

**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, MAY 7, 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 May 5, 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) OLD BUSINESS

- A) Appointment to Planning Commission
- B) Ordinance #2774-2020: Amend OMC 6-1-6 re Noise Issues

6) NEW BUSINESS

- A) Liquor License Application: HIE Ontario, LLC
- B) Housing Incentive Program: Greystone Builders (581 Hayden Drive)
- C) Housing Incentive Program: Agile Homes (1324 Jake's Drive)
- D) Resolution #2020-119: Council Support of DLCD Planning Assistance Grant
- E) Resolution #2020-120: Revising the Business Loan Fund for COVID-19 Micro Loan Program
- F) Resolution #2020-121: South Oregon Project Funding
- G) Resolution #2020-122: Ballistic Trauma Plates
- H) Resolution #2020-123: Appropriate Funding for Unanticipated Pivot Pump Repairs
- I) Production Well 6 and Well 15 Cleaning, Redevelopment, Video Survey, and Disinfection

7) DEPARTMENT HEAD UPDATES

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

8) DISCUSSION ITEMS

9) HAND-OUTS

- A) Department Stats:
 - Fire & Rescue- April 2020
 - Public Works - April 2020
 - Police - April 2020
 - Code Enforcement - April 2020
- B) Minutes:
 - County Court: 04-01-2020; 04-15-2020

10) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

11) EXECUTIVE SESSION

- A) ORS 192.660(2)(h)

12) ADJOURN

Committee/Council Liaison Appointments - 2020

Committee	Term Expires	Current Member	Applicant-Interested	Appointed
Airport Complete				
Budget Complete				
Diversity Advisory Complete				
Parks Complete				
Planning Commission Public Member	12/21	Craig Smith (Resigned)	Cydney Cooke Jake Galeener	
Public Works Complete				
V&C Complete				

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

Budget: As needed

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

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

Parks: 3rd Thursday, Quarterly, 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 Office

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: Cooke Cydney
Last First Middle Initial
HOME ADDRESS: P.O. Box 386 Ontario 97914
Street City Zip Code
TELEPHONE: 503-807-7940 thegastationcydney@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Planning & Zoning
1. _____ 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Diversity Committee</u>	<u>1 year</u>	<u>Member</u>
<u>Friends of the Aquatic Center</u>	<u>6 months</u>	<u>Member</u>
<u>Make Eastern Oregon Green Again</u>	<u>3 years</u>	<u>Coordinator</u>

Employment:

<u>Hemp USA</u>	<u>CFO</u>	<u>08/2017 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

BA History, Accounting Course, enrolled in a MA in Public Admin with
a concentration in government management program

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

Recommended by Dan Cummings

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

Cydney Cooke
Signature:

November 13, 2019
Date:

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: Galeener Jake M
Last First Middle Initial

HOME ADDRESS: 621 Foothill Dr Ontario 87914
Street City Zip Code

TELEPHONE: (509) 808-1889 fd801jakeg@icloud.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Planning Commission

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Knights of Columbus	7	Grand Knight

Employment:

Foothill Dairy Manager 2/13 - Current
Current Employer: Position: Dates of Employment:

Education:

Some College

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

Interest in Community / Ontario is My Home

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

20 yrs Excavation Business 10 + General Const Experience

Signature: _____

February 18, 2020

Date: _____

Submit

Reset



**AGENDA REPORT
OLD BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Steven Romero, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2774-2020: AMEND OMC 6-1-6 RE NOISE ISSUES**

DATE: May 5, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT ORDINANCE #2774-2020: AN ORDINANCE REPEALING SECTION 6-6-6.1 OF THE ONTARIO MUNICIPAL CODE AND REPLACING THAT SECTION WITH SECTION 6-1-6.2, CONCERNING NOISE CONTROL.

SUMMARY:

Currently, the Ontario Municipal Code (OMC) Section 6-1-6.1 regulates noise within the Ontario city limits by imposing decibel limits on noise. The Ontario Police Chief has received legal acceptance for a new noise control ordinance through the City Attorney and is awaiting approval through the Ontario City Council.

BACKGROUND:

Effective control and elimination of loud and raucous noise are essential to the health and welfare of the city's residence and visitors, and to the conduct of the normal pursuits of life, including recreation, employment, and communication.

The use of sound amplification equipment creates loud and raucous noise that may, in a particular manner and at a particular time and place, substantially and unreasonably invade the privacy, peace, and freedom of inhabitants of, and visitors to, the city.

Certain short-term easing of noise restrictions is essential to allow the construction and maintenance of structures, infrastructure, and other elements necessary for the physical and commercial vitality of the city.

CURRENT SITUATION:

The current method of noise control is outdated and requires the Ontario Police Department to procure and maintain functioning sound measuring devices which is not cost-effective. Under current conditions the Department is limited in its ability to respond to or effectively enforce complaints regarding unreasonable levels of sounds and noise.

A city's noise ordinance should instead regulate the adverse impacts of noise by applying a reasonable person's standard that does not require the measurement of decibel levels. Using that new standard allows cities to avoid spending public funds on purchasing and maintaining noise measurement equipment, and also allows enforcement officers to make subjective determinations on what noise is unreasonably loud or raucous under the circumstances. This method of enforcement is simple and cost-effective.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council's adopted Strategic Plan for Lifestyle and Desirability. Lifestyle is achieved when all community members have an opportunity to live free of loud and raucous noise and in an environment that protects the health and welfare of all the city's residents and visitors. Desirability is achieved when the city's environment is that of peace and tranquility which encourages potential citizens to want to make Ontario a place to call home, work, or a destination location.
- B. **FINANCIAL** This proposed ordinance replacement offers a cost savings to the city by eliminating the need to purchase and maintain sound measuring equipment.
- C. **TIMING** Repealing Ontario Municipal Code section 6-1-6.1 in its entirety, is a prerequisite for the adoption of updated code section 6-1-6.2.
- D. **POLICY/LEGAL** The proposed new ordinance has been reviewed and approved by the City Attorney and has been deemed legally and statutorily acceptable.

ALTERNATIVES:

Not approve the #2774-2020, Municipal Code Section 6-1-6.2. This will result in no new method for enforcing noise violations within the city limits of Ontario.

RECOMMENDATION:

Staff recommends the Council adopt Ordinance #2774-2020.

ATTACHMENTS:

1. Ord #2774-2020 omc 6-1-6.2 noise-LAS draft12.27.2019



ORDINANCE #2774-2020

AN ORDINANCE REPEALING SECTION 6-6-6.1 OF THE ONTARIO MUNICIPAL CODE AND REPLACING THAT SECTION WITH SECTION 6-1-6.2, CONCERNING NOISE CONTROL

- WHEREAS,** Ontario Municipal Code (OMC) Section 6-1-6.1 regulates noise within the Ontario City limits by imposing decibel limits on noise; and
- WHEREAS,** The Ontario City Council finds that a city's noise ordinance should instead regulate the adverse impacts of noise by applying a reasonable person standard that does not require the measurement of decibel levels; and
- WHEREAS,** Using that new standard allows cities to avoid spending public funds on purchasing and maintaining noise measurement equipment; and
- WHEREAS,** The standard also allows enforcement officers to make subjective determinations on what noise is unreasonably loud or raucous under the circumstances; and
- WHEREAS,** This method of enforcement is simple and cost-effective; and
- WHEREAS,** Loud and raucous noise degrades the environment of the city to the degree that:
- (a) Is harmful to the health, welfare, and safety of its residence and visitors;
 - (b) Interferes with comfortable enjoyment of life and property;
 - (c) Interferes with the well-being, tranquility, and privacy of the home: and
 - (d) Both causes and aggravates health problems; and
- WHEREAS,** Both the effective control and elimination of loud and raucous noise are essential to the health and welfare of the city's residence and visitors, and to the conduct of the normal pursuits of life, including recreation, employment, and communication; and
- WHEREAS,** The use of sound amplification equipment creates loud and raucous noise that may, in a particular manner and at a particular time and place, substantially and unreasonably invade the privacy, peace, and freedom of inhabitants of, and visitors to, the City; and
- WHEREAS,** Certain short-term easing of noise restrictions is essential to allow the construction and maintenance of structures, infrastructure, and other elements necessary for the physical and commercial vitality of the City; and

WHEREAS, The obligation to draft regulations that affect speech in a content-neutral fashion is of paramount importance to protect the freedom of expression guaranteed by Article I, section 8, of the Oregon Constitution and the First Amendment of the United States Constitution. This ordinance enacts narrowly drawn, content-neutral regulations that are to be interpreted as such so as not to infringe upon constitutionally protected rights.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

Section 1. Section 6-1-6.1 of the Ontario Municipal Code is hereby repealed.

Section 2. The Ontario City Council hereby enacts Section 6-1-6.2 as set forth in in Attachment A of this ordinance as a replacement for Section 6-1-6.1.

EFFECTIVE DATE: Effective 30 days 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

6-1-6.2 – Noise Control

(A) Purpose. The purpose of this Section 6-1-6.2 is to protect, preserve, and promote the health, safety, welfare, peace, and quiet of the citizens of Ontario, Oregon through the reduction, control, and prevention of loud and raucous noise, or any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety; or causes public inconvenience, annoyance or alarm to reasonable persons of ordinary sensitivity.

(B) Scope. This Section 6-1-6.2 applies to the control of all sound originating within the jurisdictional limits of the City.

(C) Definitions. The following terms and definitions shall apply in this Section 6-1-6.2 unless the context requires otherwise:

EMERGENCY means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage demanding immediate attention.

EMERGENCY WORK means any work performed for the purpose of preventing or alleviating physical trauma or property damage, whether actually caused or threatened by an emergency, or work by private or public utilities when restoring utility service.

CHIEF OF POLICE means the Police Chief or designee.

CITY means the “City of Ontario”.

CITY MANAGER means the City Manager or designee.

NOISE SENSITIVE AREA includes, but is not limited to; real property normally used for sleeping, or normally used as a school, church, hospital or public library.

DOMESTIC TOOLS means power tools or equipment used for home or building repair, maintenance, alteration or other home manual arts projects, including but not limited to powered hand tools, lawnmowers, garden equipment and snow removal equipment.

IDLING SPEED means that speed at which an engine will run when no pressure is applied to the accelerator or accelerator linkage.

MOTOR VEHICLE means any land vehicle, which is, or is designed to be, self-propelled.

NOISE SENSITIVE means any use of a church, temple, synagogue, day care center, hospital, rest home, retirement home, group care home, school, dwelling unit (single-family dwelling, duplex, triplex, multifamily dwelling, or mobile home) or other use of the same general type, and rights-of-way appurtenant thereto, whether publicly or privately owned.

PUBLIC RIGHT-OF-WAY means any street, avenue, boulevard, highway, sidewalk, alley, or similar place normally accessible to the public which is owned or controlled by a government entity.

PUBLIC SPACE means any real property or structures on real property, owned by a government entity and normally accessible to the public, including but not limited to parks and other recreational areas.

RESIDENTIAL AREA means any real property which contains a structure or building in which one or more persons reside, provided that the structure or building is properly zoned, or is legally nonconforming, for residential use in accordance with the terms and maps of the City's zoning ordinance.

PERSON means and includes, in addition to any individual, any public or private corporation, association, partnership or other legally recognized public or private entity.

PLAINLY AUDIBLE means unambiguously communicated to the listener. Plainly audible sounds include, but are not limited to, understandable musical rhythms, understandable spoken words and vocal sounds other than speech, which are distinguishable as raised, or normal.

SOUND PRODUCING DEVICE means and includes but is not limited to:

1. Loudspeakers, public address systems;
2. Radios, tape recorders and/or tape players, phonographs, television sets, stereo system including those installed in a vehicle; on a motorcycle or any conveyance;
3. Musical instruments, amplified or unamplified;
4. Sirens, bells;
5. Vehicle engines or exhausts, when the vehicle is not on a public right-of-way, particularly when the engine is operated above idling speed;
6. Vehicle tires, when caused to squeal by excessive speed or acceleration;
7. Domestic tools, including electric drills, chain saws, lawnmowers, electric saws, hammers and similar tools, but only between ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M. of the following day;
8. Heat pumps, air conditioning units and refrigeration units, including those mounted on vehicles.

(D) General Prohibition.

- (1) It is unlawful for any person to knowingly create, assist in creating, permit, continue or permit the continuance of any noise disturbance.
 - a. Any unreasonably loud or raucous noise; or
 - b. Any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity, within the jurisdictional limits of the City; or

c. Any noise which is so harsh, prolonged, unnatural, or unusual in time or place as to occasionally create unreasonable discomfort to any persons within the neighborhood from which said noises emanate, or as to unreasonably interfere with the peace and comfort of neighbors or their guests, or operators or customers in places of business, or as to detrimentally or adversely affect such residences or places of business.

(2) Factors for determining whether a sound is unreasonably loud and raucous include, but are not limited to, the following:

- a. The proximity of the sound to sleeping facilities, whether residential or commercial;
- b. The land use, nature, and zoning of the area from which the sound emanates and the area where it is received or perceived;
- c. The time of day or night the sound occurs;
- d. The duration of the sound; and
- e. Whether the sound is recurrent, intermittent, or constant.

(E) Specific Noise Disturbances Prohibited. Persons who perform the following acts are performing noise disturbances which are declared to be nuisances. This list is not exclusive.

(1) Dynamic Braking Devices. Using any dynamic braking device on any motor vehicle, except to avoid imminent danger to persons or property. A dynamic braking device commonly referred to, as a Jake or Jacobs brake, is one used primarily on trucks and buses to convert a motor from an internal combustion engine to an air compressor for the purpose of vehicle braking without the use of wheel brakes.

(2) Idling Engines on Motor Vehicles. Operating for more than fifteen (15) consecutive minutes any idling engine in such a manner as to be plainly audible within any dwelling unit between ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M.

(3) Motor Vehicle Repair and Testing. Repairing or testing any motor vehicle in such a manner as to be plainly audible within any dwelling unit between ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M.

(4) Steam Whistles. Blowing any steam whistle attached to any stationary boiler.

(5) Sirens. Sounding a siren.

(6) Exhausts. Discharging into the open air the exhaust of any steam engine, internal combustion engine or any mechanical device operated by compressed air or steam without a muffler, or with a sound control device less effective than that provided on the original engine or mechanical device. Plainly Audible Sound.

(7) Producing or permitting the production of sound which is plainly audible:

- 1. Within a noise sensitive unit, which is not the source of the sound, at any time between ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M. the following day.

2. On a public right-of-way at a distance of fifty (50) feet or more from the source of the sound at any time.
- (8) Domestic Tools. Operating domestic power equipment in such a manner as to be plainly audible within any dwelling unit other than the source of the sound.
- (9) Excessive Tire Noise. Operating motor vehicle on any public street or premises open to the public in such a manner as to cause any squealing or screeching noise from the tires of such motor vehicle as a result of unnecessarily rapid acceleration, regardless of whether or not the production of such noise was an intended result of said acceleration.

(F) Exemptions. Sounds caused by the following are exempt from the prohibitions set out in subsection (E) of Section 6-1-6.2.

- (1) Sounds caused by organized athletic or other group activities, when such activities are conducted on property generally used for such purposes, including parks, schools, churches, athletic fields and waterways; provided, however, that said exception shall not impair the City's power to declare such events or activities otherwise to violate other laws, ordinances or regulations.
- (2) Sound made by an emergency vehicle, as defined in ORS 487.005, when responding to or from an emergency or when in pursuit of an actual or suspected violator of the law.
- (3) Sounds caused by sources regulated as to sound production by federal law, including, but not limited to, sounds caused by railroad, aircraft or commercially licensed watercraft operations.
- (4) Sounds made by warning devices to protect persons or property from imminent exposure to danger; provided, however, that burglar or fire alarms shall not operate continuously for more than fifteen (15) minutes.
- (5) Sounds made by work necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from imminent exposure to danger.
- (6) Sounds caused by industrial, agricultural or construction organizations or workers during their normal operations between the hours of seven o'clock (7:00) A.M. to seven o'clock (7:00) P.M.
- (7) Sounds made by activities by or on direction of the City in maintenance, construction or repair of public improvements in public rights-of-way or easements.
- (8) Sounds made between the hours of seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M. which are made by or in simulation of bells and chimes and whose purpose is to denote the time of day and which do not exceed three (3) minutes in length.
- (9) Noise resulting from emergency action to avoid imminent danger to a person or property.

(G) Variances. Any person who is planning the use of a sound-producing device, which may violate any provision of this Section 6.1.6-2, may apply to the Chief of Police for a variance from such provision.

- (1) Application. The application for a variance shall be in writing on a form provided by the City and shall include an application fee in the amount determined by Council resolution. The applicant shall submit information regarding the date, time and location of the activity or event that will generate the noise for which a variance is being sought, the reasons the variance is being requested and any other information requested by the Chief of Police. The application shall not be received until all the requested information and application fee has been submitted.
- (2) Review Considerations. The Chief of Police shall consider:
 - (a) The nature and duration of the sound emitted;
 - (b) Whether the public health, safety or welfare is endangered;
 - (c) The nature of the surrounding properties and the benefit to the community shall be considered in relation to the event;
 - (d) Whether compliance with the provision would produce no benefit to the public; and
 - (e) Whether previous permits have been issued and the applicant's record of compliance.
- (3) Time Duration of Variance. A variance may be granted for a specific time interval only.
- (4) Time for Decision. The Chief of Police shall within ten (10) days of receipt of the application, deny the application, approve it, or approve it subject to conditions.
- (5) Appeal. Within ten (10) days of the decision of the Chief of Police, The Chief of Police's decision may be appealed to the City Manager by written notice delivered to the City Recorder. The City Manager shall review the decision within fifteen (15) days of the appeal, and deny the application, approve it, or approve it subject to conditions.
- (6) The Chief of Police may at any time before or during the operation of a variance granted by the Chief of Police, revoke the variance for good cause. The City Council may at any time before or during the operation of any variance, revoke the variance for good cause.

(H) Administration and Enforcement. The Chief of Police for the City shall administer, supervise and perform all acts necessary to enforce this Section 6-1-6.2. The Chief of Police may appoint or assign persons, as he deems necessary to accomplish effective enforcement of this Section 6-1-6.2. Nothing in this Ordinance shall prevent the Police Chief from obtaining voluntary compliance by way of warning, notice or education.

- (1) Upon citation of a person for a violation of this Section 6-1-6.2, the person issuing the citation may seize the sound-producing device, which was the source of the sound as evidence. The sound-producing device, if seized, shall be impounded subject to disposition of the issued citation and determination by the court whether the sound-producing device shall be returned to the cited person or deemed contraband, subject to section 11, subsection (2) of this Section. It is the intent of this Section 6-1-6.2 to avoid such seizures except where the person being cited has received a previous citation within the previous six (6) months for the use of the same or similar sound- producing device. The previous citations may, but need not, occur on the same date as the citation, which prompts the seizure.

- (2) In addition to any other enforcement procedures, the City Council may, upon its own motion, or upon receipt of a petition requesting hearing by the Council signed by no fewer than ten (10) persons residing in the vicinity of a property upon which is located an alleged violation of this Section 6-1-6.2, issue its order to the person producing or permitting to be produced the sound which allegedly violates this Section 6-1-6.2, to appear before the Council and show cause why the Council should not declare the sound a violation of this Section 6-1-6.2 and order the violation abated. Noncompliance with the order may result in the Council referring the order to the City Attorney for injunctive enforcement or prosecution.

(I) Penalties.

- (1) Violation of any provision of this Section shall constitute a Class A violation as prescribed in OMC Section 1-4-1(A).
- (2) In addition to the penalties prescribed in this Section, the court may order any sound producing device found to have been used to violate this Section seized, confiscated and destroyed as contraband or sold with the proceeds of sale to be deposited in the City general fund.
- (3) Each occurrence of a violation, or, in the case of continuous violations, each day a violation occurs or continues, constitutes a separate offense and may be punished separately.

(J) Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part, of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.

(K) Savings Clause. A prosecution which is pending on the effective date of this Section 6-1-6.2 and which arose from a violation of Section 6-1-6.1 repealed by Ordinance No. 2774-2020, shall be tried and determined exactly as if 6-1-6.1 had not been repealed.



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Steven Romero, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: LIQUOR LICENSE APPLICATION: HIE ONTARIO, LLC

DATE: May 4, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE LIMITED ON-PREMISES LIQUOR LICENSE APPLICATION FOR HIE ONTARIO, LLC.

SUMMARY:

HIE Ontario, LLC, known as Holiday Inn Express and Suites, located at 212 SE 10th Street, Ontario, completed the "New Outlet Limited On-Premises" liquor license sales through the Oregon Liquor Control Commission.

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

BACKGROUND:

Holiday Inn Express and Suites, located at 212 SE 10th Street, Ontario, under the ownership of HIE Ontario, LLC, has operated their hotel in Ontario for several years and is now applying for a Limited On-Premises Sales liquor license which will allow them to serve beer and wine.

The criminal record process was completed on LLC members Ted Nager and Jay Nijjer. Both records returned meeting state and local requirements. The application forms have been filled out appropriately and required fees have been paid. All permit and license requirements have been met through the Oregon Liquor Control Commission, as well as through the City of Ontario Planning Department.

CURRENT SITUATION:

HIE Ontario, LLC, known as the Holiday Inn Express and Suites, is requesting to add the sale of beer and wine at their hotel. The Oregon Liquor Control Commission requires HIE Ontario, LLC, to complete the “New Outlet – Limited-On Premises sales” application in order to obtain this privilege. Once this step is completed, the location will have the necessary license which will require renewal on a yearly basis.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council’s adopted Strategic Plan for Desirability and Lifestyle. With the approval of this license, the Holiday Inn Express and Suites will be able to cater to an additional group of clientele that makes Ontario a desirable place to visit and live. Lifestyle is achieved as it will give a variety of different types of people a relaxing and place to stay and will allow them to offer their patrons the ability to purchase beer and wine while staying at their hotel.
- B. **FINANCIAL** There is no financial impact for this action.
- C. **TIMING** Approval required prior to allowing the additional sale of beer and wine at this location.
- D. **POLICY/LEGAL** All legal steps have been followed to completion, with no negative feedback.

ALTERNATIVES:

Not approve the license application.

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

RECOMMENDATION:

Staff recommends that the City Council approve the limited on-premises liquor license for HIE Ontario, LLC.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: HOUSING INCENTIVE PROGRAM: GREYSTONE BUILDERS (581 HAYDEN DRIVE)

DATE: May 1, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE APPLICATION BY GREYSTONE BUILDERS AT 581 HAYDEN DRIVE FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.

SUMMARY:

Greystone Builders submitted an application for \$10,000 from the housing incentive program.

The property is located at 581 Hayden Drive.

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

BACKGROUND:

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

CURRENT SITUATION:

Greystone Builders is requesting approval of their application for the \$10,000.00 Incentive on a new home to be located at 581 HAYDEN DRIVE being of Hayden Subdivision. The proposed dwelling will be 1424 Square feet with two (2) bathrooms and a two (2) car garage. The

application was deemed to be complete by the Community Development Director and meeting or exceeding the minimum requirements of Section 11 of the Business Loan Fund code and is being forwarded to the Committee for their review and recommendation. The Business Loan Fund Committee recommended approval of the application on April 22, 2020.

ANALYSIS:

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

ALTERNATIVES:

Table the Action: The City Council could table the request and request further information from the Applicant.

Deny the Action: The \$10,000 payment would not be made.

RECOMMENDATION:

Staff has reviewed the application for completeness and find it meeting or exceeding the minimum requirements. The Business Loan Fund Committee sent a favorable recommendation to the City Council. Therefore, staff recommends that the City Council approve the Application by Greystone Builders in the amount of \$10,000.00.

ATTACHMENTS:

1. Application Housing Incentive_13_2020 Greystone Builders



City of Ontario, Oregon
Housing Incentive Program Checklist

Applicant: Grey Stone Builders Date: 4/15/20
Site Address or Tax Lot: 581 Hayden Drive
Application Number: 13-2020 (City Use Only)

Application Information: (Applicant or Staff)

- ☒ Completed Application Signed & Dated: _____
☒ Documentation showing funding: SELF
☒ Within City Limits
☐ In Urban Growth Boundary Annexation Application filed: _____
☐ Floor Plan or description describing minimum square footage:
1. House Square footage: 1424
2. Number of Baths: 2
3. Size of Garage: 660²
☐ Description of Property of Home:
1. Tax Lot map & Number: 1854704BC 5800
2. Copy of Deed: 2002-8530
3. Or written description: 581 Hayden Drive
☐ Completed W-9 Taxpayer Form.

