

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**STUDY SESSION AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
THURSDAY, APRIL 8, 2021, 6:00 PM, MT
[Zoom Link](#)**

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 _____ Sam Baker _____ John Kirby _____ Ken Hart _____
Michael Braden _____ Eddie Melendrez _____ Mayor Riley Hill _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on April 6, 2021. 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) CONSENT AGENDA

- A) Minutes: City Council Feb 4, 2021; Feb 16, 2021; Feb 23, 2021
- B) Housing Incentive Program: Rywest Homes (29-2021)

6) PRESENTATIONS

- A) Bluebird Express Car Wash
- B) 2019-2020 Audit
- C) Skyline and Malheur Farms

7) OLD BUSINESS

- A) Bid Award: Wayfinding System

8) NEW BUSINESS

- A) Resolution 2021-110: Bid Award for Cultural Monitoring
- B) Liquor License Application - The Devils Playground LLC
- C) Delinquent Utility Billing Accounts to Collections
- D) Application for Appointment to Airport Committee: Justin Kearns

9) DEPARTMENT HEAD UPDATES

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

10) DISCUSSION ITEMS

- A) Memorial Day Activity - Councilor Rodriguez
- B) 18th Avenue River Crossing in the Transportation Plan - Mayor Hill
- C) Ordinance Truck to Airport
- D) Hangar Incentive Program
- E) Golf Course Clubhouse Lease
- F) Malheur River Trail
- G) American Rescue Plan Act

11) HAND-OUTS

- A) Minutes:
County Court Mar 10, 2021; Mar 17, 2021
- B) Department Stats:
Code Enforcement Mar 2021
Police Mar 2021
Public Works Mar 2021
Fire & Rescue Mar 2021

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) EXECUTIVE SESSION

- A) ORS 192.660(2)(e): Real Property
- B) ORS 192.660(2)(a): Contracting Agent
- C) ORS 192.660(2)(h): Litigation

14) ADJOURN



CITY COUNCIL MEETING MINUTES February 4, 2021

The scheduled meeting of the Ontario City Council was called to order by Councilor Michael Braden at 6:00 p.m. on Thursday, January 7, 2021, in the Council Chambers of City Hall. Council members present or attended via telephone were Michael Braden, Ken Hart, John Kirby, and Sam Baker. Riley Hill and Eddie Melendrez were excused; Freddy Rodriguez arrived at 6:24pm.

Members of staff present in person or via telephone were Adam Brown, Peter Hall, Corinna Hysell, Terry Leighton, Steven Romero, Kari Ott, Dan Cummings, Larry Sullivan, Al Cablay, and Laura Reyes.

The meeting was recorded, and copies are available at City Hall.

Michael Braden led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on February 2, 2021. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

Request made to move the Ameresco presentation from 11) earlier on the Agenda, up under section 6.

HART moved, KIRBY seconded, **TO ADOPT THE AGENDA AS AMENDED**. Roll call vote: Rodriguez-out; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-out. Motion carried 4/0/3.

PUBLIC COMMENT

Ann Schiemer, Ontario, voiced her desire to fill the advertised position of Hearing's Officer for the City of Ontario.

PRESENTATION

Ameresco (attached)

A PowerPoint presentation was given by representatives of Ameresco.

OLD BUSINESS

MERCHANT MCINTYRE

Adam Brown, City Manager, presented.

KIRBY moved, BAKER seconded, **THE CITY COUNCIL TABLE THIS ACTION TO THE FEBRUARY 16, 2021 COUNCIL MEETING**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-out. Motion carried 5/0/2.



NEW BUSINESS**COMMITTEE APPOINTMENTS TO CITY BOARDS**

HART moved, BAKER seconded, **TO TABLE THIS ACTION TO THE FEBRUARY 16, 2021 COUNCIL MEETING.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-out. Motion carried 5/0/2.

LOBBYIST FOR HOUSE BILL 114 AND HOUSE BILL 115 IMPACTING LOCAL MARIJUANA TAX REVENUES FOR ONTARIO

Adam Brown, City Manager, presented.

KIRBY moved, HART seconded, **THAT THE CITY COUNCIL ALLOCATE \$20,000 OUT OF CONTINGENCY FOR LOBBYIST SERVICES TO PROMOTE HOUSE BILLS 114 AND 115.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-out. Motion carried 5/0/2.

Mr. Brown requested to move Discussion Item 11)C next so those guests who were wishing to speak on the item were able to do so now instead of waiting until after the Department Head Updates.

Councilor President Rodriguez moved the item as requested.

Approval of Tennis Courts Bid and Agreement with Four Rivers Charter School for the Sponsorship and Use of the Beck Park Tennis Courts

Adam Brown, City Manager, stated this item was budgeted two years ago, but there were no responses back for the Request for Bids. He contacted a business directly and was quoted a price of approximately \$370K, which was not a viable option. Since that time, Raeshelle Meyer, Principal of Four Rivers Community School, contacted him and indicated they were interested in partnering with the city for the tennis court rehabilitation project, as that was a sport they offered at the school and wanted a “home court”. This was something similar to what the city did with the 8C School District with regard to the soccer fields at Alameda Elementary School. He reviewed the proposal and viewed it as a type of grant as a way to leverage the community’s money between the school and the city.

The company that he had met with two years ago, who had actually walked the courts, was known to the city engineer, who pressed them for a quote last spring. With COVID, things slowed down, or stopped, but he had now received a fresh bid from them, for \$190K. The school offered \$45K towards the project. He reminded the Council that Ontario also had an active tennis community who would also benefit from improving the courts.

Raeschelle Meyer, Principal, Four Rivers Community School, stated five years ago Four Rivers expanded into the high school grades, so they were excited to offer additional athletic opportunities to students. Students wanted to play tennis, and there was an active tennis community of both adults and students. The Beck courts were used by a lot of people, and were at one time lit. It had been a beautiful facility but were now dilapidated. The school would like to help bring the courts back to playability, which would also make Beck Park more palatable and a place for families to connect. It was truly a multi-use space. The school would like to use Beck Park courts as a priority space for their high school and middle school students, and they were willing to contribute \$45K towards the project. The school was excited about the opportunity, and it was a great marketing tool for the city.

Councilor Kirby stated a suggestion had also been made to install basketball hoops, which would be a benefit to the neighborhood.

Ms. Meyer stated if they involved the neighborhood, make them feel they had buy-in and input on the courts, made them feel like it was their space, and they’d be more likely to protect it and take care of it. Adding in basketball hoops and courts, maybe some soccer nets, would be a great benefit.

Councilor Braden stated if the city invested and made nice tennis courts, maybe some basketball courts, what was the status of the restrooms? That would be vital to using the other amenities offered.



Mr. Brown stated there were a few ways to find this. The city had been setting aside \$46K each year for three years, and next year would be the final year. That would complete the bathroom repair/upgrade. They could say there was not sufficient funds for the courts, and not enough for the bathroom, so neither project would be done. Staff would like to see something rather than nothing. If a choice had to be made, move that funding over, plus a little from contingency. Another option was brought up in Leadership to use some of the unrecognized marijuana revenues that exceeded the amounts previously projected. The third way was to pick up the difference from contingency, which had ample funds to do that. Regardless, if the Council wanted to use the restroom money to assist in the tennis courts project, staff's goal would be to present a full funding for the restrooms in next year's budget.

Councilor Rodriguez was it even possible to have a flooring that was versatile enough for both tennis and basketball?

Mr. Brown stated he did not see basketball players wearing out the tennis courts. The bid included new poles and nets for tennis, but nets would wear out over time.

DEPARTMENT HEAD UPDATES

Finance: Monthly Report (Attached)

Kari Ott, Finance Director, presented.

Public Works: Quarterly Report (Attached)

Al Cablay, Public Works Director, presented.

Councilor Hart suggested the Public Works Committee really take a good look at the budget submissions that the Public Works Department was going to present to the Budget Committee. It was his understanding that maybe there wasn't agreement between the Public Works Committee and what was coming out of the Public Works Department for presentation to the Budget Committee. He'd be interested in knowing if the Committee supported what the Department was proposing.

Mr. Cablay stated that was his commitment.

Councilor Hart stated his request to make that happen. If the Committee didn't want to meet again, that was their decision and he would support that, but he'd like it offered.

Larry Sullivan, City Attorney, just reminded everyone of a section of the City Code which read *"...this requirement shall not mean that the Public Works Department will bring the Public Work Department to the Public Works Committee, as the Public Works Department budget is the responsibility of the Budget Committee."* It segregated budgeting issues from the other responsibilities of the Public Works Committee.

DISCUSSION ITEMS

Charter Amendments

Adam Brown, City Manager, stated he had located a few examples of Charter Review Committees and successful Charter review amendments from around Oregon. The recommendation in the packet before them was for the Council to establish a Charter Review Committee, with two Council members and seven public members, also the City Attorney, the City Manager, as ex-officio, non-voting members. The examples took the Model Charter and lined it up against their own current city Charter, and then the Committee worked through each section. Once completed, it would be presented to the City Council for review. It would be at the Council's discretion to move it forward for placement on a ballot for a vote of the citizens. Financially, it would be cheaper to do this during an election year, so if it were ready for November 2022 and would not incur much of an additional cost. Most examples he had reviewed showed a time frame of six months to twelve months.

Mr. Sullivan stated his familiarity with the current Charter and knew what was working and what was not. Most of what was in the current Charter worked, and this latest Model Charter was not that different from the city's current one. They could really focus on the areas that had generated discussion about making changes, and not necessarily have to do a review of every provision and section in the Charter.

Councilor Kirby stated he would like to see the current Charter lined up next to the Model Charter.

Councilor Hart asked, if they were to try for this November, when would the work have to be completed to get it on the November 2021 ballot?

Mr. Sullivan stated it was his recollection, to get it on the November ballot, the first deadline was in August. The process would have to be finished by that deadline.

Councilor Hart stated it was his intent to create a resolution for the Council to consider for a Charter process.

Approval of Hearings Officer Agreement

Peter Hall, Assistant City Manager, stated last November, Chief Romero presented a contract for a Hearings Officer as a means to formalize that position within their process for Code Enforcement appeals. During that meaning, the Council asked staff to advertise for the position and bring back a slate of candidates. That process had been done, leaving it open until filled. As heard earlier, Ms. Schiemer had spoken under comments about her desire to hold the position, and two other candidates had been presented. Billy Carter was on Zoom that evening if they had any questions for him, but the third candidate withdrew her application.

Councilor Kirby stated the city used to have a Magistrate, Mel Walter, who had been a professionally trained lawyer in the latter years of his practice. He conducted court at City Hall every two weeks. On his retirement, the city contracted with the Justice Court for them to hear the city's traffic violations amongst other actions. It was beneficial to both parties. He assumed there was a sharing of proceeds from the outcome in court. Justice Court had issued a message they did not want to deal with ordinance issues anymore. Perhaps it was now time to revisit that arrangement. Before the Council approved a contract, they should review the feasibility of going back to how it used to be.

Mr. Sullivan stated the City of Vale had a Municipal Judge. They hired a local lawyer at \$800 a month to handle all the ordinance violations, and they'd been happy with that arrangement. From a cost standpoint, it seemed that the major benefit that a city had from having control over that ordinance enforcement was that they could do it as a source of revenue. It also provided the city with more control over the handling of nuisance, etc., so there might be a benefit there. He had taken the view that it worked best only if the city was earning some revenue.

Councilor Kirby asked about traffic citations. Because Ontario was the center of commerce for the valley, there was a lot of traffic, and believed there were probably a number of citations issued. He wasn't aware of the cut, but the city probably shared in any citations that had a fine attached.

Mr. Sullivan stated the City of Vale found that the volume was large enough to require a new computer program to track the citations, to ensure the money went where it was supposed to go based on state law, so there were overhead expenses with having a municipal court that would have to be factored in. He was unaware of any other city doing that other than Vale, locally.

Councilor Baker asked if Ontario was subsidizing the Justice Court.

Mr. Brown stated he was not sure of the answer but would get all the information for the Council and have it ready for the meeting on the 16th.

Mr. Sullivan stated he was not aware, either. He was not sure if there was any type of contract between the justice Court and the City of Ontario, but he didn't think so. It would take some ordinance tinkering to create a Municipal judge position. In reviewing the Model Charter, that role was included in the Charter.

Councilor Hart stated as Measure 110 went into effect, where would those be heard?

Steven Romero, Police Chief, stated they were still going to the Circuit Court.

HART moved, BAKER seconded, **TO TABLE THE APPOINTMENT OF A HEARINGS OFFICER TO ALLOW TIME TO DISCUSS THE ISSUE AND TO REVIEW THE STRUCTURE AND PROVIDE ANN SCHIEMER TIME TO OFFICIALLY SUBMIT HER APPLICATION FOR COUNCIL REVIEW.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-out. Motion carried 5/0/2.

Four Rivers Cultural Center Funding

Adam Brown, City Manager, stated last December staff was trying to use the allotment from the Federal CARES Act money from the state of approximately \$336K. Much of that was used to virtualize services at City Hall, so many things that were done at the front desk, such as permits, could be done virtually. A significant portion was sent to Community in Action for rental and utility assistance. Some was given to Meals on Wheels to provide meals to those on a wait list, and to assist in a van purchase. There were strict guidelines on the use of the funds. Staff had originally attempted to assist Four Rivers Cultural Center, but the guidelines prohibited that. However, they were told that whatever was unspent could be put towards police and fire overtime, and that had been done. However, they still wanted to help the Cultural Center. He was seeking the Council's consideration in helping the Cultural Center with a \$10K donation from the General Fund.

Councilor Hart verified there had been a deadline to spend the money, but that had been extended. How much time was left, and how much of the funding remained? Of the Corona money, \$330K, with a deadline of December 31 was extended to, and how much was left?

Kari Ott, Finance Director, stated it was extended to June 30th, and there was approximately \$39K remaining.

Mr. Brown stated if that weren't spent it towards another approved area, it could be used towards fire and police salaries.

Ms. Ott stated that was correct. Also, the good thing on the CARES Act salaries piece was that an entity was not required to have any backup besides showing the money was paid and the recipient was a firefighter, EMT, or police officer. The issue with the Cultural Center was lost revenue, so the city could provide them a grant from the General Fund.

Councilor Kirby stated even though they were not voting or taking action on it he wanted to declare that he was an Emeritus member of the Cultural Center.

Façade Improvement Grant Boundaries

Dan Cummings, Community Development Director, stated the city had a Façade Improvement program which the Council had placed \$50K into, which covered the downtown area. It was a successful program with all the funding being expended and a lot of facades upgraded to improve the area. The Council awarded an additional \$25K to do another project of the same magnitude, and now staff was proposing the corridor for the new funding be from I-84 down Idaho Avenue to Ontario High School (10th Street), then SW 2nd Street from Idaho down to SW 4th Avenue, then from 2nd, down 4th, to the Yturri Beltline (SW 30th Street). The proposal was for one block wide on each side of the corridor. The goal of this program was to beautify the strips of Ontario where most travel was done. He was seeking Council approval to spend the money along that new corridor.

Councilor Hart asked if there was a reason for any restrictions? There were businesses all over Ontario.



Mr. Cummings replied there was no reason; the Council could say the whole town was eligible. Their thinking was based upon the limited funding, to use it were the most traffic was generated and under public view. He had no preference where it was expended.

Councilor Hart asked how the process worked.

Mr. Cummings stated there were rules and criteria, and it was first come, first served. As long as a business met the requirements, which were minimal, they were eligible. If it were not limited as to the location where the funding could be given, it would be hard to deny any application. The Committee had recently been designated as a Certified local Government, so they were now eligible to get grants.

Border Board Grant Administration

KIRBY moved, BRADEN seconded, **TO DIRECT STAFF TO MOVE FORWARD WITH AN AGREEMENT TO ADMINISTER THE PROPERTY INCENTIVE REBATE PROGRAM (PIRP) AND COUNTY HOUSING INCENTIVE PROGRAM (CHIP) PROGRAM FOR THE BORDER BOARD.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-out. Motion carried 5/0/2.

Federal Coronavirus Paid FMLA Sick Leave Extension

Kari Ott, Finance Director, stated in March 2020, because of COVID, the federal government required that employers with under 500 employees had to pay their employees two weeks (up to 80 hours) of paid sick leave at the employee's regular rate. This was if the employee was quarantined and/or experienced COVID-19 symptoms and sought a medical diagnosis. Second, two weeks (up to 80 hours) of paid sick leave at two-thirds regular pay. This was used if a family member was affected by COVID-19. The city qualified for a dollar-for-dollar reimbursement through tax credits on quarterly payroll tax returns. The city was reimbursed for wage cost, employer social security and Medicare cost. The only out of pocket cost would be worker's compensation and PERS.

On December 21, 2020 Congress passed an Act, signed by the President December 27, 2020, which extended the federal coronavirus paid leave benefits and tax credits associated with this leave from January 1, 2021 through March 31, 2021. This extension of the leave was optional by the employer. Staff was asking Council if the leave should be extended. The extension did not give each employee an additional 80 hours of each type of leave. If an employee had hours remaining after 2020, those hours would extend until March 31, 2021. The city needed to have a decision as soon as possible to record and pay hours correctly.

Staff was recommending approving extension of the leave for a few reasons: One, some employees were not eligible for vaccination at this point; and two, the city would receive a tax credit back for the wages and social security and Medicare wages.

SE 5th Avenue Pedestrian Improvements

Paul Woods, City Engineer, stated they had met with ODOT where they received clarification on the resolution of SE 2nd Street, how that would be handled and how that would impact additional funds that would be coming to the City of Ontario for implementation of pedestrian improvements along SE 5th Street. The pool of money that they were drawing from was a regional pool from the aggregation of projects. Because the city had been a successful applicant on SE 5th previously, and because ODOT really saw merits in investing in that corridor, they passed a resolution to allocate that money to the city. That brought the total to approximately \$1.7M that could be spent for pedestrian improvements along SE 5th. It opened the consideration from maybe the railroad tracks to East Lane. There were some concerns about the ability have a pedestrian bridge or hanging a pedestrian bridge off the existing bridge due to the age, due to an initiative to increase the clearance height along I-84, which would result in a replacement of that bridge, but they felt there were many opportunities there. Staff was excited to move forward with the project, and they would be bringing forward some concepts that would allow them to continue to move forward to engineering and implantation.



HAND-OUTS**Minutes:** *(Attached)*

County Court: 01-13-2021

Monthly Department Stats *(Attached)*

Fire & Rescue

Public Works

Police

Code Enforcement

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Councilor Hart stated this comment was something for staff to think about: was there a way to improve the committee process for notification? His understanding was that Public Works had a system that notified Public Works Committee members that there was a meeting approaching and then a text that morning reminding them of the meeting again. His reason behind his question was that he had a V&C meeting that morning, so at 7:00 a.m. he went to the meeting and there was no V&C meeting, so he was grumpy. It was on the public board, it listed that there was a meeting, so he contacted Mr. Breidenbach who informed him that the meeting was cancelled. How would the public know that? How would the members know that? They needed to build something into all the committees some type of reminder system to ensure that the public and the members were aware of any changes. It added more work for staff, but it would help them all be more successful as a city. Another piece he would like consideration on was a set timeline of how much in advance all committees, including the Council, received packets. Electronic was nice, but he wanted more time. He wasn't seeking an ordinance, but the more time to review the packet, the better, and maybe notice that the packet was posted. They needed to be respectful of the volunteer's time and the Council's time to get stuff out. Set a guideline for the committees to set a minimum, whatever that was. He didn't want to micro-manage, he'd let them decide what that timeline would be. He just wanted consistency throughout all the committees, including the Council, on doing a better job making it easier on the volunteers.

Councilor Kirby stated he used the calendar daily. The City Manager put the calendar on his phone, so he could look at it whenever, wherever. It was the best prompt he had. Maybe to just enhance the calendar they already had and make it easier to get on their phones.

Mr. Brown stated he had spoken with the Mayor about possible confusion about the Thursday and Tuesday meetings. They were based off the third Tuesday, which meant it was usually the first Thursday, but sometimes the second Thursday. That could be confusing. The Mayor thought maybe they should all be on Tuesday nights. If that were the case, the packets would be published before end of day Friday, giving the Council two more days to review the packets.

ADJOURN

BAKER moved, HART seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-out; Hill-out. Motion carried 5/0/2.

ACCEPTED:**ATTEST**

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder



CITY COUNCIL MEETING MINUTES February 16, 2021

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, February 16, 2021, in the Council Chambers of City Hall. Council members present in person or by call-in were Riley Hill, Freddy Rodriguez, Michael Braden, Sam Baker, Ken Hart, Eddie Melendrez, and John Kirby.

Members of staff present in person or by call-in were Adam Brown, Tori Barnett, Peter Hall, Dan Cummings, Terry Leighton, Steven Romero, Kari Ott, Larry Sullivan, Al Cablay, and Erik Hartley.

The meeting was recorded, and copies are available at City Hall.

Mayor Hill led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on February 12, 2021. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

BRADEN moved, BAKER seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

PUBLIC COMMENT

Several letters of support for the city providing some type of financial support to the Recreation District with regards to rebuilding the Aquatic Center were presented and read into the record. Letters were submitted by Joseph and Katherine Collins, Todd A. Dinsmore, Mary M. Echanis, Jon and Shirley Buck, Jaime L. Taylor-Blumer and Gerald Blumer, Jr., Nicole Adamson, Jose Delgado, Tara Dominick, Victor and Rosario Machuca, Melody Davis, Mike Miller, Avery Cook, Evan Cook, and Brad and Sara Holland. Letters are attached and incorporated into the minutes by reference.

CONSENT AGENDA

BRADEN moved, BAKER seconded, **TO ADOPT THE CONSENT AGENDA, WHICH INCLUDED 01-07-2021 COUNCIL WORK SESSION MINUTES; 01-19-2021 COUNCIL MEETING MINUTES; PROCLAMATION: GAMBLING AWARENESS MONTH; AND HOUSING INCENTIVE PROGRAM: BK CONSTRUCTION, INC. (23-2021)**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

OLD BUSINESS

APPOINTMENTS TO CITY BOARDS

Mayor Hill recommended the following appointments: Gary Taylor, Airport Board; Julianna Hernandez, Diversity Advisory Committee; Lynelle Christiani, V&C Board; and Blu Fortner, Parks Committee.



BRADEN moved, KIRBY seconded, **THAT THE COUNCIL APPROVE THE MAYOR'S COMMITTEE APPOINTMENTS OF GARY TAYLOR, JULIANNA HERNANDEZ, LYNELLE CHRISTIANI, AND BLU FORTNER.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

MERCHANT MCINTYRE

Adam Brown, City Manager, presented.

BRADEN moved, BAKER seconded, **THAT THE CITY COUNCIL CONTINUE THE CONTRACT WITH MERCHANT MCINTYRE THROUGH THE END OF THE FIRST YEAR, JUNE 30, 2021, AND APPROVE THE NECESSARY FUNDS TO CONTINUE THE CONTRACT.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-no; Melendrez-yes; Hill-yes. Motion carried 6/1/0.

CHARTER AMENDMENTS

Adam Brown, City Manager, presented. The cost would be approximately \$10K, and if the Council decided to move forward with the Charter Review Committee to review the entire Charter or just portions, it could go on the primary election in May [2022] for approval. One issue that Councilor Hart had brought up was a district elected Council. If the amendments were approved in May, the elections in November [2022] could be by district. Councilor Hart stated he would like to see it on the November 2021 ballot, and that could be done. It would need to be completed and presented to the county by September 2, 2021; however, he believed they could have broader review of the existing Charter working with the May 2022 deadline.

HART moved, BAKER second, **THAT THE ONTARIO CITY COUNCIL SHALL ESTABLISH AN AD-HOC CITY CHARTER COMMITTEE CONSISTING OF THREE CITY COUNCILORS AND TWO ONTARIO CITIZENS, APPOINTED BY THE MAYOR, TO STUDY POSSIBLE CHANGES IN THE CITY CHARTER INCLUDING A POSSIBLE CHANGE RELATED TO THE IMPOSITION OF A LOCAL SALES TAX AS REQUESTD BY A WRITTEN CITIZEN PETITION PRESENTED TO THE COUNCIL ON JANUARY 19, 2021, BY JACKSON Q. FOX. THE AD-HOC CHARTER COMMITTEE SHALL BEGIN MEETING NO LATER THAN MARCH 15, 2021 AND SHALL REPORT OUT TO THE COUNCIL NO LATER THAN JULY 20, 2021. THE AD-HOC CITY CHARTER COMMITTEE SHALL CONDUCT AT LEAST ONE PUBLIC HEARING TO GATHER FEEDBACK FROM THE VOTERS OF ONTARIO ON THE PROPOSED CHARTER REVISION. IN ADDITION, THE ONTARIO CITY COUNCIL DIRECTS STAFF AND LEGAL COUNSEL TO ASSIST THE AD-HOC CITY CHARTER COMMITTEE IN RESEARCHING AND DRAFTING OF POSSIBLE CHANGES TO THE CHARTER. CHARTER REVISIONS, IF APPROVED BY THE ONTARIO CITY COUNCIL, WOULD BE FORWARDED ON FOR A VOTE OF THE CITIZENS OF ONTARIO.** *No vote.*

Councilor Braden asked if the cost would be the same for the May 2022 ballot or the November 2021 ballot.

Mr. Brown stated no; the cost would be for the November 2021 ballot. Pushing it six months later to May 2022 it would be at no cost.

Councilor Kirby stated the League of Oregon Cities recommended more citizens, such as four or six. He thought it might be better balanced by adding more citizens to the Committee.

KIRBY moved, RODRIGUEZ seconded, **TO AMEND THE MAIN MOTION TO INCLUDE TWO MORE CITIZENS TO THE AD-HOC COMMITTEE, INCREASING THE CITIZEN APPOINTMENTS TO A TOTAL OF FOUR.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

AMENDED MOTION

HART moved, BAKER second, **THAT THE ONTARIO CITY COUNCIL SHALL ESTABLISH AN AD-HOC CITY CHARTER COMMITTEE CONSISTING OF THREE CITY COUNCILORS AND ~~TWO~~ FOUR ONTARIO CITIZENS, APPOINTED BY THE MAYOR, TO STUDY POSSIBLE CHANGES IN THE CITY CHARTER INCLUDING A POSSIBLE CHANGE RELATED TO THE IMPOSITION OF A LOCAL SALES TAX AS REQUESTD BY A WRITTEN CITIZEN PETITION PRESENTED TO THE COUNCIL ON JANUARY 19, 2021, BY JACKSON Q. FOX. THE AD-HOC CHARTER COMMITTEE SHALL BEGIN MEETING NO LATER THAN MARCH 15, 2021 AND SHALL REPORT OUT TO THE COUNCIL NO LATER THAN JULY 20, 2021. THE AD-HOC**



CITY CHARTER COMMITTEE SHALL CONDUCT AT LEAST ONE PUBLIC HEARING TO GATHER FEEDBACK FROM THE VOTERS OF ONTARIO ON THE PROPOSED CHARTER REVISION. IN ADDITION, THE ONTARIO CITY COUNCIL DIRECTS STAFF AND LEGAL COUNSEL TO ASSIST THE AD-HOC CITY CHARTER COMMITTEE IN RESEARCHING AND DRAFTING OF POSSIBLE CHANGES TO THE CHARTER. CHARTER REVISIONS, IF APPROVED BY THE ONTARIO CITY COUNCIL, WOULD BE FORWARDED ON FOR A VOTE OF THE CITIZENS OF ONTARIO. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

RESOLUTION #2021-103: APPROVAL OF THE TENNIS COURT BID AND AGREEMENT WITH FOUR RIVERS CHARTER SCHOOL FOR THE SPONSORSHIP AND USE OF THE BECK PARK TENNIS COURTS

Adam Brown, City Manager, presented. Chelle Robins, Four Rivers Community School Superintendent, and Raeschelle Meyer, Four Rivers Community School Principal, were also present to answer any questions the Council might have regarding the donation towards and/or use of the courts by Four Rivers Community School.

Councilor Hart asked who the courts would belong to once rehabilitated, and who would be responsible for the maintenance and upkeep?

Mr. Brown stated the city's Public Works Department (Jacobs) had software to add and track tasks to review surface materials, etc., and to catch things before they became so degraded as to be unsalvageable.

Mayor Hill stated with the school making a \$45K donation towards the project, they would except some level of ownership. But it was a public facility, so how would that balance be dealt with, especially if citizens were opposed to the school using it as a resource.

Ms. Meyer stated there would be a Memorandum of Understanding based on Four Rivers needing additional court space for their tennis program. The school's donation also helped revitalize the area. It was an opportunity to get kids and families engaged in activities at Beck Park. It would not be just for use by the school, but for the entire community; however, Four Rivers would like priority court usage during the tennis season, typically mid-March through May, along with some storage.

Mr. Brown stated after the last meeting, attorney for both parties were able to review the MOU, which was similar to the one on file with 8C School District for Alameda Park and the use of the soccer fields.

David Sullivan, Ontario, stated: *Thank you Mayor and City Councilors. I come here today as a proponent of the tennis courts and revitalizing this area. I have grown up in Ontario almost my entire life and I remember when the courts were first developed by the Thornfield-Creek-Burnham families, and it was a wonderful facility. They later donated it to the City of Ontario and for awhile they were the premier courts in the city. Unfortunately, they have dilapidated and are in the state they are in now. But I think it's very important that we are able to bring them back. I think it's really neat any time you can give the Four Rivers Charter School involved and put some semi-private equity into it and make it a win-win for the city. We can build this area up, put these courts together, and like most of the letters when I came in tonight and spoke about the importance of recreation and developing the city and beautifying the city, I sat through many of these meetings myself. I've never had the pleasure of being able to speak about so many positive things and I applaud the Council for taking this. I hope we can work a deal. I know Raeschelle's worked on it for a number of years, and we've been able to speak to it on numerous occasions. But this is a real asset to the community, and I think it would really enhance that, and then allow us to even develop those baseball fields better, build that whole facility as really a nice area. I thank you for the opportunity to come and speak in favor of it and I hope that we'll be able to do something. Thank you.*

HART moved, BAKER seconded, **THAT THE CITY APPROVE RESOLUTION #2021-103, A RESOLUTION BUDGETING \$90,000 AS CURRENTLY SLATED FOR BECK PARK BATHROOM REHABILITATION, WITH A \$45K CONTRIBUTION FROM FOUR RIVERS COMMUNITY SCHOOL, PLUS ADDITIONAL CITY CONTINGENCY FUNDS OF \$14K, APPROVE AN AGREEMENT WITH FOUR RIVERS COMMUNITY SCHOOL FOR FINAL CONTRIBUTIONS AND USAGE RIGHTS TO THE BECK PARK TENNIS COURTS, AND AWARD THE BID TO CASCADE FAMOUS FENCES & TENNIS COURTS IN THE**



AMOUNT OF \$196,900, PLUS A CONTINGENCY OF \$3,100 FOR PICKLEBALL AND BASKETBALL STRIPING. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-no; Melendrez-yes; Hill-yes. Motion carried 6/1/0.

Councilor Braden voiced his opposition to using the hard-fought for funding for the Beck Park bathrooms to fix the tennis courts. Bathrooms were a necessity. He did not want to risk pushing them back another couple years.

FAÇADE IMPROVEMENT GRANT BOUNDARIES

Dan Cummings, Community Development Director, presented.

KIRBY moved, HART seconded, **THAT THE CITY COUNCIL ADOPT THE MAP OF STREETS ELIGIBLE FOR THE SECOND PHASE OF THE FAÇADE IMPROVEMENT MATCH GRANTS AS SHOWN ON ATTACHMENT 1 AND THE GRANT PROGRAM GUIDELINES AS SHOWN ON ATTACHMENT 2.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

FOUR RIVERS CULTURAL CENTER FUNDING

Adam Brown, City Manager, presented.

BRADEN moved, RODRIGUEZ seconded, **THAT THE CITY COUNCIL GRANT THE FOUR RIVERS CULTURAL CENTER \$10,000 FROM THE CITY GENERAL FUND FOR CORONA VIRUS ECONOMIC RELIEF.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

FEDERAL CORONAVIRUS PAID FMLA SICK LEAVE EXTENSION

Kari Ott, Finance Director, presented.

BRADEN moved, HART seconded, **THAT THE CITY COUNCIL APPROVE THE EXTENSION OF THE FEDERAL CORONAVIRUS PAID SICK LEAVE BENEFITS.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

RESOLUTION #2021-105: APPROPRIATE FUNDS AND APPROVE PROPOSAL FOR LOBBYIST

Adam Brown, City Manager, presented.

HART moved, BRADEN seconded, **THAT THE CITY COUNCIL APPROVE RESOLUTION #2021-105 TO APPROPRIATE \$24,000 TOWARD LOBBYIST SERVICES FOR HB 2014 AND HB 2015 AND AWARD A CONTRACT TO PUBLIC AFFAIRS COUNSEL INC.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

NEW BUSINESS

RESOLUTION #2021-104: BORDER BOARD LEGISLATIVE SUPPORT FOR RURAL HOUSING DEVELOPMENT

Shawna Peterson, Executive Director for Eastern Oregon Border and Economic Development Board, presented.

BRADEN moved, BAKER seconded, **THAT THE CITY COUNCIL APPROVE RESOLUTION #2021-104, A RESOLUTION SUPPORTING SENATE BILL 16 ADVOCATING FOR RURAL HOUSING DEVELOPMENT IN UNFARMABLE RURAL LAND.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

PUBLIC HEARING**ORDINANCE #2785-2021: COMPREHENSIVE PLAN AMENDMENT AND REZONE OF PROPERTY**

It being the date advertised for public hearing on the above stated matter, the Hearing was declared open. There were no objections to the city's jurisdiction to hear the action, no abstentions, ex-parte contact, or any declaration of a conflict of interest.

Dan Cummings, Community Development Director, presented.

The Hearing was opened for public testimony. Opponents: None; Proponents: None. There being no Proponent and no Opponent testimony, the Hearing was closed.

BRADEN moved, KIRBY seconded, **THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS FOR THE REZONE OF THE SUBJECT PROPERTY FROM HIGH DENSITY RESIDENTIAL (RM-10) TO HEAVY GENERAL COMMERCIAL (C-2H), AS RECOMMENDED BY THE PLANNING COMMISSION AND AS OUTLINED IN THE AGENDA REPORT.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

BRADEN moved, KIRBY seconded, **THAT THE CITY COUNCIL APPROVE ORDINANCE #2785-2021, AN ORDINANCE AMENDING THE CITY OF ONTARIO COMPREHENSIVE PLAN AND ZONING MAP FROM HIGH DENSITY RESIDENTIAL (RM-10) TO HEAVY GENERAL COMMERCIAL (C-2H) FOR A PROPERTY KNOWN AS TAX LOT 1901 ON TAX MAP 18S47E10AB, IDENTIFIED AS PARCEL 1 OF PARTITION PLAT 2019-06 AND STREETS ADJACENT THERETO ON FIRST READING BY TITLE ONLY.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

BRADEN moved, KIRBY seconded, **THAT THE CITY COUNCIL WAIVE THE SECOND READING OF ORDINANCE #2785-2021, AN ORDINANCE AMENDING THE CITY OF ONTARIO COMPREHENSIVE PLAN AND ZONING MAP FROM HIGH DENSITY RESIDENTIAL (RM-10) TO HEAVY GENERAL COMMERCIAL (C-2H) FOR A PROPERTY KNOWN AS TAX LOT 1901 ON TAX MAP 18S47E10AB, IDENTIFIED AS PARCEL 1 OF PARTITION PLAT 2019-06 AND STREETS ADJACENT THERETO.** Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

HAND-OUTS

County Court Minutes: 01-20-2021; 02-03-2021 *(Attached)*

Check Register: Jan 1, 2021 / Feb 12, 2021 *(Attached)*

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Mayor Hill stated Senator Findley thought it would be appropriate for the City of Ontario to put a letter of support out for the Grassy Knot Mine. It was going the way as so many other issues: there was no discussion about it, and it was 120 jobs and they just kept finding new ways to put it off. He encouraged the Council to support a letter.
- Mayor Hill asked how many restaurants had applied for the water and sewer waiver.

Ms. Ott stated there were ten. It was advertised on the city's website and FB site.

Mr. Brown stated he also sent the message to his downtown merchant email list.



- Mayor Hill stated at a previous meeting, a Councilor had asked about the benefits of the Justice Court versus a city Magistrate Court. He guessed that had not been researched yet but assumed it would be and the information provided back to the Council.
- Mayor Hill stated he wanted to see what was going on with Skyline Farms. Income versus outflow. He knew there were a couple farmers who had not paid their rent. He wanted to hear how the issue was being handled. Maybe they should just give it to Pheasants Forever.
- Councilor Hart read a statement into the record: *I appreciate the letters from the public that we received these past few weeks asking for support of the Ontario City Council to help with the opening of our community pool. It's a fact that we had kids involved in the pool's OSCARS swim team in past years, and as a past Chairman of the City Ontario Pool Committee that worked to get the pool reopened, I fully support the reopening of our community pool; however, the Ontario City Council will not decide when the pool will reopen. It is the Ontario Recreation District's staff and Board that will decide when the pool will reopen. I believe that many citizens of Ontario, like me, supported and gladly pay over \$600K a year in additional property taxes to support the Recreation District and to reopen our community pool. I believe the Ontario Recreation District has an avenue to pursue to begin construction this coming summer and get the pool reopened by 2022. The Recreation District Board can use the funds already provided by the taxpayers of Ontario to issue bonds to fully pay for the construction of the pool. At a time of historic low interest rates, and a dedicated source of tax-payer dollars of over \$600K annually, this option is very doable. So, I would ask that folks send letters to the Ontario Rec Board and ask them to do all they can to begin construction and get our pool reopened as soon as possible. To show my support for this effort, I do pledge that I will ask the Ontario Budget Committee at our March meeting to provide a one-time contribution of \$250K in marijuana tax revenue to the reopening of the Ontario pool. This donation of \$250K would be contingent on the Ontario Recreation District Board issuing a bond to finance the cost to begin construction of the pool this coming summer and getting the pool open for the community in 2022. The Ontario Recreation staff and Board and the members of the pool committee have done an outstanding job of getting a plan prepared to renovate the pool. Let's all request them to take that next step and put the plans in action to open our community pool.*

EXECUTIVE SESSION

EXECUTIVE SESSION: ORS 192.660(2)(h)

An executive session was called at 8:18 p.m. under provisions of ORS 192.660(2)(h) to discuss current or pending litigation. The Council reconvened into regular session at 9:31 p.m.

ADJOURN

KIRBY moved, MELENDREZ seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

ACCEPTED:

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder





CITY COUNCIL MEETING MINUTES February 23, 2021

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, February 23, 2021, in the Council Chambers of City Hall. Council members present in person or by call-in were Riley Hill, Freddy Rodriguez, Michael Braden, Sam Baker, Ken Hart, Eddie Melendrez, and John Kirby.

Members of staff present in person or by call-in were Adam Brown, Tori Barnett, Peter Hall, Dan Cummings, Terry Leighton, Steven Romero, Kari Ott, Larry Sullivan, and Al Cablay.

The meeting was recorded, and copies are available at City Hall.

Mayor Hill led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on February 12, 2021. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

KIRBY moved, BRADEN seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

DISCUSSION ITEMS

Appoint Three City Councilors to Ad-Hoc City Charter Review Committee

Mayor Hill recommended Sam Baker, Ken Hart, and John Kirby to serve on the Ad-Hoc City Charter Review Committee.

BRADEN moved, RODRIGUEZ seconded, **THAT THE COUNCIL AFFIRM THE MAYORAL APPOINTMENTS OF THREE CITY COUNCILORS**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Preliminary Meeting Schedule for Ad-Hoc City Charter Review Committee

Councilor Hart stated Friday was the deadline for citizens to submit an application to serve on the Charter Review Committee and asked if any applications had been received.

Tori Barnett, City Recorder, stated three had been received so far.

Councilor Hart stated the resolution the Council had adopted to set up the Committee had that group meeting fairly quickly. At the next meeting, the Council would appoint the citizens to sit on the Committee, so it would be March 8th they could meet.

Ms. Barnett informed Councilor Hart that the 8th was a Planning Commission meeting.

Councilor Hart he wanted to layout an organizing calendar for staff and the other members.

Ms. Barnett stated once the appointments were made, she would work with him to get a calendar set up that wouldn't conflict with any other scheduled city meetings.

Councilor Hart stated if everything was due on Friday, the appointments would be made by the Mayor at the meeting on March 4th. He wanted to give staff a heads up on when they would hold their first meeting. It would be the week of the 8th to hold an organization meeting.

Ingeborg Dickerson Letter (Dated 02/03/21) re: Homeless Shelters

Mayor Hill began by reading Ms. Dickerson's letter into the record: *I am the widow of Ray Dickerson. In 1992 Ray and I bought the Huey Apartments at NW 3rd Avenue and 1st Street in Ontario. After my husband died in 2017, I have been managing the apartments myself. At the moment I have a good onsite manager, Cody Demaris. The City of Ontario saw fit to locate the tiny homeless shelters directly across the street from my apartment. I was not notified of this. It is possible I missed a blip in the Argus newspaper, but I was in the hospital with cancer surgery. When I spoke to the lady who owns the Townhouse apartments where the shelters are located, she assured me that someone would be available 24/7 to supervise the tenants. She also told me there would be a six-foot fence to enclose the entire project. None of that is true. I have attached my second letter to Barbara Higinbotham of Community in Action, and to Riley Hill. I fear for the safety of my tenants, some of whom are children, and for the obvious reduction in their quality of life in living at my apartments. I am urging you for better police presence, a real fence, possibly chain link that deters jumping across, and someone in charge to supervise the shelter patrons. Ingeborg Dickerson.* There was also an attachment to the letter signed by the tenants.

Mayor Hill stated he responded to Ms. Dickerson's letter stating it was unfortunate that she missed the meetings, but it had been published in the paper that it would occur, it was on Facebook, and other social media outlets.

Priscilla Garcia, Community in Action, asked if there were any questions or concerns regarding the shelter.

Mayor Hill asked if a fence was promised to surround the area.

Ms. Garcia stated she believed the chain link fence that was promised was for the pilot project that was next to the Nichols Accounting area. However, when this new fence was installed, they ensured it met all city guidelines and protocol.

Mayor Hill stated Ms. Dickerson mentioned a manager on site 24/7.

Ms. Garcia stated there was 24/7 onsite management. There was some confusion when the shelters were placed, the office was originally placed in the far corner, so everyone was going to the first one, which no one answered. The office had now been moved to the first unit to the right when entering the property. There were split breaks between morning and evening shift, as well as an all-night shift.

Mayor Hill asked what problems had been encountered, and how were they resolved.

Ms. Garcia stated they had been partnering with Origins. Her office required the tenants to follow a strict case plan, as these were only temporary homes. Residents were aware of the rules at the time of move in. Portable restrooms had also been provided, which were open 6am-10pm, which was when the shelter closed. Also, onsite staff had kept an open log of events or activities that occurred. If there were any issues, dispatch was contacted. There were a few medical emergencies, which were all taken care of through the EMTs. For drug and alcohol issues, that was not allowed at any time in the units; however, if there were issues, referrals were made to Lifeways. Origins also had their own counselors on site multiple days of the week to assist with abuse problems. Community in Action provided a warning system, so if the case plan was not followed, or refused to follow the rules, the tenant had to vacate the home. There were only 16 units, but there were over 300 homeless in the area.

Councilor Kirby stated he was acquainted with the night security employee at the shelter site, so he was able to confirm that there was someone on site. He had spoken with Ms. Dickerson about that but recognized that her concerns were deep and probably warranted, but she appeared willing to work with them.

Councilor Hart asked if there had been any evictions?

Ms. Garcia stated not evictions, but they had clients who had been approved for housing or found more stable housing. There was a wait list, and their priority was senior, disabled, and households with children. It was understood that there were issues and were aware that there was a lot of running around through that neighborhood, but they were doing their best to provide assistance for those who wanted help.

Councilor Rodriguez stated there was running around in that neighborhood, but it was fair to say that the project being in the current location was definitely a focal point. In reading the letter written by Ms. Dickerson where she indicated the noise issues, mainly between 2-6am, fighting, taking tenant parking spots, etc., he believed that was truly taking place. He also believed that Community in Action had done a good job implementing their own restrictions and guidelines for the project. It appeared that the complaints were taking place during the nightwatchman's hours of coverage. Maybe it was time to review the rules and guidelines.

Ms. Garcia agreed, but they were only able to control what happened within their units. The night watchman was good at enforcing the rules and was more than able to calm any issues that occurred at night. Regarding the fence, they didn't want them to feel they were in a cage or trapped in a cell. Many struggled with PTSD. She understood the concerns, but couldn't speak to those, she just knew there was a great partnership between Community in Action and Origins in logging what has occurred.

Dan Cummings, Community Development Director, stated regarding the fence, the pilot program was in an industrial zone and they wanted to keep that area secure, so a temporary 6-foot chain link fence was erected around the area. Where this new program was running was in a residential area and the committee agreed that if they put a 6-foot fence in a residential area, it would take a variance to the front yard height restriction, barb wire along the top was not allowed in a residential area so that would take a variance, and that would make it appear as a compound which would not blend into the neighborhood. They wanted to have it blend in, so a wood fence was constructed. If the Council wanted to tell them to erect a compound fence, then variances would have to be applied for and granted before that would be allowed.

Councilor Hart verified this was just a temporary winter shelter, so when was that over?

Ms. Garcia stated it was done April 30th.

Councilor Kirby asked if the night watchman had special training or a written job description? Had it been reviewed by the Chief?

Ms. Garcia stated yes; it had been provided by Origins. Regarding the Chief's review, she did not believe that had been done.

Councilor Kirby suggested having the Chief review it.

Councilor Rodriguez asked if there were any cameras or surveillance of the area.

Ms. Garcia stated no, not yet, but it had been discussed, along with additional lighting.

Councilor Melendrez stated he wanted them to take the concerns brought forward by Ms. Dickenson to heart, because he would feel the same way if that was taking place around his home and family. Were there some success stories that Ms. Garcia could share?

Ms. Garcia stated she could not reveal a lot of details due to privacy reasons, but there was a gentleman who qualified as a youth who had no where to go, and he was now housed, found employment, and was not renting an apartment on his own for the first time. There was a woman who suffered from homelessness for years and was not in a low-income housing unit. There were success stories, and while those should be advertised and highlighted more, they had to respect the privacy issues.

Update on PERS

Adam Brown, City Manager, stated he hoped to have a presentation for them on the PERS, but when reviewing the draft, he noted some errors. While making corrections, it became larger than he could fix in time to make the current meeting. He would bring it to them at the Thursday meeting. They would also turn it into a video that could be posted online. It would explain why the Council might want to pay down the obligation the city had for PERS.

Councilor Rodriguez asked if this debt was normal for a municipality.

Mr. Brown stated yes. In his reviewing of assets across city governments, it was not uncommon for any of them to be behind. Most were in the 70% range.

Cost Analysis of Justice Court

Larry Sullivan, City Attorney, stated he discussed the possibility of getting more use of the Ontario Justice Court with Judge Mahoney, the Justice of the Peace, about the work she was currently doing for the City of Ontario. OPD was using the Justice Court to handle their traffic offenses and perhaps other offenses. Neither recalled any efforts by the city to use the Justice Court for any other purpose. She expressed a willingness to do that if the city wanted to move in that direction. The city had a contract with the Justice Court that was handled through the administration office in Vale. There was no set fee that was referred to in the contract that the city had to pay for the use of the Justice Court. It was an agreement that the city would reimburse the county for any out-of-pocket expenses that were incurred by the county as a result of the use of the Justice Court by the city. He had not found out if the city had been paying any money to reimburse the county for the use of the Justice Court. If there had been any payments, there should be some record through the Finance Department. Judge Mahoney was not aware of any charges that were being incurred through that use. The proceeds from the tickets that were paid through the Justice Court, portions went to the city and a portion to other places. He had not been able to pin down how that allocation worked. He was now aware of what other information could be obtained to determine if the city wanted to establish a municipal court. The City of Vale paid approximately \$800 per month to a Municipal Judge, a currently practicing attorney, to act as Municipal judge. That included using that Judge for four hours every Friday, and office space was also provided for that purpose. They also paid a hefty fee for using a program that was designed to be used by municipal courts for keeping track of fees and for sending the proceeds to various entities that were legally required under Oregon law to receive fees from those fines and court costs.

This would require a lot more discussion to decide what ultimately would be the benefit from the city in having its own municipal court. His own view was that the main benefit to the city in having its own municipal court was to use it as a profit center but wasn't necessarily the case. The Ontario Police Department might prefer to have a municipal court that would be doing nothing but handling its own fines and citations.

Mayor Hill stated that was not the analysis he had in mind. He had wanted staff to review the dollars and cents of how much money the city put out towards the Justice Court. He was also told the city provided police protection. He was not sure, and wanted to know, what the tickets that OPD were issuing, how much money the city received. He believed that type of analysis was what he and the Council were looking for.

Councilor Melendrez asked if they were basing this off how much money was being received versus how much was being put out.

Mayor Hill stated that was one issue. OPD was issuing citations, working for the city, but where did the citations and fines go? How was the pot divided? They needed to revisit that issue and see what the financial impact might be.



Councilor Kirby stated he spoke with Mr. Sullivan about this, and Mr. Sullivan understood it was a cost benefit analysis overall. That was the only way to make this type of decision.

Mayor Hill agreed but did not understand why the city had to hire an attorney to do that analysis when it could be done in-house.

Councilor Kirby stated that perhaps it was because Judge Mahoney's husband was a partner of Mr. Sullivan.

Councilor Hart stated maybe in the next month or two, to tell the Council when they could have a good analysis of what were the financial benefits of the arrangement that the city had with the Justice Court. He also looked to Chief Romero to see if there would be a benefit if that court were more geared towards the city and helping the city with things versus how it was currently structured. There was policy and policing involved, if they were taking police time to provide services. He heard the city needed more police officers, but if they were currently covering the court, maybe they could be out patrolling instead. He was seeking a more business analysis, policy, and dollars and cents of that court and how it might be utilized differently. How long might that take?

Mr. Brown stated that was a more reasonable request. He believed it could be completed in two months. The start would need to be figuring out the legal framework. That was the legwork that Mr. Sullivan had done. Staff could take that forward to do the analysis for the dollars and cents part.

Resolution #2021-106: Proposed Use of Marijuana Funds

Mayor Hill stated he had an email that was sent to the City Manager and a proposed resolution which was contributed by Councilor Hart.

Councilor Hart read what he had emailed to the Council: *I move that the Ontario City Council direct staff and the Budget Committee to submit and pass a budget that assumes all locally taxed marijuana revenue will be used for the following purposes only: Payments to reduce the unfunded liability of the City of Ontario's PERS retirement debt which is currently in excess of \$13 million (interest payments on this unfunded liability negatively impact the general fund resources by taking funds from operations and puts them towards PERS interest payments), and; Engineering, design and federal matching requirements for infrastructure improvement projects that benefit the citizens of Ontario, and; Capital projects that benefit the citizens of Ontario.*

Councilor Hart stated he had drafted the resolution that if it was the sense of the Council that was the way they wanted to spend the marijuana funds, it was important to get that information to staff so they didn't go down a rabbit hole and make an assumption to spend it in other ways, and then get told by Council that was not what they were comfortable with. Same thing with the Budget Committee. The Budget Committee could do whatever they wanted, but it was important, if that was the sense of the Council, of what they wanted to do. When he was previous Budget Chair, he had attempted to have this same discussion, and it had been voted down. They needed to have a framework on how they wanted to see funds spent in general. Once that was agreed on, it was easier to see the size of the pie they were working with. That was the intent of the resolution – to be as transparent as possible up front in the budget process if that's what the Council wanted to do.

Councilor Hart continued with the other piece that he wanted to put towards staff was understanding what the marijuana money was. He knew there was a line item currently for \$3M; however, he believed that was not all of it from the standpoint of there was a lot of carryover marijuana money from the prior year. So how much money were they really talking about. He guessed \$5.5M, which could be high or low. But they all needed to know that amount before they committed to setting aside this number. They also needed to be able to be very clear that in the budget document itself, was to be able to see a list that said that \$5.5M of marijuana money had been spent, and then have an itemized list of where that money went.

Mayor Hill stated the budget resolution that could be changed at any time. He liked the resolution except that he wanted to see, before a motion was made, where the second caveat read "...federal matching...", Council needed to include federal, *state*, *county* to cover all the bases. He understood the PERS analysis. He had received four different numbers. He had contacted the State Representative, the State Senator for numbers, and the numbers from the city, and every different was different and varied greatly. He understood the headache in reaching a number and the number arrived at was not going to be 100% correct because they did not know how the investments were going to turn out during the year, by increasing or decreasing, or if someone died, so they were removed from the system and the city would no longer be contributing to the system on their behalf, etc., But, he believed they could arrive at some number that they were comfortable with. He would support the motion if it were amended.

Mr. Brown stated Councilor Hart was close with his estimated number. In terms of the carryover money and the current year of funds, thought it was closer to the \$5M. Staff prepared the budget based on the direction from the Council during the Strategic Planning Retreat.

Councilor Hart asked, as submitted, did it meet the criteria that was in the proposed resolution, or would it cause staff to state they were not in compliance as of now?

Mr. Brown stated staff was working with the budget calendar as approved by Council, but as the Leadership Team worked on it, and the smaller team that put it all together, that was the end goal, to use those monies for non-reoccurring things, particularly not for salaries, programs, and positions. In speaking with the budget team, they intended to bring a list forward of the items that were specified here - PERS paydown, engineering design, federal preference, capital projects, beautification projects, they were going to bring a list of all those things. The expectation was that it would wind up within that \$5M. It was easy to see the big jump of \$10M to \$5M, and that was almost all attributable to the underestimation of the marijuana revenues and the more accurate estimation going forward.

KIRBY moved, HART seconded, **TO APPROVE RESOLUTION #2021-106, A RESOLUTION PROPOSING USE OF MARIJUANA FUNDS, WHEREAS THE CITY IS EXPERIENCING SUBSTANTIAL GROWTH IN REVENUE ATTRIBUTABLE TO THE SALE OF MARIJUANA; AND WHEREAS, MARIJUANA LEGALIZATION HAS INCREASED ACROSS THE UNITED STATES AND IT IS BELIEVED THAT STATES WILL CONTINUE TO SOFTEN THEIR STANCE TOWARD ACCEPTANCE; AND WHEREAS, A SIGNIFICANT AMOUNT, FAR MORE THAN A MAJORITY, OF THE REVENUE COMES FROM SALES TO RESIDENTS IN IDAHO; AND WHEREAS, IF MARIJUANA SALES ARE LEGALIZED IN THE STATE OF IDAHO, ONTARIO WILL LOSE THE MAJORITY OF THIS SOURCE OF REVENUE; AND WHEREAS, INVESTMENTS IN OUR COMMUNITY AND EFFORTS TO MAKE OUR PRIMARY SERVICES MORE SUSTAINABLE FOR THE FUTURE IS THE MOST RESPONSIBLE USE OF THIS REVENUE STREAM. NOW THEREFORE, BE IT HEREBY RESOLVED BY THE ONTARIO CITY COUNCIL, TO DIRECT STAFF AND THE BUDGET COMMITTEE TO SUBMIT AND PASS A BUDGET THAT ASSUMES ALL LOCALLY TAXED MARIJUANA REVENUE WILL BE USED FOR THE FOLLOWING PURPOSES ONLY: PAYMENTS TO REDUCE THE UNFUNDED LIABILITY OF THE CITY OF ONTARIO'S PERS RETIREMENT DEBT WHICH IS CURRENTLY AT ALMOST \$11 MILLION (INTEREST PAYMENTS ON THIS UNFUNDED LIABILITY NEGATIVELY IMPACT THE GENERAL FUND RESOURCES BY TAKING FUNDS FROM OPERATIONS AND PUTS THEM TOWARDS PERS INTEREST PAYMENTS); AND ENGINEERING, DESIGN, AND FEDERAL, LOCAL, COUNTY, PRIVATE, AND STATE MATCHING REQUIREMENTS FOR INFRASTRUCTURE IMPROVEMENT PROJECTS THAT BENEFIT THE CITIZENS OF ONTARIO; AND CAPITAL PROJECTS THAT BENEFIT THE CITIZENS OF ONTARIO. NO VOTE.**

Councilor Braden asked about a timeline for this resolution. Secondly, for clarification, where it read *NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to direct staff and the Budget Committee to submit and pass a budget that assumes all locally taxed marijuana revenue will be used for the following purposes only*, the statement "all locally taxed marijuana revenue". There has been some accrued, some being paid in arrears, some carry-over from last year, and they were also looking at this year's projected budget. Those were all different pieces

of this tax, and he was not clear which ones of those this proposed resolution was being marked and what the Council was locking in.

