

**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, APRIL 9, 2020, 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 April 7, 2020. 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) PRESENTATIONS

A) Shelter Pilot Project

6) NEW BUSINESS

- A) Possible Action: NPDES Required Mercury Minimization Plan
- B) Resolution #2020-111: Wastewater Plant Biosolids Removal
- C) Resolution #2020-112: Definition of a Balanced Budget

7) DEPARTMENT HEAD UPDATES

- A) Finance Department: Monthly Report
- B) Police Department: Quarterly Report

8) DISCUSSION ITEMS

- A) Dispensary Updates
- B) Cats and Covid-19/Coronavirus
- C) Contingency Plan for Homeless Population

9) HAND-OUTS

- A) Department Stats:
 - Public Works - Mar 2020
 - Fire - Mar 2020
 - Police - Mar 2020
 - Code Enforcement - Mar 2020
- B) Minutes:
 - County Court - 03/18/2020; 03/25/2020

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

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

10) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

11) ADJOURN



**AGENDA REPORT
NEW BUSINESS
April 9, 2020**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: POSSIBLE ACTION: NPDES REQUIRED MERCURY MINIMIZATION PLAN

DATE: March 26, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE TASK ORDER TO DEVELOP A MERCURY MINIMIZATION PLAN FOR A NOT TO EXCEED AMOUNT OF \$35,000 TO MEET THE NPDES REQUIREMENTS.

SUMMARY:

The City of Ontario's new National Pollutant Discharge Elimination System (NPDES) permit requires the city to develop a Mercury Minimization Plan and have it ready for implementation by August 31, 2020.

BACKGROUND:

The City and the Oregon Department of Environmental Quality (DEQ) engaged in negotiations to develop a new NPDES permit. That new permit was executed last summer. There are a number of new reports, plans, studies, monitoring programs, and ultimately a design and construction package that are due to the DEQ within a specific timeline. This report is referring to the Mercury Minimization Plan. The outline of the plan is very specific and mirrors the requirements laid out in the DEQ process. In general, the plan requires the city to review all possible sources of mercury, in various states, as well as all conditions that could contribute to methylation of elemental mercury. The plan includes a monitoring plan as well. Sources of mercury can range from industrial effluent to solid waste materials. A draft plan will be developed and submitted to the DEQ for review and approval prior to implementation.

CURRENT SITUATION:

At this time, the engineering team is prepared to review the city's system and develop a plan to meet the DEQ requirements.

ANALYSIS:

- A. **STRATEGIC PLAN** The main Strategic goals that this Mercury Minimization Plan fulfills are the Growth and Livability. By completing this plan to DEQ standards, the community meets its regulatory requirements and can continue to grow. Reducing mercury to the sanitary sewer system and thus our outfall (Snake River), we improve our surrounding environment and increase our livability.
- B. **FINANCIAL** A budget of \$50,000 was set aside in FY 19/20. This request is for \$35,000.
- C. **TIMING** This first year of meeting NPDES permit requirements has been challenging, as so many have been due so quickly. This Mercury Minimization Plan is no different. It is due August 31, 2020, leaving the team only five months for development, review, and approval by the DEQ. Timing is critical.
- D. **POLICY/LEGAL** Council approval is required to spend this allocated budget.

ALTERNATIVES:

Not approving this project would likely result in a delay that would cause the plan to not be complete by the time it is due in August.

Approval at this time will allow the team to move quickly to develop the plan and begin working with the DEQ to meet the required deadline.

RECOMMENDATION:

Staff recommends approval of the Task Order to begin development of the Mercury Minimization Plan as soon as possible.

ATTACHMENTS:

1. Ontario MMP Task Order



1999 Bryan Street, Suite 1200
Dallas, Texas 75201
United States
T +1.214.638.0145
www.jacobs.com

City of Ontario – Wastewater Mercury Minimization Plan Task Order

PREPARED BY: Betsy Roberts, Jacobs Engineering
 Paul Woods, Jacobs Engineering

DATE: March 31, 2020

Project Background

The City of Ontario, Oregon's (City) Wastewater Treatment Plant (WWTP) seasonally discharges treated municipal wastewater to either the Snake River or to a farm where is used for land application. The new National Pollutant Discharge Elimination System Permit (NPDES) #101633 requires the development of a Mercury Minimization Plan to be completed and submitted to Oregon DEQ by August 31, 2020.

Scope of Work

The scope of work for this task order is to complete the Mercury Minimization Plan in accordance with the NPDES Permit. As outlined in the NPDES Permit, the Plan must include the following:

- a. Identification and evaluation of current and potential mercury sources (both MeHg and total);
- b. Identification and evaluation of conditions (i.e. anaerobic conditions) that might contribute to the methylation of elemental mercury in the collection and treatment systems;
- c. Identification of industrial, commercial and residential sources of mercury;
- d. A monitoring plan to confirm current or potential sources of mercury (Monitoring Plan);
- e. Identification of potential methods for reducing or eliminating mercury. These include but are not limited to:
 - a. BMO requirements or limits for industrial and commercial sources of mercury to a collection system
 - b. Material substitution
 - c. Spill control and collection
 - d. Waste recycling
 - e. Process modifications
 - f. Laboratory housekeeping, use and disposal practices, and
 - g. Public education.



Activities:

1. Complete the activities as outlined in items a through e in the scope of work. Jacobs to share results with City staff as results are available.
2. Prepare a written draft of the Mercury Minimization Plan based on the results of the activities under item 1. Review draft with City staff and upon approval submit to Oregon DEQ.
3. Project management to include managing budget and schedule, invoicing and change management.

Assumptions:

1. Jacobs will conduct internal team meetings and quality control reviews.
2. Jacobs will address comments provided by DEQ.
3. One Hard copy of the Plan will be submitted to DEQ and One hard copy will be submitted to City staff for their records. An electronic copy will also be saved in the electronic filing system.

Compensation

Project Fee for Mercury Minimization Plan Engineering Services: \$ 35,000



Jacobs Engineers, Inc.

City of Ontario

By: _____
Signature

By: _____
Signature

Date

Date



**AGENDA REPORT
NEW BUSINESS
April 9, 2020**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2020-111: WASTEWATER PLANT BIOSOLIDS REMOVAL

DATE: March 31, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2020-111: A RESOLUTION TO APPROPRIATE FUNDING AND TO APPROVE THE TASK ORDER FOR \$77,400.

SUMMARY:

Biosolids removal from Lagoon 1, the primary lagoon for the City's wastewater treatment plant, will be required as part of the Department of Environmental Quality's (DEQ) National Pollutant Discharge Elimination System (NPDES) permit within the next 5 to 10 years. However, because of the recurring odor issues happening in the spring of the year, Council directed staff to move forward quickly to launch a project to remove the biosolids.

BACKGROUND:

The City of Ontario, Oregon's (City) Wastewater Treatment Plant (WWTP) seasonally discharges treated municipal wastewater to either the Snake River or to a farm where it is used for land application. The wastewater treatment system includes a wastewater lagoon where solids settle to the bottom and the liquids are treated with aerated bacteria followed by chlorine disinfection. The new National Pollutant Discharge Elimination System Permit (NPDES) #101633 for wastewater operations, requires the removal of accumulated biosolids in the lagoon system.

CURRENT SITUATION:

The scope of work for this task order is to develop procurement documents to facilitate receiving bids for the removal of biosolids from the City of Ontario's waste water treatment primary lagoon. To accomplish this effort, the first task will be to complete a measurement of biosolids accumulation in the lagoon system. Measurement of the accumulated biosolids is both a requirement of the NPDES permit as well as a requirement of the bid specification documents. Following the completion of measurement and characterization activities, bid

specifications will be prepared for competitive selection to perform the work.

ANALYSIS:

- A. **STRATEGIC PLAN** The work supports the Strategic Goals of the City of Growth, Livability and Desirability. By completing this task, the city will reduce odor coming from the excessive biosolids in the primary lagoon - this clearly supports livability and desirability. By removing solids, we also significantly improve the capacity of the plant, allowing for community growth.
- B. **FINANCIAL** Jacobs will utilize existing operations staff and resources to minimize the cost of biosolids measurement. These resources include performing the mapping effort in house to reduce the cost of the modeling development. In addition, Jacobs public works staff will be conducting the biosolids measurements instead of outsourcing the work. The Public Works Department will utilize an existing boat that the city already owns.

The Council has approved a budget of \$2.3M for this project for the coming fiscal year. The current task order covering bid document development is \$77,400 - less than 4% of the available funds. The attached resolution is required to appropriate \$77,400 in the sewer fund.

- C. **TIMING** Spring odors are most significant, as the lagoon, similar to lakes, can "turn over", emitting odors that are otherwise typically trapped below the surface. By moving quickly forward with this project, as directed by Council, this project could be completed prior to next spring, thus reducing or eliminating odors next year.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

Approving the task order enables the city to begin the process of documenting and removing the biosolids in order to better meet NPDES permit requirements.

Rejecting the task order could have negative impacts on the city's ability to meet the waste water requirements.

RECOMMENDATION:

Staff recommends approval of Resolution #2020-111.

ATTACHMENTS:

- 1. Ontario Solids Removal Scope V1 4 2 20
- 2. Reso #2020-111 Biosolids Removal



1999 Bryan Street, Suite 1200
Dallas, Texas 75201
United States
T +1.214.638.0145
www.jacobs.com

City of Ontario – Wastewater Biosolids Measurement and Preparation of Bid Documents and Specifications for Biosolids Removal Task Order

PREPARED BY: Betsy Roberts, Jacobs Engineering

Paul Woods, Jacobs Engineering

DATE: April 4, 2020

Project Background

The City of Ontario, Oregon's (City) Wastewater Treatment Plant (WWTP) seasonally discharges treated municipal wastewater to either the Snake River or to a farm where is used for land application. The wastewater treatment system is a wastewater lagoon system where solids settle to the bottom and the liquids are treated with aerated bacteria followed by chlorine disinfection. The new National Pollutant Discharge Elimination System Permit (NPDES) #101633 for wastewater operations requires the removal of accumulated biosolids in the lagoon system.

Scope of Work

The scope of work for this task order is to develop procurement documents to facilitate receiving bids for the removal of biosolids from the City of Ontario's waste water treatment lagoons. To accomplish this effort the first task will be to complete a measurement of biosolids accumulation in the lagoon system. Measurement of the accumulated biosolids is both a requirement of the NPDES permit as well as a requirement of the bid specification documents. Following the completion of measurement and characterization activities, bid specifications will be prepared for competitive selection to perform the work. A detailed description of these two tasks are described below.

Task 1 Biosolids Measurement and Characterization

Jacobs will utilize existing operations staff and existing resources (such as the boat) to minimize the cost of biosolids measurement. A sonar depth measuring instrument with GPS and data storage capabilities will be acquired and mounted to the existing boat. Cross sectional transects will be made at 20ft intervals across each of the six lagoon cells. The sludge depth and GPS data will then be imported into mapping software to create a biosolids surface map that will be incorporated into the existing constructed dimensions of each cell to enable the measurement of accumulated biosolids quantities. Results will be shared with City staff.

Task 2 Preparation of Bid Documents and Specifications



The Bid Documents and Specifications will describe settling lagoon isolation and bypass operations, dewatering requirements, and contract terms. The following Specification sections and Drawings are anticipated to be developed to describe the contractual and technical requirements related to the work:

Specifications

- 00 11 13 Advertisement for Bid
- 00 21 13 Instructions to Bidders
- 00 41 13 Bid Form
- 00 43 13 Bid Bond
- 00 45 55 Affidavit of Payment or Securement of All Taxes
- 00 52 13 Agreement
- 00 61 13.13 Performance Bond Form
- 00 72 00 General Conditions
- 00 73 00 Supplementary Conditions
- 01 32 00 Construction Progress Documentation.
- 01 29 00 Payment Procedures.
- 01 31 13 Project Coordination.
- 01 33 00 Submittal Procedures.
- 01 50 00 Temporary Facilities and Controls.
- 44 46 23 Solids Removal

Drawings

- Cover Page
- Access and Staging Plan
- Site Layout and Lagoon Isolation Plan

The bid form will be structured around lump sum mobilization and other fixed costs, as well as a unit price cost for the solids removed. The contractor will be responsible for solids sampling, including transportation to the lab and lab testing and the Contractor is also responsible for the cost of any potable water used.

Bid documents will include the requirement that the Contractor be responsible for a seepage test at the conclusion of the project. The Contractor will be required to complete dewatering under the lagoon for the test and secure all permits necessary to perform the work.

Prior to issuance of the bid documents and specifications, Jacobs will submit the documents to Oregon DEQ for review and approval. Documents will also be shared with City staff for review and comment.

Task 3 – Project Management

Project management task includes managing budget and schedule, invoicing and change management.



