

**CITY COUNCIL**  
**Business Meeting Agenda**  
Tuesday, February 6, 2024, 6:00 PM  
City Hall, 420 Sixth Ave



**1. Call to Order/ Roll Call/Pledge of Allegiance**

**2. Agenda Adjustments**

Adjustments to the agenda are limited to a change in the order of business to accommodate visitors making presentations or citizens who are attending for the purpose of a single agenda item. Adjustments in the form of additions to the agenda are discouraged because the general public has had no prior notice of their consideration, and therefore interested persons will not have an opportunity to participate. Adjustments in the form of deletions from the agenda may be accomplished here so long as there is disclosure of the reason for the deletion and an indication as to when or if the item will be placed on a future agenda.

**3. Announcements, Correspondence, Awards and Proclamations**

a) Announcement – Tom Canon

**4. Public Input –** Limited to 5 minutes or less per speaker per Mayor's discretion

**5. Public Hearing**

a) Ordinance 24-01 – Creating Other Officer: City Manager, Amending Gold Hill Municipal Code Title 2: Administration, Creating Chapter 2.01: City Manager

**6. Consent Agenda**

a) Minutes:

1. Council Meetings dated 11/7/23, 12/5/23, and 1/2/24
2. Council Study Session dated 12/13/23

b) CanDo request: Closure of 2<sup>nd</sup> Avenue for Gold Dust Day on June 1, 2024

**7. Action Items**

- a) Initiation Request to Update Mobile Food Vendor Code Section
- b) ECSO Support Letter
- c) Resolution 24-06: City of Gold Hill Representation in the Updates to the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan
- d) Resolution 24-07: Parks Advisory Committee Member Appointments
- e) Council Liaison Assignments

**8. Reports from Councilors**

**9. City Manager Report**

- a) Land Use Training – Joint Council / Planning Workshop Wednesday 2/21/24
- b) Strategic Plan / Goal Setting March 1-2, 2024
- c) Grants Update
- d) Manager Memos:
  1. 24-01 Legal Representation
  2. 24-02 Council President Resolution
- e) Planning Report
- f) Meetings Report

(Continued on next page)

**10.** Good of the Order

**11.** Adjournment

***Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are available at the Gold Hill City Hall in advance of each meeting 420 6th Avenue, Gold Hill, OR 97525. Information can also be viewed at [www.cityofgoldhill.com](http://www.cityofgoldhill.com)***

This meeting is broadcast live at:  
[https://youtube.com/@cityofgoldhilloregon?si=DLkh9r\\_-mNI2Na8P](https://youtube.com/@cityofgoldhilloregon?si=DLkh9r_-mNI2Na8P)

## **ORDINANCE 24-01**

### **AN ORDINANCE OF THE CITY OF GOLD HILL, JACKSON COUNTY, OREGON, CREATING OTHER OFFICER: CITY MANAGER, AMENDING GOLD HILL MUNICIPAL CODE TITLE 2: ADMINISTRATION, CREATING CHAPTER 2.01: CITY MANAGER**

**WHEREAS**, Chapter II, Section 4 of the Gold Hill Charter, the City has all powers of the constitutions, statues and common laws of the United States and of this state as if enumerated in the charter; and

**WHEREAS**, Chapter II, Section 5 of the Gold Hill Charter, states "The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs; and

**WHEREAS**, Chapter III, Section 6 of the Gold Hill Charter, has vested power in the City Council to conduct business; and

**WHEREAS**, Chapter III, Section 10 of the Gold Hill Charter, states "Additional officers of the city shall be a municipal judge, a recorder, and such other officers as the council deems necessary;"

**WHEREAS**, Chapter III, Section 10 of the Gold Hill Charter, states "Each of these officers shall be appointed and may be removed by the council;"

**WHEREAS**, Chapter III, Section 10 of the Gold Hill Charter, states "The council may designate any appointive officer to supervise any other appointive officer except the municipal judge" in the exercise of their judicial functions; and

**WHEREAS**, Chapter IV, Section 13 of the Gold Hill Charter, states the council "shall adopt rules for the government of its members and proceedings;" and

**WHEREAS**, the City of Gold Hill Resolution 09-R-12, created the job description of City Manager; and

**WHEREAS**, the City of Gold Hill Resolution 12-R-11, created the Council Rules enumerating a Council-Manager form of government and authorizing the Manager to enforce its laws, to direct daily operations, to prepare and monitor the budget, and to implement the policies and programs initiated by the Council.

**NOW, THEREFORE, THE CITY OF GOLD HILL ORDAINS AS FOLLOWS:**

#### **SECTION 1. adds Section 02.01.010 Office Created to read as follows:**

The office of City Manager is established as the chief executive and administrative head of city government. The City Manager is responsible to the Mayor and Council for the proper administration of all city business. The City Manager will assist the Mayor and Council in the development of city policies and will carry out policies established by ordinances and resolutions.

**SECTION 2. adds Section 2.01.020 Appointment to read as follows:**

A majority of the Mayor and Councilors must appoint and may remove the City Manager. The appointment must be made without regard to political considerations and solely based on education and experience with local government management.

**SECTION 3. adds Section 2.01.030 Residence to read as follows:**

The City Manager need not reside in the city.

**SECTION 4. adds Section 2.01.040 Term to read as follows:**

The City Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.

**SECTION 5. adds Section 2.01.050 Duties to read as follows:**

The City Manager must:

- A. Attend all Council meetings unless excused by the Mayor or Council;
- B. Make reports and recommendations to the Mayor and Council about the needs of the city;
- C. Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, grants, permits, and other privileges granted by the City;
- D. Act as purchasing agent for all departments of the City.
- E. Supervise, control and discipline all department heads and other city employees;
- F. Organize and reorganize city departments and administrative structure;
- G. Prepare and administer the annual city budget;
- H. Supervise operation of all City owned public utilities and property;
- I. Encourage and support regional and intergovernmental cooperation;
- J. Promote cooperation among the City Council, staff and citizens in developing city policies and building a sense of community;
- K. Perform other duties as directed by the City Council; and
- L. Delegate duties to any city employee, in a manner consistent with the provisions of the City Charter, the Gold Hill Municipal Code, state and federal laws;
- M. Appoint a Manager Pro Tem in the event of the City Manager's absence from the City.

**SECTION 6. adds Section 2.01.060 Authority to read as follows:**

The City Manager has no authority over the Mayor or City Council or any other elected official.

**SECTION 7. Severability.** Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

**SECTION 8. Codification.** Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

**SECTION 9. Emergency Clause:** Whereas, the City of Gold Hill, Oregon, finds time being of the essence, and an emergency is hereby declared to exist in the interest of the public peace, health, and safety of the City of Gold Hill and the inhabitants thereof, and this ordinance may be introduced and placed upon all of its readings and final passage at any one meeting of the City Council and shall be in full force and effect from and after its passage by the City Council and approved by the Mayor.

The foregoing ordinance was first read by title only in accordance with the City Charter on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 and duly **PASSED AND APPROVED** by the City Council of the City of Gold Hill on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Approved:

\_\_\_\_\_  
Ronald A. Palmer, Mayor

Attest:

\_\_\_\_\_  
D. Larez, Recorder

Ordinance 24-01 Exhibits:

- |   |         |
|---|---------|
| 1) 10/09/09 City Manager Job Description and contract | Page 7  |
| 2) 2013 City Manager Job Description                  | Page 15 |
| 3) 03/01/19 City Manager Job Description              | Page 27 |
| 4) 03/12/19 City Manager/Accountant Posting           | Page 28 |
| 5) 05/09/19 Proposal On Dual Role                     | Page 29 |
| 6) 11/27/19 City Manager Job Description              | Page 31 |
| 7) 07/2023 City Manager Recruitment Posting           | Page 35 |

## **City of Gold Hill City Manager Job Description**

This is a classified position within the City of Gold Hill and is considered Exempt from minimum wage and overtime pay provision under the rules and regulations of the Fair Labor Standards Act (FLSA) and the Oregon Bureau of Labor and Industries (BOLI).

- \* This Person serves at the will of the city council.
- \* This person must perform at least 40 Hours of work a week.
- \* General Statement of Duties: Performs High-Level Confidential, administrative, technical and professional work in directing and supervising the administration of a home rule city government.
- \* Supervision Received: Works under the direction of the city council by direct assignment and or by adhering to council approved policies, procedures, charter, resolution and ordinances. The city council will conduct an annual performance evaluation of this position and takes action accordingly.
- \* Supervision Exercised: Responsible for overseeing, directing, evaluating, hiring, and firing approximately 10 (ten) employees.

Essential Duties and Responsibilities: An employee in the position may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- \* Serve as the city's budget officer.
- \* Assures that assigned areas of responsibilities are performed within the budget.
- \* Attend all meetings of the city council. Advise council of the affairs and needs of the city. Provide annual, monthly and other reports, as necessary, to keep council informed of all city business.
- \* Understand all facets of municipal government.

- \* Prepares reports which include recommendation and conclusions for the solutions to administrative and any other city issues, Prepare maintenance schedule for city hall.
- \* Research, evaluate, develop, recommend and keep up to date the general financial policies, operating procedures and policy manuals, making modifications to existing methods to improve effectiveness and/or efficiency.
- \* Prepare, or oversees the preparation of, and review financial statements, reconciliations and reports related the city's financial affairs. Provide information, specific analysis, and appropriate training to others on financial and budgeting issues.
- \* Coordinates the consolidation of budget and other related documents. Analyze budget revenues and expenditures as needed to ensure proper appropriation. Prepare budget requests and monitors expenditures for compliance to the approved budget. Assist in the preparation of the annual and submit estimates to the authorized elected officials for approval.
- \* Direct the investment funds for the city, delegates' authority for disbursement banking, protection, and custody of funds, securities, and financial instruments.
- \* Evaluates the need for the procurement of funds and investments of surplus.
- \* Prepare or oversee the preparation of all financial reports for the city council.
- \* Coordinates office services such as personnel, budget preparation and control, housekeeping, record control and retention and special management studies. Studies management methods in order to improve workflow, simplify reporting procedures, and or implement cost reductions.
- \* Prepares report and research at the request of the council.
- \* Coordinate office services such as personnel, budget preparation and control, housekeeping, record control, and special management studies. Study management methods in order to improve workflow, simplify reporting procedures, and/or implement cost reductions.

