

**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, SEPTEMBER 5, 2019, 6:00 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 September 3, 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) SPECIAL ACTION

A) PERS Side Account Contribution

6) PRESENTATION

A) Homelessness: Community in Action

7) OLD BUSINESS

- A) Move Council Meeting Time to 6:00 P.M.
- B) Resolution #2019-131: Border Board Incentive Program Participation
- C) Ordinance #2762-2019: Create OMC 7-7 "Public Smoking Restrictions" (First Reading)
- D) Ordinance #2763-2019: Amend OMC 7-7, Add Section 3 "Prohibit Smoking on Public Facilities" (First Reading)
- E) Ordinance #2764-2019: Amend OMC 7-7, Add Section 4 "Prohibit Smoking in City Park Areas" (First Reading)

8) NEW BUSINESS

A) Appointment to Airport Committee: Alternate Position
Toiresa Frazier, Barbara Brody

9) DEPARTMENT HEAD UPDATES

- A) Finance Monthly Report
- B) Public Works Quarterly Report

10) DISCUSSION ITEMS

- A) Council Rules Policy
- B) Council Strategic Plan
- C) Senator Merkley Water Legislation Bill
- D) SRCI Contract Update
- E) Airport Wastewater Extension

11) HAND-OUTS

- A) Monthly Stats:
Public Works: August, 2019
Fire & Rescue: August, 2019
Code Enforcement: August, 2019
Police: August, 2019
- B) Minutes:
County Court 08-07-2019
County Court 08-14-2019
Public Works Committee 05-14-2019
Public Works Committee 07-15-2019

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) EXECUTIVE SESSION

- A) ORS 192.660(2)(e)

14) ADJOURN



**AGENDA REPORT
OLD BUSINESS
September 5, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: MOVE COUNCIL MEETING TIME TO 6:00 P.M.

DATE: September 3, 2019

PROPOSED MOTION:

THE CITY COUNCIL ASKED THAT WE DISCUSS THE MEETING TIME OF THE REGULAR CITY COUNCIL MEETINGS.

SUMMARY:

I MOVE THE CITY COUNCIL

BACKGROUND:

Councilor Norm Crume asked that the Council discuss the meeting time of our regular City Council meetings in light of the recent change of work session meeting times to 6 PM.

CURRENT SITUATION:

Current meetings are held at 7 PM on the third and fourth Tuesday of the month generally. They are occasionally different to accommodate various annual activities.

It was proposed by Councilor Norm Crume that we move the Council meetings to 6 PM to match the time of the work session to avoid confusion from the public. This will allow for business to be conducted earlier in the evening and allow more time if needed for longer discussions.

ANALYSIS:

- A. **STRATEGIC PLAN** No Strategic Plan impact.
- B. **FINANCIAL** No financial impact.
- C. **TIMING** The earliest the time could be changed would be for the October meetings, because we have public hearings already scheduled and published for the September

meeting dates.

D. **POLICY/LEGAL** The Council has the authority to set the meeting time.

ALTERNATIVES:

Take No Action - Meeting times will remain at 7 PM.

RECOMMENDATION:

Staff supports the request to change the meeting time to 6 PM for regular City Council meetings.

ATTACHMENTS:

None



**AGENDA REPORT
OLD BUSINESS
September 5, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2019-131: BORDER BOARD INCENTIVE PROGRAM
PARTICIPATION**

DATE: August 26, 2019

PROPOSED MOTION:

I MOVE THAT THE COUNCIL ADOPT RESOLUTION 2019-131, A RESOLUTION AUTHORIZING PARTICIPATION IN THE PROGRAMS OF THE EASTERN OREGON BORDER ECONOMIC DEVELOPMENT BOARD.

SUMMARY:

The Eastern Oregon Economic Development Border Board has finalized some of their grant and incentive programs for housing. Buy-in from each taxing district is needed to fund the program.

BACKGROUND:

The Border Board was created in the 2017 legislative session and was formed in 2018. They have been given the responsibility of allocating approximately \$6 million, which is intended to make the Eastern Oregon Border Region more economically competitive.

Over the past year the Border Board has been researching the economic challenges of the area and developing strategies to deploy towards those weaknesses. These strategies were informed by presentations from community leaders and subcommittees with additional local involvement.

The Border Board is in the process of working with the State of Oregon to create administrative rules for their grant and loan programs. That administrative rule making is expected to conclude on September 26, 2019. The Ontario City Council received a presentation about the programs in July, 2019.

CURRENT SITUATION:

The Border Board has drafted a resolution with local feedback to officially participate in two of their programs. They are 1) Competitive Housing Incentive Program and 2) Property Improvement Rebate Program.

Competitive Housing Incentive Program - This program provides a \$6,000 cash incentive for new construction to the homeowner and a rebate of up to \$1,500 per year in property taxes for up to 10 years. In addition to other requirements spelled out in the program resolution and attachment, the newly constructed homes must have a minimum tax assessed property value of \$125,000 upon completion.

Property Improvement Rebate Program - This program incentivises rehabilitation of existing residential, commercial, and industrial properties within the Border Region. The incentive is the lesser of \$30,000 or 15% of the increased tax assessed value of the property with a cap of \$30,000.

ANALYSIS:

- A. **STRATEGIC PLAN** This fits the city's Expansion Strategy under the Growth Goal in the City's Strategic Plan.
- B. **FINANCIAL** We have seen a positive impact from the City's Housing Incentive Program over the two year period it has existed. Our first year we added two new construction single family homes. In the current year we have had seven applicants year to date. Builders are building spec housing and the homes are selling. Repayment of the first year's housing incentive program will begin this year.

The maximum foregone revenue under the Border Program is 10 years of property taxes. The benefit to the homeowner is up to \$1,500 per year in property taxes plus \$6,000 up front for a total maximum benefit of \$21,000. The \$6,000 incentive is paid back at a rate of \$300 per year. If all taxing districts participate in the program, the incentive can be paid in the 10 years for houses above \$130,000.

Stacking the city program on top of the Border Board program would increase the payback period, but provide an additional incentive only in Ontario. The City should review the options for stacking the housing incentive program on top of the Border Board's incentive after it is determined who is participating. The participation will dramatically determine the new rate of payback.

This program incentivises the buyer, but does not necessarily focus on the builders. Most of our applications have come from builders, so I would recommend we keep some level of incentive for builders.

Lastly, a multiplier effect on new single family home construction should be taken into consideration. There are impacts to long and short term job creation, fiscal revenues, and economic growth with each additional single family dwelling. Some economist estimate an additional job capacity of at least one job per household and a long term economic growth of \$11,000 annually.

- C. **TIMING** The Border Board is asking for commitments from taxing jurisdictions. Approval of the resolution is needed to participate in the program. A resolution to opt out of the program could reverse this action. Participation in the program is key. Broad participation will enhance the ability to share the impact of the incentive, while smaller participation will spread it more narrowly on a few. There is a great incentive for the free rider principal, that is to say, one or two districts opt out to receive their revenue, while everyone else pays for the incentive.
- D. **POLICY/LEGAL** Council approval of the resolution is required to participate in the program.

ALTERNATIVES:

Take No Action - The city's tax rate is 32% of the entire tax collection in the City. If the City did not participate in the program it is questionable as to whether the Border Board would offer incentives to citizens within Ontario. We would maintain our current housing incentive program or revise our current program to something different than presently constituted.

RECOMMENDATION:

The City Manager recommends participation in the Border Board Housing Incentive Program and Property Improvement Rebate Program. Additionally, I recommend that we pay closely attention to the other taxing entity's participation in the program. This will determine the length of payback and our ability to stack a program on top to make Ontario more attractive. Lastly we should maintain incentives for both the builder and buyer to continue to see building in Ontario.

ATTACHMENTS:

1. Reso #2019-131 EOBED draft resolution tax programs
2. SS_City_Border Board Incentive Program



RESOLUTION #2019-131

A RESOLUTION AUTHORIZING PARTICIPATION IN THE PROGRAMS OF THE EASTERN OREGON BORDER ECONOMIC DEVELOPMENT BOARD

- WHEREAS,** The City of Ontario is a municipal corporation located within the boundaries of Malheur County, Oregon; and
- WHEREAS,** The City of Ontario recognizes the many benefits of residential, commercial and industrial development in the City; and
- WHEREAS,** The City of Ontario finds that participation in the programs of the Eastern Oregon Border Economic Development Board will advance residential, commercial and industrial development in the City; and
- WHEREAS,** The City of Ontario finds that replenishment of the Eastern Oregon Border Economic Development Fund from new property tax proceeds generated by qualifying projects will advance residential, commercial and industrial development and tax base stabilization and growth in the City;
- WHEREAS,** The City of Ontario desires to memorialize its ten-year commitment to participate in the programs of the Eastern Oregon Border Economic Development Board in an intergovernmental agreement detailing the terms of participation.

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

The City of Ontario authorizes the execution of an Intergovernmental Agreement binding the City of Ontario to participate in the the programs of the Eastern Oregon Border Economic Development Board involving partial replenishment of the Eastern Oregon Border Economic Development Fund from new property tax proceeds generated by qualifying projects. Be it further resolved that the City of Ontario elects to participate in the Competitive Housing Incentive Program and Property Improvement Rebate Program as described on Attachment A.

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

Ayes:

Nays:

Absent:

Abstain:

APPROVED by the Mayor this ____ day of _____, 2019.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

ATTACHMENT “A”

Eastern Oregon Border Economic Development Board Fund

Competitive Housing Incentive Program

- 1) New construction owner occupied residences within the Border Region receive \$6,000 at closing from the Border Fund after issuance of certificate of occupancy and paying their taxes in full, if any then due.
- 2) Upon payment of property taxes each year, homeowner can submit a paid receipt to the Border Fund and will be reimbursed up to \$1,500 per year for up to 10 years.
- 3) The payment by the County to the Border Fund is deducted from the tax proceeds otherwise payable for the qualifying properties to the participating taxing entities.
- 4) The incentive is not assignable.
- 5) Replenishment of Border Fund implemented through an intergovernmental agreement with the participating taxing entities and Border Board.
- 6) The Border Fund is then repaid that sum annually over 10 years by the county from property taxes proceeds from that property, plus \$300 per year over the following 10 years by the county from property taxes proceeds from that property.
- 7) The Border Board bills the county up to \$1,800 annually after receiving confirmation the property taxes on the subject property have been paid (up to \$1,500 for annual rebate, \$300 towards initial \$6,000).
- 8) Applicant must apply at least 30 days in advance of the sooner of closing on the residence and/or receiving a certificate of occupancy.
- 9) Open application cycle
- 10) Eligible projects include stick built, single family homes on a foundation as well as townhouses, duplexes, and multiplexes, as long as owner occupied. Manufactured homes are not eligible. Minimum tax assessed value of the property must be at least \$125,000 upon completion.

Property Improvement Rebate Program

- 1) Rebate on rehabilitation of existing residential, commercial and industrial properties and new development of multi-family residential, commercial and industrial properties within the Border Region.
 - a. The maximum cash rebate award is the lesser of \$30,000 or 15% of the increased tax assessed value of the property.
 - b. Minimum eligible tax assessed value increase is \$10,000.
- 2) A building permit is required and the property must be re-assessed after the improvements have been completed to document the increase in value attributable to the improvements.
- 3) Replenishment of Border Fund implemented through an intergovernmental agreement with the participating taxing entities and Border Board whereby the Border Fund is repaid in annual installments over 10 years from new property taxes proceeds from that property.
- 4) Applications will be reviewed quarterly. Applicant must apply no later than 90 days of completion of project.
- 5) Qualifying projects must be paying property taxes in full.

Border Board Housing Incentive Program and
City Housing Incentive Program Analysis



City Percentage of Total Taxes 32%

		Home Value											
	Taxing												
Taxing Unit	Authority	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 300,000	\$ 350,000	\$ 400,000	\$ 450,000	
Malheur County	2.5823	\$ 323	\$ 387	\$ 452	\$ 516	\$ 581	\$ 646	\$ 710	\$ 775	\$ 904	\$ 1,033	\$ 1,162	
Vector Control	0.2000	\$ 25	\$ 30	\$ 35	\$ 40	\$ 45	\$ 50	\$ 55	\$ 60	\$ 70	\$ 80	\$ 90	
Malheur ESD	0.3077	\$ 38	\$ 46	\$ 54	\$ 62	\$ 69	\$ 77	\$ 85	\$ 92	\$ 108	\$ 123	\$ 138	
Ontario Library District	0.5500	\$ 69	\$ 83	\$ 96	\$ 110	\$ 124	\$ 138	\$ 151	\$ 165	\$ 193	\$ 220	\$ 248	
Malheur AG Dist	0.2300	\$ 29	\$ 35	\$ 40	\$ 46	\$ 52	\$ 58	\$ 63	\$ 69	\$ 81	\$ 92	\$ 104	
Ontario School Dist 8	3.9293	\$ 491	\$ 589	\$ 688	\$ 786	\$ 884	\$ 982	\$ 1,081	\$ 1,179	\$ 1,375	\$ 1,572	\$ 1,768	
Ontario School Dist 8 Bd	1.0911	\$ 136	\$ 164	\$ 191	\$ 218	\$ 245	\$ 273	\$ 300	\$ 327	\$ 382	\$ 436	\$ 491	
TVCC	1.2235	\$ 153	\$ 184	\$ 214	\$ 245	\$ 275	\$ 306	\$ 336	\$ 367	\$ 428	\$ 489	\$ 551	
City of Ontario	4.8347	\$ 604	\$ 725	\$ 846	\$ 967	\$ 1,088	\$ 1,209	\$ 1,330	\$ 1,450	\$ 1,692	\$ 1,934	\$ 2,176	
City of Ontario Bd	0.0000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Tax Rate	14.9486	\$ 1,869	\$ 2,242	\$ 2,616	\$ 2,990	\$ 3,363	\$ 3,737	\$ 4,111	\$ 4,485	\$ 5,232	\$ 5,979	\$ 6,727	
Appreciation Yr 1*		\$ 1,897	\$ 2,276	\$ 2,655	\$ 3,035	\$ 3,414	\$ 3,793	\$ 4,173	\$ 4,552	\$ 5,310	\$ 6,069	\$ 6,828	
Appreciation Yr 2		\$ 1,925	\$ 2,310	\$ 2,695	\$ 3,080	\$ 3,465	\$ 3,850	\$ 4,235	\$ 4,620	\$ 5,390	\$ 6,160	\$ 6,930	
Appreciation Yr 3		\$ 1,954	\$ 2,345	\$ 2,735	\$ 3,126	\$ 3,517	\$ 3,908	\$ 4,299	\$ 4,689	\$ 5,471	\$ 6,253	\$ 7,034	
Appreciation Yr 4		\$ 1,983	\$ 2,380	\$ 2,777	\$ 3,173	\$ 3,570	\$ 3,966	\$ 4,363	\$ 4,760	\$ 5,553	\$ 6,346	\$ 7,140	
Appreciation Yr 5		\$ 2,013	\$ 2,416	\$ 2,818	\$ 3,221	\$ 3,623	\$ 4,026	\$ 4,429	\$ 4,831	\$ 5,636	\$ 6,442	\$ 7,247	
Appreciation Yr 6		\$ 2,043	\$ 2,452	\$ 2,860	\$ 3,269	\$ 3,678	\$ 4,086	\$ 4,495	\$ 4,904	\$ 5,721	\$ 6,538	\$ 7,355	
Appreciation Yr 7		\$ 2,074	\$ 2,489	\$ 2,903	\$ 3,318	\$ 3,733	\$ 4,148	\$ 4,562	\$ 4,977	\$ 5,807	\$ 6,636	\$ 7,466	
Appreciation Yr 8		\$ 2,105	\$ 2,526	\$ 2,947	\$ 3,368	\$ 3,789	\$ 4,210	\$ 4,631	\$ 5,052	\$ 5,894	\$ 6,736	\$ 7,578	
Appreciation Yr 9		\$ 2,137	\$ 2,564	\$ 2,991	\$ 3,418	\$ 3,846	\$ 4,273	\$ 4,700	\$ 5,128	\$ 5,982	\$ 6,837	\$ 7,691	
Appreciation Yr 10		\$ 2,169	\$ 2,602	\$ 3,036	\$ 3,470	\$ 3,903	\$ 4,337	\$ 4,771	\$ 5,205	\$ 6,072	\$ 6,939	\$ 7,807	
Net Income for all taxing districts													
Year 1		\$ 97	\$ 476	\$ 855	\$ 1,235	\$ 1,614	\$ 1,993	\$ 2,373	\$ 2,752	\$ 3,510	\$ 4,269	\$ 5,028	
Year 2		\$ 125	\$ 510	\$ 895	\$ 1,280	\$ 1,665	\$ 2,050	\$ 2,435	\$ 2,820	\$ 3,590	\$ 4,360	\$ 5,130	
Year 3		\$ 154	\$ 545	\$ 935	\$ 1,326	\$ 1,717	\$ 2,108	\$ 2,499	\$ 2,889	\$ 3,671	\$ 4,453	\$ 5,234	
Year 4		\$ 183	\$ 580	\$ 977	\$ 1,373	\$ 1,770	\$ 2,166	\$ 2,563	\$ 2,960	\$ 3,753	\$ 4,546	\$ 5,340	
Year 5		\$ 213	\$ 616	\$ 1,018	\$ 1,421	\$ 1,823	\$ 2,226	\$ 2,629	\$ 3,031	\$ 3,836	\$ 4,642	\$ 5,447	
Year 6		\$ 243	\$ 652	\$ 1,060	\$ 1,469	\$ 1,878	\$ 2,286	\$ 2,695	\$ 3,104	\$ 3,921	\$ 4,738	\$ 5,555	
Year 7		\$ 274	\$ 689	\$ 1,103	\$ 1,518	\$ 1,933	\$ 2,348	\$ 2,762	\$ 3,177	\$ 4,007	\$ 4,836	\$ 5,666	

Border Board Housing Incentive Program and
City Housing Incentive Program Analysis



Year 8	\$	305	\$	726	\$	1,147	\$	1,568	\$	1,989	\$	2,410	\$	2,831	\$	3,252	\$	4,094	\$	4,936	\$	5,778
Year 9	\$	337	\$	764	\$	1,191	\$	1,618	\$	2,046	\$	2,473	\$	2,900	\$	3,328	\$	4,182	\$	5,037	\$	5,891
Year 10	\$	369	\$	802	\$	1,236	\$	1,670	\$	2,103	\$	2,537	\$	2,971	\$	3,405	\$	4,272	\$	5,139	\$	6,007
Net Income for City First Ten Years																						
Year 1	\$	31	\$	154	\$	277	\$	399	\$	522	\$	645	\$	767	\$	890	\$	1,135	\$	1,381	\$	1,626
Year 2	\$	40	\$	165	\$	289	\$	414	\$	539	\$	663	\$	788	\$	912	\$	1,161	\$	1,410	\$	1,659
Year 3	\$	50	\$	176	\$	303	\$	429	\$	555	\$	682	\$	808	\$	935	\$	1,187	\$	1,440	\$	1,693
Year 4	\$	59	\$	188	\$	316	\$	444	\$	572	\$	701	\$	829	\$	957	\$	1,214	\$	1,470	\$	1,727
Year 5	\$	69	\$	199	\$	329	\$	460	\$	590	\$	720	\$	850	\$	980	\$	1,241	\$	1,501	\$	1,762
Year 6	\$	79	\$	211	\$	343	\$	475	\$	607	\$	739	\$	872	\$	1,004	\$	1,268	\$	1,532	\$	1,797
Year 7	\$	89	\$	223	\$	357	\$	491	\$	625	\$	759	\$	893	\$	1,028	\$	1,296	\$	1,564	\$	1,832
Year 8	\$	99	\$	235	\$	371	\$	507	\$	643	\$	779	\$	916	\$	1,052	\$	1,324	\$	1,596	\$	1,869
Year 9	\$	109	\$	247	\$	385	\$	523	\$	662	\$	800	\$	938	\$	1,076	\$	1,353	\$	1,629	\$	1,905
Year 10	\$	119	\$	259	\$	400	\$	540	\$	680	\$	821	\$	961	\$	1,101	\$	1,382	\$	1,662	\$	1,943
Year 11	\$	712	\$	854	\$	997	\$	1,139	\$	1,281	\$	1,424	\$	1,566	\$	1,709	\$	1,993	\$	2,278	\$	2,563
Year 12	\$	723	\$	867	\$	1,012	\$	1,156	\$	1,301	\$	1,445	\$	1,590	\$	1,734	\$	2,023	\$	2,312	\$	2,601
Year 13	\$	733	\$	880	\$	1,027	\$	1,173	\$	1,320	\$	1,467	\$	1,613	\$	1,760	\$	2,054	\$	2,347	\$	2,640
Year 14	\$	744	\$	893	\$	1,042	\$	1,191	\$	1,340	\$	1,489	\$	1,638	\$	1,787	\$	2,084	\$	2,382	\$	2,680
Year 15	\$	756	\$	907	\$	1,058	\$	1,209	\$	1,360	\$	1,511	\$	1,662	\$	1,813	\$	2,116	\$	2,418	\$	2,720
Year 16	\$	767	\$	920	\$	1,074	\$	1,227	\$	1,380	\$	1,534	\$	1,687	\$	1,841	\$	2,147	\$	2,454	\$	2,761
Year 17	\$	778	\$	934	\$	1,090	\$	1,245	\$	1,401	\$	1,557	\$	1,712	\$	1,868	\$	2,180	\$	2,491	\$	2,802
Year 18	\$	790	\$	948	\$	1,106	\$	1,264	\$	1,422	\$	1,580	\$	1,738	\$	1,896	\$	2,212	\$	2,528	\$	2,844
Year 19	\$	802	\$	962	\$	1,123	\$	1,283	\$	1,443	\$	1,604	\$	1,764	\$	1,925	\$	2,245	\$	2,566	\$	2,887
Year 20	\$	814	\$	977	\$	1,140	\$	1,302	\$	1,465	\$	1,628	\$	1,791	\$	1,953	\$	2,279	\$	2,605	\$	2,930
Year 21	\$	826	\$	991	\$	1,157	\$	1,322	\$	1,487	\$	1,652	\$	1,818	\$	1,983	\$	2,313	\$	2,644	\$	2,974
Year 22	\$	839	\$	1,006	\$	1,174	\$	1,342	\$	1,509	\$	1,677	\$	1,845	\$	2,013	\$	2,348	\$	2,683	\$	3,019
Year 23	\$	851	\$	1,021	\$	1,192	\$	1,362	\$	1,532	\$	1,702	\$	1,872	\$	2,043	\$	2,383	\$	2,724	\$	3,064

- Point at which \$10,000 incentive gets paid off
- Point at which \$8,000 incentive gets paid off
- Point at which \$6,000 incentive gets paid off
- Point at which \$4,000 incentive gets paid off

*1.5% Appreciation Assumed



**AGENDA REPORT
OLD BUSINESS
September 5, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2762-2019: CREATE OMC 7-7 "PUBLIC SMOKING RESTRICTIONS"
(FIRST READING)**

DATE: August 30, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ORDINANCE #2762-2019, AN ORDINANCE CREATING CHAPTER 7 UNDER TITLE 7 OF THE ONTARIO MUNICIPAL CODE CALLED "PUBLIC SMOKING RESTRICTIONS" TO PROVIDE A LOCAL SMOKING RESTRICTION THAT CAN BE ENFORCED BY THE ONTARIO POLICE DEPARTMENT ON FIRST READING BY TITLE ONLY.

