

**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, MARCH 7, 2019, 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: Freddy Rodriguez _____ Marty Justus _____ Ramon Palomo _____ Dan Capron _____
Michael Braden _____ Norm Crume _____ Mayor Riley Hill _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on March 5, 2019. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

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

5) NEW BUSINESS

A) Delinquent Utility Billing Accounts to Collections

6) PUBLIC HEARING

- A) Resolution #2019-111: Supplemental Budget for Golf Clubhouse ADA Compliance Project and Bid Award for Project
- B) Resolution #2019-112: A Supplemental Budget to Recognize Additional Revenue Sources and Appropriate Expenditures for Splash Pad Construction

7) DEPARTMENT HEAD UPDATES

- A) Finance: Monthly Update
- B) Recreation: Quarterly Update
- C) Fire & Rescue: Quarterly Update
- D) Human Resources: Semi-Annual Update

8) HAND-OUTS/DISCUSSION ITEMS

- A) Training by City Attorney Navigating the Dangers of Public Office
- B) Amending the Public Works Committee Ordinance to Require Budget Approval
- C) Portland State University Planning School Partnership
- D) Department Stats:
 - Public Works - February
 - Fire & Rescue - February
 - Code Enforcement - January
 - Police - January

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.

- E) Agenda:
 SREDA 03-13-2019
- F) Minutes:
 County Court 02-13-2019
- G) Packet - V&C Board March 7, 2019

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

10) ADJOURN



**AGENDA REPORT
NEW BUSINESS
March 7, 2019**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: DELINQUENT UTILITY BILLING ACCOUNTS TO COLLECTIONS

DATE: March 4, 2019

PROPOSED MOTION:

I MOVE TO APPROVE THE LIST OF UTILITY BILLING WRITE OFFS AS PRESENTED AND AUTHORIZE SENDING THE APPLICABLE ACCOUNTS TO COLLECTIONS.

SUMMARY:

Attached is the following document:

List of utility billing accounts over 120 days old proposed to write off and send to collections

BACKGROUND:

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

CURRENT SITUATION:

There are \$8,209.44 of utility billing accounts to write off with \$11,954.07 to be sent to collections (including four months interest). They are all over 120 days past due.

ANALYSIS:

- A. **FINANCIAL** There is \$8,209.44 from utility bills that are deemed noncollectable by the City Finance Department. Hopefully, a portion will be collected in the future from the collections agency.
- B. **TIMING** Staff would like to get the utility accounts to collections as soon as possible.
- C. **POLICY/LEGAL** These write-offs need to be approved by the Council per the allowance for doubtful accounts policy.

ALTERNATIVES:

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

RECOMMENDATION:

Staff recommends the City Council approve the utility billing accounts to send to collections.

ATTACHMENTS:

1. UTILITY BILLING ACCOUNTS TO SEND TO COLLECTIONS

ACCOUNT	NAME	DATE FINALED	TOTAL DUE	COLLECTIONS	
009884-001	JESSICA JONES M/R	7/18/2018	\$ 39.10	\$ 58.81	
010017-001	LARRY SCOGGINS*	9/19/2018	\$ 251.64	\$ 340.03	DECEASED
010815-003	HILDA AGUILAR\$@	7/3/2018	\$ 74.06	\$ 104.66	
012173-000	JENNIFER LOPEZ M/R	10/1/2018	\$ 285.45	\$ 385.24	
013117-000	VICTOR SOLORIO M/R	7/18/2018	\$ 80.70	\$ 121.42	
013162-000	SHAWN / SAMANTHA ALANIS / COULTER	10/16/2018	\$ 302.22	\$ 396.21	
013690-000	BILLY TUCKER M/R	6/20/2018	\$ 17.31	\$ 26.04	
014045-000	PEDRO GOMEZ * M/R	7/3/2018	\$ 138.08	\$ 199.21	
014052-000	LEONARDA OROZCO	5/23/2018	\$ 309.42	\$ 465.50	
014212-000	BRADEN LEARNED M/R	9/20/2018	\$ 181.53	\$ 244.74	
014270-000	ERIC ROGGE	9/11/2018	\$ 120.96	\$ 175.22	
013203-000	WORLD FITNESS LLC * M/R	7/18/2018	\$ 362.07	\$ 544.71	
000104-000	ERNIE'S MOTOR & PUMPS M/R	6/20/2018	\$ 101.02	\$ 151.98	
002871-004	CONNIE TRUNNELL	8/20/2018	\$ 98.65	\$ 148.41	
002916-000	MARIA LUNA	8/22/2018	\$ 143.68	\$ 216.17	
003243-000	EUGENIO LOPEZ	8/22/2018	\$ 91.87	\$ 138.22	
003492-000	PEARL LINDSEY	7/17/2018	\$ 138.97	\$ 199.53	
004180-000	LARRY ALTIZER M/R	5/23/2018	\$ 274.70	\$ 413.26	
004381-000	SAMUEL SANCHEZ JR.*	5/23/2018	\$ 62.96	\$ 94.72	
007023-000	DOROTHY STONE **	6/11/2018	\$ 100.80	\$ 145.86	
009059-000	MICHELLE CANTU	6/20/2018	\$ 144.97	\$ 218.09	
011392-000	BRANDI BASS	6/11/2018	\$ 57.98	\$ 87.22	
012475-000	YOLANDA GARCIA M/R	6/25/2018	\$ 116.30	\$ 174.96	
013376-003	JORDAN BRANDON M/R	5/31/2018	\$ 134.18	\$ 201.85	
013471-000	FELIPE MENDEZ M/R	6/20/2018	\$ 92.75	\$ 139.53	
013855-000	APRIL PROCK M/R	7/3/2018	\$ 152.19	\$ 218.91	
013945-000	ARRON / KIMBERLY COOLEY / BAYES	5/16/2018	\$ 130.30	\$ 182.49	
014729-000	KAREN & MICHAEL EKMAN	7/2/2018	\$ 239.76	\$ 354.80	
014740-000	LARON DANA M/R	3/21/2018	\$ 156.97	\$ 236.15	
014779-000	MATTHEW SHELL	7/2/2018	\$ 96.95	\$ 141.05	
014801-000	MATTHEW MULLINS M/R	6/20/2018	\$ 199.49	\$ 300.12	
014802-000	TERRY ANDREWS	6/12/2018	\$ 90.31	\$ 127.99	
014844-000	STEPHANIE BARKER	5/23/2018	\$ 99.93	\$ 150.34	
014885-000	WALTER CUMBIE M/R	7/18/2018	\$ 160.71	\$ 241.78	
013203-001	WORLD FITNESS LLC * M/R	7/18/2018	\$ 257.91	\$ 388.02	
010799-000	CARLETTE MACKLIN	7/3/2018	\$ 248.93	\$ 366.22	
011565-001	SUSIE LACELLE @RETAIL	5/23/2018	\$ 64.81	\$ 97.52	
013585-002	ASHLEY HOOD M/R	8/10/2018	\$ 148.04	\$ 209.17	
014395-001	BLANCA GARCIA	9/20/2018	\$ 237.25	\$ 323.52	
014400-000	JENNIFER CASSITY M/R	9/4/2018	\$ 148.00	\$ 219.85	
014409-000	TOBBY WHITE	8/22/2018	\$ 216.85	\$ 326.24	
014416-000	TOM WELCH	7/18/2018	\$ 136.33	\$ 205.11	
014526-000	ANDREW MARTINEZ	8/31/2018	\$ 154.76	\$ 232.84	
014646-000	LIBRADO JARAMILLO	9/4/2018	\$ 156.51	\$ 233.56	
014685-000	SUMMER CARR M/R	8/3/2018	\$ 333.90	\$ 493.15	
014686-000	JOSE VAZQUEZ	9/21/2018	\$ 253.89	\$ 342.97	
014725-000	DALIA ORTEGA	8/8/2018	\$ 41.26	\$ 58.55	
014818-000	JACOB STARR M/R	5/23/2018	\$ 166.29	\$ 250.18	
014825-000	FRANK RODRIGUEZ	9/11/2018	\$ 117.85	\$ 170.01	
014841-000	VICENTE GUTIERREZ JR.	8/22/2018	\$ 111.17	\$ 167.25	
014871-000	JOSHUA POEWLL M/R	9/28/2018	\$ 179.41	\$ 241.40	
014895-000	WILLIAM GOOD M/R	7/18/2018	\$ 188.30	\$ 283.29	
			\$ 8,209.44	\$ 11,954.07	



**AGENDA REPORT
PUBLIC HEARING
March 7, 2019**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer
Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2019-111: SUPPLEMENTAL BUDGET FOR GOLF CLUBHOUSE ADA COMPLIANCE PROJECT AND BID AWARD FOR PROJECT**

DATE: February 22, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION 2019-111: A SUPPLEMENTAL BUDGET APPROPRIATING EXPENDITURES FOR THE GOLF CLUBHOUSE ADA COMPLIANCE PROJECT.

I MOVE THE CITY COUNCIL AWARD THE CITY OF ONTARIO GOLF COURSE CLUBHOUSE IMPROVEMENTS PROJECT TO HOLCOMB CONSTRUCTION INC. FOR UP TO \$50,000.

SUMMARY:

Staff has secured a bid for the Golf Course Improvements and need City Council approval to award the project and approve funding. The project will upgrade the existing Golf Course facilities to ensure they meet ADA codes, as agreed to within the lease with Shadow Butte Enterprises.

BACKGROUND:

The existing Golf Course Clubhouse, which has not been in use for over five years, was recently leased to Shadow Butte Enterprises. The agreement required the city to upgrade the existing facilities to meet current ADA standards. The facility has multiple areas where it does not meet current ADA requirements, including restroom stall size, door widths, landing space, water fountain heights, sink heights, parking spaces, and others.

CURRENT SITUATION:

The project was estimated to be under \$100,000 so Public Works staff put the project out to bid using an informal process, contacting only three contractors. Out of the three contacted companies only Brad Holcomb Construction, Inc., responded. Holcomb's bid was higher than anticipated. However, with a single bidder situation Public Works staff had the opportunity to

negotiate the scope and project cost. During these negotiations, costs were reduced using a value engineering approach and utilizing the Public Works staff.

ANALYSIS:

- A. **FINANCIAL** Public Works staff are comfortable that the total final cost can be covered by a budget of up to \$50,000. By removing some scope of work from the contractor, the higher initial cost was successfully negotiated down to approximately \$46,000. Including a 10% contingency in the budget supports a \$50,000 budget request.

In order to modify the budget, a supplemental budget is required with a supplemental budget hearing.

- B. **TIMING** This is an urgent project due to need to meet code requirements as agreed to with Lessee.
- C. **POLICY/LEGAL** The project was not originally budgeted so the City Council is required to award the bid.

Also, a supplemental budget approved by the City Council is required in order to expend the funds per ORS 294.

ALTERNATIVES:

1. Reject the bid, and Public Works staff will have to back out to bid or find an alternative method for completing the work. If the work is not completed in good faith, the city will be in breach of its agreement with the Lessee.

RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2019-111 and also approved the bid award to Holcomb Construction.

ATTACHMENTS:

1. Cover Bid ONLY
2. RES 2019-111_CC_GOLF COURSE ADA COMPLIANCE PROJECT_03 2019

Holcomb Construction Inc.

407 S 4th St.

Nyssa OR, 97913

Project: City of Ontario, Golf Course Clubhouse Improvements Project

Bid Amount: \$83,725.00 (Eighty-Three Thousand, Seven Hundred Twenty Five Dollars)

Holcomb Construction acknowledges that this project is over \$50,000 (Fifty Thousand Dollars), and BOLI prevailing wages are in affect.

Holcomb Construction is a resident bidder.

Holcomb Construction acknowledges addendum #1.

Brad Holcomb

541-823-2202

Holconst@yahoo.com





RESOLUTION 2019-111

A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET APPROPRIATING EXPENDITURES FOR THE GOLF CLUBHOUSE ADA COMPLIANCE PROJECT

- WHEREAS,** The City of Ontario Golf Course Clubhouse was recently leased to Shadow Butte Enterprises; and
- WHEREAS,** The lease requires the City upgrade the existing Golf Course facilities to ensure that they meet American Disability Act codes; and
- WHEREAS,** The City desires to fund the improvements from funds that had been received from an option on the Stelling property in past years; and
- WHEREAS,** The City desires to modify the 2018-2019 Capital Project Fund and Airport Fund budgets to expend the funds.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2018-2019 budget:

Line Item	Item Description	FY 18-19 Budget	Amount of Change	Adjusted Budget
CAPITAL PROJECTS FUND – SPECIAL PROJECTS DEPARTMENT				
030-086-871000	Spec Project Contingency	\$431,987	(\$50,000)	\$381,987
030-086-827000	Transfers Out	\$ -	\$50,000	\$50,000
AIRPORT FUND				
120-006-712100	Capital Outlay	\$ -	\$50,000	\$50,000
120-000-458000	Transfers In	\$37,332	\$50,000	\$87,332

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Common Council City Council of the City of Ontario this ____ day of _____, 2019, by the following vote:

AYES:

NAYES:

ABSENT:

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

Riley Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
PUBLIC HEARING
March 7, 2019**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2019-112: A SUPPLEMENTAL BUDGET TO RECOGNIZE
ADDITIONAL REVENUE SOURCES AND APPROPRIATE EXPENDITURES FOR
SPLASH PAD CONSTRUCTION**

DATE: March 1, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2019-112: A SUPPLEMENTAL BUDGET TO RECOGNIZE ADDITIONAL REVENUE SOURCES AND APPROPRIATE EXPENDITURES FOR SPLASH PAD CONSTRUCTION.

I MOVE THE CITY COUNCIL APPROVE THE BID FROM WARRINGTON CONSTRUCTION FOR THE SPLASH PAD CONCRETE DECK FOR \$110,970.

SUMMARY:

The report discusses the following items:

- 1) Resolution 2019-112 which requires a supplemental budget hearing.
- 2) Concrete deck bid award for the Splash Pad to Warrington Construction

BACKGROUND:

In 2015, a passionate group of volunteers was created to revive the Ontario Aquatic Center, Friends of the Aquatic Center. Over time, they determined an outdoor splash pad was the most cost effective way to begin revitalizing the city's pool.

The City of Ontario committed several year's Transient Occupancy Tax (TOT) collections toward the project until it had sufficient funds to award the splash features to Anderson Poolworks in January of 2018. After the Council awarded the contract to Anderson Poolworks, the Friends of the Aquatic Center began securing significant donations towards the remainder of the project. This past spring, the project was kicked off.

The City Parks Master Plan was approved in time for the city to apply for the State Local Government Grant Program. In the spring, the city applied for the grant and received funding for up to \$298,200 for restrooms and other splash pad elements, such as shade structures. The restroom portion of the project was bid previously and awarded to Holcomb Construction for \$154,720 after the State of Oregon officially announced the award of Grants in September of 2018.

The Site Work portion of the Splash Pad Project was bid separately from the restrooms. This part of the project ties together the bathroom piece with the pool features into one facility. Two bids were received. The low bid came from Warrington Construction for \$378,620. The bids were higher than expected.

After receiving the bids, city staff and JACOBS worked with the contractor to value engineer elements of the project. JACOBS worked with the engineer to reduce concrete fill amounts and concrete coloring by \$46,080. Staff was also able to reduce the scope by a donation of fill material to save approximately \$7,715. Another \$4,890 was saved by the contractor identifying different lights and drains. Included in the savings was a donation of steel rebar from Ontario Building Supply worth \$1,568.

At the November 27, 2018, City Council Meeting, the Council partially awarded the Warrington Construction bid for \$208,966.

CURRENT SITUATION:

There were additional donations for the Splash Pad received however, there is still a shortage in revenues. Timing is critical for this project and construction needs to be completed soon to open by the goal of June 1, 2019.

Funds need to be transferred and budgeted to be able to award the remainder of the contract to Warrington Construction so that the work can be finished.

Staff recommends the following:

1) Council approve the resolution 2019-112 to appropriate the funding which includes transferring the transient occupancy tax TOT originally allocated to the Parks Department of \$50,000 to the Aquatic Fund. Transfer \$40,000 from the water, sewer, and storm funds proportionally to cover connection costs and transfer the remaining \$70,301 from the General Fund (Contingency).

An alternative to using water, sewer, and storm fees is to transfer \$110,301 from the General Fund (Contingency).

The transfer from the General Fund can be paid back either by transient occupancy tax

received in 2019-2020 or by using fund balance from the 2018 carryover. Either solution would provide sufficient funding to finish the project. Staff recommends the first option using the water, sewer, and storm funds and contingency.

2) After funding the remaining amount the council can then award the remaining bid of \$110,970 to Warrington Construction.

ANALYSIS:

- A. **FINANCIAL** The \$50,000 placed in the Parks was not appropriated to anything specifically by the budget committee or city council.

The cost of connections from the city water, sewer, and storm lines in total approximate to \$40,000. The new facility will use water, sewer and storm services. Costs will be recouped through fees over the life of the facility.

The remaining amount must come from the current year's funds. Sufficient money is already budgeted in the contingency account. At the council's discretion, the council can either use the contingency or repay the costs from the 2019-2020 TOT revenue. Considerations for committing next year's TOT revenue would be that we have the Treasure Valley Connector Trail that will need match money and we have the River Trail project that will need preliminary design funds. The TOT money being referred to is specifically targeted for Parks Recreation and other community enhancements.

Staff is looking for the Council to award the remaining contract to Warrington Construction for the concrete deck in the amount of \$110,970.

- B. **TIMING** The project timing is critical. The goal is to have the Splash Pad open by June 1, 2019. It is necessary for the council to make this award at this time to keep the project on schedule. The contractor would like to perform the concrete work in mid March. He has enough under his current award to begin, but not to finish the job.
- C. **POLICY/LEGAL** A supplemental budget approved the the City Council is required to expend the funds per ORS 294. Notice has been provided to the papers in compliance with Oregon Revised Statutes.

Only the City Council can award the bid and the bid cannot be awarded without Council approval.

ALTERNATIVES:

1) The City Council could transfer approximately \$40,000 from Water & Sewer Funds to pay for the water and sewer infrastructure and transfer less from the General Fund. The up front cost of those improvements would be recovered from the user fees over time.

2) The City Council could wait to receive additional revenues which would delay the project and the June 1, 2019, open date would be pushed back possibly until next year.

RECOMMENDATION:

Staff recommends that the City Council approve the version of Resolution #2019-112 that uses a combination of funds from the Parks; Water, Sewer, and Storm funds, and contingency.

Staff recommends approval of the remaining bid award for the concrete deck to Warrington Construction.