Mayor Hill stated when it read all marijuana money collected, it would be all the money received for whatever timeline they put in for this fiscal year.

Councilor Braden verified the Mayor was speaking of the funds for the budget year that were earned during that budget year and nothing that was earned prior?

Mayor Hill stated no, it was for everything that had been collected.

Councilor Braden stated they had spent some of that through previous budget cycles.

Councilor Hart asked if they need to amend the resolution to clarify both of those points? He could amend it to read it was for this budget year and it was for any marijuana local tax funds from this year and/or prior years that were unspent, and to be spent in this budget year.

BRADEN moved, TO AMEND THE RESOLUTION TO HAVE A FINITE TIMELINE OF THE NEXT BUDGET YEAR, WHICH WOULD BE 2021-2022 AND ALSO TO INCLUDE THAT YEAR'S REVENUES FROM MARIJUANA LOCAL TAX REVENUE AND ANY FUNDS SPENT, CARRIED-OVER, OR PREVIOUS YEAR'S MARIJUANA TAX REVENUE.

Mayor Hill stated collected vs. earned could be two different things, so he believed it should be the money the city "earned".

BRADEN moved, HART seconded, TO AMEND THE RESOLUTION TO HAVE A FINITE TIMELINE OF THE NEXT BUDGET YEAR, WHICH WOULD BE 2021-2022 AND ALSO TO INCLUDE THAT YEAR'S REVENUES FROM MARIJUANA LOCAL TAX REVENUE AND ANY FUNDS SPENT, CARRIED-OVER, PREVIOUS YEAR'S MARIJUANA TAX REVENUE. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Councilor Braden stated he believed they could all see the value in Councilor Hart's proposed motion, but the difficult spot for him was based on six years on the Budget Committee, hearing discussion there, how money was allocated from funds, how contingency balances worked, he thought that locking themselves into restricted use of general use funds, even though from a specific source, could lead to headache down the road from budgeting and financial perspectives. He had a lot of trepidation on locking them into this.

Mayor Hill appreciated Councilor Braden's concerns, but in speaking with the City Manager, there was going to be \$900K carryover from the operating budget from last year, which did not include the three-month required operating money on hand for emergencies, so he was not concerned at this point. Also, it was only proposed to last one year.

RETYPE MOTION WITH AMENDMENTS INCLUDED:

KIRBY moved, HART seconded, TO APPROVE RESOLUTION #2021-106, A RESOLUTION PURPOSING USE OF MARIJUANA FUNDS, WHEREAS THE CITY IS EXPERIENCING SUBSTANTIAL GROWTH IN REVENUE ATTRIBUTABLE TO THE SALE OF MARIJUANA; AND WHEREAS, MARIJUANA LEGALIZATION HAS INCREASED ACROSS THE UNITED STATES AND IT IS BELIEVED THAT STATES WILL CONTINUE TO SOFTEN THEIR STANCE TOWARD ACCEPTANCE; AND WHEREAS, A SIGNIFICANT AMOUNT, FAR MORE THAN A MAJORITY, OF THE REVENUE COMES FROM SALES TO RESIDENTS IN IDAHO; AND WHEREAS, IF MARIJUANA SALES ARE LEGALIZED IN THE STATE OF IDAHO, ONTARIO WILL LOSE THE MAJORITY OF THIS SOURCE OF REVENUE; AND WHEREAS, INVESTMENTS IN OUR COMMUNITY AND EFFORTS TO MAKE OUR PRIMARY SERVICES MORE SUSTAINABLE FOR THE FUTURE IS THE MOST RESPONSIBLE USE OF THIS REVENUE STREAM. NOW THEREFORE, BE IT HEREBY RESOLVED BY THE ONTARIO CITY



COUNCIL, TO DIRECT STAFF AND THE BUDGET COMMITTEE TO SUBMIT AND PASS A BUDGET THAT ASSUMES ALL LOCALLY TAXED MARIJUANA REVENUE WILL BE USED FOR THE FOLLOWING PURPOSES ONLY: PAYMENTS TO REDUCE THE UNFUNDED LIABILITY OF THE CITY OF ONTARIO'S PERS RETIREMENT DEBT WHICH IS CURRENTLY AT ALMOST \$11 MILLION (INTEREST PAYMENTS ON THIS UNFUNDED LIABILITY NEGATIVELY IMPACT THE GENERAL FUND RESOURCES BY TAKING FUNDS FROM OPERATIONS AND PUTS THEM TOWARDS PERS INTEREST PAYMENTS); AND ENGINEERING, DESIGN, AND FEDERAL, LOCAL, COUNTY, PRIVATE, AND STATE MATCHING REQUIREMENTS FOR INFRASTRUCTURE IMPROVEMENT PROJECTS THAT BENEFIT THE CITIZENS OF ONTARIO; AND CAPITAL PROJECTS THAT BENEFIT THE CITIZENS OF ONTARIO; TO HAVE A FINITE TIMELINE OF THE NEXT BUDGET YEAR, WHICH WOULD BE 2021-2022 AND ALSO TO INCLUDE THAT YEAR'S REVENUES FROM MARIJUANA LOCAL TAX REVENUE AND ANY FUNDS SPENT, CARRIED-OVER, PREVIOUS YEAR'S MARIJUANA TAX REVENUE. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Councilor Braden stated he had a hand-out item they all received. The Small Business Development Center at Treasure Valley Community College was funded in multiple ways. It was funded by the federal dollars, by Business Oregon, and by Treasure Valley Community College. Each paid approximately 1/3 of the SBDC's operating budget in Ontario. The Governor's proposed budget cut their 1/3 from \$72K down to \$42K for next year, a 41% decrease. A letter of support had been drafted by the City Manager to the Ways & Means Subcommittee on Transportation and Economic Development requesting that it be reinstated to its previous levels and not be cut for the current biennium.

Councilor Kirby stated he spoke with Andrea Testi, and she informed him that redirecting services that SBDC already did for the community, plus adding some. He wondered, during their communication with their representatives and the Oregon Legislature, that it was possible that the funding that was there be redirected to make SBDC ahead of the entire thing. There was already management and crew in place, so why recreate another one. The money would be better spent and administered throughout the state.

BRADEN move, HART seconded, THAT THE COUNCIL APPROVE THE LETTER OF SUPPORT FOR THE SBDCs. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

- Mayor Hill stated he received a letter from Ian Neill questioning why Ontario didn't have a Wendy's and what could the Mayor do about getting one here. He replied to Mr. Neill that it had been investigated a few years ago. He also invited Mr. Neill to attend a Council meeting to do the Pledge of Allegiance and to open the meeting. Mr. Neill responded with *"I got your letter today. I would like to say I would be honored to lead the Pledge of Allegiance at a City Council meeting. I also think we could become partners to convince the Wendy's franchise to get us a Wendy's. P.S. When you write me back, please give me a date and time to be at the City Council meeting."* They had a 10-year-old aspiring developer here and he would invite him to a meeting.
- Councilor Hart suggested having a white board in the Council Chambers that would list those items they would eventually get at. For example, it could read Magistrate Court Update, so then the Council wouldn't forget things.
- Councilor Hart stated at the end of the previous Council meeting, they had adjourned, and he was thinking about a resolution about the budget knowing there was a meeting that night, so he held back on bringing up the resolution until currently, but then he asked the City Manager about the next week's meeting, and was told no, there was nothing on the Agenda. What he'd like to ask is that at the end of every meeting there be a brief, 10-second discussion on if they were going to have the next meeting or cancel it.



- Mayor Hill stated he had been approached about the need for City Business Registrations, and if it was needed.
- Councilor Kirby stated he had been talked to about the added items on the utility bill, so the Council needed to keep that issue in mind.

Councilor Rodriguez stated what they discussed earlier about limiting the spending of the cannabis money, would the fees that are currently on the water bill, that did not fit that scope, correct?

Mayor Hill stated because they were paying down PERS, it could free up other money in the budget.

Mr. Brown stated when the Council made comments or suggestions at the end of the meeting, staff had to work off the Council as a whole, so if they wanted staff to go in that direction, it was best to request a consensus on those items. Staff then knew if it was a lone Councilor's idea, or the entire Council was on board.

Councilor Hart asked for a consensus that at the end of every meeting, the Council acknowledged that the next scheduled meeting would occur or would not, maybe a discussion item at the next meeting.

Council consensus to have it stated at the end of a current meeting that the next scheduled meeting would or would not occur.

EXECUTIVE SESSION

EXECUTIVE SESSION: ORS 192.660(2)(e)

An executive session was called at 7:29 p.m. under provisions of ORS 192.660(2)(e) to discuss real property. The Council reconvened into regular session at 7:47 p.m.

ADJOURN

KIRBY moved, HART seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Rodriguez-yes; Baker-yes; Kirby-yes; Hart-yes; Braden-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

ACCEPTED:

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder





**AGENDA REPORT
CONSENT AGENDA
April 8, 2021**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: HOUSING INCENTIVE PROGRAM: RYWEST HOMES (29-2021)

DATE: March 24, 2021

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE APPLICATION BY RYWEST HOMES AT 1480 WEST IDAHO FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.

SUMMARY:

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

The property is located at 1480 West Idaho.

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:

RYWEST HOMES is requesting approval of their application for the \$10,000.00 Incentive on a new home to be located at 1480 West Idaho being Tax Lot 2 VICTORIA M. SUBDIVISION. The proposed dwelling will be 1,601 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 was forwarded to the Committee for their review and recommendation. The Business Loan Fund Committee recommended the loan for approval by the Council on March 24, 2021.

ANALYSIS:

- A. **STRATEGIC PLAN** The Housing Incentive Program promotes growth and desirability goals of the Ontario Strategic Plan. It specifically addresses the activities to build a variety of housing options and add fill-in housing.
- 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 Rywest Homes in the amount of \$10,000.00.

ATTACHMENTS:

1. Incentive Application 29-2021_Rywest Homes



City of Ontario, Oregon Housing Incentive Program Checklist

Applicant: Rywest Homes Date: 3/17/21

Site Address or Tax Lot: 1480 W. IDAHO Ontario

Application Number: 29-2021 (City Use Only)

Application Information: (Applicant or Staff)

- ☒ Completed Application Signed & Dated: 3/15/2021
- ☒ Documentation showing funding: SELF
- ☒ Within City Limits
- ☐ In Urban Growth Boundary Annexation Application filed: N/A
- ☒ Floor Plan or description describing minimum square footage:
 - 1. House Square footage: 11601
 - 2. Number of Baths: 2
 - 3. Size of Garage: 523
- ☒ Description of Property of Home:
 - 1. Tax Lot map & Number: 401 1854705 DP
 - 2. Copy of Deed: _____
 - 3. Or written description: See Schedule A
- ☒ Completed W-9 Taxpayer Form. on file

Process Completed: (Staff Use Only below)

- ☒ PDAC (if Required) date Completed: N/A
- ☒ Community Development Director approval date: OK 3/18/21
- ☒ Forwarded to Business Loan Fund Committee: _____
- ☐ 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: _____

1 - 100

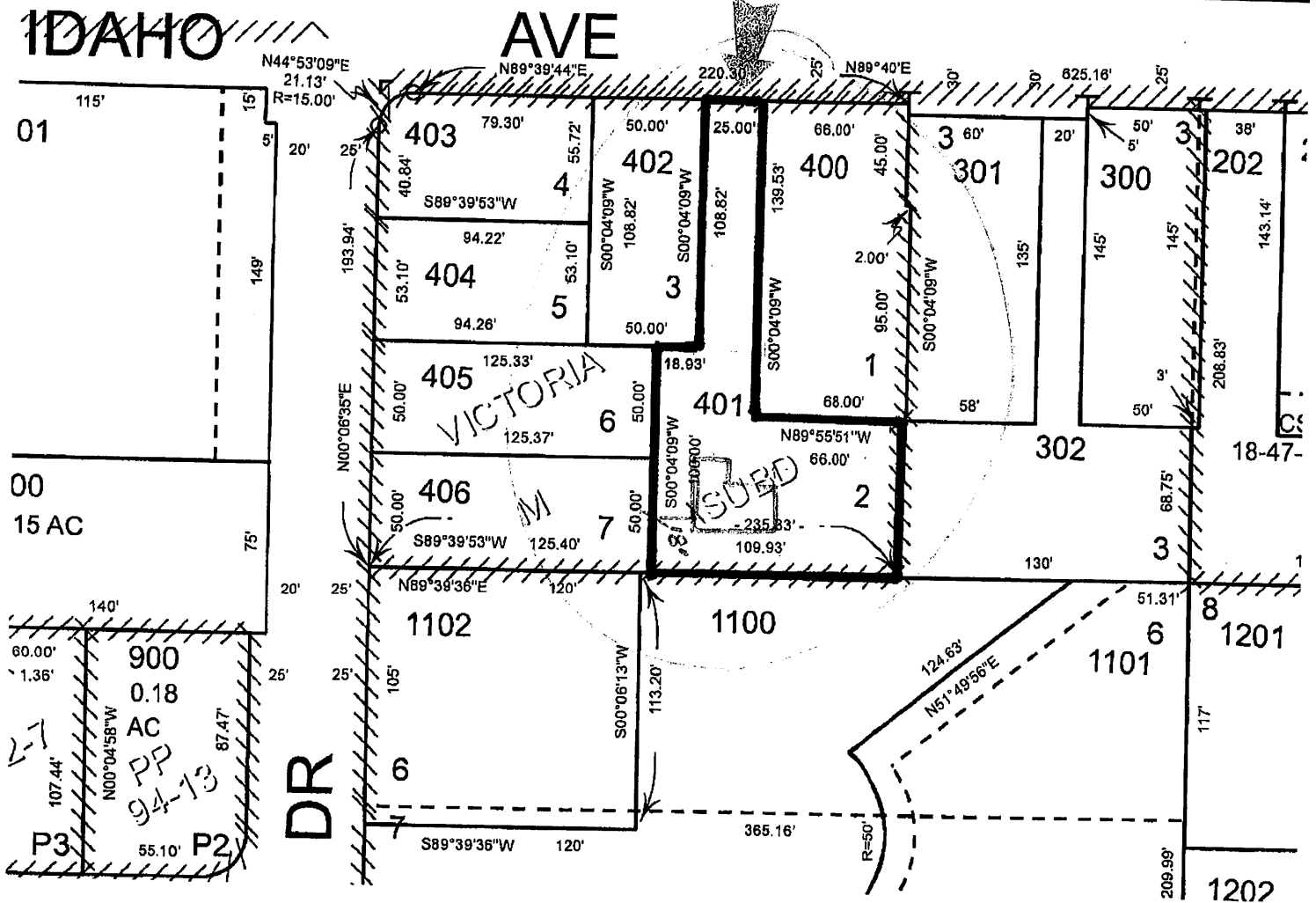


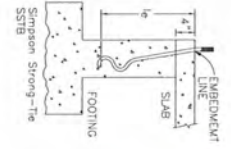
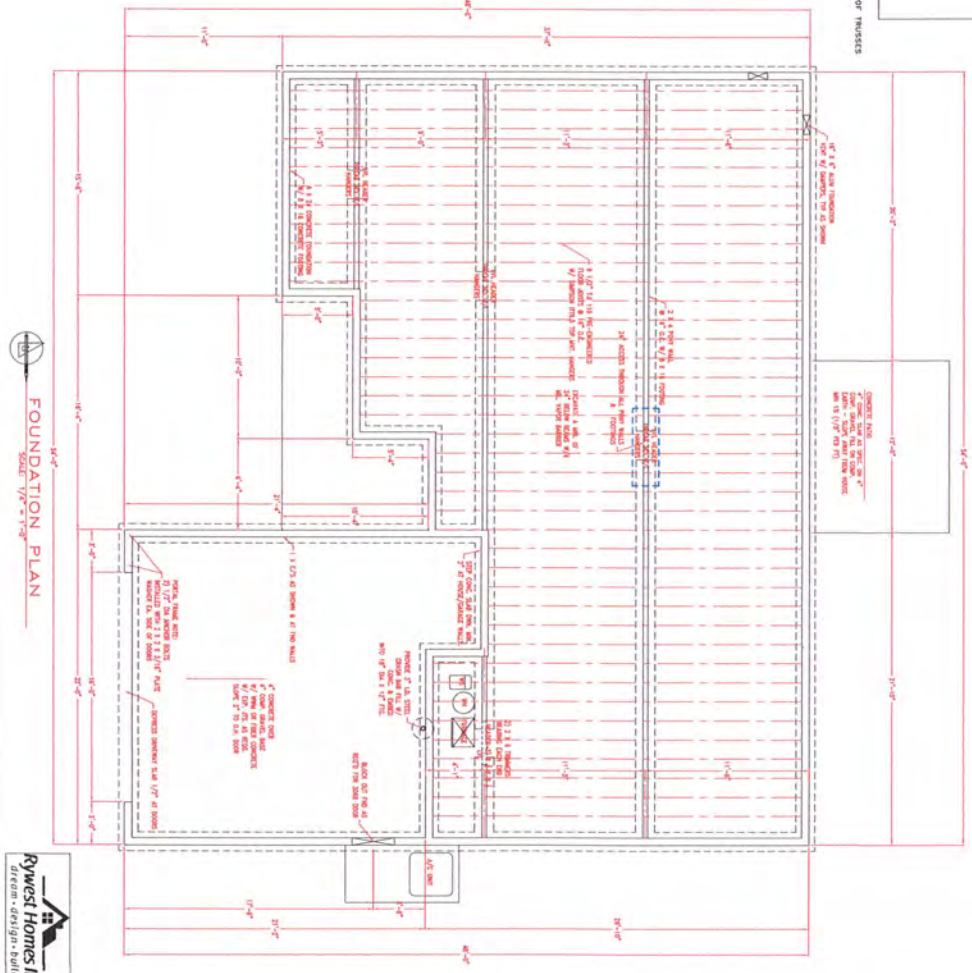
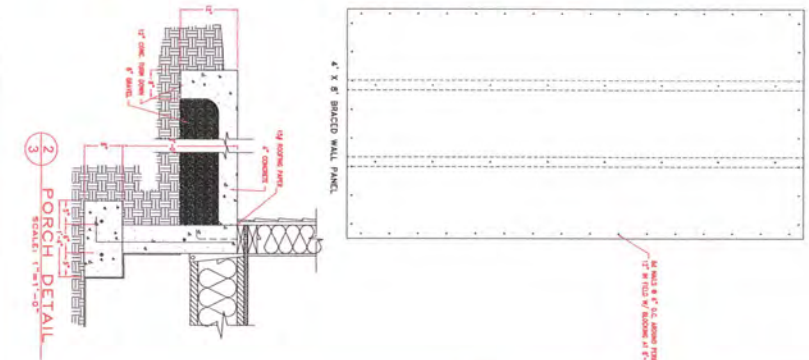
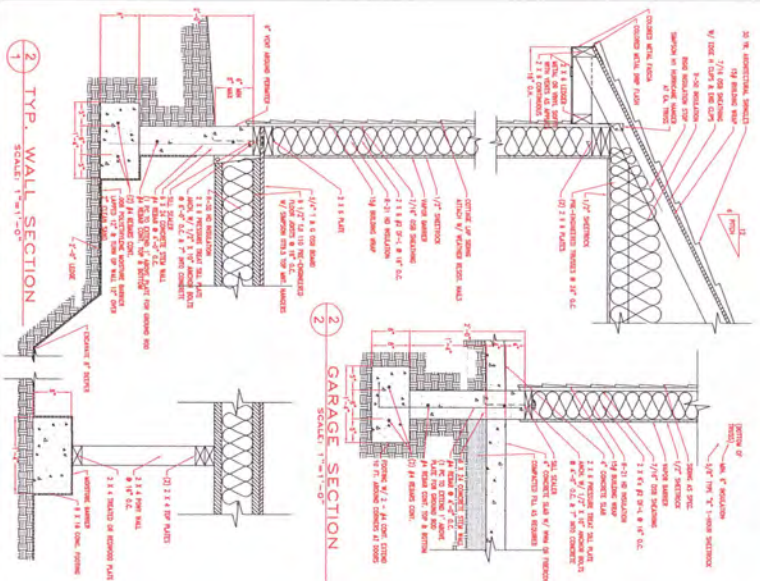
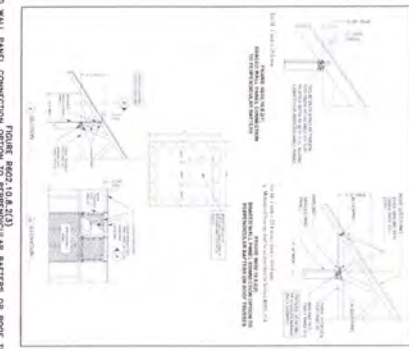
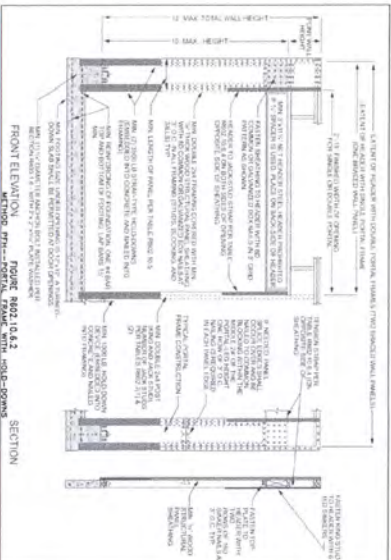
NORTH

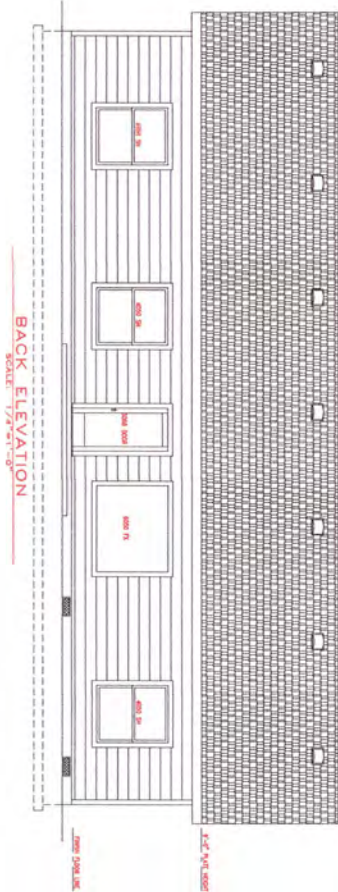
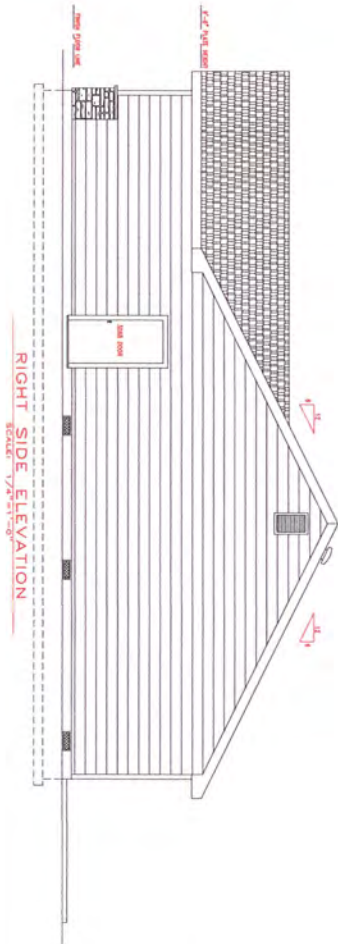
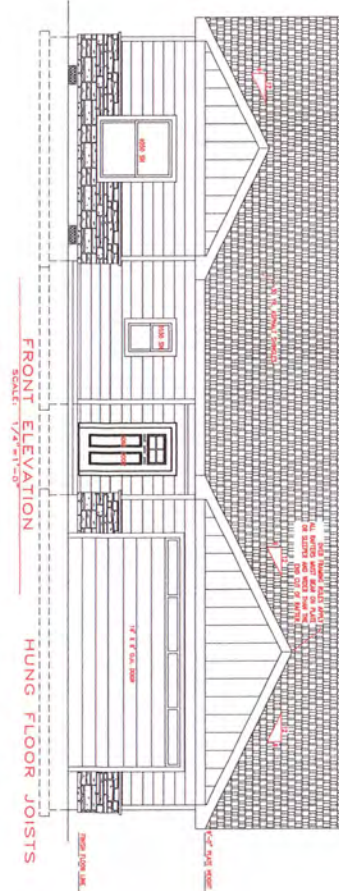
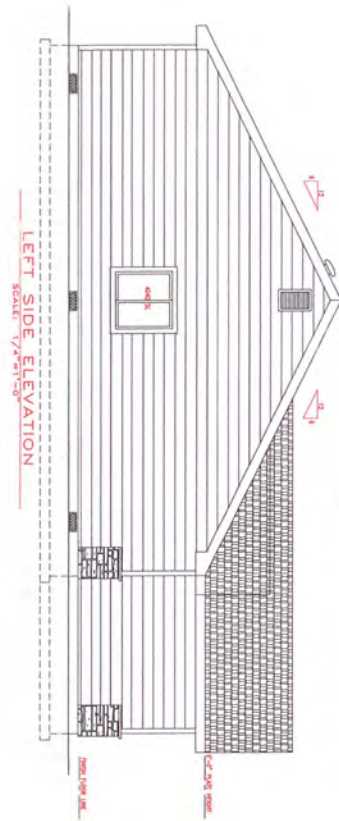
Compliments of
MALHEUR COUNTY
TITLE COMPANY INC
Map No. 184705DD
Tax Lot 401

This sketch is furnished
to assist in property
location and the company
assumes no liability
for inaccuracies.

SEE MAP 18S 47E 05DA







3

3

FOR: TIM DAVIS-RYWEST CONSTRUCTION
125 WEST ST. WEST LAKE, OH 44199
208-452-4822

SCALE: 1/8"=1'-0" OR AS NOTED

ELEVATIONS

DESIGN BY: Kathy Brinkman - E-ONE, Inc.
Computer Aided Drafting Services
DATE: 3-11-2021
Durand, OH 43014-Phone: (614) 888-3532



IDAHO AVENUE

25.00

108.82° S 00°04'09" W

192.53° S 00°04'09" W

②



VICTORIA SUBDIVISION
ONTARIO, OREGON
LOT 2



Rywest Homes Inc.
dream • design • build

Q	→	→	FOR	TIM DAVIS-RYWEST CONSTRUCTION
				125 BEECH ST, FRUITLAND, ID 83619
				1480 WEST ISLAND AVE., ONTARIO, OR 208-452-4922



February 26, 2021

To the City Council
City of Ontario, Oregon

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Ontario, Oregon, for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 3, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the current fiscal year. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the useful lives of capital assets is based on prior experience with similar assets and on industry standards. We evaluated the key factors and assumptions used to develop the useful lives of assets in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, which could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 26, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

We applied certain limited procedures to the management's discussion and analysis and pension liability information which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund financials, and other financial schedules, which accompany the financial statements but are not RSI. With respect to such information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled this information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory information, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide assurance on it.

Restriction on Use

This information is intended solely for the use of the City Council and management of the City of Ontario, Oregon, and is not intended to be and should not be used by anyone other than these specified parties.

CONNECTED PROFESSIONAL ACCOUNTANTS, LLC

By 

Chelsea A. Hewitt, CPA
Owner/Member

City of Ontario
Uncorrected Financial Statement Misstatements
June 30, 2020

<u>Description</u>	<u>Fund</u>	<u>W/P Ref</u>	<u>Debit</u>	<u>Credit</u>	<u>Effect on Income</u>
2019-2020					
	35	123			
Accrued interest receivable			13,413		
Interest revenue				13,413	
To book accrued interest in LID loans					(13,413)
None for 2018-2019					
			Net Effect on Current Year Income		<u>(13,413.00)</u>
			Effect on Current Year Income of Passed Adjustments in the Prior Year		<u>0.00</u>
			Net Effect on Current Year Income		<u><u>(13,413.00)</u></u>
			(Below materiality level)		

CITY OF ONTARIO, OREGON

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2020



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CITY OF ONTARIO, OREGON
JUNE 30, 2020

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INTRODUCTORY SECTION

CITY OF ONTARIO, OREGON
CITY COUNCIL AND OFFICIALS
June 30, 2020

<u>NAME</u>	<u>ADDRESS</u>	<u>POSITION</u>
CITY COUNCIL		
Riley Hill	Ontario	Mayor
Vacancy	Ontario	Council President
Ramon Palomo	Ontario	Councilor
Norm Crume	Ontario	Councilor
Freddy Rodriguez	Ontario	Councilor
Michael Braden	Ontario	Councilor
Martin Justus	Ontario	Councilor
OFFICIALS		
Adam Brown	Ontario	City Manager
Tori Barnett	Ontario	City Recorder
Steven Romero	Ontario	Chief of Police
Terry Leighton	Ontario	Fire Chief
Dan Cummings	Ontario	Community Development Director
Cliff Leeper	Ontario	Public Works Director (Jacobs)
Kari Ott	Ontario	Finance Director (Oster Professional Group)
Debbie Jeffries	Ontario	Recreation Manager
Dan Beaubien	Ontario	Airport Manager

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FINANCIAL SECTION

Independent Auditors' Report

To the City Council
City of Ontario, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Ontario, Oregon, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of the internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimated made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of the City of Ontario, as of June 30, 2020, and the respective changes in financial positions and, when applicable cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension liability information and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the

Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the MD&A and pension liability information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the MD&A and pension liability information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information is the responsibility of management and was derived from, and, relate directly to, the underlying accounting and other records used to prepare the financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Ontario, Oregon's basic financial statements. The introductory section, combining and individual fund financial statements, and other financial schedules are the responsibility of management and are presented for purposes of additional analysis and are not a required part of the basic financial statements.

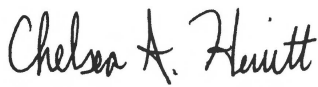
The combining and individual fund financial statements, and other financial schedules were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements, other financial schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated February 26, 2021 on our consideration of City of Ontario, Oregon's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

CONNECTED PROFESSIONAL ACCOUNTANTS, LLC

By 

Chelsea A. Hewitt, CPA
Owner/Member

La Grande, Oregon
February 26, 2021

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**MANAGEMENT'S
DISCUSSION AND ANALYSIS**



CITY OF ONTARIO, OREGON
Management's Discussion & Analysis
June 30, 2020

www.ontariooregon.org

As management of the City of Ontario, Oregon, (city) we offer readers of the city's financial statements this narrative overview and analysis of the financial activities of the city for the fiscal year ended June 30, 2020. This Management's Discussion and Analysis (MD&A) is based upon currently known facts, decisions, and conditions that existed as of the date of the independent auditor's report.

The emphasis of discussions about these statements will be on current year data. This information is provided for use in conjunction with the accompanying basic financial statements.

FINANCIAL HIGHLIGHTS

- ❖ The governmental assets and deferred outflows of the city exceeded its liabilities and deferred inflows at June 30, 2020 by \$22,909,429 (net position).
- ❖ At June 30, 2020, the General Fund total fund balance was \$3,082,209.

USING THE ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the city as a whole and present a longer-term view of the city's finances. Fund financial statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the city's operations in more detail than the government-wide statements by providing information about the city's most significant funds.

This discussion and analysis is intended to serve as an introduction to the city's basic financial statements which is comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Reporting the City as a Whole

The Statement of Net Position and the Statement of Activities

One of the most important questions asked about the city's finances is, "Is the City as a whole better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities report information about the city as a whole and about its activities in a way that helps answer



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Management's Discussion & Analysis
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this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the city's *net position* and changes in them. You can think of the city's net position—the differences between assets, deferred outflows, deferred inflows and liabilities—as one way to measure the city's financial health, or *financial position*. Over time, *increases or decreases* in the city's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the city's property tax base and the condition of the city's roads, to assess the *overall health* of the city.

The Statement of Net Position and the Statement of Activities present information about the following:

- ❖ Governmental activities—All of the city's basic services are considered to be governmental activities, including general government, community development, public safety, culture and recreation, and highways and streets. Property taxes, intergovernmental revenues, transient occupancy taxes, user fees, and franchise fees finance most of these activities.
- ❖ Business-Type activities—Operation of the city's utility system and the golf course are considered to be business-type activities, whereby all or a significant portion of the cost of operation is intended to be recovered through user fees and charges. The city's business-type activities are water, sewer, storm, airport and aquatic.

Reporting the City's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds—not the city as a whole. Some funds are required to be established by State law and by bond covenants. However, the City Council, with the help of the city's budget committee, establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. The city's three kinds of funds—*governmental*, *proprietary* and *fiduciary*—use different accounting approaches.

- ❖ *Governmental funds*—Most of the city's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified*



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accrual accounting, which measures cash and all other financial assets that can readily be converted to cash.

The governmental fund statements provide a detailed short-term view of the city's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or less financial resources that can be spent in the near future to finance the city's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation section that follows the fund financial statements.

- ❖ *Proprietary funds*—When the city charges for certain services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities.
- ❖ *Fiduciary funds*—The city has an agency fund which accounts for monies belonging to the recreation board. This fund has no measurement focus, but employs the accrual basis of accounting for purposes of asset and liability recognition.

THE CITY AS A WHOLE

Our analysis focuses on the net position and changes in the city's net position (Tables 1 and 2).



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Table 1. Condensed Statement of Net Position

	Governmental Activities		Business-Type Activities		Total Primary Government	
	6/30/2020	6/30/2019	6/30/2020	6/30/2019	6/30/2020	6/30/2019
Current and other assets	\$ 10,978,849	\$ 10,415,004	\$ 6,762,004	\$ 5,609,802	\$ 17,740,853	\$ 16,024,806
Capital assets	22,165,367	20,003,256	42,483,709	43,193,865	64,649,076	63,197,121
Total assets	33,144,216	30,418,260	49,245,713	48,803,667	82,389,929	79,221,927
Deferred outflows of resources	6,103,489	4,828,769	70,268	60,396	6,173,757	4,889,165
Current liabilities	997,732	833,561	443,226	336,733	1,440,958	1,170,294
Noncurrent liabilities						
Due within one year	46,199	129,479	280,216	268,151	326,415	397,630
Due in more than one year	14,013,788	11,575,355	4,774,578	5,038,045	18,788,366	16,613,400
Total liabilities	15,057,719	12,538,395	5,498,020	5,642,929	20,555,739	18,181,324
Deferred inflow of resources	1,280,557	1,880,394	510,290	557,377	1,790,847	2,437,771
Net investment in capital assets	22,165,367	19,914,543	37,583,263	38,025,268	59,748,630	57,939,811
Restricted net position	799,952	1,156,984	-	-	799,952	1,156,984
Unrestricted net position	(55,890)	(243,287)	5,724,408	4,638,489	5,668,518	4,395,202
Total net position	\$ 22,909,429	\$ 20,828,240	\$ 43,307,671	\$ 42,663,757	\$ 66,217,100	\$ 63,491,997

Governmental Activities

The city's net position from governmental activities increased by 10% from \$20,828,240 to \$22,909,429. This increase of \$2,081,189 comes from a \$230,579 restatement of net position and a current year increase of \$1,850,610 as recorded in the Statement of Activities and flows through the Statement of Net Position. The following is an explanation of the changes between fiscal years as shown in Table 1:

- ❖ Current and other assets increased by \$563,845 which is mostly due to a \$558,763 increase of accounts receivable. There was a large receivable for local marijuana taxes (which is a new revenue in 2019-20).
- ❖ Capital assets had a net increase of \$2,162,111, which is due to a large street project.
- ❖ Current liabilities increased by \$164,171 made up mostly of an increase in accounts payable.



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- ❖ Long term liabilities increased by \$2,355,153 due to a large increase in net pension liability.
- ❖ Unrestricted net position increased by \$187,397 mostly due to a new revenue source.

Business-Type Activities

The city's net position from business-type activities increased by 1.5% from \$42,663,757 to \$43,307,671. This increase of \$643,914 comes from the current year change in net position as recorded in the Statement of Activities.

- ❖ Current and other assets increased by \$1,152,202 largely due a \$1,027,707 increase in cash and investments.
- ❖ Capital assets decreased by \$710,156 largely due to higher depreciation than new projects.
- ❖ Current liabilities increased by \$106,493 made up mostly of an increase in accounts payable.
- ❖ Long term liabilities decreased by \$251,402 due to principal payments on the existing debt with no new debt in the current year.
- ❖ Unrestricted net position increased by \$1,085,919 mainly due to conservative spending.



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Table 2. Condensed Statement of Activities

	Governmental Activities		Business-Type Activities		Total Primary Government	
	6/30/2020	6/30/2019	6/30/2020	6/30/2019	6/30/2020	6/30/2019
Revenues						
Program revenues						
Charges for services	\$ 3,270,886	\$ 3,173,012	\$ 7,432,509	\$ 6,979,403	\$ 10,703,395	\$ 10,152,415
Operating contributions	1,850,614	1,849,808	-	500,357	1,850,614	2,350,165
Capital contributions	1,376,292	503,374	-	-	1,376,292	503,374
General revenues:						
Property taxes	3,721,710	3,621,523	-	-	3,721,710	3,621,523
Local taxes and fees	3,650,276	1,849,084	-	-	3,650,276	1,849,084
Unrestricted grants	136,990	130,098	-	-	136,990	130,098
Investment income	59,873	69,423	201,970	235,648	261,843	305,071
Miscellaneous	64,736	63,076	-	-	64,736	63,076
Total revenues	14,131,377	11,259,398	7,634,479	7,715,408	21,765,856	18,974,806
Expenses						
Governmental Activities						
General government	4,095,659	3,384,130	-	-	4,095,659	3,384,130
Highways and streets	2,272,975	2,119,274	-	-	2,272,975	2,119,274
Public works	18,172	91,128	-	-	18,172	91,128
Public safety	6,076,340	4,963,568	-	-	6,076,340	4,963,568
Parks and recreation	145,397	318,791	-	-	145,397	318,791
Interest on debt	1,050	5,487	-	-	1,050	5,487
Business-Type Activities						
Water	-	-	3,155,660	3,023,284	3,155,660	3,023,284
Sewer	-	-	3,002,898	2,831,214	3,002,898	2,831,214
Storm sewer	-	-	202,711	197,460	202,711	197,460
Airport	-	-	350,148	409,075	350,148	409,075
Aquatic	-	-	600	11,074	600	11,074
Total Expenses	12,609,593	10,882,378	6,712,017	6,472,107	19,321,610	17,354,485
Capital asset transfers	(427,537)	(1,574,084)	427,537	1,574,084	-	-
Gain (loss) on sale of asset	22,278	-	28,000	-	50,278	-
Transfers in (out)	734,085	(26,803)	(734,085)	26,803	-	-
Increase in net position	1,850,610	(1,223,867)	643,914	2,844,188	2,494,524	1,620,321
Net position - beginning	20,828,240	22,068,787	42,663,757	39,819,569	63,491,997	61,888,356
Restatements	230,579	(16,680)	-	-	230,579	(16,680)
Net position - as restated	21,058,819	22,052,107	42,663,757	39,819,569	63,722,576	61,871,676
Net position, ending	\$ 22,909,429	\$ 20,828,240	\$ 43,307,671	\$ 42,663,757	\$ 66,217,100	\$ 63,491,997



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Governmental Activities

The city's total revenues from governmental activities increased from the prior fiscal year by \$2,871,979 (25.5%) and the total cost of all governmental programs and services increased by \$1,727,215 (15.9%). The increases in revenues mainly came from the new local marijuana tax and ODOT street project. The increases in expenses were primarily from changes in the Net Pension Liability.

Business-Type Activities

The city's business-type activities revenues decreased \$80,929 (1%) from the prior fiscal year and the total costs of the business-type activities increased \$239,910 (3.7%). The total business-type revenues decreased because of the splash pad grants. The expenses increased mainly due to the increase in contract with Jacobs.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

At year-end, the city's governmental funds reported combined fund balances of \$9,618,456 which is an increase of \$411,014 (4.5%) from the prior fiscal year.

- ❖ The largest decrease in fund balance was in the Street Fund. The Street Fund had a net change of (\$467,935). This was mainly due to a large street project.
- ❖ The General Fund had a net increase of \$850,547. This increase came from new local marijuana tax revenues.

At year-end, the city's proprietary funds reported combined net position of \$43,307,671 for enterprise funds. This is a combined increase in net position of \$643,914. This is mostly due to conservative spending in order to set aside funds for the Sewer Fund NPDES permit capital project requirements.

GENERAL FUND BUDGETARY HIGHLIGHTS

The city is continuing to operate on an annual budget.

Expenditures

The final appropriations of the budget for personal services for the General Fund were \$5,582,939 and the actual expenditures were \$5,447,593. This is 98% of the budget expended.



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The final appropriations of the budget for materials and services for the General Fund were \$1,695,264 actual expenditures were \$1,526,625 This is 90% of the budget expended.

Overall, expenditure appropriations (excluding transfers) were \$7,779,041 and total expenditures were \$7,111,914. This shows that 91% of the appropriated budget was expended in the fiscal year ended June 30, 2020.

Revenues

110% of the budgeted revenues for the 2019-2020 budget was received.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2020, the city shows \$64,649,076 of capital assets, net of depreciation, this is an increase of \$1,451,955 from the prior year. The city has \$22,165,367 of capital assets in governmental activities and \$42,483,709 in business-type activities. The governmental activities reflect that the completed the Treasure Valley Connection trail, purchased some equipment, worked on a couple large street programs and installed a new shelter for Lion's Park. The business-type activities had a large water & sewer line replacement project, purchased equipment, began skate park restrooms and had improvements at the airport.

Debt

The city had a total of \$4,900,446 in long-term debt at June 30, 2020; this is a decrease of \$356,864. The decrease is due to payments being applied to the principal of the debt. The entire amount of debt is being paid out of the proprietary funds. All the governmental activities debt was paid off in fiscal year 2019-2020.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The economy of the city is based primarily on agriculture; however, there is a great deal of retail jobs within Ontario as it serves as the shopping hub for the Treasure Valley.

The city utilizes an annual budget that takes into account the projected property tax rates and valuations, historical trends in transient occupancy taxes, rate increases as allowed by ordinance for water services



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and the balance of project expenditures. The city is projecting to receive \$3 million dollars in revenue due to local and state cannabis taxes.

The city continues to struggle to fund the city services at a level the citizens of Ontario deserve. There are difficult decisions required to be made by management, the budget committee and the city council on an ongoing basis to attempt to balance funding with services provided.

REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the City of Ontario's finances and to show the city's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Department at 444 SW 4th Street, Ontario, Oregon 97914.

BASIC FINANCIAL STATEMENTS

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**GOVERNMENT-WIDE FINANCIAL
STATEMENTS**

CITY OF ONTARIO, OREGON
STATEMENT OF NET POSITION

June 30, 2020

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and pooled investments	\$ 7,802,804	\$ 5,740,669	\$ 13,543,473
Receivables			
Property tax	204,142	-	204,142
Other taxes	793,247		
Customer accounts receivable, net	289,797	829,469	1,119,266
Other	749,986	165,232	915,218
Street assessments	18,217	-	18,217
Loans	124,692	-	124,692
Notes	-	4,437	4,437
Due from other funds	111,658	(111,658)	-
Accrued interest receivable	69	-	69
Restricted cash			
System development charges	447,942	-	447,942
Customer deposits	-	119,667	119,667
Held in evidence fund	14,896	-	14,896
Deposits held in trust	246,663	-	246,663
Prepaid expenses	121,280	-	121,280
Net OPEB asset	53,456	617	54,073
Chemicals	-	13,571	13,571
Capital assets not being depreciated	4,198,880	6,846,958	11,045,838
Capital assets being depreciated (net of accumulated depreciation)	17,966,487	35,636,751	53,603,238
Total assets	<u>33,144,216</u>	<u>49,245,713</u>	<u>82,389,929</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to OPEB	15,109	25	15,134
Deferred outflows related to PERS	6,088,380	70,243	6,158,623
Total deferred outflows	<u>6,103,489</u>	<u>70,268</u>	<u>6,173,757</u>
LIABILITIES			
Accounts payable	484,972	165,459	650,431
Accrued liabilities	213,701	-	213,701
Accrued interest payable	-	140,722	140,722
Customer deposits	37,500	120,667	158,167
Unearned rent income	-	16,378	16,378
Held in evidence fund	14,896	-	14,896
Deposits held in trust	246,663	-	246,663
Long-term liabilities			
Portion due or payable within one year			
Current portion of note payable	-	280,216	280,216
Current portion of compensated absences	46,199	-	46,199
Portion due or payable after one year			
Note payable	-	4,620,230	4,620,230
Compensated absences	299,246	-	299,246
Net pension liability	13,378,295	154,348	13,532,643
Net OPEB liability	336,247	-	336,247
Total liabilities	<u>15,057,719</u>	<u>5,498,020</u>	<u>20,555,739</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to OPEB	67,729	124	67,853
Deferred inflows related to PERS	1,212,828	13,993	1,226,821
Debt refunding	-	496,173	496,173
Total deferred inflows	<u>1,280,557</u>	<u>510,290</u>	<u>1,790,847</u>
NET POSITION			
Net investment in capital assets	22,165,367	37,583,263	59,748,630
Restricted for			
Street projects	58,562	-	58,562
System development	447,942	-	447,942
Building inspection	292,238	-	292,238
Grants	1,210	-	1,210
Unrestricted	(55,890)	5,724,408	5,668,518
Total net position	<u>\$ 22,909,429</u>	<u>\$ 43,307,671</u>	<u>\$ 66,217,100</u>

CITY OF ONTARIO, OREGON
STATEMENT OF ACTIVITIES
For the Year Ended
June 30, 2020

Functions/ Programs	Program Revenues				Net (Expense) Revenue and Change in Net Position		Total
	Expenses	Charges for services	Operating Grants, Contributions and Restricted Interest	Capital Grants, Contributions and Restricted Interest	Governmental Activities	Business Type Activities	
Primary Government							
Governmental activities							
General government	\$ 4,095,659	\$ 1,171,617	\$ 375,832	\$ -	\$ (2,548,210)	\$ -	\$ (2,548,210)
Highways and streets	2,272,975	830,418	1,050,776	1,237,054	845,273	-	845,273
Public works	18,172	664,053	-	24,752	670,633	-	670,633
Public safety	6,076,340	522,560	422,009	-	(5,131,771)	-	(5,131,771)
Parks and recreation	145,397	82,238	1,997	-	(61,162)	-	(61,162)
Airport	-	-	-	114,486	114,486	-	114,486
Interest on long term debt	1,050	-	-	-	(1,050)	-	(1,050)
Total governmental activities	<u>12,609,593</u>	<u>3,270,886</u>	<u>1,850,614</u>	<u>1,376,292</u>	<u>(6,111,801)</u>	<u>-</u>	<u>(6,111,801)</u>
Business-Type activities							
Water	3,155,660	3,311,796	-	-	-	156,136	156,136
Sewer	3,002,898	3,910,101	-	-	-	907,203	907,203
Storm sewer	202,711	118,833	-	-	-	(83,878)	(83,878)
Airport	350,148	91,779	-	-	-	(258,369)	(258,369)
Aquatic	600	-	-	-	-	(600)	(600)
Total business type activities	<u>6,712,017</u>	<u>7,432,509</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>720,492</u>	<u>720,492</u>
Total primary government	<u>\$ 19,321,610</u>	<u>\$ 10,703,395</u>	<u>\$ 1,850,614</u>	<u>\$ 1,376,292</u>	<u>(6,111,801)</u>	<u>720,492</u>	<u>(5,391,309)</u>
General revenues							
Property and other city tax levied for:							
General purposes					3,721,710	-	3,721,710
Local taxes and fees					3,650,276	-	3,650,276
Grants and contributions not restricted to specific purpose					136,990	-	136,990
Unrestricted investments earnings					59,873	201,970	261,843
Miscellaneous					64,736	-	64,736
Total general revenues					<u>7,633,585</u>	<u>201,970</u>	<u>7,835,555</u>
Capital asset transfers					(427,537)	427,537	-
Transfers					734,085	(734,085)	-
Gain (loss) on sale of asset					22,278	28,000	40,278
					<u>328,826</u>	<u>(278,548)</u>	<u>40,278</u>
Changes in net position					1,850,610	643,914	2,484,524
Net position, July 1, 2019, before restatement					20,828,240	42,663,757	63,491,997
Restatement, see note 14					230,579	-	230,579
Net position, July 1, 2019, after restatement					<u>21,058,819</u>	<u>42,663,757</u>	<u>63,722,576</u>
Net position, June 30, 2020					<u>\$ 22,909,429</u>	<u>\$ 43,307,671</u>	<u>\$ 66,217,100</u>

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FUND FINANCIAL STATEMENTS

CITY OF ONTARIO, OREGON
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2020

	General Fund	Street Fund	Reserve Fund	Capital Projects Fund	Nonmajor Funds	Total June 30, 2020
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES						
Assets						
Cash and investments	\$ 1,602,015	\$ 222,179	\$ 1,854,411	\$ 2,977,423	\$ 1,146,776	\$ 7,802,804
Receivables						
Property taxes	204,142	-	-	-	-	204,142
Other taxes	715,770	18,104	25,432	1,293	32,648	793,247
Customer accounts, net allowance	179,829	30,390	24,350	55,228	-	289,797
Loans					124,692	124,692
Special assessments	-	-	-	18,217	-	18,217
Other	471,877	48,988	-	6,545	222,576	749,986
Due from other funds	307,848	-	-	-	-	307,848
Prepaid expenses	121,280	-	-	-	-	121,280
Restricted cash						
Cash held in trust	-	-	-	-	246,663	246,663
Held in evidence fund	14,896	-	-	-	-	14,896
System development charges	-	-	-	-	447,942	447,942
Total assets	<u>3,617,657</u>	<u>319,661</u>	<u>1,904,193</u>	<u>3,058,706</u>	<u>2,221,297</u>	<u>11,121,514</u>
Deferred outflows of resources	-	-	-	-	-	-
Total assets and deferred outflows	<u>\$ 3,617,657</u>	<u>\$ 319,661</u>	<u>\$ 1,904,193</u>	<u>\$ 3,058,706</u>	<u>\$ 2,221,297</u>	<u>\$ 11,121,514</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES						
Liabilities						
Current liabilities						
Accounts payable	\$ 103,129	\$ 261,099	\$ 31,091	\$ -	\$ 89,653	\$ 484,972
Payroll liabilities	213,696	-	5	-	-	213,701
Due to other funds	-	-	-	-	196,190	196,190
Held by evidence fund	14,896	-	-	-	-	14,896
Held in trust	-	-	-	-	246,663	246,663
Customer deposits	37,500	-	-	-	-	37,500
Total current liabilities	<u>369,221</u>	<u>261,099</u>	<u>31,096</u>	<u>-</u>	<u>532,506</u>	<u>1,193,922</u>
Total liabilities	<u>369,221</u>	<u>261,099</u>	<u>31,096</u>	<u>-</u>	<u>532,506</u>	<u>1,193,922</u>
Deferred inflows of resources						
Unavailable property tax revenues	166,227	-	-	-	-	166,227
Unavailable special assessment revenues	-	-	-	18,217	-	18,217
Unavailable economic development loans	-	-	-	-	124,692	124,692
Total deferred inflows	<u>166,227</u>	<u>-</u>	<u>-</u>	<u>18,217</u>	<u>124,692</u>	<u>309,136</u>
Fund balances						
Nonspendable	429,128	-	-	-	-	429,128
Spendable						-
Restricted	-	58,562	-	-	741,390	799,952
Committed	-	-	1,873,097	3,040,489	822,709	5,736,295
Unassigned	2,653,081	-	-	-	-	2,653,081
Total fund balances	<u>3,082,209</u>	<u>58,562</u>	<u>1,873,097</u>	<u>3,040,489</u>	<u>1,564,099</u>	<u>9,618,456</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 3,617,657</u>	<u>\$ 319,661</u>	<u>\$ 1,904,193</u>	<u>\$ 3,058,706</u>	<u>\$ 2,221,297</u>	<u>\$ 11,121,514</u>

CITY OF ONTARIO, OREGON
RECONCILIATION OF GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT TO NET POSITION
June 30, 2020

TOTAL FUND BALANCES	\$	9,618,456
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets are not financial resources and, therefore, are not reported in the governmental funds

Cost	\$	42,037,289	
Accumulated depreciation		(19,871,922)	22,165,367

Compensated absences are not due in the current period and, therefore, are not reported as liabilities in the fund financial statements.		(345,445)
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Deferred revenue in the governmental fund financial statements represent the amount of assets that have been recognized, but not collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period.		309,136
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Accrued interest receivable not received in the current year is not reported as governmental fund assets.		69
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Net OPEB asset is not a financial resource and, therefore, not reported in the governmental funds.		53,456
--	--	--------

Long-term liabilities not payable in the current year are not reported as governmental fund liabilities. Interest in long-term debt is not accrued in the governmental funds, but rather is recognized as an expenditure when due.

Net pension liability	(13,378,295)	
Net OPEB liability	(336,247)	(13,714,542)

Current year PERS contributions are deferred outflows of resources that will be a recognized expense in the subsequent period.		6,088,380
--	--	-----------

City's proportionate share of differences between projected and actual earnings on investments, and the differences between employer contributions and the proportionate share of contributions will be amortized over the next five years.		(1,212,828)
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Current year OPEB contributions are deferred outflows of resources that will be a recognized expense in the subsequent period.		15,109
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City's OPEB changes in assumptions or inputs will be amortized over future years.		(67,729)
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TOTAL NET POSITION	\$	22,909,429
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CITY OF ONTARIO, OREGON
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended
June 30, 2020

	General Fund	Street Fund	Reserve Fund	Capital Projects Fund	Nonmajor Funds	Total June 30, 2020
Revenues						
Taxes						
Property taxes	\$ 3,743,588	\$ -	\$ -	\$ -	\$ -	\$ 3,743,588
Other taxes	1,822,248	203,176	203,176	-	367,180	2,595,780
Intergovernmental revenues	630,391	2,018,158	7,846	-	509,005	3,165,400
Charges for services	351,072	369,731	182,634	23,678	15,850	942,965
Licenses and permits	37,419	-	-	-	237,181	274,600
Fines and forfeits	74,052	-	-	-	-	74,052
Miscellaneous						
Franchise fees	1,593,781	-	-	-	-	1,593,781
Miscellaneous revenues	66,518	1,318	10,244	15,968	300	94,348
Interest on investments	58,571	444	883	-	1,162	61,060
System development charges	-	-	-	-	83,402	83,402
Utilities capitalization charges	-	-	-	554,792	-	554,792
Administration	497,148	460,687	-	-	-	957,835
Total revenues	<u>8,874,788</u>	<u>3,053,514</u>	<u>404,783</u>	<u>594,438</u>	<u>1,214,080</u>	<u>14,141,603</u>
Expenditures						
Current						
General government	1,460,465	-	1,225,588	-	615,397	3,301,450
Highways and streets	-	1,766,977	-	-	-	1,766,977
Public safety	5,392,320	-	126,707	-	46,310	5,565,337
Parks and recreation	121,433	-	-	4,000	-	125,433
Capital outlay	137,696	1,996,475	677,367	331,380	477,203	3,620,121
Debt service						
Principal	-	61,024	-	-	27,688	88,712
Interest	-	1,609	-	-	255	1,864
Total expenditures	<u>7,111,914</u>	<u>3,826,085</u>	<u>2,029,662</u>	<u>335,380</u>	<u>1,166,853</u>	<u>14,469,894</u>
Excess of revenues over (under) expenditures	1,762,874	(772,571)	(1,624,879)	259,058	47,227	(328,291)
Other financing sources (uses)						
Operating transfers in	-	304,636	1,347,521	100,000	9,931	1,762,088
Operating transfers out	(912,327)	-	(110,780)	-	(4,896)	(1,028,003)
Capital asset sales	-	-	5,220	-	-	5,220
Total other sources (uses)	<u>(912,327)</u>	<u>304,636</u>	<u>1,241,961</u>	<u>100,000</u>	<u>5,035</u>	<u>739,305</u>
Net change in fund balances	850,547	(467,935)	(382,918)	359,058	52,262	411,014
Fund balances, July 1	2,231,662	526,497	2,256,015	2,681,431	1,511,837	9,207,442
Fund balances, June 30	<u>\$ 3,082,209</u>	<u>\$ 58,562</u>	<u>\$ 1,873,097</u>	<u>\$ 3,040,489</u>	<u>\$ 1,564,099</u>	<u>\$ 9,618,456</u>

CITY OF ONTARIO, OREGON
**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Year Ended
June 30, 2020

NET CHANGE IN FUND BALANCES	\$	411,014
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Amounts reported for governmental activities in the Statement of
Activities are different because:

Governmental funds report capital outlay as expenditures.
However, in the Statement of Activities, the cost of those
assets is allocated over their estimated useful lives and
reported as depreciation expense. This is the amount by
which capital outlay exceeded depreciation in the current
period.