- \* Attends staff meetings, confers with department heads and others on varied operating and administrative problems, reviews departmental plans, programs and procedures.

- \* Serves as an ex-officio member of all committees and commissions of the city.

- \* Identify grants, complete grant applications and monitor work to insure proper completion of grant projects.

- \* Monitor personnel policies and procedures and handles employee performance evaluations and grievances.

- \* Maintain proficiency through continuing education, training, meetings and networking.

- \* Negotiate union contract.

- \* Provide direction for the planning commission. Be proficient in land use, comprehensive planning and development.

Desirable Qualifications For Employment: Considerable knowledge of municipal government, Organization principles and practices of public administration, municipal financing and budgeting, personnel management. Ability to appraise the quality of varied municipal services through inspection and review of reports and to develop and effectively initiate improvements in management methods. Consider ability and skill in establishing and maintaining cooperative and harmonious working relationships with city officials and employees, representatives of business and government organizations and the general public.

#### Auxiliary Expectations:

- \* Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.

- \* Practice common courtesy and respect with fellow employees especially related to work schedules, work load, time-off coordination, use of council chambers and other shared equipment and areas.

- \* Maintain work area in a clean and orderly manner.

- \* Maintain a clean, neat and professional appearance and dress in an appropriate manner for the work being performed.

- \* Establish and maintain working relationships with fellow employees, supervisors and elected officials other agencies and citizens of our community with whom they must interact to perform the responsibilities of the position held.

Physical Requirements of Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend kneel, reach, drive and walk. Duties involve moving materials such as files, binders, books, office equipment, tables and chairs weighing anywhere from 10 to 50 pounds. Manual dexterity and coordination are required over 50% of the work time while operating typical office equipment (I.e. computer keyboards, calculator and copier).

Mandatory Requirements: A successful track record in building relationships with other governmental agencies and other governmental agencies and experience working with a diverse population.

- \* Prefer Bachelor's degree in public administration or related field plus 3 years of experience, or an equivalent combination of experience and education which provides the required knowledge and skills for the position.

- \* Extensive knowledge of public finance, budgeting, grant writing, planning policy, economic development planning and land use is essential.

Special Requirements:

- \* Strong work ethic
- \* Clean driving record
- \* Bondable
- \* Pass a criminal background check

## AGREEMENT

**PARTIES:** The City of Gold Hill, a Municipal Corporation, hereinafter referred to as City, and Elise Smurzynski, hereinafter referred to as Ms. Smurzynski.

**RECITALS:**

1. The City desires to continue the employment of Ms. Smurzynski as the City Manager for the City of Gold Hill and to establish by this Agreement the terms and condition of employment as the City's City Manager.
2. Ms. Smurzynski desires to continue to accept the position of City Manager for the City of Gold Hill.
3. The parties desire to create an agreement which gives cause for Ms. Smurzynski to remain in employment with the City, to establish a regular process for evaluating performance and to provide a just means for ending the employment relationship at such time as Ms. Smurzynski should become unable to discharge the duties due to some intervening event or condition or because the City or Ms. Smurzynski desires to otherwise end the employment relationship.

**THEREFORE, IT IS AGREED AS FOLLOWS:**

1. Duties. The City shall continue to employ Ms. Smurzynski as its City Manager, to perform the functions and duties of the City Manager as specified in the policies, procedures, rules and regulations of the City as set forth and as prescribed or assigned by the City Council, whether by job description or otherwise.
2. Terms of Agreement. The term of this Agreement is indefinite. Unless the City notifies Ms. Smurzynski to the contrary in writing not less than sixty (60) days before the anniversary date of this agreement, it shall be deemed that the City has renewed this agreement for one (1) year beyond the terms of that current Agreement. Unless Ms. Smurzynski notifies the City to the contrary in writing at least sixty (60) days before the anniversary date of this agreement, Ms. Smurzynski agrees to accept renewal of this Agreement as heretofore stated. Unless the terms of the Agreement are altered in a particular year, it shall be allowed to reach its existing effective ending date.

This Agreement shall take full effect on November 16, 2009 and, absent notice as provided above to the contrary, the initial term shall be from November 16, 2009 to November 15, 2010. The agreement shall automatically renew July 1 of each successive year. The anniversary date shall be deemed to be July 1 of each year.

3. Outside Employment. Ms. Smurzynski will remain in the exclusive employ of the City and not become employed by any other employer. As used in this paragraph, the term "employed" shall not be construed to prevent occasional teaching, writing or consulting work, or employment which does not interfere with Ms. Smurzynski's ability to effectively discharge her assigned duties and responsibilities, or any activity engaged in with prior approval of the City Council.

4. Termination and Severance.

- a. Termination Without Cause: This Agreement may be terminated either by the City or by Ms. Smurzynski for any reason whatsoever upon the giving of sixty (60) days written notice to the other party.

b. Termination For Cause: This Agreement may be terminated immediately in the sole discretion of the City upon the occurrence of any of the following events:

1. Ms. Smurzynski willfully and continuously fails or refuses to comply with the policies, standards and regulations of the City as are established periodically;
2. Ms. Smurzynski shall be found guilty of fraud, dishonesty, misappropriation of funds, embezzlement, or other act of misconduct in the rendering of the services on behalf of the City;
3. Ms. Smurzynski shall fail or refuse to perform faithfully or diligently any of the duties provided for in this Agreement.

c. Severance Upon Termination. In the event Ms. Smurzynski is involuntarily terminated by the City before the expiration of the term of employment and during such time as Ms. Smurzynski is willing and able to perform assigned duties, then in the event the City agrees to pay Ms. Smurzynski a sum equal to two (2) month's pay (computed based upon the then current salary) payable as a lump sum. However, if Ms. Smurzynski is terminated for reasons set forth in Section 4(b), the City shall have no obligation to provide for or pay severance payments.

d. Severance Under Other Circumstances. If the City reduces the salary or financial benefits of Ms. Smurzynski, or if the City refuses a written request that the City comply with any provisions benefiting Ms. Smurzynski in this Agreement, or if Ms. Smurzynski resigns following public suggestion that she do so by a majority of the members of the City Council, then Ms. Smurzynski may, at her option, deem the Agreement to be involuntarily terminated at the date of such reduction or refusal to comply or resignation, and the severance pay provision under subparagraph (c) of this section shall apply.

e. Vacation Payoff. Termination or resignation in good standing shall entitle Ms. Smurzynski to a lump sum payment equivalent to all accrued vacation not to exceed 200 hours.

f. Severance Upon Non-Renewal. Expiration of the Agreement term due to non-renewal by the City shall entitle Ms. Smurzynski to severance as provided for in the event of involuntary termination during mid-term of the Agreement.

5. Salary. Commencing on the effective date, the City agrees to pay Ms. Smurzynski for services rendered on a semi-monthly basis and in accordance with the salary schedule agreement. Salaries will be paid at the same time other City employees are paid with annual cost of living adjustments as defined in the City of Gold Hill Management Employees Benefit Package. In addition, the City agrees to grant a five (5) percent step increase, effective on the employment anniversary date set forth in the salary schedule agreement. The City Council, however, reserves the right to grant or deny step increases based on performance as reflected in annual appraisals, the financial viability of the City, and salary comparison to equivalent cities as per the City of Gold Hill Management Employees Benefit Package.

6. Paid Time Off. Ms. Smurzynski shall be entitled to paid time off (holidays, sick leave and other benefits) with accrual, accumulation, and limitations consistent with City policies applicable to other employees of the City. Ms. Smurzynski shall begin to accrue vacation leave on the date of her employment, and other accrual accumulation and limitations relating to her vacation leave shall be consistent with the City policies applicable to other employees of the City.

7. Administrative Time. Ms. Smurzynski will be provide with two (2) weeks -eighty (80) hours of paid administrative time per fiscal year.

8. Hours of Work. The parties recognize that Ms. Smurzynski must devote a great deal of time outside of normal office hours to duties as and when required. Ms. Smurzynski is entitled to take administrative time off. Administrative time off has no monetary value. Ms. Smurzynski shall be considered exempt from FLSA overtime requirements, and shall not be entitled to overtime compensation.

9. Mileage and General Expenses. Ms. Smurzynski will be reimbursed for mileage accrued in her personal vehicle for City business at a rate consistent with IRS standards. The City shall reimburse Ms. Smurzynski for expenses of a non-personal and generally job-related nature which are incurred, upon receipt of expense vouchers, receipts, statements or a personally written justification request. Ms. Smurzynski is authorized to expend City funds in the execution of City business and in representing the City at conferences and otherwise, to purchase material for lodging expenses in accordance with City policy in the conduct of City business. No mileage reimbursement shall be paid to and from work.

10. Dues and Subscriptions. The City agrees to pay for professional dues and subscriptions of Ms. Smurzynski appropriate for her full participation in appropriate associations and organizations necessary and desirable for professional participation, growth and advancement, and to improve her performance of duties as City Manager. Ms. Smurzynski shall report to the Mayor and City Council on each professional organization for which the City pays dues and subscription services.

11. Professional Development. In accordance with City policy, the City shall budget and pay registration, travel and subsequent expenses of Ms. Smurzynski for professional and official travel, meetings, and occasions deemed necessary or desirable to continue the professional development of Ms. Smurzynski and to pursue official functions of the City.

12. Fringe Benefits. Ms. Smurzynski shall be entitled to, and the City shall pay for, fringe benefits as described in the City of Gold Hill Management Employees Benefit Package.

