

AGENDA
ONTARIO CITY COUNCIL - CITY OF ONTARIO, OREGON
Monday, April 15, 2013, 7:00 p.m., M.T.

- 1) **Call to order**
Roll Call: Norm Crume _____ Jackson Fox _____ Charlotte Fugate _____ Dan Jones _____
Larry Tuttle _____ Ron Verini _____

2) **Pledge of Allegiance**

This Agenda was posted on Wednesday, April 10, 2013, and a study session was held on Thursday, April 11, 2013. Copies of the Agenda are available at the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) **Motion to adopt the entire agenda**

4) **Consent Agenda: Motion Action Approving Consent Agenda Items**

- A) Resolution #2013-110: A Resolution Authorizing the Correction of Resolution Numbers 2012-102 and 2012-126 Transferring funds from the General Fund and Sewer Fund to the Grant Fund and Public Works Fund 1-3
B) Resolution #2013-111: A Resolution Authorizing the Transfer of Funds from the General Fund to the Golf Course Fund to cover the deficit of the Beginning Fund Balance on July 1, 2011 4-6
C) Resolution #2013-112: A Resolution Authorizing the Increase in the General Fund and the Golf Course Fund for Grant Funds received from CIS for Risk Management Incentives 7-9
D) Approval of the Bills

5) **Department Head Updates: Thursday**

- 6) **Public Comments:** Citizens may address the Council on items not on the Agenda. Out of respect to the Council and others in attendance, please limit your comment to three (3) minutes. This time limit will be enforced. Please state your name and city of residence for the record.

7) **Old Business**

- A) Request for Change in Non-Represented Insurance Coverage 10
B) Mayoral Appointment Discussion

8) **Public Hearing**

- A) SDC Methodology Modification for Data Center Transportation SDC

9) **Discussion Items: Thursday**

- A) TOT Distribution
B) Building Department Inspection Program
C) Airport Grant Funding/Repair of Taxiways
D) Review/change current employee credit card use policy

10) **Correspondence, Comments and Ex-Officio Reports**

11) **Executive Sessions**

- A) ORS 192.660(2)(a)

12) **Adjourn**

MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT, PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE

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AGENDA REPORT

April 15, 2013

TO: Mayor and City Council

FROM: Michael Long, Finance Director

THROUGH: Jay Henry, City Manager

SUBJECT: RESOLUTION #2013-110: A RESOLUTION AUTHORIZING THE CORRECTION OF RESOLUTION NUMBERS 2012-102 AND 2012-126 TRANSFERING FUNDS FROM THE GENERAL AND SEWER FUNDS TO THE GRANT AND PUBLIC WORKS FUNDS

DATE: April 1, 2013

SUMMARY:

Attached is/are the following document(s):

- Resolution # 2013-110

The purpose of this agenda item is to correct Resolution 2012-102 and 2012-126 in the 2011-2013 Biennial budget that only effected one side of each fund putting the General, Grant, Public Works, and Sewer Funds out of balance by \$17,000 and \$10,000.

PREVIOUS COUNCIL ACTION:

The City Council passed and adopted Resolution 2012-102 on February 6, 2012 and Resolution 2012-126 on November 5, 2012.

BACKGROUND:

Resolutions 2012-102 and 2012-126 transferred only one side of each fund causing the General Fund and Grant Fund to be out of balance by \$17,000, and the Public Works Fund and Sewer Fund to be out of balance by \$10,000. This resolution will correct the funds so they will be in balance.

FINANCIAL IMPLICATIONS:

The financial implication is correcting the General Fund and Grant Fund by \$17,000 each, and the Public Works Fund and Sewer Fund by \$10,000 each.

RECOMMENDATION:

Staff recommends the City Council adopt Resolution #2013-110.

PROPOSED MOTION:

I move the City Council adopt Resolution #2013-110: A resolution authorizing the correction of Resolution Numbers 2012-102 and 2012-126 transferring funds from the General and Sewer Funds to the Grant and Public Works Fund.

