

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



**COUNCIL MEETING AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
TUESDAY, JUNE 28, 2022, 6:00 PM, MT
[Zoom Link](#)**

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

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on June 24, 2022. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

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

5) CONSENT AGENDA

- A) Minutes:
City Council 06-14-2022
City Council Executive Session Only 06-14-2022

6) OLD BUSINESS

- A) Downtown Attraction Update by GGLO
- B) Rural Fire Contract Renewal
- C) City Manager Recruitment

7) NEW BUSINESS

- A) Resolution #2022-123: Accept Abstract of Votes - May, 2022 Primary Election
- B) Resolution #2022-124: End of Year Clean Up
- C) Resolution #2022-125: Ferric Chloride Cost Increase

8) PUBLIC HEARING

- A) Ordinance #2806-2022: Annexation and Rezone of Property from UGA Commercial Business Park to City Industrial Business Park I(BP), UGA Residential to City Single Family Residential (RS-50) and UGA Commercial (UGA-C) to City General Commercial (C-2).
- B) Ordinance #2809-2022: Withdrawing Certain Property from the Rural Road District and Rural Fire District
- C) Harrah Heights Reimbursement District

9) DEPARTMENT HEAD UPDATES

- A) Finance: Monthly Report
- B) Community Development: Quarterly Report

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

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

- 10) DISCUSSION ITEMS**
- A) Police Officer Recruitment
 - B) Merchant McIntyre Contract Extension
- 11) HAND-OUTS**
- A) Minutes: County Court 06-08-2022; 06-15-2022
 - B) Letters of Support - Ontario Airport
 - C) Check Register: May 2022
- 12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS**
- 13) ADJOURN**



CITY COUNCIL MEETING MINUTES
EXECUTIVE SESSION ONLY
June 14, 2022

An Executive Session of the Ontario City Council was called to order by Mayor Riley Hill at 5:30 p.m. on Tuesday, June 14, 2022, in the Council Chambers of Ontario City Hall. Council members present were Riley Hill, John Kirby, Michael Braden, and Eddie Melendrez. Susann Mills, Sam Baker, and Ken Hart were excused.

Members of staff present were Dan Cummings, Tori Barnett, Michael Iwai, Justin Zysk, and May Swihart. Also present via Zoom were member of the city's legal team Jeremy Green and Dustin Hawkins, as well as Kathi Prestwood, CIS, and Aaron Hisel, CIS counsel.

AGENDA

This Agenda was posted on June 10, 2022.

BRADEN moved, KIRBY seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-out; Baker-out; Kirby-yes; Braden-yes; Hart-out; Melendrez-yes; Hill-yes. Motion carried 4/0/3.

EXECUTIVE SESSION

Executive Session: ORS 192.660(2)(h)

An Executive Session was called at 5:37 p.m. under provisions of ORS 192.660(2)(h) for current or potential litigation. The Council adjourned the session at 6:01 p.m. and convened into a second Executive Session.

Executive Session: ORS 192.660(2)(f)

An Executive Session was called at 6:01 p.m. under provisions of ORS 192.660(2)(f) to discuss items covered by Attorney-Client privilege. The Council adjourned the session at 6:18 p.m. and convened into regular session.

ADJOURN

KIRBY moved, MELENDREZ seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-out; Baker-out; Kirby-yes; Braden-yes; Hart-out; Melendrez-yes; Hill-yes. Motion carried 4/0/3.

ACCEPTED:

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder





CITY COUNCIL MEETING MINUTES June 14, 2022

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, June 14, 2022, in the Council Chambers of City Hall. Council members present were John Kirby, Riley Hill, Michael Braden, and Eddie Melendrez. Ken Hart, Susann Mills, and Sam Baker were excused.

Members of staff present were Dan Cummings, Tori Barnett, Terry Leighton, Justin Zysk, May Swihart, Casey Mordhorst, Al Haun, and Jeremy Jones.

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

Mayor Hill led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on June 10, 2022. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

KIRBY moved, MELENDREZ seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-out; Baker-out; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 4/0/3.

CONSENT AGENDA

MELENDREZ moved, KIRBY seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF THE CITY COUNCIL MEETING MINUTES OF MAY 10, 2022, AND MAY 24, 2022**. Roll call vote: Mills-out; Baker-out; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 4/0/3.

NEW BUSINESS

Settlement Agreement

BRADEN moved, MELENDREZ seconded, **THE CITY COUNCIL APPROVE THE SETTLEMENT AGREEMENT AND MUTUAL RELEASE FOR THE GRANADOS AND RAGSDALE LAWSUIT**. Roll call vote: Mills-out; Baker-out; Kirby-no; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 3/1/3.

PRESENTATION

Measure 109 and Psilocybin *(Slides Attached)*

Sam Chapman, Executive Director, healing Advocacy Fund, presented.

Mayor Hill asked what a licensed facilitator was and what would be their background and education?

Mr. Chapman stated it was the person who would be with someone during an administration session. This was someone that would have a bare minimum of 150 hours of training. The training programs were being authorized the Oregon Health Authority and they would need to be trained in everything from general safety to how psilocybin worked, to if and when someone were to have an adverse event, how to handle that situation, or how to make sure that people felt comfortable where they were. Psilocybin experiences could be challenging; often, people reported



after a session that it was in the top three most impactful, influential experiences in their lives, and the facilitators job was to help people feel comfortable and navigate their own experience. This was somewhat different than a traditional therapeutic type of role where a therapist would be talking to someone, asking them questions. A facilitator was just that- they were facilitating the experience and they were there to provide a safe space for people who needed it. That was their general role. They would be required to go through training programs. Many current doctors, therapists, social workers, and first responders, had expressed an interest in becoming facilitators. They were excited to have folks with that type of background be the foundation of the program.

Mayor Hill stated one of the things mentioned was they'd attempt to work with the feds? What did that mean? That Oregon's 109 might be contrary to federal law?

Mr. Chapman stated that language was from the statute itself. This Council was probably familiar, having dealt with cannabis issues, that psilocybin was a schedule one drug at the federal level, but that had not stopped states from adopting statewide laws around it. This statute spoke to the board in Oregon Health Authority, who were doing their best to communicate with the federal government, to let them know what they were doing, to explain to them what their measure was, and what it wasn't, and to help them understand how seriously they took their responsibility of being the first, but certainly not the last, state to establish this type of program, that really centered around safety and access above everything else. The attempt was alluding to they wanted to be a good partner around this entire ecosystem from federal to state to local. Their promise was that they were willing and wanted to speak with people who were interested in speaking with them, even if they didn't share the same views. If they had questions or concerns, they wanted to meet people, and that included the federal government.

Mayor Hill stated the comment had been made that Oregon had one of the worst mental health crises in the nation. Where had that data come from?

Mr. Chapman stated it was from different studies in terms of Oregon being dead last in funding that had been provided for mental health treatment. That was one of the areas where they did not believe psilocybin was for everyone, nor believe it was a cure all. It was none of those things. But they did feel confident that it showed real promise for so many people. They saw this as one of the many tools for helping people who were suffering from where current available options had fallen short.

Councilor Kirby asked if there was any monetary incentive to the local jurisdictions as there was with marijuana?

Mr. Chapman stated there was not a local tax afforded under Measure 109. There was a state tax of 15% on the sales of the product. He believed that over time they would begin to see a financial savings at the local and state level, where people who were currently on expensive prescriptions, might not need them. That was one thing many of the studies had researched. Psilocybin had shown to help people rewire some loops they were stuck in. While there was not a proactive incentive for localities, he believed the benefits that would be provided to local residents across the state, far outweighed anything else.

Councilor Kirby stated that meant no. Oregon Health Authority sanctioned chiropractors and other so-called physicians to allow medical marijuana to be prescribed with no medical degree, so this organization, while it might have physicians that belong to it, there were no sanction or authority granted by the American Medical Association, or the Federal Drug Association, even though they had given an endorsement. There was no true endorsement by medical authorities to have this be allowed in Oregon. Was that correct?

Mr. Chapman stated he did not believe that was correct.

Councilor Kirby asked if the AMA had endorsed this.

Mr. Chapman stated no, he could not say that. One thing, if he recalled correctly, it was the Oregon legislature that allowed medical marijuana to pass, not the OHA. The OHA was then given the authority to allow for medical cannabis to exist. He would be happy to provide a long list of endorsements that the campaign received from medical institutions throughout Oregon. They had maybe 40 different “in favor” statements in the voter’s pamphlet, including counselors and therapists’ association and other medical institutions. He believed there was growing support in the traditional medical community for this new health care option.

Councilor Kirby stated they couldn’t get a consensus on COVID, why would they get a consensus on this? This was a local facility, wherever it might be, and they’d have lay people watching them, not a psychiatrist, a psychologist, a nurse practitioner, or a physician’s assistant, no practical person with medical authority would be there monitoring these people.

Mr. Chapman stated that was not required. He would say that the people just listed had never had or been required to actually research this substance in general. He could say that the training of the 150 hours minimum of training the facilitators went in-depth. It was not only for the person who just wanted to be a facilitator, but also for medical professionals. Just because someone was an ER doctor of 30 years did not mean they knew how psilocybin worked or just because someone had been doing this underground in a wellness type of setting for 30 years did not mean they were ready to offer those services to the public and that the liability was understood. Measure 109 created a path for people on both ends of the spectrum to participate. He believed that with the current mental health care situation, they needed every tool they could get.

Councilor Kirby stated if they had someone under the authority of a lay trained person and they had a bad experience and were taken to this hospital, to this ER, he was saying this ER department was not qualified to treat them.

Mr. Chapman stated that was not what he said, but he appreciated the sentiment.

Councilor Melendrez asked what Mr. Chapman was asking from the Council.

Mr. Chapman stated at this stage, he encouraged the Council to share their concerns. He believed there were ways to address those concerns, primarily they believed there were reasonable time, place, and manner regulations that could address what concerns might exist to allow the Ontario citizens to access psilocybin services in a licensed and regulated way. As the Council was aware, they had the ability to opt in and develop reasonable time, place, and manner regulations. The Council had the opportunity to do nothing, which would default to the state, and the city could apply their existing zones and ordinance to psilocybin facilities, and maybe consider them the same as any other medical treatment facility; or, the city could opt out. If the city opted out, that needed to go to a vote of the residents of Ontario in the next general election in order to pass.

Councilor Melendrez asked if this was voted no by the citizens of Ontario, then what?

Mr. Chapman stated if this was put before the voters to opt out, so no licenses would be available within the city limits, and it was voted down, without any reasonable time, place, and manner regulation in place, the city would default to the state, and would have missed an opportunity to have local control and considerations prior to the next general election. If the Council went that route, he believed there were two different things that should be done. One, send it to the people, but in the meantime, be prepared for the outcome in which the voters voted it down, meaning they’d want to have reasonable time, place, and manner regulations ready to implement. In the November election, if it was voted down, the planners were going to have a month, or less, to scramble to develop reasonable time, place, and manner regulations. He advised that regardless of what the Council opted to do, they instructed the planners to consider what reasonable time, place, and manner regulations might be needed. If those were not in place, it would default to the state, the Oregon Health Authority would begin accepting licenses on January 2, 2023, and part of that license requirement would be a land use compatibility statement, and a requirement of a timely turnaround for that. He believed there was work that could be done now, regardless of what decision the Council made on drafting reasonable time, place, and manner regulations. Second, if they upheld the decision to opt out, it

was done. It was a ban. There were nothing further to do. The citizens of Ontario could petition to put something on the next general ballot, but that wouldn't be for another two years.

NEW BUSINESS

Committee Appointment: Diversity Committee

Staff had received one application for appointment to the Diversity Advisory Committee.

With Council support, Mayor Hill **APPOINTED THOMAS MORENO TO A POSITION ON THE DIVERSITY ADVISORY COMMITTEE.**

Resolution #2022-122: Extend City Employee Incentive

Dan Cummings, City Manager Pro Tem, presented.

MELENDREZ moved, BRADEN seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-122, A RESOLUTION EXTENDING THE INCENTIVE FOR ALL EMPLOYEES WHO LIVE IN THE CITY LIMITS OF ONTARIO TO INCLUDE THE EMPLOYEES OF CITY OUTSOURCED PROVIDERS OF PUBLIC WORKS AND FINANCE.** Roll call vote: Mills-out; Baker-out; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 4/0/3.

Ordinance #2810-2022: Assigning the Solid Waste Management Services to Waste Connections of Oregon, Inc. (Garbage Franchise Agreement)

Dan Cummings, City Manager Pro Tem, presented.

Councilor Melendrez asked the difference between just doing this versus going out for bid.

Mr. Cummings stated this was different because it was an amendment to an existing franchise. Also, there really was no other carrier in the area. There was Hardin Sanitation, who serviced across the border and around Malheur County, but they had been purchased by this company, too. This was an addendum, so it was not creating a new agreement. Had the agreement expired, an RFP or RFQ might have been issued, but that was not the case here.

Councilor Kirby stated because the residents paid a rate, many people might assume that by going to a new carrier, that new rates were coming. After reviewing the proposed document, it appeared that even if Ontario Sanitary Service were to continue as the carrier until the end of the term, it would have to be renegotiated. Therefore, the same terms were going forward now so the new organization would be forced to renegotiate rates on the same timetable as Ontario Sanitary Service. That was the question the community had.

Mr. Cummings stated that was correct. The proposal stated that once a year they were to review the document and if they wanted a rate increase, they had to appear before the Council. Also, if the city believed they wanted a franchise fee increase, that, too, would have to be negotiated. In the beginning of this action that had been discussed because the Council wanted to get all the franchise fees to pay the same rate, but it was believed it was best to leave it as it was currently. This was due to the fact that any increase to the fee would just be passed on to the rate payer. If that was to occur, either a rate change or an increase in franchise fee, that should be done in a public hearing, so the citizens would have the opportunity to be heard.

KIRBY moved, MELENDREZ seconded, **THE CITY COUNCIL APPROVE ORDINANCE #2810-2022, AN ORDINANCE OF THE CITY OF ONTARIO AMENDING ORDINANCE #2328, AS AMENDED BY ORDINANCE #2435, WHICH ORDINANCE GRANTED ONTARIO SANITARY SERVICE, INC., AN EXCLUSIVE FRANCHISE AND RIGHT TO PROVIDE SOLID WASTE SERVICES IN THE CITY OF ONTARIO, AND CONSENTING TO ONTARIO SANITARY SERVICES, INC.'S ASSIGNMENT, AND WASTE CONNECTIONS OF OREGON, INC.'S ASSUMPTION, OF ALL ONTARIO SANITARY SERVICE, INC.'S RIGHT, INTEREST, AND OBLIGATIONS ARISING OUT OF OR UNDER ORDINANCE #2328 AS AMENDED AND DECLARING AN EMERGENCY.** Roll call vote: Mills-out; Baker-out; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 4/0/3.



Scott Wilson, Ontario Sanitary Service, thanked the city staff for all their help, and also the Council for approving the ordinance.

DEPARTMENT HEAD UPDATES

Fire: Quarterly Report *(Attached)*

Terry Leighton, Fire Chief, presented.

Chief Leighton reminded everyone of the open house being held Saturday, June 11, from 9-12 at the new Public Safety Training Facility (55 NE 2nd Avenue). There would be multiple apparatus from several different areas and the state was bringing in a prop for a car fire. Also, they'd be serving up hot dogs and burgers, and anyone and everyone was invited.

PUBLIC HEARING

Harrah Heights Reimbursement District

BRADEN moved, MELENDREZ seconded, **THE CITY COUNCIL TABLE THE HARRAH HEIGHTS REIMBURSEMENT DISTRICT ACTION UNTIL JUNE 28, 2022.** Roll call vote: Mills-out; Baker-out; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-recuse. Motion carried 5/0/1/1.

DISCUSSION ITEMS

City Manager Recruitment Update *(Slides Attached)*

May Swihart, HR Director, presented.

Mayor Hill stated because there were three Councilors not in attendance, the questions before them and the questions related to advertising, etc., should be placed on the next agenda and they'd make it a priority to make some decisions to move this process forward.

Councilor Kirby agreed.

Councilor Melendrez stated this was not the route she first presented to them a few months ago, regarding the hiring of a professional company to do the search for the City Manager.

Ms. Swihart stated at the previous meeting, she was asked to come back with what it would look like if they did a local recruitment, just using city staff and Councilors. That was what was being presented to them currently. She had not received any other quotes from any other recruitment firms she'd reached out to.

Councilor Braden stated he liked Option #2, to have a special meeting to discuss the documents they'd be proceeding with for the local recruitment. If the consensus was to approve the documents at the next meeting, he understood that, and found that acceptable, but he believed them all working together to brainstorm would be a good step for them to take.

Consensus to bring back to next meeting the current questions, along with how much money would be spent. They'd take action on it at that time.

HAND OUTSDepartment Monthly Stats (Attached)

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

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- ✓ Mayor Hill stated he had attended the Sprint Boat Races, and Chris Bowman did a great job building a track out there. There were still things that needed to be done, but it was well designed, safe, and he was going to continue improving on that. He hoped word got out that it was a good event.

Councilor Kirby stated he also attended. It was done very professionally, and he was pleased with that. Attendance was light, maybe 1,000 people. He had people next to him from Salt Lake City, who said they'd be back. There were folks from Alaska behind him, who had a great time. This was a presentation that was worthy of the community as it was now the third track in the nation, all in the Northwest – St. John, Washington, Port Angeles, which was on a professional extreme racing circuit, and now Ontario, Oregon. The promise of this was good. He was excited to see how it was handled. They needed grass, but what a show.

Mayor Hill stated his only regret was that he didn't get a ride.

- ✓ Councilor Melendrez wanted to make a follow up comment on people stepping up. It was disappointing when not enough people stepped up to serve on committees or to run for positions on the Council because this was an opportunity to have a say. If you didn't step up, someone would step up for you and speak for you, and there were decisions being made at the committee level that went to the Council that directly impacted the citizens of Ontario. He was disappointed when not enough people stepped up, like what they were seeing with the Diversity Committee, with only one person applying and three vacancies. He wished more would step up and fill the roles with the city so they could have a seat at the table.
- ✓ Councilor Braden stated that Council packets were now available for three City Council positions as well as the Mayor position, that would be up for election in November. The deadline for submitting applications was in August, and it was all posted on FB and on the city's website. Pick up a packet, get the petition signed, get on the ballot, and try to better your community, just as they were all trying their best to do.

ADJOURN

BRADEN moved, MELENDREZ seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-out; Baker-out; Kirby-yes; Hart-out; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 4/0/3.

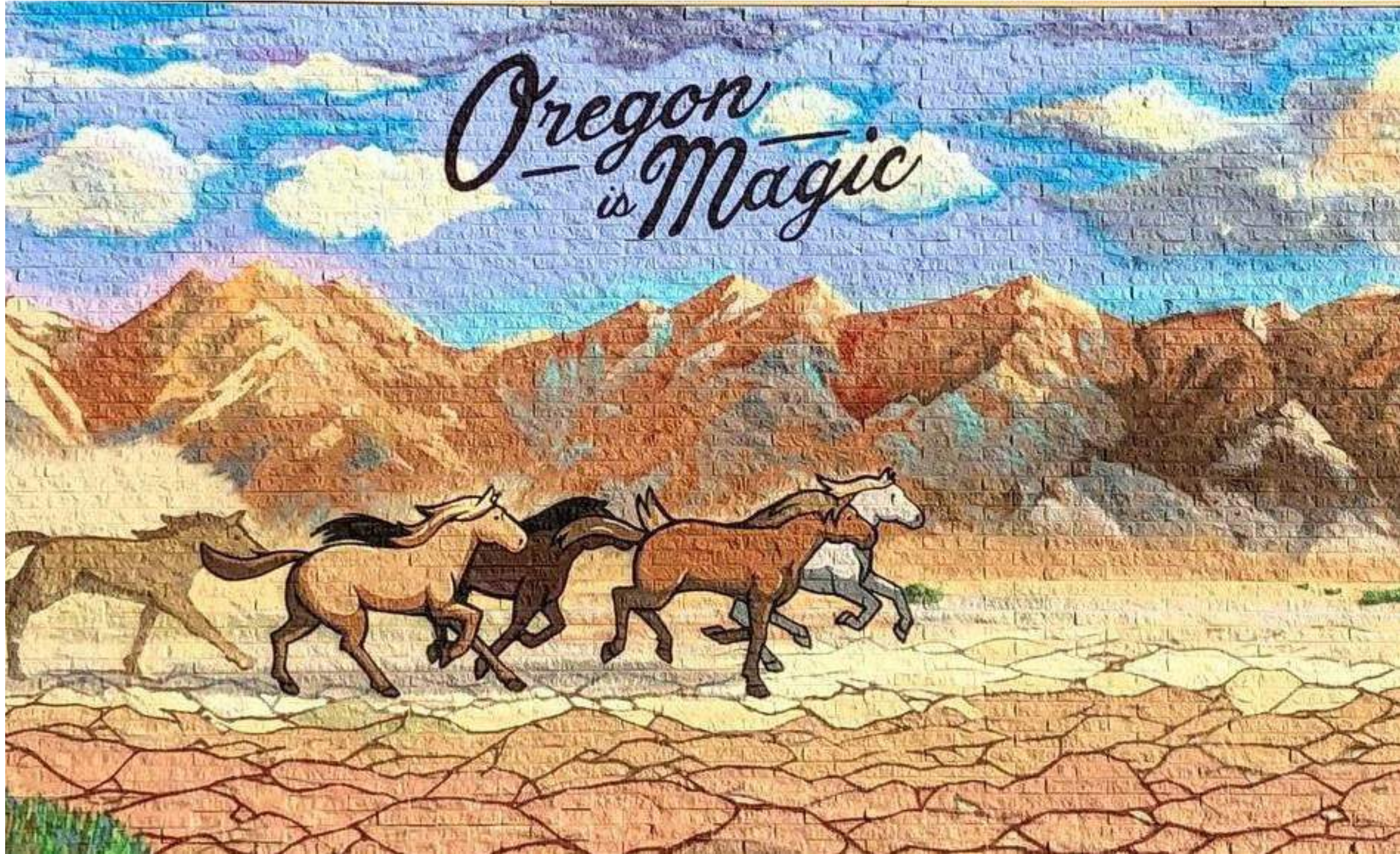
ACCEPTED:

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder





The Oregon Mural Trail in Ontario, OR by artist Jesse Hazelip

MOORE PARK

Ontario, OR

GGLO

MOORE PARK
Design Concept
June 21, 2022

DESIGN + DEVELOPMENT TEAM

Owner

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



ONTARIO
OREGON
THE GATEWAY TO ADVENTURE

Contact:
Dan Cummings
City Manager Pro Tem

May Swihart
Human Resources Manager /
Assistant to the City Manager

Landscape Architect

GGLO
1199 Shoreline Dr,
Boise, ID 83702
(208) 953-7227

Contact:
Mark Sindell, Principal
msindell@gglo.com
(206) 902 -5672

Michael Lipko, Project Manager
mlipko@gglo.com
(206) 902-5452

Jason Miller, Landscape Architect
jmillerr@gglo.com
(208) 579-5471

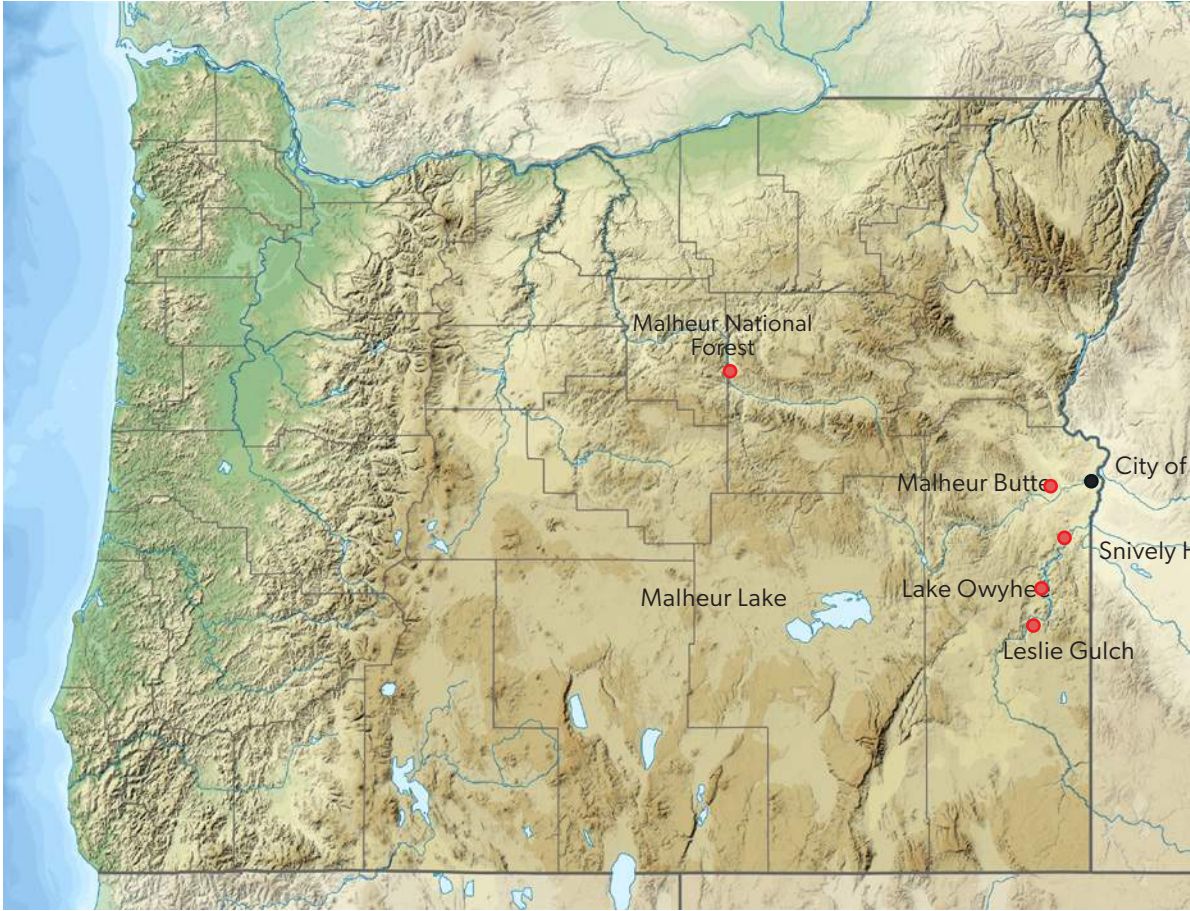
Wayfinding and Project Branding

TRADEMARK
915 West Royal Blvd
Boise, Idaho 83706

Contact:
John Yarnell, Founder / Principal
john@trademarkcreative.com

Andie Kelly, Designer
andie@trademarkcreative.com

4	SECTION 01 REGIONAL AND NATURAL CONTEXT
6	SECTION 02 CULTURAL, HISTORICAL, & ENVIRONMENTAL
8	SECTION 03 ONTARIO COMMUNITY VALUES
9	SECTION 04 SITE ANALYSIS
11	SECTION 05 ACTIVATION TIMELINE AND PLACEMAKING
13	SECTION 06 PROJECT VISION AND CASE STUDIES
20	SECTION 07 PROGRAMMING
22	SECTION 08 PROGRAM DIAGRAMS
25	SECTION 09 PUBLIC PROCESS AND SURVEY RESULTS
35	SECTION 10 SITE PLAN CONCEPT
38	SECTION 11 PROPABLE COST



State of Oregon Recreation Map



Malheur Butte



Succor Creek



Snively Hot Springs



Malheur National Forest



Payette River



Owyhee River



Malheur River



Leslie Gulch

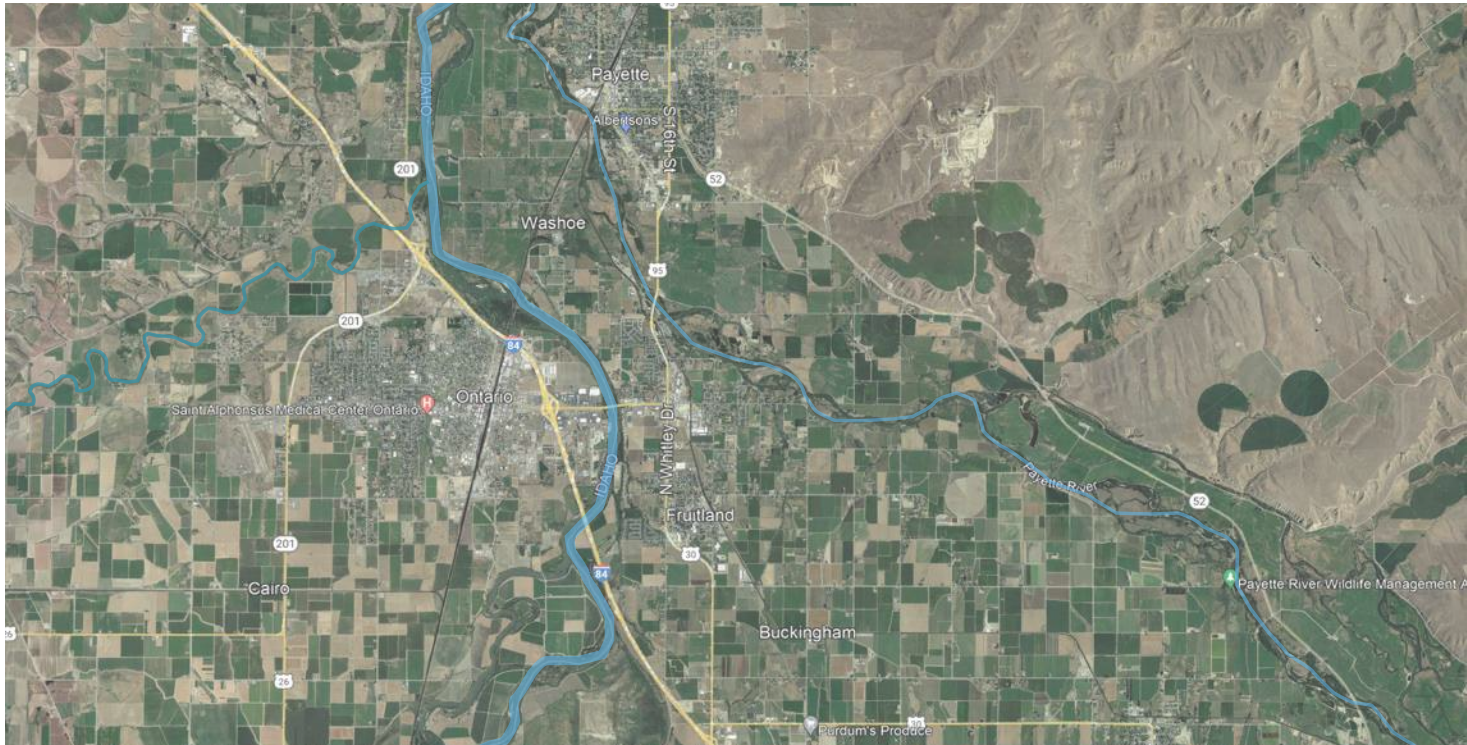


Lake Owyhee

REGIONAL LANDSCAPES

SCENIC LAKES | HOT SPRINGS | CARVED CANYONS

Ontario can attribute most of its geology to the fertile alluvial plain of the Malheur and Snake Rivers. Deposition from lakes and volcanic basalt lava floods once covered thousands of square miles and have eroded to the modern day forms with rich soils and basalt monuments resisting erosion with geothermal hot springs present.



Confluence of Malheur River and Snake River



Payette River



Malheur Butte - Extinct Volcano



Snake River



Malheur River



Owyhee River



Dense basalt and volcanic rock resists erosion

VOLCANIC LANDSCAPE

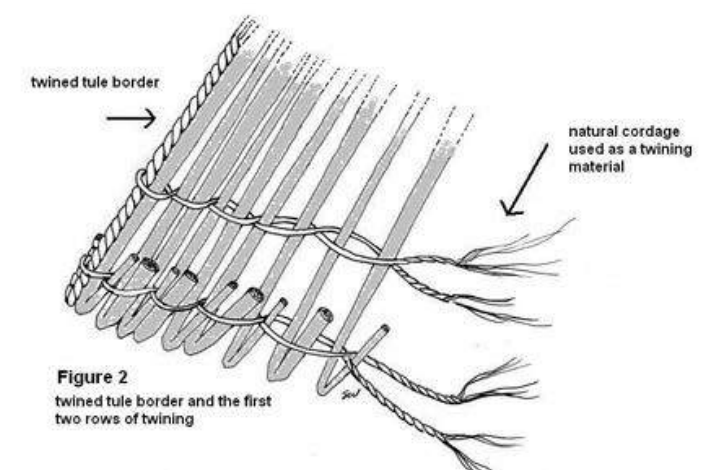
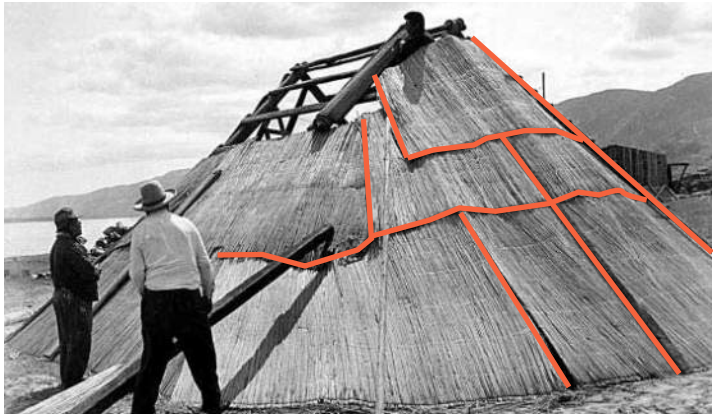
ERODED | SEDIMENTED | VOLCANIC | MEANDERING WATERWAYS | LANDSCAPE CONTRAST

Ontario can attribute most of its geology to the fertile alluvial plain of the Malheur and Snake Rivers. Deposition from lakes and volcanic basalt lava floods once covered thousands of square miles and have eroded to the modern day forms with rich soils and basalt monuments resisting erosion with geothermal hot springs present.

First Nations

Several tribes including Northern Paiute, Nez Perce, Umatilla, Cayuse, Walla Walla and Shoshone inhabited and inhabit the Snake River Valley and eastern Oregon. Many were originally river people, living along tributary streams in what is now eastern Oregon and western Idaho. They fished, traded, and traveled by canoe or on foot. Like other Columbia Plateau peoples, their lives were governed by the “seasonal round.” They moved with the seasons in a pattern based on available foods: toward the Columbia River in the spring, when the salmon began running; to other locations when the berries were ripe or the camas roots -- a nutritious mainstay of the aboriginal diet -- were ready to be harvested.

It is our historical understanding that the dominate tribe in the area was the Northern Paiute.



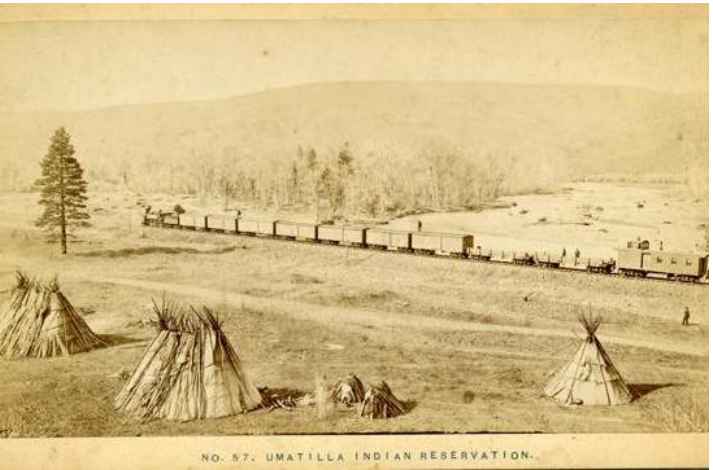
TULE-MAT HOUSE AND TEXTILES

Extended families lived together in rectangular longhouses, held up by wooden poles covered with tule mats. Tule (pronounced “too-lee”) is a type of sedge that swells when wet. Winter rains would cause the tules to swell, closing gaps between them and providing a relatively waterproof structure.



RIVERS AND WATER AS LIFE

Tribal life revolved around rivers and sustenance they provided year-round. They fished, traded, and traveled by canoe or on foot. Winters were spent in villages in the river valleys, where it was easier to find firewood and some shelter from the ever-present wind.



HORSES AND SETTLER CONTACT

Acquisition of the horse led to what historian Theodore Stern has called “a revolution in perspective” for the Cayuses. No longer restricted to what they could carry or what their dogs could pull, they moved into new areas, traveling as far east as the Great Plains and as far west as California, to hunt, trade and fight.

Immigrants

“Where Oregon Begins” was the city’s proud motto, but diving into Ontario’s own historic beginnings reveals a story of migration and a story about how Ontario itself became the truly multicultural community it is today.

Elmo Smith, then Ontario’s mayor and later governor of Oregon, called for the U.S. government to allow Japanese descendants to relocate inland to Ontario since living on the West Coast had been cited as a chief concern. Paired with Malheur County’s desperate need for agricultural workers, Japanese Americans in Oregon were able to abandon the makeshift living quarters at the Portland Assembly Center and escape internment on May 20 following the adoption of Civilian Restrictive Order 2.

The construction of the Oregon Short Line Railroad in 1883 was essential to Ontario’s economic successes and led to an influx of international laborers that included a large arrival of Basques, a sheep herding indigenous ethnic group hailing from the Iberian Peninsula near the Pyrenees mountain range that hugs France and Spain. Ontario wasn’t officially founded until 1899, but one of the five original white American settlers used the opportunity to pay homage to his hometown of Ontario, Canada, in a big way.

As the newly minted Ontario became the livestock industry hub of the region, the public lands provided ample opportunity for grazing. By 1900, the number of sheep in Malheur County had ballooned steadily. Hundreds of Basque inhabited Eastern Oregon and brought along family members. By 1940, the influx slowed, but 1.4 percent of Ontarians in 2010 still identified as Amerikanuak, or of Basque ancestry in the United States.

Thousands of Mexican migrant farmworkers were recruited as part of the Bracero program introduced in 1942 to similarly keep up with the agricultural labor demands. Nearly half a million Mexican workers migrated to Oregon, California, Texas and other states by 1947. Nyssa, Ore. – Fewer than 15 miles south of Ontario – became home to the largest Latinx population due to its proximity to farms, and Ontario followed closely behind.

For Ontarians, diversity is a proud legacy and tradition that continues today.



JAPANESE IMMIGRANTS

Community for Japanese immigrants began with agricultural work during WWII and continues today with the celebration of their culture including the Obon Festival and the Idaho-Oregon buddhist temple. Ontario’s Japanese population remains the largest per capita in Oregon.



MEXICAN IMMIGRANTS

Bracero Program, official title Mexican Farm Labor Program, series of agreements between the U.S. and Mexican to allow temporary laborers from Mexico, known as braceros, to work legally in the United States. Latinx students now account for 67 percent of all students enrolled in the Ontario School District.



EUROPEAN IMMIGRANTS

The construction of the Oregon Short Line Railroad in 1883 was essential to Ontario’s economic successes and led to an influx of international laborers that included Basques, a sheep herding indigenous ethnic group hailing from the Pyrenees mountain range that hugs France and Spain. Ontario wasn’t officially founded until 1899, but one of the five original settlers used the opportunity to pay homage to his hometown of Ontario, Canada,

Modern Day Ontario

Ontario today is a community built on the history of the rich agricultural soil provided by the confluence of four rivers. Residents have a strong connection to the community and appreciate the strong history and identity of the town. The town is surround by scenic natural landscapes which have abundant opportunities for recreation.

