

**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, APRIL 22, 2025, 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 _____ Michael Braden _____ Ken Hart _____ Adrianna Contreras _____ John Kirby _____
Council President Penny Bakefelt _____ Mayor Deborah Folden _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on April 18, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) CONSENT AGENDA

- A) Adoption of Council Meeting Minutes: April 8, 2025
- B) Proclamation: Community Serve Day, 2025

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

6) NEW BUSINESS

- A) Ordinance #2832-2025: Adopting Public Contracting Rules and Procedures
- B) Resolution #2025-101: Amendments-Revisions to City Financial Policies and Procedures Manual
- C) Resolution #2025-112: Amending the City of Ontario Residence and Incentive Program

7) DEPARTMENT HEAD UPDATES

- A) Airport: Semi-Annual Report
- B) Finance: Monthly Report

8) HAND-OUTS

- A) Minutes: County Court 03-26-2025, 04-02-2025, 04-09-2025; DAC 03-19-2025
- B) Check Register: March 2025

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

10) ADJOURN

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

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CITY COUNCIL MEETING MINUTES April 8, 2025

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, April 8, 2025, in the Council Chambers of City Hall. Council members present were Deborah Folden, Penny Bakefelt, Susann Mills, Ken Hart, John Kirby, Michael Braden, and Adrianna Contreras.

Staff present were Dan Cummings, Tori Barnett, Corinna Hysell, Clint Benson, Casey Walker, Kari Ott, Tatiana Burgess, Al Haun, and Andy Wood.

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

Mayor Folden asked the Council to join her in front of the dais, and asked Ms. Barnett to join them. Mayor Folden presented an appreciation award for her 30 years of loyalty, dedication, and service to the City of Ontario, 1995 to 2025. She thanked Ms. Barnett for guiding her over the past two years, and voiced her appreciation for all she'd done.

Ms. Barnett thanked them all, and stated it had been an honor to work with everyone.

AGENDA

This Agenda was posted Friday, April 4, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

MILLS moved, BAKEFELT seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

CONSENT AGENDA

HART moved, KIRBY seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF ADOPTION OF THE COUNCIL MEETING MINUTES OF MARCH 25, 2025**. Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

PUBLIC COMMENT

Andi Walsh, Ontario, stated: *Good evening, Mayor Folden and members of the City Council. My name is Andi Walsh. I'm a local resident of Ontario. I'm a lawyer and social worker by training, and currently work on statewide health issues for young children and their families as the Senior Health Policy Advisor for the Children's Institute. I was also recently elected as co-chair for the Oregon Health Policy Board's Health Equity Committee, but tonight I'm speaking to you as an Ontario resident since August of 2023, and strongly urge you to keep the Diversity Advisory Committee. There are many reasons why you should keep this committee intact, including disbanding now is unnecessary and only being done out of fear. Acting preemptively is not what I have learned and observed as the incredible values of this community. Our own mission states it is to "create a healthy, safe, diverse, and prosperous city by engaging community members to develop an enriched quality of life." This mission, in addition to Ontario's long history of standing up to direct and perceived threats to our neighbors, is why this committee exists in the first place. And, even if these executive orders were to be found legal, these orders their reasoning is to uphold the Civil Rights Act of 1964, and eliminate illegal DEI efforts. I want to stress that in particular. It is specifically targeting illegal efforts. What about this committee is illegal? What about this committee violates our values within the Civil Rights Act? It does the opposite. It upholds the values, and ensures the civil rights of every community member can be represented and protected. I could give you many more reasons, statistics, and facts around why keeping this committee is critical, but my main reason for speaking up tonight is because I know what it is like to live in a community in which I and my family are voiceless. I grew up in a similar-size town to Ontario, within a family living in deep poverty. Both of*



my parents suffered from severe mental illness and substance-use disorders, forcing them to cycle between houselessness, jails and prisons, and institutionalization, while I cycled through foster care, houselessness, struggling public education, and social services. No one listened to us. No one asked us what we needed. We were voiceless. And although I made it through that, I suffered deeply, and my family suffered even worse. The shame I felt then, because our family was different and didn't feel welcomed or like we belonged, is not something anyone in Ontario should have to experience. Everyone, like my family, deserves kindness, compassion, support from their government, and room to be heard about what they need. That is what I see as the purpose of this committee. To authentically engage with everyone from all walks of life, to hear what they need to thrive. Removing that opportunity to be heard, not only betrays this community's own values and history, it betrays the people of Ontario by saying they are not worth hearing. I do my statewide work so families like mine can have better outcomes than what we had. To have the support we should have had and what Ontario residents deserve. I deeply urge you to keep intact, the committee intact, and to say to your community members that their voice's deserve to be and will be heard. Thank you.

Jackie Koehler, Ontario, stated: *Thank you Mayor Folden and members of the Council and also members of the community. My name is Jackie Koehler, and I am a resident of Ontario, Oregon. As Chairperson of the Ontario Diversity Advisory Committee, I just wanted to come to this Council meeting and extend a personal invitation to each of you to our next week meeting. It is our Diversity Champion's meeting. We'll be presenting two Ontario Diversity Champions, Mr. Gustavo Morales and Ms. Zara Aldeway, in recognition of their outstanding contributions to fostering diversity and inclusion within our community. Your presence at this event is particularly significant as what better way to demonstrate the Council's unwavering commitment to honoring the diverse voices that make Ontario strong. In these challenging times, when communities across the nation struggle with division, your leadership in supporting diversity initiatives sends a powerful message that Ontario values all of its residents and recognizes that our differences strengthen our community fabric. The visibility of our elected officials at this celebration would reassure residents that Ontario remains dedicated to creating an equitable community, where everyone feels valued, represented, and heard. We believe this aligns perfectly with the Council's vision for a unified and thriving Ontario. Thank you for your time and consideration and we look forward to seeing you next week, April 16th, at 5:30 pm right here in the Council Chambers.*

Eddie Melendrez, Ontario, stated: *Thank you Council, Mayor. Eddie Melendrez, thank you for having me. I live here in Ontario, Oregon, and thank you all for appointing me as a new committee member to the Diversity Advisory Committee. I appreciate that. And then I just want to congratulate our newest member. That's what the vision is for Ontario, is for the new, younger leaders to take part in the decision-making process of what impacts us, all of us, in our communities. I'm a little nervous, so, thank you for having and just to offer support for the Diversity Advisory Committee. I believe that, you know, with many of the community members, elected officials that work in health care, that work in housing, that work in law enforcement, that it's very important that we show support for the diversity committee, and the folks that are trying to create change in our communities and trying to give those folks a voice that maybe are marginalized or maybe don't show up to Council as much, and that's all we're trying to do. We're not trying to be involved with the hiring process. I know there's a lot of conversation around of us wanting us to be able to have say in who is hired and who is not. We're not here for that. We're just trying, we're here to bring the concerns of the citizens to the City Council, those folks that are maybe, that are afraid to show up, that don't have trust in the Council, the folks that are, that need a voice. So, I guess, you know, like I said, it's I'm just here to support and more than just offer a complaint or concern. I want to get involved, I want to be a part of the solution. That's why I asked to be part of the DAC committee, and I appreciate you all appointing me. But I guess that last thing I'll say is that, you know, the current resistance to equity is data less; it is fueled by discomfort, avoidance, refusal to engage with the realities of a systemic oppression system because doing so feels uncomfortable. I just want to leave you with that, and I appreciate everyone's time and thank you so much.*

PRESENTATION

Sister City 50th Anniversary Trip to Osakasayama, Japan: Ken Hart

Councilor Hart gave a PowerPoint presentation on his travel to Japan; presentation incorporated by reference and attached to these minutes.



OLD BUSINESS**Continue Discussion: Diversity Advisory Committee**

Dan Cummings, City Manager, presented.

Due to concerns about the possibility of the city losing federal funds under the current government administration, the City Council was discussing options for the city's Diversity Advisory Committee. These discussions were necessary to protect the city from losing federal funds and/or lawsuits in conjunction with having a Diversity Committee due to current federal administration Executive Orders.

On January 20, 2025, President Trump signed Executive Order 14151, Ending Radical and Wasteful Government DEI Programs and Preferences.

On January 21, 2025, President Trump signed Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity. Executive Order 14173 was intended to, among other things, "end illegal preferences and discrimination".

At the City Council meeting of March 11, 2025, the City Council discussed the possibility of disbanding the Diversity Committee. After hearing testimony from some of the members of the Committee and wanting to get more input, the Council asked the City Manager to get a legal opinion from the City Attorney.

In an Executive Session under ORS 192(2)(f): Exempt from Disclosure - Attorney Client Privilege, the City Attorney discussed the possible legal issues with the above referenced Executive Orders, along with possible solutions.

The summary of the discussion, without violating the Executive Session provisions, was that there were several court cases pending that might affect the enforcement or legitimacy of the Executive Orders. Therefore, their legal analysis must be received with caution given the underlying uncertainties, and given those uncertainties, the Council's most conservative option was to dissolve the Diversity Committee. However, based on information received to date, staff didn't believe that the Committee's mere existence violated the Executive Orders, per se. If the Committee was continued, this office recommended amending OMC Title 2, Chapter 14, to seek alignment with the Executive Orders.

The consensus of the Council was to have the City Attorney write up the proposed changes to the Committee ordinance for the Council to review at the current meeting if they were to keep the Committee active or to disband it.

Attached to this report was a draft ordinance, written by the City Attorney, with recommended changes to the Diversity Advisory Committee. Also attached was a document that showed the proposed changes and the existing code, for comparison of the changes.

There were some alternatives provided, but it was at the discretion and direction of the Council as to what they'd like staff's next steps to be.

- 1) Take no action at all, leaving the Committee as is.
- 2) Move to dissolve the Diversity Advisory Committee and have staff come back with an ordinance to remove the Committee from the city code.
- 3) Move to have staff come back with an ordinance incorporating the recommended changes from the City Attorney for the Diversity Committee.

Councilor Bakefelt asked Mr. Cummings to state what the proposed changes were. That way, everybody would be aware of the suggested changes.

Mr. Cummings stated all the proposed changes were under Title 2, Chapter 14, and proposed below.



Amendment No. 1 – Diversity Advisory Committee established. The section establishing the Committee in Section 2-14-1 is amended and restated in its entirety to read as follows:

“A diversity advisory committee is hereby established. The committee shall be composed of seven (7) members representative of the city’s population. All members are city volunteers and nothing in this section is meant to create an employment relationship between the city and any committee members. Committee membership is encouraged among all citizens including, without limitation, members who represent different races, ethnicities, cultures, disabilities, ages, genders, gender identities, sexual orientation, and/or socioeconomic classes. Notwithstanding anything contained in Title 2, Chapter 14 of the Code providing otherwise, at all times the committee will operate in a manner consistent with applicable federal, state, and local laws, regulations, and/or ordinances, including, without limitation, applicable anti-discrimination laws.”

Amendment No. 2 – Diversity advisory committee mission statement. Code Section 2-14-1.1 is amended and restated in its entirety as follows:

“In Ontario, we operate as ‘One Team, One Community’ fostering a community that values, supports, and develops people of all backgrounds and experiences. To this end, the committee will serve as a liaison between all community members and the council on issues concerning diversity, equity, and inclusion.”

Amendment No. 3 – Advisory Capacity. Code Section 2-14-5 is amended and restated in its entirety as follows:

“Notwithstanding anything contained in Title 2, Chapter 14 of the Code providing otherwise, the committee has no power, control, and/or authority concerning any action, term, condition, and/or privilege of employment concerning the city, including, without limitation, recruiting, interviewing, hiring, selection, training, professional development, internships, fellowships, promotion, retention, discipline, and separation.”

Amendment No. 4 – Duties and Responsibilities. Code Section 2-14-6 is amended and restated in its entirety as follows:

“The committee shall elect a chair, vice-chair, and secretary on an annual basis for a one-year term. The chair shall serve no more than three (3) consecutive terms.

The committee may assist in compiling and distributing materials that are intended to promote an equitable, inclusive, welcoming, diverse, and enriching community and cultural environment. The committee may review policies and programs (and advise the council of such policies and programs) that are intended to promote an equitable, inclusive, welcoming, diverse, and enriching community and cultural environment. This includes gathering data and information to formulate recommendations to the council.”

If the Council chose to keep the Diversity Advisory Committee, the City Attorney highly recommended making the proposed changes stated above.

Councilor Bakefelt proposed the Council let the Diversity Committee review the proposed changes, and come back before Council at the next meeting with their thoughts. She did not read anything that appeared really crazy in the proposal, and was more protective for the city. She was not in favor of dissolving the Committee. There had been concern about getting a quorum for the meetings, but people were stepping up now.

Mayor Folden stated as the committee was present, was there anyone who wanted to speak to the Council?

Ms. Koehler stated that Mr. Cummings had sent the committee the recommended changes earlier, so there was time to review. She was unsure if anyone had the time to do that yet, but she had. She was pleased with the attorney’s recommendations. She would like to put it on the DAC agenda for next week.



Councilor Kirby stated he'd never seen a Presidential Executive Order be the topic of such consideration by the City Council. However, Executive Order #9066, by Franklin D. Roosevelt, excluded the Japanese-Americans from the west coast. But, that proved a great thing for Ontario. When EO #9066 was implemented, out of the 120,000 Japanese-Americans on the west coast, most went to internment camps. At the encouragement of Ontario Mayor Elmo Smith, and the Council, welcomed them all here to Ontario, resulting in this city having the largest population of Japanese-Americans in the United States, who lived in freedom. During the war 5,000 Japanese-Americans lived in Ontario. He wanted to encourage the Council now to go forth and be welcoming, while staying within the boundary of the law. He asked Mr. Cummings, as City Manager, did he feel he could sign documents on behalf of the city and not worry about being sued.

Mr. Cummings stated following a conversation with the City Attorney, he felt he could protect the city and signers of any suits as long as the committee didn't step out of the bounds, after the implementation of the changes to the committee setup. Therefore, he felt comfortable signing documents.

Mayor Folden and Councilor President Bakefelt also felt comfortable signing documents.

Councilor Bakefelt stated one of the things she loved about this community was that half of her staff was Hispanic, as well as Japanese employees, and she loved every minute of it. It was a mixture of culture, and it kept her energized. One of her duties as a Councilor was to represent the citizens, and she'd not be doing the right thing by shutting that Committee down.

KIRBY moved, BAKEFELT seconded, **THE DISCUSSION BE TABLED UNTIL THE DIVERSITY COMMITTEE FOR THEIR REVIEW AWAITING THEIR RECOMMENDATION AT THE NEXT COUNCIL MEETING.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

NEW BUSINESS

Request for Appointment: Diversity Advisory Committee

Tori Barnett, City Recorder, presented.

There had been a slight change to the action, as she had just been given a second application for appointment. Andi Walsh had just submitted her name for consideration for filling the vacancy on the Diversity Advisory Committee.

With Council consensus, Mayor Folden appointed Katherine Collins to the vacant position on the Diversity Advisory Committee. The appointment was effective immediately.

Ms. Collins voiced her appreciation for the opportunity to serve on this committee. She indicated DEI had been a passion of hers for many years, and she felt now was the time to step up.

Ms. Barnett let the Council know there would be vacancies at the end of the calendar year, and Ms. Walsh's application would be kept on file.

Resolution #2025-107: Amend Planning Department Permit Fees

Tatiana Burgess, Planning Director, presented.

Proposed Resolution #2025-107 would amend the Planning Department's fee schedule, to create two new fees, in order to assess short-term rental permit costs.

The Planning Department's current and effective fee schedule was adopted on July 9, 2024, by Resolution #2024-111. On March 25, 2025, the Council adopted Ordinance #2837-2025 to amend Ontario Zoning Ordinance Title 10A - Substantive Zoning Regulations, to create Chapter 10A-57-101 - Short-term rentals and to add new definitions to Chapter 10A-03 - Definitions. As required by Ordinance #2837-2025, short-term rental operators were required to obtain an operating license for the initial application, or whenever there were any changes proposed to an existing operation. Operators also must renew their license, on an annual basis, for each year they intended to operate.



The current fee schedule did not have a fee specified for a short-term rental permit or its renewal. Resolution #2025-107 would create two new fees: a \$60 fee to be assessed for an initial permit, or whenever there were proposed changes to an existing operation, and a \$10 fee to be assessed for each annual license renewal. An annual license would be valid for one calendar year. All short-term rental operators were also subject to the existing transient lodging tax, as required per section 3-11-7 of the Ontario Municipal Code. The Planning Department would distribute all licensing materials, including required interior and exterior postings and invoices, to known short-term operators. The Planning Department would also issue renewal notices starting December 1 of each calendar year, requiring the renewal license fees be paid before January 1.

MILLS moved, BRADEN seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2025-107 TO AMEND PLANNING DEPARTMENT PERMIT FEES.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Resolution #2025-108: Purchase Ontario Police Department Patrol Rifles

Kari Ott, Finance Director, presented.

The City Council approved the purchase of the rifles at the Council meeting on March 11, 2025. Purchasing the 25 rifles (equipped with suppressors and scopes) would cost the city \$42,299. However, OPD received a \$12,000 donation from National Night Out and would also get a \$6,750 trade-in for the old rifles. This left a \$23,549 net cost to come from the contingency balance of the public safety reserve, leaving a balance of \$472,519 in that contingency line.