13. PERS Retirement. As provided under Section 414(h)(2) of the Internal Revenue Code, member-paid pre-tax contributions made by Ms. Smurzynski shall be considered "picked-up" by the employer, and will allow Ms. Smurzynski to exclude these contributions from her taxable income.

14. Goal Setting and Performance Evaluation. The City Council shall periodically identify the City's goals, priorities and concerns to Ms. Smurzynski either by informal discussions with Ms. Smurzynski or by more formal means. The Personnel Committee shall meet with Ms. Smurzynski in the tenth month of each budget year for the purpose of setting City goals and priorities. The Personnel Committee and Ms. Smurzynski shall meet in the tenth month of each budget year to evaluate and assess the performance of Ms. Smurzynski. A significant component in the performance evaluation shall include auditor(s) recommendations. Nothing herein shall be construed to limit or constrain the operation of paragraph four (4) above.

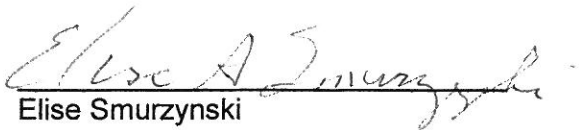
In the event the City Council determines that the performance of Ms. Smurzynski is unsatisfactory in any respect or needs significant improvement in any area, the City Council shall describe these concerns in writing and in reasonable detail or with specific examples as to be objective and positive in nature.

15. Amendments. Amendments to this Agreement shall be in writing and signed by both parties.

16. General Provisions. This Agreement shall be binding upon and inure to the benefit of the heirs-at-law and executors of Ms. Smurzynski. If any provisions of this Agreement are held to be invalid or unenforceable, the remainder of this Agreement shall be deemed savable and shall not be affected but shall remain in full force and effect.

17. Effective Date. This Agreement shall be effective on the date set out in paragraph two (2) after review and approval by the City Council.

Agreed to on this 9<sup>th</sup> day of October 2009.

  
Elise Smurzynski  
City Manager

  
Bucky Steffen  
Mayor



420 6th Avenue  
P.O. Box 308  
Gold Hill, OR 97525

**CITY  
MANAGER**

**SALARY: \$70,000**

**(DOQ)**

**APPLY BY:**

**Open until filled**

**First Review - January 4, 2013**

**To Apply**

**Submit cover letter, resume, answers to supplemental questions to:**

**"Gold Hill City Manager Search"**

**City of Gold Hill  
P.O. Box 308, Gold Hill, OR 97525  
Attn: Dale Shaddox, Interim City Manager**

## **THE CITY**

The City of Gold Hill is located in northern Jackson County on the Interstate 5 corridor, with access to I-5 on both the north and south ends of the city. Gold Hill is a small community with a population of 1,240. The commercial corridor street, a state highway, was modernized in recent years with curbs, gutters, sidewalks, street trees and street lights. The economy is at present sluggish, consistent with the trend all across the county. However, there is substantial potential for tourism economic development related to the Rogue River, which runs through the community. In addition there is a strong and growing wine industry in the region, with Del Rio Vineyards located on the north end of the community and many other new wineries being recently established in the vicinity. The larger cities of Medford to the south and Grants Pass to the north provide convenient shopping and entertainment opportunities.

## **THE GOVERNMENT**

The City of Gold Hill has a Council-Manager form of government. The City Manager is appointed by the City Council and is responsible for the day-to-day operations of all aspects of city government. There is an elected Mayor and six City Councilors. Gold Hill Commissions and Committees are appointed by the Mayor with the consent of City Council. The City contracts for Planning services on larger projects. Currently there is no Police Department, although the City Council intends to evaluate the possibility of forming a public safety district. Fire service is provided by Jackson County Fire District No. 3. Public Works provides water, sewer, storm drain, parks and street services. The City owns and operates its own Water Treatment and distribution system and Wastewater Treatment and collection system. Over the next 5 years the City will be completing the planning, design and construction of a major upgrade to the Wastewater Treatment Plant and Collection System.

## **General Roles and Responsibilities**

The position of Gold Hill City Manager is established by the City Council. The City Manager is hired by and serves at the pleasure of the Mayor and 6-member City Council. The Manager assists the Mayor and Council in the development of city policies and carries out policies established by ordinances and resolutions approved by the Council. The City Manager is the chief executive officer of the City and exercises supervision over its general affairs and all department heads and employees, and also serves as City Recorder with support from the Deputy City Recorder. While the City Council does not have a residency requirement for the City Manager the Council is looking for someone who will become actively involved in the community, and residency will be valued.

## **Background Requirements**

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

**Experience** The position requires at least 3 years of progressively responsible experience in local government. Progressive management responsibilities would ideally include positions such as City Manager/Administrator, Assistant City Manager, Finance Director, Community Development Director, other department head or equivalent.

CEO level municipal experience is preferred.

## **Skills and Performance Standards**

**Administrative/Management Abilities** The City Manager must be able to establish and maintain positive and cooperative working relationships with citizens, city officials and employees. He/she must be a team leader who can hire the right people and develop a team that works effectively together. He/she must be someone who can take policy direction from the Council and lead staff to make things happen. The Manager will be able to effectively manage and organize projects, and provide effective delegation and supervision to make sure budgets and timelines are met. The Manager must know municipal government organization, powers, functions and relationships. Excellent written and verbal communication skills are essential. The Manager will need to have the ability to talk with small and large groups on issues of importance to the City. The City Manager must have experience in and be able to manage and oversee all city operations, including: budgeting and finance; planning and land use; city utilities; public safety; emergency management; public works; personnel and all other city departments and services. The Manager also acts as the City's business agent and signs all requisitions on City accounts. In order to perform the duties expected of the Manager, the successful candidate must be computer literate and be proficient in the use of standard word processing, spreadsheet and on-line communication programs such as e-mail. Knowledge of Oregon land use laws and procedures is necessary in order to be successful in this position.

**Budget/ Finance**

The successful candidate will have a working knowledge of Oregon's budget laws and will be able to deal creatively with declining revenues and limited resources. Gold Hill is a full service city (except that Fire Protection is provided by District) and as such, has city utilities including water and sewer. The Manager must have the skills and knowledge to oversee the finances of these utilities to assure that citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds and systems development charges. Additionally, the City Manager needs to understand the components of successful economic and business development, particularly working in concert with other local stakeholders.

**Personnel/ Human Resources**

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

**Community Relations**

The City Council is looking for someone who can work on the City's behalf as a partner with the business community. A Manager who can encourage community involvement and foster volunteerism in the community is important. The City Manager should have a demonstrated track record of community involvement and active participation in his/her community. The City Manager needs to be receptive to hearing input and complaints from, and be open and attentive to citizens and committed to following through on solutions. The Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with the public, personnel employed by the City and all elective and appointed officials to maintain the highest possible standards of public service. The Manager must have strong communication skills, including public speaking to large and small audiences. In order to successfully promote the City, the Manager must have the desire and ability to work closely with and participate in community groups and organizations. The Manager will be the City's representative on a variety of local boards and committees. The Manager will exhibit leadership, promote the City and serve as a model for other City employees.

**Cou ncil Relations**

The Mayor and City Council expect to have open, honest and direct communication with the City Manager. The Manager is expected to provide ongoing regular communication to the Council on the needs and affairs of the City, including information about the city department activities. The Manager will need to provide the Council with complete information on policy options for matters requiring a decision in order to allow the Council to make informed decisions. An open door policy is expected for citizens, Councilors, department heads and employees to have easy access to the City Manager. The Council is looking for someone who can work effectively with the Council to facilitate and implement annual goals setting and strategic planning. A good understanding of local government processes and procedures, board policy development and equal access to information by all Councilors will be necessary for a candidate to be successful in this position.

**Economic Development**

The Manager will be an innovative partner, working with the Council to build on Gold Hill's current efforts and successes in economic development. An awareness and knowledge of the principles, methods and practices of development, including downtown development and industrial development are essential.

**Intergovernmental Relations**

It is important that the City Manager is able to network in the region and at the state level to maintain and further develop good working relationships with a wide variety of other local governments and state agencies, including intergovernmental work within the Rogue Valley. The Manager will be responsible for keeping the Council informed about intergovernmental relations and issues involving the City. The Council is looking for someone who is interested in

and will keep the Council informed on statewide issues affecting cities.

**Innovation and Major Achievements/Miscellaneous**

The City Manager will have the ability to foster productive, trusting relationships with city department heads and staff in order to promote teamwork. Membership and participation in professional organizations will be encouraged. The Council is looking for someone who is creative, and who can work with the Council to identify areas for improvement and help implement best practices.

The successful candidate will be confident but not hard headed; full of energy and vigor; and be a good sales person in order to protect and highlight quality of life issues in the City. Gold Hill is looking for a people person who can gain community support and encourage citizen involvement.

**T E N T A T I V E S C H E D U L E**

**Application Deadline: January 4, 2013 (first review)**

**Interviews: January 14, 2013**

**Appointment: February 4, 2013**

**Start Date: March 4, 2013**

**Salary: \$70,000 (DOQ)**

**Inquiries should be directed to:**

**Interim City Manager Dale Shaddox**

**citymgr@ci.goldhill.or.us**

**541-855-1525**

City of Gold Hill

Supplemental Questionnaire and Responses

Rick A. Hohnbaum

***1. Describe your experience with public works and infrastructure, including water and wastewater systems and capital projects planning, funding and construction. Walk us through your approach.***

***How do you engage City Council, community and staff?***

I have worked for several small communities, including two that I served as the public works project manager and provided the normal operational oversight of water and wastewater administration. As a city manager for several Oregon communities, I have dealt with Oregon Water Resources regarding state policies and administration including water rights issues. In every community I served as city manager, I have resolved issues involving water resource management and planning. In two communities I facilitated the comprehensive planning process for the community which required a long-term and strategic perspective regarding water resources. I have also dealt with DEQ regarding waste water policy and administration, including serving as a representative for the League of Oregon Cities on a DEQ advisory board. Project management has consistently a major aspect of my professional work in my role as city manager over the past 12 years.