Expenditures for capital assets	\$ 2,661,180	
Current year dispositions	(5,792)	
Less current year depreciation	<u>(723,855)</u>	1,931,533

Repayment of principal is an expenditure in the governmental funds
but reduces the liability in the Statement of Net Position.

Debt principal repaid	<u>88,712</u>	88,712
-----------------------	---------------	--------

Interest on loans receivable is not accrued in the governmental funds
but is recorded as revenue when received.

Accrued interest receivable	(9,324)
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Interest on long-term debt is not accrued in the governmental funds
but is expensed when paid.

Interest accrued	814
------------------	-----

Certain revenues not collected for several months after year end
are not considered available revenue and is deferred in the governmental funds.
The change in deferred revenue is not reflected in the governmental funds, but
is in the Statement of Activities as a change in revenues.

(24,905)

Some expenses reported in the Statement of Activities do not require
the use of current financial resources and, therefore, are not reported
as expenditures in governmental funds, as follows:

Compensated absences	(9,881)
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Changes in net pension liability, the related changes in deferred outflows and
deferred inflows of resources are not recognized as expenses in the
governmental funds.

(518,851)

Changes in net OPEB asset/liability, the related changes in deferred outflows and
deferred inflows of resources are not recognized as expenses in the
governmental funds.

(18,502)

CHANGE IN NET POSITION

	\$	<u><u>1,850,610</u></u>
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CITY OF ONTARIO, OREGON
STATEMENT OF FUND NET POSITION
PROPRIETARY FUNDS
June 30, 2020

	Enterprise Funds					Internal Service Fund
	Water Fund	Sewer Fund	Airport Fund	Nonmajor Funds	Total June 30, 2020	
ASSETS						
Current assets						
Cash and investments	\$ 1,520,838	\$ 3,762,012	\$ 28,590	\$ 429,229	\$ 5,740,669	\$ -
Receivables						
Customer accounts receivable, net allowance for doubtful accounts	319,186	474,762	26,265	9,256	829,469	-
Other receivables	-	-	-	165,232	165,232	-
Notes receivable	-	-	4,437	-	4,437	-
Restricted cash						
Customer deposits	12,103	-	-	-	12,103	107,564
Long-term assets						
Net OPEB asset	-	-	617	-	617	-
Inventories	13,571	-	-	-	13,571	-
Capital assets, net of accumulated depreciation	13,263,072	17,379,176	8,873,992	2,967,469	42,483,709	-
Total assets	<u>15,128,770</u>	<u>21,615,950</u>	<u>8,933,901</u>	<u>3,571,186</u>	<u>49,249,807</u>	<u>107,564</u>
DEFERRED OUTFLOWS OF RESOURCES						
Deferred outflows related to PERS	-	-	70,243	-	70,243	-
Deferred outflows related to OPEB	-	-	25	-	25	-
Total deferred outflows	<u>-</u>	<u>-</u>	<u>70,268</u>	<u>-</u>	<u>70,268</u>	<u>-</u>
LIABILITIES						
Current liabilities						
Accounts payable	15,825	121,379	446	27,809	165,459	-
Accrued interest	69,936	70,786	-	-	140,722	-
Deposit liability	12,103	-	1,000	-	13,103	107,564
Due to other funds	-	-	-	111,658	111,658	-
Unearned rent income	-	-	16,378	-	16,378	-
Current portion of non-current liabilities	153,084	127,132	-	-	280,216	-
Total current liabilities	<u>250,948</u>	<u>319,297</u>	<u>17,824</u>	<u>139,467</u>	<u>727,536</u>	<u>107,564</u>
Non-current liabilities						
Notes payable	2,301,342	2,318,888	-	-	4,620,230	-
Net pension liability	-	-	154,348	-	154,348	-
Total liabilities	<u>2,552,290</u>	<u>2,638,185</u>	<u>172,172</u>	<u>139,467</u>	<u>5,502,114</u>	<u>107,564</u>
DEFERRED INFLOWS OF RESOURCES						
Deferred inflows related to PERS	-	-	13,993	-	13,993	-
Deferred inflows related to OPEB	-	-	124	-	124	-
Debt refunding	252,135	244,038	-	-	496,173	-
Total deferred inflows	<u>252,135</u>	<u>244,038</u>	<u>14,117</u>	<u>-</u>	<u>510,290</u>	<u>-</u>
NET POSITION						
Net investment in capital assets	10,808,646	14,933,156	8,873,992	2,967,469	37,583,263	-
Unrestricted net position	1,515,699	3,800,571	(56,112)	464,250	5,724,408	-
Total net position	<u>\$ 12,324,345</u>	<u>\$ 18,733,727</u>	<u>\$ 8,817,880</u>	<u>\$ 3,431,719</u>	<u>\$ 43,307,671</u>	<u>\$ -</u>

CITY OF ONTARIO, OREGON
**RECONCILIATION OF ENTERPRISE FUNDS STATEMENT OF FUND NET POSITION
TO THE STATEMENT OF NET POSITION**
June 30, 2020

TOTAL ENTERPRISE FUNDS NET POSITION	\$43,307,671
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Amounts reported for business-type activities in the Statement of Net Position are different because:

The internal service fund is used by management to charge the costs of certain activities to individual funds. The internal service fund predominately serves the enterprise funds, so the assets and liabilities of the internal service fund is included in Business-Type Activities in the Statement of Net Position as follows:

Cash and cash equivalents	\$ 107,564	
Deposit liability	<u>(107,564)</u>	-

TOTAL NET POSITION	<u><u>\$43,307,671</u></u>
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CITY OF ONTARIO, OREGON
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
For the Year Ended
June 30, 2020

	Enterprise Funds					
	Water Fund	Sewer Fund	Airport Fund	Nonmajor Funds	Total June 30, 2020	Internal Service Fund
Operating revenues						
Consumer receipts	\$ 3,310,096	\$ 3,910,101	\$ 91,279	\$ 110,339	\$ 7,421,815	\$ -
Miscellaneous	1,700	-	500	8,494	10,694	-
Total operating revenues	3,311,796	3,910,101	91,779	118,833	7,432,509	
Operating expenses						
Wages and salaries	-	-	37,652	-	37,652	-
Employee benefits	300	600	13,811	-	14,711	-
Contract services	1,836,911	1,637,734	13,725	82,174	3,570,544	-
Depreciation	517,284	550,645	253,888	106,051	1,427,868	-
Insurance	62,720	62,720	2,915	2,281	130,636	-
Miscellaneous expense	124	10,850	5,839	913	17,726	-
Repairs and maintenance	-	-	2,797	-	2,797	-
Supplies - general	11,470	20,408	7,383	141	39,402	-
Supplies - petroleum	-	-	935	-	935	-
Telephone	40	47	1,385	-	1,472	-
Travel and school	-	-	1,346	-	1,346	-
Utilities	302	15,345	8,472	14	24,133	-
Projects	184,390	135,793	-	-	320,183	-
Fees	231,436	244,415	-	7,915	483,766	-
Administrative	209,341	218,361	-	3,822	431,524	-
Total operating expenses	3,054,318	2,896,918	350,148	203,311	6,504,695	-
Net income from operations	257,478	1,013,183	(258,369)	(84,478)	927,814	-
Non operating income (expenses)						
Interest earned on investments	84,112	113,947	478	3,433	201,970	-
Interest expenses	(122,353)	(123,411)	-	-	(245,764)	-
Bond premium	21,011	17,431	-	-	38,442	-
Sale of assets	12,760	14,760	-	480	28,000	-
Total non operating income (expenses)	(4,470)	22,727	478	3,913	22,648	-
Net income	253,008	1,035,910	(257,891)	(80,565)	950,462	-
Other items						
Capital contribution (distribution)	121,856	121,855	183,826	-	427,537	-
Transfers out	(460,950)	(256,085)	(1,685)	(15,365)	(734,085)	-
Total other items	(339,094)	(134,230)	182,141	(15,365)	(306,548)	-
Change in net position	(86,086)	901,680	(75,750)	(95,930)	643,914	-
Net position beginning of year	12,410,431	17,832,047	8,893,630	3,527,649	42,663,757	-
Net position end of year	\$ 12,324,345	\$ 18,733,727	\$ 8,817,880	\$ 3,431,719	\$ 43,307,671	\$ -

CITY OF ONTARIO, OREGON
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Year Ended
June 30, 2020

	Enterprise Funds					
	Water Fund	Sewer Fund	Airport Fund	Nonmajor Funds	Total	Internal Service Fund
Cash flows from operating activities						
Cash received from customers	\$ 3,299,497	\$ 3,795,275	\$ 87,206	\$ 110,289	\$ 7,292,267	\$ (1,772)
Cash payment to employees for services	(300)	(600)	(53,454)	-	(54,354)	-
Cash payment to suppliers for goods and services	(2,550,650)	(2,233,944)	(55,492)	(71,207)	(4,911,293)	-
Other operating revenues	1,700	-	500	98,609	100,809	-
Net cash provided by operating activities	<u>750,247</u>	<u>1,560,731</u>	<u>(21,240)</u>	<u>137,691</u>	<u>2,427,429</u>	<u>(1,772)</u>
Cash flows from noncapital financing activities						
Operating transfers-out to other funds	(460,950)	(256,085)	(1,685)	(15,365)	(734,085)	-
Interfund loans	-	-	-	(84,176)	(84,176)	-
Net cash provided by noncapital financing activities	<u>(460,950)</u>	<u>(256,085)</u>	<u>(1,685)</u>	<u>(99,541)</u>	<u>(818,261)</u>	<u>-</u>
Cash flows from capital and related financing activities						
Acquisition and construction of capital assets	(61,132)	(146,817)	-	(82,228)	(290,177)	-
Interest paid on notes payable	(125,802)	(126,301)	-	-	(252,103)	-
Sale of capital assets	12,760	14,760	-	480	28,000	-
Payment on notes	(146,972)	(121,179)	-	-	(268,151)	-
Net cash used for capital and related financing activities	<u>(321,146)</u>	<u>(379,537)</u>	<u>-</u>	<u>(81,748)</u>	<u>(782,431)</u>	<u>-</u>
Cash flows from investing activities						
Interest and dividends on investments	84,112	113,947	478	3,433	201,970	-
Net cash provided (used) in investing activities	<u>84,112</u>	<u>113,947</u>	<u>478</u>	<u>3,433</u>	<u>201,970</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	52,263	1,039,056	(22,447)	(40,165)	1,028,707	(1,772)
Cash and cash equivalents at beginning of year	1,480,678	2,722,956	51,037	469,394	4,724,065	109,336
Cash and cash equivalents at end of year	<u>\$ 1,532,941</u>	<u>\$ 3,762,012</u>	<u>\$ 28,590</u>	<u>\$ 429,229</u>	<u>\$ 5,752,772</u>	<u>\$ 107,564</u>
Reconciliation of operating income to net cash provided by operating activities						
Net Income	\$ 257,478	\$ 1,013,183	\$ (258,369)	\$ (84,478)	\$ 927,814	\$ -
Adjustments to reconcile net income to net cash provided (used) by operating activities:						
Depreciation expense	517,284	550,645	253,888	106,051	1,427,868	-
(Increase) decrease in accounts receivable	(11,599)	(114,826)	(4,507)	90,065	(40,867)	-
Increase (decrease) in accounts payable	(13,916)	111,729	(10,695)	26,053	113,171	-
Net increase (decrease) in customer deposits	1,000	-	-	-	1,000	(1,772)
Net increase (decrease) in unearned rent income	-	-	434	-	434	-
Changes in net pension liability	-	-	16,749	-	16,749	-
PERS deferred inflows	-	-	(8,650)	-	(8,650)	-
PERS deferred outflows	-	-	(10,019)	-	(10,019)	-
OPEB deferred inflows	-	-	6	-	6	-
OPEB deferred outflows	-	-	147	-	147	-
Changes in net OPEB liability/asset	-	-	(224)	-	(224)	-
Total adjustments	<u>492,769</u>	<u>547,548</u>	<u>237,129</u>	<u>222,169</u>	<u>1,499,615</u>	<u>(1,772)</u>
Net cash provided (used) by operating activities	<u>\$ 750,247</u>	<u>\$ 1,560,731</u>	<u>\$ (21,240)</u>	<u>\$ 137,691</u>	<u>\$ 2,427,429</u>	<u>\$ (1,772)</u>
Reconciliation of cash and cash equivalents at year end to specific assets included on the Statement of Net Position						
Current assets						
Cash and investments	\$ 1,520,838	\$ 3,762,012	\$ 28,590	\$ 429,229	\$ 5,740,669	\$ -
Restricted assets						
Customer deposits	12,103	-	-	-	12,103	107,564
Total cash and cash equivalents at year end	<u>\$ 1,532,941</u>	<u>\$ 3,762,012</u>	<u>\$ 28,590</u>	<u>\$ 429,229</u>	<u>\$ 5,752,772</u>	<u>\$ 107,564</u>
Non cash capital financing transactions						
Capital contributions from (to) other funds	\$ 121,856	\$ 121,855	\$ 183,826	\$ -	\$ 427,537	\$ -

CITY OF ONTARIO, OREGON
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2020

	Agency Funds
ASSETS	
Cash and investments	\$ 290
Total assets	<u>290</u>
LIABILITIES	
Held in trust for other governments	<u>290</u>
Total liabilities	<u><u>\$ 290</u></u>

**NOTES TO BASIC FINANCIAL
STATEMENTS**

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

Note 1. Significant Accounting Policies

Organizational Authority

The City of Ontario operates under a charter adopted in 1954. The City Council, composed of the mayor and six council members, comprises the legislative branch of the city. Each councilor and the mayor are elected for a term of four years. Individual departments are under direction of the City Manager, who is appointed by the City Council. The City of Ontario provides numerous services to citizens, including public safety, public works, parks and recreation and general government services. It also operates the airport and provides water and sewer utilities.

A. The Reporting Entity

The City Council exercises governance responsibilities over all entities related to city activity. The city receives funding from local, state, and federal sources. However, the City of Ontario is not included in any other governmental reporting entity as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards. Council members are elected by the public and have decision-making authority, the power to designate management, the responsibility to significantly influence operations, and primary accountability for fiscal matters.

In evaluating how to define the city for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in accounting principles generally accepted in the United States of America. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the primary government's financial accountability. The criteria used to determine financial accountability include whether the primary government appoints a voting majority, the primary government can impose its will on the component unit, whether there is financial benefit or burden on the primary government, and if the component unit has a fiscal dependency on the primary government. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the city is financially accountable. No other entities met requirements for inclusion in the basic financial statements of the City of Ontario.

B. Fund Accounting

City resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds are grouped, in the financial statements in this report, into two broad fund categories: governmental funds and proprietary funds.

GOVERNMENTAL FUNDS

General Fund—The General Fund is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds—Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Debt Service Funds—Debt service funds are used to account for interest and principal payments for debt.

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

Capital Project Funds—Capital project funds are generally used to account for financial resources to be used for the acquisitions or construction of major capital facilities.

PROPRIETARY FUNDS

Enterprise Funds—Enterprise funds are used to account for water and sewer services and golf course services provided to the community. Principal revenue sources are fees charged to consumers for services.

Internal Service Fund—The internal service fund is used to charge the costs of certain activities to individual funds. The internal service fund is predominately used by enterprise funds.

C. Basis of Presentation

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information on all the nonfiduciary activities of the city. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are financed primarily through property taxes and intergovernmental revenues, and are reported separately from business-type activities, which rely to a significant extent on fees and charges for services.

The Statement of Net Position presents the city's assets, deferred outflows, deferred inflows and liabilities, with the difference reported as net position. Net position is reported in three categories:

Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes and other debt attributable to the acquisition, construction or improvement of those assets.

Restricted net position results when constraints placed on net position use are either externally imposed or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position consists of net position that does not meet the definition of the two preceding categories. Unrestricted net position often has constraints on resources imposed by management which can be removed or modified.

The Statement of Activities presents a comparison between direct expenses and program revenues for each of its functions/programs. Direct expenses are those that are specifically associated with a function and, therefore, are clearly identifiable to that function. Eliminations have been made to minimize the double counting of internal activities in the Statement of Activities. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and (2) grants and contributions restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements

The fund financial statements provide information about the city's funds. Separate financial statements are provided for each fund category (governmental and proprietary). The emphasis of fund financial statements is on major funds, each displayed in a separate column. The nonmajor funds are shown in the aggregate.

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

The city reports the following major governmental funds:

General Fund—The General Fund is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund.

Street Fund— The Street Fund is a special revenue fund used to account for maintenance of the city's streets and street lighting. The major sources of revenue for the Street Fund come from the state of Oregon with tax on motor vehicle fuel and the Surface Transportation Program funds.

Capital Projects Fund—The Capital Projects Fund is used to account for financial resources to be used for the acquisitions or construction of major capital facilities.

Reserve Fund – The Reserve Fund accounts for funding set aside for specific purposes. The Reserve Fund has funding in separate departments for footpaths, building inspection, emergency equipment, public works, PERS lump-sum payments and infrastructure.

The city reports on the following major proprietary funds:

Water Fund – The Water Fund is an enterprise fund used to account for the operation of the city's water system.

Sewer Fund – The Sewer Fund is an enterprise fund used to account for the operation of the city's sewer system.

Airport Fund – The Airport Fund is an enterprise fund used to account for the operation of the city's airport.

Public Works Internal Service Fund – The Public Works Internal Service Fund is used to charge the costs of certain activities to individual funds. The internal service fund is predominately used by enterprise funds. This fund accounts for water & sewer deposits.

Additionally, the city reports the following fund types:

Agency Fund—The agency fund is used to account for the donations held for and spent by the recreation board.

D. Measurement Focus and Basis of Accounting

Government-wide and proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Fiduciary fund financial statements (city has agency funds only) have no measurement focus, but do employ the accrual basis of accounting for purposes of asset and liability recognition. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the city receives value without giving equal value in exchange, include property taxes, grants, entitlements and donations. With the accrual basis of accounting revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied. Under terms of grant agreements, the city funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the city's policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. A six-month availability period is used for revenue recognition for all reimbursable grants. The city considers property taxes and other revenues as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, which is recognized when the obligations are expected to be liquidated with expendable available financial resources. Property taxes, interest and special assessments are susceptible to accrual. Other receipts and taxes become measurable and available when the cash is received by the government and are recognized as revenue at that time. Entitlements and shared revenues are recorded at the time of receipt or earlier if the “susceptible to accrual” criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. Capital asset acquisitions are reported as expenditures in the governmental funds and proceeds from long-term debt and acquisitions under capital leases are reported as other financing sources.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the city’s proprietary funds are charges for services, operating grants and other miscellaneous revenues. Operating expenses for the proprietary funds include personnel and materials and supplies. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, then unrestricted resources as they are needed.

E. Cash and Investments

The city's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. All short-term cash surpluses are maintained in savings accounts and the state of Oregon Local Government Investment Pool and allocated to each fund based on the amount of excess cash each fund has deposited.

Oregon statutes and local ordinances authorize the city to invest (short-term and long-term) in certificates of deposit (considered deposits for risk categorization purposes), certain bond obligations of civil subdivisions, general obligations of the states of Oregon, Washington, Idaho, and California, certain interest bearing bonds of a county, port, or school district, certain interest bearing bonds of any city in the state of Oregon, life insurance and annuity contracts, pooled deferred compensation trusts, banker's acceptances, and certain corporate bonds.

F. Statement of Cash Flows

For purposes of the Statement of Cash Flows, the city considered all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. All cash and investments of the proprietary fund types are pooled with the city’s pooled cash and investments.

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

G. Capital Assets

Capital assets, which include property, equipment, vehicles, and infrastructure assets (e.g. roads, bridges, curbs, gutters, sidewalks and similar items which are immovable and of value only to the government) are reported in the applicable governmental or business-type activities columns in the government-wide Statement of Net Position. Capital assets are recorded at original or estimated original cost. Donated capital assets are recorded at their estimated fair market value on the date donated. The city defines capital assets as assets with an initial cost of more than \$5,000 and an estimated life in excess of one reporting period. The cost of normal maintenance and repairs that do not add value to the asset or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives.

Buildings and improvements	20 to 50 years
Improvements other than buildings	20 years
Equipment	5 to 30 years
Vehicles	8 years
Infrastructure	10 to 100 years

H. Other Asset

Water and wastewater treatment thirty-day chemical inventory will have to be left with the city if the public works CH2M Hill (Jacobs) contract is terminated. An asset of \$13,571 is booked for this value as shown by the Appendix G of the contract.

I. Fund Balances

GASB Statement No. 54 requires analysis and presentation of fund balances in five categories; the fund balance categories are:

- *Nonspendable*— Fund balance is reported as nonspendable when the resources cannot ever be spent, whether due to legal restrictions (such as corpus) or items not spendable in form such as prepaid items, interfund receivables and inventory.
- *Restricted*—Includes items that are restricted by external creditors, grantors or contributors, or restricted by legal constitutional provisions.
- *Committed*—Fund balance is reported as committed when the council passes a resolution, the formal action of the city's highest decision-making level of authority, to establish a specific spending constraint on how the resources may be used. The council can also modify or rescind the resolution through the passage of another formal resolution. Includes items committed by city council; commitments are required to be made, modified or rescinded by formal council resolution.
- *Assigned*—Fund balance is reported as assigned by city policy when the council or designee assign portions of revenue sources or ending fund balance, which are not determined to be non-spendable, restricted or committed by formal written notice. Authority is granted to the individuals by the city council and such authority may only be established, modified or rescinded by the council.
- *Unassigned*—This is the residual classification used for those balances not assigned to another category.

The city council can commit fund balances any time before the end of the fiscal year. The commitment of

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

fund balances has to be done by formal council resolution.

The council is authorized to make assignments of ending fund balance. Assignments of fund balances can be done at any time, including after fiscal year end date.

GASB 54 requires a spending policy, as it relates to ending fund balance. The spending policy states in what order fund balance categories are spent. The council approved the following fund balance order of spending policy:

1. Restricted Fund Balance
2. Committed Fund Balance
3. Assigned Fund Balance
4. Unassigned Fund Balance

J. Property Taxes Receivable

Property taxes assessed but not yet collected are reported on the balance sheet, but are offset by deferred revenue accounts. The city levies taxes on a fiscal year from July 1 to June 30. The current levy becomes a lien on July 1. Taxes are due November 15 and become delinquent May 15. Foreclosure is started three years after taxes become delinquent. The city turns all tax collection duties over to Malheur County, Oregon.

Uncollected property taxes are recorded on the Statement of Net Position. Uncollected taxes are deemed to be substantially collected or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. All property taxes receivable is due from property owners within the city.

K. Accumulated Unpaid Vacation, Sick Pay, and Other Employee Benefit Amounts

The city maintains a policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for non-vested unpaid accumulated sick pay benefits. All vacation pay and vested sick pay benefits is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. For fiscal year ended June 30, 2020 benefits are paid from the General Fund. The compensated absences liability was \$345,445 at June 30, 2020 and \$335,564 at June 30, 2019.

L. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expenditure/expense) until then. The City has three items that qualify for reporting in this category. They are the deferred amounts relating to pensions, amounts related to other post-employment benefits and prepaid expenses. This amount is deferred and recognized as an outflow of resources in the period when the City's recognizes pension expense/expenditures. Deferred outflows are included in the government-wide Statement of Net Position and the proprietary funds Statement of Net Position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three items that qualify for reporting in this category. Unavailable revenue

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

from property taxes is reported in the governmental funds balance sheet. This amount is deferred and recognized as an inflow of resources in the period that amount becomes available. The City also reports deferred amounts related to pensions, deferred amounts related to other post-employment benefits and amounts related to debt refunding. These amounts are deferred and recognized as an inflow of resources in the period when the City's recognizes income. Deferred inflows are included in the government-wide Statement of Net Position and the proprietary funds Statement of Net Position.

M. Budgets and Budgetary Accounting

An annual budget is prepared for each city fund in accordance with the modified accrual basis of accounting and legal requirements set forth in the Oregon local budget law. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. The detail budget document, however, is required to contain more specific detailed information for the above-mentioned expenditure categories. All appropriations lapse at June 30.

Unexpected additional resources may be added to the budget by a supplemental budget and appropriations resolution. A supplemental budget may require hearings before the public, publications in newspapers, and approval by the council. Original and supplemental budgets may be modified by using appropriations transfers between the levels of control. Such transfers require approval by the council. The budget for the General Fund, special revenue funds, and proprietary funds includes capital outlay expenditures in each program for capital outlay applicable to that program.

The city had budget over expenditure violations for the fiscal year ending June 30, 2020 as follows:

Street Fund	Personnel Services	\$1,121
Street Fund	Material and Services	126
Street Fund	Capital Outlay	293,837
Airport Fund	Personnel Services	95
Aquatic Fund	Materials and Services	600

N. Encumbrances

The city does not use encumbrance accounting.

O. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Short-term interfund loans are reported as "interfund receivables and payables." Interfund receivables and payables between funds are eliminated in the Statement of Net Position.

P. Interfund Transfers

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. For the purpose of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

Q. Use of Estimates

The preparation of basic financial statements, in conformity with accounting principles generally accepted

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the basic financial statements and reported amounts of revenues and expenses/expenditures during the reporting period.

R. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (PERS) and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

S. Other Post-Employment Benefits

Retirees electing to take part in any of the retirement programs will be allowed to continue the group medical, dental and/or vision insurance coverage at their own expense, subject to the terms and conditions of City County Insurance Services or its successor. The City is not paying any retirees group medical and dental insurance premiums.

Note 2. Deposits and Investments

The city maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as cash and investments.

Cash and investments are comprised of the following at June 30, 2020:

Deposits with banks	\$ 1,362,955
Investments	12,423,464
Cash on hand	955
Certificates of Deposit	585,557
	<u>\$ 14,372,931</u>

Cash and investments are shown on the basic financial statements as:

Statement of Net Position	
Cash and investments	\$ 13,543,473
Restricted cash	829,168
Statement of Fiduciary Net Position	
Cash and investments	290
	<u>\$ 14,372,931</u>

As of June 30, 2020, the city held the following investments and maturities:

Investment type	Fair Value	% of investment portfolio
Local Government Investment Pool	\$ 12,423,464	100.0%

Deposits

The Governmental Accounting Standards Board has adopted accounting principles generally accepted in the United States of America (GAAP), which include standards to categorize deposits to give an indication of the level of custodial risk assumed by the city at June 30, 2020. If bank deposits at year end are not entirely

CITY OF OREGON, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

insured or collateralized with securities held by the city or by its agent in the city's name, the city must disclose the custodial credit risk (below) that exists. Deposits with financial institutions are comprised of bank demand deposits. For deposits in excess of federal depository insurance, Oregon Revised Statutes require depository institutions to be in compliance with ORS 295.

At June 30, 2020, the carrying amount of the city's deposits was \$1,948,512 and the bank balance was \$2,317,013. Of these deposits, all were covered by federal depository insurance or were in qualified depositories. The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. Federal depository insurance (FDIC) of \$250,000 applies to the deposits in each depository. Where balances continually exceed \$250,000, ORS 295.018 requires the depositor to verify that deposit accounts are only maintained at financial institutions on the list of qualified depositories found on the Oregon state treasurer's website. Qualifying depository banks must pledge securities with a particular value based on the banks level of capitalization. The city deposits were in compliance with requirements of ORS 295.018.

Custodial credit risk—Custodial credit risk for deposits is the risk that, in the event of a bank failure, a government's deposits may not be returned to it. The city does not have a policy for custodial credit risk for deposits.

Effective July 1, 2008, House Bill 2901 created a shared liability structure for participating bank depositories in Oregon. Barring any exceptions, a qualifying bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public bank depositories is available to repay the deposits of public funds of government entities.

Investments

Investment Type	Fair Value	Maturity	Rating
<u>Cash and cash equivalents</u>			
Local Government Investment Pool (LGIP)	\$ 12,423,464	50% less than 90-days, no more than 25% over one year, and no investment over three years	Unrated
Total cash and cash equivalents	100.00% 12,423,464		
	100.00% \$ 12,423,464		

At June 30, 2020, the city held \$12,423,464 of investments, which is all classified as cash and investments on the Statement of Net Position. The city has no formal policy for managing interest rate risk or credit risk.

The city has invested funds in the Oregon Short-term Fund Local Government Investment Pool (LGIP) during fiscal year 2019. The Local Government Investment Pool was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short-term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The Local Government Investment Pool is an external investment pool managed by the State Treasurer's office, which allows governments within the state to pool their funds for investment purposes. The amounts invested in the pool are not classified by risk categories because they are not evidenced by securities that exist in physical or book entry form as defined by GASB Statement No. 40. Oregon LGIP is unrated for credit quality.

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

In addition, the Oregon LGIP distributed investment income on an amortized cost basis and participant's equity in the pool is determined by the amount of participant deposits, adjusted for withdrawals and distributed income. Accordingly, the adjustment to fair value would not represent an expendable increase in the city's cash position.

Investments in the Oregon LGIP are made under the provisions of ORS 194.180. These funds are held in the city's name and are not subject to collateralization requirements of ORS 295.018. Investments are stated at cost, which approximated fair value.

A separate financial report for the Oregon Short-term Fund Local Government Investment Pool is prepared by the Secretary of State Audits Division in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investment Pools*. Copies of the report can be obtained from the Oregon Audits Division 255 Capitol Street NE, Suite 500 Salem, OR 97310 or online at <http://www.sos.state.or.us/audits/index.html>.

Oregon statutes restrict the types of investments in which the city may invest. Authorized investments included obligations of the United States Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, time certificates of deposit, certain commercial paper, and the Oregon Local Government Investment Pool. As of June 30, 2018, and for the year then ended, the city was in compliance with the aforementioned Oregon statutes.

Credit Risk—Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. State statutes authorize the city to invest primarily in general obligations of the United States Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, certain commercial paper, and the Oregon Local Government Investment Pool, among others. The city has no formal investment policy that further restricts its investment choices.

Concentration of Credit Risk—Concentration of credit risk is the risk of a loss attributed to the magnitude of a government's investment in a single issuer. The city is required to provide information about the concentration of credit risk associated with its investments in one issuer that represents 5 percent or more of the total investments, excluding investments in external investment pools or those issued and explicitly guaranteed by the United States Government. The city has no such investments.

Interest Rate Risk—The city's investment policy limits long-term investments to 25% of the investment portfolio using specific identification. The city defines long-term as having a maturity of greater than 18 months to a maximum of 36 months. As of June 30, 2018, all of the city's investments were classified as short-term.

Foreign Currency Risk—The city is prohibited from investments that are not US dollar-denominated; therefore, the city is not exposed to this risk.

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

Note 3. Accounts Receivable

The governmental funds of the city have accounts receivable as follows:

General Fund	Property taxes	\$ 204,142
General fund	Service billing less \$288,549 allowance	179,829
General Fund	Local taxes	715,770
General Fund	Other	471,877
Street Fund	Other	48,988
Street Fund	Occupancy tax	18,104
Street Fund	Service billing less \$940 allowance	30,390
Nonmajor funds	Loans	124,692
Nonmajor funds	Grants	220,489
Nonmajor funds	Occupancy tax	32,648
Nonmajor funds	Other	2,087
Reserve Fund	Service billing less \$55,940 allowance	24,350
Reserve Fund	Occupancy tax	25,432
Capital Projects Fund	Local Improvement District	18,217
Capital Projects Fund	Occupancy tax	1,293
Capital Projects Fund	Other	6,545
Capital Projects Fund	Service billing less \$1,575 allowance	55,228
TOTAL		<u><u>\$ 2,180,081</u></u>

The proprietary funds of the city have service billing revenues receivable as follows:

	Accounts Receivable	Allowance for Doubtful Accounts	Net Receivable
Water Fund	\$ 328,620	\$ (9,434)	\$ 319,186
Sewer Fund	488,126	(13,364)	474,762
Airport Fund	26,265	-	26,265
Nonmajor funds	9,542	(286)	9,256
TOTAL	<u><u>\$ 852,553</u></u>	<u><u>\$ (23,084)</u></u>	<u><u>\$ 829,469</u></u>

The proprietary funds of the city have other receivables as follows:

Aquatic Fund	Grants	\$ 165,232
Airport Fund	Notes receivable	4,437
TOTAL		<u><u>\$ 169,669</u></u>

CITY OF ONTARIO, OREGON
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2020

Note 4. Schedule of Capital Assets

Capital assets activity for the year ended June 30, 2020 was as follows:

	Balance June 30, 2019	Restatements	Additions	Deletions	Balance June 30, 2020
Governmental activities					
Capital assets not being depreciated					
Land	\$ 1,800,216	\$ -	\$ -	\$ -	\$ 1,800,216
Construction in progress	450,700	230,579	1,751,312	33,927	2,398,664
Total capital assets not being depreciated	2,250,916	230,579	1,751,312	33,927	4,198,880
Capital assets being depreciated					
Equipment and vehicles	5,295,882	-	559,944	168,296	5,687,530
Buildings and improvements	8,017,190	-	39,775	-	8,056,965
Infrastructure	23,749,839	-	344,075	-	24,093,914
Total capital assets being depreciated	37,062,911	-	943,794	168,296	37,838,409
Less accumulated depreciation for					
Equipment and vehicles	4,221,130	-	159,919	162,504	4,218,545
Buildings and improvements	4,552,822	-	193,465	-	4,746,287
Infrastructure	10,536,619	-	370,471	-	10,907,090
Total accumulated depreciation	19,310,571	-	723,855	162,504	19,871,922
Total capital assets being depreciated, net	17,752,340	-	219,939	5,792	17,966,487
Governmental activities capital assets, net	<u>\$ 20,003,256</u>	<u>\$ 230,579</u>	<u>\$ 1,971,251</u>	<u>\$ 39,719</u>	<u>\$ 22,165,367</u>
Business-type activities					
Capital assets not being depreciated					
Land	\$ 5,615,790	\$ -	\$ -	\$ -	\$ 5,615,790
Construction in progress	185,087	-	223,961	-	409,048
Total capital assets not being depreciated	5,800,877	-	223,961	-	6,024,838
Capital assets being depreciated					
Equipment and vehicles	36,061,620	-	83,265	88,098	36,056,787
Buildings and improvements	36,299,732	-	24,851	-	36,324,583
Infrastructure	17,782,133	-	385,635	-	18,167,768
Total capital assets being depreciated	90,143,485	-	493,751	88,098	90,549,138
Less accumulated depreciation for					
Equipment and vehicles	32,842,533	-	348,983	88,098	33,103,418
Buildings and improvements	16,639,089	-	666,067	-	17,305,156
Infrastructure	3,268,875	-	412,818	-	3,681,693
Total accumulated depreciation	52,750,497	-	1,427,868	88,098	54,090,267
Total capital assets being depreciated, net	37,392,988	-	(934,117)	-	36,458,871
Business-type activities capital assets, net	<u>\$ 43,193,865</u>	<u>\$ -</u>	<u>\$ (710,156)</u>	<u>\$ -</u>	<u>\$ 42,483,709</u>

Depreciation expense for the year was charged to the following programs:

Governmental Activities	
General government	\$ 330,591
Highways and streets	393,264
Business-Type Activities	
Water	517,284
Sewer	550,645
Storm Sewer	106,051
Airport	253,888

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Note 5. Retirement Plans

PERS

General Information about the Pension Plan

Plan Description

Employees of the City are provided with pensions through the Oregon Public Employees Retirement System (OPERS) a cost-sharing multiple-employer defined benefit pension plan, the Oregon Legislature has delegated authority to the Public Employees Retirement Board to administer and manage the system. All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003. The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available Comprehensive Annual Financial Report and Actuarial Valuation that can be obtained at http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx.

Benefits Provided

1. Tier One/Tier Two Retirement Benefit ORS Chapter 238

Pension Benefits

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or

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- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

Benefit Changes

After retirement, members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

2. OPSRP Pension Program (OPSRP DB)

Pension Benefits

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit Changes After Retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current

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law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

3. OPSRP Individual Account Program (OPSRP IAP)

Pension Benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Recordkeeping

OPERS contracts with VOYA Financial to maintain IAP participant records.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2017 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2019. Employer contributions for the year ended June 30, 2020 were \$2,678,457 excluding amounts to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2020 were 35.17 percent for Tier One/Tier Two General Service Member, 29.58 percent for Tier One/Tier Two Police and Fire, 24.95 percent for OPSRP Pension Program Police and Fire Members, and 6 percent for the Individual Account Program.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the City reported a liability of \$13,532,643 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to June 30, 2019. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2020, the City's proportion was 0.07823420 percent, which was increased from its proportion of 0.07341462 percent measured as of June 30, 2019.

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For the year ended June 30, 2020, the City's recognized pension expense (income) of \$3,214,324. At June 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 746,285	\$ -
Changes of assumptions	1,835,857	-
Net difference between projected and actual earnings on investments	-	383,637
Changes in proportion	625,484	479,712
Differences between employer contributions and proportionate share of contributions	<u>272,540</u>	<u>363,472</u>
Total (prior to post-MD contributions)	3,480,166	1,226,821
Contributions subsequent to the MD	<u>2,678,457</u>	<u>-</u>
Total	<u><u>\$ 6,158,623</u></u>	<u><u>\$ 1,226,821</u></u>

\$2,678,457 reported as deferred outflows of resources related to pensions resulting from the city's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended June 30:</u>	
2019	\$ 1,044,602
2020	114,417
2021	471,489
2022	520,166
2023	<u>102,671</u>
Total	<u><u>\$ 2,253,345</u></u>

Actuarial Assumptions

The employer contribution rates effective July 1, 2019, through June 30, 2021, were set using the projected unit credit actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization

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of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

The total pension liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	December 31, 2017
Measurement Date	June 30, 2019
Experience Study Report	2016, published July 26, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Inflation Rate	2.50 percent
Long-Term Expected Rate of Return	7.20 percent
Discount Rate	7.20 percent
Projected Salary Increases	3.50 percent overall payroll growth
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and grade COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision, blend based on service.
Mortality	Health retirees and beneficiaries: RP-2014 healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active Members: RP-2014 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex-distinct, generational with Unisex, Social Security Data Scale.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2017 Experience Study which reviewed experience for the four-year period ending on December 31, 2017.

Long-term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the

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OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Assumed Asset Allocation	
<u>Asset Class/Strategy</u>	<u>Target</u>
Cash	0.0%
Debt Securities	20.0%
Public Equity	37.5%
Private Equity	17.5%
Real Estate	12.5%
Alternative Portfolio	12.5%
Opportunity Portfolio	0.0%
Total	<u>100.0%</u>

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Compounded Annual Return (Geometric)</u>
Core Fixed Income	8.00%	3.49%
Short-Term Bonds	8.00%	3.38%
Bank/Leveraged Loans	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large/Mid Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.30%	6.69%
Micro Cap US Equities	1.30%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Foreign Equities	4.12%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equities	17.50%	7.82%
Real Estate (Property)	10.00%	5.51%
Real Estate (REITS)	2.50%	6.37%
Hedge Fund of Funds - Diversified	2.50%	4.09%
Hedge Fund - Event-Driven	0.63%	5.86%
Timber	1.88%	5.62%
Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	1.88%	3.84%
Total	<u>100.00%</u>	

Assumed Inflation - Mean 2.50%

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Depletion Date Projection

GASB 68 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for PERS:

- PERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is PERS' independent actuary's opinion that the detailed depletion date projections outlined in GASB 68 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

Discount Rate

The discount rate used to measure the total pension liability was 7.2 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.2 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.2 percent) or 1-percentage-point higher (8.2 percent) than the current rate:

	<u>1% Decrease (6.20%)</u>	<u>Discount Rate (7.20%)</u>	<u>1% Increase (8.20%)</u>
City's proportionate share of the net pension liability (asset)	\$ 21,671,327	\$ 13,532,643	\$ 6,721,686

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Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

Payables to the Pension Plan

The city reported payables of legally required contributions to the pension plan in the amount of \$135,823 at June 30, 2020.

Changes in Plan Provisions During the Measurement Period.

There were no changes during the June 30, 2019 measurement period that require disclosure.

Changes in Plan Provisions Subsequent to Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the measurement date. Any changes to benefit terms that occur after that date are reflected in amounts reported for the subsequent measurement date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the measurement date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

There were no changes subsequent to the June 30, 2019 measurement period that require disclosure.

Deferred Compensation Plan

Plan Description – The city offers employees a deferred compensation plan (the plan) sponsored by the city. The plan is a defined contribution plan created in accordance with Internal Revenue Code Section 457. The plan is available to all represented and non-represented city employees, and permits them to defer a portion of their salary until future years. Contributions are made through salary deductions from participating employees up to the amounts specified in the Internal Revenue Code Section 457. No contributions are required from the city. As of June 30, 2020, 58 individuals were participating in the Internal Revenue Code Section 457 plans. Amounts deferred are not available to employees until termination, retirement, death, or unforeseeable emergency. All assets and income of the plan are held in trust for the exclusive benefit of the participants and their beneficiaries. No plan assets have been used for purposes other than the payment of benefits.

At June 30, 2020, the amount deferred and investments earnings thereon, adjusted to fair market value, amount to \$2,534,356. The plan assets are held in custodial accounts by the plan provider for the exclusive benefit of the participants or their beneficiaries. The city does not perform the investing function and has no fiduciary accountability for the plan. Therefore, plan assets and any related liability to plan participants are not reported in the city financial statements as of June 30, 2020.

Note 6. Other Postemployment Benefits (OPEB)

Post Employment Benefits Other than Pensions

The other postemployment benefits (OPEB) for the city combines two separate plans. The city provides an implicit rate subsidy for retiree health insurance premiums, and a contribution to the State of Oregon's PERS cost-sharing multiple-employer defined health insurance benefit plan (RHIA).

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Financial Statement Presentation

The city's two OPEB plans are presented in the aggregate on the Statement of Net Position. The amounts on the financial statements relate to the plans as follows:

	Implicit Rate Subsidy Plan	PERS RHIA Plan	Total OPEB on Financials
Net OPEB asset	\$ -	\$ 54,073	\$ 54,073
Deferred outflows of resources			
Contributions after the measurement date	2,548	1,911	4,459
Change in proportionate share	-	264	264
Changes of assumptions	10,411	-	10,411
Total OPEB liability	(336,247)	-	(336,247)
Deferred inflows of resources			
Change in proportionate share	-	(352)	(352)
Difference in experience	(27,742)	(7,131)	(34,873)
Change in assumptions	(29,234)	(56)	(29,290)
Difference in earnings	-	(3,338)	(3,338)
OPEB expense (income)	30,208	(7,304)	22,904
(Included in program expenses on statement of activities)			

Implicit Rate Subsidy Plan

Plan Description

The City's defined benefit postemployment healthcare plan is administered by City County Insurance Services (CIS), a public entity insurance trust. CIS was formed by the League of Oregon Cities and the Association of Oregon Counties to meet the risk management and employee benefit needs of Oregon cities, counties and other eligible local governments. The CIS Board of Trustees administers the CIS Trust which includes the CIS Property/Casualty Trust and the two CIS Benefits trusts: EBS (cities) and AOCIT (counties). The plan provides eligible retirees and their dependents under age 65 the same health care coverage at the same premium rates as offered to active employees. The retiree is responsible for the premiums. Benefit provisions are established through negotiations between the City and representatives of collective bargaining units or through resolutions passed by City Council. Implicit employer subsidies generally represent the increase in premiums the City must pay on behalf of its active employees as a consequence of providing access to retirees' OPEB.

Funding Policy

The City has not established a trust fund to supplement the cost for the net OPEB obligation. Contribution requirements are negotiated between the City and union representatives. Eligible members receiving postemployment benefits are responsible for all their healthcare premiums.

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Benefits Provided

The plan provides eligible retirees and their dependents under age 65 the same health care coverage at the same premium rates as offered to active employees. The retiree is responsible for the premiums. As of the valuation date of July 1, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries	
receiving benefits	1
Active employees	40
	<u>41</u>

Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The city's total OPEB liability of \$336,247 was measured as of July 1, 2018, and was determined by an actuarial valuation as of July 1, 2018.

For the fiscal year ended June 30, 2020, the city recognized OPEB expense from this plan of \$30,208. At June 30, 2020, the city reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Experience differences	\$ -	\$ 27,742
Changes of assumptions	10,411	29,234
Total (prior to post-MD contributions)	<u>10,411</u>	<u>56,976</u>
Contributions made subsequent to measurement date	2,548	-
Total	<u>\$ 12,959</u>	<u>\$ 56,976</u>

Deferred outflows of resources related to OPEB of \$2,548 resulting from the city's contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30,	
2021	\$ (5,583)
2022	(5,583)
2023	(5,583)
2024	(5,583)
2025	(5,583)
Thereafter	<u>(18,650)</u>
Total	<u>\$ (46,565)</u>

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Actuarial Assumptions and Other Inputs

The total OPEB liability in the July 1, 2018 valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	July 1, 2018
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Inflation Rate	2.50 percent
Discount Rate	3.87 percent, based on a 20-year general obligation bond yield index published
Projected Salary Increases	3.5 percent
Election and Lapse Rates	40% of eligible employees 60% of male members and 35% of female members will elect spouse coverage.
Healthcare Cost Trend Rate	Medical and vision: 2018-6.75%, 2019-7% and between 4.75% and 6% for the subsequent 40+ years. Dental 4.5%.
Mortality	RP-2014 Healthy Annuitant, sex distinct mortality tables blended 50/50 blue collar and white collar, set back one year for males. Mortality is projected on a generational basis using the Unisex Social Security Data Scale.

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance as of June 30, 2019	\$ 296,808
Changes for the year:	
Service cost	23,542
Interest on total OPEB liability	12,249
Effect of economic/demographic gains or losses	-
Effect of assumptions changes or inputs	11,403
Benefit payments	(7,755)
Balance as of June 30, 2020	<u>\$ 336,247</u>

Sensitivity of the Total OPEB Liability

The following presents the City's total OPEB liability, as well as what the liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.87 percent) or 1-percentage-point higher (4.87 percent) than the current discount rate. A similar sensitivity analysis is then presented for changes in the healthcare trend assumption.

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Discount Rate

	1% Decrease (2.87%)	Current Discount Rate (3.87%)	1% Increase (4.87%)
Total OPEB Liability	\$ 369,506	\$ 336,247	\$ 305,524

Healthcare cost trend

	1% Decrease	Current Healthcare Trend Rate	1% Increase
Total OPEB Liability	\$ 292,200	\$ 336,247	\$ 388,249

PERS Retirement Health Insurance Account

Plan Description

The city contributes to the PERS Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by PERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums for eligible retirees. ORS 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants hired after August 29, 2003. PERS issues publicly available financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700, or online at http://Oregon.gov/PERS/section/financial_reports/financials.shtml.

Benefits Provided

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the RHIA established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost, the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan. A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Contributions

PERS funding policy provides for employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates for the period were based on the December 31, 2017 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2019. The city's contribution rates for the period were 0.06% for Tier One/Tier Two members, and 0.00% for OPSRP members. The city's total for the year ended June 30,

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2020 contributions was \$1,911.

OPEB Assets, Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2020, the city reported an asset of \$54,073 for its proportionate share of the OPERS net OPEB asset. The net OPEB asset was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB asset was determined by an actuarial valuation as of December 31, 2017 rolled forward to June 30, 2019. The city's proportion of the net OPEB asset was based on the city's contributions to the RHIA program during the measurement period relative to contributions from all participating employers. At June 30, 2020, the city's proportionate share was 0.02798296%, which is a decrease from its proportion of 0.02846378%, as of June 30, 2019.

For the year ended June 30, 2020, the city recognized OPEB income from this plan of \$7,304. At June 30, 2020, the city reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 7,131
Changes of assumptions	-	56
Net difference between projected and actual earnings	-	3,338
Changes in proportionate share	264	352
Total (prior to post-MD contributions)	264	10,877
Contributions subsequent to the measurement date	1,911	-
Total	<u>\$ 2,175</u>	<u>\$ 10,877</u>

Deferred outflows of resources related to OPEB of \$1,911 resulting from the city's contributions subsequent to the measurement date will be recognized as either a reduction of the net OPEB liability or an increase in the net OPEB asset in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30,	
2021	\$ (5,599)
2022	(4,754)
2023	(604)
2024	344
Total	<u>\$ (10,613)</u>

Actuarial Methods and Assumptions

The RHIA plan is unaffected by health care cost trends since the benefit is limited to a \$60 monthly payment toward Medicare companion insurance premiums. Consequently, the disclosure of a healthcare cost trend is not applicable. Other significant actuarial assumptions are as follows:

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Valuation Date	December 31, 2017
Measurement Date	June 30, 2019
Experience Study Report	2016, published July 26, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Inflation Rate	2.5 percent
Investment Rate of Return	7.2 percent
Discount Rate	7.2 percent
Salary Increases	3.5 percent
Cost of Living Adjustments (COLA)	Blend of 2% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision; blend based on service.
Mortality	Healthy retirees and beneficiaries: RP-2014 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active Members: RP-2014 Employees, sex distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 disabled retirees, sex-distinct, generational with Unisex, Social Security Data Scale.

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption was based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

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Assumed Asset Allocation	
<u>Asset Class/Strategy</u>	<u>Target</u>
Cash	0.0%
Debt Securities	20.0%
Public Equity	37.5%
Private Equity	17.5%
Real Estate	12.5%
Alternative Portfolio	12.5%
Opportunity Portfolio	0.0%
Total	<u>100.0%</u>

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Compounded Annual Return (Geometric)</u>
Core Fixed Income	8.00%	3.49%
Short-Term Bonds	8.00%	3.38%
Bank/Leveraged Loans	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large/Mid Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.30%	6.69%
Micro Cap US Equities	1.30%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Foreign Equities	4.12%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equities	17.50%	7.82%
Real Estate (Property)	10.00%	5.51%
Real Estate (REITS)	2.50%	6.37%
Hedge Fund of Funds - Diversified	2.50%	4.09%
Hedge Fund - Event-Driven	0.63%	5.86%
Timber	1.88%	5.62%
Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	1.88%	3.84%
Total	<u>100.00%</u>	
Assumed Inflation - Mean		2.50%

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Discount Rate

The discount rate used to measure the total OPEB liability was 7.20% for the RHIA Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the RHIA plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the RHIA Plan was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the City's proportionate share of the net OPEB liability (asset) to changes in the discount rate

The following presents the City's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 7.20%, as well as what the City's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20%) or 1-percentage-point higher (8.20%) than the current rate:

	<u>1% Decrease (6.2%)</u>	<u>Current Discount Rate (7.2%)</u>	<u>1% Increase (8.2%)</u>
Net OPEB Liability (Asset)	\$ (41,921)	\$ (54,073)	\$ (64,428)

OPEB Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

Changes in Plan Provisions During the Measurement Period

There were no changes during the June 30, 2019 measurement period that require disclosure.

Changes in Plan Provisions Subsequent to Measurement Date

We are not aware of any changes subsequent to the June 30, 2019 Measurement Date that meet this requirement and thus require a brief description under the GASB standard.

Note 7. Post-Retirement Benefits

In addition to providing pension benefits, the city provides certain benefits for retired city employees. The city allows a city service credit for retired supervisors having 15 years or more employment with the city. This credit is a maximum of \$300 per year until the retiree death. The credit may be used only for city services to include; use of the city's aquatic center, health insurance and city utilities. No carry forward from year to year is allowed.

For the year ended June 30, 2020, there were 13 active participants. The total cost of \$3,900 in retiree benefits are current year expenditures and were charged to the fund for which the participant was employed.

Note 8. Operating Leases

The city's future minimum lease commitments pertaining to the operating lease of copy machines with Toshiba, and an operating lease of a postage machine with Pitney Bowes are accounted for as operating leases in accordance with Statement of Financial Accounting Standards No. 13, at June 30, 2020 are as follows:

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	Pitney Bowes	Toshiba Copier Lease	Total
2021	\$ 3,813	\$ 20,663	\$ 24,476
2022	1,907	15,620	17,527
2023	-	330	330
2024	-	330	330
TOTAL	\$ 5,720	\$ 36,943	\$ 42,663

Note 9. Long-Term Debt

A summary of changes in long-term debt for the year ended June 30, 2020 is as follows:

Description	Balance 6/30/2019	Increases	Decreases	Balance 6/30/2020	Due within one year
GOVERNMENTAL ACTIVITIES					
US Bank--LID 44 and 45	\$ 27,688	\$ -	\$ 27,688	\$ -	\$ -
Sweeper lease	61,025	-	61,025	-	-
BUSINESS-TYPE ACTIVITIES					
WTP Upgrade OECDD	2,601,398	-	146,972	2,454,426	153,084
OECDD-Wastewater System Improvements	2,567,199	-	121,179	2,446,020	127,132
Total Long-term Debt	<u>\$ 5,257,310</u>	<u>\$ -</u>	<u>\$ 356,864</u>	<u>\$ 4,900,446</u>	<u>\$ 280,216</u>

Governmental Activities

US Bank Special Assessment Debt

The city issued \$830,650 of special assessment debt to provide funding for local improvement districts previously funded by the city. These bonds bear interest rates of 4.75%, payable first from collections of assessment liens receivable and second, if necessary, from general property taxes. Payments are made from the Debt Service Fund. Final payment was made in September 2019.

Mountain West Bank Street Sweeper Capital Lease

The city entered into a lease purchase agreement with Mountain West Bank in April of 2016 to purchase a 2016 Elgin Eagle 4M Street Sweeper for \$298,850. Interest is computed at 2.85% payable in five installments with the first installment due April 18, 2016. Payments are made from the Street Fund. The final payment was made in April 2020

Business-Type Activities

Water Treatment Plant Upgrade Oregon Economic Community Development Department

The city converted water treatment facility improvements interim-financing from the Oregon Economic and Community Development Department (OECDD) to a promissory note in the amount of \$4,482,580 on May 1, 2007. The city has pledged its full faith and credit and the net operating revenues of the water system to repay the note.

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The city refinanced the loan on April 10, 2018 with OECDD with interest rates from 4% to 5%. The final payment will remain at the same on December 1, 2031. The loan amount remaining was reduced by \$294,158 to reflect the premium paid by the purchaser of the State Bonds in exchange for a higher nominal interest rate. This will be amortized over the remaining life of the loan.