BAKEFELT moved, KIRBY seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2025-108, A SUPPLEMENTAL BUDGET TO APPROPRIATE FUNDS TO PURCHASE PATROL RIFLES.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Resolution #2025-109: Approve Obtaining a Loan from SDWRLF Contract re Safe Drinking Water Project

Kari Ott, Finance Director, presented.

The proposed resolution was necessary in order to enter into a loan agreement through the SDWRLF with the IFA. This loan would fund the city's new water storage tank and booster pump station, replacing the aging Eastside tanks and booster station.

The Oregon Health Authority (OHA) approved Water Master Plan identified priority water infrastructure upgrades. One of these - a new, larger, storage tank and booster pump station - was selected to move forward. Last year, the City of Ontario was approved to proceed with entering into a loan agreement with OBDD through the SDWRLF program, to assist with funding this project.

This was a \$6,000,000.00 loan, of which \$2,870,617.00 was eligible for principal forgiveness over a loan term of 30 years at an interest rate of no more than 2.77%. Not approving the resolution would result in no loan agreement, so no priority water improvement projects would be completed.

MILLS moved, CONTRERAS seconded, **CITY COUNCIL ADOPT RESOLUTION #2025-109, A RESOLUTION AUTHORIZING AND APPROVING THE CITY OF ONTARIO TO OBTAIN A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND (SDWRLF) BY ENTERING INTO A CERTAIN FINANCING CONTRACT WITH THE INFRASTRUCTURE FINANCE AUTHORITY (IFA) OF THE OREGON BUSINESS DEVELOPMENT DEPARTMENT.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

DEPARTMENT HEAD UPDATE

Fire And Rescue: Quarterly Report

Clint Benson, Fire Chief, presented.



HAND-OUTSMinutes

County Court 03-19-2025

Packet

V&C Meeting 04-02-2025

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

Councilor Hart stated he'd had an interaction with a former police officer the previous evening, who was now on the OSP team. What they discussed, related to his work in health care, was the utilization of AI, which was exploding. They were able to use it now where a doctor would speak with a person via an iPhone. When the doctor was done, they hit a button, and that patient's chart was updated and done. It was hugely satisfying for providers. They were able to do their jobs faster, and spend more time interacting with people. He brought that up because when speaking with the OSP officer, OSP, with their body cams, when they were done, they hit a button, and the police report was written. The officer might review and check a box or two. He was aware there had been discussion, and recently new laptops had been installed in the police cars to avoid having to return to the office to type up their reports. He did not know if that had been looked into, but he assumed the amount of time saved for the officers, to allow them to continue patrolling in the community, which is where they wanted them to be, and how that would enhance their staffing abilities, and to have more officers not sitting in their car or in the building, looking down at their laptops writing up a report. He asked that the city explore that possibility. He had not idea on cost or time for implementation, but what a great way to assist the officers focus on not being typists, but law enforcement providers.

Mr. Cummings stated all the computers had been installed in all the patrol cars. That provided the opportunity to complete the reports in the field.

Olga Russell, Ontario, stated her concern with fireworks. Nobody mentioned the 4th of July. There were a lot of fireworks, and if it was forbidden, why were they in private areas? She had spoken with the fire department, and told them that they'd asked people to stop, but after the people received their warnings, they resumed after the fire department left. She presented a sack of a portion of the firework remnants from their roof and property from last year. It continued well past midnight. This summer was going to be even dryer than last year. In most places, one area was established for fireworks, with control by the fire department, and generally lasted around 20 minutes. They needed to set a high fine, such as \$5K. Then no one would do in private areas. For only \$500, people wouldn't stop. This was necessary to save this city. Advertise the penalty and then use any fines collected towards improving the departments.

David Russell stated the problem was that even though this was illegal, it was never enforced. Both police and fire drove around, but the fireworks continued. Many of the fireworks brought that evening actually landed on their home, and that was dangerous. He was from Maine, and it not allowed across the state. They'd have one big show somewhere in various areas across the state, but when the show was done, everyone went home. They were not sold. Here, you could drive into Idaho, and they were for sale everywhere. It was illegal here, and they wanted that enforced. Penalize people and be serious about it.

ADJOURN

KIRBY moved, MILLS seconded, **THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0. Meeting concluded at 7:38 p.m.

ACCEPTED:

ATTEST:

Deborah K. Folden, Mayor_____
Tori Barnett, MMC, City Recorder



**CITY OF ONTARIO
MAYORAL PROCLAMATION #2025-101
COMMUNITY SERVE DAY 2025**

WHEREAS, Community Serve Day embodies the spirit of unity, compassion, and service, bringing together individuals, families, and organizations to address the needs of our community; and

WHEREAS, this annual event fosters a sense of belonging and strengthens the bonds among neighbors by encouraging acts of kindness, teamwork, and volunteerism; and

WHEREAS, the efforts of volunteers during Community Serve Day contribute to the beautification of our city, the support of local nonprofits, and the improvement of public spaces, leaving a lasting positive impact on our community; and

WHEREAS, the City of Ontario recognizes the invaluable contributions of all participants, including volunteers, organizers, and sponsors, who dedicate their time, energy, and resources to make this day a success.

NOW, THEREFORE, BE IT RESOLVED that I, Deborah K. Folden, Mayor of Ontario, Oregon, do hereby proclaim April 26, 2025, as

COMMUNITY SERVE DAY

In Ontario, and encourage all citizens to participate in this meaningful event, demonstrating our shared commitment to building a stronger, more connected, community.

Signed this ____ day of ____, 2025.

Deborah K. Folden, Mayor



**AGENDA REPORT
NEW BUSINESS
April 22, 2025**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **ORDINANCE #2832-2025: ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES**

DATE: February 12, 2025

PROPOSED MOTION:

IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THE CITY COUNCIL TO APPROVE ORDINANCE #2832-2025, AN ORDINANCE OF THE CITY OF ONTARIO ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES. ON FIRST READING BY TITLE ONLY

IF THE VOTE IS UNANIMOUS:

IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THE CITY COUNCIL TO APPROVE ORDINANCE #2832-2025, AN ORDINANCE OF THE CITY OF ONTARIO ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES. ON SECOND READING BY TITLE ONLY

SUMMARY:

Currently, City of Ontario's ("City") public contracting rules and procedures are contained in its Financial Policies and Procedures Manual (the "Financial Policies"), which were originally adopted in 2004. Ordinance #2832-2025 enacts revised and updated local public contracting rules and procedures, which are consistent with the current Oregon Public Contracting Code (the "State Code")

The State Code allows City to establish class special procurements to provide for the procurement of certain goods and services without following the competitive sealed bidding, competitive sealed proposal, intermediate procurement, or other procurement methods that would otherwise be required under the circumstances. Ordinance #2832-2025 enacts certain class special procurements.

BACKGROUND:

On April 19, 2004, pursuant to City Resolution No.: 2004-011, the Council adopted the Financial Policies, which included certain City purchasing policies. On November 20, 2018, the Council adopted Resolution No.: 2018-142, which modified the Financial Policies. The public contracting provisions currently contained in the Financial Policies are outdated and are not

consistent with the State Code. In order to conform with the State Code and to allow more efficient and cost-effective public contracting methods, Ordinance #2832-2025 was drafted for the Council's consideration, approval, and adoption.

CURRENT SITUATION:

City is required to comply with the State Code when soliciting and entering into contracts for goods, services, and public improvement projects. In compliance with the State Code, City is permitted to adopt its own public contracting rules and procedures with certain limitations. Pursuant to ORS 279A.065(6), City may adopt its own rules of procedure for public contracting that specifically state that the model rules adopted by the Oregon Attorney General (the "Model Rules") do not apply to City, and (b) prescribe the rules of procedure that City will use for public contracts, which may include portions of the Model Rules.

In addition, the State Code allows City to establish class special procurements to procure certain goods and services without following the competitive sealed bidding, competitive sealed proposal, intermediate procurement, or other procurement methods that would otherwise be required under the circumstances. Adoption of class special procurements allows for more efficient contracting and the avoidance of unnecessary expense when procuring certain goods and services. Exhibit B to Ordinance #2832-2025 provides various classes of special procurements (the "Class Special Procurements") for the City Council (the "Council") to consider and approve. Exhibit C to Ordinance #2832-2025 contains findings required under the State Code in order for the Council to approve the Class Special Procurements.

By the passage of Ordinance #2832-2025, the City will establish local rules and procedures governing public contracting and approve class special procurements.

ANALYSIS:

- A. **STRATEGIC PLAN** Comply with the State Code and enable more efficient procurement of goods and services under certain circumstances.
- B. **FINANCIAL** No direct financial impact at this time.
- C. **TIMING** Timely adoption is needed so the city's solicitations and public contracts comply with and benefit from the most recent versions of the State Code and Model Rules.
- D. **POLICY/LEGAL** The city attorney prepared Ordinance #2832-2025 for adoption.

ALTERNATIVES:

None offered at this time.

RECOMMENDATION:

Staff recommends adoption of Ordinance #2832-2025.

ATTACHMENTS:

1. Ordinance #2832-2025 re. Public Contracting Rules and Procedures



ORDINANCE #2832-2025

AN ORDINANCE OF THE CITY OF ONTARIO ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES

- WHEREAS,** City of Ontario (“City”) is a municipality in the State of Oregon which is subject to Oregon’s public contracting laws; and
- WHEREAS,** the City Council (the “Council”) serves as City’s local contract review board (“LCRB”); and
- WHEREAS,** on April 19, 2004, pursuant to City Resolution No.: 2004-011, the Council adopted the Financial Policies and Procedures Manual for the City of Ontario (the “Financial Policies”), which included certain City purchasing policies; and
- WHEREAS,** on November 20, 2018, the Council adopted Resolution No.: 2018-142, which modified the Financial Policies; and
- WHEREAS,** the Council finds that the purchasing policies contained in the Financial Policies are inadequate to serve as City’s public contracting rules and procedures; and
- WHEREAS,** pursuant to ORS 279A.065(6), City may adopt its own rules of procedure for public contracting that (a) specifically state that the model rules adopted by the Oregon Attorney General do not apply to the contracting agency, and (b) prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Oregon Attorney General; and
- WHEREAS,** the Oregon Public Contracting Code (the “Code”) allows City to establish class special procurements and exemptions to provide for the award of one or more contracts for one or more projects within certain classes without following the competitive sealed bidding, competitive sealed proposal, or small or intermediate procurement methods that would otherwise be required under the circumstances; and
- WHEREAS,** by the passage of this Ordinance #2832-2025 (this “Ordinance”), City will establish local rules and procedures governing public contracts and adopt class special procurements and exemptions, subject to the terms and conditions contained in this Ordinance.

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

1. Findings. The above-stated findings are hereby adopted.
2. Short Title. This Ordinance will be known as the “City of Ontario Public Contracting Ordinance.”
3. Adoption. The Council hereby adopts the Oregon Attorney General’s Model Public Contracting Rules (the “Model Rules”), Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48, and 49, except for those provisions modified or replaced by the Public Contracting Rules and Procedures attached hereto as Exhibit A (the “Public Contracting Rules”), as the public contracting rules for City, as such Model Rules and Public Contracting Rules presently exist or as they may be amended in the future. If any conflict between the

Model Rules and the Public Contracting Rules should arise, the Public Contracting Rules will control unless otherwise provided by the Code. If any conflict between the Public Contracting Rules and the Code should arise, the Code will control. The Model Rules, Public Contracting Rules, and any amendments to the Model Rules or Public Contracting Rules, will collectively be referred to as the City of Ontario Public Contracting Rules (the “Rules”).

4. Class Special Procurements and Exemptions. The Council hereby approves and adopts the Class Special Procurements and Exemptions contained in the attached Exhibit B and the applicable Findings in Support of Adopting Class Special Procurements and Exemptions contained in the attached Exhibit C.
5. Electronic Advertising. The Council hereby finds that electronic publication of notices and/or advertisements concerning (a) class special procurements, and (b) solicitations for goods, services, and/or public improvement contracts, in lieu of publication in a newspaper of general circulation, is likely to be cost-effective.
6. Amendment; Review. The Council may amend the Public Contracting Rules at any time in the same manner as that required for the Council to adopt an ordinance. City will regularly review the Rules to ensure that the Rules are consistent with applicable law.
7. Interpretation; Severability; Corrections. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected at any time by order of the Council to cure editorial and/or clerical errors.

PASSED AND ADOPTED by the City Council of the City of Ontario on this _____ day of _____, 2025 by the following vote:

AYES:

NAYES:

ABSENT:

SIGNED by the Mayor this _____ day of _____, 2025.

ATTEST:

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder

Exhibit A
Public Contracting Rules and Procedures

A. Delegation.

1. Except as otherwise provided by the Rules, the powers and duties given to the LCRB by the Code and/or the Model Rules must be exercised and performed by the Council.

2. Except as otherwise limited by the Council or the Rules, all powers and duties given or assigned to local contracting agencies by the Rules may be exercised or performed by the city manager, including, without limitation, the authority to enter into emergency contracts pursuant to ORS 279B.080 and 279C.320.

3. All public contracts or amendments to public contracts with an estimated cost that is greater than \$50,000 must be approved by the Council. All public contracts or amendments to public contracts with an estimated cost equal to or less than \$50,000 may be entered into by the city manager without Council approval. The city manager may, by written designation, allow other City staff members to enter into public contracts or amendments to public contracts with an estimated cost of \$25,000 or less without Council approval. However, emergency contracts may be entered into by either the Council or the city manager pursuant to Section F of these Rules, regardless of dollar limits, but subject to ORS 294.481.

4. For purposes of the Rules, the “city manager” means the city manager and/or his or her designee. References in the Model Rules to the “contracting officer” will refer to the city manager.

B. Personal Services.

1. Definitions. “Personal Service(s)” is defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, without limitation, the following: attorneys, accountants, auditors, and other licensed professionals; information technology service providers/specialists; computer programmers; artists; graphic designers; performers; and consultants. The city manager may determine whether any additional service not specifically mentioned in this Section (B)(1) is a “Personal Service” under this definition. “Personal Services Contract(s)” means a contract for the provision of Personal Services.

2. Contracts for Personal Services. Except as provided in Section (B)(3), below, Personal Services Contracts may be directly appointed, or awarded from proposals that are solicited informally, either orally or in writing. When proposals are sought, they will be solicited from a sufficient number of qualified prospective proposers to ensure that no fewer than two qualified proposers submit proposals. If fewer than two qualified proposers submit proposals, the efforts made to solicit proposals will be documented in City’s files. The selection may be based on criteria, including, without limitation, each proposer’s: (a) particular capability to perform the services required; (b) experienced staff available to perform the services required, including each proposer’s recent, current, and projected workloads; (c) performance history; (d) approach and philosophy used in providing services; (e) fees and/or costs; and/or (f) ability to provide timely performance in the area where the services are to be performed. Price may be considered but need not be the determining factor. Proposals may also be solicited formally by using a written request for proposals and providing public notice, at City’s discretion.

3. Contracts for Architectural, Engineering, Surveying, and Related Services. Personal Services Contracts for architectural, engineering, photogrammetric mapping, transportation planning, land surveying, and/or related services, all as defined by ORS 279C.100, will be awarded in accordance with the source selection procedures set forth in ORS Chapter 279C and Division 48 of the Model Rules (except as otherwise provided in these Rules). Notwithstanding the foregoing, such Personal Services Contracts may be awarded pursuant to ORS 279C.110(10)–(11), 279C.115, or 279C.120 when applicable. When using the informal selection procedure described in OAR 137-048-0210, the city manager will submit a request for proposals to a minimum of three prospective consultants drawn from the

following: (a) City's list of consultants that is created and maintained pursuant to OAR 137-048-0120; (b) another contracting agency's list of consultants that is created and maintained pursuant to OAR 137-048-0120; or (c) all consultants that City reasonably can locate that offer the desired architectural, engineering, photogrammetric mapping, transportation planning, land surveying, or related services, or any combination of the foregoing. When the city manager is unable to locate three prospective consultants from the sources listed above, the city manager will submit requests for proposals to those prospective consultants identified from the sources listed above and document efforts to locate a minimum of three prospective consultants.

C. Special Procurements; Exemptions.

1. The Council may exempt from competitive bidding certain contracts or classes of contracts for the procurement of goods and/or services according to the procedures described in ORS 279B.085. In accordance with OAR 137-047-0285(2), City will give public notice of City's approval of a special procurement for goods and/or services in the same manner as public notice of competitive sealed bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice will describe the goods and/or services or class of goods and/or services to be acquired through the special procurement. City will give affected persons at least seven days from the date of the notice of approval of the special procurement to protest the special procurement.

2. The Council may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Council may authorize the contract to be awarded using a request for proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

D. Small Procurements.

1. Public contracts for goods and/or services in the amount of \$25,000 or less are not subject to competitive bidding requirements. The city manager may make a reasonable effort to obtain competitive quotes in order to ensure the best value for City. City may amend a public contract awarded as a small procurement beyond the \$25,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than \$31,250.

2. Public contracts for public improvements with a contract price of less than \$25,000 are not subject to competitive bidding requirements. The city manager may make reasonable efforts to obtain competitive quotes to ensure the best value for City.

E. Intermediate Procurements.

1. A public contract for goods and/or services that exceeds \$25,000, but does not exceed \$250,000, may be awarded according to the processes for intermediate procurements described in ORS 279B.070(4). City may amend a public contract awarded as an intermediate procurement in accordance with OAR 137-047-0800.