Process Completed: (Staff Use Only below)

- ☒ PDAC (if Required) date Completed: N/A
☒ Community Development Director approval date: 4-15-2020
☒ Forwarded to Business Loan Fund Committee: 4-15-2020
☐ BLF Committee forwards recommendation to City Manager: _____
☐ City Council Approval or Denial: _____
☐ City Manager signs application signifying Council **Approval**: _____
☐ Application submitted to Finance for tracking: _____
☐ Certificate of Occupancy issued (**within 2 yrs. of Council approval**): _____
☐ Proof of Owner Occupancy (**must be within 1 yr. of C of O**): _____
☐ Payment made to Owner: _____

DATE	REV	DATE	REV

HOMEPLANS
 Designed for today's markets
 www.frankbetz.com

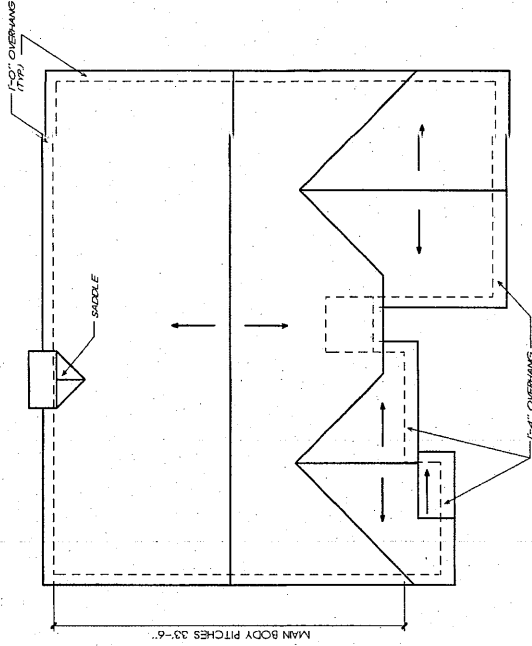
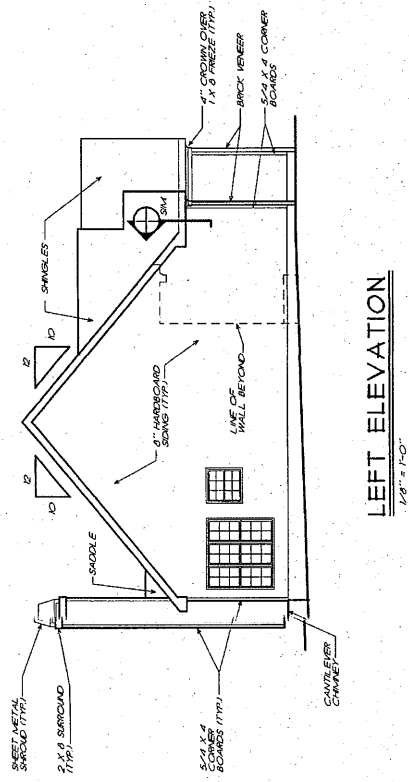
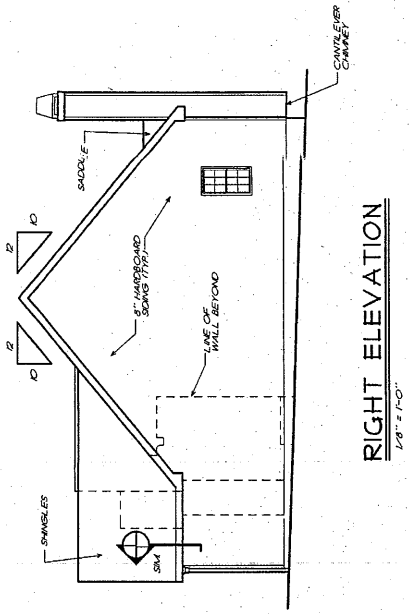
THE MOULTRIE
 ELEVATIONS & ROOF PLAN

FRANK BETZ ASSOCIATES, INC.
 DESIGNS OF CUSTOM AND STOCK HOMES
 3550 GEORGE BUSSEE PARKWAY
 SUITE 190
 KENNESAW, GEORGIA 30144
 770-431-0088 800-377-3003

BY **EC**
 CK **EC**
 SEC **EC**

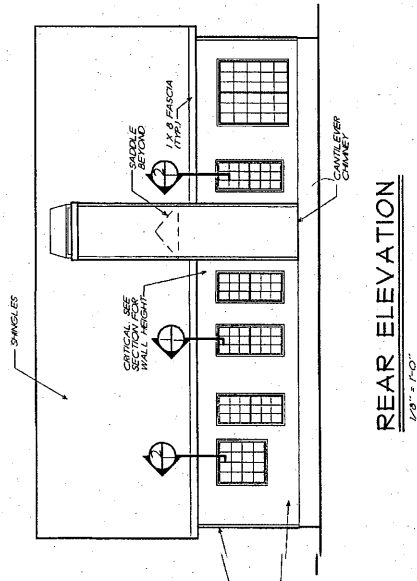
DATE 6-20-07

SHEET **2**
 OF 5



NOTE: RAFTERS ARE HITCHED FROM CEILING JOISTS SEE DETAILS

NOTE: ATTIC VENTILATION PER LOCAL CODES AND REQUIREMENTS



FRANK BETZ ASSOCIATES, INC. ASSUMES NO LIABILITY FOR ANY CHANGES OR MODIFICATIONS MADE TO THESE PLANS BY OTHERS.

DATE	REV	DATE	REV

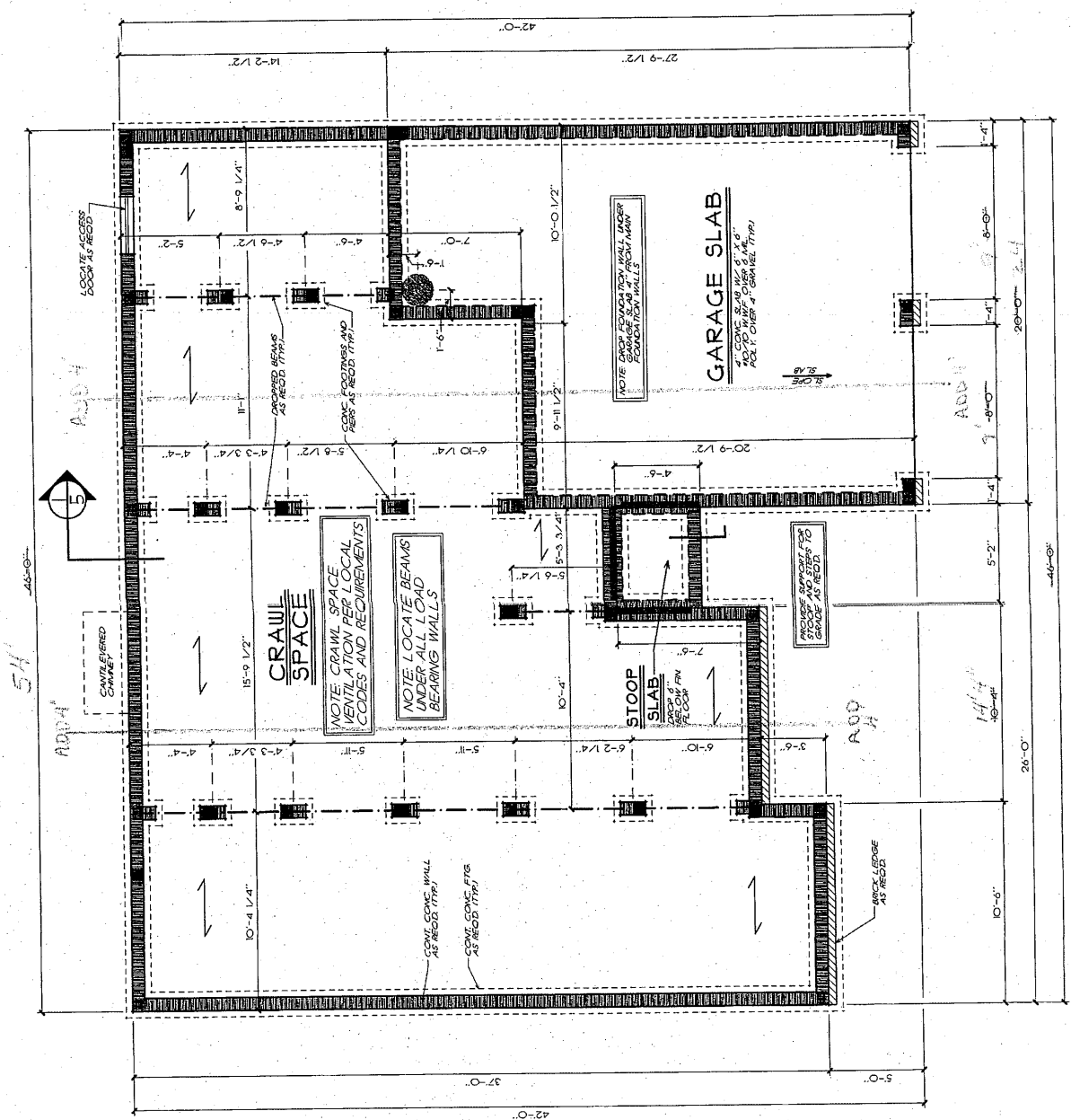
www.frankbetz.com
Designed for *Frank Betz's*
HOMEPANS

THE MOULTRIE
CRAWL FOUND. PLAN

FRANK BETZ ASSOCIATES, INC.
DESIGNERS OF CUSTOM AND STOCK HOMEPANS
1350 GEORGE BUSBER PARKWAY
SUITE 190
KENNESAW, GEORGIA 30144
770-431-0866 888-273-3003

DATE 8-30-07
BY
CHECKED BY

SHEET 5 OF 5



CRAWL FOUNDATION PLAN
1/4" = 1'-0"

FRANK BETZ ASSOCIATES, INC. ASSUMES NO LIABILITY FOR ANY CHANGES OR MODIFICATIONS MADE TO THESE PLANS BY OTHERS.

DATE	REV	DATE	REV

www.frankbetz.com
Designed for today's markets
HOMEPLANS

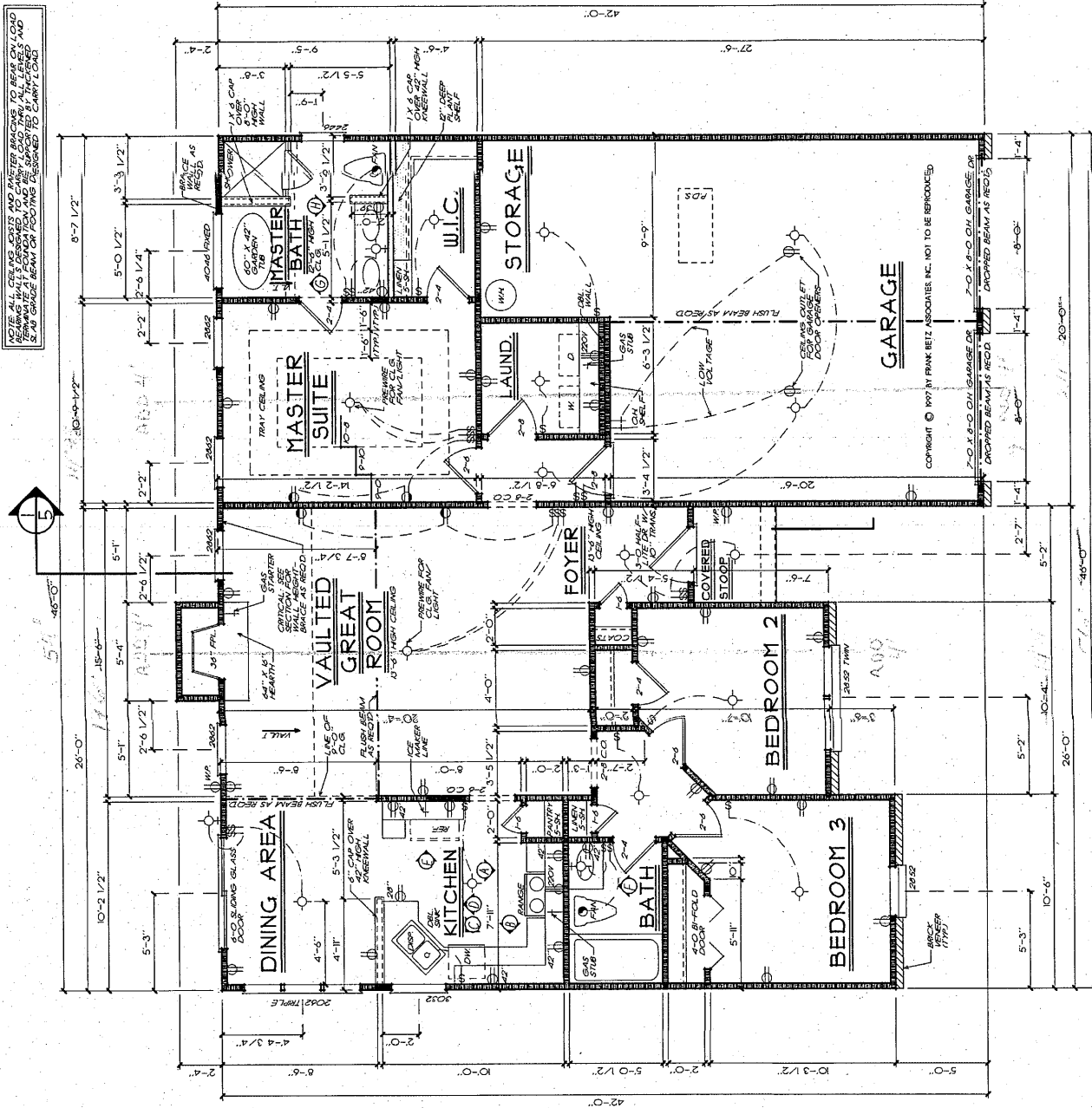
THE MOULTRE

FLOOR PLAN

FRANK BETZ ASSOCIATES, INC.
DESIGNERS OF CUSTOM AND STOCK HOMES
3350 GEORGE BUSSE PARKWAY
KENNESAW, GEORGIA 30144
770-431-0888 888-717-1003

1/4" = 1'-0"
SHEET 4 OF 5

1/4" = 1'-0"
SHEET 4 OF 5



SQUARE FOOTAGE
FLOOR PLAN 1232 SQ. FT.

FLOOR PLAN

1/4" = 1'-0"

NOTE: ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE NOTED.

FRANK BETZ ASSOCIATES, INC. ASSUMES NO LIABILITY FOR ANY CHANGES OR MODIFICATIONS MADE TO THESE PLANS BY OTHERS.

GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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15. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

GENERAL FRAMING NOTES

1. THE FOLLOWING NOTES ARE SUGGESTED MINIMUM REQUIREMENTS ONLY.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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15. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

A vertical scale bar labeled "Feet" with markings at 0, 50, 100, 150, and 200. The scale is oriented vertically, with 0 at the top and 200 at the bottom.

1" = 100

Cancelled

103

300

1800
18012400 1 HN
2600

4500
6800

SEE MAP 18S 47E 05AD

SEE MAP 18S 47E 04

SEE MAP 18S 47E 04CB

SEE MAP 18S 47E 04BD

Revised: MA
04/15/2019

ONTARIO
18S47E04BC

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

Date Web Site was last updated 4/15/2020

Value and tax information for tax year 2019

Ref#:19173 Type of Property : REAL PROPERTY

MAP#	TAX LOT#	A NUM	CODE	PROPERTY CLASS/DESC	ZONE
18S4704BC	5800	0	1	100 RESIDENT/RES/VACANT	O-PD

OWNER:	HILL, RILEY
CONTRACT:	
ETAL(s):	
MAILING ADDRESS:	
	P O BOX 428
CITY/ST:	ONTARIO, OR ,97914

PROPERTY ADDRESS: 0

NOTES:

none.

	REAL MKT VALUE	ASSESSED(TAXABLE) VALUE
LAND	\$41,180	
STRUCTURES	\$0	
SUBTOT	\$41,180	\$26,970
TOTAL	\$41,180	\$26,970

PROPERTY TAX INFORMATION

Do not pay this amount! For current balance owing, contact our office.
Contact information may be found at this web page [Tax Office](#)

BASE TAX	\$416.13
TOTAL BASE TAX & SPECIAL ASSESSMENTS	\$416.13

LAND DESCRIPTIONS

LINE #	SQUARE FEET	LAND CODE	DESCRIPTION	DIMENSIONS	MARKET VALUE
1	8,988	000A	RESIDENTIAL LAND	-	\$41,180
TOTAL	8,988				

SALES

SEQ #	SALES DATE	SALES AMOUNT	#PARCELS SOLD	DOC TYPE	DOCUMENT NUMBER
1	5/29/2002	\$290,000	8	WD	20028530

[NEW SEARCH](#)



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: HOUSING INCENTIVE PROGRAM: AGILE HOMES (1324 JAKE'S DRIVE)

DATE: May 1, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE APPLICATION BY AGILE HOMES AT TAX LOT 4102 FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.

SUMMARY:

Agile Homes s submitted an application for \$10,000 from the housing incentive program.

The property is located at tax lot 4102.

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

BACKGROUND:

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

CURRENT SITUATION:

Agile Homes is requesting approval of their application for the \$10,000.00 Incentive on a new home to be located at Jakes Drive, tax lot 4102. The proposed dwelling will be 1405 Square feet with two (2) bathrooms and two (2) car garage. The application was deemed to be complete by the Community Development Director and meeting or exceeding the minimum

requirements of Section 11 of the Business Loan Fund code and was forwarded to the Committee for their review and recommendation. The Business Loan Fund Committee recommended approval of the application on April 30, 2020.

ANALYSIS:

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

ALTERNATIVES:

Table the Action: The City Council could table the request and request further information from the Applicant.

Deny the Action: The \$10,000 payment would not be made.

RECOMMENDATION:

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

ATTACHMENTS:

1. Application Housing Incentive_14_2020 Agile Design Co (1)



City of Ontario, Oregon Housing Incentive Program Checklist

Applicant: Agile Design Co DBA Agile Homes Date: 4/23/2020

Site Address or Tax Lot: TBD Jakes Drive Ontario. Tax Lot No. 4102 Parcel 2 of Partition Plat No 20-05

Application Number: 14-2020 (City Use Only)

Application Information: (Applicant or Staff)

- ☒ Completed Application Signed & Dated: DXE
- ☒ Documentation showing funding: DXE
- ☒ Within City Limits
- ☐ In Urban Growth Boundary Annexation Application filed: _____
- ☒ Floor Plan or description describing minimum square footage:
 - 1. House Square footage: 1405
 - 2. Number of Baths: 2
 - 3. Size of Garage: 2 car garage
- ☐ Description of Property of Home:
 - 1. Tax Lot map & Number: 18S4709 Tax lot No 4102
 - 2. Copy of Deed: 2020-1296
 - 3. Or written description: _____
- ☒ Completed W-9 Taxpayer Form.

Process Completed: (Staff Use Only below)

- ☒ PDAC (if Required) date Completed: N/A
- ☒ Community Development Director approval date: 4/27/2020
- ☒ Forwarded to Business Loan Fund Committee: 4/27/2020
- ☐ BLF Committee forwards recommendation to City Manager: _____
- ☐ City Council Approval or Denial: _____
- ☐ City Manager signs application signifying Council **Approval**: _____
- ☐ Application submitted to Finance for tracking: _____
- ☐ Certificate of Occupancy issued (**within 2 yrs. of Council approval**): _____
- ☐ Proof of Owner Occupancy (**must be within 1 yr. of C of O**): _____
- ☐ Payment made to Owner: _____

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

After recording return to:
Malheur County Title Company, Inc.
81 South Oregon Street
Ontario, OR 97914

Until a change is requested all tax statements shall be sent
to the following address:

Agile Design Company, dba Agile Homes

517 S. Whitley Dr.
FRUITLAND, ID 83619

File No.: 34015 E

Date: April 7, 2020

THIS SPACE RESERVED FOR RECORDER'S USE

MALHEUR COUNTY, OR

2020-1296

D-ST WD

04/08/2020 04:37:02 PM

Cnt=1 Pgs=2

\$97.00

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

Gayle V. Trotter - County Clerk

STATUTORY WARRANTY DEED

RICHARD M. JENKINS, Grantor, conveys and warrants to, **AGILE DESIGN COMPANY, an Idaho Corporation, dba AGILE HOMES, Grantee**, the following described real property free of liens and encumbrances, except as specifically set forth herein:

SEE EXHIBIT "A" ATTACHED HERETO FOR LEGAL DESCRIPTION.

Account No.: 2076 Code No.: 1 Map No.: 18S4709 Ptn. Tax Lot No.: 4102

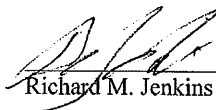
This property is free from liens and encumbrances, EXCEPT:

Current general taxes, easements, restrictions and rights of way, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$32,500.00** (Here comply with requirements of ORS 93.030)

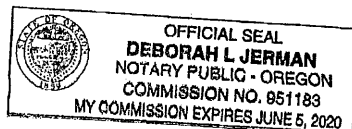
BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER SECTIONS ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007 AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 8 day of April, 2020.


Richard M. Jenkins

STATE Of OREGON County of Malheur)ss

On April 8, 2020, personally appeared before me, Richard M. Jenkins, who acknowledged to me that he executed the same as his voluntary act and deed.



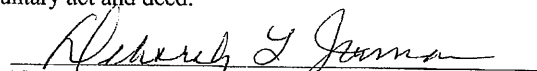

Notary Public for Oregon
My Commission Expires: 6-5-2020

EXHIBIT 'A'

Land in Malheur County, Oregon, as follows:

In Township 18 South, Range 47 East of the Willamette Meridian:

Section 9: A parcel of land being in the NW1/4NW1/4SW1/4 described as follows:

Parcel No. 2 of Partition Plat No. 20-05, recorded March 11, 2020 as Instrument No.2020-0943,
Official Records of Malheur County, Oregon.



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2020-119: COUNCIL SUPPORT OF DLCD PLANNING ASSISTANCE GRANT**

DATE: April 30, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVAL RESOLUTION #2020-119, A RESOLUTION SUPPORTING THE APPLICATION FOR A DLCD PLANNING ASSISTANCE GRANT FOR HB 2001 & HB 2003.

SUMMARY:

The City of Ontario has a Comprehensive Plan that was last updated in 2007. In 2019 the Oregon Legislators approved HB 2001 requiring Oregon cities over 10,000 to (a) amend zoning regulations to meet “middle housing” needs, and (b) address infrastructure deficiencies related to otherwise buildable residential land. They also approved HB 2003 requiring Oregon cities over 10,000 to (a) prepare a Housing Needs Analysis to more clearly and specifically identify needed housing types and densities and provide sufficient buildable land to meet short- and long-term housing needs, and (b) prepare a housing production strategy to achieve these objectives.

To meet these new requirements the City is required to update its Land Use Codes.

BACKGROUND:

The Oregon Legislature enacted new land use regulations that require the City Codes to be updated. DLCD has funding to help cities update their codes.

City staff brought this to the Council in late 2019, and Council instructed staff to apply an application for the pre-qualification for grant funds. Staff submitted the pre-qualification application in early 2020 and received notification in March that it was selected to apply for the grants.

CURRENT SITUATION:

The Application was due on April 30, 2020. Staff completed the application and submitted it for review. *Attachments 2 and 3.*

One requirement of the grant is an adopted resolution by the City Council in support of the grant. *Attachment 1.*

ANALYSIS:

- A. **STRATEGIC PLAN** This grant is part of the Ontario Strategic Plan to enhance growth and the desirability of Ontario's lifestyle.
- B. **FINANCIAL** It is anticipated that staff would have \$20,000 in kind work and \$10,000.00 for contingency to support the requested \$50,000.00 grant. The City Council and Budget Committee budgeted for these code changes in the 2020-2021 Budget.
- C. **TIMING** This resolution is a requirement of the application, but can be submitted after the Application deadline; however, it must be received before the Grant is awarded.
- D. **POLICY/LEGAL** Once selected and the city accepts the grant, the city would be legally bonded to complete the process.

ALTERNATIVES:

Council could choose not approve the resolution and request staff to pull the application.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2020-119.

ATTACHMENTS:

- 1. #2020-119 Support Application for Planning Assistance Grant 04-30-2020 (002)
- 2. 2019-21_PA_Direct_Grant_App_Form_Ontario April 2020
- 3. Ontario Grant Proposal_04.30.20_final



RESOLUTION #2020-119

A RESOLUTION SUPPORTING THE APPLICATION FOR A DLCD PLANNING ASSISTANCE GRANT FOR HB 2001 & HB 2003

- WHEREAS,** The City of Ontario has a Comprehensive Plan that was last updated in 2007; and
- WHEREAS,** HB 2001 requires Oregon cities over 10,000 to (a) amend zoning regulations to meet “middle housing” needs, and (b) address infrastructure deficiencies related to otherwise buildable residential land; and
- WHEREAS,** HB 2003 requires Oregon cities over 10,000 to (a) prepare a Housing Needs Analysis to more clearly and specifically identify needed housing types and densities and provide sufficient buildable land to meet short- and long-term housing needs, and (b) prepare a housing production strategy to achieve these objectives; and
- WHEREAS,** The Department of Land Conservation and Development (DLCD) provides resources to help Oregon communities prepare and update local land use plans, implement ordinances to respond to growth management, and resources protection issues and changes in state agency programs and requirements; and
- WHEREAS,** The Ontario City Council, in March of 2020, sent a letter of support to DLCD for the preliminary application for grant consideration; and
- WHEREAS,** The formal application requires a resolution from the Ontario City Council in support of the Grant.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Ontario City Council supports the submittal of an application for a grant in the amount of \$50,000 for a Planning Assistance Grant from the Oregon Department of Land Conservation and Development.

BE IT FURTHER RESOLVED that the City of Ontario is committed to providing \$20,000 in-kind work in city planning and engineering work, as well as having budgeted \$10,000 in General Fund dollars for Fiscal Years 2020 and 2021.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 7th day of May, 2020, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 7th day of May, 2020.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



Department of Land Conservation and Development

2019-21 PLANNING ASSISTANCE DIRECT GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by April 30, 2020.**

Date of Application: April 30, 2020

Applicant:

City of Ontario

Street Address: 444 SW 4th Street

City: Ontario, Oregon

Zip: 97914

Contact name and title: Dan Cummings, Community Development Director

Contact e-mail address: dan.cummings@ontariooregon.com

Contact phone number: (541) 881-3222

Requested Service:

		Grant request amount (in whole dollars):
HB 2001 Code Assistance	☒	\$ 10,000
HB 2001 IBTERs	☐	\$
Housing Needs Analysis	☒	\$ 20,000
Prototype Housing Production Strategy	☒	\$ 20,000

Total grant request amount (in whole dollars): \$50,000

Local Contribution (recommended but not required): \$10,000

Project Title: Ontario Housing Production Project

Project summary: Ontario wants to attract more housing development for households

at all income levels and meet HB 2001 and 2003 requirements. Ontario proposes three

primary tasks: (a) code update to allow duplexes in all residential zones subject to clear

and objective standards, (b) update 2006 HNA and BLI consistent with Goal 10, and (c)

prepare a prototype Housing Production Strategy.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

- A. Goals and Objectives.** The purpose of these projects are to assist affected jurisdictions in the implementation of House Bill 2001 and House Bill 2003 [2019]. For each type of assistance offered, the Project Goal is listed below:

House Bill 2001 – Middle Housing Code Update

The primary objective of this Project is to prepare a hearings-ready development code or, for cities required to comply with HB 2001 by June 30, 2022, recommendations for comprehensive plan and development code amendments to comply with the provisions of HB 2001 regarding middle housing.

House Bill 2001 – Infrastructure-Based Time Extension Request

The primary objective of this Project is to prepare an Infrastructure-Based Time Extension Request by statutory deadlines identified in House Bill 2001.

House Bill 2003 – Housing Needs Analysis

The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the Housing Needs Analysis for the City. City adoption of the amendments is not required by the end of the funding period on June 30, 2021.

House Bill 2003 – Housing Strategy Implementation Plan

The primary objective of this project is to prepare a plan identifying the most promising actions a local government can take to address its' identified housing needs, especially to meet subsidized housing needs.

House Bill 2003 – Prototype Housing Production Strategy

The primary objective of this Project is to prepare a Prototype Housing Production Strategy to outline how a city intends to ensure or incentivize the production of needed housing identified in the adopted Housing Needs Analysis, and especially subsidized housing. The plan must contain a list of action items and a schedule for the listed actions to be taken by the local government and any identified partners. These prototype documents will be utilized to help DLCDD staff and the Commission in its future formulation of rules for this work.