SUMMARY:

The Council has discussed smoking bans on several occasions and has asked staff to bring back ordinances for consideration. This ordinance would create a local ordinance that copies the current state restrictions but that can be locally enforced.

BACKGROUND:

City staff and law enforcement have received continuous complaints from businesses downtown about persons not respecting the state prohibition of smoking within 10 feet of entrances. Said persons have purposely littered cigarette butts and other objects at the doorsteps of complaining businesses.

The process for enforcing the state prohibition on smoking is not efficient or effective. Calls must be made to the state who then contacts the County Health Department. The County Health Department has to then observe the offense before anything can be done. Most of the complaints come after normal business hours, which has made it difficult to enforce.

The City Council discussed options for dealing with complaints downtown in April of 2019 and in August of 2019. The City Council asked staff to bring back options for consideration.

CURRENT SITUATION:

Having a local ordinance for smoking allows the Ontario Police Department to enforce the same smoking ban that is currently in place by the state. We believe this would improve the city's ability to handle the issue. Ordinance #2762-2019 has been drafted for the Council's consideration. This ordinance copies the state limits so that they can be locally enforced.

ANALYSIS:

- A. **STRATEGIC PLAN** This action supports the Council's Beautification strategy and Cleanliness goal.
- B. **FINANCIAL** This ordinance will create no new financial impact to the city.

If patrons of businesses were in compliance with state law the financial impact on business owners would be negligible. This state law would apply to any business entrance. We have observed that the biggest offenders are patrons from bars and social gaming businesses.

- C. **TIMING** We have been observing these complaints for the past nine months. Some downtown business owners have said that they will move their businesses if something is not done about the failure to respect the smoking state laws. If the ordinance is adopted, the Ontario Police Department will enforce the local law. We expect that it may take greater enforcement attention at first until we receive general voluntary compliance.
- D. **POLICY/LEGAL** This local ordinance requires approval by the City Council.

ALTERNATIVES:

Take No Action - With no action city staff will continue to have challenges addressing complaints with

Extensions of the Smoking Ban - Additional ordinances will be available for consideration for smoking bans in public parks and city facilities.

RECOMMENDATION:

The City Manager recommends approval of Ordinance #2762-2019, an Ordinance creating Chapter 7 under Title 7 of the Ontario Municipal Code called "Public Smoking Restrictions" to provide a local smoking restriction that can be enforced by the Ontario Police Department.

ATTACHMENTS:

1. ORD #2762-2019 Create OMC 7-7 Public Smoking Restrictions



ORDINANCE #2762-2019

AN ORDINANCE CREATING CHAPTER 7 UNDER TITLE 7 OF THE ONTARIO MUNICIPAL CODE CALLED “PUBLIC SMOKING RESTRICTIONS” TO PROVIDE A LOCAL SMOKING RESTRICTION TO BE ENFORCED BY THE ONTARIO POLICE DEPARTMENT

- WHEREAS,** Oregon’s Indoor Clean Air Act, ORS 433.835 to 433.875, establishes a statewide policy placing restrictions on public smoking and allowing for local enforcement of smoking ordinances; and
- WHEREAS,** The US Surgeon General has determined there is no safe level of exposure to secondhand smoke; and
- WHEREAS,** Smoking is an individual choice and the choice not to smoke or inhale second hand smoking should also be an individual choice; and
- WHEREAS,** The City of Ontario wishes to enforce a respectful boundary between second hand smoke and those who do not smoke.

Now, Therefore, the City of Ontario Ordains as follows:

Section 1. Chapter 7, as written in Attachment A and entitled “Public Smoking Restrictions” is hereby added to Title 7 of the Ontario Municipal Code.

EFFECTIVE DATE: Effective 30 days after passage.

PASSED AND ADOPTED by the 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 _____, 2019.

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Attachment A – Ordinance 2760-2019

TITLE 7 - HEALTH AND SANITATION

Add new Chapter 7 under Title 7 to read as follows:

CHAPTER 7 Public Smoking Restrictions

7-7-1 – Definitions.

CITY PARK AREAS shall include all parcels of land, beaches, or bodies of water owned, leased, controlled or administered by the City of Ontario for recreation or open space purposes which have been designated by the city as a “park,” “linear park,” “greenway,” “open space,” “playground,” “recreation facility” or as “natural areas.”

CITY FACILITIES For the purpose of this ordinance, the term City Facilities shall include all interior spaces and vehicles, and outdoor property owned or controlled by the City of Ontario including City Hall, Community Development Center, and Public Works Building, including the grounds, plazas, and walkways, sidewalks and surface parking lots immediately surrounding these facilities.

ENCLOSED AREA means all space between a floor and a ceiling that is enclosed on three or more sides by permanent or temporary walls or windows, exclusive of doors or passageways, which extend from the floor to the ceiling. If no ceiling is present, “enclosed area” means all space that is included by three or more sides by permanent or temporary wall or windows, exclusive of doors or passageways.

INHALANT means nicotine, a cannabinoid or any other substance that is in the form that allows the nicotine, cannabinoid or substance to be delivered into a person’s respiratory system by inhalation and is not approved by, or emitted by a device approved by, the United States Food and Drug Administration for a therapeutic purpose.

INHALANT DELIVERY SYSTEM means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device.

PLACE OF EMPLOYMENT means every enclosed area under the control of a public or private employer that employees frequent during the course of employment, including but not limited to work areas, employee lounges, vehicles that are operated in the course of an employer’s business that are not operated exclusively by one employee, rest rooms, conference rooms, classrooms, cafeterias, hallways, meeting rooms, elevators and stairways. “Place of employment” includes privately owned enclosed areas where volunteers perform work typically done by employees. “Place of employment” does not include a private residence unless it is used as a child care facility as defined in ORS 329A.250 or a facility providing adult day care as defined in ORS 410.490.

PUBLIC PLACE means an enclosed area that is open to the public.

SMOKING means inhaling, exhaling, burning, holding or carrying any lighted cigarette, cigar, cigarillo, pipe or other lighted smoking device for burning tobacco or any other plant product in any manner or in any form. Smoking also includes use of electronic cigarettes (electronic tobacco delivery systems) and hookahs.

- (A) "Electronic cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as they simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any product name.
- (B) "Hookah" means glass or metal water pipes shaped somewhat like a bottle with long, flexible hoses with tips that people put into their mouths to inhale tobacco smoke.
- (C) "Plant product" includes marijuana, synthetic marijuana, and any plant product intended for smoking.

SMOKING INSTRUMENT means any cigar, cigarette, pipe or other instrument or inhalant delivery system used to smoke tobacco, marijuana or any other inhalant.

7-7-2 Public Space

A person may not smoke, as defined in 7-1-1, within 10 feet of the following parts of places of employment or enclosed areas open to the public:

- (A) Entrances;
- (B) Exits;
- (C) Windows that open;
- (D) Ventilation intakes that serve an enclosed area; and
- (E) Outdoor dining areas.

An employer must provide a place of employment that is free of tobacco smoke for all employees and must post signs that provide notice of the provision of ORS 433.835 to 433.875.

(7-7-3 and 7-7-4 Will be filled by other options if approved. If not approved Section 7-7-5 below shall become 7-7-3)

7-7-5 – Penalties.

Penalties for Violation. Violation of any provision of this chapter is a Class D violation pursuant to ORS 153.012.



**AGENDA REPORT
OLD BUSINESS
September 5, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2763-2019: AMEND OMC 7-7, ADD SECTION 3 "PROHIBIT SMOKING ON PUBLIC FACILITIES" (FIRST READING)**

DATE: August 30, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT ORDINANCE #2763-2019, AN ORDINANCE ADDING SECTION 7-7-3 UNDER TITLE 7 OF THE ONTARIO MUNICIPAL CODE PROHIBITING SMOKING ON CITY FACILITIES.

SUMMARY:

The Council has discussed smoking bans on several occasions and has asked staff to bring back ordinances for consideration. This ordinance would prohibit smoking on public facilities.

BACKGROUND:

The Health Department approached city staff about promoting healthy work environments by encouraging policies to have smoke free work campuses on public facilities. As public entities we have a responsibility to demonstrate ideal behavior and to provide facilities free from the impacts of second hand smoke to our community.

The City Council discussed a smoke free campus policy in August of 2019. The City Council asked staff to bring back options for consideration.

CURRENT SITUATION:

Ordinance #2763-2019 has been drafted for the Council's consideration. This ordinance makes city facilities like City Hall, the Public Works Building, and all other public facilities as defined in Section 7-7-1 of the ordinance free from smoking as also defined in Section 7-7-1.

ANALYSIS:

- A. **STRATEGIC PLAN** This action supports the Council's Beautification strategy and Cleanliness goal.
- B. **FINANCIAL** This ordinance will create no new financial impact to the city.
- C. **TIMING** We are bringing this item forward in coordination with the local smoking ordinance, but separate so they can be considered individually.
- D. **POLICY/LEGAL** This local ordinance requires approval by the City Council.

ALTERNATIVES:

Take No Action - With no action city staff and customers will be allowed to smoke on city facility campuses. Restrictions applying to the distance from entryways of buildings will still apply.

Extensions of the Smoking Ban - Additional ordinances will be available for consideration for smoking bans in public parks.

RECOMMENDATION:

The City Manager recommends approval of Ordinance #2763-2019, an ordinance adding Section 7-7-3 under Title 7 of the Ontario Municipal Code prohibiting smoking on City Facilities.

ATTACHMENTS:

- 1. ORD #2763-2019 Amend OMC 7-7, Add Sec 3 Smoking Prohibited on Public Facilities_9 5 2019



ORDINANCE #2763-2019

AN ORDINANCE ADDING SECTION 7-7-3 UNDER TITLE 7 OF THE ONTARIO MUNICIPAL CODE PROHIBITING SMOKING ON CITY FACILITIES.

WHEREAS, The US Surgeon General has determined there is no safe level of exposure to secondhand smoke; and

WHEREAS, Smoking is an individual choice and the choice not to smoke or inhale second hand smoking should also be an individual choice; and

WHEREAS, Public facilities should set a standard of behavior for public spaces.

Now, Therefore, the City of Ontario Ordains as Follows:

Section 1. Chapter 7 of Title 7 of the Ontario Municipal Code is hereby amended to add Section 7-7-3, entitled "City Facilities".

EFFECTIVE DATE: Effective 30 days after passage.

PASSED AND ADOPTED by the 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 _____, 2019.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

Attachment A – Ordinance #2763-2019

TITLE 7 - HEALTH AND SANITATION

Add Section 7-7-3 to Chapter 7 under Title 7 to read as follows:

7-7-3 – City Facilities

A person may not smoke, as defined in 7-1-1, on any City Facility.



**AGENDA REPORT
OLD BUSINESS
September 5, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2764-2019: AMEND OMC 7-7, ADD SECTION 4 "PROHIBIT SMOKING IN CITY PARK AREAS" (FIRST READING)**

DATE: August 30, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT ORDINANCE #2764-2019 AN ORDINANCE ADDING SECTION 7-7-4 UNDER TITLE 7 OF THE ONTARIO MUNICIPAL CODE PROHIBITING SMOKING IN CITY PARK AREAS.

SUMMARY:

The Council has discussed smoking bans on several occasions and has asked staff to bring back ordinances for consideration. This ordinance would create a local ordinance prohibiting smoking in City Park Areas.

BACKGROUND:

We occasionally hear objections to smoking in city park areas. Like school campuses, it is widely assumed that public parks where children are highly likely to be present, smoking is prohibited. The City of Ontario, however, has never passed any such restriction.

The City Council discussed smoke free parks in August of 2019. The City Council asked staff to bring back options for consideration.

CURRENT SITUATION:

Ordinance #2764-2019 has been drafted for the Council's consideration. This ordinance would make smoking prohibited in public park areas as defined in Section 7-7-1.

A smoking ban in parks has as much to do with making public spaces more clean and pleasant as it does with advancing public health. From www.SmartiCitiesdive.com a 2017 article said a ban in such places is meant to give the community "the ability to use and engage in public spaces that are safe, clean and free of unhealthy elements."

ANALYSIS:

- A. **STRATEGIC PLAN** This action supports the Council's Beautification strategy and Cleanliness goal.
- B. **FINANCIAL** This ordinance will create no new financial impact to the City.
- C. **TIMING** We are bringing this item forward to be considered following the local smoking ordinance and public facilities ban.
- D. **POLICY/LEGAL** This local ordinance requires approval by the City Council.

ALTERNATIVES:

Take No Action - With no action, the public will continue to be allowed to smoke on city park areas.

Extensions of the Smoking Ban - Additional ordinances will be available for consideration for smoking bans in city facilities.

RECOMMENDATION:

The City Manager recommends approval Ordinance #2764-2019, an ordinance adding Section 7-7-4 under Title 7 of the Ontario Municipal Code prohibiting smoking in City Park Areas.

ATTACHMENTS:

- 1. ORD #2764-2019 Amend OMC 7-7, Add Sec 4 Prohibit Smoking in City Parks Areas_9 5 2019



ORDINANCE #2764-2019

AN ORDINANCE ADDING SECTION 7-7-4 UNDER TITLE 7 OF THE ONTARIO MUNICIPAL CODE PROHIBITING SMOKING IN CITY PARK AREAS

- WHEREAS,** The US Surgeon General has determined there is no safe level of exposure to secondhand smoke; and
- WHEREAS,** Smoking is an individual choice and the choice not to smoke or inhale second hand smoking should also be an individual choice; and
- WHEREAS,** City Park Areas are places frequently used by children;
- WHEREAS,** The City of Ontario desires to make its public spaces more clean, pleasant, and free from unhealthy elements.

Now, Therefore, the City of Ontario Ordains as Follows:

Section 1. Chapter 7 of Title 7 of the Ontario Municipal Code is hereby amended to add Section 7-7-4, entitled "City Park Areas".

EFFECTIVE DATE: Effective 30 days after passage.

PASSED AND ADOPTED by the 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 _____, 2019.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

Attachment A – Ordinance #2764-2019

TITLE 7 - HEALTH AND SANITATION

Add Section 7-7-4 to Chapter 7 under Title 7 to read as follows:

7-7-4 City Park Areas

A person may not smoke, as defined in 7-1-1, within or upon any City Park Areas.

The activities described in ORS 433.850(2) are exempt from the provisions of this section.

Committee/Council Liaison Appointments - 2019

<u>Committee</u>	<u>Term Expires</u>	<u>Current Member</u>	<u>Applicant-Interested</u>	<u>Appointed</u>
<u>Airport</u>				
Alternate Position	12/31/2023	Vacant	✓ Toiresa Frazier ✓ Barbara Brody	
<u>Audit</u>				
<i>Full Board</i>				
<u>Budget</u>				
<i>Full Board</i>				
<u>Diversity Advisory</u>				
<i>Full Board</i>				
<u>Marijuana Ad-Hoc</u>				
<i>Full Board</i>				
<u>Planning Commission</u>				
<i>Full Board</i>				
<u>Public Works</u>				
<i>Full Board</i>				
<u>V&C</u>				
<i>Full Board</i>				

Airport: 4th Monday each month, 6:00 p.m., @ the Airport

Audit: Annually or as needed @ City Hall

Budget: Annually or as needed @ City Hall

Diversity: 2nd Tuesday each month, 5:30 p.m., @ City Hall

Marijuana Ad-Hoc: As needed, 5:30 p.m., @ City Hall

Planning: 2nd Monday each month, 7:00 p.m., @ City Hall

Public Works: 2nd Tuesday each month, 3:00 p.m., @ City Shop

V&C: 1st Thursday each month, 7:00 a.m., @ Chamber of Commerce Office

APPOINTEE
ROLES AND RESPONSIBILITIES FOR INDIVIDUALS
SERVING ON STATUTORY BOARDS, COMMITTEES AND
THE PLANNING COMMISSIONS

Introduction

The City of Ontario uses various appointments to boards, committees, and the Planning Commission to advise the City Council. Each varies in terms of:

- 1) the duties of the individuals appointed;
- 2) the length of the appointment;
- 3) compensation, if any, that is to be received;
- 4) whether City Councilors may serve as voting members or in Ex-Officio status;
- 5) the date and time of meetings and the number of meetings per year

Appointment Process

- 1) Solicitation - The opening is advertised in the local media for all positions.
- 2) Application - Each individual must complete an application form – whether they are nominated or responding to a solicitation. The forms are available from the City Recorder's Office, the City Hall Reception Desk, or can be downloaded off the city's internet website www.ontariooregon.org.
- 3) Nomination - A person can be nominated for the position at a City Council meeting.

Completed applications shall be submitted to the City Recorder's Office – 444 SW 4th Street, Ontario, OR 97914. A faxed application is acceptable at (541)889-7121.

Applicant Requirements

Potential nominees should:

- Have an interest in the position they are applying for;
- Be willing to become knowledgeable about the particular board, committee, or commission;
- Be committed and willing to serve as a representative of the city;
- Have no conflict of interest in regard to the appointment they are applying for;
- Apply or accept a nomination willingly, and not out of a sense of obligation;
- Be available on the dates and times of the meetings, as attendance at meetings is encouraged. The determination of unexcused absences shall be made by the respective board, committee, or commission. A recommendation for removal from the position shall be forwarded to the City Council for review and potential action. This Section shall not apply to boards, committees or commissions which have other statutory procedures for removal of members

Roles and Responsibilities

The roles of individuals appointed to various boards and commissions vary depending on the statutory nature of the appointment.

1) Some board, committee, or commission appointments serve only in an **advisory capacity** while other positions may be both **advisory and policy management**. The statutes govern the nature of the role of the board or commission.

- a) **Advisory Boards** - Boards, committees, and the Planning Commission which are advisory in nature function as a sounding board to the agency director or management personnel. The member is appointed to solicit feedback from the community and to advise the management staff on such issues as program priorities, the success of the agency in meeting stated objectives, and to provide assistance to management staff in addressing issues and concerns which may develop in relationship to the agency functioning in the community. Separating an advisory role from a policy management role is a fine line which may have to be defined by mutual agreement between the board, committee, or Planning Commission and management staff. The internal day-to-day management and operation of an agency is not the function of an advisory board, committee, or Planning Commission unless management staff solicits input. If the operation, management, and performance is below desired levels (assuming it is known what those levels are), the advisory body has an obligation to provide feedback to the management staff and actively seek resolution of the deficiencies.
- b) **Advisory and Policy Management Boards** - Boards, committees, or the Planning Commission which have both advisory and policy management responsibilities, such as approving contracts, approving and reviewing budgets, or making decisions on land use actions, require a more active role on the part of appointed members. This requires each appointee to gain an in-depth understanding of the operating policies and guidelines which contribute to the operation of the agency. However, the day-to-day management of the agency remains with the management staff.

2) After Appointment:

- a) Once appointed, board, committee, and Planning Commission members have the responsibility to become familiar with the goals and objectives of the agency, and any state and/or county statutes which guide the operation of the agency and its financing arrangements. Some agencies have a complex financing arrangement with federal, state and local funds involved. Developing a knowledge base of the financing arrangement is important if the appointee is to fulfill their role as a contributing member to the advisory body.
- b) Appointees should be mindful that they are serving as a representative of the City of Ontario.
- c) Appointees should come prepared to meetings. Members should take the time to become familiar with the agency, its challenges, problems and programs. In addition, gaining operational knowledge of the financial condition is paramount to becoming an effective member.

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Frazier Toiresa K
Last First, Middle Initial

HOME ADDRESS: 2082 Shelley Dr. Payette 83661
Street City Zip Code

TELEPHONE: 541-805-9595 toiresafrazier@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Airport
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Court Appointed Special Advocate(CASA)</u>	<u>over 16 years</u>	<u>Director, advocate & board member</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Employment:

<u>OSU- Extension/ Frazier Aviation</u>	<u>education assistant/ office</u>	<u>12/1/2013 to present</u>
Current Employer:	Position:	Dates of Employment:

Education:

High School

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

To bring a new perspective and help with promotion and development of the airport.

