

ONTARIO CITY COUNCIL MEETING MINUTES
Monday, August 3, 2015

The regular meeting of the Ontario City Council was called to order by Mayor Ronald Verini at 7:00 p.m. on Monday, August 3, 2015, in the Council Chambers of City Hall. Council members present were Ronald Verini, Norm Crume, Charlotte Fugate, Betty Carter, and Larry Tuttle. Tessa Winebarger and Thomas Jost were excused.

Members of staff present were Tori Barnett, Larry Sullivan, Marcy Siriwardene, Pete Morgan, Mark Alexander, Dan Cummings, Kari Ott, and Cliff Leeper. The meeting was recorded, and copies are available at City Hall.

Norm Crume led everyone in the Pledge of Allegiance.

AGENDA

Charlotte Fugate moved, seconded by Betty Carter, to adopt the Agenda as amended on Thursday. Roll call vote: Crume-yes; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 5/0/2.

CONSENT AGENDA

Councilor Crume recused from voting on the Consent Agenda as his business had a payment on the bills.

Betty Carter moved, seconded by Larry Tuttle, to approve the Consent Agenda item A: Approval of Minutes of Regular Meeting of 07/20/2015; Item B: Resolution #2015-140: Receive/Expend Donation to C.O.P. Program; and Item C: Approval of the Bills. Roll call vote: Crume-abstain; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 4/0/2/1.

OLD BUSINESS

Ordinance #2703-2015: Amend 10A and 10B of Planning and Zoning Code; Define Utility Facility; Permit a Utility Facility as a Conditional Use in AD Zone; Increase Rear and Side Yard Set-Backs to Meet Current Fire Code; Amend Notice Timeframe to DLCD (Final Reading)

Dan Cummings, Planning/Economic Development Director, presented.

Chapter 10B-15-05 allowed the initiation of zoning and development code amendments by the City Council or Planning Commission. Staff was directed to prepare certain amendments to the Airport District zone, other housekeeping amendments, and to amend the notice of time for notifying to the Department of Land Conservation and Development. The City of Ontario substantive zoning regulations and administrative requirements were contained in Titles 10A and 10B of the Ontario City Code.

A public hearing was held before the Planning Commission on July 13, 2015 and a favorable recommendation was sent to the Council for approval. The City Council passed Ordinance #2701-2015 on first reading on July 20, 2015.

Betty Carter moved, seconded by Norm Crume, that the City Council adopt **Ordinance #2703-2015: AN ORDINANCE AMENDING TITLE 10A and 10B ("THE ZONING TITLE") OF THE ONTARIO CITY CODE TO ADD A DEFINITION FOR UTILITY FACILITY; PERMIT UTILITY FACILITIES AS A CONDITIONAL USE IN THE AD ZONE; INCREASE REAR AND SIDE YARD SETBACKS TO MEET CURRENT FIRE CODES; AND AMEND NOTICE TO THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT, on Second and Final Reading by Title Only.** Roll call vote: Crume-yes; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 5/0/2.

NEW BUSINESS

Request Approval for Independent Fee Estimate (IFE) for FY2015 Ontario Airport FAA Airport Improvement Project (AIP) 3-41-0044-012

Pete Morgan, P/T Airport Manager, presented.

An IFE was a requirement by the FAA, as part of the process. An IFE provided an estimated cost for the engineering services related to the FAA project. This estimate was then compared to the estimate that the current airport engineer provided. The two estimates were compared and helped the city negotiate a fair and cost effective contract amount for the engineering services. The city approved IFEs previously in 2009, 2011, and 2013. The approval of the IFE had to be completed before the project could move forward. If the city opted to not approve the IFE the project would not be done.

The cost of the IFE was \$2,500.00, 90% was reimbursable back to the city by the FAA through the AIP Grant process.

Mayor Ron Verini asked how much was paid by the City towards the project.

Mr. Morgan answered that \$2,500 would be due from the City; however 90% would be reimbursed by FAA, so it was truly only \$250.