Assumptions:

1. Jacobs will conduct internal team meetings and quality control reviews.
2. Jacobs will address comments provided by DEQ and City staff.
3. Jacobs will provide electronic copies of bid documents and specifications to City staff.
4. Jacobs will conduct all bid document publication and bidding; an electronic bid system will be used. Costs for newspaper advertisement will be passed through directly to the City.
5. Construction Administration/Services During Construction are not included in this Task Order and will be developed as a Contractor is selected and their work progress plan is developed.

Compensation

Project Fee for Wastewater Biosolids Measurement and Preparation of Bid Documents and Specifications for Biosolids Removal: \$ 77,400



Jacobs Engineers, Inc.

City of Ontario

By: _____
Signature

By: _____
Signature

Date

Date



RESOLUTION NO. 2020-111

A RESOLUTION TO APPROPRIATE FUNDING AND TO APPROVE THE TASK ORDER FOR \$77,400 TO BEGIN THE PROCESS FOR BIOSOLIDS REMOVAL AT THE WASTEWATER TREATMENT PLANT

- WHEREAS,** Oregon DEQ will require the City of Ontario to remove the biosolids in Lagoon 1 at the wastewater treatment plant; and
- WHEREAS,** The Budget Committee approved this project in the 2020-2021 budget, however there has been recurring odor issues in the spring of the year and the city desires to move forward with the project more quickly; and
- WHEREAS,** The City Council desires to approve the \$77,400 task order with Jacobs to design the biosolids project; and
- WHEREAS,** The city desires to modify the 2019-2020 Sewer Fund budget in order to fund the project.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2019-2020 budget:

Line Item	Item Description	FY 19-20 Budget	Amount of Change	Adjusted Budget
SEWER FUND				
110-165-719323	Biosolids removal	\$ -	\$77,400	\$77,400
110-165-871000	Contingency	\$3,414,635	(\$77,400)	\$3,337,235

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Common Council City Council of the City of Ontario this ____ day of _____, 2020, by the following vote:

AYES:

NAYES:

ABSENT:

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

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
April 9, 2020**

To: Mayor and City Council

FROM: Peter Hall, Human Resources Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2020-112: DEFINITION OF A BALANCED BUDGET

DATE: March 23, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2020-112, A RESOLUTION TO INCLUDE THE DEFINITION OF A BALANCED BUDGET TO THE FINANCIAL POLICIES AND PROCEDURES MANUAL.

SUMMARY:

The City of Ontario Financial Policies and Procedures Manual currently has no definition of the term "balanced budget". This resolution would add the following language to section 1.6.

"The Budget Officer must present a balanced budget to the Budget Committee. To be in balance, the proposed total of the anticipated revenues must be equal to the expenditures and other requirements in that fund."

BACKGROUND:

City staff are preparing to submit the FY 2020-21 Budget to the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award. Criteria for the award includes a summary of the city's financial policies, specifically, the city's definition of a balanced budget.

CURRENT SITUATION:

The Ontario Financial Policies and Procedures Manual was updated in November 2018, but does not contain a definition of a balanced budget. This resolution would include that definition.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** No financial impact. This will simply define the term "balanced budget".
- C. **TIMING** The proposed language will be added to the Financial Policies and Procedures Manual immediately upon passage.
- D. **POLICY/LEGAL** This language will be added to the Financial Policies and Procedures Manual. This will provide clarity to the term "balanced budget".

ALTERNATIVES:

The Council may choose not to pass the resolution. This would keep the Financial Policies and Procedures Manual as is.

The Council may want to adjust the definition of "balanced budget".

RECOMMENDATION:

Staff recommends that the Council approve Resolution #2020-112.

ATTACHMENTS:

1. Reso #2020-112 Definition of a Balanced Budget



RESOLUTION #2020-112

A RESOLUTION TO INCLUDE THE DEFINITION OF A BALANCED BUDGET TO THE FINANCIAL POLICIES AND PROCEDURES MANUAL

- WHEREAS,** On November 20, 2018, the City Council adopted Resolution No. 2018-142 which updated the Financial Policies and Procedures Manual for the City of Ontario; and
- WHEREAS,** the City of Ontario must pass a balanced budget on an annual basis according to state law; and
- WHEREAS,** the City of Ontario has no definition of a balanced budget in the Financial Policies and Procedures Manual; and
- WHEREAS,** the City of Ontario desires to modify the financial policies and procedures with changes effective immediately; and
- WHEREAS,** the City of Ontario desires to establish a social media policy.

NOW, THEREFORE, BE IT RESOLVED by the Ontario City Council, to adopt the attached revised City of Ontario Financial Policies and Procedures Manual.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 9th day of April 2020, by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this 9th day of April, 2020.

ATTEST:

Riley J. Hill, Mayor

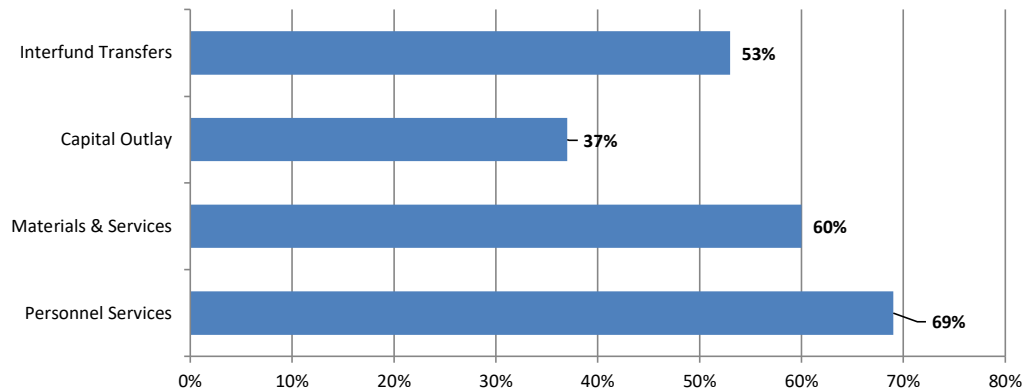
Tori Barnett, MMC, City Recorder

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
FEBRUARY 29, 2020**

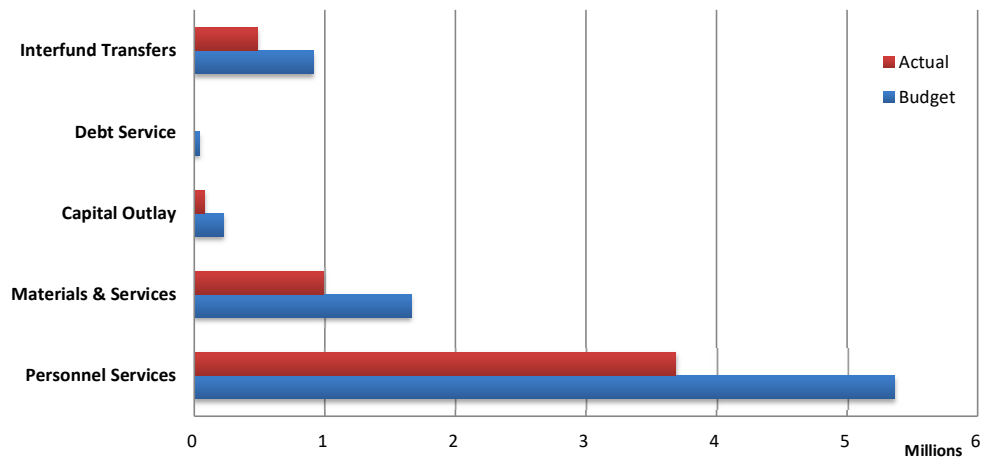
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	270,562	122,592	45.3%	
Parks & Recreation	270,562	122,592	45.3%	
Fire	1,621,332	1,055,766	65.1%	
Code Enforcement	213,764	91,469	42.8%	
Police	3,626,506	2,522,952	69.6%	overtime & sick/vacation buyouts
Police reserves	7,000	2,830	40.4%	
Public Safety Total	5,468,602	3,673,016	67.2%	
Administration	487,088	311,413	63.9%	
City Council	25,569	8,786	34.4%	
Business Registration	1,100	471	42.8%	
Cemetery	143,470	117,118	81.6%	equipment purchase, pay contract ahead of time
Finance	239,123	149,088	62.3%	
Technology	129,220	82,505	63.8%	
General Government Total	1,025,570	669,381	65.3%	
Community development	212,791	112,759	53.0%	
Community Development	212,791	112,759	53.0%	
Administrative Overhead	373,054	237,995	63.8%	
Non-Departmental Contributions	30,000	15,000	50.0%	
Other Total	403,054	252,995	62.8%	
Operating Transfers Out	815,334	416,965	51.1%	
GENERAL FUND TOTALS	\$ 8,195,913	\$ 5,247,708	64.0%	
YTD BUDGET BENCHMARK			66.6667%	

