city following a regional recruitment effort.

Ms. Doe brings to the city ten years of top level administrative experience in the states of Oregon, Washington and Montana. She was instrumental in seeing her last city through the construction of a power plant and a mill closure.

Mayor Mary Jones states, "We are really looking forward to Jane's arrival. We have many projects for her to complete and we believe she will take our city to the next level."

Ms. Doe replaces Ralph Smith, who retired at the end of last year. Ms. Doe will begin her duties July 1, 2015.

**Proposal to provide
recruitment services for the
City of Ontario's
next
City Manager**



Leadership is Key to the Sustainability of Any Organization

*Character, integrity, and the commitment of a leader inspires
those in the workplace to go the extra mile and can greatly influence
the team's success in achieving its objectives.*

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Owner / President: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: April 19, 2022

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Project Lead

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary recently retired as city manager for the City of Brookings, OR, and has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

Sonja Prothman - Project Support

Sonja directs the day-to-day operations of the Prothman Company and has over 15 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 17 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Madison Lindquist - Project Support

Madison has been a member of the Prothman team for nearly ten years and is responsible for Prothman's social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of April 25 & May 2, 2022	Meet via Zoom or in person for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
May 9, 2022	Post Profile and Start Advertising
May 16, 2022	Send Direct Mail
June 12, 2022	Application Closing Date
Weeks of June 13 & 20, 2022	Prothman screens applications & interviews top 6 - 12 candidates
Week of June 27 - 30, 2022	Work Session via Zoom or in person to review semifinalists and pick finalists, and design final interviews
Week of July 18 - 22, 2022	Travel to Ontario for Final Interview Process

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 20 years. We have worked for small organizations like Yachats, Oregon, pop. 800, to Medina, WA, population 3,400, to large counties like King County, Washington, pop. 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

COVID–19 Experience: We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client, including work sessions and final interviews with boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have also had boards narrow it down to one final candidate to bring in for in-person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with you to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will meet via Zoom or travel to the City of Ontario and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the City Council
- ◆ Meet with Leadership Team
- ◆ Meet with other staff, as directed
- ◆ Meet with community and other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate’s “fit” within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
- ◆ **Organization-specific information**
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position- *this is the person we want to reach and recruit.* We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ♦ **Targeted Direct Mail Brochures** sent nationally to hundreds of highly qualified city/county management professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via personal emails and networking from our database of city/county management professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you a detailed summary report for the semifinalist candidates and binders which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom or travel to Ontario and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels and an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels.
- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates, and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**
The Final Interview Binders include suggested interview questions, as well as the candidates' applications, supplemental question responses, and resumes, and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**
We will travel to Ontario and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed.
- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager recruitment with a one-year guarantee is \$20,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence and all on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Ontario will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, and associated website advertising (approx. \$1,600 - 1,800)
- Diversity Site Advertising, if requested (approx. \$600 - \$2,000)
- Direct mail announcements (\$1,900)
- Interview binders & printing of materials (approx. \$200 - 400)
- Delivery expenses for interview binders (approx. \$150 - 350)
- Consultant travel: Airfare, rental car, lodging, travel time at \$40 per hour, (or mileage at IRS rate, travel time at \$40 per hour, lodging) (approx. \$1,400 - 1,800 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)

Expenses are billed monthly.

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow the main phases of our process and a top candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

If you follow the main phases of our process and the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

DIVERSITY INITIATIVE

Equal Opportunity

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

Local government serves each and every community member regardless of ethnicity, gender, race, background, or economy and as we specialize in "public" organizations, we see firsthand how diversity in the workforce allows for government agencies to better understand, communicate with, and enlist cooperation from residents in multi-cultural communities.

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding your organization a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



City of Hubbard, Oregon

CITY ADMINISTRATOR

UP TO \$115,000

Plus Excellent Benefits

Apply by

April 24, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located in the lush Willamette River Valley in the northeastern corner of Marion County, Oregon, the City of Hubbard is a quaint, friendly, bedroom community with a small-town atmosphere.

Though comfortably surrounded by a variety of agricultural lands, Hubbard has convenient access to a variety of local and surrounding attractions, amenities, and year-round recreational opportunities. With the Cascade Mountain range to the east, ocean beaches to the west, the large metropolitan of Portland to the North, and the State Capital Salem about 20 miles to the south, visitors and residents have ample opportunities to explore the many treasures of the Pacific Northwest.

Hubbard is a part of the Salem Metropolitan Statistical Area along with 19 incorporated cities and 36 non-incorporated communities within Marion County. Marion County's 315,335 residents are supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism. For those looking for a lively arts community, both Salem and Portland are a short drive away and each offer an abundance of night life, music, theater, art stores, and art focused events. Just to the south of Hubbard, the city of Woodburn is home to the Woodburn Premium Outlets, one of the state's largest visitor destinations, along with other popular big-box retailers and restaurants.



As "the small town with a big heart," Hubbard is home to just over 3,300 full time residents. While most of the current residents are retired or working in nearby Portland or Salem, the area is anticipating future growth in the next couple of years with the hopes of maintaining its small-town appeal and local interests. Many of Hubbard's amenities and parks are within walking distance, such as a disc golf park, the Barendse Park which has baseball and soccer fields, tennis courts, and playgrounds, and the Rivenes Park which has a splash fountain and a covered area for picnicking and hosting events such as the local Hubbard Hop Festival where residents and visitors alike enjoy live music, local food and craft vendors, and a variety of family friendly games. In addition, the Wolfer Mineral Springs, just west of the city, produces in excess of 100 gallons of mineral waters per minute to this day, and successfully operated until the 1950s as a Health spa, picnic, and ball field area.

For many years, the economy of Hubbard has been built on the agricultural production of the area. Berries, walnuts, filberts, apples, pears, prunes, cherries, all types of produce, grain, hay, hops and grass seed production indicate the diversities of the area. In past times, mechanized harvesters and the elimination of children under 12 years of age in the fields, have reduced the labor force required to harvest the crops.

THE CITY

The City of Hubbard operates under a mayor-council form of government. The Council is composed of a Mayor and four Council members elected from the city at large. The Mayor is elected for a term of two years, presides over deliberations of the Council and is a voting member. The four Council members are elected, each for a term of four years.

The City of Hubbard operates on a 2021-22 budget of \$10.1 million, with a beginning fund balance of \$5.9 million including a \$1.4 million general fund. The City has 15 FTEs and one part-time staff member. The City's three departments include Administration, Police, and Public Works. The Administration Department includes Municipal Court, Planning & Land Use, and Utility Billing. The Public Works Department includes parks, water, sewer, and streets.

THE POSITION

Under the general direction of the Mayor and the City Council, the City Administrator is the administrative head of the City and is responsible for the overall management and administration of the City and city staff. This is a newly created position within the City. Initially, this position will serve as the City's Finance Director as well. The City Administrator assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and council directives. This position will exercise supervision over the City's general affairs and all employees, contractors, and agents, except the city attorney and municipal judge. The City Administrator must plan, organize, and direct the overall City government, monitor the City's activities, and ensure that council policies and directives are properly implemented and monitored. The City Administrator also plans, directs, and oversee the operations of the city's finances, including financial reporting, billing systems, payroll, and budget development, with accountability for results in terms of costs, personnel, and financial best practices.

To view a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

New Position: The Council recently voted to establish a new City Administrator position to improve overall efficiency of the City. The Council will utilize this new position to provide organizational guidance and structure, and act as a liaison between Council and city staff. Since this is a new position for the City of Hubbard the new City Administrator will be under a two-year contract, and the City Council will evaluate the City Administrator position at the end of the two-year period.

Financial Management: The City is currently functioning without a Finance Director. The new Administrator will have the opportunity to be fully "hands on" with the city budget and financial management of the general ledger, budget, payroll, accounts payable, and utility billing, and will perform all the duties of the City Treasurer and Purchasing agent. After discussion and Council's approval the new City Administrator will have the ability to delegate or assign non-managerial functions to other City staff for completion.

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge and general understanding of federal, state, and local laws, regulations, and ordinance governing Oregon municipalities.
- Strong management skills and the ability to develop, lead, and nurture high performance and a professional atmosphere.
- Ability to lead and manage employees and select, supervise, and train, personnel according to the City's personnel policies and procedures.
- Skills to be highly collaborative, organized, and efficient. Shall display a strong work ethic and demonstrate conflict resolution skills.
- Excellent writing and communication skills, both written and oral, using both technical and non-technical language.
- Ability to prepare clear and concise reports, prepare and administer budgets, and the ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to read, interpret, apply, and explain federal, state, and local laws, regulations, ordinances, and policies.

Substantial knowledge and expertise working with budget law, as well as knowledge of the principles and practices of public budgeting and finance including Accounts Payable, Accounts Receivable, and account reconciliation.

EDUCATION & EXPERIENCE

A bachelor's degree in business administration, accounting, finance, public administration, public policy, or a closely related field, and at least five (5) years' experience in public, finance, or municipal administration is required. It is preferred that the new City Administrator reside within City of Hubbard, but it is not a requirement. A master's degree in public or municipal administration is also preferred. The selected candidate must be able to obtain a valid Oregon driver's license by time of hire and be bondable.

Candidates that possess any combination of education or experience that displays the relevant skills and training necessary to be successful will be considered.

COMPENSATION & BENEFITS

- **Up to \$115,000**
- City paid health, vision, and dental insurance for employees and their dependents.
- Optional supplemental insurance.
- Life and long-term disability insurance.
- Paid vacation leave. Increase with longevity.
- 12 days of sick leave.
- 11 paid holidays, and one floating holiday.
- Oregon PERS.
- Optional 457 deferred compensation plan.
- Education incentive pay.

For more information, please visit:

www.cityofhubbard.org

The City of Hubbard is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 24, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Hubbard, OR – City Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



City of Hubbard, Oregon

CITY ADMINISTRATOR Up To \$115,000

First Review:
April 24, 2022
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

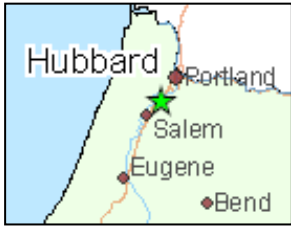
Prothman is currently recruiting for the **City Administrator** position for the **City of Hubbard, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other city management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



THE AREA



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Please visit www.prothman.com to review the full position profile and compensation package, and to learn more about Prothman.



JOB DESCRIPTION - CITY MANAGER

Full-time, exempt position - includes benefits

Salary: Based on Contract

Administration Department | Supervisor: City Council

Job Summary

As the administrative officer for the City, plan and direct the activities of all City departments through subordinate department managers and others. Perform various duties as contained in City Charter. Act as the City's Budget Officer. Pursue Economic development by planning, organizing, and administering economic development marketing activities for business expansion, attraction, and job development.

Primary Job Functions:

- Provide administrative direction to all City employees, directly or through subordinate department heads. Ensure satisfactory resolution of personnel issues. Review and provide final approval on hiring, discipline, and termination recommendations. Act as lead negotiator in labor contract negotiations
- Manage and coordinate projects and programs to accomplish goals and objectives of the City Council
- Confer with department heads and others on varied operating and administrative problems. Review departmental plans, programs, and procedures, and suggest new innovations or methods to improve the standard of services provided by the City
- Review and approve departmental needs and estimates. Transmit budget documents to City Council for review and approval. Administer approved budget and monitor overall expenditures to ensure compliance with budget
- Meet with the City Council at special and regular meetings. Provide information and reports covering various aspects of the City's operations. Advise Council members in their deliberations on policy and/or legislative matters
- Work with various citizen and business groups to encourage and develop economic opportunities. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support
- Coordinates marketing efforts with Malheur County Economic Development department, Ontario Chamber of Commerce, and other organizations as needed to help promote economic growth in Ontario
- Coordinates and writes grant applications for Federal, State and other grant programs that are available to the City for economic development
- Respond to citizen inquiries and resolve complaints or refer to appropriate department heads when possible
- Follow through to ensure satisfactory resolution of citizen inquiry
- Must attend Budget Meetings
- Follow all safety rules and procedures established for work areas
- Ability and willingness to promote the City of Ontario in a positive and tactful manner in all situations

THE CITY OF ONTARIO IS AN EQUAL OPPORTUNITY EMPLOYER

Secondary Job Functions:

- Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas of responsibility
- Will be required to travel to attend conferences and meetings

Minimum Qualifications:**Knowledge, Skills and Abilities**

- Broad knowledge of municipal government organization, power and functions, inter- and intra-governmental relationships, principles and practices of public administration, budgeting, and management

Education and Experience:

- Equivalent to a complete four-year university education in public or business administration and four years administrative/management experience, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the above duties

Certificates/Licenses Required:

- Possession of valid driver's license
- Must be bondable if requested
- Must be able to pass a background check

Supervisory/Managerial Responsibility:

- Responsible for all City employees, directly or through subordinate department heads.
- Oversees the contract with CH2MHill, who is responsible for the supervision of the Public Works Department, to ensure that the needs of the City are being met and the contract is being fulfilled.

Desirable Qualifications:

- Previous experience in a similar capacity
- Graduate degree in public administration, business management, etc.

Work Environment:

- Usual office working conditions. The noise level in this work environment is typical of most offices. Fast paced work environment.

Physical Requirements Necessary to Perform this Job:

- Required to sit, communicate, reach and manipulate objects, tools or controls.
- The position requires mobility
- Duties involve moving materials weighing up to 10 pounds on a regular basis

- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a motorized vehicle, computer keyboard, calculator etc.

The above description covers the most significant duties performed but does not include other related occasional work

Non-Discrimination Policy

The City of Ontario will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

Updated: July 1, 2021



ONTARIO

OREGON



NOW HIRING CITY MANAGER CITY OF ONTARIO | OR

City Manager

\$\$?,??? - ??,??? annually

Opens ??/??/??? | Closes ??/??/????

As the administrative officer for the City, plan and direct the activities of all City departments through subordinate department managers and others. Perform various duties as contained in City Charter. Act as the City's Budget Officer. Pursue Economic development by planning, organizing, and administering economic development marketing activities for business expansion, attraction, and job development. Department heads are required to live within Ontario city limits within 6 months of their hire date.

BENEFITS & INCENTIVES

The city provides 80% of costs for medical, dental, and vision.

Health savings account with monthly contribution.

Salary step increases are available based on annual performance evaluation.

Employees are enrolled in OR PERS.

Department Heads receive a contribution of \$150/month from into a 457(b) deferred compensation plan.

\$50/month utility incentive available.

10 paid holidays.

88-168 hours of vacation time and per year. 40 hours of Vacation buyback available annually.

192 hours of sick time the first year and 96 hours each year after.

\$10,000 housing incentive program is available for new construction.

APPLY NOW

Job description, announcement, and applications are available at <https://ontariooregon.org/jobs.html>

Submit to 444 SW 4th Street Ontario, OR 97914 or by email at peter.hall@ontariooregon.org



RECRUITMENT ANNOUNCEMENT - CITY MANAGER

Full-time, exempt position - includes benefits
Salary: Arranged by Contract
Application Deadline: 7/1/2021

Supervision: Works under the general guidance and leadership of the City Council.

Starting Date: As soon as mutually agreed.

Duties: As the administrative officer for the City, plan and direct the activities of all City departments through subordinate department managers and others. Perform various duties as contained in City Charter. Act as the City's Budget Officer. Pursue Economic development by planning, organizing, and administering economic development marketing activities for business expansion, attraction, and job development.

Qualifications: Equivalent to a complete four-year university education in public or business administration and four years administrative/management experience, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the job duties.

Please visit the *Job Openings* page at <https://www.ontariooregon.org/jobs.html> to view a full job description and list of minimum qualifications for this position.

Application Procedure: Please submit the following for consideration:

- A letter of interest stating how you are qualified to perform the duties of this position.
- A resume that includes education, work history, personal references.
- City of Ontario Job Application.

Applications can be downloaded at <https://www.ontariooregon.org/jobs.html>. Please submit via fax, e-mail, in person, or regular mail for consideration to Peter Hall, Human Resources, City of Ontario, 444 SW 4th Street, Ontario, OR 97914.

Notice: Materials submitted in application become the property of the City and will be retained in accordance with employment procedures. The City will not return or photocopy any application materials for your further use. Please copy your application materials before you submit them for your reference.

Selection Process: All applications will be screened and only those candidates who best match the needs of the city will be invited to compete further in the selection process. Candidates may be invited to virtual interviews, in-person panel interviews, examinations, and/or supervisor interviews.

Conditional Offer of Employment: Offers of employment are conditioned upon the satisfactory completion of a background check, a reference check, and a drug and alcohol test. The City Manager is required to live within Ontario city limits within 6 months of employment.

THE CITY OF ONTARIO IS AN EQUAL OPPORTUNITY EMPLOYER



**AGENDA REPORT
PUBLIC HEARING
May 10, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ORDINANCE #2801-2022: PLANNING ACTION 2022-01-04RZ - A REQUEST BY THE CITY OF ONTARIO FROM THE ONTARIO CITY COUNCIL AUTHORIZED BY RESOLUTION #2022-103 FOR A REZONE OF PROPERTY FROM HEAVY INDUSTRIAL (I-2) AND LIGHT INDUSTRIAL (I-1) TO PUBLIC FACILITY FOR PUBLIC USE**

DATE: April 24, 2022

PROPOSED MOTION:

A. APPROVAL:

1. I MOVE THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS FOR THE REZONE OF THE SUBJECT PROPERTY FROM I-1 & I-2 TO PF AS SET FORTH IN ACTION 2022-01-04RZ BASED ON THE INFORMATION, FINDINGS, AND CONCLUSIONS SET FORTH IN SECTIONS I THROUGH IV OF THIS REPORT.

2. I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2801-2022, AN ORDINANCE PROCLAIMING THE REZONING OF CERTAIN PROPERTY WITHIN THE CITY OF ONTARIO AUTHORIZED BY ONTARIO CITY COUNCIL RESOLUTION #2022-103, FOR A REZONE OF PROPERTY FROM HEAVY INDUSTRIAL (I-2) AND LIGHT INDUSTRIAL (I-1) TO PUBLIC FACILITY (PF) FOR PUBLIC USE ON FIRST READING BY TITLE ONLY.

IF VOTE IS UNANIMOUS:

3. I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2801-2022, AN ORDINANCE PROCLAIMING THE REZONING OF CERTAIN PROPERTY WITHIN THE CITY OF ONTARIO AUTHORIZED BY ONTARIO CITY COUNCIL RESOLUTION 2022-103, FOR A REZONE OF PROPERTY FROM HEAVY INDUSTRIAL (I-2) AND LIGHT INDUSTRIAL (I-1) TO PUBLIC FACILITY (PF) FOR PUBLIC USE ON SECOND READING BY TITLE ONLY.

B. DENIAL:

I MOVE THAT THE CITY COUNCIL DENY THE REQUEST FOR REZONE OF THE SUBJECT PROPERTY FROM I-1 & I-2 TO PF, AS SET FORTH IN ACTION 2022-01-04RZ, BASED ON THE

AMENDED FINDINGS AND CONCLUSIONS SET FORTH IN SECTIONS I THROUGH IV OF THIS REPORT. (NEED TO CHANGE STAFF FINDINGS TO LEGAL DENIAL FINDINGS).

SUMMARY:

The applicant/owner owns a parcel known as Tax Map 18S4703B, which consists of tax lots 5600, 5700, 5800, and 6301. Said tax lots are currently zoned for Heavy Industrial (I-2) and Light Industrial (I-1). Applicant desires to develop the property into a Public Safety Training Facility and possible other city uses.

BACKGROUND:

The applicant is the Community Development Director, acting on behalf of the City of Ontario. The City of Ontario is the owner of the four tax lots known as Tax Lot 5600, 5700, 5800, and 6301, and has determined that it is in the best interest of the community to rezone the property to a Public Facility for use as a Public Safety Complex, which was approved and authorized under City Council Resolution #2022-103.

This request for a rezone needed a recommendation for approval or rejection from the Planning Commission to the City Council, who will be the decision maker for this request. This action specifically seeks approval for a rezone from Heavy Industrial (I-2) and Light Industrial (I-1) to a Public Facility (PF) within the city limits of the City of Ontario. On May 2, 2022, the Planning Commission sent a favorable recommendation to the City Council to approve the rezone request.

The most recent actions on this property were the surplus action of the property under Resolution #2014-126 and rezoning of a portion of the property from Public Facility to the Light Industrial (I-1) for sale of the property.

CURRENT SITUATION:

The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning Ordinance, then it is considered to be consistent with the Comprehensive Plan. A planned development is an approved zoning under the Comprehensive Plan and is recognized as a much needed type of development to meet the needs of the community. It will provide an emergency response agency training center, along with possible uses by other city or county agencies.

A. Rezone

1. Section 10B-20-30 REQUIRED FINDINGS, DECISION CRITERIA: In preparing findings to support a quasi-judicial zoning map amendment decision, the following findings shall be addressed, except when alternatives are set forth or where a required finding clearly does not apply to the current action:

a. The zoning map amendment is in conformance with statewide planning goals and

guidelines.

- b. The zoning map amendment is in conformity with the acknowledged comprehensive plan.
- c. The applicant has demonstrated a mistake or error in the original zone designation, or the applicant has demonstrated a change in physical, social or market conditions generally affecting the area, which makes the proposed change appropriate.
- d. A public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.
- e. The property affected by the change is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.
- f. The property affected by the proposed change of zone is properly related to streets and public facilities and with services adequate to meet the demands of the uses allowed in the new zone.
- g. The proposed zoning map change will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

Findings:

1. Explain how the proposed zoning map amendment is in conformance with statewide planning goals and guidelines.

A portion of the property was zone PF and Industrial. It has been used as a public building and public site since being purchased by the city until 2014, when the city decided to surplus the property.

2. Explain how the proposed zoning map amendment is in conformance with the Acknowledged Comprehensive Plan.

The Comprehensive Plan allows for city-owned property to be zoned as a public facility if it is to be used for public use. The planned use of the property is an allowed use of the property and is a better fit than the current industrial zones.

3. As the applicant, you must explain how there has been a mistake or error in the original zone designation or a change in physical, social or market conditions generally affecting the area, which makes this proposed zone change appropriate.

The property was designed as surplus and portions were rezoned to the industrial zone to allow for other uses, but a change in social conditions and the need of the city to maintain the property requires a rezone to allow for the planned use by the city.

4. As the applicant, you must show a public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.

It was shown during the public hearing regarding the property that there was a need for a public training facility, not only for the benefit of the citizens of Ontario, but surrounding communities as well. Granting this is not a special privilege as it satisfies a need and provides a benefit for all citizens of Ontario and surrounding communities.

5. Explain how the property affected by the change, if approved, is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.

The property is a total of 2.35 acres and is adequate in size to meet the needs of the planned use.

6. Explain how the property affected by the proposed change of zone is properly related to streets and other public facilities and with services adequate enough to meet the demands of the uses allowed in the new zone. This shall explain how this proposal will not absorb a disproportionate share of public facilities, utilities, and general assets.

The property is already partially developed and has public utilities at the site and has public access from SE 2nd Avenue on the south of the property and SE 3rd Avenue on the north and west of the site.

7. Explain how the proposed change in zoning will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

The property has been used in the past as a public facility (public works shop and office) and therefore the proposed use is not a big change to past uses of the property.