AGRICULTURE



Agricultural Production

RIVERS AND WATER AS LIFE



Recreation

ART AND CULTURE



Community Gathering



Farmer's Market



Play



Cultural Events

LOCAL BUSINESS SUPPORT

WELCOMING ATTITUDE

AGRICULTURAL ROOTS

FAMILY FRIENDLY

RESPECT FOR GEOLOGY AND WATERSHED

GATEWAY TO ADVENTURE

SAFE AND HEALTHY

COMMUNITY INVOLVEMENT

LARGE COMMUNITY CELEBRATIONS

NEIGHBORLY

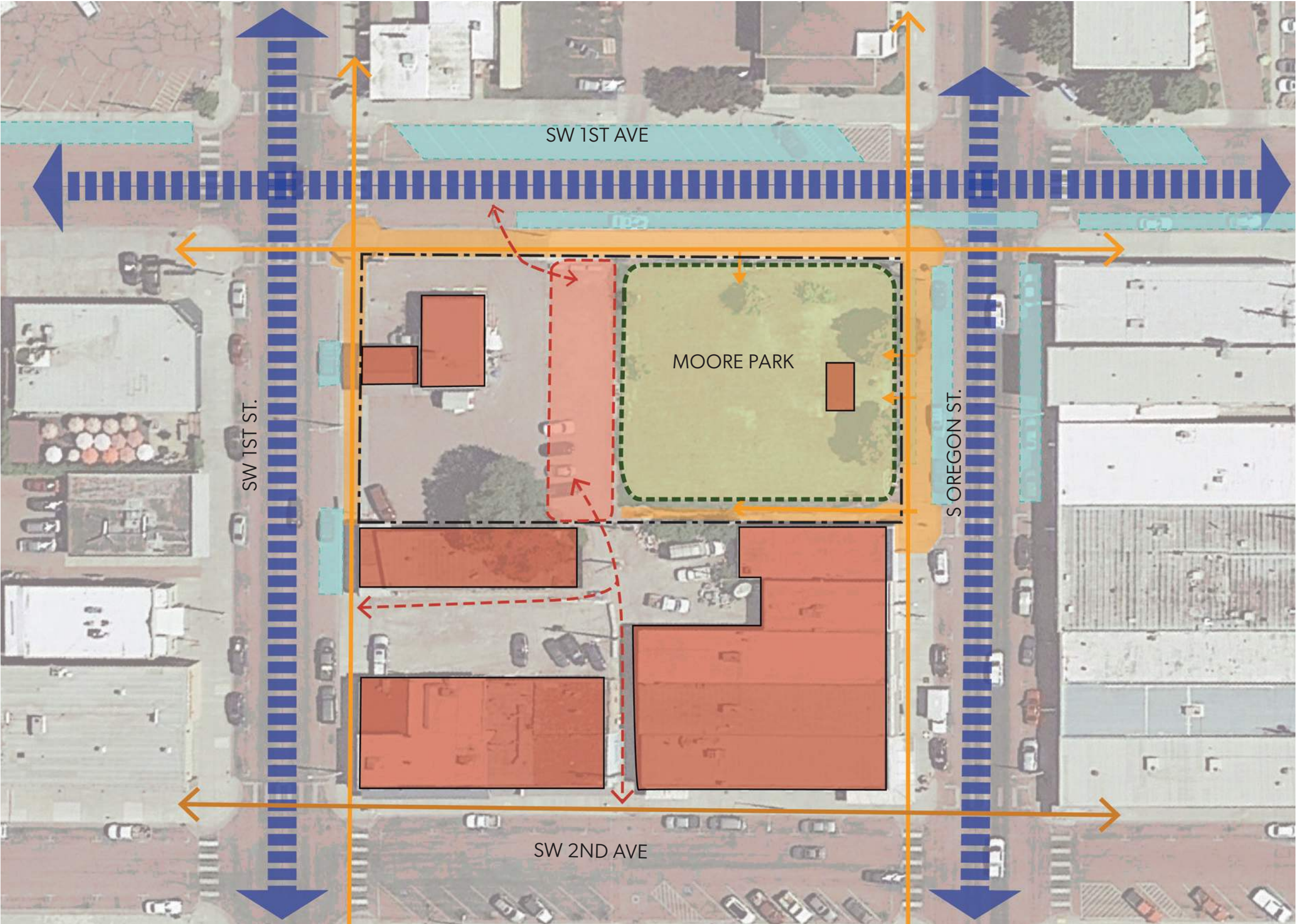
COMMUNITY PRIDE

STRONG IDENTITY & HISTORY

ACCESS & USE DIAGRAM

LEGEND

-  Pedestrian Zone
-  Maintenance Access
-  Adjacent Parking
-  Existing Lawn
-  Adjacent Buildings
-  Primary Pedestrian Circulation
-  Vehicular Route
-  Maintenance Route
-  Moore Park Boundary



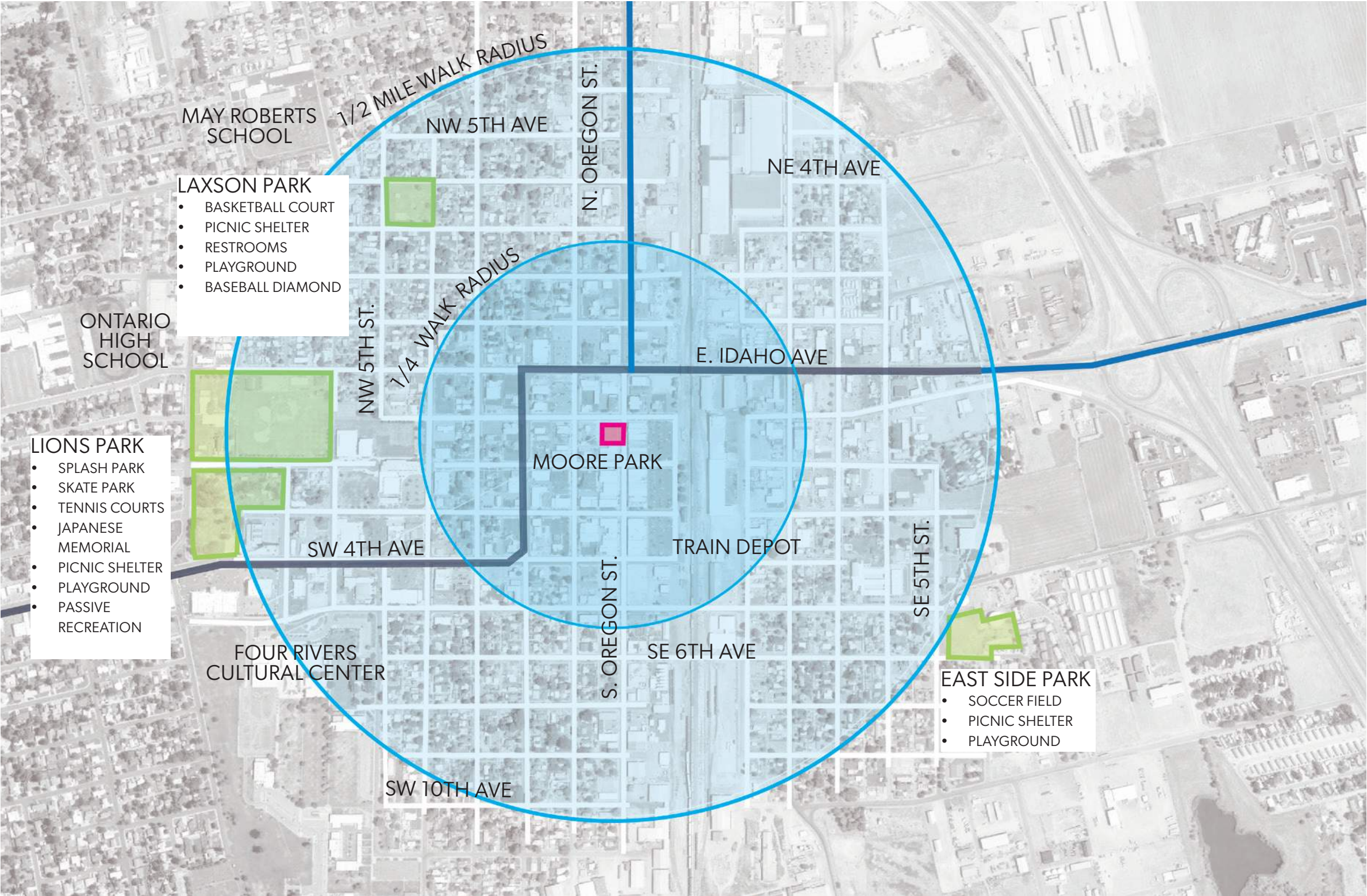
LEGEND

MOORE PARK

MAIN STREET

ONTARIO PARKS

BIKE ROUTES





4th of July Parade & Fireworks



Winter Wonderland Parade



Tater Tot Festival



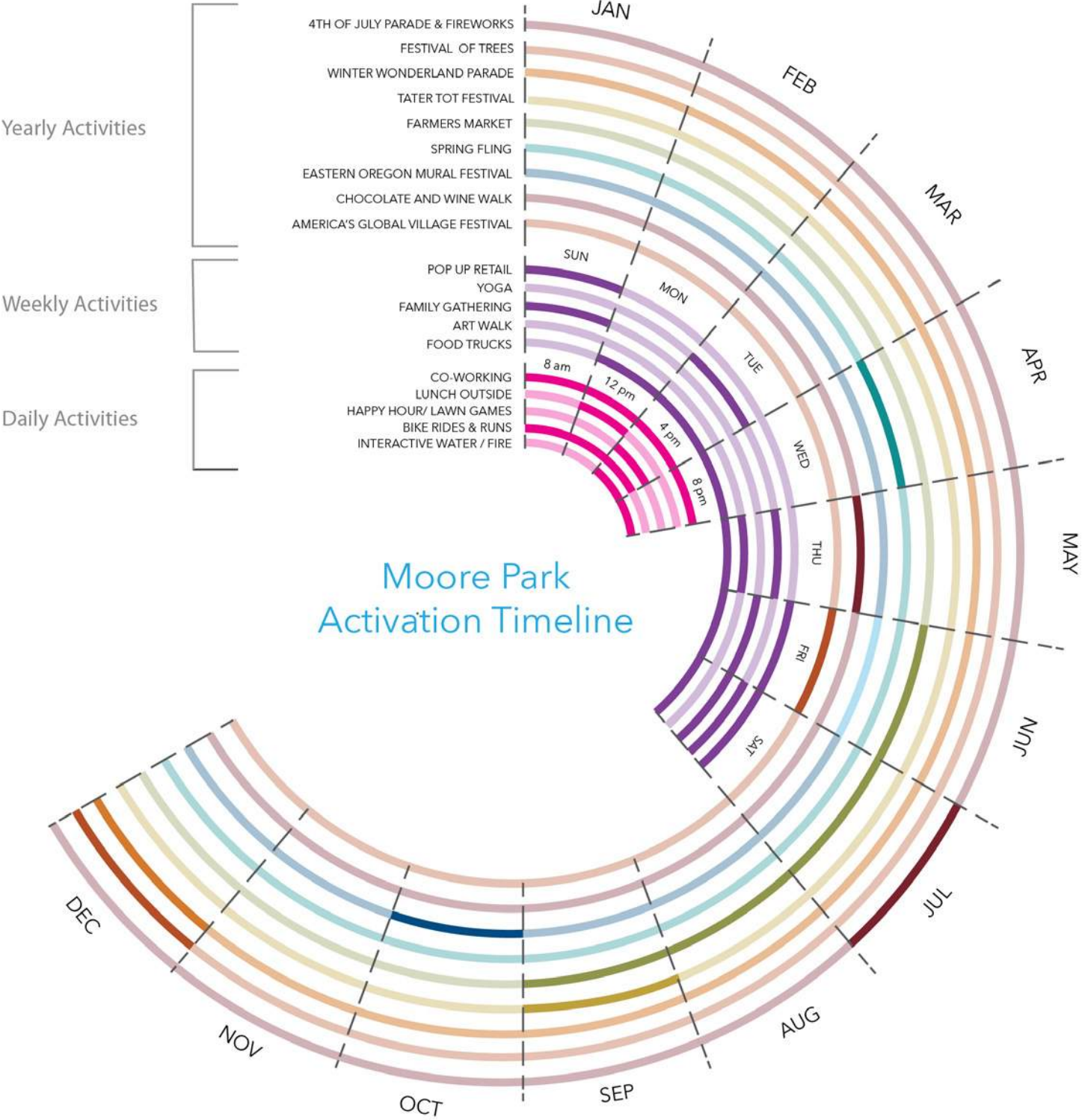
Farmers Market



Chocolate and Wine Walk



America's Global Village Festival



THE POWER OF 10+

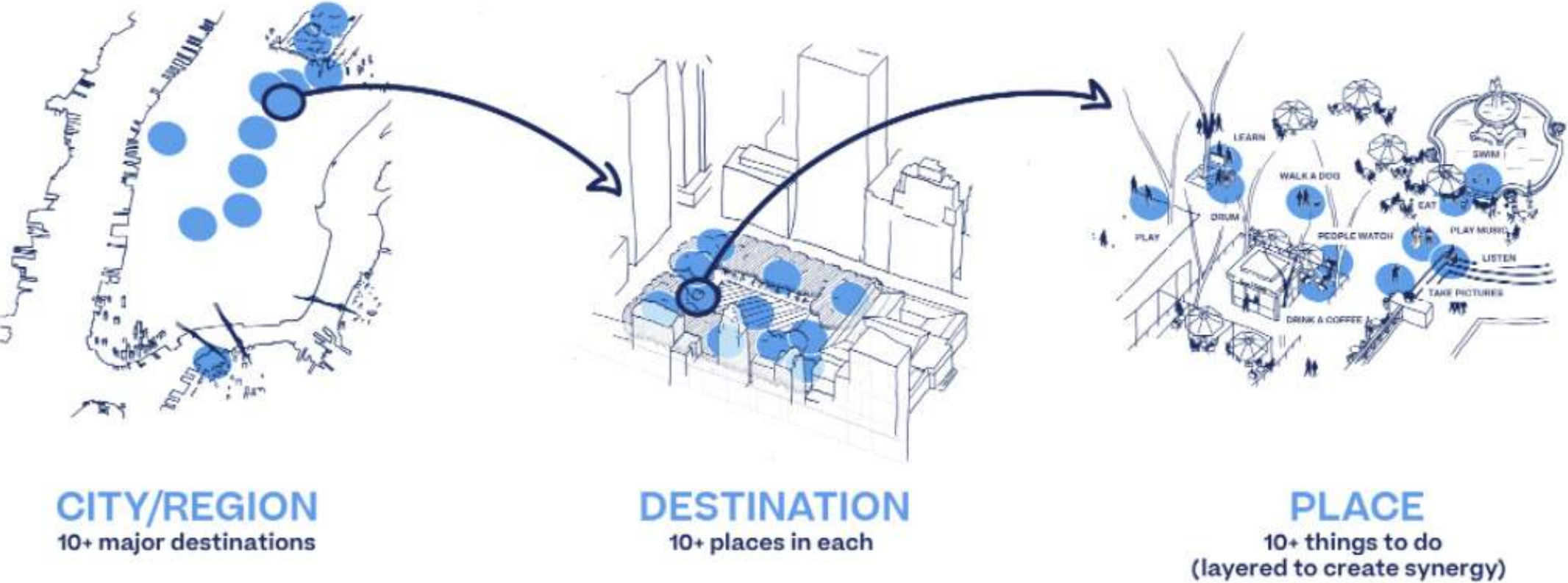
The Power of 10+ is a concept Project for Public Spaces developed to evaluate and facilitate Place making at multiple city scales. It is a powerful tool for generating constructive conversations to identify targeted Place making efforts. Cities succeed or fail at the human scale—the place scale—and this scale is often overlooked. The Power of 10+ shows how paying attention to the human experience when building a city’s destinations and districts can have immediate and widespread impacts.

The idea behind this concept is that places thrive when users have a range of reasons (10+) to be there. These might include a place to sit, playgrounds to enjoy, art to touch, music to hear, food to eat, history to experience, and people to meet. Ideally, some of these activities will be unique to that particular place, reflecting the culture and history of the surrounding community. Local residents who use this space most regularly will be the best source of ideas for which uses will work best.

Further, when cities contain at least 10 of these destinations or districts, their public perception begins to shift amongst both locals and tourists, and urban centers can become better equipped for generating resilience and innovation.

Power of 10+

How Cities Transform Through Placemaking



Project
for Public
Spaces

PROGRAM & ACTIVITIES	↑ GRAND	Summer Concert	
		Winter Festival	
		Kids' Carnival	
		Craft Beer Festival	
		Block Party	
	—	Movie Night	
		Ice Skating	
		Performance	
		Ice Sculpture Competition	
		Dog Show	
		Pop-Up Retail	
		Food Trucks	
		Splash Play	
		Outdoor Gallery	
		Tai Chi, Yoga & Zumba	
		Lawn Games	
		Snow Play	
		Pop-Up Dining	
		Chess & Ping Pong	
		Picnic	
		Daily Casual Gathering	
		Art Cart	
	↓ INTIMATE	Book Cart	
		Casual Seating	
		Sun Bathing	
		Information Kiosk	

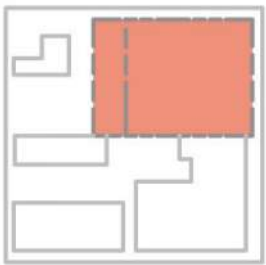


Project Size Comparison

Open Space Buildings



Indian Creek Plaza (68,000 sf)



Moore Park (21,609 sf)

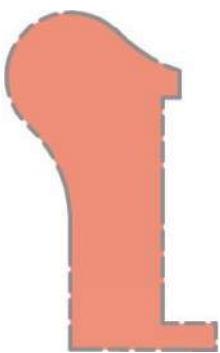
↑
GRAND
PROGRAM & ACTIVITIES
↓
INTIMATE

Summer Concert	
Winter Festival	
Kids' Carnival	
Craft Beer Festival	
Block Party	
Movie Night	
Ice Skating	
Performance	
Ice Sculpture Competition	
Dog Show	
Pop-Up Retail	
Food Trucks	
Splash Play	
Outdoor Gallery	
Tai Chi, Yoga & Zumba	
Lawn Games	
Snow Play	
Pop-Up Dining	
Chess & Ping Pong	
Picnic	
Daily Casual Gathering	
Art Cart	
Book Cart	
Casual Seating	
Sun Bathing	
Information Kiosk	



Project Size Comparison

Open Space
Buildings

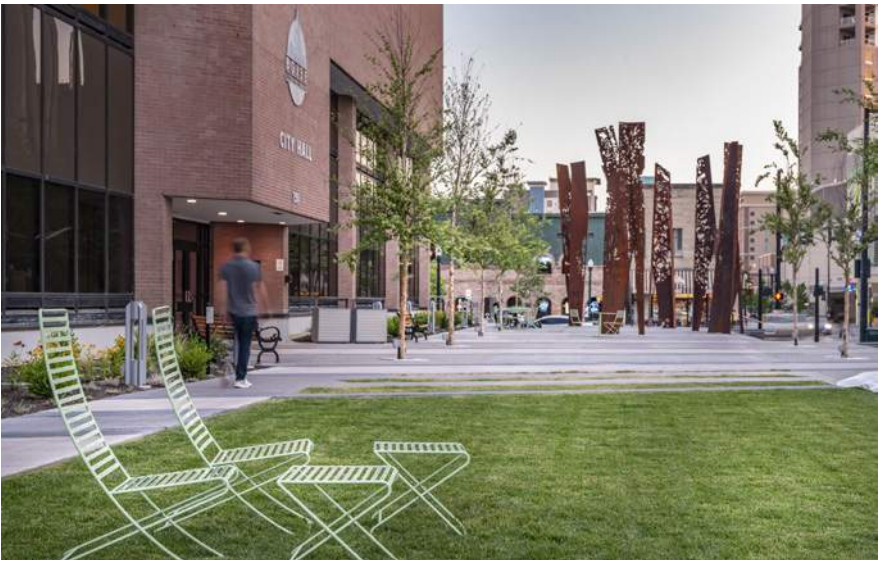


Burien Town Square Park (44,760 sf)



Moore Park (21,609 sf)

PROGRAM & ACTIVITIES	↑ GRAND	Summer Concert	
		Winter Festival	
		Kids' Carnival	
		Craft Beer Festival	
		Block Party	
		Movie Night	
	↓ INTIMATE	Ice Skating	
		Performance	
		Ice Sculpture Competition	
		Dog Show	
		Pop-Up Retail	
		Food Trucks	
		Splash Play	
		Outdoor Gallery	
		Tai Chi, Yoga & Zumba	
		Lawn Games	
		Snow Play	
		Pop-Up Dining	
		Chess & Ping Pong	
		Picnic	
		Daily Casual Gathering	
		Art Cart	
		Book Cart	
		Casual Seating	
		Sun Bathing	
		Information Kiosk	

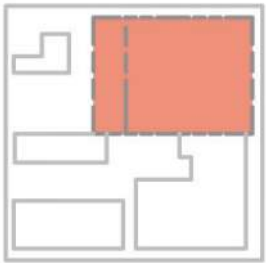


Project Size Comparison

Open Space Buildings



Boise City Hall (13,895 sf)



Moore Park (21,609 sf)

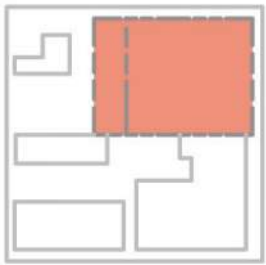
PROGRAM & ACTIVITIES	↑ GRAND	Summer Concert	
		Winter Festival	
		Kids' Carnival	
		Craft Beer Festival	
		Block Party	
		Movie Night	
		Ice Skating	
		Performance	
		Ice Sculpture Competition	
		Dog Show	
		Pop-Up Retail	
		Food Trucks	
		Splash Play	
		Outdoor Gallery	
		Tai Chi, Yoga & Zumba	
		Lawn Games	
		Snow Play	
		Pop-Up Dining	
		Chess & Ping Pong	
		Picnic	
	↓ INTIMATE	Daily Casual Gathering	
		Art Cart	
		Book Cart	
		Casual Seating	
		Sun Bathing	
		Information Kiosk	



Project Size Comparison



Cherie Buckner-Webb Park (32,550 sf)



Moore Park (21,609 sf)

POTENTIAL SITE AMENITIES



Interactive Water Feature/ Geologic Stream



Winter Light Festival



Food Truck Plaza



Geologically Inspired Fire Feature



Active Lawn Area



Food/ Beer/ Wine Festivals



Elevated Stage



Iconic Interactive Public Art



Covered Stage/ Performance Area



Flexible Seating



Pop-Up Retail



Fixed Seating with Lighting

POTENTIAL SITE ELEMENTS AND PLACE MAKING FEATURES



Festival Lighting, Fixed Seating and Movable Furn.



Flexible and Passive Lawn



Rocks and Geology for Interactive Play and Education



Planting to define spaces and provide seasonality



Shade Trees with Decomposed Granite and Site Furn.



Boulders and Geological Formations for Interactive Play



Native Planting that evokes place and region



Torii Gate meets Rustic Ranch Gate



Ribbon Wall as Fixed Seating and Geologic Element



YouTuber Shed as Folly and Instagram Muse



Gas Station Canopy - Period Architecture with Cultural History - Upcycle and Reuse as Shade Structure or Performance Stage



Iconic Signage as Gateway

PRECEDENT PUBLIC ART, BRANDING, WAYFINDING AND INTERPRETIVE COMPONENTS



Indian Creek Plaza Destination Signage



Indian Creek Plaza Destination Signage



Indian Creek Plaza - Donor Recognition



Indian Creek Plaza Destination Signage



Rhodes Skate Park - Landmark Letters



Rhodes Skate Park - Landmark Letters



Rhodes Skate Park - Finch Tower



Rhodes Skate Park - Donor Wall



Rhodes Skate Park - Interpretative Signage



City of Ontario Brand Identity



City of Ontario Wayfinding Signage

PRECEDENT STUDIES

↑
GRAND
PROGRAM & ACTIVITIES
INTIMATE
↓

	INDIAN CREEK PLAZA Caldwell, ID	CHERIE-BUCKNER-WEBB PARK Boise, ID	BOISE CITY HALL Boise, ID	BURIEN TOWN SQUARE PARK City of Burien, WA	MOORE PARK Ontario, OR
Summer Concert					
Winter Festival					
Geological Feature					
Temporarily Covered Stage					
Host Events: Music, Arts, Food					
Public Art					Shed as Art
Plaza					
Fire Feature					
Active Lawn Area					
Wayfinding					
Food Truck Plaza					
Adjacent Food & Beverage/ Retail					
Adjacent Farmers Market					Saturday Market
Interactive Water Feature					
Fixed and Movable Seating					
Bioretention/ Snow Storage					
Shade Trees					
Drought Tolerant Planting					
Pop-Up Retail / Vendors					
Pop-Up Dining					
Plaza/ Park Fitness					
Yard Games					
Daily Casual Gathering					

RECOMMENDED SITE AMENITIES & PROGRAMMED EVENTS

MOORE PARK	
Ontario, OR	
Live Music	
Holiday Lighting Festival	
Cultural Events	
Covered Stage	
Host Events: Music, Arts, Food	
Public Art	Shed as Art
Plaza	
Fire Feature	
Flexible Lawn Area	
Wayfinding / Park Signage	
Food Truck Plaza	
Adjacent Food & Beverage/ Retail	
Farmers Market	Saturday Market
Water Feature	
Fixed and Movable Seating	
Restrooms	
Shade Trees	
Drought Tolerant Planting	
Pop-Up Retail / Vendors	
Pop-Up Dining	
Plaza/ Park Fitness	
Yard Games	
Daily Casual Gathering	

WE ENVISION MOORE PARK AS A **FLEXIBLE, MULTI-USE** SPACE THAT CAN ADAPT TO PROGRAMS FOR **ALL FOUR SEASONS**. MOORE PARK CAN BECOME A SPACE THAT FEELS COMFORTABLE FOR MORE **INTIMATE, EVERYDAY USE**, AND FUNCTION FOR **LARGE SEASONAL EVENTS** THAT ATTRACT THE BROADER WESTERN TREASURE VALLEY OF IDAHO AND MALHEUR COUNTY COMMUNITIES. BY BUILDING OFF OF ALREADY ESTABLISHED LOCAL EVENTS AND CREATING ROOM FOR NEW PROGRAMS TO ARISE, MOORE PARK HAS THE POTENTIAL TO BE **THE CORE OF DOWNTOWN ONTARIO**.



Shaded Seating



Market Street



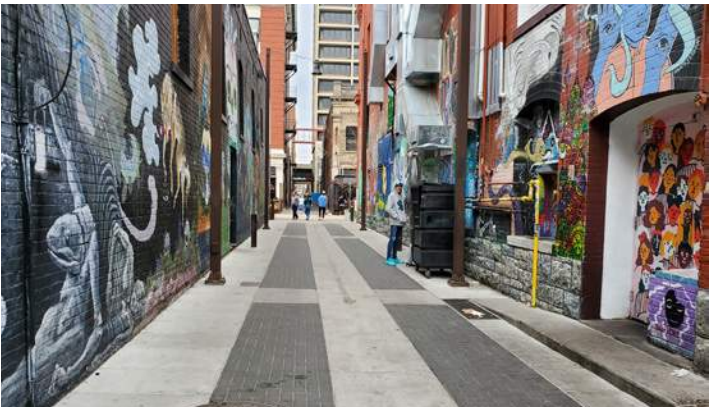
Water Feature



Fire Feature



Food Truck Plaza and Vending



Public Art Gallery

PROGRAMMATIC DIAGRAM

LEGEND

- | | |
|---|------------------------|
|  | Flexible Lawn / Shade |
|  | Outdoor Seating |
|  | Plaza and Event Space |
|  | Covered Space |
|  | Enhanced Streetscape |
|  | Boulder Arrangement |
|  | Interactive Water Play |
|  | Mural - 2D Art |
|  | Enhanced Walking Space |
|  | Trail Connection |
|  | Existing Shade Tree |



PROGRAMMATIC DIAGRAM

LEGEND

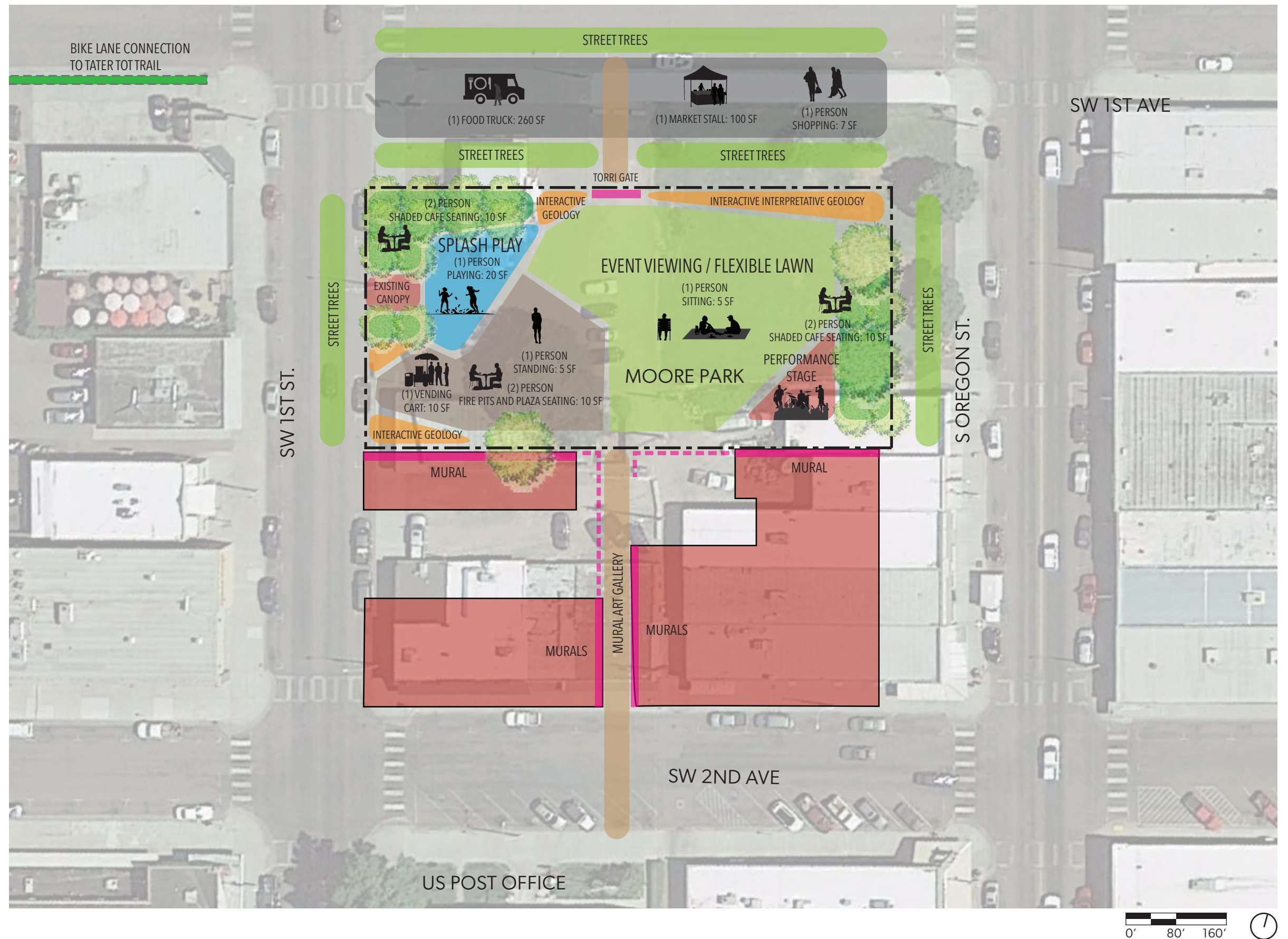
- Flexible Lawn / Shade
- Outdoor Seating
- Plaza and Event Space
- Covered Space
- Enhanced Streetscape
- Boulder Arrangement
- Interactive Water Play
- Mural - 2D Art
- Enhanced Walking Space
- Trail Connection
- Existing Shade Tree



PROGRAMMATIC DIAGRAM

LEGEND

- | | |
|---|------------------------|
|  | Flexible Lawn / Shade |
|  | Outdoor Seating |
|  | Plaza and Event Space |
|  | Covered Space |
|  | Enhanced Streetscape |
|  | Boulder Arrangement |
|  | Interactive Water Play |
|  | Mural - 2D Art |
|  | Enhanced Walking Space |
|  | Trail Connection |
|  | Existing Shade Tree |



The public outreach process consisted of an online public survey and questionnaire and a visual preference survey conducted in person at the 2022 Spring Fling. Results provided through public feedback were then used to finalize the Site Concept Plan.



PREFERRED EVENTS - ONLINE SURVEY:

- 1. Farmers Market
- 2. Live Music
- 3. Food & Drink
- 4. Holiday Lighting
- 5. Pop-Retail & Dining
- 6. Cultural Events

PREFERRED AMENITIES - ONLINE SURVEY:

- 1. Shaded Seating Areas
- 2. Vending & Food Trucks
- 3. Plaza with Fire Pits
- 4. Market Street
- 5. Restrooms

PREFERRED FEATURES - ONLINE SURVEY:

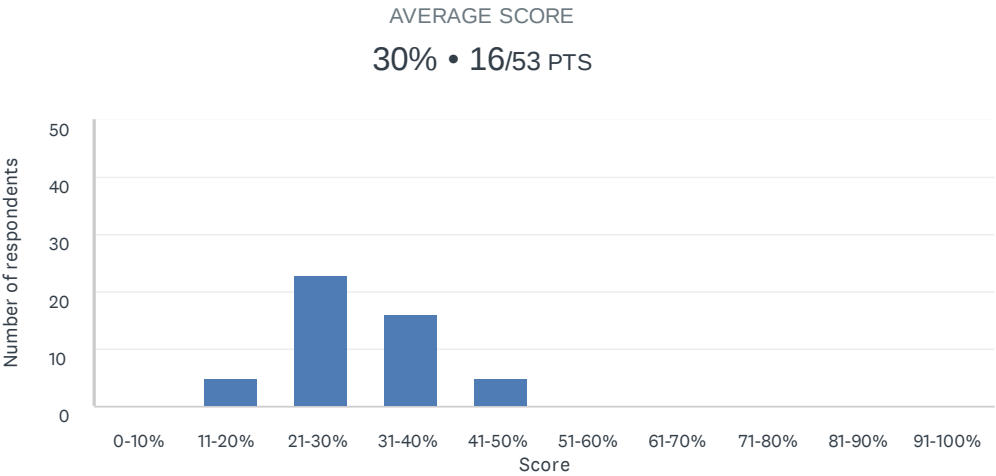
- 1. Performance Stage (Option B)
- 2. Flexible Lawn (Option C)
- 3. Fire Pit & Plaza Seating (Option B)
- 4. Native Meadow (Option A)
- 5. Water Feature (Option A); Geologic Stream (Option C)

PREFERRED - SPRING FLING:

- 1. Shaded Seating
- 2. Fire Pit & Plaza Seating
- 3. Water Feature (all versions)
- 4. Flexible Lawn
- 5. Repurpose Existing Gas Station Canopy
- 6. New Performance Stage
- 7. Farmers Market Street
- 8. Option ‘C’

Moore Park - Programming and Visioning Public Survey

Quiz Summary



STATISTICS		
Lowest Score	Median	Highest Score
13%	30%	49%
Mean: 30%		
Standard Deviation: 8%		

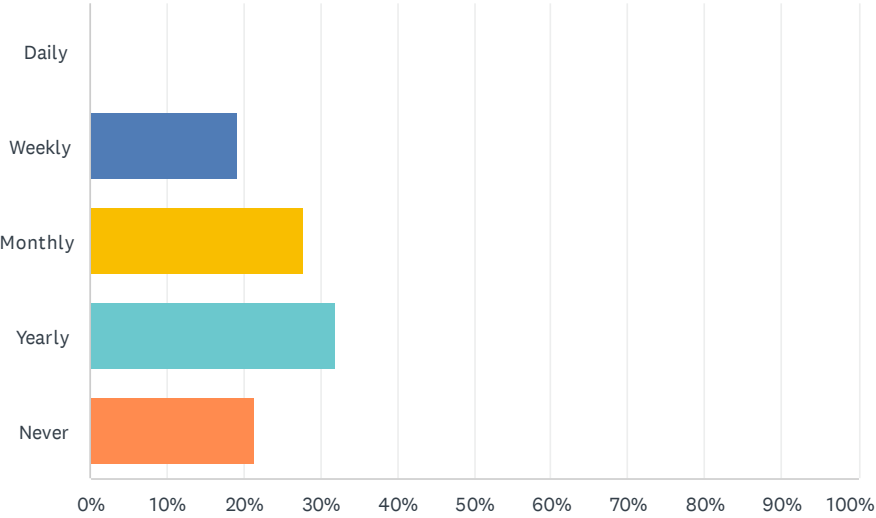
Question Ranking

QUESTIONS (7)	DIFFICULTY	AVERAGE SCORE
Q4 Out of the proposed park amenities displayed above (labeled A-X), what are your top 3 programmatic park amenity priorities for this park? (Choose up to 3)	1	14%
Q7 Out of the 3 Program Options diagrams displayed above, what are you favorite early concept images associated with each of the individual program diagram. (Choose 2 images per Diagram: Example selection - Diagram A - Native Meadow and Entry Gate Marquee Letters; Diagram B - Splay Play and Performance State; Diagram C - Geologic Stream and Flexible Lawn)	2	30%
Q3 What type of special events would you like to see at the renovated Moore Park? (Choose up to 5)	3	49%
Q2 How many events do you attend downtown annually?	4	100%
Q6 How often do you plan to visit the park after it's renovated?	4	100%
Q1 How often do you visit the park?	4	100%
Q5 How long have you lived or resided in Ontario?	4	100%

Moore Park - Programming and Visioning Public Survey

Q1 How often do you visit the park?

Answered: 47 Skipped: 2

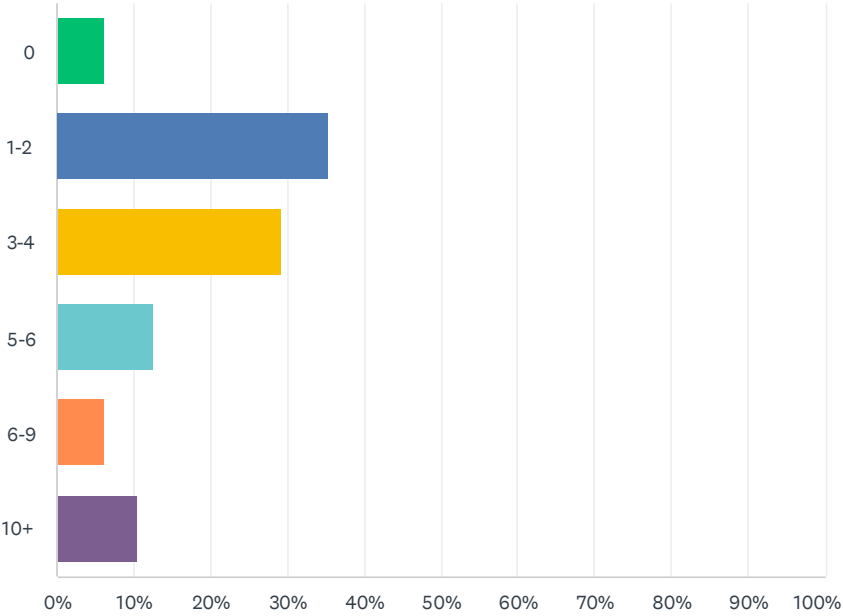


QUIZ STATISTICS			
Percent Correct 96%		Average Score 1.0/1.0 (100%)	Standard Deviation 0.00
		Difficulty 4/7	
ANSWER CHOICES	SCORE	RESPONSES	
✓ Daily	1/1	0.00%	0
✓ Weekly	1/1	19.15%	9
✓ Monthly	1/1	27.66%	13
✓ Yearly	1/1	31.91%	15
✓ Never	1/1	21.28%	10
TOTAL			47

Moore Park - Programming and Visioning Public Survey

Q2 How many events do you attend downtown annually?

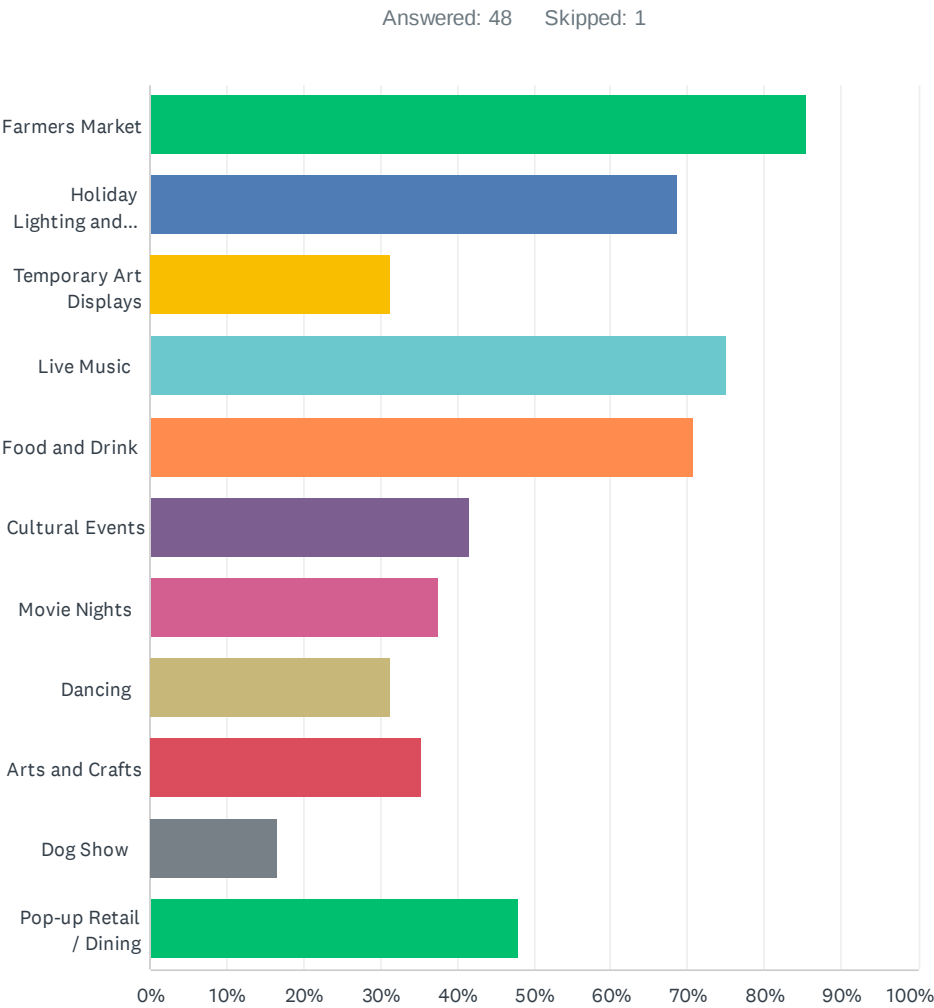
Answered: 48 Skipped: 1



QUIZ STATISTICS			
Percent Correct 98%		Average Score 1.0/1.0 (100%)	Standard Deviation 0.00
		Difficulty 4/7	
ANSWER CHOICES	SCORE	RESPONSES	
✓ 0	1/1	6.25%	3
✓ 1-2	1/1	35.42%	17
✓ 3-4	1/1	29.17%	14
✓ 5-6	1/1	12.50%	6
✓ 6-9	1/1	6.25%	3
✓ 10+	1/1	10.42%	5
TOTAL			48

Moore Park - Programming and Visioning Public Survey

Q3 What type of special events would you like to see at the renovated Moore Park? (Choose up to 5)



QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
4%	5.4/11.0 (49%)	2.19	3/7

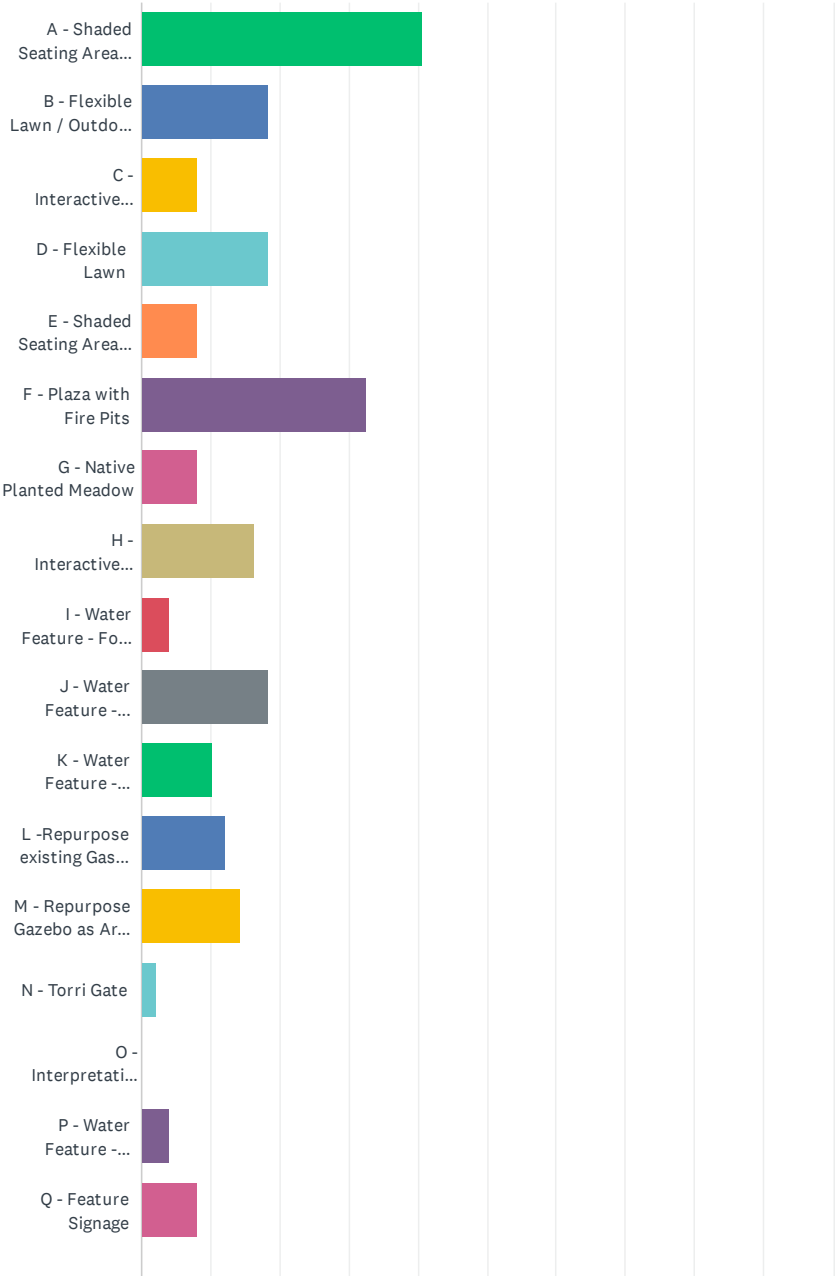
Moore Park - Programming and Visioning Public Survey

ANSWER CHOICES	SCORE	RESPONSES	
✓ Farmers Market	1/11	85.42%	41
✓ Holiday Lighting and/or Winter Festival	1/11	68.75%	33
✓ Temporary Art Displays	1/11	31.25%	15
✓ Live Music	1/11	75.00%	36
✓ Food and Drink	1/11	70.83%	34
✓ Cultural Events	1/11	41.67%	20
✓ Movie Nights	1/11	37.50%	18
✓ Dancing	1/11	31.25%	15
✓ Arts and Crafts	1/11	35.42%	17
✓ Dog Show	1/11	16.67%	8
✓ Pop-up Retail / Dining	1/11	47.92%	23
Total Respondents: 48			

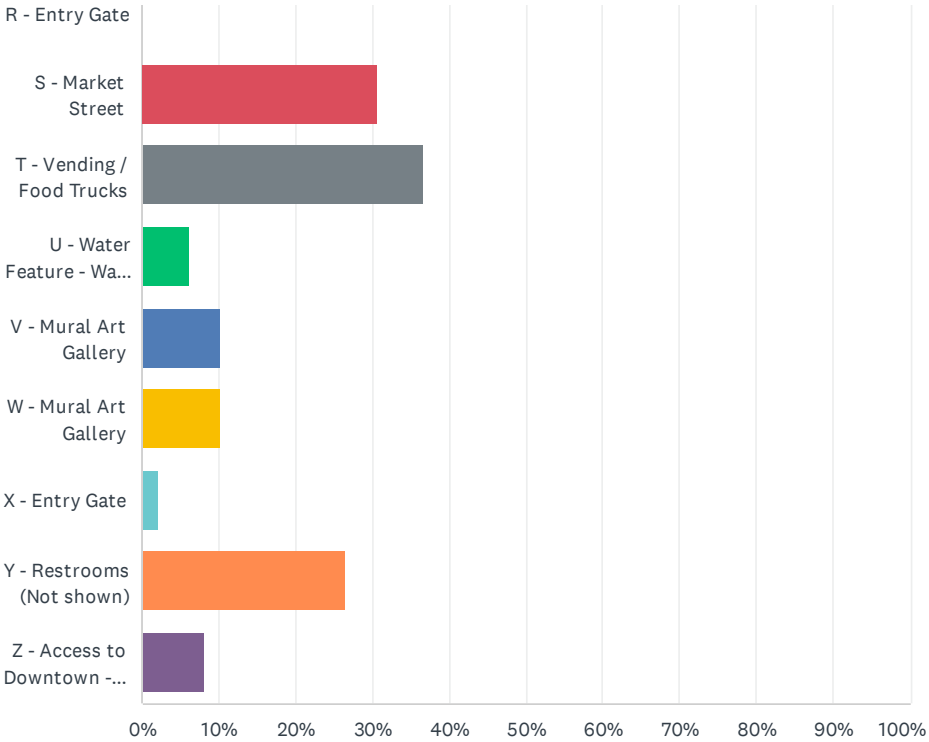
Moore Park - Programming and Visioning Public Survey

Q4 Out of the proposed park amenities displayed above (labeled A-X), what are your top 3 programmatic park amenity priorities for this park?
(Choose up to 3)

Answered: 49 Skipped: 0



Moore Park - Programming and Visioning Public Survey



QUIZ STATISTICS

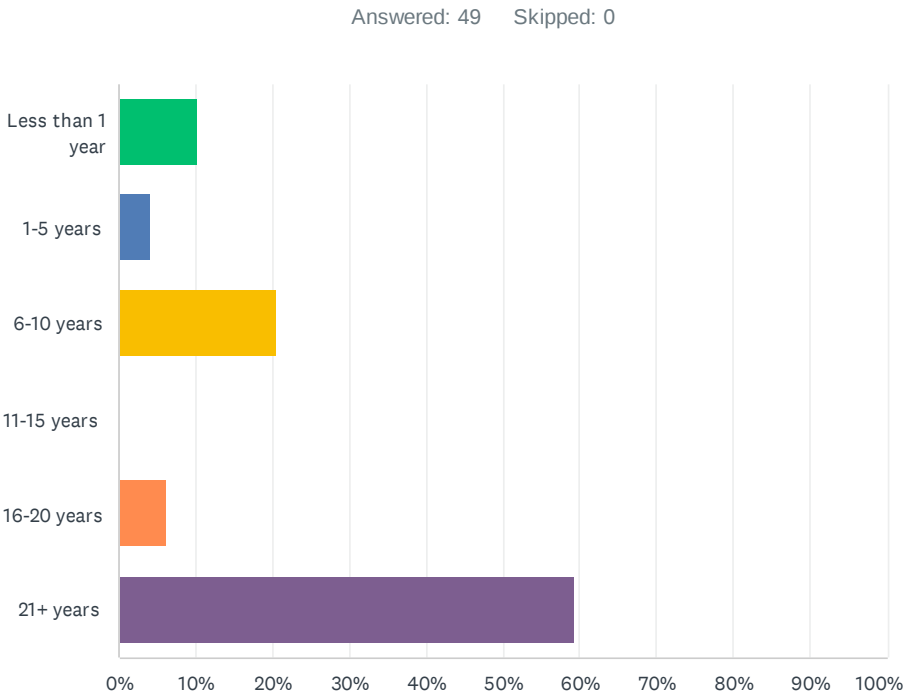
Percent Correct	Average Score	Standard Deviation	Difficulty
0%	3.6/26.0 (14%)	1.65	1/7

Moore Park - Programming and Visioning Public Survey

ANSWER CHOICES	SCORE	RESPONSES	
✓ A - Shaded Seating Areas - Fixed and Movable furnishings	1/26	40.82%	20
✓ B - Flexible Lawn / Outdoor Games	1/26	18.37%	9
✓ C - Interactive Geology	1/26	8.16%	4
✓ D - Flexible Lawn	1/26	18.37%	9
✓ E - Shaded Seating Areas - Fixed and Movable furnishings	1/26	8.16%	4
✓ F - Plaza with Fire Pits	1/26	32.65%	16
✓ G - Native Planted Meadow	1/26	8.16%	4
✓ H - Interactive Public Art	1/26	16.33%	8
✓ I - Water Feature - Fog Spray	1/26	4.08%	2
✓ J - Water Feature - Geologic Stream	1/26	18.37%	9
✓ K - Water Feature - Splash Play	1/26	10.20%	5
✓ L -Repurpose existing Gas Station Canopy	1/26	12.24%	6
✓ M - Repurpose Gazebo as Art Piece	1/26	14.29%	7
✓ N - Torri Gate	1/26	2.04%	1
✓ O - Interpretative Signage	1/26	0.00%	0
✓ P - Water Feature - Splash Play	1/26	4.08%	2
✓ Q - Feature Signage	1/26	8.16%	4
✓ R - Entry Gate	1/26	0.00%	0
✓ S - Market Street	1/26	30.61%	15
✓ T - Vending / Food Trucks	1/26	36.73%	18
✓ U - Water Feature - Water Runnel	1/26	6.12%	3
✓ V - Mural Art Gallery	1/26	10.20%	5
✓ W - Mural Art Gallery	1/26	10.20%	5
✓ X - Entry Gate	1/26	2.04%	1
✓ Y - Restrooms (Not shown)	1/26	26.53%	13
✓ Z - Access to Downtown - Dining / Shopping (Not shown)	1/26	8.16%	4
Total Respondents: 49			

Moore Park - Programming and Visioning Public Survey

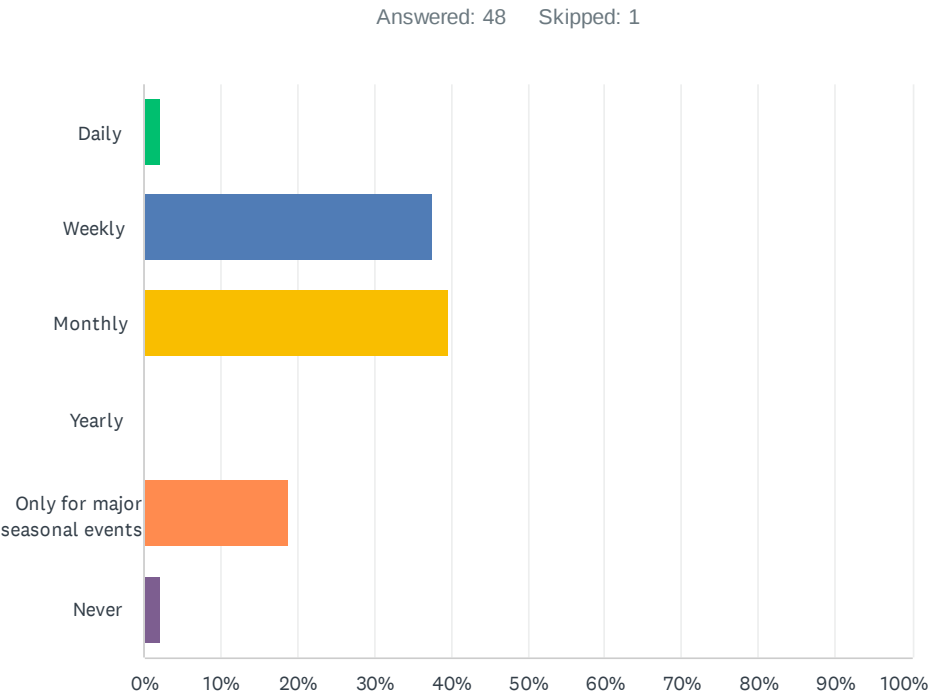
Q5 How long have you lived or resided in Ontario?



