

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, March 6, 2018 - 6:00 pm****

1. ROLL CALL – Flag Salute

2. CONSENT CALENDAR: - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a. Minutes – City Council Meeting – February 20, 2018 (Attachment A)
- b. Bills List through – February 28, 2018 (Attachment B) – \$53,662.53

3. PUBLIC COMMENT (Please limit comments to 3 minutes)

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through February 28, 2018 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Emergency Preparedness Plan (Attachment H) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Recognition of City Councilors Bill Currier
Action: Discussion
- b) Planning Contract (Attachment I, I1) Pat Hare
Action: Discussion/Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A
Action: N/A

8. EXECUTIVE SESSION ORS 192.660 (2):

- (a) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- (f) To consider information or records that are exempt by law from public inspection.

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council–Tuesday, April 3, 2018 6:00 PM
Planning Commission- Monday, March 19, 2018 6:00 PM

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "kathy.edmaiston@adairvillage.org," or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.

The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.

**ADAIR VILLAGE
 CITY COUNCIL MINUTES
 6030 William R. Carr Avenue
 ****Tuesday, February 20, 2018 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, King, and Mayor Currier were present. CA (City Administrator) Hare was present. City Attorney Sean Kidd was present. City Planner Don Driscoll was present. City Engineer Matt Wadlington was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Canfield arrived at 6:05 PM.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of January 2, 2018 City Council Meeting. Bills List through January 31, 2018, (\$68,821.65 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (3-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachments K, K1, K2, K4, K5 – Planned Development (Agenda Item 6c).</p> <p>Alan Rowe, Planning Commission Chair, made a recommendation to the City Council to approve the William R. Carr subdivision with the conditions that 1. The developer makes the driveway on Laurel closest to William R. Carr Avenue to 8 ft to reduce the variance to 1 ft less than the code; 2. That they provide street lighting on William R. Carr Ave.; and 3. That the developer makes the ditch for drainage in the backyards private.</p> <p>Don Driscoll, presented the staff report, a brief overview of this matter.</p> <p>Public Testimony:</p> <p>Ed Patton of Udell Engineering presented testimony on behalf of the applicant.</p> <p>In Favor: None</p> <p>In Opposition: Jaime Davila, 5232 NE Laurel Drive, Specifics of Mr. Davila’s testimony is available via the recording of this meeting which is available at City Hall.</p> <p>Neutral: None</p> <p>Ed Patton then provided a brief rebuttal to the opponent’s testimony.</p>	<p>Mayor Currier opened the Public Hearing at 6:15 PM.</p> <p>Mayor Currier closed the Public Hearing at 7:03 PM</p>

	Councilor King moved to accept the recommendation of the Planning Commission to approve the application with conditions. Mayor Currier seconded. Unanimous Approval (4-0).
5. No Agenda Item – Appointment of Alan Rowe to City Council.	Mayor Currier nominated Alan Rowe to replace Dusty Andrews as a Council member. Unanimous Approval (4-0).
6. Attachment H - 2018 Easter Egg Hunt at Adair County Park (Agenda Item 5a). Ken Imamura representing the Corvallis Kiwanis Sunrisers requested a \$250.00 donation from the Council for the Adair Easter Egg Hunt.	Councilor King moved to approve the request of \$250.00 to Kiwanis for the Easter Egg Hunt. Councilor Canfield seconded. Unanimous Approval (5-0).
7. Attachment I – Adair Village Market (Agenda Item 6a). Paul Johal and Randall (Paul’s Manager), current Lessees of the Adair Village Market, and Jim Jones, current Lessee of Farm Foods, were present and asked the Council to lease the market. Council directed CA Hare to gather more information, including financial information, and bring this matter back before the Council at the next meeting.	
8. Attachment C – Community Services Officer (Agenda Item 4a). CSO Jerry Jackson presented the report.	Council received the report.
9. Attachment D – Public Works (Agenda Item 4b). CA Hare presented the report.	Council received the report.
10. Attachment E – City Administrator’s Report (Agenda Item 4c). CA Hare presented the report. Administration <ul style="list-style-type: none"> • Barbara Melton – Thanked her for her contribution to the City over the last two years. • Brittany Kennedy – She has agreed to help the City through the recruitment process until the vacant position is filled. • Finance/Administrative Assistant – The position will close on March 16th. Property/Businesses <ul style="list-style-type: none"> • AVIS – Currently working with DEQ and our partners to come up with the mitigation plan. Major Projects/Engineering <ul style="list-style-type: none"> • Wastewater/Leachate – Republic Service has been reviewing the agreement and there will be a meeting sometime in the next few 	Council received the report.

<p>weeks.</p> <ul style="list-style-type: none"> • Water Plant – Working with Civil West to change the chlorine from gas to liquid. • Water Tanks – Engineering America still has not submitted all the necessary documentation that is required per the contract. • Calloway – The City is working with a developer to look at the possibility of extending water service down Arboretum. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Planning Commission – The City needs to fill on the positions on the Planning Commission. 	
<p>11. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>12. Attachment G – Financial Report-through February 20, 2018 (Agenda Item 4e). CA Hare presented the report. Income is \$882,707.31 and expenses are \$634,010.48. The balance in the Local Government Investment Pool is approximately \$1,039,248.66, last year the balance was \$833,022.53.</p>	<p>Council received the report.</p>
<p>13. Attachment J – Appoint Budget Officer and Adopt Budget Timeline (Agenda Item 6b). CA Hare presented the timeline for the 2018-19 budget process.</p>	<p>Councilor King moved to appoint CA Hare as Budget Officer. Councilor Real seconded. Unanimous Approval (5-0).</p> <p>Councilor King moved to adopt the Budget Timeline. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>14. Attachment L – Economic Development (Agenda Item 6d). Six rural cities in the region have applied for a grant from business Oregon to hire a full time economic development position through an organization know as RAIN. The six cities have asked Adair Village and Brownsville to join in the group in seeking funding for this position and in turn receive some of the benefits of having this position.</p>	<p>Councilor Rowe moved to approve the amount of \$444.15 in support of rural economic development. Councilor Canfield seconded. Unanimous Approval (5-0).</p>
<p>15. Attachment M – Sweet Taste Bakery (Agenda Item 6e). Due to a down turn in business and a few other issues, Linda Hogan of Sweet Taste Bakery is requesting that three months of rent be forgiven.</p>	<p>Councilor King moved to approve a three month rent forgiveness for Sweet Taste Bakery. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>16. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Rowe – None. • Councilor King – None. • Councilor Canfield – None. 	

17 Adjournment:

Next meeting- Council meeting on Tuesday, March 6, 2018 at 6:00 PM.

Mayor adjourned the meeting at
9:17 PM.

Mayor's Approval

Date

City of Adair Village
Unpaid Bills Detail
As of February 27, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Century Link Bill	<i>22190</i> 2/27/2018	2/16 -...	3/9/2018		81.70
Total Century Link					81.70
City of Corvallis Bill	<i>22191</i> 2/27/2018	Invoic...	3/29/2018		208.64
Total City of Corvallis					208.64
Consumers Power Inc. Bill	<i>22192</i> 2/27/2018	1/11-...	3/9/2018		3,402.16
Total Consumers Power Inc.					3,402.16
Edge Analytical Laboratories Bill	<i>22193</i> 2/27/2018	Refer...	3/9/2018		37.80
Total Edge Analytical Laboratories					37.80
Kiwanis Sunrisers Bill	<i>22194</i> 2/27/2018	2018 ...	3/9/2018		250.00
Total Kiwanis Sunrisers					250.00
R. G. Smith Bill	<i>22195</i> 2/27/2018	Invoic...	3/9/2018		223.13
Total R. G. Smith					223.13
Willamette Valley Processors Bill	<i>22196</i> 2/27/2018	Invoic...	3/9/2018		1,750.00
Total Willamette Valley Processors					1,750.00
TOTAL					5,953.43

[Signature] 2/27/18

City of Adair Village
Unpaid Bills Detail
 As of February 20, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Best Pots Inc Bill	22178 2/20/2018	Invoic...	3/2/2018		77.28
Total Best Pots Inc					77.28
Brittany Kennedy Bill	22179 2/20/2018	Feb 1...	3/2/2018		67.09
Total Brittany Kennedy					67.09
Century Link Bill	22180 2/20/2018	2/11-...	3/2/2018		76.66
Total Century Link					76.66
CIS TRUST Bill	22181 2/20/2018	Marc...	3/2/2018		5,656.16
Total CIS TRUST					5,656.16
Comcast Bill	22182 2/15/2018	2/18 -...	2/25/2018		102.85
Total Comcast					102.85
De Lage Landen Financial Services, Inc. Bill	22183 2/15/2018	Invoic...	2/25/2018		131.00
Total De Lage Landen Financial Services, Inc.					131.00
Edge Analytical Laboratories Bill	22184 2/20/2018	Feb 1...	3/2/2018		228.60
Total Edge Analytical Laboratories					228.60
Ferguson Enterprises Bill	22185 2/15/2018	Invoic...	2/25/2018		88.00
Total Ferguson Enterprises					88.00
Pacific Power/PacificCorp Bill	22186 2/15/2018	1/4 - ...	2/25/2018		2,587.78
Total Pacific Power/PacificCorp					2,587.78
Pat Hare Bill	22187 2/20/2018	Marc...	3/2/2018		1,000.00
Total Pat Hare					1,000.00
TOTAL					10,015.42

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 2/20/18

City of Adair Village
Unpaid Bills Detail
 As of February 15, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		22163			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		60.60
Total American Business Software, Inc					60.60
C-More Pipe Services Co		22164			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		1,000.00
Total C-More Pipe Services Co					1,000.00
Cornerstone Janitorial		22165			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		245.11
Total Cornerstone Janitorial					245.11
E.D. Hughes		22166			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		840.25
Total E.D. Hughes					840.25
Eric Harvey (V)		22167			
Bill	2/15/2018	Febru...	2/25/2018		200.00
Total Eric Harvey (V)					200.00
Pacific Excavation		22168			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		1,077.69
Total Pacific Excavation					1,077.69
Reed's Painting, Inc.		22169			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		6,250.00
Total Reed's Painting, Inc.					6,250.00
Republic Services #452		22170			
Bill 2/15	2/14/2018	Janua...	2/24/2018		66.20
Total Republic Services #452					66.20
Simply Payroll		22171			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		330.80
Total Simply Payroll					330.80
Smith-Wagar Consulting		22172			
Bill 2/15	2/14/2018	Invoice...	2/24/2018		825.00
Total Smith-Wagar Consulting					825.00
Staples Credit Plan		22173			
Bill 2/15	2/14/2018	Jan 2...	2/24/2018		62.70
Total Staples Credit Plan					62.70
University Motor Pool		22144			
Bill 2/15	2/14/2018	Inv M...	2/24/2018		62.90
Total University Motor Pool					62.90
Verizon		22175			
Bill 2/15	2/14/2018	Inv #9...	2/24/2018		225.49
Total Verizon					225.49
TOTAL					11,246.74