ATTACHMENTS:

1. Splash Pad bid sheet
2. RES-CC_2019 112 Splash Pad Budget_March 5, 2019

Bid Item	Description	Unit	Approx QTY	Unit Price	Extended Total Amount	Approx QTY	Unit Price	Extended Total Amount
1	Reinforced Concrete Splash Pad (includes surface prep, fill, bedding, and fence post sleeves)	CY	85	467	\$ 39,695	85	467	\$ 39,695
2	Concrete Deck/Slab – Plain (includes surface prep, fill, bedding, and fence post sleeves)	CY	195	450	\$ 87,750	158	470	\$ 74,260
3	Concrete Deck/Slab - Pigmented (includes surface prep, fill, and bedding)	CY	110	630	\$ 69,300	73	502.88	\$ 36,710
4	Concrete Sidewalk	CY	10	1070	\$ 10,700	10	1070	\$ 10,700
5	3/4" Minus Crushed Aggregate Base (includes both 4" thick section under deck and 6" thick section under splash pad)	CY	420	24	\$ 10,080	420	24	\$ 10,080
6	6" Minus Aggregate Fill Material Sub-Base (12" thick) (includes all material, hauling, placement, and compaction to subbase elevation)	CY	1390	21	\$ 29,190	1390	15.45	\$ 21,476
6A	<i>Coordination with Anderson Pool Works – APW contract includes:</i> - <i>Excavation & trenching coordination for surge tank, manifold vault, and piping system</i> - <i>Assist in placement of vaults (direction only)</i> - <i>Core drill vaults for system piping</i> - <i>Link seal and grout all pipe</i> - <i>Waterproof surge tank</i> - <i>Install plumbing for splash pad, surge tank, and manifold vault</i>	LS	1	5000	\$ 5,000	1	5000	\$ 5,000

	General Contractor responsible for all other work to ensure site is to proper grade, trenches for system piping are excavated to appropriate depths and backfilled (except right at vaults or under the splashpad).							
7	Concrete Stairs (includes handrail)	LS	1	2500	\$ 2,500	1	2500	\$ 2,500
8	4" Gravity Sewer Service (includes earthwork)	LF	40	30	\$ 1,200	40	30	\$ 1,200
9	1" Potable Water Service (includes earthwork, cap, and marker)	LF	40	30	\$ 1,200	40	30	\$ 1,200
10	10" Storm Drain Culvert – SDR 35 (includes earthwork, concrete outlet pad, and rodent screens)	LF	115	40	\$ 4,600	115	40	\$ 4,600
11	6" Storm Sewer Pipe and Appurtenances	LF	200	32	\$ 6,400	200	32	\$ 6,400
12	8" Storm Sewer Pipe and Appurtenances	LF	155	35	\$ 5,425	155	35	\$ 5,425
13	Clean Out Fixture	EA	2	1000	\$ 2,000	2	1000	\$ 2,000
14	Stainless Steel Drain Fixture Epoxy Coated Cast Drains	EA	6	500	\$ 3,000	6	100	\$ 600
15	Storm Sewer Manhole	EA	3	2500	\$ 7,500	3	2500	\$ 7,500
16	Landscaping Boulders (to be donated, hauled, and placed)	EA	7 0	-----	-----	7 0	-----	-----

17	Landscaping (finish grading, weed barrier, bark-mulch, lawn seeding, placement of landscape rock)	LS	1	2000	\$ 2,000	1	2000	\$ 2,000
18	Pole Mounted Luminaires	EA	6	4500	\$ 27,000	6	4085	\$ 24,510
18A	Wall Mounted Luminaires	EA	2	1000	\$ 2,000	2	1000	\$ 2,000
19	Underground Power Services (includes conduit and wires)	LF	1,220	14	\$ 17,080	1,220	14	\$ 17,080
20	Erosion & Sediment Control	LS	1	5000	\$ 5,000	1	5000	\$ 5,000
21	Construction Traffic Control	LS	1	5000	\$ 5,000	1	5000	\$ 5,000
22	Mobilization	LS	1	35000	\$ 35,000	1	35000	\$ 35,000
TOTAL BID AMOUNT					\$ 378,620			\$ 319,936

\$ 2,000

\$ 5,000

\$ 326,936

\$ 51,684



RESOLUTION 2019-112

A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET TO RECOGNIZE ADDITIONAL REVENUE SOURCES AND APPROPRIATE EXPENDITURES FOR SPLASH PAD CONSTRUCTION

- WHEREAS,** The City of Ontario received more donations than budgeted for the Splash Pad construction and would like to appropriate funding to complete construction; and
- WHEREAS,** The City of Ontario is working to finish splash pad construction as soon as possible in order to open this summer; and
- WHEREAS,** The City desires to fund the funding shortage from motel occupancy tax originally budgeted for the Parks department and also the motel occupancy tax that will be received in the next fiscal year; and
- WHEREAS,** The City desires to modify the 2018-2019 Aquatic and General Fund budgets to expend the funds.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2018-2019 budget:

Line Item	Item Description	FY 18-19 Budget	Amount of Change	Adjusted Budget
AQUATIC FUND				
125-000-417100	Transient Occ. Tax – Aquatic	\$50,000	\$50,000	\$100,000
125-000-456100	Grants & Donations	\$309,613	\$134,228	\$443,841
125-000-458000	Transfers In	\$25,814	\$110,301	\$136,115
125-000-406000	Available Cash on Hand	\$187,878	(\$2,900)	\$184,978
125-008-613600	Splash Pad Operations	\$50,000	(\$50,000)	\$ -
125-008-714120	Site Improvements	\$513,305	\$341,629	\$854,934
GENERAL FUND				
001-000-417200	Transient Occ. Tax – Parks	\$50,000	(\$50,000)	\$ -
001-004-832200	Transfer to Aquatic Fund	\$ -	\$110,301	\$110,301
001-004-871000	Contingency	\$205,653	(\$160,301)	\$45,352

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Common Council City Council of the City of Ontario this ____ day of _____, 2019, by the following vote:

AYES:

NAYES:

ABSENT:

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

Riley Hill, Mayor

ATTEST:

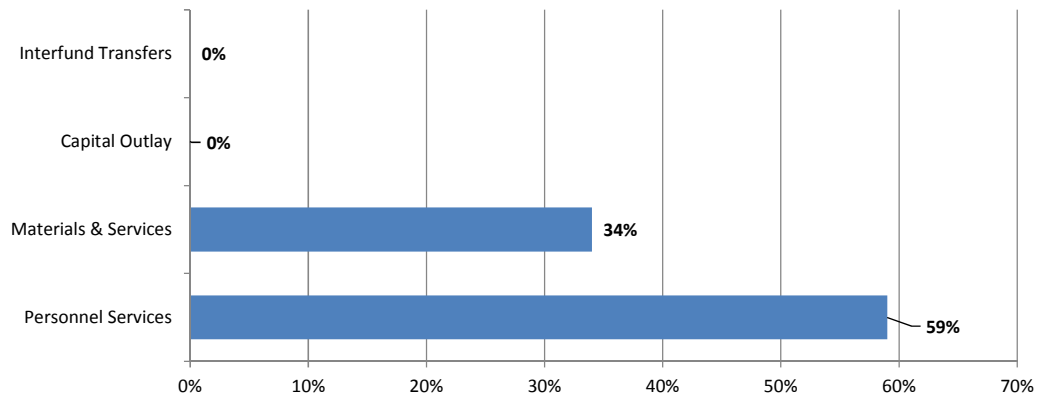
Tori Barnett, MMC, City Recorder

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
JANUARY 31, 2019**

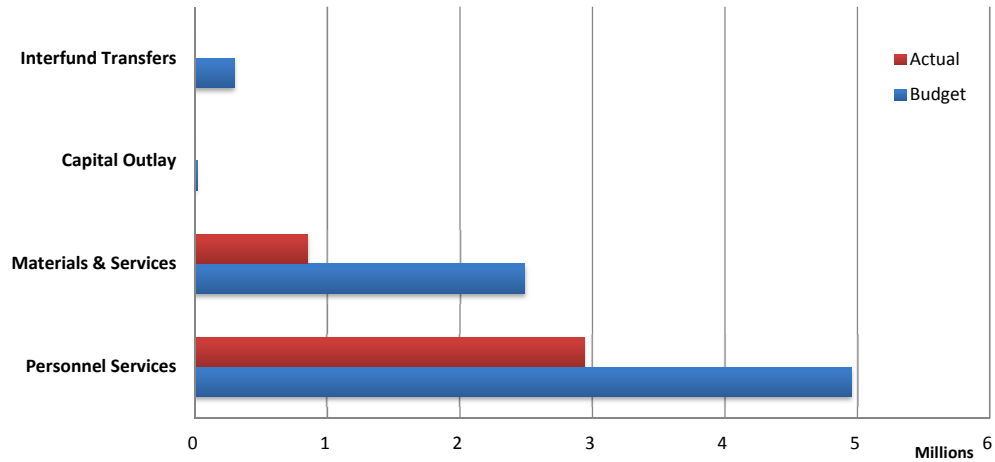
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	130,374	106,008	81.3%	contract paid month ahead will have resolution
Recreation	119,616	94,707	79.2%	
Parks & Recreation	249,990	200,716	80.3%	
Fire	1,436,598	803,558	55.9%	
Code Enforcement	126,154	71,789	56.9%	
Police	3,287,282	1,912,631	58.2%	
Police reserves	2,000	-	0.0%	
Public Safety Total	4,852,034	2,787,979	57.5%	
Administration	470,084	237,787	50.6%	
City Council	25,292	7,491	29.6%	
Business Registration	1,100	156	14.1%	
Cemetery	116,418	85,774	73.7%	
Finance	234,857	125,279	53.3%	
Technology	108,606	56,043	51.6%	
General Government Total	956,357	512,530	53.6%	
Community development	163,760	88,079	53.8%	
Community Development	163,760	88,079	53.8%	
Administrative Overhead	1,259,111	202,689	16.1%	PERS side account payments will be made February 2019
Other Total	1,259,111	202,689	16.1%	
Operating Transfers Out	267,157	-	0.0%	
GENERAL FUND TOTALS	\$ 7,748,409	\$ 3,791,992	48.9%	
YTD BUDGET BENCHMARK			58.3333%	

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
JANUARY 31, 2019**

% Expended by Category



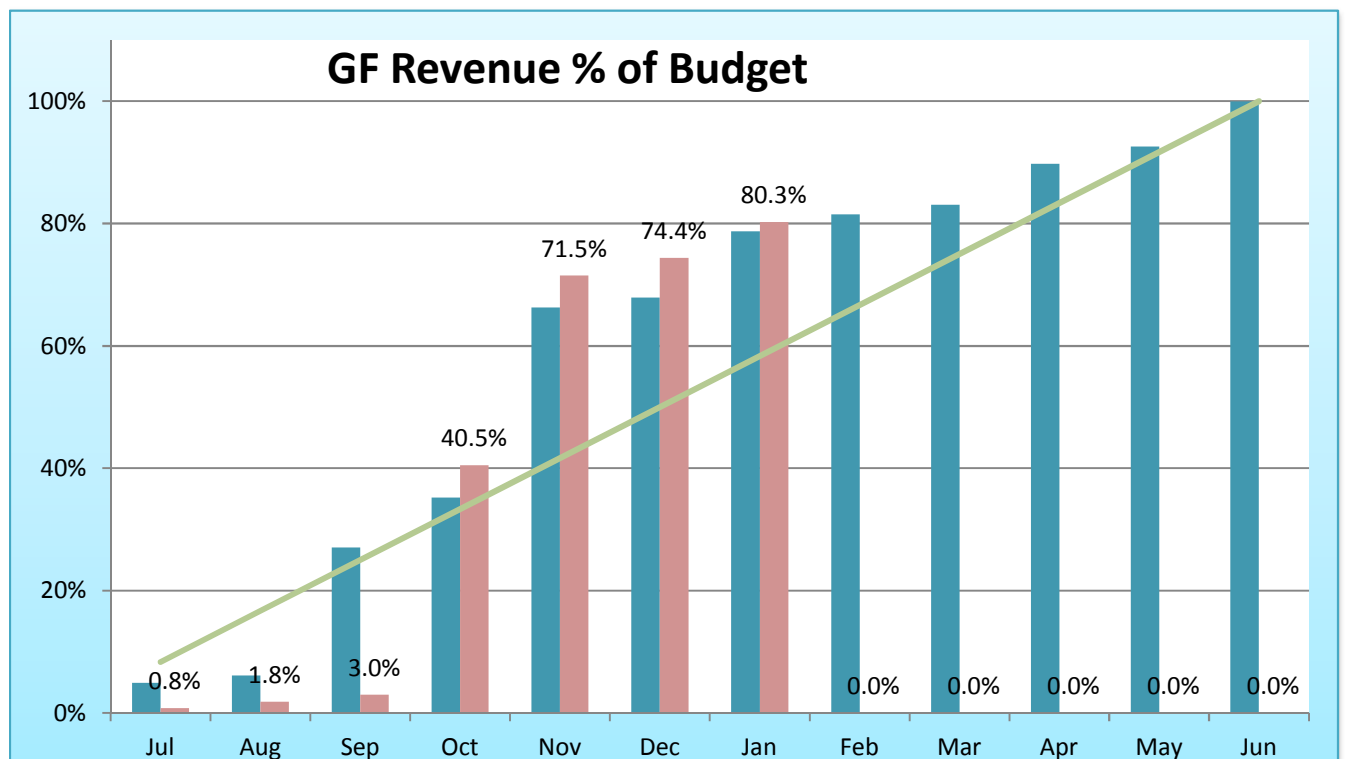
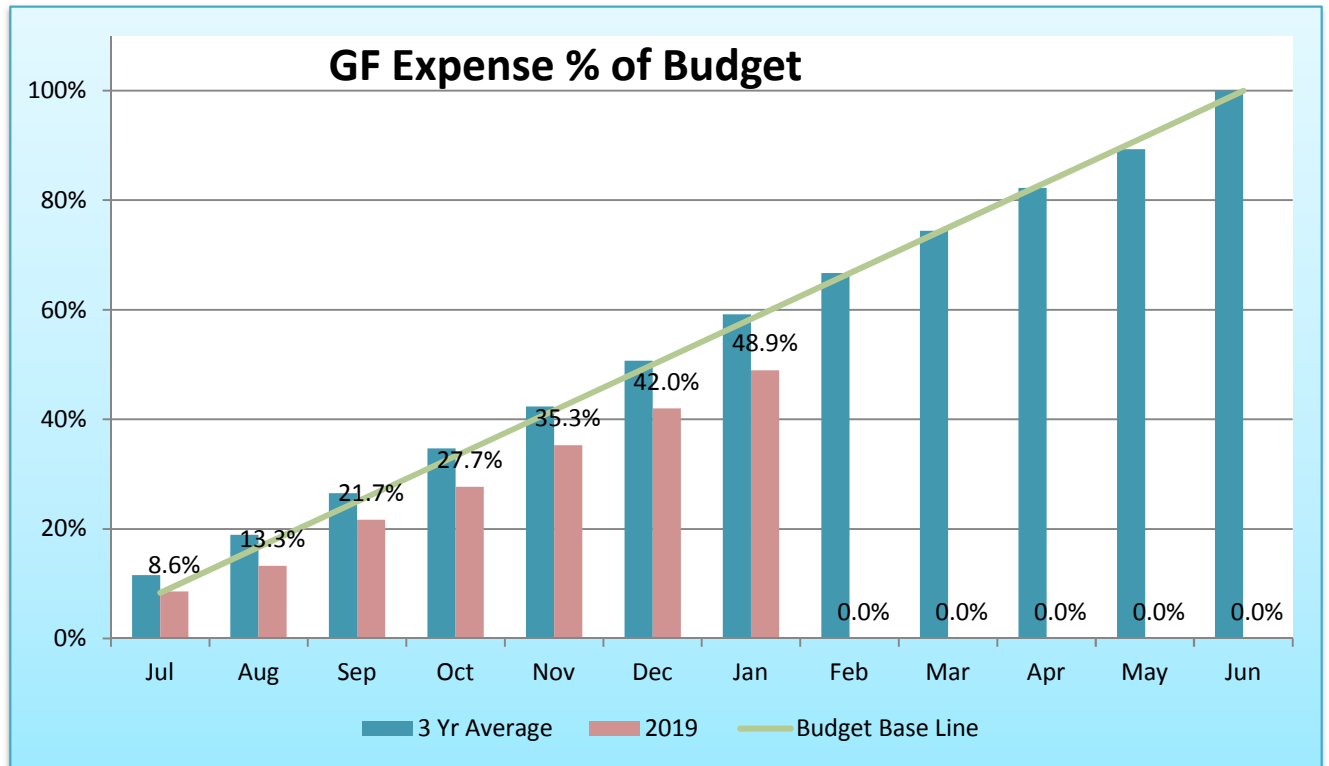
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2019**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,449,445	2,779,170	113.5%	(not calculated in totals)
Parks	51,900	27,740	53.4%	Will need supplemental budget
Recreation	16,873	15,790	93.6%	
Parks & Recreation	68,773	43,530	63.3%	
Fire	134,372	57,940	43.1%	Quarterly payments rural fire Civil penalties higher revenue
Code Enforcement	21,050	35,327	167.8%	
Police	420,510	194,399	46.2%	
Public Safety Total	575,932	287,666	49.9%	
Interest	35,000	38,365	109.6%	Interest rates keep raising Quarterly payments, prior year 1st pmt received Will be transferred in February
State Revenue Sharing	124,887	33,554	26.9%	
PERS Allocation Transfer	146,480	-	0.0%	
Administrative Services	497,148	290,003	58.3%	Quarterly payments
Other General Revenues	12,655	4,360	34.5%	
Property Taxes	3,634,901	3,251,867	89.5%	
Alcohol Bvg License & Fee	188,355	79,277	42.1%	
Cigarette tax	14,362	7,188	50.0%	
Franchise Fees	1,648,374	753,590	45.7%	
Business Registration	1,700	1,800	105.9%	
Cemetery	51,750	9,940	19.2%	
General Government Total	6,355,612	4,469,946	70.3%	
P&Z Hearings	4,000	8,657	216.4%	
Application Fees	300	450	150.0%	
Community development	4,300	9,107	211.8%	
GENERAL FUND REVENUE TOTALS	\$ 7,004,617	\$ 4,810,249	68.7%	
YTD CURRENT YEAR PROFIT(LOSS)				\$ 1,018,257
YTD BUDGET BENCHMARK				58.3%  10.3%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
JANUARY 31, 2019**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2019**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
005 Golf Course Fund	6,000	5,999	100.0%		6,000	5,999	100.0%
010 Grant Fund	388,976	398,345	102.4%		388,976	(2,022)	-0.5%
027 Building Fund	153,475	78,368	51.1%		192,475	272,014	141.3%
030 Capital Projects Fund	1,479,704	1,074,503	72.6%		3,875,536	3,722,063	96.0%
031 SDC Fund	340,221	-	0.0%		340,221	366,630	107.8%
035 Debt Service Fund	58,665	29,642	50.5%		81,380	74,221	91.2%
045 Street Fund	2,244,985	1,176,948	52.4%		2,244,985	1,272,161	56.7%
050 Trust Funds	636,825	189,554	29.8%		793,480	580,598	73.2%
055 Reserve Funds	678,284	51,672	7.6%		2,360,576	2,364,517	100.2%
060 Revolving Loan Fund	546,834	15,700	2.9%		546,834	542,772	99.3%
065 Aquatic Donation Fund	25,814	-	0.0%		25,814	25,814	100.0%
105 Water Fund	3,156,064	1,909,460	60.5%		4,516,458	3,476,225	77.0%
110 Sewer Fund	3,107,885	1,781,777	57.3%		5,338,610	4,430,849	83.0%
115 Storm Sewer Fund	233,720	60,899	26.1%		615,981	567,231	92.1%
120 Airport Fund	122,976	74,687	60.7%		122,976	103,368	84.1%
125 Aquatic Fund	573,305	262,480	45.8%		573,305	215,273	37.5%
YTD BUDGET BENCHMARK58.3%							

3/7/2019

Recreation Department Quarterly Presentation



Parks & Recreation Board Members



- 🔗 Greg Herrera--Chairperson
- 🔗 Jeremy Roberts
- 🔗 Eric Evans
- 🔗 Juan Lopez
- 🔗 Vacant
- 🔗 Vacant
- 🔗 Vacant
- 🔗 Ex-Officio Ramon Palomo