Fiscal Year Ending June 30,	Principal	Interest	Remaining Balance	Interest Rate	Amortization of Premium
			\$ 2,601,398		
2021	\$ 153,084	\$ 119,890	2,448,314	5.0%	(21,011)
2022	164,264	112,460	2,284,050	5.0%	(21,011)
2023	170,507	104,466	2,113,543	5.0%	(21,011)
2024	181,804	96,170	1,931,739	5.0%	(21,011)
2025	188,172	87,302	1,743,567	5.0%	(21,011)
2026-2030	1,088,940	288,680	654,627	5.0%	(105,056)
2031-2031	507,655	37,543	146,972	5.0%	(42,024)
	<u>\$ 2,454,426</u>	<u>\$ 846,511</u>			<u>\$ (252,135)</u>

Wastewater System Improvements - Oregon Economic and Community Development Department

The city converted sewer treatment facilities improvements interim-financing from the Oregon Economic and Community Development Department (OECDD) to a promissory note in the amount of \$3,976,600 on May 27, 2009. The city has pledged its full faith and credit and the net operating revenues of the sewer system to repay the note.

The city refinanced the loan on April 10, 2018 with OECDD with interest rates from 4% to 5%. The final payment will remain at the same on December 1, 2033. The loan amount remaining was reduced by \$278,900 to reflect the premium paid by the purchaser of the State Bonds in exchange for a higher nominal interest rate. This will be amortized over the remaining life of the loan.

Fiscal Year Ending June 30,	Principal	Interest	Balance	Interest Rate	Amortization of Premium
			\$ 2,567,199		
2021	\$ 127,132	\$ 121,348	2,440,067	5.0%	\$ (17,431)
2022	128,018	115,212	2,312,049	5.0%	(17,431)
2023	139,169	108,811	2,172,880	5.0%	(17,431)
2024	145,377	101,853	2,027,503	5.0%	(17,431)
2025	151,392	94,838	1,876,111	5.0%	(17,431)
2026-2030	883,420	352,231	992,691	5.0%	(87,155)
2031-2034	871,512	110,909	121,179	5.0%	(69,728)
	<u>\$ 2,446,020</u>	<u>\$ 1,005,202</u>			<u>\$ (244,038)</u>

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Note 10. Interfund Receivables and Payables

The interfund receivable and payables to be paid within the next fiscal year at June 30, 2020 consist of the following:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Nonmajor gov't	\$ 196,190
General Fund	Nonmajor enterprise	111,658
TOTAL		<u>\$ 307,848</u>

The purpose of the interfund receivable and payable balances is to account for expenses paid by the receivable fund for the payable fund, or revenue received in the payable fund that should be accounted for in the receivable fund.

Note 11. Interfund Transfers

The detail of interfund transfers for the year ended June 30, 2020 is as follows:

Governmental Funds			Proprietary Funds		
<u>Transfers in</u>	<u>Transfer from</u>	<u>Amount</u>	<u>Transfers in</u>	<u>Transfer from</u>	<u>Amount</u>
Street Fund	General Fund	\$ 304,636			
Reserve Fund	General Fund	607,691			
	Water Fund	460,950			
	Sewer Fund	256,085			
	Nonmajor prop	15,365			
	Airport Fund	885			
	Nonmajor gov't	4,896			
	Reserve Fund	1,649			
Capital Projects Fund	Reserve Fund	100,000			
Nonmajor governmental	Reserve Fund	9,131			
	Nonmajor prop	800			
Total transfers in for governmental funds		<u>\$ 1,762,088</u>	Total transfers in for proprietary funds		<u>\$ -</u>
<u>Transfers out</u>	<u>Transfer to</u>		<u>Transfers out</u>	<u>Transfer to</u>	
General Fund	Reserve Fund	\$ (607,691)	Nonmajor prop	Reserve Fund	\$ (15,365)
	Street fund	(304,636)	Water Fund	Reserve Fund	(460,950)
Reserve Fund	Nonmajor gov't	(9,131)	Sewer Fund	Reserve Fund	(256,085)
	Capital Projects Fund	(100,000)	Airport Fund	Nonmajor gov't	(800)
	Reserve Fund	(1,649)		Reserve Fund	(885)
Nonmajor governmental	Reserve Fund	(4,896)	Total transfers out for proprietary funds		<u>(734,085)</u>
Total transfers out for governmental funds		<u>(1,028,003)</u>	Total transfers for proprietary funds		<u>\$ (734,085)</u>
Total transfers for governmental funds		<u><u>\$ 734,085</u></u>			

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to expend the resources. These transfers represent budgeted expectations.

CITY OF ONTARIO, OREGON
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Note 12. Risk Management

The city is exposed to various risks of loss related to torts; theft or damage to and destruction of assets; errors and omissions; and natural disasters for which the city carries commercial insurance. The city does not engage in risk financing activities where the risk is retained (self-insurance).

The City of Ontario is a member of the City County Insurance Services (CCIS) trust. This trust was established in 1981, by the League of Oregon Cities (LOC) and the Association of Oregon Counties (AOC) to provide risk management services including insurance and loss control to member entities. The city participates for property and liability insurance coverage. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Note 13. Commitments and Contingencies

Amounts received or receivable from grantor agencies are subject to audit and adjustment by these agencies, principally the federal government and the state of Oregon. Any disallowed claims, including amount already collected, may constitute a liability to the city. The amount, if any, of costs which may be disallowed by the grantor cannot be determined at this time, although city management expects such amounts, if any, to be immaterial.

Note 14. Accounting Changes and Restatements

A correction of governmental activities capital assets caused a restatement of net position as follows:

<u>Recalculation of Net Position</u>	<u>Governmental Activities</u>
Net position at July 1, 2019, as previously reported	\$ 20,828,240
Capital asset restatement	<u>230,579</u>
Net position at July 1, 2019, as restated	<u><u>\$ 21,058,819</u></u>

CITY OF ONTARIO, OREGON
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Note 15. Fund Balance Classifications

Below is a schedule of ending fund balances, based on GASB Statement No. 54 requirements:

<u>Fund Balances</u>	<u>General Fund</u>	<u>Street Fund</u>	<u>Reserve Fund</u>	<u>Capital Projects Fund</u>	<u>Nonmajor Funds</u>	<u>Total</u>
<u>Nonspendable</u>						
Interfund Receivables	\$ 307,848	\$ -	\$ -	\$ -	\$ -	\$ 307,848
Prepaid expenses	121,280	-	-	-	-	121,280
	<u>429,128</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>429,128</u>
<u>Restricted</u>						
System development charges	-	-	-	-	447,942	447,942
Street projects	-	58,562	-	-	-	58,562
Grants	-	-	-	-	1,210	1,210
Debt Service	-	-	-	-	-	-
Building inspection	-	-	-	-	292,238	292,238
	<u>-</u>	<u>58,562</u>	<u>-</u>	<u>-</u>	<u>741,390</u>	<u>799,952</u>
<u>Committed to</u>						
Capital Projects	-	-	1,873,097	3,040,489	-	4,913,586
Funds held for other departments	-	-	-	-	386,042	386,042
Revolving loan fund program	-	-	-	-	436,667	436,667
	<u>-</u>	<u>-</u>	<u>1,873,097</u>	<u>3,040,489</u>	<u>822,709</u>	<u>5,736,295</u>
<u>Unassigned</u>	<u>2,653,081</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,653,081</u>
TOTAL FUND BALANCES	\$ 3,082,209	\$ 58,562	\$ 1,873,097	\$ 3,040,489	\$ 1,564,099	\$ 9,618,456

GASB 54 requires city council approved action to authorize commitments of fund balances. These commitments, outlined in the table above, were approved by the city council on April 21, 2020. Commitments of fund balances must be made prior to the end of the fiscal year.

Note 16. Tax Abatements

The City of Ontario enters into property tax abatement agreements with businesses in an Enterprise Zone and with qualified Food Processor businesses.

In exchange for investing in an Enterprise Zone, businesses receive exemption from local property taxes on new plan and equipment for at least three year (but up to five years) in the standard program. In addition, many zones can offer special incentives for investments in qualifying rural facilities or in electronic commerce.

The Food Processor Exemption offers property tax exemptions on qualified real and personal property machinery and equipment that is certified by Oregon Department of Agriculture. This exemption is a five-year exemption as long as the machinery and equipment remains qualified.

For the fiscal year ended June 30, 2020, The City of Ontario allocation of property tax abatements from the Enterprise Zone amounted to \$41,507 and from the Food Processor Exemption amounted to \$319,839.

CITY OF OREGON, OREGON
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Note 17. Subsequent Events

On March 11, 2020, the World Health Organization declared a world-wide pandemic related to COVID-19. The virus is causing significant upheaval in the United States and most countries in the world. Supply chains are disrupted and most citizens in the U.S. are under some sort of stay at home order. As of the date of the report, the City's revenue had not been significantly impacted by the virus, however, it is unknown if the pandemic will cause future impacts on revenues and operations.

On January 21, 2021 the City received \$55,500 from Beer Valley to settle the outstanding Economic Development Loan. The principal currently owed is \$56,232.42.

Note 18. New Accounting Pronouncements and Accounting Standards

During the fiscal year ended June 30, 2020, the city implemented the following GASB Pronouncements:

GASB Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance. Issued in May of 2020, the primary objective of this statement is to provide relief to governments and other stakeholders in light of the COVID-19 pandemic by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018 or later. Accordingly, the city did not implement any new pronouncements this fiscal year.

The GASB has issued several statements which have not yet been implemented by the city. The statements which may have a future impact on the city are as follows:

GASB Statement No. 84, Fiduciary Activities. Issued January 2017, this statement establishes criteria for identifying fiduciary activities of all state and local governments. GASB 84 will be effective for the City, fiscal year ending June 30, 2021.

GASB Statement No. 87, Leases. Issued June 2017 to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. and increases the usefulness of governments' financial statements. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. GASB Statement No. 87 will be effective for the city for fiscal year ending June 30, 2022.

GASB Statement No. 90, Majority Equity Interests. Issued August 2018, the primary objective of this statement is to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization; and to improve the relevance of financial statement information for certain component units. GASB Statement No. 90 will be effective for the city for fiscal year ending June 30, 2021.

GASB Statement No. 91, Conduit Debt Obligations. Issued May 2019, the primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. GASB Statement No. 91 will be effective for the city for fiscal year ending June 30, 2023.

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GASB Statement No. 92, Omnibus 2020. Issued January 2020, the primary objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of GASB Statements. This Statement addresses a variety of topics including issues related to leases implementation, derivative instruments, postemployment benefits (pensions and other post-employment benefits [OPEB]), asset retirement obligations, risk pool and fair value measurements. GASB Statement No. 92 will be effective for the city in fiscal years ending June 30, 2022 (for paragraphs 6 and 7) and June 30, 2023 (paragraphs 8, 9 and 12). In additions, paragraph 10 will be effective for government acquisitions occurring in reporting periods ending in fiscal year June 30, 2022.

GASB Statement No. 93, Replacement of Interbank Offered Rates. Issued March 2020, the primary objective of this statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. GASB statement No. 93 will be effective for the City for fiscal year ending June 30, 2022.

GASB Statement No. 94, Public-Private and Public-Public Partnership and Availability Payment Arrangements. Issued March 2020, the primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). It also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). GASB Statement No. 94 will be effective for the city for fiscal year ending June 30, 2023.

GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). Issued May 2020, the primary objective of this Statement is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscriptions asset - an intangible assets - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA, GASB Statement No. 96 will be effective for the city for fiscal year ending June 30, 2023.

GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statement No. 14 and No. 84, and a supersession of GASB Statement No. 32. The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of the fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component unit in fiduciary fund financial statement; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. GASB No. 97 will be effective for the city for the fiscal year ending June 30, 2022. Paragraphs 4 and 5 of the Statement and effective immediately, however, the city has determined that it has no component units that meet the definitions of these paragraphs.

The city will implement new GASB pronouncements no later than the required effective date. The city is currently evaluating whether or not the above listed new GASB pronouncements will have a significant impact on the city's financial statements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Property taxes	\$ 3,683,265	\$ 3,683,265	\$ 3,743,588	\$ 60,323
Other taxes	750,000	970,000	1,822,248	852,248
Franchise fees	1,638,121	1,638,121	1,593,781	(44,340)
Licenses and permits	151,170	151,170	37,419	(113,751)
Intergovernmental	682,901	682,901	630,391	(52,510)
Charges for services	337,183	337,183	351,072	13,889
Fines and forfeits	3,250	3,250	74,052	70,802
Miscellaneous	37,150	39,975	66,518	26,543
Interest on investments	65,700	65,700	58,571	(7,129)
Administrative	497,148	497,148	497,148	-
Total revenues	<u>7,845,888</u>	<u>8,068,713</u>	<u>8,874,788</u>	<u>806,075</u>
Expenditures				
Personnel services	5,361,739	5,582,939	5,447,593	135,346
Materials and services	1,658,839	1,695,264	1,526,625	168,639
Capital outlay	213,622	241,731	137,696	104,035
Contingency	282,930	258,930	-	258,930
Total expenditures	<u>7,556,216</u>	<u>7,779,041</u>	<u>7,111,914</u>	<u>667,127</u>
Excess of revenues over (under) expenditures	289,672	289,672	1,762,874	1,473,202
Other financing sources (uses)				
Transfers out	<u>(912,327)</u>	<u>(912,327)</u>	<u>(912,327)</u>	<u>-</u>
Net change in fund balance	(622,655)	(622,655)	850,547	1,473,202
Fund balance, July 1	<u>2,122,655</u>	<u>2,122,655</u>	<u>2,231,662</u>	<u>109,007</u>
Fund balance, June 30	<u>\$ 1,500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 3,082,209</u>	<u>\$ 1,582,209</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - STREET FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Intergovernmental	\$ 1,618,261	\$ 1,718,261	\$ 2,018,158	\$ 299,897
Interest on investments	300	300	444	144
Charges for services	360,410	360,410	369,731	9,321
Other taxes	210,000	210,000	203,176	(6,824)
Administrative	460,687	460,687	460,687	-
Miscellaneous	1,500	1,500	1,318	(182)
Total revenues	<u>2,651,158</u>	<u>2,751,158</u>	<u>3,053,514</u>	<u>302,356</u>
Expenditures				
Personnel services	-	-	1,121	(1,121)
Materials and services	1,765,730	1,765,730	1,765,856	(126)
Capital outlay	1,602,638	1,702,638	1,996,475	(293,837)
Debt service	63,176	63,176	62,633	543
Total expenditures	<u>3,431,544</u>	<u>3,531,544</u>	<u>3,826,085</u>	<u>(294,541)</u>
Excess of revenues over (under) expenditures	(780,386)	(780,386)	(772,571)	7,815
Other financing sources (uses)				
Transfers in	<u>304,636</u>	<u>304,636</u>	<u>304,636</u>	<u>-</u>
Net change in fund balance	(475,750)	(475,750)	(467,935)	7,815
Fund balance, July 1	<u>475,750</u>	<u>475,750</u>	<u>526,497</u>	<u>50,747</u>
Fund balance, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 58,562</u>	<u>\$ 58,562</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - RESERVE FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Intergovernmental	\$ 208,550	\$ 208,550	\$ 7,846	\$ (200,704)
Miscellaneous	10,000	10,000	10,244	244
Charges for service	137,200	137,200	182,634	45,434
Other taxes	210,000	210,000	203,176	(6,824)
Interest on investments	1,500	1,500	883	(617)
Total revenues	<u>567,250</u>	<u>567,250</u>	<u>404,783</u>	<u>(162,467)</u>
Expenditures				
Personnel services	125,707	125,707	125,707	-
Materials and services	1,326,152	1,341,152	1,226,588	114,564
Capital outlay	961,864	1,181,186	677,367	503,819
Contingency	1,588,415	1,354,093	-	1,354,093
Total expenditures	<u>4,002,138</u>	<u>4,002,138</u>	<u>2,029,662</u>	<u>1,972,476</u>
Excess of revenues over (under) expenditures	(3,434,888)	(3,434,888)	(1,624,879)	1,810,009
Other financing sources (uses)				
Transfers in	1,347,521	1,347,521	1,347,521	-
Transfers out	(123,175)	(123,175)	(110,780)	12,395
Capital asset sales	-	-	5,220	5,220
Total other sources (uses)	<u>1,224,346</u>	<u>1,224,346</u>	<u>1,241,961</u>	<u>17,615</u>
Net change in fund balance	(2,210,542)	(2,210,542)	(382,918)	1,827,624
Fund balance, July 1	<u>2,210,542</u>	<u>2,210,542</u>	<u>2,256,015</u>	<u>45,473</u>
Fund balance, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,873,097</u>	<u>\$ 1,873,097</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - CAPITAL PROJECTS FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Charges for services	\$ 22,500	\$ 22,500	\$ 23,678	\$ 1,178
Miscellaneous	5,000	15,000	15,968	968
Utilities capitalization charges	514,912	514,912	554,792	39,880
Total revenues	<u>542,412</u>	<u>552,412</u>	<u>594,438</u>	<u>42,026</u>
Expenditures				
Materials and services	2,000	2,000	-	2,000
Capital outlay	898,704	1,027,204	335,380	691,824
Contingency	2,304,198	2,185,698	-	2,185,698
Total expenditures	<u>3,204,902</u>	<u>3,214,902</u>	<u>335,380</u>	<u>2,879,522</u>
Excess of revenues over (under) expenditures	(2,662,490)	(2,662,490)	259,058	2,921,548
Other financing sources (uses)				
Transfers in	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Net change in fund balance	(2,562,490)	(2,562,490)	359,058	2,921,548
Fund balance, July 1	<u>2,562,490</u>	<u>2,562,490</u>	<u>2,681,431</u>	<u>118,941</u>
Fund balance, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,040,489</u>	<u>\$ 3,040,489</u>

CITY OF ONTARIO, OREGON
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
Last 10 Fiscal Years*

Year Ended June 30,	(a) City's proportion of the net pension liability (asset)	(b) City's proportionate share of the net pension liability (asset)	(c) City's covered payroll	(b/c) City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2020	0.07823420%	\$ 13,532,643	\$ 3,165,990	427.44%	80.20%
2019	0.07341462%	11,121,348	3,028,180	367.26%	82.10%
2018	0.07724391%	10,412,508	2,873,938	362.31%	83.10%
2017	0.07264070%	10,905,056	2,878,700	378.82%	80.50%
2016	0.08706674%	4,998,903	2,795,527	178.82%	91.90%
2015	0.08950110%	(2,028,735)	4,561,292	-44.48%	103.60%
2014	0.08706674%	673,613	4,563,227	14.76%	91.97%

SCHEDULE OF CITY CONTRIBUTIONS
OREGON PUBLIC RETIREMENT SYSTEM
Last 10 Fiscal Years*

Year Ended June 30,	(a) Statutorily required contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution deficiency (excess)	(c) City's covered payroll	(b/c) Contributions as a percent of covered payroll
2020	\$ 960,741	\$ 2,678,457	\$ (1,717,716)	\$ 3,355,421	79.82%
2019	732,326	1,664,266	(931,940)	3,165,990	52.57%
2018	708,453	708,453	-	3,028,180	23.40%
2017	538,316	538,316	-	2,873,938	18.73%
2016	577,012	577,012	-	2,878,700	20.04%
2015	733,439	733,439	-	2,795,527	26.24%
2014	764,158	764,158	-	4,561,292	16.75%

The amounts presented for each fiscal year were actuarial determined at December 31 and rolled forward to the measurement date.

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

CITY OF ONTARIO, OREGON
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION
OTHER POST EMPLOYMENT BENEFITS
Last 10 Fiscal Years*

PERS RETIREE HEALTH INSURANCE ACCOUNT

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY

Year Ended June 30,	(a) City's proportion of the collective net OPEB liability (asset)	(b) City's proportionate share of the net pension liability (asset)	(c) City's covered payroll	(b/c) City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total OPEB liability
2020	0.02798296%	\$ (54,073)	\$ 3,165,990	-1.71%	144.40%
2019	0.02846378%	(31,773)	3,028,180	-1.05%	124.00%
2018	0.02661897%	(11,109)	2,873,938	-0.39%	34.30%
2017	0.03032020%	8,234	2,878,700	0.29%	21.90%

SCHEDULE OF THE CITY'S CONTRIBUTIONS

Year Ended June 30,	(a) Actuarially required contribution	(b) Contributions in relation to the actuarially required contribution	(a-b) Contribution deficiency (excess)	(c) City's covered payroll	(b/c) Contributions as a percent of covered payroll
2020	\$ 1,911	\$ 1,911	\$ -	\$ 3,355,421	0.06%
2019	13,869	13,869	-	3,165,990	0.44%
2018	13,782	13,782	-	3,028,180	0.46%
2017	13,252	13,252	-	2,873,938	0.46%

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

CITY OF ONTARIO, OREGON
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS
OTHER POST EMPLOYMENT BENEFITS
Last 10 Fiscal Years*

IMPLICIT LIABILITY HEALTH INSURANCE

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS

Year Ended June 30,	Total OPEB Liability (asset) Beginning	Service Cost	Interest	Changes to benefit terms	Economic/ Demographic Gains or Losses	Changes in assumptions	Benefit payments	Total OPEB Liability End of Year	Estimated Covered Payroll	Total OPEB Liability as a % of Covered Payroll
2020	\$ 296,808	\$ 23,542	\$ 12,249	\$ -	\$ -	\$ 11,403	\$ (7,755)	\$ 336,247	\$ 3,327,887	10.10%
2019	324,623	23,219	12,224	-	(33,582)	(16,794)	(12,882)	296,808	3,127,725	9.49%
2018	330,185	24,819	9,859	-	-	(21,945)	(18,295)	324,623	2,705,463	12.00%

SCHEDULE OF CITY'S CONTRIBUTIONS

Year Ended June 30,	(a)		(b)		(a-b)		(c)		(b/c)	
	Statutorily required contribution	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Contribution deficiency (excess)	City's covered payroll	City's covered payroll	Contributions as a percent of covered payroll	Contributions as a percent of covered payroll
2020	\$ 2,548	\$ 2,548	\$ 2,548	\$ 2,548	\$ -	\$ -	\$ 3,127,725	\$ 3,127,725	0.08%	0.08%
2019	7,755	7,755	7,755	7,755	-	-	2,705,463	2,705,463	0.29%	0.29%
2018	12,882	12,882	12,882	12,882	-	-	2,872,765	2,872,765	0.45%	0.45%

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

CITY OF ONTARIO, OREGON
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended
June 30, 2020

BUDGETARY REPORTING

An annual budget is prepared for each city fund in accordance with the modified accrual basis of accounting and legal requirements set forth in the state of Oregon's local budget law. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. The detail budget document, however, is required to contain more specific, detailed information for the above-mentioned expenditure categories.

Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. A supplemental budget requires a hearing before the public, publications in newspapers, and approval by the city council. Original and supplemental budgets may be modified by the use of appropriations transfers between the levels of control. Such transfers require approval by the city council. Budget appropriations lapse at June 30. Encumbrance accounting is not utilized in the preparation of budgeted funds.

The budgets include capital outlay expenditures in each program for capital outlay applicable to that program.

During the year ended June 30, 2020 there was one budget violation in a major special revenue fund. It is as follows:

Street Fund	Street Maintenance	\$295,084
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OREGON PUBLIC RETIREMENT SYSTEM INFORMATION

Changes in Benefit Terms

The 2013 Oregon Legislature made a series of changes to PERS that lowered projected future benefit payments from the System. These changes included reductions to future Cost of Living Adjustments (COLA) made through Senate Bills 822 and 861. Senate Bill 822 also required the contribution rates scheduled to be in effect from July 2013 to June 2015 to be reduced. The Oregon Supreme Court decision in *Moro v. State of Oregon*, issued on April 30, 2015, reversed a significant portion of the reductions the 2013 Oregon Legislature made to future System Cost of Living Adjustments (COLA) through Senate Bills 822 and 861. This reversal increased the total pension liability as of June 30, 2015 compared to June 30, 2014 total pension liability.

Changes of Assumptions

The PERS Board adopted assumption changes that were used to measure the June 30, 2016 total pension liability. The changes include the lowering of the long-term expected rate of return to 7.50 percent and lowering of the assumed inflation to 2.50 percent. In addition, the healthy mortality assumption was changed to reflect an updated mortality improvement scale for all groups, and assumptions were updated for merit increases, unused sick leave, and vacation pay were updated. For June 30, 2018, the long-term expected rate of return was lowered to 7.20 percent. In addition, the healthy mortality assumption was changed to reflect an updated mortality improvement scale for all groups, and assumptions were updated for merit increases, unused sick leave, and vacation pay were updated.

CITY OF ONTARIO, OREGON
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended
June 30, 2020

OTHER POST EMPLOYMENT BENEFITS

Changes of Benefit Terms

There were no changes of benefit terms.

Changes of Assumptions

The PERS Board adopted assumption changes that were used to measure the June 30, 2018 total OPEB liability. The changes include the lowering of the long-term expected rate of return was to 7.20 percent. In addition, healthy retiree participation and healthy mortality assumptions were changed to reflect an updated trends and mortality improvement scale for all groups.

SUPPLEMENTARY INFORMATION

CITY OF ONTARIO, OREGON
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
June 30, 2020

	Special Revenue Funds		
	Marijuana Enforcement Fund	Grant Fund	Building Fund
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES			
Assets			
Cash and investments	\$ -	\$ -	\$ 311,829
Accounts receivable			
Other taxes	-	-	-
Loans	-	-	-
Other	-	220,489	431
Restricted cash			
Cash held in trust	-	-	-
System development charges	-	-	-
Total assets	-	220,489	312,260
Deferred outflows of resources	-	-	-
Total assets and deferred outflows	\$ -	\$ 220,489	\$ 312,260
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
Liabilities			
Accounts payable	\$ -	\$ 23,089	\$ 20,022
Interfund payable	-	196,190	-
Deposits held in trust	-	-	-
Total liabilities	-	219,279	20,022
Deferred inflows of resources			
Unavailable economic development loans	-	-	-
Fund balances			
Spendable			
Restricted	-	1,210	292,238
Committed	-	-	-
Total fund balances	-	1,210	292,238
Total liabilities, deferred inflows and fund balances	\$ -	\$ 220,489	\$ 312,260

Special Revenue Funds		Debt Service Fund	Capital Projects Fund	Total June 30, 2020
Trust Fund	Revolving Loan Fund		SDC Fund	
\$ 398,280	\$ 436,667	\$ -	\$ -	\$ 1,146,776
32,648	-	-	-	32,648
-	124,692	-	-	124,692
1,656	-	-	-	222,576
246,663	-	-	-	246,663
-	-	-	447,942	447,942
679,247	561,359	-	447,942	2,221,297
-	-	-	-	-
<u>\$ 679,247</u>	<u>\$ 561,359</u>	<u>\$ -</u>	<u>\$ 447,942</u>	<u>\$ 2,221,297</u>
\$ 46,542	\$ -	\$ -	\$ -	\$ 89,653
-	-	-	-	196,190
246,663	-	-	-	246,663
293,205	-	-	-	532,506
-	124,692	-	-	124,692
-	-	-	447,942	741,390
386,042	436,667	-	-	822,709
386,042	436,667	-	447,942	1,564,099
<u>\$ 679,247</u>	<u>\$ 561,359</u>	<u>\$ -</u>	<u>\$ 447,942</u>	<u>\$ 2,221,297</u>

CITY OF ONTARIO, OREGON
**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES**
NONMAJOR FUNDS
For the Year Ended
June 30, 2020

	Special Revenue Funds		
	Marijuana Enforcement Fund	Grant Fund	Building Fund
Revenues			
Taxes			
Other taxes	\$ -	\$ -	\$ -
Intergovernmental revenues	49,255	459,750	-
Charges for services	-	-	-
Licenses and permits	-	-	237,181
Miscellaneous			
Miscellaneous	-	300	-
Interest on investments	-	-	-
System development charges	-	-	-
Total revenues	<u>49,255</u>	<u>460,050</u>	<u>237,181</u>
Expenditures			
<i>Current</i>			
Personnel services	46,310	-	143,843
Materials and services	-	-	28,721
Capital outlay	-	466,527	-
<i>Debt service</i>			
Principal	-	-	-
Interest	-	-	-
Total expenditures	<u>46,310</u>	<u>466,527</u>	<u>172,564</u>
Excess of revenues over (under) expenditures	2,945	(6,477)	64,617
Other financing sources (uses)			
Operating transfers in	-	800	-
Operating transfers out	(2,945)	-	(1,951)
Total other financing sources (uses)	<u>(2,945)</u>	<u>800</u>	<u>(1,951)</u>
Net change in fund balances	-	(5,677)	62,666
Fund balances, July 1	-	6,887	229,572
Fund balances, June 30	<u>\$ -</u>	<u>\$ 1,210</u>	<u>\$ 292,238</u>

Special Revenue Funds		Debt Service Fund	Capital Projects Fund	Total June 30, 2020
Trust Fund	Revolving Loan Fund		SDC Fund	
\$ 367,180	\$ -	\$ -	\$ -	\$ 367,180
-	-	-	-	509,005
15,850	-	-	-	15,850
-	-	-	-	237,181
-	-	-	-	300
412	750	-	-	1,162
-	-	-	83,402	83,402
383,442	750	-	83,402	1,214,080
-	-	-	-	190,153
368,280	74,553	-	-	471,554
-	-	-	10,676	477,203
-	-	27,688	-	27,688
-	-	255	-	255
368,280	74,553	27,943	10,676	1,166,853
15,162	(73,803)	(27,943)	72,726	47,227
-	-	9,131	-	9,931
-	-	-	-	(4,896)
-	-	9,131	-	5,035
15,162	(73,803)	(18,812)	72,726	52,262
370,880	510,470	18,812	375,216	1,511,837
\$ 386,042	\$ 436,667	\$ -	\$ 447,942	\$ 1,564,099

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - MARIJUANA ENFORCEMENT FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Intergovernmental	\$ 250,000	\$ 250,000	\$ 49,255	\$ (200,745)
Expenditures				
Personnel services	237,055	237,055	46,310	190,745
Materials and services	10,000	10,000	-	10,000
Total expenditures	247,055	247,055	46,310	200,745
Excess of revenues over (under) expenditures	2,945	2,945	2,945	-
Other financing sources (uses)				
Transfers out	(2,945)	(2,945)	(2,945)	-
Net change in fund balance	-	-	-	-
Fund balance, July 1	-	-	-	-
Fund balance, June 30	\$ -	\$ -	\$ -	\$ -

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GRANTS FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Intergovernmental	\$ 720,573	\$ 724,567	\$ 459,750	\$ (264,817)
Miscellaneous	-	-	300	300
Total revenues	<u>720,573</u>	<u>724,567</u>	<u>460,050</u>	<u>(264,517)</u>
Expenditures				
Capital outlay	<u>721,373</u>	<u>725,367</u>	<u>466,527</u>	<u>258,840</u>
Excess of revenues over (under) expenditures	(800)	(800)	(6,477)	(5,677)
Other financing sources (uses)				
Transfers in	<u>800</u>	<u>800</u>	<u>800</u>	<u>-</u>
Net change in fund balance	-	-	(5,677)	(5,677)
Fund balance, July 1	<u>-</u>	<u>-</u>	<u>6,887</u>	<u>6,887</u>
Fund balance, June 30	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,210</u></u>	<u><u>\$ 1,210</u></u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUILDING FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Licenses and permits	\$ 125,000	\$ 138,800	\$ 237,181	\$ 98,381
Expenditures				
Personnel services	156,145	156,145	143,843	12,302
Materials and services	31,373	45,173	28,721	16,452
Contingency	29,278	29,278	-	29,278
Total expenditures	216,796	230,596	172,564	58,032
Excess of revenues over (under) expenditures	(91,796)	(91,796)	64,617	156,413
Other financing sources (uses)				
Transfers out	(1,951)	(1,951)	(1,951)	-
Net change in fund balance	(93,747)	(93,747)	62,666	156,413
Fund balance, July 1	93,747	93,747	229,572	135,825
Fund balance, June 30	\$ -	\$ -	\$ 292,238	\$ 292,238

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - TRUST FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Other taxes	\$ 410,000	\$ 410,000	\$ 367,180	\$ (42,820)
Charges for services	7,500	7,500	15,850	8,350
Interest on investments	395	395	412	17
Total revenues	<u>417,895</u>	<u>417,895</u>	<u>383,442</u>	<u>(34,453)</u>
Expenditures				
Materials and services	<u>633,756</u>	<u>633,756</u>	<u>368,280</u>	<u>265,476</u>
Net change in fund balance	(215,861)	(215,861)	15,162	231,023
Fund balance, July 1	<u>379,833</u>	<u>379,833</u>	<u>370,880</u>	<u>(8,953)</u>
Fund balance, June 30	<u>\$ 163,972</u>	<u>\$ 163,972</u>	<u>\$ 386,042</u>	<u>\$ 222,070</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - REVOLVING LOAN FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Interest on investments	\$ -	\$ -	\$ 750	\$ 750
Loan repayments	4,000	4,000	-	(4,000)
Total revenues	<u>4,000</u>	<u>4,000</u>	<u>750</u>	<u>(3,250)</u>
Expenditures				
Materials and services	<u>494,022</u>	<u>494,022</u>	<u>74,553</u>	<u>419,469</u>
Net change in fund balance	(490,022)	(490,022)	(73,803)	416,219
Fund balance, July 1	<u>490,022</u>	<u>490,022</u>	<u>510,470</u>	<u>20,448</u>
Fund balance, June 30	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 436,667</u></u>	<u><u>\$ 436,667</u></u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - DEBT SERVICE
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt service	29,027	29,027	27,943	1,084
Excess of revenues over (under) expenditures	(29,027)	(29,027)	(27,943)	1,084
Other financing sources (uses)				
Transfer from General Fund	21,526	21,526	9,131	(12,395)
Net change in fund balance	(7,501)	(7,501)	(18,812)	(11,311)
Fund balance, July 1	7,501	7,501	18,812	11,311
Fund balance, June 30	\$ -	\$ -	\$ -	\$ -

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - SDC FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
System development charges	\$ 55,000	\$ 55,000	\$ 83,402	\$ 28,402
Expenditures				
Capital outlay	430,000	430,000	10,676	419,324
Net change in fund balance	(375,000)	(375,000)	72,726	447,726
Fund balance, July 1	375,000	375,000	375,216	216
Fund balance, June 30	\$ -	\$ -	\$ 447,942	\$ 447,942

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
BUDGET AND ACTUAL - WATER FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Charges for services	\$ 2,961,311	\$ 2,961,311	\$ 3,290,396	\$ 329,085
Miscellaneous	16,000	16,000	21,399	5,399
Interest on investments	130,000	130,000	84,112	(45,888)
Total revenues	<u>3,107,311</u>	<u>3,107,311</u>	<u>3,395,907</u>	<u>288,596</u>
Expenses				
Personnel services	600	600	300	300
Materials and services	2,353,020	2,353,020	2,352,345	675
Capital outlay	537,000	548,587	245,519	303,068
Debt service	272,775	272,775	272,774	1
Contingency	888,270	876,683	-	876,683
Total expenses	<u>4,051,665</u>	<u>4,051,665</u>	<u>2,870,938</u>	<u>1,180,727</u>
Excess of revenues over (under) expenses	(944,354)	(944,354)	524,969	1,469,323
Other financing sources (uses)				
Transfers out	(460,950)	(460,950)	(460,950)	-
Sale of asset	-	-	12,760	12,760
Total other financing sources (uses)	<u>(460,950)</u>	<u>(460,950)</u>	<u>(448,190)</u>	<u>12,760</u>
Net change in fund net position	(1,405,304)	(1,405,304)	76,779	1,482,083
Net position, July 1	<u>1,405,304</u>	<u>1,405,304</u>	<u>1,747,420</u>	<u>342,116</u>
Net position, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>1,824,199</u>	<u>\$ 1,824,199</u>

**Reconciliation to Generally Accepted
Accounting Principles**

Capital assets, net of accumulated depreciation	13,263,072
Inventory	13,571
Accrued interest	(69,936)
Long-term obligations	(2,454,426)
Debt refunding deferred inflows	<u>(252,135)</u>
Net position, ending	<u>\$ 12,324,345</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
BUDGET AND ACTUAL - SEWER FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Charges for services	\$ 3,498,410	\$ 3,498,410	\$ 3,910,101	\$ 411,691
Miscellaneous	5,000	5,000	-	(5,000)
Interest on investments	130,000	130,000	113,947	(16,053)
Total revenues	<u>3,633,410</u>	<u>3,633,410</u>	<u>4,024,048</u>	<u>390,638</u>
Expenses				
Personnel services	600	600	600	-
Materials and services	2,388,669	2,418,790	2,312,634	106,156
Capital outlay	180,000	308,334	179,855	128,479
Debt service	247,480	247,480	247,480	-
Contingency	3,446,569	3,288,114	-	3,288,114
Total expenses	<u>6,263,318</u>	<u>6,263,318</u>	<u>2,740,569</u>	<u>3,522,749</u>
Excess of revenues over (under) expenses	(2,629,908)	(2,629,908)	1,283,479	3,913,387
Other financing sources (uses)				
Transfers out	(256,085)	(256,085)	(256,085)	-
Sale of capital asset	-	-	14,760	14,760
Total other financing sources (uses)	<u>(256,085)</u>	<u>(256,085)</u>	<u>(241,325)</u>	<u>14,760</u>
Net change in fund net position	(2,885,993)	(2,885,993)	1,042,154	3,928,147
Net position, July 1	<u>2,885,993</u>	<u>2,885,993</u>	<u>3,073,241</u>	<u>187,248</u>
Net position, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>4,115,395</u>	<u>\$ 4,115,395</u>

**Reconciliation to Generally Accepted
Accounting Principles**

Capital assets, net of accumulated depreciation	17,379,176
Accrued interest	(70,786)
Long-term obligations	(2,446,020)
Debt refunding deferred inflows	<u>(244,038)</u>
Net position, ending	<u>\$ 18,733,727</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
BUDGET AND ACTUAL - AIRPORT FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Charges for services	\$ 88,549	\$ 88,549	\$ 93,736	\$ 5,187
Miscellaneous	1,700	1,700	500	(1,200)
Interest on investments	100	100	478	378
Total revenues	<u>90,349</u>	<u>90,349</u>	<u>94,714</u>	<u>4,365</u>
Expenses				
Personnel services	53,358	53,358	53,453	(95)
Materials and services	61,834	61,834	44,798	17,036
Total expenses	<u>115,192</u>	<u>115,192</u>	<u>98,251</u>	<u>16,941</u>
Excess of revenues over (under) expenses	(24,843)	(24,843)	(3,537)	21,306
Other financing sources (uses)				
Transfers out	<u>(1,685)</u>	<u>(1,685)</u>	<u>(1,685)</u>	<u>-</u>
Net change in fund net position	(26,528)	(26,528)	(5,222)	21,306
Net position, July 1	<u>26,528</u>	<u>26,528</u>	<u>42,253</u>	<u>15,725</u>
Net position, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>37,031</u>	<u>\$ 37,031</u>

**Reconciliation to Generally Accepted
Accounting Principles**

Capital assets, net of accumulated depreciation	8,873,992
OPEB asset	617
OPEB deferred inflows	(124)
OPEB deferred outflows	25
Net pension liability	(154,348)
Pension deferred inflows	(13,993)
Pension deferred outflows	70,243
Deferred revenues	<u>4,437</u>
Net position, ending	<u>\$ 8,817,880</u>

CITY OF ONTARIO, OREGON
COMBINING STATEMENT OF NET POSITION
NONMAJOR PROPRIETARY FUNDS
June 30, 2020

	Storm Sewer Fund	Aquatic Fund	Total June 30, 2020
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES			
Assets			
Cash and pooled investments	\$ 429,229	\$ -	\$ 429,229
Receivables			
Customer accounts, net allowance	9,256	-	9,256
Other	-	165,232	165,232
Capital assets not being depreciated	8,009	825,920	833,929
Capital assets being depreciated (net of accumulated depreciation)	2,133,540	-	2,133,540
Total assets	<u>2,580,034</u>	<u>991,152</u>	<u>3,571,186</u>
Deferred outflows of resources	<u>-</u>	<u>-</u>	<u>-</u>
Total assets and deferred outflows	<u>\$ 2,580,034</u>	<u>\$ 991,152</u>	<u>\$ 3,571,186</u>
Liabilities			
Accounts payable	\$ 27,809	\$ -	\$ 27,809
Due to other funds	-	111,658	111,658
Total liabilities	<u>27,809</u>	<u>111,658</u>	<u>139,467</u>
Deferred inflows of resources	<u>-</u>	<u>-</u>	<u>-</u>
Net position			
Net investment in capital assets	2,141,549	825,920	2,967,469
Unrestricted	410,676	53,574	464,250
Total net position	<u>2,552,225</u>	<u>879,494</u>	<u>3,431,719</u>
Total liabilities, deferred inflows and net position	<u>\$ 2,580,034</u>	<u>\$ 991,152</u>	<u>\$ 3,571,186</u>

CITY OF ONTARIO, OREGON
**SCHEDULE OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND NET POSITION**
NONMAJOR PROPRIETARY FUNDS
 For the Year Ended
 June 30, 2020

	Storm Sewer Fund	Aquatic Fund	Total June 30, 2020
Operating revenues			
Charges for services	\$ 110,339	\$ -	\$ 110,339
Miscellaneous	8,494	-	8,494
Total operating revenues	<u>118,833</u>	<u>-</u>	<u>118,833</u>
Operating expenses			
Contract services	82,174	-	82,174
Depreciation	106,051	-	106,051
Insurance	2,281	-	2,281
Miscellaneous expense	313	600	913
Supplies - general	141	-	141
Utilities	14	-	14
Fees	7,915	-	7,915
Administrative	3,822	-	3,822
Total operating expenditures	<u>202,711</u>	<u>600</u>	<u>203,311</u>
Net income from operations	(83,878)	(600)	(84,478)
Non operating income (expenses)			
Interest earned on investments	3,433	-	3,433
Sale of assets	480	-	480
Total non operating income (expenses)	<u>3,913</u>	<u>-</u>	<u>3,913</u>
Net income	(79,965)	(600)	(80,565)
Other items			
Transfers out	(15,365)	-	(15,365)
Total other items	<u>(15,365)</u>	<u>-</u>	<u>(15,365)</u>
Change in net position	(95,330)	(600)	(95,930)
Net position, July 1	2,647,555	880,094	3,527,649
Net position, June 30	<u>\$ 2,552,225</u>	<u>\$ 879,494</u>	<u>\$ 3,431,719</u>

CITY OF ONTARIO, OREGON
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Year Ended
June 30, 2020

	Enterprise Funds		
	Storm Sewer Fund	Aquatic Fund	Total
Cash flows from operating activities			
Cash received from customers	\$ 110,289	\$ -	\$ 110,289
Cash payment to suppliers for goods and services	(69,068)	(2,139)	(71,207)
Other operating revenues	8,494	90,115	98,609
Net cash provided by operating activities	49,715	87,976	137,691
Cash flows from noncapital financing activities			
Operating transfers-out to other funds	(15,365)	-	(15,365)
Interfund loans	-	(84,176)	(84,176)
Net cash provided by noncapital financing activities	(15,365)	(84,176)	(99,541)
Cash flows from capital and related financing activities			
Acquisition and construction of capital assets	(78,428)	(3,800)	(82,228)
Sale of capital assets	480	-	480
Net cash used for capital and related financing activities	(77,948)	(3,800)	(81,748)
Cash flows from investing activities			
Interest and dividends on investments	3,433	-	3,433
Net cash provided (used) in investing activities	3,433	-	3,433
Net increase (decrease) in cash and cash equivalents	(40,165)	-	(40,165)
Cash and cash equivalents at beginning of year	469,394	-	469,394
Cash and cash equivalents at end of year	<u>\$ 429,229</u>	<u>\$ -</u>	<u>\$ 429,229</u>
Reconciliation of operating income to net cash provided by operating activities			
Net Income	\$ (83,878)	\$ (600)	\$ (84,478)
Adjustments to reconcile net income to net cash provided (used) by operating activities:			
Depreciation expense	106,051	-	106,051
(Increase) decrease in accounts receivable	(50)	90,115	90,065
Increase (decrease) in accounts payable	27,592	(1,539)	26,053
Total adjustments	133,593	88,576	222,169
Net cash provided (used) by operating activities	<u>\$ 49,715</u>	<u>\$ 87,976</u>	<u>\$ 137,691</u>
Reconciliation of cash and cash equivalents at year end to specific assets included on the Statement of Net Position			
Current assets			
Cash and investments	<u>\$ 429,229</u>	<u>\$ -</u>	<u>\$ 429,229</u>
Non cash capital financing transactions			
Capital contributions from (to) other funds	\$ -	\$ -	\$ -

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
BUDGET AND ACTUAL - STORM SEWER FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Charges for services	\$ 106,300	\$ 106,300	\$ 119,312	\$ 13,012
Interest on investments	4,000	4,000	3,433	(567)
Total revenues	110,300	110,300	122,745	12,445
Expenses				
Personnel services	25	25	-	25
Materials and services	96,266	96,686	96,659	27
Capital outlay	80,000	94,000	78,428	15,572
Contingency	368,883	354,463	-	354,463
Total expenses	545,174	545,174	175,087	370,087
Excess of revenues over (under) expenses	(434,874)	(434,874)	(52,342)	382,532
Other financing sources (uses)				
Transfers out	(15,365)	(15,365)	(15,365)	-
Total other financing sources (uses)	(15,365)	(15,365)	(15,365)	-
Change in fund net position	(450,239)	(450,239)	(67,707)	382,532
Net position, July 1	450,261	450,261	478,383	28,122
Net position, June 30	<u>\$ 22</u>	<u>\$ 22</u>	<u>410,676</u>	<u>\$ 410,654</u>

**Reconciliation to Generally Accepted
Accounting Principles**

Capital assets, net of accumulated depreciation	<u>2,141,549</u>
Net position, ending	<u>\$ 2,552,225</u>

CITY OF ONTARIO, OREGON
SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
BUDGET AND ACTUAL - AQUATIC FUND
(BUDGET BASIS)
For the Year Ended
June 30, 2020

	Original Budget	Final Budget	Current Year Actual	Favorable (Unfavorable) Variance with Final Budget
Revenues				
Grants and donations	\$ -	\$ 58,027	\$ -	\$ (58,027)
Expenses				
Materials and services	-	-	600	(600)
Capital outlay	-	116,000	3,800	112,200
Total expenses	-	116,000	4,400	111,600
Net change in fund net position	-	(57,973)	(4,400)	53,573
Net position, July 1	-	57,973	57,974	1
Net position, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>53,574</u>	<u>\$ 53,574</u>

**Reconciliation to Generally Accepted
Accounting Principles**

Capital assets, net of accumulated depreciation	<u>825,920</u>
Net position, ending	<u>\$ 879,494</u>

CITY OF ONTARIO, OREGON
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
AGENCY FUNDS
For the Year Ended
June 30, 2020

<i>Recreation Board</i>	Balance			Balance
	June 30, 2019	Additions	Deductions	June 30, 2020
ASSETS				
Cash and investments	\$ 290	\$ -	\$ -	\$ 290
LIABILITIES				
Held in trust for other governments	290	-	-	290
Total liabilities	\$ 290	\$ -	\$ -	\$ 290

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OTHER FINANCIAL SCHEDULES

CITY OF ONTARIO, OREGON
SUMMARY SCHEDULE OF CASH, CASH ITEMS AND INVESTMENTS
June 30, 2020

Intermountain Community Bank	
Demand accounts	\$ 1,362,955
Certificates of Deposit	585,557
Oregon State Treasury Local Government Investment Pool **	12,423,464
Cash on hand	955
Total cash and investments on books	<u><u>\$ 14,372,931</u></u>

SCHEDULE OF COLLATERAL SECURITY

Intermountain Community Bank *	
Federal Deposit Insurance Corporation	<u>\$ 250,000</u>
Total Intermountain Community Bank	<u><u>\$ 250,000</u></u>

*Qualified depository for public funds per ORS 295.

**Oregon LGIP is fully collateralized by the state of Oregon.

INDEPENDENT AUDITORS'
REPORT REQUIRED BY OREGON
STATE REGULATIONS

Independent Auditors' Report on Compliance and Internal Control Required by Oregon State Regulations

We have audited the basic financial statements of the City of Ontario as of and for the year ended June 30, 2020, and have issued our report thereon dated February 26, 2021. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Ontario, Oregon's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes (ORS) as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitation, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads and streets (ORS Chapter 294, 368 & 373).**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

The independent elected officials of City of Ontario, Oregon, do not collect or receive money and are, therefore, not subject to the requirements of OAR 162-10-140.

In connection with our testing nothing came to our attention that caused us to believe City of Ontario, Oregon, was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except as follows:

1. The City did not comply with ORS 294.456(6). Expenditures exceeded budgeted appropriations for the year ended June 30, 2020, as follows:

Fund	Over Expenditure
Street fund- Personnel Services	\$1,121
Street fund- Materials and Services	126
Street fund- Capital Outlay	293,837
Airport fund- Personnel services	95
Aquatic fund- Materials and Services	600

OAR 162-10-0230 Internal Control

In planning and performing our audit of the financial statements, we considered City of Ontario, Oregon's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the

effectiveness of City of Ontario, Oregon's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Ontario, Oregon's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our considerations of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified.

Purpose of this Report

This report is intended solely for the information and use of the City Council and management of City of Ontario, Oregon, and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

CONNECTED PROFESSIONAL ACCOUNTANTS, LLC
Certified Public Accountants

By Chelsea A. Hewitt
Chelsea A. Hewitt, CPA
Owner/Member

La Grande, Oregon
February 26, 2021



Malheur & Skyline Farm Wastewater Application Sites

Council Update on Infrastructure and
Expenditures

April 8, 2021



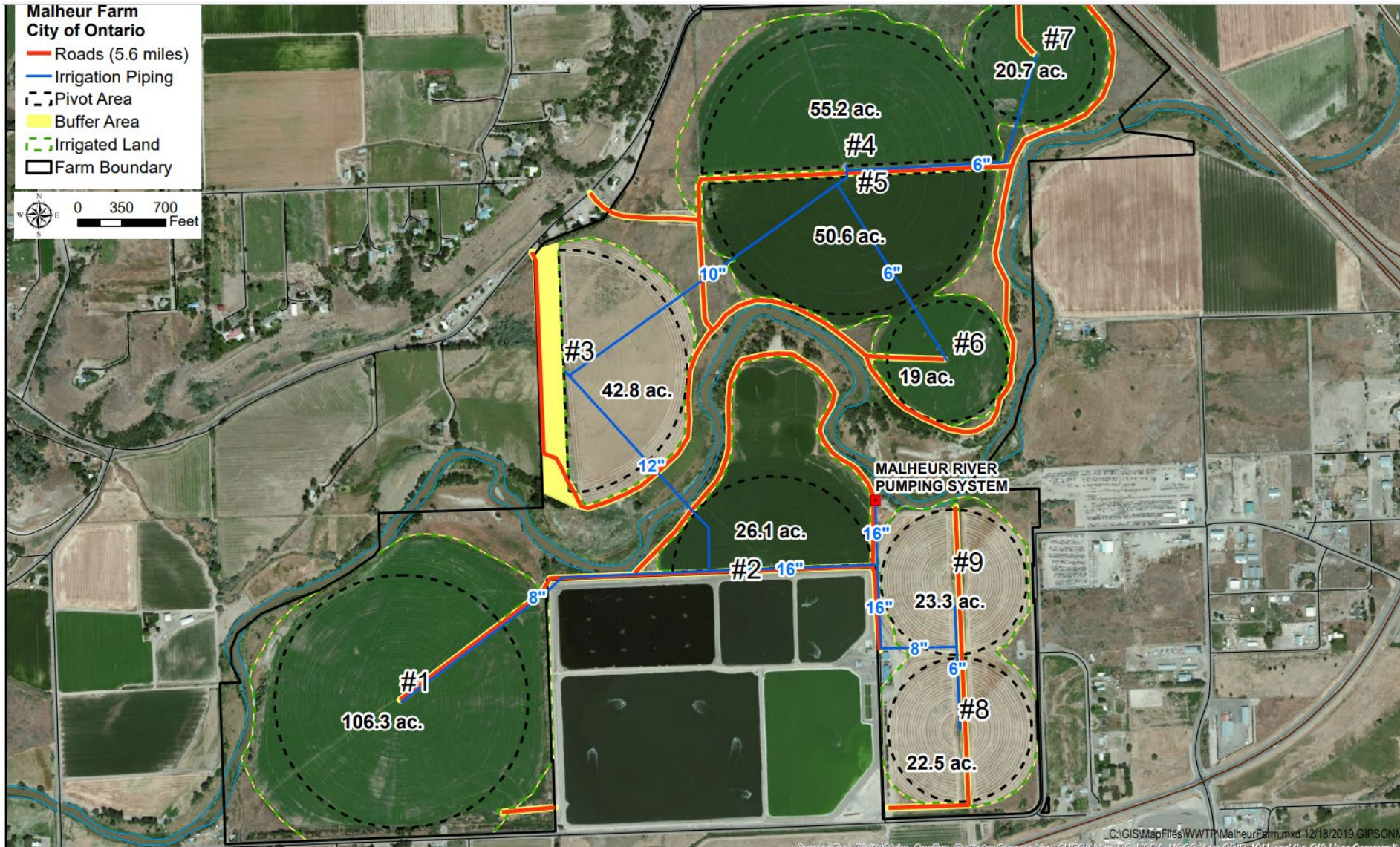
The Malheur Infrastructure consists of....

- 352 Irrigated Acres with Center-Pivot Irrigation;
- 9 fields with pivot systems;
- 18 Irrigated Acres with Stationary Irrigation;
- Malheur River Water Rights;
- Central Irrigation Control Building;
- 4 large pumps for irrigation delivery;
- Site is permitted but does not actively receive treated wastewater.





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The Skyline Infrastructure consists of....

- 362 Irrigated Acres;
- 6 fields with 6 pivot systems;
- 2 large pumps & booster pump for irrigation;
- Central Irrigation Control Building;
- 40 million gallon, lined, storage pond;
- 28,000 linear feet of 12" transfer piping from the Wastewater Treatment Plant;
- 1 large pump and control valve at WWTP;
- The Skyline Site is primarily used for treated wastewater application.





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ONTARIO
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Malheur Revenue and Expense Summary

Revenue

	2016	2017	2018	2019	2020	2021	2022	2023
Lease Payments	\$ 80,000	\$ 100,000	\$ 102,000	\$ 102,000	\$ 91,500	\$ 91,500	\$ 91,500	\$ 91,500

Expenses

Staff Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
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Equipment Repair and Replacement	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 32,000	\$ -	\$ 35,000
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Electricity for Pumping @ Skyline	Paid by Lessee							
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Regulatory Monitoring & Reporting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Expense	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 75,000	\$ 37,000	\$ 5,000	\$ 40,000
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Net Expense	\$ (75,000)	\$ (95,000)	\$ (97,000)	\$ (97,000)	\$ (16,500)	\$ (54,500)	\$ (86,500)	\$ (51,500)
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Skyline Revenue and Expense Summary

<u>Revenue</u>	2016	2017	2018	2019	2020	2021	2022	2023
Lease Payments	\$ 25,000	\$ 12,500	\$ 25,000	\$ -	\$ 35,200	\$ 35,200	\$ 35,200	\$ 35,200
<u>Expenses</u>								
Staff Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Equipment Repair and Replacement	\$ 15,755	\$ 10,638	\$ 3,095	\$ 5,535	\$ 44,000	\$ 147,000	\$ 55,000	\$ 20,000
Electricity for Pumping @ Skyline	Paid by Lessee							
Electricity for Pumping @ Plant	\$ 30,500	\$ 33,500	\$ 34,500	\$ 28,000	\$ 26,000	\$ 30,000	\$ 30,000	\$ 30,000
Regulatory Monitoring & Reporting	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000
Expense	\$ 56,755	\$ 54,638	\$ 48,095	\$ 44,035	\$ 105,000	\$ 192,000	\$ 100,000	\$ 65,000
Net Expense	\$ 31,755	\$ 42,138	\$ 23,095	\$ 44,035	\$ 69,800	\$ 156,800	\$ 64,800	\$ 29,800



Both Farms Combined Revenue and Expense Summary

2016	2017	2018	2019	2020	2021	2022	2023
\$ (43,245)	\$ (52,862)	\$ (73,905)	\$ (52,966)	\$ 53,300	\$ 102,300	\$ (21,700)	\$ (21,700)

**Total Projected Net Farm Revenue to the Sewer Enterprise Fund
from 2016 to 2023 is \$110,778**



Cost Benefits of the Skyline Wastewater Land Application Infrastructure....