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 2/15/18


City of Adair Village
Unpaid Bills Detail
As of February 8, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Architectural Associates	2/1/18	22151	2/17/2018	Janua...	2,940.10
Bill	2/1/18	22151	2/17/2018	Janua...	2,940.10
Total Architectural Associates					2,940.10
Auto Zone	2/1/18	22152	2/17/2018	Invoic...	70.52
Bill	2/1/18	22152	2/17/2018	Invoic...	70.52
Total Auto Zone					70.52
Century Link	2/1/18	22153	2/17/2018	1/25-...	55.23
Bill	2/1/18	22153	2/17/2018	1/25-...	55.23
Total Century Link					55.23
Civil West Engineering Services, Inc	2/1/18	22154	2/17/2018	Janua...	4,992.50
Bill	2/1/18	22154	2/17/2018	Janua...	4,992.50
Total Civil West Engineering Services, Inc					4,992.50
Delapoer Kidd Attorneys at Law	2/1/18	22155	2/11/2018	Invoic...	1,487.50
Bill	2/1/18	22155	2/11/2018	Invoic...	1,487.50
Total Delapoer Kidd Attorneys at Law					1,487.50
Edge Analytical Laboratories	2/1/18	22156	2/11/2018	Refer...	153.00
Bill	2/1/18	22156	2/11/2018	Refer...	153.00
Bill	2/1/18	22156	2/17/2018	Febru...	67.50
Total Edge Analytical Laboratories					220.50
Linn-Benton Utilities	2/1/18	22157	2/17/2018	Invoic...	75.00
Bill	2/1/18	22157	2/17/2018	Invoic...	75.00
Total Linn-Benton Utilities					75.00
NW Natural	2/1/18	22158	2/17/2018	12/29...	365.93
Bill	2/1/18	22158	2/17/2018	12/29...	365.93
Total NW Natural					365.93
Oregon Association of Water Utilities	2/1/18	22159	2/17/2018	Invoic...	212.50
Bill	2/1/18	22159	2/17/2018	Invoic...	212.50
Total Oregon Association of Water Utilities					212.50
Oregon Cascades West COG	2/1/18	22160	2/17/2018	Invoic...	1,171.04
Bill	2/1/18	22160	2/17/2018	Invoic...	1,171.04
Total Oregon Cascades West COG					1,171.04
Oregon Dept of Environmental Quality	2/1/18	22161	2/17/2018	Loan ...	14,381.00
Bill	2/1/18	22161	2/17/2018	Loan ...	14,381.00
Total Oregon Dept of Environmental Quality					14,381.00
Oregon Government Ethics Commission	2/1/18	22162	2/17/2018	Invoic...	475.12
Bill	2/1/18	22162	2/17/2018	Invoic...	475.12
Total Oregon Government Ethics Commission					475.12

TOTAL

26,446.94

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2/8/18

	Willamette Valley Processors, LLC
End of Month	1/30/18 through 2/26/18

CSO	Jerry Jackson
Hours Worked:	84.00
Complaint Total:	Monthly Case Load Citizen Complaints 2 Grass/Vegetation Warnings - 0 Self-Initiated 2 Total Calls 4
Cases	0 old cases, 4 new cases, 2 closed 2 open

A18-017	2/5/18	Closed sidewalk with orange codes	New construction on Willamette
A18-018	2/5/18	8746 Box Elder	Second Notice – Renewal of chicken permit
A18-019	2/14/18	North End of William R. Carr	Painting of yellow zone scheduled
A18-020	2/21/18	Loitering – sleeping in the recycle bin	Interview by CSO

Chicken Permit No.	Name	Address	Inspection Scheduled	Inspection Passed/Failed
1801	Bret & Bonnie Ray	8266 Hyacinth Ct		
1802	Karen Ross	4202 NE Laurel Dr	2/14/2018	Passed
1803	Eric & Kaitlin Martin	8831 Cori Ct	2/16/2018	Passed

1804	Brandon Kowalski	8254 Hyacinth Ct	2/5/2018	Passed
1805	Don & Kathy Sullivan	3121 NE Willamette		
1806	Lisa Reichmuth	8110 Daphne Ct	2/28/2018	Passed
1807	Jessica Larson	226 Azalea	2/9/2018	Passed
1808	Heidi Officer	131 NE Columbia Ave		
	Benjamin Crew	216 Azalea		Called 2/28 Yes
	Stephanie Penselin	9101 Newton		Called 2/28 no answer
	Jessica Bailes	8258 Hyacinth Ct		Called 2/28 LM
	Lauralei Schuster	8746 Box Elder St		Left Card 2/27

Parking Report Total 1

Wrong Way Driving 0

On yellow curb 1

Prohibited Parking 0

Animal Control Total 1

Noise 0

Animal at large 1

Livestock Violations 0

Citizen Assist Total 2

Trash Container 0

Chicken Permits - 7

Vacation assist/ 0

Animal Control: Continue to work with the Sheriff's Office Animal Control Officer. Next Door used for education on animal complaint.

Parking: Yellow zones will be painted this year.

City Assist:

- Taking correspondence courses with FEMA online
- Ordinance updates
- Working on education for the same people who leave there cans out.
- Worked on updating the Emergency Operation Plan
- CERT Team



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 1/20/2017 TO 2/20/2018

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 4,457,298 Million Gallons

Average Usage per Day 148k

WATER DISTRIBUTION REPORT

Maintenance Activity: No leaks were reported this month. Staff continues to look for water loss when time allows. Staff completed several locate requests this month and one new meter was installed on Willamette Ave.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Fourth quarter samples were good and first quarter samples have been taken and are waiting results.

WASTEWATER TREATMENT REPORT

Flows into the WWTP are beginning to increase with spring rains. Staff continues to do maintenance on the plant including removing fat from the intake and imhoff, removing solids from the secondary clarifier and chlorine contact chamber. These tasks should be completed by the first of March. Staff will also begin to remove solids from the drying beds and transporting them to coffin butte.

Total Monthly Influent: 5.7 Million Gallons

Discharged: Discharge from the holding pond continues along with increased winter sampling, all results have been excellent.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear with no major issue to report.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Staff has begun the preparation for curb painting and street markings as soon as temperatures increase.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has stopped again with the return on the spring rains. As reported last month all city property has been mowed and is in good shape. Staff will begin weed control as soon as temperatures increase.

WATER TREATMENT PLANT

Maintenance Activity: Staff have completed all annual maintenance as the water plant. We will be focusing on cleaning the sedimentation bays in March along with greasing and packing the flock paddles.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment is running very well. All lab numbers have been very good this year. Eric Harvey has done a great job at running and maintaining the plant.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT March 6, 2018 Council Meeting

Administration

- **Barracks Loan** – We should be getting the funds from US Bank in the next couple of weeks.
- **CSME Model Railroad** – I met with CSME a few weeks ago and they seem to be getting excited to relocate to the barracks.
- **Finance/Administrative Assistant** – We close on March 16th and it looks like we have some good applicants.

Property/Businesses

- **Barracks** – Public Works and I will be working on getting the west barracks emptied over the next few weeks so we can begin getting quotes for the interior work.

Major Projects/Engineering

- **Serve Pro** – Civil West conducted curb and gutter inspections on the 28th of February. There was a large section of curb and gutter that did not meet our code so they have to redo it.
- **Water Plant** – We are getting quotes for hooking electronic STATA systems up to all our chemicals. This will allow us to monitor from our phones resulting in less trips to the plant.
- **Calloway Pump Station** – We have received several comments from customers on Calloway thanking us for siding and reroofing the pump house with green metal.
- **Calloway Creek** – Brownstone has submitted their subdivision plans for review. Civil West should have that done in the next few weeks.

Planning/Permits

- **Planning Commission** – We still have one vacancy on the planning commission.



STAFF REPORT
Attachment G – Financial Report
 March 6, 2018 Council Meeting

Totals - Income shown for Fiscal Year 2018 is \$1,044,305.52. (37.67% of budget) and Expenses are \$785,213.36 (28.32% of budget), which shows a Net Income of \$259,091.96 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	238,355.02	61.62
• Materials & Services	354,524.68	31.07
• Capital Outlay	0.00	0.00
• Debt Service	111,836.66	47.52

Totals by Fund – Income and Expenses for each Fund (Reserve and System Development Charges funds are not included, because they are basically in stasis with no expenses) are shown below.

Fund	Income	Expenses	Difference
• General	249,079.03	229,844.95	19,234.95
• Storm Drain	12,007.74	14,939.20	-2,931.46
• Streets	26,022.85	28,322.97	-2,229.97
• Wastewater	133,385.51	140,262.81	-6,877.30
• Water	543,313.19	371,844.45	171,468.74
• TOTAL	\$1,044,305.52	\$785,213.36	\$259,091.96

We have approximately **\$1,053,754.92** in the Local Government Investment Pool (LGIP). Last month we had **\$1,053,754.92**. Last year we had **\$1,434,510.66**.

	TOTAL				Total General Fund			
	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Income								
4001 · Property Taxes--Current	111,840.67	115,000.00	-3,159.33	97.25%	111,840.67	115,000.00	-3,159.33	97.25%
4002 · Property Taxes - Prior Year	756.28	1,650.00	-893.72	45.84%	756.28	1,650.00	-893.72	45.84%
Total 4010 · Government Sources	208,162.04	659,450.00	-451,287.96	31.57%	14,194.95	24,450.00	-10,255.05	58.06%
Total 4020 · Rental Income	54,170.70	108,920.00	-54,749.30	49.73%	54,170.70	108,920.00	-54,749.30	49.73%
Total 4030 · Fees	543,241.16	763,195.00	-219,953.84	71.18%	22,479.57	4,000.00	18,479.57	561.99%
Total 4050 · Other Income	38,604.74	158,400.00	-119,795.26	24.37%	38,604.13	155,500.00	-116,895.87	24.83%
4060 · Interest	7,032.73	3,200.00	3,832.73	219.77%	7,032.73	3,200.00	3,832.73	219.77%
Total 4080 · Transfers In	80,497.00	95,497.00	-15,000.00	84.29%	0.00	0.00	-160,000.00	0.0%
4090 · Beginning Fund Balance	0.00	867,082.00	-867,082.00	0.0%	0.00	0.00	-323,640.97	43.49%
Total Income	1,044,305.32	2,772,394.00	-1,728,088.68	37.67%	249,079.03	572,720.00	-323,640.97	43.49%
	1,044,305.32	2,772,394.00	-1,728,088.68	37.67%	249,079.03	572,720.00	-323,640.97	43.49%
Expense								
5000 · Personal Services								
5010 · City Administrator	48,528.00	75,500.00	-26,972.00	64.28%	16,650.80	26,425.00	-9,774.20	63.01%
5016 · Utility/Court Clerk	20,134.89	34,200.00	-14,065.11	58.87%	4,165.07	6,840.00	-2,674.93	60.89%
5018 · Finance Clerk	8,205.46	13,027.00	-4,821.54	62.99%	1,231.59	1,954.00	-722.41	63.03%
5025 · Summer Program Coordinator	3,944.22	12,904.00	-8,959.78	30.57%	3,944.22	12,904.00	-8,959.78	30.57%
5050 · Public Works Supervisor	31,395.79	53,352.00	-21,956.21	58.85%	0.00	0.00	-554.00	71.13%
5054 · Utility Worker II	20,216.70	33,516.00	-13,299.30	60.32%	0.00	0.00	-5,178.81	19.03%
5058 · Utility Worker I	4,549.98	6,396.00	-1,846.02	71.14%	1,365.00	6,396.00	-5,031.00	82.52%
5064 · Intern	1,217.19	6,396.00	-5,178.81	19.03%	1,217.19	6,396.00	-5,178.81	19.03%
5081 · Employee Health Ins Benefits	59,845.55	73,834.00	-13,988.45	81.05%	8,377.39	10,152.00	-1,774.61	82.52%
5082 · Retirement Benefits	25,805.33	45,175.00	-19,369.67	57.12%	5,901.64	10,836.00	-4,934.36	54.46%
5085 · Employment Taxes	14,511.91	32,516.00	-18,004.09	44.63%	1,860.87	7,800.00	-5,939.13	23.86%
Total 5000 · Personal Services	238,355.02	386,816.00	-148,460.98	61.62%	44,713.77	85,226.00	-40,512.23	52.47%
Total 5100 · Material & Services	354,524.68	1,141,100.00	-786,575.32	31.07%	134,920.31	209,450.00	-74,529.69	64.42%
Total 5300 · Capital Outlay	0.00	124,000.00	-124,000.00	0.0%	0.00	100,000.00	-100,000.00	0.0%
Total 5400 · Debt Service	111,836.66	235,327.00	-123,490.34	47.52%	0.00	11,279.00	-11,279.00	0.0%
Total 5500 · Transfers	80,497.00	95,497.00	-15,000.00	84.29%	50,210.00	65,210.00	-15,000.00	77.0%
5700 · Contingency	0.00	133,500.00	-133,500.00	0.0%	0.00	35,000.00	-35,000.00	0.0%
7777 · Unappropriated Fund Balance	0.00	656,154.00	-656,154.00	0.0%	0.00	66,555.00	-66,555.00	0.0%
Total Expense	785,213.36	2,772,394.00	-1,987,180.64	28.32%	229,844.08	572,720.00	-342,875.92	40.13%
	259,031.96	0.00	259,031.96	100.0%	19,234.95	0.00	19,234.95	100.0%