**Next meeting March 20, 2019 at
3:30 p.m. at the Recreation
Center**

Interesting Facts

PHYSICAL HEALTH

Youth athletes have:

- Higher levels of physical activity and they expend more energy daily
- Less body fat
- A reduced risk of becoming overweight or obese
- Higher levels of cardiorespiratory fitness
- Stronger bones and muscles
- An increased likelihood of being physically active later in life



PSYCHOLOGICAL HEALTH

Youth athletes have:

- Higher levels of self-esteem and social connectedness
- Lower levels of depression
- Lower levels of suicidal ideation, thoughts, and attempts
- Lower levels of problem behaviors
(aggression problems, social problems, and delinquency problems)

SOCIAL WELL-BEING

Sports can provide:

- Opportunities to make new friends
- Exposure to positive role models
- Opportunities to travel



ACADEMIC PERFORMANCE

- Middle and high school athletes have higher grade point averages than nonathletes
- Grade point average increases as the number of sports teams participated on increases
- High school sports participation is associated with higher graduation rates and lower dropout rates
- Youth athletes miss less school and are more likely to attend college

HEALTH BEHAVIORS

Sports participation has also been shown to be associated with positive health behaviors. Youth athletes report:

- Consuming more fruits and vegetables
- Being less likely to smoke cigarettes
- Watching less television
- Being more satisfied with their weight

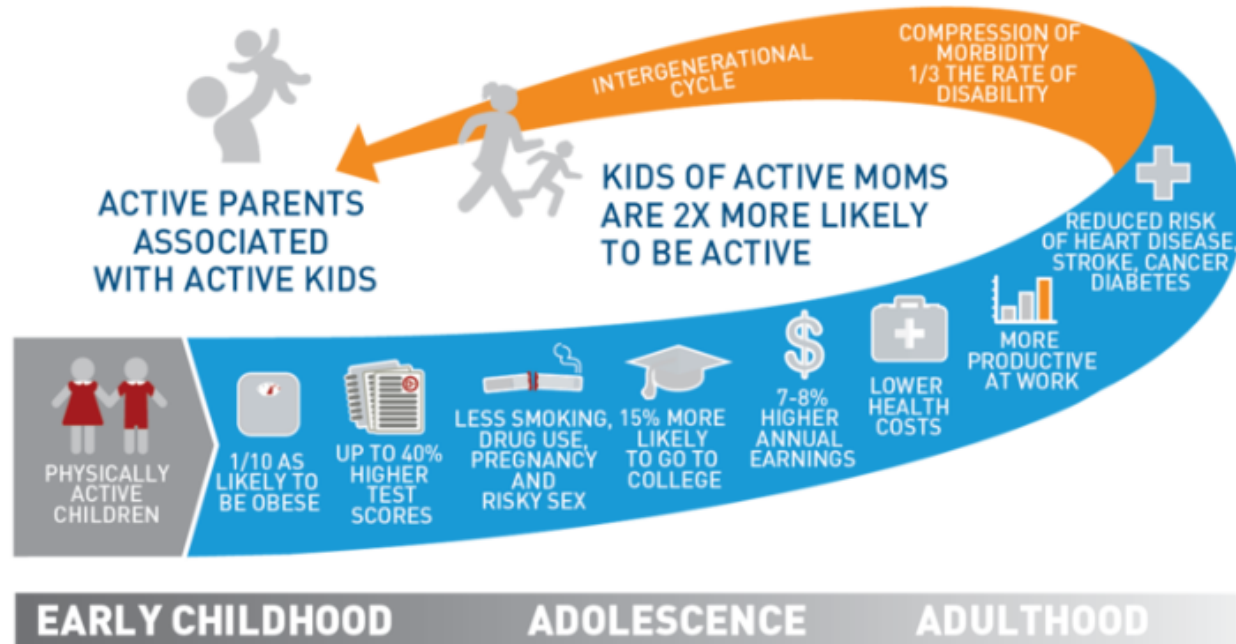


https://www.datalyscenter.org/sites/datalyscenter.org/files/Benefits_of_Youth_Sports.pdf



ACTIVE KIDS DO BETTER IN LIFE

WHAT THE RESEARCH SHOWS ON THE COMPOUNDING BENEFITS



<https://www.aspenprojectplay.org/the-facts>



Community Partners & Beyond

Ontario School District:

Use of gyms



Four Rivers

Community School:

Use of gym

Challenger Sports:

Soccer Camp June 10 - 14



Community Partners & Beyond



Payette County
Recreation:

Basketball

3rd /4th Grade Girls & Boys

5th/6th Grade Girls & Boys

Gridiron Dreams:
Planning of Football camp



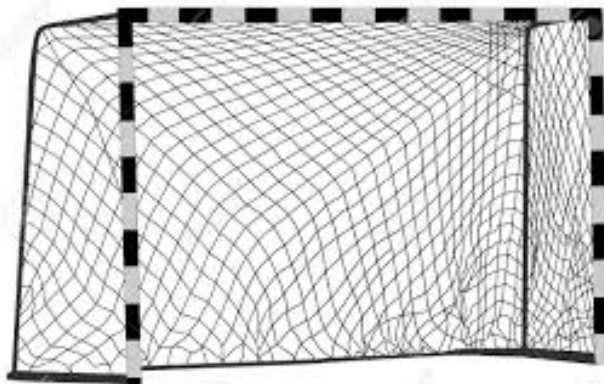


Boys and Girls Club



JACOBS

Thank you to Jacobs for repairing soccer goals.





Meeting with:

Ontario Recreation District

December -January - February Sports:



Youth Basketball:

4 Coed Teams K-2nd Grade

2 Girls Teams for 3rd - 4th grade with PCRD

2 Girls Teams for 5th - 6th grade with PCRD

3 Boys Teams for 3rd - 4th grade with PCRD

3 Boys Teams for 5th - 6th grade with PCRD

120 kids total playing basketball 2018-19













Spring Sports- Events and Classes

Adult Co-Ed Volleyball: Registrations



Spring Sports- Events and Classes



Spring Soccer:
Registrations have been coming in. Games
begin April 6th



Looking for Soccer Sponsors
\$160.00 per team

Socks and Shin guards



Socks \$3.00

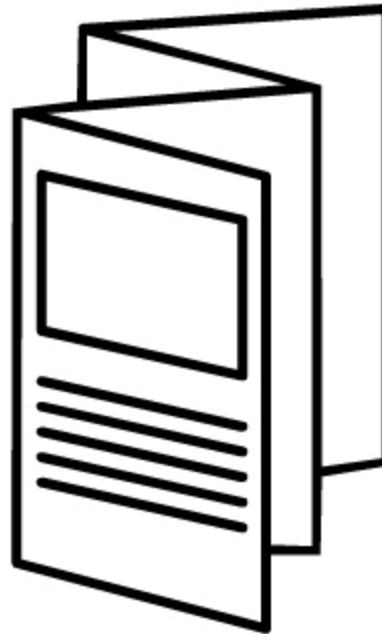


Shin guards \$6.00

February Projects & Events



2019 SUMMER FLYER!



Winter Sports and Event Participation:

120 customers 2019

154 customers 2018

Recreation Revenue:



December 1st – February 28 , 2017 – 2018:
\$26,317.00

December 1st – February 28 , 2018 – 2019:
22,750.00

Upcoming Recreation Events:

Ontario Recreation Department
745 SW 3rd AVE. Ontario, OR 97914, (541) 881-3260
Spring-Summer
2019

Spring Soccer

Summer Arts & Crafts Camps - **June only**

Girls Softball

NFL Flag Football – **Registration only**

Pickleball

Tennis

Track Meet

Challenger British Soccer Camp

Gridiron Dreams Football Camps


Ontario Recreation Ontario OR

Published by Deb Jeffries [?] · February 6 at 2:00 PM · 🌐

OPEN!!!

Many people think that we closed, but we are still OPEN!!
 REGISTER TODAY for youth soccer and call for dates and times for your
 other favorite sports and crafts! We will still be offering all your favorites.
 541-881-3260


1,956

People Reached

232

Engagements

Boost Post



Sami Alley, Araceli Cisneros and 5 others

1 Comment 23 Shares



1,145 likes +4 this week

Mallory Jo Mallea



1,152 follows


Ontario Recreation Ontario OR

Published by Deb Jeffries [?] · January 24 · 🌐

It's that time of year again!!

2019 Youth Spring Soccer

Register Now - February 28th (Any registration taken after the 28th will have
 a late fee of \$8)

Kids ages 3-14 (8th grade) are eligible to play

Registration is \$44 for in city and \$54 for out of city... See More


1,815

People Reached

241

Engagements

Boost Post

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 Mallee
Recreation Program Coordinator
Phone: 541-551-3261
Fax: 541-559-7656
Email: mallory.mallee@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.mallee@ontariorecreation.org with any questions about the following:

- [2016-17 Sports Schedule.pdf](#)
- [2017 Spring Youth Soccer Registration Form.pdf](#)
- [2017 Spring Adult/Coed Volleyball Registration Form.pdf](#)
- [Adult Beach League Roster.pdf](#)

Challenger Sports: British Soccer 2017

IMPROVE YOUR GAME
BRITISH SOCCER CHALLENGER
2017

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

Click

Find us and follow us on Facebook!



3/7/2019

Fire Department

**First Quarter
Winter Report**
Fire Chief
Terry Leighton

Winter Wonderland Parade



2018 Firefighters of the Year Recipients



Winter 2019

Ron Park Retires 37 years of service



Family Christmas



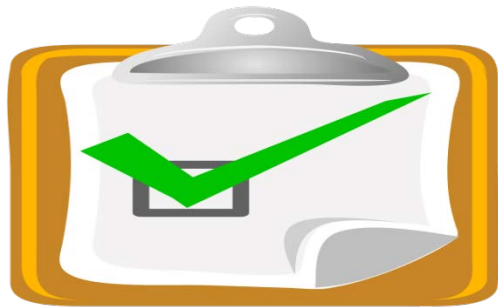


Christmas celebrations

Recognizing some special people



Inspections



Training

- Stop the Bleed Tourniquets
- Street Drugs
- Cardiac arrest / Lucas tool
- Air Management
- Search and Rescue techniques



Just another day at the office



STRUCTURE FIRES

11

3/7/2019



- 4 City
- 1 Rural



Winter 2019

OTHER INCIDENTS



Winter 2019

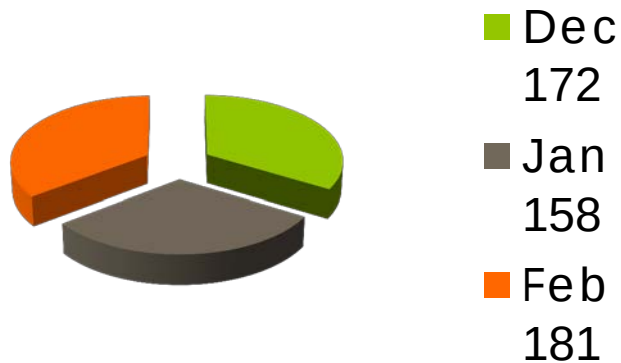
Beware of the CFL



MEDICAL AND FIRE CALLS

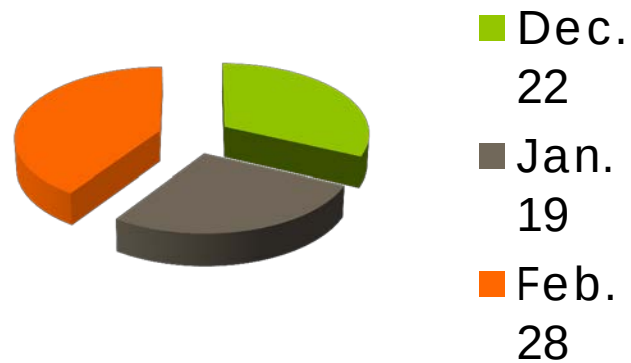


Medical



1st. Qtr. Total 501

Fire



1st Qtr. Total 69

TOTAL CALLS 2018

2300



- Medicals 1982
- Fires 318
- Haz-Mat 2

TOTAL CALLS 2008... 1711



Strategic Communications Plan 2019

Introduction

The core values of the City of Ontario are commitment, openness, respect, and efficiency. These values are the standard for all departments of the City and how they serve the public. They should have a direct impact on how we communicate. The Strategic Communications Plan outlines our current communication standings and the direction the City is taking to make improvements.

Sections include (1) purpose, (2) audience, (3) established lines of communication, (4) potential lines of communication, (5) content, (6) logistics and (7) goals and projects.

Purpose

The purpose of the Strategic Communications Plan is to explicitly plan how the City will improve communication habits to develop a more informed staff and public.

Goals

1. Enhance communication resources
2. Improve two-way communication
 - a. between the City and staff and
 - b. between the City and the community
3. Assist goals of all City Departments
4. Promote a positive image of the City

Vision

Each employee/department of the City of Ontario government is unified and coordinated in its message to the public and available to listen to the concerns of our citizens. Citizens have easy access to important information distributed by the City and are aware of the communication channels available to them.

Key Messages

As discussed by the City of Ontario leadership team, our messages should tie back to at least one of the four CORE values.

- Commitment
- Openness
- Respect
- Efficiency

Audience

Each internal and external stakeholder plays a vital role in our City. This section explains why each stakeholder is important and how we connect with them.

Internal Stakeholders

City Council and committee members

As elected officials, the Mayor and City Council members work to express the voice of the people. Oregon open meeting law requires caution when communication between City Council members occurs. Communication to individual council members typically takes place through the City Manager. Communication with the Council as a whole occurs during City Council meetings, typically in the form of staff reports.

It is the role of the City to effectively communicate decisions made by the Council with the public. This is currently done by posting Council Meeting agendas, minutes and videos. We can consider extra efforts to enhance this process such as announcing Facebook Live streams, posting smaller clips of meetings to highlight on YouTube and creating additional content that helps explain the importance of decisions made by the Council.

City staff

Internal communication with staff members is critical for the City's efficiency. Currently, internal communication is typically handled through email, by phone or in-person. An obstacle for internal communication is the different work sites for Public Works and Economic Development.

A potential solution to help streamline internal communication is implementing Facebook Workplace which provides a platform specifically for work within a business. Further details about Facebook Workplace will be outlined below, but the purpose is to distribute information which would be seen throughout all departments.

Volunteers

Volunteers are an important asset especially for events requiring staff beyond our capacity. Communicating with the community to recruit volunteers can be done on general platforms such as Facebook or the newspaper. Platforms specific to volunteerism, such as JustServe could provide a more efficient way of finding volunteers for events.

External Stakeholders

Current and future residents and business owners

Residents and business owners represent our largest stakeholder group. After reaching out to the community, the City found that common problems citizens have with the city government are linked to information and transparency.



The diverse nature of our citizen's background, needs and interests requires multiple avenues of communication to reach our intended audience. We currently use a mix of social media platforms and traditional means to reach those audiences. The City could reach a greater audience or even a specified target audience by introducing other platforms of communication.

Community groups and organizations

A challenge our community faces is the number of organizations whose purposes overlap, but efforts do not. Coordinating efforts within our community can create a more efficient use of resources to make Ontario a better place.

Communication efforts with the many community groups and organizations in Ontario are being prepared through the Community Strategic Planning group. The efforts of this group should be monitored and the eventual product should be highlighted in future adaptations of the Strategic Communications Plan.

Surrounding governments

The State of Oregon, Malheur County, Vale, Nyssa, Fruitland and Payette are all examples of surrounding governments which the City of Ontario cooperates with and in some cases competes against.

Communication with these entities should be treated more like City staff, with direct communication being the preferable means.

Traditional media outlets

Ontario has the opportunity to communicate with traditional, local media outlets such as newspaper and television. The Argus Observer and Malheur Enterprise are the two main newspaper publications in the area. There are no local televised news outlets in the immediate area, but news stations from the Boise area have come to report on stories in Ontario.

Established Lines of Communication

City of Ontario Website

The City website is a useful tool and is the digital face of our City. Our website is managed through Savvy Software, Inc. The City pays a yearly fee for maintenance, protection, updates and up to 10 editing licenses. Content management is primarily controlled by two assigned webmasters. Editing privileges are designated to one person from each department.

The website contains useful information regarding city departments and services, but it is mostly a static site. Most updates to the website regard City Council meetings and the City Manager Weekly Update; however, these updates are typically announced through other mediums.



City of Ontario Facebook Page

Facebook is currently the City's only social media platform. Posts regarding City events and news are posted here. This is the best option for delivering longer stories. Administration privileges are assigned to the City Manager, Assistant to the City Manager and Technology Specialist.

Ontario Police Department Facebook Page

The Police Department has its own Facebook page and manages its own content. OPD typically posts pictures of dogs that are picked up around the neighborhood, intending to reconnect them with owners. They also post stories from local media regarding public safety and pictures of criminal suspects who they are trying to identify.

Ontario Diversity Advisory Committee

The Diversity Advisory Committee launched their Facebook page in October 2018. This page is focused on content which relates to the Committee's values of advocacy, social justice, collaboration and engagement. Their content relates to the impact of diversity on the community and includes multiple translations including Spanish, Somali and Arabic.

This page could be an effective avenue of reaching out to minority communities in Ontario.

Nextdoor

The City of Ontario was recently designated by Nextdoor as a recognized public agency. Since the initial neighborhood was created on the platform, users are rapidly creating accounts and additional neighborhoods.

This platform is intended to communicate traffic news, projects, safety initiatives and events. A defining strength of this platform is the ability to localize announcements to specific neighborhoods within Ontario.

Utility Bill Inserts

Utility bill inserts are an effective way to communicate to the largest audience as they are distributed to all users of City utilities. Important meetings such as town hall meetings or public hearings can be advertised with this method. Using this method will incur an extra cost from printing material and will also take extra time from staff.

OPENGOV Portal

The City website includes a portal hosted by OPENGOV. The purpose of this portal is to help distribute information and increase the City's transparency. The portal includes monthly updates for: financial reports, crime statistics, and fire statistics. The portal includes modules which describe budget concepts such as revenue sources and expenses.

Council/Committee Meetings

City Council meetings and other committee meetings are the purest form of two-way communication provided by the City. Citizens have the opportunity to speak to the Council using the dedicated public



comment portion of the meeting. The public can then hear the deliberations of the Council as they make decisions regarding the future of the City.

In spite of the opportunities available for effective communication, meetings are typically not well-attended.

Council agendas are prepared and available to the public at the meeting as well as through the Civic Clerk portal on the City website. Minutes and videos of the meetings are also posted on the Civic Clerk portal. Meetings are occasionally streamed on Facebook Live. Calendar items and topics of interest could be announced over social media to expand our audience.

Four Rivers Cultural Center Reader Board

As part of the grant which funded the reader board located on SW 4th Avenue, the City has free access to display messages. Messages can be displayed on the board by communicating the event/details to Summer Tilley at Four Rivers Cultural Center.

Aside from events, the board may be used for campaign (theme) weeks and emergency events.

During the initial discussion with Four Rivers Cultural Center, a concern was brought up regarding the Center's neutral stance. It was agreed that honest, transparent communication will be used if any message content violates the Center's neutrality.

Traditional Media Outlets

Local newspaper, television and radio outlets report stories involving the City on a regular basis. Any communication with these outlets should be courteous, factual and transparent. The most important aspect with traditional media outlets is to build a relationship of trust which will encourage factual reporting on stories concerning the City.