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
FEBRUARY 29, 2020**

% Expended by Category



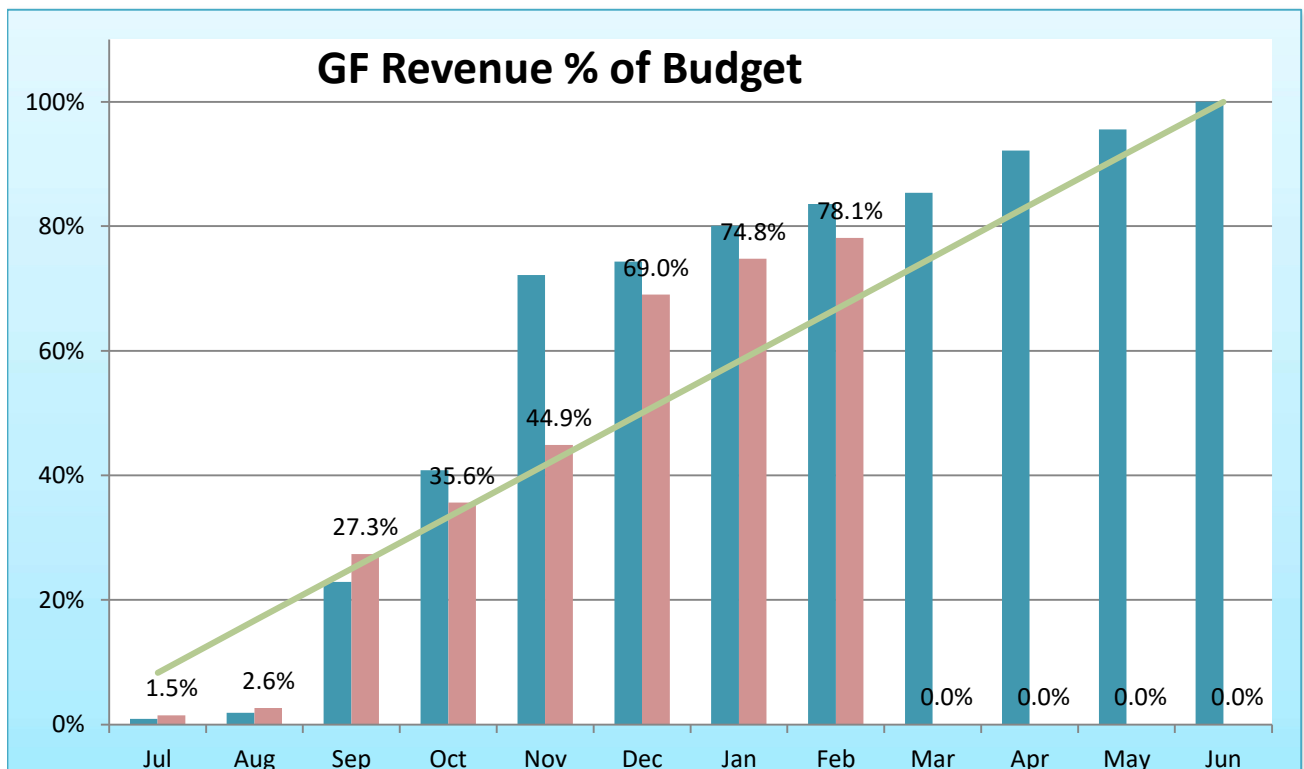
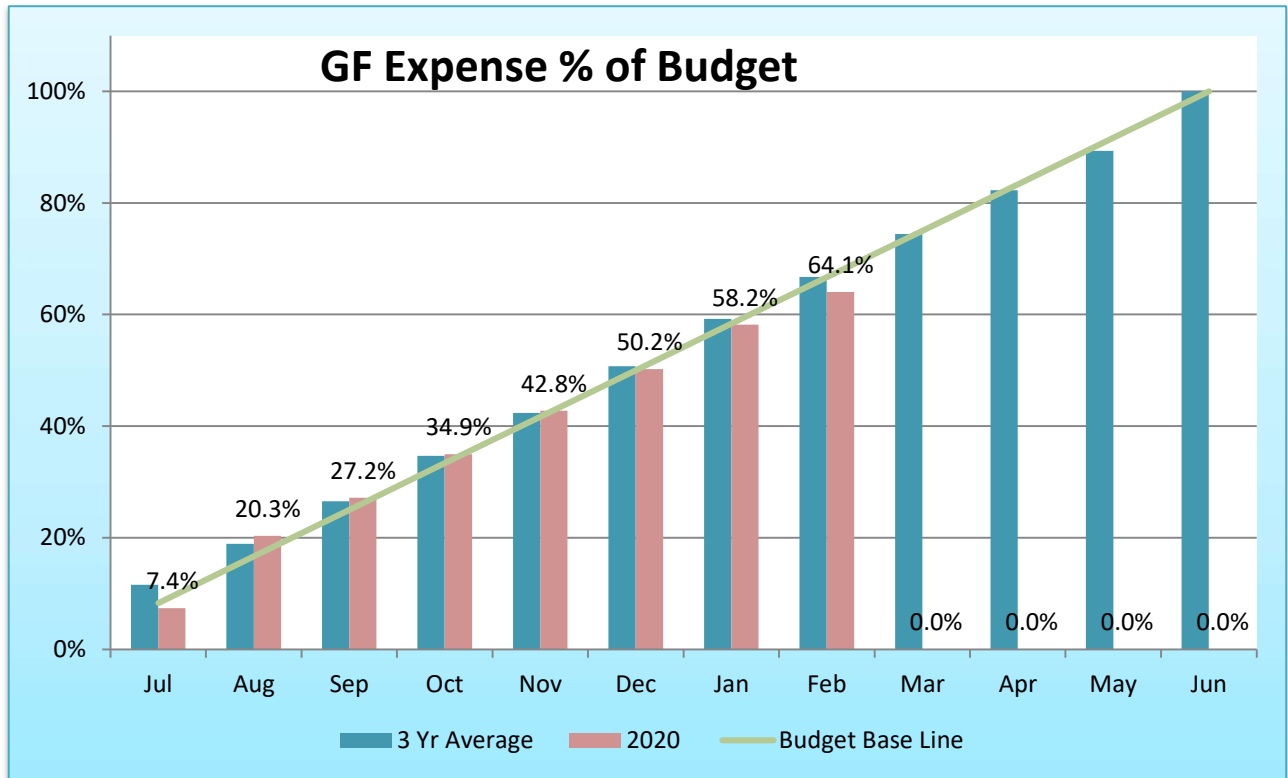
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
FEBRUARY 29, 2020**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,122,655	2,234,162	105.3%	(not calculated in totals)
Parks	1,900	720	37.9%	
Parks & Recreation	1,900	720	37.9%	
Fire	134,372	56,241	41.9%	
Code Enforcement	18,735	133,175	710.8%	Civil Penalties Income High
Police	489,893	341,414	69.7%	
Dispensary Business License	144,000	26,000	18.1%	
Public Safety Total	787,000	556,830	70.8%	
Interest	65,700	43,159	65.7%	
State Revenue Sharing	132,656	71,085	53.6%	
Administrative Services	497,148	331,432	66.7%	
Other General Revenues	8,575	12,932	150.8%	
Property Taxes	3,688,265	3,404,460	92.3%	
Alcohol Bvg License & Fee	196,838	106,958	54.3%	
Cigarette tax	13,535	8,074	59.7%	
Marijuana tax	750,000	185,285	24.7%	two months collection
Franchise Fees	1,638,121	805,444	49.2%	
Business Registration	2,000	1,955	97.8%	
Cemetery	36,000	17,450	48.5%	
General Government Total	7,028,838	4,988,233	71.0%	
Planning & Zoning	4,450	6,194	139.2%	
Wayfinding Grant	25,000	-	0.0%	
Community development	29,450	6,194	21.0%	
GENERAL FUND REVENUE TOTALS	\$ 7,847,188	\$ 5,551,976	70.8%	
YTD CURRENT YEAR PROFIT(LOSS)	\$ 304,268			
YTD BUDGET BENCHMARK	66.7%			 4.1%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
FEBRUARY 29, 2020**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
FEBRUARY 29, 2020**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	250,000	2,945	1.2%		250,000	22,436	9.0%
010 Grant Fund	725,367	266,524	36.7%		725,367	153,161	21.1%
027 Building Fund	189,469	102,909	54.3%		218,747	413,865	189.2%
030 Capital Projects Fund	2,804,082	107,341	3.8%		3,214,902	3,076,515	95.7%
031 SDC Fund	430,000	10,676	2.5%		430,000	421,290	98.0%
035 Debt Service Fund	29,027	27,943	96.3%		29,027	18,812	64.8%
045 Street Fund	3,431,544	1,518,822	44.3%		3,431,544	1,744,210	50.8%
050 Trust Funds	633,756	244,257	38.5%		797,728	634,076	79.5%
055 Reserve Funds	2,728,894	1,527,019	56.0%		4,125,313	3,794,529	92.0%
060 Revolving Loan Fund	494,022	164,553	33.3%		494,022	611,220	123.7%
105 Water Fund	3,635,932	2,597,009	71.4%		4,512,615	4,011,507	88.9%
110 Sewer Fund	3,104,768	2,204,323	71.0%		6,519,403	5,782,306	88.7%
115 Storm Sewer Fund	191,678	87,373	45.6%		560,561	562,950	100.4%
120 Airport Fund	116,877	66,997	57.3%		116,877	119,697	102.4%
125 Aquatic Fund	-	600	#DIV/0!		-	57,975	#DIV/0!
Comments:							
YTD BUDGET BENCHMARK			66.7%				

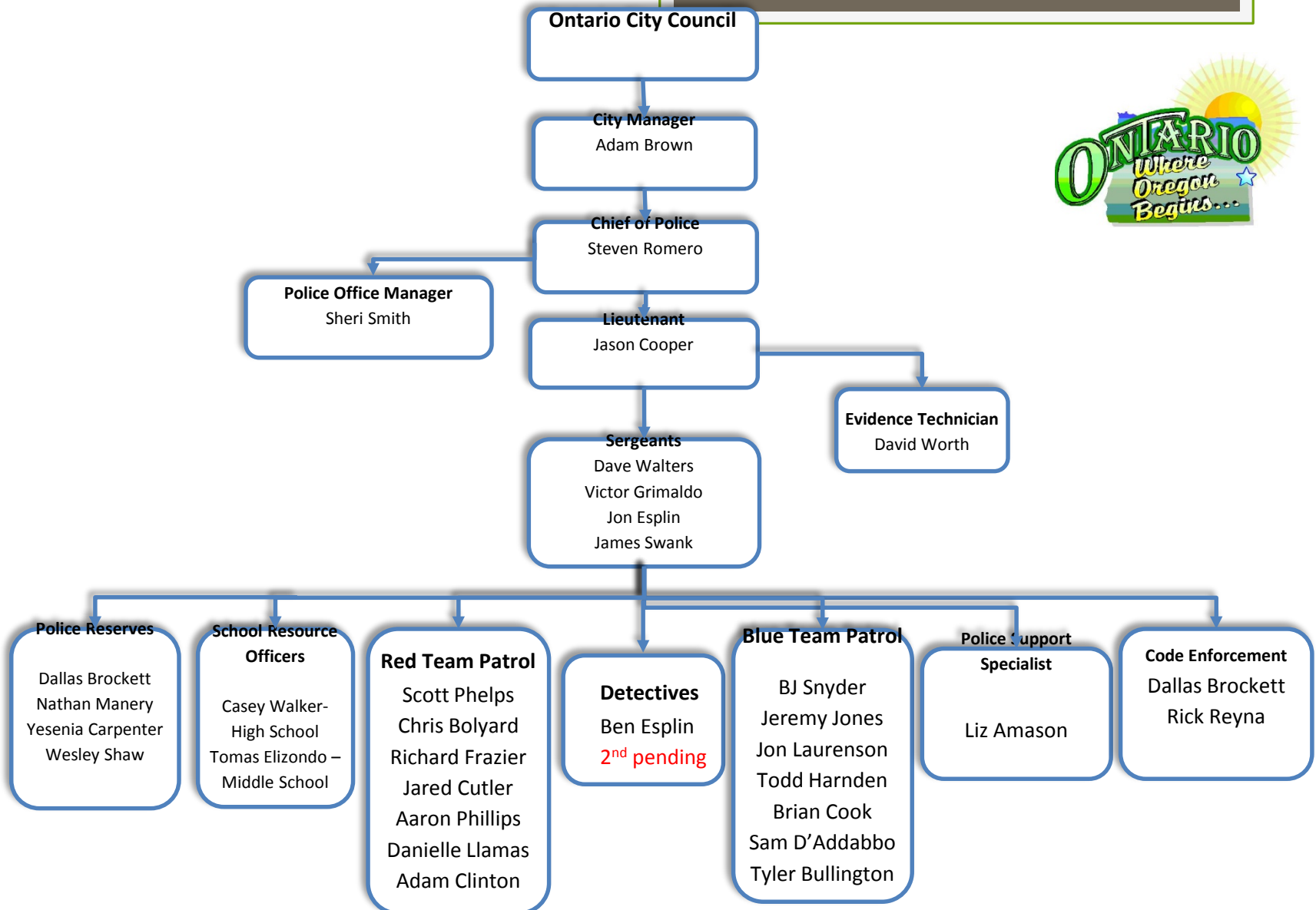


04/01/2020

Police Department Quarterly Report

2020 1st Quarter

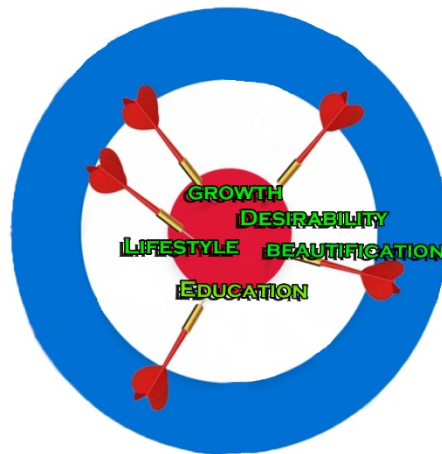
Steven Romero
Chief of Police



Hitting the Mark!



Strategic Goals



Core Values

- Commitment
- Openness
- Respect
- Efficiency



New-hires



Code
Enforcement Officer
Rick Reyna



Reserve Officer
Wesley Shaw

New Hire



Lateral Police Officer
Adam Clinton

Recognition & Awards January 2020



Officer and Police support personnel of the year

Honor Roll (NWU-CC)



Lt. Jason Cooper

99.16% Overall score



The OPD News 2020



- ✓ Homicide-Burnt Rivers Farms: 2 suspects arrested and prosecuted.
- ✓ Lish case-Auto burglary (UEMV)series
- ✓ Gun and saddle case (linked case)
- ✓ CM BB gun case. Juveniles arrested
- ✓ SW County assist on \$\$\$ property crimes
- ✓ Habitual offender sex abuse case (Key)
- ✓ Lopez The runner case-In Custody
- ✓ Walmart Robbery case-In Custody

Community Policing January



Brookdale
Senior Living



Alameda School Bowl



Chamber Banquet

Community Policing January



SRO and stickers



Fruitland Pre-Schoolers visit

Community Policing February



Teaching Tuesdays at Boys and Girls Club



Additional Events



- ✓ TVCC "Athlete Mentor Program" Kickoff
- ✓ Boys and Girls Club "Great Futures" Kickoff
- ✓ Idaho/Oregon Special Olympics Campaign

Improving Our Community



American Legion Breakfast



Animals Wrestling Program

Improving the community-Cont'd



Improving the community cont'd



Derelict homes and Abatement



"There's no such thing as squatter's rights in the state of Oregon."

