



2017-2018 BUDGET

ONTARIO, OREGON





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CITY OF ONTARIO

2017-2018 ANNUAL BUDGET

BUDGET COMMITTEE

City Council

Ronald Verini, Mayor
Norm Crume, Council President
Thomas Jost
Ramon Palomo
Tessa Winebarger
Marty Justus
Betty Carter

Lay Members

Darin Bell
Michael Braden
Michael Blackaby
LeRoy Cammack
John Hall
Bob Quinn
Judy Snyder

CITY OFFICIALS

Adam Brown, Budget Officer
Tori Barnett
Terry Leighton
Anita Zink
Cal Kunz
Debbie Jeffries
Dan Cummings
Sheri Smith

Cliff Leeper
Betsy Roberts

Kari Ott

City Manager
City Recorder
Fire Chief
Human Resources Manager
Police Chief
Recreation Manager
Community Development Director
Technology Supervisor

CH2M, Public Works Director
CH2M, Engineer

Finance Director

CITY OF ONTARIO, OREGON
444 SW FOURTH STREET
ONTARIO, OREGON 97914



Ontario Historic and Community Information

Population: 11,465

Date of Incorporation: 1899

Form of Government: Council/Manager

The City is served by a six-member City Council and Mayor that are all elected to four year terms. A full-time City Manager administers the affairs of the City for the Council. The Council meets twice a month to conduct city business, exercising legislative, quasi-judicial and administrative powers. They vote on budgets, ordinances and resolutions (legislative), hear various appeals of administrative decisions (quasi-judicial), and provide direction to management staff (administrative). The Mayor presides over Council meetings but, like the other Councilors, has only one vote on Council matters. In this respect, the Council form of government places the duties and responsibilities of directing the City in the hands of a group of elected officials of equal rank and power. Municipal leaders are elected at large and are accountable to the voting public city wide.



Historic: Throughout the years, Ontario has grown from a mere stopping point for cattlemen to a growing town boasting hundreds of large and small businesses, a growing economy, and thousands of homes.

In Ontario's early days, sidewalks were made of boards, and the town was a major shipping point for stock. Cattlemen and their employees availed themselves of the handful of saloons, two stores, and a blacksmith shop and livery stable when they came to town with their herds.

After a coin-flip, Ontario was so named at the request of James W. Virtue, one of its founders, who wished to name the City after his birthplace, Ontario, Canada. In 1883, William Morfitt, Daniel Smith, James W. Virtue, and Mrs. Mary Richardson, all of Baker City, exercised desert land rights under U.S. laws and took up four adjoining sections of desert land. Filings were made June 11, 1883 at Baker City. This was done to locate a railroad station on the land.

After the railroad came to town, William Morfitt, also known as the "Father of Ontario," platted the town site on the railroad's right of way. He also recognized the town needed water, and negotiated with the stockholders of the Nevada Ditch Company to extend their ditch to the new town site for its first crops of hay and grain. The town soon outgrew the supply, and it was not until the spring of 1897 that ditches were made down both sides of Oregon Street, and trees were planted alongside them to shade the street.



Community Description

The Oregon Short Line was built from Granger to Huntington in 1883. A station was established in Ontario in the winter of 1884-85. The largest stockyards were established on the Ontario Short Line Rail Road, and nearly all stock and wool shipments made from Harney and Malheur Counties were forwarded by the Ontario Short Line from Ontario. In June 1899, the average of daily shipments of cattle alone was valued at \$25,000, a total of \$750,000 a month. The railroad was short 500 cars on its cattle orders, so two or three trainloads were forwarded daily and cattle came from as far inland as Crook County.



Morfitt negotiated for a train depot at the new town site of Ontario, and had to give Robert Strahorn, of the Idaho and Oregon Land Improvement Company, two-thirds of a land claim to get the promise, but the depot was to be built in Ontario.

Morfitt built a store, the first in town, and his father built the first residence in Ontario in 1883. The following year, 1884, a post office was granted south of town. The first Ontario City Hall was located directly west of where the post office sits today. Ten years later, in 1894, the first schoolhouse was

erected with about 50 children in attendance.

With each coming year, the town continued to grow in size. In January 1895, the Ontario News reported: Ontario has made the most growth, in proportion to population, than any other town on the Oregon Short Line. Just a year earlier the population was 105, but now, in 1895, it exceeded 300.

As early as 1895, officials from Malheur and Payette Counties began efforts to build a bridge across the Snake River. Ontario businessmen actively supported the new bridge, but businessmen in neighboring Idaho towns were just as violent in their opposition to the construction, even taking the argument to the U.S. Congress, attempting to have the bridge ruled out because the river was navigable.

In 1896, enough businesses were interested in petitioning for incorporation. The first city officials elected were Mayor E.H. Test, along with Councilmen J.T. Clement, H.T. Husted, J.A. Lackey, G.A. Pogue, E.C. Bunch and J.M. Brown. Also elected was City Recorder was G.W. Mellinger, A.W. Porter as Treasurer, and L.H. Moore was named City Marshall. With no city building available, most of the meetings were held in available business locations. During Test's administration, the first jail was built for \$100. The first order of business was passage of Ordinance No. 1, regulating the sale of alcohol in 'less quantity than one gallon.' Ordinance No. 2, adopted October 29, 1896, established the date, time and location of City Council Meetings. Ontario became incorporated February 11, 1899.

In 1899, it was estimated more than \$1.5 million worth of cattle was shipped from Ontario. It was also during this year that a fire swept through Ontario, destroying the town's seven original buildings – a total estimated loss of \$12,050.



Community Description

By 1900, the population of Ontario grew to 445 and by 1902 it was nearing 700. Early settlers and pioneer immigrants found work in mining and in the livestock industry.

The first library was started with \$75, and with help from the State Library Board, new books were ordered, however, there was no place to put them. A small shop was offered to house the library and was furnished with a small homemade table and chairs. The library remained at that location for seven years. The first librarian was Miss Locey. For years, one of the highlights of the social season was the "Library Ball", a formal affair with the only admission being the gift of a book or two for the library.

City streets used to be notoriously muddy in the winter and sandy in the summer. Freight teams hauling cargo from Ontario to Burns during the winter could barely make it through the streets, and every available horse was added to the team to get supplies from the railroad depot.

In the '30s and '40s, Ontario made it through the Great Depression, but times were indeed difficult for many back then. Although hardly anyone had much money, the food supply was usually good, according to historians. Because of the climate and growing seasons, families could grow much of what they ate.

Automobiles didn't completely replace the horse and buggy in the early years because the roads were still so bad in the winter. Horses were the only ones still able to make it through the town's muddy streets.

Ontario, the major city of Malheur County, is located in the northeastern corner of the seventh largest county in the nation, bordering Idaho and the Snake River on the east. It is called the "gateway" to the northwest and the Capitol of Eastern Oregon.

Ontario has one of the most livable year round climates in the nation. It has a low 30% to 50% humidity, sunshine in abundance, precipitation of 8.5 inches annually, including 5-7 inches of snow, which usually only lasts a few days to a week. There is a mean temperature of 53° that seldom drops below zero in winter or above 100° in the summer months.



The Snake River is the Eastern Boundary of Ontario

Water collected in the streams and reservoirs from higher watersheds now provides irrigation, which, along with plenty of sunshine, is conducive to the area's record-breaking crops. The small amount of rain and snow in the valleys results in lack of interference in the planting, cultivating and harvesting of crops and conducting industrial manufacturing and construction projects. Even today, Ontario remains a leader in produce packing and agriculture.



Community Description

Ontario has five major highways. Interstate 84 North with three interchanges into Ontario carries a surprisingly large percentage of the tourists to the west and north. Traffic into Ontario from both the east and west is the heaviest in the state per population.

Ontario serves a natural trade area of some 55,000+ people, and from cancelled checks and other data, show it reaches out as far as 100 miles south, west and north and to a more concentrated area east into Idaho.

The Ontario public school system has five elementary schools, one state-sponsored charter school, one middle school and one high school. Treasure Valley Community College, established in 1962, serves youth, adults and seniors with its myriad of programs on its 90-acre campus, and is located in the center of the City.

For the amateur geologist, mineralogist, paleontologist or any rock hound, Malheur County offers a wealth of material in its natural setting. Agatized and jasperized wood of gem quality, agates, agate-filled nodules or thunder eggs, fossils, morrisonite, obsidian, agatized peat bog, fossilized invertebrates and quartz crystals have been found in accessible spots in various parts of the county.

Lake Owyhee is located an hour's drive from Ontario. The area has two state parks with tourist facilities.

Local activities today include Ontario's recreation program, parks, baseball parks, lighted baseball fields and a skate park. Water skiing, boating and other activities are provided at boat docks and other facilities on the adjacent Snake River and nearby lakes. Several snow skiing resorts are located just miles away. Hunting enthusiasts find chukar, pheasant, dove, quail, duck, geese, deer, elk and large game. Fishermen have their choice of trout, steelhead, crappies and bass in nearby lakes and streams.

The total land area of the City of Ontario is 2,492 acres. The distribution of the land is as follows: The majority of land is zoned residential (33%), and encompasses most of the north and west of Ontario. Industrial lands are primarily found in and around the airport and along the railroad. Together they make up 19% of the developable area. Finally, commercial property located downtown, along Interstate 84 and along Highway 201 makes up 21% of land.

Today, Ontario's population is 11,465 and the City serves as a commercial hub for the Treasure Valley. The City Limits take in 4.53 square miles, and the Urban Growth Boundary covers 7.3 square miles. While Ontario has steadily grown over the last 103 years, and will see future growth, it maintains its small-town character and continues to be a great place to live and raise a family.

Local historians throughout history have said, "Ontario is the best city in Oregon -in this nation- to live." The four original founders believed that, too, making Ontario, "Where Oregon Begins."

(Information gathered from "The Illustrated History of Baker, Grant, Malheur and Harney Counties," Argus Observer articles and historical accounts from Ontario residents and ancestors of the original founders.)



City of Ontario, Oregon Budget Message FY 2017-2018

To the Honorable City Council and Budget Committee:

On behalf of the staff the City of Ontario, I am pleased to present to you a budget for the fiscal year beginning July 1, 2017. We began the budget process in August of 2016 with a purposeful look at the City’s financial history and also a five-year projection based on the current levels of service. Staff explored all available revenues. This budget has been challenging to create while continuing to provide even basic municipal services such as public safety, street maintenance, water, and sewer.

The Council has taken significant steps over the past 10 years to reduce the size of City Government to be able to live within their means and provide core services. This has included cutting many discretionary services.

Over the last year we have worked to create a culture of accepting ideas at all levels of the organization. Consequently, we have achieved thousands and tens of thousands of dollars in operating efficiencies from staff recommendations.

We began the year with a \$450,000 structural operating debt within the general fund. With a limited fund balance, we cannot maintain the current level beyond 2018 without significant cuts in services or revenue increases. I believe the theme of this budget should be long-term sustainability of municipal services.

Transparency

In accordance with the City’s CORE values I am submitting this budget in the spirit of openness. I hope that this budget document is the most transparent document Ontario has ever received to explain the services, performance, financial condition, and difficult decisions that must be made to be sustainable over time. We have the benefit of some strategic direction for this budget.

Budget Steps to Reduce Spending Over Past 10 Years	
✓ Closed Golf Course	\$250,000
✓ Closed Swimming Pool	\$300,000
✓ Turned down grant because of no match resources	\$75,000
✓ Reduced and privatized Finance	\$150,000
✓ Deferred Maintenance	
✓ Split off Library to Library District	\$450,000
✓ Privatized Public Works	\$200,000
✓ Reduced Police Force	
✓ Reduced command positions	
✓ Eliminated Gang Officer	
✓ Reduced Fire Personnel	
✓ Aging Fire Equipment that must be replaced	



City Mission Statement and Strategic Planning

The City Council began a strategic planning process and a review of the city's mission. This was stimulated by a desire to look at the city with a long-term approach. Initial themes that have come out of the strategic planning process are Communication, Revenue Generation, Safety, and Vision.

Communication

The City will focus on educating our residents of the community challenges, what has been done, and what remains undone. We must engage partners to have a collective impact. There are positive changes going on in Ontario, and we need to help change the narrative and message.

Revenue

City Council and staff are hearing from our citizens that they are not willing to give up any more services and that there are some services previously cut that they want the city to go back to providing such as facilities for our youth. With our options for cutting services limited and growing our way out of the financial crisis not feasible, the Council asked the City Manager to explore a sales tax or other feasible revenue to continue critical services and other services demanded in our city. We have dedicated time, resources, and an outreach for public dialogue as a result of this request.

Safety

Some community challenges we have experienced over the past years can be attributable to reduction in public safety personnel. With the largest portion of our general fund going to law enforcement, options are limited for continuing to reduce. Reductions in law enforcement may create additional problems. The City Council has expressed a desire to feel safe in our community. They are concerned with keeping kids safe, and also addressing special needs populations.

Vision

The city council has expressed a desire to provide essential services (e.g. Fire, Police, Roads, and Water) at a financially sustainable level. They have also heard from constituents that we have to make progress as a city to be a desirable place to live. Maintaining what we have is not sufficient to create the vision of place, wanted by our residents. We have made progress in searching and applying for grants to bring back activity to the aquatic center. The long-term goal is to open the center back up, but the intermediate goal that can be achieved at a minimal to zero operating cost is a splash park.



Budget Drivers

Public Employee Retirement System (PERS)

A large budget driver is PERS, the pension costs for city employees both active and retired. The City of Ontario is legally obligated to continue membership in PERS. Contributions for Tier 1 and 2 participants increased for the next biennium from 22.69% to 28.59%, a 26% increase. OPSRP participants in the General Service category increased from 14.89% to 17.72% while OPSRP Police and Fire members moved from 19% to 22.49%.

Street Fund

The street fund will be supplemented by the general fund by a significant amount this year. There is not enough revenue to fund anything more than lease obligations, previously committed projects with matching grants and, and minimal ongoing street maintenance. At this level of service, residents will see a reduction in road quality, if not immediately than certainly within the next few years. Two trucks in need of being replaced had to be deferred to the future for lack of funding. Funding in the future is unlikely without financial changes.

Water and Sewer Fund

Council made difficult decisions to raise rates for the first time in 11 years. With the help of a rate study, 10 year capital plan, and a financial model, staff was able to come up with the recommended rate increase to meet the needs over the next five years. As part of that adjustment of rates, staff committed to updating the needs analysis and financial model each year so that a five year spending and income plan continues each year of the budget. The Water and Sewer Funds are now in a long-term sustainable position.

Revenue

The last budget driver is revenue. Options for revenue increases are limited. The city has reviewed many options including transportation fee increases, sales tax, fuel tax, and marijuana sales. The focus of revenues is how to share the financial responsibility of the city with those who use it. It is now supported by just over 3,000 property owners. Commuting data suggests that our city is used by over 60,000 people on a daily basis.

Performance Metrics

We have begun creating a performance based budget. To do this we have to be a data collecting organization. To start down this path, this year's budget includes performance measures for each department. This will allow the public and decision makers to see what they are purchasing for the



Budget Message

funds spent. Heads of each department selected their own performance metrics. Training will be given over the next year to make sure we are measuring and reporting the right things to make informed choices.

Choices

Staff will continue exercise the city's core value of efficiency, as they have done this year, by continuously improving the way we do things as has been demonstrated this year. The structural gap, however, between revenues and expenditures will not be overcome by trimming budgets. Additional revenues are needed to maintain what we have or services must be cut. We have made progress in improving public safety both in law enforcement and fire safety ratings. There are no options remaining that will not be felt by the general resident of Ontario. We have established a goal of having three months of unreserved undesignated fund balance, which is approximately \$1.5 million. I will not recommend spending beyond this point without a long term financial plan that helps get the city in a structural balance within the next three to five years.

Respectfully Submitted,

Adam J. Brown
City Manager



The Budget Process

1. **Appoint Budget Officer.** As designated in the City's Charter, the budget officer is the City Manager. **ORS 294.331**
2. **Prepare Proposed Budget.** The budget is prepared under the direction of the City Manager. **ORS 294.331**
3. **Publish Notice of Budget Committee Meeting.** The notice of budget committee meeting is published twice in The Argus Observer separated by no less than 5 days with the first publication being no later than 30 days prior to the meeting and the final publication being no earlier than 5 days prior to the first meeting. Alternatively, one publication in The Argus Observer not more than 30 days prior plus posting on the City's website not more than 10 days prior to the budget committee meeting. Newspaper notice must contain Internet Website address at which the notice is posted. **ORS 294.426**
4. **Budget Committee Meets.** When the proposed budget is provided to the budget committee members, it then becomes a public record and a copy is available for public inspection at City Hall (444 SW 4th Street). The proposed document can be distributed at any point prior to the first meeting. The budget message, which is delivered at the first meeting, explains the proposed budget and significant changes in the City's financial position. The budget committee may meet as many times as necessary to go through the budget and make any revisions they deem appropriate. Budget committee meetings are open to the public. **ORS 294.426**
5. **Budget Committee Approves Budget and Authorizes the Levy of Taxes.** When the budget committee is satisfied with the proposed budget, including any revisions, it is then approved. **ORS 294.428**
6. **Budget Summary & Notice of Budget Hearing Published.** After the budget has been approved by the budget committee, a budget hearing must be held and a summary of the budget must be published in The Argus Observer 5 to 30 days prior to the scheduled hearing date. **ORS 294.438 & ORS 294.448**
7. **Budget Hearing.** The purpose of the budget hearing is to listen to citizens' testimony on the budget approved by the budget committee. **ORS 294.453**
8. **Adopt Budget, Make Appropriations & Levy Tax.** The resolution to formally adopt the budget must occur no later than June 30. This resolution, when signed, gives the City the authority to spend the funds appropriated in the Adopted Budget beginning with the new fiscal year (July 1). **ORS 294.456**
9. **File Budget & Certify Levy.** The City must deliver two copies of the Adopted Budget to the County Assessor for filing and certification of the tax levy by July 15.
10. **File Complete Budget Document.** The City must deliver a complete copy of budget document to the Malheur County Clerk by September 30. **ORS 294.458**

When the above steps are completed and the new fiscal year has begun, the City is limited to spending only the amounts appropriated in the Adopted Budget. If it becomes necessary to exceed those amounts, the City will either need to make appropriation transfers or prepare a supplemental budget.

TRANSFERS – Appropriation transfers enacted by a Resolution must be 15% or less of appropriations and can be made from any fund to another fund.

SUPPLEMENTAL BUDGETS – The City may amend the current budget by adopting a supplemental budget at a regular public meeting which was published not less than 5 day prior if the expenditures being adjusted are 10% or less than the annual budget of the fund being adjusted. If the expenditures are greater than 10%, the supplemental budget must be published and a special hearing held. **ORS 294.471**

The final phase of the budget process is an audit of the previous fiscal year. The auditor examines the financial record and activities of the City and prepares an audit report. The audit report includes financial statements and the auditor's opinion of the financial statements. The report also contains the auditor's comments on the City's compliance with legal requirements.

City of Ontario, Oregon

2017-2018 Budget Calendar

Departments Prepare Requested Budget Documents	January 2 through February 3, 2017
Preliminary budget committee meeting	February 2017
Departments Turn in Budget Documents to Finance	February 3, 2017
Finance Prepare Requested/Proposed Budget	February 3 through March 24, 2017
Proposed Budget Reviewed with Departments	March 27 through April 7, 2017
Proposed Budget Approved by City Manager	April 8 through April 16, 2017
Finance Prepares 'Proposed Budget' for Budget Committee	April 17 through April 24, 2017
Publish First Notice of Budget Committee Meeting (5 to 30 days before meeting)	April 14, 2017
Proposed Budget made available to Budget Committee and Public	April 24, 2017
Publish Second Notice of Budget Committee Meeting (5 days before meeting)	April 28, 2017
Budget Committee Meetings (Budget Committee approves budget) (Budget Committee approves state revenue sharing)	May 9 through May 11, 2017
Prepare Budget Summary	May 12, 2017 through May 31, 2017
Publish Budget Summary and Notice of Budget Hearing (5 to 30 days before hearing)	June 1, 2017
Public Hearing by City Council	June 20, 2017
City Council Adopts Budget, Makes Appropriations, Imposes Taxes, and Categorizes Taxes, Election to Receive State Revenues	June 20, 2017
Certify Taxes to County Assessor	By July 15, 2017
File Budget Document with County Clerk	By September 30, 2017



City of Ontario

Description of Budgeted Categories

<i>Budget Category</i>	<i>Description with actual examples and/or (definition)</i>
<u>REQUIREMENTS</u>	
Personnel Services	Salaries, Overtime, Seasonal & Temporary, and associated Fringe benefits such as Social Security, PERS Retirement, Health and Life Insurance.
Materials & Services	Costs such as Utilities, Parts & Supplies, Professional Services, Training & Education, Insurance, Postage, Small Tools & Equipment, Repairs & Maintenance, etc.
Capital Outlay	Acquisition or construction of buildings, improvements, machinery, equipment and land with a cost of \$5,000 or more and a life expectancy of more than one year.
Debt Services	Dollars set aside for repayment of principal and interest obligations.
Interfund Transfers	Amounts distributed from one fund to finance activities in another fund shown as an expenditure in the originating fund and as a revenue in the receiving fund.
Contingency	Money budgeted and appropriated and must be transferred to another appropriation by resolution or supplemental budget before it can be spent.



Budget Descriptions

Reserved for Future

Dollars that are not appropriated that identifies funds to be “saved” for use in future years. A supplemental budget is required to expend these funds in the current budget year.

Unappropriated

Dollars that cannot be spent or appropriated until the following budget year, except in an emergency situation created by civil disturbance or natural disaster.





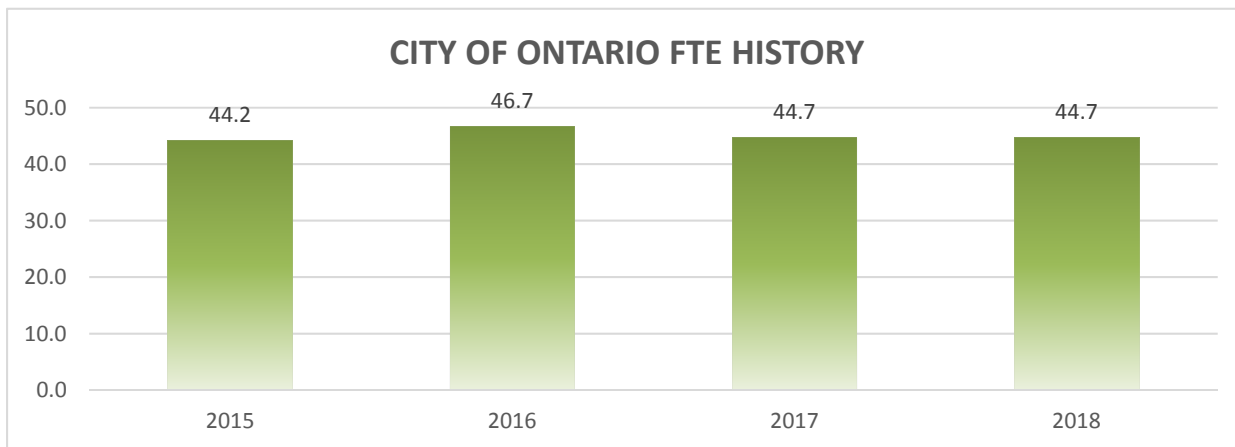
Debt

DEBT SERVICE 2017-2018					
FUND	DESCRIPTON	ORIGINAL AMOUNT	BALANCE JULY 1	2017-2018 PAYMENT	BALANCE JUNE 30
GENERAL FUND					
Police Department	Police Car lease	63,775.55	21,252.47	21,882.51	0.00
	Total General Fund	63,775.55	21,252.47	21,882.51	0.00
WATER FUND					
	OECD WTP Upgrade	4,482,580.00	3,223,452.00	295,420.62	3,223,452.00
SEWER FUND					
	State Revolving Fund # 70611	1,435,937.00	121,390.67	125,927.80	121,390.67
	State Revolving Fund # 70612	2,728,386.00	475,778.00	203,811.00	475,778.00
	OECD WW Improvement Project	3,976,600.00	3,123,202.00	272,865.38	3,123,202.00
	Total Sewer Fund	8,140,923.00	3,720,370.67	602,604.18	3,720,370.67
DEBT FUND					
	LID 44 & 45	830,650.00	138,441.75	64,432.10	83,065.09
STREET FUND					
	STREET SWEEPER LEASE	298,850.00	179,215.65	63,175.54	121,147.76
	Total Debt	13,816,778.55	7,282,732.54	1,047,514.95	7,148,035.52



Personnel Summary

Department	2015	2016	2017	2018
Administration	1	1.5	3	3
Human Resources	1	1	1	1
Community Development	1.1	1.1	1.1	1.1
Finance	3	3	0	0
Fire	9	10	10	10
Code Enforcement	1	1.5	1.5	1.5
Police	24.15	24.15	24.15	24.15
Recreation	1	1.5	2	2
Technology	1.05	1.05	1.05	1.05
Total General Fund	42.3	44.8	43.8	43.8
Building Fund	0.9	0.9	0.9	0.9
Public Works	1	1	0	0
Total Other Funds	1.9	1.9	0.9	0.9
Grand Total	44.2	46.7	44.7	44.7





City of Ontario Organizational Chart





RESOLUTION 2017-124

A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2017-2018

- WHEREAS,** The City of Ontario Budget Committee held advertised public hearings on May 8 and 9, 2017 to review the proposed budget; and
- WHEREAS,** The Budget Committee approved a revised budget to review by the Ontario City Council; and
- WHEREAS,** The City Council having held an advertised public hearing on June 8, 2017, 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 2017-2018 in the total of \$26,478,413 now on file at Ontario City Hall.

BE IT RESOLVED that amounts for the annual budget for the fiscal year beginning July 1, 2017, and for the purposes shown below are hereby appropriated as follows:

001 - GENERAL FUND	Appropriated Budget 2017-2018
Personnel Services	\$5,142,420
Materials & Services	1,615,665
Capital Outlay	134,575
Debt Service	22,051
Interfund Transfers	144,673
Contingencies	238,703
TOTAL REQUIREMENTS.....	\$7,298,087
* <i>Unappropriated Ending Fund Balance</i>	<i>\$1,500,000</i>

005 - GOLF COURSE FUND	Appropriated Budget 2017-2018
Interfund Transfers	\$803
TOTAL REQUIREMENTS.....	\$803

010 - GRANT FUNDS	Appropriated Budget 2017-2018
Capital Outlay	\$886,609
Contingencies	9,110
TOTAL REQUIREMENTS.....	\$895,719

027 - BUILDING FUND	Appropriated Budget 2017-2018
Personnel Services	\$89,626
Materials & Services	69,694
Capital Outlay	29,100
Contingencies	180
TOTAL REQUIREMENTS.....	\$188,600

030 - CAPITAL PROJECTS FUND	Appropriated Budget 2017-2018
Materials & Services	\$1,000
Capital Outlay	523,923
Contingencies	2,819,033
TOTAL REQUIREMENTS.....	\$3,343,956

031 - SDC FUND	Appropriated Budget 2017-2018
Capital Outlay	\$202,001
TOTAL REQUIREMENTS.....	\$202,001

035 - DEBT SERVICE FUND	Appropriated Budget 2017-2018
Debt Service	\$61,433
Contingencies	80,897
TOTAL REQUIREMENTS.....	\$142,330

045 - STREET FUND	Appropriated Budget 2017-2018
Materials & Services	\$1,737,885
Capital Outlay	305,800
Debt Service	63,176
Interfund Transfers	54,000
TOTAL REQUIREMENTS.....	\$2,160,861

050 - TRUST FUNDS	Appropriated Budget 2017-2018
Materials & Services	\$578,572
Interfund Transfers	7,500
TOTAL REQUIREMENTS.....	\$586,072
* <i>Unappropriated Ending Balance</i>	<i>\$154,940</i>

055 - RESERVE FUNDS	Appropriated Budget 2017-2018
Personnel Services	\$98,697
Materials & Services	9,250
Capital Outlay	246,763
Interfund Transfers	29,100
Contingencies	1,057,137
TOTAL REQUIREMENTS.....	\$1,440,947
* <i>Reserved for Future Expenditures</i>	<i>\$518,537</i>

060 - REVOLVING LOAN FUND	Appropriated Budget 2017-2018
Materials & Services	\$516,977
TOTAL REQUIREMENTS.....	\$516,977

065 – AQUATIC DONATIONS FUND	Appropriated Budget 2017-2018
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Contingencies	\$25,814
TOTAL REQUIREMENTS.....	\$25,814

105 - WATER FUND	Appropriated Budget 2017-2018
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Personnel Services	\$600
Materials & Services	2,028,632
Capital Outlay	729,500
Debt Service	295,421
Interfund Transfers	220,144
Contingencies	780,491
TOTAL REQUIREMENTS.....	\$4,054,788

110 - SEWER FUND	Appropriated Budget 2017-2018
-------------------------	----------------------------------

Personnel Services	\$600
Materials & Services	1,969,066
Capital Outlay	749,500
Debt Service	602,101
Interfund Transfers	233,123
Contingencies	759,393
TOTAL REQUIREMENTS.....	\$4,313,783

115 - STORM SEWER FUND	Appropriated Budget 2017-2018
-------------------------------	----------------------------------

Personnel Services	\$25
Materials & Services	84,350
Capital Outlay	120,000
Interfund Transfers	7,420
Contingencies	387,328
TOTAL REQUIREMENTS.....	\$599,123

120 – AIRPORT FUND	Appropriated Budget 2017-2018
---------------------------	----------------------------------

Materials & Services	\$85,255
TOTAL REQUIREMENTS.....	\$85,255

125 – AQUATIC FUND	Appropriated Budget 2017-2018
---------------------------	----------------------------------

Materials & Services	\$13,000
Capital Outlay	600,000
Contingencies	10,297
TOTAL REQUIREMENTS.....	\$623,297

Total Appropriations, All Funds	\$26,478,413
*Total Unappropriated and Reserve Amounts, All Funds	\$2,173,477
TOTAL ADOPTED BUDGET	\$28,651,890

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:

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

EFFECTIVE DATE: Effective July 1, 2017.

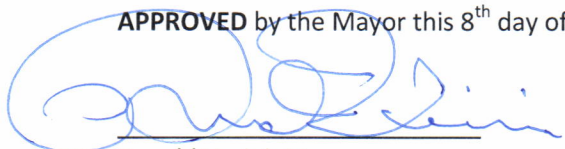
PASSED AND ADOPTED by the City Council of the City of Ontario this 8th day of June, 2017, by the following vote:

AYES: Winebarger, Crume, Verini, Justus, Carter, Palomo

NAYES: None

ABSENT: None

APPROVED by the Mayor this 8th day of June, 2017.



