

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, October 5, 2021 - 6:00pm\*\*\*\*

**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 – September 7, 2021 (Attachment A)
- b. Bills List through – September 31, 2021 (Attachment B) – \$

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

**4. STAFF REPORTS:**

- a) Community Service Officer (CSO) Report (Attachment C) Pat Hare
- 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 (Attachment G) Pat Hare

**5. OLD BUSINESS:**

- a) Aaron Fuller City Council Sean Kidd/Pat Hare  
Action: Discussion
- b) Emergency Preparedness Plan (Attachment H) Pat Hare  
Action: Discussion

**6. NEW BUSINESS:**

- a) Paul Johal (Gas Station) Paul Johal  
Action: Discussion
- b) Mayor Pro Temp City Council  
Action: Decision
- c) Campo Regional Plan Update (Attachment I, I1) Stephen and Nick  
Action: Discussion

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) N/A  
Action: n/a

**8. EXECUTIVE SESSION** ORS 192.660660 (i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a) City Administrator Evaluation  
Action: Discussion/Decision

**9. COUNCIL and MAYOR COMMENTS:**

**10. ADJOURNMENT:**

Next meetings -

City Council –Tuesday, November 2, 2021 6:00 PM  
Planning Commission – October 19, 2021 6:00pm

*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](mailto: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, September 7, 2021 – 6:00 PM\*\*\*\*

Agenda Item	Action
<b>1. Roll Call:</b> City Council Members present: Councilors Officer, Ray, Rowe and Mayor Currier were present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by CA Hare.	Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.
<b>2. Consent Calendar</b> (Agenda Item 2).  Minutes of the August 3, 2021 City Council Meeting. Bills List through August 31, 2021, (\$113,372.87 total).	Councilor Rowe moved to approve the Consent Calendar. Councilor Ray seconded. <b>Unanimous Approval (4-0).</b>
<b>3. Public Comment</b> (Agenda Item 3). None.	
<b>4. Attachment C – Community Services Officer</b> (Agenda Item 4a). CA Hare presented the report.	Council received the report.
<b>5. Attachment D – Public Works Report</b> (Agenda Item 4b). CA Hare presented the report.	Council received the report.
<b>6. Attachment E – City Administrator Report</b> (Agenda Item 4c). CA Hare presented the report.  Administration <ul style="list-style-type: none"> <li>• <b>UGB Expansion</b> – We had a pre-application meeting with the County and Dowl last week. The next step is to talk with the County Commissioners to see if they will process the UGB legislatively.</li> <li>• <b>ARPA</b> – The city has completed all necessary work to receive the funds until further notice. We don't know when the funds are going to be released yet.</li> <li>• <b>Tangent</b> – Update</li> </ul>	Council received the report.

<ul style="list-style-type: none"> <li>• <b>AT&amp;T</b> – AT&amp;T is looking at putting a tower up in Adair Village. They were looking at installing it at the commercial building or on City property. Do we want to talk to a representative at the next meeting?</li> <li>• <b>ODFW</b> – Karen from ODFW is working with GSA to get an appraisal on the lake property.</li> </ul> <p>Property/Businesses</p> <ul style="list-style-type: none"> <li>• <b>Parks &amp; Perpetuity</b> – We’re working with Candice Dennis to get an appraisal of the property done for GSA.</li> <li>• <b>AVIS</b> – Update</li> <li>• <b>Sweet Taste Bakery</b> – Linda has closed the doors again for now but she has her new oven allowing her to fill larger orders.</li> </ul> <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> <li>• <b>Calloway Creek</b> – Construction continues to go at a fast pace and sales haven’t slowed.</li> <li>• <b>Water Plant</b> – Update</li> <li>• <b>Hospital Hill Water Line</b> – The city will be opening bids next week and I will be meeting with OSU to coordinate them.</li> </ul>	
<p><b>7. Attachment F – Sheriff’s Report</b> (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>8. Attachment G – Financial Report</b> (Agenda Item 4e). CA Hare presented the report. Income shown for Fiscal Year 2020-2021 is \$128,560.70 and Expenses are \$233,367.93. The balance in the Local Government Investment Pool is approximately \$3,361,506.43, last year the balance was \$2,200,195.25.</p>	<p>Council received the report.</p>
<p><b>9. Attachments H, H1, H2, H3 – R4 Zone Cottage Cluster</b> (Agenda Item 5a).</p>	<p>Council discussed the matter.</p>
<p><b>10. Attachment - Santiam Christian Property</b> (Agenda Item 5c).</p>	<p>Council discussed the matter.</p>

<p><b>11. Attachment J – Ordinance 2021 – 3 – Adopting New Zone R4 Cottage Cluster (Agenda Item 7a).</b></p> <p>Public Comment: None.</p> <p>CA Hare read the title of Ordinance 2021 – 3.</p> <p>CA Hare provided the second reading of the title of Ordinance 2021 – 3.</p>	<p>Mayor Currier recessed the City Council meeting and opened the Public Hearing at 7:06pm.</p> <p>Mayor Currier closed the Public Hearing at 7:08pm. and reconvened the City Council meeting.</p> <p>Councilor Officer moved to have this be the first reading of Ordinance 2021 - 3. Councilor Rowe seconded. <b>Unanimous Approval (4-0).</b></p> <p>Councilor Officer moved to approve the second reading and adopt Ordinance 2021 - 3. Councilor Ray seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>12. Executive Session.</b> (Agenda Item 8). ORS 192.660660 (i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.</p>	<p>The City Administrator and Council elected not to go into Executive Session</p>
<p><b>13. Action from Executive Session.</b></p>	<p>No decisions were made</p>
<p><b>14. Council and Mayor Comments (Agenda Item 9):</b></p> <ul style="list-style-type: none"> <li>• Mayor Currier – None.</li> <li>• Councilor Officer - None.</li> <li>• Councilor Rowe – None.</li> <li>• Councilor Ray – None.</li> </ul>	
<p><b>15. Adjournment:</b> Next meeting- Council meeting on Tuesday, October 5, 2021 at 6:00 PM.</p>	<p><b>Mayor adjourned the meeting at 7:35pm.</b></p>

Mayor's Approval

Date

**SEP 2021 Bills**

<b>Date</b>	<b>Amount</b>
9/7/2021	\$35,268.03
9/23/2021	\$23,200.82

**Total**

\$58,468.85

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic 53017	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	1,110.00		1,110.00	100-900-52019
Total 53017:						1,110.00	.00	✓ 1,110.00	
53018	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	1,080.00		1,080.00	100-900-52019
Total 53018:						1,080.00	.00	✓ 1,080.00	
53019	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	1,260.00		1,260.00	100-900-52019
Total 53019:						1,260.00	.00	✓ 1,260.00	
53069	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	190.00		190.00	100-900-52019
Total 53069:						190.00	.00	✓ 190.00	
53070	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53070:						95.00	.00	✓ 95.00	
53073	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	301.50		301.50	100-900-52019
Total 53073:						301.50	.00	✓ 301.50	
53104	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53104:						95.00	.00	✓ 95.00	
53105	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53105:						95.00	.00	✓ 95.00	
53135	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53135:						95.00	.00	✓ 95.00	
53169	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	630.00		630.00	100-900-52019
Total 53169:						630.00	.00	✓ 630.00	
53170	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53170:						95.00	.00	✓ 95.00	
53171	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53171:						95.00	.00	✓ 95.00	
53172	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	95.00		95.00	100-900-52019
Total 53172:						95.00	.00	✓ 95.00	
53216	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	190.00		190.00	100-900-52019

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 53216:						190.00	.00	✓ 190.00	
53299	1	Work for Tangent	Invoice	09/07/2021	10/07/2021	160.00		160.00	100-900-52019
Total 53299:						160.00	.00	✓ 160.00	
Total 150 A & B Septic:						5,586.50	.00	✓ 5,586.50	24885
<b>690 Bank of America</b>									
08232021	1	8 x 8	Invoice	08/23/2021	09/23/2021	228.74		228.74	100-900-52110
08232021	2	OR Health Authority	Invoice	08/23/2021	09/23/2021	850.00		850.00	500-420-52011
08232021	3	Staples	Invoice	08/23/2021	09/23/2021	229.50		229.50	100-900-52002
08232021	4	Walmart Founders Day	Invoice	08/23/2021	09/23/2021	228.10		228.10	100-300-52111
08232021	5	Walmart Founders day	Invoice	08/23/2021	09/23/2021	275.34		275.34	100-300-52111
08232021	6	Amazon Founders Day	Invoice	08/23/2021	09/23/2021	51.41		51.41	100-300-52111
08232021	7	Staples	Invoice	08/23/2021	09/23/2021	248.99		248.99	100-900-52025
08232021	8	Amazon	Invoice	08/23/2021	09/23/2021	29.80		29.80	100-900-52002
08232021	9	Home Depot	Invoice	08/23/2021	09/23/2021	28.98		28.98	100-300-52002
08232021	10	Home Depot	Invoice	08/23/2021	09/23/2021	6.95		6.95	500-420-52002
08232021	11	Home Depot	Invoice	08/23/2021	09/23/2021	11.00		11.00	100-300-52002
08232021	12	Exxon Mobile Propare for Founders	Invoice	08/23/2021	09/23/2021	18.30		18.30	100-300-52111
08232021	13	Home Depot	Invoice	08/23/2021	09/23/2021	160.77		160.77	500-420-52002
08232021	14	Chevron Founders Day	Invoice	08/23/2021	09/23/2021	5.97		5.97	100-300-52111
08232021	15	7-Eleven Founders Day Ice No Rec	Invoice	08/23/2021	09/23/2021	5.00		5.00	100-300-52111
08232021	16	McDonalds Founders Day	Invoice	08/23/2021	09/23/2021	8.75		8.75	100-300-52111
08232021	17	Food Mart Founders Day	Invoice	08/23/2021	09/23/2021	25.90		25.90	100-300-52111
08232021	18	Food Mart Founders Day	Invoice	08/23/2021	09/23/2021	3.29		3.29	100-300-52111
08232021	19	76 United Pacific	Invoice	08/23/2021	09/23/2021	29.58		29.58	500-420-52014
Total 08232021:						2,446.37	.00	2,446.37	
Total 690 Bank of America:						2,446.37	.00	✓ 2,446.37	24886
<b>870 Benton County Oregon</b>									
4542	1	Road materials and signs	Invoice	08/31/2021	09/30/2021	604.95		604.95	200-410-52002
Total 4542:						604.95	.00	604.95	
Total 870 Benton County Oregon:						604.95	.00	✓ 604.95	24887
<b>890 Best Pots Inc</b>									
A-444355	1	Rented Unit	Invoice	08/30/2021	09/30/2021	92.40		92.40	500-420-52019
Total A-444355:						92.40	.00	92.40	
Total 890 Best Pots Inc:						92.40	.00	✓ 92.40	24888
<b>1340 Caselle Inc.</b>									
112064	1	Monthly Software Hosting Fees	Invoice	09/01/2021	10/01/2021	583.20		583.20	500-420-52114
112064	2	Monthly Software Hosting Fee	Invoice	09/01/2021	10/01/2021	388.80		388.80	100-900-52114
112064	3	Monthly Software Hosting Fee	Invoice	09/01/2021	10/01/2021	194.40		194.40	510-430-52114
112064	4	Monthly Software Hosting Fee	Invoice	09/01/2021	10/01/2021	64.80		64.80	200-410-52114
112064	5	Monthly Software Hosting Fee	Invoice	09/01/2021	10/01/2021	64.80		64.80	520-440-52114
Total 112064:						1,296.00	.00	✓ 1,296.00	24889



Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1340 Caselle Inc.:						1,296.00	.00	1,296.00	
<b>1410 Century Link</b>									
08252021	1	Phone	Invoice	08/25/2021	09/25/2021	53.95		53.95	500-420-52110
Total 08252021:						53.95	.00	53.95	
Total 1410 Century Link:						53.95	.00	✓ 53.95	24890
<b>1610 Civil West Engineering Services Inc</b>									
1001.001.013	1	General Services	Invoice	09/01/2021	10/01/2021	1,381.25		1,381.25	100-900-52020
Total 1001.001.013:						1,381.25	.00	✓ 1,381.25	
1001.028.015	1	WWTP	Invoice	09/01/2021	10/01/2021	5,134.78		5,134.78	510-430-52020
Total 1001.028.015:						5,134.78	.00	✓ 5,134.78	
1001.030.008	1	ODOT SCA Grant	Invoice	09/01/2021	10/01/2021	358.75		358.75	200-410-52020
Total 1001.030.008:						358.75	.00	✓ 358.75	
1001.031.003	1	Hospital Hill and Calloway Waterma	Invoice	09/01/2021	10/01/2021	6,913.00		6,913.00	500-420-52020
Total 1001.031.003:						6,913.00	.00	✓ 6,913.00	
Total 1610 Civil West Engineering Services Inc:						13,787.78	.00	✓ 13,787.78	24892
<b>2300 Delapoer Kidd Attorneys at Law</b>									
1874	1	General City matters	Invoice	09/01/2021	10/01/2021	350.00		350.00	100-900-52017
Total 1874:						350.00	.00	350.00	
Total 2300 Delapoer Kidd Attorneys at Law:						350.00	.00	✓ 350.00	24893
<b>2520 Edge Analytical, Inc</b>									
21-32479	1	Lab work	Invoice	08/31/2021	09/30/2021	29.70		29.70	500-420-52104
Total 21-32479:						29.70	.00	29.70	
Total 2520 Edge Analytical, Inc:						29.70	.00	✓ 29.70	24894
<b>3390 JCI-Jones Chemicals Inc.</b>									
865897	1	Chlorine	Invoice	09/01/2021	10/01/2021	4,744.78		4,744.78	510-430-52001
Total 865897:						4,744.78	.00	4,744.78	
Total 3390 JCI-Jones Chemicals Inc.:						4,744.78	.00	✓ 4,744.78	24896
<b>4670 NW Natural</b>									
08262021	1	1407224-3	Invoice	08/26/2021	09/26/2021	15.99		15.99	100-900-52109
Total 08262021:						15.99	.00	15.99	
Total 4670 NW Natural:						15.99	.00	✓ 15.99	24897