	Storm Drain Fund			Street Fund		
	Jul '17 - Jun 18	Budget	% of Budget	Jul '17 - Jun 18	Budget	% of Budget
Income						
4001 · Property Taxes--Current	0.00			0.00		
4002 · Property Taxes - Prior Year	0.00			0.00		
Total 4010 · Government Sources	0.00			26,022.85	52,000.00	50.04%
Total 4020 · Rental Income	0.00			0.00		
Total 4030 · Fees	12,007.74	18,000.00	66.71%	0.00		
Total 4050 · Other Income	0.00	200.00	0.0%	0.00	200.00	0.0%
4060 · Interest	0.00			0.00		
Total 4080 · Transfers In	0.00	15,000.00	0.0%	0.00	75,000.00	0.0%
4090 · Beginning Fund Balance	0.00			0.00		
Total Income	12,007.74	33,200.00	36.17%	26,022.85	127,200.00	20.46%
	12,007.74	33,200.00	36.17%	26,022.85	127,200.00	20.46%
Expense						
5000 · Personal Services						
5010 · City Administrator	2,427.10	3,775.00	64.29%	2,751.80	3,775.00	72.9%
5016 · Utility/Court Clerk	868.65	1,710.00	50.8%	0.00		
5018 · Finance Clerk	410.54	651.00	63.06%	410.54	651.00	63.06%
5025 · Summer Program Coordinator	0.00			0.00		
5050 · Public Works Supervisor	1,569.87	2,668.00	58.84%	3,139.65	5,335.00	58.85%
5054 · Utility Worker II	1,010.83	1,676.00	60.31%	2,021.68	3,352.00	60.31%
5058 · Utility Worker I	227.50	320.00	71.09%	227.50	320.00	71.09%
5064 · Intern	0.00			0.00		
5081 · Employee Health Ins Benefits	2,992.33	3,692.00	81.05%	3,590.85	4,615.00	77.81%
5082 · Retirement Benefits	1,287.67	2,073.00	62.12%	1,553.71	2,579.00	60.25%
5085 · Employment Taxes	719.97	1,492.00	48.26%	966.98	1,856.00	52.1%
Total 5000 · Personal Services	11,514.46	18,057.00	63.77%	14,662.71	22,483.00	65.22%
Total 5100 · Material & Services	1,754.74	6,500.00	27.0%	10,458.11	28,450.00	35.51%
Total 5300 · Capital Outlay	0.00			0.00	24,000.00	0.0%
Total 5400 · Debt Service	0.00			0.00		
Total 5500 · Transfers	1,670.00	1,670.00	100.0%	3,202.00	3,202.00	100.0%
5700 · Contingency	0.00	4,500.00	0.0%	0.00	15,000.00	0.0%
7777 · Unappropriated Fund Balance	0.00	2,473.00	0.0%	0.00	33,065.00	0.0%
Total Expense	14,939.20	33,200.00	45.0%	28,322.82	127,200.00	22.27%
	-2,931.46	0.00	100.0%	-2,299.97	0.00	100.0%
	-2,931.46	0.00	100.0%	-2,299.97	0.00	100.0%

	Wastewater Fund			Water Fund				
	Jul '17 - Jun '18	Budget	\$ Over Budget	% of Budget	Jul '17 - Jun '18	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00				0.00			
4002 - Property Taxes - Prior Year	0.00				0.00			
Total 4010 - Government Sources	0.00	33,000.00	-33,000.00	0.0%	167,944.24	550,000.00	-382,055.76	30.54%
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	133,385.51	206,395.00	-73,009.49	64.63%	375,368.34	534,800.00	-159,431.66	70.19%
Total 4050 - Other Income	0.00	1,000.00	-1,000.00	0.0%	0.61	1,500.00	-1,499.39	0.04%
4060 - Interest	0.00				0.00			
Total 4080 - Transfers In	0.00	15,000.00	-15,000.00	0.0%	0.00	315,000.00	-315,000.00	0.0%
4090 - Beginning Fund Balance	0.00				0.00			
Total Income	133,385.51	255,395.00	-122,009.49	52.23%	543,313.19	1,401,300.00	-857,986.81	38.77%
	133,385.51	255,395.00	-122,009.49	52.23%	543,313.19	1,401,300.00	-857,986.81	38.77%
Expense								
5000 - Personal Services								
5010 - City Administrator	7,281.60	11,325.00	-4,043.40	64.3%	19,416.70	30,200.00	-10,783.30	64.29%
5016 - Utility/Court Clerk	5,033.72	8,550.00	-3,516.28	58.87%	10,067.45	17,100.00	-7,032.55	58.87%
5018 - Finance Clerk	2,463.13	3,908.00	-1,444.87	63.03%	3,689.66	5,863.00	-2,173.34	62.93%
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	7,848.98	13,339.00	-5,490.02	58.84%	18,837.29	32,010.00	-13,172.71	58.85%
5054 - Utility Worker II	6,065.01	10,055.00	-3,989.99	60.32%	11,119.18	18,433.00	-7,313.82	60.32%
5058 - Utility Worker I	909.99	1,279.00	-369.01	71.15%	1,819.99	2,568.00	-738.01	71.15%
5064 - intern	0.00				0.00			
5081 - Employee Health Ins Benefits	14,961.67	17,535.00	-2,573.33	85.33%	29,923.31	37,840.00	-7,916.69	79.08%
5082 - Retirement Benefits	5,566.86	9,303.00	-3,736.14	59.84%	11,485.45	20,384.00	-8,898.55	56.39%
5085 - Employment Taxes	3,570.66	6,596.00	-3,125.34	53.33%	7,393.43	14,672.00	-7,278.57	50.39%
Total 5000 - Personal Services	53,701.62	81,990.00	-28,288.38	65.5%	113,782.46	179,060.00	-65,277.54	63.53%
Total 5100 - Material & Services	28,690.19	92,450.00	-63,759.81	31.0%	178,731.33	803,250.00	-624,518.67	22.25%
Total 5300 - Capital Outlay	0.00				0.00			
Total 5400 - Debt Service	49,842.00	62,048.00	-12,206.00	80.33%	61,994.66	162,000.00	-100,005.34	38.27%
Total 5500 - Transfers	8,059.00	8,059.00	0.00	100.0%	17,356.00	17,356.00	0.00	100.0%
5700 - Contingency	0.00	4,000.00	-4,000.00	0.0%	0.00	75,000.00	-75,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	6,848.00	-6,848.00	0.0%	0.00	164,634.00	-164,634.00	0.0%
Total Expense	140,262.81	255,395.00	-115,132.19	54.92%	371,844.45	1,401,300.00	-1,029,455.55	26.54%
	-6,877.30	0.00	-6,877.30	100.0%	171,468.74	0.00	171,468.74	100.0%

City of Adair Village
Emergency Operations Plan
September 2018



Letter of Promulgation:

To all Recipients:

Promulgated herewith is the Emergency Operations Plan for the City of Adair Village. This Plan supersedes any previous plans. It provides a framework within which the City can plan and perform emergency response during a disaster or large scale emergency.

This Emergency Operations Plan is the City's comprehensive approach to emergency management that ensures the City is prepared to respond to and recover from the hazards and threats that pose great risk to the community. Focused on short term response and recovery activities, this Emergency Operations Plan provides a framework for how the City will conduct emergency operations. The plan identifies key roles and responsibilities through the use of the NIMS framework, discusses emergency functions that will be used in nearly every emergency event, and highlights different response partners within Adair Village that may play a role in the response to certain emergencies.

The plan is flexible and scalable, as the City is aware that each and every emergency event is different, and the response partners in Adair Village, the County, and beyond will vary depending on the nature and magnitude of the emergency. In some events, the City will receive no external support, so they must be prepared to handle response and immediate recovery activities internally. Because of this threat, collaboration from community organizations, elected officials, and community members is vital to ensure awareness and full use of the plan during an emergency, particularly one in which outside response assistance will be slow to arrive.

This plan has been approved and adopted by the Adair Village City Council at the recommendation of the City Administrator. All recipients of the plan are asked to advise the City of any changes that may result in its improvement or increase its usefulness.

Pat Hare, City Administrator

Bill Currier, Mayor

Date

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SECTION ONE: General Overview

Purpose and Goals of the Plan:

The Adair Village Emergency Operations Plan (EOP) provides guidance for community leaders, residents, and response partners to call upon in times of natural or human caused emergency situations. While routine emergencies are a frequent occurrence handled by first responders, this plan addresses major emergencies that require response from multiple groups who must work together to mitigate damage and keep the community as safe as possible. It is a management tool that identifies roles and responsibilities, actions to be taken, and resources that can be utilized by the community during an emergency.

This EOP was created with a mindset of self-sufficiency. In some emergency events, assistance from larger County, State, and Federal agencies can be relied upon. But, in a larger region wide event, aid from these organizations may be slow to arrive, and the community must be capable of acting independently before, during, and after an emergency event. The framework presented in this plan is flexible, as it can be adapted to different types and scales of emergencies that may happen in Adair Village.

Most importantly, this plan will allow community members to better prepare themselves and their families for any emergency situation that may occur in Adair Village. Community knowledge, support, and cohesive use of the plan will be a deciding factor of the plan's success. The more people that know about and utilize the provisions and frameworks developed in this plan, the more useful it will be.

Plan Administration:

This plan was developed by City staff of Adair Village, with guidance from community stakeholders, research and interviews with other communities, the Benton County Emergency Management Department, and The State of Oregon Emergency Management Department, FEMA. This plan will be reviewed and updated yearly and/or after an emergency event takes place in the community. Hard copies of the plan will be administered to the following groups in Adair Village and beyond:

- State of Oregon Emergency Management Department
- Benton County Emergency Management
- Cities of Corvallis, Albany, Philomath, Monmouth
- Adair Rural Fire District
- Santiam Christian School
- ODFW Adair Village Field Office

- Adair Village City Council
- *Adair Village C.E.R.T.*

Citizens wishing to have a copy of the plan can access and print one from the city's website. Copies will also be on file at City Hall for anyone wishing to review the plan.

Plan Authority

The Adair Village Emergency Operations Plan was developed in accordance with ORS 401.305, giving cities, counties, and tribal governments authority to create and implement emergency management plans and policies, to be used in times of declared emergency.

Phases of Emergency Management

According to FEMA, Emergency Management as a whole is best explained by breaking it down into five mission areas. These include:

- **Prevention** measures seek to lower the likelihood that an emergency event will take place. While lowering the chances of natural disasters is difficult, the community can work together to prevent human caused emergencies through many different strategies.
- **Mitigation** activities happen before an emergency event takes place, with the goal of lessening harm and damage by strengthening tangible and intangible assets in the city, both publicly and privately owned.
- **Protection** refers to those efforts by government agencies, stakeholders, and individuals to lower the effect that a disaster will have on themselves and/or the community at large.
- **Response** is covered most extensively in this EOP. When an emergency event hits, an organized and cohesive response is vital for the protection of life and property.
- **Recovery** actions are ongoing in the aftermath of a disaster. Immediate recovery focuses on stabilizing the community and basic needs, while long term recovery takes many years, and sometimes, entire communities must be rebuilt.

FEMA has adopted what is called a National Preparedness Goal of developing “a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” It is important to note that each of the five mission areas are a joint effort by the entire community. The City organization will lead the effort in preparing for, responding to, and recovering from emergencies, but community members must understand the importance of preparing themselves for a disaster, as community resources will be stretched very thin in times of need. Each household must ready themselves as much as possible. This means being informed about emergency events and their dangers, making a plan for you and your family about how you will respond to these dangers, and creating a kit of supplies to use or bring with you during an emergency.

SECTION TWO: Community Profile and Hazard Situations

Information about the physical location of Adair Village, geographic features, demographic statistics, and other aspects of the community help to inform about the risks and hazards that the City is most likely to face. While this plan addresses the area within city limits, it is realized that there are many homes and families outside of Adair Village that will probably utilize Adair Village as a place to gather and seek resources during an emergency event. It is also realized that the community may experience growth in the future, so a plan that can scale to larger populations will be beneficial.

This section will reference several maps and other figures, which can all be found in the Appendix of this report.

Geographic Context

Located in Northern Benton County, eight miles north of Corvallis, and 8 miles northwest of Albany, the incorporated City of Adair Village encompasses 0.23 square miles. The City is situated on the western edge of the Willamette Valley on a foothill ridgeline of the Coast Range Mountains at an elevation of 328 feet above sea level. While Adair Village is considered a rural community, its proximity to larger cities is a benefit, as it brings easier access and connectivity in times of need.