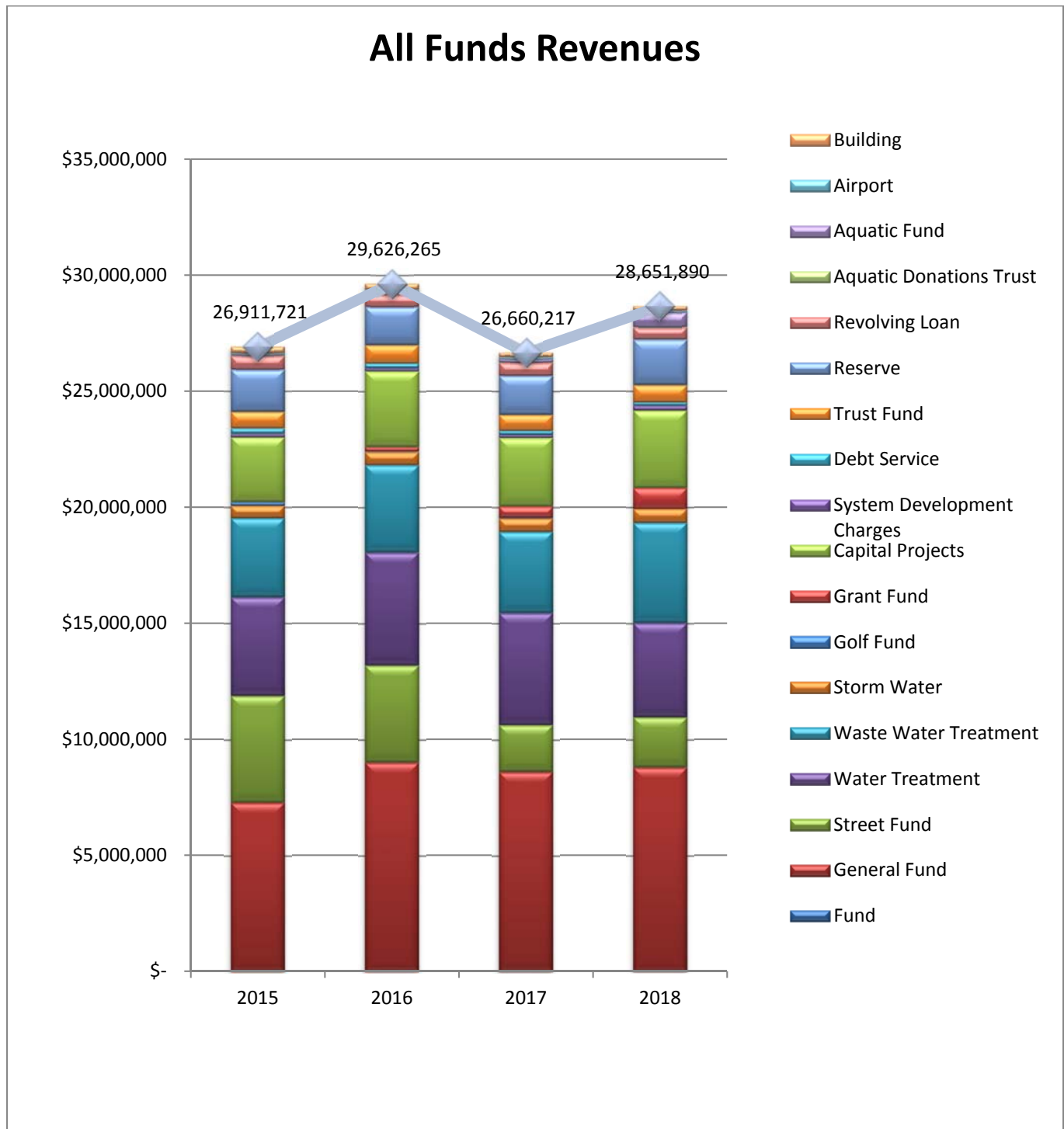
Ronald Verini, Mayor

ATTEST:

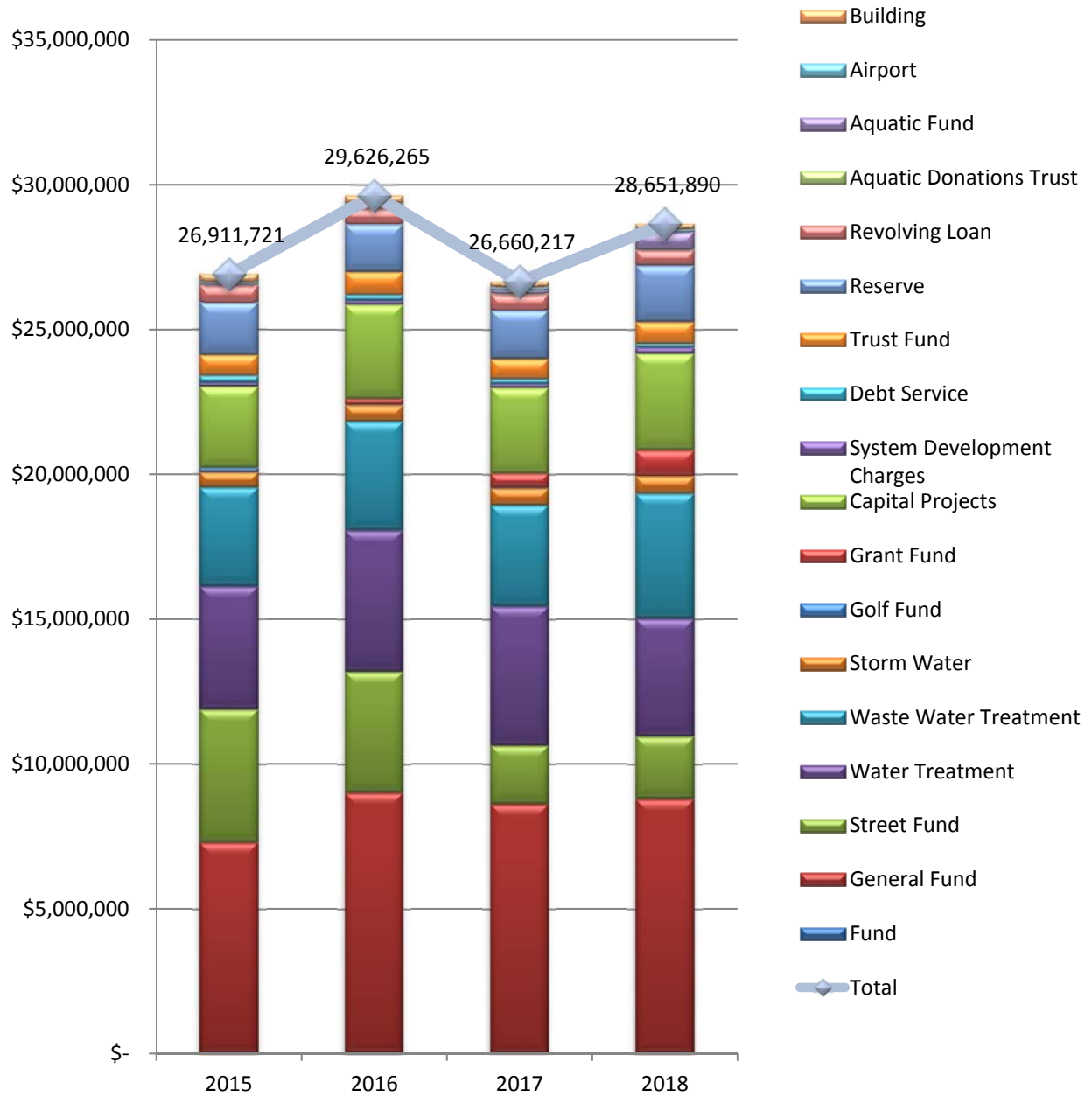


Tori Barnett, MMC, City Recorder

CITY OF ONTARIO 2017-2018 BUDGET



All Funds Expenditures





All Funds

Fund	Revenues				Expenses			
	2015	2016	2017	2018	2015	2016	2017	2018
General Fund	7,288,771	9,015,258	8,614,612	8,798,087	6,106,958	6,235,102	8,614,612	8,798,087
Street Fund	4,598,812	4,179,877	2,020,035	2,160,861	1,778,500	3,363,299	2,020,035	2,160,861
Water Treatment	4,229,200	4,862,772	4,809,950	4,054,788	2,286,857	2,618,590	4,809,950	4,054,788
Waste Water Treatment	3,413,018	3,760,460	3,495,030	4,313,783	2,660,811	2,838,178	3,495,030	4,313,783
Storm Water	521,668	558,831	572,700	599,123	75,749	85,521	572,700	599,123
Golf Fund	151,931	21,149	40,000	803	151,931	21,149	40,000	803
Grant Fund	4,514	197,862	477,500	895,719	14,889	219,387	477,500	895,719
Capital Projects	2,801,921	3,258,820	2,955,163	3,343,956	55,113	418,303	2,955,163	3,343,956
System Development Charges	138,574	138,574	138,574	202,001	-	-	138,574	202,001
Debt Service	240,768	205,076	164,200	142,330	69,131	66,665	164,200	142,330
Trust Fund	714,403	786,196	692,283	741,012	317,027	406,055	692,283	741,012
Reserve	1,815,958	1,652,728	1,690,930	1,959,484	395,435	119,130	1,690,930	1,959,484
Revolving Loan	588,038	526,682	551,764	516,977	94,689	11,287	551,764	516,977
Aquatic Donations Trust	25,000	25,814	25,450	25,814	-	-	25,450	25,814
Aquatic Fund	54,109	102,052	122,452	623,297	20,641	43,723	122,452	623,297
Airport	54,827	72,447	90,474	85,255	54,914	72,935	90,474	85,255
Building	270,210	261,667	199,100	188,600	153,735	175,405	199,100	188,600
Total	26,911,721	29,626,265	26,660,217	28,651,890	14,236,380	16,694,731	26,660,217	28,651,890



All Funds

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
ALL FUNDS TOTAL						
BEGINNING FUND BALANCE	11,265,571	12,638,151	11,251,307	10,608,714	10,808,714	10,808,714
REVENUES	15,687,360	17,034,917	15,270,336	17,827,376	17,843,176	17,843,176
Grand Total	\$26,952,932	\$29,673,068	\$26,521,643	\$28,436,090	\$28,651,890	\$28,651,890
EXPENDITURES						
PERSONNEL SERVICES	4,411,285	4,906,816	4,995,615	5,366,929	5,331,968	5,331,968
MATERIALS & SERVICES	6,839,117	7,311,290	8,765,050	8,840,485	8,704,346	8,709,346
CAPITAL OUTLAY	700,871	2,913,257	3,501,416	4,512,608	4,532,771	4,527,771
DEBT	1,228,021	1,032,390	1,048,243	1,044,182	1,073,282	1,073,282
TRANSFERS	1,075,412	530,874	577,435	1,079,261	667,663	667,663
CONTINGENCY	-	-	7,040,663	6,165,727	6,168,383	6,168,383
ENDING FUND BALANCE	-	-	593,221	1,426,898	2,173,477	2,173,477
Grand Total	\$14,254,706	\$16,694,627	\$26,521,643	\$28,436,090	\$28,651,890	\$28,651,890
TOTAL	\$12,698,226	\$12,978,441	\$ -	\$ -	\$ -	\$ -





General Fund

Departments

- ✓ Administration
- ✓ Admin Overhead
- ✓ City Council
- ✓ Human Resources
- ✓ Business Registrations
- ✓ Community Development
- ✓ Finance
- ✓ Fire
- ✓ Police Reserves
- ✓ Code Enforcement
- ✓ Police
- ✓ Recreation
- ✓ Information Technology

Activities

The General Fund is used to account for programs that are not self-funded. These are services that are provided by the City to its citizens paid by property and other taxes, franchise fees, and other general revenues.



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Requested	2018 Proposed	2018 Approved	2018 Adopted
TOTAL GENERAL FUND							
GENERAL REVENUES	6,781,674	8,439,259	8,116,997	7,975,492	8,225,492	8,225,492	8,225,492
BUSINESS REGISTRATIONS	-	2,985	1,500	1,700	1,700	1,700	1,700
CEMETERY	32,935	75,475	60,800	45,500	45,500	45,500	45,500
PARKS	1,350	3,292	1,900	1,900	101,900	101,900	101,900
COMMUNITY DEVELOPMENT	1,949	3,370	1,500	1,500	1,500	1,500	1,500
FIRE	135,416	139,050	133,622	133,622	133,622	133,622	133,622
POLICE	216,825	228,724	216,845	202,475	202,475	202,475	202,475
CODE ENFORCEMENT	5,140	12,341	10,048	10,998	10,998	10,998	10,998
RECREATION	113,483	110,761	71,400	74,900	74,900	74,900	74,900
Grand Total	\$ 7,288,771	\$ 9,015,257	\$ 8,614,612	\$ 8,448,087	\$ 8,798,087	\$ 8,798,087	\$ 8,798,087
EXPENDITURES							
ADMINISTRATION	181,398	230,804	371,829	367,352	361,550	365,910	365,910
ADMIN OVERHEAD	570,592	389,662	394,591	379,507	452,046	448,448	448,448
CITY COUNCIL	-	-	-	25,791	25,791	25,791	25,791
HUMAN RESOURCES	84,987	89,069	102,549	107,661	105,600	106,708	106,708
BUSINESS REGISTRATION	-	609	950	1,100	1,100	1,100	1,100
CEMETERY	139,605	123,653	159,343	146,808	146,808	146,808	146,808
PARKS	177,272	150,195	210,630	319,257	279,252	279,252	279,252
COMMUNITY DEVELOPMENT	62,760	143,863	182,821	192,348	169,959	171,751	171,751
FINANCE	341,626	271,514	231,570	235,656	228,956	228,956	228,956
FIRE	1,256,394	1,310,109	1,397,043	1,545,153	1,511,064	1,512,788	1,512,788
POLICE	3,021,365	3,117,116	3,228,025	3,675,813	3,299,684	3,305,140	3,305,140
POLICE RESERVE	-	-	17,245	2,000	2,000	2,000	2,000
CODE ENFORCEMENT	-	118,869	146,516	145,612	142,829	142,829	142,829
RECREATION	165,343	175,003	208,562	215,673	209,496	211,129	211,129
TECHNOLOGY	105,616	114,636	116,278	98,141	97,150	110,774	110,774
CONTINGENCY	-	-	1,846,660	990,215	264,802	238,703	238,703
ENDING FUND BALANCE	-	-	-	-	1,500,000	1,500,000	1,500,000
EXPENDITURE TOTAL	\$ 6,106,958	\$ 6,235,102	\$ 8,614,612	\$ 8,448,087	\$ 8,798,087	\$ 8,798,087	\$ 8,798,087
TOTAL	\$ 7,288,771	\$ 9,015,257	\$ 8,614,612	\$ 8,448,087	\$ 8,798,087	\$ 8,798,087	\$ 8,798,087



General Fund Revenues

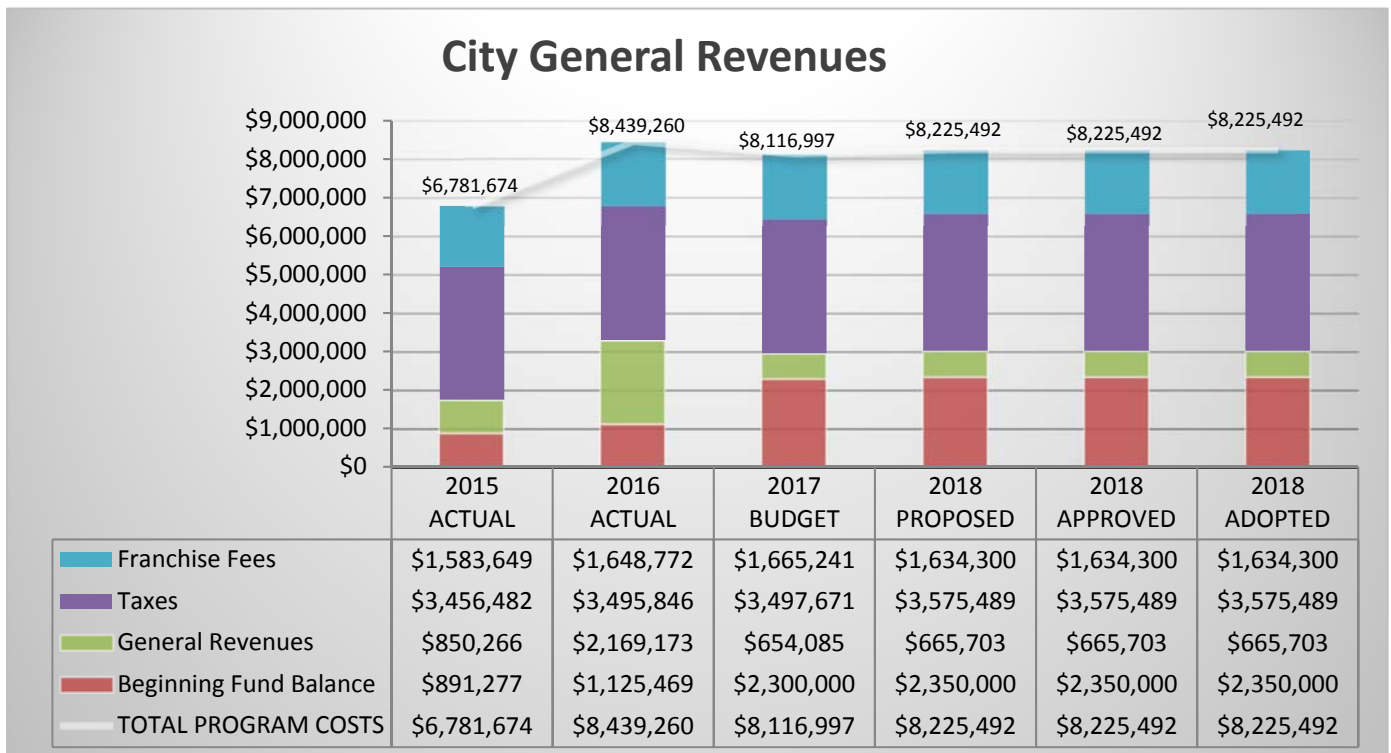
Programs

- ✓ Franchise Fees
- ✓ Property Taxes
- ✓ Alcohol & Cigarette Taxes
- ✓ Administrative Charges
- ✓ Beginning Fund Balance
- ✓ Transfers In
- ✓ Miscellaneous

Activities

The General Revenues are received from miscellaneous local and state sources but are not restricted for specific purposes. These funds are used to finance services provided to citizens by the City of Ontario.

Budget Adjustments





General Fund

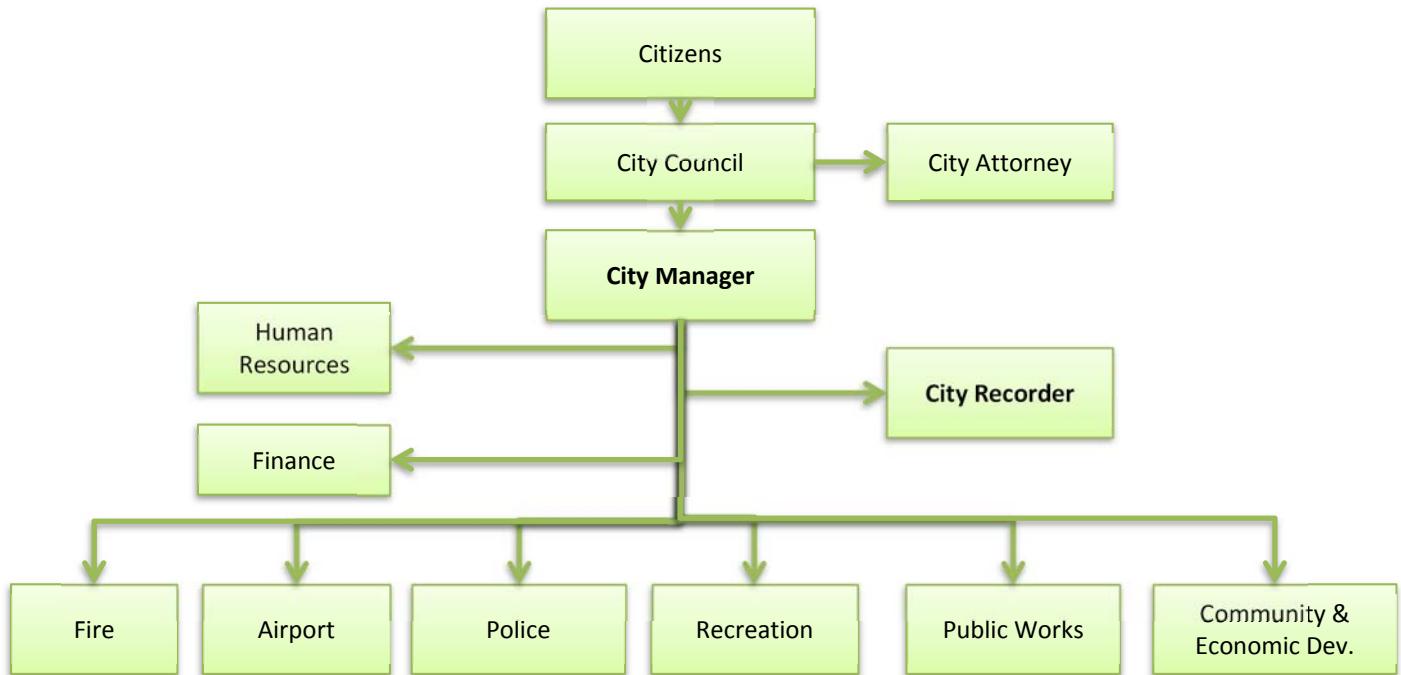
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
GENERAL REVENUES						
AVAILABLE CASH ON HAND	891,277	1,125,469	2,300,000	2,350,000	2,350,000	2,350,000
BAD DEBT RECOVERY	-	436	-	-	-	-
CUSTOMER COPIES	14	-	5	5	5	5
GAMING ADMINISTRATIVE FEE	-	-	-	100	100	100
INTEREST ON DEPOSIT	10,646	15,949	11,000	20,000	20,000	20,000
LAND SALES	12,430	13,843	-	8,000	8,000	8,000
LATE FEES & PENALTIES	830	772	750	750	750	750
MISC ADMIN REVENUE	55	-	300	-	-	-
MISC COLLECTIONS	24,149	11,799	10,000	10,000	10,000	10,000
MISC EXPENSE REIMBURSEMENTS	-	-	1,500	-	-	-
PUBLIC WORKS REVENUE--FUND 001	431,521	431,524	431,521	431,524	431,524	431,524
STATE REVENUE SHARING	115,322	138,917	115,640	128,500	128,500	128,500
STREET FUND REVENUE-FUND 001	65,624	65,624	65,624	65,624	65,624	65,624
TRANSFER IN	189,676	1,489,178	17,245	-	-	-
YARD SALE PERMITS	-	1,130	500	1,200	1,200	1,200
GENERAL REVENUE TOTAL	\$ 1,741,543	\$ 3,294,642	\$ 2,954,085	\$ 3,015,703	\$ 3,015,703	\$ 3,015,703
TAXES						
ALCOHOL BVG LICENSE & FEE	166,959	166,942	165,555	173,500	173,500	173,500
CIGARETTE TAX	15,369	16,369	13,414	14,530	14,530	14,530
PROPERTY TAXES - DELINQUE	150,145	124,840	129,662	105,000	105,000	105,000
PROPERTY TAXES CURRENT	3,120,087	3,183,924	3,185,540	3,278,959	3,278,959	3,278,959
PYMT IN LEIU OF TAXES	3,922	3,771	3,500	3,500	3,500	3,500
TAXES TOTAL	\$ 3,456,482	\$ 3,495,846	\$ 3,497,671	\$ 3,575,489	\$ 3,575,489	\$ 3,575,489
FRANCHISE FEE						
CABLE T V	30,687	56,552	45,000	48,500	48,500	48,500
CASCADE NATURAL GAS	122,454	161,471	143,700	143,700	143,700	143,700



General Fund

IDAHO POWER FRANCHISE	1,291,632	1,293,974	1,338,000	1,303,000	1,303,000	1,303,000
LS NETWORKS FRANCHISE	4,583	2,214	3,096	3,100	3,100	3,100
MALHEUR HOME TELEPHONE	52,830	51,328	53,445	53,000	53,000	53,000
ONTARIO SANITARY SERVICE	81,463	83,233	82,000	83,000	83,000	83,000
FRANCHISE FEE TOTAL	\$ 1,583,649	\$ 1,648,772	\$ 1,665,241	\$ 1,634,300	\$ 1,634,300	\$ 1,634,300
Grand Total	\$ 6,781,674	\$ 8,439,259	\$ 8,116,997	\$ 8,225,492	\$ 8,225,492	\$ 8,225,492

City Administration



Programs

City Manager and City Recorder

Administrative Overhead

City Manager and City Recorder

Activities

The City Manager is hired by the City Council, and serves as the Chief Executive Officer, or head of the executive branch of the local government. He directs, manages, and supervises the administration of city government, following policies established by the City Council. He makes recommendations to the Council, and keeps them up to date on the City's business and financial condition. He is responsible for the day to day operations of the city, for the operation of all City services, personnel, equipment, and resources, and carrying out the policy and direction set by the City Council. He is responsible for hiring and managing all employees, including departmental directors, to carry out Council-directed goals.



The City Recorder is responsible for elections; administers Oaths of Office; is Co-administrator of the city's website; receives and processes public inquires and complaints; responsible for the City Charter; records management; preparing City Council agendas; transcribing/proofing minutes; processing city documents; updates the Ontario Municipal Code and Planning & Zoning Code; is the custodian of official city records and public documents; administers city-wide records management and retention programs; maintains storage of records; attests all city documents; prepares resolutions or ordinances; oversees storage of records; serves as the Agent of Record for the City of Ontario; is the Clerk to the City Council; and assists in preparing the annual departmental budget for the Administration Department and City Council. Processes, files, and distributes cemetery deeds and receipts for Evergreen and Sunset Cemetery; creates and manages documents for transfers, sales, and buy-back of all cemetery deeds; maintains master file database for both cemeteries for all cemetery records. Processes, files, and distributes necessary documentation for the annual Business Registrations; Maintains database for registrations; updates registration data on website. Creates or updates permit application forms and licenses (i.e. Sidewalk Food Vendors, Gaming, Yard Sale, etc.); maintains database for all city committees; prepares notifications for vacancies and subsequent reports for Council for appointment; distributes letters of appointment/reappointment.

The Front Desk Receptionist/Customer Service Clerk performs various customer service and accounting tasks primarily related to utility billing receipts; posts payments to customer accounts; processes permits for park reservations, events, food vendors, and yard sales; processes county burn permits; administers calendars for meetings in city facilities; schedules use of travel vehicles; answers and transfers calls for City Hall; distributes incoming mail; and assists City Hall departments as requested.

Core Values Impact

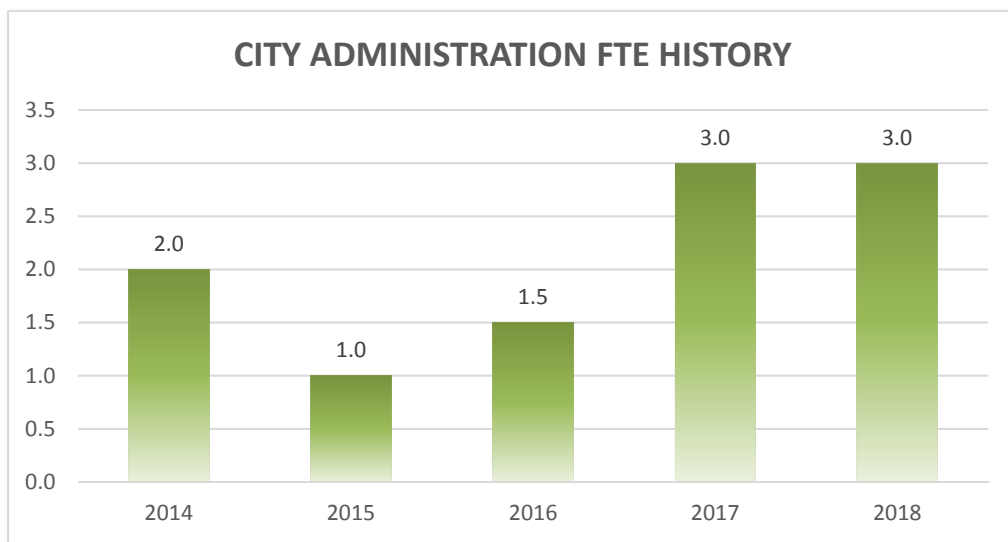
- ✓ Collaboration
- ✓ Openness and Transparency
- ✓ Respect
- ✓ Efficiency

Accomplishments

- ✓ Unmodified independent auditor's report
- ✓ Implemented a digital agenda system
- ✓ Initiation of Community Strategic Plan
- ✓ Creation of Leadership Philosophy
- ✓ Revision of budget format to include performance measures
- ✓ Increased communication to the City Council
- ✓ Created a Facebook (Social Media) platform for Ontario and gained over 500 followers
- ✓ Placed department heads on regular reporting schedules with professional reports
- ✓ Implemented Emergency Operations Center (EOC) for snow disaster. Operated an open EOC for nearly a month. Managed a 50 year snow event (45 inches).

Budget Adjustments

- ✓ Two positions have historically been budgeted in city administration, but with the absence of a permanent city manager, City Administration operated with 1 FTE parts of 2014, one in 2015, and 1.5 in 2016.
- ✓ In 2016-2017 when the finance department was contracted with an outside firm, the front desk employee was moved to administration.
- ✓ The .5 FTE was moved to the Recreation Department in July of 2016 to assist with the Recreation programming



City Administration Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SERVICES	\$18,809	\$28,865	\$31,800	\$24,650	\$24,650	\$24,650
PERSONNEL SERVICES	\$162,589	\$201,939	\$340,029	\$336,900	\$341,260	\$341,260
TOTAL PROGRAM COSTS	\$181,398	\$230,804	\$371,829	\$361,550	\$365,910	\$365,910

Other Key Indicators

Indicator	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Resolutions Prepared and Approved by City Council	33	48	34	15	30
Meetings of the City Council	49	51	28	30	30
Ordinances Prepared and Approved by City Council	10	13	8	1	10
New Business Registrations Received	0	89	122	50	50
Cemetery Documents Prepared	42	57	44	32	45
Committee Appointments	11	18	11	12	12
Oaths Administered	6	5	10	5	5
Special Event Permits Issued	111	67	165	150	150
Yard Sale Permits Issued	238	250	275	216	250



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PERSONNEL SERVICES						
DEFERRED COMPENSATION	1,800	1,800	3,600	3,600	3,600	3,600
EMPLR-PAID EMPLR BENEFITS	-	-	10,953	10,421	10,577	10,577
MEDICAL INSURANCE CO-PAY	11,302	13,043	49,176	41,460	41,460	41,460
PART TIME EMPLOYEES	-	10,575	11,400	-	-	-
RETIREMENT	20,732	27,506	40,065	47,447	48,147	48,147
SOCIAL SECURITY	9,152	11,286	19,156	17,413	17,670	17,670
VACATION/SICK BUYOUT	1,650	6,209	5,393	5,188	5,266	5,266
WAGES & SALARIES	117,471	130,662	197,079	208,403	211,529	211,529
WORKMANS COMP	483	858	3,207	2,968	3,011	3,011
PERSONNEL SERVICES TOTAL	\$ 162,589	\$ 201,940	\$ 340,029	\$ 336,900	\$ 341,260	\$ 341,260
MATERIALS & SERVICES						
CELL PHONE	-	512	1,140	750	750	750
DATA PROCESSING	-	3,661	1,500	1,200	1,200	1,200
DONATIONS & OTHER CONTRIBUTION	1,058	611	1,000	-	-	-
GENERAL SUPP & MAINT	1,291	1,101	1,750	1,350	1,350	1,350
MEDICAL EXAMS	-	70	-	-	-	-
MEETING MEAL EXPENSE	877	893	600	1,100	1,100	1,100
OFFICE SUPPLIES	6,233	1,967	3,200	2,900	2,900	2,900
PETROLEUM	160	22	500	400	400	400
POSTAGE	139	91	300	300	300	300
PRINT / AD / RECORD	500	1,665	1,500	1,500	1,500	1,500
PROFESSIONAL DEVELOPMENT	8,551	18,273	20,310	15,000	15,000	15,000
VEHICLE REPAIR	-	-	-	150	150	150
MATERIALS & SERVICES TOTAL	\$ 18,809	\$ 28,865	\$ 31,800	\$ 24,650	\$ 24,650	\$ 24,650
Grand Total	\$ 181,398	\$ 230,804	\$ 371,829	\$ 361,550	\$ 365,910	\$ 365,910

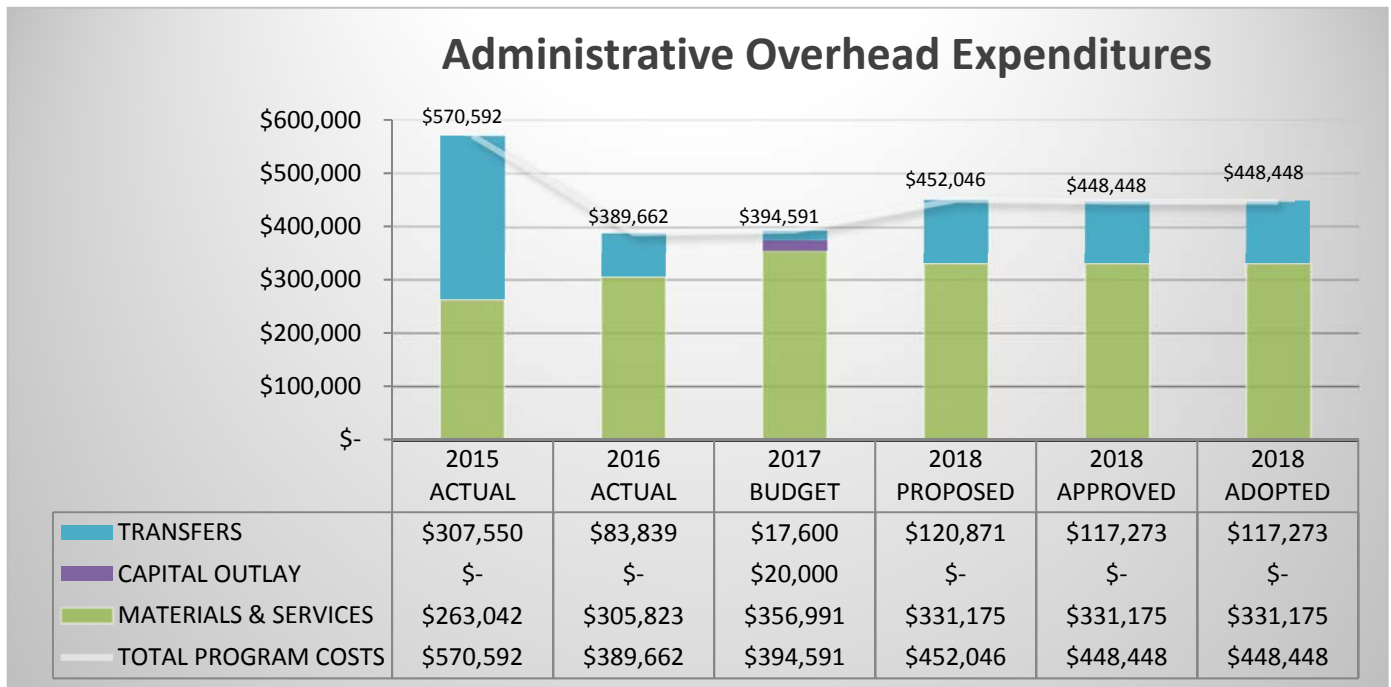
Administrative Overhead

Activities

The administrative overhead department consists of expenses that are used for the entire city or the entire general fund. Items consist of things like liability insurance, legal services and utilities.