— Klamath Circuit Court Judge Marci Adkisson

Tags

Patrick Brady Law Civil Law Criminal Law George Rozsasi Civil Court Right
Marci Adkisson John Powell Squatter Attorney Squatters Rights Doug White

remaining of 5



Building Capacity



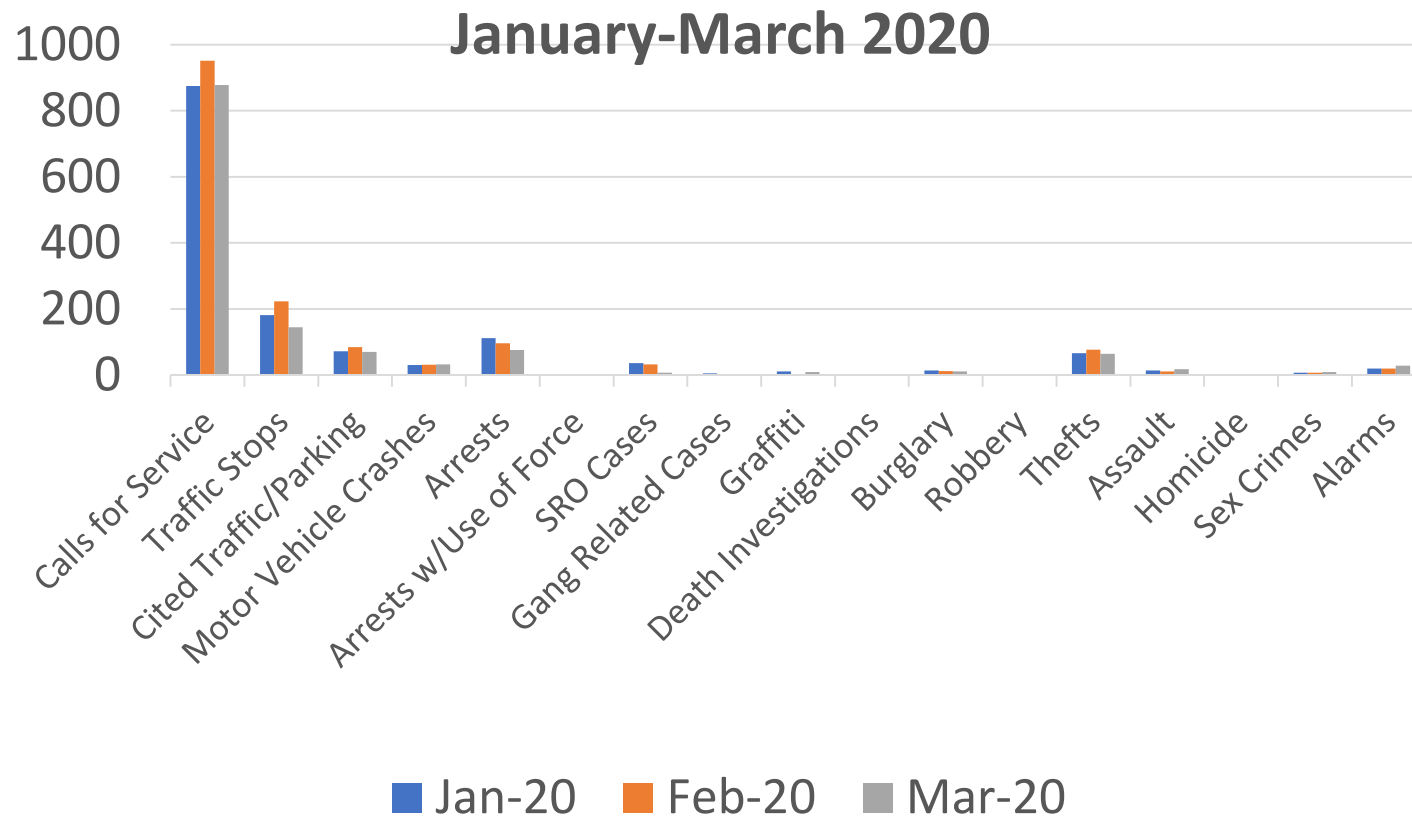
- ✓ LESO 1033 Program Registration
- ✓ MOA-Federal **SLOT** Funding
- ✓ Procurement of HDTF Surplus vehicle
- ✓ USDOJ- "Shield of Dreams" Grant App 100K
- ✓ 5 new patrol cars

OPD Stats Q1 Comparables



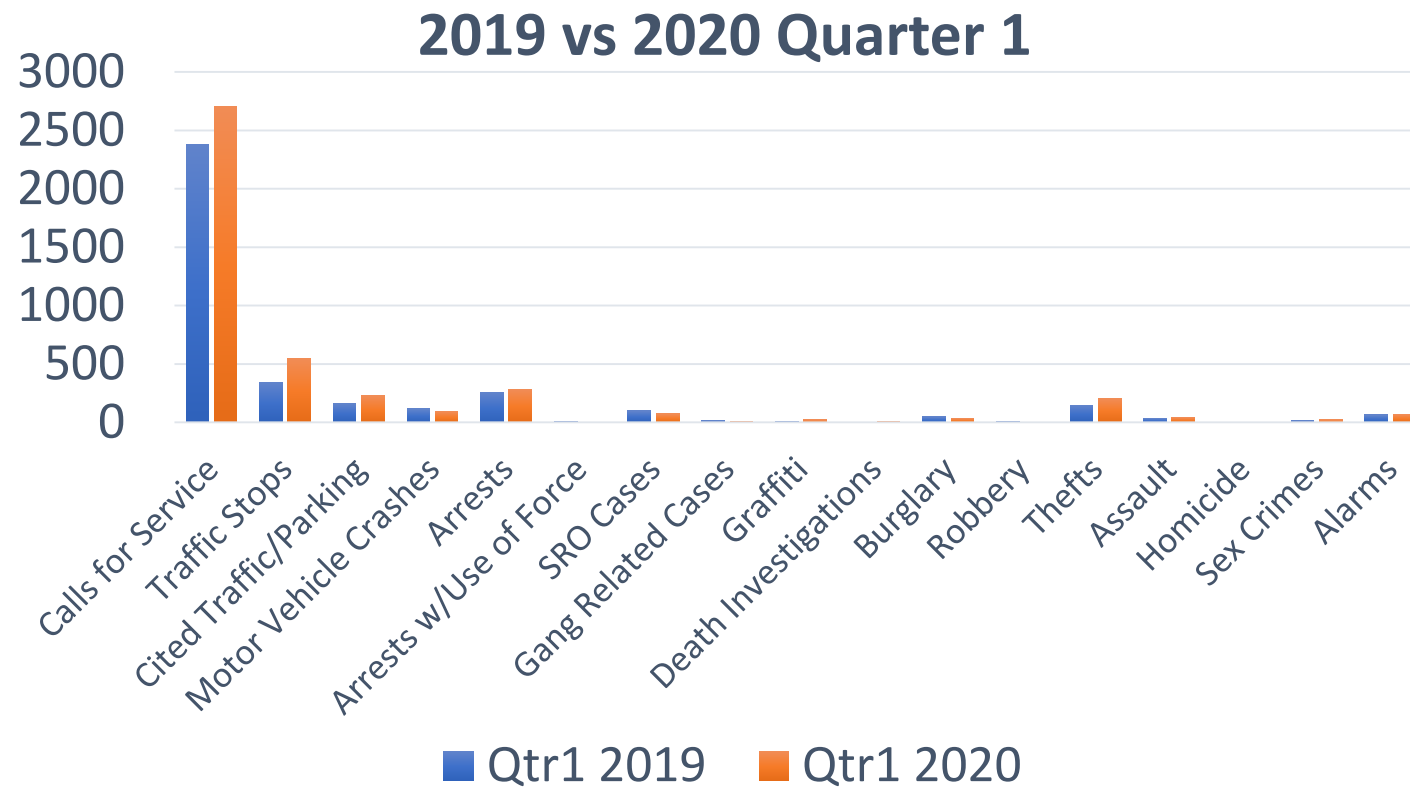
Activity	Month of January	Month of February	Month of March	YTD 2020	Qrt1 2019	Qrt1 2020
Calls for Service	875	952	878	2705	2379	2705
Traffic Stops	181	223	145	549	341	549
Cited Traffic/Parking	72	85	70	227	160	227
Motor vehicle Crashes	30	31	32	93	116	93
Arrests	112	96	76	284	254	284
Arrests w/Use of Force	3	0	0	3	5	3
SRO Cases	36	32	7	75	100	75
Gang Related Cases	5	1	0	6	13	6
Graffiti	11	2	9	22	12	22
Death Investigations	2	1	2	5	1	5
Burglary	14	12	11	37	51	37
Robbery	2	0	1	3	6	3
Thefts	66	77	64	207	149	207
Assault	14	11	18	43	35	43
Homicide	0	0	1	1	2	1
Sex Crimes	7	7	9	23	13	23
Alarms	20	20	28	68	63	68

Monthly Stats and crime Tracking





Crime Stats OPD Q1Comparables



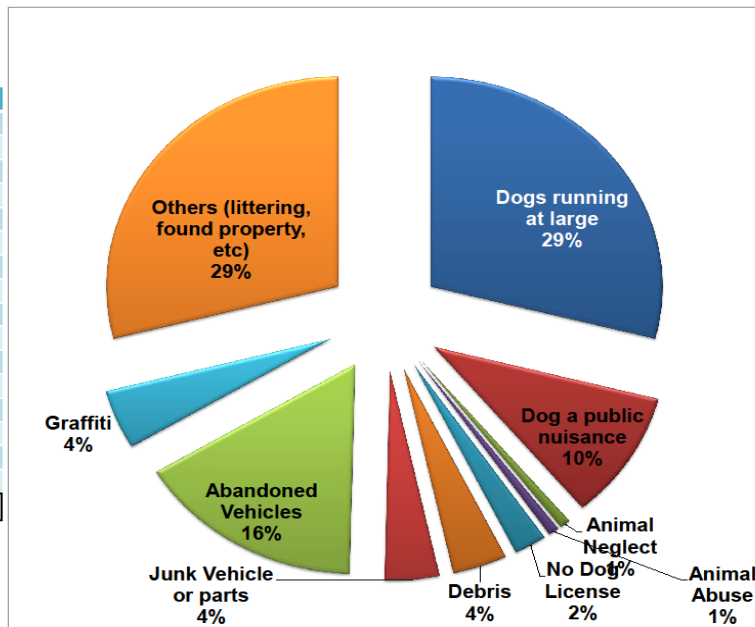


Code Enforcement Stats

CODE ENFORCEMENT

March 2020 Stats

Violation	#	2019
Dogs running at large	38	20
Dog a public nuisance	13	2
Animal Neglect	1	4
Animal Abuse	1	0
No Dog License	3	4
Debris	5	34
Weeds		5
Junk Vehicle or parts	5	18
Abandoned Vehicles	21	22
Derelict Structures		7
Graffiti	6	6
Others (littering, found property, etc)	38	21
Dogs taken to AniCare	20	4
Civil Penalties Issued	12	21
C.P. Amount Sent	\$90,725	\$21,975
Total Parking Citations	3	5
Total Cases	131	147



Notes:

Factors of lower stats:

- ~ 1 CE Officer on vacation for 1 week during march
- ~ COVID 19 Pandemic last two weeks of March

*Officer Revna Completed FTO March 18th, 2020 and is 100% solo

Code Enforcement Stats Q1

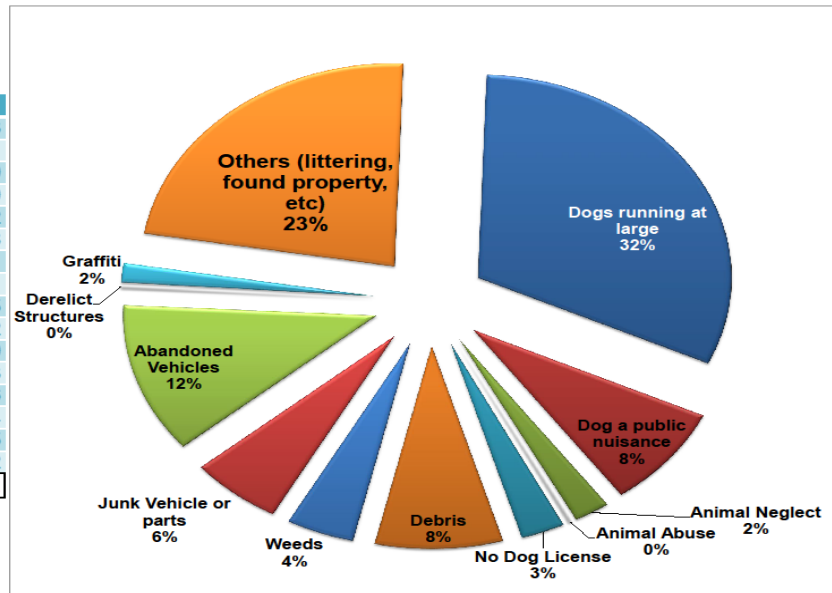


CODE ENFORCEMENT

Q1 2020 Stats

JAN-MAR 2020

Violation	#	2019
Dogs running at large	123	73
Dog a public nuisance	32	11
Animal Neglect	9	10
Animal Abuse	1	0
No Dog License	11	12
Debris	32	48
Weeds	17	11
Junk Vehicle or parts	23	31
Abandoned Vehicles	47	55
Derelict Structures	1	12
Graffiti	6	10
Others (littering, found prop)	90	43
Dogs taken to AniCare	46	16
Civil Penalties Issued	19	34
C.P. Amount Sent	\$107,105	\$52,475
Total Parking Citations	16	12
Total Cases	392	312



Notes:

Factors of lower stats:

- ~ 1 CE Officer on vacation for 1 week during march
- ~ COVID 19 Pandemic last two weeks of March

*Officer Revyna Completed FTO March 18th, 2020 and is 100% solo



Questions/Comments/Direction?