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

over ten years working in the commercial airline industry and over 16 years of board development and non profit experience

Toiresa Frazier
Signature:

August 28, 2019
Date:

Submit

Reset

APPOINTEE
ROLES AND RESPONSIBILITIES FOR INDIVIDUALS
SERVING ON STATUTORY BOARDS, COMMITTEES AND
THE PLANNING COMMISSIONS

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- Be available on the dates and times of the meetings, as attendance at meetings is encouraged. The determination of unexcused absences shall be made by the respective board, committee, or commission. A recommendation for removal from the position shall be forwarded to the City Council for review and potential action. This Section shall not apply to boards, committees or commissions which have other statutory procedures for removal of members

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- a) **Advisory Boards** - Boards, committees, and the Planning Commission which are advisory in nature function as a sounding board to the agency director or management personnel. The member is appointed to solicit feedback from the community and to advise the management staff on such issues as program priorities, the success of the agency in meeting stated objectives, and to provide assistance to management staff in addressing issues and concerns which may develop in relationship to the agency functioning in the community. Separating an advisory role from a policy management role is a fine line which may have to be defined by mutual agreement between the board, committee, or Planning Commission and management staff. The internal day-to-day management and operation of an agency is not the function of an advisory board, committee, or Planning Commission unless management staff solicits input. If the operation, management, and performance is below desired levels (assuming it is known what those levels are), the advisory body has an obligation to provide feedback to the management staff and actively seek resolution of the deficiencies.
- b) **Advisory and Policy Management Boards** - Boards, committees, or the Planning Commission which have both advisory and policy management responsibilities, such as approving contracts, approving and reviewing budgets, or making decisions on land use actions, require a more active role on the part of appointed members. This requires each appointee to gain an in-depth understanding of the operating policies and guidelines which contribute to the operation of the agency. However, the day-to-day management of the agency remains with the management staff.

2) After Appointment:

- a) Once appointed, board, committee, and Planning Commission members have the responsibility to become familiar with the goals and objectives of the agency, and any state and/or county statutes which guide the operation of the agency and its financing arrangements. Some agencies have a complex financing arrangement with federal, state and local funds involved. Developing a knowledge base of the financing arrangement is important if the appointee is to fulfill their role as a contributing member to the advisory body.
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- c) Appointees should come prepared to meetings. Members should take the time to become familiar with the agency, its challenges, problems and programs. In addition, gaining operational knowledge of the financial condition is paramount to becoming an effective member.

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Brody Barbara B
Last First, Middle Initial

HOME ADDRESS: 2100 Shelly Drive Payette 83661
Street City Zip Code

TELEPHONE: 541-207-8078 barbara.brody@oregonstate.edu
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Airport
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Food Bank	4	member
ESD STEM Advisory	3	co-chair

Employment:

OSU- Extension	Associate Professor	2009 to current
Current Employer:	Position:	Dates of Employment:

Education:

Masters

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

Provide systems to accomplish goals, support grant writing, bring an outside perspective and diversity to the committee. Increase community awareness and support for the airport.

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

Over 20 years of working with community agencies to assist with development of goals

Barbara Brody
Signature:

August 28, 2019
Date:

Submit

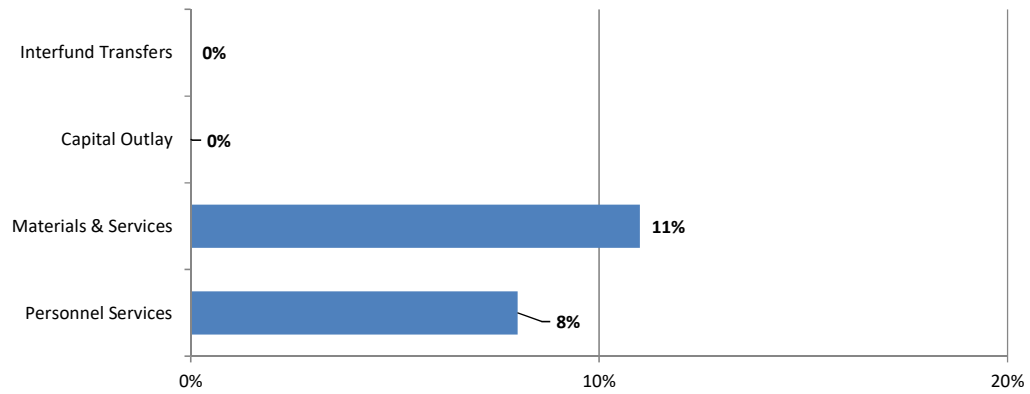
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**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
JULY 31, 2019**

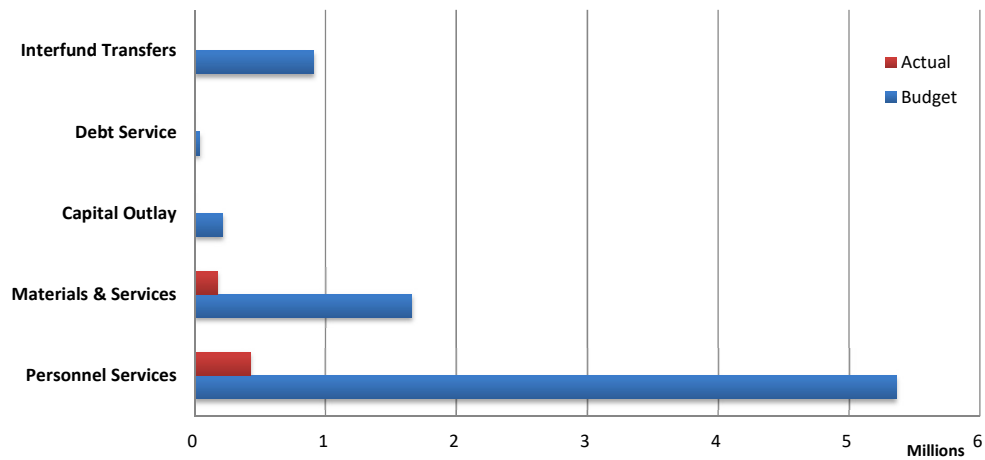
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	270,562	1,079	0.4%	
Parks & Recreation	270,562	1,079	0.4%	
Fire	1,621,332	115,172	7.1%	
Code Enforcement	213,764	14,347	6.7%	
Police	3,625,206	287,378	7.9%	
Police reserves	7,000	31	0.4%	
Public Safety Total	5,467,302	416,929	7.6%	
Administration	487,088	36,053	7.4%	
City Council	25,569	719	2.8%	
Business Registration	1,100	3	0.2%	
Cemetery	143,470	972	0.7%	
Finance	239,123	17,107	7.2%	
Technology	129,220	8,392	6.5%	
General Government Total	1,025,570	63,245	6.2%	
Community development	212,791	11,773	5.5%	
Community Development	212,791	11,773	5.5%	
Administrative Overhead	364,054	111,839	30.7%	Timing of insurance & downtown beautification
Non-Departmental Contributions	30,000	-	0.0%	
Other Total	394,054	111,839	28.4%	
Operating Transfers Out	815,334	-	0.0%	
GENERAL FUND TOTALS	\$ 8,185,613	\$ 604,865	7.4%	
YTD BUDGET BENCHMARK			8.3333%	 0.9%

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

% Expended by Category



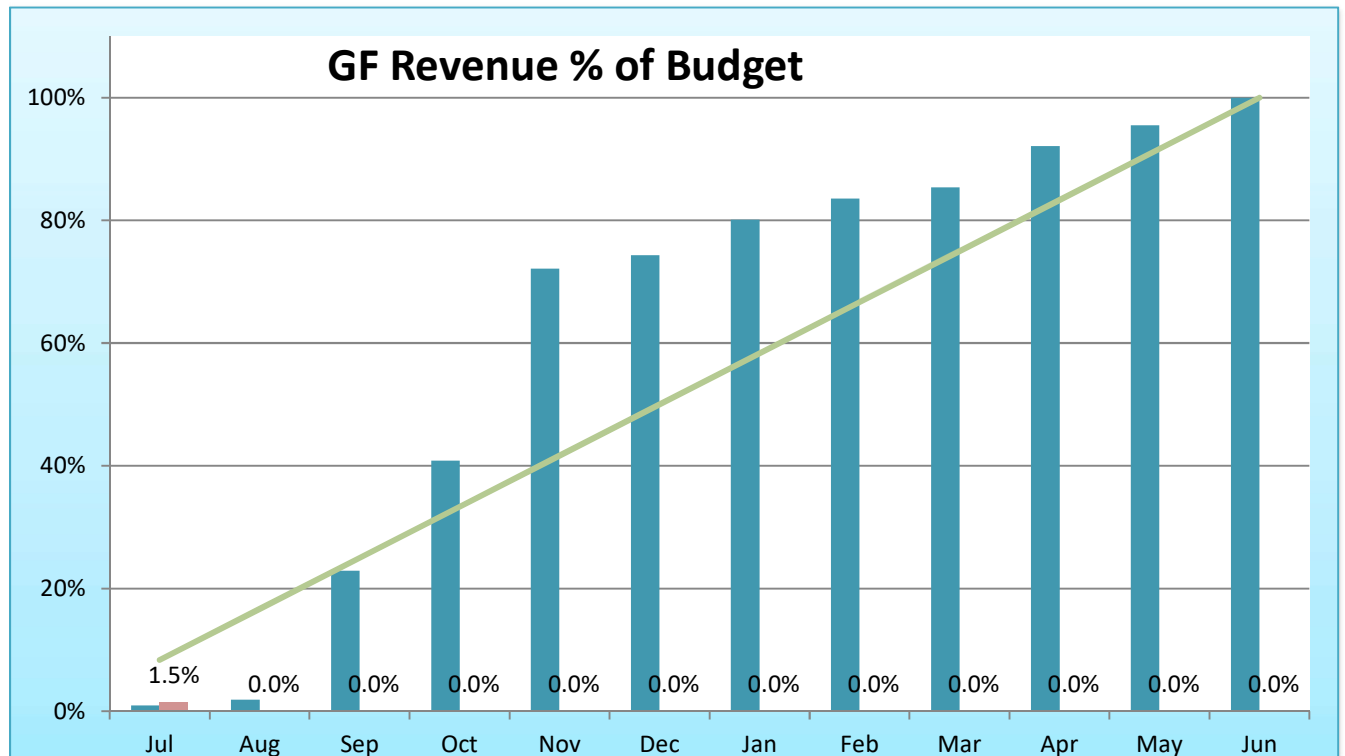
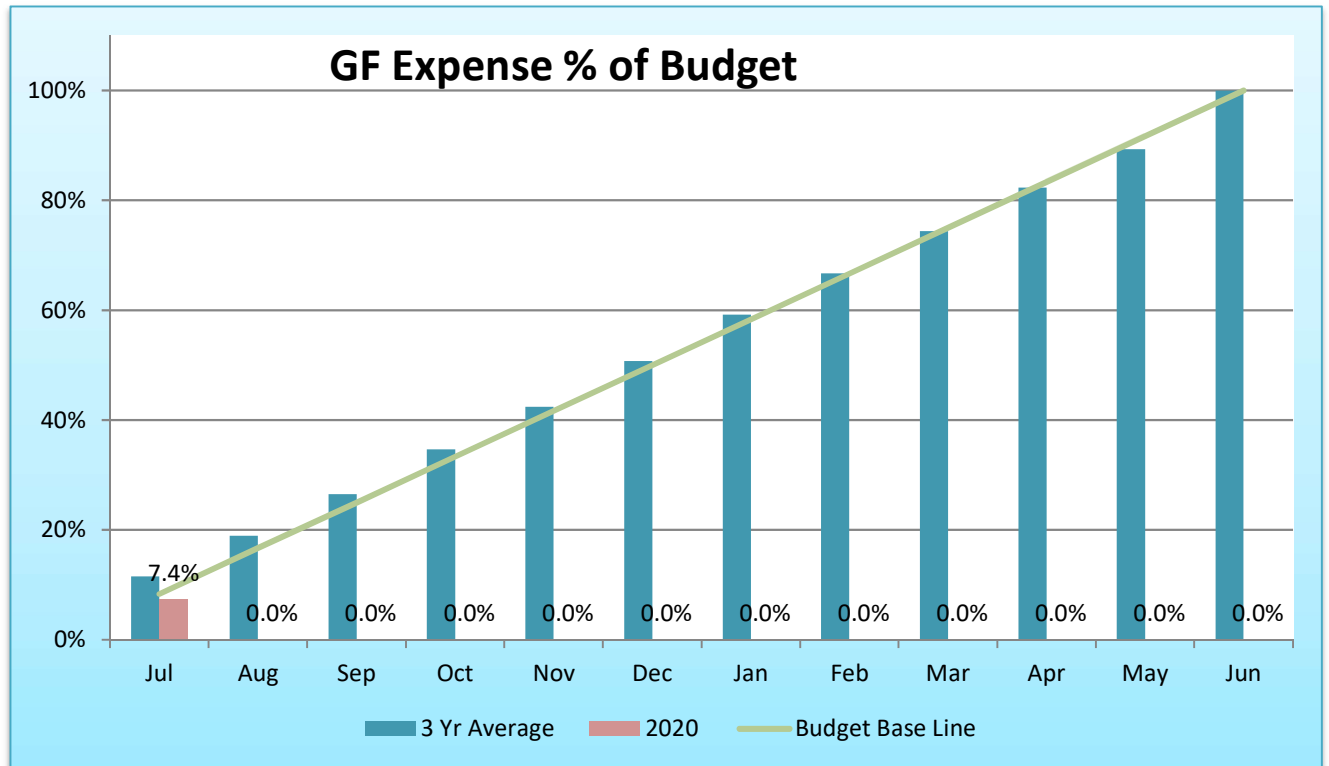
Budget to Actual by Category



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

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,122,655	0	0.0%	(not calculated in totals)
Parks	1,900	150	7.9%	
Recreation	-	-	#DIV/0!	
Splash Pad	-	-	#DIV/0!	
Parks & Recreation	1,900	150	7.9%	
Fire	134,372	7,451	5.5%	Less hazmat revenue
Code Enforcement	18,735	27,815	148.5%	Civil penalties & derelict buildings higher
Police	488,593	32,181	6.6%	
Dispensary Business License	144,000	7,400	5.1%	
Public Safety Total	785,700	74,847	9.5%	
Interest	65,700	5,936	9.0%	Interest rates keep raising
State Revenue Sharing	132,656	-	0.0%	Quarterly payments
PERS Allocation Transfer	-	-	#DIV/0!	
Administrative Services	497,148	41,429	8.3%	
Other General Revenues	8,575	405	4.7%	
Property Taxes	3,688,265	23,264	0.6%	
Alcohol Bvg License & Fee	196,838	265	0.1%	
Cigarette tax	13,535	-	0.0%	
Marijuana tax	750,000	-	0.0%	
Franchise Fees	1,638,121	51	0.0%	Few Quarterly payments left to receive
Business Registration	2,000	-	0.0%	
Cemetery	36,000	1,500	4.2%	less spaces
General Government Total	7,028,838	72,850	1.0%	
Planning & Zoning	4,450	300	6.7%	
Wayfinding Grant	25,000	-	0.0%	
Community development	29,450	300	1.0%	
GENERAL FUND REVENUE TOTALS	\$ 7,845,888	\$ 148,147	1.9%	
YTD CURRENT YEAR PROFIT(LOSS)				\$ (456,718)
YTD BUDGET BENCHMARK				8.3%  -6.4%

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



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

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	250,000	-	0.0%		250,000	-	0.0%
010 Grant Fund	721,373	-	0.0%		721,373	-	0.0%
027 Building Fund *	189,469	10,852	5.7%		218,747	8,186	3.7%
030 Capital Projects Fund	2,675,582	-	0.0%		3,204,902	60,746	1.9%
031 SDC Fund	430,000	-	0.0%		430,000	1,288	0.3%
035 Debt Service Fund	29,027	-	0.0%		29,027	-	0.0%
045 Street Fund	3,431,544	21,434	0.6%		3,431,544	72,799	2.1%
050 Trust Funds	633,756	4,605	0.7%		797,728	1,150	0.1%
055 Reserve Funds	2,536,898	-	0.0%		4,125,313	10,609	0.3%
060 Revolving Loan Fund	494,022	100,000	20.2%		494,022	-	0.0%
105 Water Fund	3,624,345	103,835	2.9%		4,512,615	366,885	8.1%
110 Sewer Fund	3,072,834	107,379	3.5%		6,519,403	288,127	4.4%
115 Storm Sewer Fund	191,678	3,356	1.8%		560,561	9,600	1.7%
120 Airport Fund	116,877	7,749	6.6%		116,877	30,793	26.3%
125 Aquatic Fund	-	-	#DIV/0!		0	-	#DIV/0!
Comments:							
YTD BUDGET BENCHMARK			8.3%				



JACOBS Quarterly Business Review April/May/June 2019

April/May/June
2019

Prepared by JACOBS for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Quarterly Business Review

PUBLIC WORKS DEPARTMENT

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FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

APRIL ACTIVITIES:

- Tree project on East Idaho continues, crews removed ground cover, installed new irrigation system, and started filling with rock.
- Street sweeping continued through the community. First round is 100% complete.
- Paved alley behind Romeo's. This alley had a new water and sewer line installed earlier this year.
- Pot hole repair on multiple locations throughout the city.
- Completed sewer cleaning, for the year, throughout the City.
- Second concrete pour was completed at the Splash Pad.
- Water maintenance – leaking setters, broken angle stops, and broken boxes were repaired through-out town.
- Weekly maintenance checks on lift stations.
- Sign maintenance throughout the city. Replaced damaged and faded speed limit signs.
- Crews replaced the Effluent flow meter at WWTP.
- Combination Air/Vac valve malfunctioned and had to be replaced on the 20" sewer force main from 8th Ave. to WWTP.
- Repaired a leak on the 20" force main that was caused by Idaho Power installing a new pole 17 years ago. The pole damaged the pipe and it started leaking on 4/17/19. Flow was turned into the back up 18" force main and the repair was made to the 20" pipe.
- All lift station pumps were pulled and had the annual inspection done by an outside agency.
- 1 staff member attended a locator training for 2 days.
- 3 staff members obtained their State of Oregon Commercial Applicator License.
- Replaced an electrical motor at SRCI Head Works on the east side auger.
- Vehicle maintenance was performed as mandated by our CMMS program.
- Installed flexible delineator's at Ontario Middle School zone cross walks.



Newly installed delineator's at OMS school zone.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

APRIL ACTIVITIES CONTINUED:

- 4 new water services were installed.
- 62 water services were turned on per customer request.
- 18 water services were shut off per customer request.
- 19 water services were read-only on/off per customer request.
- 3 water services were checked for leaks per customer request.
- 5 water services were checked to verify leaks had been repaired by customer.
- 18 water services were checked for leaks.
- 11 water services were checked for consumption issues.
- 18 water meters were changed out for non-functioning.
- 36 water services were shut off for non-payment.
- 29 water services were turned on for payment received.
- 59 utility locates were completed.

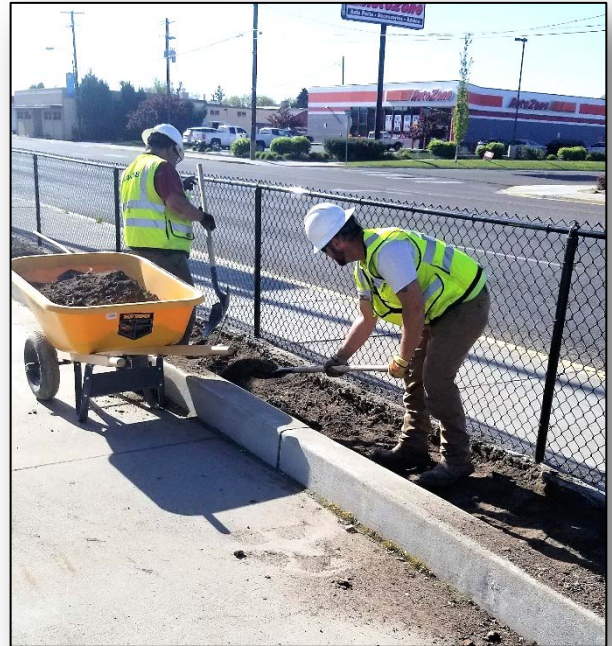


Jacobs crew installing new rock in planter strip on E. Idaho Ave.