While serving as the Whittier city manager, I brought financial sustainability to this small Alaskan community through economic development and the use of water as a negotiating and funding tool. I negotiated a land use contract that included water acquisition with a major cruise line. For approximately 50 annual cruise ship dockings, each of them acquire about half a million gallons of water from the city. I was the city planner and staffed the planning commission, harbor commission and city council. We completed the first community involved comprehensive plan during my service as city administrator. City staff had completed a comp plan about 12 years prior, but a lot of changes were occurring within the community and I wanted the entire organization and citizens involved. We did several community gatherings in the school gym providing both food and door prizes to get people involved. We also created a website just for the comp plan development process and engaged regularly the planning commission as we drafted each chapter. We hired some outside consultants to complete some drawings so it was possible to visualize the plans and projects contained within the comprehensive plan draft.

Falls City had just completed a brand new water treatment facility when I was hired as city administrator. However most of the finance paperwork for the loan and grant had not been completed. Dealing with water rights issues involved several meetings with OWR staff and some research trips regarding these rights. I initiated and succeeded in creating a new agreement to sell treated water to a neighboring water district (municipal water rights accessed for water being sold to an independent water co-op) and thus blazed a new avenue of water management for the region.

Serving Reedsport, Oregon, as city manager for almost three years included significant water and wastewater administration. Our major planning project was the development of a new wastewater facility on the shore of the Umpqua River. This project was awarded (after going out for bids twice) and is operational today.

In every municipal manager position I have served as the budget officer as well as oversight for all municipal utility work and administration. Grant writing and administration was a normal part of my professional work while serving for Falls City and Reedsport, Oregon and Whittier, Alaska.

I have traditionally provided Friday afternoon weekly updates to the council highlighting events of the past week and the plans involving public meetings and intergovernmental affairs scheduled for the upcoming week. This is a tool to keep the council engaged especially as it relates to municipal relationships with community partners and stakeholders.

Depending on the size of staff, regular communication has been a consistent element of the organizational leadership I provide as the city manager. No activity of the municipal organization should be dependent upon one individual, even when it comes to representing the organization to the community and public sector partners. If I am meeting with DEQ staff, I want the public works director or lead person with me. If I am speaking at the Rotary Club about future community plans, I would invite the planner to attend. I especially involve the staff with budget development. I facilitate a team of municipal employees to draft the budget which is presented to the city budget committee. The budget is a planning document that requires complete staff knowledge and commitment to present and implement the financial plan and organizational plan for the next fiscal year.

***2. If you identified that six months into a budget year there was going to be problems ending the year in the black, what steps would you take to ensure that this did not happen?***

In this particular scenario, situational awareness for the entire city staff is required. I would quickly plan an extended all staff retreat/gathering for at least a two hour block of time. Successful facilitation of the gathering I would provide by outlining what is known and what is projected and then seeking their involvement by discussing alternatives and measures that we should consider in order to avoid this pending concern.

As city manager I can facilitate and guide but the activities that will make the difference as it relates to expending municipal funds will be done by the department heads and staff. We would develop the plan as a team to address the issue for which I would provide the leadership. We would discuss the priorities of the organizations including the goals for that fiscal year. Such considerations as not having seasonal hires until after June 30 and the timing of major material acquisitions would be included in developing a plan to prevent budget overages. This plan would be brought to the council for their input and then implemented.

**3. Provide examples of your ability to engage the community. How do you gain citizen involvement?**

I gain citizen involvement from the community by being involved in the community myself. As a city manager/administrator, I have served on the chamber board, worked with local non-profit boards in their strategic planning processes, met with the local ministerial association, participated in Ford Foundation Community Leadership Development local training events, been a member and president of the local Rotary Club, and facilitated the interview and selection process for high school senior scholarships. I have attended numerous school related events including school board meetings and high school sports events, distributed dictionaries to 3<sup>rd</sup> grade classrooms, served on the project planning team for park improvements, been a volunteer fire fighter and emergency responder, spoken at public events and been a very active local citizen of the community. I develop relationships with community leaders and business stakeholders. My ability to engage the community is based on the precept that I am engaged with the community. This puts me in the position of promoting increased involvement of people and organizations to a higher involvement level with the municipal organization that I have been appointed to represent and serve.

Among the results of my community involvement includes successfully achieving a partnership with the local Lions Club to "sponsor" a park to perform its normal maintenance during the summer season so we didn't have to hire additional summer employees.

As a city manager, a non-profit approached me looking for a way to contribute to the community. I facilitated a highly intergovernmentally involved process which resulted in the non-profit creating the very nice professionally completed welcome sign and other beautification projects at the intersection of two state highways within the City of Reedsport.

As a city manager, I approached the local school district to be involved in the comprehensive plan development as it would be a significant planning document for their organization's future planning needs. They provided food and facilities at no charge for the community gatherings during the creation of the city-wide comprehensive plan.

I strongly believe in engaging the community in the municipal organization. Building community relations result in a viable and sustainable community. Small communities can accomplish great things when its citizens are actively engaged in it.

## **City Manager / Recorder Job Description**

### **General Responsibilities:**

1. Shall exercise direct or delegated supervision over all employees of the city including department heads.
2. Conduct performance appraisals annually or more often, when appropriate and ensure supervisory personnel with the city conduct appraisals with staff as well.
3. Ensure satisfactory resolution of personnel issues.
4. Review and provide final approval on hiring, discipline and termination recommendations.
5. Knowledge of Oregon Labor Relations Law and working knowledge of negotiations and mediation techniques.
6. Will meet weekly with department heads and schedule departmental staff meetings as needed.

### **Effective communications with city council**

1. Will keep council informed and explain technical processes.
2. Adequately inform the council on a regular basis through clearly written and oral communications so there are no surprises.
3. Ability to present all sides of issues that affect the city.
4. Will carry out intentions and direction of council without regard to personal feelings about issue.
5. Will provide a written weekly activities report to the City Council.

### **Budget and Finance**

1. Will demonstrate thorough knowledge of principles and practices of public budgeting finance and Oregon Municipal Budget Law.
2. Will prepare annual balanced budget, review and approve departmental needs and estimates.

3. Will develop and present a budget to the Budget Committee and City Council for review and final action.
4. Administer approved budget and monitor overall expenditures to ensure compliance with budget.
5. Working knowledge of computer programs used for city accounting.
6. Will provide monthly written financial reports, a combined balance sheet, and revenue and expenditure vs. budget reports with a written narrative identifying major points of interest to the City Council.

### **Intergovernmental Relations**

1. Understands relationship with other governments and jurisdictions.
2. Willing and able to work in partnership with all other jurisdictions in financial projects and grants and other resources for community's benefit.

### **Effective Communication Relations with Citizens**

1. Believes in open government and works to involve all citizens in the city.
2. Responds quickly to citizen inquires and complaints.
3. Refers to appropriate department when possible.
4. Implements a system to ensure satisfactory resolution of all citizens inquires.
5. Must be able to demonstrate a positive productive attitude to all citizens of the community.

### **Purchasing Officer**

1. Acts as a purchasing agent for all departments of the city.
2. All purchases will be made by requisition signed by the administrator for which funds are provided in the budget.
3. Disposes of surplus or excess property, which may from time to time come into the possession of the city consistent with City Purchasing Policy.

### **Council Meeting Agenda**

1. Provide information and reports covering aspects of the city's operations requiring legislative or policy decisions.

2. Advise council members in their deliberations on policy and/or legislative matters.
3. Organize and compile the council agenda for the approval of the mayor and shall attend city meetings as appropriate.
4. Furnish the council with such information as it may require or request and provide for the proper administration of all ordinances, resolutions and actions of the council.

### **Goals**

1. Assist the council in an annual development of community goals and priorities.
2. Implement the goals of the city council in conjunction with the city council.
3. Direct and assist department heads in annual goal setting with the purpose of reflecting and implementing the council's goals.
4. Provide quarterly reports to the council regarding implementation of council policy as established through goals and priorities.

### **Grants**

1. Identifies grants.
2. Ability to write clear and concise grant proposals completes applications.
3. Monitors work to ensure proper completion of the grant projects.

### **Miscellaneous**

1. Review and examine the departmental organization and operating procedures so as to affect greater economy and efficiency in departmental management and shall report quarterly or as often as necessary on such performance to the council.
2. Through direct action or delegation the manager will enforce all ordinances of the City of Talent.
3. Serves as the public information officer of the City.

### **Manager/Recorder Review**

The City Council and Mayor shall annually establish performance standards that shall be the basis of semiannual reviews by the City Council and Mayor of the

City Manager. These semiannual reviews shall be used as the standard for continued employment.



# City of Gold Hill

## City Manager Job Description

As the Chief Executive for the city of Gold Hill, this position implements the vision and the policies adopted by the Mayor and City Council.

Identifies and reinforces organizational goals as defined by City Council. Ensures effective delivery of service to all customers. Promotes the flow of communication both inside and outside the organization Recognizes and encourages innovation and performance among individuals and teams. Empowers employees with support and resources to implement team decisions. Fosters and encourages professional growth and skill development of employees.

Performs strategic planning for city on various working teams, committees, and boards as assigned by the City Council. Acts as a liaison between City Council and various service users, regulatory agencies, the public, Media and others; promotes open communications between employees within the city. Makes presentations to various city groups, City Council and other committees.

Recommends policy options, programs enhancements and public services by studying the changing needs of the city; identifying and anticipating community service trends; evaluating and offering options to the City Council. Keeps the mayor and city council informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests. Develops, implements and monitors policies and procedures. Achieves financial objectives by developing and recommending fiscal budgets for City operations and by scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues. Committed to creative economic development. Plays an active part in community relations and rapport by meeting with citizens and advisory groups; community partners (special districts, adjacent cities and the county) reaching out to resolve concerns and settle disputes and propose potential opportunities to partner for community benefit.