Adair Village has several vehicle access points, which will be a benefit during an emergency event. As shown in the general map, Appendix Figure One, Highway 99W creates the western border of the city, and has high volumes of traffic each day. Several access points connect to the Highway. Ryals Avenue (turning into Arnold Ave.) enters Adair Village from the East, connecting the City with the Independence Highway. In addition to roadways, the Genesee & Wyoming Portland and Western Railroad tracks border the eastern edge of the community. While this is a working railroad, it is a small line, and does not transport any hazardous materials. Adair Village does not have any major bodies of water within the City. The Willamette River is the closest major waterway, approximately 5 miles away. This is the main water source for the community. Smaller sloughs and irrigation ponds/streams can be found at a closer distance. One mile away from the City, two new water reservoirs have been constructed on Voss Hill, and contain approximately 2 million gallons of potable water.

Demography

According to U.S. Census estimates, the 2015 population within Adair Village city limits was 818 persons, spread across 276 households. Adair Village has two main subdivision loops, located in the northern half of the city limits. These subdivisions have two entrances/exits. A main consideration, mentioned later in the plan, is the assistance of vulnerable populations residing in Adair Village. This includes the very young, the elderly, disabled individuals, and those who may not speak English as a first language.

Hazard Description

Table One outlines the high priority hazards facing Adair Village, as determined by City Staff. While the list may not be exhaustive, these are the events that have the highest likelihood of occurring, and can cause significant levels of damage.

Table One: Adair Village Likely Hazards	
Event	Description
Wildfire	A wildfire event is one of the most likely emergency events facing Adair Village. Every summer, fire danger reaches extreme levels, and while the community is not characterized by thick tree cover, the McDonald-Dunn Forest, spanning 11,250 acres, lies directly across Highway 99W. A large fire could quickly jump the highway if not controlled. Adair Village is also bordered by farmland; grass fires coming from EE Wilson could spread quickly and reach the City. The City receives fire coverage from the Adair Rural Fire District. While this plan has no binding agreement with the District, the City has a relationship with the organization, and has established an understanding that the two organizations will work together in times of crisis.
Severe Weather Event	Severe weather events pose a threat to Adair Village, causing potential damage to individuals, structures, utilities, and transportation systems. Snow, Ice, Wind, Rain, or extreme heat events present different types of hazards, and all require quick and strategic response.
Earthquake	Running along this portion of the west coast, The Cascadia Subduction Zone, formed by the North American and Juan de Fuca Plates, has the power to create a very intense seismic event off of the Oregon Coast. This will cause an earthquake and ensuing tsunami, affecting the entire coastline and Willamette Valley region. A 9.0 or stronger earthquake may cause shaking for up to 15 minutes, and would affect a very large region. Infrastructure in Adair Village would suffer from significant damage, many would be displaced from their homes, and recovery efforts will take a very long time. Following a significant earthquake, Adair Village may experience prolonged isolation, as County, State, and Federal resources will be preoccupied in other areas with larger populations and greater need. The community must be prepared to provide services for days or even weeks after an earthquake. Aside from a major subduction earthquake, a crustal earthquake could also cause damage in Adair. The Corvallis Fault runs due west of the City, as shown in Appendix Figure Two. While geologists are unsure of the activity of this fault, it is important to note that the community is susceptible to a smaller earthquake as well, which could also cause damage.
Hazardous Materials Spill	Vehicles carrying hazardous materials regularly travel Highway 99W running near the City. An accident, due to bad weather conditions or another cause may create a hazardous materials spill, which will require quick attention. Most likely, this will be an isolated event, so assistance from outside agencies is more likely. The city must be ready to assume a commander role to coordinate response and cleanup activities with other agencies, along with longer term cleanup efforts after the initial event has ended.
Act of Violence,	An active shooter event or similar act of violence is something that the community

Active Shooter	needs to prepare for. This is a human caused event, and mitigation, protection, and preparedness actions can be taken to possibly reduce the likelihood of an event, or lessen the damage if such an event is to occur. In the aftermath of a violent emergency, death, injury, and panic is likely. The City can take an active command role to provide services, gathering points, and information, while assisting County and/or state agencies that will most likely respond to help the community recover.
Homeland Security/Terrorism Threat	Although the threat of international terrorism is low in Adair Village, it is still an event that the City can think about and prepare for through conversations and scenario based planning. Domestic terrorism, where an individual from the United States invokes harm in retaliation against the government, is also a minor threat, but still may happen. Vigilance and readiness can help the community be aware of warning signs, and also how to respond if an act of terrorism were to occur.

SECTION THREE: Direction and Control

This section helps define the different roles and responsibilities associated with emergency preparedness and response. To ensure an effective response, efficiently allocate and utilize resources, and promote a clear form of communication, it is imperative that an orderly command structure be established and utilized. This structure must be flexible to address the different types and magnitudes of emergency events that may happen. To that end, the command structure of Adair Village is based in accordance with the principles of the National Incident Management System (NIMS), and the Incident Command System (ICS). These command frameworks have been created by FEMA, and tested in many emergencies across the United States. NIMS creates a “language” that can be spoken within and between jurisdictions that must work together in responding and recovering from an emergency.

Concepts of Authority

In its entirety (preparedness, mitigation, response, and recovery), emergency management can be divided into three concepts of authority, discussed below:

- A. **Policy Making/Approval - Mayor and City Council:** the legislative body of Adair Village is responsible for establishing the goals and objectives of the City’s EOP and associated policies and programs. Council formally adopts the EOP by passing a City Ordinance (copy of which can be found in Appendix, Figure Six). In addition, City Council plays a role in formal disaster declaration, described in more detail later in this section. Formal disaster declaration is a vital step in receiving additional resources from higher levels of government.
- B. **Administrative: City Administrator, Community Service Officer, other Department Heads:** these are the city staff that work to implement certain aspects of the plan; preparation and mitigation tasks, plan maintenance, and development of cross agency relationships to promote effective response if and/or when an emergency happens.
- C. **Coordination and Operation:** this is the actual use of the plan during an emergency event. This is where the use of NIMS and ICS is implemented. Different responsibilities

are assumed depending on the nature and size of emergency. The following sections go more in depth about this concept of authority.

Mutual Aid Agreements and Contracted Services

In times of emergency, it is important to note that all mutual aid agreements stay in effect. Adair Village has several mutual aid agreements that will play an integral role in emergency response. These agreements are noted in Table Two below. While these agreements are important and should be utilized if possible, it is important to realize that an emergency may not strike during “normal business hours” and that these mutual aid providers may be unable to reach the city in the event of a serious disaster that cuts off transportation routes. They also may be needed in their home districts or communities, therefore unable to assist Adair Village.

Table Two: Mutual Aid Agreements and Contracts	
Agreement with...	Details of Agreement
SE Polk Fire District	Assistance during fire event that Adair Rural cannot contain alone
Albany Fire Department	“”
Corvallis Fire Department	“”
Benton County Sheriff	City contracts out for policing services, more details below.
Oregon Public Works Emergency Response Cooperative Assistance Agreement	Nearly all Oregon cities are part of this agreement, which allows for personnel, equipment and materials sharing between public works departments in times of emergency. Compensation/reimbursement is required.

In addition to mutual aid agreements, it is important to note that Adair Village contracts out for police coverage from the Benton County Sheriff and there is no internal police department serving the city. The contract does not provide 24-hour coverage, so it is a distinct possibility that public safety services from the police will be unavailable during an emergency. In some events, officers from the Sheriff’s Department will be able to provide support, but in the wake of major damage, they may not be able to access the City.

Emergency Authority/Disaster Declaration

While this Emergency Operations Plan may be used during any non-routine or significant emergency event in Adair Village, the City must go through a process to formally declare a state of emergency, which sanctions the City Council and Incident Commander special abilities not otherwise authorized. Ordinance 2017-#2 authorizes not only the implementation and use of this Emergency Operations Plan, but also authorizes the City Administrator or Designated Incident Commander to declare a State of Emergency in Adair Village based on their own discretion. As stated in Ordinance 2017-#2, formal approval by the City Council is not technically needed to declare an emergency, but, if City elected officials are able to convene and discuss the situation and draft the declaration together, this is advised.

In particular, the City must formally declare an emergency in order to access County, State, and Federal resources. It also allows the City to implement measures such as evacuation orders, closure of streets, establishment of curfews, and redirecting of funds for emergency use. It is important to note, however, that any special powers that the Council and Command team need which are not defined in the City Charter or via City Ordinance, must be listed in the declaration document itself for review by Benton County officials.

As a guide, Benton County has provided a Declaration of Emergency Template for the City to utilize. This is located in Appendix Figure Three. Elements of the Declaration should include:

- Description of the nature of the emergency, length of time emergency status will exist. The City must state that all resources have been exhausted in their response efforts and that help is necessary to continue the response.
- Designates the geographic boundaries of the area where the emergency exists.
- Estimates number of individuals at risk, injured, or killed.
- Description of actual or likely damage caused by the emergency.
- The type(s) of assistance or resources required to respond to the emergency.
- The specific special regulations or emergency measures imposed as a result of the disaster declaration.

A state of emergency can remain in effect for two weeks. If the emergency event extends beyond that length of time, the period can be extended by the County in one-week increments. Once the danger of the emergency has passed and the City enters the recovery phase, City Councilors can convene or speak by phone, and reach an agreement to end the formal State of Emergency.

Command Systems: NIMS and ICS Frameworks

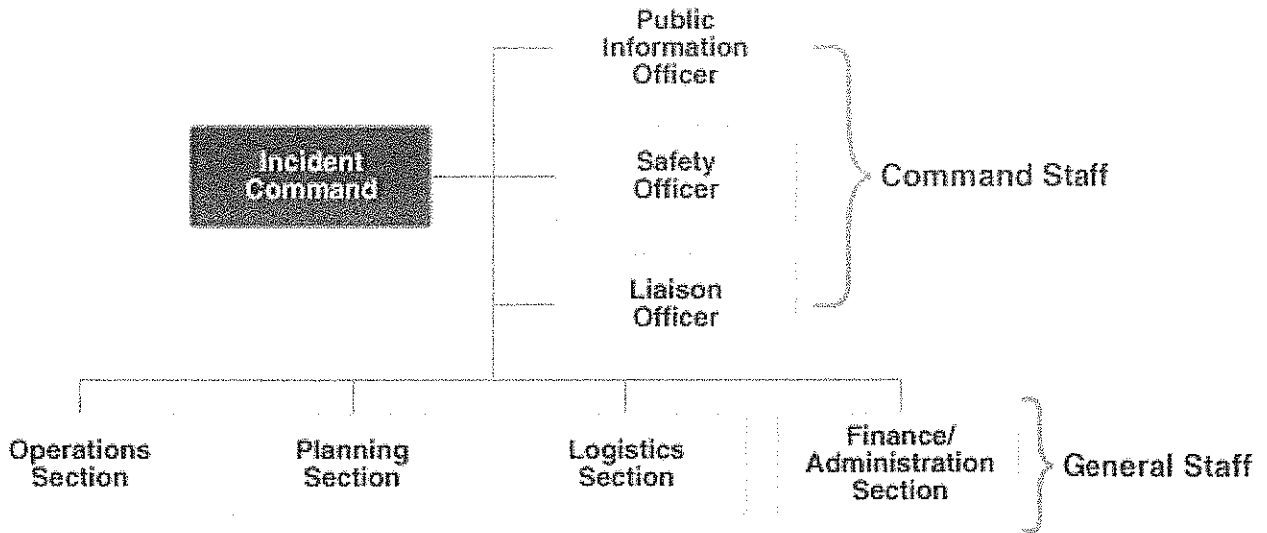
When responding to a large scale emergency, one that potentially involves numerous agencies and scores of responding personnel, a streamlined and organized response framework is critical to having an effective response. Developed by FEMA, the National Incident Management System (NIMS) and its Incident Command System (ICS) seek to establish a framework and common “language” that can be used by all response agencies in the United States, no matter the type or size of the emergency. Entities that have integrated NIMS into their planning and incident management structure can arrive at an incident with little notice and still understand the procedures and protocols governing the response, as well as the expectations for equipment and personnel.

Through several online trainings, emergency Administrators and response personnel become trained in the implementation of the NIMS framework during an emergency. Training is free and open to all, so anyone (even residents!) are encouraged to take these trainings from FEMA as part of their preparedness efforts.