Budget Adjustments

- ✓ \$31,332 transfer to Airport Fund
- ✓ \$85,941 transfer to Street Fund
- ✓ \$1,500,000 ending fund balance budgeted
- ✓ \$238,703 operating contingency budgeted





General Fund

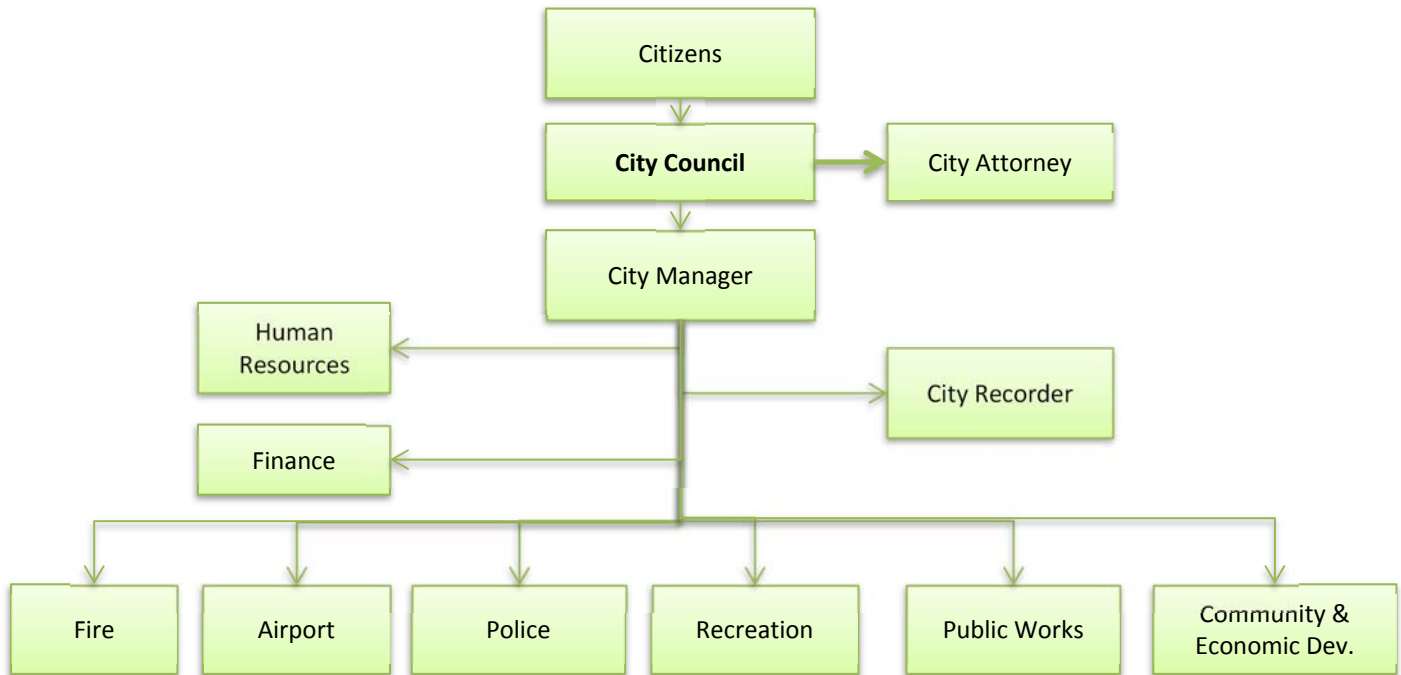
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
MATERIALS & SERVICES						
APPRAISAL	-	-	2,000	2,000	2,000	2,000
APT BLDG MAINT & REPAIR	-	-	495	495	495	495
AUDITOR	20,780	19,660	21,195	21,350	21,350	21,350
BAD DEBT EXPENSE	-	25	-	-	-	-
BANK CHARGES	3,413	779	2,000	630	630	630
BLDG MAINT & REPAIR	6,611	13,694	30,000	30,000	30,000	30,000
CITY HALL ELEVATOR MAINT	197	-	980	-	-	-
CONTRACT SERVICES	-	800	6,445	4,556	4,556	4,556
CONTRACT SETTLEMENT	-	-	5,000	5,000	5,000	5,000
DATA PROCESSING	3,174	-	-	-	-	-
DUES & MEMBERSHIPS	11,729	9,489	12,075	10,862	10,862	10,862
ELECTRICITY	35,724	31,315	36,000	36,000	36,000	36,000
FUEL HEAT	2,761	3,375	4,000	4,000	4,000	4,000
GARBAGE SERVICE	3,721	3,634	3,800	3,800	3,800	3,800
GENERAL SUPPLIES & MAINT	1,203	1,355	1,200	680	680	680
HVAC MAINTENANCE CONT	-	-	15,000	-	-	-
INS PREM & SURETY	75,330	76,986	85,000	82,000	82,000	82,000
LEGAL SERVICES	35,030	35,413	43,750	40,000	40,000	40,000
OFFICE MACHINE CONTRACT	6,923	8,057	9,871	19,422	19,422	19,422
OFFICE SUPPLIES	4,121	4,817	4,280	4,280	4,280	4,280
ORDINANCE CODIFICATION	2,176	4,494	4,000	3,000	3,000	3,000
POSTAGE	2,200	1,581	2,500	2,500	2,500	2,500
POVERTY TO PROSPERITY DONATION	-	5,000	5,000	-	-	-
PRINT / AD / RECORD	897	1,849	4,000	4,000	4,000	4,000
RECORDS	-	198	200	-	-	-
RECRUITMENT/CONTRACT SETTLEMENT	20,970	30,000	-	-	-	-
SAFETY COMMITTEE	-	-	500	500	500	500
SISTER CITY	200	-	200	200	200	200
SREDA PROGRAM CONT	-	10,000	10,000	10,000	10,000	10,000



General Fund

TELEPHONE	25,879	26,296	28,900	28,900	28,900	28,900
TRANSIT PROGRAM CONTRIBUTION	-	15,000	15,000	15,000	15,000	15,000
UNEMPLOYMENT CLAIMS	-	2,005	3,600	2,000	2,000	2,000
MATERIALS & SERVICES TOTAL	\$ 263,042	\$ 305,823	\$ 356,991	\$ 331,175	\$ 331,175	\$ 331,175
CONTINGENCY						
OPERATING CONTINGENCY	-	-	1,846,660	264,802	238,703	238,703
CONTINGENCY TOTAL	\$ -	\$ -	\$ 1,846,660	\$ 264,802	\$ 238,703	\$ 238,703
CAPITAL OUTLAY						
EQUIP/CAPITAL PURCHASE	-	-	20,000	-	-	-
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
TRANSFERS OUT						
GOLF COURSE EXPENSE - FUND 001	307,550	40,000	-	-	-	-
TRANSFER TO GRANT FUND	-	24,319	17,600	-	-	-
TRANSFER TO AIRPORT FUND	-	19,520	-	31,332	31,332	31,332
TRANSFER TO STREET FUND	-	-	-	89,539	85,941	85,941
TRANSFERS OUT TOTAL	\$ 307,550	\$ 83,839	\$ 17,600	\$ 120,871	\$ 117,273	\$ 117,273
UNAPPROPRIATED						
ENDING FUND BALANCE	-	-	-	1,500,000	1,500,000	1,500,000
ENDING FUND BALANCE TOTAL	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Grand Total	\$ 570,592	\$ 389,662	\$ 2,241,251	\$ 2,216,848	\$ 2,187,151	\$ 2,187,151

City Council



Programs

All City Services as shown in the organizational chart above.

Activities

The Ontario City Council is the elected governing body for the City of Ontario. As such, they set strategic direction and policy for the organization. The City Manager is the agent of the City Council to carry out the policies and strategic direction of services. The City Council annually approves a budget, prepared by the city manager with a recommendation from the Budget Committee. The City council appoints individuals to boards and commissions of the city council, such as the public works committee, airport committee, and the planning commission.

Strategic Planning

The Ontario City Council initiated a strategic planning session. The process is still underway, but the focal areas of the initial sessions were Communication, Revenues, Safety, and a Vision for our Community.



Communication

- Changing the narrative of Ontario from negative to positive
- Engaging partners to be successful
- Communicating positive aspects of Ontario
- Engaging individuals to be active in solving community challenges

Revenues

- Fiscal Responsibility
- Pursue a sales tax or other feasible revenue to continue providing critical services
- Pursue revenue to sustain public safety service levels

Safety

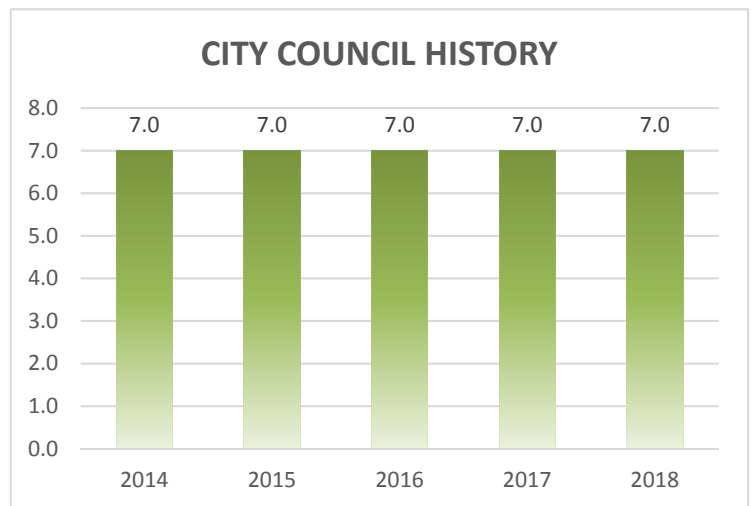
- Create a feeling of safety
- Keep our school traffic zones safe
- Serve special needs populations (e.g. homeless, low income housing)

Vision

- Sustainability of critical services such as Fire, Police, Roads, and Water
- Create a community amenities (e.g. park system, pool, and clean public spaces)
- Sustainable city organization

Accomplishments

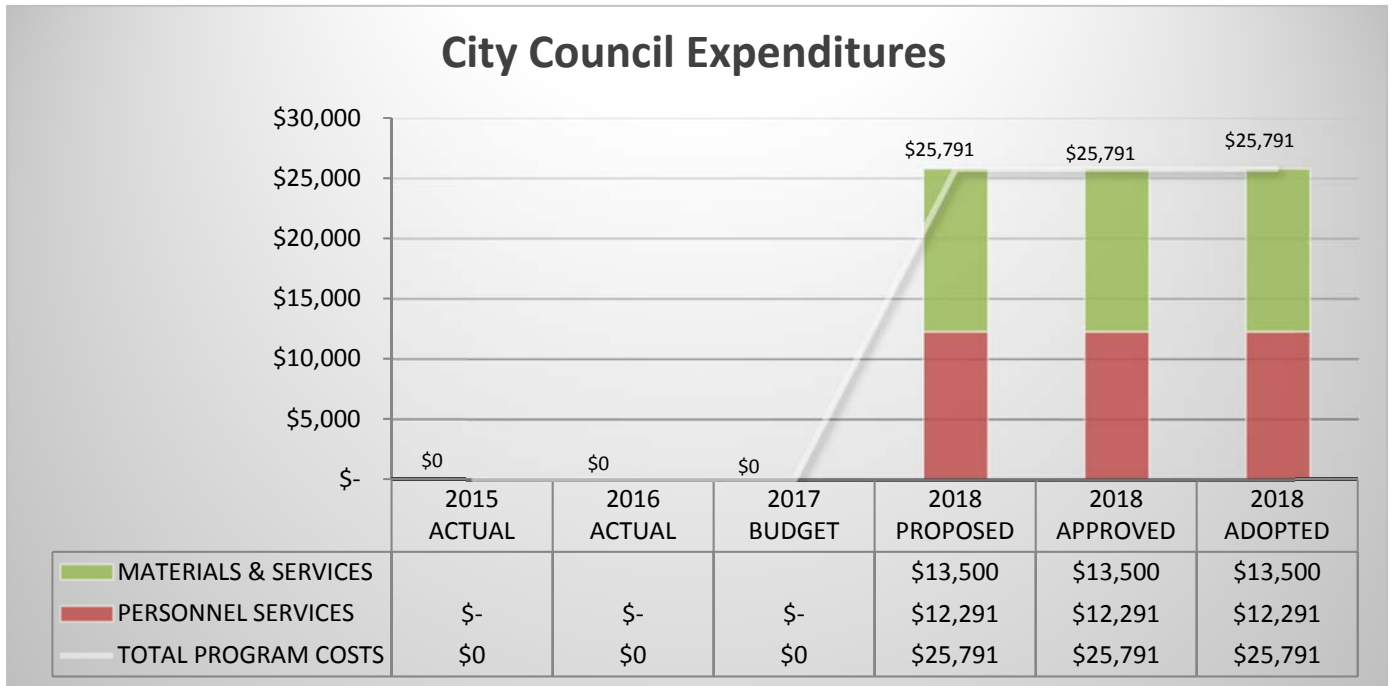
- ✓ Two councilors were selected to fill vacated seats for portions of 2016.
- ✓ Recruited, selected, and hired a City Manager.
- ✓ Balanced 2016-2017 budget.
- ✓ Approved an agreement with Oster Professional Group to outsource finance.
- ✓ Stabilized the water and sewer funds to continue operations and fund a capital plan for five years.





Budget Adjustments

The City Council budget was separated from the City Administration in this year's budget.

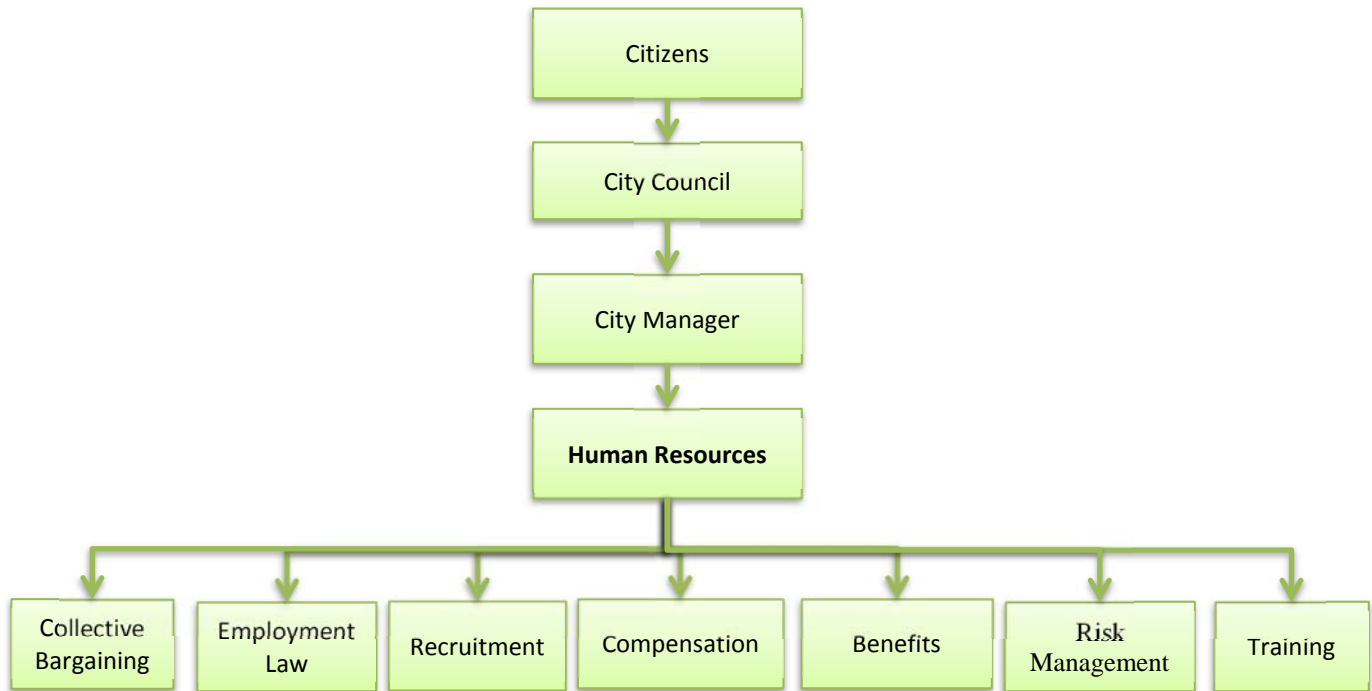




General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PERSONNEL SERVICES						
PART TIME EMPLOYEES	-	-	-	11,400	11,400	11,400
SOCIAL SECURITY	-	-	-	872	872	872
WORKMAN'S COMPENSATION	-	-	-	19	19	19
PERSONNEL SERVICES TOTAL	\$ -	\$ -	\$ -	\$ 12,291	\$ 12,291	\$ 12,291
MATERIALS & SERVICES						
DONATIONS & OTHER CONTRIBUTION	-	-	-	1,000	1,000	1,000
GENERAL SUPPLIES & MAINTENANCE	-	-	-	500	500	500
MEETING MEAL EXPENSE	-	-	-	1,000	1,000	1,000
OFFICE SUPPLIES	-	-	-	300	300	300
PETROLEUM SUPPLIES	-	-	-	200	200	200
PRINT / AD / RECORD	-	-	-	1,000	1,000	1,000
PROFESSIONAL DEVELOPMENT	-	-	-	9,500	9,500	9,500
MATERIALS & SUPPLIES TOTAL	\$ -	\$ -	\$ -	\$ 13,500	\$ 13,500	\$ 13,500
Grand Total	\$ -	\$ -	\$ -	\$ 25,791	\$ 25,791	\$ 25,791

Human Resources



Programs

Day to day operations of Human Resource functions which include collective bargaining, employment laws, recruitment, compensation, risk management, benefits, and training for all city personnel.

Activities

The Human Resource Department is responsible for the administration and implementation of all Human Resource activities for the City which include policies and procedures, collective bargaining, employment law, recruitment, compensation, risk management, workers compensation, record management, employee relations and training for all city personnel.

Core Values Impact

- ✓ Openness and Transparency
- ✓ Performing jobs to the best ability possible
- ✓ Accurate reporting to answer questions effectively

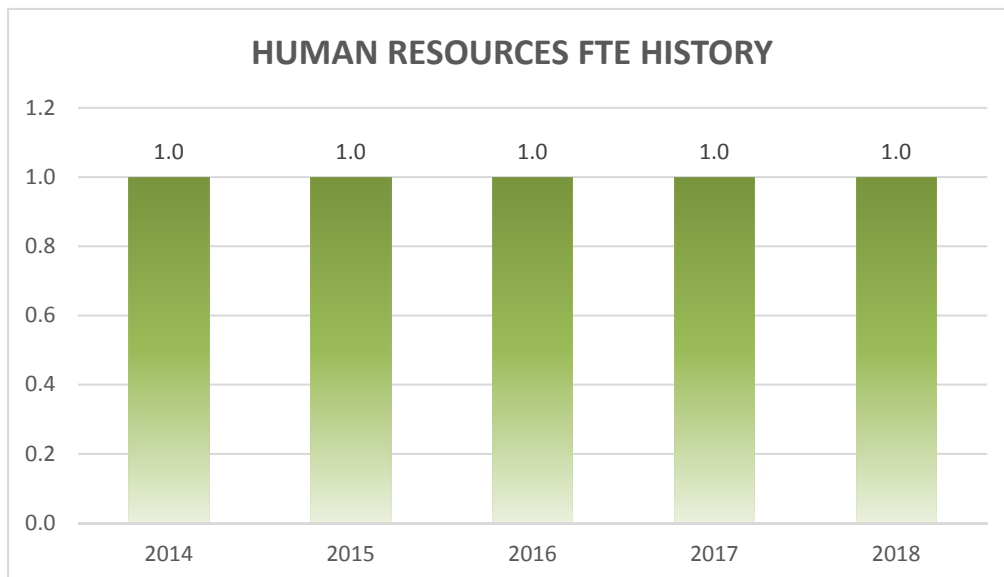


Accomplishments

- ✓ Updated employee handbook
- ✓ Successfully negotiated Fire Contract
- ✓ Successfully hired Fire Chief
- ✓ Successfully hired Police Chief
- ✓ Updated the City of Ontario Employment Application to meet new law requirements
- ✓ Updated job descriptions for current positions
- ✓ Completed FEMA Incident Command System (ICS) training for courses – 100, 200, 700, 800.
- ✓ Created a budget for the HR department and came under budget for FY 15/16
- ✓ Worked with Life Flight to offer City employees a membership at a discounted rate
- ✓ Served on the Emergency Management Team as the Safety Officer
- ✓ Completed wage comparisons for non-union positions

Budget Adjustments

- ✓ Cell phone stipend for emergency management.



Human Resources Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SERVICES	\$3,515	\$1,133	\$11,148	\$11,568	\$11,568	\$11,568
PERSONNEL SERVICES	\$81,473	\$87,936	\$91,401	\$95,513	\$95,140	\$95,140
TOTAL PROGRAM COSTS	\$84,988	\$89,069	\$102,549	\$107,081	\$106,708	\$106,708

Other Key Indicators

Indicator	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target	2019 Target
Recruitments	7	7	23			
Liability Claims	5	1	1			
Worker's Compensation Claims	17	8	11			
Terminations – (Job Elimination, Resign, Retire)	44	11	12			



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PERSONNEL SERVICES						
DEFERRED COMPENSATION	1,800	1,800	1,800	1,800	1,800	1,800
EMPLR PAID EMPLR BENEFITS	-	-	2,757	2,757	2,798	2,798
MEDICAL INSURANCE CO-PAY	11,302	15,834	17,103	17,751	17,751	17,751
RETIREMENT	8,102	8,801	8,777	10,764	10,921	10,921
SOCIAL SECURITY	4,074	4,161	4,647	4,647	4,715	4,715
VACATION/SICK BUYOUT	-	-	1,061	1,061	1,076	1,076
WAGES & SALARIES	55,909	57,307	55,125	55,125	55,952	55,952
WORKMANS COMP	285	33	131	127	127	127
PERSONNEL SERVICES TOTAL	\$ 81,473	\$ 87,936	\$ 91,401	\$ 94,032	\$ 95,140	\$ 95,140
MATERIALS & SERVICES						
CELL PHONE	-	-	-	420	420	420
GENERAL SUPP & MAINT	774	539	1,500	1,500	1,500	1,500
MEDICAL EXAMS	-	78	1,948	1,948	1,948	1,948
PROFESSIONAL DEVELOPMENT	2,741	515	2,700	2,700	2,700	2,700
RECRUITMENT	-	-	5,000	5,000	5,000	5,000
MATERIALS & SERVICES Total	\$ 3,515	\$ 1,132	\$ 11,148	\$ 11,568	\$ 11,568	\$ 11,568
Grand Total	\$ 84,987	\$ 89,069	\$ 102,549	\$ 105,600	\$ 106,708	\$ 106,708



Business Registrations

Programs

- ✓ Business Registration

Activities

In fiscal year ended 2016, the City of Ontario adopted Ordinance 2702-2015, requiring each business within the Ontario city limits to register with the City. This is not a license, but rather a registration process that will provide important information to the city's public safety personnel. Currently, the city has 117 businesses registered.

As a benefit, the city lists registered businesses on our website both alphabetically and by business type.

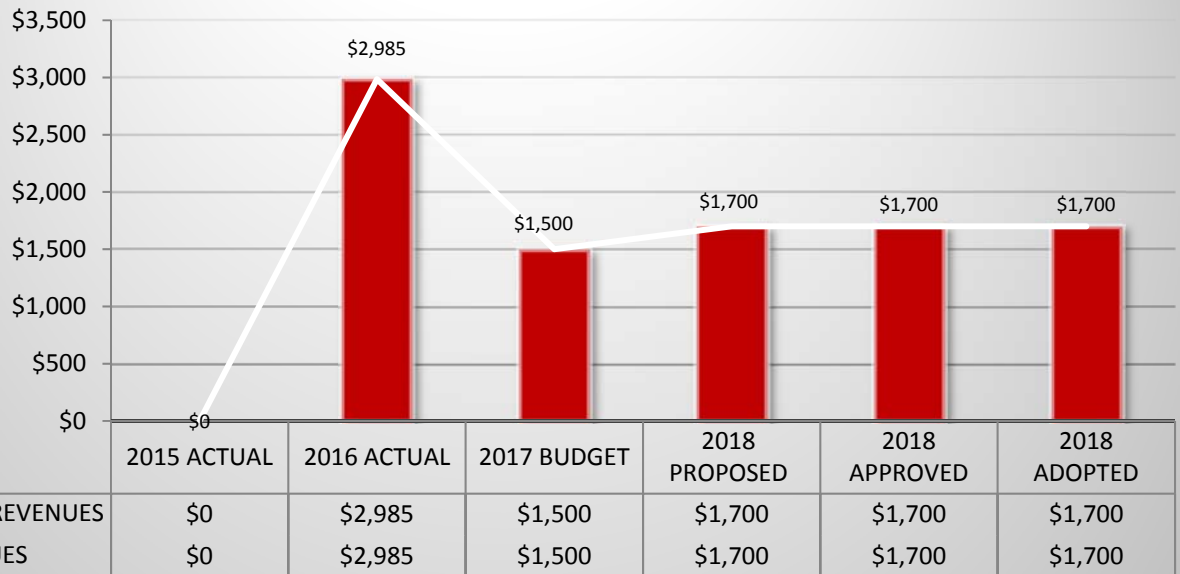
Core Values Impact

- ✓ Openness and Transparency
- ✓ Accurate reporting to answer questions effectively

Budget Adjustments

- ✓ No substantial budget adjustments.

Business Registration Revenues



Business Registration Expenditures

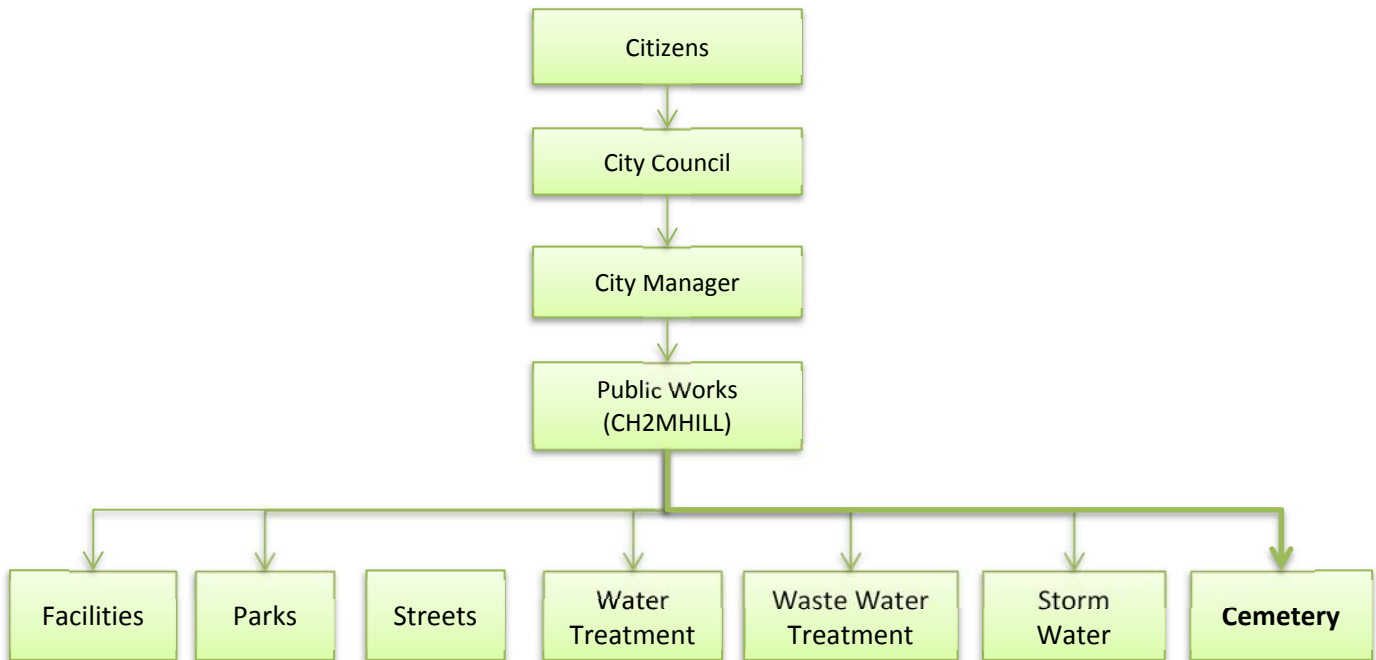




General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
GENERAL REVENUE						
BUSINESS REGISTRATION REVENUE	-	2,985	1,500	1,700	1,700	1,700
Grand Total	\$ -	\$ 2,985	\$ 1,500	\$ 1,700	\$ 1,700	\$ 1,700
MATERIALS & SERVICES						
GENERAL SUP & MAINT	-	570	750	750	750	750
POSTAGE	-	39	200	350	350	350
MATERIALS & SERVICES TOTAL	\$ -	\$ 609	\$ 950	\$ 1,100	\$ 1,100	\$ 1,100
Grand Total	\$ -	\$ 609	\$ 950	\$ 1,100	\$ 1,100	\$ 1,100

Cemetery



Programs

The cemetery department is responsible for all the care and maintenance of the two cemeteries owned by the city.

Activities

CH2M Hill provides direct oversight and operation including maintenance of Sunset and Evergreen cemetery's. The scope includes mowing, watering, and general landscape. Also included are grave excavation and cemetery management services.

Core Values Impact

- ✓ Provided well-groomed and maintained cemetery's for citizens and families of those interned
- ✓ Respect for our fellow citizens we serve and commitment to provide superior quality and service

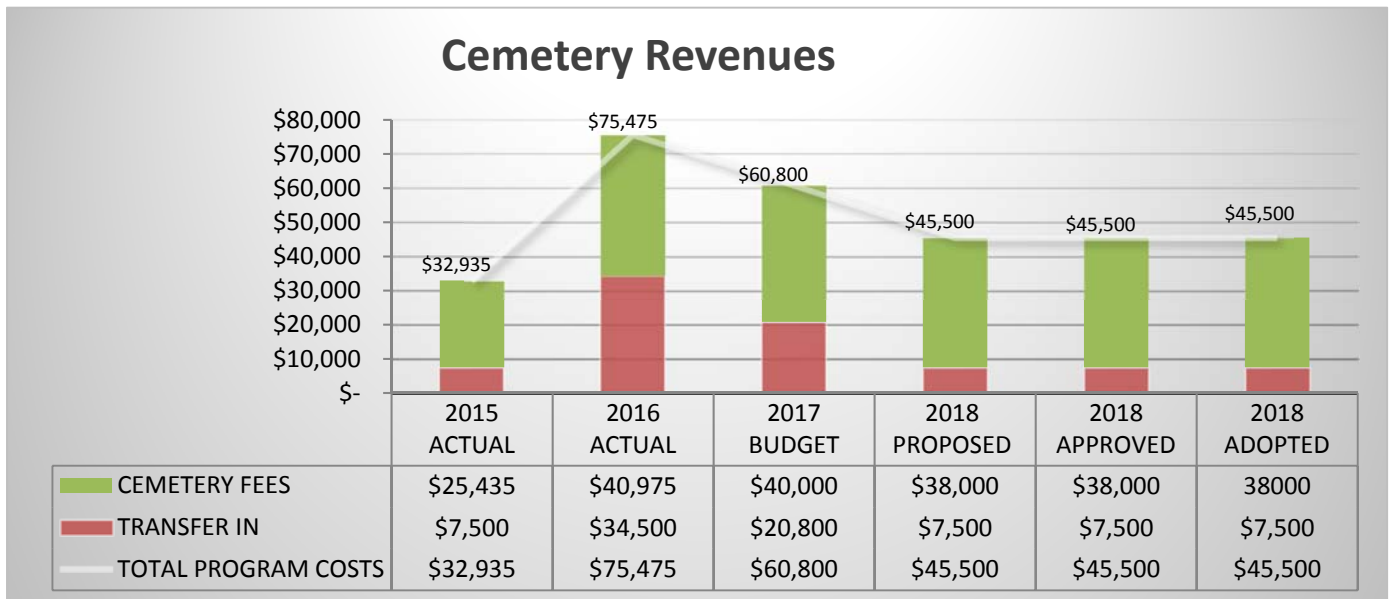
- ✓ Efficiency in providing services to the public

Accomplishments

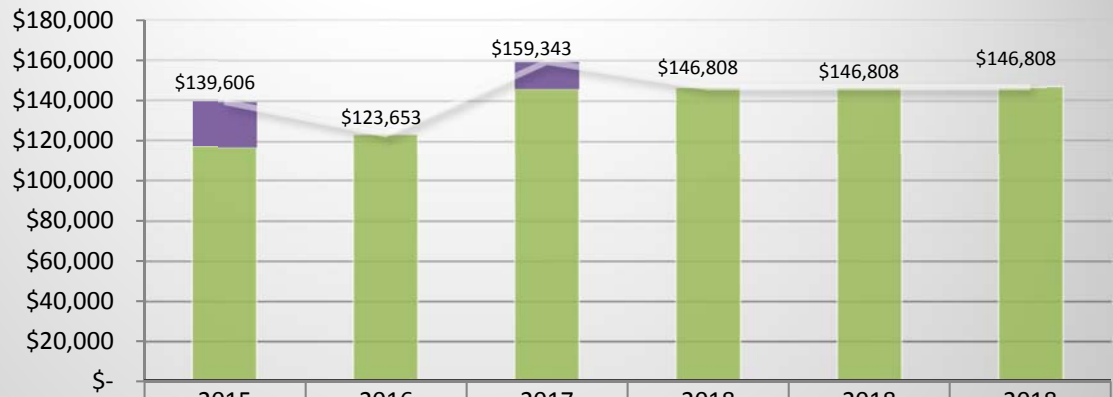
- ✓ Provided grass trimming around tombstones
- ✓ Helped facilitate a statue that was rebuilt in Sunset Cemetery
- ✓ Assisted in the rebuild of the Veteran’s Memorial at Sunset Cemetery
- ✓ No delay in interments during snow events
- ✓ Created Standard Operating Procedures (SOP), Activity Hazard Analysis (AHA) and Pre Task Plans (PTP) for each task that is completed in the system.
- ✓ Refinished and repainted picnic tables and benches
- ✓ No lost time or recordable incidents

Budget Adjustments

- ✓ Smaller amount of transfer from cemetery perpetual fund since no large capital outlay was budgeted.