Summary Conclusions: Based on the findings above

a. The City of Ontario Municipal Code implements policies contained in the City of Ontario Comprehensive Plan, which conforms to the Statewide Planning Goals; generally, if a proposed rezone meets all criteria and standards contained in the OMC, the request will be consistent with Comprehensive Plan Policies and therefore conform to the Statewide Planning Goals. As this proposal meets the criteria in the above section, this proposal is consistent with Statewide Planning Goals. CRITERION IS MET

b. The findings 2 above show that the request is within goals and conformance of the Acknowledged Comprehensive Plan. Therefore, this proposal has demonstrated to be consistent with the Comprehensive Plan. CRITERION IS MET

c. The applicant states in finding 3, that there has been a change in social conditions and the need of the city for a public safety facility. Therefore, there is a change in social conditions, and it demonstrates that this criterion is met. CRITERION IS MET

d. As noted in applicant's finding 4, rezoning from the Industrial zones to the Public Facility zone would not be considered as the granting of a special privilege to a single property or group of property owners as it is providing public safety training which is needed for all citizens as well as the surrounding area. CRITERION IS MET

e. As noted in the findings 5, the subject property size is adequate to demonstrate consistency with this criterion. CRITERION IS MET

f. As noted in the finding 6 above, the properties are properly related to streets and public facilities within the public streets and the existing uses and services demonstrate that uses allowed in the proposed zone are provided. CRITERION IS MET

g. The applicant states in finding 7 above, that while the impact on surrounding properties will be low, with the proposed change in zoning, compliance with present City of Ontario ordinances will be essential in eliminating these issues. The permitted uses are related to low volume traffic and uses which do not lend themselves to the creation of significant amounts of noise or other discharges of dust or odor into the air is uncommon in this type of use. CRITERION IS MET

Final Conclusion: ALL CRITERIA ARE MET

SUMMARY CONCLUSIONS AND PLANNING COMMISSION DECISION

A request for a rezone of property may be recommended for approval or denial by the Planning Commission to the City Council if all applicable decision criteria and standards are found met, or able to be met through appropriate conditions of approval. In this case, findings must be made by the Planning Commission that the specific criteria are either met, able to be met through conditions of approval, or not met; options and discussion are provided under "Findings": and "Conclusion": for each criterion. All the criteria and standards must be met in order for the request to be recommended for approval.

At a Public Hearing on May 2, 2022, the Planning Commission approved the findings of facts and sent a favorable recommendation to the City Council to approve the rezone request.

ANALYSIS:

- A. **STRATEGIC PLAN** This project falls under the Desirability goal of the City Council's five-year strategic plan; specifically strategy 3, explore funding opportunities, activity: keep employees equipped. Past years have focused on the equipment for public safety employees, including ballistic shields, weapons, extraction equipment, and emergency vehicles. The training facility would further the support of this activity for our public safety employees with effective training.
- B. **FINANCIAL** The 55 NE Avenue site was chosen to provide a low-cost solution for the growing training needs of public safety employees. Most capital funds are expected to be provided by donations, partner contributions and grants.

- C. **TIMING** The rezoning of this property is needed in a timely manner to allow for construction of new facilities.
- D. **POLICY/LEGAL** The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning Ordinance, it is consistent with the Comprehensive Plan.
- A rezone must be done by an Ordinance and the City Council is the Final Authority for approving a City Ordinance.

ALTERNATIVES:

The City Council could table the action until a time certain if more information is needed to make a decision or remand it back to the Planning Commission with instructions for further information needed (list the required information).

RECOMMENDATION:

Staff recommends that the City Council approve and adopt the findings of facts and approve Ordinance #2801-2022 for the rezone from Heavy Industrial (I-2) and Light Industrial (I-1) to Public Facility (PF) zone of the subject property.

ATTACHMENTS:

1. Attachment 1_Before
2. Attachment 2_After
3. Attachment 3_Parcel Map
4. Attachment 4_Rezone Description
5. Ord #2801-2022 Rezone_City Ontario_2022-01-04RZ

Attachment "1"

Parcels Before Rezoning



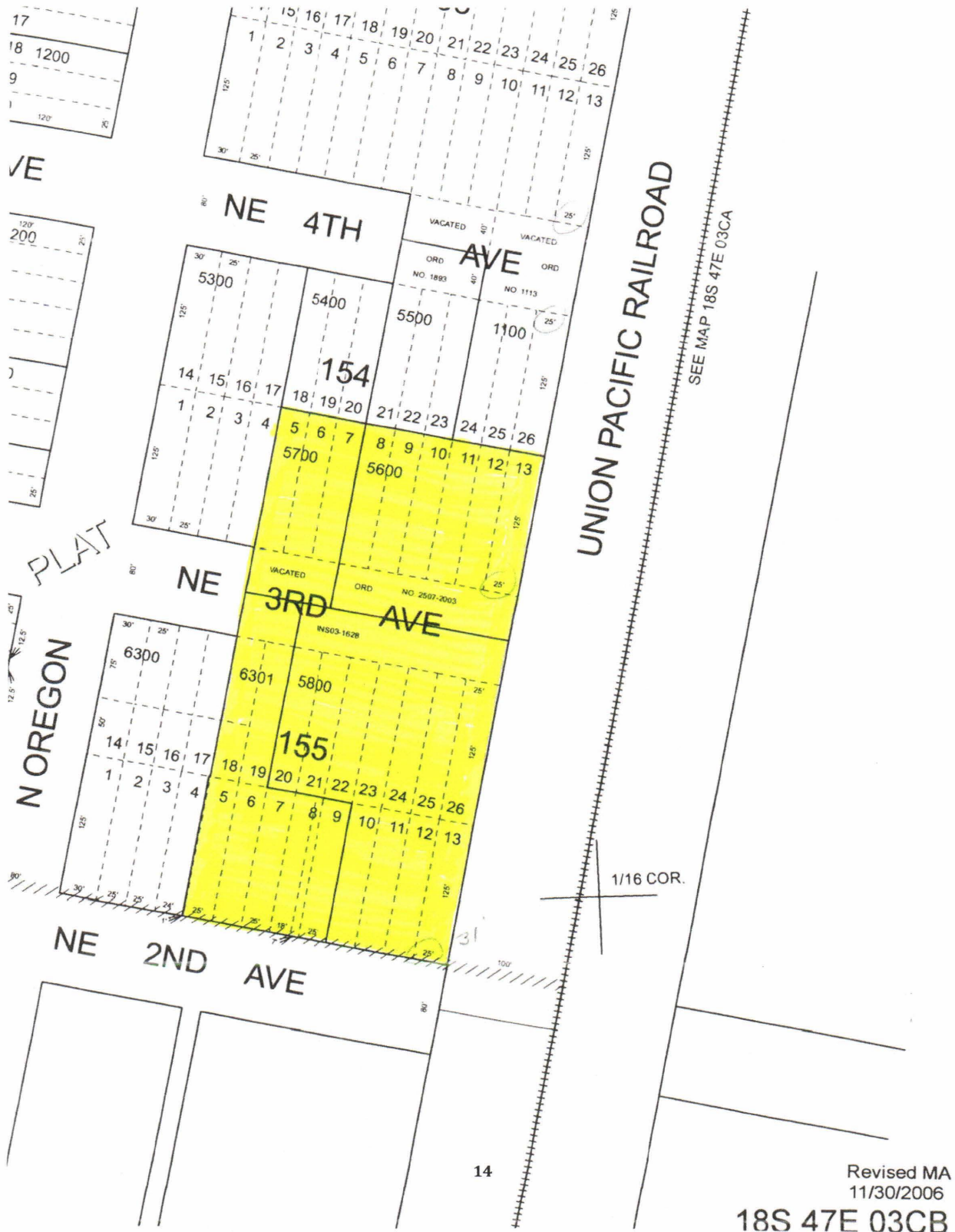
Attachment "2"

Parcels After Rezoning



Attachment "3"

Rezone Parcel Map



Attachment “4”

Rezone Parcel Description

Land in Wilson's Supplemental Plat to the City of Ontario, according to the Official Plat thereof, within the NW1/4SW1/4 of Section 3, Township 18 South, Range 47 East, W.M., Malheur County Oregon as follows:

In Block 154: Lots 5 thru 13, inclusive.

TOGETHER WITH all that portion of vacated NE 3RD Avenue lying adjacent thereto as vacated under Ordinance No. 2507-2003 recorded under Instrument No. 03- 1628, Malheur County deed records.

In Block 155: The East 1 foot of Lot 4, Lots 5 thru 13, inclusive and Lots 18 thru 26, inclusive.

TOGETHER WITH all that portion of vacated NE 3RD Avenue lying adjacent thereto as vacated under Ordinance No. 2507-2003 recorded under Instrument No. 03- 1628, Malheur County deed records.

Account No's 384, 17926, 385, & 18463, Code 1, Map 18S47E03CB, Tax Lot Nos. 5600, 5800, 5700 & 6301.

- End of Description -



ORDINANCE #2801-2022

AN ORDINANCE PROCLAIMING THE REZONING OF CERTAIN PROPERTY WITHIN THE CITY OF ONTARIO AUTHORIZED BY THE ONTARIO CITY COUNCIL RESOLUTION 2022-103 FOR A REZONE OF PROPERTY FROM HEAVY INDUSTRIAL (I-2) AND LIGHT INDUSTRIAL (I-1) TO PUBLIC FACILITY (PF) FOR PUBLIC USE

- WHEREAS,** The City Council, under Resolution #2022-103, dated February 8, 2022, approved the use of the subject property as a Public Safety Facility and instructed staff to begin the rezoning process; and
- WHEREAS,** After giving the notice required by law, the Ontario Planning Commission held a public hearing on Planning Action 2022-01-04RZ, a request for a zone change, on May 2, 2022. After the Planning Commission heard testimony from staff and the public, they made a motion to approve the findings of facts and sent a recommendation to the City Council to approve the rezoning of the property; and
- WHEREAS,** After giving the notice required by law, the Ontario City Council held a public hearing on the zone change request on May 10, 2022, and having reviewed all evidence and testimony submitted therein, makes the following findings of fact and conclusions of law with respect to the subject property:
- A. The City of Ontario Municipal Code policies contained in the City of Ontario Comprehensive Plan, which conforms to the Statewide Planning Goals; generally, if a proposed rezone meets all criteria and standards contained in the OMC, the request will be consistent with Comprehensive Plan Policies and therefore conform to the Statewide Planning Goals. The applicant has demonstrated in their application that this request is consistent with Statewide Planning Goals.
 - B. The findings show that the request is within goals and conformance of the acknowledged Comprehensive Plan. Therefore, this proposal has demonstrated to be consistent with the Comprehensive Plan.
 - C. The City Council accepts the findings of facts as approved by the Planning Commission as stated in the staff report and minutes of the Planning Commission meeting of May 2, 2022.
 - D. The subject property size is more than adequate to demonstrate consistency with this criterion and allows all the owner's property to be developed under the zone change.
 - E. The properties are properly related to streets and public facilities within the public streets and utility easements and the existing uses and services demonstrate that uses allowed in the proposed zone can be provided.
 - F. The findings show that the conditions of the neighborhood are such that the subject property and surrounding area are zoned for Industrial and Commercial uses. For the proposed use, while the impact on surrounding properties will be low with the proposed change in zoning, compliance with present City of Ontario ordinances will be essential in eliminating any issues. The permitted uses are related to low volume traffic and uses which do not lend themselves to the creation of significant amounts of noise or other discharges of dust or odor into the air uncommon in Industrial and Commercial zones.
 - G. That the City Council accept the recommendation of the Planning Commission to rezone the property to Public Facility (PF) zone.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Rezoning. That based on the Planning Commission findings and recommendation in Planning Action 2022-01-04AZ, the lands as shown and described in the attached Exhibits "A" and "B" are hereby rezoned from HEAVY INDUSTRIAL (I-2) AND LIGHT INDUSTRIAL (I-1) TO PUBLIC FACILITY (PF) ZONE, FOR PUBLIC USE.
2. Record. The City Clerk shall cause the recording of Ordinance #2801-2022 with the Malheur County Clerks deed records.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2022.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Exhibit “A”
Property Description for Rezone
City Action No. 2022-01-04RZ

Land in Wilson's Supplemental Plat to the City of Ontario, according to the Official Plat thereof, within the NW1/4SW1/4 of Section 3, Township 18 South, Range 47 East, W.M., Malheur County Oregon as follows:

In Block 154: Lots 5 thru 13, inclusive.

TOGETHER WITH all that portion of vacated NE 3RD Avenue lying adjacent thereto as vacated under Ordinance No. 2507-2003 recorded under Instrument No. 03- 1628, Malheur County deed records.

In Block 155: The East 1 foot of Lot 4, Lots 5 thru 13, inclusive and Lots 18 thru 26, inclusive.

TOGETHER WITH all that portion of vacated NE 3RD Avenue lying adjacent thereto as vacated under Ordinance No. 2507-2003 recorded under Instrument No. 03- 1628, Malheur County deed records.

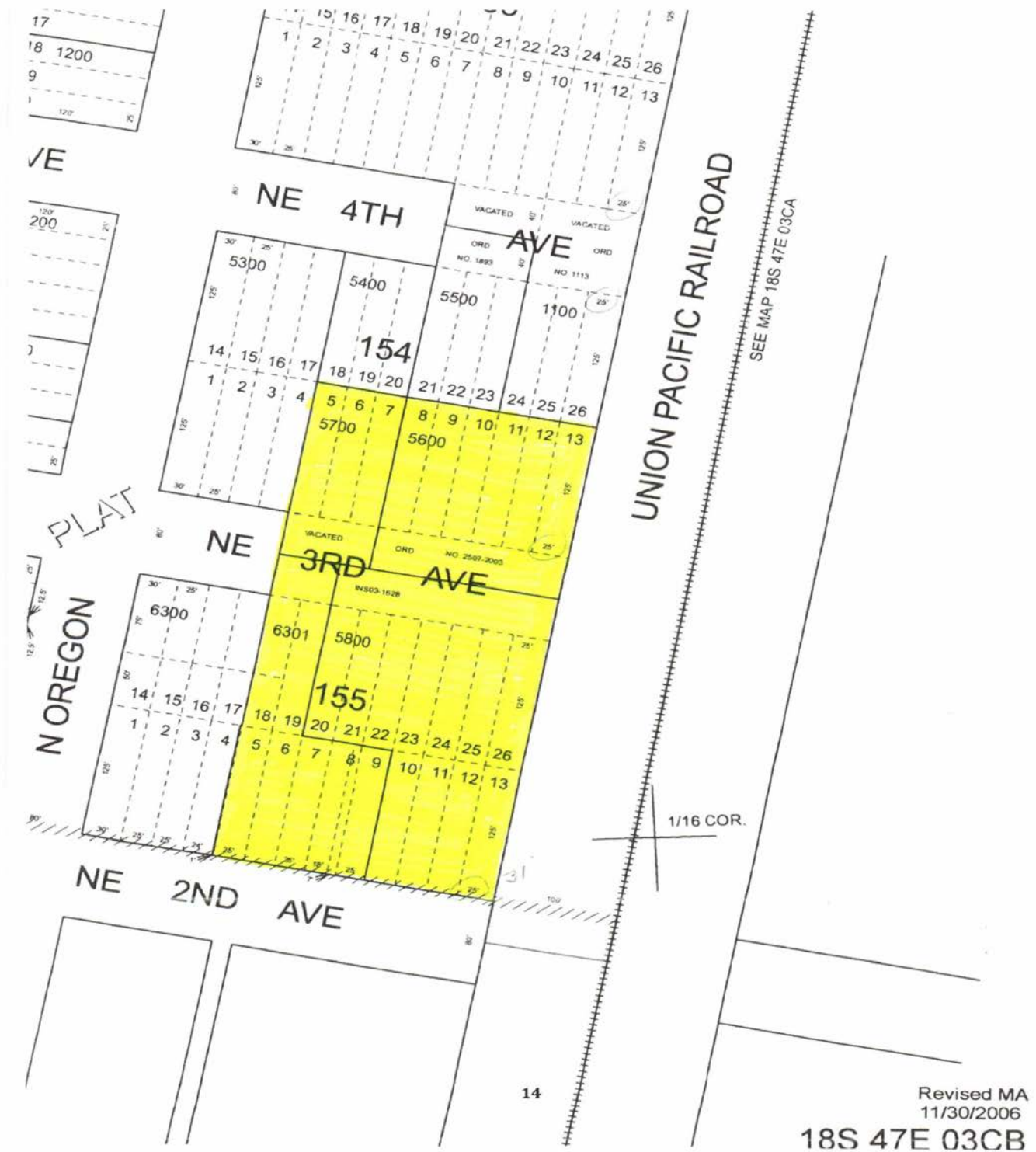
Account No's 384, 17926, 385, & 18463, Code 1, Map 18S47E03CB, Tax Lot Nos. 5600, 5800, 5700 & 6301.

- End of Description -

Exhibit "B"

Subject property

MAP 18S4703CB Tax Lots 5600, 5700, 5800 and 6301 & North ROW of NE 2nd Avenue.





**AGENDA REPORT
PUBLIC HEARING
May 10, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ORDINANCE #2805-2022: PLANNING ACTION 2022-01-03AZ - A REQUEST BY
EO INVESTMENTS FOR ANNEXATION AND REZONE OF PROPERTY FROM UGA
COMMERCIAL (UGA-C) TO CITY GENERAL HEAVY COMMERCIAL (C-2H), ON
FIRST READING BY TITLE ONLY**

DATE: April 25, 2022

PROPOSED MOTION:

A. APPROVAL:

1. I MOVE THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS FOR THE ANNEXATION AND REZONE OF THE SUBJECT PROPERTY FROM UGA COMMERCIAL (UGA-C) TO CITY GENERAL HEAVY COMMERCIAL (C-2H) AS SET FORTH IN ACTION 2022-01-03AZ BASED ON THE INFORMATION, FINDINGS AND CONCLUSIONS SET FORTH IN SECTIONS I THROUGH IV OF THIS REPORT.

2. I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2805-2022, AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA COMMERCIAL (UGA-C) TO CITY GENERAL HEAVY COMMERCIAL (C-2H), BEING A PARCEL WITHIN THE NW1/4SW1/4NW1/4 SECTION 11, TOWNSHIP 18 SOUTH RANGE 47 EAST, W.M., ON FIRST READING BY TITLE ONLY.

IF VOTE IS UNANIMOUS:

3. I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2805-2022, AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA COMMERCIAL (UGA-C) TO CITY GENERAL HEAVY COMMERCIAL (C-2H), BEING A PARCEL WITHIN THE NW1/4SW1/4NW1/4 SECTION 11, TOWNSHIP 18 SOUTH RANGE 47 EAST, W.M., ON SECOND READING BY TITLE ONLY.

B. DENIAL:

1. I MOVE THAT THE CITY COUNCIL DENY THE REQUEST FOR ANNEXATION AND REZONE OF THE SUBJECT PROPERTY FROM UGA COMMERCIAL (UGA-C) TO CITY GENERAL HEAVY

COMMERCIAL (C-2H) AS SET FORTH IN ACTION 2022-01-03AZ, BASED ON THE AMENDED, FINDINGS AND CONCLUSIONS SET FORTH IN SECTIONS I THROUGH IV OF THIS REPORT. (NEED TO CHANGE STAFF FINDINGS TO LEGAL DENIAL FINDINGS).

SUMMARY:

The applicant/owner owns two parcels, known as Tax Map 18S4711BC, Tax Lots 801 and 803. Said tax lots are currently zoned UGA Commercial (UGA-C). Applicant/owner is requesting the property be rezoned to City General Heavy Commercial (C-2H).

BACKGROUND:

The applicant has submitted an application for the annexation and rezone of parcels of land known as Tax Lots 801 and 803 on assessor's map 18SR47E11BC, which was found to be complete on March 25, 2022. Applicant provided enough information to schedule a public hearing on the matter.

This request for rezone needs a recommendation for approval or rejection from the Planning Commission to the City Council, who will be the decision maker for this request. This action specifically seeks approval for rezone from UGA Commercial (UGA-C) to City General Heavy Commercial (C-2H) within the city limits of the City of Ontario.

There are no recent city planning actions on the property. The property was created by a County Partition Plat on January 6, 2003, under Partition Plat No. 03-1.

CURRENT SITUATION:

The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning Ordinance it is considered to be consistent with the Comprehensive Plan and the planned development is an approved zoning under the Comprehensive Plan.

A. Rezone

1. Section 10B-20-30 REQUIRED FINDINGS, DECISION CRITERIA. In preparing findings to support a quasi-judicial zoning map amendment decision, the following findings shall be addressed except when alternatives are set forth or where a required finding clearly does not apply to the current action:
 - a. The zoning map amendment is in conformance with statewide planning goals and guidelines.
 - b. The zoning map amendment is in conformity with the acknowledged comprehensive plan.
 - c. The applicant has demonstrated a mistake or error in the original zone designation, or the applicant has demonstrated a change in physical, social or market conditions generally affecting the area which makes the proposed change appropriate.

- d. A public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.
- e. The property affected by the change is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.
- f. The property affected by the proposed change of zone is properly related to streets and public facilities and with services adequate to meet the demands of the uses allowed in the new zone.
- g. The proposed zoning map change will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

Findings:

1. Explain how the proposed zoning map amendment is in conformance with statewide planning goals and guidelines.

The City of Ontario, Malheur County, and the State of Oregon have all agreed upon the Comprehensive Plan and Map. Within that map, the parcel is currently zoned UGA-Commercial. It is only its natural progression per the Comprehensive Plan that this parcel be moved into City C-2H zoning for the economic growth and development of Ontario, Malheur County, and the State of Oregon.

2. As applicant, you must explain how there has been a mistake or error in the original zone designation or a change in physical, social or market conditions generally affecting the area, which makes this proposed zone change appropriate.

The applicants requested zone change from UGA-Commercial to C-2-H does not imply that there has been a mistake or an error in the original zone. In fact, this request for annexation and zone change only shows that the original zone designation of UGA-commercial was done with future thought of economic growth in mind. What has changed is the growth and development around the parcel. ODOT East Idaho Avenue Study states that SE 5th Ave is classified as a 'Major Collector Street'. The East Ontario Commercial Area Traffic Study estimated significant growth along SE 5th Ave, recommending that "increased access management be implemented by the State and City on the major east/west corridors (e.g. East Idaho and SE 5th Avenue)." This helped spark Ontario to get plans for roadways, intersections, etc along SE 5th Avenue, along with plans and recent development, including Goodfellow, East Lane, SE 1st Avenue, etc. (Exhibit E). As seen in Resolution #2008-145 of the City of Ontario, many improvements in the area around/adjacent to the parcel have been placed on the Capital Improvement Plans for the City of Ontario. As noted in the resolution as project numbers; #111, short term priority (SE 5th Avenue Bridge improvements), #113 short term priority (SE 5th Avenue 1-84 to East Lane road upgrades) (Exhibit C), #306 long term priority (East Lane and SE 13th Avenue roadway improvements to SE 5th Avenue) (Exhibit D).

In summary; the market conditions around the parcel have been thoroughly studied. With the result being several actions taken by the City of Ontario to place several projects on its short-term priority lists for its Capital Improvement Plans. Providing further evidence that the request for annexation and re-zone change to C-2-H will fall in perfect place for what the City of Ontario is already planning.

3. As an applicant, you must show a public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.

The public will benefit by annexing and re-zoning this parcel to C-2-H through increased tax revenue, increased development along a roadway that is in need of larger roads, a bike path, curb, gutter, etc. This will also benefit the public by attracting business and employees at this location. Any further traffic development along SE 5th Ave will aid in the public's ability to move through Ontario unencumbered. As the City of Ontario well knows, SE 5th Ave is only 1 of 2 roadways in the city that cross over 1-84, and only 1 of 3 roadways that cross the railways. The City of Ontario is well aware of this, as it has shown, annexing and rezoning parcels on the south side of SE 5th Ave. E.g., Action 2008-07-30 AZ where 1.3 acres at 1021 SE 5th Ave were annexed and re-zoned to C-2-H (Exhibit F) and action 2011-04-07 AZ where 5 acres at 920 SE 5th were annexed and re-zoned to C-2-H (Exhibit G). Further demonstrating that the city is not granting any special privileges for the requested annexation and re-zoning of the requested parcel.

4. Explain how the property affected by the change, if approved, is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.

As seen in Ontario City Code Chapter 10A-35 (Exhibit H), the parcel and building that is being requested to be annexed and re-zoned to C-2-H meets all of the criteria. The building is less than 50 feet tall; the area of the parcel is >3,000 sq ft, and the front yard, side yard, and rear yard minimums are met. Leaving plenty of area for even the most stringent requirements by the City of Ontario for adequate parking ratio. Let it also be known that with the size of the parcel, there is adequate ingress and egress space for vehicles to easily access the adjacent roadways.

5. Explain how the property affected by the proposed change of zone is properly related to streets and other public facilities and with services adequate to meet the demands of the uses allowed in the new zone. This shall explain how this proposal will not absorb a disproportionate share of public facilities, utilities and general assets.