While media outlets will conduct their own stories, the City may suggest stories that we would like to promote to a wider audience. The City can also expand its audience by reaching out to larger news media organizations with stories that may have a broader appeal. Using this option carefully could help highlight Ontario's positive image on a state or even national level.

Newspaper advertisements can also be used to help communicate recruitment efforts.

Potential Lines of Communication

Instagram

In July 2018, Forbes wrote an article on social media trends to keep an eye on. One of the trends identified was the need to diversify social media efforts across a variety of platforms. Instagram is a second social media site that could be used to effectively spread our message in a different manner and to a different audience. Instagram would be used predominantly to promote and highlight events.



Instagram usage has grown 7% in the last two years and is typically associated with a younger audience. “Instagram stories” is also a growing trend in 2018.

Multiple platforms could have tailored messages with the audience in mind. For platform implementation, Facebook could be used to introduce the new platform.

YouTube

In 2018, YouTube surpassed Facebook as the social media platform most used by US adults. Implementing YouTube could help the City reach a broader audience and could also help replace negative videos already on the site, allowing viewers to see a more positive image. City council meetings or abridged meeting highlights could be posted here as well as informational videos about City services.

LinkedIn

LinkedIn could be used to increase the professional look of the City and assist in recruiting efforts, especially for future hiring of managers. Procurement announcements can also be posted through LinkedIn. This would be a great avenue to attract more bids from contractors.

JustServe

JustServe allows organizations to post projects and volunteer needs in the area. Volunteers can then search for local needs and fill needs. This is a good resource to help the City better connect the vast amount of non-profit efforts with citizens who want to make their community better.

Content

Our communication should include high-quality content to enhance our message delivery. Examples and best practices for content are described in this section.

Content Creation

Examples of content created in-house include:

Digital artwork

Illustrator software can be used to combine photos and information in an appealing format which is quick and easy for the public to consume. This is valuable for promoting events or sending out information.

Photo/video cache

The City needs to begin building a pool of high-quality photos and videos of the City



and its assets to use in promotional material. Photos and videos should also be taken during appropriate events to use after the event and in future promotions of annual events.

Videos

Videos require more time to create, but they are currently a very popular form of media consumption. Videos can be short clips promoting events or can be longer with the purpose of offering educational value.

Newsletter (CM Weekend Update)

The City produces a weekly update highlighting what is going on in the City. This is a good way to distribute information and adds the personal touch of the City Manager interacting personally with the public.

Hashtags

Hashtags are an effective way to help promote an event or program and boost how many people view you when searching for specific topics. Hashtags should be well thought-out, easy to remember, and short.

“Bite Size”

Many communication platforms, especially on social media, have users expecting content to be informative, entertaining and brief. Content should keep all three of these variables in mind and have a balance which will engage our audience.

As an example, Lincoln, Nebraska posted a recent success achieved by their recycling program. The post provides easily accessible information, presents it in an appealing format that can be read and consumed in moments.

The user experience is brief, but they leave knowing that the City did something positive that affects their lives.

Spanish Outreach

Providing content translated into Spanish can help us expand our audience, particularly in under-served communities. An effort on the City’s part could help bridge trust with these communities and encourage civic engagement.



The Diversity Advisory Committee would be a good source to consult regarding the most effective way to reach Ontario's Hispanic community. Content translation can be achieved by a balance of using Google Translate for a rough translation and Spanish-speaking staff to help refine that translation.

Tone

Tone can be modified across platforms to create appropriate environments; however, the overall tone of City communications should be (1) professional, (2) positive, and (3) enthusiastic.

Professionalism

A professional tone is set by communicating facts, using correct grammar and avoiding spelling and punctuation errors. These factors ensure that the City does not lose credibility while expressing competence and thoroughness.

Positivity

Positive communication emphasizes the good that is occurring in Ontario. The City must combat the negative image and attitude that is often associated with Ontario and is inherent on social media. Positivity shouldn't be confused with "spin" when reporting negative facts and occurrences; however, it should be used to encourage stakeholders that the City is moving forward to change, improve or amend these situations.

Enthusiasm

Factual communication shouldn't equate to boring communication. Local government is often seen as dry and drawn-out. Although the effectiveness of government makes procedure a necessity, it shouldn't hamper the ability of the City to communicate the exciting nature of what is happening with the "big picture".

Informer vs. Meformer

Kevan Lee described two types of social media users: informers, users who post social media updates that are mostly information-sharing and meformers, users who post social media updates mostly relating to themselves. Content shouldn't be all about the City. Communication should focus on the needs and interests of our external stakeholders.

The 80/20 Rule

The Government Social Media Survival Guide describes the 80/20 rule as posting 80% of content from other sources and using the remaining 20% to post original content. The guide reasons, "People don't want to read a feed jam packed with content that only speaks about your agency. By mixing it with third-party content, people tune in longer, and consider you a valued resource."

While a balance between original and third-party content may not be 80/20, it is important to recognize the reasons behind the principle. Content takes time to create and may not be as high-quality or as entertaining as other sources.



An example of effectively using third-party content would be having an emergency preparedness PSA theme week. The week could kick off with a video message from the fire chief. The next post could be a link to FEMA's Family Emergency Plan guide. Later on in the week, you can post an infographic from the Centers for Disease Control and Prevention. The week can conclude by linking a pop-culture video and caption a final message.

Logistics

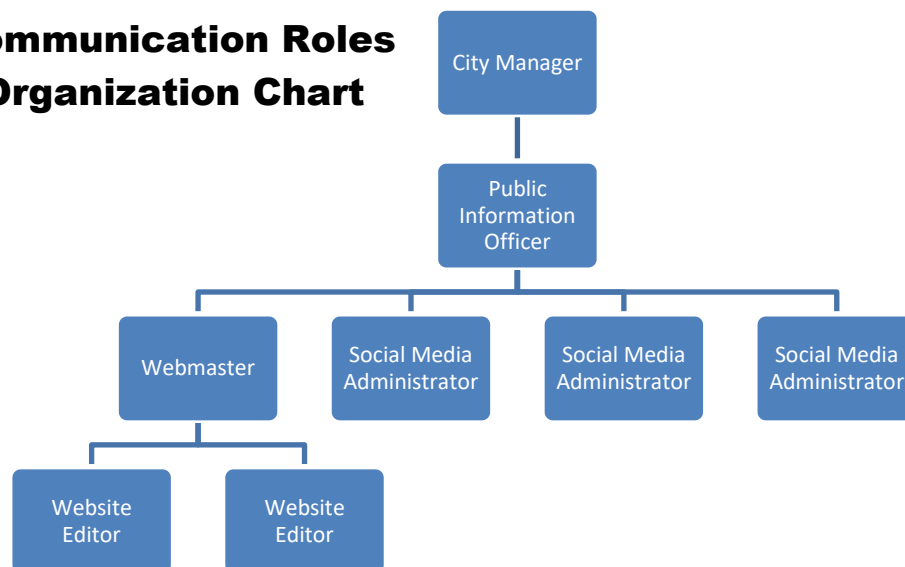
The City must consider many variables attached to communication efforts. This section speaks to the systems and functions of the Strategic Communication Plan which are intended to create efficiency within our organization.

Policy

Resolution #2018-146 establishes the City's first social media policy which has been integrated into the Personnel Policy Manual. The policy outlines use, retention, and violation. All personnel who represent the City on Social Media must read, understand, and know the City's Social Media Policy.

Roles

Communication Roles Organization Chart



Public Information Officer (PIO)

The PIO coordinates all communication efforts including media relations, content creation and execution of the strategic communications plan. This role is supervised by the City Manager.



Webmaster

The webmaster controls all content on the City website. They are also the point of contact with the website content manager (Savvy Software, Inc.) The webmaster supervises all actions taken by website editors.

Website editor

Website editors may be assigned by department heads to update their own pages on the City website.

Social media administrators

Social media administrators are assigned by the PIO to help create and post content on City social media platforms. Administrators are also responsible for managing content on social media platforms. This includes deleting comments prohibited by the City social media policy, editing posted mistakes and reviewing comments during emergency situations.

Metrics

Metrics provide feedback which can help the City fine-tune efforts and make informed decisions about what we communicate, how we distribute it, and who the information is reaching. Most social media platforms have built-in metrics which allow administrators to analyze views, shares and likes. These metrics should be recorded and future posts should reflect the data to ensure that we are communicating effectively.

Means of communication which do not have built-in metrics should still be analyzed. Many meetings and events can have attendance counts. While all of these are quantitative outputs, qualitative outcomes are also important to record. Surveys, focus groups and social media comments can provide more insightful feedback of where the City is making progress with communication and where it needs additional work.

Schedule

The post synchronization matrix is a tool to keep communications organized. The purpose of the matrix is to give a high-level perspective of what content is being distributed, what lines of communications are being used to distribute content and when content is being distributed.

Different lines of communication can be used intentionally to reach certain audiences. For example, using the newspaper, Facebook and Website to announce a job opening would be appropriate, but to market an event, you may want to use Instagram, Facebook and the reader board.

The matrix is also useful by keeping a record of what you posted and when. Planned posts should be scheduled on the post synchronization matrix at least a week in advance. Emergency communications do not apply.



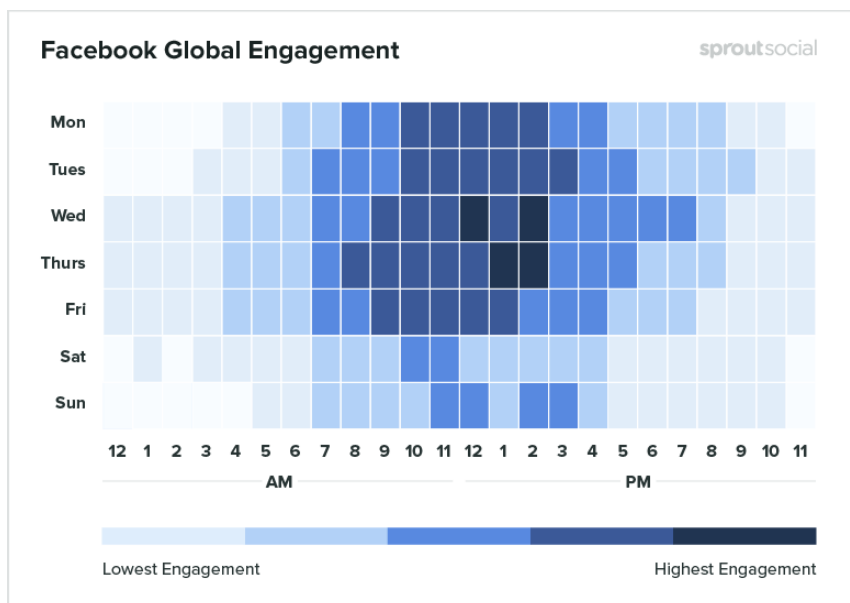
	Mon. (10/8/18)	Tues. (10/9/18)	Wed. (10/10/18)	Thurs. (10/11/18)	Fri. (10/12/18)	Sat. (10/13/18)	Sun (10/14/18)
Press Release							
Facebook	Link to HR page (Front Desk Opening)		Advertise Splash Pad Fundraiser			Link to Weekend Update	
Instagram			Advertise Splash Pad Fundraiser		Post picture highlighting th Fire department. Link to YouTube video		
YouTube					Post video highlighting the Fire Department		
Website	Post Front Desk Opening					Post Weekend Update	
Newspapers		Advertisement for Front Desk Opening			Advertisement for Front Desk Opening		Advertisement for Front Desk Opening
Reader Board			Advertise Splash Pad Fundraiser	Advertise Splash Pad Fundraiser	Advertise Splash Pad Fundraiser	Advertise Splash Pad Fundraiser	Advertise Splash Pad Fundraiser
Other	Hand out Splash Pad Fundraiser posters at Chamber luncheon						

Post Synchronization Matrix Example

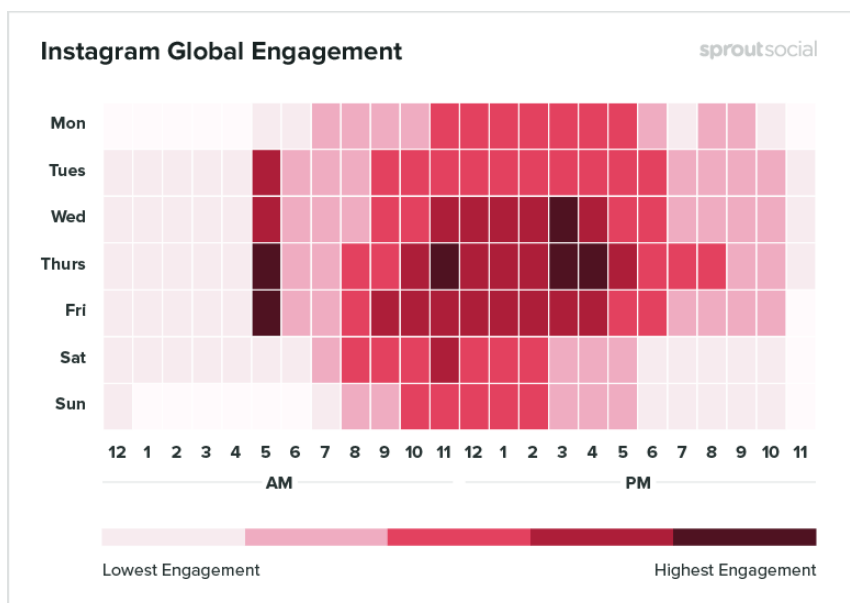
Timing

Social media posts should be shared on days and times which will garner high engagement. The following graphics show when posts receive the highest engagement on Facebook and Instagram. Planned social media posts should be posted during engagement hotspots.





Engagement Hotspots for Facebook



Engagement Hotspots for Instagram

Updates to the website and stories by the local media which do not follow the patterns outlined by the graphics can still be mentioned on social media during high engagement times. Any emergency communications should be posted immediately.



Goals and Projects

Short Term

Create a newsletter format for the Weekend Update

The Weekend Update is a great communication tool for citizens to hear updates directly from the City Manager. Small changes such as format, upcoming events, employee or department highlights may increase the utility of the weekly newsletter.

Utilize City Hall bulletin boards

Community and internal events can be posted on bulletin boards located throughout City Hall. These boards are in locations which can communicate to employees or visitors to City Hall. These spaces could also be used for employee recognition.

Improve the website calendar

The calendar available on the City website can be better utilized to help disseminate important information for upcoming events. Currently, the calendar only lists community meetings. We can expand the use of the calendar by adding community events endorsed or promoted by the City. Our calendar could become an efficient one-stop hub for anyone looking for things to do in Ontario.

The Ontario Chamber of Commerce is a great example of a comprehensive community calendar. If we don't intend to pursue improvements on our website, we could possibly link the Chamber's calendar to our website.

Launch additional social media platforms

The "Potential Lines of Communication" section outlines the benefits of adding the following platforms: Instagram, LinkedIn, YouTube and JustServe. Platform launches should be planned, purposeful and prepared. Engaging content should already be posted at the time of an official launch. Announcement of an official launch should be broadcasted through all other mediums available to attract followers.

Intermediate Term

Implement Facebook Workplace

Facebook Workplace is a platform identical to Facebook which is limited to personnel within an organization. Workplace is intended to be an all-in-one communications portal to distribute information internally in a timely manner.

The City's vision of Workplace is not to replace personal interaction, but to enhance how we communicate with all of our employees and contracted teams.



Schedule PSA theme weeks

Public Service Announcement theme weeks would be a coordinated push across platforms over a single week to deliver important, topical information to the public. Messages from the city, third-party material and challenges can be posted throughout the week in conjunction with events throughout the year. Examples of possible themes are listed below.

- Flu season
- Halloween safety
- Emergency preparedness
- Summer heat safety
- Anti-bullying
- Smoke detector checks/Fire Safety
- Distracted driving
- Anti-drugs

PSA theme weeks can use partnerships with other organizations in our community to reach a greater audience and build a stronger network within our community.

Implement social media theme days

Social media platforms such as Instagram make it easy to create theme days using hashtags. Popular hashtags such as #motivationmonday, #throwbackthursday and #foodiefriday could be used regularly to highlight and promote different aspects of the City.



Film a series of public safety vlogs

The Auckland New Zealand Police Department produces a vlog series called *Ride Along*. Videos are between 10-15 minutes and highlight different aspects of police work. The purpose of the videos is to increase trust between the Police Department and the public.

Our own series of public safety vlogs could help inform our community of public safety practices and create a better relationship between the community and our Police and Fire Departments.



New Zealand Police Vlog 5: GEAR TOUR!?

Auckland Police TV • 52K views • 1 month ago

It's been a long time coming and it's finally here. Constable Hurn takes you on a tour through a NZ police car AND shows you all ...

Create City Council meeting highlights

Although City Council meetings include important decisions made by the council, the meetings are typically not well attended. Meetings can be filmed at length or streamed using Facebook live, but creating highlights that are broken into smaller portions of the meetings could encourage citizens to become more engaged. Clips could be sorted into playlists on YouTube for easy access.

Videos available on Civic Clerk could also be enhanced by utilizing links within the meeting agenda which will jump to that point on the meeting video.

Long Term

Create, build and promote the Ontario brand

The City of Ontario can use branding to spread its message, improve its image and attract businesses and developers. A brand is more than just a logo; the brand of the City should convey a message that people instantly recognize as distinct and consistent across the organization.

The brand the City creates should be implemented in every aspect of the organization. Tools like social media can spread the message of the brand externally, but the message of the brand must be consistent internally as well. Employees, services, and the physical City itself should add exude the branding message. This process requires patience and thoughtful planning. A brand cannot be created overnight, but must be strategically implemented over the long-term.

Updated website

While the content is appropriate for the website, the website itself is outdated and could benefit from a more modern, user-friendly setup. Money was budgeted for updates in FY 17/18 and again in FY 18/19, but budget constraints forced the funding to be cut.

The City currently pays Savvy Software, Inc. \$1,020 per year for their services. The City has previously contacted CivicPlus and Revize for quotes on website updates.



Website builders such as Wix and Weebly are another alternative which have considerably lower costs, but do require users to create their own websites from templates. These alternatives should be researched further to determine their viability.

Logo

The logo of a City can communicate a lot about the organization. The City of Ontario currently uses a number of different variations of the same logo. The City should choose one variation of the logo and use it exclusively in a vector format.





Overview



Strategic
Comms Plan



Employee
Handbook



Customer
Service
Philosophy



Recruitment

September 2018 – February 2019

Human Resources Update
Thursday, March 7, 2019



Plans how the City will improve communication habits in 2019 to develop a more informed staff and public.

