

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

**AGENDA  
CITY COUNCIL - CITY OF ONTARIO, OREGON  
MONDAY, JUNE 20, 2016, 7:00 P.M., M.T.**

- 1) **CALL TO ORDER**  
Roll Call: Norm Crume \_\_\_\_\_ Tessa Winebarger \_\_\_\_\_ Charlotte Fugate \_\_\_\_\_ Marty Justus \_\_\_\_\_  
Larry Tuttle \_\_\_\_\_ Betty Carter \_\_\_\_\_ Mayor Ron Verini \_\_\_\_\_

2) **PLEDGE OF ALLEGIANCE**

This Agenda was posted on Wednesday, June 15, 2016. Copies of the Agenda are available at the City Hall Customer Service Counter and on the city's website at [www.ontariooregon.org](http://www.ontariooregon.org).

3) **MOTION TO ADOPT THE ENTIRE AGENDA**

4) **CONSENT AGENDA: MOTION ACTION APPROVING CONSENT AGENDA ITEMS**

- A) Minutes of Regular Meeting of 06/06/2016 ..... 1-11  
B) Meetings List: Jul-Dec, 2016 ..... 12  
C) Proclamation: Olympic Day at Ontario Hotshots Gymnastic Academy ..... 13  
D) Approval of the Bills

5) **DEPARTMENT HEAD UPDATES**

- 6) **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.

7) **NEW BUSINESS**

- A) CH2M HILL Contract Renewal - Amendment #2 ..... 14-16  
B) Resolution #2016-118: Establishing Polices Related to Ending Fund Balances for 2015-16 ..... 17-19  
C) Resolution #2016-119: Authorizing Changes to Bank Signatories ..... 20-21  
D) Resolution #2016-120: Adopting Supplemental Budget to Recognize Unexpected Revenues and to Transfer Budgeted Appropriations for Unexpected Items ..... 22-25

8) **PUBLIC HEARING(S)**

- A) Partition Final Plat Approval for ROW Action 2015-12-35PTN ..... 26-28  
B) Resolution #2016-116: Declaring the City's Election to Receive State Revenues ..... 29-30  
C) Resolution #2016-117: Adoption of City's 2016-2017 Annual Budget ..... 31-35

9) **HAND-OUTS/DISCUSSION ITEMS**

- A) City Manager Guidelines and Parameters  
B) Ad-Hoc Committee for Union Negotiations  
C) Department Stats: OPD  
D) County Court Minutes: 06-01-2016  
E) Meet-n-Greet  
F) Financials

10) **CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS**

11) **EXECUTIVE SESSION:**

- A) ORS 192.660(2)(d)  
B) ORS 192.660(2)(i)

12) **ADJOURN**

**ONTARIO CITY COUNCIL MEETING MINUTES**  
**June 6, 2016**

The regular meeting of the Ontario City Council was called to order by Mayor Ronald Verini at 7:00 p.m. on Monday, June 6, 2016, in the Council Chambers of City Hall. Council members present were Ronald Verini, Norm Crume, Tessa Winebarger, Betty Carter, Marty Justus, Larry Tuttle, and Charlotte Fugate.

Members of staff present were Adam Brown, Tori Barnett, Larry Sullivan, Kari Ott, Dan Cummings, Cal Kunz, Steve Mallea, Cliff Leeper, Betsy Roberts, and Anita Zink.

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

Tessa Winebarger led everyone in the Pledge of Allegiance.

**AGENDA**

Mayor Verini stated that there were a few changes to the Agenda that evening. Under presentations, following the swearing in of the new City Manager and the new Police Chief, Megan Cook would be speaking on behalf of the Friends of the Aquatic Center. Also, under New Business, they would eliminate item "B", as that was addressed at the Thursday work session; then add in a new "C", for potential action on rescinding the enhanced fees for the MCOA building permit.

Original item "B" under New Business, Microclor Cell Purchase-Water Department: Request for Earlier CIP Purchase, was acted upon at the Thursday, June 2, 2016 work session.

Charlotte Fugate moved, seconded by Tessa Winebarger, to adopt the adjusted Agenda as amended. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

**CONSENT AGENDA**

Betty Carter moved, seconded by Norm Crume, to adopt Consent Agenda items A) Minutes of Regular Meeting of May 16, 2016; B) Minutes of Special Meeting of July 14, 2015; and item C) Approval of the Bills. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

Original item "C" from the Consent Agenda, listed as ROW Request – Wooden Pergola at Malheur County on Aging, was acted on at the Thursday, June 2, 2016 work session.

**PRESENTATIONS**

City Manager Adam Brown and Police Chief Cal Kunz were sworn into office by City Recorder Tori Barnett. The Mayor, Council, staff, and those in attendance at the meeting welcomed the two new members of the City of Ontario staff.

**PUBLIC COMMENT**

Megan Cook, Friends of the Aquatic Center representative, stated: *We are a small group of citizens trying to get input from the community and the surrounding area as to how they would use the Aquatic Center if it were open or if it were usable. We are having an event this Saturday, June 11<sup>th</sup>, from 11am-2pm. The event will start at the Aquatic Center. It is a free family event. We have had tons of support from local businesses, who donated items such as Burger West will be doing hot dogs and ice cream sandwiches. We will have it on the street of SW 3<sup>rd</sup> Avenue. We have asked the Public Works Department if we could get the road closed, and also if they would waive the fees. The event has been funded by Ford Family Foundation who gave us a \$2,500 grant in order for us to be able to advertise it and provide it as a free family event. We are asking that the street be closed all the way down to the Red Apple entrance. We will also be using the field next to the Boys and Girls Club. The school district allowed us to use and field and waved the fees as well. The Fire Department will be manning the fire hydrant which will create a spray type structure. Off of that, we will also be having a simulated splash pad. We will be asking people to fill out a quick five question survey telling us how they would use the facilities, when they would use it, and what services they would like to see offered if it were open. Just wanted to let you know about the event. I do have a dunk tank signup sheet if any of you would be willing to get dunked. The Mayor has volunteered, so I'm looking for a few more public figures. Should be a fun family event and it looks like we will have a good turnout. Hope to see you all there. When we are done with this phase, which should be the end of June, we will go to the next phase which will be taking all of those surveys, taking all of the information and trying to create one to three plans of how we can make this happen and to be able to keep it open forever. Please like us on Facebook, Friends of the Aquatic Center.*

**AMEND AGENDA**

Marty Justus moved, seconded by Betty Carter, to amend the Agenda to include a second Executive Session under ORS 192.660(2)(d). Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

**NEW BUSINESS**

**Bid Award: Well 17 Pump Installation**

Betsy Roberts, City Engineer, presented.

To bring the new potable water well No. 17 online, the pump and controls had to be installed as well as installation of piping to connect to the existing raw water supply system and construction of a well house. Anderson-Perry provided drawings and specifications detailing the project needs. This project was being constructed through a Public Works – Contractor partnership. Because of the unique split of work shown on the drawings, Public Works staff employed the use of the informal bid process (endorsed by the Council previously) to engage three pump contractors as well as three electrical/controls contractors.

Bids were solicited from seven contractors (including at least three well pump suppliers and three electrical/communications suppliers). Two bids were received for the pump installation and two bids were received for the telemetry/electrical installation; summarized below:

**Pump Bids**

Leon's Pump – Ontario Oregon	\$12,600.00
Riverside Inc. – Parma Idaho	\$20,017.00

**Electrical/Control Bids**

Vale Electric/ACS	\$59,509.00
Control Engineers	\$62,787.00

At the April 4, 2016 meeting, the Council approved Resolution 2016-114, the addition of \$90,000 to the Water Fund to provide a total budget of \$100,000.

The apparent low bid submitted for the Pump Installation was from Leon's Pumps. The apparent low bid submitted for the Control/Telemetry was from Vale Electric/ACS. The combined cost of those two bids totaled \$72,109. Public Works staff would use as many supplies on-hand as possible to complete their portion of the work, but have been budgeted up to \$15,000 for their effort. The remaining \$12,891 will be held as contingency until the project was completed.

The combined low bid from Leon's Pumps and Vale Electric/ACS was \$72,109.00. The budgeted amount for this project was \$100,000.00. Subtracting the potential amount needed by Public Works staff for the building, piping, and concrete flooring, it was anticipated that \$12,891.00 would be available for contingency.

Councilor Fugate asked about the total of \$87,109.

Ms. Roberts stated that was the estimated cost. There was \$100,000 budgeted, and that request came in around a month ago. She had worked with Kari Ott [Finance] to put in increase in that budget.