- Without Skyline Farm, the City would need to discharge treated wastewater to the Snake River throughout the entire year;
- Discharge to the Snake River in the summer months requires a multi-million dollar investment in phosphorus removal technology in addition to expensive annual operating costs;
- Many communities are looking at alternatives to surface water discharge to avoid increasingly stringent discharge limits.



Questions?





**AGENDA REPORT
OLD BUSINESS
April 8, 2021**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: BID AWARD: WAYFINDING SYSTEM

DATE: April 1, 2021

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL AWARD THE WAYFINDING BID TO ACSM IN THE AMOUNT OF \$220,301 AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT BETWEEN THE CITY OF ONTARIO, ACSM, AND WARRINGTON CONSTRUCTION.

SUMMARY:

The city concluded its wayfinding study in the summer of 2020. City staff wrote a procurement request for fabrication and installation of signage. The bids were received and are ready for award.

BACKGROUND:

The city wrapped up its wayfinding design in the summer of 2020 by Trademark, Design | Fabrication of Boise, Idaho. Funds were budgeted in the current fiscal year to begin implementation of the wayfinding system. Additionally the city's grant writers, Merchant McIntyre, completed an application for grant funds to leverage the city's budgeted amount.

Staff prepared an invitation to bid, using the specifications produced by Trademark, Design | Fabrication. The solicitation for bidders went out on January 22, 2021. Bids were received by 2 pm MST at City Hall and were opened over video conference.

CURRENT SITUATION:

Build-out of the wayfinding system will be done over multiple years. The bid documents phased the build out of the system over three years as budget dictates.

The city received five bids. Total bid price is based on nine different sign types multiplied times the number of signs in the bid table. The following total bids were received:

Trademark: \$292,060.47
Sea Reach \$332,660.00
ACSM \$220,301.00
Graphic House: \$254,139.00
Knight Signs: \$364,390.84

The low bid was from ACSM, out of Charlotte, North Carolina. As due diligence, I made a follow-up call to ACSM, to ensure that their mobilization costs were included, that it was a phased production, and that all costs in the bid were included in their price. They confirmed that they were included in the cost. The bid tabulation is attached as well as the bid from ACSM.

Several bidders did not follow bid instructions. One said that final cost was subject to an additional design and review. Another said they did not include mobilization and breakaway bolts, and another based their costs on a single build-out which was clearly not what was requested.

Staff recommends working with ACSM over three years to build out the City Wayfinding system as budget dictates.

The City Council inquired about whether ACSM needs to be licensed by the Oregon Construction Contractors Board. In a follow up call to ACSM they said that typically the work they do, installing signs, does not require that, even in their own state. If they are, he said, they will do what is needed to make sure they are operating within the requirements of the state.

The Council asked that city staff see if the contractor must be licensed with the Oregon Construction Contractor's Board (OCCB). I reached out to the OCCN last week and they affirmed that the work had to be completed under the supervision of a company who is licensed by the Oregon Construction Contractor's Board.

I had a second conversation with ACSM letting them know that they would have to work through someone who was licensed in the State of Oregon. ACSM has made an agreement with Warrington Construction who will oversee and inspect the work of ACSM as the General Contractor for the job. ACSM employees will be working on the payroll of Warrington for the installation.

ANALYSIS:

- A. **STRATEGIC PLAN** This project supports the Beautification goal of the Ontario Strategic Plan under the "Bring more art and culture to Ontario" strategy, and under the activities of "Enhance our Gateway" and "Create Matching Entrances."

- B. **FINANCIAL** This year's budget includes \$60,000 for the wayfinding sign production and installation. If the city is successful with the Our Town grant we would have \$120,000 for this fiscal year. Staff has recommended \$57,650 for the Fiscal Year 2021-2022 buildout, giving us a total amount to be worked on this summer of \$177,650. Without the grant award, we would only build \$117,650 in signage.
- C. **TIMING** Staff is hoping to receive notification of the National Endowment for the Arts, Our Town, grant in April, which will leverage the current years budget into a total of \$120,000 for wayfinding signs. Given it's the end of the year, the hope is that they could use the budget from the current fiscal year and whatever budget is approved for Fiscal 2021-2022 to combine the production of both fiscal years and then to have additional funding in 2022-2023.
- D. **POLICY/LEGAL** Only the City Council has the authority to award the bid. ACSM has made arrangements to have install done by Warrington Construction a licensed member of the Oregon Contractors Board.

ALTERNATIVES:

Take No Action: The city will not be able to move forward with fabrication and installation.

Choose Another Bid: The Council can choose another bid, but they must state the reason for choosing the other bid.

RECOMMENDATION:

City staff recommends awarding the contract to ACSM in the amount of \$220,301.

ATTACHMENTS:

1. Bid Tabulation_Wayfinding_2 19 2021
2. Ontario-OR-RFP-Merged-02192021

City of Ontario Bid Tabulation Results for Wayfinding Signs - Under Review

Quantity		Trademark		Sea Reach		ACSM		Graphic House		Graphic House		Knight Signs	
Monument Sign	3	\$ 27,562.22	\$ 82,686.66	\$ 24,500.00	\$ 73,500.00	\$ 22,072.00	\$ 66,216.00	\$ 62,808.00	\$ 188,424.00	\$ 20,936.00	\$ 62,808.00	\$ 28,534.41	\$ 85,603.23
Vehicular Directional Downtow	2	\$ 9,423.14	\$ 18,846.28	\$ 13,210.00	\$ 26,420.00	\$ 8,420.00	\$ 16,840.00	\$ 19,262.00	\$ 38,524.00	\$ 9,631.00	\$ 19,262.00	\$ 19,053.86	\$ 38,107.72
Vehicular Directional	3	\$ 7,040.84	\$ 21,122.52	\$ 10,295.00	\$ 30,885.00	\$ 5,450.00	\$ 16,350.00	\$ 18,384.00	\$ 55,152.00	\$ 6,128.00	\$ 18,384.00	\$ 10,691.63	\$ 32,074.89
Vehicular Directional	6	\$ 7,040.84	\$ 42,245.04	\$ 10,295.00	\$ 61,770.00	\$ 5,450.00	\$ 32,700.00	\$ 36,672.00	\$ 220,032.00	\$ 6,112.00	\$ 36,672.00	\$ 10,504.51	\$ 63,027.06
Pedestrian/Bike Trail Head	3	\$ 7,691.34	\$ 23,074.02	\$ 8,620.00	\$ 25,860.00	\$ 4,200.00	\$ 12,600.00	\$ 18,225.00	\$ 54,675.00	\$ 6,075.00	\$ 18,225.00	\$ 7,833.82	\$ 23,501.46
Pedestrian Walkable Downtow	4	\$ 8,985.62	\$ 35,942.48	\$ 11,355.00	\$ 45,420.00	\$ 5,830.00	\$ 23,320.00	\$ 24,876.00	\$ 99,504.00	\$ 6,219.00	\$ 24,876.00	\$ 10,793.25	\$ 43,173.00
Pedestrian Trail Marker	3	\$ 5,354.79	\$ 16,064.37	\$ 5,750.00	\$ 17,250.00	\$ 1,725.00	\$ 5,175.00	\$ 10,965.00	\$ 32,895.00	\$ 3,655.00	\$ 10,965.00	\$ 5,236.33	\$ 15,708.99
Viewpoint Stones	15	\$ 1,000.00	\$ 15,000.00	\$ 525.00	\$ 7,875.00	\$ 1,650.00	\$ 24,750.00	\$ 27,375.00	\$ 410,625.00	\$ 1,825.00	\$ 27,375.00	\$ 1,088.55	\$ 16,328.25
Neighborhood Signage	6	\$ 6,179.85	\$ 37,079.10	\$ 7,280.00	\$ 43,680.00	\$ 3,725.00	\$ 22,350.00	\$ 35,572.00	\$ 213,432.00	\$ 5,928.67	\$ 35,572.00	\$ 7,811.04	\$ 46,866.24
		\$ 292,060.47		\$ 332,660.00		\$ 220,301.00		\$ 1,313,263.00		\$ 254,139.00		\$ 364,390.84	
Hourly Rate		\$ 100.00		\$ 65.00		\$ 125.00		\$ 145.00				\$ 195.00	
Vendor Acknowledgement Form		Yes		Yes		Yes		Yes				Yes	
		3.00%		3.00%		1.80%		2.50%				3.00%	
		3.00%		5.00%		1.80%		2.50%				3.00%	
Notes		1 year warranty, price based on doing everything at once.		State that this is not a final bid. They believe there are fabrication methods that could save money.				Breakaway bolts not included. Mobilization cost not included. Inflation adjustments subject to change. 3-year warranty				1 year warranty, Cost subject to final design and review. Bid submitted 1 hour late.	
Responsive		No		Yes		Yes		No				No	

City of Ontario, OR

Submitted February 19th, 2021



WAYFINDING
design • planning • fabrication • installation

Wayfinding Sign Production & Installation RFP Submission

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WAYFINDING
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o: 704.910.0243
gnocik@acsminc.com

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Charlotte, NC 28203

COVER LETTER

FIRM

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- C. City of Shelby, NC
- D. Rutherford County, NC
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- B. Example Documents
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A wayfinding system not only guides visitors and residents to their final destination, it shows how proud a place is of the unique character it has to offer.

It tells a story that starts with a welcome monument and leads directly to the heart and soul of your thriving community.

Introduction

ACSM is a full service, Design+Build firm with over 50 years of combined experience in the design and sign manufacturing industry. Having reviewed the RFP, and learned about the City of Ontario’s local landscape, we feel confident in our understanding of the challenge faced. Our solution places primary focus on the following:

- Providing accurate manufacturing and installation of monument, vehicular, pedestrian, and neighborhood signage, as well as the viewpoint stones.
- Identify opportunities to reduce complexity and maintenance costs through value engineering
- Provide timely completion of the project.

In the following pages you will learn more about our firm, view previous projects of similar scope, and be shown our vision for a wayfinding system that will elevate the community’s perception of the City of Ontario as a whole.

Our experience and expertise in the industry spans government, residential, commercial, and public art installation. We approach each project as a custom design and also provide, branding, master sign planning, project management, and construction services. ACSM’s distinct **Design+Build Approach** aligns the design, fabrication and installation processes and allows for a single point of responsibility, creating peace of mind.

Located in Charlotte - North Carolina, ACSM’s 10 staff members form a tight team with extensive knowledge in the graphic and sign manufacturing industry. This ensures our quality and workmanship throughout all aspects of the project and protects your investment. A wayfinding system should be seen as a 20 year investment, which is why we design and fabricate for ease of maintenance using only the most durable materials and finishes. All plans created in the completion of this project, including shop drawings, will become the property of The City of Ontario.

We look forward to seeing your project through to successful completion and appreciate the opportunity to bid on the Wayfinding project.

Sincerely,



Glen Nocik
Principal Director



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I. Company Overview

We're proud of our traditional roots.

You can trace the history of ACSM directly to our patriarch, Roberto Nocik, who was born in 1930 in Buenos Aires, Argentina from Russian immigrant parents. From an early age, Roberto discovered his talent and love for art. Instantly deciding his artistic path in life, he attended The National School of Fine Arts Manuel Belgrano where he received his Bachelor in Fine Arts. Realizing the artistic value and the potential business possibilities, he attended The National School of Fine Arts Prilidiano Pueyrredon where he received a Master of Fine Arts with a concentration in the sign painting trade. After 3 years of painting murals and lettering mass transit vehicles for the Buenos Aires Department of Transportation, he headed to America to continue the rich, traditional trade of hand sign lettering.

In 1959 he began to work for LG Sign Company, a prominent sign business in New Jersey. In 1970, after 11 years he decided to form his own company, Roberto Signs, Inc. After 10 very successful years he sold the company and moved to Fort Lauderdale, Florida for a new challenge (and to get away from the long, cold winters).

In 1980 he reopened Roberto Signs again, but this time his two eldest sons joined him in business. In 1993, after 13 successful years he started to think about retiring so he began scaling down to make his company a simple and less stressful operation. For the next 3 years he enjoyed a much less hectic schedule and worked with just a few of his longtime clients to keep busy.

Throughout the busiest part of his sign business career, his youngest son Glen had always loved learning all the old world traditions of hand-lettering, gold leaf techniques and sign design & layout, but was still in school. In 1996, after attending college, Glen joined his father in the family business.

In 2004 Roberto was ready to fully retire and Glen was finally experienced enough to take on the challenge of continuing the family sign business in the City of Charlotte, NC. Originally, ACSM's Carolina name was American Classic Sign Manufacturing which paid homage to the country who had blessed Roberto Sr. with humble success. Today, the firm's name is now shortened to ACSM, Inc. which still proudly honors its family roots.



II. Project Team

Glen Nocik

Principal/Project Director

Glen brings over 20 years of an accomplished apprentice under the predecessor to ACSM, Roberto Signs, Inc. Learning first-hand the old world techniques of gold leaf and hand lettering, Glen brought ACSM into the future by integrating his technical computer knowledge with the basic principles of successful sign design.

His comprehensive direct experience from initial sign design to fabrication and installation provide a wealth of industry insight for every stage of project consultation to provide a successful and smooth sign project.

Glen has consulted and project managed the wayfinding signage projects in residential and commercial communities as well as NC cities and towns. He is knowledgeable with the various processes to expedite the different stages of the sign management process in a timely and budget conscious manner, all while adhering to MUTCD required standards.

Because of his broad knowledge of appropriate sign design to fabrication process, Glen consults with other local design firms with their projects.

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gnocik@acsminc.com

Mark Hagerty

Managing Director

Mark comes to ACSM with 20 years of experience in product design and development. He studied architecture, wayfinding, industrial design, and human factors at Syracuse University. Through his career he has led international creative and technical teams in a corporate setting.

At ACSM, he focuses on operations management, wayfinding system design, branding, sign design, as well as production design and process improvement. As a student of the “Design Thinking” process, he approaches creative problem solving by focusing on understanding data and its deeper context. He applies this methodology to all facets of the project.

Direct Line: 704.724.1909
mhagerty@acsminc.com

Maria Nocik

Director of Marketing & Design

Maria has over 25 years experience in the graphic design industry. From running her own successful design firm to maintaining the positions of Marketing & PR Director and Creative Director at the Levine Jewish Community Center in Charlotte, NC, Maria brings her graphic artist background to ACSM.

These diverse qualities greatly benefit the ACSM team as we work with cities and towns in developing their brands or other related graphic design needs.

Direct Line: 704.771.9505
mnocik@acsminc.com

Joe Nodzak

Lead Production Designer

Joe Nodzak studied Historic Preservation at the Savannah College of Art and Design before moving to Charlotte and joining the ACSM team in 2017. As the Lead Production Designer, Joe is responsible for guiding a project from an idea on paper, to the real world. With expertise in both 2D and 3D production design, he helps translate design intent into reality.

jnodzak@acsminc.com

Matty Cagle

Shop Manager

Matty has been working in the sign industry since 2010 and joined the ACSM team upon relocating to Charlotte from Norfolk, Virginia in 2015. As shop manager, Matty is responsible for taking raw materials and turning them into beautiful signs. His experience in both CNC and commercial paint technologies allows him to lead the ACSM shop team through all facets of production.

mcagle@acsminc.com

Armin Nocik

Projects Manager

Armin is a veteran in the sign industry, having owned and operated a sign company for 16 years in addition to having worked for Roberto Signs, Neon Images, BR Signs, and Art Sign Co. for a combined 11 years. He helps oversee the production process and handles project logistics from material sourcing, to quality control and field operations.

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III.A. City of Conyers, GA

CASE STUDY: Wayfinding Sign System

ACSM was awarded the Contract to fabricate and install a city wide sign system for the City of Conyers, GA. The provided design intent drawings juxtaposed clean lines with an industrial aesthetic linking the town to it's railroad heritage.

During the production design process, we were able to reduce complexity and material costs, while maintaining the overall integrity of the design. In additional to fabrication and installation, we worked with the Department of Public Works, helping coordinate everything from underground utility locates, to coordinating multiple electrical services powering the back-lit monument signs.

The largest hurdle faced was in dealing with the granite bedrock just under the surface of the ground. Our value engineering processes allowed us to adapt shallow footers with larger footprints, instead of deep, narrow excavations. We also partnered with a hydro trenching service familiar with the local terrain to simplify the electrical installation. This was all done while maintaining tight engineering compliance with Georgia regulations.



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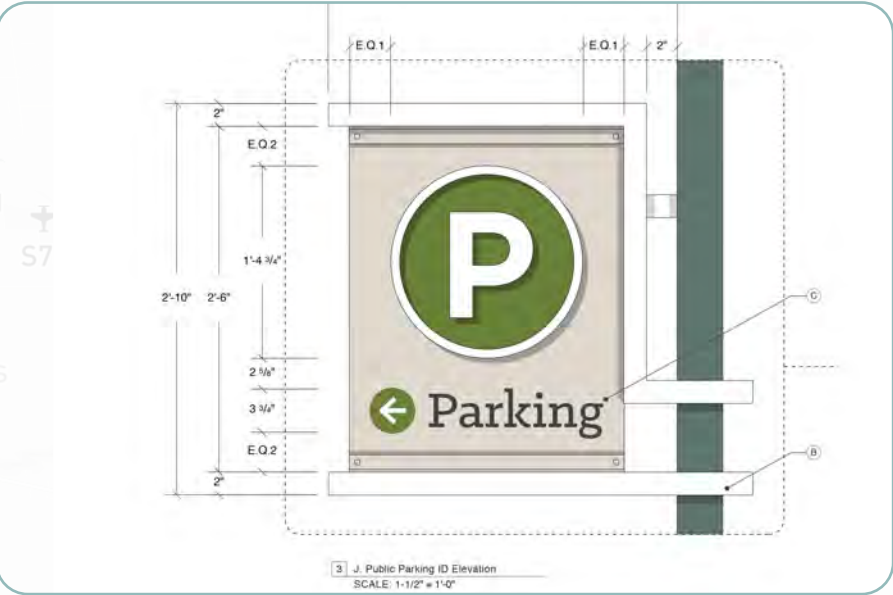
Charlotte, NC 28203

III.A. City of Conyers, GA
CASE STUDY: Wayfinding Sign System

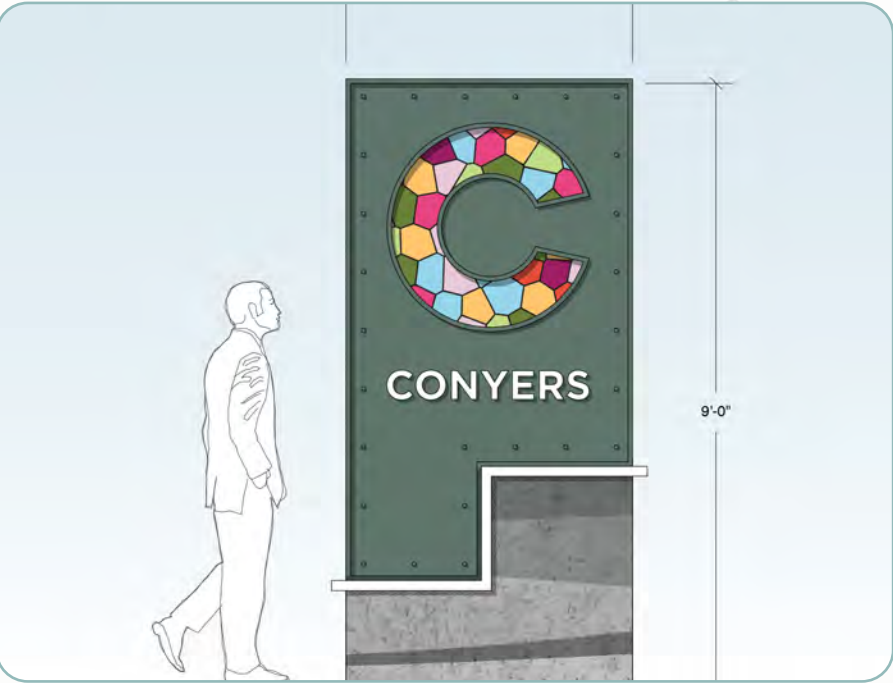
Construction Drawing & Rendering (provided by client)



Design Intent Drawing



Design Intent Drawing



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III.B. City of Wilson, NC

CASE STUDY: Wayfinding Sign System

ACSM was selected to design, fabricate and install a city wide sign system for the City of Wilson, utilizing ACSM’s full Design+Build capabilities. Through close collaboration with their multidisciplinary design approval committee, we created a unique solution that honors the city’s hallmark whirligig park by nesting a dimensional gear motif inside the unconventional I-beam posts. Special attention was given to using the wave components found in the City’s re-brand in both the wayfinding signs as well as the monuments.

With phase 1 installation underway, this project is slated for completion in Q1 of 2021.



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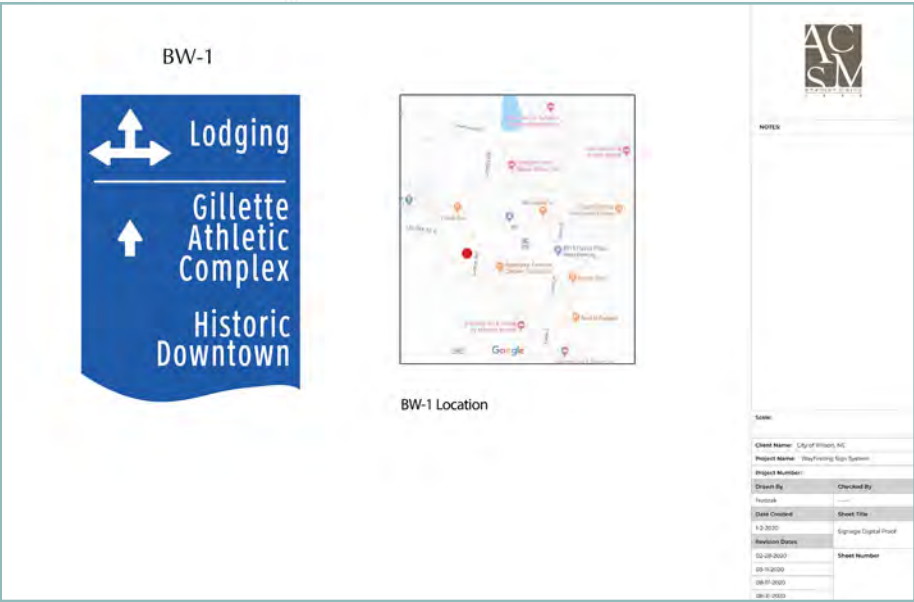
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III.B. City of Wilson, NC
CASE STUDY: Wayfinding Sign System

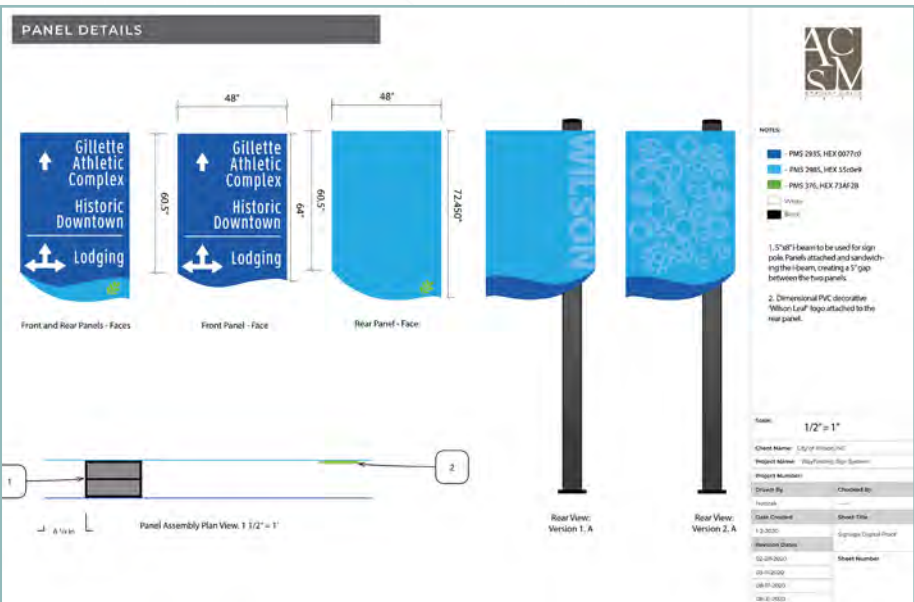
Element Detail



DOT Packet - Placement Guide (1 of 53)



DOT Packet - Sign Layout Guide



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III.C. City of Shelby, NC

CASE STUDY: Wayfinding System

Home to the Don Gibson Theatre and the world-famous Earl Scruggs Center, visitors from as far away as Japan travel to the quaint City of Shelby, North Carolina to experience the life and history of the prominent Shelby son that gave the banjo instrument an international voice.

A strong commitment from the city, citizens and business leaders prompted the desire to implement a city-wide wayfinding system to guide the influx of visitors into Shelby. Though the city did not have a “brand,” to incorporate into the sign design, the city still wished to move forward with the anticipated revitalization project.

ACSM met with the committee to design impactful signs that would still reflect the city’s past, present and future without including a specific brand image. Four unique and artistically interpretive finial designs that exemplify the best of Shelby were custom designed and fabricated along with distinctive design variations in the trailblazing and wayfinding signage.

The entire process (from design to fabrication) which began in March 2014, put the project on a fast track schedule that easily cleared NCDOT/ MUTCD compliance regulations. ACSM designed, fabricated and installed the entire Phase I that included 53 total signs completed in February 2015.



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III.C. City of Shelby, NC
CASE STUDY: Hanna Park Wayfinding

Having completed the City of Shelby’s wayfinding project with great acclaim, we were asked to lead the planning, design, and fabrication of the a wayfinding system focused on increasing the usability of Shelby’s new soccer facility known as Hanna Park.

After a multiphase design process, the ideal solution revealed itself as a system that addresses both vehicular and pedestrian traffic at a number of different scales. In keeping with the natural beauty of the park, the aesthetic chosen is decidedly rustic, but references Shelby’s existing identity in both design and construction. Rough hewn cedar posts were used along with aluminum panels for longevity and consistency with the city wayfinding system.

The sign system intuitively moves users into the park via a large highway facing monument sign, easily locates and identifies each soccer field, multiple pavilions, and provides hiking trail navigation to ensure all paths of entry and egress are intuitive for park visitors.



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III.C. City of Shelby, NC

CASE STUDY: City-Wide Park Wayfinding

Upon completion of the Hannah Park sign system, the city was extremely pleased with the final product and asked us to extend the design aesthetic to the remaining parks.

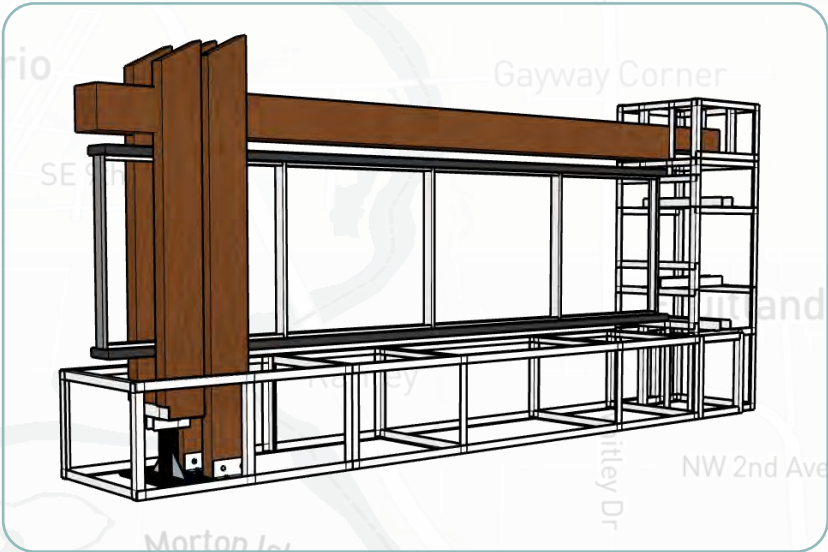
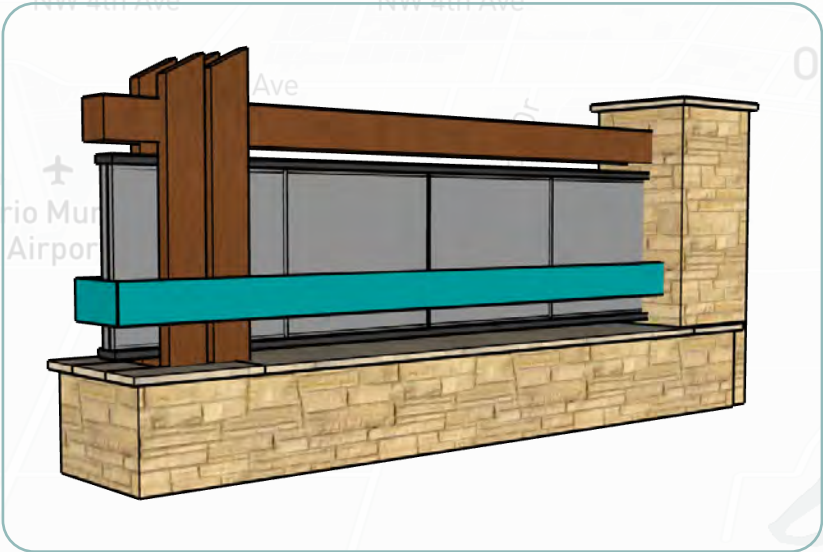
The goal was to create consistency between all of the parks, while providing special focus on their largest and most trafficked “City Park” location. To differentiate this facility from the others, a custom monument sign was created emphasizing a complimentary color palate while maintaining the use cedar posts through the entire system. The design process was representative of our approach on all projects. Starting with illustrated design concepts, then moving on to 3D modeling techniques to establish our production design approach and final dimensions. Fabrication, site prep, and installation were all handled by our in house team.



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III.C. City of Shelby, NC
CASE STUDY: City-Wide Park Wayfinding



ACSM was awarded the RFP bid for the fabrication and installation of the 140 sign project. Shortly after fabrication started, the team at ACSM raised structural concerns with the county and the engineering team who designed the project.

After further investigation, it was discovered that the engineering firm had failed to design for wind load which placed a hold on the time sensitive project. After several months of deliberation, the county consulted and contracted with ACSM to complete the project properly.

ACSM was able to redesign and engineer all of the signs properly and complete all NCDOT submissions and acquire proper encroachment agreements so the project could be nearly complete in time for the 2018 FEI World Equestrian Games hosted in Mill Springs, North Carolina.

III.D. Rutherford County, NC

CASE STUDY: County Wide Wayfinding



WAYFINDING
design • planning • fabrication • installation

Glen Nocik : Principal

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Charlotte, NC 28203

Rutherford County Wayfinding

Rutherfordton:	40
Forest City:	25
Spindale:	11
Lake Lure:	17
Chimney Rock:	3
County Wide:	44

Total Signs: 140



III.E. City of Asheville, NC

CASE STUDY: Park Wayfinding

In late fall of 2017, ACSM was awarded the RFP for Asheville's park identification signs. The project consisted of the fabrication and installation of 22 park entrance signs located throughout the city. Each sign included masonry stone bases and were sandblasted to mimic a hand carved sign. The signs were then hand-painted to complement the existing natural surroundings and illuminated for early morning or evening readability.

Prior to completion of the sign project, the city also requested new custom park rules signs to be placed in 100 locations throughout the city. ACSM designed two different versions that integrated nature elements of the mountain city. Once a design was chosen, the park rules signs were fabricated and installed within the same time frame of the original park ID sign project.

ACSM is currently installing 14 additional signs as a part of a phase 2 installation.



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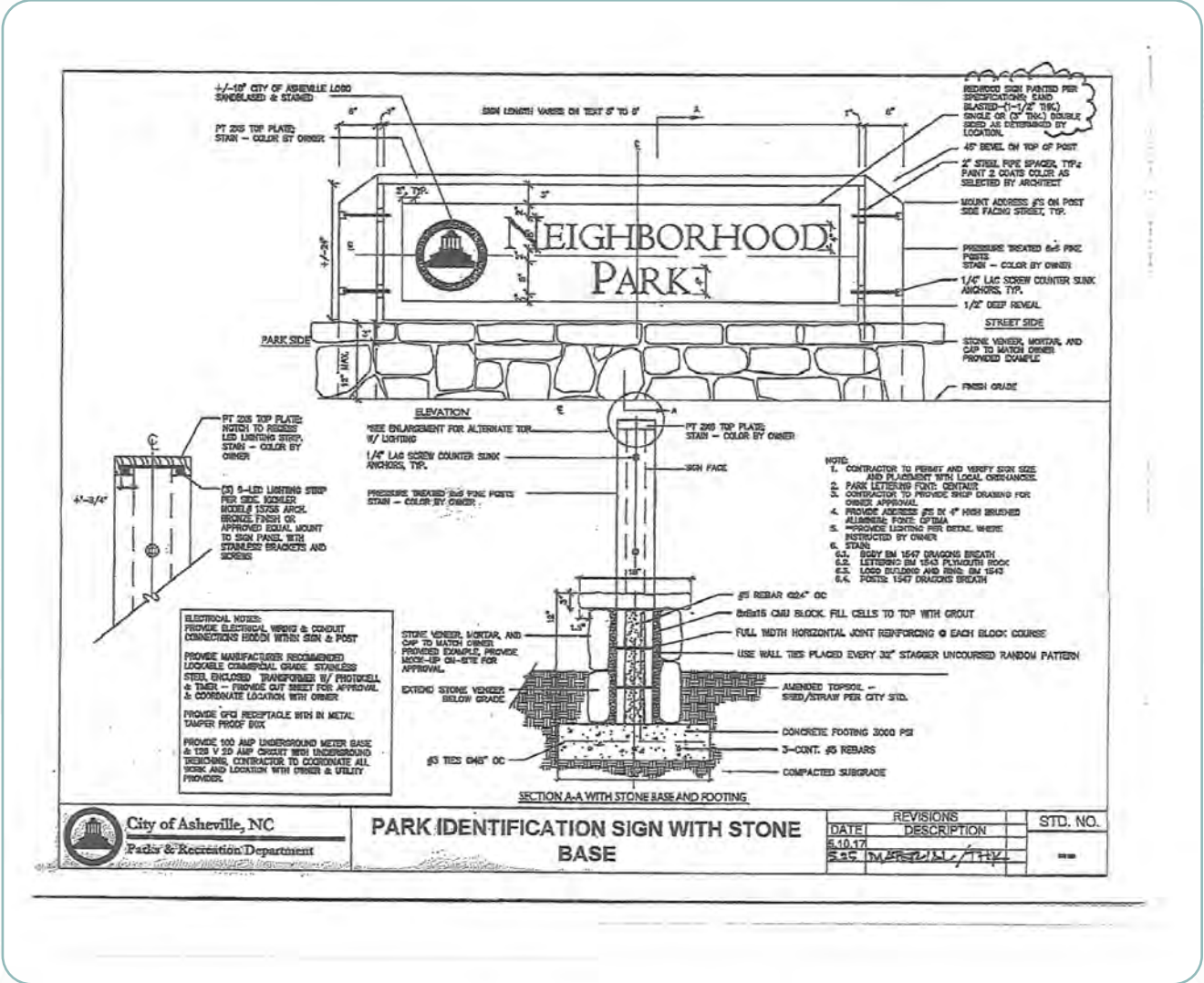


III.E. City of Asheville, NC
CASE STUDY: Park Wayfinding



WAYFINDING
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Engineering Drawing



Design Intent Drawing



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III.F. City of Lexington, NC

CASE STUDY: Gateway Banners & Signage

ACSM was commissioned to design new gateway banners for the City of Lexington, NC. The main goal of the design was to inform citizens and visitors that city-wide wifi is available throughout the “Uptown” area of the city.

The challenging aspect in this design was to incorporate Lexington’s new city brand, the Uptown Lexington logo, and recognizable “wifi” iconography, all while adhering to specific brand colors.

Knowing that the city views itself as a historic, progressive and innovative city, the concept of integrating the subtle shape of a pig’s head and snout was well received since the decision-makers have had their share of pig paraphernalia that has always been used to represent the City of Lexington.

ACSM suggested an idea of visually showing the perimeter of the wifi area on specific poles throughout the area for a more permanent solution.

Because of the success and satisfaction with our service, ACSM was chosen to design, fabricate and install the City’s Master Sign Plan. In the fall of 2015 a total of 37 wayfinding signs were installed, while 7 gateways and 22 pedestrian signs following that in 2017.



WAYFINDING
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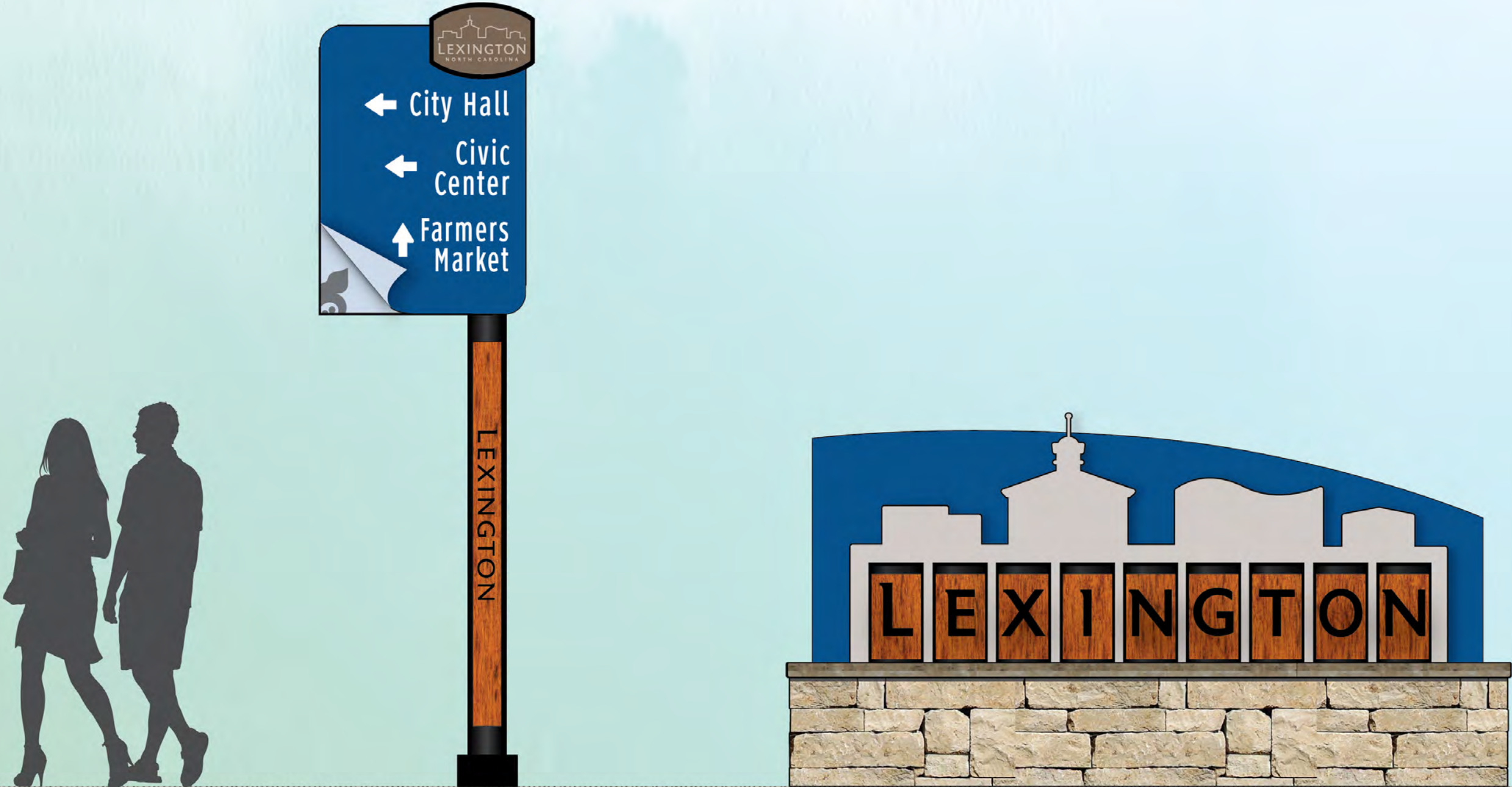
III.F. City of Lexington, NC
CASE STUDY: Gateway Banners & Signage



WAYFINDING
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III.G. Town of Smithfield, NC
CASE STUDY: Wayfinding Sign System

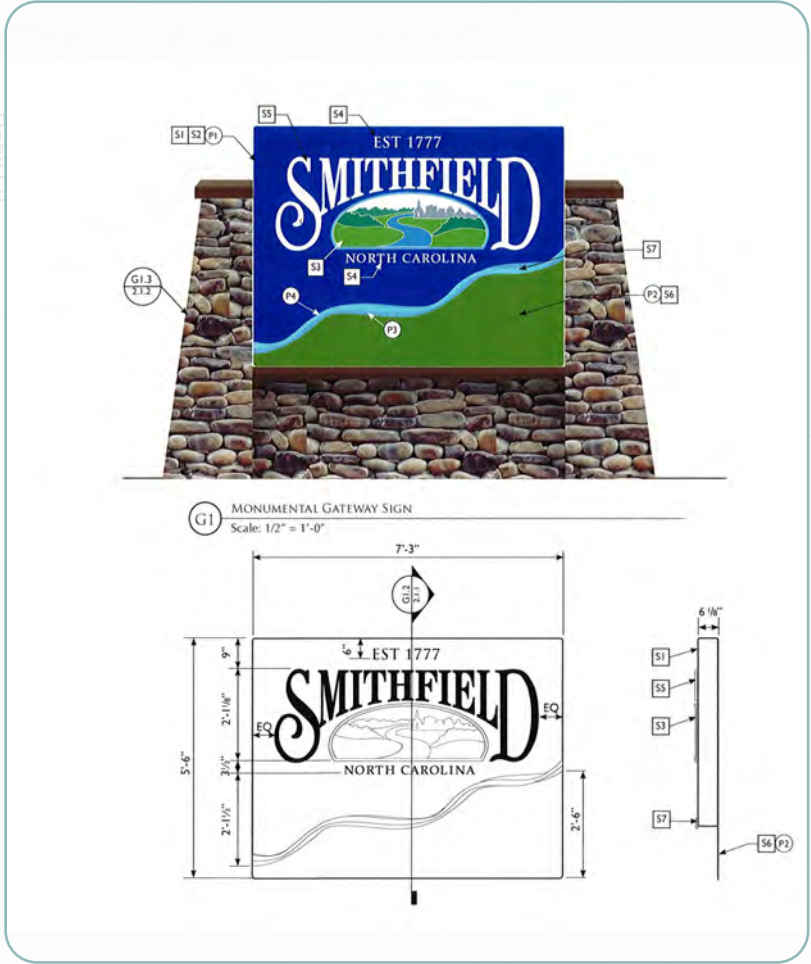


WAYFINDING
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Installation Photograph



Construction Drawing



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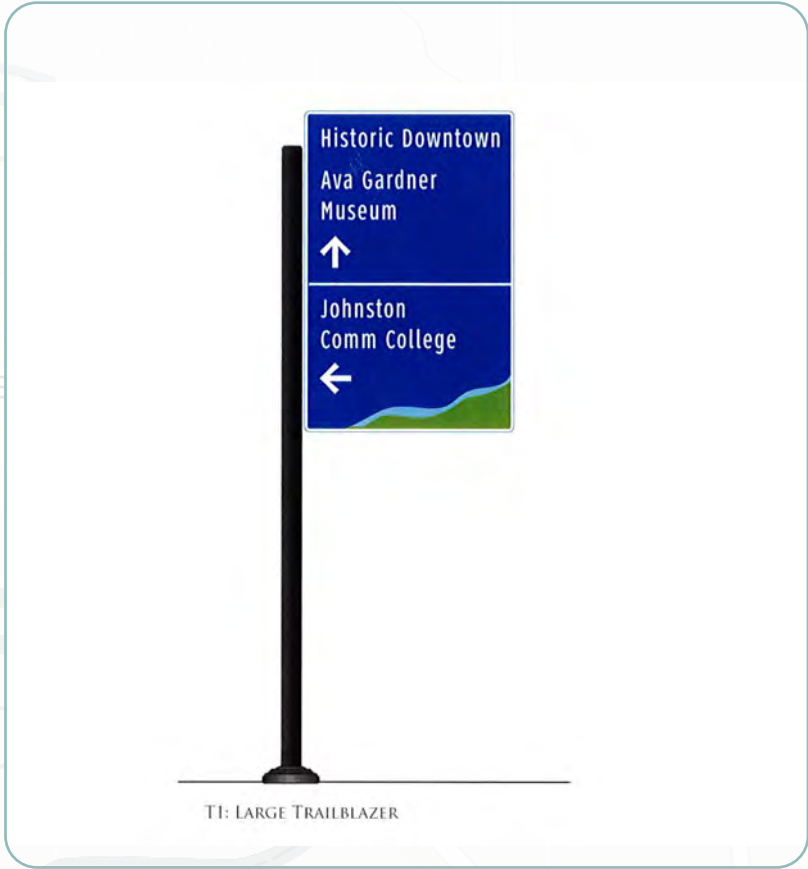
Charlotte, NC 28203

III.G. Town of Smithfield, NC
CASE STUDY: Wayfinding Sign System

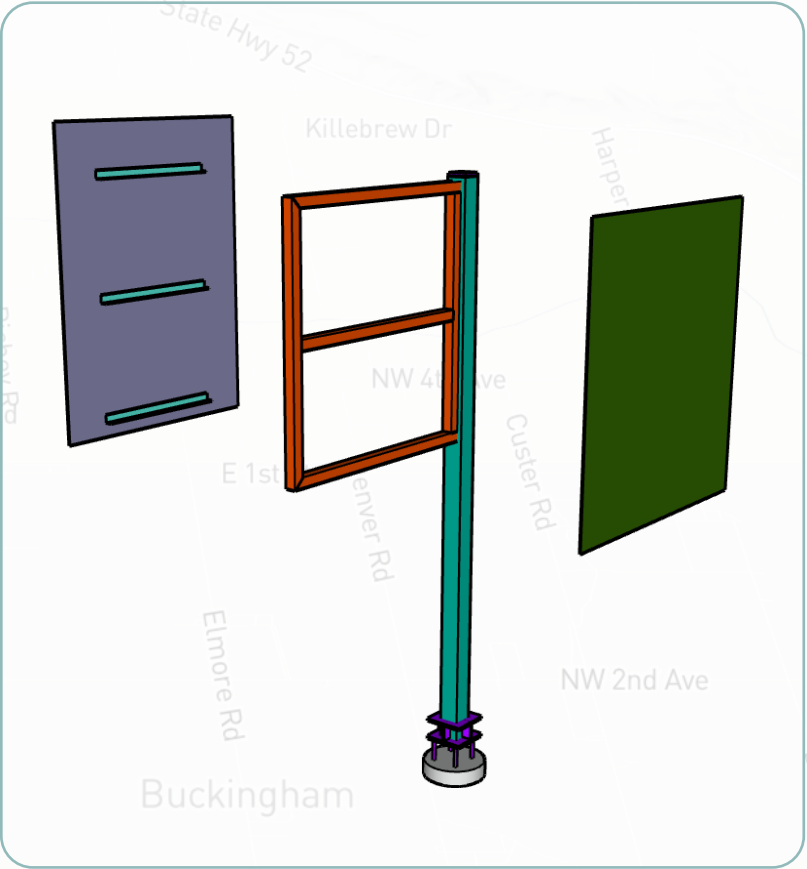
Installation Photograph



Design Intent Drawing



3D Structural Design Drawing



WAYFINDING
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III.H. Town of Aberdeen, NC

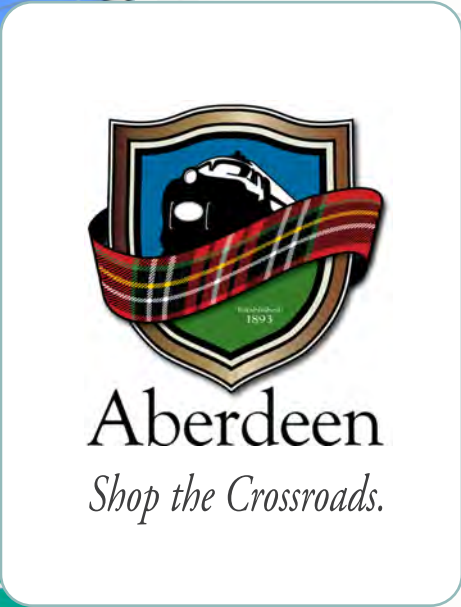
CASE STUDY: Signage & Streetscape

ACSM designed the historic brand for Aberdeen to create a strong identity for the town, located at the shopping crossroads adjacent to Pinehurst and Southern Pines, North Carolina.

The final brand design incorporated three main themes that the Town Council and residents felt truly represent Aberdeen:

1. A strong Scottish heritage of the first settlers that made the Sandhills region prosperous.
2. The Aberdeen & Rockfish Railway that further enabled the success of the region.
3. The importance of connecting the main shopping district to the town itself.

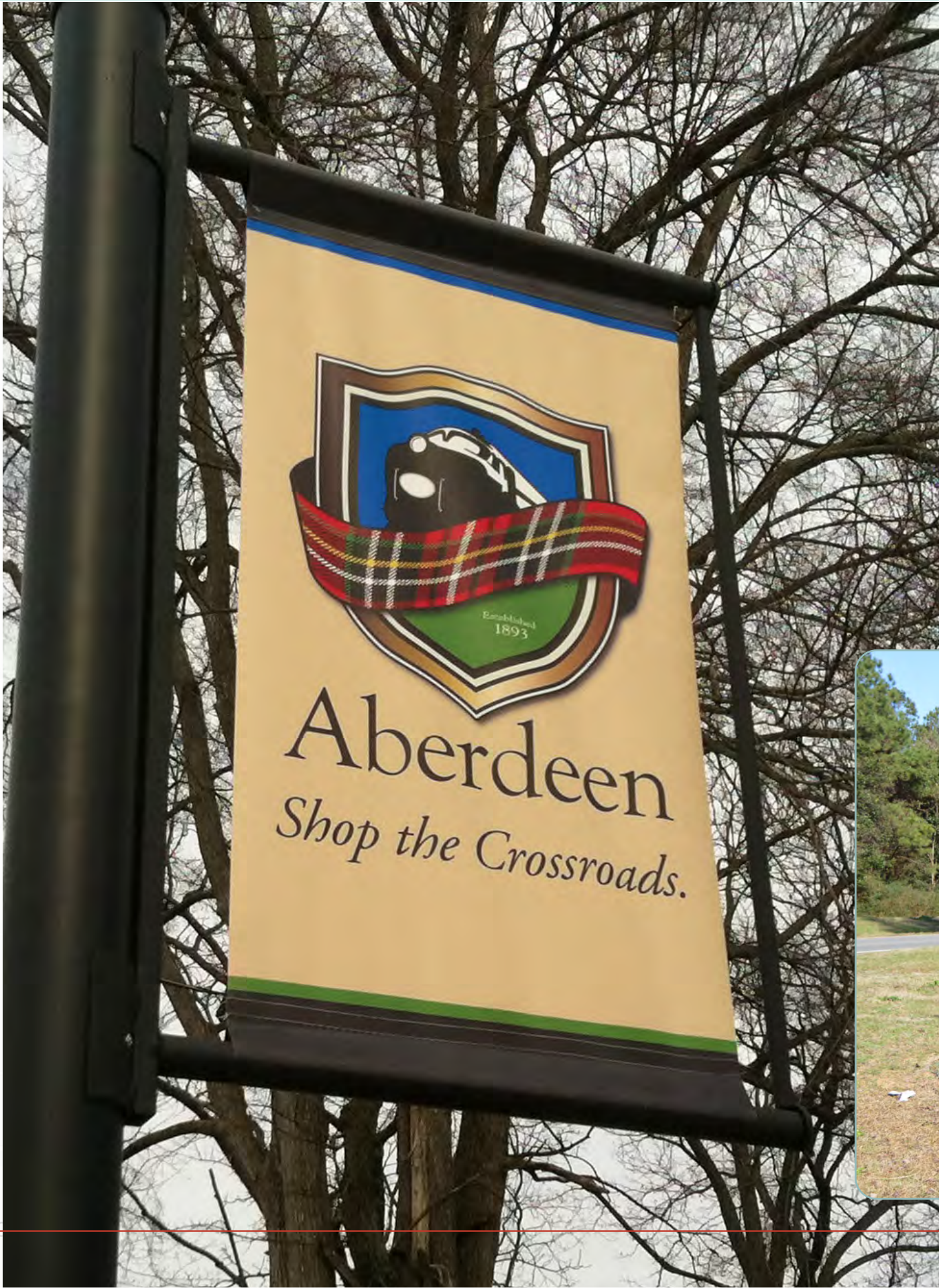
The new identity has created such a positive and exciting buzz within the region that the town was awarded the 2011 Annual Reindeer Run fund-raising event that took place in December of 2011.



WAYFINDING
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III.H. Town of Aberdeen, NC

CASE STUDY: Wayfinding & Monument

Following the brand design, ACSM designed the town’s Master Sign Plan and completed the fabrication and installation of Phase I which included monument gateways and trailblazing signage.

Phase II fabrication and installation of the Master Sign Plan was completed in early 2016 with the addition of 3 monument gateways . With the completion of Phase II, ACSM was asked to design and install the City’s Park & Rec signage for their Park Pavilion.

One interesting fabrication challenge that ACSM overcame was to design a creative break-away stone monument system that would easily comply with MUTCD and NCDOT standards, but still have a substantial look and feel of a large welcoming monument sign.



