MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT, PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE

STUDY SESSION AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
THURSDAY, JANUARY 4, 2018, 12:00 PM, MT

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

1) CALL TO ORDER

Roll Call: Tessa Winebarger _____ Dan Capron _____ Marty Justus _____ Ramon Palomo _____
Betty Carter _____ Norm Crume _____ Mayor Ron Verini _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on January 2, 2018. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

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

5) PRESENTATIONS

A) John Breidenbach, CEO, Ontario Chamber of Commerce

6) NEW BUSINESS

A) Appointments to Various Boards, Committee, or Planning Commission

B) Approval of Abatement Write-Offs

C) Splash Pad Contract Approval

D) Resolution #2018-101: Housing Incentive Program

E) Resolution #2018-102: Requesting a Change in the Boundary of the Malheur County Enterprise Zone

F) Resolution #2018-103: Increasing Fees for Youth Soccer, Girls Softball, and Out of City Fees

G) Resolution #2018-104: Establishing Lien Search Fees

7) PUBLIC HEARING

A) Closing of CDBG H15010 for the City of Ontario

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

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

8) DEPARTMENT HEAD UPDATES

A) Finance Monthly Report: Nov, 2017

B) City Recorder Semi-Annual Report: Jul-Dec, 2017

C) Police Department Quarterly Report: Oct-Dec, 2017

D) Airport Quarterly Report: Oct-Dec, 2017

9) HAND-OUTS/DISCUSSION ITEMS

A) Department Stats: OF&R- December, 2017

B) Department Stats: PW- December, 2017

C) Department Stats: OPD, November, 2017

D) Department Stats: Ordinance- November, 2017

E) Minutes: PWC- 10-10-2017

10) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

11) EXECUTIVE SESSION

A) ORS 192.660(2)(h)

B) ORS 192.660(2)(d)

12) ADJOURN

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AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Tori Barnett, City Recorder

THROUGH: Adam J. Brown, City Manager

SUBJECT: **APPOINTMENTS TO VARIOUS BOARDS, COMMITTEE, OR PLANNING COMMISSION**

DATE: January 2, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPOINT OR REAPPOINT JACK TERRY OR JOHN FREEBURG TO THE AIRPORT COMMITTEE IN THE ALTERNATE POSITION; CHARLOTTE FUGATE OR STEPHEN MEYER TO THE BUDGET BOARD; RANDI BARTOLOME, BRAD BARTOLOME, CHARLES GIBBS, AND/OR FLORA GIBBS TO THE MARIJUANA AD HOC COMMITTEE; CRAIG SMITH TO THE PLANNING COMMISSION; SCOTT WILSON TO THE PUBLIC WORKS COMMITTEE; AND DEBBIE BLACKABY TO THE VISITORS & CONVENTIONS BUREAU BOARD, WITH TERMS OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.

SUMMARY:

The city is currently recruiting volunteers from the community to serve on the various Boards, Committees, and Planning Commission. An advertisement was placed in the Argus Observer, the Reminder, on the city's website, and all current members with expiring terms of service were contacted directly.

Several applications requesting appointment or reappointment have been received.

BACKGROUND:

The Council has historically appointed individuals to fill positions on the various city committees as they become vacant or open.

Further, on December 7, 2017, the Council passed Resolution #2017-138, which created an Ad Hoc Committee, to address the marijuana issues in the community. Councilor Dan Capron was assigned to sit as the Liaison to this Committee.

CURRENT SITUATION:

There is one position open on the Airport Board, that being the Alternate position. Two applications were submitted.

There is one position open on the Budget Board; two applications were submitted.

There is one position on the Planning Commission; one application was submitted.

There are three positions on the Public Works Committee; one application has kind of been submitted. *(Scott Wilson's application is on the way. It was not received in time to submit with the report, but he has - via email - requested reappointment for another term.)*

There are two positions on the Visitors & Conventions Bureau Board; one application was submitted.

There are currently no members on the Marijuana Ad Hoc Committee; four applications were submitted.

ANALYSIS:

A. **FINANCIAL** None.

B. **TIMING** The city would like to fill the open positions as soon as possible.

C. **POLICY/LEGAL** City policy states appointment to all Boards, Committees, and the Planning Commissions are to be made by the Mayor, with consensus of the Council.

ALTERNATIVES:

Not appoint some, any, or all of the applicants. This could leave vacancies on the Committees.

RECOMMENDATION:

Staff makes no recommendation on appointments, as this is a Council action.

ATTACHMENTS:

1. Jack Terry - Airport
2. John Freeburg - Airport
3. Stephen Meyer - Budget Board
4. Charlotte Fugate - Budget
5. Randi Bartolome - Marijuana Ad Hoc
6. Brad Bartolome - Marijuana Ad Hoc
7. Charles Gibbs - Marijuana Ad Hoc

8. Flora Gibbs - Marijuana Ad Hoc
9. Craig Smith - Planning Commission
10. Debbie Blackaby - V&C

12/4/17

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CITY OF ONTARIO
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Terry (Last) Jack (First,) _____ (Middle Initial)

HOME ADDRESS: 1064 Oldsferry Rd (Street) Weiser, ID (City) 83672 (Zip Code)

TELEPHONE: 208-863-4300 (Home, Work, Cell, or Business (Include Area Code)) jackp@jacktpm.net (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. Airport
2. _____
3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:

Employment:

Current Employer:	Position:	Dates of Employment:
Self	PE	Engineer

Education:

BS EE

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I fly.

Additional Information you feel may be helpful in considering your request for appointment:

Signature: [signature]

Date: December 4, 2017

Submit Reset

12/4/17

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(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: FREEBURG (Last) John (First,) D. (Middle Initial)

HOME ADDRESS: 1128 NW 34TH ST. (Street) ONTARIO (City) 97914 (Zip Code)

TELEPHONE: 208-740-7330 (Home, Work, Cell, or Business (Include Area Code)) CATPAUSE11@MSN.COM (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. AIRPORT COMMITTEE
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:

Employment:

Current Employer:	Position:	Dates of Employment:
RETIRED	COUCH	DEPT OF AG INSPECTION SERVICE AUGUST 1987 - 2015

Education:

HIGH SCHOOL

Please indicate why you are requesting appointment to this Board (s) /Commission (s):
I HAVE A VESTED INTREST IN THE AIRPORT BECAUSE I AM A PILOT, AND HAVE AN AIRPLANE AND HANGER HERE. I WOULD LIKE TO BECOME MORE KNOLEDGEABLE OF AIRPORT BUSINESS.

Additional Information you feel may be helpful in considering your request for appointment:

John D Freeburg
Signature:

December 4, 2017
Date:

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REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Meyer (Last) Stephen (First,) S (Middle Initial)

HOME ADDRESS: 1447 NW 6th Ave. (Street) Ontario (City) 97914 (Zip Code)

TELEPHONE: 208 739 8471 (Home, Work, Cell, or Business (Include Area Code)) stephenm@4starrealestatewtv.com (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. Budget
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Budget Committee	4	member
Friends of the Aquatic Center	1	member
Elks Lodge 16690	27	member

Employment:

Current Employer:	Position:	Dates of Employment:
Self, small business owner	Realtor, Locksmith	1991 to current

Education:

Ontario High School Graduate, 1 year commuity college.

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

To volunteer my time and experiance to the City of Ontario and my community.

Additional Information you feel may be helpful in considering your request for appointment:

I am life long citizen of Ontario, past budget committee member, small business owner, employer and concerned citizen.

Signature: Stephen S Meyer

Date: December 22, 2017

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CITY OF ONTARIO
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Fugate (Last) Charlotte (First,) A. (Middle Initial)

HOME ADDRESS: 821 SW 2nd St (Street) Ontario (City) 97914 (Zip Code)

TELEPHONE: 541-889-1996 (Home, Work, Cell, or Business (Include Area Code)) charfugate@fmtc.com (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. Budget Committee
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Revitalize Ontario	3yrs.	President
City of Ontario	8yrs 3mos	Councilor
City of Ontario	18yrs	Budget Committee
4 Rivers Cultural Center	22yrs	Board member

Employment:

Current Employer:	Position:	Dates of Employment:
Retired		

Education:

Fine Art Degree Graduated Cal State HAYWARD CA.

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Have extensive knowlege of the City finances + Buget process

Additional Information you feel may be helpful in considering your request for appointment:

Charlotte Fugate
Signature:

August 30, 2017
Date:

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12/14/17

CITY OF ONTARIO
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(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: BARTOLOME (Last) RANDI (First) L (Middle Initial)

HOME ADDRESS: 562 SW 5th ST (Street) ONTARIO (City) 97914 (Zip Code)

TELEPHONE: 208-631-1845 (Home, Work, Cell, or Business (Include Area Code)) RANDIBARTOLOME@GMAIL.COM (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. MARIJUANA COMMITTEE
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:

Employment:

Current Employer:	Position:	Dates of Employment:
ERA WESTWIND	REALTOR	06 - 2017

Education:

HS GRAD

Please indicate why you are requesting appointment to this Board (s) /Commission (s):
I feel that I have insight that would be helpful in answering questions and addressing community concerns. Meeting and speaking with council members, attending council meetings, town hall forums and understanding the industry allows me to see what the city's issues are as well as the issues that people within the already existing industry are facing. Both "pro" and "anti" share common concerns.

Additional Information you feel may be helpful in considering your request for appointment:
I have years of experience with communicating concerns with city officials and council members. As a Real Estate Agent I hear many opinions/ideas both for and against marijuana. I enjoy hearing both points of view. I consider it as being informed.

Randi Bartolome
Signature:

December 12, 2017
Date:

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CITY OF ONTARIO
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: BARTOLOME (Last) BRAD (First) K (Middle Initial)

HOME ADDRESS: 562 SW 5th ST (Street) ONTARIO (City) 97914 (Zip Code)

TELEPHONE: 208-740-9560 (Home, Work, Cell, or Business (Include Area Code)) BBARTOLOME99@GMAIL.COM (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. MARIJUANA COMMITTEE
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:

Employment:

Current Employer:	Position:	Dates of Employment:
ERA WEST WIND	REALTOR	06 - 2017

Education:

H.S. GRAD

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I FEEL I CAN BRING A LOT OF EDUCATION TO THE COMMITTEE. I HAVE A FEW YEARS OF TIME INVESTED IN SPEAKING AND MEETING WITH COUNCIL MEMBERS AND LAW ENFORCEMENT REGARDING THE PROS AND CONS OF MARIJUANA FOR OUR COMMUNITY. I FEEL I COULD PROVIDE SOME OBJECTIVE INSIGHT. I REMAIN OPTIMISTIC.

Additional Information you feel may be helpful in considering your request for appointment:

I HAVE BEEN A SELF EMPLOYED BUSINESSMAN FOR OVER A DECADE, SERVING THE TREASURE VALLEY AS A REAL ESTATE AGENT.

Signature: December 12, 2017 Date:

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CITY OF ONTARIO
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Gibbs (Last) Charles (First) A (Middle Initial)

HOME ADDRESS: 4421 CASARIO DR (Street) Ontario (City) 97914 (Zip Code)

TELEPHONE: 541-881-0965 / 541-212-8098 (Home, Work, Cell, or Business (Include Area Code)) flora.gibbs@hotmail.com (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. Marijuana Ad Hoc Committee
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
N/A	N/A	N/A

Employment:

Current Employer:	Position:	Dates of Employment:
The Happy Hippy	Owner	2010 - Present

Education:

Have been an advocate for the Medical since 1989 - Have my GED

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Would like to educate help with solutions

Additional Information you feel may be helpful in considering your request for appointment:

Have been involved in the Medical aspect & the Rec. aspect as a business

Signature: [signature]

Date: December 12, 2017

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The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Gibbs (Last) Florencia (FLORA) (First) _____ (Middle Initial)

HOME ADDRESS: 4421 CASARIO DR (Street) Ontario (City) 97914 (Zip Code)

TELEPHONE: 541-881-0965 / 541-212-8098 (Home, Work, Cell, or Business (Include Area Code)) Flora_gibbs@hotmail.com (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. Marijuana Ad Hoc Committee
2. _____
3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
N/A	N/A	N/A

Employment:

Current Employer:	Position:	Dates of Employment:
The Happy Hippy	Owner/manager	2010 - Present

Education:

Graduated in 1988 - Fruit and Nuts / Research & help Advocate for the Medical

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Would like to work with others in the Community to help Educate & Find Solutions

Additional Information you feel may be helpful in considering your request for appointment:

Have been a part of the Medical since 1989-

Florencia Gibbs
Signature:

December 12, 2017
Date:

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The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Smith (Last) Craig (First,) A (Middle Initial)

HOME ADDRESS: 1740 Echo Ave (Street) Parma (City) 83660 (Zip Code)

TELEPHONE: 208-571-6914 (Home, Work, Cell, or Business (Include Area Code)) craig@agilehomes.com (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. Ontario Planning Commission
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:

Employment:

Current Employer:	Position:	Dates of Employment:
Agile Homes	Vice Pres.	2011-current

Education:

TVCC AA

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Additional Information you feel may be helpful in considering your request for appointment:

Signature: Craig Smith

Date: December 4, 2017

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CITY OF ONTARIO
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444 SW 4th St., Ontario, OR 97914
(541) 889-3232 *FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Blackaby (Last) Debbie (First,) J (Middle Initial)

HOME ADDRESS: 1015 SW 12th Street (Street) Ontario (City) 97914 (Zip Code)

TELEPHONE: 541-889-8693 (Home, Work, Cell, or Business (Include Area Code)) debbieblackaby@blackabyinsurance.com (E-mail Address)

Name of Board, Committee, or Commission for appointment requested:

1. V&C Board
2.
3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Festival of Trees / Project Dove	26 years / 18 years	Chairman / chairman
Chamber of Commerce / TVCC Foundation	3 terms / 15 years	Past Chairman & Current Chairman / Past Chairman 2 terms-Speical Evetns Ch
Old Owyhee Ditch Improvement District / Frineds of the Aaquatic Center	29 years / 2 years	Secretary / Committee Member

Employment:

Current Employer:	Position:	Dates of Employment:
Blackaby Insurance Agency, Inc.	Co-Owner/Office Manager	29 years

Education:

Treasure Valley Communtiy College

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I have served on this committee and appreciate the opportunity to continue. I am thoughtful in the decisions I make on this committee and do not take lightly the responsibility.

Additional Information you feel may be helpful in considering your request for appointment:

I am a huge supporter of this community and coming from the business/retail sector, I feel I add value to the decisions made for granting funds.

Debbie J. Blackaby
Signature:

November 28, 2017
Date:

Submit Reset

BLACKABY
Insurance Agency Inc.

"Insurance is what we do, service is how we do it."

received

November 28, 2017

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

Attention: Tori Barnett
City Recorder

RE: V&C Board
Request for Re-appointment

I have served on the Visitors and Convention Board as a representative of the Downtown/Retail Business Group. I have appreciated and enjoyed being a Board Member of this committee as I certainly value this community.

I would like to request to be re-appointed to this committee for another term.

Should you have any questions or need additional information, please let me know.

Respectfully submitted,

Debbie J. Blackaby

Debbie J. Blackaby
Blackaby Insurance Agency, Inc.

541.889.8693 | Toll Free: 888.889.8693 | Fax: 541.889.8325
280 South Oregon Street | PO Box 280, Ontario, OR 97914
www.blackabyinsurance.com

AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Tori Barnett, City Recorder

THROUGH: Adam J. Brown, City Manager

SUBJECT: APPROVAL OF ABATEMENT WRITE-OFFS

DATE: January 2, 2018

PROPOSED MOTION:

I MOVE TO APPROVE THE LIST OF PAST DUE ABATEMENTS AS PRESENTED, AND AUTHORIZE SENDING THE ACCOUNTS TO COLLECTIONS.

SUMMARY:

Attached is the following document:

- List of abatement accounts over 120 days old proposed to send to collections

BACKGROUND:

As required by the Allowance for Bad Debts and Write Offs policy the council needs to approve accounts to write-off before they are written off and/or sent to collections. The list of accounts proposed to write-off is attached to the report, they are all over 120 days past due.

This will allow a clean beginning to begin the civil penalties and lien process for abatements.

CURRENT SITUATION:

There are $19,547.84 of past-due abatement accounts to send to collections. They are all over 120 days past due.

ANALYSIS:

A. **FINANCIAL**

There is $19,547.84 from utility bills that are deemed uncollectible by the City Finance Department. Hopefully, a portion will be collected in the future from the collections agency.

B. **TIMING** The Finance Department would like to get the abatement accounts to collections as soon as possible.

C. **POLICY/LEGAL**

These write-offs need to be approved by the council per the allowance for doubtful accounts policy.

ALTERNATIVES:

Take No Action - The council could take no action on this matter; this would leave the past due accounts on the city books which most likely will never be collected.

RECOMMENDATION:

Staff recommends the City Council approve the abatement accounts to send to collections.

ATTACHMENTS:

1. Abatement Write-Offs

PAST DUE ABATEMENTS TO COLLECTIONS

ACCOUNT #	AMOUNT TO COLLECTION	MAILED INVOICE	PAYMENT
0000249	486.88	9/28/2015	NO
0001565	102.52	7/31/2017	NO
1576	866.71	2/18/2015	NO
0001594	240.26	8/31/2016	NO
0001611	268.68	8/31/2016	NO
0001684	242.84	7/31/2015	NO
0001695	103.36	5/2/2017	NO
0001776	103.36	6/1/2017	NO
0001780	506.89	7/15/2015	NO
0001860	490.84	11/15/2015	NO
0001887	1,723.92	2/18/2015	NO
0001909	100.84	9/7/2017	NO
0001910	423.68	7/31/2015	NO
0001911	102.52	6/30/2017	NO
0001930	240.26	7/30/2015	NO
0001932	240.26	7/30/2015	NO
0001933	103.36	5/16/2017	NO
0001939	289.36	9/30/2015	NO
0001940	18.89	9/1/2016	YES
0001945	289.36	8/31/2015	NO
0001946	423.68	8/31/2016	NO
0001948	255.78	8/31/2015	NO
0001949	255.78	8/31/2015	NO
0001959	774.23	10/8/2015	NO
0001962	1,247.25	11/5/2015	NO
0001968	354.95	2/15/2016	NO
0001975	103.36	4/4/2016	NO
0001976	945.06	4/4/2016	NO
0001982	227.56	6/24/2016	NO
0001985	255.78	6/24/2016	NO
0001997	863.35	7/18/2016	NO
0001999	335.84	7/18/2016	NO
0002006	322.94	9/1/2016	NO
0002007	490.84	9/1/2016	NO
0002010	950.68	10/3/2016	NO
0002012	103.36	10/3/2016	NO
0002013	433.10	10/3/2016	NO
0002016	499.21	10/5/2016	NO
0002017	1,278.13	9/7/2017	YES
0002018	474.65	10/5/2016	YES
0002019	265.36	10/5/2016	NO
0002025	234.45	1/3/2017	NO
0002027	122.20	1/3/2017	YES
0002034	103.36	5/1/2017	NO
0002039	103.36	6/14/2017	NO
0002047	102.52	7/12/2017	NO
0002052	215.27	7/25/2017	NO
0002054	655.96	8/7/2017	NO
0002055	102.52	8/7/2017	NO
0002056	102.52	8/7/2017	NO

TOTALS **19,547.84**

AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: SPLASH PAD CONTRACT APPROVAL

DATE: December 27, 2017

PROPOSED MOTION:

I MOVE TO APPROVE AWARDING A CONTRACT TO ANDERSON POOLWORKS FOR $262,516 FROM BUDGETED TRANSIENT OCCUPANCY TAX AND FUNDRAISING MONEY.

SUMMARY:

Sufficient funds are now available from the Transient Occupancy Tax revenues and other fund splash pad fund raisers to build the Ontario Splash Pad.