To best explain why the requested annexation and re-zone change is properly related to streets, I refer to the Ontario City Ordinance; 10-2-7 Policies; Commercial Land Use (Exhibit I). It is stated that "New commercial development shall be concentrated in and around existing commercial areas as much as possible." This policy is met as all of the northerly adjacent property is zoned C-2-H. The same ordinance goes on to say; "...shall be located close to major traffic routes and shall have... access to such routes." As stated above, the ODOT East Idaho Avenue Study states that SE 5th Ave, that runs along the property, is classified as a Major Collector street, meeting the criteria in the policy code. Its central location to shopping,

restaurants and fuel will aid in business transactions and employee convenience.

Currently there are no buildings on the property. The sewer line runs adjacent to the property on SE 5th Avenue. Sufficient power and gas services are in the area. There are no foreseeable disproportionate uses of public facilities, utilities and general assets.

6. Explain how the proposed change in zoning will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

The requested zone of C-2-H is commercial. There are no foreseeable industrial uses in the existing buildings or land. The change proposed would not result in any adverse effects upon surrounding properties and would not result in any significant increase in the above adverse effects. Aside from normal commercial exterior lighting and signage, none of the above adverse effects will be implemented to the knowledge of the applicant.

Summary Conclusions: Based on the findings above:

a. The City of Ontario Municipal Code Implements policies contained in the City of Ontario Comprehensive Plan, which conforms to the Statewide Planning Goals; generally, if a proposed rezone meets all criteria and standards contained in the OMC, the request will be consistent with Comprehensive Plan Policies and therefore conform to the Statewide Planning Goals. As this proposal meets the criteria in the above section, this proposal is consistent with Statewide Planning Goals. CRITERION IS MET

b. The Findings 2 above show that the request is within goals and conformance of the Acknowledged Comprehensive plan. Therefore, this proposal has demonstrated to be consistent with the Comprehensive Plan. CRITERION IS MET

c. The applicant states in Finding 3, that there has been no mistake and the request follows the comprehensive plan. Therefore, there is no mistake, and the request follows the comprehensive plan and approved zoning and demonstrates that this criterion is met. CRITERION IS MET

d. As noted in applicant's Finding 4, rezoning from the UGA Commercial zone to the City General Heavy Commercial zone would not be considered as the granting of a special privilege for a single property or group of property owners as it is providing for the same zoning as the comprehensive plan and is the same zoning of the lands to the west and north of these properties. CRITERION IS MET

e. As noted in Findings 5, the subject property size is adequate to demonstrate consistency with this criterion. CRITERION IS MET

f. As noted in Finding 6 above, the properties are properly related to streets and public facilities within the public streets and the existing uses and services demonstrate that uses allowed in the proposed zone are provided. CRITERION IS MET

g. The applicant states in Finding 7 above, that while the impact on surrounding properties will be low, with the proposed change in zoning, compliance with present City of Ontario ordinances will be essential in eliminating these issues. The permitted uses are related to low volume traffic and uses which do not lend themselves to the creation to significant amounts of noise or other discharges of dust or odor into the air is uncommon in this type of use.
CRITERION IS MET

Final Conclusion: ALL CRITERIA ARE MET

SUMMARY CONCLUSIONS AND PLANNING COMMISSION DECISION

A request for a rezone of property may be recommended for approval or denial by the Planning Commission to the City Council if all applicable decision criteria and standards are found met, or able to be met through appropriate conditions of approval. In this case, findings must be made by the Planning Commission that the specific criteria are either met, able to be met through conditions of approval, or not met; options and discussion are provided under “Findings:” and “Conclusion:” for each criterion. All the criteria and standards must be met in order for the request to be recommended for approval.

At a Public Hearing on May 2, 2022, the Planning Commission approved the findings of facts and sent a favorable recommendation to the City Council to approve the annexation and rezone request.

ANALYSIS:

- A. **STRATEGIC PLAN** This project falls under the Growth goal of the City Council's five-year strategic plan; specifically allowing for annexation of land to add growth and an increased tax base, as well as allowing for the development of the property.
- B. **FINANCIAL** This annexation will add to the city tax base.
- C. **TIMING** The rezoning of this property is needed in a timely manner to allow for development.
- D. **POLICY/LEGAL** The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning Ordinance, it is consistent with the Comprehensive Plan.
A rezone must be done by an ordinance and the City Council is the final authority for approving a city ordinance.

ALTERNATIVES:

- 1) The City Council could table this action until a time certain if more information is needed to make a decision.
- 2) The Council could remand the action back to the Planning Commission with instructions for further information needed (list the required information).

RECOMMENDATION:

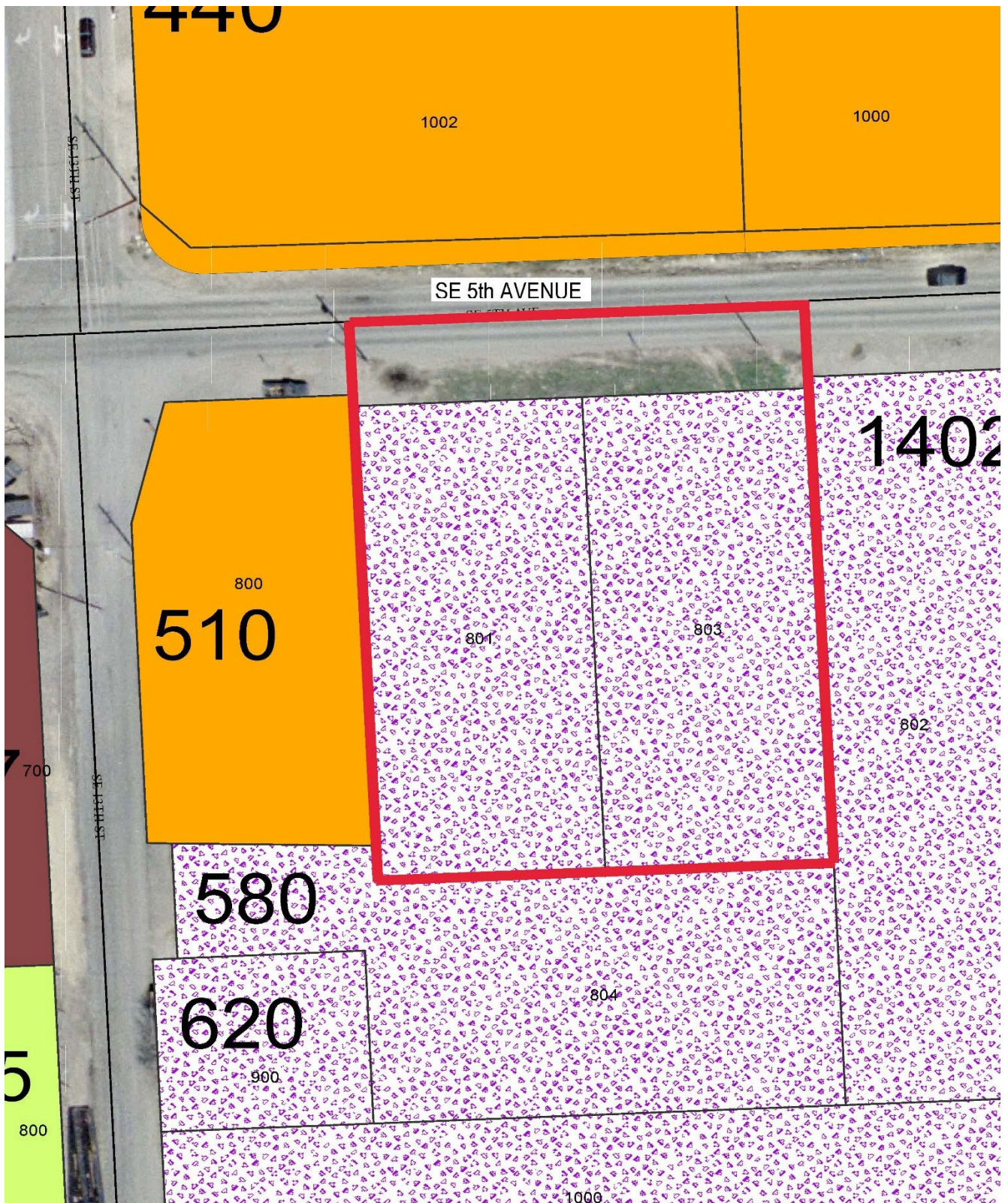
Staff recommends that the City Council approve and adopt the findings of facts and approve Ordinance #2805-2022.

ATTACHMENTS:

1. Attachment 1_Property Before Rezone
2. Attachment 2_Property After Rezone
3. Attachment 3_Parcel Rezone Tax Map
4. Attachment 4_Rezone Description
5. Ord #2805-2022 Annex & Rezone_EO Invest 2022-01-03AZ

Attachment "1"

Parcels Before Rezoning



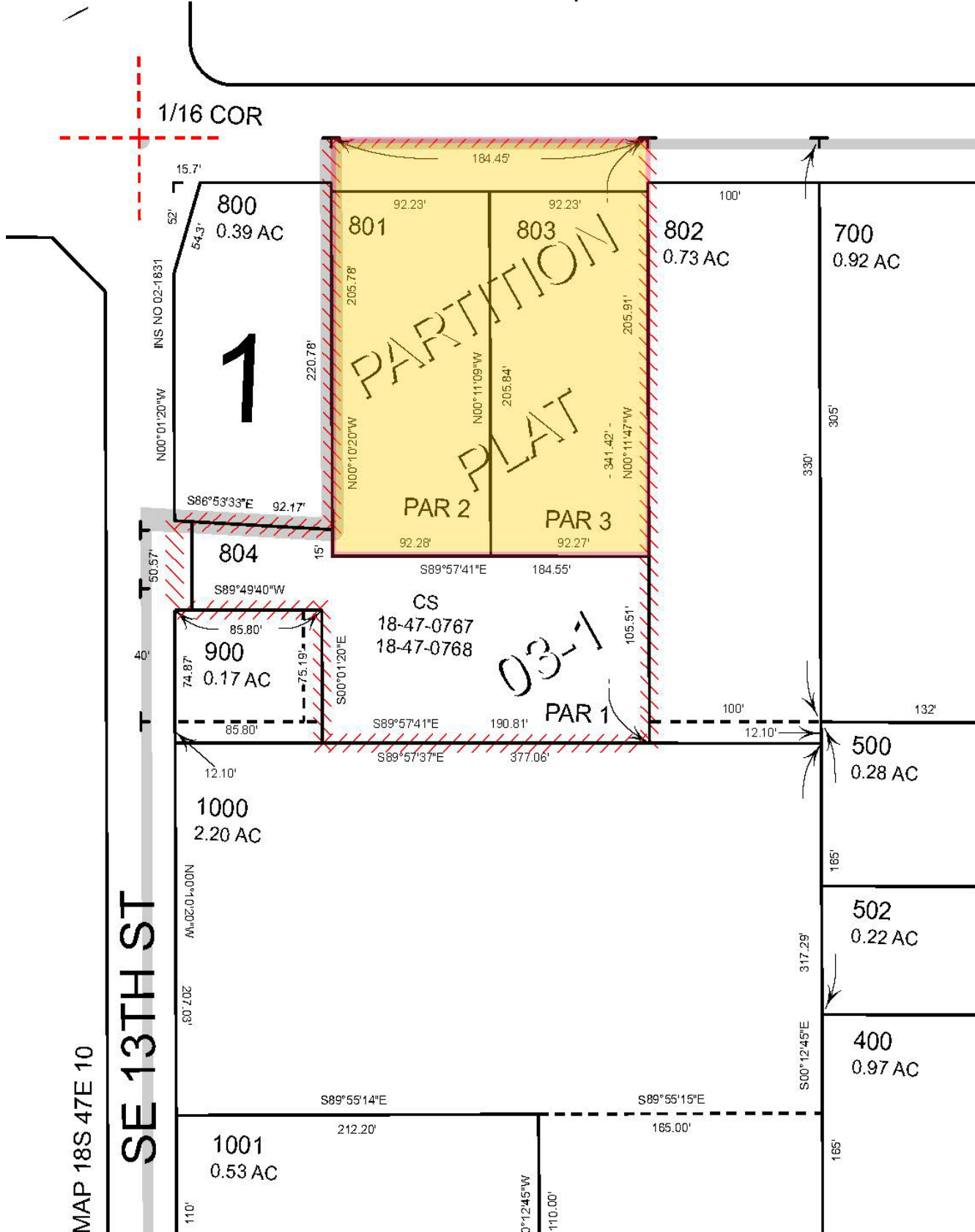
Attachment "2"

Parcels After Rezoning



Attachment "3"

Rezone Parcel Map



Attachment “4”

Rezone Parcel Description

Land in Malheur County Oregon, as follows:

In Township 18 South, Range 47 East of the Willamette Meridian:

Section 11: A parcel of land being in the NW1/4SW1/NW1/4 described as follows:

PARTITION PLAT NO. 03-1, recorded January 06, 2003, as Instrument No. 2003-91, Official Records of Malheur County, Oregon as follows:

Parcels 2 and 3.

ALSO, all that portion of the south right of way of SE 5th Avenue lying adjacent to the above-described parcels.

Account No's 8433 & 19902, Code 15, Map 18S47E11BC, Tax Lot Nos. 801 & 803.

- End of Description –



ORDINANCE #2805-2022

AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA COMMERCIAL (UGA-C) TO CITY GENERAL HEAVY COMMERCIAL (C-2H), BEING A PARCEL WITHIN THE NW1/4SW1/4NW1/4 SECTION 11, TOWNSHIP 18 SOUTH RANGE 47 EAST, W.M.

- WHEREAS,** There has been submitted to the City of Ontario a written request for annexation and rezoning to the city signed by 100% of the owners of land within the affected territory to be annexed; and
- WHEREAS,** All of the owners of land in that territory have consented in writing to the annexation of their land in the territory and have filed a statement of their consent with the legislative body of the city; and
- WHEREAS,** The City Charter and the City Code does not expressly require the city to submit a proposal of annexation of territory to the electors of the city; and
- WHEREAS,** All the owners have requested the lands to be rezoned from UGA Commercial (UGA C) to City General Heavy Commercial (C-2H).

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Annexation Area. The following contiguous territory be and the same is hereby annexed: The property legally described and mapped in the attached Exhibits "A" and "B" respectively.
2. Rezoning. That based on the Planning Commission findings and recommendation in Planning Action 2022-01-03AZ, the lands as shown and described in the attached Exhibits "A" and "B" be rezoned from UGA Commercial (UGA C) to City General Heavy Commercial (C-2H).
3. Record. The City Planner shall submit to the Oregon Secretary of State (1) a copy of this Ordinance, (2) a copy of the statement of consent of the landowner in the territory annexed; and (3) Shall send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the City within 10 days of the effective date of annexation to the Malheur County Assessor, Malheur County Clerk, and the State Department of Revenue.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2022.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Exhibit “A”
Property Description for Annexation/Rezone
City Action No. 2022-01-03AZ

Land in Malheur County Oregon, as follows:

In Township 18 South, Range 47 East of the Willamette Meridian:

Section 11: A parcel of land being in the NW1/4SW1/NW1/4 described as follows:

PARTITION PLAT NO. 03-1, recorded January 06, 2003, as Instrument No. 2003-91, Official Records of Malheur County, Oregon as follows:

Parcels 2 and 3.

ALSO, all that portion of the south right of way of SE 5th Avenue lying adjacent to the above-described parcels.

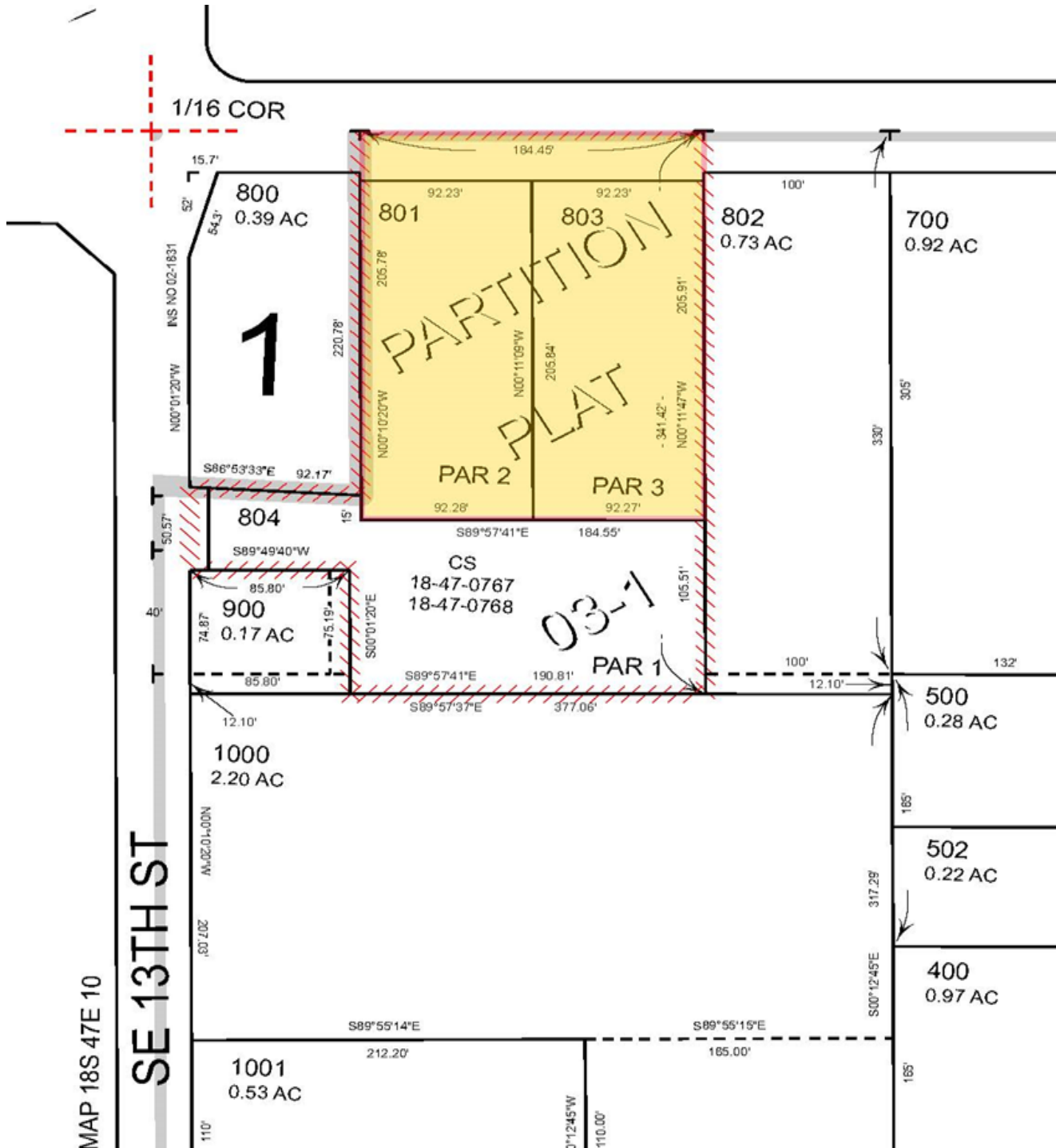
Account No’s 8433 & 19902, Code 15, Map 18S47E11BC, Tax Lot Nos. 801 & 803.

- End of Description –

Exhibit "B"

Subject property

MAP 18S4711BC Tax Lots 801 & 803 Plus ROW





**AGENDA REPORT
PUBLIC HEARING
May 10, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ORDINANCE #2807: PLANNING ACTION 2022-03-16AZ - A REQUEST BY HEVN, LLC, FOR AN ANNEXATION AND REZONE OF PROPERTY FROM UGA LIGHT INDUSTRIAL (I-1) TO CITY LIGHT INDUSTRIAL (I-1).**

DATE: April 30, 2022

PROPOSED MOTION:

A. APPROVAL:

1. I MOVE THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS FOR THE ANNEXATION AND REZONE OF THE SUBJECT PROPERTY FROM UGA I-1 TO CITY I-1 AS SET FORTH IN ACTION 2022-03-16AZ BASED ON THE INFORMATION, FINDINGS AND CONCLUSIONS SET FORTH IN SECTIONS I THROUGH IV OF THIS REPORT.

2. I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2807-2022 AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM UGA INDUSTRIAL (UGA-1) TO CITY LIGHT INDUSTRIAL (I-1) BEING A PARCEL WITHIN THE NW1/4SW1/4 SECTION 33, TOWNSHIP 17 SOUTH, RANGE 47 EAST., W.M., ON FIRST READING BY TITLE ONLY

IF VOTE IS UNANIMOUS:

3. I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2807-2022 AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM UGA INDUSTRIAL (UGA-1) TO CITY LIGHT INDUSTRIAL (I-1) BEING A PARCEL WITHIN THE NW1/4SW1/4 SECTION 33, TOWNSHIP 17 SOUTH, RANGE 47 EAST., W.M., ON SECOND READING BY TITLE ONLY.

B. DENIAL:

1. I MOVE THAT THE CITY COUNCIL DENY THE REQUEST FOR ANNEAXTION AND REZONE OF THE SUBJECT PROPERTY FROM UGA I-1 TO CITY I-1, AS SET FORTH IN ACTION 2022-03-16AZ BASED ON THE AMENDED FINDINGS AND CONCLUSIONS SET FORTH IN SECTIONS I THROUGH IV OF THIS REPORT. (NEED TO CHANGE STAFF FINDINGS TO LEGAL DENIAL FINDINGS).

SUMMARY:

The applicants/owner owns a parcel, known as Tax Map 17S4733C, Tax Lots 2100 and 2200. Said Tax Lots are currently zoned Urban Growth Area Light Industrial (UGA I-1) and to develop the property, the property is required to annex into the city and a rezone is required to City Light Industrial (I-1).

BACKGROUND:

The applicant has submitted an application for the annexation and rezone of parcels of land known as Tax Lots 2100 and 2200 on Assessor's Map 17SR47E33C. The application was found to be complete on March 9, 2022, and provided enough information to schedule a public hearing on the matter.

The request for rezone needs a recommendation for approval or rejection from the Planning Commission to the City Council, who will be the decision maker for this request. This action specifically seeks approval for rezone from UGA Light Industrial (UGA I-1) to City Light Industrial (I-1) within the city limits of the City of Ontario.

There are no recent city planning actions on the property.

CURRENT SITUATION:

The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning Ordinance, it is considered to be consistent with the Comprehensive Plan and the planned development is an approved zoning under the comprehensive plan.

A. Rezone

1. Section 10B-20-30 REQUIRED FINDINGS, DECISION CRITERIA. In preparing findings to support a quasi-judicial zoning map amendment decision, the following findings shall be addressed except when alternatives are set forth or where a required finding clearly does not apply to the current action:

- a. The zoning map amendment is in conformance with statewide planning goals and guidelines.
- b. The zoning map amendment is in conformity with the acknowledged comprehensive plan.
- c. The applicant has demonstrated a mistake or error in the original zone designation, or the applicant has demonstrated a change in physical, social or market conditions generally affecting the area which make the proposed change appropriate.
- d. A public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.

- e. The property affected by the change is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.
- f. The property affected by the proposed change of zone is properly related to streets and public facilities and with services adequate to meet the demands of the uses allowed in the new zone.
- g. The proposed zoning map change will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

Findings:

1. Explain how the proposed zoning map amendment is in conformance with statewide planning goals and guidelines.

The City of Ontario, Malheur County and the State of Oregon have all agreed upon the Comprehensive Plan and Map. On that map the parcel is currently zoned UGA-industrial. It is only its natural progression per the Comprehensive Plan that this parcel be moved into City I-1 zoning for the economic growth and development of Ontario, Malheur County, and the State of Oregon.

2. As applicant, you must explain how there has been a mistake or error in the original zone designation or a change in physical, social or market conditions generally affecting the area, which makes this proposed zone change appropriate.

The applicants requested zone change from UGA-industrial to C-I1 (light industrial) does not imply that there has been a mistake or an error in the original zone. In fact, this request for annexation and zone change only shows that the original zone designation of UGA-industrial was done with future thought of economic growth in mind. What has changed is the growth and development around the parcel. ODOT has improved 1-84 on-ramp and off-ramp for both east and west-bound traffic. ODOT has also installed the Yturri Beltway. Including signal lights at Washington/Yturri Beltway and Verde/Yturri Beltway. All of the aforementioned improvements are very near said parcel. In summary; the roadways around the parcel have been thoroughly improved. With the result being the City of Ontario wanting to push growth and development to the area of said parcel. Providing further evidence that the request for annexation and re-zone change to City I-1 will fall in perfect place for what the City of Ontario is in need of.

