

**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, JUNE 14, 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 June 10, 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) CONSENT AGENDA

A) Minutes: City Council Meeting May 10, 2022; May 24, 2022

5) 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.

6) PRESENTATION

A) Measure 109 and Psilocybin

7) NEW BUSINESS

- A) Settlement Agreement
- B) Committee Appointment: Diversity Committee
- C) Resolution #2022-122: Extend City Employee Incentive
- D) Ordinance #2810-2022: Assigning the Solid Waste Management Services to Waste Connections of Oregon, Inc. (Franchise Agreement)

8) DEPARTMENT HEAD UPDATES

A) Fire: Quarterly Update

9) PUBLIC HEARING

A) Harrah Heights Reimbursement District

10) DISCUSSION ITEMS

A) City Manager Recruitment Update

11) HAND-OUTS

A) Monthly Department Stats:
Public Works; Fire; Code Enforcement; Police - May, 2022

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) ADJOURN

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) Real Property Transactions; (e) Exempt Public Records; (f) Trade Negotiations; (g) Litigation / Consult with Legal Counsel; (h) Performance Evaluation of Public Officers and Employees; (i) Trade Negotiations; and/or (l) Labor Negotiations.

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CITY COUNCIL MEETING MINUTES May 10, 2022

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, May 10, 2022, in the Council Chambers of City Hall. Council members present were John Kirby, Riley Hill, Michael Braden, Eddie Melendrez, Susann Mills, and Ken Hart. Sam Baker arrived at 6:25 p.m. Eddie Melendrez departed at 7:10 p.m.

Members of staff present were Dan Cummings, Tori Barnett, Terry Leighton, Kari Ott, Justin Zysk, Michael Iwai, Paul Woods, Al Haul, and Marc Berg.

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

Mayor Hill led everyone in the Pledge of Allegiance.

AGENDA

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 www.ontariooregon.org.

MILLS moved, HART seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Baker-out; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

PUBLIC COMMENTS

John Kirby: *Mr. Mayor and members of the Council, tonight I am speaking on my own as an individual, but being contacted by the public, our nation is in a period of division. Probably the worst division we've seen since the Civil War. Because of the cultural make up of this community and the surrounding towns, when people want to comment they come to their elected officials. That's me, that's you. Wanting us to help solve problems. Everybody in this conversation has got strong feelings one way or the other. I have mine. I'm totally against abortion; it's an abomination, killing our children. But as I sought to look into this, I found that we, as Councilors, can have nothing to do with it. Here is the House Bill that was passed by our state back in 2018. Essentially, it not only authorized abortion, but it authorized and mandated that all insurance companies pay for abortions by Oregon providers. It just makes it a free weekend if you will. But here it says that a public body, an officer, employee, or an agent of the body may not deprive a consenting individual the choice of terminating the individual's pregnancy; interfere with or restrict the regulation or provision of benefits, facilities, services, or information, the choice of the consenting individual to terminate the individual's pregnancy; prohibit a health care provider who acting within the scope of their healthcare, providers license, from terminating or assisting in the termination of a patient's pregnancy; interfere with or restrict in a regulation or provision of benefits, facilities, services, or information. We all come with some preconceived notions that your local elected body can intercede for you. We cannot. But I'd like this community to know that we have to take that stance as being elected officials. Also with this, as I mentioned, the Oregonian, the largest newspaper in Oregon, editorialized last week on May 8th, about this situation and talked about the fact that the Oregon Legislature has not provided for insurance for abortions, so I checked with an Idaho official today. I was unable to get a firm answer, but the answer was that Idaho probably would not be paying for abortions as it is not consistent with the feelings, the guidance, of legislature. Our local editor might follow up on that, but we're going to receive the brunt of the people from Idaho seeking abortions. We already are a provider for marijuana for all of*

Southwest Idaho. We'll now be the abortion capital. Very soon, we're going to have the issue of magic mushrooms coming up. Maybe we ought to have prostitution, and we'll have a trifecta.

Mayor Hill stated next were speakers from Ontario Sanitary Service. He wanted everyone to know that the business had donated a 40-yard dumpster for the clean up on Alameda Drive, so the city owed a debt of thanks to them for their efforts in helping clean up the community.

Scott Wilson, Ontario Sanitary Service: Mayor and members of the Council. I know all of you and you know me. I've been here for 37 years with Ontario Sanitary Service. I've kind of reached the age of retirement and it's time to make my retirement plans. I've already talked to Dan and Tori and let them know that as I retire, my intent is to sell the business and I have found a purchaser to purchase the business. Part of the purchase will require transfer of the franchise. This is kind of hard for me to do. This is a pretty big decision and it's been many months in the planning, but I'm really comfortable with the company that wishes to purchase us. They have a representative here tonight, Chris Welker, to introduce himself and introduce his company. I put a lot of time into deciding who I would sell to, and I'm real comfortable with this and I think Dan and Tori will tell you there's a few housekeeping things to be done in the franchise to make the transfer possible and then that would come before you. With that, I don't want to talk too long, I'll get upset. It's a big choice for me. This is Chris Welker, with Waste Connections, and he'll introduce himself and mention this opportunity.

Chris Welker, Waste Connections: I actually personally live in Kuna. I oversee Idaho, Montana, and Wyoming. I've been in the area about 18 months, and with Waste Connections about 10 years now. We actually bought our company out up in Alaska, where I'm originally from. So I'll be the local person. Nate will still be here for the local voice for Ontario Sanitation. Our philosophy when it comes to buying companies is we don't do what waste management does, we keep the local name, we keep the local feel. We actually met with the employees today and let them know what the intent is. We just wanted to let you guys know that we also have a good partnership with all the cities that we're in. I welcome conversations. We want to keep doing exactly what Ontario Sanitation has done. It's nice to meet everybody.

Councilor Hart asked if they had anything already in Oregon and what was the closest city in Idaho?

Mr. Welker stated the closest city was Hardin Sanitation in Payette. They had purchased Hermiston in October, 2021.

Mr. Wilson: I just wanted to add one of the things that was important to me is the name won't change on the side of the truck. All of the employees are going to stay in place doing the same thing they're doing now, and they want to keep, which is important to me, they want to keep the attitudes of folks there and the way they do business the same way we've been doing it for 40 years. That was really important in my choice of who to do this.

Councilor Melendrez: I'd like to make a statement to Councilor Kirby, a comment. If I had known we were going to bring up the topic of, I guess, the abortion or Planned Parenthood coming to Ontario, I got an email from another citizen as well asking me what I did to stop it, so it's going to be a topic, and I had no idea that it was even going to come to Ontario. I just want to make the statement that I'm pro-life and I'm pro-choice. And let me tell you how I could be both, because I've dedicated my life to serving youth and mentoring, coaching, all kinds of activities with youth, but I believe in a woman's right to choose. I think to say things like murder, or dead, when it comes to a child, it paints a wrong picture, especially for women, giving them a disservice, saying things like that because I think that when a woman makes that tough decision, it's probably a last resort, right? I think that more than being pro-life, it's one thing to be pro-life, but I believe that if you want to be pro-life you want to make somebody have their baby. It's more than just saying we're pro-life, and actually invest in our youth, invest in our schools, do a bunch of things like that, that more than just have, supporting, or having a child born to support it all the way through high school to college, for their whole adolescence. That's where I stand on that. If you want to be pro-life, be pro-life all the way, all children, from birth all the way until they graduate high school, to the start of their career. Me, I believe that decision is up to the woman, not to a man, not for me to make that decision for a woman. I can't have a baby. So



that's where I stand on that. But you paint the picture of murder and things like that, that's the wrong picture to paint for women. Thank you.

CONSENT AGENDA

HART moved, MILLS seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF THE CITY COUNCIL MEETING MINUTES OF APRIL 26, 2022.** Roll call vote: Mills-yes; Baker-out; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

PRESENTATION

Insurance Option Presentation: Field Waldo Insurance

Dave Waldo, President, presented a proposal for a new insurance option.

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 Type	Family
Employee Only	Employee Only
500 Ded	500 Ded
20% Coinsurance	20% Coinsurance
5,000 MaxOut	10,000 MaxOut
Total Premium to CIS	\$213,410

Current Benefit Copay F RX7 Plan Police 25 Employees

Employee Type	Family
Employee Only	Employee Only
500 Ded	500 Ded
20% Coinsurance	20% Coinsurance
5,000 MaxOut	10,000 MaxOut
Total Premium to CIS	\$138,345

Current Benefit Cost

Category	Amount
Combined Premium CIS	\$791,775
HRA Contribution	\$72,300
Total Cost	\$864,075

All Employees On HDHP-5 Plan No HSA

Category	Amount
Combined Premium CIS	\$489,669
No HRA Contribution	
HRA Pool	\$174,609

Proposed Benefit Group HRA Fire

Employee Type	Family
Employee Only	Employee Only
0 Ded	0 Ded
20% Coinsurance	20% Coinsurance
5,000 MaxOut	2,000 MaxOut

Proposed Benefit Group HRA Police/Non-union/Management

Employee Type	Family
Employee Only	Employee Only
500 Ded	500 Ded
20% Coinsurance	20% Coinsurance
5,000 MaxOut	2,000 MaxOut

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

Category	Amount
HRA Fire @ 50% Utilization	\$187,442
HRA Police/Management @ 50% Utilization	\$580,882
Current Management Premium Contribution	-\$19,501
Total Cost Savings to the City	\$78,823

Broker/TPA Fee

Category	Amount
PEPM	\$55
Annual	\$27,720

TPA Diversified Benefits

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

Thank You

Mayor Hill asked what the claim cap was.

Mr. Waldo stated what the city would have...

Mayor Hill stated for an employee. If an employee had a major health problem, what was the cap?

Mr. Waldo it was \$1M or \$2M. He had not come prepared to dig into the CIS plan because they did not intend to change it.

Mayor Hill stated he also needed clarification regarding HRA at zero deductible. The savings was on the back end?

Mr. Waldo stated that was correct.

Mayor Hill asked what would make the police department want to join this program? They already had a zero deductible.

Mr. Waldo stated they did not have a zero deductible. The only people that they had tried to get to a zero deductible was the Fire Department. They had done that with the HSA. The police had a \$500 deductible currently, and \$1,500 per family with a \$5,500 maximum out of pocket. They also had one other really rich benefit. Over 30% of all the costs to health care was related to prescription drugs. Under the deductible plan, they had to meet the deductible first, but under the police plan, there was an add on benefit that allowed them to begin a small co-insurance for each prescription, \$10, \$20, or \$40. If police were moved out of that co-pay plan into the proposed plan, they would lose that benefit. The modeling done, to make them whole, would have to get down to a zero deductible. The police would then immediately begin to pay a 20% co-insurance. In effect, that put them right where they were before.

OLD BUSINESS

SE 5th Avenue Pedestrian Improvement IGA Amendment 1

Dan Cummings, Community Development Director, presented.

MILLS moved, KIRBY seconded, **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.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

NEW BUSINESS

Hangar Lease: John Barinaga – Alpha 369

MILLS moved, HART seconded, **THE CITY COUNCIL APPROVE THE HANGAR GROUND LEASE FOR ALPHA 369 TO JOHN BARINAGA.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

City Manager Recruitment

Dan Cummings, City Manager Pro Tem, presented.

Councilor Kirby stated at the previous meeting he spoke about the process. Before them was the beginning of that process. They'd received the offering from Prothman, for around \$20K, but more like \$50K when completely done. After the meeting, he spoke with another Councilor who voiced concerns about this. There was currently a City Manager Pro Tem who had indicated he'd like to think about being considered for the position and wanted a few months to try it out. That should be part of the process. He'd like to set a date, July 15th for example, that would be a date for which any and all applications would be submitted. That would allow the Pro Tem person to be considered. Staff could move forward with a format similar to what Prothman proposed. But whether Council gave the job to Prothman or considered other options for accepting applications like LOC or Indeed, they'd make their choice from that.

Councilor Melendrez still proposed the route he brought up at the last meeting, which was to move forward with Prothman. He understood they didn't want to rush anything, but he believed they were mischaracterizing what they were attempting to do. That proposal was exactly the opposite of what they should do. They needed to hire a professional company to look for the most qualified City Manager. He had faith in the current Pro Tem, and he could apply for the position, and he believed he'd be one of the top candidates. Councilor Kirby wanted to conduct their own search, but that could be done along *with* Prothman – do both at the same time. His proposal was to go with Prothman.

Mayor Hill stated his thoughts were similar with Councilor Kirby's in that the Council was going to wait a few months to let the Pro Tem get his feet wet, and *then* advertise.



Councilor Kirby stated his thought was to maybe use Prothman's model as an example if they wanted to do the process inhouse, or they could hire Prothman. But, set a date for applications to begin or end. That would allow them time to consider the Pro Tem as an applicant.

Councilor Hart stated he spoke with a few HR people in the community and in looking back at how long ago this position had been filled, around six years ago, a lot had changed since that time. The form before them was from March, 2015, and recruitment had changed since then. He advocated that since they had good staff, have them utilize some new tools, such as Indeed, and there were a number of other electronic tools, that were not widely used years ago. Have an update with staff regarding the job description, what Council needed to do, and then have staff seek interest for the position. That would provide Dan time to try on the shoes. He wanted a candidate pool, and he'd love Dan to be in that pool. He didn't want to say to look at only Dan; he'd like to go through the process. But have staff/Council try first to see what could come in. He'd like to have someone more local to the community, as there was a lot to be said for having someone coming here within a 50-mile radius and they'd have a better chance of that person staying because they were already in the area. He didn't want someone coming here and using Ontario as a steppingstone. He would ask that they spend the time and the work to get all the applications and job description up to date, research the pay scale, and then do their own recruitment. If that day was July 15th or the end of July, see what came out of that. If the Council was not happy with that process or there was not a strong candidate that they were comfortable with, then move to the next step. He also hoped they would receive more RFP responses. He didn't like going with only one. They had a good Pro Tem, so they didn't need to spend \$20-30K of taxpayer funds immediately. Try this process first. Prothman would always be there. He'd like to hear from Councilors Mills and Braden as they had been through the process before.

Mayor Hill stated the city had gone 26 months the last time, so two or three months wasn't such a big deal.

Councilor Braden stated he was looking for this Council to prepare and propose a plan with a finite timeline, and he believed the discussion coming forth from the leadership on the Council had delivered that. He was on board with what Councilor Hart stated. He wanted them to heavily consider Prothman. Last time he had indicated he was on board with Councilor Melendrez, but an internal search with their talented staff and the tools at their disposal was prudent. He found the timeline alright.

Councilor Mills stated she had worked with Prothman and found them to be an excellent company. However, going along with what Councilor Hart stated, they needed to move forward with what they could do now. Prothman was not going away. They could be used in the future if what the Council did want to reach out for their own candidates. This option could save the city a lot of money and she was willing to try that.

Councilor Baker stated his agreement with Councilor Hart's statement. He'd like to save the money.

Mayor Hill asked if the thought was to give staff time to prepare an advertising plan by July 15th, and then ask for that to go public. That seemed to be a good idea.

Councilor Kirby stated part of that would be the Council reviewing the job description. It had been six years since the last hiring of a City Manager. That might also give them a chance to consider other headhunter organizations.

Mayor Hill clarified Council Kirby was saying that during this 60-day period, not only would there be an advertising plan developed, but an update on the job description be completed.

Councilor Kirby wanted to move full speed ahead with everything.

Councilor Melendrez stated the way Councilor Kirby was proposing the issue regarding reviewing the applications and duties of the City Manager, was that what Prothman would be doing? Would they help with that process, instead of doing that all inhouse?

Ms. Swihart stated if Prothman were to be hired, they would do all those actions. They'd review the job description with the Council and determine what experience and qualifications the Council wanted for the position, prior to any type of advertising. That was about a two-week timeline.

Councilor Melendrez verified that Prothman would do what the Council was going to try and do on their own. He stood by his disagreement in the way the Council was proposing to go. He thought they should go with Prothman. If the Council wanted to do their own search, fine, do that. His vote would be to go with Prothman.

Consensus that staff put together a job description and advertising plan for a new City Manager to be presented to the Council at the closet meeting to July 15th or sooner.

Councilor Melendrez departed the meeting.

PUBLIC HEARINGS

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

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, and no declarations of conflict of interest.

Dan Cummings, Community Development 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.

HART moved, BRADEN seconded, **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.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

HART moved, MILLS seconded, **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.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

KIRBY moved, BAKER seconded, **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.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

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)

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 no declarations of conflict of interest.

Dan Cummings, Community Development Director, presented.



Councilor Hart asked if this came into the city, the improvements to the road wouldn't happen immediately, right, not until it was developed.

Mr. Cummings stated that was correct. The plan would be at the time they pulled a building permit. When 800 annexed in, they deferred any improvements at that time. When Hometown Motors across the street was done, they discussed if they wanted to do their portion at the same time, and they opted to do that. It wasn't required, but they elected to do that. They installed their curb, gutter, sidewalk, and their section of pavement. It was hoped that this developer opted to do the same thing, even if they didn't have a development. He was working with the owners of 802 and 700 to maybe get a project going there. They might be able to get a good strip done on that side in the near future.

Councilor Hart stated in the Findings of Fact, it read that by being annexed the benefit was that they would develop the roadway, curbs, gutters, etc., but if it remained in the county, wouldn't those things happen as well, or not?

Mr. Cummings stated no, they wouldn't have to. If they stayed in the county, the existing 5th Avenue was developed to county standards already, so they would not be forced to do anything differently. There was no code requiring curb, gutter, or sidewalk, just the paved road section. In the city, that was in the code. Once development began, they had to bring the streets and any infrastructure up to city standards. This would bring in another piece of property that was ready to develop, and it also increased the tax base for the city.

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

MILLS moved, BAKER seconded, **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.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

KIRBY moved, MILLS seconded, **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 NW¼ SW¼ NW¼ SECTION 11, TOWNSHIP 18 SOUTH RANGE 47 EAST, W.M., ON FIRST READING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

BAKER moved, KIRBY seconded, **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 NW¼ SW¼ NW¼ SECTION 11, TOWNSHIP 18 SOUTH RANGE 47 EAST, W.M, ON SECOND READING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

Ordinance #2807-2022: 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)

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 no declarations of conflict of interest.

Dan Cummings, Community Development Director, presented.

Councilor Hart stated the property, 3001, had been improved? It had curbs, gutters, etc.?



Mr. Cummings stated it did not. It was an agricultural grow at this point. The retail facilities had that requirement, but the grows were treated the same as agriculture. The owners were aware that when they pulled a permit to build a permanent structure, the city's codes would activate, and they would be required to install the infrastructure on 20th Avenue. He assumed with the expansion in the that area, they were going to probably have to construct permanent buildings, which would require the extension of sewer and water, which was currently at the intersection of the beltline, over to "this" property, connect to city sewer and water, and then improve the road section.

Councilor Hart verified the intended use of 3001 was to expand it further. In the Findings of Fact, it read *"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..."* If they intended to do that with 3001, for the new property, they actually would *not* be doing curbs, gutters, etc. Eventually they might, but their intended use, currently, the existing property was not consistent.

Mr. Cummings stated that was correct. It took a building permit for a permanent structure to activate the city codes. The Council could put that requirement in, but they'd need to treat every applicant the same way to stay out of any potential lawsuits. However, at the annexation stage, the Council did have that authority. They would need to state the reasons for doing that, and why they were not imposing the same rule on others who were annexing in.

Mayor Hill confirmed the green house was not a permanent structure.

Mr. Cummings stated it was not.

Councilor Kirby stated his concern related to odor. They were looking at tripling or quadrupling the size of the area where the marijuana was grown. There was some residential in that area. An increase in odor could cause some difficulties. How did they mitigate odor? Odor could be a problem.

Mr. Cummings agreed. However, most of the area was zoned light industrial, and the existing homes were referred to as non-conforming uses. It was hoped that at some point, the grows would be completely indoors with a ventilation system. But marijuana was not the only smell; there were more hemp grows than marijuana. In the process, though, grows were only allowed in the industrial zones. That's why they were on the outskirt portions of town, but that couldn't be done to the hemp grows.

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

BRADEN moved, KIRBY seconded, 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. No vote.

Councilor Kirby confirmed this was just for the approval of the Findings of Fact as provided to them by the Planning Commission and staff.