Please state any additional goals or overall purposes of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

- B. Products and Outcomes.** Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

C. Work Program, Timeline & Payment.

- 1. Tasks and Products:** List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final products for each task

DLCD can provide a sample project scope and schedule, if requested.

- 2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. Please note that this project must be completed by the end of the biennium – June 30, 2021. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.
 - 3. Payment Schedule:** Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request – contracts should be “deliverables-based.” The payment schedule should be no more frequent than once every two months.
- D. Evaluation Criteria.** Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).
- E. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).
- F. Advisory Committees.** List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program.
- G. Cost-Sharing and Local Contribution.** DLCD funds may be only a part of overall project costs; if so, please identify sources and amounts of other funds or services that will contribute to the project’s success. Cost-sharing (match) is not required.

Will a consultant be retained to assist in completing grant products? Yes ☒ No ☐

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes ☒ No ☐

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

Product Request Summary

Product		Grant Request		Local Contribution		Total Budget
1	\$	<u>10,000</u>	\$	<u>2,500</u>	\$	<u>12,500</u>
2	\$	<u>20,000</u>	\$	<u>2,500</u>	\$	<u>22,500</u>
3	\$	<u>20,000</u>	\$	<u>5,000</u>	\$	<u>25,000</u>
4	\$	<u> </u>	\$	<u> </u>	\$	<u> </u>
5	\$	<u> </u>	\$	<u> </u>	\$	<u> </u>
6	\$	<u> </u>	\$	<u> </u>	\$	<u> </u>
7	\$	<u> </u>	\$	<u> </u>	\$	<u> </u>
8	\$	<u> </u>	\$	<u> </u>	\$	<u> </u>
TOTAL	\$	<u>50,000</u>	\$	<u>10,000</u>	\$	<u>60,000</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): DLCD.GFGrant@state.or.us

Mail: Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone: 503-503-934-0034

APPLICATION DEADLINE: April 30, 2020

Ontario Housing Production Project: Planning Assistance Grant Proposal

April 30, 2020

Contents

Introduction	3
A. Project Goals and Objectives.....	3
Problem.....	3
Need	4
Opportunity.....	4
Issues	4
HB 2001 Program Priorities.....	5
Hearings Ready Middle Housing Amendments.....	6
Comprehensive Plan Update.....	6
Zoning Ordinance Update	6
HB 2003 Program Objectives	6
Housing Needs Analysis	6
Prototype Housing Production Strategy	6
B. Products and Outcomes.....	7
1. Product Summary	7
2. Desired Outcomes	7
C. Project Description Work Program	8
1. Approach	8
2. Work Program Overview.....	8
Task 1 Community and Agency Outreach	8
Interim Tasks	8
Interim and Final Products	9
Task 2 Duplex Code Amendments.....	9
Interim Tasks	9
Interim and Final Products	9
Task 3 HNA and BLI	9
Interim Tasks	9

Interim and Final Products	9
Task 4 Planning Commission and City Council Review Process	9
Interim Tasks	9
Interim and Final Products	10
Task 5 Prototype Housing Production Plan.....	10
Interim Tasks	10
Interim and Final Products	10
5. Proposed Budget	10
6. Requested Payment Plan	11
7. Timing.....	11
D. Evaluation Criteria	12
1. Project Objectives Clearly Stated.....	12
2. Meets Oregon Program Priorities.....	12
3. City Size	12
4. Local Contribution.....	12
5. The HNA and BLI are Outdated.....	12
6. Ontario is Severely Rent Burdened.....	12
7. HB 2003 Goal Alignment – Full Gamut.....	12
8. HB 2006 Housing Production Strategy.....	12
9. Past Grant Performance.....	12
10. Local Capacity	14
E. Project Partners.....	14
F. Advisory Committee	14
G. Cost Sharing and Local Contribution	15
1. Local Funding Contribution	15
2. In-Kind Contribution	15

Introduction

In 2006-2008, the City of Ontario systematically updated its Comprehensive Plan and Zoning Ordinance by:

- Adopting a new population projection, housing needs analysis (HNA), and buildable lands inventory (BLI);
- Simplifying and reorganizing Ontario Comprehensive Plan text – incorporating the results of Ontario Urbanization Study (including the HNA and BLI);
- Adopting new implementing zones and related provisions;
- Revising its Urban Growth Area Management Agreement with Malheur County; and
- Amending the Ontario urban growth boundary (UGB) to ensure a sufficient buildable land supply for employment and needed housing.

The City appreciates DLCD periodic review grant funding for this project. The City believes that the money was well spent. Having a solid HNA and BLI and a well-organized plan and code certainly makes the job of updating these documents easier. Nevertheless, the studies, comprehensive plan and implementing zoning ordinance are outdated.

The City also appreciates the opportunity to request funding for updating critical housing elements of the Comprehensive Plan and Zoning Ordinance to meet HB 2001 and 2003 requirements – which closely correspond with City policy to provide affordable housing opportunities for existing and future residents. For example, the City already provides a cash bonus for construction of new homes in Ontario and currently exempts residential development from SDC charges.

The City Council has approved general fund dollars to support this project. City staff is preparing a draft resolution in support of this grant request for City Council approval at the May 7, 2020 Council meeting

A. Project Goals and Objectives

As indicated above, the primary purpose of this grant request is to encourage residential development that meets the needs of existing and future Ontario households at all income levels, as called for in:

- The existing Housing Element of the **Ontario Comprehensive Plan**.
- Oregon Statewide Planning **Goal 10** (as implemented by OAR 660-016-008).
- **HB 2001** which requires Oregon cities over 10,000 to (a) amend zoning regulations to meet “middle housing” needs, and (b) address infrastructure deficiencies related to otherwise buildable residential land.
- **HB 2003** which requires Oregon cities over 10,000 to (a) prepare a Housing Needs Analysis to more clearly and specifically identify needed housing types and densities and provide sufficient buildable land to meet short- and long-term housing needs, and (b) prepare a housing production strategy to achieve these objectives.

Problem

Despite planning efforts over the last 20 years, Ontario has an affordable housing problem. Ontario is significantly “rent burdened” with 29% of rental households paying more than half of their incomes on gross rent.

And despite having an adequate buildable land supply to meet long-term housing needs, the City of Ontario has struggled to attract the range of housing opportunities called for in the Ontario Comprehensive Plan – while observing significant residential growth in nearby Idaho counties. The City’s 2044 coordinated population forecast (12,256) is less than the 2027 population projection adopted as part of the Comprehensive Plan in 2007 (13,451).

The lack of housing choice has also created barriers to economic development – because the community does not have the types of housing demanded by workers and managers. Over the years, several firms have rejected Ontario as an investment opportunity in part due to the lack of housing choice.

Need

Ontario has been experimenting with local incentives (such as fee reductions to encourage new housing development) over the last several years. The City would benefit from the advice of an experienced consultant who understands state housing policy, Ontario’s planning history and culture, and local policy objectives. The City would also benefit from active involvement from OHCS staff – especially those who manage affordable rental housing programs.

The City looks forward to an honest and thorough evaluation of the effectiveness of our existing programs and development of new program options to increase the supply of housing for all income levels – with the overall goal of encouraging employment and population growth in the community.

However, the City lacks the funding and expertise necessary to support the preparation of a revised HNA, BLI, and an effective Housing Production Strategy.

Opportunity

The City welcomes the opportunity to revise its planning and regulatory documents to provide a framework for incentivizing new housing production and renovation of existing dwellings in the community. Over the last 16 years, Ontario has devoted considerable effort to providing suitable employment sites for new and existing businesses within the UGB. One of the most common concerns raised by prospective businesses, however, has been the lack of workforce and management housing opportunities in the community.

Thus, providing affordable housing opportunities in Ontario is good business for the City and Malheur County. The City has been hampered by lack of funding. This grant provides the timely opportunity to carry out housing policies in our comprehensive plan while meeting key Council economic and housing objectives.

Because the City views the update of the now 14-year old HNA and BLI as mission critical, we propose to move forward with the proposed work program as quickly as possible – well in advance of the June 30, 2021 deadline for amending housing regulations set forth in HB 2001. We appreciate DLCD’s thoughtfulness in giving higher funding priority to cities with a population of 10,000 – 25,000.

Issues

As expressed in the Housing Element of the Comprehensive Plan and as a matter of Council policy, Ontario is committed to providing available and readily serviceable (as in truly buildable) land to meet housing needs by type and density that will be identified in the 2020 HNA.

Ontario has identified three issues – or limitations – on the City’s ability to update its HNA/BLI, Comprehensive Plan and Zoning Ordinance, and to develop a strategy to facilitate housing construction:

1. Competing in a Regional Housing Market. Despite having key planning tools in place, Ontario has been growing at a much slower rate than projected in the City’s 2007 HNA, even though nearby Idaho counties have experienced relatively high population growth. To compete effectively in the regional housing market, Ontario must develop incentives to construct new housing within the UGB. For this reason, a revised HNA that serves as the basis for a sophisticated Housing Production Strategy are essential to meeting Ontario’s housing objectives.
1. Lack of Available Planning Staff. The City has one full-time planner – Community Development Director Dan Cummings, plus Building Official Marcy Siriwardene who also provides planning coordination support. Dan is working overtime to keep up with current planning review and economic development responsibilities. Dan simply does not have the time or technical expertise to produce studies and planning documents that meet demanding statewide goal and statutory requirements.

Because increased housing development is a priority for the City Council, City staff planning, building and engineers staff are committed to providing their considerable local expertise in reviewing draft documents, advising the consultant on local issues and priorities, coordinating public engagement opportunities, setting up a project website, and identifying areas that lack adequate public facilities that are essential to housing development.

2. Budgetary Limitations. Although Ontario has committed \$10,000 of general fund money to this project, the City lacks the funding to conduct an HNA and BLI and prepare a Housing Production Strategy that would meet Statewide planning and statutory requirements with any meaningful community involvement.

HB 2001 Program Priorities

As noted above, Ontario shares the program priorities set forth in House Bills 2001 and 2003. Ontario Mayor Riley Hill and the City Council voted to include funding for this project in the City’s annual budget. To ensure that the City and DLCD have a common understanding of state program priorities as set forth in these laws, we have re-stated them below.

1. To prepare a hearings-ready development code or, for cities required to comply with House Bill 2001 (2019 Legislative Session) by June 30, 2021 (for cities with 10,000 to 25,000 people), recommendations for comprehensive plan and development code amendments to comply with the provisions of House Bill 2001 (2019 Legislative Session) regarding middle housing.

The City recognizes the need to update its existing Zoning Ordinance to meet local housing objectives that comport with HB 2001 middle-housing provisions – in Ontario’s case, by allowing duplexes on all lots in zones that currently allow detached single-family dwellings.

We look forward to working with an experienced consultant who understands state housing policy, Ontario’s planning history and culture, and local policy objectives. The City is committed to a focused

evaluation of local land use regulations and adoption of effective middle housing provisions well before the statutory deadline of June 30, 2021.

Hearings Ready Middle Housing Amendments

Comprehensive Plan Update

The Comprehensive Plan update will include: (a) updating population projections found in the current comprehensive plan, (b) updating the inter-related summaries of the HNA and BLI, including land need and supply tables, found in the Goal 10 and 14 chapters of the comprehensive plan, (c) adopting new housing policies consistent with the results of the HNA.

Zoning Ordinance Update

Updating the RS-50 Single Family Residential, the RM-10 Duplex Residential, and the RM-10 High Density Residential Zones to allow duplexes under clear and objective standards. The consultant will also review other code provisions related to site and design review to ensure that they meet statutory and rule requirements for clear and objective standards.

HB 2003 Program Objectives

1. To create a housing needs analysis in accordance with ORS 197.296 and OAR chapter 660, divisions 7 and 8.
2. To create a prototype housing production strategy that can help the Department and Commission in its formulation of administrative rules.

Housing Needs Analysis

Although Ontario has more than a 20-year supply of buildable land within its UGB, the available land supply may not be properly zoned, located or serviced to meet the City's housing needs. The updated HNA will determine needed housing types and densities at affordable price levels and will provide a solid factual basis for identifying effective measures to achieve the state's and community's housing objectives.

This information is essential prior to considering updates to the Ontario Comprehensive Plan and Zoning Ordinance consistent with OAR Chapter 660 Division 008. Ontario looks forward to coordinating with the Oregon Departments of Land Conservation and Development and Housing and Community Service to ensure that the City has a serviceable and available buildable land supply to accommodate housing needs both in the short-term (1-5 years) and long-term (over the next 20 years).

Prototype Housing Production Strategy

The City views the middle-housing code update as part of a broader strategy to implement mitigation measures identified in the updated HNA. The City is committed to working closely with DLCD and OHCS, state, regional and local housing developers and citizens, Malheur County and our consultant to develop an action plan to implement high-priority housing strategies identified in the HNA.

B. Products and Outcomes

1. Product Summary

The consultant will be responsible for the following deliverables, with assistance from City planning, building and public works staff and County GIS staff.

1. **Community Outreach Program** memo, including community outreach to ensure inclusion of low- to moderate-income households, a project website, TAC meetings and oversight, and agency coordination.
2. **Community Outreach Results** memo, summarizing the results of the community outreach program for use in preparing HNA, Plan and Code amendments, and Housing Production Strategy.
3. **City Staff/State Agency Draft HNA and BLI** followed by **Adoption-Ready Public Review Draft HNA and BLI**.
4. **Staff/Agency Review Draft and Adoption-Ready Public Review Draft of Comprehensive Plan text and Zoning Ordinance Amendments**.
5. **Staff/Agency Review Draft and Adoption-Ready Public Review Draft of Prototype Housing Production Strategy**.
6. **Staff Reports** to Joint PC/CC work session and public hearing.

2. Desired Outcomes

1. **Remove Ontario from the list of “severely rent-burdened” cities** by dropping below the 25% threshold for households devoting more than 50% of household income towards gross rental housing costs over a 10-year period.
2. **Increase the supply of workforce and managerial housing** to support planned economic development objectives.
3. **Increase Ontario’s share of regional housing production** by increasing the new housing permits by 500 dwelling units over a 10-year period.
4. **Comply with Oregon law** by meeting relevant HB 2001 and 2003 requirements for mid-sized cities.
5. **Update the Comprehensive Plan** to address changes that have occurred over the last 14 years in local demographic and market conditions, by revising the HNA and BLI.
6. **Update the Ontario Zoning Ordinance** to address the results of the HNA/BLI.
7. **Bring the community together** to support economic and population growth.
8. **Reduce the out-migration of young people** by providing local jobs and affordable housing opportunities.
9. **Improve socio-economic opportunities and living conditions** for existing and future Ontario residents by providing housing choice and employment opportunities.
10. **Increase the vitality and resilience of Ontario’s neighborhoods and downtown** area by increasing population and employment growth and increasing disposable income by decreasing the percentage of household income spent on housing.
11. **Leverage city staff and financial resources** through use of expert and locally knowledgeable consulting services.

C. Project Description | Work Program

1. Approach

The project team has a two-pronged approach to meet HB 2001 and 2003 objectives consistent with local policy concerns.

Meet Statutory and Goal Requirements: The first prong is to assiduously follow statewide planning goal and rule requirements when preparing the HNA and BLI, and to follow HB 2001 and 2003 requirements when amending the zoning ordinance and preparing the Housing Production Strategy. The project team will rely extensively on state agency involvement, especially the Oregon Departments of Land Conservation and Development, and Housing and Community Service.

Considering Local and Regional Context: The second prong is to listen to technical advisory committee members when it comes to the regional housing market, consumer preferences, and community values, and listen to community representatives when it comes to meeting the specific housing needs of all income and ethnic groups. Fortunately, Ontario's and Oregon's values appear to align when it comes to providing affordable housing opportunities.

2. Work Program Overview

The overall work program looks like this:

1. Prepare Technical Advisory Committee (TAC), public and agency outreach memo.
2. Document the results of the agency and public outreach process as it applies to code amendments, the HNA and BLI and the Housing Production Strategy.
3. Prepare draft code amendments to allow duplexes under clear and objective standards in all Ontario residential zones First draft reviewed by Ontario's Planning Design Advisory Committee (PDAC and TAC.
4. Conduct Housing Needs Analysis – building on the existing HNA framework and incorporating (a) information gleaned from TAC interviews, (b) city building permit data, (c) PSU permit data, (d) Census (ACS) data, (e) building permit data from neighboring Idaho counties that have experienced rapid residential growth, and (f) known or planned housing projects in Ontario.
5. Update BLI based on available building permit data with help from County GIS.
6. Complete revised HNA/BLI/Comparison.
7. Draft adoption-ready code available for joint PC/CC public hearing.
8. Seek local planning commission review and city council adoption of both documents in early 2021 at joint work sessions and public hearings.
9. Research effective production strategies in other cities and at state level. Consider comments from TAC. Draft initial memo for DLCD review and comment.
10. Prepare final draft prototype Housing Production Strategy. Schedule joint planning commission and city council work session in the spring of 2021.

Task 1 Community and Agency Outreach

Interim Tasks

1. Create a small but representative technical advisory committee – comprised primarily of local experts in housing financing, construction, real estate and marketing and PDAC members.

2. Create a project website, conduct community surveys and open houses to gain initial input on both housing needs and production strategies – especially those with low to moderate income.

Interim and Final Products

1. **Community Outreach Program** memo, including community outreach to ensure equitable inclusion of low- to moderate-income households, a project website, TAC meetings and oversight, and agency coordination.
2. **Community Outreach Results** memo, summarizing the results of community outreach program for use in preparing HNA, Plan and Code amendments, and Housing Production Strategy.

Task 2 Duplex Code Amendments

Interim Tasks

1. Prepare draft code amendments to allow duplexes under clear and objective standards in all Ontario residential zones.
2. First draft reviewed by PDAC, TAC and DLCD and consider comments.
3. Prepare adoption-ready review draft.

Interim and Final Products

1. **Staff/Agency Review Draft Comprehensive Plan and Code Amendments**
2. **Adoption-Ready Public Review Draft of Comprehensive Plan text and Zoning Ordinance Amendments.**

Task 3 HNA and BLI

Interim Tasks

1. Conduct Housing Needs Analysis – building on the existing HNA framework in the 2007 Urbanization Report and incorporating (a) information gleaned from TAC and community interviews, (b) city building permit data, (c) PSU permit data, (d) Census (ACS) data, (e) building permit data from neighboring Idaho counties that have experienced rapid residential growth, and (f) known or planned housing projects in Ontario.
2. Update 2007 BLI based on available building permit data with help from County GIS.
3. Complete revised HNA/BLI/Comparison.
4. First draft reviewed by PDAC, TAC and DLCD and consider comments.
5. Prepare adoption-ready review draft.

Interim and Final Products

1. **City Staff/State Agency Draft HNA and BLI.**
2. **Adoption-Ready Public Review Draft HNA/BLI and related Comprehensive Plan amendments.**

Task 4 Planning Commission and City Council Review Process

Interim Tasks

1. Work with Community Development Director to prepare materials and staff report for Joint Planning Commission / City Council Work Session for HNA/BLI and plan and code amendments.
2. Work with Community Development Director to prepare DLCD and public notice, adopting ordinance and staff report for Joint Planning Commission / City Council Public Hearing for HNA/BLI and plan and code amendments.

3. Participate in joint work session and public hearing.

Interim and Final Product

Staff Report and Adopting Ordinance for HNA/BLI and Plan and Code amendments.

Task 5 Prototype Housing Production Plan

Interim Tasks

1. Research effective production strategies in other cities and at state level. Consider comments from TAC – including OHCS representative.
2. Draft initial memo for DLCD and OHCS review and comment.
3. Prepare final draft prototype Housing Production Strategy.
4. Schedule joint planning commission and city council work session.

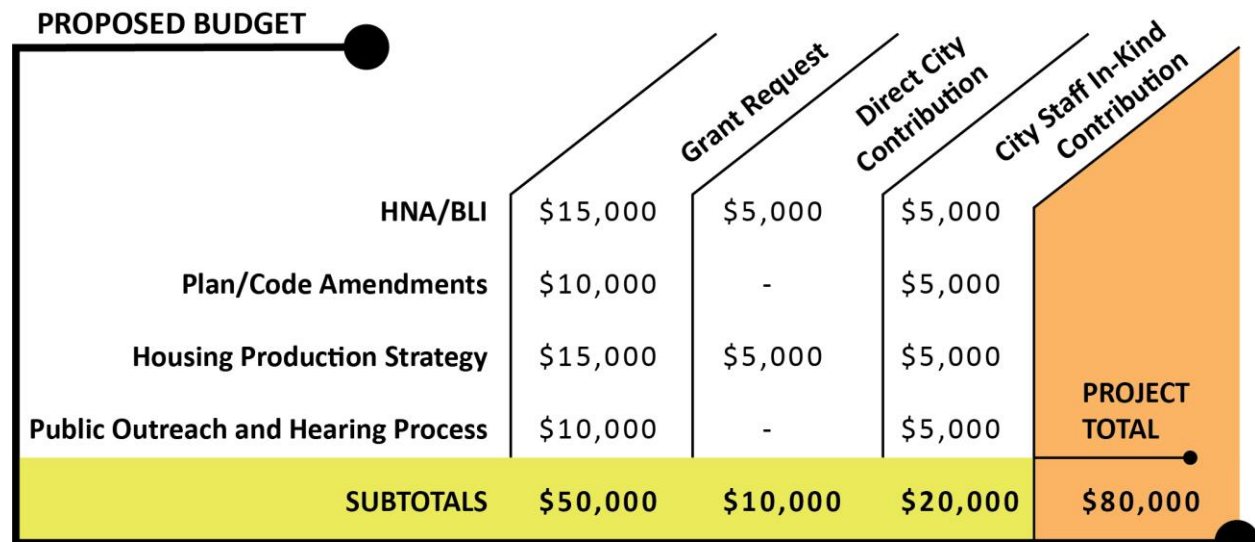
Interim and Final Products

7. **Staff/Agency Review Draft of Prototype Housing Production Strategy.**
8. **Adoption-Ready Public Review Draft of Prototype Housing Production Strategy.**

5. Proposed Budget

The overall budget for this project is \$80,000, with \$10,000 direct local contribution and \$20,000 in-kind staff contribution. The grant request totaling \$50,000 is broken down as follows:

	Consultant Fees	Direct City Contribution City Staff In-Kind Contribution	
HNA/BLI	\$15,000	\$5,000	\$5,000
Plan/Code Amendments	\$10,000		\$5,000
Housing Production Strategy	\$15,000	\$5,000	\$5,000
Public Outreach and Hearing Process	\$10,000		\$5,000
Total	\$50,000	\$10,000	\$20,000



6. Requested Payment Plan

The overall budget for this project is \$60,000, with \$10,000 provided by the City. The requested payment plan is designed to ensure that consultant products are timely delivered and satisfactory before lump sum payments are made. Thus, the requested payment for Product 2 is less than estimated for City and consultant costs, and the payment for Product 3 is more than estimated costs.

Products and Payment Request #1: Community and Agency Outreach Process Memo, Community and Agency Outreach Results Memo. Requested Grant Payment: \$10,000.

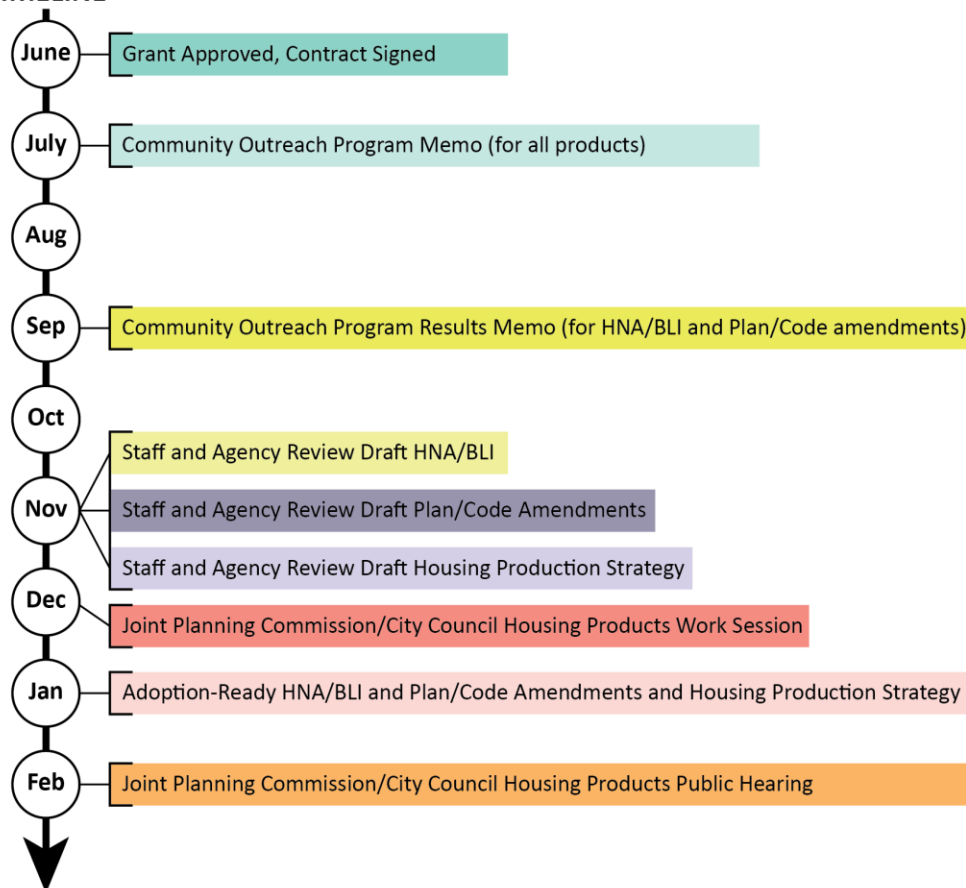
Products and Payment Request #2: Draft HNA/BLI, Plan and Code Amendments, and Housing Production Strategy. Requested Grant Payment: \$20,000.

Products and Payment Request #3: Joint Work Session Support, Adoption-Ready HNA/BLI, Plan and Code Amendments, and Housing Production Strategy, Joint Public Hearing Support, and Final Prototype Housing Production Plan. Requested Grant Payment: \$20,000.

7. Timing

The following schedule is ambitious but realistic and represents the City Council's commitment to completing this project in a timely and efficient manner.

TIMELINE



D. Evaluation Criteria

Relevant evaluation criteria are listed below, followed by the City's explanation as to why the Ontario Housing Production Project meets each criterion.