3. As applicant, you must show a public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.

The public will benefit by annexing and re-zoning this parcel to City I-1 through increased tax revenue, increased development along a roadway that is in need of improvements: curbs, gutter, sidewalks, extensions of water and sewer lines, etc. This will also benefit the public by

attracting business and employees at this location. As the City of Ontario well knows, HWY 201 is only 1 of 2 roadways in the city that cross over 1-84. The City of Ontario is well aware of the development and improvements of Yturri Beltway, 1-84 ramps, Washington, Verde, water and sewer line placements. In close proximity is the placement of Love's Travel Stop and improvement of the surrounding areas. Further demonstrating that the city is directing growth in the area of said parcel. Further showing that this is not granting any special privileges for the requested annexation and re-zoning of the requested parcel.

4. Explain how the property affected by the change, if approved, is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.

As seen in Ontario City Code Chapter 10A-43-01, the parcel and building that is being requested to be annexed and re-zoned to City I-1 meets all of the criteria. The building is less than 38 feet tall; the area of the parcel is 7,500 sq ft, and the front yard, side yard, and rear yard minimums are met. Leaving plenty of area for even the most stringent requirements by the City of Ontario for adequate parking ratio. Let it also be known that, with the size of the parcel, it has adequate ingress and egress space for vehicles to easily access the adjacent roadways.

5. Explain how the property affected by the proposed change of zone is properly related to streets and other public facilities and with services adequate to meet the demands of the uses allowed in the new zone. This shall explain how this proposal will not absorb a disproportionate share of public facilities, utilities and general assets.

To best explain why the requested annexation and re-zone change is properly related to streets, I refer to the location of the parcel. With its proximity to 1-84, Yturri Beltway/HWY 201, Verde, etc. along with the surrounding established businesses including, Love's Travel Stop, Treasure Valley Steele, North Verde Auto, etc. Doing light industrial business at this location will have easy access to Interstate and Highway commerce. Ontario City Ordinance; 10-2-7 Policies; Commercial Land Use. Where it is stated that "New commercial development shall be concentrated in and around existing commercial areas as much as possible." The same ordinance goes on to say; "shall be located close to major traffic routes and shall have access to such routes." Its central location to roadways, restaurants and fuel will aid in business transactions and employee convenience.

The requested parcel for annexation and re-zoning to City I-1 will be hooked up to city water and sewer. The sewer line runs 250 feet from the parcel and the water line runs 50ft from the parcel. Power and gas services are readily available. There are no foreseeable disproportionate uses of public facilities, utilities, and general assets.

6. Explain how the proposed change in zoning will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

The requested zone of City I-1 is light industrial. There are no foreseeable industrial uses of land that would be outside of the permitted uses and/or the conditional uses allowed by the City of Ontario. Aside from normal industrial exterior lighting and signage, none of the above adverse effects will be implemented to the knowledge of the applicant.

Summary Conclusions: Based on the findings above:

a. The City of Ontario Municipal Code Implements policies contained in the City of Ontario Comprehensive Plan conform to the Statewide Planning Goals; generally, if a proposed rezone meets all criteria and standards contained in the OMC, the request will be consistent with Comprehensive Plan Policies and therefore conform to the Statewide Planning Goals. As this proposal meets the criteria in the above section, this proposal is consistent with Statewide Planning Goals. CRITERION IS MET

b. The findings 2 above show that the request is within goals and conformance of the Acknowledged Comprehensive plan. Therefore, this proposal has demonstrated to be consistent with the Comprehensive Plan. CRITERION IS MET

c. The applicant states in finding 3, that there has been no mistake and the request follows the comprehensive plan. Therefore, there is no mistake, and the request follows the comprehensive plan and approved zoning and demonstrates that this criterion is met. CRITERION IS MET

d. As noted in applicant's finding 4, rezoning from the UGA Light Industrial zone to the City Light Industrial zone would not be considered as the granting of a special privilege for a single property or group of property owners as it is providing for needed Light Industrial lands within the City limits where there are very limited number of Light Industrial properties with city limits at this time. CRITERION IS MET

e. As noted in the findings 5, the subject property size is adequate to demonstrate consistency with this criterion. CRITERION IS MET

f. As noted in the finding 6 above, the properties are properly related to streets and public facilities within the public streets and the existing uses and services demonstrate that uses allowed in the proposed zone are provided. CRITERION IS MET

g. The applicant states in finding 7 above, that while the impact on surrounding properties will be low, with the proposed change in zoning, compliance with present City of Ontario ordinances will be essential in eliminating these issues. The permitted uses are related to low volume traffic and uses which do not lend themselves to the creation to significant amounts of noise or other discharges of dust or odor into the air is uncommon in this type of use. CRITERION IS MET

Final Conclusion: ALL CRITERIA ARE MET

SUMMARY CONCLUSIONS AND PLANNING COMMISSION DECISION

A request for a rezone of property may be recommended for approval or denial by the Planning Commission to the City Council if all applicable decision criteria and standards are found met, or able to be met through appropriate conditions of approval. In this case, findings must be made by the Planning Commission that the specific criteria are either met, able to be

met through conditions of approval, or not met; options and discussion are provided under “Findings:” and “Conclusion:” for each criterion. All the criteria and standards must be met in order for the request to be recommended for approval.

At a Public Hearing on May 2, 2022, the Planning Commission approved the findings of facts and sent a favorable recommendation to the City Council to approve the annexation and rezone request.

ANALYSIS:

- A. **STRATEGIC PLAN** This project falls under the Growth goal of the City Council five-year strategic plan; specifically allowing for annexation of land to add growth and an increased tax base.
- B. **FINANCIAL** This annexation will add to the city tax base.
- C. **TIMING** The rezoning of this property is needed in a timely manner to allow for development.
- D. **POLICY/LEGAL** The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the zoning ordinance, it is consistent with the Comprehensive Plan.
A rezone must be done by an ordinance and the City Council is the final authority for approving a city ordinance.

ALTERNATIVES:

The City Council could table the action until a time certain if more information is needed to make a decision or remand it back to the Planning Commission with instructions for further information needed (list the required information).

RECOMMENDATION:

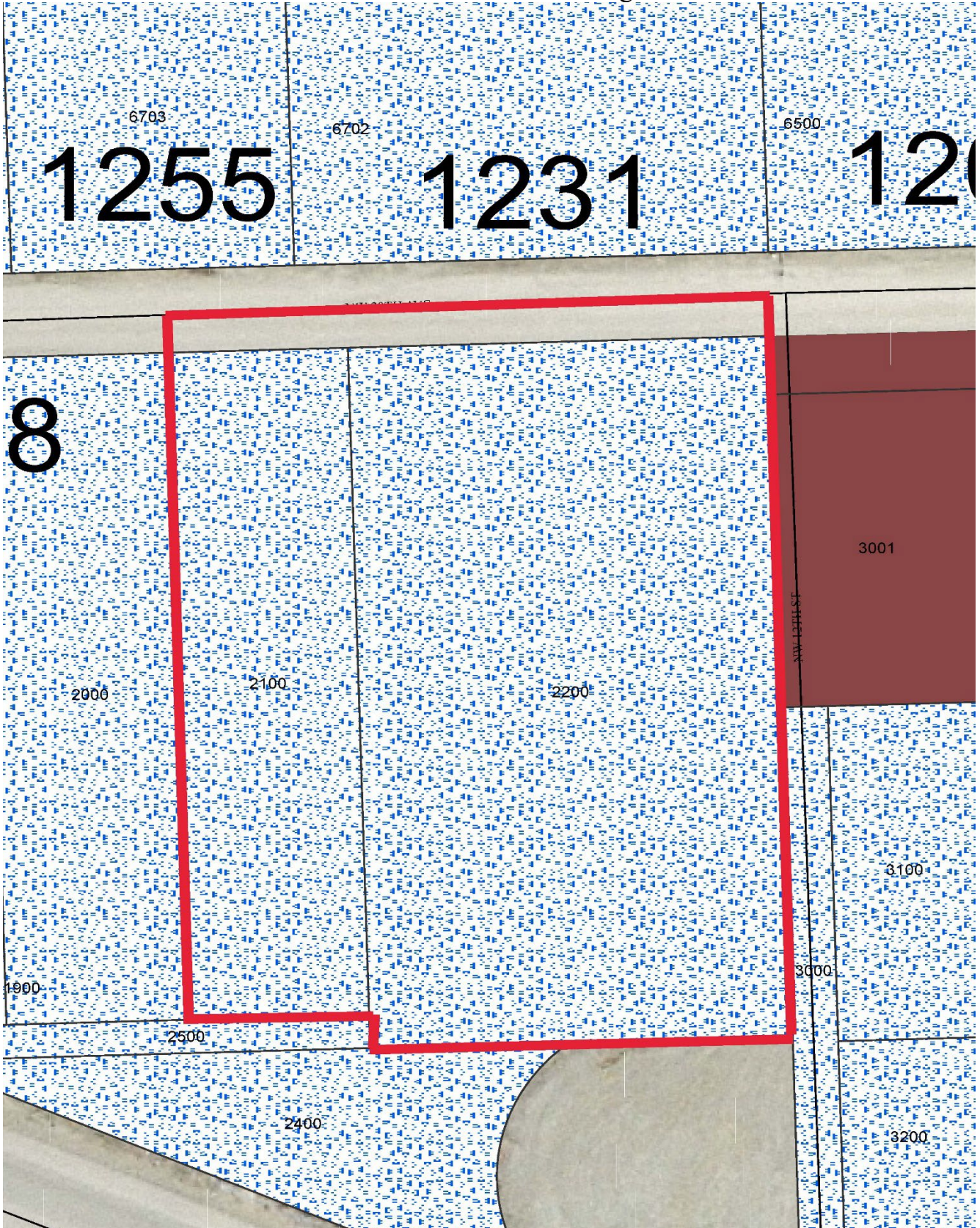
Staff recommends that the City Council approve and adopt the findings of facts and approve Ordinance #2807-2022 for the annexation and rezone from Urban Growth Area (UGA) Light Industrial (UGA I-1) to City Light Industrial (I-1) zone of the subject property.

ATTACHMENTS:

- 1. Attachment 1_Property Before Rezone
- 2. Attachment 2_Property After Rezone
- 3. Attachment 3_Parcel Rezone Tax Map
- 4. Attachment 4_Rezone Description
- 5. Ord #2807-2022 Annex & Rezone_HEVN LLC 2022-03-16AZ

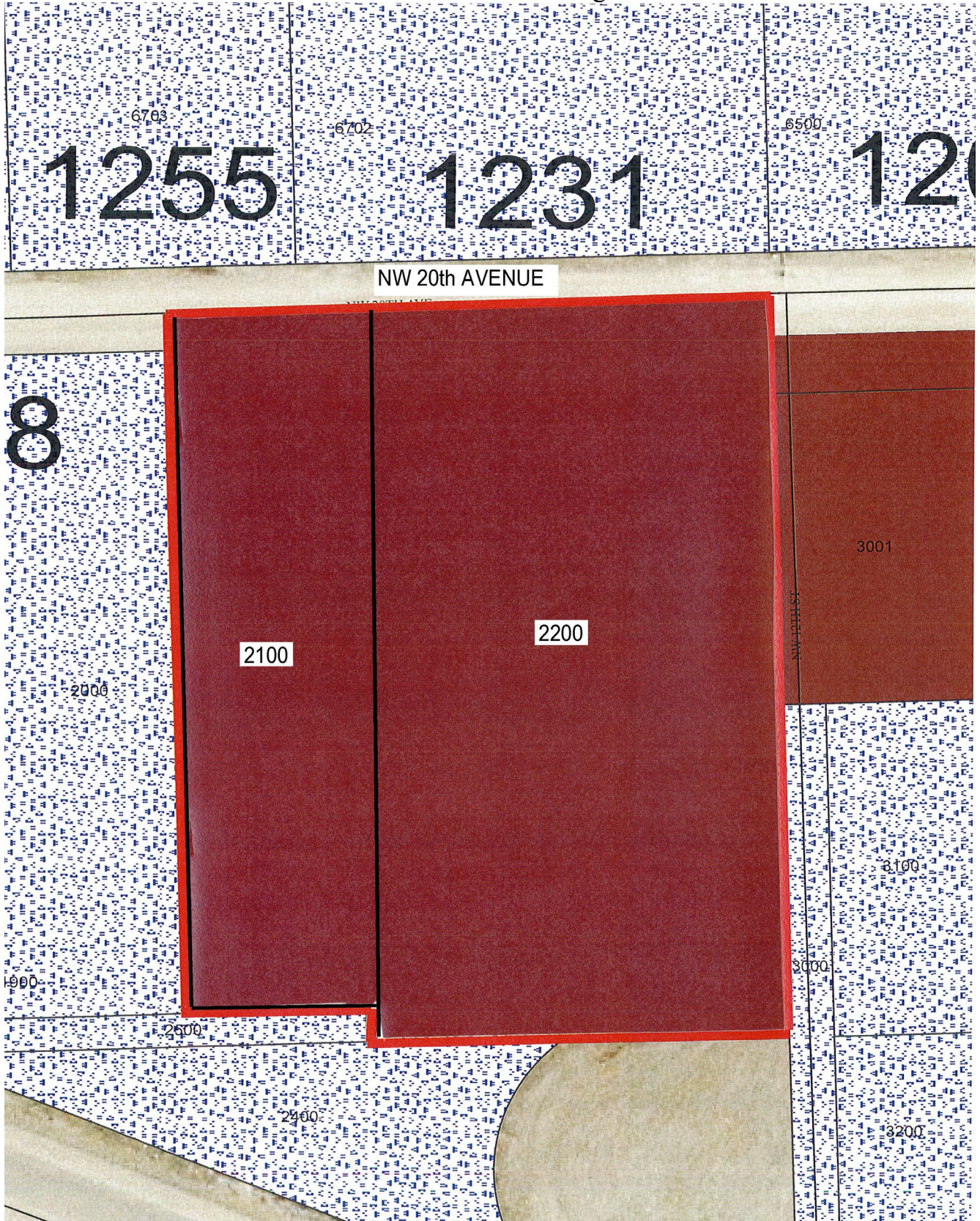
Attachment "1"

Parcels Before Rezoning



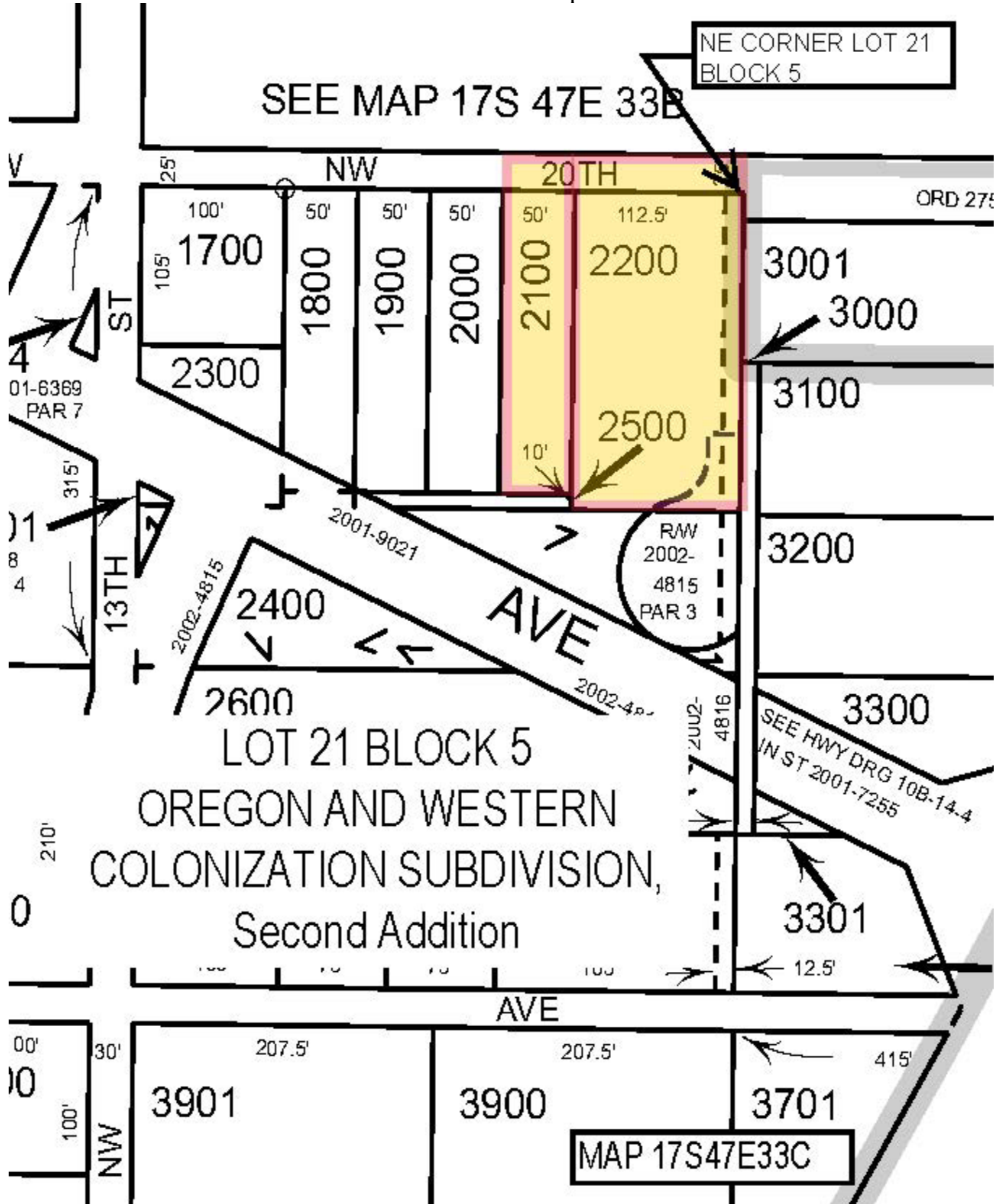
Attachment "2"

Parcels After Rezoning



Attachment "3"

Rezone Parcel Map



Attachment “4”

Rezone Parcel Description

Land in OREGON AND WESTERN COLONIZATION SUBDIVISION, Second Addition, in Section 3, Township 17 South, Range 47 East, W.M., Malheur County Oregon, according to the Corrected Plat thereof as follows:

In Block 5: A parcel of land in Lot 21 more particularly described as follows:

Beginning at the Northeast corner of said Lot 21; thence West 162.5 feet; thence South 200 feet; thence East 50 feet; thence South 10 feet; thence east 112.5 feet; thence North 210 feet to the Point of Beginnings.

ALSO, all that portion of NW 20th Avenue (25 feet) lying adjacent to and north of the above-described parcel and that portion of ROW 2002-4815 within the above-described parcel.

Account No's 7380 & 7381, Code 15, Map 17S47E33C, Tax Lot Nos. 2100 & 2200.

- End of Description -



ORDINANCE #2807-2022

AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA LIGHT INDUSTRIAL (UGA-I-1) TO CITY GENERAL LIGHT INDUSTRIAL (I-1), BEING A PARCEL WITHIN THE NW1/4SW1/4 SECTION 33, TOWNSHIP 17 SOUTH RANGE 47 EAST, W.M.

- WHEREAS,** There has been submitted to the City of Ontario a written request for annexation and rezoning to the city signed by 100% of the owners of land within the affected territory to be annexed; and
- WHEREAS,** All of the owners of land in that territory have consented in writing to the annexation of their land in the territory and have filed a statement of their consent with the legislative body of the city; and
- WHEREAS,** The City Charter and the City Code does not expressly require the city to submit a proposal of annexation of territory to the electors of the city; and
- WHEREAS,** All the owners have requested the lands to be rezoned from UGA Light Industrial (UGA I-1) to City Light Industrial (I-1).

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Annexation Area. The following contiguous territory be and the same is hereby annexed: The property legally described and mapped in the attached Exhibits "A" and "B" respectively.
2. Rezoning. That based on the Planning Commission findings and recommendation in Planning Action 2022-03-16AZ, the lands as shown and described in the attached Exhibits "A" and "B" be rezoned from UGA Light Industrial (UGA I-1) to City Light Industrial (I-1).
3. Record. The City Planner shall submit to the Oregon Secretary of State (1) a copy of this Ordinance, (2) a copy of the statement of consent of the landowner in the territory annexed; and (3) Shall send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the City within 10 days of the effective date of annexation to the Malheur County Assessor, Malheur County Clerk, and the State Department of Revenue.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2022.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Exhibit “A”
Property Description for Annexation/Rezone
City Action No. 2022-03-16AZ

Land in OREGON AND WESTERN COLONIZATION SUBDIVISION, Second Addition, in Section 3, Township 17 South, Range 47 East, W.M., Malheur County Oregon, according to the Corrected Plat thereof as follows:

In Block 5: A parcel of land in Lot 21 more particularly described as follows:

Beginning at the Northeast corner of said Lot 21; thence West 162.5 feet; thence South 200 feet; thence East 50 feet; thence South 10 feet; thence east 112.5 feet; thence North 210 feet to the Point of Beginnings.

ALSO, all that portion of NW 20th Avenue (25 feet) lying adjacent to and north of the above-described parcel and that portion of ROW 2002-4815 within the above-described parcel.

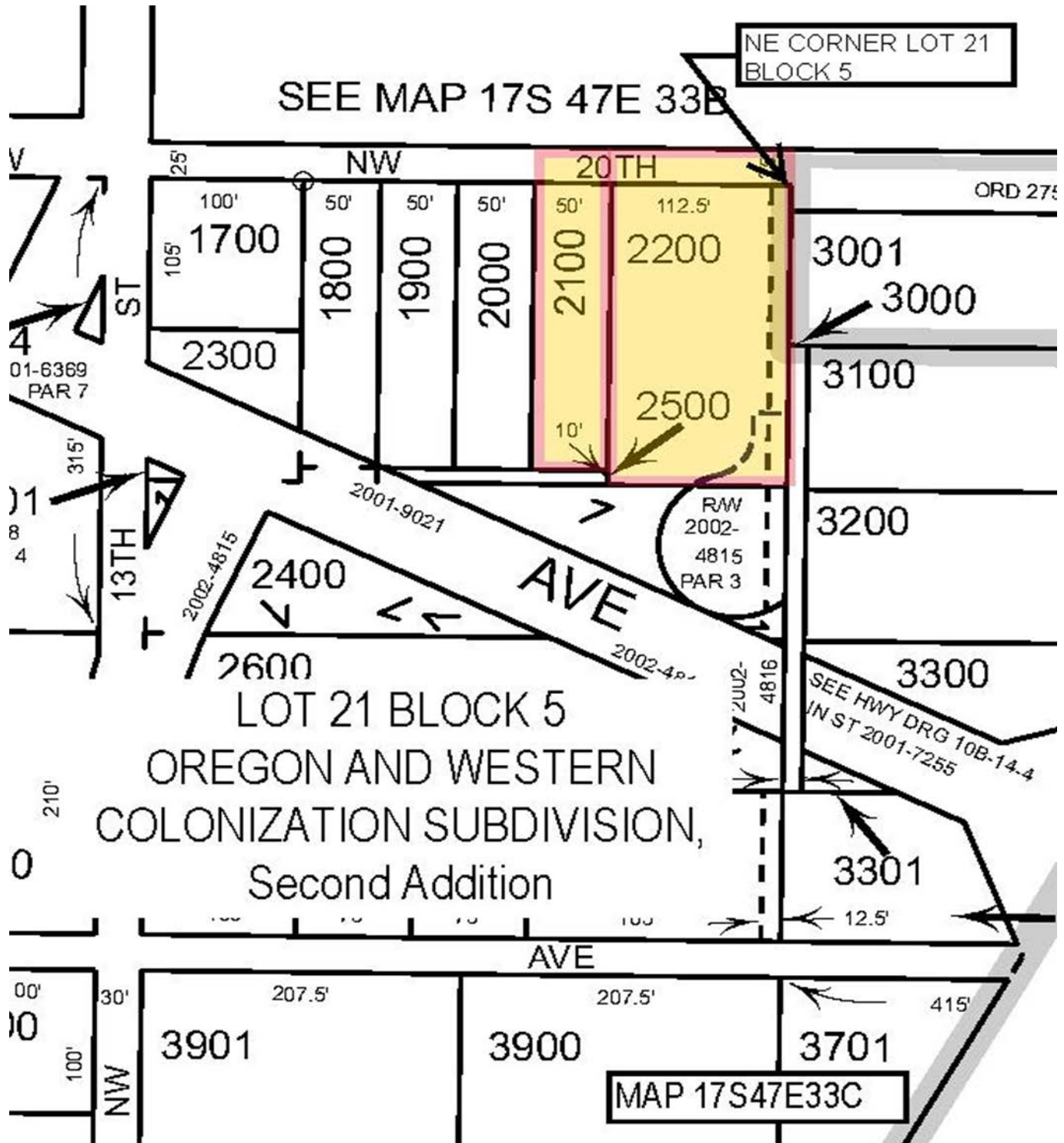
Account No’s 7380 & 7381, Code 15, Map 17S47E33C, Tax Lot Nos. 2100 & 2200.