RESOLUTION #2013-110

A RESOLUTION AUTHORIZING THE CORRECTION OF RESOLUTION NUMBERS 2012-102 AND 2012-126 TRANSFERRING FUNDS FROM THE GENERAL AND SEWER FUNDS TO THE GRANT AND PUBLIC WORKS FUNDS

WHEREAS, the City of Ontario adopted Resolution 2012-102 and 2012-126 in the 2011-2013 Biennial Budget that only effected one side of each Fund putting the General Fund, Grant Fund, Public Works Fund and Sewer Fund out of balance; and

WHEREAS, this resolution will correct the errors in the General Fund, Grant Fund, Public Works Fund, and Sewer Fund making them in balance; and

WHEREAS, after discussion, the City Council desires now to formally modify the 2011-2013 budget by correcting the General Fund and Grant Fund by \$17,000 and the Public Works Fund and Sewer Fund by \$10,000 bringing the funds into balance.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustments to the 2011-2013 Biennial Budget:

Line Item	Item Description	FY 2011-2013 Budget	Amount of Change	Adjusted Budget
GENERAL FUND / GRANT FUND				
Revenue				
010-000-458100	General Fund Rev -Fund 010	\$0.00	\$17,000.00	\$17,000.00
Expenses				
001-004-4829000	Trans to Grant Fund	\$0.00	\$17,000.00	\$17,000.00
PUBLIC WORKS FUND / SEWER FUND				
Revenue				
025-000-458130	Sewer Fund Rev - Fund 025	\$0.00	\$10,000.00	\$10,000.00
Expenses				
110-165-833200	Transf to PW Fund 025	\$0.00	\$10,000.00	\$10,000.00

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this _____ day of _____ 2013, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Council this _____ day of _____, 2013.

Dan Jones, Council President

ATTEST:

Tori Barnett, MMC, City Recorder

AGENDA REPORT

April 15, 2013

TO: Mayor and City Council

FROM: Michael Long, Finance Director

THROUGH: Jay Henry, City Manager

SUBJECT: RESOLUTION #2013-111: A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM GENERAL FUND TO GOLF COURSE FUND TO COVER DEFICIT OF BEGINNING FUND BALANCE ON JULY 1, 2011

DATE: April 1, 2013

SUMMARY:

Attached is the following document:

- Resolution # 2013-111

The purpose of this agenda item is to transfer \$537,580 from the General Fund to the Golf Course Fund to cover the negative ending fund balance on June 30, 2011.

BACKGROUND:

The audit for fiscal year ending June 30, 2012 noted the Golf Course Fund is continuing to operate the fund with a negative fund balance implies they have received loans from other funds to defray the cost of operations. The City is required to develop a plan to eliminate the negative fund balance. The auditors recommended that funds be transferred from the General Fund to the Golf Course Fund to stop the continuing deficit in the Golf Course Fund.

FINANCIAL IMPLICATIONS:

The financial implication is reducing the General Fund by \$537,580 and increasing the Golf Course Fund by \$537,580 eliminating the negative beginning fund balance.

RECOMMENDATION:

Staff recommends the City Council adopt Resolution #2013-111.

PROPOSED MOTION:

I move the City Council adopt Resolution #2013-111: A resolution authorizing the transfer of \$537,580 from the General Fund to the Golf Course Fund in the 2011-2013 Biennial Budget.

RESOLUTION #2013-111
A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM GENERAL FUND TO GOLF COURSE FUND TO COVER DEFICIT OF BEGINNING FUND BALANCE ON JULY 1, 2011

WHEREAS, the Golf Course Fund had a negative ending fund balance of \$537,580 on June 30, 2011 and the Auditors recommended that funds from General Fund be transferred for the new fiscal year beginning July 1, 2011; and

WHEREAS, the audit for fiscal year ending June 30, 2012 noted the Golf Course Fund is continuing to operate the fund with a negative fund balance implies they have received loans from other funds to defray the cost of operations. The City is required to develop a plan to eliminate the negative fund balance; and