Overview

♦
***Strategic
Comms Plan***

♦
Employee
Handbook

♦
Customer
Service
Philosophy

♦
Recruitment



Offer community members ease of access to City Council Meetings by live streaming on Facebook

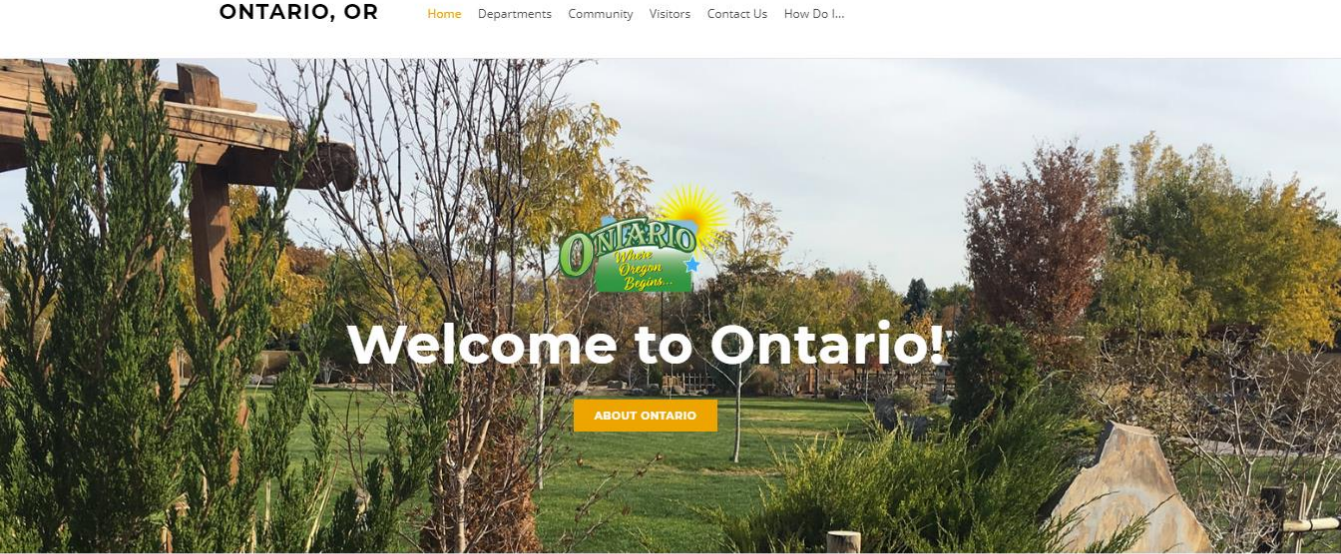
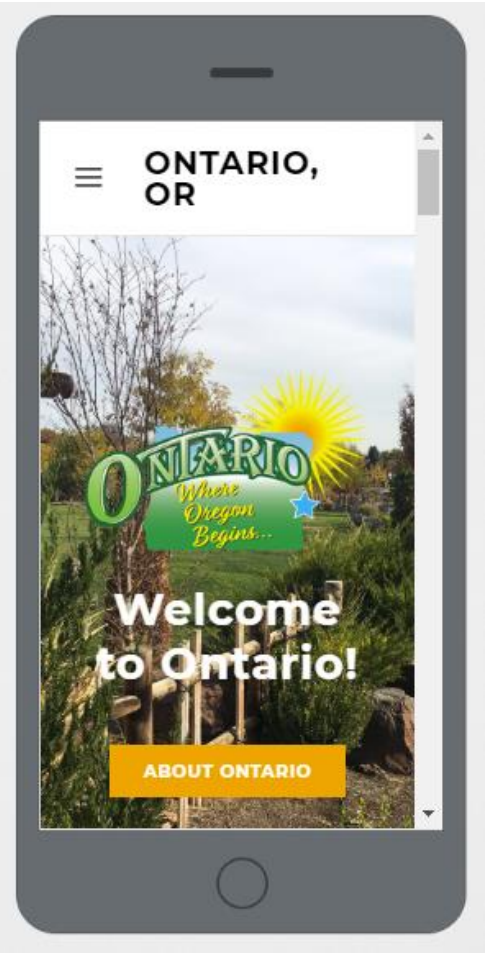


Reach a broader audience by diversifying our communication platforms and methods



Create a modern, user-friendly, cost-saving website to serve as the digital face of our community

Human Resources Update
Thursday, March 7, 2019



Upcoming Events

DECEMBER 1, 2018 WINTER WONDERLAND PARADE	+
DECEMBER 7, 2019 FROSTY FEST	+
DECEMBER 18, 2018 CITY COUNCIL MEETING	+
DECEMBER 25, 2018 CITY HALL CLOSURE (CHRISTMAS)	+

[VIEW FULL CALENDAR](#)

Online Bill Pay

We offer the convenience of online bill pay! To pay your bill online, select the button below. For additional information, please call (541) 881-3246.

ONLINE BILL PAY

Frequently Asked Questions

IS THERE A WATER DEPOSIT REQUIRED TO START SERVICE?



WHEN WILL I RECEIVE MY FIRST BILL?



WHEN WILL MY METER BE READ?



IS THERE A MINIMUM BILL?



HOW MUCH IS WATER?



HOW MUCH IS SEWER?



WHAT OTHER COSTS WILL BE ON MY BILL?



WHEN ARE UTILITY BILLS DUE?



WHAT IF MY UTILITY PAYMENT IS LATE?



WHAT IF MY WATER IS TURNED OF FOR NON-PAYMENT?



WHAT IF I NEED TO TURN OFF MY WATER TO MAKE REPAIRS IN MY RESIDENCE?



WHO DO I CALL IF I NEED MY WATER SHUT OFF FOR AN EMERGENCY AFTER YOUR OFFICE IS CLOSED?





Adam Brown

CITY MANAGER

Phone: (541) 881-3223

Fax: (541) 889-7121

[EMAIL](#)

The City Manager directs, manages, and supervises the administration of city government, following policies established by the City Council. He makes recommendations to the Council, and keeps them up to date on the City's business and financial condition. He is responsible for the operation of all City services, personnel, equipment, and resources. The City Manager is responsible for hiring and managing all employees, including departmental directors, to carry out Council-directed goals.

The City of Ontario operates under the Council/Manager form of local government. This means that the City Council sets policy and hires a City Manager to oversee the implementation of the policies that have been set. The City of Ontario City Council consists of six citizen-elected Councilors, as well as one citizen elected Mayor, who serves as the head of the legislative branch. In the private sector, the Council could be referred to as the "Board of Directors". The Mayor is similar to the "Chairman of the Board". The Council is responsible for hiring one employee - the City Manager - who serves as the Chief Executive Officer, or head of the executive branch of the local government.

The Weekend Update

For the most up-to-date information, stay connected with the Weekend Update blog. City Manager, Adam Brown, takes you through the week that was and reports on the comings and goings of City departments and developments in the City of Ontario.

[WEEKEND UPDATE](#)

Organization Chart

Get a bird's eye view of the City organization. This chart breaks down the responsibilities of each department and how they align in the overall organization.

[ORG CHART](#)



Creating proactive, not reactive, policies to help the City navigate the fluid nature of employment law.

Overview



Strategic
Comms Plan



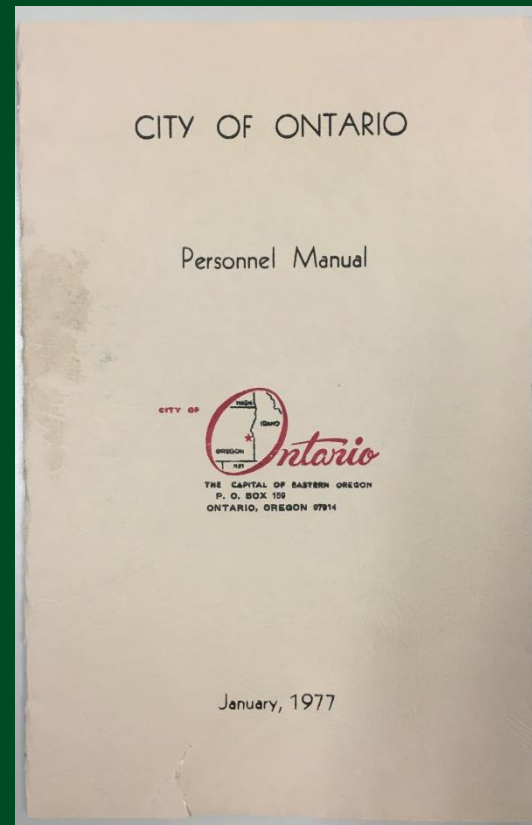
*Employee
Handbook*



Customer
Service
Philosophy



Recruitment



Human Resources Update
Thursday, March 7, 2019



Overview



Strategic
Comms Plan



Employee
Handbook



***Customer
Service
Philosophy***



Recruitment

Providing high-quality customer service is an essential part of living our CORE values of Commitment, Openness, Respect, and Efficiency.

1. The Platinum Rule
2. Efficiency
3. Professionalism
4. Kindness
5. Patience
6. Respect
7. Listen
8. Compassion
9. Give

Human Resources Update
Thursday, March 7, 2019



The City of Ontario believes in the importance of the individual employee. We strive to empower our employees and ensure that they feel valued, motivated, and safe.

Overview



Strategic
Comms Plan



Employee
Handbook



Customer
Service
Philosophy



Recruitment



- 2 Patrol Officers
 - 1 Volunteer
- Currently Open:
- Patrol Officer
 - Police Chief



- 3 On-Call Firefighters
- 1 Junior Firefighter



- Front Desk Receptionist

Human Resources Update
Thursday, March 7, 2019



JACOBS

Jan. 26 – Feb. 22

2019 Report



February
2019

Prepared by JACOBS for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

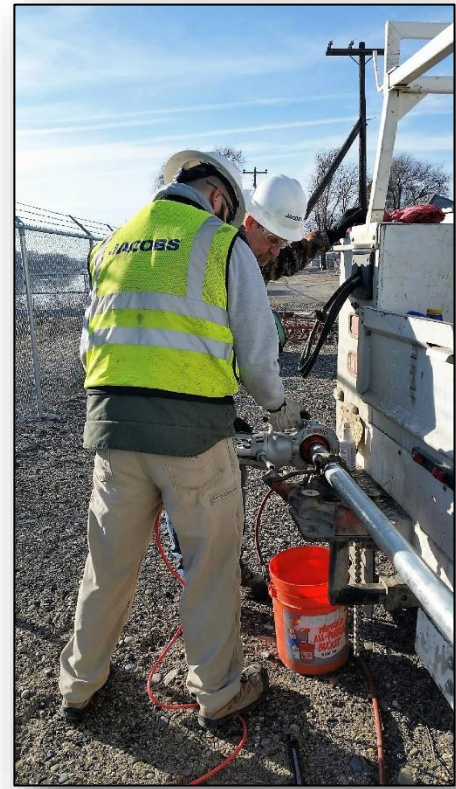
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FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- Resurfaced the roads around the Water Treatment Plant with road mix.
- Pretreated for winter storms multiple times.
- Crews responded to surcharged catch basins though out the community during heavy precipitation.
- Pot hole repair on multiple locations throughout the city.
- Sewer cleaning continues throughout the City, approximately 6000 ft. completed.
- Staff worked on installing a new compressor at the Water Treatment Plant. This is for the river intake screen back flush to remove material when flows start decreasing.
- Water maintenance – leaking setters, broken angle stops, and broken boxes were repaired through-out town.
- Installed 2 new water services.
- 30 water services were turned on per customer request.
- 19 water services were shut off per customer request.
- 22 water services were read-only on/off per customer request.
- 16 water services were checked to verify leaks had been repaired by customer.
- 6 water services were checked for leaks per customer request.
- 19 water meters were shut off for repairs per customer request.
- 23 water meters were changed out for non-functioning.
- 40 water services were shut off for non-payment.
- 23 water services were turned on for payment received.
- 6 water services were checked to verify still off for non-payment.
- 48 utility locates were completed.



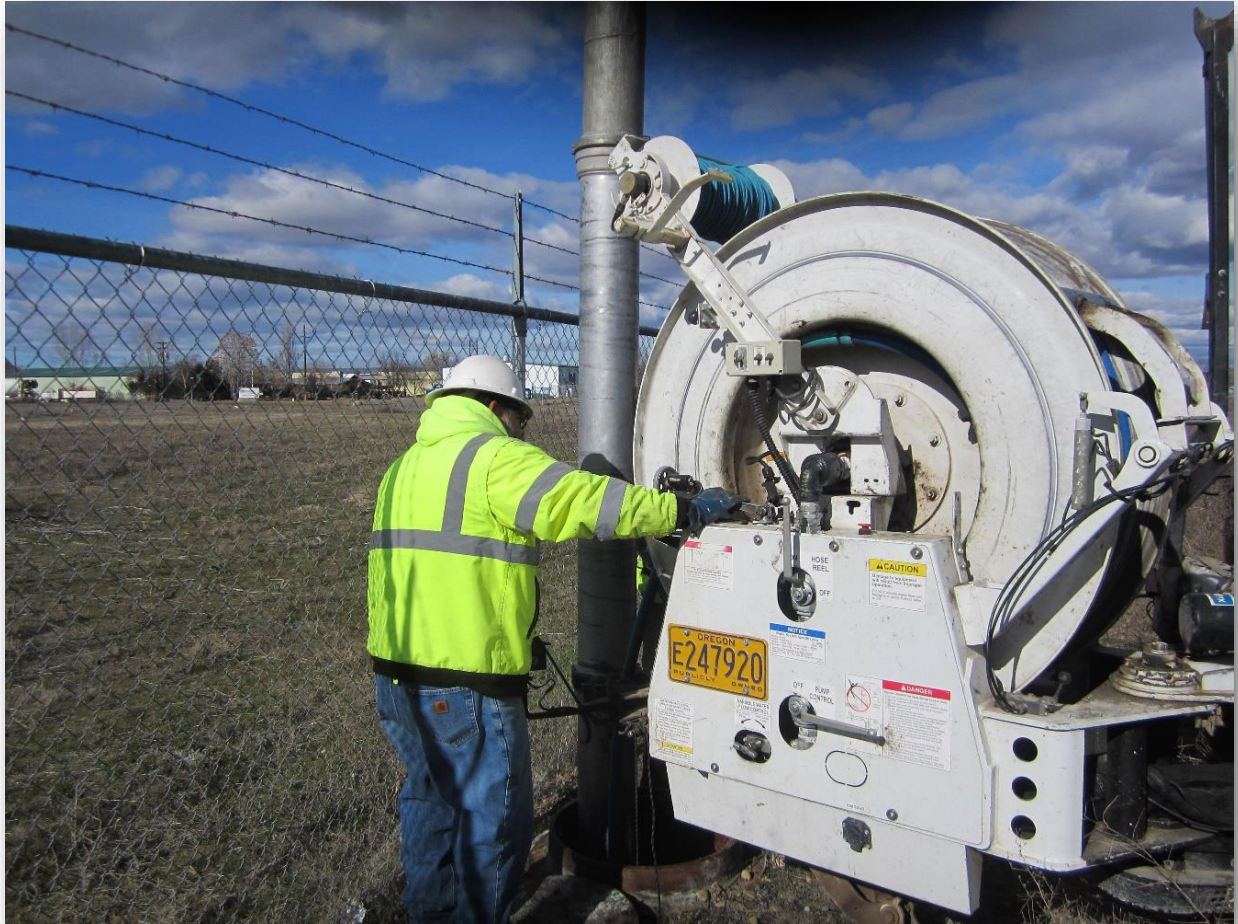
Top: Crew threading pipe for new compressor and tanks at Water Treatment Plant.

Bottom: New compressor and air tanks.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

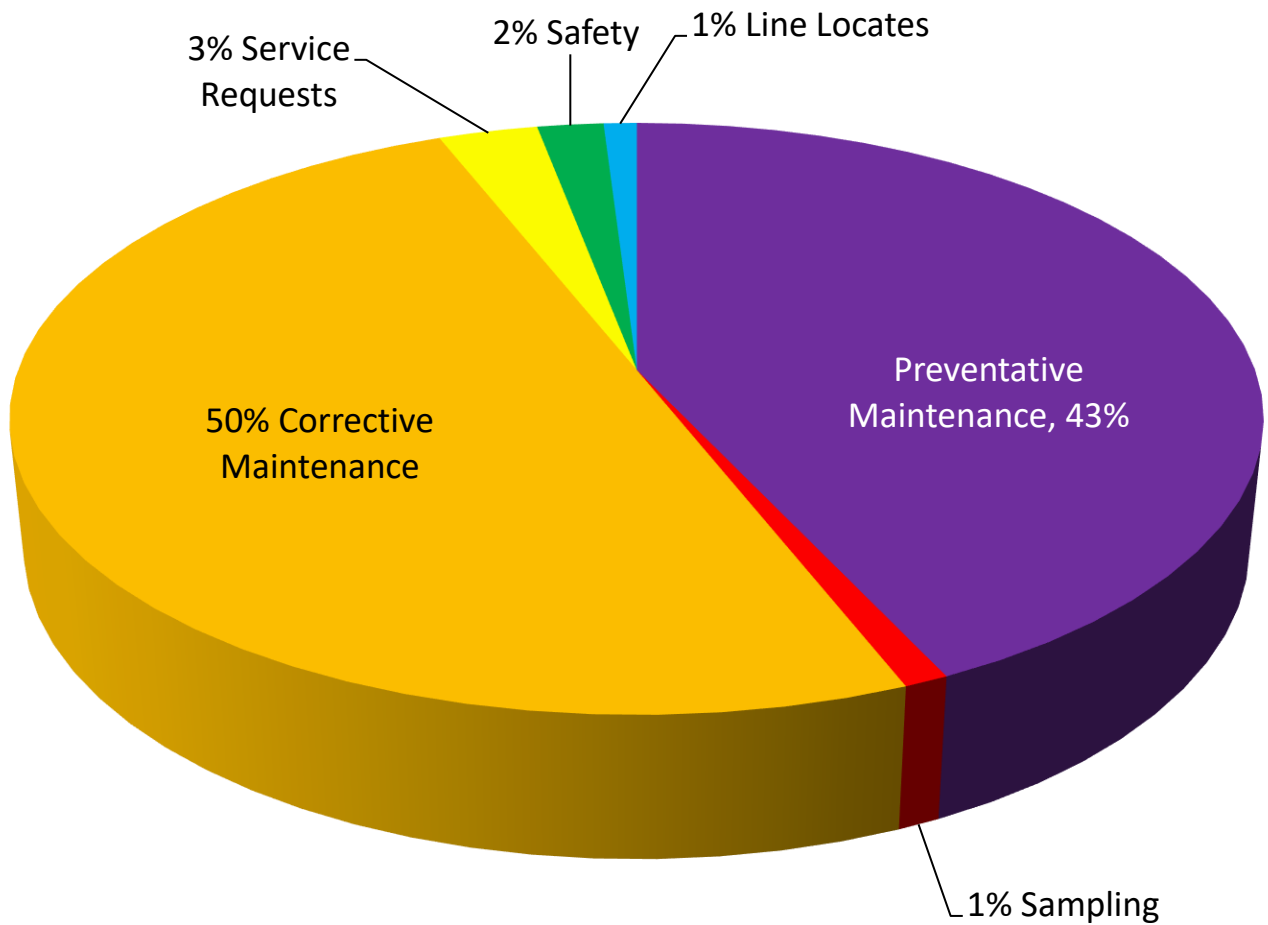
ACTIVITIES JANUARY 26 – FEBRUARY 22:



Collections crew cleaning sanitary sewer lines.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

**Work Orders
January 26 – February 22
Actual Hours by Work Order Type**



WATER TREATMENT PLANT SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- The plant is operating well with no issues, inventory amounts at target levels.
- Currently working on 2 set of lists related to internal safety and compliance audits, this is a work in progress and we are moving forward address those issue identified as area in need of improvement.
- Acquired 2 new air receivers from another project, the 500 gallon receivers were installed and plumbed into the system. This will allow us to double the purge volume of air used to flush our main pipe from the river.
- The newly built redwood baffle wall was put into service to confirm performance. The other baffle wall will be taken off line early next week to rebuild.