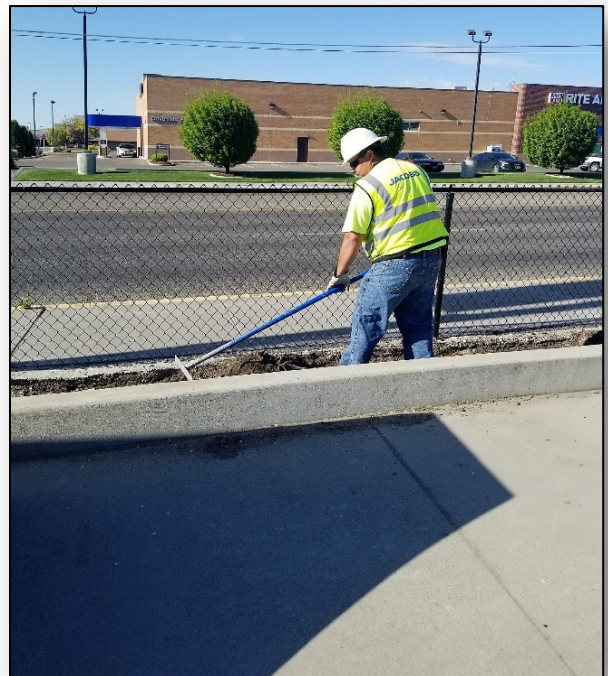
FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MAY ACTIVITIES:

- Tree project on East Idaho continues, crews installed drip irrigation systems, added rock and framed wooden boxes where the iron grates will be installed when they arrive. We will plant trees this Fall. This is a work in progress.
- Weed spraying on various streets throughout the community and the police gun range.
- Staff worked on excavating a trench at the police gun range to provide power to the trailer at that location.
- Staff focused on landscaping activities at the Splash Park. 100 yards of 3" to 6" river cobble and 17 yards of sugar rock were used.
- Installed Pergola at Splash Park.
- Water maintenance – leaking setters, broken angle stops, and broken boxes were repaired through-out town.
- Weekly maintenance checks on lift stations.
- We discovered a problem with the Verde irrigation pump, some fittings and a pump rebuild will be required.
- Replaced a 36" long section of failed 12" pipe and flange in the Verde irrigation vault. The pipe failed when the pump was started for the first time this irrigation season.
- Repainted some parking blocks on S. Oregon that had faded.
- Cleaned catch basins during heavy storm events.
- Vehicle maintenance was performed as mandated by our CMMS program.
- Backflow devices for the City were tested.



Both: Jacobs crew working on landscaping at Splash Park.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MAY ACTIVITIES CONTINUED:

- 7 new water services were installed.
- 83 water services were turned on per customer request.
- 21 water services were shut off per customer request.
- 31 water services were read-only on/off per customer request.
- 8 water services were checked for leaks per customer request.
- 7 water services were shut off for repairs per customer request.
- 8 water services were checked to verify leaks had been repaired by customer.
- 5 water services were checked for consumption issues.
- 20 water meters were changed out for non-functioning.
- 45 water services were shut off for non-payment.
- 33 water services were turned on for payment received.
- 19 water services were checked to verify still off from non-payment list.
- 67 utility locates were completed.



Jacobs crew installing pergola at Splash Park.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MAY ACTIVITIES:



Both: Jacobs crew installing pergola at Splash Park.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JUNE ACTIVITIES:

- Concrete pads were poured and finished on the East Idaho tree project, the new trees will be planted this fall and the cast iron collars will be put in place.
- Staff focused on activities at the Splash Park, landscaping is finished. We have completed the installation of the Splash Park pergola, water features, touch up painting, and new signage installed.
- Splash Park opening on Thursday May 31, was a great success with the number of people attending exceeding all expectations.
- Splash Park was non-operational for almost 4 days while repairs were done. A new chemical feed system and other trouble shooting was done to bring the splash park up to full operations. It appears as if all the issues have been resolved and rectified.
- Weed spraying on various streets throughout the community and the police gun range.
- In house vehicle maintenance performed as mandated by our CMMS program.
- Asphalt repairs on SE 5th St.
- Second round of City-Wide street sweeping is in progress.
- Backfilled the electrical trench at the gun range.
- Flooding was manifested on the combined storm water line we share with the Malheur irrigation district; the line was run multiple times with our drain cleaning truck to clear a debris plug. Most likely the cause was root intrusion that allowed debris to partially damn the pipe and cause a backup. It was cleared, and water is running normally again.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JUNE ACTIVITIES:

- ODOT painted the primary and secondary road striping that was faded and worn.
- Crack seal prep – inspecting the crack seal machine and compressor.
- Crew performed a 6" hot tap for a fire hydrant on SE 13th St. for Anderson Excavation.
- Graded the Golf Course parking lot for asphalt. It was due to be paved June 20th but was canceled due to cooler temps and the asphalt plant did not start.
- An especially high number of backflow preventer tests that are delinquent have been observed this month. These tests are required by the State of Oregon and if the testing is not completed or compliant the water service is to be shut off.
- 9 water services were shut off for failure to perform State required backflow testing. The services will be turned on when the required testing has been completed.
- Four staff members attended a 16-hour asbestos safety training.
- One of our staff members attended a public pool training course in Oregon City and passed the required test.
- Normal operations city wide with street cleaning, pot hole patching.
- Water maintenance – leaking setters, broken angle stops, and broken boxes were repaired through-out town.
- Installed a 1 ½" water service for Hometown Toyota on SE 13th St.
- 2 new water services were installed.
- 47 water services were turned on per customer request.
- 30 water services were shut off per customer request.
- 34 water services were read-only on/off per customer request.
- 16 water services were checked for leaks per customer request.
- 7 water services were shut off for repairs per customer request.
- 5 water services were checked to verify leaks had been repaired by customer.
- 2 water services were checked for consumption issues.
- 27 water meters were changed out for non-functioning.
- 36 water services were shut off for non-payment.
- 26 water services were turned on for payment received.
- 18 water services were checked to verify still off from non-payment list.
- 80 final notice door hangers were hung for failure to test backflow devices throughout Ontario.
- 9 water services were shut off for failure to test backflow.
- 55 utility locates were completed.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JUNE ACTIVITIES CONTINUED:



Top: Crews finishing concrete tree wells on E. Idaho Ave.

Bottom: Employee backfilling electrical trenches at Ontario Police Department gun range.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

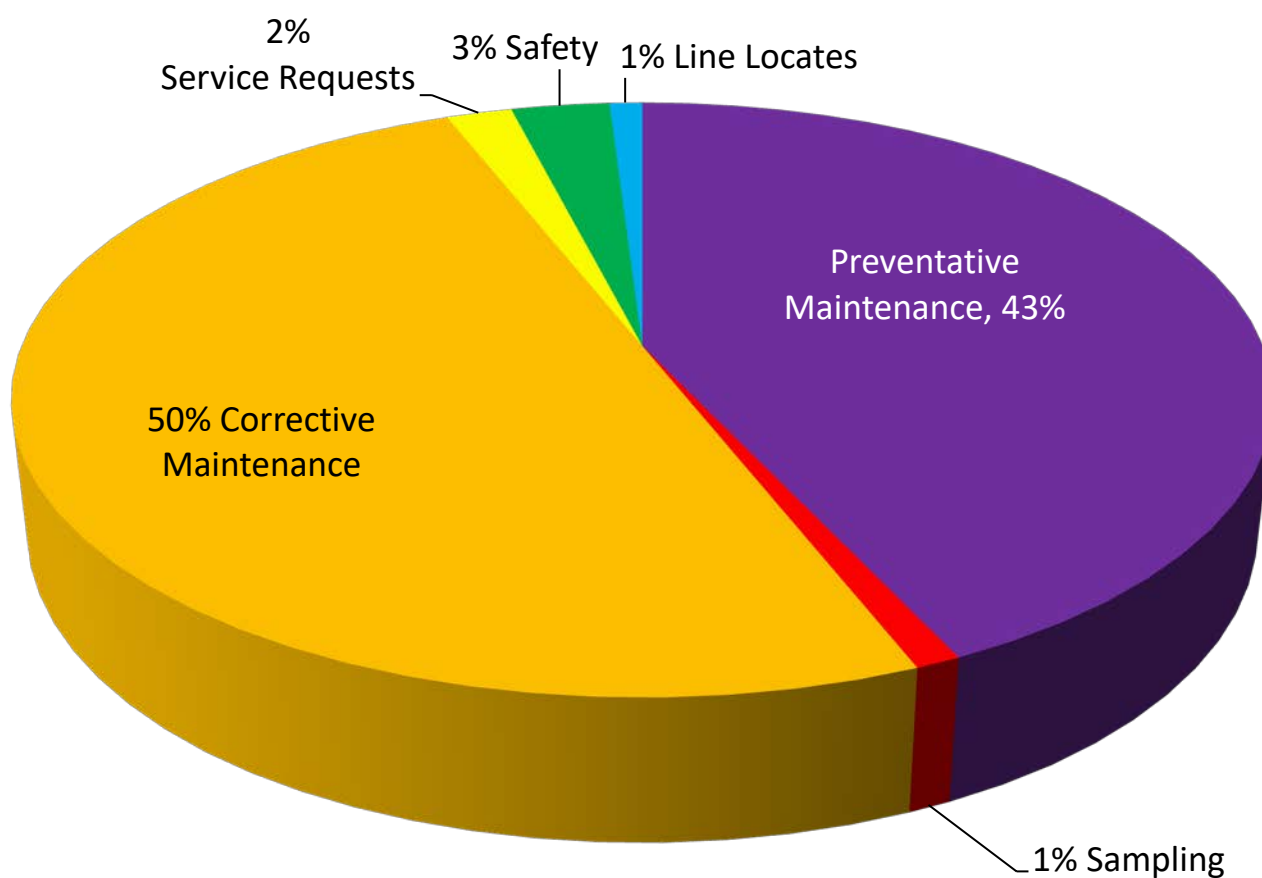
June Activities Continued:

**Tree roots pulled from storm line
at Plaza Subdivision.**



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

January ~ February ~ March
Work Orders Actual Hours
by Work Order Type



WATER TREATMENT PLANT SUMMARY

APRIL ACTIVITIES:

- The plant is operating well with no issues, inventory amounts at target levels.
- A new water plant operator was hired and began training.
- New baffle wall design is working well as we fine tune operations between the 2 new wall systems.
- Crews completed annual maintenance on clarifier #2.
- Staff performed corrosion protection at booster pumps, river pumps and well pump lines.
- Staff made repairs to the mortar of bench reservoir.
- 2 staff members attended management training.
- Staff members began weed control around the facilities.
- Staff continue to pull required UCMR4 (Fourth Unregulated Contaminate Monitoring Rule).
- Repairs were made to a chemical feed carrier line to our Westech treatment building.
- We have seen an increase in raw water turbidity, this is consistent with higher river flows as upstream dams begin to release more water. We expect this to continue through the Spring.
- Snake river flows are gradually increasing although currently well below flood stage.



Both: Staff painting pipelines at Water Treatment Plant.



WATER TREATMENT PLANT SUMMARY

MAY ACTIVITIES:

- The plant is operating well with no issues, inventory amounts at target levels.
- Trouble shooting was completed on our chlorine disinfection system.
- Crews completed annual maintenance on clarifier #2.
- 1 staff member received certification of water treatment and distribution level 4.
- Staff continue to pull required UCMR4 (Fourth Unregulated Contaminate Monitoring Rule).
- Snake river flows are gradually increasing, current flows are 30,000 cfs. We anticipate this to increase as snow melt in the mountains continues.

WATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:

- The plant is operating well with no issues, inventory amounts at target levels.
- Snake river flows are finally decreasing, and river levels have begun falling.
- We have begun hauling stockpiled silt from storage piles at the water treatment plant. Silt filtered from our water treatment plant has been stored on site for 20+ years. The solids are being hauled to Clay Peak for proper disposal.
- One of our staff members increased his certification level to a grade 3 operations license, good job.
- Crews cleaned washwater recovery basins #3 & #4.

Jacobs staff setting up portable auto sampler for mercury samples at the Water Treatment Plant.



WATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:



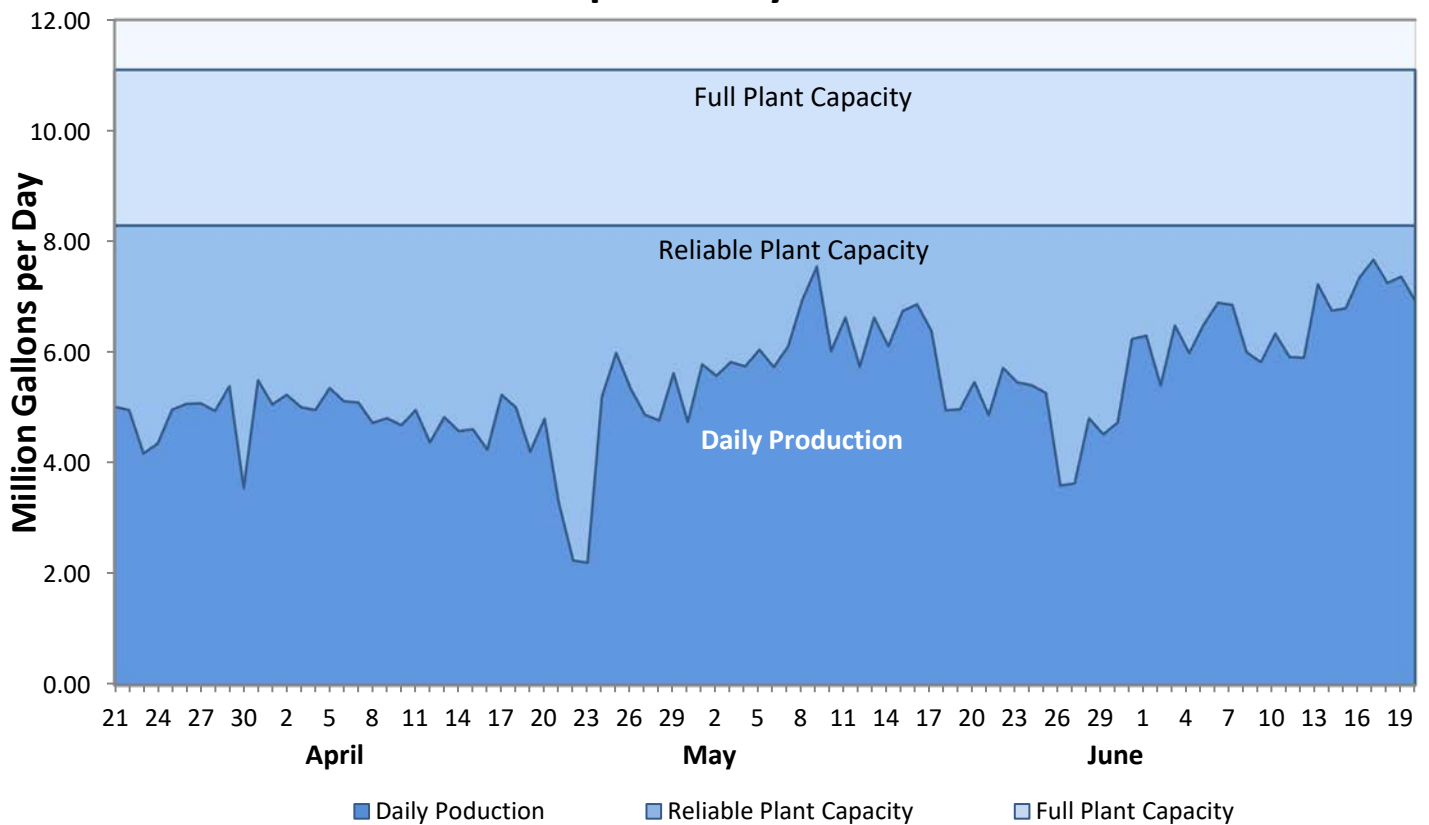
Left: Staff cleaning chlorine generator.

Right: Employees cleaning washwater recovery basin #4.



WATER TREATMENT PLANT SUMMARY

Demand vs. Availability April ~ May ~ June



WASTEWATER TREATMENT PLANT SUMMARY

APRIL ACTIVITIES:

- 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.
- Crews worked on removing the existing effluent flow meter and installation of a new meter. This work requires a confined space entry and is complicated due to the age and tight quarters to the meter.
- New flowmeter is installed and fully functional.
- Skyline Reservoir topped off, flow back to the river.

WASTEWATER TREATMENT PLANT SUMMARY

MAY ACTIVITIES:

- We experienced a biological overload in one of our lagoons, which caused some odor issues. We are working through addressing this issue and have added extra aeration to alleviate this problem. We have seen the odor problem diminish, but the odors are still present.
- Irrigation has begun at Skyline Farms.
- All wastewater effluent flows are being sent to the skyline farms for irrigation use. Our permit requires we do not discharge into the river from May 1 through October 31.
- Ground water sampling in static monitoring wells surrounding the wastewater treatment facility were taken as per regulations.
- Staff members continue weed control around the facilities.



WWTP staff spraying herbicide around facilities.

WASTEWATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:

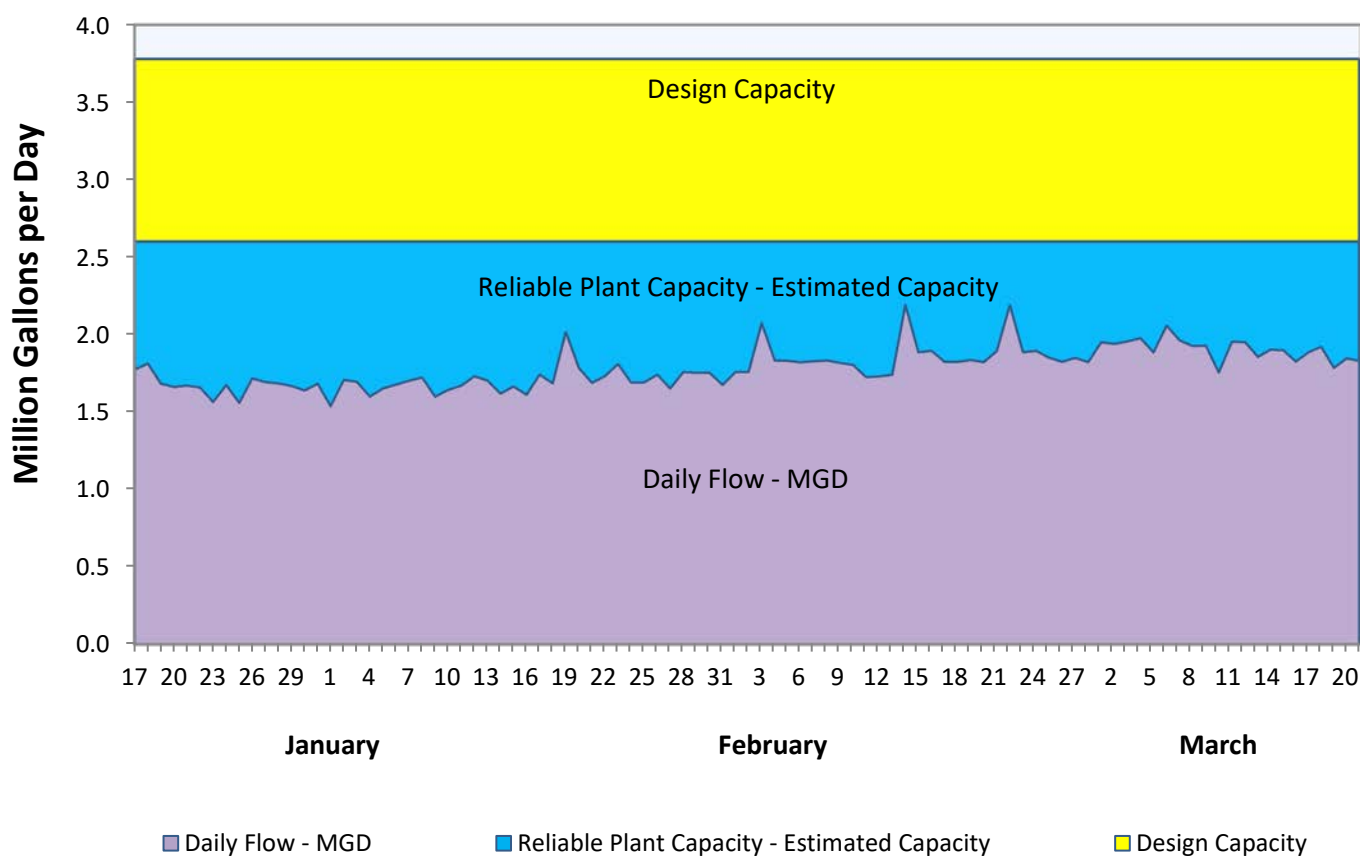
- Odor issues at the Wastewater plant have diminished greatly, checks throughout the week have shown great improvement.
- All wastewater effluent flows are being sent to the skyline farms for irrigation use. Our permit requires we do not discharge into the river from May 1 through October 31.
- Flow was diverted to off line chlorine contact basin, the basin taken off line was drained and cleaned and staged ready to be used again.
- A new wastewater operator was hired.
- Crews cleaned both sides of the chlorine contact basin.
- Weed spraying weather dependent.



WWTP staff cleaning chlorine contact chamber.

WASTEWATER TREATMENT PLANT FLOWS

Wastewater Treatment Flows January ~ February ~ March



PARKS AND CEMETERY SUMMARY

APRIL ACTIVITIES:

- There were 3 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Began mowing at parks and cemeteries.
- Normal activities for this time of the year.
- Irrigation systems were turned on throughout the park system after threat of any freezing has past.
- Tree trimming continues in parks and cemeteries, as needed.
- Replaced chain link fence slats at 8th Ave. lift station at Beck Kiwanis Park.
- New dog park fence was installed at Lanterman Park (Eastside Park) for the dog run park.



New chain link fence slats around 8th Ave. lift station at Beck Kiwanis Park.

PARKS AND CEMETERY SUMMARY

APRIL ACTIVITIES:



**Both: New fence
installed at Lanterman
Park for dog run park.**



PARKS AND CEMETERY SUMMARY

MAY ACTIVITIES:

- There were 2 burials and 1 disinterment at Evergreen Cemetery and 0 at Sunset Cemetery.
- 50 trees were donated by Kiwanis Club and were planted at Beck Park, the trees were planted near the pond and will provide additional shade for the park as they grow. Thank you to the Kiwanis Club for this donation.
- Tree trimming continues in parks and cemeteries, as needed.
- Normal activities including regular maintenance of parks and cemeteries; weed spraying.
- Staff focused on getting the cemeteries ready for Memorial Day, this is the biggest day of the year for our cemeteries and we want them to be immaculate.