Norm Crume moved, seconded by Betty Carter, that the City Council award the pump installation for Well 17 Pump Installation Project to the apparent low bidder Leon's Pumps of Ontario, Oregon for \$12,600.00 and the Control/Telemetry portion of the Well 17 Pump Install Project to the apparent low bidder Vale Electric/ACS of Vale Oregon for \$59,509.00. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

**Funding Opportunities for Street Department**

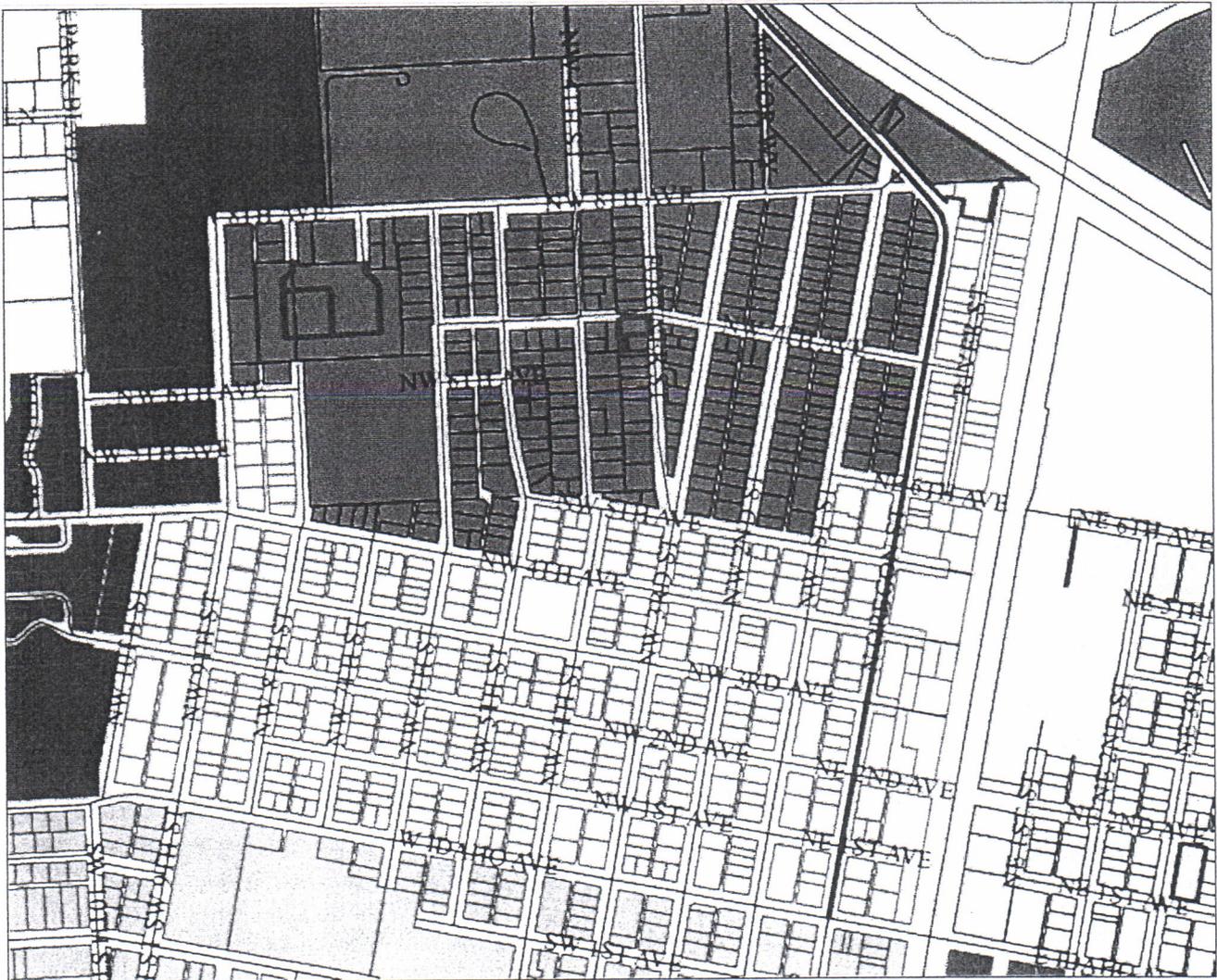
Betsy Roberts, City Engineer, presented.

In light of decreasing fund availability in the Streets Fund, Public Works staff reviewed several options for funding sources, reallocation of funds, etc. The report before Council provides a few options available specific to the Streets Fund. Public Works staff would like direction from the Council regarding these opportunities.



**Modified Chip Seal Approach – 2016**

Per the standard annual chip seal rotation, Area 6 was slated for crack fill and chip seal this year. Public Works staff requested a budget of \$225,000 to conduct this year's crack and chip seal work. Public Works endorsed a systematic process for maintenance; however, in light of the imminent Street Fund budget shortfalls, Public Works determined that a more in-depth review of the Area 6 streets was in order. Accordingly, the City Engineer, along with the Field Superintendent, evaluated the condition of chip seals in Area 6. Area 6 generally included the area in yellow in the map below:



This area was mostly residential. It does not see high volume traffic or heavily loaded vehicles. The pavement evaluation revealed that existing chip seals were in adequate condition such that chip sealing could be held off for a year and re-evaluated next year. However, it was essential that the crack sealing was completed this summer as planned. Public Works staff does not believe that holding off on chip seal in Area 6 for a year will have any negative side effects to the streets in the area. However, staff wants to be clear that while withholding preventative maintenance like chip sealing could be acceptable and sometimes necessary, it should not be considered standard practice.

The table below has been provided in an effort to convey information regarding existing revenue or budget, as well as anticipated expenditures over the next several years.

Source	FY 2016-17	FY 2017-18	Cumulative
<b>Revenue (+)</b>			
• City Grant Fund	\$30,000		
• City Street Fund	\$150,000 <sup>1</sup>	\$150,000 <sup>3</sup>	
• ODOT Fund Exchange		\$365,500+≅\$120,000 <sup>2</sup>	
			\$635,500
<b>Expenditures (-)</b>			
• SE 2 <sup>nd</sup> Final Design etc.	(\$30,000)		
• SE 2 <sup>nd</sup> Construction		(\$515,558) <sup>4</sup>	=\$119,942
• Annual Chip Seal Program		(\$225,000) <sup>5</sup>	=( \$105,058)
<b>Balance</b>	<b>\$150,000</b>	<b>(\$105,058)</b>	

<sup>1</sup> Contributed from modified chip seal program – recommend pushing 2016 dollars forward to FY 2017-18 to support obligation or maintain fund balance to continue future chip seal program

<sup>2</sup> This is the 2016 Fund Exchange balance (rounded) plus the anticipated yearly amount (estimated average has been \$120,000 or a bit more).

<sup>3</sup> This assumes carrying forward the additional chip seal funding to aid in covering the SE 2<sup>nd</sup> Street obligation.

<sup>4</sup> SE 2<sup>nd</sup> Street project is slated for construction starting in 2018. The current federal program requires that total City match is available prior to expenditure, so would likely be due to ODOT by January 2018.

<sup>5</sup> This assumes the Annual Chip Seal Program is reinstated after a 1 year hiatus.

The annual chip seal program, budgeted for \$211,760, could be conducted as planned this year, or the Council could consider locating funding to support the SE 2<sup>nd</sup> Street project for next year from another source.

By modifying the Annual Chip Seal Program for FY 2016-17, the Council could seed FY 2017-18 Streets Fund with an additional \$150,000. This provided adequate funding to meet the City's FY 2017-18 obligation to ODOT for the SE 2<sup>nd</sup> Street Project. WITHOUT this additional funding, the City would need to secure an additional \$30,000 to fulfill its obligation. Even with moving the \$150,000 forward one year, the Street Fund would need at least another \$105,058 to cover just the Annual Chip Seal Program.

Staff noted that the modified chip seal program was a solution that could be applied occasionally but should not be considered a permanent solution to increase funding in the Street Fund.

Councilor Justus asked when was this modification you are talking about from most used to least used, when could she have that for them, or was that an internal thing the Council didn't need to approve.

Ms. Roberts stated it would come before Council for approval of the funding. In previous actions, they had presented the concept to the Council, explaining how they'd like to accomplish the action, and they really just wanted a head nod or head shake on the project. This project was something she'd be working on through the fall and winter, and would have ready around the beginning of the year. They could look at this might impact costs and what areas they were working on.