Cemetery Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CAPITAL OUTLAY	\$22,369	\$-	\$13,300	\$-	\$-	\$-
MATERIALS & SERVICES	\$117,237	\$123,653	\$146,043	\$146,808	\$146,808	\$146,808
TOTAL PROGRAM COSTS	\$139,606	\$123,653	\$159,343	\$146,808	\$146,808	\$146,808

Other Key Indicators

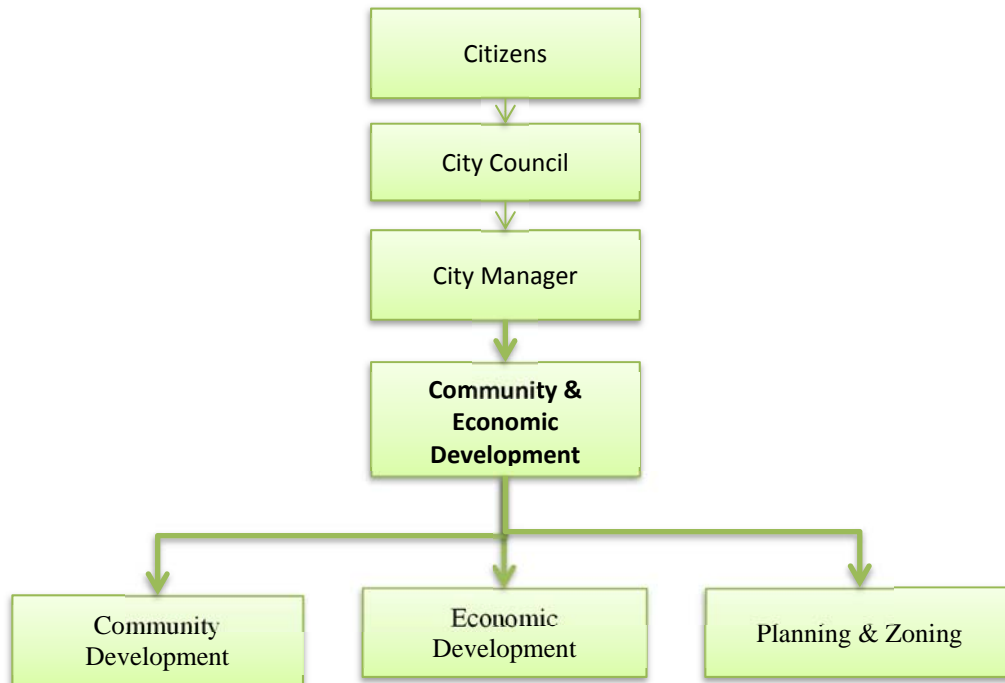
<u>Indicator</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Projected</u>	<u>2018 Target</u>



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
CEMETERY REVENUES						
CEMETERY PERPETUAL TRANSFER IN	7,500	34,500	20,800	7,500	7,500	7,500
CEM-OPENING & CLOSING SPACES	25,435	40,975	40,000	38,000	38,000	38,000
Grand Total	\$ 32,935	\$ 75,475	\$ 60,800	\$ 45,500	\$ 45,500	\$ 45,500
MATERIALS & SERVICES						
CONTRACT LABOR	14,674	-	17,820	17,820	17,820	17,820
CONTRACT SERVICES	101,756	121,505	125,667	128,983	128,983	128,983
GENERAL SUP & MAINT	376	2,142	2,100	-	-	-
POSTAGE	5	-	-	-	-	-
TELEPHONE	426	6	456	5	5	5
MATERIALS & SERVICES TOTAL	\$ 117,237	\$ 123,653	\$ 146,043	\$ 146,808	\$ 146,808	\$ 146,808
CAPITAL OUTLAY						
EQUIP PURCHASE	-	-	13,300	-	-	-
SITE IMPROVEMENTS	22,369	-	-	-	-	-
CAPITAL OUTLAY TOTAL	\$ 22,369	\$ -	\$ 13,300	\$ -	\$ -	\$ -
Grand Total	\$ 139,605	\$ 123,653	\$ 159,343	\$ 146,808	\$ 146,808	\$ 146,808

Community & Economic Development



Programs

The Community Development program includes planning and zoning administration, flood plain administration, building development, economic development, and planning & zoning/permitting. This includes: development review, land use action processing, zoning ordinance enforcement, comprehensive plan and zoning ordinance review and updates.

Activities

- Community Development
- Building Department
- Economic Development
- Planning and Zoning
- Flood Plain Administration



Core Values Impact

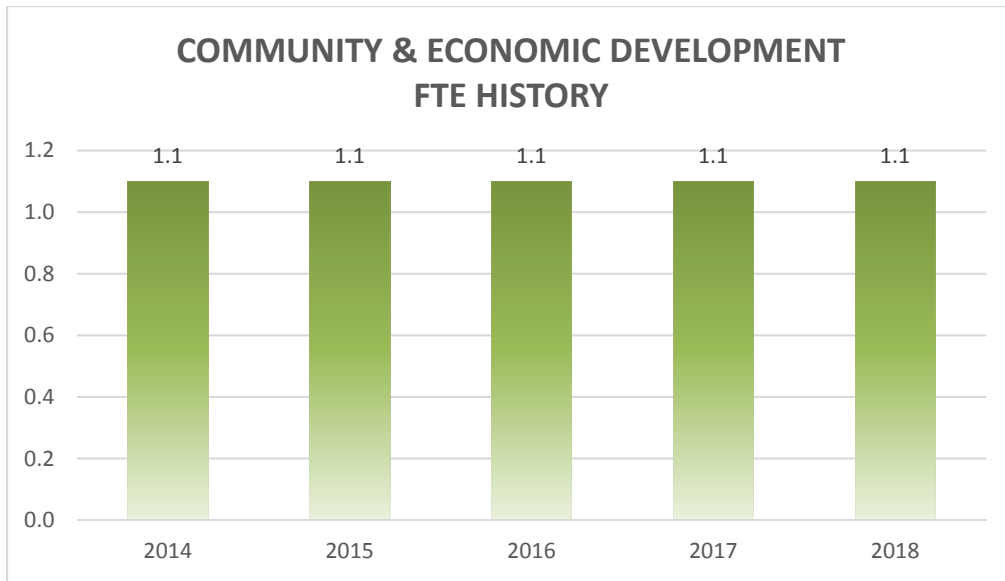
- ✓ Adhering to the highest quality public service, while performing our jobs through knowledge and continuing education
- ✓ Showing openness and transparency in every aspect of our duty
- ✓ Maintaining the highest order of respect for all the citizens, along with fellow staff
- ✓ Responding to questions effectively and in a fast and efficient manner, while maintaining professionalism.

Accomplishments

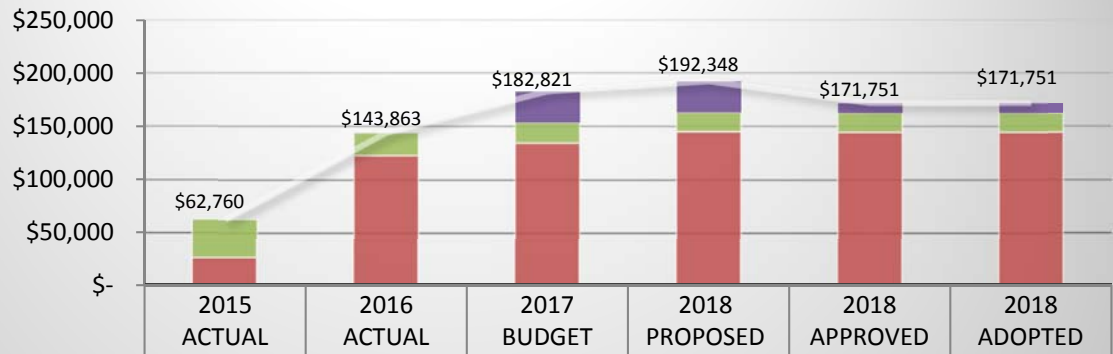
- ✓ For 2016 staff reviewed and processed 263 building permits
- ✓ For 2016 the building construction valuation totaled \$11.7 million with an estimated additional 5 million in site development values, contributing to 22.1 million to the Ontario tax base as per the County Assessor's office.
- ✓ This past winter staff dealt with and handled with professionalism hundreds of calls and concerns with snow damage. This included questions concerning insurance, building plans, answering code questions, contacting contractors to volunteer with snow removal, attending community meetings, and volunteering to hand out sand bags
- ✓ Staff attended 41 PDAC (Pre Design Advisory Committee) meetings on proposed developments
- ✓ Staff attended several continuing education and training seminars
- ✓ Staff helped redevelop the vacant K-Mart building and site into 7 new retail business sites, which included a new Waremart by WinCo store and Harbor freight.
- ✓ Staff worked with over 10 Proposed Industrial site developers.
- ✓ Staff reviewed and processed 30 land use actions in 2016.
- ✓ Staff received an Oregon Brownfield Grant to create an inventory of possible brownfield sites for redevelopment.

Budget Adjustments

- ✓ Reduction in data processing by \$320
- ✓ Reduction in general supplies by \$500



Community & Economic Development Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CAPITAL OUTLAY	\$0	\$0	\$29,100	\$29,100	\$9,100	\$9,100
MATERIALS & SERVICES	\$36,175	\$21,481	\$19,485	\$18,365	\$18,365	\$18,365
PERSONNEL SERVICES	\$26,585	\$122,383	\$134,236	\$144,883	\$144,286	\$144,286
TOTAL PROGRAM COSTS	\$62,760	\$143,863	\$182,821	\$192,348	\$171,751	\$171,751

Other Key Indicators

Indicator	2014-15 Actual	2015-16 Actual	2016-17 Actual/Target	2017-18 Target	2018 Target	2019 Target
Subdivisions	1	0	0/0	0	0	1
Comprehensive Plan Amendments	1	0	0/0	1	1	1
Rezones	1	1	0/0	1	1	1
Lot Line Adjustments	4	4	9/9	4	5	6
Variances	2	1	1/1	1	1	1
Conditional Use Permits	3	0	0/0	2	3	2
Annexations	1	0	0/0	0	1	0
Temporary Use Permits	3	5	1/1	2	2	3
Partitions	1	3	3/3	2	3	2
Zone Code Amendments	2	0	0/0	2	2	1
Site Developments	0	15	3/3	5	5	5
Grants	0	3	1/1	1	2	3
Economic	0	1	0/0	2	2	2
Appeals	0	1	0/0	0	0	0
Vacations	0	4	0/0	2	1	2
Non-conforming Uses	0	1	0/0	0	0	0
Right of Ways	0	0	1/1	1	1	1



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
COMMUNITY DEVELOPMENT REVENUES						
APPLICATION FEES	-	600	-	-	-	-
P & Z HEARINGS	1,949	2,770	1,500	1,500	1,500	1,500
Grand Total	\$ 1,949	\$ 3,370	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
PERSONNEL SERVICES						
DEFERRED COMPENSATION	-	1,530	1,530	1,530	1,530	1,530
EMPLOYER PAID BENEFITS	-	-	4,021	4,106	4,168	4,168
MEDICAL INSURANCE CO-PAY	3,800	16,098	17,128	17,820	17,820	17,820
OVERTIME	542	778	3,000	3,000	3,000	3,000
RETIREMENT	2,874	17,676	18,529	24,092	24,447	24,447
SOCIAL SECURITY	1,295	6,056	6,713	6,852	6,953	6,953
VACATION/SICK BUYOUT	-	-	1,791	1,824	1,850	1,850
WAGES & SALARIES	18,062	80,206	80,403	82,109	83,341	83,341
WORKMANS COMP	11	39	1,121	1,161	1,177	1,177
PERSONNEL SERVICES TOTAL	\$ 26,585	\$ 122,383	\$ 134,236	\$ 142,494	\$ 144,286	\$ 144,286
MATERIALS & SERVICES						
BUILDING MAINT & REPAIR	108	-	250	100	100	100
CELL PHONE	129	462	615	465	465	465
CONTRACT SERVICES	13,563	-	-	-	-	-
DATA PROCESSING	-	995	320	-	-	-
DOWNTOWN CODE CHANGES	-	-	2,700	2,700	2,700	2,700
ECONOMIC DEVELOPMENT MARKETING	-	12,500	1,000	1,000	1,000	1,000
FUEL	-	120	600	600	600	600
GENERAL SUPPLIES	224	4,068	1,500	1,000	1,000	1,000
MEDICAL EXAMS	-	13	-	-	-	-
OFFICE MACHINE CONTRACTS	170	470	400	400	400	400
OFFICE SUPPLIES	343	753	600	600	600	600
POSTAGE	169	189	1,000	1,000	1,000	1,000
PRINT / AD / RECORD	1,819	852	2,000	2,000	2,000	2,000



General Fund

PROFESSIONAL DEVELOPMENT	85	1,058	6,000	6,000	6,000	6,000
PROFESSIONAL SERVICES	19,568	-	2,500	2,500	2,500	2,500
MATERIALS & SERVICES TOTAL	\$ 36,175	\$ 21,481	\$ 19,485	\$ 18,365	\$ 18,365	\$ 18,365

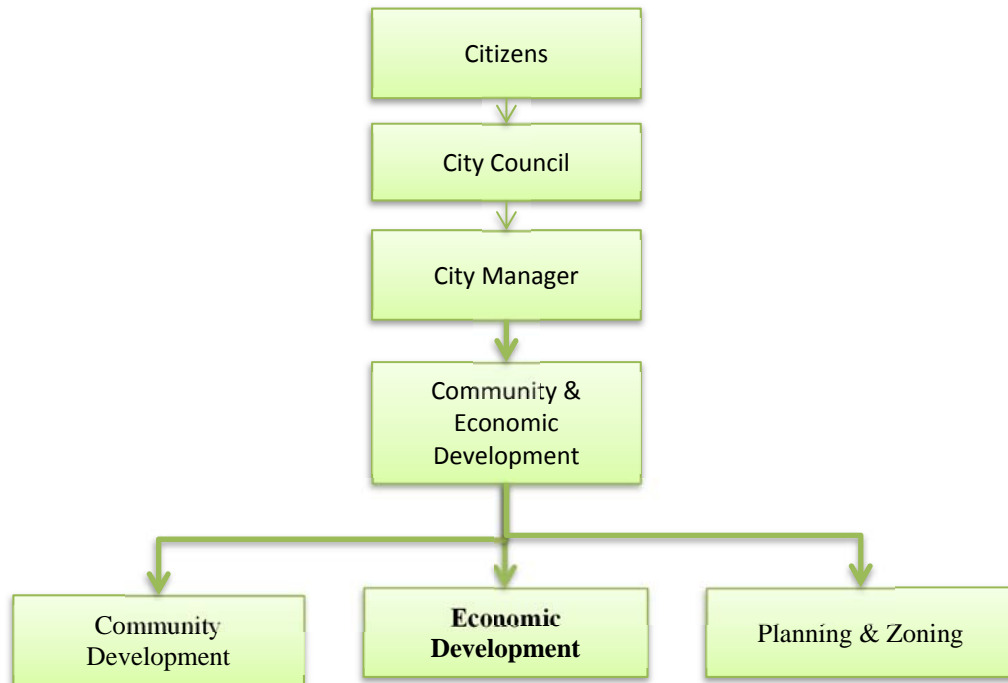
CAPITAL OUTLAY

BUILDING IMPROVEMENTS	-	-	29,100	9,100	9,100	9,100
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ 29,100	\$ 9,100	\$ 9,100	\$ 9,100

Grand Total	\$ 62,760	\$ 143,863	\$ 182,821	\$ 169,959	\$ 171,751	\$ 171,751
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Economic Development



Programs

Economic Development

Activities

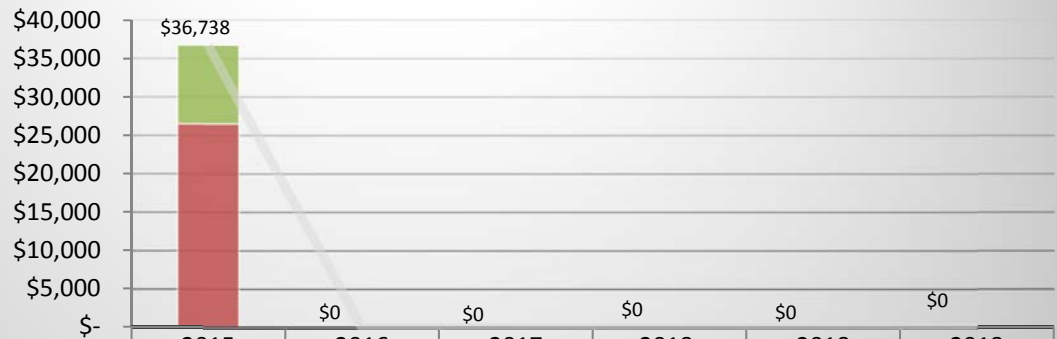
Recruitment and retention of new and existing businesses.

Budget Adjustments

- ✓ This budget was merged with the Community and Economic Development budget in 2016. The last year of appropriations to this as a separate program was 2015

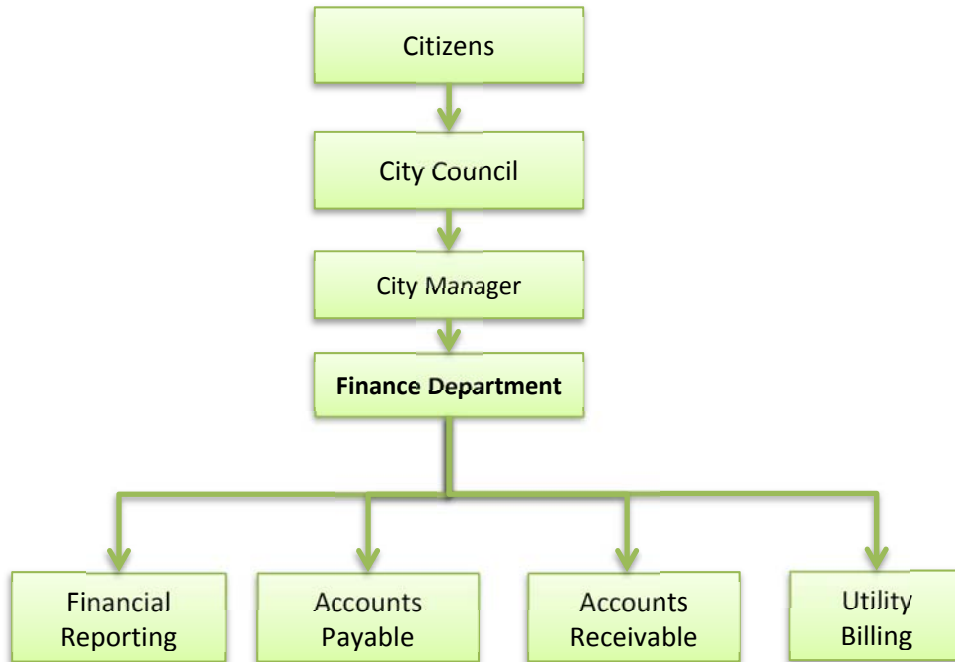


Economic Development Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SERVICES	\$10,230	\$-	\$-	\$-	\$-	\$-
PERSONNEL SERVICES	\$26,508	\$-	\$-	\$-	\$-	\$-
TOTAL PROGRAM COSTS	\$36,738	\$0	\$0	\$0	\$0	\$0

Finance



Programs

Financial Reporting

Accounts Payable

Accounts Receivable

Utility Billing

Activities

The Finance Department is responsible for the control of all financial activities of the City, including the disbursement of financial resources, ensuring adequate resources are available and recording and invoicing financial resources. The City contracts with Oster Professional Group, CPA's to manage the finance department.



Core Values Impact

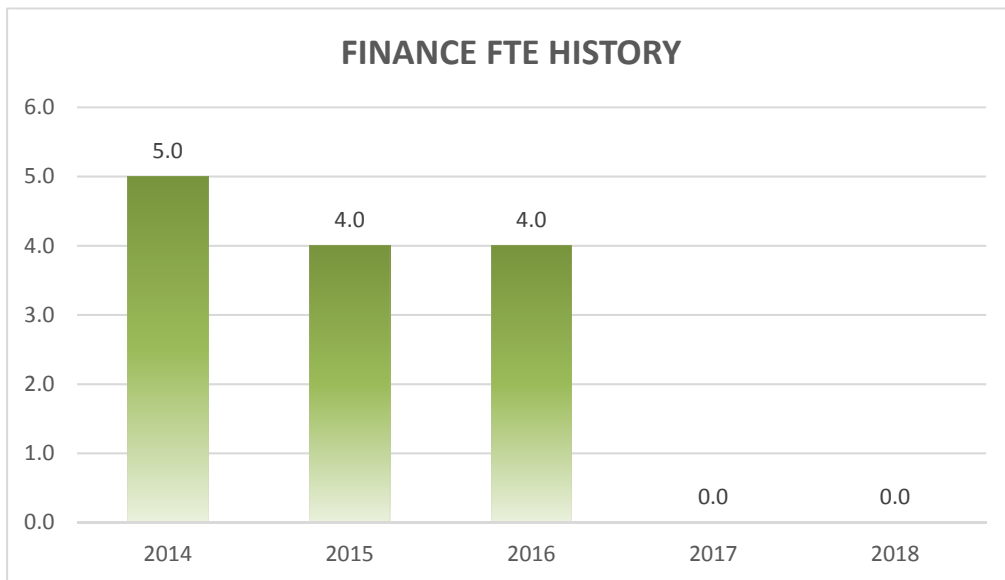
- ✓ Openness and Transparency
- ✓ Performing jobs to the best ability possible
- ✓ Accurate reporting to answer questions effectively

Accomplishments

- ✓ Unmodified independent auditor’s report
- ✓ Provide accurate monthly reports to departments and City Council

Budget Adjustments

- ✓ The Finance Department formerly had a Director, Accounts Payable Clerk, Accounts Receivable Clerk, and a Utility Billing Clerk. In 2016 the City Council outsourced the entire Finance Department to Oster Professional Group, CPA’s (OPG).
- ✓ Oster contract increased by 2%
- ✓ Accela software costs are reduced by \$7,400



Finance Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SERVICES	\$108,673	\$120,202	\$231,570	\$228,956	\$228,956	\$228,956
PERSONNEL SERVICES	\$232,953	\$151,312	\$-	\$-	\$-	\$-
TOTAL PROGRAM COSTS	\$341,626	\$271,514	\$231,570	\$228,956	\$228,956	\$228,956

Other Key Indicators

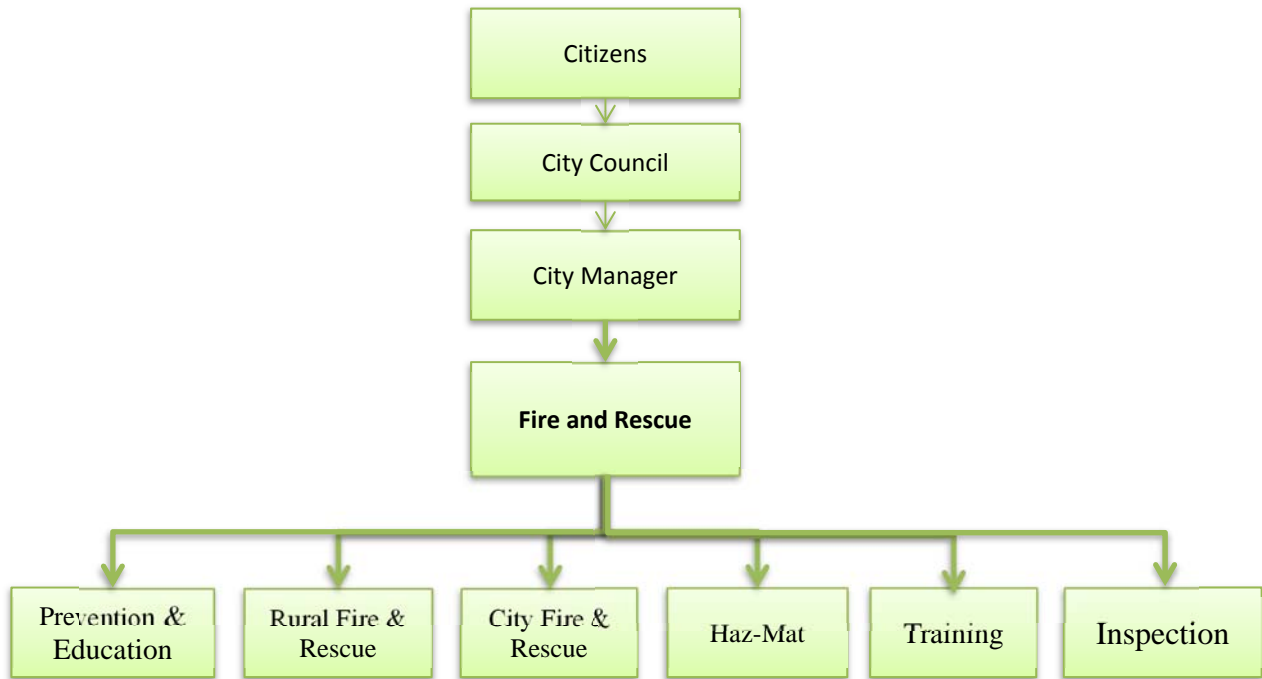
<u>Indicator</u>	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Target</u>	2018 <u>Target</u>
Number of accounts payable checks	3,213	2,002	2,119	2,000	2,000
Number of W2's issued	119	81	92	90	90
1099's issued	21	28	22	25	25



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PERSONNEL SERVICES						
DEFERRED COMPENSATION	1,500	-	-	-	-	-
MEDICAL INSURANCE CO-PAY	41,018	29,032	-	-	-	-
OVERTIME	1,661	-	-	-	-	-
RETIREMENT	19,885	12,486	-	-	-	-
SOCIAL SECURITY	11,581	7,348	-	-	-	-
VACATION/SICK BUYOUT	-	2,055	-	-	-	-
WAGES & SALARIES	156,525	99,533	-	-	-	-
WORKMANS COMP	783	859	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ 232,953	\$ 151,312	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES						
CONTRACT SERVICES	85,440	83,780	208,290	212,456	212,456	212,456
DATA PROCESSING	-	21,526	22,400	15,000	15,000	15,000
GENERAL SUPPLIES & MAINT	1,156	1,828	-	-	-	-
MEDICAL EXAMS	159	237	-	-	-	-
OFFICE MACHINE CONTRACTS	-	-	80	-	-	-
OFFICE SUPPLIES	1,266	1,021	-	-	-	-
POSTAGE	37	72	-	-	-	-
PRINT / AD / RECORD	1,110	1,431	800	1,500	1,500	1,500
PROFESSIONAL DEVELOPMENT	2,329	484	-	-	-	-
UNEMPLOYMENT CLAIMS	17,176	9,823	-	-	-	-
MATERIALS & SERVICES TOTAL	\$ 108,673	\$ 120,202	\$ 231,570	\$ 228,956	\$ 228,956	\$ 228,956
Grand Total	\$ 341,626	\$ 271,514	\$ 231,570	\$ 228,956	\$ 228,956	\$ 228,956

Fire and Rescue



Programs

Fire Prevention of Commercial properties, Residential homes, and open land, and educating the community in the hazards of fire.

Fire and Medical responses to properties and occupants that are outside of the City limits.

Fire and Medical responses to the properties and occupants that reside or come into the City.

Hazardous Material response covering southwestern portion of the state.

Training for our staff and other firefighters in the Snake River Valley area.

Inspections of new construction and annual inspections of businesses and facilities where there may be hazards to life and safety.

Preventing hazards, training the community, and mitigating the emergencies that arise on a daily basis.



Activities

The Fire Department's main goal is to be able to serve the public safely, promptly and professionally. The best way we can do this is through education and therefore preventing dangerous situations. We educate by getting out into the elementary schools twice a year. In the spring, along with BLM, we focus on outside-type fires with second graders, but still get the message out there on all fire safety. In the fall, during fire prevention month, we visit the schools again to teach the first graders. We also do a lot of the educating at several community events during that time of year. In addition, we educate the public on having good defensible space around their properties to protect from fire spread. Our annual smoke detector program supplies and installs detectors for those in our area that have a need. This gives us a great opportunity to educate them as well. We host weekly training for the staff, and also host numerous other training classes for all of the departments in the Snake River Fire Association. The human factor comes into play, and because of that we are there to respond to about any type of emergency. Medical emergencies are the greatest amounts of calls we respond on; approximately 85 percent. Fire calls represent the majority of the rest of our calls, with Haz-Mat finishing out the remainder. Our Haz-Mat response is of great importance to Malheur, Baker, and Harney counties. We have many highways, railroads and waterways that have great potential for disastrous exposures to the environment if there is any type of a release of hazardous materials. We are the only unit on this side of the state, with Hermiston being the next closest.

Core Values Impact

- ✓ Train often to be prepared to do quality work in all types of emergency situations.
- ✓ Willingness to share our knowledge to make others jobs or lives safer.
- ✓ Show others respect and protect their dignity when they may not have control of a bad situation. Do everything possible to make situations better.
- ✓ Handle all tasks as promptly and professionally with limited personnel as possible.

Accomplishments

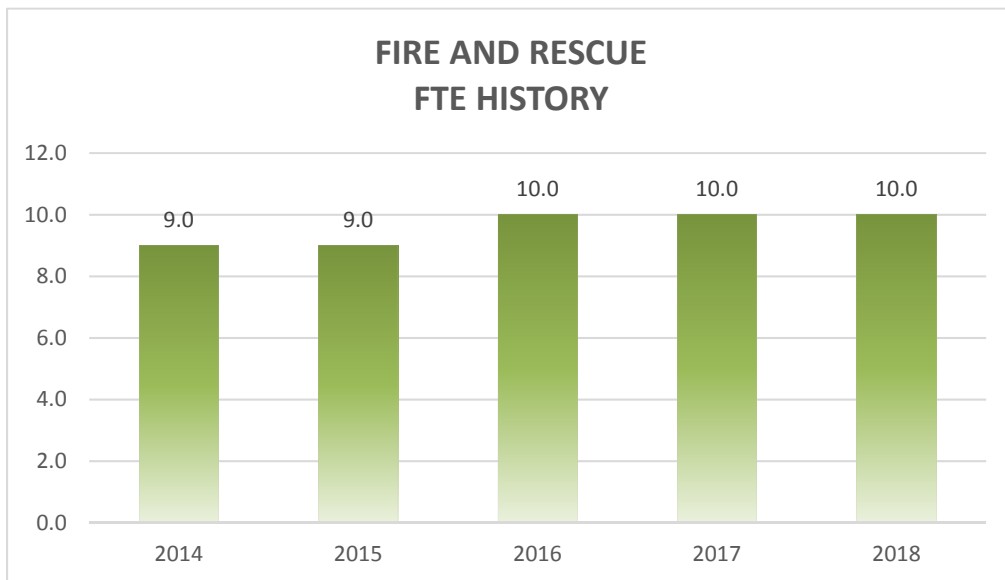
- ✓ Station tours: 20
- ✓ School visits: 13
- ✓ Children reached by tours and school visits: 833
- ✓ Community events: 15 (TVCC Career Fair & Trunk or Treat, OHS Trunk or Treat, Pumpkinpalooza, OHS bonfire, Home Depot Safety Fair, etc.)
- ✓ Rural fire calls: 69 Rural medical calls: 141
- ✓ City fire calls: 207 City medical calls: 1751



- ✓ Haz-Mat calls: 7
- ✓ Burn permits issued: City 52 Rural 887
- ✓ Smoke Detector campaign: 204 Homes visited with 63 new detectors installed
- ✓ Training events: 75 (Weekly drills, Essentials, Community Haz-Mat, Ice Rescue, Trauma Conference, Leadership Classes)
- ✓ Commercial inspections: 36
- ✓ Reduced insurance rates by dropping ISO rating to City 3 and Rural 4/8

Budget Adjustments

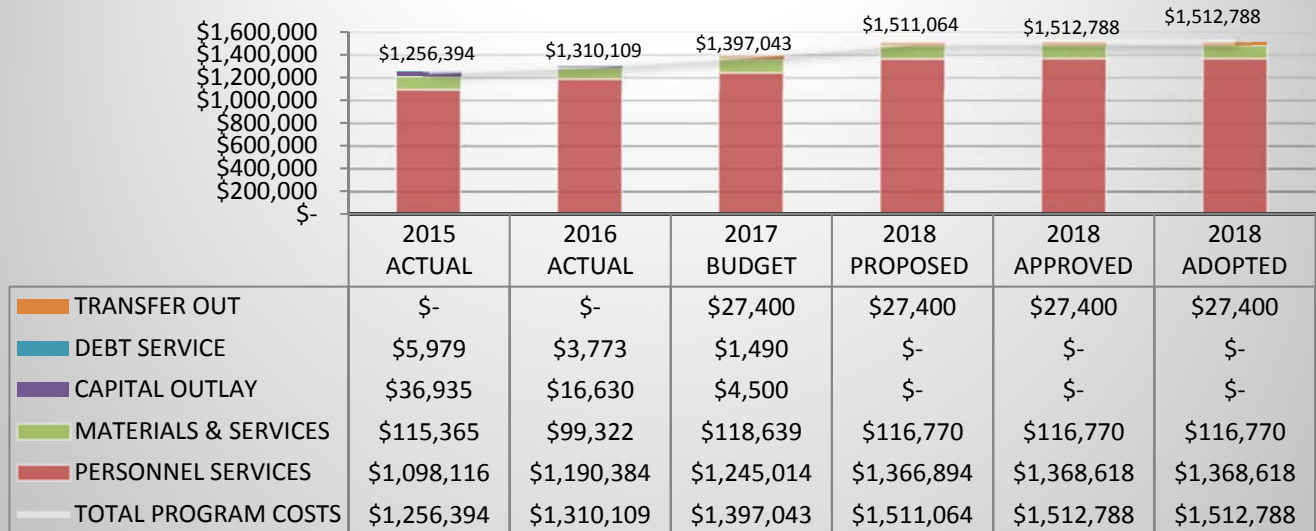
- ✓ Cell phone stipend for emergency management.



