

**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, JUNE 7, 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 June 5, 2108. 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) OLD BUSINESS

- A) NPDES Permit Update
- B) Ordinance #2737-2018: Annexation of Tax Lot 3500, Assessor Map 18S4705BD - Urban Growth Area Single Family Residential (RS-50) to City Single Family Residential (RS-50) SECOND READING
- C) Adopt Final Airport Manual

6) NEW BUSINESS

- A) Liquor License Application: Red Apple Market Place (Change of Ownership)
- B) Liquor License Application: No Place Bar, LLC
- C) Social Gaming Fees
- D) Resolution #2018-121: Set Policies per GASB54
- E) Resolution #2018-124: Adopt Master Fee Schedule
- F) Resolution #2018-125: Increase Water and Sewer Rates by CPI
- G) Water Main Installation
- H) Housing Incentive Program - Agile Homes
- I) Ontario Water Treatment Plant Baffle Wall Design

7) PUBLIC HEARING

- A) Resolution #2018-122: Declare City's Intent to Receive State Revenues
- B) Resolution #2018-123: Adopt City of Ontario's Annual 2018-2019 Budget

8) DEPARTMENT HEAD UPDATES

- A) Finance Department: Monthly Update April 2018

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.

- B) Recreation Department: Quarterly Update

9) HAND-OUTS/DISCUSSION ITEMS

- A) Marijuana Taxation Ballot Initiative
- B) CH2M/Jacobs Contract
- C) Agenda: SREDA 06-06-2018
- D) Minutes:
 - Malheur County Budget 04-24-2018
 - Malheur County Budget 04-25-2018
 - Malheur County Court 04-18-2018
 - Malheur County Court 05-02-2018
 - Malheur County Court 05-09-2018
 - Malheur County Court 05-16-2018
 - Public Works Committee 04-12-2018
 - Facade Grant Committee 05-23-2018
 - SREDA 05-02-2018
- E) Department Stats:
 - Fire & Rescue May 2018
 - Public Works May 2018
 - Police April 2018
 - Code Enforcement April 2018

10) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

11) EXECUTIVE SESSION

- A) ORS 192.660(2)(h) - Potential or Pending Litigation

12) ADJOURN



NPDES June 7, 2018

NPDES PERMIT

**NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM**

**PERMIT ISSUANCE AND COMPLIANCE
SCHEDULE**

Council Direction



Council asked us to reach out DEQ and EPA Region 10 and have a face to face meeting.

- We reached out to DEQ, EPA, and the Governor's Office. Representative Findley's and Senator Bentz's office were instrumental.
- A meeting was set in Portland.

The Meeting



A meeting was held in Portland.

- The DEQ of Director was there. The head of the Water Quality Division was there. A representative from the Governor's Office was on the call. A representative from EPA Region 10.
- Representing Ontario was City Manager Adam Brown, Director Cliff Leeper, City Engineer Betsy Roberts, and the city's water quality consultant Paul Woods.



Outcome



DEQ understands the issue and has communicated their willingness to help the city with:

1. Providing affordable solutions for Ontario residents,
2. Achievable goals, and
3. Making progress towards the EPA's water quality goals.

Path Forward

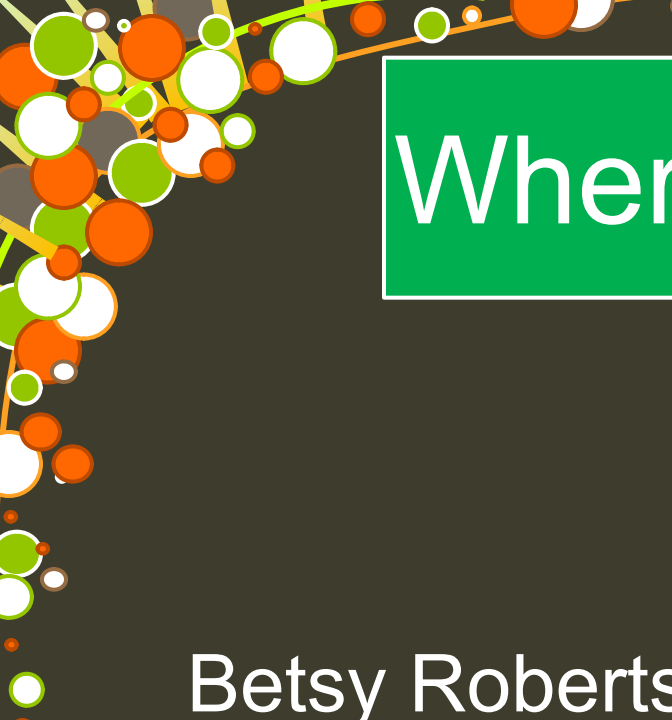


- The City and DEQ will structure the permit in a way that recognizes there are a limited set of compliance options that would not result in negative wide spread economic and social impacts.
- The opportunity to apply for a variance will be available immediately after the permit is issued. The city will need to show that remedies will result in wide spread economic and social impacts.
- Our cost for the first five years will not change dramatically. A variance will help us chart an affordable path forward.

Introduction



Don Butcher – Eastern Region Water Quality
Manger with the Oregon Department of
Environmental Quality



Where we are...



Betsy Roberts, City Engineer



**AGENDA REPORT
OLD BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2737-2018: ANNEXATION OF TAX LOT 3500, ASSESSOR MAP 18S4705BD - URBAN GROWTH AREA SINGLE FAMILY RESIDENTIAL (RS-50) TO CITY SINGLE FAMILY RESIDENTIAL (RS-50) SECOND READING**

DATE: May 29, 2018

PROPOSED MOTION:

**ONE MOTION IS REQUIRED FOR APPROVAL OR ONE FOR DENIAL ON THIS ACTION.
RECOMMENDED MOTIONS ARE STATED BELOW:**

1. I MOVE THAT THE CITY COUNCIL ADOPT ORDINANCE #2739-2018, AN ORDINANCE ANNEXING INTO THE CITY AND REZONING OF A PARCEL OF LAND BEING LOCATED AT 2601 NW 4TH AVENUE, FROM UGA SINGLE FAMILY RESIDENTIAL (UGA RS-50) TO CITY SINGLE FAMILY RESIDENTIAL (RS-50), ON SECOND AND FINAL READING BY TITLE ONLY.

OR

2. I MOVE THAT THE CITY COUNCIL DENY THE REQUEST FOR ANNEXATION OF THE SUBJECT PROPERTIES INTO THE CITY OF ONTARIO, AND THE REQUEST FOR REZONE OF THE SUBJECT PROPERTIES FROM UGA SINGLE FAMILY RESIDENTIAL (UGA RS-50) TO CITY SINGLE FAMILY RESIDENTIAL (RS-50), BASED ON THE INFORMATION, FINDINGS AND CONCLUSIONS SET FORTH BELOW:

(STATE FINDING AND REASONING FOR DENIAL)

SUMMARY:

The applicants own a parcel of land they want to annex and rezone into the city to connect to the sewer line due to a failed septic system. Due to the location of their line, state regulations prohibit repair of that line, and they have to connect to city services. This would require annexation into the city. They are not allowed to repair their septic system and therefore must

annex to connect to city services. This application, if approved, will result in the annexation of 0.41 acres, plus the right of way for NW 4th Avenue, adjacent to the lands, into the city, and also rezone the property from Urban Growth Area Residential (UGA-R) to City Single Family Residential (RS-50).

BACKGROUND:

On March 5, 2018, the Planning Commission heard testimony on the action, and recommended approval to the City Council.

On March 20, 2018, the City Council, following a Public Hearing, adopted Ordinance #2737-2018, allowing the second and final reading to be scheduled following the Planning Commission meeting.

Further, the Council instructed staff to cover the cost of extending the required water line. In exchange, the applicants would be required to pay the cost of extending the sewer line with no recapture option.

CURRENT SITUATION:

Proponents Ryan and Lindsay Roulston, have caused the required sanitary sewer line to be extended and the home connected to the sewer. The Roulstons have entered into a Deferred Improvement Agreement (DIA) Instrument No. 2018-1879 with the City of Ontario, in where they have agreed to connect to the city water line once it has been extended for only the normal costs of installation of the water meter and connecting the home to the service line. All other cost for the water main and service to the property line is to be covered by the city in exchange for the Roulstons having no recapture rights to the sewer main. The city will get all the recapture rights for the sewer and water line from all other fronting property owners in their proportionate shares. The agreement is also for future street improvements.

ANALYSIS:

- A. **FINANCIAL** Annexation will benefit the city by increased tax revenue. Under the direction of the City Council at the March 20, 2018 meeting, the city will cover the cost of extending the water main and service line to the Roulston property line. The city will have the right to recapture this fees from all the remaining properties fronting these lines in their proportionate frontage costs.
- B. **TIMING** The request was filed on December 1, 2017, by the applicant. DLCD was given its 35-day notice, and the 20-day notice to the affected persons and agencies were sent 20 days prior to the hearings as required by law. The Public Hearings for this action was held on March 5, 2018 and March 20, 2018, and the required sewer main has been constructed and the home connected as required. A DIA has been recorded to cover all the remaining requirements so the time has come to approve Ordinance No. 2739-2018 on Second and Final reading

C. **POLICY/LEGAL**

There has been no changes to the Ordinance #2739-2018 since the First Reading with the exception of adding some wording to Exhibit B - Map.

The Deferred Improvement Agreement has been signed and recorded under Instrument No. 2018-1879.

ALTERNATIVES:

Table and continue this item to a future date certain meeting, to obtain clarification on issues that may be discussed at this meeting.

RECOMMENDATION:

Staff recommends the approval of Ordinance #2739-2018 on Final Reading.

ATTACHMENTS:

1. Ord #2737-2018-Annex-Rezone-Roulston
2. DIA-Roulston-2018-1879 Recorded



ORDINANCE #2737-2018

AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO, BEING A PARCEL WITHIN THE E1/2SW1/4SE1/4NW1/4 SECTION 5, TOWNSHIP 18 SOUTH RANGE 47 EAST, W.M.; AND WITHDRAWING SAID TERRITORY FROM THE ONTARIO RURAL FIRE PROTECTION DISTRICT 7-302

- WHEREAS,** There has been submitted to the City of Ontario a written request for annexation and rezoning to the City signed by 100% of the owners of land within the affected territory to be annexed; and
- WHEREAS,** All of the owners of land in that territory have consented in writing to the annexation of their land in the territory and have filed a statement of their consent with the legislative body of the City; and
- WHEREAS,** The City Charter does not expressly require the City to submit a proposal of annexation of territory to the electors of the City; and
- WHEREAS,** All the owners has requested the lands to be rezoned from UGA Single Family Residential to City Single Family Residential (RS-50); and
- WHEREAS,** The City desires to withdraw the land to be annexed from the ONTARIO RURAL FIRE PROTECTION DISTRICT 7-302, pursuant to ORS 222.120(5) and has received assent from the Districts to do so;
- WHEREAS,** The owners has requested to defer the road improvement to City standards until adjoining lands are ready to also bring the streets to City standards the lands WILL NOT be removed from the Rural Road Assessment District No. 3;

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Annexation Area. The following contiguous territory be and the same is hereby annexed: The property mapped and legally described in the attached Exhibits "A" and "B" respectively.
2. Rezoning. That based on the Planning Commission findings and recommendation the lands as shown and described in the attached Exhibits "A" and "B" be rezoned from UGA Single Family Residential to City Single Family Residential (RS-50).
3. Withdrawing above described area from Ontario Rural Fire Protection District 7-302. The Common Council of the City of Ontario deems it in the best interest of the public of the City of Ontario and hereby declares that the real property described hereinabove is withdrawn from the Ontario Rural fire Protection District No. 7-302 on the effective date of this annexation pursuant to ORS 222.120(5).

4. That the lands will NOT be removed from the Rural Road Assessment District No. 3 until the streets adjacent to the property have been constructed to City standards and at that time the owner may request the lands be removed from the district and the City accepts the streets for maintenance.
5. Record. The City Planner shall submit to the Oregon Secretary of State (1) a copy of this Ordinance, (2) a copy of the statement of consent of the landowner in the territory annexed; and (3) Shall send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the City within 10 days of the effective date of annexation to the Malheur County Assessor, Malheur County Clerk and the State Department of Revenue.

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

AYES:

NAYS:

ABSENT:

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

ATTEST:

Ronald Verini, Mayor

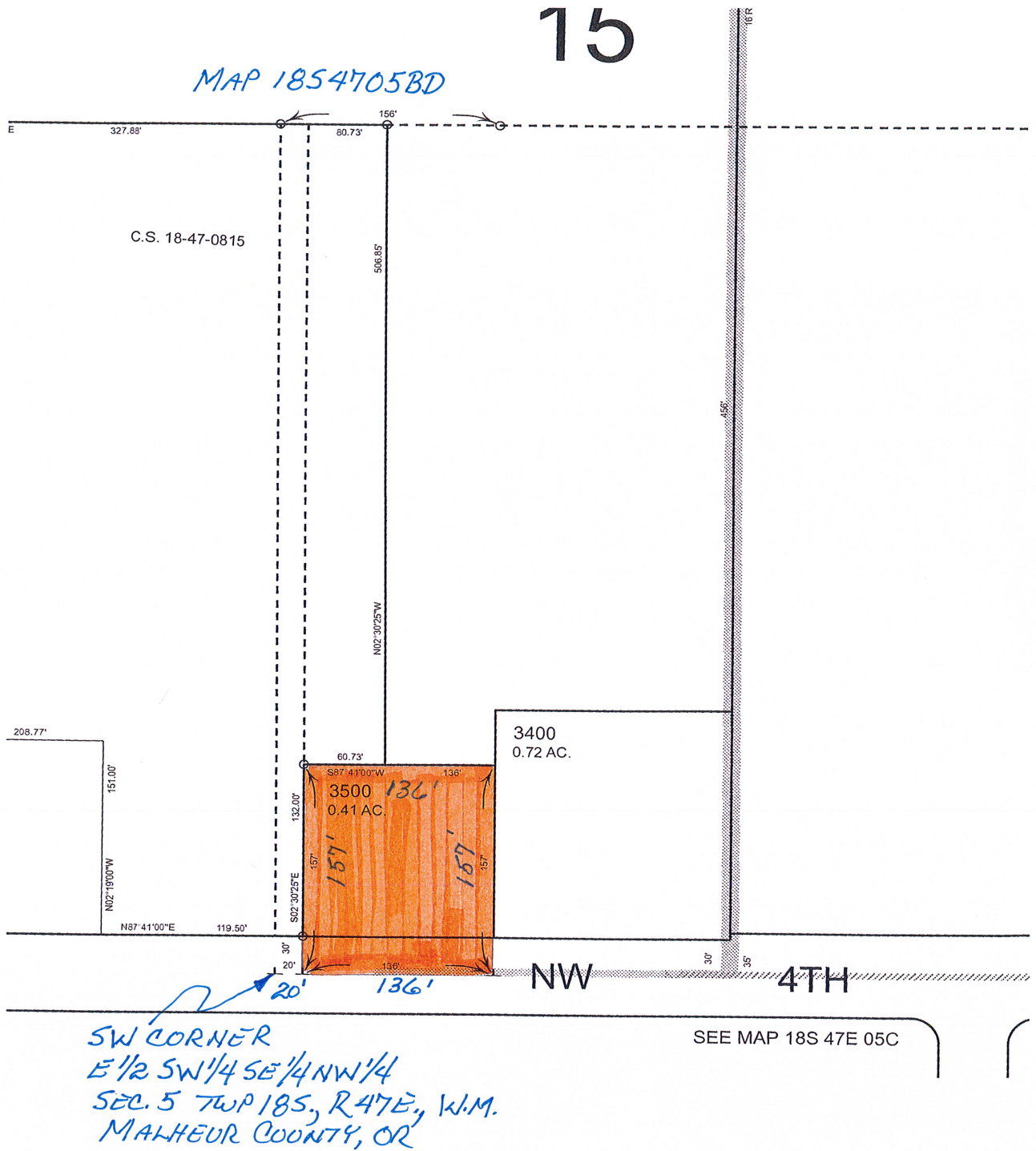
Tori Barnett, MMC, City Recorder

Exhibit "A"
Property Description for Annexation/Rezone
City Action No. 2017-12-21AZ

Land in Malheur County Oregon, within the E1/2SW1/4SE1/4NW1/4, Section 5, Twp. 18 S., R. 47 E., W.M., as follows:

Beginning at a point 20 feet East of the SW corner of said E1/2SW1/4SE1/4NW1/4;
thence North 157 feet;
thence East 136 feet;
thence South 157 feet;
thence West 136 feet to the Point of Beginning

Exhibit "B"
Subject property



RECORDER'S INFORMATION:

After Recording Return To:

City of Ontario
Community Development Department
Attn.: Dan Cummings
444 SW 4th Street
Ontario, OR 97914

MALHEUR COUNTY, OR 2018-1879
DRESTRIC COVEN 05/11/2018 10:12 AM
Cnt=1 Pgs=6 Total:\$77.00



00049450201800018790060062

I, Gayle V. Trotter, County Clerk for Malheur County,
Oregon certify that the instrument identified herein was
recorded in the Clerk records.

Gayle V. Trotter - County Clerk

**RESTRICTIVE COVENANT
ANNEXATION, IMPROVEMENT & DEFERRED IMPROVEMENT AGREEMENT**

This agreement is between the CITY OF ONTARIO, 444 SW 4th St, Ontario Oregon, 97914, hereinafter referred to as "City", and Ryan J. Roulston and Lindsay Roulston, whose current mailing address is 2601 NW 4th Avenue, Ontario, Oregon 97914, hereinafter referred to as "Owner".

WHEREAS, Owner is the legal Owner of the following described real property:

Land in Malheur County Oregon, within the E1/2SW1/4SE1/4NW1/4, Section 5, Twp. 18 S., R. 47 E., W.M., as follows: Beginning at a point 20 feet East of the SW corner of said E1/2SW1/4SE1/4NW1/4; thence North 157 feet; thence East 136 feet; thence South 157 feet; thence West 136 feet to the Point of Beginning. (Inst. No. 2015-2942)

Map No.: 18 47 05BD

Tax Lot No.: 3500

Property Address:

2601 NW 4th Avenue
Ontario, OR 97914

WHEREAS, Owner has petitioned for the City to allow Annexation of the Owner's Property into the City of Ontario and connect to City services; and

WHEREAS, under the City Code, City has the right to require Owner to make certain improvements to the Property in order to be eligible for Development and/or Annexation, which improvements are more particularly described as: right of way improvements to NW 4th Avenue, including but not limited to construction of curb and gutter, sidewalk and street improvements, as well as storm and sanitary sewer mains, water mains, fire hydrants and landscaping ("the Improvements"). The City also has the right to require Owner to pay the proportionate cost of the Improvements to the extent the Property is benefited by them.

WHEREAS, City is willing to allow the construction of a portion of the Improvements to be deferred upon the terms and conditions in this Agreement.

NOW THEREFORE, it is agreed as follows:

1. Improvements constructed as part of this agreement and annexation. City and Owner agree that the Improvements set out below will be constructed as provided for in this Agreement and Approval of the Annexation of the property:
 - a) The Owner shall construction the sanitary sewer mainline from the end of the sewer main east of the Owner property west approximately 250 feet to the west property line of the Owner property as per the approved construction plans provided by the Owners.
 - b) The Owner shall install a sanitary service line to their property and connect their existing house to the line.
 - c) The Owner shall provide a service tee to the south for the house connection at the west side of the house located at 2600 NW 4th Avenue.
 - d) The Owner shall be responsible for paying for all the costs associated with the construction of the sanitary sewer line and shall not be eligible for recapture of the costs as part of their share for the extension of the water line construction by the city.
 - e) The city shall construct a water line from the end of the existing water line on NW 4th Avenue west to the west property line of the Owner property along with a fire hydrant.
 - f) The City shall install water service tap and lines to the right of way to the Owner property on the north and a water service line to the property to the south at address 2600 NW 4th Avenue.
 - g) The City shall pay all the cost of the water main and services to the properties as noted in subsection f above and will be responsible for the recapture fee of all water line construction costs from all other adjacent property owners only.
 - h) The Owner will be required to connect the existing home to the city water system once completed by the city and pay the normal connection fees associated with connection to city water service (i.e. water meter, etc.) and the cost of the Owner's plumber to connect the existing home and disconnect their home from the well. If the Owner does not make the connection the city shall have the right to make the connection and all expense incurred by the city shall be a lien against the property.
2. Deferral of Improvements and improvements as part of this agreement. City and Owner agree that the Improvements set out below may be deferred as provided for in this Agreement. Owner agrees Owner has a current obligation to construct the Improvements described in the Recitals above.
 - a) The street improvements consisting of curb, gutter, sidewalk, street section and storm sewer.Owner and City have elected the obligation to defer construction of the Improvements under the terms of this Agreement.
3. Binding on Successors in Interest. This Agreement is an instrument affecting the title and possession of the Property described above. All the terms and conditions herein imposed shall run with the land and shall be binding upon and inure to the benefit of the successors in interest of Owner. Upon any sale or division of the Property described above, the terms of this Agreement shall apply separately to each parcel and the Owner of each parcel shall succeed to the obligations imposed on Owner by this Agreement.
4. Election by City; Owner's Performance of the Work. The City shall have the right to elect whether the work to construct the Improvements is to be performed by Owner or whether

the Improvements are constructed as part of a Local Improvement District (LID). If the City elects to have Owner construct the Improvements, Owner agrees to perform as follows:

4.1 Owner is responsible for performance of the work to construct the Improvements and obtain contractors therefore. Owner shall cause satisfactory plans and specifications for the Improvements to be prepared and to submit said plans and specifications to the City Manager, or his designate, for approval prior to commencement of the work to be done. Such work shall be done in accordance with City standards in effect at the time the Improvement plans are submitted for approval. Owner agrees to make payments required by the City including, but not limited to engineering, deposits, permit fees and inspection fees. Owner shall notify the City Manager, or his designate, at least 48 hours prior to the start of work.

4.2 Prior to approval of Improvement plans by the City, Owner may be required to execute and deliver to the City, a performance bond in an amount and form acceptable to the City, to be released by the City in whole or in part upon the City's final acceptance of the work performed.

4.3 If Owner disagrees with the requirements set forth for installation of Improvements as provided in this Section, Owner shall, within 30 days of the date the notice from the City was mailed, request a review of the requirements by the City Council. The decision of the Council shall be final and binding upon both the City and the Owner.

4.4 Owner shall complete construction within one year of the date of City's notice demanding Owner construct the Improvements.

4.5 Owner agrees to hold harmless, indemnify and defend City from and against any and all claims, costs, expenses (including attorney fees), losses, damages, fines, charges, actions, or liabilities of any description arising out of or in any way connected with (1) any matter arising out of or associated with the deferred Improvements addressed in this Agreement; and (2) Owner's conduct with respect to the Property; and (3) Any condition of the Property related to the Improvements deferred herein. In the event of any litigation or proceeding brought against City arising out of or in any way connected with any of the above events or claims, Owner shall provide City with legal counsel reasonably satisfactory to City.

4.6 In the event Owner fails to complete the work described in this Agreement within the time period provided above, the City shall be entitled to enforce Owner's obligation by all means available under Ontario City Code, or as otherwise provided by law or equity, including a suit in equity for specific performance.

5. Construction as Local Improvement to be Assessed Against Property. As an alternative to having the Owner construct the improvements pursuant to paragraph 4, If the City elects to construct the Improvements through a Local Improvement District, Owner's signature hereon shall be equivalent to a petition for establishment of an LID. Or, if the City elects to have Owner perform the work under paragraph 5, and Owner does not complete the Improvements in compliance with this Agreement, the City may do the work as an LID project following the procedures established by the City Code for such projects and assess the cost against the Property specially benefited. Permission to enter onto the Property of the Owner is granted to the City or its contractor as may be necessary to construct such Improvements.

5.1 In the event and at such time as the City initiates the formation of an LID for the funding and construction of the Improvements designated above, Owner hereby waives any and all right to remonstrate against formation of an LID by the City for the purpose of improving West Idaho Avenue and North Dorian Drive or general sidewalk district as per the City of Ontario Municipal Code Chapter 10C-25 Transportation Standards; and assessing the proportionate cost to benefited properties pursuant to the City's right-of-way improvement regulations in effect at the time of such improvement.

5.2 The phrase "right to remonstrate against the formation of an LID" refers solely to a property owner's right under the City Code to be counted as part of an extraordinary majority of property Owners that can, in certain circumstances, suspend proceedings on formation of an LID for six months. The waiver of this right does not limit or otherwise restrict the ability of a property owner bound by this covenant to appear at any of the required public hearings and testify regarding formation of the LID, whether the boundaries include all benefited property, the equity of the assessment formula, the scope and nature of the project or of the final assessment, or any other issue regarding the LID.

5.3 City agrees that a LID assessment levied against Owner's Property shall not exceed the benefit conferred upon the Property.

6. Temporary Facilities. Owner agrees to allow any necessary temporary facilities, access road or other required improvements determined by City to be appropriate pending final construction of the Improvements described in the Recitals. Further, City agrees to assume responsibility for the proper functioning of temporary facilities, to submit plans to the appropriate City agency for review if required, and to maintain said improvements and facilities in a manner which will preclude any hazard to life or health or damage to adjoining property.

7. Miscellaneous Provisions.

7.1 Nothing contained in this Agreement shall be construed to be a waiver of any applicable Federal, State or local building statutes, rules, regulations, ordinances, codes or standards or a waiver of any zoning restrictions or required improvements as set forth in the Ontario Municipal Code.

7.2 Should it become necessary for either party to institute action to enforce the terms and provisions of this Agreement, the prevailing party shall pay the other party reasonable costs, including attorney fees incurred in the preparation and prosecution of any judicial proceeding or in any appeal therefrom.

7.3 Upon completion and acceptance of all improvements under this Agreement, the Owner shall request the City to execute a release of this Agreement and cause the release to be recorded in the Malheur County Deed records. All recording fees associated with the release shall be paid by the Owner at time of recording.

7.4 Any required notices under the terms and conditions of this Agreement shall be delivered by addressing said notice and placing it in the United States mail, postage paid, to the following addresses:

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

Owners: Ryan & Lindsay Roulston
Owners
2601 NW 4th Avenue.
Ontario, OR 97914

Such notice, if mailed within the State of Oregon, shall be deemed delivered on the date postmarked. If mailed from or to a point outside the State of Oregon, such notice shall be deemed delivered upon the fifth day following the date postmarked.

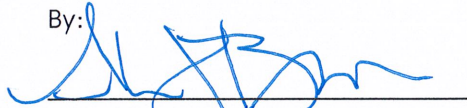
7.4 This Agreement contains the entire agreement of the parties and supercedes all prior oral or written agreements.

7.5 If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability shall not effect any other provision of this Agreement, and such other provisions shall be construed as if the invalid, illegal or unenforceable provision had never been contained in this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed this 9th day of May, 2018.

CITY OF ONTARIO:

By:

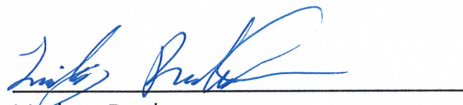

Adam Brown, City Manager

Date: 5/9/18

OWNER:


Ryan J. Roulston

Date: 5/9/18


Lindsay Roulston

Date: 5/9/18

State of Oregon)
)ss.
County of Malheur)

The foregoing instrument was acknowledged before me this 9th day of May, 2018, by Adam Brown, in his capacity as City Manager of the City of Ontario.

Page 5- RESTRICTIVE COVENANT PARTITION DEFERRED IMPROVEMENT AGREEMENT



Tori Sue Barnett

Notary Public for Oregon

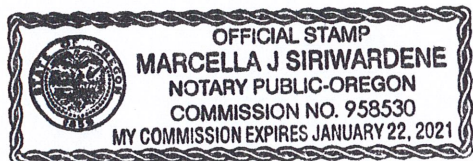
My Commission Expires: June 26, 2020

State of Oregon)

)ss.

County of Malheur)

The foregoing instrument was acknowledged before me this 9th day of May, 2018, by Ryan J. Roulston and Lindsay Roulston, who has duly sworn that they are the Owners of the herein described lands.



Marcella J Siriwardene

Notary Public for Oregon

My Commission Expires: Jan 22, 2021



**AGENDA REPORT
OLD BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Daniel Beaubien, Airport Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: ADOPT FINAL AIRPORT MANUAL

DATE: May 29, 2018

PROPOSED MOTION:

I MOVE THAT THE CITY OF ONTARIO MUNICIPAL AIRPORT AUTHORITY STANDARD MANUAL OF AIRPORT RULES AND REGULATIONS, THAT WAS ADOPTED IN DECEMBER 2017, BE FINALIZED.

SUMMARY:

The Airport Manual that was adopted in December of 2017 was to be reviewed and compared against the city's codes and ordinances for conflicting information and then brought before the City Council for final approval.

BACKGROUND:

The city adopted the much needed Manual of Operations for the Ontario Airport in December. After comparing the Manual against the codes and ordinances of the city, and finding no discrepancies, the Manual is before the City Council for its final approval.

CURRENT SITUATION:

The adopted Airport Manual of rules and regulations is in effect at the Ontario Municipal Airport, however, the authority for full implementation is awaiting the final approval from the city.

ANALYSIS:

- A. **FINANCIAL** There is no financial impact.
- B. **TIMING** It was suggested by the City's Attorney and approved by the City Council, that the final approval wait until May to check it against the city codes and ordinances.
- C. **POLICY/LEGAL** It is the responsibility of the City Council to approve or disapprove the

Airport Manual.

ALTERNATIVES:

The City Council could choose not to adopt the Airport Manual as presented.

RECOMMENDATION:

Staff recommends the City of Ontario Municipal Airport Authority Standard Manual of Airport Rules and Regulations be finalized and adopted by the City Council.

ATTACHMENTS:

1. Airport manual final



City of Ontario

Municipal Airport Authority

Standard Manual of Airport Rules and Regulations



City of Ontario Municipal Airport Authority

Standard Manual of Airport Rules and Regulations

For the:

Ontario Municipal Airport – City of Ontario, Malheur County, Oregon

Adopted: December 2017

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SECTION 1 – DEFINITIONS

Unless specifically defined otherwise, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

The Ontario Municipal Airport is operated by the City of Ontario.

1. Aircraft – “Aircraft” shall mean a manned machine or device, such as an airplane, helicopter, glider, or dirigible, which is capable of atmospheric and navigational flight.
2. Airport – Shall mean all property and improvements within the boundary lines of any airport operated or controlled by the City of Ontario Airport Authority, except when otherwise noted.
3. Airport Authority – The City of Ontario Airport Authority here and after as the “Authority” and also referred to as the “Owner” of the municipal ramp and shall consist of the City of Ontario Council and City Manager.
4. Airport Manager – Means the chief executive officer for the Authority, who under administrative direction of the Authority, manages the operation, maintenance and development of the municipal Airport and performs other duties as assigned.
5. Airport Operations Area (AOA) – The area of the airport used for landing, take-off, or surface manoeuvring of aircraft, including the areas around hangars, navigation equipment, and communication facilities.
6. Apron or Ramp – The areas of the airport within the Airport Operations Area (AOA), equipped for loading, unloading, servicing, or parking of aircraft.
7. Authorized Area – A specific location, approved by the Authority, accessible only to specific authorized personnel.
8. Authorized Representative/Employee – An individual or individual(s) designated by the Airport Manager.
9. Cargo – Any property carried onto an aircraft, other than mail and baggage.
10. Commercial - An individual who, for compensation or hire, engages in air commerce, the carriage by aircraft of persons or cargo, other than as an air carrier or foreign air carrier or under the authority given by an administrator. Where it is doubtful that an operation is for “compensation or hire,” the test is whether the carriage by air is merely incidental to the person’s other business or is, in itself, a major enterprise for profit.
11. FAA – Federal Aviation Administration
12. Fixed Based Operator – Any person who shall have entered into a written agreement with the Authority for the use of any business located on the airport that provides services such as hangar space, fuel, flight training, repair, and maintenance to airport users, or any person or firm hired directly by the City of Ontario Municipal Airport Authority to act as a FBO.
13. Flammable Liquids – Any liquid substance that is combustible and can burn or cause a flame.
14. Instructor – Any individual giving or offering to give instruction in the operation, construction, repair or maintenance of aircraft.

15. Motor Vehicle – A self-propelled contrivance designed for the carriage of persons or things from point-to-point.
16. Non-Operating Aircraft – Any aircraft located on an airport which does not possess a current certificate of air worthiness issued by the Federal Aviation Administration, and is not actively being repaired to become an operating aircraft.
17. Person – Any individual, partnership, firm, corporation, company, or duly authorized representatives thereof.
18. Ramp – A particular area on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling and parking.
19. Regional Airport – Shall mean all aircraft movement areas which are accessible to civil aircraft under the existing Coast Guard Joint Use Agreement.
20. Restricted Area – Any area of the airport designated to prohibit or limit access to only those persons authorized by the Airport Manager.
21. Refueling Trucks – Means any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils, and lubricants.
22. Rules and Regulations – Shall mean these Rules and Regulations of the Authority, adopted by the Authority, and may be amended from time-to-time by the Authority.
23. Runway – A restricted area used for take-offs and landings of an aircraft.
24. Taxiway – Portions of the Airport Operations Area (AOA) authorized by the Authority for the surface manoeuvring of aircraft.
25. Vehicle – Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles.

SECTION 2 – GENERAL INFORMATION

PURPOSE

This document describes the Rules and Regulations for all users of the Airport owned and operated by the City of Ontario Municipal Airport Authority.

INTRODUCTION

Judicious and proper administration requires that rules and regulations that establish the minimum acceptable conduct for Airport users and employees are adopted. This requirement provides protection from irresponsible and/or unsafe operations.

APPLICABILITY

These Rules and Regulations apply to any person(s) or entity utilizing the Airport.

VIOLATIONS AND PROCEDURES

If the Airport Manager concludes that any of these Rules and Regulations have been disregarded, and that he/she cannot resolve the matter satisfactorily by notice to and discussion with the offending party, then formal action shall be taken against the party by the Airport Manager. These actions may include suspension of airport operations or revocation of the party's right to utilize the Airport. A person who has had their airport privileges suspended by the Airport Manager may appeal that decision to the Airport Authority. A written notice must be filed with the Airport Authority within 30 days of the effective date of suspension.

GENERAL AUTHORIZATION

In any circumstances not specifically covered by these rules and regulations, the Airport Manager shall be authorized to make reasonable decisions as can be deemed necessary and proper. All such actions may be subject to review by the Airport Authority. At all times, the Airport Manager shall have the authority to take reasonable action as may be necessary, including use of local law enforcement, to enforce these rules and regulations and to efficiently manage the airport and its operations.

AIRPORT OPERATIONS (PUBLIC USE)

The Ontario Airport is open to authorized airport users 24 hours a day, 7 days a week, unless closed due to weather or other emergency reasons or unless otherwise designated by the Airport Authority. The FBO (Fixed Based Operator) hours will be fixed by the FBO as per contract with the City of Ontario Municipal Airport Authority.

EFFECTIVE DATE

These Rules and Regulations shall become effective on December 2017.

SECTION 3 – GENERAL REGULATIONS

3.1 SCOPE

- A. All users of the Airport shall be governed by directions from the Airport Manager, these Rules and Regulations, and the directions of the City of Ontario Municipal Airport Authority (COMAA) or designated representative. These regulations are subject to change by the Airport Authority at any time, based on experience, need, and operating conditions.
- B. As a user of the airport and its facilities, each individual shall be obligated to obey all the regulations herein provided and adopted by the Authority.
- C. The privilege of using the airport shall be conditioned on the assumption that the user shall take on full responsibility and risk, and he shall release and hold harmless, and indemnify the FAA and Airport Authority, its officers, and employees from any liability of loss resulting from such use.
- D. The privilege of using the airport shall be upon the further condition that any person(s), corporations, co-partnership, or others desiring to use the same as Commercial Operator or Fixed Based Operator, shall produce a policy of indemnity against personal injury and property damage.