Mr. Cummings stated that was correct.

Mayor Hill stated, for clarification, if the Council approved the Findings of Fact, it took away Councilor Hart's discussion as to what the Council might do regarding the improvements to or on the property, was that correct?

Mr. Cummings stated that was correct. If they wanted to put any other stipulations on this, the Council would need to do so under this portion and change the legal Findings of Fact.

Councilor Kirby withdrew his second.



Councilor Hart stated it was not his intention to have everyone in Ontario who had light industrial move to add curbs and gutters immediately. He believed the intended use of the property, expanding 3001 to the new property, would not require curbs and gutters; however, the Findings of Fact stated they would. He would be voting no on the action because he did not agree with the Findings of Fact.

Mayor Hill stated he never discussed this with the developer, but he'd bet that if the developers were contacted, they'd say they were going to build a permanent structure on the site.

Mr. Cummings stated this action was a bit different from others. There was a pre-existing facility on the property, who wanted to expand. The Council could choose to state that because of the expansion, they wanted the improvements installed. The Council could put that in the Findings of Fact, stipulating that this was adding on to an existing facility. If that was something they wanted to add, instead of denying it without a legal cause, they could add that caveat. The developers could determine if they wanted to move forward with the expansion. It sounded like they were not going to deny the action, but that if they chose to expand the system, the city would request the installation of the improvements now. The Council had the authority to impose that.

Mayor Hill asked that as Councilor Kirby had withdrawn his second to the motion, did he want to amend the Findings of Fact?

Councilor Kirby stated if they were going to amend the Findings of Fact, it needed direction from the Planning Director. He didn't want to get too loose with the language.

Mayor Hill stated it wouldn't be unreasonable to table this action to the next meeting, and then provide direction to the Planning Director for the things the Council wanted.

Mr. Cummings agreed the Council could table the motion to a date certain, giving the applicant time to discuss the issues and return with a new proposal. It would be easy to add that in and return with a motion stating the Findings of Fact and the reason behind adding in the improvements, meaning the curbs, gutters, sidewalks, and sewer and water extension to this property. The Council had that authority.

KIRBY moved, MILLS seconded, **TO TABLE THIS HEARING UNTIL THE NEXT MEETING AT WHICH TIME THE COUNCIL'S THOUGHTS COULD BE PUT INTO LANGUAGE THAT WOULD ALLOW THE COUNCIL TO HAVE IMPROVEMENTS ADDED INTO THE MOTION.** No vote.

Mayor Hill stated it appeared to him that Councilor Kirby was tabling the Findings of Fact so maybe they needed to have a consensus that the Council did not agree with the Findings of Fact as presented and were requesting they be revised.

Councilor Braden asked if they wanted to do this by consensus or vote.

Mayor Hill stated he was only commenting. Councilor Kirby could amend it, or the Council could do whatever. Councilor Kirby had stated that they needed to have some reasonable reason for doing it.

Councilor Kirby stated the Findings of Fact didn't consider the notion that the improvements needed to be added for future growth in the community.

Mr. Cummings stated Council consensus could tell staff the Council wanted a new motion and Findings of Fact to include, because of the extension of the existing facility, that they wanted the improvements added in.

Mayor Hill stated that was what he was seeking – a consensus to amend Councilor Kirby's motion so it was clear as to what staff was being asked to accomplish.

Councilor Braden stated he didn't agree with the current consensus. He believed that staff prepared the recommendation and Findings of Fact. The zoning of the property, because they owned the property next to it and were expanding, did not make a difference over whether it was an independent purchaser, somebody new, or an expansion. When they pulled the building permit, they would have to complete the improvements. He believed it was a qualified use of zoning and a legitimate Finding of Fact.

Mayor Hill stated there was a motion on the floor, and asked Councilor Kirby to repeat it.

KIRBY moved, MILLS seconded, **TO TABLE HEARING UNTIL THE NEXT MEETING AT WHICH TIME THE COUNCIL'S THOUGHTS COULD BE PUT INTO LANGUAGE BY STAFF THAT WOULD ALLOW THEM TO HAVE IMPROVEMENTS TO THE PROPERTY (TO INCLUDE CURBS, GUTTERS, SIDEWALKS, SEWER, AND WATER) ADDED INTO THE FINDINGS OF FACT MOTION.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-no; Melendrez-out; Hill-yes. Motion carried 5/1/1.

Mayor Hill stated even though the motion carried, what he believed would happen was that Mr. Cummings would speak with the developer/applicant and find out prior to the next meeting that they might agree.

Mr. Cummings stated that was correct. It was part of the process that he had to notify them of the outcome of the current meeting.

Mayor Hill stated the Council only tabled the motion.

Mr. Cummings stated the applicant could attend the next meeting and present evidence as to why they did not want to add in the improvements.

Accept Right of Way for a Portion of NW 16th Avenue, per Approved Partition Plat, Approved Under Planning Action 2022-01- 01 PTN

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 no declarations 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.

BAKER moved, KIRBY seconded, **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.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-yes. Motion carried 6/0/1.

DEPARTMENT HEAD UPDATES

Public Works: Quarterly Report

Al Haun, Senior Engineering Technician, presented.

Councilor Mills gave kudos to Public Works for going so long with no accidents.

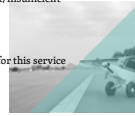


DISCUSSION ITEMS**Airport Mowing Proposal**

Justin Zysk, Airport Manager, presented.

**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 (76 pto)

**Airport Sustainability**

- How is this accomplished?

- Increase revenues
- Decrease costs

**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	\$483,412	\$18,000	\$10,500	120	8.59
Alternative	\$393,849	\$66,000	\$40,500	93	1.44
Recommendation	\$399,282	\$101,530	\$40,500	48	2.52

* Could increase depending on total services contracted

**Low Bidder Contract**

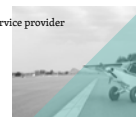
- No equipment expense
- Highest cost to city (\$348,186 more expensive than 2nd most costly option)
- Roughly \$35,100 more expensive than amount budgeted for mowing services

**Low Bidder Contract****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****Alternative**

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

**Alternative****Recommendation**

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

**Recommendation****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

**Dollars and Cents at 30k Contract**

Option	10 Year Cost	Equipment Cost	Annual Savings Compared to Contract Cost	AM Time Consideration	ROI
Contract	\$385,182	\$0	N/A	0	N/A
Cheapest up front	\$483,412	\$18,000	\$4,000	120	?
Alternative	\$393,849	\$66,000	\$5,200	93	12.7%
Recommendation	\$399,282	\$101,530	\$5,200	48	18.5%



Mayor Hill stated that in the presentation by Public Works, there was a picture of a tractor/mower, and the comment "we share with Public Works" seemed like maybe Public Works could share with the Airport, and not have the expense. Had that been looked into?

Mr. Zysk stated it had. He had reached out to Public Works. The problem was availability of the item. When he had previously asked to use the machine, one reason he had been denied was that because the equipment had to be returned quickly, making it a non-viable option for mowing when it needed mowing. He was not suggesting that was

a reoccurring issue, but if the Airport had their own equipment, they would control their own destiny. He appreciated the Council's sentiment that they did not want him, as the Airport Manager, to be doing everything. If he had someone to mow, he'd be using that person. He was very hands on regardless of the position he held, but he had been told that if they had the appropriate equipment, volunteers would be more apt to mow for him negating the need for him to fulfill that role.

Councilor Hart stated his appreciation for the time and effort committed, but he had another big concern. The Airport was going to grow and become more profitable because he was the Airport Manager, not the maintenance guy. This would be a step backwards, professionally, at the Airport. He could not support that. As noted, if he saved enough money, he might be able to get someone to help, but if Jacobs couldn't find someone to take on the contract, a nationwide company, how could Mr. Zysk find anyone? He very much wanted Jacobs to take this on. They did everything else for the city. If they could amend the contract to include the airport, they were the professionals, this was what they did, and they had the ability to do the sprinklers in the spring, and all the permits that were associated with all that stuff. He knew that everyone was struggling to find staff, but if the city bought the equipment, that was a 10-year decision and he hoped that within 10 years, Jacobs could find more people to help out. He thought this was going backwards from what earlier Councils had done for their full-time Airport Manager. What happened if the next Airport Manager was a 60-year-old person in a wheelchair and was told they would need to do the mowing. Who would the city attract to fill the position if mowing of the fields was part of the job? That was not what he thought the Council wanted to do. He very much appreciated Mr. Zysk stepping up and volunteering to do that. Also, with volunteers, he wanted to ensure the city was covered with liability insurance. On another note, since he'd been on Council, he believed they installed a grass runway, so he was frustrated because the city went down the path of adding another feature, but then the feature turned into something that had not generated any additional funding, and now there was an added expense they could not take care of. They needed to be thoughtful as they added things that they did not just add to the operating expense with no ROI. He was aware that Mr. Zysk had reached out to a few people and didn't think he'd heard back from TVCC yet. They had huge mowers. Were there other contractors that could be contacted that were doing that type of work, to see if they could provide that service? Allowing other entities to do this professionally was the way to move forward. He didn't like having to pay twice the amount budgeted, but he did not think going down the path of starting to have staff take on those duties was the way to go. It was not a good long-term strategy for the City of Ontario.

Mayor Hill stated he recently sprayed about 12 acres and controlled the weeds on that property very adequately. It wouldn't work for the entire year, but possibly spraying the weed section two or three times per year might control the property at the Airport. That might be an option as opposed to purchasing equipment.

Mr. Cummings stated at the request of Councilor Hart, he had reached out to Public Works and discussed this with them. Mr. Woods was present and could discuss that with the Council.

Paul Woods, City Engineer, stated that Public Works would be happy to put together a plan to see what they could do both this summer and, for him in his role of putting together the CIP, to really try and get something thought out with respect to the Airport. It was mowing, but it was really vector control, rodent control, and irrigation. They could not do one without the other two or there would be no success. When speaking of mowers, that was not like mowing Lion's Park. If staff took those mowers to the Airport, they'd be destroyed within the hour. A different type of mower was needed. The mower they had for mowing at Skyline and Malheur Farms, their contract required they mow frequently. If they could figure out a way to work the Airport in, that would be great, and find a way to get through the summer, and then they'd need to build into the budget, to make it sustainable, to keep the irrigation system running, rodent control, and mowing, all together. Jacobs would be happy to work with Justin on that project. All the things Jacobs did was with city equipment.

Mayor Hill asked if there was any grass mowing equipment. He believed there was about 10 acres of grass to mow on the airstrip.

Mr. Woods stated yes, for the parks. He did not think they'd want to use the mowers used on the parks, out at the Airport. They wouldn't last long as it was much rougher terrain and there were a lot of rocks.

Councilor Hart stated for an example the city had lost the pool because it had not been maintained, it deteriorated, and was gone. He commended the committee and staff for trying to find a solution to the mowing problem. He also thanked Dan Beaubien for taking the time with his personal equipment to do the mowing. However, the city needed a long-term professional strategy for out there, and the city did not want to lose the Airport like they lost the pool. He appreciated Jacobs looking into how to get this done for the long term.

Councilor Kirby stated they had handled the immediate crisis, but when would the pending crisis become immediate?

Mr. Zysk stated the area that was mowed was an area that needed to be mowed at least once, if not twice, a week, depending on rainfall. The larger area was less of a concern, however there were large enough areas that were probably around 2 foot tall. Based on what he had been told by experts, June was when the first knock down should occur. They needed to continue with weekly mowing, and then consider a complete mow of the entire 105 acres fairly quickly to ensure that the tumbleweeds did not get out of control.

Councilor Kirby verified it was weekly on the glider strip. Would a tractor with a 60-inch deck behind it work for the grassy area?

Mr. Beaubien stated that was what he used, and it took two hours, going non-stop.

Councilor Kirby stated they bought some time, but not very much.

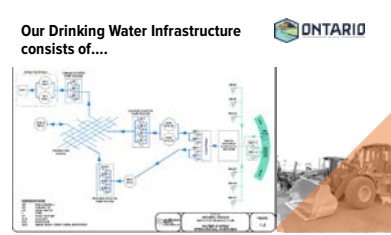
Water Conservation Plan of Action Update

Paul Woods, City Engineer, presented.

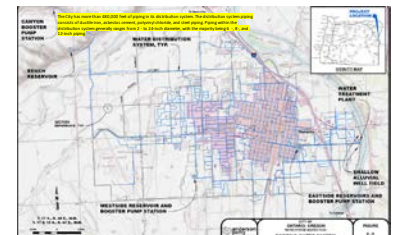


Water Conservation Plan of Action Update for the Coming Season

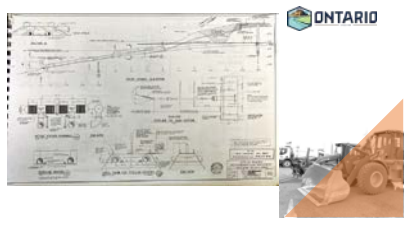
City Council Meeting
May 10, 2022



Our Drinking Water Infrastructure consists of....



Water Distribution System

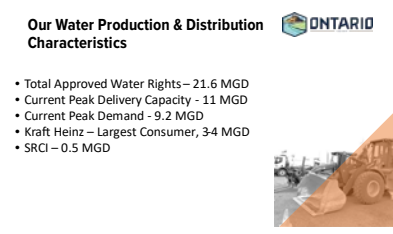


Water Production & Distribution Characteristics

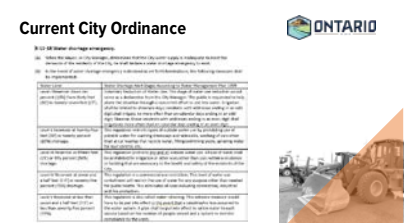
- Total Approved Water Rights – 21.6 MGD
- Current Peak Delivery Capacity - 11 MGD
- Current Peak Demand - 9.2 MGD
- Kraft Heinz – Largest Consumer, 34 MGD
- SRCI – 0.5 MGD



Current City Ordinance



Current City Ordinance



Current City Ordinance



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;
- Information placed prominently on City Website;
- Public Notice of Water Conservation measures will be published in the local papers;
- Public Service Announcements will be pursued for both radio and television.

**Messaging to Homeowners
through Utility Bills**

Mayor Hill stated several years ago with a water conservation action, water to trees and plants was discontinued, and many died. Water had also been terminated at the Oregon rest areas along the freeways, and that vegetation also died. Was there a way to deal with the Governor when they throw out a one size fits all, to preserve those type of things so that doesn't happen again.

Mr. Woods stated that would be a question for the City Attorney.

Looks Nu Car Wash Update

Dan Cummings, City Manager Pro Tem, presented. The proposed document had been passed around by attorneys on both sides, and the contract changes had now been approved. The final contract had been transmitted to the Looks Nu attorney on May 5th. Mr. Cummings attempted to contact that individual to see if it had been signed but had not been able to connect. He hoped that since the changes had been implemented that Looks Nu requested, it should be signed and sent back. The attorney had the Deed prepared to send to closing. He hoped to get that document and Deeds to the title company to close that project.

Snake River Trail Planning Grant

Dan Cummings, City Manager Pro Tem, informed the Council the city had been notified by the Nation Park Service that they had selected the Ontario project as one of 30 new projects that would receive assistance from June 1, 2022 to May 31, 2023. This was the planning grant, not for design. It allowed for the study to be done, and to find all the partners involved, and to get a good plan of what that should be. The plan should be used for seeking grants for construction. The Budget Committee committed \$650K for the design if grants were not awarded. There was no dollar amount attached to the award because it would be completed regardless of the cost, and the city would provide in-kind matching funds.

Insurance

Mayor Hill stated with regard to the insurance presentation earlier, who was going to discuss the proposal with the Police Union?

Chief Iwai stated half of the department has seen the presentation. The other half of officers had not yet received the presentation, but that was in the works.

HAND OUTS**Department Monthly Stats (Attached)**

Public Works, Police, Code Enforcement, Fire: May, 2022

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Councilor Hart asked that at the next meeting the Council receive an update on Merchant McIntyre – where the city was with funds received from their work, and the status of their contract. The Council needed to decide if they were going to continue using them.
- Councilor Hart stated on the Ontario Promise Ad Hoc Committee, they had been meeting every other week, with another meeting this Friday. Kathy Collins was elected Chair, and he was the Liaison to the Oregon Department of Treasury, working with them on flexibility they had related to setting up the 529 Plan. She had reached out to Four Rivers Healthy Community to speak with them about helping the committee as a local nonprofit that was already established. The goal would be, per the agreement of the Council, to distribute the first round of funds to local Ontario kids this coming November/December. Anyone enrolled in the set grades in November would receive the funds in December.

ADJOURN

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

ACCEPTED:**ATTEST**

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder



CITY COUNCIL MEETING MINUTES May 24, 2022

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, May 24, 2022, in the Council Chambers of City Hall. Council members present were John Kirby, Riley Hill, Michael Braden, Ken Hart, Sam Baker, Eddie Melendrez, and Susann Mills. Ken Hart departed at 6:45 p.m.; Eddie Melendrez departed at 8:46 p.m.

Members of staff present were Dan Cummings, Justin Zysk, Terry Leighton, Kari Ott, Michael Iwai, and May Swihart. Present via Zoom from 7:12 p.m. to 8:46 p.m. were City Attorneys Jeremy Green, Mark Reinecke, Dustin Hawkins, and Garrett Chrostek (mostly for the Executive Session).

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

Mayor Hill led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on May 20, 2022. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

MILLS moved, KIRBY seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

PUBLIC COMMENTS

Eddie Melendrez: *Thank you. I just wanted to follow up with a conversation that Councilman Kirby brought up last City Council meeting about Planned Parenthood coming to Ontario. I had no idea Planned Parenthood was coming either, but more than just respond off emotions or my opinion, I felt the challenge to go and do a little research and look up what services that Planned Parenthood offers as well, just to try to combat what I feel was misinformation in the words that were used. I think that as Council men and women, our words are very impactful and I think that using the wrong words could incite violence against other people, could cause damage just like we had today on the shooting in Uvalde, Texas, which impacted me very much because that's where my family is from, and my mom was born there, so it's pretty impactful. The shooting about two weeks ago in New York, Buffalo, New York, and I'm thinking that words like dead and abomination and murder could cause and motivate people to take action like that. So I think, I see John Kirby as more than a friend, but mentor, so to hear words like that was very hurtful to me, as well. I did do a little research and Planned Parenthood offers way more services than just abortion, which most people think about. They offer abortion care; annual visits; contraceptives; emergency care; gender affirming hormone care; HPV cervical cancer screening; a bunch of others, care, management, adoption, I could go on and on. They protect, they have over 61 patients visit annually. There are centers in Beaverton, Bend, Milwaukee, NE Portland, 80% of the patients are low-income and below 200% of the poverty line, and 1% of the patients are being uninsured patients. Outpatients are between the ages of 18-29. 91% of the patients visit the Centers for Preventative Sexual Health Care, including birth control, annual exams, life saving screening, and for breast cancer, cervical cancer, and STD testing, treatment for HIV testing, and counseling, and safer sex counseling. I want to put that out there because I felt like that the other side had to be told. I appreciate the time. I think that our words are very impactful and could hurt people, or help people, or heal people. We need to choose our words wisely and that's why I wanted to speak up today. Thank you.*



Councilor Hart informed the Council that his daughter was being inducted into the National Honor Society at Ontario High School that night, so he'd need to leave the meeting early.

Mayor Hill stated with regard to the order of voting, while the Mayor always voted last, he'd been asked if the roll call could be changed up.

Mr. Cummings stated staff planned on doing that.

CONSENT AGENDA

HART moved, KIRBY seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF THE LIQUOR LICENSE APPLICATION: GUERREROS MARKET.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

OLD BUSINESS

Airport Mowing Contract: Schneider Tree Service & Construction, Inc.

Justin Zysk, Airport Manager, presented.

HART moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE AIRPORT PROPERTY MOWING PROFESSIONAL SERVICE CONTRACT WITH SCHNEIDER TREE SERVICE & CONSTRUCTION, LLC WITH THE EFFECTIVE DATES OF MAY 24, 2022 TO JUNE 30, 2023.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-no. Motion carried 6/1/0.

NEW BUSINESS

Delinquent Utility Billing Accounts to Collections

Kari Ott, Finance Director, presented.