Fire and Rescue Revenues



Fire and Rescue Expenditures





Other Key Indicators

<u>Indicator</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Target</u>	<u>2018 Target</u>
Total call volume	1922	2211	2175	2287	2405
Total Medical call volume	1624	1934	1892	1987	2090
Total Fire call volume	292	267	276	300	315
City Response times	*	*	5:40	5:50	5:50
Total Call times	*	*	22:29	22:00	22:00
Children reached through Public education	*	*	833	900	900
Smoke Detector visits	*	*	204	225	250
Commercial Inspections	30	48	36	50	75

**Data unavailable*



General Fund

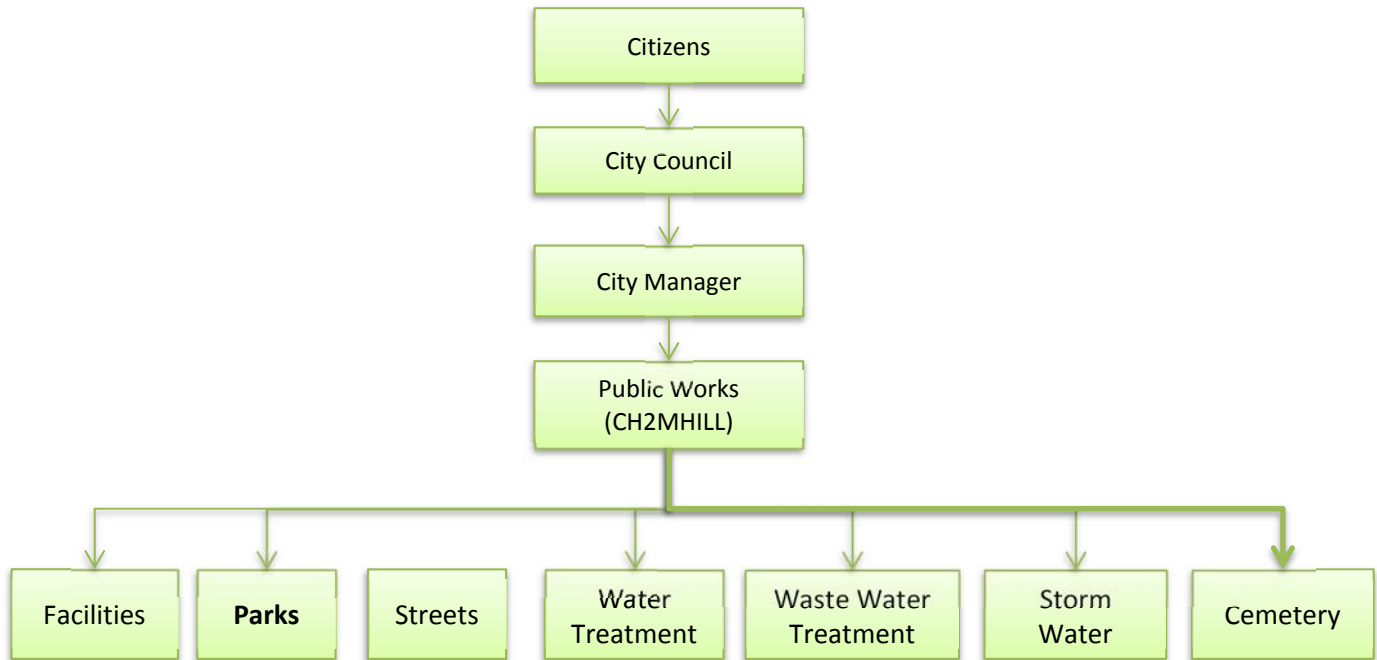
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
FIRE REVENUES						
ASD REIMBURSEMENT	9,366	6,717	4,500	4,500	4,500	4,500
FD-BURNING/BURN BARREL PERMI	1,140	720	550	550	550	550
HAZMAT REV	3,815	9,587	16,000	16,000	16,000	16,000
MISC FIRE REV	9,523	10,454	1,000	1,000	1,000	1,000
RURAL FIRE CONTRACT	111,572	111,572	111,572	111,572	111,572	111,572
Grand Total	\$ 135,416	\$ 139,050	\$ 133,622	\$ 133,622	\$ 133,622	\$ 133,622
PERSONNEL SERVICES						
DEFERRED COMPENSATION	1,000	1,800	1,950	1,800	1,800	1,800
EMPLR-PAID EMPLR BENEFITS	302	300	4,133	5,610	5,671	5,671
HAZ MAT WAGES	4,913	14,138	15,000	15,000	15,000	15,000
MEDICAL INSURANCE CO-PAY	125,018	139,874	161,922	193,544	193,544	193,544
OVERTIME	36,279	40,470	50,000	60,000	60,000	60,000
PART-TIME EMPLOYEES	49,506	49,488	80,375	80,375	80,375	80,375
RETIREMENT	107,871	140,424	140,952	182,326	182,618	182,618
RETIREMENT- EE SHARE	32,953	36,143	34,961	36,144	36,144	36,144
SOCIAL SECURITY	57,356	60,240	54,895	55,399	55,498	55,498
VACATION/SICK BUYOUT	6,176	-	17,884	18,032	18,055	18,055
WAGES & SALARIES	658,707	686,453	663,612	698,724	699,939	699,939
WORKMANS COMP	18,035	21,054	19,330	19,940	19,974	19,974
PERSONNEL SERVICES TOTAL	\$ 1,098,116	\$ 1,190,384	\$ 1,245,014	\$ 1,366,894	\$ 1,368,618	\$ 1,368,618
MATERIALS & SERVICES						
BLDG MAINT & REPAIR	366	1,169	1,000	500	500	500
CELL PHONE	1,839	1,219	2,636	2,136	2,136	2,136
CONFLAGRATION FIRES	-	89	-	-	-	-
DATA PROCESSING	964	2,018	2,300	2,300	2,300	2,300
DISPATCHING SERVICES	32,381	28,478	28,039	28,039	28,039	28,039



General Fund

EDUCATION SUPPLIES	703	1,068	500	500	500	500
EQUIPMENT REPAIR	10,648	8,234	11,013	11,934	11,934	11,934
FIRE EQUIP/REPLACEMENT	10,325	7,368	7,535	7,735	7,735	7,735
GENERAL SUP & MAINT	6,367	3,642	3,531	3,531	3,531	3,531
HAZ MAT EXPENSE	729	146	1,000	1,000	1,000	1,000
LAND LEASE/RENT	870	870	870	870	870	870
MEDICAL EXAMS	1,550	1,805	1,368	2,268	2,268	2,268
MEDICAL TRAINING	2,041	-	1,150	1,650	1,650	1,650
OFFICE SUPPLIES	1,076	1,097	2,336	1,636	1,636	1,636
PETROLEUM SUPPLIES	8,672	5,921	15,875	15,875	15,875	15,875
POSTAGE	140	40	200	200	200	200
PROFESSIONAL DEVELOPMENT	5,164	4,355	5,689	5,689	5,689	5,689
RADIO SUPPLY & MAINTENANCE	5,266	5,509	7,410	5,410	5,410	5,410
TRAINING SUPPLIES	1,006	339	1,195	1,195	1,195	1,195
UNEMPLOYMENT CLAIMS	873	1,125	1,000	1,000	1,000	1,000
UNIFORMS	5,869	9,606	11,342	11,342	11,342	11,342
VEHICLE REPAIR	17,117	14,580	12,000	11,310	11,310	11,310
VOLUNTEER DINNER	1,399	642	650	650	650	650
MATERIALS & SERVICES TOTAL	\$ 115,365	\$ 99,322	\$ 118,639	\$ 116,770	\$ 116,770	\$ 116,770
CAPITAL OUTLAY						
CABINET AND COUNTER TOP	-	4,963	-	-	-	-
EQUIP PURCH	36,935	11,667	4,500	-	-	-
CAPITAL OUTLAY TOTAL	\$ 36,935	\$ 16,630	\$ 4,500	\$ -	\$ -	\$ -
DEBT SERVICE						
DEBT SERVICE - FIRE BUILDING	5,979	3,773	1,490	-	-	-
DEBT SERVICE TOTAL	\$ 5,979	\$ 3,773	\$ 1,490	\$ -	\$ -	\$ -
TRANSFERS OUT						
RSRV FUND EMERG EQUIP-FUND 001	-	-	27,400	27,400	27,400	27,400
TRANSFERS OUT TOTAL	\$ -	\$ -	\$ 27,400	\$ 27,400	\$ 27,400	\$ 27,400
Grand Total	\$ 1,256,394	\$ 1,310,109	\$ 1,397,043	\$ 1,511,064	\$ 1,512,788	\$ 1,512,788

Parks



Programs

The parks department is responsible for all the care and maintenance of the parks owned by the city.

Activities

CH2M Hill provides oversight and maintenance management of all of the City’s Parks, this includes mowing, landscaping, playground equipment inspections and trash removal.

Core Values Impact

- ✓ Commitment to providing superior quality and service.
- ✓ Respect for fellow citizens.
- ✓ Efficiency in provided services to the public and getting answers to the public.

Accomplishments

- ✓ New Underground sprinkler systems installed at Beck Kiwanis and Depot Parks
- ✓ Trimmed half of the large trees at Lions Park
- ✓ Performed weed abatement services throughout the City based on Ordinance Control work orders
- ✓ Coordinated with organizations and the City throughout the year for City park community celebrations including Mother’s Day, Easter Extravaganza, 4th of July, Global Village, C&M Car Show, Summer Food Service Program, Saturday Market, Family Fun Day, Movie Night and the Annual Kiwanis Chicken BBQ Dinner
- ✓ Created Standard Operating Procedures (SOP), Activity Hazard Analysis and Pre-task Plans for each task that is completed in the system.
- ✓ Refinished and repainted picnic tables and benches
- ✓ No lost time or recordable incidents

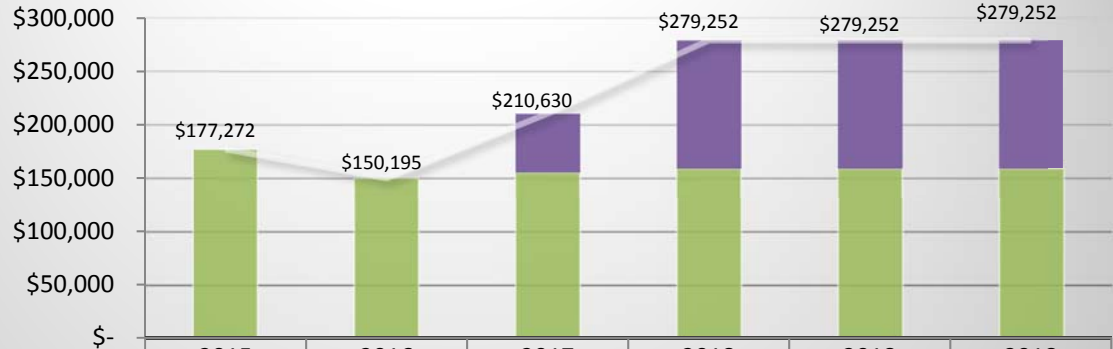
Budget Adjustments

- ✓ The \$100,000 change to the revenue in the Parks Program is for a grant and donation match for playground equipment.





Parks Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CAPITAL OUTLAY	\$-	\$-	\$55,000	\$120,000	\$120,000	\$120,000
MATERIALS & SERVICES	\$176,672	\$149,595	\$155,030	\$158,652	\$158,652	\$158,652
PERSONNEL SERVICES	\$600	\$600	\$600	\$600	\$600	\$600
TOTAL PROGRAM COSTS	\$177,272	\$150,195	\$210,630	\$279,252	\$279,252	\$279,252

Other Key Indicators

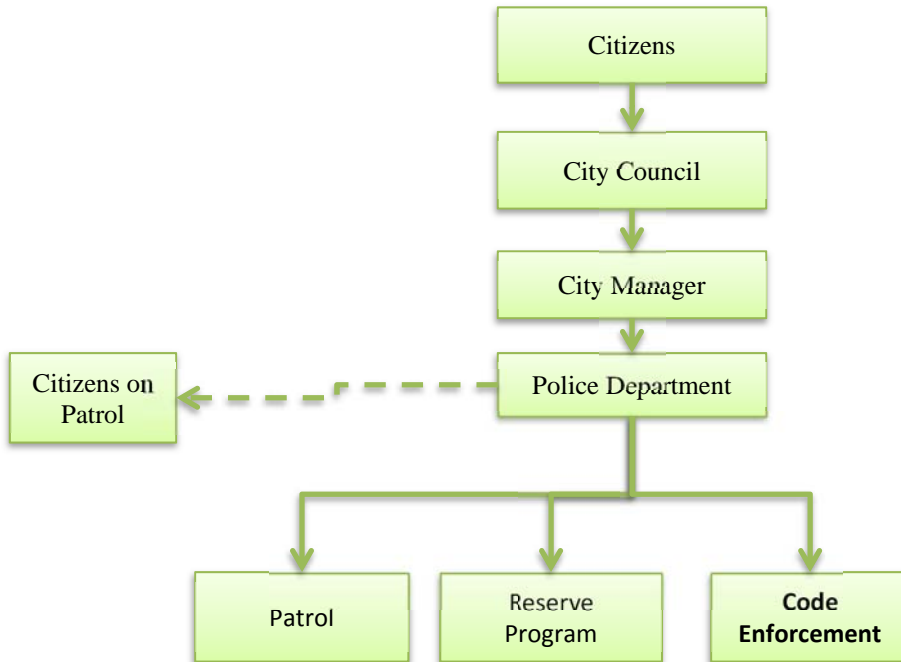
<u>Indicator</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Projected</u>	<u>2018 Target</u>



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PARKS REVENUES						
PARKS MISC REVENUE	1,350	3,292	1,900	101,900	101,900	101,900
Grand Total	\$ 1,350	\$ 3,292	\$ 1,900	\$ 101,900	\$ 101,900	\$ 101,900
PERSONNEL SERVICES						
EMPLYR-PAID EMPLOYEE BENEFITS	600	600	600	600	600	600
PERSONNEL SERVICES TOTAL	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
MATERIALS & SERVICES						
CONTRACT LABOR	1,518	506	540	540	540	540
CONTRACT SERVICES	164,272	148,658	153,604	157,657	157,657	157,657
ELECTRICITY	2,400	-	-	-	-	-
GARBAGE SERVICE	8,479	-	-	-	-	-
LAND LEASES	-	426	430	450	450	450
TELEPHONE	3	5	456	5	5	5
MATERIALS & SERVICES TOTAL	\$ 176,672	\$ 149,595	\$ 155,030	\$ 158,652	\$ 158,652	\$ 158,652
CAPITAL OUTLAY						
EQUIPMENT PURCHASE	-	-	-	120,000	120,000	120,000
UNDERGROUND IRRIGATION	-	-	55,000	-	-	-
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ 55,000	\$ 120,000	\$ 120,000	\$ 120,000
Grand Total	\$ 177,272	\$ 150,195	\$ 210,630	\$ 279,252	\$ 279,252	\$ 279,252

Code Enforcement



Programs

Enforcement of City laws and ordinances

Activities

The Code Enforcement Officers are responsible for animal control, weed/garbage concerns, abandoned vehicles, parking, building code enforcement. Code Enforcement also assists Patrol with duties such as; traffic control, graffiti complaints and found property cases.

Core Values Impact

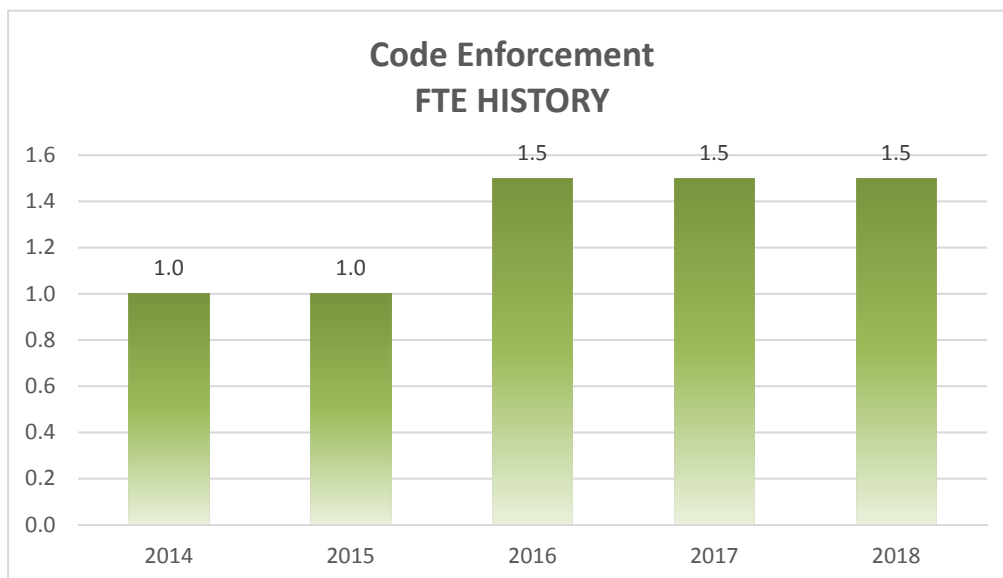
- ✓ Commitment to providing superior and quality service and to doing what is right and acting decisively on what is wrong.
- ✓ Respect for the citizens we serve.
- ✓ Efficiency in providing services to the public.

Accomplishments

- ✓ Completed 1,391 cases which included calls for service and proactive patrols.
- ✓ Researched, presented and gained approval for new case management software (Citizenserve.)
- ✓ Deployed mobile devices for field reporting; integrating the Citizenserve software.
- ✓ Clearly marked code enforcement vehicle to enhance visibility of officers in the neighborhoods.
- ✓ Organized enforcement plan and communication with stakeholders to include; ability of our citizens to generate ordinance complaints via the City website, prioritizing complaints and follow-up.
- ✓ Conducted five saturation operations (Focused enforcement in designated areas.)
- ✓ Moved the Ordinance Officer work area to the Administration portion of the Police Department to enhance communication with chain of command as well as to provide more working space to complete paperwork in a more efficient manner.
- ✓ Reviewed and improved several forms/documents used for code enforcement.

Budget Adjustments

- ✓ Cell phone stipend for emergency management.

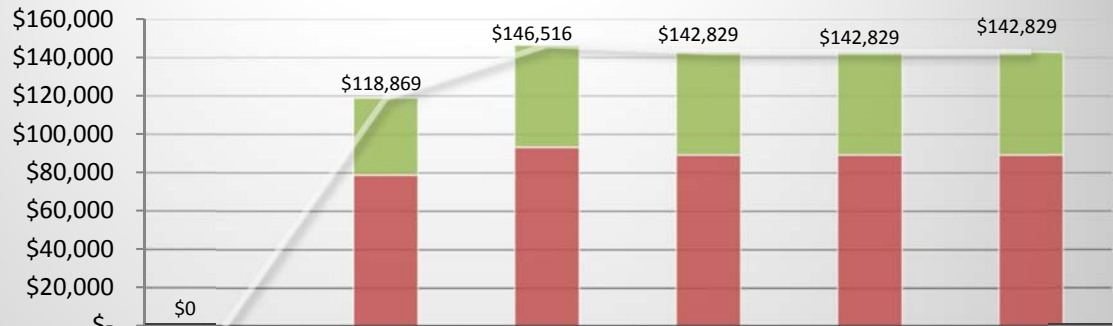


Code Enforcement Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
REVENUE	\$5,140	\$12,341	\$10,048	\$10,998	\$10,998	\$10,998
TOTAL PROGRAM COSTS	\$5,140	\$12,341	\$10,048	\$10,998	\$10,998	\$10,998

Code Enforcement Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SERVICES	\$-	\$39,977	\$53,131	\$53,521	\$53,521	\$53,521
PERSONNEL SERVICES	\$-	\$78,892	\$93,385	\$89,308	\$89,308	\$89,308
TOTAL PROGRAM COSTS	\$0	\$118,869	\$146,516	\$142,829	\$142,829	\$142,829

Other Key Indicators

Indicator	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Total Call Volume	757	1,348	1,376	1,500	1,600
Total Weeds/Garbage/Junk Vehicles	281	589	488	600	650
Dogs to Ani-Care	68	104	108	105	105



General Fund

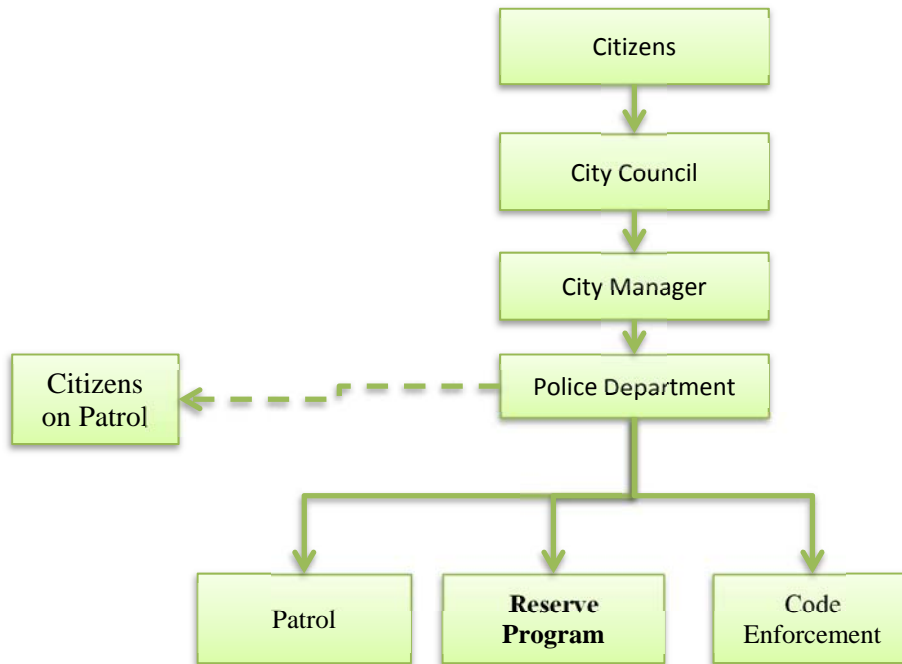
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
CODE ENFORCEMENT REVENUES						
GAMING FEES	-	-	-	1,050	1,050	1,050
MANDATORY GARGABE	-	476	1,548	1,548	1,548	1,548
PD-ABATEMENT REV	2,767	8,117	6,000	6,000	6,000	6,000
PD-DOG IMPOUNDING	620	1,120	800	1,200	1,200	1,200
PD-DOG LICENSES	1,753	2,629	1,700	1,200	1,200	1,200
Grand Total	\$ 5,140	\$ 12,341	\$ 10,048	\$ 10,998	\$ 10,998	\$ 10,998
PERSONNEL SERVICES						
MEDICAL INSURANCE CO-PAY	-	7,762	15,958	8,070	8,070	8,070
OVERTIME	-	1,255	-	-	-	-
RETIREMENT	-	7,982	9,758	8,197	8,197	8,197
RETIREMENT -EE SHARE	-	2,406	2,581	2,776	2,776	2,776
SOCIAL SECURITY	-	4,301	4,576	4,940	4,940	4,940
VACATION/SICKBUYOUT	-	-	812	873	873	873
WAGES & SALARIES	-	55,132	59,000	63,700	63,700	63,700
WORKMANS COMP	-	54	700	752	752	752
PERSONNEL SERVICES TOTAL	\$ -	\$ 78,892	\$ 93,385	\$ 89,308	\$ 89,308	\$ 89,308
MATERIALS & SERVICES						
ABATEMENT	-	18,319	18,428	18,428	18,428	18,428
CONTRACT SERVICES	-	84	250	250	250	250
DATA PROCESSING	-	-	8,410	7,200	7,200	7,200
DOG LODGING	-	16,801	17,663	18,063	18,063	18,063
GENERAL SUPPLIES & MAINT	-	121	230	480	480	480
MEDICAL EXAMS	-	53	-	-	-	-
PETROLEUM SUPPLIES	-	1,181	1,200	1,600	1,600	1,600
POSTAGE	-	1,542	1,000	1,350	1,350	1,350
PRINTING & ADVERTISING	-	109	300	300	300	300
PROFESSIONAL DEVELOPMENT	-	185	2,900	2,900	2,900	2,900



General Fund

UNIFORMS	-	581	1,450	1,650	1,650	1,650
VEHICLE EQUIP & REPAIR	-	1,001	1,300	1,300	1,300	1,300
MATERIALS & SERVICES TOTAL	\$ -	\$ 39,977	\$ 53,131	\$ 53,521	\$ 53,521	\$ 53,521
Grand Total	\$ -	\$ 118,869	\$ 146,516	\$ 142,829	\$ 142,829	\$ 142,829

Police Reserve



Programs

To provide an opportunity for citizens to become involved with the Police Department.

Activities

The Reserve Officers are trained, volunteer, sworn Police Officers that supplement the day to day work of the full-time staff and assist the Department in; patrol duties, assisting with special events, warrant service, community and school events, investigations and emergency situations.

Core Values Impact

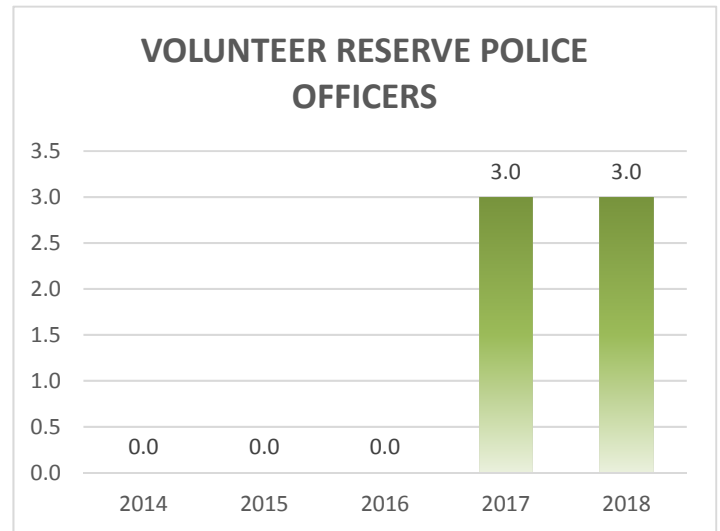
- ✓ Commitment to providing superior and quality service and to doing what is right and acting decisively on what is wrong.
- ✓ Respect for the citizens we serve.
- ✓ Efficiency in providing services to the public.

Accomplishments

This is a newly approved program. The selection process for the Reserve Officers is underway. At this point, the ground work has been established to include; research of several other agencies reserve programs, establishing policies and training requirements.

Budget Adjustments

- ✓ New program authorized in Fiscal Year 2017.
- ✓ Startup costs are to provide equipment and training for volunteer officers.
- ✓ Ongoing costs are anticipated to be minimal





Other Key Indicators

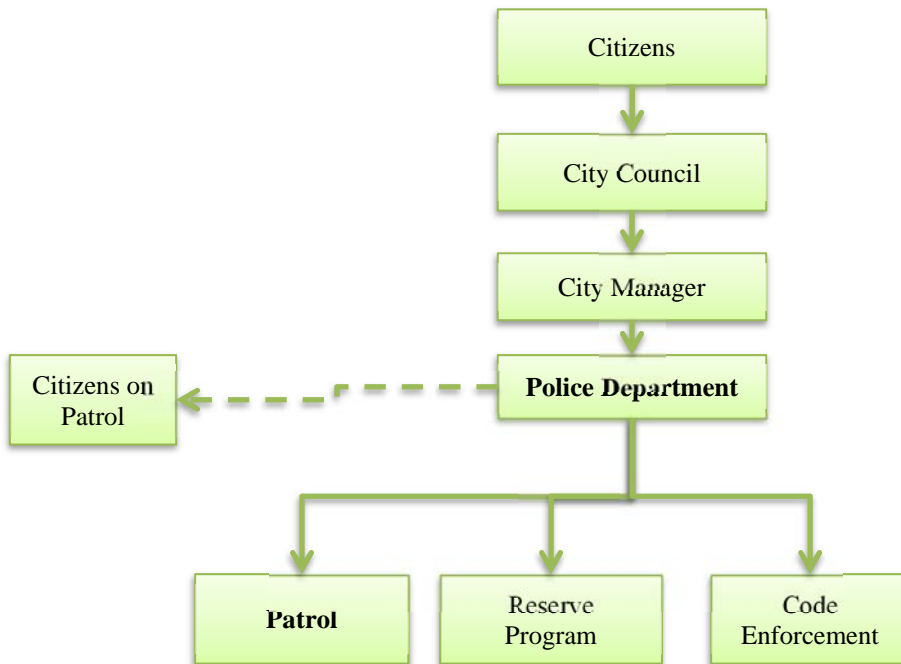
<u>Indicator</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Target</u>	<u>2018 Target</u>
Number of Trained/Working Reserve Officers	N/A	N/A	N/A	4	5
Hours of Volunteer Service	N/A	N/A	N/A	340	840



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Approved
MATERIALS & SERVICES						
PATROL SUPPLIES	-	-	7,510	2,000	2,000	2,000
PERSONAL PROTECTIVE DEVICES	-	-	2,700	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	1,030	-	-	-
RADIO MAINTENANCE	-	-	2,770	-	-	-
RECRUITMENT	-	-	680	-	-	-
UNIFORMS	-	-	2,310	-	-	-
WORKERS COMPENSATION	-	-	245	-	-	-
MATERIALS & SERVICES TOTAL	\$ -	\$ -	\$ 17,245	\$ 2,000	\$ 2,000	\$ 2,000
Grand Total	\$ -	\$ -	\$ 17,245	\$ 2,000	\$ 2,000	\$ 2,000

Police



Programs

Perform law enforcement and crime prevention work including patrol, drug taskforce, school resource officers and ordinance. Enforce federal, state and local laws. Provide public information and education activities. Maintain police records and evidence. Work with community volunteers such as; Citizens on Patrol and the Reserve Officer Program.

Activities

The Police Department works on a daily basis with our staff and community to enhance our ability to achieve the key points of our mission which is to create a safer Ontario by protecting our citizens, enforcing laws and building trust in partnership with our community. We strive to serve with integrity and professionalism while ensuring fair and impartial treatment for all.

Our daily activities include enforcing laws, protecting life/property, providing education and prevention, and service and assistance to our community members.



Core Values Impact

- ✓ Commitment to providing superior and quality service and to doing what is right and acting decisively on what is wrong.
- ✓ Respect for the citizens we serve.
- ✓ Efficiency in providing services to the public.

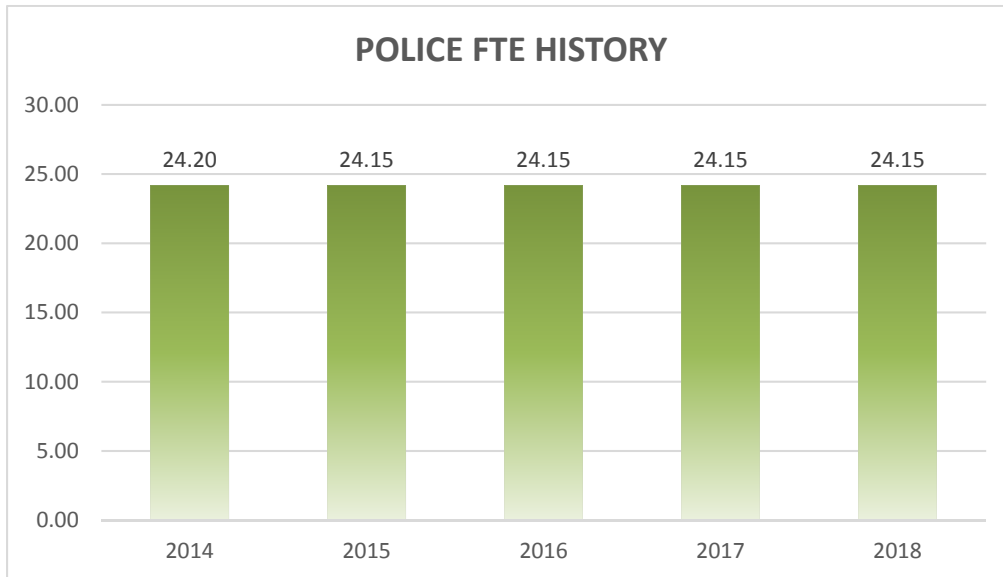
Accomplishments

- ✓ The Police Department received approximately 10,000 calls for service from members of our community.
- ✓ The Police Department replaced a total of five positions to include; the Chief of Police, one Sergeant and three Officers. This required significant time in recruitment as well as training.
- ✓ A Reserve Police Officer Program was researched, presented to Council and approved. Polices/procedures and training guidelines have been established.
- ✓ An annual, voluntary fitness challenge has been established to encourage employee physical well-being.
- ✓ A critical incident de-briefing process was started, in conjunction with the Fire Department, to provide employees emotional support after traumatic events.
- ✓ A standardized complaint investigation/discipline process has been established to include; standardized forms and consistent administrative procedures.
- ✓ A complete inventory of police equipment has been conducted to be used for a 5 year plan to efficiently replace equipment.
- ✓ Several grants were obtained to include; Shop with a Cop, Bullet Proof Vest Grant, Traffic Safety Grant, and Car Seat Grant.
- ✓ Created a training room at the Police Department to enhance opportunities to bring outside training to Ontario in effort to save travel funds and provide quality education for staff. This area was also established for Reserve Officer training/academy.
- ✓ Continued to upgrade the gun range to provide opportunities to conduct our own training. Successfully sponsored a firearms trainer course at the range that in the past officers would have to travel across the State to attend.
- ✓ Members of the Department worked together to create a new, meaningful mission statement.
- ✓ New uniform patches and dress uniforms were implemented to enhance our professional appearance.
- ✓ Three used police vehicles were purchased and equipped at very low cost which replace some of the aging police fleet.