1. Project Objectives Clearly Stated

Please see section A of Ontario's grant request.

2. Meets Oregon Program Priorities

Please see Section A of Ontario's grant request.

3. City Size

According to the Cycle 2 Coordinated Population Forecast for Malheur County (2019), Ontario's 2019 population was estimated at 12,207.

4. Local Contribution

Please see Section G of Ontario's grant request. Ontario has budgeted \$10,000 in general fund dollars and \$20,000 in city planning and engineering services to support this project.

5. The HNA and BLI are Outdated

Ontario is considered a "first priority" city for funding, since the City's existing HNA and BLI are 14 years old, are not based on current coordinated population projections, and are based on growth assumptions that have not come to pass.

6. Ontario is Severely Rent Burdened

Ontario also qualifies for additional prioritization for rent burden. According to the *Severe Rent Burden in Oregon Report for 2019*, 27.8% of Ontario households spend more than 50% of household incomes on gross rent. Despite relatively low housing costs when compared with communities like Ashland, Corvallis, Bend and Portland, Ontario is severely rent burdened.

7. HB 2003 Goal Alignment – Full Gamut

The Ontario housing strategy will build upon existing measures and will likely include changes to zoning regulations and maps, incentives for housing that is affordable to a wide range of income groups, and non-regulatory tools, such as cash bonuses for investing in new or rehabilitated housing, SDC waivers and reductions, tax incentives, deferred infrastructure improvements, land-banking for affordable housing, aggressive marketing, taking measures to improve the quality of life Ontario, and or other non-regulatory tools.

8. HB 2006 Housing Production Strategy

Ontario has not formally prepared a Housing Production Strategy pursuant to HB 2006. However, the City has provided a cash bonus for construction of new homes in Ontario and currently exempts residential development from SDC charges.

9. Past Grant Performance

Ontario has used past LCDC grants effectively. Ontario appreciates the periodic review grant funding to systematically update its comprehensive plan and zoning ordinance in 2006-07. In 2007, the City of

Ontario and Malheur County adopted the Ontario Urbanization Study (prepared by ECONorthwest with support from Winterbrook Planning). This study included:

- 2026 and 2056 population projections (since superseded by coordinated forecasts prepared by the PSU Center for Population Research).
- A Buildable Lands Inventory (BLI) consistent with Goal 10 (Housing) and OAR Chapter 660, Division 008 (Housing).
- A Housing Needs Analysis (HNA) that identified needed housing types and densities consistent with Goal 10 (Housing) and OAR Chapter 660, Division 008 (Housing).
- An Economic Opportunities Analysis (EOA) and suitable lands inventory consistent with Goal 9 (Economic Development) and OAR Chapter 660, Division 009, Economic Development.
- A Comparison of land need and supply within the Ontario UGB and identification of land use deficiencies.

Based on the adopted and acknowledged Urbanization Study, Winterbrook Planning worked closely with then Ontario Planning Director Grant Young and County staff to prepare and adopt the following acknowledged documents:

- A revised and simplified comprehensive plan that identified relevant background materials and studies and incorporated them by reference (for example, the Ontario Transportation System Plan, the Ontario Public Facilities Plan, the Highway 201 Corridor Plan and the Downtown Plan).
- Amendments to the Ontario Urban Growth Boundary and Urban Reserve Area, including an evaluation of public facilities and transportation improvements necessary to serve urbanizable land and urban reserve areas.
- A revised Urban Area Comprehensive Plan Map.
- Extensive revisions to the Ontario Zoning Ordinance and Map.
- A revised Urban Growth Area Management Agreement with Malheur County.

Building on this planning foundation, Winterbrook Planned worked closely with DLCD Field Manager Grant Young and City and Council officials over a 10-year period on a series of updates to the Ontario Comprehensive Plan and Zoning Ordinance to:

- Incorporate PSU Center for Population Research coordinated population forecasts for the Ontario Urban Area.
- Amend the EOA, Comprehensive Plan, Zoning Ordinance, Buildable Land Inventory and UGB to address the need for land-extensive industrial uses such as rail-dependent industrial and data server farms, Treasure Valley Community College expansion.

Each of these studies included alternatives analyses that considered ORS 197.298 priorities and identified public facilities and transportation improvements needed to support planned industrial growth.

10. Local Capacity

While local planning, engineering and building staff capacity is limited, the City is committed to providing local staff support to (a) meet the project objectives and (b) support the consultant by providing local expertise and technical assistance.

The City demonstrated a similar level of commitment in 2006-08 when City staff worked closely with Winterbrook Planning to revamp the entire comprehensive plan and zoning ordinance to meet state and local economic development, housing, public facilities objectives.

E. Project Partners

Project partners include:

- Malheur County. The revised Urban Area Management Agreement requires County participation in updates to the Comprehensive Plan. The City may recommend changes in Urban Growth Area (unincorporated areas within the UGB) zoning if called for in the HNA.
- Oregon HCS. The development community recognizes this problem. The City is in the process of reviewing several low-to-moderate income housing developments supported by Oregon Housing and Community Development programs (tax credits and grants). The City also views OHCS as a valuable resource in preparing the Ontario's prototype Housing Production Strategy.
- DLCD. Grant Young was extremely helpful to the community in facilitating a series of comprehensive and zoning ordinance amendments after he left city employment. The City's looks forward to continuing this constructive relationship with Tamra Mabbott in carrying out the Ontario Housing Production Project.
- State, Regional and Local Homebuilders and Realtors. In both the HNA and the Housing Production Strategy, the project team will be relying heavily on the advice and experience of state, regional and local investment and construction expertise. As noted above, one of the key project objectives is to make Ontario more competitive in the regional housing market that includes Malheur County and nearby Idaho counties.

F. Advisory Committee

Recognizing that social distancing and limits on public meeting size may be in place for the indefinite future, the City proposes a relatively small but experienced (in both Oregon and Idaho) and knowledgeable Technical Advisory Committee, including the following types of people:

1. Homebuilder with experience in both single-family and multiple-family development.
2. Real estate professional with experience in residential land sales and development.
3. Banker with experience in lending for residential development.
4. Investor with experience in large-scale residential development.
5. Ontario PDAC staff members (including planning, building and engineering).
6. County Planning Director.
7. City Planning Commission member.
8. City Council member.
9. Three community representatives (at least one renter and one homeowner, preferably representing the Latino and Asian communities).

Recommended Ex Officio Members:

- a. Tamra Mabbott, DLCD Regional Representative
- b. Roberto Franco (or designee), OHCS Assistant Director, Affordable Rental Housing Division

G. Cost Sharing and Local Contribution

Ontario proposes to leverage grant money with \$10,000 in general fund support and \$20,000 in-kind staff contribution.

1. Local Funding Contribution

The City is committed to providing \$10,000 from the general fund to support this project, to help cover consulting costs.

2. In-Kind Contribution

City staff in-kind contributions in the form of staff commitments from the Community Development and Public Works Departments include:

- GIS Assistance in preparing BLI.
- Public meeting and public hearing coordination, notice.
- Develop project website.
- PDAC participation in and notice of TAC interviews, meetings.
- Staff review and comment on consultant products.
- Staff provision and analysis of building permit data.
- Preliminary public facilities research and deficiency mapping.



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2020-120: REVISING THE BUSINESS LOAN FUND FOR COVID-19 MICRO LOAN PROGRAM**

DATE: May 1, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2020-120: A RESOLUTION REVISING THE CITY OF ONTARIO BUSINESS LOAN FUND AND LOAN ALLOCATION PROCEDURES MOST RECENTLY REVISED BY RESOLUTION #2018-111.

SUMMARY:

The attached resolution is revising the Business Loan Fund to allow for a micro-loan program in response to the COVID-19 shutdown.

BACKGROUND:

The Business Loan Fund Committee has recommended funding a new COVID-19 micro-loan program through the Revolving Loan Fund.

CURRENT SITUATION:

Due to COVID-19 there has been a huge economic impact especially for our small businesses. The Business Loan Fund Committee is recommending a new micro-loan program as an attempt to give a little help to the struggling businesses. Requirements of the program would be as follows:

- Loan amount maximum \$5,000
- Deferral of payments 6 months from the issuance of check
- After deferral period, 24 equal installments and 1% interest rate
- Businesses must have physical address within the City of Ontario limits
- Businesses have to have a current business registration with the City
- Loan can only be used for fixed debts, payroll, accounts payable or other business bills.

- Not allowed to be used for refinancing, expansion, growth or infrastructure improvements.
- No collateral required.
- Total loans limit of \$150,000.

The proposed application is also attached for review.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** This will remove a maximum \$150,000 from the Revolving Loan Fund. Currently, there is about a \$400,000 balance in the fund. The funds should be repaid in 2 1/2 years after the issuance of the loans.
- C. **TIMING** Micro-loans could be made to local businesses immediately upon approval by the City Council.
- D. **POLICY/LEGAL** Amendments to the Business Loan Fund rules and procedures must be approved by the City Council.

ALTERNATIVES:

Take No Action: If the Council chooses not to pursue this program, the business loan fund will stand as passed by Resolution #2018-111.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2020-120.

The City Manager applauds the Business Loan Fund committee for their ingenuity in coming up with solutions in this difficult time.

ATTACHMENTS:

1. RES 2020-120 AMEND BLF PROCEDURES
2. Application-Agreement Covid-19_City of Ontario



RESOLUTION 2020-120

A RESOLUTION REVISING THE CITY OF ONTARIO BUSINESS LOAN FUND AND LOAN ALLOCATION PROCEDURES ESTABLISHED BY RESOLUTION NUMBER 87-103 AND REVISED BY RESOLUTIONS NUMBER 00-128, 00-133, 2004-140, 2017-143, 2018-101 AND 2018-111

- WHEREAS,** The City of Ontario, by Resolution No. 87-103, dated March 2, 1987, established a Revolving Loan Fund (RLF) for the purpose of providing financing for the purchase of land, buildings, fixed equipment and machinery, research and development, and working capital to eligible small businesses in Ontario; and
- WHEREAS,** The Revolving Loan Fund was revised by Resolution No. 00-128 to simplify the rules and procedures established by Resolution No. 87-103; and
- WHEREAS,** The Revolving Loan Fund was revised by Resolution No. 00-133 establishing the City of Ontario Economic and Community Enhancement Grant Fund derived from fees and interests from the revolving loan fund; and
- WHEREAS,** The Revolving Loan Fund was revised by Resolution No. 2004-140 to provide clarity for the geographic boundaries in which the fund could be spent; and
- WHEREAS,** The Revolving Loan Fund was revised by Resolution 2017-143 to add a new home construction incentive program; and
- WHEREAS,** The Revolving Loan Fund was revised by Resolution 2018-101 to revise the housing incentive program;
- WHEREAS,** The Revolving Loan Fund was revised by Resolution 2018-111 to revise the housing incentive program to reduce the minimum square footage of the home; and
- WHEREAS,** The City Council would like to revise the Revolving Loan fund to provide some local businesses a short-term, low interest loan to help businesses through the COVID-19 shutdown.

NOW THEREFORE, BE IT HEREBY RESOLVED,

The following Sections of Resolution 2018-111 are hereby amended by adding those portions that are underlined and removing those portions that are struck out:

Section 12. COVID-19 Micro Loan: The following conditions must be met for projects eligible for the COVID-19 Micro Loan Program.

- a. Sufficient proof must be submitted to satisfy the Business Loan Fund Committee to establish the requirements of the loans due to the COVID-19 shutdown.
- b. The loan amount requested may not exceed \$5,000.00 (Five Thousand)
- c. The program is only eligible for businesses affected by the COVID-19 Shutdown.

- d. The payment deferral period is 6 months from issuance of check.
- e. After Deferral repayment will be in 24 equal installments at a loan rate of 1% (one percent).
- f. The business must have a physical address within City of Ontario Limits.
- g. The Business must have a current City of Ontario Business registration prior to application submittal acceptance.
- h. The Loan may be used for Fixed debts, Payroll expense, Accounts payable and other business bills.
- i. The Loan may NOT be used for refinancing, expansion, growth or infrastructure improvements.
- j. No collateral will be required.
- k. The loans are limited to a total of \$150,000.00 balance in the program and will be based on first come first serve. Once the \$150,000.00 is depleted no more loans will be granted until funds are paid back into the fund
- l. Must submit a completed application to the City of Ontario with supporting documents including but not limited to the following:
 - Copy of Drivers' Licenses
 - Profit and Loss Statement (or Tax Return) for previous two years.
 - Brief History of the Business including the year started.

Section 13. Modifications: The Ontario City Council may review all or part of this resolution and may make appropriate changes as necessary upon Resolution of the City Council.

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

AYES:

NAYES:

ABSENT:

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

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



City of Ontario, Oregon

Covid-19 Micro Loan Program Agreement

1. Eligibility: Business Owners affected by the Covid-19 Shutdown.
2. Loan Program:
 - a. Sufficient proof must be submitted to satisfy the Business Loan Fund Committee to establish the requirements of the loans due to the Covid-19 shutdown.
 - b. The Maximum amount of request may not exceed \$5,000.00 (Five Thousand)
 - c. The program is only eligible for businesses affected by the Covid-19 Shutdown.
 - d. The payment deferral Period is 6 months from issuance of check.
 - e. After Deferral repayment will be in 24 equal installments at a loan rate of 1% (one percent).
 - f. The business must be within City of Ontario Limits.
 - g. The Business must have a current City of Ontario Business registration prior to application submittal acceptance.
 - h. The Loan may be used for Fixed debts, Payroll expense, Accounts payable and other business bills.
 - i. The Loan may NOT be used for refinancing, expansion, growth or infrastructure improvements.
 - j. No collateral will be required.
 - k. The loans are limited to a total of \$150,000.00 balance in the program and will be based on first come first serve. Once the \$150,000.00 is depleted no more loans will be granted until funds are paid back into the fund
 - l. Must submit a completed application to the City of Ontario with supporting documents including but not limited to the following:
 - Copy of Drivers' Licenses
 - Profit and Loss Statement (or Tax Return) for previous two years.
 - Brief History of the Business including the year started.
3. Compliance-
 - A. Sufficient proof must be provided to ensure that the Owner meets the minimum requirements eligible for the loan program.
 - B. All Business are expected to comply with federal, state, and local codes and be in good standing in the community.
4. Payments of the Loan are to be made within 30 days after Council Approval is issued.

_____ Business Owner Initials

Legal Company Name or Owner	Phone	Fax	
Company Address	City	State	Zip Code

Payee Company Name or Owner	Payee First Name	Payee Last Name	
Mailing Address	City	State	Zip Code
Email	Phone	Federal Tax ID Number	

Business Owner Signature

Date

Community Development Director Signature

Date

City Manager Signature

Date

Business Loan Fund Chair Signature

Date

Project Tracking:

Amount of Loan: _____

Date of Loan: _____

Payoff Date: _____



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2020-121: SOUTH OREGON PROJECT FUNDING

DATE: May 1, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2020-121: A RESOLUTION APPROPRIATING FUNDS FOR SOUTH OREGON STREET IMPROVEMENTS.

SUMMARY:

Attached is Resolution #2020-121.

BACKGROUND:

The South Oregon Street Improvement Project has been in the development process for several years now, as funds were collected, ideas for ADA ramp and landscape combination reviewed, and coordination with property owners conducted. The design was completed and bid.

CURRENT SITUATION:

The construction bid came in higher than anticipated. The City Council approved the bid with the understanding a resolution would need approved to appropriate the additional \$228,205 funding. The resolution is presented in this report. The funding appropriations are as follows:

\$14,000 from Storm Sewer Contingency
\$18,536 from Public Safety Reserve Fund Contingency
\$100,000 from Fund Exchange
\$45,000 from chip seal
\$50,669 from budget savings in other street projects

ANALYSIS:

- A. **STRATEGIC PLAN** The following city core strategic plan goals are met with the South Oregon project: Desirability, Beauty, Lifestyle, and Growth. This project significantly beautifies the downtown area, by bringing updated ADA ramp "bulb-outs" with landscape space, resulting in increased desirability for the downtown area. The attractiveness of the project improves the downtown lifestyle, and the improved pavement allows for additional growth and life to the existing pavement section.
- B. **FINANCIAL** The attached resolution appropriates \$228,205 to fully fund the construction bid.
- C. **TIMING** The resolution needs to be approved as soon as possible in order to prevent any budget violations.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

Take No Action: The city would end up with a budget violation on this project.

RECOMMENDATION:

Staff recommends the approval of Resolution #2020-121.

ATTACHMENTS:

1. 2020-121 S. Oregon Funding



RESOLUTION #2020-121
A RESOLUTION APPROPRIATING FUNDS FOR SOUTH OREGON STREET
IMPROVEMENTS

- WHEREAS,** The South Oregon Street improvement project has been in the development process for several years; and
- WHEREAS,** The construction bid on the project came in higher than budgeted; and
- WHEREAS,** The City Council approved the construction bid from Warrington Construction on April 28, 2020; and
- WHEREAS,** The City desires to modify the 2019-2020 budget to appropriate the additional funding necessary.

NOW THEREFORE, THE CITY OF ONTARIO RESOLVES to approve the adjustments to the fiscal year 2019-2020 budget:

Line Item	Item Description	FY 19-20 Budget	Amount of Change	Adjusted Budget
STREET FUND				
045-090-712108	Loader	\$165,000	(\$36,633)	\$128,367
045-090-714350	Street Sealing	\$150,000	(\$45,000)	\$105,000
045-090-719116	Cimline Crackfill Machine	\$60,000	(\$3,536)	\$56,464
045-090-719282	Master Plan Update	\$175,000	(\$10,500)	\$164,500
045-000-456270	ODOT STP Funds	\$617,838	\$100,000	\$717,838
045-090-719117	ADA Compliance Project	\$409,800	\$195,669	\$605,469
RESERVE FUND	PUBLIC SAFETY DEPARTMENT			
055-131-871000	Contingency	\$274,691	(\$18,536)	\$256,115
055-131-712114	ADA Curb Improvements	\$53,200	\$18,536	\$71,736
STORM SEWER FUND				
115-170-871000	Contingency	\$368,883	(\$14,000)	\$354,883
115-170-712113	Downtown Storm Drains	\$50,000	\$14,000	\$64,000

PASSED AND ADOPTED by the Common Council of the City of Ontario this 7th day of May, 2020, by the following vote:

AYES:
NAYS:
EXCUSED:
ABSENT:

APPROVED by the Mayor this 7th day of May, 2020.

ATTEST:

Riley J. Hill Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2020-122: BALLISTIC TRAUMA PLATES

DATE: May 4, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2020-122: A RESOLUTION APPROPRIATING FUNDING TO PURCHASE BALLISTIC TRAUMA PLATES.

SUMMARY:

Attached is Resolution #2020-122.

BACKGROUND:

Currently, the Ontario Police Department is without any ballistic protection that offers full protection against Center-Fire weapons or explosives. Members of the department are currently outfitted with Second Chance body armor-Level IIA ballistic vest. The vests are rated for most all handguns, but not rifle rounds. This trauma plate, in conjunction with an officer's ballistic vest, will stop most rifle rounds. This under equipped condition leads to a legitimate hazard for the police officers in the field, who are tasked with responding to calls where individuals are or can be armed with weapons that can penetrate the current ballistic protection provided to OPD staff.

CURRENT SITUATION:

OPD needs 24 ballistic trauma plates, which cost \$366.25 each, totaling \$8,790. These ballistic trauma plates are budgeted in 20-21. During these unpredictable times, staff feels it is important to ensure the safety of all the police officers sooner rather than later. This is why there is a resolution presented at this time.

The funding for this necessary equipment will come from Reserve Fund in the Public Safety Department as budgeted in 20-21.

ANALYSIS:

- A. **STRATEGIC PLAN** Under The Desirability category and Strategy 3: Explore funding opportunities one of the activities is to "Keep safety employees safe and equipped." This goes directly to accomplishing this strategic plan activity.
- B. **FINANCIAL** The 24 ballistic trauma plates would cost \$8,790 and funding would come from the Reserve Fund Public Safety Department. This would leave a contingency balance of \$247,325.
- C. **TIMING** OPD would like to purchase the ballistic trauma plates as soon as possible in order to help ensure officer safety.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

Take no Action - The Council could take no action on this matter. This would push back the purchase of the ballistic trauma plates to July 2020 at the earliest.

RECOMMENDATION:

Staff recommends the approval of Resolution #2020-122.

ATTACHMENTS:

- 1. RES 2020-122_CC_BALLISTIC TRAUMA PLATES



RESOLUTION 2020-122

A RESOLUTION APPROPRIATING FUNDING TO PURCHASE BALLISTIC TRAUMA PLATES

- WHEREAS,** The City of Ontario would like to purchase 24 ballistic trauma plates; and
- WHEREAS,** OPD would like to expediate purchasing of the ballistic trauma plates in order to ensure the safety of the police officers; and
- WHEREAS,** The City desires to modify the 2019-2020 Reserve Fund Public Safety Department in order to make the necessary purchases.

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
RESERVE FUND				
055-131-712119	Ballistic Trauma Plates	\$ -	\$8,790	\$8,790
055-131-871000	Contingency	\$256,115	(\$8,790)	\$247,325

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
May 7, 2020**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2020-123: APPROPRIATE FUNDING FOR UNANTICIPATED PIVOT PUMP REPAIRS**

DATE: April 29, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2020-123: A RESOLUTION APPROPRIATING FUNDING FOR UNANTICIPATED PUMP REPAIRS AT SKYLINE AND MALHEUR FARMS.

SUMMARY:

Unanticipated maintenance costs were expended on wastewater land application/farming system equipment to bring the system up to good working order. The costs were larger than typical maintenance costs and have an expected life span of more than five years, so staff would like to use Wastewater Contingency Funds to cover the costs of this work.

BACKGROUND:

The City recently approved a new contract farmer lease for the Skyline and Malheur Farms. Finalizing a new lease agreement requires walking through and reviewing the entire system together. In essence, it's similar to buying a house or used car, where the potential owner needs to make sure that everything is in generally good working order. In the City's case, the new farmer will be responsible for maintaining the system once he has agreed that the system is in good working order. The previous farmer had been maintaining the system, but during staff's walk through with the new farmer, it was determined that significant repairs would be required before the new farmer would agree to take over the system. Public Works staff agreed that the system was not in good working condition.

CURRENT SITUATION:

The need to execute the agreement with the new farmer to begin planting and meet DEQ requirements, as well as good maintenance practices, led the Public Works staff to engage the necessary specialists to repair a wide variety of equipment at both Malheur and Skyline Farms.

After reviewing the work that has been completed with the City Manager, staff is requesting that a portion of the work associated with major pump repair be allocated to the Wastewater capital fund. Those major repairs include work on four pumps: Malheur River Pump, two Malheur Irrigation Pumps, and the Skyline Booster pump. Pump repairs required each pump to be pulled and taken to the shop where general repairs consisted of bearing replacement, impeller replacement/balancing, and motor checks/wiring upgrades. The service company did the pulling of the pumps, as well as the re-installation. The average cost for the repairs was \$9,500. The repairs should provide an additional five to seven years of life before another significant repair such as this is required.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic impact.
- B. **FINANCIAL** The City developed a Wastewater Contingency Fund to cover just such unanticipated costs as these. While the current known costs are approximately \$32,000, there are several repairs just being completed and final costs are not known. Because of this, we are requesting a budget transfer from the contingency fund of \$40,000.
- C. **TIMING** The timing for this transfer is critical to cover the costs already incurred. The work was done rapidly to ensure the City remained in compliance with the NPDES permit disposal requirements.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

Costs can remain in the maintenance budget, but because of the large size of the cost and the life expectancy, these fit into the category of a capital project. Draining the maintenance budget could strain staff's ability to perform other necessary maintenance work over the next several months.

RECOMMENDATION:

Staff recommends the Council approve Resolution #2020-123.

ATTACHMENTS:

- 1. 2020-123 Skyline & Malheur Farms Pump Repairs



RESOLUTION #2020-123
A RESOLUTION APPROPRIATING FUNDING FOR UNANTICIPATED PUMP REPAIRS
AT SKYLINE AND MALHEUR FARMS

WHEREAS, Significant repairs were required at Malheur and Skyline Farms to get the four pumps in good working order; and

WHEREAS, The necessary repairs were much higher than anticipated and should be considered a capital expense instead of part of Jacobs repairs budget; and

WHEREAS, The City desires to modify the 2019-2020 budget to appropriate the additional funding necessary.

NOW THEREFORE, THE CITY OF ONTARIO RESOLVES to approve the adjustments to the fiscal year 2019-2020 budget:

Line Item	Item Description	FY 19-20 Budget	Amount of Change	Adjusted Budget
SEWER FUND				
110-165-719322	Skyline & Malheur Farm Upgrade	\$30,000	\$40,000	\$70,000
110-165-871000	Operating Contingency	\$3,414,635	(\$40,000)	\$3,374,635

PASSED AND ADOPTED by the Common Council of the City of Ontario this 7th day of May, 2020, by the following vote:

AYES:

NAYS:

EXCUSED:

ABSENT:

APPROVED by the Mayor this 7th day of May, 2020.

ATTEST:

Riley J. Hill Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
May 7, 2020**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: **PRODUCTION WELL 6 AND WELL 15 CLEANING, REDEVELOPMENT, VIDEO SURVEY, AND DISINFECTION**

DATE: May 6, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE AWARD OF THE BID FOR THE WELL 6 AND WELL 15 CLEANING, REDEVELOPMENT, VIDEO SURVEY AND DISINFECTION TO TREASURE VALLEY DRILLING FOR \$48,500.

SUMMARY:

The city has made an effort to rehabilitate or repair underproducing drinking water wells over the past several years. The effort needed to conduct this work is never clear until the well has been televised. As a result, the Public Works team has put an average rehabilitation cost in the annual Capital budget. Public Works staff conducted an informal bid process for a project focused on the rehabilitation of Wells 6 and 15, but did not receive any bids. Staff then entered into negotiations with one of the potential bidders and has received an estimate. However, the estimate is significantly more than anticipated in the annual CIP. To move forward with the project, staff needs the Council's approval on use of additional funds.

BACKGROUND:

The city developed a design and construction document for cleaning, redeveloping, disinfecting and televising two drinking water wells that contribute significantly to the city's drinking water system. When no bids were received, staff engaged the most interested potential bidder in negotiations. Some camera work had been done earlier this year to get a general understanding of the extent of the work required. The design documents reflect a more significant than usual cleaning process. The additional work also results in additional challenges of dealing with significantly more "waste" water from the process and final disinfection process. This extra effort is resulting in a higher than usual project cost.