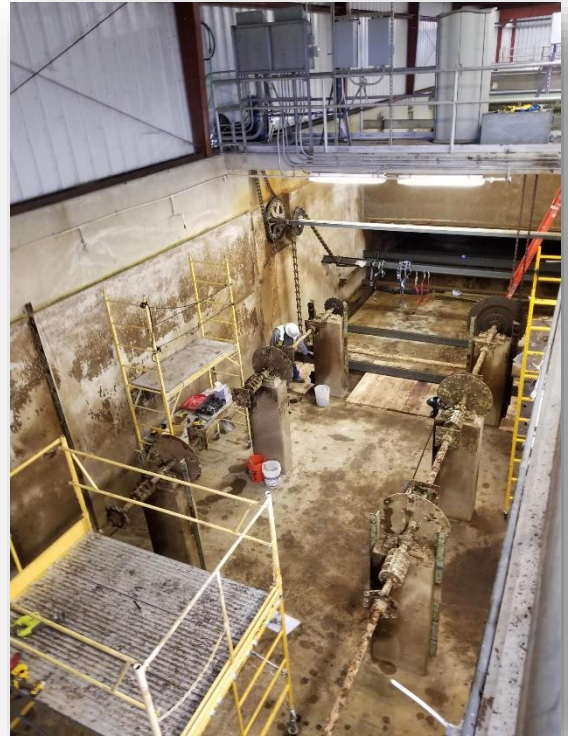


Both: Before and after pictures of baffle wall replacement.

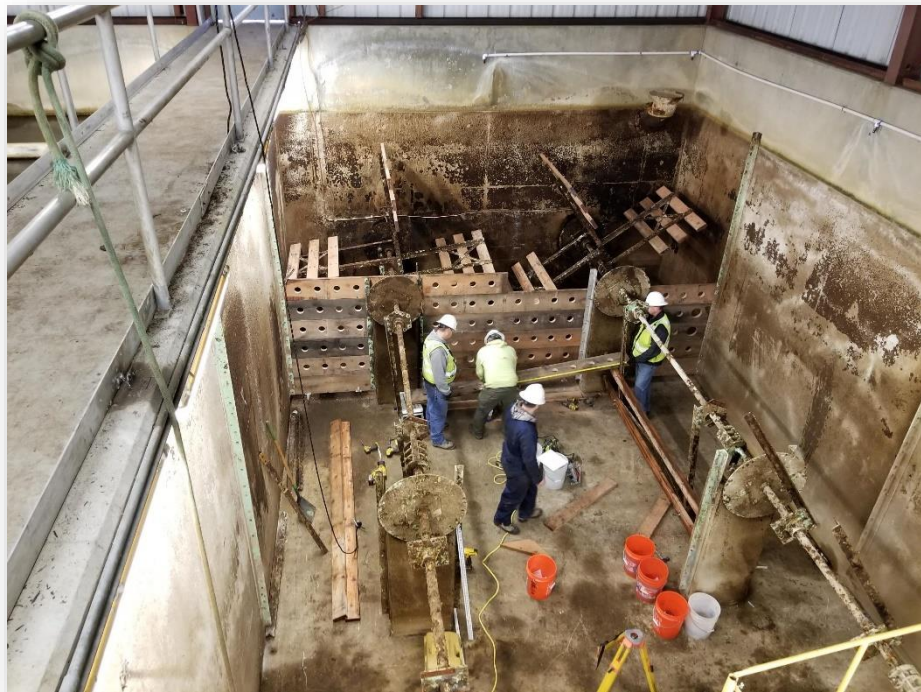


WATER TREATMENT PLANT SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

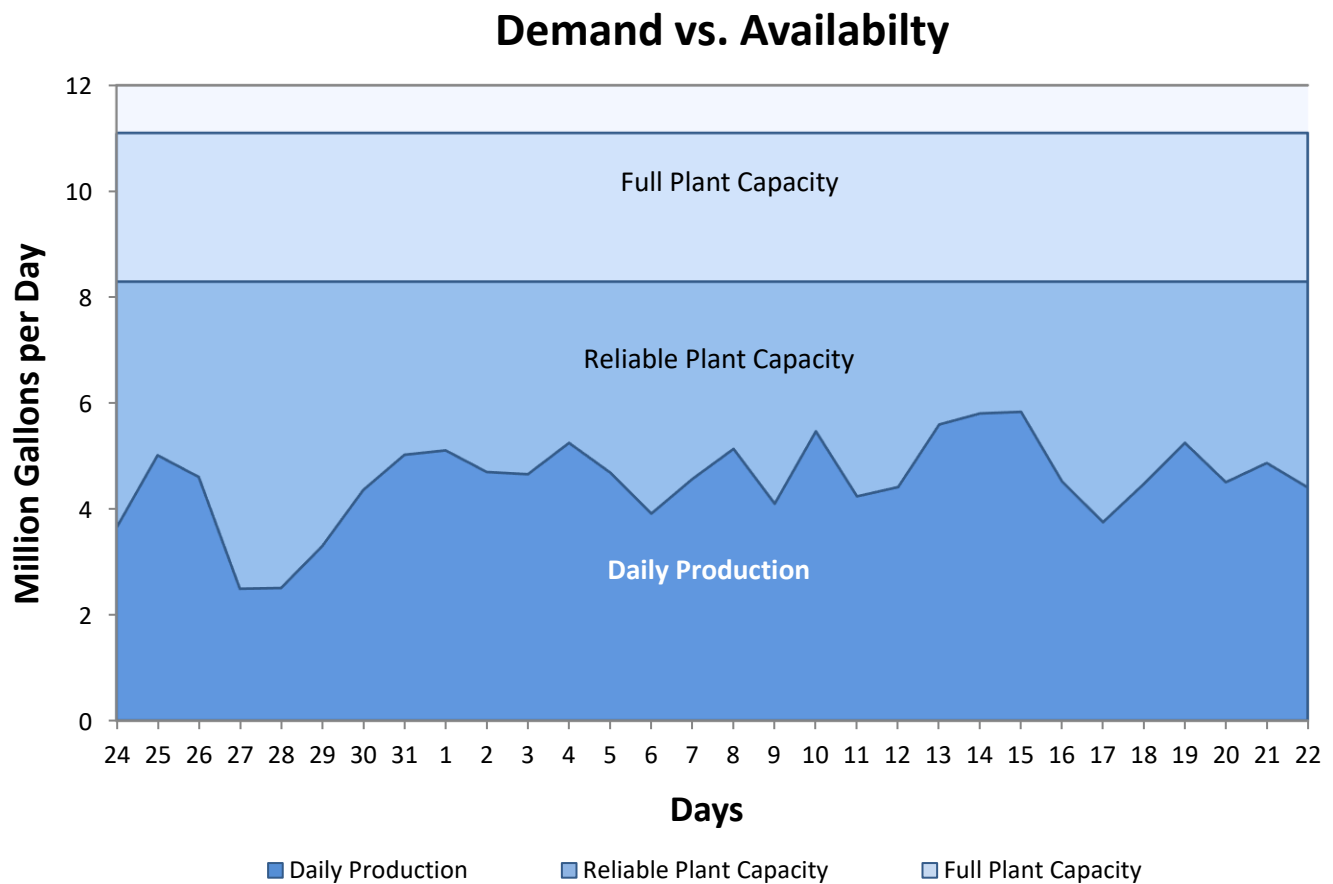


Jacobs crew during construction of new baffle walls at Water Treatment Plant.



WATER TREATMENT PLANT SUMMARY

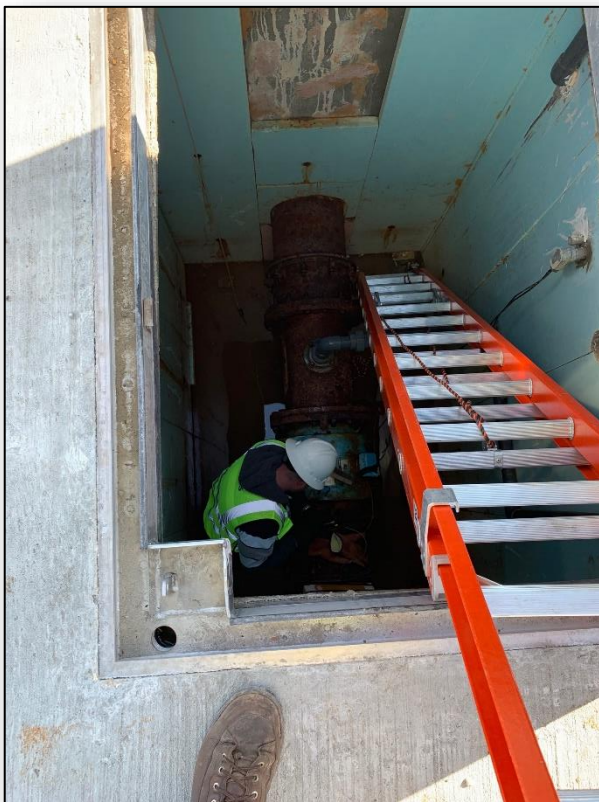
ACTIVITIES JANUARY 26 – FEBRUARY 22:



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- Normal operations; plant is operating well.
- Currently discharging to the Snake River as per permit requirements.
- Crews continue with regularly scheduled maintenance as tracked by our maintenance management system.
- Received the new NPDES permit from the State and met with DEQ staff to discuss the new permit, another public review period will start prior to the permit being implemented. We anticipate the new permit will go into effect on May 1, 2019.
- Staff member increased his wastewater licensure.

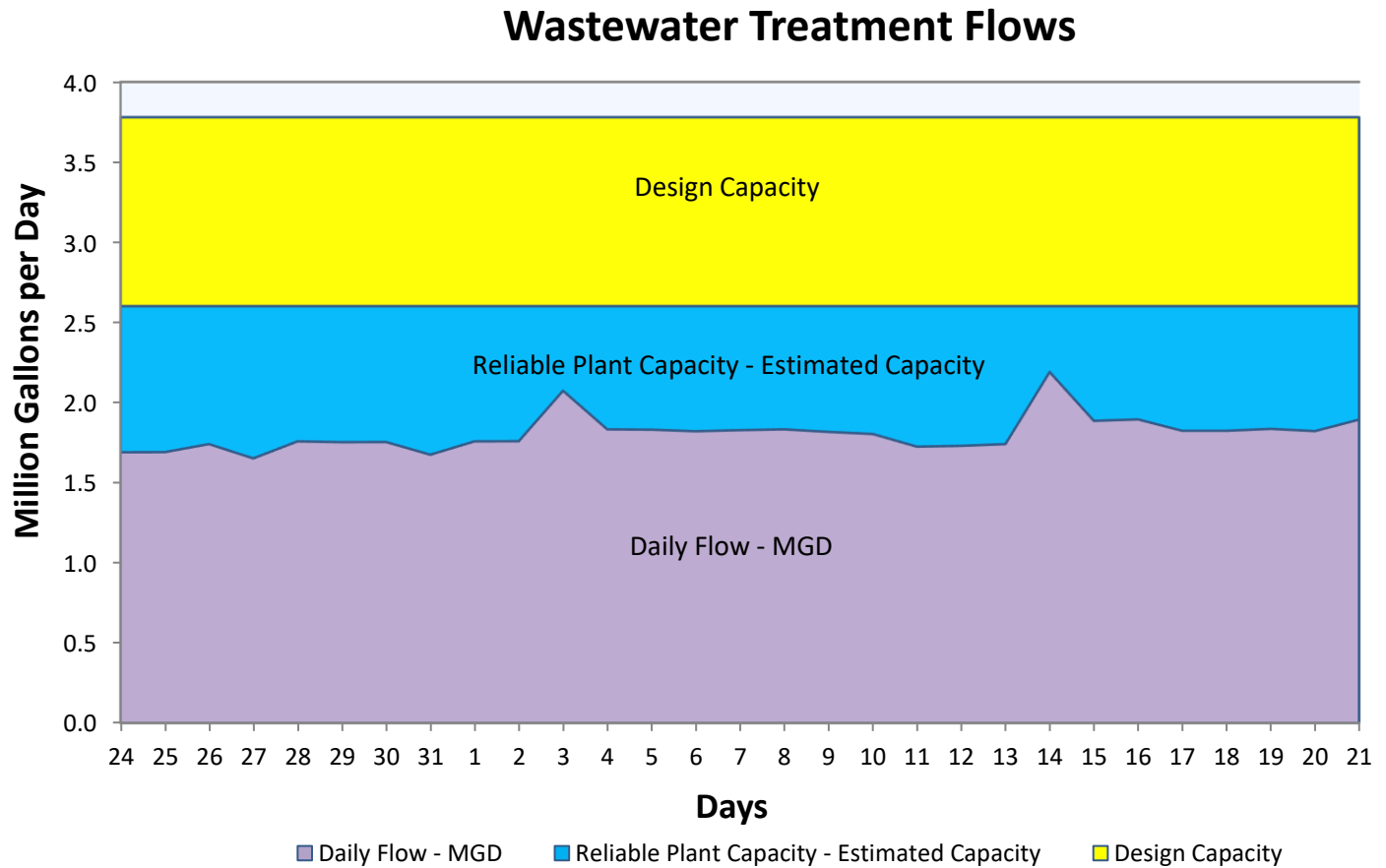


Both: Staff performing maintenance on effluent meter at Wastewater Treatment Plant; confined space entry permit required.



WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES JANUARY 26 – FEBRUARY 22:



PARKS AND CEMETERY SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- There were 5 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- All of the City's picnic tables were refinished and placed in the parks in preparation for Spring.
- Normal activities for this time of the year including park picnic table refinishing.
- Tree trimming continues in parks and cemeteries.

FACILITIES SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- Put up a partition at Ontario Police Department to make a new office.
- We had carpets installed at City Hall including front reception area, police offices, cubicle partitions, and dispatch area.
- We received a bid to put new carpet in 3 of the Ontario Police Department offices and in the front lobby at City Hall.
- Repaired an exhaust fan in the police department drug room.

ENGINEERING SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- Issued 7 Right-of-Way permits.
- Attended 3 PDAC meetings to discuss new specialty retail businesses.
- Attended 1 PDAC meeting to discuss the addition to a shop at a resident.
- Attended 1 PDAC meeting to discuss a Hemp extraction business
- Inspected ongoing construction at the Splash Pad Site.
- Attended 2 meetings to discuss the SE 2nd St. and SE 5th Ave. street, water, and sewer improvement project.
- Bid closing for the City Golf Course bathroom remodel.
- Golf Course ADA Improvements – Completed the Industrial Hygiene evaluation for lead paint and asbestos. After extension of bid period, one bid was received at the time of the Bid Opening. The bid was higher than anticipated so staff began negotiating with the bidder to reduce fee below \$50k to get below BOLI requirements. Public Works staff will be conducting some of the demolition, and some minor changes have been made (value engineering type) to reduce the scope of the project. Staff report under development for presentation to Council in March to award negotiated contract to bidder.
- S. Oregon Design – Reviewed scope of work from CK3 for design. Developed staff report for presentation at February council for approval of Task Order. PO under development. Working with Peter Hall and Revitalize Ontario! regarding communication to business owners.

ENGINEERING SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:

- National Pollutant Discharge Elimination System (NPDES) – Prepared letter response to DEQ regarding January version of permit with errors, then prepared marked up permit for DEQ's use. Held conference call to go through comments and work to finalize a permit version and a path forward.
- SRCI – Engaged Jacobs staff to develop alternative rate structures for contract. Began review of surcharge process and evaluation of TSS and BOD values. Also working on cost estimate for modification of siphon system to replace Lower Lift Station.
- Splash Pad – Restroom is basically complete with minor interior items still needing attention and a final walk through. Exterior pad and utilities are complete and have been tested. Formwork for actual splashpad is under construction with a pour to occur in early March, depending on weather. Currently prepping for pergola and shade structure installation as well.
- Lions Shelter – Final selections completed, and product shipped. Will wait till spring to get bid for concrete pad. PW staff will construct.
- Water Master Plan – Kick off completed. Provided requested information to Anderson Perry for their use. Continued coordination as they progress forward. Second meeting delayed, as more information was requested.
- 2018 Water and Sewer Construction Project – Pay Ap #4 reviewed and approved. Awaiting finalization until spring when paving will be done.
- Treasure Valley Community College Connector Path – Engaging CK3 for mapping to begin design effort. Working with City Manager as needed regarding easements and right of way modifications.
- Baffle Wall – City Engineer and designer reviewed project and continue to work with Water Superintendent as he gets used to new system.
- Water Rights – Held conference call with Water Rights specialist to work towards finalizing request for extension of water rights.
- WTP Slough – Worked with regulatory staff regarding maintenance activities proposed for slough. Was pushed from OHA to DEQ to Water Resources. Hoping to find final resolution to situation.
- WTP Solids – Completed LUCS with Dan C as requested by DEQ, but continue to work with regulatory staff as OHA requested information on process as well.

ENGINEERING SUMMARY

ACTIVITIES JANUARY 26 – FEBRUARY 22:



Top: Contractors forming Splash Pad concrete.

Bottom: New fixtures at Splash Pad restrooms.



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

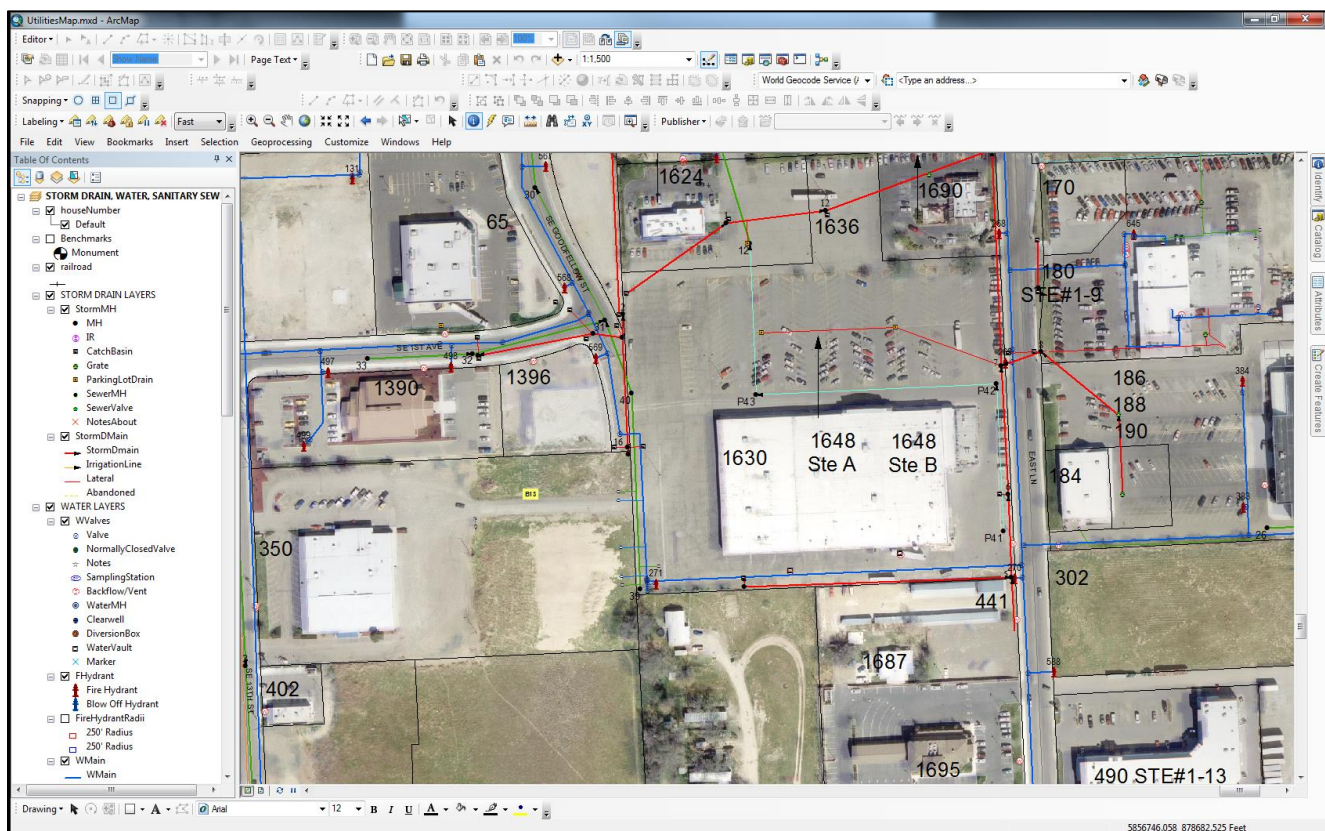
PARKS DEPARTMENT

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.