2. A public contract for a public improvement estimated by City to not exceed \$100,000 may be awarded according to the processes for intermediate procurements described in OAR 137-049-0160. City may increase the contract price of a public improvement awarded as an intermediate procurement through change order or amendment pursuant to OAR 137-049-0160.

F. Emergency Contracts.

1. For purposes of this Section F, the term "emergency" is defined as circumstances and/or conditions that (a) could not have reasonably been foreseen, (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety, and (c) require prompt execution of a contract to remedy the condition.

2. The city manager has the authority to determine when emergency conditions exist sufficient to

warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor will be documented.

3. Emergency contracts may be awarded as follows:

(a) Goods and Services. Emergency contracts for procurement of goods, services, and construction services that do not constitute public improvements may be awarded pursuant to ORS 279B.080 and Section A, "Delegation," of these Rules.

(b) Construction Services. City hereby adopts the procedures of OAR 137-049-0150 for awarding contracts for construction services under emergency conditions. For emergency contracts awarded under this section, City will ensure competition that is reasonable and appropriate under the emergency circumstances which may include, without limitation, written requests for offers, oral requests for offers, or direct appointment without competition in cases of extreme necessity.

G. Appeals of Prequalification Decisions and Debarment Decisions.

1. An appeal of City's prequalification and debarment decisions regarding bidders or proposers providing goods and/or services will be as set forth in ORS 279B.425. The procedures in ORS 279B.425 will apply to hearings on such decisions.

2. An appeal of City's disqualification or denial, revocation, or revision of a prequalification of any bidder or proposer for public improvement contracts will be as set forth in ORS 279C.445 and 279C.450. The procedures in ORS 279C.450 will apply to hearings on such disqualification or denial, revocation, or revision of a prequalification.

H. Cooperative Purchases. Subject to applicable Council approval requirements stated in the Rules, City may purchase goods under the Oregon Cooperative Procurement Program ("OCP") or from any similar federal or regional program including, without limitation, programs pursuant to 10 USC 281 and the E-Government Act of 2002 (Public Law 107-347). Purchases under other federal or state programs will be permitted upon a finding by the Council that the program is sufficiently similar to the OCP and/or programs pursuant to the aforementioned federal laws in effectuating or promoting transfers of property between contracting agencies.

I. Electronic Advertising. Pursuant to ORS 279B.055 and 279C.360, electronic advertisement of public contracts in lieu of publication in a newspaper of general circulation in the area where the contract is to be performed is authorized when it is likely to be cost-effective to do so. The city manager will have the authority to determine when electronic publication is appropriate, and consistent with City's public contracting policies. Notwithstanding the foregoing, publication of public improvement contracts with an estimated cost in excess of \$125,000 will also be made in at least one trade newspaper of general statewide circulation.

J. Brand Names or Products, "or Equal." City may only specify brand name products and enter into public contracts for such specified brand name products in accordance with the requirements of this rule. Solicitation specifications for public contracts must not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections (1) and (2) of this rule. City may specify a particular brand name, make, or product suffixed by "or equal," "or approved equal," "or equivalent," "or approved equivalent," or similar language if there is no other practical method of specification in the procurement of goods.

1. Specifications for Goods. City may specify a brand name, make, or product without an "or equal" or equivalent suffix if there is no other practical method of specification and after documenting the procurement file with the following information: (a) a brief description of the solicitation(s) to be covered including volume of contemplated future purchases; (b) the brand name, mark, or product to be specified; and (c) the reasons for seeking this procurement method, including, without limitation, a finding that (i) it is unlikely that specification of the brand name, mark, or product will encourage favoritism in the award of the public contracts or substantially diminish competition, (ii) specification of the brand name, mark, or product would result in substantial cost savings

to City, (iii) there is only one manufacturer or seller of the product of the quality, performance, or functionality required, and/or (iv) efficient utilization of existing equipment and/or supplies requires the acquisition of compatible equipment and/or supplies.

City will make reasonable effort to notify all known suppliers of the specified product and invite such suppliers to submit competitive bids or proposals or document the procurement file with findings of current market research to support the determination that the product is available from only one seller.

2. Specifications for Public Improvements. Specifications for public improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the Council exempts certain products or classes of products by making any of the following findings: (a) it is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts, (b) the specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to City, (c) there is only one manufacturer or seller of the product of the quality required, and/or (d) efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.

K. Single Seller and Sole Source.

1. Sole Source Purchasing. City may purchase a particular product or service available from only one source if City meets the requirements of ORS 279B.075 and OAR 137-047-0275. Prior to purchase and in accordance with ORS 279B.075, City must determine in writing that the product or service is available from only one seller or source. City's single seller/sole source determination (which will be placed in the procurement file) will include the following: (a) a description of the product or service to be purchased; (b) a brief description of the contract or contracts to be covered including volume of contemplated future purchases; and (c) City's findings in support of a single seller/sole source which may include those items listed in ORS 279B.075(2).

2. Sole Source, Multiple Purchases. If City intends to make several purchases of the product of a particular manufacturer or seller over an extended period, City must so state in the solicitation file, the solicitation document, if any, and the public notice required pursuant to OAR 137-047-0275(2). Such documentation and public notice constitute sufficient notice as to subsequent purchases. Such purchase may not be made for a period in excess of five years without new findings supporting continuation of the sole source procurement.

L. Disposal of Surplus Property.

1. Methods of Disposal. The Council must declare personal property to be surplus prior to disposal. Surplus property may be disposed of by any of the methods described in this Section L(1)(a) through (g) upon a determination by the city manager that the method of disposal is in the best interest of City. Factors that may be considered by the city manager include costs of sale, administrative costs, and public benefits to City.

(a) Without competition, by transfer or sale to another government department or public agency.

(b) By publicly advertised auction to the highest bidder.

(c) By publicly advertised invitation to bid to the highest bidder.

(d) By liquidation sale using a commercially recognized third-party liquidator selected in accordance with the Code and the Rules.

(e) The city manager may establish a fixed selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.

(f) By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation must require the offer to state the total value assigned to the surplus property to be traded.

(g) By donation to any organization operating within or providing a service to City's residents, which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

2. Disposal of Property with Minimal Value. Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost-effective, including by disposal as waste. Prior to disposing of property pursuant to this Section L(2), the City official proposing to dispose of the property will obtain a written confirmation from another City official determining that the value of the property is less than \$500 or that the cost of selling the property is likely to exceed sale proceeds. The City official making the disposal will make a record of the value of the item and the manner of disposal.

3. Personal-Use Items. An item (or indivisible set) of specialized and personal use with a current value of less than \$150 may be sold to the employee or retired or terminated employee for whose use it was purchased. These items may be sold for fair market value without bid and by a process deemed most efficient by the responsible City department head.

4. Restriction on Sale to Employees. City employees may not compete, as members of the public, for the purchase of publicly sold surplus property.

5. Conveyance to Purchaser. Upon the consummation of a sale of surplus personal property, City will make, execute, and deliver a bill of sale or similar instrument signed on behalf of City, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

6. Notice to Finance Department. Notice of any disposal of surplus property should be provided to City's finance department to remove the property from City's asset list and discontinue any applicable insurance coverage.

M. Federal Funding. In compliance with ORS 279A.030, except as otherwise expressly provided in ORS 279C.800 through ORS 279C.870, and notwithstanding ORS Chapters 279A, 279B, and ORS 279C.005 through 279C.670, applicable federal statutes and regulations govern when federal funds are involved with a public contract and the federal statutes or regulations conflict with any provision of ORS Chapters 279A, 279B, and ORS 279C.005 through 279C.670 or the Rules, or require additional conditions in public contracts not authorized by ORS Chapters 279A, 279B, and ORS 279C.005 through 279C.670 or the Rules. Any time federal funding is provided to City that will be used in connection with a public contract, City must comply with the federal procurement standards stated in 2 CFR part 200, subpart D.

Exhibit B
Class Special Procurements and Exemptions

City may award a public contract as a class special procurement pursuant to the requirements of ORS 279B.085. Such procurements allow City to enter into one or more contracts over time without following the requirements of competitive sealed bidding, competitive sealed proposals, and/or small or intermediate procurements. The Council declares the procurements listed below as class special procurements. Unless otherwise specified in a particular special procurement rule, the goods and services identified below may be procured in any manner that the city manager deems appropriate to City's needs, including, without limitation, by direct appointment. Except as otherwise provided, the city manager will make a record of the method of procurement.

1. Advertising Contracts, Purchase Of. The city manager, acting on behalf of City, may procure media advertising, regardless of dollar value, without competitive bidding.
2. Advertising Contracts, Sale Of. The city manager, acting on behalf of City, may authorize the sale of advertising in City publications and for City activities, regardless of dollar value, without competitive bidding.
3. Equipment Repair and Overhaul.
 - a. Conditions. The city manager, acting on behalf of City, may procure equipment repair and/or overhaul without competitive bidding, if (i) service and/or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing, and/or (ii) service and/or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source. City purchases under this rule must be within the limits and pursuant to the methods in Section (3)(b) of this rule.
 - b. Process and Criteria. The city manager will use competitive methods whenever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed to be impractical. If the anticipated purchase is more than \$250,000, competitive quotes must be obtained and retained in the procurement file.
4. Purchase of Used Personal Property. If the anticipated purchase does not exceed \$250,000, the city manager, acting on behalf of City, may directly procure used personal property and equipment if such property is suitable for City's needs, can be purchased for a lower cost than substantially similar new property, and such purchase is otherwise cost-effective. City's research in determining that the property can be purchased for a lower cost than substantially similar new property must be documented in the procurement file. For the purpose of this rule, the analysis of cost-effectiveness will include considerations such as type, quality, quantity, and estimated useful life of the used item.
5. Information Technology Products and Services. The city manager, acting on behalf of City, will procure information technology products and services using competitive procurement methods whenever possible to achieve best value. The reasons why a competitive process was deemed to be impractical must be documented in the procurement file. Unless deemed impractical, information technology products and services will be solicited in accordance with the following: (a) if the anticipated purchase price is more than \$25,000 but does not exceed \$250,000, competitive quotes or proposals will be obtained and retained in the procurement file pursuant to the Rules governing intermediate procurements; and (b) if the anticipated purchase price exceeds \$250,000, City will solicit written competitive proposals in accordance with the Rules governing requests for proposals.
6. Internet and Telecommunications Systems - Hardware and Software. The city manager, acting on behalf of City, will procure internet and telecommunications systems hardware and software using competitive procurement methods whenever possible to achieve best value. The reasons why a competitive process was deemed to be impractical must be documented in the procurement file. Unless deemed impractical, internet and telecommunications systems hardware and software will be solicited in accordance with the following: (a) if the anticipated purchase is more than \$25,000 but does not exceed \$250,000

competitive quotes or proposals will be obtained and retained in the procurement file pursuant to the Rules governing intermediate procurements; and (b) if the anticipated purchase exceeds \$250,000, City will solicit written competitive proposals in accordance with the Rules governing requests for proposals.

7. Internet and Telecommunications Services. The city manager, acting on behalf of City, may procure internet and telecommunications services without competitive procurement methods if no competition exists within the area for the service required. To determine whether competition exists, the city manager will consider the following factors: (a) determination of alternative providers available within the geographic and service market area; (b) the extent to which alternative services offered are comparable or substitutable in technology, service provided, and performance; and (c) the extent to which alternative providers can respond to City's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management, and limiting City liability. City will use competitive methods whenever possible to achieve best value. If competition exists (as determined herein) and the anticipated purchase is more than \$25,000 but does not exceed \$250,000, competitive quotes or proposals will be obtained and retained in the procurement file pursuant to the Rules governing intermediate procurements. If the anticipated purchase exceeds \$250,000, City will solicit written proposals in accordance with the Rules governing requests for proposals.

8. Copyrighted and Library Materials. The city manager, acting on behalf of City, may procure copyrighted materials when there is only one known supplier available for such goods. This includes, without limitation, new books, periodicals, curriculum materials, reference materials, audio and visual media, and non-mass marketed software from a particular publisher or its designated distributor.

9. Requirements Contracts. The city manager, acting on behalf of City, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of products, securing a source of supply, reducing inventory, combining City requirements for volume discounts, standardization among City departments, and/or reducing lead time for ordering. Purchases under requirements contracts may be utilized in accordance with the following: (a) the requirement contract must have originally been let by competitive procurement procedures unless otherwise allowed by the Rules; (b) City departments may purchase the goods or services from the awarded contractor without first undertaking additional competitive procurement procedures; and (c) the term of any City requirements contract, including renewals, will not exceed five years unless otherwise exempted pursuant to ORS 279B.085.

10. Purchases under Federal Contracts. When the price of goods and services has been established by a contract of the federal government pursuant to a federal contract award, the city manager, acting on behalf of City, may procure the goods and services in accordance with the federal contract without subsequent competitive bidding. In exercising its authority under this special procurement, City will obtain and document permission from the appropriate federal agency to purchase under the federal contract and document the cost savings to be gained by City from the anticipated purchases under the federal contract. City will not contract pursuant to this rule in the absence of a cost savings to City by using this method.

11. Hazardous Waste, Material, and Substances Removal and Cleanup. The city manager, acting on behalf of City, may directly procure services to remove and/or clean up hazardous waste, hazardous material, hazardous substances, and/or oil from any vendor in an emergency and/or when ordered to do so by the Oregon Department of Environmental Quality ("DEQ"). In doing so, the following conditions apply:

a. To the extent reasonable under the circumstances, City will encourage competition by attempting to obtain informal price quotations or proposals from potential suppliers of goods and services;

b. The City department responsible for managing or coordinating the cleanup will prepare a written description of the circumstances that require the cleanup and/or a copy of the DEQ order for the cleanup to the city manager, together with a request for contract authorization;

c. The City department responsible for managing or coordinating the cleanup will record whether there was time for competition, and, if so, the measures taken to encourage competition, the amount of the price quotations obtained, if any, and the reason for selecting the contractor to whom award is made; and

d. The timeline for cleanup must not permit use of intermediate procurement procedures.

12. Insurance—Employee Benefit and Other. City may purchase employee benefit insurance and other insurance without competitive bidding, regardless of dollar amount, subject to the terms of any collective bargaining agreement between City and represented employee groups.

13. Disposal of Abandoned, Seized, and/or Non-Owned Property. Contracts or arrangements for the sale or other disposal of abandoned, seized, and/or other personal property not owned by City at the time City obtains possession of such property are not subject to competitive procurement procedures. The city manager may select any method of disposal including, without limitation, donation to a charitable organization.

14. Temporary Extensions or Renewals. City may enter into contracts for a single period of one year or less for the temporary extension or renewal of an expiring and non-renewable or recently expired contract, other than contracts for public improvements, without competitive bidding.

15. Temporary Use of City Property. City may negotiate and enter into a license, permit, and/or other contract for the temporary use of City-owned property without using a competitive selection process under the following circumstances: (a) the contract results from an unsolicited proposal to City based on the unique attributes of the property or the unique needs of the proposer; (b) the proposed use of the property is consistent with City's use of the property and the public interest; and (c) City reserves the right to terminate the contract without penalty, in the event that City determines that the contract is no longer consistent with City's present or planned use of the property or the public interest.

16. Sponsorship Agreements. Sponsorship agreements under which City receives or makes a gift, donation, or consideration in exchange for official recognition may be awarded by any method deemed appropriate by City, including without limitation, by direct appointment, private negotiation, from a qualified pool, or using a competitive process.

17. Concession Agreements. City may enter into contracts that grant a franchise or concession to a private entity, individual, or other government to promote or sell, for its own business purposes, specified types of goods or services from City property and under which the concessionaire or promoter makes payments to City based, at least in part, on the concessionaire's revenues from sales or the value of such promotion to the sponsor's business, whether on or off City property. A concession agreement does not include an agreement which represents a rental, lease, license, permit, or other arrangement for the use of public property. Concession agreements may be awarded by any method deemed appropriate by the city manager, including without limitation, by direct appointment, private negotiation, from a qualified pool, or using a competitive process.

18. Donated Materials and/or Services. City may accept donated services and/or materials regardless of dollar amount under the following circumstances: (a) the donor has agreed to donate all, or a portion of, the materials and/or services necessary to complete a project; and (b) the donor enters into an agreement with City whereby the donor agrees to comply with public contracting requirements applicable to the particular project and any requirements that City deems necessary or beneficial.

19. Gasoline, Diesel Fuel, Heating Oil, Lubricants, Gravel, and Asphalt. City may enter into contracts for gasoline, diesel fuel, heating oil, lubricants, gravel, and/or asphalt without competitive bidding subject to the following: (a) prior to selection of the contractor, City obtains quotes (written or oral) from at least three vendors; (b) City makes its purchase from the least expensive source of those providing quotes; and (c) the reasons why a formal competitive process was deemed to be impractical must be documented in the procurement file.

20. Use of Existing Contractors. When a public improvement is in need of minor alteration, repair or maintenance at or near the site of work being performed by a City contractor, City may hire that contractor to

perform such work subject to the following: (a) the contractor was hired through a competitive selection process or as otherwise permitted by the Rules; (b) the city manager first obtains a price quotation for the additional work from the contractor that is competitive and reasonable; (c) the total cost of the proposed work will not exceed the threshold specified in ORS 279C.810(2)(a); and (d) the original contract is amended to reflect the new work and is approved by the city manager before work begins.