- E. Any person violating any of the airport Rules and Regulations may be punished at the discretion of the Airport Authority, or provided by law; deprivation of the use of the municipal airport facilities for a specific period of time as may be necessary.
- F. These regulations are not intended to supersede, modify, or amend any provision of Federal, State, or Local Law; however, these regulations shall as possible, be interpreted so that no conflict arises.
- G. If any portions of these Rules and Regulations prove to be invalid or unenforceable, all other portions of this document shall remain in effect to achieve purposes hereof.
- H. Any proposed changes to these Rules and Regulations shall be dated and posted by the Airport Authority at the airport for a period of (30) days. Comments on the proposed changes may be submitted by the general public in writing to the Authority, during this time period. After review of all comments, revisions may be made and the final draft of the proposed changes will be published. Copies of the changes will be posted at the airport and provided to all holders a copy of the manual.
- I. No person shall engage in a business or commercial operation on the Airport, without the approval of the Airport Authority or designated representative.
- J. The soliciting of business, fares, or funds for any purpose on the airport without the permission of the Airport Authority or designated representative is prohibited.
- K. No individual, partnership, corporation, or business shall construct any building, sign, or structure, or modify any pre-existing facility without permission and approval of the Airport Authority.

3.2 Lost Articles

All lost articles should be turned in to the Airport Manager by the finders. If the articles are not claimed within (60) days they shall be disposed of as determined by the Airport Manager.

3.3 Liability

The Airport Authority assumes no responsibility for loss, injury, or damage to any person(s) or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, lightning strikes, or acts of God, nor does it assume any liability for injury to person(s) while on the airport, or while using airport facilities.

3.4 Responsibility for Damages

Any person(s) causing damage to or destroying airport property of any kind, including buildings, fixtures, and facilities, shall be fully liable to the Airport Authority. Any and all damage shall be reported directly to the Airport Manager.

3.5 Accident Report

All person(s) involved in any accident, whether personal, aircraft, or automotive, occurring on the Airport, shall make a full verbal report to the Airport Manager as soon after the accident as possible, and in any event within 24 hours after it has occurred. Based on the verbal report, a written report may be required.

3.6 Ground Transportation

All carriers (Not defined) shall load and unload passengers in areas designated by the Airport Authority.

3.7 Building Requirements and Ground Rental

Any person desiring to construct any building or facility on the Airport shall be required to submit plans and specifications to the Airport Manager. The plans shall consist of: a general layout, drawn to scale, showing the desired amount of ground required for the operation of the building or facility, in addition to the portion occupied by the building or facility. All buildings and facilities constructed upon the Airport shall conform to the Building Code requirements of the state of Oregon, City of Ontario and Malheur County and be approved by the Airport Authority. Prior to any construction, all licenses and permits must be obtained. Once plans have been approved, a lease may then be entered into at the rate set by the Airport Authority.

3.8 Restricted Areas and Air Operations Areas

All areas of the airport, except the FBO building are restricted and no person shall enter upon the Air Operations Area, or any hangar, except:

Person(s) assigned to duty therein;

1. Authorized representative of the FAA/Airport Authority;
2. Passengers under appropriate supervision, entering the Air Operations Area for the purpose of deplaning and enplaning;
3. Aircraft Owners or Renters and/or their authorized representatives; and
4. Business representatives in the conduct of their business with the tenants.

SECTION 4 – PERSONAL CONDUCT

4.1 Compliance with Signs

All individuals shall observe and abide by all posted signs governing activities and/or demeanour of the respective individual while at the Airport.

4.2 Environment Pollution and Sanitation

While on Airport property, individuals shall limit activities in such a manner as not to cause littering or any other form of pollution.

- a. No person shall dispose of garbage, papers, or any other forms of trash including cigarettes, cigars, and matches, except in the receptacles provided.

- b. No person shall keep any uncovered trash containers in any area of the airport. Areas to be used for trash and garbage containers shall be designated by the Airport Authority. Such areas shall be kept clean and sanitary at all times.
- c. Any solid or liquid, which may be spilled at the Airport, shall immediately be cleaned up, by the person responsible for such spillage, and reported immediately to the Airport Manager of Operations.

4.3 Animals

No person shall enter the Airport with any animal without the permission of the Management, except;

- a. Dogs or other animals which are to be transported by air within a suitable container properly equipped for air travel.
- b. Dogs or other animals which are restrained by leash, or properly confined and under the supervision of an adult.

Animals shall be allowed to the extent mandated by applicable law, including "service animals" pursuant to the Americans with Disabilities Act.

4.4 Firearms and Weapons

- a. All applicable federal and state laws shall be followed with regard to firearms on the premises.

4.5 Preservation of Property

No person shall destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure on the Airport; nor alter, make revisions to, or erect any building or sign on the Airport without prior approval of the Airport Authority. No person shall travel upon any part of the Airport other than the designated roads, walks, or other marked rights-of-way provided by the Airport for specific purpose.

4.6 Damages and Tampering with Aircraft

All person(s) shall be fully responsible for all damages to buildings, equipment, and real property in the ownership or custody of the Airport Authority, caused by abuse, carelessness, or negligence. No person shall interfere or tamper with any aircraft, or use any aircraft, aircraft parts, instruments or tools, without the permission from the owner or by specific direction of the Airport Authority.

4.7 Maintenance and Equipment in Apron Area

All tenants shall maintain their leased property in such condition or repair, cleanliness, and general maintenance as acceptable to the Airport Authority. All ramp equipment shall be parked and kept in a neat, orderly manner. No receptacles, cases, or housing shall remain on the apron or ramp area that does not fit in

with architectural and cleanliness standards of the rest of the installation. Final approval of these items rests with the Airport Authority.

4.8 Alcoholic Beverages and Controlled Substances

1. No person under the influence of liquor or narcotic drugs shall operate any motor vehicle or aircraft of any type at the Airport.
2. The consumption of alcohol is not permitted on the Airport Property unless permitted in certain areas and times with the permission of the Authority.

4.9 Use of Law Enforcement Agencies

In the event a situation arises that is beyond the control of the Airport Management to deal with, the Ontario Police Department or the Malheur County Sheriff shall be called upon by the Airport Manager or the Airport Authority. The Airport Authority grants permission to the Malheur County Sheriff's Department and Ontario City Police Department to enter the premises and enforce the Rules and Regulations adopted by the Airport Authority.

4.10 Unaccompanied Minors

Unaccompanied minors under the age of 16 are not permitted on airport property without permission of the Airport Manager.

SECTION 5 - AERONAUTICAL

5.1 General Rules

- a. Compliance with Orders

All aeronautical activities shall be conducted in compliance with the then current Federal Aviation Regulations, with these Rules and Regulations, and with the then Authority Minimum Standards.

- b. Inattentive Operations Prohibited

1. No person shall operate any aircraft at the Airport in a careless manner or in disregard of the safety of others.
2. All individuals using the Airport shall be liable for any damage to property caused intentionally, accidentally, or by negligence on or over the Airport.

- c. Disabled Aircraft

All aircraft owners shall be responsible for the prompt removal of all disabled aircraft and their parts at the Airport, when directed by the Airport Manager.

- d. Cleaning, Maintenance, and Repair of Aircraft.

The cleaning, painting, washing, and repairing of any aircraft, shall only be permitted in approved areas by the Airport Authority.

e. Certification of Aircraft and Licensing of Pilots

As required by the FAA, all aircraft operating at the Airport shall be required to display on board a valid Airworthiness Certificate issued by the FAA, and shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All person(s) operating aircraft are required by the FAA to possess an appropriate certificate or license issued by the FAA. If requested by the Airport Manager, the pilot or operator shall be required to show these documents.

5.2 Accidents and Incidents

The pilot of any aircraft involved in an accident on the Airport causing injury or damage to any property other than the aircraft, shall make a prompt and complete written report concerning the accident or incident to the office of the Airport Manager within (48) hours of the time that the accident or incident first occurred. All incidents shall be reported in accordance with all FAA and NTSB regulations. Airport property destroyed or damaged by an accident shall be paid for by the responsible parties.

5.3 Categories of Aircraft, Activities, Rules and Operations

Final determination as to proper designation of any aircraft shall rest with the Airport Authority. Charges as shown in Section 8 shall be determined according to the following classifications:

A. Private

1. Private aircraft may be used by person(s) other than the owner provided that it is not rented or leased by the owner for a profit.
2. Company and corporation owned aircraft that are operated for the free transportation of their and other personnel and/or products are classified as private aircraft and subject to the restrictions as listed above.

B. Commercial Aircraft Use:

1. For rental, hire, or charter
2. Student instruction and occupations for hire
3. Any aircraft used for commercial services and not otherwise covered in these regulations.

C. Air Taxi (Commuters)

1. Contract:
All federally certified Air Taxis or Commuters holding a contract with the Airport Authority for Airport usage.
2. Non-Contract:
All Air Taxis or Commuters not covered in this Section.

D. Rotorcraft Operation Rules

1. Rotorcraft shall avoid fixed wing aircraft traffic patterns and altitudes to the maximum extent possible, with safety precautions.

2. Rotorcraft shall not be operated within fifty (50) feet of any areas on the Airport where unsecured light aircraft are parked.

Aircraft Activities

1. No fixed wing or rotary wing aircraft shall be allowed to operate at the City of Ontario Municipal Airport unless the aircraft has a current Airworthiness Certificate and is operated by a licensed pilot or student pilot holding a valid medical certificate, except aircraft being taxied by a qualified mechanic for maintenance purposes or operated under a valid ferry permit.
2. The owners of all aircraft based on the Airport will register their aircraft with the Airport Authority.
3. All aircraft shall comply with all applicable Federal Aviation Regulations, including but not limited to:

Federal Aviation Regulations

1. Part 61 – Certification: Pilots & Flight Instructors
2. Part 65 – Mechanics 65.71 thru 65.95
3. Part 67 – Medical Standards and Certifications
4. Part 91 – General Operating & Flight Rules
5. Part 93 – Specific Air Traffic Rules & Airport Traffic Patterns
6. Part 135 – Air Taxi Operators & Commercial
7. Part 137 – Agricultural Aircraft Operators
8. Part 141 – Pilot Schools
9. Part 43.3g – Aircraft Owner Repairs/Preventive Maintenance
10. Part 145 – Repair Stations

National Transportation Safety Board Regulations:

1. Part 830 – Notification & Reporting of Aircraft Accidents

Airport Operations:

- a. The Airport Manager may prohibit aircraft movement at any time, under any circumstances when the Airport Manager deems necessary.

5.4 Taxi and Ground Rules

Aircraft Parking

- a. Aircraft may only be parked in designated spaces and in the manner prescribed by the Authority. If this rule is violated, the aircraft parked may be subject to removal by the direction of the Airport Authority.
- b. No aircraft shall be left unattended on the Airport unless it is in a hangar or securely locked or tied down.

- c. Any materials left in the aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of any materials is not the responsibility of the Authority.

Non-Flyable Aircraft

- a. No person will be allowed to park an aircraft in non-flyable condition on Airport property, for period over (90) days, without written permission from the Authority.
- b. If an aircraft is parked or stored in non-flyable condition on the Airport, violating this Section, the Authority shall notify the owner or operator by certified or registered mail, requiring the removal of the aircraft within (15) days of the receipt of notice.
- c. Aircraft not removed as required will be removed by the Authority at the owner's expense.

Other

- a. Engine Run-up – Aircraft shall not perform run-up or prolonged engine test operations in any area that would result in a hazard to other aircraft, person(s), or property
- b. No person shall run any engine in any aircraft unless a competent person is in the aircraft attending the engine controls.

5.5 Use of T-Hangars and Storage Hangars

- a. T-hangars and storage hangars shall not be used for any purpose that would interfere with the use of other buildings and structures in the neighbourhood of the leased premises.
- b. T-hangars shall be used for storage of aircraft in accordance with the current lease. These hangars shall not be used for any other purpose without written permission from the Authority.
- c. No alterations may be made to the hangar structure without written approval by the Authority.

SECTION 6 – MOTOR VEHICLES

6.1 Rules of Operation

- a. No person will be allowed to operate a motor vehicle of any kind in a reckless manner or in excess of the speed limits prescribed by the Airport Authority, and in no event in excess of 15 miles per hour in ramp, apron, aircraft parking, and hangar areas.
- b. Pedestrians and aircraft will at all times have the right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.
- c. All person(s) operating a motor vehicle on the Airport shall give proper signals, and observe the directions of posted traffic signs.
- d. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- e. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than those for which the vehicles were designed.

- f. No vehicle shall be operated on the Airport if it is equipped or loaded as to endanger persons or property.

6.2 LICENSING, REGULATION, AND SPEED LIMITS

Licensing and Regulation

1. All motor vehicles will park in designated parking areas.
2. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission by the Airport Manager.
3. No person shall abandon any motor vehicle on the Airport. The Airport Authority has the authority to tow or otherwise move motor vehicles which are parked by their owners on the Airport in violation of the designated parking areas.

6.3 Accident Procedure and Emergency

The operator of any vehicle involved in an accident on the Airport which results in injury or death of any person(s), or property damage, shall immediately stop the vehicle at the scene of the accident in order to render necessary assistance. The operator shall immediately give notice of the accident to the Airport Manager and the Ontario Police Department or County Sheriff Office. The operator of each vehicle shall provide the name and address of owner and driver of the vehicle, as well as the operator's license, vehicle registration, and the name of the liability insurance carrier for the vehicle, to any person injured, the driver of the vehicle damage, and to any police officer. In the event of an emergency on the Airport, notification should be given to the following:

1. The FBO Office (if in radio contact)
2. 911 Emergency Operator
3. The Airport Manager – Office: 541-881-8848 or cell: 541-212-1676

6.4 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)

Permission

No motor vehicle shall be permitted on the Air Operations Area without specific permission granted by the Airport Manager. All vehicles shall at all times yield right-of-way to aircraft.

Rules of Operations

- a. No motor vehicle shall be parked on any part of the AOA except authorized trucks and other vehicles necessary for the servicing and maintenance of aircraft and transportation of passengers on the Airport.

- b. No person shall park a vehicle so that it blocks or obstructs: fire hydrants, gates, emergency exits, and building entrances or exits.
- c. Aircraft taxiing on any runway, taxiway, or apron area shall always have the right-of-way over any vehicular traffic.

6.5 Reserved and Public Parking

Public Parking

- a. Operators of motor vehicles using public parking facilities at the Airport shall abide by all regulatory signs and markings.
- b. No vehicle shall remain in the public parking facility for more than (30) consecutive days without the permission of the Authority.
- c. Reserved Parking

No person shall park any vehicle in any reserved parking area on the Airport without a valid permit issued by the Airport Authority permitting parking in such specified areas.

SECTION 7 – FIRE, SAFETY, AND HAZARDOUS CARGO

7.1 General

All persons using the Airport and its facilities shall exercise the utmost care and caution against fire and injury to persons and/or property.

7.2 Fueling Operations

- a. No aircraft shall be fueled or de-fueled while one or more of the engines are running, or the aircraft is then being warmed by external heat, or while such aircraft is in a hangar or enclosed space.
- b. No person shall start the engine of an aircraft if there is any gasoline or other volatile fluid on the ground or otherwise when starting the engine could ignite such fuel.
- c. All aviation fuels and oils for sale on Airport property shall be dispensed only by the Airport Authority or FBO Operator. No fuel shall be stored by any persons without the permission of the Airport Authority while on Airport property.
- d. Aircraft being fueled shall be positioned no closer than (10) feet from any hangar or building. Fuel trucks whether loaded or empty shall never be in hangars, nor be parked less than (10) feet from any hangar or building.
- e. No fuel, grease, oil, or flammable liquids shall be allowed to flow in any Airport sanitary or storm drain system. Any person(s) involved in a spillage of fuel shall be held responsible for expeditious notification to the Airport Manager and will be held responsible for immediate clean-up of the affected area. In the event of a fuel spillage, no vehicles shall be moved or operated in the vicinity of the spill until the spillage is removed.

- f. No person is permitted to fuel or de-fuel an aircraft while passengers are on board.
- g. No person shall park motorized ground equipment near any aircraft that prevents it or the aircraft from being driven or towed away in case of an emergency.
- h. Prior to making a fueling connection to the Aircraft, the fueling equipment shall be physically bonded or grounded to the aircraft being fueled by use of a cable, thus providing a conductive path to equalize the electric potential between the fueling equipment and the aircraft.
- i. All hoses and funnels used in fueling and de-fueling operations shall be equipped with a bonding/grounding device to prevent ignition of volatile liquids.
- j. When a fire occurs in a fuel delivery device while servicing an aircraft, fueling shall be stopped immediately and all emergency valves shall be shut off. Then notify 911 and the Airport Manager immediately.

7.3 Authority to Dispense Aviation Fuel

Only those individuals who have been authorized by the Airport Manager or Authority may dispense fuel into any aircraft at the airport operated by the Authority.

7.4 Fuel Farm Installations and Fuel Transporting Vehicles

Fuel Farm Installations

- a. All fuel farm installation shall conform to the appropriate National Fire Protection Association Standards, City/County Fire Codes, Federal, State, and local laws. There shall always be NO SMOKING within (100) feet of the fuel farm installation.
- b. Fuel installations shall always be kept-up and maintained removing all debris in order to prevent FOD.
- c. Fire extinguishers shall always be maintained in an accessible position, and in an operable condition with an un-expired certification date.
- d. No fuel or fuel-transporting vehicle shall be left unattended during loading or unloading of fuel at a fuel farm.

Fuel Transporting Vehicles

Each fuel transporting vehicle will be labelled on both sides and rear of the cargo tank with the word "FLAMMABLE," "NO SMOKING," and "FUEL TYPE."

7.5 Smoking

Smoking or carrying lighted smoking materials or striking matches or other devices is only permitted in designated smoking areas.

7.6 Storage of Materials and Hazardous Materials

Storage of Materials

1. No person shall store any material or piece of equipment in such a manner that it becomes a hazard. Gasoline, jet fuel, lubricating oil, or any other flammable substance shall be stored in accordance with the applicable City and/or County Codes. Buildings shall be provided with fire-suppressant devices and first-aid equipment as required.
2. No person shall keep, transport, or store any lubricating oils on the Airport except in specified containers or receptacles and regulated amounts.
3. All hazardous waste shall be disposed of in accordance with applicable regulations.

Transport of Hazardous Materials

- a. No person shall handle, transport or store any cargo containing explosive materials without the permission of the Airport Authority.
- b. No person may accept any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with the current provisions of the Federal Regulations.
- c. Any person transporting hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments.

7.7 Aprons, Buildings, and Equipment

All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars shall be kept clean, free from waste materials or other trash or rubbish. Any person operating or using any equipment on the Airport shall use extreme caution and care. Any person using a facility or building of the Airport shall exercise cleanliness and caution. No person shall use flammable substances for cleaning hangars or other buildings on the Airport.

7.8 Fire Extinguishers

Fire extinguishing equipment at the Airport shall be checked regularly to avoid tampering. Fire extinguishers shall not be tampered with at any time, nor used for any purpose other than fire fighting or fire prevention. All equipment shall be maintained in accordance with current NFPA Standards. Tags showing the last inspection shall be attached to each unit. All tenants or lessees or any other occupants of hangars on the Airport shall supply and maintain an adequate number of readily accessible fire extinguishers.

7.9 Aircraft Suspected of Carrying Explosives

- a. Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will advise the Airport Manager and FBO (if in radio contact). The Airport Manager will notify the FBO ASAP.

- b. All passengers will be escorted off the aircraft onto the outer extremities of the AOA. The aircraft will then be parked at a location specified by the Airport Manager and or FBO, until the aircraft is determined safe.

7.10 Inspection of Possible Hazardous Aircraft

Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

SECTION 8 - CHARGES

8.1 Commercial Operations

- a. No aircraft organization or person shall engage in any commercial operation of any type at the Airport unless prior permission is obtained from, and assessed fees paid to the Airport Authority. Permission and fees are in effect for each and every visit with the fee being set by the Airport Authority.
- b. The Airport Authority may enter into separate contracts with any commercial operation on the Ontario Municipal Airport.
- c. The Airport Authority may adopt a fee schedule to be applied for ramp operations by any commercial operator not having a contract with the Airport Authority, such fee schedule shall be placed at the Airport FBO Building and at the Office or at the office of the Airport Manager. Commercial operators shall pay a ramp fee for each ramp operation at the Airport or as per their contract.
- d. Private or business (non-commercial) ramp fees shall be posted on the Airport's schedule of fees. At the discretion of the Airport Manager fees are subject to change based on the weight of the aircraft.
- e. The Airport Authority may grant written permission for a specific commercial operator to enter the Airport for the purpose of repairing or maintaining an aircraft or equipment which is beyond the capability of any Fixed Based Operator located on the Airport. Capability of the A&P, IA as defined in FAR 65.71 thru 65.95. This privilege will be on a case-by-case basis and will require a separate agreement for each activity.
- f. Any permission granted by the Authority under this clause, will only be for a specific purpose and specific period.

8.2 Aircraft Servicing Fees

All charges owed to the Airport Authority for service performed, for Airport facilities used and for aircraft stored on a daily basis shall be paid before the aircraft is cleared from the Airport, unless credit arrangements have been made. The Airport Manager may detain any aircraft for non-payment of any charges due.

8.3 Ramp Fees

Landing fees for commercial aviation operations shall be payable to the Authority or its designated representatives immediately upon landing at the airport unless other arrangements have been made.

8.4 Aircraft Parking Fees

Aircraft parking on ramp areas shall be appropriately charged.

SECTION 9 – PROCEDURE FOR RECEIVING AND PROCESSING APPLICATIONS

9.1 Applicant

Any applicant wishing to establish commercial operations on the airport shall be furnished a copy of the minimum standards, attached, and shall make application in writing to the Airport Authority, setting forth in detail the following:

- a. The name and address of the applicant;
- b. The proposed land use, facility and/or activity sought
- c. The names and qualifications of the personnel to be involved in conducting such activity;
- d. The financial responsibility and technical ability of the applicant and operator to carry out the activity

9.2 General Information

- a. Upon the filing of any application with the Authority; it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within (45) days from the filing of an application, a meeting shall be called for considering the application and notice will be given to the applicant. Upon consideration of the application the Airport Authority shall determine whether or not the applicant meets the standards and qualifications established in the Rules and Regulations.
- b. Upon approval of the application, the Airport Authority shall prepare a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted, with the applicant.
- c. Any rejected application shall be returned to the applicant within (10) days of the rejection with a written explanation of the reason for rejection.

SECTION 10 – SPECIAL AIRPORT USES

The Airport Authority obligates itself to operate the Municipal Airport for the use and benefit of the public and to keep the airport open to the various types of aeronautical use for which the facility is designed and intended to serve.

The Airport Authority established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to otherwise protect the safety of person(s) and property both on the ground and in the air.

10.1 Landing Facilities

The landing area facilities that are constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published strengths of the paved surfaces. Operations on these surfaces by aircraft slightly in excess of the published pavement strengths may be permitted on an infrequent basis. Permission must be obtained from the Airport Authority for use of runways and taxiways by overweight aircraft and the use of the Municipal Ramp.

10.2 Operations of Non-powered Aircraft

No operations involving non-powered aircraft, including gliders, balloons, parachuting, and other special classes of activities, will be permitted on the Airport without the prior written approval Airport Authority.

10.3 Crop Dusting

Any person seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Airport Authority that:

- a. Suitable arrangements have been provided for the safe storage and containment of chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
- b. The operator shall have available, properly certified suitably equipped agricultural operation undertaken.
- c. No crop dusting operations shall be conducted on the principal public use apron or ramp of the Airport.
- d. All operations will be in accordance with all appropriate Federal Aviation Regulation, and State and Local Regulations concerning the handling of pesticides and other substances.

10.4 General

- a. No operations involving unlicensed or unregistered aircraft will be permitted on the Airport without prior approval of the Authority.
- b. The Airport will not participate in non-aeronautical events that will conflict with its aeronautical use.

SECTION 11 - MISCELLANEOUS

THE FOREGOING RULES AND REGULATIONS ARE ADOPTED BY THE CITY OF ONTARIO MUNICIPAL AIRPORT AUTHORITY AT A REGULARLY SCHEDULED MEETING ON THE ____ DAY OF _____, AND BECOME EFFECTIVE IMMEDIATELY.

APPENDIX:

MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS AND FIXED BASE OPERATORS

1.1 General

- A. The following minimum standards shall apply to all operations; however, all the activities listed may not be provided, depending on the lease agreement executed between the Airport Authority and the operator.
- B. No commercial operator shall be allowed to operate on the Airport without a lease agreement with the Authority. Any operator whose principal place of business is located other than on the Ontario Municipal Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport.
- C. The Airport Authority shall determine all substantial conformances to the standards for all operators. Also, all operators must show financial solvency and business ability to the satisfaction of the Airport Authority.
- D. The minimum liability insurance that a fixed base operator shall carry including: general liability, product liability, and premise liability, is **\$1,000,000**. Hangar's keeper/property damage insurance will be decided between the Airport Authority and the operator, but in no case will be less than **\$100,000**. All policies required by this section will name as insured, the Airport Authority, its officers, members, and employees, and will contain a provision which will require the insurance carrier to notify the Authority at least (10) days in advance of cancellation, or change in coverage.
- E. All operators will be required to provide the Airport Authority a performance bond commensurate with any construction required under the minimum standards service to be performed.
- F. All construction shall be in accordance with design and construction standards established by the Airport Authority and approved by the Federal Aviation Administration for the facility involved.
- G. All airport mechanics and inspectors shall carry a **\$1,000,000.00** liability policy naming the Ontario Municipal Airport Authority as co-insured, have written authorization for each occurrence from the Airport Authority, and shall be charged a fee for each occurrence on the Airport.

1.2 Aircraft Maintenance and Repair

All person(s) operating aircraft, engine, or accessory maintenance facilities shall provide:

- A. Hangar space to house any aircraft upon which such service is being performed.
- B. Suitable storage space for aircraft waiting for maintenance or delivery after repair and maintenance has been completed.
- C. Sufficient shop space to house equipment and adequate equipment and machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
- D. At least one FAA certified air frame and engine mechanic available during reasonable hours.
- E. Separate space where adequate exhaust type work may be performed.
- F. Appropriate insurance
- G. Non-airworthy aircraft shall be screened from public view

1.2 Flight Training

All person(s) conducting flight training activity shall provide:

- A. At least one certified flight instructor for single engine aircraft. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction.
- B. Certified instructor providing ground school instruction sufficient enough to enable students to pass the written FAA examinations.
- C. Public liability and property damage insurance to protect the operator and the Airport Authority from legal liabilities and shall provide liability insurance of at least \$1,000,000 per passenger seat and property damage liability of at least \$1,000,000.

1.4 Aircraft Rental

All person(s) conducting aircraft rental activity shall provide:

- A. Hangar or parking for at least one aircraft to be used as a rental.
- B. At least one airworthy aircraft maintained and certified.
- C. Current up-to-date specifications and price lists for types and models of rental aircraft.
- D. Appropriate Insurance.

1.5 Miscellaneous Operations

Radio and instrument repairs, aerial advertising, and other activities may be conducted by any person, firm, or corporation, upon application and approval from the Airport Authority. Reasonable terms and conditions will be established by the Airport Authority.

1.6 Hangar Space

Facility requirements will be adequate and reasonable for the services offered to operators such as: hangar space, office and lounge areas and aircraft parking.

1.7 Minimum Standards, New Construction

All new hangars shall:

- A. Contain a minimum of 1400 square feet of floor space. Maintenance shops shall contain a minimum of 1400 square feet of floor space.
- B. Be of metal or masonry construction. The interior shall be constructed based on specific uses required, as long as it meets State and Local Codes. All new construction will meet State and Local Codes.

1.8 Aircraft Parking Aprons and Services

All new parking aprons and services provided shall:

- A. Be constructed accordingly to plans and specifications approved by the Airport Authority. Aircraft parking aprons may be required for operators handling aviation petroleum products and aircraft repair.
- B. Be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charged for products on the Airport shall be fair and reasonable.

AIRPORT AUTHORITY SECURITY MEASURES

Please contact the [Airport Manager](#) for more information on the airport's security measures



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Cal Kunz, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: **LIQUOR LICENSE APPLICATION: RED APPLE MARKET PLACE (CHANGE OF OWNERSHIP)**

DATE: May 29, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE CHANGE OF OWNERSHIP, OFF PREMISES LIQUOR LICENSE APPLICATION FOR INTERMOUNTAIN FOOD STORES, INC. – RED APPLE MARKETPLACE.

SUMMARY:

Intermountain Food Stores Inc. completed the “Change of Ownership” application for Off-Premises Sales liquor license privileges through the Oregon Liquor Control Commission for Red Apple Marketplace located at 555 SW 4th Avenue, Ontario, Oregon.

All necessary paperwork has been approved through the Oregon Liquor Control Commission office and is awaiting approval through the Ontario City Council.

BACKGROUND:

Criminal record process was completed on Corporate Officers John Tate, James Tate, and Douglas Tate of Intermountain Food Stores Inc. All records returned meeting state and local requirement. The application forms have been filled out appropriately and required fees have been paid. All permit and license requirements have been met through the Oregon Liquor Control Commission as well as through the City of Ontario Planning Department.

CURRENT SITUATION:

The Oregon Liquor Control Commission requires an application process for Change of Ownership whether it be a limited partnership, corporation, limited liability company, or individuals. In this case, Red Apple Marketplace has sold to Intermountain Food Stores Incorporated. At this time the store trade name will remain Red Apple Marketplace.

ANALYSIS:

- A. **FINANCIAL** There is no financial impact for this action.
- B. **TIMING** Acknowledgment required in order for OLCC to complete the new owner name change process allowing sales of beverages at that point and forward.
- C. **POLICY/LEGAL** All legal steps have been followed to completion, with no negative feedback.

ALTERNATIVES:

Not approve the license application.

This has no true effect on the process, as the Oregon Liquor Control Commission may take the city's objections to the action into consideration, but are not obligated to do so. They are the ultimate authority on the issuance of the license.

RECOMMENDATION:

Staff recommends that the City Council approve the change of ownership, off-premises sales liquor license for Intermountain Food Stores Inc.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Cal Kunz, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: LIQUOR LICENSE APPLICATION: NO PLACE BAR, LLC

DATE: June 4, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE NEW OUTLET, FULL ON-PREMISES COMMERCIAL SALES LIQUOR LICENSE APPLICATION FOR NO PLACE BAR, LLC.

SUMMARY:

No Place Bar, LLC, completed the “New Outlet” application for Full On-Premises Commercial liquor license privileges through the Oregon Liquor Control Commission for No Place Bar, located at 359 S. Oregon Street, Ontario, Oregon.

All necessary paperwork has been approved through the Oregon Liquor Control Commission office and is awaiting approval through the Ontario City Council.

BACKGROUND:

Criminal record process was completed on both the owners and managers of No Place Bar, LLC. All records returned meeting state and local requirement. The application forms have been filled out appropriately and required fees have been paid. All permit and license requirements have been met through the Oregon Liquor Control Commission as well as through the City of Ontario Planning Department.

CURRENT SITUATION:

The No Place Bar, LLC, is opening their business at 359 S. Oregon Street, Ontario. That location does not have a current liquor license which would allow them to operate. The application process provides the necessary requirements for the Oregon Liquor Control Commission to license that location for New Outlet, Full On-Premises – Commercial. Once this step is completed, this location will have the necessary license which will require renewal on a yearly basis.

ANALYSIS:

- A. **FINANCIAL** There is no financial impact for this action.
- B. **TIMING** Approval required prior to opening to allow sales of beverages at that point and forward.
- C. **POLICY/LEGAL** All legal steps have been followed to completion, with no negative feedback.

ALTERNATIVES:

Not approve the license application.

This has no true effect on the process, as the Oregon Liquor Control Commission may take the city's objections to the action into consideration, but are not obligated to do so. They are the ultimate authority on the issuance of the license.

RECOMMENDATION:

Staff recommends that the City Council approve the new outlet Full On-premises Commercial liquor license for No Place Bar, LLC.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: SOCIAL GAMING FEES

DATE: March 15, 2018

PROPOSED MOTION:

NO PROPOSAL

SUMMARY:

On March 7, 2016, the Ontario City Council enacted Ordinance No. 2715-2016, amending its social gaming regulations and allowing social gaming fees, including license and application fees, to be set by resolution of the Council No #2016-108.

BACKGROUND:

Chapter 12 of the Ontario Municipal Code regulates social gambling within the City of Ontario. On March 21st of 2016 the Ontario City Council approved resolution No. 2016-108 a resolution establishing social gaming fees.

The current fees approved by the Ontario City Council are as follows below:

	Initial Application Fee	Renewal Application Fee	License Fee
Nonprofit 501(C)(3) corporations:	\$100.00	\$25.00	\$100.00 (annually) \$50.00 (monthly) \$25.00 (weekly) \$10.00 (daily)
Commercial Social Gaming:	\$550.00	\$375.00	\$150.00 (annually per table)

The Owners of the Ontario Poker Room would like the Council to reconsider the fees imposed on Commercial Social Gaming. They have requested to be treated as any other business, which is required to have a business license renewed annually rather than the current fee schedule.

CURRENT SITUATION:

Driving Forces: The Ontario Poker Room generates additional patrons in the downtown area in the evenings and early morning. This helps additional businesses downtown such as restaurants. There have not been any citations by the Ontario Police Department on this establishment. We have no reason to believe that there has been increased law enforcement demand as a result of the commercial social gaming business.

Opposing Forces: The room does bring additional traffic downtown which means additional services may be required such as police, fire, additional wear on roads. Social gaming is regulated by city code and does represent a unique business, which is regulated not only by state code, but by state code.

Comparisons

Portland: Fee Schedule \$500 per location annually.

Bend: One time application of \$75 per table.

Coos Bay: One time investigation fee of \$65 and then \$50 per table per month.

Redmond: \$300 Application Fee and \$70 Investigation Fee

Klamath County: \$100 annually per card table.

Sisters: \$100 permit paid annually

Harrisburg: Same as Business License

Tigard: \$100 annually

ANALYSIS:

- A. **FINANCIAL** With 6 tables the annual revenue from a renewal of a commercial social gaming business would be \$1,275.00. Additional commercial social gaming businesses are a possibility.
- B. **TIMING** The Ontario Poker Room would like to reduce their costs for the renewal application.
- C. **POLICY/LEGAL** Social games are allowed in Oregon if authorized by local jurisdictions. ORS 167.121 allows cities to permit social gaming and establish restrictions. The current code requires a license from the city and the payment of a License Fee, Initial Application Fee, and Renewal Application Fee that is set forth by resolution.

ALTERNATIVES:

Reduction in Fees: The Council could choose to reduce the fees imposed on commercial gaming, while still keeping a separate fee schedule. It would not make sense to charge less than the non-profit social gaming fees.

RECOMMENDATION:

As social gaming is required to be legislated by local jurisdictions and also has state laws that govern operation of those businesses, it does put itself in a separate category. Other businesses do not have an entire chapter of the municipal code devoted toward governing its operation. Gambling has also been identified by the Oregon Health Authority as a game prone to addiction. Gambling addiction is a mental health disorder which has negative impacts on society. With that in mind, I believe it warrants being regulated and burdened with its own fee schedule. The level of fees set is at the discretion of the city council.

ATTACHMENTS:

1. 2016-108 Establishing Social Gaming Fees

RESOLUTION 2016-108

A RESOLUTION ESTABLISHING SOCIAL GAMING FEES

WHEREAS, On March 7, 2016, the Ontario City Council enacted Ordinance No. 2715-2016, effective April 6, 2016, amending its social gaming regulations and allowing social gaming fees, including license and application fees, to be set by resolution of the Council.

NOW, THEREFORE, BE IT RESOLVED by the Ontario City Council as follows:

- 1) The fee schedule for social gaming applications and licenses is as follows:

Social Gaming Fees			
	Initial Application Fee	Renewal Application Fee	License Fee
Nonprofit 501(c)(3) corporations:	\$100.00	\$25.00	\$100.00 (annual)
			\$50.00 (monthly)
			\$25.00 (weekly)
			\$10.00 (daily)
Commercial social gaming:	\$550.00	\$375.00	\$150.00 (annually, per table)

- 2) Nonprofit corporations shall be required to complete no more than one application per year for multiple monthly, daily or weekly licenses in any year.
- 4) All application fees are nonrefundable.
- 5) Any business with a commercial gaming license may apply for a special event permit from the City to temporarily increase the number of tables on the premises. In addition to the City's special event fee, the business shall pay in advance a fee of \$25 per day for each additional table for the special event. Additional tables shall be used only on the licensed premises and not at any other venue or location.
- 6) The City shall allocate \$100 of the fee from each commercial gaming application to cover the City's administrative costs for processing the applications. The City shall use the remainder of the commercial application fees, and all other commercial gaming license fees, to fund the City's Code enforcement activities.