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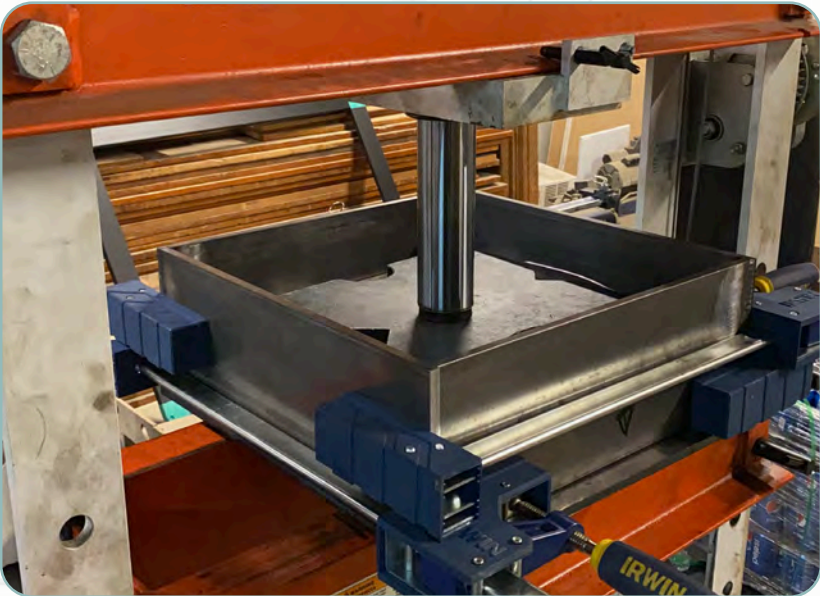
Installation Photograph



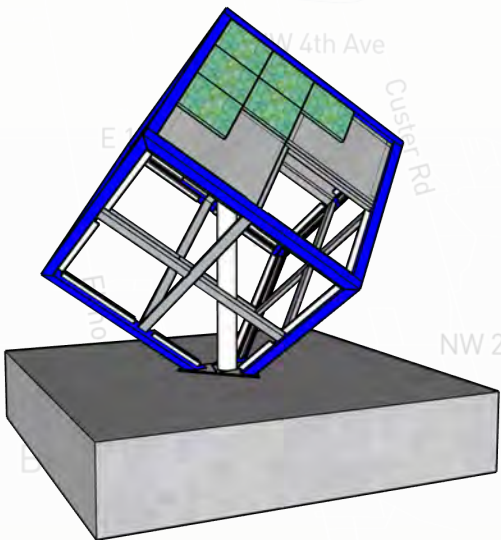
Tile Preparation



10 Ton Tile Press



3D Structural Design Drawing



IV.A. Pepsi Cube

CASE STUDY: Public Art Fabrication

Client: Lennar Apartment Homes

Design: Ivan Depeña

Production Design: ACSM

Fabrication & Installation: ACSM

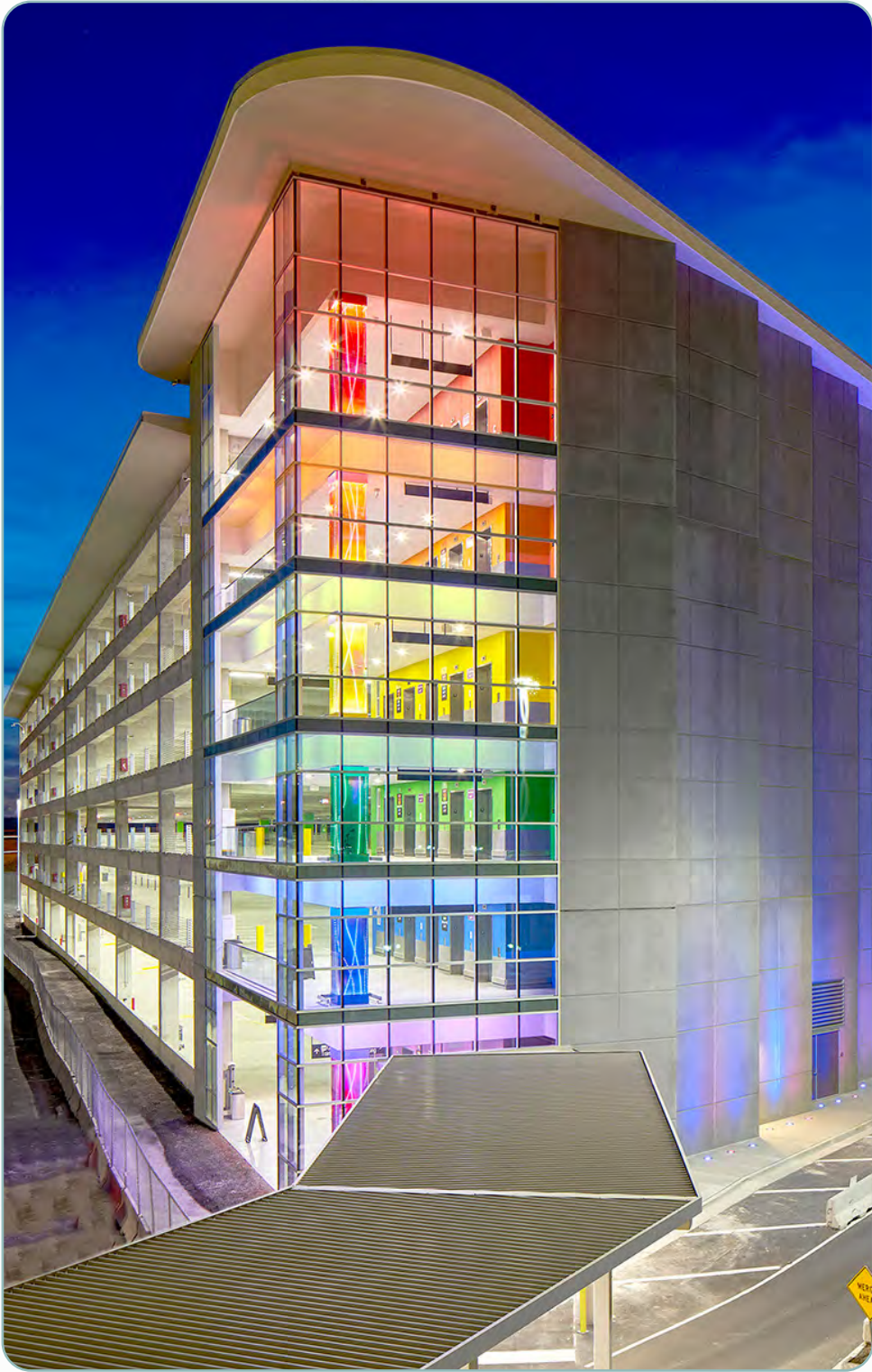


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Charlotte, NC 28203

Installation Photograph



Column Detail



LED Enclosure Installation



IV.B. BNA Airport

CASE STUDY: Public Art Fabrication

Client: BNA Airport (Nashville TN)

Design: Ivan Depeña

Production Design: ACSM

Fabrication & Installation: ACSM

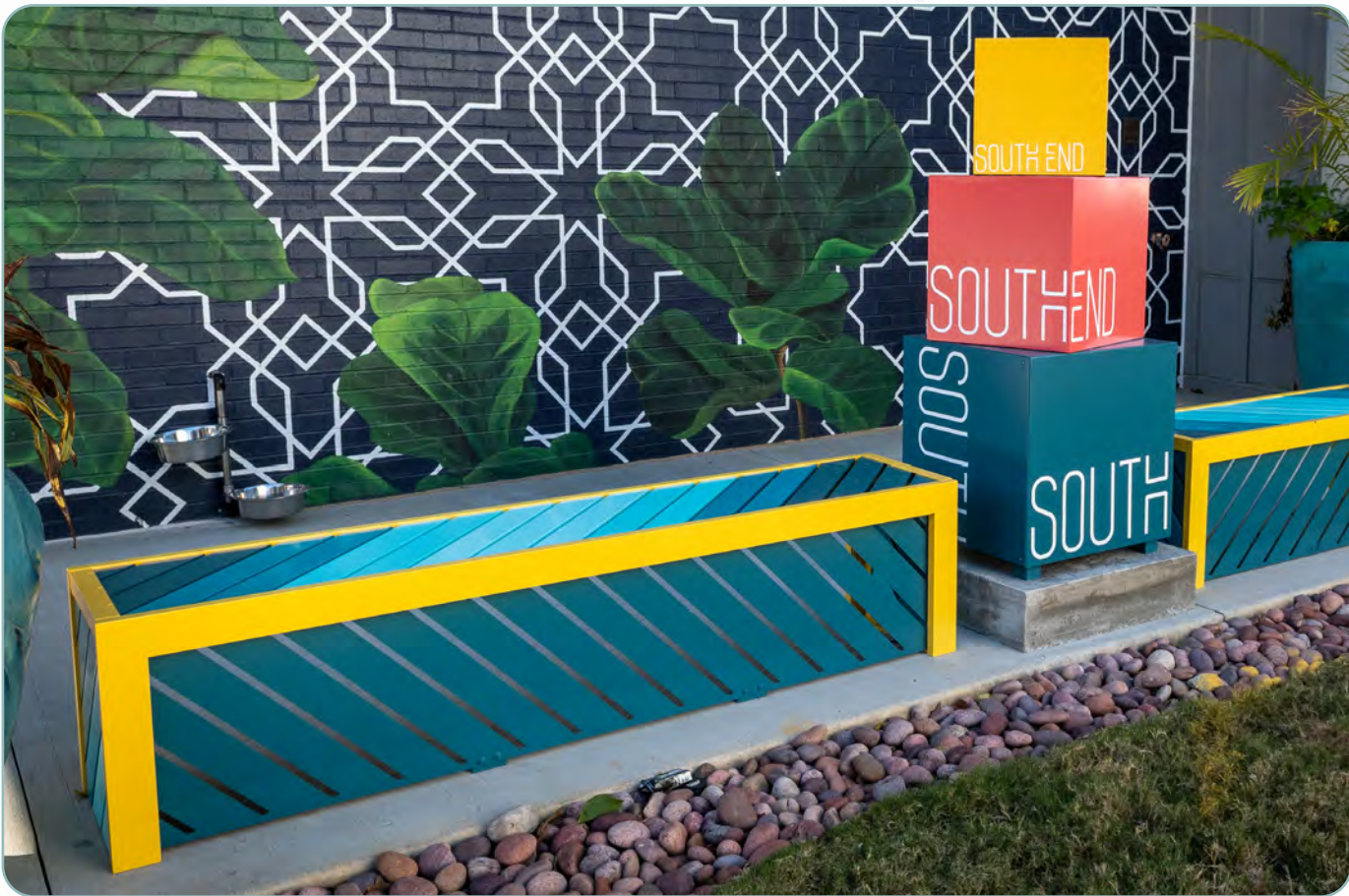


WAYFINDING

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Installation Photograph



IV.C. The Hub Southend
CASE STUDY: Public Art Design+Build

Client: RAM Realty

Concept Design: ACSM

Production Design: ACSM

Fabrication & Installation: ACSM



WAYFINDING
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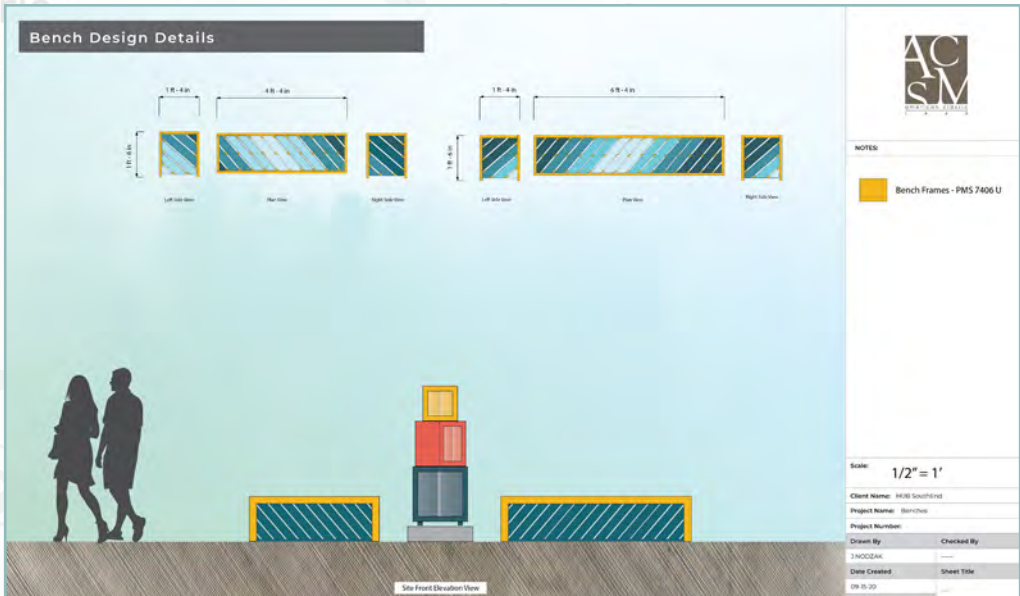
Glen Nocik : Principal
c: 704.617.1044
o: 704.910.0243
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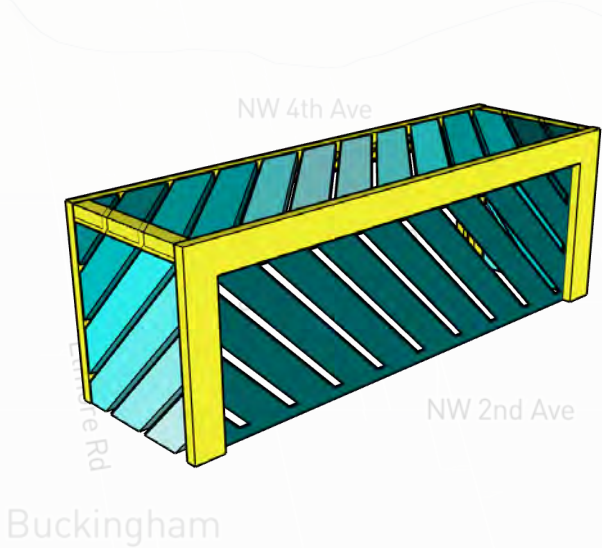
Community Library



Design Intent Drawings



3D Structural Design Drawing



V. Client List

American Asset Corp
Ballantyne Country Club
Bell Partners
Broward County Library
C3Lab LLC
Cabarrus Arts Council
Camden Apartments
Canine Cafe
Carolina Courts
Centex Homes
Charlotte Center City Partners
Charlotte Grill Co
Chatham Mills
Crescent Communities
City of Concord, NC
City of Danville, VA
City of Hartsville, NC
City of Eden, NC
City of Lauderhill, FL
City of Lexington, NC
City of Mooresville, NC
City of Mount Holly, NC

City of Shelby, NC
City of Siloam Springs
Concord Downtown Devlp. Corp
Dunkin’ Donuts
Firethorne Country Club
First Service Residential
Grandfather Homes
Habitat for Humanity
Hawthorne Management
Highland Creek
Historic South End
Inside Out Sports
Landeavor Development
Lauth Construction
L’Hermitage
LStar Development
Matthews Construction
Miami International Airport
Northstone Country Club
Pure Intentions Coffee
Redbull
Rhein Communities

Ryan Homes
Ryland Homes
Shea Homes
Skyline Chili
Standard Pacific Homes
St Regis Hotel
Stimpson
Summerhill Development
T&C Metals
The Palisades
The Peninsula
Toll Brothers
Town of Aberdeen, NC
Town of Clayton, NC
Town of Clinton, NC
Town of Forest City, NC
Town of Garner, NC
True Value Hardware
Uptown Lexington
Uptown Shelby
Vision Ventures
Vinson Enterprises



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VI. References



WAYFINDING
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Planning Director
Clinton-Sampson Planning
Department, NC

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PETE WALL

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Recreations Program Manager
City of Asheville, NC

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Rutherford County, NC

Don Cason

don.cason@rutherfordcountync.gov
Office: 828.287.6121

Karen Tegan

karen.tegan@rutherfordcountync.gov
Office: 828.287.6130

VII.A Project Approach

Overview

Plan Review

During the plan review phase, our team will categorize and map all existing sign locations, identify gaps in directional information, identify any DOT/MUTCD compliance concerns, identify any site constraints, and provide suggestions for change where it would enhance the final project.

Production Design

Being both a fabricator as well as a wayfinding design firm, our team will thoroughly review the design intent drawings to find opportunities for simplification in the fabrication process. Very often, there are subtle ways of modifying the fabrication strategy that results in a better, more durable product while maintaining the integrity of the design intent at all times.

Field Logistics

Our field logistics team will manage DOT approvals, engineering approvals, permitting, encroachment agreements and utility locates as well as coordinating all aspects of the installation process. This includes planning the mobilization of our field crew, coordinating installation phasing and timelines, managing field cleanup, coordinating debris disposal, etc.

Fabrication

We proudly handle 95% of our fabrication in house. From sourcing raw materials to welding, painting, large format printing, and assembly is handled by our team of artisan sign makers. For the last 15 years we've continually optimized our shop to produce wayfinding sign systems. This focus allows our continuous quality control process to ensure the integrity of the final product without compromising efficiency.

Installation

All field work will be managed by our field operations team in accordance with all local requirements. Our installation strategy is to eliminate unnecessary disruption to your residents by reducing the amount of field work to the minimum required. The details vary greatly by project, but rest assured, we do as much of the work as possible in our shop so installation is often as simple as hoisting the completed sign into place and bolting it down to an already completed footer. Final deliverables will include plans, maps, fabrication drawings, material samples, prototypes (where applicable), and an installation plan.



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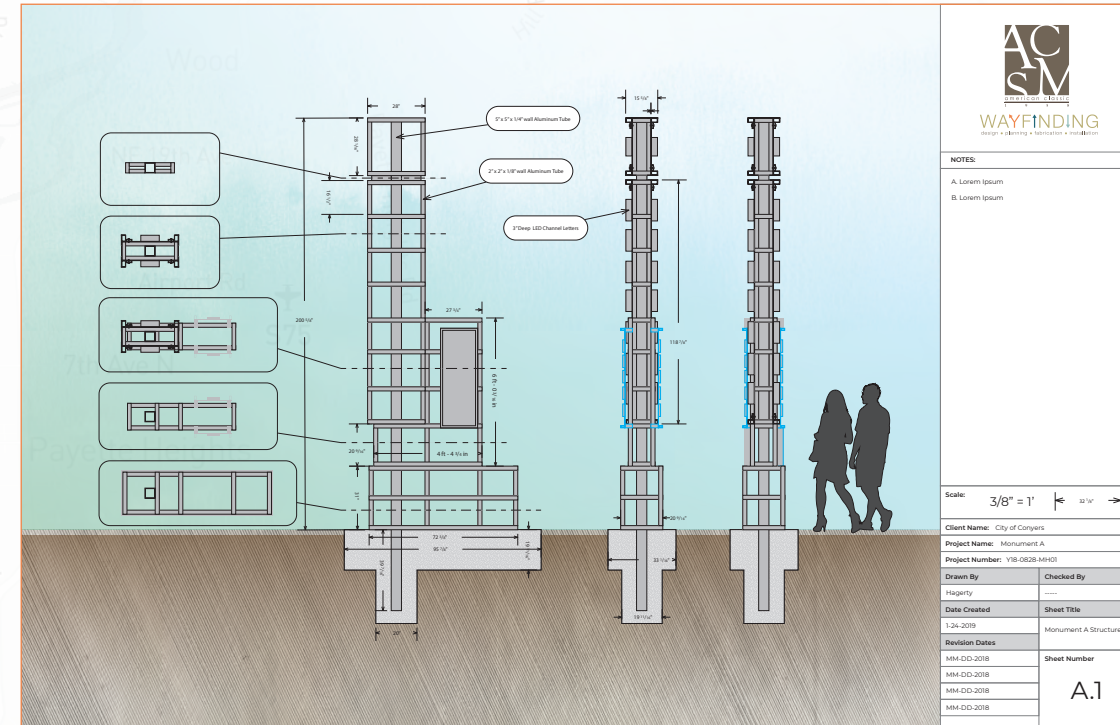
Charlotte, NC 28203



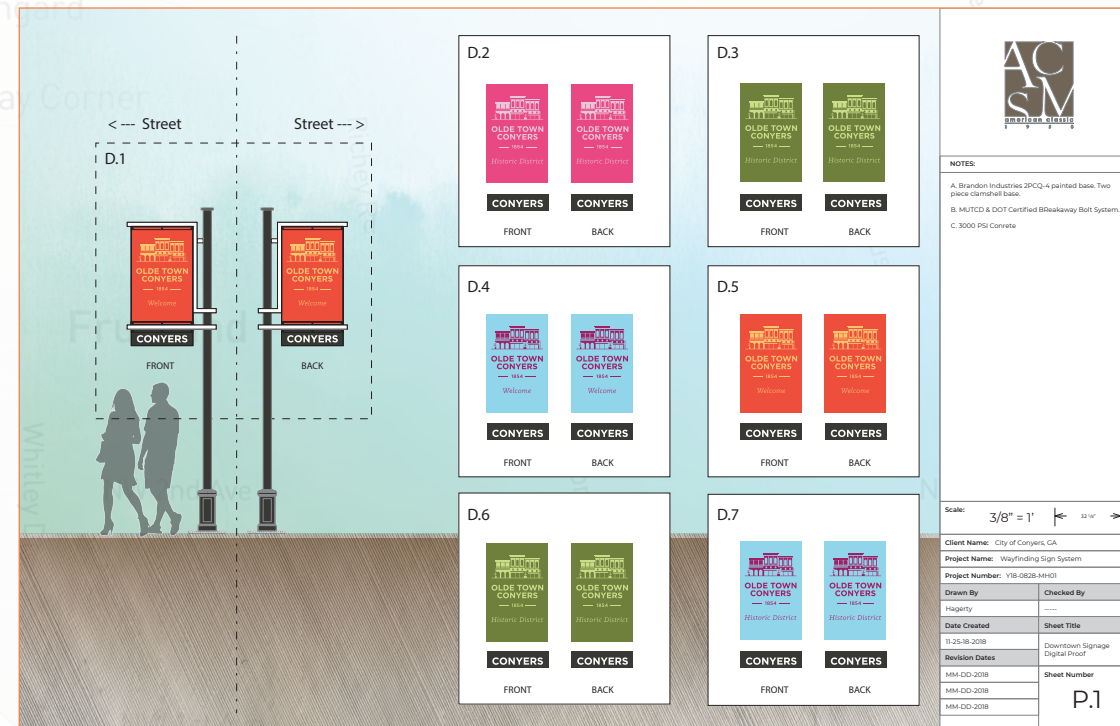
Charlotte, NC 28203

Engineering Drawing

Sign Schedule Proof



Sign Schedule Proof





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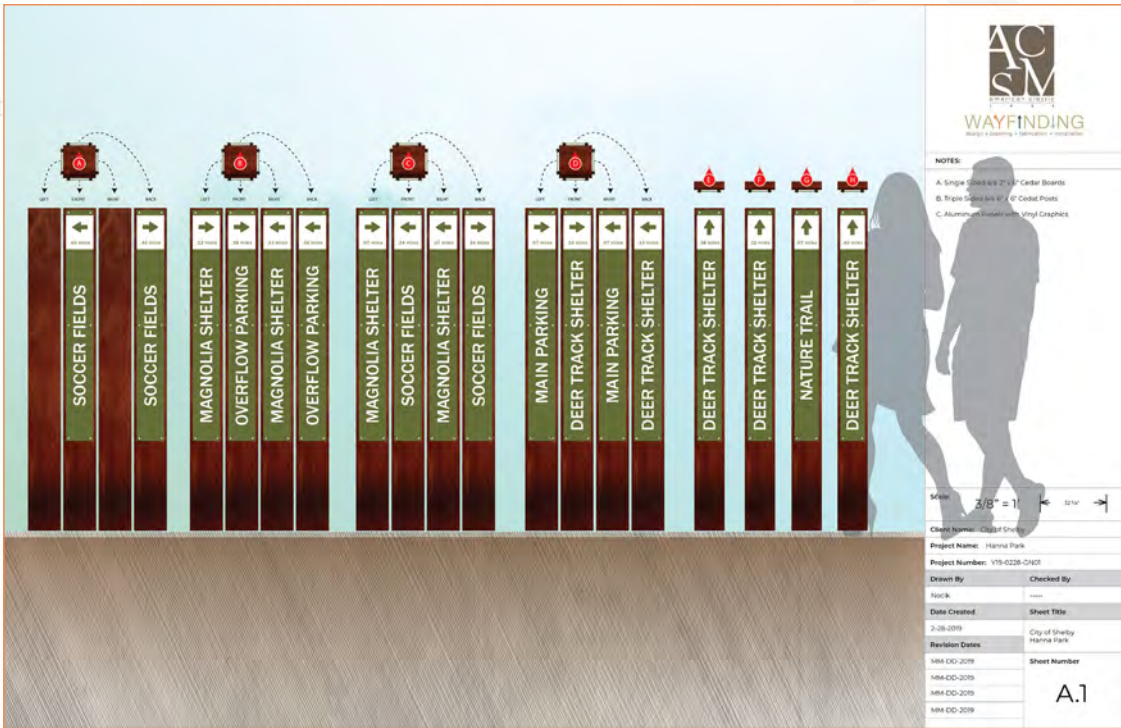
VII.B Project Approach

Example Documents

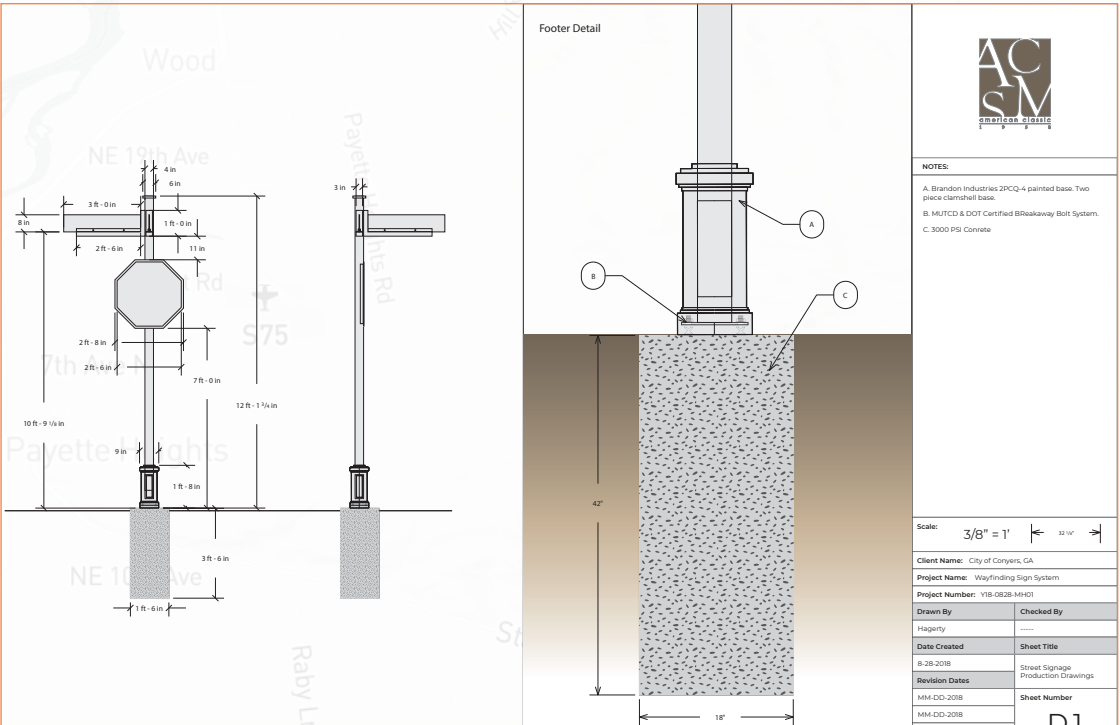
Sign Placement Map



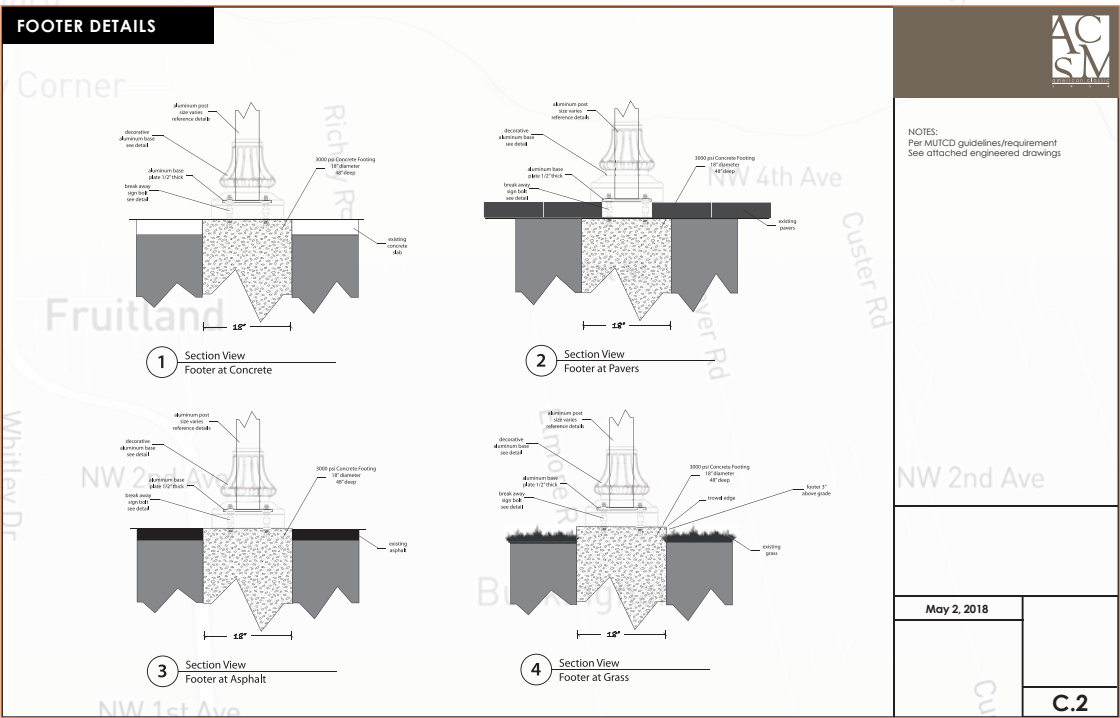
Trail Sign Placement Detail



Construction Drawing

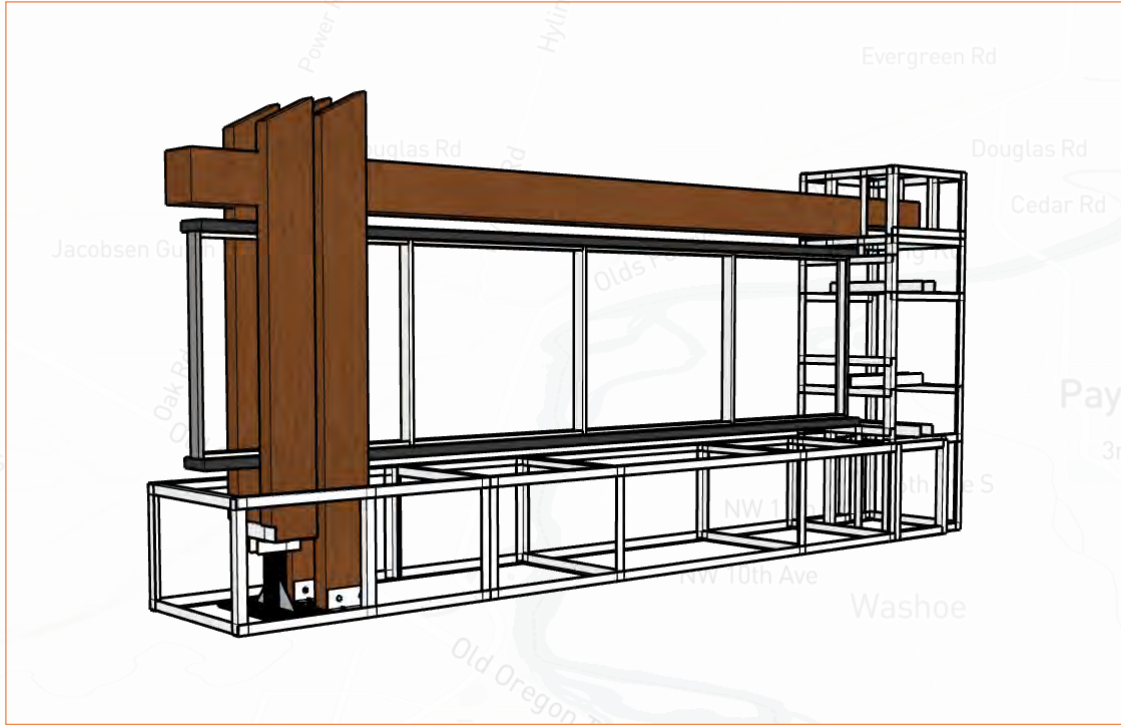


DOT Packet - Breakaway Footer Detail

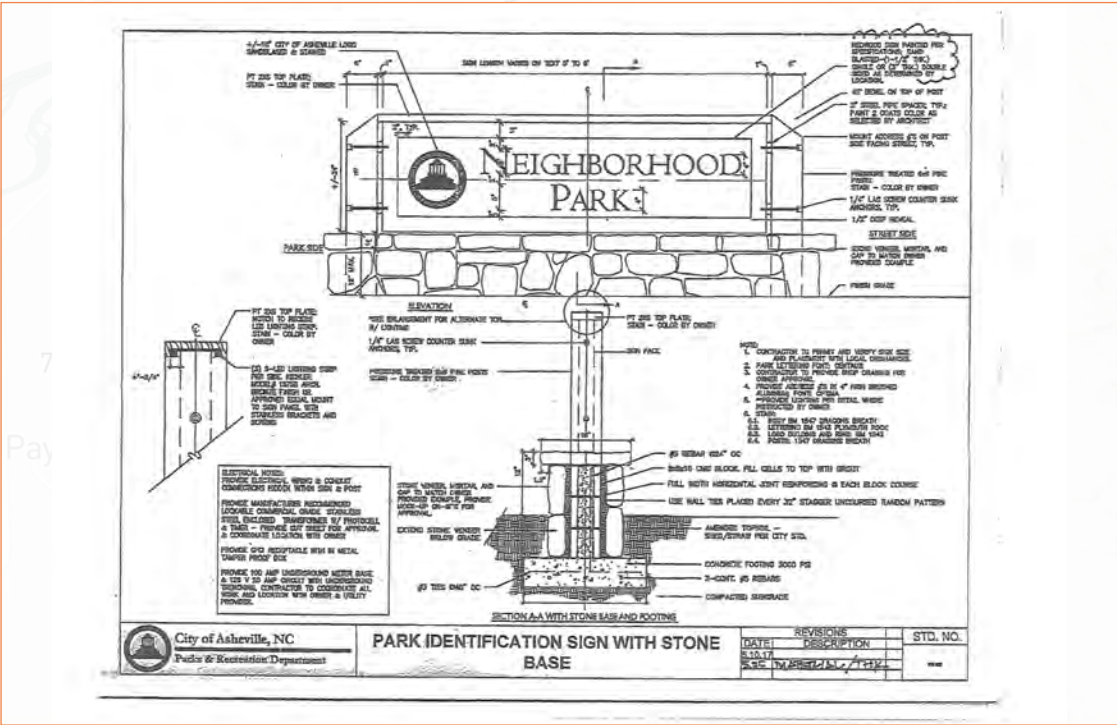


VII.B Project Approach
Example Documents

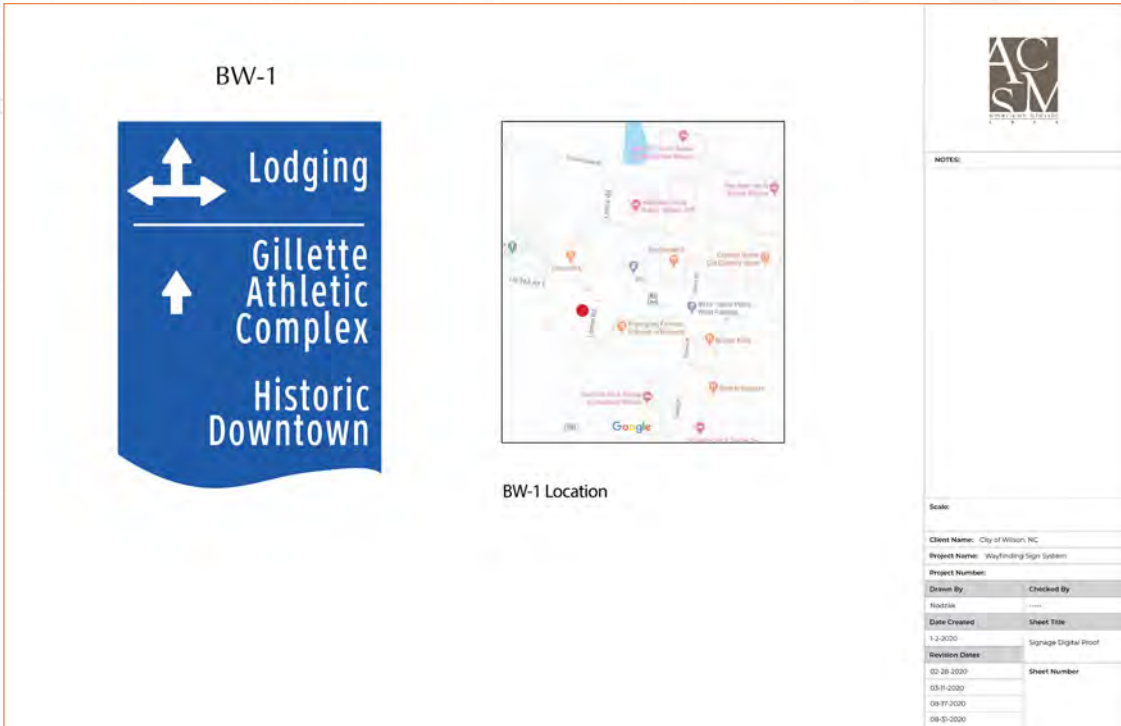
3D Structural Design



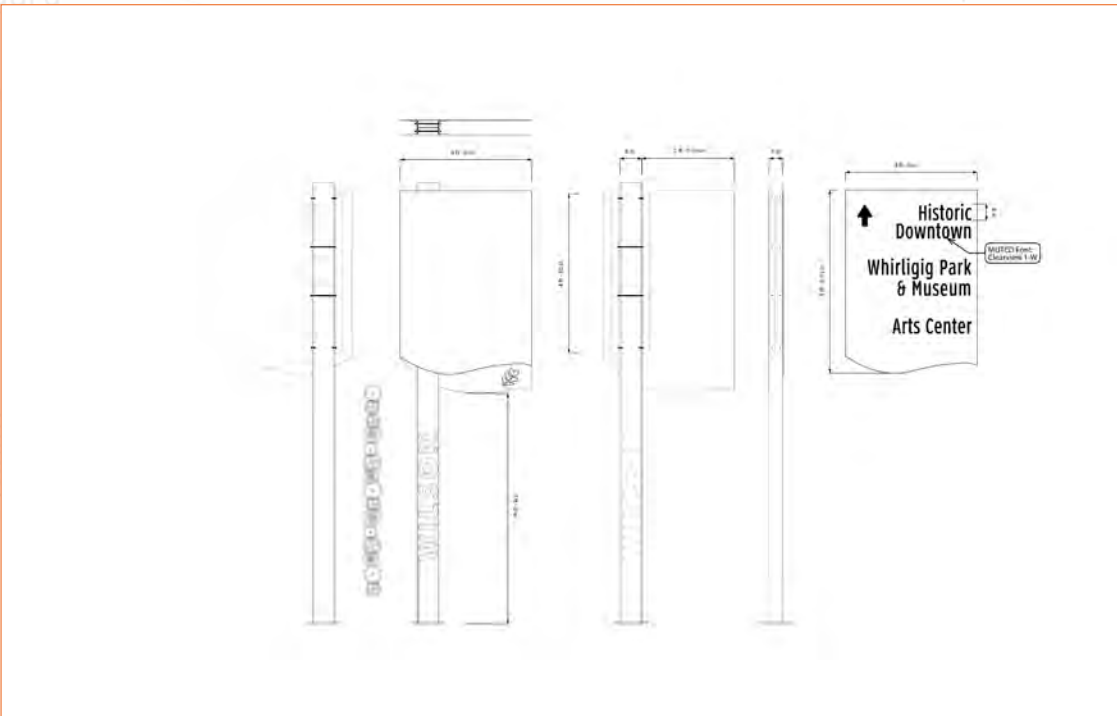
Monument Engineering Drawing



DOT Packet - Sign Detail & Placement



DOT Packet - Sign Dimensions



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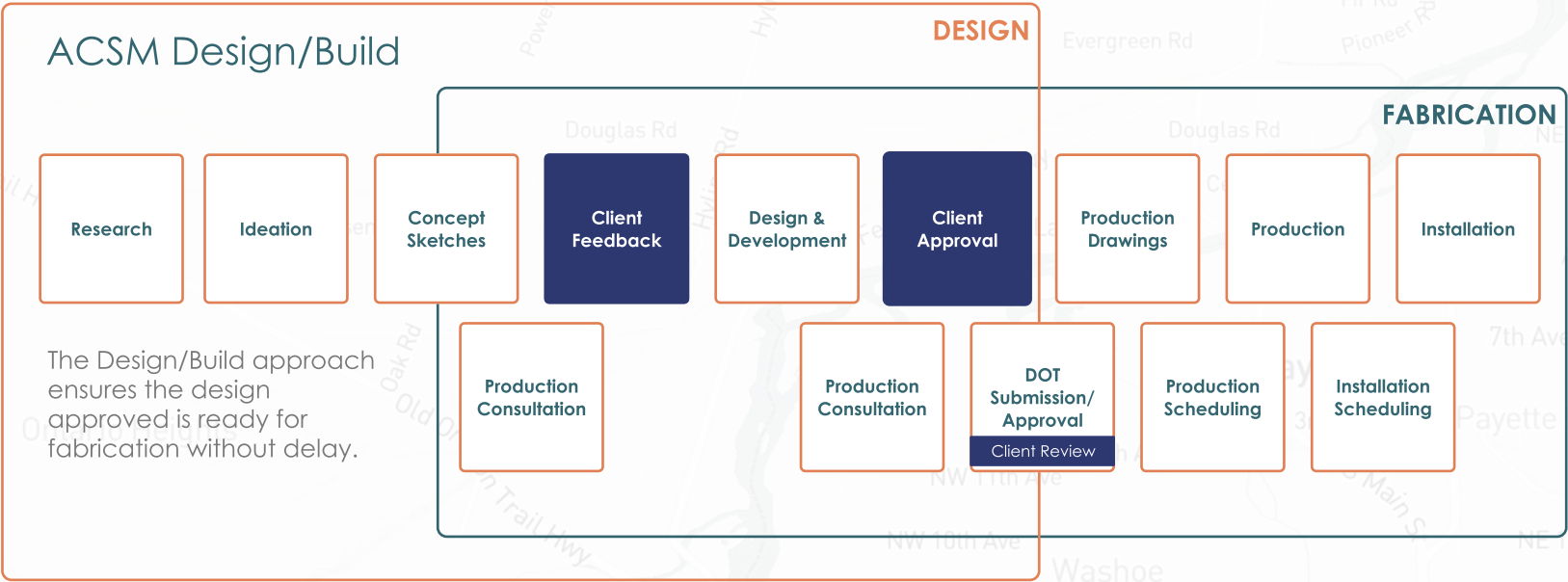
Glen Nocik : Principal
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VII.C ACSM Design+Build Process



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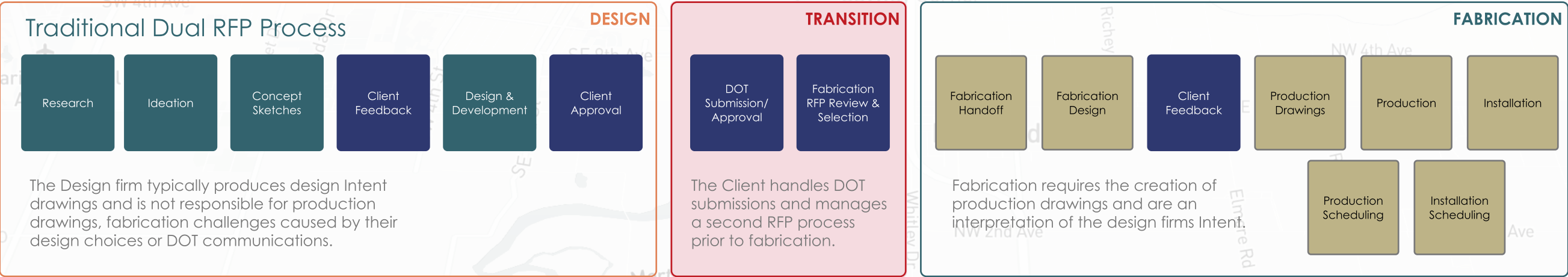


Design / Build Value Proposition

- ✓ Shorter Time to Installation
- ✓ Lower Total Project Cost
- ✓ Reduced Client Responsibility
- ✓ Single Accountable Party
- ✓ DOT Approval Management
- ✓ Fabrication informed Designs
- ✓ Ensure Predictable Final product

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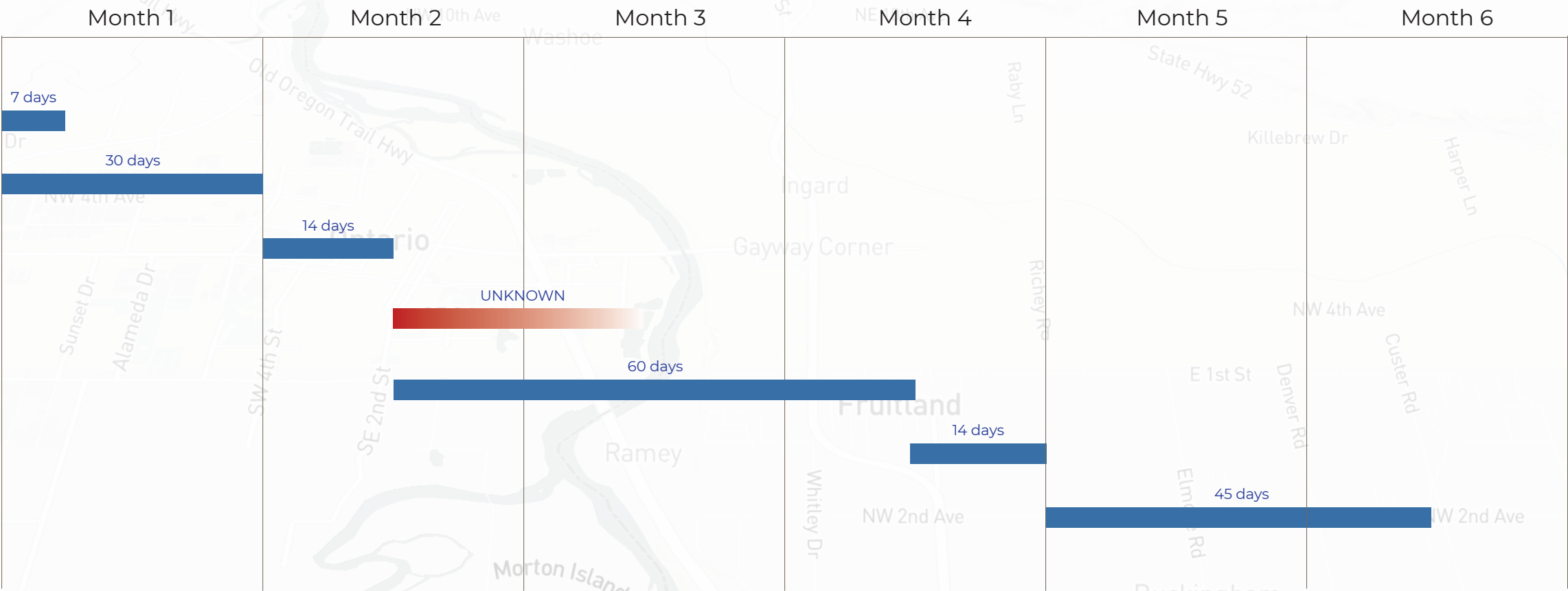
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Charlotte, NC 28203



VII.D Typical Timeline

Here at ACSM we pride ourselves on taking a comprehensive approach to each and every project we accept. In this case, we will begin with a production design phase, followed by fabrication and installation. It's important to note that we always design with a fabrication strategy in mind. This minimizes time, and material costs, and ensures there are no unexpected surprises. Fabrication will begin upon production design approval and typically takes between 3-4 months, depending on the exact scope of work.

Our Design+Build capabilities allow us to bring unique solutions to the table, an approach that has allowed us to build long lasting relationships with many municipalities whose needs are similar to those of Ontario. We proudly maintain 4+ year relationships with Shelby - NC, Aberdeen - NC, Lexington - NC, and Clinton - NC, as well as many others. Based on our extensive experience the graphic below outlines a typical phased timeline to completion. All work completed will be done so in accordance with local requirements.



*Does not include potential DOT approval timing / delays, or potential supply chain delays due to Covid



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VIII. Project Response Documents

City of Shelby, NC
Cost of projects: \$450,000+ (in budget)
Design, NCDOT approval, fabrication and installation

City of Wilson, NC
Cost of project: \$525,000 (in budget)
Design, NCDOT approval, fabrication and installation - 10 months

Town of Smithfield, NC
Cost of project \$385,000 (in budget)
NCDOT prep. and approval, fabrication and installation – 8 months

Rutherford County, NC
Cost of project \$435,000 (in budget)
NCDOT prep. and approval, fabrication and installation

Notes:
ACSM meets all insurance requirements, proper documentation will be provided upon contract award. ACSM has extended experience working with MUTCD Guidelines. ACSM warrants all work against failure for a period of 1 year from the date of installation, and all products/ materials used are warranted for the longest duration available from the manufacturer (3M Films, HP Ink, etc)

Thank you for the opportunity to bid on the design, fabrication and installation of the wayfinding signage for the City of Ontario, OR.

If you have any questions about this bid submittal, please feel free to contact me via email at gnocik@acsminc.com or my direct line at 704.617.1044.

WE INVITE AND ENCOURAGE ALL CLIENTS TO VISIT OUR FACILITY AT ANY TIME.

Sincerely,



Glen Nocik
President



WAYFINDING
design • planning • fabrication • installation

Glen Nocik : Principal

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o: 704.910.0243

gnocik@acsminc.com

2525 distribution st

Charlotte, NC 28203

Vendor Acknowledgement Form – Wayfinding Sign Production & Installation

Company Name: ACSM, IncCompany Address: 2525 Distribution StCity: Charlotte State: NC Zip Code_Company Contact Name: 28203Phone Number: 704-910-0243 Fax: _____Email: gnocik@acsminc.com

Acknowledgement

Agreement: I, Glen Nocik, representing ACSM, Inc certify that I offer to furnish materials or services in strict accordance with the requirements of this bid including terms and conditions listed in the bid specifications. I certify that the prices quoted are correct and he/she agrees that this proposal is valid for a period of 60 days from due date noted above. It is understood that the Invitation for Bids document will be included as part of any additional contract documents agreed upon by the city except as amended in writing.

Authorized Signature (In Ink)  Title PresidentDate Signed 2/16/2021

Attachment A: Per Unit Bid Price

Use a per unit cost for production and installation.

Expec. # of signs	Sign Type	2021 Cost for Production and Installation per unit	Inflation Rate 2022	Inflation Rate 2023
3	Monument Sign	\$ 22,072.00	1.80%	1.80%
2	Vehicular Directional Downtown	\$ 8,720.00	1.80%	1.80%
3	Vehicular Directional	\$ 5,450.00	1.80%	1.80%
6	Vehicular Directional	\$ 5,450.00	1.80%	1.80%
3	Pedestrian / Bike Trail Head	\$ 4,200.00	1.80%	1.80%
4	Pedestrian Walkable Downtown	\$ 5,830.00	1.80%	1.80%
3	Pedestrian Trail Marker	\$ 1,725.00	1.80%	1.80%
15	Viewpoint Stones	\$ 1,650.00	1.80%	1.80%
6	Neighborhood Signage	\$ 3,725.00	1.80%	1.80%

There is a reasonable expectation of the type of requirements needed for installing signage throughout the city, whether that be into concrete, pavement, or soil. The contractor will have a right to ask for additional installation costs if the site is determined to be unusual from what can be reasonably expected to be encountered. The contractor shall have the right to request material costs and an hourly labor cost.

Hourly labor cost for unexpected and unusual conditions:

\$ 125.00

Are you able to use the fabrication abilities specified in Attachment B.?

Yes ☒ No ☐

If No, attach a description of a proposed alternate fabrication method that will meet the general concept and look of the design.



Bid Questions for IFB 01-2021-01 Wayfinding Fabrication

- Can we submit the proposal electronically or do you want hard copies? **Electronic is fine.**
- We have a sample to send with our proposal. Can you provide an address for where to submit? **444 SW 4th St. Ontario, OR 97914**
- Has the artwork already been completed for this project? Will final production files be provided? This is important for pricing - artwork with its various reviews can range from a day's work to several days' work. **The artwork is completed. There may be some changes between signs, but it is mostly complete.**
- Which of these signs are double-sided? On the vehicular directional signs, what do you want the backs to look like? **It would be reasonable to assume the downtown signs would be double sided. There are pedestrian level and vehicular level signage downtown. Additionally, the trail head and trail path would be double sided.**
- Have the city maps been developed? Should they also be "head's-up"? Heads-up is best for navigating a new location. It orients the map in the direction of the viewer. **The maps would likely be developed by staff here and head's up would be reasonable.**
- Has engineering been completed on the large monument sign? If not, would that be in our scope of work? **The drawings in the bid documents are the extent to what has been completed so far.**
- Are there final construction drawings? **The drawings in the bid are the extent to what has been completed so far.**
- Has ODOT reviewed the wayfinding plan? If not, will we need to seek their approval for the signs located on highways? **We would have to get their approval for any in their right of way. Staff can navigate that piece.**
- Will the designers remain involved or will it be a clean hand-off? **Likely be a clean hand-off although I expect that they will bid on the project too.**
- Sign Thickness: As seen in the *Vehicular - Directional <25 MPH, >25 MPH, Pedestrian / Bike - Trail Head, Neighborhood Signage*, the drawings appear to show the 2"x4" tube in the opposite alignment than the note specifies for a 4" sign thickness. It appears as if the vertical members would need to be 4"x4" and the horizontal members are 2"x4." Looking for clarification. **The vertical members are 4x4 and the horizontals are 2x4 (with the 2" side facing front)**
- iZone (HPL) Panels - Is there a specified minimum thickness for these panels. **Yes, either 3/8" or 1/2"**

- Back Panels - Do any of the signs have closed backs, or is the frame left open on the back side? Are any signs double sided? **Open Frame, except for the downtown pedestrian, trail head, and trail path signs.**
- Bases and Right of Way - While working in the City's Right of Way, would any of these signs need a breakaway bolt system? It sounds like we would not in Oregon DOT ROW? And for the 1/2" baseplates, are they to be bolted directly into concrete footers? Are the baseplates a stylistic choice and would any of the signs warrant a direct buried post approach instead? **Any alternative approaches that meets the requirements of the right of way will be considered. The plate is for direct bolt to concrete. But can be replaced by extended frame 'legs' that are buried.**
- Banners - Is there a known quantity for the banners, and would they be placed on existing brackets or do new brackets need to be supplied as well? **The banners are not a biddable item on attachment A. We plan to order those and add them to the existing brackets.**
- Are wanting a bid on 3 of the vehicular directional that are less then 25 & 6 for the signs greater than 25 mph? **The bids should be cost per sign. We may add more as we build it out over the coming years.**
- Do you expect the map on the pedestrian trail head to also be fabricated with I zone? **Yes**
- Based on my experience with signs in the DOT right- away, they must comply with ODOT & FHWA break away rules. I am not following the illustration of welding 1/2" steel plate to the frame on top of a footer as being break away compliant. Do you have a clarification of the "blue box" and the breakaway hardware required? Or are these locations exempt from the requirement? **They would have to be compliant for whatever right of way they are in. They may need break away hardware if in a zone that requires it. The Base plate can be replaced for this hardware.**
- Can you provide more details of your vision of 15 "viewpoint stones"? Are these literally basalt columns with holes in them? Do you have a source that you have purchased viewpoint stones from in the past? **Yes, they are basalt columns with holes. No there is not a preferred provider. There is a landscape company in town you can buy them from, but there is also one in Caldwell Idaho and I'm sure more in the Treasure Valley. Canyon Hardscape Supply is in Caldwell, Ontario Rock and Landscape Supplies is here in town.**



**AGENDA REPORT
NEW BUSINESS
April 8, 2021**

To: Mayor and City Council

FROM: Peter Hall, Human Resources Manager
Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION 2021-110: BID AWARD FOR CULTURAL MONITORING**

DATE: March 31, 2021

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2021-110, A RESOLUTION REQUESTING TO AWARD CULTURAL MONITORING SERVICES TO BLUE MOUNTAIN CONSULTING AT A RATE OF \$1,110.80 PER DAY AND NOT TO EXCEED \$16,632.