February 2019 ACTIVITY REPORT



February 2019



Emergency Medical:

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

CITY	170
RURAL	11

8 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	27	2	0
RURAL	1	2	0

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

TOTAL CALLS FOR MONTH

CITY	197
RURAL	12

FIREFIGHTER TRAINING:

1/29/19 Mayday emergencies

2/5/19 Pediatric emergencies with Dr. Berria

2/12/19 Search and Rescue fundamentals

2/13/19 TVP The culture of safety and teamwork for EMS responders

2/14/19 Stop the Bleed

2/19/19 Drone Practices and Procedures

2/25/19 New Hire Orientation



February 2019



PERMITS ISSUED:

City Open Burns 2

City Burn Barrels 0

Rural Open Burns 18

Rural Burn Barrels 2

INSPECTIONS:

1/28/19 Heinz New Potato Shed final fire alarm.

1/30/19 SRCI Fire sprinkler systems.

2/1/19 Caldwell Building SRCI Pharmacy

2/7/19 Marshall's Final alarm and Life safety.

2/7/19 Killians fire and Life safety.

2/21/19 Edge Performance special burn permit;

2/21/19 Boys and Girls Club

2/21/19 Dorian Place follow up for state fire marshal.

2/21/19 661 Skyhawk Adult foster home Life safety

COMMUNITY INVOLVEMENT:

2/7/19 Boy Scout station tour. 10 young men.

2/12/19 Boy Scout station tour 20 young men.

Summary of Calls of Interest:

City Incidents:

NW. 4th Ave. and N. Park Blvd. R 1 was called out to a gas Leak near the Cascade Natural Gas station yard. R-1 Arrived on scene with a back hoe and a contractor stating he was removing a tree and did not realize the main line ran under ground. It was apparent on arrival there was a severe gas leak coming from underground within the fencing area of the Natural gas station yard. Immediately called for a General alarm to have an engine company stand by near the scene and began immediate evacuation of the area. On Arrival a slight breeze was coming out of the west and going east. Started clearing several residences near the site within a block radius. Had officers and Red Cross on scene to assist with evacuation. 100 and 103 arrived shortly on scene. 100 Took command of the incident. 103 layed out a couple dry pre connects and hooked to hydrant having everyone on standby until the leak was taken



February 2019

care of. R-1 took the monitor and began monitoring the area for any high levels of gas in the area. R-1 discovered no smell or signs of gas in the area near NW 2nd ave and NW 10th St. Cascade Natural gas took there gas monitors toward the high school and St. Peters school to see if there were any levels. Discovered all Levels were clear. We were notified later in the situation that the high school had evacuated all the students to 4 Rivers Cultural Center. Apparently there was a slight odor of gas within the building. Precautions were taken and students were allowed back to the building shortly afterwards. After we received an all clear all residents were allowed back into their residence along with the students.

650 College Blvd.: R 1 responded on two different occasions to evacuate students from the elevator that was stuck. R 1 was dispatched to 650 College Blvd. for report of the elevator stuck between floors with people inside. Rescue arrived to find the elevator stopped between the 1st and 3rd floors. We used the elevator door tool to unlock the outer door and then we pushed open the inner door. The two females inside were in good spirits but a little embarrassed. They stepped out and went on their way.

Rural Incidents:

1424 Sunset Dr.: R 1 155 100 157 were called to scene of smoke coming from the attic in single family dwelling. On scene smoke was coming from 3 attic vents. The Thermal Image Camera identified a hot spot around the chimney pipe. Ceiling was pulled and fire was found around pipe. An area of about 6 to 8 square feet of ceiling was removed. Truss cord on one truss was burned through. Salvage tarps were used to minimize damage. Scene was rechecked about an hour after clearing scene.

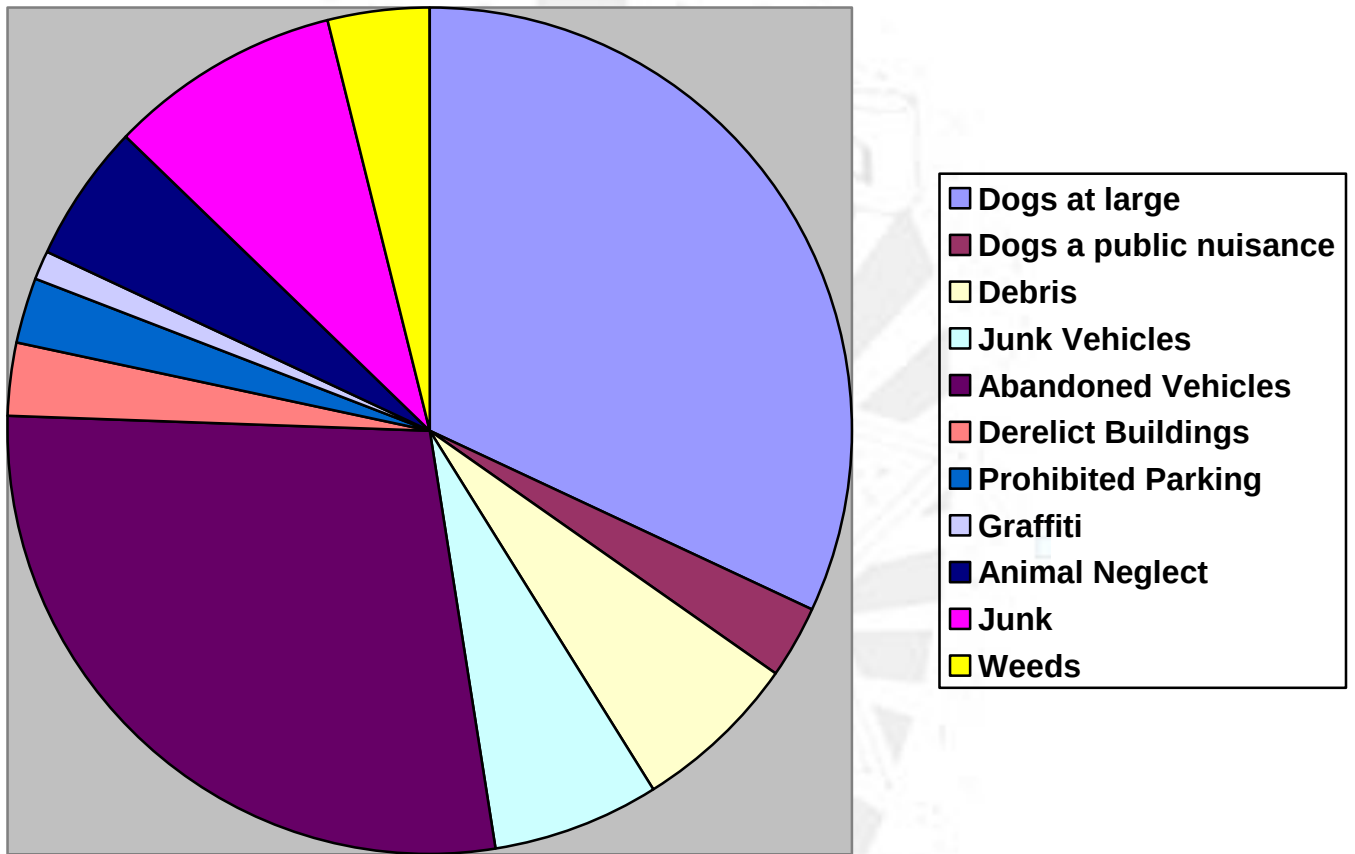


ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914

OFFICE: (541) 889-7684 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

Code Enforcement Stats January 2019



Total Cases	83
Debris (Garbage, junk, scrap, debris)	5
Dogs running at large	25
Dogs taken to Ani-Care	6
Junk Vehicles	5
Junk	7
Weeds	3
Derelict Buildings Registered	2



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

To: Ontario City Council
 Re: Department Statistics for January 2019

Activity	Month of January	Previous Month	Year to Date	Prior Year to Date
Calls for Service	791	816	791	831
Traffic Stops	79	97	79	186
Cited Traffic/Parking	46	56	46	125
Motor Vehicle Crashes	43	33	43	39
Arrests	76	70	76	73
Arrests w/ Use of Force	2	3	2	1
Citizen Complaints	0	0	0	0
SRO Cases	43	13	43	37
Gang Related Cases	1	0	1	10
Gang Designations	0	0	0	0
Graffiti	0	0	0	10
Death Investigations	0	1	0	0
Burglary	12	12	12	5
Robbery	2	1	2	1
Thefts	33	26	33	26
Assault	12	10	12	13
Homicide-Attempted	2	0	2	0
Sex Crimes	2	1	2	1
Alarms	23	13	23	17



BOARD OF DIRECTORS
Meeting Agenda
MARCH 13, 2019 – 7 am Wednesday

Ontario City Hall, 444 SW 4th Street, Ontario (Upstairs in council chambers)

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

Calendar of EVENTS

2019

March 4-11	Natural Products Show & site visits – Anaheim with Team Oregon
March 13	SREDA Monthly meeting, 7 am, Ontario City Hall Council Chambers
March 19-23	Global Pet Food Expo - Orlando
April 3	SREDA Monthly meeting – TBA, Weiser
May 1	SREDA Monthly meeting – Lifeways, Ontario
June 5	SREDA Monthly meeting – DL Evans Bank, Fruitland
July	TBA
August	TBA
September	TBA
October 2	SREDA Monthly meeting – Agile Homes, Fruitland

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

MALHEUR COUNTY COURT MINUTES

February 13, 2019

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

OWYHEE WATERSHED COUNCIL AND JORDAN VALLEY COOPERATIVE WEED MANAGEMENT AREA - UPDATE

Nicole Sullivan, Eric Morrison, Layla Rico, and Lou Wettstein met with the Court and provided an annual update on the Owyhee Watershed Council (OWC) and the Jordan Valley Cooperative Weed Management Area (JV CWMA). Ms. Sullivan explained that over the last year the Council has had 12 grants (7 Large Grants; 5 Small Grants) that focused on water quality improvement; total treatment acres last year was 590; total feet of pipe installed was 52,966; 16 pivots, 2 wheel lines, 33 big gun sprinklers, and 7 different runs of hand lines were installed. There were 9 flood to sprinkler conversion projects; two ditch piping projects; and one pressurized lateral project. 213 acres have been converted in the Twilight Water Quality Improvement Area; one project is in the process of being closed out and an application for another project in the Twilight area will be made this spring. The Blackjack area is mostly wrapped up - one additional landowner is interested in a project in that area. The High Desert Regional Conservation Partnership Program (RCPP) is another high priority area; one project was recently implemented on Jordan Creek (flood to sprinkler conversion). There has been a lot of landowner interest in the Big Bend project area. Additional projects are taking place that are not in priority areas, typically through the Small Grants funding. Various other grant projects are open or currently under implementation. Most of the focus for upland projects has been on the RCPP; there is a potential stream bank project being looked at as well as a spring development project. Mr. Morrison continues to treat Medusahead in the Parsnip Peak area. There are seven local projects in the RCPP (13 projects total as it covers areas in Nevada, Idaho, and Oregon.)

Mr. Morrison updated the Court on the Jordan Valley CWMA. The Parsnip Peak Medusahead treatment project sprayed 1378 acres in November; this was the second year of treatment. Over 1000 acres of Perennial pepperweed, Scotch thistle, and Russian knapweed were treated. Leafy spurge, Russian knapweed and Diffuse spotted knapweed are the worst weeds the CWMA is dealing with. Additionally, over 700 acres of Whitetop was treated. 45 individuals attended the Winter Weed Seminar; 124 recertification credits were obtained. The Jordan Valley office is a great resource for landowners for information and also has equipment available for use by the landowners.

Mr. Wettstein expressed appreciation for the support of the County Court.

FAIRGROUNDS - UPDATE

Fairgrounds Manager Lynelle Christiani met with the Court and provided a monthly update. Also present was Advisory Board Member Josh Kreger. Projects the Board is working on for 2019 include: fan for the Red Barn; PA system for the entire facility; outdoor lighting throughout the facility; underground sprinklers by the food court; rectify the water problem in the southwest corner of the facility; and design and installation of new entry gates. The local FFA chapters have been asked to work on the entry gates project; Ms. Christiani is meeting with the advisors and writing grants for the project. Ms. Christiani has been asked to speak to the House of Representatives in March regarding the need for the legislature to fund capital projects for fairgrounds throughout the state. Ms. Christiani is meeting with the Ontario City Manager and Mayor tomorrow to discuss creating a walkway around the fairgrounds and incorporating it into the City's beautification plan. The rodeo and Red Barn Award sponsorship letters have been sent out (approximately 400-500 letters). V&C grants will be submitted for funds for the Fair entertainment and other items. The cost to have the carnival at the Fair this year will be \$4500.

The Caretaker hiring process is ongoing; questions about health insurance for the position were asked. Ms. DuBois explained the position offers employee only health insurance. This is a decision that was made by the Fair Board many years ago for financial reasons and confirmed by the current board when this job vacancy was posted.

The Commercial Building is booked for weekend events for approximately 2/3 of the calendar year; and Girvin Hall is starting to fill up.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of January 30, 2019. Commissioner Wilson seconded and the motion passed unanimously.

IGA WITH OSU - FINANCIAL SYSTEMS

Commissioner Hodge moved to approve Intergovernmental Agreement (IGA) with Oregon State University's Extension Service (OSU). Commissioner Wilson seconded and the motion passed unanimously. The agreement authorizes one County employee to have access to security classes or data determined by OSU to be necessary to complete financial transactions in OSU's Banner FIS, OSCAR and TRES and other such systems as OSU may use in the future. It was noted that in the insurance provisions of the IGA, the County's Crime Insurance only covers the County employees, directors, officers, and agents, not OSU employees, officers, members, and agents. A copy of the IGA will be returned for recording.

AMENDMENTS - IGA #153131

Commissioner Wilson moved to approve Eighth Amendment to Oregon Health Authority 2017-2019 Intergovernmental Agreement for the Financing of Mental Health, Substance Use Disorders, and Problem Gambling Services Agreement #153131;

and moved to approve Ninth 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. Copies will be returned for recording. The original IGA is recorded as instrument #[2017-2514](#)

PAYROLL DIRECT DEPOSIT POLICY

Commissioner Hodge noted he wanted to ensure there was a policy concerning direct deposit. Ms. DuBois confirmed there is an internal policy.

ASD ADVISORY BOARD

Commissioner Wilson moved to appoint Tim Rines to the ASD Advisory Board as a Lay Person Representative. Commissioner Hodge seconded and the motion passed unanimously.

CROSSING PERMITS

Commissioner Hodge moved to approve Crossing Permit #04-19 to Idaho Power Company to upgrade an overhead bank of transformers on Railroad Avenue #874; Crossing Permit #05-19 to Idaho Power Company to install a transformer on an existing pole on Noble Road #910; and Crossing Permit #06-19 to David Moody to bury a water line and power line across Willow Creek Road #502. Commissioner Wilson seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

INSURANCE AGENT OF RECORD

It was explained that the current contract with Field-Waldo Insurance Agencies for Insurance Agent of Record expires June 2019. It was discussed if the County should extend the contract or put out a Request for Proposals (RFP) for insurance agent of record. After discussion, consensus was to extend the current contract.

County Counsel Stephanie Williams joined the meeting.

HB 2456

City of Ontario Mayor Riley Hill joined the meeting telephonically. Planner Eric Evans joined the meeting. Mayor Hill discussed House Bill 2456. A hearing was held on the bill February 7, 2019. The bill as introduced would allow for certain lands within the Eastern Oregon Border Economic Development Region to be rezoned from exclusive farm use to residential uses.

WILDLIFE SERVICES

Tom McElroy met with the Court and introduced Scott Phillips; Mr. Phillips is the new Wildlife Services employee working in Malheur County.

COURT ADJOURNMENT

The meeting was adjourned.

AGENDA
ONTARIO VISITORS AND CONVENTIONS BUREAU BOARD
MARCH 7, 2019 - 7:00 a.m. M.T.
CLARION INN

- 1) Call to order:
This agenda was emailed: February 28, 2019
 - (a) Roll Call:
Debbie Blackaby____ Cheryl Cruson____ Doug Dean____ Terry Dols____
John Hall____ Bob Quinn____ Dan Capron____

City Manager Adam Brown____
V&C Director John Breidenbach____
- 2) New Business
 - a) Grant Request: Four Rivers Cultural Center's Tradition Keepers
 - b) Grant Request: Malheur County Fair Board's 3rd Annual County Fair Concert Series
 - c) Grant Request: Ontario Area Chamber of Commerce & V&C
- 3) Motion to adopt V&C Meeting Minutes of February 7, 2019 meeting
- 4) Review Financial Report – John Hall
- 5) V&C Director Report – John Breidenbach
- 6) Adjourn

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, if you contact the City at 889-7684 at least one working day prior to the need for services, we will make every reasonable effort to accommodate the need. T.D.D. available by calling 889-7266.



VISITORS AND CONVENTION BOARD

C/O Ontario Area Chamber of Commerce

251 SW 9th St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

info@ontariochamber.com

PROMOTION AND EVENT FUND APPLICATION

GENERAL INFORMATION:

Name of Applicant Organization: Four Rivers Cultural Center

Complete Mailing Address: 676 SW 5th Ave. Ontario, OR 97914

Telephone: 541 889 8191 Fax: 541 889 7628 E-Mail: mat@4rcc.com

Principal Contact Matthew Stringer

Complete Mailing Address: 676 SW 5th Ave. Ontario, OR 97914

Telephone: 917 705 4264 Fax: — E-Mail: mat@4rcc.com

Name of Event and Date and Time Event Will Be Held: Tradition Keepers June 29

Has organization applied for a V&C Grant Before: ☒ Yes ☐ No

*If yes was the V&C grant request approved and for what amount:

☒ Yes ☐ No / \$ 4,800.

*If grant request was approved did the organization give their 90 day follow-up report

☒ Yes ☐ No submitted to chamber

Description of Promotion or Event:

NATURE OF PROMOTION/EVENT:

☐ Tourism based capital project

☒ Multi-night local lodging event

☐ Special media promotion

☒ Education and/or training project

Amount of Funding Support Requested: \$ \$4,000.