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>4800 One Call Concepts Inc</b>									
1080320	1	Cleaning Services	Invoice	08/31/2021	09/30/2021	27.60		27.60	500-420-52109
1080320	2	Cleaning Services	Invoice	08/31/2021	09/30/2021	27.60		27.60	510-430-52109
Total 1080320:						55.20	.00	55.20	
Total 4800 One Call Concepts Inc:						55.20	.00	✓ 55.20	24898
<b>5810 RG Smith Electric &amp; Plumbing Inc</b>									
21158	1	New ADA Restroom and Kitchen in	Invoice	08/19/2021	09/19/2021	4,677.65		4,677.65	100-900-52012
Total 21158:						4,677.65	.00	✓ 4,677.65	
21175	1	Installation of new circuit for oven in	Invoice	08/19/2021	09/19/2021	1,202.96		1,202.96	100-900-52012
Total 21175:						1,202.96	.00	✓ 1,202.96	
Total 5810 RG Smith Electric & Plumbing Inc:						5,880.61	.00	✓ 5,880.61	24899
<b>999 Utility Refunds</b>									
08272021	1	Water	Invoice	08/27/2021	09/27/2021	77.75		77.75	500-420-52105
08272021	2	Wastewater	Invoice	08/27/2021	09/27/2021	51.84		51.84	510-430-52105
Total 08272021:						129.59	.00	129.59	24891
08272021.	1	Water	Invoice	08/27/2021	09/27/2021	38.53		38.53	500-420-52105
08272021.	2	Wastewater	Invoice	08/27/2021	09/27/2021	25.68		25.68	510-430-52105
Total 08272021.:						64.21	.00	✓ 64.21	24900
08302021	1	Water	Invoice	08/30/2021	09/30/2021	78.00		78.00	500-420-52105
08302021	2	Wastewater	Invoice	08/30/2021	09/30/2021	52.00		52.00	510-430-52105
Total 08302021:						130.00	.00	✓ 130.00	24895
Total 999 Utility Refunds:						323.80	.00	323.80	
Total :						35,268.03	.00	35,268.03	
Grand Totals:						35,268.03	.00	35,268.03	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52002	39.98	.00	39.98
100-300-52111	622.06	.00	622.06
100-900-52002	259.30	.00	259.30
100-900-52012	5,880.61	.00	5,880.61
100-900-52017	350.00	.00	350.00
100-900-52019	5,586.50	.00	5,586.50
100-900-52020	1,381.25	.00	1,381.25
100-900-52025	248.99	.00	248.99
100-900-52109	15.99	.00	15.99

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52110	228.74	.00	228.74
100-900-52114	388.80	.00	388.80
200-410-52002	604.95	.00	604.95
200-410-52020	358.75	.00	358.75
200-410-52114	64.80	.00	64.80
500-420-52002	167.72	.00	167.72
500-420-52011	850.00	.00	850.00
500-420-52014	29.58	.00	29.58
500-420-52019	92.40	.00	92.40
500-420-52020	6,913.00	.00	6,913.00
500-420-52104	29.70	.00	29.70
500-420-52105	194.28	.00	194.28
500-420-52109	27.60	.00	27.60
500-420-52110	53.95	.00	53.95
500-420-52114	583.20	.00	583.20
510-430-52001	4,744.78	.00	4,744.78
510-430-52020	5,134.78	.00	5,134.78
510-430-52105	129.52	.00	129.52
510-430-52109	27.60	.00	27.60
510-430-52114	194.40	.00	194.40
520-440-52114	64.80	.00	64.80
<b>Grand Totals:</b>	<b>35,268.03</b>	<b>.00</b>	<b>35,268.03</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
08/21	9,502.97	.00	9,502.97
09/21	25,765.06	.00	25,765.06
<b>Grand Totals:</b>	<b>35,268.03</b>	<b>.00</b>	<b>35,268.03</b>

*[Handwritten signature]*  
9/7/21

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>890 Best Pots Inc</b>									
A-446200	1	Rented Unit	Invoice	09/15/2021	10/15/2021	16.50		16.50	500-420-52019
Total A-446200:						16.50	.00	16.50	
Total 890 Best Pots Inc:						16.50	.00	✓ 16.50	24917
<b>1300 Cascade Columbia Distribution</b>									
818116	1	Chemicals	Invoice	09/17/2021	10/17/2021	1,873.00		1,873.00	500-420-52001
Total 818116:						1,873.00	.00	1,873.00	
Total 1300 Cascade Columbia Distribution:						1,873.00	.00	✓ 1,873.00	24918
<b>1330 Cascades West Regional Consortium</b>									
101	1	Annual Membership Dues	Invoice	09/17/2021	10/11/2021	850.00		850.00	100-900-52102
Total 101:						850.00	.00	850.00	
Total 1330 Cascades West Regional Consortium:						850.00	.00	✓ 850.00	24919
<b>1410 Century Link</b>									
09112021	1	Phone	Invoice	09/11/2021	10/11/2021	85.61		85.61	510-430-52110
Total 09112021:						85.61	.00	85.61	
Total 1410 Century Link:						85.61	.00	✓ 85.61	24920
<b>1520 CIS TRUST</b>									
OCTOBER 202	1	Employee Health Ins	Invoice	09/15/2021	10/15/2021	1,317.67		1,317.67	100-100-51010
OCTOBER 202	2	Employee Health Ins	Invoice	09/15/2021	10/15/2021	82.35		82.35	100-200-51010
OCTOBER 202	3	Employee Health Ins	Invoice	09/15/2021	10/15/2021	494.13		494.13	100-300-51010
OCTOBER 202	4	Employee Health Ins	Invoice	09/15/2021	10/15/2021	411.77		411.77	200-410-51010
OCTOBER 202	5	Employee Health Ins	Invoice	09/15/2021	10/15/2021	3,953.02		3,953.02	500-420-51010
OCTOBER 202	6	Employee Health Ins	Invoice	09/15/2021	10/15/2021	1,647.09		1,647.09	510-430-51010
OCTOBER 202	7	Employee Health Insurance	Invoice	09/15/2021	10/15/2021	329.42		329.42	520-440-51010
Total OCTOBER 2021 FINAL INVOICE:						8,235.45	.00	8,235.45	
Total 1520 CIS TRUST:						8,235.45	.00	✓ 8,235.45	24921
<b>1610 Civil West Engineering Services Inc</b>									
1001.001.011	1	General Services	Invoice	07/02/2021	09/23/2021	290.00		290.00	510-430-53005
1001.001.011	2	Engineering Services	Invoice	07/02/2021	09/23/2021	1,087.50		1,087.50	500-420-53503
1001.001.011	3	General Services	Invoice	07/02/2021	09/23/2021	1,305.00		1,305.00	100-900-52020
1001.001.011	4	Engineering	Invoice	07/02/2021	09/23/2021	75.00		75.00	500-420-53500
1001.001.011	5	Engineering	Invoice	07/02/2021	09/23/2021	250.00		250.00	500-420-53503
1001.001.011	6	Engineering	Invoice	07/02/2021	09/23/2021	900.00		900.00	500-420-53500
1001.001.011	7	General Services	Invoice	07/02/2021	09/23/2021	450.00		450.00	100-900-52020
1001.001.011	8	Engineering	Invoice	07/02/2021	09/23/2021	360.00		360.00	500-420-53500
Total 1001.001.011:						4,717.50	.00	✓ 4,717.50	
1001.031.001	1	Hospital Hill and Calloway Waterma	Invoice	07/02/2021	09/23/2021	6,997.00		6,997.00	500-420-53502

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1001.031.001:						6,997.00	.00	6,997.00	
Total 1610 Civil West Engineering Services Inc:						11,714.50	.00	✓ 11,714.50	24922
<b>2520 Edge Analytical, Inc</b>									
21-34694	1	Lab work	Invoice	09/21/2021	10/21/2021	76.20		76.20	510-430-52104
Total 21-34694:						76.20	.00	✓ 76.20	
21-34695	1	Lab work for Tangent	Invoice	09/21/2021	10/21/2021	76.50		76.50	100-900-52109
Total 21-34695:						76.50	.00	✓ 76.50	
21-35105	1	Lab work	Invoice	09/15/2021	10/15/2021	29.70		29.70	500-420-52104
Total 21-35105:						29.70	.00	✓ 29.70	
21-35107	1	Lab work	Invoice	09/22/2021	10/22/2021	88.20		88.20	500-420-52104
Total 21-35107:						88.20	.00	✓ 88.20	
Total 2520 Edge Analytical, Inc:						270.60	.00	✓ 270.60	24923
<b>7440 Karla McGrath</b>									
09212021	1	CERT Rite in the Rain Notebook R	Invoice	09/21/2021	10/21/2021	53.60		53.60	100-900-52031
Total 09212021:						53.60	.00	53.60	
Total 7440 Karla McGrath:						53.60	.00	✓ 53.60	24924
<b>999 Lindsey &amp; Winter DJ Nicholson</b>									
09162021	1	Water	Invoice	09/16/2021	10/16/2021	1.54		1.54	500-420-52105
09162021	2	Wastewater	Invoice	09/16/2021	10/16/2021	1.02		1.02	510-430-52105
Total 09162021:						2.56	.00	2.56	
Total 999 Lindsey & Winter DJ Nicholson:						2.56	.00	✓ 2.56	24925
<b>5810 RG Smith Electric &amp; Plumbing Inc</b>									
21325	1	Testing Soft Start at Water Treamen	Invoice	09/16/2021	10/16/2021	99.00		99.00	500-420-52011
Total 21325:						99.00	.00	99.00	
Total 5810 RG Smith Electric & Plumbing Inc:						99.00	.00	✓ 99.00	24926
Total :						23,200.82	.00	23,200.82	
Grand Totals:						23,200.82	.00	23,200.82	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,317.67	.00	1,317.67
100-200-51010	82.35	.00	82.35
100-300-51010	494.13	.00	494.13
100-900-52020	1,755.00	.00	1,755.00
100-900-52031	53.60	.00	53.60
100-900-52102	850.00	.00	850.00
100-900-52109	76.50	.00	76.50
200-410-51010	411.77	.00	411.77
500-420-51010	3,953.02	.00	3,953.02
500-420-52001	1,873.00	.00	1,873.00
500-420-52011	99.00	.00	99.00
500-420-52019	16.50	.00	16.50
500-420-52104	117.90	.00	117.90
500-420-52105	1.54	.00	1.54
500-420-53500	1,335.00	.00	1,335.00
500-420-53502	6,997.00	.00	6,997.00
500-420-53503	1,337.50	.00	1,337.50
510-430-51010	1,647.09	.00	1,647.09
510-430-52104	76.20	.00	76.20
510-430-52105	1.02	.00	1.02
510-430-52110	85.61	.00	85.61
510-430-53005	290.00	.00	290.00
520-440-51010	329.42	.00	329.42
<b>Grand Totals:</b>	<b>23,200.82</b>	<b>.00</b>	<b>23,200.82</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
07/21	11,714.50	.00	11,714.50
09/21	11,486.32	.00	11,486.32
<b>Grand Totals:</b>	<b>23,200.82</b>	<b>.00</b>	<b>23,200.82</b>

*[Handwritten Signature]*  
9/23/21



**Willamette Valley Processors, LLC**

8/31/21 through 9/27/21

End of Month - September

CSO

Citizen Complaint 0 Self-Initiated 3 Total: 4

A21-213	8/31/2011 11:25	Patrol City				
A21-214	9/1/2021 16:20	Patrol City				
A21-215	9/3/2021 18:36	Patrol City				
A21-216	9/6/2021 10:00	Patrol City/Office				
A21-217	9/9/2021 14:32	Patrol City				
A21-218	9/14/2021 19:00	Patrol City				
A21-219	9/15/2021 16:09	Patrol City/Office/CERT				
A21-220	9/17/2021 16:50	Patrol City				
A21-221	9/17/2021 5:00	Wrong way driver	Observed	186 NE Azalea	Verbal	
A21-222	9/20/2021 9:00	Patrol City/Office			Letter to Scott Moore	
A21-223	9/20/2021 9:51	Illegal Parking Trailer	Observed	6300 Block William R Carr	Left card on vehicle	
A21-224	9/20/2021 9:58	Received a call with parking question	Phone call request	8037 Barberry	Delivered a parking pad application	
A21-225	9/21/2021 13:49	Patrol City				
A21-226	9/21/2021 13:53	Basketball Hoop in street	Observed	7263 SE Dot	Left card on hoop	
A21-227	9/22/2021 13:39	Patrol City				

A21-228	9/24/2021 8:48	Patrol City/Emergency Management		
A21-229	9/27/2021 13:30	Patrol City		

Illegal dumping in the street 0

Wrong Way Driving 1

On yellow curb 0

Prohibited Parking 1

Grass/Vegetation Warnings 0

Citizen Assist Total 1

Trash Container 0

Solid Waste/Littering 1

Vacation/Citizen Assist

**City Assist:**

- Emergency Management – University of Utah online training for CERT
- Daily Patrol
- Working with CERT Team/Emergency Management
- Training – Karla is teaching CPR/First Aid/AED
- Emergency Plan Meeting

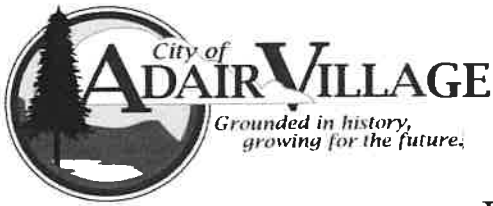
Basketball Hoop Violations: 1

Animal at large 0

Livestock/Dog Violations 0

Illegal sign placement 0





**PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT**

PERIOD: 8/20/2021 to 9/20/2021

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water Produced: 8,004.137 million Gallons

Average Usage per Day 266k

**WATER DISTRIBUTION REPORT**

Maintenance Activity: Water demand is starting to slow with recent rains. The last week of the month the plant went to running from 50 hours a week to 35.