QUIZ STATISTICS			
Percent Correct 100%	Average Score 1.0/1.0 (100%)	Standard Deviation 0.00	Difficulty 4/7
ANSWER CHOICES	SCORE	RESPONSES	
✓ Less than 1 year	1/1	10.20%	5
✓ 1-5 years	1/1	4.08%	2
✓ 6-10 years	1/1	20.41%	10
✓ 11-15 years	1/1	0.00%	0
✓ 16-20 years	1/1	6.12%	3
✓ 21+ years	1/1	59.18%	29
TOTAL			49

Moore Park - Programming and Visioning Public Survey

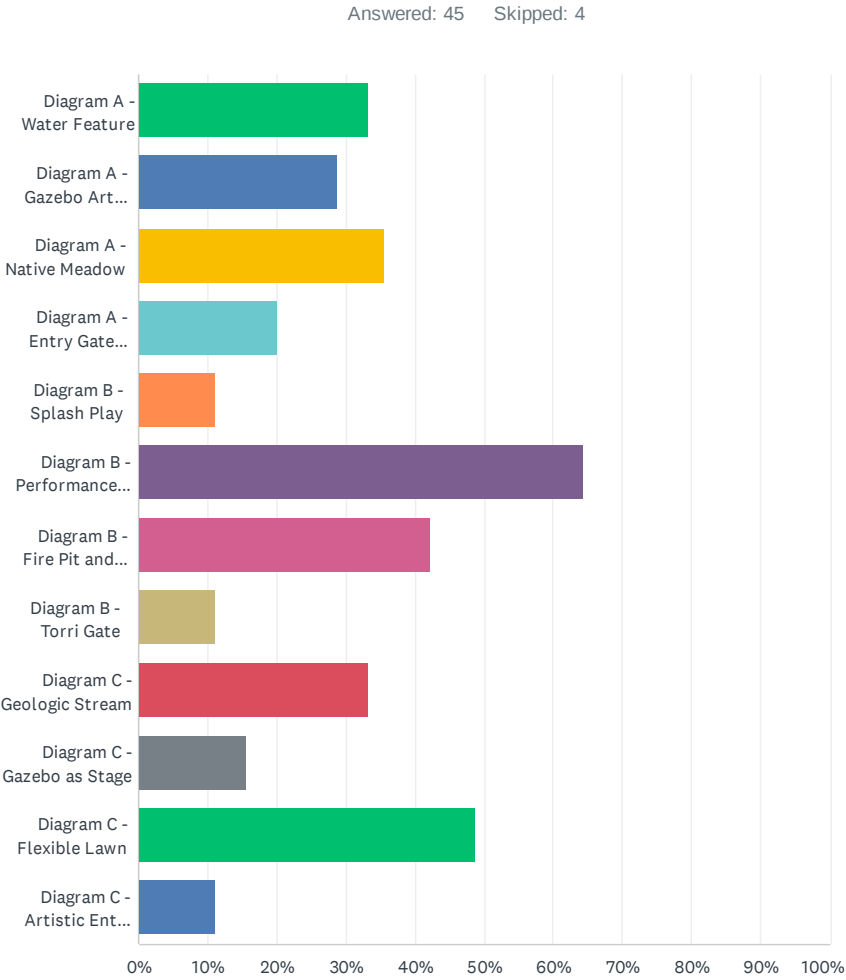
Q6 How often do you plan to visit the park after it's renovated?



QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
98%	1.0/1.0 (100%)	0.00	4/7
ANSWER CHOICES		SCORE	RESPONSES
✓ Daily	1/1	2.08%	1
✓ Weekly	1/1	37.50%	18
✓ Monthly	1/1	39.58%	19
✓ Yearly	1/1	0.00%	0
✓ Only for major seasonal events	1/1	18.75%	9
✓ Never	1/1	2.08%	1
TOTAL			48

Moore Park - Programming and Visioning Public Survey

Q7 Out of the 3 Program Options diagrams displayed above, what are you favorite early concept images associated with each of the individual program diagram. (Choose 2 images per Diagram: Example selection - Diagram A - Native Meadow and Entry Gate Marquee Letters; Diagram B - Splay Play and Performance State; Diagram C - Geologic Stream and Flexible Lawn)



QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
0%	3.6/12.0 (30%)	2.03	2/7

Moore Park - Programming and Visioning Public Survey

ANSWER CHOICES	SCORE	RESPONSES	
✓ Diagram A - Water Feature	1/12	33.33%	15
✓ Diagram A - Gazebo Art Piece	1/12	28.89%	13
✓ Diagram A - Native Meadow	1/12	35.56%	16
✓ Diagram A - Entry Gate Marquee Letters	1/12	20.00%	9
✓ Diagram B - Splash Play	1/12	11.11%	5
✓ Diagram B - Performance Stage	1/12	64.44%	29
✓ Diagram B - Fire Pit and Plaza Seating	1/12	42.22%	19
✓ Diagram B - Torri Gate	1/12	11.11%	5
✓ Diagram C - Geologic Stream	1/12	33.33%	15
✓ Diagram C - Gazebo as Stage	1/12	15.56%	7
✓ Diagram C - Flexible Lawn	1/12	48.89%	22
✓ Diagram C - Artistic Entry Gate	1/12	11.11%	5
Total Respondents: 45			

Moore Park - Programming and Visioning Public Survey

Q8 Please provide your email address to be kept updated on this project, as well as any additional comments you may have regarding this project.
Thanks for your input!

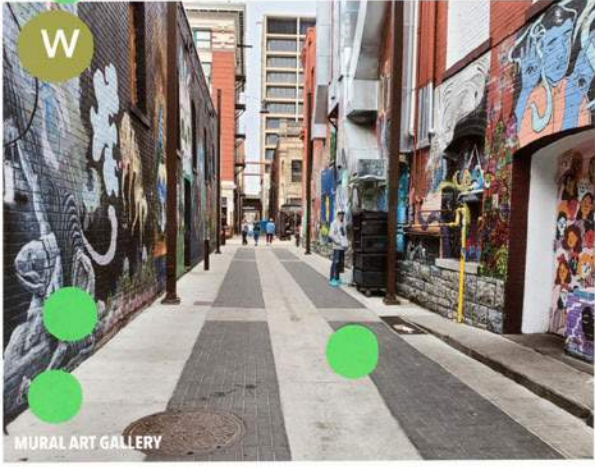
Answered: 29 Skipped: 20

#	RESPONSES	DATE
1	terry.leighton@ontariooregon.org	4/11/2022 8:06 AM
2	sowing4health@gmail.com	4/10/2022 8:28 AM
3	Wendiewonderful@yahoo.com	4/9/2022 11:35 AM
4	Cr_reed@msn.com	4/9/2022 7:32 AM
5	cristle71@hotmail.com	4/9/2022 5:59 AM
6	Birchcreekbc@gmail.com	4/8/2022 9:57 PM
7	howards1995@gmail.com	4/8/2022 8:11 PM
8	Tina.bonadiman@gmail.com	4/8/2022 2:00 PM
9	djcapron99@gmail.com	4/8/2022 7:45 AM
10	lynelle.christiani@yahoo.com	4/8/2022 6:22 AM
11	Kagaemi@gmail.com	4/8/2022 12:22 AM
12	Lionjack1@msn.com	4/7/2022 8:33 PM
13	Megvanzelf@gmail.com	4/7/2022 8:12 PM
14	Rootedin5@gmail.com	4/7/2022 7:45 PM
15	I believe that a water feature would be challenging to maintain and receive negative feedback in drought season. The park is a beautiful location but would be best focused towards adult entertain as most of the retail shops at focused towards adults. Additionally, the roads are busy and once cars are parked the viability is limited. Water features also open up opportunities for homeless to use for bathing and other bodily functions.	4/7/2022 6:33 PM
16	homestreete@yahoo.com Extend the farmers market into the street blocking off from stockmans to Brewsky and one block south for vending in the street every saturday	4/7/2022 5:36 PM
17	nautiluszero@gmail.com	4/7/2022 5:16 PM
18	etphnhome@mail.com	4/7/2022 4:43 PM
19	Protaxontario@gmail.com	4/7/2022 3:49 PM
20	lynn.allstarpt@gmail.com	4/7/2022 2:42 PM
21	kristinandreazzi@gmail.com	4/7/2022 2:39 PM
22	mw8708795@gmail.com	4/7/2022 2:19 PM
23	g.cassie@yahoo.com	4/7/2022 1:39 PM
24	Torie.g2010@gmail.com	4/7/2022 1:21 PM
25	scutler@live.com	4/7/2022 1:11 PM
26	david@dialegomai.com	4/7/2022 1:02 PM
27	Dimaniart@gmail.com	4/7/2022 12:26 PM
28	Juliachadwick79@yahoo.com	4/7/2022 12:25 PM
29	whiteravenfriend@duck.com	4/7/2022 12:14 PM

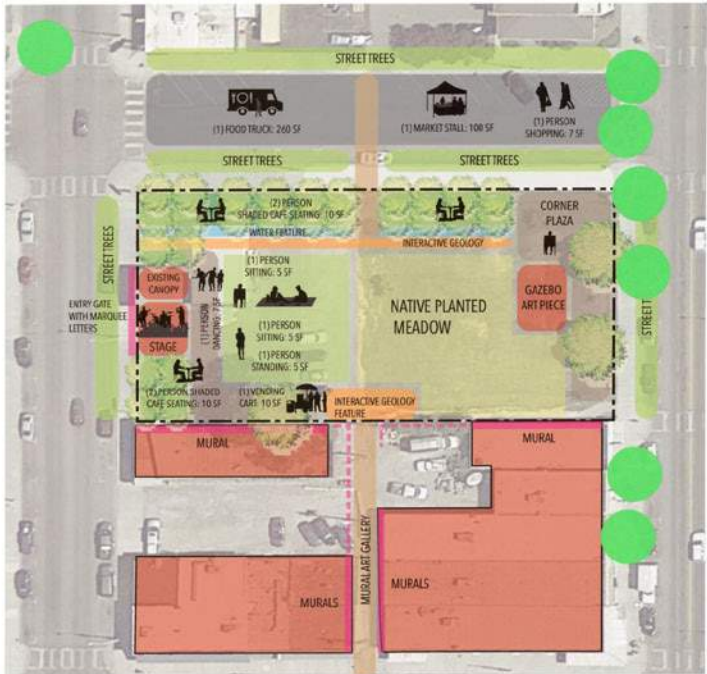
PROPOSED PARK AMENITIES



PROPOSED PARK AMENITIES



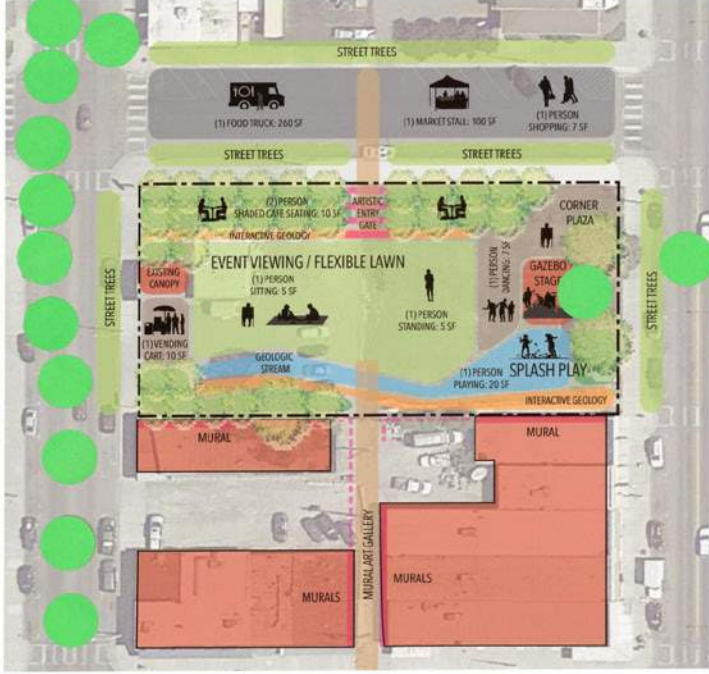
PROGRAM DIAGRAMS



MOORE PARK - DIAGRAM A



MOORE PARK - DIAGRAM B



MOORE PARK - DIAGRAM C



EARLY CONCEPT IMAGES



EARLY CONCEPT IMAGES



EARLY CONCEPT IMAGES



- LEGEND
- A EXISTING GAZEBO - ADAPTIVE REUSE AND UPGRADE AS PARK STAGE FOR EVENTS - PAINT SOLID BRIGHT COLOR AND ADD INTERNAL SEASONAL LED LIGHTING AND ELECTRIC
 - B EXISTING STATION CANOPY - ADAPTIVE REUSE AND UPGRADE AS PARK SHADE CANOPY W/ SEATING BELOW
 - C EVENT PLAZA FIXED AND FLEXIBLE SEATING, LIGHTING AND DECORATIVE PAVING
 - D FLEXIBLE EVENT AND SATURDAY MARKET LAWN
 - E TREE-SHADED CAFE TABLE & CHAIR SEATING
 - F LARGE DECIDUOUS STREET TREES
 - G FESTIVAL STREET WITH CONCRETE PAVING, MARKET VENDING AND FOOD TRUCK STAGING
 - H INTERACTIVE WATER FEATURE WITH GEOLOGICAL ROCK FEATURES
 - I NATIVE PLANTED MEADOW
 - J ARTISTIC ENTRY GATE FEATURE
 - K MURAL AND ART EXHIBIT ALLEY AND WALLS
 - L BENCHES AND SEATING
 - M EXISTING SHADE TREES TO BE PRESERVED
 - N FOOD AND POP-UP DINING VENDOR PLAZA
 - O ALLEY WITH DECORATIVE PAVING
 - P GEOLOGICAL FIRE PITs
 - Q FOOTBRIDGE, TYP.
 - R PATH
 - S MARKET TENTS

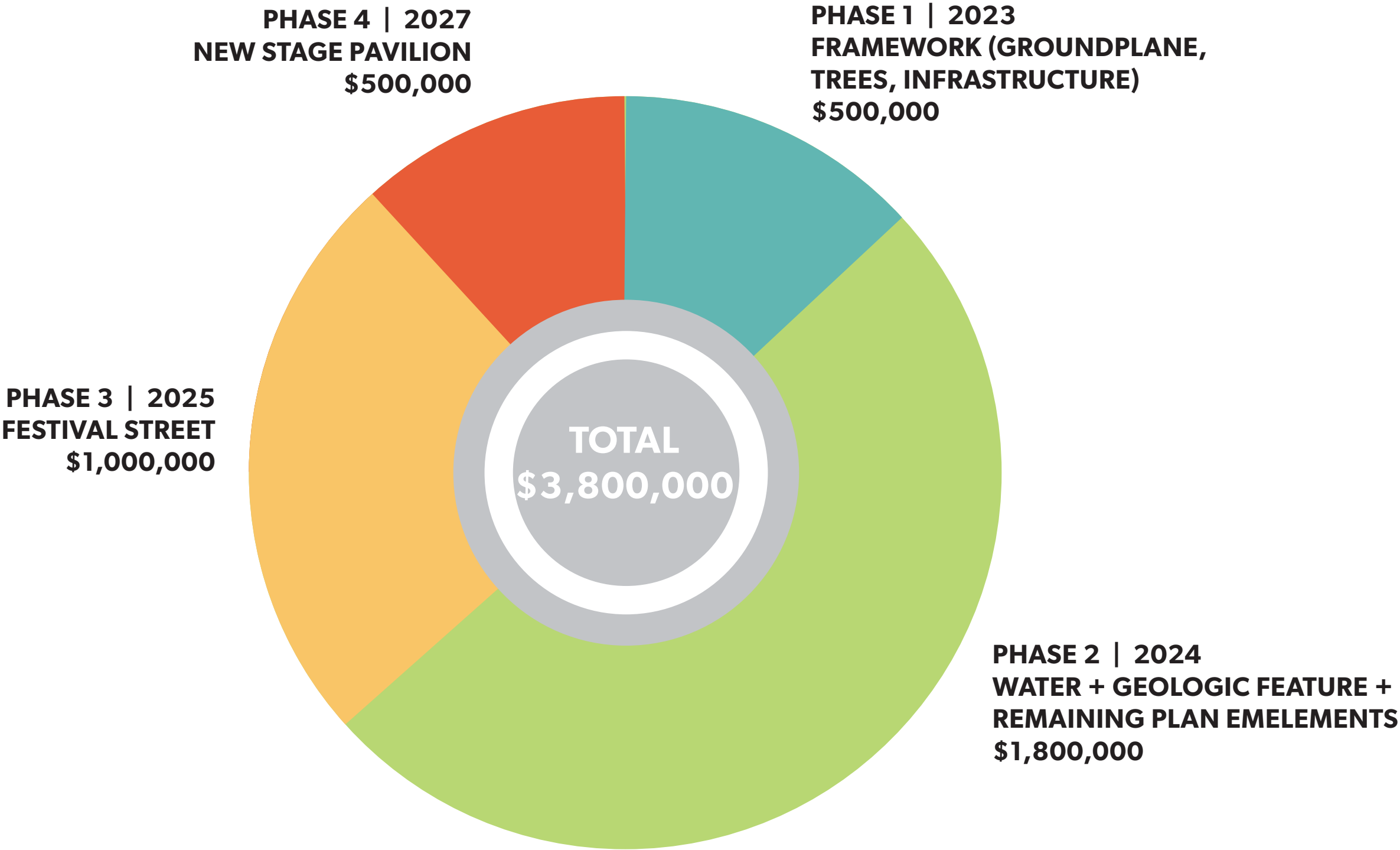




LEGEND

- A** REMOVE GAZEBO - REPLACE WITH CONTEMPORARY PARK STAGE FOR EVENTS
- B** EXISTING STATION CANOPY - ADAPTIVE REUSE AND UPGRADE AS PARK RESTROOM
- C** EVENT PLAZA FIXED AND FLEXIBLE SEATING, LIGHTING AND DECORATIVE PAVING
- D** FLEXIBLE EVENT AND SATURDAY MARKET LAWN
- E** TREE-SHADED CAFE TABLE & CHAIR SEATING
- F** LARGE DECIDUOUS STREET TREES
- G** FESTIVAL STREET WITH CONCRETE PAVING, MARKET VENDING AND FOOD TRUCK STAGING
- H** INTERACTIVE WATER FEATURE WITH GEOLOGICAL ROCK FEATURES
- I** NATIVE PLANTED MEADOW
- J** ARTISTIC ENTRY GATE FEATURE
- K** MURAL AND ART EXHIBIT ALLEY AND WALLS
- L** BENCHES AND SEATING
- M** EXISTING SHADE TREES TO BE PRESERVED
- N** FOOD AND POP-UP DINING VENDOR PLAZA
- O** ALLEY WITH DECORATIVE PAVING
- P** GEOLOGICAL FIRE PITs
- Q** FOOTBRIDGE, TYP.
- R** PATH
- S** MARKET TENTS







AGENDA REPORT
OLD BUSINESS
June 28, 2022

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: RURAL FIRE CONTRACT RENEWAL

DATE: June 20, 2022

PROPOSED MOTION:

- 1). I MOVE THAT THE CITY COUNCIL APPROVE ADDENDUM #13 OF THE RURAL FIRE PROTECTION DISTRICT AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES.**
- 2). I MOVE THAT THE CITY COUNCIL APPROVE THE CODIFIED AMENDMENT OF THE RURAL FIRE PROTECTION DISTRICT AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES, REFLECTING ADDENDUMS 1 THROUGH 13.**

SUMMARY:

Ontario Mayor Riley Hill and City Councilor Michael Braden have been negotiating with the Rural Fire Protection District. The parties have come to an agreement and all parties involved have agreed to the attached amendment reflecting those negotiations.

BACKGROUND:

Ontario Fire and Rescue has had a relationship for over 50 years with the Ontario Rural Fire Protection District (ORFPD) providing joint fire service for the city and the rural area around Ontario. The contract expired in 2021 and has required four extensions. Delays were incurred because of negotiations with SRCI, the pandemic, personal tragedies with the negotiating team, and changes in the approach to handling the contract. The City Council representatives, staff, and rural district representatives were able to meet over the period of the last extension and come to a tentative agreement on the terms of the new agreement.

CURRENT SITUATION:

All parties have agreed to the terms of the agreement which are reflected in the attached Addendum #13. The City Manager Pro Tem has also incorporated all the addendums 1 through 13 into the amended version of the agreement (codified) for ease of tracking in the future and is offering this for approval.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** This agreement adds to the city fire protection revenue for the city.
- C. **TIMING** This agreement needs to be approved at this meeting as the 4th extension to this agreement expires on June 30, 2022.
- D. **POLICY/LEGAL** The Council and the ORFPD Board are both parties to the contract agreement, so it requires approval of both parties.

ALTERNATIVES:

Take No Action: Without the agreement, staff would be acting out of contract and either not running the rural calls or just acting in good faith.

RECOMMENDATION:

Staff recommends approval of Addendum #13 to continue to provide services through Ontario Fire and Rescue to the Ontario Rural Fire Protection District.

ATTACHMENTS:

- 1. Rural Addendum #13 06-28-2022
- 2. Agreement to Provide Fire Suppression and Other Services_6-28-22

ADDENDUM #13 TO
AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

THIS ADDENDUM is entered into this 28th day of day of June 2022, between the Ontario Rural Fire Protection District No. 7-302 ("District") and the City of Ontario, a municipal corporation ("City").

WHEREFORE, on February 3, 1999, City entered into an Agreement to Provide Fire Suppression and Other Services with District, which Agreement was amended by Addendum #1, dated February 22, 2000, by Addendum #2 dated February 20, 2001, by Addendum #3 dated March 7, 2002, by Addendum #4 dated February 4, 2003, by Addendum #5 dated March 1, 2004, by Addendum #6 dated January 18, 2005, by Addendum #7 dated February 6, 2006, by Addendum #8 dated March 5, 2007, by Addendum #9 dated March 3, 2008, by Addendum #10 dated May 7, 2009 by Addendum #11 dated July 1, 2010 and Addendum #12 dated February 16th 2016.

WHEREFORE, it was discovered that Amendment #10 inserted a new Paragraph 2.8 which a Paragraph 2.8 already existed in the original document dated February 3, 1999, and Amendments #11 and #12 used the same double numbering in the amendments to the additional Paragraph 2.8.

WHEREFORE, members of the City Council of the City of Ontario after having met with the members of the District Board agreed to the calculation of split between the district and City will be by a 5-year rolling average of call volume. The District will be responsible for Capital and Equipment according to the cost split agreed herein and The additional increase for fiscal year 2022-2023 shall include the hiring of one new full-time fire fighter.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The later Paragraph 2.8, inserted by Addendum #10 and amended by Addendums #11 and #12, is hereby renumbered and amended as follows:

2.9 Payment of Radio System Upgrade Capital Costs. During the term of this Addendum #12, the District will pay up to \$20,000 of the capital costs to improve the fire radio system. Radio coverage is lacking in several areas of the city and district. The system will be upgraded by activating the radio receivers at Holiday Inn Express and Treasure Valley Community College and installing an additional receiver at City Hall. All receivers will terminate at the main repeater located at Fire Station 2. The District has agreed to pay half of the \$40,000 installation costs. The District agrees to pay \$10,000 out of the 2015-2016 budget at the completion of the project and two additional \$5,000 payments will be disbursed to the City over the next two budget cycles, up to the maximum of \$20,000."

2. Paragraph 3.1 of the Agreement to Provide Fire Suppression Services, dated February 3, 1999, Amended February 22, 2000, Amended February 20, 2001, Amended March 7, 2002, Amended February 4, 2003, Amended March 1, 2004, Amended January 18, 2005, Amended February 6, 2006, Amended March 5, 2007, Amended March 3, 2008, Amended May 7, 2009, Amended July 1, 2010, and Amended February 16, 2016, is hereby revised to read as follows:

3.1 Amount of Payment. District agrees to pay the City Two Hundred Seven Thousand Three Hundred Thirteen and No/100 Dollars (\$207,313.00) in quarterly payments, for one year of service, beginning July 1, 2022, and ending June 30, 2023. Such payments will begin promptly after Malheur County distributes revenues to the District (paying at that time any quarterly payments that have passed at that time) and on the following quarters thereafter: July 15, October 15, January 15, and April 15. Contract increases, if any, beyond the 2022-2023 fiscal year will be negotiated between the City and the District prior to the expiration of this Addendum #13 on June 30, 2023.

- a. For the calculation of split between the District and City will be determined by a five-year rolling average of call volume as per 3.4 of the agreement. (see Addendum #13 Attachment 1)
- b. The district will be responsible for Capital and Equipment according to the cost split agreed upon in 3.1.a. and made in quarterly payments as per 3.1.
 1. Within 60 days prior to the close of the fiscal year (June 30th), a meeting shall be held between the Fire Chief, one District board member and one City council member to discuss the District's responsibility for the current year Capital and Equipment Expenditures. Thereafter, the Fire Chief shall determine the districts share of the cost and the District shall reimburse the City before the fiscal year close on June 30th.
- c. The additional increase in payment for fiscal year 2022-2023 shall include the hiring of one new full-time fire fighter.

IN WITNESS WHEREOF, this addendum has been executed as the day and year first above written.

CITY OF ONTARIO

**ONTARIO RURAL FIRE PROTECTION DISTRICT
NO. 7-302**

Riley J. Hill, Mayor

Larry White, Chairman

ATTEST:

Tori Barnett, MMC, City Recorder

Addendum #13 Attachment 1

Ontario ORFPD Negotiations

City Contract Includes	Cost	Percent Attributable	Weighted Cost	Factor	Adjusted with ORFPD
Facilities					
Building Maint & Repair (Fire)	\$ 1,000	11.3%	\$ 113.00		\$ 113.00
Apartment 3 Utilities	\$ 265	11.3%	\$ 29.92		\$ 29.92
Station 2 Utilities	\$ 221	35.0%	\$ 77.45		\$ 77.45
City Hall Utilities	\$ 18,909	20.0%	\$ 3,781.81	11.30%	\$ 427.34
Total	\$ 20,395		\$ 4,002.18		\$ 647.71
Training					
Professional Development (Fire)	\$ 5,789	11.3%	\$ 654.16		\$ 654.16
Training Supplies (Fire)	\$ 1,195	11.3%	\$ 135.04		\$ 135.04
Total	\$ 6,984		\$ 789.19	\$ -	\$ 789.19
Ancillary Support					
			Original Calc		Adjusted
* Admin Personnel Services	\$ 450,645	2.2%	\$ 9,914.19		\$ 9,914.19
Oster Contract Services	\$ 225,740	2.2%	\$ 4,966.28		\$ 4,966.28
Jacobs	\$ 39,733	2.2%	\$ 874.13		\$ 874.13
Total	\$ 716,118		\$ 15,754.60		\$ 15,754.60
Personnel					
			Original Calc		Adjusted
Deferred Comp	\$ 1,800	11.3%	\$ 203.40		\$ 203.40
Haz Mat Wages	\$ 15,000	11.3%	\$ 1,695.00		\$ 1,695.00
Medical Insurance Co-Pay	\$ 262,817	11.3%	\$ 29,698.32		\$ 29,698.32
Overtime	\$ 60,000	11.3%	\$ 6,780.00		\$ 6,780.00
Part-Time Employees	\$ 80,375	11.3%	\$ 9,082.38		\$ 9,082.38
Retirement	\$ 282,242	11.3%	\$ 31,893.35		\$ 31,893.35
Retirement-EE Share	\$ 38,874	11.3%	\$ 4,392.76		\$ 4,392.76
Social Security	\$ 67,664	11.3%	\$ 7,646.03		\$ 7,646.03
Vacation/Sick Buyout	\$ 20,070	11.3%	\$ 2,267.91		\$ 2,267.91
Wages and Salaries	\$ 862,616	11.3%	\$ 97,475.61		\$ 97,475.61
Workmans Comp	\$ 36,260	11.3%	\$ 4,097.38		\$ 4,097.38
Total	\$ 1,727,718		\$ 195,232.13		\$ 195,232.13
Equipment					
	Cost	% ORFPD	Share	Useful Life	Adjusted
SCBA Mask w/ Voice Box	\$ 6,660	11.3%	\$ 752.58	10	\$ 75.26
SCBA Bag w/ D Ring	\$ 900	11.3%	\$ 101.70	10	\$ 10.17
Turnout Coat	\$ 39,600	11.3%	\$ 4,474.80	10	\$ 447.48
Turnout Pants	\$ 36,000	11.3%	\$ 4,068.00	10	\$ 406.80
Suspenders	\$ 1,260	11.3%	\$ 142.38	5	\$ 28.48
Rubber Boots	\$ 5,400	11.3%	\$ 610.20	10	\$ 61.02
Structural Gloves	\$ 3,060	11.3%	\$ 345.78	5	\$ 69.16
Nemax Hood	\$ 3,240	11.3%	\$ 366.12	5	\$ 73.22
Helmet	\$ 10,260	11.3%	\$ 1,159.38	10	\$ 115.94
Spanner Wrench	\$ 540	90.0%	\$ 486.00	10	\$ 48.60
Web Belt	\$ 900	90.0%	\$ 810.00	10	\$ 81.00
Flashlight	\$ 2,124	90.0%	\$ 1,911.60	10	\$ 191.16
Wildland Brush Shirt	\$ 5,040	90.0%	\$ 4,536.00	5	\$ 907.20
Wildland brush Pants	\$ 7,198	90.0%	\$ 6,478.38	5	\$ 1,295.68
Wildland Bag	\$ 1,440	90.0%	\$ 1,295.68	10	\$ 129.57
Wildland Gloves	\$ 1,260	90.0%	\$ 1,134.00	3	\$ 378.00
Wildland Helmet	\$ 1,944	90.0%	\$ 1,749.60	10	\$ 174.96
Wildland Shield/Mask	\$ 2,340	90.0%	\$ 2,106.00	10	\$ 210.60
Wildland Boots	\$ 9,900	90.0%	\$ 8,910.00	10	\$ 891.00
Wildland Belt	\$ 900	90.0%	\$ 810.00	10	\$ 81.00
Goggles	\$ 648	90.0%	\$ 583.20	10	\$ 58.32
Canteen	\$ 432	90.0%	\$ 388.80	10	\$ 38.88
Wildland Radio Vest	\$ 1,620	90.0%	\$ 1,458.00	10	\$ 145.80
Safety Vest	\$ 540	11.3%	\$ 61.02	10	\$ 6.10
Duty Uniform Shirt	\$ 575	11.3%	\$ 64.98	3	\$ 21.66
Duty Uniform Pants	\$ 1,265	11.3%	\$ 142.95	3	\$ 47.65
Duty Uniform Boots	\$ 6,900	11.3%	\$ 779.70	3	\$ 259.90
Duty Uniform Nametag	\$ 575	11.3%	\$ 64.98	10	\$ 6.50
T-Shirts	\$ 1,260	11.3%	\$ 142.38	2	\$ 71.19
Radio w/ Charger	\$ -	11.3%	\$ -	10	\$ -

4115

Addendum #13 Attachment 1- P2

Ontario ORFPD Negotiations

Pager w/ Charger	\$ -	11.3%	\$ -	10	\$ -
Carry Case	\$ 11,160	11.3%	\$ 1,261.08	10	\$ 126.11
Total	\$ 164,941		\$ 47,195.27		\$ 6,458.39

Insurance- Fixed Assets			Original Calc		Adjusted
City Hall/Fire Station	\$ 3,634	20.0%	\$ 726.86	11.3%	\$ 82.13
City Hall Maintenance/Storage	\$ 1,097	14.3%	\$ 156.76	11.3%	\$ 17.71
Fire Station #2	\$ 474	100.0%	\$ 473.90	11.3%	\$ 53.55
Total	\$ 5,205		\$ 1,357.51		\$ 153.40

Insurance- Vehicles					Adjusted
2009 Kenworth Rescue 1	\$ 1,082	11.3%	\$ 122.24		\$ 122.24
1987 Seagraves Ladder Truck	\$ 1,389	20.0%	\$ 277.77		\$ 277.77
2005 Kenworth Tanker Pumper	\$ 1,082	95.0%	\$ 1,027.71		\$ 1,027.71
2014 Ram 5500	\$ 618	90.0%	\$ 555.81		\$ 555.81
2009 Dodge Ram 5500	\$ 521	100.0%	\$ 521.33		\$ 521.33
2010 International Pumper Truck	\$ 1,082	95.0%	\$ 1,027.71		\$ 1,027.71
2003 Ford Expedition	\$ 441	11.3%	\$ 49.81		\$ 49.81
2015 Ram 3500 ST	\$ 545	60.0%	\$ 327.05		\$ 327.05
2020 Big Tex Utility Trailer	\$ 79	90.0%	\$ 70.78		\$ 70.78
Total	\$ 6,838		\$ 3,980.23		\$ 3,980.23

Insurance- Mobile Equipment					Adjusted
Equipment in 2009 Kenworth	\$ 1,260	11.3%	\$ 142.34		\$ 142.34
Equipment in 1987 Seagraves	\$ 786	20.0%	\$ 157.23		\$ 157.23
Equipment in 2005 Kenworth	\$ 778	95.0%	\$ 739.18		\$ 739.18
Equipment in 2014 Ram	\$ 444	90.0%	\$ 399.17		\$ 399.17
Equipment in 2009 Dodge	\$ 477	100.0%	\$ 477.15		\$ 477.15
Equipment in 2010 International Pumper Truck	\$ 168	95.0%	\$ 159.84		\$ 159.84
Equipment in 2015 Ram	\$ 168	60.0%	\$ 100.95		\$ 100.95
Equipment in 2003 Expedition	\$ 160	11.3%	\$ 18.09		\$ 18.09
2019 Polaris Ranger UTV	\$ 87	90.0%	\$ 78.43		\$ 78.43
Generac Generator	\$ 21	11.3%	\$ 2.37		\$ 2.37
Lucas 3 Chest Compression System	\$ 105	11.3%	\$ 11.84		\$ 11.84
ICOM Radios Receiver Equipment	\$ 76	11.3%	\$ 8.56		\$ 8.56
Motorola Pagers Receiver Equipment	\$ 89	11.3%	\$ 10.03		\$ 10.03
Total	\$ 4,619		\$ 2,305.17		\$ 2,305.17

Grand Total Cost for Rural District	\$ 2,652,818	\$ 270,616	\$ 225,321
Monthly Rural Cost (Without Capital)		\$ 22,551	\$ 18,777
Capital Cost		\$2,680	\$2,680
Total Monthly Rural District Cost		\$ 25,232	\$ 21,457
Grant Total Annual Rural District with Capital		\$ 302,779	\$ 257,484
Current Rural Contract		\$111,572	\$111,574
Current Rural Contract Per Month		\$9,298	\$9,298
City subsidizing rural district per month		\$15,934	\$12,159
City subsidizing rural district per year		\$191,207	\$145,910

Operation Cost without Equipment and Capital

\$ 218,862.43

STARTING COSTS 257,484
 ANCILLARY ADJUSTMENT -11,549
 CAPITAL OUT OF CONTRACT -32,160
 EQUIPMENT OUT OF CONTRACT -6,458
207,317

ANCILLARY ADJUSTMENT

-11,549

207,313 / 12

Agreement to Provide Fire Suppression and Other Services

This Agreement is entered into this 3rd day of February, 1999, between the Ontario Rural Fire Protection District No. 7-302 ("District") and the City of Ontario, a municipal corporation ("City").

RECITALS:

1. The District, a rural fire protection district, established in 1959, under the Oregon Revised Statutes, owns substantial fire suppression equipment (identified on attached Exhibit A).
2. The City owns facilities capable of housing the District's equipment and employs persons trained in using such equipment as well as trained in using the City's equipment for fire suppression, fire prevention, basic life support medical care, rescue, extraction, and other related services.
3. The City provides fire suppression, fire prevention, basic life support medical care, rescue, extraction, and other related services within the corporate limits of the City of Ontario.
4. The District wishes to contract with the City to house District's equipment, provide trained firefighters and command staff to man the equipment, insure firefighters and equipment, and provide the ancillary support necessary to provide the same level of service to the District as the City provides within the corporate limits of the City of Ontario.
5. The City wishes to provide such services to the District in exchange for payment by the District to the City of certain amounts.
6. ORS 190.110(1) authorizes units of local government to enter into intergovernmental agreements for the performance of their duties or for the exercise of powers conferred upon such unit of government.

THEREFORE, in consideration of the foregoing and in consideration of the terms, warranties, covenants, and assurances contained herein, the parties agree as follows:

1. DEFINITIONS

- 1.1 "Agreement" shall mean this "Agreement to Provide Fire Suppression and Other Services", including all materials incorporated herein by reference, all attachments and exhibits, and all amendments and supplements hereto.
- 1.2 "City" shall mean the City of Ontario, located in Malheur County, State of Oregon.
- 1.3 "Contracted Area" shall mean the property within the Ontario Rural Fire Protection District No. 7-302 as identified upon the records of Malheur County Tax Assessor as now exist or as extended or decreased in the future.
- 1.4 "District" shall mean the Ontario Rural Fire Protection District No. 7-302.

- 1.5 “Corporate Limit” shall mean the property included within the City of Ontario, extending as far as the corporate limits thereof now exist or as extended by annexation or other means in the future.
- 1.6 “Commanding Officer” shall mean the Ontario Fire Chief, as appointed by the city, in conformance with the Charter of the City of Ontario, or the Fire Chief’s designee.
- 1.7 “Extraordinary Costs” shall mean those out-of-pocket costs incurred by either party as a result of the occurrence of an event in connection with the provision of services under this Agreement which is not contemplated by the parties as a service to be provided under this Agreement. For example, an increase in Workmen’s Compensation premiums due to an injury suffered while on a District fire or QRU call in the District. Costs incurred as a result of the Grossly Negligent actions or failure to act by employees of the City shall not constitute Extraordinary Costs under this Agreement.
- 1.8 “NFPA” shall mean the National Fire Protection Association.
- 1.9 “OROSHA” shall mean the Oregon Occupational Safety and Health Administration.
- 1.10 “Oregon FSAB” shall mean the Oregon Fire Standard and Accreditation Bureau.

2. SERVICE PROVIDED

- 2.1 General. The City hereby agrees to provide service within the Contracted Area as an extension of and in a manner similar in all respects to the service provided by the City within the Corporate Limit. Those services are more specifically defined in attached Exhibit B and may be amended by mutual consent of both parties pursuant to provisions found in paragraph 3.4 of this Agreement. The City shall also include the District’s assets on the City’s insurance policies at the same level as the City insures City’s assets and shall insure any activities performed by career, City, and volunteer personnel responding to District calls under this Agreement at the same level City provides such insurance for activities performed while responding to City calls. Deductible amounts not paid by insurance shall be the responsibility of the District. Changes in deductible amounts shall not be binding upon District without approval under paragraph 3.4.
- 2.2 Response. The City shall, upon notice by telephone or otherwise, provide fire suppression, fire prevention, basic life support medical care, rescue, extraction, and other related services reasonably furnished by the City for the protection of life and property in the Contracted Area using the District’s equipment. The City also agrees to assist in providing the above services with its own equipment, if needed, in an emergency. The District agrees that the City may use the District’s equipment to assist in fire prevention and fire protection within the City in case of emergency. It is agreed herein that each party shall have a priority right to its own equipment for protection of life and property within its own boundaries. The City owns and operates a Fire and Quick Response Unit which is used by the City to respond to emergency and other calls.

The use by the City of the Quick Response Unit in performing this contract is specifically agreed not to be a breach of this Agreement.

- 2.3 Response Determination. The City, its dispatchers, and Commanding Officer, shall exercise their reasonable judgement from information received as to the amount and type of equipment responding to emergencies occurring within the Contracted Area.
- 2.4 District to Provide Equipment. The District agrees to provide, repair, maintain, and/or replace its own equipment, at its own expense, pursuant to guidelines established by NFPA, OROSHA, Oregon FSAB. and other similar guidelines. These are to be used as guidelines only, not conclusive standards. The City agrees to do minor maintenance, wash, polish, clean, and dust all District assets and complete and file daily, weekly, and monthly vehicle inspection and operation reports with the District consistent with standard operating guidelines.
- 2.5 Fire Chief. The Commanding Officer shall, during the duration of this Agreement, for purposes of procurement of insurance, be the Fire Chief for the District, pursuant to ORS 478.260.
- 2.6 Agreements Outside the Contracted Area. It is hereby agreed by the parties that Snake River Correctional Institution, not to exceed 3000 beds, shall be deemed to be within the Contracted Area and outside the Corporate Limit and shall be subject to this Agreement for purposes of fire suppression so long as the District, individually or jointly, has a contract to provide such services to the Snake River Correctional Institution. Other services and areas outside the Contracted Area may be included for purposes of this Agreement only by mutual consent by both parties. The parties mutually agree that the District will continue to participate, with District equipment, in the Conflagration Act, and Snake River Valley Chiefs mutual aid agreements.
- 2.7 Wild Land Mutual Aid Agreement. The parties mutually agree that the District will continue to provide District equipment in the Wild Lands mutual aid agreement. The Fire Chief will determine the amount of personnel available for the Wild Lands mutual aid agreement.
- 2.8 Provision of Office Space and Secretarial Services. The City shall provide office space for one person, sufficient for the District administration and storage of District documents, records, and administrative materials and the following secretarial services: Preparing meeting agendas and transcribing meeting minutes.
- 2.9 Payment of Radio System Upgrade Capital Costs. During the term of this Addendum #12, the district will pay up to \$20,000 of the capital costs to improve the radio system. Radio coverage is lacking in several areas of the city and district. The system will be upgraded by activation the radio receivers at Holiday Inn Express and Treasure Valley Community College and installing an additional receiver at City Hall. All receivers will terminate at the main repeater located at Fire Station 2. The District has agreed to pay half of the \$40,000 installation costs. The District agrees to pay \$10,000 out of the 2015-2016 budget at the completion of the project and two additional \$5,000

payments will be disbursed to the City over the next two budget cycles, up to the maximum of \$20,000.

Addendum #10, 5-7-2009; Addendum #11, 7-1-2010; Addendum #12, 2-16-2016; Addendum #13, 6-28-2022

3. PAYMENTS

3.1 Amount of Payment. District agrees to pay the City Two Hundred Seven Thousand Three Hundred Thirteen and No/100 Dollars (\$207,313.00) in quarterly payments, for one year of service, beginning July 1, 2022, and ending June 30, 2023. Such payments will begin promptly after Malheur County distributes revenues to the District (paying at that time any quarterly payments that have passed at that time) and on the following quarters thereafter: July 15, October 15, January 15, and April 15. Contract increases, if any, beyond the 2022-2023 fiscal year will be negotiated between the City and the District prior to the expiration of this Addendum #13 on June 30, 2023.