Exhibit C

Findings in Support of Adopting Class Special Procurements and Exemptions

ORS 279B.085 authorizes the LCRB, upon adoption of appropriate findings, to establish special selection, evaluation, and procurement procedures for, or exempt from competition, the award of a specific contract or classes of contracts. Pursuant to that authority, the Council has, after notice and an opportunity to comment at a regular meeting of the Council, adopted Ordinance No. 2832-2025, which establishes classes of contracts and the solicitation methods for their award, together with the following specific findings in support thereof.

The Council approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and also finds that the establishment of each class of contract and the methods approved for their award are unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts, and will result in substantial cost savings to City, and/or otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, or 279B.070 or under any rules adopted thereunder.

1. Advertising Contracts.

a. Alternate Procurement Process. Procurement at the city manager's discretion.

b. Cost Savings and Other Benefits. The size of and frequency of average advertisement (including all notices required to be published by City by applicable statute or regulation) does not justify the cost of solicitation. The time period between recognition of the need to advertise and the necessary date of advertisement is too short to issue a solicitation, evaluate bids or proposals, and award an advertising contract.

c. Effect on Competition. The potential market is limited because not all advertisers work in all markets. Choice of advertising medium is somewhat price sensitive but is primarily driven by location and size of circulation compared to City's target audience.

d. Effect on Favoritism. Minimal effect on favoritism due to the lack of competitors and specialized contracting needs.

2. Advertising Contracts, Sale of.

a. Alternate Process. The city manager may authorize the sale of advertising in City publications and for City activities, regardless of dollar value, without competitive bidding.

b. Cost Savings and Other Benefits. Avoids an unnecessary solicitation expense.

c. Effect on Competition. The sale of advertising is not for the purpose of generating revenue for City, but rather is utilized to offset the cost of publication. Businesses generally purchase advertising space in the spirit of goodwill and as a means of supporting community activities.

d. Effect on Favoritism. Minimal since any interested individual or business who wishes to advertise may do by contacting City staff.

3. Equipment Repair and Overhaul.

a. Alternate Procurement Process. Competitive methods will be used whenever possible to achieve best value. In situations where a competitive process is deemed to be impractical, the reasons must be documented in the procurement file. If the anticipated purchase price exceeds \$250,000, competitive quotes must be obtained and retained in the procurement file.

b. Cost Savings and Other Benefits. The need for equipment repair cannot be planned for and often must be handled on an expedited basis to avoid additional expense and adverse impact on the public's ability to utilize City's services. Experience with a single contractor can help improve reliability over the course of several projects.

c. Effect on Competition. Allows contractor to be selected based on ability to provide accurate, reliable, and fast service, which encourages competitive contract performance with the option to replace a contractor who does not maintain the aforementioned attributes.

d. Effect on Favoritism. Requirement that city manager must obtain competitive quotes for purchases anticipated to exceed \$250,000 and otherwise must use competitive methods whenever possible or else document the reasons why a competitive process was deemed impractical will prevent favoritism.

4. Purchase of Used Personal Property.

a. Alternate Procurement Process. Procurement at the city manager's discretion.

b. Cost Savings and Other Benefits. City is responsible for managing expenditures in the best interests of the public. Cost savings can be achieved through the purchase of used property and equipment in certain instances. City purchases used property and equipment when it meets City's needs and is cost-effective. Considerations include type, quality, quantity, and estimated useful life of the used item.

c. Effect on Competition. No impact on competition as this class special procurement allows City to respond to unique opportunities that become available sporadically and without notice. Used equipment and property is usually sold on a first-come, first-served basis. When used equipment or property does become available, City must be able to respond immediately to obtain the property or equipment.

d. Effect on Favoritism. No impact on favoritism since City is responding to unique opportunities. When a used item is available, there is often little competition available and sources for used items of the type, quality, and quantity required by City are inconsistent.

5. Information Technology Products and Services.

a. Alternate Procurement Process. Competitive methods will be used whenever possible to achieve best value. In situations where a competitive process is deemed to be impractical, the reasons must be documented in the procurement file.

b. Cost Savings and Other Benefits. Rapid changes in technology and technology pricing make it necessary for City to be able to purchase needed information technology products and services quickly. It is frequently possible to take advantage of lower pricing due to the frequent price changes in the marketplace.

c. Effect on Competition. Generally, there is sufficient competition among information technology vendors and service providers for City to secure competitive quotes or proposals. City is required to make a good-faith effort to secure competitive quotes or proposals under this rule.

d. Effect on Favoritism. Minimal effect on favoritism as City is required to obtain competitive quotes or proposals when practical. As price is the primary factor, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts.

6. Internet and Telecommunications Systems – Hardware and Software.

a. Alternate Procurement Process. Competitive methods will be used whenever possible to achieve best value. The reasons why a competitive process was deemed to be impractical must be documented in the procurement file.

b. Cost Savings and Other Benefits. Rapid changes in technology and technology pricing make it necessary for City to be able to purchase needed internet and telecommunications hardware and software quickly. It is important that City be able to take advantage of price competition in the marketplace.

c. Effect on Competition. There is generally sufficient competition among vendors of internet and telecommunications hardware and software for City to secure competitive quotes or proposals. City is required to make a good-faith effort to secure competitive quotes or proposals under this rule.

d. Effect on Favoritism. Minimal effect on favoritism as City is required to obtain competitive quotes or proposals when practical. As price is the primary factor, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts.

7. Internet and Telecommunications Services.

a. Alternate Procurement Process. The city manager may procure internet and telecommunications services without competitive procurement methods if no competition exists within the area for the service required.

b. Cost Savings and Other Benefits. The city manager will use competitive methods wherever possible to achieve best value. If competition exists, competitive quotes or proposals will be obtained.

c. Effect on Competition. It is important that City take advantage of price competition in the marketplace. There may be circumstances, however, where sufficient competition does not exist in the relative geographic and service market area. In such cases, City will follow the rule described in Section 7 of the Class Special Procurements and Exemptions (Exhibit B) in determining whether sufficient competition exists to make a competitive procurement.

d. Effect on Favoritism. There is generally sufficient competition among vendors of internet and telecommunications services for City to secure competitive quotes or proposals. Because price is a primary factor, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts. Further, if no competition exists, there is no favoritism amongst competing vendors.

8. Copyrighted and Library Materials.

a. Alternate Procurement Process. Procurement at the city manager's discretion.

b. Cost Savings and Other Benefits. This special procurement is necessary to allow City to acquire special needs products that are unique and for which a single copyright owner or licensee is the only source of the material. Eliminates unnecessary competitive solicitation when a competitive market does not exist.

c. Effect on Competition. By their nature, copyrighted materials are protected for the use of a single owner and are often produced by a single supplier who may be the owner of the copyright or its licensee. Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. City generally purchases its instructional materials through the Northwest Textbook Depository. This allows City to benefit from the regional purchase and warehousing of these materials and the associated savings. This rule allows City to participate in the largest possible bulk purchasing activity of instructional materials in the region.

d. Effect on Favoritism. No effect on favoritism due to the lack of competitors and specialized contracting needs.

9. Requirements Contracts.

a. Alternate Procurement Process. City initially awards requirements contracts as a result of competitive procurement or an applicable exemption. This special procurement allows such a contract to be converted into one that will allow City to secure a constant source of supply for the contracted-for goods and/or services.

b. Cost Savings and Other Benefits. Allows City to reduce inventory, combine City requirements for volume discounts, standardize goods and/or services among City departments, and reduce lead time for ordering.

c. Effect on Competition. It is unlikely that this special procurement will diminish competition for City contracts as City initially enters into such contracts through a competitive process or an applicable exemption.

d. Effect on Favoritism. Minimal effect on favoritism since City initially enters into such contracts through a competitive process or applicable exemption.

10. Purchases under Federal Contracts.

a. Alternate Procurement Process. This special procurement allows the city manager to procure goods and services when the price has been established by a federal government contract, which contract was awarded through a competitive procurement process.

b. Cost Savings and Other Benefits. City may use this special procurement method when it determines that there is a cost savings to be made in avoiding the solicitation process and/or through taking advantage of low pricing obtained by the federal government.

c. Effect on Competition. The contracts are awarded through competitive processes and Oregon companies are not excluded or disadvantaged in competing for federal contracts.

d. Effect on Favoritism. Minimal effect on favoritism since the contracts are awarded at the price most advantageous to the federal government. City is required to document the cost savings it will achieve by purchasing pursuant to the federal contract. These facts ensure that City purchases the desired goods and/or services at the best price available, rather than from a preferred contractor.

11. Hazardous Waste, Material, and Substances Removal and Cleanup.

a. Alternate Procurement Process. Procurement at the city manager's discretion, subject to conditions that provide for competition when circumstances and time allow.

b. Cost Savings and Other Benefits. When City is ordered to remove or clean up hazardous material, it must respond within a very short time period. This time period generally does not allow for City to take the time necessary to solicit written bids or proposals for the work to be performed. The time required to comply with competitive procurement requirements could render City liable for delays in responding to cleanup or removal orders. Such delay might also expose City to potential liability from third parties if the containment, removal, and/or cleanup is not completed quickly.

c. Effect on Competition. This special procurement will only be used in an emergency or in situations where a remedial order is in effect and therefore there is no time to utilize a competitive procurement method. Applicable competitive procurement methods will be used when time permits.

d. Effect on Favoritism. Minimal effect on favoritism since City will follow competitive procurement procedures unless precluded by time constraints.

12. Insurance – Employee Benefit and Other.

a. Alternate Procurement Process. City may purchase employee benefit insurance and other insurance without competitive bidding, regardless of dollar amount subject to the terms of any collective bargaining agreement.

b. Cost Savings and Other Benefits. The nature, type, specific services to be provided and timing of employee benefit insurance are sometimes dictated by collective bargaining agreements between City and represented labor groups. City must fulfill its contractual obligations to represented employee groups to provide appropriate employee benefits. City relies on its professional insurance broker or agent-of-record to solicit competitive quotes or proposals from responsible companies to furnish employee benefit coverages and other insurance coverages.

c. Effect on Competition. Minimal effect on competition since City's agent-of-record solicits quotes or proposals from employee benefit insurance providers and other insurance providers under conditions that foster competition among a sufficient number of potential suppliers. City evaluates the quotes or proposals submitted to furnish employee benefit insurance and other insurance coverages for the best value to City, and when applicable, subject to the requirements specified by the employee benefits portions of City's agreements with represented labor groups.

d. Effect on Favoritism. No impact on favoritism as this special procurement responds to unique circumstances and involves choice based on best value.

13. Disposal of Abandoned, Seized or Non-Owned Property.

a. Process. Abandoned, seized, or non-owned property may be disposed of at the city manager's discretion.

b. Cost Savings and Other Benefits. Avoids an unnecessary solicitation expense by allowing the city manager to determine whether the cost of solicitation is justified by the value of the property to be disposed. Allows the city manager to establish programs for donation to charitable organizations.

c. Effect on Competition. No impact on competition as this special procurement responds to unique circumstances.

d. Effect on Favoritism. No impact on favoritism as this special procurement responds to unique circumstances.

14. Temporary Extensions or Renewals.

a. Alternate Procurement Process. No competitive selection required.

b. Cost Savings and Other Benefits. Allows City to prepare for competitive solicitation when existing contracts expire without notice due to administrative error.

c. Effect on Competition. Delays competition by not more than one year.

d. Effect on Favoritism. No impact on favoritism. At expiration of temporary extension, standard competitive procedures will apply.

15. Temporary Use of City Property.

a. Alternate Process. No competitive selection required.

b. Cost Savings and Other Benefits. Allows City to respond to unsolicited proposals for unique revenue opportunities.

c. Effect on Competition. No effect on competition as no competitive market exists.

d. Effect on Favoritism. No impact on favoritism as this special procurement responds to unique circumstances.

16. Sponsorship Agreements.

a. Alternate Process. No competitive selection required.

b. Cost Savings and Other Benefits. This special procurement allows City to respond to unsolicited proposals for revenue or marketing opportunities that would otherwise be unknown or unavailable.

c. Effect on Competition. Mandatory open competition would likely discourage creative proposals from sponsors or City participation. Sponsorship often results from the match between a unique attribute of an event or asset and unique characteristics of the sponsor for which no competitive market exists.

d. Effect on Favoritism. Minimal effect on favoritism as this class of special procurement responds to unique opportunities.

17. Concession Agreements.

a. Alternate Process. City manager may award contracts by any method deemed appropriate by the city manager.

b. Cost Savings and Other Benefits. Allows City to take advantage of unique revenue opportunities. Not a contract for the acquisition or disposal of goods or services. Most similar to personal services contracts because the quality of the concession may be more important than price factors. Allows a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from City property. Concessionaire makes payments to City based, in part, on the concessionaire's revenues from the concession.

c. Effect on Competition. Minimal effect on competition as this special procurement responds to unique opportunities.

d. Effect on Favoritism. Minimal effect on competition as this special procurement responds to unique opportunities.

18. Donated Materials and/or Services.

a. Alternate Process. Subject to the requirements of this special procurement, no competitive selection is required.

b. Cost Savings and Other Benefits. Avoids unnecessary expenditure when services and/or materials are donated to City. Affords City the ability to take advantage of such donated materials and/or services, enables City to use its limited funds in other areas, and frequently results in materials and/or services City would not otherwise be able to afford.

c. Effect on Competition. No competitive market exists or equivalent vendors will be identified and allowed to compete.

d. Effect on Favoritism. No effect on favoritism since services and/or materials are donated.

19. Gasoline, Diesel Fuel, Heating Oil, Lubricants, Gravel, and Asphalt.

a. Alternate Procurement Process. The city manager may conduct the procurement by obtaining written or oral price quotes.

b. Cost Savings and Other Benefits. The purchases under this special procurement are likely to be at levels that qualify as small or intermediate procurements and the process is similar to the process required for intermediate procurements. Allows City to quickly and efficiently obtain necessary goods from the vendor providing the lowest price quote.

c. Effect on Competition. This special procurement encourages competition by requiring an informal competitive process and requiring City to use the least expensive source of those providing quotes.

d. Effect on Favoritism. This special procurement discourages favoritism by requiring an informal competitive process and requiring City to use the least expensive source of those providing quotes.

20. Use of Existing Contractors.

a. Alternate Procurement Process. From time to time, City needs to perform repair or maintenance functions at or near a site where a contractor, already hired by City through a competitive selection process, is performing other work. The city manager may obtain an informal price quotation from the contractor already at or near the site to perform the additional work. If the city manager determines that the informal price quotation is competitive for work of that type, then the contractor may be awarded the additional work without the need for competitive bidding provided that the value of the additional work, as estimated by the contractor, does not exceed \$50,000.

b. Cost Savings and Other Benefits. City will achieve cost savings because the cost of the additional work will be lower than if the work was competitively bid because the contractor is already mobilized at or near the site of the work and will not need to recover the cost of mobilization as would a new contractor.

c. Effect on Competition. It is unlikely that this exemption will substantially diminish competition in the award of City contracts as the contractor was originally selected through a competitive bidding process.

d. Effect on Favoritism. Not applicable where the contractor has already been selected through a competitive procurement process. The occurrence of such additional work is often unforeseen and City is not required to provide the contractor with the work if the price quote is not competitive.



**AGENDA REPORT
NEW BUSINESS
April 22, 2025**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **RESOLUTION #2025-101: AMENDMENTS-REVISIONS TO CITY FINANCIAL POLICIES AND PROCEDURES MANUAL**

DATE: February 12, 2025

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE RESOLUTION #2025-101, A RESOLUTION REVISING THE FINANCIAL POLICIES AND PROCEDURES MANUAL WITH REGARD TO PUBLIC CONTRACTING AND PRIVATELY-OWNED AUTOMOBILE MILEAGE REIMBURSEMENT.

SUMMARY:

Due to the prospective adoption of updated City of Ontario (“City”) public contracting rules and procedures pursuant to Ordinance #2025-101 (the “Local Rules”), certain public contracting provisions contained in City’s Financial Policies and Procedures Manual (the “Financial Policies”) that are outdated and inconsistent with the Local Rules and the Oregon Public Contracting Code (the “State Code”) should be correspondingly removed. Certain provisions in the Financial Policies concerning internal purchasing ethics and procedures are not outdated or inconsistent with the Local Rules and State Code; therefore, those provisions remain in the Financial Policies (see Attached and made a part hereof Resolution #2025-101).

In addition, due to changes with regard to City vehicle use for business travel, revisions to the Financial Policies concerning the use of City and private vehicles for City business travel and related reimbursements are necessary.

BACKGROUND:

On April 19, 2004, pursuant to Resolution #2004-011, the City Council (the “Council”) adopted the Financial Policies, which included, among other policies, certain public contracting and travel expense policies. On November 20, 2018, the Council adopted Resolution #2018-142, which revised the Financial Policies. Some of the revisions to the Financial Policies included changes to travel expense policies while many of original provisions concerning public contracting remained unchanged.

CURRENT SITUATION:

Because many of the public contracting policies contained in the Financial Policies do not conform with the State Code and Local Rules, Resolution #2025-101 removes the majority of the public contracting provisions in the Financial Policies. Certain Financial Policies provisions concerning internal purchasing ethics and procedures are not inconsistent with the Local Rules and State Code; therefore, those specific provisions remain in the Financial Policies (see Exhibit A of Resolution #2025-101).

City has reduced the number of City's travel vehicles, which render certain portions of the Financial Policies concerning travel vehicles unnecessary.