MILLS moved, HART seconded, **THE CITY COUNCIL APPROVE THE LIST OF UTILITY BILLING WRITE OFFS AS PRESENTED AND AUTHORIZE SENDING THE APPLICABLE ACCOUNTS TO COLLECTIONS.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Mayor Hill recused himself from the next three actions - Housing Incentive Program - due to a conflict of interest. Council President Hart conducted the actions.

Housing Incentive Program: BK Construction (48-2022)

Kari Ott, Finance Director, presented.

KIRBY moved, BAKER seconded, **THE CITY COUNCIL APPROVE THE APPLICATION BY BK CONSTRUCTION AT 1664 SKOOKUM DRIVE FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-abstain. Motion carried 6/0/0/1.

Housing Incentive Program: Rywest Homes (49-2022)

Kari Ott, Finance Director, presented.

BAKER moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE APPLICATION BY RYWEST HOMES AT 1604 SKOOKUM DRIVE FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-abstain. Motion carried 6/0/0/1.



Housing Incentive Program: Rywest Homes (50-2022)

Kari Ott, Finance Director, presented.

BAKER moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE APPLICATION BY RYWEST HOMES AT 1566 SKOOKUM DRIVE FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-abstain. Motion carried 6/0/0/1.

Resolution #2022-119: BLM (Bureau of Land Management) Amendment #3 re Improvements

Dan Cummings, Community Development Director, presented.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL AUTHORIZE THE CITY MANGER TO SIGN THE BLM LEASE AMENDMENT #3.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-119, A SUPPLEMENTAL BUDGET TO APPROPRIATE FUNDING FOR BLM LEASEHOLD IMPROVEMENTS.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

Resolution #2022-120 and Resolution #2022-121: Establish Mayberry Subdivision Housing Incentive Program Procedures; Establish Application Review Committee; Transfer Funds for Program

Dan Cummings, Community Development Director, presented.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-120, A RESOLUTION ESTABLISHING THE MAYBERRY HOUSING INCENTIVE PROGRAM.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

KIRBY moved, MILLS seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-121, A RESOLUTION APPROVING THE REALLOCATION OF FUNDS FROM THE STELLING PROPERTY FUND TO THE MAYBERRY HOUSING INCENTIVE FUND.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

PUBLIC HEARINGS**Ordinance #2807-2022: 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)**

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, and no declarations of conflict of interest.

Dan Cummings, Community Development 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.

KIRBY moved, MILLS seconded, **THE CITY COUNCIL APPROVE THE AMENDED 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 THE REZONE AND ANNEXATION FINDINGS OF FACT WITHIN THIS REPORT WITH DEFERRING THE OFFSITE INFRASTRUCTURE CONSTRUCTION UNTIL TIME OF DEVELOPMENT.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.



KIRBY moved, MILLS seconded, **IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2807-2022, ATTACHED AS ATTACHMENT 5, AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA LIGHT INDUSTRIAL (UGA I-1) TO CITY LIGHT INDUSTRIAL (I-1), BEING A PARCEL WITHIN THE NW¼ SW¼ SECTION 33, TOWNSHIP 17 SOUTH, RANGE 47 EAST, WILLAMETTE MERIDIAN, AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

MILLS moved, KIRBY seconded, **IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2807-2022, ATTACHED AS ATTACHMENT 5, AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA LIGHT INDUSTRIAL (UGA I-1) TO CITY LIGHT INDUSTRIAL (I-1), BEING A PARCEL WITHIN THE NW¼ SW¼ SECTION 33, TOWNSHIP 17 SOUTH, RANGE 47 EAST, WILLAMETTE MERIDIAN, AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 6/0/1.

DEPARTMENT HEAD UPDATES

Finance: Monthly Report

Kari Ott, Finance Director, presented.

Human Resources: Semi-Annual Report

May Swihart, HR Director, presented.

DISCUSSION ITEMS

Evidence Room Update

Michael Iwai, Police Chief, thanked Steve Bartol for his service with the City of Ontario. His last day was last Friday. He had been hired in early December through the Oregon Association Chiefs of Police. He was a retired Police Chief from Milwaukee, Oregon, and he served in the interim role here until Chief Iwai arrived March 1st. Chief Bartol's primary position was a Police Chief. When Chief Iwai came on March 1st, Chief Bartol stayed on at the request of the city, to focus on the evidence room. Keeping things in perspective, and highlighting what Chief Bartol had accomplished, from March 2nd to May 20th, Chief Bartol processed about 1,572 pieces of evidence, either by destroying it, purging it, or placing it in a box so they could destroy it. The city's numbers were skewed significantly because they were assuming a lot of the logistics were in place. This was a sensitive topic, but he'd like to cover as much as possible without getting in the weeds. Essentially, the Council was asking for an officer that was trained in documentation and collection of evidence, submitting that evidence into the database, from the database into a properly stored area. Every time one single piece of property changed to a different status, it took action. When looking at what Chief Bartol had accomplished in three months, 1,572 pieces of evidence, and looking forward, it would take about two years for the department to reconcile the current evidence room and put into evidence as detailed as Chief Bartol was able to provide the department. The caveat, from an evidence perspective when someone took in any piece of evidence, they wanted to get it out of the property room. The problem they experienced prior to his arrival, was a lot of evidence coming in, but no evidence going out. They were not staying consistent with property in/property out. It was going to take a significant amount of time to reconcile that. That did not include the evidence that had been under intake during this entire time, which Chief Bartol had been processing while trying to reconcile evidence. From an evidence perspective, the high value items – anything having to do with drugs, money, or weapons, and the gun room was something they needed to prioritize, which would be a beast in itself – but they would address that and do their best to get that reconciled quickly.

When he arrived as the Chief, Lt. Cooper was placed on special assignment. It was so they could get the information to OSP and finish up the criminal investigation that the Council was aware of. There were a lot of things that he was doing to ensure operations continued since Lt. Cooper was out on assignment. With the departure of Chief Bartol, the department had no evidence technician. He moved Lt. Cooper again to another special assignment until that issue could be resolved.



They were also able to utilize Evidence Management Consulting Services. He would not disclose where the individuals worked, but they were managers for their respective property rooms and were from the west side of the state. What had been completed to date was the research by the consultants. They had looked at the evidence room, made mental notes on the process deficiencies, and made recommendations for the city to consider in moving forward. The recommendation report had been completed and provided to the department. It was a detailed and complex process to update the evidence room, and he would be focused on funds moving forward, i.e. could they financially cover the costs to upgrade infrastructure that was in dire need? They had also completed the predesign of the modules, so in FileOnQ, that was going to be the evidence module moving forward. They used best law enforcement practices, and everything moving forward would be standardized. They were slotted for installation sometime end of June, which would be two-fold. Part one would require training, and the consultants would be on site to provide the training; then the shelving component, coming in July. That had been the biggest delay, as to when the shelving could actually be installed in the evidence room. They had not started the storage implementation because they did not have the storage yet. What was also in process currently was the project facilitation, and he had a meeting scheduled with Lt. Cooper in response to EMS to figure out the game plan on what they were going to address first. This was a process they did not expect done until sometime in August. They should have all the new items, as well as the evidence tech situation figured out.

Mayor Hill stated Chief Bartol had processed about 1,080 items already, but how many more were there to process?

Chief Iwai estimated there were over 10K pieces of evidence.

Mayor Hill stated there was an estimated 10K items left to process, and the city had spent money previously on recording equipment, data equipment, which he believed was to enter in every piece of evidence into a system and process it. Was that still occurring?

Chief Iwai stated they were going to have to import. The Justice RMS was actually a report management system, that had an evidence piece, but it was very tedious and required a lot from the evidence tech. There was a city on the Northwestern Oregon coast that had the same report management system that upgraded to FileOnQ, so the city was going to partner with that agency. They hoped to physically destroy, (burn), it so it was not longer here, but they had missed that opportunity, so those things were being stored separately. That was something he and Lt. Cooper would need to work on. The Conex structure was serving as a separate, secure evidence location because there just wasn't room in the current facility.

Councilor Melendrez asked what support Chief Iwai needed from the Council? Did he want Chief Bartol to come back? How could the Council help the Chief?

Chief Iwai stated they needed to let the investigation play out. Everything had been provided to OSP that was requested. He was waiting to hear back from OSP, for direction on what they're going to do. He appreciated the evidence tech going from half-time to full-time. That was a situation he wanted to address soon. He wanted a full-time evidence technician, but whether the current one or a new one, that individual had to be trained. When going through the infrastructure upgrade, he would ask that if they ran into any issues, because the funding had been earmarked, it might exceed that. There were even recommendations on what type of envelope to use, what type of boxes, and for the gun room, having that as an extra-secure area. He thought they could find someone less expensive than who had been recommended, but he would be trying to save on expenses, but he anticipated a request for additional funds as this situation played out, specifically with the technology piece.

Councilor Braden stated it was his understanding that the consultants were going to help with the software conversion. Was that not correct? Was that going to be done internally?

Chief Iwai stated the consultant would provide assistance.

Merchant McIntyre Update

Dan Cummings, City Manager Pro Tem, stated Councilor Hart requested an update on the Merchant grant process. Council had been provided a report received from Merchant which reflected all the grants they were currently working on. Also, the Chief had submitted information to Merchant for grants that they would be going after for the city. Staff had highlighted the two grants awarded. One, the National Parks Service Grant, for technical assistance to help with the planning of the Tater Tot Trail, help organize, figure out all the partners involved, and to develop a plan on how to get that done. There was no monetary value associated with that because the state was going to be doing a majority of the work. The city would receive no funds. The state would provide all the technical assistance. He had asked Merchant to provide a value, and an estimate was around \$15-25K. The other grant that was awarded to the city was #8 on the list. The city applied for \$95,507, and this was where there had been confusion with the initial report. It was thought that the city received the funding for a new command vehicle, and since the city had budgeted for one, this grant would cover the cost, but that was not the case. The actual amount of the award was not for the command vehicle, it was for other parts of the grant, for a total of \$9,507. Unfortunately, it was not what they'd hoped for, so no command vehicle, so those funds remained in the budget for that purpose. Those were the only wins so far for Merchant McIntyre. They were going after quite a few, some quite large ones, and everyone was hopeful we'd get one or two. They had applied for a grant for a ladder truck, the SE 2nd Street project, the bridge project, so a lot they were going after. To date, the city had expended \$156K using this firm.

Councilor Kirby asked that prior to using Merchant McIntyre, how did the city go after these type of funds, and what was that success rate?

Mr. Cummings stated he was unsure of the success rate, but prior to hiring Merchant, a majority of the grants were sought by individual staff members. Chief Leighton spent a lot of time writing grants for his department, and the previous Police Chief, as well as the current Chief. He, himself, wrote the Brownfield Grant and a few others that he had spent many hours putting together. Staff spent time doing those, spending time away from their other normal duties.

Councilor Kirby stated he assumed that because they were at the center of the government, they were also lobbyists. Was that incorrect? Did Merchant have any impact on the outcome of those requests other than just writing them?

Mr. Cummings replied they were in Washington, DC, so they had the ears and eyes of congressmen and senators, so that was one reason they were selected. He wouldn't call them lobbyists. The city had hired a lobbyist to go to Salem to lobby for the tax, but Merchant probably wouldn't be classified as lobbyists. He had not participated in the initial hiring of Merchant McIntyre, so he was not up on all the reasons they were presented to Council to hire them, but it took a lot of staff time to put grants together. Staff still had to provide a lot of information to Merchant.

Mayor Hill stated they were portrayed as lobbyists. That's what the Council requested and that's how it was presented by the previous City Manager. It was based on those recommendations that Merchant was hired.

Councilor Kirby asked how they'd measure a company, or their success rate. Large municipalities had their own staff to write grants, but medium, small, rural communities, if they were after the money, they had to have a presence there. It didn't appear the city was getting any return on the investment. For getting \$95K and having spent almost twice that....

Mr. Cummings stated the city only received \$9,507 and somewhere between \$15-25K.

Councilor Melendrez asked if Mr. Cummings thought they should move forward or do something different.

Mr. Cummings stated he believed they were up for a contract renewal end of June. He planned to meet with staff to discuss this issue to see where staff was, how much staff time was saved by having this firm write the grants. That would help him develop a recommendation to the Council regarding their contract. He anticipated staff would say they didn't have time to write grants.

Councilor Melendrez expressed an interest in comparing success rates on grant award from before Merchant and with Merchant.

Mr. Cummings stated he could research that and provide an answer.

Mayor Hill stated it was also about ROI, not just writing the grants.

HAND OUTS

Check Register: April 2022 *(Attached)*

Minutes: County Court 05-04-2022 *(Attached)*

EXECUTIVE SESSION

ORS 192.660(2)(h): Pending or Potential Litigation (Scott, Inc.)

An executive session was called at 7:51 p.m. under provisions of ORS 192.660(2)(h) to discuss pending or potential litigation (Scott, Inc.). The Council returned into regular session at 8:46 p.m.

ADJOURN

KIRBY moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Braden-yes; Melendrez-out; Hill-yes. Motion carried 5/0/2.

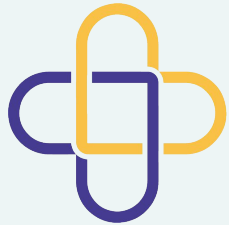
ACCEPTED:

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder





**Healing
Advocacy**
Fund

Measure 109

Program Overview for
Psilocybin Therapy in Oregon

Our Mission:

The Healing Advocacy Fund is a nonprofit organization dedicated to supporting the thoughtful and effective development, implementation, and education of the nation's first regulated psilocybin therapy program, which Oregon voters passed through Measure 109 in November 2020.



Measure 109 Recap



Oregonians Are Suffering Now, More Than ever

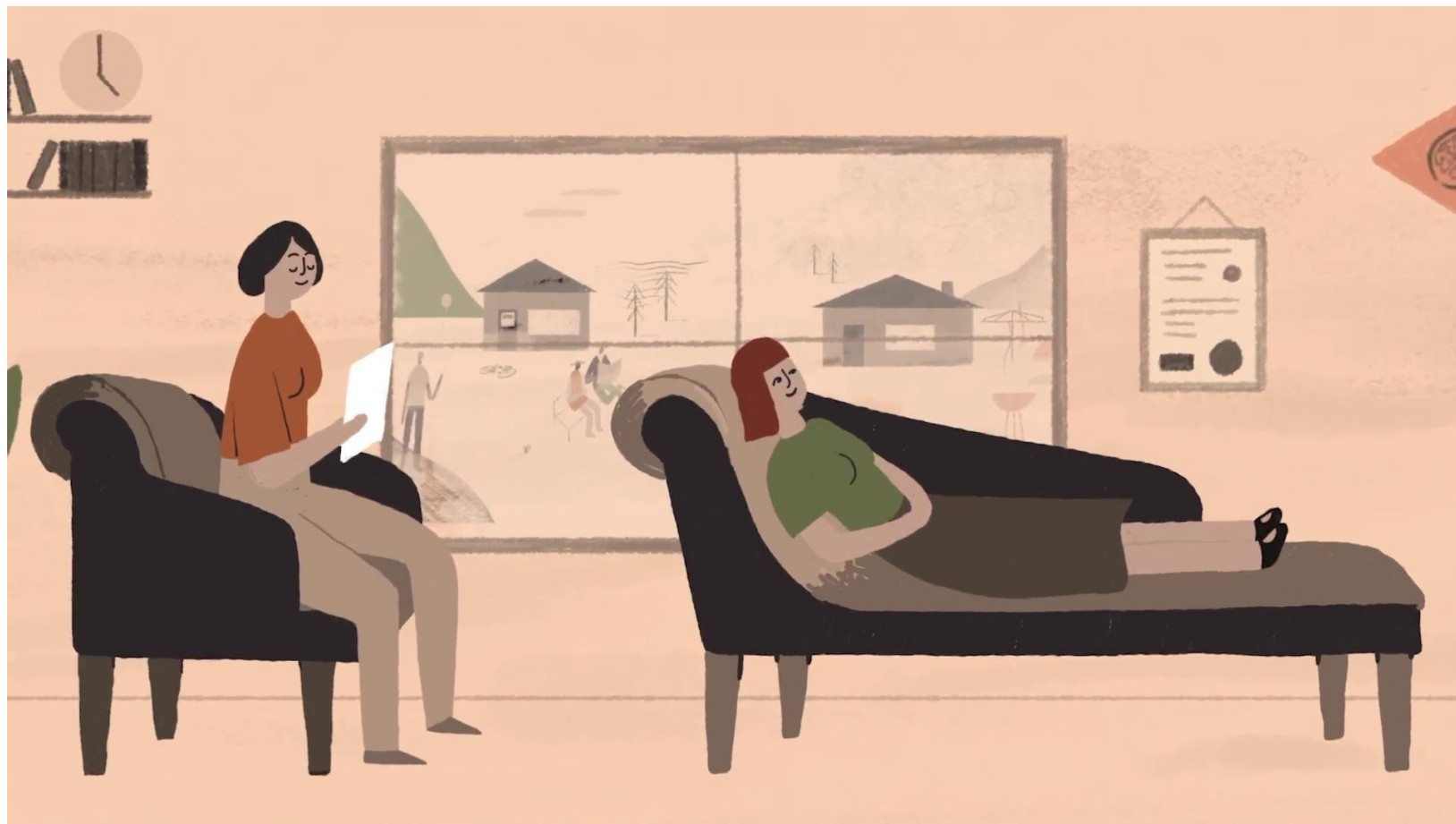
1. According to a recent survey conducted by CDC's National Center for Health Statistics and the Census Bureau: At the start of quarantine, 1 in 5 Americans were experiencing symptoms of clinical anxiety or depression, but **now over a third of Americans say they are experiencing symptoms amid the country's coronavirus pandemic.**
2. Here in Oregon, the mental health crisis is even more acute. According to Mental Health America, **Oregon's mental health crisis is the most severe in the country, and that was before the pandemic hit.**

Psilocybin Research

- Rigorous studies at the leading medical research institutions such as Johns Hopkins, UCLA, University of Alabama and NYU show that psilocybin works. It is uniquely effective in treating depression, end-of-life anxiety, and addiction.
- It shows so much promise the FDA recently granted it a “breakthrough therapy” designation - meaning that it may demonstrate substantial improvement above and beyond what is currently available.



The Measure



M 109: **A measured approach**

GOAL: Create licensing and regulatory framework to serve those who seek Psilocybin Therapy and could safely benefit from it.

What Measure 109 Does

- Establishes a **regulatory framework** within the Oregon Health Authority (OHA) that will allow trained practitioners to administer psilocybin services at specially licensed centers
- Establishes the **Oregon Psilocybin Advisory Board**, appointed by the Governor
- Imposes a **two-year development period** before initial licenses are granted
- Requires the establishment of a **training and licensure** system for psilocybin facilitators, psilocybin manufacturers, and testing labs
- Requires the establishment of a **tracking system** for psilocybin products

M 109 does NOT allow:

- Retail sales
- Off-site consumption or possession
- Branding or advertising
- Unregulated or untracked psilocybin production, delivery, or inventory
- Service centers in residential neighborhoods or near a school
- Access for minors

Psilocybin services modality

1. Preparation session

- Informed consent with health and safety screening
- Standardized risk assessment, contraindication screening required
- Mental health review, goodness of fit assessment

2. Psilocybin session

- Must occur at a psilocybin service center
- Facilitator present throughout entire process
- Facilitator must certify completion

3. Integration session

- Must be offered by facilitator after completion of administration session

Implementation

Overview

- Measure 109 establishes an initial **two-year development period**.
- During that period, the Oregon Health Authority, **with the guidance of an Advisory Board**, will study psilocybin research and science and develop a regulatory program, including **rules, training requirements, and licensing requirements**.
- In January 2023, at the completion of the two-year study period, OHA will begin accepting applications and issuing licenses to:
 - **Facilitate** psilocybin service administration sessions,
 - **manufacture** psilocybin products,
 - **operate** psilocybin service centers, and
 - **facilitate** psilocybin therapy services.