Total Promotion/Event Budget: \$ \$29,000

What specific expenditures will the granted funds be used for?*: _____

List promotion/event supporters or partners**: _____

PROJECTED PROMOTION/EVENT IMPACT:

Describe how the promotion/event will impact the Ontario economy (e.g., room nights, number of visitors/attendees, restaurant sales, retail sales, etc.): _____

FINANCIAL REPORTING REQUIREMENTS:

For established groups, please provide two years of P & L Statements, a current Balance Sheet, and a proposed budget for this year's promotion/event. For newly formed groups, please provide a proposed budget of revenues and expenditures in a form similar to the one below:

V&C GRANT CRITERIA CHECKLIST

Applicant/Event: Four Rivers Cultural Center's Tradition Keepers

Criteria		Meets No Criteria - Point Value 0	Partly Meets Criteria - Point Value 1	Sufficiently Meets Criteria - Point Value 3	Exceeds Criteria - Point Value 5
1	The project is a capital project, which enhances tourism such as, but not limited to, beautification. Examples of such potential projects might include coordinated refuse bins in shopping areas or enhancements to the highway arterial entrances to the City of Ontario such as shrubs, lighting or signage.				
2	Events that would attract attendees and participants from out of the area and would promote local tourism and business. Extra consideration will be given to multi-night events that necessitate over night lodging in the Ontario area.				
3	Projects consisting of special area media promotions. These could include, among others, special brochures or videos or advertising co-op projects designed to extol the virtues of Ontario as a tourism, convention, cultural, or recreational destination.				
4	Projects related to the education and/or training of the Visitors and Conventions Director or Board members.				

ADDITIONAL QUESTIONS

YES

NO

Is this a not for profit project?			
-----------------------------------	--	--	--

TOTAL POINTS

--	--	--	--

POINT SYSTEM

0 Unable to provide funding.
1 through 3 May provide funding with or without contingencies.
4 through 5 May provide funding with or without contingencies.

Date:

03/07/19



VISITORS AND CONVENTION BOARD

C/O Ontario Area Chamber of Commerce

251 SW 9th St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

info@ontariochamber.com

PROMOTION AND EVENT FUND APPLICATION

GENERAL INFORMATION:

Name of Applicant Organization: Malheur County Fair Board

Complete Mailing Address: 795 NW 9th St Ontario, OR 97914

Telephone: 541-889-3431 Fax: N/A E-Mail: fair@malheurco.org

Principal Contact Lynelle Christiani

Complete Mailing Address: Same

Telephone: Same as Above Fax: _____ E-Mail: _____

Name of Event and Date and Time Event Will Be Held: 3rd Annual County Fair Concert Series

Has organization applied for a V&C Grant Before: ☒ Yes ☐ No

**If yes was the V&C grant request approved and for what amount:*

☒ Yes ☐ No / \$6,500

**If grant request was approved did the organization give their 90 day follow-up report*

☐ Yes ☒ No

Description of Promotion or Event: Planning for our 3rd annual event is well under way.

We will have 2-3 bands performing on August 1. We have had such positive feedback
from the public for bringing in quality entertainment for the community to enjoy for ONLY
the \$5 gate price. While the adults are enjoying the concert. We will have educational
'Make and Take' classes in the Commercial Building to entertain the children.

NATURE OF PROMOTION/EVENT: 3rd Annual County Fair Concert Series

☒ Tourism based capital project

☐ Multi-night local lodging event

☒ Special media promotion

☒ Education and/or training project

Amount of Funding Support Requested: \$ 6,500

Total Promotion/Event Budget: \$ 18,000

What specific expenditures will the granted funds be used for?*: This grant will pay for:
professional stage, sound and light technician and our security.

List promotion/event supporters or partners**: This year we are pleased to be partnering with
Northwest Farm Credit, Malheur Federal Credit Union, Bi-Mart, Burt's Growler and
hopefully the Ontario Chamber V&C Board.

PROJECTED PROMOTION/EVENT IMPACT:

Describe how the promotion/event will impact the Ontario economy (e.g., room nights, number of visitors/attendees, restaurant sales, retail sales, etc.): Because of the positive feedback from
the last 2 concerts I can confidently predict that the concert will bring in 1000 additional
people to Ontario. Some will stay overnight in our Motel/Hotels, they will assuredly buy
breakfast the following morning. If they're like me they will fill up their gas tank and buy
a coffee before they leave town.

FINANCIAL REPORTING REQUIREMENTS:

For established groups, please provide two years of P & L Statements, a current Balance Sheet, and a proposed budget for this year's promotion/event. For newly formed groups, please provide a proposed budget of revenues and expenditures in a form similar to the one below:

PROPOSED REVENUES

Source #1 <u>V&C Grant</u>	Amount \$ <u>6,500</u>
Source #2 <u>Northwest Farm Credit</u>	Amount \$ <u>2,500</u>
Source #3 <u>Bi-Mart Ontario</u>	Amount \$ <u>1,000</u>
Source #4 <u>Malheur Federal Credit Uni</u>	Amount \$ <u>\$1,000</u>
Source #5 <u>Fair Board</u>	Amount \$ <u>7,000</u>

TOTAL REVENUES \$ 18,000

PROPOSED EXPENDITURES

Use #1 <u>Band # 1</u>	Amount \$ <u>5,500</u>
Use #2 <u>Band #2</u>	Amount \$ <u>3,500</u>
Use #3 <u>Band #3</u>	Amount \$ <u>1,000</u>
Use #4 <u>Stage + Sound + Light</u>	Amount \$ <u>4,000</u>
Use #5 <u>Security</u>	Amount \$ <u>1,500</u>
Use #6 <u>Hospitality + Misc</u>	Amount \$ <u>2,500</u>
Use #7 _____	Amount \$ _____
Use #8 _____	Amount \$ _____
Use #9 _____	Amount \$ _____
Use #10 _____	Amount \$ _____

TOTAL EXPENDITURES \$ 18,000

REVENUES MINUS EXPENDITURES \$ 0.00

As a final condition to accepting granted funds, the applicant agrees to provide the Ontario Visitors and Conventions Board with a final report summarizing results of the promotion/event (e.g., attendance, local and regional publicity, hotel/motel occupancy, closing revenue and expenditure report, etc.) within 90 days of the event/promotion.

February 22, 2019

Date

Signed _____

Lynelle Christiani for Malheur Col

Printed Name of Applicant

Date Received: 2-25-19

Ontario Area Chamber President/CEO: _____

V&C GRANT CRITERIA CHECKLIST

Applicant/Event: Malheur County Fair Board's 3rd Annual County Fair Concert Series

Criteria		Meets No Criteria - Point Value 0	Partly Meets Criteria - Point Value 1	Sufficiently Meets Criteria - Point Value 3	Exceeds Criteria - Point Value 5
1	The project is a capital project, which enhances tourism such as, but not limited to, beautification. Examples of such potential projects might include coordinated refuse bins in shopping areas or enhancements to the highway arterial entrances to the City of Ontario such as shrubs, lighting or signage.				
2	Events that would attract attendees and participants from out of the area and would promote local tourism and business. Extra consideration will be given to multi-night events that necessitate over night lodging in the Ontario area.				
3	Projects consisting of special area media promotions. These could include, among others, special brochures or videos or advertising co-op projects designed to extol the virtues of Ontario as a tourism, convention, cultural, or recreational destination.				
4	Projects related to the education and/or training of the Visitors and Conventions Director or Board members.				

ADDITIONAL QUESTIONS

YES

NO

Is this a not for profit project?			
-----------------------------------	--	--	--

TOTAL POINTS

--	--	--	--

POINT SYSTEM

0	Unable to provide funding.
1 through 3	May provide funding with or without contingencies.
4 through 5	May provide funding with or without contingencies.

Date: 03/07/19



VISITORS AND CONVENTION BOARD

C/O Ontario Area Chamber of Commerce

251 SW 9th St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

info@ontariochamber.com

PROMOTION AND EVENT FUND APPLICATION

GENERAL INFORMATION:

Name of Applicant Organization: Ontario Chamber & V/C

Complete Mailing Address: 251 S.W 9th ST Ontario OR

Telephone: 541-889-8012 Fax: _____ E-Mail: ceo@ontariochamber.com

Principal Contact John Breidenbach

Complete Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

Name of Event and Date and Time Event Will Be Held: _____

Has organization applied for a V&C Grant Before: ☒ Yes ☐ No

*If yes was the V&C grant request approved and for what amount:

☐ Yes ☐ No / \$ _____

*If grant request was approved did the organization give their 90 day follow-up report

☒ Yes ☐ No

Description of Promotion or Event: This Grant will be passed
thru to the splash pad project

NATURE OF PROMOTION/EVENT: _____



Tourism based capital project

☐ Multi-night local lodging event

☐ Special media promotion

☐ Education and/or training project

Amount of Funding Support Requested: \$ 10,000

Total Promotion/Event Budget: \$ _____

What specific expenditures will the granted funds be used for?*: To Help The
splash pad.

List promotion/event supporters or partners**: _____

PROJECTED PROMOTION/EVENT IMPACT:

Describe how the promotion/event will impact the Ontario economy (e.g., room nights, number of visitors/attendees, restaurant sales, retail sales, etc.): _____

FINANCIAL REPORTING REQUIREMENTS:

For established groups, please provide two years of P & L Statements, a current Balance Sheet, and a proposed budget for this year's promotion/event. For newly formed groups, please provide a proposed budget of revenues and expenditures in a form similar to the one below:

PROPOSED REVENUES

Source #1 _____	Amount \$ _____
Source #2 _____	Amount \$ _____
Source #3 _____	Amount \$ _____
Source #4 _____	Amount \$ _____
Source #5 _____	Amount \$ _____

TOTAL REVENUES \$ _____

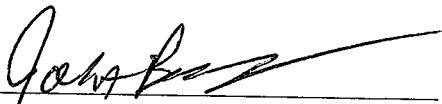
PROPOSED EXPENDITURES

Use #1 _____	Amount \$ _____
Use #2 _____	Amount \$ _____
Use #3 _____	Amount \$ _____
Use #4 _____	Amount \$ _____
Use #5 _____	Amount \$ _____
Use #6 _____	Amount \$ _____
Use #7 _____	Amount \$ _____
Use #8 _____	Amount \$ _____
Use #9 _____	Amount \$ _____
Use #10 _____	Amount \$ _____

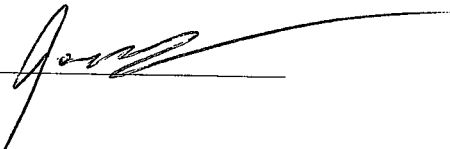
TOTAL EXPENDITURES \$ _____
 REVENUES MINUS EXPENDITURES \$ _____

As a final condition to accepting granted funds, the applicant agrees to provide the Ontario Visitors and Conventions Board with a final report summarizing results of the promotion/event (e.g., attendance, local and regional publicity, hotel/motel occupancy, closing revenue and expenditure report, etc.) within 90 days of the event/promotion.

2-25-2019
 Date


 Signed

John Bresdenbach
 Printed Name of Applicant

Date Received: 2-25-2019 Ontario Area Chamber President/CEO: 

V&C GRANT CRITERIA CHECKLIST

Applicant/Event: Ontario Area Chamber of Commerce & V&C

Criteria		Meets No Criteria - Point Value 0	Partly Meets Criteria - Point Value 1	Sufficiently Meets Criteria - Point Value 3	Exceeds Criteria - Point Value 5
1	The project is a capital project, which enhances tourism such as, but not limited to, beautification. Examples of such potential projects might include coordinated refuse bins in shopping areas or enhancements to the highway arterial entrances to the City of Ontario such as shrubs, lighting or signage.				
2	Events that would attract attendees and participants from out of the area and would promote local tourism and business. Extra consideration will be given to multi-night events that necessitate over night lodging in the Ontario area.				
3	Projects consisting of special area media promotions. These could include, among others, special brochures or videos or advertising co-op projects designed to extol the virtues of Ontario as a tourism, convention, cultural, or recreational destination.				
4	Projects related to the education and/or training of the Visitors and Conventions Director or Board members.				

ADDITIONAL QUESTIONS

YES

NO

Is this a not for profit project?			
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TOTAL POINTS

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POINT SYSTEM

0 Unable to provide funding.
1 through 3 May provide funding with or without contingencies.
4 through 5 May provide funding with or without contingencies.

Date:

03/07/19

Ontario V&C Minutes
February 7, 2019
7:00 am
Clarion Inn

Meeting called to order at 7:00 am by Bob Quinn.

Roll Call – Debbie Blackaby, Cheryl Cruson, Doug Dean, John Hall, Bob Quinn, Dan Capron, City Manager Adam Brown, V&C Director John Breidenbach

Absent: None

NEW BUSINESS

Grant Request: Treasure Valley Community College Center for Business, Workforce and Community Learning

Andrea Testi presented the follow-up report for Treasure Valley Community College Center for Business, Workforce and Community Learning. Construction Combine is an upcoming event in March. They are working together with local partners such as WorkSource Oregon, Home Depot, and small businesses in order to engage local contractors from Idaho experiencing a shortage of workers. They are targeting high school graduates and military veterans looking for construction work experience. During the proposed event, participants will gain on-the-job training and applied skills while contractors have the opportunity to hire satisfactory participants. A little over 70 applicants for Construction Combine were received for last year's event and about 50 participants were approved after screening. About half of them were hired at the end of the two day event. There was a lot of positive feedback, so there are plans to conduct the event statewide in Idaho. The event would help market the local area's economic and community development. A TVCC graduate with a degree in welding will be the videographer for Construction Combine. They currently have 10 committed contractors and estimate to have about 40 participants this year. This will support local businesses and provide quite a few hotel stays as well. Funds would be used to pay for special media promotion. There are hopes to make this an annual event.

Due to conflict with the grant request fitting the grant criteria, no funds were approved for the Treasure Valley Community College Center for Business, Workforce and Community Learning. Moved by John Hall and seconded by Dan Capron. Motion carried.

MINUTES/FINANCIALS

The December 2018 minutes were reviewed; it was moved by Debbie Blackaby and seconded by Cheryl Cruson to approve the minutes as presented. Motion carried. Financials were presented by Bob Quinn. It was moved by John Hall and seconded by Debbie Blackaby to approve the financials as presented. Motion carried.

BOARD POSITIONS

The following positions are open: Chair, Vice Chair, and Treasurer. Laura Davis did not elect to stay on the V&C Board. Debbie Blackaby made the motion to have John Hall fill the Treasurer position and continue with Bob Quinn as Chair and Cheryl Cruson as Vice Chair. Seconded by Doug Dean. Motion carried. Adam Brown reported that Terry Dols with Second & Vine Bistro

has applied for the food and beverage industry position and his application is being considered for the position.

V&C DIRECTOR'S REPORT

There will be a grant application for splash pad project funding at the next V&C Board meeting. The new Oregon Events & Festival magazine was handed out to everyone. Due to a previous error with an advertisement, the Ontario Area Chamber of Commerce advertisement was large this year. Janet Dodson, a contractor with EOVA, will be in town for an agritourism meeting. They were recently awarded a \$5,000 grant for the local agritourism map project. The farm loop map will be produced out of the area and in the same format as other EOVA maps. Michelle Liberty is currently the interim executive director of EOVA, and they will serve as the regional marketing destination for one year. Travel Oregon could serve as the regional marketing destination after this contract and the outcome is not certain at this point in time. John Breidenbach is on the search committee for the EOVA executive director. There are ten of members, with Umatilla County having a significant presence. An office within the Pendleton convention center was offered to EOVA as a location for future Board meetings. Travel Oregon intends for it to be a store front, while the EOVA Board would prefer for it to not to be in another organization.

Meeting adjourned.

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
PROMOTIONS AND EVENT FUND
BALANCES THROUGH
DRAFT FEBRUARY 2019**

2018	RESOURCES	EXPENSES	BALANCE
BALANCE FORWARD	\$642,814.15	\$628,107.26	\$14,706.89
JULY <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$4,269.62	\$12,937.27
AUGUST <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$0.00	\$15,437.27
SEPTEMBER <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$0.00	\$17,937.27
OCTOBER <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$2,069.62	\$18,367.65
NOVEMBER <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$0.00	\$20,867.65
DECEMBER <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$69.62	\$23,298.03
2019			
JANUARY <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$0.00	\$25,798.03
FEBRUARY <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$69.62	\$28,228.41
MARCH <i>T.O.T. Disbursement -\$2500</i>			\$28,228.41
APRIL <i>T.O.T. Disbursement -\$2500</i>			\$28,228.41
MAY <i>T.O.T. Disbursement -\$2500</i>			\$28,228.41
JUNE <i>T.O.T. Disbursement -\$2500</i>			\$28,228.41
TOTAL FISCAL	\$20,000.00	\$6,478.48	
ACCRUALS FROM JULY 1997 TO PRESENT	\$662,814.15	\$634,585.74	\$28,228.41

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
ACTIVITY SUMMARY
BEGINNING SEPTEMBER 1997**

DATE	REQUESTOR	REQUESTED	GRANTED	DISBURSED
DEC 2017	NO NEW ACTIVITY			
JAN 2018	NO NEW ACTIVITY			
FEB 2018	V & C BREAKFAST MEETING (02/01/18) **Check #122724 dated 02/08/18**	\$ 69.62	\$ 69.62	\$ 69.62
FEB 2018	BORDER TOWN COMIC CON BORDER TOWN COMIC CON 2018	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
FEB 2018	FRIENDS OF THE AQUATIC CENTER SPLASH PAD PARK	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
MAR 2018	V & C BREAKFAST MEETING (03/01/18) **Check #122816 dated 03/01/18**	\$ 69.62	\$ 69.62	\$ 69.62
APR 2018	V & C BREAKFAST MEETING (04/05/18) **Check #122963 dated 04/05/18**	\$ 69.62	\$ 69.62	\$ 69.62
APR 2018	FOUR RIVERS CULTURAL CENTER TRADITION KEEPERS EVENT & EXHIBIT	\$ 5,250.00	\$ 4,800.00	\$ 4,800.00
APR 2018	MALHEUR COUNTY FAIR BOARD MALHEUR COUNTY FAIR CONCERT SERIES	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
MAY 2018	V & C BREAKFAST MEETING (05/03/18) **Check #123111 dated 05/04/18**	\$ 69.62	\$ 69.62	\$ 69.62
MAY 2018	TRI-COUNTY LOVE, INC. 2018 BRINGING HOPE FESTIVAL	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
JUNE 2018	NO NEW ACTIVITY	\$ -	\$ -	\$ -
JULY 2018	V & C BREAKFAST MEETING (07/12/18) **Check #123405 dated 07/13/18**	\$ 69.62	\$ 69.62	\$ 69.62
JULY 2018	TREASURE VALLEY COMMUNITY COLLEGE TVCC NEW STUDENT ORIENTATION	\$ 5,000.00	\$ 4,200.00	\$ 4,200.00
AUG 2018	NO NEW ACTIVITY	\$ -	\$ -	\$ -
SEP 2018	NO NEW ACTIVITY	\$ -	\$ -	\$ -
OCT 2018	V & C BREAKFAST MEETING (10/04/18) **Check #123765 dated 10/12/18**	\$ 69.62	\$ 69.62	\$ 69.62
OCT 2018	TREASURE VALLEY COMMUNITY COLLEGE RODEO TEAM 2018 TVCC CHUKAR RODEO	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
NOV 2018	NO NEW ACTIVITY	\$ -	\$ -	\$ -
DEC 2018	V & C Breakfast Meeting (12/06/18) **Invoiced 12/27/18 to be paid 12/28/18** Paid 12/28/19 - Check #124059	\$ 69.62	\$ 69.62	\$ 69.62
JAN 2019	NO NEW ACTIVITY	\$ -	\$ -	\$ -
FEB 2019	V & C Breakfast Meeting (02/07/19) **Invoice Received 2/25/19 - Scheduled for 3/1/19 Payment**	\$ 69.62	\$ 69.62	\$ 69.62
	2/27/2019	\$ 738,714.18	\$ 618,818.91	\$ 618,818.91