BACKGROUND:

A master plan was conducted by the Friends of the Aquatic Center and Seder Architecture and Urban Design in the spring of 2017. The ultimate goal of the master plan is to renovate the Ontario Aquatic Center. The study identified a splash pad as Phase I of the renovation. This is a low cost way to open an activity at the Ontario Aquatic Center.

Funds were budgeted for the Aquatic Center from Transient Occupancy Tax. The splash project was budgeted in the 2018 Capital Improvement Program.

CURRENT SITUATION:

Phase One of the Ontario Aquatic Center Master Plan is to create a 4,000 square foot splash pad with 23 water features. The new Splash Park and its supporting features will create an immediate draw which is the purpose of the transient occupancy tax. It will be very visible from 4th Avenue along with the adjacent skateboard park. This will create an immediate attraction to Ontario and area families, teens and young children.

ANALYSIS:

A. **FINANCIAL** This contract cost of $262,516 is just for the splash pad. Other elements of the design will be paid for by business sponsorship's and other grants.

As of the 6th of December the Aquatic Fund had $198,670 in Transient Occupancy Tax funds and staff expects to have another $64,000 by the end of the 2018 fiscal year. This will be a total of $262,670. Additionally, the project received a $25,000 grant from the St Alphonsus Foundation and $814 in other donations.

We will have a total $288,484 to build the project. The Friends of the Aquatic Center have been approaching businesses for sponsorship's of various other aspects of the project. They have already received several commitments for $3,000 business sponsorship's.

B. **TIMING** Staff would like to move forward with the project now since there are sufficient funds available. The Friends of the Aquatic Center have worked very diligently on behalf of the city. Many volunteer hours have been spent in the public fund raiser events such as Splash Fest which has been held two years in a row and the haunted house this past fall. The Friends of the Aquatic Center will continue to hold fundraisers to advance other elements of this phase and other phases of the project.

C. **POLICY/LEGAL** Council approval is required to award the contract to Anderson Poolworks. Several proposals were vetted by the Friends of the Aquatic Center and Anderson Poolworks was chosen as the best proposal.

ALTERNATIVES:

Take No Action - Taking no action will halt progress on this project until a further date. It may also result in a contract change with Anderson Poolworks.

RECOMMENDATION:

The City Manager recommends that the Ontario City Council approve awarding a contract to Anderson Poolworks for the construction of the Ontario Splash Pad from budgeted Transient Occupancy Tax and fundraising money.

ATTACHMENTS:

1. Proposal
2. Proposal Key Staff
3. Master Plan

To: Megan Cook

From: Jason Schallock

CC:

Date: 9/20/2016

Re: Lions Park Splash Pad

Budget Proposal

ANDERSON POOLWORKS
9500 SW Boeckman Road Wilsonville, OR 97070
Phone (503) 625-5628 Fax (503) 625-3488
CCB# 125440 WA# ANDERG1005BQ
www.andersonpoolworks.com

We have prepared our proposed scope of work and pricing for splash pad mechanical systems and feature installation located at Lions Park in Ontario, Oregon:

Project Description:

1. Splash Pad Mechanical systems design and installation.

Approximate Dimensions:

Splash pad dimensions approximately 4,000sqft.

Items included:

Site preparation:

1. Layout of site, excavation coordination, features layout, trenching coordination for underground piping
2. Assist excavation contractor in trenching for piping systems
3. Assist in backfill of piping systems
4. Coordination with site contractors regarding site elevation, concrete drainage and grades

Pre-construction:

1. Splash Pad design, renderings, permit drawings and submittal to Health Department.

Construction:

1. Surge tank and equipment vaults (supply)
2. Assist in placement of vaults (bulk of work by excavation contractor)
3. Core drilling for system piping
4. Link seals and grouting of pipes
5. Waterproofing of surge tank
6. Rough plumbing for splash pad, surge tank and equipment vault (SCH.40)

Splash pad Finishes:

1. By others. Must be broom or sand finished concrete. Other finishes or coating must be reviewed by Oregon health authority.

Splash pad features:
Natural Structures Equipment as follows:

QTY	Item
1-	1800-45-1 Dumping bucket 30gal.
3-	1800-73 Spray Tunnels
2-	1800-61 Bubble tents
1-	1800-95 Double Water curtain
1-	1800-50-4 Tumble Bucket
1-	1800-55 Water wall
1-	1800-17-96 Mushroom 7'6"
1-	1800-18-96 Mushroom 5'
2-	Interactive wheel add-ons
10-	Basic brass deck jets

Splash pad Equipment:
1. Variable speed tank circulation pump
2. 15hp Feature pump with variable frequency drive
3. High rate sand filter system
4. Chlorine feeder (feature system)
5. Medium pressure UV water disinfection system (feature system 750gpm rated)
6. Flow meters, pressure and vacuum gauges
7. Water level controller
8. 400btu natural gas fired pool heater
9. Equipment finish piping. (SCH.80)
10. Equipment vault sump pump
11. Surge tank sump pump

<u>Chemical treatment:</u>

1. Chemical automation system for splash pad:
    a. Monitors pH and ORP
    b. Feeds liquid chlorine and muriatic acid. (co2 optional)
    c. Storage carboys and/or co2 by Owner.
    d. Chemtrol PC2100

Safety and cleaning equipment:
1. Extendable pole, surface brush, leaf net.
2. Vacuum hose and vacuum head.
3. Water testing kit.
4. Safety signage as required by Oregon Administrative Regulations.

Commissioning:
1. Commissioning of systems
2. Initial water treatment.
3. One day of water balancing and maintenance including chemicals.
4. Four hours of operator training.

<u>Pricing for 'Items Included':</u>

Splash Pad: $262,516.00

Variable cost items not included in base budget proposal with typical associated pricing.

For the following items, if needed, we can sub-contract or self-perform the work as necessary, and if pricing is not provided, invoice you for the actual cost of the work, plus **16%** for our coordination, overhead, and profit.

Special condition engineering; Geotechnical and structural engineering for slope, non-native sub-grade, etc. not included. Structural engineering for pool structure to be placed on separately-engineered sub-structure is included.

City or County building plan review and permit fees and acquisition expenses.
Estimate: $1,250.00

1. Health department plan review, construction permit, and variance fees (Budget estimate $1,800.00).
2. City or County building plan review and permit fees. Budget estimate $1,200.00
3. Means of providing access safety to splash pad; doors, gates, hardware to prevent unauthorized/child access.
4. Earthwork; excavation, trenching, sub grade, and backfill. (Budget $15,000.00)
5. Concrete flatwork (budget estimate $12/sqft. depends on finish and shape)
6. Geotechnical engineering or inspections.
7. Mechanical work; gas supply, regulators, connections to heaters, combustion air and exhaust venting, dehumidification system design or installation. (Budget estimate $5,000.00)
8. Electrical work; bonding, connection of pumps, lights, heaters, or other items. (Budget estimate$15,000.00)
9. Plumbing work; reduced pressure backflow prevention device, water supply, sanitary sewer connection and filter backwash hub. (Budget estimate $3,500.00)
10. Lighting

Stipulations:

1. Based on a mutually agreeable contract with monthly, net 30 day payment terms.
2. Proposal pricing will be held for 60 days.

We appreciate the opportunity to provide this budget proposal and work with you. Please let us know if you are in need of any clarifications, scope change, or additional information.

Thank you,
Jason Schallock
Anderson Poolworks,
The Anderson Group, Inc.

Key Personnel CV

Dana Anderson;

President—Current

Vice President, Anderson Poolworks, 1997-2009

Chairman, National Pool and Spa Research Foundation, 2007-Present

Oregon Department of Human Services Pool and Spa Rule Revision Committee, 2007-Present

Association of Pool and Spa Professionals Builders Council, 2007-Present

APSP Public Pool Standard Review Committee, 2011-Present

National Plasterer's Council Board of Directors, 1998-2003

Chairman, National Plasterer's Council, 2003-2005

NPC Research Committee, 2005-Present

NPC Education Committee, 2005-Present

Chairman, NPC Technical Manual Committee, 2001-2004

Dana has been featured in numerous courses and workshops in the pool and spa industry covering the following subjects:

- Virginia Graeme Baker Pool and Spa Safety Act.
- Pool plaster specification, troubleshooting, application, and repair.
- Swimming pool and spa renovation techniques.
- Energy efficiency for pool water treatment systems.

A sampling of commercial aquatic projects Dana has been involved with in design consulting and construction management:

- Thompson Park 50 Meter Pool, The Dalles, Oregon
- Sunriver Resort – The Cove, 2015
- Evergreen Wings and Waves Waterpark, McMinnville, Oregon
- Brasada Ranch Resort, Powell Butte, Oregon
- Sunriver Lodge Wading Pool, Sunriver, Oregon
- Caldera Springs, Resort, Sunriver, Oregon
- Pronghorn Resort, Bend, Oregon
- Black Butte Ranch Glaze Meadow Recreation Center, Black Butte Ranch, Oregon
- Eagle Crest Resort, Redmond, Oregon
- UO Football Operations Center Chilled Pools

- Trailblazer Moda Center Locker Room Spa and Cold Plunge
- Trailblazer Practice Facility Spa, Cold Plunge, and Swimspa
- Western Oregon University Health and Wellness Center
- Embassy Suites, Hillsboro
- Innovation Center, Richland

Brody Anderson;

Vice President—2009-Present

Specialty Aquatic Consultant to:

- City of Portland Parks and Recreation
- Tualatin Hills Parks and Recreation District
- City of Woodburn
- City of McMinnville
- Property Management:
    - Riverstone Residential Group
    - Princeton Property Management
    - CTL Property Management
    - Bluestone and Hockley Property Management
    - Guardian Property Management
    - Blackstone Development Group
    - Innventures of America
    - Marriott Hotel Group

National Plasterers Council member 1997-Present

ADA Aquatic Specialist, Certified 2012

Virginia Graeme Baker Pool and Spa Safety Act, Certified Specialist 2008

Oregon State Health Department Presenter for Virginia Graeme Baker Pool and Spa Safety Act, 2009-Present

Certified Surface Technician:

- Pebble Technology,
- CL Industries,
- Wet Edge Technologies,
- Southern Grouts and Mortars

Certified Stain Treatment Specialist: National Plasters Council 2003-Present

Anderson Poolworks Safety manager: 1998-2007

A sampling of commercial aquatic projects Brody has been involved with in pre-construction and construction consulting and management:

- Tualatin Hills Parks and Recreation District:
    - Aloha Swim Center
    - Tualatin Hills Aquatic Center
    - Sunset Swim Center
    - Beaverton Swim Center
    - Raleigh Swim Center
    - Summerset West
    - Conestoga
- City of Portland Parks and Recreation District:
    - Columbia Swim Center
    - Dishman Aquatic Facility
    - Buckman Pool
    - Mount Scott Community Center
    - Southwest Community Center,

- o Creston Pool
- o Grant High School
- o Montavilla Community Center
- o Peninsula Park Aquatic Facility
- o Sellwood Community Pool

- Brasada Ranch Aquatic Facility
- Sunriver
- Pronghorn
- Caldera Springs
- Black Butte Ranch.

Jason Schallock;

Field Operations Manager—2010-Present

Association of Pool and Spa Professionals Service Council, 2011-Present

Association of Pool and Spa Professionals Service Education Committee, 2011-2015

Association of Pool and Spa Professionals Northwest Chapter President, 2015-Present

APSP Certified Building Professional

APSP Certified Service Professional

APSP Certified Trainer

National Swimming Pool Foundation Certified Pool Operator

2016 Certified Building Professional of the year

A sampling of commercial aquatic projects Jason has been involved with in pre-construction and construction consulting and management:

- Grant Park Pool Renovation
- Thompson Park 50 Meter Pool, The Dalles, Oregon
- Sunriver Resort – The Cove, 2015
- Multnomah Athletic Club 50 Meter Pool renovation
- Evergreen Wings and Waves Waterpark, McMinnville, Oregon
- Western Oregon University Health and Wellness Center
- David Douglas School District Aquatic Center
- Oregon Zoo Flamingo and California Condor Habitats
- UO Football Operations Center Chilled Pools
- Innovation Center, Richland
- Trailblazer Moda Center Locker Room Spa and Cold Plunge
- Trailblazer Practice Facility Spa, Cold Plunge, and Swimspa
- Carmen Oaks ALF
- Embassy Suites, Hillsboro

Gary Gripp;

Commercial Service Manager—2008-Present

Association of Pool and Spa Professionals Certified
Service Professional

National Swimming Pool Foundation Certified
Pool Operator

Certified Stain Treatment Specialist: National Plasters
Council 2003-Present

A sampling of commercial aquatic projects Gary has been involved in pool mechanical system pre-construction consulting, construction management, and installation:

- Thompson Park 50 Meter Pool, The Dalles, Oregon
- Sunriver Resort – The Cove, 2015
- Evergreen Wings and Waves Waterpark, McMinnville, Oregon
- Brasada Ranch Resort, Powell Butte, Oregon
- Sunriver Lodge Wading Pool, Sunriver, Oregon
- Caldera Springs, Resort, Sunriver, Oregon
- Pronghorn Resort, Bend, Oregon
- Black Butte Ranch Glaze Meadow Recreation Center, Black Butte Ranch, Oregon
- Eagle Crest Resort, Redmond, Oregon
- Western Oregon University Health and Wellness Center
- Oregon Zoo Flamingo Habitat
- UO Football Operations Center Chilled Pools
- Innovation Center, Richland
- Trailblazer Moda Center Locker Room Spa and Cold Plunge
- Trailblazer Practice Facility Spa, Cold Plunge, and Swimspa

9500 SW Boeckman Rd. Wilsonville, Oregon ● Phone (503) 625-5628 ● Fax (503) 625-3488
CCB# 125440 ● WA#ANDERG1005BQ ● andersonpoolworks.com

ONTARIO AQUATIC CENTER MASTER PLAN 2017

Renovated….Re-purposed….Re-Opened!

DRAFT 1 March 21, 2017

The renovated and re-purposed Ontario Aquatic Center can again serve the Ontario community from the well-located and easily-accessible Lions Park. In fact, through some key re-purposing and careful locating of added-value facilities, coupled with efficient and forward-looking management, the reopened center can truly become a regional draw of the western Treasure Valley, and a perceived and actual center of activity year round, as a true Aquatic & Recreation Community Center.

The **Ontario Aquatic Center Master Plan 2017** is flexible, phasing in improvements, new offerings, renovations and in the case of the existing pools, major re-purposing as outdoor facilities. This re-purposing will greatly increase their summer season visibility & draw, while solving a number of existing infrastructure problems and reducing offseason costs to a fraction of what they were while operating year-round. The ***Phase One*** new Splash Park and its supporting features will create an immediate draw, very visible from busy 4th Avenue and along with the adjacent skateboard park and new concession serving each, will create an immediate attraction to Ontario and area families, teens and young children.

In general, ***Phases One, Two and Three*** can be considered as establishing the base core of the new Ontario Aquatic Center, a summer oriented facility with lower operating costs, efficient staffing and possibilities for "shoulder season" operation in Spring and Fall. ***Phases Four, Five and Six*** add more amenity, support and especially with a new west wing, more recreation facility, much broadening the appeal as an Aquatic + Recreation Center and in fact, increasing the staffing and operations efficiency. ***Phase Six*** if, when and as possible, can re-claim the existing pools as a four-season facility, without sacrificing the summer open-air aspect of the pools.

The following description of Master Plan Phasing and related conceptual construction cost ranges is very conceptual in nature. Costs will vary, in some cases considerably, based on further analysis and design work, as well as considerable options within each phase and with any re-phasing. The actual time when each phase is undertaken will also affect costs, as prices increase over time. Systems upgrades and replacements required in this Master Plan have yet to be studied and confirmed.

Further, each phase and project will have indirect (soft) costs to add to the construction (hard) costs. Soft costs include the owners costs of permits, fees, furnishings and non-fixed equipment, testing, owners insurance and a variety of others, depending on the project. Indirect costs can vary from 15% to 30% of the direct (hard) construction costs (i.e. the money paid directly to the contractor).

Simply put: Project Direct Costs + Project Indirect Costs = Total Project Costs

Phase One: Splash Park (4,000 sf) and its basic requirements, and as much of the support of the Splash Park that can be undertaken this phase. Basic requirements are the splash park and its features and supporting infrastructure, the usable deck around the splash park, and the fencing around the splash park. I'll note that the fencing (433 linear ft. shown) might be postponed to a later phase if the splash park is manned by the attendant taking admissions, who would then also be responsible for spotting any users that did not pay. In other words, the fencing is not really a safety consideration.

- Excavation & earthwork including excavation & trenching, earth forming (low berm), base rock & preparation, 17,900 total sf in Phase One project area……cost per your excavator, use "placeholder" of $ 25,000
- Utility extensions and connections to Splash Park equipment & new restrooms & concession (unknown)….cost per Ontario Public Works?.....use "placeholder" of $ 20,000
- Splash Park including 4,000 sf concrete pad, all splash park water features, all controls and equipment including vaults, pumps, tanks piping, filtering, etc……cost per Jason Schallock $ 263,000
- Mech, Elect, Plumbing……..$ 25,000
- Splash pad & surrounding concrete lounging and activity deck 10,600 sf……$ 12.00 psf = $ 127,200
- Surrounding fencing, 430 lin ft., 6 ft. high coated chain link, with gates and rolling section to pool……$ 12 per lin ft. = $ 5,200

- Shade structures as affordable in this Phase, three areas shown, 3,300 sf (note, can be added at a later phase as well)……..@ $ 14 psf = $ 46,200
- Two new indoor single occupant restrooms addition including vending alcoves, 245 sf……..@ $ 250 psf = $ 62,000
- Chain link & slat outdoor storage for furniture, under shade structure, 130 sf…….$ 1,000
- Freestanding concession stand including indoor restroom, service counters, food service equipment as required for menu offerings, rolling closure grilles, concrete block walls, frame or decking roof. Large lit decorative sign on extended walls, facing 4th Street. Building not conditioned, summer & shoulder season use only, 580 sf…… ..@ 400 psf = $ 233,000

Phase One Direct Construction Budget: $ 808,000

Phase Two: Upgrades of and additions to the existing building to better serve users. Fixing & upgrading finishes, especially in locker/changing rooms. New/extended front desk. Open wall between desk and main hallway. New entries and roof extensions to add the exterior alleyways between building wings into the building. Some new mechanical & electrical, but little or no new plumbing. Renovate west wing rooms for flexible meeting and party space.

New doorways into west building meeting rooms. Possibly move P&R offices to building. Add more windows to south meeting/party room right off splash park, for visibility and to open directly to splash park for parties and events.

- New roof, possibly as continuous insulated frp skylite (Kalwall) spanning between buildings and adding light and attraction to main circulation.
- Renovated locker rooms, all finishes, new lockers. No change in plumbing fixtures. ADA upgrades if and where required, negotiated based on existing facility and new ADA compliant restrooms in Phase One.
- Renovated & extended front desk for visibility and control.
- Remodel to inside viewing/lounging area at pool glass.
- Remodels & upgrades of west building rooms.
- New entry doors and entry plaza & drop-off at front door off parking.
- New indoor furnishings by owner.