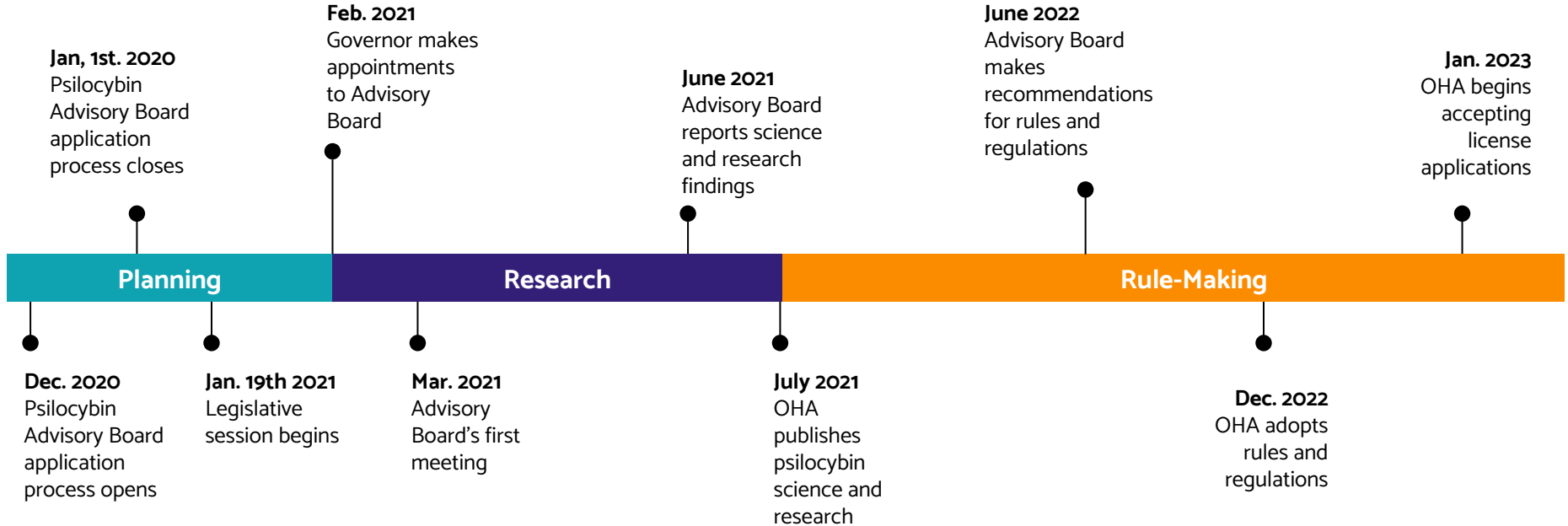
- Governor appoints 14-16 members
- Duties of the board:
 - Collect existing studies
 - Recommend guidelines for serving clients and licensing facilitators, service centers, etc.
 - Establish public safety standards
 - Establish professional conduct, certification, and training requirements
 - Develop a long-term strategic plan for ensuring that psilocybin services will be accessible and affordable therapeutic option
 - Monitor and study federal law, attempt to work with federal gov
 - Can establish subcommittees

Psilocybin Advisory Board

Psilocybin Advisory Board Members

- **Public Health Director Designee:** Andre Ourso, OHA
- **State Health Officer Designee:** Dr. Tom Jeanne, OHA
- **Oregon Health Policy Board Designee:** Barb Hansen
- **State Employee w/ Public Health Expertise:** Ali Hamade, OHA
- **Local Health Officer:** Dr. Sarah Present, Clackamas County
- **Addictions Medicine Specialist:** Kevin Fitts, Portland
- **Licensed Psychologist:** Dr. Kimberly Golletz, Corvallis
- **Licensed Physician:** Dr. Todd Korthuis, OHSU
- **Academic Researcher:** Dr. Chris Stauffer, Portland
- **Mycologist:** Dr. Jessie Uehling, Oregon State University
- **Hard Reduction Specialist:** Dr. Angela Carter, Portland
- **Psychopharmacological Specialist:** Dr. Atheir Abbas, OHSU
- **OLCC:** Nathan Rix
- **Oregon DOJ:** David Hart
- **Member of the Public:** Steph Barrs, Bend
- **Member of the Public:** Dr. Rachel Knox, Portland

Implementation Timeline



Questions?

Sam Chapman

Executive Director

Sam@healingadvocacyfund.org

Thank You

Psilocybin

Clinical Studies

Pioneering rigorous studies at leading medical research institutions such as Johns Hopkins, UCLA, Imperial College London and NYU show that psilocybin can be uniquely effective in treating depression, end-of-life anxiety and addiction. It shows so much promise that the FDA recently granted it a “breakthrough therapy” designation, meaning that licensed psilocybin therapy may demonstrate substantial improvement above and beyond what is currently available.

Studies examining end-of-life depression and/or anxiety

INSTITUTION:

Johns Hopkins University School of Medicine

STUDY:

Effects of high-dose psilocybin therapy treatments for terminal cancer patients experiencing depression and/or anxiety

OUTCOME:

High-dose psilocybin produced large decreases in depressed mood and anxiety along with increases in quality of life, life meaning and optimism and decreases in death anxiety. At six-month follow-up, these changes were sustained with about 80% of participants continuing to show clinically significant decreases in depressed mood and anxiety.

[Source](#)

INSTITUTIONS:

Departments of Psychiatry and Internal Medicine, Harbor-UCLA Medical Center; Los Angeles Biomedical Research Institute; Department of Psychiatry, UC San Diego School of Medicine, La Jolla; Heffter Research Institute

STUDY:

Intended to determine feasibility and safety for a psilocybin treatment model in patients with advanced-stage cancer and anxiety

OUTCOME:

All subjects tolerated the treatment sessions well, with no indication of dangerous cardiovascular abnormalities, severe anxiety, or extremely adverse experiences. Results showed most participants experienced an increase in positive mood and outlook and a decrease in anxiety, indicating both the relative safety and promise of psilocybin therapy.

[Source](#)

Studies examining treatment-resistant depression

INSTITUTION:

Centre for Psychedelic Research, Department of Brain Sciences, Faculty of Medicine, Imperial College London

STUDY:

Does the quality of a psilocybin experience predict the degree to which the therapy is successful?

OUTCOME:

Results confirmed researchers' suspicion that the quality of the acute psilocybin experience is a key mediator of long-term changes in mental health. An implication for this is that a calm, anxiety-reducing environment may allow psilocybin therapy to be more successful.

[Source](#)

INSTITUTIONS:

Centre for Neuropsychopharmacology, Department of Brain Sciences, Faculty of Medicine, Imperial College London; South London and Maudsley NHS Foundation Trust; Institute of Psychiatry, Psychology & Neuroscience, King's College London

STUDY:

Effect of psilocybin therapy on personality structure in patients with treatment-resistant depression

OUTCOME:

Neuroticism scores significantly decreased while Openness scores also significantly increased following psilocybin therapy. These changes in personality are more pronounced than similar changes occasioned by traditional pharmaceutical depression treatment.

[Source](#)

Studies examining alcohol and tobacco addiction

INSTITUTION:

Department of Psychiatry and Behavioral Sciences, Johns Hopkins University School of Medicine

STUDY:

A [prior study](#) found that psilocybin treatment, in combination with cognitive behavioral therapy (CBT) for smoking cessation, resulted in substantially higher six-month smoking abstinence rates than are typically observed with other medications or CBT alone. This follow-up study determines whether these abstinence rates were maintained after 12 and 16+ months.

OUTCOME:

Researchers found at 12-month follow-up, 10 participants (67%) were confirmed as smoking abstinent. At long-term follow-up (>16 months), nine participants (60%) were confirmed as smoking abstinent.

[Source](#)

INSTITUTIONS:

Donders Centre for Neuroscience, Donders Institute for Brain, Cognition and Behaviour, Department of Cognitive Neuroscience, Radboud university medical center

STUDY:

This review provides a summary of (human) studies on the putative therapeutic effects of psilocybin and discusses the receptor systems, brain regions and cognitive and emotional processes mediating psilocybin's effects, specifically as they relate to the treatment of Substance Use Disorders (SUDs).

OUTCOME:

Preliminary data of ongoing alcohol and smoking addiction studies in humans shows promising effects of psilocybin administration on substance use. Importantly, psilocybin has a low risk of toxicity and dependence and can be used safely under controlled clinical conditions.

[Source](#)



**AGENDA REPORT
NEW BUSINESS
June 14, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: SETTLEMENT AGREEMENT

DATE: June 10, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE SETTLEMENT AGREEMENT AND MUTUAL RELEASE FOR THE GRANADOS AND RAGSDALE LAWSUIT.

SUMMARY:

BACKGROUND:

CURRENT SITUATION:

ANALYSIS:

- A. **STRATEGIC PLAN**
- B. **FINANCIAL**
- C. **TIMING**
- D. **POLICY/LEGAL**

ALTERNATIVES:

RECOMMENDATION:

Staff recommends

ATTACHMENTS:

None

Committee/Council Liaison Appointments - 2022

Committee	New Term Expires	Current Member	Applicant-Interested
Airport [4 year term]			
Full			
Budget [4 year term]			
Full			
Diversity Advisory [3 year term]			
Public Member	2024	Vacant	Thomas Moreno
Public Member	2024	Vacant	
Public Member	2024	Vacant	
Parks [3 year term]			
Full			
Planning Commission [4 year term]			
Full			
Public Works [3 year term]			
Full			
V&C [3 year term]			
Full			

Budget: As needed @ City Hall

Business Loan Fund: As needed @ City Hall

Code Enforcement Review Ad Hoc: 2nd and 4th Thursday each month, 5:30 p.m., @ City Hall

Diversity Advisory: 3rd Wednesday each month, 5:30 p.m., @ City Hall

Marijuana Ad Hoc: As needed, Evenings @ City Hall

Ontario Promise/529 Program: As needed @ City Hall

Parks: 3rd Thursday each month, 6:00 p.m. @ City Hall

Planning: 2nd Monday each month, 6:00 p.m. @ City Hall

Public Works: 3rd Tuesday each month, 3:00 p.m. @ City Hall

V&C: 1st Thursday each month, 7:00 a.m. @ Chamber Office

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: MOKENO THOMAS
Last First Middle Initial
HOME ADDRESS: 746 SW 16TH ST ONTARIO 97914
Street City Zip Code
TELEPHONE: 916 995-1658 Tommy Mokeno 11006@cityofontario.org
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Diversity Advisory Committee

1.

2.

3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

Employment:

COSSA ACADEMY DIRECTOR Food Service 8-21 to Current
Current Employer: Position: Dates of Employment:

Education:

HIGH SCHOOL & BACHELORS

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

TO BRING MY PERSPECTIVE TO ADVOCATE FOR THE PEOPLE

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

AS A GAY CITIZEN OF ONTARIO, I AM AWARE OF THE NEEDS
OF OUR L. G. B. T. Q AND THE IMPORTANCE OF REPRESENTATION

[Signature]

Signature:

November 13, 2019

Date:

May 25, 2022

Submit

Reset



**AGENDA REPORT
NEW BUSINESS
June 14, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **RESOLUTION #2022-122: EXTEND CITY EMPLOYEE INCENTIVE**

DATE: May 28, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2022-122, A RESOLUTION EXTENDING THE INCENTIVE FOR ALL EMPLOYEES WHO LIVE IN THE CITY LIMITS OF ONTARIO TO INCLUDE THE EMPLOYEES OF CITY OUTSOURCED PROVIDERS OF PUBLIC WORKS AND FINANCE.

SUMMARY:

The proposed resolution provides an incentive for all full-time employees of the contract providers of the Public Works Department and the Financial Department of the city to live within the city limits of Ontario by providing up to \$50 per month (not to exceed the monthly due) off their monthly city utility bill as is offered to all other city employees.

BACKGROUND:

Under Resolution #2018-112, the City Council authorized a credit of up to \$50 per month (not to exceed the monthly amount due) towards water and sewer bills for city employees living in the city limits who receive water and sewer from the City of Ontario.

CURRENT SITUATION:

The City Council is desirous of employees to live in the community and be vested in the impact of city decisions. The Council recognizes that Jacobs Engineering Company and Oster Professional Group, CPA's, who provide the city duties for Public Works and Finance, respectively, have employees who were previous City of Ontario employees, who should be rewarded for choosing to live within the city. Both companies also provide Department Heads for the city.

The Council chooses to be fair to all employees, including to those employees of companies that provide the outsourced services to the city, and the Council desires to offer the same incentive to these employees that other city employees receive.

ANALYSIS:

- A. **STRATEGIC PLAN** This incentive is in line with the City Council's strategic plan for adding growth to the city.
- B. **FINANCIAL** There is a small impact to the city sewer and water revenue with this incentive.
- C. **TIMING** This is something that needs to be done timely to help in the growth of our community.
- D. **POLICY/LEGAL** To allow for the credit from the utility bill, a resolution is required.

ALTERNATIVES:

The Council could choose not to offer this incentive and not approve the resolution.

RECOMMENDATION:

Staff recommends the city council approve the incentive and approve Resolution #2022-122.

ATTACHMENTS:

1. Reso #2022-122_Resident Employee Incentive



RESOLUTION #2022-122

A RESOLUTION EXTENDING THE INCENTIVE FOR ALL EMPLOYEES TO LIVE IN THE CITY LIMITS OF ONTARIO TO THE EMPLOYEES OF CITY PROVIDERS OF PAST CITY FUNCTIONS OF PUBLIC WORKS AND FINANCE

- WHEREAS,** The City Council is desirous for employees to live in the community and be vested in the impacts of city decisions; and
- WHEREAS,** Under Resolution #2018-112, the City Council authorized a credit of up to \$50 per month (not to exceed the monthly amount due) to water and sewer bills for city employees living within the city limits who receive water and sewer from the City of Ontario; and
- WHEREAS,** The City Council recognizes that Jacobs Engineering Company and Oster Professional Group, CPA's, who provide the City Public Works functions and Financial Department services, have employees who were part of the city employment at one time. Each also provide a Department Heads for the city and should be recognized as such for choosing to live within our city; and
- WHEREAS,** The Council chooses to be fair to all employees including those employees of companies that provide the services of Public Works Department and the Financial Department to the city.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, that all full time employees who live in the city limits, who were past employees of the city prior to contracting out the Public Works Department and the Financial Department to private enterprise, who are employed by the firms that provide the city services for the Public Works Department and the Finance Department, and any full time employees of these firms who move into the city limits of Ontario after the date of this resolution and receive water and sewer from the City of Ontario, shall receive a water/sewer credit of up to \$50 per month (not to exceed the monthly due) off their monthly city utility bill. All employees must remain full-time employees of these firms to continue receiving this incentive.

EFFECTIVE DATE: Effective immediately upon passage.

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

AYES:

NAYES:

ABSENT:

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

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
June 14, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ORDINANCE #2810-2022: ASSIGNING THE SOLID WASTE MANAGEMENT SERVICES TO WASTE CONNECTIONS OF OREGON, INC. (FRANCHISE AGREEMENT)**

DATE: June 8, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE ORDINANCE NO. 2810-2022 AN ORDINANCE OF THE CITY OF ONTARIO AMENDING ORDINANCE NO. 2328, AS AMENDED BY ORDINANCE NO. 2435, WHICH ORDINANCE GRANTED ONTARIO SANITARY SERVICE, INC AN EXCLUSIVE FRANCHISE AND RIGHT TO PROVIDE SOLID WASTE SERVICES IN THE CITY OF ONTARIO, AND CONSENTING TO ONTARIO SANITARY SERVICES, INC'S ASSIGNMENT, AND WASTE CONNECTIONS OF OREGON, INC'S ASSUMPTION, OF ALL ONTARIO SANITARY SERVICE, INC'S RIGHT, INTEREST, AND OBLIGATIONS ARISING OUT OF OR UNDER ORDINANCE NO. 2328 AS AMENDED AND DECLARING AN EMEGENCY.

SUMMARY:

The owners of Ontario Sanitary Service, Inc. ("OSS") have decided to sell its assets to Waste Connections of Oregon, Inc. ("WCO"). OSS's existing franchise agreement with the City of Ontario for Solid Waste Management needs city approval and assignment granted to WCO. Proposed Ordinance No. 2810-2022 approves this assignment.

BACKGROUND:

OSS, an Oregon corporation, provides certain solid waste management services in City of Ontario ("City") in accordance with the franchise terms and conditions contained in Ordinance No. 2328. Ordinance No. 2328 was amended by Ordinance No. 2435 to permit discretionary garbage service rate changes within the city limits of Ontario.

CURRENT SITUATION:

WCO, an Oregon corporation, has entered into a certain asset purchase agreement with OSS, ("Purchase Agreement"), pursuant to which WCO will acquire substantially all OSS's operational assets (the "Transaction"). In connection with the Transaction, WCO desires to acquire all OSS's rights, interests, and obligations arising out of and/or under the Franchise

Agreement of which, by letter dated May 5, 2022, OSS requested the City consent to OSS's transfer and assignment of the Franchise Agreement to WCO.

The attorneys for all the parties concerned have reviewed and approved proposed Ordinance No. 2810-2022. The Council finds that passage of this ordinance is necessary for the immediate preservation of the peace, health, and safety of the city's citizens; therefore, an emergency is hereby declared to exist, subject to the terms and conditions contained in this ordinance.

ANALYSIS:

- A. **STRATEGIC PLAN** By approving this assignment, it will provide the citizens of Ontario with a clean community (Desirability) and to aid in the Beautification of the City of Ontario.
- B. **FINANCIAL** There is no direct cost to the city for this assignment.
- C. **TIMING** Time is of the essence so that the sale may be completed and service uninterrupted.
- D. **POLICY/LEGAL** An ordinance is needed to amend and assign the existing Franchise Agreement.

ALTERNATIVES:

The Council could choose to table the issues for further information.

RECOMMENDATION:

Staff recommends the City Council approve the proposed Ordinance and Assignment to Waste Connections of Oregon.

ATTACHMENTS:

1. Ord #2810-2022 - WCO and OSS (01471045-2xB6300)

After Recording return to:
Tori Barnett, City Recorder
444 SW 4th Street
Ontario, OR 97914



ORDINANCE NO. 2810-2022

AN ORDINANCE OF CITY OF ONTARIO AMENDING ORDINANCE NO. 2328, AS AMENDED BY ORDINANCE NO. 2435, WHICH ORDINANCE GRANTED ONTARIO SANITARY SERVICE, INC. AN EXCLUSIVE FRANCHISE AND RIGHT TO PROVIDE SOLID WASTE MANAGEMENT SERVICES IN CITY OF ONTARIO, AND CONSENTING TO ONTARIO SANITARY SERVICE, INC.'S ASSIGNMENT, AND WASTE CONNECTIONS OF OREGON, INC.'S ASSUMPTION, OF ALL ONTARIO SANITARY SERVICE, INC.'S RIGHTS, INTERESTS, AND OBLIGATIONS ARISING OUT OF OR UNDER ORDINANCE NO. 2328, AS AMENDED

- WHEREAS,** Ontario Sanitary Service, Inc. ("OSS"), an Oregon corporation, provides certain solid waste management services in City of Ontario ("City") in accordance with the franchise terms and conditions contained in City Ordinance No. 2328; and
- WHEREAS,** Ordinance No. 2328 was amended by City Ordinance No. 2435 to permit discretionary garbage service rate changes; and
- WHEREAS,** Waste Connections of Oregon, Inc. ("WCO"), an Oregon corporation, has entered into a letter of intent dated February 24, 2022, with OSS (the "Purchase Agreement"), pursuant to which WCO will acquire substantially all OSS's operational assets (the "Transaction"); and
- WHEREAS,** in connection with the Transaction, WCO desires to acquire all OSS's rights, interests, and obligations arising out of and/or under the Franchise Agreement (as defined below); and
- WHEREAS,** by letter dated May 5, 2022, OSS requested that City consent to OSS's transfer and assignment of the Franchise Agreement to WCO; and
- WHEREAS,** subject to the terms and conditions contained in this Ordinance No. 2810-2022 (this "Ordinance"), the Ontario City Council (the "Council") desires to (a) amend the Franchise Agreement to modify the insurance and indemnification provisions contained in the Franchise Agreement, and (b) consent to OSS's assignment of the Franchise Agreement (and franchise granted thereunder) to WCO. For purposes of this Ordinance, the term "Franchise Agreement" means, individually and collectively, Ordinance No. 2328 and Ordinance No. 2435.