Councilor Fugate voiced her concern. She had gone up to La Grande and driven through their residential areas, and they were terrible. She believed they had sacrificed the area for the main drags. This Council, in the past, had a propensity to not maintain things. She was concerned if they'd take care of the residential areas if money got tight.

Ms. Roberts stated that goal was to not do that.

Councilor Fugate asked what the life of a road was.

Ms. Roberts stated it depended on the base conditions.

Councilor Tuttle stated this exchange that Ms. Roberts was talking about, with ODOT for the \$365,000 and change, when was that money available? Was that available immediately?

Ms. Roberts stated she believed it could be. They needed to let ODOT know by the end of September if the city wanted to use the money. The letter indicated that amount would be this construction year. Staff would be meeting with ODOT again, and they would discuss what the timelines were going to be.

Councilor Tuttle verified that the money would not transfer to the city, that they'd just hold that money and use it as part of the match.

Ms. Roberts stated likely not. They were actually in the process of potentially changing shifting how the SE 2<sup>nd</sup> project was funded and that could impact the way the money flowed through, but she didn't have all the details on that yet.

Kari Ott, Finance, stated they'd still have to book that money in the Street Department, to get the cost of the road. The city might not see that money coming in, but it would be in the financials. The funding had to be booked because it's a city asset improvement and city money. They just wouldn't see the actual money coming in.

Councilor Tuttle asked what the funding was in the 2016-2017 budget for the SE 2<sup>nd</sup> project.

Ms. Roberts stated it had \$30,000.

Councilor Tuttle stated he thought they needed to look at possibly taking some money out of that contingency and into that street fund.

Norm Crume moved, seconded by Tessa Winebarger, that the City Council authorizes a change to the City's Street Fund to modify the Chip Seal line item from \$211,760 to \$61,760. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

#### **Rescind Enhanced Fee for CMOA Building Permit**

Larry Sullivan, City Attorney, presented.

Malheur Council on Aging (MCOA) constructed a pergola without obtaining a City building permit. After construction was started, the City learned about the construction, which also encroached on a City right of way. At the June 2, 2016, work session, Dan Shepard with CH2M briefed the Council on the situation. The Council approved the encroachment permit for MCOA. The Council also had a discussion about whether the City was authorized to charge MCOA an enhanced building permit fee. Staff informed the

Council that the building permit fee schedule authorized charging a double fee and that state law allowed charging an enhanced fee based on the extra expense for investigating and processing an untimely building permit application. Following that discussion, the Council directed staff to charge MCOA an enhanced building permit fee.

Dan Cummings, Community Development Director, investigated the matter further after the meeting and found Resolution 2013-115 setting building permit fees, including a fee for starting construction without obtaining a permit. That fee included a \$50 administrative charge, plus a double fee for a first offense and a triple fee for a second offense.

In 2015, the City entered into a contract with the State, in which the City agreed to charge building permit fees in accordance with state law. ORS 455.088 sets the fee for starting construction without obtaining a permit. It does not authorize a doubling or tripling of the normal fees, but limited the amount to the extra expense caused to the City because of the untimely permit application.

In this case, MCOA's untimely filing would not cost the City any additional expense. The only extra work was done by Dan Shepard, a CH2M employee, in investigating and processing the encroachment permit, and Cliff Leeper of CH2M informed the City attorney that CH2M would not pass that cost on to the City in this instance. Therefore, the City did not have a basis for charging MCOA an enhanced building permit fee.

Based upon that information, staff was recommending that the Council rescind its motion to charge MCOA an enhanced building permit fee. In addition, unless the Council directed otherwise, staff would prepare a new building permit fee resolution that would bring the schedule into conformance with ORS 455.088. Further, staff would prepare a resolution setting a fee for doing encroachment permits, for which the City does not currently impose a fee.

Councilor Fugate asked if he charged for his advice.

Mr. Sullivan stated that was not a fee under the state law that could be passed on to the applicant. The enhanced fee had to be compensation for work done by the city's Building Official.

Councilor Justus asked if the state set the \$50 administration fee or was that something the city charged?

Mr. Cummings stated the \$50 fee was in the city ordinance. The state told the staff that their rules overruled the city's, and the city could not charge that. He was working with the state to find a solution, and he'd bring that back to Council.

Councilor Justus asked if that \$50 fee covered his costs.

Mr. Cummings stated no, it did not.

Councilor Fugate asked if the pergola permit had not been issued yet because of this.

Mr. Cummings stated it had not. He had not issued the permit yet. He wanted to hear how the action would be taken care of that night at the Council meeting.

Councilor Tuttle asked about the right-of-way.

Mr. Cummings stated it would take someone with a program to survey it all out

Councilor Crume asked if the street was where it was supposed to be.

Mr. Cummings stated he could not answer that.

Councilor Crume stated if it wasn't, wouldn't the city have to move the street?

Mr. Cummings stated that in looking at the maps, it appeared to be in the right-of-way.

Councilor Crume stated that until someone built, the city didn't have to worry about it. But, when that happened, they would have to have a survey done.

Marty Justus moved, seconded by Charlotte Fugate, that the City Council rescind its direction to staff to charge MCOA an enhanced building permit fee for starting construction of a pergola without obtaining a permit. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

#### DISCUSSION ITEMS

Councilor Fugate asked Ms. Barnett to some information on having a party at the Cultural Center for the City Manager and Police Chief. They needed to have a date to put in the paper so the community could be notified. She suggested having it in the evening so people could go when they got off work, and to just serve some soft drinks and cookies.

Councilor Winebarger suggested including Oster Professional Group in the welcome, since they'd be joining as the Finance Department in July.

Mayor Verini stated they should include the new part time Airport Manager, too. He asked Ms. Barnett what she thought the expense might be at the Cultural Center for this.

Ms. Barnett stated the city, by contract, received a free room, so the only expenses would be for the food items.

Councilor Justus asked if the city had any money set aside in the budget for this type of event.

Ms. Ott stated there were funds in the General Supplies and Maintenance lines, but nothing specifically set aside of this. Those funds could be used for that.

Council direction to have a party at the Cultural Center, have Ms. Barnett get various dates, send out to Council, and find an agreeable date for everyone. There was discussion on what to have available – cookies, punch, etc., and Ms. Barnett stated she would get some ideas put together for them.

#### CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Councilor Fugate stated her concerns with new revenue. She provided Mr. Cummings with a binder she had from a 20-member committee from 2008, where they explored many different revenue avenues. She believed it would be good for Mr. Brown to see it, and maybe get some ideas, or add some.

Councilor Crume stated he had talked with the new Airport Manager and he and the FBO were pleased with the lack of weeds around the airport. He gave CH2 the thumbs up!

Councilor Justus stated Revitalize Ontario! was working with Mr. Cummings in putting together a survey for downtown parking.

Councilor Tuttle stated he was happy to see the new employees, and was looking forward to working with them.

Mayor Verini stated this was a great opportunity to look at the city's budget, the expenses, and the safety in this community, and having both on board was powerful. He thanked them very much for being here.

Larry Sullivan stated for the last few years, the city has not had a Franchise Agreement with Cable One because of ongoing litigations regarding whether the city could charge a larger fee for its broadband service or restricted to charges a franchise fee for the cable. The Oregon Supreme Court finally came down with a decision that it has been sitting on for a couple of years and ruled the cities can charge for broadband service for cable television operations. So, he'd start moving forward on that Franchise Agreement, because at least now there was some leverage.

Mayor Verini stated there had been a lot of talk in the community about losing the stations which aired Salem news, so can that be addressed there?

Mr. Sullivan stated it was possible. It appeared that Cable One had been fairly aggressive in restricting the kind of benefits the community had been receiving from franchise, and maybe that was a reaction to the city's attempt to get more franchise fees. He didn't know, but they would be back at the negotiating table.

Councilor Winebarger thanked Ms. Barnett and Sgt. Mallea for filling in as interim in the City Manager and Police Chief positions, and for all their hard work.

Mayor Verini stated there might have been some miscommunication at the last meeting regarding the June 16<sup>th</sup> and June 30<sup>th</sup> work sessions. On June 30<sup>th</sup>, there were going be Council and staff members going on a site visit, so that meeting needed to be moved. That would be for the July 5<sup>th</sup> Council meeting. They could move the 30<sup>th</sup> to the 29<sup>th</sup>, if that suited the Council.

Council consensus to move the work session of the 30<sup>th</sup> to the 29<sup>th</sup>.