- a. For the calculation of split between the District and City will be determined by a five-year rolling average of call volume as per 3.4 of the agreement. (see Addendum #13 Attachment 1)
- b. The district will be responsible for Capital and Equipment according to the cost split agreed upon in 3.1.a. and made in quarterly payments as per 3.1.
 1. Within 60 days prior to the close of the fiscal year (June 30th), a meeting shall be held between the Fire Chief, one District board member and one City council member to discuss the District's responsibility for the current year Capital and Equipment Expenditures. Thereafter, the Fire Chief shall determine the districts share of the cost and the District shall reimburse the City before the fiscal year close on June 30th.
- c. The additional increase in payment for fiscal year 2022-2023 shall include the hiring of one new full-time fire fighter.

Addendum #1, 2-22-2000; Addendum #2, 2-20-2001; Addendum #3, 3-7-2002; Addendum #4, 2-4-2003; Addendum #5, 3-1-2004; Addendum #6, 1-18-2005; Addendum #7, 2-6-2006; Addendum #8, 3-5-2007; Addendum #9, 3-3-2008; Addendum #10, 5-7-2009; Addendum #11, 7-1-2010; Addendum #12, 2-16-2016; Addendum #13, 6-28-2022

3.2 Reimbursement for Extraordinary Costs. The party incurring any Extraordinary Costs, as defined in paragraph 1.7, shall be reimbursed by the other party, subject to the provisions of paragraph 3.2. Such reimbursement shall not exceed a total of \$10,000.00 per year, except that the \$10,000 cap shall not apply to any response(s) to the Snake River Correctional Institution which, because of its extent or duration, is reimbursable under the RFD's contract with the State of Oregon. Such responses shall be reimbursed in accordance with reimbursement made to the RFD by the state. Other than reimbursement from the State of Oregon for response to the Snake River Correctional Facility, reimbursement for any one Extraordinary Cost shall be payable over a period not to exceed five years. Said five-year period may continue beyond the one-year anticipated duration of the Agreement.

3.3 Non-Appropriation. Both parties recognize that funding for payments defined in paragraphs 3.1 and 3.2 are subject to annual appropriation and funding may be contingent upon voter approval of additional revenues. Each party shall prioritize its budget to continue this Agreement for the term specified in paragraph 4.1. Should either party be unable to obtain budgetary appropriation to continue this Agreement, they shall discuss this with the other party and either party may take whatever action it deems necessary, including, but not limited to, termination of this Agreement. Such termination of this Agreement will be available without further liability for such inability to make payment. The City's obligation to provide service under this Agreement in such an event shall cease at the end of the fiscal year that is paid, or, if payment has been made for a partial year, upon the day that bears the same proportion to the fiscal service year as the funds that have been paid to the City under this Agreement bear to the Contract payment for such year, as determined under this Agreement.

3.4 Changes in Services or Service Area. A review process consisting of two members of the Ontario City Council and two members of the Board of the Ontario Rural Fire Protection District may be initiated by either party to negotiate for renewal of services and costs of this Agreement. Such persons must meet during the month of January and conclude no later than February. Items such as, but not limited to, property value changes, annexations, service standards, Contracted Area changes, run volumes, equipment purchases, existence of Extraordinary Costs and whether they are reimbursable, and other matters having a direct impact upon this Agreement, can be discussed. This renewal process is intended to arrive at a consensus for submission to the respective governing bodies for ratification. Should a consensus or ratification not be reached, either party may initiate termination pursuant to Paragraph 7.1 of this Agreement. Any amendments to this Agreement, including payment changes pursuant to paragraph 3.1, shall be effective July 1 for the next fiscal year unless specifically agreed to commence at other times.

4. TERM

4.1 The Term of this Agreement shall commence at midnight June 30, 1999, and shall continue until midnight June 30, 2000. This Term is, however, subject to the rights to terminate provided in various paragraphs within this Agreement.

5. REPRESENTATIONS, COVENANTS, AND WARRANTIES

5.1 Covenants by the City. The City represents, covenants, and warrants as follows:

5.1.1 It has full power and authority to enter into and carry out the provisions of this Agreement and all documents and instruments contemplated hereunder;

5.1.2 The execution of this Agreement and consummation of the transaction contemplated herein will not violate or be in conflict with any law, rule, regulation, or order, or any agreement to which it is a party or under which it is bound;

5.1.3 This Agreement has been authorized by all necessary actions;

5.1.4 This Agreement is a valid and binding obligation of the City and enforceable in accordance with its terms.

5.2 Covenants by the District. The District represents, covenants, and warrants as follows:

5.2.1 It has full power and authority to enter into and carry out the provisions of this Agreement and all documents and instruments contemplated hereunder;

5.2.2 The execution of this Agreement and consummation of the transaction contemplated herein will not violate or be in conflict with any law, rule, regulation, or order, or any agreement to which it is a party or under which it is bound;

5.2.3 This Agreement has been authorized by all necessary actions;

5.2.4 This Agreement is a valid and binding obligation of the District and enforceable in accordance with its terms.

6. HOLD HARMLESS

6.1 The City and the District agree to hold each other harmless for actions taken or omitted to be taken under this Agreement in good faith, provided such hold harmless shall not arise except as permitted by the Oregon Tort Claims Act, nor exceed any limits therein. Provided further that such hold harmless does not extend to the wrongful acts of employees or agents of the City.

7. TERMINATION

Termination without Cause. Either party may terminate this Agreement without cause by serving written notice to the other party of its intention to terminate this Agreement. Such notice shall be delivered on or before February 1st of any year of this Agreement. Such termination will be effective on July 1st following such notice. If notice is not timely given, it is agreed that the Agreement automatically continues, subject to paragraphs 3.1, 3.3 and 3.4 of this Agreement, providing for changes in payments and the ability to terminate upon failure to ratify and the ability to terminate upon failure to obtain appropriations. Upon any such termination, the City agrees to return all assets owned by the District to the District in good condition, reasonable wear and tear excepted, and the District agrees to store such assets other than on City property.

8. EVENTS OF DEFAULT AND REMEDIES

8.1 Events of Default. The following will constitute default under the Agreement:

- 8.1.1 Failure by the District to make any payment required hereunder on or prior to the date on which such payment is due;
- 8.1.2 Failure by the City to provide services as defined in paragraph 2 and in Exhibit B;
- 8.1.3 Failure by either party to observe and perform any covenant, condition, or agreement required to be observed or performed, for a period of thirty (30) days after written notice, specifying such failure and requesting that it be remedied; provided however, if the parties agree in writing to an extension of such thirty-day period and if the necessary curative action is begun and prosecuted with the party's best efforts, such period may be extended as provided in such written extension;
- 8.1.4 Failure of the governing body to appropriate sufficient funds to enable either party to meet provision of this Agreement.

8.2 Remedies of Default

- 8.2.1 Specific enforcement of the terms of this Agreement by suit at law or in equity. The parties agree that damages would be impractical or impossible to determine and that specific enforcement of this Agreement is the preferred method of remedying default of the parties;
 - 8.2.2 Injunctive relief, affirmative or prohibitive, shall specifically authorized by this Agreement;
 - 8.2.3 Termination of the Agreement; however, termination of the Agreement shall not preclude either party from seeking other remedies available in law or in equity.
- 8.3 No Default, No Remedy. The parties agree that termination of this Agreement pursuant to paragraphs 3.3 and 3.4 shall not constitute default and shall not be subject to the remedies provided in paragraph 8.2.
- 8.4 Agreement to Pay Attorney Fees and Expenses. In the event either party to this Agreement should default under any of the provisions hereof and the non-defaulting party should employ attorneys or incur other expenses in litigation for the collection of monies or the enforcement or performance or observance of any obligation or agreement on the part of the defaulting party, the defaulting party agrees that it will, on demand therefor, pay to the non-defaulting party the reasonable fee and expenses of such attorneys. The amount of the attorney fees and expenses shall be fixed by the trial court in the event it goes to trial and the appellate court in the event an appeal is taken.
- 8.5 No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement is breached by either party and thereafter waived by the other party,

such waiver will be limited to the particular breach so waived and will not be deemed to waive any other breach hereunder.

9. ADMINISTRATIVE PROVISIONS

- 9.1 Notices. Any notice required hereunder shall be sufficient if delivered in person or if sent by registered or certified mail, postage and registration or certified charges prepaid, addressed as follows:

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

To the District: Ontario Rural Fire Protection District No. 7-302
 c/o Mr. Clayton Cramer
 3809 Clark Blvd.
 Ontario, OR 97914

Such addresses may be changed by written notice to the other party. Any notice shall be deemed to have been given on the date delivered if delivered in person, otherwise on the date following the date mailed.

- 9.2 Biding Effect. The provisions of this Agreement shall inure to the benefit of the parties, their successors, and representatives. Provided however, this Agreement may not be assigned by either party and the duties, responsibilities, and obligations are personal to the named parties, their successors, and representatives.
- 9.3 Captions. The Table of Contents and the captions appearing in this Agreement are inserted only for convenience and in no way define, limit, construe, or describe the scope of intent of such sections.
- 9.4 Use of Pronouns. Whenever the context requires it the singular number includes the plural and the plural the singular, and the masculine, feminine and neuter gender shall include the masculine, feminine and neuter, as the context requires.
- 9.5 Entire Agreement. This Agreement contains the entire understanding of the parties. There are no conditions, representations, warranties, covenants, or undertakings other than those expressly set forth herein. This Agreement does not contain all of the internal guidelines and procedures inherent in operating the District.
- 9.6 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- 9.7 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

9.8 Survival of Covenants. The covenants and agreements contained herein shall survive full performance and/or termination of this Agreement.

9.9 Mutual Cooperation. The parties hereto covenant and agree to mutually cooperate to achieve the goals and objectives set forth in this Agreement.

IN WITNESS WHEREOF, this Agreement reflects the changes that have been made by approved amendments 1 through 12 and is hereby updated and approved this _____ Day of _____ 20____.

THE CITY OF ONTARIO

ONTARIO RURAL FIRE PROTECTION
DISTRICT NO. 7-302

Riley J. Hill, Mayor

Clayton Kramer, Chairman

ATTEST:

Tori Barnett, City Recorder

EXHIBIT A TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

NOTE: INVENTORY IS CURRENTLY BEING UPDATED BY FIRE PERSONNEL.

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

STAFFING

- Provide 2 man, 24/hour/day/365 days per year staffing levels
- Provide 1 full-time command staff
- Provide adequate call-paid firefighters to man existing equipment

TRAINING

All firefighters will receive training as promulgated by the City pursuant to NFPA, OROSHA, Oregon FSAB and other regulatory oversight. Current training levels are as follows:

All firefighters trained to the initial 60-hour level before placed in service. Each new firefighter is also sent to a 16-hour fire academy.

All firefighters receive an average of 84 hours of training each year to achieve and maintain the following certifications:

- NFPA 1500
- NFPA 1001
- NFPA 1002
- NFPA 1021
- Oregon FSAB Firefighter Level I, II, and III
- OROSHA Division 151, Chapter 437
- OROSHA Chapter 437, 29 CFR 1010 Haz-Mat

Additional training shall encompass:

- Fire Command
- Tactics and Strategies
- Fire cause and Investigation
- Management
- Planning
- Hazardous Materials
- Extrication -Auto, Truck, Farm, Industrial Heavy Rescue
- Technical (Rope) Rescue
- Water Rescue
- Emergency Medical EMT I, II, and IID

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICE

FIREFIGHTER EQUIPMENT

City shall provide the following firefighter equipment, as amended, which meets NFPA and OROSHA regulations:

- Helmet
- Turnout Coat
- Turnout Pants
- Suspenders
- Flame Hood
- Fire Cloves
- Boots
- T-Shirts
- Uniform Shirt (nomex)
- Uniform Pants (nomex)
- Jumpsuit (nomex)
- Light coat
- Winter parka
- FD Hat
- Radio Pager, Battery and Charger
- EMT Tool Kit
- Web Strap
- Door Wedge
- Spanner
- Water/explosion proof flashlight and batteries

EQUIPMENT MAINTENANCE SERVICES

- Wash and wax vehicles
- Wash and clean equipment, ladders, ropes, saws, tarps, tools, fans, cord reels, generators, lights, nozzles
- Wash and sanitize SCBA
- Reload hose
- Wash and dry hose
- Fill water/fuel tanks, fuel cans/wetting agent
- Repair hoses
- Repair SCBA (field repair only)
- Repair firefighting equipment, i.e.: handles, replace bulbs, fl² wiring, replace broken parts (minor repairs only)
- Sharpen axes, shovels, pulaskis
- Send equipment out that cannot be fixed in-house and pick-up
- Periodic service of equipment, i.e. oil and filter changes, fuel filters, air filters
- Weekly test run of all portable equipment
- Weekly test of all radios

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

- Weekly charging of all batteries
- Weekly check of all lights
- Weekly checks of engine hoses, belts
- Weekly check of brakes
- Bi-weekly start and run of apparatus
- Daily check of fuel, water
- Daily check of power
- Daily check of all equipment, hose lays
- Daily check of SCBA
- Daily dusting apparatus
- Annual service of fire extinguishers
- Annual service of all fire hose
- Bi-yearly SCBA air test
- As amended by S.O.G.

Facility being provided includes the following and includes capitalization expenses:

- (2) Apparatus bays - tanker, pumper
- Hose storage
- Hose tower
- Minor equipment storage
- Firefighter living area
- OFD Administrative Offices

Insurance:

- Truck and equipment insurance
- Command and firefighter liability
- Workers' Compensation

Equipment Provided:

- Command vehicle and communications radio hose washers
- Tools for maintenance
- Command portable radio
- Sector portable radio

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

QUICK RESPONSE UNIT, EQUIPPED WITH THE FOLLOWING REPRESENTATIVE ITEMS:

Rescue One to all medical and rescue calls	Pry bar
Electrical generator	Medical gear
Lights	O ₂
Cord reels	Suction
Fans	MAST
Ropes	IV kit
High angle gear	Splints
Water rescue gear	Stokes litter
Power hydraulics tools	Backboards
Hand hydraulics tools	Short boards
Air bags/jacks	KED
Hand jacks	Cribbing wedges
Power winch	Chains
Hand winch	Booster line
SCBA	1 ½" preconnects
Air cutters	300' 2 ½" hose
Multi-ladder	250 GPM pump
Chain saw	250 tank
Electric recip saw	Foam
Hand tools	Radio communication system
Pike pole	Portable radios (2)

FACILITY MAINTENANCE

- Wash/wax apparatus floors
- Wash windows
- Daily dust mop floors
- Repair/maintain doors
- Heat and air conditioning

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

ADMINISTRATION

- Emergency command functions
- Monthly report writing and filing with District
- Monthly reports to State Fire Marshal
- Public Information point
- Daily press releases
- Bum permit issuance
- County plan and fire code reviews
- Payroll
- Training records
- Response records
- Response planning
- Standard operating guidelines
- Operations monitoring
- Quality control
- Interagency relations: Fire, Police, Sheriff, Ambulance, BLM, FS, SFM
- Mutual Aid representation (SRV)
- Annexation information services

FIRE PREVENTION

- Station tours
- School programs
- Youth group programs
- County Fair
- Fire Prevention Resource Center
- Fire Code Resource Center
- Service/maintenance, fire hydrants

PRIMARY PUBLIC SAFETY ANSWERING POINT

- Capitalization of equipment
- Staffing (24 hours/day)
- Maintenance

PRIMARY DISPATCH SERVICE

- Capitalization of equipment
- Staffing (24 hours/day)
- Maintenance

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

The Fire Chief will perform the following duties for the District:

1. Prepare an operating budget for approval by the Board of Directors and administer the approved budget.
2. Implement the operations of the District.
3. Formulate, in association with the Board of Directors, current and long-range plans to improve provision of services to the District.
4. Advise Board as to suggested changes in procedure, equipment, supplies, or materials of the District.
5. Develop, in association with the Board of Directors, standards of performance and review such standards on a regular basis.
6. Promote efficient operation of the District.
7. Inform the Board of any matter requiring policy decisions.
8. Promote a positive relationship between the Board of Directors and patrons of the Board.
9. Assist the Board of Directors in establishing policies, rules, and regulations for regular operations and special projects, and in making revisions as needed.
10. Provide information, ideas, and suggestions to assist the Board of Directors in carrying out their function in the most efficient manner.
11. Submit recommendations for changes in objectives, Bylaws, and policies to the Board of Directors, as operations require, on an annual basis.
12. Provide advice and assistance to the Board of Directors in drafting and achieving an annual statement of mission and objectives.
13. Make recommendations, coordinate, and assist in: Reviewing price trends on equipment and supplies as needed; reviewing water sources and statistics to determine effectiveness of sources, adequacy of capacity, and opportunity for present and future expansion of District water supplies.
14. Present reports to Board of Directors, present bills to the Board of Directors for payment, keep District records, and take minutes at District meetings.

EXHIBIT B TO THE AGREEMENT TO PROVIDE FIRE SUPPRESSION AND OTHER SERVICES

15. Work with District patrons to achieve the best and lowest fire insurance ratings through improvements by the District.
16. Promote and assist with annexation of property into the District
17. Work with the State of Oregon, Malheur County, and the City of Ontario in filing required reports, planning, and budgeting.
18. Work with the Board of Directors and other governmental entities to improve cooperation, solve mutual problems, and bring about improved and more effective relationships among the entities.
19. Review and analyze monthly and annual financial operating reports, compare actual income and expenses with budget, and discuss and initiate corrective action as directed by the Board of Directors.
20. Remain current regarding the District boundaries, high hazard areas, numbers and availability of equipment, supplies, and files, and the needs of the District.

Addendum #13 Attachment 1

Ontario ORFPD Negotiations

City Contract Includes	Cost	Percent Attributable	Weighted Cost	Factor	Adjusted with ORFPD
Facilities					
Building Maint & Repair (Fire)	\$ 1,000	11.3%	\$ 113.00		\$ 113.00
Apartment 3 Utilities	\$ 265	11.3%	\$ 29.92		\$ 29.92
Station 2 Utilities	\$ 221	35.0%	\$ 77.45		\$ 77.45
City Hall Utilities	\$ 18,909	20.0%	\$ 3,781.81	11.30%	\$ 427.34
Total	\$ 20,395		\$ 4,002.18		\$ 647.71
Training					
Professional Development (Fire)	\$ 5,789	11.3%	\$ 654.16		\$ 654.16
Training Supplies (Fire)	\$ 1,195	11.3%	\$ 135.04		\$ 135.04
Total	\$ 6,984		\$ 789.19	\$ -	\$ 789.19
Ancillary Support					
			Original Calc		Adjusted
Admin Personnel Services	\$ 450,645	2.2%	\$ 9,914.19		\$ 9,914.19
Oster Contract Services	\$ 225,740	2.2%	\$ 4,966.28		\$ 4,966.28
Jacobs	\$ 39,733	2.2%	\$ 874.13		\$ 874.13
Total	\$ 716,118		\$ 15,754.60		\$ 15,754.60
Personnel					
			Original Calc		Adjusted
Deferred Comp	\$ 1,800	11.3%	\$ 203.40		\$ 203.40
Haz Mat Wages	\$ 15,000	11.3%	\$ 1,695.00		\$ 1,695.00
Medical Insurance Co-Pay	\$ 262,817	11.3%	\$ 29,698.32		\$ 29,698.32
Overtime	\$ 60,000	11.3%	\$ 6,780.00		\$ 6,780.00
Part-Time Employees	\$ 80,375	11.3%	\$ 9,082.38		\$ 9,082.38
Retirement	\$ 282,242	11.3%	\$ 31,893.35		\$ 31,893.35
Retirement-EE Share	\$ 38,874	11.3%	\$ 4,392.76		\$ 4,392.76
Social Security	\$ 67,664	11.3%	\$ 7,646.03		\$ 7,646.03
Vacation/Sick Buyout	\$ 20,070	11.3%	\$ 2,267.91		\$ 2,267.91
Wages and Salaries	\$ 862,616	11.3%	\$ 97,475.61		\$ 97,475.61
Workmans Comp	\$ 36,260	11.3%	\$ 4,097.38		\$ 4,097.38
Total	\$ 1,727,718		\$ 195,232.13		\$ 195,232.13
Equipment					
	Cost	% ORFPD	Share	Useful Life	Adjusted
SCBA Mask w/ Voice Box	\$ 6,660	11.3%	\$ 752.58	10	\$ 75.26
SCBA Bag w/ D Ring	\$ 900	11.3%	\$ 101.70	10	\$ 10.17
Turnout Coat	\$ 39,600	11.3%	\$ 4,474.80	10	\$ 447.48
Turnout Pants	\$ 36,000	11.3%	\$ 4,068.00	10	\$ 406.80
Suspenders	\$ 1,260	11.3%	\$ 142.38	5	\$ 28.48
Rubber Boots	\$ 5,400	11.3%	\$ 610.20	10	\$ 61.02
Structural Gloves	\$ 3,060	11.3%	\$ 345.78	5	\$ 69.16
Nomax Hood	\$ 3,240	11.3%	\$ 366.12	5	\$ 73.22
Helmet	\$ 10,260	11.3%	\$ 1,159.38	10	\$ 115.94
Spanner Wrench	\$ 540	90.0%	\$ 486.00	10	\$ 48.60
Web Belt	\$ 900	90.0%	\$ 810.00	10	\$ 81.00
Flashlight	\$ 2,124	90.0%	\$ 1,911.60	10	\$ 191.16
Wildland Brush Shirt	\$ 5,040	90.0%	\$ 4,536.00	5	\$ 907.20
Wildland brush Pants	\$ 7,198	90.0%	\$ 6,478.38	5	\$ 1,295.68
Wildland Bag	\$ 1,440	90.0%	\$ 1,295.68	10	\$ 129.57
Wildland Gloves	\$ 1,260	90.0%	\$ 1,134.00	3	\$ 378.00
Wildland Helmet	\$ 1,944	90.0%	\$ 1,749.60	10	\$ 174.96
Wildland Shield/Mask	\$ 2,340	90.0%	\$ 2,106.00	10	\$ 210.60
Wildland Boots	\$ 9,900	90.0%	\$ 8,910.00	10	\$ 891.00
Wildland Belt	\$ 900	90.0%	\$ 810.00	10	\$ 81.00
Goggles	\$ 648	90.0%	\$ 583.20	10	\$ 58.32
Canteen	\$ 432	90.0%	\$ 388.80	10	\$ 38.88
Wildland Radio Vest	\$ 1,620	90.0%	\$ 1,458.00	10	\$ 145.80
Safety Vest	\$ 540	11.3%	\$ 61.02	10	\$ 6.10
Duty Uniform Shirt	\$ 575	11.3%	\$ 64.98	3	\$ 21.66
Duty Uniform Pants	\$ 1,265	11.3%	\$ 142.95	3	\$ 47.65
Duty Uniform Boots	\$ 6,900	11.3%	\$ 779.70	3	\$ 259.90
Duty Uniform Nametag	\$ 575	11.3%	\$ 64.98	10	\$ 6.50
T-Shirts	\$ 1,260	11.3%	\$ 142.38	2	\$ 71.19
Radio w/ Charger	\$ -	11.3%	\$ -	10	\$ -

Addendum #13 Attachment 1- P2

Ontario ORFPD Negotiations

Pager w/ Charger	\$ -	11.3%	\$ -	10	\$ -
Carry Case	\$ 11,160	11.3%	\$ 1,261.08	10	\$ 126.11
Total	\$ 164,941		\$ 47,195.27		\$ 6,458.39
Insurance- Fixed Assets					
			Original Calc		Adjusted
City Hall/Fire Station	\$ 3,634	20.0%	\$ 726.86	11.3%	\$ 82.13
City Hall Maintenance/Storage	\$ 1,097	14.3%	\$ 156.76	11.3%	\$ 17.71
Fire Station #2	\$ 474	100.0%	\$ 473.90	11.3%	\$ 53.55
Total	\$ 5,205		\$ 1,357.51		\$ 153.40
Insurance- Vehicles					
					Adjusted
2009 Kenworth Rescue 1	\$ 1,082	11.3%	\$ 122.24		\$ 122.24
1987 Seagraves Ladder Truck	\$ 1,389	20.0%	\$ 277.77		\$ 277.77
2005 Kenworth Tanker Pumper	\$ 1,082	95.0%	\$ 1,027.71		\$ 1,027.71
2014 Ram 5500	\$ 618	90.0%	\$ 555.81		\$ 555.81
2009 Dodge Ram 5500	\$ 521	100.0%	\$ 521.33		\$ 521.33
2010 International Pumper Truck	\$ 1,082	95.0%	\$ 1,027.71		\$ 1,027.71
2003 Ford Expedition	\$ 441	11.3%	\$ 49.81		\$ 49.81
2015 Ram 3500 ST	\$ 545	60.0%	\$ 327.05		\$ 327.05
2020 Big Tex Utility Trailer	\$ 79	90.0%	\$ 70.78		\$ 70.78
Total	\$ 6,838		\$ 3,980.23		\$ 3,980.23
Insurance- Mobile Equipment					
					Adjusted
Equipment in 2009 Kenworth	\$ 1,260	11.3%	\$ 142.34		\$ 142.34
Equipment in 1987 Seagraves	\$ 786	20.0%	\$ 157.23		\$ 157.23
Equipment in 2005 Kenworth	\$ 778	95.0%	\$ 739.18		\$ 739.18
Equipment in 2014 Ram	\$ 444	90.0%	\$ 399.17		\$ 399.17
Equipment in 2009 Dodge	\$ 477	100.0%	\$ 477.15		\$ 477.15
Equipment in 2010 International Pumper Truck	\$ 168	95.0%	\$ 159.84		\$ 159.84
Equipment in 2015 Ram	\$ 168	60.0%	\$ 100.95		\$ 100.95
Equipment in 2003 Expedition	\$ 160	11.3%	\$ 18.09		\$ 18.09
2019 Polaris Ranger UTV	\$ 87	90.0%	\$ 78.43		\$ 78.43
Generac Generator	\$ 21	11.3%	\$ 2.37		\$ 2.37
Lucas 3 Chest Compression System	\$ 105	11.3%	\$ 11.84		\$ 11.84
ICOM Radios Receiver Equipment	\$ 76	11.3%	\$ 8.56		\$ 8.56
Motorola Pagers Receiver Equipment	\$ 89	11.3%	\$ 10.03		\$ 10.03
Total	\$ 4,619		\$ 2,305.17		\$ 2,305.17
Grand Total Cost for Rural District	\$ 2,652,818		\$ 270,616		\$ 225,321
Monthly Rural Cost (Without Capital)			\$ 22,551		\$ 18,777
Capital Cost			\$2,680		\$2,680
Total Monthly Rural District Cost			\$ 25,232		\$ 21,457
Grant Total Annual Rural District with Capital			\$ 302,779		\$ 257,484
Current Rural Contract			\$111,572		\$111,574
Current Rural Contract Per Month			\$9,298		\$9,298
City subsidizing rural district per month			\$15,934		\$12,159
City subsidizing rural district per year			\$191,207		\$145,910

Operation Cost without Equipment and Capital

\$ 218,862.43

STATION 6 COSTS 257,484
 ANCILLARY -11,549
 ADJUSTMENT
 CAPITAL OUT -32,160
 OF CONTRACT
 EQUIPMENT OUT -6,458
 OF CONTRACT
207,317

ANCILLARY ADJUSTMENT -11,549
207,313 YR.



**AGENDA REPORT
OLD BUSINESS
June 28, 2022**

To: Mayor and City Council

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

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: CITY MANAGER RECRUITMENT

DATE: June 21, 2022

PROPOSED MOTION:

IF COUNCIL CHOOSES TO APPROVE THE CITY MANAGER RECRUITMENT MATERIALS AND PROCEED WITH AN IN-HOUSE ADVERTISEMENT PLAN:

I MOVE CITY COUNCIL APPROVE THE CITY MANAGER RECRUITMENT MATERIALS (AS WRITTEN OR AMENDED) AND ADVERTISE FOR THE CITY MANAGER POSITION IN AN AMOUNT NOT TO EXCEED \$1,600.

IF COUNCIL CHOOSES TO WAIT TO APPROVE CITY MANAGER RECRUITMENT MATERIALS AND IN-HOUSE ADVERTISEMENT PLAN:

**I MOVE CITY COUNCIL HOLD A SPECIAL MEETING TO DISCUSS CITY MANAGER RECRUITMENT.
OR**

I MOVE CITY COUNCIL TABLE THIS ITEM UNTIL THE NEXT COUNCIL MEETING.

IF COUNCIL CHOOSES TO HIRE AN EXECUTIVE RECRUITMENT SEARCH FIRM:

I MOVE TO HIRE EXECUTIVE RECRUITMENT FIRM, (INSERT NAME HERE), TO CONDUCT THE CITY MANAGER RECRUITMENT AS PROPOSED.

SUMMARY:

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

BACKGROUND:

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

Staff shared that they had reached out to thirteen executive recruitment firms and only three responded. Prothman responded with a full proposal that was shared with the City Council. CPS HR Consulting and Slavin Management Consultants have responded stating that their firms are working at full capacity and cannot take on another project.

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

At the May 10, 2022 Council meeting, Council discussed whether to hire Prothman or host an "in house" recruitment. Staff was asked what Prothman would do if they were hired to help with the process. Staff responded that if Prothman were hired, they would review the job description with the Council and determine what experience and qualifications the Council wanted for the position, prior to any type of advertising. Council stated that they wanted to see more than one executive recruitment firm proposal before considering hiring a recruitment firm. The majority consensus was to begin the process of hosting the recruitment in-house and while waiting for additional proposals from other firms to come in. Staff was directed to begin an in-house recruitment by putting together the recruitment materials and creating an advertising plan for a new City Manager to be presented at or before July 15th.

CURRENT SITUATION:

At the June 14, 2022 Council meeting, staff presented complete recruitment materials, recruitment guidelines, a recruitment timeline and an in-house advertising plan for a new City Manager. The plan included three phases. The first is pre-recruitment, which involves reviewing the position (job description, job announcement, recruitment advertisement, supplemental questions, and wage range), reviewing the community profile, and deciding on where to advertise. The second is recruitment, which involves advertising the position (several online recruitment advertisement options were shared), sending acknowledgement letters, screening applicants, and developing an interview process. The third is post-recruitment, including interviews, deliberations, selection, negotiations, and a background check.

Staff asked the Council what they would like to do as their next step and listed a few options that could be decided by consensus:

- Is City Council ready to make the Phase 1 decisions and move forward with Phase 2?

- Would City Council like to create a special meeting to discuss Phase 1 decisions?
- Would City Council like to designate three Council members to take the lead on recruitment and make the Phase 1 decisions?

Council decided to table the decision to the next meeting due to three Councilors being absent.

As of June 22, 2022, staff have received two proposals from executive recruitment firms, Prothman and CPS HR Consulting. A third firm, Ralph Andersen and Associates, has responded stating that they now have availability and would like to meet with members of staff and/or Council before submitting a proposal so that they can tailor the proposal to best serve the city.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** There is no recruitment budget remaining in the 21-22 budget. The administration department recruitment budget is \$3,000 in 2022-2023. Anything over \$3,000 will need a resolution approved by the Council in July 2022. The process would need to start after July 1, 2022, to ensure funds are being expended in the correct budget year.

If the City Council chooses to conduct the full sponsored advertisement, the cost is estimated to be \$1,537.

	Not- Sponsored	Sponsored
City of Ontario Website	Free	Free
League of Oregon Cities	\$40	\$40
International City/County Management Association (ICMA)	\$450	\$450
Governmentjobs.com	\$199	\$199
Engaging Local Government Leaders (ELGL)	\$250	\$250
Indeed	Free	\$299 (est.)
Zip Recruiter	Free	\$299
Total Cost:	\$939	\$1537

If the City Council chooses to hire an executive recruitment firm, the expenses could be paid from the savings in the City Manager's salary in 2022-2023. The recruitment firm options are as follows:

1. *Prothman*: The firm's base fee is \$20,500 and additional expenses will be billed monthly
 2. *CPS HR Consulting*: The firm's fixed fee is either \$19,000 or \$25,000, depending on the package selected, and will be billed and paid monthly.
- C. **TIMING** The sooner the recruitment launches, the sooner the position will be filled. Executive recruitment takes longer than most.

- D. **POLICY/LEGAL** The City Council has the sole authority to hire a City Manager. The City Council is required to approve the recruitment process.

ALTERNATIVES:

The City Council alternatives are as follows:

- A. Approve city manager recruitment materials and in-house advertisement plan;
- B. Approve city manager recruitment materials and in-house advertisement plan;
- C. Choose to hire an executive recruitment search firm.

RECOMMENDATION:

No staff recommendation.

ATTACHMENTS:

- 1. Guide-RecruitingCityAdministrator2019
- 2. Recruitment_City Manager
- 3. Supplemental Questionnaire_City Manager
- 4. Ontario City Manager Position Profile
- 5. Job Announcement_City Manager
- 6. Job Description_City Manager
- 7. Prothman Proposal- Ontario City Manager Recruitment
- 8. CPSHRConsulting_Proposal Exec Search for City of Ontario, OR_City Manager June 2022
- 9. City Manager Recruitment (1)
- 10. City Manager Recruitment Timeline



Guide to Recruiting a City Administrator

APRIL 2019

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Introduction

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

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

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

Disclaimer

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

Recruitment Techniques

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

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

Pros and Cons of the Two Techniques

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

Interim Management

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

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

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

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

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

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

Steps in the Selection Process

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

Step 1. Define Position and Develop Profile

Time Required: up to two weeks

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

Step 2. Prepare Advertisement and Review Salary Range

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

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

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

Step 3: Decide Where to Advertise

Time Required: four to six weeks

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

Step 4. Send Acknowledgment Letters

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

Step 5. Screen the Applicants

Time Required: two weeks

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

Step 6. Application of Veterans Preference and other Employment Laws

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

Step 7. Background Checks

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

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

Step 8. Interviews

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

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

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

Step 9. Deliberations, Selection, and Negotiation

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

Step 10. The New Administrator Arrives

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

Conclusion

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

Appendices

Appendix A: Selection Process Checklist (for council use)

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

Appendix B-1: Format for Administrator Profile

Suggested Areas for Skills and Experience

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

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

Profile Information

Education

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

Experience

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

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

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

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

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

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

Appendix B-3: Sample City Administrator Profile

CITY OF INDEPENDENCE OREGON DRAFT ADMINISTRATOR PROFILE

General Roles and Responsibilities

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

Background Requirements

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

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

Skills and Performance Standards

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

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

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

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

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

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

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

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

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

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

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

About the City

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

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

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

Appendix C: Sample Applicant Acknowledgement Letter



(City letterhead)

(Date)

Dear _____:

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

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

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

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

Sincerely,

Mayor

City of _____ Oregon

Appendix D: Interview Guidelines

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

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

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

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

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

Appendix E-1: Suggested Interviewing Techniques

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

Do ...

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

Let the applicant do most of the talking.

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

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

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

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

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

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

Avoid "trick" questions.

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

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

Don't ...

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

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

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

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

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

- Marital status
- Age
- Family composition/issues – such as children/daycare
- Sexual orientation
- Disability or illness or medical conditions or absences due to illness
 - You may inquire if the person can perform specific duties, but you can't inquire of disability or at this stage probe beyond applicant's answers regarding ability to perform a duty.
- Financial such as home ownership, debts (a credit check in compliance with applicable laws should be conducted as part of the background and reference checking²)
- Political affiliation
- Religion
- Race/national origin/ethnic

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

Appendix E-2: Sample Interview Questions

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

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

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

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

46. What will your first steps be upon assuming responsibility in this position?

47. What would you hope to accomplish in the first year?

Appendix F: Sample Oral Interview Rating Form

Applicant: _____ Date: _____

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

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

COMMENTS: (Special observations/notes during interview)

Appendix G: Sample Press Release



(City letterhead)

(Date)

Contact Information:

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

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

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

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



ONTARIO

OREGON



NOW HIRING CITY MANAGER CITY OF ONTARIO | OR

City Manager

\$105,000-\$165,000 annually

Opens 06/29/2022 | Closes 08/14/2022

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

Department heads are required to live within Ontario city limits within 6 months of their hire date.

BENEFITS & INCENTIVES

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

Health savings account with monthly contribution.

Salary step increases are available based on annual performance evaluation.

Employees are enrolled in OR PERS.

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

\$50/month utility incentive available.

10 paid holidays.

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

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

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

APPLY NOW

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

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



SUPPLEMENTAL QUESTIONNAIRE

Please limit your responses to no more than seven pages with a minimum font size of eleven. All responses should be concise and to the point. **Return no later than August 14, 2022.**

Name:

Home Address:

Home/Work/Cell Phone Numbers:

Email Address:

-
1. What is the largest organizational workforce (FTEs) and the largest budget that you have managed, and where?
 2. Do you have any professional certifications?
 3. Please describe your leadership style.
 4. Community involvement is an important attribute for the City of Ontario. Describe how you were involved in your community and how that involvement related to your position.
 5. Describe your direct involvement with a community's economic development activities and the results of that involvement.
 6. Please describe your strategic planning experience. How do you keep your strategic plan from becoming just another document on the shelf?
 7. Describe your interactions with a City Council and how you develop an effective working relationship with the members.
 8. Describe your experience with managing private sector contracts for operating services.
 9. Is the resume you submitted accurate and current? If not, please describe any discrepancies.
 10. Are you currently employed? If not indicate when you were last employed.
 11. Have you ever been fired or resigned under pressure from a job? If so, please explain.
 12. Have you had any gaps in employment of more than two months during your career? If so, please explain.
 13. What information that may be of concern to a potential employer, if any, would someone find if they did a Google search of your name?
 14. Have you ever sued an employer or been sued by an employer or employee? If so, please explain.
 15. If you are selected are there any unusual personal considerations that would need to be resolved before you could accept the position? What would be your estimate time frame from acceptance of the position and start of work for the City?
-

Please be sure to return this document in a WORD format to May Swihart at may.swihart@ontariooregon.org

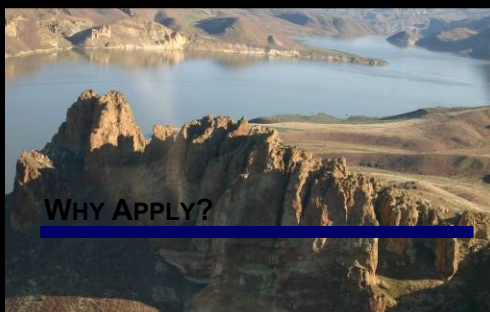


CITY MANAGER

\$105,000 - \$165,000

Plus Excellent Benefits

Apply by August 14, 2022
(First Review, Open Until Filled)



WHY APPLY?



Located in
eastern



Oregon, the City of Ontario is within an hour's drive of Boise, Idaho, and is the gateway to exceptional recreational opportunities, including world famous white-water rafting, Nordic and Alpine skiing, snowboarding, backpacking, and camping. Ontario is a town with a fascinating history, rich traditions, and a diverse population. It's a great place to live, raise a family, and enjoy what this small town and surrounding area have to offer. Ontario has one of the most livable year-round climates in the nation with sunshine in abundance, low precipitation, and mild temperatures.

This position provides a talented public sector management professional with an excellent opportunity to work with a city council committed to working together to achieve the city's goals, and with a staff dedicated to providing outstanding services to the citizens of Ontario. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!

THE COMMUNITY

Situated along the Snake River at the Idaho border, the City of Ontario is the largest city in Malheur County with a population of 11,325. The City serves as the regional retail, service and medical center for 80,000 people within a 30-mile radius. Its central location, combined with Oregon's lack of sales tax, has given the community businesses per capita sales figures far above the national average.

Ontario is home to John W. Brown Armory, Oregon's most technologically advanced and greenest armory in the state. This facility also includes one of the most advanced solar array panels in the state for training and power



production. An expanded general aviation airport offers updated services, including the ability for corporate jets to land and fuel, as well as a local charter service. Only an hour away in Boise, there

is a commercial airport served by several major airlines.

Recreation opportunities including a splash pad and over 61 acres of beautiful parks. The City is also planning a bike/pedestrian trail along the



Snake River. The Four Rivers Cultural Center has a museum which traces the history of settlement in the area by Native American, Japanese American, Basque, Hispanic and European American immigrants. The center is complete with a Japanese Garden, and an event facility, including a Performing Arts theatre and conference rooms for up to 1,000 people.

Ontario is home to Treasure Valley Community College, which provides educational, athletic, musical, and cultural activities for students and the public. It also has excellent relationships with nearby four-year colleges and with many of the area high schools. Within the City of Ontario, the Ontario School District provides five elementary schools, one middle school, and one high school. There are also two private schools and a charter school.

The region's primary industry is the cultivation of russet potatoes, sugar beets, and onions. The Heinz Frozen Food Company, a subsidiary of H. J. Heinz Company, processes locally grown potatoes. The company annually produces over 600 million pounds of 75 different potato products and employs about 1,000 people. Another large employer in the community is the Saint Alphonsus Medical Center which is a 47-plus-bed, acute care hospital, serving Ontario and the surrounding communities in eastern Oregon and southwestern Idaho, and is part of a regional hospital system.

Nearby Boise is home to three universities, including Boise State University. Boise has a thriving arts and performance scene, providing a vibrant culture for all who visit and is a delightful

blend of traditional and non-traditional sights and attractions, boasting one-of-a-kind museums and urban parks.

With a population of more than 565,000, the metropolitan area from Boise to Ontario offers businesses and residents alike a unique set of factors that make this region a great place to live, work and play. The region is now being pursued for business expansion more than any other time in its history. Residential growth continues to increase at an unprecedented pace.

THE CITY

Mission

“To create a healthy, safe, diverse, and prosperous city by engaging community members to develop an enriched quality of life.”

The City of Ontario operates under a Council-Manager form of government. The City Council is



comprised of the Mayor and six Council Members elected from the City at-large. The total annual budget for 2022-23 is \$46.9 million, with an annual General Fund budget of \$14 million, and a total City staff of 73, 46 full-time staff and 27 part-time fire fighters. The City uses a mix of direct departmental services and contract services to cost-effectively deliver a full range of City services to the community: City Manager, City Recorder, Human Resources, Airport, Finance, Fire, Police, Community Development, and Economic Development.

THE POSITION

Under policy direction from the City Council, the City Manager serves as the Chief Administrative Officer for the City and is responsible for promoting the City Council's goals and ensuring that policies are effectively and efficiently implemented and enforced.

Other responsibilities include:



- Directs the activities of all City departments, manages the City's contract service providers, and provides administrative direction to all City employees and contractors.
- Coordinates departmental work plans; submits a recommended annual budget; and reports on the City's financial condition.
- Serves as the City's hiring authority and ensures resolution of personnel issues.
- Establishes effective working relationships with community and business groups and surrounding governmental entities and encourages and develops economic opportunities.
- Responds to citizen inquiries and resolves complaints, ensuring quick, efficient, follow-through for satisfactory resolution of inquiries from both community and councilors.

CHALLENGES FACING THE NEW MANAGER

Public Safety Services

The City is reviewing its Police and Fire services to address the City's crime rate and Public Safety costs and options. On a daily basis, the City's population triples, due to its geographical location and no sales tax. This puts an additional burden on Public Safety Services.

Economic Development

The City Manager has the lead in coordinating the City's and community's economic development activities, to retain, grow and attract new businesses and industries to the community. Job



creation and diversification of the City's tax base is a major goal for the City and its next City Manager.

THE IDEAL CANDIDATE

The ideal candidate will be a talented municipal manager and administrative leader who understands all aspects of city government. The candidate must be able to communicate effectively and be comfortable relating to and reaching out to citizens in the community who represent a variety of interests and backgrounds.

The City Council is seeking a candidate who is a "hands-on" manager who is capable of preparing their own reports, managing their schedule, and possesses business computer skills. The new manager should be approachable, informal, but confident and will encourage open communication based on an environment of trust and integrity. He/she must also be able to assist Council in prioritizing goals and work plans that are commensurate with staff resources. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment of teamwork and innovation.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences, such as the City Council, community groups and other boards and committees. The City Manager will be a good listener who consistently works well with personnel throughout all levels of the organization. The candidate who can demonstrate an outstanding track record and understanding of municipal government budget and finance and fiscal stewardship will be of special interest to the City Council. Successful experience in economic development and downtown revitalization will also be a plus.

EDUCATION & EXPERIENCE

A bachelor's degree from an accredited college or university in public administration or another applicable field is required. A master's degree in public administration or business management, and ICMA certification is preferred.

Competitive candidates should have at least five to seven years of senior public sector management experience, such as city manager/administrator, deputy/assistant or department director in a city or county or other applicable public sector agency of similar or larger complexity and size. Residency within the city limits of Ontario, within a reasonable time period after hire, is required.

COMPENSATION

- **\$105,000 - \$165,000**
- Oregon State PERS
- Vacation
- Sick time
- Medical, Dental, Vision
- Life insurance
- Employer paid cell phone
- 10 paid holidays
- Employment Contract with Severance

The City of Ontario is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 14, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.ontariooregon.org/jobs**, download the application materials including the application, resume, cover letter, and supplemental questions and submit them to may.swihart@ontariooregon.org.



RECRUITMENT ANNOUNCEMENT - CITY MANAGER

Full-time, exempt position - includes benefits

Salary: Arranged by Contract

Application Deadline: August 14, 2022

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

Starting Date: As soon as mutually agreed.

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

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

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

Application Procedure: Please submit the following for consideration:

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

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

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

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

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



JOB DESCRIPTION - CITY MANAGER

Full-time, exempt position - includes benefits

Salary: Based on Contract

Administration Department | Supervisor: City Council

Job Summary

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

Primary Job Functions:

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

- Ability and willingness to promote the City of Ontario in a positive and tactful manner in all situations.

Secondary Job Functions:

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

Minimum Qualifications:

Knowledge, Skills, and Abilities

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

Education and Experience:

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

Certificates/Licenses Required:

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

Supervisory/Managerial Responsibility:

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

Desirable Qualifications:

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

Work Environment:

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

Physical Requirements Necessary to Perform this Job:

- Required to sit, communicate, reach, and manipulate objects, tools or controls.
- The position requires mobility
- Duties involve moving materials weighing up to 10 pounds on a regular basis.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a motorized vehicle, computer keyboard, calculator etc.