Resolution 2025-101 addresses both of these developments and needed updates to the Financial Policies.

ANALYSIS:

- A. **STRATEGIC PLAN** None.
- B. **FINANCIAL** No direct financing impact at this time.
- C. **TIMING** Adoption of the amendments to the Financial Policies coincides with the adoption of new local public contracting rules and procedures and supports the current policy approved by the Council concerning vehicle use for City business travel.
- D. **POLICY/LEGAL** The Council is the governing body for ordinances and resolutions.

ALTERNATIVES:

None offered at this time.

RECOMMENDATION:

Staff recommends the Council approve Resolution 2025-101 in order to revise and edit the Financial Policies to (1) correspond with newly adopted local public contracting rules and procedures and current state law, and (2) address changes regarding vehicle use for City business travel.

ATTACHMENTS:

1. Reso #2025-101 Amendments-Revisions to City's Financial Policies and Procedures Manual (01777782xB6300) (1)



RESOLUTION #2025-101

A RESOLUTION OF CITY OF ONTARIO REVISING THE FINANCIAL POLICIES AND PROCEDURES MANUAL WITH REGARD TO PUBLIC CONTRACTING AND PRIVATELY OWNED AUTOMOBILE MILEAGE REIMBURSEMENT

- WHEREAS,** on April 19, 2004, pursuant to City of Ontario (“City”) Resolution #2004-011, the City Council (the “Council”) adopted the City of Ontario Financial Policies and Procedures Manual (the “Financial Policies”), which included, among other policies, certain City contracting and employee mileage reimbursement policies; and
- WHEREAS,** on November 20, 2018, the Council adopted Resolution #2018-142, which modified the Financial Policies; and
- WHEREAS,** pursuant to ORS 279A.065(6), City may adopt its own rules of procedure for public contracting that (a) specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency, and (b) prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General; and
- WHEREAS,** pursuant to ORS 279A.065(6), City approved its own rules and procedures for public contracting by adoption of Ordinance # 2832-2025 (the “Public Contracting Rules”); and
- WHEREAS,** City’s adoption of the Public Contracting Rules renders many of the public contracting policies contained in the Financial Policies unnecessary, incompatible, and/or unsuitable; and
- WHEREAS,** City has reduced the number of City’s travel vehicles, which render certain portions of the Financial Policies concerning travel vehicles unnecessary and unsuitable.

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

1. Findings. The above stated findings contained in this Resolution #2025-101 (this “Resolution”) are hereby adopted.
2. Purchasing. Section 1.8 (Purchasing) of the Financial Policies is deleted and restated in its entirety as provided the attached Exhibit A. City staff may renumber, format, and make all other edits necessary to include Exhibit A in the Financial Policies.
3. Invitations to Bid. Subsection 1.9.2. (Invitations to Bid) of the Financial Policies is deleted in its entirety.
4. Emergency Purchases. Subsection 1.9.3. (Emergency Purchases) of the Financial Policies is deleted in its entirety.
5. Steps in Purchasing/Procurement. Subsection 1.9.4. (Steps in Purchasing/Procurement) of the Financial Policies is deleted in its entirety.

6. Good Financial Standing. Subsection 1.9.5. (Good Financial Standing) of the Financial Policies is deleted in its entirety.

7. Exclusive Service. Subsection 1.9.6. (Exclusive Service) of the Financial Policies is deleted in its entirety.

8. Exemptions from the Public Bidding Process. Subsection 1.9.7. (Exemptions from the Public Bidding Process) of the Financial Policies is deleted in its entirety.

9. Privately-Owned Automobile Mileage Reimbursement. Section 1.10.11.1 of the Financial Policies is deleted and restated in its entirety as follows:

“1.10.11.1. For travel in privately owned automobiles, mileage allowance shall be at a rate equal to the IRS standard expense allowance for mileage reimbursement.”

10. Severability; Effective Date. For purposes of this Resolution, the singular includes the plural and the plural includes the singular; the word “or” is not exclusive and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this resolution. This Resolution will be in full force and effect from and after the effective date of Ordinance #2832-2025.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____, 2025, by the following vote:

Ayes:

Nays:

Abstentions:

Absent:

SIGNED by the Mayor this ____ day of _____, 2025.

Deborah K. Folden, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

Exhibit A
City of Ontario Financial Policies and Procedures Manual

Section 1.8 – Purchasing Ethics, Prohibitions, and Internal Procedures

1.8.1. All City officials and employees must adhere to the following principles and ethics:

1.8.1.1. We believe in the dignity and worth of the service rendered by government and our own social responsibility as trusted public servants. We consider, first, the interest of the City in all transactions and carry out and believe in the City's established policies and ordinances and the laws of the state of Oregon.

1.8.1.2. We keep the City informed, through appropriate channels, of problems and progress of the agency we serve, but keep ourselves in the background, by emphasizing the importance of the facts.

1.8.1.3. We are governed by the highest ideals of honor and integrity in all public and personal relationships in order that we may merit the respect and inspire the confidence of the City and the public, which we serve.

1.8.1.4. We strive to accord a prompt and courteous reception, so far as conditions will permit, to all who call on a legitimate business mission.

1.8.1.5. We believe that personal gain and/or benefit obtained through misuse of City employment is dishonest.

1.8.2. Except as otherwise permitted under applicable federal, state, and/or local laws and/or regulations, no City official or employee may participate in a transaction, contract, activity, or service of the City in which they personally have a direct or predictable effect on their financial interests or the interests of an immediate family member.

1.8.3. It is prohibited for a City official or employee to make purchases for their own personal purposes or to receive special pricing from a vendor using the City's name, account, or reputation.

1.8.4. City officials and employees should document any performance problems with a particular vendor. Documentation should include written notification to the vendor of a problem, evidence attempts to resolve the problem, and a summary of the final outcome of the situation. If a vendor continues to have performance problems, a report documenting the problems should be provided to the relevant department head and city manager.



**AGENDA REPORT
NEW BUSINESS
April 22, 2025**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **RESOLUTION #2025-112: AMENDING THE CITY OF ONTARIO RESIDENCE AND INCENTIVE PROGRAM**

DATE: April 16, 2025

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL APPROVE RESOLUTION #2025-112: A RESOLUTION FOR REVISIONS TO THE CITY'S RESIDENCY, INCENTIVE, AND RESPONSE TIME POLICY.

SUMMARY:

The Ontario City Council approved Resolution #2004-131 setting certain employee residency requirements and response time for Public Safety personnel, which were amended by Resolutions #2018-112, #2021-138 and #2022-127. Times have changed and city personnel longevity policies have changed. Therefore, another revision is necessary to keep in tune with the current goals of the city to make Ontario a great place to work, and providing the opportunity to move up through promotions without causing a financial and family hardship due to having to relocate to within the city limits.

BACKGROUND:

Resolution #2004-131 set a response time requirement for Public Works and public safety (Police and Fire) to live within a 20-minute response time to their primary work-site, as well as for all Department Heads to live within the Ontario Urban Growth Area (UGA).

Resolution #2018-112 amended the policy to require all Department Heads hired after February 27, 2018, who were not contract employees, to live within the Ontario City Limits and all other city employees to live within the 8C School District. This also required all existing employees being promoted to Department Heads to comply within twelve months of said promotion. It also created the Incentive Program to give a city employee living within the city limits a \$50.00 credit monthly for their residential water/sewer bill.

Resolution #2021-138 amended the policy to clarify the intent of the 2018-112 resolution and provided a Written Policy called "City of Ontario, Oregon Residency Policy" which required all Department Heads hired after February 27, 2018, who were not contract employees, to live within the City Limits and all other city employees to live within the 8C School District

boundaries. This also required all existing employees being promoted to Department Heads to comply within twelve months of said promotion. It also created the Incentive program to give a city employee living within the city limits a \$50.00 credit monthly for their residential water/sewer bill.

Resolution #2022-122 amended the policy incentive portion for the \$50.00 credit to include the employees of Jacobs Engineering Company and Oster Professional Group, CPA, recognizing these contract employees as being part of the city team.

Resolution #2022-127 amended the policy to remove the portion of the policy that required non-department head employees to live within the 8C School District boundary.

CURRENT SITUATION:

To keep pace with the current promotional policy established and to be fair to all employees who want to promote within the city, it is necessary to eliminate the possibility of causing family and financial hardship when accepting promotions to a department head position.

ANALYSIS:

- A. **STRATEGIC PLAN** Meets the desirability and lifestyle and growth of the city with the ability to promote within the employee pool.
- B. **FINANCIAL** No added final cost to the city. This action could save the city money by eliminating the need to advertise for positions because existing employees who were eligible and desired a promotion, but who did not want to move, would have that requirement eliminated.
- C. **TIMING** This is needed to be able to promote a current employee to a permanent Department Head position.
- D. **POLICY/LEGAL** The City Council is the governing body that established the existing residency policy.

ALTERNATIVES:

To not make any changes to the policy.

RECOMMENDATION:

Staff recommends the City Council approve the resolution as presented.

ATTACHMENTS:

1. Resolution #2025-115 Amending Residency Requirements for Employees



RESOLUTION #2025-112

A RESOLUTION AMENDING THE RESIDENCY REQUIREMENT OF THE CITY OF ONTARIO AND INCENTIVE PROGRAM ESTABLISHED UNDER RESOLUTIONS #2004-131, RESOLUTION #2018-112, RESOLUTION #2021-138, RESOLUTION #2022-122 AND RESOLUTION #2022-127

WHEREAS, Ontario City Council approved Resolution #2004-131 setting certain employee residency requirements and response time for Public Safety personnel, which were amended by Resolution #2018-112, Resolution #2021-138, Resolution #2022-122 and Resolution #2022-127; and

WHEREAS, Times have changed, and city personnel longevity policies have changed, making it necessary to keep in tune with the current goals of the city to make Ontario a great place to work and be able for staff to move up through promotions without becoming a financial and family hardship to do so, due to having to relocate to within the city limit; and

WHEREAS, Department Heads have significant responsibility toward the community and public safety, and it is important to be able to be promoted within the qualified employee base without undue family and financial hardship; and

WHEREAS, The City Council is desirous to be fair to all employees of the city, and the current policy treats the Department Heads differently than all other employees regarding the residency requirement of having to live within city limits.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, that this Resolution #2025-115, replaces and supersedes all previous resolutions: Resolution #2004-131, Resolution #2018-112, Resolution #2021-138, Resolution #2022-122 and Resolution #2022-127, and any other policies relating to residency requirements.

BE IT FURTHER RESOLVED that the response time for all Emergency Responders, being Police, Fire and Department Heads, will be established by the City Manager with a recommendation from the Police Chief and Fire Chief and documented by a City Manager Executive Order.

BE IT FURTHER RESOLVED that the employees deemed to be Emergency Responders are Police, Fire, and Public Work employees assigned to emergency response duties, and Department Heads being defined as Police Chief, Fire Chief, Public Works Director, Community Development Director/Planning Director, City Recorder, Human Resource Manager, Finance Director, and Airport Manager and any other Department Head established by the City Manager.

BE IT FURTHER RESOLVED that the contracted Finance Director will not be required to live within the emergency response time established by the City Manager, but is expected to be able to respond by phone within a 45-minute window. The Financial director may assign an employee to act in their place in case of an emergency that can meet the respond time requirements established by the City Manager.

BE IT FURTHER RESOLVED that all employees of the city, including the contract employees of Jacobs Engineering Company and Oster Professional Group, CPA, whose principal home where they live is within the city limits, shall receive the incentive of \$50.00 per month credit to their City of Ontario utility bill. The credit is only allowed toward the Ontario city utility bill and only for the employee residing in the home, living within the Ontario city limits.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____ 2025, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 2025.

ATTEST:

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder



Ontario Airport

Semi-Annual Update (April 2025)



Agenda



- Past
- Present
- Future
- Questions





ONTARIO
OREGON



Past

Airport Improvements

Front End Loader Sweeper



- Multiple reports of aircraft tires picking up foreign object debris (FOD) identified as metal shards from the loader sweeper.
- New polypropylene wafer brushes are durable and provide excellent flicking and sweeping capabilities on loose debris.
- Poly/Wire wafer brushes provide a more aggressive approach, agitating and breaking up compacted debris like dirt, mud, ice and snow.



Airport Improvements

- Airport Camera Project - existing 5 cameras have been relocated to provide better airport security coverage.
- Future camera requirements to cover the 3 gates, runway, and taxi areas.
- SW 33rd Security Sliding Gate Keypad replaced with DKS1515, this unit is backlight keypad buttons, more weatherproof, and holds larger volume of access codes.



Airport Improvement Pictures



Airport Improvement Pictures





ONTARIO
OREGON



Present

Airport Projects & Events

- Aircraft Projects
- BLM Way Project
 - East Fence Project
- East Fence and Storm Water Drain Clearing
- Corporate Apron Expansion Project
- Mid-field Windsock Project
- Paint Beacon Frame Project
- Airport Events

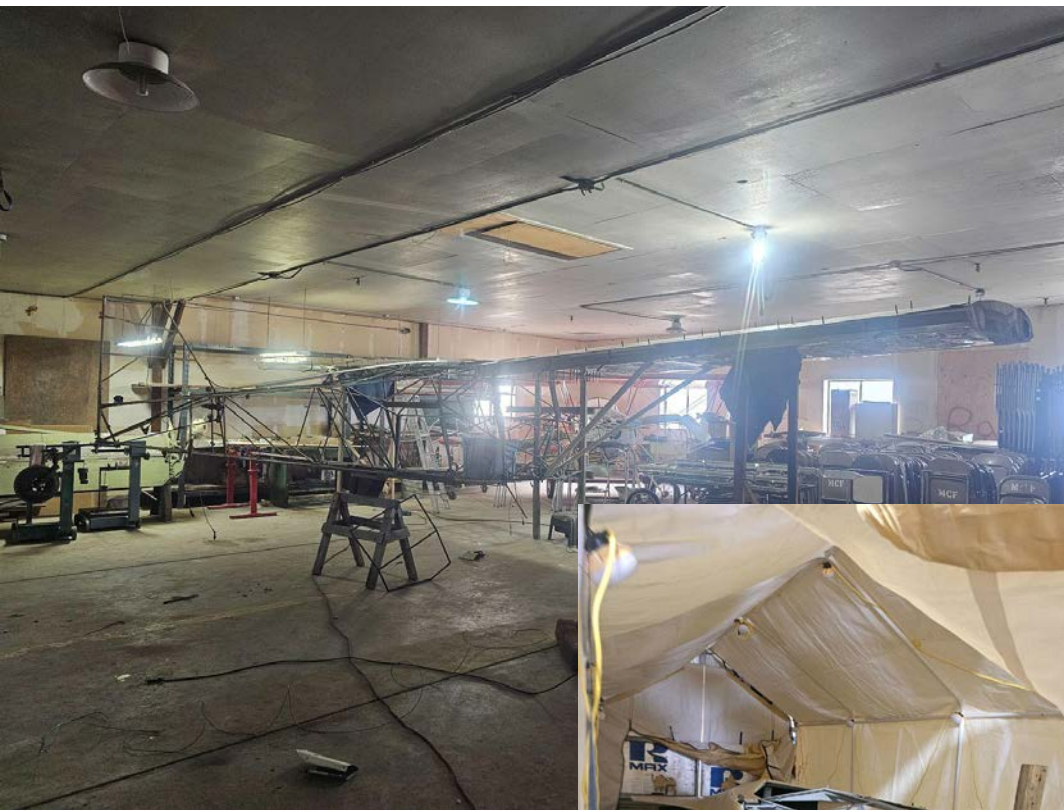


Aircraft Projects

- Airport Museum has made great progress on the Navion
- National STOL Oregon Trail Rookie Class winner flew a Don Dressen built aircraft. Don has been building another aircraft. We are looking forward to the maiden flight.



Aircraft Projects



BLM Way / East Fence Projects



BLM Way / East Fence Projects



East Fence and Storm Water Drain Clearing



Corporate Apron Expansion Project



Corporate Apron Expansion Project



Mid-field Winsock Project



Paint Beacon Frame Project



Airport Events

- 2024 Ontario Christmas Parade
- Airport Feral Cat Project
- FAA Airport First Responders Training
- Airport Trunk or Treat
- National STOL Preparations
- Transient Aircraft



2024 Ontario Christmas Parade



- 3rd Place Winner - Dusty Crophopper - Friendly, brave, curious, courageous, and a fear of heights, because he had never flown so high.



Airport Feral Cat Project

- Airport Feral Cat Project
 - 5 females spayed and 3 male cats neutered by airport users to assist in controlling the Ontario feral cat population.
 - All were housed and doing well; Carbon and Aero



FAA Airport First Responders Training



- FAA Airport First Responders Training - Aviation Students, OFD, and local pilots



Airport Trunk or Treat



- Airport Trunk or Treat - approx 1.500 local residence visited



Airport Trunk or Treat



- Airport Trunk or Treat - approx 1,500 local residence visited



National STOL Preparations

- Early start has given the grounds an excellent start for the National STOL event on 30-31 May 2025.