NOW, THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Findings; Definitions. The above-stated findings are hereby adopted. Except as otherwise modified under this Ordinance, all capitalized terms used in this Ordinance and not otherwise defined herein have the meanings assigned to them in the Franchise Agreement.
2. Amendments.

2.1 Section 7 of Ordinance No. 2328 is amended to include the following two sentences at the end of Section 7:

“Commencing on or about January 3, 2023, and continuing on or about the same day of each year thereafter during the term of this franchise, City and franchisee will review this franchise to determine whether any increases to the franchise fee are necessary or appropriate. Any increases to the franchise fee require the parties’ mutual written agreement.”

2.2 Section 8.1.a of Ordinance No. 2328 is amended and restated in its entirety to read as follows:

“a. Obtain and maintain, at the franchisee’s cost and expense, in full force and effect during the term of this ordinance (and for a period of two years immediately thereafter) the following insurance coverage and their respective minimum limits: (a) workers’ compensation insurance within statutory limits; (b) employer’s liability insurance with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (c) comprehensive general liability insurance with limits of no less than \$3,000,000 for bodily injury or death to each person, \$3,000,000 for property damage resulting from any one accident, and \$3,000,000 for all other types of liability; and (d) automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by the franchisee and its employees with limits of \$1,000,000 for each person, \$3,000,000 for each accident. Each liability insurance policy the franchisee is required to obtain and maintain under this section will name City and its officers, employees, and agents as additional insureds. No cancellation, expiration, modification, and/or reduction in amount or scope of insurance coverage is permitted without providing City thirty (30) days’ prior written notice. All insurance the franchisee is required to obtain and maintain under this section will be issued only by insurance companies licensed in Oregon. Prior to City’s execution and acceptance of this ordinance, and at any other time thereafter within ten (10) days after City’s written request, the franchisee will provide City with certificates of insurance and endorsements evidencing the franchisee’s compliance with this section. Notwithstanding anything contained in this ordinance to the contrary, City may increase the minimum levels of insurance the franchisee is required to carry under this ordinance as City determines necessary or appropriate by providing the franchisee one hundred eighty (180) days’ prior written notice.”

2.3 Section 8.1.m of Ordinance No. 2328 is amended and restated in its entirety to read as follows:

- “m. Defend, indemnify, and hold City, and each City employee, officer, agent, contractor, and representative, harmless for, from, and against all claims, actions, proceedings, damages, liabilities, losses, and expenses of every kind, including, without limitation, attorney fees and costs, resulting from or arising out of the following: (a) the negligent acts and/or omissions or willful misconduct of franchisee and/or its Agents (as defined below), whether such acts or omissions are authorized, allowed, and/or prohibited by this ordinance; (b) franchisee’s and/or its Agents’ failure to obtain and/or comply with any

necessary permits, licenses, and/or laws; (c) damage, injury, and/or death to person or property caused by franchisee and/or its Agents; and/or (d) franchisee's breach and/or failure to perform any franchisee representation, warranty, covenant, and/or obligation under this ordinance. Franchisee's indemnification obligations provided under this section will survive the termination of this Ordinance. For purposes of this Section 8.1.m, the term "Agent(s)" means franchisee's affiliates, officers, directors, shareholders, members, managers, employees, agents, contractors, and/or subcontractors."

3. Consent to Assignment.

3.1 Subject to the terms and conditions contained in this Section 3, City consents to OSS's transfer and assignment of the Franchise Agreement (including OSS's franchise rights and interests arising thereunder) to WCO and WCO's assumption of all OSS's rights, interests, and obligations arising out of and/or under the Franchise Agreement. City's consent will not be a waiver of City's right to withhold consent of a subsequent proposed assignment of the Franchise Agreement. City's consent to the assignment will not (a) modify any Franchise Agreement terms and/or conditions, except as expressly provided otherwise in this Ordinance, (b) constitute an actual or implied waiver or release of any condition or obligation contained in the Franchise Agreement, and/or (c) impair and/or adversely affect City's rights and/or remedies under the Franchise Agreement.

3.2 Notwithstanding anything contained in this Ordinance to the contrary, City's consent to the assignment identified under Section 3.1 is subject to the following terms and conditions: (a) WCO unconditionally assumes and will timely and faithfully pay and perform all OSS's obligations and/or liabilities arising out of and/or under the Franchise Agreement, whether arising on, before, and/or after the effective date of this Ordinance; and (b) the assignment does not operate to release OSS from any obligations and/or liabilities arising out of or under the Franchise Agreement (OSS remains liable under the Franchise Agreement).

4. Acceptance of Franchise; Reimbursement. Within thirty (30) days after City's passage of this Ordinance, (a) OSS and WCO will sign and file with City the written acceptance provided on the attached Exhibit A (the "Acceptance"), (b) WCO will provide City with certificates of insurance and endorsements evidencing the insurance coverages (and endorsements) required under the Franchise Agreement, and (c) WCO will pay City \$1,000.00 for costs and expenses City incurred in connection with the amendments and consent to assignment provided under this Ordinance (the "Reimbursement"). If OSS and/or WCO fail to timely file the Acceptance with City, WCO fails to timely provide the required certificates of insurance and endorsements, and/or WCO fails to timely pay the Reimbursement to City in full, this Ordinance (and the consent provided hereunder) will be null and void and will be repealed by City in all respects.

5. Full Force and Effect. This Ordinance is hereby made part of the Franchise Agreement. The provisions of the Franchise Agreement that are not amended or modified by this Ordinance remain unchanged and in full force and effect. WCO affirms all WCO obligations (as franchisee) arising out of or under the Franchise Agreement.

6. Interpretation; Severability; Errors. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. All prior and contemporaneous agreements, discussions, understandings, and negotiations, whether written or

oral, express or implied, are merged herein, and to the extent inconsistent herewith, are of no further force and effect. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors.

7. Effective Date. The Council finds that passage of this Ordinance is necessary for the immediate preservation of the peace, health, and safety of City's citizens. Therefore, an emergency is hereby declared to exist. Subject to the terms and conditions contained in this Ordinance, including Section 4 concerning acceptance and reimbursement, this Ordinance will be deemed in full force and effect on the closing date of the Transaction (the "Closing Date") (provided, however, this Ordinance will be deemed null and void and of no further force and effect if the Closing Date does not occur on or before July 30, 2022). OSS and WCO will provide City written notice of the Closing Date contemporaneously with the closing of the Transaction.

APPROVED AND ADOPTED by the City Council of the City of Ontario and signed by the mayor this _____ day of _____, 2022.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

By: Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

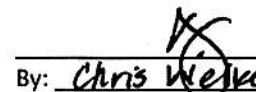
Exhibit A
Acceptance

The forgoing Ordinance No. 2810-2022 adopted by the City of Ontario on June __, 2022, consisting of 5 pages (including this exhibit), is acknowledged, approved, accepted, and agreed upon by Ontario Sanitary Services, Inc. and Waste Connections of Oregon, Inc. in all respects.

OSS:
Ontario Sanitary Service, Inc.,
an Oregon corporation

WCO:
Waste Connections of Oregon, Inc.,
an Oregon corporation

By: 
Its: PRESIDENT
Dated: 6-9-2022, 2022

By: 
Its: District Manager
Dated: June 9, 2022



Second Quarter Report

March 2022 – May 2022



Welcome, Chief Iwai



42nd Annual Firefighters Hawaiian Benefit Dance & Dinner



Fire Safety with Smokey

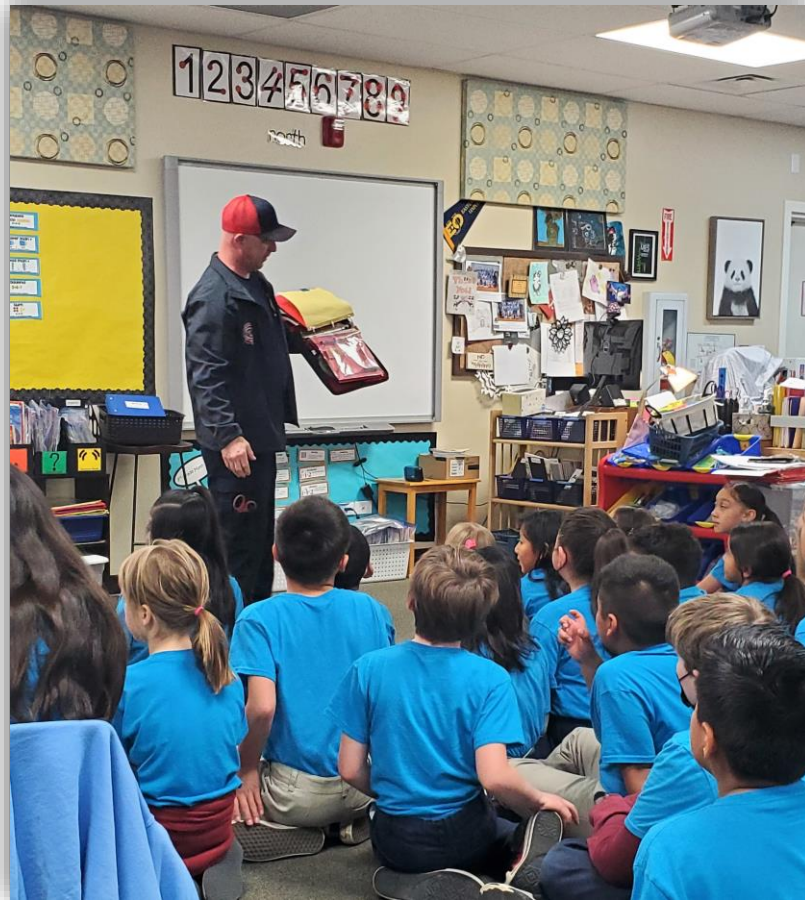


St. Peter's Elementary



Cairo Elementary

Fire Safety with Smokey



Four Rivers Elementary



Aiken Elementary

Essentials Weekend



Fuel Leaks



ONTARIO
OREGON



ENGINEER

MVA's



April 6, 2022



MVA's



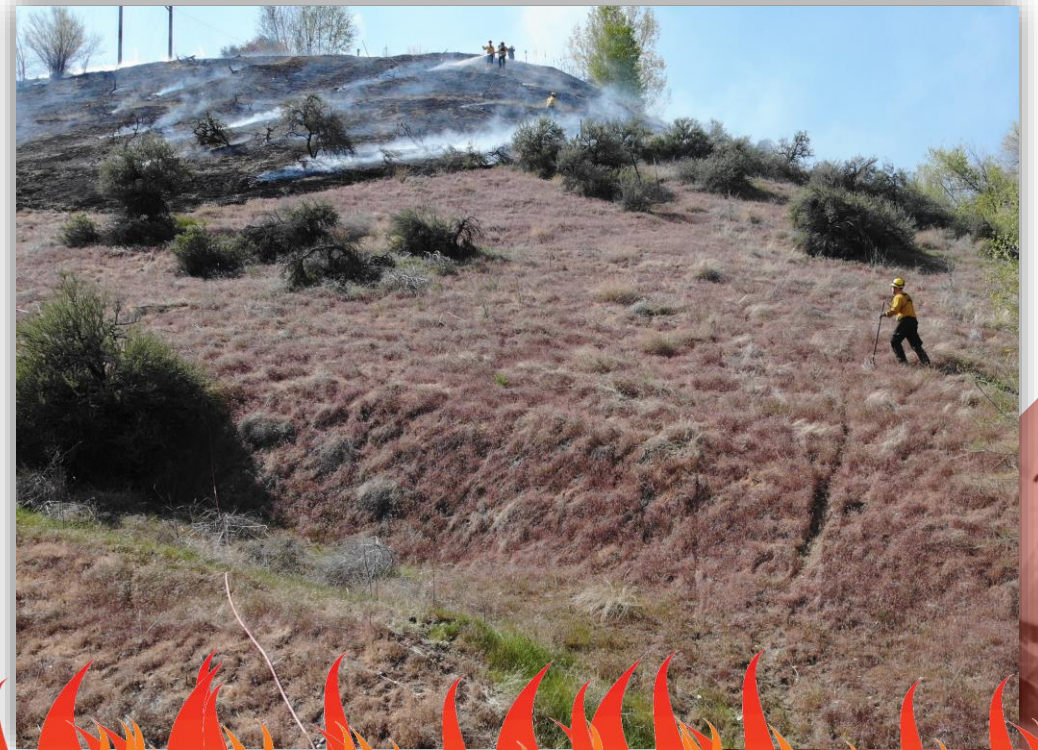
April 23, 2022



Burn Permits Required



April 24, 2022



Structure Fire

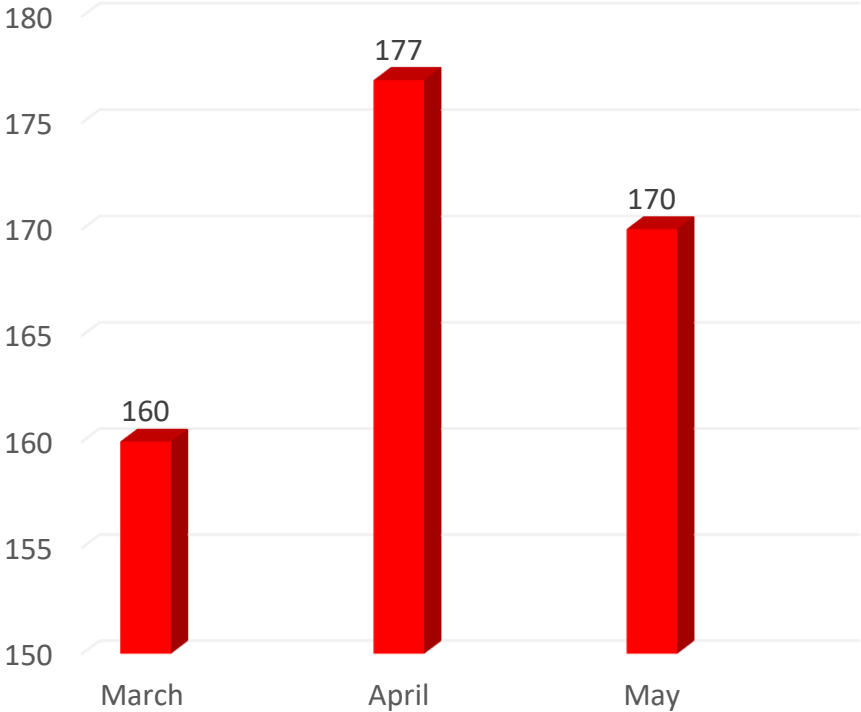


May 15, 2022

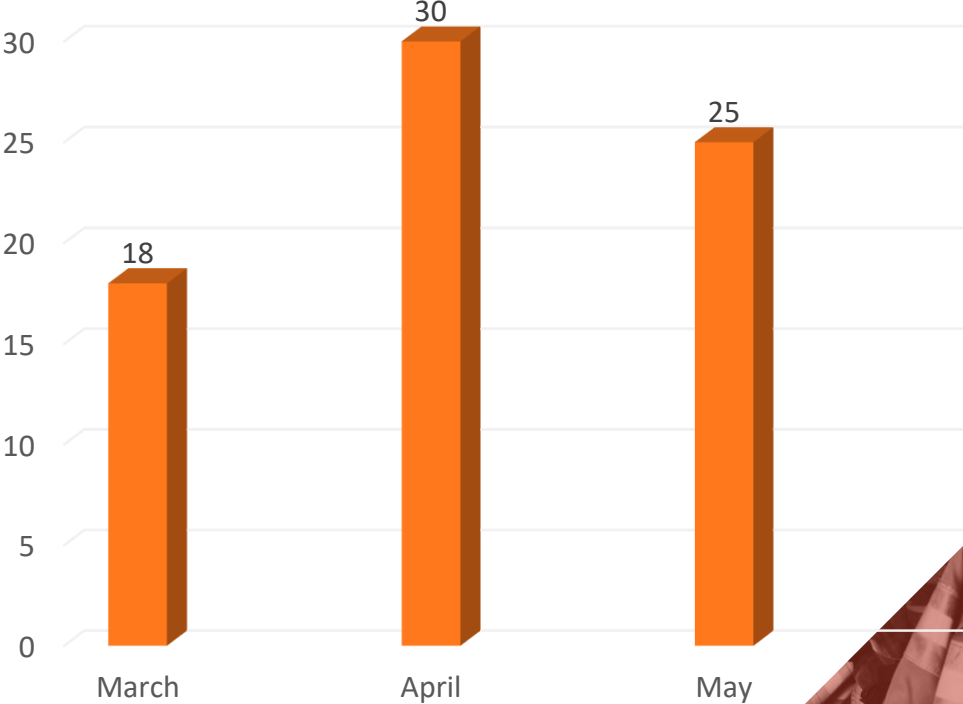
Medical & Fire Calls



MEDICAL



FIRE







**AGENDA REPORT
PUBLIC HEARING
June 14, 2022**

To: Mayor and City Council

FROM: Casey Mordhorst, Public Works Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: HARRAH HEIGHTS REIMBURSEMENT DISTRICT

DATE: June 6, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TABLE THIS ACTION UNTIL THE COUNCIL MEETING OF JUNE 28, 2022.

I MOVE THE CITY COUNCIL APPROVE THE CREATION OF THE HARRAH HEIGHTS REIMBURSEMENT DISTRICT AS DESCRIBED BY THE PUBLIC WORKS DIRECTOR'S REPORT AND DIRECT STAFF TO BRING BACK AN ORDINANCE CREATING THE ADVANCE FINANCING DISTRICT

SUMMARY:

Ontario Municipal Code 8-15-3(a) provides an opportunity for a person who is required to or chooses to finance some or all of the cost of public improvement(s) which will be available to provide service to property other than property owned by the person may, by written application filed with the Public Works Director, request that the City establish a Reimbursement District. The public improvement(s) must be of a size greater than that which would otherwise ordinarily be required in connection with an application for a building permit or development permit or must be available to provide service to property other than property owned by the Developer, so that the public will benefit by making the public improvement(s).

The City, through the Jacobs contract for Public Works services, received an application to form a Reimbursement District consistent with the requirements of OMC 8-15-3(c) on March 21, 2022. The application was accompanied by the requisite fee as defined in OMC 8-15-3(b). Jacobs, serving as the City's Public Works Director in accordance with OMC 8-15-4, has reviewed the application and finds the application is appropriate for consideration by the City Council. The attached Director's Report was sent via registered mail to all affected parties and provides the details of forming the Reimbursement District.

BACKGROUND:

The City, through Jacobs contract for Public Works services, received an application to form a Reimbursement District consistent with the requirements of OMC 8-15-3(c) on March 21, 2022. The application was accompanied by the requisite fee as defined in OMC 8-15-3(b).

CURRENT SITUATION:

Jacobs, serving as the City's Public Works Director in accordance with OMC 8-15-4, has reviewed the application and finds the application is appropriate for consideration by the City Council. The attached Director's Report was sent via registered mail to all affected parties and provides the details of forming the Reimbursement District.

ANALYSIS:

- A. **STRATEGIC PLAN** The formation of the Reimbursement District supports the City's Strategic Plan concerning Growth and providing infrastructure to support Growth.
- B. **FINANCIAL** Approval of the Reimbursement District does not have a financial impact on the City. The City would collect the funds from the private parcel owner and reimburse the private developer who paid for the improvements on Sunset Boulevard.
- C. **TIMING** The improvements have been made and the timing is appropriate for creating the District.
- D. **POLICY/LEGAL** Ontario Municipal Code Section 8-15-3 provides the authority for the creation of the Reimbursement District.

ALTERNATIVES:

If the Council elects not to approve the Reimbursement District, findings of facts as to why the application fails to conform with the Ontario Municipal Code should be clearly stated.

RECOMMENDATION:

Staff recommends approval of the Harrah Heights Reimbursement District consistent with the parameters described in the Public Works Director's Report

ATTACHMENTS:

- 1. Director Report(final)

Director's Report
Application for Reimbursement District
Harrah Heights Subdivision
City of Ontario, Oregon
May 16, 2022

Ontario Municipal Code 8-15-3(a) provides an opportunity for a person who is required to or chooses to finance some or all of the cost of public improvement(s) which will be available to provide service to property other than property owned by the person may by written application filed with the Public Works Director request that the City establish a Reimbursement District. The public improvement(s) must be of a size greater than that which would otherwise ordinarily be required in connection with an application for a building permit or development permit or must be available to provide service to property other than property owned by the Developer, so that the public will benefit by making the public improvement(s).