Collected quarterly samples 3rd quarter are done.

**WASTEWATER TREATMENT REPORT**

Flows into the WWTP are still low. Samples and labs are still being monitored on a weekly basis.

Total Monthly Influent: 2.2 million Gallons

**STORM WATER COLLECTION SYSTEM REPORT**

Maintenance Activity: Storm drains remain clear, and Jeremy continues to mark drains when time allows. We did have the streets swept that will help with the rains.

## **STREETS MAINTENANCE REPORT**

Maintenance Activity: Streets are in good shape. Jeremy has started spraying the remaining weeds in the crack on the roads.

## **CITY HALL / PARKS AND WETLANDS**

Maintenance Activity: All city property and parks are in very good shape. The rains have not had much effect on the growth of the grass. Staff continues to mow and spray as needed.

## **WATER TREATMENT PLANT**

Maintenance Activity: The water plant continues to run 5 days a week but with an average of 35 hours the last week of the month. Staff have completed winterizing the plant. Staff worked with engineers on up coming projects.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: The wastewater treatment plant is doing just fine. Staff continue to work on fall and winterizing of plant. Staff worked with contractors and engineers on the upcoming phase one project.

Completed by Matt Lydon, Public Works Supervisor



## CITY ADMINISTRATOR'S REPORT October 5, 2021 Council Meeting

### Administration

- **UGB Expansion** – The County will support us through the UGB process legislatively.
- **ARPA** – The city received the first half of the ARPA funds approximately \$95,000.00 and they are estimating summer of 2022 for the second half.
- **Tangent** – Update
- **AT&T** – I talked with the ATNT rep and they are looking at the feasibility of the Industrial site.
- **ODFW** – Karen from ODFW is working with GSA to get an appraisal on the lake property and working with Randy from Brownstone on a north south easement.

### Property/Businesses

- **Parks & Perpetuity** – We had a meeting with our appraiser and GSA last week to get the process started.
- **AVIS** – Update
- **Sweet Taste Bakery** – Linda has hired a new employee for the first time in a few years and seems to be doing pretty well.

### Major Projects/Engineering

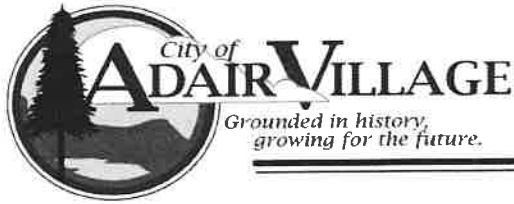
- **Calloway Creek** – Construction continues to go at a fast pace and sales haven't slowed.
- **Water Plant** – Update
- **Hospital Hill Water Line** – The city has been awarded the funds from IFA and we completed the bid process. We will be holding a pre-con meeting in the next few weeks.
- **Arnold Ave** – Pacific Excavation has begun the process of installing the new sidewalks in front of century link building.

**ADAIR VILLAGE PATROL**  
 Aug 25, 2021 - Sept 24, 2021

**Benton County Sheriff's Office - Adair Patrol Activity Log**

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts	Traffic		Arrests		Notes
						Warn	Cite	Cite	Cust	
<b>Patrol</b>										
082521 00:24:06	2021155132	2:00:06	Hardison	grave						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/NEW HOME CONSTRUCTION ON RYALS. NO ACTIVITY.
082621 22:51:32	2021156370	1:10:46	Gevatosky	grave						checked on a suspicious vehicle@patrolled neighborhoods, new construction, parks, businesses, school.
082721 17:06:22	2021156920	1:04:32	Fricke	swing						Did RPs, patrolled the park and city streets, watched some of the football game.
082721 21:14:33	2021157050	0:25:45	Lundy	swing						patrolled city streets and parks; no activity.
082721 23:44:55	2021157127	2:18:11	Drongesen	grave						No Activity
082821 12:23:55	2021157367	0:29:56	Miller	day	1					DROVE STREETS, ROADS, PARKS, & TRAILHEADS. ONE SUSPICIOUS VEHICLE (SWITCHED/UTL PLATES) & ONE CITIZEN CONTACT.
082821 23:07:16	2021157752	1:10:42	Blaser	grave						No Activity
083021 15:27:49	2021158788	0:30:02	Gordon	day						no stops, patrolled city streets.
090121 02:22:04	2021159747	0:54:31	Vaughn	grave	1					PATROLLED CITY STREETS, PARK, AND NEW CONSTRUCTION. 1 SUSPICIOUS VEHICLE IN THE NEW CONSTRUCTION. MALE ADULT WAS SLEEPING IN HIS VEHICLE.
090121 22:58:43	2021160370	3:05:04	Weikel	grave						No Activity
090121 23:30:38	2021160376	2:59:45	Hardison	grave		2				PATROLLED CITY STREETS/HIGHWAY 99W/BUSINESSES/SCHOOL/NEW HOMES UNDER CONSTRUCTION ON RYALS AVENUE. TWO TRAFFIC STOPS/TWO WARNINGS GIVEN FOR EQUIPMENT VIOLATIONS.Ⓜ
090221 00:20:12	2021160388	1:08:28	Lochner	grave						No Activity
090421 00:58:44	2021161760	0:15:07	Lochner	grave						Checked the high school, new construction, and general area for criminal activity. UTL.
090421 23:30:44	2021162458	0:59:16	Fricke	swing						Patrolled city streets and new development.
090721 13:21:59	2021164241	0:51:55	Glass	day						Patrolled city streets, parks, SC and sub divisions.
090821 09:16:03	2021164825	0:41:20	Glass	day	1					Checked in with Elementary School
090921 07:48:23	2021165498	0:13:34	Glass	day						School zone. No violations.
091021 23:16:47	2021166729	1:03:58	Blaser	grave						No Activity
091021 23:38:37	2021166745	1:05:44	Drongesen	grave						No Activity
091121 00:57:53	2021166774	0:23:26	Lochner	grave						patrolled Adair, checked the Adair frontage road and hiking trail heads.
091121 11:47:20	2021166999	1:04:41	Miller	day	3					CHECKED STREETS/PARKS/TRAILHEADS & OBSERVED NO CRIMINAL ACTIVITY (NO TRAFFIC STOPS). PASSED OUT STICKERS TO CHILDREN & LEFT MULTIPLE UEMV WARNING NOTICES ON VEHICLES AT TRAILHEADS.
091221 09:09:45	2021167566	1:02:28	Bressler	day						No Activity
091321 09:21:32	2021168181	2:08:20	Hesseling	day	1					Patrolled area streets and parksⓂ0 StopsⓂ1 Citizen Contact
091421 09:04:37	2021168865	1:07:05	Glass	day	1					Patrolled streets, parks, etc. SRD time @ Santiam Christian
091521 00:40:39	2021169465	1:59:29	Hardison	grave						PATROLLED CITY STREETS/HIGHWAY 99W/RYALS HOME CONSTRUCTION AREA. NO ACTIVITY.Ⓜ
091721 19:46:35	2021171469	1:33:08	Bottoff	day						2 calls
091821 11:06:10	2021171860	0:34:17	Hesseling	day						No Activity
091821 11:40:54	2021171887	0:29:49	Hesseling	day		2				Patrolled area streets and open areasⓂ2 Stops, 0 Citations.
091921 00:11:26	2021172320	0:59:51	Blaser	grave						No Activity
091921 07:31:39	2021172407	2:59:04	Gevatosky	day	3		1			3 Citizen ContactsⓂSpoke to a citizen about a dispute she was having with her neighbors and gave her some advice.Ⓜchecked on two suspicious vehicles. Traffic Stop: Citation issued for Improper Display and Driving While Suspended. Let kids meet and greet K9 Brutus and gave away K9 Brutus BB cards.
091921 08:47:57	2021172440	5:36:03	Bottoff	day	1					Parked at Adair Park, running radar for speeding vehicles while getting caught up. While patrolling Aerodrome saw some old criminal mischief, that has occurred since last time I visited that park. Someone spray painted graffiti on portable toilet. Likely kids, unknown suspects. Unknown if documented by BCSO or other persons in past. One citizen contact; he asked about duck hunting on EE-Wilson, told him where he legally and safely could. Patrolled city streets, Adair Park. No stops or citations issued.
092021 01:45:48	2021172912	0:59:24	Lochner	grave						patrolled around the adair area.





**STAFF REPORT**  
**Attachment G – Financial Report**  
 October 5, 2021 Council Meeting

Totals - Income shown for Fiscal Year 2020-2021 is \$617,589.68 and Expenses are \$354,365.34 which shows a Net Income of \$263,224.34 for all funds.

Totals by Fund – Income and Expenses for each Fund are shown below.

<b>Fund</b>	<b>Income</b>	<b>Expenses</b>	<b>% of Budget</b>	<b>Difference</b>
General	8,868.04	119,032.66	11.90%	-110,164.62
Streets	13,765.86	14,797.46	5.50%	-1,031.60
Water	527,413.57	154,741.55	7.20%	372,672.02
Wastewater	61,179.08	55,728.65	1.90%	5,450.43
Storm Drain	6,363.13	10,065.02	19.30%	-3,701.89
SDC Fund	0.00	0.00	0.00%	0.00
Reserve	0.00	0.00	0.00%	0.00
<b>TOTAL</b>	<b>\$617,589.68</b>	<b>\$354,365.34</b>		<b>263,224.34</b>

We have approximately **\$3,490,015.96** in the Local Government Investment Pool (LGIP). In July we had **\$3,361,506.43**. Last year at this time we had **\$2,303,778.07**. We also currently have approximately **\$229,382** in Citizens Bank.

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>General Fund</b>					
<b>General Fund</b>					
100-000-40000	Beginning Fund Balance	400,000.00	.00	400,000.00	.00
100-000-40001	Property Taxes - Current	185,000.00	.00	185,000.00	.00
100-000-40002	Property Taxes - Prior Year	500.00	.00	500.00	.00
100-000-41010	Revenue Sharing	10,500.00	.00	10,500.00	.00
100-000-41020	Cigarette Taxes	1,000.00	116.69	883.31	11.7%
100-000-41030	Liquor Taxes	22,400.00	2,273.01	20,126.99	10.1%
100-000-41100	Tangent Contract	119,100.00	.00	119,100.00	.00
100-000-41200	Transient Lodging Tax	500.00	.00	500.00	.00
100-000-42001	Planning Fees	10,000.00	.00	10,000.00	.00
100-000-42050	Fees - Other	.00	35.00	35.00	.00
100-000-42060	SDC Administrative Fees	15,000.00	.00	15,000.00	.00
100-000-43001	Utility Franchise Fees	60,000.00	.00	60,000.00	.00
100-000-46020	Residential Rent Revenue	22,800.00	3,415.20	19,384.80	15.0%
100-000-46021	Property Lease or Rent	78,000.00	.00	78,000.00	.00
100-000-46023	Building Lease	32,000.00	1,478.90	30,521.10	4.6%
100-000-46024	Property Tax-Property Lease	4,900.00	.00	4,900.00	.00
100-000-46027	Utilities-Property Lease	14,000.00	.00	14,000.00	.00
100-000-46028	Room Rental	120.00	.00	120.00	.00
100-000-46031	Court Fees and Fines	.00	.00	.00	.00
100-000-46032	Ordinance Violation Fines	1,500.00	.00	1,500.00	.00
100-000-46055	Refunds	200.00	.00	200.00	.00
100-000-46057	Miscellaneous	4,000.00	15.00	3,985.00	0.4%
100-000-47300	Parks Grant	.00	.00	.00	.00
100-000-47900	COVID-19 Reimbursements	.00	.00	.00	.00
100-000-48000	Interest	12,000.00	1,534.24	10,465.76	12.8%
100-000-49500	Transfer from Water Fund	.00	.00	.00	.00
100-000-49530	Transfer from SDC Fund	.00	.00	.00	.00
100-000-49600	Transfer from Reserve Fund	10,000.00	.00	10,000.00	.00
Total General Fund:		1,003,520.00	8,868.04	994,651.96	0.9%
<b>City Administration</b>					
100-100-50010	City Administrator	64,020.00	10,875.04	53,144.96	17.0%
100-100-50016	Utility/Court Clerk	8,417.00	2,136.30	6,280.70	25.4%
100-100-50018	Finance Clerk	3,607.00	658.46	2,948.54	18.3%
100-100-51010	Employee Health Ins Benefits	17,395.00	3,953.01	13,441.99	22.7%
100-100-51020	Retirement Benefits	20,654.00	5,194.64	15,459.36	25.2%
100-100-51030	Employment Taxes	10,509.00	1,102.40	9,406.60	10.5%
100-100-52002	Materials & Supplies	200.00	.00	200.00	.00
100-100-52010	Miscellaneous	250.00	.00	250.00	.00
100-100-52013	Travel and Training	2,500.00	.00	2,500.00	.00
100-100-52014	Vehicle Fuel & Maintenance	.00	.00	.00	.00
100-100-52016	Audit	.00	.00	.00	.00
100-100-52017	City Attorney	15,000.00	.00	15,000.00	.00