Transient Aircraft



Transient Aircraft



Transient Aircraft



Transient Aircraft





ONTARIO
OREGON



Future

Future Airport Growth

- Westside non-aviation dry cropland use
 - Trial testing of dryland crops to see what crops compliment aviation activity, and how the crops produce within controlled and uncontrolled environment to ascertain the best usage of the land to reduce airport ground control costs and increase airport revenue.
- Preparations for COAR Grant Applications for Sept 2025 - 2026
 - Infrastructure for 5 Fire Hydrants
 - enable more desirable buildable lots in the NE corner
 - Better fire protection over the whole NE area
 - Potential to start and grow City-owned hangars
 - City-owned Hangars
 - There has been an uphill struggle to gain approval for COAR Grant support to build City-owned hangars. However, recent changes may prove to be within reach in this round of grant applications.
 - When success is achieved the Airport revenue from hangar rentals will increase the goal of a self-reliant airport.





ONTARIO
OREGON



Questions

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
FEBRUARY 28, 2025**

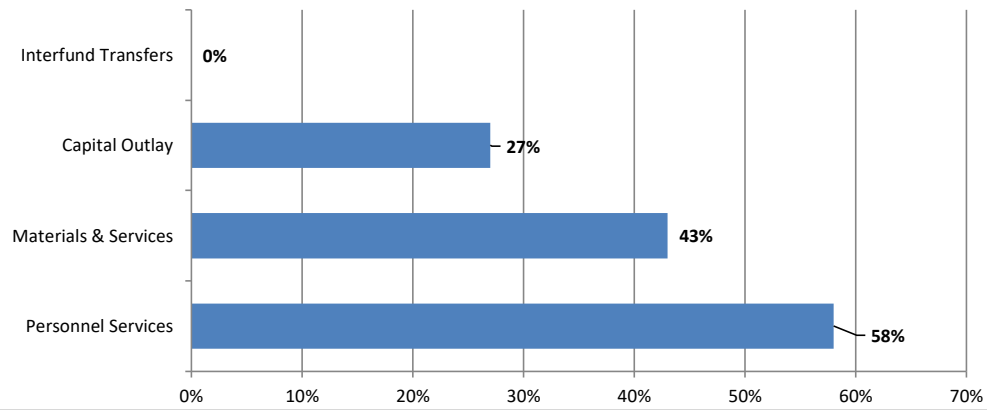
DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	3,356,532	5,006,402	149.2%	
Parks	111,020	88,527	79.7%	
Parks & Recreation	111,020	88,527	79.7%	
Fire	242,280	129,343	53.4%	
Code Enforcement	13,100	4,484	34.2%	
Police	458,885	294,251	64.1%	
Dispensary Business License	130,200	62,000	47.6%	
Public Safety Total	844,465	490,078	58.0%	
Interest	85,000	176,191	207.3%	
State Revenue Sharing	158,062	72,949	46.2%	
Administrative Services	497,148	331,432	66.7%	
Other General Revenues	8,000	31,940	399.2%	
Property Taxes	4,404,315	4,740,240	107.6%	
Alcohol Bvg License & Fee	233,109	107,667	46.2%	
Cigarette tax	8,292	4,233	51.0%	
Marijuana tax	2,500,000	678,944	27.2%	
Franchise Fees	1,806,579	893,433	49.5%	Quarterly payments
Cemetery	100,900	16,150	16.0%	\$70K budgeted is transfer from cem perpetual fund
General Government Total	9,801,405	7,053,179	72.0%	
Planning & Zoning	4,000	3,196	79.9%	
Community development	4,000	3,196	79.9%	
GENERAL FUND REVENUE TOTALS	\$ 10,760,890	\$ 7,634,980	71.0%	
YTD CURRENT YEAR PROFIT(LOSS)				\$ 1,770,920
YTD BUDGET BENCHMARK				66.7% 4.3%

CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDED
FEBRUARY 28, 2025

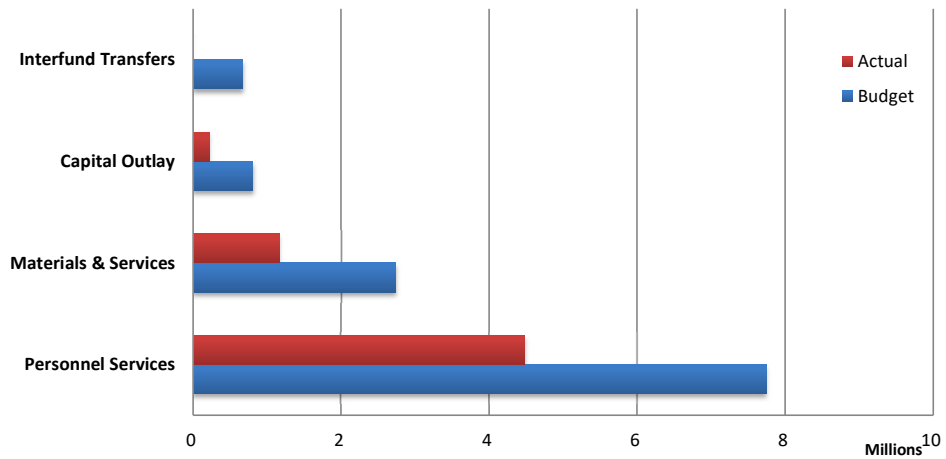
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	278,294	144,190	51.8%	
Parks & Recreation	278,294	144,190	51.8%	
Fire	2,300,409	1,292,787	56.2%	
Code Enforcement	165,030	65,302	39.6%	
Police	5,645,814	3,045,856	53.9%	
Public Safety Total	8,111,253	4,403,945	54.3%	
Administration	605,440	328,141	54.2%	
City Council	33,357	10,541	31.6%	
Business Registration	1,100	301	27.4%	
Cemetery	218,082	101,305	46.5%	
Finance	273,878	165,148	60.3%	
Technology	239,559	118,965	49.7%	
General Government Total	1,371,416	724,400	52.8%	
Community development	199,025	106,448	53.5%	
Community Development	199,025	106,448	53.5%	
Administrative Overhead	916,714	446,776	48.7%	
Non-Departmental Contributions	433,000	38,301	8.8%	
Other Total	1,349,714	485,077	35.9%	
Operating Transfers Out	639,558	-	0.0%	
GENERAL FUND TOTALS	\$ 11,949,260	\$ 5,864,061	49.1%	
YTD BUDGET BENCHMARK			66.7%	 17.6%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDED
FEBRUARY 28, 2025**

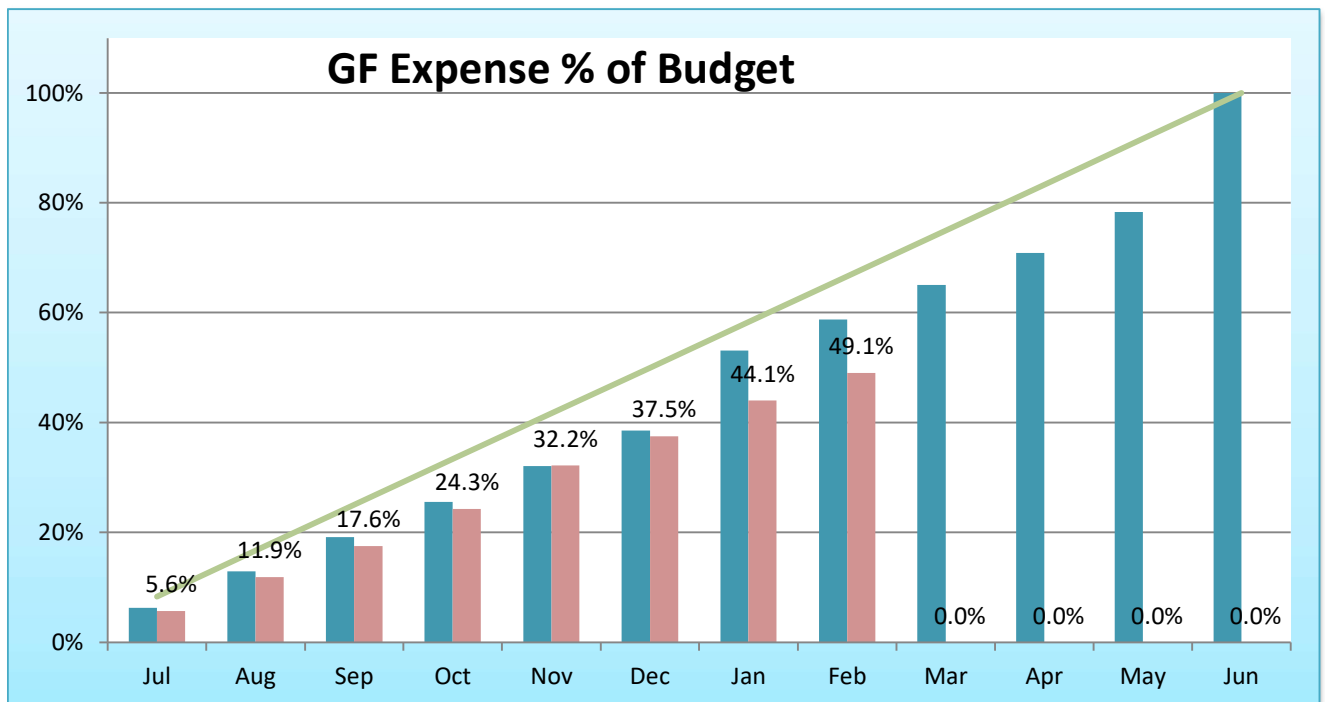
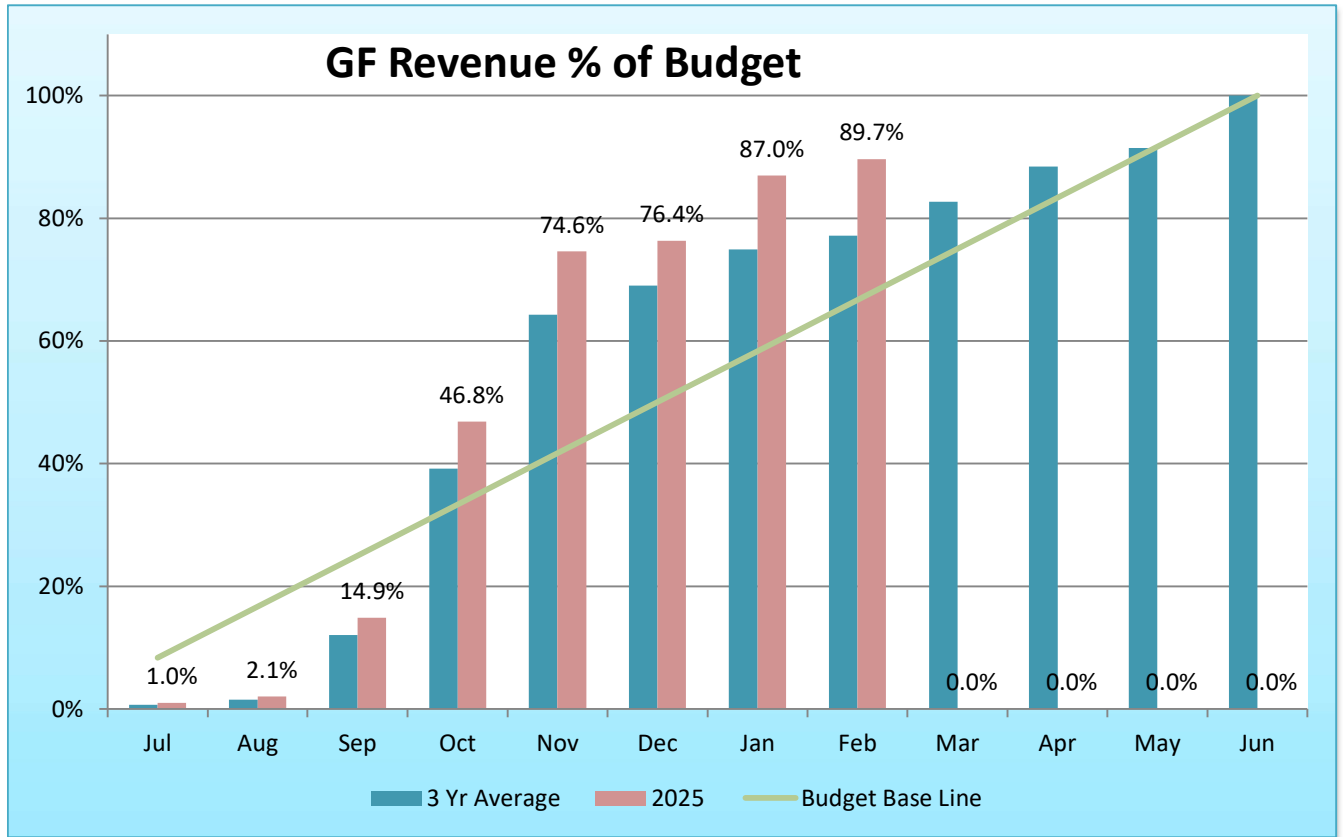
% Expended by Category



Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
FEBRUARY 28, 2025**



**CITY OF ONTARIO
OTHER FUNDS - EXPENDITURES
FOR THE PERIOD ENDED
FEBRUARY 28, 2025**

DEPARTMENT/FUND	REVENUES				EXPENDITURES		
	BUDGET	ACTUAL	% REALIZED		BUDGET	ACTUAL	% EXPENDED
002 Marijuana Enforcement Fund	32,455	29,544	91.0%		32,455	29,544	91.0%
010 Grant Fund	1,611,652	1,140,301	70.8%		1,611,652	873,024	54.2%
027 Building Fund	790,653	884,725	111.9%		314,871	135,948	43.2%
030 Capital Projects Fund	7,005,638	6,087,113	86.9%		7,005,638	408,145	5.8%
031 SDC Fund	915,814	896,526	97.9%		915,814	-	0.0%
045 Street Fund	6,563,003	4,074,005	62.1%		6,563,003	2,845,344	43.4%
050 Trust Funds	1,398,836	1,114,857	79.7%		1,221,388	349,149	28.6%
055 Reserve Funds	4,475,406	4,825,249	107.8%		3,841,445	873,931	22.8%
060 Revolving Loan Fund	321,014	289,157	90.1%		321,014	40,000	12.5%
105 Water Fund	6,396,041	5,662,889	88.5%		4,771,578	2,569,433	53.8%
110 Sewer Fund	6,429,820	4,505,815	70.1%		4,765,641	2,418,882	50.8%
115 Storm Sewer Fund	479,590	486,386	101.4%		162,083	115,227	71.1%
120 Airport Fund	340,277	207,908	61.1%		340,277	184,931	54.3%

Comments:

YTD BUDGET BENCHMARK

66.7%

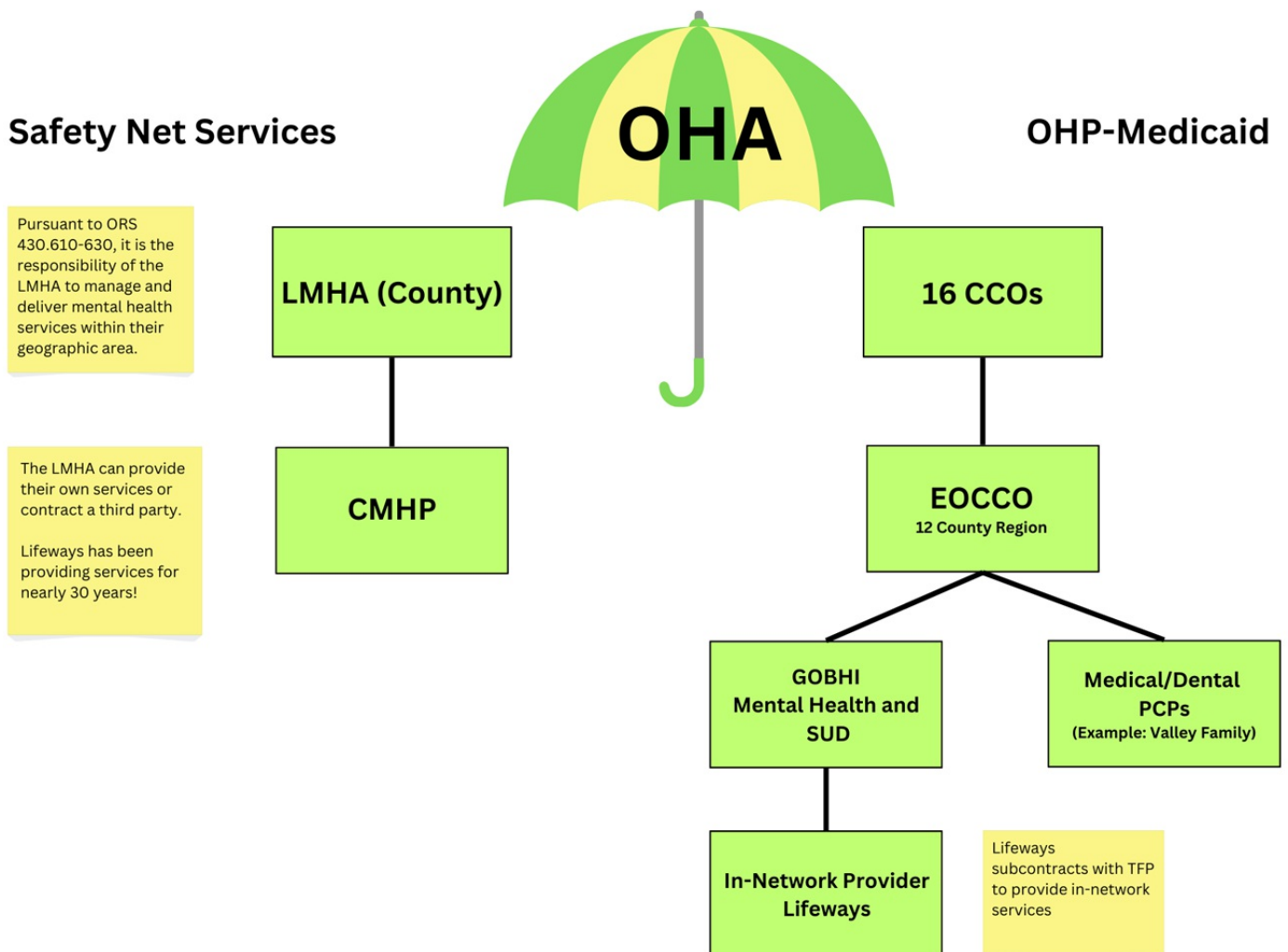
MALHEUR COUNTY COURT MINUTES

March 26, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Jim Mendiola 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 were Administrative Officer Lorinda DuBois and Economic and Community Development Director Taylor Rembowski. 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 # [2025-0861](#).