At this time, Well 6 is producing about 30% of its available 350 gpm and Well 15 is down to 75 out of its rated 1200 gpm. While rehabilitation cannot change factors related to the water table, it can significantly improve the amount of water that can be produced. We are finding bacteriological build up that tends to blind off the well-screens as one of the major factors in reducing well production. This is partly a result of the fact that we have very shallow wells.

CURRENT SITUATION:

Because the original capital estimate was significantly lower than the actual cost, staff would like to make sure the Council understands the need for the additional expenditure.

ANALYSIS:

- A. **STRATEGIC PLAN** This project supports the city's Strategic Plan goals of Desirability, Growth, and Livability. The ability to provide adequate, safe, clean drinking water to the community is desirable by all residents and allows for growth, as well as the ability for residents to live comfortably with the security of having enough good water.
- B. **FINANCIAL** The current FY capital budget is \$10,000. That leaves a shortfall of \$38,500. Staff anticipates the contractor will not need the full budget, but we cannot be sure until he is in doing the work. The Finance Director has indicated that there are sufficient funds in the Water Fund to cover this additional budget. Those funds will come from underruns on other projects.
- C. **TIMING** Timing is absolutely critical as temperatures rise quickly and water demand increases sharply.
- D. **POLICY/LEGAL** Staff requests Council approval for the City Manager to sign the Purchase Order on behalf of the city, because this increase is significant.

ALTERNATIVES:

Approval will allow the project to move forward and improve the production of two good drinking water wells.

If rejected, the city could have trouble meeting the needs of the community for drinking water as temperatures rise and demand increases.

RECOMMENDATION:

Staff recommends that the City Council approve the additional request for funds from the Water Fund to cover the rehabilitation of Wells 6 and 15.

ATTACHMENTS:

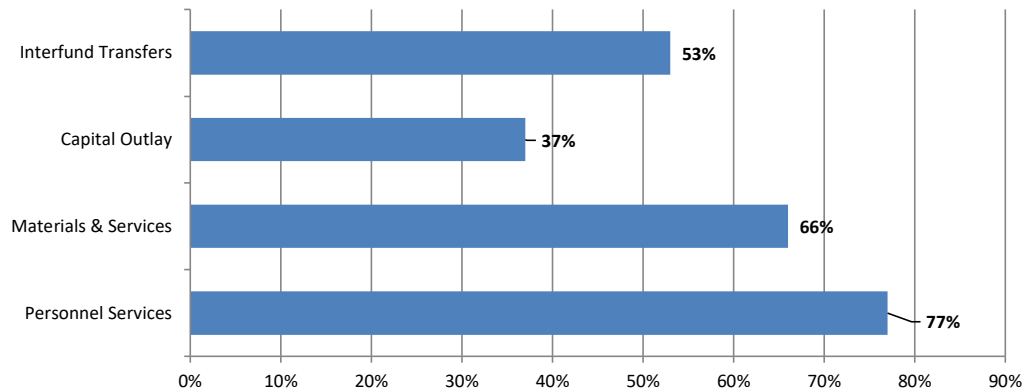
None

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
MARCH 31, 2020**

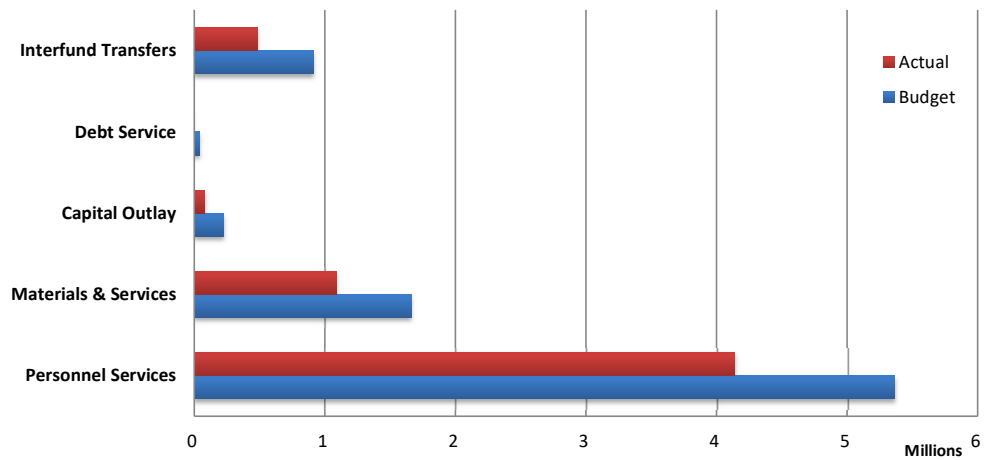
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	270,562	132,622	49.0%	
Parks & Recreation	270,562	132,622	49.0%	
Fire	1,621,332	1,176,671	72.6%	
Code Enforcement	213,764	111,597	52.2%	
Police	3,626,506	2,803,956	77.3%	overtime & sick/vacation buyouts
Police reserves	7,000	2,830	40.4%	
Public Safety Total	5,468,602	4,095,053	74.9%	
Administration	487,088	346,669	71.2%	
City Council	25,569	9,541	37.3%	
Business Registration	1,100	476	43.2%	
Cemetery	143,470	126,518	88.2%	equipment purchase, pay contract ahead of time
Finance	239,123	167,376	70.0%	
Technology	129,220	89,639	69.4%	
General Government Total	1,025,570	740,219	72.2%	
Community development	212,791	125,866	59.2%	
Community Development	212,791	125,866	59.2%	
Administrative Overhead	373,054	271,905	72.9%	
Non-Departmental Contributions	30,000	15,000	50.0%	
Other Total	403,054	286,905	71.2%	
Operating Transfers Out	815,334	416,965	51.1%	
GENERAL FUND TOTALS	\$ 8,195,913	\$ 5,797,630	70.7%	
YTD BUDGET BENCHMARK			75.0000%	 4.3%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
MARCH 31, 2020**

% Expended by Category



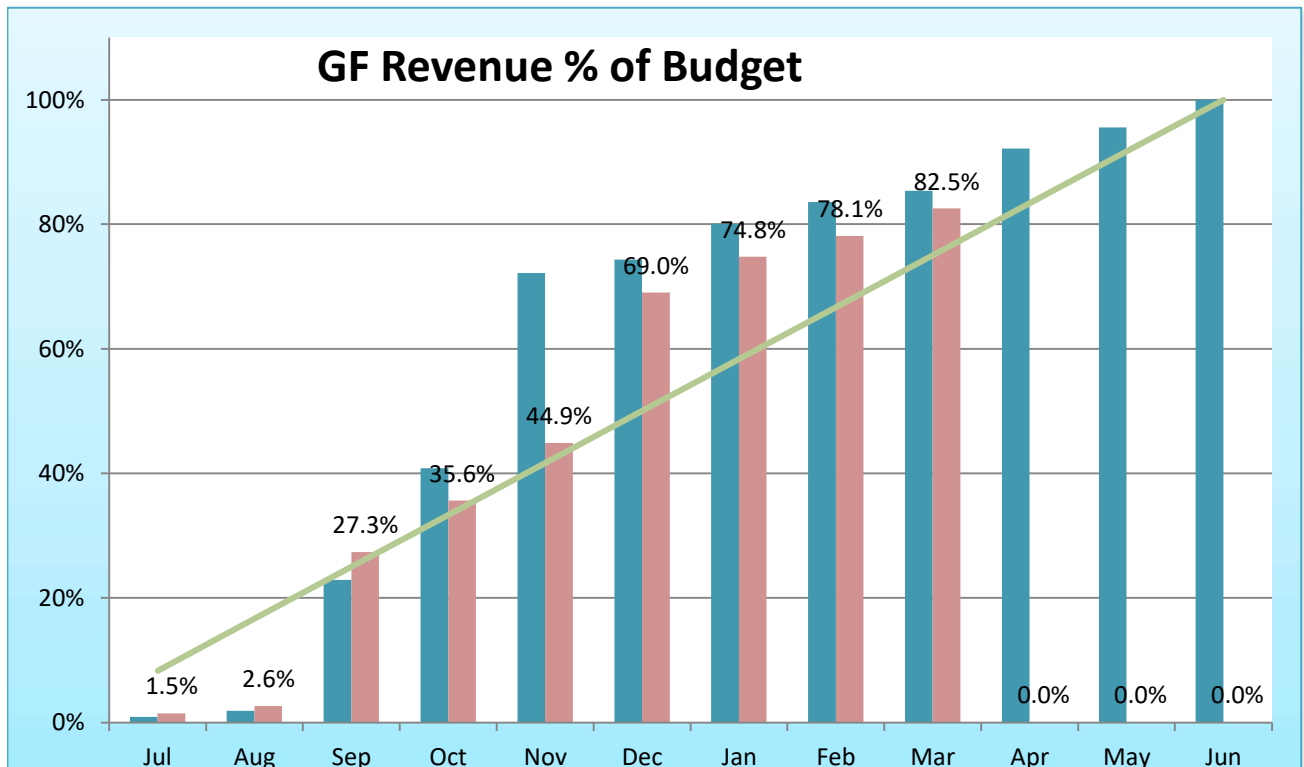
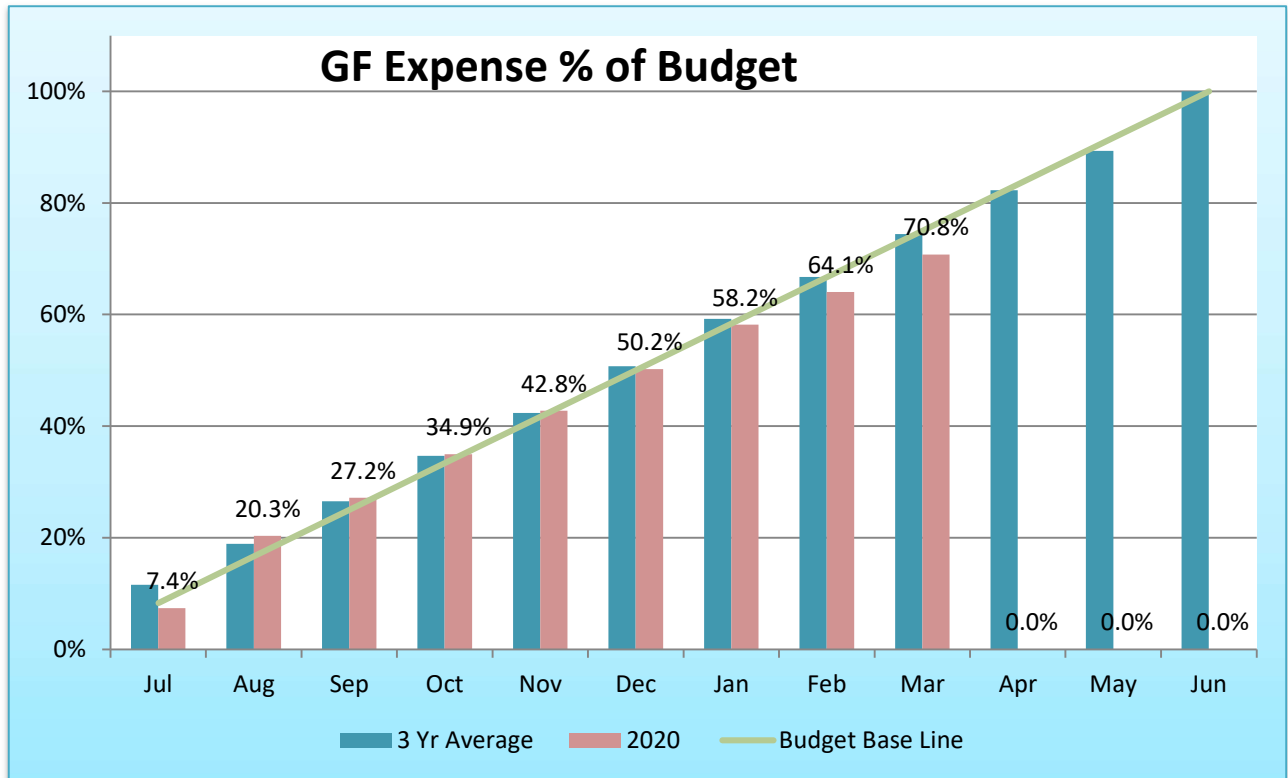
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
MARCH 31, 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	710	37.4%	
Parks & Recreation	1,900	710	37.4%	
Fire	134,372	64,332	47.9%	
Code Enforcement	18,735	156,680	836.3%	Civil Penalties Income High
Police	489,893	388,056	79.2%	
Dispensary Business License	144,000	26,000	18.1%	
Public Safety Total	787,000	635,068	80.7%	
Interest	65,700	48,186	73.3%	
State Revenue Sharing	132,656	71,085	53.6%	
Administrative Services	497,148	372,861	75.0%	
Other General Revenues	8,575	13,055	152.2%	
Property Taxes	3,688,265	3,548,162	96.2%	
Alcohol Bvg License & Fee	196,838	120,698	61.3%	
Cigarette tax	13,535	8,822	65.2%	
Marijuana tax	750,000	329,490	43.9%	two months collection
Franchise Fees	1,638,121	816,540	49.8%	
Business Registration	2,000	2,120	106.0%	
Cemetery	36,000	18,550	51.5%	
General Government Total	7,028,838	5,349,570	76.1%	
Planning & Zoning	4,450	8,289	186.3%	
Wayfinding Grant	25,000	-	0.0%	
Community development	29,450	8,289	28.1%	
GENERAL FUND REVENUE TOTALS	\$ 7,847,188	\$ 5,993,636	76.4%	
YTD CURRENT YEAR PROFIT(LOSS)	\$ 196,006			
YTD BUDGET BENCHMARK	75.0% 			1.4%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
MARCH 31, 2020**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
MARCH 31, 2020**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	250,000	2,945	1.2%		250,000	34,705	13.9%
010 Grant Fund	725,367	285,131	39.3%		725,367	153,161	21.1%
027 Building Fund	189,469	114,709	60.5%		218,747	432,198	197.6%
030 Capital Projects Fund	2,804,082	218,966	7.8%		3,214,902	3,116,952	97.0%
031 SDC Fund	430,000	10,676	2.5%		430,000	423,866	98.6%
035 Debt Service Fund	29,027	27,943	96.3%		29,027	18,812	64.8%
045 Street Fund	3,431,544	1,733,039	50.5%		3,431,544	1,891,634	55.1%
050 Trust Funds	633,756	260,984	41.2%		797,728	658,982	82.6%
055 Reserve Funds	2,728,894	1,556,219	57.0%		4,125,313	3,824,880	92.7%
060 Revolving Loan Fund	494,022	164,553	33.3%		494,022	611,220	123.7%
105 Water Fund	3,635,932	2,797,757	76.9%		4,512,615	4,255,792	94.3%
110 Sewer Fund	3,104,768	2,415,489	77.8%		6,519,403	6,199,791	95.1%
115 Storm Sewer Fund	191,678	95,133	49.6%		560,561	572,411	102.1%
120 Airport Fund	116,877	78,150	66.9%		116,877	122,444	104.8%
125 Aquatic Fund	-	600	#DIV/0!		-	57,975	#DIV/0!
Comments:							
YTD BUDGET BENCHMARK			75.0%				



Jacobs
January -



March
2020
Quarterly

Jan - Mar
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.....2-11

WATER TREATMENT PLANT SUMMARY.....12-16

WASTEWATER TREATMENT PLANT SUMMARY17-21

PARKS AND CEMETERY SUMMARY22-25

ENGINEERING DIVISION SUMMARY.....26-33

APPENDIX.....34-36

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20

- Continued to sweep areas that had high levels of leaves and debris in the gutter.
- Swept down town and the underpass 2 times on Friday mornings at 4am.
- Sign maintenance throughout town, installing new signs and replacing faded out or damaged signs.
- Cleaned the storm sewer dump site out.
- Assisted in the burning of the slash piles at the WTP. Used equipment to haul additional trimmings to the burn piles (these piles were generated last October in the river cleanup effort).
- Water maintenance throughout town, replacing broken boxes and leaks inside the meter box.
- Started servicing the small equipment in preparation for upcoming work.
- Staff finished building 30 new barricades for general use.
- Signs were installed for school zone at Alameda and 18th as per request of church school located there.
- Hauled chips from the old shop to the new shop, cleaning up the area for the Tiny House Project.
- Installed 120' of 3 inch electrical conduit for the Tiny House Project at the old shop site.
- We are working on water service for the site, we may have to install a new service line based on what we have found so far.
- CPR/First Aid training was provided for all staff, it was a worthwhile and good course provided by one of our local fire fighters.
- Staff addressed a water main break at 4th and Oregon, a defective fitting was the root cause. The repair was made in less than 4 hours and with minimal outage to local customers. Good job staff on addressing and correcting what could have been a real problem.
- Crews trouble shot and replaced some fittings at the lift station on 4th and Verde Ave.
- Removed the Winter banners and decorations and installed the summer banners on Idaho Ave, SW 4th Ave, the underpass and the down town business area.
- Cleared plugged storm drains during the heavy rain events.
- Treated a 1.5" snow storm with De-icing salt and liquid freezeguard Cl lite January 13th.
- Treated black ice January 11, 2020 with de-icing salt to clear the roads.
- Cleaned mud and silt from the TVCC 24" storm line approx. 3300 feet cleaned.
- Cleared plugged storm drains during the heavy rain events.
- 14 water services were turned on customer request.
- 10 water services were shut off customer request.
- 53 water services were shut off for non-payment.
- 40 water services were turned on for payment received.
- 22 water services were on/off read only customer request.
- 7 water services were turned off for repairs customer request.
- 5 water services were checked to verify still off from the non-payment list.
- 5 water services were turned back on and verified leaks were repaired by the customer.
- 2 irrigation meters were winterized.
- 2 meters were checked for consumption issues.
- 46 utility locates were completed.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20



Burning of the slash piles at the WTP (these piles were generated last October in the river cleanup effort).

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:



Above: CPR/First Aid training was providing for all staff by one of our local fire fighters.

Right: Water Main break at 4th Ave and S. Oregon St.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

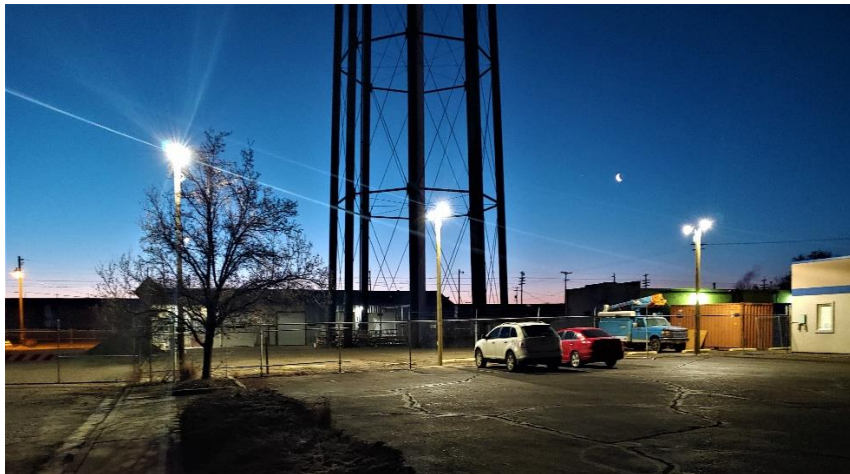
- Weekly maintenance checks on lift stations and sewer cleaning.
- Sweeping continues as needed. Swept the down town and underpass 2 times this month.
- Sign maintenance and new installs throughout town, 3 new no parking signs were installed on NE 6th Ave west of NE 2nd St. near the loading dock for Heinz.
- Water system maintenance throughout town, replacing broken boxes, leaking angle stop and leaking back checks.
- Pot hole repair throughout town.
- 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 40 % of the lines cleared and will be working on this task as time allows through the coming month.
- The water service for the homeless site was connected and a new frost-free faucet installed. Water is available at the location.
- 4 Staff members attended training in fall protection and confined space, this training was provided by one of Jacob's in-house training professionals.
- 3 staff members completed confined space and fall protection training.
- 1 staff member attended the Malheur County chemical applicators training at the Cultural Center.
- Cleaned out the storm dump pit at the WWTP.
- Picked up trash on E. Idaho Ave. drainage swells.
- Trees along the northern section of East Idaho were taken down this week as we move forward with our tree project, a total of 22 trees were removed and will be replaced with 10 trees. This project will move forward with new tree wells and grates, irrigation systems, and new ground cover in the coming weeks. Target for planting will be mid-March to early April.
- A brief snow fall resulted in snow removal plan put into effect.
- A new meter was installed at one of our industrial water users, water service was shut off and a new meter and setter assembly installed.
- 1 water main break on Feb. 6th at TVCC resulted in a boil water notice to the 4 affected services at TVCC. The 6" main was repaired, flushed and a Bac T sample was collected and taken to a lab for analysis. Results were negative.
- Vehicle maintenance – Repaired the bed of #205 added a 6' X 12' sheet of steel in the bed of the dump truck body.
- Kinney Repair welded a sheet of steel in the debris tank of #354 our Vac-con, our combination cleaning truck. The tank started rusting through and leaking.
- Started grading the gravel sections of road the City is responsible for maintaining.
- Installed a 20' pole and conduit in Laxon Park for the security camera system.
- Installed 2 – 25' poles at the old shop with 2 LED lights on each pole for security.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Fencing was erected at site of the homeless shelter.
- 13 water meters were turned on customer request.
- 3 water meters were shut off customer request.
- 25 water meters were shut off for non-payment.
- 25 water meters were turned on for payment received.
- 15 water meters were on/off read only customer request.
- 17 meters were changed out for non-functioning.
- 27 water meters were checked for consumption issues.
- 7 water meters were checked for leaks customer request.
- 12 water meters were shut off for leaks customer request.
- 10 water meters were checked to verify leaks were repaired by customer and turned on.
- 2 water meters were installed.
- 47 utility locates were completed.



Left: We installed 2 – 25' poles at the old city shop with LED lights. 2 LED lights were added to an existing pole.

Right: Playground equipment for Lions Park has arrived and will be installed soon.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:



Jacobs Staff: Working on East Idaho Tree Project.



Jacobs

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:



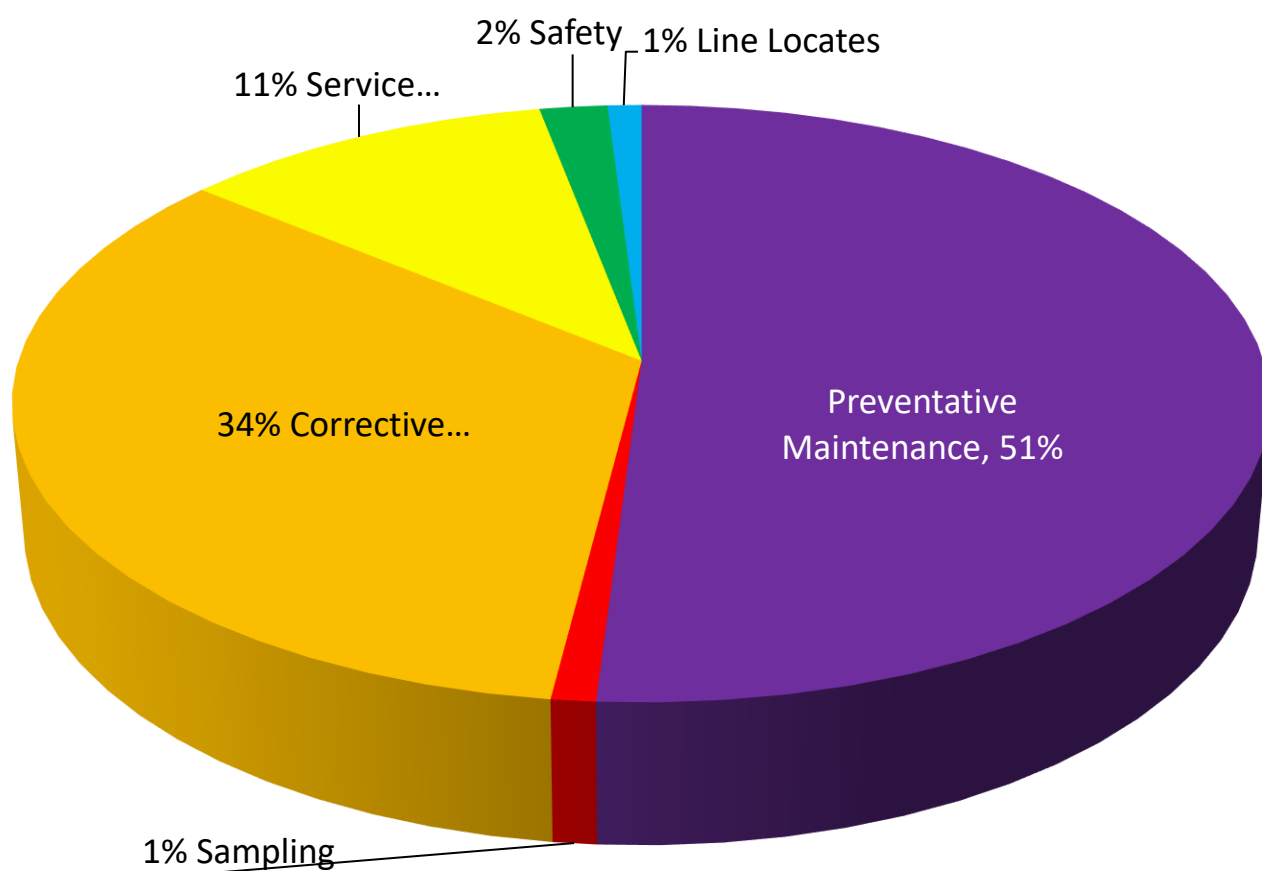
Left: Burning brush pile at WWTP.

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



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

Work Orders January – March 2020 Actual Hours by Work Order Type



WATER TREATMENT PLANT SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:

- Water plant is operating well with inventories at target levels.
- River levels are stable and normal for this time of year.
- Mercury sampling was completed as per our permit requirements.
- Heinz was offline for winter holiday break.
- Chemical feed lines were purged and cleaned again.
- Soft chemical feed lines replaced on the Wes Tech system.
- Clarifier #1 and 2 Wes Tech unit offline for cleaning and maintenance taken out of service for maintenance and cleaned.
- Additional sampling was performed in accordance with permit requirements for the water system.
- Staff had to trouble shoot and repair the chlorine generation system our current system is showing its age. It has been in service since 2004
- A new water heater for our chlorine generation system arrived and was found to be defective, a new one is on its way and will be installed as soon as it gets here. This replaces a unit that has been in service since 2004.
- Meetings were held on our long-term water master plan. It was a positive meeting identifying future goals and milestones for completion.