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

Non-Discrimination Policy

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

Updated: June 14, 2022

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



Leadership is Key to the Sustainability of Any Organization

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

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

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

OUR EXPERTISE

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

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

OUR PROVEN PROCESS

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

OUR GUARANTEE

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

CONTACT INFORMATION

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

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Project Lead

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

Sonja Prothman - Project Support

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

Barry Gaskins - Project Support

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

Jared Eckhardt - Project Support

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

Madison Lindquist - Project Support

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

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

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

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

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

EXECUTIVE SUMMARY

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

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

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

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

Information Gathering and Research (*Soliciting Input*)

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

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

Position Profile Development (*Identifying the Ideal Candidate*)

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

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

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

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

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

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

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

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

Candidate Presentation (*Choosing the Finalists*)

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

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

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

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

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

FEE, EXPENSES & GUARANTEE

Professional Fee

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

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

Expenses

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

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

Expenses are billed monthly.

Other Expenses

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

Warranty

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

Guarantee

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

Cancellation

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

DIVERSITY INITIATIVE

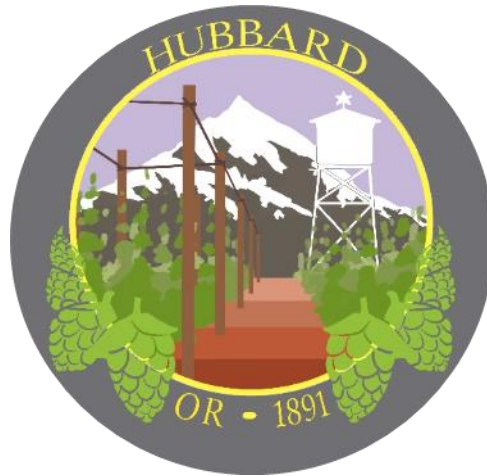
Equal Opportunity

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

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

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

EXAMPLE OF POSITION PROFILE



City of Hubbard, Oregon

CITY ADMINISTRATOR

UP TO \$115,000

Plus Excellent Benefits

Apply by

April 24, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



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

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

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



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

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

THE CITY

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

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

THE POSITION

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

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



OPPORTUNITIES & CHALLENGES

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

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

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES

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

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

EDUCATION & EXPERIENCE

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

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

COMPENSATION & BENEFITS

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

For more information, please visit:

www.cityofhubbard.org

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



www.prothman.com

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

EXAMPLE OF INVITE LETTER



City of Hubbard, Oregon

CITY ADMINISTRATOR Up To \$115,000

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

Apply at www.prothman.com

Dear Colleague,

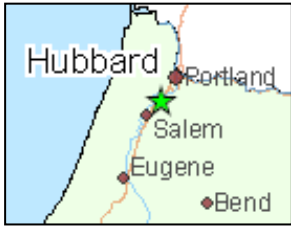
Prothman is currently recruiting for the **City Administrator** position for the **City of Hubbard, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other city management professionals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

Thank you for your consideration and help!

PROTHMAN



THE AREA



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

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

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

As "the small town with a big heart," Hubbard is home to just over 3,300 full time residents. While most of the current residents are retired or working in nearby Portland or Salem, the area is anticipating future growth in the next couple of years with the hopes of maintaining its small-town appeal and local interests. Many of Hubbard's amenities and parks are within walking distance, such as a disc golf park, and the Barendse Park which has baseball fields, soccer fields, tennis courts, and children's playgrounds.



The Rivenes Park has a splash fountain and a covered area for picnicking and hosting events such as the local Hubbard Hop Festival where residents and visitors alike enjoy live music, local food and craft vendors, and a variety of family friendly games.

THE CITY & POSITION

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

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

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

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

PROPOSAL

City of Ontario

Executive Recruitment Services for City Manager

Date: June 23, 2022

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting
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Your Path to Performance

June 23, 2022

May Swihart
Human Resources Manager/Assistant to the City Manager
City of Ontario
444 SW 4th St.
Ontario, OR 97914

Submitted via email to: May.Swihart@ontariooregon.org

Subject: Executive Recruitment for City Manager

Dear Ms. Swihart:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal/quote to assist the City of Ontario (City) with the recruitment of a new City Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the City to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at masher@cpsshr.us or (916) 471-3358.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.

OUR VISION:

Enabling people to
realize the promise of
public service

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 93 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Austin, TX; Littleton, CO; and Orange County, CA.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 19 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

- **Partial list of recruitments.** Below is a brief listing of recent recruitments to show our experience with similar recruitments.

Agency	Title	Year Completed
City of Cleveland (TX)	City Manager	Current
City of Oklahoma City (OK)	Assistant City Manager	Current
City of Santa Fe (TX)	City Manager	Current
City of Littleton (CO)	City Manager	2022
City of Surprise (AZ)	City Manager	2022
City of Nogales (AZ)	City Manager	2022
City of Piney Point Village (TX)	City Administrator	2022
City of Aztec (NM)	City Manager	2021
City of Aurora (CO)	Deputy City Manager	2021
City of Dickinson (TX)	City Manager	2021
City of Dayton (TX)	City Manager	2021
City of San Leandro (CA)	City Manager	2021
County of Los Alamos (NM)	County Manager	2021
City of Hercules (CA)	City Manager	2021
City of Clayton (CA)	City Manager	2021
City of Marysville (CA)	City Manager	2021
County of Yolo (CA)	Assistant County Administrative Officer	2021
County of Flathead (MT)	County Administrator	2021
City of Greeley (CO)	Deputy City Manager	2020
City of Reno (NV)	City Manager	2020
City of Bozeman (MT)	City Manager	2020
City of Richmond (CA)	City Manager	2019
City of Columbia (MO)	City Manager	2019
City of Union City (CA)	City Manager	2019
Town of Paradise Valley (AZ)	Town Manager	2019
City of Carson (CA)	City Manager	2019
City of East Palo Alto (CA)	City Manager	2019
City of Woodland Park (CO)	City Manager	2018
City of Modesto (CA)	City Manager	2018
Churchill County (NV)	County Manager	2018

Agency	Title	Year Completed
City of Sacramento (CA)	Assistant City Manager	2018
County of San Luis Obispo (CA)	City Manager	2018
City of Goodyear (AZ)	City Manager	2018
County of Imperial (CA)	County Executive Officer	2018

As you can see from the depth and breadth of our experience one of our greatest skillsets is adaptation – we work with some of the largest cities and counties in the nation as well as with the smallest cities, special districts and non-profits. Whatever your work and communication style is, we have seen it before and will deliver on your expectations of us.

Methodology and Scope of Work

Our proposed executive search process is designed to provide the City with the full range of services required to ensure the ultimate selection of a new City Manager uniquely suited to the City's needs.



Phase I: Our consultant will meet with the City Council to ascertain the City's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the City.

Phase II: The recruitment process is tailored to fit the City's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the City. CPS HR will work with the City Council to determine the process best suited to the City of Ontario.

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 – Develop Recruitment Brochure

The first step in this engagement is a thorough review of the City's needs, culture and goals; the executive search process; and the schedule. CPS HR will work in conjunction with the City Council to determine an appropriate stakeholder and community engagement process that engages a broad range of input to inform the search. Stakeholder and community engagement can take several different forms such of anonymous online surveys, in-person community meetings, online community meetings, and meet and greet sessions, all designed to be inviting and inclusive. Activities will include:

- Identifying key priorities for the new City Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the City Council wishes to establish with the City Manager.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new City Manager in light of the discussions above.
- Discussing recruitment and selection strategies for the City Council's consideration to best produce the intended results.

CPS HR will provide a summary to the City stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of these discussions, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the City for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpsshr.us/search.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 – City Council Selects Finalists

The recruitment process is tailored to fit the City's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources	
• Public CEO • ICMA • LinkedIn • Governmentjobs.com • National League of Cities • League of Oregon Cities	• Engaging Local Government Leaders • Careers in Government • National Forum for Black Public Administrator • Local Government Hispanic Network • League of Women in Government

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the City Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the City. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the City or continuing to ensure the public confidence in the integrity of the City.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the City is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the City Council. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the City Council to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the City to review this process and discuss the City's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the City. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment

exercises; facilitating the interviews; assisting the City with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the City wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the City. A written (anonymous) summary of the reference checks is provided to the City.
- **Conduct Background Checks:** Upon a conditional job offer, we will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a discussion with the finalist(s) and will present a full picture of the situation to the City for further review.
- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new City Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/ Candidate Profile	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads			➤													
Aggressive Recruiting					➤											
Final Filing Date							➤									
Preliminary Screening									➤							
Present Leading Candidates										➤						
Semi-finalist Interviews													➤			
Reference/ Background Checks														➤		
Final Interviews														➤		
Appointment															➤	
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Professional Fees

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** for a **Full Recruitment** process. We are also including professional fees associated with a **Partial Recruitment (Phase I and II)** as an option which will produce a short list of qualified candidates for the City.

Travel expenses for candidates who are invited forward in the interview process are not included. However, should the City desire CPS HR's Travel Team to assist with these arrangements, we are happy to do so. This might require an amount be added to our contract.

Professional Fixed Fees*	
Professional Services for Partial Recruitment (Phases I and II)	\$19,000
Professional Services for Full Recruitment (Phase I, II and III)	\$25,000

*Professional fees would be billed and paid monthly.

One-Year Service Guarantee

If the employment of the candidate selected and appointed by the City as a result of a **full executive recruitment (Phases I, II, and III)** comes to an end before the completion of the first year of service, CPS HR will provide the City with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the City of Ontario in this important endeavor.

Appendix A: Sample Brochure



Proposal to City of Ontario Executive Recruitment for City Manager



★ THE CITY ★

Cleveland, Texas is located in Liberty County, just 45 miles north of Houston on U.S. Highway 59, and was founded in 1836. Centered among mixed pine and hardwood forests and surrounded by the East Fork and San Jacinto Rivers, the Cleveland area is a beautiful environment where one can find most everything they need to live a good life. With a thriving economy, great schools, churches, recreation, and friendly people, the City of Cleveland works in partnership with residents, businesses, and community leaders to provide a healthy, welcoming atmosphere where citizens choose to live, raise families, and take pride in their hometown.

With an estimated population of 8,350, the City is growing into a community of opportunity and prosperity, while retaining the peacefulness of a Texas country town. Innovative businesses, including those that specialize in green energy, forestry, and manufacturing, have found Cleveland to be the ideal home for new business growth and expansion. Cleveland is in close proximity to George Bush Intercontinental Airport (IAH), and also operates Cleveland Municipal Airport, which features a 5,000-foot runway that is out of Houston's IAH flight path. The City's major sources of revenue are sales tax and ad valorem property tax.

The City is served by a full-time fire department and is currently building a brand new fire station and contracts emergency medical services to Allegiance Ambulance Services. Through the continual development efforts in the Grand Oaks Reserve, recent approval has set forth the development of section seven and eight that consist of additional single-family homes. The LGI development, known as Pinewood Trails, constructed 111 single-family homes in the fiscal year and is preparing the wastewater treatment plant to support additional homes in the upcoming phases. The master plan of this improvement will consist of a 4-acre park, a party pavilion, picnic areas, and water amenities. BNSF is developing a 1,200-acre logistics center near Fostoria and HWY 105. This industrial park will serve multiple rail-customers including light manufacturers and laydown yards.

Projects that are also underway or planned are:

- Purchase and replacement of equipment needed for efficient operation of Fire, Police and other departments
- Engineering and design of a new fire station
- Splash pad amenity for the community
- Automatic meter reading tower and software
- Major restoration of water system tanks
- Municipal Sports Park electrical improvements.

Project planned for the future include:

- Purchase and replacement of equipment needed for efficient operation
- Upgrade airport runway lighting system
- Repaving of selected streets
- Police Evidence Facility
- Depot and stancel pavilion projects
- Elevated storage tank No. 1 and No. 2 rehab
- Tanglewood elevated storage tank
- Downtown Revitalization Phase II
- Cleveland Municipal Airport lighted marquee sign
- Financing fire apparatus.



Recent audit and budget located on the City's website. The Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reports for FY ending September 2020.

★ GOVERNANCE ★

The City is a Home Rule Charter City and operates under the Council-Manager Government. The elected body is made up of a Mayor and five (5) Council members, with one member designated as Mayor-Pro-Tem, who are elected at large by the voters with no geographic representation to any position among the City's policymakers. The length of office for all Council members and the Mayor are staggered two-year term with term limits of six years. The Mayor and Council are the City's governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, fiscal oversight and public safety.

The City Council appoints the City Manager, the City Attorney (external firm), and the Municipal Court Judge. All other staff members work under the direction of the City Manager with the exception of the Economic Development Corporation Director, who serves at the pleasure of the corporation board.

For more information, please visit the City's website at <https://www.clevelandtexas.com>

★ POSITION OVERVIEW ★

The Mayor and Council are seeking a highly skilled individual for their new City Manager to serve as the chief administrative and executive officer of the City and provide guidance and direction to ensure the efficient management and effective operation of the City.

The City Manager is appointed by the City Council and is responsible for the day-to-day operations of the City. The position is tasked with administering the City's administrative policies and ensuring enforcement of ordinances and resolutions approved by the City Council.

The City Manager will lead a staff of approximately 105 employees and oversee an annual estimated general fund budget of \$11M. The City Manager will manage the following city operations: Police, Fire, Finance, Public Works, Administrative Services, City Secretary, Municipal Court, Tourism and Marketing, and Library.

Some key responsibilities are:

- Member of Emergency Management Team that is required to remain in the City during any natural disaster or Act of God. In case of accident or other circumstances creating an emergency, the City Manager may, with the consent of the governing body, award contracts and make purchases for the purpose of repairing damages caused by said accident or avoiding said public emergency. A certificate report will be filed with the Mayor immediately afterwards showing such emergency and the necessity of such action together with itemized account of all expenditures.
- Works with the different committees in the City on City related issues (i.e. Zoning, Board of Adjustment, etc.)
- Prepares the annual budget, submits it to the City Council for consideration and adoption, and is responsible for budget administration after its adoption; prepares long term plans for capital improvement projects and fiscally responsible financing of same.

Proposal to City of Ontario Executive Recruitment for City Manager

- Advises and informs City Council on a "real-time" basis of the City's financial condition, progress of programs, present and future needs of the City; matters requiring Council consideration or implementation of policy and makes such recommendations as may seem necessary.
- Oversees the preparation of meeting agendas and supporting materials with City Secretary; attends all meetings of the City Council, Cleveland Economic Development, Zoning Commission, Zoning Board of Adjustments, Airport Board, Charter Review Board and any other board meeting; present recommendations to council; and responds to questions and direction from City Council.
- Appoints, suspends or removes any employee of the City not otherwise appointed by City Council as provided for in the City Charter.
- Attends pre-development meetings and project status meetings.
- Acts as the Investment Officer.



★ CHARACTERISTICS OF THE IDEAL CANDIDATE ★

The next City Manager shall be an exceptional leader with a heart for the community and the emotional intelligence and professional presence to respond to the City's challenges both strategically and tactically. The ideal candidate shall have the patience and perseverance to foster the vision and direction of the City by seeking "best practices" for continued growth and relevance. This fiscally sound and business-minded individual must be dedicated to the effective and efficient delivery of City services across all sectors of the community. Additionally, this dynamic and innovative leader must be a community steward that is deeply committed to transparency and the mission of public service to make decisions that are in the best interest of the Cleveland employees and the community as a whole. It is imperative that this new leader effectively implements projects that are projected to start or have already started to maintain the momentum and timelines.

The new City Manager must be an intentional listener and an outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills, along with the ability to handle sensitive situations with tact and diplomacy. The ideal candidate for the next City Manager must have the following core competencies:

- **Politically Astute / Community Collaborator:** Successfully engages with the Mayor and Council, senior management, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local state, regional and state elected officials and agencies.
- **Problem-Solving / Strategic Thinking:** Demonstrates the ability to analyze, interpret and effectively identify and solve problems; develops short and long-range plans, strategies, priorities, goals, and objectives; provides creative solutions and makes informed decisions to successfully address complex organizational challenges.
- **Leadership:** Empowers a diverse workforce; creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.
- **Results Oriented:** Improves and sustains superior service delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes and leverages resources; pursues long and short-term goals and works strategically to achieve them.
- **Financial Development / Acumen:** Ensures innovative revenue development strategies; ensures continual adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with all forms of government finance mechanisms.
- **Advocacy:** Understands community priorities using data to advocate for grant, FEMA and state federal funding; prioritizes securing the necessary financial resources to sustain and grow the community; and seek grant funding opportunities.
- **Talent Management:** Demonstrates the ability to attract, align, develop and retain a diverse talent pool needed to meet and exceed organizational goals.

★ EDUCATION AND EXPERIENCE ★

Bachelor's Degree from an accredited college or university in Public Administration, Business Administration or a directly related field and at least five (5) years of municipal government experience will be required with at least three (3) years of city management and/or administration experience at the director/department head level or above. Master's Degree in Public Administration, Government or Finance is preferred.

★ COMPENSATION AND BENEFITS ★

The salary will be commensurate with the qualifications and experience of the successful candidate. The City of Cleveland offers an excellent benefits package including medical, vision, and dental, as well as participation in the Texas Municipal Retirement System. The City observes 15 holidays per year (one is personal holiday and one is floating holiday). Per the City Charter, the City Manager shall not be appointed for a definite term but may be removed at the will and pleasure of the City Council by a vote of the majority of the entire Council. In addition, the City Charter states that within a reasonable time after assuming office, the City Manager shall reside in the city limits of Cleveland. To learn more visit: <https://www.clevelandtexas.com/259/Benefits>

★ APPLICATION PROCESS AND RECRUITMENT SCHEDULE ★

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, July 8, 2022**. Please submit your materials to: <https://www.cpshr.us/recruitment/2041>.

For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter

kwilson@cpshr.us ■ www.cpshr.us

CPS HR CONSULTING

Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city. Media checks, and a comprehensive reference and background check will be performed on final candidates.





City Manager Recruitment

May Swihart, HR Manager



Handout Guide

- LOC's 2019 Guide to Recruiting a City Manager
 - Selection Process Checklist is on page 14.
 - Description of each step is on pages 8-13.
 - Job Description Sample and Worksheet is on pages 15-18.
 - Acknowledgement Letter Sample is on page 22.
 - Interview Guidelines, Techniques, Interview Questions, and Rating Forms are on pages 22-30.
 - Press Release Sample is on page 32.
- City Manager Recruitment PowerPoint Presentation
 - Phase 1 documents that need review are located at the end



Pros and Cons of Recruitment Techniques (LOC 5)



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



ONTARIO
OREGON

Executive Recruitment Firms

Prothman | CPS HR Consulting

Executive Recruitment Firm: Prothman



- **About:** Founded in 2001, has conducted over 550 recruitments, every team member has worked in local government, specializes in Western US
- **Guarantee:** If the selected finalist leaves or is terminated within the first year for cause, Prothman will conduct a replacement search with no additional professional fee.
- **Timeline:** 10-14 weeks to complete
- **Scope of Work:** Prothman Proposal pgs. 5-7
- **Professional Fee:** \$20,500
- **Expenses:** \$6,025 - \$8,425
- **Other Expenses:** Candidate Travel



Executive Recruitment Firm: CPS HR Consulting



- **About:** 35 years of experience, 19 years with public agencies, specializes in public sector, has worked with over 1,200 clients in the US and Canada
- **Satisfied Clients:** Client satisfaction rating of 4.6/5.
- **Retention/Success Rate:** More than 91% of placements are in their position after 2 years
- **Guarantee:** If the selected finalist's employment ends within the first year, CPS HR Consulting will conduct a replacement search with free professional consulting. City would be charged for some expenses.
- **Timeline:** 14-16 weeks to complete
- **Scope of Work:** CPS HR Consulting Proposal pgs. 4-8
- **Professional Fixed Fee:** \$19,000 (Phase I and II)
\$25,000 (Phase I, II, and III)
- **Other Expenses:** Candidate Travel





ONTARIO
OREGON

In-House Recruitment

Phase I, II, and III

Phase I: Pre-Recruitment

Two – Three Weeks

- Review Position (LOC 15-18)
 - Job Description
 - Job Announcement
 - Recruitment Advertisement
 - Supplemental Questions
 - Wage Range
- Review Community Profile
- Decide on Where to Advertise



Phase II: Recruitment

Five – Six Weeks

- Advertise Recruitment (cost based on 60-day packages)

	Not- Sponsored	Sponsored
City of Ontario Website	Free	Free
League of Oregon Cities	\$40	\$40
International City/County Management Association (ICMA)	\$450	\$450
Governmentjobs.com	\$199	\$199
Engaging Local Government Leaders (ELGL)	\$250	\$250
Indeed	Free	\$299 (est.)
Zip Recruiter	Free	\$299
Total Cost:	\$939	\$1537



Phase II: Recruitment

Five – Six Weeks

- Send Acknowledgement Letters (LOC 22)
- Screen Applicants (LOC 10)
 - Apply Employment Law (LOC 11)
- Develop Interview Process (LOC 23)
 - Community Interview?
 - Staff Interview?
 - Council Interview Only?



Phase III: Post Recruitment

Four – Six Weeks

- Interviews (LOC 24-30)
- Deliberations, Selection, and Negotiations (LOC 12, 30-31)
- Background Check (LOC 11)



Next Steps

- Would the City Council like to hire one of the Executive Recruitment Firms?
- Would the City Council like to proceed with in-house recruitment and make the Phase I decisions to move forward with Phase II?
- Would City Council like to create a special meeting to discuss recruitment?
- Would City Council like to designate three Council Members to take the lead on recruitment and make the Phase 1 decisions?
- A motion is needed to move forward.



City of Ontario

Display Week:[illegible]

Phase 1: Pre-Recruitment						
Review Position and Define Screening Criteria	City Council	50%	6/28/22	7/12/22		
Review Community Profile	City Council	60%	6/28/22	7/12/22		
Decide Where to Advertise	City Council	0%	6/28/22	7/12/22		
Phase 2: Recruitment						
Advertise Recruitment	City Council or HR Manager	0%	7/13/22	8/17/22		
Send Acknowledgement Letters	City Council or HR Manager	0%	7/13/22	8/17/22		
Screen Applicants (Apply Veteran's Preference and Other Employment Law)	City Council or HR Manager	0%	7/13/22	8/17/22		
Develop Interview Process (Community Interview? Staff Interview?)	City Council	0%	7/13/22	8/17/22		
Phase 3: Post Recruitment						
Interviews	City Council		8/18/22	9/1/22		
Deliberations, Selection, and Negotiations	City Council		9/2/22	10/2/22		
Background Check	Contracted Out or Police Department (depends on availability)		10/2/22	10/16/22		

Insert new rows ABOVE this one



**AGENDA REPORT
NEW BUSINESS
June 28, 2022**

To: Mayor and City Council

FROM: Tori Barnett, City Recorder

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **RESOLUTION #2022-123: ACCEPT ABSTRACT OF VOTES - MAY, 2022 PRIMARY ELECTION**

DATE: June 20, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION #2022-123, A RESOLUTION ACCEPTING THE ABSTRACT OF VOTES FOR THE MAY 17, 2022, PRIMARY ELECTION.

SUMMARY:

In the May 17, 2022, Primary Election, two Measures were placed before the Ontario voters: Measure #23-65 would adopt an updated Charter to replace its 1985 Charter. Measure #23-66 would increase the Transient Occupancy Tax (TOT) from 9% to 10%.

By state election law, the Council is required to adopt the Abstract of Votes, or the results of that election, as provided by the Malheur County Clerk's Office.

BACKGROUND:

The citizens of the City of Ontario had two Measures before them during the May 17, 2022, Primary Election. Measure #23-65 would adopt proposed changes to the City Charter, replacing the existing 1985 edition; and Measure #23-66 would increase the collection of Transient Occupancy Tax (TOT) from 9% to 10%.

CURRENT SITUATION:

The Council is required to adopt the Canvass of Votes as supplied by the County Election Official for each election. Resolution #2022-123 accomplishes that requirement.

ANALYSIS:

- A. **STRATEGIC PLAN** Due to the nature of the division of the additional 1% to the TOT, this speaks to the Beautification and Lifestyle of the community in that the additional funding of the 1% would be solely dedicated and divided between the Malheur County Fairgrounds and the Recreation District.

- B. **FINANCIAL** None.
- C. **TIMING** Adopting the Canvass of Votes needed to be accomplished at the next available Council meeting following receipt of the votes.
- D. **POLICY/LEGAL** The Council is required to adopt the Canvass of Votes for each election, and only the Council can adopt a resolution on behalf of the city.

ALTERNATIVES:

None. If the Council opted not to adopt the proposed resolution, they would be in violation of state election law.

RECOMMENDATION:

Staff recommends the Council adopt Resolution #2022-123 as presented.

ATTACHMENTS:

1. Reso #2022-123 Abstract of Votes 2022 Primary Election
2. Abstract of Votes May 2022 Primary Election (2 Measures)



RESOLUTION #2022-123

RESOLUTION ACCEPTING THE ABSTRACT OF VOTES FOR THE MAY 17, 2022, PRIMARY ELECTION

WHEREAS, at a primary election held in the State of Oregon on May 17, 2022, in the City of Ontario, Oregon, there was submitted to the voters a Measure titled ***"ADOPTS REVISED 2022 CHARTER FOR ONTARIO CITY GOVERNMENT"***; and

WHEREAS, at a primary election held in the State of Oregon on May 17, 2022, in the City of Ontario, Oregon, there was submitted to the voters a Measure titled ***"INCREASES ONTARIO TRANSIENT LODGING TAX BY 1%"***; and

WHEREAS, the City Council of the City of Ontario has canvassed the results of said election and has found as follows:

#23-65 SHALL THE CITY OF ONTARIO ADOPT AN UPDATED CHARTER TO REPLACE ITS 1985 CHARTER?

NO VOTES CAST
707

YES VOTES CAST
989

#23-66 SHALL THE CITY OF ONTARIO INCREASE THE TRANSIENT LODGING TAX FROM 9% TO 10%?

NO VOTES CAST
767

YES VOTES CAST
971

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council that at the Primary Election held May 17, 2022, the following:

1. Measure #23-65 passed; *and*
2. Measure #23-66 passed.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this 28th day of May, 2022, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 28th day of May, 2022.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

[illegible]



**AGENDA REPORT
NEW BUSINESS
June 28, 2022**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: RESOLUTION #2022-124: END OF YEAR CLEAN UP

DATE: June 21, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2022-124: A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET TO RECOGNIZE UNEXPECTED REVENUES AND TO TRANSFER BUDGETED APPROPRIATIONS FOR UNEXPECTED ITEMS.

SUMMARY:

Attached is Resolution #2022-124.

BACKGROUND:

At the time the 2021-2022 budget was approved, there were some items that were unknown. Since these items are now known, a budget resolution is necessary to prevent over expenditures in various departments.

CURRENT SITUATION:

The following items need to be adjusted within the budget to prevent over expenditures of budget appropriations:

- Dispatch contract came in higher than expected
- The Police and Fire Department weren't fully staffed through the year so the expenses are less than budgeted
- Code Enforcement overtime was more than budgeted
- Legal services higher than budgeted
- Bank charges higher than expected
- Lobbying for an increase in local marijuana tax wasn't budgeted
- Downtown flowers weren't budgeted
- The forgiveness of code enforcement fines led to an unbudgeted \$203,000 of bad debt expense
- The technology employee quit and the position was contracted with Micro Tech.

- Building received higher revenues than budgeted; accordingly, more will need to be paid to the state
- Unexpected pass-through funding received and paid out
- There were some unexpected changes in FAA grant expenses
- Utility bank charges higher due to more customers paying with credit cards
- TOT was unexpectedly higher so a larger amount will need to be paid to the Chamber and FRCC

ANALYSIS:

- A. **STRATEGIC PLAN** No direct impact on strategic plan.
- B. **FINANCIAL** An additional \$561,000 will be appropriated and the remaining budget changes are transfers between items already appropriated.
- C. **TIMING** Per Oregon Local Budget Law, the proposed resolution must be approved on or before June 30, 2022.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

A. Take No Action - The Council could take no action on this matter; this would cause budget over expenditures.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2022-124.

ATTACHMENTS:

1. Reso #2022-124 Clean Up End of Year Budget



RESOLUTION 2022-124

A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET TO RECOGNIZE UNEXPECTED REVENUES AND TO TRANSFER BUDGETED APPROPRIATIONS FOR UNEXPECTED ITEMS

- WHEREAS,** The 2021-2022 budget was adopted without the knowledge of the fiscal impact on a few different items; and
- WHEREAS,** Building Fund revenues were higher than budgeted, there was a carryforward in the Airport Fund from the border board grant, the city was a pass-through agency for the Border Board and other unexpected grants were received; and
- WHEREAS,** There were some unexpected expenses that came up such as higher dispatch contract, bank charges, higher bad debt expenses due to forgiveness, lobbying; and
- WHEREAS,** There were some expenses that will come in under budget for various reasons; and
- WHEREAS,** The city desires to modify the 2020-2021 budget to receive and expend the unexpected items.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2021-2022 budget:

Line Item	Item Description	FY 21-22 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
001-003-615300	Print/Ad/Record	\$1,000	\$7,350	\$8,350
001-004-610400	Auditor	\$30,000	(\$5,250)	\$24,750
001-004-610500	Bank Charges	\$3,000	\$9,000	\$12,000
001-004-615600	Legal Services	\$40,000	\$105,000	\$145,000
001-004-615700	Lobbying	\$ -	\$10,000	\$10,000
001-004-631300	City Beautification	\$ -	\$11,000	\$11,000
001-004-713200	Fiber Lines	\$15,600	(\$4,599)	\$11,001
001-004-713400	Water Trail	\$40,000	(\$40,000)	\$ -
001-004-871000	Contingency	\$135,145	(\$135,145)	\$ -
001-016-511000	Wages	\$862,616	(\$100,000)	\$762,616
001-016-615550	Dispatching Services	\$30,213	\$6,710	\$36,923
001-021-511000	Wages	\$52,115	\$8,700	\$60,815
001-021-620000	Bad Debt	\$ -	\$203,000	\$203,000
001-021-612200	Dog Lodging	\$19,300	(\$5,000)	\$14,300
001-024-511000	Wages	\$1,936,948	(\$100,000)	\$1,836,948
001-024-615550	Contract Services	\$183,583	\$40,595	\$224,178
001-026-511000	Wages	\$57,352	(\$46,652)	\$10,700
001-026-513000	Tech Overtime	\$2,500	(\$2,464)	\$36
001-026-514100	Medical Insurance	\$9,740	(\$8,768)	\$972
001-026-516000	Retirement	\$15,700	(\$12,875)	\$2,825
001-026-516500	Social Security	\$4,478	(\$3,552)	\$926
001-026-615550	Contract Services	\$30,000	\$71,950	\$101,950
001-026-712100	Equipment Purchase	\$9,000	(\$9,000)	\$ -

GRANT FUND				
010-000-458113	EOBB Housing Incentive	\$ -	\$120,000	\$120,000
010-000-458116	Property Improvement Rebate	\$ -	\$50,000	\$50,000
010-000-458117	EOBB Property Tax Rebate	\$ -	\$18,000	\$18,000
010-000-458112	Border Board OCF Grant	\$ -	\$50,000	\$50,000
010-000-456101	FAA Airport Grant	\$45,000	\$30,000	\$75,000
010-038-714108	FAA 2021 Airport Grant	\$50,000	\$30,000	\$80,000
010-038-741977	EOBB Grant Funds Payout	\$ -	\$50,000	\$50,000
010-038-714198	EOBB Housing Incentive Payout	\$ -	\$188,000	\$188,000
BUILDING FUND				
027-010-617000	State Assessment	\$18,000	\$20,000	\$38,000
027-010-871000	Operating Contingency	\$168,219	(\$20,000)	\$148,219
TRUST FUND				
050-000-417100	Motel Occupancy Tax – C of C	\$168,000	\$120,000	\$288,000
050-000-417200	Motel Occupancy Tax – V&C	\$242,000	\$125,000	\$367,000
050-100-616000	Chamber of Com Tot Distribution	\$183,695	\$120,000	\$303,695
050-110-617000	Four Rivers Tot Distribution	\$212,000	\$125,000	\$337,000
RESERVE FUND				
055-140-620000	Bad Debt Expense	\$10,000	\$148,255	\$158,255
055-140-871000	Contingency	\$772,030	(\$148,255)	\$623,775
WATER FUND				
105-160-610500	Bank Charges	\$26,000	\$15,000	\$41,000
105-160-814600	WTB Upgrade Debt Service	\$272,974	\$3,751	\$276,725
105-160-871000	Contingency	\$1,323,217	(\$18,751)	\$1,304,466
SEWER FUND				
110-165-610500	Bank Charges	\$26,000	\$15,000	\$41,000
110-165-871000	Contingency	\$1,459,441	(\$15,000)	\$1,444,441
STORM SEWER FUND				
115-170-610500	Bank Charges	\$1,200	\$550	\$1,750
115-170-871000	Contingency	\$149,336	(\$550)	\$148,786
AIRPORT FUND				
120-006-615550	Contract Services	\$45,500	\$30,000	\$75,500
120-006-516000	Retirement	\$16,748	(\$15,500)	\$1,248
120-006-514100	Medical Insurance	\$21,971	(\$14,500)	\$12,309
120-000-406000	Available Cash on Hand	\$ -	\$48,000	\$48,000
120-006-712105	Airport Master Plan	\$32,000	\$48,000	\$80,000

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 28th day of June, 2022, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 28th day of June, 2022.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
June 28, 2022**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: RESOLUTION #2022-125: FERRIC CHLORIDE COST INCREASE

DATE: June 22, 2022

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL APPROVE RESOLUTION #2022-125: A RESOLUTION TO APPROPRIATE FUNDING FOR UNEXPECTED FERRIC CHLORIDE COST INCREASES.

SUMMARY:

Attached is Resolution #2022-125.

BACKGROUND:

The Jacobs contract has a clause for increases in chemicals over 10%. The contract reads as follows:

Section E1.6. "In the event that the rates for electricity or price for any chemical increases by ten percent (10%) year over Year, City shall pay for any such electrical or chemical cost increases."

CURRENT SITUATION:

The Council discussed the chemical cost increases in budget meetings and also at the March 22, 2022 Council meeting; however, the actual cost was unknown at that point. The chemical costs for Ferric Chloride have increased substantially in the last year. The Ferric costs \$177,675 more than the prior year, a 176% increase.

ANALYSIS:

- A. **STRATEGIC PLAN** No direct impact.
- B. **FINANCIAL** The additional cost of \$177,675 will come out of the Water Fund Contingency balance and will leave a balance in water contingency of \$1,126,791.
- C. **TIMING** The budget adjustments need to be approved by resolution on or before June 30, 2022.

- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to spend funds per ORS 294.

ALTERNATIVES:

The City Council could choose not to approve the resolution; this would cause one of the following two issues:

1. Budget overexpenditure violation
2. Breach in contract terms

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2022-125.

ATTACHMENTS:

1. Reso #2022-125 Ferric Chloride



RESOLUTION #2022-125

A RESOLUTION TO APPROPRIATE FUNDING FOR INCREASES IN FERRIC CHLORIDE COSTS

- WHEREAS,** Ferric Chloride costs have unexpectedly increased substantially over the past year; **and**
- WHEREAS,** The Jacobs contract requires the City to cover chemical cost increases over 10% year over year; **and**
- WHEREAS,** The City desires to modify the 2021-2022 budget in order to appropriate funding for the chemical cost increases.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustment to the fiscal year 2021-2022 budget:

Line Item	Item Description	FY 21-22 Budget	Amount of Change	Adjusted Budget
WATER FUND				
105-160-871000	Contingency	\$1,304,466	(\$177,675)	\$1,126,791
105-160-610900	Chemical/Fert/Seed	\$ -	\$177,675	\$177,675

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 28th day of June 2022, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 28TH day of June, 2022.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
PUBLIC HEARING
June 28, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ORDINANCE #2806-2022: ANNEXATION AND REZONE OF PROPERTY FROM UGA COMMERCIAL BUSINESS PARK TO CITY INDUSTRIAL BUSINESS PARK I(BP), UGA RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTIAL (RS-50) AND UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL (C-2).**

DATE: June 20, 2022

PROPOSED MOTION:

A. APPROVAL:

1. I MOVE THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS AND RECOMMENDATION OF THE PLANNING COMMISSION FOR THE ANNEXATION AND REZONE OF THE SUBJECT PROPERTY FROM UGA COMMERCIAL BUSINESS PARK TO CITY INDUSTRIAL BUSINESS PARK I(BP) BEING 14.86 ACRES, UGA RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTIAL (RS-50) BEING 36.44 ACRES AND UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL (C-2) BEING 5.16 ACRES AS SET FORTH IN ACTION 2022-03-13AZ BASED ON THE INFORMATION, FINDINGS AND CONCLUSIONS SET FORTH IN THIS REPORT.

2. IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2806-2022 AND ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF THE SUBJECT PROPERTY FROM UGA COMMERCIAL BUSINESS PARK TO CITY INDUSTRIAL BUSINESS PARK I(BP) BEING 14.86 ACRES, UGA RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTIAL (RS-50) BEING 36.44 ACRES AND UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL (C-2) BEING 5.16 ACRES AS SET FORTH IN ACTION 2022-03-13AZ , AT A SINGLE MEETING BY TITLE ONLY.

IF VOTE IS UNANIMOUS:

3. IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2806-2022 AND ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF THE SUBJECT PROPERTY FROM UGA COMMERCIAL BUSINESS PARK TO CITY INDUSTRIAL BUSINESS PARK I(BP) BEING 14.86 ACRES, UGA RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTIAL (RS-50) BEING 36.44 ACRES AND UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL (C-2) BEING 5.16 ACRES AS SET FORTH IN ACTION 2022-03-13AZ , AT A SINGLE MEETING BY TITLE ONLY.

B. DENIAL:

1. I MOVE THAT THE CITY COUNCIL DENY THE REQUEST FOR ANNEAXTION AND REZONE OF THE SUBJECT PROPERTY FROM UGA COMMERCIAL BUSINESS PARK TO CITY INDUSTRIAL BUSINESS PARK I(BP) BEING 14.86 ACRES, UGA RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTAIL (RS-50) BEING 36.44 ACRES AND UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL (C-2) BEING 5.16 ACRES AS SET FORTH IN ACTION 2022-03-13AZ, BASED ON THE FOLLOWING LEGAL REASONS (NEED TO LIST THE LEGAL DENIAL FINDINGS FINDINGS):

SUMMARY:

The applicant/owner owns a parcel, known as Tax Map 18S4705C, tax lot 400. Said tax lots currently have three different zoning zones: UGA Commercial Business Park; UGA Residential; and UGA Commercial. Applicant/owner would like to annex the parcels and rezone to city zones Industrial Business Park, Single Family Residential, and General Commercial as shown in this report.

BACKGROUND:

The applicant has submitted an application for the annexation and rezoning of a parcel of land known as Tax Lot 400 on assessor's map 18SR47E05C, which consists of a gross area of 88.50 acres and a net area, after right of way deduction, of 56.46 acres. The application was found to be complete on March 3, 2022, and provided enough information to schedule a public hearing on the matter once all the reports and exhibits were created.

The property is a mixed zoned with 20.72 acres with right of way and 14.86 acres without right of way, zoned UGA Commercial Business Park; 40.88 acres with right of way and 36.44 acres without right of way zoned UGA Residential (RS-50); and 6.90 acres with right of way and 5.16 acres without right of way zoned UGA Commercial (C-2).

This request for rezone needs a recommendation for approval or rejection from the Planning Commission to the City Council, who will be the decision maker for this request. This action specifically seeks approval for rezoning 20.72 acres from UGA Commercial Business Park to City Industrial Business Park, 40.88 acres zoned UGA Residential (RS-50) to City Single Family Residential (RS-50), and 6.90 acres from UGA Commercial (C-2) to City General Commercial (C-2) within the city limits of the City of Ontario. The area includes public right of way.

The most recent planning action on the property was the 2007 Comprehensive Plan update.

CURRENT SITUATION:

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

A. Rezone

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

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

Findings:

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

The City of Ontario, Malheur County and the State of Oregon have all agreed upon the Comprehensive Plan and Map. On that map, the parcel is currently three different zones (cross zoned), which are UGA-Commercial Business Park, UGA- Residential and UGA-Commercial. It is only its natural progression per the Comprehensive Plan that this parcel be moved into the City as City Industrial Park zone, City Single Family Residential Zone and City General Commercial Zone for the economic growth and development of Ontario, Malheur County, and the State of Oregon.

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

The property is within the City of Ontario UGA and the annexation and rezoning of the property is in compliance with the acknowledged Comprehensive Plan and in fact will bring further compliance by fixing the cross zoning of the property, which is not a recognized policy.

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

The applicants requested zone change from UGA-Zone to City Zones does not imply that there has been a mistake or an error in the original zone. In fact, this request for annexation and zone change only shows that the original zone designation of UGA zones was done with future thought of economic growth in mind. What has changed is the growth and development around the parcel and the need for a larger Industrial Park parcel as well as residential land to meet the need for more affordable housing. As part of the action, a partition plat is being proposed which will create three different parcels that will fix the cross-zoning issue.

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

The public will benefit by annexing and re-zoning this parcel into the city limits through increased tax revenue, increased development and improving the roads, curb, gutter, etc. This will also benefit the public by attracting business and employees at this location. The rezoning of the Commercial Business Park portion to Industrial Business Park which matches the parcel adjacent to the west, allows for a large development to happen. This action and the following partition will fix the crossing zoning of the land which is usually not allowed.

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

Allowing the annexation and rezoning of the property allows the property to be developed into much needed housing lots as well as provides for an approximate 90+ acre Industrial Park parcel for a larger development to provide for much needed jobs for the community. The request is in harmony with the surrounding zones.

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

The parcels far exceed the minimum parcel size for each area and will be able to be developed into large developments as planned in the comprehensive plan. The property is adjacent to existing streets and utilities and is readily available to be extended and expanded to accommodate the planned development of the parcels. As part of the UGA, the property has been part of the City Transportation Master Plan, Water Master Plan, Waste Water Master Plan and the City Storm Water Master Plan and therefore, has been approved to provide city services to the properties.

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

The property is part of the city approved zoning and has been approved for the type of zoning once brought into the City limits and is in harmony with the surrounding developed property zoned accordingly and will not result in any adverse effects on the adjacent properties zoned the same.

Summary Conclusions: Based on the findings above:

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

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

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

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

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

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

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

Final Conclusion: ALL CRITERIA ARE MET

B. Annexation:

1. 10B-45-10 INITIATION OF ACTION. When a person, authorized by statute, wishes to extend the city's boundaries, an application on forms supplied by the city shall be filed with the Planning Director and which include: annexation consent forms, by the property owners, and by tenants if required by law or court decision; request for a change in zoning map designation, or plan change if required; request for other quasi-judicial action if required; fees, and other exhibits and requirements for a quasi-judicial action as set forth in this Title. All land use actions associated with the annexation shall be consolidated, as feasible, and one fee paid.
2. Oregon Revised Statute 222.125: Annexation by consent of all owners of land and majority of electors; proclamation of annexation. The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Findings:

1. The applicants have paid the fees and provided the proper application with signatures.
2. The property is annexable because it lies inside the Urban Growth Boundary and is contiguous with the current city limits.
3. The property currently has three different UGA zones in the Urban Growth Area and the companion requested City zones are consistent with contiguous property.
4. Findings from preceding sections of this report are herein included by this reference. A change to the comprehensive plan map or text is not necessary to annex the property; however, the annexation of the property must be consistent with all applicable Comprehensive Plan Policies.
5. Annexation would benefit the city by increasing tax revenue, and by providing more potentially developable residential land.

Final Conclusion: All criteria and standards applicable to a request for annexation have been met. The property may be annexed.

SUMMARY CONCLUSIONS AND PLANNING COMMISSION DECISION

A request for annexation and rezoning of property may be recommended for approval or denial by the Planning Commission to the City Council if all applicable decision criteria and

standards are found met, or able to be met through appropriate conditions of approval. In this case, findings must be made by the Planning Commission that the specific criteria are either met, able to be met through conditions of approval, or not met; options and discussion are provided under “**Findings:**” and “**Conclusion:**” for each criterion. All the criteria and standards must be met in order for the request to be recommended for approval.

At the Planning Commission Public Hearing on June 13, 2022, the Planning Commission approved the findings of facts as presented and made a recommendation to the City Council to approve the action 2022-03-13AZ.

ANALYSIS:

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

ALTERNATIVES:

The City Council could table the action until a time certain if more information is needed to make a decision or remand it back to the Planning Commission for more information.

RECOMMENDATION:

Staff recommends that the City Council approve and adopt the findings of facts and approve the annexation and rezone from Urban Growth Area zones to City zones of the subject property as per the report by adopting Ordinance #2806-2022.