- End of Description –

Exhibit "B"

Subject property

MAP 17S4733C Tax Lots 2100 & 2200 Plus ROW





**AGENDA REPORT
PUBLIC HEARING
May 10, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ACCEPT RIGHT-OF-WAY FOR A PORTION OF NW 16TH AVENUE, PER
APPROVED PARTITION PLAT, APPROVED UNDER PLANNING ACTION 2022-01-
01 PTN**

DATE: May 2, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE DEDICATION OF THE RIGHT-OF-WAY FOR A PORTION OF NW 16TH AVENUE AS SHOWN ON THE PARTITION PLAT, SAID PARTITION BEING APPROVED BY AN ADMINISTRATIVE ACTION ON MARCH 6, 2022, UNDER PLANNING FILE 2022-01-01PTN, AND AUTHORIZE THE MAYOR TO EXECUTE HIS SIGNATURE ON THE FINAL PLAT ACCEPTING THE DEDICATED RIGHT-OF-WAY.

SUMMARY:

The City Council, who is the governing body for the City of Ontario, needs to accept the right-of-way of a portion of NW 16th Avenue as shown on the Plat attached as an exhibit to this report.

BACKGROUND:

The subject property has been platted into three parcels with public right-of-way being dedicated.

On March 6, 2022, the Community Development Director administratively approved a partition plat for Norm Poole Oil, Inc., an Oregon corporation. The action requires the dedication of public right-of-way for portions of NW 116h Avenue for access to Parcel 3 of said Partition.

CURRENT SITUATION:

The Partition is ready to be finalized and the public right-of-way accepted by the City Council.

ANALYSIS:

- A. **STRATEGIC PLAN** This partition leads the way for future development in the area with the dedication of right-of-way to meet the Growth and Desirability portions of the City Council's Strategic Plan.

- B. **FINANCIAL** There is no financial cost to the city at this time.
- C. **TIMING** This action needs to be completed and the right-of-way accepted so that the developer may move forward with the sale of the new lots in a timely manner.
- D. **POLICY/LEGAL** The City Council, under 10 B-55-45 for a land division involving the creation of streets, shall, by action of the City Council at a public hearing, approve the final plat by motion accepting the public right of way, and the Mayor and planning official shall sign the plat.

ALTERNATIVES:

The alternative could be to not accept the right of way.

The Council could, by motion, not accept the right of way offered for dedication and instruct the applicant to make the street private. These alternatives would not meet city codes for connectivity and existing public use of portions of the roads.

RECOMMENDATION:

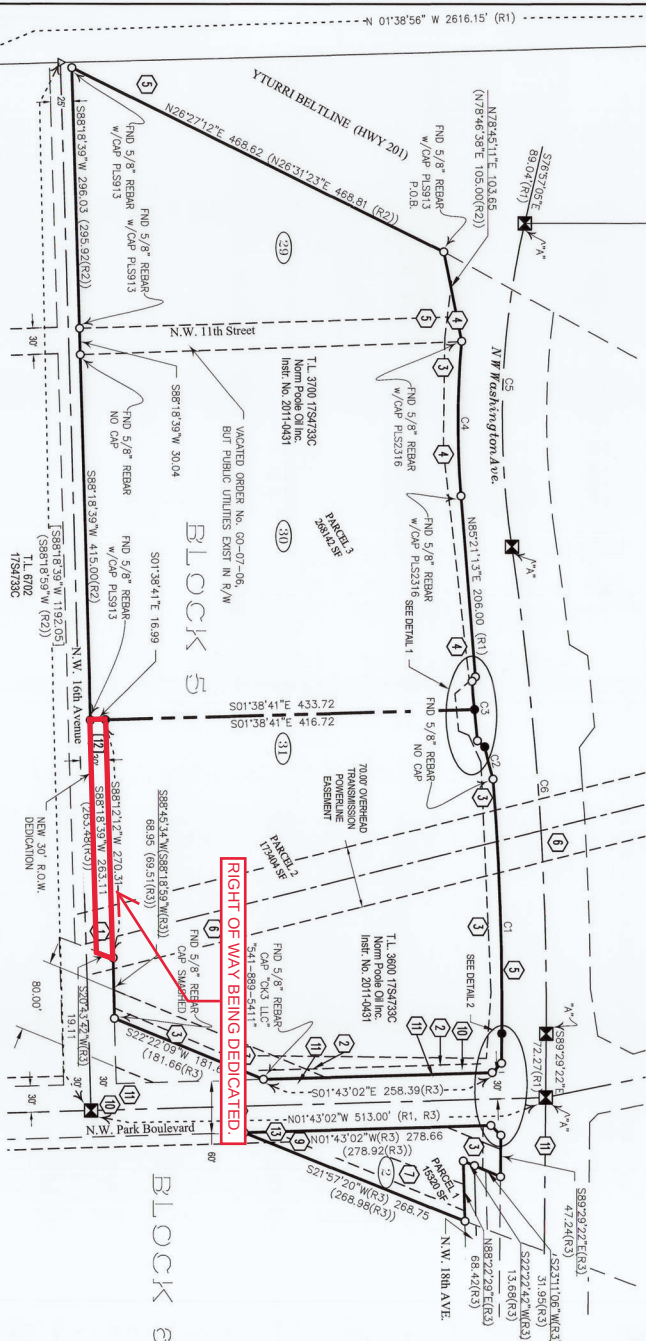
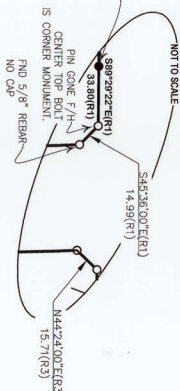
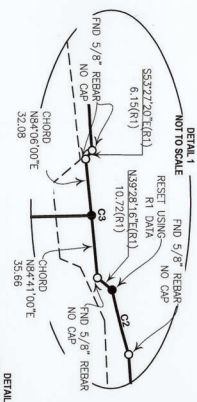
Staff recommends that the Council approve the request for the dedication of the street right of way and authorize the Mayor to sign the plat and acceptance of the right-of-ways as shown on the attached Plat.

ATTACHMENTS:

- 1. Attachment 1_Poole Oil Partition_CC
- 2. Attachment 2_Poole Oil Partition_CC

WEST 1/4 CORNER OF SECTION 33
FOUND 3" BRASS MON, 12" BELOW
GRAVEL SURFACE SET BY LS 2065
AS PER INDEX No. X-09.

DETAIL 1
NOT TO SCALE
FND 5/8" REBAR
RESET USING NO CAP

CURVE TABLE

DELTA	LENGTH	TANGENT
48'07"	289.14	144.65

10001*	67.74	33.87
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37.25°	369.85	187.15
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[illegible]

REFERENCE TABLE

B3 RECORD OF SURVEY FOR BO

R3 RECORD OF SURVEY FOR NO
BY CK3, LLC, FILED UNDER C

RIGHT OF WAY BEING DEDICATED.

CERTIFICATE OF MALHEUR COUNTY RECORDER
STATE OF OREGON } ss

COUNTY OF MALHEUR } S. 12.

[illegible]

NORM POOLE OIL

MS: 6/30/2023

Dwg. No. B-01888

SURVEY FOR:

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

OREGON
MAY 10, 2011
LANCE CLARK HINS
61420

**MALHEUR COUNTY
SURVEYOR**

By _____

Received: 3/28/2022

Filed: _____

Survey No. 17-47-0290

[illegible]

PARTITION PLAT NO. 29, 30 & 31 of Block 5
Being a Replat of those portions of Lots 29, 30 & 31 of Block 5
and Lot 2 of Block 6 of the WESTER COLONIZATION SUBDIVISION SECOND ADDITION
within Section 33, Township 17 South, Range 47 East,
Wilmington Meridian, City of Ontario, Malheur County, Oregon

OWNER'S DECLARATION:

KNOW ALL MEN BY THESE PRESENTS, THAT I, MALHEUR COUNTY, INC., AN OREGON CORPORATION, THE UNDERSIGNED, THE OWNER OF THE LANDS AS SHOWN AND DESCRIBED ON THIS PLAT, AND HAVE CAUSED THE SAME TO BE PARTITIONED AND SURVEYED IN ACCORDANCE WITH OREGON REVENUE CODE SECTION 30.010.

HEREBY ACKNOWLEDGE THE FOLLOWING EASEMENTS AND DEDICATE RIGHT OF WAY IN ITEM 12.

1. AN EASEMENT TO DADCO POWER COMPANY, INST. NO. BOOK 10, PAGE 327.
2. AN EASEMENT TO DADCO POWER COMPANY, INST. NO. 1756, MALHEUR COUNTY RECORDS.
3. DEDICATE AND PERMANENT EASEMENT FOR SLOPES, TO THE STATE OF OREGON BY & THROUGH ITS DEPT. OF TRANSPORTATION, RECORDED JUNE 3, 2004, AS INST. NO. 2004-250.
4. AN EASEMENT TO THE STATE OF OREGON, DEPT. OF TRANSPORTATION, RECORDED ON JUNE 25, 2003 AS INST. NO. 2003-5112, OFFICIAL RECORDS.
5. EASEMENT FOR UTILITIES ON NOW VACATED STREET ORDER NO. 00-07-06 FILED APRIL 12, 2006, INST. NO. 2006-270, OFFICIAL RECORDS.
6. AN EASEMENT TO DADCO POWER COMPANY, RECORDED MARCH 24, 2008, AS INST. NO. 2008-1958.
7. AN EASEMENT TO DADCO POWER COMPANY, RECORDED NOVEMBER 26, 1998, AS INST. NO. 6151 IN BOOK 111, PAGE 222 OFFICIAL RECORDS OF MALHEUR COUNTY, OREGON.
8. A TEMPORARY EASEMENT FOR CONSTRUCTION PURPOSES, TO THE CITY OF ONTARIO, RECORDED ON JANUARY 31, 2012, AS INST. NO. 2012-0258, OFFICIAL RECORDS OF MALHEUR COUNTY, OREGON.
9. A PERMANENT EASEMENT TO THE CITY OF ONTARIO, RECORDED SEPTEMBER 27, 2012, AS INST. NO. 2012-3355, OFFICIAL RECORDS OF MALHEUR COUNTY, OREGON.
10. AN EASEMENT FOR CONSTRUCTION TO THE CITY OF ONTARIO, RECORDED ON JANUARY 17, 2013, AS INST. NO. 2013-0195, OFFICIAL RECORDS OF MALHEUR COUNTY, OREGON.
11. EASEMENT IN FAVOR OF THE CITY OF ONTARIO, RECORDED FEBRUARY 01, 2011, AS INST. NO. 2011-0803, DEEDS.
12. HEREBY DEDICATE A 30' RIGHT-OF-WAY ALONG NW 166 AVENUE AS SHOWN.

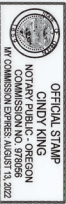
WITNESSED BY ME, THE CLERK OF MALHEUR COUNTY, ON THIS 17th DAY OF MAY, 2012.

NORM POOLE, INC., AN OREGON CORPORATION

ACKNOWLEDGEMENT

STATE OF OREGON } S.S.
COUNTY OF MALHEUR }
ON THIS 29th DAY OF April
IN THE YEAR OF 2012, BEFORE ME, C. J. KING,
NOTARY PUBLIC, OREGON
AND STATE PERSONALLY APPEARED NORM POOLE, AND
SATISFACTORY EVIDENCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE
FOREGOING INSTRUMENT, AND UPON BEING DULY SWORN, ACKNOWLEDGED TO ME THAT
HE ENTERED THE SAME IN WRITING WHEREIN, I HEREBY TO SET MY HAND AND SEAL.

CINDY ANN KING
NOTARY PUBLIC, OREGON
COMMISSION NO. 990615
EXPIRES AUGUST 17, 2022



LEGEND

- SET 5/8" X 30" REBAR W/ RED PLASTIC CAP MARKED PLUS 91420
 - △ CALCULATED POINT
 - FOUND 5/8" IRON ROD
 - [] RECORD DATA
 - [] CALCULATED DATA
 - *A* DESIGNATES FOUND 2" ALUMINUM CAP MARKED PLUS 2316 SET IN SURVEY NO. 17-47-0290.
- PARTITION BOUNDARY
--- NEW PARTITION LINE
--- RIGHT-OF-WAY
--- EASEMENT
--- POWER LINE EASEMENT CENTERLINE
--- CENTERLINE (CL)
--- SECTIONAL LINE (SEC.)
--- OTHER LOT LINES

APPROVALS:

MALHEUR COUNTY SURVEYOR
APPROVED THIS 30th DAY OF May, 2012

MALHEUR COUNTY SURVEYOR

ONTARIO CITY PLANNING DEPARTMENT
APPROVED THIS 30th DAY OF May, 2012

MALHEUR COUNTY ASSESSOR
APPROVED THIS 30th DAY OF May, 2012

MALHEUR COUNTY ASSESSOR

CITY ACCEPTANCE

THE CITY OF ONTARIO ACTING THROUGH ITS MAYOR HEREBY ACCEPTS ON BEHALF OF THE PUBLIC AND PUBLIC UTILITIES THE DEDICATION OF RIGHT OF WAY AND EASEMENTS AS SHOWN.

CITY OF ONTARIO
RILEY HILL, MAYOR

CERTIFICATE OF MALHEUR COUNTY RECORDER
STATE OF OREGON } S.S.
COUNTY OF MALHEUR }

Number of affidavits of vendor, mortgage or trust deed holder attached: _____



ENGINEERING SURVEYING & PLANNING
CK3, LLC

CHECKED BY: LCK
DRAWN BY: AMC
DATE: 4/20/2022
FIELDBOOK NO. O-290
DWG FILE NO. B-1323
FILENAME: V021023.dwg
JOB NO.: V021023
SHEET: 2 of 2

NORM POOLE OIL

REVISIONS: 6/30/2023

SURVEY FOR:

REGISTERED
PROFESSIONAL
LAND SURVEYOR
OREGON
MAY 10, 2011
LANCE
61420

MALHEUR COUNTY
SURVEYOR
By: _____
Received: 3/28/2022
Filed: _____
Survey No. 17-47-0290
Dwg. No. B-01888



ONTARIO
OREGON

Public Works Department

QUARTERLY PRESENTATION JANUARY – MARCH 2022

Engineering Development Review & Special Projects



- Fire service trench, settled over winter
- Traffic Counts for SE 18th Ave. Bridge Project
- 27" Storm line being relocated for new development



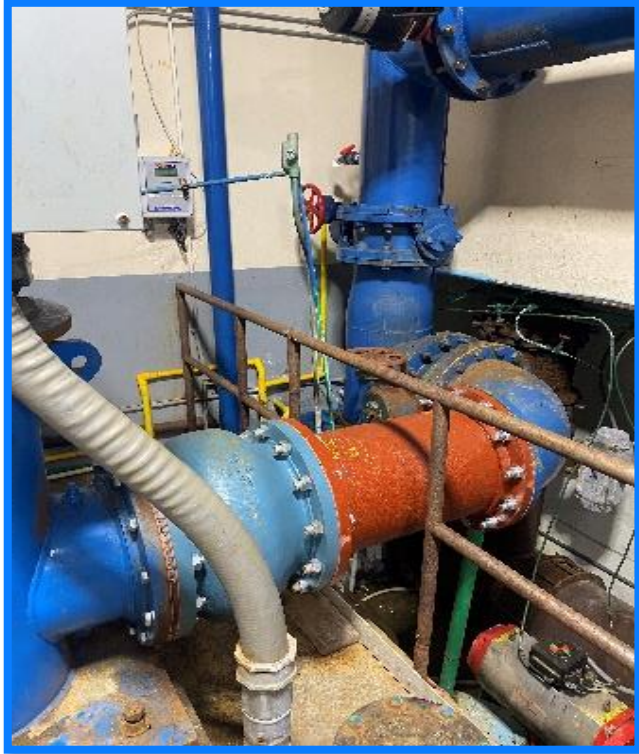
Engineering Development Review & Special Projects



- 13 Right of Way permits issued
- 8 PDAC meeting
- 22 address changes or additions
- Multiple plan reviews
- T200 design
- CDBG project
- Water Treatment Plant expansion
- Ameresco Lighting project
- Safe Routes to School
- SE 5th Ave Pedestrian Improvement Project



Water Treatment Plant



Quarterly Accomplishments Water Treatment Plant



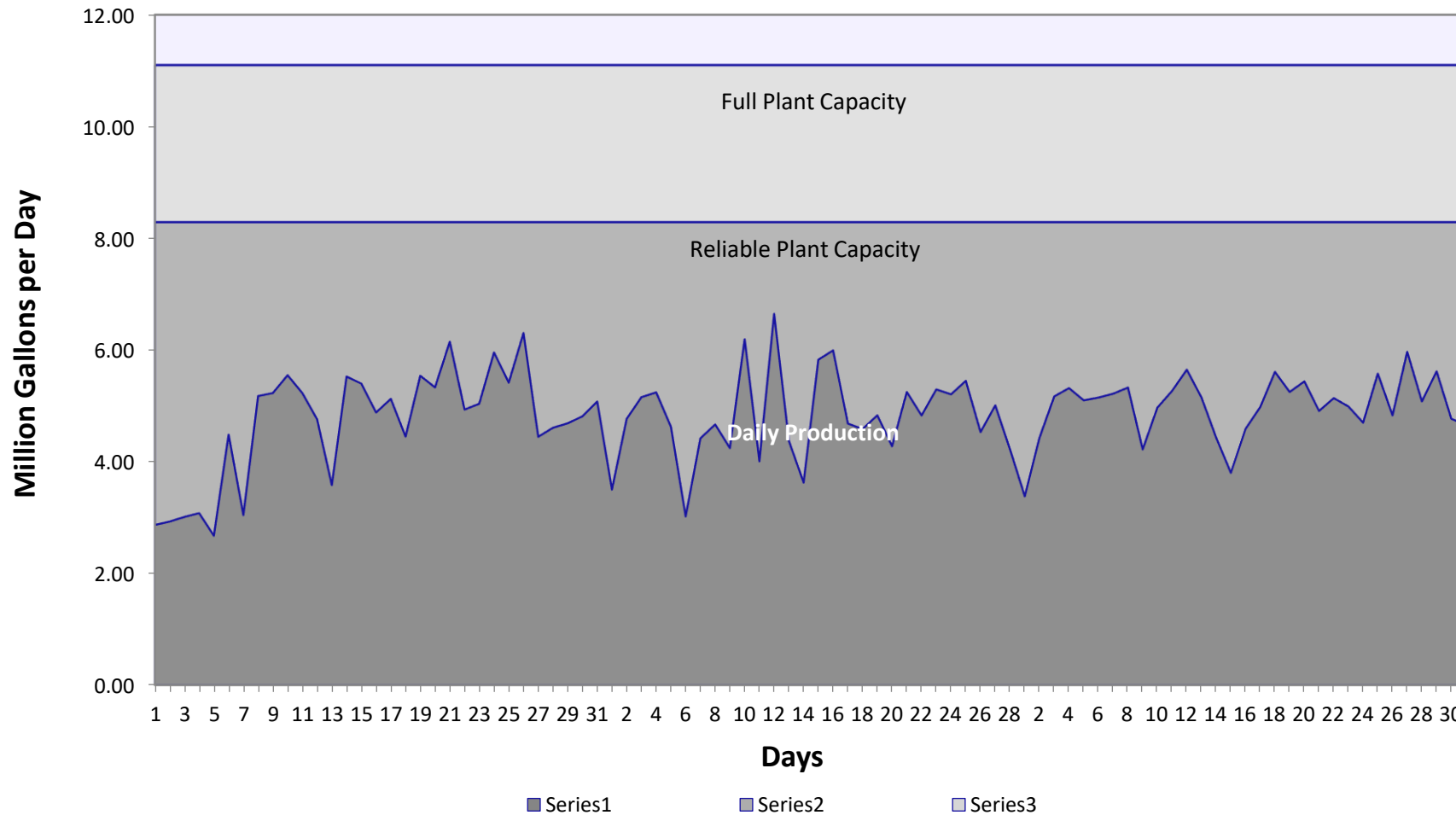
- High Service Pump 4 Check Valve replacement complete
- WesTech Clarifier #1 Annual maintenance. Fabricated new bracing for media retention screens.
- Installed new benchtop and online turbidimeters



Water Treatment Plant Summary

- Production vs. Capacity

Demand vs. Availability
Jan 01 - Mar 31 , 2022



Wastewater Treatment Plant



Quarterly Accomplishments Wastewater Treatment Plant



ONTARIO
OREGON

- Annual electrical control panels (pdms) completed and closed out
- Skyline Effluent valve rebuilt
- Replace obsolete PLCs with new versions