Jacobs February 21 -



March 20 2020 Report

March
2020

Prepared by Jacobs for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

CONTENTS

FIELD SERVICES: STREETS AND COLLECTION/DISTRIBUTION SUMMARY.....2-5

WATER TREATMENT PLANT SUMMARY.....6-8

WASTEWATER TREATMENT PLANT SUMMARY9-10

PARKS AND CEMETERY SUMMARY11-12

ENGINEERING DIVISION SUMMARY.....13-15

APPENDIX.....16-18



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

- Weekly maintenance checks on lift stations and sewer cleaning.
- Street sweeping on primary and secondary routes was started.
- Started sweeping the entire City this will take a few weeks to complete.
- All dirt roads within the City limits were graded and leveled. This does not include alley ways.
- Water system maintenance throughout town, replacing broken boxes, leaking angle stop and leaking back checks.
- Crews responded to a plugged sewer line flooding a local home owner's basement. The cause appears to be a plugged city sewer line. The line was flushed and cleared.
- A series of storm water lines at TVCC are being jet rodded to clear the silt from the summer irrigation season. This a continuation from last week, we have approximately 50 % of the lines cleared and will be working on this task as time allows through the coming month.
- We experienced a pump failure at one of our lift stations, the back-up pump was installed. Cause of the failure was a broken impellor. Systems back on and operating normally.
- Graffiti was removed on the south side of the underpass on East Idaho Ave.
- The tree project continues on East Idaho. Weed barrier cloth has been installed, irrigations lines laid and tested and a rock layer added. Ten tree wells were formed and poured. All tree wells have been excavated and are ready for planting later this month.
- Installed ground cover and new irrigation system for the E. Idaho planter strip.
- Burned the brush pile at the WWTP.
- Started cleaning sewers for the spring.
- Pulled and removed blockage from W. Idaho lift station 2 times.
- Cleaned 4 wet wells.
- Contract crews applied sterilizing herbicide on N. Oregon.
- Sign maintenance through our town, additional crossing signs were ordered for the middle school, where vehicles are not stopping for students in the cross walk. They will be installed as soon as they arrive.
- Crews assisted in an abatement on NW 2nd St., trash and debris was removed from the property.
- Staff continued examination of sidewalks in the downtown core (ground penetrating radar) area to determine potential problems with the downtown bulb out project.
- 2 water meters were installed.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:



Jacob Crew: Working on E Idaho Tree Project.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:



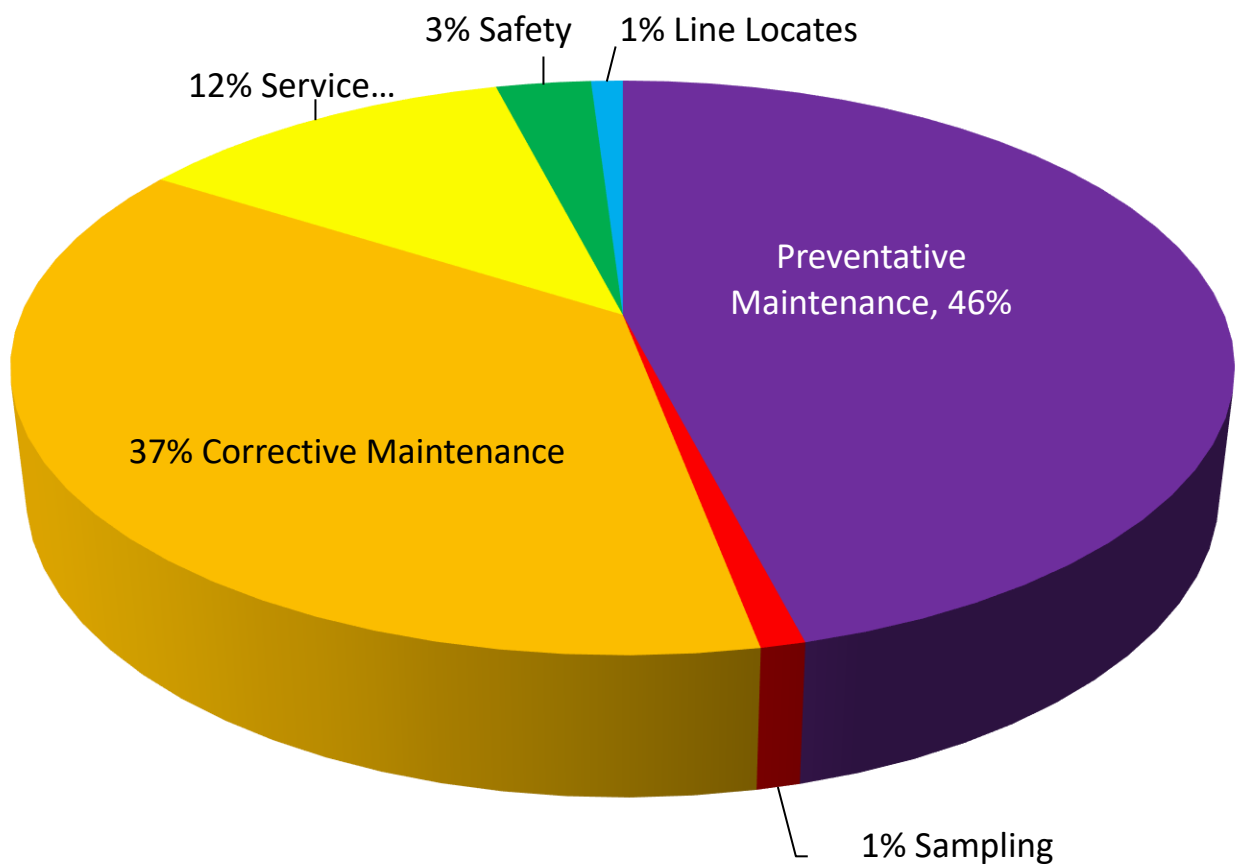
Left: Burning brush pile at WWTP.

Right: All dirt roads within the City limits were graded and leveled.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

**Work Orders
February 21 – March 20
Actual Hours by Work Order Type**



WATER TREATMENT PLANT SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

- Water Plant is operating well with inventories at target levels.
- Normal system demands for this time of the year.
- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Main distribution pump #4 removed for maintenance.
- River flows are increasing and causing debris to become logged onto the river intake screens causing increased backflush demands.
- Auxiliary river pump deployed into the river to assist in flow.
- River pump #2 was pulled for maintenance and placed back into service.
- Replaced the west clarifier flocculator secondary drive sprocket .
- Main distribution pump #3 was removed and replaced for maintenance, while the pump was out the base was refurbished.
- A new regional maintenance staff member will be based out the Ontario location and will provide greater depth and quicker turn around for heavy maintenance projects.
- Well 15 was taken off line. The well will be videoed, it may have to be taken off line and rehabbed. This well provided 2.5 million gallons a day when well systems are being used so it is imperative this be addressed and repaired as soon as practical.
- Repair work continues for one of our pumping systems at the Water Plant. The pump base was completely rebuilt. The pump will be reinstalled shortly.
- We have noted an issue with pumping raw water from the river, we began trouble shooting to identify the issue.
- Additional sampling was completed as per permit requirements.



Auxiliary River pump after modifications to accommodate cleaning of the intake screen.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

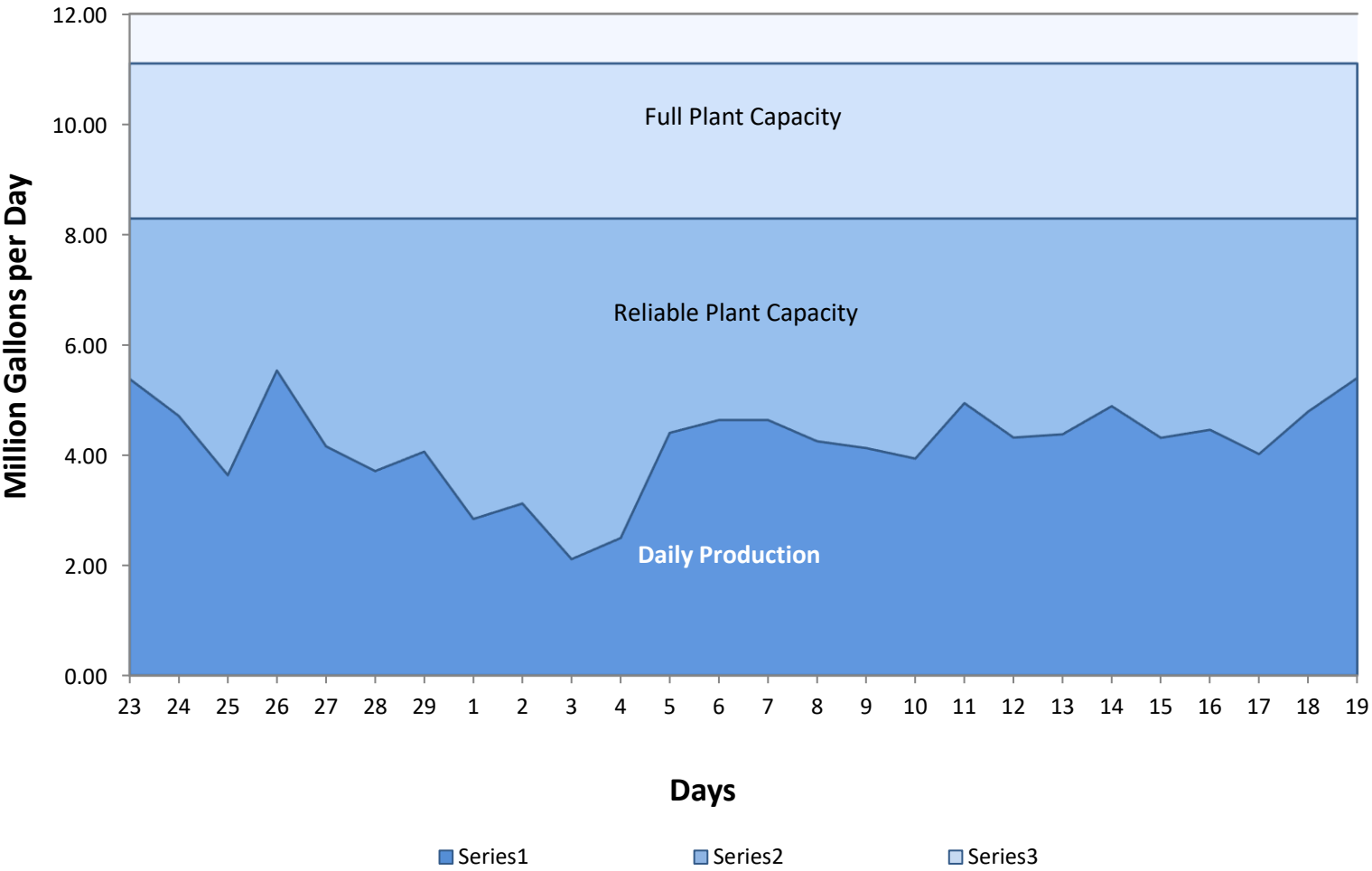


Diver going into the river to remove debris from the river intake screens.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

Demand vs. Availability
Feb 19 - Mar 19, 2020



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

- Wastewater Plant is operating well.
- Weekly inspections of the equipment and buildings including maintenance and trouble shooting.
- The new contract farmer met with city staff to go over farm operations on both the Malheur and Skyline properties. A tour of both areas was completed.
- Additional samples were taken based on our new NPDES permit.
- East chlorine contact chamber was taken off line and cleaned, West chlorine contact chamber is currently in service.
- Flow corrections were performed to improve the odors that have begun this month.
- NPDES permit sampling continues as per DEQ requirements. Tier I samples are be collected as well as required copper samples.
- Grounds maintenance, a debris pile of brush and trash was cleared from an area near the treatment plant.