Mayor Verini continued that on June 16<sup>th</sup>, he, Councilor Carter, and some staff, would be unavailable from about 1-3pm, but those were not sure times. Could they move that work session to begin earlier? It was an especially important meeting as they'd be discussing the upcoming budget, along with many other things.

Council consensus to begin the work session of the 16<sup>th</sup> to begin at 9:00 a.m.

**EXECUTIVE SESSION**

**Executive Session: ORS 192.660(2)(i)**

An executive session was called at 8:09 p.m. under provisions of ORS 192.660(1)(i) to review and evaluate the performance of an officer, employee or staff member. The Council reconvened into regular session at 8:33 p.m.

**FURTHER BUSINESS**

Councilor Justus asked to have information on how the budget had been over-expended by \$10K in a line item, and how it wasn't brought to Council to move any funds.

**ADJOURN**

Norm Crume moved, seconded by Tessa Winebarger, that the meeting be adjourned. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Jost-Yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 7/0/0.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Ronald Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

MEETINGS LIST JULY THROUGH DECEMBER, 2016

JUL	5	(TUE) Council Meeting	7:00 pm	City Hall
	7	V&C Board	7:00 am	Clarion Inn (1249 Tapadera Avenue)
	11	Planning Commission	7:00 pm	City Hall
	12	Public Works Committee	3:00 pm	City Shop (1551 NW 9 <sup>th</sup> Street)
	14	Council Work Session	12:00 pm	City Hall
	18	Council Meeting	7:00 pm	City Hall
	20	Recreation Board	3:30 pm	Recreation Building (745 SW 3 <sup>rd</sup> Avenue)
	25	Airport Committee	6:00 pm	Airport (581 SW 33 <sup>rd</sup> Street)
28	Council Work Session	12:00 pm	City Hall	
AUG	1	Council Meeting	7:00 pm	City Hall
	4	V&C Board	7:00 am	Clarion Inn
	8	Planning Commission	7:00 pm	City Hall
	9	Public Works Committee	3:00 pm	City Shop
	11	Council Work Session	12:00 pm	City Hall
	15	Council Meeting	7:00 pm	City Hall
	17	Recreation Board	3:30 pm	Recreation Building
22	Airport Committee	6:00 pm	Airport	
SEP	1	V&C Board	7:00 am	Clarion Inn
	1	Council Work Session	12:00 pm	City Hall
	6	(TUE) Council Meeting	7:00 pm	City Hall
	12	Planning Commission	7:00 pm	City Hall
	13	Public Works Committee	3:00 pm	City Shop
	15	Council Work Session	12:00 pm	City Hall
	19	Council Meeting	7:00 pm	City Hall
	21	Recreation Board	3:30 pm	Recreation Building
	26	Airport Committee	6:00 pm	Airport
29	Council Work Session	12:00 pm	City Hall	
OCT	3	Council Work Session	12:00 pm	City Hall
	6	V&C Board	7:00 am	Clarion Inn
	10	Planning Commission	7:00 pm	City Hall
	11	Public Works Committee	3:00 pm	City Shop
	13	Council Work Session	12 Noon	City Hall
	17	Council Meeting	7:00 pm	City Hall
	19	Recreation Board	3:30 pm	Recreation Building
	24	Airport Committee	6:00 pm	Airport
NOV	3	V&C Board	7:00 am	Clarion Inn
	3	Council Work Session	12:00 pm	City Hall
	7	Council Meeting	7:00 pm	City Hall
	8	Public Works Committee	3:30 pm	City Shop
	14	Planning Commission	7:00 pm	City Hall
	16	Recreation Board	3:30 pm	Recreation Building
	17	Council Work Session	12:00 pm	City Hall
	21	Council Meeting	7:00 pm	City Hall
	28	Airport Committee	6:00 pm	Airport
DEC	1	V&C Board	7:00 am	Clarion Inn
	1	Council Work Session	12:00 pm	City Hall
	5	Council Meeting	7:00 pm	City Hall
	12	Planning Commission	7:00 pm	City Hall
	13	Public Works Committee	3:00 pm	City Shop
	15	Council Work Session	12:00 pm	City Hall
	19	Council Meeting	7:00 pm	City Hall
	21	Recreation Board	3:30 pm	Recreation Building
	27	(TUE) Airport Committee	6:00 pm	Airport
29	Council Work Session	12:00 pm	City Hall	

## CITY OF ONTARIO PROCLAMATION

### OLYMPIC DAY

**WHEREAS,** for over 100 years, the Olympic movement has built a more peaceful and better world by educating young people through amateur athletics, by bringing together athletes from many countries in friendly competition, and by forging new relationships bound by friendship, solidarity, and fair play; and

**WHEREAS,** the United States Olympic Committee is dedicated to coordinating and developing amateur athletic activity in the United States to foster productive working relationships among sports-related organizations; and

**WHEREAS,** the City of Ontario promotes and supports amateur athletic activities involving Olympic and Paralympic sports; and

**WHEREAS,** the City of Ontario promotes and encourages physical fitness and public participation in amateur athletic activities; and

**WHEREAS,** the City of Ontario assists organizations and persons concerned with sports in the development of athletic programs for able-bodied and disabled athletes regardless of age, race, or gender; and

**WHEREAS,** June 23<sup>rd</sup> is the anniversary of the founding of the modern Olympic movement, representing the date on which the Congress of Paris approved the proposal of Pierre de Coubertin to found the modern Olympics.

**NOW, THEREFORE,** I, Ronald Verini, Mayor of the City of Ontario, do hereby proclaim with much appreciation and admiration, June 23, 2016, as

### **“OLYMPIC DAY”**

in the City of Ontario and urge all citizens to observe such anniversary with appropriate ceremonies and activities.

In witness whereof, I have hereunto set my hand and caused the City Seal to be affixed on this 23<sup>rd</sup> day of June, 2016.

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Ronald Verini, Mayor  
City of Ontario

## AGENDA REPORT

June 20, 2016

TO: Mayor and City Council

FROM: Cliff Leeper, Public Works Director, CH2M HILL

THROUGH: Adam Brown, City Manager

---

**SUBJECT: CH2M HILL CONTRACT RENEWAL – AMENDMENT #2**

DATE: June 14, 2016

### SUMMARY:

Attached is the following document:

- Proposed Amendment No. 2 to the Agreement for Operations, Maintenance, and Management Services between CH2M HILL, and the City of Ontario. [Effective July 1, 2016]

### PRIOR COUNCIL ACTIONS:

06/02/2014 Council approved the initial Agreement with CH2M HILL for FY14-15.

08/17/2015 Council approved Amendment #1 with CH2M HILL for FY15-16.

### BACKGROUND:

CH2M Hill has requested approval of proposed Amendment No. 2 to the existing Agreement for Operation, Maintenance, and Management Services for the City of Ontario. The initial contract expired June 30, 2015, and Amendment No. 1 is scheduled to expire June 30, 2016. Proposed Amendment #2 would expire June 30, 2017.

The only proposed change to the existing contract, outlined in Amendment #2, is under Appendix E, Section E.1.1, which shall be deleted in its entirety, replaced by the following language:

*E.1.1 City shall pay to CH2M HILL, as compensation for services performed under this Agreement, a Base Fee of Five Million, Eighty-Two Thousand, One Hundred Eighty-Eight Dollars (\$5,082,188.00) for the 2016-2017 contract year. Subsequent years' base fees shall be determined as hereinafter specified in Appendix E.3.*

### FINANCIAL IMPLICATIONS:

Per Appendix E, Section 3 of the adopted Agreement, CH2M HILL has the ability to request up to a 3.37% increase in compensation; however, in an effort to promote a positive partnership with the City, CH2M has elected to request only a 2.90% escalation from the previous contract, which equates to an increase of \$143,230, resulting in an annual fiscal impact of \$5,082,188, or approximately \$423,516 per month.

**RECOMMENDATION:**

Staff recommends that the City Council approve proposed Amendment #2.

**PROPOSED MOTION:**

I move that the City Council approve Amendment No. 2 to the CH2M HILL Agreement for Operations, Maintenance, and Management Services for the City of Ontario, dated July 1, 2016, and that the Mayor be authorized to execute the Amendment.

**AMENDMENT NO. 2**  
**to the**  
**AGREEMENT FOR OPERATIONS,**  
**MAINTENANCE, AND MANAGEMENT SERVICES**  
**for the**  
**THE CITY OF ONTARIO, OREGON**

This Amendment No. 2 (the "Amendment") to the Agreement for Operations, Maintenance, and Management Services for the City of Ontario Oregon, dated June 4, 2014 (the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the (hereinafter "City") and Operations Management International, Inc. (hereinafter "CH2M HILL").