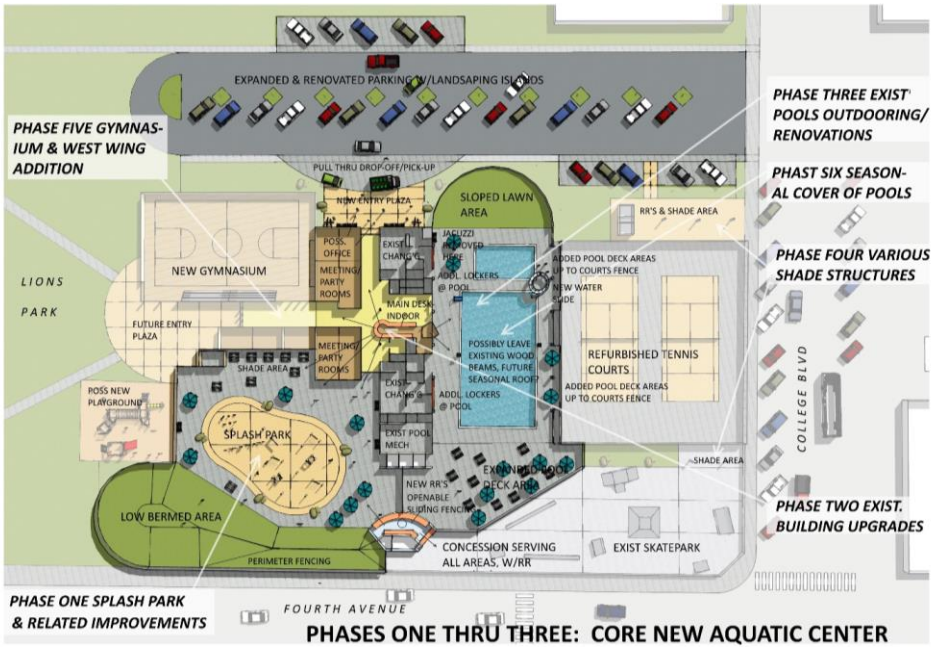
Phase Two Direct Construction Budget: $ 750,000 guesstimate, more information needed.

Phase Three: Remove roof and much of the exterior wall structure at existing pools, to make them outdoor pools. Other upgrades of pools, deck, systems as required. Extend concrete pool

deck outdoors to abut skate park and join to splash park deck and concession. New lawn area at north end of pools. Add water slide and possible other "fun" features to existing pools. Extend and upgrade parking lot, and create new drop-off/pick up vehicle area at front entry. New entry plaza area.

- Demolish & remove existing roof, end walls and most of east wall, leaving west (building) wall. Possibly renovate and leave existing main beams in place.
- Renovate pools, based on new re-programming and uses. Add features such as a water slide.
- Upgrade pool systems as required.
- Add layer of EIFS or other insulation system to east wall of building, as pools are now outdoors year round.
- Add sloped grass area and surrounding retaining wall @ north end of pools, for sunbathing and lounging.
- New outdoor lockers and outdoor shower heads at building wall pool side.
- New/extended concrete deck area south side of pools, connecting to Splash Park deck.
- Added parking and extension, landscaping & upgrades of existing parking lot

Phase Three Direct Construction Budget: $ 850,000 guesstimate, needing confirmations of many factors.



Total Direct Construction Cost, Core New Center Phases One, Two and Three = $ 2,408,000
Add 15% to 25% to Direct construction for Indirect Costs = Total Project Costs

Phase Four: New shade structures where needed, which could be at Splash Park (if not during a previous phase), at Tennis Courts, and at Skate park. New outdoor single occupant restroom at Tennis Court shade structure.

- Renovate tennis courts with new surfacing and otherwise as required.
- Shade structure with single occupant restroom at tennis courts.
- Shade structure at corner of Skateboard park.
- Possible additional features or bowl at skate park.
- Possibly add new playground, either in-fence or outside fence, adjacent to Phase One Splash Park, to complete family and youth fun center in this area.

Phase Four Direct Construction Budget: $ Unknown at this time.

Phase Five: Add Gymnasium and other uses new West Wing. Note that this really adds value as it increases activity and use of other building components (locker rooms, front desk, vending, etc....even the pools).

- Add multi-use gymnasium, including storage, bleachers, court markings, basketball hoops, possible court sports netting, etc. Re-grading of site as required, or ramp interior.
- Extend west hallway to new west entry. Remove existing west wall at hall extension.
- New west entry mini-plaza incorporating memorial and extending walkways across park to corners for access.
- New supporting rooms south of hallway, which could include additional meeting/party rooms.
- New mechanical and extended building systems to support new west wing.
- Upgraded landscaping in building area.

Phase Five Direct Construction Budget: $ Unknown at this time

Phase Six: Based on assessment of the success of facilities and community demand for year round aquatics, investigate possibilities of roofing existing pools, with retractable or partially retractable roof to maintain outdoor aspect of pools in summer. This might also involve retractable walls. The existing structural elements of columns and footings of course are already in place. The beams might be cleaned up and left in place, or removed and replaced with lighter and higher up steel beams, etc.

- New retracting and daylighting roofing system on existing or new cross-beams.

- New retracting glass/translucent end walls.

Phase Six Direct Construction Budget: $ Very unknown and variable depending on systems used and the amount of operation of system and degree of openness in summer.

Phases beyond Phase One can vary as far as order in which undertaken, when undertaken, features in each phase (i.e. moving them around), if ever undertaken (for instance, new gym wing and re-covering pools for all season use.

Options to reduce Phase One Direct Construction Costs and thus, Phase One total project costs:

- Pro-bono and below cost materials and labor if and where possible
- Don't develop Concession until later phase, use one of the two restrooms on the end of the existing building for the skatepark (i.e. outside splash park fence) until later phase.
- No shade structures in Phase One.
- No fencing around Splash Park in Phase One. Figure that attendant taking admissions can watch park for non-payers. Fencing is not required by code.
- Don't develop proposed grass-covered berm in Phase One.
- Less surrounding concrete deck.
- Smaller Splash Park, and/or with less features.

AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2018-101: HOUSING INCENTIVE PROGRAM

DATE: December 27, 2017

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2018:101, A RESOLUTION REVISING THE CITY OF ONTARIO BUSINESS LOAN FUND AND LOAN ALLOCATION PROCEDURES RECENTLY REVISED BY RESOLUTION NUMBER 2017-143.

SUMMARY:

The City Manager is recommending one additional revision to the recently adopted Housing Incentive Program to attract single family, owner occupied housing to the city.

BACKGROUND:

Resolution No. 87-103 establishing the City of Ontario Business Loan Fund and loan allocation procedures was passed on March 2, 1987. Funds were acquired as a grant through the Oregon Community Development Program. This established a revolving loan fund for the purpose of loaning to local businesses for business equipment, acquisition, business development, and the creation of new jobs. This resolution required that loans be established with interest.

Loan Terms in summary are as follows:

- Loans of not less than $10,000
- Maximum loan term of 15 years
- Interest rate fixed by city council at not less than 5%
- Loan servicing fee of 1 ½% to be deducted from the loan proceeds
- Applicant must secure a commitment from a commercial or private lender or local development group of at least 66 2/3% of the total project cost.
- Applicant must provide evidence of collateral
- Loan proceeds used for working capital shall not exceed 10% of the total loan amount.

Resolution No. 00-128 revised the City of Ontario business loan fund and loan allocation procedures established by resolution Number 87-103. Resolution No. 00-128 simplified the rules and procedures of the loan fund in

several ways:

- The purpose was rewritten to maximize the utilization by saying it "is to provide financing to: encourage economic and community development; create or retain jobs; and/or, enhance the aesthetic appeal of properties located within the Ontario Urban Growth Area."
- The resolution reduced the criteria, the ineligible activities, the application criteria, and repealed the minimum loan amount.
- It also designated the repayment of the loan directly to principal and outstanding uncollectable amounts and then established a grant fund for public facility projects.

Resolution No. 00-133 established the city of Ontario Economic and Community Enhancement Small Grant Fund and Accompanying Criteria and Procedures. This resolution defined the procedures for granting money acquired from interests and fees from the business loan fund.

The small grant fund criteria and procedures were established and the grants were established for the following uses:

- Public facility improvement projects identified in adopted plans
- Public Facility Projects such as playground equipment, street or crosswalk pavers, park irrigation systems
- Landscaping enhancements
- Improvements to the Railroad Depot
- Projects with a useful life of at least 5 years

Resolution No. 2004-140 revised the City of Ontario Business Loan Fund and Accompanying Criteria and Procedures to provide clarity that the Business Loan Fund could be spent within and outside the City of Ontario and the Urban Growth Boundary so long as there was a direct or indirect benefit to the City or Urban Growth Boundary.

The Ontario City Council directed the City Manager to prepare an amendment to the Business Loan Fund to implement the Housing Incentive Program as presented. Revisions to the Business Loan Fund were prepared and approved by the Ontario City Council on December 19, 2017.

CURRENT SITUATION:

A revision to the recently passed Housing Incentive Program has been requested by several Council members that the funds not be awarded to projects already receiving or who will be receiving other governmental funding.

Several inquiries have already been made about the program.

ANALYSIS:

A. **FINANCIAL** This program will have a positive impact on the General Fund. Initially, as additional revenue comes in from new construction built under these agreements, the taxes will be transferred to replenish the Business Loan Fund. After the incentive program money has been replenished, the city will see be able to use the additional property tax revenue from the new construction.

   Additional housing in Ontario will provide secondary economic impacts to the local economy by increasing the work force, providing closer access to places of employment, and additional retail business.

B. **TIMING** Multiple contractors and individuals have approached the city with interest in the program since it was presented conceptually to the City Council. Staff anticipates it will be received well by the community.

C. **POLICY/LEGAL** Amendments to the Business Loan Fund Rules and Procedures must be approved by the City Council.

ALTERNATIVES:

Take No Action: If the Council chooses not to pursue this program, the program will stand as recently passed by Res. No. 2017-143.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2018-101.

ATTACHMENTS:

1. Resolution #2017-143
2. Resolution #2018-101

RESOLUTION NO. 2017-143

A RESOLUTION REVISING THE CITY OF ONTARIO BUSINESS LOAN FUND AND LOAN ALLOCATION PROCEDURES ESTABLISHED BY RESOLUTION NUMBER 87-103 AND REVISED BY RESOLUTIONS NUMBER 00-128, 00-133, 2004-140 AND 2017-143.

WHEREAS, The City of Ontario, by Resolution No. 87-103, dated March 2, 1987, established a Revolving Loan Fund (RLF) for the purpose of providing financing for the purchase of land, buildings, fixed equipment and machinery, research and development, and working capital to eligible small businesses in Ontario; and

WHEREAS, The Revolving Loan Fund was revised by Resolution No. 00-128 to simplify the rules and procedures established by Resolution No. 87-103; and

WHEREAS, The Revolving Loan Fund was revised by Resolution No. 00-133 establishing the city of Ontario Economic and Community Enhancement Grant Fund derived from fees and interests from the revolving loan fund; and

WHEREAS, The Revolving Loan Fund was revised by Resolution No. 2004-140 to provide clarity for the geographic boundaries in which the fund could be spent; and

WHEREAS, The City desires to be able to use the revolving loan fund to attract owner occupied new home construction.

NOW THEREFORE, BE IT HEREBY RESOLVED,

The provisions of the amended Business Loan Fund and Loan Allocation Procedures are superseded resolution No. 2017-__herewith.

Section 1. Purpose: The purpose of the City of Ontario Business Loan Fund is to finance projects, located inside or outside the Ontario Urban Growth Boundary, which provide the following benefits within the Urban Growth Boundary: economic and community development, job creation, and/or retention, or enhanced aesthetic appeal of property.

Maximum utilization of the City of Ontario Business Loan Fund is encouraged.

Section 2. Criteria: The following project criteria are priority items of the City of Ontario Business Loan fund:

1. Businesses that are a "qualified business firm" as defined by the Enterprise Zone section of the Oregon Revised Statutes and are located in the Ontario Enterprise Zone;

2. Existing businesses with fewer than one hundred employees;
3. Employment of low and moderate income employees;
4. Making use of skills of displaced or unemployed workers;
5. Assisting in economic diversification;
6. Containing significant owner equity;
7. Maximizing participation by financial institutions and local development groups; or
8. Compliance with City of Ontario required upgrades to on-site landscaping and/or parking improvements for business enterprises.
9. Home Incentive Program: Providing a cash incentive of $10,000 per unit for construction of new owner occupied single family homes.

Proposed projects meeting some or all of the criteria set forth in this section will be given priority for loan funding. Greater consideration will be given to projects meeting two or more criteria.

Section 3. Ineligible activities: The following activities are ineligible for funding from the City of Ontario Business Loan Fund:

1. Paying off a loan, investment or advance to an employee, officer, partner or stock holder of the firm, or replenishing funds used for such purposes;
2. Investment purposes not related to the business, or business purposes considered speculative;
3. Firms involving gambling activity;

Section 4. Applications: Applications shall be submitted to the Ontario City Manager. The applications shall contain the following information:

1. How the proposed project meets the purpose and criteria as set forth in this resolution;
2. Information indicating that the project is feasible and has a significant prospect of repayment;
3. A list identifying collateral which is available and will be used to secure the City's interest in the loan, should the loan be extended.
4. Indicating the source and approximate amounts of other funds which will support the project.
5. Written agreement on behalf of applicant, his successors and/or assigns in interest to take necessary steps to maintain the City's security interests until the loan is paid in full.
6. A separate application form will be created for the Housing Incentive Program.

The City Manager shall review the application for completeness and sufficiency. If the application is deemed complete by the City Manager, it will be forwarded to the Loan Committee. The Loan Committee, after review of the application will make a recommendation of approval, approval with conditions or disapproval to the City Council. The City Council shall make the final decision on each application.

Section 5. Loan Committee. The Loan Committee shall review all applications for loans at least quarterly. The Loan Committee shall be composed of five (5) members, two (2) of whom are City Council members and three (3) of whom are members at large. All Loan Committee

members shall be appointed by the Mayor with the approval of the City Council.

Section 6. Loan Terms.

1. Loans shall not be made for amounts so low they are inefficient to administer.

2. Loans will be authorized to qualifying applicants on a first come, first serve basis, subject to the availability of funds within the City of Ontario Business Loan Fund.

3. The Maximum loan term is fifteen (15) years.

4. The interest rate for all loans granted under the terms of this program shall be fixed by the City Council. The rates will generally be fixed at the Prime Rate, as published in the most current edition of the Wall Street Journal, less two percent (2%). However, the lending rate shall be established for all loans at a rate no lower than five percent (5%). Interest shall accrue on a fixed, simple interest basis.

5. All loans shall be subject to a one time loan origination fee which shall be the greater of one and one-half percent (1*Yz* %) of the principal amount or one hundred fifty dollars ($150.00).

6. City of Ontario Business Loan Funds should be used to leverage owner equity and other conventional financing of the project, with the Business Loan Fund amounts generally not exceeding thirty-three percent (33%) of the total cost of the project. Under no circumstances should Business Loan Funds be used for working capital.

7. Applicant must provide, along with the application, sufficient evidence of adequate collateral for security of the whole amount of the loan to insure loan repayment.

8. Provided there is adequate security, the monies loaned from the fund may be in a subordinate security position to that of other lenders.

9. Loan proceeds may be used for necessary physical facility expenses including, but not limited to the purchase of land, buildings, equipment or the construction or installation of site improvements.

Section 7. Loan Application: Requests for loan funds through the City of Ontario Business Loan Fund shall be made on applications provided by the City of Ontario.

Section 8. Escrow Agencies: The City of Ontario may require that the repayment of funds be made to a designated independent agent or escrow company which shall serve as an agent for the City in the collection of the loan funds.

Section 9. Repayment of Loan Funds: All revenue received through the repayment of the amount of loans under this program shall be placed:

1. The repayment of principal amounts shall be placed within the City of Ontario

Business Loan Fund Account and shall be used to maintain a continuous loan fund.

2. All revenue received from interest on the principal balance of the City of Ontario Business Loan Fund or from interest on the principal amounts of loaned funds shall be allocated:

a. First, to replace any principal amounts lost from uncollectable amounts on any outstanding loan granted through the City of Ontario Business Loan Fund

b. The remainder to go to the Ontario Economic and Community Enhancement Small Grant Fund which shall be available for distribution in accordance with the policies and procedures as set forth by resolution of the Ontario City Council for public facility projects which enhance the economic stability or general quality of life within thecommunity.

Section 10. Geographical Restriction: All loan funds obtained through the City of Ontario Business Loan Fund must be used on projects inside or outside the Ontario Urban Growth Boundary, which provide benefits within the Urban Growth Boundary as described in Section 1.

Section 11. Housing Incentive Program: The following conditions must be met for projects eligible for the Housing Incentive Program.

a. Sufficient documentation of funding must be satisfied by the Business Loan Fund Committee to establish ability to pay for the proposed development.

b. The Housing Incentive application must be completed.

c. The program is only eligible for new single family, owner occupied homes, greater than 1,600 square feet.

d. The projects must be complete within 24 months of the application approval.

e. All projects must be permitted with the City and built by licensed bonded and insured contractors.

f. Homes must be within the city limits or annexed into the city prior to occupancy.

g. Incentive funds will be paid out at the certificate of occupancy.

h. Agreements must be approved prior to permitting & Construction

i. The City will repay the business loan fund annually by transferring taxes received into the general fund for each property to the business loan fund.

j. The home project must not be receiving any other governmental funding or subsidy (federal or state loan guarantees are excluded).

Section 12. Modifications: The Ontario City Council may review all or part of this resolution and may make appropriate changes as necessary upon Resolution of the City Council.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of December, 2017, by the following vote:

AYES:
NAYS:
EXCUSED:
ABSENT:

APPROVED by the Mayor this _____day of _____, 2017.

ATTEST:

_____
Ronald Verini, Mayor

_____
Tori Barnett, MMC, City Recorder

RESOLUTION #2018-101

A RESOLUTION REVISING THE CITY OF ONTARIO BUSINESS LOAN FUND AND LOAN ALLOCATION PROCEDURES ESTABLISHED BY RESOLUTION NUMBER 87-103 AND REVISED BY RESOLUTIONS NUMBER 00-128, 00-133, , 2004-140 AND 2017-143

WHEREAS, The City of Ontario, by Resolution No. 87-103, dated March 2, 1987, established a Revolving Loan Fund (RLF) for the purpose of providing financing for the purchase of land, buildings, fixed equipment and machinery, research and development, and working capital to eligible small businesses in Ontario; and

WHEREAS, The Revolving Loan Fund was revised by Resolution No. 00-128 to simplify the rules and procedures established by Resolution No. 87-103; and

WHEREAS, The Revolving Loan Fund was revised by Resolution No. 00-133 establishing the city of Ontario Economic and Community Enhancement Grant Fund derived from fees and interests from the revolving loan fund; and

WHEREAS, The Revolving Loan Fund was revised by Resolution No. 2004-140 to provide clarity for the geographic boundaries in which the fund could be spent; and

WHEREAS, The Revolving Loan Fund was revised by Resolution 2017-143 to add a new home construction incentive program; and

WHEREAS, The City Council finds that the new home construction incentive program should be available only for homes that are not receiving other government subsidies.

NOW THEREFORE, BE IT HEREBY RESOLVED,

The following provisions of this Resolution 2018-001 supersede and replace all prior Business Loan Fund Resolutions:

Section 1. Purpose: The purpose of the City of Ontario Business Loan Fund is to finance projects, located inside or outside the Ontario Urban Growth Boundary, which provide the following benefits within the Urban Growth Boundary: economic and community development, job creation, and/or retention, or enhanced aesthetic appeal of property.

Maximum utilization of the City of Ontario Business Loan Fund is encouraged.

Section 2. Criteria: The following project criteria are priority items of the City of Ontario Business Loan fund:

1. Businesses that are a "qualified business firm" as defined by the Enterprise Zone section of the Oregon Revised Statutes and are located in the Ontario Enterprise Zone;
2. Existing businesses with fewer than one hundred employees;
3. Employment of low and moderate income employees;
4. Making use of skills of displaced or unemployed workers;
5. Assisting in economic diversification;
6. Containing significant owner equity;
7. Maximizing participation by financial institutions and local development groups; or
8. Compliance with City of Ontario required upgrades to on-site landscaping and/or parking improvements for business enterprises.
9. Home Incentive Program: Providing a cash incentive of $10,000 per unit for construction of new owner occupied single family homes.