Incident Command Structure (ICS): The biggest piece of the NIMS framework utilized in this plan is the ICS, a flexible and scalable tool that can be adjusted to fit any type of emergency. ICS breaks down emergency response into several roles and responsibilities, which can be scaled and customized depending on the nature of the emergency. Exhibit One presents a basic ICS Structure that is used and followed by response agencies nationwide. Table Three provides a

description of each role in the ICS Framework, as well as the designated individual in Adair Village to assume that particular role if or when necessary.

Exhibit One: ICS Framework



Source: FEMA

Table Three: Incident Command Structure Roles	
Incident Commander (IC)	<ul style="list-style-type: none"> - The main leader of response efforts and coordination during an emergency event. This person must assess the scenario and make decisions that affect the entire response. - Sets goals and action timelines for the entire response team, delegates responsibilities and tasks, communicates with section leaders, and monitors overall incident response. - Who assumes the IC Role will vary depending on the nature of the event and which agencies are responding. IC role can shift from one person to another if necessary. - The IC will self activate when an emergency event has been identified. Often times, this is the first response action that is taken. - Jerry J. Jackson, Sr., Community Services Officer has been appointed as main IC during Adair Village event.
Public Information Officer (PIO) or Liaison Officer	<ul style="list-style-type: none"> - In some events, the IC can appoint a Public Information officer to collect and disseminate information to the public. - Media releases, communication with County, State, Federal Response partners, organization of volunteers, or other events as delegated by IC. - Bill Currier has been appointed as main PIO during Adair Village event if needed.
Safety Officer	<ul style="list-style-type: none"> - The IC may also appoint a Safety Officer to ensure safe response practices are being carried out by all response personnel.

	- Needed in larger events with many response personnel.
Operations Section	<ul style="list-style-type: none"> - First unit delegated into action by the IC is the Operations Section, essentially the tactical response to the event at hand. - “Section Chief” appointed by the IC, a leader directly overseeing response personnel in the field, response equipment, or other resources. - Section could be comprised of responders from an external organization, volunteers, or a mixture of persons. Smaller “strike teams” can be developed to pursue various tasks and objectives of the response. - TBD has been appointed as main Operations Section Chief during Adair Village event if needed.
Planning Section	<ul style="list-style-type: none"> - In a more prolonged event, a planning section can be mobilized to collect and analyze information, track resources, and oversee documentation activities. These actions help the incident commander make decisions about response strategies. - Planning section can be mobilized when communication and planning efforts become too large for the IC to pursue alone. - TBD has been appointed as main Planning Section Chief during Adair Village event if needed.
Logistics Section	<ul style="list-style-type: none"> - The logistics section is activated to provide support to the internal emergency response team. - Food, Shelter, Medical Services, Transportation for response personnel - Provides resources and needed services to support the achievement of the incident objectives. - TBD has been appointed as main Logistics Chief during Adair Village event if needed.
Finance/Administration Section	<ul style="list-style-type: none"> - Monitors costs related to the incident. Provides accounting services, executes any emergency contracts, and analyzes costs associated to the event. - This role will come into play during large and long lasting events, and will continue long into the recovery phase, after the initial event is over. - TBD has been appointed as main Finance Chief during Adair Village event if needed.

Every emergency will be structured with a combination of roles to serve the situation at hand. Large emergency events may utilize every role listed and more, but small events centered in Adair Village.

It is also important to realize that different emergency events will bring in different response agencies. In some emergencies, such as a wildfire, the designated Incident Commander for Adair Village may not end up being the Incident Commander, as the role is more suited for a Fire Chief. Instead, the Adair designated IC can play a different role, such as planning section chief or public information officer.

ICS roles can be passed from one individual to another as an emergency progresses. For example, an emergency may start small, and the Adair Village IC will be in charge of response

management. Then, the event may grow, and larger agencies may arrive to assist the City in response efforts. In this scenario, the IC role can be changed to a Unified Command.

In a region wide emergency, such as a major earthquake, assisting agencies will most likely not arrive in Adair Village for some time. Even in this worst case scenario, the ICS structure can still be used to stay organized internally, and respond to the disaster effectively. Community leaders, stakeholders, and citizens should strive to obtain a working knowledge of the ICS framework, because they may be fulfilling key roles in a very major disaster situation, where reliance on larger agencies to take command is not possible.

Continuity of Government

The Adair Village Community Services Officer has been appointed as the primary Incident Commander.. The City Administrator can also play the role of Incident Commander should the Community Services Officer be unable to fill the role. In the case that both of these leaders are gone, standard procedure of ICS will be followed.

Section Four: Emergency Support Functions

The following section presents functions that will need to be carried out in nearly any emergency event. These actions will be needed to keep residents safe, organize a strategic response, and help to implement short term recovery efforts.

Emergency Operations Center (EOC)

An Emergency Operations Center (EOC) is an established command post that all response agencies can access to gather information, coordinate with other response partners, and receive orders about tactical activities. The Incident Commander uses the EOC as a primary base of operations, to plan and strategize with other leaders. An established base of command can ensure that a cohesive and organized response is in place. It also offers a stable location in which responders can access plans, supplies, and shelter for those working around the clock to respond to a disaster. Having a firmly defined Emergency Operations Center is the first step in establishing order during a time of chaos and uncertainty.

EOC Activation: Not all emergencies will require the use of an Emergency Operations Center. In some situations, on scene command will be sufficient to respond to an emergency in one contained area, or if the event is resolved over a few hours. Alternatively, some emergency situations will benefit from the utilization of an Emergency Operations Center, but a formal emergency will not need to be declared. The EOC can be activated and used *without or before* formally declaring an emergency. This way, the EOC can be established before the emergency reaches full scale, and an organized response will not be hindered by delayed reporting requirements.

Primary EOC: In Adair Village, the primary EOC will be the City Hall, located on William Carr Avenue. The City Hall is a central gathering point for the community, is highly accessible, and has the capacity for several agencies to work together during incident command. The City Hall is large enough to house responders from several agencies, with a large meeting room and several smaller offices for breakout meetings. There are bathrooms and a kitchen facility, which

can be utilized if conditions permit. City hall is equipped with an emergency radio system and a landline phone, maps of the City, and other supplies conducive for planning/strategizing.

EOC Supplies: The EOC should be equipped with tools and supplies to aid in any emergency response. Emergency communication equipment, flashlights, food, water, and medical supplies should all be stored on site so they are easily accessible during an emergency. In Adair Village, many crucial supplies are not currently stocked in the EOC, but the community has goals in place to stock the EOC with needed supplies. This EOP has identified the need for these items, a starting point to eventually obtaining them. Once an inventory of emergency supplies is on hand, it should be tracked and improved over time. Mentioned later in the plan, but similar to supplying the EOC, is the need for a water tank and emergency filtration system for the community. A full list of supplies needed for the EOC can be found in Appendix Figure Four, along with the inventory status of each item. As the City gathers more supplies, the list can be updated.

Adair Village City Hall is a solidly built wooden building, but it may not be able to withstand a large earthquake or other major disaster. During or after a large emergency, the building may not be safe to enter. Or, the emergency event will be taking place too close to City Hall, so locating the EOC there would not be wise. In this case, the second designated EOC can be utilized if possible.

Secondary EOC: The second EOC facility is the Old Barracks building, located at the intersection of William Carr Avenue and Arnold Avenue. This EOC is much more primitive, and supplies may be lacking if they cannot be obtained/recovered from the City Hall EOC. However, the barracks building can offer the stable meeting space that the command team and response partners will need to carry out a successful response.

Fire District EOC: Another building that can be utilized as an EOC is the Adair Rural Fire District Station located in Adair Village. While the City does not have authority over this building, the Fire District has stated that the facility can be used as an EOC, most likely under their command. This building is located at 6021 Marcus Harris Avenue. The building houses fire apparatus, an emergency radio system, and a limited amount of other supplies for use during an emergency. The use of this facility as the EOC will make sense in some emergencies, as opposed to using the City Hall.

Assignment of the EOC will vary depending on the circumstances of the emergency at hand. In some situations, the EOC will be at a City facility, and in others, it will be located at another facility in Adair Village. Having multiple EOC's ready can ensure that the City can organize in the best location possible.

Alert and Warning

While some emergencies can strike without warning, some can be anticipated before they arrive. Having an advanced warning is time gained that the City must use to the full extent possible, to mitigate damage and keep residents safe. Warning residents of an emergency can take place using several mediums of communication. It is encouraged that more than one form of warning is used, to help ensure that as many citizens as possible are notified.

Alert and Warning Methods Include:

- **Cable TV Notification:** in the event of a county or region wide emergency, warnings can be transmitted via cable TV. These warnings are transmitted via the County or State emergency management offices. Adair Village will not control these alerts but they can be very effective at reaching residents in their homes very quickly.
- **Linn-Benton Alert - Emergency Notification System:** developed jointly by Linn and Benton County, this system alerts residents via telephone or text message that there is an impending emergency, along with critical instructions, such as evacuation or shelter in place procedures. This is an automated service that can send information to mass numbers of people in a very short time. However, residents must sign up to receive the alerts. Encouraging those in Adair Village to subscribe is a small yet powerful preparedness action. Link to sign up for Linn-Benton Alert System:
<https://www.co.benton.or.us/sheriff/page/emergency-alert>
- **WEA Mobile Alert System:** similar to the Linn-Benton alert system, the Wireless Emergency Alerts (WEA) system transmits disasters to mobile phones via any wireless carrier. Administered by FEMA, most new cell phones come with the service pre-loaded. Weather alerts, AMBER alerts, and other (typically large scale) emergency information. The message will be short, and will provide users with information and where to obtain further instruction.
- **Adair Fire Alarm System:** The Adair Rural Fire Station is equipped with a large, and loud, air-raid siren, which can be sounded in times of emergency. We must identify a new method of warning.
- **Door-to-door, word of mouth notifications:** in a localized emergency, larger options discussed above may not be available, or practical for spreading the word quickly. In some situations, door to door notice will be the most effective method. In this case, assistance from response partner agencies and other community volunteers will be critical for spreading the word quickly. The city's small population and close proximity of homes will make door to door notification fairly easy. It is very important to ensure that vulnerable populations are aware of the situation and instructions for staying safe.

In many cases, evacuation will be needed. More information about evacuation orders is located in the following section.

Evacuation Procedures

In some emergencies, alert and warning will be accompanied by evacuation orders. Recommendations to evacuate may originate at a State or County level, but, if the Incident Commander observes that a scenario requires immediate action to save lives, he/she can issue an evacuation order from a local level if they deem it necessary. Persons can never be forced to

leave, but it is the duty of the City and/or other response partners to ensure residents are informed of the imminent danger and the need to leave.

Some evacuation orders can be issued hours in advance, while others will be much more urgent, warning people to get out as soon as possible. Regardless of the timeline for leaving the area, attempting to keep the process calm, informative, and orderly will be a main goal.

Before the evacuation process begins, the Incident Commander and any other on scene leaders should assess the situation. Answer several questions to determine next steps:

1. How soon must residents be out?
 - a. If longer time frame, encourage people to pack up needed supplies.
 - b. If shorter time frame, encourage people to leave everything and get out.
2. What is the best way to exit town? Evacuation routes exist in all directions to leave Adair Village, but the team will need to decide which way(s) will be recommended to residents.
 - a. See the evacuation map, Appendix Exhibit Five for different highlighted exit routes that may be used.
3. How many people do we have to help get the word out about the evacuation?
 - a. Ideally, the City can rely of response partners, such as the Fire District, Sheriff's Office, or other leaders to get the word out to residents quickly.
 - b. See the Evacuation Map in Appendix Exhibit Five which divides the City into sections. These can be used as a guide for those issuing the evacuation order. Each person can be assigned one section of town. If less persons are present than sections on the map, some will need to take more than one area.
4. What other information is important to pass along to evacuees?
 - a. Information about the emergency and why leaving is in their best interest.
 - b. How soon they should leave, where they can go, and the best route to get there.
 - c. Answer questions but keep it brief, there are many people to notify.
 - d. If possible, brings pets when evacuating.
5. Depending on time of day, notification of school and businesses will be necessary. If an evacuation is needed during school hours, Santiam Christian will be responsible for evacuation of students, but Incident Command will give them directions on how soon they must leave, where they should go, and safest route to get there.
6. How can we help vulnerable populations?
 - a. Elderly or disabled individuals: ask residents if they need assistance, or if they think any of their neighbors need assistance evacuating. Residents can volunteer to help neighbors that cannot leave, OR, the person notifying can possibly call in assistance from City officials or other response partners who can help get these residents out of town safely.