NOW THEREFORE, Owner and CH2M HILL agree to amend the Agreement as follows:

1. Appendix E, Section E.1.1 is deleted in its entirety and replaced with the forgoing:

E.1.1 City shall pay to CH2M HILL as compensation for services performed under this Agreement a Base Fee of Five Million Eighty Two Thousand One Hundred Eighty Eight Dollars (\$5,082,188) for the 2016-2017 contract year. Subsequent Years' base fees shall be determined as hereinafter specified in Appendix E.3.

This Amendment together with any previous Amendments and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in force and effect. Neither this Agreement nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT  
INTERNATIONAL, INC.**

**THE CITY OF ONTARIO, OREGON**

Authorized Signature:

Authorized Signature:

\_\_\_\_\_  
Scott Neelley  
Vice President

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## AGENDA REPORT

June 20, 2016

TO: Mayor and City Council

FROM: Kari Ott, CPA

THROUGH: Adam Brown, City Manager

**SUBJECT: RESOLUTION #2016-118; ESTABLISHING POLICIES RELATED TO ENDING FUND BALANCES FOR 2015-2016**

DATE: June 16, 2016

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### **SUMMARY:**

Attached is the following document:

- Resolution # 2016-118

The purpose of this agenda item is to establish fund balance policies to comply with GASB pronouncement 54.

### **BACKGROUND:**

The City Council elects and reserves the authority to establish and modify commitments of ending fund balance pursuant to GASB 54 requirements.

### **FINANCIAL IMPLICATIONS:**

The financial implication is that the City Council elects to commit the 2015-2016 ending fund balance for specific uses in 2016-2017.

### **RECOMMENDATION:**

Staff recommends the City Council adopt Resolution #2016-118.

### **PROPOSED MOTION:**

I move the City Council adopt Resolution #2016-118, A RESOLUTION ESTABLISHING POLICIES RELATED TO ENDING FUND BALANCES FOR 2015-2016 PURSUANT TO GASB 54 REQUIREMENTS.

## RESOLUTION #2016-119

### A RESOLUTION ESTABLISHING POLICIES RELATED TO ENDING FUND BALANCES FOR 2015-2016

**WHEREAS,** The City of Ontario promotes accounting practices in compliance with the Governmental Accounting Standards Board (GASB); and

**WHEREAS,** The City Council desires to establish fund balance policies to comply with GASB pronouncement 54.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council for the City of Ontario:

Pursuant to GASB 54 requirements, the City hereby elects the following policies as it relates to fund balances for 2015-2016:

#### **Authority**

The Ontario City Council reserves the authority to establish and modify commitments of ending fund balance.

#### **Commitments**

In compliance with GASB 54, the Ontario City Council hereby makes the following commitments of 2015-2016 ending fund balance for specific uses in 2016-2017:

#### Special Revenue Funds

The unrestricted ending fund balance of the Trust Fund is committed to use for activities related to the specific department priorities as established by those who provided the monies held in trust.

The ending fund balance of the Revolving Loan Fund is committed to use for activities related to the specific activities defined by Council Resolution governing the revolving loan fund program and the grant program established through the collection of interest payments on outstanding loans.

#### Capital Project Funds

The unrestricted ending fund balance of the Capital Projects Fund is committed to use for capital project activities as defined by each individual department, including fees collected that are required to be spent on defined activities.

The unrestricted ending fund balance of the Reserve Fund is committed to use for capital projects and equipment replacement related to the specific department priorities as established by those who provided the monies.

#### **Assignments**

Authority to classify portions of ending fund balance as Assigned is hereby granted to the Ontario City Council, or their designee.

**Spending as it Relates to Ending Fund Balance Policy**

The Ontario City Council considers the spending of the restricted classification of fund balance in the following order:

- Restricted Uses
- Committed Uses
- Unrestricted Uses

**EFFECTIVE DATE:** Effective immediately upon passage.

**PASSED AND ADOPTED** by the City Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_ 2016, by the following vote:

AYES:

NAYES:

ABSENT:

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Ronald Verini, Mayor

ATTEST:

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

**AGENDA REPORT**  
June 20, 2016

TO: Mayor and City Council

FROM: Adam Brown, City Manager

SUBJECT: **RESOLUTION #2016-119: AUTHORIZING CHANGES TO BANK SIGNATORIES**

DATE: June 13, 2016

---

**SUMMARY:**

Attached is the following document:

- Resolution #2016-119: Specifying signatures on all city accounts

The city has various bank accounts with Wells Fargo, Columbia Bank, US Bank, and various accounts within the Local Government Investment Pool that have previous Interim City Manager Tori Barnett listed as a signatory.

The purpose of this agenda item is to remove Tori Barnett as a signatory, and to add City Manager Adam Brown to all city bank accounts. The signature of at least one member of the Audit Committee would be required on all checks \$5,000.00 and larger.

**BACKGROUND:**

Banks require minutes of a meeting or a resolution to make changes to signatories.

**RECOMMENDATION:**

Staff recommends the City Council approves Resolution #2016-119.

**PROPOSED MOTION:**

I move the City Council approve Resolution #2016-119, A RESOLUTION SPECIFYING SIGNATORIES ON ALL CITY BANK ACCOUNTS.

**RESOLUTION #2016-119**

**A RESOLUTION SPECIFYING SIGNATORIES ON ALL CITY BANK ACCOUNT**

**WHEREAS,** Signatories on the City's bank accounts located at, including but not limited to, Columbia Bank, Wells Fargo, US Bank, and Local Government Investment Pool (LGIP), are outdated and currently list Tori Barnett as a signatory; and

**WHEREAS,** Signatories on all City bank accounts will be updated by removing Tori Barnett and adding Adam Brown; and

**WHEREAS,** From this point forward, City checking accounts used for Payroll and Accounts Payable will have persons holding the following positions listed as signatories: City Manager, City Finance Manager, Mayor, and Council members who serve on the City's Audit Committee. All other City bank accounts will have persons in the following positions listed as signatories: City Manager, City Finance Manager, and Mayor.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Ontario City Council, to approve the following changes in signatories to the city's banking accounts:

Remove signatory:     Tori Barnett  
Add signatories:       Adam Brown

**EFFECTIVE DATE:** Effective immediately upon passage.

**PASSED AND ADOPTED** by the City Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES:  
NAYES:  
ABSENT:

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

**ATTEST:**

\_\_\_\_\_  
Ronald Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

## AGENDA REPORT

June 20, 2016

TO: Mayor and City Council

FROM: Kari Ott, CPA

THROUGH: Adam Brown, City Manager

**SUBJECT: RESOLUTION NO. 2016-120: ADOPTING A SUPPLEMENTAL BUDGET TO RECOGNIZE UNEXPECTED REVENUES AND TO TRANSFER BUDGETED APPROPRIATIONS FOR UNEXPECTED ITEMS**

DATE: June 16, 2016

---

### **SUMMARY:**

Attached is the following document:

- Resolution #2016-120

At the time the 2015-2016 budget was approved, there were a few items that were unknown, so a budget resolution is necessary.

### **BACKGROUND:**

The items that we were unaware of at the time the 2015-2016 budget was approved are as follows:

- There were three retirements in the police department during 2015-2016.
- The Accounts Receivable/Payroll Clerk resigned and Oster Professional Group increased the contract scope of services to provide payroll services.
- Nine (9) days of SRCI labor was needed at the cemeteries.
- The Recreation Department budgeted for a part time staff person through American Staffing; however a full-time employee was hired and was split between Recreation and Administration.
- The FAA grant was a little over double from what was expected, which required a higher match.
- The police car seat grant had a little higher carryover of prior year grant funds than expected.

- More building permits were received than expected, which increased the amount to be paid to Fruitland for inspection services.
- Higher motel occupancy tax than budgeted was expected; consequently, a higher amount will be required to be paid out to the Cultural Center.
- The BLM building improvements at the airport cost a little more than originally estimated.
- ODOT gave the city a storage tank for the magnesium chloride.
- The actual interest on the LID loan was a little different than the amortization schedule shows.
- The water portion of the 911 dispatch contract was not accounted for in the budget.

**FINANCIAL IMPLICATIONS:**

The attached resolution shows the budget changes necessary.

**STAFF RECOMMENDATION:**

Staff recommends the Council pass Resolution #2016-120.