**Trees planted at
Beck Park that
were donated
by Kiwanis
Club.**



PARKS AND CEMETERY SUMMARY

JUNE ACTIVITIES:

- There were 3 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Lawn mowing at all City Parks and trash removal.
- Prepared Lion's Park for Global Village.
- Normal activities including regular maintenance of parks and cemeteries; weed spraying.
- 170 acres sprayed for weeds at the Golf Course.

FACILITY MAINTENANCE SUMMARY

APRIL ACTIVITIES:

- New carpets were installed in selected offices in the police area, these carpets are the modular square carpeting as seen in city council chambers and front desk areas. This allows replacement of small area without replacing the entire carpet.
- Bathroom remodel at the Golf Course Club House is complete.
- Repaired a leak in the wall at City Hall.

New carpet at Ontario Police Department.



FACILITY MAINTENANCE SUMMARY

MAY ACTIVITIES:

- Replaced broken window at City Hall.
- New carpet was installed at one of the offices in the Police Department, the carpet was in dire need of replacement.

FACILITY MAINTENANCE SUMMARY

MARCH ACTIVITIES:

- Repaired a key pad on the back door of City Hall.
- The air-conditioner stopped working at the Golf Course and was repaired.
- 2 motors in City Hall HVAC System were replaced.
- The parking lot for the old city shop was cleaned. Weeds and other debris were removed and the area staged for the new tenant to move in.

ENGINEERING DIVISION SUMMARY

APRIL ACTIVITIES:

- Issued 6 Right-of-Way permits.
- Issued 4 new addresses to new businesses.
- Issued 1 new address to new residence.
- Numerous Splash Pad sight inspections.
- Performed inspections at the golf course restroom remodel.
- Attended a meeting with ODOT regarding Interstate Project.
- Joined a Sustainability Webinar.
- Attended annual contractors appreciation luncheon, hosted by 811 Oregon Utility Notification Center.
- Golf Course ADA Improvements – Completed the improvements to the Golf Course.
- S. Oregon Design – Continued working with CK3 team regarding options for bulb-outs and vegetated swales; advanced design.
- National Pollutant Discharge Elimination System (NPDES) – Awaiting final public comment; continue to work with variance team.
- SRCI – Prepared documents to share with SRCI engaged engineer to prep for site visit. Developed CIP for rate development; worked on Water Agreement.
- Splash Park – Continued coordination with Anderson Pool Works, Warrington Construction, and electrical/mechanical; walk through on restrooms.
- Lions Shelter – Prepared and submitted bid to three local bidders for informal bid scenario.
- Water Master Plan – Continue coordination on data and especially the water model info recently.
- Treasure Valley Community College Connector Path – Finalizing plans; created schematic easement request map for Adam's use with TVCC to make easement request.
- WTP Slough – Wetland specialist visited site to determine wetland status.
- WTP Solids – Working with Jay Hartley to get WTP solids taken to Clay Peak.
- SE 2nd Street – Prepared 75% San/Water extension drawings for review by PW staff.



Annual contractors luncheon, hosted by 811 Oregon Utility Notification Center.

ENGINEERING DIVISION SUMMARY

MAY ACTIVITIES:

- Issued 9 Right-of-Way permits.
- Issued 1 new addresses to a new business.
- Numerous Splash Park sight inspections.
- Attended 2 PDAC meetings to discuss new specialty retail businesses.
- Attended a meeting with ODOT regarding SE 2nd St.
- Joined a Sustainability Webinar.
- Provided presentation on Pavement Condition to Council.
- S. Oregon Design – Continued working with CK3 team regarding options for bulb-outs and vegetated swales; advanced design. Presented information to Public Works committee for input. PW reviewing 75% design.
- National Pollutant Discharge Elimination System (NPDES) – Final version of permit in place. Moving forward with finalizing permit-related activities for the current fiscal year.
- CIP – was available and provided information to Budget Committee during budget meetings in April.
- SRCI – Reviewed water agreement and provided input. Reviewed current water billing to SRCI to understand process. Collected information on historical water usage to develop average daily use to be compared to overall system wide average daily use for percentage of system maintenance and operation costs. Developing overall maintenance and operation costs. Had several calls between City staff, Public Works, and Jacobs rate/utility specialists.
- Splash Park – Continued coordination with Anderson Pool Works, Warrington Construction, and electrical/mechanical. Reviewed shade structure structural submittals and supported prep for erection of structures. Continued coordination of funds with Adam.
- Lions Shelter – Prepared and submitted bid to three local bidders for informal bid scenario – received no bids. Construction industry completely overloaded. Began reaching out to negotiate individually.
- Water Master Plan – Continue coordination on data and especially the water model info recently; coordinated next workshop.
- Treasure Valley Community College Connector Path – Finalizing specifications and developed modification to reflect right-of-way. Work closely with Adam and Dan on requirements. Created schematic easement request map for Adam's use with TVCC to make easement request.
- WTP Slough – Wetland specialist evaluation, staff submitted application to State Lands to conduct maintenance in slough.

ENGINEERING DIVISION SUMMARY

MAY ACTIVITIES CONTINUED:

- WTP Solids – Working with Jay Hartley to get WTP solids taken to Clay Peak. PO in place and Jay starting work.
- SE 2nd Street – Prepared 75% San/Water extension drawings for review by PW staff; continuing with specs development. Met with ODOT team to review overall costs and develop cost saving measures and scope reduction as needed.
- TSP – met with ODOT team and with consultant individually to discuss scope and budget and support negotiation.



**Splash park
before water
features were
installed.**



**Splash park
with water
features in
place.**

ENGINEERING DIVISION SUMMARY

JUNE ACTIVITIES:

- Issued 3 Right-of-Way permits.
- Attended 2 PDAC meetings to discuss new housing and expansion of an existing business.
- Attended Splash Park Grand Opening.
- Attended a meeting with ODOT regarding SE 2nd St.
- Attended S. Oregon St. budget review.
- S. Oregon Design – Continued working with CK3 team regarding options for bulb-outs and vegetated swales; advanced design. Began working with Charlotte and Peter regarding outreach to downtown businesses.
- National Pollutant Discharge Elimination System (NPDES) – Moving forward with Variance application. Supporting staff as we work out bugs of new permit requirements. Sorting through permit requirements that are specific to Engineering group (reports, etc.).
- CIP – Attended budget hearing at Council. Began preparation for engaging in coming FY projects.
- SRCI – Met with DOC's engineer, Chris Brugato; took him through mainly SRCI facilities as requested. Continued work on Water agreement, rate structure example, and SRCI capital projects list and associated costs. Attended internal team meetings on process.
- Splash Park – Continued coordination with Anderson Pool Works and Warrington Construction. Worked on final billing with Warrington Construction. Developed estimate of services to support operation & maintenance of system once open. Met several times internally to make sure all loose ends were tied up for opening. Completed the erection of the pergola.
- Lions Shelter – After receiving no bids, team began to reach out for informal negotiation, but were slowed down with work on Splash Park. No contractor interested yet.
- Water Master Plan – Continue coordination on data and especially the water model info recently; coordinated next workshop.
- Treasure Valley Community College Connector Path – Work closely with Adam and Dan on easement needs to reach agreement with TVCC and to fulfill grant requirements. Created park boundary map for grant needs. Reviewed and updated cost estimate.
- WTP Slough – Staff on hold as State reviews wetland information from Jacobs.
- WTP Solids – Jay Hartley Trucking invoiced for portion of work; nearly complete with \$50k removal.
- SE 2nd Street – Worked quickly with ODOT and Anderson Perry to modify scope to better fit budget. This was required by Mike Barry for inclusion in omnibus package to ODOT. Decision was made to reduce project to 12th Ave (not 14th) from 5th.
- TSP – Met at Kittleson office to go through scope in detail with ODOT on phone. Finalized scope over the next week for ODOT to carry forward. ODOT was able to hold City's contribution to \$21k.
- SE 5th Ave ODOT Project – met with Dan Cummings and Mike Barry of ODOT regarding project timing and funding.

ENGINEERING DIVISION SUMMARY

JUNE ACTIVITIES CONTINUED:



Splash Park Grand Opening May 30, 2019



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 which 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 Snake River Correctional Institution. The City has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout the City limits. Duties include Storm drain maintenance and repair, cleaning of approximately eleven 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 department is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, 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 up decorations on street lights during the Christmas season and replacing them with the 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 to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging due to water and sun; and 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 eight years with minimal maintenance required. The City chipseals approximately 7 miles per year.

APPENDIX CONTINUED

WATER TREATMENT PLANT

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 of our water comes from the Snake River and 20 percent comes from wells. Two plants treat our 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 – meeting the compliance of the Oregon Health Authority.

The Oregon Health Authority requires an operator on duty 365 days a year. Ontario customers account for 3,845 water services, not including Snake River Correctional Institution (SRCI).

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

The Water Treatment Plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 million gallons per day (MGD) and a maximum capacity of 11 MGD.

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

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 City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (CFS), 24.71 million gallons per day (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 Snake River Correctional Institution. 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. On-site generation of chlorine is used for disinfection.

Average discharge volume is approximately 1.5 million gallons a day (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.

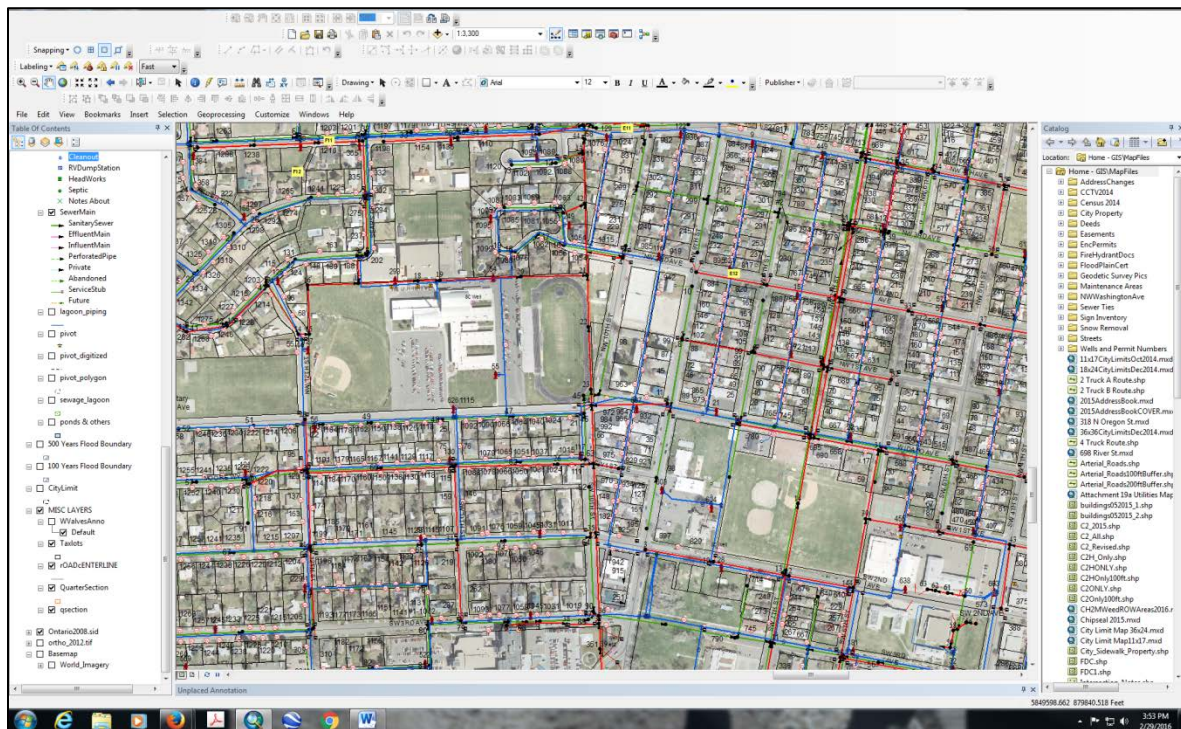
APPENDIX CONTINUED**PARKS DEPARTMENT**

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 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 and 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 maintains and updates the record maps for all City utilities, right-of-way, easements, land division plots and City base maps.



Rules and Procedures of the Ontario City Council

**City of Ontario, Oregon
Adopted September 5, 1995
Updated May 16, 2011; and June 1, 2015; and
September 5, 2019**

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CITY COUNCIL RULES AND REGULATIONS

CITY OF ONTARIO, OREGON

PREAMBLE:

These rules and regulations are promulgated pursuant to the Charter of the City of Ontario.

SECTION I - RULES OF JOURNAL:

The Council shall determine its own rules, order of business, conduct of public meetings, and shall provide for keeping a journal of its proceedings. This journal shall include minutes of each and every open public meetings of the Council and shall be a public record.

Executive Sessions shall be advertised on the adopted Agenda, stating ORS authority, but no formal minutes will be taken. Members of the media are allowed to remain, but are strictly prohibited from reporting on any issues discussed. Copies of transcribed minutes may become available upon written request from an attorney when the minutes pertain to a pending or potential legal action. Availability of Executive Session minutes will be determined by the City's legal counsel. No formal action shall be taken during an executive session.

SECTION II - MEETINGS:

Regular Meetings shall be held at least once each month. Regular meetings will normally convene on the third and fourth Tuesdays of the month at 7:00 p.m. in the Council Chambers, or other properly noticed location. If a regular meeting day falls on a legal holiday, the meeting shall be held on the next following business day. Written communication can be attached into the record following submission of document(s).

Work Sessions will be ~~scheduled by minute action as needed~~ held two Thursdays prior to the first regular meeting at 6 pm, with at least 24-hours advance public notice. Formal action may be taken during a work session, at the Council's discretion and in compliance with the Oregon Public Meetings Law. Council may invite public comment during the work session.

Special Meetings may be called by minute action of the Council or upon request of the Mayor or City Manager on at least 24-hours' notice to each member of the Council. Simultaneous notice to the media shall be required for all special meetings.

Executive Sessions may only be held for the purposes allowed by ORS 192.660, Oregon Public Meetings Law. No formal action shall be taken during an executive session.

Notice of Meetings will include the time, place and agenda and will be provided to the media and posted in a public place at least 24-hours in advance of a scheduled meeting. In case of

an emergency, notice will be as long as is reasonable under the circumstances.

Excepting executive sessions, authorized to be closed pursuant to ORS 192.660, all meeting shall be public.

SECTION III - AGENDA:

The Mayor, Councilor, or the City Manager may place an item on the agenda. The Mayor, a Councilor, or the City Manager, may submit emergency items to the Council during the Council meeting at the time provided in the order of business. Excepting emergency actions necessary in the furtherance of the public health, safety, or general welfare, other than time-sensitive issues, no Council action shall be taken on any item not included on the published agenda.

The City Department Managers shall submit requests for items for consideration on the agenda to the City Recorder in such form and in accordance with the schedule established by the City Recorder. All reports, communications, ordinances, resolutions, contract documents, and other matters to be submitted to the Council shall be delivered to the City Recorder for submission to the City Manager for approval in accordance with the agenda schedule. The City Recorder shall list the matters according to the order of business and furnish each member of the Council, the City Manager, the media, and department heads with a copy of the agenda prior to the Council meeting via electronic distribution. No item shall be submitted to the Council, except through the City Manager and City Recorder; however, any member of the public, member of the Council, or the City Manager may submit emergency items to the Council during the Council meeting at the time provided in the order of business. Excepting emergency actions necessary in furtherance of the public health, safety, or general welfare, no Council action shall be taken on any item not included on the published agenda.

SECTION IV - CALL TO ORDER - PRESIDING OFFICER:

The Mayor, or in the Mayor's absence the President of the Council, shall call the Council meeting to order at the scheduled meeting time. In the absence of the Mayor or President of the Council, the City Recorder shall call the Council meeting to order. A temporary presiding officer shall then be elected by the members of the Council present. When the Mayor or President of the Council arrives, the temporary presiding officer shall relinquish the chair when the business immediately before the Council is finished.

The Mayor shall be the presiding officer of the Council. The presiding officer shall preserve strict order and decorum at the regular and special meetings of the Council. The Mayor shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order. Any decision or ruling of the Mayor may be appealed to the Council as a whole by request of any member. The Mayor shall call for a roll call vote to see if the chair shall be upheld; if the roll call vote loses, the Mayor's decision or ruling is reversed.

SECTION V - ROLL CALL:

Before proceeding with the business of the Council, the City Recorder shall call the roll of the members, and the names of those present shall be entered into the minutes.

SECTION VI - QUORUM:

A quorum shall consist of a majority of the members of the Council; however, excepting those actions where the minimum number of affirmative votes is specifically set forth in ORS or by City Charter, no action of the Council shall be valid or binding unless adopted by the affirmative vote of four or more members of the Council.

SECTION VII - ORDER OF BUSINESS (Regular Meetings):

The Mayor, on the Mayor's own initiative, or the Council by majority vote, may consider items out of sequence from the printed agenda.

- a) Consent agenda matters are routine and may be adopted by one motion. To make more efficient use of the meeting time, the City Manager may place resolutions, proclamations, and similar items that are routine in nature, have been discussed previously, or on which no debate is expected on the consent agenda. There will be no discussion of separate items, unless members of the City Council, staff, or the public requests that a specific item be discussed or removed from the consent agenda for individual consideration. The Mayor or any Councilor may remove items from the consent agenda for individual discussion without a vote of the Council.
- b) Public Meetings Law does not require the Council to give opportunity for public input. Time for unscheduled public appearances may be provided at Council discretion to address matters not on the agenda. In such instances, the guidelines in Section X(b) and XI(b) shall apply. No Council response to such comments are allowed under State Statute.
- c) Procedure for public hearings are discussed in Section XIV.
- d) Procedures for submitting petitions are discussed in Section XV.
- e) If the City Council wishes to adjourn to a later time, the Council must pass a motion specifying the date and time to which the regular meeting is **being** adjourned. A motion to adjourn shall always be in order except during the attendance roll call vote. When a motion is made and seconded to adjourn, any member of the Council may state why it is improper for the Council to adjourn. That statement, however, shall not be debatable and shall not take more than two minutes.

SECTION VIII - PROCEDURES FOR DEBATE:

On those issues requiring debate, the presiding officer shall state the issue before the Council. Unless Council by consensus determines no request is necessary, staff shall have an opportunity to report on the issue and will respond to Council questions. Council members shall be allotted time to present their positions and concerns. Public Meetings Law does not require the Council give opportunity for public input. Interested members of the community may, at Council discretion, also have an opportunity to express their positions on any issue coming before the Council. Council may limit the amount of time allotted for discussion.

A motion and second on the issue will be allowed after all interested parties have had an initial opportunity to express their views. Discussion can continue after the motion is made; however, after a motion is on the floor, except for questions from the Council, discussion shall be restricted to Council.

SECTION IX - RULES OF DEBATE:

- a) **PRESIDING OFFICER MAY DEBATE AND VOTE, ETC.:** While the primary role of the presiding officer is to facilitate deliberations, the Mayor or member of the Council who is presiding may move, second, and debate from the chair, subject only to such limitations of debate as are imposed on all members. The presiding officer shall not be deprived of any of the rights and privileges of the Council members.
- b) **GETTING THE FLOOR- IMPROPER REFERENCES TO BE AVOIDED:** Every member desiring to speak, upon recognition by the presiding officer, shall confine him or herself to the question under debate, avoiding all personalities and indecorous languages.
- c) **INTERRUPTIONS:** A member, once recognized, shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, is called to order, the member shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.
- d) **PERSONAL PRIVILEGE:** The right of a Council member to address the Council on a question of personal privilege shall be limited to cases in which the member's integrity, character, or motives are questioned, or where the welfare of the Council is concerned. A Council member may interrupt another speaker if the Mayor recognizes the "privilege."
- e) **PRIVILEGE OF CLOSING DEBATE:** The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

SECTION X - ADDRESSING THE COUNCIL:

Oregon's Public Meeting Laws require the meeting be open to the public; however, nothing in those laws require that the public be allowed to speak or participate in a meeting. Any person wishing to address the Council shall first secure permission of the presiding officer to do so. The Council may limit the length of time that a person is permitted to address the Council.

- a) **WRITTEN COMMUNICATIONS:** Interested parties or their authorized representatives may address the Council by written communications in regard to matters under discussion.
- b) **ORAL COMMUNICATIONS:** Citizens attending a regular meeting may address the Council on any matter concerning the City's business, or any matter over which the Council has control, provided there is time allotted on the Agenda. Each person addressing the Council shall read his or her name and city of residency into the public record. Oral presentations shall not be repetitious and shall be confined to three minutes maximum duration.

- c) **AFTER MOTION MADE:** No person shall address the Council after a motion is made without first securing the permission of the Council to do so.

SECTION XI - DECORUM:

- a) **BY COUNCIL MEMBERS:** While the Council is in session, the members must preserve order and decorum. A member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Council, nor disturb any member while speaking, or refuse to obey the orders of the Council or its presiding officer, except as otherwise herein provided.
- b) **BY PERSONS:** Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Council, or who interferes with the order of business before the Council, and who fails, upon request of the presiding officer to cease such activity, shall be barred from further audience before the Council, unless permission to continue is granted by a majority vote of the Council.
- c) The Mayor or Presiding Officer has the authority to stop a personal attack on any Council member, person of the audience, or member of the public; stop all debate on any matter that is not pertinent to the issue currently before the Council; or stop any loud and/or obnoxious conduct from, or by, a Councilor or member of the public. If that person does not stop upon the Mayor or Presiding Officer's order, that individual will be removed from the Council meeting.