EFFECTIVE DATE: April 6, 2016.

Passed and adopted by the Ontario City Council this 21st day of March, 2016, by the following vote:

Ayes: Fugate, Crume, Verini, Justus, Carter

Nays: Winebarger, Tuttle

Absent: None

Approved by the Mayor this 21st day of March, 2016.



Ronald Verini, Mayor

ATTESTED:



Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2018-121: SET POLICIES PER GASB54

DATE: May 31, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION 2018-121, A RESOLUTION ESTABLISHING POLICIES RELATED TO ENDING FUND BALANCES FOR 2017-2018 PURSUANT TO GASB 54 REQUIREMENTS.

SUMMARY:

Attached is the following document:

Resolution 2018-121, A Resolution Establishing Policies Related to Ending Fund Balances of 2017-2018

BACKGROUND:

Government Accounting Standards Board (GASB) No. 54 was adopted by the city for the fiscal year ended June 30, 2011. The city council is required to formally establish spending policies for ending fund balances annually by formal resolution.

CURRENT SITUATION:

The city needs to commit the 2017-2018 ending fund balances in the Revolving Loan Fund, Capital Projects Fund, Trust Fund and Reserve Fund for use in the 2018-2019 fiscal year. All commitments of ending fund balance are required to be approved on or before the end of the fiscal year.

ANALYSIS:

- A. **FINANCIAL** No financial impact.
- B. **TIMING** The resolution is required to be approved on or before June 30, 2018.

C. **POLICY/LEGAL** An ending fund balance resolution is required per GASB No. 54.

ALTERNATIVES:

A. Take No Action--The council could take no action on this matter; this would cause a finding in the audit.

RECOMMENDATION:

Staff recommends the City Council approve Resolution 2018-121.

ATTACHMENTS:

1. RES_CC_Resolution+GASB+54_6+2018



RESOLUTION 2018-121

A RESOLUTION ESTABLISHING POLICIES RELATED TO ENDING FUND BALANCES FOR 2017-2018

WHEREAS, The City of Ontario promotes accounting practices in compliance with the Governmental Accounting Standards Board (GASB); and

WHEREAS, The City Council desires to establish fund balance policies to comply with GASB Pronouncement No. 54; and

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following policies as it relates to ending fund balances for 2017-2018 pursuant to GASB 54:

Authority

The Ontario City Council reserves the authority to establish and modify commitments of ending fund balance.

Commitments

In compliance with GASB 54, the Ontario City Council hereby makes the following commitments of 2017-2018 ending fund balance for specific uses in 2018-2019:

Special Revenue Funds

1. The unrestricted ending fund balance of the Trust Fund is committed to use for activities related to the specific department priorities as established by those who provided the monies held in trust.
2. The ending fund balance of the Revolving Loan Fund is committed to use for activities related to the specific activities defined by Council Resolution governing the revolving loan fund program and the grant program established through the collection of interest payments on outstanding loans.

Capital Project Funds

1. The unrestricted ending fund balance of the Capital Projects Fund is committed to use for capital project activities as defined by each individual department, including fees collected that are required to be spent on defined activities.
2. The unrestricted ending fund balance of the Reserve Fund is committed to use for capital projects and equipment replacement related to the specific department priorities as established by those who provided the monies.

Assignments

Authority to classify portions of ending fund balance as Assigned is hereby granted to the Ontario City Council, or their designee.

Spending as it Relates to Ending Fund Balance Policy

The Ontario City Council considers the spending of the restricted classification of fund balance in the following order:

1. Restricted Uses
2. Committed Uses
3. Unrestricted Uses

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____, 20____, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 20____.

Ronald Verini, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2018-124: ADOPT MASTER FEE SCHEDULE

DATE: May 31, 2018

PROPOSED MOTION:

I RECOMMEND THE CITY COUNCIL APPROVE RESOLUTION 2018-124: A RESOLUTION ESTABLISHING A MASTER FEE SCHEDULE FOR THE 2018-2019 FISCAL YEAR.

SUMMARY:

A Master Fee Schedule is being presented for approval in accordance with the Ontario 2018-2019 Fiscal Year Budget.

BACKGROUND:

City fees have periodically been updated as issues arose, without consistent review and attention.

CURRENT SITUATION:

Staff created a Master Fee Schedule attempting to combine all city fees into one schedule that can be reviewed annually. Giving the Council the opportunity to review all fees annually will provide for a more consistent review of each fee.

ANALYSIS:

- A. **FINANCIAL** As staff reviewed the fee schedule, adjustments were made where it was determined an increase is merited based on staff's knowledge of the time and materials needed to cover the cost and impact of the service associated with the fee.
- B. **TIMING** It is a best practice to approve a Master Fee Schedule in conjunction with the budget which must be approved by June 30, 2018. The Council can make adjustments to the fee schedule as needed with an additional opportunity to approve it on June 19, 2018.

Fees can be adjusted at any point during the year. Staff recommends that it be done with the budget so revenue changes associated with cost centers can be considered.

- C. **POLICY/LEGAL** The Council holds the authority to change service fees.

ALTERNATIVES:

Take No Action - The Council can chose to not take action on the fee schedule.

Amend the Fee Schedule - The Council can amend the fee schedule and adopt it as amended.

RECOMMENDATION:

The City Manager recommends approval of the Master Fee Schedule.

ATTACHMENTS:

1. Reso #2018-124 Adopt Master Fee Schedule
2. Table_City_Master Fee Schedule_6 7 2018



RESOLUTION #2018-124

A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR THE 2018-2019 FISCAL YEAR

- WHEREAS,** The City of Ontario charges various fees for services that need to be reviewed periodically; and
- WHEREAS,** A master fee schedule is a best practice for local governments; and
- WHEREAS,** A master fee schedule can be reviewed annually at the budget time to make adjustments comprehensively; and
- WHEREAS,** The Ontario City Council desires to amend and adopt fees annually by resolution.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council adopts the attached fee schedule as amended.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____, 20____, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 20____.

Ronald Verini, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
Fire Department					
City Burn Permits (each)	\$15.00	\$15.00	0.00%	\$800	
Airport					
Single Weekly	\$0.00	\$20.00	N/A	\$300	New
Twin Weekly	\$0.00	\$40.00	N/A	\$800	New
Turbo/Jet Weekly	\$0.00	\$60.00	N/A	\$480	New
Single Monthly	\$0.00	\$50.00	N/A	\$150	New
Twin Monthly	\$0.00	\$100.00	N/A	\$300	New
Turbo/Jet Monthly	\$0.00	\$150.00	N/A	\$300	New
Single Yearly	\$0.00	\$500.00	N/A	\$1,500	New
Twin Yearly	\$0.00	\$1,000.00	N/A	\$1,000	New
Turbo/Jet Yearly	\$0.00	\$1,500.00	N/A	\$1,500	New
Light Aircraft Tie Down Per Day	\$2.00	\$0.00	-100.00%		1999
Light Aircraft Tie Down Per Week	\$10.00	\$0.00	-100.00%		1999
Light Aircraft Tie Down Per Month	\$20.00	\$0.00	-100.00%		1999
Light Aircraft Tie Down Per Year	\$150.00	\$0.00	-100.00%		1999
Administration					
Records Requests: 8.5x11 Per page	\$0.25	\$0.25	0.00%	\$6	2009
Records Requests: 11x17 Per page	\$0.50	\$0.50	0.00%	\$1	2009
Records Requests: DVD	\$10.00	\$10.00	0.00%	\$0	2009
Records Requests: Cassette	\$5.00	\$5.00	0.00%	\$0	2009
Business Registrations: New	\$25.00	\$50.00	100.00%	\$2,000	2015
Business Registrations: Renewal	\$10.00	\$30.00	200.00%	\$10,000	2015
General Government					
Transient Merchant Application	\$100.00	\$100.00	0%	\$0	2005
Transient Merchant: Daily Fee	\$500.00	\$100.00	-80%	\$0	2005
Transient Merchant: Monthly Fee	\$1,000.00	\$100.00	-90%	\$0	2005
Transient Merchant: Six- Month Fee	\$2,000.00	\$100.00	-95%	\$0	2005



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
Christmas Tree Lots: Application	\$20.00	\$100.00	400%	\$40	2005
Christmas Tree Lots: Daily Fee	\$20.00	\$100.00	400%	\$0	2005
Christmas Tree Lots: Season Fee	\$200.00	\$100.00	-50%	\$400	2005
Firework Stands: Application	\$20.00	\$100.00	400%	\$40	2005
Firework Stands: Daily Fee	\$20.00	\$100.00	400%	\$0	2005
Firework Stands: Season Fee	\$200.00	\$100.00	-50%	\$400	2005
Entertainment: Application	\$10.00	\$100.00	900%	\$0	2003
Entertainment: Annual	\$1,000.00	\$100.00	-90%	\$0	2003
Entertainment: Daily	\$100.00	\$100.00	0%	\$0	2003
Garage/Yard Sale: Permit	\$5.00	\$5.00	0%	\$2,400	2003
Flea Market: Application	\$10.00	\$100.00	900%	\$0	2003
Flea Market: Daily Fee	\$10.00	\$100.00	900%	\$0	2003
Flea Market: Monthly Fee	\$200.00	\$100.00	-50%	\$0	2003
Flea Market: Six-Month Fee	\$500.00	\$100.00	-80%	\$0	2003
Peddler/Canvassers/Solici tors: Application	\$20.00	\$100.00	400%	\$40	2003
Peddler/Canvassers/Solici tors: Daily Fee	\$10.00	\$100.00	900%	\$0	2003
Peddler/Canvassers/Solici tors: Weekly Fee	\$40.00	\$100.00	150%	\$0	2003
Peddler/Canvassers/Solici tors: Monthly Fee	\$100.00	\$100.00	0%	\$0	2003
Peddler/Canvassers/Solici tors: Annual Fee	\$200.00	\$100.00	-50%	\$400	2003
Sidewalk Food Vendor: Application	\$20.00	\$100.00	400%	\$80	2003
Sidewalk Food Vender additional emp	\$5.00	\$100.00	1900%	\$10	
Sidewalk Food Vendor: Monthly Fee	\$25.00	\$100.00	300%	\$100	2003



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
Sidewalk Food Vendor: Annual Fee	\$75.00	\$100.00	33%	\$0	2003
Special Events: Application	\$10.00	\$100.00	900%	\$400	2003
Special Events: Park Pavilion	\$10.00	\$10.00	0%	\$1,200	2003
Special Events: Large Portion of Park	\$50.00	\$50.00	0%	\$100	2003
Special Events: Clean-Up Deposit 10<	\$25.00	\$25.00	0%	\$0	2003
Special Events: Clean-Up Deposit 10 - 25<	\$50.00	\$50.00	0%	\$0	2003
Special Events: Clean-Up Deposit 25 - 50<	\$75.00	\$75.00	0%	\$0	2003
Special Events: Clean-Up Deposit 50 - 100<	\$100.00	\$100.00	0%	\$0	2003
Special Events: Clean-Up Deposit 100 - 250<	\$250.00	\$250.00	0%	\$0	2003
Special Events: Clean-Up Deposit 250>	\$500.00	\$500.00	0%	\$0	2003
Special Events: Damage from Equipment (Dep)	\$500.00	\$500.00	0%	\$0	2003
Special Events: Damage from Vehicles (Dep)	\$500.00	\$500.00	0%	\$0	2003
Special Events: Staff Pre/Post Inspection	\$66.00	\$66.00	0%	\$66	2003
Special Events: Staff Street Closure	\$100.00	\$100.00	0%	\$100	2003
Taxi Cab Application	\$20.00	\$20.00	0%	\$20	
Taxi Cab Per Vechicle	\$60.00	\$60.00	0%	\$60	
Dealer of Regulated Property Annual Fee	\$25.00	\$25.00	0%	\$25	
Social Gaming License Annual Fee	\$100.00	\$100.00	0%	\$100	2016
Social Gaming License Monthly Fee	\$50.00	\$50.00	0%	\$0	2016
Social Gaming License Weekly Fee	\$25.00	\$25.00	0%	\$0	2016
Social Gaming License Daily Fee	\$10.00	\$10.00	0%	\$0	2016
LIEN Search Fee	\$25.00	\$25.00	0%	\$750	2018
NSF	\$25.00	\$25.00	0%	\$800	



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
Community Development					
Appeals on any action	\$150.00	\$180.00	20%	\$0	2007
Change of Zoning Map	\$280.00	\$330.00	18%	\$560	2007
Comprehensive Plan Change	\$440.00	\$510.00	16%	\$440	2007
Conditional Use Permit	\$150.00	\$180.00	20%	\$450	2007
Grading and excavation permit	\$25.00	\$40.00	60%	\$0	1988
Non-Conforming Use exception	\$100.00	\$120.00	20%	\$100	2007
Partition	\$330.00	\$390.00	18%	\$660	2007
Property Line adjustment	\$35.00	\$150.00	329%	\$140	2007
Site Development	\$0.00	\$50.00	N/A	\$0	2015
Subdivision, Tentative Plat 30 lots<	\$440.00	\$530.00	20%	\$440	2007
Subdivision/Partition Final Plat-ROW	\$160.00	\$175.00	9%	\$320	2007
Subdivision for each lot over 30	\$10.00	\$10.00	0%	\$0	1988
Temporary Use Permit	\$85.00	\$120.00	41%	\$170	2007
Annexation/Zone change	\$330.00	\$390.00	18%	\$660	2007
Hearing body variance	\$125.00	\$145.00	16%	\$125	2007
Variance, administrative	\$35.00	\$45.00	29%	\$35	2007
Admin action notice/mailing	\$60.00	\$80.00	33%	\$960	2015
Planning Commision action notice/mail	\$185.00	\$220.00	19%	\$740	2015
Recreation Department					
Shin Guards	\$6.00	\$6.00	0%		2018
Soccer Socks	\$3.00	\$3.00	0%		2018
Arts & Crafts Summer Class full day	\$20.00	\$20.00	0%	\$2,700	2017
Arts & Crafts Summer Class half day	\$15.00	\$15.00	0%	Included above	2017
Arts & Crafts Summer 3 day class	\$50.00	\$50.00	0%	Included above	2017
Arts & Crafts Holiday Class - 1 day	\$20.00	\$20.00	0%	\$360	2017
Arts & Crafts Holiday Class - 3 days	\$48.00	\$48.00	0%	\$860	
Pickleball session	\$15.00	\$15.00	0%	\$400	2017



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
NFL Flag Football	\$52.00	\$52.00	0%	\$6,500	2016
Youth Track Meet gate fee	\$1.00	\$1.00	0%	\$200	2000
Tackle Football gate fee	\$2.00	\$2.00	0%	\$500	
Tennis session	\$42.00	\$42.00	0%	\$750	2015
Fall Soccer	\$25.00	\$25.00	0%	\$2,500	2015
Fall Soccer Jersey	\$22.00	\$22.00	0%	\$800	2015
Tackle Football league	\$55.00	\$55.00	0%	\$2,175	2016
Youth Volleyball Camp	\$28.00	\$28.00	0%	\$1,400	2013
Youth Dodgeball	\$25.00	\$25.00	0%	\$750	2012
Youth Basketball	\$35.00	\$35.00	0%	\$4,550	2015
Youth Basketball Jersey	\$22.00	\$22.00	0%	\$1,000	2018
Youth Spring Soccer	\$44.00	\$44.00	0%	\$33,000	2018
Girls Softball	\$44.00	\$44.00	0%	\$4,400	2018
Coed Volleyball	\$200.00	\$200.00	0%	\$1,200	2016
Soccer T-Shirt sponsor fee per team	\$160.00	\$160.00	0%	\$11,200	2016
Girls Softball T-Shirt / visor sponsor fee per team 180.00	\$180.00	\$180.00	0%	\$14,400	2016
Out of City fee	\$10.00	\$10.00	0%	Included in program income	2018
Late Fee	\$7.50	\$8.00	7%	Included in program income	2014
Police					
Copy of Paper Report	\$10.00	\$10.00	0.00%	\$4,000	2014
Copy of Audio Report (CD/DVD)	\$10.00	\$10.00	0.00%	\$200	2014
Copy of Video/Photos on CD/DVD	\$10.00	\$10.00	0.00%	\$100	2014
Dog License Annually (spayed/neutered)	\$12.00	\$12.00	0.00%	\$840	
Dog License Annually (not spayed/neutered)	\$18.00	\$18.00	0.00%	\$700	
Replacement Dog Tag	\$5.00	\$5.00	0.00%	\$20	
Dog Release Form	\$35.00	\$35.00	0.00%	\$1,700	
Fingerprint Card	\$15.00	\$15.00	0.00%	\$1,300	
Impounded Vehicle Release	\$100.00	\$100.00	0.00%	\$2,000	
Code Enforcement					



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
Derelict Structure Fees first 6 Months/month	\$250.00	\$250.00	0%		2018
Derelict Structure Fee Months 7-12/month	\$500.00	\$500.00	0%		2018
Derelict Structure Fee Months 13-18/month	\$750.00	\$750.00	0%		2018
Derelict Structure fee Thereafter	\$1,000.00	\$1,000.00	0%		2018
Derelict Structure Appeal Fee	\$250.00	\$250.00	0%		2018
Abatement Administrative Fee	\$150.00	\$150.00	0%		
Public Works					
Water Deposit	\$136.00	\$170.00	25%	\$48,144	
Shut off fee	\$20.00	\$40.00	100%	\$12,000	
Turn on fee	\$20.00	\$40.00	100%	\$12,000	
After Hour Fee	\$50.00	\$50.00	0%	\$100	
Per Gallon Septage Receiving Fee	\$0.10	\$0.10	0%	\$18,000	2018
Hydrant Stand One Time User Fee	\$100.00	\$35.00	0%	\$500	
Hydrant Stand Monthly Meter Fee	\$35.00	\$35.00	0%	\$175	
Frozen Meter Fee	\$50.00	\$50.00	0%	\$150	
Cemetery/City Adult Space	\$350.00	\$350.00	0%		2009
Cemetery/City Adult Space Perp. Care & Maintance	\$400.00	\$400.00	0%		2009
Cemetery/City Adult Space Open & Close	\$300.00	\$300.00	0%		2009
Cemetery/Non-City Adult Space	\$500.00	\$500.00	0%		2009
Cemetery/Non-City Adult Space Perp Care & Maintance	\$450.00	\$450.00	0%		2009
Cemetery/Non-City Adult Open & Close	\$350.00	\$350.00	0%		2009
Cemetery/City Infant Space	\$175.00	\$175.00	0%		2009
Cemetery/City Infant Perp. Care & Maintance	\$400.00	\$400.00	0%		2009



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2018 Fee	2019 Reccomended Fee	% increase Recommended	Annual Amounted Revenues Expected 2018	Year Last Updated
Cemetery/City Infant Open & Close	\$225.00	\$225.00	0%		2009
Cemetery/Non-City Infant Space	\$225.00	\$225.00	0%		2009
Cemetery/Non-City Infant Perp. Care & Maintance	\$450.00	\$450.00	0%		2009
Cemetery/Non-City Infant Open & Close	\$250.00	\$250.00	0%		2009
Cemetery Adult Disinterment	\$1,000.00	\$1,000.00	0%		2009
Cemetery Infant Disinterment	\$600.00	\$600.00	0%		2009
Cemetery Disinterment	\$400.00	\$400.00	0%		2009
Cemetery Saturday Fee	\$350.00	\$350.00	0%		2009
Cemetery After 3:00 p.m. Weekday Fee	\$350.00	\$350.00	0%		2009
Cemetery Deed Transfer Fee	\$50.00	\$50.00	0%		2009



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2018-125: INCREASE WATER AND SEWER RATES BY CPI

DATE: June 4, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION 2018-125: A RESOLUTION INCREASING WATER AND SEWER SERVICE FEES AND CHARGES BY 2017 CONSUMER PRICE INDEX.

SUMMARY:

The attached resolution increases the water and sewer service rates by the 2017 annual Portland Oregon Consumer Price Index of 3.9%

BACKGROUND:

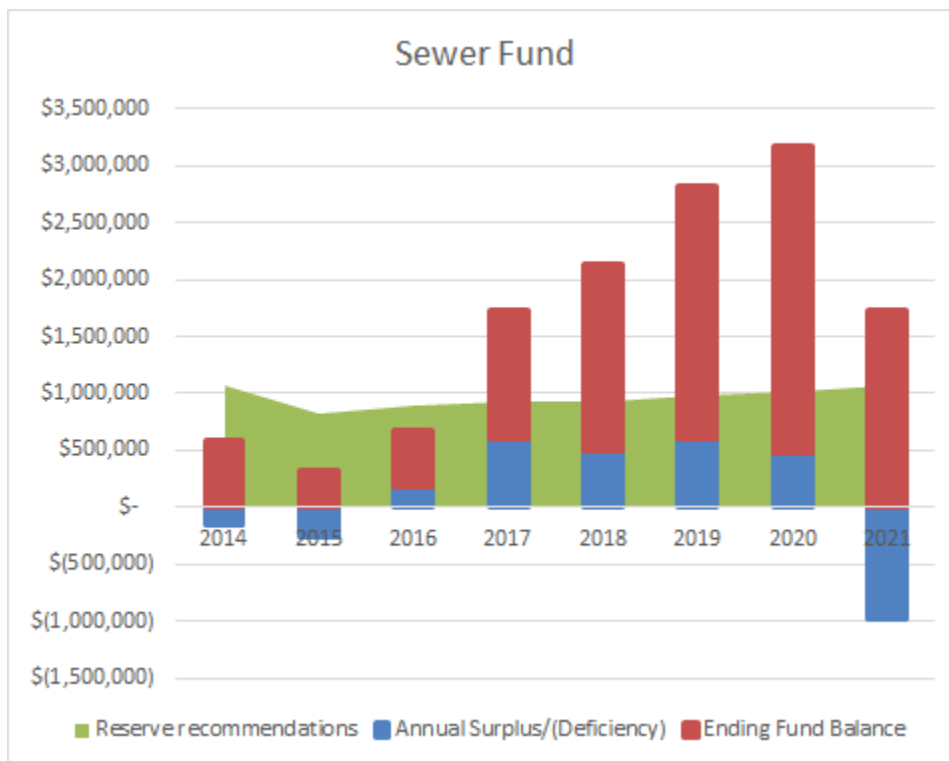
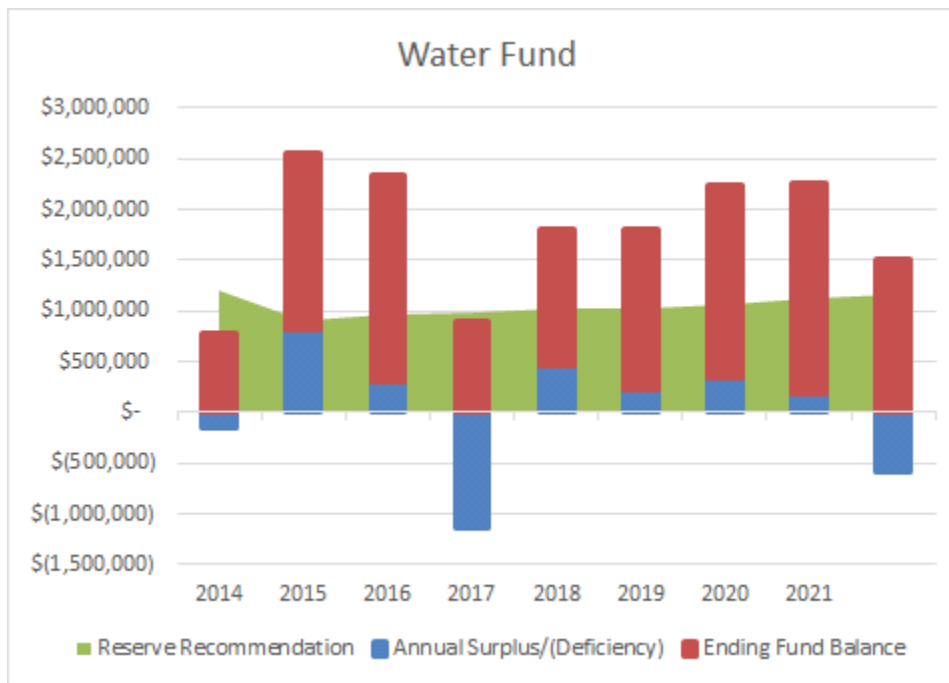
On December 5, 2016 the Council agreed to increase water and sewer rates annually based on the Portland, Oregon Consumer Price Index.

The fee resolution implements City Code Sections 8-11-22 and 8-9-2 which allow the Council to set by resolution the water service rates for monthly water service and the sewer service rates for monthly sewer service to be charged by the City.

CURRENT SITUATION:

The change from December 2016 to December 2017 consumer price index was 3.9%. The attached resolution increases water and sewer rates by 3.9%. This increase will keep the water and sewer funds stable while accumulating more than the reserve recommendation.

The following graphs show the historical and projected ending fund balance, current year activity and recommended reserve:



ANALYSIS:

- A. **FINANCIAL** The increase in the water and sewer fees provides a basis for keeping up with normal inflation.
- B. **TIMING** Fees can take effect at the discretion of the council We are recommending that they be put into effect immediately.

- 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 -- the Council could take no action which would cause the water and sewer funds not to keep up with inflation.

RECOMMENDATION:

Staff recommends the City Council approve Resolution 2018-125.

ATTACHMENTS:

1. Reso #2018-124



RESOLUTION 2018-124

A RESOLUTION ESTABLISHING WATER AND SEWER SERVICE FEES AND CHARGES

- WHEREAS,** It is the policy of the City of Ontario to require the ascertainment and recovery of certain City costs from Fees and charges levied therefore in providing City services and regulations; and,
- WHEREAS,** The City Council has directed the City Manager to annually cause a review of City fees and charges to recover the percentage of City costs in providing City services and regulations and recommend adjustments to the City Council; and,
- WHEREAS,** By consensus on December 5, 2016, the Council proposed that the City should increase water and sewer rates annually based on the Portland, Oregon Consumer Price Index twelve-month percent change from December of the year prior to the prior year to December of the year prior to the current year as published by the Bureau of Labor Statistics: and
- WHEREAS,** The Portland, Oregon Consumer Price Index change was 3.9% for 2017: and
- WHEREAS,** This fee resolution implements City Code Sections 8-11-22 and 8-9-2 which allow the Council to set by resolution the water service rates for monthly water service and the sewer service rates for monthly sewer service to be charged by the City.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council as follows:

- 1) The City Council approves the following fee schedule for water service rates under City Code Section 8-11-22:

Meter Size	Monthly Base Rate	Outside City Limits	Consumption Rate per 1,000 gallons	Consumption Rate Outside City Limits per 1,000 gallons
5/8-1 inch	\$11.84	\$20.73	\$1.60	\$2.79
1 ½ inch	\$29.61	\$51.83	\$1.60	\$2.79
2 inch	\$47.38	\$82.91	\$1.60	\$2.79
3 inch	\$118.45	\$207.28	\$1.60	\$2.79
4 inch	\$189.51	\$331.65	\$1.60	\$2.79
6 inch	\$474	\$829	\$1.60	\$2.79
8 inch	\$758.05	\$1,326.60	\$1.60	\$2.79
10 inch	\$2,463.68	\$4,311.43	\$1.60	\$2.79

2) The City Council approves the following fee schedule for sewer service rates under City Code Section 8-9-2:

Base Inside City Limits	Monthly Rate Inside City Limits	Per	Base Outside City Limits	Monthly Rate Outside City Limits	Per
\$6.52	\$5.97	1,000 gallons	\$11.41	\$10.46	1,000 gallons

3) Subject to Paragraph 4 below, each year beginning in 2018 after the anniversary date of this Resolution, staff is directed to automatically increase the water service rates under City Code Section 8-11-22 and the sewer service rates under City Code Section 8-9-2 based on the Portland, Oregon Consumer Price Index twelve-month percent change from December of the year prior to the prior year to December of the year prior to the current year as published by the Bureau of Labor Statistics.

4) Before implementing each annual automatic increase in Paragraph 3 above, staff shall include the amount of the increase as an agenda item for a meeting of the City Council; and the City Council shall permit public comment under ORS 294.160(1) on the amount of the increase. Unless the increase is suspended or modified by the City Council, staff shall implement the increase.

EFFECTIVE DATE: Effective immediately upon passage.

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 _____, 20__.

Ronald Verini, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: WATER MAIN INSTALLATION

DATE: May 30, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE PROPOSED INSTALLATION OF THE NEW WATER MAIN FOR THE HOME AT 2601 NW 4TH AVENUE FOR THE LOW BID COST OF \$21,863.75 FROM ANDERSON EXCAVATING, LLC.

SUMMARY:

The water main will be installed on NW 4th Avenue and will include a new fire hydrant and a water service line to the property line of the property at 2601 NW 4th Avenue. Three contractors were contacted to get bids for the project. The bidders included Warrington Construction, Anderson Excavating LLC., and McMillen. Warrington Construction and Anderson Excavating LLC., bid on the project. McMillen was listed as "no bid" because they could not complete the work until fall of 2018.

BACKGROUND:

Recently, 2601 NW 4th Avenue experienced septic system issues. Until recently, it was not included within the City of Ontario city limits. The homeowners contacted the City regarding connection to the City's sanitary sewer system, which is available near the eastern edge of their property. To be connected to the City's sanitary sewer system requires annexation into the City limits. During the March 20, 2018 Council meeting the Council concluded that, given the impact of the upcoming National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant (WWTP), property owners connecting to the City's sanitary sewer system must also connect to the city's water system. There is no waterline to support the current water needs at the 2601 NW 4th Avenue address. The owner agreed to be annexed into the City, and to finance the construction of the sanitary sewer line, including a stub out connection to the right of way line for the property on the south side of NW 4th Avenue in addition to their own service. Because the owner was willing to cover the cost of the whole sanitary sewer line, the city agreed to cover the cost of the waterline and the city be

reimbursed for the proportionate costs of these lines from the adjacent property owner as allowed by city code.

CURRENT SITUATION:

This home is in the northwest region of downtown Ontario. The proposed project includes extension of an 8-inch city water main, a fire hydrant, and taps for both the homeowner and the property on the south side of NW 4th Avenue. Installing the main will give the homeowner access to the city water system. The new water main extension will be approximately 250 feet long.

All of the bids for the project have been received and the lowest bidder is Dave Anderson, of Anderson Excavating LLC. with a bid of \$21,863.75.

ANALYSIS:

- A. **FINANCIAL** Warrington Construction, Anderson Excavating LLC, and McMillen were contacted to bid on this project. The lowest bidder is Anderson Excavation LLC. at a cost of \$21,863.75. There is funding available in the Water Fund to cover the costs of this project. Line Item: 105-160-719283
- B. **TIMING** Work will be conducted when the Council approves the cost and accepts the low bid. Once passed, the contractor can be notified to discuss the construction schedule. The sanitary sewer has already been constructed and a Deferred Improvement Agreement (DIA) has been recorded documenting the agreement.
- C. **POLICY/LEGAL** Reimbursement of these lines are allowed under city code.

ALTERNATIVES:

The alternative would be to do nothing and not fund the water main project. If the city does not fund the project, then, according to the DIA, the city would waive the owner's requirement to be connected to city water at this time. And would be liable for construction the water line at a later date with no costs associated to the property owner at 2601 NW 4th Avenue other than normal water meter connection costs.

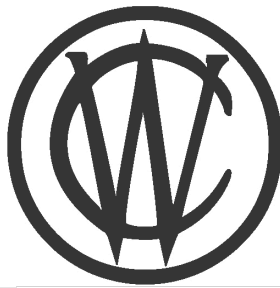
RECOMMENDATION:

Staff recommends that the City Council approve the motion to install a new water main for \$21,863.75 to connect to the home at 2601 NW 4th Avenue to serve the water needs for this homeowner.

ATTACHMENTS:

- 1. Warrington Construction Quote
- 2. City of Ontario bid Water Line Extension NW 4th Ave
- 3. City of Ontario NW 4th Ave Water Extension 2018

Warrington Construction
PO BOX 910
Ontario OR 97914



Quote

Date: May 30, 2018
Invoice #:
Customer ID:
Expiration Date:

To: City Of Ontario

Job	Payment Terms	Due Date
Water Line Extension NW 4th		

Qty	Description	Unit Price	Line Total
1	Install Approximately 250 Feet Water Main, 1 Fire Hydrant, 1 Service	\$ 39,473.00	39,473.00
	3" Thick Asphalt Surface Repair		
	Excludes any special Permits		
Subtotal			\$ 39,473.00
Sales Tax			
Total			\$ 39,473.00

Thank you for your business!

Po Box 910, Ontario Oregon 97914, Brookswarrington@gmail.com



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

Equipment Purchase Bid or Quote Tracking Form

Item to Purchase: Water Line Extension on NW 4th Ave (250' 8" C900, 1 – Fir hydrant and 1 – 1" water service)

Staff Member: Casey Mordhorst

Vendor # 1

Vendor Name: Anderson Excavation

Contact Person: Dave Anderson

Contact Date: May 23, 2018

Phone # 208-741-9696

Contact Time: 1PM

Response -- ☒ Yes ☐ No

Is Bid Attached? Yes ☐ No ☒ (Must be attached unless verbal quote.)

Verbal Quote: \$ 21863.75

Second Attempt Contact Date:

Contact Time: Response -- ☐ Yes ☐ No

Vendor # 2

Vendor Name: Warrington Construction

Contact Person: Brooks Warrington

Contact Date: May 30, 2018

Phone # 208-739-3344

Contact Time: 08:20AM

Response -- ☒ Yes ☐ No

Is Bid Attached? Yes ☐ No ☒ (Must be attached unless verbal quote.)

Verbal Quote: \$ 39473.00

Second Attempt Contact Date:

Contact Time: Response -- ☐ Yes ☐ No

Vendor # 3

Vendor Name: Sam McMillan

Contact Person: Sam McMillan

Contact Date: May 29, 2018

Phone # 208-739-3974

Contact Time: 10:45 Am

Response -- ☒ Yes ☐ No

Is Bid Attached? Yes ☐ No ☒ (Must be attached unless verbal quote.)

Verbal Quote: \$ **No Bid - Could not start project until fall**

Second Attempt Contact Date:

Contact Time: Response -- ☐ Yes ☐ No



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

Vendor # 4

Vendor Name:

Contact Person:

Contact Date: _____

Phone # _____

Contact Time: _____

Response -- ☐ Yes ☐ No

Is Bid Attached? Yes ☐ No ☐ (Must be attached unless verbal quote.)

Verbal Quote: \$ _____

Second Attempt Contact Date: _____

Contact Time: _____ Response -- ☐ Yes ☐ No

Vendor # 5

Vendor Name:

Contact Person:

Contact Date: _____

Phone # _____

Contact Time: _____

Response -- ☐ Yes ☐ No

Is Bid Attached? Yes ☐ No ☐ (Must be attached unless verbal quote.)

Verbal Quote: \$ _____

Second Attempt Contact Date: _____

Contact Time: _____ Response -- ☐ Yes ☐ No

Vendor # 6

Vendor Name:

Contact Person:

Contact Date: _____

Phone # _____

Contact Time: _____

Response -- ☐ Yes ☐ No

Is Bid Attached? Yes ☐ No ☐ (Must be attached unless verbal quote.)

Verbal Quote: \$ _____

Second Attempt Contact Date: _____

Contact Time: _____ Response -- ☐ Yes ☐ No

BID PROPOSAL

Anderson Excavating, LLC.
4466 Community Rd.
Ontario, OR. 97914

OR CCB: 174113
IPW: PWC-C-15646-B-4
RCE: 20261

Project: NW 4th Ave. 8" Water Line extension

Bid Date: 5/24/2018

Bid For: **City of Ontario**

Total:	\$21,863.75
---------------	--------------------

[illegible]

Thank You For Giving Us The Opportunity To Quote Your Project!!!
Quote Good For 30 Days!!!

Cell:	208-741-9696
Home:	541-881-0162
Fax:	541-881-0162

Accepted By: _____ Date: _____



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: HOUSING INCENTIVE PROGRAM - AGILE HOMES

DATE: May 23, 2018

PROPOSED MOTION:

1. I MOVE THE CITY COUNCIL APPROVE OF THE APPLICATION OF AGILE DESIGN CO, DBA AGILE HOMES FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.00.