ATTACHMENTS:

- 1. Attachment 1_Annexation Description
- 2. Attachment 2_Annexation Boundary Map
- 3. Attachment 3_Parcels Before Rezone
- 4. Attachment 4_Parcels After Rezone
- 5. Attachment 5_Parcel 1 Rezone Description and Map
- 6. Attachment 6_Parcel 2 Rezone Description and Map
- 7. Attachment 7_Parcel 3 Rezone Description and Map
- 8. Attachment 8_Ord #2806-2022 Annex & Rezone_6-28-22

Attachment “1”

Annexation Boundary Description

Land in Malheur County Oregon, as follows:

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

Section 5: Part of the W1/2SW1/4, more particularly described as follows:

Beginning at the Southwest Corner of said Section 5;

Thence North coincident with the west boundary of said Section 5, 2640 feet, more or less, to the Northwest corner of the said W1/2SW1/4, being a point on the Centerline of NW 4th Avenue and existing City Limits;

Thence East coincident with said City Limits and the North boundary of said W1/2SW1/4 and said NW 4th Avenue Centerline, 1310 feet. More or less, to the Northeast Corner of said W1/2SW1/4;

Thence South coincident with the east boundary of said W1/2SW1/4, 1980 feet, more or less, to the Southeast Corner of the NW1/4SW1/4SW1/4 said Section 5, said point being on the existing City Limits line;

Thence West coincident with said City Limits and the South line of said NW1/4SW1/4SW1/4, 660 feet, more or less to the Southwest corner of said NW1/4SW1/4SW1/4;

Thence South coincident with said City Limits and the east boundary of the SW1/4SW1/4SW1/4 said Section 5, 431.50 feet to a corner of the said City Limits;

Thence West coincident with said City Limits, 205 feet to a corner of said City Limits;

Thence South coincident with said City Limits, 228.5 feet, more or less, to a point on the South boundary of said Section 5, also being on the Centerline of SW 4th Avenue;

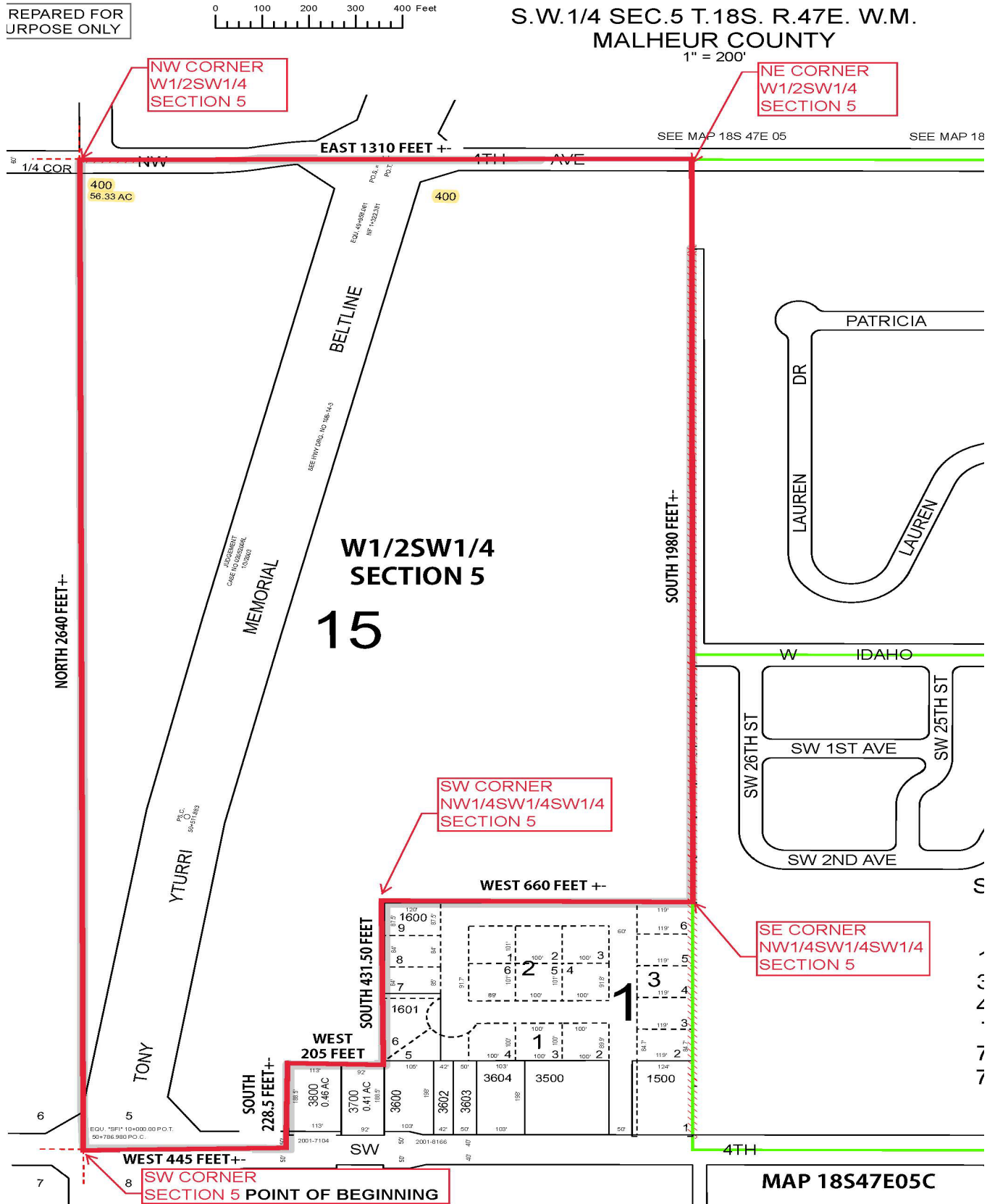
Thence West coincident with said South line Section 5 and Centerline of SW 4th Avenue, 445 feet, more or less, to the Southwest Corner said Section 5 and the Point of Beginning.

Account No. 8085, Code 15 to 1, Map 18S47E05C, Tax Lot No. 400

- End of Description –

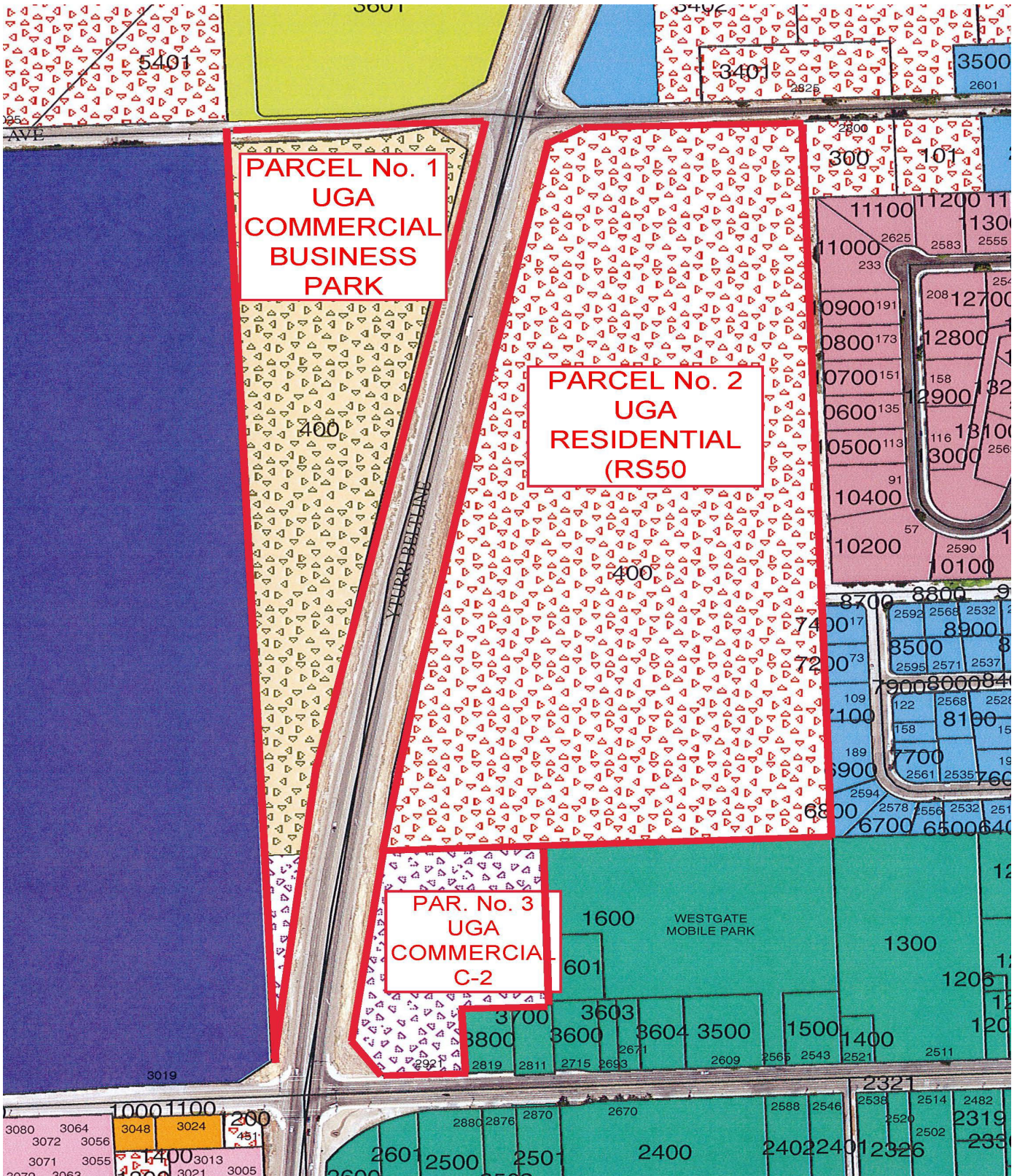
Attachment "2"

Annexation Boundary Map



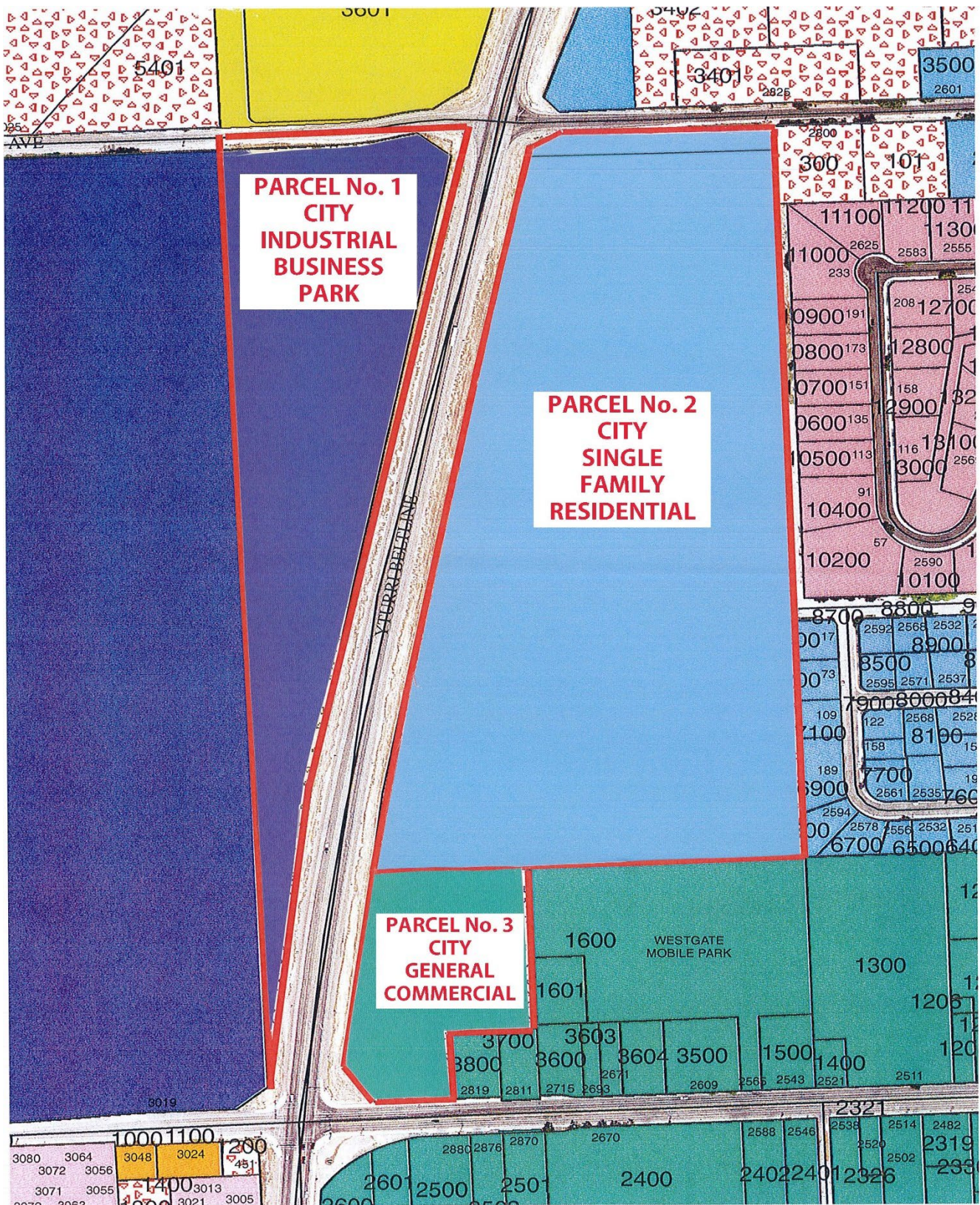
Attachment “3”

Parcels Before Rezone



Attachment "4"

Parcels After Rezone



Attachment "5"

Parcel 1 Rezone Description and Map

Land in Malheur County Oregon, as follows:

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

Section 5: Part of the W1/2SW1/4, more particularly described as follows:

Beginning at the Southwest Corner of said Section 5;

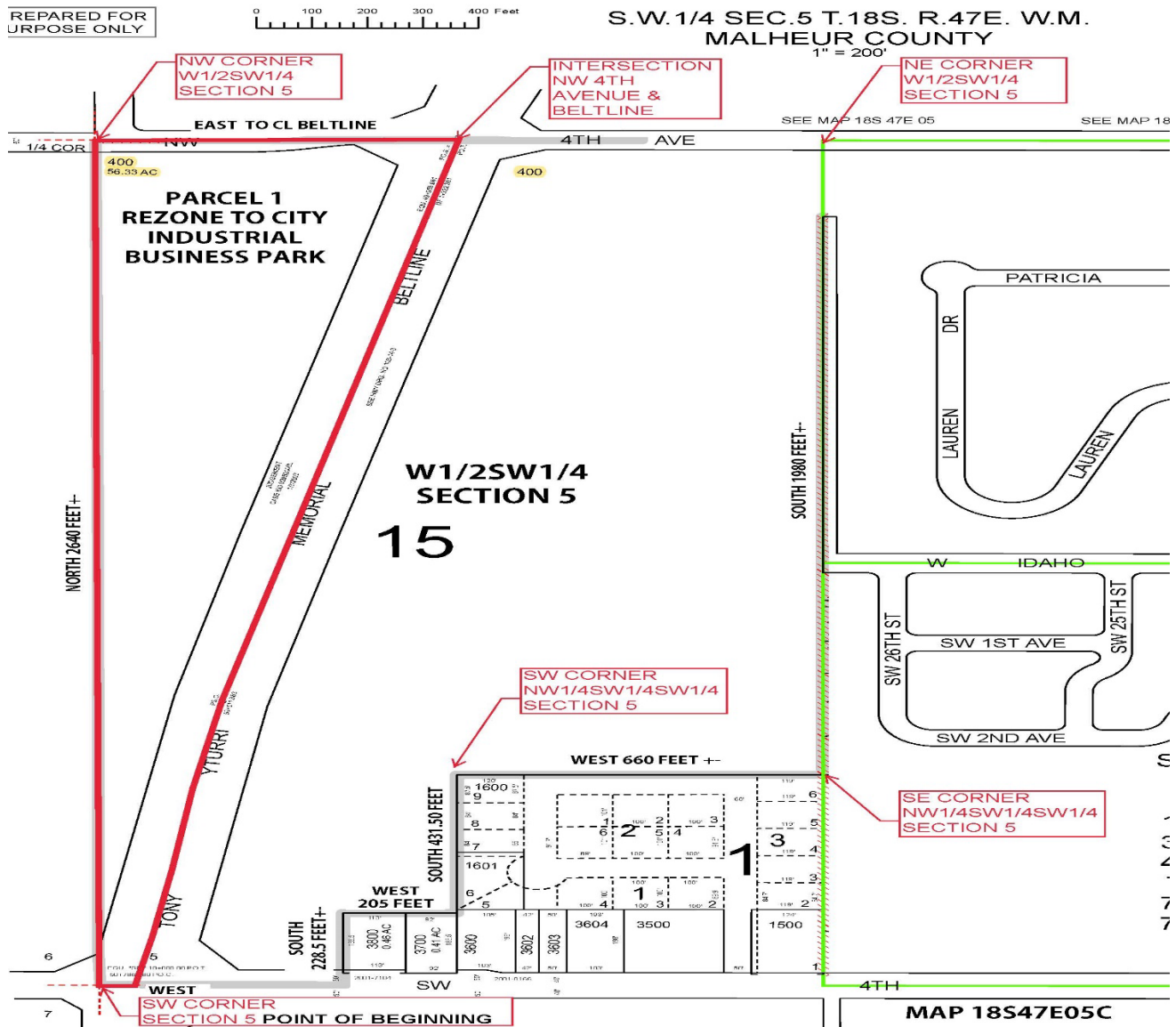
Thence North coincident with the west boundary of said Section 5, 2640 feet, more or less, to the Northwest corner of the said W1/2SW1/4, being a point on the Centerline of NW 4th Avenue and existing City Limits;

Thence East coincident with said City Limits and the North boundary of said W1/2SW1/4 and said NW 4th Avenue Centerline, to the intersection of the Centerline of the Tony Yturri Memorial Beltline;

Thence Southwesterly coincident with the said Centerline of said Beltline, to a point on the South boundary of said Section 5, said point being on the existing City Limits line;

Thence West coincident with said City Limits and the South line of said Section 5, to the Southwest Corner of said Section 5 and the **Point of Beginning**.

- End of Description -



Parcel 2 Rezone Description and Map

Land in Malheur County Oregon, as follows:

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

Section 5: Part of the W1/2SW1/4, more particularly described as follows:

Beginning at the Northeast Corner of said W1/2SW1/4;

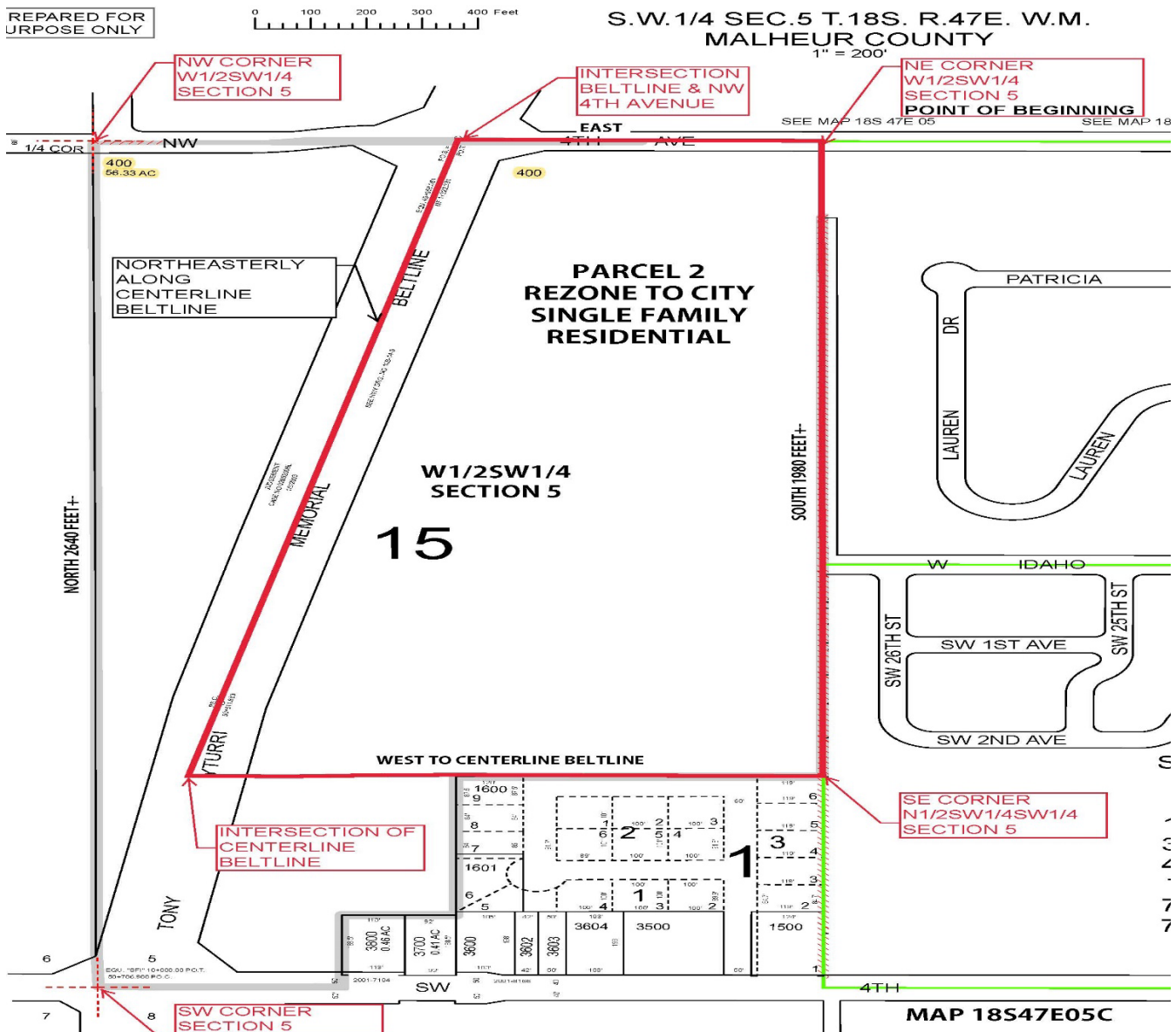
Thence South coincident with the east boundary of said W1/2SW1/4, 1980 feet, more or less, to the Southeast Corner of the N1/2SW1/4SW1/4 said Section 5, said point being on the existing City Limits line;

Thence West coincident with said City Limits and the South line of said N1/2SW1/4SW1/4, to its intersection with the Centerline of the Tony Yturri Memorial Beltline;

Thence Northeasterly coincident with said Centerline of said Beltline to its intersection with the North Boundary of said W1/2SW1/4 and the Centerline of NW 4th Avenue;

Thence East coincident with said North line and said Centerline to the Northeast Corner of said W1/4SW1/4 and the **Point of Beginning.**

- End of Description -



Attachment "7"

Parcel 3 Rezone Description and Map

Land in Malheur County Oregon, as follows:

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

Section 5: Part of the W1/2SW1/4, more particularly described as follows:

Commencing at the Northeast Corner of said W1/2SW1/4;

Thence South coincident with the east boundary of said W1/2SW1/4, 1980 feet, more or less, to the Southeast Corner of the N1/2SW1/4SW1/4 said Section 5, said point being on the existing City Limits line;

Thence West coincident with said City Limits and the South line of said N1/2SW1/4SW1/4, 660 feet, more or less, to the Southwest Corner of the NW1/4SW1/4SW1/4 said Section 5 and the **Point of Beginning**.

Thence South 431.50 feet

Thence West 205.0 feet:

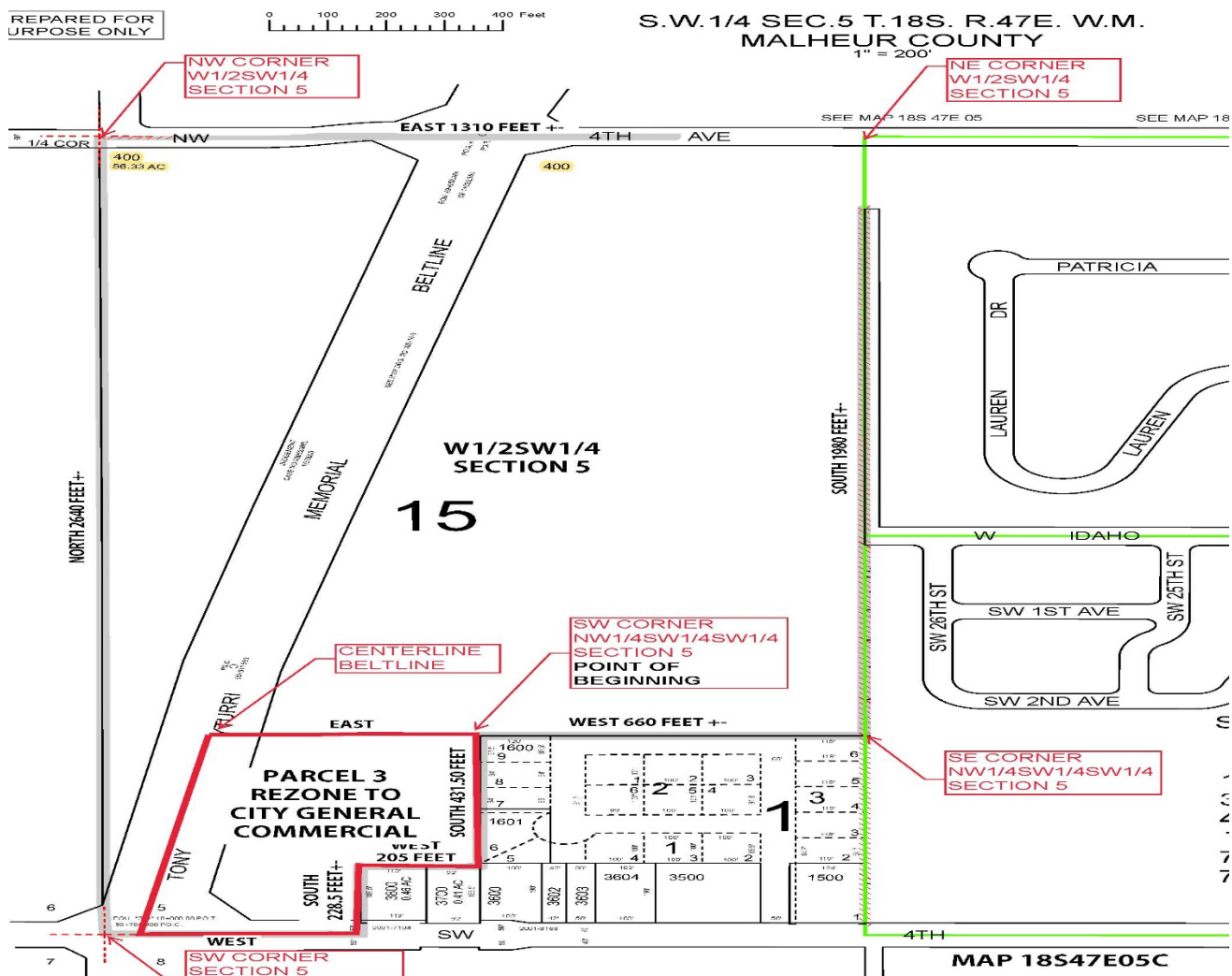
Thence South 228.5 feet , more or less to a point on the South Boundary of said Section 5;

Thence West coincident with said South Boundary to its intersection with the Centerline of the Tony Yturri Memorial Beltline;

Thence Northeasterly coincident with said Centerline of said Beltline to its intersection with the North Boundary of said N1/2SW1/4SW1/4;

Thence East coincident with said North Boundary of said N1/2SW1/4SW1/4 to the **Point of Beginning**.

- End of Description -



After Recording Return to:
City of Ontario
Attn. Tori Barnett,
444 SW 4th Street
Ontario, OR 97914



ORDINANCE #2806-2022

AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA (UGA) COMMERCIAL BUSINESS PARK TO CITY INDUSTRIAL BUSINESS PARK, FROM UGA RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTIAL AND FROM UGA COMMERCIAL TO CITY GENERAL COMMERCIAL, BEING A PARCEL WITHIN THE SW1/4 SECTION 5, TOWNSHIP 18 SOUTH, RANGE 47 EAST, WILLAMETTE MERIDIAN

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

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Annexation Area. The following contiguous territory be and the same is hereby annexed: The property legally described and mapped in the attached Exhibits "A" and "B" respectively.
2. Rezoning. That based on the Planning Commission findings and recommendation in Planning Action 2022-03- 13AZ, the lands as shown and described in the attached Exhibits "A" and "B" be rezoned from UGA Commercial Business Park to City Industrial Business Park being 14.86 acres, UGA Residential to City Single Family Residential being 36.44 acres and UGA Commercial to City General Commercial) being 5.16 acres.
3. Record. The City Planner shall submit to the Oregon Secretary of State (1) a copy of this Ordinance, (2) a copy of the statement of consent of the landowner in the territory annexed; and (3) Shall send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the City within 10 days of the effective date of annexation to the Malheur County Assessor, Malheur County Clerk, and the State Department of Revenue.

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

AYES:
NAYS:
ABSE
NT:

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

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Exhibit "A"

Annexation Boundary Description

Land in Malheur County Oregon, as follows:

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

Section 5: Part of the W1/2SW1/4, more particularly described as follows:

Beginning at the Southwest Corner of said Section 5;

Thence North coincident with the west boundary of said Section 5, 2640 feet, more or less, to the Northwest corner of the said W1/2SW1/4, being a point on the Centerline of NW 4th Avenue and existing City Limits;

Thence East coincident with said City Limits and the North boundary of said W1/2SW1/4 and said NW 4th Avenue Centerline, 1310 feet. More or less, to the Northeast Corner of said W1/2SW1/4;

Thence South coincident with the east boundary of said W1/2SW1/4, 1980 feet, more or less, to the Southeast Corner of the NW1/4SW1/4SW1/4 said Section 5, said point being on the existing City Limits line;

Thence West coincident with said City Limits and the South line of said NW1/4SW1/4SW1/4, 660 feet, more or less to the Southwest corner of said NW1/4SW1/4SW1/4;

Thence South coincident with said City Limits and the east boundary of the SW1/4SW1/4SW1/4 said Section 5, 431.50 feet to a corner of the said City Limits;

Thence West coincident with said City Limits, 205 feet to a corner of said City Limits;

Thence South coincident with said City Limits, 228.5 feet, more or less, to a point on the South boundary of said Section 5, also being on the Centerline of SW 4th Avenue;

Thence West coincident with said South line Section 5 and Centerline of SW 4th Avenue, 445 feet, more or less, to the Southwest Corner said Section 5 and the Point of Beginning.

Account No. 8085, Code 15 to 1, Map 18S47E05C, Tax Lot No.
400

- End of Description –



**AGENDA REPORT
PUBLIC HEARING
June 28, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: **ORDINANCE #2809-2022: WITHDRAWING CERTAIN PROPERTY FROM THE RURAL ROAD DISTRICT AND RURAL FIRE DISTRICT**

DATE: June 20, 2022

PROPOSED MOTION:

IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THE CITY COUNCIL APPROVE ORDINANCE #2809-2022, AN ORDINANCE REMOVING CERTAIN REAL PROPERTY FROM THE RURAL ROAD ASSESSMENT DISTRICT NO. 3 AND ONTARIO RURAL FIRE PROTECTION DISTRICT 7-302, BEING PARCELS WITHIN THE NW1/4NE1/4 SECTION 10, TOWNSHIP 18 SOUTH, RANGE 47 EAST, WILLAMETTE MERIDIAN.

SUMMARY:

The proposed action is to remove certain real property from the Rural Road Assessment District No. 3 and Ontario Rural Fire Protection District 7-302. Parcels are within the NW1/4NE1/4 Section 10, Township 18 South, Range 47 East, Willamette Meridian.

BACKGROUND:

The City of Ontario annexed certain real property described in Exhibit "A" herein under Ordinance #2752-2019 on March 19, 2010. Under current city policy, annexed properties that do not provide city fire protection to city standards and do not bring the existing roads up to city standards remain in special districts until such time as improvements are made to city standards and accepted by the City of Ontario.

CURRENT SITUATION:

The property has developed and provided city fire protection, as well as improved the existing roads to city standards. The City of Ontario has elected to now withdraw these lands from Ontario Rural Road Assessment District No. 3 and Ontario Rural Fire Protection District 7-302, and the withdrawal of said property is deemed for the best interest of the public.

Notice has been sent to both the Ontario Rural Road Assessment District No. 3 and Ontario Rural Fire Protection District 7-302 as required by the public notice requirements for land use actions.

ANALYSIS:

- A. **STRATEGIC PLAN** None.
- B. **FINANCIAL** The property will now be jointly managed by both the City Fire Department and City Public Works Department with the Rural Districts under the joint management plan existing with the districts.
- C. **TIMING** This ordinance needs to be adopted and recorded prior to July 1, 2022, to be covered by the tax rolls for tax year 2022-2023 in November.
- D. **POLICY/LEGAL** Ordinances are required to be approved by the City Council.

ALTERNATIVES:

The City Council could choose to table the item until another date, which would result in the property being double taxed for another year.

RECOMMENDATION:

Staff recommends the City Council approve Ordinance #2809-2022.

ATTACHMENTS:

- 1. Ord #2809-2022

After recording, return to:
City Recorder
City of Ontario
444 SW 4th Street
Ontario, OR 97914



ORDINANCE #2809-2022

AN ORDINANCE WITHDRAWING CERTAIN REAL PROPERTY FROM THE RURAL ROAD ASSESSMENT DISTRICT No. 3 AND ONTARIO RURAL FIRE PROTECTION DISTRICT 7-302, BEING PARCELS WITHIN THE NW1/4NE1/4 SECTION 10, TOWNSHIP 18 SOUTH RANGE 47 EAST, WILLAMETTE MERDIAN

- WHEREAS,** The City of Ontario has annexed certain real property described in Exhibit "A" herein under Ordinance No. 2752-2019 on March 19, 2019; and
- WHEREAS,** Under the current City policy annexed properties that do not provide city fire protection to city standards and do not bring the existing road district roads up to City standards, remain in the special districts until such time as improvements are made and accepted by the City of Ontario; and
- WHEREAS,** The property has developed and provided city fire protection as well as improved the existing roads to city standards the City of Ontario has elected to now withdraw these lands from Ontario Rural Road Assessment District No. 3 and Ontario Rural Fire Protection District 7-302; and
- WHEREAS,** The withdrawal of said property is deemed for the best interest of the public; and
- WHEREAS,** The Ontario Rural Road Assessment District No. 3 and Ontario Rural Fire Protection District 7-302 have both been given notice of the withdrawal; and
- WHEREAS,** The city has given the required notice, fixing the time and hearing place, to hear objections to the withdrawal of said lands.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Withdrawing above-described area from Ontario Rural Road Assessment District No. 3. The Common Council of the City of Ontario deems it in the best interest of the public of the City of Ontario and hereby declares that the real property described hereinabove is withdrawn from the Ontario Rural Road Assessment District No. 3 on the effective date of this Ordinance pursuant to ORS 222.120(5).

2. Withdrawing above-described area from Ontario Rural Fire Protection District 7-302. The Common Council of the City of Ontario deems it in the best interest of the public of the City of Ontario and hereby declares that the real property described hereinabove is withdrawn from the Ontario Rural fire Protection District No. 7-302 on the effective date of this Ordinance pursuant to ORS 222.120(5).
3. Record. The City Planner shall submit to the Malheur County Assessor a copy of this Ordinance and shall cause the Ordinance to be recorded in the County Clerk Title records.

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

AYES:

NAYS:

ABSENT:

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

ATTEST:

Riley Hill, Mayor

Tori Barnett, MMC, City Recorder

Exhibit "A"
Property Description for District Removal
City Action No. 2018-12-21AZ

Land in Malheur County, Oregon, as follows:

In the Northwest Quarter, Northeast Quarter of Section 10, Township 18 South, Range 47 East
W.M.

BEGINNING at the Southeast corner of the NW1/4NE1/4 of Section 10, T.18S., R47E., W.M.; thence along the east line of said NW1/4NE1/4, N00°11'15"W a distance of 953.13 feet, to a point on the existing City of Ontario, city limits boundary; thence along said city limits boundary N55°08'31"W a distance of 60.91 feet; thence leaving said city limits boundary N89°55'43"W a distance of 104.84 feet; thence N55°10'47"W a distance of 5.43 to a point on said city limits boundary; thence along said city limits boundary the following four calls
S00°13'20"E a distance of 207.22 feet;
thence S89°46'40"W a distance of 165.00 feet;
thence N00°13'20"W a distance of 204.97 feet;
thence N89°55'43"W a distance of 59.78 feet;
thence leaving said city limits boundary S00°12'06"E a distance of 88.54 feet;
thence S89°48'18"W a distance of 166.08 feet to a point on said city limits boundary; thence along said city limits boundary the following six calls
S00°11'15"E a distance of 239.78 feet;
thence N89°54'24"W a distance of 130.36 feet;
thence S00°07'48"E a distance of 222.06 feet;
thence S81°45'52"W a distance of 69.61 feet;
thence S00°07'48"E a distance of 67.38 feet;
thence N76°59'10"W a distance of 200.55 feet;
thence leaving said city limits boundary S13°00'10"W a distance of 382.79 feet; thence S00°08'12"W a distance of 30.00 feet more or less to a point on the south boundary of the NW1/4NE1/4; thence along said south boundary line of the NW1/4NE1/4, S89°51'48"E a distance of 1032.35 feet more or less to the **POINT OF BEGINNING**.

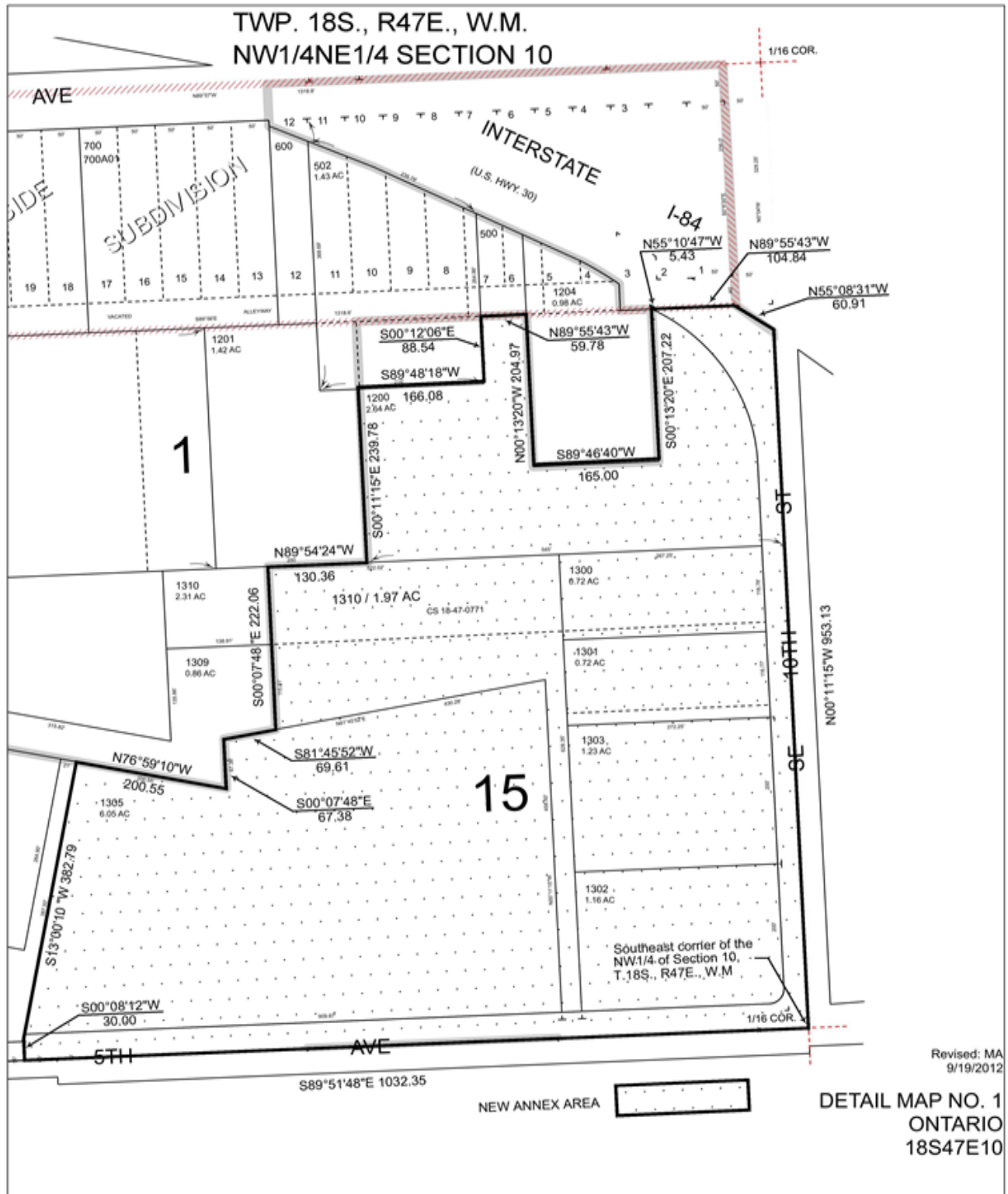
The above description is to include all property as described in deeds of records Instrument No's. 2005-6497, 2005-5948, 2005-6493, 2005-9444, 2006-2226 and all adjacent street right of way and easements associated with and connected to said parcels. Additionally it is to leave no gap or create no overlap were it runs with the existing city limits boundary. This annex description shall not prevent the minor adjusting of property lines to resolve a property boundary dispute, property line adjustments for land use purposes shall be made per land use regulations, which would also adjust the annexation line, leaving no gap or overlap.

Containing 16.1+/- Acres more or less

END OF DESCRIPTION

Exhibit "B"

Subject property





**AGENDA REPORT
PUBLIC HEARING
June 28, 2022**

To: Mayor and City Council

FROM: Casey Mordhorst, Public Works Director

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: HARRAH HEIGHTS REIMBURSEMENT DISTRICT

DATE: June 20, 2022

PROPOSED MOTION:

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

SUMMARY:

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

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

BACKGROUND:

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

CURRENT SITUATION:

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

ANALYSIS:

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

ALTERNATIVES:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Director Report Harrah Heights_6-15-22

Director's Report
Application for Reimbursement District
Harrah Heights Subdivision
City of Ontario, Oregon
June 15, 2022

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

The City, through Jacobs contract for Public Works services, received an application to form a Reimbursement District consistent with the requirements of OMC 8-15-3(c) on March 21, 2022. The application was accompanied by the requisite fee as defined in OMC 8-15-3(b). On June 15, 2022, the city received updated information correcting the cost with the removal of 1 manhole that was not installed in the project which the updated costs are as shown in this report as shown on Attachment 1. The beginning and end of the project was also corrected to reflect the correct location of the project and boundary of the district as shown on Attachment 2 and 5.

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

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

Public Improvement	Construction Cost	Total Frontage (ft)	Unit Cost of Frontage (\$/ft)
Sewer Line	\$96,936.00	990*2=1,980'	\$48.957576
Total	\$96,936.00		

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

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

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

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

Tax Lot	Total Frontage (ft)	Unit Cost of Frontage (\$/ft)	Total Cost
300	330'	\$48.957576	\$16,156.00
500	330'	\$48.957576	\$16,156.00
100	330'	\$48.957576	\$16,156.00
400	300'	\$48.957576	\$14,687.27
1000	360'	\$48.957576	\$17,624.73
Total			\$80,780.00

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

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

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

Attachment 1

Warrington Construction

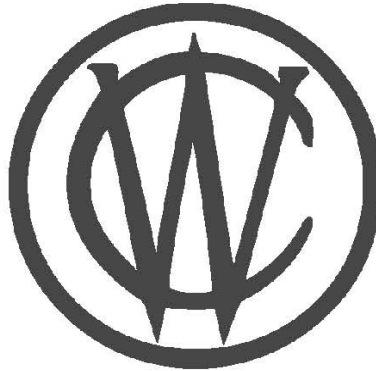
Idaho PWC-C 11590-Unlimited 1-4, RCE 32907

Oregon CCB 101184

PO BOX 910

Ontario, OR 97914

208-452-2556



Bid

DATE 6/11/2021

Quoted to:

Riley Hill

Harrah Heights Subdivision on Sunset

Sunset Sewer Main Extension

Plans Dated 6/10/21

Description	AMOUNT
Sanitary Sewer Sunset	
1012' of 10" @ \$50/FT	\$ 50,600.00
3 Manholes @ \$5000.00 Each	\$ 15,000.00
Asphalt Surface Repair 1012 LF @ \$28/LF	\$ 28,336.00
Traffic Control	\$ 3,000.00
TOTAL PRICE	\$ 96,936.00

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

THANK YOU FOR YOUR BUSINESS!