SECTION XII - ENFORCEMENT OF DECORUM:

The City Manager shall appoint a Sergeant-at-Arms at the Council meetings. The City Manager or the City Manager's designee(s) shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the presiding officer, it shall be the duty of the Sergeant-at-Arms to remove any person or Councilor who violates the order and decorum of the meeting.

Any action identified in Section XI including any of the following, shall be sufficient cause for the Sergeant-at-Arms to, at the direction of the Presiding Officer, remove any person from the Council Chambers, or meeting hall, for the duration of the meeting:

- 1) Use of unreasonably loud, disruptive or threatening language
- 2) Making of loud or disruptive action
- 3) Engaging in violent or distracting action.
- 4) Willful injury of furnishings or of the interior of the Council Chambers or meeting hall.
- 5) Refusal to obey the rules of conduct provided within these rules, including the limitations on occupancy and seating capacity
- 6) Refusal to obey an order of the Presiding Officer.

Before the Sergeant-at-Arms is directed to remove any person from the meeting hall for inappropriate conduct, that person shall be given a warning by the Presiding Officer to cease the conduct.

If a meeting is disrupted by members of the audience, the Presiding Officer or a majority of the Council present may order that the Council Chambers or other meeting hall be cleared and a recess called until order is restored.

SECTION XIII - VOTING:

- a) **ROLL CALL:** All votes shall be by roll call.
- b) **PRECEDENCE OF MOTIONS:** When a motion is before the Council, no motion shall be entertained except (1) to limit comment; (2) to adjourn; (3) to fix hour of adjournment; (4) to lay on the table; (5) to call for the previous question; (6) to continue to a certain day; (7) to refer; (8) to amend; (9) to postpone indefinitely; or (10) to divide the question. These motions shall have precedence in the order indicated.
- c) **AMENDMENTS:** No more than one amendment to an amendment is permitted. When an amendment is before the Council, the Council shall vote first on the amendment. After the amendment has passed or failed, the Council shall vote on the main motion.
- d) **MOTION TO ADJOURN:** If the City Council wishes to adjourn to a later time, the Council must pass a motion specifying the date and time to which the regular meeting is being adjourned. A motion to adjourn shall always be in order except during attendance rollcall vote. When a motion is made and seconded to adjourn, any member of the Council may state why it is improper for the Council to adjourn. That statement, however, shall not be debatable and shall not take more than two minutes.
- e) **MOTION TO TABLE:** The purpose of this motion is to temporarily by-pass the subject. A motion to lay on the table is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be "taken from the table" at any time prior to the end of the next regular meeting. A matter taken from the table cannot be acted upon if it does not appear on the published agenda.
- f) **MOTION TO CONTINUE:** The purpose of this motion is to delay consideration of a subject until a future time. A motion to continue shall include the specific date when the subject shall again be considered.
- g) **MOTION FOR PREVIOUS QUESTION:** The purpose of this motion is to close debate on the main motion. It is undebatable, and no further discussion shall be permitted until the motion is acted upon. If the motion fails, debate is reopened; if motion passes, then the Council shall vote on the main motion.

- h) **DIVISION OF THE QUESTION:** This may be used when a motion or resolution contains several parts, and the group wishes to vote on each part separately.
- i) **WITHDRAWAL OF MOTION:** When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.
- j) **CONFLICT OF INTEREST:** Council members shall abide by the provisions of ORS 244.010. When a Council member determines that he or she has a conflict of interest, the member shall announce such conflict and refrain from discussing or voting upon the matter. Council members shall step down from the dais and join the audience until action is completed, when they shall return to their seat.
- k) **EX-PARTE CONTACT:** Council members shall abide by the provisions of ORS 227.180 regarding pre-hearing or ex-parte contacts.
- l) **COUNCIL MEMBER REQUIRED TO VOTE:** Council members are required to vote on all issues placed before them unless excused under provisions of subsection (j) above.
- m) **RECORDING VOTE - THE VOTES:** The journal of the proceedings of the Council shall record each individual Council member's vote on all ordinances, resolutions, and franchises. In the case of a tie in votes on any motion, the motion shall be considered lost; however, in the case of a tie vote the questions shall automatically be placed on the next regular meeting agenda.
- n) **MOTION TO RECONSIDER:** A motion to reconsider any action taken by the Council may be made only on the day the action was taken or at the next regularly scheduled meeting following the day when the action was taken. It may be made during the same session or at an adjourned session. A motion to reconsider must be made by one of the prevailing side, but may be seconded by any member. A question failing by virtue of a tie vote may be reconsidered by motion of any member of the Council. The motion may be made at any time. It shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council, except that no action shall be taken on any subject not included in the published agenda.

SECTION XIV - PROCEDURES FOR DEBATE DURING THE PUBLIC HEARING:

The following shall be the procedure during public hearings:

- 1) Presiding officer asks members of the Council to state for the record any instance of ex- parte contact, any conflicts of interest, or if there are any objections to the Council's jurisdiction over the action that could be pertinent to the public hearing.
- 2) A staff report will be given by the appropriate staff member, followed by

relevant questions by Council members.

- 3) Presiding officer opens the public hearing.
- 4) Brief opening statement by the proponent initiator, if any, explaining and advocating the item (of approximately five (5) minutes, or such time as is stipulated by the presiding officer).
- 5) Testimony by members of the public who support the item the time limit for such testimony to be determined by the Council as reasonably necessary to elicit testimony concerning the matter under consideration.
- 6) Testimony by members of the public who oppose the item, the time limit for such testimony to be determined by the Council as reasonably necessary to elicit testimony concerning the matter under consideration.
- 7) Written communication filed with the City Recorder read into the record.
- 8) Brief closing statements by the proponent initiator, if any, (limited to approximately five (5) minutes).
- 9) Presiding officer closes the public hearing.
- 10) Discussion by Council members: The order of recognition of Council members desiring to speak shall be determined by the presiding officer. Each Council member shall be allowed at least one opportunity to speak. The Council member shall limit his or her comments to a reasonable period of time. Any comments of a member in excess of five minutes may be limited by a motion to limit comment and immediate majority vote of the members present.
- 11) Motion and second.
- 12) Vote.

SECTION XV - PETITIONS:

Any citizen may appear before the Council at any regular meeting and present a written petition. The petition shall be acted upon by the Council, in the regular course of business, within thirty days. Petitions, remonstrances, communications, and comments or suggestions from citizens present shall be heard by the Council. All such remarks shall be addressed to the Council as a whole, and not to any member thereof. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. No question shall be asked of a Council Member except through the presiding officer. Absent an emergency, the Council shall neither deliberate toward a decision, nor vote on any matter not included on the printed agenda.

SECTION XVI - SPECIAL COMMITTEES:

When the Council determines that a board, commission, task force, or citizen's committee is needed, the following procedure shall be used:

- a) The party proposing the creation of the board, commission, task force, or citizen's committee will prepare the appropriate Council action (either an ordinance or a resolution) defining the purpose, duties and objectives of the committee and whether it is to be an ad hoc or continuing committee. If proposed as an ad hoc committee, the Council action shall specify when the committee's work is to begin and to conclude.
- b) The ordinance or resolution will be submitted to the City Recorder for placement on an agenda for Council discussion.
- c) The Council shall approve, modify, or reject the ordinance or resolution.
- d) Once a board, commission, task force, or citizen's committee is approved, the City Recorder shall publish notice soliciting interested and qualified volunteers to file letters of interest for appointments.
- e) The Council shall interview all applicants and announce its selections and appointments at a regular meeting.
- f) Terms of appointment to any board, commission, task force, or citizen's committee shall not exceed five years. Council may, by ordinance, establish a limitation on the number of terms appointees may serve. All permanent boards and commissions including advisory and appeal boards shall be created by ordinance which ordinance shall set forth the policies and duties delegated to such boards and commissions. Temporary and ad hoc committees may be created by resolutions.
- g) Upon completion of action necessary by an appointed Ad-Hoc Committee, said Committee will cease to be active and shall become obsolete.

SECTION XVII - ABSENCE / ATTENDANCE:

- 1) _____ Councilors shall endeavor to attend all noticed meetings of the City Council.
- 2) Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or City Recorder, who shall convey the message to the Mayor. Absent Councilors who do not follow the above process will be considered unexcused, which shall be so noted in the minutes.

SECTION XVIII - VACANCIES - FORFEITURE OF OFFICE:

- 1) A Council office shall become vacant upon a Councilor's:
 - a) Death;
 - b) Adjudicated incompetence;
 - c) Conviction of a crime pertaining to the office, conviction of a felony, or conviction of a crime involving moral turpitude;
 - d) Unlawful destruction of public records;
 - e) Resignation;
 - f) Recall from office;

- g) Ceasing to possess the qualifications for office;
- h) Failure, following election or appointment to the office, to qualify for the office within 10 days after the time for the term of office to commence;
- i) Violation of any provision of the City Charter;
- j) Un-excused absence from three consecutive noticed meetings, including any special meetings called pursuant to these rules.

2) The Council shall judge when a Council office has become vacant.

SECTION XIX- USES OF STAFF:

Except for the purpose of accessing public information, Council members shall deal with the City's administrative services solely through the City Manager. No Council member shall request from the City Manager any staff project that entails over two hours of staff work without first seeking approval of the full City Council.

SECTION XX - SUSPENSION OF THE RULES:

These rules may be suspended or amended by majority vote of the Council members.

SECTION XXI - RULES OF ORDER:

All cases not specifically provided for herein or in the Charter of the City of Ontario shall be governed by Robert's Rules of Order.



COUNCIL STRATEGIC PLAN

City of Ontario 2019-2024

MISSION STATEMENT



Our mission is to create a healthy, safe, diverse, and prosperous city by engaging community members to develop an enriched quality of life.

GOALS





DESIRABILITY

Strategies: Cleanliness | Things to Do | Funding | Affordability | Council Participation

CLEANLINESS



- Garbage, cart, and weed cleanup
- Extra street sweeping
- Provide free dump passes on Serve Day
- Increase Code Enforcement effectiveness



Desirability

D

THINGS TO DO



- Finish and open the Splash Park
- Promote the City
- Work more closely with community partners to create more events and festivals
- Establish and maintain a good relationship with the Recreation District
- Establish trails and community gathering places (Depot Park Entertainment Plaza)



Desirability

D

AFFORDABILITY



- Support middle-class housing starts

Looking to build in Ontario?

In 2017, the City of Ontario began the
\$10,000 Housing Incentive Program.
Homeowners and contractors looking to build a single family home in the City of Ontario are eligible.

For more information, contact the City of Ontario Community & Economic Development Department at
(541) 881-3222,
dan.cummings@ontariooregon.org
or visit
ontariooregon.org/BuildingIncentiveProgram.cfm



Desirability

D

COUNCIL PARTICIPATION



- More Council exposure in the community



Desirability

D



EDUCATION

Strategies: Workplace Placement | Students and the City | Relations

WORKPLACE PLACEMENT



- ☐ Find out the needs of local employers
- ☐ Facilitate between local employers and TVCC
- ☐ Work with business through TVCC to train new employees who are ready for the workplace
- ☐ Create a Water/Wastewater course at TVCC



Education

E

STUDENTS AND THE CITY



- ☐ Create civic opportunities for students
- ☐ Get youth involved in government
- ☐ Allow and promote youth to be ex officio members on committees



Education

E

RELATIONS



- ❑ Support School bonds
- ❑ Establish and maintain a relationship with our schools (boards, teachers, students)
- ❑ Utilize the community strategic plan



Education

E



LIFESTYLE

Strategies: Things to Do | Housing & Affordability | Downtown | Internal

THINGS TO DO



- ☐ Increase Downtown seating
- ☐ Erect new shelter at Lion's Park
- ☐ Build Dog Parks (Lanterman and Lion's)
- ☐ Downtown gazebo
- ☐ Plant new trees at Lanterman Park
- ☐ Repair Beck Park Bathrooms
- ☐ Improve playgrounds through matching funds with service clubs
- ☐ Create water trails
- ☐ Create trails



Lifestyle

L

HOUSING & AFFORDABILITY



- ☐ Educate the public on the \$10,000 housing incentive program
- ☐ Fill-in housing assistance
- ☐ Build a variety of housing options
- ☐ Living wage

Looking to build in Ontario?

In 2017, the City of Ontario began the **\$10,000 Housing Incentive Program**. Homeowners and contractors looking to build a single family home in the City of Ontario are eligible.

For more information, contact the City of Ontario Community & Economic Development Department at (541) 881-3222, dan.cummings@ontariooregon.org or visit ontariooregon.org/BuildingIncentiveProgram.cfm



Lifestyle

L

DOWNTOWN



- ☐ Maintain a relationship and support our downtown organization
- ☐ Downtown Beautification: Phase 1
- ☐ Replenish façade grant funding



Lifestyle

L

INTERNAL



- ❑ Obtain grants and increase our grant-writing capacity
- ❑ Educate department heads on methods of interacting with a diverse community



Lifestyle

L



BEAUTIFICATION

Strategies: Art | Cleanliness | Things to Do

ART



- ☐ Install wrap art on electrical boxes
- ☐ Create more murals
- ☐ Create a “Freak Alley” type event
- ☐ Have more public art
- ☐ Enhance our gateway
- ☐ Have matching entrances
- ☐ Put a new mural on the water tower



Beautification

B

CLEANLINESS



- ☐ Promote more content related to code enforcement and public safety
- ☐ Community Serve Day
- ☐ Add extra street sweeps to primary routes
- ☐ Stop fine forgiveness for code enforcement violations
- ☐ Provide free dump pass on Serve Day
- ☐ Add an additional full-time Code Enforcement Officer position



Beautification

13

THINGS TO DO



- ❑ Support citizen and City-created events
- ❑ Have a City reader board



Beautification

B



GROWTH

Strategies: Airport | Expansion | Economy

AIRPORT



- ☐ Revise hangar leases and designate additional signers
- ☐ Build more hangars
- ☐ Promote the Airport for development
- ☐ Move co-located federal agencies to the NW corner of the Airport
- ☐ Grow the airport by connecting fiber



Growth

G

EXPANSION



- ☐ Replace SDC's with traffic impact fees
- ☐ Develop the west side of the airport as an industrial center
- ☐ Sidewalk fill-in
- ☐ Incentivize property improvement
- ☐ Increase water and sewer capacity



Growth

G

ECONOMY

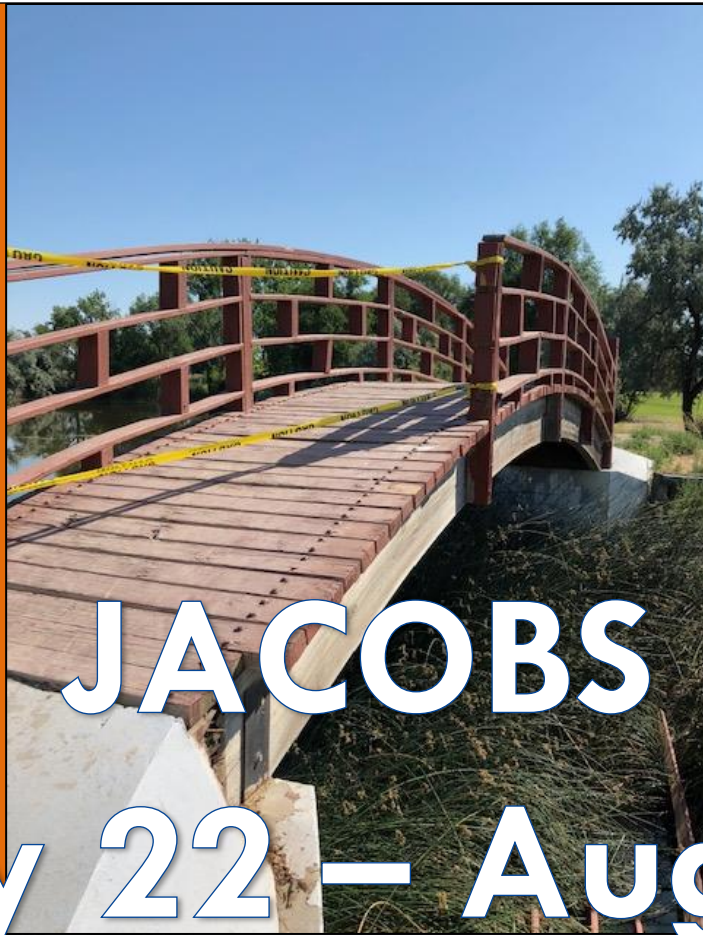


- Utility extension to strategic areas
- Street repairs for East Idaho underpass
- NE 2nd Street rebuild



Growth

G



JACOBS

July 22 – August



August
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 JULY 22 – AUGUST 23:

- Installed new LED flashing cross walk signs at Aiken Elementary Schools on W. Idaho Ave
- Poured 40' of Curb and gutter and 15' of side walk
- Finished the Yellow curb painting
- Started painting crosswalks
- Continued hot taping crosswalks
- Water maintenance throughout town
- Cleaned 3 lift station wet wells
- Applied herbicide to the City owned right of ways
- Replaced a damaged sewer manhole lid and ring in canyon 2
- Installed cross walk flags at Verde Dr. /W Idaho intersection
- Paved back approx. 10 ton of asphalt patches
- Worked on removing mud from the TVCC 24" storm line
- Swept down town and underpass
- Picked up trash along E. Idaho in the ODOT swells
- 31 water services were turned on customer request
- 19 water services were shut off customer request
- 31 water services were on/off read only customer request
- 35 water services were shut off for non-payment
- 27 water services were turned on for payment received
- 27 water meters were changed out for non-functioning
- 13 water meters were shut off for repair
- 14 water meters were turned on and verified leaks were repaired by customer
- 16 water meters were checked for leaks
- 10 water meters were checked for consumption issues
- 29 water services were checked to verify still off from the non-payment list
- 4 new water meters were installed
- 63 utility locates were complete



Jacobs staff painting crosswalks

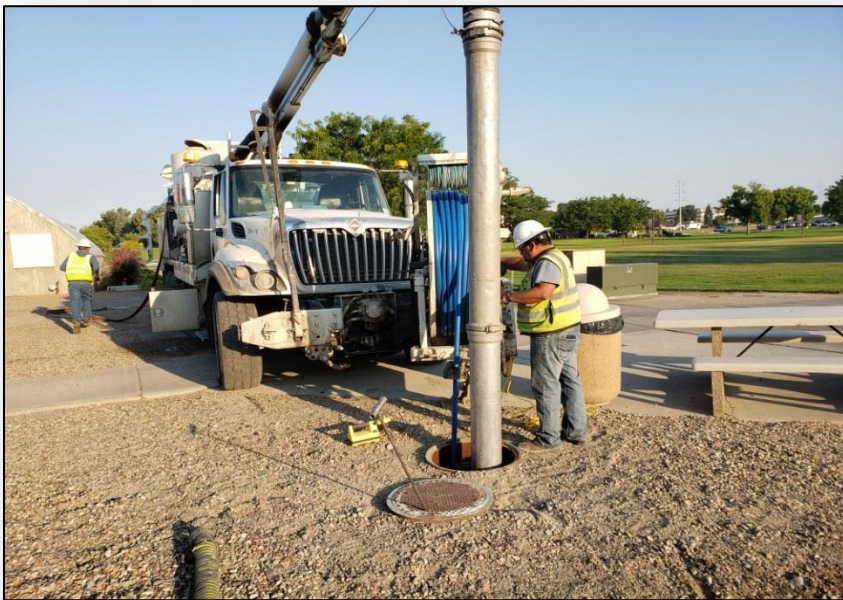
FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JULY 22 – AUGUST 23:

**Right: New LED
crosswalk sign at Aiken
Elementary school**

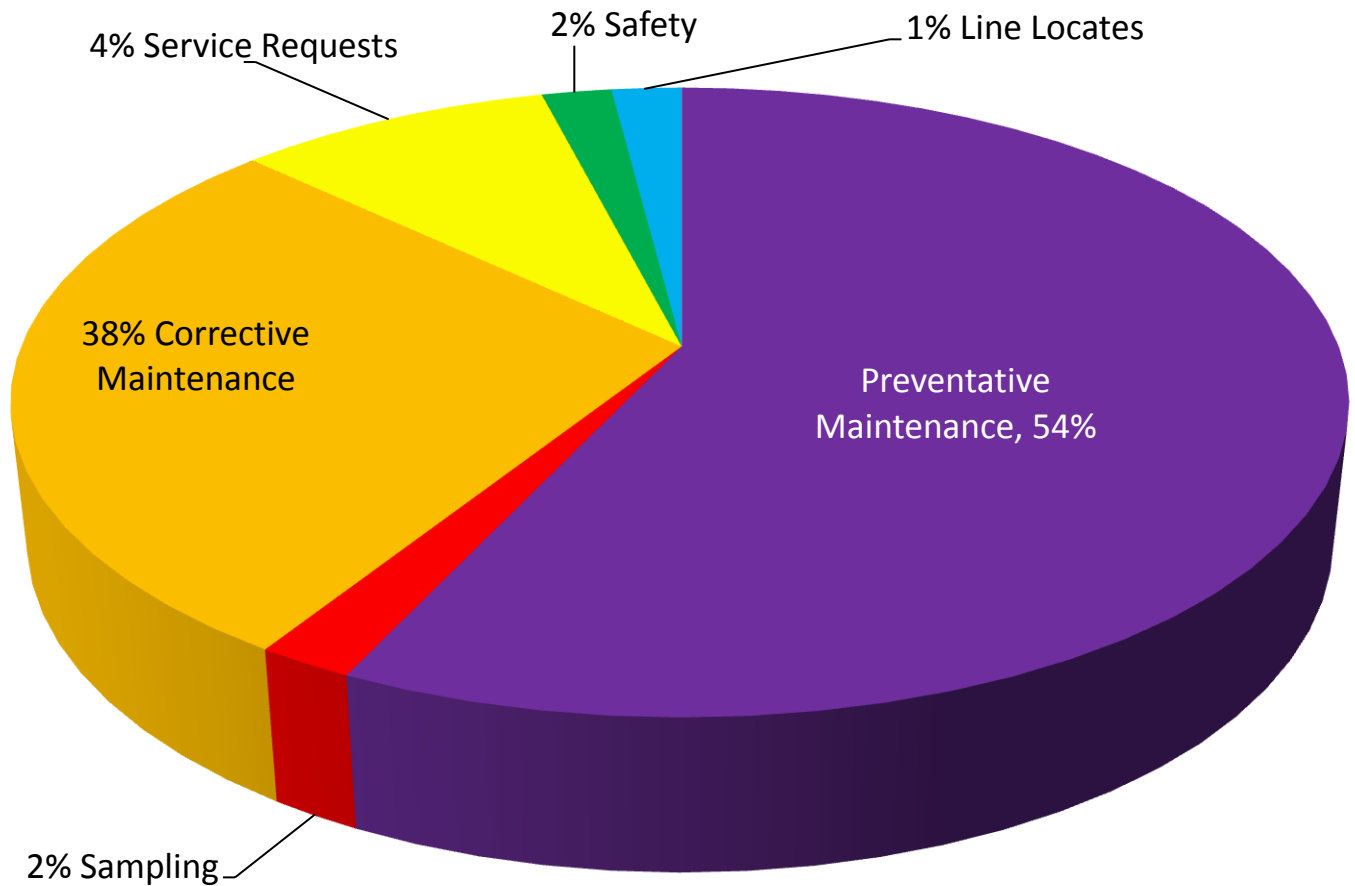


**Bottom: Staff cleaning
the TVCC storm line**



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

**Work Orders
July 22 – August 23
Actual Hours by Work Order Type**



WATER TREATMENT PLANT SUMMARY

ACTIVITIES JULY 22 – AUGUST 23:

- Snake River flows continue to fluctuate causing turbidities, pH, alkalinity to fluctuate
- Well #6 was inspected and the column is being assessed for repairs
- Bench and West side reservoirs top hatches were inspected
- Eight staff members received forklift and aerial lift training.
- The old WTP outer walls were cleaned and prepped for painting.
- Crews removed an abandoned valve and replaced it with a blind flange. The valve was leaking, filling up the out of service flash mix causing crews to pump water out of it every day. This will be a savings of approximately 5 million galls of water a year.