OR

2. I MOVE THE CITY COUNCIL TO DENY THE APPLICATION OF AGILE DESIGN CO, DBA AGILE HOMES FOR THE ONTARIO HOUSING INCENTIVE PROGRAM. BASED ON THE FOLLOWING REASONS:

SUMMARY:

The Business Loan Committee is the reviewing and recommending authority for the City of Ontario Business Loan Fund and as such the Committee is tasked with reviewing and providing a recommendation to the City Council on all applications submitted for loan requests and Housing Incentive payments. The City Council is the final authority for approval of the applications. The City Manager and Community Development Director are responsible for insuring all requirements are met prior to payment of the approved application.

BACKGROUND:

The City Council, under Resolution Number 2018-111, updated the City of Ontario Business Loan Fund codes under Section 11a Housing Incentive Program to promote new housing development with the city limits of Ontario. This application is the first application under the new Housing Incentive Program.

CURRENT SITUATION:

Agile Design Co, DBA Agile Homes, is requesting approval of their application for the \$10,000.00 Incentive on a new home to be located at 621 Reiter Drive, Lot 3 of Sage Ridge Place Subdivision. The proposed dwelling will be 1,546 square feet with two (2) bathrooms and 504 square feet, and a two (2) car garage. The application was deemed complete by the

Community Development Director and was deemed to meet or exceed the minimum requirements of Section 11 of the Business Loan Fund code. The application was then forwarded to the Business Loan Fund Committee for their review and recommendation.

The Business Loan Fund Committee met on May 14, 2018, to review the application, and moved to forward a recommendation for approval to the City Council for the Agile Design Co, DBA Agile Homes, application for \$10,000.00

ANALYSIS:

- A. **FINANCIAL** If approved, the city would pay the funds from the Business Loan Fund. The \$10,000.00 would be paid back to the fund through the city portion of the property taxes collected on the property and dwelling approved under this application.
- B. **TIMING** Time is of the essence on this application as the applicant wants to pull a building permit and start construction as soon as they receive their approval.
- C. **POLICY/LEGAL** The Business Loan Fund Committee makes recommendations to the City Council. If the City Council approves the action, the City Manager will have the Agreement signed by all parties authorizing the Building Department to issue a permit under this Agreement.

ALTERNATIVES:

- 1. Table the Action: The City Council could table the request and request further information from the Applicant.
- 2. Deny the Action based on findings as stated below:

RECOMMENDATION:

Staff has reviewed the application for completeness and find it meeting or exceeding the minimum requirements; therefore, the Business Loan Fund Committee sent a favorable recommendation to the City Council and therefore the staff recommends that the City Council approve the Application of Agile Design Co, DBA Agile Homes in the amount of \$10,000.00.

ATTACHMENTS:

- 1. 02-2018 Housing Incentive Packet_Agile Homes_5-22-18



City of Ontario, Oregon Housing Incentive Program Checklist

Applicant: Agile Design Co DBA Agile Homes Date: 5/9/18

Site Address or Tax Lot: TBD Reiter Drive, Sage Ridge Place Subdivision lot 3

Application Number: 02-2018 (City Use Only) 621 REITER DR, ONTARIO

Application Information: (Applicant or Staff)

- ☒ Completed Application Signed & Dated: _____
- ☒ Documentation showing funding: _____
- ☒ Within City Limits
- ☒ In Urban Growth Boundary Annexation Application filed: N/A
- ☒ Floor Plan or description describing minimum square footage:
 - 1. House Square footage: 1546
 - 2. Number of Baths: 2
 - 3. Size of Garage: 2 car (504 sq ft)
- ☒ Description of Property of Home:
 - 1. Tax Lot map & Number: 1854704BC 105
 - 2. Copy of Deed: _____
 - 3. Or written description: TBD Reiter Drive, Sage Ridge Place Subdivision lot 3
- ☒ Completed W-9 Taxpayer Form.

Process Completed: (Staff Use Only below)

- ☒ PDAC (if Required) date Completed: NOT REQUIRED
- ☒ Community Development Director approval date: Dan Cummings 5-14-18
- ☒ Forwarded to Business Loan Fund Committee: 5-14-18
- ☒ BLF Committee forwards recommendation to City Manager: 5-22-18
- ☐ City Council Approval or Denial: _____
- ☐ City Manager signs application signifying Council Approval: _____
- ☐ Application submitted to Finance for tracking: _____
- ☐ Certificate of Occupancy issued (within 2 yrs. of Council approval): _____
- ☐ Proof of Owner Occupancy (must be within 1 yr. of C of O): _____
- ☐ Payment made to Owner: _____

Return to: Dan K Cummings, Community Development Director, 458 SW 3rd Street, Ontario, OR 97914
541-881-3222 – dan.cummings@ontariooregon.org



City of Ontario, Oregon

Housing Incentive Program Builder Agreement

1. Eligibility: Contractors or persons acting as their own contractor are eligible for the Housing Incentive Program so far as they meet the requirements set by state and local building code.
2. Incentive Offer:
 - A. A qualified project will be eligible for a \$10,000 incentive payment at the time the Certificate of Occupancy (C of O) is Issued.
 - B. The home must be a single family home and owner occupied.
 - C. The home must be new construction and over 1,600 square feet of living space in size, or 1,350 square feet if it has a **two garage and two bathrooms**.
 - D. The home must be completed within 24 months of the application approval.
 - E. The home must be in the city limits of Ontario or annexed into the city prior to payment of incentive monies.
 - F. The home project must not be receiving any other governmental funding or subsidy (federal or state loan guarantees or tax credits are excluded).
3. General: This program is valid for contractors or owners using contractors that are licensed and in good standing with the state builders association and who are licensed, bonded, and insured. Amounts are reserved on a first come first-served basis. Incentive amounts are reserved for each project at the time an incentive application is approved and executed. Incentive amounts are returned to the general pool if the project is disqualified or not completed by the completion date, or the completion date is not extended by the City Manager.
4. Compliance-
 - A. Sufficient proof must be provided to ensure that the home meets the minimum requirements eligible for the incentive program.
 - B. All projects are expected to comply with federal, state, and local codes. If the home is not owner occupied within a year of certificate of occupancy, then 50% of the funds must be returned to the City of Ontario.
5. Payments of the \$10,000 building incentive are to be made within 30 days after certificate of occupancy is issued.

CS

Owner/Contractor/Builder Initials

Agile Design Co DBA Agile Homes

208-571-6914

Legal Company Name or Owner/Builder

Phone

Fax

PO Box 844

Fruitland

ID

83619

Company Address

City

State

Zip Code

194963

Yes ☒ No ☐

26-0879233

Contractor License Number

Licensed to Build in Oregon

Federal Tax ID Number

1

Number of homes proposed to be built in this agreement

Agile Design Co DBA Agile Homes

Payee Company Name (if contractor)

Payee First Name

Payee Last Name

PO Box 844

Fruitland

ID

83619

Mailing Address

City

State

Zip Code

craig@agilehomes.com

208-571-6914

26-0879233

Email

Phone

Federal Tax ID Number

Craig Smith

5/9/18

[Signature]

5/14/18

Contractor/Builder Signature

Date

Community Development Director Signature

Date

City Manager Signature

Date

Business Loan Fund Chair Signature

Date

Copy of Contractor License due on Initiation of Agreement

Project Closeout

Buyers Information

Buyer 1 (Name, First, Middle, Last)

Phone

Signature

Buyer 2 if Applicable (Name, First, Middle, Last)

Phone

Signature

Address

City

State, Zip Code

City of Ontario

First House Complete: Certificate of Occupancy Yes ☐ No ☐

Finance Director (Name, First, Middle Initial, Last)

Date

Signature

City Manager (Name, First, Middle Initial, Last)

Date

Signature

Record of Payment

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes ☐ No ☐

Payment Made:

Date

Check Number

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes ☐ No ☐

Payment Made:

Date

Check Number

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes ☐ No ☐

Payment Made:

Date

Check Number

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes ☐ No ☐

Payment Made:

Date

Check Number

Addendum attached if needed

D. L. Evans Bank

"Idaho's Hometown Community Bank Since 1904"



May 14, 2018

Agile Design Company
DBA Agile Homes
P.O. Box 844
Fruitland, Idaho 83619

Re: Funds Availability Documentation

Dear Craig,

Per your request to provide the City of Ontario - Community Development Department your availability of funds for documentation to qualify your application for the home builder incentive program is as follows:

D.L. Evans Bank places a high value on your relationship and is pleased to provide this letter showing you have a **High 6-figure balance available for sufficient documentation of funding.**

Sincerely,



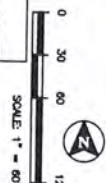
Robert R. Frye
Vice President / Manager
Fruitland Office

CURVE TABLE

CURVE	LENGTH	POINTS	DELTA	BEARING	CHORD
C1	159.91	1170.00'	74.931°	S40°12'56"W	159.78'
C2	163.99	1200.00'	74.948°	S40°12'56"W	163.80'
C3	135.83	1140.00'	67.493°	S43°31'34"W	135.75'
C4	95.05	1200.00'	42.317°	S22°43'45"W	95.02'
C5	88.84	1200.00'	37.730°	S21°37'37"W	88.83'
C6	90.17	1140.00'	43.154°	N23°43'45"E	90.14'
C7	45.66	1140.00'	21.742°	N6°43'31"E	45.66'
C8	310.40	2150.00'	87.619°	N24°41'27"E	310.13'
C9	306.07	2120.00'	87.619°	N24°41'27"E	305.81'
C10	314.74	2180.00'	87.619°	N24°41'27"E	314.46'
C11	19.63	2120.00'	0.3150°	S7°40'27"W	19.63'
C12	88.50	2150.00'	22.300°	S6°12'47"W	88.49'
C13	88.19	2120.00'	22.300°	S6°12'47"W	88.18'
C14	88.03	2120.00'	22.245°	S12°48'40"W	88.02'
C15	21.74	2120.00'	0.3515°	S07°20'20"E	21.74'
C16	40.04	2180.00'	1.0308°	N72°44'48"E	40.04'
C17	85.41	2180.00'	2.1417°	N8°45'33"E	85.41'
C18	85.15	2180.00'	2.1417°	N8°45'33"E	85.15'
C19	85.02	2180.00'	2.1417°	N11°17'14"E	85.02'
C20	19.12	2180.00'	0.3009°	N07°04'53"W	19.12'
C21	193.02	2010.00'	5.7307°	S22°50'06"W	192.94'
C22	140.31	2040.00'	4.1137°	S14°01'01"W	140.47'
C23	150.30	1980.00'	4.2037°	S15°03'31"W	150.28'
C24	66.37	2040.00'	1.9140°	S07°53'53"W	66.37'
C25	83.24	2040.00'	2.2018°	S24°15'11"W	83.23'
C26	65.89	1980.00'	1.9474°	N07°37'15"E	65.89'
C27	84.41	1980.00'	2.2633°	N27°43'45"E	84.40'
C28	16.35	10.00'	9.5412°	S42°58'42"E	14.59'
C29	15.04	10.00'	8.6703°	N47°05'48"E	13.65'
C30	344.75	2010.00'	9.4938°	S4°34'32"W	344.33'
C31	14.64	10.00'	83.5408°	S46°13'33"W	13.37'
C32	16.02	10.00'	9.6712°	N41°38'43"W	14.90'
C33	151.74	2010.00'	41.931°	S7°19'56"W	151.70'
C34	114.23	2041.50'	31.312°	S7°53'05"W	114.12'
C35	102.28	1978.50'	25.9745°	S8°00'50"W	102.27'
C36	88.80	2041.50'	22.9332°	S7°31'15"W	88.79'
C38	79.58	1978.50'	21.817°	N74°10'07"E	79.58'

LEGEND

- SECTION 1/4 OR 1/8 LINE
- PROPERTY LINE
- ORIGINAL PROPERTY LINE
- EXISTING PARCEL/LOT LINE
- EXISTING EASEMENT LINE
- EXISTING RIGHT OF WAY LINE
- EXISTING RIGHT OF WAY CENTERLINE
- EXISTING FENCE
- SET 1/2" IRON ROD WITH YELLOW PLASTIC CAP MARKED T-O ENGINEERS PLS 81954
- FOUND 5/8" IRON ROD AS NOTED
- FOUND ALUMINUM MONUMENT AS NOTED
- ENGINEERS PLS 81954
- FOUND BRASS MONUMENT AS NOTED
- SET 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED T-O ENGINEERS OR PLS 81954
- CALCULATED POINT, NOTHING SET OR FOUND
- RECORD DATA PER PARCELS NO. 18-47-0854
- RECORD DATA PER PARCELS NO. 95-16
- CALCULATED DATA



SAGE RIDGE PLACE SUBDIVISION
A PORTION OF THE NW 1/4 OF SECTION 4
TOWNSHIP 18 SOUTH, RANGE 47 EAST, WILLAMETTE MERIDIAN
CITY OF OREGON, MALHEUR COUNTY, OREGON
2016

PREPARED FOR
NORM POOLE, JR. INC.
P.O. BOX 300
ONTARIO, OR 97154

LOT SUMMARY	
TOTAL LOTS	27
TOTAL BUILDABLE	27
TOTAL ACRES	10.56

CERTIFICATE OF MALHEUR COUNTY RECORDER
STATE OF OREGON
COUNTY OF MALHEUR

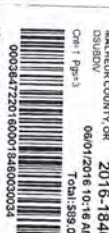
FOUND 5/8" IRON ROD WITH ILLEGIBLE PLASTIC CAP PER C.R. 18-47-0727

NOTES:
1. ALL LOTS IN THIS SUBDIVISION ARE SINGLE-FAMILY RESIDENTIAL LOTS.
2. ALL LOT LINES COMMON TO THE PUBLIC RIGHT-OF-WAY HAVE A TEN FOOT (10') WIDE PERMANENT PUBLIC UTILITY EASEMENT AS SHOWN.
3. ALL LOTS ARE SUBJECT TO AN IRRIGATION EASEMENT AS SHOWN HEREON IN FAVOR OF SAGE RIDGE PLACE SUBDIVISION HOMEOWNER'S ASSOCIATION FOR THE PURPOSE OF ACCESSING AND MAINTAINING THE IRRIGATION SYSTEM.
4. BOUNDARY INFORMATION.
5. SURVEY NO. 18-47-0906 FOR ADDITION

I, Fritz Brownell, hereby certify that this plat is a true and correct copy of the original record as having been submitted for county recording.

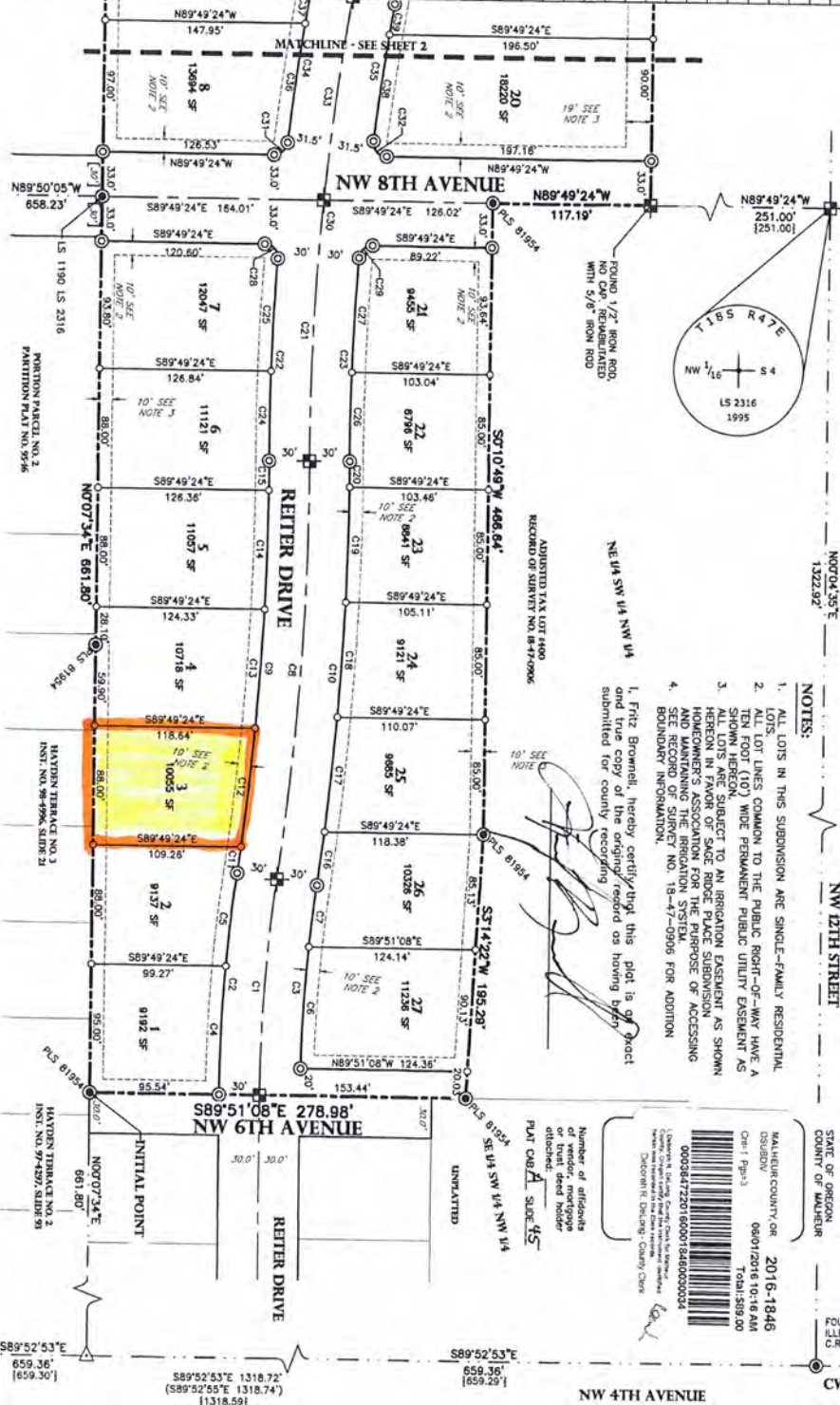
ADJUSTED TAX LOT #400
RECORD OF SURVEY NO. 18-47-0906

Number of affidavits of record, mortgage or trust deed holder attached:
PLAT CAB A, SLIDE 45



000347220160001548000004

2016-1846
06012016 10:16 AM
Total: \$89.00



SURVEYOR'S CERTIFICATE AND NARRATIVE

I, Fritz Brownell, a Registered Professional Land Surveyor, in and for the State of Oregon do hereby certify that the survey of SAGE RIDGE PLACE in Malheur County, Oregon, as shown and described on this plat was made by me and was completed on the 18th day of October, 2016, at which time I personally observed and measured the monuments and boundaries shown thereon, in witness whereof I hereunto set my hand and seal this 18th day of October, 2016, A.D.

REGISTERED PROFESSIONAL LAND SURVEYOR
FRITZ BROWNELL
OREGON
OCTOBER 25, 2008
FRY 2, BROWNELL
81954

Accepted 6/1/2016
MALHEUR COUNTY SURVEYOR
SURVEY NO. 18-47-0921
DRAWING NO. B-01555

DRAWING NO. 130099-V-EP-DWG
T-O ENGINEERS
332 N. BROADMOORE WAY
NAUMPA, IDAHO 83407-5123
PHONE: (208) 442-6300
FAX: (208) 446-0944

Notice: The information provided here is for convenience ONLY. The records located at Malheur County Assessor's office are the one and only legal instruments for assessment purposes.

Although reasonable attempts are made to maintain this information as accurate as possible, these documents are being provided as an informational convenience ONLY. Malheur County is not, in any way, liable for any inaccuracies, inconsistencies, errors, omissions, or other deviations in these documents from the original copies maintained and filed at the Malheur County Assessor's Office, Vale, Oregon.

Date Web Site was last updated 5/09/2018

Value and tax information for tax year 2017

Ref#:20632 Type of Property : REAL PROPERTY

MAP#	TAX LOT#	A NUM	CODE	PROPERTY CLASS/DESC	ZONE
18S4704BC	105	0	1	100 RESIDENT/RES/VACANT	O-RS

OWNER:	SAGE RIDGE PLACE LLC
CONTRACT:	
ETAL(s):	
MAILING ADDRESS:	
	P O BOX 309
CITY/ST:	ONTARIO, OR ,97914

PROPERTY ADDRESS: 621 REITER DR ONTARIO

NOTES:

none.

	REAL MKT VALUE	ASSESSED(TAXABLE) VALUE
LAND	\$32,850	
STRUCTURES	\$0	
SUBTOT	\$32,850	\$32,681
TOTAL	\$32,850	\$32,681

PROPERTY TAX INFORMATION

Do not pay this amount! For current balance owing, contact our office.

Contact information may be found at this web page [Assessor/Tax Collector](#)

BASE TAX	\$472.00
TOTAL BASE TAX & SPECIAL ASSESSMENTS	\$472.00

STRUCTURES

#	BLDG CLASS	DESCRIPTION	MAIN SQ FT	UPPR SQ FT	BSMT SQ FT	YEAR BLT	YEAR APPR	MKT VALUE	RE- MDL

1	SSS	ADDRESS ONLY	0	0	0	0	2017	\$0	0
---	-----	--------------	---	---	---	---	------	-----	---

LAND DESCRIPTIONS

LINE #	SQUARE FEET	LAND CODE	DESCRIPTION	DIMENSIONS	MARKET VALUE
1	10,055	000A	RESIDENTIAL LOT	-	\$32,850
TOTAL	10,055				

[NEW SEARCH](#)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Agile Design Co DBA Agile Homes

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____
- ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

PO Box 844

6 City, state, and ZIP code

Fruitland, ID. 83619

Requester's name and address (optional)

**City of Ontario, Oregon
444 S. W. 4th St.
Ontario, OR 97914**

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

2	6	-	0	8	7	9	2	3	3
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶



Date ▶

5/9/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**AGENDA REPORT
NEW BUSINESS
June 7, 2018**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: ONTARIO WATER TREATMENT PLANT BAFFLE WALL DESIGN

DATE: May 29, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE CH2M/ JACOBS ONTARIO WATER TREATMENT PLANT FLOCCULATION BASIN BAFFLE WALL DESIGN TASK ORDER FOR THE FEE OF \$22,200.

SUMMARY:

The City of Ontario WTP flocculation basins were constructed in the early 1980's. The current condition of the redwood baffle walls and observed performance of the flocculation basins by City Staff have identified the need to upgrade or replace the wooden baffle walls and the flocculation mechanism wooden paddles.

BACKGROUND:

The baffle wall design task order is part of the approved Ontario Water Treatment Plant project for the current fiscal year. This task order is for the design aspect of the baffle walls. The design will encompass assessing the baffle walls and creating a plan for upgrading or replacing them. The design will take place during the spring and summer of 2018. Project construction funds were approved as part of the current fiscal year budget as well, and are being carried over into the coming fiscal year. Construction needs to occur when water demand is low (fall or winter).

CURRENT SITUATION:

The Ontario Water Treatment Plant project has already been approved. This task order, if accepted, will start the design work for the baffle walls.

ANALYSIS:

- A. **FINANCIAL** The baffle wall task order is part of the already approved water treatment plant project which has a budget of \$175,000 for design and construction. Design and

construction of this task order will occur from spring through late fall or early winter. The budget will span from this fiscal year and has been identified to be carried over into the 2019 fiscal year. There are funds available in the Water Fund to cover the cost of designing the baffle walls.

Line Item: 105-160-719215

- B. **TIMING** The design process for the baffle walls will start in spring and last through summer. The actual construction will not occur until fall when the water demands decrease. It is essential to start the design in spring so as to not delay construction.
- C. **POLICY/LEGAL** No policy.

ALTERNATIVES:

The alternative would be to reject this task order of design and construction of the baffle walls and keep the existing baffle walls. However, this would not be advised due to the fact that the existing baffles are outdated and have surpassed their design life.

RECOMMENDATION:

Staff recommends that the City Council approve the baffle wall design task order for a fee of \$22,200 to CH2M/ Jacobs. This task order is part of an already approved project. By accepting this task order the design process can commence.

ATTACHMENTS:

1. FINAL Ontario WTP Flocculation Basin Baffle Walls and Mechanism Review and Upgrade

Ontario WTP Flocculation Basin Baffle Walls and Mechanism Review and Upgrade

PREPARED FOR: Adam Brown

COPY TO: Cliff Leeper

PREPARED BY: John Wiskus
Betsy Roberts

DATE: May 9, 2018

Project Background and Scope of Work

The City of Ontario WTP flocculation basins were constructed in the early 1980's. The current condition of the wooden baffle walls and observed performance of the flocculation basins by City Staff have identified the need to upgrade or replace the wooden baffle walls and the flocculation mechanism wooden paddles. The purpose of this Task Order is to review the condition of the flocculation basin wooden baffle walls and the flocculation mechanism wooden paddles and make recommendations for upgrade/replacement. Following inspection of the flocculation basins and assessment, recommendations will be made for improvements. Findings and recommendations will be summarized in a technical memorandum and technical drawings and specifications will be prepared to allow the City to receive bids to implement the improvements.

Assumptions

1. Inspection of the flocculation basins will require two separate site visits, one for each flocculation basin.
2. Inspection will be limited to structural and process engineering.
3. Inspection of the flocculation drives and electrical/control systems are not needed or included.
4. The assessment will include a brief review of the flocculation hydraulic design parameters against design criteria, and discussion of observed performance with City Staff.
5. Results of the site visits, current performance of the flocculation basins, and recommendations for improvements will be summarized in a technical memorandum.
6. The anticipated improvements include in-kind replacement of the wooden baffle walls and the mechanism wooden paddles with redwood or similar material for the baffle walls and paddles.
7. Condition of the structural metal supports for the baffle wall and the flocculation mechanisms will be reviewed. Recommendations for reuse or replacement will be included in the technical memorandum.
8. The concrete flocculation basins are assumed to be sound and will not need repair.
9. If the condition of the concrete walls or structural metals is questionable a condition assessment by a corrosion specialist will be recommended and added to this Task Order by amendment.

10. The City may elect to implement replacement of the wooden flocculation paddles using City Staff.

Deliverables

Based on the results of the evaluation, drawings and technical specifications will be prepared to allow the City to obtain bids to perform the work for those parts of work to be conducted outside of Public Works staff.

Deliverable will include a technical memorandum and two or three drawings with technical specifications.

Deliverable will be submitted to the Oregon Health Authority for informational purposes; OHA views the upgrade as standard maintenance. The submittal is a courtesy submittal.

Compensation

Total Project Fee for Design Services: \$22,200. This is a Time & Materials, Not To Exceed Amount.



**AGENDA REPORT
PUBLIC HEARING
June 7, 2018**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2018-122: DECLARE CITY'S INTENT TO RECEIVE STATE REVENUES**

DATE: May 31, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION 2018-122, A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES FOR THE FISCAL YEAR 2018-2019.

SUMMARY:

Attached is the following document:

Resolution 2018-122, A Resolution Declaring the City's Election to Receive State Revenues for the Fiscal Year 2018-2019

BACKGROUND:

The City Council is required to annually approve a formal resolution in order to elect to receive state revenues.

CURRENT SITUATION:

The City of Ontario Budget Committee held public hearings on April, 24, 25, 26 and May 8, 2018 discussing the 2018-2019 budget which contains revenue sharing from the State of Oregon. The City Council held a public hearing on June 7, 2018 giving the citizens an opportunity to comment on the use of State Revenue Sharing, pursuant to ORS 221.770.

ANALYSIS:

- A. **FINANCIAL** The City will be able to share in State Revenues that are shared with cities throughout Oregon.
- B. **TIMING** The resolution is required to be approved on or before June 30, 2018.

C. **POLICY/LEGAL** An election to receive state revenues is required per ORS 221.770.

ALTERNATIVES:

A. Take No Action.

The council could take no action on this matter; this would mean the city would not be able to receive state revenues in the 2018-2019 fiscal year.

RECOMMENDATION:

Staff recommend the City Council approve Resolution 2018-122.

ATTACHMENTS:

1. RES_CC_Resolution+State+Revenue+Sharing_6+2018



RESOLUTION 2018-122

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, The City of Ontario Budget Committee held public hearings on April 24, 25, 26 and May 8, 2018; and

WHEREAS, The City Council held a public hearing on June 7, 2018 giving citizens an opportunity to comment on the use of State Revenue Sharing; and

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council:

Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2018-2019.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____, 20____, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 20____.

Ronald Verini, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

I certify that a public hearing before the Budget Committee was held on April 24, 25, 26 and May 8, 2018 and a public hearing before the City Council was held on June 7, 2018, giving citizens an opportunity to comment on use of State Revenue Sharing.

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
PUBLIC HEARING
June 7, 2018**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2018-123: ADOPT CITY OF ONTARIO'S ANNUAL 2018-2019 BUDGET**

DATE: May 31, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION 2018-123, A RESOLUTION TO ADOPT AND APPROPRIATE THE ANNUAL BUDGET FOR 2018-2019, IMPOSE THE TAXES UPON TAXABLE PROPERTY, AND CATEGORIZE THE TAXES IMPOSED FOR THE FISCAL YEAR 2018-2019.

SUMMARY:

Resolution 2018-123 is a A Resolution to Adopt and appropriate the Annual Budget for 2018-2019, Impose the Taxes upon Taxable Property, and Categorize the Taxes Imposed for the Fiscal Year 2018-2019

BACKGROUND:

The purpose of this agenda item is to adopt and appropriate the budget, impose taxes upon taxable property, and categorize the taxes imposed.

CURRENT SITUATION:

The City of Ontario Budget Committee held public hearings on April 24, 25, 26 and May 8, 2018 and approved the 2018-2019 annual budget. The City Council held a public hearing on June 7, 2018 giving the citizens an opportunity to comment on the annual budget for 2018-2019.

ANALYSIS:

- A. **FINANCIAL** The City Council will adopt and appropriate the annual budget in the amount of \$29,352,605; the budget also includes \$1,959,084 of unappropriated ending balance.
- B. **TIMING** The resolution is required to be approved on or before June 30, 2018.

C. **POLICY/LEGAL** A budget is required to be approved per ORS 294.

ALTERNATIVES:

A. Take No Action--The council could take no action on this matter, this would mean the city would not be able to spend money as of July 1, 2018.

RECOMMENDATION:

Staff recommends the City Council Approve Resolution 2018-123.

ATTACHMENTS:

1. RES_CC_Resolution Approving Budget_6 2018



RESOLUTION 2018-123

A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2018-2019

- WHEREAS,** The City of Ontario Budget Committee held advertised public hearings on April 24, 25, 26 and May 8, 2018 to review the proposed budget; and
- WHEREAS,** The Budget Committee approved a revised budget to review by the Ontario City Council; and
- WHEREAS,** The City Council having held an advertised public hearing on June 7, 2018, wishes to adopt the approved budget as recommended.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Ontario City Council hereby adopts the annual budget for Fiscal Year 2018-2019 in the total of \$29,352,605 now on file at Ontario City Hall.

BE IT RESOLVED that amounts for the annual budget for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated as follows:

001 - GENERAL FUND		Appropriated Budget 2018-2019
Personnel Services		\$4,783,204
Materials & Services		2,443,578
Capital Outlay		12,500
Interfund Transfers		294,557
Contingencies		256,743
TOTAL REQUIREMENTS.....		\$7,790,582
* Unappropriated Ending Fund Balance		\$1,500,000

005 - GOLF COURSE FUND		Appropriated Budget 2018-2019
Interfund Transfers		\$6,000
TOTAL REQUIREMENTS.....		\$6,000

010 - GRANT FUNDS		Appropriated Budget 2018-2019
Capital Outlay		\$386,476
TOTAL REQUIREMENTS.....		\$386,476

027 – BUILDING FUND		Appropriated Budget 2018-2019
Personnel Services		\$89,981
Materials & Services		63,494
Contingencies		39,000
TOTAL REQUIREMENTS.....		\$192,475



030 - CAPITAL PROJECTS FUND		Appropriated Budget 2018-2019
Materials & Services		\$2,000
Capital Outlay		1,477,704
Contingencies		2,395,832
TOTAL REQUIREMENTS.....		\$3,875,536
031 - SDC FUND		Appropriated Budget 2018-2019
Capital Outlay		\$340,221
TOTAL REQUIREMENTS.....		\$340,221
035 - DEBT SERVICE FUND		Appropriated Budget 2018-2019
Debt Service		\$58,665
Contingencies		22,715
TOTAL REQUIREMENTS.....		\$81,380
045 - STREET FUND		Appropriated Budget 2018-2019
Materials & Services		\$1,734,609
Capital Outlay		447,200
Debt Service		63,176
TOTAL REQUIREMENTS.....		\$2,244,985
050 - TRUST FUNDS		Appropriated Budget 2018-2019
Materials & Services		\$623,075
Interfund Transfers		13,750
TOTAL REQUIREMENTS.....		\$636,825
* <i>Unappropriated Ending Balance</i>		\$156,655
055 - RESERVE FUNDS		Appropriated Budget 2018-2019
Personnel Services		\$149,682
Capital Outlay		506,818
Interfund Transfers		11,784
Contingencies		1,389,863
TOTAL REQUIREMENTS.....		\$2,058,147
* <i>Reserved for Future Expenditures</i>		\$302,429
060 - REVOLVING LOAN FUND		Appropriated Budget 2018-2019
Materials & Services		\$546,834
TOTAL REQUIREMENTS.....		\$546,834



065 – AQUATIC DONATIONS FUND		Appropriated Budget 2018-2019
Transfers		\$25,814
TOTAL REQUIREMENTS.....		\$25,814

105 - WATER FUND		Appropriated Budget 2018-2019
Personnel Services		\$600
Materials & Services		1,830,973
Capital Outlay		532,000
Debt Service		270,816
Interfund Transfers		220,144
Contingencies		1,661,925
TOTAL REQUIREMENTS.....		\$4,516,458

110 - SEWER FUND		Appropriated Budget 2018-2019
Personnel Services		\$600
Materials & Services		2,032,659
Capital Outlay		335,950
Debt Service		454,336
Interfund Transfers		233,123
Contingencies		2,281,942
TOTAL REQUIREMENTS.....		\$5,338,610

115 - STORM SEWER FUND		Appropriated Budget 2018-2019
Personnel Services		\$25
Materials & Services		85,202
Capital Outlay		138,000
Interfund Transfers		7,420
Contingencies		385,334
TOTAL REQUIREMENTS.....		\$615,981

120 – AIRPORT FUND		Appropriated Budget 2018-2019
Personnel Services		\$50,739
Materials & Services		\$50,505
Capital Outlay		17,568
Transfers		4,164
TOTAL REQUIREMENTS.....		\$122,976



125 – AQUATIC FUND		Appropriated Budget 2018-2019
Materials & Services		\$60,000
Capital Outlay		513,305
TOTAL REQUIREMENTS.....		\$573,305
Total Appropriations, All Funds		\$29,352,605
*Total Unappropriated and Reserve Amounts, All Funds		\$1,959,084
TOTAL ADOPTED BUDGET		\$31,311,689

IMPOSING THE TAX

BE IT RESOLVED THAT THE Ontario City Council hereby imposes the taxes provided for in the adopted budget at the of \$4.8347 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within the district.

CATEGORIZING THE TAX

BE IT FURTHER RESOLVED that the Ontario City Council categorizes the taxes as follows:

General Government Limitation		Excluded from Limitation
General Fund	\$4.8347 / \$1,000	\$0.00

EFFECTIVE DATE: Effective July 1, 2018.

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of _____, 20____, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 20____.