Account Number	Account Title	2021-22	2021-22	2021-22	2021-22
		Current year Budget	Current year Actual	Budget Remaining	Budget Used %
100-100-52018	Planning Consultant	30,000.00	.00	30,000.00	.00
100-100-52019	Contract Service	27,000.00	4,000.00	23,000.00	14.8%
100-100-52020	Development Engineering	30,000.00	.00	30,000.00	.00
100-100-52030	Miscellaneous	.00	.00	.00	.00
100-100-52101	Banking Charges	.00	.00	.00	.00
100-100-52102	Dues	.00	.00	.00	.00
100-100-52103	Insurance	.00	88.89	88.89	.00
100-100-52106	Mileage	250.00	.00	250.00	.00
100-100-52107	Permits	.00	.00	.00	.00
100-100-52108	Postage	.00	.00	.00	.00
100-100-53002	Equipment Purchase	.00	.00	.00	.00
<b>Total City Administration:</b>		<b>229,802.00</b>	<b>28,008.74</b>	<b>201,793.26</b>	<b>12.2%</b>
<b>Public Safety</b>					
100-200-50010	City Administrator	5,820.00	988.64	4,831.36	17.0%
100-200-51010	Employee Health Ins Benefits	1,198.00	247.05	950.95	20.6%
100-200-51020	Retirement Benefits	1,581.00	401.96	1,179.04	25.4%
100-200-51030	Employment Taxes	804.00	100.22	703.78	12.5%
100-200-52019	Contract Service	36,000.00	8,113.50	27,886.50	22.5%
100-200-52103	Insurance	.00	5.56	5.56	.00
<b>Total Public Safety:</b>		<b>45,403.00</b>	<b>9,856.93</b>	<b>35,546.07</b>	<b>21.7%</b>
<b>Parks and Recreation</b>					
100-300-50025	Summer Program Coordinator	14,403.00	.00	14,403.00	.00
100-300-50054	Utility Worker II	14,001.00	2,360.74	11,640.26	16.9%
100-300-50058	Utility Worker I	.00	.00	.00	.00
100-300-51010	Employee Health Ins Benefits	7,135.00	1,482.39	5,652.61	20.8%
100-300-51020	Retirement Benefits	3,803.00	1,805.28	1,997.72	47.5%
100-300-51030	Employment Taxes	1,935.00	200.42	1,734.58	10.4%
100-300-52002	Materials & Supplies	500.00	39.98	460.02	8.0%
100-300-52011	System Maintenance & Repair	.00	.00	.00	.00
100-300-52012	Maintenance - Bldg & Parks	1,000.00	.00	1,000.00	.00
100-300-52013	Travel and Training	500.00	.00	500.00	.00
100-300-52014	Vehicle Fuel & Maintenance	1,250.00	.00	1,250.00	.00
100-300-52019	Contract Service	800.00	.00	800.00	.00
100-300-52022	Equipment Maintenance	200.00	64.39	135.61	32.2%
100-300-52023	Equipment Rental/Lease	100.00	.00	100.00	.00
100-300-52025	Small Equipment Purchase	200.00	.00	200.00	.00
100-300-52026	Non-capital Improvements	1,500.00	.00	1,500.00	.00
100-300-52030	Miscellaneous	500.00	.00	500.00	.00
100-300-52103	Insurance	1,400.00	1,204.47	195.53	86.0%
100-300-52106	Mileage	100.00	.00	100.00	.00
100-300-52108	Postage	75.00	.00	75.00	.00
100-300-52109	Utilities	750.00	76.29	673.71	10.2%
100-300-52111	Parks-Events	2,000.00	2,514.17	514.17	125.7%
100-300-52112	Parks - Youth Activities	6,000.00	.00	6,000.00	.00
100-300-53001	Improvements - Bldg & Parks	.00	.00	.00	.00
100-300-53002	Equipment Purchase	.00	.00	.00	.00
100-300-55500	Transfer to Reserve Fund	5,000.00	.00	5,000.00	.00
<b>Total Parks and Recreation:</b>		<b>63,152.00</b>	<b>9,748.13</b>	<b>53,403.87</b>	<b>15.4%</b>
<b>Non-departmental</b>					
100-900-51030	Employment Taxes	.00	.00	.00	.00



Account Number	Account Title	2021-22	2021-22	2021-22	2021-22
		Current year Budget	Current year Actual	Budget Remaining	Budget Used %
100-900-52002	Materials & Supplies	3,500.00	3,200.81	299.19	91.5%
100-900-52010	Legal Notices	1,500.00	.00	1,500.00	.00
100-900-52012	Maintenance - Bldg & Parks	9,000.00	5,880.61	3,119.39	65.3%
100-900-52013	Travel and Training	.00	.00	.00	.00
100-900-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
100-900-52015	Security Alarm	.00	.00	.00	.00
100-900-52016	Audit	5,700.00	1,140.00	4,560.00	20.0%
100-900-52017	City Attorney	.00	831.25	831.25-	.00
100-900-52019	Contract Service	30,000.00	27,998.50	2,001.50	93.3%
100-900-52020	Engineering Consultant	.00	2,678.75	2,678.75-	.00
100-900-52021	Transit	20,000.00	.00	20,000.00	.00
100-900-52022	Equipment Maintenance	4,500.00	897.73	3,602.27	19.9%
100-900-52023	Equipment Rental/Lease	500.00	393.00	107.00	78.6%
100-900-52024	Security Alarm	800.00	.00	800.00	.00
100-900-52025	Small Equipment Purchase	1,200.00	248.99	951.01	20.7%
100-900-52026	Non-capital Improvements	.00	.00	.00	.00
100-900-52030	Miscellaneous	2,500.00	380.00	2,120.00	15.2%
100-900-52031	CERT Expenditures	.00	53.60	53.60-	.00
100-900-52101	Banking Charges	750.00	1.00	749.00	0.1%
100-900-52102	Dues	5,250.00	5,472.46	222.46-	104.2%
100-900-52103	Insurance	6,150.00	7,200.99	1,050.99-	117.1%
100-900-52108	Postage	2,500.00	1,187.40	1,312.60	47.5%
100-900-52109	Utilities	22,200.00	829.91	21,370.09	3.7%
100-900-52110	Telephones	4,600.00	650.63	3,949.37	14.1%
100-900-52111	Mayor & Council Expenses	1,000.00	80.00	920.00	8.0%
100-900-52113	Election Fees	1,000.00	.00	1,000.00	.00
100-900-52114	Software Hosting Fees	4,824.00	1,166.40	3,657.60	24.2%
100-900-52115	Tangent Expenditures	12,000.00	.00	12,000.00	.00
100-900-52197	Utilities - Rentals	.00	.00	.00	.00
100-900-52199	Property Taxes	9,000.00	.00	9,000.00	.00
100-900-52220	Residential Rental-related Exp	.00	.00	.00	.00
100-900-52800	COVID-19 Expenses	.00	.00	.00	.00
100-900-52900	Insurance Reimbursed Expense	.00	.00	.00	.00
100-900-53001	Improvements - Bldg & Parks	.00	.00	.00	.00
100-900-53002	Equipment Purchase	.00	.00	.00	.00
100-900-53003	Barracks Improvements	10,000.00	.00	10,000.00	.00
100-900-53004	Land Purchase	.00	.00	.00	.00
100-900-54006	Barracks Loan Payment	22,254.00	11,126.83	11,127.17	50.0%
100-900-55500	Transfer to Water Fund	9,577.00	.00	9,577.00	.00
100-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
100-900-55530	Transfer to SDC Fund	38,307.00	.00	38,307.00	.00
100-900-55600	Transfer to Reserve Fund	.00	.00	.00	.00
Total Non-departmental:		228,812.00	71,418.86	157,393.14	31.2%
<b>Contingency</b>					
100-998-58000	Contingency	150,000.00	.00	150,000.00	.00
Total Contingency:		150,000.00	.00	150,000.00	.00
<b>Ending Fund Balance</b>					
100-999-59000	Reserve for Future Expenditure	286,351.00	.00	286,351.00	.00
Total Ending Fund Balance:		286,351.00	.00	286,351.00	.00
General Fund Revenue Total:		1,003,520.00	8,868.04	994,651.96	0.9%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	General Fund Expenditure Total:	1,003,520.00	119,032.66	884,487.34	11.9%
	Net Total General Fund:	.00	110,164.62-	110,164.62	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Street Fund</b>					
<b>Street Fund</b>					
200-000-40000	Beginning Fund Balance	110,000.00	.00	110,000.00	.00
200-000-41040	Highway Apportionment	62,000.00	8,765.86	53,234.14	14.1%
200-000-41070	Small Cities Allotment	98,700.00	5,000.00	93,700.00	5.1%
200-000-46057	Miscellaneous	200.00	.00	200.00	.00
200-000-48000	Interest	.00	.00	.00	.00
<b>Total Street Fund:</b>		<b>270,900.00</b>	<b>13,765.86</b>	<b>257,134.14</b>	<b>5.1%</b>
<b>Public Works - Streets</b>					
200-410-50010	City Administrator	.00	.00	.00	.00
200-410-50018	Finance Clerk	1,202.00	219.48	982.52	18.3%
200-410-50050	Public Works Supervisor	6,565.00	1,148.08	5,416.92	17.5%
200-410-50052	Utility Worker III	4,955.00	837.92	4,117.08	16.9%
200-410-50054	Utility Worker II	2,334.00	393.46	1,940.54	16.9%
200-410-50058	Utility Worker I	.00	.00	.00	.00
200-410-51010	Employee Health Ins Benefits	5,380.00	1,235.31	4,144.69	23.0%
200-410-51020	Retirement Benefits	4,089.00	987.09	3,101.91	24.1%
200-410-51030	Employment Taxes	2,081.00	200.42	1,880.58	9.6%
200-410-52002	Materials & Supplies	.00	604.95	604.95-	.00
200-410-52011	System Maintenance & Repair	10,000.00	.00	10,000.00	.00
200-410-52016	Audit	950.00	.00	950.00	.00
200-410-52017	City Attorney	.00	.00	.00	.00
200-410-52019	Contract Service	1,500.00	.00	1,500.00	.00
200-410-52020	Engineering Consultant	2,000.00	931.25	1,068.75	46.6%
200-410-52022	Equipment Maintenance	.00	.00	.00	.00
200-410-52023	Equipment Rental/Lease	250.00	.00	250.00	.00
200-410-52024	Street Sweeping	6,000.00	450.00	5,550.00	7.5%
200-410-52027	Street Signs	.00	.00	.00	.00
200-410-52030	Miscellaneous	100.00	.00	100.00	.00
200-410-52102	Dues	.00	.00	.00	.00
200-410-52103	Insurance	4,000.00	4,475.10	475.10-	111.9%
200-410-52109	Utilities	11,000.00	3,120.00	7,880.00	28.4%
200-410-52114	Software Hosting Fees	804.00	194.40	609.60	24.2%
200-410-53001	Street Improvements	98,700.00	.00	98,700.00	.00
200-410-53002	Equipment Purchase	.00	.00	.00	.00
200-410-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
<b>Total Public Works - Streets:</b>		<b>162,110.00</b>	<b>14,797.46</b>	<b>147,312.54</b>	<b>9.1%</b>
<b>Contingency</b>					
200-998-58000	Contingency	50,000.00	.00	50,000.00	.00
<b>Total Contingency:</b>		<b>50,000.00</b>	<b>.00</b>	<b>50,000.00</b>	<b>.00</b>
<b>Ending Fund Balance</b>					
200-999-59000	Reserve for Future Expenditure	58,790.00	.00	58,790.00	.00
<b>Total Ending Fund Balance:</b>		<b>58,790.00</b>	<b>.00</b>	<b>58,790.00</b>	<b>.00</b>
<b>Street Fund Revenue Total:</b>		<b>270,900.00</b>	<b>13,765.86</b>	<b>257,134.14</b>	<b>5.1%</b>
<b>Street Fund Expenditure Total:</b>		<b>270,900.00</b>	<b>14,797.46</b>	<b>256,102.54</b>	<b>5.5%</b>