Jacobs staff attending a training on aerial lifts

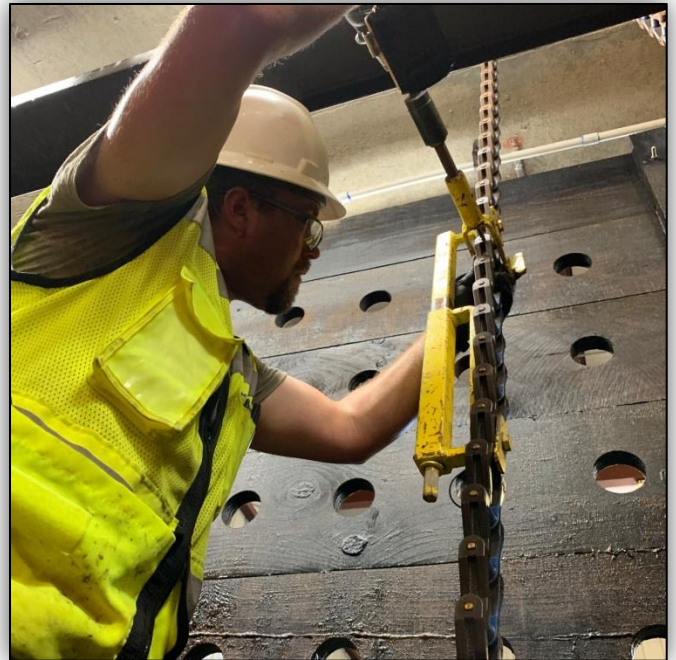


WATER TREATMENT PLANT SUMMARY

ACTIVITIES JULY 22 – AUGUST 23:



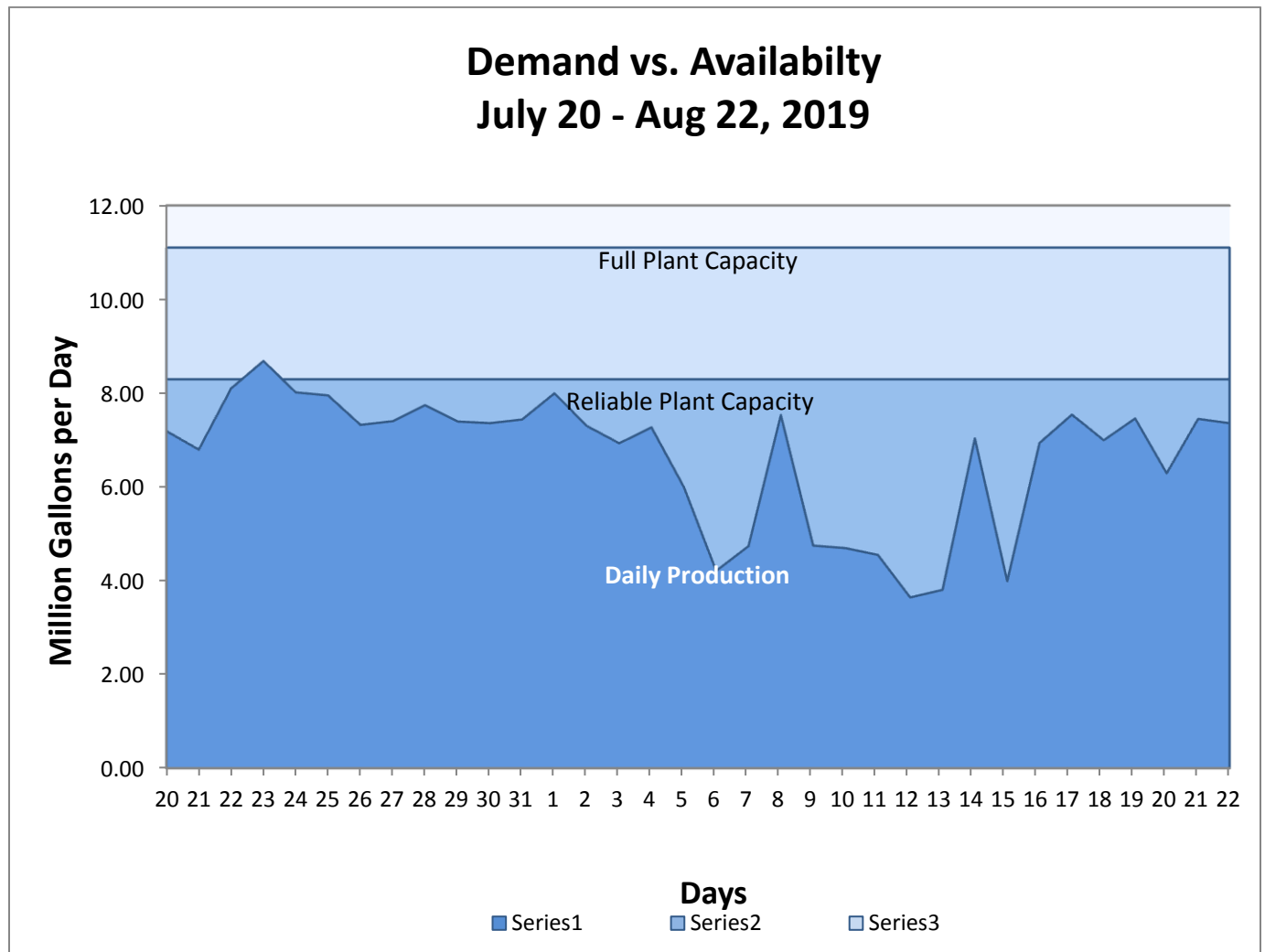
Left: Staff performing a low volume flushing on a Fire Hydrant



Right: Employee performing maintenance at the WTP

WATER TREATMENT PLANT SUMMARY

ACTIVITIES JULY 22 – AUGUST 23:



WASTEWATER TREATMENT PLANT SUMMARY

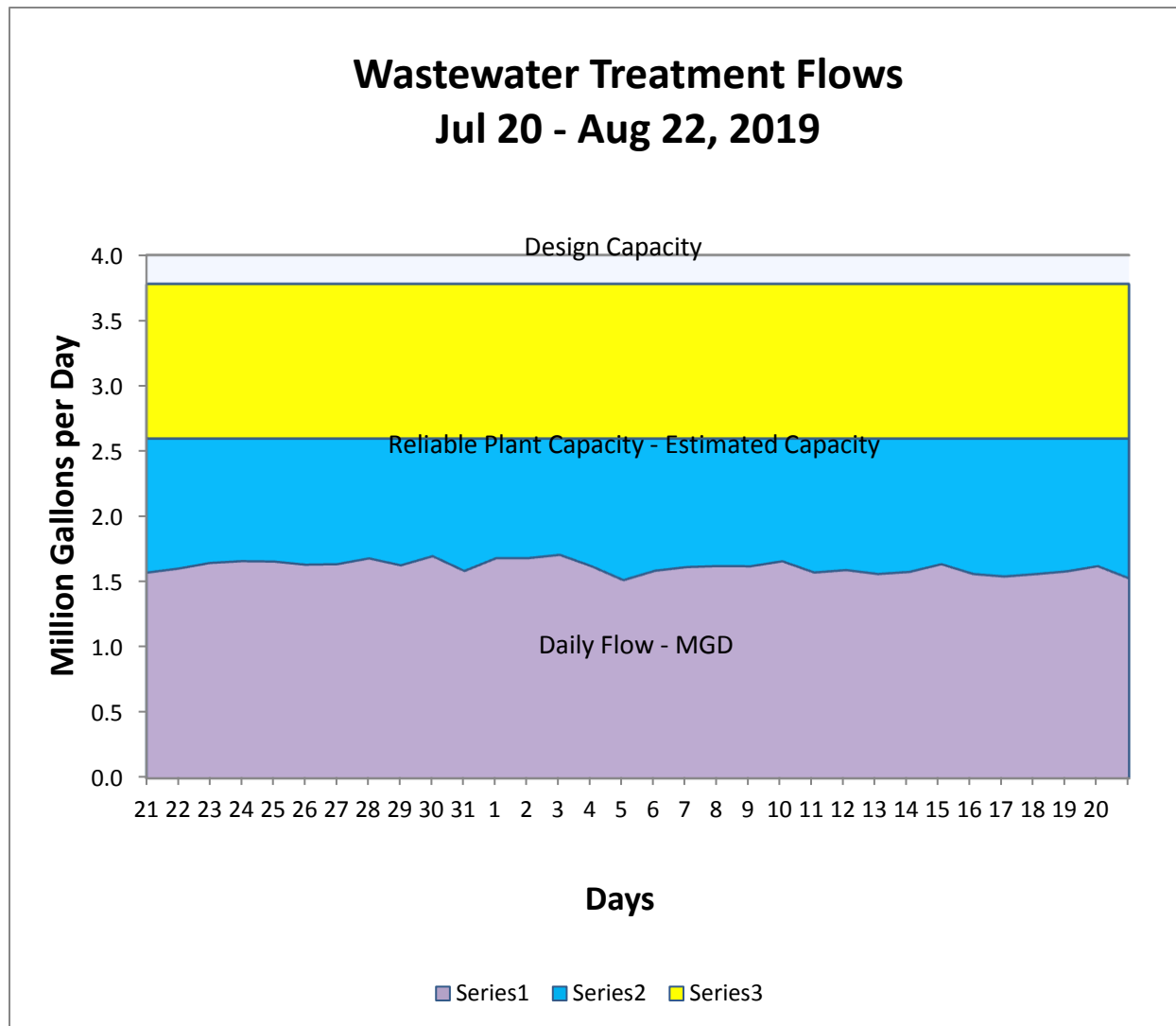
ACTIVITIES JULY 22 – AUGUST 23:

- Annual aerator maintenance
- The farmer has harvested 3 pivots of alfalfa from Skyline Farms.
- With the increased algae activity in the lagoons, crews have had to increase the cleaning frequency of the chlorine contact basins.
- Staff members continue weed control around the facilities.
- Crews cleaned both sides of the chlorine contact basin.
- Odors at the WWTP remain normal

WWTP staff performing aerator maintenance



WASTEWATER TREATMENT PLANT FLOWS



PARKS AND CEMETERY SUMMARY

ACTIVITIES JULY 22 – AUGUST 23:

- There were 4 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Lawn mowing at all City Parks and trash removal.
- A power transformer failed at Beck Park. Consequently the sprinkler system was shut down for a few days. All operations are back to normal
- Normal activities including regular maintenance of parks and cemeteries; weed spraying.
- We purchased a new UTV for the Parks/Cemetery Dept. Edge Performance Sports was the low bidder.
- The Merry go round at Lions Park was repaired and put back in use.
- Approximately 1oz of Meth was found at Lions Park, it was turned into OPD.
- The bridge at Beck Park was vandalized.



New UTV for the Parks Department

ENGINEERING SUMMARY

ACTIVITIES JULY 22 – AUGUST 23:

- Issued 8 Right-of-Way permits.
- Issued 1 Encroachment Permit.
- Attended 3 PDAC meetings to discuss the addition of new business.
- Attended monthly safety meeting.
- Attended a 2 day erosion and sediment Control training in Pendleton, OR.
- Inspected 1 abandoned backflow device and 1 sprinkler system.



Field training in Pendleton for erosion and sediment control

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

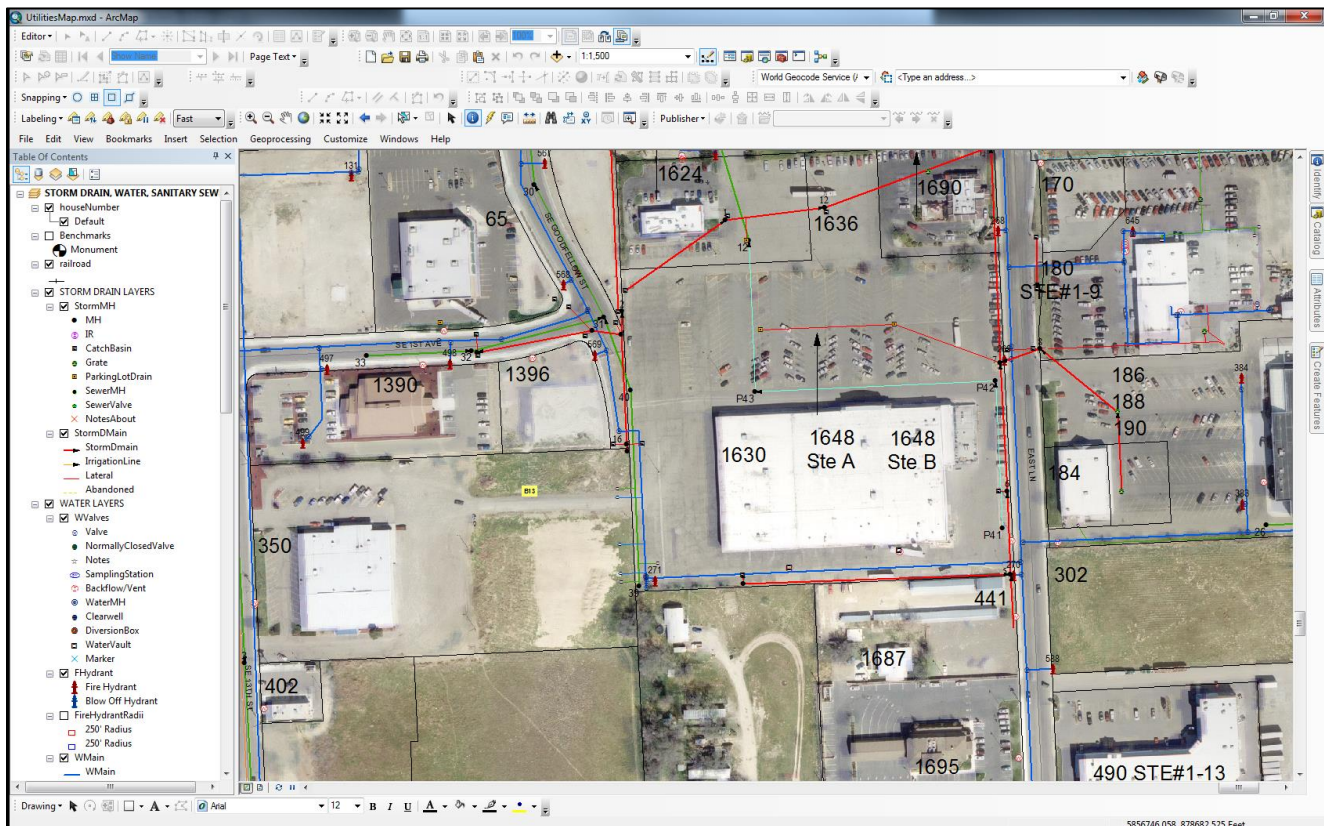


The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park, and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of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





August 2019 ACTIVITY REPORT



August 2019



Emergency Medical:

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

CITY	157
RURAL	21

2 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	17	1	0
RURAL	9	2	1

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

TOTAL CALLS FOR MONTH

CITY	174
RURAL	30

FIREFIGHTER TRAINING:

8/6//19 Patient packaging

8/13/19 Water Rescue

8/20/19 Fire Streams and Hose evolutions

PERMITS ISSUED:

City Open Burns 1

City Burn Barrels 0



August 2019

Rural Open Burns 11

Rural Burn Barrels 0

INSPECTIONS:

7/30/19 325 Goodfellow Hot Box dispensary.

8/14/19 Ownitx Hemp processing SW. 19th ave

8/15/19 Hot Box Dispensary

COMMUNITY INVOLVEMENT:

7/27/19 Mud Volleyball Tournament for Project Dove

7/30 /19 Public Safety education at Malheur County Fair





August 2019



7/31/19 Cook Tater Tots promoting the Tater Tot Festival 2020

8/2/19 Judging food creatures and critters at Malheur County Fair.

8/3/19 Host Chief Romero's Wrestling Camp at Station 2

8/6/19 Firefighter Day at MDA camp in McCall

8/10/19 Fresh and Refresh the fire hydrant day

8/12/19 Giggles and Grace Station tour 10 students

8/13/19 Family day at SRCI

8/20/19 Building awareness and breakfast with ODOT

8/22, 23/19 Pump test done on 6 apparatus





August 2019





August 2019

Summary of Calls of Interest:

City Incidents:

7/29 351 SW 9th ave. St Al's Hospital A duct detector malfunctioned or sensed smoke and set off the fire alarm. No problem was found and the system reset without any issues.

8/6 1625 N. Oregon This was a grass fire along the freeway

8/7 180 East Ln. This was a cooking fire at the homeless camp, one of many complaints we are having for this area for illegal burns.

8/8 175 NE. 6th ave. This was an alarm at Heinz that security reported as a false alarm upon our arrival.

8/9 139 NW. 4th ave. This is a pan that was left on the stove with nobody home and smoked up the house.

8/14 995 Manor Way Illegal burn

8/15 NW 8th ave. and Reiter Illegal burn

8/19 186 S. East Ln. Illegal burn

8/21 511 E. Idaho This is a power outage call with a few generators that were sparking and shorted out. This was caused by a RV trailer catching a guy wire and pulling a pole loose causing the wires to short out and short out some transformers. This caused a large power outage in many areas of town.

Rural Incidents:

7/26, 27 1337 Alameda Illegal burning of garbage

8/2 383 Tuttle Illegal burning

8/3 670 NW. 36th Illegal burning small weed pile

8/7 2800 NW. 4th ave. Bush fire threatening to extend to the nearby house

8/7 I-84 MP 1 in Idaho Mutual Aid fire for Payette County that was threatening the visitor center.

8/16 1912 Glenway Ave. Mutual Aid for Payette County to a fully involved shop that extended to the House and burned into the attic.

8/24 3647 Lincoln Irrigation pump burned up and then burned the protection cover around it.