Ronald Verini, Mayor

ATTEST:

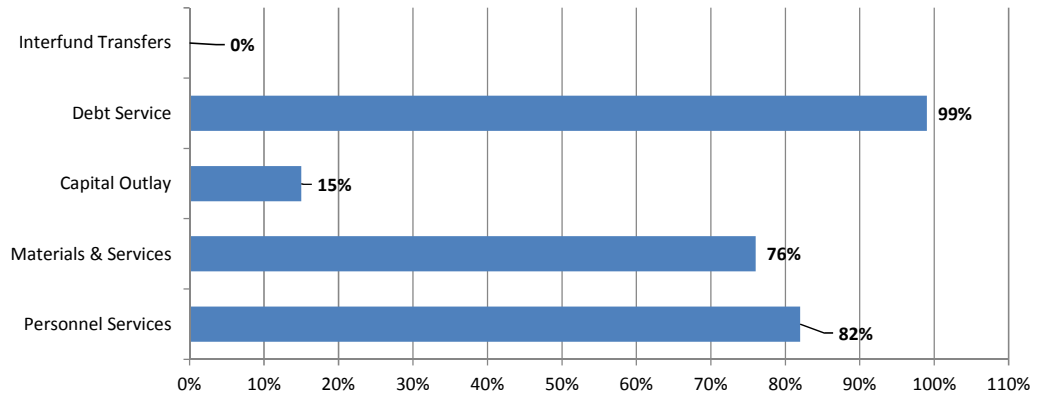
Tori Barnett, MMC, City Recorder

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
APRIL 30, 2018**

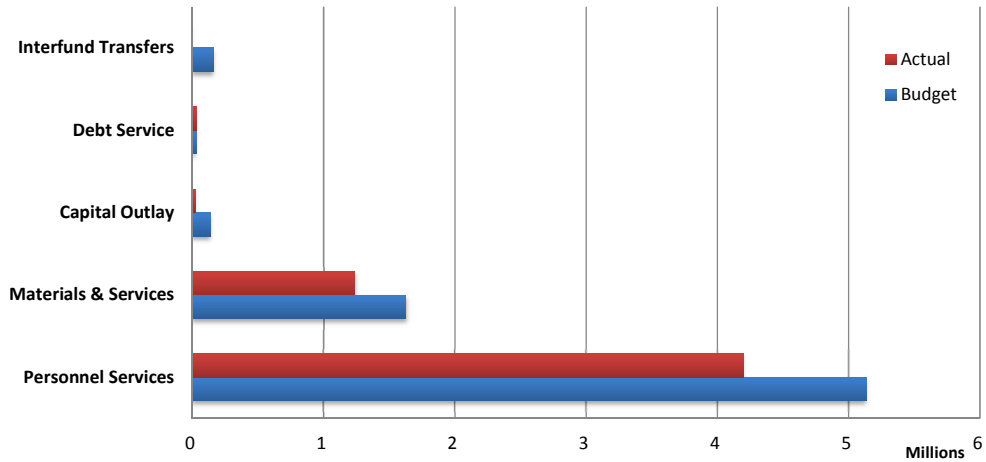
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	279,252	165,712	59.3%	
Recreation	211,129	176,281	83.5%	
Parks & Recreation	490,381	341,993	69.7%	
Fire	1,512,788	1,140,355	75.4%	
Code Enforcement	142,829	103,872	72.7%	
Police	3,306,290	2,796,694	84.6%	
Police reserves	2,000	4,783	239.2%	will need resolution, carryover from prior year
Public Safety Total	4,963,907	4,045,703	81.5%	
Administration	365,910	260,760	71.3%	
City Council	25,791	15,329	59.4%	
Human Resources	98,287	37,954	38.6%	
Business Registration	1,100	421	38.3%	
Cemetery	146,808	117,938	80.3%	
Finance	237,377	178,565	75.2%	
Technology	110,774	77,689	70.1%	
General Government Total	986,047	688,656	69.8%	
Community development	171,751	119,946	69.8%	
Community Development	171,751	119,946	69.8%	
Administrative Overhead	331,175	279,080	84.3%	
Other Total	331,175	279,080	84.3%	
Operating Transfers Out	127,910	-	0.0%	Interfund transfers not recorded yet.
GENERAL FUND TOTALS	\$ 7,071,171	\$ 5,475,379	77.4%	
YTD BUDGET BENCHMARK			83.3333%	 5.9%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
APRIL 30, 2018**

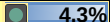
% Expended by Category



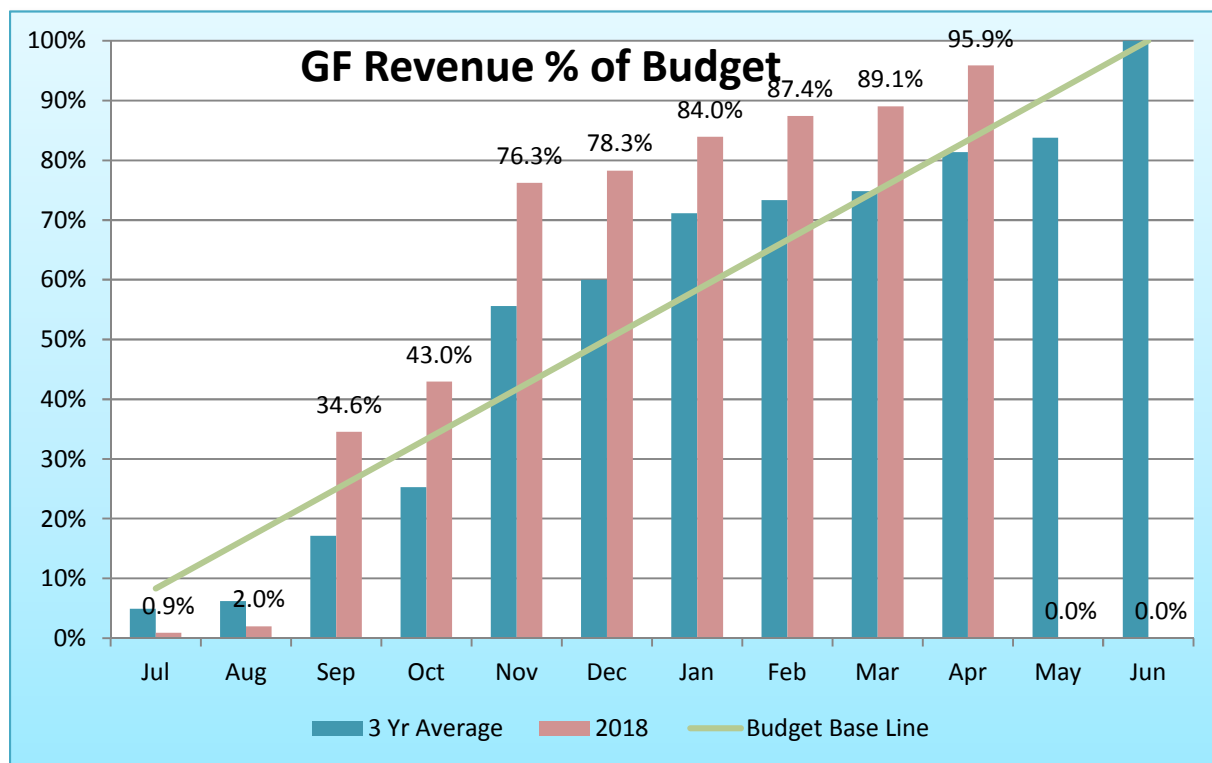
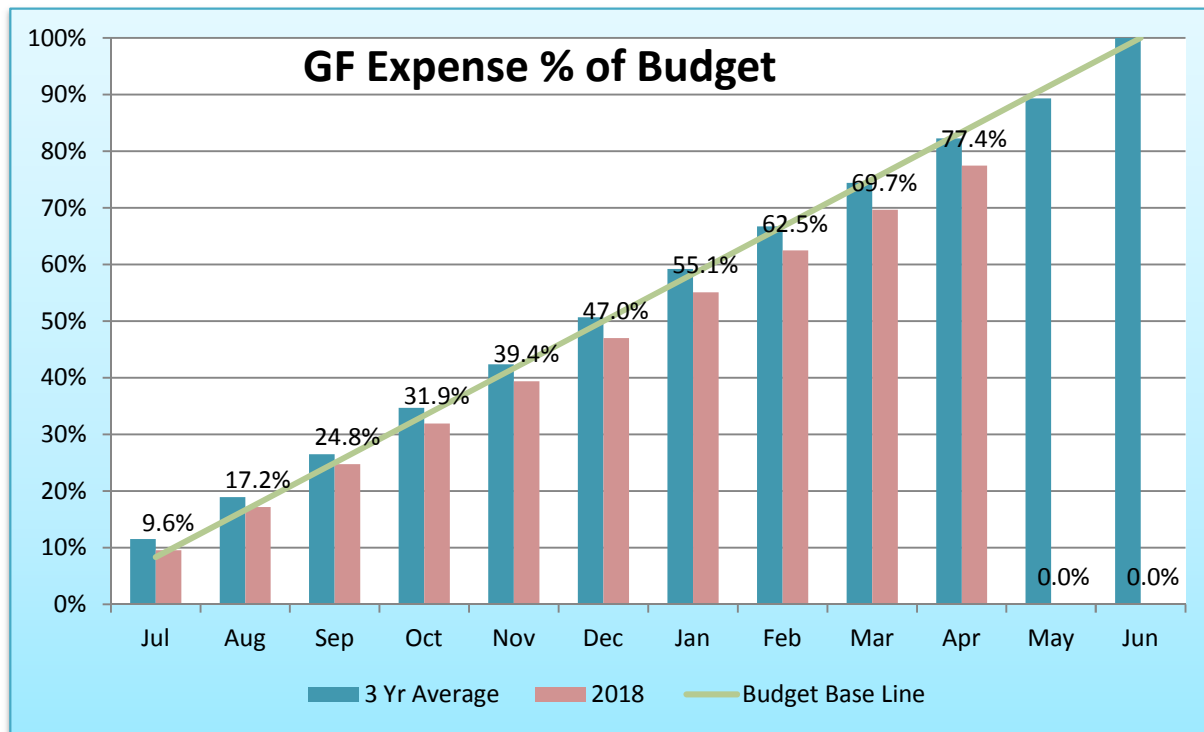
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
APRIL 30, 2018**

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	3,200	3.1%	budgeted \$100,000 playground grant
Recreation	74,900	60,676	81.0%	
Parks & Recreation	176,800	63,876	36.1%	
Fire	133,622	91,945	68.8%	
Code Enforcement	10,998	29,331	266.7%	
Police	203,625	152,454	74.9%	
Public Safety Total	348,245	273,730	78.6%	
Interest	20,000	32,006	160.0%	Interest rates keep raising Quarterly payments
State Revenue Sharing	128,500	65,409	50.9%	
Administrative Services	497,149	414,290	83.3%	Less Misc. revenue
Other General Revenues	12,055	4,451	36.9%	
Property Taxes	3,395,459	3,386,720	99.7%	P. taxes are due in November
Alcohol Bvg License & Fee	173,500	121,239	69.9%	Quarterly payments
Cigarette tax	14,530	7,939	54.6%	State slow on payments
Marijuana tax	32,679	34,103	104.4%	Full amount is received
Franchise Fees	1,634,300	1,236,739	75.7%	Quarterly payments
Business Registration	1,700	2,005	117.9%	
Cemetery	45,500	27,475	60.4%	
General Government Total	5,955,372	5,332,377	89.5%	
P&Z Hearings	1,500	8,468	564.5%	
Application Fees	-	150	#DIV/0!	
Community development	1,500	8,618	574.5%	
GENERAL FUND REVENUE TOTALS	\$ 6,481,917	\$ 5,678,600	87.6%	
YTD BUDGET BENCHMARK			83.3%	 4.3%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
APRIL 30, 2018**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
APRIL 30, 2018**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
005 Golf Course Fund	803	803	100.0%		803	6,802	847.1%
010 Grant Fund	964,109	833,659	86.5%		973,219	646,372	66.4%
027 Building Fund	188,420	210,320	111.6%		188,600	360,935	191.4%
030 Capital Projects Fund	719,893	119,071	16.5%		3,343,956	3,594,280	107.5%
031 SDC Fund	202,001	-	0.0%		202,001	285,220	141.2%
035 Debt Service Fund	61,433	61,276	99.7%		142,330	137,621	96.7%
045 Street Fund	2,160,861	1,740,578	80.6%		2,160,861	1,595,967	73.9%
050 Trust Funds	586,072	322,565	55.0%		741,012	697,887	94.2%
055 Reserve Funds	383,810	9,784	2.5%		1,959,484	2,067,863	105.5%
060 Revolving Loan Fund	516,977	24,815	4.8%		516,977	568,980	110.1%
065 Aquatic Donation Fund	25,814	-	0.0%		25,814	25,814	100.0%
105 Water Fund	3,277,875	2,673,855	81.6%		4,054,788	3,646,386	89.9%
110 Sewer Fund	3,558,196	2,618,472	73.6%		4,313,783	4,554,823	105.6%
115 Storm Sewer Fund	212,324	84,516	39.8%		599,123	578,151	96.5%
120 Airport Fund	95,892	70,981	74.0%		95,892	68,085	71.0%
125 Aquatic Fund	623,297	58,037	9.3%		623,297	230,984	37.1%
YTD BUDGET BENCHMARK83.3%							

6/7/2018

Recreation Department Quarterly Presentation



Debbie Jeffries
Recreation Manager

Mallory Mallea
Program Coordinator



Mariah Buthman
Arts & Crafts Instructor P/T

Summer Gonzalez
Art's & Crafts Instructor P/T



Seasonal Staff
Officials, Field Prep,
Volunteers (Sport Coaches, Arts & Crafts) etc.

Parks & Recreation Board Members



- ✧ Greg Herrera--Chairperson
 - ✧ Jeremy Roberts
 - ✧ Eric Evans
 - ✧ Juan Lopez
 - ✧ Alfredo Rodriguez
 - ✧ Ex-Officio Ramon Palomo
-
- Currently two vacancies on the board.
 - Next meeting: Wednesday, June 20 @ 3:30 p.m.



Community Partners & Beyond

Ontario School District:

- ✓ Use of gyms
- ✓ Alameda Soccer Fields
- ✓ OHS Football Team



Community Partners & Beyond



Challenger Sports:

↳ Soccer Camp



June 11-15th

Four Rivers

Community School:

✓ Use of gym



Community Partners & Beyond



Gridiron Dreams:

- ✓ Football Camp – Boise
June 1st, 2rd & 3rd
- ✓ Football Camp - Payette
July 7th

Community Partners & Beyond



Payette County Recreation:

- ✓ U11 Girls Softball
- ✓ U14 Girls Softball
- ✓ Div 5 Soccer

Community Partners & Beyond

Soccer sponsors:

Clinic: Ages 3 and 4 years

- Snake River Pediatric
- Little Scholars Learning Center
- Dinsmore Chiropractic
- Treasure Valley Boxing
- Bentz Insurance
- Ontario Auto Ranch
- Agile Homes
- Treasure Valley Steel
- Mama Lupes
- Giggles & Grace

Community Partners & Beyond

Division 1: Kindergarten

- Nyssa Les Schwab
- Pepsi
- The Lawn Keeper
- Annie's All - Stars
- Murakami – Baker Produce
- Eastern Oregon Animal Health
- North Verde
- Cow Hollow Park

Community Partners & Beyond

Division 2: 1st & 2nd Grade

- Kiwi Loco
- Anytime Septic
- Joel & Vikki Price
- Cow Hollow Park
- Right Bite Dentures
- Ontario Les Schwab
- Graphix
- Malheur Federal Credit Union
- Tacos Mi Ranchito
- Camp Equipment
- Ontario Paintball Challenge
- Ontario Sanitary Service
- Kinney Industries
- The Outdoorsman
- Bi-Mart
- Phones Plus
- Ontario Animal Hospital
- Bruce Davis Plumbing

Division 3: 3rd & 4th Grade

- League Eagles Taggart & Taggart
- Ida- Ore Soccer Club
- The Insurance Group
- TV Christian School
- Y1 Farms
- Kiwi Loco
- Frank's Extinguisher Service
- Dr. Wettstein
- Mt. Dew
- Oster Professional Group
- Simplot
- The Tire Factory
- Mackey's
- Garden Gallery
- Boy's & Girl's Club
- Snake River Windshield
- Martin Manufacturing
- Fiesta

Community Partners & Beyond

Division 4: 5th & 6th Grade

- Fiesta
- Owyhee Grocery
- Norm's Auto Electric
- Action Real Estate
- Boy's & Girl's Club
- Metro PCS
- Van Mar Trucking
- Jacobs
- Veterans Advocate
- Gold & Silver Store

Community Partners & Beyond

Community Partners & Beyond

Division 5: 7th & 8th Grade

- SNS Window Tint
- Steel Apex
- Martin & Martin
- Tex-Mex
- Lifeways

Spring Sports- Events and Classes



Spring Soccer:

760 Kids

71 Teams

323 Games played



Spring Soccer!



Getting Ready



Quarterly Report



The First
Saturday!!

Quarterly Report



Rain &

Shine,
Everyone had
a great
time!!





Having Fun!!

Quarterly Report

Saturday Soccer Fun



Quarterly Report

We're Done!!



A Big Thank You To:

CH2 / Jacobs

For all of their help with Youth Soccer



Spring Break Art's & Crafts Class

Spring Events and Classes



We're Always Having Fun!!

Spring Sports- Events and Classes



Adult Co-Ed Volleyball:
5 Teams
60 Adults
47 Games played



Adult Coed Volleyball at OMS!!



Hanging out with the OHS Football Team!!



More Football!!

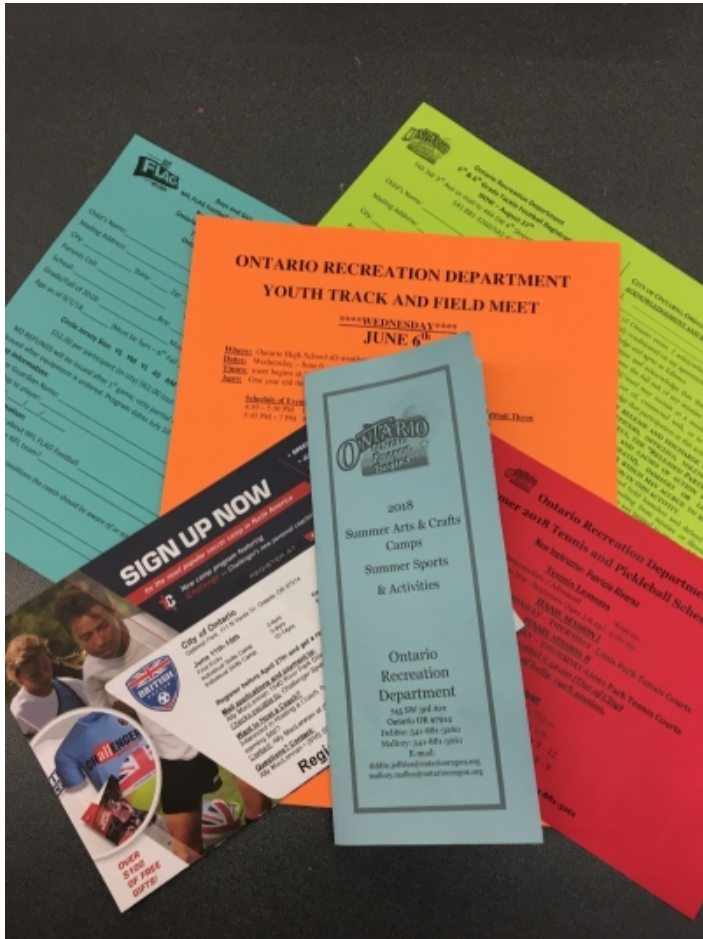


Quarterly Report

Aiken Business Meeting



Counting Flyers - Summer is on the way!!



Spring Sports and Event Participation:

930 Happy Customers

Recreation Revenue:



March 1st – May 31st 2017:
\$ 30,750.00

March 1st – May 31st 2018:
\$ 26,977.00

\$ 3773.00

Upcoming Recreation Events:

Ontario Recreation Department
745 SW 3rd AVE. Ontario, OR 97914, (541) 881-3260
Summer
2018

- Girls Softball
- Summer Arts & Crafts Camps
 - NFL Flag Football
 - Pickleball
 - Tennis
 - Track Meet

We update the city webpage frequently!

Ontario
where Oregon begins

City Services City Government Calendar Residents Visitors Announcements

Ontario Recreation
745 SW 3rd Avenue, Ontario, OR 97914

Debbie Jeffries
Recreation Manager
Phone: 541-551-3260
Fax: 541-559-7656
Email: debbie.jeffries@ontariorecreation.org

Mallory Malles
Recreation Program Coordinator
Phone: 541-551-3261
Fax: 541-559-7656
Email: mallory.malles@ontariorecreation.org

OFFICE HOURS
Monday through Friday
8 a.m. - 5 p.m.
Closed Weekends & Holidays

MAILING ADDRESS:
444 SW 4th Avenue
Ontario, OR 97914

Fun "Art" day event
Painting with our feet!!

Follow us on [Facebook](#)

Parks and Recreation Board

The Recreation Department is responsible for organizing, directing and scheduling all recreational activities. We provide many different activities for the youth and adults of our community each year. Check the Recreation brochure to find out what activities are offered.

Current Activities:
Please call 541-551-3260 or email debbie.jeffries@ontariorecreation.org or Mallory at mallory.malles@ontariorecreation.org with any questions about the following:

- [2018-17 Sports Schedule.pdf](#)
- [2017 Spring Youth Soccer Registration Form.pdf](#)
- [2017 Spring Adult/Over 18/21 Registration Form.pdf](#)
- [Adult Soccer League Roster.pdf](#)

Challenger Sports: British Soccer 2017

IMPROVE YOUR GAME
BRITISH SOCCER 2017
Registration Form

[Click here for more info and register today!](#)

Find us and follow us on Facebook!



BOARD OF DIRECTORS

Meeting Agenda

June 6, 2018 – 7 am

TVCC Weese Bldg Room 110, Ontario, Oregon

Muffins, Coffee & Juice provided!

1. Call meeting to order Chair Patrick Nauman
2. Introduction of attendees
3. Approval of May 2nd minutes
4. Financial update - Sandy Hemenway, Treasurer
5. Business Update – TVCC
6. City and Community Highlights
Fruitland, Payette, Ontario, New Plymouth, Nyssa, Weiser, Vale
7. County Highlights
Payette County, Washington County, & Malheur County
8. Executive Director Report
 - i. Projects & activities
9. Round Table Discussion
10. Adjourn

Calendar of EVENTS

May 19-20, 2018	RDI Bridging Urban & Rural Conference – Portland, OR
May 31-June 1	Kit to Baja Mexico
June 6, 2018	SREDA Monthly Board Meeting – TVCC, Ontario, OR
June 7 & 8, 2018	OEDA Summer Conference and Class – Corvallis, OR
July 11, 2018	SREDA Monthly Board Meeting - Nyssa, OR
August 8, 2018	SREDA Monthly Board Meeting – New Plymouth, ID

*****All SREDA monthly meetings are open to the public*****

MALHEUR COUNTY BUDGET BOARD MEETING

APRIL 24, 2018

The Malheur County Budget Board met with Judge Dan Joyce, Commissioner Don Hodge, and Commissioner Larry Wilson present; Budget Board Members present were Richard Eiguren, Ron Haidle, and Rod Price; and Budget Officer Lorinda DuBois. Notice of the meeting was published in the Argus Observer.

Also present was Larry Meyer of the Argus Observer.

BUDGET MESSAGE & APPOINTMENT OF CHAIRMAN

Present for the Budget Message were: IS Director Frank Goble, IS Coordinator Josh Kreger, Treasurer/Tax Collector Jennifer Forsyth, Surveyor/Engineer Tom Edwards, District Attorney Dave Goldthorpe, and SREDA Executive Director Kit Kamo. Judge Joyce gave the Budget Message: *Okay, let's dispense with a whole lot of things this morning. We've got a lot to go through and I know Kim's got us on a really tight schedule, but I want to thank the budget board members that came, that are here, we appreciate you volunteering time, its by statute we do this. Lorinda, we thank you for the last four months getting this organized. And, we elect a chair, which is Richard because its his position from last year, he hasn't lost it yet so we're good to go.*

INFORMATION SERVICES (IS) DEPARTMENT

IS Director Frank Goble and IS Coordinator Josh Kreger met with the Budget Board and discussed Page 3 - Information Services; and Page 68 - GIS Maintenance Fund. A new line-item was created for software licensing and renewals and \$11,500 was appropriated in that Licensing line-item in the IS budget.

Page 3 - Information Services; and Page 85 - IS Tech Fund were approved.

ASSESSOR

Assessor Dave Ingram met with the Budget Board and discussed Page 5 - Assessor; and Page 68 - GIS Maintenance Fund. Different cost-saving mechanisms are being implemented within the office, one of which is entering into a contract with a local company to take care of the office printers to include supplying the toner cartridges.

Page 5 - Assessor; and Page 68 - GIS Maintenance Fund were approved.

SREDA

Snake River Economic Development Alliance (SREDA) Executive Director Kit Kamo met with the Budget Board and requested \$5,000 in funding support from the lottery dollars the County receives for economic development uses. Ms. Kamo reviewed various projects SREDA has been involved in. See instrument [#2018-1437](#) for the 2017 Annual Report.

JUVENILE DEPARTMENT

Juvenile Department Director Susan Gregory met with the Budget Board and discussed Pages 15-16 - Juvenile Department; Page 58 - Juvenile Crime Prevention; and Page 76 - MS (Measure) 11 Detention Fund. The Small Equipment request of \$2,600 is for the newest version of Microsoft (MS) Office; Ms. Gregory explained that having the current older version is causing difficulties for staff and she would like to make the necessary purchase out of the current fiscal year budget (and the funds are available in the current budget). Ms. Gregory requested that \$2600 be removed from Small Equipment and added to the Support Services line-item. Ms. Gregory explained that the Support Services line-item is used as a "miscellaneous" line-item; Ms. DuBois explained it was originally created in conjunction with a specific grant - that grant was discontinued several years ago but the expenditure Support Services line-item was inadvertently continued. Historically, \$3,000 - \$5,000 is expended from this Support Services line-item and it was suggested that it could be further lowered.

Page 58 - Juvenile Crime Prevention (JCP) are grant funds from the state and are used for detention, electronic monitoring and other programs. The JCP funding is on a biennium; the annual detention funding is overspent but not for the biennium. Ms. Gregory will need to work with Ms. DuBois to correct this budget.

Page 76 - MS 11 Detention Fund is a Special Fund for Measure 11 Detention youth and funds are not spent until the detention line-items in the other budgets are exhausted. Detention currently cost \$216 per day, per youth.

COURT SECURITY; DRUG COURT; MEDIATION

Trial Court Administrator Marilee Aldred met with the Budget Board and discussed Page 61 - Court Facilities Security; Page 62 - State Drug Court Fund; and Page 63 - State Mediation Fund.

Page 61 - Court Facilities Security; Page 62 - State Drug Court Fund; and Page 63 - State Mediation Fund were approved.

SWCD

Soil and Water Conservation District (SWCD) Director Linda Rowe met with the Budget Board. Ms. Rowe provided an update on the District. SWCD requested financial support in the amount of \$10,000. The County's financial support is used as match funds for ODA and OWEB grants. See instrument [#2018-1438](#) for the written update provided by Ms. Rowe.

HEALTH DEPARTMENT

Health Department Director Angie Gerrard and Nursing Supervisor Rebecca Stricker met with the Budget Board and discussed Pages 27-28 - Health Department; Page 29 - Medical Investigation; and Page 65 - Healthy Start. Pages 27-28 - Health Department. The Prep Grant Revenue and Prep Grant Expense line-items were removed as it is unknown if this grant will be received.

Page 29 - Medical Investigation. Funds are for unattended deaths investigated by law enforcement and autopsies.

Page 65 - Healthy Start. This budget is for the Healthy Families regional grant and funds a home visiting program.

Pages 27-28 - Health Department; Page 29 - Medical Investigation; and Page 65 - Healthy Start were approved.

PLANNING DEPARTMENT

Planner Alvin Scott met with the Budget Board and discussed Page 18 - Planning/Zoning.

Page 18 - Planning/Zoning was approved.

SURVEYOR/ENGINEER

Surveyor/Engineer Tom Edwards met with the Budget Board and discussed Page 37 - County Surveyor; and Page 45 - Surveyor Corner Preservation fund. A Contracted Work line-item was added to the Surveyor Corner Preservation Fund.

Page 37 - County Surveyor; and Page 45 - Surveyor Corner Preservation fund were approved.

ENVIRONMENTAL HEALTH

Environmental Health Director Craig Geddes met with the Budget Board and discussed Page 19 - Solid Waste; and Page 30 - Environmental Health. It was noted that the Capital Outlay line-item in the Solid Waste budget should be \$15,408 as it was inadvertently left out of the requested budget.

Page 19 - Solid Waste - with the addition of \$15,408 to Capital Outlay; and Page 30 - Environmental Health were approved.

NEW HOPE KITCHEN

David Armstrong, board member for Community in Action (CinA), met with the Budget Board and discussed a request for funding for New Hope Kitchen. New Hope Kitchen is operated through Community in Action and is a meal program for the homeless (It was previously known as Harvest House Missions. Harvest House Missions dissolved and Community in Action took over the program in an effort to continue to provide services to the homeless.) \$10,000 was requested from the County to support the program. The proposed budget includes an appropriation of \$5,000. Meals are served for one hour a day, five days a week. There is one paid program manager and several volunteers. It takes approximately three hours per day to provide the meals (including prep and cleanup time). Year-to-date, 754 meals have been served. (Last fiscal year the County appropriated a one-time contribution of \$2500.)

The meeting recessed for lunch.

Budget meetings resumed after lunch. The County budget meeting was closed and the ASD session was opened.

AMBULANCE SERVICE DISTRICT (ASD)

ASD Director Bob Dickinson met with the Budget Board and presented the ASD Budget Message; notice of the budget meeting was published in the Argus Observer. See instrument #[2018-1439](#) for the written ASD Budget Message. Mr. Dickinson discussed the ASD budget with the Budget Board and answered questions. The updated ASA plan is nearly completed.

The Budget Board approved the Ambulance Service District budget.

The ASD session was closed and the County Budget meeting was reopened.

COURTHOUSE

Maintenance Supervisor Don Dalton met with the Budget Board and discussed Page 17 - Courthouse. Capital Outlay was discussed in detail. Funding was requested for several projects: courthouse main entry door; remodeling of three offices; stairlift between courthouse and jail; jail kitchen office; repair of jail cabinets and counter tops; and jail flush valve control system. The proposed budget includes funding for: courthouse main entry door; remodel of three offices; jail kitchen office; and jail cabinets and counter tops. It was discussed that the flush valves in the jail may be a higher need than some of the other projects; Judge Joyce suggested that the remodel of the County Court offices be held off and instead those funds be used for the flush valves. It was also suggested that the jail cabinets/counter tops projects be split in two fiscal years. Mr. Dalton thought that the courthouse main entry door could perhaps be postponed for another year. Consensus was to allocate funding for: flush valve control system; 1/2 of the jail cabinets/counter tops; jail kitchen office; and remodel of three offices. (Please note that during the second day of budget meetings this was again modified.)

WEED DEPARTMENT

Weed Inspector Gary Page met with the Budget Board and discussed Page 36 - Weed Control. It is expected that the BLM assistance agreements will be going away (however, funding for the 2018-2019 fiscal year has been appropriated). The Small Equipment request is for two Garmin GPS communicators; the increase in the Telephone line-item includes the subscription fees for the GPS communicators. Parts and Repairs was slightly increased for maintenance of equipment.

The Budget Board approved Page 36 - Weed Control.

DOG CONTROL - ANI-CARE ANIMAL SHELTER

Amanda Grosdidier and Kim Hansen met with the Budget Board and discussed funding for dog control within the County. Ani-Care Animal Shelter Inc. has received their IRS 501(c)(3) Public Charity status. Ms. Grosdidier presented two proposed contracts with the County for the maintenance, care and disposal according to law, of abandoned or stray canines located within the confines of Malheur County; not city limits. Ms. Grosdidier desires a minimum of a four year contract with the County. Ani-Care continues to be a no-kill shelter. One contract proposed a monthly payment of \$2683.35 starting July 2018 with a subsequent increase to \$3220.02 starting July 2019 for a four year period. The second contract proposed a monthly payment of \$3130.58 starting July 2018 with a four year contract.

POVERTY TO PROSPERITY (P2P)

Riley Hill met with the Budget Board and requested financial support in the amount of \$5,000 to support the efforts of Poverty to Property. The Career Technical Education (CTE) program continues; 25 students from three schools recently received welding certificates; the CNA classes are filled and doing well; the onion industry is assisting with the automated systems program. The CTE program received \$6 million in grants. Board member Andy Bentz is leading a range management and restoration effort and will be meeting with the Secretary of Agriculture. Funding from the County is used towards programs and materials - not salaries or board member travel expenses.

The Budget Board approved \$5,000 to Poverty to Prosperity; funding is from the Technical Assistance line-item in the Economic Development fund.

ONTARIO JUSTICE COURT

Justice of the Peace Marjie Mahony met with the Budget Board and discussed Page 13 - Ontario Justice Court. Projected revenue for fines is dependent on citations issued by law enforcement. There were slight increases to Utilities and Office Rent; Office Supplies was reduced.

The Budget Board approved Page 13 - Ontario Justice Court.

ONTARIO COMMUNITY LIBRARY

Ontario Community Library Director Darlyne Johnson met with the Budget Board and discussed Page 33 - Ontario Community Library. The library is requesting funding for Bookmobile services in the amount of \$6,000 for Bookmobile services outside the district's boundaries. The funds are transferred from the Economic Development budget to the library budget.

FAIRGROUNDS

Fairgrounds Manager Lynelle Christiani met with the Budget Board and discussed Pages 55-56 - County Fair Fund. The Girvin Hall rebuild is underway; rental revenue and expenses are projections as it is unknown what the use of Girvin Hall will be after it is constructed. The Economic Development Transfer of \$30,000 will be used for repairs and maintenance of the Fairgrounds. There will be a carnival at this year's Fair and it is hoped that it will increase the daily attendance rates. The Commercial Building and the Red Barn are rented often.

The Budget Board approved Pages 55-56 - County Fair Fund.

SHERIFF'S OFFICE

Sheriff Brian Wolfe and Undersheriff Travis Johnson met with the Budget Board and discussed Pages 22-23 - Sheriff; Page 24 - Jail; Page 25 - MCSO Communication Center; Page 26 - Emergency Management; Pages 46-47 Community Corrections; Page 49 - Boat License Fund; Page 50 - Corrections Assessment; Page 53 - Task Force Fund; Page 59 - 911 Fund; Page 60 - Traffic Safety Fund; Page 67 - Search and Rescue Fund; Page 75 - Federal Forfeiture Fund; and Page 82 - Work Release Construction Fund.

Pages 22-23 - Sheriff. A Custodian line-item was added; 4 hours a week. Software Maintenance was increased for CMI and archiving. Capital Outlay includes a request for 4 vehicles; the proposed budget includes \$97,500 for 3 vehicles. \$30,000 was also requested for a mobile home and fencing for Jordan Valley; Sheriff Wolfe explained that the mobile home was going to come from ODOT but that has been delayed. It was discussed that perhaps the fencing expense should still be included (the Sheriff's Office and the Road Department have agreed to split the cost of fencing for the County-owned lot in Jordan Valley). (Please note that during the second day of budget meetings, it was determined that the Road Department does not want to fence the lot until after the mobile home is installed due to the logistics of placing the mobile home.)

Page 24 - Jail. The Community Corrections transfer is significantly reduced as the funding from the State to Community Corrections is decreasing. A Request for Proposals (RFP) was disseminated for the Physicians Services Contract; none were received and staff continues to explore avenues for medical services within the jail.

Lieutenant Rachel Reyna joined the meeting.

Page 25 - MCSO Communication Center. The dispatch center is staffed by nine dispatchers and one working sergeant; the budget includes a request for a second sergeant position (will not increase overall staffing numbers); and the request is also included in the proposed budget.

Page 26 - Emergency Management. Funds a .85 FTE Emergency Services Manager.

Page 46 - Community Corrections. State funding is decreasing. The Community Corrections Lieutenant is retiring; the proposal is to promote a staff member from within Community Corrections to the Lieutenant position and not backfill that position. Additionally, once the new Lieutenant is in place they will do an in-depth examination of the budget in an attempt to identify additional potential savings options.

Sheriff Wolfe noted that the control board in the jail is old and will need to be replaced at sometime in the future; an estimated cost is \$120,000. Ms. DuBois explained that she has added a Jail Tech Equipment line-item to the General County Equipment Fund in an attempt to save for the anticipated future need to replace the control board.

Page 49 - Boat License Fund. The majority of the revenue is from the State Marine Board grant and funds 1.5 FTE marine deputies.

Page 50 - Corrections Assessment.

Page 53 - Task Force Fund. Very small fund; laws have changed and not able to do much in seize and forfeitures.

Page 59 - 911 Fund.

Page 60 - Traffic Safety Fund. There is currently not an active Traffic Safety Commission.