After residents have been notified of the evacuation, the Incident Commander and other leaders can sweep neighborhoods to ensure that no one that desires to leave is left behind. They should not linger too long, however, because their safety matters as well.

Depending on the location of the emergency, residents will be asked to evacuate using several routes. The Incident Commander can select the safest routes for residents to utilize based on the characteristics of the emergency. In Adair Village, most homes are located on the north side of town, with three main entrances (William Carr Avenue, Laurel Drive, and Adair Frontage Road). If possible, residents should exit neighborhoods using all of these streets, and then should be routed in a certain direction. This will minimize traffic jams. Routes in different directions include, but are not limited to the following options:

- North on Highway 99
- South on Highway 99
- West on Tampico Road
- East on Arnold/Ryals Avenue

These main thoroughfares then connect to other roads and highways that can lead residents away from Adair Village. Keep in mind that other communities may be evacuating as well, so the more routes to leave, the less congested roads will be.

Human Services

In the immediate aftermath of a significant emergency event, Adair Village residents will most likely need several forms of assistance. Food, water, shelter, and medical services are some of the main amenities that will be critical to keeping people safe and healthy after a major emergency has swept through the City. While these needs are very important, this is one of the main vulnerabilities facing Adair Village, as internal resources are currently low. Particularly in the event of an emergency where external assistance is unavailable (Benton County, Red Cross, and others) the City will be very limited in the human services that it can provide to residents. Recognizing these gaps is an important first step in building resiliency, and the City has goals to build up these capabilities over time. As capabilities are added, this plan can be updated.

Shelter and Food: In the event that residents cannot return safely to their homes, the need for one or more shelter facilities will be needed for Adair Village residents. These shelter facilities can offer a place for residents to sleep, receive medical care, food and water, and access hygiene services (showers and toilets). Adair Village has several sites that may be used as a shelter in the event of an emergency. Santiam Christian has offered their campus as a shelter site, as has ODFW.

A designated shelter site is important, but currently, no services are organized for residents at these sites. This is a main vulnerability, but the City is working to address this need and organize human services for a major disaster. City leaders are pursuing an agreement with the American Red Cross to set up a shelter site in the city limits, and the City is working to train a Community Emergency Response Team (CERT), to assist during times of emergency. These individuals can play a key role in providing services to fellow Adair Village residents, as they will be trained to give basic medical care, and can help staff a shelter site. In addition, the City will pursue preparedness grants, which can provide funding to purchase preparedness supplies and infrastructure.

Mass Care: In the event of a large natural or human caused disaster, comprehensive and quick establishment of mass care services for injured residents will be critical in saving lives. Adair Village has no medical facilities. The nearest hospital is Good Samaritan, a regional Level II Trauma Center. The hospital is only 6 miles south of the City off of Highway 99. In a smaller event, injured persons can be quickly taken to Good Samaritan, as this is the ideal place for patients to receive care. However, in a large scale emergency, the hospital will be overwhelmed with patients, and transportation routes from Adair to the hospital may be blocked. Localized care will be needed, and at the very least, basic supplies should be stocked by the City and its response partners. Adair Village is fortunate to have the Fire District Station located in town, as volunteers are trained as EMT's. The City should strive to medically train its staff and CERT team, as their assistance will be critical in times when mass care is needed.

Section Five: Emergency Response Partners

When a major emergency hits Adair Village, the City will benefit greatly from working alongside other governmental organizations, non-profits, and citizen groups. As discussed, assistance from external agencies will be available during some emergency events. In others, groups from within the City will be responsible for conducting response and recovery activities for days or even weeks on their own. In these situations, teamwork and unity between response partners within the Adair Village community will be vital to lessen damage and danger to residents.

This section identifies some of the key response partners that the City can work with to prepare, plan, and respond to emergency situations. While this section is not binding, it lays out the resources and capabilities that these organizations possess, highlights emergency situations that various agencies may take a Commanding role over, then discusses how the City can assist them, and vice versa. As conversations with partners continue and relationships grow, this section will become more specific and complete over time. New response partners can be added as those agreements arise.

Adair Rural Fire District (ARFD)

The Adair Rural Fire District has a station located in the heart of Adair Village, and can be a key partnership for the City during many different emergency scenarios. The station is staffed by a part time Chief and approximately 20 volunteers, all of whom are EMT trained. The ARFD Chief is NIMS Trained: ARFD will assume command over a fire or hazardous materials event. ARFD has its own EOP that will guide their response during an emergency: <http://adair-rural-fire.com/eops-aogs/>

The Fire District will be part of the Unified Command to provide any of the following equipment or services during an emergency response as agreed on in the Intergovernmental Agreement:

- Department is equipped with fire response apparatus, but they do not have an ambulance or an extensive inventory of medical supplies
- Building is EOC capable: emergency communication system and other supplies on site for incident leadership
- Evacuation assistance, road clearance, traffic control, search and rescue
- Human services: basic medical care, transportation of residents to medical facilities, coordination with Medical Resource Hospital (Good Samaritan in Corvallis) for patient or casualty transit

If the Fire District assumes a command role, the City could assist in response in the following ways and potentially more, as needed by the Fire District:

- Planning and Logistics:
 - Public Information Dissemination, Evacuation Assistance, traffic control
 - Documentation of Event, Volunteer Coordination
 - Procurement of supplies, enlistment of other response partners
 - Assist with human services efforts: medical, food, shelter services for residents and/or volunteers if necessary
- Operations:
 - Management and Coordination of City infrastructure and utilities: water, sewer

Benton County Sheriff's Office (BCSO), Benton County Emergency Management

Adair Village contracts out policing services for the city from the Benton County Sheriff's Office. The city does not receive 24-hour policing coverage, but the Sheriff is the primary responder to all 911 calls from Adair Village, and provides regular patrols of the City. There is no guarantee that a patrol deputy will be in the City when an emergency happens, but BCSO will send as much assistance to the City as possible. The Sheriff's Department is quite robust, with many resources to help Adair respond and recover. Emergency response of the Sheriff is included in the Benton County EOP:

https://www.co.benton.or.us/sites/default/files/fileattachments/sheriff039s_office/page/2934/benton_county_eop_final_20120802.pdf

Some of the services and materials the BCSO may provide include the following:

- Search and Rescue Team
- Potential incident command over several types of events: act of violence/major safety issue, terrorism threat or event
- Support Services:
 - Organization of warning and/or evacuation of residents
 - emergency energy services (gas, electrical, etc.)
 - Security: setting up perimeters and traffic control
 - Transportation services: medical, evacuation, or other

In an emergency situation involving a major crime or act of violence centered in Adair Village, the BCSO will most likely assume the Incident Command role. The city can reasonably expect response from the Sheriff's Office, as deputies will be able to access the City quickly and set up a command structure. In these events, the City can act as a supporting role to the BCSO in several ways:

- Use of city facilities for an Emergency Operations Center and staging of responders/volunteers
- Assistance with evacuation, warning, public information dissemination
- Support services for residents and others that are affected

In a large scale natural disaster, the BCSO may not be able to access Adair Village due to blocked transportation routes, and more pressing needs elsewhere in the County. The City must be able to take a command role over public safety/policing services if this is the case, and will rely heavily on other response partners to take over the needed responsibilities.

Oregon Department of Fish and Wildlife (ODFW) Adair Village Field Office

The ODFW operates a field office in Adair Village, and manages the 1,800 EE Wilson Game Area north of town. ODFW has limited human resources to assist in the response to an emergency event, as most of their employees work outside of the office on a daily basis, outside of the city. ODFW does have several other resources that may be very beneficial to utilize during an emergency response. These resources include:

- Heavy Equipment; tractor with front end loader, backhoe, bulldozer, tract excavator (seasonal), chainsaws
- Use of Facility as a shelter site if habitable: large space for evacuees or response volunteers
- Vehicles: trucks equipped with fire hydrants, first aid kits, water tanker truck (non-potable water)

While ODFW staff are not well versed in the NIMS and ICS frameworks, they may be willing to play a supporting role in response to an emergency. Most likely, response support will be in smaller events, such as severe weather events or wildfire. Communication, Planning, Logistics are key areas they may be able to provide assistance in.

**In order to use ODFW equipment and supplies, and potentially utilize their office as a shelter, MOU between the agency and Adair will be needed.*

Santiam Christian School

Santiam Christian occupies a large part of Adair Village, and provides schooling to 600 students, from preschool through 12th grade. If an emergency event happens at the school, the City can help in response efforts. Alternatively, if an emergency happens in the community, Santiam Christian may play a role in response efforts of the City (or other Incident Command group). The primary concern in any event is keeping students safe. This may mean a large evacuation of students to get them away from danger, or a lock down to keep them safe inside school walls.

- In a campus-centered event, school will take command until a larger entity can arrive (BCSO or OSP). School does not anticipate needing tactical assistance from City Organization.
- In a city wide event, Santiam Christian is willing to open their facilities as a shelter site for residents and/or response volunteers to utilize.
 - In the future, the City hopes to arrange an agreement with the Red Cross, and can designate Santiam Christian as the shelter site that they may use.
 - School is sturdy and can withstand a large earthquake. Large space, commercial kitchen that could be used.

Adair Village Community Emergency Response Team (CERT)

Although not fully established at the writing of this plan, another future response partner will be a group of community volunteers whom are trained in emergency preparedness and response strategies. The City plans to gather a group of several community leaders to create what is known as a CERT Team. These individuals will be crucial to assist the City in response efforts, especially if external response agencies are unable to help. CERT team members will be trained in the use of the NIMS and ICS frameworks, so they can assume more formal roles if needed. In addition, they may assist in the human services side of emergency response in

any ways that are needed. The CERT Team will not only be crucial in emergency response, but they will play a key role in preparedness efforts around the City. Members of the CERT team can teach their families, friends, and neighbors about how to prepare for an emergency. Once the CERT Team is fully developed, the specific roles the team will play can be added to this plan.

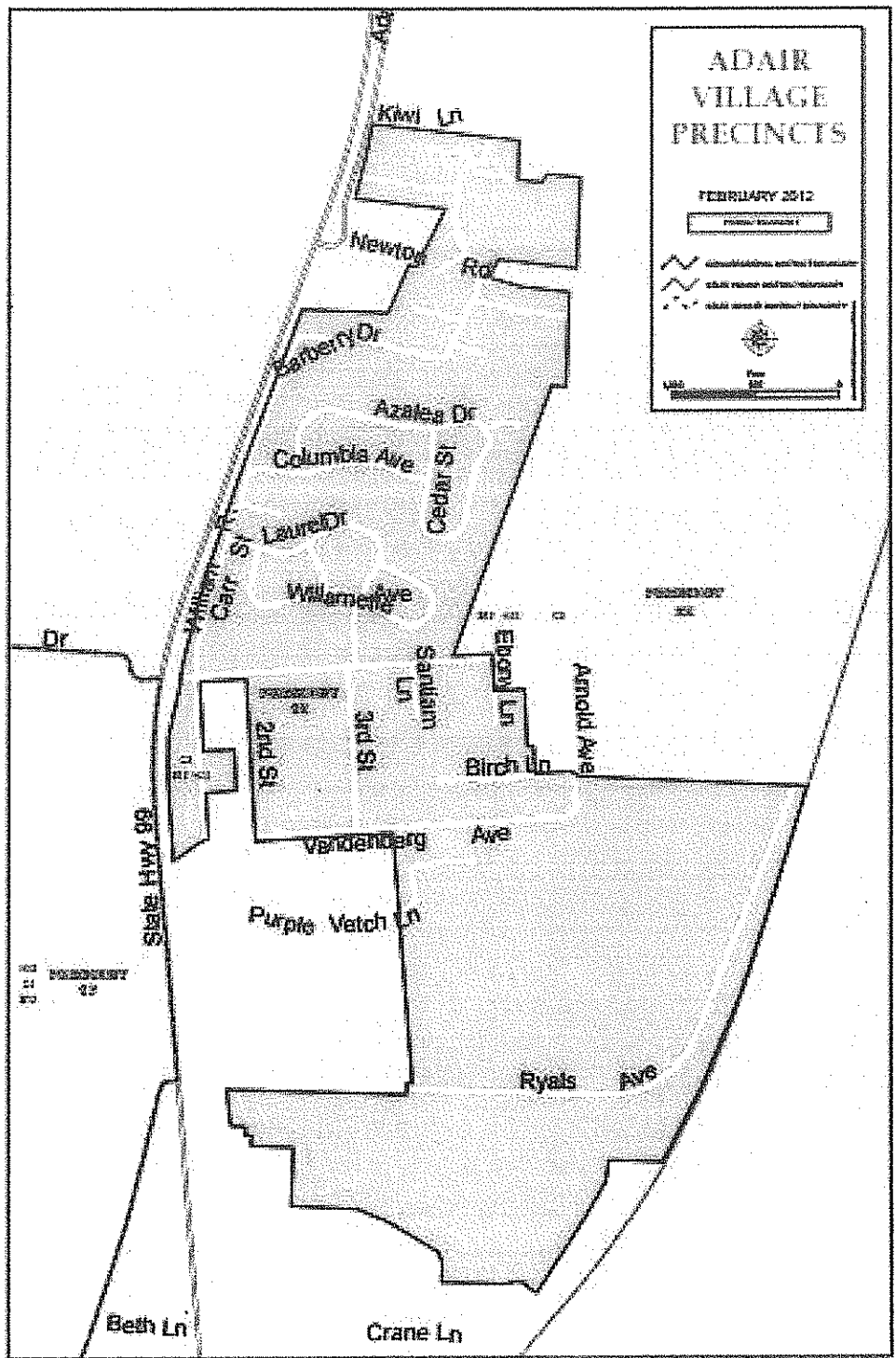
The involvement and training of these individuals is a very important step for the City, as it promotes the goals of self-sufficiency and internal cohesion.