Jacobs staff installing new chemical lines

WATER TREATMENT PLANT SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Water plant is operating well with inventories at target levels.
- Normal system demands for this time of the year.
- River levels are stable and river water quality is very good for this time of year.
- Mercury sampling was completed as per our permit requirements.
- The wood debris piles burned last week continue to smolder and should be completely out by the end of the week. Plans for adding soil and leveling the area are in the design phase.
- Tier 1 water sampling was completed as per permit mandates.
- We experience a power spike that has caused issues in multiple area of the water plant. We are working through those issues and treatment process is good. We believe this spike is related to a transformer that was blown in the area.
- New Security camera were installed and are functioning well.
- A new water heater for our chlorine generation system was installed and is running as per design.
- 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.
- A newly hired operator began working for our water and wastewater system, he will be training at the water plant. He will shadow operations staff and learn to operate the system.
- Water booster pump 3 at westside reservoir was taken off line due to bearing noise, this pump will be pulled and rebuilt. Pump 4 will be pulled and rebuilt after 3 comes back on line.
- Additional sampling was completed as per permit requirements.
- Made repairs to chemical feed pumps and performed annual maintenance.
- Staff members made repairs to the secondary drive for the flocculator system in the main plant clarifier #1.
- 4 team members trained for the proper application and record keeping in weed prevention.
- Team member received increase in treatment licensure to grade 3.



Jacobs Staff Member:
Making repairs to the brine
pump for the Micro Clor
chlorine generator.

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

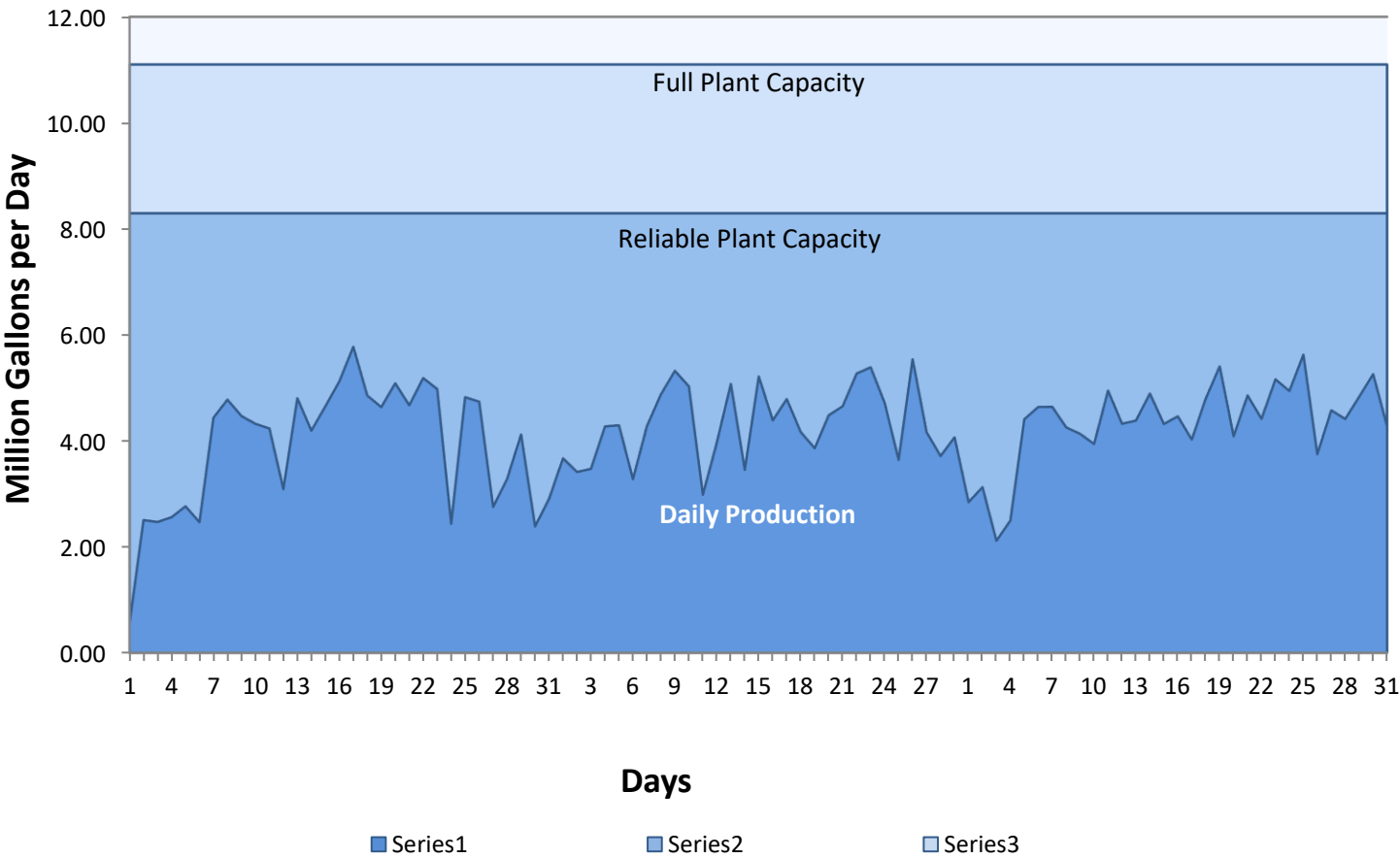
ACTIVITIES FEBRUARY 21 – MARCH 20:



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

WATER TREATMENT PLANT SUMMARY

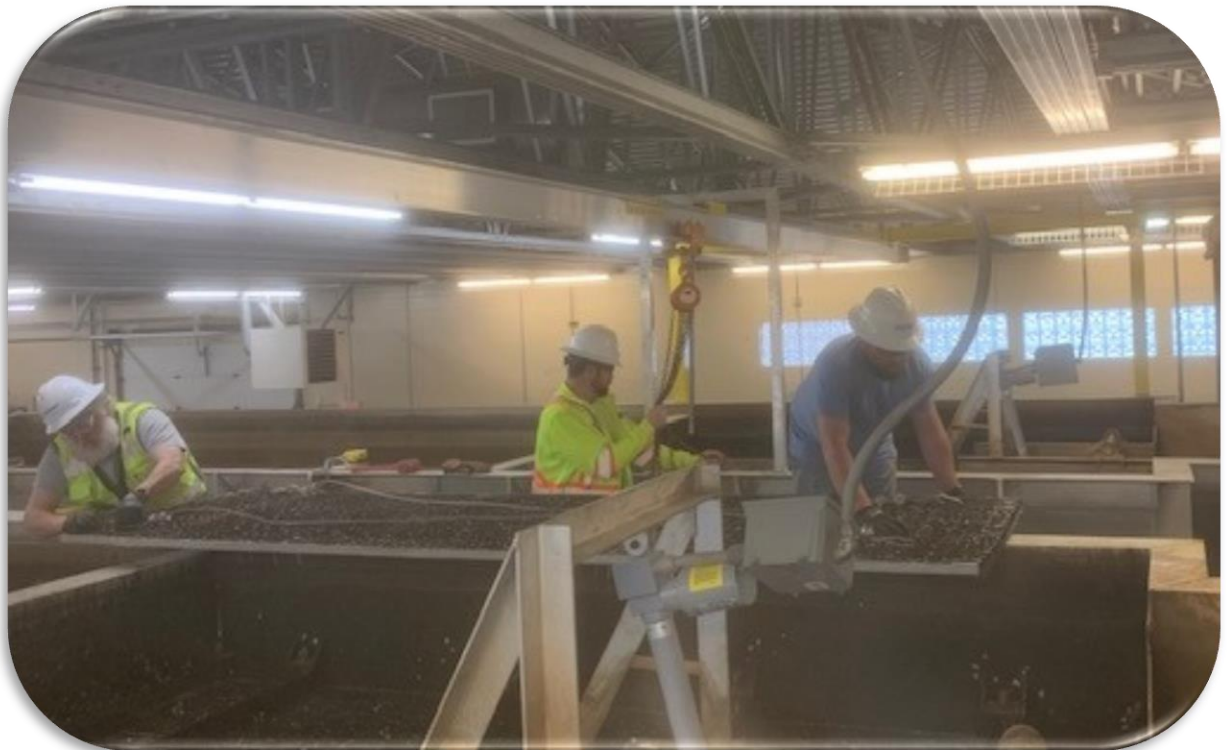
Demand vs. Availability
Jan 01 - Mar 31 , 2020



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:

- Wastewater Plant is operating well.
- Weekly inspections of the equipment and buildings including maintenance and trouble shooting.
- Additional samples were taken based on our new NPDES permit.
- Review of our sample tracking tool to assure samples are taken and not missed. This is done daily along with weekly and monthly review.
- Additional investigations of SCADA alarms systems at the facility, we are looking at additional options to provide better response time for alarms. This is a work in progress.
- Groundwater sampling was done this week, we have several water monitoring wells that surround the wastewater treatment plant and they must be sampled and analyzed for any potential leakage from out treatment ponds. This is a routine event mandated by permit requirements.
- Tier 1 sampling as per permit requirements.
- Mercury sampling was also conducted as per sampling requirements.
- Bids were received on the Farming operations at the Malheur and Skyline properties.



Jacobs staff installing screens on the Wes Tech filter train #1 at the Water Treatment Plant.

WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Wastewater Plant is operating well.
- Weekly inspections of the equipment and buildings including maintenance and trouble shooting.
- Bids were received on the Farming operations at the Malheur and Skyline properties.
- NPDES permit sampling continues as per DEQ requirements, specifically arsenic sampling.
- One of our chlorine contact basins were taken off line and cleaned.
- NPDES permit sampling continues as per DEQ requirements. Tier I samples are be collected as well as required copper samples.
- New staff member hired and being trained for the maintenance and operation of the wastewater treatment plant.
- Odors at the wastewater treatment plant remain normal.



Jacobs Staff: Cleaning the north chamber on the west side of the chlorine contact chamber at the Wastewater Treatment Plant.

WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:



Lock Out Tag Out (LOTO) for the repairs to the secondary drive sprocket for the flocculator in clarifier #1.

Jacobs Staff: Making repairs to the secondary drive sprocket for the flocculator in clarifier #1.



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

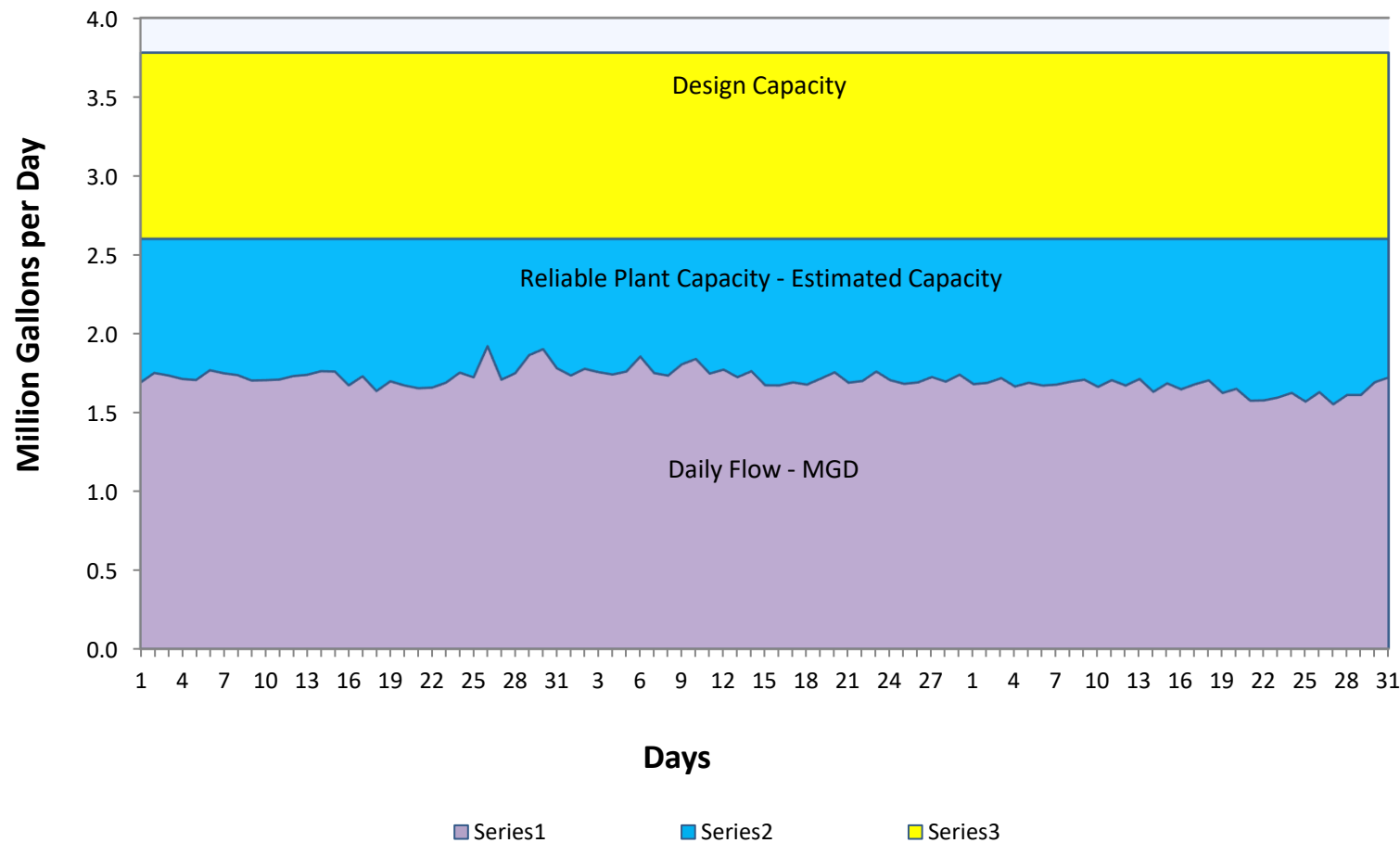
- Wastewater Plant is operating well.
- Weekly inspections of the equipment and buildings including maintenance and trouble shooting.
- The new contract farmer met with city staff to go over farm operations on both the Malheur and Skyline properties. A tour of both areas was completed.
- Additional samples 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

Wastewater Treatment Flows
Jan 01 - Mar 31, 2020



PARKS AND CEMETERY SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:

- 3 burials at Evergreen Cemetery and 0 burials at Sunset Cemetery.
- Repaired hole in the fence at the old golf course, due to someone cutting the fence.
- Removed snow from the sidewalks and deiced them.
- Crews assisted the Ordinance Officer with clean-up of a yard and boarding up the door and windows on a vacant house at 46 NW 9th.
- Additional maintenance tasks throughout the city park system.
- Installed new thermostat on the hot water heater at City Hall.
- Carpet has been installed in the woman's new locker room at City Hall.
- Disassembled the wooden picnic tables to dry before refinishing them.
- Assembling new metal picnic tables on mornings when the weather is bad.
- We are working with the new surveillance camera system installer to help in the installation process.



Refinishing wooden picnic tables.



PARKS AND CEMETERY SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Normal winter operations associated with Parks and Cemetery up keep and maintenance.
- Fixed the stalls in the restrooms at City Hall.
- Installed a new door closer on a door at the wastewater plant.
- Trees have been ordered for East Idaho Ave. Project.
- New doggy poop bags dispensers have been installed at Sunset Cemetery, Akon, Laxon Park and on the north end of Evergreen Cemetery.
- 2 burials at Evergreen Cemetery and 1 burial at Sunset Cemetery.
- The sewer line at the Beck Park bathrooms was replaced in connection with the bathroom remodel project. End goal here is to put the Beck Park bathrooms back in service.
- We are working with the new surveillance camera system installer to help in the installation process at Laxon Park. This continues as a work in progress.
- A new hot water heater has been ordered for City Hall.
- All the picnic tables have been repaired and stained. Jacobs staff will start putting them back out in the parks in March.
- Trees at Evergreen Park are being pruned this week.
- Staff will be inspecting and replacing swing set bolts throughout the parks system, this is done annually and is a task set up on computerized maintenance system.
- New trash cans are being installed at Lions Park.

FACILITIES SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Staff replaced thermostat on the hot water heater at City Hall. The hot water heater at city hall continues to have issues. The thermostat was replaced last week, we are now going to replace the heating elements.

Jacobs Staff: Installing 20' pole and conduit at Laxon Park for security camera system.



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.

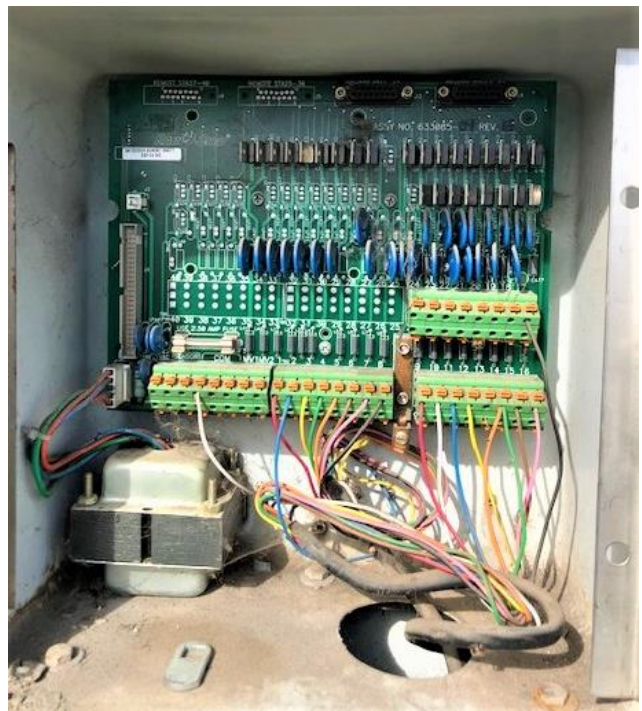
FACILITIES SUMMARY

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.



ENGINEERING SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:

- Issued 7 ROW Permits.
- Issued 1 New Addresses to new residential lots.
- Issued 1 New Address to Commercial lot.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss the relocation of a business.
- Attended 1 PDAC meeting to discuss a partition of a property for 2 new residential houses.
- Attended the Jacobs and City of Ontario monthly safety meeting.
- Attended a CPR recertification class.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Held 3 bid openings; Skyline and Malheur Farm Lease, the Treasure Valley Connector Path, and the SE 2nd ST Sewer and Water Main Extension.



ENGINEERING SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:

S. Oregon Design – In January, the Council directed PW to go back to the designer and complete the project with the landscape areas. That was done. CK3 has been asked for an updated schedule. CK3 had indicated they had some additional costs due to the delays and changes in design. This should be forthcoming.

NPDES –Keller Associates is working on the Sanitary Sewer Rehab 2020 design, and the Jacobs team is working closely with CDBG to understand the needs of the Environmental reporting (a full EA or a Categorical Exclusion). If the environmental can be completed in time, then the team will submit an application for the CDBG grant in the Feb – April timeframe. If not, then we will go after the July – September opening. The grant application will request the maximum \$2.5M. The team is working to complete a number of the various reports required by the NPDES. One of the most significant annual reports is the Reuse Report. This report discusses the application of treated effluent at the Skyline Farm site. Other reports currently underway are the Mixing Zone Study, and the pH Adjustment design, as well as an Inflow Report and an initial Inflow and Infiltration Report.

CIP – PW and Engineering staff met with the City Administrator, Finance Director, and Human Resources to discuss the Capital Projects proposed for the coming year. There were some projects that did need some fine tuning of costs or were still outstanding all together.

SRCI – Jacobs and the City continued refining the agreements and the cost formulas.

Splash Park/Skate Park RR – Jacobs had a minor set-back on schedule, as the architect was called out of the office for some time. The team quickly jumped on the project in early January with a new employee helping to drive the project. Several on-site issues, including grade and cover for the sewer line, were encountered and the team backed up briefly to develop alternative options. They are continuing to work with Andrew Medea and Adam to select the best and most cost-effective alternative.

Lions Shelter – Complete.

Water Master Plan – The team held a morning long workshop to drive the project forward. The next step is to get the proposed Plan in front of Adam and then in front of the Council for review and approval.

TVCC Path – The Treasure Valley Connector Path project received 3 bids on January 14th. The low was Warrington Construction at \$307,396. The bid was presented at the Jan. 21st Council and awarded.

Airport Sewer Extension – Insurance and bonds were submitted during January. The project will begin in mid-February after the SE 2nd Street Project.

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.

SE 2nd Street Water & Sewer – After much discussion with ODOT and elected officials, the City was allowed to put the bid back out. PW put out an informal bid to 3 local licensed contractors. Two bids were received: Knife River and Warrington. Warrington was the low at \$87,380. The bids were reviewed and presented to Council. The bid was awarded on the 21st. Insurance and bonds came in immediately, and the contractor was mobilized by the 23rd. Construction will be done by mid-February.

ENGINEERING SUMMARY

ACTIVITIES DECEMBER 21 – JANUARY 20:

TSP – The updated IGA was prepared and presented to Council. It was approved. A kick off date was set for Jan. 30th.

SE 5th – This project may be pushed out in time to allow for more funds to be built up in the Fund Exchange program, as more will be needed for the SE 2nd Street project. The SE 2nd Street project and the fund balance in the Fund Exchange program will be monitored.

Beck Park Bridge – PW recommended reviewing the actual funding available from insurance for this project before making a decision on rehab or replace. The City is in the process of reviewing that with the insurance company. An adjustor will review the site in early February to provide a more realistic evaluation.

Tennis Courts – Cody Taylor of Beynon Construction provided an estimate for the complete repair of the four courts. The cost was significantly beyond the available budget, so PW has gone back to negotiate with Bill Fittje of Cascade Fence. His preliminary estimate for repair seemed to be within the budget range. However, he has been out of town all of January, so this has not progressed much further at this time.



MicroChlor chlorine generator cells after being cleaned and acid. washed

ENGINEERING SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

- Issued 7 ROW Permits.
- Issued 0 New Addresses to new residential lots.
- Issued 2 New Address to commercial lot.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 4 PDAC meeting to discuss the remodel of an existing building for new businesses.
- Attended the Jacobs monthly safety meetings.
- Attended the Monthly Utility Meeting in Nyssa, Oregon.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Attended Preconstruction Meeting with ODOT for the SE 2nd St. Project.

S. Oregon Design – CK3 will provide 90% drawings by February 24th for review. They have requested an additional \$4k for project delays and changes. A PO amendment has been completed and sent. They are working quickly to meet their deadline. Engineering is working closely with Peter Hall regarding the public meeting.

NPDES –Keller Associates is working on the Sanitary Sewer Rehab 2020 design. Jacobs team is working closely with CDBG regarding the Environmental reporting – appears a Categorical Exclusion will be sufficient. The Task Order for CE will be brought before the Council at the March 5th meeting, along with the Notice of Public Hearing for the application to the CDBG program for the sanitary sewer (I/I) project as well as the Senior Center. If the environmental and the engineering design can be completed in time, then the team will submit an application for the CDBG grant in the Feb – April timeframe. If not, then we will go after the July – September opening. The grant application will request the maximum \$2.5M.

The team is working to complete a number of the various reports required by the NPDES. The Annual Reuse Report was completed and submitted on time. As was the original Inflow and Infiltration (I/I) report, now due annually as part of the new NPDES permit. Other reports/work currently underway are the Mixing Zone Study (nearly complete – 90% was reviewed by engineering staff) and the pH Adjustment design.

CIP – Engineering staff presented the CIP to the PW Committee and met with the City Manager, Finance Director, and Human Resources to update the discussion regarding the Wastewater budget and several outstanding Capital infrastructure items. Engineering/PW then met with all department heads to support the prioritization process.

SRCI – The agreement was approved by Council and signed by DOC!!!! Next step is to work closely with Finance to accurately close out the old billing method and develop the new.

Splash Park/Skate Park RR – Jacobs team quickly ran through several options with Andrew Medea and Adam to select the best and most cost-effective alternative. Architectural, electrical, mechanical, structural and civil designs are now 90% and internal review is complete. Final contract documents will be available for advertising by early March.

ENGINEERING SUMMARY

ACTIVITIES JANUARY 21 – FEBRUARY 20:

Water Master Plan – Anderson Perry is continuing to collect information and work towards a 90% complete product for review by City Manager with an eye for presentation to Council.

Bids/Construction

- TVCC Path – Bonds have been received. A PO is open and Notice to Proceed will occur Feb.18.
- Airport Sewer Extension – The project was nearly complete by Friday, February 14th with only paving left for weather.
- SE 2nd Street Water & Sewer – Sanitary sewer and water are complete. A change order for an additional Fire Hydrant is all that remains to be completed. Should be done by Feb. 21st.

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 – The kick off meeting was held and the team has collected all of the GIS and other data requested by the consultant. That has been delivered.

SE 5th – Still on hold.

Beck Park Bridge – On hold as insurance appraisal is completed.

Tennis Courts – Bill Fittje has been reviewing the situation and will provide updated scope.



Work has begun on SW 33rd Street Sewer Extension.