Page 67 - Search and Rescue Fund. Includes a small amount of funds that the Search & Rescue volunteer members raised.

Page 75 - Federal Forfeitures Funds. Funds can only be used for specific purposes specified by federal law.

Page 82 - Work Release Construction Fund. The State owns the facility and funds can only be used on the facility.

The Budget Board approved Pages 22-23 - Sheriff; Page 24 - Jail; Page 25 - MCSO Communication Center; Page 26 - Emergency Management; Pages 46-47 - Community Corrections; Page 49 - Boat License Fund; Page 50 - Corrections Assessment; Page 53 - Task Force Fund; Page 59 - 911 Fund; Page 60 - Traffic Safety Fund; Page 67 - Search and Rescue Fund; Page 75 - Federal Forfeitures Fund; and Page 82 - Work Release Construction Fund.

The budget meeting was adjourned for the day.

MALHEUR COUNTY BUDGET BOARD MEETING

APRIL 25, 2018

The Malheur County Budget Board met with Judge Dan Joyce, Commissioner Don Hodge and Commissioner Larry Wilson present; Budget Board members present were Richard Eiguren, Ron Haidle, and Rod Price; and Budget Officer Lorinda DuBois. Notice of the meeting was published in the Argus Observer.

ROAD DEPARTMENT

Road Supervisor Richard Moulton (retiring), Road Supervisor Dave Tiffany, and Jordan Valley Supervisor Tom Davis met with the Budget Board and discussed Page 32 - Marine & Park; Pages 39-41 - Road Fund; Page 42 - Major Bridge Fund; Page 43 - Road Equipment Fund; and Page 44 - Road Improvement Fund.

Page 32 - Marine & Park. The Bully Creek-Grounds; and Materials & Supplies line-items are slightly lower than last year as revenue is projected to be lower. The Marine Board grant is for resurfacing of the boat parking lot area at Bully Creek; bids are currently being obtained.

Pages 39-41 - Road Fund. HB 2017 increased funding from the State. A new partnership with BLM for weed control in Jordan Valley is going to be tried this year. A larger transfer to the Road Equipment Fund is proposed as more equipment is in need of replacing. Mr. Moulton was asked about fencing the County-owned lot in Jordan Valley; Mr. Moulton explained that he does not recommend fencing the property until after the mobile home is placed.

Page 42 - Major Bridge Fund. Reserve fund for major bridge projects in the County (including road districts); 2% of the gas tax is put into this fund each year.

Page 43 - Road Equipment Fund.

Page 44 - Road Improvement Fund.

The Budget Board approved Page 32 - Marine & Park; Pages 39-41 - Road Fund; Page 42 - Major Bridge Fund; Page 43 - Road Equipment Fund; and Page 44 - Road Improvement Fund.

VETERANS SERVICE

Veterans Service Officer Connie Tanaka met with the Budget Board and discussed Page 31 - Veterans Service; and Page 66 - CVSO Expansion Fund. Mr. Tanaka assists eligible veterans, spouses, dependents, and survivors of eligible veterans with applying for benefits and aid for which they are entitled to. Funding is received from the State and the County.

The Budget Board approved Page 31 - Veterans Service; and Page 66 - CVSO Expansion Fund.

DISTRICT ATTORNEYS OFFICE

District Attorney Dave Goldthorpe and Management Assistant Nancy McDaniel met with the Budget Board and discussed Pages 8-9 - District Attorney; Page 10 - VOCA Grant/DA; Page 11 - CAMI Grant/DA; Page 14 - CFA/DA; and Page 51 - DA Enforcement.

Pages 8-9 - District Attorney. The increased request in Office Supplies is for 4 stand-up desks and 2 office chairs. Small Equipment is for 14 copies of the newest version of Microsoft (MS) Office.

Staff is working to correct deficiencies in the grant reporting of the victims advocates grants. Needed modifications are being made and it is hoped that the VOCA and CAMI grants will be fully funded. The VAWA grant will also be reapplied for (it was applied for in September 2017 but was not approved).

The DeFrank aggravated murder case did not go to trial; it is scheduled again for next year. Two other capital murder cases were settled without going to trial.

The Attorney General's office will now be handling the dependency cases; and as such there is a loss of revenue as the State will no longer contract with the District Attorney's Office for the dependency cases. The dependency contract helped to fund an attorney and legal assistant as well as a supervisory supplement to the DA. Mr. Goldthorpe requested the County provide a salary supplement to the District Attorney as is done in other counties. Mr. Goldthorpe requested an annual DA salary supplement of \$12,000; the proposed budget includes \$8,000.

SNAKE RIVER TRANSIT

MCOA&CS Executive Director Loni Debban and Transportation Project Manager Brittany White met with the Budget Board and requested funding to

be used as match dollars for grants supporting the transit system in the amount of \$15,000. The city of Ontario route will celebrate its ten-year anniversary this year; the Vale and Nyssa commuter routes have been in existence for eight years. Ms. White provided ridership and mileage stats. Funding for the transit system 5311 Match is transferred from the Economic Development budget.

TREASURER/TAX OFFICE

Treasurer/Tax Collector Jennifer Forsyth met with the Budget Board and discussed Page 7 - County Treasurer/Tax. The Small Equipment request is for a printer.

Page 7 - County Treasurer/Tax was approved.

CLERK'S OFFICE

Clerk Gayle Trotter met with the Budget Board and discussed Page 4 - County Clerk; and Page 69 - Clerk Records Fund.

Page 4 - County Clerk. Funding was increased in the elections line-items as there have been various inquiries about possible recall elections. There is currently one staff vacancy in the office which will hopefully be filled soon.

Page 69 - Clerk Records Fund. Funding is for archiving and digitizing of permanent records.

Page 4 - County Clerk; and Page 69 - Clerk Records Fund were approved.

PREDATORY ANIMAL CONTROL

USDA APHIS/Wildlife Services District Supervisor Patrick Smith and Wildlife Specialist Ryan Christensen met with the Budget Board and discussed Page 21, line-item 5-20-8020, Predatory Animal Control. Also present was public member Tom McElroy. Wildlife Services is requesting \$55,785.59 from the County for the wildlife services program to maintain the current level of 1 FTE. (Staff discovered that a numerical error was made in the budget and the corrected total for the proposed budget should be \$75,786, which includes the amount requested by Wildlife Services and the County's landowner match fly program of \$20,000.) Mr. Smith suggested that AOC lobby the state for more funding for Wildlife Services. Mr. Christensen provided an update of stats for the program. The chemical used for feedlot starling control has been relabeled and re-registered with ODA. Feedlots pay for the cost of the chemical and Wildlife Services provides the staff.

The meeting recessed for lunch.

Budget meetings resumed after lunch.

EXTENSION SERVICE

Present for the Extension Service budget discussion and the Extension Tax Service District budget discussion were: Extension Leader Stuart Reitz; Clint Shock and Janet Jones from the Experiment Station; and Extension District Advisory Board Member Jeff Burkhardt. Mr. Reitz explained that the Extension office operations are supported through a combination of County General Funds and Tax Service District funding. The Extension Office receives no operating funds from OSU campus.

Page 35 - Extension Service. The County provides an Office Manager at the Extension Service. In addition \$16,000 from the County General Fund is provided for Telephone/IT Services; Travel/Vehicle Maintenance; and Building Maintenance. See instrument #[2018-1468](#) for the written budget request document.

Page 35 - Extension Service was approved.

The County Budget meeting was closed and the Malheur Agricultural Education Extension Service District budget meeting was opened. Notice of the budget meeting was published in the Argus Observer.

EXTENSION TAX SERVICE DISTRICT BUDGET MESSAGE AND BUDGET

Mr. Reitz presented the FY 2018-2019 Budget Message for the Malheur County Agricultural Extension & Education Tax Service District. See instrument #[2018-1443](#) for the complete budget message. Anticipated tax collections are: \$446,923. One half of the tax revenue is allocated to personnel costs at the Malheur Experiment Station to support extension related projects conducted by the Experiment Station; and one half of the remaining revenues is allocated to the Extension Office in personnel costs, and other materials and services. Carry-over funds will be used for potential moving expenses and starter funds for a new staff member.

The Budget Board approved the Extension Service Tax District budget.

The Extension Service Tax District session was closed and the County budget session was reopened.

GENERAL FUND NON-DEPARTMENTAL REVENUES

The Budget Board reviewed and approved Page 1 - General Fund Non-Departmental Revenue. These are revenue sources not tied to a specific department.

COUNTY COURT

The Budget Board reviewed and approved Page 2 - County Court.

ADMINISTRATIVE OFFICE

The Budget Board reviewed and approved Page 6 - Administrative Office. The Small Equipment includes funding for a possible software system for timesheets.

NON-PROGRAM

Page 21 - Non-Program was reviewed. It was decided to keep the proposed budget of \$31,735 for Dog Control for Ani-Care Animal Shelter. Funding was allocated to New Hope Kitchen (Community in Action) in the Aid to Indigent line-item in the amount of \$1500. Predatory Animal Control funding was corrected to \$75,786.

Page 21 - Non-Program was approved with the above mentioned changes.

WATERMASTER

The Budget Board reviewed and approved Page 34 - Watermaster.

ECONOMIC DEVELOPMENT

The Budget Board reviewed Page 38 - Economic Development Fund. Appropriations from Technical Assistance, line-item 5-20-5405, approved are: SWCD \$10,000; Poverty to Prosperity \$5,000; and SREDA \$1,000. Transfers from the Economic Development Fund include: County Fair \$30,000; Extension Service \$20,00; Special Transportation Fund \$15,000; and Bookmobile \$6,000. The new line-item for Contracted Services Project is for additional staffing for the Reload Project.

Page 38 - Economic Development Fund was approved.

LAW LIBRARY

The Budget Board reviewed and approved Page 48 - Law Library.

TAYLOR GRAZING FUND

The Budget Board reviewed and approved Page 52 - Taylor Grazing Fund. Mr. Eiguren requested an accounting from BLM on the funding they receive from Taylor Grazing (separate fund from the County fund).

SPECIAL TRANSPORTATION FUND (STF)

The Budget Board reviewed Page 57 - Special Transportation Fund. Revenue is ODOT grant funds for transportation purposes; the County subcontracts with MCOA&CS for transportation services. The monies allocated as match dollars for Snake River Transit are expended from this fund.

Page 57 - Special Transportation Fund was approved.

MENTAL HEALTH FUND

The Budget Board reviewed and approved Page 64 - Mental Health Fund. The majority of these funds are pass-thru funds that come from the State

and go to Lifeways for mental health services.

WOLF DEPREDAATION FUND

The Budget Board reviewed and approved Page 74 - Wolf Depredation Fund. These are grant funds from Oregon Department of Agriculture (ODA).

45TH PARALLEL FUND

The Budget Board reviewed and approved Page 78 - 45th Parallel Fund. Funds can only be expended upon agreement of the District Attorney and County Court.

BUILDING PROGRAM

The Budget Board reviewed and approved Pages 80-81 - Building Program. This is a new budget created in response to a recent Attorney Generals opinion. The fund will be implemented if the County's building inspection program becomes a County department.

INSURANCE RESERVE

The Budget Board reviewed and approved Page 83 - Insurance Reserve. The General Fund transfer to this budget is \$175,000.

CAR POOL FUND

The Budget Board reviewed and approved Page 84 - Car Pool Fund.

GENERAL COUNTY EQUIPMENT FUND

The Budget Board reviewed and approved Pages 86-87 - General County Equipment Fund.

JUVENILE DEPARTMENT

Pages 15-16 - Juvenile Department was discussed. The Budget Board agreed to remove \$2600 from Small Equipment as that purchase can be made in the current fiscal year. The Budget Board also removed \$2600 from the Support Services line-item.

Pages 15-16 - Juvenile Department was approved with the above mentioned changes; Page 58 - Juvenile Crime Prevention; and Page 76 - MS 11 Detention Fund were approved.

COURTHOUSE

The Budget Board discussed Page 17 - Courthouse. The Budget Board added funding in the amount of \$7959.00 to Capital Outlay for a total of \$73,513.00. Funding is for the following projects: Main Entry Courthouse Door - \$8448; Remodel of Three Offices - \$33,565; Jail Kitchen Office - \$7,500; Jail Cabinets & Counter Tops \$8,000 (1/2 of the project cost); and Jail Flush Valve Control System - \$16,000.

The Budget Board approved Page 17 - Courthouse with the above mentioned changes.

DISTRICT ATTORNEY

Pages 8-9 - District Attorney was discussed. The Budget Board discussed the request for a district attorney salary supplement. It was decided to allocate a salary supplement in the amount of \$8,000 (as is in the proposed budget) for the fiscal year to replace the funding Mr. Goldthorpe will lose by no longer having the dependency contract with the State.

The Budget Board approved Pages 8-9 - District Attorney; Page 10 - VOCA Grant/DA; Page 11 - CAMI Grant/DA; Page 14 - CFA/DA; and Page 51 - DA Enforcement.

GENERAL COUNTY CONTINGENCY

The Budget Board approved Page 20 - General County Contingency as the amount to be calculated by Ms. DuBois after all changes to the budget are made. Agreed upon changes can be found on instrument #[2018-1444](#).

APPROVALS

Mr. Haidle moved to approve the budget for the **Malheur County Ambulance Service District** for the 2018-2019 fiscal year in the amount of \$419,200. Commissioner Hodge seconded and the motion passed unanimously.

Mr. Price moved to approve the budget for the **Malheur County Agricultural Educational Extension Service District** for the 2018-2019 fiscal year in the amount of \$841,045; and moved to approve property taxes for the 2018-19 fiscal year at the rate of \$0.23 per \$1,000 of assessed value for operating purposes in the District Special Fund. Mr. Haidle seconded and the motion passed unanimously.

Mr. Eiguren moved to approve the budget for **Malheur County** for the 2018-19 fiscal year in the amount of \$31,146,111. Mr. Haidle seconded and the motion passed unanimously.

Mr. Eiguren moved to approve property taxes for the 2018-19 fiscal year at the rate of \$2.5823 per \$1,000 of assessed value for operating purposes in the General Fund (Malheur County). Commissioner Hodge seconded and the motion passed unanimously.

ADJOURNMENT

Commissioner Wilson moved to close the Budget Meetings and adjourn. Commissioner Hodge seconded and the motion passed unanimously.

COMPENSATION BOARD

Meeting Minutes of April 23, 2018 of the Malheur County Compensation Board can be found on instrument #[2018-1445](#).

MALHEUR COUNTY COURT MINUTES

April 18, 2018

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present were: Administrative Officer Lorinda DuBois, County Counsel Stephanie Williams, Treasurer/Tax Collector Jennifer Forsyth, Environmental Health Specialist Eric Evans, and Road Department Accounting Specialist Shelly Dennis.

LEGISLATIVE UPDATE - REPRESENTATIVE FINDLEY

Representative Lynn Findley met with the Court and provided an update of the 2018 short legislative session. Representative Findley thanked the Court for their support. Representative Findley served on the House Revenue Committee and the House Energy and Environment Committee. Cap and Invest was the first bill the Energy and Environment Committee worked on; many hours were spent on the Cap and Invest Program. Cap and Invest passed the House on a party line vote; Representative Findley expressed that he believes the bill should have required a three-fifths majority as it raises revenue. Positive bills that passed included the Oregon National Guard Tuition Grants program (HB 4035); and the designation of Eastern Oregon University as Oregon's Rural University (HB 4153). The Governor's state of the state speech included focus on education and the Joint Committee on Student Success was formed; the Committee will tour ten different schools, including Baker School District's CTE program.

Planner Alvin Scott joined the meeting.

Funding was allocated for the McDermitt runway improvement project; as well as funding for a hydrology study of the Silvies River in Harney County. \$300,000 was allocated to DLCD for the Economic Opportunity Analysis program to assist specific eastern Oregon counties with the process. \$750,000 was designated for repairs of the Baker City Armory.

The solar tax PILT program bill was killed with the intent of continuing to work on it through the interim. Representative Findley pushed hard in his belief that the Revenue Committee should not be granting property tax exemptions at the State level without County and the taxing districts support.

The first-time homeowners savings account program passed, but the bill included significant raises to recording fees that most County Clerks did not support (HB 4007).

The Net Neutrality bill and the gun control bill were fluff and photo opportunities more than anything.

SB1528 was possibly the worst bill that was passed in the session. The bill disconnects Oregon from the federal tax code and significantly effects small businesses. Republicans lobbied the Governor to veto the bill but she recently signed it and then called for a special legislative session.

Representative Findley has been involved in discussions regarding Opportunity Zone Designations. An Opportunity Zone is a low-income community census tract designation meant to drive additional economic development and investment in low-income urban and rural communities. There are several tracts designated in Portland (versus one in Malheur County) and Representative Findley stressed that real estate that more than likely will be developed anyway should not be designated as an Opportunity Zone.

Representative Findley has filed for election and will be on the May Primary; he will have a district office in Vale hopefully open by June 1st.

Representative Findley answered questions from the Court members. Judge Joyce commented on the Building Codes program and proposed legislation and recent AG opinion. Commissioner Wilson said he would like to visit more with Representative Findley regarding the Economic Opportunity Analysis Program.

Mr. Evans, Mr. Scott and Ms. Forsyth left the meeting.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of April 11, 2018 as written. Commissioner Hodge seconded and the motion passed unanimously.

FUND TRANSFER RESOLUTION

Commissioner Hodge moved to approve Resolution No. R18-7: In the Matter of Fund Transfers Under Local Budget Law ORS 294.463. Commissioner Wilson seconded and the motion passed unanimously. The transfers are within the Fair Fund. See instrument #[2018-1305](#)

WOLF GRANT AGREEMENT

Commissioner Hodge moved to approve Oregon Department of Agriculture Wolf Compensation and Financial Assistance 2018 Grant Agreement, ODA-4078-18. Commissioner Wilson seconded and the motion passed unanimously. The total grant award is \$2,450. A copy will be returned for recording.

CROSSING PERMIT

Commissioner Wilson moved to approve Crossing Permit #28-18 to Idaho Power Company to upgrade reclosers on Clark Blvd. #857. Commissioner Hodge seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

ANNUAL JAIL INSPECTION

The Court conducted the annual jail inspection. See instrument #[2018-1304](#) for the County Court Annual Jail Report.

QUITCLAIM DEEDS - KINCADE

Commissioner Hodge moved to execute Quitclaim Deed to Mike Kincade for Ref. #17749; Quitclaim Deed to Mike Kincade for Ref. #8877; and Quitclaim Deed to Michael Kincade Revocable Trust of 2014 for Ref. #12186. Commissioner Wilson seconded and the motion passed unanimously. See instrument #'s [2018-1306](#), [2018-1308](#), and [2018-1307](#)

AMENDMENT - IGA #153131

Commissioner Wilson moved to approve Fifth Amendment to Oregon Health Authority 2017-2019 Intergovernmental Agreement for the Financing of Mental Health, Substance Use Disorders, and Problem Gambling Services Agreement #153131. Commissioner Hodge seconded and the motion passed unanimously. The financial and service information in the Financial Assistance Award is amended. A copy will be returned for recording.

ROAD SUPERVISOR VACANCY

The employment offer made for the Road Supervisor position to the number one candidate was declined; the Court authorized Ms. DuBois to offer the position to the next highest candidate (based on the scoring process) and proceed with negotiations.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

May 2, 2018

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of April 18, 2018 as written. Commissioner Wilson seconded and the motion passed. (Judge Joyce was out of the room for this action.)

CROSSING PERMITS

Commissioner Wilson moved to approve three Crossing Permits to Idaho Power Company: Permit #29-18 to install a pole and overhead service on NW 36th Street #537; Permit #30-18 to replace a pole and install a transformer on Lytle Blvd #570; and Permit #31-18 to install a bank of transformers on a pole on Klamath Road #540. Commissioner Hodge seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

CHECK REGISTER

Commissioner Wilson moved to sign the March 2018 Accounts Payable book. Commissioner Hodge seconded and the motion passed unanimously.

BULLY CREEK PARKING LOT

Two bids were received for the Bully Creek parking lot paving project. The project is funded by a Marine Board grant. Bids submitted were: Valley Paving & Asphalt, Inc. - \$98,253.75; Sunroc Corporation - \$79,090.00. Commissioner Hodge moved to accept the bid from Sunroc Corporation (the apparent low bidder). Commissioner Wilson seconded and the motion passed unanimously. See instrument # ***

QUITCLAIM DEEDS

Commissioner Hodge moved to approve Quitclaim Deed to 2J Contracting LLC for Ref. #4987. Commissioner Wilson seconded and the motion passed unanimously. The property was sold for \$10,056.00. See instrument # ***

Commissioner Wilson moved to approve Quitclaim Deed to Bruce and Judy Follbaum for Ref. #15409/902882. Commissioner Hodge seconded and the motion passed unanimously. The property was sold for \$35,316.00. See instrument # ***

County Counsel Stephanie Williams joined the meeting.

122 MAIN STREET

The Court was advised that the "Slipper" property, 122 Main Street, Vale, did not sale at the recent County Land Sale. The Court requested the property be listed for sale on the County's website for \$35,000.00.

FAIRGROUNDS

Fairgrounds Manager Lynelle Christiani met with the Court and provided a monthly update. The Horse Barn and Hog Barn construction repairs are completed. Trusses are up on Girvin Hall and the roof is going on. A design error involving bolts in the horse stalls has been discovered; a remedy to the problem is being worked on.

The Fair Board is still considering not rebuilding approximately 22 horse stalls; the insurance proceeds may be rolled over into another building project; it is not clear if the building damage must have been caused by the winter storm of 2016 or if it can be any building on the property; conversations are still taking place with the insurance company. The Horse Barns need to be re-roofed; this project has been in the works since before the winter storm of 2016; however, there is concern that it may now qualify as a prevailing wage rate project, which will increase the cost of the project.

A firm from LaGrande is currently providing security for events at the fairgrounds.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

May 9, 2018

County Court met at Lifeways, 702 Sunset Drive, Ontario, with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was: Juvenile Department Director Susan Gregory, Undersheriff Travis Johnson, Lieutenant Rachel Reyna (also a Lifeways board member), and District Attorney Dave Goldthorpe.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of May 2, 2018 as written. Commissioner Wilson seconded and the motion passed unanimously.

BUDGET MEETING MINUTES

Commissioner Hodge moved to approve Court Minutes of April 24 and April 25, 2018 as written. Commissioner Wilson seconded and the motion passed unanimously.

ACCEPTANCE OF RETIREMENT

Commissioner Wilson moved to accept the retirement announcement of Planner Alvin Scott. Commissioner Hodge seconded and the motion passed unanimously. Mr. Scott's last day of employment will be July 2, 2018.

IGA #157288

Commissioner Hodge moved to approve State of Oregon Intergovernmental Grant Agreement #157288. Commissioner Wilson seconded and the motion passed unanimously. The IGA is for funding not to exceed \$2200 for implementation of the 2018 Farm Direct Nutrition Program (FDNP) for WIC families. A copy will be returned for recording.

INTERIM HEALTH DEPARTMENT DIRECTOR

Commissioner Wilson moved to appoint Rebecca Stricker Interim Health Department Director effective May 14, 2018. Commissioner Hodge seconded and the motion passed unanimously. Duties include those of Local Public Health Administrator (LPHA). See instrument #[2018-1853](#)

PROCLAMATION - CORRECTIONAL DEPUTY WEEK

Undersheriff Travis Johnson explained that the first week of May is National Correctional Officers' Week and as such requested the Court proclaim the week of May 6-12, 2018 as Malheur County Corrections Week. Undersheriff Johnson read the following proclamation:

PROCLAMATION CORRECTIONAL DEPUTY WEEK MAY 6-12, 2018 BY THE MALHEUR COUNTY COURT, OREGON

WHEREAS, since 1984 the Congress of the United States, and the President of the United States have established the first week of May as National Correctional Officers' Week; and

WHEREAS, Malheur County considers the services of the Sheriff's Correctional Deputies to be critical to the interest of the community; and

WHEREAS, Corrections employees model ethical and pro-social behaviors while holding offenders accountable for their actions and reducing the risk of future criminal behavior and future victimization; and

WHEREAS, Corrections Deputies are highly trained and productive members of the County workforce; and

WHEREAS, our County enjoys a high standard of public health and safety and we owe a great deal of gratitude to them. During this special observance we extend a profound thank you to each member of the corrections staff.

NOW, THEREFORE, the Malheur County Court proclaims the week of May 6-12, 2018 to be Malheur County Corrections Week. We invite all residents to observe this week in honor of our Corrections Deputies who help to protect our health and safety.

The Court signed the proclamation.

LIFEWAYS PRESENTATION

Various individuals joined the meeting and participated in the Lifeways presentation. Those present included: CEO Tim Hoekstra, CFO Steve Jensen, Malheur Administrator Annette Serrano, Residential Service Director Ken Rush, Program Manager Orquidea Flores, Quality Improvement/Accreditation Manager Lacey Salinas, HR Director Rosie Ramirez, Supported Employment Supervisor Glenn Erhardt, Compliance/Security Officer Chris Mosier-Chrysler, Administrative Assistant Glenda Lockner, Board President Mike Hanigan, Board Director Randy Jensen, and Jamie Taylor and Shere Baxter from St. Alphonsus Health Resource Center.

Introductions were made.

Mr. Hoekstra provided statistics on programs and clients served in Malheur County for 2017. Lifeways has 122 employees for its Malheur program. Programs include: Alcohol & Drug (A&D) Treatment & Prevention; Assertive Community Treatment (ACT) Team - Malheur; Community Health Improvement (Adolescent Health Access (AHA)); Crisis; Early Assessment & Support Alliance (EASA) Malheur; Forensics; Gambling Treatment & Prevention; In-Home Safety & Reunification Services (ISRS); Jail Diversion Grant; Malheur Outpatient Services; Medical-Malheur; Mental Health-Malheur; Parent Child Interaction Therapy & Child Parent Psychotherapy (PCIT & CPP); Peer Delivered Services; Substance Use Disorder (SUD) Treatment & Prevention; and Supported Employment. Residential Services are provided at five housing facilities in Ontario. Nationally, one in four individuals are affected or directly affected by a mental health disorder. Individuals who struggle with mental health disruption can lose the ability to function and can lose the ability to take care of their basic needs. The severe and persistently mentally ill require either habilitation or rehabilitation. Habilitation is building skills that an individual does not have but needs in order to function well in a community. Rehabilitation is to help an individual obtain their highest level of functioning or skillsets that they had but lost in the crises or disruption in their life. An array of services are available, from low intensity to high intensity, to help individuals get to where they need to be. Just over 2600 clients were served by Lifeways; just over 8,300 services were provided to these clients. Services to adult females were slightly higher than adult males. The number of adolescent males served was slightly higher than adolescent females. 334 adults in crisis were served; and 797 services were provided. 90 adolescents in crises were served; and 137 services were provided. GOBHI was the major payer type of services; followed by private insurance and Medicare. Lifeways has locations in multiple towns in both Oregon and Idaho; there are efficiencies gleaned from having multiple locations. Predominately, the largest areas served by Lifeways are Malheur and Umatilla counties.

Glenn Erhardt briefly explained about the Supported Employment program; the program helps break down barriers through the employment process. Staff assists clients with various needs to help them find and keep meaningful jobs. The program works with the clients and the employers. The program currently has 50 clients; a little over 30% are employed; and there is a waiting list for the program. Supported Employment helps people with psychiatric disabilities find and keep jobs.

Annette Serrano briefed the Court on the Prevention program on behalf of Prevention Specialist Lindsay Atagi. Grant funding in-part supports the program and focuses on mental health promotion and prevention; resources are provided to educate the community members about mental health, increase youth protective factors and resiliency to promote mental wellness. Since the program began in 2014, 25 Mental Health First Aid Trainings have been provided; and 20 youth classes have been completed. The Toolbox Project is used in the schools and is a social and emotional learning curriculum delivered to students in various schools of Malheur county. Another part of the Prevention program is through the Alcohol Drug Prevention Education Program and Problem Gambling grant which continues to engage community members in supporting prevention efforts through the Malheur County Drug Free Coalition. September 6, 2018 is the next Hands Around the Park event.

Jamie Taylor briefly explained about the St. Alphonsus Health Resources Center. The program was grant funded about 4 years ago (the grant is ending but transitions are taking place to ensure continued success). The program provides free health care for 30 days to individuals who are high utilizers of the emergency department for readmissions and chronic health issues out of their control. Over 2000 patients have been served by the program. The program helps to identify individuals gap in care and works with them to get their health care in line. The program has been hugely successful and recognized as a national program. It is very important to treat chronic health issues and mental health issues at the same time.

Ken Rush briefly provided an update on the Lifeways Recovery Center (LRC). The LRC is truly a rehabilitation program. 40 persons are housed at a time for 90 days; clients come from all over the state. Group and intensive education is provided; an individuals medical health needs are addressed; and individual counseling is done. The center recently received its CARF (Commission on Accreditation of Rehabilitation Facilities) Certification.

Board President Mike Hanigan, and Board Directors Randy Jensen and Rachel Reyna shared their thoughts and appreciation for the work of Lifeways and the need for it in the community.

Chris Mosier-Chrysler shared information on the Compliance Department. The annual Compliance Work Plan is based on the seven Elements of an Effective Compliance Program as endorsed by the Office of the Inspector General. It is important that information is protected as well as shared appropriately.

Lacey Salinas visited about quality improvement and accreditation; this is a fairly new special program at Lifeways.

It was also noted that a pharmacy is now on site in the Lifeways facility on Sunset Drive. Having a pharmacy onsite will improve client access and ability to obtain necessary prescriptions.

Undersheriff Johnson and Mr. Goldthrope left the meeting.

Several clients of Lifeways programs and other staff joined the meeting; the clients shared their personal stories.

Ms. Serrano read the Mental Health Month Proclamation as follows:

PROCLAMATION: MAY 2018 MENTAL HEALTH MONTH

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is a strong research that diet, exercise, sleep, and stress management can help all Americans protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

THEREFORE, I, do hereby proclaim May 2018 in Malheur County as:

Mental Health Month.

As County Judge, along with my fellow Commissioners, I call upon the citizens, government agencies, public and private institutions, businesses and schools in Malheur County to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illnesses at all stages, and especially Before Stage 4.

The Court signed the proclamation.

The meeting recessed for lunch.

The meeting resumed at 1:00 p.m. at the County Court Office in the Courthouse. Present were Judge Joyce, Commissioner Hodge, Commissioner Wilson, County Counsel Stephanie Williams, Eric Evans, and Larry Meyer of the Argus Observer. John Braese of the Malheur Enterprise later joined the meeting.

REQUEST TO INITIATE FORMATION OF RECREATION DISTRICT

Mary Jo Evers met with the Court and requested the Court initiate the process to form a recreation district within the 8C School District boundaries. Also present was Ken Hart, Friends of the Aquatic Center Chair Megan Cook, and Juvenile Department Director Susan Gregory. Ms. Evers provided brief history of the matter. Ms. Evers attended the City of Ontario's budget meeting on April 24, 2018 at which time there was a proposal to eliminate funding for the Recreation Department. Ms. Evers requested at the April 25, 2018 budget meeting if the City truly intended to cease funding for the Recreation Department that the City continue to provide funding for a limited duration in order for the citizens to initiate formation of a special district. On April 26, 2018 the City budget committee allocated funding for the Recreation Department for six months (through the end of December 2018). Ms. Evers then started researching the process for forming a special district; she discovered it is too late to get the matter on the November 2018 ballot by initiative petition, and as such is requesting the Court initiate the process in order to get it on the November 2018 ballot. Ms. Evers has drafted a proposed Petition for formation of the special district as well as an economic feasibility study and district budget. Ms. Evers explained she would gather signatures in support of putting the formation of the special district on the ballot just as would have been done in the initiative petition process. The proposed district would continue programs currently provided by the City Recreation Department; additionally the district hopes to reopen the aquatic center and operate it sustainably and also operate the future splash pad (one city councilor has said if the district is formed the city will give the district the pool). Ms. Evers also explained that if the City's sales tax proposal is approved by voters on May 15th then there will not be a need for formation of the recreation district; the City intends to fund the Recreation Department if the sales tax proposal passes. Ms. Evers will request a resolution from the City of Ontario in support of the recreation district at its next meeting, May 15th as if the County will agree to initiate the formation of the special district it will have to start the process at its May 16th meeting. The proposed tax levy for the recreation district would be \$0.55 per \$1,000 of assessed property value, which is the same as the current tax levy for the Ontario Community Library. If the Court denies the request to initiate the formation the group will not be able to move forward with the process until the May 2019 election. Ms. Evers explained that more than 2,000 youth participate in programs of the City's Recreation Department and she believes there is strong community support to ensure sustainability of the programs for the youth.

Commissioner Wilson expressed that historically special districts are formed through the initiative petition process and this request is asking the Court to deviate from the way its been done in the past. Commissioner Hodge suggested the citizens could raise the additional funds for the City to continue operations of the department through June 2019.

Mr. Evans, Mr. Hart, and Ms. Cook all voiced support for the proposed special district and requested the Court put the matter on the November ballot in order for the voters to decided on the formation of the district.

The Court took the request under advisement.

BUILDING INSPECTION PROGRAM

Ms. Williams visited with the Court about the Building Program. The County's building inspection program is due for renewal starting July 1, 2018. Based on a recent Attorney General's opinion and new rules adopted by Building Codes Division changes may need to be made to the County's program. Alternatively, the county could choose not to operate the building program and rather the State would operate the program; the Court members strongly indicated that they do not want the State to operate the building program. Ms. Williams has drafted a proposed plan for the building program to become a County department, effective July 1, 2018. City/County Inspection Services will close out their books June 29, 2018; and the County will open its books July 2, 2018. The Building Official and Electrical Inspector would be County employees; as well as other staff. It is anticipated that the program would eventually be sustained by revenue generated from the program. Consensus was to submit a plan for a County Building Program to the State Building Codes Division. Ms. Williams will proceed with negotiations with staff at City/County Inspection Services.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present was Administrative Officer Lorinda DuBois and Carolyn Anderson. No decisions were made during the session.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present was Administrative Officer Lorinda DuBois and Adam Hansen. No decisions were made during the session.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present was Administrative Officer Lorinda DuBois and Angie Sillonis. No decisions were made during the session.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present was Administrative Officer Lorinda DuBois and Lindsay Atagi. No decisions were made during the session.

HEALTH DEPARTMENT DIRECTOR

Commissioner Wilson moved to authorize Ms. DuBois to perform due diligence on the number one candidate for the Health Department Director position and proceed with negotiations. Commissioner Hodge seconded and the motion passed unanimously.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

May 16, 2018

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois and Juvenile Department Director Susan Gregory.

NATIONAL DRUG COURT MONTH

Present for the signing of the proclamation in support of National Drug Court Month were Circuit Court Judge Erin Landis, Trial Court Administrator Marilee Aldred, and Management Assistant Lydia Machuca. Judge Landis explained that the drug court program in Malheur county started in 2001 and has had a very positive impact on the community; it is an intense program and has had over 400 participants of which approximately 44% have graduated. Judge Landis read the proclamation:

ALL RISE

PROCLAMATION IN SUPPORT OF NATIONAL DRUG COURT MONTH

WHEREAS, there are now more than 3,000 treatment courts nationwide; and

WHEREAS, treatment courts are the cornerstone of justice reform sweeping the nation; and

WHEREAS, treatment courts have served more than 1.4 million individuals; and

WHEREAS, they are now recognized as the most successful justice system intervention in our nation's history; and

WHEREAS, they save up to \$27 for every \$1 invested and up to \$13,000 for every individual they serve; and

WHEREAS, treatment courts significantly improve substance use disorder treatment outcomes, substantially reduce addiction and related crime, and do so at less expense than any other criminal justice strategy; and

WHEREAS, treatment courts improve education, employment, housing and financial stability, promote family reunification, reduce foster care placements, and increase the rate of addicted mothers delivering babies who are fully drug free.

WHEREAS, treatment courts facilitate community-wide partnerships, bringing together public safety and public health professionals; and

WHEREAS, treatment courts demonstrate that when one person rises out of substance use and crime, we all rise; and

WHEREAS, the time has come to put a treatment court within reach of every eligible person in need.

THEREFORE, BE IT RESOLVED that Malheur County declares that Drug Court Month be established during the month of May 2018.

The Court signed the proclamation.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of May 9, 2018 as written. Commissioner Wilson seconded and the motion passed unanimously.