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Net Total Street Fund:	.00	1,031.60-	1,031.60	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Water Fund</b>					
<b>Water Fund</b>					
500-000-40000	Beginning Fund Balance	625,000.00	.00	625,000.00	.00
500-000-42010	New Accounts	.00	.00	.00	.00
500-000-42020	New Connections	2,000.00	.00	2,000.00	.00
500-000-42032	Water Metered Fees	420,000.00	499,281.34	79,281.34-	118.9%
500-000-42035	Reconnect Fees	500.00	.00	500.00	.00
500-000-42036	Water Outside Assessments	190,000.00	21,383.83	168,616.17	11.3%
500-000-42045	Utility Deposit	4,000.00	3,260.00	740.00	81.5%
500-000-46030	Fees - Other	.00	2,160.00	2,160.00-	.00
500-000-46055	Refunds	1,000.00	.00	1,000.00	.00
500-000-46057	Miscellaneous	500.00	1,328.40	828.40-	265.7%
500-000-47100	FEMA Grant	259,500.00	.00	259,500.00	.00
500-000-47420	FEMA Water Grant	.00	.00	.00	.00
500-000-48000	Interest	.00	.00	.00	.00
500-000-49010	IFA Water Loan	646,000.00	.00	646,000.00	.00
500-000-49100	Transfer in from General Fund	9,577.00	.00	9,577.00	.00
500-000-49600	Transfer from Reserve	.00	.00	.00	.00
Total Water Fund:		2,158,077.00	527,413.57	1,630,663.43	24.4%
<b>Public Works - Water</b>					
500-420-50010	City Administrator	34,920.00	494.32	34,425.68	1.4%
500-420-50016	Utility/Court Clerk	23,146.00	5,874.79	17,271.21	25.4%
500-420-50018	Finance Clerk	12,024.00	2,194.86	9,829.14	18.3%
500-420-50050	Public Works Supervisor	39,390.00	6,888.50	32,501.50	17.5%
500-420-50052	Utility Worker III	27,255.00	4,608.62	22,646.38	16.9%
500-420-50054	Utility Worker II	21,000.00	3,541.12	17,458.88	16.9%
500-420-50058	Utility Worker I	.00	.00	.00	.00
500-420-51010	Employee Health Ins Benefits	53,435.00	11,859.06	41,575.94	22.2%
500-420-51020	Retirement Benefits	42,841.00	10,403.57	32,437.43	24.3%
500-420-51030	Employment Taxes	21,799.00	2,305.04	19,493.96	10.6%
500-420-52001	Chemicals	30,000.00	4,670.00	25,330.00	15.6%
500-420-52002	Materials & Supplies	1,000.00	450.79	549.21	45.1%
500-420-52010	Publications-Legal Notices	100.00	.00	100.00	.00
500-420-52011	System Maintenance & Repair	45,000.00	2,374.05	42,625.95	5.3%
500-420-52013	Travel and Training	3,000.00	.00	3,000.00	.00
500-420-52014	Vehicle Fuel & Maintenance	5,500.00	1,250.65	4,249.35	22.7%
500-420-52016	Audit	7,600.00	1,805.00	5,795.00	23.8%
500-420-52017	City Attorney	.00	.00	.00	.00
500-420-52019	Contract Service	35,000.00	293.70	34,706.30	0.8%
500-420-52020	Engineering Consultant	20,000.00	6,913.00	13,087.00	34.6%
500-420-52022	Equipment Maintenance	2,000.00	1,810.20	189.80	90.5%
500-420-52023	Equipment Rental/Lease	3,000.00	.00	3,000.00	.00
500-420-52025	Small Equipment Purchase	4,000.00	.00	4,000.00	.00
500-420-52030	Miscellaneous	2,000.00	.00	2,000.00	.00
500-420-52101	Banking Charges	200.00	273.77	73.77-	136.9%
500-420-52102	Dues	3,000.00	.00	3,000.00	.00
500-420-52103	Insurance	8,500.00	9,951.65	1,451.65-	117.1%
500-420-52104	Lab Analysis	5,000.00	423.90	4,576.10	8.5%
500-420-52105	Refunds-Utility Deposit	500.00	294.09	205.91	58.8%
500-420-52106	Mileage	.00	.00	.00	.00
500-420-52107	Permits	1,000.00	.00	1,000.00	.00
500-420-52108	Postage	600.00	.00	600.00	.00
500-420-52109	Utilities	33,000.00	4,534.44	28,465.56	13.7%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
500-420-52110	Telephones	3,400.00	659.51	2,740.49	19.4%
500-420-52114	Software Hosting Fees	7,236.00	1,749.60	5,486.40	24.2%
500-420-53001	Equipment Purchase	.00	.00	.00	.00
500-420-53002	Equipment Purchase	.00	.00	.00	.00
500-420-53003	Capital Outlay	.00	.00	.00	.00
500-420-53500	Water System Improvements	100,000.00	60,832.82	39,167.18	60.8%
500-420-53501	New Pump Station	.00	.00	.00	.00
500-420-53502	Hospital Hill Line Replace	646,000.00	.00	646,000.00	.00
500-420-53503	Transmission Line Upgrade	346,000.00	8,284.50	337,715.50	2.4%
500-420-54001	1980 Water P & I	.00	.00	.00	.00
500-420-54002	97 Water P & I	.00	.00	.00	.00
500-420-54005	IFA Loan Payment	140,000.00	.00	140,000.00	.00
500-420-55100	Transfer to General Fund	.00	.00	.00	.00
500-420-55600	Transfer to Reserve Fund	3,200.00	.00	3,200.00	.00
<b>Total Public Works - Water:</b>		<b>1,731,646.00</b>	<b>154,741.55</b>	<b>1,576,904.45</b>	<b>8.9%</b>
<b>Contingency</b>					
500-998-58000	Contingency	100,000.00	.00	100,000.00	.00
<b>Total Contingency:</b>		<b>100,000.00</b>	<b>.00</b>	<b>100,000.00</b>	<b>.00</b>
<b>Ending Fund Balance</b>					
500-999-59000	Reserve for Future Expenditure	326,431.00	.00	326,431.00	.00
<b>Total Ending Fund Balance:</b>		<b>326,431.00</b>	<b>.00</b>	<b>326,431.00</b>	<b>.00</b>
<b>Water Fund Revenue Total:</b>		<b>2,158,077.00</b>	<b>527,413.57</b>	<b>1,630,663.43</b>	<b>24.4%</b>
<b>Water Fund Expenditure Total:</b>		<b>2,158,077.00</b>	<b>154,741.55</b>	<b>2,003,335.45</b>	<b>7.2%</b>
<b>Net Total Water Fund:</b>		<b>.00</b>	<b>372,672.02</b>	<b>372,672.02-</b>	<b>.00</b>

Account Number	Account Title	2021-22	2021-22	2021-22	2021-22
		Current year Budget	Current year Actual	Budget Remaining	Budget Used %
<b>Wastewater Fund</b>					
<b>Wastewater Fund</b>					
510-000-40000	Beginning Fund Balance	90,000.00	.00	90,000.00	.00
510-000-41100	Tangent Contract	30,000.00	.00	30,000.00	.00
510-000-42039	Wastewater Fees	320,000.00	60,955.08	259,044.92	19.0%
510-000-42041	OR DEQ Loan for WWFP	.00	224.00	224.00-	.00
510-000-42045	Utility Deposit	.00	.00	.00	.00
510-000-46030	Fees - Other	1,000.00	.00	1,000.00	.00
510-000-46055	Refunds	.00	.00	.00	.00
510-000-46057	Miscellaneous	.00	.00	.00	.00
510-000-49011	OR DEQ Loan for WWFP	.00	.00	.00	.00
510-000-49012	2020 Wastewater Loan	2,500,000.00	.00	2,500,000.00	.00
510-000-49600	Transfer from Reserve Fund	.00	.00	.00	.00
<b>Total Wastewater Fund:</b>		<b>2,941,000.00</b>	<b>61,179.08</b>	<b>2,879,820.92</b>	<b>2.1%</b>
<b>Public Works - Wastewater</b>					
510-430-50010	City Administrator	8,730.00	1,482.96	7,247.04	17.0%
510-430-50016	Utility/Court Clerk	9,469.00	2,403.33	7,065.67	25.4%
510-430-50018	Finance Clerk	6,613.00	1,207.17	5,405.83	18.3%
510-430-50050	Public Works Supervisor	16,412.00	2,870.19	13,541.81	17.5%
510-430-50052	Utility Worker III	14,867.00	2,513.80	12,353.20	16.9%
510-430-50054	Utility Worker II	7,000.00	1,180.38	5,819.62	16.9%
510-430-50058	Utility Worker I	.00	.00	.00	.00
510-430-51010	Employee Health Ins Benefits	21,771.00	4,941.27	16,829.73	22.7%
510-430-51020	Retirement Benefits	17,136.00	4,157.62	12,978.38	24.3%
510-430-51030	Employment Taxes	8,719.00	901.96	7,817.04	10.3%
510-430-52001	Chemicals	10,000.00	4,744.78	5,255.22	47.4%
510-430-52002	Materials & Supplies	500.00	.00	500.00	.00
510-430-52003	Janitorial Supplies	.00	.00	.00	.00
510-430-52009	Uniforms	.00	.00	.00	.00
510-430-52010	Publications-Legal Notices	250.00	.00	250.00	.00
510-430-52011	System Maintenance & Repair	45,000.00	.00	45,000.00	.00
510-430-52013	Travel and Training	1,000.00	.00	1,000.00	.00
510-430-52014	Vehicle Fuel & Maintenance	3,300.00	431.33	2,868.67	13.1%
510-430-52016	Audit	3,800.00	1,805.00	1,995.00	47.5%
510-430-52017	City Attorney	.00	.00	.00	.00
510-430-52019	Contract Service	2,200.00	.00	2,200.00	.00
510-430-52020	Engineering Consultant	.00	5,134.78	5,134.78-	.00
510-430-52022	Equipment Maintenance	1,500.00	.00	1,500.00	.00
510-430-52023	Equipment Rental/Lease	.00	.00	.00	.00
510-430-52030	Miscellaneous	1,000.00	.00	1,000.00	.00
510-430-52101	Banking Charges	500.00	165.09	334.91	33.0%
510-430-52102	Dues	100.00	.00	100.00	.00
510-430-52103	Insurance	10,000.00	7,524.70	2,475.30	75.2%
510-430-52104	Lab Analysis	4,000.00	229.20	3,770.80	5.7%
510-430-52105	Refunds-Utility Deposit	.00	196.06	196.06-	.00
510-430-52106	Mileage	500.00	.00	500.00	.00
510-430-52107	Permits	2,200.00	.00	2,200.00	.00
510-430-52108	Postage	550.00	.00	550.00	.00
510-430-52109	Utilities	8,200.00	1,433.87	6,766.13	17.5%
510-430-52110	Telephones	2,500.00	464.96	2,035.04	18.6%
510-430-52114	Software Hosting Fees	2,412.00	583.20	1,828.80	24.2%
510-430-53002	Equipment Purchase	.00	.00	.00	.00
510-430-53005	Wastewater System Improvements	2,500,000.00	.00	2,500,000.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
510-430-54003	97 Wastewater P & I	.00	.00	.00	.00
510-430-54004	OR DEQ Loan Repayment	30,000.00	11,357.00	18,643.00	37.9%
510-430-55600	Transfer to Reserve Fund	400.00	.00	400.00	.00
Total Public Works - Wastewater:		2,740,629.00	55,728.65	2,684,900.35	2.0%
<b>Contingency</b>					
510-998-58000	Contingency	150,000.00	.00	150,000.00	.00
Total Contingency:		150,000.00	.00	150,000.00	.00
<b>Ending Fund Balance</b>					
510-999-59000	Reserve for Future Expenditure	50,371.00	.00	50,371.00	.00
Total Ending Fund Balance:		50,371.00	.00	50,371.00	.00
Wastewater Fund Revenue Total:		2,941,000.00	61,179.08	2,879,820.92	2.1%
Wastewater Fund Expenditure Total:		2,941,000.00	55,728.65	2,885,271.35	1.9%
Net Total Wastewater Fund:		.00	5,450.43	5,450.43-	.00



Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Storm Drain Fund</b>					
<b>Storm Drain Fund</b>					
520-000-40000	Beginning Fund Balance	17,000.00	.00	17,000.00	.00
520-000-42040	Storm Drain Fees	35,000.00	6,363.13	28,636.87	18.2%
520-000-46057	Miscellaneous	200.00	.00	200.00	.00
Total Storm Drain Fund:		52,200.00	6,363.13	45,836.87	12.2%
<b>Public Works - Storm Drain</b>					
520-440-50010	City Administrator	2,910.00	5,931.84	3,021.84	203.8%
520-440-50016	Utility/Court Clerk	1,052.00	267.03	784.97	25.4%
520-440-50018	Finance Clerk	601.00	109.74	491.26	18.3%
520-440-50050	Public Works Supervisor	3,282.00	574.03	2,707.97	17.5%
520-440-50052	Utility Worker III	2,478.00	418.98	2,059.02	16.9%
520-440-50054	Utility Worker II	2,334.00	393.46	1,940.54	16.9%
520-440-50058	Utility Worker I	.00	.00	.00	.00
520-440-51010	Employee Health Ins Benefits	4,411.00	988.26	3,422.74	22.4%
520-440-51020	Retirement Benefits	3,438.00	834.86	2,603.14	24.3%
520-440-51030	Employment Taxes	1,748.00	200.42	1,547.58	11.5%
520-440-52002	Materials & Supplies	70.00	.00	70.00	.00
520-440-52010	Publications-Legal Notices	.00	.00	.00	.00
520-440-52011	System Maintenance & Repair	1,400.00	.00	1,400.00	.00
520-440-52013	Travel and Training	.00	.00	.00	.00
520-440-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
520-440-52016	Audit	950.00	.00	950.00	.00
520-440-52017	City Attorney	.00	.00	.00	.00
520-440-52019	Contract Service	1,929.00	.00	1,929.00	.00
520-440-52020	Engineering Consultant	.00	.00	.00	.00
520-440-52022	Equipment Maintenance	.00	.00	.00	.00
520-440-52023	Equipment Rental/Lease	200.00	.00	200.00	.00
520-440-52101	Banking Charges	.00	18.67	18.67	.00
520-440-52102	Dues	.00	.00	.00	.00
520-440-52103	Insurance	.00	133.33	133.33	.00
520-440-52105	Refunds-Utility Deposit	.00	.00	.00	.00
520-440-52106	Mileage	.00	.00	.00	.00
520-440-52107	Permits	.00	.00	.00	.00
520-440-52108	Postage	.00	.00	.00	.00
520-440-52109	Utilities	.00	.00	.00	.00
520-440-52110	Telephones	.00	.00	.00	.00
520-440-52114	Software Hosting Fees	804.00	194.40	609.60	24.2%
520-440-53002	Equipment Purchase	.00	.00	.00	.00
520-440-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
Total Public Works - Storm Drain:		28,007.00	10,065.02	17,941.98	35.9%
<b>Contingency</b>					
520-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
520-999-59000	Reserve for Future Expenditure	24,193.00	.00	24,193.00	.00
Total Ending Fund Balance:		24,193.00	.00	24,193.00	.00
Storm Drain Fund Revenue Total:		52,200.00	6,363.13	45,836.87	12.2%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Storm Drain Fund Expenditure Total:	52,200.00	10,065.02	42,134.98	19.3%
	Net Total Storm Drain Fund:	.00	3,701.89-	3,701.89	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>System Development Fund</b>					
<b>System Development Fund</b>					
530-000-40000	Beginning Fund Balance	1,601,217.00	.00	1,601,217.00	.00
530-000-42140	SDC Fees	.00	.00	.00	.00
530-000-42141	Park	5,480.00	.00	5,480.00	.00
530-000-42142	Street Imp.	30,265.00	.00	30,265.00	.00
530-000-42143	Water Imp.	15,675.00	.00	15,675.00	.00
530-000-42144	WW Imp.	1,855.00	.00	1,855.00	.00
530-000-42145	Storm Drain Fees	1,585.00	.00	1,585.00	.00
530-000-42243	Water Reimbursement	85.00	.00	85.00	.00
530-000-42244	WW Reimbursement	220.00	.00	220.00	.00
530-000-46030	Fees - Other	4,373.00	.00	4,373.00	.00
530-000-49100	Transfer in from General Fund	38,307.00	.00	38,307.00	.00
Total System Development Fund:		1,699,062.00	.00	1,699,062.00	.00
<b>Department: 100</b>					
530-100-55100	Transfer to General Fund	.00	.00	.00	.00
Total Department: 100:		.00	.00	.00	.00
<b>Parks</b>					
530-300-53003	Capital Outlay	.00	.00	.00	.00
Total Parks:		.00	.00	.00	.00
<b>Streets</b>					
530-410-53003	Capital Outlay	.00	.00	.00	.00
Total Streets:		.00	.00	.00	.00
<b>Water</b>					
530-420-52020	Engineering Consultant	.00	.00	.00	.00
530-420-53003	Capital Outlay	.00	.00	.00	.00
Total Water:		.00	.00	.00	.00
<b>Wastewater</b>					
530-430-53003	Capital Outlay	.00	.00	.00	.00
Total Wastewater:		.00	.00	.00	.00
<b>Storm Drain</b>					
530-440-53003	Capital Outlay	.00	.00	.00	.00
Total Storm Drain:		.00	.00	.00	.00
<b>Contingency</b>					
530-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
530-999-59000	Reserve for Future Expenditure	1,699,062.00	.00	1,699,062.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Total Ending Fund Balance:	1,699,062.00	.00	1,699,062.00	.00
	System Development Fund Revenue Total:	1,699,062.00	.00	1,699,062.00	.00
	System Development Fund Expenditure Total:	1,699,062.00	.00	1,699,062.00	.00
	Net Total System Development Fund:	.00	.00	.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Reserve Fund</b>					
<b>Reserve Fund</b>					
600-000-40000	Beginning Fund Balance	108,300.00	.00	108,300.00	.00
600-000-49100	Transfer from General Fund	5,000.00	.00	5,000.00	.00
600-000-49200	Transfer from Street Fund	200.00	.00	200.00	.00
600-000-49500	Transfer from Water Fund	3,200.00	.00	3,200.00	.00
600-000-49510	Transfer from Wastewater	400.00	.00	400.00	.00
600-000-49520	Transfer from Storm Drain Fund	200.00	.00	200.00	.00
Total Reserve Fund:		117,300.00	.00	117,300.00	.00
<b>Non-departmental</b>					
600-900-55100	Transfer to General Fund	10,000.00	.00	10,000.00	.00
600-900-55200	Transfer to Street Fund	.00	.00	.00	.00
600-900-55500	Transfer to Water Fund	.00	.00	.00	.00
600-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
600-900-55520	Transfer to Storm Drain Fund	.00	.00	.00	.00
Total Non-departmental:		10,000.00	.00	10,000.00	.00
<b>Contingency</b>					
600-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
600-999-59000	Reserve for Future Expenditure	107,300.00	.00	107,300.00	.00
Total Ending Fund Balance:		107,300.00	.00	107,300.00	.00
Reserve Fund Revenue Total:		117,300.00	.00	117,300.00	.00
Reserve Fund Expenditure Total:		117,300.00	.00	117,300.00	.00
Net Total Reserve Fund:		.00	.00	.00	.00
Net Grand Totals:		.00	263,224.34	263,224.34-	.00

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

To: City Administrator

June 1, 2021

Adair Village City Council

The City Council and City Administrator asked the Adair CERT Group to review and propose update and changes to the Emergency Operations Plan for the City Of Adair Village dated April 2018. The following is their recommendations and edits. Key points to be emphasized are listed.

The plan as a whole is a very good and well thought out. Most of the edits are sentence structure and not new ideas.

The following is a overview by each section of the EOP.

#### Section One: General Overview

- A. Describes the 5 phases of Emergency Management.
- B. "The City organization will lead the effort in preparing for, responding to, and recovering from emergencies."
- C. EOP is to be update and reviewed yearly.

#### Section Two: Community Profile And Hazard Situation

- A. Geographic Context updated to include newest population data and current expansion since 2018.
- B. Table one (outline of probable hazards)
  1. List is still viable
  2. Wildfire is still the most likely, as shown by fire activity of last summer.

#### Section Three: Direction and Control

"This section defines the different roles and responsibility with emergency preparedness and response. To insure 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."

"To that end, the command structure of Adair Village is based in accordance with the National Incident Command System (NIMS), and the Incident Command System. (ICS).

- A. Concepts of Authority
  1. Describes existing City of Adair Village Governing body.
  2. City Council adopts Emergency Operation Plan thru approval of Ordances
  3. City Council plays role in formal declaration of Emergency.
- B. Mutual Aid Agreements and Contracts. Table Two.
  1. Need to follow up and get signed agreements and have on file.
- C. Emergency Authority/Disaster Declaration.

This section is ok as is, important points are listed below:

1. City Council must meet and ratify State of Emergency with in 7 days.

2. Declaration remains in effect for 2 weeks, and can be extended by Benton County Emergency Organization in one week increments as needed.
  3. City Council must reach agreement as to when to end formal State of Emergency.
- D. Command Systems: NIMS & ICS Framework
1. Table Three (p11) shows City of Adair's ICS framework.

Only 2 of the 8 positions have been filled. Jerry Jackson designated as Incident Commander (IC), and Bill Currier designated as Public Information Officer. (PIO) Need to seek out more interested folks and get them NIMS qualified in the other 6 positions.

It would be advantages for the City to have some depth and have several people in each position qualified as who knows which individual will be able to respond during a actual emergency. Recovery will take some time to accomplish.

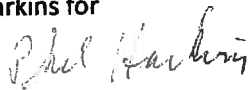
2. Need to add EOC Position
  3. Recommend Karla McGrath as Finance/Administration Section Chief.
- E. Continuity of Government.

Recommend to expand on the list of City of Adair City authority of Succession.

#### Section Four: Emergency Support Function

1. Ordinance 2017-#2, Section 45.16.030. Establishes the City Administrator as "The City of Adair Village Emergency Program Manager."
2. Same ordinance says Emergency Program Manager may appoint an Emergency Management Coordinator to coordinate preparation of the EOP and operation of the Cities EOC. Phil Harkins would like to be considered for this position. (Done)
3. Primary EOC: City Hall is designated as primary. I would recommend that it will be needed to continue the normal City functions. Recommend primary EOC to the designated alternative location the barracks conference room.
4. Rest section good shows need for additional MOU's, Santiam Christian School, ODFW, and Red Cross.

Phil Harkins for



City of Adair Village

CERT Group

**City of Adair Village**  
**Emergency Operations Plan**  
**October 2021**





**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 using 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 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 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, and 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, and Monmouth
- Adair Rural Fire District
- Santiam Christian School
- ODFW Adair Village Field Office
- Adair Village City Council
- Adair Village CERT

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 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 each resident must be informed about emergency events and their dangers, plan for themselves and their families about how to respond to these dangers, and create a kit of supplies to use 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 understood 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 understood 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 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 approximately 0.45 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. 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 Portland State University estimates, the 2020 population within Adair Village city limits was 1325 persons, spread across 461 households. Adair Village has four wards. There are three main entrances to Adair Village from Highway 99W and one back entrance from Independence Highway via Ryals Avenue. 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.

<b>Table One: Adair Village Likely Hazards</b>	
<b>Event</b>	<b>Description</b>
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 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 east 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, Active Shooter	An active shooter event or similar act of violence is something that the community 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 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. City 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/Emergency Manager, 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 the 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 must ensure it has several mutual aid agreements that will play an integral role in emergency response. These suggested 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.

<b>Table Two: Mutual Aid Agreements and Contracts</b>	
<b>Agreement with...</b>	<b>Details of Agreement</b>
SE Polk Fire District	Assistance during fire event that Adair Rural cannot contain alone
Albany Fire Department	Assistance during fire event that Adair Rural cannot contain alone
Corvallis Fire Department	Assistance during fire event that Adair Rural cannot contain alone
Benton County Sheriff	City contracts out for policing services; more details are 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 assist 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 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

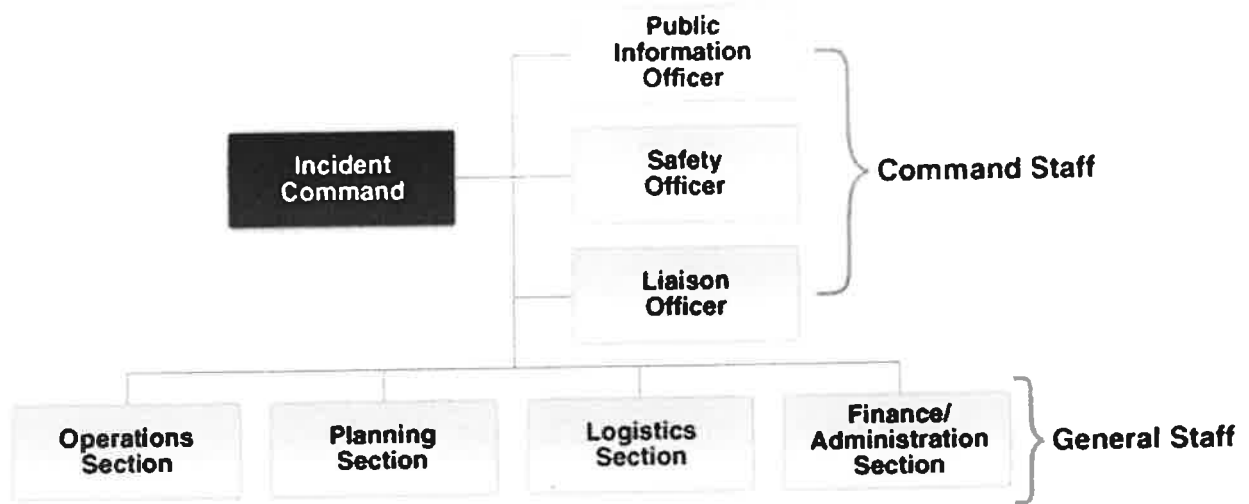
When responding to a large-scale emergency, one that potentially involves numerous agencies and scores of responding personnel, a streamlined and organized response framework is critical to having an effective response. Developed by FEMA, the National Incident Management System (NIMS) and its Incident 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 role if or when necessary.

**Exhibit One: ICS Framework**



Source: FEMA

<b>Table Three: Incident Command Structure Roles</b>	
Incident Commander (IC)	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Sets goals and action timelines for the entire response team, delegates responsibilities and tasks, communicates with section leaders, and monitors overall incident response.</li> <li>- The individual who assumes the IC Role will vary depending on the nature of the event and which agencies are responding. The IC role can shift from one person to another if necessary.</li> <li>- The IC will self activate when an emergency event has been identified. This is often the first response action that is taken.</li> <li>- Jerry J. Jackson, Sr., Community Services Officer has been appointed as the primary IC during an Adair Village event.</li> </ul>
Emergency Management Coordinator	<ul style="list-style-type: none"> <li>- This position is responsible for the development of the City Emergency Plan which shall provide for the effective mobilization of all resources, both public and private, to meet any condition constituting a local emergency, and provide for the organization, powers and duties, services, and staff of the emergency organization.</li> <li>- Phill Harkins has been appointed as the EMC.</li> </ul>

Public Information Officer (PIO) or Liaison Officer	<ul style="list-style-type: none"> <li>- In some events, the IC can appoint a Public Information officer to collect and disseminate information to the public.</li> <li>- Media releases, communication with County, State, Federal Response partners, organization of volunteers, or other events as delegated by IC.</li> <li>- Bill Currier has been appointed as the primary PIO during an Adair Village event if needed.</li> </ul>
Safety Officer	<ul style="list-style-type: none"> <li>- The IC may also appoint a Safety Officer to ensure safe response practices are being carried out by all response personnel.</li> <li>- A Safety Office is needed in larger events with many response personnel.</li> </ul>
Operations Section	<ul style="list-style-type: none"> <li>- The first unit delegated into action by the IC is the Operations Section; essentially the tactical response to the event at hand.</li> <li>- A "Section Chief" is appointed by the IC is a leader directly overseeing response personnel in the field, response equipment, or other resources.</li> <li>- A 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.</li> <li>- John P. Wilson has been appointed as the primary Operations Section Chief during Adair Village event if needed.</li> </ul>
Planning Section	<ul style="list-style-type: none"> <li>- In a prolonged event, a planning section can be mobilized to collect and analyze information, track resources, and oversee documentation activities. These actions help the</li> <li>- incident Commander make decisions about response strategies.</li> <li>- The Planning section can be mobilized when communication and planning efforts become too large for the IC to pursue alone.</li> <li>- TBD has been appointed as the primary Planning Section Chief during Adair Village event if needed.</li> </ul>
Logistics Section	<ul style="list-style-type: none"> <li>- The Logistics section is activated to provide support to the internal emergency response team.</li> <li>- Food, Shelter, Medical Services, Transportation for response personnel</li> <li>- Provides resources and needed services to support the achievement of the incident objectives.</li> <li>- Becky Currier has been appointed as the primary Logistics Chief during Adair Village event if needed.</li> </ul>
Finance/Administration Section	<ul style="list-style-type: none"> <li>- The Finance/Administration Section monitors costs related to the incident; provides accounting services, executes any emergency contracts, and analyzes costs associated to the event.</li> <li>- This role will come into play during large and prolonged events and will continue well into the recovery phase, after the initial event is over.</li> <li>- Karla McGrath has been appointed as main Finance Chief during an Adair Village event if needed.</li> </ul>

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. Continuity of Government should be established beyond this level in case those listed are unable to serve their functions.