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

Property Data:

Owner	Parcel Number	Area (Acres)	Value
KING	300	330'	\$16,156.00
PENNINGTON	500	330'	\$16,156.00
HILL	1300	330'	\$16,156.00
DAVIS	100	330'	\$16,156.00
NAZARENE CHURCH	400	300'	\$14,687.27
KAMESHIGE	1000	360'	\$17,624.73

Project Boundaries:
 BEGIN PROJECT 0+00
 END PROJECT 10+12

Map Labels:
 SUNSET DR
 33, 34, 51
 1509, 745, 767, 746, 1508, 50, 71, 4500, 802, 800, 200, 821, 969, 49, 1131, 1137, 50, 1300, 1200, 1000, 1400, 1701, 1663, 1651, 1639, 102, 10, 55, 1553, 1541, 1664, 1652, 1640, 1628, 560, 1554, 1542, 1700, 1700, 300, 500, 1600, 1800, 2000, 2200, 2300, 3800, 1325, 3800

Attachment 3

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

Attachment 4

ADVANCE FINANCING INTERVENING PROPERTY OWNER TAX ACCOUNT INFORMATION:

Riley Hill / Harrah Heights Subdivision Developer

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

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

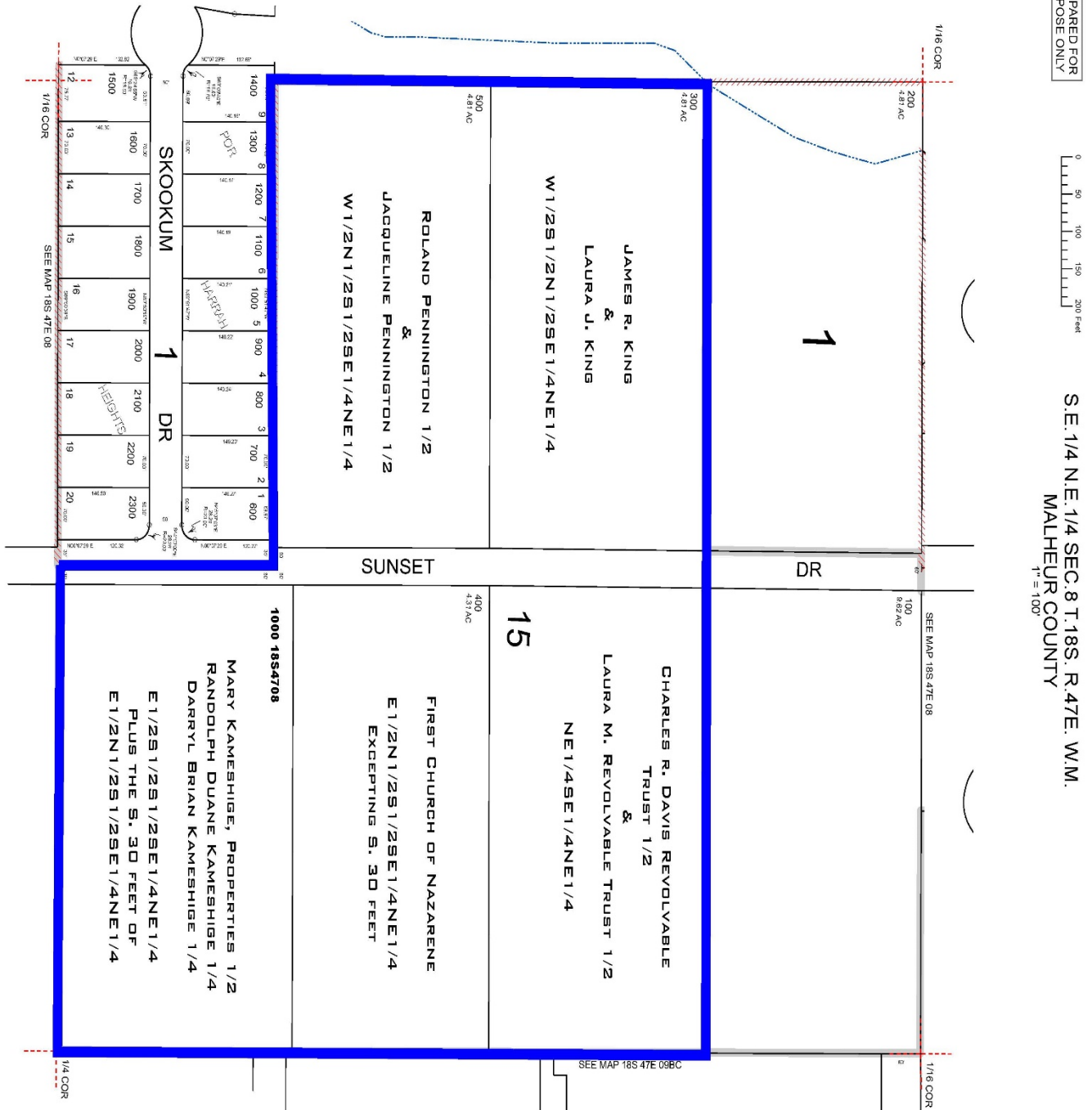
TAX MAP: 18S4708AD
TAX LOT: **100**
REFERENCE NO: 8236
OWNER: CHARLES R DAVIS REV TRST 1/2 & LAURA M. REV. TRST. 1/2
CONTRACT:
MAILING ADDRESS: 821 SUNSET DRIVE, ONTARIO, OR 97914
PROPERTY ADDRESS: 842 SUNSET DRIVE

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

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

Attachment 5

District Boundary (Blue)



Revised: MA
01/10/2022
ONTARIO
18S47E08AD

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
MAY 31, 2022**

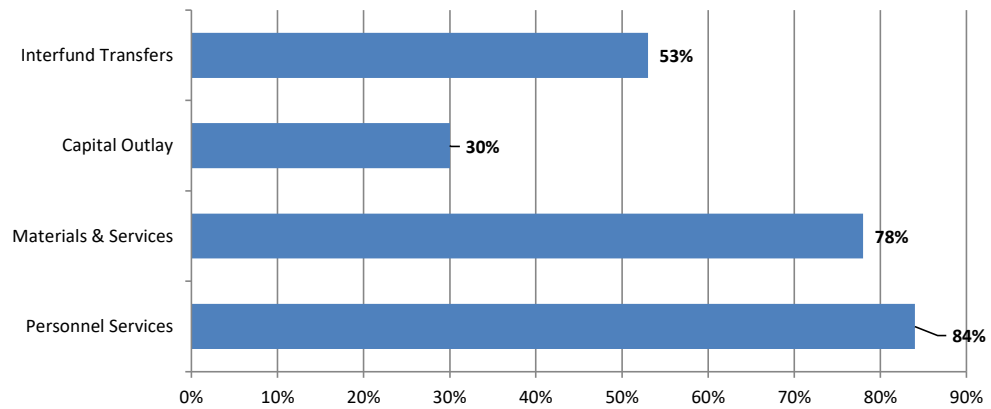
DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	5,371,817	5,630,981	104.8%	
Parks	2,000	7,309	365.4%	
Parks & Recreation	2,000	7,309	365.4%	
Fire	234,572	99,475	42.4%	
Code Enforcement	70,800	(188,579)	-266.4%	will be bad debt expense
Police	199,850	122,582	61.3%	
Dispensary Business License	55,800	83,286	149.3%	
	-			
Public Safety Total	561,022	116,765	20.8%	
Interest	28,000	21,370	76.3%	
State Revenue Sharing	153,265	113,145	73.8%	
Administrative Services	497,148	455,719	91.7%	
Other General Revenues	8,485	11,115	131.0%	
Donations	10,000	1,950	19.5%	
Property Taxes	3,983,255	3,801,121	95.4%	
Alcohol Bvg License & Fee	238,446	168,323	70.6%	
Cigarette tax	13,376	8,045	60.1%	
Marijuana tax	3,000,000	1,898,442	63.3%	
Franchise Fees	1,579,874	1,295,092	82.0%	
Business Registration	2,500	170	6.8%	
Cemetery	35,000	27,375	78.2%	
General Government Total	9,549,349	7,801,867	81.7%	
Planning & Zoning	4,000	15,790	394.8%	
Community development	4,000	15,790	394.8%	
Operating Transfers In	223,480	-	0.0%	
Transfer Total	223,480	-	0.0%	
GENERAL FUND REVENUE TOTALS	\$ 10,339,851	\$ 7,941,730.21	76.8%	
YTD CURRENT YEAR PROFIT(LOSS)				\$ (1,574,313)
YTD BUDGET BENCHMARK			91.7%	 -14.9%

CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDED
MAY 31, 2022

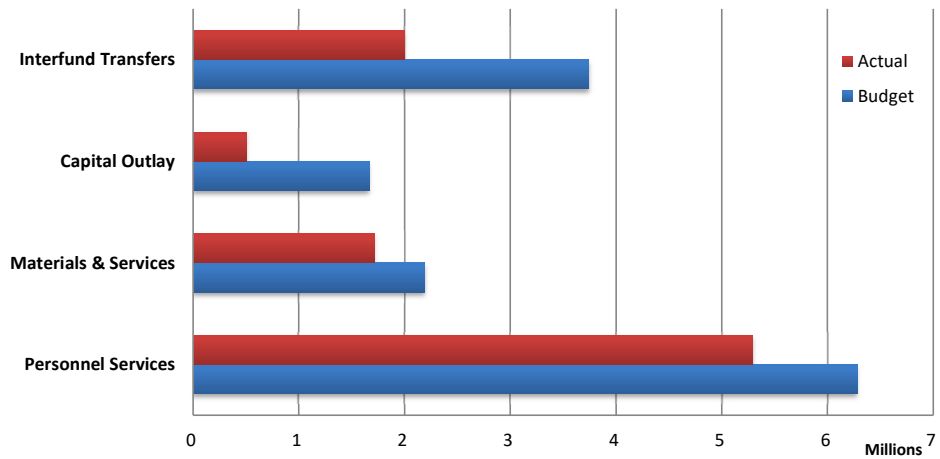
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	565,107	368,990	65.3%	
Parks & Recreation	565,107	368,990	65.3%	
Fire	1,884,340	1,496,827	79.4%	
Code Enforcement	151,348	123,032	81.3%	
Police	4,273,070	3,696,666	86.5%	
Police reserves	2,625	880	33.5%	
Public Safety Total	6,311,383	5,317,405	84.3%	
Administration	535,334	446,998	83.5%	
City Council	28,359	23,543	83.0%	
Business Registration	1,100	412	37.4%	
Cemetery	206,775	152,141	73.6%	
Finance	254,736	192,748	75.7%	
Technology	193,641	144,977	74.9%	
General Government Total	1,219,945	960,820	78.8%	
Community development	192,607	161,539	83.9%	
Community Development	192,607	161,539	83.9%	
Administrative Overhead	1,457,143	648,073	44.5%	
Non-Departmental Contributions	414,520	60,746	14.7%	
Other Total	1,871,663	708,819	37.9%	
Operating Transfers Out	3,715,818	1,998,470	53.8%	
GENERAL FUND TOTALS	\$ 13,876,523	\$ 9,516,043	68.6%	
YTD BUDGET BENCHMARK			91.7%	 23.1%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDED
MAY 31, 2022**

% Expended by Category



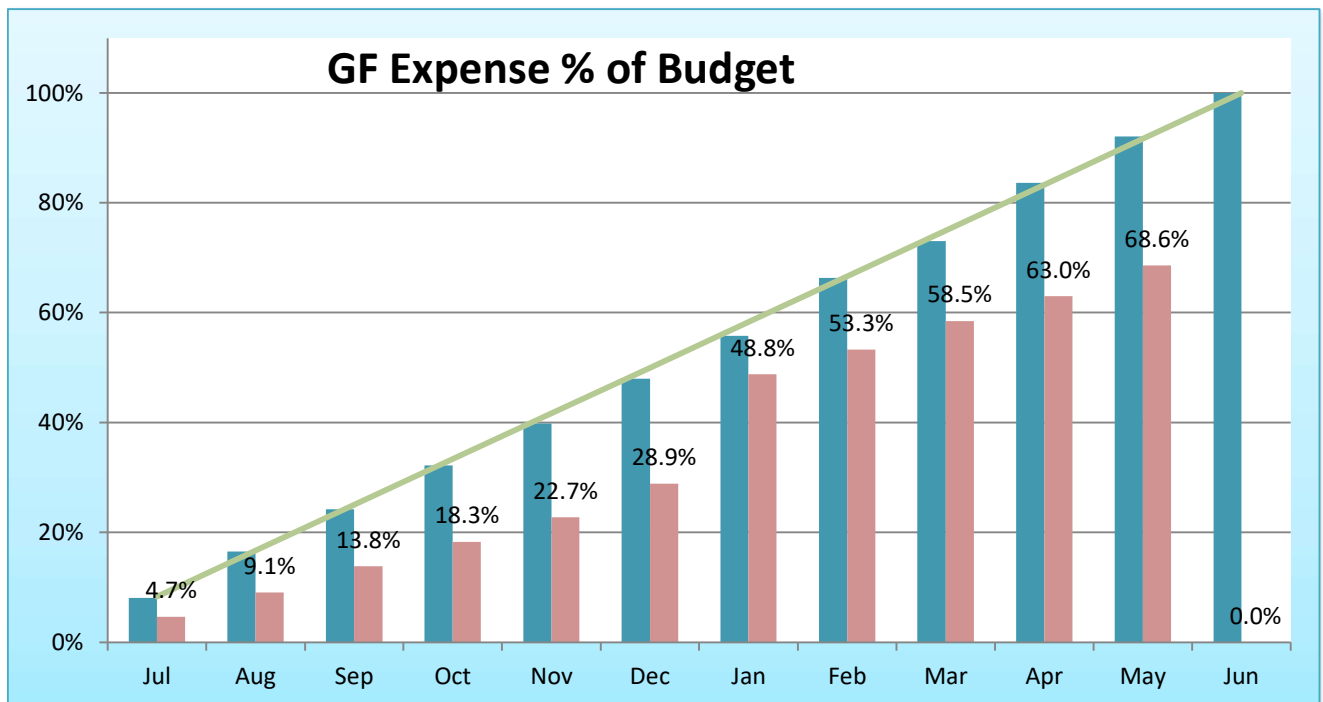
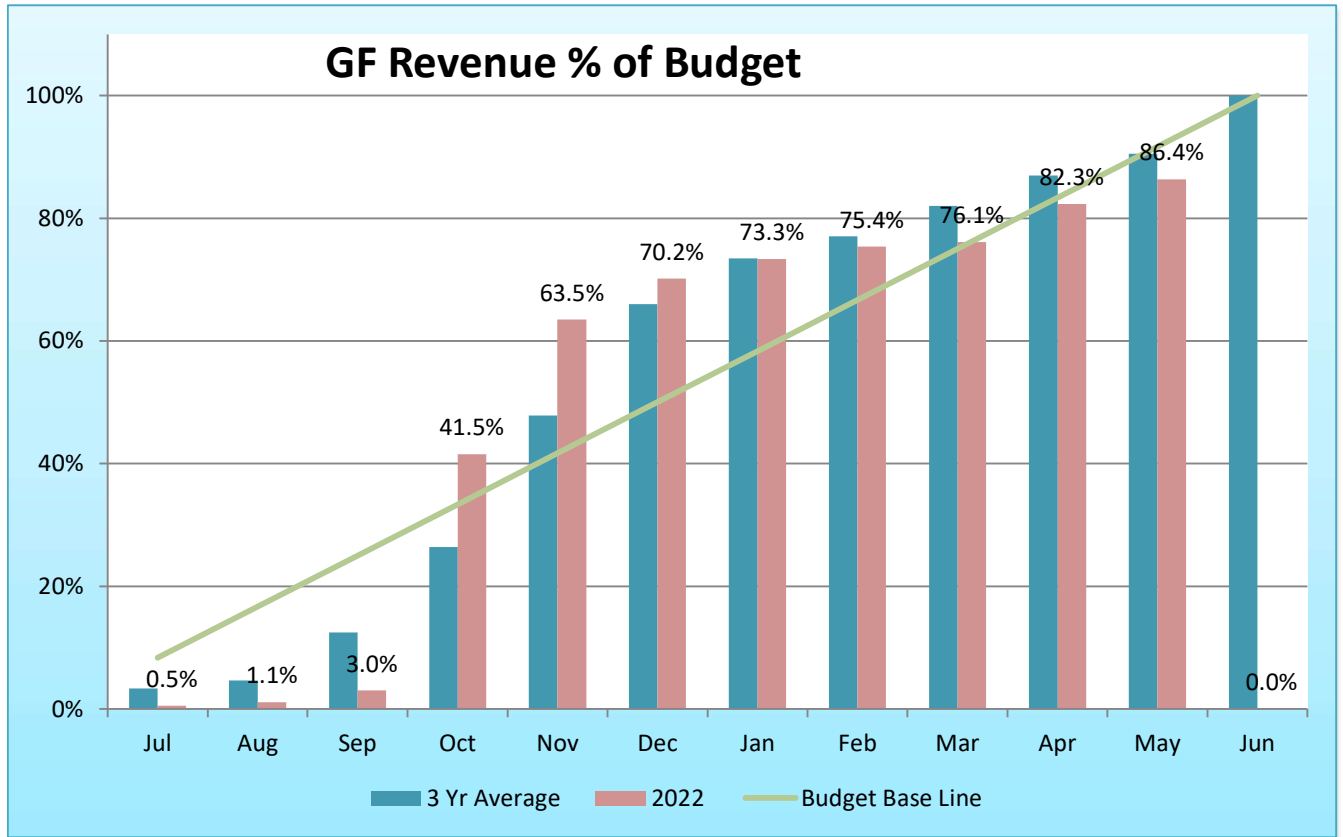
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - LEGAL SERVICES
AS OF JUNE 24, 2022**

LEGAL EXPENSES		
JULY	\$ 4,385	
AUGUST	4,791	
SEPTEMBER	3,540	
OCTOBER	9,533	
NOVEMBER	2,817	
DECEMBER	12,670	
JANUARY	14,063	
FEBRUARY	24,855	
MARCH	36,130	
APRIL	13,550	
MAY	13,948	
JUNE	-	
TOTAL	\$ 140,283	\$ -
BUDGETED AMOUNT	\$ 40,000	
(OVER) UNDER BUDGET AMOUNT	\$(100,283)	

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
MAY 31, 2022**



**CITY OF ONTARIO
OTHER FUNDS - EXPENDITURES
FOR THE PERIOD ENDED
MAY 31, 2022**

DEPARTMENT/FUND	REVENUES				EXPENDITURES		
	BUDGET	ACTUAL	% REALIZED		BUDGET	ACTUAL	% EXPENDED
002 Marijuana Enforcement Fund	30,000	25,572	85.2%		30,000	25,572	85.2%
010 Grant Fund	202,500	1,421,890	702.2%		202,500	303,401	149.8%
027 Building Fund	393,464	757,355	192.5%		225,245	144,645	64.2%
030 Capital Projects Fund	6,009,377	5,420,598	90.2%		3,142,069	251,278	8.0%
031 SDC Fund	539,542	763,200	141.5%		539,542	-	0.0%
045 Street Fund	6,220,596	2,069,823	33.3%		6,177,799	1,939,881	31.4%
050 Trust Funds	815,886	931,035	114.1%		815,886	451,871	55.4%
055 Reserve Funds	5,166,407	4,451,688	86.2%		3,951,207	1,644,773	41.6%
060 Revolving Loan Fund	339,021	318,080	93.8%		339,021	40,000	11.8%
105 Water Fund	8,154,293	5,615,305	68.9%		6,831,076	2,862,314	41.9%
110 Sewer Fund	9,962,066	7,777,578	78.1%		8,502,625	5,694,486	67.0%
115 Storm Sewer Fund	463,445	493,533	106.5%		314,109	104,665	33.3%
120 Airport Fund	481,217	368,838	76.6%		481,217	373,164	77.5%

Comments:

YTD BUDGET BENCHMARK

91.7%

**CITY OF ONTARIO
BUDGET RESOLUTIONS
FOR THE PERIOD ENDED
MAY 31, 2022**

RESOLUTION #	FUND	DEPARTMENT	ACCOUNT	BUDGET CHANGE	NET CHANGE
2021-123	SEWER FUND	SEWER FUND	CDBG SEWER PROJECT	\$ 434,744	\$ 434,744.00
2021-123	SEWER FUND	SEWER FUND	CDBG GRANT	\$ 50,000	
2021-123	SEWER FUND	SEWER FUND	CONTINGENCY	\$ (384,744)	
2021-125	AIRPORT FUND	AIRPORT	CARES ACT FUNDING	\$ 13,000	\$ 13,000.00
2021-125	AIRPORT FUND	AIRPORT	SECURITY IMPROVEMENTS	\$ 14,492	
2021-125	AIRPORT FUND	AIRPORT	MINOR AIRPORT IMPROVEMENTS	\$ (1,492)	
2021-130	GENERAL FUND	ADMIN OVERHEAD	CONTINGENCY	\$ (30,000)	\$ (30,000.00)
2021-130	GENERAL FUND	ADMIN OVERHEAD	E IDAHO TRAFFIC STUDY	\$ 30,000	
2021-136	STREET FUND	STREET	MISC STREET REVENUES	\$ 172,297	\$ 129,500.00
2021-136	STREET FUND	STREET	DORIAN STREET IMPROVEMENTS	\$ 25,000	
2021-136	STREET FUND	STREET	AIRPORT WAY STREET PROJECT	\$ 104,500	
2021-136	STREET FUND	STREET	CONTINGENCY	\$ 42,797	
2021-136	CAPITAL PROJECTS	UCF	AIRPORT WAY WATER & SEWER LINE	\$ 35,000	35,000
2021-136	CAPITAL PROJECTS	UCF	CONTINGENCY	\$ (35,000)	
2021-136	STORM SEWER	STORM SEWER	STORM DRAINAGE MAINLINE REPAIR	\$ (10,500)	
2021-136	STORM SEWER	STORM SEWER	AIRPORT WAY STORM SEWER	\$ 10,500	10,500
2021-133	GENERAL FUND	GENERAL REVENUES	TRANSFER IN	\$ 223,480	\$ 223,480.00
2021-133	GENERAL FUND	ADMIN OVERHEAD	DOWNTOWN LIGHTING	\$ 288,480	
2021-133	GENERAL FUND	ADMIN OVERHEAD	DOWNTOWN ATTRACTION	\$ (50,000)	
2021-133	GENERAL FUND	TRANSFERS	TRANSFER TO AIRPORT FUND	\$ (15,000)	
2021-133	AIRPORT FUND	AIRPORT	TRANSFER IN	\$ (15,000)	(15,000)
2021-133	AIRPORT FUND	AIRPORT	PHANTOM CONCRETE PAD	\$ (15,000)	
2021-133	CAPITAL PROJECTS	SPECIAL PROJECTS	CAPITAL ASSET SALES	\$ 223,480	223,480
2021-133	CAPITAL PROJECTS	SPECIAL PROJECTS	TRANSFER OUT	\$ 223,480	
2021-133	SEWER FUND	SEWER	FLOW PACING	\$ 63,465	63,465
2021-133	SEWER FUND	SEWER	CONTINGENCY	\$ (63,465)	
2021-134	GENERAL FUND	ADMIN OVERHEAD	POLE BARN	\$ 45,658	\$ 406,433.00
2021-134	GENERAL FUND	ADMIN OVERHEAD	DUMPSTER ENCLOSURES	\$ 35,000	
2021-134	GENERAL FUND	ADMIN OVERHEAD	FIBER LINES	\$ 15,600	
2021-134	GENERAL FUND	PARKS	TENNIS COURT	\$ 200,000	
2021-134	GENERAL FUND	NON DEPARTMENTAL APPR	FAÇADE GRANT	\$ 25,000	
2021-134	GENERAL FUND	PARKS	GAZEBO RELOCATION	\$ 25,400	
2021-134	GENERAL FUND	ADMIN OVERHEAD	WAYFINDING	\$ 59,775	
2021-134	GENERAL FUND	GENERAL REVENUES	AVAILABLE CASH ON HAND	\$ 406,433	
2021-134	GRANT FUND	GRANT	CDBG - EUVALCREE	\$ 50,000	50,000
2021-134	GRANT FUND	GRANT	CDBG - EUVALCREE GRANTS PAID	\$ 50,000	
2021-134	WATER FUND	WATER	WTP LABORATORY UPGRADE	\$ 40,000	62,830
2021-134	WATER FUND	WATER	POLE BARN	\$ 22,830	
2021-134	WATER FUND	WATER	AVAILABLE CASH ON HAND	\$ 62,830	
2021-134	SEWER FUND	SEWER	CHLORINE ANALYZER	\$ 15,000	37,830
2021-134	SEWER FUND	SEWER	POLE BARN	\$ 22,830	
2021-134	SEWER FUND	SEWER	AVAILABLE CASH ON HAND	\$ 37,830	
2021-137	SEWER FUND	CONTINGENCY	CONTINGENCY	\$ (195,088)	\$ (195,088.00)
2021-137	SEWER FUND	CAPITAL OUTLAY	CCTV SYSTEM	\$ 195,088	
2021-133	GENERAL FUND	GENERAL REVENUES	TRANSFER IN	\$ 223,480	\$ 223,480.00
2021-133	GENERAL FUND	ADMIN OVERHEAD	DOWNTOWN LIGHTING	\$ 288,480	
2021-133	GENERAL FUND	ADMIN OVERHEAD	DOWNTOWN ATTRACTION	\$ (50,000)	
2021-133	GENERAL FUND	TRANSFERS	TRANSFER TO AIRPORT FUND	\$ (15,000)	
2021-133	AIRPORT FUND	AIRPORT	TRANSFER IN	\$ (15,000)	(15,000)
2021-133	AIRPORT FUND	AIRPORT	PHANTOM CONCRETE PAD	\$ (15,000)	
2021-133	CAPITAL PROJECTS	SPECIAL PROJECTS	CAPITAL ASSET SALES	\$ 223,480	223,480
2021-133	CAPITAL PROJECTS	SPECIAL PROJECTS	TRANSFER OUT	\$ 223,480	
2021-133	SEWER FUND	SEWER	FLOW PACING	\$ 63,465	63,465
2021-133	SEWER FUND	SEWER	CONTINGENCY	\$ (63,465)	
2021-139	AIRPORT FUND	AIRPORT	WAGES & SALARIES	\$ (30,000)	\$ 32,000.00
2021-139	AIRPORT FUND	AIRPORT	CARES ACT FUNDING	\$ 32,000	
2021-139	AIRPORT FUND	AIRPORT	MINOR AIRPORT IMPROVEMENTS	\$ (3,000)	
2021-139	AIRPORT FUND	AIRPORT	AIRPORT POWER POLES	\$ 65,000	
2022-104	GENERAL FUND	POLICE	DATA PROCESSING	\$ 16,300	\$ 101,087.00
2022-104	GENERAL FUND	POLICE	CONTRACT LABOR	\$ 16,670	
2022-104	GENERAL FUND	POLICE	WAGES & SALARIES	\$ 45,417	
2022-104	GENERAL FUND	POLICE	RECRUITMENT/CONTRACT SETTLEMENT	\$ 2,700	
2022-104	GENERAL FUND	POLICE	EVIDENCE ROOM IMPROVEMENTS	\$ 20,000	
2022-104	GENERAL FUND	POLICE	AVAILABLE CASH ON HAND	\$ 101,087	
2022-105	GENERAL FUND	CONTINGENCY	CONTINGENCY	\$ (10,505)	\$ 10,505.00
2022-105	GENERAL FUND	NON DEPARTMENTAL APPR	MARIJUANA YOUTH EDUCATION	\$ 10,505	
2022-106	BUILDING FUND	CONTINGENCY	CONTINGENCY	\$ (7,800)	\$ 7,800.00
2022-106	BUILDING FUND	BUILDING	CONTRACT LABOR	\$ 7,800	
2022-117	BUILDING FUND	BUILDING	CONTINGENCY	\$ (16,500)	\$ 16,500.00
2022-117	BUILDING FUND	BUILDING	WAGES	\$ 16,500	
2022-119	AIRPORT FUND	AIRPORT	BLM LEASE	\$ 12,585	\$ 12,585.00
2022-119	AIRPORT FUND	AIRPORT	AIRPORT IMPROVEMENTS	\$ 12,585	
2022-121	CAPITAL PROJECTS	SPECIAL PROJECTS	CONTINGENCY	\$ (80,000)	\$ 80,000.00
2022-121	CAPITAL PROJECTS	SPECIAL PROJECTS	MAYBERRY HOUSING INCENTIVE	\$ 80,000	



Presentation by Dan Cummings
Tuesday, June 28, 2022

CITY OF ONTARIO COMMUNITY DEVELOPMENT

Fiscal Year 2021-22
Third Quarter

Building
Department

Economic
Development

Planning and Zoning

Building Department Statistics

Mechanical and Structural Permit Amounts and Fees



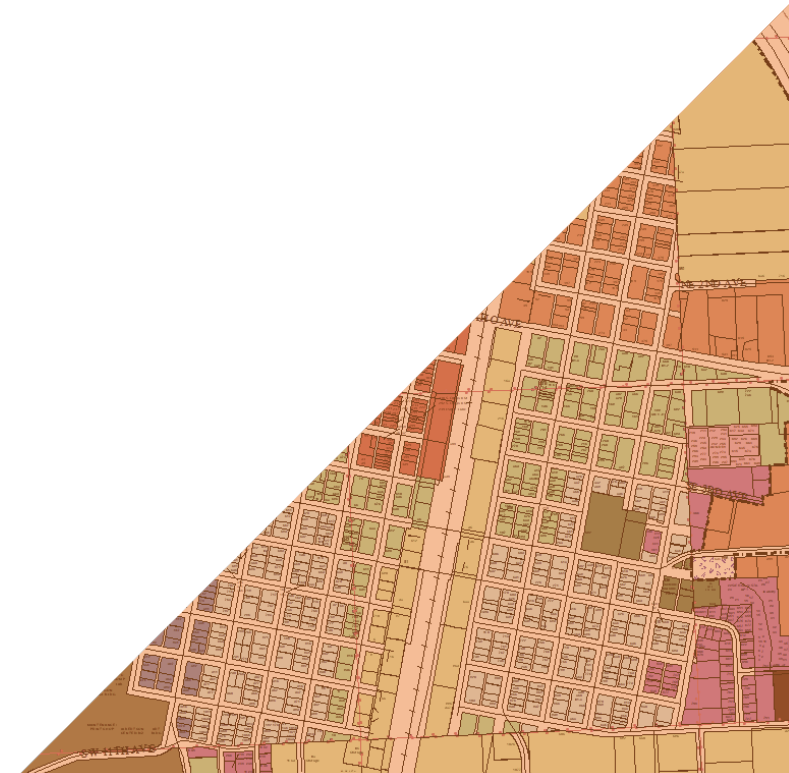
Jan – Mar 2022

Mechanical Permits and Fees Issued

- Mechanical Permits Issued **118**
- Mechanical Valuation Totals **\$1,628,850**
- Total Mechanical Fees **\$17,708**

Structural Permits and Fees Issued

- Structural Permits Issued **17**
- Structural Valuation Totals **\$2,391,034**
- Total Structural Fees **\$27,362**



Building Department Statistics

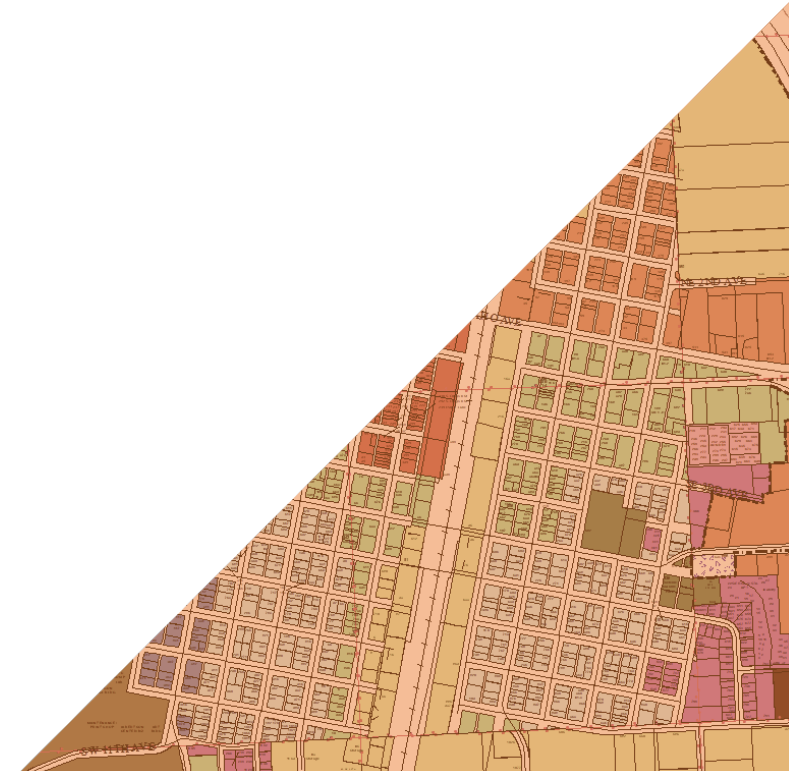
Mechanical and Structural Permit Amounts and Fees



Jan – Mar 2022

Total Permits and Fees Issued in 3rd Quarter FY 21-22

- Total Permits Issued **135**
- Valuation Totals **\$4,019,884**
- Total Permit Fees **\$45,070**



Planning and Zoning Department



Jan, Feb, Mar 2022

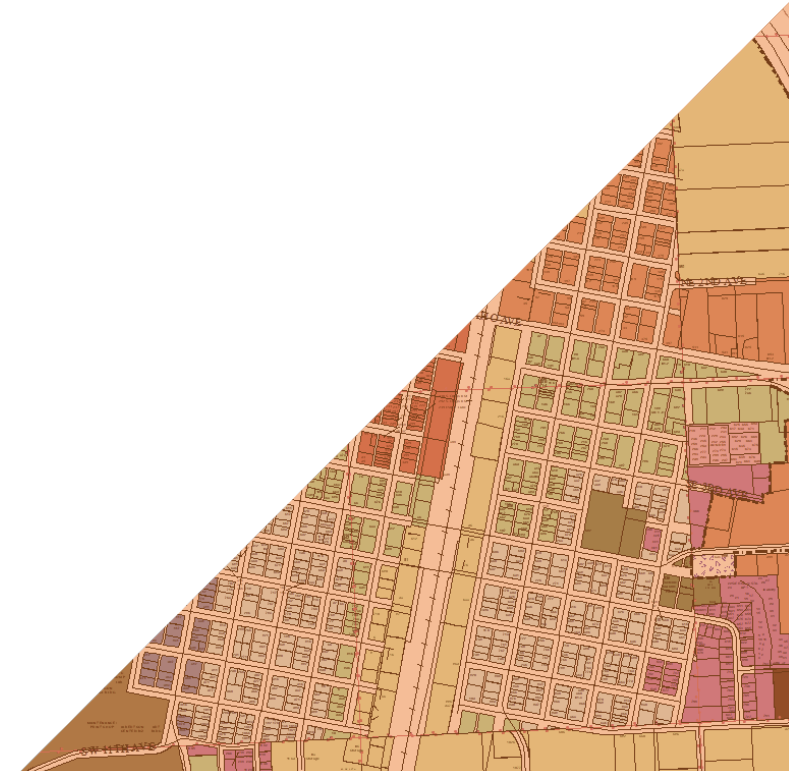
• Annexations	3
• Conditional Use Permits	2
• Site Developments	5
• Temporary Use Permits	1
• Partitions	5
• Variance	1
• Rezone	1

Total Fees for the Quarter

\$56,957

**Total Land Use Applications
for 3rd Quarter**

18



Phase II Façade Grant Program



Participating Businesses

- Applications for locations along SW 4th Ave
- We have received one new application for the Phase II Grant
- \$92,932 worth of project costs for businesses
- \$28,700 of matching grant money awarded

Burger West

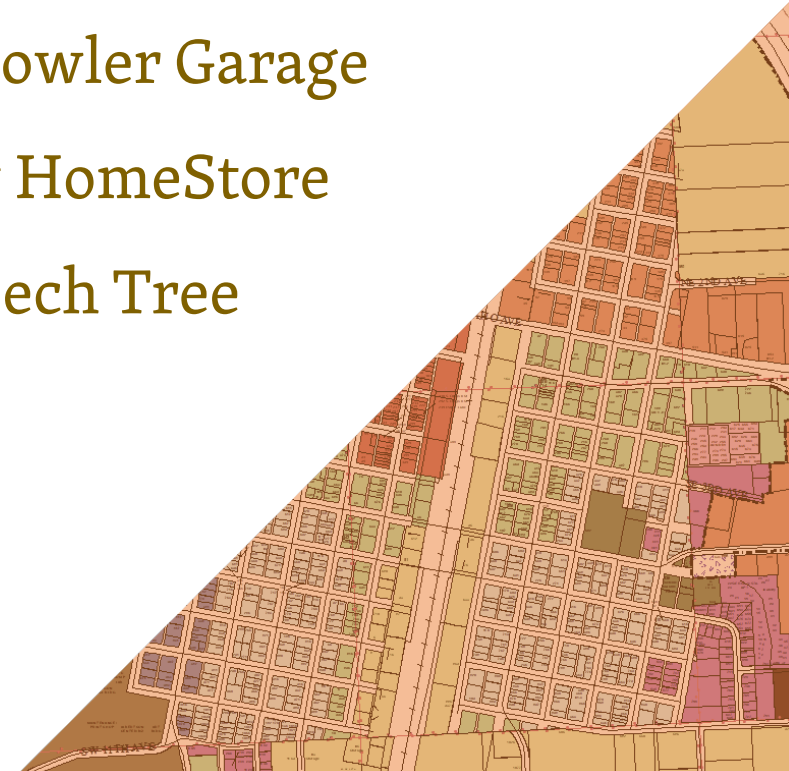
Ultra Timmer, LLC

Rusty's Pancake and Steak

Berts Growler Garage

Ashley HomeStore

Speech Tree



Ontario Economic Activity

Jan, Feb, Mar 2022



- Mayberry Subdivision
- Project Build Ontario
- Project West Park
- Project Grand Prix
- Project Gild-Gold
- Brownfields Grant Program
- Project Champ
- Project Plus
- Project PNW
- Project Otis



Ontario Economic Activity

Continued



“Project Build Ontario”

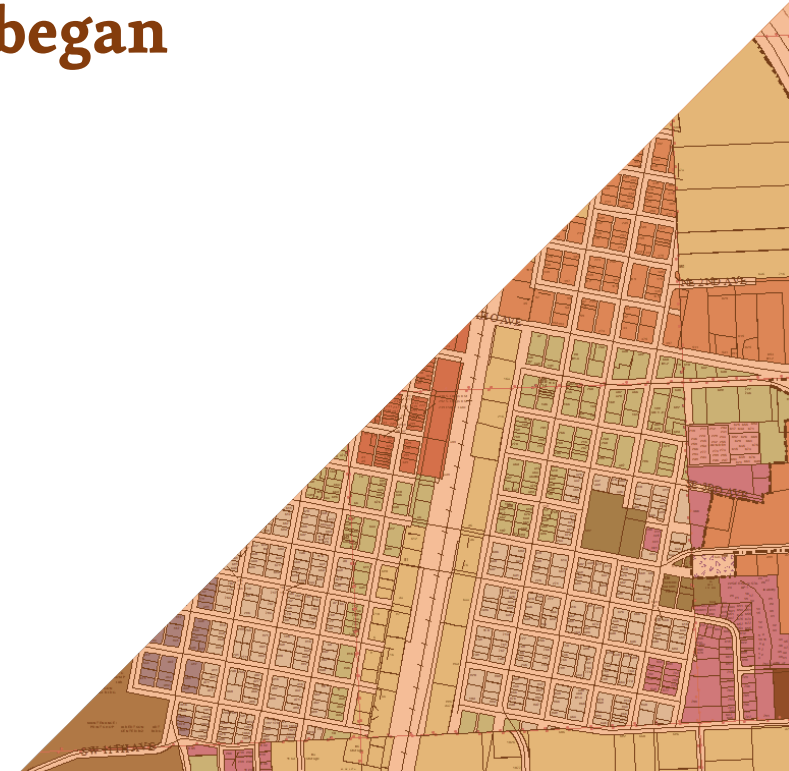
- Single Family Residential Housing Incentive program promotes new housing within the City Limits

Status: 50 total applications since the incentive began

“Project Westpark”

- Redevelopment of the West Park Plaza Mall
- Creation of new indoor mini storage and flex space
- Consideration of 150-unit apartment complex

Status: On-going



Ontario Economic Activity

Continued

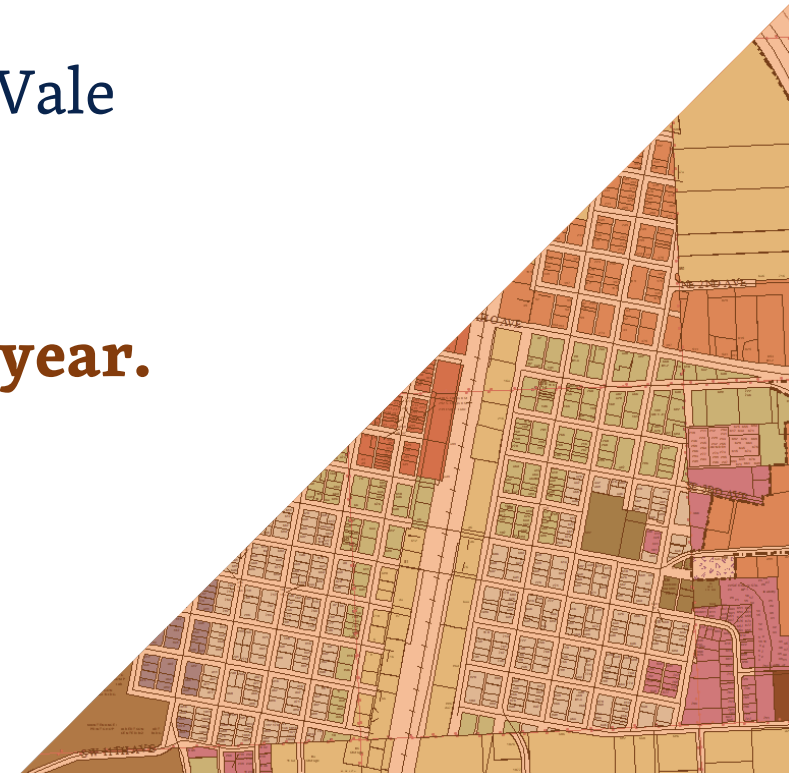


EPA Brownfield Grant Program

- Redevelopment of Brownfields within Malheur County
- Funding still available to properties in Ontario, Nyssa, Vale
- Phase I and Phase II studies ongoing

Status: EPA ends in September

We have had several projects in Vale approved this year.