IGA - ODOT

Commissioner Hodge moved to approve Intergovernmental Agreement Statewide Tunnel Inspections: Key #18508, Agreement No. 32553 with Oregon Department of Transportation. Commissioner Wilson seconded and the motion passed unanimously. ODOT will perform tunnel inventory, inspection, load rating, and reporting tasks to Federal Highway Administration on Owyhee Lake Road Tunnel. A copy will be returned for recording.

County Counsel Stephanie Williams joined the meeting.

SURVEYOR CORNER PRESERVATION FUND POLICY

Ms. Williams presented a policy for use of the public land corner preservation fund. The policy provides for reimbursement to professional land surveyors licensed in Oregon for established, re-established and fully referenced public land corners per ORS 209.130 done in the course of private survey work. Commissioner Wilson moved to approve Policy of the Malheur County Surveyor: Use of Public Land Corner Preservation Fund for Monumentation of Public Land Survey Corners in the Course of Performing Private Survey Work. Commissioner Hodge seconded and the motion passed unanimously. See instrument #[2018-1928](#)

SUPPLEMENTAL BUDGET

Commissioner Wilson moved to approve Resolution No. R18-11: In the Matter of Fiscal Year 2017/2018 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Hodge seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate State funds that were received but not anticipated when the adopted budget was prepared. These funds are under Division 27 of the State Allotment from the Oregon Health Authority to be used for gambling assessment. See instrument [#2018-1929](#)

QUITCLAIM DEED - CURREY

Commissioner Wilson moved to approve Quitclaim Deed to Fred Travis Currey for Ref. #124 & 15313. Commissioner Hodge seconded and the motion passed unanimously. The property was bought pursuant to the Malheur County Land Sale Policy Over the Counter Sale for the purchase amount of \$25,492.00. See instrument [#2018-1926](#)

REQUEST TO INITIATE FORMATION OF RECREATION DISTRICT

Mary Jo Evers met with the Court to follow-up on the request from last week for the Court to initiate the process to form a recreation district within the 8C School District boundaries and place the matter on the November 2018 ballot. Also present were Toni Davila, Jenny Pressley, Megan Cook, Brad Cook, Ontario City Manager Adam Brown, and Ontario City Mayor Ron Verini. Ms. Evers presented petitions requesting the matter be put on the November ballot signed by approximately 600 voters of the jurisdiction. The City of Ontario passed a resolution supporting the establishment of the district and initiation by the County Court; Mayor Verini read the resolution. Mr. Brown clarified that the City has budgeted to fund the Recreation Department through December 2018; the cost required to fund it the remainder of the fiscal year (January-June 2019) is \$44,000. Ms. Evers explained that avenues to financially sustain the City Recreation Department through June 2019 are being explored; as, if the District formation passes in the November 2018 election the District will not become operational until July 1, 2019.

Commissioner Hodge questioned if the golf course was included in the proposed District. At this time the golf course is not included in the proposed District budget, however, that does not mean that the District board of directors may not consider including the golf course in the future.

The proposed District budget is built so that the pool could be reopened within three (3) years of the District beginning operations.

Ms. Pressley, Ms. Davila and Ms. Cook expressed support for the proposal and putting the matter on the November ballot.

Commissioner Hodge questioned if the District shouldn't be a county-wide district. Ms. Evers and Ms. Cook explained the reasoning for only including the 8C School District boundaries. Individuals outside of the District could utilize the services of the District but would be required to pay a higher rate than those within the District.

Commissioner Wilson expressed that he is not against the proposal or against the City of Ontario. However, historically special districts in Malheur county are formed through the initiative petition process and the petition process builds community support and a strong consensus for the district as the process did for the Extension Service Tax District.

Ms. Evers explained that there is a difference for the need to act quickly in this situation. The City of Ontario Recreation Department has been in existence for many, many years. The budget and foundation for the proposed District is built from the historical numbers of the City Recreation Department; it is not an entirely new concept as the Extension Tax District was. Additionally, quick action is required as it was just announced at the April budget meetings of the City of Ontario that the Recreation Department may not be funded for the next fiscal year; after discussions, the City agreed to fund the Recreation Department for six (6) months, through the end of 2018, in order for the citizens to put the matter on the November ballot in an effort to form a special district to continue the programs and services of the recreation department.

Ms. Evers said she would collect the signatures that would have been required in the initiative petition process and present them to the Court before its first required hearing. If the signatures are not collected then the Court could stop the process. (The petition circulated for signatures would be for advisory purpose only to the County Court.)

If the District passes at the November 2018 election the board members could begin work January 2019 on bylaws, negotiations with the City for the pool facility and such; the City would continue to operate the Recreation Department through June 2019 and the District would take over operations July 2019. It should be a seamless transaction.

Mr. Cook expressed support for the proposal and explained that the urgency is not due to un-organization.

Ms. Gregory left the meeting.

Judge Joyce explained that the initiative petition process is a long involved process that does show and garner community support. Judge Joyce expressed concern that if the Court places the matter on the November ballot and the measure should fail it may be very difficult to pass the District formation at a later election. Ms. Evers said if the measure fails at the November election then the group will go through the initiative petition process and try again.

Judge Joyce asked Mayor Verini if there were any assurances for the City's continued support of the Recreation Department if the measure failed in November and they had to go through the initiative petition process in 2019. Mayor Verini explained the City's contingency fund is much less than they wanted and several important programs were cut from the budget and they are very positive in Ms. Evers ability to pass the District proposal in November.

Judge Joyce moved the County Court begin the process to initiate the formation of the recreation district, contingent upon 1250 petition signatures being received by June 13, 2018. (The date of the first County Court hearing would be June 20, 2018.) Commissioner Hodge seconded and the motion passed unanimously.

Those present left the meeting. County Counsel drafted an Order for the Court's approval. Commissioner Hodge moved to approve Order No. GO-04-18: An Order Initiating the Formation of a Recreation District in Malheur County with a Permanent Tax Rate of \$0.55 Per Thousand Dollars of Assessed Value Beginning in the Fiscal Year 2019-2020 and Setting a Hearing. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2018-1927](#)

COURT ADJOURNMENT

The meeting was adjourned.

PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, April 12, 2018, 12:00 p.m. MT

**** ANNEX ****

Meeting called to order at 12:00 p.m. by Bernie Babcock, Public Works Committee Chairman.

Committee members present included Mr. Bernie Babcock, Mr. Scott Wilson and Mr. Riley Hill (Mr. Woodcock-Absent; one vacant position).

Others present included Cliff Leeper, Betsy Roberts, Suzanne Mulvany, and Marty Justus, Council liaison.

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 – MARCH 20, 2018

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Wilson, seconded by Mr. Hill to adopt the minutes of the previous meeting, March 20, 2018: Motion passed unanimously.

**PRIORITIZE
CAPITAL IMPROVEMENT PROJECTS**

BETSY

(Handout)

BR – Started off by having the Public Works staff review and prioritize.

- Overview of handout:
 1. Priority
 2. Status – Carryover (funds already there), Annual, or a New project
 3. Beginning balance minus Department Total = Difference
 4. Revenue and expenditures are averages

CEMETERIES					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
1	New	Riding Mower	Riding mowers for lawn mowing (replacement)		\$ 12,500.00
		Department Total:			\$12,500

Beginning Balance:

Difference: \$ (12,500)

Annual Revenue (fees): \$ 38,000

*Expenditures: \$ 5,000

*Expenditure does not include capital outlay.

BR – No beginning balance so the difference is -12,500.

Water Treatment Plant					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	carry over	Baffle Wall Replacement	Replace baffle walls in flocculation system. Currently there are gaps in the existing redwood walls at WTP because the wood has literally disintegrated. Can no longer patch - patching materials must meet NSF (drinking water) standards.	Include some design time - this baffle wall is not constructed as a baffle (up flow and flow under the wall). Need to review hydraulics and consider modification to increase efficiency of floc production as well as reduction in floc shearing. 2018 comment: Design in current year - construction in 2018-19.	\$ 160,000

0	carry over	Water Treatment Master Plan	WMP needed to support capacity increase identified in MSA Audit. This WMP would focus mainly on treatment and capacity, not the distribution system which was updated in 2009.	Plan needed to begin design and receive approval for capacity increase. Update existing WMP including treatment. Water Distribution plan was updated in 2009, but treatment and supply has not been updated since 2001. Use demographic info to support Transportation MP. Incorporate Bench Res into MP. Distribution system pump optimization. Include SCADA upgrades. Dates: Water System Master Plan Executive Summary - January 18, 2002; Water Supply and Treatment Plant Study - February 2001; Water Distribution Master Plan - February 2001; Distribution Plan Update April 10, 2010.	\$ 175,000
0	carry over	Solids Removal	Remove accumulated treatment solids. Cost to haul and spread non-toxic materials off WTP site. Assume 1000 yards for hauling for first year.	Solids can be used at Clay Peak as cover coat material. Working with DEQ to get material spread at Golf Course (through Rich Dickerson). Continue with another \$50k	\$ 50,000
1	annual cost	Microchlor cell replacement	Cell replacement needed every year for generating disinfectant. Need 2 replacements; there are 4 and we get 2 a year. Was not done last year MUST be done this year. Potential disinfection issues if we do not get a replacement.	This disinfection system is outdated. Need to consider a new system at some point. See item below. The cost of 1 cell for the WTP is approximately \$12k.	\$ 27,000
2	new	Replacement Backhoe 310 John Deere	Replace existing - existing will go to Parks. Old Backhoe is 15 years old	Split cost with WW; quote from Coastline for \$99k	\$ 50,000
3	new	Ford F150 4WD	New Truck to replace 444	444 goes to Parks; this goes to Distribution - Field team	\$ 25,000
4	new	Clean and Inspect Reservoirs	Takes either divers or ROV's can do the trick. Less 3B.	Working with Yvonne Mazza regarding timing and cost.	\$ 10,000
5	new	Clean and Repair Slough	Remove trees, remove build-up with ditch cleaner, improve erosion control at inlet.	This is critical to complete this year. Rip rap at inlet, trees need trimming, rent long -stick excavator	\$ 20,000
6	new	Rehab existing wells	Wells 4, 6, 14 need rehab. Rehab one at a time	Cost can range from \$2k to \$10k. Over \$10k need to consider value.	\$ 10,000
Department Total:					\$ 527,000

Beginning Balance: \$1,288,980

Difference: \$ 761,980

Typical Annual Revenue: \$3,230,000

*Typical Expenditures: \$ 2,322,500

*Estimated to be about same as revenue.

Does not include capital outlay.

BR – Carryover's will not have a priority because they are already in process, and are part of the beginning balance.

MJ – We are recommending new equipment, the backhoe and the truck?

BR – Yes, when I spoke to a few agencies about their replacement program (ACHD being one) they stated that if you are spending more than the depreciation value then it's time to be done.

MJ – Be prepared to make that statement at the budget meeting. Will ask publicly for it for support.

SW – Water is dedicated. So even if money is left over it cannot go anywhere else. – Correct

BR – The backhoe is coming out of the Water & Wastewater funds, split 50/50. Not the general fund.

BB – Within the Water fund is there a set amount for contingency in case of an emergency?

BR – Yes. There is a reserve amount; I believe it is \$750,000 for water.

Utility Capitalization Fund (UCF)					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	2017-18 Water/Sewer Line Replacement	54,765 spent (total budget was: 400k)		\$ 345,235
1	New	Annual Water & Sewer Line Replacement	Annual Program: Begin process of replacing AC waterline, especially near locations where we will be replacing san sewer in future	Assume \$150/LF with surface repair for estimate of 800 LF. Need to assume about \$25K for design.	\$ 1,000,000

2	New	Meter register replacement	Cost of parts only (labor by CH/Jacobs). Transition meters that are not functioning - dead battery. Averaging 50 - 60 a month.	Meter cost is about \$280 each	\$ 200,000
3	Annual	Annual Fire Hydrant Replacement	Annual Fire Hydrant Replacement	Trying to accommodate typically 2 new installations per year and then 2 replacements per year. Each FH is \$5k+.	\$ 25,000
Department Total:					\$1,570,235

Beginning Balance: \$3,347,550

Difference: \$1,777,315

*Typical Annual Revenue: \$3,872,000

*Expenditure without capital

BR – The UCF is what we use to due collections & distribution (field service). The treatment is in the water and the wastewater, and this is mostly the pipe work.

BR – The meter replacement program is new. We have been replacing about 50-60 a month.

MJ – So if we lose a battery the meter doesn't stop? They can still be manually read? - Correct.

MJ – I'd like to know what that would cost compared to replacement meters.

BB – What it means is we'd take an average because you can't physically read every meter every month. Also in the winter when they are frozen and snow on top?

SW - Then they are only read every six months with an average and you get a catch-up bill. We used to do this way in the past. Not good.

BR – The meters are supposed to last 20 years and the old ones were 10 years.

WW Treatment Plant					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	NPDES Permit	Continue coordination with DEQ/EPA and Governor's office on WW Permit.	Budgeted \$100k; Paid Woods \$18,958; Need CH cost (roughly \$10k)	\$ 50,000
0	carry over	Interim Facility Improvements	Last FY budget \$250k. Not used. Partial could be used this year to Bypass Lagoon 1 to review impact of solids on arsenic levels.	As NPDES Compliance Schedule becomes clear, activities and related costs will be added.	\$ 50,000
1	Emergency	SRCI Lower Lift Minor Repairs	PW committee recommended at the very least moving forward with electrical and controls upgrade. Review cost in report.	Consider getting ACS in to look at system	\$ 85,000
1A	new	WW Solids Annual Report		NPDES Required.	\$ 15,000
1B	new	WW Reuse Report		NPDES Required.	\$ -
1C	new	Biosolids Annual Report	Can be used from other project sites - should pretty simple	NPDES Required. Ontario not hauling - this should be simple now	\$ 5,000
1D	new	I/I Report	Check with Coos Bay for template	NPDES Required.	\$ 25,000
1E	new	Hauled Waste Control Plan	Plan covering how we handle septage	NPDES Required. Plan covers our facility, testing for acceptance, capacity to treat, load rejection, and record keeping.	\$ 5,000
1F	new	Design & Construction Plan for pH Adjustment	The permittee must complete a plan to design a pH adjustment system, identify funding and construct diffuser to meet pH water quality criteria.	NPDES Required. Due June 2018	\$ 5,000
1G	new	Submit Diffuser Design and Construction Plan:	The permittee must complete a plan to update the existing mixing zone study and design a diffuser to meet ammonia water quality criteria. The plan must identify funding source, in-stream permitting requirements and preliminary construction schedule. Awarded to MSA previously.	NPDES Required. Due June 2018	\$ 5,000
1H	new	Complete Mixing Zone Study	The permittee must complete and submit for approval a Level II mixing zone study in accordance with the Department's policies and guidance. Awarded to MSA previously.	NPDES Required. Due April 2019. Has already been awarded to MSA through misc on call services. Works with the Diffuser design.	\$ 50,000

2		Replacement Backhoe 310 John Deere	Replace existing - existing will go to Parks. Old Backhoe is 15 years old	Split cost with W; quote from Coastline for \$99k	\$ 50,000
3		Push Camera	This is to be used for catch-basins and service lines (main camera cannot get into services)	Quote from Cue's; anticipate slightly less from MetroQuip	\$ 8,950
4		SRCI 37 MH replacement or lining	Replace lids and rings with epoxy coated set	Working with SRCI to review these MH's. The pipe is new plastic pipe so in pretty good shape. MH's are being corroded due to H2S gas. Cost could be split with SRCI. Cost to include design.	\$ 37,000
5		Skid Camera	Camera to replace camera van set up.		\$ 85,000
6		Sanitary Sewer Line Evaluation		Evaluation of CCTV	\$ 10,000
7		Phase 2 Security Upgrade	Phase 2: WWTP - intrusion detection at doors/windows (on SCADA).	Added per conversation with Kim. Do need additional cameras at WWTP	\$ 10,000
		Complete Construction of pH Adjustment	The permittee must complete installation of the pH adjustment system to meet pH water quality limits	Due Nov. 2019	\$ -
		Department Total:			\$495,950

Beginning Balance: \$ 1,795,000

Difference: \$ 1,299,050

Annual Revenue: \$ 3,500,000

*Typical Expenditures: \$ 2,720,700

*Expenditures without capital outlay.

BR – SRCI Lower Lift Minor Repairs – we actually had that emergency with the electrical system. We had identified in the report \$160,000; that was for the ice-pigging of the lines as well. Right now the emergency situation is the electrical system. Kind of taking a different look and decided on doing just the electrical panels and improve the SCADA. It will vent better and will seal where the cables were coming up from the lift station and the nasty gasses straight into the control panel because it wasn't sealed between them. We'll focus just on the lift station itself.

RH – Agree that we band-aid this but our contact is up and they should be paying part of this.

MJ – Agreed. Send the State a bill. Whether they pay it or not we are going to pay the bill, but we need to notify them and document it.

RH – Move for the Public Works Committee to recommend the City Council bill the State of Oregon prison system for a portion of these fixes.

DISCUSSION:

- MJ – add that it be added to next City Council's agenda. If it doesn't get on the agenda it does not get discussed.
- RH – assumed it did, but it doesn't?
- MJ – Minutes go on the agenda but there is a shortfall or crack in the process that needs to be fixed.
- SW – is the motion for all or a portion?
- RH – up for discussion.
- BB – Shared, half, ?? we've talked about this in the past.
- SW – Start high cause ya know they will argue for less.
- RH – there's the Lift Station & Manholes, \$85k + \$37k
- MJ – Also the cost of the emergency repair that was absorbed.

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Hill seconded by Mr. Wilson that the Public Works Committee recommend to the City Council, and it be put on the next agenda, that they bill the State of Oregon Prison System for 100% of the Manhole replacement and lining, and the Repairs at the Lower Lift Station: Mr. Bernie Babcock – Yes; Mr. Riley Hill – Yes; Mr. Scott Wilson – Yes; Motion Passed 3-0-2 (Woodcock-absent, one vacant).

Storm					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	2017-18 Storm replacement (w W/S line above UCF)		Budget of \$120k - some could be used to pay some Keller design. Rest carries over. Overall bid for storm around \$50k	\$ 120,000
1		Stormwater Hotspots			
Department Total:					\$120,000

Beginning Balance: \$ 490,000

Difference: \$ 370,000

Typical Annual Revenue: \$ 108,000

*Typical Expenditures: \$ 93,000

*Expenditures not including capital outlay

Streets					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	Downtown Concrete Work: SW or C/G	Downtown midblock and corner crossings (remove 2" PVC storm under ramp)	Oregon - The downtown area (4 blocks): update ADA ramps at same time as improving storm-water conveyance. Continue working to get better cost information. Includes engineering design and construction.	\$ 36,000
1	Annual	Annual Crack-fill Program		If there was any left - carry it over. This is an annual project.	\$ 60,000
2	new	Cimline Crack fill machine	11 yrs old, high hours,		\$ 60,000
3	new	ADA Compliance Project (Phase 1)	S. Oregon from Idaho thru SW 4th intersection; review downtown plan in light of proposed repairs so we don't set up a situation where we have to rip new construction in near future.	full width overlay with rebuilt ADA ramps and storm drain \$285,000 - built in 2 phases	\$ 230,000
4	Annual	Annual Chip and Overlay Program	Primaries and secondaries in order.		\$ 225,000
5	new	Pavement Rehab Eval	Windshield/spot-check review of pavement surface and base. Change Information Management System (IMS) to AASHTO Pavement Eval process (by walk/windshield).	Develop spreadsheets, rating forms, etc. Eval on same chip seal rotation. Roughly 22 (lane miles)	\$ 15,000
6	new	E. Idaho - Meadow planter agreement	New plan for coming year - N. side from interchange to Carl's Jr.	Talk to Meadow	\$ 40,000
7	Annual	Curb/gutter repair	Replacing damaged and or failing curb and gutter		\$ 20,000
Department Total:					\$686,000

Beginning Balance: \$ 63,000

Difference: \$ (623,000)

Annual Revenue: \$ 1,850,000

*Typical Expenditures: \$ 1,855,000

*Expenditure without capital

SW - For clarification:

- Water is dedicated
- Wastewater is dedicated
- Storm is dedicated
- Street - have to go to General Fund.

BR - However, there is the TOT from the Motel Tax.

BB - Way it is presented here is confusing. Clarify there is no designated money in the Street fund for capital.

MJ - On the downtown concrete work, it's a direct impact on the drains, therefore, all of it should come out of the Storm fund.

BR - That is worthy of a discussion with finance to see how that would fly with an audit. At least a portion of it.

RH – Need to have total revenue to make a recommendation.

BR – This is it. These are the numbers and revenue that finance gave us.

BB – All we can say is that the street fund has no revenues or capital improvement.

RH – Maybe do the chip seal program before the ADA compliance.

BB – Are you making a motion that we recommend a revision to the priorities to move the Annual Chip Seal up to 2 or 3? RH – Yes.

BR – The reason we switched it is because we believe South Oregon is going bad real fast. We do have a layer of chip seal on a lot of places, and we have not taken out the crack-fill, which is essential.

BB – So you're saying that the ADA compliance on SW 4th is?

BR – The pavement rehab portion is; maybe pave the two interior lanes for now to save what we can on South Oregon first, then we come back to it. We'd have a seam but wouldn't be as bad.

BB – To clarify, basically no capital improvement money in the street fund; members have echoed that maybe the priorities may not be exactly right, however if we don't do #3 we're gonna have some significant pavement losses. We're close on the priorities and no reason to argue over them.

SW – All equally important.

RESOLUTION, ACTION &/OR MOTION:

Members agreed that they were good with all the priorities as written.

Parks					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
1		Bathroom Rehab	Beck Park (collapsed sewer line) (\$10,00 for sink and toilet)	line repaired under REPAIRS	\$ 25,000
2		Bathroom Rehab	Lions		\$ 25,000
3		Backhoe	Need Backhoe from Water	Replacing a Ford Backhoe (1995 575D). Parts no longer available	\$ 35,000
4		444 Ford Ranger	coming from Water Dept		\$ 2,500
5		Riding Mowers	Riding mowers for lawn mowing (replacement)		\$ 12,500
6		Picnic Tables	Need total of 60 expanded steel picnic tables. Low to no maintenance.	30 per year first 2 years then benches 3rd year. Jay getting the quote for us.	\$ 25,000
7		Tennis Courts	2 courts at Lions Park. Needs resurfacing.	Low Price (crackfill/minor patching - \$15k + resurface \$14k = \$29k); High price (crackfill/patch and resurface - \$45k). Fence work by City. If fence included, add \$25k	\$ -
		Utility Cart - Gator	Gator similar to utility cart for cemetery for equipment hauling, spraying etc. (replacement)		\$ -
Department Total:					\$125,000

Beginning Balance: _____

Difference: \$ (125,000)

Annual Revenue: _____

*Expenditure without capital

ADJOURN

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

APPROVED:

Signature

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

Date

FAÇADE GRANT COMMITTEE

MINUTES May 23, 2018

COMMUNITY DEVELOPMENT CENTER

ATTENDED: Dan Cummings, Marty Justus, Charlotte Fugate, Gary Fugate, Stu Edwards

ABSENT: None

GUESTS: None

Reviewed: The Committee reviewed the application for Dorsey Wheeler, DBA Dorsey Music (at the Old Greif's Music Store) located at 45 South Oregon Street. The applicant is requesting a \$5,000.00 grant and is proposing to rebuild an existing sign on the front of the building and add two (2) new reader signs at the cost of \$24,989, place a new brick facing on the street side of the building (S. Oregon) with new stucco on the remainder of the building at a cost of \$13,000 for a total project cost of \$37,989.00 at the time of the application. The applicant also states that they plan on replacing the windows, but had not received bids back at the time of application submittal.

Gary Fugate asked what the remaining balance of the grant was and Dan stated that there was approximately \$20,000 at this time. (The amount is updated after the meeting by Dan at \$20,252.71 before this award and \$15,251.71 after. See attached accounting sheet).

Marty Justus moved to award the grant in the amount of \$5,000.00, seconded by Stu Edwards a roll call vote was made as follows:

AYES: Marty, Gary, Charlotte, Stu and Dan

NAYES: None

ABSENT: None

Meeting was adjourned.

Respectfully submitted by: Dan K. Cummings

2015-18 ONTARIO FAÇADE GRANT APPLICATIONS

10/20/2017

Appl #	Owner & Appl Link:	Site Address	Character of Use	Total Project Cost	Amount Awarded	Date Awarded	Grant Remaining \$50,000
1	Suzi Ireland - PAID 03-09-16	288 SW 2nd Ave	Beer and Wine Bistro	\$21,783.00	\$5,000.00	9/2/2015	\$45,000.00
2	Todd Dinsmore - PAID 12-9-15	187 N Oregon St	Dinsmore Chiropractic Clinic	\$4,695.00	\$2,347.50	10/16/2015	\$42,652.50
3	Old School - No 1: PAID 2-24-16-No. 1, No. 2: 11-28-16	281 S Oregon St	Blown Glass	\$3,120.00	\$1,560.00	12/9/2015	\$41,092.50
4	Veteran Advocates of Ore-Ida Paid 6-20-16	180 W Idaho Ave	Advocate for Veterans	\$5,799.08	\$2,899.54	12/16/2015	\$38,192.96
5	H Del White- The Competition Final Payment 11-16-16	320 S Oregon St	Appliance sales	\$26,880.00	\$5,000.00	1/27/2016	\$33,192.96
6	Looks Nu Carwash - Arturo Rojas Paid 2-2-17	15 SW 1st Street	Commercial Car Wash	\$9,700.00	\$1,712.50	10/13/2016	\$31,480.46
7	Dirty Dog Wash - Lisa Saito Paid 10-24-16	343 S. Oregon St	Animal grooming & bath	\$1,499.00	\$749.50	9/7/2016	\$30,730.96
8	Ontario Mini Mart- Colin Chester PAID 2-1-18	401 S Oregon St	Mini Mart-sidewalk, curb, gutter	\$8,257.50	\$4,128.75	11/29/2017	\$26,602.21
9	Four Star Real Estate-Charles & Janice Jones 12-28-17	214 S Oregon St	3 Awnings	\$10,000.00	\$5,000.00	8/23/2017	\$21,602.21
10	United Methodist Church PAID 11-3-17	312 NW 2nd St	Electric Sign	\$2,699.00	\$1,349.50	10/19/2017	\$20,252.71
11	Dorsey Music	45 S Oregon St	Sign, Façade	\$37,989.00	\$5,000.00	5/23/2018	\$15,252.71
12							\$15,252.71
13							\$15,252.71
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35							\$15,252.71
36							\$15,252.71
37							\$15,252.71
38							\$15,252.71
39							\$15,252.71
40							\$15,252.71
TOTALS:				\$132,421.58	\$34,747.29		\$15,252.71



SREDA Board Meeting
May 2, 2018
Lifeways, Ontario, Oregon

Members – Rick Watkins, Torie Ramirez, Larry Hogg, Ken Bishop, Bob Komoto, Dennis Baughman, Patrick Nauman, Jeff Williams, Randy Griffin, Sandy Hemenway, Mike Hanigan, Matt McGraw, Tim Heinze, Tim Hoekstra, Marla Roberts, Cathy Yasuda, Beth Earles, Ken Hart, Dana Young, Jennifer Huff, Alicia Cavazos, and Georgia Hanigan.

Guests – Andrea Testi, Ray Millar, and Ed Susman,

Staff - Kit Kamo, Executive Director for SREDA

1. Call the Meeting to Order: Chairman Patrick Nauman called the meeting to order at 7:02 a.m. and quickly moved on to the next agenda item.
2. Introductions of Attendees: Chairman Nauman then thanked everyone for coming to today's meeting in Ontario. Multiple communities were once again represented with a very good turnout. We then went around the room and everyone present introduced themselves and the business or entity they were representing.
3. Approval of April 4, 2018 Board Minutes: Chairman Nauman asked if everyone had a chance to read and review the April 4, 2018 board minutes that were sent out to everyone. Next, chairman Nauman then asked if anyone had any questions or corrections to the minutes. Hearing none, Chairman Nauman asked for a motion to approve the minutes. Dennis Baughman made a motion to approve the minutes as presented and printed, seconded by Ken Bishop. The motion passed unanimously.
4. Financial Update: Treasurer Sandy Hemenway presented the financial report information. Sandy went over in detail the financial handouts for the month of April discussing balances at the end of the month in both the checking and money market accounts, and then totals for month end. Sandy explained to the group SREDA had \$15,527.02 in our ICB checking account, \$40,584.81 in our Money Market account for a total checking and savings balance of \$56,111.83. Sandy then reviewed the income for the month in some detail including public contributions and grants. Next Sandy reviewed expenses for the month commenting on certain ones for the group. After Sandy's detailed review and explanations, Chairman Nauman asked if anyone had any questions on the financial report. Hearing none Larry Hogg made a motion to approve the treasurer's report as printed and presented, seconded by Jeff Williams. The motion passed unanimously.
5. Business Update: Tim Hoekstra, CEO of Lifeways provided a detailed report on all Lifeways activities which are numerous. Tim thanked everyone for coming to Lifeways today and then reviewed the Lifeway operations in both Oregon and Idaho. Lifeways employs approximately 320 employees companywide. They serve patients with a full gamut of health care needs of which Tim explained. Lifeway's service area is from Nampa, ID all the way up to



Hermiston and Umatilla, OR. Tim discussed many mental illness issues our various communities face explaining how services work and function. Lifeways also has direct relationships with hospitals and police departments. Tim recently did some ride alongs with law enforcement which was a great experience and very interesting. Tim ended by saying he is very glad to be here and that the Lifeways organization is a fantastic resource in this end of the valley.

6. City and Community Highlights:
City Highlights:

a. Fruitland: The Fruitland City Administrator Rick Watkins informed the group of several residential developments going on in Fruitland with three new single family building permits and two new subdivisions issued in April. Rick also discussed the new DL Evans Bank building, Fruitland Storage expansion and several other items. Rick ended by saying the second splash pad in the city will be opening soon in the park on Main Street.

b. Payette: Payette Mayor Jeff Williams said the city is working on a subdivision development which will house about fifty lots when completed with some commercial development as well. The city streets are being painted for the upcoming Apple Blossom Festival which the city will be hosting soon.

c. Ontario: No one from the City of Ontario was present today as they are out of town attending meetings.

d. Nyssa: The City of Nyssa was represented by City Clerk, Marla Roberts, who first discussed the City's new three million gallon water tank on the Idaho side of the river. It is now up and running and the city is very proud of this. The old Twilight Café which collapsed under heavy snow load last year is now under construction and will improve the Nyssa main street once completed. The old Wong's Café will now be having a farmer's market. Marla ended by saying the water project is coming on strong with completion anticipated at the end of July 2018.

e. Weiser: City Council member Larry Hogg discussed the new Ridley's Grocery Store building stating the technical review has now been completed and they are getting ready to start construction on the new building. The new building will be twice the size as the old building in downtown that collapsed. Ground breaking will be in a few months. Also, Weiser has a new restaurant called Waffleberries which will be housed in the former Anglers restaurant building. They hope to be open by the end of the month.

f. New Plymouth: New Plymouth Mayor Beth Earles was present and discussed the East Idaho Street widening complete with sidewalk and storm drains. The old Williamson building has sold and rumor is it may be turned into a steak house. Currently, Main Street has three empty store fronts sold and they expect new developments soon. The city is also working on a new subdivision.

g. Vale: No one was present from the City of Vale so no report was given.

Community Highlights:



- a. Fruitland: SREDA representative Ken Bishop informed the group about the upcoming celebration event and public parade. Also, today is the Chamber luncheon at noon where Kit will be presenting an update on Economic Development.
- b. Payette: Mayor Jeff Williams informed the group about the community Heritage Byway project which just had the first kiosk go up. It is located across the Snake River Bridge on the Payette River just to the right. This will be a great project.
- c. Ontario: Community member Bob Komoto informed the group of several upcoming events at the Four Rivers Cultural Center. Beginning in June FRCC will again be hosting the Alive after Five events on the east patio of the Cultural Center. Bob encouraged everyone to become a member of FRCC and if you do, you will receive a “free” drink card for every Alive after Five event which will pay for your membership. Tonight is a play which is Bi-Lingual and is free to the public. The center also has exhibits in the Art Gallery right now so please stop by and enjoy these fine exhibits. Bob then mentioned a number of other events and encouraged everyone to go to the FRCC website for full details.
- d. Nyssa: Torie Ramirez said the new middle school building under construction will be ready for classes this fall. The old middle school will be torn down with the exception of the commons area. Also, Nyssa will be hosting their annual Nyssa Nite Rodeo in June and their Thunderegg Days event in July. Both are great community events so please try to attend.
- e. Weiser: Representatives from the Weiser Chamber of Commerce were present and stated the Chamber will be meeting the first Thursday of the month at the golf course. Also, Sunny Side Farms recently held a ribbon cutting and the Cinco de Mayo event will be held this weekend. A very large community event, the Annual Fiddle Festival, will begin the third week in June and is just around the corner. The Chamber is also hosting business events downtown every Wednesday with local crafters and artists the second Wednesday of the month. The event runs from 5:00 p.m. to 7:00 p.m.

Also Patrick Nauman discussed the successful recently held Job Fair with approximately thirty employers present and around 110 job applicants. The task force is considering hosting another event in the fall.

7. County Highlights:

- a. Payette County: Payette County Commissioner Georgia Hanigan discussed the new Agri Services development and a greenhouse behind Campbell Tractor. Crawford Farms will be taking over the Red Barn operations and will be opening the first of June. Georgia ended by stating that county building permits are also on the rise.
- b. Washington County: No one from Washington County was present but Patrick Nauman did discuss the highway 95 paving project upgrade and said it should be completed in about two weeks. What a great upgrade this is.



c. Malheur County: No one from Malheur County was present so no report was provided by Malheur County.

8. Executive Director Report: Executive Director Kit Kamo's report for May 2018 is as follows:

Kit began by discussing with the group how SREDA works and that its main function is to connect various business opportunities with local communities, however if the local community does not want the intended business opportunity for whatever reason that is okay too. The remainder of Kit's report is as follows:

Idaho Dept. of Commerce Rural Economic Development Professional Grant (annual) – We are applying for this grant again. The grant application is done through a portal and has the City of Fruitland as the pass through agency. We are applying for the same amount as we did previously.

Opportunity Zones – We are excited for the Cities of Nyssa and Ontario. Each city had one census tract selected by the state to be designated as an Opportunity Zone in the State of Oregon. This is a nice incentive for business investments into these areas.

Kit attended the Idaho Economic Development Association Spring Conference in Burley. She had a handout from her notes taken during one of the presentations by Doug Griffiths, Community Builder, Motivator and Best-selling Author of "13 Ways to Kill Your Community" – She highly recommended reading his book! The presentation was outstanding and every community needs to hear the 13 Ways to Kill Their Community, as sometimes we don't intentionally mean to destroy the town or community we love and live in. Please see the attached notes.

While at the Conference, Kit and Debbie (from the 2 state area of Lewiston & Clarkston) presented a round table mentoring discussion on marketing, recruitment, and how to get your community ready.

Kit followed up with the University of Idaho's presentation and outreach at the conference on some community support programs that might prove beneficial. These included U of I economic impact reports, Facebook marketing, drone filming and other activities.

Kit attended the Trailblazers BNI April meeting in Ontario as a guest of one of the local banks. It was great to meet and visit with the businesses that were there.

Retention and Expansion (BRE) visits earlier in the month with Truckstop.com, Cheeky's, and Intrinsic Organics. Then we attended the Fruitland Chamber of Commerce monthly meeting.

Kit spoke at the New Plymouth Kiwanis meeting and attended the Payette Chamber of Commerce meeting in April.

Kit presented SREDA updates at the Ontario City Council work session meeting and the Malheur County Budget Board meeting.