### **MINIMUM QUALIFICATIONS: Education & Experience:**

Bachelor's degree in a field closely related to the work of the City (Public Accounting, Management, Economics, and Political Science). Five (5) years' experience in public service management or city administration, and three (3) years of professional management experience. Public service must include:

- Work with revenue and taxation, quantitative methods, research techniques, legislative processes, and report writing.
- Operating a personal computer to retrieve, edit, and manipulate data.
- Interpreting State and Federal laws, rules or regulations, technical data and reports.
- Writing clear and concise reports which include tabular and graphic presentations.
- Independent planning and implementing research projects
- Proven demonstration of a high level of integrity



## **CITY OF GOLD HILL– JOB DESCRIPTION**

**Position:** City Manager/Accountant  
**Start Date:** May/June/July of 2019  
**Salary:** \$65-\$95K +Relocation, DOE/DOQ

**The Why?** We are looking for a super star that can lead the first significant community growth since the 1950s. Gold Hill is ready for growth. It is a highly unique international river town at the center of Southern Oregon with world class whitewater, fishing, and activities. The city is half way between Ashland/Medford and Grants Pass only 12 miles from the international airport. It is a perfect place to work, play, and raise a family.

**Summary:** The City of Gold Hill, Oregon is seeking a professional city manager with a strong background in public accounting and managing infrastructure growth. The city is poised for growth from 1,200 to 5,000 people in the coming decade and is in need of upgraded sewer and water plants, improved parks, streets, and overall services to citizens. The ideal candidate will train staff and volunteers on proper budgeting, accounting, data entry, for timely and accurate reporting to apply for grants, loans and bond issues to successfully grow the city infrastructure for the benefit of citizens, staff, volunteers, tourists, hospitality, and business community.

**Strengths of Gold Hill:** 100 acres of Rogue Riverfront, Whitewater, Fishing, Hiking, Biking, Winery tours, Golf, Zip-line, Sports Park. Ready for Business Development, Great City Council and Mayor, and an army of volunteers ready to rebuild Gold Hill together.

### **Preferred Requirements:**

- Bachelors (Masters Preferred) Degree in Public Accounting or Public Administration
- 5 Years of Public Accounting, Finance, Budgeting, Fund accounting, Taxation, Reporting
- 5 Years of Human Resources Experience, development of people, org design, hiring/firing
- 5 Years of City Administration “Home Rule”, City Accounting, Billing, Data, Banking
- Infrastructure Operations: Water & Sewer Plants, Streets, Building, Codes, Police, Fire
- Grant Acquisition/Writing/Funding: Know how to get the money for growth
- Creative problem solving with a positive “Can Do” attitude

***If you think you have the skills to lead the growth of Gold Hill,  
 please send us your resume and cover letter of why you would be the best person for the job!***

**!! !! CONTACT Rob Lowe or Pete Newport !! !!**

### **City Manager:**

**Rob Lowe** (541) 690-7356 [rob.lowe@ci.goldhill.or.us](mailto:rob.lowe@ci.goldhill.or.us)

### **Mayor:**

**Peter W. Newport** (541) 306-1921 [pete.newport@ci.goldhill.or.us](mailto:pete.newport@ci.goldhill.or.us)

City Hall address: 420 6<sup>th</sup> Ave. PO Box 308 Gold Hill, OR 97525

**Main Office Phone: (541) 855-1525 Fax: (541) 855-4501**

Proposal on Dual Role (City Manager and Accountant) – recommend separating the dual role for the indeterminate future. This will facilitate catching up the city’s financial reporting more expeditiously.

Limited Duration Accountant (duration one to two years) terms:

- » \$75,000 (\$85K City Manager/Accountant)
- » Health insurance (100% city paid)
- » 6% PERS pickup (city paid)
- » 4-day workweek (10-hour days Monday through Thursday)
- » Leave accrual for vacation days and sick leave accrue at 20 and 12 days per year, respectively and are available for use on completion of one month of service

Waive relocation expenses for each of the following:

- Surface Pro 6 (512GB, Intel Core i7 & 16GB RAM), Surface Pro Signature Type Cover and Surface Pen
- Office Professional 2019 and Acrobat Pro DC 2017
- Two HP EliteDisplay 27-inch monitors and two Ollin single-screen monitor arms
- Herman Miller Renew sit-to-stand table and Sayl work stool; Logic C1000 universal clamp mount and GelPro Elite mat (30 x 72 inches)
- Private office

Other items to consider:

- Extend Rob’s interim city manager duties through fiscal year 2020 or until transition can take place with limited duration accountant or recruitment
- Hire accountant position and transition accounting duties from CPA firm immediately
- Put on hold recruitment of city recorder (accountant can take minutes) until job description and duties are updated and SOPs created
- Accountant’s only focus is getting financial reporting caught up (e.g., FY17 and FY18 audits; and managing, preparing and reviewing ongoing payroll, accounts payable, utility billing and all other financial and accounting tasks)
- Create procedures, policies and documentation
- Look into changing fund accounting software
- Review and update chart of accounts

Questions:

1. What is the last month that each of the following have been completed?
  - a. Bank reconciliation (agree to general ledger)
  - b. Investments-local government investment pool (agree to general ledger)
  - c. Monthly financial report (approved in consent agenda)
2. Are quarterly and annual payroll tax reports current? Were 2018 W-2s issued?

Continued on next page

3. Were 2018 1099s issued and reports submitted to the IRS by Jan. 31?
4. Is PERS current and reconciled?

Continued from previous page

## City Manager / Recorder Job Description

### General Responsibilities:

1. Shall exercise direct or delegated supervision over all employees of the city including department heads/contractors/service providers.
2. Conduct performance appraisals annually or more often, when appropriate, and ensure department heads conduct appraisals with their staff, contractors and service providers.
3. Ensure satisfactory resolution of personnel issues, to include contacting our insurance company and legal contractor.
4. Review and provide final approval on hiring, discipline and termination recommendations.
5. Knowledge of Oregon Labor Relations Law and working knowledge of negotiations and mediation techniques.
6. Meet weekly with department heads/contractors/service providers and schedule departmental staff meetings as needed.
7. Ensure continuing communication and transparency with all stakeholders. To include newsletters, notices, website and media relations.

### Effective communications with City Council

1. Will keep council informed and explain technical processes.
2. Adequately inform the council on a regular basis through written and verbal communication and a weekly Manager's report to council.
3. Ability to present all sides of issues that affect the city.
4. Will carry out intentions and direction of council without regard to personal feelings about issue.

### Budget and Finance

1. Will demonstrate thorough knowledge of principles and practices of public budgeting finance and Oregon Municipal Budget Law.

2. Will prepare annual balanced budget, review and approve departmental needs and estimates.
3. Develop and present a budget to the Budget Committee and City Council review and final action.
4. Administer approved budget and monitor overall expenditures to ensure compliance with budget
5. Working knowledge of computer programs used for city accounting.
6. Will provide monthly written financial reports, a combined balance sheet, and revenue and expenditure vs. budget reports with a written narrative identifying major points of interest to the City Council.
7. Annual audit to be submitted before deadline to Secretary of State's Office.

#### Intergovernmental Relations

1. Understands and develops relationship with key government organizations and nearby jurisdictions.
2. Willing and able to work in partnership with all other jurisdictions in financial projects, grants, and other resources for the community's benefit.

#### Effective Communication Relations with Citizens

1. Practices open government, communication, and transparency, and works to involve all citizens in the city.
2. Responds quickly to citizen inquires and complaints.
3. Refers to appropriate department when possible.
4. Implements a system to ensure satisfactory resolution of all citizen inquires.
5. Must be able to demonstrate a positive productive attitude to all citizens of the community.

#### Purchasing and Cost Control

1. Acts as a purchasing agent for all departments of the city.
2. Scrutinize purchases made by requisition signed by the administrator for which funds are provided in the budget.

3. Disposes of surplus or excess property, which may from time to time come into the possession of the city consistent with City Purchasing Policy.

#### Council Meeting Agenda

1. Provide information and reports covering aspects of the city's operations requiring legislative or policy decisions.
2. Advise council members in their deliberations on policy and/or legislative matters.
3. Organize and compile the council agenda with the mayor and attend city meetings as appropriate.
4. Furnish the council with such information as it may require or request and provide for the proper administration of all ordinances, resolutions and actions of the council.

#### Goals

1. Assist the council in the development of community goals and priorities.
2. Implement the goals of the city council in conjunction with the city council.
3. Direct and assist department heads in annual goal setting with the purpose of reflecting implementing the council's goals.
4. Provide key indicator reports for city council meetings and monthly reports to the council regarding implementation of council policy as established through goals and priorities.

#### Grants

1. Identifies grants to fund improvements.
2. Complete clear and concise grant proposals and applications.
3. Monitors work to ensure proper completion and funding of the grant projects.

### Resource Optimization

1. Review and examine the departmental organization and operating procedures so as to affect greater economy and efficiency in departmental management and shall report quarterly or as often as necessary on such performance to the council.
2. Through direct action or delegation the manager will enforce all ordinances of the City of Gold Hill established by the City Council.
3. Serves as the public information officer of the City.
4. Acts as Elections Officer in absence of a dedicated City Recorder.
5. Maintains duplicated training as a City Recorder, when a dedicated Recorder is on staff.
6. Maintains Recorder duties in absence of a dedicated Recorder and acts as supervisor when a dedicated Recorder is staffed.

### Manager/Recorder Review

The City Council and Mayor shall establish performance standards that shall be the basis of semiannual reviews by the City Council and Mayor of the City Manager. These semiannual reviews shall be used as the standard for continued employment.



## Recruitment Position Summary for City Manager City of Gold Hill, Oregon

### ANNOUNCEMENT OF POSITION RECRUITMENT

The City of Gold Hill is seeking a full-time, hands-on City Manager to oversee all aspects of the operations of the municipal organization. Prior City Manager or Department Head level management in municipal government highly desired. Municipal budget, grant, and finance experience, and/or a strong background with public works operations and infrastructure is also highly valued. Extensive experience working with elected bodies to provide quality information, options, and guidance in both formal and informal settings is also desired. This leader of a small group of dedicated staff must be ready, willing, and able to perform a wide spectrum of tasks and duties on a day-to-day basis.