Charlotte Fugate moved, seconded by Norm Crume, that the City Council authorize the Mayor to sign the Engineering Consulting Service Agreement from Century West Engineering to complete the IFE for FAA Project in the amount of \$2,500.00. Roll call vote: Crume-yes; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 5/0/2.

Resolution #2015-141: Approval of Professional Services Contract with Oster Professional Group for fiscal Services, FY16-17

Tori Barnett, Interim City Manager, presented.

An amendment for the FY2015-2016 fiscal services contract had been prepared between the City of Ontario and Oster Professional Group, CPA's, LLP. The initial contract was entered into on April 7, 2014.

The city contracted with Oster Professional Group in April of 2014 to perform fiscal services. The new contract included a 1.5% increase on the prior contract, due to a general Cost of Living Adjustment (COLA). This changed the annual contract from \$72,000 to \$73,080.

Recently, the Accounting Assistant/Payroll Clerk resigned from employment with the city. Council consensus was to add payroll services, month-end closing, journal entries, bank administration, and to provide a staff member on site a minimum of once a week, to the scope of services provided by Oster Professional Group. This increase in the scope of the contract would cost the city an additional \$7,200 annually. The city will be billed \$6,690 per month, which reflected an annual cost of \$80,280.

Norm Crume moved, seconded by Charlotte Fugate, that the City Council adopt **Resolution 2015-141, A RESOLUTION APPROVING A PROFESSIONAL SERVICES CONTRACT WITH OSTER PROFESSIONAL GROUP FOR FISCAL SERVICES**. Roll call vote: Crume-yes; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 5/0/2.

Resolution #2015-142: Allowance for Bad Debts and Write Off Policy

Kari Ott, CPA, Finance, presented.

The proposed resolution was to establish an Allowance for Bad Debts and Write Offs Policy. The City Council reserved the authority to establish and modify the Financial Policies and Procedures as needed, to bring policies into compliance with current laws and needs of the City of Ontario.

The 2013-2014 Audit noted a deficiency due to a lack of policy for writing off uncollectible utility billing accounts. The proposed policy should remove this significant deficiency from the Audit in that it provided the processes that will be followed in order to write off uncollectible accounts.

A draft of the proposed policy was given to the Council for review at the July 16, 2015 Work Session. The only change subsequent to that draft was the alteration that staff would provide debtor account numbers instead of names to protect privacy. If an account was written off and the customer came back to the city for services, they'd have to provide proof the collection was paid in full, and then also pay a double deposit. She had discovered the omission of one piece of information that needed to be included in the resolution, and suggested tabling this action until the next meeting, allowing her the opportunity to insert the missing data.

Charlotte Fugate moved, seconded by Betty Carter, that the City Council table Resolution #2015-142. Roll call vote: Crume-yes; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 5/0/2.

CORRESPONDENCE, COMMENTS, EX-OFFICIO REPORTS

- Councilor Fugate brought up the costs for conducting abatements around the city, and those costs didn't even include the gas used, or the maintenance fees.

Ms. Barnett clarified that those figures also included animal catching/control and some other services, not just weed and/or garbage abatements.

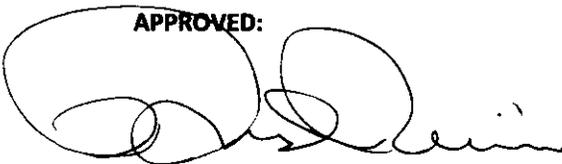
It was determined that three Councillors would meet with the City Manager and the Police Chief to discuss possible changes to the abatement ordinance, and the potential to increase the fees/fines/penalties associated with abatement actions. Councilor Crume, Councilor Carter, and Councilor Fugate volunteered. Ms. Barnett stated she would get the meeting set-up.

- Ms. Barnett said that several Business Registration Applications had been received, about 15 so far.

ADJOURN

Norm Crume moved, seconded by Charlotte Fugate, that the meeting be adjourned. Roll call vote: Crume-yes; Winebarger-out; Fugate-yes; Jost-out; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 5/0/2.

APPROVED:



Ronald Verini, Mayor

ATTEST:



Tori Barnett, MMC, City Recorder