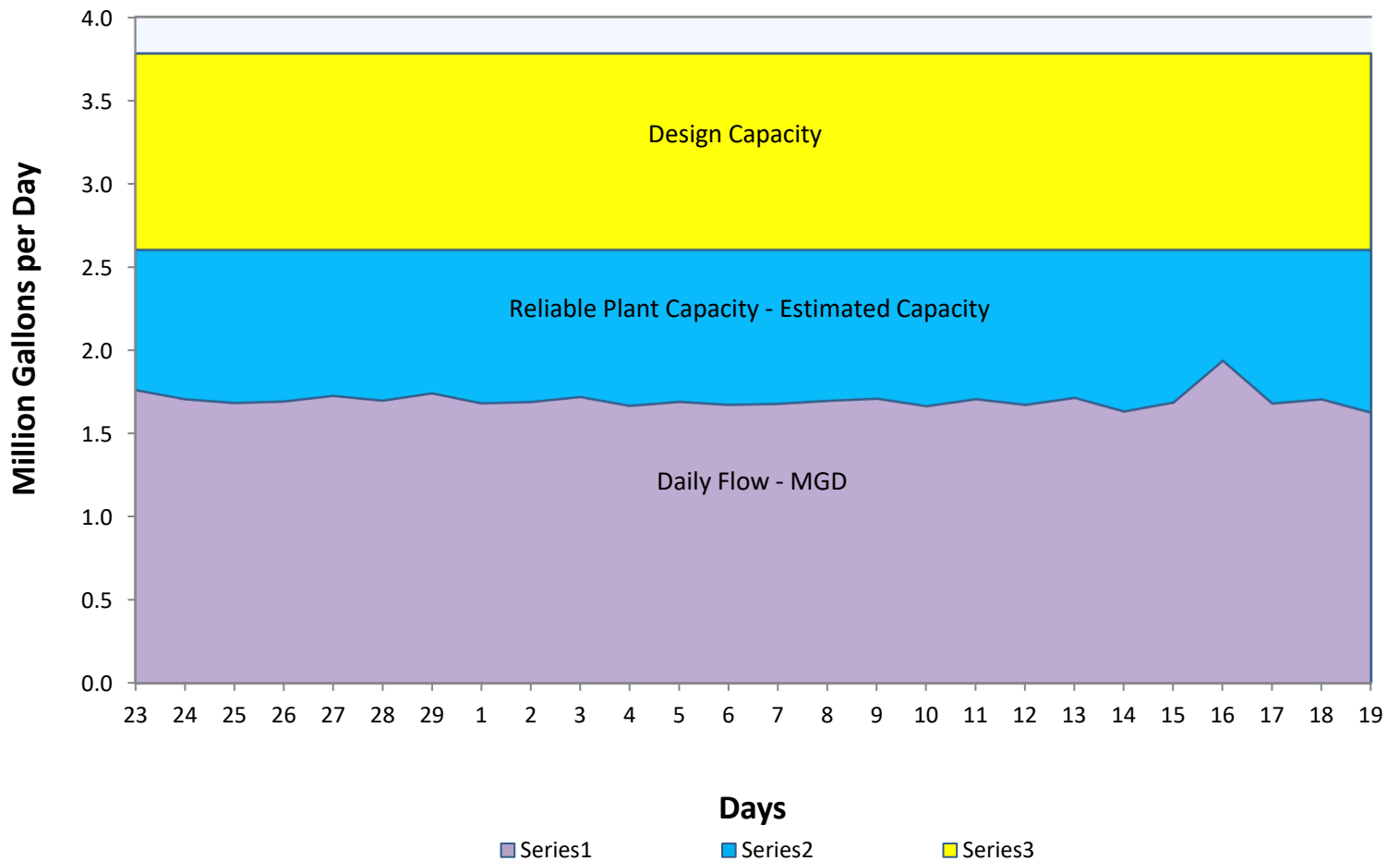


Jacobs Crew: Installing main distribution pump #4

WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES FEBRUARY 19 – MARCH 19:

Wastewater Treatment Flows Feb 19 - Mar 19, 2020



PARKS AND CEMETERY SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

- Normal winter operations associated with Parks and Cemetery upkeep and maintenance.
- Staff will be inspecting and replacing swing set bolts through-out parks system, this is done annually and is a task set up on computerized maintenance system.
- Trees at Evergreen Park are being pruned this week.
- A new security fence was installed at old city shop in conjunction with the new lights added last week.
- 5 burials at Evergreen Cemetery and 1 burial at Sunset Cemetery.
- Prison Crews helped with weed burning and trash removal at the airport in anticipation of weed spraying next month.
- Weeds have been sprayed at the Waste Water Plant, the old gulf fence lines, the west Welcome to Ontario sign and the OPD shooting range.
- Newly refurbished picnic tables are being installed throughout the park system.
- Fill dirt was been placed around the new shelter at Lions Park and we will plant the grass when the water is turned back on.
- New gate has been installed at the Homeless Camp at the old City Shop yard.
- Replaced 2 key code doorknobs in the OPD, the old ones had stopped working.



Dirt work done at Lions Park to prepare for planting grass.

FACILITIES SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Plexiglass installed at the front desk at City Hall to help prevent the spread of COVID-19 virus.
- We had to replace the drip system water controller on East Idaho Ave., someone broke the box open and took the old one.
- The hot water tank at City Hall was replaced with a new unit.
- Elevator checks at City Hall were completed by our certified elevator inspector. The elevator is certified for the coming year.
- A new carpet square was installed in the city council chambers after one area was badly stained by some unknown spilled substance. A real advantage to the new carpet system we installed 2 years ago.



Left: Plexiglass installed at the front desk at City Hall to help prevent the spread of COVID-19 virus.

Right: Replaced the drip system water controller on East Idaho Ave. Someone broke into the box and took the old one.



ENGINEERING SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

- Issued 6 ROW Permits.
- Issued 1 New Addresses to new residential lots.
- Issued 0 New Address to Commercial lot.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 0 PDAC meeting to discuss the relocation of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 2 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Multiply construction inspections.

S. Oregon Design – February 27th there were two public involvement meetings that Jacobs attended. At the early meeting (ProSoul Games), Betsy was shown the basement area of the business. The basement appeared to extend well beyond the building wall and underneath the sidewalk. Jacobs immediately informed CK3 of the situation. Jacobs staff then reached out to local business owners and conducted site surveys to get a handle on how many potential businesses had basements under sidewalks that might impact the construction project. Once this information was collected, Jacobs worked with the City to immediately engage a testing agency that could conduct Ground Penetrating Radar (GPR). The GPR was done rapidly and basement “void” space was clearly identified and mapped. As this was all occurring, CK3 was working with Jacobs on potential workarounds and structural solutions. Based on the changed condition (2 midblock crossings and one corner), CK3 will modify the contract documents. This will require additional funds for design. They are requesting up to \$11,000 – which will be \$4,500 beyond the currently total approved amount. Betsy will present a staff report to Council March 24th to request this funding. CK3 has indicated they can complete the contract documents by April 10th. Jacobs has asked them to step this up. Public Works staff will be handling the 2 midblock crossings and the corner where there are void spaces. This will be done prior to the rest of the project starting.

NPDES –Paul Woods/Jacobs presented several task orders on March 5th related to the NPDES permit. These included:

CDBG application – Jacobs has been working diligently with Biz Oregon and CDBG and other State staff as appropriate to move quickly through the application process and to complete the environmental process as well. Additionally, Jacobs is also working with Keller & Associates to review the construction project in preparation for inclusion in the application.

pH Adjustment Design – This is process required by the NPDES permit to ensure the City has better tools at hand to adjust the pH of the wastewater stream as it leaves the WWTP.

ENGINEERING SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

WWT Facility Farm Lease for Land Application – John Wiskus/Jacobs has been working closely with Whipple Farms to keep the process for agreement execution moving forward. This required several on-site meetings to review the condition of equipment and get the wheels in motion for any improvements deemed to be the responsibility of the City. The farmer is currently on track to begin planting soon; we do need to receive a planting plan to submit to DEQ.

Energy Team – Public Works and Engineering continues to coordinate and work with the Ameresco team.

Other Farm Upgrades – other farm upgrades (SCADE and GPS) are underway and nearly complete.

CIP – Engineering staff attended the Budget Hearings March 10th through 12th.

SRCI – Jacobs staff supported Utility billing by creating a pro-rated surcharge for SRCI based on the old contract and helped build the format for billing for the current contract.

Splash Park/Skate Park RR – Jacobs team finalizing the contract documents. Those have gone out to 4 contractors (intermediate project size) for bid opening March 31.

Water Master Plan – John Wiskus/Jacobs is continuing to work closely with Anderson Perry and to review small packets of work as they bring them forth. Next step will be to conduct a team meeting which will include Adam Brown. At the meeting, we'll work to determine what items should be presented to the Council for decision making purposes.

Bids/Construction

- TVCC Path – Construction is underway and the stormline project has been coordinated with this project. Betsy and Casey met with Contractor on site to review the survey and to make a few minor site condition changes. All is progressing well.

- Airport Sewer Extension – The project was nearly complete by Friday, February 14th with only paving left for the approach. This requires good weather and that batch plants be open.
- SE 2nd Street Water & Sewer – Sanitary sewer and water are complete.
- SE 2nd Street Construction – This is the ODOT grant funded project that Knife River is leading. ODOT has asked that City staff reach out to about 5 property owners to work with them to remove features from the existing right of way. A preliminary letter of introduction is being developed, and will be followed by an on-site meeting if requested by the property owner.

WTP Slough – The report has been delivered to the State for review. The staff plans to complete the work on the project in the spring. No word back from State yet, but we have reached out again.

TSP – Main activities include developing GIS background, conducting traffic counts as identified, developing (and adjusting) the public involvement process, and developing and reaching out to the Stakeholder and Technical Advisory Committee (TAC) members.

SE 5th – Still on hold.

ENGINEERING SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20

Beck Park Bridge – Insurance information has been received. Budget committee acted on funding. Next steps need to include clear direction from City. Jacobs to set up meeting to do this.

Tennis Courts – Bill Fittje provided an estimate for \$185k which is still high. He then came out and met Casey/Betsy on site to discuss what Public Works staff could do to reduce the overall cost. Mr. Fittje is revising his estimate including demolition by Public Works staff.



ROW Inspection done on driveway due to
Utility Company rerouting gas line.

APPENDIX

FIELD SERVICES

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

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

*COLLECTION AND DISTRIBUTION STAFF MAINTAINS
78 MILES OF SANITARY SEWER LINES
56 MILES OF STORM DRAIN COLLECTION LINES,
AND 1,450 CATCH BASINS THROUGHOUT
CITY LIMITS*

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

*STREET MAINTENANCE DIVISION MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS
9 MILES OF ALLEYS
CHIPSEALS LAST A MINIMUM OF 8 YEARS,
AND PUBLIC WORKS CHIPSEALS 7 MILES PER YEAR*

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

required. The city chipseals approximately 7 miles of streets per year.

APPENDIX CONTINUED

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

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

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

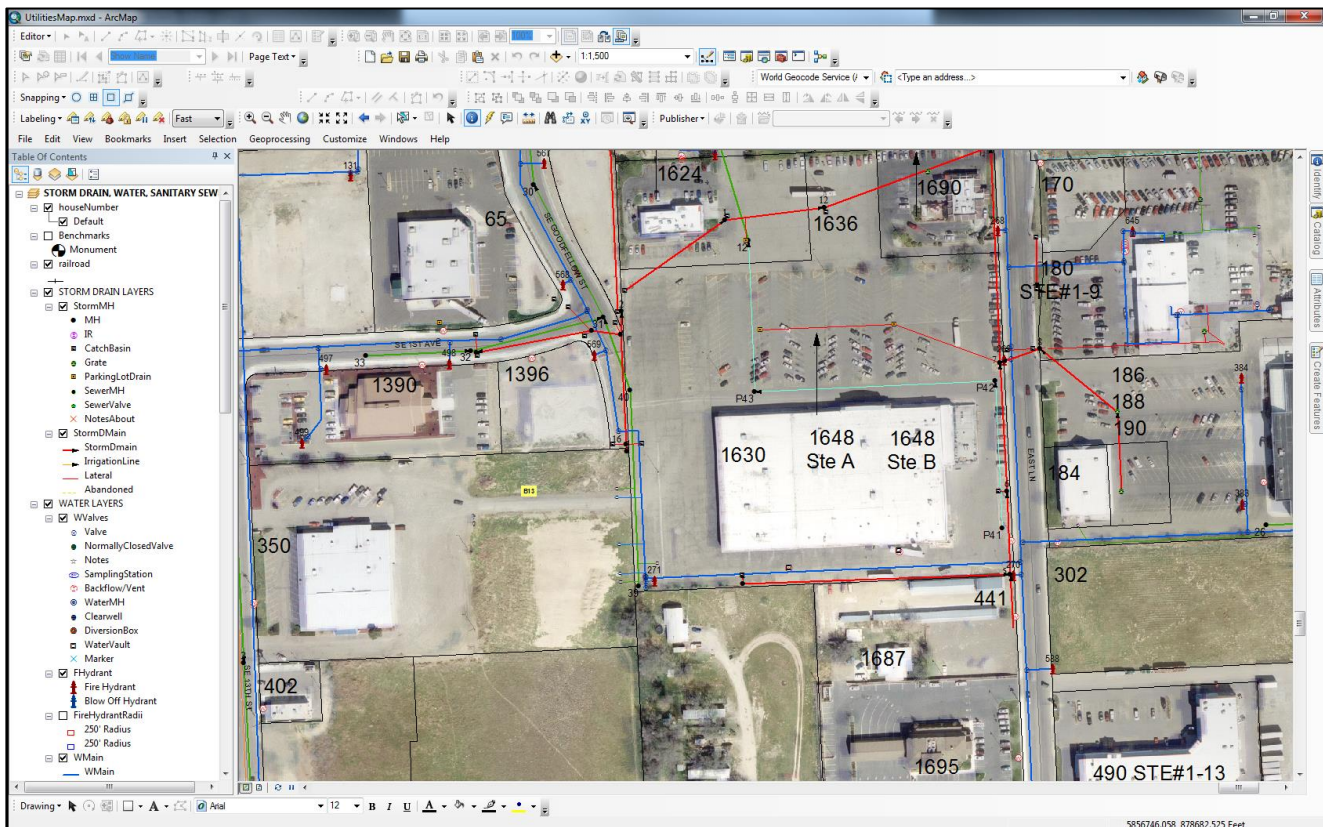
PARKS DEPARTMENT

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.