The City, through Jacobs contract for Public Works services, received an application to form a Reimbursement District consistent with the requirements of OMC 8-15-3(c) on March 21, 2022. The application was accompanied by the requisite fee as defined in OMC 8-15-3(b).

Jacobs, serving as the City's Public Works Director in accordance with OMC 8-15-4, has reviewed the application and submits the findings below for consideration by the City Council.

1. The application for reimbursement of costs for 10" sewer line extension, (public improvements) associated with the new construction of Harrah Heights Subdivision from its terminus south of said subdivision meets the requirements of OMC 8-15-3(a).
2. The Reimbursement District boundaries shall apply to 6 parcels that have not yet reimbursed the developer for the improvements. The parcels are defined as Land in the City of Ontario, Malheur County, Oregon: within the SE1/4NE1/4 of section 8, Township 18S, Range 47E, W.M., described as follows: the W1/2N1/2N1/2SE1/4NE1/4 (TL200); the W1/2S1/2N1/2SE1/4NE1/4 (TL300); the W1/2N1/2S1/2SE1/4NE1/4 (TL500); the NE1/4SE1/4NE1/4 (TL100); the E1/2N1/2S1/2SE1/4NE1/4 Excepting S 30 feet (TL400); and the E1/2S1/2S1/2SE1/4NE1/4 plus the S 30' of E1/2N1/2S1/2SE1/4NE1/4 (TL1000) shown in Attachment 5.
3. A map showing the properties to be included in the proposed Reimbursement District, the linear front footage of said property, the property owned by the developer and the names and mailing addresses of owners of other property to be included in the proposed Reimbursement District is provided as attachment 2, 3, and 4.
4. The Developer has financed all of the cost of the public improvements, thereby making the services available to the affected properties, other than that owned by the Developer shown in attachment 1.
5. Staff has determined the Public Improvement along Sunset Drive has met City Standards, and it is fair and in the public interest to create a Reimbursement District.
6. There are several ways to consider and determine "benefits derived" when assessing property within a reimbursement district. Common methods include cost per linear foot of property abutting the improvement, cost per square foot to a property to a depth of 150 feet (Ontario code 8-7-3 (F)) or on a share and share a-like basis if the benefit is considered approximately equal for each parcel. In this reimbursement district, staff is recommending a cost per linear foot of property abutting the improvement.
7. The actual costs of improvement along the entire project length are as follows:

Public Improvement	Construction Cost	Total Frontage (ft)	Unit Cost of Frontage (\$/ft)
Sewer Line	\$101,936.00	1,012'	\$100.72727
Total	\$101,936.00		

OMC 8-15-5A states a reimbursement fee shall be computed by the City for all properties within the Reimbursement District, excluding properties owned by or dedicated to the City or the State of Oregon, which have the opportunity to use the Public Improvements, including the property of the Developer. The reimbursement fee shall be calculated separately for each Public Improvement. The Developer shall not be reimbursed for the portion of the reimbursement fee computed for the Developer's own property. Right of way for the other properties has been donated.

OMC 8-15-5B states the cost to be reimbursed to the Developer shall be limited to the cost of construction engineering, construction, and off-site dedication and/or acquisition of right of way property. Construction engineering shall include surveying and inspection costs and shall not exceed seven and one-half percent (7.5%) of eligible Public Improvement construction costs. Costs to be reimbursed for right of way property shall be limited to the reasonable market value of land or easements purchased by the Developer from a third party in order to complete the Public Improvements.

OMC 8-15-4-E states that the amount to be charged by the City for an administration fee for the Reimbursement Agreement. The administration fee shall be fixed by the City Council and shall be included in the resolution approving and forming the Reimbursement District. The administration fee is due and payable to the City at the time the agreement is signed. Staff recommends a seven percent (7%) administration fee resulting in the amount of \$6,550.29 to be paid by the developer.

There are 6 tax lots that did not financially participate in the proposed improvements and that is Tax Lot 200, Map 18S4708AD; Tax Lot 300, Map 18S4708AD; Tax Lot 500, Map 18S4708AD; Tax Lot 100, Map 18S4708AD; Tax Lot 400, Map 18S4708AD; Tax Lot 1000, Map 18S4708AD . The assessment for Tax Lots 200, 300, 500, 100, 400, and 1000 of Map 18S4708AD shall be calculated as follows:

Tax Lot	Total Frontage (ft)	Unit Cost of Frontage (\$/ft)	Total Cost
200	186'	\$100.72727	\$9,367.64
300	330'	\$100.72727	\$16,620.00
500	330'	\$100.72727	\$16,620.00
100	515'	\$100.72727	\$25,937.26
400	300'	\$100.72727	\$15,109.10
1000	197'	\$100.72727	\$9,921.64
Total			\$93,575.64

The owners of Tax Lots 200, 300, 500, 100, and 1000 of Map 18S4708AD shall make payment to the City of Ontario in the correlated amount listed in the above chart no later than August 1, 2022. If the owners of Tax Lots 200, 300, 500, 100, 1000 of Map 18S4708AD elects to make equal annual installment payments over a 10-year term in lieu of complete payment by August 1, 2022, an additional simple interest rate of 4 percent (4.0%) per annum on the unpaid balance shall be paid annually in addition to the principal payments. Annual installment payments shall be made by August 1st of each year. The installment payment due August 1, 2022 shall consist of a principal payment plus interest. The developer requests that Tax lot 400 of Map 18S4708AD (The First Church of Nazarene) be charge zero percent (0.0%) interest until August 1, 2023, with simple interest rate of 4

percent (4.0%) per annum on the unpaid balance shall be paid annually in addition to the principal payments starting August 2, 2023.

The City's connection fees for Water and Sewer Service are not part of the Reimbursement District and shall be paid by the owner of the property once accessed in the future.

Attachment 1

Warrington Construction

Idaho PWC-C 11590-Unlimited 1-4, RCE 32907

Oregon CCB 101184

PO BOX 910

Ontario, OR 97914

208-452-2556



DATE 6/11/2021

Quoted to:

Riley Hill

Harrah Heights Subdivision on Sunset

Sunset Sewer Main Extension

Plans Dated 6/10/21

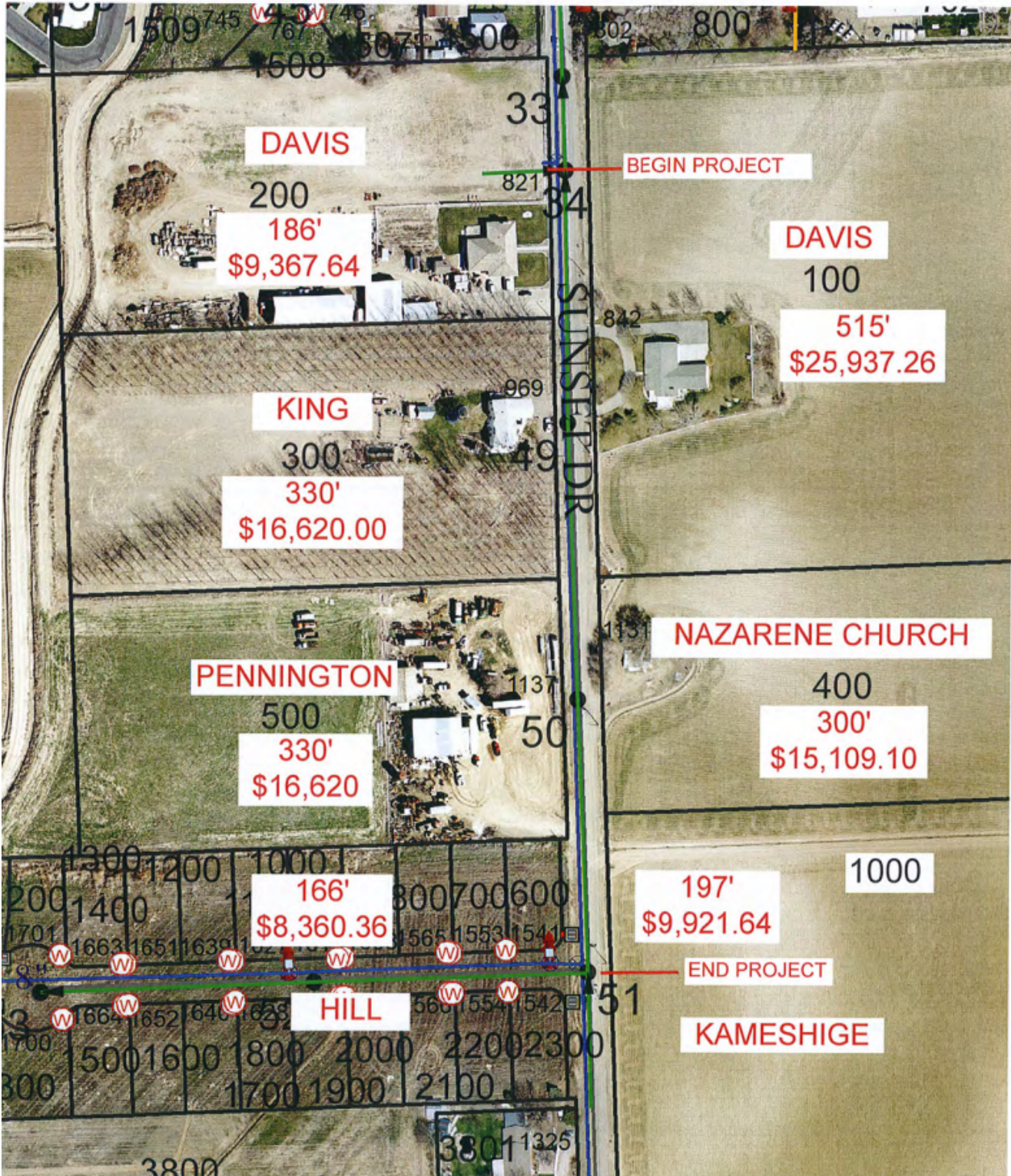
Description	AMOUNT
Sanitary Sewer Sunset	
1012' of 10" @ \$40/FT	\$ 50,600.00
4 Manholes @ \$5000.00 Each	\$ 20,000.00
Asphalt Surface Repair 1012 LF @ \$28/LF	\$ 28,336.00
Traffic Control	\$ 3,000.00
TOTAL PRICE	\$ 101,936.00

If you have any questions concerning this quotation, contact Brooks, 208-739-3344, brookswarrington@hotmail.com

THANK YOU FOR YOUR BUSINESS!

Price excludes: Survey, Permits, Staking
Joint Trench
Fences
Irrigation Piping
Lot Grading
Import Fill (If Site Doesn't Balance)

Attachment 2



Attachment 3

KING, JAMES R & LAURA J. 969 SUNSET DRIVE ONTARIO, OR 97914	CHARLES R DAVIS REV TRUST 1/2 LAURA M DAVIS REV TRUST 1/2 821 SUNSET DRIVE ONTARIO, OR 97914	PENNINGTON, ROLAND & JACQUELINE 1137 SUNSET DRIVE ONTARIO, OR 97914
NAZARENE, FIRST CHURCH OF 1131 ALAMEDA DRIVE ONTARIO, OR 97914	KAMESHIGE, ETALs C/O RANDY KAMESHIGE 595 THREE RIVERS WAY FRUITLAND, ID 83619	

Attachment 4

ADVANCE FINANCING INTERVENING PROPERTY OWNER TAX ACCOUNT INFORMATION:

Riley Hill / Harrah Heights Subdivision Developer

TAX MAP: 18S4708AD
TAX LOT: **200**
REFERENCE NO: 1968
OWNER: CHARLES R DAVIS REV TRST 1/2 & LAURA M. REV. TRST. 1/2
CONTRACT:
MAILING ADDRESS: 821 SUNSET DRIVE, ONTARIO, OR 97914
PROPERTY ADDRESS: 821 SUNSET DRIVE

TAX MAP: 18S4708AD
TAX LOT: **300**
REFERENCE NO: 8240
OWNER: JAMES R. & LAURA KING
CONTRACT:
MAILING ADDRESS: 969 SUNSET DRIVE, ONTARIO, OR 97914
PROPERTY ADDRESS: 969 SUNSET DRIVE

TAX MAP: 18S4708AD
TAX LOT: **500**
REFERENCE NO: 8239
OWNER: ROLAND & JACQUELINE PENNINGTON
CONTRACT:
MAILING ADDRESS: 1137 SUNSET DRIVE, ONTARIO, OR 97914
PROPERTY ADDRESS: 1137 SUNSET DRIVE

TAX MAP: 18S4708AD
TAX LOT: **100**
REFERENCE NO: 8236
OWNER: CHARLES R DAVIS REV TRST 1/2 & LAURA M. REV. TRST. 1/2
CONTRACT:
MAILING ADDRESS: 821 SUNSET DRIVE, ONTARIO, OR 97914
PROPERTY ADDRESS: 842 SUNSET DRIVE

TAX MAP: 18S4708AD
TAX LOT: **400**
REFERENCE NO: 20373
OWNER: FIRST CHURCH OF NAZARENE
CONTRACT:
MAILING ADDRESS: 1131 ALAMEDA DRIVE, ONTARIO, OR 97914
PROPERTY ADDRESS: NONE

TAX MAP: 18S4708
TAX LOT: **1000**
REFERENCE NO: 8237
OWNER: MARY PROPERTIES 1/2, RANDOLPH DUANE KAMESHIGE 1/4, BRIAN DARRYL KAMESHIGE 1/4
CONTRACT:
MAILING ADDRESS: C/O RANDY KAMESHIGE 595 THREE RIVERS WAY, FRUITLAND ID, 83619
PROPERTY ADDRESS: NONE

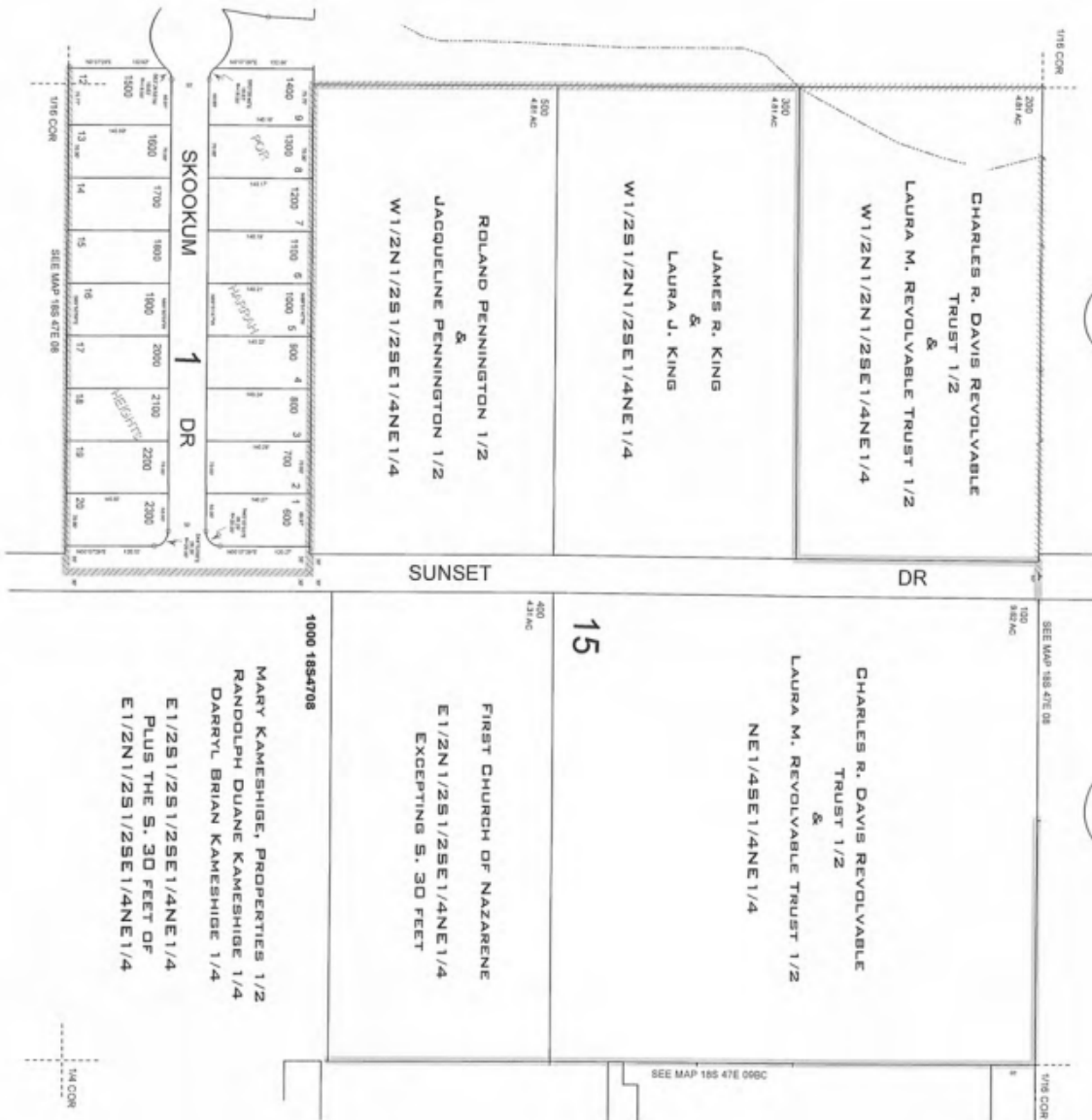
Attachment 5

THIS MAP WAS PREPARED FOR
ASSESSMENT PURPOSE ONLY

0 50 100 200 Feet
1" = 100'

S.E. 1/4 N.E. 1/4 SEC. 8 T.18S. R.47E. W.M.
MALHEUR COUNTY
T. = 100'

18S47E08AD
ONTARIO



Revised: MA
01/10/2022

ONTARIO
18S47E08AD



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

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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

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- 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



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.

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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



Guide to Recruiting a City Administrator

APRIL 2019

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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 checking²)
- Political affiliation
- Religion
- Race/national origin/ethnic

² By default, credit checks are prohibited unless an exception applies. The position of city administrator may qualify under the “substantially job-related exception.” See OAR 839-005-0080. Before obtaining credit history information, the city should determine whether the position qualifies under the exception and obtain appropriate authorization from the applicant.

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.



Jacobs May 2022 Report



Jacobs
Challenging today.
Reinventing tomorrow.