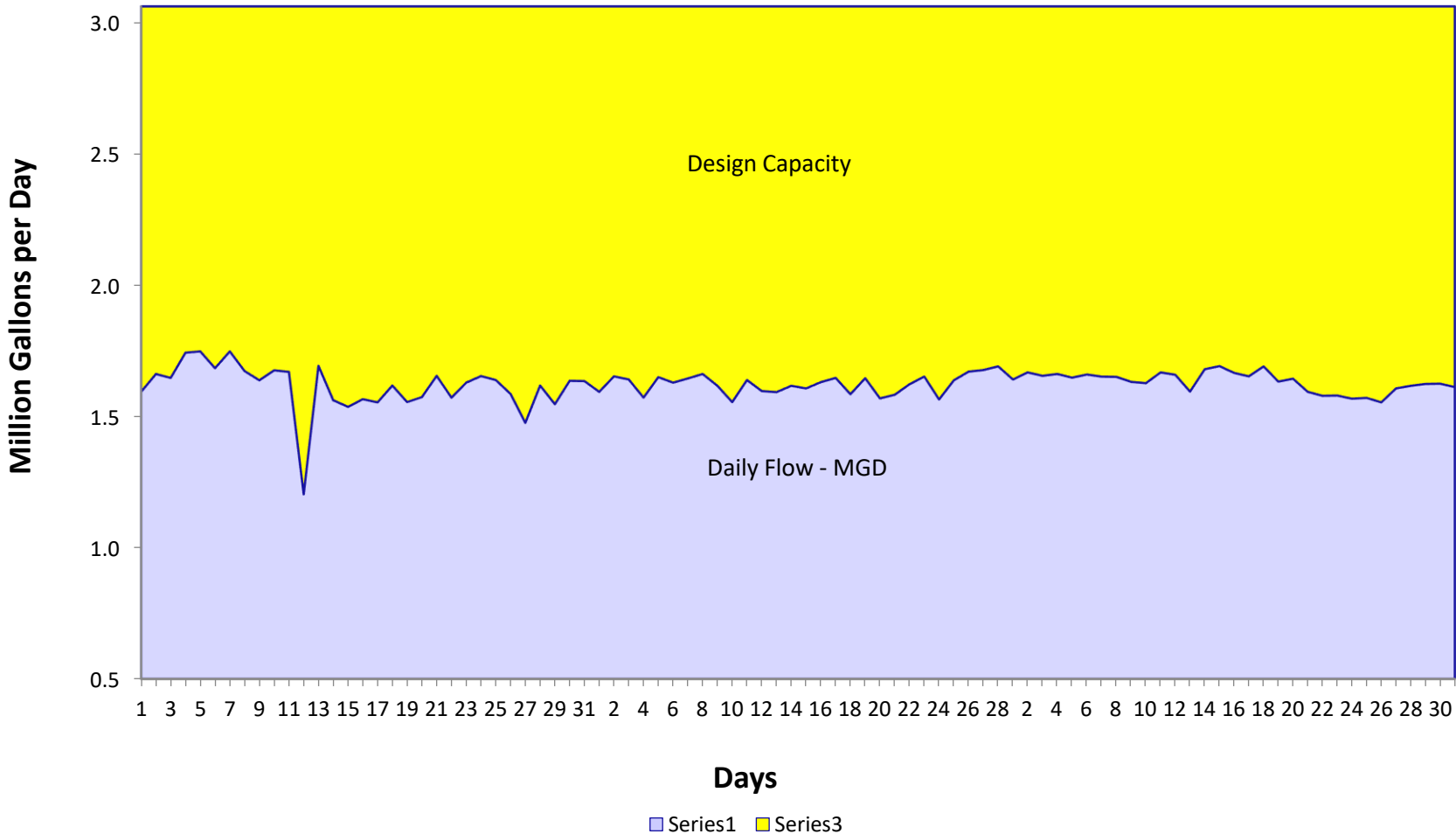


Wastewater Treatment Plant Summary



- Wastewater Treatment Flows

Wastewater Treatment Flows
January 01 - March 31, 2022



Building, Parks & Cemeteries



ONTARIO
OREGON



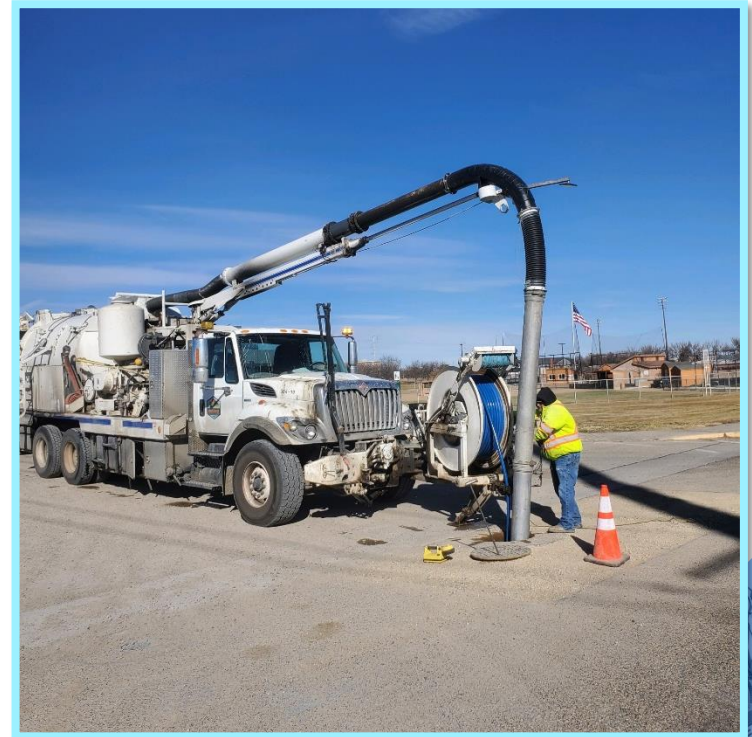
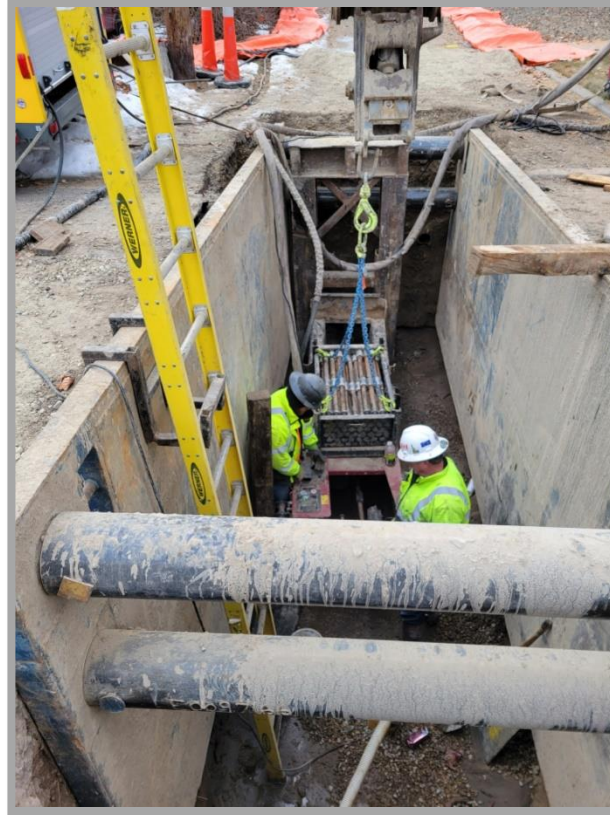
Quarterly Accomplishments Buildings, Parks & Cemeteries



- Mowing and aerating each Park as needed.
- Changed air filters in City Hall.
- Fertilized Lions Park, Moore Park, and City Hall grass
- Returned newly stained picnic tables to each designated Park



Field Services: Streets & Collection/Distribution



Quarterly Accomplishments Field Services

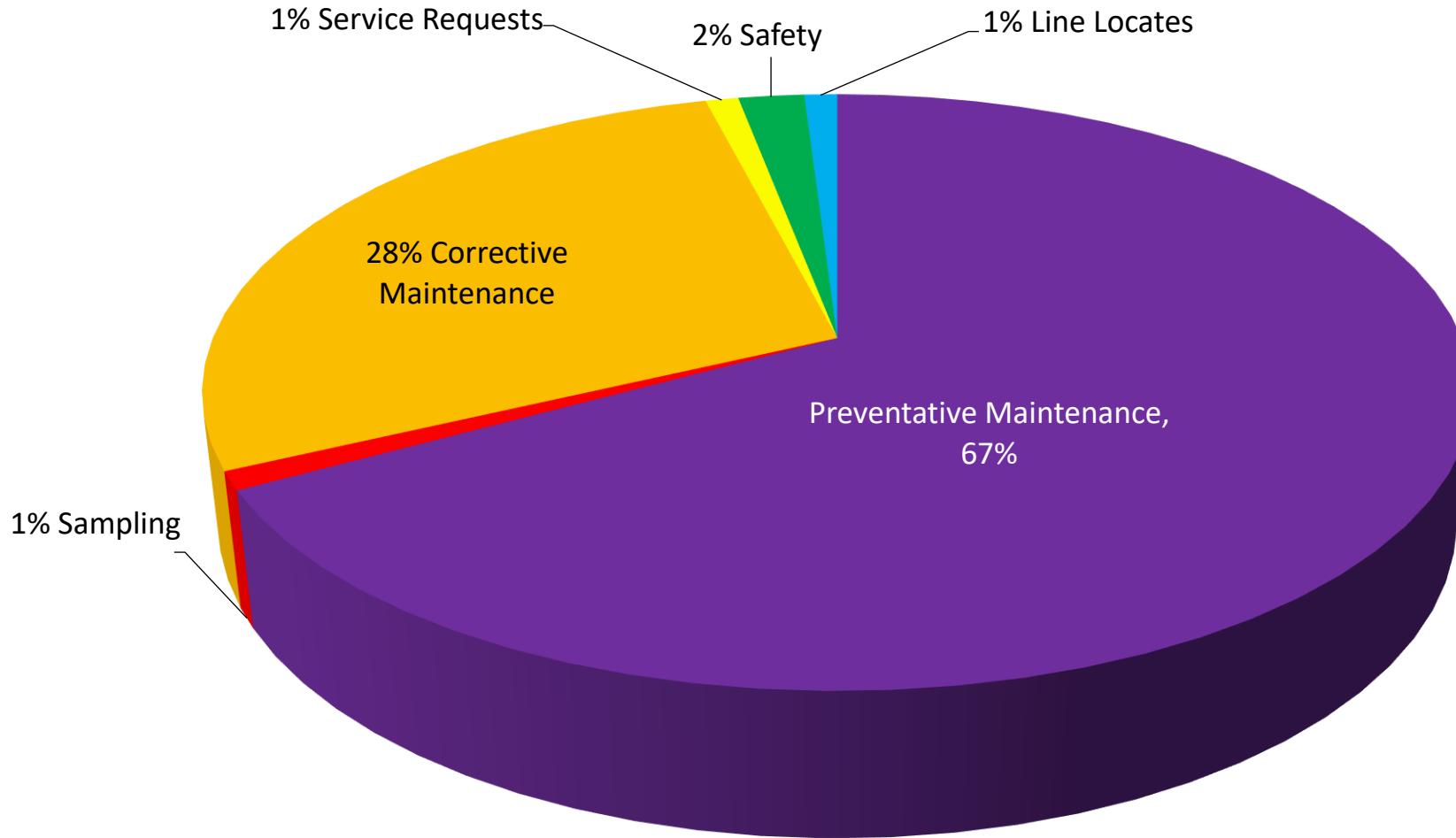


- Replaced the Holiday Banners and decorations with the summertime banners
- Removed the remaining Ash trees and ground cover on E. Idaho Ave. New fractured rock, irrigation system, concrete tree wells and trees will be installed
- Snow and ice control on the primary and secondary routes in town along with Airport snow removal.
- Cleaning sewers ahead of the CCTV project
- Assisting IMCO with the CDBG project in the SW part of town



Department Summary

3251 work orders completed





ONTARIO
OREGON

Questions?





Airport Groundskeeping



Current Situation

- Previous service provider no longer an option
- Airport mowing equipment is nonexistent/insufficient
- Informal RFQ
- **ALL OPTIONS** outside budgeted amount for this service



Equipment Options

- 132" (11 foot) pull mower
- Kubota M7060
 - 74hp (64 pto)
- 192" (16 foot)
- Kubota M5-111
 - 105hp (89 pto)
- Kubota M5-091
 - 92hp (76pto)



Airport Sustainability

Growth



Ontario has the potential to grow. We will make responsible choices to assist that growth and proactively

- How is this accomplished?
- Increase revenues
- Decrease costs

Page #	Activity	Start	End	Status
Focus on the airport				
83	Airport Fiber	Jul-19	Jun-20	In progress
84	Airport Sewer	Jul-19	Jun-23	In progress
85	Hangar Leases	Apr-19	Apr-21	Complete
86	Build Hangars	Jul-19	Jun-23	In progress
87	Airport Development Plan	Jan-21	Dec-21	In progress
88	Full-Time Airport Manager	Jul-20	Jun-23	Complete
89	Co-Located Agencies	Sep-20	Jun-23	In progress
90	Promote Airport Development	Sep-20	Jun-23	In progress
91	Airport Financial Sustainability	Jan-21	Dec-21	In progress



Dollars and Cents

Option	10 Year Cost	Equipment Cost	Annual Savings Compared to Contract Cost	AM Time Consideration	ROI
Contract	\$781,598*	\$0	N/A	0	N/A
Cheapest up front	\$433,412	\$18,000	\$30,500	120	0.59
Alternative	\$363,843	\$66,092	\$40,300	93	1.64
Recommendation	\$399,282	\$101,530	\$40,300	48	2.52

* Could increase depending on total services contracted



Low Bidder Contract

- No equipment expense
- Highest cost to city (\$348,186 more expensive than 2nd most costly option
- Roughly \$35,100 more expensive than amount budgeted for mowing services

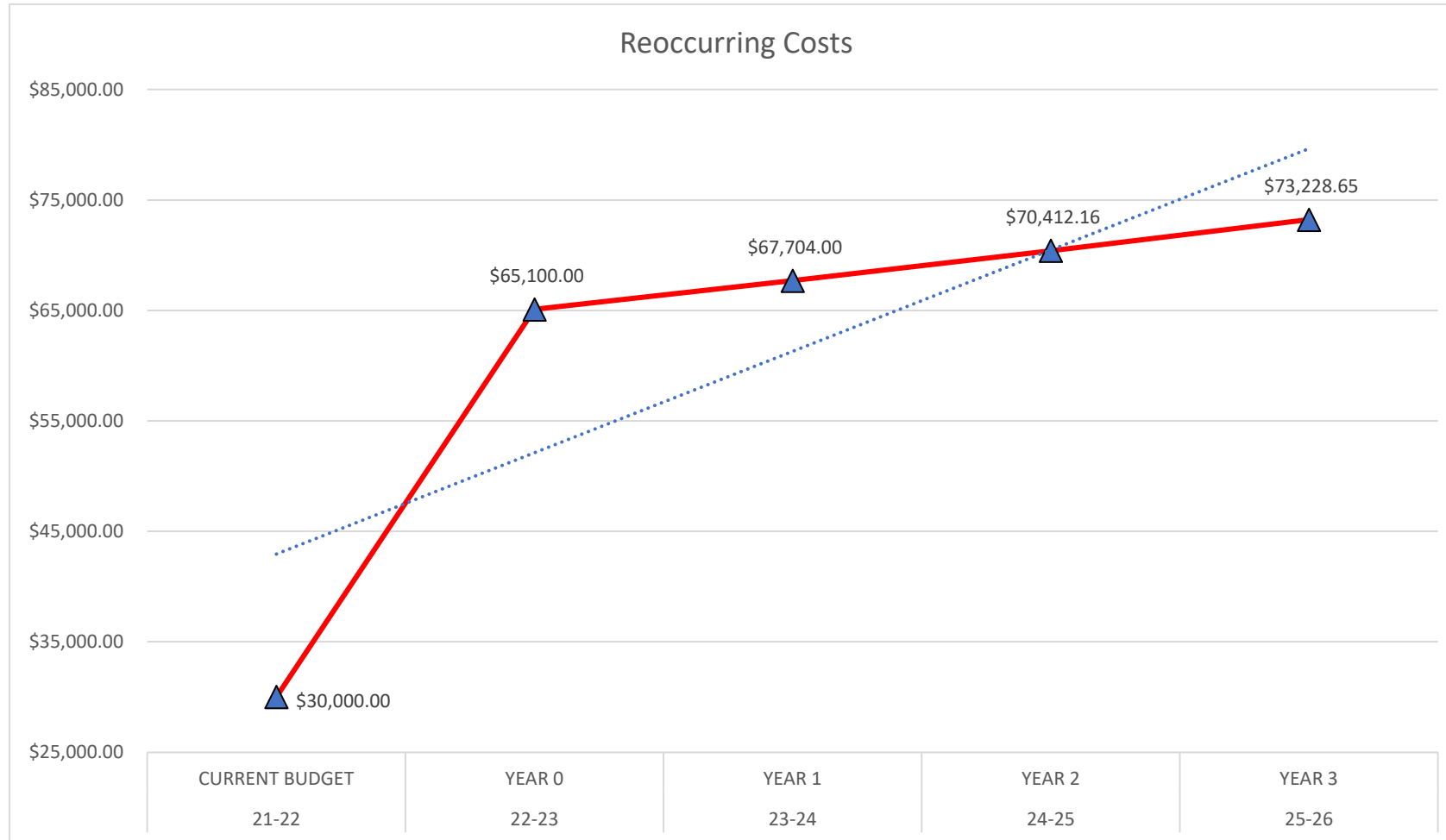


Low Bidder Contract

Equipment Expense \$ -

Reoccurring Expense \$ 65,100.00

Reoccurring Savings \$(35,100.00)



Cheapest Up-Front Cost

- Low equipment expense
- More expensive to city than recommended options
- Lowest annual savings of all equipment purchase options
- Most time consuming to Airport Manager

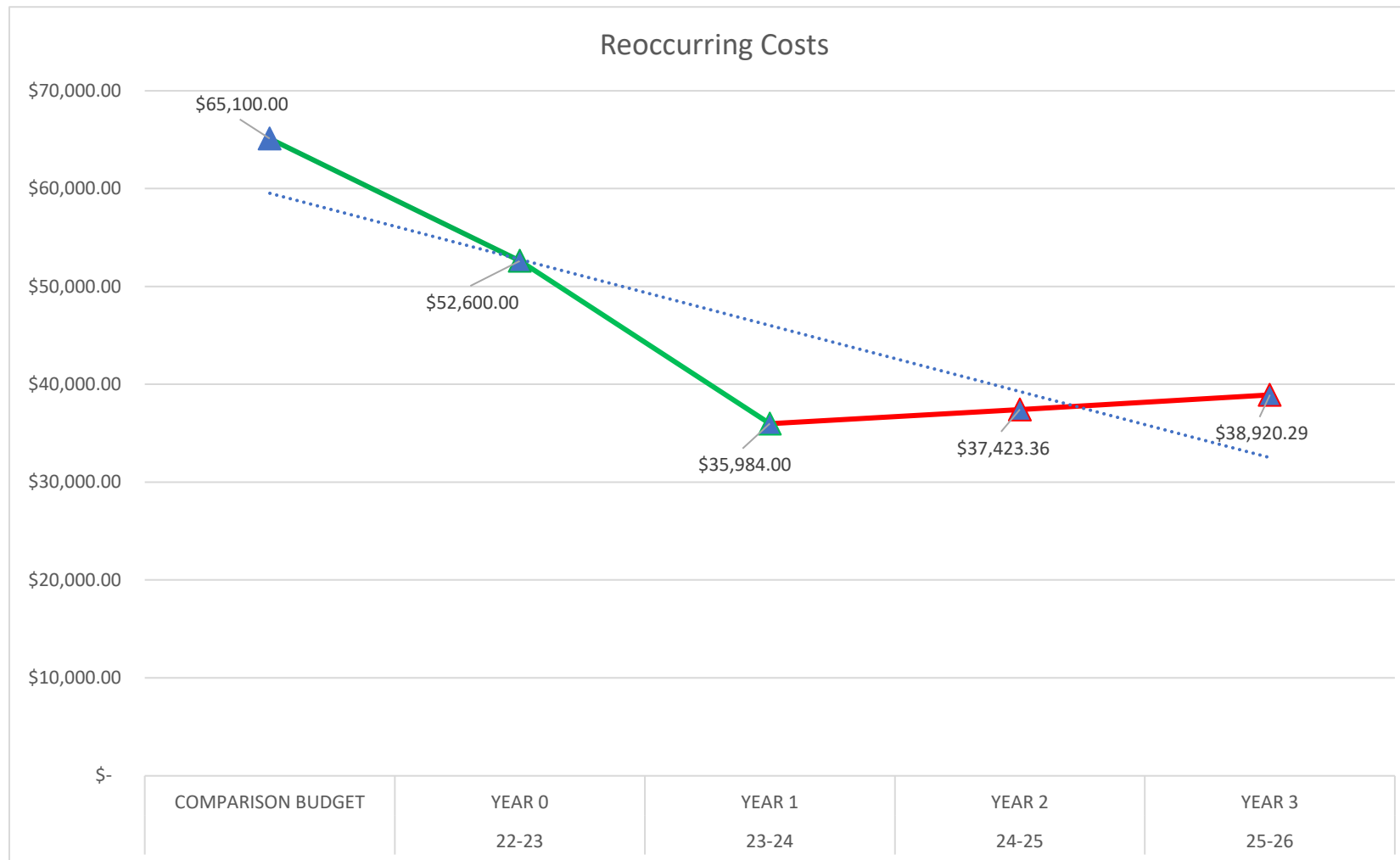


Cheapest Up-Front Cost

Equipment Expense \$ 18,000.00 0.59

Reoccurring Expense \$ 34,600.00

Reoccurring Savings \$ 30,500.00

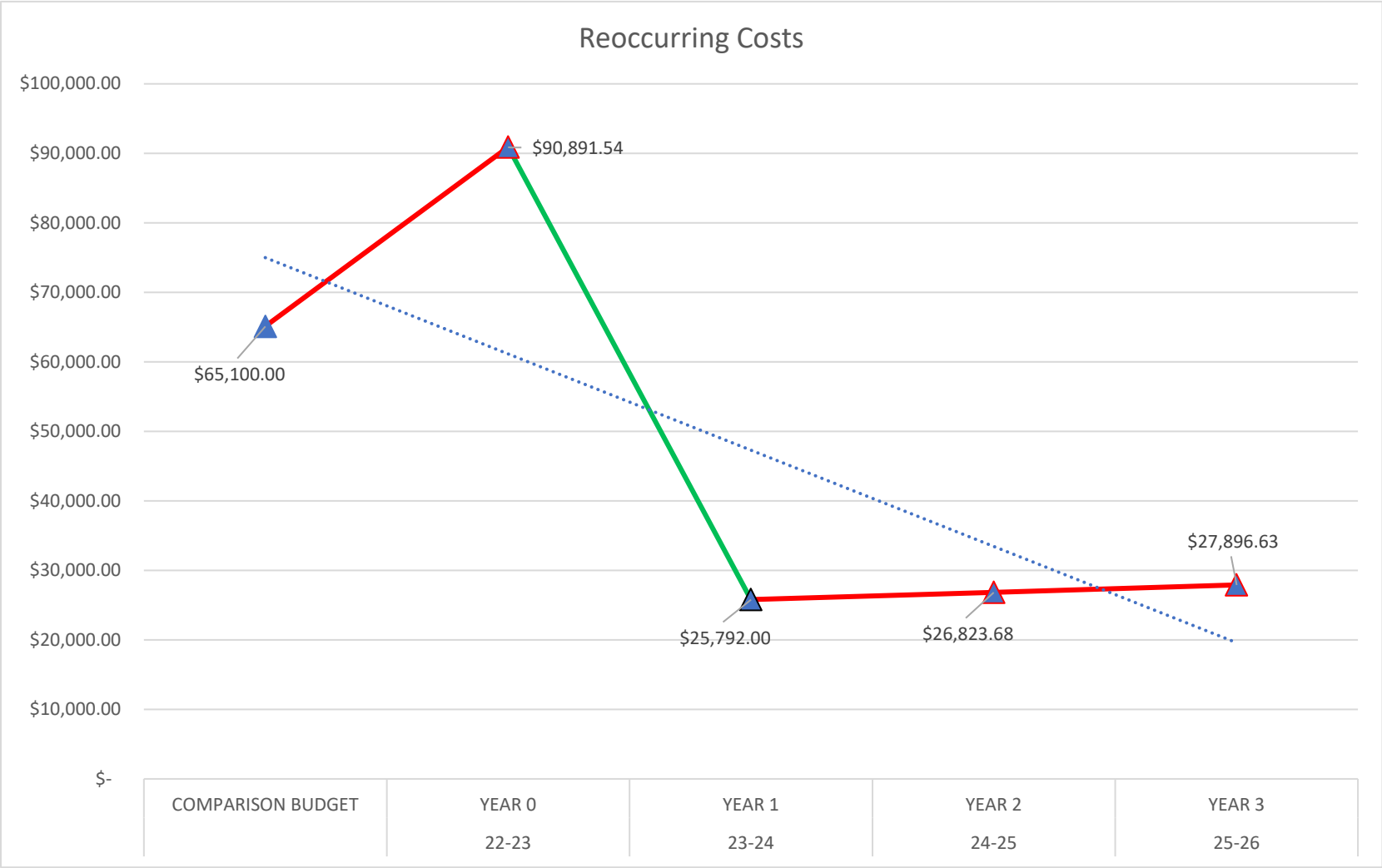


Alternative

- Cheapest equipment expense but 2X the time commitment than recommended option
- Lower reoccurring costs than previous service provider
- Highest annual savings



Alternative



Equipment Expense	\$ 66,091.54	1.64
Reoccurring Expense	\$ 24,800.00	
Reoccurring Savings	\$ 40,300.00	



Recommendation

- Equipment utility benefits
- Lower reoccurring costs than previous service provider
- Highest annual savings
- Half the time commitment of the alternative option



Recommendation

Equipment Expense \$ 101,530.00 2.52

Reoccurring Expense \$ 24,800.00

Reoccurring Savings \$ 40,300.00 



Funding Options

- Airport has 10k left in current budget & 30k in upcoming budget
 - Equipment lead time dependent
- Higher Marijuana Quarterly Payment (↑ \$114,171)
 - Reserved for one-time costs