LIFEWAYS - LMHA PRESENTATION: UPDATE ON PROJECT HOPE

Lifeways CEO Steve Jensen met with the Court and gave a presentation on the Local Mental Health Authority (LMHA) and a Project Hope update. Funding requests for Project Hope have been submitted to Oregon Health Authority (OHA) and the governor's office for a crisis stabilization center and a substance use and addiction (SUD) residential program in Ontario. Oregon Health Authority distributes funding (through contracts) to LMHA's and to Coordinated Care Organizations (CCOs). The LMHA is the County; the LMHA can provide their own services or contract with a third party to provide the services. The County has contracted with Lifeways to provide the services as the Community Mental Health Program (CMHP) for nearly 30 years. The CCO for our area is the Eastern Oregon Coordinated Care Organization (EOCCO); EOCCO contracts with OHA to deliver Medicaid (Oregon Health Plan (OHP)) benefits. EOCCO contracts with GOBHI (Greater Oregon Behavioral Health, Inc.) to oversee and manage the mental health benefit for OHP members enrolled in EOCCO. GOBHI contracts with Community Mental Health Programs (CMHP) to provide outpatient behavioral health services to OHP members (in-network providers). See diagram below.



The LMHA is required to provide numerous safety net services; and as the CMHP Lifeways provides the services. Services provided by Lifeways include: Crises Stabilization and Respite; Integrated Intensive Behavioral Health Treatment; Jail Diversion; Assertive Community Treatment; Deflection; Aid & Assist; 24/7 two-person Mobile Crisis Response Team; Community Developmental Disabilities Program; Supported Employment; Early Assessment and Support Alliance; Psychiatric Security Review Board; Case Management; School-based Services; Peer Delivered Services; Parent/Child Interactive Therapy; Civil Commitment; Safe Court; Prevention; Problem Gambling; Abuse Investigation; and Housing Assistance.

Key legislation includes the Community Mental Health Act of 1963 (federal); the Community Mental Health Program Act of 1973 (ORS 430.610-630); and the Oregon Coordinated Care Organization (CCO) Legislation HB3650 & SB1580 in 2012.

The role of the County as the LMHA to provide those services that are required in statutes is separate from the CCO's role of providing the regular therapy assessment types of services.

Judge Joyce asked what the difference was between a Medicaid provider or program and a CMHP provider or program. Judge Joyce explained that about a month ago, Altruistic Recovery approached the City of Vale and sought support for multiple mental health/behavioral health providers in Malheur County; and that Altruistic Recovery is meeting with the Court next week.

to discuss Choice and Care: Strengthening Malheur County's Behavioral Health Network.

Mr. Jensen explained that there is nothing that connects the County's contract with Lifeways to the contract between GOBHI and Lifeways. There is no connection between the County responsibilities and the CCO responsibilities. The CCO is responsible for providing a network of providers to provide services for the Medicaid enrollees. So, is the network referred to by Altruistic Recovery a network for providing treatment under the CCO or the County's (LMHA) safety net services? Because the two are completely separate.

GOBHI has an in-network system (in-network providers and out-of-network providers). Lifeways is the in-network provider for Malheur county and Lifeways has a subcontract with TFP to provide additional resources as an in-network provider. If Lifeways cannot provide an appointment within seven days then it is possible to utilize the entire GOBHI network to get someone into a provider. Altruistic is an out-of-network provider and has the ability to submit claims to GOBHI as an out-of-network provider; Altruistic can go through a pre-approval process to treat individuals who approach them for treatment. GOBHI is trying to hold costs down by having a network; GOBHI uses its in-network providers as well to provide a methodology to control costs. GOBHI uses a capitation system; GOBHI gives the in-network provider a capitated payment; and the provider is required to provide services to everyone within their region. Lifeways is the in-network provider, receives the capitated payment, and treats and sees everybody who walks through their door.

All but 13 counties in Oregon contract with outside entities to provide the CMHP services. The EOCCO has approximately 76,000 individuals enrolled in Medicaid; Malheur County had approximately 16,000 last year.

Update on Project Hope: It is hoped to build a crises stabilization center and secure residential treatment facility on property next to the Lifeways facility on Sunset Drive. Department of Justice and Oregon Health Authority are working on contract requirements for the funding. Mr. Jensen will meet with the Court next week and present a proposed Purchase and Sale Agreement for the County owned property behind the Argus Observer.

Judge Joyce closed the County Court session and opened the Ambulance Service District session.

AMBULANCE SERVICE DISTRICT (ASD) SESSION

The Court met as the governing body of the Ambulance Service District (ASD). Present was Lt. Rich Harriman; representatives of the ambulance providers were present electronically. County Counsel Stephanie Williams explained the providers were requesting additional funding of \$8,500 be added to the disposable medical supplies line-item. \$57,000 was originally budgeted and those funds have been depleted. The requested \$8,500 would need to be transferred from a different line-item within the ASD budget. The supplies are purchased from Life Assist and used by the providers, such as TVP, Vale Ambulance, Jordan Valley Ambulance, and Rescue 1. Unused medical supplies are disposed of when expiration dates are reached. The ASD is a special district; funding for the ASD is from a \$16 per household assessment, assessment on hotel rooms, and a per employee assessment on employers. Transferring funds will reduce the cash on hand for next year's budget. Judge Joyce moved to transfer \$8,500 from Payroll Costs to Disposable Medical Supplies. Commissioner Mendiola seconded and the motion passed. Ms. DuBois will prepare a budget transfer resolution.

Commissioner Mendiola moved to approve Agreement between Ambulance Service District (ASD) and Richard Harriman - Compensation for Performing Duties of ASD Coordinator on an Interim Basis. Judge Joyce seconded and the motion passed. Lt. Harriman will perform the duties of the ASD Coordinator until the position can be permanently filled. See instrument # [2025-0862](#)

The ASD session was closed and the County Court session was reopened.

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of March 19, 2025 as written. Judge Joyce seconded and the motion passed.

IGA #26018 AMENDMENT

Judge Joyce moved to approve Eighth Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement (IGA) for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services, Agreement # PO-44300-00026018. Commissioner Mendiola seconded and the motion passed. Aid and Assist Client Services funds were awarded. See instrument # [2025-0874](#)

GRANT APPLICATION RESOLUTION - ASSESSOR'S OFFICE

Commissioner Mendiola moved to approve Grant Application Resolution for the Department of Revenue's County Assessment Function Funding Assessment (CAFFA) Program. Judge Joyce seconded and the motion passed. By approving the resolution, the County agrees to appropriate budgeted dollars based on 100 percent of the expenditures certified in the grant application amount of \$1,446,639. See instrument # [2025-0863](#)

PUBLIC COMMENTS

Judge Joyce asked for public comments from the audience; there were none.

COURT ADJOURNEMENT

Judge Joyce adjourned the meeting.

MALHEUR COUNTY COURT MINUTES

April 2, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Ron Jacobs and Commissioner Jim Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Present in the meeting room were Administrative Officer Lorinda DuBois, Economic and Community Development Director Taylor Rembowski, and Lifeways CEO Steve Jensen. 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 # [2025-0922](#)

ALTRUISTIC RECOVERY AND INSIGHT COUNSELING & THERAPY

Altruistic Recovery (Altruistic) Executive Director Annette Volk and Insight Counseling & Therapy (Insight Counseling) Executive Director Becky Wolery met with the Court. Ms. Volk and Ms. Wolery explained they were bringing a proposal to the Court regarding extending behavioral health contracts to more than just one provider (currently Lifeways). Support letters from the cities of Vale, Nyssa and Ontario were provided to the Court members. Ms. Volk and Ms. Wolery requested the County execute contracts with their entities for behavioral health services.

Commissioner Jacobs inquired what types of facilities Altruistic and Insight Counseling provide; both facilities are outpatient facilities providing a range of behavioral health services. Altruistic Recovery and Insight Counseling currently are able to provide services, however they must obtain prior authorization through GOBHI as they are out-of-network providers for Oregon Medicaid clients. This pre-authorization process is an administrative burden for Altruistic and Insight Counseling.

Commissioner Jacobs requested clarification on the contract referred to. Ms. Volk referred to a contract with GOBHI that provides funding in Malheur county that goes to Lifeways and the capitation funding.

Mr. Jensen was asked to provide further clarification. Mr. Jensen explained the two structures under the Oregon Health Authority (OHA) in which funding is distributed. OHA distributes funding to Coordinated Care Organizations (CCOs); the CCO for our area is the Eastern Oregon Coordinated Care Organization (EOCCO) (12 counties); EOCCO contracts with Greater Oregon Behavioral Health, Inc. (GOBHI) to oversee and manage the mental health benefit for OHP members (Medicaid) enrolled in EOCCO. Outpatient behavioral health services are mostly funded through the CCO (managed by GOBHI in our county). GOBHI has chosen to contract with the CMHPs (considered in-network providers) to provide outpatient behavioral health services to Medicaid members in its 12-county region. GOBHI contracts with Lifeways to provide services as an in-network provider; and Lifeways contracts with TFP to be an in-network provider as well. Additionally, GOBHI uses a capitation system; GOBHI gives the in-network provider a capitated payment and the provider is required to provide services to everyone within their region that walks through their door. The County does not contract with GOBHI. The out-of-network providers submit claims for payment to GOBHI and must go through the pre-authorization process. Ms. Wolery explained she has been seeking a contract with GOBHI for the last two years and has not been successful. GOBHI suggested Altruistic and Insight Counseling contract with Lifeways to be in-network providers. Altruistic and Insight Counseling want to contract with the County under the County's IGA with OHA.

OHA also distributes funding to the Local Mental Health Authority (County) to provide the Community Mental Health Program (CMHP) (pursuant to ORS); the County can provide the services or contract with a third party to provide the services. The County has contracted with Lifeways to provide the CMHP requirements for nearly 30 years (these services are commonly referred to as Safety Net Services).

Mr. Jensen explained that Lifeways does need additional providers in the community and it is good for the community to have choice. The issue is how to work with GOBHI and EOCCO and network capacity. Ms. Wolery told the Court that they can influence GOBHI/EOCCO to make changes.

The Court thanked Ms. Wolery and Ms. Volk for the discussion and took the matter under advisement. See instrument # [2025-0923](#) for the support letters submitted.

RECYCLING MODERNIZATION ACT

Waste Connections/Ontario Sanitary Service District Manager Travis Williams, Environmental Health Clerk Kelly Friend, and Environmental Health Specialist Evan Manger met with the Court. Under the Recycling Modernization Act, local governments can receive funding for eligible costs in five recycling program categories; the local government can elect to receive the funding directly or authorize its service providers to receive the funding directly. Ontario Sanitary Service is the service provider for recycling and will provide the programs under the Recycling Modernization Act. The funding is primarily for the area in the Ontario urban growth boundary due to population requirements. Commissioner Mendiola moved to authorize Ontario Sanitary Service to receive eligible compensation directly from the Producer Responsibility Organization (PRO) for all program categories. Commissioner Jacobs seconded and the motion passed unanimously. The local government funding authorization form will be completed and returned to Department of Environmental Quality by the April 15, 2025 deadline.

UPDATE - PROJECT HOPE

Lifeways CEO Steve Jensen met with the Court regarding Project Hope. Part of Project Hope is construction of an inpatient substance use facility on property currently owned by the County (with Lifeways purchasing the property from the County). Mr. Jensen intended to bring a draft purchase and sale agreement for the Court's consideration today. However, it might now be possible to build the substance use facility on the same property that will house the secure residential facility and crisis stabilization center. Department of Justice (DOJ) has reviewed the requirements and came to the conclusion that because the facilities are licensed differently, it may be possible to have both facilities on the same campus. It is hoped to have a final determination on the issue in the next few weeks; Mr. Jensen will keep the Court updated.

Mr. Jensen left the meeting.

COMMUNITY CORRECTIONS

Lieutenant Jim St. Michell explained that a letter of support was needed from the County Court to be submitted with Community Corrections 2025-2027 Justice Reinvestment Program grant application. Community Corrections Justice Reinvestment Program seeks to reduce prison usage, hold offenders accountable, reduce recidivism and increase community safety. Commissioner Jacobs moved to sign a letter of support for the Justice Reinvestment Program grant. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-0924](#)

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of March 26, 2025 as written. Judge Joyce seconded and the motion passed. (Commissioner Jacobs abstained as he was not present on March 26, 2025.)

BUDGET TRANSFER RESOLUTION - AMBULANCE SERVICE DISTRICT

The Court met as the governing body of the Ambulance Service District. Commissioner Mendiola moved to approve Resolution R25-11: In the Matter of Fund Transfers Under Local Budget Law ORS 294.463. Commissioner Jacobs seconded and the motion passed unanimously. Funds in the amount of \$8,500 are transferred from Payroll Costs to Disposable Medical Supplies. See instrument # [2025-0925](#)

BULLY CREEK PARK

Commissioner Jacobs explained that he met with Road Supervisor Dave Tiffany concerning Bully Creek Park and also has met with the Caretaker. A workplan for the park will be submitted by the Caretaker by April 10, 2025; after review of the plan a meeting will be held. The park opens April 15, 2025. Commissioner Mendiola expressed concern that the park does not appear to be near ready to open. Commissioner Mendiola noted he was aware of concerns in the community regarding Bully Creek Park and offered the following comments for the public: the park is owned by the Bureau of Reclamation (BOR), the reservoir is operated by Vale Oregon Irrigation; all improvements are approved by BOR through the Boise office; Malheur County has a maintenance agreement with BOR for the park; your comments have been received and the Court is looking for some options to fix the situation - some possible options may be to create a nonprofit or a volunteer supervising committee; positive comments would be greatly appreciated and Commissioner Mendiola would like to see more people get involved and be part of the solution. Commissioner Jacobs noted that the County maintains the park and has put substantial funding into the park for years without financial assistance from BOR. The park's irrigation system is nearly 60 years old and failing; discussions have taken place with BOR regarding the need for funding assistance as replacement of the irrigation system is costly.

SUPPLEMENTAL BUDGET

Commissioner Jacobs moved to approve Resolution R25-12: In the Matter of Fiscal Year 2024/2025 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Mendiola seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate Oregon Department of Energy grant funds that were not anticipated when the budget was adopted; these funds are to be used for the County Energy Resilience Plan. See instrument # [2025-0926](#)

PUBLIC COMMENTS

Judge Joyce asked for comments from the public; there were none.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

April 9, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Ron Jacobs and Commissioner Jim Mendiola 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 public member Raymond Hage. 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 # [2025-1007](#)

AWARD OF CONTRACT - WEED DEPARTMENT

Weed Inspector Amanda Zander met with the Court and presented proposals that were received in response to a Request for Proposals (RFP) for ground-based herbicide application for multiple weed control projects in the County. The RFP was sent to eight (8) commercial applicators; Scarlett Spraying LLC and Blue Solutions LLC returned complete proposals by the April 1, 2025 deadline. Scarlett Spraying LLC is currently not licensed in Oregon. Commissioner Jacobs moved to award the contract to Blue Solutions LLC. Commissioner Mendiola seconded and the motion passed unanimously. There is a 7-day protest period; protest of the selection of the contractor must be submitted in writing to Ms. Zander within 7 days.

CROSSING PERMITS

Commissioner Mendiola moved to approve Crossing Permit #16-25 to Idaho Power for work on Owyhee Avenue #1036; and Crossing Permit # 17-25 to Idaho Power for work on Alameda Drive #863. Commissioner Jacobs seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

COURT MINUTES

Commissioner Jacobs moved to approve Court Minutes of April 2, 2025 as written. Commissioner Mendiola seconded and the motion passed unanimously.

CHECK REGISTER

Commissioner Jacobs moved to approve Accounts Payable Register for January, February and March 2025. Commissioner Mendiola seconded and the motion passed unanimously.

WORK PLAN - UNDERFILL EH DIRECTOR

Commissioner Jacobs moved to approve the work plan for an Underfill Environmental Health Director. Commissioner Mendiola seconded and the motion passed unanimously. The work plan and job offer will be presented to the applicant.