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 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

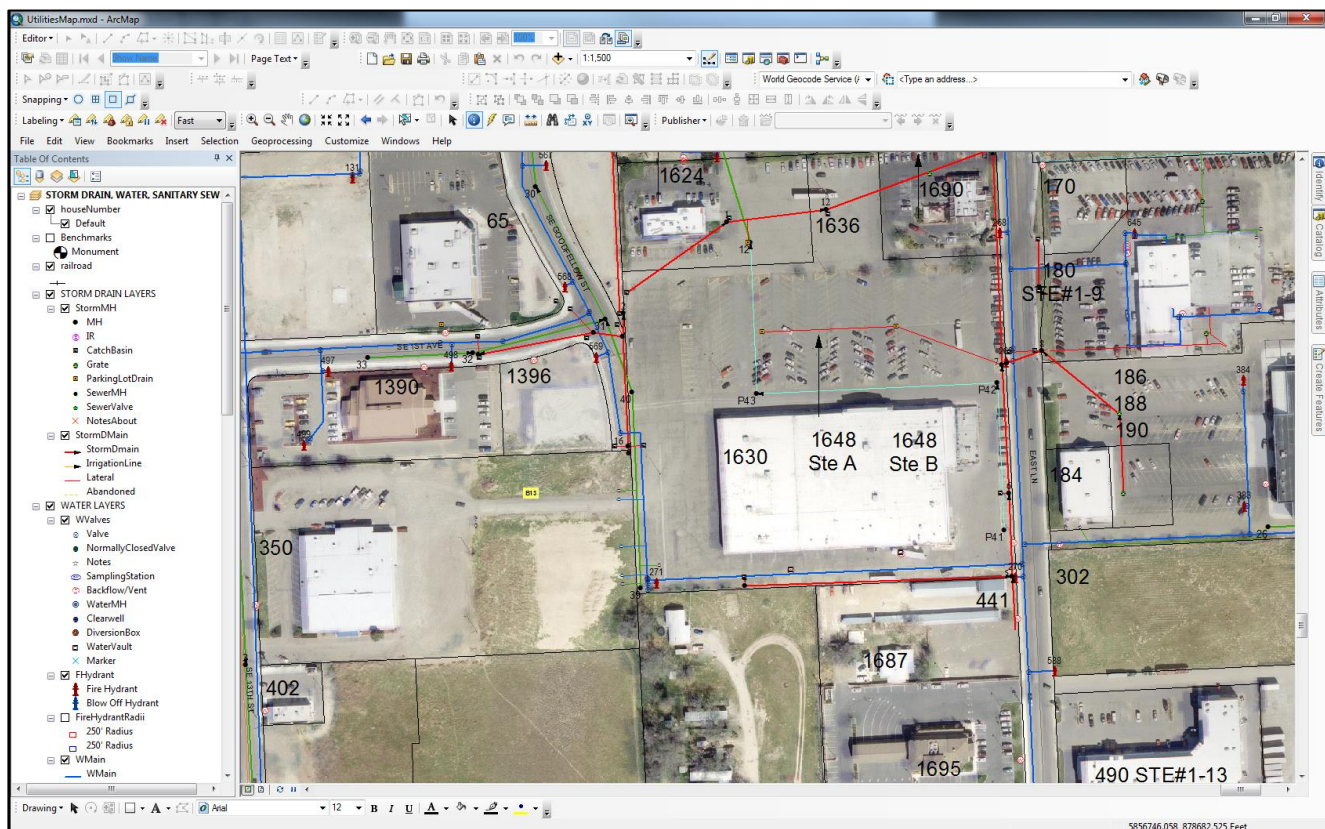
PARKS DEPARTMENT

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.





April 2020 ACTIVITY REPORT



April 2020



Emergency Medical:

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

CITY	121
RURAL	22

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

Hazmat Team Calls:

0

Fire Related Emergency Calls:

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

	TOTAL	General	Mutual Aid
CITY	23	5	0
RURAL	6	4	2

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

TOTAL CALLS FOR MONTH

CITY	144
RURAL	28

FIREFIGHTER TRAINING:

3/31/20 Haz-Mat Refresher Emphasizing Covid-19 and Respiratory Diseases.

4/7/20 Cardiac arrests and the operations of the Lucas Tool.

4/14/20 Wildland Interface preventions programs and awareness.

4/15/20 Crisis care guidance teleconference.

4/16/20 Disaster Preparedness for any type of emergency.

4/21/20 Fire Engineering-Interior Fire attack.

4/21/20 Standard Operating Procedures review, and Fire Scenarios

4/24-25/20 Oregon EMS conference numerous sessions



April 2020



PERMITS ISSUED:

City Open Burns 9

City Burn Barrels 5

Rural Open Burns 102

Rural Burn Barrels 19

INSPECTIONS:

3/31/20 - Quarterly Safety at the Planning Annex, City apartments, and Stn. 2.

4/1/20 - St. Al's remodel in the Pharmacy final inspection.

4/15/20 - Wal-Mart final inspection at the Call-in pick up area.

4/16/20 - Rough-in fire sprinklers of the existing portion of the TVCC technical learning center.

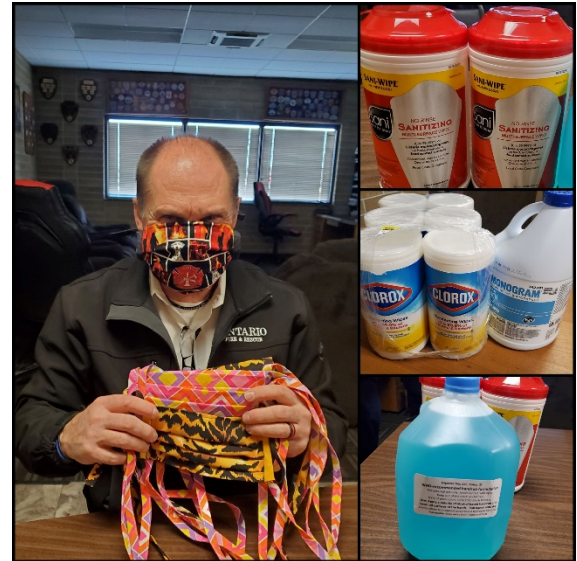
4/21/20 - TVCC fire sprinkler water supply line for the technical learning center.

COMMUNITY INVOLVEMENT:

4/3 – Volunteer Firefighter Association
Purchased a new Sparky outfit for
community events and school
presentations.



4/6 – Received Covid-19 masks from Mask Ontario, and Tonia Montgomery and disinfectant donations from Edge Performance Sports, and Red Apple Market Place.



4/7 and 4/8 - Hose testing

4/12-4/18 - 911 Dispatchers week, recognizing the first ones to respond.





April 2020

Summary of Calls of Interest:

City Incidents:

4/6 - 2071 W. Idaho R1 was called to a report of a radio in her bedroom had caught fire. R1 was updated that the fire was out but they wanted R1 to proceed to investigate. R1 found a personal radio in a charger in occupant's bedroom with charred fire extinguisher powder on it. OPD used the extinguisher before R1 arrival. There was light smoke in the residence. R1 closed doors and started PPV. The owner stated she had heard a popping noise and then there was visible flame then she unplugged the radio charger. After smoke was cleared the radio was brought outside. The owner was advised that she was ok to sleep in the home and the smoke detectors were still in working order. The owner occupant decided to stay elsewhere for the night.

4/17 - 520 NW 9th St. Rescue 1 was called to the scene of smoke coming from the attic of a vacant apartment next to RP. On scene R-1 saw smoke coming from the attic in several areas of a 4-plex. Occupant of one of the 4 plex's stated she had smoke in her bathroom, and you could see the ceiling blistering with burn marks on the edge of ceiling. R-1 pulled ceiling to reveal fire in attic. Fire was knocked down and then ceiling pulled to remove insulation. Occupant stated she had been having problems with a ceiling heater/fan combination. A new motor had recently been installed. Vent through roof was absent. Heater was suspect in ignition of fire. Cascade Gas and Idaho Power were dispatched and arrived on scene. No action was required by either company. TVP was on scene and assessed a neighbor in an adjoining apartment. She was not transported.

4/21 - 1802 SW. 4th Ave. R1 was called for a report of an electrical fire at Auto Ranch Ford. R1 arrived on scene and was directed to the back door of the business. An employee showed R1 three large electrical service masts for the entire building and at least one appeared to be arching and sparking on the roof. The rubber boots that offer weather protection were melting and burning. R1 was able to establish a safe area and check the electric panels inside and shut of the main breakers to the panels. R1 called for a general alarm and confirmed Idaho Power was en route. R1 checked the surrounding areas and made access to the roof on the C side of the building on a lower roof. The decision was made not to access the metal roof until the power was disconnected by Idaho Power. 100 on scene with command, 103 on scene, laddered the C side near the electrical masts. Once Idaho Power on scene and power was off 103 crew made access to the roof, fire suppression of burning material with ABC extinguisher. It was determined the service entrance conductors were rubbing on the roof for some time and were the cause of the arching and sparking. 103 crew then proceeded with cutting away affected metal roof and insulation pieces. Area was checked with TIC and all surfaces were cool to the touch, and showed no more than 80 degrees F. Two large bay doors were opened to supply ventilation and wind was sufficient. Area on the roof was taped off with caution tape due to missing roof section. Scene was turned over to the service manager.



April 2020



4/23 - 728 River St. R-1 dispatched to a fully engulfed structure fire. R-1 asked dispatch for a general fire page. House was fully engulfed with 1/4 of roof already burned threw. R-1 used booster line to protect neighboring structure. 100 on scene and established command. Upon arrival of 103, they did a forward 5" lay and pulled 3 pre-connects to extinguish fire. 101 Crew assisted 103 with extinguishing and mopping up fire. Idaho power had power disconnected at 2321. Gas and power utilities were both on scene and had been shut off for quite some time. Fire mopped up 101 and 103 cleared the scene at 0028.

Rural Incidents:

3/29 - 4569 Oak Rescue 1 responded to a barn fire. Upon arrival R1 found flames coming out the north window and smoke coming from the center of the roof. R1 made fire attack through the north window. extensive flames were knocked down. Once 155 and 159 arrived on scene crews were directed to open doors on the west and east side. Crews then made entry with pre connects and extinguished remaining flames and cooled hot spots. Ceiling and plywood were pulled to access hot spots. Investigation and questions found that the wood stove had been used throughout the day while the occupants worked out inside the barn. Occupants tried to use a hose and extinguish fire but were unable to. The investigation of the area of origin showed some wood pieces and structural wood appeared to have started by the stove through convection. 4 gas monitors were used while overhaul was being done. All levels stayed below minimum acceptable levels.

4/4 - 4441 Casa Rio Dr. Ontario Fire was dispatched to 4441 Casa Rio Dr for a kid entrapped in a vehicle seat belt. R-1 entered the vehicle and noticed the boy approximately 10 years old and 60 lbs. had the seat belt wrapped around his rib cage. The mother requested for FD to release the seat belt by finding the emergency release button. R-1 staff attempted different options to gain slack to slip the child out of the seat belt without success. At this time, the child was beginning to experience shortness of breath because the seat belt had constricted around his rib cage. At this time R-1 staff decided to cut the seat belt.

4/14 - Railroad Ave and Lincoln Dr. R-1 dispatched to 2 small grass fires burning about 500 feet apart. R-1 used a booster hose to extinguish both fires. Railroad engineer thought the fires started from sparks from the rail cars.



April 2020

4/19 - 2624 Grove School Rd. Vale OFD was dispatched to assist Vale FD through a mutual aid request by them. 155 responded with a crew of 5 for a working structure fire. Upon arrival 155 set-up drafting operations and established a water source to supply Vale FD's engine. Two monitors and several handlines were being operated off Vale's engine to fight the fire. Several thousand gallons of water was drafted from a local farmers irrigation collection point during the fire. 155 was released and returned to OFD's fire district after being on scene approximately 3 hours.





April
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 SUMMARY9-11

PARKS AND CEMETERY SUMMARY12-13

ENGINEERING DIVISION SUMMARY.....14-16

APPENDIX.....17-19



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

- Installed the hanging pot brackets on the light poles downtown.
- Modifications to the gate at the homeless camp have been completed.
- Vehicle inspections of our rolling stocks as per our maintenance schedules direct.
- Installed a new Fire hydrant on W. Idaho Ave.
- Installed a new water service on W. Idaho Ave.
- Installed 2 new crosswalk signs on SW 2nd Ave and SW 6th St near the middle school.
- Sign maintenance throughout town.
- Continued sweeping the entire town.
- Additional sweeping downtown and the underpass.
- Met with Cascade Gas on the SE 2nd Street for their completion.
- Put signs out around all the City Parks closing them to the public due to the COVID 19 restrictions from the Governor.
- The PW office was closed due to the COVID 19 restrictions.
- Replaced a no parking sign at Ontario truck wash.
- W. Idaho lift station plugged again Sunday night (adult wipes again).
- All emergency generators were filled with fuel (all of our lift stations have backup systems).
- Painted over graffiti in the underpass and surrounding concrete on E. Idaho Ave.
- Painted over graffiti and removed paint from the front windows on the old Vape shop at the intersection of Oregon St and Idaho Ave.
- Supported a property abatement at 627 NW 2nd St. removing trash and boarding up windows, having to go back a week later and re-board the windows up that had been broken into.
- Water system maintenance throughout town, repairing broken boxes and leaks.
- Finished installing fractured rock in the E. Idaho planter strips and assisting in the tree planting.
- Built an access and parking lot on the Malheur Farms site for the River Access Project.
- Removed brush and trees that were impeding the travel for pivot #1 on Malheur Farms.
- Started the installation of the new playground equipment in Lion's Park, this will be a work in progress for the next few weeks. Trimmed weeds on E. Idaho Ave. behind the sidewalk 5'.
- Picked up trash on E. Idaho Ave. in the drainage swells.
- Rebuilt the Everfelt irrigation filtering system at the Skyline Farm.
- 38 water meters were turned on customer request.
- 8 water meters were shut off customer request.
- 22 water meters were on/off read only customer request.
- 6 water meters were changed out for non-functioning.
- 3 new water meters were installed.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

- 3 water meters were checked for leaks.
- 3 water meters were checked to verify off from the non-payment list.
- 7 water meters were shut off for repairs customer request.
- 7 water meters were turned on and verified leaks were repaired by customers.
- 1 water meter was checked for consumption issues.
- 71 utility locates were completed.



Left: Jacobs Staff removed brush and trees that were impeding the travel for pivot #1 on Malheur Farms.

Right: Rebuilt the Everfelt irrigation filtering system at the Skyline Farm.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

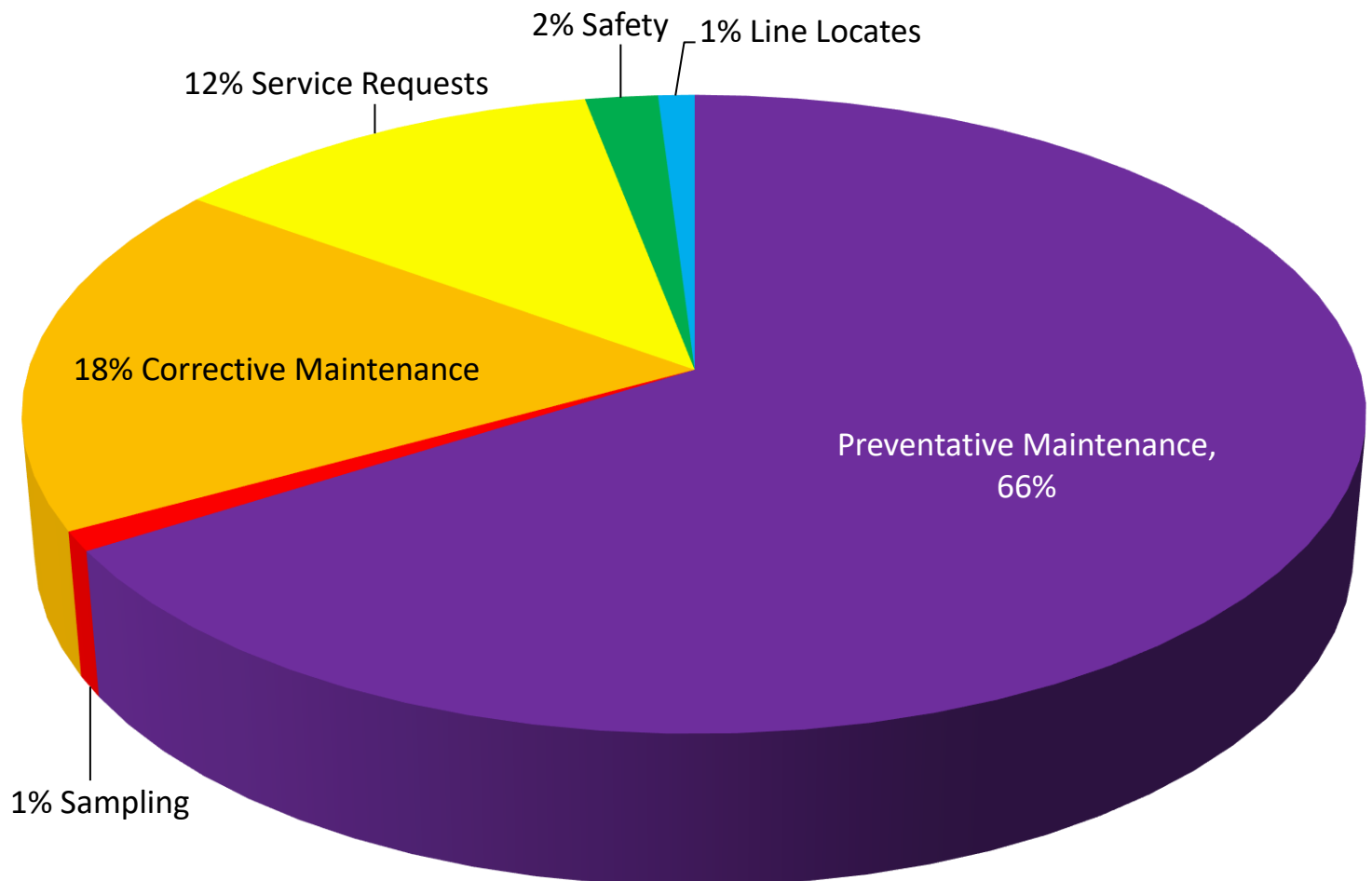
ACTIVITIES MARCH 21 – APRIL 20:

Jacobs staff has started installation of the new playground equipment in Lion's Park, this will be a work in progress for the next few weeks.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

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



WATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 21 – APRIL 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 reinstalled.
- 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.
- Cleaning of the sloughs at the water treatment plan was approved by USACE and will be begin shortly.
- Quarterly (DPB) Disinfection By Product, TOC (Total Organic Carbon) and Alkalinity samples were pulled results are in the required EPA and OHA guidelines.
- Crews inspected the flocculator paddles, primary and secondary drives, chains and baffle walls on both primary plant clarifiers.
- Request for bids for Wells #6 and 15 for cleaning and reinspection have sent out.
- A dive team here late last week and they identified and removed debris that had partially obstructed the intake structure. We also implemented a new pumping program through our SCADA system that is working very well in keeping intake flows at normal rates. A job well done by staff.
- ACS to install new filter #2 influent valve controller.
- Weed control around the Water Treatment plant and the booster stations has begun and will continue throughout the weed growing season.
- Jar tests to verify chemical feed rates to both old plant and Westec.
- Inventory of plumbing supplies.
- Continue with weed control at the booster stations.
- Weekly bacterial sampling.
- Received Poly chemicals for water treatment.
- Received salt for chlorine production.
- Repaired leak on head loss indicator.
- Preparation for backwash valve replacement.
- Preparation for painting of the pump/filter gallery.
- VFD repair pump #3 eastside booster station.



WATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:



Left: Jacobs staff member taking scheduled monthly bacterial samples.

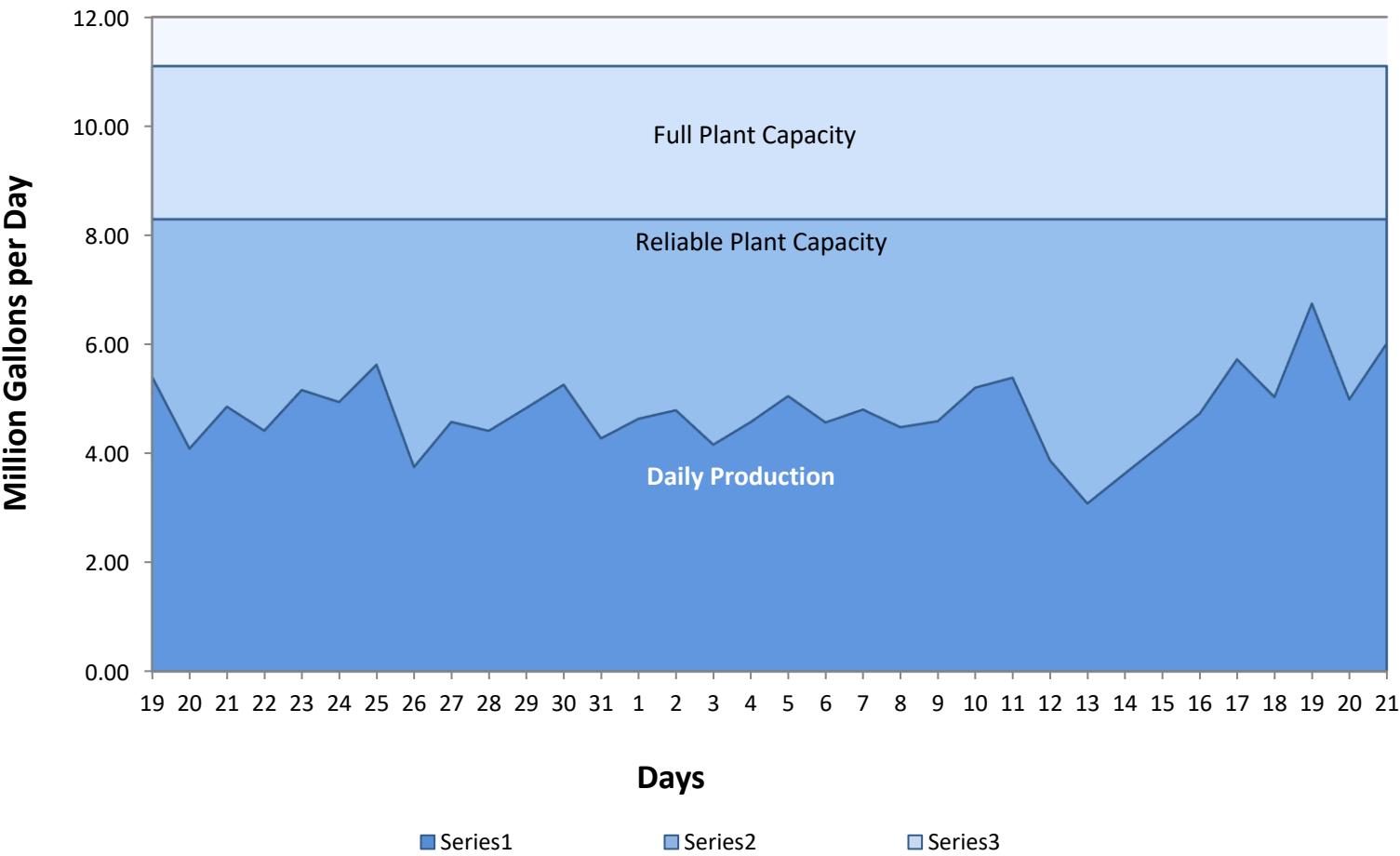


Right: Jacobs Staff performing maintenance checks on the aerators at the Wastewater Treatment Plant.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

Demand vs. Availability
Mar 19 - Apr 21, 2020



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

- Wastewater Plant is operating well.
 - Weekly inspections of the equipment and buildings including maintenance and trouble shooting.
 - NPDES permit sampling continues as per DEQ requirements. Tier I samples are be collected as well as required copper samples.
 - West Chlorine contact chamber was taken off line and cleaned, both contact chambers are clean and ready for service once flow begins to the skyline farm reservoir.
 - Recirculation from lagoon #5 into the city influent of Lagoon #1 has been started to improve the odors that have begun this month.
 - Weed control around the Wastewater Treatment plant and skyline Farm reservoir and pump building has begun and will continue throughout the weed growing season.
 - Repairs to the irrigation system for Malheur and Skyline have been underway prior to planting seasons.
 - Cleaning of west chlorine contact chamber.
 - Weed control around buffers and fence lines.
 - Installation of skyline booster pump.
 - Cleanup of Shop and reorganization of inventory.
 - Lagoon boat preparation for operation inspection and maintenance of aerators.
- We issued a press release to explain the odor problems we are experiencing at the wastewater facility the press releases as follows:

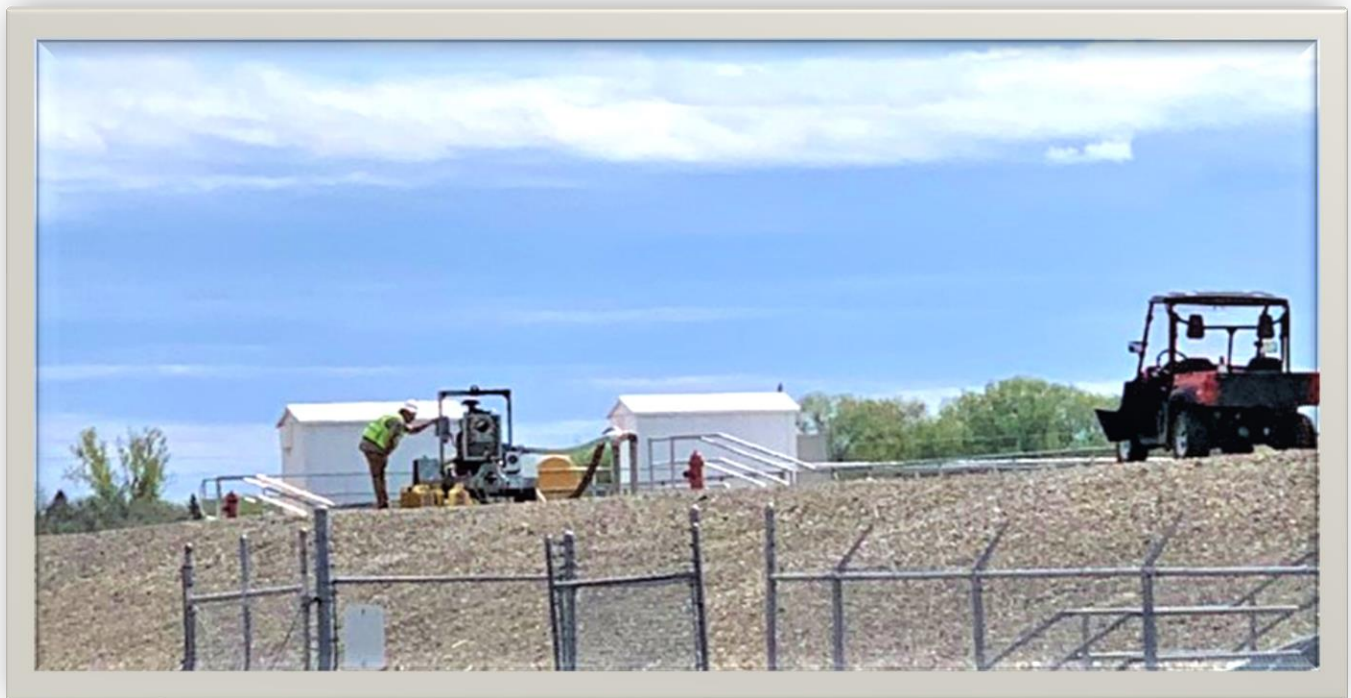
During the past month, the City of Ontario's wastewater treatment lagoon has experienced odor issues. The odors are the result of seasonal water temperature changes that bring decomposing biosolid gases to the lagoon surface which are then dispersed by wind. City staff are implementing all available mitigation measures to address this issue in the near term and the City has committed funds to remove the biosolids build up later this year. Removal of the biosolids build up should solve the problem going forward. The City appreciates the patience of the Community as we remedy this problem. If you have any questions, please email or call.