The Gold Hill City Manager position is an excellent opportunity to be intimately involved with every aspect of municipal operations and governance with a Mayor and Council eager to support and share leadership with the City Manager and their staff.

### CITY OF GOLD HILL

Incorporated in 1895, and built on a rich history in goldmining, the City has a population of 1,362 and a significant number of rural households in the in the unincorporated areas outside of Gold Hill that also call Gold Hill home. Gold Hill is located close to two Interstate 5 access points creating easy access to the cities of Medford and Grants Pass, as well as many of the other regional communities and natural features that make the Rogue Valley unique.

Community assets include both an elementary and middle school in the highly regarded Central Point School District, as well as a County library facility. The City of Gold Hill owns and contract operates its own water treatment and distribution system and is currently working with the regional wastewater district on an annexation into the regional wastewater collections system as a solution to the existing aging municipal wastewater treatment plant.

Public Safety services are provided by Jackson County Fire District 3 and the Jackson County Sheriff's Office. The City of Gold Hill owns and directly manages four parks, including a beautiful Rogue River riverfront beach park, sports park with baseball diamonds, tennis courts and skateboard park, a boat launch, and a highly valued and utilized paved walking/biking trail along the river connecting the parks and the community.

Gold Hill operates under a City Council-City Manager form of government. The City government has a mayor and six-member City Council who are elected at-large to four-year terms.

### ***Upcoming Projects, Challenges and Opportunities:***

- Develop and implement capital improvement plans for the Water, Parks, Transportation and Storm Drain systems, including short- and long-term funding plans
- Improve operational financial procedures, policies and reporting.
- Evaluate viability of financial software used for general ledger, utility billing, accounts payables and business license.
- Complete annexation process for the municipal wastewater system

- Explore and identify collaboration/partnership opportunities with other governmental agencies to efficiently deliver public services.
- Support Council in a Strategic Planning/Goal Setting process.

## **THE POSITION**

The City Manager is responsible for all city operations, which include Parks, Transportation and Storm Drains as well as utility billing. The City Manager is also responsible for management of the operations of its water and wastewater utilities, currently through third party contracts and professional services contracts for engineering, legal, planning, and other municipal services. The City Manager also represents the city in public, and works closely with constituents, businesses, and City Councilmembers.

This position functions as the City's Budget Officer and will oversee the development, approval and proper utilization of the City's \$2.1M annual budget. The City Manager also directly supervises a dedicated staff of four (City Recorder, Clerk/Office Assistant, PW/Parks Superintendent, and a Parks Technician).

The ideal candidate will provide effective fiscal oversight and accountability of city funds, oversee budget development, revenue forecasting, grants and loans, bonds, and revenue generation, and be creative and forward thinking regarding shared partnerships that will support financing city projects. The ideal candidate will also be a supportive leader, provide training and development opportunities for staff, and demonstrate emotional intelligence.

The City Manager will have an ability to effectively build and maintain relationships and leverage their expertise to achieve the Council's goals and objectives. The ideal candidate will work hard at becoming part of the community through attending events, engaging local community organizations, and finding new and creative ways to connect with citizens.

### ***The ideal candidate will also:***

- Operate within a solid ethical framework and strive to uphold the public trust while improving accountability, customer service, and efficiency.
- Be a creative and innovative thinker.
- Be responsible for enforcement of City ordinances, policies, contracts, franchises, and leases.
- Ensure consistent communication with the Mayor and Council on issues, trends, and matters of city-wide interest.
- Foster teamwork and collaboration with staff, the Council, and the community.
- Be a clear and concise communicator and be an effective presenter and public speaker.
- Be able to address complex issues in a public setting.
- Build a strong community presence, and be responsive, approachable, and accessible to others.
- Participate on a variety of boards, commissions, and groups, and attend all City Council meetings.
- Value the importance of connecting with other community organizations, listening to their needs, building trust, and leveraging their ideas.
- Collaborate with other jurisdictions, agencies, businesses, and institutions to produce partnered solutions.

### ***Background and Education:***

- bachelor's degree with major coursework in public administration, business administration, finance, or a closely related field, and 3 – 5 years of applicable public sector experience.

**or**

- Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may substitute for the above requirements,

**and**

- Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.

#### **EMPLOYMENT INFORMATION**

Salary and Benefits: **\$110,000 – \$125,000 DOE/DOQ** and an attractive benefits package including: medical, dental and vision benefits, retirement plan through the State of Oregon (PERS), paid leave and other competitive benefits.

**Open until filled. Apply by email to [bill.landis@cityofgoldhill.com](mailto:bill.landis@cityofgoldhill.com) for first consideration.**

*Contact Interim City Manager, Bill Landis for questions. He can be reached at 541-855-1525 or [bill.landis@cityofgoldhill.com](mailto:bill.landis@cityofgoldhill.com)*



# City of Gold Hill City Council

## Meeting Minutes

November 7, 2023

### 1. Call to Order (includes roll call of attendees) 6:00 PM

#### Pledge of Allegiance

**Present: Councilors :** Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson

**Absent:**

### 2. Agenda Adjustments

Adjustments to the agenda are limited to a change in the order of business to accommodate visitors making presentations or citizens who are attending for the purpose of a single agenda item. Adjustments in the form of additions to the agenda are discouraged because the general public has had no prior notice of their consideration, and therefore interested persons will not have an opportunity to participate. Adjustments in the form of deletions from the agenda may be accomplished here so long as there is disclosure of the reason for the deletion and an indication as to when or if the item will be placed on a future agenda.

### 3. Announcements, Correspondence, Awards and Proclamations- None

### 4. Public Input- None

### 5. Public Hearing-None

### 6. Consent Agenda

To be approved with single motion in the affirmative; Council Member(s) may elect to pull any and all items which will then be automatically added as the next item under section "7) Action Items"

1. Approval of Council Meeting Minutes  
September 19, 2023  
October 3, 2023

Motion made by Councilor Wilson  
Second by Councilor Stancliff

**Ayes ( 6 ) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson**

**Nays ( 0 )**

**Motion Carries Unanimously**

## 7. Action Items

Resolution 23-R-16 To enter into A Franchise Agreement with RVSS
<p>A motion to Approve Resolution 23-R-16 Franchise Agreement with RVSS</p> <p>Motion by: Councilor Stancliff Seconded by: Councilor Newstead</p> <p><b>Roll Call Vote</b></p> <p><b>Ayes ( 6 ) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson</b> <b>Nays ( )</b></p> <p><b>Motion Carries Unanimously</b></p>
<b>Appointment of a new city Manager</b>
<p>A motion to appoint Lilly Morgan as the city manager.</p> <p>Motion by: Councilor Wilson Seconded by: Councilor Newstead</p> <p><b>Ayes ( 6 ) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson</b> <b>Nays ( )</b></p> <p><b>Motion Carries Unanimously</b></p>
<b>Approve the contract for the new city manager</b>
<p>A motion to approve the City Manager contract</p> <p>Motion by: Councilor Wilson Seconded by Councilor Stancliff</p> <p><b>Ayes ( 6 ) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson</b> <b>Nays ( )</b></p> <p><b>Motion Carries Unanimously</b></p>

## 8. Reports from Councilors- Rigney is continuing to go to the meetings next is scheduled for December, feel free to email or call

## **9. City Manager Report**

**1. ECWAG Grant for Municipal water plant upgrades-Dan Scales-gave background history-screens and pumps are currently under standard 220K project-pumps motors and finer screens back wash screens**

**Trash diverter is an addition to the project Adkins is working alongside FEMA**

**2. Gold Hill Volunteer Hub- Carol Homes- See Attached presentation sheet  
The group is to assist the citizens and the city work together to get local projects facilitated.**

**Sub Committee of Can Do**

**3 meetings Milestone projects**

**Bill what can this council do for the GH Vol Hub-  
Council support-**

**Committee that is working under Can Do, but alongside the city.**

**3. Public Works Utility Worker-Announcement of Fred Lewis the new  
Public Works employee stated last week. Fred is going to be a great  
asset to the city and has already made progress with projects.**

**4. Powerhouse Project-**

**5. Fire Protection for City of Gold Hill-**

See Attached

## **10. Good of the Order**

## **11. Adjourn: 6:43**

Attested by:

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Dee Larez, City Recorder



# City of Gold Hill City Council

## Meeting Minutes

December 5, 2023

### 1. Call to Order (includes roll call of attendees) 6:00 PM

#### Pledge of Allegiance

**Present: Councilors:** Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson

**Absent: None**

### 2. Agenda Adjustments - None

### 3. Announcements, Correspondence, Awards and Proclamations -

-Mayor- Introduction of new City Manager Lily Morgan

### 4. Public Input- Joel Clark- Chair of Can Do – Can do has been around for more than 20 years, planning/organizing events and capital improvement to the City of Gold Hill. Over those years Can Do has helped create

- Bike Path
- Restroom in the Sports Park
- Dog Park
- Community Garden
- Improvements to the Tennis Courts

Over the next 6-7 months with the approval of council we plan to host another Spring events in the park

- Yardin in the Hill
- Annual cleanup day
- Sing in the Spring
- Heritage Gold Dust Days in the downtown area

Key members of Can-Do Joel, Lori, Carl, Susie, Steve, Tam, and Sam

Working with the city of Gold Hill and Can-Do- we offer more of a collection of personalities than an organization all reaching mutual goals and projects/improvements together for the city of Gold Hill.

Steve Kiesling- Welcome Lily as the new city manager, as a member of the Parks committee he feels that the parks committee would be an asset in the OSFM -fuel reduction plan and

the Powerhouse projects, Parks committee has had some difficult meeting regularly and is looking forward to regular meetings and making progress.