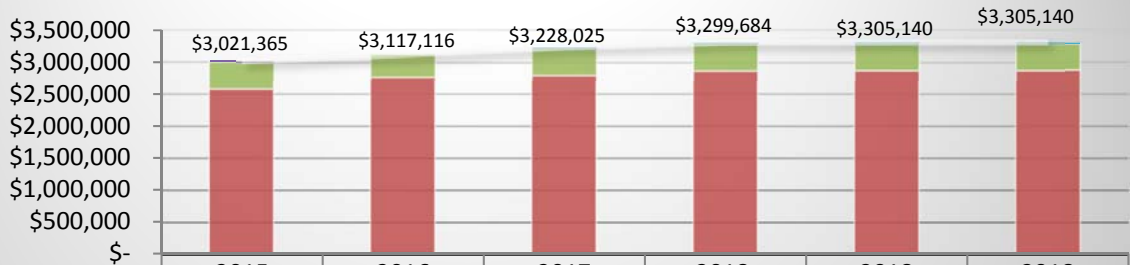
- ✓ Patrol office space was rearranged to create a more efficient work space for officers. This including painting and new flooring which created a more professional appearance. The holding cells received updates which created a safer and more sanitary environment.

Budget Adjustments

- ✓ Cell phone stipend for emergency management.



Police Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
DEBT SERVICE	\$-	\$-	\$22,051	\$22,051	\$22,051	\$22,051
CAPITAL OUTLAY	\$22,050	\$-	\$-	\$-	\$-	\$-
MATERIALS & SERVICES	\$419,245	\$344,532	\$405,451	\$406,373	\$406,373	\$406,373
PERSONNEL SERVICES	\$2,580,070	\$2,772,584	\$2,800,523	\$2,871,260	\$2,876,716	\$2,876,716
TOTAL PROGRAM COSTS	\$3,021,365	\$3,117,116	\$3,228,025	\$3,299,684	\$3,305,140	\$3,305,140

Other Key Indicators

Indicator	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Total Call Volume	9,798	10,028	10,198	11,000	11,000
Property Crimes (Burglary/Larceny)	803	639	831	700	700
Violent/Person Crimes	133	123	109	130	130



General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
POLICE REVENUES						
COURT CONTRACT- COUNTY	51,883	57,579	65,000	51,500	51,500	51,500
MISC POLICE REVENUE	15,664	30,405	7,195	6,500	6,500	6,500
PD-FALSE ALARM FEES	-	-	100	100	100	100
PD-FINGERPRINTING	3,875	2,505	4,000	1,500	1,500	1,500
PD-IMPOUNDMENT FEE/ SALES	2,300	1,100	1,500	1,500	1,500	1,500
PD-MEDICAL EXAMINER FUNDS	735	525	800	500	500	500
PD-SRO PROGRAMS REV	122,381	119,871	125,000	125,000	125,000	125,000
PD-TRAFFIC SCHOOL REVENUE	4,455	6,030	4,000	4,000	4,000	4,000
PD-WINDOW SERVICES	3,820	4,481	3,500	3,500	3,500	3,500
POLICE GRANTS	7,645	6,227	2,800	5,000	5,000	5,000
RECRUITMENT TESTING	-	-	400	400	400	400
VEST GRANT	4,067	-	2,550	2,975	2,975	2,975
Grand Total	\$ 216,825	\$ 228,724	\$ 216,845	\$ 202,475	\$ 202,475	\$ 202,475
PERSONNEL SERVICES						
DEFERRED COMPENSATION	1,800	750	1,800	1,800	1,800	1,800
EMPLOYER PAID BENEFITS	2,400	1,800	6,676	6,719	6,755	6,755
MEDICAL INSURANCE CO-PAY	422,190	456,379	498,812	492,437	492,437	492,437
OVERTIME	97,528	125,476	99,800	115,000	115,000	115,000
PART TIME EMPLOYEES	30,436	17,652	-	43,535	43,535	43,535
REIMBURSABLE PAYROLL	70,626	77,627	-	-	-	-
RETIREMENT	287,559	346,128	345,826	416,154	417,244	417,244
RETIREMENT - EE SHARE	87,400	90,041	87,467	87,427	87,609	87,609
SOCIAL SECURITY	122,023	129,136	122,655	122,673	122,965	122,965
VACATION/SICK BUYOUT	34,278	119,417	59,040	58,740	58,826	58,826
WAGES & SALARIES	1,393,661	1,373,447	1,535,810	1,492,770	1,496,471	1,496,471
WORKMANS COMP	30,168	34,732	42,637	34,005	34,074	34,074
PERSONNEL SERVICES TOTAL	\$ 2,580,070	\$ 2,772,584	\$ 2,800,523	\$ 2,871,260	\$ 2,876,716	\$ 2,876,716



General Fund

MATERIALS & SERVICES

ABATEMENT	6,665	-	-	-	-	-
CELL PHONE	13,869	12,787	11,860	14,800	14,800	14,800
CITIZENS ON PATROL SUPPLIES	-	1,436	1,100	1,000	1,000	1,000
CONTRACT SERVICES	232,236	172,903	170,334	170,234	170,234	170,234
CRIME PHOTO/FILM	4,114	2,448	3,000	3,000	3,000	3,000
DATA PROCESSING	5,446	4,717	14,870	10,190	10,190	10,190
GENERAL SUP & MAINT	5,550	4,380	4,880	4,723	4,723	4,723
IMPOUNDING	654	171	500	600	600	600
MEDICAL EXAMS	1,047	468	2,025	2,025	2,025	2,025
NARCOTICS & INVESTIGATION	7,358	620	5,400	4,900	4,900	4,900
OFFICE MACHINE CONTRACT	14,441	17,386	37,932	33,502	33,502	33,502
OFFICE SUPPLIES	1,671	1,828	1,700	2,100	2,100	2,100
PATROL SUPPLIES	14,739	31,692	26,537	27,729	27,729	27,729
PERSONAL PROTECTIVE DEVICES	7,723	1,017	6,988	7,140	7,140	7,140
PETROLEUM SUPPLIES	31,237	21,740	40,000	30,000	30,000	30,000
POSTAGE	3,017	1,826	1,450	1,650	1,650	1,650
PRINTING & ADVERTISING	636	658	1,025	1,025	1,025	1,025
PROFESSIONAL DEVELOPMENT	18,658	26,047	28,785	33,510	33,510	33,510
RADIO MAINT	14,619	10,170	12,400	12,720	12,720	12,720
RECRUITMENT/CONTRACT SETTLEMEN	-	467	2,600	2,400	2,400	2,400
REFUNDS	-	-	-	400	400	400
TELEPHONE	3,597	3,378	-	-	-	-
UNIFORM CLEANING	672	1,221	650	950	950	950
UNIFORMS	6,822	9,143	13,815	15,775	15,775	15,775
VEHICLE & EQUIP REPAIR	24,474	18,033	17,600	26,000	26,000	26,000
MATERIALS & SERVICES TOTAL	\$ 419,245	\$ 344,532	\$ 405,451	\$ 406,373	\$ 406,373	\$ 406,373

CAPITAL OUTLAY

BUILDING IMPROVEMENTS	17,800	-	-	-	-	-
EQUIP PURCHASING	4,250	-	-	-	-	-
CAPITAL OUTLAY TOTAL	\$ 22,050	\$ -	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE

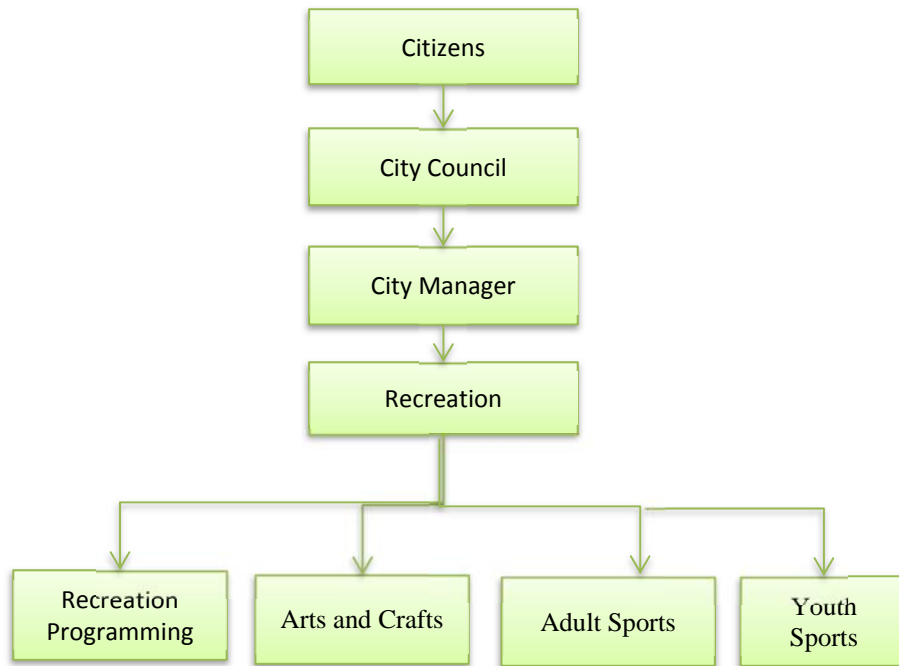
CAR LEASE	-	-	22,051	22,051	22,051	22,051
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General Fund

DEBT SERVICE TOTAL	\$ -	\$ -	\$ 22,051	\$ 22,051	\$ 22,051	\$ 22,051
Grand Total	\$ 3,021,365	\$ 3,117,116	\$ 3,228,025	\$ 3,299,684	\$ 3,305,140	\$ 3,305,140

Recreation



Programs

Recreation Programming

Activities

The Ontario Recreation Department plans and carries out year-round activities for primarily youth and some adult programs. They include soccer; adult co-ed volleyball; youth volleyball Camp; youth tackle football; NFL youth flag football; Girls softball; kendo; arts and crafts; NFL Punt, Pass, and Kick Competition; youth co-ed dodgeball league; girls and boys basketball; track and field; and tennis & pickleball lessons.

Core Values Impact

The Ontario Recreation Department offers superior programs and services to our citizens. We work many hours to make sure each and every participant is provided with a top-quality experience. We respect the needs of our customers and accommodate them to the best of our ability. The service



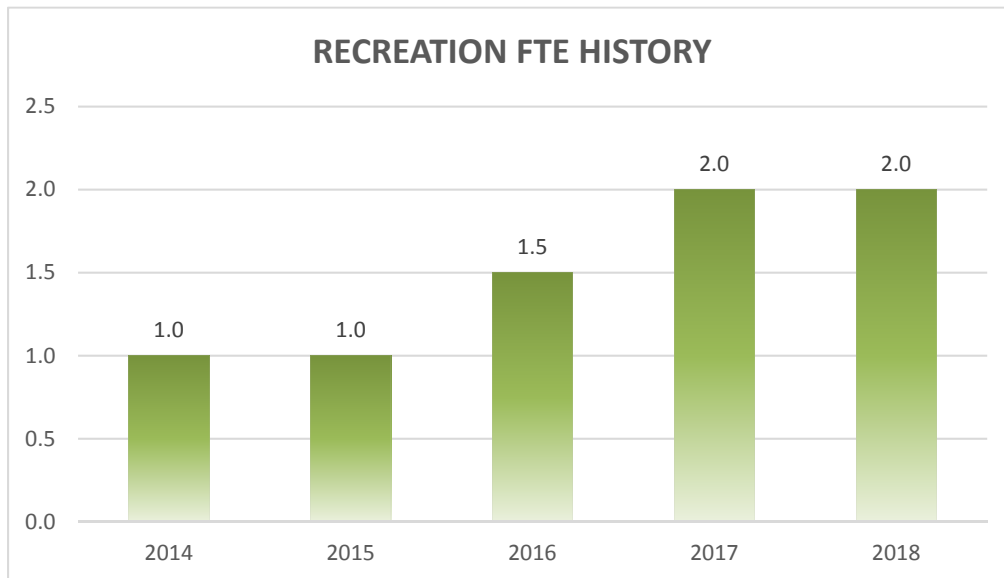
that the Ontario Recreation Department provides is efficient and we are always looking out for our customer and City’s best interest.

Accomplishments

Great improvement has been made to the Ontario Recreation Department with the addition of a full-time staff person in July of 2016. Our service is much more efficient and our office coverage is better. We have been able to offer a better-quality service and get tasks accomplished in a timely manner. Our fall soccer program is a good example of being able to offer a more streamline program and add additional age groups to our existing program. It is proven that the citizens like our programs with the number of participants and revenue that remains consistent each year.

Budget Adjustments

- ✓ A 20 hour per week position (1/2 FTE) was added in 2016.
- ✓ The ½ FTE position was increased to full-time in 2017.
- ✓ \$30,000 motel occupancy tax was included in recreation revenue in 2015 and 2016.



Recreation Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
REVENUE	\$113,483	\$110,761	\$71,400	\$74,900	\$74,900	\$74,900
TOTAL PROGRAM COSTS	\$113,483	\$110,761	\$71,400	\$74,900	\$74,900	\$74,900

Recreation Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SERVICES	\$83,063	\$76,005	\$74,725	\$71,455	\$71,455	\$71,455
PERSONNEL SERVICES	\$82,280	\$98,998	\$133,837	\$138,041	\$139,674	\$139,674
TOTAL PROGRAM COSTS	\$165,343	\$175,003	\$208,562	\$209,496	\$211,129	\$211,129



Other Key Indicators

<u>Indicator</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Projected</u>	<u>2018 Target</u>
Youth Basketball	92	88	102 actual	125
Spring Soccer	862	841	823 actual	925
Kendo	16	13	25	25
Girls Softball	142	138	140	150
NFL Flag Football	131	132	150	200
Youth Track Meets	512	371	200	175
Tackle Football 5 th and 6 th Grade	32	21	40	50
Youth Volleyball	37	51	50	75
Adult Coed Volleyball	4 teams	6 teams	7 teams actual	10
Youth Dodgeball	14	39	30	75
Arts and Crafts	166	122	150	200
Tennis	49	43	45	50
Pickleball	N/A	16	20	40
Fall Soccer	38	163	175	200
NFL Punt, Pass & Kick	27	31	25	30



General Fund

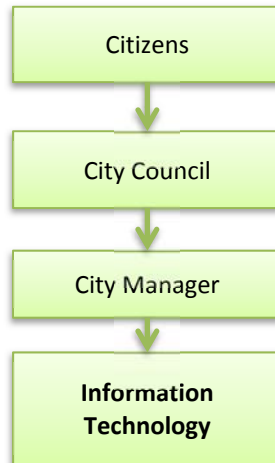
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
RECREATION REVENUES						
REC - GATE RECEIPTS	1,174	1,548	800	800	800	800
REC MISC REVENUE	6,559	2,626	1,000	1,000	1,000	1,000
REC-ADULT SPORTS PROGRAMS	1,605	1,513	2,100	2,100	2,100	2,100
REC-CRAFT PROGRAMS	3,252	3,934	2,000	2,000	2,000	2,000
REC-TOT REVENUES	30,000	30,000	-	-	-	-
REC-UNIFORM SPONSOR FEES	19,333	19,811	15,500	19,000	19,000	19,000
REC-YOUTH SPORTS PROGRAMS	51,560	51,329	50,000	50,000	50,000	50,000
Grand Total	\$ 113,483	\$ 110,761	\$ 71,400	\$ 74,900	\$ 74,900	\$ 74,900
PERSONNEL SERVICES						
DEFERRED COMPENSATION	1,800	1,800	1,800	1,800	1,800	1,800
EMPLR-PAID EMPLR BENEFITS	-	-	3,052	3,735	3,791	3,791
MEDICAL INSURANCE CO-PAY	16,108	18,110	22,636	27,096	27,096	27,096
RETIREMENT	9,669	12,532	13,882	19,876	20,174	20,174
SOCIAL SECURITY	3,735	4,535	5,202	6,319	6,412	6,412
VACATION/SICK BUYOUT	1,760	2,706	2,122	2,385	2,420	2,420
WAGES & SALARIES	48,046	57,966	83,004	74,683	75,804	75,804
WORKMANS COMP	1,161	1,349	2,139	2,147	2,177	2,177
PERSONNEL SERVICES TOTAL	\$ 82,280	\$ 98,998	\$ 133,837	\$ 138,041	\$ 139,674	\$ 139,674
MATERIALS & SERVICES						
BLDG MAINT & REPAIR	44	69	200	200	200	200
CELL PHONES	505	562	955	1,540	1,540	1,540
CONTRACT LABOR	290	36,549	31,500	27,500	27,500	27,500
CONTRACT SERVICES	35,287	-	-	-	-	-
DATA PROCESSING	352	3,883	1,100	1,100	1,100	1,100
ELECTRICITY	1,077	1,180	1,100	1,100	1,100	1,100
FUEL HEAT	716	629	1,200	1,200	1,200	1,200



General Fund

GENERAL SUP & MAINT	23,388	11,063	13,575	13,575	13,575	13,575
HVAC MAINTENANCE CONT	(60)	-	-	-	-	-
MEDICAL EXAMS	53	53	-	-	-	-
OFFICE MACHINES CONTRACT	60	-	-	-	-	-
OFFICE SUPPLIES	-	2,194	1,700	2,000	2,000	2,000
PETROLEUM SUPPLIES	-	103	300	300	300	300
POSTAGE	1,605	1,657	1,400	1,800	1,800	1,800
PRINT / AD / RECORD	-	992	1,200	300	300	300
PROFESSIONAL DEVELOPMENT	19	241	395	740	740	740
REFUND	-	2	-	-	-	-
SPORTS FACILITY FIELD PREP	-	730	1,100	1,100	1,100	1,100
TELEPHONE	674	466	1,000	1,000	1,000	1,000
UNIFORMS - RECREATION TEAMS	19,054	15,519	17,500	17,500	17,500	17,500
VEHICLE REPAIR	-	112	500	500	500	500
MATERIALS & SERVICES TOTAL	\$ 83,063	\$ 76,005	\$ 74,725	\$ 71,455	\$ 71,455	\$ 71,455
Grand Total	\$ 165,343	\$ 175,003	\$ 208,562	\$ 209,496	\$ 211,129	\$ 211,129

Information Technology



Programs

The Department of Information Technology provides secure, reliable, high quality technology-based services, in the most cost-effective manner, while delivering excellence in customer service in alignment with the City of Ontario's mission and core values.

Activities

The IT Department provides support services for all City departments, contract agencies, and employees. These services include miscellaneous desktop/server applications, backup services, virus protections, system wide updates and patches, disaster recovery planning, project review and planning, network infrastructure planning and support, active directory migration, as well as Groupwise e-mail services and mobile device support.

The IT Department maintains the city website, a virtual server environment, as well as a hybrid ESI phone system which includes six VoIP connections to outer locations via wireless backbone.



Core Values Impact

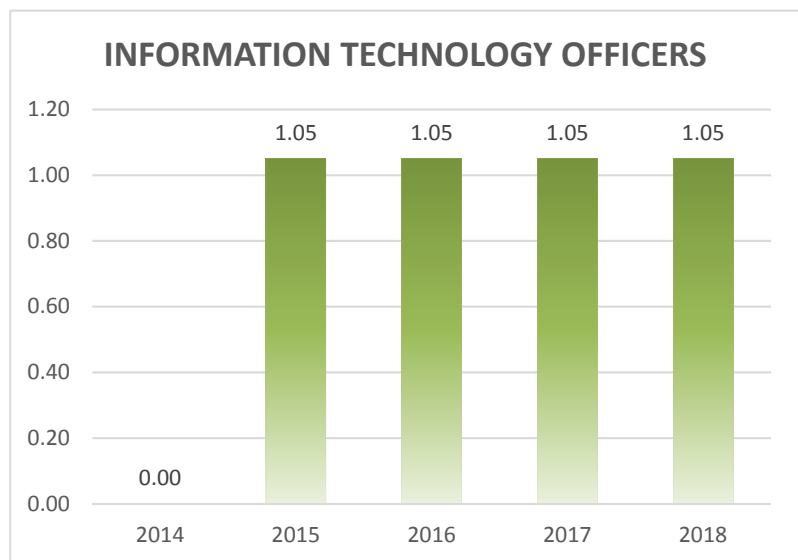
- ✓ Commitment to providing a high level of service quality to all city employees and contract agencies in a respectful and timely manner
- ✓ Performing tasks to the best ability possible

Accomplishments

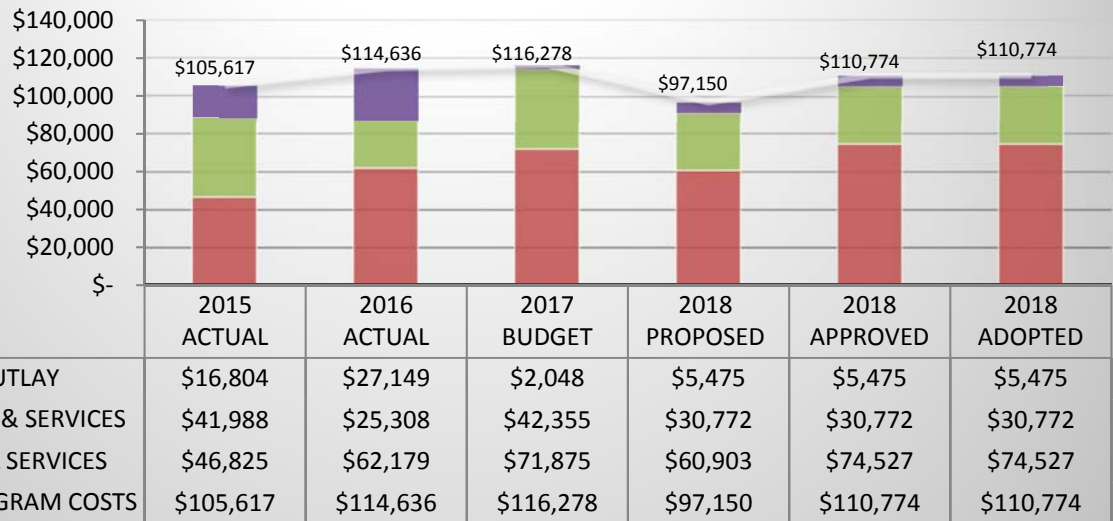
- ✓ Storage Area Network (SAN) project for disaster recovery
- ✓ Core switch replacement and additions
- ✓ Redundant firewall completion
- ✓ Expanded wireless coverage in various areas of city hall
- ✓ Setup two department area presentation/training TV systems
 1. City Admin Board Room
 2. City Police Training Room
- ✓ Implemented multi-function printers throughout city government
- ✓ Implemented new city hall phone system
- ✓ Support for various departmental moves and remodels
- ✓ Completed police department mobile iPad deployment project

Budget Adjustments

- ✓ During Fiscal Year 2014, the City of Ontario moved from IT contract services to a full-time information technology specialist position.



Information Technology Expenditures



Other Key Indicators

<u>Indicator</u>	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Target</u>	2018 <u>Target</u>
Staff	1.05	1.05	1.05	1.05	1.05
Computers/Laptops	59/12	58/13	57/14	57/18	57/18
Virtual Servers	15	20	20	20	20
Smart Phones	4	4	6	6	6
Push to Talk cell phones (police)	13	13	13	13	13
Tablets, iPads	14	22	25	32	35
MiFis	2	2	4	5	5
Website (Pages/Documents)	91/400	100/250	113/400	120/450	120/500
VoIP Phones	0	0	6	6	6
Incidents/Tickets	274	410	369	450	450
Incidents/Tickets - Closed	219	412	369	450	450

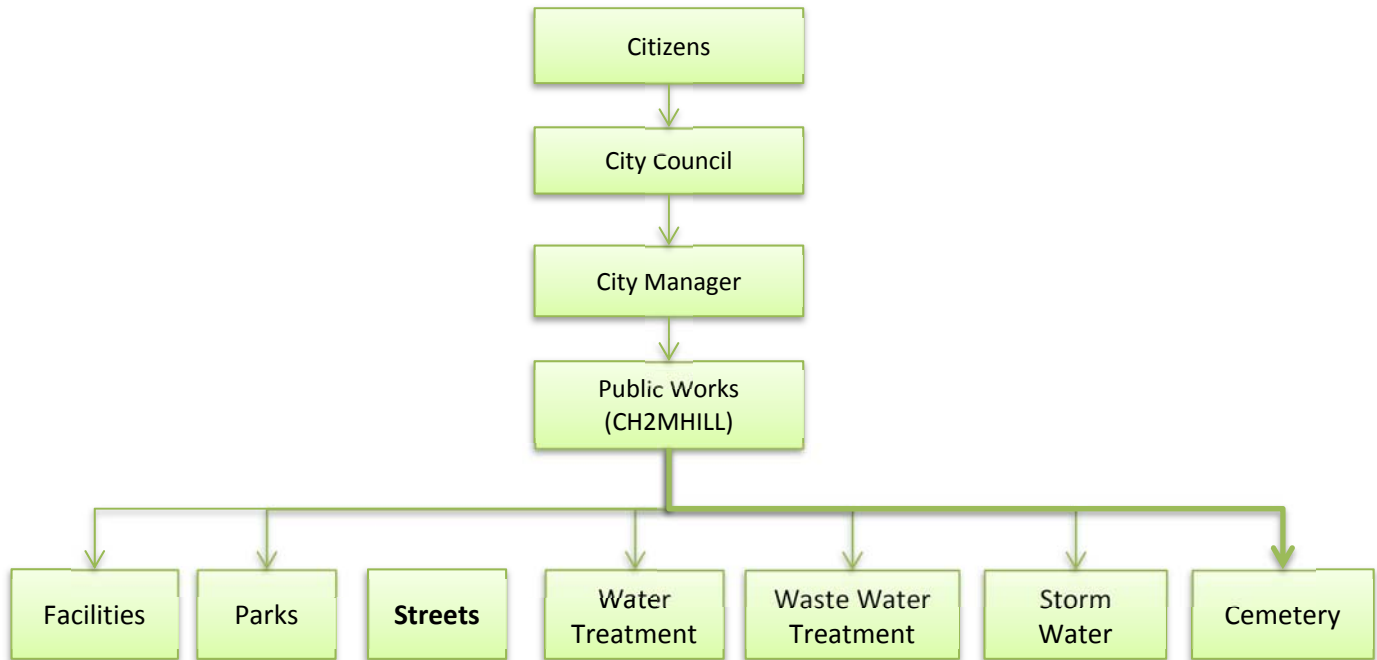


General Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PERSONNEL SERVICES						
EMPLYR-PAID EMPLOYEE BENEFIT	(1)	-	2,283	2,283	2,317	2,317
MEDICAL INSURANCE CO-PAY	4,263	7,155	8,508	8,684	8,684	8,684
RETIREMENT	4,927	6,691	7,495	-	9,096	9,096
SOCIAL SECURITY	2,639	3,361	3,738	-	3,795	3,795
TECH OVERTIME	1,141	459	3,120	3,245	3,245	3,245
VACATION/SICK BUYOUT	-	-	930	930	944	944
WAGES & SALARIES	33,825	44,478	45,651	45,651	46,336	46,336
WORKMANS COMP	29	34	150	110	110	110
PERSONNEL SERVICES TOTAL	\$ 46,825	\$ 62,179	\$ 71,875	\$ 60,903	\$ 74,527	\$ 74,527
MATERIALS & SERVICES						
CELL PHONE	-	190	1,030	940	940	940
CONTRACT SERVICES	12,170	-	-	-	-	-
DATA PROCESSING	179	102	390	810	810	810
EQUIPMENT REPAIR	35	1,812	3,000	3,000	3,000	3,000
GENERAL SUPPLIES & MAINTENANCE	35	85	-	150	150	150
INTERNET	2,764	3,574	3,900	4,680	4,680	4,680
LICENSES/PERMITS/FEES	25,991	9,391	9,555	15,252	15,252	15,252
MEDICAL EXAMS	53	-	-	-	-	-
NETWORK SUPPLIES	699	9,210	21,880	3,340	3,340	3,340
OFFICE SUPPLIES	61	109	100	100	100	100
PROFESSIONAL DEVELOPMENT	-	835	2,500	2,500	2,500	2,500
MATERIALS & SERVICES TOTAL	\$ 41,988	\$ 25,308	\$ 42,355	\$ 30,772	\$ 30,772	\$ 30,772
CAPITAL OUTLAY						
EQUIPMENT PURCHASE	9,587	-	2,048	-	-	-
NETWORK EQUIPMENT PURCHASE	7,217	27,149	-	-	-	-
WEBSITE UPGRADE	-	-	-	5,475	5,475	5,475
CAPITAL OUTLAY TOTAL	\$ 16,804	\$ 27,149	\$ 2,048	\$ 5,475	\$ 5,475	\$ 5,475
Grand Total	\$ 105,616	\$ 114,636	\$ 116,278	\$ 97,150	\$ 110,774	\$ 110,774

City of Ontario 2017 - 2018 Budget

Streets



Programs

The Street Fund accounts for all of the care and maintenance of the street system in city limits.

Activities

CH2M Hill provides direct oversight and management of all streets located within the City limits. The scope of this service includes asphalt repair, chip seal, pot whole repair, cross walk and signs, and right of way maintenance. Also included is snow removal and curb and gutter and sidewalk maintenance.

Core Values Impact

- ✓ Provide safe streets and traffic areas for citizens of the community and visitors.
- ✓ Commitment to providing superior quality of service.
- ✓ Efficiency in providing services to the public.
- ✓ Respect for our fellow citizens we serve.



Accomplishments

- ✓ Plowed snow for a total of 9 snow events from mid-December thru mid-February of this year. A total of 42 + inches of Snow.
- ✓ Swept the town for a total of 3 times including the downtown core are weekly throughout the year excluding snow events.
- ✓ Crack Sealed 22.3 lane miles of streets.
- ✓ Replaced 660 ft. of curb and gutter
- ✓ Moore park sidewalks and gutter replacement: 180 feet of sidewalk and 170 feet of curb and gutter
- ✓ Put up holiday decorations and provided traffic control for Veteran's and Holiday Parades
- ✓ Right of way Maintenance including weed abatement.
- ✓ Hauled 59 dump truck loads of leaves from our fall cleanup event
- ✓ Painted 9 miles of curb and gutter yellow throughout town
- ✓ Modified chip seal process to reduce impact to General Fund budget while maintaining acceptable service.
- ✓ Replaced approximately 200 linear feet of curb, gutter and sidewalk at Moore Park.
- ✓ Handled 9 snow events that dropped an extraordinary total of 42 inches over the winter.
- ✓ Public Works Director participated in weekly Emergency Operations coordination meetings.
- ✓ 8 staff participated in sandbag filling during highest flood stages and built sand bag making stations to speed up the process.
- ✓ Emergency storm line replacement (West Idaho Avenue and SW 25th to SW 26th Streets)
- ✓ Put up holiday decorations on street lights for the Ontario Chamber of Commerce.
- ✓ Provided event traffic control for the Veteran and Holiday parades.