American Red Cross

At the time of this writing, the City is actively pursuing a partnership with the American Red Cross to establish a shelter and assistance site in Adair Village. Currently, the Red Cross has an MOU in agreement with Benton County, and has promised to set up shelter sites in various areas. However, there is not a Red Cross designated site in Adair. This leaves the entire city quite vulnerable, as providing food and supplies to residents will be very difficult for the city to carry out alone. Assistance from a highly trained organization would benefit all residents.

Appendices

Figure One: General Map of Adair Village



Source: Benton County, OR

Figure Two: Corvallis Fault Map

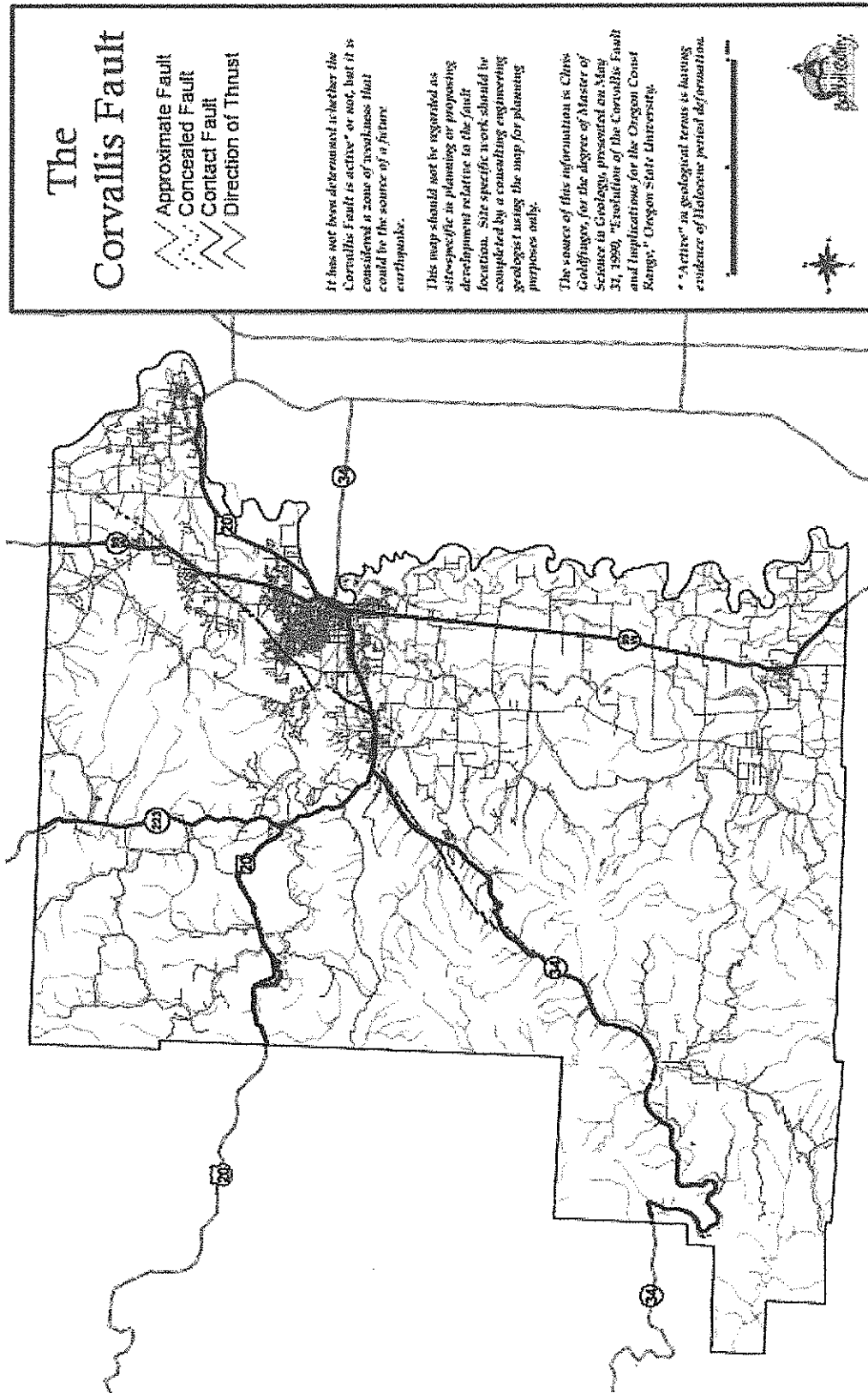


Figure Three: Emergency Declaration Template

DECLARATION of EMERGENCY

Before the City Council
for the City of Adair Village, Oregon

To: Name and Title

From: Name and Title
Adair Village, Oregon

At military time on month, day, year a/an description of emergency incident of event type occurred in the city of within the geographic boundaries of geographic boundaries threatening life and property. The current situation and conditions are:

Deaths: number of deaths

Injuries: number of injuries

Population at Risk: number of population at risk

The current emergency conditions or threats are: list all conditions and threats to the community

An initial estimate of damage and impacts is: initial estimate

The following assistance is being requested: specific information about the assistance the City needs

Actions that have been taken and resources that have been committed by the City of Adair Village: list of actions taken and resources that have been committed by the City.

I do hereby declare that a State of Emergency now exists in the City of Adair Village, and that the City has expended or will shortly expend its necessary and available resources. I respectfully request that Benton County provide assistance, consider the City of Adair Village an "Emergency Area" as provided for in ORS 401, and as appropriate, request support from State agencies and/or the Federal government.

Signed: _____

Title: _____ Date and Time: _____

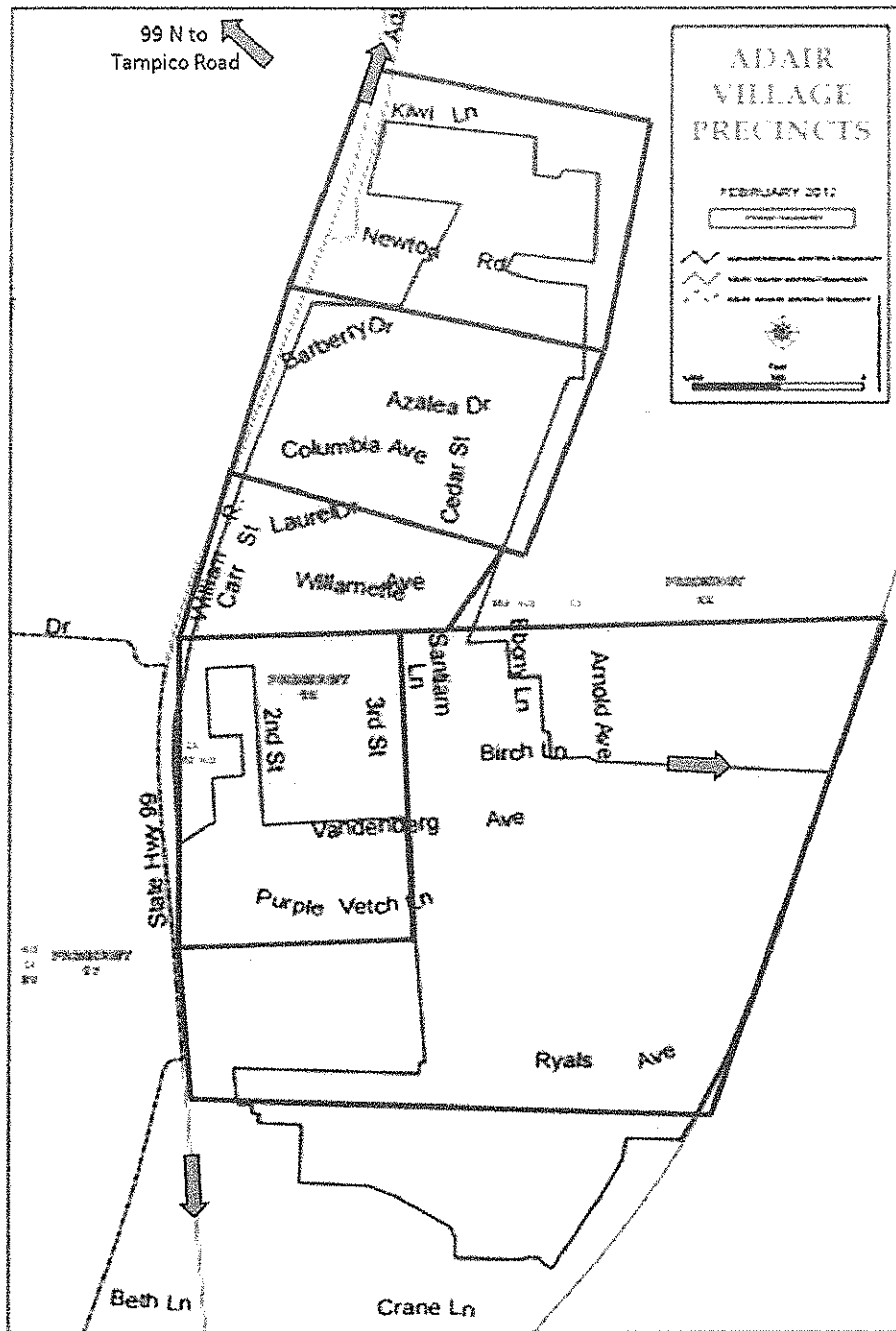
**document may be transmitted to the County via radio, telephone, or fax if necessary. At some point, the original signed document must be delivered to the Benton County Emergency Management Office.*

Figure Four: Emergency Operations Center Inventory

The following table lists the different supplies that should be stocked in a fully functional Emergency Operations Center, and what the status of these items is in Adair Village. The item is listed, along with the date it was acquired. Recording and tracking when items are required can help with replacement of items. This is especially important for perishable items, such as medical supplies and food rations. Not all items listed are currently stocked in the City Hall EOC. Items not currently stocked are identified in the "Date Acquired or Replaced" Column.

ITEM	DATE ACQUIRED/REPLACED
Emergency Radio System	
Generator and Fuel	
Landline Phone	
Walkie Talkies	
Paper Maps and Plans for Adair and surrounding jurisdictions	
Computer, Printer, Scanner, Copier, Fax	
Writing and Planning Materials: paper, pens, poster board, etc.	
First Aid Kit, Basic Medical Supplies	
Food and Water Supplies for EOC Staff	
Flashlights, Batteries, Candles, Matches	
Personal Hygiene Supplies	

Figure Five: Adair Village Evacuation Map



Use the five pre-defined zones, outlined in red, to assign areas of responsibility for City officials and other volunteers that will notify residents of an evacuation. If there are not enough people for every zone, some persons may need to take two areas. The “loop” areas have the most homes, so ensure that these areas are covered immediately, and assign two people to these areas if possible.