CERTIFICATION STATEMENT

Commissioner Jacobs moved to sign the Oregon Parks and Recreation Department County Parks Assistance Program Certification Statement for July 1, 2025 - June 30, 2026. Commissioner Mendiola seconded and the motion passed unanimously. The estimated RV (Recreational Vehicle) fee revenue distribution for Malheur County is \$56,327 which will be budgeted in the Marine and Parks budget. See instrument # [2025-1008](#)

PROCLAMATION

PUBLIC SAFETY TELECOMMUNICATIONS WEEK - APRIL 13-19, 2025

WHEREAS, since 1981 the Congress of the United States, and the President of the United States have established one week in April as National Telecommunicators Week; and

WHEREAS, recognizing that telecommunicators are critical to the interest and well-being of the community, the Malheur County Court, recognized our local Telecommunicators as "First Responders" in resolution number R20-28 on July 15, 2020; and

WHEREAS, emergencies can occur at any time of the day and night. They can range from a serious medical emergency, to an active fire or need for law enforcement assistance. Often when an individual encounters an emergency they reach for the phone and dial 911. The men and women who answer these calls for help are trained to gather essential information, dispatch the proper resources and provide vital information and instructions to a caller in distress; and

WHEREAS, public safety telecommunicators are more than a calm and reassuring voice at the end of the phone. They are the sentries standing guard over us at night. Alert and ready to answer the call for service with whatever help that caller needs at the time. Knowledgeable, skilled and certified professionals who work closely with law enforcement, fire and medical personnel; and

WHEREAS, our County enjoys a high standard of public health and safety and we owe a great deal of gratitude to them. During this special observance we extend a profound thank you to each operator who answers our request for help -- Tom, Kathy, Stephanie, Ashley, Michele, Brooke, Jason, Genesis, Jami, Gracey, Brittany, Charlotte, and Ashley.

NOW THEREFORE, the Malheur County Court Proclaims the week of April 13th – 19th to be Malheur County Public Safety Telecommunicator's Week. We invite all residents to observe this week in honor of our telecommunicators who help protect our health and safety.

Commissioner Jacobs moved to proclaim the week of April 13-19, 2025 to be Malheur County Public Safety Telecommunicator's Week. Commissioner Mendiola seconded and the motion passed unanimously.

The Court and Lt. Rich Harriman expressed appreciation to the County public safety telecommunicators.

PUBLIC COMMENTS

Judge Joyce asked for comments from the public; there were none.

COURT ADJOURNMENT

Commissioner Mendiola moved to adjourn the meeting. Commissioner Jacobs seconded and the motion passed unanimously.



City of Ontario

Diversity Advisory Committee

Minutes

March 19, 2025

Ontario City Hall Council Chambers 5:30 pm

The City of Ontario Diversity Advisory Committee is established to advise the Mayor, City Council, and City Manager on a range of issues as they relate to promoting diversity and equity issues in the community.

1. Call to Order: The meeting was called to order by Vice Chair Jackie Koehler at 5:30 pm.

Vice Chair Jackie Koehler X , Daniel Liera-Huchim X , Billy Carter X , Amber Heyne X

City County Liaison: Adrianna Contreras X

City Manager: Dan Cummings X

HR Manager/Asst. to City Manager: Corinna Hysel I X

Norma from Euvalcree was on zoom.

2. Motion to Adopt the Agenda: Billy Carter moved to adopt the agenda as presented, Adrianna Contreras seconded it. Roll call vote was taken, and motion passed with all 4 committee members voting "yes".

3. Old Business:

a. Discuss follow up on youth Diversity Champion. Koehler gave an overview on the diversity champion. Koehler wants to go over verbiage of the diversity champion and send it out to all committee members to review it. After a discussion on whether a diversity champion needs to live in the City of Ontario, it was determined that the individual could live inside or outside of Ontario. Cummings agreed with the committee. There was also a discussion on the age limit of the youth. Daniel Liera-Huchim moved Jackie Koehler seconded to nominate diversity youth champion Cahra Zahra Aldelay. Roll call vote was taken, and motion passed with all 4 committee members voting "yes".

b. 12/10/2024 City Council meeting discussion. The committee did not discuss this matter.

c. Follow up with the Ontario Chamber of Commerce. The committee will discuss in new business.

d. Plan and discuss goals for the upcoming year. The committee will discuss this in new business.

4. New Business:

a. Election of Officers:

Billy Carter moved to elect Jackie Koehler as chair, Adrianna Contreras seconded it. Roll call vote was taken, and motion passed with all 4 committee members voting "yes".

Jackie Koehler moved to elect Billy Carter as vice chair, Adrianna Contreras seconded it. Roll call vote was taken, and motion passed with all 4 committee members voting "yes".

Jackie Koehler moved to elect Daniel Liera-Huchim as secretary, Billy Carter seconded it. Roll call vote was taken, and motion passed with all 4 committee members voting "yes".

b. Presentation of Daniel Liera-Huchim. Daniel stated he was not prepared for his presentation but introduced himself to the committee.

c. Chamber of Commerce luncheon. The committee discussed going to a chamber luncheon to present the DAC committee. Daniel will reach out to John Breindenbach.

d. Executive Order re: DEI/Response from the League of Oregon Cities. The committee had a discussion, and Cummings stated that he had reached out to the city attorney but had not heard back from him. Koehler read a letter addressed to the council:

We, Diversity Advisory Committee (DAC) of the City of Ontario, Oregon submit this letter as an official request to change the approval process for approving potential members of this committee. We hereby request the Council to remove any requirements for the applications to be reviewed by the DAC before Council approval; and process applications for DAC just as you do applications for other committees. We, the committee, see this as just another clog in the wheel that negatively affects the committee's ability to recruit members.

The committee realizes that some Council Members may be under the impression that this process was requested by the committee, therefore, it might be necessary for staff to review the previous council meeting to verify that the recommendation came from upon the podium.

If there is anything further you would like for the committee to do, please let us know.

Jackie Koehler on behalf of the committee

The committee had a discussion on the letter and there was a consensus of the committee to approve the letter.

e. DEI Handout-what is DEI? Carter went over the DEI handout. Daniel spoke about this as well. Daniel stated that the committee should take 5 to 10 minutes at each meeting and each person speaks about what is going on each month.

f. Youth Diversity Champion was discussed in old business.

g. Women's History Month/TVCC Event discussion. Jackie told the committee that she had gone to a great event on women history month at TVCC.

h. Future Plans and goals were discussed, and each person to bring something back to the next meeting.

Next meeting: April 16, 2025, at 5:30 p.m.

5. **Adjournment:** The meeting was adjourned, Carter moved and Liera-Huchim seconded it. Roll call vote was taken, and motion passed with all 4 committee members voting "yes".


Jackie Koehler, Chair

4-16-25


Daniel Liera-Huchim, Secretary

Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
Printed: 4/17/2025 11:57 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
132940	BENSON	Clint Benson	03/03/2025	743.00
Total for 3/3/2025:				743.00
132941	393500	Irvco Asphalt & Gravel, Inc.	03/06/2025	29,802.00
132942	0143466	Amazon Capital Services	03/06/2025	112.09
132943	130624	B & W Car Wash	03/06/2025	10.00
132944	368210	Brent Huffman Agency, Inc.	03/06/2025	1,072.50
132945	879494	Bruneel, LLC	03/06/2025	52.00
132946	637828	Century Link Communications, LLC	03/06/2025	50.87
132947	879268	CivicPlus, LLC	03/06/2025	9,584.26
132948	879641	Garrett's Dry Cleaning, LLC	03/06/2025	6.56
132949	376000	Idaho Power	03/06/2025	2,581.41
132950	879191	Kristy Lynn Janti	03/06/2025	166.00
132951	434231	Lighthouse Uniform Co.	03/06/2025	638.20
132952	461607	MicroTechnology Systems, Inc.	03/06/2025	10,126.76
132953	879931	Mike's Fence Center, Inc.	03/06/2025	1,340.00
132954	879648	Brandon Mitchell	03/06/2025	570.64
132955	UB*12245	JORGE L NUNEZ	03/06/2025	78.85
132956	879404	Ontario Recreation District	03/06/2025	185.00
132957	879551	Painter Holdings & Business Ventures, Inc.	03/06/2025	32.00
132958	614087	PORAC LDF	03/06/2025	432.00
132959	879226	PortaPros	03/06/2025	1,327.00
132960	UB*12244	DEYSI ROBLES ULLOA	03/06/2025	165.78
132961	879469	SBRK Finance Holdings, Inc.	03/06/2025	1,624.00
132962	738002	Symbol Arts, LLC	03/06/2025	80.00
132963	879764	T&Z Hardware, Inc.	03/06/2025	8.59
132964	UB*12243	ROGAN THOMPQUIST	03/06/2025	177.27
132965	879720	Total Package Enterprises, LLC	03/06/2025	142.78
132966	788402	TransUnion Risk & Alternative Data Soluti	03/06/2025	75.00
132967	879212	Uniforms 2 Gear	03/06/2025	1,979.78
132968	879733	Waste Connections of Oregon, Inc.	03/06/2025	465.87
Total for 3/6/2025:				62,887.21
132970	626400	Campo & Poole Distributing, LLC	03/10/2025	11,440.30
132971	879828	Galls, LLC	03/10/2025	931.89
Total for 3/10/2025:				12,372.19
ACH	878915	Jacobs Engineeering Group, Inc.	03/11/2025	65,413.36
Total for 3/11/2025:				65,413.36
ACH	878915	Jacobs Engineeering Group, Inc.	03/14/2025	536,179.30
132972	037600	AT&T	03/14/2025	25.71

Check No	Vendor No	Vendor Name	Check Date	Check Amount
132973	879869	AT&T Global Legal Demand Center	03/14/2025	700.00
132974	21409	Big Sky Sportswear	03/14/2025	770.10
132975	879451	CDR Labor Law, LLC	03/14/2025	1,155.00
132976	637830	Century Link	03/14/2025	530.95
132977	UB*12247	JOSE CONCHAS	03/14/2025	53.13
132978	360015	Home Depot Credit Services	03/14/2025	1,000.00
132979	428200	League of Oregon Cities	03/14/2025	1,441.13
132980	879417	LightSpeed Networks, Inc.	03/14/2025	1,377.88
132981	451600	Malheur County Administration Office	03/14/2025	200.00
132982	461607	MicroTechnology Systems, Inc.	03/14/2025	1,764.00
132983	879301	Net Assets Corporation	03/14/2025	195.00
132984	&266	Charles S. Oakes, Attorney at Law	03/14/2025	55.10
132985	879937	Ontario Sister City Committee	03/14/2025	1,000.00
132986	582200	Oregon Association Chiefs of Police	03/14/2025	340.00
132987	242083	State of Oregon Department of Transportati	03/14/2025	2.60
132988	879012	State of Oregon Dept of Public Safety Stan	03/14/2025	45.00
132989	528405	Oster Professional Group, CPA's PC	03/14/2025	27,503.91
132990	879652	Safeguard Business Systems, Inc.	03/14/2025	3,325.04
132991	879803	SAR, Inc.	03/14/2025	2,174.95
132992	130950	Sparklight Business	03/14/2025	140.72
132993	704400	Star Fire District	03/14/2025	2,837.97
132994	879595	T-Mobile USA, Inc.	03/14/2025	50.00
132995	879720	Total Package Enterprises, LLC	03/14/2025	19.97
132996	UB*12246	ANDRES VALADEZ	03/14/2025	16.74
132997	879733	Waste Connections of Oregon, Inc.	03/14/2025	495.63
132998	190549	Wienhoff Drug Testing	03/14/2025	160.00
132999	461607	MicroTechnology Systems, Inc.	03/14/2025	1,960.00
133000	879940	Desert View Construction, Inc.	03/14/2025	151,500.00
133001	461607	MicroTechnology Systems, Inc.	03/14/2025	980.00
133002	842030	Warrington Construction Corporation of Or	03/14/2025	33,800.00
Total for 3/14/2025:				771,799.83
ACH	832852	Wells Fargo Signify Business Elite Masterc	03/20/2025	6,698.98
133003	0143466	Amazon Capital Services	03/20/2025	183.26
133004	879745	AT&T Mobility, LLC	03/20/2025	1,707.76
133005	144000	Cascade Natural Gas Corporation	03/20/2025	1,536.89
133006	303800	Frank's Extinguisher Service	03/20/2025	42.99
133007	376000	Idaho Power	03/20/2025	1,005.41
133008	879941	ImageTrend	03/20/2025	1,498.00
133009	879363	Danielle Llamas	03/20/2025	232.50
133010	441140	Looks Nu, Inc.	03/20/2025	105.00
133011	&509	Matsy's Restaurant & Catering	03/20/2025	15.00
133012	879931	Mike's Fence Center, Inc.	03/20/2025	1,340.00
133013	642093	Red's Automotive Repair, Inc.	03/20/2025	457.95
133014	879803	SAR, Inc.	03/20/2025	787.46
133015	UB*12248	DAIZY TORRES	03/20/2025	119.62
133016	879720	Total Package Enterprises, LLC	03/20/2025	126.03
133017	879680	U.S. Bank Equipment Finance	03/20/2025	1,497.00
133018	842030	Warrington Construction Corporation of Or	03/20/2025	2,155.00
133019	269295	DRT, LLC	03/20/2025	400,000.00
133020	879939	Salesta Frasch	03/20/2025	6,000.00
133021	113500	Allen Rodney Montgomery	03/20/2025	8,895.45
133022	879938	James Millard Walker	03/20/2025	6,000.00
133023	033300	Argus Observer 117-A	03/20/2025	181.80
133024	879762	Engineering Northwest, LLC	03/20/2025	5,000.00
133025	879786	Hydrotrem Enterprises, LLC	03/20/2025	800.25

Check No	Vendor No	Vendor Name	Check Date	Check Amount
133026	470102	Motorola Solutions, Inc.	03/20/2025	2,495.21
133027	879934	Northwest Cabinetry & Design, Inc.	03/20/2025	6,900.00
133028	879138	Stantec Consulting Services, Inc.	03/20/2025	2,427.00
Total for 3/20/2025:				458,208.56
133029	033300	Argus Observer 117-A	03/27/2025	181.80
133030	879898	Avidity Solutionz	03/27/2025	4,526.90
133031	879550	Albert L. Christiani Construction, LLC	03/27/2025	26,600.00
133032	183201	CK3, LLC	03/27/2025	9,680.00
133033	22427	Conсор North America, Inc.	03/27/2025	8,786.54
133034	412500	Keller Associates, Inc.	03/27/2025	141.25
133035	879896	RH2 Engineering, Inc.	03/27/2025	6,733.75
Total for 3/27/2025:				56,650.24
ACH	PRFED	PAYROLL TAXES	03/28/2025	1,145.54
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	03/28/2025	67.98
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	03/28/2025	269.09
ACH	PRPERS	OREGON PERS	03/28/2025	2,500.43
133036	879058	A Plus Awards**DO NOT USE THIS ACC	03/28/2025	242.00
133037	0143466	Amazon Capital Services	03/28/2025	592.32
133038	130624	B & W Car Wash	03/28/2025	5.00
133039	879076	Blue Ground Northwest, LLC	03/28/2025	18,073.00
133040	879494	Bruneel, LLC	03/28/2025	1,304.40
133041	879946	Tatiana Burgess	03/28/2025	859.60
133042	637830	Century Link	03/28/2025	711.94
133043	UB*12251	THOMAS/SUZANNE DUNBRASKY &	03/28/2025	75.58
133044	879653	FileOnQ, Inc	03/28/2025	650.00
133045	UB*12252	MAGDALENO GUARDADO	03/28/2025	82.91
133046	360015	Home Depot Credit Services	03/28/2025	571.51
133047	376000	Idaho Power	03/28/2025	2,815.75
133048	428200	League of Oregon Cities	03/28/2025	75.00
133049	610100	Malheur Memorial Health Clinic	03/28/2025	1,500.00
133050	602320	NAPA Auto Parts	03/28/2025	39.99
133051	879936	Oak Analytics, Inc.	03/28/2025	5,350.00
133052	UB*12249	ANDREA RECLA*	03/28/2025	1.19
133053	UB*12250	RYWEST HOMES INC	03/28/2025	44.75
133054	T7125	Snake River Valley EAA Chapter 837	03/28/2025	600.00
133055	687233	Snake River Valley Training Officers Assoc	03/28/2025	150.00
133056	702008	Staples Business Credit	03/28/2025	304.62
133057	879764	T&Z Hardware, Inc.	03/28/2025	35.57
133058	879720	Total Package Enterprises, LLC	03/28/2025	31.88
133059	288897	Verizon	03/28/2025	1,348.29
133060	879635	Western Building Maintenance, Inc.	03/28/2025	3,846.83
Total for 3/28/2025:				43,295.17
ACH	PRAFLAC	AMERICAN FAMILY LIFE ASSURANCE	03/31/2025	534.37
ACH	PRAMERF	AMERICAN FUNDS GROUP	03/31/2025	300.00
ACH	PRCCIS	E B S TRUST	03/31/2025	81,231.20
ACH	PRCOLONI	COLONIAL LIFE	03/31/2025	688.02
ACH	PRFED	PAYROLL TAXES	03/31/2025	85,611.65
ACH	PRNATW	NATIONWIDE RETIREMENT SOLUTIO	03/31/2025	500.00
ACH	PRORJU	OREGON DEPARTMENT OF JUSTICE	03/31/2025	566.61
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	03/31/2025	3,727.88

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	03/31/2025	22,643.88
ACH	PROSGP	OREGON SAVINGS & GROWTH PLAN	03/31/2025	2,743.12
ACH	PRPERS	OREGON PERS	03/31/2025	120,673.63
133064	PRSFIRE	UMPQUA BANK	03/31/2025	750.00
Total for 3/31/2025:				319,970.36
Report Total (139 checks):				1,791,339.92