WHEREAS, after discussion, the City Council desires now to formally modify the 2011-2013 budget by transferring \$537,580 from the General Fund to the Golf Course Fund.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustments to the 2011-2013 Biennial Budget:

Line Item	Item Description	FY 2011-2013 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
Expenses				
001-004-713100	12AQU-01 Aquatic Cntr Renov	\$500,000.00	(\$499,065.00)	\$935.00
001-004-828000	Golf Course Expense - Fund 001	\$248,785.00	\$537,580.00	\$786,365.00
001-004-871000	Operating Contingency	\$1,532,701.00	(\$38,515.00)	\$1,494,186.00
GOLF COURSE FUND				
Revenue				
005-000-469200	General Fund Rev - Fund 005	\$248,785.00	\$537,580.00	\$786,365.00
Expenses				
005-034-712100	Equip Purchase	\$20,000.00	\$537,580.00	\$557,580.00

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this _____ day of _____ 2013, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Council President this _____ day of _____, 2013.

Dan Jones, Council President

ATTEST:

Tori Barnett, MMC, City Recorder

AGENDA REPORT

April 15, 2013

TO: Mayor and City Council

FROM: Michael Long, Finance Director

THROUGH: Jay Henry, City Manager

SUBJECT: RESOLUTION #2013-112: A RESOLUTION AUTHORIZING THE INCREASE IN THE GENERAL FUND AND GOLF COURSE FUND FOR GRANT FUNDS RECEIVED FROM CIS FOR RISK MANAGEMENT INCENTIVES

DATE: April 1, 2013

SUMMARY:

Attached is the following document:

- Resolution # 2013-112

The purpose of this agenda item is to increase the 2011-2013 Biennial budget \$5,260 for grant revenue that was received from City County Insurance (CIS) Risk Management Incentive Program for the Fire Department for Air Monitoring equipment and support station for \$4,495 and \$765 for an AED machine for the Golf Course.

BACKGROUND:

The City of Ontario applied for grant funds from CIS Risk Management Incentive program to purchase air monitoring equipment and support station for the Fire Department in the amount of \$4,495 and an AED machine for the Golf Course in the amount of \$765. The City has received the funds.

FINANCIAL IMPLICATIONS:

The financial implication is increasing the General Fund \$4,495 and the Golf Course Fund \$765 for a total of \$5,260.

RECOMMENDATION:

Staff recommends the City Council adopt Resolution #2013-112.

PROPOSED MOTION:

I move the City Council adopt Resolution #2013-112: A resolution authorizing appropriation to the General Fund of \$4,495 and \$765 to the Golf Course Fund for a total of \$5,260 to the 2011-2013 Biennial Budget.

**RESOLUTION #2013-112
A RESOLUTION AUTHORIZING THE INCREASE IN THE GENERAL FUND AND
GOLF COURSE FUND FOR GRANT FUNDS RECEIVED FROM CIS FOR RISK
MANAGEMENT INCENTIVES**

WHEREAS, the City of Ontario requested grant funds from City County Insurance Risk Management Incentive Program for the Fire Department for Air Monitoring equipment and support station in the amount of \$4,495 and AED machine in the amount of \$795 for the Golf Course; and

WHEREAS, the City of Ontario received grant funds in the amount of \$5,260 to purchase the equipment; and

WHEREAS, after discussion, the City Council desires now to formally modify the 2011-2013 budget by adopting the grant funds received to the General Fund for \$4,495 and to the Golf Course Fund for \$765.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustments to the 2011-2013 Biennial Budget:

Line Item	Item Description	FY 2011-2013 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
Revenue				
010-000-469100	Misc Fire Revenue	\$14,000.00	\$4,495.00	\$18,495.00
Expenses				
001-016-613500	General Sup & Maint	\$13,073.00	\$4,495.00	\$17,568.00
GOLF COURSE FUND				
Revenue				
005-000-469200	Misc Revenues	\$15,000.00	\$765.00	\$15,765.00
Expenses				
005-034-613500	General Sup & Maint	\$14,200.00	\$765.00	\$14,965.00

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this _____ day of _____
2013, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Council President this _____ day of _____, 2013.