Proposed projects meeting some or all of the criteria set forth in this section will be given priority for loan funding. Greater consideration will be given to projects meeting two or more criteria.

Section 3. Ineligible activities: The following activities are ineligible for funding from the City of Ontario Business Loan Fund:

1. Paying off a loan, investment or advance to an employee, officer, partner or stock holder of the firm, or replenishing funds used for such purposes;
2. Investment purposes not related to the business, or business purposes considered speculative;
3. Firms involving gambling activity;

Section 4. Applications: Applications shall be submitted to the Ontario City Manager. The applications shall contain the following information:

1. How the proposed project meets the purpose and criteria as set forth in this resolution;
2. Information indicating that the project is feasible and has a significant prospect of repayment;
3. A list identifying collateral which is available and will be used to secure the City's interest in the loan, should the loan be extended.
4. Indicating the source and approximate amounts of other funds which will support the project.
5. Written agreement on behalf of applicant, his successors and/or assigns in interest to take necessary steps to maintain the City's security interests until the loan is paid in full.
6. A separate application form will be created for the Housing Incentive Program.

The City Manager shall review the application for completeness and sufficiency. If the application is deemed complete by the City Manager, it will be forwarded to the Loan Committee. The Loan Committee, after review of the application will make a recommendation of approval, approval with conditions or disapproval to the City Council. The City Council shall make the final decision on each application.

Section 5. Loan Committee. The Loan Committee shall review all applications for loans at least quarterly. The Loan Committee shall be composed of five (5) members, two (2) of whom are City Council members and three (3) of whom are members at large. All Loan Committee members shall be appointed by the Mayor with the approval of the City Council.

Section 6. Loan Terms.

1. Loans shall not be made for amounts so low they are inefficient to administer.

2. Loans will be authorized to qualifying applicants on a first come, first serve basis, subject to the availability of funds within the City of Ontario Business Loan Fund.

3. The Maximum loan term is fifteen (15) years.

4. The interest rate for all loans granted under the terms of this program shall be fixed by the City Council. The rates will generally be fixed at the Prime Rate, as published in the most current edition of the Wall Street Journal, less two percent (2%). However, the lending rate shall be established for all loans at a rate no lower than five percent (5%). Interest shall accrue on a fixed, simple interest basis.

5. All loans shall be subject to a one time loan origination fee which shall be the greater of one and one-half percent (1*Yz* %) of the principal amount or one hundred fifty dollars ($150.00).

6. City of Ontario Business Loan Funds should be used to leverage owner equity and other conventional financing of the project, with the Business Loan Fund amounts generally not exceeding thirty-three percent (33%) of the total cost of the project. Under no circumstances should Business Loan Funds be used for working capital.

7. Applicant must provide, along with the application, sufficient evidence of adequate collateral for security of the whole amount of the loan to insure loan repayment.

8. Provided there is adequate security, the monies loaned from the fund may be in a subordinate security position to that of other lenders.

9. Loan proceeds may be used for necessary physical facility expenses including, but not limited to the purchase of land, buildings, equipment or the construction or installation of site improvements.

Section 7. Loan Application: Requests for loan funds through the City of Ontario Business Loan Fund shall be made on applications provided by the City of Ontario.

Section 8. Escrow Agencies: The City of Ontario may require that the repayment of funds be made to a designated independent agent or escrow company which shall serve as an agent for the City in the collection of the loan funds.

Section 9. Repayment of Loan Funds: All revenue received through the repayment of the amount of loans under this program shall be placed:

1. The repayment of principal amounts shall be placed within the City of Ontario Business Loan Fund Account and shall be used to maintain a continuous loan fund.

2. All revenue received from interest on the principal balance of the City of Ontario Business Loan Fund or from interest on the principal amounts of loaned funds shall be allocated:

   a. First, to replace any principal amounts lost from uncollectable amounts on any outstanding loan granted through the City of Ontario Business Loan Fund

   b. The remainder to go to the Ontario Economic and Community Enhancement Small Grant Fund which shall be available for distribution in accordance with the policies and procedures as set forth by resolution of the Ontario City Council for public facility projects which enhance the economic stability or general quality of life within thecommunity.

Section 10. Geographical Restriction: All loan funds obtained through the City of Ontario Business Loan Fund must be used on projects inside or outside the Ontario Urban Growth Boundary, which provide benefits within the Urban Growth Boundary as described in Section 1.

Section 11. Housing Incentive Program: The following conditions must be met for projects eligible for the Housing Incentive Program.

a. Sufficient documentation of funding must be satisfied by the Business Loan Fund Committee to establish ability to pay for the proposed development.

b. The Housing Incentive application must be completed.

c. The program is only eligible for new single family, owner occupied homes, greater than 1,600 square feet.

d. The projects must be complete within 24 months of the application approval.

e. All projects must be permitted with the City and built by licensed bonded and insured contractors.

f. Homes must be within the city limits or annexed into the city prior to occupancy.

g. Incentive funds will be paid out at the certificate of occupancy.

h. Agreements must be approved prior to permitting & Construction

i. The City will repay the business loan fund annually by transferring taxes received into the general fund for each property to the business loan fund.

j. The home project must not be receiving any other governmental funding or subsidy (federal or state loan guarantees or tax credits are excluded).

Section 12. Modifications: The Ontario City Council may review all or part of this resolution and may make appropriate changes as necessary upon Resolution of the City Council.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of January, 2018, by the following vote:

AYES:
NAYS:
EXCUSED:
ABSENT:

APPROVED by the Mayor this _____day of _____, 2018.

ATTEST:

_____
Ronald Verini, Mayor

_____
Tori Barnett, MMC, City Recorder

AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2018-102: REQUESTING A CHANGE IN THE BOUNDARY OF THE MALHEUR COUNTY ENTERPRISE ZONE

DATE: December 26, 2017

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION #2018-02, A RESOLUTION REQUESTING A CHANGE IN THE BOUNDARY OF THE MALHEUR COUNTY ENTERPRISE ZONE.

SUMMARY:

The offices of the County of Malheur, City of Ontario, City of Vale, and City of Nyssa are requesting a change in the boundary of the Malheur County Enterprise Zone that would add the area indicated in the attached Resolution 2018-102 with maps as Exhibit A and the legal descriptions as Exhibit B.

BACKGROUND:

In 1999 under Resolution 99-111, Malheur County, City of Ontario, City of Vale, and the City of Nyssa successfully applied for an enterprise zone, which was designated as the Malheur County Enterprise Zone by the Director of the Oregon Business Development Department (dba Business Oregon). The designation of an enterprise zone does not grant or imply permission to develop land within the zone without complying with all prevailing zoning, regulatory and permitting processes and restrictions of any and all local jurisdictions; nor does it indicate any public intent to modify those processes or restrictions, unless otherwise in agreement with applicable comprehensive land use plans. This Enterprise Zone and the tax exemption that it offers for new investments in plant and equipment by eligible business firms are critical elements of local efforts to increase employment opportunities, to raise local incomes, to attract investments by new and existing businesses and to secure and diversify the local economic base.

CURRENT SITUATION:

On May 18, 2015 under Resolution 2015-123 the City of Ontario adopted the current Malheur County Enterprise Zone boundaries. At the time of adoption of Resolution 2015-123 a portion of the property under this new request for Ontario, shown as Tax lots 1000, 1100, 1200, 1400, 1500 and 1600 were inadvertently left out of the adoption. and along with the other lands shown as Tax Lots 1300 and 1800 are now proposed to be added to the Enterprise Zone.

A public notice of the change in the boundary of the enterprise zone was submitted to the Argus Observer newspaper and Malheur Enterprise newspaper, and a public meeting was held by the Malheur County Court on December 20, 2017, in conjunction with the adoption of this resolution, to hear the response of the citizenry to the proposed change to the Malheur County Enterprise Zone requested herein. At said meeting the County Court Adopted Resolution R17-41 and recorded said Resolution under Instrument No. 2017-4736.

ANALYSIS:

A. **FINANCIAL** The change in the boundary of the Malheur County Enterprise Zone would allow the property described in attached Resolution, to be eligible for tax abatement. The applicant's business activity must fall under qualifying activity outlined in Oregon's enterprise zone program.

B. **TIMING** The County has approved their portion of the process on December 20th and for the action to be finalize the Cities of Ontario, Nyssa and Vale need to approve their portions in a timely manner.

C. **POLICY/LEGAL** The City Attorney has reviewed the resolution for consistency with the agreements established.

ALTERNATIVES:

1). The Council could chose not to approve the resolution for reasons stated at meeting.
2). The Council could approve the request of the areas by the County and the City of Nyssa and exclude the areas with the City Urban Growth Area.

RECOMMENDATION:

Staff recommends the City Council adopt Resolution #2018-102.

ATTACHMENTS:

1. Resolution #2018-102
2. Tax District Notice Letter

RESOLUTION #2018-102

A RESOLUTION REQUESTING A CHANGE IN THE BOUNDARY OF THE MALHEUR COUNTY ENTERPRISE ZONE

WHEREAS, in 1999, under Resolution99-111, Malheur County, City of Ontario, City of Vale, and the City of Nyssa successfully applied for an Enterprise Zone, which was designated as the Malheur County Enterprise Zone by the Director of the Oregon Business Development Department (dba Business Oregon).

WHEREAS, on May 18, 2015, under Resolution 2015-123, the City of Ontario adopted the current Malheur County Enterprise Zone boundaries; and

WHEREAS, the designation of an Enterprise Zone does not grant or imply permission to develop land within the Zone without complying with all prevailing zoning, regulatory and permitting processes and restrictions of any and all local jurisdictions; nor does it indicate any public intent to modify those processes or restrictions, unless otherwise in agreement with applicable comprehensive land use plans; and

WHEREAS, this Enterprise Zone and the tax exemption that it offers for new investments in plant and equipment by eligible business firms are critical elements of local efforts to increase employment opportunities, to raise local incomes, to attract investments by new and existing businesses and to secure and diversify the local economic base; and

WHEREAS, office of the County of Malheur, City of Ontario, City of Vale, and City of Nyssa are requesting a change in the boundary of the Malheur County Enterprise Zone that would add the area indicated in the attached maps as Exhibit A and the legal description attached as Exhibit B; and

WHEREAS, public notice of the change in the boundary of the Enterprise Zone was submitted to the Argus Observer newspaper and Malheur Enterprise newspaper, and a public meeting was held by the Malheur County Court on December 20, 2017, in conjunction with the adoption of this resolution, to hear the response of the citizenry to the proposed change to the Malheur County Enterprise Zone requested herein;

WHEREAS, special notification was sent to affected taxing districts about the Malheur County Enterprise Zone expansion on November 20, 2017, at least 21 days prior to the Malheur County Court hearings; and

WHEREAS, the change in the boundary of the Malheur County Enterprise Zone would allow property mapped and described in Exhibits A and B, to be eligible for certain tax benefits, which may be necessary to attract large businesses to the local area.

NOW, THEREFORE, BE IT RESOLVED by the Ontario City Council to approve the following:

1. The Ontario City Council requests a change in the boundary of the Malheur County Enterprise Zone by adding to its boundaries the property shown and described in Exhibits A and B.

2. Greg Smith, Local Zone Manager, is hereby authorized to prepare and submit technical memoranda to the Oregon Business Development Department (dba Business Oregon), along with this resolution and other necessary documents, verifying that the requested boundary changes to the Malheur County Enterprise Zone comply with the requirements of ORS 285C.115, so that request herein may be approved by order of the Oregon Business Development's Director.

EFFECTIVE DATE: Effective upon approval of the Oregon Business Development Department (dba Business Oregon) Director.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____, 2018, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____ 2018.

ATTEST:

_____ _____

Ronald Verini, Mayor Tori Barnett, MMC, City Recorder

Exhibit "A"

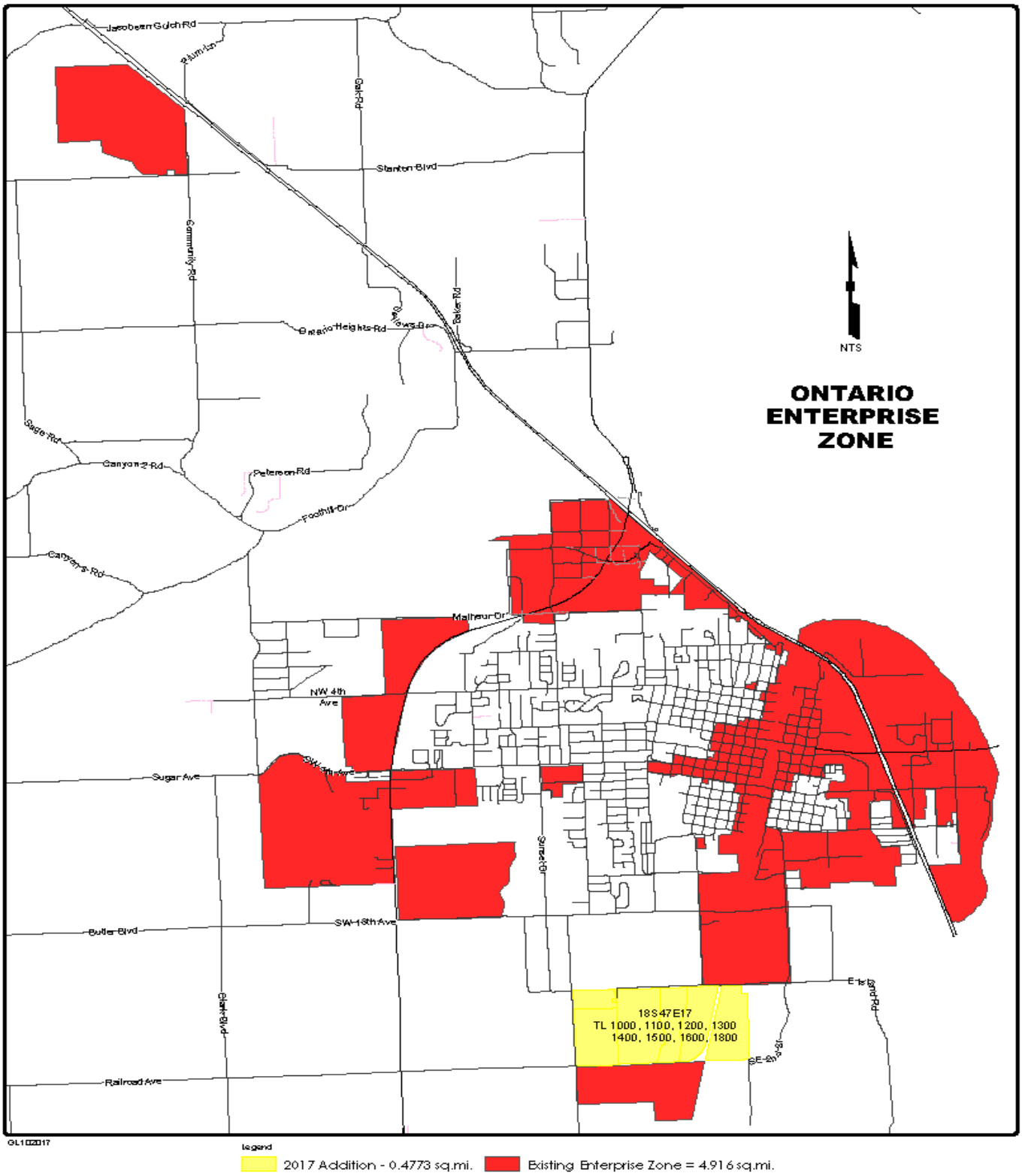

Jacobsen Gulch Rd
Stanton Blvd
Community Rd
Ontario Heights Rd
Baker Rd
Canyon 2 Rd
Peterson Rd
Foothill Dr
Canyon 3 Rd
Malheur Dr
NW 4th Ave
Sugar Ave
Sunset Dr
Butler Blvd
SW 18th Ave
Black Blvd
Railroad Ave
E Idaho Rd
SE 2nd St
18S47E17
TL 1000, 1100, 1200, 1300
1400, 1500, 1600, 1800
NTS
ONTARIO
ENTERPRISE
ZONE
legend
2017 Addition - 0.4773 sq.mi.
Existing Enterprise Zone = 4.916 sq.mi.

Exhibit "A" – cont.

2 of 3

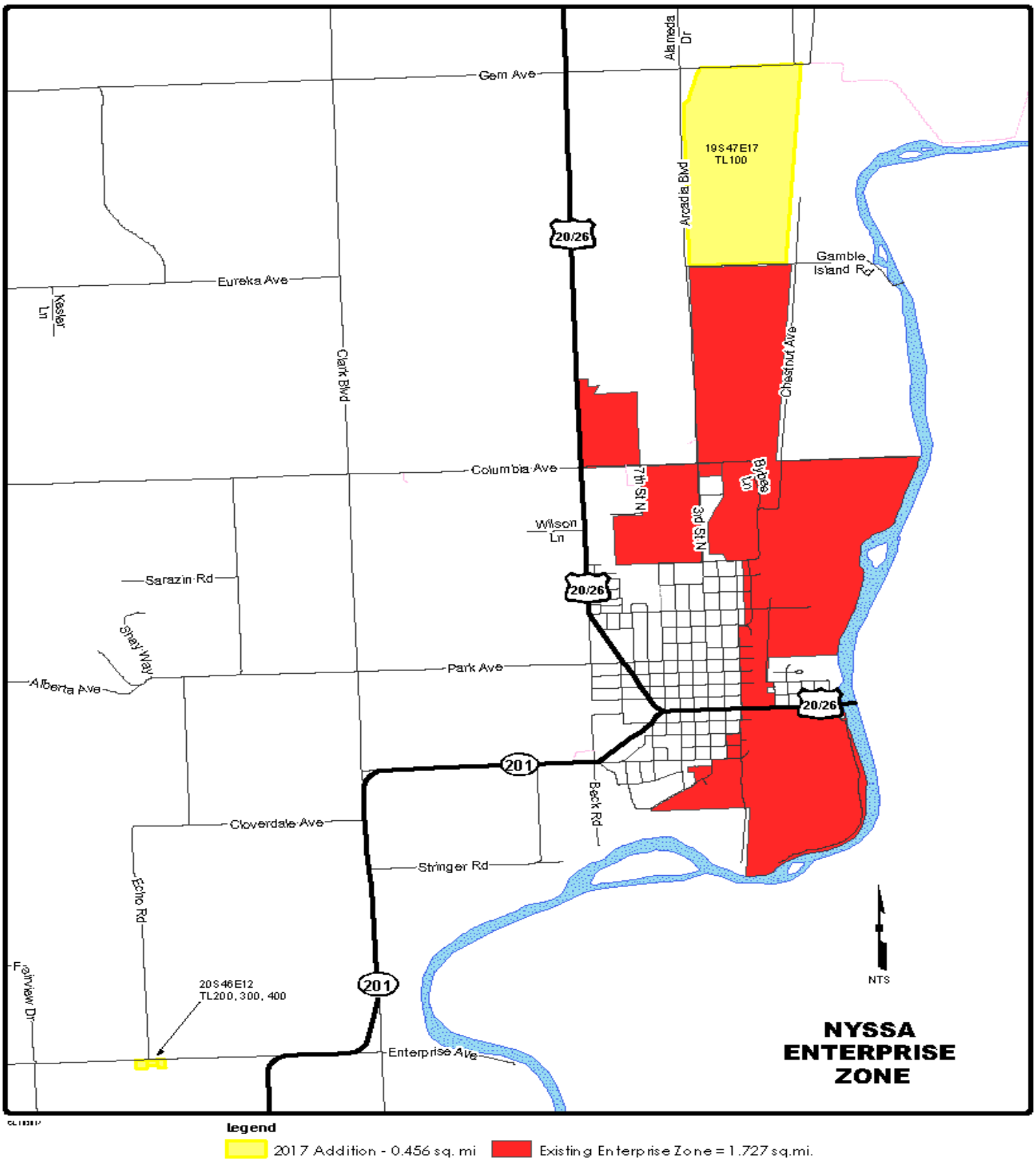


Exhibit "A" – cont.