Also, note the highlighted roads in green, indicating the best routes for those in Adair Village to take when evacuating.



STAFF REPORT

Joint Planner

The city has historically contracted these services with Architectural Associates out of Eugene. With the development and future planning needs of the city I have been looking into alternative ways to provide planning services. In talking with Benton County and the Cities of Monroe and Philomath we have developed an MOU to contract with Benton County. This would be to provide a planner that would work in all three communities and at the County one day a week. The benefits of this would be:

- Planner in the city one day a week
- Planning Commission meetings prepared by planner
- Coordination with the county
- Services from county we don't currently have

AGREEMENT BETWEEN
BENTON COUNTY, OREGON
AND
CITY OF ADAIR VILLAGE, OREGON (CITY)

This Agreement covers the period beginning February 1, 2018 and ending June 30, 2020 by and between Benton County, herein called COUNTY, and City of Adair Village, Oregon (CITY), herein called CITY, for the purpose of providing land use planning resources and personnel to CITY. The parties have entered into this agreement under the authority of ORS Chapter 190.

This Agreement is effective for this period of time unless amended or canceled in writing and signed by both parties as described in the Termination Section of this Agreement. This agreement may be renewed by written agreement of both parties.

COUNTY, its employees, and agents are performing services under this Agreement as independent contractors and not as officers, employees, or agents of CITY. COUNTY and CITY shall perform the necessary services as described in the Services Section of this Agreement.

The Scope of Services for land use planning services described in Attachment A.

LIABILITY

Each party, upon request, shall furnish the other with evidence of general liability insurance within the limits of tort liability required by the State of Oregon.

PUBLIC CONTRACTS

Both parties agree to comply with all federal, state and local laws, ordinances and regulations applicable to the work under this contract, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279C.500, 279C.510, 279C.515, 279C.520 and 279C.530, as amended. In addition, the parties expressly agree to comply with Title VI of the CIVIL RIGHTS ACT of 1964 and comparable state and local laws. CITY shall also comply with Section V of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.142, ORS 659A.145, ORS 659A.400 to ORS 659A.406 and all regulations and administrative rules established pursuant to those laws.

WORKER'S COMPENSATION

Both parties are employers under ORS Chapter 656, employing workers as defined in ORS 656.027. Both parties shall maintain currently valid worker's compensation insurance covering all workers, as required by ORS 656.017. Both parties shall maintain this insurance throughout the period of this agreement.

NONDISCRIMINATION

Both parties shall comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

PAYMENT OF SERVICES

Projected costs of the land use planning services to be provided under this agreement are estimated to be \$25,700 for the first 12 months and \$27,000 for the second 12 months. CITY will also be charged mileage at the federal reimbursement rate. Any changes affecting this estimate will be submitted to CITY for approval prior to implementation of such changes. Training or other non-budgeted expenses will require mutual agreement by the parties. COUNTY shall submit a billing to CITY quarterly, beginning with a billing no later than June 1, 2018, reflecting the quarter ending one month prior. The billing shall be for one quarter (25%) of the agreed amount stated in Attachment A.

TERMINATION

If either party fails to perform any of its obligations under this contract, within the time and in the manner provided, or otherwise violates any of the terms of this agreement, the other party may terminate the agreement by giving ten day written notice to the violating party stating the reason for the termination. Either party may terminate the agreement due to a loss of funding to support the terms of the agreement. If CITY terminates pursuant to this paragraph, COUNTY shall be entitled to receive full payment for all services satisfactorily rendered and expenses incurred; provided that there shall be deducted from such amount the amount of damage, if any, sustained by CITY due to the breach of the agreement by COUNTY. If COUNTY terminates this agreement pursuant to this paragraph, CITY shall make full payment to COUNTY for all services satisfactorily rendered and expenses incurred.

INDEMNIFICATION

Both parties mutually agree to indemnify, and hold each other harmless against any and all claims, demands, damages, liabilities, and costs incurred by the other party, arising out of, or in connection with, either directly or indirectly, the performance of any service, or any other act or omission by or under the direction of the indemnifying party, its officers, agents, or employees.

SERVICES

1. CITY agrees to provide:
 - a. Quarterly payments in the contracted amount as specified above.
2. COUNTY agrees to provide:
 - a. COUNTY shall provide to CITY land use planning services and resources as described in Attachment A which is incorporated herein by reference.

TORT CLAIMS

Within the limits of the Oregon Tort Claims Act, ORS 30.260 through 30.300, both parties and their employees or officers or agents are insured against any claim or claims for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of, or failure to perform, any service provided hereunder, the use of any property and facilities provided by either party and activities performed by either party in connection with this Agreement.

METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS

All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

THE COUNTY: Greg Verret
Benton County Community Development
360 SW Avery Ave.
Corvallis, OR 97333

CITY: City of Adair Village
664 Commercial
Monroe, OR 97456-0486

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in two duplicate originals by their officers thereunto duly authorized.

DATED this _____ day of _____, 2018

CITY OF ADAIR VILLAGE

BENTON COUNTY

Pat Hare
City Manager

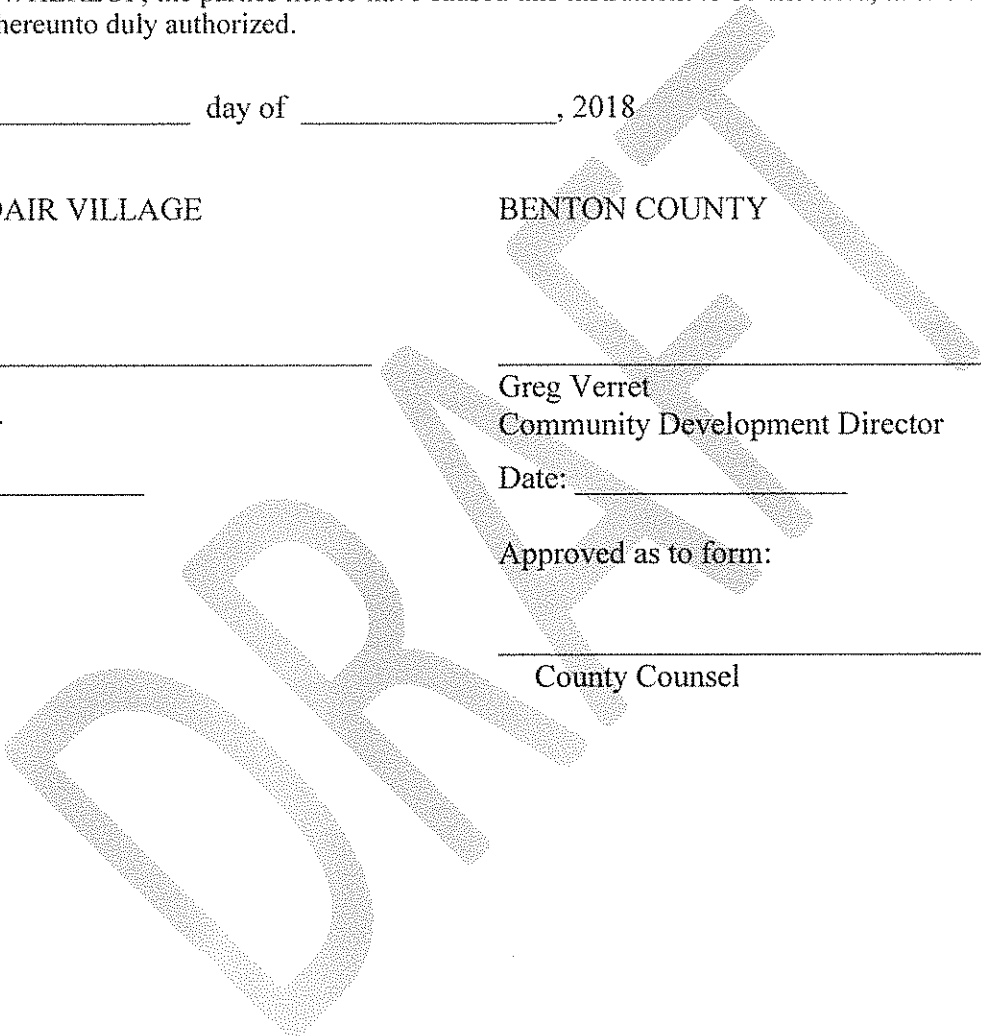
Greg Verret
Community Development Director

Date: _____

Date: _____

Approved as to form:

County Counsel



ATTACHMENT A
Schedule of Services

A) Duties

Benton will provide a land use planner at the Associate Planner level, as described in Section B, to carry out the following duties:

- a. Zoning compliance review including, but not necessarily limited to, review of building permit applications for zoning compliance, including the use of ePermitting, coordinating the assigning of addresses and coordination with Benton County’s Geographic Information System;
- b. Processing land use applications, including preparing findings and notices of decision; presenting at public hearings;
- c. Leading code amendment and other legislative processes as time allows.
- d. Coordinating with other agencies, particularly serving as a conduit to Benton County departments.
- e. Assisting with building permit questions as able.
- f. Additional duties at the discretion of Benton County.

B) Costs

	Total Cost First Year	Cost per hour	Cost per 0.1 FTE	Monroe	Adair	Philomath	Benton County
FTE				0.15	0.25	0.35	0.25
FTE expressed as average number of hours per week ¹				6	10	14	10
Average hours per week at specified location ²				4	8	12	10 ³
Cost per year ⁴	\$102,750	\$49.40	\$10,275	\$15,413	\$25,688	\$35,963	\$25,688

- Cost includes salary, benefits, supervision, laptop computer, docking station at Benton County, smartphone.
- On-the-clock mileage, such as between Cities on a split-location day, to be paid by those Cities at the federal mileage reimbursement rate.
- Costs such as trainings or incidental expenses are not included in the budget and will be billed pro-rata. Prior to any such expenditure greater than \$100, Benton County will seek concurrence from the cities.
- Training/professional development expenses to be shared by all if all agree; alternatively, one may fund and allocate time.

¹ Holidays, vacation, sick leave and other possible absences will affect actual hours in a given week. Parties are paying for the specified portion of an FTE, not for a fixed number of hours per week.

² For each of Monroe, Adair and Philomath, 2 hours per week to be spent either on a) work for the City while located at Benton County, or b) attending after-hours meetings or activities on behalf of the City.

³ Hours beyond those allocated to the Cities will be used by the County as the County deems appropriate; potentially including County planning functions or additional coordination with the Cities.

⁴ This cost is for the first 12 months and does not include mileage, training or incidental expenses. After 12 months, the cost will increase by 5% due to increases in salary, benefits and support costs.

C) Relative Responsibilities

- a. Each City will provide workspace, docking station for laptop, internet connection, current land use code and related documents, and make appropriate staff (for example, City's public works director) available for coordination.
- b. City will provide clerical and other support to ensure the planner can make efficient use of time.
- c. City shall cover costs of notifications, mailings, public notices, photocopying, mailing, printing, and similar activities, as well as office supplies, essential to the functions of a planning office.
- d. County will provide scheduling, personnel functions, and supervision, including professional mentoring and guidance on work content.
- e. Respective City retains role of Planning Official, including interpretation of code.
- f. The City shall be responsible for providing legal counsel related to land use issues, including prosecution of appeals. The County's responsibility for legal counsel shall be limited to County's personnel responsibilities as employer.
- g. Hours to be tracked by employee and supervisor by spreadsheet or project accounting. Hours per jurisdiction may vary slightly from week to week, especially in light of vacation days, sick days and holidays, but on a monthly basis should adhere to agreed-upon distribution of hours.
- h. Scheduling will attempt to flex schedule to accommodate evening meetings, other needs, rather than incur overtime or compensatory time off.
- i. County is providing the agreed-upon staffing hours, not a guarantee that all of City's planning responsibilities will be met by said staffing. City projects or workload that exceed reasonable capacity of the provided planner are the responsibility of the City to find alternative or additional planning staff or services.
- j. Cities will be invited to participate in the screening of applicants and/or interview of candidates.
- k. City Managers and County Community Development Director will meet quarterly to coordinate.