**PROPOSED MOTION:**

I move that the city council approve RESOLUTION NO. 2016-120, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET TO RECOGNIZE UNEXPECTED REVENUES AND TO TRANSFER BUDGETED APPROPRIATIONS FOR UNEXPECTED ITEMS

**RESOLUTION #2016-120**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET TO RECOGNIZE UNEXPECTED REVENUES AND TO TRANSFER BUDGETED APPROPRIATIONS FOR UNEXPECTED ITEMS**

- WHEREAS,** there were some unexpected retirements within the police department; and
- WHEREAS,** there were a few grants and revenues that were more than the expected amount at the time of budget; and
- WHEREAS,** there are a few line items that will be over budget before the end of the fiscal year; and
- WHEREAS,** there needs to be some budget appropriation transfers to adjust for items unknown at the time the 2015-2016 budget was adopted.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Ontario City Council, to approve the following adjustments to the fiscal year 2015-2016 budget:

Line Item	Item Description	FY 2015-2016 Budget	Amount of Change	Adjusted Budget
<b>GENERAL FUND</b>				
001-024-511000	WAGES AND SALARIES	\$1,472,831	\$38,000	1,510,831
001-004-613900	INS PREM & SURETY	\$85,000	(\$8,000)	\$77,000
001-011-714120	SITE IMPROVEMENTS	\$25,000	(\$25,000)	\$ -
001-004-613700	HVAC MAINTENANCE	\$5,000	(\$5,000)	\$ -
001-014-511000	WAGES & SALARIES	\$107,182	(\$10,700)	\$96,482
001-014-615550	CONTRACT SERVICES	\$73,080	\$10,700	\$83,780
001-025-511000	WAGES & SALARIES	\$46,904	\$13,000	\$59,904
001-025-615551	CONTRACT LABOR	\$51,500	(\$13,000)	\$38,500
001-011-714120	CONTRACT SERVICES	\$121,570	\$5,000	\$126,570
001-004-829000	TRANSFER TO GRANT FUND	\$13,057	\$11,262	\$24,319
001-004-871000	CONTINGENCY	\$2,380,663	(\$16,262)	\$2,364,401
<b>GRANT FUND</b>				
010-000-458100	TRANSFER FROM GENERAL FUND	\$13,057	\$11,262	\$24,319
010-000-456101	FAA AIRPORT GRANT	\$95,000	\$101,371	\$196,371
010-038-714105	AIRPORT GRANT EXPENSES	\$105,557	\$112,633	\$218,190
010-000-456182	POLICE SAFE KIDS PROJECT GRANT	\$1,209	\$466	\$1,675
010-038-714182	POLICE SAFE KIDS PROJECT EXP	\$1,209	\$466	\$1,675
<b>BUILDING FUND</b>				
027-000-424000	BUILDING PERMITS & FEES	\$100,000	\$10,000	\$110,000
027-010-617100	INSPECTION SERVICES AGREEMENT	\$44,000	\$10,000	\$54,000

<b>CAPITAL PROJECTS FUND</b>				
030-084-615700	SETTLEMENT	\$0	\$20,000	\$20,000
030-084-871000	W IDAHO EXT CONTINGENCY	\$138,977	(\$20,000)	\$118,977
<b>DEBT SERVICE FUND</b>				
030-080-871000	CONTINGENCY	\$126,494	(\$109)	\$126,385
030-080-810000	INTEREST ON DEBT	\$11,180	\$109	\$11,289
<b>STREET FUND</b>				
045-090-719150	DEICER STORAGE TANK	\$10,000	(\$10,000)	\$ -
045-090-616200	ROAD MAINT & SUPPLIES	\$18,000	\$10,000	\$28,000
<b>TRUST FUND</b>				
050-000-417200	MOTEL OCCUPANCY TAX – V&C	\$163,998	\$40,000	\$203,998
050-110-617000	FOUR RIVERS TOT DISTR	\$133,998	\$40,000	\$173,998
<b>WATER FUND</b>				
105-160-615550	CONTRACT SERVICES	\$1,601,497	\$1,000	\$1,602,497
105-160-871000	CONTINGENCY	\$544,789	(\$1,000)	\$543,789
<b>AIRPORT FUND</b>				
120-006-613900	LIABILITY INSURANCE	\$5,331	(\$2,416)	\$2,915
120-006-618300	VEHICLE REPAIR	\$1,700	(\$307)	\$1,393
120-006-711000	AIRPORT IMPROVEMENTS	\$19,520	\$2,723	\$22,243

**EFFECTIVE DATE:** Effective immediately upon passage.

**PASSED AND ADOPTED** by the City Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_  
2016, by the following vote:

AYES:  
NAYES:  
ABSENT:

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Ron Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

## AGENDA REPORT-PUBLIC HEARING

June 20, 2016

**TO:** Mayor and City Council

**THROUGH:** Adam Brown, City Manager

**FROM:** Dan Cummings, Community Development Director

**SUBJECT:** PARTITION FINAL PLAT APPROVAL FOR RIGHT OF WAY ACTION 2015-12-35PTN

**DATE:** June 10, 2016

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### SUMMARY AND BACKGROUND:

Attached is the following document:

- Exhibit "A": Partition Final Plat of CH Ontario, LLC

On January 18, 2016, Dan K. Cummings, Community Development Director, acting as the Hearing's Officer, approved a request for a Partition Tentative Plat as an administrative action under Planning file 2015-12-35PTN for the creation of three parcels (two new). The subject property is located at the SW corner of East Idaho Avenue and East Lane and on the East side of South Goodfellow Lane, designated as Assessor's Map #18S4711B, Tax lot 204. The partition was approved for three parcels and this land division involved the creation of right of way for the continuation of South Goodfellow Lane.

On June 1, 2016, city staff conducted the required Technical Review Committee (TRC) meeting on the final plat and approved the plat to be submitted to the City Council to accept the dedicated right of ways as shown on the attached Exhibit "A" final plat.

### APPLICABLE ONTARIO MUNICIPAL CODE REGULATIONS:

#### 10B-55-40 TECHNICAL REVIEW OF FINAL PLAT.

*Upon receipt of a Final Plat the Technical Review Committee shall examine it and any accompanying documents to determine if the land division has been constructed and the plat prepared in substantial compliance with the approved tentative plan. Approval of the plat by the TRC must be in writing on a form provided by the City; such form shall be included in the record of the application.*

*The Public Works Director may direct field checks if he deems them advisable to verify that the plat is sufficiently correct on the ground.*

*If the Public Works Director finds that full conformity has not been achieved, he shall advise the Planning Official, applicant and applicant's engineer or surveyor, of changes or additions required and shall afford the applicant an opportunity to make changes or additions. The Final Plat shall not be approved until conformity has been achieved.*

**Findings:** The submitted final plat and supplemental material was reviewed by the full TRC on June 1, 2016. The plat is in a recordable form and meets the requirements set forth in the tentative plat approval and the required dedication of right of way meets the requirements set forth in the approval of the tentative plans.

**Conclusion:** The final plat and supplemental materials have been submitted and reviewed by the TRC as required. **CRITERION HAS BEEN MET.**

10B-55-45 APPROVAL OF THE FINAL PLAT.

*2. Final plat approval for a land division involving the creation of streets shall be by action of the City Council at a public hearing; notice of the hearing shall be given at least 20 days prior to the hearing to the applicant, agent, and to any parties to the Administrative Decision approving the tentative plat. If the Technical Review Committee determines that the final plat and all required exhibits are in conformity with the standards of the land use decision, including all conditions of approval, the Council shall approve the plat by motion, and the Planning Official and Mayor shall sign the plat. The installation of improvements may be delayed under bond or other financing guarantee specified in the land division regulations.*

**Findings:** Findings and conclusions from preceding sections of this report are herein included by this reference. Ongoing construction of the site are all tied with individual building permit and are a condition of the occupancy permits and not a plat condition.

**Conclusion:** The plat is in conformance with requirements and may be signed and approved for recording.

10B-55-50 DEDICATION OF STREETS, ACCEPTANCE.

*Except for manufactured home subdivisions, manufactured home parks and RV parks, all streets, alleys and easements shown on the plat shall be expressly dedicated to the public and acceptance of the final plat by the city shall constitute acceptance of such platted streets, alleys and easements.*

**Findings:** Street dedication is included with this plat; when the plat is signed and recorded, the street will become a city street. Street construction has been completed.

**STAFF RECOMMENDATION:**

Staff recommends that the Council accepts the findings of fact and approve the request of dedication of street right of way.