GL102017

legend

2017 Enterprise Zone - 0.08 sq. mi.

Exhibit "B"

Nyssa

Land in Malheur County, OR
All of the East ½ of the SW¼,
lying West of the UPRR
Section 17, T. 19 S., R. 47 E., W.M.

Land in Malheur County, Oregon, as follows: In TWP, 20 S., R 46 E., W.M.: Sec. 12; A Parcel of Land in the NW ¼ NE ¼ Described as follows: Beginning at a point 170 feet East of the Northwest corner of said NW ¼ NE ¼; Thence East 168 feet; Thence South 234 feet; Thence West 168 feet; Thence North 234 feet to the point of beginning.

Land in Malheur County, Oregon, as follows:
In Twp. 20 S., R. 46 E., W.M.:
Sec. 12: A parcel of land in the NW ¼ NE ¼ and NE ¼ NW ¼ described as follows:
Beginning at a point 170 feet due East of the Northwest corner of the said NW ¼ NE ¼;
thence due South 181.5 feet;
thence West, parallel with the North boundary of Sec. 12, 240 feet;
thence due North 181.5 feet, more or less, to the said North boundary;
thence East, coincident with the North boundary, 240 feet to the Point of Beginning.
Reserving a private road across the East 20 feet.

Land in Malheur County, Oregon, as follows:
In Twp. 20 S., R. 46 E., W.M.:
Sec. 12: **PARCEL NO. 1** in Partition Plat 95-13 as recorded June 23, 1995, Inst. No. 95-4072 official records and being located in the North ½ of said Sec. 12.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 19, 1994
JAMES T. EDWARDS
2663

RENEWS: DEC. 31, 2017

Ontario

All of the S½, Sec. 16, T. 18 S., R. 47 E., W.M., Malheur County, OR
Except the following described Parcel
Beginning at the East ¼ corner
Sec. 16, T. 18 S., R. 47 E., W.M.
Thence: S 0° 28' 28" W 328.34 ft.
Thence: S 89° 48' 37" W 184.52 ft.
Thence N 3° 00' 00" E 328.83 ft.
Thence N 89° 48' 37" E 170.00 ft.
to the Point of Beginning.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 19, 1994
JAMES T. EDWARDS
2663

RENEWS: DEC. 31, 2017

Farewell Bend

Land in Malheur County, Oregon, as follows:
In Twp. 15 S., R. 45 E., W.M.:
Secs. 4 and 5: A parcel of land situated in the SW ¼ NW ¼ and the NW ¼ SW ¼ of Section 4 and the NE ¼ SE ¼ of Section 5, more particularly described as follows:

Beginning at a point which is 2297.70 feet South and 559.74 feet East of The Northwest corner of said Section 4, which point is on the Westerly boundary of the right of way for the existing U.S. Highway 30;

Thence South 19 degrees 18' 15" E., along said Highway boundary, a Distance of 1275.84 feet;

Thence South 48 degrees 49' 30" W., a distance of 187.30 feet along the Northerly boundary of an access road to U.S. Highway Interstate 80 North;

Thence North 65 degrees 22' 55" W., a distance of 219.47 feet along said Access road boundary;

Thence North 51 degrees 05' 05" W., a distance of 406.03 feet to a point On the Easterly boundary of U.S. Highway Interstate 80 North;

Thence North 41 degrees 06' 05" W., along said boundary of U.S. Interstate 80 North, a distance of 690.0 feet;

Thence North 46 degrees 23' 55" E., a distance of 857.00 feet to a point On the Westerly boundary of the existing U.S. Highway 30;

Thence South 19 degrees 37' 05" E., along said boundary of U.S. Highway 30, a distance of 144.97 feet;

Thence North 70 degrees 22' 55" E., along the boundary of said U.S. Highway 30, a distance of 20.0 feet to the Point of Beginning.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 19, 1994
JAMES T. EDWARDS
2663

RENEWS: DEC. 31, 2017

Farewell Bend

Land in Malheur County, Oregon as follows:
In Twp. 15 S., R. 45 E., W.M.:

Secs. 4 and 5: All that portion of Government Lot(s) 2 and 3 of Section 4 and of the S ½ NE ¼ and NE ¼ SE ¼ of Section 5, lying West of the Old U.S. Highway 30 right of way, as conveyed by Deed recorded July 20, 1922, Book 21, Page 267, and recorded April 7, 1958, Book 109, Page 284 and recorded April 23, 1965, Book 129, Instrument No. 64273, and lying East of U.S. Highway Interstate 84 North, fka 80 North, as conveyed in Action No. 10,199E and lying Northwesterly of the following described line, to-wit:

Beginning at a point 2297.70 feet South and 559.74 feet East of the Westerly boundary of the right of way for the existing U.S. Highway 30;
Thence South 70 degrees 22' 55" W., 20 feet;
Thence N. 19 degrees 37' 05" W., 144.97 feet;
Thence S. 46 degrees 23' 55" W., 857 feet to the Easterly boundary of U.S. Highway Interstate 84 North, fka 80 North, right of way, Said point being the Point of Termination.

EXCEPTING THEREFROM any portion of that certain parcel as conveyed to Idaho Power Company, a corporation, by Deed recorded August 31, 1928, Book 30, Page 177, Deed Records, for a strip of land 50 feet wide across Sections 4 and 5.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 19, 1994
JAMES T. EDWARDS
2663

RENEWS: DEC. 31, 2017

Malheur County
Economic Development

Malheur County
Development Corporation

November 20, 2017

Greg Smith, Zone Manager
Malheur County Enterprise Zone
522 SW Fourth St.
Ontario, OR 97914

Subject: Local Taxing District Notice about Enterprise Zone Boundary Change {OAR 123-065-0330 & 123-065-1050}

Mr. Smith:

This letter is to inform you that the Malheur County Enterprise Zone sponsors (Malheur County, City of Nyssa, City of Ontario, and City of Vale) are seeking a boundary change to the current Malheur County Enterprise Zone. **The Malheur County Court is expected to consider a resolution requesting the boundary amendment on Wednesday, December 20, 2017 at 9:00 am.** The boundary change request will then be submitted to the Oregon Business Development Department (dba Business Oregon) for approval.

The attached maps provide you with the proposed boundary change. The areas may include relevant tax codes that could affect future property tax collections in your district. Therefore, we ask you to comment on the proposal at the hearing, or by sending comments to either myself or the Malheur County Court by Tuesday, December 20, 2017. We will make sure your comments are included in the record.

Enterprise Zone Background, Benefits, and Requirements

In 1999, Malheur County, City of Ontario, City of Vale, and the City of Nyssa successfully applied for an enterprise zone, which was designated as the Malheur County Enterprise Zone. The purpose of the enterprise zone program is to help attract new investments from new and existing businesses. If a business locates or expands within the zone, they may be eligible for a property tax abatement for a specific amount of years. The standard term of the abatement ranges between three and five years and is dependent upon levels of investment, job creation, and wage compensation. A larger project with capital investments north of $10.5 million, greater job creation, and higher wages may qualify for seven to fifteen years. **The abatement applies to only new investments in plants or equipment.** Most commercial/retail operation would not be eligible. The primary beneficiaries of the enterprise zone are manufacturing and otherwise industrial oriented facilities. The tax abatement is temporary, after which time the new investments are available for assessment.

If you have any questions or comments, please feel free to contact me directly by calling 541-889-6261 or email me at malheurcountyedc@gmail.com.

Best Regards,

Greg Smith, Zone Manager
Malheur County Enterprise Zone

DRAFT

AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Debbie Jeffries, Recreation Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2018-103: INCREASING FEES FOR YOUTH SOCCER, GIRLS SOFTBALL, AND OUT OF CITY FEES**

DATE: December 20, 2017

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE REQUEST TO INCREASE THE FEE FOR YOUTH SOCCER FROM $36 TO $40, GIRLS SOFTBALL FROM $38 TO $40, AND OUT OF CITY PARTICIPANT FEES FROM $5 TO $7.

SUMMARY:

The Ontario Recreation Department would like to increase the Youth Soccer, Girls Softball, and Out of City Participant fees.

BACKGROUND:

The Ontario Recreation Department has not raised Youth Soccer, Girls Softball, or out of City fees in several years.

CURRENT SITUATION:

Increasing fees will help offset the amount the department is subsidized from the General Fund. Staff believes that increasing this small amount will help insure that participation will not decrease due to the cost of the program.

ANALYSIS:

A. FINANCIAL

The Recreation Department would bring in more revenue with these larger fees and would decrease the amount of the subsidy from the General Fund.

Current Fees:		**Suggested new Fees:**	
Youth Soccer	$ 36.00	Youth Soccer	$ 40.00
Girls Softball	$ 38.00	Girls Softball	$ 40.00

Out of City fee	$ 5.00	Out of City fee	$ 7.00

B. **TIMING** Action to raise fees should be done now. Registration for these sports begins late January and early February.

C. **POLICY/LEGAL** Only the City Council has authority to approve fees.

ALTERNATIVES:

Take No Action: Additional revenue will not come in to support recreation programming.

Increase Fees Higher: More revenue could be gained by raising the fees higher. More participants would not be able to participate.

RECOMMENDATION:

Staff recommends the City Council approve the request to increase fees for youth soccer, girls softball, and out of city participant fees.

ATTACHMENTS:

1. Resolution #2018-103 Increase Rec Fees
2. Parks Funding Presentation

RESOLUTION 2018-103

A RESOLUTION INCREASING FEES FOR YOUTH SOCCER, GIRLS SOFTBALL, AND OUT OF CITY FEES

WHEREAS, The City of Ontario has not increased recreation fees in several years; and

WHEREAS, The Recreation Department is currently subsidized by property taxes and other unrestricted revenues within the General Fund; and

WHEREAS, The City has looked at numerous funding options to fund the Recreation Department and would like to begin by increasing fees for youth soccer, softball and the out of city fee; and

WHEREAS, The City believes a small decrease in fees won't affect participation and will help keep up with increasing costs, which will reduce the taxpayer subsidy.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City of Ontario establishes the following fees for youth soccer, girls softball and out of city fees as follows:

Youth Soccer -	$40
Girls Softball -	$40
Out of City Fee -	$ 7

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this __ day of January, 2018, by the following vote:

AYES:

NAYES:

EXCUSED:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2018.

ATTEST:

_____ _____

Ronald Verini, Mayor Tori Barnett, MMC, City Recorder

12/7/2017

Pay to Play Parks Model

Presentation

December 7,2017

Recreation Programming

Current deficit of $134,000

2,800+ Recreation Opportunities in 2017

Recreation Program Possibilities

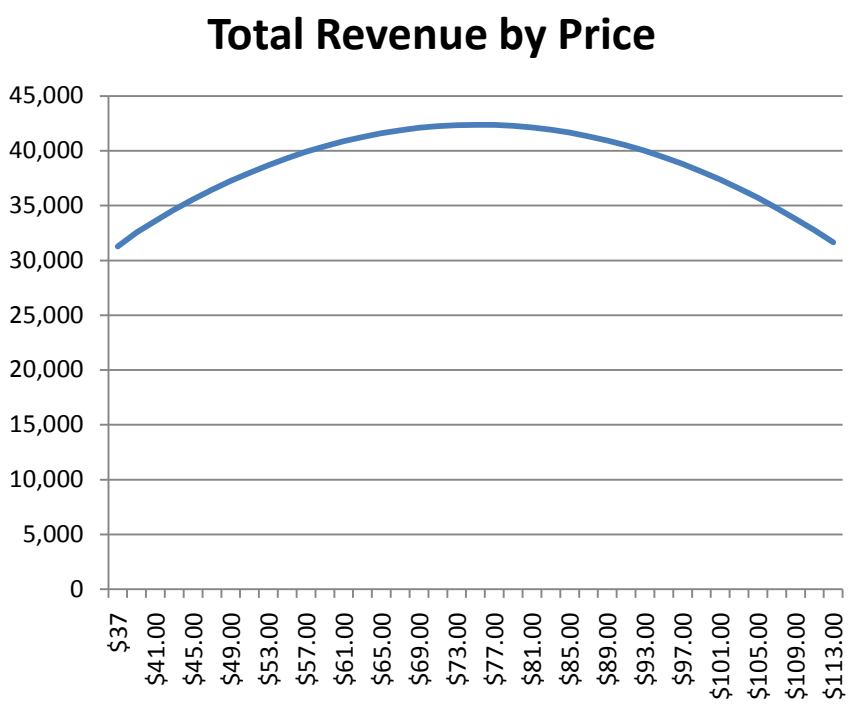
Pay to Play

- **Concept** – Increase fees to cover the deficit of $134,000
- Assume No Change in Behavior

	Current	Future
Resident	$36	$84
Non-resident	$41	$89

We have to consider the impact of price increase on customer behavior (Price Elasticity of Demand)

Price Elasticity of Recreation Programming



Pay to Play

- Max Revenue at around $42,000
- Cost $75
- Participants 565
- Gap Still left $91,625

Transient Occupancy Tax

Annual TOT dedicated to Parks/ Recreation/ and Other Community Enhancements (presently designated to the aquatic center)	$103,000
Deficit	-$134,000
Gap Remaining	-$31,000

Policy Decision for Consideration

Recreation is an allowed use, but it does not attract people into the community as a feature park would

Elimination of Recreation Assistant

- Fully loaded cost $45,790
- Additional part-time needed -$10,000
- **Savings** **$35,790**

Service Level Impact:

- Office closures
- Will not be have staff on site for every activity
- May result in fewer registrations
- Staff fatigue

Transient Occupancy Tax

Currently Available for Splash Pad	$193,000
By the end of the Year	$64,000
Total for Splash Pad	**$257,000**

Remarks

- TOT money is to bring people into the community which is where it provides the greatest benefit – use it to build "place"
- Keep the current funding for the aquatic center in tact for grant leverage and to keep the Friends of the Aquatic Center going

Parks Fee

$1 Per Month		$2 Per Month	
Yield	$44,352	Yield	$88,704
Deficit	-$134,000	Deficit	-$134,000
Balance	-$89,648	Balance	-$45,296

3,696 Water & Sewer Accounts
This would work like the Street Utility Fee and be added to the utility billing.

Raise Sponsorships

Current Sponsorship Revenue	$19,000
5% Increase	$19,950
10% Increase	$20,900
15% Increase	$21,850
Typical Soccer Team Sponsor	$150
10% Increase	$165
15% Increase	$173

Recreation District

Pros

- Broader Tax Base
- Broader participation
- Access to other facilities potentially

Cons

- Another independent government agency taxing unit
- Increased cost per tax payer to cover overhead

Pay to Play
$42,375

Transient Occupancy Tax
$103,000

Current Operating Deficit
($134,000)

Eliminate Recreation Assistant
$35,790

$1 Parks Fee
$44,352

Recreation District
$134,000

$2 Parks Fee
$88,704

Raise Sponsorships
$1,900

CHOICES

Recreation Program Possibilities

Recommendations

- Do not take what has been set aside for the splash pad/aquatic center. If the council makes a change, look forward to make that change to support recreation.
- Modest increase to fees, Raise Sponsorships, $1 Parks Fee, Eliminate Recreation Assistant, Balance with Transient Occupancy

Example

Raise Cost $8.00 ($45)	$4,282
Increase Sponsorships	$1,900
Add $1 Parks Fee	$44,352
Recreation Assistant	$35,790
Balance with TOT Funds up to	$47,676

AGENDA REPORT
NEW BUSINESS
January 4, 2018

TO: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2018-104: ESTABLISHING LIEN SEARCH FEES

DATE: January 2, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION #2018-104, A RESOLUTION ESTABLISHING LIEN SEARCH FEES.

SUMMARY:

With approval by the Council, the city will charge fees for lien searches on a per search basis.

BACKGROUND:

At the Council meeting on December 19, 2017, the Council gave consensus to pursue the Electronic Lien Docket process and to approve lien search fees. This will create a more efficient and cost-effective solution for recording liens.

CURRENT SITUATION:

Based on comparisons within other cities in Oregon that charge lien search fees, staff is proposing a $25 fee on a per search basis.

The following are some comparisons with other cities that charge lien search fees:

10 CITIES CLOSEST TO ONTARIO THAT USE CONDUITS		
Baker	$40	
Pendleton	$20	
Milton-Freewater	$25	
Hermiston	$25	
The Dalles	$25	
Madras	$25	
Redmond	$25	
Bend	$25	
Cascade Locks	$25	
Sandy	$30	
HIGHEST SEARCH FEE IN OREGON		
Lake Oswego	$58	
LOWEST SEARCH FEE IN OREGON		
Warrenton and Cannon Beach	$10	
*Most Cities in Oregon charge a fee of $25 or more.		
Per Ryan Hosek, Conduits		

ANALYSIS:

A. **FINANCIAL** This will generate a minimal amount of revenue which will cover administrative costs and also will reduce lien filing costs for the city.

B. **TIMING** This should be approved as soon as possible to enable the Electronic Lien Docket process to move forward.

C. **POLICY/LEGAL** The passage of a fee is subject to ORS 294. 160(1) which provides: *"The governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated."*

ALTERNATIVES:

A. Take No Action.

1. Without Council approval, the city will not be able to charge for lien searches.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2018-104.

ATTACHMENTS:

- Resolution #2018-104

RESOLUTION 2018-104

A RESOLUTION ESTABLISHING LIEN SEARCH FEES

WHEREAS, The City Council of Ontario recognizes the need for a more efficient and cost-effective solution for recording liens; and

WHEREAS, The City will begin to provide liens information using an Electronic Lien Docket and fees will be assessed on a per search basis; and

WHEREAS, The City desires the electronic lien record shall be the controlling lien record, to the exclusion of any informational recording made by the city in county indices; and

WHEREAS, Lien search fees will be adopted as a reasonable recovery of costs that have typically been absorbed by the city in the past. Costs include preparation, auditing, delivery of data, potential cost of misreporting as well as staffing and training; and

WHEREAS, The fees will be reviewed annually to ensure costs are recovered by the fee amount.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council that beginning February 1, 2018, a $25 fee shall be charged for each public record disclosure of the results of a property lien search to recover the costs associated with providing the results to the requesting party.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this __ day of January, 2018, by the following vote:

AYES:

NAYES:

EXCUSED:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2018.