Ontario Economic Activity



Continued

“Mayberry Subdivision”

- Affordable Mini Housing Development for Veterans and Seniors Citizens

Status: Under construction

“Project PNW”

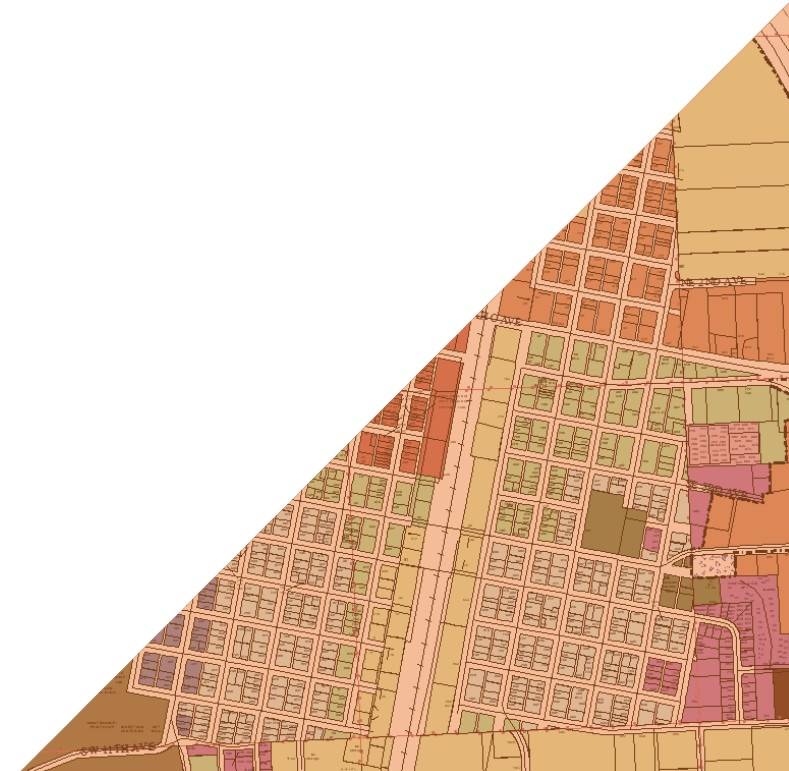
- 100-acre project for a distribution center
- Serving 115 – 155 retail stores and 300 – 350 employees

Status: On-going

“Project Otis”

- 16-acre industrial property in Ontario
- Promoting to several industrial clients

Status: On-going



Ontario Economic Activity



Continued

“Project Champ”

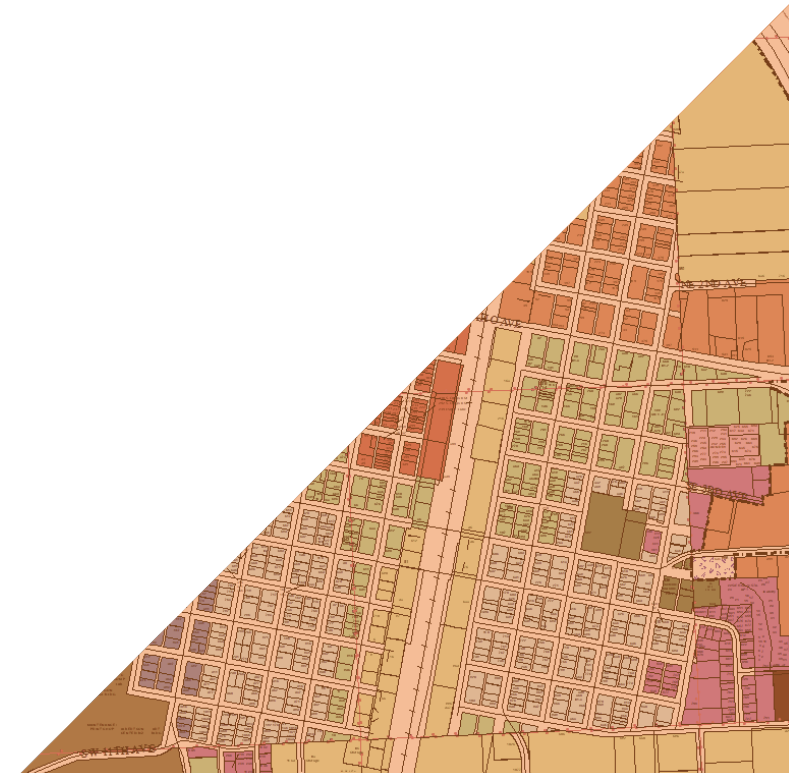
- Thermoformed packaging company (food, medical, retail products)
- \$10 million in equipment investment
- 33 employees to start
- 200 maximum employees at full buildout

Status: On-going

“Project Grand Prix”

- Meter manufacturing looking for industrial lands
- Expected to hire 150-200 employees (5-8 acres)

Status: On-going



Ontario Economic Activity

Continued



“Project Plus”

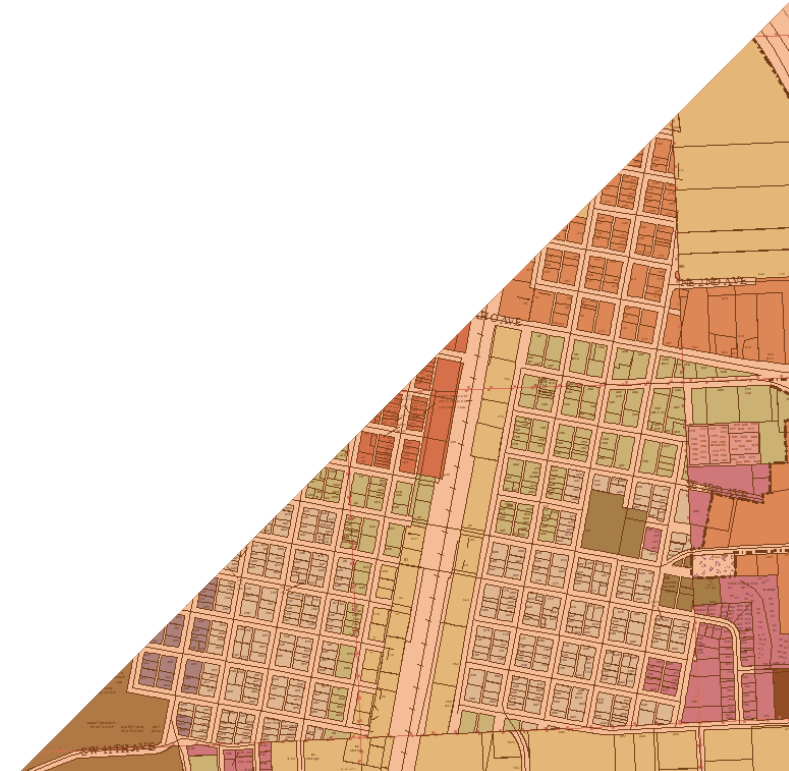
- Food Processing Company looking for 100-150 acres
- Will employ 500 - 670 employees and managers

Status: On-going

“Project Guild Gold”

- Food manufacturing company
- Needing between 100 - 200 acres
- 200 - 300 employees at total buildout

Status: On-going



Projects in Development



Brockside Subdivision



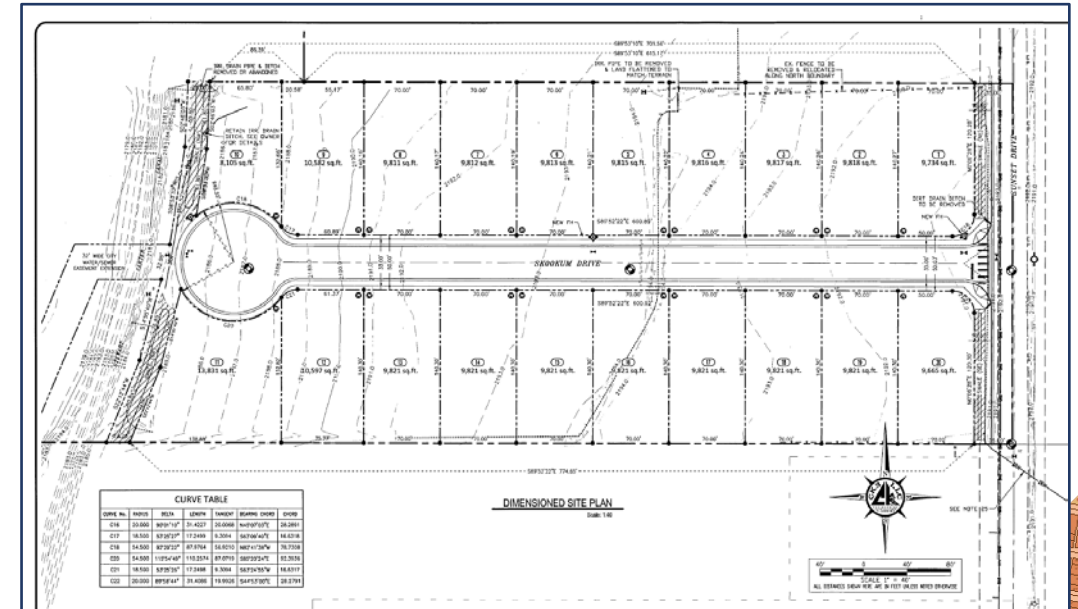
724 SW 16th Street



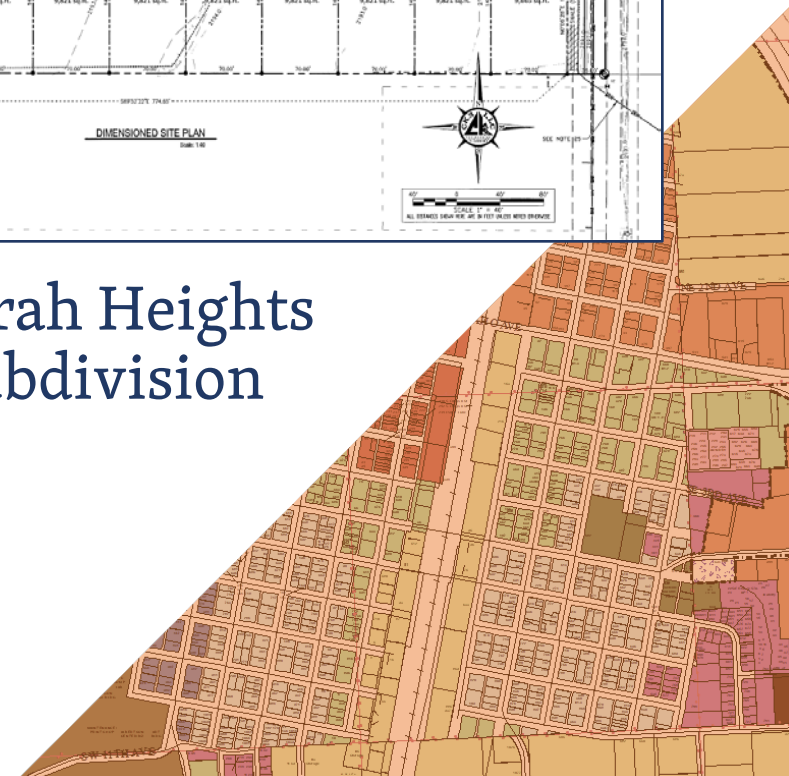
Projects in Development



Ontario Airport Hangars Under Construction



Harrah Heights Subdivision



Projects in Development



Nascosto
Affordable
Housing



RESIDENTIAL UPDATE

1 New Airport Hangar

Manufactured Homes: **1** Permit Issued

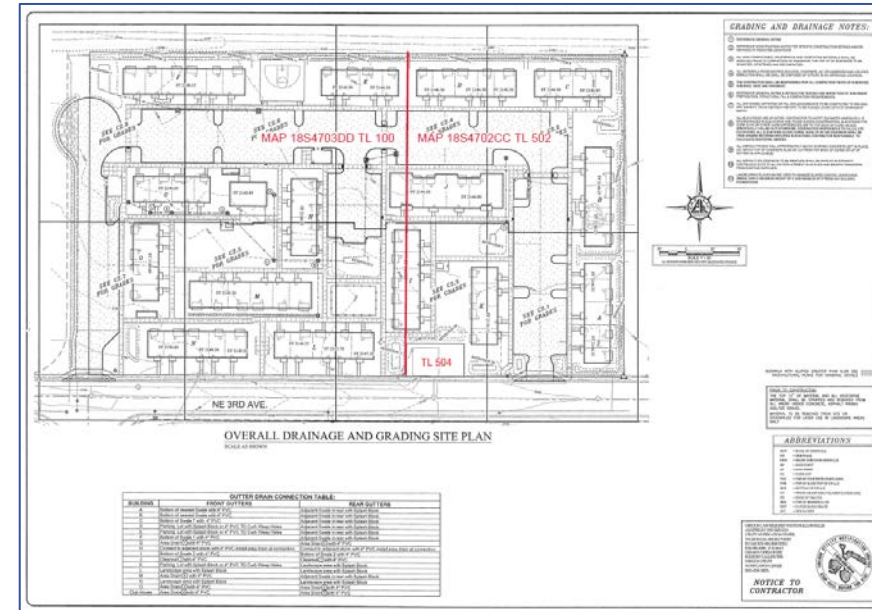


Ongoing Construction or Newly Completed:

- Commercial Tire
- Community In Action
- Treasure Valley Steel
- Dutch Brothers
- River Point RV



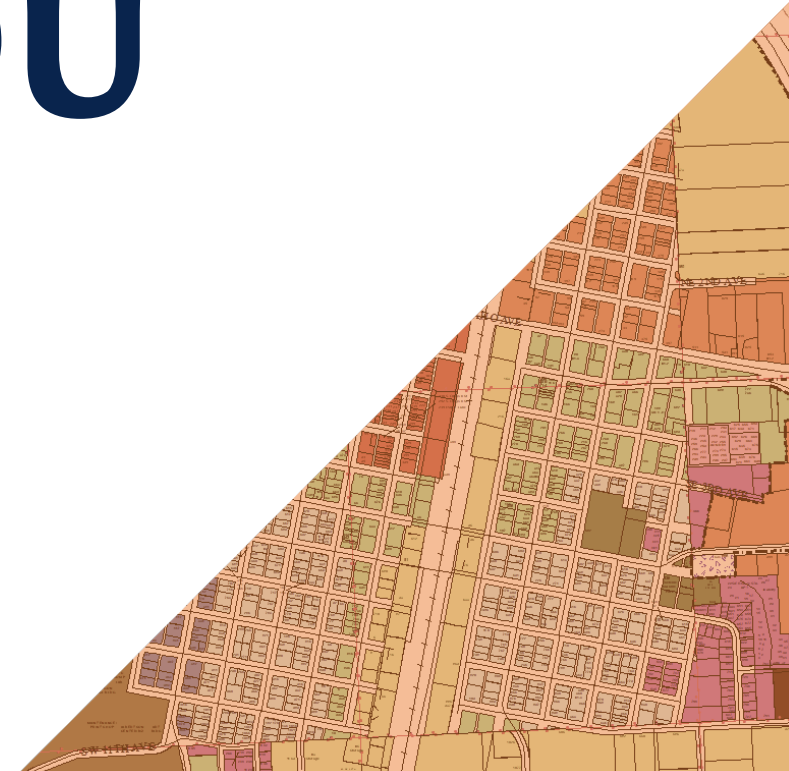
NASCOSTO Affordable Multifamily Construction Continues



AFFORDABLE HOUSING

- 70 Units on NE 3rd Ave
- 56 Units on Fortner Street

THANK YOU





Ontario City Council

Police Department Recruiting

Michael S. Iwai
Ontario Police Department
Chief of Police
June 28, 2022





AGENCY STRUCTURE



ONTARIO
OREGON

CHIEF OF POLICE

MICHAEL IWAI

POLICE OFFICE MANAGER

SHERI SMITH

LIEUTENANT

**JASON COOPER

SERGEANTS

DAVE WALTERS
*VICTOR GRIMALDO
JON ESPLIN
JAMES SWANK

EVIDENCE TECHNICIAN

*DAVID WORTH

POLICE RECRUITS

*BRANDON MITCHELL

POLICE RESERVES

YESENIA CARPENTER
WES SHAW

SCHOOL RESOURCE OFFICERS

CASEY WALKER-HS
TOMAS ELIZONDO -MS

PATROL

*VACANT
CHRIS BOLYARD
RICHARD FRAZIER
JARED CUTLER
AARON PHILLIPS
DANIELLE LLAMAS
*ADAM CLINTON

DETECTIVES

BEN ESPLIN
BJ SNYDER

PATROL

JEREMY JONES
JON LAURENSEN
TODD HARNDEN
*BRIAN COOK
SAM D'ADDABBO
TYLER BULLINGTON
ALEX CISNEROS

POLICE SUPPORT SPECIALIST

LIZ AMANSON

CODE ENFORCEMENT

RICK REYNA



Problem Identification



Ontario Police Department, like all other law enforcement agencies, are struggling to recruit, hire, and retain officers due to the following variables:

- Rapid increases in retirements and resignations
- Fewer applicants
- The COVID-19 pandemic
- Negative portrayals of attitudes toward police
- Lengthy and difficult entrance requirements
- Low unemployment nationally and a strong job market
- Attitudinal changes and expectations of Millennials and Gen-Xers





Police Recruitment Historical Background



Police Officer Recruitments

- 7 applicants 2/14/22 – **Failed Recruitment**
- 33 applicants 11/30/20
- 4 applicants COVID **Failed Recruitment**
- 3 applicants 7/1/19
- 2 applicants 2/22/19
- 14 applicants 8/15/18





Residency Resolution & Policy



RESOLUTION #2021-138

A RESOLUTION REQUIRING RESIDENCY OF CITY POSITIONS AND PROVIDING INCENTIVES FOR ALL EMPLOYEES TO LIVE IN THE CITY OF ONTARIO

- WHEREAS:** The Ontario City Council approved Resolution #2018-112 on the 27th of February, 2018; and
- WHEREAS:** Citizens have expressed a desire that city employees reside in the city or the immediate area within the state; and
- WHEREAS:** Department Heads have significant responsibility toward the community in which they work; and
- WHEREAS:** The City Council is desirous for employees to live in the community and to be vested in the impacts of city decisions; and
- WHEREAS:** A credit to water and sewer bills for employees living in the city limits would have minimal impact on the water and sewer fund, but would provide greater incentive for employees to live within the city boundaries; and
- WHEREAS:** The City Council wishes to further clarify the residency requirement as approved in 2018 by adoption of the attached Residency Policy.

NOW THEREFORE BE IT RESOLVED that the policy attached as an appendage to this resolution is the official residency policy of the City of Ontario, Oregon; and

BE IT FURTHER RESOLVED that the policy shall be adopted as an amendment to the City Personnel Policy Handbook under Employment Eligibility Verification.

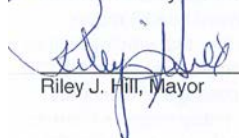
PASSED AND ADOPTED by the City Council of the City of Ontario this 14th day of December, 2021, by the following vote:

AYES: MILLS, BAKER, KIRBY, HART, BRADEN, MELENDREZ, HILL

NAYES: NONE

ABSENT: NONE

APPROVED by the Mayor this 14th day December of 2021.


Riley J. Hill, Mayor





City of Ontario, Oregon Residency Policy

Purpose

- A. The purpose of the Ontario Residency Policy is to have city employees who are participative, engaged, and vested citizens for the immediate community and state by which they are employed.

II. Policy

- A. **Non-Department Head Employees** – Employees must reside within the Ontario 8c School District Boundaries.
- B. **Department Head Employees** – Department heads are held to a higher standard and must reside within the Ontario City limits.
- C. **Contracted Employees** – This policy does not apply to contracted employees.
- D. **Benefit** – A water/sewer credit of up to \$50 per month (not to exceed the monthly amount due) will be provided to all city employees receiving water and sewer from the City of Ontario. This benefit is meant to provide greater incentive and support for employees to live within the City boundaries.

III. Practice

- A. **Grandfathered Employees** – Grandfathered employees, with respect to this policy, means employees who are living outside of the 8c School District Boundaries (for all employees) or outside of the City limits (for department heads) at the date of passage of this policy. No employee currently working for the City, who lives outside of the City at the time of passage of this policy, will be terminated for living outside of the boundaries respectively referred to above.
- B. **Movement Outside of Boundaries** - If an employee who currently works for the City and lives within the boundaries of the Ontario 8C school district (for all non-department head employees) or Ontario City limits (for department heads) moves outside of the boundaries to which the policy requires them to live, that employee shall be deemed to have voluntarily resigned from their position of employment with the City of Ontario. Similarly, any employee hired by the City after the passage of this policy who at any time moves outside of the boundaries to which the policy requires them to live shall be deemed to have voluntarily resigned from their employment with the City.



ONTARIO
OREGON

- C. **Promotions** – Existing city employees who are promoted to department head positions shall be required to move within the Ontario City limits within twelve months of said promotion.
- D. **Time to Comply** – New hires shall be given six months to obtain residency within the boundaries to which the policy requires them to live. Failure to do so shall be deemed a voluntary resignation from their employment with the City.
- E. **Grace Period** - The City Manager may provide a grace period of up to six (6) months, beyond the six-month compliance time if the employee is able to show progress toward obtaining residency (e.g., a lease agreement or an employee is building a new home within the required area and can produce a purchase agreement).
- F. **Exceptions** – Any exceptions beyond 12 months must be approved by the City Council. Any hiring of a department head not living within the City limits and who is unable or unwilling to obtain residency requires approval by the City Council following the request of the City Manager.
- G. **Enforcement** – An accurate address of an employee's residing domicile shall be kept by the Human Resources Manager and can only be changed through a Personnel Action Form submitted by the employee. Employees may not use addresses within the City limits or 8c School District which are only kept for purposes of compliance and do not serve as the primary residence of the employee.
- H. **Proof of Residency** – All employees with whom residency is required must have a current Oregon drivers license on file with the City of Ontario. If an employee is unable to obtain an Oregon drivers license for any reason, they must notify the City Manager and provide an explanation.



Public Safety



Snake River Correctional Facility

- *Approximately 82% reside outside of Ontario

Oregon State Police – Ontario Area Command

- *Approximately 92.25% reside outside of Ontario

Malheur County Sheriff's Department

- *Approximately 70% reside outside of Vale

Nyssa Police Department

- *Approximately 50% reside outside of Nyssa





Public Safety



Fruitland (ID) Police Department

- *Approximately 50% reside outside of Fruitland

Baker City Police Department

- *Approximately 14% reside outside of Baker City

La Grande Police Department

- *Approximately 50% reside outside of La Grande

The Dalles Police Department

- *Approximately 40% reside outside of The Dalles





Consequences

- What are the impacts of the City Resolution and Policy?
 - Negatively affects the number of applicants
 - Continued staffing issues
 - Delayed public safety response
 - Limited proactive policing
 - Officer health and wellness
 - Burnout
 - Retention



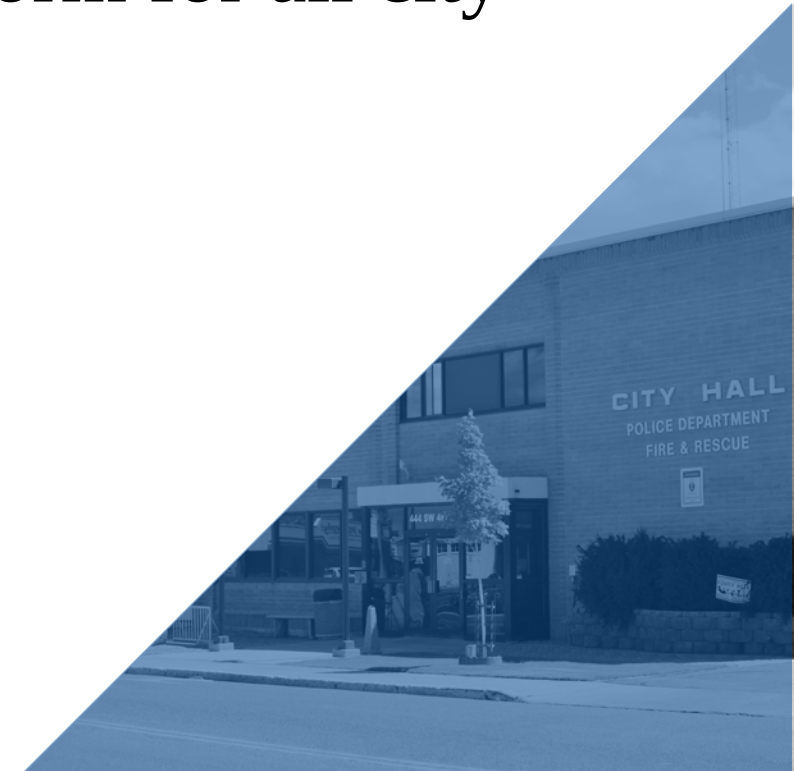


Resolution



Rescind Resolution #2021-138 in its current form for all city employees (except Department Heads) or

Make an exception for Police and Fire





Thank You



MALHEUR COUNTY COURT MINUTES

June 8, 2022

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Ron Jacobs present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Present in the meeting room was Administrative Officer Lorinda DuBois and Planner Eric Evans; public member Mike Walker; and Ryan Bailey. Notice of the meeting was posted on the County website, Courthouse bulletin board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2022-2828](#)

PIONEER HEALTH DISTRICT

Pioneer Health District Board Chairman Dennis Buttice, CEO Corey Crismon, and Jessica Rolf met with the Court; also present electronically was Business Office Manager Katie Hamilton-Braniff. The Health District provided additional information on their request for funding from the County's ARPA funds. The Court asked that Ms. DuBois review the information provided by Pioneer Health District. See instrument # [2022-2831](#) for the written correspondence.

MEASURE 109 - PSILOCYBIN

Planner Eric Evans met with the Court and discussed Ballot Measure 109, the Psilocybin Program Initiative. The statewide ballot measure passed in the November 2020 General Election. The measure allows for the manufacture, delivery, and administration of psilocybin at supervised licensed facilities; the measure had a two-year development period. In Malheur County the measure failed with 69.42% voting against the measure and 30.58% voting in support of the measure. The program will be housed within the Oregon Health Authority (OHA) Public Health Division's Center for Health Protection under the Oregon Psilocybin Services Section and will begin accepting applications for licensure January 2, 2023. Final rules for the program will be adopted by December 31, 2022. Four types of licenses will be issued by OHA: Manufacture, Operator, Facilitator, and Tester. A governing body of a city or county may adopt ordinances to be referred to the electors at the November 2022 general election that prohibit the establishment of psilocybin production (cultivation), manufacturing (processing/edibles) or service centers (commercial land use). If a county or city takes no action, it is automatically opted in to the program. Consensus of the Court was for staff to pursue drafting ordinances to opt out of the psilocybin program and refer the matter to the voters in the November 2022 General Election. See instrument # [2022-2847](#) for the complete memo to the Court.

CROSSING PERMITS

Commissioner Jacobs moved to approve Crossing Permit #24-22 to Pat McGourty to bury electrical conduit across Bit Road #1101; Permit #25-22 to Idaho Power Company for work on Miller Road #833 and Foxtail Road #836; and Permit #26-22 to Idaho Power Company for work on Cassia Road #953 and Foxtail Road #836. Commissioner Hodge seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of May 25, 2022. Commissioner Jacobs seconded and the motion passed unanimously.

BARGAINING AGREEMENT - SHERIFF'S ASSOCIATION

Commissioner Jacobs moved to approve Integrated Collective Bargaining Agreement between Malheur County Sheriff's Office and Malheur County Sheriff's Association. Commissioner Hodge seconded and the motion passed unanimously. The agreement expires December 31, 2024.

CONTRACT - ANI-CARE

Commissioner Hodge moved to approve Contract with Ani-Care Animal Shelter, Inc. Commissioner Jacobs seconded and the motion passed unanimously. Ani-Care will accept delivery, custody, and responsibility of care and disposition for abandoned or stray canines located within the confines of Malheur County (not city limits); Ani-Care is not responsible for the initial capture and transportation of the abandoned or stray canines. Financial consideration is \$3391.66 per month; the contract expires June 30, 2023. See instrument # [2022-2830](#)

AMENDMENT TO AGREEMENT - GOLDTHORPE

Commissioner Jacobs moved to approve First Amendment to Agreement between Malheur County Court and Malheur County District Attorney for Additional and Temporary Services within the Malheur County Juvenile Department Recorded with the Malheur County Clerk as Instrument Number [2022-2472](#). Commissioner Hodge seconded and the motion passed unanimously. The agreement is extended for 30 more days; through July 11, 2022. See instrument # [2022-2832](#)

CHECK REGISTER

Commissioner Hodge moved to approve Accounts Payable Register for May 2022. Commissioner Jacobs seconded and the motion passed unanimously.

ACCEPTANCE OF RESIGNATION

Commissioner Hodge moved to accept the resignation of Environmental Health Director Craig Geddes, effective July 14, 2022. Commissioner Jacobs seconded and the motion passed unanimously. Ms. DuBois confirmed that the vacancy would be advertised as soon as possible; she also suggested that the Baker County contract for the foodborne illness program be terminated (6 months termination notice to Baker County is required). Mr. Geddes inquired if the staffing level in the Environmental Health department would be maintained at current levels if the Baker County contract was terminated. After

discussion, Judge Joyce stated the Court would take the matter under advisement.

CONTRACT FOR SERVICES WITH GREGORY SMITH AND COMPANY

Commissioner Jacobs explained he thought that discussions needed to continue with Mr. Smith, the County had budgeted additional funds in the upcoming fiscal year for Snake River Economic Development Alliance, and that all options needed to be explored.

PUBLIC COMMENTS

Mike Walker gave public comments concerning the contract with Gregory Smith & Company. Some of Mr. Walker's comments were that the objectives in the contract are loose and difficult to see what has been accomplished and that there hasn't been a lot of business come into the county as a result of the contract. Additionally, he felt that under HB 2026 the Court should be giving preference to County residents for jobs; and that Greg Smith is a controversial figure and big companies don't like dealing with controversy. Mr. Walker also spoke about project management including was the project delivered on time, was the project delivered on budget, and was the project delivered as per the original scope.

LETTER OF SUPPORT - COMMUNITY IN ACTION GRANT APPLICATION

Kathy Markee from Community in Action presented a request for a letter of support. Commissioner Hodge noted he is on the Community in Action board. Commissioner Jacobs moved the Court sign a letter of support for Community in Action's (CinA) grant application for a USDA Section 533 Housing Preservation Grant. If received, the grant funds will provide additional rehabilitation efforts within the housing repair program. Commissioner Hodge seconded and the motion passed unanimously. See instrument # [2022-2829](#)

JAIL INSPECTION AND COURT ADJOURNMENT

The Court conducted the annual jail inspection and Judge Joyce adjourned the meeting. See instrument # [2022-2845](#)

MALHEUR COUNTY COURT MINUTES

June 15, 2022

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge present. Commissioner Ron Jacobs was absent. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Present in the meeting room was Administrative Officer Lorinda DuBois and Planner Eric Evans; and Les Zaitz and intern Isaac Wasserman from the Malheur Enterprise. Notice of the meeting was posted on the County website, Courthouse bulletin board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2022-2909](#)

PUBLIC HEARING - ADOPTION OF COUNTY BUDGET

Judge Joyce opened the public hearing for consideration of Resolution R22-13 adopting the County budget; notice of the hearing was published in the Argus Observer. No public comments were received. Ms. DuBois reviewed the budget changes. Commissioner Hodge moved to approve Resolution R22-13: In the Matter of the Adoption of a Budget and Levy of Taxes for the Fiscal Year 2022/23 as Required by ORS 294.456. Judge Joyce seconded and the motion passed. The total sum of the budget for the 2022/23 fiscal year is \$49,474,022; and the tax rate is \$2.5823 per \$1,000 of assessed value. See instrument # [2022-2914](#) for the document listing the changes before budget adoption; and instrument # [2022-2915](#) for Resolution R22-13.

PUBLIC HEARING - ADOPTION OF ASD BUDGET

The Court met as the governing body of the Ambulance Service District (ASD). Judge Joyce opened the public hearing for consideration of Resolution R22-14 adopting the Ambulance Service District budget; notice of the hearing was published in the Argus Observer. No public comments were received. Judge Joyce closed the hearing. Commissioner Hodge moved to approve Resolution R22-14: In the Matter of the Adoption of a Budget and Levy of Taxes for the Fiscal Year 2022/23 as Required by ORS 294.456. Judge Joyce seconded and the motion passed. Total Appropriation is: \$296,500. See instrument # [2022-2912](#)

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of June 8, 2022 as written. Judge Joyce seconded and the motion passed.

IGA - MARINE BOARD

Commissioner Hodge moved to approve Maintenance Assistance Grant Intergovernmental Agreement, Agreement No. 2123-048 with Oregon State Marine Board. Judge Joyce seconded and the motion passed. Funding is in the amount of \$17,625 to assist with operation and maintenance of three recreational boating access sites in the County for the 2021/2023 biennium.

IGA - BAKER COUNTY

Judge Joyce noted he contacted Baker County Commissioner Bill Harvey and advised him of discussions in Malheur County to possibly terminate the IGA with Baker County for the Food Borne Illness Prevention Program.

WEED SPRAYING CONTRACTS

Commissioner Hodge moved to approve Professional Service Contract for Weed Spraying with Branch Enterprises 7 Inc. Judge Joyce seconded and the motion passed. See instrument # [2022-2910](#)

Commissioner Hodge moved to approve Professional Service Contract for Weed Spraying with Blue Solutions LLC. Judge Joyce seconded and the motion passed. See instrument # [2022-2911](#)

PUBLIC HEARING - ADOPTION OF EXTENSION TAX DISTRICT BUDGET

The Court met as the governing body of the Malheur County Agricultural Educational Extension Service District. Judge Joyce opened the public hearing for consideration of Resolution R22-15 adopting the Extension tax district budget; notice of the hearing was published in the Argus Observer. No public comments were received. Judge Joyce closed the hearing. Commissioner Hodge moved to approve Resolution R22-15: In the matter of the Adoption of a Budget and Levy of Taxes for the Fiscal Year 2022/23 as Required by ORS 294.456. Judge Joyce seconded and the motion passed. Total Appropriation is \$1,699,763 and the tax rate is \$0.23 per \$1,000 of assessed value. See instrument # [2022-2913](#)

AMENDED AND RESTATED IGA #169522

Commissioner Hodge moved to approve Amended and Restated 2021-2023 Intergovernmental Agreement (IGA) for the Financing of Public Health Services, IGA #169522 (Amendment #7). Judge Joyce seconded and the motion passed. The Amended and Restated Agreement amends the Agreement to provide the second fiscal year (July 1, 2022 through June 30, 2023) Financial Assistance Award, provides the award Program Elements, and updates the funding amounts in the Information Required by 2 CFR Subtitle B.

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.



**AGENDA REPORT
HAND-OUTS
June 28, 2022**

To: Mayor and City Council

FROM: Justin Zysk, Airport Manager

THROUGH: Danny K. Cummings, City Manager Pro Tem

SUBJECT: LETTERS OF SUPPORT - ONTARIO AIRPORT

DATE: June 22, 2022

PROPOSED MOTION:

NO PROPOSED MOTION IS PRESENT FOR THIS PARTICULAR ITEM.

SUMMARY:

Members of the public would like to express their support for the grass strip. This is in response to a recently published article in the Argus Observer that quoted members of the Council eluding the idea of potentially abandoning it due to the cost and lack of direct revenue.

BACKGROUND:

On June 14, 2022, the Argus Observer published an article regarding discussions being had on the dais about the grass runway and its future. This article has sparked some discussion within the community, specifically those who operate out of and frequent the airport and the grass strip, and has prompted a support movement from stakeholders. These particular letters and the comments prepared during the public comment section of this meeting are directly related to this movement.

CURRENT SITUATION:

To date, staff has been informed that there are at least two members of the public who would like to utilize the public comment section of the agenda to voice their concerns regarding the article and the message it put out there regarding the future of the grass strip. These individuals have indicated that they intend to read these letters into the record, or at the very least, plan to summarize them and their thoughts for the benefit of the Council.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic impact is present with this particular item.
- B. **FINANCIAL** No financial impact is present with this particular item.
- C. **TIMING** No timing considerations are present for this particular item.

- D. **POLICY/LEGAL** Members of the public are offered the public comment section at the beginning of each council meeting to express any concerns they have regarding the City of Ontario.

ALTERNATIVES:

No alternatives are present for this particular item.

RECOMMENDATION:

No recommendations are present for this particular item.

ATTACHMENTS:

1. Airport Letter - Grass runway EAA support
2. Airport Letter - ONO Runway
3. Dan Beaunien Pictures

To: The City Council of Ontario, Oregon

From: The Experimental Aircraft Association (EAA), Snake River Valley Chapter 837

Re: The grass runway at the Ontario Municipal Airport

The EAA, at its regular meeting held June 15, 2022 was apprised of the City of Ontario's discussion of the grass runway as it was publicized in the Argus Observer. We would like to make known that our local EAA chapter, the Nampa EAA chapter, the Soaring club along with pilots, OSU Extension Aviation Program, past airport managers and the public are in full support of the grass runway located on the field. It serves as a support runway in emergencies, a safety runway for glider operations as well as the preferred runway for the back country flyers.

It is currently being used by Kitfox of Homedale, Idaho, the Carbon Cubs from Caldwell, Idaho, the gliders from Nampa and Payette in addition to local pilots.

This grass runway makes the Ontario Municipal Airport truly unique. There is not another like it for over one hundred miles. There are other grass and dirt runways that are remote but do not have fuel, an aircraft mechanic, weather information, Life Flight operations, a Fixed Base Operator with pilot lounge or hangar space. We are the only one!

Realizing that the City of Ontario would like to see greater use to justify the upkeep, the local EAA Snake River Valley Chapter 837 would like to offer its assistance to the City of Ontario. We greatly appreciate the time and effort devoted to this grass runway thus far, from its dedication and opening until now. Many airports are just now getting back to full use since the beginning of the pandemic closures. We had eighteen flights using the grass runway just last Saturday in addition to local pilots.

Planning for the future is something all of us are doing to the best of our abilities. Now that gatherings are allowed and events can be planned, we would like to join the City of Ontario in promoting the grass runway.

We, the undersigned, are in total support of the grass runway and the Ontario Municipal Airport.

EAA chapter 837

President

Secretary

Treasurer

Board members

Aero Head Soaring Club (AHSC)
Ontario Airport, OR
6/20/2022

City of Ontario
Dan Cummings
City Manager

Dear Mr. Cummings,

We were recently informed that the Ontario Airport Commission has been discussing the future status and funding of the grass strip at the Ontario Airport (ONO) and this letter is being forwarded to you and the ONO Airport Manager for consideration. As founder and President of the Aero Head Soaring Club based at the Ontario (ONO) Airport, my experience encompasses over 50 years in aviation including 5 years as Dean of CTE at TVCC where their aviation program has been significantly engaged at ONO with Frazier Aviation, Silverhawk Aviation, and the City of Ontario.

The AHSC was established at ONO in 2019, is a standing member of the Soaring Society of America and now consists of 15 members with 7 gliders, tow plane, and a leased hanger. The grass runway and adjacent ramp area provides a significant safety margin for our members as it allows them to position, launch and retrieve gliders without conflict with general aviation aircraft that rely upon the central paved runway on the airport.

The recent article published in the Ontario newspaper was concerning as it misquoted ONO Airport Manager, Justin Zysk, citing utilization of the grass runway as **8 landings per year**. In contrast the AHSC is predicting that AHSC glider/towplane operations may make over 150 takeoffs and landings on the grass runway this season alone.

From a practical business perspective, we understand the financial consideration that the grass runway entails including cost of maintenance, time required, and oversight needed when weighing against annual utilization and community interest. AHSC contributes to the airport and city of Ontario through fuel purchases, rents, and taxes and most certainly relies upon the grass runway as an important part of our operation. As such we encourage you to not only continue funding maintenance of the grass strip but also encourage you continue to improve its condition.

We are in hopes that the Commission will accept this input as part of your decision-making process and we reach out to offer our support and our help to make the greater Ontario Airport succeed as a model for future airport operations in the northwest USA.

Ron Hanks, President
Aero Head Soaring Club
Ontario, OR

Copy: Justin Zysk, Airport Manager







Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
Printed: 6/24/2022 11:32 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	PRFED	PAYROLL TAXES	05/03/2022	306.00
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	05/03/2022	1.88
ACH	PRPERS	OREGON PERS	05/03/2022	833.00
Total for 5/3/2022:				1,140.88
128566	037600	AT&T	05/05/2022	22.40
128567	626400	Campo & Poole Distributing, LLC	05/05/2022	12,130.14
128568	637830	Century Link	05/05/2022	706.56
128569	637828	Century Link Communications, LLC	05/05/2022	119.02
128570	UB*11990	VICKIE & CARL FOSTER	05/05/2022	196.77
128571	336800	Hach Company	05/05/2022	20,417.63
128572	376000	Idaho Power	05/05/2022	4,862.20
128573	879620	Integrity Inspection Solutions, Inc.	05/05/2022	14,170.84
128574	879417	LightSpeed Networks, Inc.	05/05/2022	1,163.42
128575	&509	Matsy's Restaurant & Catering	05/05/2022	204.00
128576	UB*11986	MILLS MANOR LLC	05/05/2022	1,480.63
128577	UB*11987	MILLS MANOR LLC	05/05/2022	2,786.47
128578	UB*11989	MILLS MANOR LLC	05/05/2022	1,648.08
128579	572000	Ontario Sanitary Service, Inc.	05/05/2022	313.06
128580	UB*11988	ROD & JUANY REHLING	05/05/2022	120.41
128581	879652	Safeguard Business Systems, Inc.	05/05/2022	3,234.53
128582	288897	Verizon	05/05/2022	2,034.20
128583	878992	Wolfcom Enterprises	05/05/2022	1,143.00
Total for 5/5/2022:				66,753.36
128584	879669	Thomas C Keim	05/10/2022	6,000.00
128585	879597	Lacy Mauney	05/10/2022	599.40
128586	879668	Stephanie A Wilson	05/10/2022	6,000.00
Total for 5/10/2022:				12,599.40
128587	879612	Michael Iwai	05/11/2022	206.50
128588	879363	Danielle Llamas	05/11/2022	441.00
128589	183201	CK3, LLC	05/11/2022	8,780.00
128590	879587	IMCO General Contruction, Inc.	05/11/2022	157,681.00
128591	412500	Keller Associates, Inc.	05/11/2022	34,122.50
128592	22427	Murraysmith, Inc.	05/11/2022	17,463.50
128593	831840	Valley Paving & Asphalt, Inc.	05/11/2022	31,554.60
Total for 5/11/2022:				250,249.10
ACH	878915	Jacobs Engineeering Group, Inc.	05/12/2022	55,276.90
ACH	878915	Jacobs Engineeering Group, Inc.	05/12/2022	440,964.14

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 5/12/2022:	496,241.04
128594	480000	911 Supply	05/13/2022	559.49
128595	005000	A-1 Key and Lock Service	05/13/2022	4,856.25
128596	&525	American Staffing, Inc.	05/13/2022	1,157.74
128597	879525	ARAMARK Uniform & Career Apparel Gr	05/13/2022	160.44
128598	130624	B & W Car Wash	05/13/2022	9.00
128599	879583	Benson's Trophies & Plaques, Inc.	05/13/2022	185.00
128600	879494	Bruneel, LLC	05/13/2022	67.90
128601	879637	Bryant Lovlien & Jarvis PC Attorneys at La	05/13/2022	13,550.00
128602	144000	Cascade Natural Gas Corporation	05/13/2022	376.39
128603	637830	Century Link	05/13/2022	477.60
128604	180798	CIS Trust	05/13/2022	971.50
128605	216000	D & B Supply Company	05/13/2022	533.95
128606	879677	Dana Safety Supply, Inc.	05/13/2022	724.00
128607	237002	Dell Marketing,L.P.	05/13/2022	4,864.39
128608	879530	Nicholas Ducote	05/13/2022	2,370.00
128609	270285	Enhanced Telecommunications & Data, Inc	05/13/2022	107.00
128610	314441	FCS Group	05/13/2022	2,290.00
128611	879653	FileOnQ	05/13/2022	15,000.00
128612	303800	Frank's Extinguisher Service	05/13/2022	124.99
128613	879650	GGLO Design	05/13/2022	12,591.00
128614	368200	Hughes Fire Equipment, Inc.	05/13/2022	622.11
128615	879247	Idaho Communications, LLC	05/13/2022	940.00
128616	879191	Kristy Lynn Janti	05/13/2022	32.00
128617	440000	L.N. Curtis and Sons	05/13/2022	426.91
128618	879675	Lex Lambert	05/13/2022	155.00
128619	441140	Looks Nu, Inc.	05/13/2022	35.00
128620	451600	Malheur County Administration Office	05/13/2022	200.00
128621	456402	Malheur County Clerk	05/13/2022	162.00
128622	879464	Merchant McIntyre Associates, LLC	05/13/2022	13,000.00
128623	461607	MicroTechnology Systems, Inc.	05/13/2022	8,850.00
128624	602320	NAPA Auto Parts	05/13/2022	139.32
128625	879301	Net Assets Corporation	05/13/2022	408.00
128626	878923	Oregon Volunteer Firefighters Association	05/13/2022	205.00
128627	528405	Oster Professional Group, CPA's PC	05/13/2022	24,822.42
128628	879551	Painter Holdings & Business Ventures, Inc.	05/13/2022	39.00
128629	879676	Police Technical	05/13/2022	1,425.00
128630	642093	Red's Automotive Repair, Inc.	05/13/2022	789.62
128631	716553	Saint Luke's	05/13/2022	494.00
128632	879145	Silver Signet, LLC	05/13/2022	415.93
128633	879626	Silverhawk Properties Oregon, LLC	05/13/2022	850.00
128634	130950	Sparklight Business	05/13/2022	13.23
128635	879138	Stantec Consulting Services, Inc.	05/13/2022	23,086.02
128636	702008	Staples Business Credit	05/13/2022	279.69
128637	729500	Storage On Site	05/13/2022	85.00
128638	879146	Toshiba Financial Services	05/13/2022	1,721.89
128639	879553	Training & Employment Consortium	05/13/2022	459.00
128640	788402	TransUnion Risk & Alternative Data Soluti	05/13/2022	180.20
128641	879151	Waste-Pro	05/13/2022	40.05
128642	879635	Western Building Maintenance	05/13/2022	7,924.16
128643	863995	White Cloud Communications-Boise, Inc.	05/13/2022	6,756.82
128644	774001	Wtechlink	05/13/2022	600.00
128645	007140	Liz Amason	05/13/2022	192.00
128646	120497	Boys & Girls Club of the Western Treasure	05/13/2022	700.00
128647	879674	Ernesto Juarez	05/13/2022	10,000.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
128648	UB*11991	KHALID KHAN	05/13/2022	93.68
128649	879670	Susan Rene Mc Pheters	05/13/2022	170.00
128650	879648	Brandon Mitchell	05/13/2022	245.70
128651	UB*11992	SCOTT SHARLA PHELPS	05/13/2022	16.22
128652	879672	R&R Promotions	05/13/2022	10,000.00
128653	878974	Revitalize Ontario!	05/13/2022	1,500.00
128654	879671	RGC, Inc.	05/13/2022	7,500.00
128655	879673	JR Schwenkfelder	05/13/2022	7,500.00
128656	&525	American Staffing, Inc.	05/13/2022	692.48
Total for 5/13/2022:				194,744.09
ACH	PRFED	PAYROLL TAXES	05/19/2022	69.82
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	05/19/2022	0.46
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	05/19/2022	20.77
ACH	PRPERS	OREGON PERS	05/19/2022	167.38
128657	879617	Auto Ranch Group	05/19/2022	34,103.51
Total for 5/19/2022:				34,361.94
128660	832852	Wells Fargo Business Elite Card	05/20/2022	8,734.76
Total for 5/20/2022:				8,734.76
128661	&525	American Staffing, Inc.	05/27/2022	286.73
128662	033300	Argus Observer	05/27/2022	103.68
128663	879583	Benson's Trophies & Plaques, Inc.	05/27/2022	60.00
128664	21409	Big Sky Sportswear	05/27/2022	355.28
128665	637830	Century Link	05/27/2022	711.08
128666	270285	Enhanced Telecommunications & Data, Inc	05/27/2022	204.00
128667	879641	Garrett's Dry Cleaning, LLC	05/27/2022	114.58
128668	879486	David Geoffrey Hill	05/27/2022	300.00
128669	376000	Idaho Power	05/27/2022	2,978.34
128670	382005	Interpath Laboratory, Inc.	05/27/2022	189.00
128671	420000	John Deere Financial	05/27/2022	202.20
128672	879654	Language Testing International, Inc.	05/27/2022	210.00
128673	879417	LightSpeed Networks, Inc.	05/27/2022	1,163.42
128674	451750	Malheur County Sheriff's Office	05/27/2022	65,934.61
128675	610100	Malheur Memorial Health Clinic	05/27/2022	400.00
128676	&509	Matsy's Restaurant & Catering	05/27/2022	96.00
128677	461607	MicroTechnology Systems, Inc.	05/27/2022	8,850.00
128678	572000	Ontario Sanitary Service, Inc.	05/27/2022	313.06
128679	718000	State of Oregon Employment Department	05/27/2022	3,312.90
128680	878923	Oregon Volunteer Firefighters Association	05/27/2022	285.00
128681	626654	The Police and Sheriffs Press, Inc.	05/27/2022	17.58
128682	716553	Saint Luke's	05/27/2022	230.00
128683	702008	Staples Business Credit	05/27/2022	100.96
128684	879680	US Bank Equipment Finance	05/27/2022	1,602.50
128685	288897	Verizon	05/27/2022	2,370.95
128686	879679	Burnt River Farms	05/27/2022	7,500.00
128687	UB*11996	STACY COOPER	05/27/2022	298.65
128688	878926	Jared Cutler	05/27/2022	31.49
128689	879257	Four Star Real Estate PC	05/27/2022	189.46
128690	489999	Brule Lehman	05/27/2022	30.95
128691	879363	Danielle Llamas	05/27/2022	47.92
128692	642080	Petty Cash	05/27/2022	127.41

Check No	Vendor No	Vendor Name	Check Date	Check Amount
128693	UB*11994	ZOE RIVAS	05/27/2022	82.55
128694	UB*11995	GIBLIN STEPHEN	05/27/2022	88.15
128695	UB*11993	GARTH\JENNIE WOODRUFF	05/27/2022	24.19
128696	269295	Edge Performance Sports	05/27/2022	9,981.74
128697	468350	Motion Industries, Inc.	05/27/2022	9,137.04
Total for 5/27/2022:				117,931.42
ACH	PRAFLAC	AMERICAN FAMILY LIFE ASSURANCE	05/31/2022	706.36
ACH	PRAMERF	AMERICAN FUNDS GROUP	05/31/2022	225.00
ACH	PRCCIS	E B S TRUST	05/31/2022	70,482.33
ACH	PRCOLONI	COLONIAL LIFE	05/31/2022	860.76
ACH	PRFED	PAYROLL TAXES	05/31/2022	68,858.06
ACH	PRNATW	NATIONWIDE RETIREMENT SOLUTIONS	05/31/2022	500.00
ACH	PRORJU	OREGON DEPARTMENT OF JUSTICE	05/31/2022	749.28
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	05/31/2022	275.43
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	05/31/2022	17,911.43
ACH	PROSGP	OREGON SAVINGS & GROWTH PLAN	05/31/2022	9,425.00
ACH	PRPERS	OREGON PERS	05/31/2022	105,293.79
ACH	878915	Jacobs Engineering Group, Inc.	05/31/2022	4,642.75
ACH	878915	Jacobs Engineering Group, Inc.	05/31/2022	455,380.75
128698	818000	U.S. Postmaster United States Postal Service	05/31/2022	1,215.00
128699	183201	CK3, LLC	05/31/2022	2,880.00
128700	879650	GGLO Design	05/31/2022	8,683.81
128701	879587	IMCO General Construction, Inc.	05/31/2022	26,440.40
128702	408200	J-U-B Engineers, Inc.	05/31/2022	36,381.37
128703	412500	Keller Associates, Inc.	05/31/2022	13,855.25
128705	879128	Life Flight Network	05/31/2022	27.08
128706	PRLINC	LINCOLN NATIONAL LIFE INS CO	05/31/2022	600.00
128707	PRSFIRE	UMPQUA BANK	05/31/2022	440.00
Total for 5/31/2022:				825,833.85
Report Total (161 checks):				2,008,589.84