Dan Jones, Council President

ATTEST:

Tori Barnett, MMC, City Recorder

AGENDA REPORT
April 15, 2013

TO: City Council

FROM: Anita Zink, Human Resource Manager

THROUGH: Jay Henry, City Manager

SUBJECT: REQUEST FOR CHANGE IN NON-REPRESENTED INSURANCE COVERAGE

DATE: April 11, 2013

SUMMARY:

Attached are the following documents:

- Savings to cover the rest of the deductible for the non-represented for 2013 versus paying the penalty for FLSA.
- How it will affect the budget and where the money is coming from.

Staff is requesting that the City Council approve covering the rest of the deductible for the non-represented personal as provided to the union employees.

PREVIOUS COUNCIL ACTION:

City Council tabled this request.

BACKGROUND:

On January 1, 2012, the city moved the non-represented personnel to a High Deductible Health Plan with a \$4,000 deductible. The city provided each qualified employee with \$500 towards the deductible; however, this means each employee is responsible for out of pocket expenses of \$3,500 to cover the additional deductible expense.

FINANCIAL IMPLICATIONS:

Implementing this proposal will save the city \$30,361 for calendar year 2013.

RECOMMENDATION:

Staff recommends City Council approve the request as presented.

PROPOSED MOTION:

I move the City Council approve the submitted proposal to fund the remainder of the deductible for 2013 for each qualified non-represented staff member, effective April 22, 2013.

**CITY OF ONTARIO
2011-2013 BUDGET**

INSURANCE COST PROJECTED BASED ON UNION AGREEMENTS

(INCLUDING H.S.A. DEPOSIT)

Percentage Collected/Expended S/B:

Department	Description	July 2011 thru			Estimated	Year End Jun 2013	Exp'd	100.00% %	Current Surplus (Overspent)	Add'l Cost if full duct Given to Non	After Surplus (Overspent)
		Budget	Nov 2012	Dec 2012							
General Fund:											
Administration	Medical Insurance Co-Pay	62,643	29,177	1,857	12,502	43,536	69.50%	19,107	8,750	10,357	
Airport	Medical Insurance Co-Pay	8,892	5,140	166	1,128	6,433	72.35%	2,459	875	1,584	
Aquatic	Medical Insurance Co-Pay	17,372	3,440	61	0	3,501	20.16%	13,871	0	13,871	
Building	Medical Insurance Co-Pay	18,612	11,445	616	4,099	16,159	86.82%	2,453	3,625	(1,172)	
Cemetery	Medical Insurance Co-Pay	32,166	21,065	1,155	10,987	33,206	103.23%	(1,040)	0	(1,040)	
Comm Develop	Medical Insurance Co-Pay	6,204	3,865	205	1,366	5,437	87.63%	767	875	(108)	
Finance	Medical Insurance Co-Pay	110,016	32,786	1,638	33,098	67,522	61.37%	42,494	15,167	27,327	
Fire	Medical Insurance Co-Pay	214,464	156,707	7,712	77,887	242,305	112.98%	(27,841)	0	(27,841)	
Parks	Medical Insurance Co-Pay	60,612	41,432	1,526	17,270	60,229	99.37%	383	0	383	
Police	Medical Insurance Co-Pay	765,465	508,039	24,332	231,795	764,166	99.83%	1,299	7,000	(5,701)	
Recreation	Medical Insurance Co-Pay	24,816	15,898	944	6,199	23,041	92.85%	1,775	3,500	(1,725)	
	Total General Fund	1,321,262	828,993	40,212	396,330	1,265,535	95.78%	55,727	39,792	15,935	
Golf Course Fund											
9-1-1 Fund	Medical Insurance Co-Pay	0	641	166	1,128	1,934	#DIV/0!	(1,934)	875	(2,809)	
	Medical Insurance Co-Pay	185,886	124,681	5,468	54,811	184,960	99.50%	926	0	926	
Public Works Fund:											
055 Admin	Medical Insurance Co-Pay	152,748	95,321	4,844	41,770	141,936	92.92%	10,812	3,500	7,312	
075 Facility Maint	Medical Insurance Co-Pay	24,816	2,638	148	890	3,677	14.82%	21,139	0	21,139	
085 Utility Maint	Medical Insurance Co-Pay	217,566	145,332	6,351	62,707	214,390	98.54%	3,176	1,750	1,426	
	Sub-Total Public Wks Fund	395,130	243,292	11,343	105,367	360,002	91.11%	35,128	5,250	29,878	
Street Fund											
Water Fund	Medical Insurance Co-Pay	163,522	103,683	4,846	45,827	154,356	94.39%	9,166	1,750	7,416	
Sewer Fund	Medical Insurance Co-Pay	122,670	75,862	2,058	21,786	99,706	81.28%	22,964	1,750	21,214	
Storm Sewer Fund	Medical Insurance Co-Pay	91,380	67,075	3,464	33,217	103,756	113.54%	(12,376)	1,750	(14,126)	
	Medical Insurance Co-Pay	5,688	6,742	820	4,921	12,483	219.47%	(6,795)	0	(6,795)	
	TOTAL PAYROLL COST PROJECTED	2,285,538	1,450,970	68,377	663,386	2,182,733	95.50%	102,805	51,167	51,638	