ATTEST:

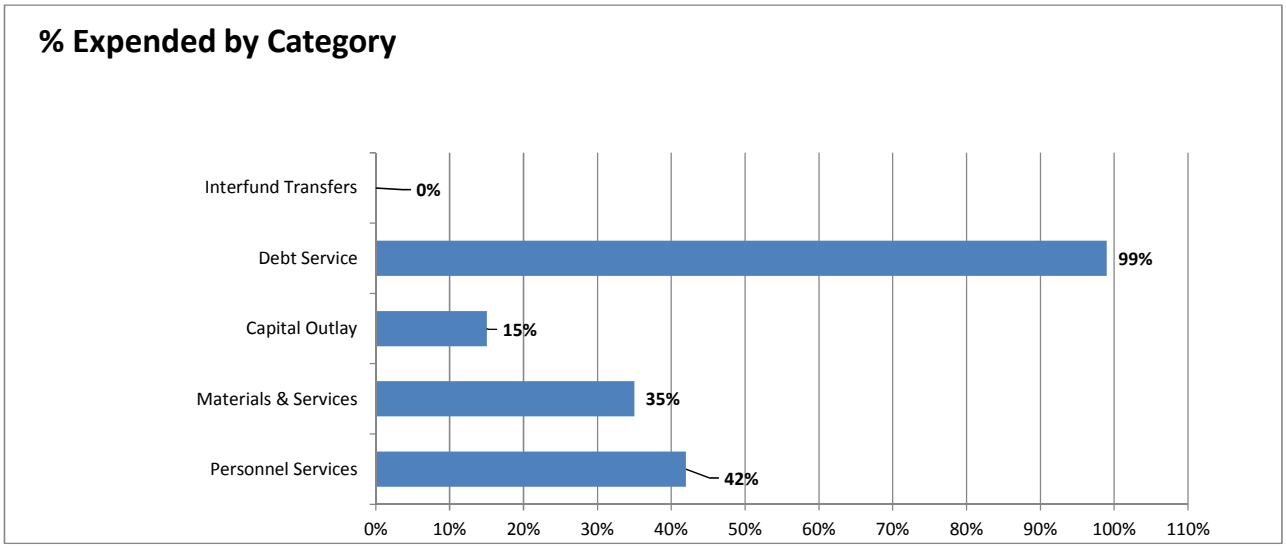
_____
Ronald Verini, Mayor

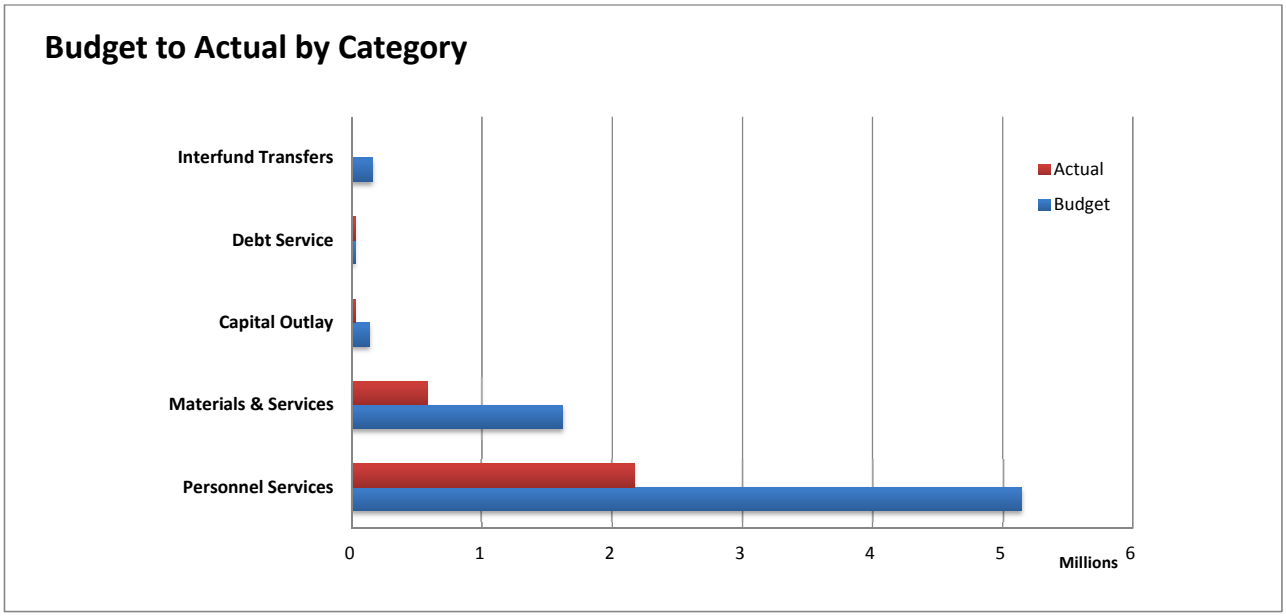
_____
Tori Barnett, MMC, City Recorder

CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
NOVEMBER 30, 2017

DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	279,252	100,122	35.9%	
Recreation	211,129	87,835	41.6%	
Parks & Recreation	490,381	187,957	38.3%	
Fire	1,512,788	567,761	37.5%	
Code Enforcement	142,829	53,068	37.2%	
Police	3,305,640	1,368,718	41.4%	
Police reserves	2,000	1,680	84.0%	
Public Safety Total	4,963,257	1,991,228	40.1%	
Administration	365,910	139,100	38.0%	
City Council	25,791	7,488	29.0%	
Human Resources	106,708	37,836	35.5%	
Business Registration	1,100	8	0.8%	
Cemetery	146,808	64,330	43.8%	Contract payment timing
Finance	228,956	83,239	36.4%	
Technology	110,774	42,509	38.4%	
General Government Total	986,047	374,511	38.0%	
Community development	171,751	63,495	37.0%	
Community Development	171,751	63,495	37.0%	
Administrative Overhead	331,175	169,340	51.1%	Liability insurance premium
Other Total	331,175	169,340	51.1%	
Operating Transfers Out	127,910	-	0.0%	Interfund transfers not recorded yet.
GENERAL FUND TOTALS	$ 7,070,521	2,786,531	39.4%	
YTD BUDGET BENCHMARK			***41.6667%***	**2.3%**

CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
NOVEMBER 30, 2017

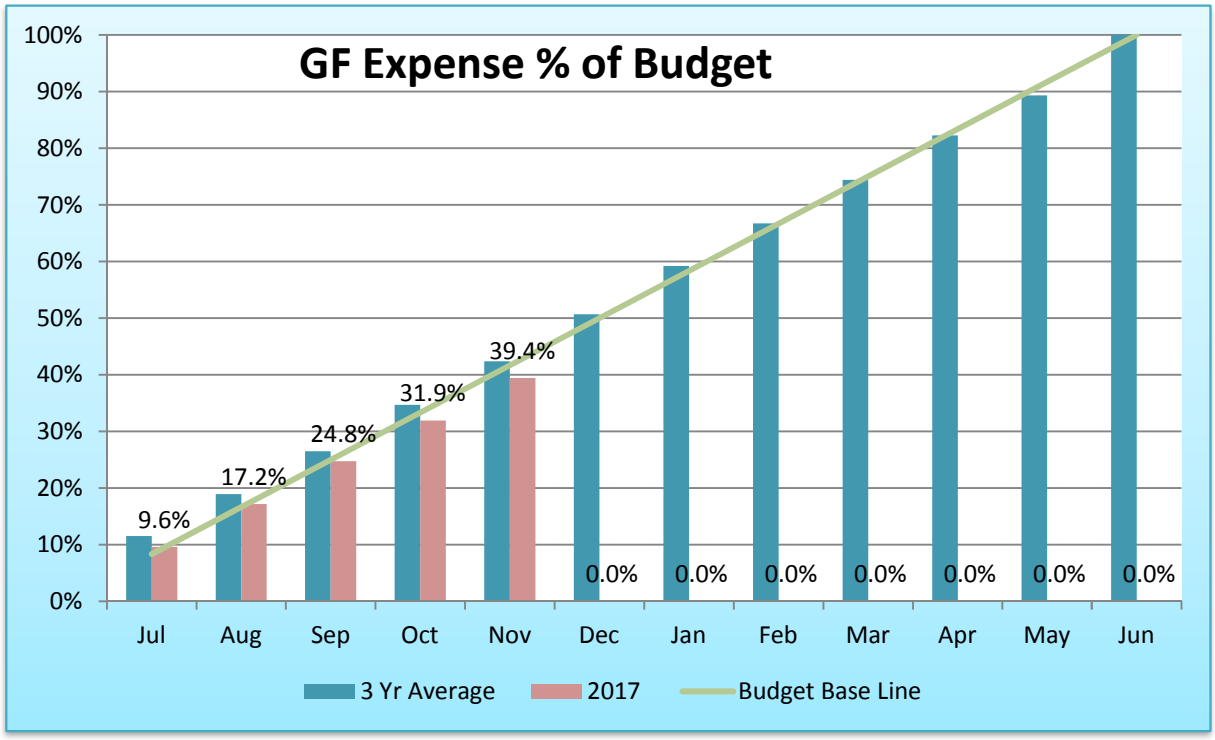


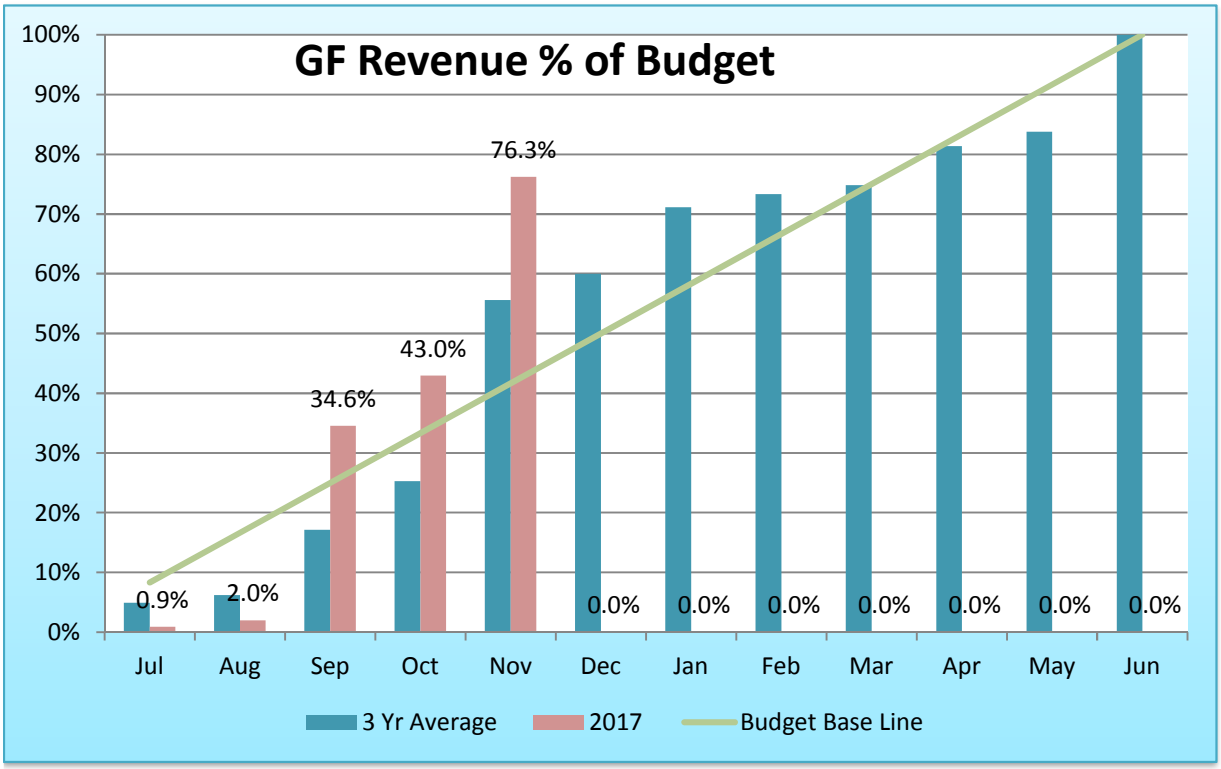


CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
NOVEMBER 30, 2017

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	*2,350,000*	*2,788,700*	*118.7%*	*(not calculated in totals)*
Parks	101,900	800	0.8%	
Recreation	74,900	14,937	19.9%	
Parks & Recreation	176,800	15,737	8.9%	
Fire	133,622	29,995	22.4%	
Code Enforcement	10,998	6,649	60.5%	
Police	202,975	53,054	26.1%	
Public Safety Total	347,595	89,698	25.8%	
Interest	20,000	14,220	71.1%	*higher interest rate than prior year*
State Revenue Sharing	128,500	-	0.0%	*Quarterly payments*
Administrative Services	497,149	207,145	41.7%	
Other General Revenues	12,055	2,705	22.4%	*Less Misc. revenue*
Property Taxes	3,395,459	3,100,642	91.3%	*P. taxes are due in November*
Alcohol Bvg License & Fee	173,500	47,844	27.6%	*Quarterly payments*
Cigarette tax	14,530	4,261	29.3%	*State slow on payments*
Marijuana tax	32,679	32,679	100.0%	
Franchise Fees	1,634,300	410,315	25.1%	*Quarterly payments*
Business Registration	1,700	320	18.8%	
Cemetery	45,500	14,125	31.0%	
General Government Total	5,955,372	3,834,257	64.4%	
P&Z Hearings	1,500	6,295	419.7%	
Community development	1,500	6,295	419.7%	
GENERAL FUND REVENUE TOTALS	$ 6,481,267	$ 3,945,987	60.9%	
YTD BUDGET BENCHMARK			***41.7%***	**19.2%**

CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
NOVEMBER 30, 2017





CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
NOVEMBER 30, 2017

DEPARTMENT/FUND	EXPENDITURES BUDGET	EXPENDITURES ACTUAL	EXPENDITURES % EXPENDED	REVENUES BUDGET	REVENUES ACTUAL	REVENUES % REALIZED
005 Golf Course Fund	803	-	0.0%	803	6,802	847.1%
010 Grant Fund	964,109	43,116	4.5%	973,219	16,090	1.7%
027 Building Fund	188,420	124,178	65.9%	188,600	279,454	148.2%
030 Capital Projects Fund	524,923	54,301	10.3%	3,343,956	3,423,993	102.4%
031 SDC Fund	202,001	-	0.0%	202,001	283,932	140.6%
035 Debt Service Fund	61,433	30,989	50.4%	142,330	132,616	93.2%
045 Street Fund	2,160,861	951,145	44.0%	2,160,861	923,310	42.7%
050 Trust Funds	586,072	192,346	32.8%	741,012	576,929	77.9%
055 Reserve Funds	383,810	9,406	2.5%	1,959,484	1,968,429	100.5%
060 Revolving Loan Fund	516,977	15,423	3.0%	516,977	541,025	104.7%
065 Aquatic Donation Fund	25,814	-	0.0%	25,814	25,814	100.0%
105 Water Fund	3,274,297	1,417,629	43.3%	4,054,788	2,611,450	64.4%
110 Sewer Fund	3,554,390	1,498,219	42.2%	4,313,783	2,817,167	65.3%
115 Storm Sewer Fund	211,795	46,048	21.7%	599,123	532,771	88.9%
120 Airport Fund	95,892	32,784	34.2%	95,892	60,506	63.1%
125 Aquatic Fund	623,297	882	0.1%	623,297	199,520	32.0%

YTD BUDGET BENCHMARK ***41.7%***

01/04/2018

City Recorder

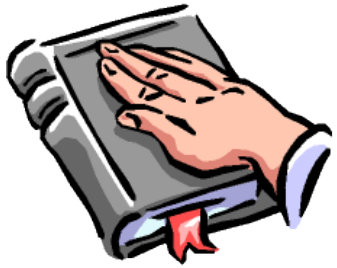
Semi-Annual Report
Jul 1-Dec 31, 2017

Tori Barnett, MMC
City Recorder

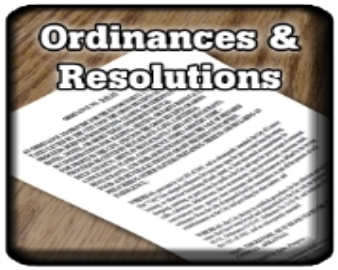
This report covers actions from July 1, 2017, through December 31, 2017.

Job duties include:

- Records Custodian/Archivist
- Elections Official
- Ordinance/Resolution Docket
- Business Registrations
- Cemetery Records/Deeds
- Clerk to the Council
- Website Co-Administrator
- Agent of Record
- Notary Public
- Municipal Code Book Updates

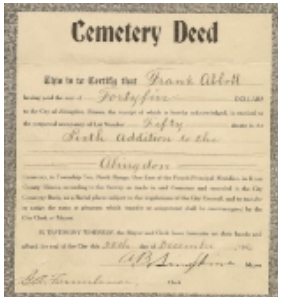


One Police Officer sworn into office.



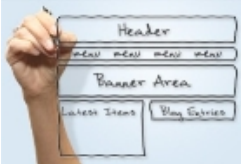
Eight ordinances and 14 resolutions were brought before Council.

11 new applications filed;
5 renewals filed.


Cemetery Deed

Processed 15 new Deeds; 29 burials; 2 transfers/changes.

- The Council held 14 regular meetings and work sessions. 14 packets were created and distributed;
- Processed multiple FIOA requests;
- Worked on updates for the city's website;
- Completed FEMA classes: 100, 200, 700, and 800;
- Processed six updates to the Municipal Code;
- Notarized multiple documents;
- Worked on two ballot issues for May, 2018;
- Partnering with Dan Cummings, conducted four service club presentations; and
- Updated Boards, Committees, and Commissions
  →Recruited for vacant and expired positions



Questions?

01/04/2018

Police Department Quarterly Report

2017 Quarter Four

Calls for Service Comparison

Quarter 4 2016	2418
Quarter 4 2017	2544
Increase in calls	5%

Year End Call Comparison

2016 Calls for Service	10,193
2017 Calls for Service	11,009 (+174) = 11,183
Increase in calls	9.71%

Community

[Respect for the citizens we serve.]

- ✓ Halloween Events
- ✓ Shop with a Cop
- ✓ Cub Scout Tours
- ✓ Car Seat Fitting Training
- ✓ TV Relief Nursery

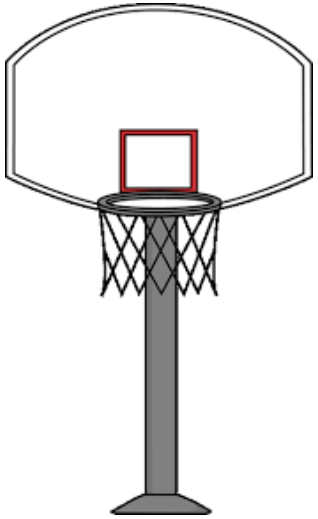
Training/Special Operations

Introducing… Officer Harnden

[Efficiency in providing services.]

Service

[Commitment to doing what is right]



Reserve Officer Academy Update

[Efficiency in providing services.]

Fleet Update:

Questions/Comments?

Airport Manager's Quarterly Report

October – December
2017

October

I was minding my own business in Reno, Nevada, watching and working the world's fastest motor sport when all of a sudden…

OTION
81
N542JV

I began by changing the office to be in the mix.

- Weekly safety meetings
- FAA requirements met
- CH2M meeting for snow removal

November

- Put in new power lines for taxiway lights

- Signage

- TVCC flight program up and running

December

- Electrical vault
- Reaching out to students
- EAA build a plane planning
- Apron lights

N542JV
81
ONTARIO
Where Oregon Begins...

The End or just the beginning.

December 2017 ACTIVITY REPORT

Emergency Medical:

(Types of medical calls responded to: Falls with injury, fall lift assists, medical emergencies, medical alarms, assaults, etc.)

CITY	**165**
RURAL	**26**

7 of these emergency calls required back-up crews to be called in to respond to 2nd call.

Hazmat Team Calls: 1

Fire Related Emergency Calls:

(Types of fire related calls responded to: Rescue calls, building fires, vehicle fires, smoke detector/fire alarm activation, unauthorized burning, etc.)