Budget Adjustments

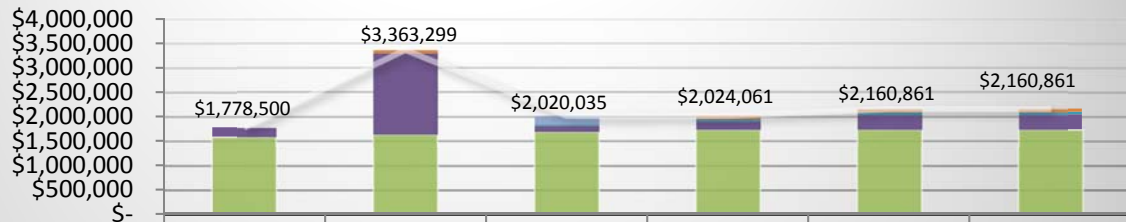
- ✓ CH2M Hill contract increase.
- ✓ \$8 transportation utility fee
- ✓ Chip sealing expenditure budgeted

Streets Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
REVENUE	\$1,300,414	\$1,359,565	\$1,255,035	\$1,722,213	\$1,859,013	\$1,859,013
BEGINNING FUND BALANCE	\$3,298,398	\$2,820,312	\$765,000	\$301,848	\$301,848	\$301,848
TOTAL PROGRAM COSTS	\$4,598,812	\$4,179,877	\$2,020,035	\$2,024,061	\$2,160,861	\$2,160,861

Streets Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
Contingency	\$-	\$-	\$169,374	\$-	\$-	\$-
Debt Service	\$-	\$63,879	\$-	\$63,176	\$63,176	\$63,176
Transfers	\$-	\$-	\$30,000	\$54,000	\$54,000	\$54,000
CAPITAL OUTLAY	\$192,099	\$1,658,658	\$124,936	\$169,000	\$305,800	\$305,800
MATERIALS & SERVICES	\$1,584,541	\$1,640,762	\$1,695,725	\$1,737,885	\$1,737,885	\$1,737,885
PERSONNEL SERVICES	\$1,860	\$-	\$-	\$-	\$-	\$-
TOTAL PROGRAM COSTS	\$1,778,500	\$3,363,299	\$2,020,035	\$2,024,061	\$2,160,861	\$2,160,861



Other Key Indicators				
<u>Indicator</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Projected</u>	<u>2018 Target</u>
Fall Clean Up – Leaves picked up		59 truck loads		
Painted curb		9 miles		
Miles of city street sweeping		370 miles		
Miles of primary and secondary routes swept between city-wide cycles		42 miles		
Sweeping downtown each night		2.7 curb miles		
Weeks of trash patrolled every around the Marketplace (East Idaho Avenue)		52		
Broken or frozen water meters repaired		25		
New fire hydrant installations		1		
New or upgraded certifications		2		
Amount of lost time for recordable incidents		0		
Number of lane miles chipsealed in Maintenance Area No. 5. (Chipseals provide protection from water and weather damage. Chipseal application provides substantial savings to taxpayers and typically lasts 7 to 12 years with minimal maintenance required.)		17		
Number of times entire town swept plus the primary and secondary roads in between those the main sweeps of town.		3		
Number of lane miles crack sealed		22.3		
Feet of curb and gutter replaced in preparation for chipseal in Maintenance Area No. 6.		660		



Steet Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
STREET REVENUES						
AVAILABLE CASH ON HAND	3,298,398	2,820,312	765,000	301,848	301,848	301,848
INTEREST ON DEPOSIT	30	67	-	85	85	85
MISC COLLECTIONS	7,900	3,015	5,000	1,000	1,000	1,000
MOTEL OCCUPANCY TAX 26.25%	176,208	207,025	180,000	195,000	195,000	195,000
STREET MAINTENANCE FEE	-	-	-	228,000	364,800	364,800
ODOT STP FUNDS	-	-	-	54,000	54,000	54,000
PUBLIC WORKS REVENUE-FUND 045	412,535	412,535	412,535	457,089	460,687	460,687
ROW INSPECTION FEES	-	4,479	2,500	2,500	2,500	2,500
STATE TAX STREET REV	645,515	732,442	655,000	695,000	695,000	695,000
TRANSF FRM CAP PROJ - N OREGON	58,226	-	-	-	-	-
TRANSF FROM GEN FUND	-	-	-	89,539	85,941	85,941
Grand Total	\$ 4,598,812	\$ 4,179,877	\$ 2,020,035	\$ 2,024,061	\$ 2,160,861	\$ 2,160,861
PERSONNEL SERVICES						
MEDICAL INSURANCE CO-PAY	1,738	-	-	-	-	-
RETIREMENT-EMPLYR EXP	14	-	-	-	-	-
SOCIAL SECURITY	8	-	-	-	-	-
WAGES & SALARIES	100	-	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ 1,860	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES						
ADMINISTRATIVE SERVICES	65,624	65,624	65,624	65,624	65,624	65,624
CONTRACT LABOR	1,518	-	3,240	3,240	3,240	3,240
CONTRACT SERVICES	1,488,148	1,541,929	1,593,612	1,635,663	1,635,663	1,635,663
EQUIPMENT REPAIR	4,432	-	-	-	-	-
GENERAL SUPP & MAINT	352	-	-	-	-	-
INSURANCE PREM & SURETY B	14,124	14,453	15,000	15,358	15,358	15,358
OFFICE MACHINE CONTRACT	-	261	249	-	-	-
ROAD MAINT & SUPPLIES	10,344	18,495	18,000	18,000	18,000	18,000
MATERIALS & SERVICES TOTAL	\$ 1,584,541	\$ 1,640,762	\$ 1,695,725	\$ 1,737,885	\$ 1,737,885	\$ 1,737,885



Steet Fund

CAPITAL OUTLAY

13STR-01 STREET SEALING	185,125	169,363	61,760	30,000	166,800	166,800
14SHOP-02 %MATERIAL STOR BLDG	3,717	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	139,000	139,000	139,000
CHIP SPREADER	325	-	-	-	-	-
DUMP TRUCK	354	118	-	-	-	-
GENERAL FUND EXP - FUND 045	-	1,489,178	-	-	-	-
SHOP DRAINAGE	2,578	-	-	-	-	-
CAPITAL OUTLAY Total	\$ 192,099	\$ 1,658,658	\$ 61,760	\$ 169,000	\$ 305,800	\$ 305,800

DEBT SERVICE

STREET SWEEPER	-	63,879	63,176	63,176	63,176	63,176
DEBT SERVICE Total	\$ -	\$ 63,879	\$ 63,176	\$ 63,176	\$ 63,176	\$ 63,176

TRANSFERS OUT

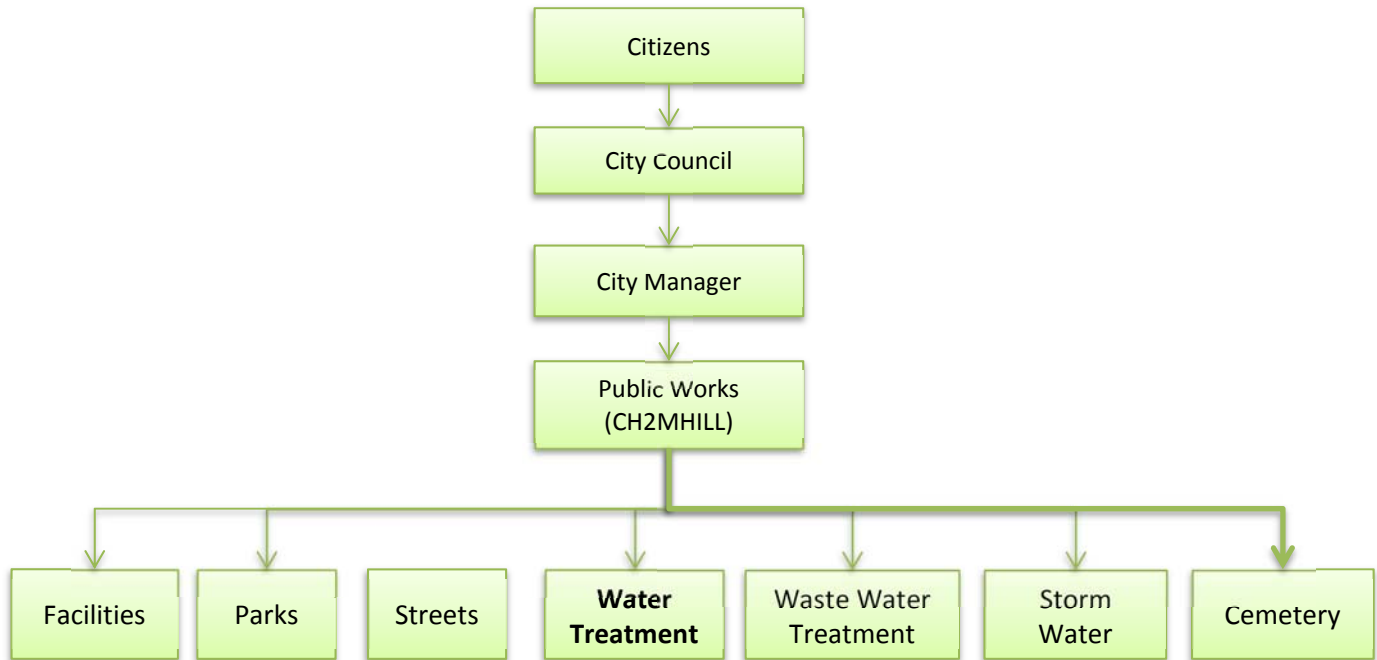
TRANSFER TO GRANT FUND	-	-	30,000	54,000	54,000	54,000
TRANSFERS OUT TOTAL	\$ -	\$ -	\$ 30,000	\$ 54,000	\$ 54,000	\$ 54,000

CONTINGENCY

OPERATING CONTINGENCY	-	-	169,374	-	-	-
CONTINGENCY TOTAL	\$ -	\$ -	\$ 169,374	\$ -	\$ -	\$ -

Grand Total	\$ 1,778,500	\$ 3,363,299	\$ 2,020,035	\$ 2,024,061	\$ 2,160,861	\$ 2,160,861
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Water Treatment



Programs

The Water Fund accounts for all of the care and maintenance of the water treatment plant system.

Activities

CH2M Hill provides direct operation and maintenance of the City’s water treatment plant, reservoirs and water distribution system. This includes providing safe drinking water to all citizens of the community. We use 2 sources on water, the Snake River and water wells located near the river.

Core Values Impact

- ✓ Provided safe and clean drinking water for our citizens
- ✓ Commitment to providing superior quality of service.
- ✓ Efficiency in providing services to the public.
- ✓ Respect for our fellow citizens we serve.



Accomplishments

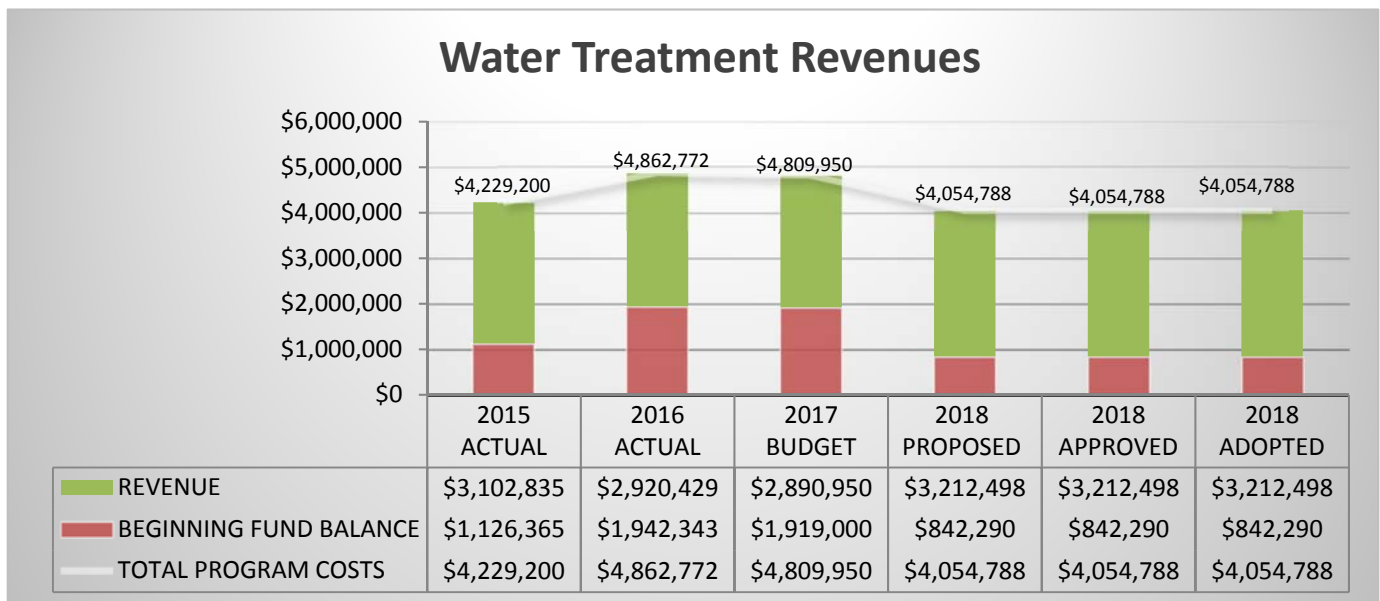
- ✓ No safety incidents for the year.
- ✓ No non-compliance events for the year.
- ✓ Trouble shot and repaired the sand filter underdrain system.
- ✓ Replaced the sand filter media.
- ✓ Replaced and modified the flocculation basin drive system.
- ✓ Supported and worked to the completion of the new Chemical Feed System Project.
- ✓ Completed the first and second phases of the Oregon Health authority mandated Contact Time studies.
- ✓ Implemented a new algae prediction model to help in treatment process optimization from the Snake River.
- ✓ Completed installation of new combined effluent turbid meter for the Westech Treatment Plant.
- ✓ Increased Operator Certification levels.
- ✓ Completed an in-house Sanitary Survey of the entire system.
- ✓ Conducted an in-house evaluation of sampling compliance schedules on disinfection by products study.
- ✓ Worked on repair water leaks at Eastside tank 3B (work in Progress).
- ✓ Installed a new 20 "valve at Eastside tank 3A, this was a replacement for a valve that was unknown and had not been operated for multiple years. This required significant effort and coordination to accomplish while still providing water to the community.
- ✓ Filter media successfully replaced.
- ✓ New under drain structure system completed for sand filters.
- ✓ New Chemical Feed System construction project nearing completion.
- ✓ Provided significant improvement to the flocculation system through modification to a variable frequency drive.
- ✓ Completed first and second phases of an Oregon Health Authority mandated Contact Time (CT) study by preparing hydraulic performance calculations, conducting field changes and gathering data.
- ✓ Received algae prediction model from CH2M water quality manager.
- ✓ Completed installation of new combined effluent turbidimeter for the WesTech treatment plant.
- ✓ Increased Water Treatment Operator certification levels.
- ✓ Completed comprehensive CH2M "Project Specific Sanitary Survey" report for internal quality assurance and review.



- ✓ Conducted “in-house” evaluation of sampling compliance schedule on disinfection by products.
- ✓ Modified operations to accommodate the valve installation at Reservoir 3A and construction at Reservoir 3B rehabilitation.
- ✓ The Eastside Reservoir 3B was taken out of service to complete repairs and placed back in service in March.

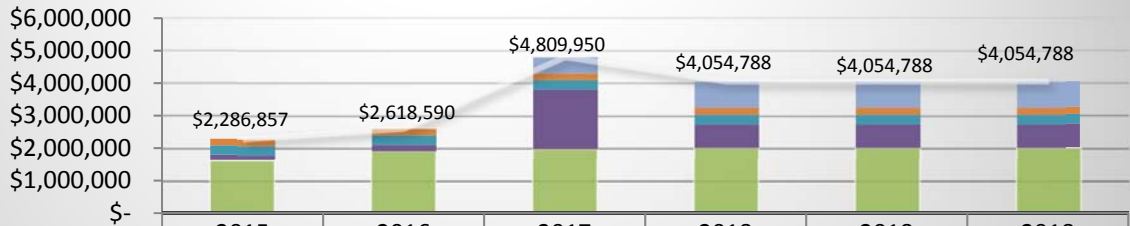
Budget Adjustments

- ✓ CH2M Hill Contract increased 3.1%
- ✓ Water Revenue Rates were increased 14%





Water Treatment Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
Contingency	\$-	\$-	\$500,285	\$780,491	\$780,491	\$780,491
TRANSFERS	\$199,505	\$199,505	\$199,505	\$220,144	\$220,144	\$220,144
DEBT SERVICE	\$294,821	\$295,221	\$295,421	\$295,421	\$295,421	\$295,421
CAPITAL OUTLAY	\$152,495	\$197,073	\$1,825,000	\$729,500	\$729,500	\$729,500
MATERIALS & SERVICES	\$1,640,036	\$1,897,646	\$1,989,739	\$2,028,632	\$2,028,632	\$2,028,632
PERSONNEL SERVICES	\$-	\$29,145	\$-	\$600	\$600	\$600
TOTAL PROGRAM COSTS	\$2,286,857	\$2,618,590	\$4,809,950	\$4,054,788	\$4,054,788	\$4,054,788

Other Key Indicators

Indicator	2015 Actual	2016 Actual	2017 Projected	2018 Target
Lost time or recordable incidents		0		
Treatment Violations		0		
Fire Hydrant Inspection and Flushing (100 %)	647	647		
New or upgraded certifications		2		
Water Service Inspections (100%)	3845	3845		
Valve Exercising (100%)	1889	1889		



Water Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
WATER REVENUES						
AVAILABLE CASH ON HAND	1,126,365	1,942,343	1,919,000	842,290	842,290	842,290
BAD DEBT RECOVERY	-	1,481	-	-	-	-
CONNECTIONS & OTHER RECEI	22,633	16,812	21,580	21,580	21,580	21,580
INTEREST ON DEPOSIT	-	23,792	17,150	25,000	25,000	25,000
LATE FEE & PENALTIES	-	37,332	28,400	-	-	-
MISC COLLECTIONS	-	8,432	-	5,000	5,000	5,000
MISC EXPENSE REIMBURSEMENTS	144	-	-	-	-	-
MISC WATER REVENUE	44,941	19,370	8,820	16,000	16,000	16,000
TRANSFER FROM CAPITAL PROJECTS	228,480	-	-	-	-	-
WATER BILLING REV	2,806,637	2,813,209	2,815,000	3,144,918	3,144,918	3,144,918
Grand Total	\$ 4,229,200	\$ 4,862,772	\$ 4,809,950	\$ 4,054,788	\$ 4,054,788	\$ 4,054,788
PERSONNEL SERVICES						
EMPLOYER-PAID EMPLOYEE BE	-	588	-	600	600	600
MEDICAL INSURANCE CO-PAY	-	6,252	-	-	-	-
OVERTIME	-	11	-	-	-	-
RETIREMENT-EMPLYR EXP	-	3,893	-	-	-	-
SOCIAL SECURITY	-	1,240	-	-	-	-
VACATION/SICK BUYOUT	-	686	-	-	-	-
WAGES & SALARIES	-	16,459	-	-	-	-
WORKMANS COMP	-	17	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ -	\$ 29,145	\$ -	\$ 600	\$ 600	\$ 600
MATERIALS & SERVICES						
ADMINISTRATIVE SERVICES	115,702	209,341	209,341	209,341	209,341	209,341
BANK CHARGES	-	255	490	400	400	400
COLLECTION/DIST PYMT TO PW FND	397,274	-	-	-	-	-



Water Fund

CONTRACT LABOR	-	-	2,700	-	-	-
CONTRACT SERVICES	891,808	1,602,693	1,688,770	1,735,951	1,735,951	1,735,951
DATA PROCESSING	-	3,110	3,920	3,000	3,000	3,000
ELECTRICITY	-	1,886	2,577	2,577	2,577	2,577
FACILITY MAINT PYMT TO PW FUND	41,080	-	-	-	-	-
GENERAL SUPP & MAINT	703	338	-	-	-	-
HVAC MAINTENANCE CONT	-	1,115	-	-	-	-
INSURANCE PREM & SURETY B	49,119	61,695	67,390	62,500	62,500	62,500
OFFICE MACH CONTRACT	-	886	1,715	-	-	-
OFFICE SUPPLIES	-	570	-	150	150	150
OH PYMT TO PW FUND	144,349	-	-	-	-	-
POSTAGE	-	8,705	9,163	9,163	9,163	9,163
PROPERTY TAXES	-	2,315	2,350	2,400	2,400	2,400
TELEPHONE	-	76	-	150	150	150
UTILITY BILLING	-	4,660	1,323	3,000	3,000	3,000
MATERIALS & SERVICES TOTAL	\$ 1,640,036	\$ 1,897,646	\$ 1,989,739	\$ 2,028,632	\$ 2,028,632	\$ 2,028,632

CAPITAL OUTLAY

11WAT-5 %RIVER INTAKE SCREENS	17,177	-	-	-	-	-
14EQUIP-01 %DUMP BOX VEH 313-0	(88)	-	-	-	-	-
14SHOP-02 %MATERIAL STOR BLDG	2,438	-	-	-	-	-
14WAT-16 SCADA UPGRADE	1,443	-	-	-	-	-
BAFFLE WALL REPLACEMENT	-	-	-	175,000	175,000	175,000
CHLORINE ANALYZER	-	-	-	15,000	15,000	15,000
EASTSIDE RES #2 REPAIR	5,603	-	-	-	-	-
EQUIP PURCH	-	-	-	162,500	162,500	162,500
MICROCHLOR CELL REPLACEMENT	-	-	25,000	27,000	27,000	27,000
SECURITY UPGRADE	66,196	-	-	15,000	15,000	15,000
SKIDSTEER	-	-	-	50,000	50,000	50,000
SOLIDS REMOVAL	-	-	-	50,000	50,000	50,000
WASH ARMS	-	-	-	60,000	60,000	60,000
WATER MASTER PLAN	-	-	-	175,000	175,000	175,000
WATER RATE STUDY	-	4,521	-	-	-	-
WTP AUDIT PROJECTS	59,727	192,552	1,800,000	-	-	-
CAPITAL OUTLAY TOTAL	\$ 152,495	\$ 197,073	\$ 1,825,000	\$ 729,500	\$ 729,500	\$ 729,500



Water Fund

DEBT SERVICE

WTP UPGRADE DEBT SRVC	294,821	295,221	295,421	295,421	295,421	295,421
DEBT SERVICE TOTAL	\$ 294,821	\$ 295,221	\$ 295,421	\$ 295,421	\$ 295,421	\$ 295,421

TRANSFERS OUT

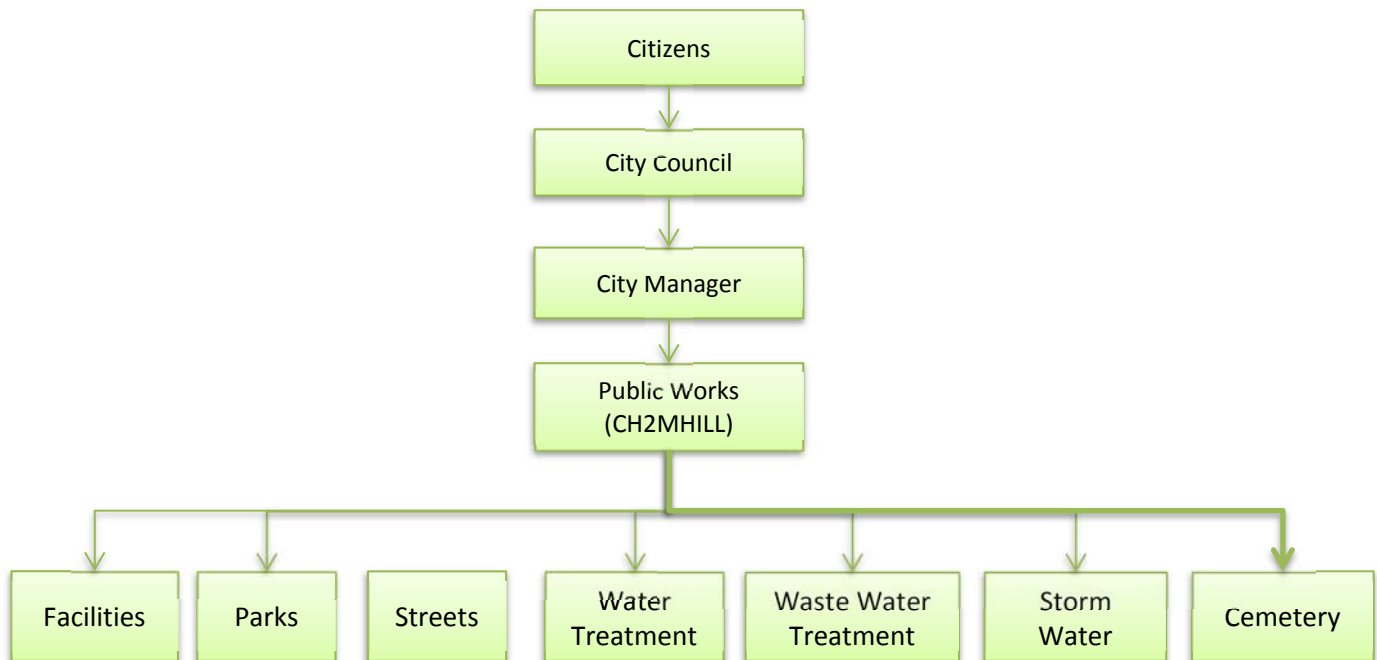
STREET FUND EXP - FUND 105	199,505	199,505	199,505	220,144	220,144	220,144
TRANSFERS OUT TOTAL	\$ 199,505	\$ 199,505	\$ 199,505	\$ 220,144	\$ 220,144	\$ 220,144

CONTINGENCY

OPERATING CONTINGENCY	-	-	500,285	780,491	780,491	780,491
CONTINGENCY TOTAL	\$ -	\$ -	\$ 500,285	\$ 780,491	\$ 780,491	\$ 780,491

Grand Total	\$ 2,286,857	\$ 2,618,590	\$ 4,809,950	\$ 4,054,788	\$ 4,054,788	\$ 4,054,788
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Wastewater Treatment



Programs

The Sewer Fund accounts for all of the care and maintenance of the wastewater treatment plant system.

Activities

Ch2mhill provides direct oversight and management of the City’s wastewater treatment plant and wastewater collection systems including 9 lift stations. We manage the treatment plant to meet all State and Federal regulations related to waste water treatment and discharge. Also included in this scope is the Skyline and Malheur farm operations.

Core Values Impact

- ✓ Commitment to providing superior quality of service.
- ✓ Efficiency in providing services to the public.
- ✓ Respect for our fellow citizens we serve.



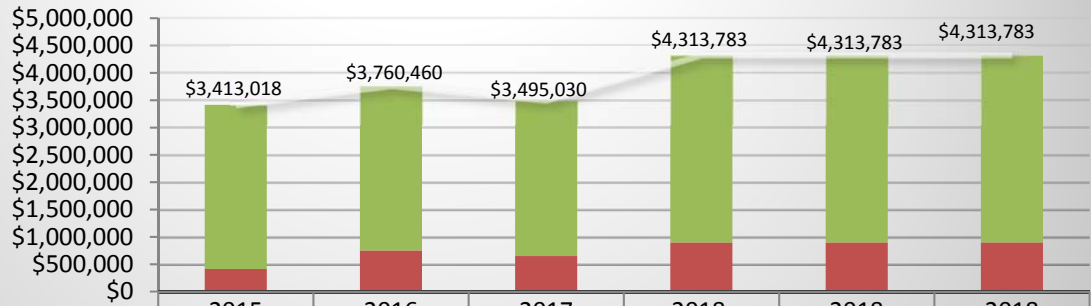
Accomplishments

- ✓ Zero Safety Incidents for the year
- ✓ Zero Non Compliance Events
- ✓ Zero Sanitary Sewer Overflows
- ✓ Retrofitted and repaired the on-site aeration system located in the lagoons
- ✓ SCADA upgrades at the Skyline pivots now provide real time information to WWTP staff
- ✓ Septage receiving system tests and began pilot trial.
- ✓ Continued work with Oregon Department of Environmental Quality to review and understand new NPDES permit requirements. We are reviewing and meeting with State regulatory staff to develop a path for arsenic and other potential permit parameters.
- ✓ 20" pipe at Skyline was repaired due to a leak in a faulty bell fitting.
- ✓ Conducted tests of Septage Receiving system and confirmed ability to accept product.
- ✓ Continued to work with Oregon Department of Environmental Quality (ODEQ) to review and understand new National Pollutant Discharge Elimination System (NPDES) permit requirements. Key issues are mixing zone evaluation and how to manage inorganic Arsenic under a modified permit. Reviewed alternative pathways for Arsenic compliance both with ODEQ and within CH2M.
- ✓ The 20-inch pipe at Skyline was repaired due to a leak in the bell fitting.
- ✓ Additional aerator improvements.
- ✓ Rebuilt boat ramp.
- ✓ New effluent meter purchased and ready for installation.
- ✓ Operators cross-trained for improvement efficiency
- ✓ Implemented arsenic monitoring plan

Budget Adjustments

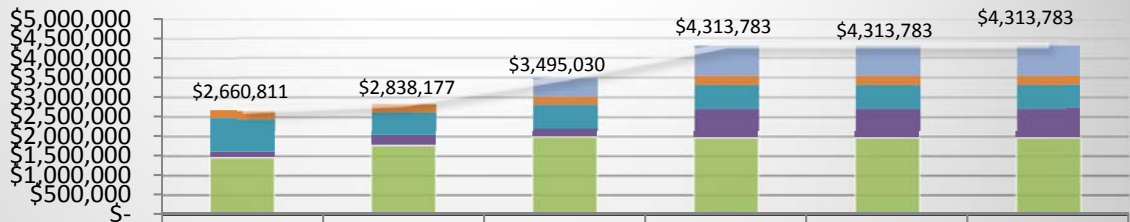
- ✓ A 20 hour per week position (1/2 FTE) was added in 2016.
- ✓ The ½ FTE position was increased to full-time in 2017.