March 2020 ACTIVITY REPORT



March 2020



Emergency Medical:

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

CITY	124
RURAL	14

1 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	12	1	0
RURAL	6	0	0

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

TOTAL CALLS FOR MONTH

CITY	136
RURAL	20

FIREFIGHTER TRAINING:

3/3/20 Fit testing by Norco on different styles of respirators and safety masks.

3/10/20 Live Fire at the burn house.

3/16/20 Fire Chiefs managing the Corona Virus.

PERMITS ISSUED:

City Open Burns 9

City Burn Barrels 5

Rural Open Burns 102

Rural Burn Barrels 19



March 2020



INSPECTIONS:

2/27/20 Ontario Mini Market S. Oregon.

3/13,25/20 St. Al's remodel in the Pharmacy.

COMMUNITY INVOLVEMENT:



3/1/20 - Lt. Montgomery has been with Ontario Fire Department for 30 years and celebrated his PERS retirement. He will continue to work on a full-time basis.

3/7/20 Firefighter Benefit dinner and Dance



3/13/20 – B Shift had two 9-year old young men from Lifeways tour the station.



3/13/20 - Treasure Valley Connector groundbreaking.





March 2020

Summary of Calls of Interest:

City Incidents:

2/28 1160 SW 4th St.- R1 responded to a vehicle fire that and were cancelled prior to arrival.

2/28 1377 Nadine Dr. - Caller requested assistance resetting the fire alarm. R-1 arrived on scene and caller, stated the fire alarm started to alarm, she was cooking with an air fryer and the smoke activated the smoke alarm. She evacuated everyone, then she attempted to reset the alarm without success. There was a light haze in the residence. Lt. Grimaldo reset the alarm, FF Rico used the positive pressure fan to ventilate the haze out of the residence. Alarm was able to be reset.

3/10 400 SW 10th St. - R1 called for possible burn alongside the freeway on the west side of the interstate. R1 went to investigate., R1 found RP outside of the business burning piles and appeared to be burning on purpose with intention to clear brush and clean up the area.

3/13 227 S. Oregon St. - R1 was called to scene of smell of electrical burning. On scene RP stated she could smell an electrical burning smell at a plug. She also stated they had an electrician that had been there working on things. She was advised to shut down all electrical in that area until the electrician could return.

3/13 195 Sunset Apt # 16 - R1 called to scene of smoke detector going off. No problem found the resident said she has been sick and had a humidifier running. Alarm was most likely from steam.

3/13 21 Freedom Dr. - R1 was dispatched for children accidentally locked in a vehicle. Children age 3 and age 1 in their car seats in the back seat. R1 utilized a door lock kit and unlocked the front door.

3/14 480 NE 2nd St. Ontario Fire was dispatched for a range top fire. 156 arrived on scene of a single story fourplex, wood frame construction. No visible signs of fire noted, all though audible alarm was noted. Front door was open and occupant and infant daughter were out of the residence. FF Rico made entry into the residence with an extinguisher, light grey smoke was noted throughout the residence. FF Rico went to the kitchen area, where a small saucepan was on the electric range fire was out at this time. The occupant stated she placed the saucepan on the stove top with water in attempt to heat the water. She went into the bathroom for a minute when she started to hear the smoke alarm. She stepped out of the bathroom to notice smoke and the smell of burned plastic. She turned the stove top off and extinguished the fire by smothering it with the towel found on the kitchen floor. 156 used TIC camera to check for fire extension, no extension was noted. Residence was ventilated, findings were reported to dispatch.



March 2020

3/18 114 NW 8th St. - R1 was called to scene of house fire. On scene a small amount of smoke was coming out from carport. Fire was attacked from window with initial knock down. Ventilation was started from the carport door. A small dog was located just inside the door and removed to fresh air. The cause is undetermined, there is electrical in the area but, investigation found a butane lighter in area of ignition and a child had been in the room just prior to smoke being discovered. Overhaul and cleanup to were done to assist in investigation. Red cross was on scene to assist and Fire Chief gave family \$150.00 from burn out fund.



3/21 102 NW 9th St. - R1 was called to scene of tree on fire. On scene an arborvitae bush was on fire with fire encroaching on the duplex soffit. Fire was already being extinguished with a garden hose from the duplex. The fire started from the neighbor burning the dead grass in his lawn. The neighbor was the one trying to extinguish the fire with the garden hose. Damage included the bush and the soffit. R-1 finished extinguishing the fire.



March 2020



Rural Incidents:

2/27 555 SW 18th Ave. - R1 called for controlled burn in a pasture which got out of control with 2'-3' flame lengths, upon arrival R1 found a small 700 sq. foot area burning. R1 was able to extinguish with booster reel. R1 staff talked with the homeowner to explain she needed a burn permit and a water source to burn.

3/8 I-84 MP 370 - Ontario Fire was dispatched to the area of I-84, MP 370 for a report of a grass fire. R- 1 arrived on scene, of Stanton BLVD over pass, it appeared the grassy area along the west side of the bridge had been burning, it was blackened, and some hot spots were still present. No structures were threatened. R-1 checked in with the resident at 551 Stanton Blvd, the resident stated he is not responsible for the burn, he stated the ODOT employees were burning the day before and he had seen two ODOT employees that same morning. R-1 extinguished the hot spots, it appeared the wind may have reignited the hot spots from the previous days fire.

3/11 1705 Sunset - R1 arrived on scene to a brush fire next to a carport that caught a part of the car port on fire, but we kept it to minor damage. The homeowner was burning a pile of debris approximately 30' away and had apparently caught the bush on fire. R1 extinguished the fire and did further investigation to determine any further extension of the fire. No obvious extension was found. The staff reminded the homeowner they could not burn without a burn permit.

3/13 I-84 MP 369 - R1 was called just outside of district for an agency assist. OSP was out with a semi-truck that had a possible wheel or brake fire. OSP trooper indicated the wheels on the trailer were smoking. R1 used TIC and checked the tires. No fire or smoke noted. Upon inspection the temp showed 600 degrees on one wheel and 550 degrees on the other. Driver was advised to let the wheels or brakes cool for some time and then turn back to the truck stop to the tire shop and get his vehicle checked.

3/15 3506 NW. 11th Ave. - 156 was dispatched to an illegal burn at 3506 NW 11th St. 156 contacted the responsible party and advised them of all the burning rules. 156 asked the responsible party to extinguish fire and get a burn permit to finish burning during the daytime hours.

3/15 190 N. Dorian Dr. - 156 was dispatched for smoke smell in the area upon arrival in the area 156 was not able to smell any smoke. The staff contacted the caller who stated she opened her window and briefly smelled smoke.



Lt. Jason Cooper
Ontario Police Department

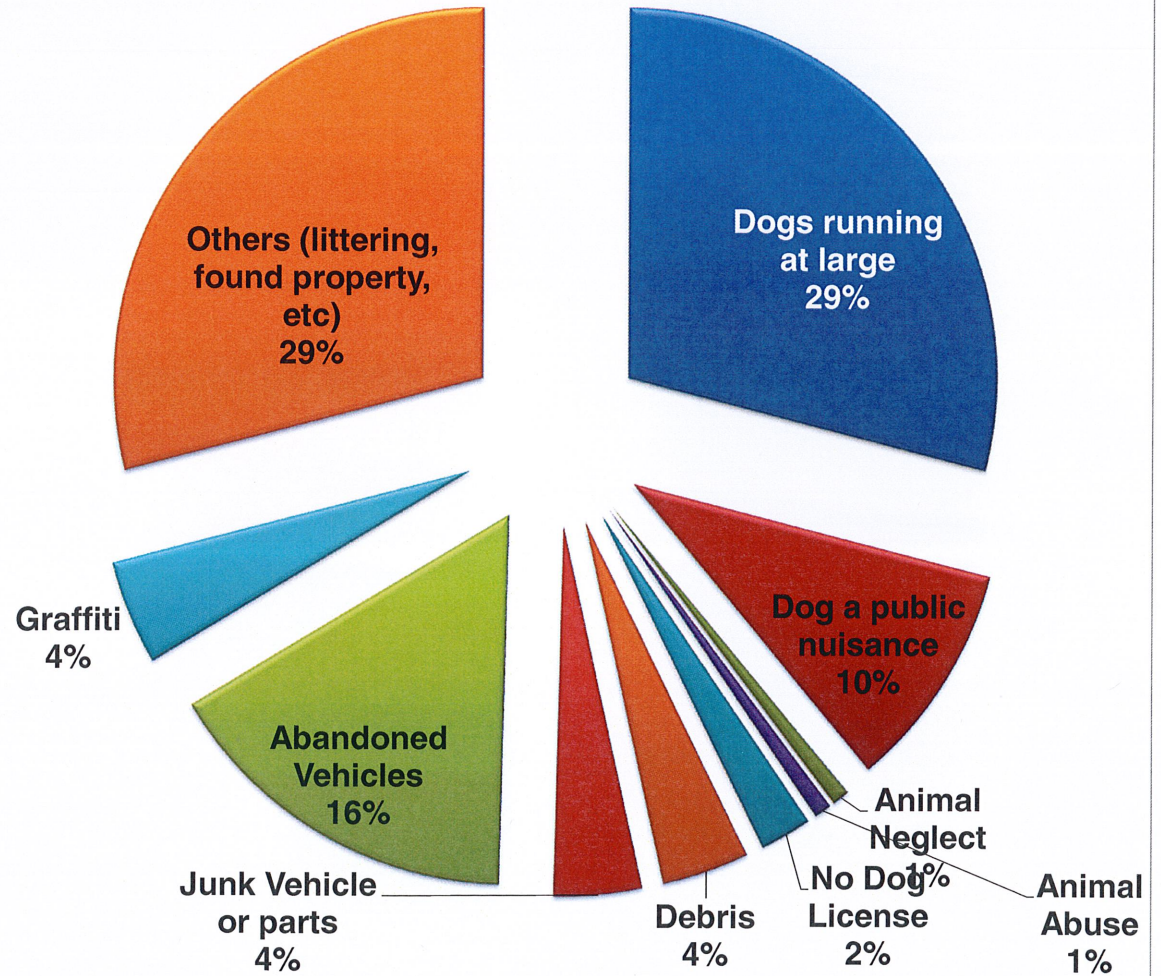
Police Stat Report 2020

Activity	Month of January	Month of February	Month of March	YTD 2020	Qrt1 2019	Qrt1 2020
Calls for Service	875	952	878	2705	2379	2705
Traffic Stops	181	223	145	549	341	549
Cited Traffic/Parking	72	85	70	227	160	227
Motor vehicle Crashes	30	31	32	93	116	93
Arrests	112	96	76	284	254	284
Arrests w/Use of Force	3	0	0	3	5	3
SRO Cases	36	32	7	75	100	75
Gang Related Cases	5	1	0	6	13	6
Graffiti	11	2	9	22	12	22
Death Investigations	2	1	2	5	1	5
Burglary	14	12	11	37	51	37
Robbery	2	0	1	3	6	3
Thefts	66	77	64	207	149	207
Assault	14	11	18	43	35	43
Homicide	0	0	1	1	2	1
Sex Crimes	7	7	9	23	13	23
Alarms	20	20	28	68	63	68

CODE ENFORCEMENT

March 2020 Stats

Violation	#	2019
Dogs running at large	38	20
Dog a public nuisance	13	2
Animal Neglect	1	4
Animal Abuse	1	0
No Dog License	3	4
Debris	5	34
Weeds		5
Junk Vehicle or parts	5	18
Abandoned Vehicles	21	22
Derelict Structures		7
Graffiti	6	6
Others (littering, found property, etc)	38	21
Dogs taken to AniCare	20	4
Civil Penalties Issued	12	21
C.P. Amount Sent	\$90,725	\$21,975
Total Parking Citations	3	5
Total Cases	131	147



Notes:

Factors of lower stats:

- ~ 1 CE Officer on vacation for 1 week during march
- ~ COVID 19 Pandemic last two weeks of March

*Officer Reyna Completed FTO March 18th, 2020 and is 100% solo



MALHEUR COUNTY COURT MINUTES

March 18, 2020

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois, Treasurer/Tax Collector Jennifer Forsyth, District Attorney Dave Goldthorpe, Clerk Gayle Trotter, Health Department Director Sarah Poe, Environmental Health Director Craig Geddes, Planner Eric Evans, Surveyor/Engineer Tom Edwards, Juvenile Department Director Susan Gregory, Sanitarian Trainee Jessica Alexander; and Lifeways CFO (Chief Financial Officer) Steve Jensen. Present telephonically were Building Official Adele Schaffeld, Veterans Service Officer Connie Tanaka, Road Supervisor Dave Tiffany, and Ambulance Service District Coordinator Bob Dickinson. Notice of the meeting was posted on the County website and Courthouse public bulletin board; and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument [#2020-1027](#).