SUMMARY:

As part of the Wastewater CDBG project, the city's grant administrator (Ducote Consulting) solicited proposals for cultural monitoring services per a request by the Oregon State Historic Preservation Office.

Bids were submitted by Blue Mountain Consulting and Anderson Perry. A third bid was requested from Confederated Tribes of the Umatilla Indian Reservation, who declined based on availability.

BACKGROUND:

As part of the Wastewater Treatment Plant CDBG project, the city will replace approximately 11,700 linear feet of existing sewer line and 43 manholes. The work will be conducted using pipe-bursting technology that minimizes ground disturbance.

The Oregon State Historic Preservation Office SHPO requests that observation of ground-disturbing activities in the event an archaeological object or site is discovered. The contractor will prepare a Monitoring and Inadvertent Discovery Plan. Construction is expected to last 10 days.

CURRENT SITUATION:

Blue Mountain Consulting's bid was submitted for a daily rate of \$1,110.80 and a not to exceed of \$16,632. Anderson Perry submitted for a daily rate of \$1,358 with a not to exceed of \$13,585. The bid must be approved by Council before an award is granted to the contractor.

ANALYSIS:

- A. **STRATEGIC PLAN** This project, as a whole, falls under the growth goal of the Council's strategic plan, specifically under strategy 3: "Improve existing infrastructure".
- B. **FINANCIAL** Services for Blue Mountain Consulting over the expected 10-day period will cost \$11,108 with a not to exceed of \$16,632. Services for Anderson Perry over the expected 10-day period will cost \$13,580 with a not to exceed of \$13,585.

This agreement will be funded entirely from the \$2.5 million grant received by the city in 2020.

- C. **TIMING** Construction will begin in April depending on weather conditions.
- D. **POLICY/LEGAL** There are no policy/legal implications.

ALTERNATIVES:

The Council may choose to:

- award the bid to Anderson Perry.
- not award a bid.

RECOMMENDATION:

Based on experience and pricing, staff recommends the Council award the bid to Blue Mountain Consulting.

ATTACHMENTS:

1. Proposal_Anderson Perry
2. RFP_Ontario 2021 CDBG Sewer Project Cultural Monitoring
3. RES 2021-110 Bid Award for Cultural Monitoring
4. BMC Proposal

March 2, 2021

Peter Hall, Human Resources Manager
City of Ontario
444 S.W. 4th Street
Ontario, Oregon 97914

RE: Cultural Monitoring Services - Sewer Line Replacement Project

Dear Peter:

Anderson Perry & Associates, Inc. (AP) is pleased to submit a proposal to be considered to provide cultural monitoring services to the City of Ontario for your Sewer Line Replacement project. If selected for this contract, work would be conducted by our team of experienced professionals who have a wide range of experience in cultural resource work, including archaeological research, survey, testing, excavation, and monitoring in compliance with National Environmental Policy Act and National Historic Preservation Act (Section 106) standards. With AP's experience in the required areas of expertise, our team will work together to provide archaeological services that will successfully meet regulatory requirements and standards.

Our bid for this project is as follows:

Per day cost of services, all-inclusive of travel and other expenses: \$1,358

Not to exceed: \$13,585

AP is honored to bring 45 years of experience to meet your project needs. Please review our proposal, and let me know if you require additional information. Thank you for considering AP; we look forward to the opportunity to assist you on this project.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By 
Stephanie O'Brien, R.P.A.



Stephanie is a senior archaeologist for archaeological survey, testing, excavation, and monitoring projects in compliance with National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA) (Section 106) standards. She coordinates with federal and state agencies to conduct public scoping and execution of archaeological projects. Stephanie has 11 years of experience in the field of archaeology, including fieldwork, cultural resource technical report writing, project management, lab management, artifact analysis and curation, and museum archive and education work. Stephanie has worked for the federal government, private cultural resource management companies, and the Burns Paiute Indian Tribe. Stephanie specializes in historical archaeology and has substantial experience recording a variety of historic sites, determining National Register of Historic Places (NRHP) eligibility, and analyzing historic artifacts.

Senior Archaeologist - S.E. 2nd Street Rehabilitation - City of Ontario, OR

Conducted a cultural resource survey that included pedestrian survey and subsurface investigations in support of a roadway reconstruction project. The survey resulted in the identification of one precontact archaeological site and one historic-period site. Both sites were recommended not eligible for listing in the NRHP, and it was further recommended that these cultural resources required no further work or protection prior to project construction.

Senior Archaeologist - Wastewater System Improvements - City of Halfway, OR

Completed a cultural resources survey, site testing, artifact analysis, and report to comply with Section 106 requirements to construct improvements to the City's wastewater system. This included obtaining an Oregon Archaeological Excavation Permit to conduct testing within two known archaeological sites and a parcel of City-owned land to assess impacts from proposed project activities. Coordinated and wrote a Memorandum of Agreement for mitigation of project effects to an NRHP-eligible archaeological site.

Senior Archaeologist - Water System Improvements - City of Hines, OR

Conducted an archaeological survey that resulted in the discovery and recording of six archaeological sites, 13 archaeological isolates, and one historic-period built resource (water tower). The complexity of this project required creating numerous site and project maps so cultural resources management recommendations could be efficiently coordinated with the project engineer. Two of the archaeological sites were recommended as eligible for listing in the NRHP.

Senior Archaeologist - Upper John Day Basin Fish and Habitat Project - Grant County Soil and Water Conservation District

Completed a cultural resources survey on approximately 264 acres of private property for improvements along 3.7 miles of Fox Creek. The cultural resources survey resulted in the revisiting of two previously recorded archaeological sites and three previously recorded archaeological isolates, and the discovery and recording of two new archaeological sites, five archaeological isolates, and six historic-period built resources.

Senior Archaeologist - Cottonwood Creek Cole-Engle Fish Passage Improvement Project - Monument Soil and Water Conservation District

Completed a pedestrian survey on approximately 2.4 acres of private land in Grant County, Oregon, along a segment of Cottonwood Creek. Two precontact sites were identified and recorded. A plan for site avoidance was developed prior to construction.



EDUCATION

M.A., Social Sciences, Emphasis in Archaeology/Anthropology, University of Chicago, 2010
B.A., Anthropology and Literature, University of California Santa Cruz, 2008

QUALIFICATIONS

Registered Professional Archaeologist
SOI Qualified Archaeologist
Oregon Qualified Archaeologist

TECHNICAL EXPERIENCE

Trimble GPS Units, data collectors, and receivers (ArcGIS Collector and R2)



Andrew Frierson, M.A., RPA

Andrew is a senior archaeologist for archaeological surveying, testing, excavation, and monitoring projects in compliance with NEPA and NHPA (Section 106) standards. He meets Secretary of the Interior Professional Qualifications - Standards for Archaeology and has eight years of experience in the field of archaeology, including fieldwork, technical report writing, artifact analysis and curation, and working at the supervisory level in the Columbia Plateau, Northwest Coast, and Great Basin regions. Andrew specializes in precontact archaeology and has substantial experience in recording a variety of precontact sites, determining NRHP eligibility, and conducting analytical work, including lithic, faunal, and perishable artifact analysis, residue analysis, and x-ray fluorescence geochemical characterization of obsidian.

Senior Archaeologist - Burns Pedestrian Improvements - City of Burns, OR

Completed pedestrian survey and subsurface investigations in support of a sidewalk improvement project in Burns, Oregon. The cultural resource survey resulted in the identification of two archaeological sites and two archaeological isolates. All cultural resources were found to be not eligible, and it was recommended that the resources did not require any further work or protection.

Senior Archaeologist - Lone Rock Creek Bridge - Gilliam County, OR

Completed a cultural resource survey that resulted in the discovery of three archaeological sites and three archaeological isolates within the area of potential effect (APE) for this bridge replacement project. Aerial imagery was collected in the field by an unmanned aerial system (UAS), and the maps included in the report for this project utilized this imagery as a background for site sketch maps and project component maps.

Senior Archaeologist - Water System Improvements - City of Hines, OR

Conducted an archaeological survey that resulted in the discovery and recording of six archaeological sites, 13 archaeological isolates, and one historic-period built resource (water tower). The complexity of this project required creating numerous site and project maps so cultural resources management recommendations could be efficiently coordinated with the project engineer. Two of the archaeological sites were recommended as eligible for listing in the NRHP.

Senior Archaeologist - Faiman Wells Intertie Project - City of Prairie City, OR

Completed a cultural resources survey to comply with Section 106 of the NHPA. The project involved a pedestrian survey of approximately 124 acres along several potential water transmission routes. The pedestrian survey resulted in the identification of two precontact archaeological sites within the APE that would be impacted by the project. Several site avoidance measures and the development of a recommended monitoring methodology were provided to the project proponent to adhere to during specific ground-disturbing activities.

Senior Archaeologist - S.E. 2nd Street Rehabilitation - City of Ontario, OR

Conducted a cultural resource survey that included pedestrian survey and subsurface investigations in support of a roadway reconstruction project. The survey resulted in the identification of one precontact archaeological site and one historic-period site. Both sites were recommended not eligible for listing in the NRHP, and it was further recommended that these cultural resources required no further work or protection prior to project construction.



EDUCATION

M.A., Anthropology, Washington State University, 2018
B.A., Anthropology, University of South Carolina, 2012

QUALIFICATIONS

Registered Professional Archaeologist
SOI Qualified Archaeologist
Oregon Qualified Archaeologist

TECHNICAL EXPERIENCE

Trimble GPS Units, data collectors, and receivers (ArcGIS Collector and R2)



Cody is a staff archaeologist who has performed research, pedestrian surveys, subsurface testing, site recording, excavation, and material analysis within the context of prehistoric and historical culture in Oregon, Washington, and Croatia. Cody's GIS experience consists of ArcGIS data and map manipulation, feature extractions and asset inventories within ORBIT software, assisting in the design of Anderson Perry & Associates, Inc. (AP) archaeological geodatabases and data dictionaries, and developing GPS/GIS field-to-finish workflows tailored to each cultural resource project. Additionally, Cody specializes in piloting UASs and generating/analyzing photogrammetric products like orthomosaic maps and 3D models.

Archaeological Technician - Burns Pedestrian Improvements - City of Burns, OR

Completed pedestrian survey and subsurface investigations in support of a sidewalk improvement project in Burns, Oregon. The cultural resource survey resulted in the identification of two archaeological sites and two archaeological isolates. All cultural resources were found to be not eligible, and it was recommended that the resources did not require any further work or protection.

Archaeological Technician - S.E. 2nd Street Rehabilitation - City of Ontario, OR

Conducted a cultural resource survey that included pedestrian survey and subsurface investigations in support of a roadway reconstruction project. The survey resulted in the identification of one precontact archaeological site and one historic-period site. Both sites were recommended not eligible for listing in the NRHP, and it was further recommended that these cultural resources required no further work or protection prior to project construction.

Archaeological Technician - Lone Rock Creek Bridge - Gilliam County, OR

Completed a cultural resource survey that resulted in the discovery of three archaeological sites and three archaeological isolates within the APE for this bridge replacement project. Aerial imagery was collected in the field by an UAS, and the maps included in the report for this project utilized this imagery as a background for site sketch maps and project component maps.

Archaeological Technician - Faiman Wells Intertie Project - City of Prairie City, OR

Completed a cultural resources survey to comply with Section 106 of the NHPA. The project involved a pedestrian survey of approximately 124 acres along several potential water transmission routes. The pedestrian survey resulted in the identification of two precontact archaeological sites within the APE that would be impacted by the project. Several site avoidance measures and the development of a recommended monitoring methodology were provided to the project proponent to adhere to during specific ground-disturbing activities.

Archaeological Technician - Water System Improvements - City of Hines, OR

Conducted an archaeological survey that resulted in the discovery and recording of six archaeological sites, 13 archaeological isolates, and one historic-period built resource (water tower). The complexity of this project required creating numerous site and project maps so cultural resources management recommendations could be efficiently coordinated with the project engineer. Two of the archaeological sites were recommended as eligible for listing in the NRHP.



EDUCATION

B.S., Anthropology/Sociology,
Emphasis in Anthropology, Eastern
Oregon University

TRAINING

Trimble GPS Units, data collectors,
and receivers (ArcGIS Collector and
R2)



Lindsay is a staff archaeologist who has worked with archaeologists at AP since 2016. She performs pedestrian surveys and subsurface testing in the field as well as report writing, historical background research, and artifact analysis and curation, in addition to acting as the AP archaeology laboratory manager. Lindsay also assists the AP natural resources department with research, fieldwork, and reporting.

Archaeological Technician - S.E. 2nd Street Rehabilitation - City of Ontario, OR

Conducted a cultural resource survey that included pedestrian survey and subsurface investigations in support of a roadway reconstruction project. The survey resulted in the identification of one precontact archaeological site and one historic-period site. Both sites were recommended not eligible for listing in the NRHP, and it was further recommended that these cultural resources required no further work or protection prior to project construction.

Archaeological Technician - Faiman Wells Intertie Project - City of Prairie City, OR

Completed a cultural resources survey to comply with Section 106 of the NHPA. The project involved a pedestrian survey of approximately 124 acres along several potential water transmission routes. The pedestrian survey resulted in the identification of two precontact archaeological sites within the APE that would be impacted by the project. Several site avoidance measures and the development of a recommended monitoring methodology were provided to the project proponent to adhere to during specific ground-disturbing activities.

Archaeological Technician - Water System Improvements - City of Hines, OR

Conducted an archaeological survey that resulted in the discovery and recording of six archaeological sites, 13 archaeological isolates, and one historic-period built resource (water tower). The complexity of this project required creating numerous site and project maps so cultural resources management recommendations could be efficiently coordinated with the project engineer. Two of the archaeological sites were recommended as eligible for listing in the NRHP.

Archaeological Technician - Upper John Day Basin Fish and Habitat Project - Grant County Soil and Water Conservation District

Completed a cultural resources survey on approximately 264 acres of private property for improvements along 3.7 miles of Fox Creek. The cultural resources survey resulted in revisiting two previously recorded archaeological sites and three previously recorded archaeological isolates, and the discovery and recording of two new archaeological sites, five archaeological isolates, and six historic-period built resources.

Archaeological Technician - East and West Boardman Cultural Resource Evaluations - West Extension Irrigation District

Completed a cultural resource survey, testing, and report to comply with Section 106 requirements for a U.S. Bureau of Reclamation-regulated project to convert a historic irrigation lateral to an enclosed irrigation system. Work consisted of a combination of background research and fieldwork designed to identify cultural resources and historic properties, define resource and historic property boundaries within the APE using a number of methods, and to evaluate resources and properties eligibility for inclusion in the NRHP.



EDUCATION

B.S., Anthropology/Sociology,
Emphasis in Archaeology, Eastern
Oregon University

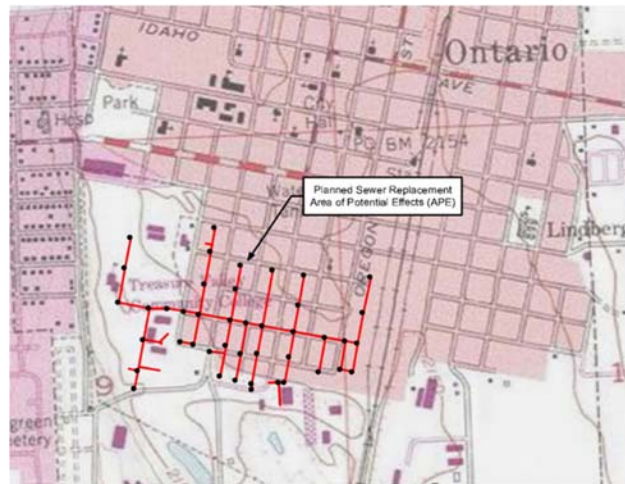
TECHNICAL EXPERIENCE

Trimble GPS Units, data collectors,
and receivers (ArcGIS Collector and
R2)

Informal Solicitation for Proposals For Cultural Monitoring Services On the Sewer Line Replacement Project For the City of Ontario, Oregon

Effort:

The City of Ontario is undertaking a project funded by U.S. Housing and Urban Development – Community Development Block Grant. An archaeological monitor has been requested by the Oregon State Historic Preservation Office (SHPO) to observe ground-disturbing activities in the event an archaeological object or site is discovered. The sewer line replacement project consists of replacing approximately 11,700 linear feet of existing sewer line and 43 manholes. The work will be conducted using pipe-bursting technology that minimizes ground disturbance. The area of line replacement is shown below:



Contractor will develop a Monitoring and Inadvertent Discovery Plan detailing methods and procedures for the construction monitoring, provide a cultural resource monitor during ground-disturbing construction, and prepare and submit a monitoring report summarizing construction activity and cultural resource discoveries to the Oregon State Historic Preservation Office upon completion of the project.

Requirements:

- Contractor must be on the Oregon Preservation Contractor Directory.

Assumptions:

- Construction is estimated to start in April 2021, but weather conditions will determine actual start date. Ground disturbance needing monitoring activity is confined to the area shown in the figure above.

- Cultural monitor will coordinate with Prime Contractor (to be procured) and CDBG Grant Administrator (Ducote Consulting LLC) regarding days needed on-site and the construction schedule.
- The SOW assumes 10 (ten) 10-hour days of construction monitoring and no inadvertent discoveries, which would require additional archaeological investigations. Any complex inadvertent discoveries would require additional work and a new or revised SOW and cost estimate.
- If additional days of monitoring are required, work in exceedance of this estimate may be authorized with written notice from the Client. Change orders will be processed by the City and Business Oregon.

Deliverables:

- Contractor will prepare a Monitoring and Inadvertent Discovery Plan,
- Contractor will prepare a Monitoring Report upon completion of the project, submit it to SHPO, and follow-up regarding any comments from SHPO.

Proposed Cost for Services:

Per day cost of services, all-inclusive of travel and other expenses: _____

Not to exceed: _____

Due Date: Responses received by March 5, 2021 at 5pm Mountain Time will be considered. Responses should include resume, relevant project experience, a per-day price (including travel), and a not-to-exceed quote of services for 10-days of work and submission of the monitoring report. The City would prefer your submitted packet be 5 pages or less. Submit your proposal and/or any questions to Peter Hall, City of Ontario HR Manager and Nicholas Ducote, CDBG Grant Administrator at peter.hall@ontariooregon.org and DucoteConsulting@gmail.com. Any questions can also be submitted to Peter Hall and Nicholas Ducote.

Award: A contractor will be recommended to the City Council for contract award based on experience and price.

“Work under this contract will be funded in its entirety by with federal funds from the Oregon Community Development Block Grant Program.”



RESOLUTION #2021-110

**A RESOLUTION REQUESTING TO AWARD CULTURAL MONITORING SERVICES
TO BLUE MOUNTAIN CONSULTING AT A RATE OF \$1,110.80 PER DAY AND
NOT TO EXCEED \$16,632.**

- WHEREAS,** The City of Ontario was awarded a \$2.5 million community Development Block Grant for the city's wastewater collection system improvement project; and
- WHEREAS,** The Oregon State Historic Preservation Office requests that observation of ground-disturbing activities in the event an archaeological object or site is discovered; and
- WHEREAS,** The City's grant administrator, Ducote Consulting sent requests for proposals for these services; and
- WHEREAS,** the City wishes to award the bid to Blue Mountain Consulting for cultural monitoring services at a rate of \$1,110.80 per day and not to exceed \$16,632.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to award cultural monitoring services to Blue Mountain Consulting.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 8th day of April 2021, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 8th day of April 2021.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

Blue Mountain Consulting: Archaeology and Public History, LLC
60500 Bushnell Rd.
La Grande, OR 97850
541-786-8892

February 24, 2021

Peter Hall
City of Ontario HR Manager
Nicholas Ducote
CDBG Grant Administrator
Ontario, OR

Mr. Hall and Ducote,

Blue Mountain Consulting: Archaeology and Public History (BMC) is interested in providing cultural monitoring for the Sewer Line Replacement Project for the City of Ontario. We have been in business for almost two decades and have provided archaeological consulting to city, county, state, tribal, and federal agencies over the years. Over the past couple of years, we have worked on several sewer line projects in northeastern Oregon, including in Irrigon, John Day, Elgin, and Haines. In addition, we have a great deal of experience doing cultural monitoring and have an existing Inadvertent Discovery Plan that can be tailored to the needs of the City of Ontario and this specific project. Our bid for providing cultural monitoring and the report (research, writing, and submission to SHPO) is a day rate of \$1,110.80 and a not to exceed of \$16,632. Please let me know if you should have any questions.

Sincerely,

Linda Jerofke

Linda Jerofke, PhD

BLUE MOUNTAIN CONSULTING: ARCHAEOLOGY AND PUBLIC HISTORY RESUME

60500 Bushnell Rd.
La Grande, OR 97850
541-786-8892
ljerofke@gmail.com

EDUCATION – Linda Jerofke

Ph.D. University of Oregon, Eugene, Oregon. 1995. Dissertation title: Diet and Subsistence Patterns in Transition: Traditional and Western Practices in an Alaskan Athapaskan Village.

M.A. University of Leicester, England. Historical Archaeology. 2014. Masters dissertation title: Camp Carson: An Archaeological Study of an Eastern Oregon Gold Mining District.

M.S. University of Oregon, Eugene, Oregon. Anthropology. 1985. Masters paper title: Maternal Nutrition during Pregnancy.

B.A. Appalachian State University, Boone, North Carolina. Anthropology. 1983.

EDUCATION – Erik Harvey

M.A. University of Leicester, England

B.A. Eastern Oregon University, La Grande, Oregon

PUBLICATIONS AND PROFESSIONAL REPORTS

2020. Archaeological Survey of the City of John Day's Wastewater System Improvement Project., John Day, Oregon.

2020. Archaeological Monitoring of the City of Irrigon's Wastewater Project, Irrigon, Oregon.

2020. City of Elgin Sewer Realignment Project: A Phase 1 Archaeological Survey, Elgin, Oregon.

2019. Morphine Road Gravel Lift and Drainage Improvement in Morrow County, Oregon, Lexington, Oregon.

2019. Archaeological Monitoring of the City of Mount Vernon's Wastewater System Improvements, Mount Vernon, Oregon.

2019. Horse Valley Airport Hotel Archaeological Survey, Greater Commercial Lending.

2019. Eastern Oregon University Fieldhouse and Wetland Project, La Grande, Oregon, ongoing.

2019. A Phase 1 Archaeological Survey of the City of Haines, Oregon Water System Improvement Project, Haines, Oregon.

- 2019. Umatilla 8th Street Project, OBEC, Eugene, Oregon, ongoing.
- 2019. North Campus Restoration Project, Eastern Oregon University, La Grande, Oregon, start in 2017 and ongoing.
- 2018. Stover Pasture Seeding Project: A Phase 1 Archaeological Survey, Oregon Department of Fish and Wildlife, Baker City, Oregon.
- 2018. Seneca Wastewater Project, City of Seneca, Seneca, Oregon.
- 2018. Seneca Fire Station Project, City of Seneca, Seneca, Oregon
- 2018. Ladd Canyon Wildlife Area, Glass Hill Phase 1 Archaeological Survey, Oregon Department of Fish and Wildlife, La Grande, Oregon.
- 2018. Archaeological Survey of the City of Mount Vernon Wastewater System Improvements, Mount Vernon, Oregon
- 2018. Adrian Water Treatment Plant and Pipeline Project, Keller Associates, Meridian, Idaho.
- 2017. Wenaha Wildlife Area Timber Removal Project Report: A Phase 1 Archaeological Survey, Oregon Department of Fish and Wildlife, Baker City, Oregon.
- 2016. Ackerman Hall: An Archaeological Monitoring Project Report, Eastern Oregon University, La Grande, Oregon, in progress.
- 2016. Inlow Hall: Archaeological Monitoring Project, Eastern Oregon University, La Grande, Oregon, in progress.
- 2015. Grizzly Bear and Wenaha Wildlife Area Salvage Project Report: A Phase I Archaeological Survey, Oregon Department of Fish and Wildlife, Baker City, Oregon.
- 2015. Power City Wildlife Management Area: Class III Archaeological Survey, Oregon Department of Fish and Wildlife, Pendleton, Oregon.
- 2015. Coyote Spring Wildlife Management Area: Class III Archaeological Survey, Oregon Department of Fish and Wildlife, Pendleton, Oregon.
- 2015. Phase I Archaeological Survey of the Flat Creek Timber Harvest and Quarry Project, Oregon Department of Fish and Wildlife, Dayville, Oregon.
- 2015. Phase I Archaeological Survey of the Oliver Creek Timber Salvage, Oregon Department of Fish and Wildlife, Dayville, Oregon.
- 2015. Pierce Library Garden Project: A Monitoring Project, Eastern Oregon University, La Grande, Oregon, 97850.
- 2015. Juniper and Fur Mountains Wind Turbine Project: MET Tower Class III Archaeological Survey, Joseph Millworks, Incorporated.
- 2015. A Phase I Archaeological Survey of the City of Haines, Oregon Water System Improvement Project, City of Haines, Oregon.

- 2014. City of Wallowa: Water System Improvement Project: Archaeological Monitoring, Wallowa City Hall, Wallowa, Oregon.
- 2014. Rock Creek Stabilization Project Report, Baker County Soil and Water Conservation District, Baker City, Oregon.
- 2014. Cusick Creek Restoration Project Report, Baker County Soil and Water Conservation District, Baker, City, Oregon.
- 2013. Thompson and Thompson Dba Pacific Equipment H Street Project, Baker City, Oregon: A Phase I Archaeological Survey, prepared for Don Thompson, Thompson and Thompson, Dba Pacific Equipment, North Bend, OR, October 14.
- 2013. Phase I Archaeological Survey for American Towers LLC Pilot Rock Cellular Project Expansion, prepared for IVI Telecom Services, Inc, White Plains, NY, July 5.
- 2013. Phase I Archaeological Survey of the Phillip W. Schneider Wildlife Area Proposed Sale, Oregon Department of Fish and Wildlife, Grant County, Oregon, prepared for the Oregon Department of Fish and Wildlife, June 10.
- 2012. Ackerman Gym Remodel: An Archaeological Monitoring Project, Eastern Oregon University, La Grande, Oregon.
- 2012. Pierce Library: An Archaeological Monitoring Project, Eastern Oregon University, La Grande, Oregon.
- 2011. Chas Reynolds Rest Area Sewer Line Repair Project: An Analysis of Previously Excavated Subsurface Material, Oregon Department of Transportation, La Grande, Oregon.
- 2011. I-84 Baldock Slough to South Baker Interchange Paving Project: A Phase I Survey of a Waste Site Report, Oregon Mainline Paving LLC, McMinnville, Oregon.
- 2011. US Cellular Ladd Canyon Cell Tower Project – A Phase I Archaeological Survey, Riley Group, Washington.
- 2011. A Cultural Resources Survey of the US 395: Silvies Curve Realignment Project (Key Number 14674, Fed Aid No. S048(018)PE), Oregon Department of Transportation, La Grande, Oregon.
- 2011. West Fork, Birch Creek Bridge Crossing at Milepost 17.44 on US 395: A Phase I Archaeological Survey, Oregon Department of Transportation, La Grande, Oregon.
- 2011. A Cultural Resources Survey for the Oregon Department of Transportation US 26 Dean and Dog Creek Culvert Replacement (MP 166.83 and MP 164.86, ODOT Key No: 15398, Oregon Department of Transportation, La Grande, Oregon.
- 2011. Oregon Department of Transportation Little Phillips Creek (Region 5 Erosion): A Phase I Archaeological Survey, Oregon Department of Transportation, La Grande, Oregon.
- 2011. Oregon Department of Transportation Kimberly Bank Stabilization Project: A Phase I Survey, Oregon Department of Transportation, La Grande, Oregon.

- 2011. Deer Creek Road Bridge: A Phase I Archaeological Survey, Oregon Department of Transportation, La Grande, Oregon.
- 2011. Chas Reynolds Rest Stop Sign Installation Archaeological Monitoring Project, Oregon Department of Transportation, La Grande, Oregon.
- 2011. Baker Rest Area WB Project: A Phase I Archaeological Survey, Oregon Department of Transportation, La Grande, Oregon.
- 2010. City of La Grande Historic Well Site: A Phase I Archaeological Investigation, La Grande, Oregon.
- 2010 Chas. Reynolds Rest Stop: Archaeological Monitoring of Sprinkler Installation, La Grande, Oregon, fall 2010.
- 2010 Umatilla Bridge Repair: A Phase I Survey, La Grande, Oregon, Oregon Department of Transportation, La Grande, Oregon.
- 2010 Rye Valley Project: A Phase I Survey, Oregon Department of Transportation, La Grande, Oregon, completed spring 2010.
- 2010. Ladd Snow Fence: A Phase II Survey, Oregon Department of Transportation, La Grande, Oregon, completed spring 2010.
- 2010. Ladd Snow Fence: Archaeological Monitoring, Oregon Department of Transportation, La Grande, Oregon, completed summer 2010.
- 2009. Pendleton Round Up Project: Archaeological Monitoring, Pendleton Round Up Association, Pendleton, Oregon, completed spring 2010.
- 2009. Inlow Hall Remodel Project: Archaeological Monitoring, Eastern Oregon University, La Grande.
- 2009. "D" Street Project, A Phase 2 Project, Oregon Department of Transportation, La Grande, Oregon.
- 2009. Hallgarth Quarry Project: A Phase I Survey, Oregon Department of Transportation, La Grande, Oregon, completed December 2009.
- 2009. Indian Creek Bridge Project, Oregon Department of Transportation, La Grande, Oregon, completed December 2009.
- 2009. Minam Curve Project: A Phase I Survey, Oregon Department of Transportation, La Grande, Oregon, completed February 2009.
- 2009. Minam Summit Quarry: A Phase I Survey, Oregon Department of Transportation, La Grande, Oregon, completed December 2009.
- 2009. Waste Disposal Site: A Phase I Survey, Oregon Department of Transportation, La Grande, Oregon, completed December 2009.
- 2008. Eagle Picher Mine Quarry Project: A Phase I Survey, prepared for Eagle Picher Mine, Reno, Nevada.

Note: ** There are 37 additional reports earlier than 2008 and can be provided upon request.



**AGENDA REPORT
NEW BUSINESS
April 8, 2021**

To: Mayor and City Council

FROM: Steven Romero, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: LIQUOR LICENSE APPLICATION - THE DEVILS PLAYGROUND LLC

DATE: March 31, 2021

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE LIMITED ON-PREMISES LIQUOR LICENSE APPLICATION FOR THE DEVILS PLAYGROUND LLC

SUMMARY:

The Devils Playground LLC known as The Devils Poker Room, located at 490 East Lane Suite 9, Ontario, Oregon completed the "Limited On-Premises" liquor license 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:

The Devils Poker Room, located at 490 East Lane Suite 9, Ontario, Oregon, under the ownership of The Devils Playground LLC has paid their business registration and received their gaming license through the City of Ontario. They applied for and received approval for a Limited On-Premises liquor license through the City of Ontario on May 19, 2020. However, this process was placed on hold at the OLCC office during COVID19. The Devils Playground LLC was asked to resubmit their application through OLCC with various changes which took until now to complete. The Limited On-Premises license will allow them to serve beer and wine.

Criminal record process was completed on LLC owner Justin Raney. The record returned meeting state and local requirement. The application forms have been filled out appropriately and required fees have been paid. All permit and license requirements have been met through the Oregon Liquor Control Commission as well as through the City of Ontario Planning Department.

CURRENT SITUATION:

The Devils Playground LLC known as The Devils Poker Room, is requesting to add the sale of beer and wine. The Oregon Liquor Control Commission requires The Devils Playground LLC to complete the “Limited-On Premises sales” application 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 Lifestyle and Growth. With the approval of this license Lifestyle is achieved as it will give a variety of different types of people that enjoy this type of establishment a relaxing and structured place to game and will allow them to offer their patrons the ability to purchase beer and wine while there. The Devils Poker Room also has the potential to bring more visitors to the city creating additional revenue which supports the Strategic Plan goal of Growth.
- 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 The Devils Playground LLC.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
April 8, 2021**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: DELINQUENT UTILITY BILLING ACCOUNTS TO COLLECTIONS

DATE: April 1, 2021

PROPOSED MOTION:

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

SUMMARY:

Attached is the following document:

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

BACKGROUND:

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

CURRENT SITUATION:

The City Council haven't seen write-offs of utility billings recently. With COVID, staff put the amounts going to collections on hold. There will be a few more to catch up and then the Finance Department will provide the City Council delinquent account write-off listings quarterly.

The collections agency (Retail Credit) will be sent accounts of \$11,801.69 (which includes the allowable interest). Remaining interest not allowed to go to collections will be written off.

There are accounts in bankruptcy and one that is for a deceased person that can't be sent to collections, so \$1,785.64 will be written off.

ANALYSIS:

- A. **STRATEGIC PLAN** Doesn't directly affect the strategic plan.
- B. **FINANCIAL** \$11,801.69 utility bills are deemed uncollectible by the City and will go to Retail Credit Collections Agency. The remaining \$3,144.31 accounts will be written off along with the interest.
- C. **TIMING** Staff would like to get the utility accounts to collections as soon as possible.
- D. **POLICY/LEGAL** These write-offs need to be approved by the Council per the allowance for doubtful accounts policy.

ALTERNATIVES:

- A. Take No Action - The Council could take no action on this matter; this would leave the past due accounts on the city books.

RECOMMENDATION:

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

ATTACHMENTS:

- 1. Delinquent Utility Accounts to Write-Off

April 2021 List of Delinquent Utility Accounts to Write-Off

ACCOUNT #	NAME	DATE FINALED	TOTAL DUE	AMOUNT TO COLLECTIONS
000073-001	SHERRY STEWART	9/18/2019	\$1,029.81	\$637.93
000871-001	ALFREDO PONCE	10/17/2018	\$2,997.39	\$269.35
001218-000	KALEO CHURCH	6/11/2020	\$81.00	\$55.02
001393-001	LISA JONES	4/30/2019	\$339.95	\$55.67
001535-001	CHRISTINA TRUNNELL	9/12/2019	\$82.13	\$24.35
002318-000	SUSAN CARLSON	12/3/2020	\$476.06	\$476.06
003157-000	SUNSET LANES	9/27/2019	\$2,783.28	\$745.92
003158-000	SUNSET LANES	9/27/2019	\$968.51	\$263.79
003502-000	ALLEN GOODER	12/27/2018	\$2,649.30	\$288.57
004893-000	MICHAEL/SEFERINA DALE	12/3/2020	\$323.51	\$323.51
006505-000	ROBERT FERGUSON	11/17/2020	\$276.12	\$276.12
006521-001	HEATHER BIXBY	7/15/2019	\$1,865.68	\$379.70
008057-001	KETHERINE BAILEY	10/1/2020	\$394.21	\$356.42
008872-000	EARLENE JENNINGS	5/31/2019	\$692.65	\$128.59
009144-002	JEWEL BARNES	11/2/2018	\$1,902.57	\$176.44
009634-000	CARL HOLMSTROM	10/9/2019	\$484.34	\$152.51
009762-000	TARA/ART MARTINEZ	11/17/2020	\$263.55	\$263.55
009832-001	MARIAH CHAVEZ	5/20/2019	\$2,104.06	\$346.17
009989-002	KAREN CRITTENDEN	10/17/2018	\$4,429.40	\$394.06
010438-001	TRACY MANGAN	9/20/2019	\$1,387.71	\$382.47
010525-001	ROCKY/LACY FOLDEN	9/20/2019	\$266.78	\$68.28
010713-001	ACE REALTY/NORMA ALCALA	9/24/2020	\$547.93	\$606.68
010770-003	SANDRA/TYGER HARLEY/TOWELL	3/12/2019	\$1,610.31	\$193.25
010904-000	DAVID FLEHARTY	5/7/2020	\$442.90	\$217.99
011109-000	DEYSI CID GONZALEZ	5/1/2019	\$379.62	\$56.35
011314-001	ALEXANDRIA MARTINEZ	12/3/2020	\$1,580.22	\$1,580.22
011415-001	MICHELLE MCKINNEY	12/2/2019	\$1,662.76	\$504.92
011467-001	BRUCE/KRISTEN NEILL	6/26/2020	\$554.59	\$337.12
011510-001	VERNON L DENISON SR	11/20/2020	\$91.83	\$91.83
011767-000	GELASIO PONCE ANASTACIO	10/31/2019	\$409.87	\$114.61
011780-001	CODY ESPY	10/24/2018	\$1,223.68	\$101.11
012043-000	KERRI JELLISON	9/17/2019	\$963.60	\$213.84
012215-000	GUADALUPE IXTA	6/19/2019	\$1,375.84	\$248.92
012249-000	DENNIS MC FALL	10/31/2018	\$6,344.63	\$504.79
012267-001	JAMES & DANIELLE MANN	3/4/2020	\$59.63	\$26.34
012939-001	STACIE IRACHETA	7/3/2019	\$204.56	\$129.26
013011-000	ROBERT COATES SR	1/13/2021	\$151.54	\$151.54
013019-000	NOAH PHILLIPS	12/20/2018	\$4,009.67	\$400.35
013039-000	SHARON MANDEVILLE	2/5/2019	\$156.48	\$20.51
013185-000	ERIKA VIERA	9/18/2019	\$1,071.86	\$237.58
			\$48,639.53	\$11,801.69

BANKRUPT ACCOUNTS

WRITE OFF

014483-000	PAYLESS SHOESOURCE	2/21/2109	\$144.12
014429-000	FAT GUYS BURGERS	2/21/2021	\$215.70
001807-000	JR CRESENCIO & MARIA RUIZ	8/21/2019	\$522.77
012108-000	GNC	6/26/2020	\$53.62
013914-000	ALEX ELIAS	10/30/2019	\$158.99
9926-000	PIZZA HUT	7/21/2020	\$690.44
			\$ 1,785.64

DECEASED ACCOUNT

001321-000	GLEN SCHOENEMAN	11/20/2020	\$1,358.67
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TOTAL TO ONLY WRITE OFF (NO COLLECTIONS)			\$3,144.31
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RECEIVED

04/07/2021

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: Kearns Justin H
Last First Middle Initial

HOME ADDRESS: 6362 East Brimley Drive Nampa 83687
Street City Zip Code

TELEPHONE: 2058-459-1266 justin@valleyairllc.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Airport Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Employment:

<u>Valley Air, LLC</u>	<u>Owner</u>	<u>March 2017-Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

B.S. Wildlife Ecology and Conservation, Northwest Missouri State University

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

We are an active stakeholder in the airport community, and I would like to be an more active participant.

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

I have over 10 years experience in the Ag Aviation Industry, having operated off of numerous municipal airports, in over 15 States.

Signature: Justin H. Kearns

April 5, 2021

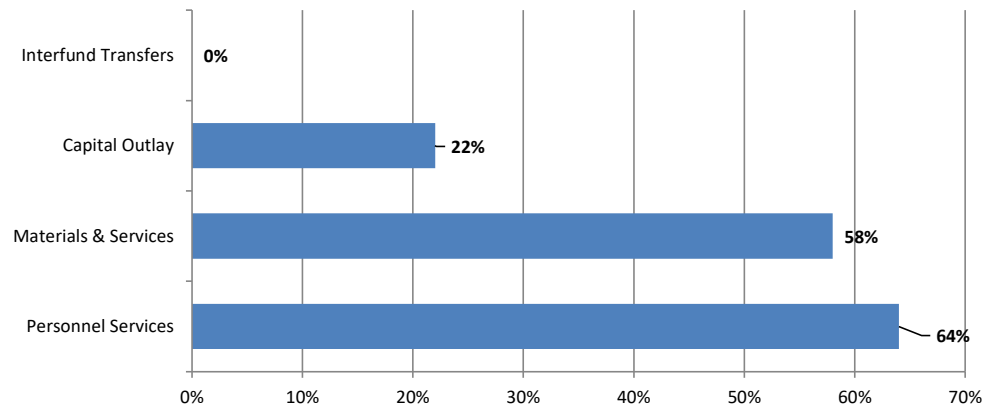
Date:

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
FEBRUARY 28, 2021**

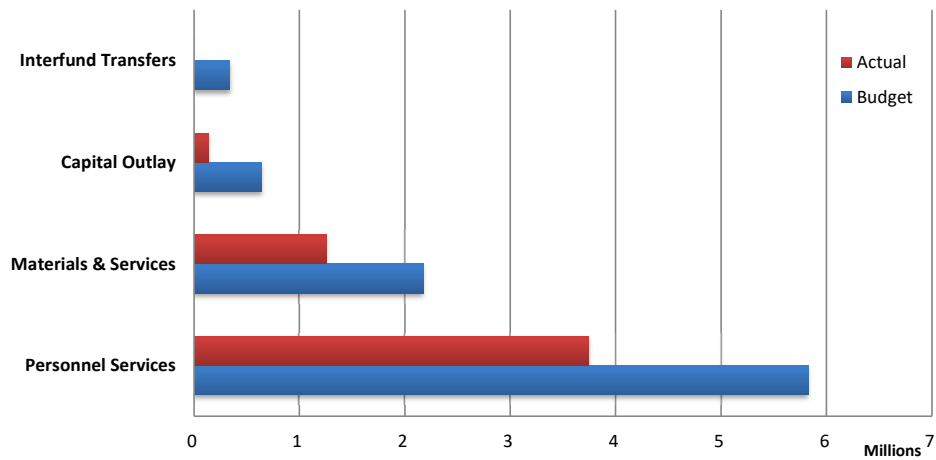
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	385,250	113,536	29.5%	
Parks & Recreation	385,250	113,536	29.5%	
Fire	1,672,809	1,061,256	63.4%	
Code Enforcement	244,722	132,500	54.1%	
Police	3,943,207	2,462,228	62.4%	
Police reserves	6,165	628	10.2%	
Emergency operations	338,502	352,368	104.1%	
Public Safety Total	6,205,405	4,008,981	64.6%	
Administration	497,012	299,942	60.3%	
City Council	25,362	8,366	33.0%	
Business Registration	1,100	555	50.5%	
Cemetery	174,381	91,616	52.5%	
Finance	245,849	147,391	60.0%	
Technology	175,051	97,884	55.9%	
General Government Total	1,118,755	645,755	57.7%	
Community development	217,248	112,312	51.7%	
Community Development	217,248	112,312	51.7%	
Administrative Overhead	734,494	255,851	34.8%	
Non-Departmental Contributions	80,000	10,000	12.5%	
Other Total	814,494	265,851	32.6%	
Operating Transfers Out	234,940	-	0.0%	
GENERAL FUND TOTALS	\$ 8,976,092	\$ 5,146,435	57.3%	
YTD BUDGET BENCHMARK			66.6667%	 9.3%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
FEBRUARY 28, 2021**

% Expended by Category



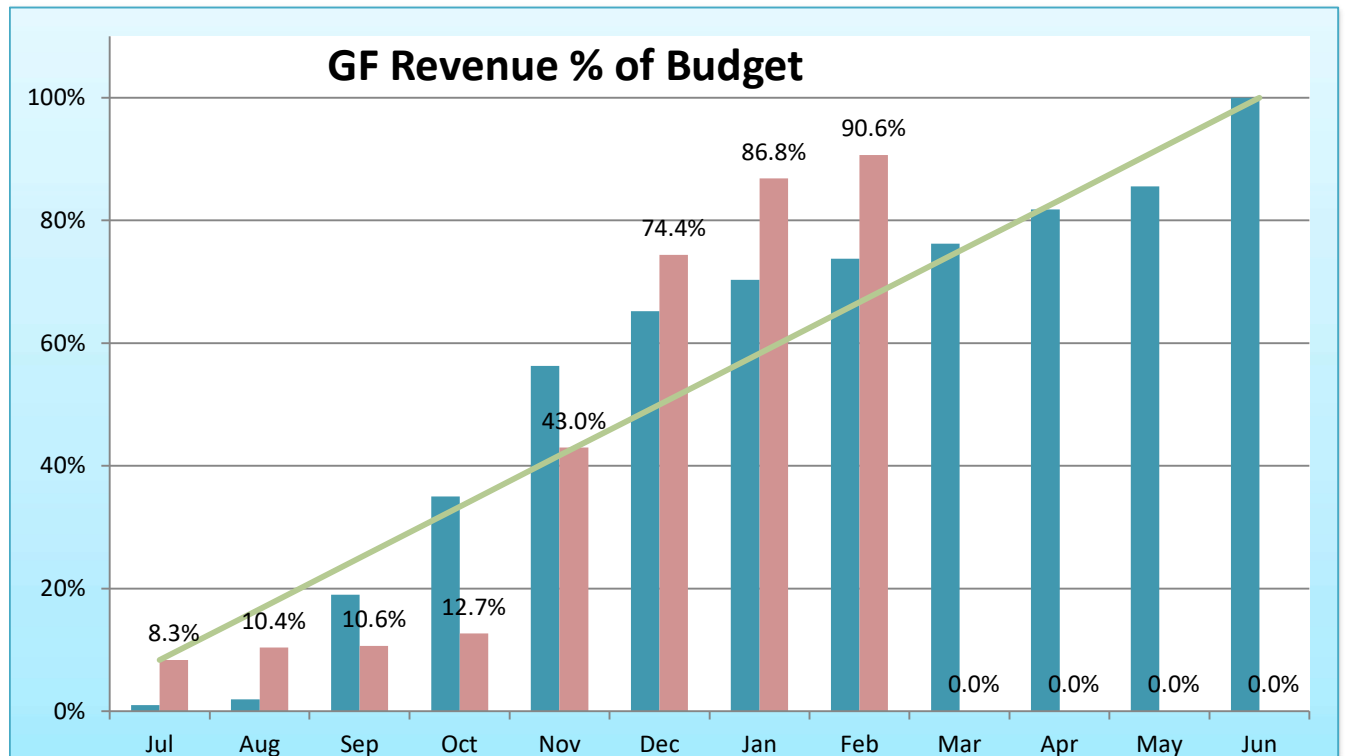
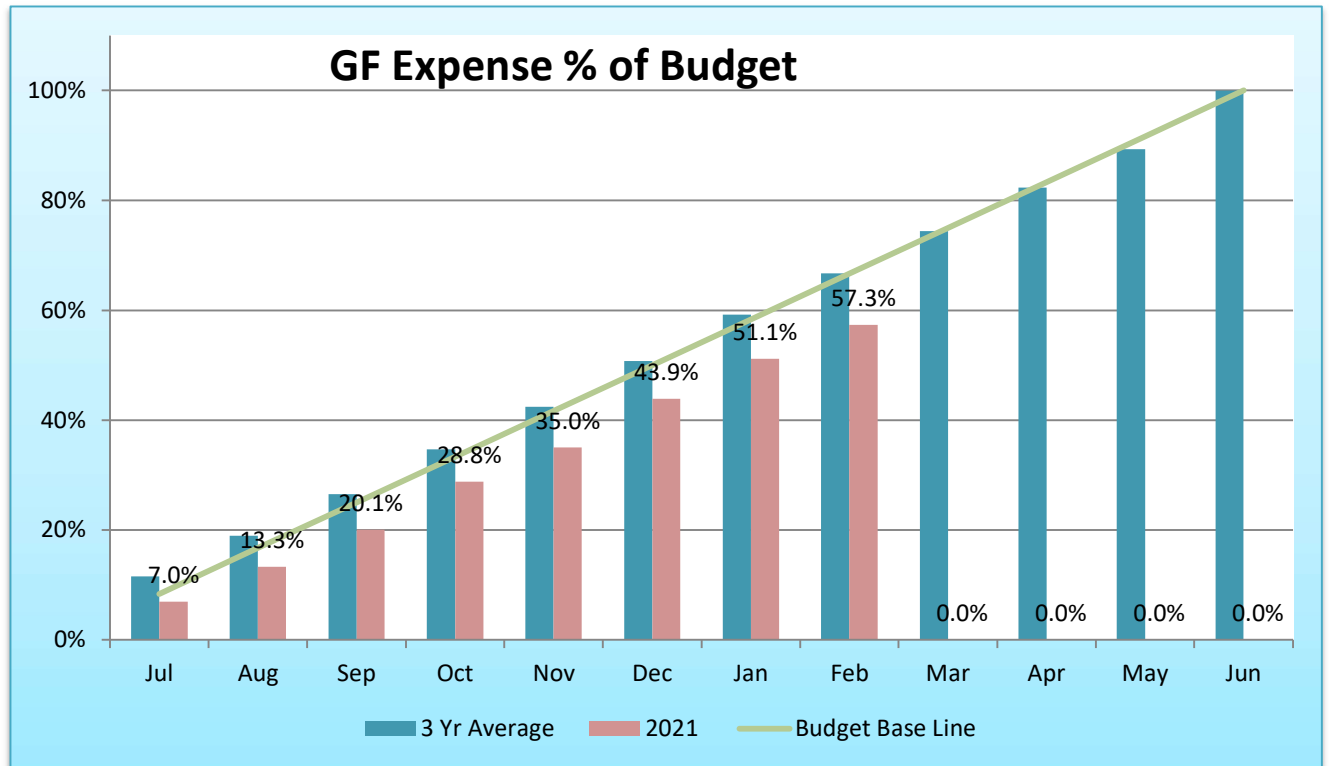
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
FEBRUARY 28, 2021**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,104,808	3,084,708	146.6%	(not calculated in totals)
Parks	47,000	310	0.7%	
Parks & Recreation	47,000	310	0.7%	
Fire	134,572	81,181	60.3%	
Code Enforcement	48,800	113,935	233.5%	*Booking allowance monthly
Police	424,149	188,928	44.5%	
Dispensary Business License	43,400	49,600	114.3%	should have one more license
COVID-19 Grant	338,502	291,784	86.2%	
Public Safety Total	989,423	725,428	73.3%	
Interest	65,000	16,634	25.6%	
State Revenue Sharing	136,635	81,387	59.6%	
Administrative Services	497,148	331,432	66.7%	
Other General Revenues	8,485	2,578	30.4%	
Property Taxes	3,755,617	3,688,311	98.2%	
Alcohol Bvg License & Fee	246,582	120,950	49.1%	
Cigarette tax	12,979	7,004	54.0%	
Marijuana tax	1,100,000	765,635	69.6%	Only 1 payment, second just came in
Franchise Fees	1,632,298	761,824	46.7%	
Business Registration	2,500	2,185	87.4%	
Cemetery	45,000	32,250	71.7%	
General Government Total	7,502,244	5,810,190	77.4%	
Planning & Zoning	4,450	6,222	139.8%	
Wayfinding Grant	-	22,000	#DIV/0!	
Community development	4,450	28,222	634.2%	
GENERAL FUND REVENUE TOTALS	\$ 8,543,117	\$ 6,564,150.00	76.8%	
YTD CURRENT YEAR PROFIT(LOSS)				\$ 1,417,715
YTD BUDGET BENCHMARK				66.7%  10.2%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
FEBRUARY 28, 2021**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
FEBRUARY 28, 2021**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	50,000	39,050	78.1%		50,000	39,050	78.1%
010 Grant Fund	215,500	621,456	288.4%		215,500	70,375	32.7%
027 Building Fund	201,012	107,074	53.3%		385,352	423,417	109.9%
030 Capital Projects Fund	909,181	62,065	6.8%		3,449,111	3,420,066	99.2%
031 SDC Fund	485,615	6,425	1.3%		485,615	490,967	101.1%
045 Street Fund	2,609,042	1,549,890	59.4%		2,609,042	1,265,792	48.5%
050 Trust Funds	776,631	189,280	24.4%		776,631	625,769	80.6%
055 Reserve Funds	1,283,945	150,014	11.7%		2,536,446	2,276,860	89.8%
060 Revolving Loan Fund	422,667	107,040	25.3%		422,667	538,346	127.4%
105 Water Fund	3,588,687	2,053,104	57.2%		4,870,923	4,045,704	83.1%
110 Sewer Fund	5,249,394	3,524,020	67.1%		7,850,774	6,559,034	83.5%
115 Storm Sewer Fund	288,710	96,557	33.4%		557,305	484,592	87.0%
120 Airport Fund	383,386	130,563	34.1%		383,386	330,322	86.2%
125 Aquatic Fund **	100,000	110,151	110.2%		100,000	111,180	111.2%
Comments:							
YTD BUDGET BENCHMARK			66.7%				

**CITY OF ONTARIO
BUDGET RESOLUTIONS
FOR THE PERIOD FEBRUARY 28, 2021**

RESOLUTION #	FUND	DEPARTMENT	ACCOUNT	BUDGET CHANGE	NET CHANGE
2020-133	RESERVE FUND	PUBLIC SAFETY FUND	BALLISTIC TRAUMA PLATES	\$ (8,245)	\$ -
2020-133	RESERVE FUND	PUBLIC SAFETY FUND	RADIO EQUIPMENT	\$ 8,245	
2020-134	STREET FUND	STREET FUND	STREET SEALING	\$ (60,000)	\$ -
2020-134	STREET FUND	STREET FUND	CRACKFILL	\$ (27,541)	
2020-134	STREET FUND	STREET FUND	ADA COMPLIANCE PROJECT	\$ 87,541	
2020-134	STORM SEWER FUND	STORM SEWER FUND	CONTINGENCY	\$ (12,000)	\$ 12,000
2020-134	STORM SEWER FUND	STORM SEWER FUND	DOWNTOWN STORM DRAINS	\$ 12,000	
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	GENERAL SUPPLIES & MAINT	\$ 45,502	\$ 338,502
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	CONTRACT SERVICES	\$ 88,000	
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	COMMUNITY SUPPORT PROGRAM	\$ 205,000	
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	COVID RELIEF FUND	\$ 338,502	
2020-137	GENERAL FUND	POLICE	MISC POLICE REVENUE	\$ 350	\$ 3,350
2020-137	GENERAL FUND	CONTINGENCY	CONTINGENCY	\$ (3,000)	
2020-137	GENERAL FUND	POLICE	STORAGE UNIT	\$ 3,350	
2020-141	SEWER FUND	SEWER FUND	DEQ PERMIT MODIFICATION	\$ 24,617	\$ 24,617
2020-141	SEWER FUND	SEWER FUND	CONTINGENCY	\$ (24,617)	
2020-144	GENERAL FUND	ADMIN OVERHEAD	TRANSFER TO AIRPORT FUND	\$ 9,500	\$ 9,500
2020-144	GENERAL FUND	ADMIN OVERHEAD	CONTINGENCY	\$ (9,500)	
2020-144	AIRPORT FUND	AIRPORT	CARES ACT FUNDING	\$ 30,000	39,500
2020-144	AIRPORT FUND	AIRPORT	IRRIGATION SYSTEM	\$ 39,500	
2020-144	AIRPORT FUND	AIRPORT	TRANSFERS IN	\$ 9,500	
2020-146	WATER FUND	WATER	BENCH RESERVOIR IMPROVEMENT	\$ 21,250	\$ 9,500
2020-146	WATER FUND	WATER	CONTINGENCY	\$ (21,250)	
2020-148	GENERAL FUND	ADMIN OVERHEAD	FIBER LINES	\$ 16,244	\$ 91,244
2020-148	GENERAL FUND	ADMIN OVERHEAD	CONTRACT SERVICES	\$ 65,000	
2020-148	GENERAL FUND	PARKS	PLAYGROUND MATCH	\$ 10,000	
2020-148	GENERAL FUND	GENERAL	AVAILABLE CASH ON HAND	\$ 91,244	
2020-148	GRANT FUND	GRANT	CDBG GRANT	\$ 13,000	
2020-148	GRANT FUND	GRANT	CDBG GRANT EXPENSES	\$ 13,000	
2020-148	WATER FUND	WATER	WATER MASTER PLAN	\$ 4,125	41,625
2020-148	WATER FUND	WATER	SOLIDS REMOVAL	\$ 37,500	
2020-148	WATER FUND	WATER	AVAILABLE CASH ON HAND	\$ 41,625	
2020-148	SEWER FUND	WASTEWATER	ADMINISTRATIVE SERVICES	\$ 218,361	218,361
2020-148	SEWER FUND	WASTEWATER	OPERATING CONTINGENCY	\$ 218,361	
2021-103	GENERAL FUND	CONTINGENCY	OPERATING CONTINGENCY	\$ (14,000)	\$ 59,000
2021-103	GENERAL FUND	PARKS	BECK - BATHROOM REHAB	\$ (96,000)	
2021-103	GENERAL FUND	PARKS	TENNIS COURT RESURFACE	\$ 155,000	
2021-103	GENERAL FUND	PARKS	DONATIONS	\$ 45,000	
2021-105	GENERAL FUND	ADMIN OVERHEAD	LOBBYING	\$ 24,000	\$ 24,000
2021-105	GENERAL FUND	CONTINGENCY	CONTINGENCY	\$ (24,000)	



ONTARIO
OREGON

1

04/08/2021

Ontario Police Department

- Quarterly Report
- 2021- 1st Quarter

- Steven Romero
- Chief of Police





AGENCY STRUCTURE



ONTARIO
OREGON

2

04/08/2021

CHIEF OF POLICE

STEVEN ROMERO

POLICE OFFICE MANAGER

SHERI SMITH

LIEUTENANT

JASON COOPER

SERGEANTS

DAVE WALTERS
VICTOR GRIMALDO
JON ESPLIN
JAMES SWANK

EVIDENCE TECHNICIAN

DAVID WORTH

POLICE RESERVES

NATHAN MANERY
YESENIA CARPENTER
WES SHAW

SCHOOL RESOURCE OFFICERS

CASEY WALKER-HS
TOMAS ELIZONDO -MS

PATROL

SCOTT PHELPS
CHRIS BOLYARD
RICHARD FRAZIER
JARED CUTLER
AARON PHILLIPS
DANIELLE LLAMAS
(UNFILLED)

DETECTIVES

BEN ESPLIN
BJ SNYDER

PATROL

JEREMY JONES
JON LAURENSEN
TODD HARNDEN
BRIAN COOK
SAM D'ADDABBO
TYLER BULLINGTON
ADAM CLINTON

POLICE SUPPORT SPECIALIST

LIZ AMANSON

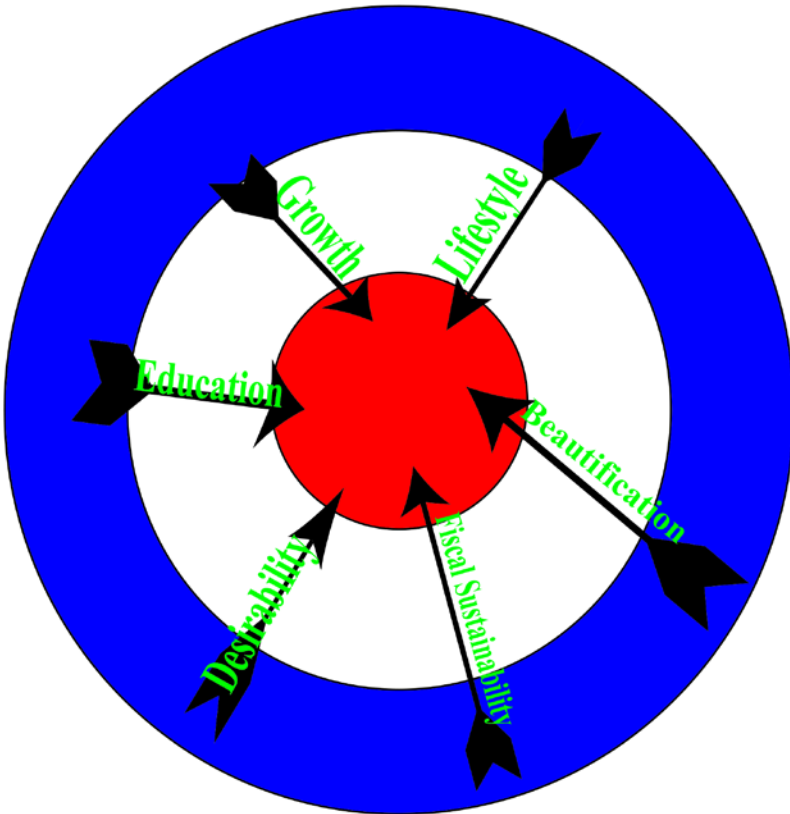
CODE ENFORCEMENT

RICK REYNA



Hitting the Mark!