- We implemented some flow process changes to the lagoon system , we are recirculating water back through the influent lagoons in an effort to address odor issues, we have also developed a plan to institute other changes if this does not show any improvement in odor.
- We met with one of Jacobs odor mitigation experts to help generate a plan to address odor issues, sampling equipment has been ordered and on the way. This obviously is a work in progress. Ultimately the removal of solids is the final solution to this problem.
- Equipment was ordered to begin solids mapping of influent lagoon, this should begin as early as next week dependent on other issues related to supply.

WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

Top: Cleaning system of the chlorine contact chambers to recirculate discharge from lagoon #5 back into lagoon #1 to mitigate the odors from lagoon #1

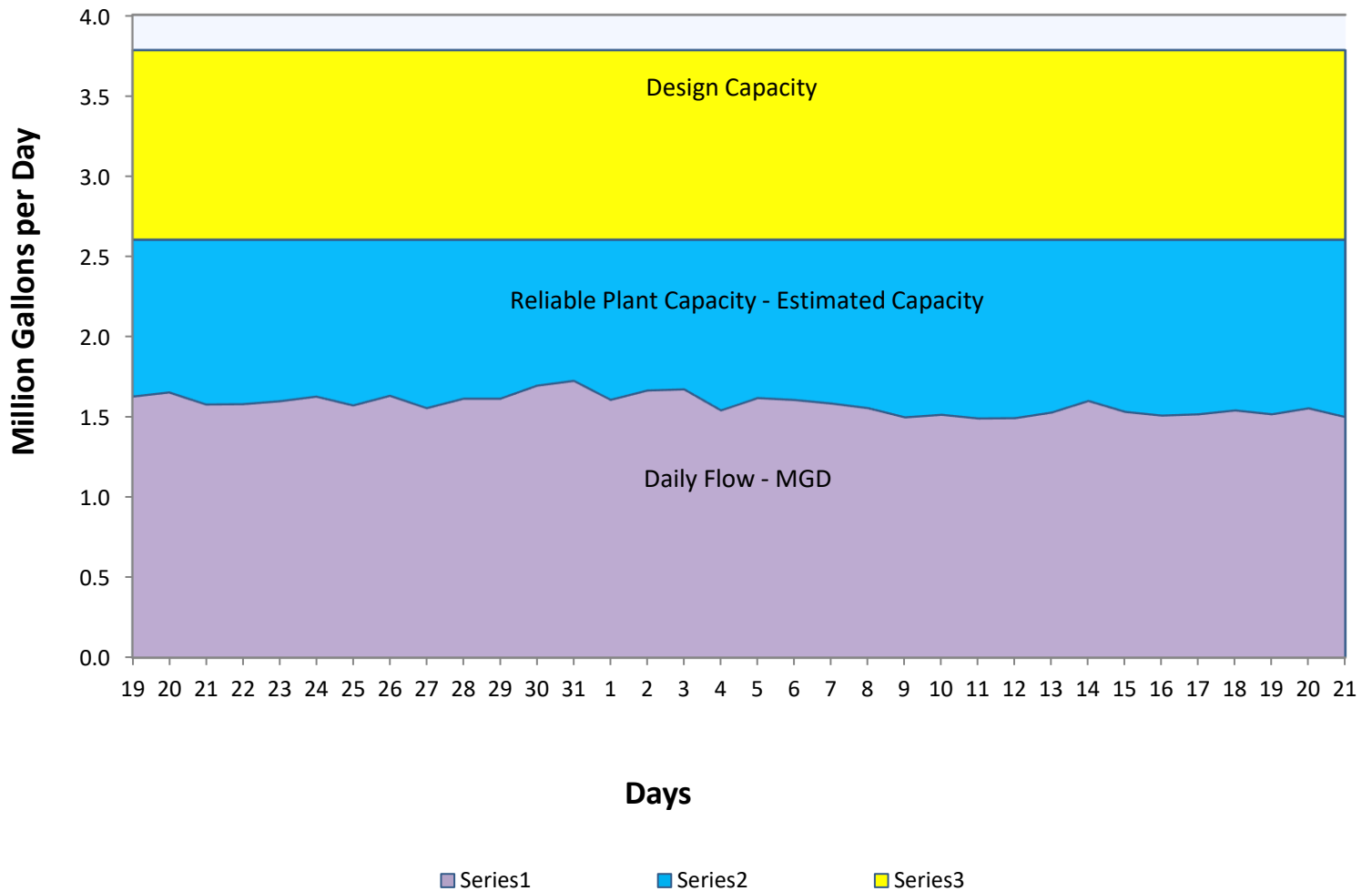


Bottom: Jacobs staff member making adjustments to the discharge pump moving the recirculation water from lagoon #5 into lagoon #1 at the Wastewater Treatment Plant.

WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES MARCH 21 – APRIL 20:

Wastewater Treatment Flows Mar 19 - Apr 21, 2020



PARKS AND CEMETERY SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

- Sprayed the whole area of the old golf course to help with the weed mowing this summer.
- We had 2 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Cleaned the drains in the fire department restroom.
- Replaced the turbo on the generator at City Hall.
- New dog run fence has been installed at Lions Park.
- Replaced a faucet in the upstairs women's restroom at City Hall.
- Repaired a faucet in the downstairs men's restroom at City Hall.
- Fixed a leak in the old club house at the old golf course.
- Irrigation systems in the parks and cemeteries have been started.
- Spring cleaning at the cemeteries has begun.
- We have started mowing the parks and the cemeteries.
- The SRCI has been on lock down so they will not be helping the city weed eat around the head stones at the cemeteries until the lock down is over.
- Put a new sprinklers controller on the sprinklers system at the swimming pool, someone took the old one off the outside wall this winter.
- Flowerpots are being watered and trash receptacles are being emptied throughout the downtown area.
- Troubleshooting new irrigation system on East Idaho Ave. tree project.
- The area for the new playground structure at Lions Part has been excavated and construction of the new playground structure has begun.



FACILITIES SUMMARY

ACTIVITIES FEBRUARY 21 – MARCH 20:

- A new shower and toilet were installed in the fire staff's workout room.

New dog run fence being installed at Lions Park.



ENGINEERING SUMMARY

ACTIVITIES MARCH 21 – APRIL 20:

- Issued 2 ROW Permits.
- Issued 0 New Addresses to new residential lots.
- Issued 0 New Address to Commercial lot.
- Attended 0 PDAC meetings to discuss the expansion of a business.
- Attended 0 PDAC meeting to discuss the relocation of a business.
- Attended 0 PDAC meeting to discuss new businesses.
- Attended 0 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting. **No meeting this month due to Covid-19.**
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Multiply construction inspections.
- Skate Park Bathroom bid opening.

NPDES Activities:

CDBG application – Paul Woods, Adam, and Betsy met with Arthur Chaput from Biz Oregon to go over the draft CDBG application. He provided comments and input that were then incorporated. A final review will be conducted April 28th just prior to submittal on April 30th. The environmental work is complete as necessary for the application and the contract documents have been completed by Keller and uploaded to the application as well.

pH Adjustment Design – This process is 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. The design has been submitted to the DEQ for review. It will go out for informal bid (3 bidders minimum) shortly. This project needs to be completed to meet the NPDES requirements by September 1, 2020.

Mercury Minimization – This task will kick off shortly; the internal team has been developed. This plan is due to DEQ by August 31, 2020.

Biosolids Removal – The team has been developed and have begun design for solids removal. Purchases have been made to conduct the solids mapping and mapping could start as early as the week of April 27th.

Skyline Farms – Repairs identified by the new contract farmer are topping over a \$60k. However, these repairs should have been identified by the previous farmer and Jacobs and addressed over time. This is not just an issue with the new farmer. The repairs have been effective; the system has been tested and is running well. The lagoon has been building water so staff can send the maximum amount of water up to Skyline Reservoir for the start of irrigation system (May 1). The farmer has planted the initial crop. Jacobs is working with DEQ on the Planting Plan.

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.

ENGINEERING SUMMARY

ACTIVITIES MARCH 21 – APRIL 20

Odor Complaints – WW staff and engineering team have been working closely to try to develop improvements in the odor problem at the lagoon. The removal of biosolids will likely provide the biggest improvement, but this will not be recognized until next spring. Currently the team is working on modification of flow through the system as well as increasing Dissolved Oxygen to Lagoon 1. This activity includes purchase of materials to improve the aerator system.

Water System:

WTP Lab – Staff have been reviewing applicable products for lab (countertops, cabinets, etc.) and are working creating very simple Performance spec type package to get out to several contractors for an informal bid.

Well Rehab – Engineering staff completed the bid package for cleaning and disinfection of Wells 6 and 15. Have communicated with Adam and Kari that this will go over the anticipated budget. It is a time and materials project and is dependent on how “dirty” the well screens appear. The informal bids will be opened May 1.

Water Master Plan – COVID19 has had an impact on the Anderson Perry team and the modeler/family in particular. That item has been delayed. An updated schedule has been provided that shows completion of a draft by early May. A presentation to Public Works will be added, followed by a presentation to the City Council.

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

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. It was discovered the pro-rated old bill had not been finalized, so that was done and sent to Utility Billing who then got it out.

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

- Skate Park RR – One bid was received from Holcomb Construction. It was \$133k – approximately \$33k over the available grant funding. Various alternatives for reducing the construction cost are currently being reviewed. Adam is also reaching out to the Recreation District to see if they will contribute.
- TV Connector Path – Construction is nearly complete – paving should start the week of April 27th. All has gone well. TVCC has asked if bollards could be installed at the entry points at the streets to keep people from driving on the path. Warrington is going to look into prices for a possible Change Order. TVCC has also commented on “dirt” on the grass – we have contacted Warrington about this and he will be doing clean up as soon as the pavement is done.
- Airport Sewer Extension – The project is complete.

ENGINEERING SUMMARY

ACTIVITIES MARCH 21 – APRIL 20

- SE 2nd Street Construction – Jacobs staff have been working closely with ODOT and Dan Cummings to communicate with between 4 and 5 property owners who have features within the R/W. A letter has been sent out. The team was also working with an issue that came up briefly regarding R/W and SE.
- S. Oregon Design – CK3 completed design and the project was reviewed. The additional work conducted by Idaho Materials Testing (ground penetrating radar) was incorporated into the documentation of the final design. Public Works staff will be conducting the work on two of the midblock crossings that could provide some risk to adjacent properties. Bidding was conducted over more than two weeks in April and bids opened on the 23rd. Two bids were received: Warrington Construction was low at \$716k and Granite Construction had a higher bid at \$743k. Both were competitive, responsive and responsible bidders. Recommendation of Award will be conducted at the Council Meeting April 28th; the bids are broken into 2 schedules so that just a portion could be awarded if desired. The low bid did come in approximately \$227k over available budget.

WTP Slough – The State approved our work in the slough; this will happen when staff gets back to full numbers after COVID19.

TSP – Steve is working closely with the Kittleson team. Public Involvement has been delayed, but the TAC and the Stakeholder lists are being completed. GIS information has mostly been provided (sidewalk and bike lane info etc.). Steve is working with Morgan for a zoning and land use map as required. The internal team worked together to ensure that invoices and in-kind hourly reporting was done correctly.

SE 5th – Still on hold.

Beck Park Bridge – Insurance information has been received (about \$4k with a \$10k deductible; giving us a budget of \$14k). Al to work on finding potential contractors and Betsy working with local structural engineer to provide performance spec.

Tennis Courts – Bill Fittje provided an estimate for \$185k; Adam is working with the funding team to see if they can come up with additional capital campaign funds.

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.

APPENDIX

FIELD SERVICES

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

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

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

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

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

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

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

APPENDIX CONTINUED

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

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

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

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

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

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

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

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

WASTEWATER TREATMENT PLANT

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

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

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

APPENDIX CONTINUED

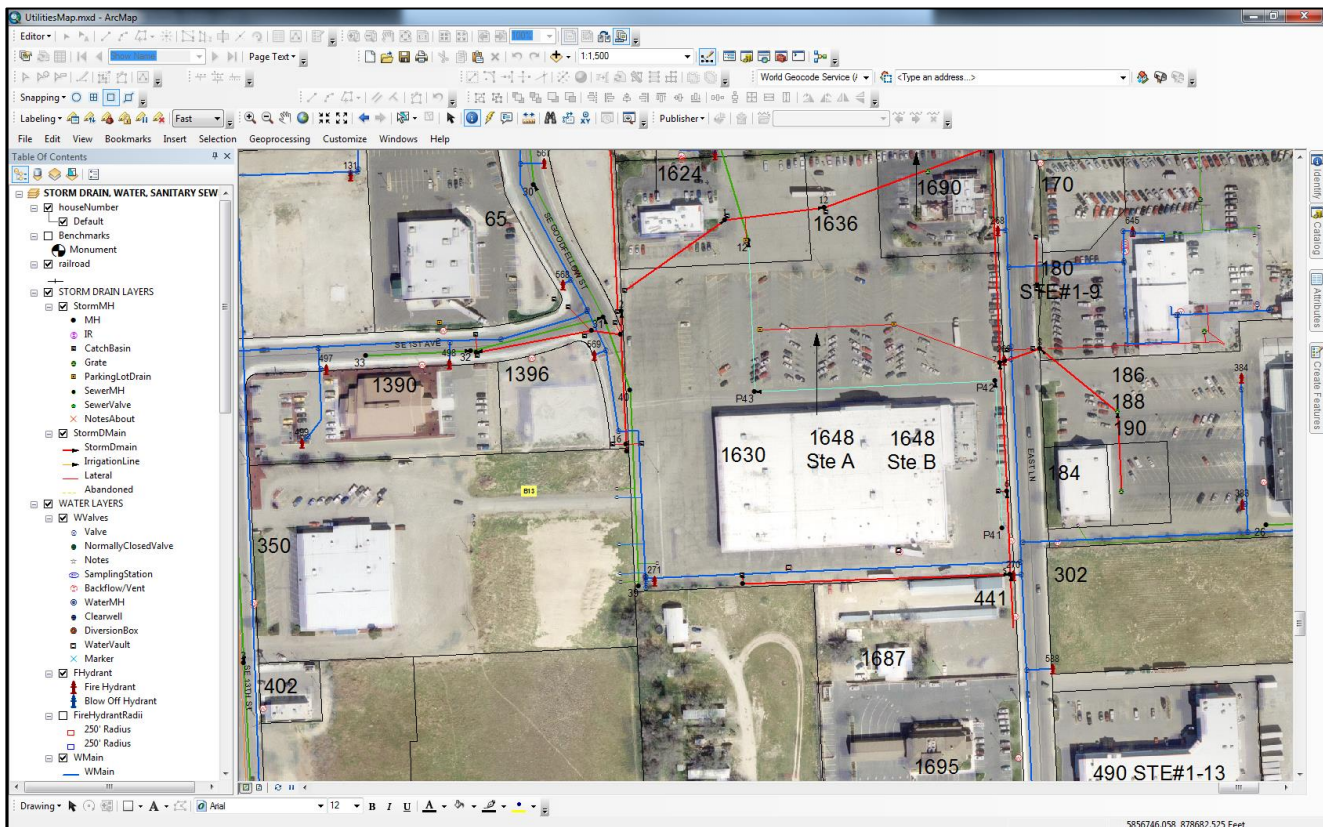
PARKS DEPARTMENT

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

ENGINEERING DIVISION

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

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





Lt. Jason Cooper
Ontario Police Department

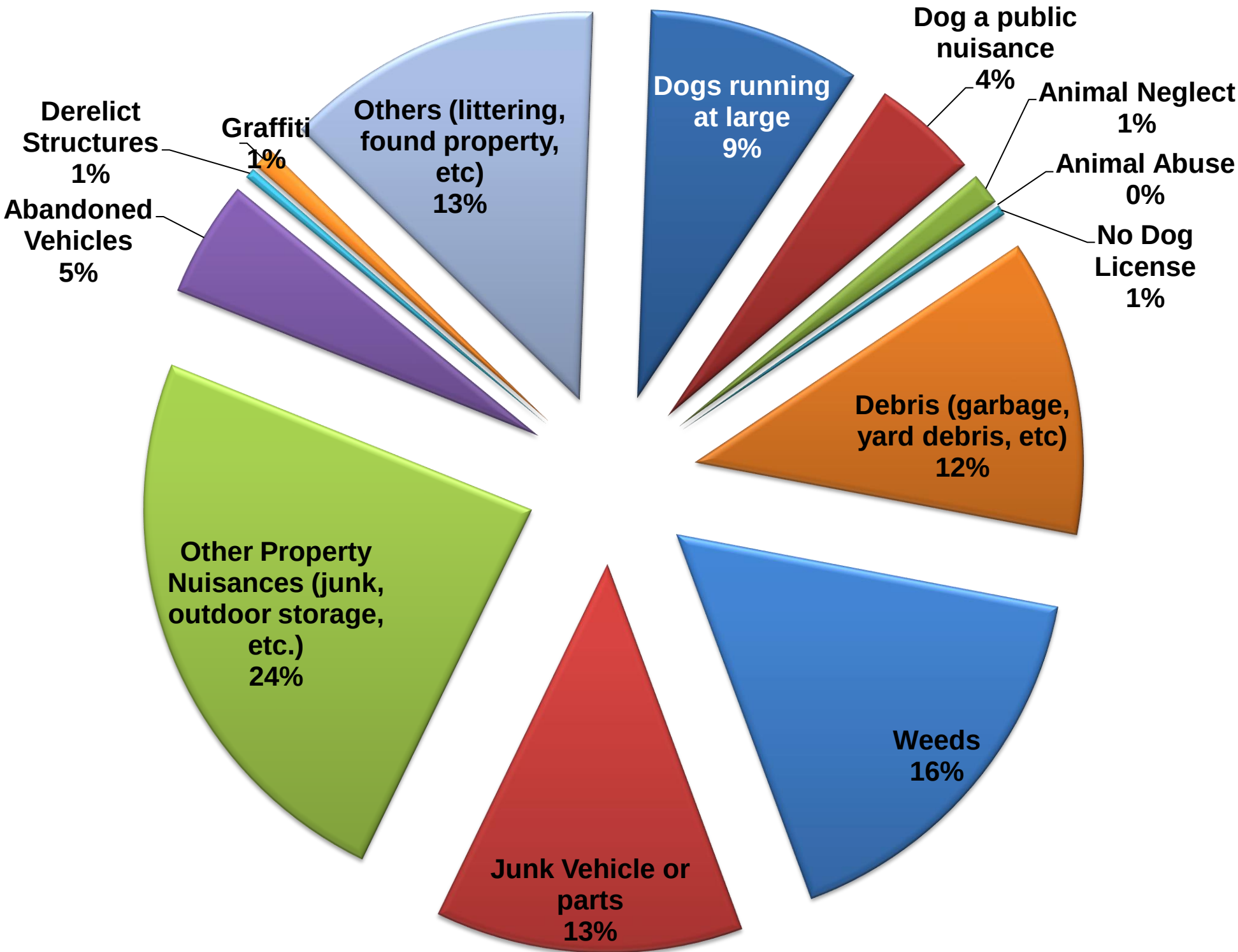
Police Stat Report 2020

Activity	Month of March	Month of April	YTD 2020	Previous YTD (2019)
Calls for Service	878	740	3445	3249
Traffic Stops	145	215	764	533
Cited Traffic/Parking	70	72	299	279
Motor vehicle Crashes	32	27	120	164
Arrests	76	65	349	349
Arrests w/Use of Force	0	1	4	6
SRO Cases	7	0	75	130
Gang Related Cases	0	3	9	20
Graffiti	9	5	27	19
Death Investigations	2	2	7	2
Burglary	11	4	41	67
Robbery	1	0	3	7
Thefts	64	64	271	219
Assault	18	11	54	51
Homicide	1	0	1	3
Sex Crimes	9	2	25	16
Alarms	28	28	96	79

CODE ENFORCEMENT

MAY 2020 STATS

Violation	2020	2019
Dogs running at large	20	34
Dog a public nuisance	10	5
Animal Neglect	3	6
Animal Abuse	0	0
No Dog License	1	0
Debris (garbage, yard debris, etc)	28	3
Weeds	37	23
Junk Vehicle or parts	29	7
Other Property Nuisances (junk, outdoor storage, etc.)	54	14
Abandoned Vehicles	11	15
Derelict Structures	1	3
Graffiti	2	0
Others (littering, found property, etc)	30	40
Dogs taken to AniCare	0	15
Civil Penalties Issued	1	2
C.P. Amount Sent	\$2,250	\$1,600
Total Parking Citations	4	22
Total Violations	248	145
Total Cases	139	136



Notes:

Some cases have multiple violations; for example if a case has weeds,debris, junk, there are 3 violations, but only one case.

Due to COVID 19 - AniCare is closed so dogs are being transported; as a result, officers can be more proactive



MALHEUR COUNTY COURT MINUTES

April 1, 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 present and Commissioner Larry Wilson present telephonically. Staff present was Building Official Adele Schaffeld, Planner Eric Evans and County Counsel Stephanie Williams. 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 # [2020-1206](#)

Public present telephonically was Sharon Mahan.

PUBLIC HEARING - ORDINANCE NUMBER 224

Judge Joyce opened the public hearing for Ordinance Number 224: An Ordinance Updating the Malheur County Building Code Title 5, Chapter 3 of the Malheur County Code; and Declaring an Emergency. Notice of the hearing was advertised in the Argus Observer, Malheur Enterprise, and on the County website.

Building Official Adele Schaffeld explained it is necessary to update the building code in order to comply with the State codes and their administration (the building code program is the State's program and counties administer the program). Ordinance No. 222 was a temporary ordinance and sunsets April 2020. Ordinance No. 224 updates the County's Building Code in its entirety.

Judge Joyce asked for public comments; there was none. No written comments were received.

Judge Joyce closed the public hearing.

Commissioner Hodge moved to read the ordinance by title only. Commissioner Wilson seconded and the motion passed unanimously. Judge Joyce read the title of Ordinance Number 224, "An Ordinance Updating the Malheur County Building Code Title 5, Chapter 3 of the Malheur County Code; and Declaring An Emergency.

Commissioner Hodge moved to adopt Ordinance Number 224. Commissioner Wilson seconded and the motion passed unanimously. The effective date of the ordinance is April 1, 2020. See instrument # [2020-1204](#)

CHALLIS NATIONAL FOREST EARTHQUAKE

Ms. Schaffeld explained that last night, March 31, 2020, a magnitude 6.5 earthquake struck 72 miles northeast of Boise; the earthquake was felt in Malheur County. Two weeks ago Salt Lake (Utah) experienced an earthquake and Malheur County sits on the same fault. Go Kits and damage assessment tools are in place at the Building Department. Ms. Schaffeld sent out a press release early this morning regarding yesterday's earthquake encouraging the public to review their property for damage. Additionally, Ms. Schaffeld is certified by FEMA to perform earthquake rapid visual assessments on post earthquake buildings and has the ATC-20 forms.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of March 18, 2020 and March 25, 2020 as written. Commissioner Wilson seconded and the motion passed unanimously.

CROSSING PERMITS

Commissioner Hodge moved to approve Crossing Permit #16-20 to Track Utilities for work on Arabian Drive #1102; and Crossing Permit #17-20 to Track Utilities to place new service on Haul Road #**. Commissioner Wilson seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.

MALHEUR COUNTY COURT MINUTES

April 15, 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 telephonically. Staff present was Administrative Officer Lorinda DuBois and Planner Eric Evans. Notice of the meeting was posted on the County website 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 #[2020-1352](#).

PROCLAMATION - TELECOMMUNICATIONS WEEK

Commissioner Hodge moved to proclaim the week of April 12-18, 2020 Malheur County Public Safety Telecommunicator's Week. Commissioner Wilson seconded and the motion passed unanimously.

PROCLAMATION

PUBLIC SAFETY TELECOMMUNICATIONS WEEK

APRIL 12-18, 2020

BY THE MALHEUR COUNTY COURT, OREGON

WHEREAS, since 1981 the Congress of the United States, and the President of the United States have established one week in April as National Telecommunicators Week; and

WHEREAS, Malheur County considers the services of the public safety telecommunicators to be critical to the interest of the community; and

WHEREAS, emergencies can occur at any time of the day and night. They can range from a serious medical emergency, to an active fire or need for law enforcement assistance. Often when an individual encounters an emergency they reach for the phone and dial 911. The men and women who answer these calls for help are trained to gather essential information, dispatch the proper resources and provide vital information and instructions to a caller in distress; and

WHEREAS, public safety telecommunicators are more than a calm and reassuring voice at the end of the phone. They are knowledgeable and skilled professionals who work closely with law enforcement, fire and medical personnel; and

WHEREAS, our County enjoys a high standard of public health and safety and we owe a great deal of gratitude to them. During this special observance we extend a profound thank you to each operator who answers our request for help -- Tom, Brittany, Robin, Yesenia, Kathe, Kathy, Tauni, Carissa, Charlotte and Brooke.

NOW THEREFORE, the Malheur County Court Proclaims the week of April 12th – 18th to be Malheur County Public Safety Telecommunicator's Week. We invite all residents to observe this week in honor of our telecommunicators who help protect our health and safety.

Judge Joyce signed the proclamation.

LETTER OF SUPPORT - COMMUNITY IN ACTION GRANT APPLICATION

Commissioner Wilson moved the Court sign a letter of support for Community in Action's (CinA) grant application for a USDA Section 533 Housing Preservation Grant. If received, the grant funds will provide additional rehabilitation efforts within the housing repair program. Commissioner Hodge seconded and the motion passed unanimously. (Commissioner Hodge did disclose that he is a board member for Community in Action.) Judge Joyce signed the letter; see instrument #2020-1353

CHECK REGISTER

Commissioner Wilson moved to approve the Accounts Payable Register for January, February, and March 2020. Commissioner Hodge seconded and the motion passed unanimously.

CROSSING PERMIT

Commissioner Hodge moved to approve Crossing Permit #18-20 to Track Utilities LLC for work on Holly Road #1022. Commissioner Wilson seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of April 1, 2020 as written. Commissioner Hodge seconded and the motion passed unanimously.

LETTER OF SUPPORT - GCT DEVELOPMENT

Commissioner Wilson moved the Court sign a letter in support of GCT Development's proposed housing project in Ontario to include a Veteran's Village. Commissioner Hodge seconded and the motion passed unanimously. Judge Joyce signed the letter; see instrument #[2020-1354](#).

COURT ADJOURNMENT

The meeting was adjourned.