**5. Public Hearing - None**

**6. Consent Agenda - None**

**7. Action Items - None**

- 8. Reports from Councilors** - Biedscheid as a liaison to Can-Do she was going to report, however Joel Clark spoke regarding Can-Do. Councilor Biedscheid would like to report two more events coming up for Christmas beside the Can-Do events Free musical event at the IOOF hall, following Saturday is the Winterfest MRMPO policy committee -20-year Regional Transportation Plan-the widening of the bridge is listed as one of the projects, it's mentioned to begin in 2026, article in the Rogue Valley Times in conjunction with the RVSS pipeline project, long term project -is a four way stop off of exit 40 were it T's in to Blackwell. Another aspect of the MRMPO is the change of the boundaries what they consider Rural VS Urban. Powerhouse- as Steve referred to it, completion of the first grant, an additional grant will be requested after the first of the year.

Councilor Rigney announced that RVCOG is meeting tomorrow, if anyone has any questions they would like him to present, let him know.

**9. City Manager Report**

**Announced that she will be reaching out to all the city council members for a one-on-one.**

1. RVSS Annexation- the deed was signed, still in the process of reconciling some account balances and a few details.
2. Notice: December 13, 2023, Study Session with Fire Chief Mike Hussey-getting an update of why our fire station is not staffed, get the word out to the community, questions on how to keep our community safe.  
AED Training with Fire District 3- Carley presented the training of the AED.
3. Water Treatment Plant Update – Michael Bollweg (SOWT) See attached report.

**10. Good of the Order**

**11. Adjourn: 6:54 PM**

Attested by:

Dee Larez, City Recorder



# City Council

## Meeting Minutes

January 2, 2024

### 1. Call to Order (includes roll call of attendees) 6:00 PM

#### Pledge of Allegiance

**Present: Councilors:** Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson

**Absent: None**

### 2. Agenda Adjustments

Adjustments to the agenda are limited to a change in the order of business to accommodate visitors making presentations or citizens who are attending for the purpose of a single agenda item. Adjustments in the form of additions to the agenda are discouraged because the general public has had no prior notice of their consideration, and therefore interested persons will not have an opportunity to participate. Adjustments in the form of deletions from the agenda may be accomplished here so long as there is disclosure of the reason for the deletion and an indication as to when or if the item will be placed on a future agenda.

### 3. Announcements, Correspondence, Awards and Proclamations- None

### 4. Public Input-

Brian Hallin- Gold Hill Little League board member -The little league has just completed improvements such as updating the sprinkles, replaced the wood on the bleachers, and updated the snack shack. The little league members are currently working towards improving security with Hunter Communication, Field maintenance and improvements as well as surrounding area improvements.

The board member is inquiring if the City of Gold Hill would be providing a sponsor as it has in years past.

Lori Hettman- Representing Can Do-Gold Dust Days. The event is scheduled for June 1<sup>st</sup> and is requesting approval from the city of the closure of 2<sup>nd</sup> Avenue for the event. Lori will be submitting a letter to ODOT to request approval of closure. Lori is currently looking for volunteers for the event.

Mark Warwick- spoke regarding the council presidency position. Mark is requesting that council appoint a new council president.

Stacy Thomason-Request that a trash can be placed on 4<sup>th</sup> Avenue. Currently a plastic bucket was placed on the sidewalk, unfortunately a flammable substance was placed in

the plastic bucket that created the fire. Due to a recent fire that occurred, the food pantry has been greatly impacted.

## **5. Public Hearing-None**

## **6. Consent Agenda- None**

## **7. Action Items**

<b>7.1</b>	<b>24-R-01: 2024 Recognized Holidays</b>
	<p>I Move to make a motion to pass Resolution 24-R-1</p> <p>Motion by: Councilor Biedscheid Seconded by: Councilor Stancliff</p> <p><b>Roll Call Vote</b></p> <p><b>Ayes (6) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson</b> <b>Nays (0)</b> <b>Motion Carries Unanimously</b></p>
<b>7.2</b>	<b>24-R-02: 2024 Council Meeting Schedule</b>
	<p>I Move to make a motion to pass Resolution 24-R-2 Council Meeting Schedule</p> <p>Motion by: Councilor Martin Seconded by: Councilor Newstead</p> <p><b>Ayes (6) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson</b> <b>Nays (0)</b> <b>Motion Carries Unanimously</b></p>
<b>7.3</b>	<b>24-R-03: Election of Council President</b>
	<p>A motion was made by Councilor Wilson to Table the topic. Seconded by Councilor Newstead</p> <p>Ayes (3) Nays (3) Tied went to Mayor Palmer who voted Nay Motion Failed</p> <p>A Motion made to approve Resolution 24-R-3</p> <p>Motion by: Councilor Biedscheid Seconded by: Councilor Stancliff</p> <p>No vote was made as</p>

	<p>Councilor Biedscheid made motion to rescind previous motion and made new motion to approve Resolution 24-R-3 and elect herself as Vice President.</p> <p>Second by Councilor Stancliff of the rescinding of previous and approval of motion electing councilor Biedscheid as Vice President</p> <p><b>Ayes (3) Councilors Biedscheid, Martin, Stancliff,</b>  <b>Nays (1) Councilor Newstead</b>  <b>Abstain (2) Councilor Wilson, Rigney</b></p> <p><b>Motion Carries</b></p>
<b>7.4</b>	<b>24-R-04: Authorizing Signatures for Banking Services</b>
	<p>I Move to make a motion to approve Resolution 24-R-4 Signatures of Banking Services</p> <p>Motion by: Councilor Newstead  Seconded by: Councilor Stancliff</p> <p><b>Ayes (5) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff,</b>  <b>Nays (1) Councilor Wilson</b></p> <p><b>Motion Carries</b></p>
<b>7.5</b>	<b>24-R-05 Volunteer / Workers Compensation</b>
	<p>I Move to make a motion to approve Resolution 24-R-5 Volunteer/Works Compensation</p> <p>Motion by: Councilor Biedscheid  Seconded by: Councilor Newstead</p> <p><b>Ayes (6) Councilors Biedscheid, Martin, Newstead, Rigney, Stancliff, Wilson</b>  <b>Nays (0)</b></p> <p><b>Motion Carries Unanimously</b></p>

## **8. Reports from Councilors**

## **9. City Manager Report**

- a) Planning Staff Weekly Office Hours-
- b) Planning Commission Hearing Which was held on 12/20/23-
- c) Meetings Report

See Attached

**10. Good of the Order**

**11. Adjourn: 6:59**

Attested by:

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Dee Larez, City Recorder

DRAFT



# **CITY COUNCIL**

## **STUDY SESSION**

### **MINUTES**

Wednesday December 13, 2023, 6:00 PM  
City Hall, 420 Sixth Ave

#### **1. Call to Order/ Roll Call/Pledge of Allegiance**

Janet Wilson -not present

#### **2. Gold Hill Fire Station Staffing Levels**

Jackson County Fire District 3 Chief Mike Hussey has been invited to speak on the staffing levels of the Gold Hill Fire Station located at 299 Access Rd, Gold Hill, Oregon.

The Council will ask questions regarding Fire District 3's emergency response and protection services for Gold Hill, as it is unclear what Fire protection is being received in the city after it has been determined that the Gold Hill Fire Station is no longer being staffed.

Chief Hussey - Presenting

District operates 4/4

Risk reduction program  
Community Care Program  
District to operate under  
73 full time employees 17 volunteers

1997

Moving 2020 type 3 engine

Operates under volunteers last volunteer moved out Mid Oct.

Page 4 see calls to date (attached)

Map- references larger response area

City of Gold Hill is rated a 3 as shown on the map (attached)

2017- City of Gold Hill is density (2)

Ambulance response time is 20 minutes not part of fire district 3

### Fire Protection Questions from Council

- What do citizens in Gold Hill pay for fire protection to District 3?

3.11 per thousand

- What does Fire District 3 collect annually (approximately) from the citizens of Gold Hill for that protection? Annual 316,405.00 within city limits of Gold Hill

- Why was the Gold Hill Station added to Fire District 3 in 1999? (Response time usually?) Out of convenience because they owned the property

- Was it staffed with firefighters when it first opened? Never had any careers firefighters – only student or resident volunteers or volunteers

- The Gold Hill Station was staffed with three firefighters through 2017, according to the 2015-2017 Fire District 3 Strategic Plan. Why did that change, and why is it no longer being staffed as it had been?

Requires a 2 years and those volunteers have aged out and have had recruitment issues since covid. Not a lot of trained work force available

- Whose decision was it to no longer staff the station for emergency response?
- Was there a consideration to inform citizens of the changes? Why weren't they told?

14.51 response time

- That 2015-2017 strategic plan, viewed on your department's website in October, contains the staffing plan for three firefighters at the Gold Hill Station. In looking at the website yesterday, the 2015-2017 and prior strategic plans have now been removed from your website. Why were they removed after the City of Gold Hill raised concerns about Fire and Emergency response from the Department?

What is the current response time from Fire District 3 for Gold Hill residents? What was the response time prior to 2017 when the Gold Hill Station was staffed?

- The Central Point Scenic Fire Station is the current station responding to Gold Hill, which is 8 miles and has a 12–15-minute response time. How does a 12–15-minute response time (911 call to arrival on scene) impact a structure fire, brush or wildland fire, or a medical emergency for Gold Hill residents?

Response time is critical with response team

4 Main on team required

- Explain what an ISO rating of 3 is and how and when it was determined.

ISO is a complete matrix 3 - community -dispatch center- response

- Was that ISO rating determined when the Gold Hill Station was staffed? And if so, would the rating change if the ISO determined that the station is now vacant.

Last determined in 2022

- Isn't it true that the City of Gold Hill is rated at a 95% fire risk from the State assessment, making it one of the highest risks in Oregon?

The score improved last time we were a 3 73 to 78 score not to a threshold of a 2

- Isn't it true that Fire District 3 listed the Gold Hill risk as one of the reasons for the Oregon State Fire Marshal Grant that Fire District 3 received for fire fuel mitigation because of the high risk?