Strategic Goals



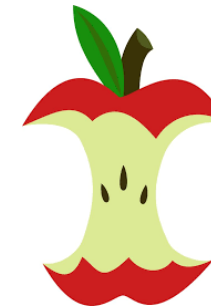
ONTARIO
OREGON

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04/08/2021

Core Values

- ❖ Commitment
- ❖ Openness
- ❖ Respect
- ❖ Efficiency





Moving the needle forward



4

04/08/2021

- OPD conducted multi-agency tactical training at the airport
- OPD conducted multi-agency crime suppression ops in the city
- OPD conducted several media interviews regarding measure 110
- OPD conducted four (4) training days for staff
- Finalized OPD's written Strategic Plan





Keeping the city safe



ONTARIO
OREGON

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04/08/2021

- OPD assisted MCSO on an OIS–DV murder case (east side border)
- OPD investigated and prosecuted 2 major child abuse cases (January)
- OPD arrested (3) career criminals: (1 narcotics, 1 weapons and 1 carjacking)
- OPD arrested an attempted murder suspect resulting from a DV case





Connecting with the Community



ONTARIO
OREGON

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04/08/2021

Business Community

- OPD conducted a crime prevention town hall for business owners.
- Conducted CPTED walk-thru at Ontario Train Depot and Winter Shelter site.

Community-At-Large

- Social media posts (Traffic safety & inclement weather safety).
- Discussions with housing and festival organizers.
- Boys and Girls Club, Kiwanis & American Legion.





OPD Achievements

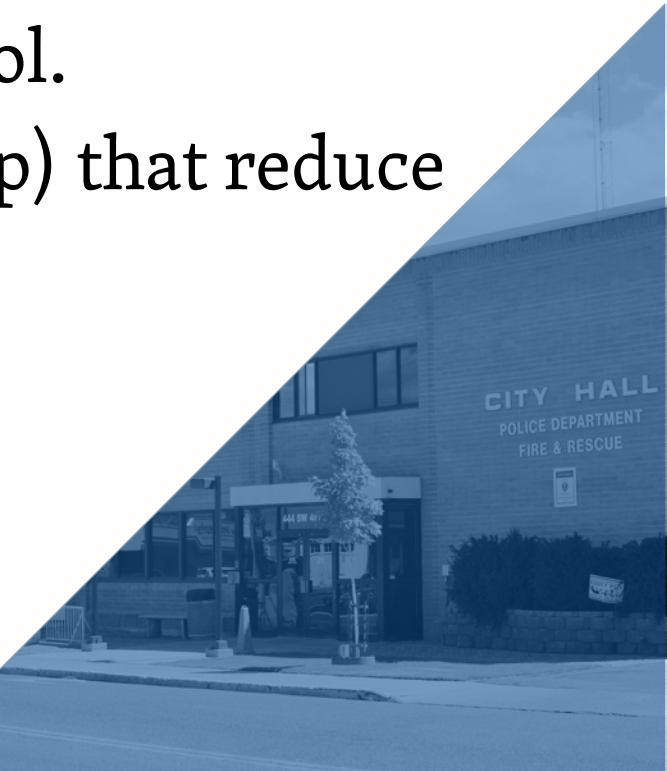


ONTARIO
OREGON

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04/08/2021

- Improved OPD infrastructure at police station and training facility.
- Re-launched “**Officer of the year**” award program.
- Despite COVID, procured new police truck for patrol.
- Procured 2 new suspect restraint devices (Bolawrap) that reduce physical hazards for officers and suspects.
- Replaced aging weaponry (Shotguns)





Agency Improvements



ONTARIO
OREGON

8

04/08/2021

Detective Unit Office



New Sergeants Office





Agency Improvements



ONTARIO
OREGON

9

04/08/2021

Locker Room bathroom remodel



Men's Bathroom-After





OPD Statistics



ONTARIO
OREGON

11

04/08/2021



Police Stat Report 2021

Activity	2021 January	2021 February	2021 March	Qtr 1 & YTD 2021	PRIOR YTD 2020
Calls for Service	750/1334	665/1155	951/1509	2366/3998	2707/4747
Murder	0	0	0	0	1
Manslaughter	0	0	0	0	0
Robbery	1	1	4	6	3
Sex Crimes	6	1	7	14	23
Burglary	14	15	12	41	37
Assault	9	18	15	42	43
Arson	0	0	2	2	0
UUMV / Auto Theft	7	7	12	26	0
Arrests	102	74	93	269	284
Arrests w/Use of Force	0	1	3	4	3
Gang Related Cases	0	6	16	22	6
Graffiti	4	6	28	38	22
Death Investigations	0	1	0	1	5
SRO Cases	18	5	14	37	75
Thefts	52	48	52	152	207
Traffic Stops	125	117	85	327	549
Cited Traffic/Parking	76	132	74	282	227
Traffic Crashes	24	32	52	108	93
Alarms	23	17	22	62	68





Code Enforcement



ONTARIO
OREGON

12

04/08/2021

Transient drug camp



Mobile Transient camps





Code Enforcement



ONTARIO
OREGON

13

04/08/2021

Needles at businesses



Graffiti Uptick





Code Enforcement Stats



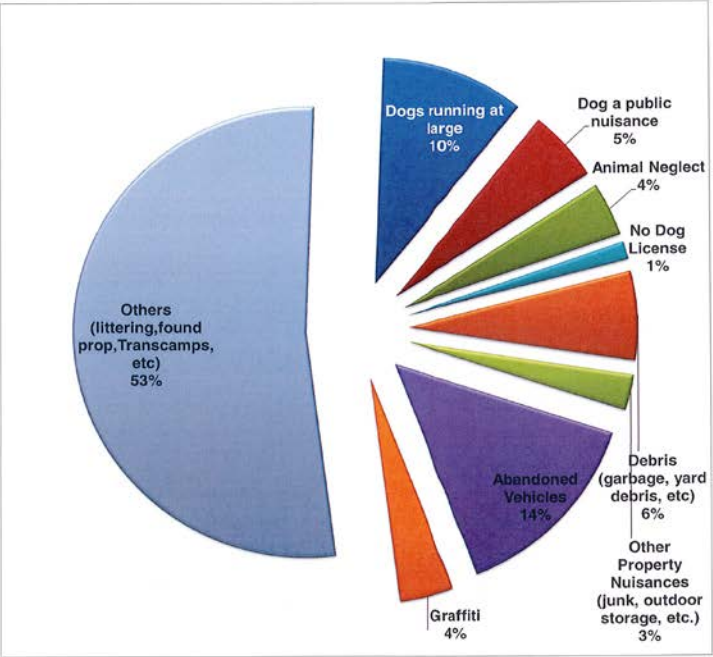
14

04/08/2021

CODE ENFORCEMENT Jan-Feb- March Combined 2021 STATS Q3

Violation	JAN 1st 2021	March 31st 2021
Dogs running at large	8	44
Dog a public nuisance	4	38
Animal Neglect	3	15
Animal Abuse		
No Dog License	1	1
Debris (garbage, yard debris, etc)	5	6
Weeds		
Junk Vehicle or parts		3
Other Property Nuisances (junks, etc)	2	0
Abandoned Vehicles	11	40
Derelect Structures		2
Graffiti	3	21
Others (littering, found prop, Transcamps, etc)	41	63
Dogs Taken to Fetch this Kennel		1
Civil Penalties Issued		
C.P. Amount Sent	\$0	\$0
Total Parking Citations	1	12
Total Violations	78	244
Total Cases	78	244

OFFICER: R. REYNA 636



Notes:
#1 Husky Type Dog Taken To Fetch This Kennel For Biting and Acting Aggressive Towards The Public





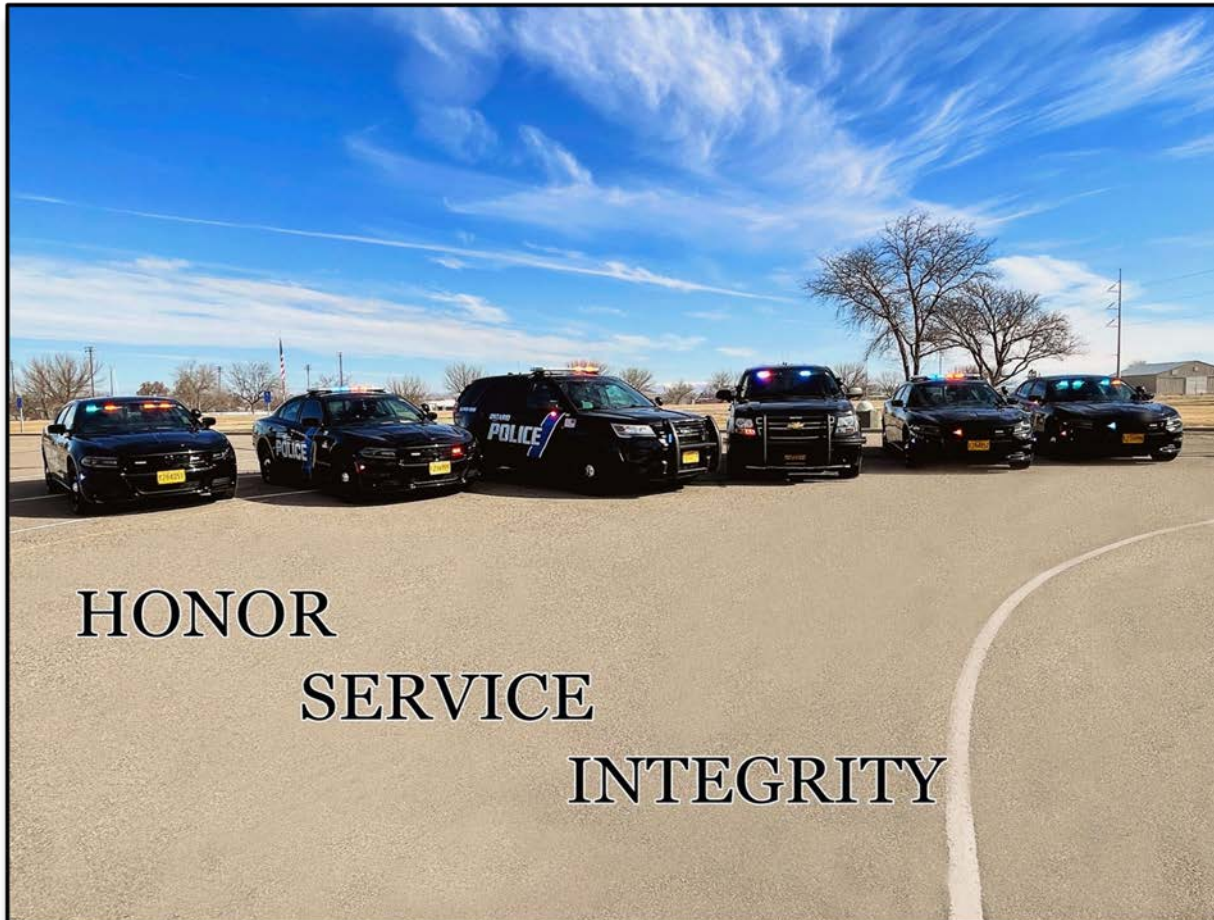
Questions or Direction?



ONTARIO
OREGON

15

04/08/2021



MALHEUR COUNTY COURT MINUTES

March 10, 2021

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 Ron Jacobs present. Commissioner Don Hodge was absent. Various members of the public, media, and staff were present electronically. 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 # [2021-1002](#)

PUBLIC HEARING - SUPPLEMENTAL BUDGET

Judge Joyce opened the public hearing for consideration of supplemental budget Resolution R21-08. Notice of the hearing was published in the Argus Observer. A public hearing was required as the supplemental budget will adjust the current budget fund by 10% or more of the expenditures of that fund. No public comments were received. The hearing was closed. Commissioner Jacobs moved to approve Resolution R21-08: In the Matter of Fiscal Year 2020/2021 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Judge Joyce seconded and the motion passed. The purpose of the supplemental budget is to allocate Oregon Health Authority Grant ELC ED funds in the Health Department budget that were not anticipated when the adopted budget was prepared; the funds are to be used as outlined by the Program Element. See instrument # [2021-1006](#)

COURT MINUTES

Commissioner Jacobs moved to approve Court Minutes of February 24, 2021 as written. Judge Joyce seconded and the motion passed.

CROSSING PERMITS

Commissioner Jacobs moved to approve Crossing Permit #10-21 to Idaho Power Company to change out a crossarm and install a transformer on Kingman Road #957; Crossing Permit #11-21 to Don Ensz to trench across Hill Crest Drive #872 for irrigation pipe; and Crossing Permit #12-21 to Brent Ishida Farms for trench work for irrigation pipeline on Cassia Road #953. Judge Joyce seconded and the motion passed. Original permits will be kept on file at the Road Department.

RIVER DEMOCRACY ACT

The Court did not further discuss the River Democracy Act and requested the matter be placed on the next meeting agenda.

ORDER FOR THE SALE OF PROPERTIES

Commissioner Jacobs moved to approve Order No. GO-03-21: Order for the Sale of County Properties. Judge Joyce seconded and the motion passed. The County Land Sale will be held on April 27, 2021 at 10:00 a.m. See instrument [2021-1003](#)

HEALTH OFFICER AGREEMENT

Commissioner Jacobs moved to approve Employment Agreement for Health Officer Services between Malheur County and Dr. Sarah Laiosa. Judge Joyce seconded and the motion passed. The agreement terminates December 31, 2021. See instrument # [2021-1004](#)

CONTRACT - VALLEY FAMILY HEALTH CARE

Commissioner Jacobs moved to approve Personal Service Contract between Valley Family Health Care, Inc. (VFHC) and Malheur County for School Based Mental Health Services - MHS13. Judge Joyce seconded and the motion passed. Valley Family Health Care will provide the School Based Mental Health Services MHS 13 as defined in IGA #166050 between Malheur County and Oregon Health Authority. The agreement terminates December 31, 2021. See instrument [2021-1005](#)

COMMITTEE VACANCIES

There are currently vacancies on the County Budget Committee and the Compensation Board. The Court was asked to seek volunteers to serve on both.

COUNTY RISK LEVEL DESIGNATION

Malheur County will remain at the Moderate Risk Level for an additional two weeks. Malheur County qualifies for High Risk but is given a two-week caution period at Moderate Risk as it was moved down from Extreme Risk in the last movement period. Under the Sector Risk Level Guidance offices are encouraged to close to the public, if possible, when in the Extreme Risk Level. After discussion, consensus of the Court was to unlock the Courthouse front doors beginning Monday, March 15, 2021. Circuit Court has resumed jury trials. Appointments with County offices are encouraged. Face coverings are required and occupancy limits are to be followed (using 35 square feet net area per person). All Oregon OSHA COVID-19 rules remain in place as well as the County's Infection Control Plan.

ADJOURNMENT

Judge Joyce adjourned the meeting.

MALHEUR COUNTY COURT MINUTES

March 17, 2021

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. Commissioner Ron Jacobs was absent. Staff present was Administrative Officer Lorinda DuBois. Various members of the public, media, and staff were present electronically. Notice of the meeting was posted on the Courthouse bulletin board, 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 # [2021-1108](#)

FAIRGROUNDS

Fairgrounds Manager Lynelle Christiani met with the Court and explained that the Fair Board is requesting that the number of voting members on the Board be changed from five (5) to seven (7) members; and is requesting that Advisory Board Member Dave Tschida be appointment to the Fair Board as a voting member. Commissioner Hodge moved to approve Resolution R21-09 - In the matter of: A Resolution Changing the Number of Fair Board Members from Five to Seven Pursuant to ORS 565.210. Judge seconded and the motion passed. See instrument # [2021-1111](#)

Judge Joyce moved to appoint Advisory Board Member Dave Tshida to the Fair Board as a Voting member. Commissioner Hodge seconded and the motion passed. Mr. Tschida's term begins immediately and expires January 2022.

Ms. Christiani noted that the the Fairgrounds Board Policy and Procedure Guide is currently being updated also.

AGENDA BUSINESS ITEMS NOT NEEDING ACTION

Approval of the Court Minutes from March 10 and the River Democracy Act will be placed on the next agenda. There were no Crossing Permits for today's meeting and the Froerer settlement agreement matter was postponed.

SIDEWALK EASEMENT - ODOT

Commissioner Hodge moved to approve Resolution R21-10: In the Matter of the Grant of a Permanent Easement for a Public Sidewalk and Temporary Easement for Work Area to the State of Oregon, by and Through its Department of Transportation, on County Land in Lot 1, Block 24, in the City of Vale, Malheur County, Oregon (commonly referred to as the SE corner of A Street and Main Street; formerly addressed 122 Main Street Vale, Oregon 97918; assessor map no. 18S45E29BA, tax lot 900 reference number 4812 - hereinafter the "Property"); and moved to execute the Terms of State's Offer document; and the Permanent Easement document. Judge Joyce seconded and the motion passed. See instrument # [2021-1110](#) for Resolution R21-10; instrument # [2021-1112](#) for the Terms of State's Offer document. The Permanent Easement will be returned for recording by ODOT.

AMENDMENT - IGA #166050

Commissioner Hodge moved to approve First Amendment to Oregon Health Authority 2021 Intergovernmental Agreement for the Financing of Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services Agreement # 166050. (Original IGA is recorded as instrument # [2021-0666](#) Judge Joyce seconded and the motion passed. The amendment adds payments for Non-Residential Community Mental Health Services for Adults (MHS 20). See instrument # [2021-1130](#)

COMMITTEE VACANCIES

Judge Joyce indicated he is in contact with a potential volunteer for one of the vacancies.

DRINKING FOUNTAINS

Ms. DuBois discussed with the Court removing the drinking fountains from the first floor of the Courthouse. The fountains have been decommissioned for approximately one year due to COVID-19 and were rarely used before that. The Court had no objections to permanently removing those on the first floor only of the Courthouse.

ADJOURNMENT

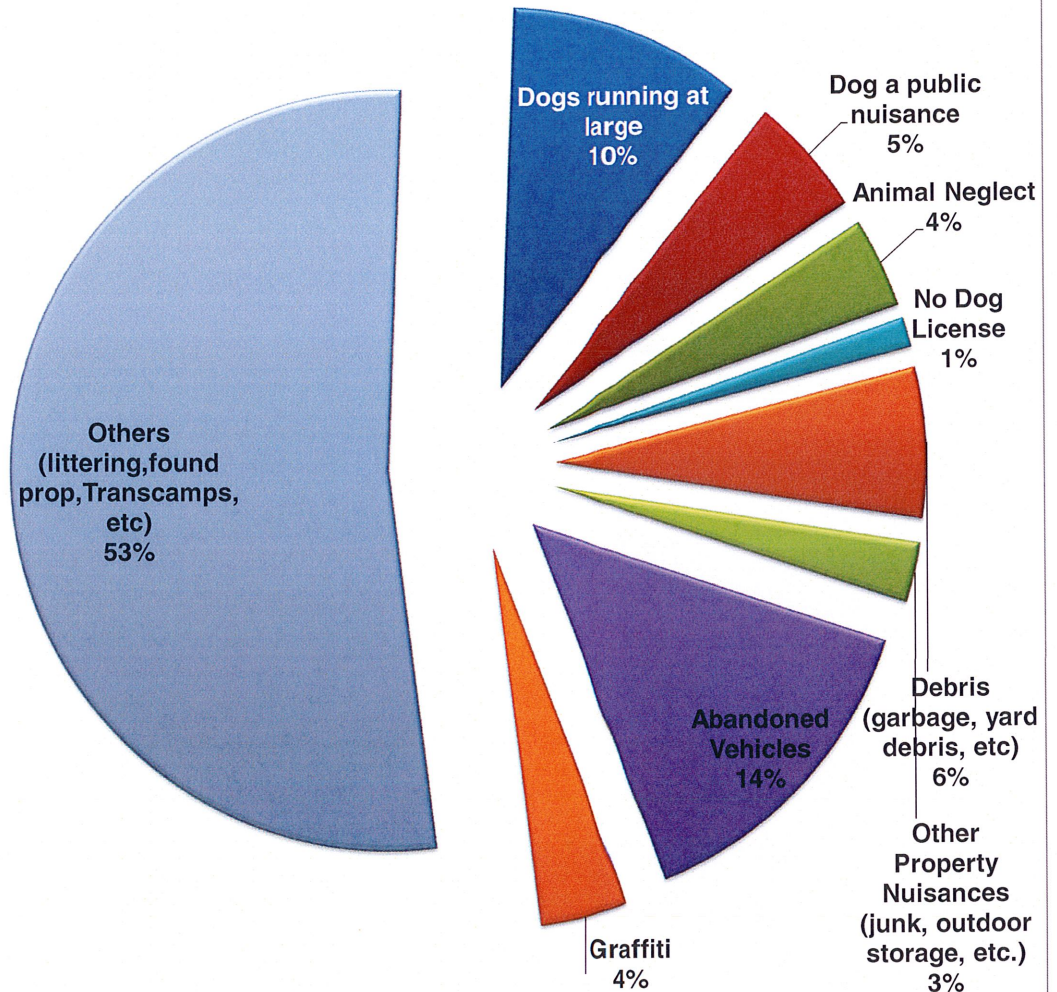
Judge Joyce adjourned the meeting.

CODE ENFORCEMENT

Jan-Feb- March Combined 2021 STATS

Q3

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Junk Vehicle or parts		3
Other Property Nuisances (ju	2	0
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Graffiti	3	21
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C.P. Amount Sent	\$0	\$0
Total Parking Citations	1	12
Total Violations	78	244
Total Cases	78	244
OFFICER: R. REYNA 636		



Notes:

#1 Husky Type Dog Taken To Fetch This Kennel For Biting and Acting Aggressive Towards The Public





Police Stat Report 2021

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Manslaughter	0	0	0	0	
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Burglary	14	15	12	41	37
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Jacobs March 2021 Report



Jacobs

Monthly Business Review

Public Works Department

Contents:

- PARKS AND CEMETERY/FACILITIES SUMMARY
- WATER TREATMENT PLANT SUMMARY
- WASTEWATER TREATMENT PLANT SUMMARY
- FIELD SERVICES STREETS AND COLLECTION/DISTRIBUTION SUMMARY
- ENGINEERING DIVISION SUMMARY
- APPENDIX

PARKS AND CEMETERY/FACILITIES SUMMARY

ACTIVITIES March 2021

- Four funerals at Evergreen cemetery, sold one pre- need space at Sunset.
- Plexi-glass barriers to be installed in the OPD.
- Installed a new tv monitor in the new captions' office in the OPD.
- Continuing to install new trash can holders for parks & Cemeteries.
- Assembling new picnic tables together for the parks.
- Watering the flowerpots downtown once a week.
- Preemergent weed spray sprayed at the Ontario lagoons, the fence line, and the parking lot at the old Gulf course, the “Welcome to Ontario” sign on the west side of town, the shooting range.
- Replaced flag at Lions park
- New alarm keypads installed at the permit building and at Evergreen cemetery.
- Annual Spring Cleanup day at the Cemetery’s on March 31, Signs installed at the both cemeteries.
- Installed new sign at City hall.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 2021

- Minimized staff due to COVID-19 operation requirements
- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality
- Monthly Bacterial samples taken
- Increased cleaning of the river screens with compressed air and water to remove debris causing the river pumps to become plugged and losing water flow to the treatment process
- Canyon booster station emergency generator power interface upgraded to allow for more efficient operation of the booster station during times of power outages
- Continuing education for water operator's licensure for both water treatment plant operator and drinking water distribution Certifications.
- Brush being removed from around the slough in preparation for cleaning
- Grass seed broadcast around the well houses to reduce the puncture vine weed infestation.



Cleaning east chlorine contact chamber at the Wastewater Treatment Plant.



Performing maintenance on "Everfelt" filter system at skyline farm.

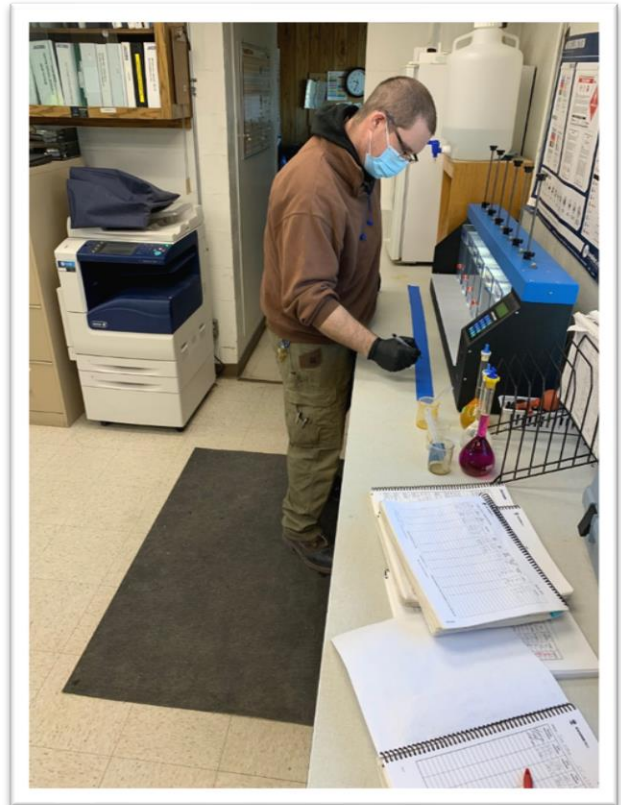
WATER TREATMENT PLANT SUMMARY

ACTIVITIES MARCH 2021

"Everfelt" filter system at skyline farm.



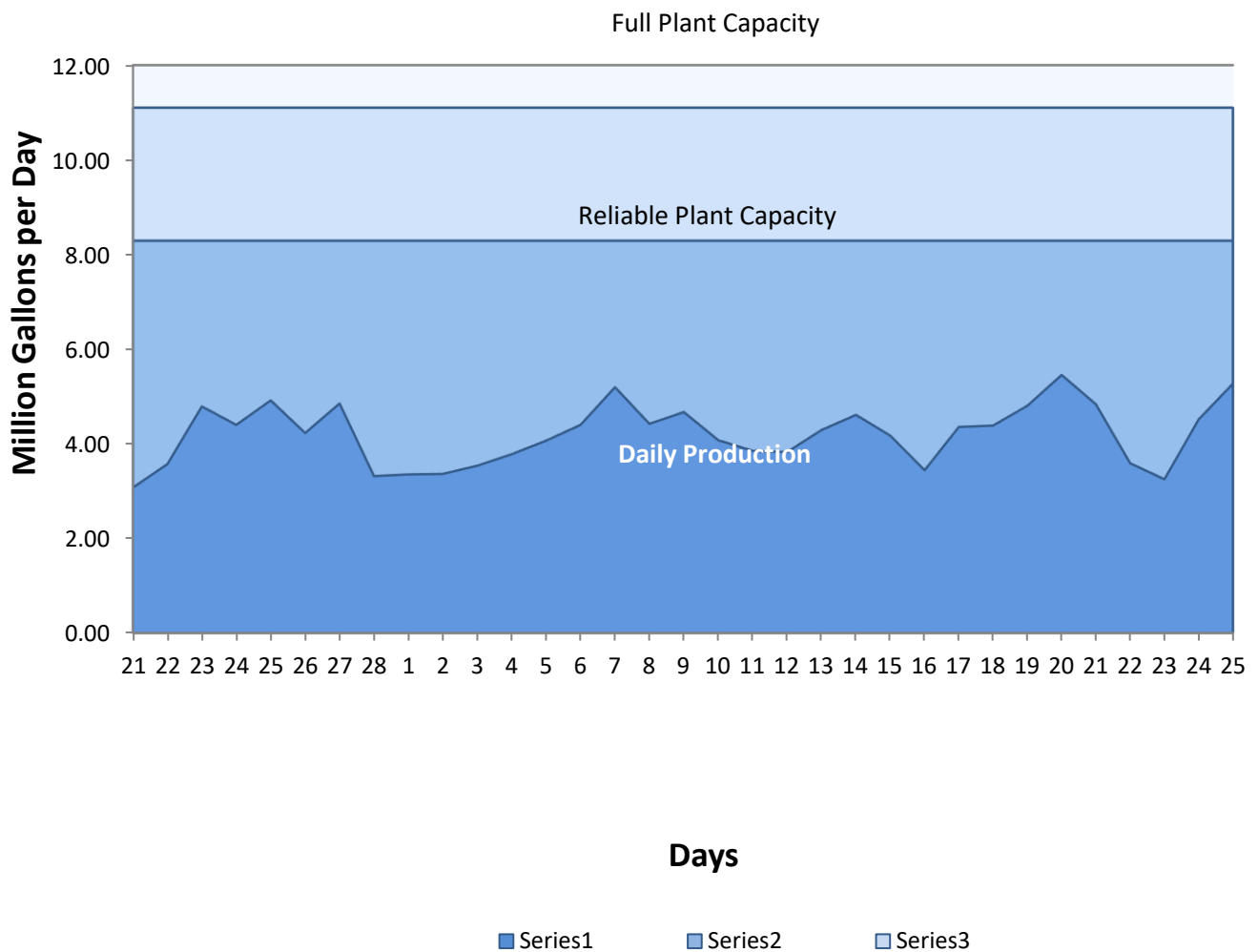
Jar testing at the water treatment plant.



Reviewing standard
operating procedure
(SOP)

WATER TREATMENT PLANT SUMMARY

Demand vs. Availability Feb 20 - Mar 25, 2021



WASTEWATER TREATMENT PLANT SUMMARY

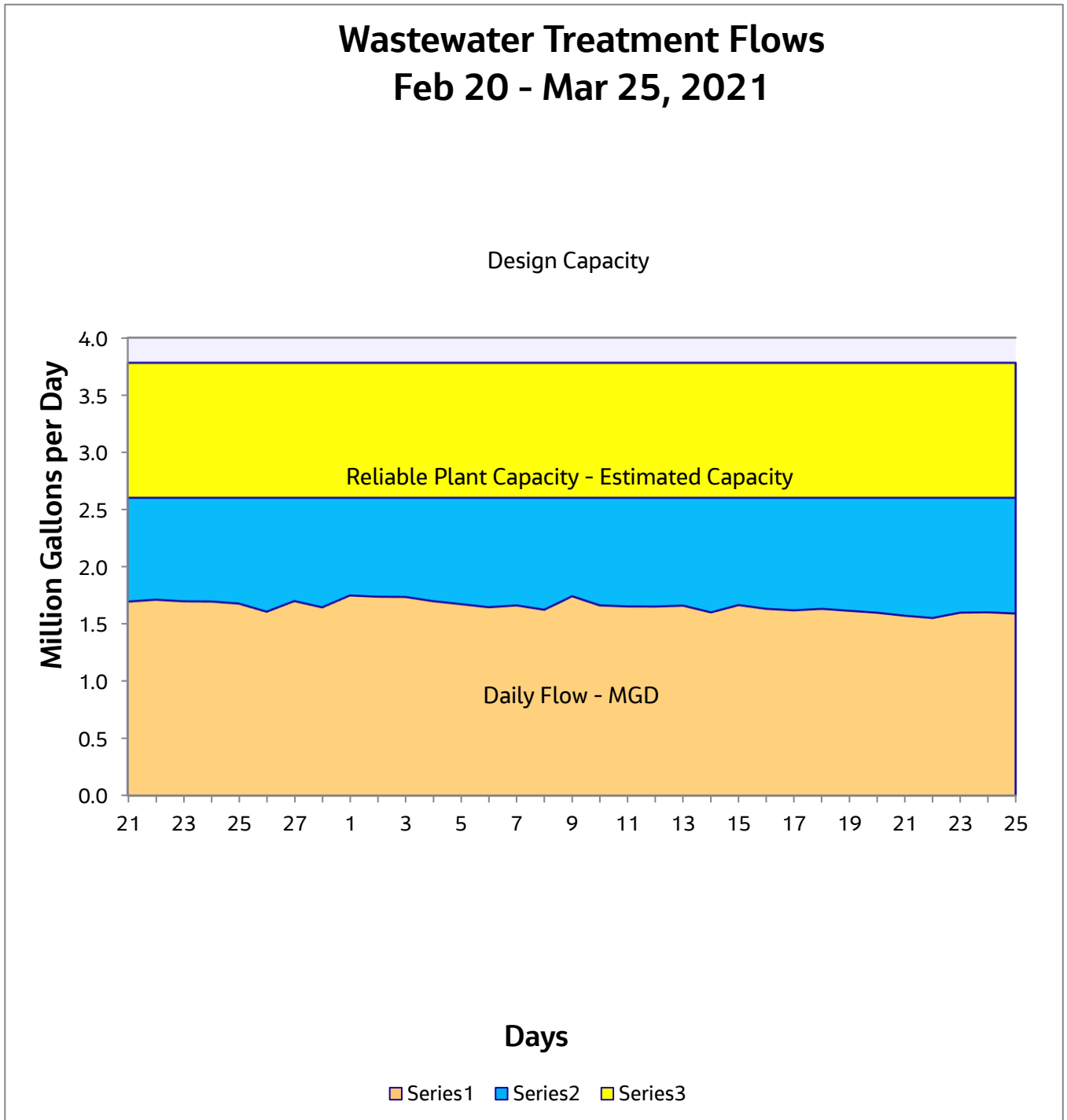
ACTIVITIES MARCH 2021

- Minimized staff due to COVID-19 operation requirements
- All additional sampling per the 2019 NPDES permit have been taken
- Skyline farm irrigation system filters (Ever Felt filters) cleaned, serviced, and prepared for annual operation
- Weed control and mowing has begun
- Three team members completed training for wastewater treatment plant operator
- Wastewater treatment plant effluent feed line to Skyline flow isolation valve replaced
- Lagoon #1 blower numbers 6 and 1 removed, #6 has repaired, and placed back into service
- One staff member received his commercial applicator license for weed control.
- Aerator/blower service continuing in lagoons.

WASTEWATER TREATMENT PLANT FLOWS

Wastewater Treatment Flows

March 2021



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MARCH 2021

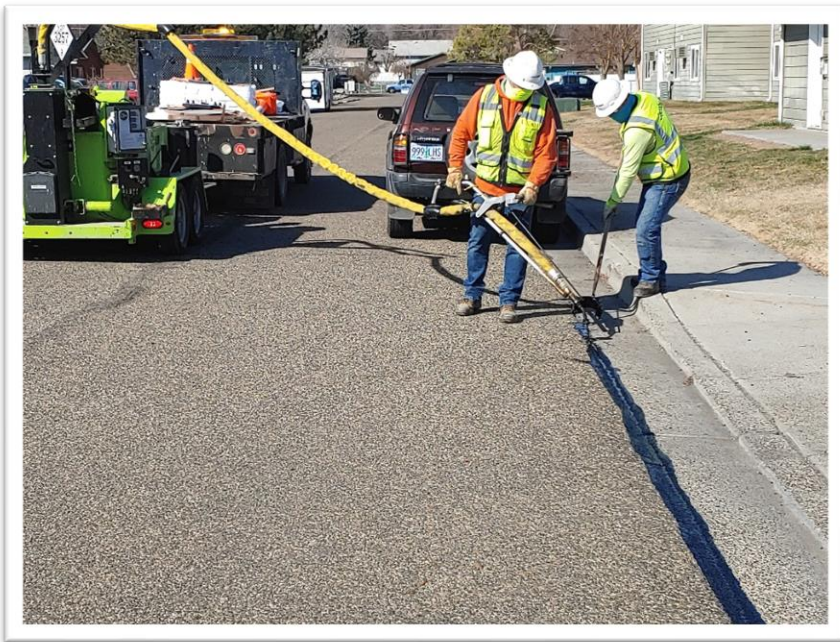
- Continued street sweeping through out community
- Swept the underpass and downtown area 2 extra times
- Swept the primary and secondary routes
- Removed the winter snow and ice equipment for the season
- Serviced the Crack seal machine and air compressor
- Crack sealing, Commenced in the NW area of town west of NW9th St toward Dorian Dr.
- Sign maintenance throughout town
- Painted over multiple cases of graffiti throughout town
- Picked up multiple pieces of furniture near Beck park and in alleys in town
- Picked up trash on the E. Idaho Ave/ Marketplace area
- Staging efforts for City surplus auction at the PW Maintenance Facility.
- PW maintenance facility- rearranging effort
- Installed a Fire Hydrant on SE 5th Ave just east of SW 13th St.
- Pothole repairs continue citywide.
- Required safety trainings and compliance trainings and compliance trainings continue for crew members
- 1 crew members attended chemical applicator training for CEU's
- 24 water services were turned on customer request
- 11 water services were shut off customer request
- 62 water services were on/off read only customer request
- 50 water services were shut off for non-payment
- 42 water services were turned on for payment received
- 10 water services were checked to verify still off from the non-payment list
- 6 water meters were changed out for non-functioning
- 3 new water services were installed
- 7 water services were shut off for leaks customer request
- 4 water services were turned on and verified leaks were repaired by customer

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

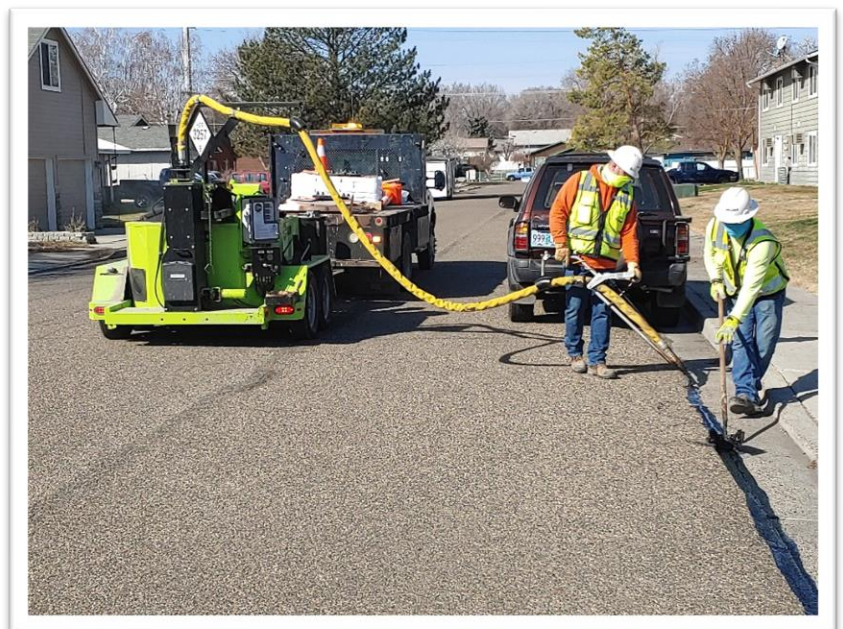
March Business Review

ACTIVITIES MARCH 2021

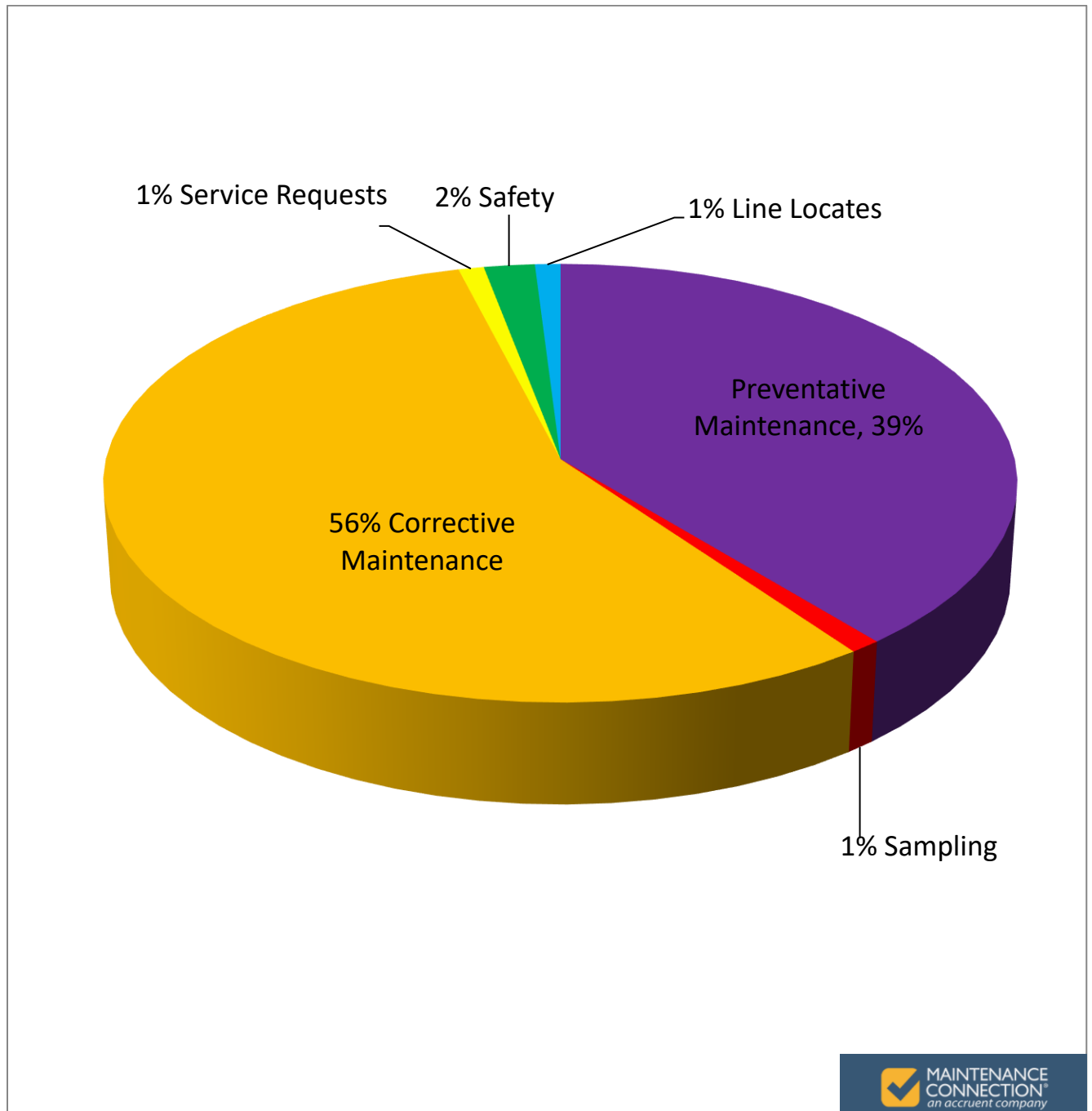
- 5 water services were checked for consumptions issues
- 73 utility locates were completed.
- Sewer line back up on 695 SE 6th Ave./649 SE 7th St. at 7:22P.M. on 3/24/2021 causing 2 basements to flood. Less than 400 gallons of sewage spilled between both. This was determined to be caused by grease and rags blocking the sewer main line. Approximate damage is less than \$5,000.



Crew Chip Sealing NW area of town.



Work Orders
March 2021
Actual Hours by Work Order Type



ENGINEERING SUMMARY

ACTIVITIES MARCH 2021

- Issued 5 ROW Permits
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Conducted multiple plan reviews for new construction
- Conducted multiple construction inspections
- Continuous updating of the GIS mapping
- LID preparation on N. Dorian Dr.
- Generate multiple maps for City Management special projects

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 bar screen and one lift station from SRCI. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

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

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The Street Division is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chip sealing, 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 streetlights 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
SEALS LAST A MINIMUM OF 8 YEARS,
PUBLIC WORKS CHIP SEALS 7 MILES PER YEAR*

As part of the Street Division's maintenance program, crews chip seal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. A chip seal 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 chip seal application provides substantial savings to taxpayers and should last a minimum of 8 years with minimal maintenance required. The city chip seals 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 up flow 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 SRCI.

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

The water treatment plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 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.

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 SRCI. The prison accounts for approximately 16 percent of the flow to the plant.

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

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

APPENDIX CONTINUED

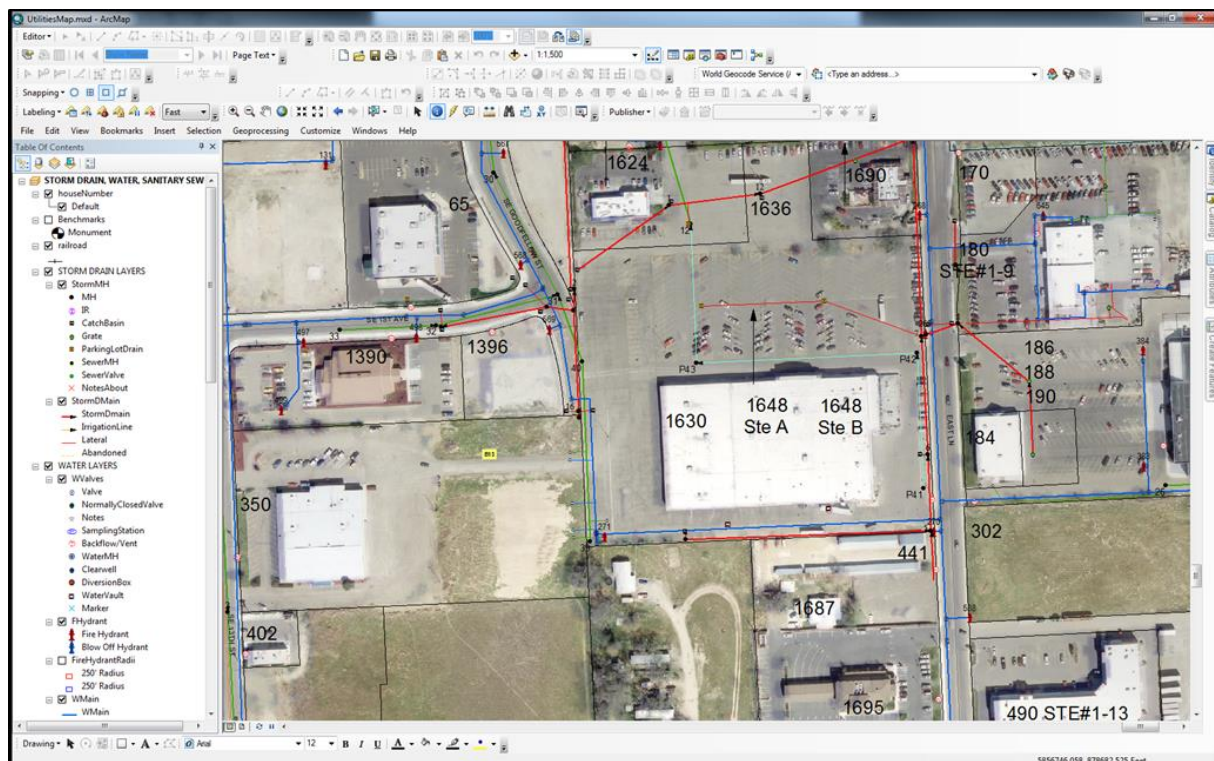
PARKS DEPARTMENT

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

ENGINEERING DIVISION

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

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





March 2021 ACTIVITY REPORT



March 2021



Emergency Medical:

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

CITY	182
RURAL	11

5 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	15	1	0
RURAL	5	1	1

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

TOTAL CALLS FOR MONTH

CITY	197
RURAL	16

FIREFIGHTER TRAINING:

2/26,27- Eastern Oregon EMS conference.

3/2 – Mental Health Megan O’Conner

3/9 – Fire Hydrant functions, maintenance, and operations.

3/16 – Engine Company Operations, Responses, Size-ups, and Tactics.

3/23 – Circuit Drill, hose loads, forcible entry, and rope rescue.



March 2021



PERMITS ISSUED:

City Open Burns 5

City Burn Barrels 0

Rural Open Burns 55

Rural Burn Barrels 13

INSPECTIONS:

3/2/21 – Ontario High School Vo-Tech remodel final.

3/2/21 – Antiquity Lane fire hydrant addition planning.

3/12/21 – Malheur Child Development Center preliminary with contractors.

3/17,18/21 – 8/C schools Bi-annual with OSFM.

3/19/21 – South Oregon St grocery remodel and numerous other small remodels.

3/24/21 – Fire wall requirements for a food and drink location at 490 East Ln.

3/25/21 – Fire flow for Sunset Estates #2.

COMMUNITY INVOLVEMENT:

3/4,11,18,25/21 – Covid vaccines at Four Rivers Cultural Center.

3/9,10/21 – Malheur County Communications assessments.



March 2021

Summary of Calls of Interest:

City Incidents:

3/1 665 NW 2nd Ave Rescue 1 was called out to a carbon monoxide alarm going off. Arrived on scene with occupant out of the house. Entered the residence with carbon monoxide alarm detectors activated and began getting readings immediately as we entered the residence. Hitting as high as 55ppm. Started to open windows and advised dispatch to contact the gas company. Gas company arrived shortly and determine there was a leak near the furnace area. Unit was turned off and occupants went and stayed elsewhere until the system could be inspected and serviced.

3/2 2715 SW. 4th Ave R1 called for a vehicle that struck a building and is now partially inside. Upon arrival R1 found all occupants were out of the vehicles and store. The vehicle had gone over the curb and into the building. The vehicle had its front end in the store. One individual was inside the building and struck by some debris but uninjured. M1 had refusal forms for both pts and had pt assessments on both. R1 went into structural and vehicle stabilization. No real structural damage was noted, and vehicle was off and code 4. With all issues code 4 and pts refusing treatment and transport R1 was able to clear scene.

3/5 833 Alameda Dr. #21 Dispatched for request to check out a chemical smell that seems to be coming from the area of the water heater. On scene Rescue did find an odor coming from the area of the water heater. It smelled like paint. There was not paint or other chemicals in the area. The occupant stated that they are renovating the apartment below her and they were painting earlier in the day. LEL, Co, and O2 levels were checked with a gas monitor. All readings were found to be normal. The occupant opened several windows, and the odor was dissipating.

3/10 375 Dorian Dr. R-1 was dispatched for pull station alarm activation. 1. R-1 was advised while enroute of smoke in the kitchen, but all was code four. The requested fire department response to reset the alarm. R-1 arrived on scene and was met by facilities manager who stated all was fine and they were able to reset the alarm.

3/11 1695 W. Idaho R-1 dispatched to smoke alarm. Upon arrival RP stated she burnt a pizza, and everything is code 4.

3/13 300 Blk. Depot Ln. Called out to a dumpster fire. Arrived on scene to a small dumpster on fire. Rescue immediately extinguish and cleared the scene.



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3/13 661 SW. 12th St. Ontario Fire was dispatched to the LDS Church, caller stated his 3-year-old son accidentally pulled and triggered a pull station, and they need assistance resetting the system. R-1 arrived on scene and made contact with the RP, the pull station was reset but the annunciator panel at the entrance was unable to be reset without the proper key. Facility does not have a Knox box at the location and most doors in the facility are locked. Key holder was also notified and arrived on scene with keys for the building.

3/15 1418 SW. 4th ave. West Park Plaza Dispatched for a flow alarm. Arrived to find contractors on scene. Contractor stated that they accidentally hit a sprinkler.

3/20 NW. 4th ave & Westridge Rescue 1 responded to a motorcycle fuel tank on fire. They extinguished the small fire without issue.

3/22 1695 W. Idaho R1 responded for a smoke detector alarm. They arrived to find the occupant had burned a pizza again.

Rural Incidents:

3/16 1207 Erlebach Ln. R1 paged for a power line down on the street, on scene R1 found a pole and power line down across a street, R1 remained on scene until Idaho Power arrived.

3/18 NW 1st Ave New Plymouth mutual aid Tender 159 responded and supplied their engine with 3,000 gallons of water.

3/19 601 Thrifty Way Rescue 1 was dispatched for an RV fully involved, possibly threatening other structures. Arrived to find an approximate 18' camp trailer fully involved. LE and several bystanders were at the scene. The fire had spread to a small tree and a power pole. R1 used a 1" booster line to extinguish the fire. Witnesses stated that they saw the owner/occupant just 15 minutes prior to the fire and were unsure if she was still in the RV. R1 investigated and found no signs of a fatality.