	TOTAL	General	Mutual Aid
CITY	**21**	**1**	**0**
RURAL	**4**	**2**	**0**

TOTAL CALLS FOR MONTH

CITY	**186**
RURAL	**30**

FIREFIGHTER TRAINING:

11/28/17 Haz-Mat Scene Entry techniques
11/28/17 Firefighter circuit stations
12/5/17 EMS Trauma and Mass casualty
12/7/17 Hand tool operations
12/11/17 Cancer awareness Healthy In / Healthy Out
12/14/17 Oregon Haz-Mat Reporting
12/14/17 National Weather Spotter
12/19/17 Vehicle Extrication

PERMITS ISSUED:

City Open Burns 1
City Burn Barrels 1

Rural Open Burns 30
Rural Burn Barrels 3

INSPECTIONS:

12/6 McDonalds Finals
12/6 Ashley Furniture Rough in
12/11 Elks Lodge, Safety Plans

COMMUNITY INVOLVEMENT:

12/2 Ontario Chamber Winter Land Parade
12/9 Nyssa Night Light Parade
12/12 Fire Department Family Christmas
12/13 Strategic Planning meeting with Treasure Valley Children's Relief Nursery
12/16 2017 Fire Department Awards Ceremony

2017 ONTARIO FIREFIGHTER OF THE YEAR

BRETT LEAVITT

Summary of Calls of Interest:

City Incidents:

12/08/17, 315 NW 8th Ave. R-1 was dispatched for a confirmed apartment fire. One apartment was involved. R-1 responded along with 105, initial size up was one apartment, working fire, 105 will be NW 8th Ave. command. R-1 was notified by dispatch center that there might be an occupant inside the residence. Fire command stated this was an offensive fire.

Lt. Montgomery deployed the booster reel pre-connect, and forced the front door. When Lt. Montgomery forced the door, he had some flames roll at about three feet above floor level. Lt. Montgomery suppressed the flames and cooled the area at the front door. Firefighter Rico proceeded to perform the primary search, by starting at the living room area; this area was considered the area of origin. Firefighter Rico advised Lt. Montgomery that the primary search resulted in an all clear. At 13:10 fire command advised dispatch that we had our fire knocked down and under control. Fire fighter Rico proceeded to close the bed room door to prevent any further smoke damage, while the residence continued to be vented from the back door area to front door. Fire command instructed firefighter R. Reever to set up lighting inside the structure and firefighter Rico and firefighter J. Watts inspected the structure for fire spread with the tic camera off rescue 1. This inspection resulted in no fire extension found.

Fire command proceeded to investigate the area of origin. This area was a table located on the north side of the front door. This is the area that resulted in flames when the front door was forced. Upon initial inspection of this table, it was determined that there were multiple items on this table; this table was directly adjacent to the front door. The front door and door jamb also showed heavy fire involvement. This damage started from about floor level and extended up mid-way up the wall. The light switch also was completely destroyed.

At this time the home owner showed up on scene, along with his brother, who stated they had only been gone 15 minutes and had gone to red apple market place. When the homeowner was questioned whether he had been smoking in that area prior to leaving the residence, he denied it. Home owner was also asked if the lamp located on the site of origin was plugged in, he also denied that. He stated he had a couple of people at his place of residence earlier that day and they had plugged in a radio in to the outlet directly adjacent to the coffee table to check to see if it worked. So there was no way that the lamp in question could have been plugged in. When asked if his friends smoked and could have possibly set a lit cigarette on the coffee table. He denied them smoking, but later remembered and stated that he had received a few cigarettes from the individual questioned in the past.

Chief Leighton and Lt. Montgomery continued to reconstruct the scene for location of origin. The home owner stated that his table had a plant with a plastic container that was located directly below the light switch, next to that was lamp and lamp shade. These two items were set on particle board drawer container, that was filled with vhs movies and reading novels. Although Chief Leighton

and Lt, Montgomery spent over an hour investigating and piecing this area of origin, an ignition source was undetermined. Although a cigarette butt was found under the charred movies, this cigarette butt appeared not to be the source. It was determined that the fire may have started at the plant level and extended up the wall, fire spread continued from melting and lit items falling from a higher region to table level and possible floor level.

Rural Incidents:

12-5-17 1230 SE 14th Ave. R1 was called out to a house on fire with a report of all 6 occupants out of the house. R1 arrived on scene to a fully involved house fire. R-1 did an initial attack on the exterior of the residence with a booster line. Made forcible entry into the front door and took a pre-connect to extinguish as much into the interior of the house until 155 arrived on scene with a crew to assist in the interior attack of the house. Then a complete knocked down was made in the residence. Additional resources from 159 and 157 were used for ventilation, lighting, and extinguishment on the south side of the house. Mutual aid was paged out for Fruitland Fire to assist/ but was cancelled after determining initial knock down was made. Continued to mop up and investigate the situation. On arrival we had an extension cord arching outside the residence on the North east corner of the residence. Fire appeared to be heavy in flames around fire place area of the residence upon entry for initial attack. Exterior of the house on the North & East side (A side & B side) was fully involved. Back door of the residence was left open after the occupants escaped out of the house. The front door was still locked. No injuries were reported with TVP responding for standby. R1 stayed on scene for a couple hours to mop up and investigate the fire. One of the homeowners had stated that he got home around midnight from work and put some wood in the wood stove and went to bed around 1:00 am. There were some card board boxes near the wood stove at the time. But exact cause was still not determined.

CH2M
Nov 18 – Dec 15
2017 Report

December 2017

Prepared by CH2M for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

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FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

- Completed 2 rounds of picking up leaves and yard debris with a total of 75 loads.
- Swept downtown every Friday morning at 4:00 a.m.
- Picked up East Idaho trash weekly.
- Completed the rock for the Meadow Project in the planter strips on E. Idaho Ave. Concrete pour for the tree wells is on hold due to cold weather.
- Installed 16 – ¾" water services at SE 10th Ave.
- Performed weekly vehicle, equipment, lift station, and building inspections.
- Checked sewer hot spots weekly.
- Inspected winter equipment for readiness.
- Installed winter decorations downtown before Winter Wonderland Parade.
- Set up traffic control for the Winter Wonderland Parade on December 2nd.
- Cooked 7 turkeys and 6 hams for annual Christmas Turkey Fry with City of Ontario.
- Set out barricades for annual food bank food delivery on December 14th.
- Pre-treated Primary and Secondary Routes in preparation for snow storm on December 15th.
- Salted and used liquid de-icer to treat Primary and Secondary Routes during storm on December 15th, which accumulated 1" of snow.
- Field service staff received skid steer training from Coastline Equipment.
- Repaired one water leak on the service tap off the main on SE 10th Avenue.
- Maintained street signs throughout the city.
- Cleaned 2 wet wells, Malheur lift station, and Murakami lift station.
- Re-installed pump into Murakami lift station that had been out for service for repairs.
- 34 water services were turned on per customer request.
- 30 water services were shut off per customer request.

Top: Crew putting up winter banners downtown.

Below: CH2M staff completing 2nd round of fall leaf pick up.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

- 17 water services were read-only on/off per customer request.
- 14 water services were checked for consumption issues.
- 2 water services were turned on for payment received.
- 6 water services were checked to verify leaks had been repaired by customer.
- 8 water services were shut off due to leaks, per customer requests.
- 9 water services were checked for leaks per customer request.
- 22 water meters were changed out for not functioning.
- 3 water services were checked for high consumption.
- 10 services were checked to verify locked off for non-payment.
- 2 meters were pulled and winterized.
- 22 utility locates were completed.

CH2M employees recently attended a CPR recertification course taught by Frank Grimaldo Jr.

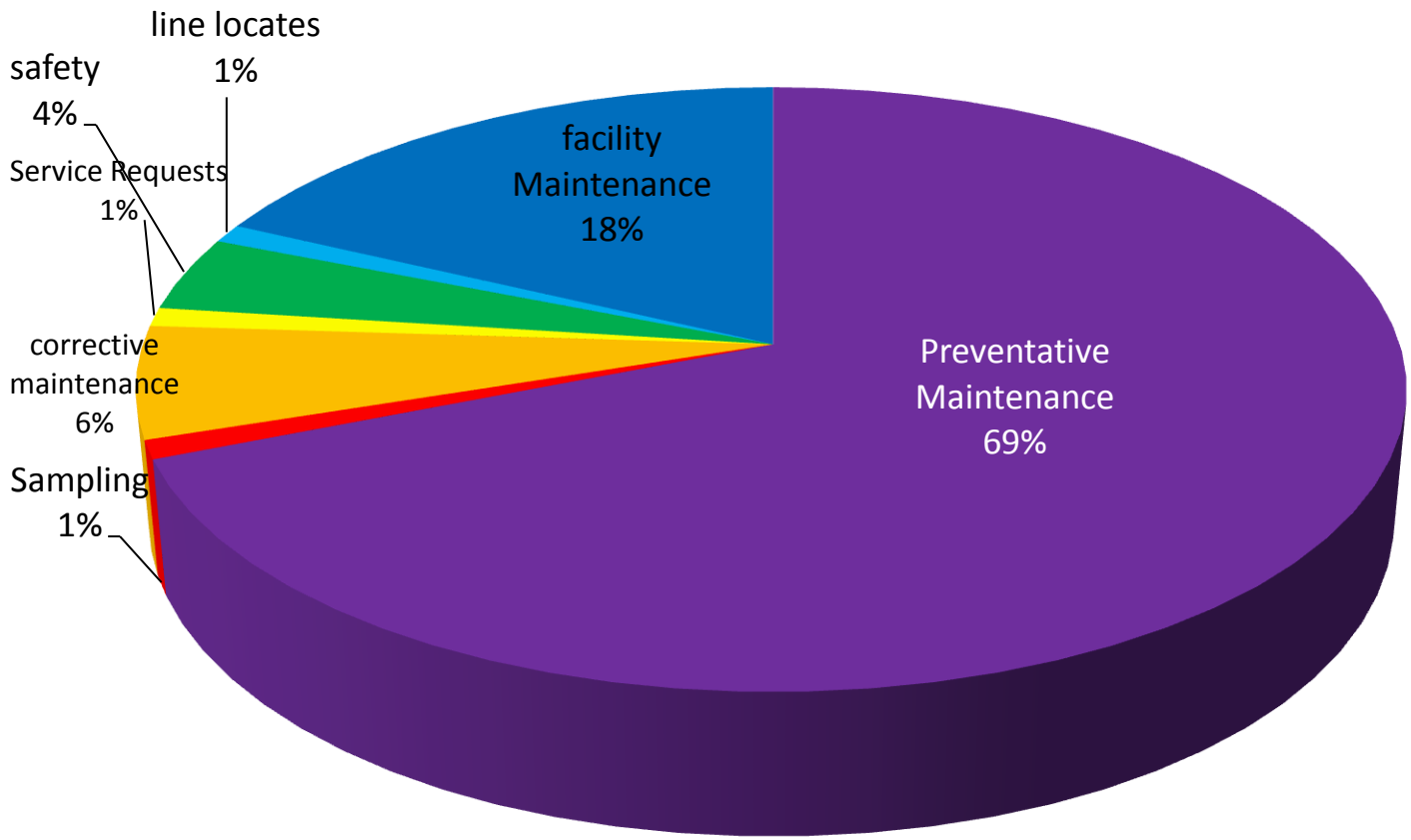
FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

CH2M Staff hydro-excavating leak at WWTP.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

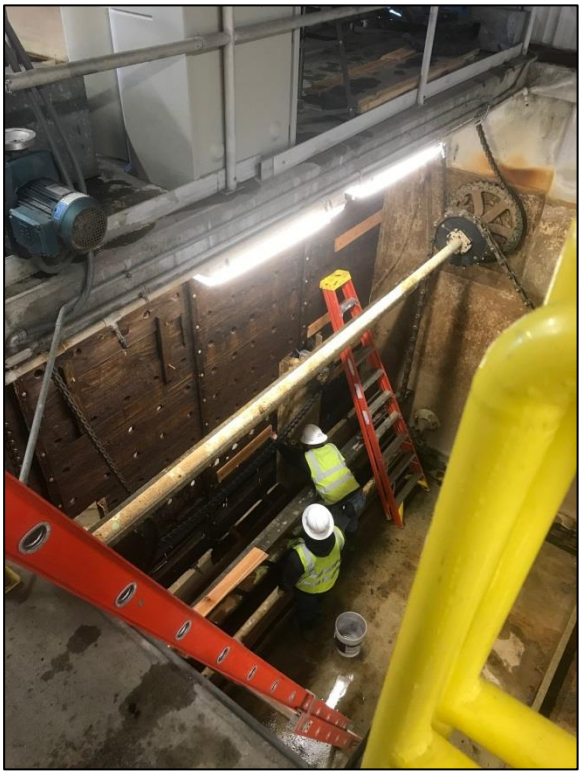
Work Orders
November 18 – December 15
Actual Hours by Work Order Type



WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

- Water inventories are stable and in good shape.
- Removed main decant pump for seal replacement.
- Well #16 was pulled and it was determined the pump and a short section of well casing will have to be replaced. We will be getting bids on a replacement and most likely substitute the galvanized pipe that failed with stainless steel to prevent corrosion.
- Continued working on baffle wall at the old treatment facility and implemented some minor repairs. An engineer from our Boise office came and did some preliminary work as we move forward with replacing the baffle wall.
- Two staff members attended required certification courses in Hood River.
- Began changing out flights on settling chamber.

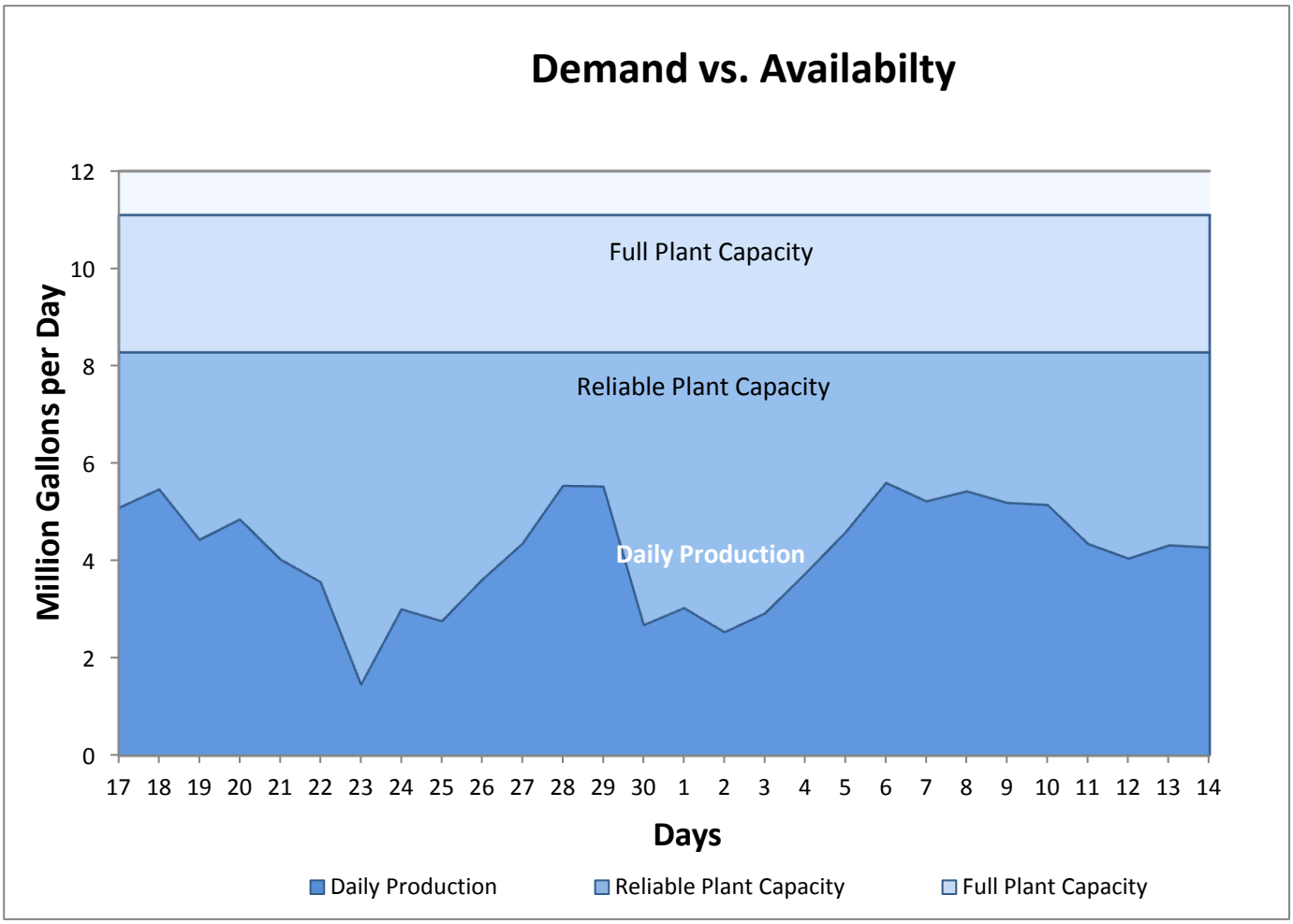


CH2M employees making temporary repairs to redwood baffle wall in clarifier at Water Treatment Plant.

Water Treatment Plant crew pulling Well Pump #16.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

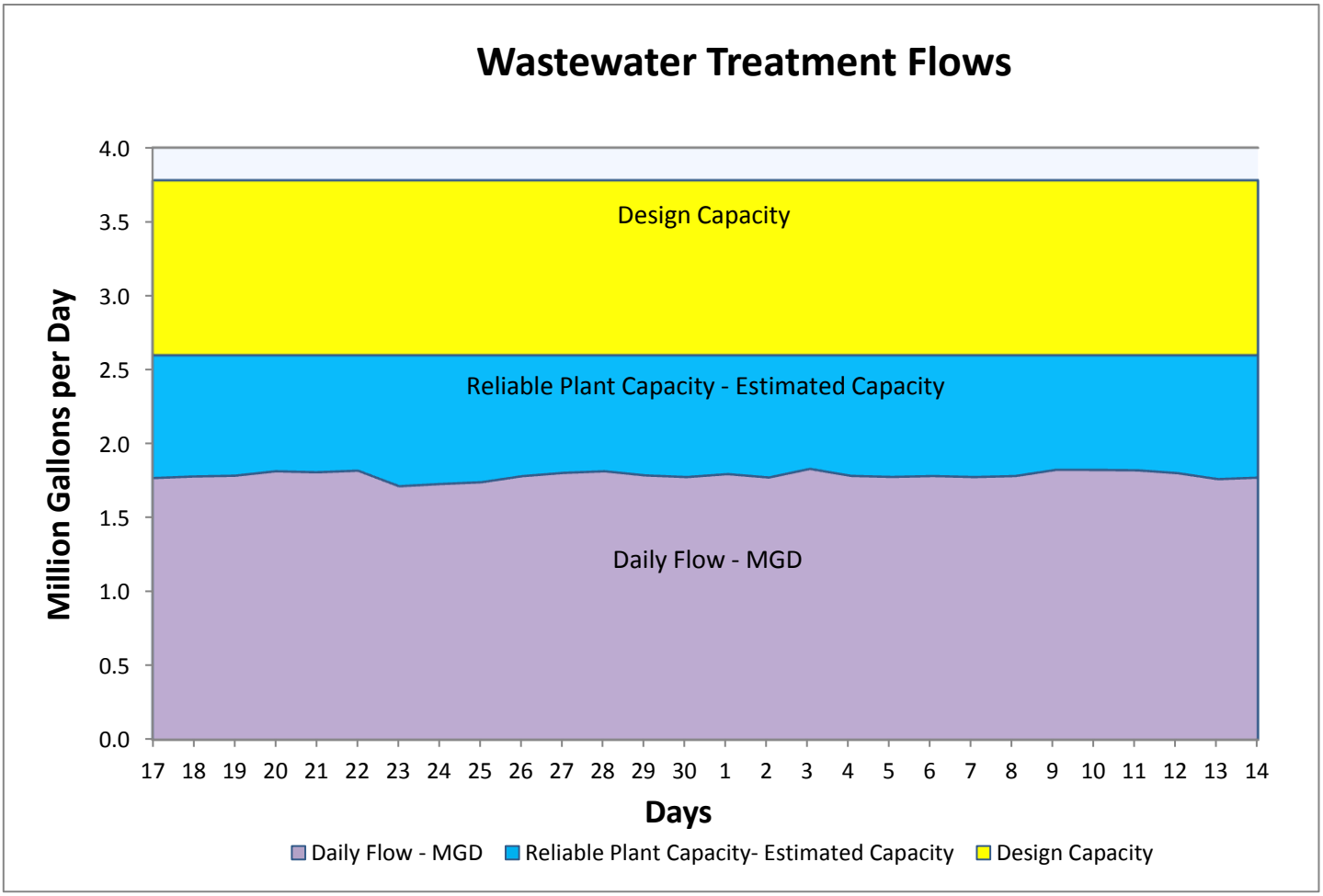
- Normal operations, plant is operating well.
- Began discharging to the Snake River on November 1st. Will continue river discharge through the end of April according to permit. Crews examined all systems related to river discharge to ensure they are in full operation and working properly prior to river discharge. Normal discharge amounts are roughly 1.5 to 1.8 million gallons per day.
- A leak was discovered in our effluent line going out to the Snake River, in the WWTP parking lot. The pavement was cut and then hydro-excavated to determine the cause of leak. The cause appears to be a gasket failure on pipe transitions. Parts will be ordered and a repair effected as soon as the parts arrive. In the meantime, we will continue to discharge without any spills, following a specific operational method.