## 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 Community Center, located on William R. Carr Avenue. City Hall will remain the seat of City business. The Community Center 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 Community Center is large enough to house responders from several agencies, with a large meeting room.. There are bathrooms and a kitchen facility, which can be utilized if conditions permit.

**EOC Supplies:** EOC supplies are currently stored in the north storage building next to City Hall. The inventory should be tracked, rotated, 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.

**Secondary EOC:** The secondary EOC facility is City Hall.

**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 Community Center.

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. The link to sign up for the Linn-Benton Alert System can be found here:  
<https://member.everbridge.net/453003085613276/login>

- **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 how to obtain further instructions.
- **Adair Fire Alarm System:** The Adair Rural Fire Station is equipped with a large, loud, air-raid siren, which can be sounded in times of emergency. We must identify a new method of warning.
- **Quake Alert:** More information can be found here:  
[https://www.usgs.gov/natural-hazards/earthquake-hazards/early-warnings/shakealert?qt-science\\_support\\_page\\_related\\_con=0#qt-science\\_support\\_page\\_related\\_con](https://www.usgs.gov/natural-hazards/earthquake-hazards/early-warnings/shakealert?qt-science_support_page_related_con=0#qt-science_support_page_related_con)
- **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.

#### 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 on 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 (or two sections, if needed) of town.
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 the 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 wants 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 continuing 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 now has one employee trained to provide Adult First Aid, CPR and AED training for 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:

- o 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
- o 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](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 12<sup>th</sup> 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)**

The City has invested in another response partner which is a group of community volunteers trained in emergency preparedness and response strategies. The City has a functional CERT Team that consists of at least 8 trained volunteers. These individuals will be crucial to assist the City in response efforts, especially if external response agencies are unable to help. CERT team members are 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.

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: Adair Village Zoning Map Outlining City Boundaries

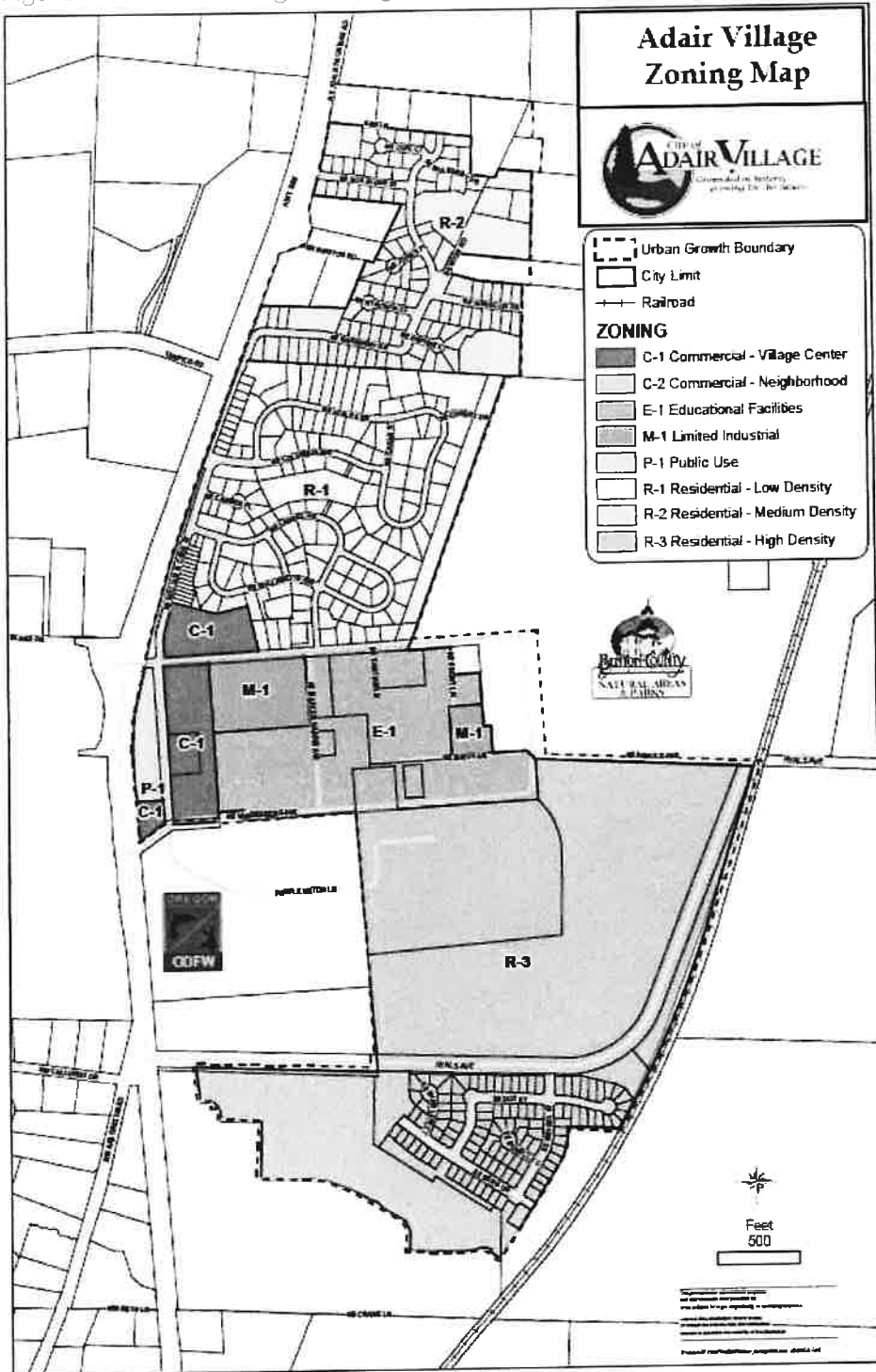


Figure Two: Corvallis Fault Map

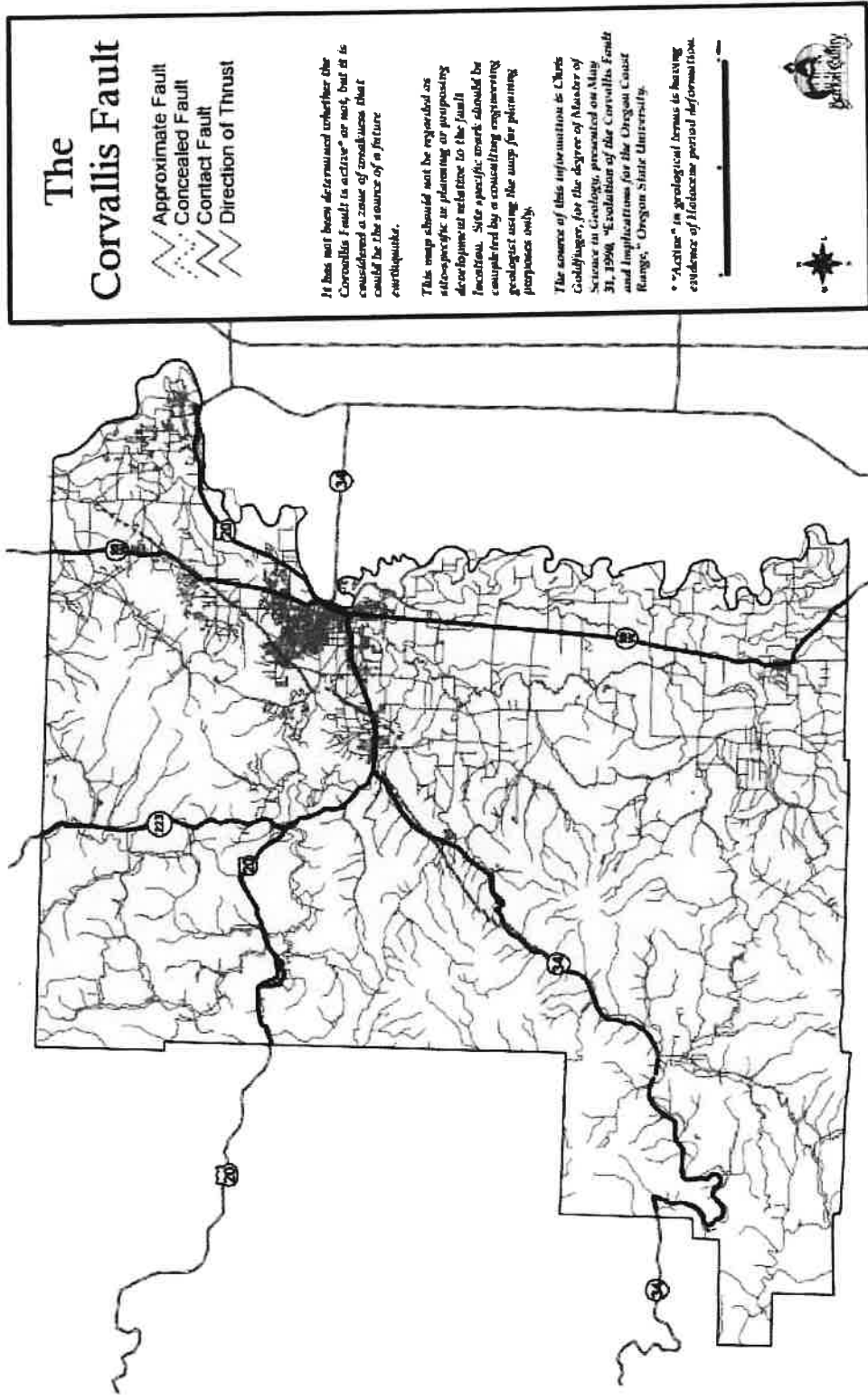


Figure Three: Emergency Declaration Template

## 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

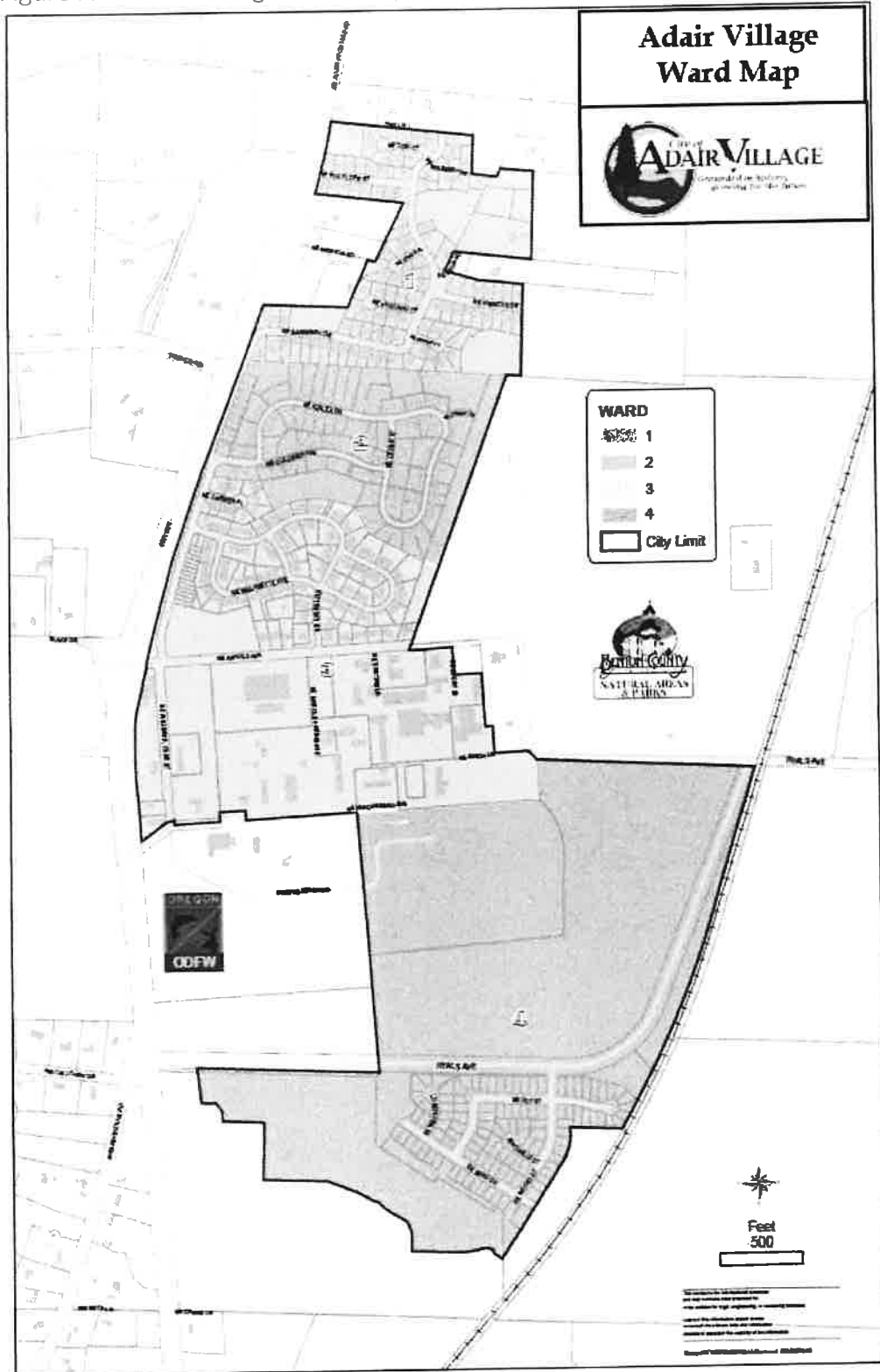
*The following table lists the different supplies that should be stocked in a fully functional Emergency Operations Center, and what the status of these items is in Adair Village. The item is listed, along with the date it was acquired. Recording and tracking when items are required can help with replacement 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	Qty	Date Acquired/Replaced
<b>Communications Equipment &amp; Supplies</b>		
Candles		
Food and Water Supplies for EOC Staff		
Forms		
Landline Phone		
Laptops		
Paper, pens, posterboard, etc.		
Personal Hygiene Supplies or EOC Staff		
Printer/Copier/Scanner/Fax		
Radios	6	9/1/2021
<b>Fire Suppression Equipment &amp; Supplies</b>		
Fire Extinguisher	1	9/1/2021
Fire Pan	1	9/1/2021
Propane	1	9/1/2021
Road Flares	3	9/1/2021
<b>Medical Equipment &amp; Supplies</b>		
Bandages, Gauze Rolls & Pads, Sponges	++++	9/1/2021
Body Bags	20	9/1/2021
Canopies	4	9/1/2021
Examination Gloves	++++	9/1/2021
Heavy Duty Blankets	10	9/1/2021
Mannequin	1	9/1/2021
Splints	6	9/1/2021
Stretcher	1	9/1/2021
Torniquet	++++	9/1/2021
Triage Tarps	4	9/1/2021
<b>Search &amp; Rescue Equipment &amp; Supplies</b>		
Pry Bar	1	9/1/2021
Crayons for Marking Buildings	++++	9/1/2021