Defer to wildlife chief Patterson

- If that is true, why is a 12–15-minute fire and EMS response time from Fire District 3 satisfactory for a city with choke points and the north and south ends and 1500 people (daily population) residing and working in a high fire risk urban setting?

Yes absolutely correct his work and mapping that help qualify for the funding

1/ choke points definitely add risk has reached out to OSOT to widen the bridge

Wish that response times are quicker and will work on improvement.

- Is life safety as stated in the Fire District 3 mission compromised for the City of Gold Hill with no staffing as it had once been?

- Imagine much like the Alameda fire, a windy, hot summer day with a brush or structure fire ignited in Gold Hill, a 12–15-minute Fire response from Fire District 3, choke points in and out of the City, and those 1500 people with nowhere to shelter or escape. Using that predictable scenario, how do you defend not staffing the Gold Hill station?

Quick notification regardless of the pathways it's going to create a choke point

- How do you explain the Fire District's lack of a timely response as it once was for those citizens who pay as others in the district do and depend on you for their safety?

How do we justify that cost 1.7 million to staff a fire station the facilities are placed at the greatest peak point

Central point is 6

- If staffing is an issue, why has the Fire District continued to expand support services without ensuring the primary task of emergency response?

We have a full time ember trying to bring in firefighters staff to have volunteers at the stations

- Is it your contention that a 12–15-minute response for emergency response for both fire and medical calls is satisfactory to not only the citizens of Gold Hill but to the area surrounding Gold Hill?

Risk reduction

Community care

Under previous leadership less dependent on the 911 system building resilience  
continue to build staff to aid

Don't have enough staff to staff GH

· In terms of medical and fire response, what is the difference between responding within six minutes, which would have been the case through 2017, and now at 12-15 minutes relating specifically to fire behavior (fire spread) and medical emergencies (cardiac arrest)?

Density is in the cover of review - identify

· Are you satisfied that Gold Hill has adequate fire and emergency medical response services? Comparative to other cities – goal

You are getting

Try to be ready to support and

Volume of hazardous material that goes through on I-5

Anything else you wish to add or clarify.....?

Melia-Appreciated your services

Who determines the boundaries of the map-  
Who determines that we are part of district 3 GH approached fire district 3 and annexed in.

Martin- how many fire stations do you have 8

73

13 people on duty per day

Are there incentives for individuals to become fighters—IRS

Martin- When is the next class for volunteer's – not just fire fighters – chippers,  
Class is held in Jan

Lily—

No borders could be central point or Rogue River

Are GH the only station on this zone

What is the amount collected for that zone- Chief doesn't have that information

Rigney-Volunteers able to drive

Current program is 6-12 months- tuition is paid for by  
1<sup>st</sup> year they pay student education- EMT-

Newstead- Is GH the only station currently not managed- Chief NO-

Rigney- can we rent out the fire station ? We continue to work with partnership – at no  
charge to encourage bull dozers ,planes etc.

When can we expect to see a volunteer-  
Chief wants to see the program exceed 22 just graduation regionally

Workforce program- reintroduce the

### **3. Adjournment 7:00**

**Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are available at the Gold Hill City Hall in advance of each meeting 420 6th Avenue (P.O. Box 308), Gold Hill, OR 97525. Information can also be viewed at [www.cityofgoldhill.com](http://www.cityofgoldhill.com)**

DRAFT



**City Council Briefing  
Mobile Food Vendor Text Amendment  
TA2024-01  
February 6, 2024**

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**Reason for Text Amendment**

An application to allow a food trailer was submitted to the City on December 4, 2023. While reviewing the application in concert with Section 17.36.090.H. of the Zoning Ordinance, Staff noted that many of the requirements were quite prohibitive. A sampling of those items include: the number of allowed patrons, unit spacing, and required paving. Since the submittal of the noted application, Staff has received additional food vendor inquiries. Because the allowance of food vendors can increase economic development of the area, and due to increased public interest, Staff is requesting that the City Council initiate a Type IV Legislative Amendment to address the restrictions and deficiencies of Section 17.36.090.H.

**Council Initiation**

In accordance with Section 17.104.050 Major Text Amendments require a Type IV legislative process. The City Council may establish a schedule for when it will accept legislative code amendments or plan amendment requests, or the City Council may initiate its own legislative proposals at any time. As stated above, Staff is requesting that the City Council initiate a Type IV Legislative Amendment to address the restrictions and deficiencies of Section 17.36.090.H.

**Proposed Process:**

- A. Discuss proposal with City Council- February 6, 2024
- B. Schedule Hearing with Planning Commission- TBD
- C. Schedule Hearing with City Council-TBD

The Gold Hill City Manager is hereby directed to initiate the process to amend the text of the Gold Hill Zoning Ordinance Section 17.36.090.H.

February 6, 2024

Oregon House Speaker Dan Rayfield  
Oregon Senate President Rob Wagner  
900 Court ST SE,  
Salem, OR 97301



**RE: Capital Construction Request – Emergency Communications of Southern Oregon (ECSO 911)**

Dear Speaker Rayfield and President Wagner:

The City of Gold Hill City Council is submitting this letter with our strong support for the Capital Construction Request on behalf of Emergency Communications of Southern Oregon (ECSO 911) and their current county-wide public safety radio infrastructure build-out project.

ECSO 911 is an ORS 190 organization comprised of approximately 30 law enforcement, fire, and emergency medical service providers in the region. ECSO 911 serves all of Jackson County and Crater Lake National Park, providing 911 call handling and dispatching services to citizens and public safety agencies. The service area of the member agencies also includes parts of Josephine, Klamath, Douglas, Curry and Siskiyou (CA) Counties.

In 2014, ECSO 911 began a study and preliminary work on upgrading the outdated public safety radio infrastructure to modernize the system and provide more robust coverage in our geographically diverse region. After conducting the study and consultation with a national radio consulting firm, ECSO 911 approached Jackson County voters with a \$28,000,000 measure in 2019 to approve general obligation bonds to improve the public safety radio system. The measure passed with 58% voter approval.

Bonds were issued by Jackson County in 2020 and the project moved forward. As a result of inflation, unexpected circumstances, and expenses beyond the control of ECSO 911, the cost for completing the project has increased. ECSO 911's conservative estimate of a budget shortfall is approximately \$4.5 million.

We are facing a critical timeline. Bond proceeds must be spent by March 2026. For the system to go live, construction must be completed in 2024, and the new system must be up and running simultaneously with the current one for approximately six months. Services will then shift to the new system, which must also be operated for a few months before system acceptance. The final release of bond funds hinges upon final system acceptance. Clearly, every month counts.

Our region is extraordinarily vulnerable to wildfire—six of the top ten communities at risk of wildfire in Oregon are within Jackson and Josephine Counties. With the rising threat of wildfire, a Cascadia earthquake event, severe storms and other climate-related extremes, reliable emergency communication is imperative.

The City of Gold Hill City Council respectfully requests the Oregon Legislature support the Capital Funding Request made on behalf of ECSO 911. While residents of the region have stepped up with a bond initiative, additional funding is vital to the safety of citizens and first responders in the region.

Sincerely,

Ronald A. Palmer, Mayor

## **RESOLUTION No. 24-R-06**

City of Gold Hill

### **A Resolution Adopting the City of Gold Hill Representation in the Updates to the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan**

**WHEREAS**, the City of Gold Hill recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

**WHEREAS**, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

**WHEREAS**, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

**WHEREAS**, the City of Gold Hill has fully participated in the FEMA prescribed mitigation planning process to prepare the *Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

**WHEREAS**, the City of Gold Hill has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of they City of Gold Hill to the impacts of future disasters within the *Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan*; and

**WHEREAS**, these proposed projects and programs have been incorporated into the *Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the participating cities and special districts of Jackson County; and

**WHEREAS**, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan* and pre-approved it (dated, January 9, 2024) contingent upon this official adoption of the participating governments and entities;

**WHEREAS**, the NHMP is comprised of comprised of three volumes: Volume I -Basic Plan, Volume II – Appendices, and Volume III – Jurisdictional Addenda, collectively referred to herein as the NHMP; and

**WHEREAS**, the NHMP is in an on-going cycle of development and revision to improve it's effectiveness; and

**WHEREAS,** City of Gold Hill adopts the NHMP and directs the City Manager to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

**NOW, THEREFORE, BE IT RESOLVED,** that the City of Gold Hill adopts *the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan; and

**BE IT FURTHER RESOLVED,** that the City of Gold Hill will submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

ADOPTED by the City Council this \_\_\_\_\_ day of January, 2024

ATTEST:

\_\_\_\_\_  
D. Larez, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of January, 2024

\_\_\_\_\_  
Ronald A. Palmer, Mayor

**RESOLUTION No. 24-R-07**

City of Gold Hill

**A RESOLUTION APPOINTING PARK ADVISORY COMMITTEE MEMBERS**

**WHEREAS**, Chapter III, Section 6 of the Gold Hill Charter, has vested power in the City Council to conduct business; and

**WHEREAS**, the City of Gold Hill Resolution 20-R-10, set the terms for City Boards, Commissions, lay-committees and council committees; and

**WHEREAS**, the City of Gold Hill Resolution 20-R-11, established the Parks and Recreation Advisory Committee, to be nominated by the Mayor and confirmed by the City Council; and

**WHEREAS**, the City of Gold Hill Resolution 20-R-10 and 12-R-11, set the term of membership as one year and appointments may be renewed "for any number of terms;" and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GOLD HILL, OREGON, RESOLVES TO THE FOLLOWING:**

The following individuals are appointed to the Parks and Recreation Advisory Committee for the 2024 year:

Steve Keisling  
Larry Holm  
Paige Prewett  
Richard Hart

ADOPTED by the City Council this \_\_\_\_\_ day of February, 2024

ATTEST:

\_\_\_\_\_  
D. Larez, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of February, 2024

\_\_\_\_\_  
Ronald A. Palmer, Mayor