**RECOMMENDED MOTION:**

I move that the City Council approve the request for final plat approval of the Partition Plat of CH Ontario, LLC based on the information, findings of fact and conclusions contained in this report, and authorize the Mayor to sign for the acceptance of right of way.



## AGENDA REPORT – PUBLIC HEARING

June 20, 2016

TO: Mayor and City Council

FROM: Kari Ott, CPA

THROUGH: Adam Brown, City Manager

SUBJECT: **RESOLUTION #2016-116; DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

DATE: June 16, 2016

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### SUMMARY:

Attached is the following document:

- Resolution # 2016-116

The purpose of this agenda item is to “Declare the City’s Election to Receive State Revenue” pursuant to ORS 221.770.

### BACKGROUND:

The City of Ontario Budget Committee held public hearings on May 3, 4, and 5, 2016 which the 2016-2017 annual budget contains revenue sharing from the State of Oregon. The City Council held a public hearing on June 20, 2016 giving the citizens an opportunity to comment on the use of State Revenue Sharing, pursuant to ORS 221.770.

### FINANCIAL IMPLICATIONS:

The financial implication is that the City will be able to share in State Revenue that is shared with cities throughout Oregon.

### RECOMMENDATION:

Staff recommends the City Council adopt Resolution #2016-116.

### PROPOSED MOTION:

I move the City Council adopt Resolution #2016-116, A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES FOR THE FISCAL YEAR 2016-2017.

**RESOLUTION #2016-116**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

**WHEREAS,** The Ontario City Budget Committee held public hearings on May 3, 4, and 5, 2016; and

**WHEREAS,** The City Council held a public hearing on June 20, 2016 giving citizens an opportunity to comment on the use of State Revenue Sharing.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council for the City of Ontario:

Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2016-2017.

**EFFECTIVE DATE:** Effective immediately upon passage.

**PASSED AND ADOPTED** by the City Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_ 2016, by the following vote:

AYES:

NAYES:

ABSENT:

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Ronald Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

\*\*\*\*\*

I certify that a public hearing before the Budget Committee was held on May 3, 4 and 5, 2016 and a public hearing before the City Council was held on June 20, 2016, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

**AGENDA REPORT – PUBLIC HEARING**  
June 20, 2016

TO: Mayor and City Council

FROM: Kari Ott, CPA

THROUGH: Adam Brown, City Manager

**SUBJECT: RESOLUTION #2016-117; ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2016-2017**

DATE: June 16, 2016

---

**SUMMARY:**

Attached is the following document:

- Resolution # 2016-117

The purpose of this agenda item is to Adopt and appropriate the budget; impose taxes upon taxable property; and categorize the taxes imposed.

**BACKGROUND:**

The City of Ontario Budget Committee held public hearings on May 3, 4, and 5, 2016 and approved the 2016-2017 annual budget. The City Council held a public hearing on June 20, 2016 giving the citizens an opportunity to comment on the annual budget for 2016-2017.

There is a change from the budget approved by the budget committee, which consists of a change in the street chip sealing program as approved by the council on June 8, 2016.

**FINANCIAL IMPLICATIONS:**

The financial implication is that the City adopts and appropriates the annual budget in the amount of \$26,031,320.

**RECOMMENDATION:**

Staff recommends the City Council adopt Resolution #2016-117.

**PROPOSED MOTION:**

I move the City Council adopt Resolution #2016-117, A RESOLUTION TO ADOPT AND APPROPRIATE THE ANNUAL BUDGET FOR 2016-2017, IMPOSE THE TAXES UPON TAXABLE PROPERTY, AND CATEGORIZE THE TAXES IMPOSED FOR THE FISCAL YEAR 2016-2017.

**RESOLUTION #2016-117**

**A RESOLUTION ADOPTING THE ANNUAL BUDGET  
FOR FISCAL YEAR 2016-2017**

**WHEREAS,** the City of Ontario Budget Committee held advertised public hearings to review the proposed budget; **and**

**WHEREAS,** the Budget Committee approved a revised budget for review by the Ontario City Council; **and**

**WHEREAS,** the City Council having held an advertised public hearing at 7:00 p.m. on June 20, 2016, wishes to adopt the approved Budget as recommended.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Ontario City Council, hereby adopts the annual budget for Fiscal Year 2016-2017 in the total of \$26,031,320 now on file at Ontario City Hall.

**BE IT FURTHER RESOLVED** that amounts for the annual budget for the fiscal year beginning July 1, 2016, and for the purposes shown below are hereby appropriated as follows:

<b>001 - GENERAL FUND</b>	<b>Appropriated Budget 2016-2017</b>
Personnel Services	4,910,900
Materials & Services	1,639,993
Capital Outlay	121,900
Debt Service	23,541
Interfund Transfers	45,000
Contingencies	1,855,383
<b>TOTAL REQUIREMENTS.....</b>	<b>8,596,717</b>

<b>005 - GOLF COURSE FUND</b>	<b>Appropriated Budget 2016-2017</b>
Interfund Transfers	40,000
<b>TOTAL REQUIREMENTS.....</b>	<b>40,000</b>

<b>010 - GRANT FUNDS</b>	<b>Appropriated Budget 2016-2017</b>
Capital Outlay	477,500
<b>TOTAL REQUIREMENTS.....</b>	<b>477,500</b>

<b>027 - BUILDING FUND</b>	<b>Appropriated Budget 2016-2017</b>
Personnel Services	84,715
Materials & Services	64,771
Capital Outlay	29,100
Contingencies	20,514
<b>TOTAL REQUIREMENTS.....</b>	<b>199,100</b>

<b>030 - CAPITAL PROJECTS FUND</b>	Appropriated Budget 2016-2017
Materials & Services	1,000
Capital Outlay	549,108
Contingencies	2,405,055
<b>TOTAL REQUIREMENTS.....</b>	<b>2,955,163</b>

<b>031 - SDC FUND</b>	Appropriated Budget 2016-2017
Capital Outlay	138,574
<b>TOTAL REQUIREMENTS.....</b>	<b>138,574</b>

<b>035 - DEBT SERVICE FUND</b>	Appropriated Budget 2016-2017
Debt Service	63,500
Contingencies	100,700
<b>TOTAL REQUIREMENTS.....</b>	<b>164,200</b>

<b>045 - STREET FUND</b>	Appropriated Budget 2016-2017
Materials & Services	1,695,725
Capital Outlay	61,760
Debt Service	63,176
Interfund Transfers	30,000
Contingencies	169,374
<b>TOTAL REQUIREMENTS.....</b>	<b>2,020,035</b>

<b>050 - TRUST FUNDS</b>	Appropriated Budget 2016-2017
Materials & Services	522,300
Interfund Transfers	20,800
<b>TOTAL REQUIREMENTS.....</b>	<b>543,100</b>
* <i>Unappropriated Ending Balance</i>	149,183

<b>055 - RESERVE FUNDS</b>	Appropriated Budget 2016-2017
Capital Outlay	242,225
Interfund Transfers	29,100
Contingencies	957,786
<b>TOTAL REQUIREMENTS.....</b>	<b>1,229,111</b>
* Reserved for Future Expenditures	444,038

<b>060 - REVOLVING LOAN FUND</b>	Appropriated Budget 2016-2017
Materials & Services	551,764
<b>TOTAL REQUIREMENTS.....</b>	<b>551,764</b>

<b>065 – AQUATIC DONATIONS FUND</b>	Appropriated Budget 2016-2017
Materials & Services	25,000
Contingencies	450
<b>TOTAL REQUIREMENTS.....</b>	<b>25,450</b>

<b>105 - WATER FUND</b>	Appropriated Budget 2016-2017
Materials & Services	1,989,739
Capital Outlay	1,825,000
Debt Service	295,421
Interfund Transfers	199,505
Contingencies	500,285
<b>TOTAL REQUIREMENTS.....</b>	<b>4,809,950</b>

<b>110 - SEWER FUND</b>	Appropriated Budget 2016-2017
Materials & Services	1,991,956
Capital Outlay	225,000
Debt Service	602,605
Interfund Transfers	205,632
Contingencies	469,837
<b>TOTAL REQUIREMENTS.....</b>	<b>3,495,030</b>

<b>115 - STORM SEWER FUND</b>	Appropriated Budget 2016-2017
Materials & Services	80,533
Capital Outlay	50,000
Interfund Transfers	7,398
Contingencies	434,769
<b>TOTAL REQUIREMENTS.....</b>	<b>572,700</b>

<b>120 – AIRPORT FUND</b>	Appropriated Budget 2016-2017
Materials & Services	85,474
Capital Outlay	5,000
<b>TOTAL REQUIREMENTS.....</b>	<b>90,474</b>

<b>125 – AQUATIC FUND</b>	Appropriated Budget 2016-2017
Materials & Services	5,000
Contingencies	117,452
<b>TOTAL REQUIREMENTS.....</b>	<b>122,452</b>
<hr/>	
<b>Total Appropriations, All Funds</b>	<b>26,031,320</b>
<b>*Total Unappropriated and Reserve Amounts, All Funds</b>	<b>593,221</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>26,624,541</b>

**IMPOSING THE TAX**

**BE IT RESOLVED** that the Ontario City Council hereby imposes the taxes provided for in the adopted budget at the of \$4.8347 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2016-2017 upon the assessed value of all taxable property within the district.