Projects:

1. Project Tyri – we submitted a proposal to the State of Idaho in response to the RFP for the project. It appears to be a food processing type with a heavy desire for utilizing dairy products.
2. Project Red Rock – the company is working with the City of Nyssa on a potential site and updating their business plan with SBDC.
3. Project Dudley – An Idaho project looking at revitalizing a down town building for a much needed specialty retail shop.
4. Project Soup – Follow up with a Bio diesel and soup plant combination project. Was very interested in the Vale area out along the short line railroad. The folks had met with TVCC, Oregon Employment officials, and city and county officials. However, they are now also looking at Idaho.
5. Project Hereford – Idaho project in New Plymouth working to expand and grow. This is another home grown success story! Assisted with the owners and the State Fire Marshall, as well as local officials on requirements for fire suppression. Additionally, there was discussion on applying for a potential grant for a water filling station between New Plymouth and Palisades for fire suppression use.
6. Project Glass – Oregon project where we met with and connected several folks to the owner of this project. Will add a great deal to the down town core in both employees as well as updating the building.
7. Project Electric – Worked with a local electrician from Oregon who is trying to hire more electricians. Due to state regulations that are different than bordering states, this activity is severely limited. Passed this situation onto Chairman Shawna Peterson, Eastern Oregon Board, and Scott Fairley, Business Oregon regional development officer.
8. Project Airport – Worked with the local entities on assessing the cost and potential providers for fiber optic cable to the airport.
9. Project Portia – Assisted with the City of Payette and the Portia Club in obtaining a \$50,000 GEM grant from the Idaho Dept. of Commerce. The City of Payette has also offered a grant for this worthy downtown project. The activities will remake a slum and blighted main street building into a usable space for a potential business incubator for up and coming entrepreneurs.
10. Project Hotel – Payette: the city hosted a tour with their consultant who's doing their hotel feasibility study. We are providing some data for the consultant.

9. Round Table Discussion:

a. President Dana Young began the round table discussions by discussing events going on at TVCC. On May 2, 2018 the College will host a block party put on by the students complete with dancing and food. There is also an art show exhibit and a Cinco de Mayo Event which will experience food and student contact. Also, on May 7th the Eastern Oregon Border Board will be meeting to further discuss planning for the region. President Young then discussed the Rodeo Team all of which will be going to the National Finals this year. Also, the College Rodeo Coach was named coach of the year. The college is also working with the airport to improve internet access to the facilities as all ground classes will be moving from the college to the airport.

b. Cathy Yasuda, Executive Director for the College Foundation then discussed the Meyer Memorial grant the college received which will allow them to hire a coordinator who will



serve as a liaison between career technical education and local businesses in the community linking needs and training. The College Ford Family Grant will also help with this project. Cathy then discussed the Art Gallery exhibit which is very unique. Also, Friday night will be the annual Pops Concert event.

c. Kit Kamo then mentioned that because of the new construction on the vocational building that the SREDA offices for now will be moving across the hall from our current location, but still in the Oregon Trail Building.

d. Ken Hart, Saint Alphonsus Vice President discussed on-going construction at the hospital. They just completed the ICU unit and the parking garage will be receiving a \$400,000 upgrade. This project will take approximately six weeks to complete. Last week the hospital sponsored the track meet and please do not forget the Foundation Hoedown event at the Red Barn as the proceeds will provide dollars for schools.

e. Torie Ramirez said the Nyssa school district is working on providing city wide internet access so all kids will have access and opportunity for these services. This project is grant funded.

f. Payette Mayor Jeff Williams then told the group that annually the local Board of Realtors also raises money for and donates to the communities for various local projects.

g. Andrea Testi, TVCC Biz Center Coordinator, informed the group of several valuable workshops that will be hosted by the center for the community. This is a great community resource so please utilize it if you can.

h. Matt McGraw with Valley Family Health discussed their mobile services clinic for Malheur County and that it has been very well received.

i. Patrick Nauman then said that Washington County is working on a feasibility study for a new motel. Also, the annual Ontario Wine and Chocolate walk will be held in downtown Ontario this Saturday.

j. Patrick also encouraged everyone to cast a ballot in the upcoming May 15 primary. Please review the candidates and cast your vote accordingly.

10. Adjournment: Chairman Patrick Nauman then adjourned the meeting at 8:10 a.m. Patrick then informed the group that the next monthly SREDA meeting will be held on June 6, 2018 at TVCC in Ontario, OR beginning at 7:00 a.m. The group then discussed the July meeting as it falls on July 4th. After consensus the meeting will be held on July 11, 2018 in Nyssa at the City Council Chambers.

Calendar of Events

May 2018	Idaho Rural Professional Grant application due
May 19-20, 2018	RDI Bridging Urban & Rural Conference – Portland, OR
June 6, 2018	SREDA Monthly Board Meeting – TVCC, Ontario, OR
June 7 & 8, 2018	OEDA Summer Conference – Corvallis, OR
July 11, 2018	SREDA Monthly Board Meeting - Nyssa, OR

**** All SREDA Monthly Meetings are open to the public****

Minutes prepared by Randy Griffin, SREDA Secretary



May 2018 ACTIVITY REPORT



May 2018



Emergency Medical:

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

CITY	147
RURAL	18

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

Hazmat Team Calls: 0

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	16	3	1
RURAL	1	5	3

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

TOTAL CALLS FOR MONTH

CITY	165
RURAL	17

FIREFIGHTER TRAINING:

5/1/18 Underground petroleum line awareness and emergencies

5/2/18 Leadership policies by SDAO

5/8/18 Drafting Water Supply

5/14/18 Leadership Ontario Campo Poole Operations and Class Graduation

5/15/18 Rapid Intervention training

5/17/18 Driver essentials

5/22/18 Truck company operations – ladders



May 2018



PERMITS ISSUED:

City Open Burns 4

City Burn Barrels 2

Rural Open Burns 81

Rural Burn Barrels 17

INSPECTIONS:

5/17/18 OCDC School with State Fire Marshal

5/17/18 WITCO training and living facilities with State Fire Marshal

5/25/18 Cairo School Knox box assistance

COMMUNITY INVOLVEMENT:

4/28/18 Serve Day in the community

5/2/18 Fire Prevention classes with the BLM at elementary schools: Four Rivers

52 students, Treasure Valley Christian 10 students, 5/3/18 Saint Peter's 14 students, May Roberts 48 students, 5/4/18 Aiken 34 students, Alameda 55 students

5/12/18 Firefighter community breakfast

5/16/18 Job awareness tour by 10 Ontario High students

5/19 Firefighter Muscular Dystrophy Fill the boot drive \$13,000 donated by the community

5/23/18 Malheur County 911 User board meeting and presentation

Summary of Calls of Interest:

City Incidents:

Alarm system activations: We had 10 calls of this nature this month, these are either caused by burnt food, steam from a shower head, or system malfunctions. We also had for power line fires and downed lines due to some of the wind storms we have had.

Rural Incidents:

1161 East Lane: This was a burn barrel that caught grass and rubbish in the area on fire. Our crew along with the property owner was able to extinguish the fire quickly.



Jacobs

Apr. 20 – May 25



2018 Report



May
2018

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 APR. 20 – MAY 25:

- Swept downtown and the Underpass weekly.
- Collected East Idaho trash weekly.
- Water services were installed at one of the new housing complex projects; all but one were installed.
- Replaced 70' of curb and gutter at the Annex.
- Poured 70' of 6' wide sidewalk and approach at the Annex.
- Poured 60' of 6' wide sidewalk at the old water tower.
- Performed weekly vehicle, equipment, lift station, and building inspections.
- Sign maintenance throughout town.
- A security vault was constructed and installed at Verde irrigation pump. This pump was hit during a traffic accident last Fall and had to be rebuilt prior to irrigation season beginning.
- Work on Splash Pad site prep continues as time permits.
- Completed 80% of sewer cleaning throughout the City.
- The Lower Lift station had another failure in pumping operations; crews responded to address pump failure. The cause was an electrical switch contactor that had been corroded. The system was placed back online once the contactor was cleaned.
- Painted parking stalls in the downtown business area.
- Applied herbicide to city right of way.
- Replaced 1 water service saddle on the main line due to corrosion.



Top: Crew pouring concrete at Annex parking lot.

Bottom: New protective cage for Verde Irrigation Pump.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES APR. 20 – MAY 25:

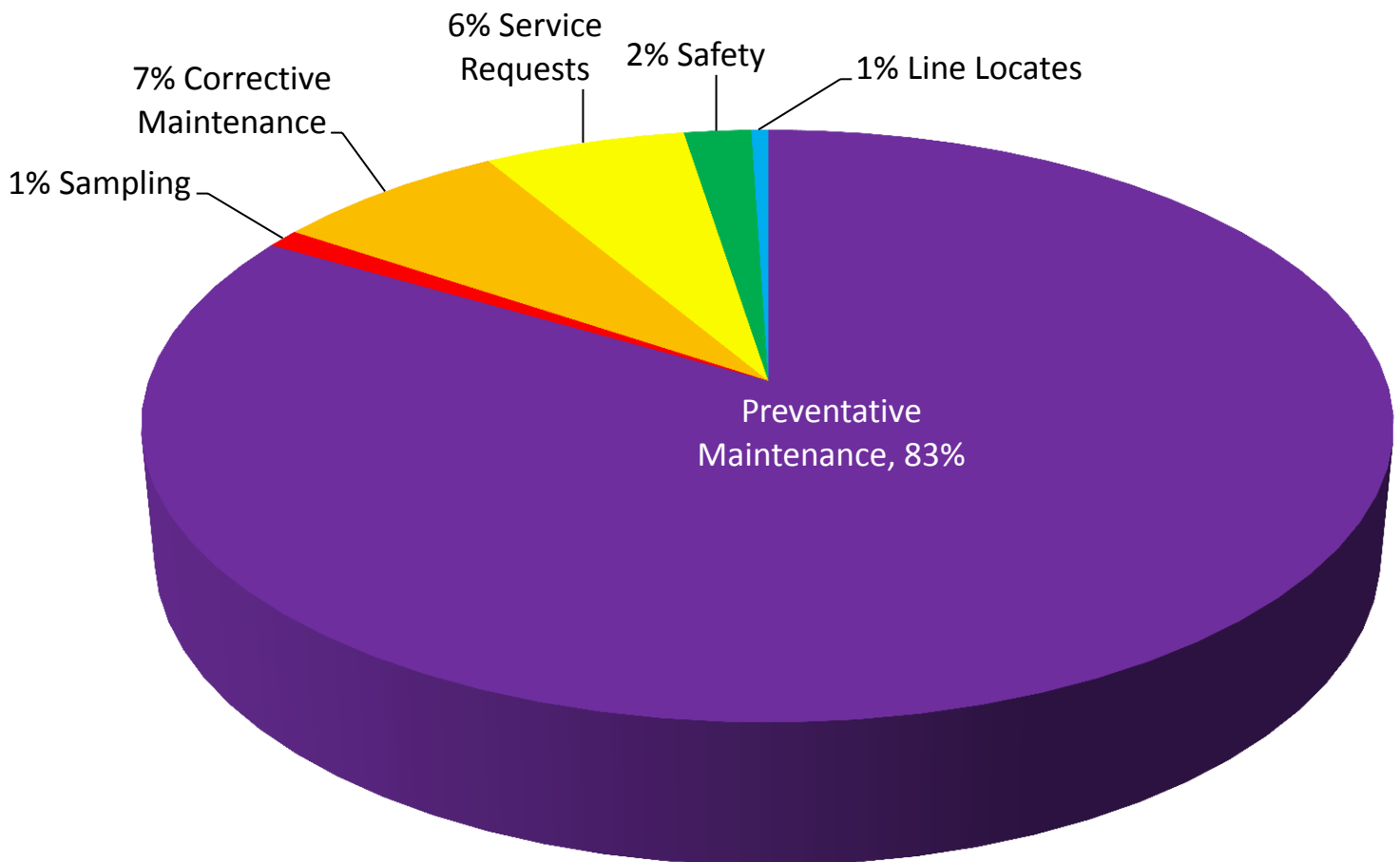
- Two staff members attended a week-long training in Redmond for their Backflow Tester Certification.
- Water maintenance – broken angle stops, boxes and small leaks were repaired through-out town.
- 10 new water services were installed.
- 72 water services were turned on per customer request.
- 20 water services were shut off per customer request.
- 22 water services were read-only on/off per customer request.
- 11 water services were checked for consumption issues.
- 17 water services were turned on for payment received.
- 4 water services were checked to verify leaks had been repaired by customer.
- 14 water services were shut off due to leaks, per customer requests.
- 18 water services were checked for leaks per customer request.
- 20 water meters were changed out for not functioning.
- 41 water meters were shut off for non-payment.
- 2 services were checked to verify locked off for non-payment.
- 58 utility locates were completed.



Pipe Modifications at Splash Pad site.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

**Work Orders
April 20 – May 25
Actual Hours by Work Order Type**



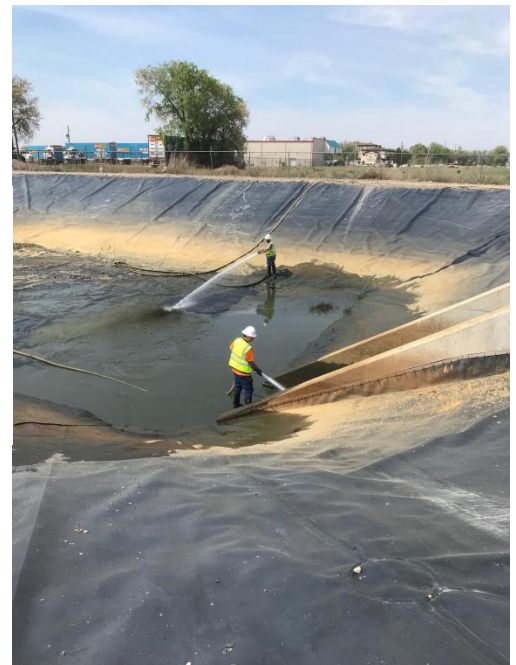
WATER TREATMENT PLANT SUMMARY

ACTIVITIES APR. 20 – MAY 25:

- Water inventories are stable and in good shape.
- Continued standard maintenance throughout the system.
- The settling and recovery basins were cleaned, this required pumping the basins dry, letting them dewater and then using heavy equipment to move solids to storage sites on the property.
- Main decant pump pulled for annual inspections.
- Wash water recovery bed #3 pump pulled for annual inspection, and modified to allow for removal without confined space entry.
- Main river pump #2 removed and reinstalled for maintenance and repairs.
- Well #17 was placed into service.
- Rebuilt 2 defective check valves in the decant water system.
- Engineering staff were here from the Boise office to review and examine the baffle wall at the water plant to help with new design and engineering of its replacement this fall.
- Clarifiers drained, cleaned and inspected.
- Water demand is increasing as irrigation season begins again and warmer temperatures increase.
- Heinz was off line for Memorial Day Weekend.
- Discovered a slow leak in one of our chemical feed tanks, a repair was made and the tank is back online.
- A series of interviews were held with potential water/wastewater operators related to a recent opening.

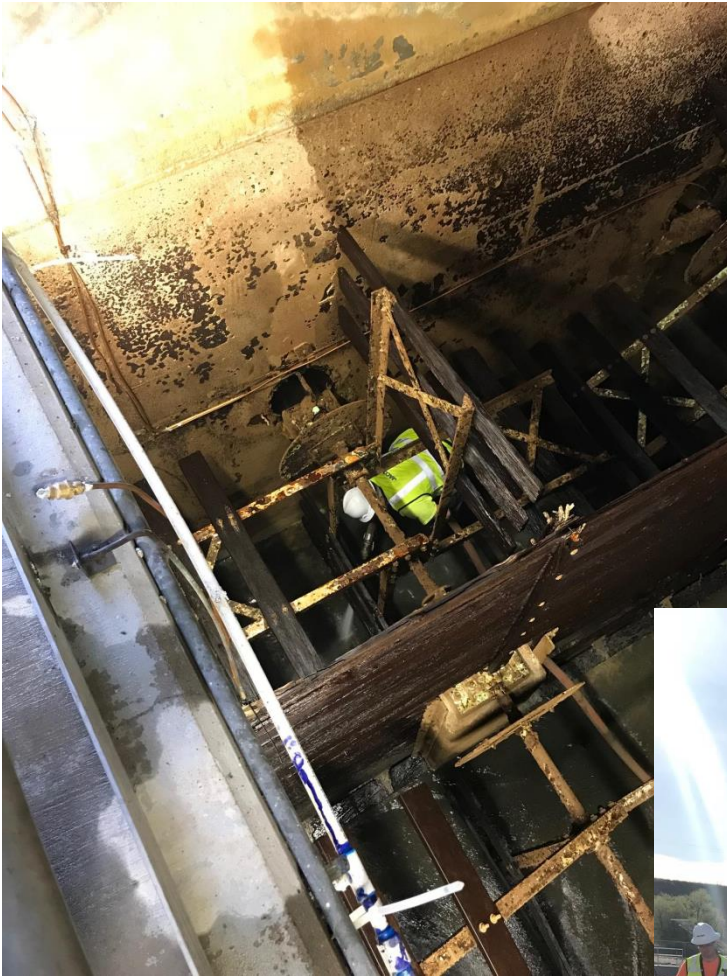


**Both: WTP
employees cleaning
backwash water
recovery bed #4.**



WATER TREATMENT PLANT SUMMARY

ACTIVITIES APR. 20 – MAY 25:



Left: Jacobs employee cleaning and inspecting clarifier #2 and flocculator basin.



Right: Employees installing backwash water recovery pump #3.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES APR. 20 – MAY 25:

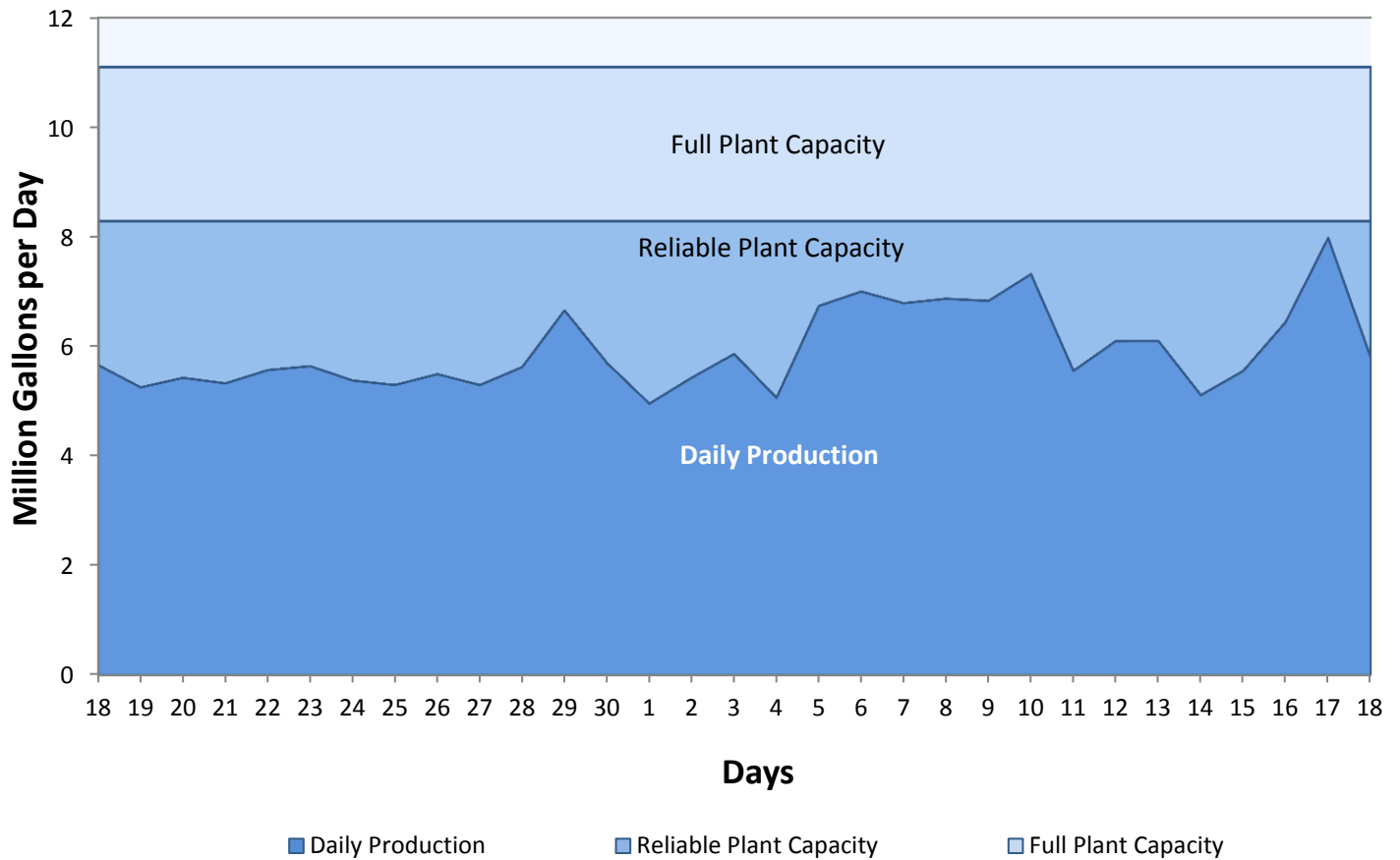


Jacobs employees hydro-excavating leak on well feed line.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES APR. 20 – MAY 25:

Demand vs. Availability



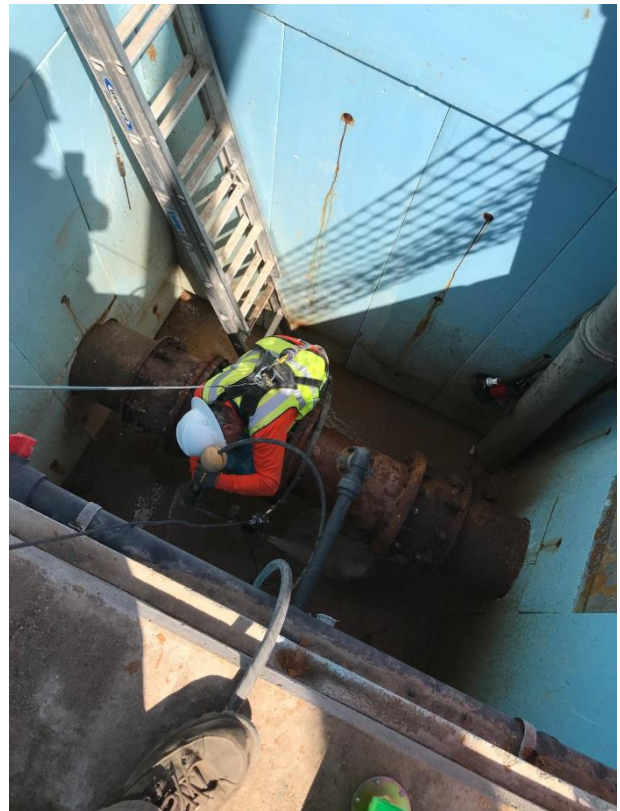
WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES APR. 20 – MAY 25:

- Normal operations, plant is operating well.
- Plant effluent now fully diverted to Skyline Farms per permit requirements.
- Removed plant effluent vault lid in preparation for new lid.
- Performed annual and continual maintenance on lagoon aerators.



Left: Employee performing maintenance on filter system at Skyline pivot pump.

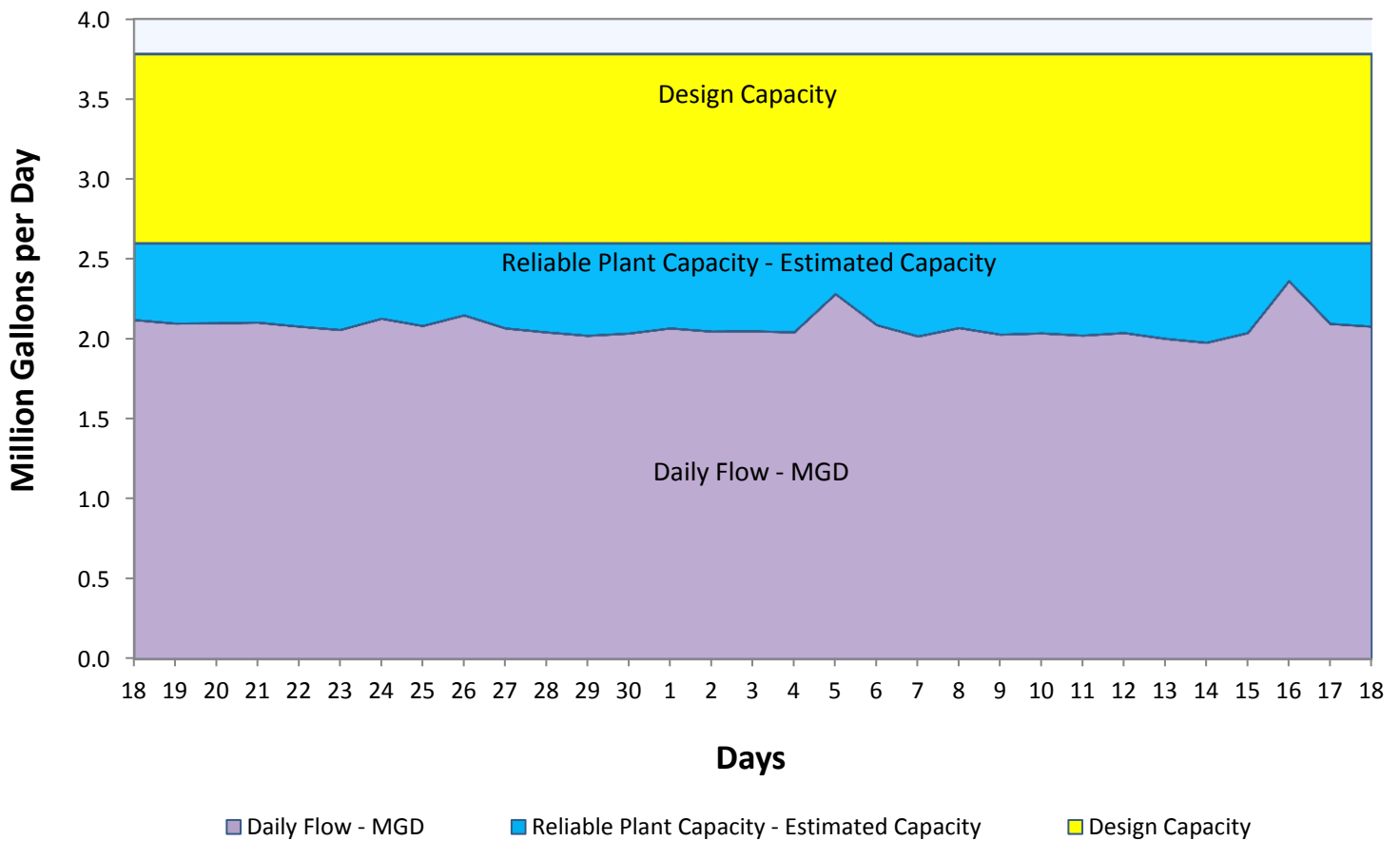


Right: Jacobs employee inspecting WWTP effluent meter.

WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES APR. 20 – MAY 25:

Wastewater Treatment Flows



PARKS AND CEMETERY SUMMARY

ACTIVITIES APR. 20 – MAY 25:

- There were 6 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Sprayed 183 acres at the old Golf Course for weeds.
- Put in a new irrigation pump at Laxon Park.
- Parks and Recreation area were staged for the community to engage in Serve Day.
- Parks department staff were busy picking up trash, mowing, and trimming all parks and cemeteries in preparation for Memorial Day.
- Inmate crews worked at both cemeteries and E. Idaho areas addressing debris pickup and weed eating duties.



Left: Spraying for weeds at Golf Course.

FACILITY MAINTENANCE SUMMARY

ACTIVITIES APR. 20 – MAY 25:

- Getting bids to repair the heater at Golf Course.
- Getting bids to repair the air conditioner at the Water Treatment Plant.

ENGINEERING SUMMARY

ACTIVITIES APR. 20 – MAY 25:

- Right-of-way permits issued: 4
- Two new work orders for water meters.
- Attended Development meeting for an existing business wanting to expand in office.
- Attended Development meeting for a new business wanting to locate in Ontario.
- Attended a preconstruction meeting with contractor for 2018 sewer and water main improvements project.
- Attended a meeting for a proposed warehouse.
- Assisted 11 requests for information.
- Developed PO's for UTV and chlorine analyzers.
- Coordinated meeting with vendor for Wash Arm project (low bidder).
- Revised plan for City Hall Remodel that requires less impactful changes but meets space and security needs.
- Attended Budget Committee meeting post Sales Tax vote.
- SRCI – Participated in scheduled meeting with Department of Corrections regarding the SRCI Lower Lift Station and the renewal of the contract. Worked on building revenue and expenditure spreadsheet to reflect compilation of budget for SRCI.
- National Pollutant Discharge Elimination System (NPDES) – Coordinated with DEQ staff regarding development of application for Variance.
- TSP Grant – Began development of grant application for Transportation System Plan update. Grant through ODOT.
- 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. Continuing to work with DEQ on this item.
- Splash Pad – Lena Gandiaga has stepped in and begun leading the team of volunteers and consultants forward. Project continues moving forward.
- Working with staff on CIP; presented to PW Committee for March 20th.

ENGINEERING SUMMARY

ACTIVITIES APR. 20 – MAY 25:



Top: Water Treatment staff and Engineer Tech discussing parts needed for Wash Arm replacement.

Bottom: Volunteer contractor making water line modifications for Splash Pad Project.



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 SRCl. 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 SRCl.

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 SRCl. 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

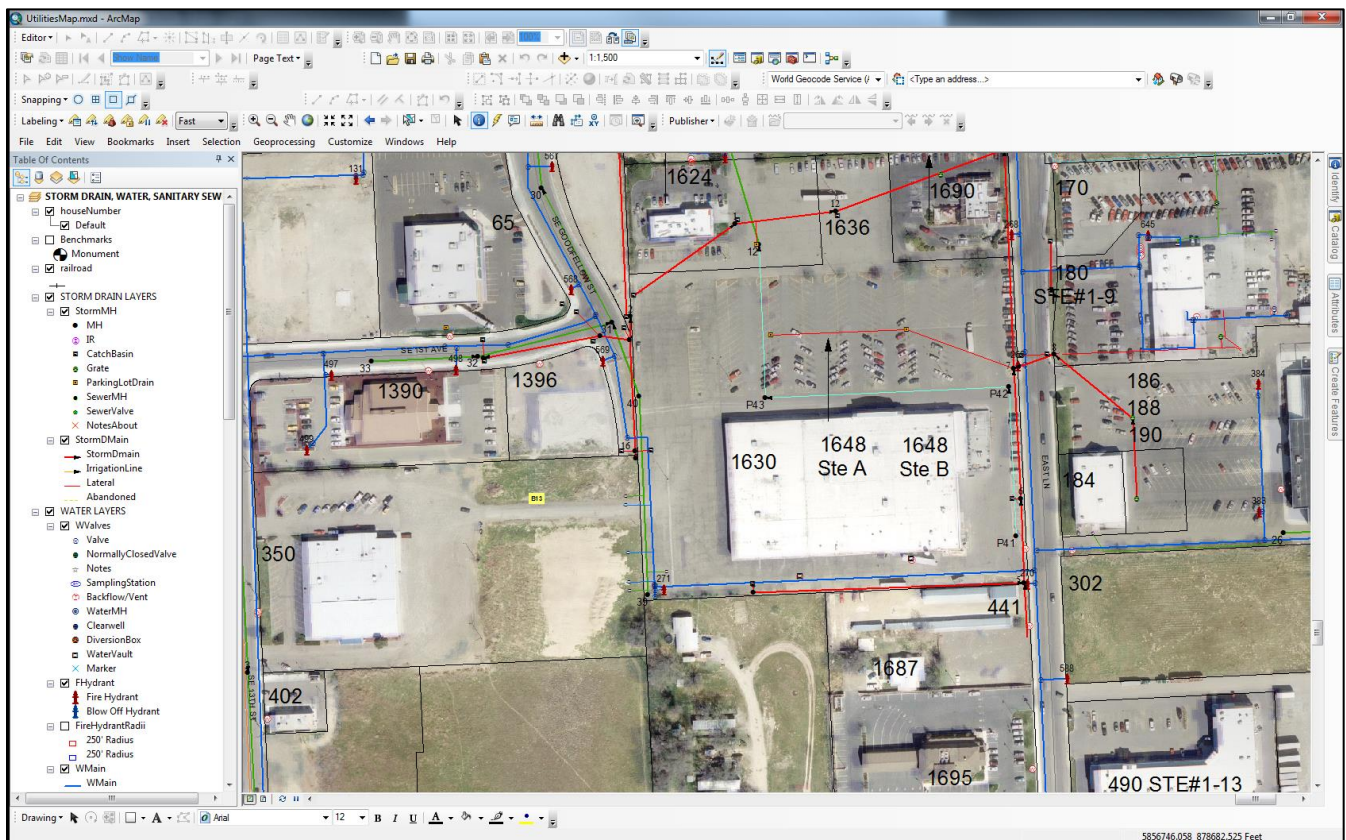
PARKS DEPARTMENT

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 April 2018

Activity	Month of April	Previous Month	Year to Date	Prior Year to Date
Calls for Service	890	858	3303	3367
Traffic Stops	266	213	893	377
Cited Traffic/Parking	131	116	493	372
Motor Vehicle Crashes	51	42	161	191
Arrests	80	83	302	301
Arrests w/ Use of Force	0	1	3	4
Citizen Complaints	0	0	0	0
Task Force Cases	1	5	13	18
SRO Cases	34	42	143	200
Gang Related Cases	25	26	75	24
Gang Designations	2	2	4	0
Graffiti	25	20	71	23
Death Investigations	2	3	7	6
Burglary	5	9	27	44
Robbery	0	1	4	2
Larceny	43	32	121	170
Assault	11	11	37	81
Homicide	0	0	0	2
Sex Crimes	7	1	13	4
Alarms	30	18	90	98
Ordinance Cases Total	111	85	391	386



ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914

OFFICE: (541) 889-7684 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

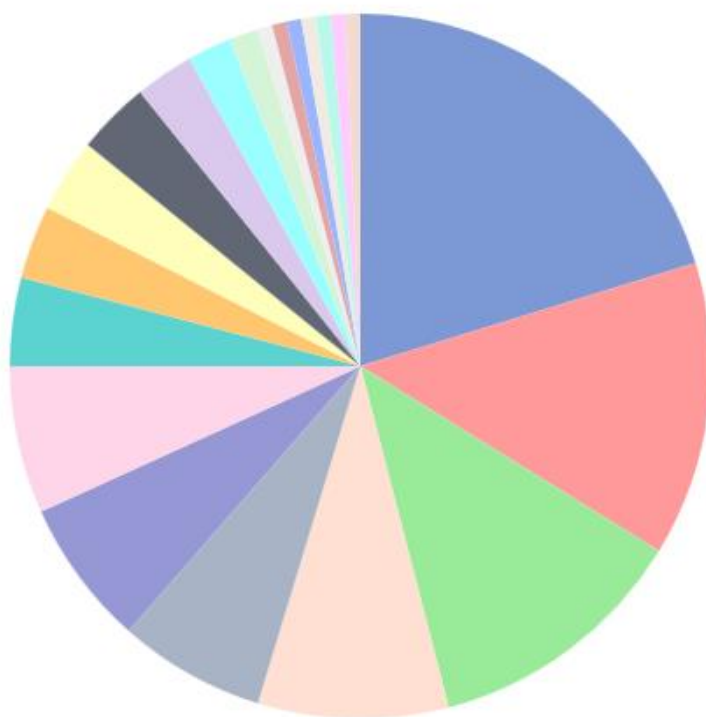
Code Enforcement Stats APRIL 2018

Open Date From:

04/01/2018

Open Date To:

04/30/2018



Violations by Violation Type		
Dog running at large	30	20.3%
Weeds	20	13.5%
Graffiti prohibited	18	12.2%
Noxious Weeds	13	8.8%
Parking Complaint	10	6.8%
Public nuisance	10	6.8%
Debris	10	6.8%
Storage of Motor Vehicles or Parts	6	4.1%
Dog license required; No dog license	5	3.4%
Storage of Junk	5	3.4%
Parking over 72 hours ? Abandoned Vehicle	5	3.4%
Outdoor Storage of Other Nontrash Items	4	2.7%
AniCare Transport	3	2.0%
Animals at large	2	1.4%
Accumulation of Garbage	1	0.7%
Animal Complaint	1	0.7%
Found Property	1	0.7%
Outside storage of personal property	1	0.7%
Littering	1	0.7%
Location outside camps	1	0.7%
All Others	1	0.7%

Total Violations	148
Total Cases	111
Garbage	4
Dogs running at large	30
Dogs taken to Ani-Care	3
Junk	5