Monthly Business Review

Public Works Department

Contents:

- ENGINEERING DEVELOPMENT REVIEW SUMMARY-----3-4
- WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM SUMMARY-----5-7
- WASTEWATER TREATMENT PLANTAND COLLECTION SYSTEM SUMMARY-----8-10
- OPERATIONS MAINTENANCE SUMMARY-----11-14
- APPENDIX-----15-18



DEVELOPMENT REVIEW

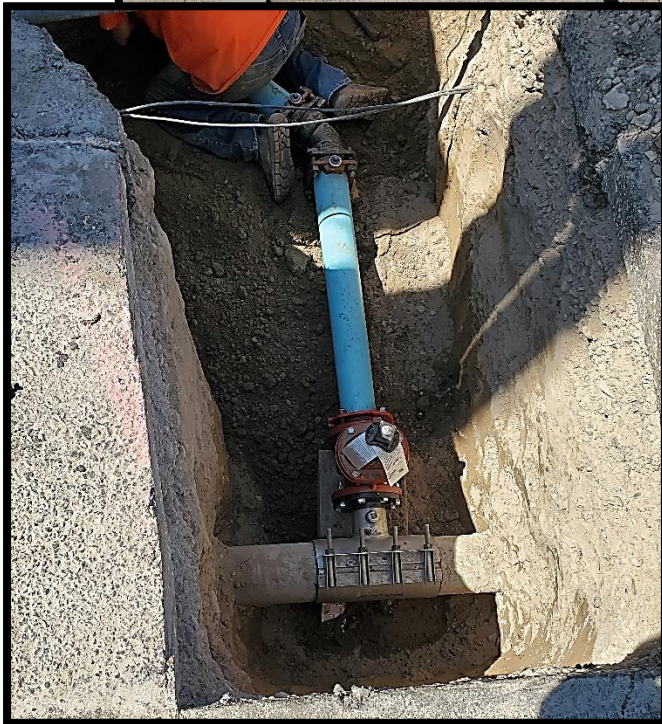
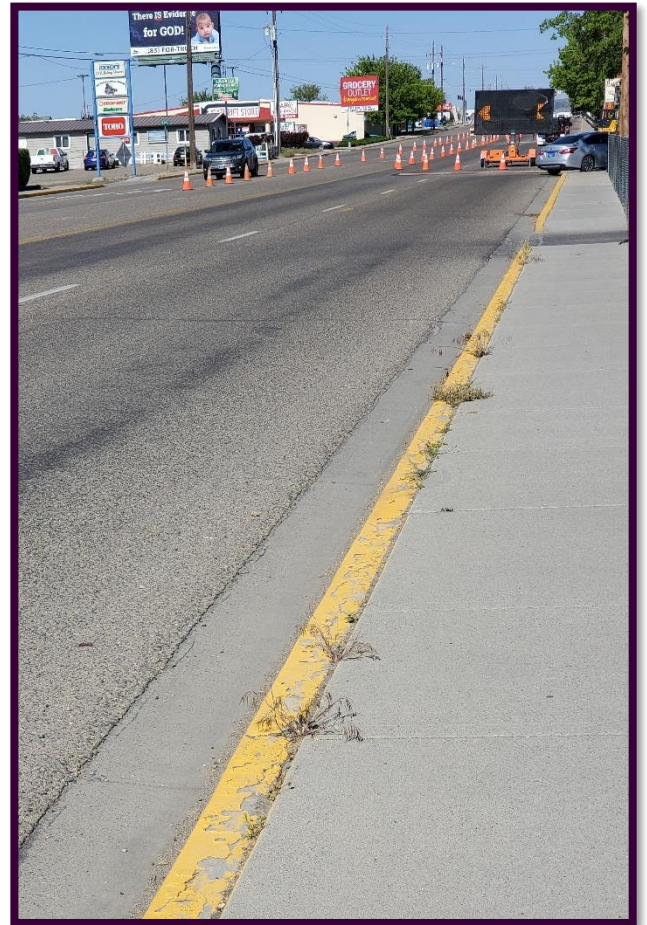
ACTIVITIES MAY 2022

- Issued 6 ROW Permits
- Issued 2 New Addresses to Commercial lot.
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended the Jacobs monthly safety meeting.
- Attended CBDG substantial completion
- Inspected the abandonment of 1 Backflow device on irrigation systems.
- Safe Routes to School went out to bid
- Met with the Old Owyhee and Malheur Drainage Dist. Regarding the T200 water and sewer extension.
- Safe Routes to School Sidewalk Project out to bid.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Continuous updating of the GIS mapping
- Around 150 Cross Connection/Backflow letters were mailed out.



DEVELOPMENT REVIEW

ACTIVITIES MAY 2022



WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

ACTIVITIES MAY 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
- Crews adjusting the chemical delivery systems
- 28 water services turned on customer request
- 14 water services shut off customer request
- 45 water services turned on/off read only customer request
- 42 water services shut off for non-payment
- 34 water services turned on for payment received
- 4 new water services were installed
- 7 water meters changed out for non-functioning
- 12 water services checked for leaks customer request
- 3 water services shut off for leaks customer request
- 2 water services turned on and verified leaks repaired by the customer
- 19 water services checked for consumption issues, 0 reading or high readings

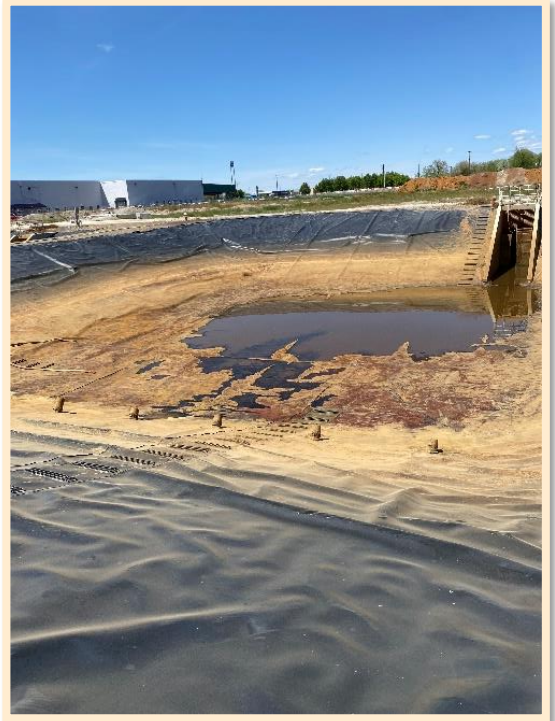
WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

ACTIVITIES MAY 2022

Erosion around recovery basin 1 and 2



Cleaned recovery basin #3

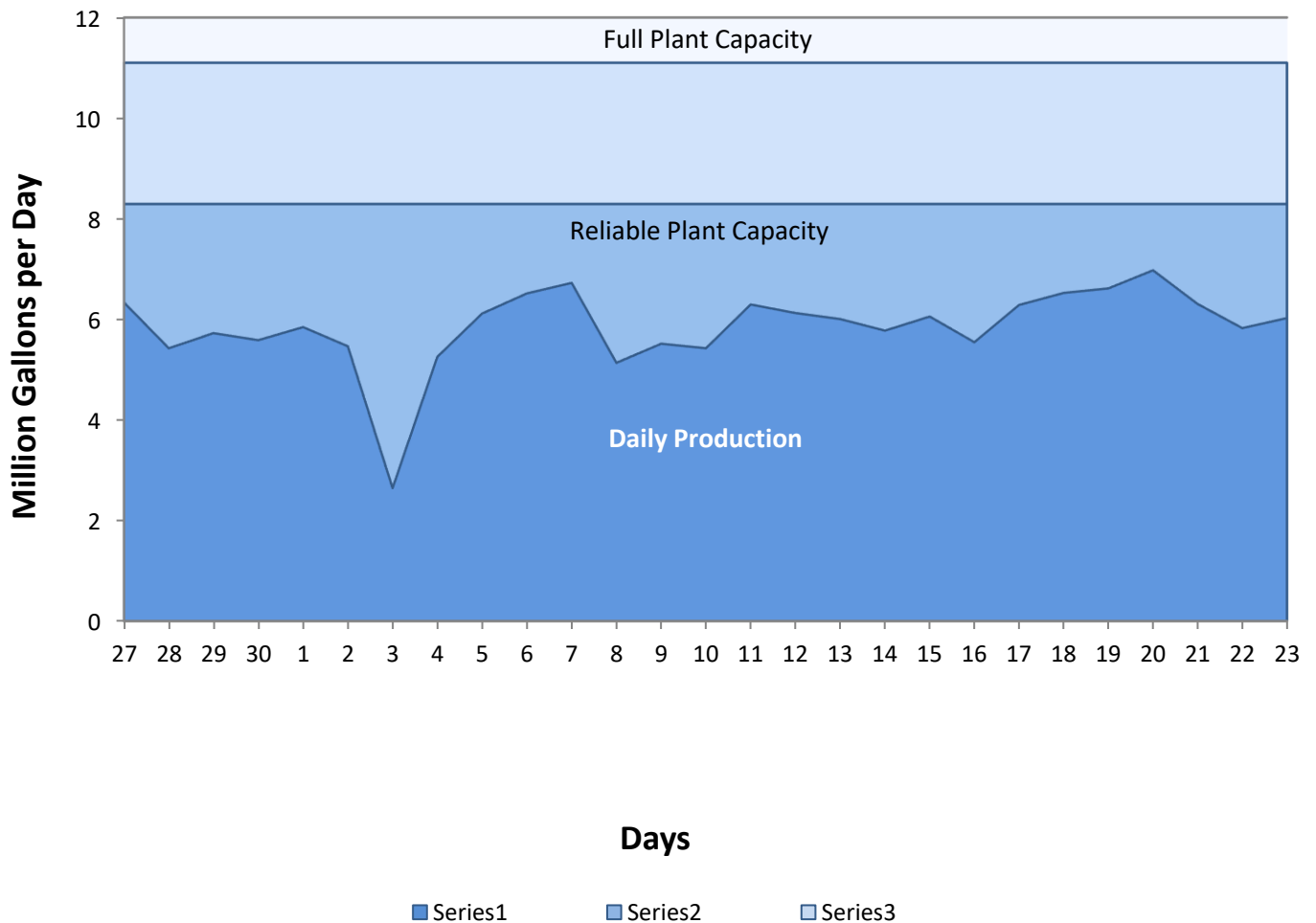


Continued removal of WesTech filter media



WATER TREATMENT PLANT PRODUCTION VS. CAPACITY

Demand vs. Availabilty Apr 27-May 24, 2022



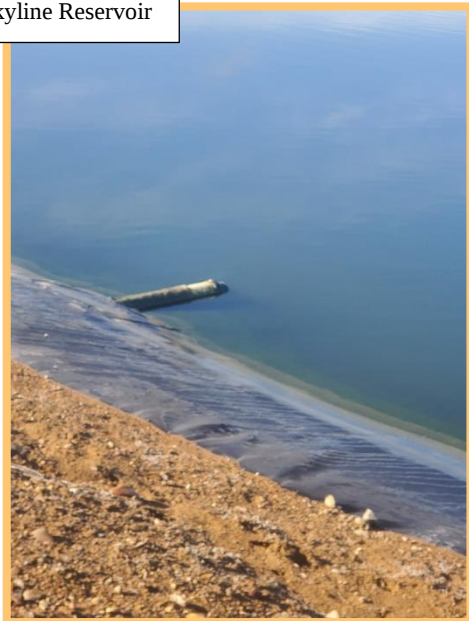
WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY

ACTIVITIES MAY 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
- Ground application season started 5-1-2022, no longer allowed to flow to River
- New Malheur River Pump installed
- Crew helping out at WTP for short staffing
- Skyline Everfilt system hooked up and running properly
- New weather station installed at Skyline property

WASTEWATER: TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY

Skyline Reservoir



Weather Station Installation



WesTech Media Removal



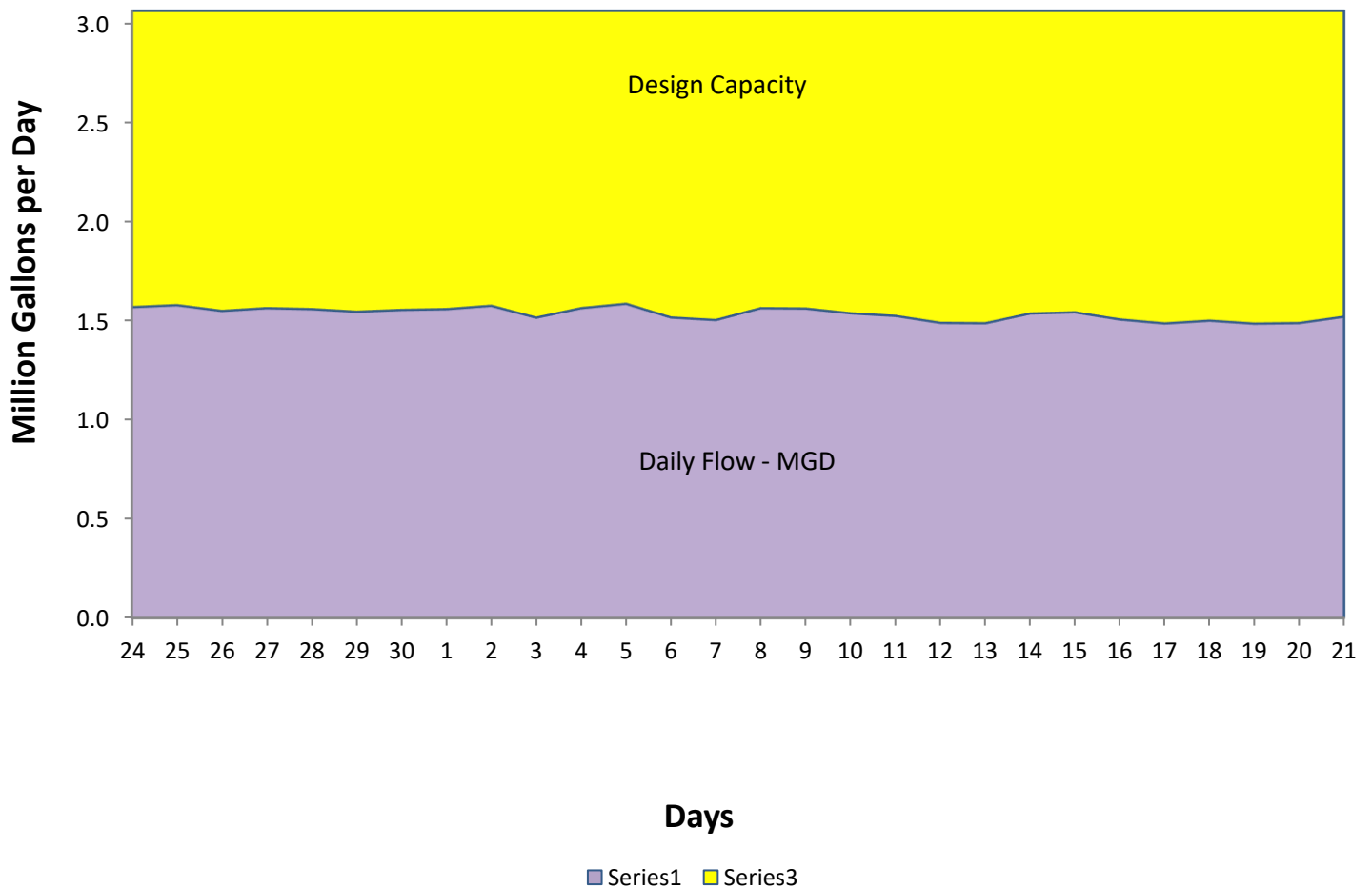
WesTech Media Removal



WASTEWATER TREATMENT PLANT

ACTIVITIES MAY 2022

Wastewater Treatment Flows April 25 - May 24, 2022



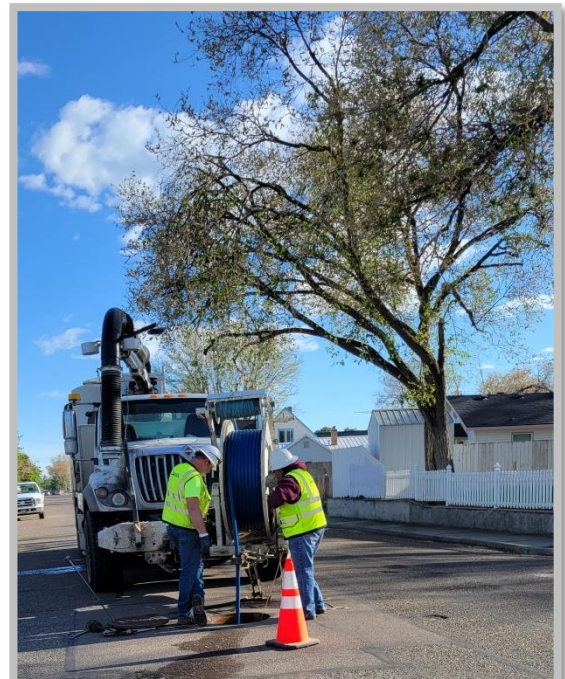
OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY

ACTIVITIES MAY 2022

- Completed a full town sweeping
- Swept the downtown and underpass 2 additional times
- Weed trimming and herbicide applications on city owned ROW
- Repaired damaged well lines at the golf course. Installed new valves and Fittings for the Sprint boat racetrack
- Crack sealed NW 4th Ave from NW 9th St to Verde Dr., SW 4th Ave from S. Oregon to SW 9th St. for this year's chip seal project. We will continue crack sealing other sections in residential areas.
- Installed 2 stop signs on SE 6th Ave. at SE 5th St. This was done at the request of the city manager after a warrant analysis was completed to justify the stop signs at that intersection.
- Traffic control for a special event downtown on May 6th and 7th, close SE 2nd Ave from S. Oregon to Depot Lane doth dates.
- Received 900 ton of 3/8" chips for the chip seal project in June. Staff stockpiled them as the trucks delivered them to the PW shop.
- Removed a blockage in a storm line north of NW 4th Ave., this caused flooding of the storm line in the Plaza Subdivision. Crews found trash and roots in the line that they removed.
- Formed the tree wells on E. Idaho Ave., finished installing the large decorative rock. Concrete will be poured in the tree wells in the next couple weeks and trees will be planted in the fall.
- Assisted in removing the filter media from WesTech # 2. As soon as the remaining media arrives the media will be put back into the filter and #1 will be taken down and changed out.
- Water system maintenance throughout town, repairing leaks, and broken meter boxes
- Cleaned sewers ahead of the CCTV project.
- 82 utility locates completed

OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY

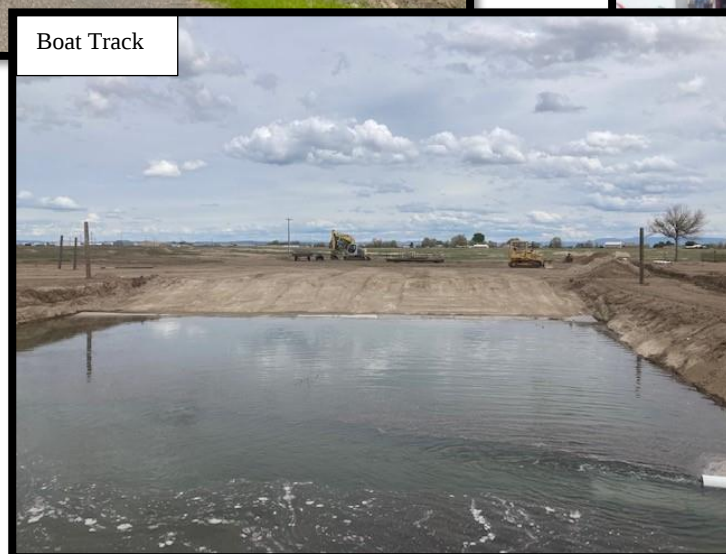
ACTIVITIES MAY 2022



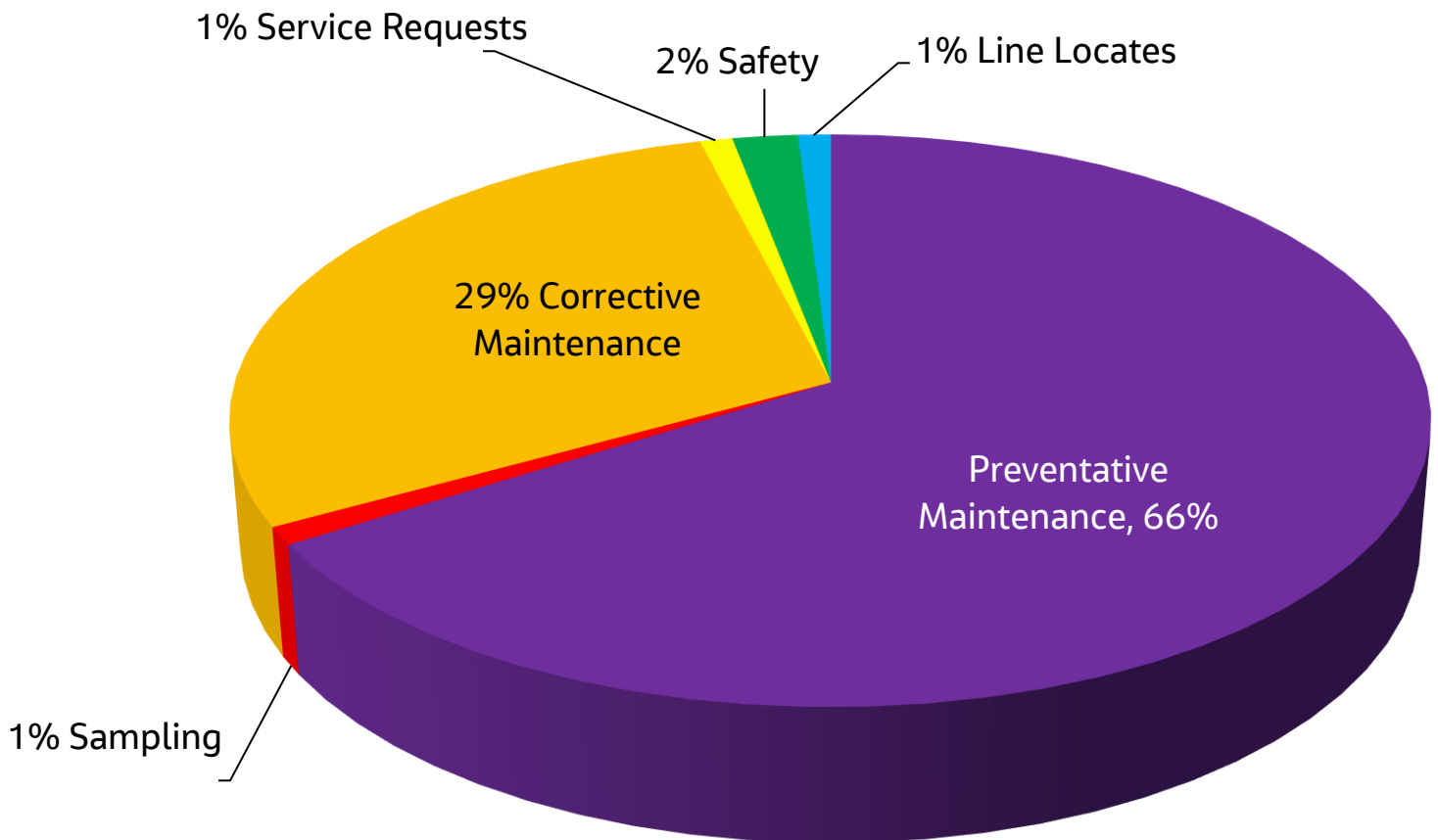
OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY

ACTIVITIES MAY 2022

- Removed pump at Golf Courses due to ground squirrels.
- Routine fire alarm testing at City Hall.
- Continued mowing and sprinkler repair at the Airport to help them out.
- SCRI helped with Cemetery preparations for Memorial Day.
- Downed tree at Evergreen Cemetery.
- Drainpipe leaking at city hall.
- 5 funerals at Evergreen, and 1 at Sunset cemetery.
- Assisted Ron Dillon with maintenance on pumps for the boat track.