Left : Bill DuChene and Bobby Green installing new aerator on Waste Water Treatment Plant Lagoon #1.

Right: Field Service Crew making a repair to the Effluent line at the Waste Water Treatment Plant.

WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:



PARKS AND CEMETERY SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

- Pulled two trees at the 8th Ave. lift station in hopes of stopping the graffiti on the building.
- Decorated the Christmas tree at Lion's Park with Christmas lights.
- Trimmed bushes at City Hall and all parks in preparation for snow this winter.
- The flag was lowered at Lion's Park in recognition of Pearl Harbor Day.
- Volunteers helped move brush out of the pond and painted the baseball field.

Volunteers at Beck Kiwanis Park, moving brush out of pond.

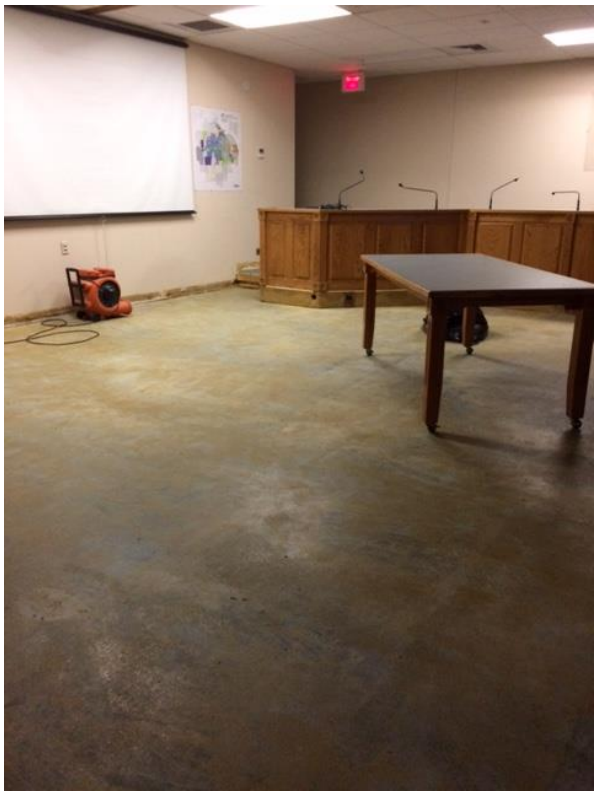
Volunteers painting dug out at Beck Kiwanis baseball field.

CH2M employees decorate Christmas tree at Lion's Park.

FACILITY MAINTENANCE SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

- Repaired Fire Department heater at City Hall.
- Started boiler at the Aquatic Center for space heat so pipes don't freeze this winter.
- Put new set of batteries on one of the key pad doors at City Hall.
- Cleaned drain at fire department restroom.
- Clima-Tech updated the control computer for City Hall's HVAC system.
- Replaced some lights inside City Hall.
- Installed new "No Parking" signs for OPD in the back of City Hall.
- Put new carpet in Council Chambers.



Left: Council Chambers after carpet was removed.

Right: Council Chambers after new carpet was put in.

FACILITY MAINTENANCE SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

New signs installed at City Hall for Ontario Police Department.

ENGINEERING SUMMARY

ACTIVITIES NOV. 18 - DEC. 15:

- Right-of-way permits issued: 7
- Prepared 3 estimates for connection to water and sewer services.
- Attended development meetings for "Tiny House" shelters, commercial storage building, proposed new business downtown, proposed lot partition, and addition to existing business.
- Participated in walk through meeting for airport spill prevention and control plan.
- Attended Safe Routes to School meeting with ODOT to review project opportunity.
- Updated SRCI lower lift station study based on comments from Public Works Committee and Council and forwarded to Christine Coleman of the Department of Corrections.
- Finalized SRCI surcharge and reviewed process with City Manager and Finance Department.
- North Park Sidewalk – Sidewalk work completed; inspection done and finalized payment. Will work with City to seek reimbursement from ODOT.
- National Pollutant Discharge Elimination System (NPDES) – Continued coordination with the Oregon Department of Environmental Quality (DEQ) regarding progress of draft NPDES permit. Have continued to provide additional information as requested (maps for monitoring wells, etc.)
- Skyline and Malheur Farms – Worked with contract farmer on crop status and data required for year-end Reuse Report. Per farmer request, developed a written request to DEQ for an additional crop rotation on the Skyline Farm.
- Supervisory Control and Data Acquisition (SCADA) – Continued working with ACS regarding scope, PO, and schedule to complete SCADA upgrade for WW Collections and Treatment Plant.
- Water Treatment Plant Solids Removal – Proposal has been moved forward regarding combination of Water Plant Solids with soils from Kraft-Heinz Plant to reduce arsenic and allow them to be spread on a location like the golf course. Currently working with DEQ on this item.
- Met with Mike Simpson regarding the Oregon Youth Conservation Corps program and how that might fit into the needs of the City.

APPENDIX

FIELD SERVICES

Collection and Distribution staff is responsible for Sewer Collection and Water Distribution throughout the City. Water distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services that include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

Sewer collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the city. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a barscreen and one lift station from SRCI. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

Collection and Distribution Staff maintains
78 miles of sanitary sewer lines
56 miles of storm drain collection lines,
and 1,450 catch basins throughout
City Limits

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The Street Division is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chipsealing, snow removal and sanding during the winter months, and weed control along the alleys. Street Maintenance staff assists the Chamber of Commerce by putting decorations on street lights during the Christmas season and replacing them with regular decorations when the season is over.

Street Maintenance Division maintains more than
122 Lane Miles of Improved Streets
9 Miles of Alleys
Chipseals last a minimum of 8 years,
and Public Works chipseals 7 miles per year

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging resulting from water and sun, provides a moisture barrier, and corrects existing pavement problems by sealing cracks. A chipseal application provides substantial savings to taxpayers and should last a minimum of 8 years with minimal maintenance required. The city chipseals approximately 7 miles of streets per year.

APPENDIX CONTINUED

Water treatment plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high-quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent comes from the Snake River and 20 percent comes from wells. Two plants treat the City's water. One is a conventional filtration plant and the other is an upflow clarifier. The steps for treatment are flocculation, sedimentation, filtration and disinfection, which meet the compliance of the Oregon Health Authority.

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including SRCI.

The water treatment plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 mgd and a maximum capacity of 11 mgd. The water treatment plant average production is 6 mgd and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 million gallons (MG) of that water.

THE WATER TREATMENT PLANT HAS A RELIABLE CAPACITY OF 8.3 MGD AND A MAXIMUM CAPACITY OF 11 MGD.

APPROXIMATELY 80 PERCENT OF WATER COMES FROM THE SNAKE RIVER, THE OTHER 20 PERCENT FROM WELLS.

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 mgd for municipal use.

All of the City's potable water is treated and disinfected at the water treatment plant. The plant has an original 8-mgd design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCI. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater treatment plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. Onsite generation of chlorine is used for disinfection.

Average discharge volume is approximately 1.5 mgd. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm.

APPENDIX CONTINUED

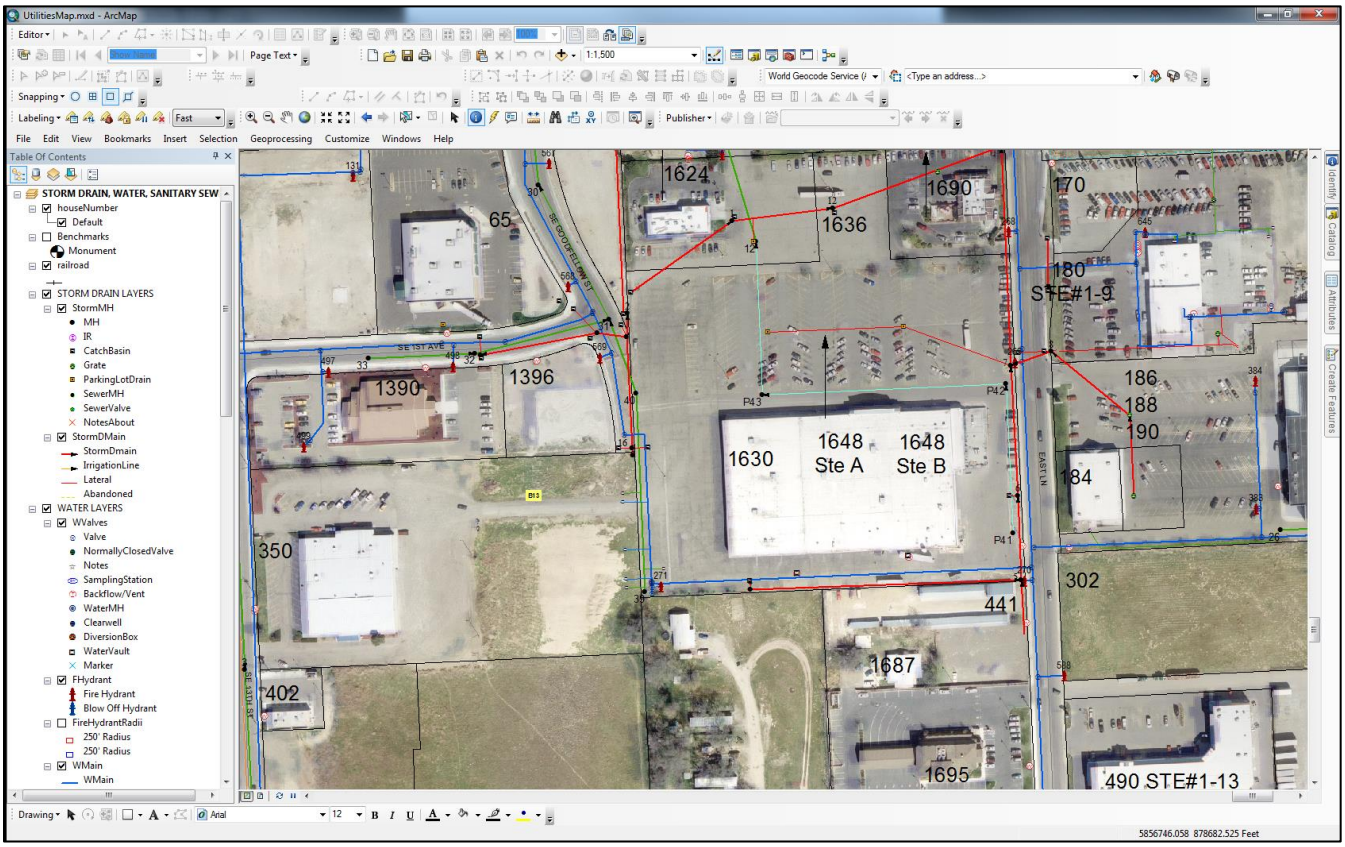
PARKS DEPARTMENT

The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park, and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The city also owns the Wayne King Skateboard Park.

ENGINEERING DIVISION

The Engineering Division reviews plans for construction of public improvements, maintains the city's mapping system, and manages the engineering projects within both the Capital Improvements and Maintenance Programs. The department provides technical support to residents, developers, builders, other city departments, consulting engineers, and surveyors. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents for public works maintenance projects, and provide project management for public improvements.

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.



City of Ontario
POLICE DEPARTMENT
Office of the Chief
444 SW 4th Street
Ontario, OR 97914

To: Ontario City Council
Re: Department Statistics for November 2017

Activity	Month of November	Previous Month	Year to Date	Prior Year to Date
Calls for Service	893	889	10199	9472
Traffic Stops	144	72	1416	1107
Cited Traffic/Parking	77	59	999	814
Motor Vehicle Crashes	38	39	456	363
Arrests	75	66	774	828
Arrests w/ Use of Force	0	0	8	13
Citizen Complaints	0	0	2	0
Task Force Cases	0	0	25	33
SRO Cases	39	47	605	323
Gang Related Cases	34	28	149	31
Gang Designations	0	0	1	0
Graffiti	31	29	160	58
Death Investigations	1	0	15	17
Burglary	6	7	110	134
Robbery	2	2	12	4
Larceny	38	31	527	638
Assault	8	10	161	73
Homicide	0	0	2	0
Sex Crimes	0	2	14	15
Alarms	28	34	296	226
Ordinance Cases Total	145	104	1401	1307

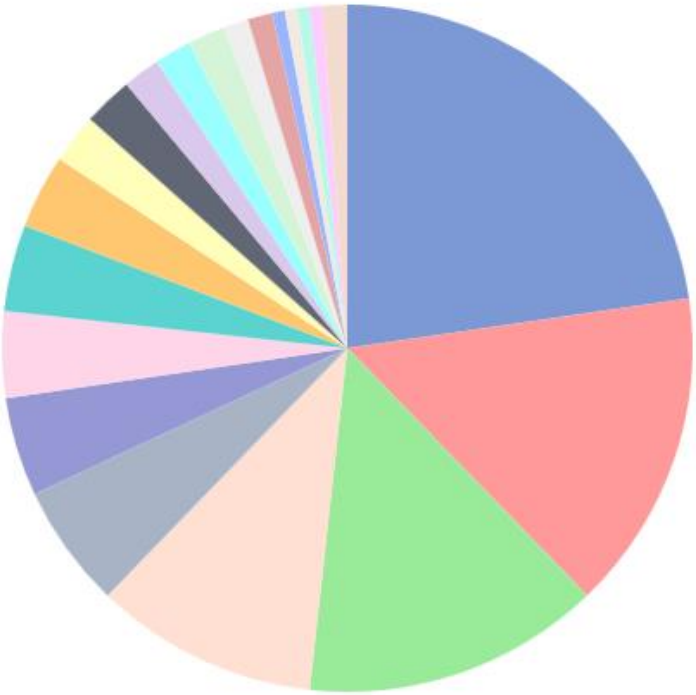
ONTARIO
STATE OF
OREGON
POLICE

ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914
OFFICE: (541) 889-7684 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

Code Enforcement Stats
NOVEMBER 2017

Open Date From: 11/01/20
Open Date To: 11/30/20



Violations by Violation Type		
Prohibited parking and stopping	39	22.7%
Parking over 72 hours ? Abandoned Vehicle	26	15.1%
Dog running at large	24	14.0%
Graffiti prohibited	18	10.5%
Public nuisance	10	5.8%
Weeds	8	4.7%
Parking Complaint	7	4.1%
Debris	7	4.1%
Animal Neglect II	6	3.5%
Dog license required; No dog license	4	2.3%
Storage of Junk	4	2.3%
Storage of Motor Vehicles or Parts	3	1.7%
AniCare Transport	3	1.7%
Prohibited Parking Front Lawn	3	1.7%
Animal Complaint	2	1.2%
Patrol Assist	2	1.2%
Trees	1	0.6%
Vision Obstructions	1	0.6%
Animals at large	1	0.6%
Attractive Nuisance	1	0.6%
All Others	2	1.2%

Total Violations	169
Total Cases	145
Garbage	0
Dogs running at large	24
Dogs taken to Ani-Care	3
Junk	7

PUBLIC WORKS COMMITTEE MEETING MINUTES
Tuesday, October 10, 2017, 3:00 p.m. MT
** PUBLIC WORKS HEADQUARTERS **

Meeting called to order at 3:10 p.m. by Riley Hill, Public Works Committee Vice Chairman.

Committee members present included Mr. Riley Hill, Mr. Scott Wilson, and Mr. Pat Woodcock (Babcock – excused; one vacant position).

Others present included Cliff Leeper, Betsy Roberts, Suzanne Mulvany, Dan Shepard, Adam Brown, City Manager, Marty Justus, Councilmen, and Hunter Morrow, Argus Observer.

The press was notified. This meeting was recorded (the tape is available at the Public Works Headquarters); the minutes are on file at City Hall and on the city's website at www.ontariooregon.org.

ADOPTION OF MINUTES – SEPTEMBER 12, 2017

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Wilson, seconded by Mr. Woodcock to adopt the minutes of the previous meeting, September 12, 2017: Motion passed unanimously.

CH2M CONTRACT

BETSY/CLIFF

~ Contract expires June 2019.
  - Interested in moving forward with the renewal and working with the City.
  - Do we need to make changes to the contract? What would be involved?
  - Would like to move on this so we are not pushing up against the contract expiration date.

~ Sales tax may have an impact depending on the outcome.

~ There is a 3% annual increase in the current contract.
  - Chosen not to take it each year.
  - The default escalator or 3% increase is based on the ECI (Employee Compensation Index) and the CPI; since CH2M has been here, has chosen not to go with the default. CH2M has always decided to go significantly lower.

~ What is being asked of this committee?
  - Would like input; are there areas for CH2M to focus on?
  - Asking to review the original contract, the annual amendments, and make comments &/or recommendations.

RESOLUTION, ACTION &/OR MOTION:

ACTION - Staff to provide copies of the contract and amendments to the committee by the end of the week for their review; bring back to next month's meeting. And to the Council by June 2018.

DISCUSSION

DAN SH.

Driveway Standards:

~ Are the current standard driveways what we want to see in town?
  - Handouts of current standard drawings along with Idaho & ODOT standards.
  - Stuck with the Idaho standard and the ODOT standard is because it is less confusing to the contractors in the area. And will find them to be just a variation and pretty similar.
  - Would like the committee to review, and next month discuss likes and dislikes.
  - We are locked in to what must be done mostly by the ADA regulations, and may not be able to vary much.
  - "One size does not fit all".

- Can have a primary standard with some alternatives
- Some things we can't get around. We have to maintain the ADA standards
- Recommend we stick with the Idaho specs because the City has already adopted them and they have a little more flexibility.
- Oregon standard are for the Oregon Department of Transportation and do not do a lot of urban work.

RESOLUTION, ACTION &/OR MOTION:

ACTION – Committee to review and bring back suggestions to next month's meeting.

UPDATES

BETSY/CLIFF

~ Lift Station Study:
- Is currently being cleaned up and edited.
- Have not heard back from Dept. of Corrections on who new person is.

~ Coming up at Council 10/17/17:
- NW Washington JTA Project had money left on it but is very specific.
- Purchased right-of-way on North Park.
- Not enough for the extension (water/sewer), but can put sidewalk down.

~ SCADA:
- Report tomorrow on SCADA to look at the options of:
  - Having our own server for the Wastewater, or
  - Cloud based
- Collections system SCADA went down completely.
- Old windows XP & backup both failed.
- Trying now to figure out what would be best.
- Water SCADA is already on the Cloud.

ADJOURN

The motion was made by Mr. Woodcock, seconded by Mr. Wilson to Adjourn: Motion passed unanimously.

APPROVED:

Signature _____ *Date* 11/14/17

(Bernie Babcock, Chairman / Riley Hill, Vice-Chairman)