**CITY OF ONTARIO
2011-2013 BUDGET**

H.S.A. DEPOSIT (UNION \$4,000; NON-REP \$500)

Department	Description	# of Empl	Union	Non-Rep	Actual Total Cost	Add'l Cost If Full Duct Given to Non
General Fund:						
Administration	Medical Insurance Co-Pay	2.50	0	1,360	1,360	8,750
Airport	Medical Insurance Co-Pay	0.25	0	134	134	875
Aquatic	Medical Insurance Co-Pay	0.00	0	0	0	0
Building	Medical Insurance Co-Pay	0.75	0	402	402	3,625
Cemetery	Medical Insurance Co-Pay	1.00	4,056	0	4,056	0
Comm Develop	Medical Insurance Co-Pay	0.25	0	134	134	875
Finance	Medical Insurance Co-Pay	5.00	0	2,711	2,711	15,167
Fire	Medical Insurance Co-Pay	8.00	31,617	0	31,617	0
Parks	Medical Insurance Co-Pay	2.00	8,112	0	8,112	0
Police	Medical Insurance Co-Pay	24.00	84,692	1,112	85,804	7,000
Recreation	Medical Insurance Co-Pay	1.00	0	536	536	3,500
	Total General Fund	44.75	128,477	6,389	134,866	39,792
Golf Course Fund						
9-1-1 Fund	Medical Insurance Co-Pay	0.25	0	134	134	875
	Medical Insurance Co-Pay	6.00	22,005	0	22,005	0
Public Works Fund:						
055 Admin	Medical Insurance Co-Pay	5.00	12,148	556	12,704	3,500
075 Facility Maint	Medical Insurance Co-Pay	0.00	0	0	0	0
085 Utility Maint	Medical Insurance Co-Pay	6.50	24,326	278	24,604	1,750
	Sub-Total Public Wks Fund	11.50	36,474	834	37,308	5,250
Street Fund						
Water Fund	Medical Insurance Co-Pay	5.50	16,472	278	16,750	1,750
Sewer Fund	Medical Insurance Co-Pay	3.50	9,158	278	9,436	1,750
Storm Sewer Fund	Medical Insurance Co-Pay	3.50	12,158	278	12,436	1,750
	Medical Insurance Co-Pay	0.00	0	0	0	0
	TOTAL PAYROLL COST PROJECTED	75.00	224,744	8,191	232,935	51,167

Note: Open Account Fee: \$20.00; Monthly Fee: \$36.00 (\$3.00 per mo.); Total: \$56.00. Paid by City of Ontario.

H.S.A. Amount Contributed to All Employees: 232,935
 Interest Penalty 35.00%
 Penalty... from 81,527
 Savings by giving Full Deductible 30,361