Ear Plugs	++++	9/1/2021
Flashlights	6	9/1/2021
Goggles	6	9/1/2021
Hammer	1	9/1/2021
Hard Hats	6	9/1/2021
Radios	6	9/1/2021
Respirator Masks	0	
Rope	50'	9/1/2021
Shut-Off Wrench	1	9/1/2021
Tape	6	9/1/2021
Vests	6	9/1/2021
Whistles	6	9/1/2021
Wood (for leveraging/cribbing)	Set	9/1/2021
Work Gloves	6	9/1/2021
<b>Other Equipment &amp; Supplies</b>		
Generator	0	
Maps		
Traffic Control Signs	Set	9/1/2021



Figure Five: Adair Village Ward Map



Use the four wards, distinguished by color, 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 ward, some persons may need to take two wards. The “loop” areas have the most homes, so ensure that these areas are covered immediately, and assign two people to these areas if possible.

Figure Six: Ordinance to Implement Emergency Operations Plan and Delegate Corresponding Authority to Adair Village

Attachment K  
CC Mtg 170207

**BEFORE THE CITY COUNCIL FOR THE  
CITY OF ADAIR VILLAGE, OREGON**

In the Matter of Adopting an Ordinance )  
Establishing the City of Adair Village )  
Municipal Code Chapter 45 )  
Emergency Management )

**ORDINANCE NO. 2017 - 02**

WHEREAS, recent events in the State of Oregon, and in these United States of America, demonstrate the importance of advance planning and of having delegated authority in place in the event of a disaster or other emergency,

NOW, THEREFORE, THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:

Section 1. The City of Adair Village Municipal Code, chapter 45, is hereby amended to read as follows:

Chapter

EMERGENCY MANAGEMENT

- 45.16.010 Purposes
- 45.16.020 Emergency Defined
- 45.16.030 Emergency Program Manager
- 45.16.040 Powers and Duties of the Emergency Program Manager
- 45.16.050 Emergency Operations Planning Team
- 45.16.060 Powers and Duties of the Emergency Operations Planning Team
- 45.16.070 Emergency Organization - Composition
- 45.16.080 Expenditures
- 45.16.090 Violations - Penalties

45.16.010 Purposes. The declared purposes of this chapter are to: (1) provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency management organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations and affected private persons; and (2) implement the provisions of ORS Chapter 401.

45.16.020 Emergency Defined. As used in this chapter, "emergency" means any man made or natural event or circumstance causing or threatening, loss of life, injury to person or property, human suffering, or financial loss, and includes but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466, civil disturbance riot, sabotage or war.

45.16.030 Emergency Program Manager. The City Administrator is hereby designated as the City of Adair Village Emergency Program Manager. (1) The Emergency Program Manager may appoint an Emergency Management Coordinator to serve as his/her deputy and to coordinate the preparation of the Emergency Management Plan and operation of the City Emergency Operations Center. (2) The City Emergency Program Manager shall be responsible for the development of the City Emergency Plan which shall provide for the effective mobilization of all the resources, both public and private, to meet any condition constituting a local emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

45.16.040 Powers and Duties of the Emergency Program Manager. The Emergency Program Manager is empowered to:

- (1) Request the City Council to proclaim the existence or threatened existence of a "local emergency" or to issue such proclamation if the City Council is not reasonably available - whenever a local emergency is proclaimed by the Emergency Program Manager, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
- (2) Request the Governor, in accordance with the County, to proclaim a "state of emergency" when, in the opinion of the Emergency Manager, the locally available resources are inadequate to cope with the emergency.
- (3) Control and direct the effort of the emergency organization of the City for the accomplishment of the purposes of this Act.
- (4) Direct cooperation between and coordination of services and staff of the emergency organization or this City and resolve questions of authority and responsibility that may arise between them.
- (5) Represent this City in all dealings with the public or private agencies on matters pertaining to emergencies as defined in this Act.
- (6) In the event of the proclamation of a "local emergency" as provided in this section, the proclamation of a "state of emergency" by the Governor or the existence of a "state of war emergency," the Emergency Program Manager is empowered, to the extent lawfully permissible:
  - (a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency. Provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City

Council.

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

(c) To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in Benton County or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency service workers.

(d) To requisition necessary personnel or material of any City department or agency, and

(e) To execute all his/her ordinary power as City Administrator, all of the special powers conferred upon him/her by this Act or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him/her by ORS Chapter 401, by any agreement approved by the City Council, and by any other lawful authority.

45.16.045 Powers of Mayor. The mayor shall have the same powers defined in 45.16.040 as the Emergency Program Manager including, but not limited to declaring an emergency.

45.16.050 Emergency Operations Planning Team. The Emergency Operations Planning Team may be created and shall consist of at least five representatives as designated by the City Emergency Program Manager.

45.16.060 Powers and Duties of the Emergency Operations Planning Team. The Emergency Operations Planning Team shall, under the supervision of the Emergency Program Manager, develop emergency plans and manage the emergency programs of this City, and shall have such other powers and duties as may be assigned by the Emergency Program Manager.

45.16.070 Emergency Organization - Composition. All officers and employees of this City together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may, by agreement or operation of law charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City.

45.16.080 Expenditures. Any expenditures made in connection with emergency activities, including mutual-aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City.

45.16.090 Violations - Penalties. It shall be a misdemeanor, punishable under the general penalty section provided in ORS Chapter 401, for any person during an emergency to:

(1) Willfully obstruct, hinder, or delay any member of an emergency organization in the

enforcement of any lawful rule or regulation issues pursuant to this Act, or in the performance of any duty imposed upon him/her by virtue of this Act.

(2) Do any act forbidden by any lawful rule or regulation issued pursuant to this Act, if the act is of such nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives and property of inhabitants of this City, or to prevent, hinder or delay the defense or protection thereof.

Section 2. Effective Date. Passed by the City Council and approved by the Mayor of the City of Adair Village on the 7th day of February 2017 this amendment shall become effective 30 days after enactment.

City of Adair Village, Oregon, February 7, 2017

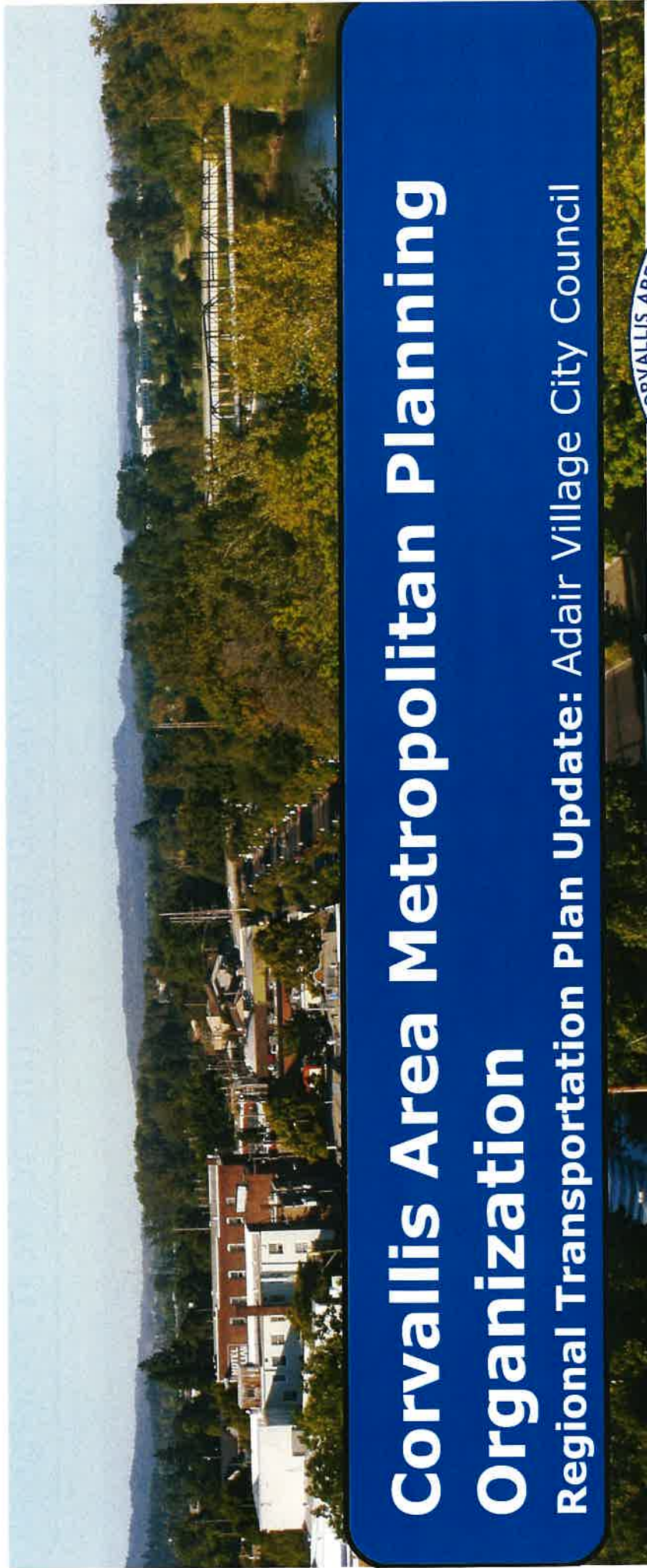
CITY OF ADAIR VILLAGE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ADMINISTRATOR

First Reading: January 3, 2016

Second Reading: February 7, 2017



# Corvallis Area Metropolitan Planning Organization

Regional Transportation Plan Update: Adair Village City Council

Nick Meltzer  
CAMPO Manager

Stephen Dobrinich  
CAMPO Planner





# Three Takeaways

1. Regional Transportation Plans (RTPs) are similar yet distinct from local Transportation System Plans (TSPs)
  - a. Bound by federal law and performance standards, yet no authority over land use
  - b. More flexibility in process and modeling
  - c. RTPs do not supersede TSPs
2. CAMPO is using a corridor and scenario approach to analyze regional transportation demand in 2043
  - a. Focus on regional connections between and within cities
  - b. Three scenarios are being evaluated, in addition to a business as usual case
3. The region is expected to grow significantly, but the roadway network is not
  - a. This will increase congestion and thereby a major goal of CAMPO is to reduce the number of single occupancy vehicle trips
  - b. Federal, state and local (CAMPO) guidance all support a transition to more trips taken by transit, walking, biking



# Public Process and Schedule

Visit [www.corvallisareampo.org](http://www.corvallisareampo.org)  
for the most up to date  
information!

	2021 Q2			2021 Q3			2021 Q4			2022 Q1		
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Existing Conditions Analysis												
Initial Public Outreach												
Future Conditions Analysis												
Intermediate Public Outreach												
Identify Strategies and Projects to Meet Goals												
Capital Investment and Financial Plan												
Draft RTP Report												
Final Public Outreach												
Finalize and Adopt RTP												

# Regional Transportation Plan Update

## Project Background

The Corvallis Area Metropolitan Planning Organization (CAMPO) is currently in the process of updating the Regional Transportation Plan (RTP). The purpose of the RTP is to identify how the Corvallis Metropolitan Area will meet the needs of the transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) over a 20-year planning horizon.

Development and adoption of an RTP is required to ensure that the Corvallis Metropolitan Area remains eligible to receive federal transportation funding. This is a multi-step project with an expected completion by March 2022.

For more information visit: <https://tinyurl.com/CampoRTP>

## CAMPO Project Team

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For Spanish language translation contact **Emma Chavez** via email at [echavez@ocwcog.org](mailto:echavez@ocwcog.org) or by phone 541-924-8405



## How to Get Involved

We want to hear your voice, here's how to get involved:

- Follow along with the project by checking for updates on the [CAMPO website](#)
- Subscribe to the CAMPO email list for RTP news and updates by emailing [sdobrinich@ocwcog.org](mailto:sdobrinich@ocwcog.org)
- Watch videos from past open house events posted on the [CAMPO website](#)
- Attend an upcoming open house or community engagement event (details will be posted on the CAMPO website)
- Reach out to CAMPO staff with comments or questions

## Other transportation planning efforts

- Corvallis Bikeshare Plan
- Corvallis to Albany Multiuse Path Project
- Adair Village Trails Plan
- CAMPO Bicycle and Pedestrian Count Program

For more information visit: <https://tinyurl.com/CurrentProj>