GRANT APPLICATION RESOLUTION - ASSESSOR'S OFFICE

Assessor Dave Ingram met with the Court and presented a grant resolution for the Court's consideration. Commissioner Wilson moved to approve Grant Application Resolution No. R20-11 for the Department of Revenue's County Assessment Function Funding Assessment (CAFFA) Program. Commissioner Hodge seconded and the motion passed unanimously. By approving the resolution the County agrees to appropriate budgeted dollars based on 100 percent of the expenditures certified in the grant application amount of \$1,086,689. See instrument [#2020-1019](#).

PRESENTATION TO COMMISSIONER HODGE

Commissioner Wilson presented Commissioner Hodge with a photo collage commemorating the birth of Commissioner Hodge's first grandchild.

Sheriff Brian Wolfe and Emergency Services Lieutenant Rich Harriman joined the meeting.

COVID-19 (CORONAVIRUS)

Environmental Health Director Craig Geddes shared a computerized illustration on "flattening the curve" and "social distancing" in regards to the current Coronavirus outbreak. The spread of the virus can be slowed by practicing social distancing (such as avoiding public places and gatherings, staying home more often and keeping at least a three foot distance from others). In a typical outbreak of illnesses there is a big spike, they hit a peak, and then start dropping down. If the Coronavirus is allowed to run the typical course it will overwhelm the health care system and the mortality rate will drastically increase. (This has been evidenced in other countries that experienced outbreaks prior to the U.S.) Social distancing measures are aimed at flattening the curve; this does not mean there will be less cases but rather the cases will be spread out over a longer period of time with the goal of keeping the cases within the capacity of the health care system. Oregon currently has closed schools through at least April 28; gatherings are limited to 25 people or less with the recommendation of no more than 10; and no onsite dining is allowed at restaurants - takeout and drive-thru orders only.

Health Department Director Sarah Poe provided an update on Coronavirus - as of this morning Oregon has 65 cases; worldwide there are over 204,000 cases. Currently there are zero positive cases in Malheur county however only ten tests have been done in two months due to limited testing supplies and limited resources must be focused on those with the highest risks and symptoms. Without the ability to test the people who are less symptomatic it is difficult to determine who to isolate and not isolate; it is unknown who is potentially infectious or not. Until more people can be tested and the community spread slows drastically we need to follow the strict social distancing guidelines. Three commercial labs are now able to test and it is hoped to have more providers able to test soon. Without increased testing capacity there has to be the aggressive social distancing measures as it is unknown who is infected and it is known that a large group of people can carry the virus and not show any symptoms - to include approximately 13% of children. Those who show symptoms need to stay home; everyone needs to maintain distances of three to six feet from each other; reduce gatherings to less than 25 (preferably ten); and reduce activity to essential only (travel to work, grocery store, pharmacy, etc.). Child care facilities are likely to be reduced and prioritized to those providing essential services such as health care workers. Employers are asked to allow work-at-home by employees whenever possible; this allows for care of children at home as well as quarantine-at-home provisions when called for. Adherence to CDC (Center for Disease Control) guidelines is encouraged such as disinfecting surfaces (the virus can live on plastic and stainless steel for two to three days); and washing hands frequently for 20 seconds. This virus is most severely impacting persons over the age of 60 or those who have underlying health conditions; but it is spread often by people in the community who are often younger and may not present severe symptoms. Local hospitals are reporting that they are very busy as this has already been a busy flu season and we need to ensure that the hospitals have the capacity to care for those patients as well as anticipated COVID-19 patients. This virus is different from the flu as there is no immunity to it; there is no vaccine; there is no specific treatment; and there is limited testing available.

Reliable information on the virus can be found at malheurhealth.org; healthoregon.org/coronavirus; and cdc.gov/coronavirus/2019-ncov.

The doubling rate of the virus is every 6.2 days. Without the social distancing measures it is predicated there may be approximately 75,000 cases in Oregon before May.

Lieutenant Rich Harriman read a resolution declaring a state of emergency due to COVID-19. Commissioner Wilson moved to declare the state of emergency and sign Resolution R20-10: In the Matter of Declaring a State of Emergency within Malheur County. Commissioner Hodge seconded and the motion passed unanimously. See instrument [#2020-1025](#).

Lieutenant Harriman explained that more funding is needed than what is currently budgeted; and that the limit on his credit card has been exceeded as he is trying to purchase protective equipment for law enforcement and emergency management agencies throughout the county that may need resources (the limit on the credit card needs increased). Fire departments, ambulances, jail, medical clinics and hospitals all need PPE (personal protective equipment). Resources must be expended before a request to the State can be made. Mr. Dickinson explained that resources for procuring PPE have been exhausted and supply is limited for first responders; there is a huge demand and need for the equipment.

Ms. Poe read a draft press release regarding the declaration. Commissioner Wilson moved to approve the distribution of the press release. Commissioner Hodge seconded and the motion passed unanimously. See instrument [#2020-1028](#).

Various questions were asked and discussed by the Court and those present regarding COVID-19; entities are taking various measures to help slow the spread of the virus.

Deputy Cindy Padgett and County Counsel Stephanie Williams joined the meeting.

COURTHOUSE SECURITY

Sheriff Wolfe and County staff visited with the Court about expanding courthouse security. Consensus was to schedule a meeting with courthouse department heads/elected officials and circuit court to further discuss the topic.

GOVERNOR'S EXECUTIVE ORDER 20-04

Commissioner Wilson discussed Governor Brown's Executive Order No. 20-04 which directs state agencies to take actions to reduce/regulate greenhouse gas emissions. The Executive Order affects building codes and will greatly increase costs (more than just building codes will be affected by the executive order). Ms. Schaffeld will work with staff to draft a resolution in opposition to Governor Brown's Executive Order No. 20-04.

AMENDMENT - IGA #159173

Commissioner Hodge moved to approve Eighth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the Financing of Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services Agreement #159173 (original IGA is recorded as instrument [#2019-2611](#)). Commissioner Wilson seconded and the motion passed unanimously. Residential Community Mental Health Treatment Services for Adults (MHS 28) funds are awarded for Invoice Services. See instrument [#2020-1109](#)

WARRANTY DEED

Commissioner Wilson moved to accept Warranty Deed from H2MK,LLC for the property that will be used for Malheur Council on Aging's bus barn expansion project. Commissioner Hodge seconded and the motion passed unanimously. The deed will be returned for recording by Oregon Department of Transportation.

NYSSA INDUSTRIES PROPERTY

Judge Joyce moved to notify Nyssa Industries Inc. that the Court was letting the purchase and sale agreement expire. Commissioner Hodge seconded and the motion passed. Commissioner Wilson abstained.

AMENDMENT - IGA #159822

Commissioner Hodge moved to approve Seventh Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Wilson seconded and the motion passed unanimously. (Original IGA is recorded as instrument [#2019-3374](#)) The amendment adds \$58,875 to Program Element 01-04 COVID-19 Response. A copy of the amendment will be returned for recording.

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.

MALHEUR COUNTY COURT MINUTES

March 25, 2020

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois and Planner Eric Evans. Present electronically were Road Supervisor Dave Tiffany, Surveyor/Engineer Tom Edwards, Veterans Service Officer Connie Tanaka, Information Services Director Frank Goble, Information Services Coordinator Josh Kreger, Building Official Adele Schaffeld, County Clerk Gayle Trotter, and Pat Caldwell of the Malheur Enterprise. Notice of the meeting was posted on the County website and Courthouse public bulletin board; and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. Due to staff failure the meeting was not audio recorded. The agenda is recorded as instrument #[2020-1127](#)

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of March 11, 2020 as written. Commissioner Hodge seconded and the motion passed unanimously.

BUDGET TRANSFER RESOLUTION

Commissioner Wilson moved to approve Resolution No. R20-13: In the Matter of Fund Transfers Under Local Budget Law ORS 294.463. Commissioner Hodge seconded and the motion passed unanimously. Funds are transferred within the Health Department budget. See instrument #[2020-1128](#)

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Wilson moved to approve Resolution No. R20-12: In the Matter of Fiscal Year 2019/2020 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Hodge seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate additional funds that were received but not anticipated when the adopted budget was prepared. Funds are to be used for expenses related to the County's response to COVID-19, opioid training and materials and modernization equity work in the Health Department budget; and State Mental Health funds that are passed through to Lifeways for mental health services in the Mental Health Fund. See instrument #[2020-1129](#)

CROSSING PERMIT

Commissioner Wilson moved to approve Crossing Permit #15-20 to Track Utilities to bore and place new service wire to a customer on Twilight Drive #1042. Commissioner Hodge seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

PUBLIC HEARING - ORDINANCE NO. 223

Present for the second public hearing to consider Ordinance No. 223: An Ordinance for a Post Acknowledgment Plan Amendment (PAPA) to Include a Portion of Tax Lot 1500 Map 17S47E19 of the Malheur County Assessor's Office as a Significant Aggregate Site to Malheur County's Comprehensive Plan, Goal 5, Mineral and Aggregate Inventory was Planner Eric Evans; present electronically were Rural Road Assessment District No. 3 Supervisor Karl Shrum and Applicant's Attorney Michael Lilly. Notice of the hearing was published in the Argus Observer. The Applicant is Rural Road Assessment District No. 3; Property Owner is the Larry and Judy White Trust. Planning Department File No. 2019-12-010. A hearing was held before the Planning Commission on February 27, 2020 and the Planning Commission recommended that the site be placed on the Goal 5 Resource Inventory. The County Court held its first public hearing on March 11, 2020.

Judge Joyce opened the hearing and asked for a staff report. Planner Eric Evans had no further information to add from what was given at the hearing on March 11, 2020.

Judge Joyce asked for proponent testimony from the applicant.

Attorney Michael Lilly had no further information to add from what was given at the hearing on March 11, 2020; and thanked the Court for holding the hearing and allowing for participation electronically.

Judge Joyce asked for opponent testimony; there was none.

Judge Joyce asked for a staff summary; Planner Eric Evans recommended adoption of Ordinance No. 223.

Judge Joyce closed the hearing.

Commissioner Hodge moved to approve Ordinance No. 223: An Ordinance for a Post Acknowledgment Plan Amendment (PAPA) to Include a Portion of Tax Lot 1500 Map 17S47E19 of the Malheur County Assessor's Office as a Significant Aggregate Site to Malheur County's Comprehensive Plan, Goal 5, Mineral and Aggregate Inventory. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2020-1126](#)

County Counsel Stephanie Williams joined the meeting.

COVID-19 EMERGENCY LEAVE POLICY

Ms. Williams explained the COVID-19 Emergency Leave Policy is in response to recent changes in federal law - the Families First Coronavirus Response Act and the Emergency Paid Sick Leave Act and changes to the Oregon Family Leave Act per administrative regulation. The policy is recommended by the County's insurance company. The policy should be read in conjunction with the County's existing policies on FMLA, OFLA and sick leave; if employees have questions about the policy they should contact Ms. DuBois or Ms. Williams. The policy does not apply to health care providers or emergency responders. Commissioner Wilson moved to adopt Malheur County COVID-19 Emergency Leave Policy. Commissioner Hodge seconded and the motion passed unanimously. The policy terminates December 31, 2020 unless continued by the County. See instrument

[#2020-1130](#)

TELEWORKING POLICY

Ms. Williams explained the teleworking policy is a temporary policy to allow employees to telework in response to COVID-19 and to follow Governor Brown's Executive Order No. 20-12. Consensus of the Court was to have department heads sign the telework agreement in addition to staff that may telework. Commissioner Hodge moved to adopt Malheur County Teleworking Policy. Commissioner Wilson seconded and the motion passed unanimously. See instrument [#2020-1131](#)

SOCIAL DISTANCING POLICIES

Consensus of the Court was to designate Judge Joyce as the authority to enforce social distancing policies per Governor Brown's Executive Order No. 20-12 with assistance from Environmental Health Director Craig Geddes, Court Security Officer Cindy Padgett, and Sheriff Brian Wolfe.

RESOLUTION - ESTABLISH BUDGET SAVINGS

Ms. DuBois presented a resolution to establish savings in order to respond to additional costs which may be incurred by the County in order to respond to COVID-19. Commissioner Wilson moved to approve Resolution R20-14: A Resolution to Establish Mandatory Cost and Budget Savings in Order to Respond to Added and Un-Budgeted Costs Related to COVID-19. Commissioner Hodge seconded and the motion passed unanimously. See instrument [#2020-1132](#)

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.