ONTARIO
OREGON



Questions

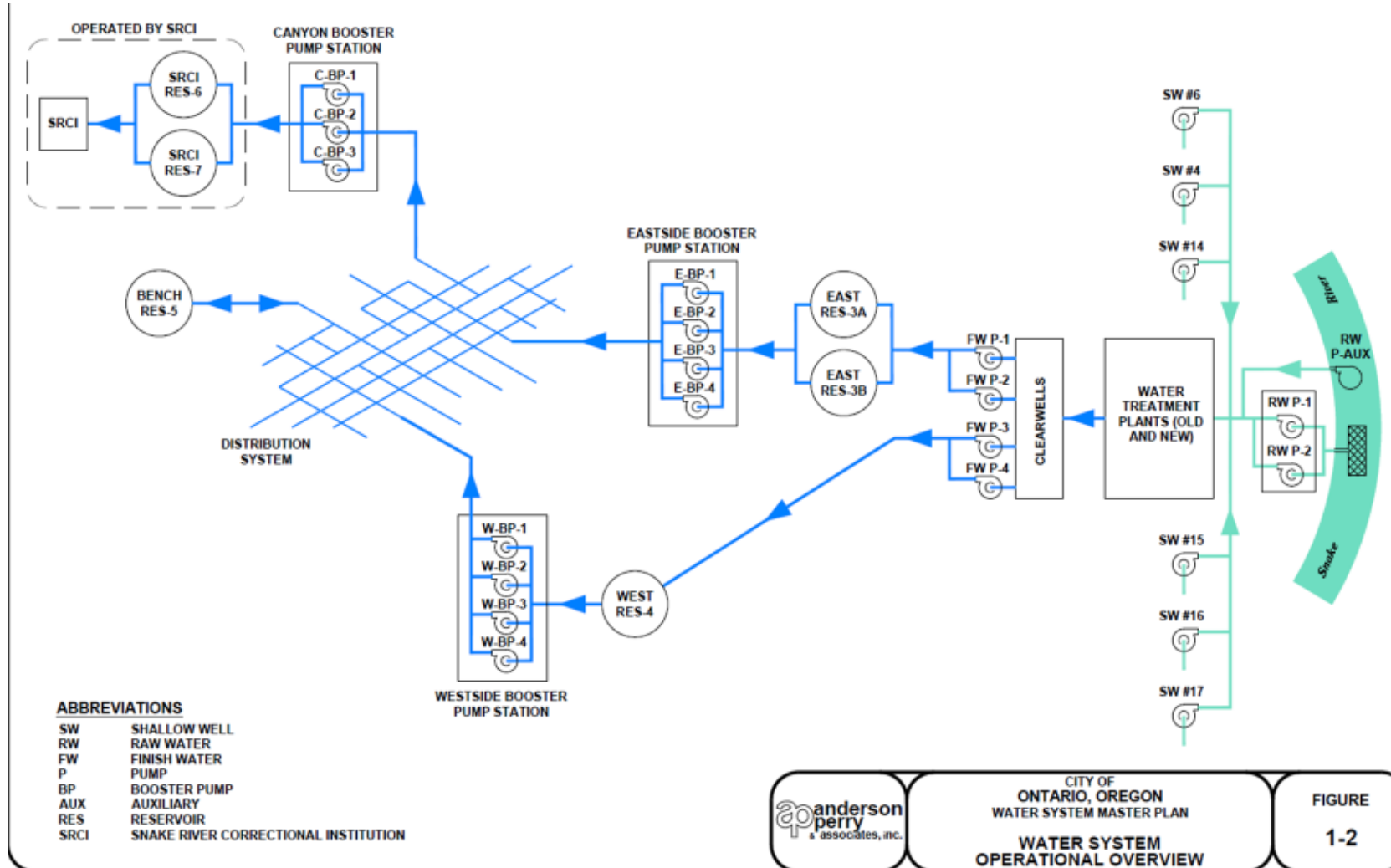


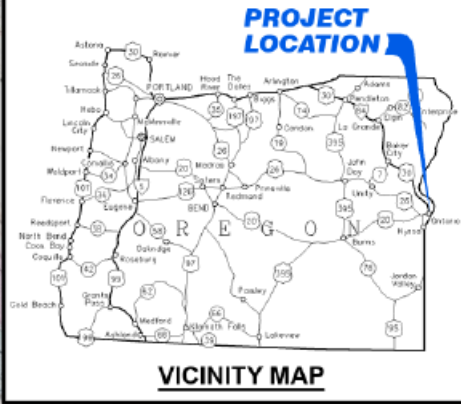
Water Conservation Plan of Action Update for the Coming Season

City Council Meeting
May 10, 2022

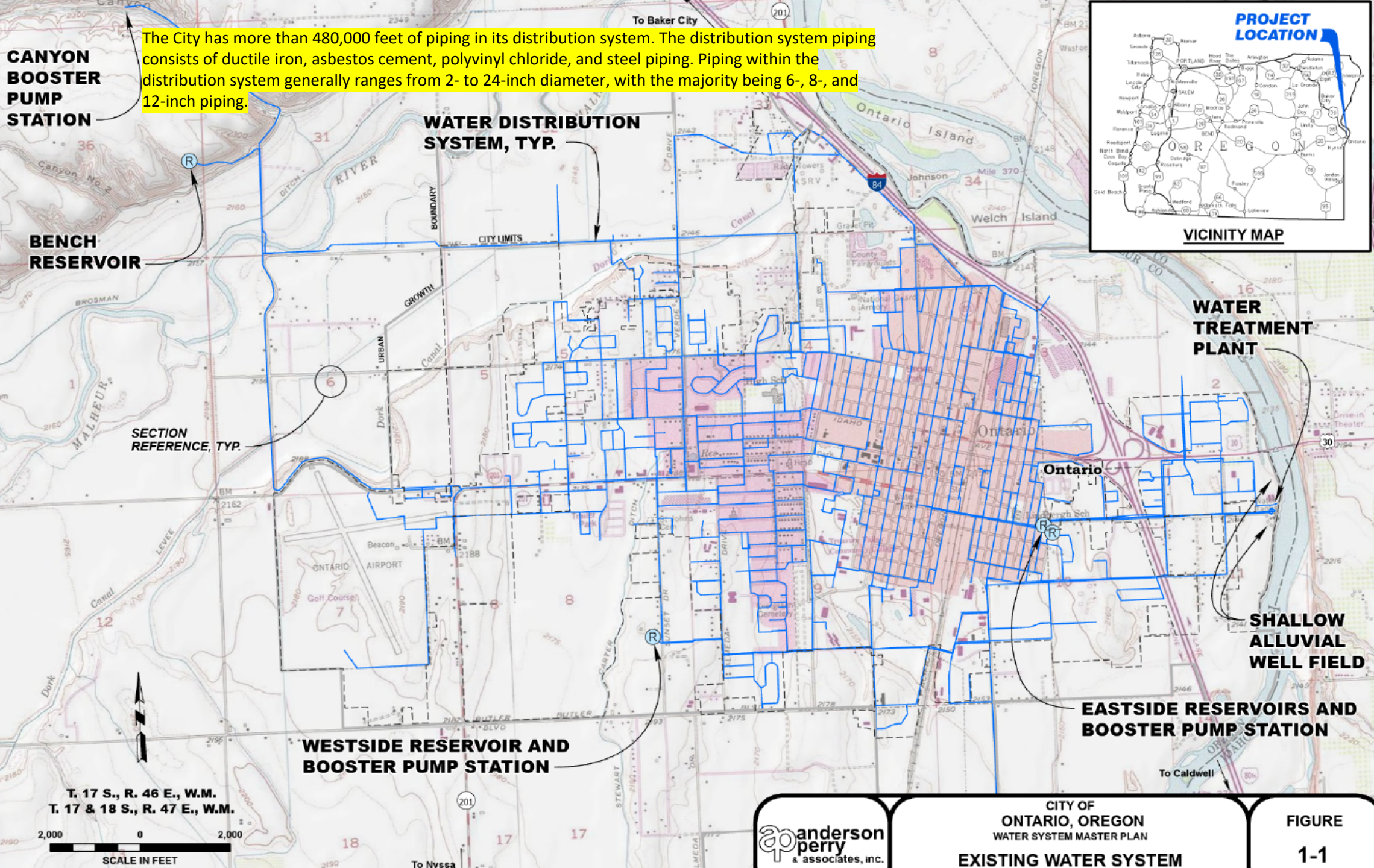


Our Drinking Water Infrastructure consists of....





VICINITY MAP



CANYON BOOSTER PUMP STATION

BENCH RESERVOIR

The City has more than 480,000 feet of piping in its distribution system. The distribution system piping consists of ductile iron, asbestos cement, polyvinyl chloride, and steel piping. Piping within the distribution system generally ranges from 2- to 24-inch diameter, with the majority being 6-, 8-, and 12-inch piping.

WATER DISTRIBUTION SYSTEM, TYP.

SECTION REFERENCE, TYP.

WATER TREATMENT PLANT

SHALLOW ALLUVIAL WELL FIELD

EASTSIDE RESERVOIRS AND BOOSTER PUMP STATION

WESTSIDE RESERVOIR AND BOOSTER PUMP STATION

T. 17 S., R. 46 E., W.M.
T. 17 & 18 S., R. 47 E., W.M.

2,000 0 2,000
SCALE IN FEET

Our Water Production & Distribution Characteristics

- Total Approved Water Rights – 21.6 MGD
- Current Peak Delivery Capacity - 11 MGD
- Current Peak Demand - 9.2 MGD
- Kraft Heinz – 6 MGD
- SRCI – 0.5 MGD



Current City Ordinance



8-11-18 Water shortage emergency.

- (A) When the Mayor, or City Manager, determines that the City water supply is inadequate to meet the demands of the residents of the City, he shall declare a water shortage emergency to exist.
- (B) In the event of water shortage emergency is declared as set forth hereinabove, the following measures shall be implemented:

Water Level	Water Shortage Alert Stages According to Water Management Plan 1999
Level I Reservoir down ten percent (10%) from thirty feet (30') to twenty-seven feet (27').	Voluntary Reduction of Water Use: This stage of water use reduction would come as a declaration from the City Manager. The public is requested to help abate the situation through a concerted effort to use less water. Irrigation shall be limited to alternate days; residents with addresses ending in an odd digit shall irrigate no more often than on calendar days ending in an odd digit; likewise, those residents with addresses ending in an even digit shall irrigate no more often than on calendar days ending in an even digit.
Level II Reservoir at twenty-four feet (24') or twenty percent (20%) shortage.	This regulation restricts types of outside water use by prohibiting use of potable water for washing driveways and sidewalks, washing of cars other than at car washes that recycle water, filling swimming pools, spraying water for dust control, etc.
Level III Reservoir at fifteen feet (15') or fifty percent (50%) shortage.	This regulation prohibits <u>any and all</u> outside water use. All use of water shall be prohibited for irrigation or other uses other than uses within a residence or building that are necessary to the health and safety of the residents of the City.
Level IV Reservoir at seven and a half feet (7.5') or seventy-five percent (75%) shortage.	This regulation is a commercial use restriction. This level of water use curtailment will restrict the use of water for any purpose other than needed for public health. This eliminates all uses including commercial, industrial and fire protection.
Level V Reservoir at less than seven and a half feet (7.5') or less than seventy-five percent (75%).	This regulation is also called water rationing. This extreme measure would have to be put into effect <u>in the event that</u> a catastrophic loss occurred to the water system. A plan shall be put into effect to ration water to each service based on the number of people served and a system to monitor compliance by the users.



Current City Ordinance

- (C) With the declaration of each water shortage level, public announcements to local media shall describe the situation causing the reduced water supply and possible affects of the shortage to public health and fire protection, requirements of the ordinance and the legal consequences of violating the ordinance.
- (D) "Irrigation" as used in this Section shall mean the application of water to lawns, shrubbery and gardens on those properties serviced by the City water system.
- (E) In the event a water supply shortage emergency is declared, the Mayor or City Manager shall direct that notice of declaration of a water shortage emergency be published in a daily newspaper of general circulation in the City no more than twenty-four (24) hours after declaration of emergency. The measures directed by the Mayor in accordance with this Section dealing with the water shortage emergency shall become effective twenty-four (24) hours after the aforementioned notice is published. Notice given under this subsection shall be applicable only to subsection (B)(1) of this Section.
- (F) Any person violating any of the provisions of this Section (8-11-18), upon the conviction thereof, shall be punished by a fine to be set by fee resolution; provided, however, no prosecution shall be commenced for any violation occurring prior to publication of the notice set forth in subsection (C) of this Section.



Revisions to Current City Ordinance & Outreach Actions

- The Trigger Descriptions in the current ordinance are outdated and staff will be bringing forward new trigger definitions for Council Consideration;
- Water Conservation messaging will be included in utility bills throughout the summer;
- Public Notice of Water Conservation measures will be published in the local papers;
- Public Service Announcements will be pursued for both radio and television.



Questions?





United States Department of the Interior



OFFICIAL ELECTRONIC MAIL SENT VIA EMAIL
NO HARD COPY TO FOLLOW

National Park Service
Interior Regions 8, 9, 10, and 12
333 Bush Street, Suite 500
San Francisco, CA 94104-2828

IN REPLY REFER TO:
1.B. (PW-PRR)

May 6, 2022

Adam Brown, City Manager
City of Ontario, Oregon
444 SW 4th Street
Ontario, OR 97914

Dear Mr. Brown:

Thank you for your application for assistance from the National Park Service (NPS), Rivers, Trails and Conservation Assistance (RTCA) Program. We are pleased to inform you that we have selected your project as one of 30 new projects that will receive assistance from June 1, 2022 - May 31, 2023. We are excited to be able to collaborate with you and other partners in your community in support of this project. Alex Stone will serve as the NPS RTCA project manager and will be in touch soon.

As we take the next steps in project planning, we ask the following of you and other project partners during our work together:

- o Jointly participate in the development of a work plan that outlines RTCA and project partner goals, roles, and responsibilities, and expected time commitments.
- o Commit significant time and resources (financial, in-kind, administrative), along with other project partners, to match our assistance.
- o Acknowledge and credit the NPS assistance in project related media, promotional materials, maps, and publications linked to the NPS RTCA supported effort.
- o Provide copies of print and digital outreach products and media to RTCA staff as well as final project products including concept plans, design products, maps, and other project materials.

RTCA recognizes that broad-based, community-led projects take time. If the project goals and outcomes are not realized over the next twelve months, you may request an additional year of NPS assistance by submitting a renewal request by March 1, 2023. Additionally, we encourage

INTERIOR REGION 8 • LOWER COLORADO BASIN*
INTERIOR REGION 9 • COLUMBIA—PACIFIC NORTHWEST*
INTERIOR REGION 10 • CALIFORNIA—GREAT BASIN
INTERIOR REGION 12 • PACIFIC ISLANDS

AMERICAN SAMOA, ARIZONA*, CALIFORNIA, GUAM, HAWAII, IDAHO, MONTANA*,
NEVADA, NORTHERN MARIANA ISLANDS, OREGON, WASHINGTON

*PARTIAL

you and your partners to use the value of our technical assistance to leverage additional project resources and as a match for non-federal grants.

We look forward to a successful year of collaboration with you and your project partners. Please feel free to contact me anytime at barbara_rice@nps.gov to discuss any issues or concerns you might have regarding NPS assistance. Thank you for your interest in the National Park Service.

Sincerely,

Barbara Rice

Barbara Rice, Program Manager, RTCA

Jacobs April 2022 Monthly Report

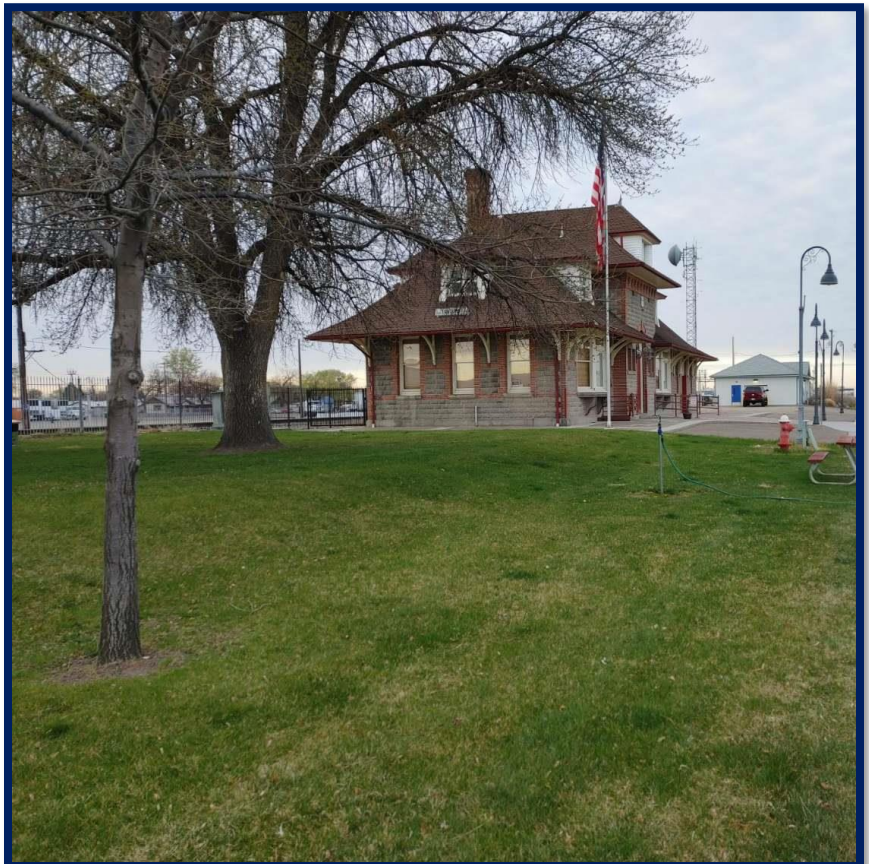


Monthly Business Review

Public Works Department

Contents:

- ENGINEERING DEVELOPMENT REVIEW SUMMARY
- WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM SUMMARY
- WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY
- OPERATIONS MAINTENANCE SUMMARY
- APPENDIX



DEVELOPMENT REVIEW

ACTIVITIES APRIL 2022

- Issued 8 ROW Permits
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 1 PDAC meeting to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Attended CBDG substantial
- Inspected the abandonment of 1 Backflow device on irrigation systems.
- Support in the design of the Safe Routes to School design.
- Support in the design of the T200 and Navarrete water and sewer extension.
- Support in the Safe Routes to School sidewalk design
- Multiple plan reviews for new construction
- Multiple construction inspections
- Continuous updating of the GIS mapping
- Around 350 Cross Connection/Backflow letters were mailed out.

Pothole to be repaired



Base for dumpster enclosure



WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

ACTIVITIES APRIL 2022

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality
- Monthly Bacterial samples taken
- Quarterly DBP, TOC, SOC, and Alkalinity samples taken
- Crews adjusting the chemical delivery systems
- 33 water services turned on customer request
- 11 water services shut off customer request
- 25 water services shut off for non-payment
- 20 water services turned on for payment received
- 33 water services turned on/off read only customer request
- 13 water services checked to verify still off from the non-payment list
- 36 water services checked for consumption issues
- 1 meter changed out for non-functioning
- 7 water services shut off for leaks customer request
- 8 water services turned on and verified leaks repaired by customer



WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

ACTIVITIES APRIL 2022

New Submersible pump installed at well #14

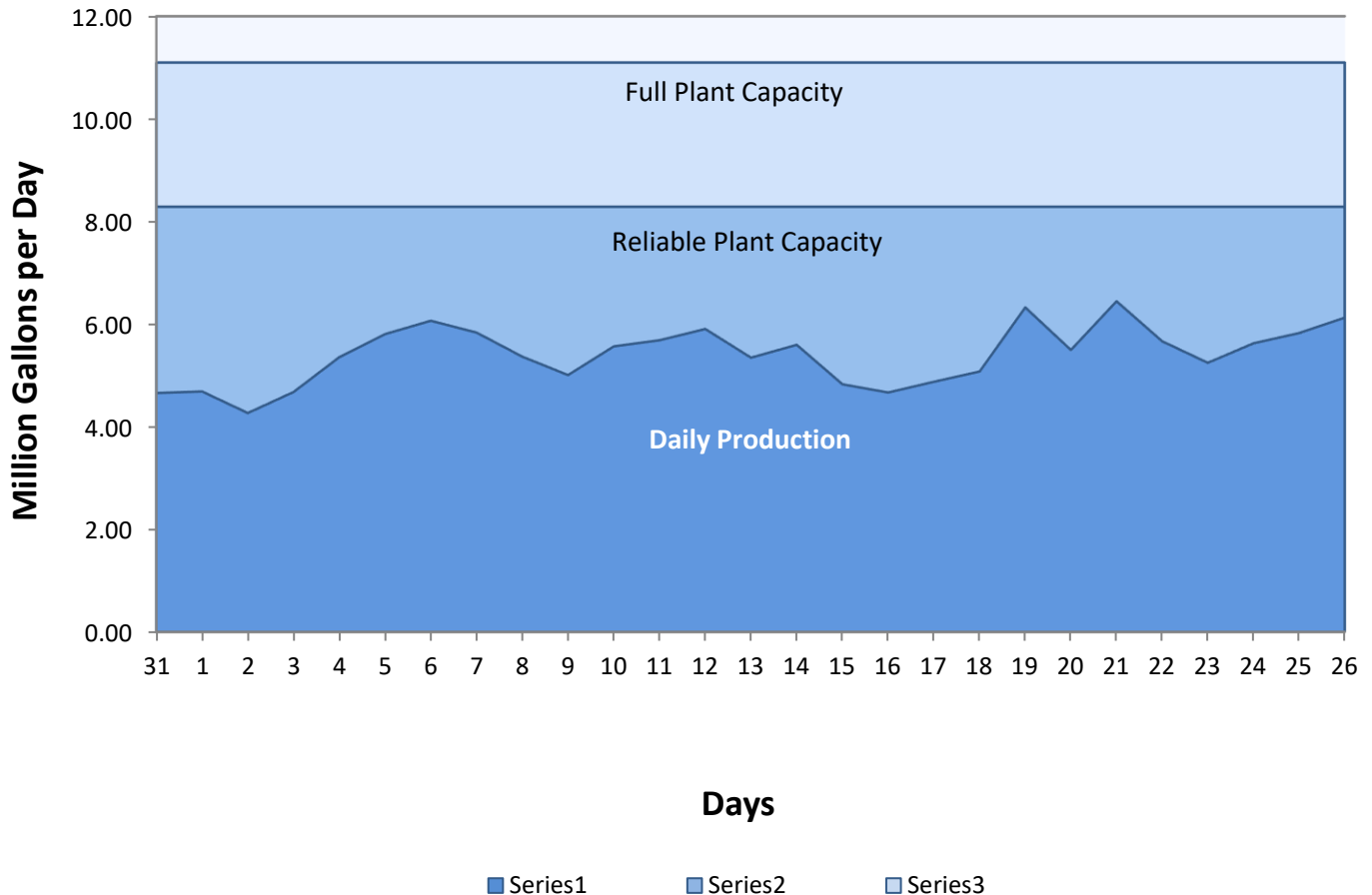


Removal of WesTech Filter Media



WATER TREATMENT PLANT PRODUCTION VS. CAPACITY

Demand vs. Availability Mar 30-Apr 26, 2022



WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY

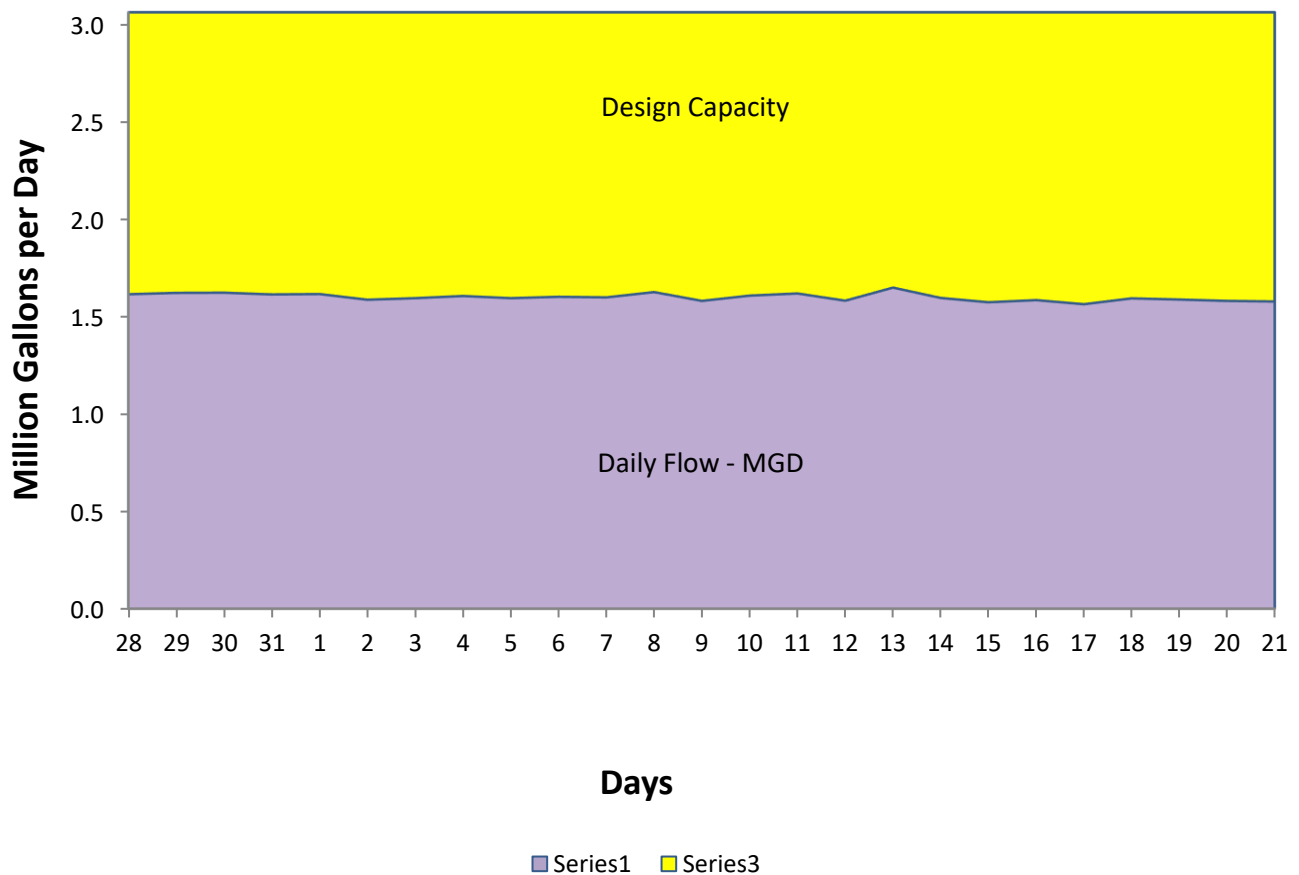
ACTIVITIES APRIL 2022

- All sampling per the 2019 NPDES permit have been taken.
- Completed Tier 2 sampling required by the NPDES permit
- Completed required copper Biotic sampling required in the NPDES permit.
- All OSU and ASU covid 19 samples sent to lab
- New Malheur River Pump installed
- Crew helping out at WTP for short staffing



WASTEWATER TREATMENT PLANT PRODUCTION VS. CAPACITY

Wastewater Treatment Flows March 28 - April 24, 2022



OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY

ACTIVITIES APRIL 2022

- 6 funerals in Evergreen Cemetery, and 0 in Sunset Cemetery
- Continued weekly routine mowing, dumping trash cans, and trimming
- Weed abatement in Parks and Cemeteries when weather permits
- Repaired drain in City Hall due to rust
- Replaced fan motor in HAVC system located in the fire Departments Day room.
- Also replaced fan belt in HAVC fresh air return at City Hall.



OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY

ACTIVITIES APRIL 2022

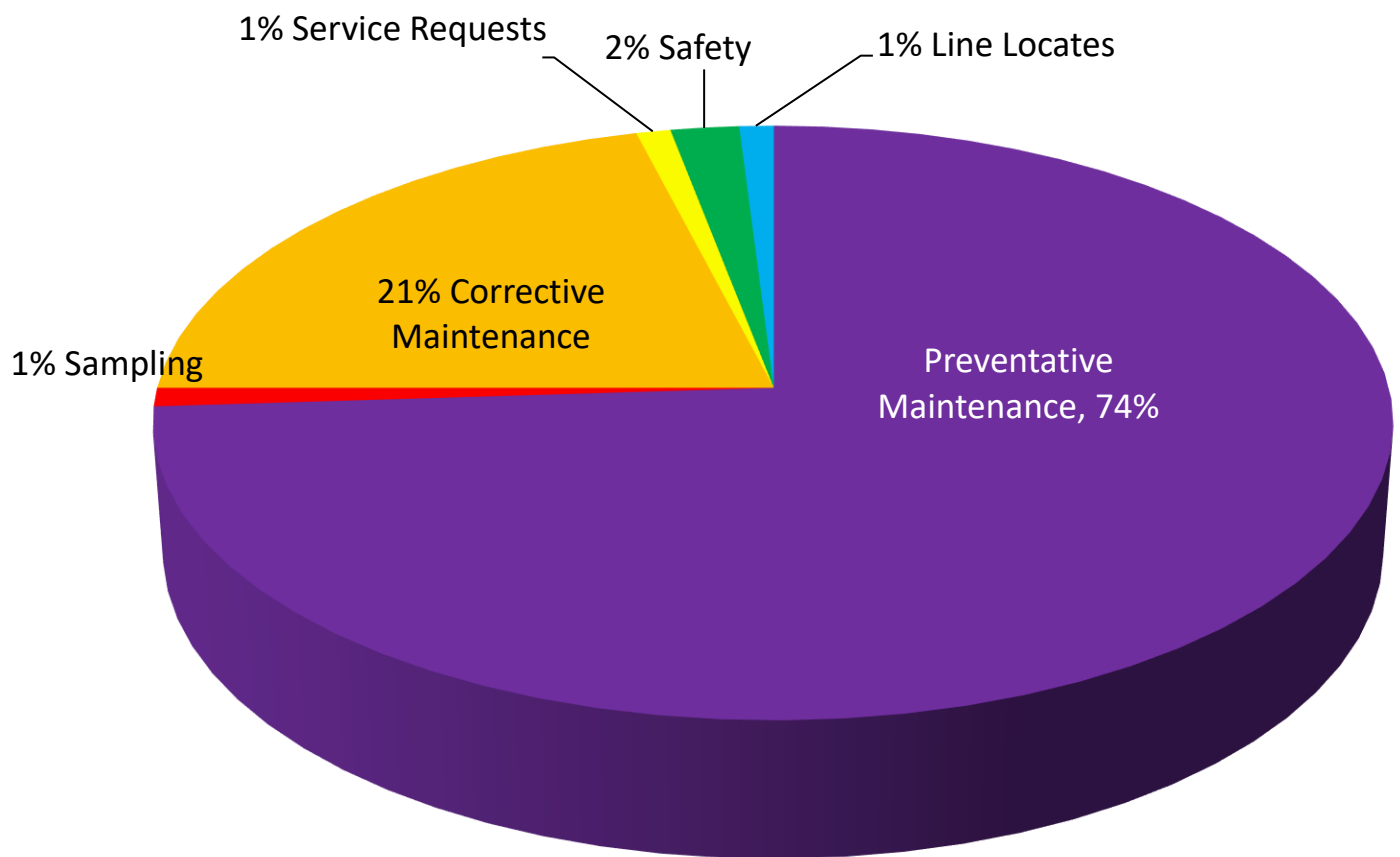
- Continued sweeping a full town round
- Swept the downtown and underpass 2 additional times this month
- Irrigation system repair to the E. Idaho Ave. planter areas, weed barrier, new irrigation and tree wells will be installed. Trees will be planted in the fall
- Replaced damaged signs on NE 2nd St and NE 1st Ave. DMV sign on SW 4th Ave and Sunset Dr.
- Replaced a damaged sign on NE 5th Ave that was hit by a semi-truck, possibly a full fire hydrant replacement at the same location.
- Cleaned problem storm line locations before the irrigation water is turned into the system
- Cleaner out the Verde irrigation pump chamber
- Serviced the crack seal equipment and started crack sealing on NW 4th Ave. This will continue throughout the spring. We will crack seal SW 4th Ave. from S. Oregon St. to SW 9th St. this spring as well.
- Installed new crosswalk signs and flags on SW 4th Ave. and Hillcrest
- Special events road closures for 3 events this month
- Water system maintenance throughout town, repairing leaks in service lines, angle stops, broken boxes
- 2 staff attended training for their Oregon Water and Wastewater certifications, 3 -day course for CEU's
- Picked up trash on E. Idaho Ave ODOT swells
- 100 utility locates completed

OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY

ACTIVITIES APRIL 2022



OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY



APPENDIX

PUBLIC WORKS DEPARTMENT

The City of Ontario Public Works Department consists of five Divisions that include Administration, Engineering, Water Treatment and Distribution, Wastewater Treatment and Operations (Streets, Stormwater, Buildings, Parks and Cemeteries). The Department has 30 FTEs (full-time equivalent) employees. This service is provided via a Public-Private Partnership with Jacobs Engineering Group, INC.

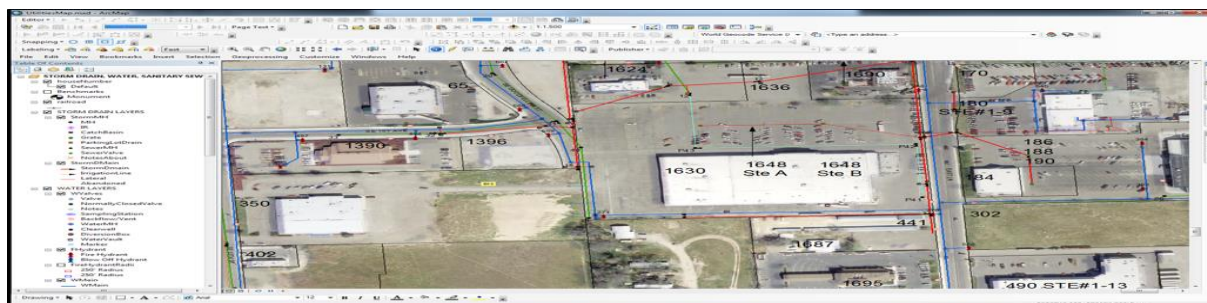
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the City's transportation system (i.e.: streets, sidewalks, bicycle paths, storm-sewer systems, and other infrastructure within the city).

ADMINISTRATION

The Administration Division is responsible for the delivery of all of the contractual obligations and oversees the financial, human resource and all resource management processes. The Administrative Staff evaluate the needs for contracted services, implementing necessary service agreements, developing energy management strategies, and formulating short- and long-term programs and plans in conjunction with City Administration (City Management and City Council).

ENGINEERING

The Engineering Division Department works with other utilities, developers, and property owners in addressing utility issues, public improvements, subdivision development, local improvement districts and other municipal projects. The Department also maintains a set of Standard Specifications for providing uniform procedures for the installation. 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, and provide project management for Public Works Capital Improvement Program (CIP) project 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.

OPERATIONS MAINTENANCE

Public Works maintains more than 122 lane miles of improved streets and more than 9 miles of alleys and is responsible for resurfacing, repairing, and maintaining the streets, installing, and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. This Division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chip sealing, snow removal and sanding during the winter months, and weed control along the alleys. Public Works assist Ontario Chamber of Commerce by placing Holiday decorations on streetlights during the season.

*ONTARIO PUBLIC WORKS MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS 9 MILES OF
ALLEYS CHIP SEALS LAST A MINIMUM OF 8 YEARS, AND
PUBLIC WORKS CHIP SEALS 7 MILES PER YEAR 56 MILES
OF STORM DRAIN COLLECTION LINES, AND 1,450 CATCH
BASINS*

As part of the annual Street Maintenance Program, crews chip seal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. Chip seal roadway treatments help to maintain the existing pavement, delaying further aging resulting from water and sun,

and provides a moisture barrier to existing pavements by sealing surficial cracks. A chip seal application provides substantial savings to taxpayers and can last 8 to 10 years with just minimal roadway maintenance required. The city chip seals approximately 10 miles of streets per year.

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. There are two municipally owned and operated Cemeteries – Evergreen and Sunset Cemeteries. The Operations Division is responsible for the operation and maintenance of those areas. Included in their responsibilities are all municipal buildings. This includes general maintenance and repair work, the implementation of preventative maintenance programs, and the administering of service contracts (janitorial, HVAC, electrical, elevator, etc.). This division is also charged with the oversight of facility-related projects, including remodels and systems upgrades.

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 up-flow clarifier. The steps for treatment are flocculation, sedimentation, filtration, and disinfection, which meet the compliance of the Oregon Health Authority (OHA).

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including Snake River Correctional Institute (SRCI).

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.

MAINTAINS 80 MILES OF WATER MAINS.

The Water Treatment Plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 Million Gallons Per Day (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 MGD of that water.

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. One hundred percent (100%) 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.

Water Distribution System 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.

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.

*PUBLIC WORKS MAINTAINS 78 MILES OF SANITARY
SEWER LINES THROUGHOUT CITY LIMITS*

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. 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 bar screen and one lift station from SRCI. 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.



Police Stat Report

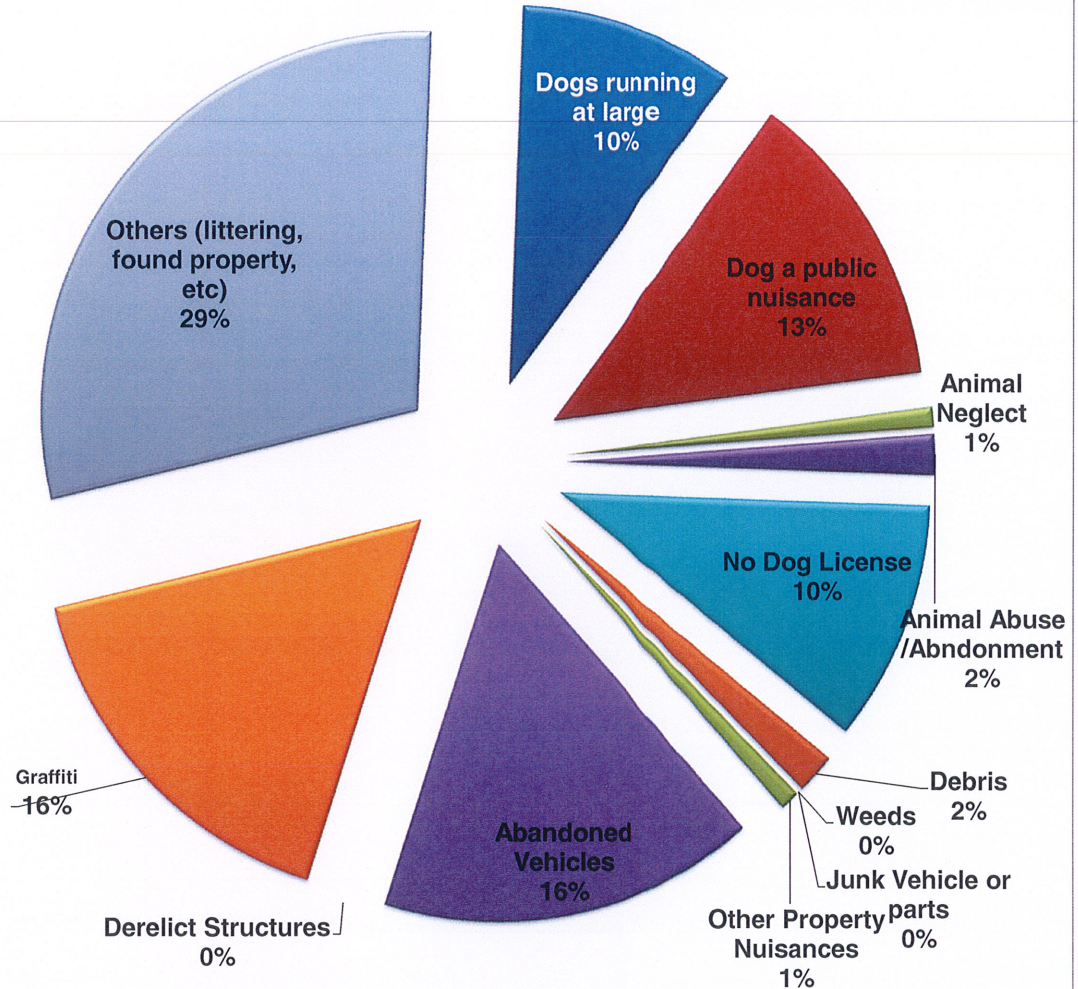
APRIL 2022

Activity	2022 February	2022 March	2022 April	YTD 2022	PRIOR YTD 2021
Calls for Service	1070	1267	1303	4696	5288
Case Activity	630	834	838	2921	3192
Murder	0	0	0	0	0
Manslaughter	0	1	0	1	0
Robbery	1	1	2	5	7
Sex Crimes	7	5	8	25	23
Burglary	13	15	16	60	57
Assault	10	8	22	55	53
Arson	0	1	0	1	2
UUMV / Auto Theft	8	9	7	36	31
Arrests	55	106	90	333	382
Arrests w/Use of Force	4	1	2	8	6
Gang Related Cases	3	4	9	16	28
Graffiti	5	7	14	27	46
Death Investigations	4	1	1	8	1
SRO Cases	9	7	0	28	58
Thefts	62	84	81	293	197
Traffic Stops	173	58	85	448	407
Cited Traffic/Parking	100	114	131	431	336
Traffic Crashes	39	40	42	146	149
Alarms	31	29	32	119	88

CODE ENFORCEMENT

APRI: 2022 Stats

Violation	Apr-22	Column1
Dogs running at large	11	
Dog a public nuisance	15	
Animal Neglect	1	
Animal Abuse /Abndonment	2	
No Dog License	12	
Debris	2	
Weeds	0	
Junk Vehicle or parts	0	
Other Property Nuisances	1	
Abandoned Vehicles	19	
Derelict Structures	0	
Graffiti	19	
Others (littering, found property, etc)	34	
Dogs taken to (Fetch This Kennel)	0	
Civil Penalties Issued	0	
C.P. Amount Sent	\$0	
Total Parking Citations	1	
Total Violations	117	
Total Cases	117	117



Notes:

CODE ENFORCEMENT HAS BEEN MAKING MORE VERBAL CONTACT WITH PROPERTIES THAT HAVE VIOLATIONS ABATEMENTS ARE BEING DONE /WITH NO CIVIL PENALTIES BEING SENT AT THIS TIME. CODE ENFORCEMENT HAS BEEN VERY LUCKY AND HAVE BEEN GETTING COMPLIANCE FROM THE BUISNESS AND RESIDENCE WITH CLEANING UP THEIR PROPERTIES.





April 2022 ACTIVITY REPORT



April 2022



Emergency Medical:

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

CITY	160
RURAL	17

2 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	24	4	1
RURAL	6	0	0

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

TOTAL CALLS FOR MONTH

CITY	184
RURAL	23

Firefighter Training:

3/29 – The staff did roof ventilation operations and Haz-mat review.

4/5 – Stop the bleed, using a tourniquet.

4/12 – The staff reviewed the pre-fire plan program and then did several buildings.

4/19 – Mobile and hand-held communication operations.

Permits Issued:

City Open Burns 6

City Burn Barrels 2

Rural Open Burns 84

Rural Burn Barrels 15



April 2022



Community Involvement:

4/6– Fire staff assisted with antenna replacement at City Hall.



4/9– The staff assisted with the preparation and cleanup of the city presentation for the Spring Fling.

4/11– The staff did public education fire safety with the BLM at Cairo School for 21 students, and St Peter for 10 students.





April 2022

Community Involvement Continued:

4/15– The staff did public education fire safety with the BLM at Aiken School for 52 students, and Four Rivers for 53 students.



4/20– The administration staff attended the going away ceremony for City Manager Adam Brown.

4/21– Chief participated in the ribbon cutting at the River Point RV park.

4/22– Chief attended the grand opening ceremony for TVCC career technical center.

Summary of Calls of Interest:

City Incidents:

3/26 1377 Nadine Dr. – Rescue 1 responded to a fire alarm but were cancelled for a false alarm before they arrived.

3/26 1367 SW 8th Ave. – The crew responded to a smoke smell but was unable to locate any smell or cause.

3/28 55 NE 6th Ave. – R1 staff responded twice this week for a small fire burning on the railroad right of way.



April 2022



City Incidents Continued:

3/28 537 NW 5th St. – R1 responded to some men burning a small pile of sticks in the alley.

3/31 1091 SW 2nd Ave. – The crew responded to a complaint of burning trash, they found the person burning yard trimmings did not have a permit.

4/2 897 SE 3rd St. – Rescue 1 responded to smoke coming from a backyard. They found the occupant had been burning weeds earlier and there was still some smoldering.

4/3 3481 NW 6th Ave. – R1 responded to a burning complaint, the occupant had a burn permit but was burning products that are not allowed to be burned. The occupant was reminded of the items that are allowed to be burned.

4/4 2850 SW 4th Ave. #15 Shanghai Restaurant – The crew responded to a dumpster fire which they were able to extinguish quickly.

4/4 1746 Pennington Dr. – Rescue 1 and 100 responded to an out-of-control fire that had spread from a previous burn pile. High winds caused the hot ashes to spread to a neighbor's bushes and fence.

4/5 1377 Nadine Dr. – Rescue 1 responded to a commercial fire alarm but was cancelled prior to arrival.

4/6 1695 W. Idaho – The staff was dispatched to a garage fire but upon arrival they found a large open burn bon fire on the side of the garage. The occupants were advised of the burn policy and the requirement of a burn permit.

4/6 676 SW 5th Ave. – R1 responded to a vehicle inside Four Rivers Cultural Center.





April 2022



City Incidents Continued:

4/7 833 Alameda #4 – Rescue 1 and 100 responded to smoke coming from the neighbor's apartment. The crew found the apartment full of smoke and a box sitting on top of the stove that had burned. The occupant accidentally turned on the stove top. The crew ventilated the apartment.

4/8 1800 Hunter Ln. – R1 responded to a smoke scare but was unable to locate the fire or any smoke.

4/9 266 NE Goodfellow – Rescue 1 responded to a commercial fire alarm. They found it was set off by a contractor and sheetrock dust. The alarm was reset to normal.

4/9 Oregon State Park – A couple of crews responded to assist police agencies with a body recovery that was in the Snake River. They removed the body and turned it over to the funeral home.

4/13 653 E. Idaho Ave. – R1 responded to Pilot Truck Stop for a gas smell. They couldn't locate a leak with their monitors but advised the manager to call Cascade Natural Gas for follow up.

4/14 526 SE 4th St. – Rescue 1 responded to a call about a carbon monoxide detector activation. They checked for gas levels and found none. The carbon monoxide detector was faulty along with a smoke detector, which was replaced by our staff.

4/17 351 SW 9th St. St. Al's – The staff responded to a commercial fire alarm, but upon arrival the facility staff reported that there was not a problem and the alarm had been reset.

4/20 115 SE 1st St. – Rescue 1 assisted OPD with some ladders to get a suspect off of a roof at this location.

4/22 3300 Butler Blvd. – R1 responded to a smoke scare for a field fire. They were unable to locate any fire in the area.

4/22 128 NE 2nd St. – Rescue 1 responded to a fire in the alley behind the business. This was an illegal burn. The male attending the fire was advised of the burning regulations and asked to put the fire out.

4/25 503 Peterson Rd. – R1 responded to a small rekindle of some grass clippings from a fire the day before. The crew spread out the clippings and put the fire out.



April 2022



Rural Incidents:

4/5 4488 Hwy 201 – The crew responded to an illegal agriculture burn. They found that they did not have a permit and were burning after hours.

4/8 Hwy 201 and NW Washington Ave. – The crew was dispatched to a remote location for a house fire. It ended up being a controlled burn with a permit. They were burning weeds and brush.

4/9 4436 Baker Rd. – The staff responded to an overheating electrical outlet. They shut off the circuit and advised the occupant to call an electrical contractor.

4/14 602 Stanton Blvd. Fry Foods – The crew responded to a commercial fire alarm and found that they had been having issues since their recent system upgrade.

4/23 Hwy 201 and Chester – Multiple crews responded to a motor vehicle crash with multiple patients. They assisted with patient care, traffic control, and setting up a landing zone for Life Flight.





April 2022



Rural Incidents Continued:

4/24 503 Peterson Rd. – Crews responded to a controlled burn that turned into an out of control grass fire. The staff was able to contain the fire to a few acres due to their fast response.