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.

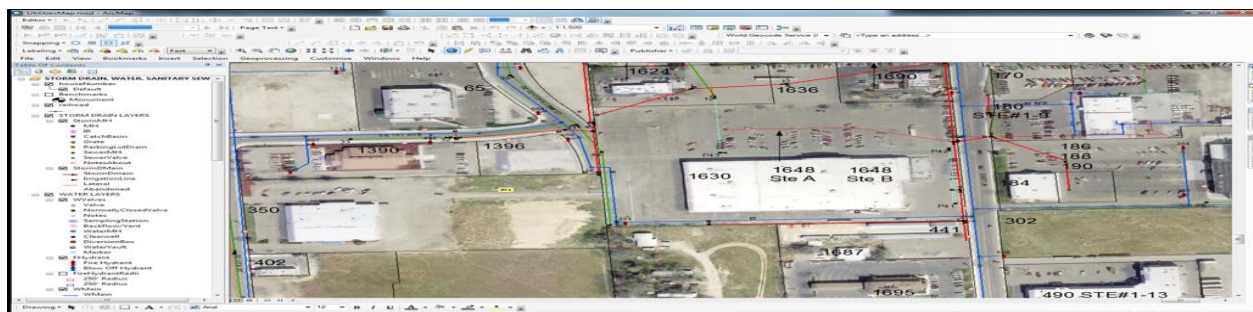
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the 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.



May 2022 ACTIVITY REPORT



May 2022



Emergency Medical:

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

CITY	156
RURAL	14

0 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	19	2	1
RURAL	6	3	3

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

TOTAL CALLS FOR MONTH

CITY	175
RURAL	20

Firefighter Training:

4/26 – The staff divided into three groups and worked on Haz-Mat with Ammonia and Lithium battery incidents. They also did forcible entry and hose operations.

5/3 – This month's medical training was on bites and stings, prevention and treatment of numerous different types we deal with.

5/7 – Some of the staff worked with the Deputy State Fire Marshals and did three different fire attacks and operations with arson fires for the upcoming investigation class.



May 2022



Firefighter Training Continued:

5/10 and 5/12 – Crews from Ontario, Nyssa, and Vale did fire investigations with the Deputy State Fire Marshals for fire origin and cause in a training house with three different fires.



5/11 – A couple staff members attended a class put on by the pipeline company for different types of fuel leaks. This was mostly focused on fuel in water ways, we trained with numerous agencies from Idaho & Oregon on the Snake River.

5/17 – The staff did a familiarization tour at Americold to review the hazards they have on site, especially the storage issues with lithium batteries and ammonia.

5/24 – A few members of the staff attended a virtual class on the use of Drones for fire and emergency operations.

5/24 – The crew and Chief had a training with Fruitland and Ontario building officials on Type I hoods. They reviewed new installations, cleaning, and service required of the hoods and the fire suppression systems.



May 2022



Firefighter Training Continued:

5/24 – This drill was in preparation for the summer wildland fire season. There was review of hose streams and the deployment of fire shelters.



5/25 – The crew and Chief attended the Fire Wise training put on by the BLM and Oregon State University on being proactive with protecting one's property.

Permits Issued:

City Open Burns 1

City Burn Barrels 2

Rural Open Burns 60

Rural Burn Barrels 20

Community Involvement:

4/29– The fire staff partnered with Vale BLM and did public education at May Roberts school for 55 second-grade students.



May 2022

Community Involvement Continued:

5/12– The students from ESD special education class had a great visit to the fire station.



5/12– Staff did a special presentation to one of the doctors at St. Al's Health Clinic for her fast response and action in controlling a fire situation in the health clinic.

5/16 and 5/17– The department had our annual hose and ladder testing done.

5/20– Four Rivers school second grade class of 26 students had a field trip tour of the fire station.



May 2022

Summary of Calls of Interest:

City Incidents:

4/26 – 257 SW 16th St. R1 responded to a gasoline smell. The caller smelled gas and did not realize another family member had recently filled the tanks of some equipment. There was no problem and the crew cleared.

4/26 – 1775 E Idaho Blvd. (Wal-Mart) Rescue 1 crew responded to an RV trailer in the parking lot, which was smoking. The crew found it to be a wood stove inside the RV, the occupant was trying to stay warm.

4/26 – SE 2nd St. and SE 9th Ave. Rescue 1 responded to a single vehicle roll over. The occupants were out of the vehicle and were checked by TVP.

4/28 – 1775 E Idaho (Wal-Mart) R1 responded again to the smoking RV with a wood stove and were cancelled while en route.

5/1 – I-84 MP 376 The crew responded to an illegal burn at the homeless camp.

5/4 – NW 2nd St/NW 7th Ave. Rescue 1 crew rescued numerous little ducklings from a storm drain.

5/5 – SE 9th Ave/Claude Rd. R1 responded to a grass fire at that intersection by the freeway.

5/6 – 389 SE 2nd St. R1 crew responded to a house filling with smoke. They found the wood stove not venting correctly. They shut down the stove and ventilated the house.

5/8 – 375 Dorian Pl. The crew responded for a smoke detector beeping. They replaced the battery for the tenant.

5/8 – I-84 MP 376 R1 crew responded to an illegal burn in the homeless camp, which was called in by a Heinz employee.

5/9 – 93 SE 7th Ave. Rescue 1 crew responded to a commercial alarm but was cancelled due to it being a false alarm. The system was being worked on by a repair company.

5/12 – 1372 SW 8th Ave. R1 crew responded to a commercial alarm at Brookdale. The on-duty staff could not find any problems and the alarm was reset to normal.



May 2022

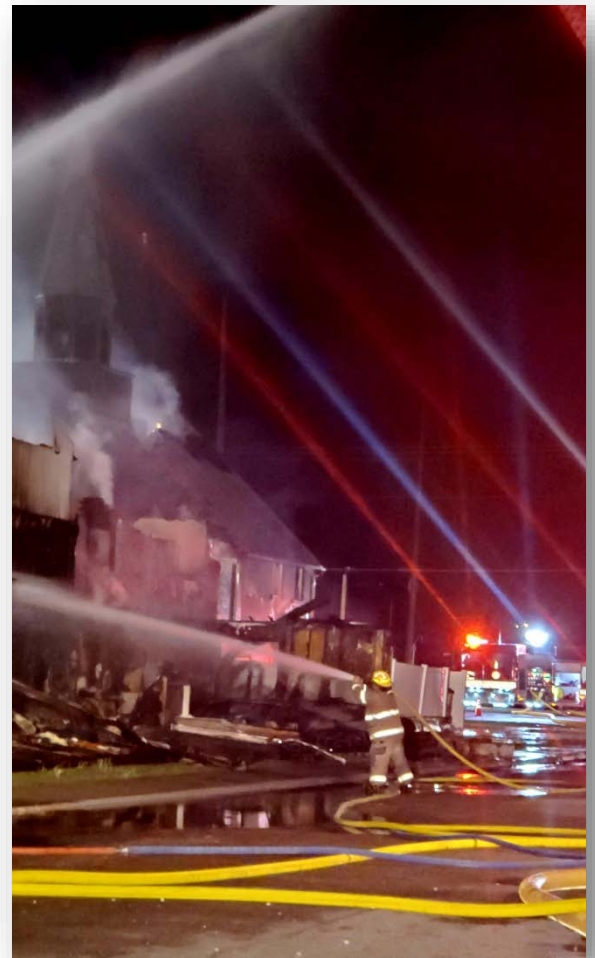
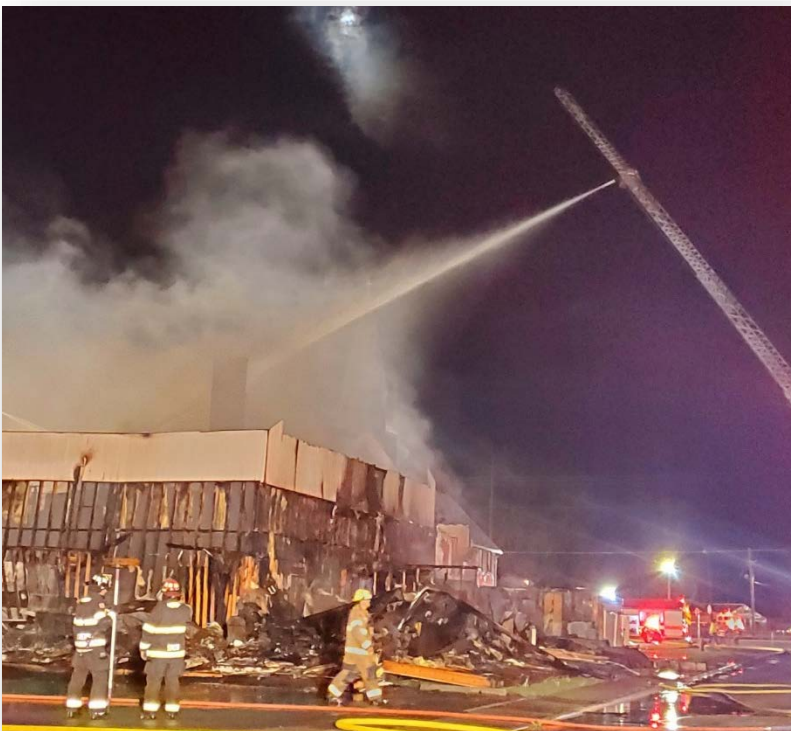


City Incidents Continued:

5/14 – **643 SE 6th St.** R1 crew responded to a burning complaint and found the occupants burning yard debris in the back yard. The occupants were advised of the burning regulations and the need for a burn permit. They put out the fire and will get a permit next week.

5/14 – **795 Dorian Dr.** Rescue 1 responded to assist law enforcement with lighting while they searched for a suspect in a large open field.

5/15 – **201 E. Elm St. New Plymouth** Engine 101 crew and Chief responded to a mutual aid request for a fire at the First Baptist Church. The 101 crew were assigned to the B/C corner and were the water supply for Gem County's ladder master stream and the crew operated numerous handlines for fire attack. The Chief was assigned to manage the Operations portion of the fire. Ontario Firefighters Association also assisted with rehabilitation for the fire crews.





May 2022



City Incidents Continued:

5/16 – 248 SE 1st St. R1 responded to an illegal burn. Some homeless people were burning on the front porch of a vacant, previously burned house. They lit the fire and left the scene prior to the crew arriving.

5/18 – 1320 SW 4th Ave. Rescue 1 responded to a vehicle fire in a parking lot. The owner of the car was found outside the vehicle and appeared to need some medical assistance. The ambulance was called, and the crew finished putting out the fire. It appeared that a bystander had put out most of the fire with a portable fire extinguisher prior to the crew's arrival. The crew found a torch still burning just outside of the vehicle and were able to disable the flow of propane from the torch. An occupant of the vehicle stated that there may have been some drug use happening with the use of the torch.

5/22 – 800 River St. R1 crew responded to a grass fire along the railroad tracks at the end of River St. They found a small fire and put it out.

Rural Incidents:

4/26 – Hwy. 26 and Logan (Brogan) crews responded in #159 for mutual aid Vale fire for water supply.

4/28 – I-84 MP 378 R1 responded to a car fire that was burning oil on the motor smoking.

5/4 – Hwy 95 north of Payette A crew went to mutual aid for water supply at a pile of tires on fire.

5/6 – 503 Peterson Rd. Rescue 1 crew responded to a controlled burn that got out of control due to wind.

5/11 – 2250 NW 20th Ave. R1 responded to another illegal burn at this homeless camp.

5/12 – 1425 Central R1 responded to a building fire, the building was almost consumed when the crew arrived. The owner had a burn permit and was on site. He was allowed to continue.

5/13 – Hwy. 20/26 MP 257 The crew responded to a small pile of grass that was burning near the power pole. The pile had burned out by the time the crew arrived.

5/23 – 3029 6th Ave Brogan Pumper Tender 155 and staff responded to a mutual aid call to assist Vale Fire in Brogan for a fire with multiple fires burning around a trailer. When Vale fire arrived on scene, they cancelled 155.



May 2022



Rural Incidents Continued:

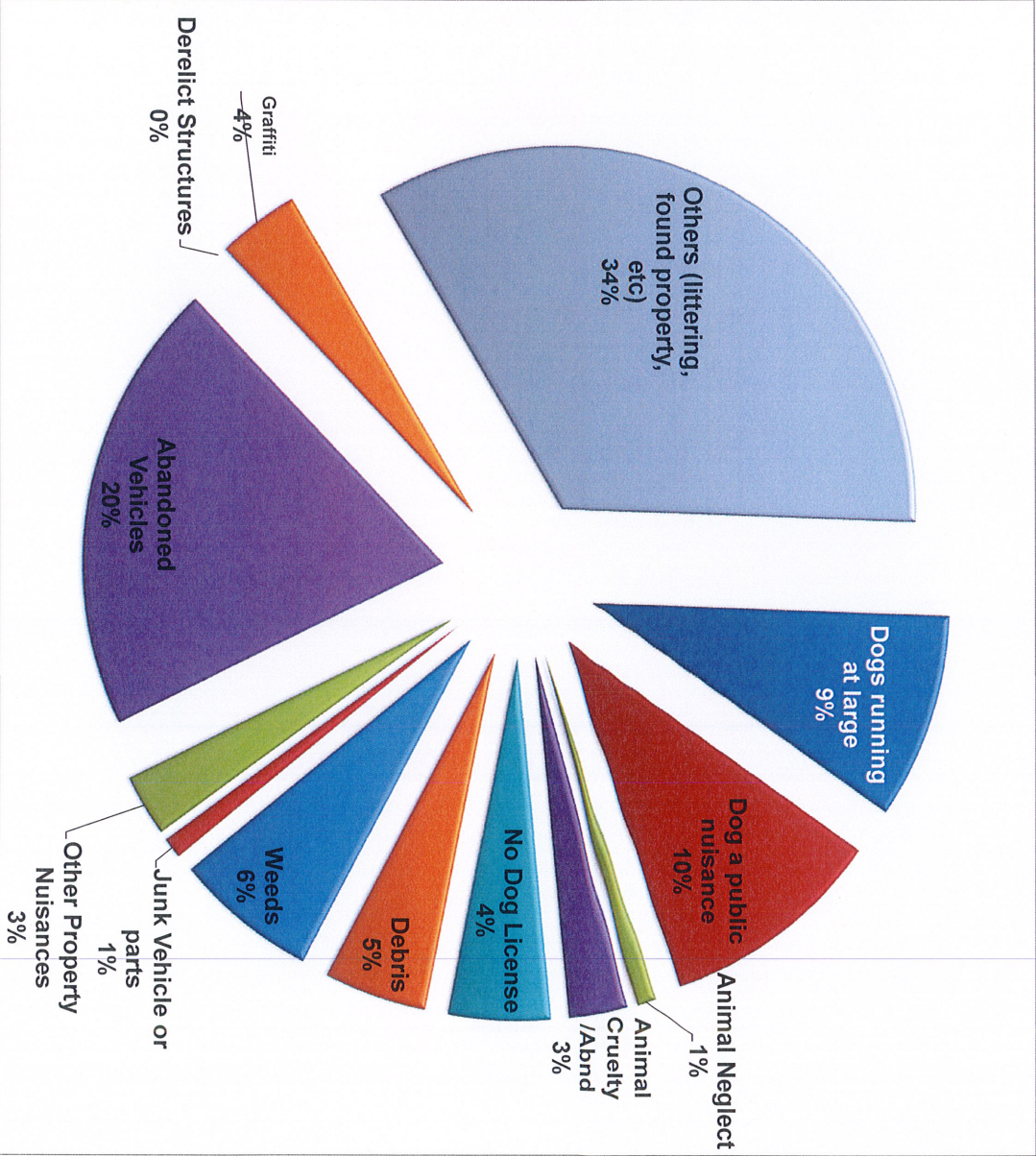
5/25 – **630 Thrifty Way** Rescue 1, 100, and E-103 responded to a trailer house fire. It ended up being an RV camp trailer that the owner was living in. There was no sign of any fire. E-103 was cancelled up the arrival of 100. The owner was very confused and DHS adult protective services was contacted to assist the owner.

CODE ENFORCEMENT

MAY: 2022 Stats

Ontario Police Department

Violation	Apr-22	Column1
Dogs running at large	10	
Dog a public nuisance	11	
Animal Neglect	1	
Animal Cruelty /Abnd	3	
No Dog License	5	
Debris	5	
Weeds	7	
Junk Vehicle or parts	1	
Other Property Nuisances	3	
Abandoned Vehicles	22	
Derelict Structures	0	
Graffiti	4	
Others (littering, found property, etc)	37	
Dogs taken to (Fetch This Kennel)	0	
Civil Penalties Issued	0	
C.P. Amount Sent	\$0	
Total Parking Citations	1	
Total Violations	110	
Total Cases	110	110



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 BUSINESS AND RESIDENCE WITH CLEANING UP THEIR PROPERTIES.





Police Stat Report

MAY 2022

Activity	2022 March	2022 April	2022 May	YTD 2022	PRIOR YTD 2021
Calls for Service	1267	1303	1293	5989	6669
Case Activity	834	838	782	3703	4066
Murder	0	0	0	0	0
Manslaughter	1	0	0	1	0
Robbery	1	2	1	6	8
Sex Crimes	5	8	5	30	28
Burglary	15	16	11	71	72
Assault	8	22	10	65	64
Arson	1	0	0	1	2
UUMV / Auto Theft	9	7	5	41	38
Arrests	106	90	107	440	457
Arrests w/Use of Force	1	2	0	8	10
Gang Related Cases	4	9	3	19	31
Graffiti	7	14	5	32	52
Death Investigations	1	1	1	9	4
SRO Cases	7	0	1	29	60
Thefts	84	81	75	368	267
Traffic Stops	58	85	97	545	512
Cited Traffic/Parking	114	131	180	611	372
Traffic Crashes	40	42	27	173	182
Alarms	29	32	24	143	121