**CATEGORIZING THE TAX**

**BE IT FURTHER RESOLVED** that the Ontario City Council categorizes the taxes as follows:

<b>General Government Limitation</b>		<b>Excluded from Limitation</b>
General Fund	\$4.8347 / \$1,000	\$0.00

**EFFECTIVE DATE:** Effective July 1, 2016.

**PASSED AND ADOPTED** by the City Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_ 2016, by the following vote:

AYES:

NAYES:

ABSENT:

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Ronald Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

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# Discussion/Information /Hand-Out Items

City Council Meeting  
June 20, 2016



## City of Ontario

POLICE DEPARTMENT

Office of the Chief

444 SW 4<sup>th</sup> Street

Ontario, OR 97914

Voice (541)889-5312 Ext. 2303

Fax (541)889-3026

To: Ontario City Council

Date: June 13, 2016

Re: Department Statistics for **May 2016**

Activity	Month of May	Previous Month	Year to Date	Prior Year to Date
Calls for Service	884	1124	4269	3984
Traffic Stops	99	169	543	820
Cited Traffic Violations	71	116	360	524
Motor Vehicle Crashes	27	35	159	169
Arrests	75	102	396	433
Arrests w/ Use of Force	0	2	7	3
Citizen Complaints	0	0	0	0
Cases to Dist. Attorney	Unavailable	33	246*	298
Ordinance Cases Total	80	323	651	464
Ordinance-Weeds	13	236	251	144
Ordinance-Garbage	0	2	10	24
Dogs to Ani-Care	10	5	40	41
Junk/Vehicles	2	4	41	57
Death Investigations	0	0	10	8
SRO Cases	18	28	140	131
Gang Related Cases	5	5	29	31
Gang Designations	0	0	0	2
Task Force Cases	3	5	13	22
Graffiti	13	6	43	37
Burglary	7	6	44	34
Robbery	0	0	2	3
Larceny	71	51	292	229
Assault	6	5	34	30
Homicide	0	0	0	0
Sex Crimes	0	1	3	9
Alarms	20	22	88	77
Property Loss/Recover	\$68,784/\$17,461	\$48,438/\$16,977	\$264,497/\$45,227	\$184,216/\$20,269

## **MALHEUR COUNTY COURT MINUTES**

**June 1, 2016**

The Malheur County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present.

Also present were OSU extension agents Stuart Reitz and Bill Buhrig; and Larry Meyer from the Argus Observer.

### **SUBDIVISION PLAT**

Surveyor/Engineer Tom Edwards met with the Court and presented a subdivision plat for their consideration. Commissioner Wilson moved to approve Sage Ridge Place Subdivision Plat, in the City of Ontario. Commissioner Hodge seconded and the motion passed unanimously. See instrument # 2016-1846

### **COURT MINUTES**

Commissioner Wilson moved to approve Court Minutes of May 18, 2016 as written. Commissioner Hodge seconded and the motion passed unanimously.

### **VOLUNTEERS RESOLUTION**

Commissioner Hodge moved to approve Resolution R16-13: A Resolution Extending Malheur County's Workers' Compensation Coverage to Volunteers of Malheur County for the 2016-2017 policy year. Commissioner Wilson seconded and the motion passed unanimously. See instrument # 2016-1848

### **AOC QUESTIONNAIRE**

The Court received a courthouse replacement questionnaire from AOC. The questionnaire asks if the County has an interest in applying for State funding assistance during the next 12 years to replace the courthouse. Responding "yes" means that the courthouse has significant structural

defects and that the county is or might be willing and able to raise matching funds. The Court responded "no" to the questionnaire as the courthouse does not meet the replacement requirements.

Pat Caldwell of the Malheur Enterprise joined the meeting.

### **MAP AGREEMENT**

Road Supervisor Richard Moulton met with the Court and presented an agreement for their consideration. Commissioner Hodge moved to approve Malheur County Allocation Certification Agreement Maintenance Assistance Program (MAP) 2016-2017 with the Oregon State Marine Board. Commissioner Wilson seconded and the motion passed unanimously. The MAP allocation amount is \$8,812.50 to be used to maintain improved marine facilities at Beulah Reservoir, Bully Creek Reservoir, and Malheur Reservoir. A copy will be returned for recording.

### **UPDATED COUNTY POLICY 107 - USE OF COUNTY VEHICLES**

Commissioner Wilson moved to approve updates to County Policy 107 - Use of County Vehicles. Commissioner Hodge seconded and the motion passed unanimously. See instrument # 2016-1849

### **TREASURE VALLEY PARAMEDICS (TVP)**

Information was received from ASD Director Bob Dickinson concerning the recent rate increase proposal from TVP. The recommendation of the ASD Advisory Board was to proceed with the rate increase proposal. The Court will schedule a public hearing to further consider the rate increase proposal.

### **GLYPHOSATE TOLERANT CREEPING BENTGRASS**

Dan Andersen from Malheur Farm Bureau met with the Court and discussed glyphosate tolerant creeping bentgrass (GTCB). Mr. Andersen expressed concerns that it appears the County Weed Board is working with the Center for Biodiversity to possibly file a lawsuit against APHIS and Scotts Co. regarding GTCB. Farm Bureau is not opposed to the work of the Weed Board but cannot support working with the Center for Biodiversity. Mr. Andersen said that

Center for Biodiversity has filed lawsuits across the U.S. and basically wants to do away with all genetically modified crops.

County Counsel Stephanie Williams joined the meeting.

Farm Bureau is working through ODA and efforts include trying to obtain a Section 18, which would allow the use of chemicals to control GTCB around water. (Currently there are no chemicals approved for use around water.)

Scotts has entered into a 10-year agreement with USDA for the management of GTCB; Malheur County was not involved in negotiating the terms of the agreement.

Mr. Andersen has voiced Farm Bureau's concerns to both County Weed Inspector Gary Page and Weed Board Chairman Jerry Erstrom. Mr. Andersen said that classifying GTCB as a noxious weed will be considered by the State Weed Board at some point in the future.

It was noted that the County Court has not taken any formal action to work with the Center for Biodiversity. Mr. Erstrom has previously expressed concerns to the Court that if GTCB is found in some commodities it could hurt exports; and that deregulating GTCB could have a huge financial impact on landowners and the county.

It was discussed that glufosinate has been effective in managing GTCB but does not have an aquatic label and that the best suggestion may be to pursue obtaining a Section 18 to allow the use of glufosinate.

Scotts has said that all of the seed stocks of GTCB have been destroyed and that they do not plan to produce GTCB any longer. Scotts also says there is less than 424 plants within 82,182 acres surveyed. It was discussed that there are concerns that if GTCB is deregulated it would limit Scotts responsibility to manage GTCB which could pose a significant financial burden to landowners and the county.

Mr. Andersen reiterated that Farm Bureau supports the County Weed Board but cannot support efforts that include the Center for Biodiversity.

Malheur Farm Bureau President Jeana Hall joined the meeting.

The Court members indicated they would follow-up with Mr. Erstrom and Mr. Page.

Mr. Andersen also encouraged the Court members to research Initiative Petition 28 which would create a gross receipts tax of 2.5% on corporations with over \$25 million in gross receipts.

### **SCOTTS CO. CORRESPONDENCE**

Ms. Williams briefly discussed with the Court members correspondence they received from Scotts Co. dated May 11, 2016. The Court did not make a decision on responding to the correspondence and requested Ms. Williams further visit with OSU Extension staff about GTCB and Scotts correspondence. There are still questions as to how much GTCB is actually in the county and where it is located.

### **COURT ADJOURNMENT**

Court was adjourned.