August 2019



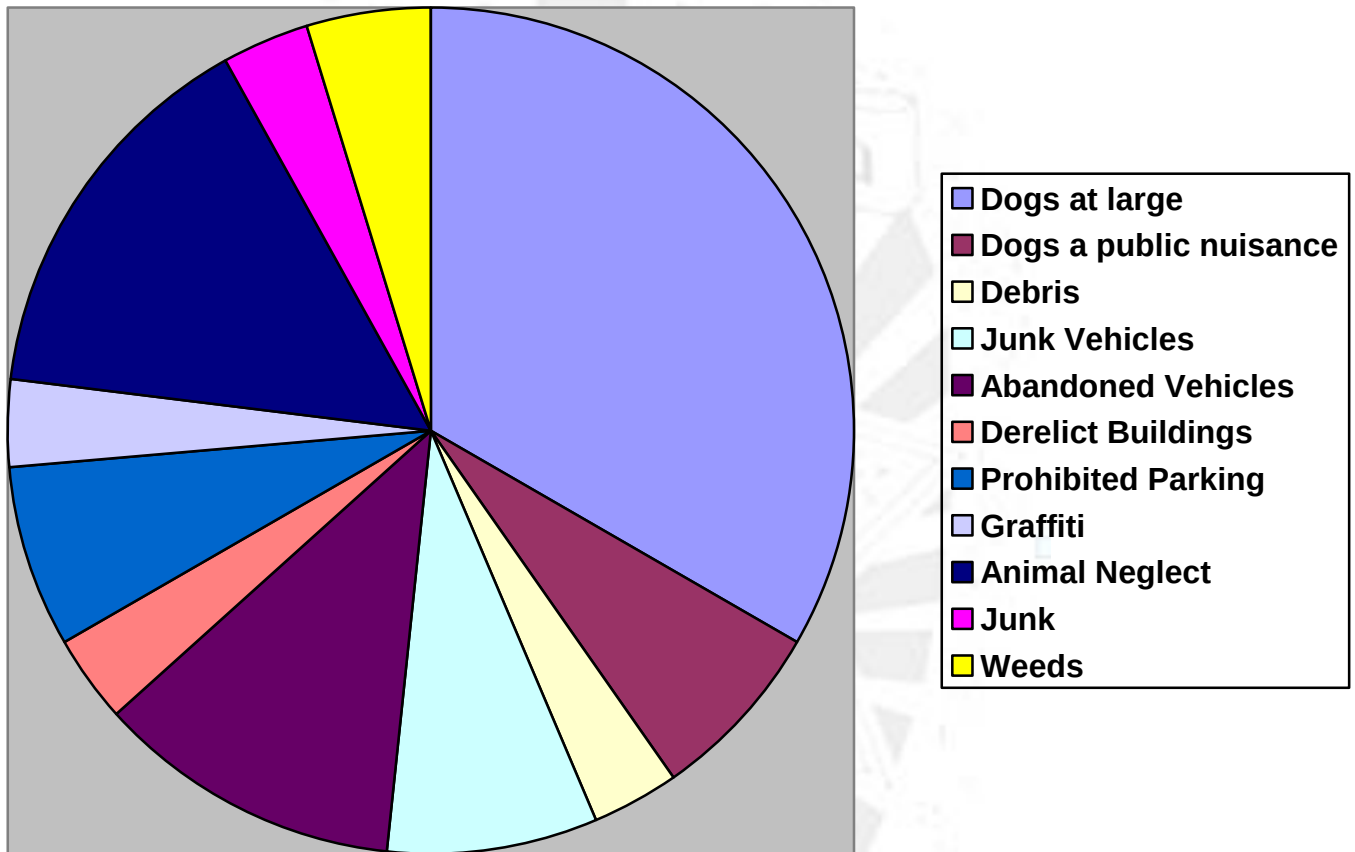


ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914

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

Code Enforcement Stats AUGUST 2019



Total Cases	117
Debris (Garbage, junk, scrap, debris)	3
Dogs running at large	29
Dogs taken to Ani-Care	10
Junk Vehicles	7
Junk	4
Weeds	4
Derelict Buildings Registered	3



Chief Steven Romero
 Ontario Police Department
 444 SW 4th Street, Ontario, OR 97914

Police Stat Report

2019

Activity	Month of August	Month of July	Year to Date	Qrt1 Jan-Mar	Qrt2 Apr-Jun	Qrt3 Jul-Sept	Qrt4 Oct-Dec
Calls for Service	1023	1053	7245	2379	2790		
Traffic Stops	249	230	1091	341	501		
Cited Traffic/Parking	70	66	517	160	287		
Motor vehicle Crashes	40	29	284	116	128		
Arrests	103	97	625	254	268		
Arrests w/Use of Force	2	3	11	5	4		
SRO Cases	7	0	154	100	47		
Gang Related Cases	20	1	45	13	12		
Graffiti	20	2	56	12	24		
Death Investigations	1	2	5	1	3		
Burglary	14	15	115	51	50		
Robbery	0	0	9	6	3		
Thefts	54	72	419	149	216		
Assault	16	11	95	35	44		
Homicide	0	0	2	2	0		
Sex Crimes	2	1	25	6	17		
Alarms	25	33	153	63	65		

MALHEUR COUNTY COURT MINUTES

August 7, 2019

County Court met with Commissioner Larry Wilson presiding with Commissioner Don Hodge present. Staff present was Administrative Officer Lorinda DuBois, County Counsel Stephanie Williams, and Surveyor/Engineer Tom Edwards.

Also present from the Argus Observer were Stephanie Spiess and Dan Shearer.

HEARING - ABATEMENT OF ROAD HAZARD AND REMOVAL OF ENCROACHMENT - SE 14TH AVENUE

Commissioner Wilson opened the hearing regarding abatement of a road hazard and removal of an encroachment in the right-of-way of SE 14th Avenue, Ontario. Notice of the violation of ORS 368.256(b) was sent to the landowner of 1501 SE 2nd Street (Tax lot 1400, Map 18S4710C, Ref. #8364)(Marlene Tinoco) notifying them of the matter and ordering them to abate the road hazard by removing the fence out of the right-of-way of SE 14th Avenue by July 31, 2019 (Order GO-07-19, recorded as instrument #[2019-2725](#)). The placement of the fence in the right-of-way interferes with the SE 2nd Street improvement/paving project commencing early Fall 2019. Mr. Edwards said the fence has been removed on SE 2nd Street but not on the SE 14th Avenue section (the intersection of 2nd and 14th is part of the improvement project). The right-of-way boundaries were staked and flagged in April 2019. Commissioner Wilson asked for public testimony; there was none. Commissioner Wilson closed the hearing. Ms. Williams will draft an Order for the Court's consideration; the County will remove the fence and costs of performing the abatement will be sought against the landowner.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of July 31, 2019 as written. Commissioner Wilson seconded and the motion passed.

AMENDMENT - IGA#154639

Commissioner Hodge moved to approve Second Amendment to Oregon Health Authority Intergovernmental for Environmental Health Services, Agreement #154639; First Amendment recorded as [2018-1053](#); Original IGA recorded as [2017-2827](#). Commissioner Wilson seconded and the motion passed. The amendment revises the state remittance factor. A copy of the second amendment will be returned for recording.

BOPTA

Clerk Gayle Trotter met with the Court regarding the need to provide her with names of persons to serve on the Board of Property Tax Appeals (BOPTA) board. A board must be appointed annually by the County Court no later than October 15th; a minimum of four persons must be appointed; board training is required every two years. The Court advised they would contact those who served last year and inquire if they were willing to serve again.

SUPPLEMENTAL BUDGET

Commissioner Hodge moved to approve Resolution No. R19-20: In the Matter of Fiscal Year 2019/2020 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed. The supplemental budget resolution allocates additional State Mental Health funds that were received but not anticipated when the adopted budget was prepared; these funds are passed through to Lifeways who the County sub-contracts with for mental health services. See instrument #[2019-2894](#)

CROSSING PERMIT

Commissioner Hodge moved to approve Crossing Permit #22-19 to AT&T Corp for maintenance work on Stanton Blvd #762, near Oak Road. Commissioner Wilson seconded and the motion passed.

ORDER DESIGNATING NEWSPAPER - 2019 TAX FORECLOSURE LIST

Treasurer/Tax Collector Jennifer Forsyth met with the Court regarding designating a newspaper for publication of the 2019 tax foreclosure list; Ms. Forsyth requested the Argus Observer be designated. Commissioner Hodge moved to authorize the publication of the 2019 tax foreclosure list in the Argus Observer as requested by Ms. Forsyth. Commissioner Wilson seconded and the motion passed. The Court signed Order No. GO-08-19: In the Matter of the Designation of a Newspaper for the Publication of the 2019 Malheur County Tax Foreclosure List. See instrument #[2019-2893](#)

MOA - ADA COUNTY

Commissioner Hodge moved to approve Memorandum of Agreement between County of Malheur, State of Oregon and County of Ada, State of Idaho FY 2020. Commissioner Wilson seconded and the motion passed. The agreement is for juvenile offenders under the jurisdiction of Malheur County to be temporarily housed at the Ada County Detention Center. A copy will be returned for recording.

GOODFELLOW BUILDING

Commissioner Hodge mentioned that Greg Smith may be interested in leasing a portion of the Goodfellow building for use by persons working on the reload facility project. Further details will be gathered.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

August 14, 2019

Building Department, Nyssa

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was County Counsel Stephanie Williams and Planner Eric Evans. Notice of the meeting was posted on the County website, posted on the Courthouse public bulletin board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice.

Also present was Larry Meyer of the Argus Observer.

BUILDING DEPARTMENT

Building Official Adele Schaffeld met with the Court and gave an update on the County Building Department. Ms. Schaffeld thanked County staff for the assistance in transitioning the office to a County department. Assistant Building Official Laurie Hays also joined the session.

Ms. Schaffeld reviewed the Building Department's website with the Court. The website provides information on various forms, applications, guides and the fee schedule. The buildingdepartment@malheurco.org email address is used for all inspection requests; this email is accessed by all staff in the department. The website will be updated and added to as needed; various forms will be updated this winter.

Ms. Schaffeld reviewed various statistical reports with the Court members. Monthly reports will be sent to the Court members. Statistics will be tracked by the calendar year as well as the fiscal year. The Court was encouraged to communicate with staff if additional/different statistical data was desired.

The State of Oregon utilizes Accela permitting and licensing software; it is available to participating jurisdictions at no direct cost to the County; the cost of the software is funded by a surcharge on building permit fees. The program calculates permit fees, schedules inspections, and maintains and stores documents on the Microsoft Cloud. The cost of the Adobe Pro software recently purchased by the County Building Department will be reimbursed by the State. The State will also provide BlueBeam software for electronic plan reviews. Additionally, the State will be providing training on Accela. The software also offers text features for requesting inspections and obtaining results. It is important to note that use of the technology is optional; individuals can still obtain all services from the Building Department in person and via paper. There is currently a local addressing issue in using the Accela software; staff is working with the State to correct the issue. Training on Accela will be offered to area contractors this Fall.

Planner Eric Evans noted that Accela also has a planning component that his office will be receiving training on; the Accela land use module includes building and planning.

Ms. Schaffeld explained that a Permit Tech position was advertised however the position has not been filled at this time; Ms. Schaffeld is continuing to evaluate the need for the position or possibly a different position.

Ms. Schaffeld reviewed the State's Ready-build Plans Program. The plans are pre-engineered and typically do not require a plan review; if the plans are modified a plan review may be necessary. Ready-build plans are available for garages, pole buildings, decks, carports and patio covers. It is the local jurisdiction's discretion whether or not to participate in the Ready-build Plans Program; Ms. Schaffeld recommended utilizing the plans for residential use only not in the flood plain.

Consensus of the Court was to proceed with the technology and changes as recommended by Ms. Schaffeld including electronic plan reviews, utilizing Accela's technology more, and Ready-build Plans.

The lobby of the Building Department has various safety fliers for the public; Ms. Schaffeld is very interested in working with the CTE program, and providing job shadowing/work experience for area high school students. Ms. Schaffeld is meeting with local fire officials next week; will provide monthly written statistical reports to the Court and meet with the Court semi-annually or as needed. The State commercial and mechanical code is being amended effective October 1; continuing education is available and Ms. Schaffeld will be attending. The Building Department will also work with the Planning Department on Planning Commission actions.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of August 7, 2019 as written. Commissioner Wilson seconded and the motion passed. (Judge Joyce was not present on August 7, 2019.)

IGA - MALHEUR MEMORIAL

Judge Joyce moved to approve Intergovernmental Agreement for Medical Services in the Malheur County Jail with Malheur Memorial Health District. Commissioner Hodge seconded and the motion passed. Commissioner Wilson abstained as he is on the Malheur Memorial Health District Board. The contract expires June 30, 2020. See instrument #[2019-3016](#)

EMPLOYMENT AGREEMENT - KEFFER

Commissioner Hodge moved to approve Malheur County Assessor's Office - employment of PERS retire Temporary Employment Agreement with Amelia Keffer. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2019-3017](#)

COURT ADJOURNMENT

The meeting was adjourned.

PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, May 14, 2019, 3:00 p.m. MT

**** Public Works Headquarters ****

Meeting called to order at 3:05 p.m. by Bernie Babcock, Public Works Committee Chairman.

Committee members present included Mr. Bernie Babcock, Mr. Pat Woodcock, and Mr. Jackson Fox (Wilson & Tuttle – excused).

Others present included Cliff Leeper, Betsy Roberts, Suzanne Mulvany and Adam Brown.

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

ADOPTION OF MINUTES

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Fox seconded by Mr. Woodcock to adopt the previous meeting minutes dated April 15, 2019: Motion passed unanimously.

NEW NPDES IN EFFECT

GENERAL DISCUSSION:

CL – Received new NPDES permit after the comment period.

- On the new permit now.
- No radical changes from what was previously discussed.
- Currently sending all waste up to the farms.
- At the end of October, we will be sending it back to the river.
- *Overview: The NPDES Permit is set up as a 3, 5-year periods = 15-year permit*
 - ✓ *1st five years – Studying and understanding inflow / infiltration*
 - ✓ *2nd five years – Potential of how do we solve the problem*
 - ✓ *3rd five years – Construction and how do we get down to the arsenic limit.*

PW – Comment made about the State of Idaho had raised their concerns about phosphorous.

CL – No action taken.

The biggest concern is arsenic at 2.1 micrograms per liter, and that is after the 15-year period. There are a whole series of other items also: Testing, a new diffuser in the river, Ph, mercury minimization plan, I-n-I (inflow/infiltration), sources for arsenic within the system, etc.

The first thing we intend to do is apply for a variance. As the drinking water limit is 10 mg/liter; they want our effluent on the WWTP to be 5 times cleaner than the drinking water standard.

BB – What is the arsenic level in the river?

CL – The background arsenic is 4.0 to 6.0 mg/liter; the sample analysis taken last month at the effluent is 5.6 mg/liter.

JF – So you're expected to clean it more than naturally occurs? Yes.

– We don't have a direct discharger of any kind of arsenic waste into our system so in the water we are treating all the arsenic is naturally occurring.

– Does your water treatment plant have any arsenic treatment? No.

BR- But it does fall out with standard filtration. In our water treatment plant, we drop it from 4.5 to 1.

– We don't have a specific process to drop the arsenic out.

BR- But it is reduced.

– There is some real infiltration of arsenic into the system. One of the goals of the next five years is to figure out where the infiltration is coming from.

- We know where we have I-n-I in the system because of our camera studies throughout the whole collection system, and we have taken samples upstream and downstream from those I-n-I areas. We will have a hitlist of those areas that

we know have I-n-I and those will be the first collection areas that we will slip line and run HDPD down and try and clean up. Hopefully that will address some of the issues as to where this arsenic is coming from.

- We are the first treatment plant in the state to have this low of arsenic limit.
- Why are we special?
- It probably had to do with the timing of our permit.

- Adam and Betsy and I flew to Portland and met with the head of Oregon DEQ a representative from the EPA and the governor's office and had a discussion related to this issue. We have some time to figure out what we are going to do but the bottom line is it will be expensive if we have to meet that limit. We have some ballpark numbers but at this point in time they are pure guesses.

2019 CIP BUDGET STATUS

GENERAL DISCUSSION:

BR – Adam my understanding is that it goes in front of council on Tuesday next week. It went through all the budget committee three days in a row. They filed through everything. They pulled some things off, so they recommended it go in front of the council, and they may take the recommendation or make some changes. That will happen on Tuesday.

- What I would like to see is once the budget is approved, that we could be presented with what is happening this year and roll it into the spreadsheet, so we have a document for discussion for the next CIP process.

BR- Suzanne let's put that on the agenda for next month.

- During the last work session I gave a quarterly report; as part of the report I listed comments or issues that the public works committee had related to the CIP budget and the presentation and the recommendations that you wanted to see based on their comments, so that was one venue for getting it in front of the council for them to understand what our issues were.

BR- I think the most pertinent one is we would like to have budget information ahead of time, what is sitting in the budget, what do we have to work with, etc.

- So many other comments had to do with the Oregon Street project and you wanted to make sure there is some way to make sure all the business owners were well aware of what was going to be happening prior to the resurfacing of that and that we explore funding options like grants.

PROJECT UPDATES

➤ **Ontario Tree Project –**

- We are at a point where we are ready to put the cast iron rings that go around the tree in place. They will be here next week.
- We missed the planting window, so we won't be able to plant the trees until the fall. We missed the planning window because the supplier of the rings was really, really late getting the rings to us
- We ordered enough rings for next year's project so that we won't miss the planting window next time

➤ **Splash Park –**

- Scheduled opening date is the 30th.
- Walked through and looked at various things and our staff is doing landscaping around the splash park which is almost done. Waiting for some rock that we are putting in.
- Some features in the splash pad not properly powder coated so those were sent back and should be coming back this week.
- Some new features, a pergola, needs to be installed, haven't got it yet but it should get here next week.
- Will try and put together a plan for staffing and operation
- The recreation department will run this. Tuesday the plan will be finalized, but the original plan is that there will be a 2-dollar fee.
- New restrooms were put in. Cameras are set up to address the issue of vandalism.

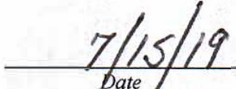
- Joint press release after the council gives their agreement
 - We have a rough idea of what it is going to cost but Jacobs is putting together an estimate of what it will cost for the monthly maintenance.
- **Transportation System Plan Amendment –**
- Getting through the whole scope with ODOT
 - Price has gone up on consultant side and we are at about 240 total
 - ODOT came back, we had a match of 21 thousand, most of which is “In-Kind”
 - Match has been kept at 21,900
 - Still getting traffic analysis and public involvement that we need
 - Think contract will be ready to be signed July 1 and will be off and running on that in 9 months to a year
 - Contractor did RFP and put it out
 - Traffic study likely to be done in the Fall
- **S. Oregon Project –**
- Working on putting out a letter to the property owners
 - Decided to wait, given construction environment, will put out to bid after July 1
 - At 90 percent design complete
 - Recommend concrete and planters for Swales
 - Projected completion, hopefully done by the end of the summer
- **TVCC Path –**
- Adam is going after a grant
 - Working on phase one (there will be more parts), 99 percent done on the design
 - Will go in front of council to get ... prepare the legal description
 - Almost all of it can be built within the existing ROW
- **SE 2nd Street –**
- Consultant, Anderson Perry, is continuing work to get to 100 percent of drawings
 - Provided additional info on cost estimate, trying to get them to pull it down a little bit so we don't go over budget
 - Anticipate work beginning in Fall
 - Using fund exchange dollars
 - Project completed approx. a year from the coming fall, September of 2020 or so, will be in Fiscal year of 2021
 - Water and Sewer extension which had to be done separately, will go out for bid shortly before July 1, which is basically just a utility project that has to be done before road construction
- **Lions Shelter –**
- Insurance paid shelter
 - Bid went out for concrete pad to go under it and didn't get any bidders
 - Al is back talking to the individuals, trying to renegotiate and possibly shifting the timing
 - Concrete pad needs to be ADA tied to the sidewalk and will be in a slightly new location
 - Staff will put the shelter up and we will have the concrete done
 - It will happen; should have more news next month

ADJOURN

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

APPROVED:


Signature


Date

(Bernie Babcock, Chairman / Scott Wilson, Vice-Chairman)

PUBLIC WORKS COMMITTEE MEETING MINUTES

Monday, July 15, 2019, 3:00 p.m. MT

**** Public Works Headquarters ****

Meeting called to order at 3:35 p.m. by Bernie Babcock, Public Works Committee Chairman.

Committee members present included Mr. Bernie Babcock, Mr. Scott Wilson, and Mr. Jackson Fox (Woodcock & Tuttle – excused).

Others present included Betsy Roberts, Adam Brown, and Casey Mordhorst.

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

ADOPTION OF MINUTES

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Fox seconded by Mr. Wilson to adopt the previous meeting minutes dated May 14, 2019: Motion passed unanimously.

SRCI COSTS

GENERAL DISCUSSION:

BR- In the process with the SRCI looking through the two agreements, the water side and the wastewater agreements. Trying to look at what are the capital projects associated specifically with the waste water side or the water side that are theirs. New agreement considers integrating extra costs with base rate. Capital impact is larger therefore a suggested average monthly capital cost estimate over x number of months. Normal bill to be paid and a capital assessment over period to also be paid.

- Restricted funds set aside just for SRCI?

BR- They would pay their normal base rate and then anything else that happens beyond their normal rate area would be where the reserved funds would come in and pulled just for that.

- Does their normal rate take care of the dredging the sewer ponds when they need dredged and what percentage is that SRCI in gallons used compared to the rest of the town, excluding Or-Ida or Heinz?

BR- Waste water treatment side, about 17% of the flow and yes, their base rate would pay for everything just like everyone else.

- Have they been paying the normal rate?

BR- They have paid for normal rate, just like a rate payer, plus the SIR charge.

BR- Do they pay as an out of city rate or do they pay as the capital assessment rate plus and in city rate.

- If they are charged and out of city rate, are those separate accounts?

AB- Separate.

- Has to be a separate account because it has to be transparent. They will want to know what they pay for and that it is accounted for. Not only that, but those funds have to be restricted.

- Making sure it is very clearly defined what that capital money can be spent on.

- The funds have to be used at the city's discretion.

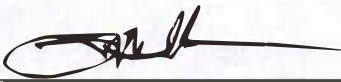
RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Fox seconded by Mr. Wilson that the Public Works Committee recommends to the City Council to assess SRCI the normal In-City water and wastewater rates in addition to a capital, maintenance, and replacement charge for systems outside the city limits amortized using the capital asset estimate developed by the City of Ontario: Mr. Bernie Babcock – Yes; Mr. Scott Wilson – Yes; Mr. Jackson Fox – Yes: Motion Passed 3-0-2 (Woodcock, Tuttle-excused).

ADJOURN

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

APPROVED:



Signature

8-13-19

Date

(Bernie Babcock, Chairman / Scott Wilson, Vice-Chairman)