Waste Water Treatment Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
REVENUE	\$2,999,905	\$3,008,254	\$2,845,030	\$3,417,322	\$3,417,322	\$3,417,322
BEGINNING FUND BALANCE	\$413,113	\$752,206	\$650,000	\$896,461	\$896,461	\$896,461
TOTAL PROGRAM COSTS	\$3,413,018	\$3,760,460	\$3,495,030	\$4,313,783	\$4,313,783	\$4,313,783

Waste Water Treatment Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CONTINGENCY	\$-	\$-	\$469,837	\$759,393	\$759,393	\$759,393
TRANSFERS	\$205,632	\$205,632	\$205,632	\$233,123	\$233,123	\$233,123
DEBT SERVICE	\$858,090	\$602,852	\$602,605	\$602,101	\$602,101	\$602,101
CAPITAL OUTLAY	\$136,238	\$254,771	\$225,000	\$749,500	\$749,500	\$749,500
MATERIALS & SERVICES	\$1,460,852	\$1,745,777	\$1,991,956	\$1,969,066	\$1,969,066	\$1,969,066
PERSONNEL SERVICES	\$-	\$29,145	\$-	\$600	\$600	\$600
TOTAL PROGRAM COSTS	\$2,660,811	\$2,838,177	\$3,495,030	\$4,313,783	\$4,313,783	\$4,313,783



Other Key Indicators

<u>Indicator</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Projected</u>	<u>2018 Target</u>
New or upgraded certifications		2		
Treatment Violations		0		
Amount of lost time for recordable incidents		0		



Sewer Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
SEWER REVENUES						
AVAILABLE CASH ON HAND	413,113	752,206	650,000	896,461	896,461	896,461
BAD DEBT RECOVERY	-	1,481	-	-	-	-
CROP SALES	-	90,521	75,000	25,000	25,000	25,000
HUNTING REVENUE	5,100	-	-	-	-	-
INTEREST ON DEPOSIT	-	31,277	18,000	35,000	35,000	35,000
LATE FEE & PENALTIES	-	38,474	28,400	-	-	-
MISC COLLECTIONS	-	9,632	-	7,000	7,000	7,000
MISC SEWER REVENUE	500	675	1,000	1,000	1,000	1,000
PASTURE RENT	2,600	1,750	2,000	2,000	2,000	2,000
SEPTAGE RECEIVING REVENUE	-	3,913	-	15,000	15,000	15,000
SEWER CONNECTIONS	850	1,500	2,000	2,000	2,000	2,000
SEWER SERVICE REV	2,856,674	2,829,030	2,718,630	3,330,322	3,330,322	3,330,322
TRANSFER FROM CAPITAL PROJECTS	134,180	-	-	-	-	-
Grand Total	\$ 3,413,018	\$ 3,760,460	\$ 3,495,030	\$ 4,313,783	\$ 4,313,783	\$ 4,313,783
PERSONNEL SERVICES						
EMPLOYER-PAID EMPLOYEE BE	-	588	-	600	600	600
MEDICAL INSURANCE CO-PAY	-	6,252	-	-	-	-
OVERTIME	-	11	-	-	-	-
RETIREMENT-EMPLYR SHARE	-	3,893	-	-	-	-
SOCIAL SECURITY	-	1,240	-	-	-	-
VACATION/SICK BUYOUT	-	686	-	-	-	-
WAGES & SALARIES	-	16,459	-	-	-	-
WORKMANS COMP	-	17	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ -	\$ 29,145	\$ -	\$ 600	\$ 600	\$ 600



Sewer Fund

MATERIALS & SERVICES

ADMINISTRATIVE SERVICES	124,723	218,361	218,361	218,361	218,361	218,361
BAD DEBT EXPENSE	-	1,876	-	-	-	-
BANK CHARGES	-	255	490	400	400	400
CHEMICAL / FERT/ SEED	(675)	-	-	-	-	-
COLLECTION/DIST PYMNT TO PW FD	397,274	-	-	-	-	-
CONTRACT SERVICES	715,368	1,420,930	1,500,658	1,542,875	1,542,875	1,542,875
DATA PROCESSING	-	3,110	3,920	3,000	3,000	3,000
DEQ PERMIT	-	-	150,000	100,000	100,000	100,000
DISCHARGE PERMIT FEE	-	8,720	8,800	10,000	10,000	10,000
ELECTRICITY	-	4,589	3,291	3,291	3,291	3,291
EQUIPMENT REPAIR	(236)	-	-	-	-	-
FACILITY MAINT PYMNT TO PW FND	41,080	-	-	-	-	-
GENERAL SUPP & MAINT	703	338	-	-	-	-
HVAC MAINTENANCE CONT	-	1,115	-	-	-	-
INSURANCE PREM & SURETY B	41,019	53,436	76,309	61,000	61,000	61,000
IRRIGATION WATER PURCHASE	39	12,071	12,500	12,500	12,500	12,500
LAB SUPPLIES	(470)	-	-	-	-	-
MAINTENANCE PARTS	4,138	-	-	-	-	-
OFFICE MACH CONTRACT	-	886	1,715	-	-	-
OFFICE SUPPLIES	-	570	-	-	-	-
OVERHEAD PYMT TO PW FUND	137,889	-	-	-	-	-
POSTAGE	-	8,701	9,163	9,163	9,163	9,163
PRINT / AD / RECORD	-	711	-	-	-	-
PROFESSIONAL SERVICES	-	3,075	3,076	3,076	3,076	3,076
PROPERTY TAX	-	2,315	2,350	2,400	2,400	2,400
TELEPHONE	-	56	-	-	-	-
UTILITY BILLING	-	4,660	1,323	3,000	3,000	3,000
MATERIALS & SERVICES TOTAL	\$ 1,460,852	\$ 1,745,777	\$ 1,991,956	\$ 1,969,066	\$ 1,969,066	\$ 1,969,066

CAPITAL OUTLAY

14EQUIP-01 %DUMP BOX VEH313-02	(88)	-	-	-	-	-
14SEW-13 SEWER LINE EASEMENT	2,003	-	-	-	-	-
14SHOP-02 %MATERIAL STOR BLDG	813	-	-	-	-	-
EQUIP PURCH	-	-	-	129,500	129,500	129,500
FACILITY PLAN	-	-	225,000	270,000	270,000	270,000



Sewer Fund

INTERIM FACILITY IMPROVEMENTS	-	-	-	250,000	250,000	250,000
MICROCHLOR CELL	-	-	-	10,000	10,000	10,000
RATE STUDY	-	4,521	-	-	-	-
SANITARY SEWER-HOT SPOTS	-	250,000	-	-	-	-
SRCI LOWER LIFT STATION	-	-	-	40,000	40,000	40,000
WASTEWATER REUSE PLAN UPDATE	-	-	-	50,000	50,000	50,000
WWTP MANHOLE REHAB	133,510	250	-	-	-	-
CAPITAL OUTLAY TOTAL	\$ 136,238	\$ 254,771	\$ 225,000	\$ 749,500	\$ 749,500	\$ 749,500

DEBT SERVICE

OECD W IMPR LOAN - 2008	270,265	271,665	272,866	273,866	273,866	273,866
RFL#R70611 -- 1998-2018	127,050	126,500	125,928	125,333	125,333	125,333
RLF #R70610 -- 1995-2015	255,243	-	-	-	-	-
RLF #R70612 -- 2000-2020	205,532	204,687	203,811	202,902	202,902	202,902
DEBT SERVICE TOTAL	\$ 858,090	\$ 602,852	\$ 602,605	\$ 602,101	\$ 602,101	\$ 602,101

TRANSFERS OUT

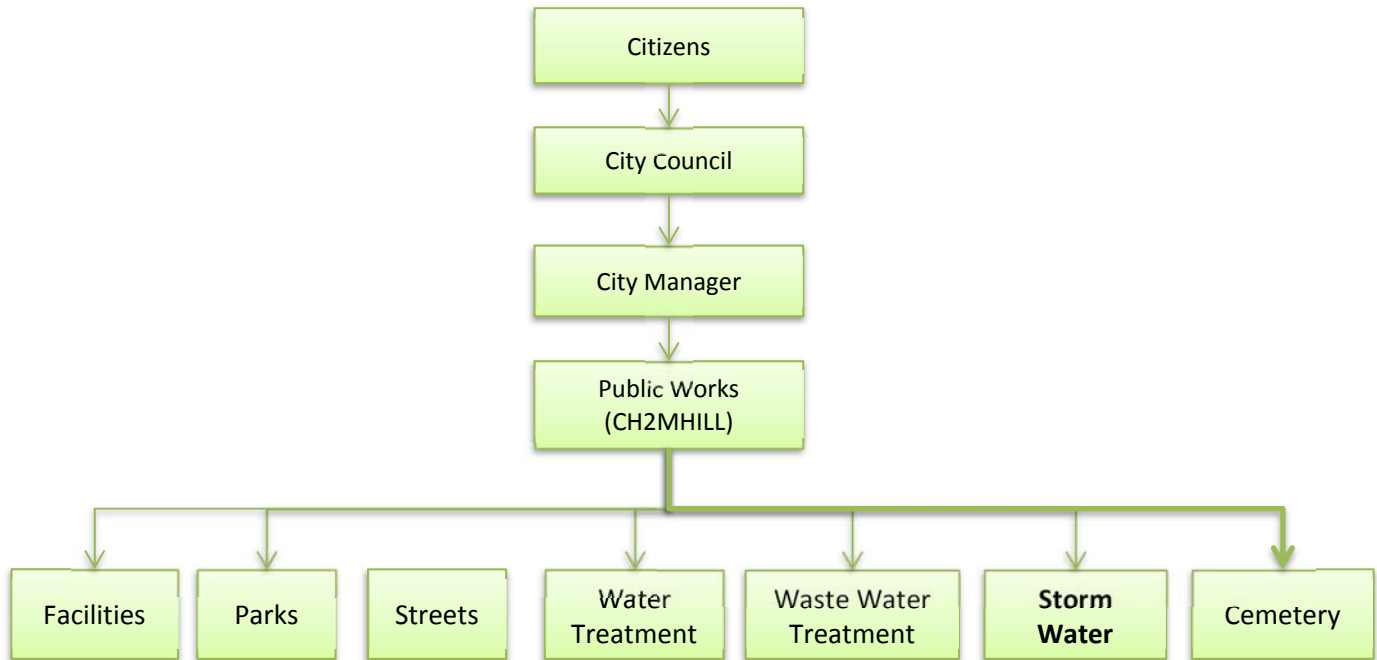
STREET-FRAN FEE - FUND 110	205,632	205,632	205,632	233,123	233,123	233,123
TRANSFERS OUT TOTAL	\$ 205,632	\$ 205,632	\$ 205,632	\$ 233,123	\$ 233,123	\$ 233,123

CONTINGENCY

OPERATING CONTINGENCY	-	-	469,837	759,393	759,393	759,393
CONTINGENCY TOTAL	\$ -	\$ -	\$ 469,837	\$ 759,393	\$ 759,393	\$ 759,393

Grand Total	\$ 2,660,811	\$ 2,838,178	\$ 3,495,030	\$ 4,313,783	\$ 4,313,783	\$ 4,313,783
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Storm Water



Programs

The Storm Water Fund accounts for the care and maintenance of the City’s storm water collection systems.

Activities

CH2M Hill provides direct oversight and management of the City’s storm water collection systems including storm drains and catch basins located throughout the City. Storm water is separate and distinct from sanitary sewer and waste systems.

Core Values Impact

- ✓ Commitment to providing superior quality of service.
- ✓ Efficiency in providing services to the public.
- ✓ Respect for our fellow citizens we serve.

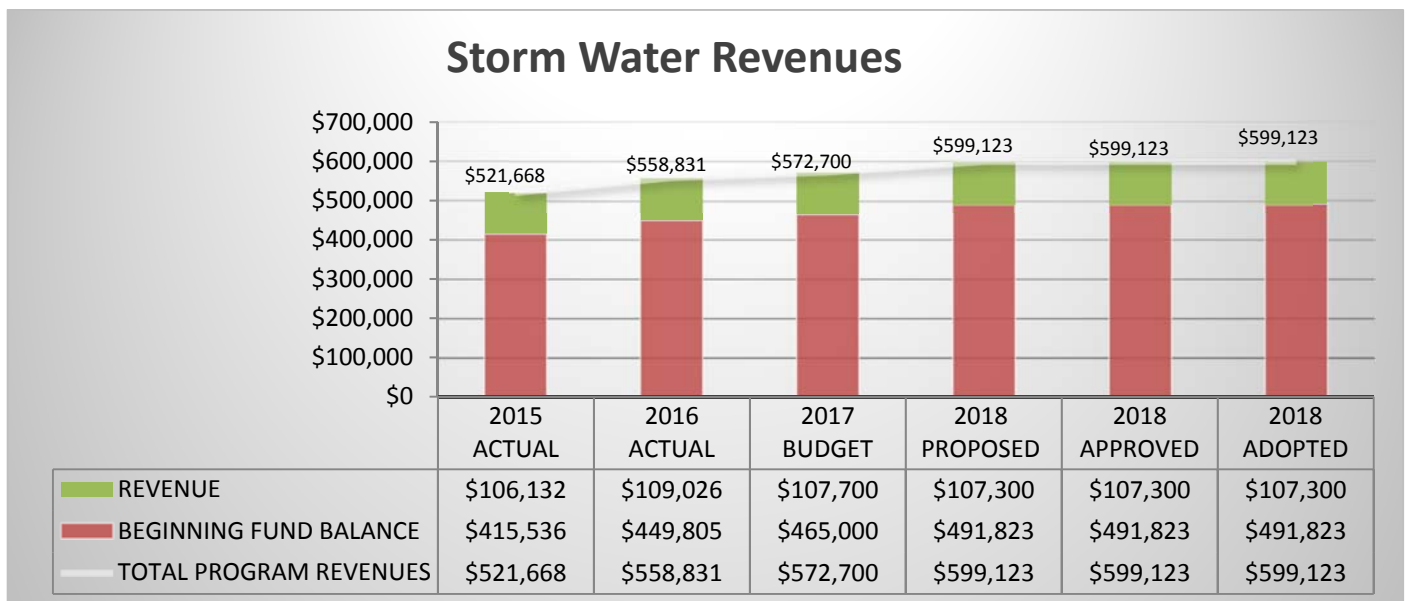


Accomplishments

- ✓ Cleaned all catch basins prior to winter – 185 curb miles throughout the city.
- ✓ Cleaned all catch basin twice for snow melt.
- ✓ Replaced 70 feet of crushed storm line at West Idaho Avenue and SW 25th Street.
- ✓ Created Standard Operating Procedures (SOP), Activity Hazard Analysis (AHA) and Pre Task Plans (PTP) for each task that is completed in the system.

Budget Adjustments

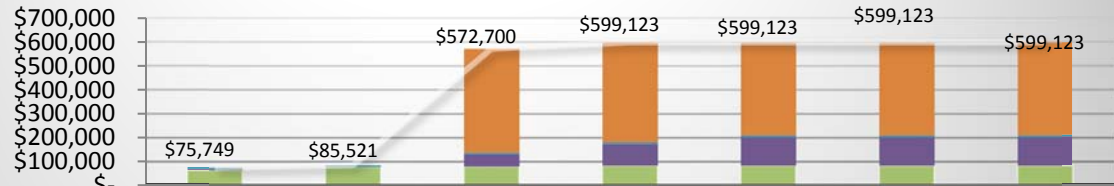
- ✓ CH2M contract increased 3.1%





Storm Water Fund

Storm Water Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 REQUESTED	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CONTINGENCY	\$-	\$-	\$434,769	\$417,328	\$387,328	\$387,328	\$387,328
TRANSFERS	\$7,398	\$7,398	\$7,398	\$7,420	\$7,420	\$7,420	\$7,420
CAPITAL OUTLAY	\$4,365	\$-	\$50,000	\$90,000	\$120,000	\$120,000	\$120,000
MATERIALS & SERVICES	\$63,986	\$76,935	\$80,533	\$84,350	\$84,350	\$84,350	\$84,350
PERSONNEL SERVICES	\$-	\$1,188	\$-	\$25	\$25	\$25	\$25
TOTAL PROGRAM COSTS	\$75,749	\$85,521	\$572,700	\$599,123	\$599,123	\$599,123	\$599,123

Other Key Indicators

Indicator	2015 Actual	2016 Actual	2017 Projected	2018 Target
Lost time or recordable incidents		0		
Catch Basins Cleaned		1,339		



Storm Water Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
STORM SEWER REVENUES						
AVAILABLE CASH ON HAND	415,536	449,805	465,000	491,823	491,823	491,823
BAD DEBT RECOVERY	-	60	-	-	-	-
INTEREST ON DEPOSIT	-	972	700	1,000	1,000	1,000
LATE FEE & PENALTIES	-	1,570	1,000	-	-	-
MISC COLLECTIONS	13	344	300	300	300	300
STORM WATER REV	106,119	106,079	105,700	106,000	106,000	106,000
Grand Total	\$ 521,668	\$ 558,831	\$ 572,700	\$ 599,123	\$ 599,123	\$ 599,123
PERSONNEL SERVICES						
EMPLOYER-PAID EMPLOYEE BE	-	24	-	25	25	25
MEDICAL INSURANCE CO-PAY	-	255	-	-	-	-
RETIREMENT-EMPLYR EXP	-	159	-	-	-	-
SOCIAL SECURITY	-	51	-	-	-	-
VACATION/SICK BUYOUT	-	28	-	-	-	-
WAGES & SALARIES	-	672	-	-	-	-
WORKMANS COMP	-	1	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ -	\$ 1,188	\$ -	\$ 25	\$ 25	\$ 25
MATERIALS & SERVICES						
ADMINISTRATIVE SERVICES	-	3,822	3,822	3,822	3,822	3,822
BAD DEBT EXPENSE	-	101	-	-	-	-
BANK CHARGES	-	10	20	15	15	15
CONTRACT SERVICES	42,276	71,640	75,184	77,276	77,276	77,276
DATA PROCESSING	-	127	160	110	110	110
ELECTRICITY	-	20	21	21	21	21
GENERAL SUPPLIES & MAINT	-	37	-	-	-	-
INSURANCE PREM & SURETY	-	496	786	2,477	2,477	2,477



Storm Water Fund

OFFICE MACHINE CONTRACT	-	36	70	-	-	-
OH PAYMENT TO PW FUND	21,710	-	-	-	-	-
POSTAGE	-	355	374	374	374	374
PROPERTY TAXES	-	94	96	100	100	100
TELEPHONE	-	2	-	5	5	5
UTILITY BILLING	-	194	-	150	150	150
MATERIALS & SERVICES TOTAL	\$ 63,986	\$ 76,935	\$ 80,533	\$ 84,350	\$ 84,350	\$ 84,350

CAPITAL OUTLAY

14STRM-01 DRAIN INLET REMOVE	4,365	-	50,000	-	-	-
Storm Drainage Mainline Repair	-	-	-	120,000	120,000	120,000
CAPITAL OUTLAY TOTAL	\$ 4,365	\$ -	\$ 50,000	\$ 120,000	\$ 120,000	\$ 120,000

TRANSFERS OUT

STREET-FRAN FEE - FUND 115	7,398	7,398	7,398	7,420	7,420	7,420
TRANSFERS OUT TOTAL	\$ 7,398	\$ 7,398	\$ 7,398	\$ 7,420	\$ 7,420	\$ 7,420

CONTINGENCY

OPERATING CONTINGENCY	-	-	434,769	387,328	387,328	387,328
CONTINGENCY TOTAL	\$ -	\$ -	\$ 434,769	\$ 387,328	\$ 387,328	\$ 387,328

Grand Total	\$ 75,749	\$ 85,521	\$ 572,700	\$ 599,123	\$ 599,123	\$ 599,123
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Golf Course Fund

Activities

The Golf Course was closed by the City Council in December 2015. The City has used the Golf Course Fund to maintain the golf course land. The Golf Course land belongs to the Airport and the funding was transferred to the Airport Fund in 2016-2017.

Core Values Impact

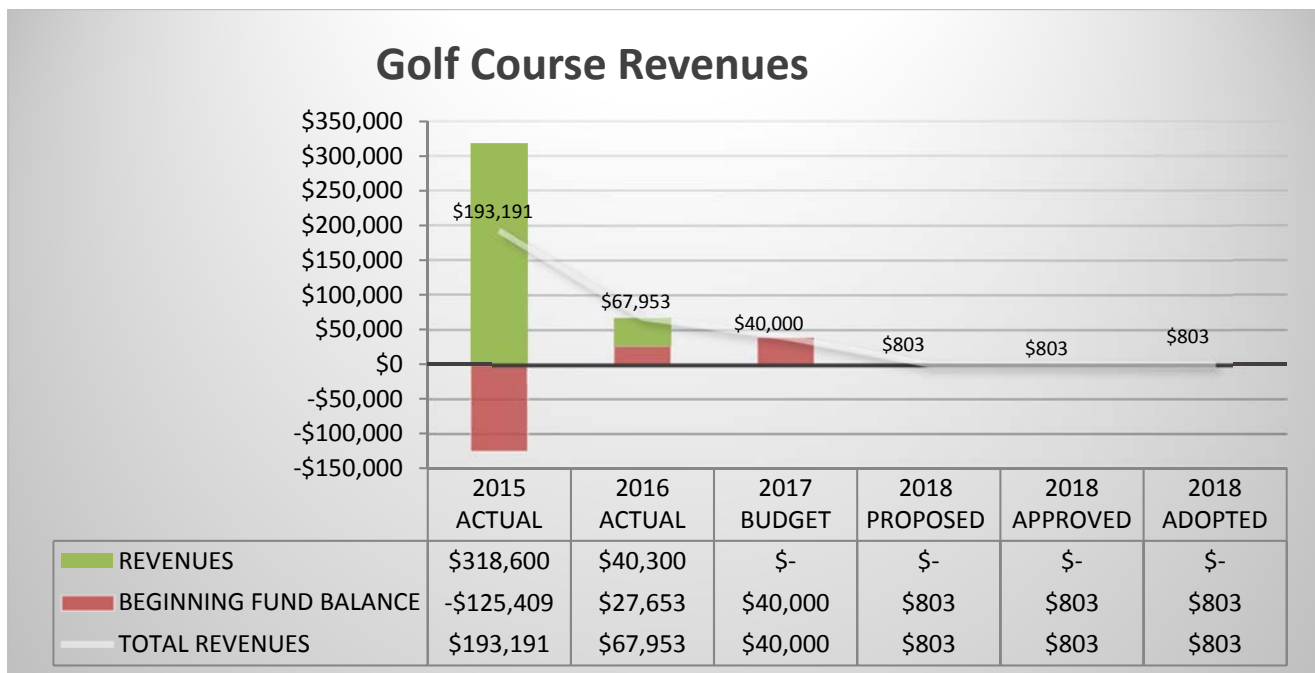
- ✓ Openness and Transparency

Accomplishments

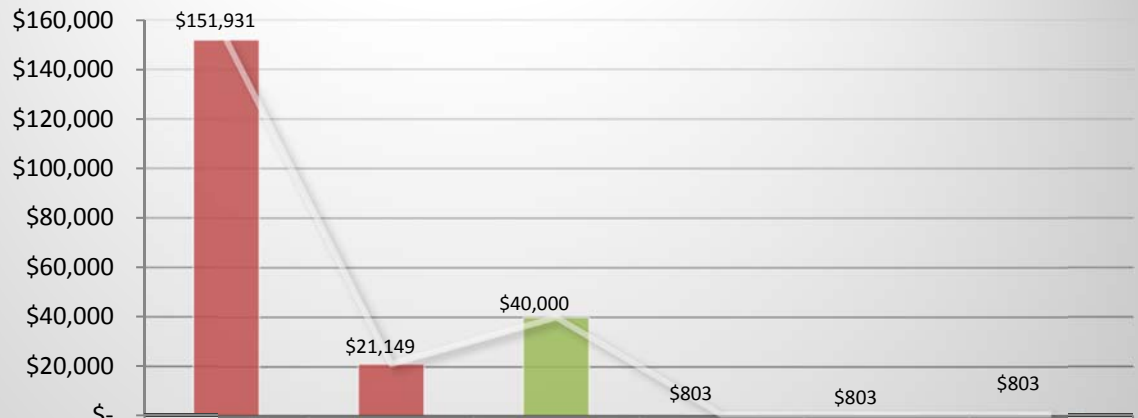
- ✓ The city saved over \$150,000 annually when making the decision to close the golf course.

Budget Adjustments

- ✓ The golf course fund beginning balance was \$803 more than budgeted. Consequently, the remaining \$803 will be transferred to the Airport Fund



Golf Course Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
TRANSFERS	\$-	\$-	\$40,000	\$803	\$803	\$803
MATERIALS & SERVICES	\$151,931	\$21,149	\$-	\$-	\$-	\$-
TOTAL PROGRAM COSTS	\$151,931	\$21,149	\$40,000	\$803	\$803	\$803



Golf Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
GOLF REVENUES						
AVAILABLE CASH ON HAND	(125,409)	27,653	40,000	803	803	803
GENERAL FUND REV - FUND 005	307,550	40,000	-	-	-	-
MISC REVENUES	11,050	300	-	-	-	-
Grand Total	\$ 193,191	\$ 67,953	\$ 40,000	\$ 803	\$ 803	\$ 803
MATERIALS & SERVICES						
BLDG MAINT & REPAIR	190	-	-	-	-	-
CONTRACT SERVICES	135,450	2,425	-	-	-	-
COURSE UTILITIES	250	250	-	-	-	-
ELECTRICITY	11,703	7,157	-	-	-	-
EQUIPMENT REPAIR	1,581	341	-	-	-	-
FUEL HEAT	2,466	1,042	-	-	-	-
GARBAGE SERVICE	292	-	-	-	-	-
GENERAL SUPPLIES & MAINT	-	9,934	-	-	-	-
OFFICE SUPPLIES	65	-	-	-	-	-
POSTAGE	-	1	-	-	-	-
TELEPHONE	1,303	-	-	-	-	-
MATERIALS & SERVICES TOTAL	\$ 151,931	\$ 21,149	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT						
TRANSFER TO AIRPORT FUND	-	-	40,000	803	803	803
TRANSFERS OUT TOTAL	\$ -	\$ -	\$ 40,000	\$ 803	\$ 803	\$ 803
Grand Total	\$ 151,931	\$ 21,149	\$ 40,000	\$ 803	\$ 803	\$ 803



Grant Fund

Programs

ODOT SE 2nd Grant

Federal Administration Aviation (FAA) Grant

Community Development Block Grant

Child Safety Grant

Activities

The Grant Fund accounts for different federal, state and local grants. Required matching funds are transferred from other funds as required.

Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively

Budget Adjustments

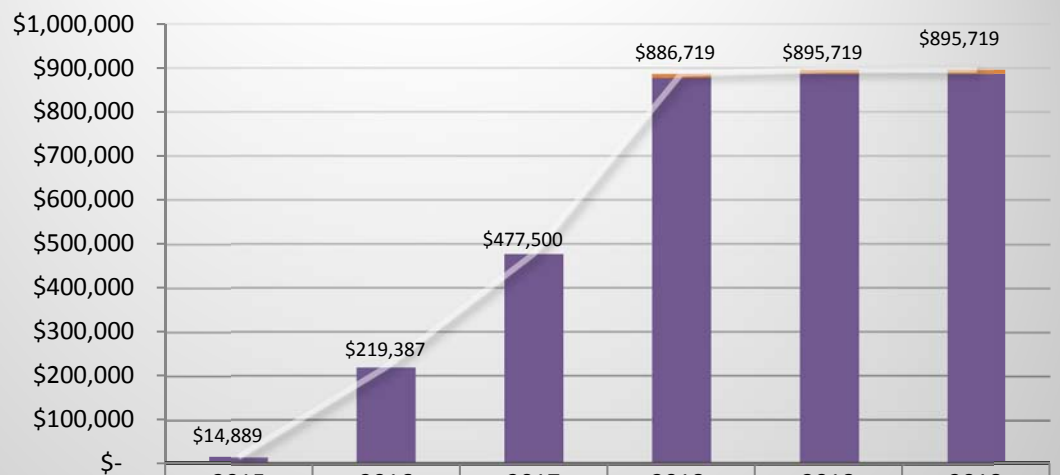
- ✓ FAA grant project of \$832,019 this will be funded by \$74,712 Oregon grant and \$8,490 city match.
- ✓ Car Seat Grant of \$590
- ✓ ODOT SE 2nd Grant

Grant Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
REVENUES	\$4,514	\$208,238	\$477,500	\$869,119	\$878,119	\$878,119
BEGINNING FUND BALANCE	\$1,551	-\$10,376	\$0	\$17,600	\$17,600	\$17,600
TOTAL REVENUES	\$6,065	\$197,862	\$477,500	\$886,719	\$895,719	\$895,719

Grant Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CONTINGENCY	\$-	\$-	\$-	\$9,110	\$9,110	\$9,110
CAPITAL OUTLAY	\$14,889	\$219,387	\$477,500	\$877,609	\$886,609	\$886,609
TOTAL PROGRAM COSTS	\$14,889	\$219,387	\$477,500	\$886,719	\$895,719	\$895,719



Grant Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
GRANT REVENUES						
AVAILABLE CASH OH HAND	1,551	(10,376)	-	17,600	17,600	17,600
CIS GRANT	-	7,495	-	-	-	-
FAA AIRPORT GRANT	-	172,749	158,400	748,817	748,817	748,817
GENERAL FUND REV - FUND 010	-	24,319	17,600	-	-	-
ODOT SE 2ND GRANT	-	-	270,000	-	-	-
POLICE SAFE KIDS PROJECT	2,963	1,675	1,500	590	590	590
SHOP WITH A COP GRANT	-	2,000	-	-	-	-
TRANSFER IN	-	-	30,000	45,000	54,000	54,000
OREGON AIRPORT GRANT	-	-	-	74,712	74,712	74,712
Grand Total	\$ 4,514	\$ 197,862	\$ 477,500	\$ 886,719	\$ 895,719	\$ 895,719
CAPITAL OUTLAY						
POLICE GRANT PROJECTS	-	2,000	-	-	-	-
POLICE SAFE KIDS PROJECT	2,342	1,601	1,500	590	590	590
AIRPORT GRANT - FAA '010	-	205,796	176,000	832,019	832,019	832,019
ODOT NW WA PROJ EXP	12,548	-	-	-	-	-
ODOT SE 2ND GRANT EXPENSE	-	-	300,000	45,000	54,000	54,000
CIS GRANT EXPENSE	-	9,990	-	-	-	-
CAPITAL OUTLAY TOTAL	\$ 14,889	\$ 219,387	\$ 477,500	\$ 877,609	\$ 886,609	\$ 886,609
CONTINGENCY						
CONTINGENCY	-	-	-	9,110	9,110	9,110
CONTINGENCY TOTAL	\$ -	\$ -	\$ -	\$ 9,110	\$ 9,110	\$ 9,110
Grand Total	\$ 14,889	\$ 219,387	\$ 477,500	\$ 886,719	\$ 895,719	\$ 895,719



Capital Projects Fund

Programs

Special Projects Department

Utility Capitalization Fee Department

East Idaho Transportation Project Department

West Idaho Extension Project

Activities

The Capital Project Fund accounts for the funding that is set aside from specific capital project funding sources. The Capital Projects Fund has varying funding sources, some of these are as follows:

- ✓ Local Improvement District Reimbursements
- ✓ Stelling Property Proceeds
- ✓ Oregon Department of Transportation Projects
- ✓ Utility Capitalization Fees (17% of water cost)

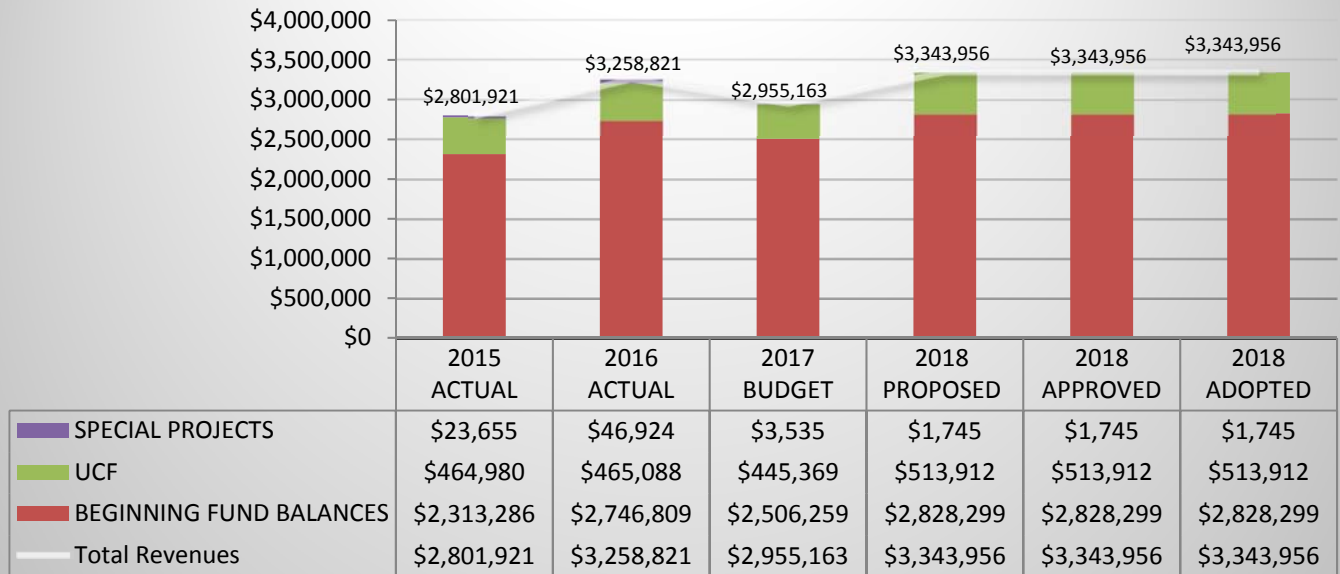
Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively

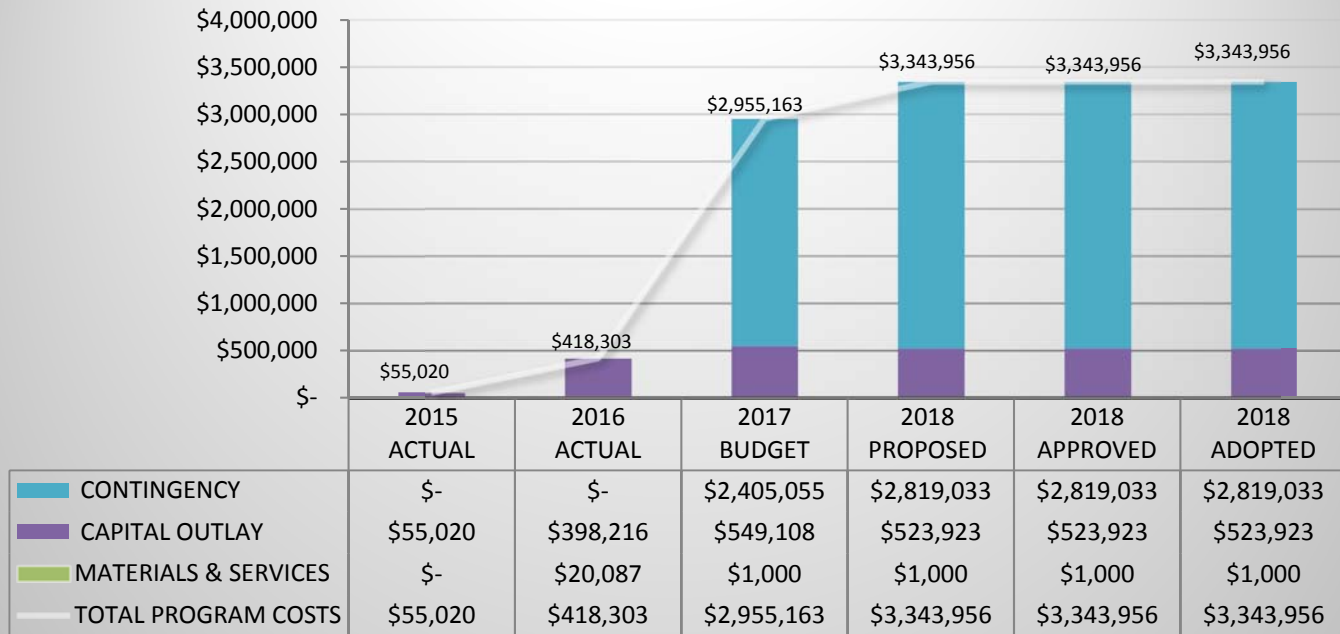
Budget Adjustments

- ✓ The water fees were increased by 14%, which increase the Utility Capitalization Fee revenue

Capital Projects Fund Revenues



Capital Projects Fund Expenditures





Capital Projects Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
W IDAHO EXTENSION PROJECT REVENUES						
AVAILABLE CASH - W. IDAHO EX	138,977	138,977	118,977	118,977	118,977	118,977
Grand Total	\$ 138,977	\$ 138,977	\$ 118,977	\$ 118,977	\$ 118,977	\$ 118,977
W IDAHO EXTENSION PROJECT EXPENDITURES						
MATERIALS & SERVICES						
SETTLEMENT	-	20,000	-	-	-	-
MATERIALS & SERVICES TOTAL	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
CONTINGENCY						
W IDAHO EXT CONTINGENCY	-	-	118,977	118,977	118,977	118,977
CONTINGENCY TOTAL	\$ -	\$ -	\$ 118,977	\$ 118,977	\$ 118,977	\$ 118,977
Grand Total	\$ -	\$ 20,000	\$ 118,977	\$ 118,977	\$ 118,977	\$ 118,977
SPECIAL PROJECTS REVENUES						
ANNEXATION FEES	1,603	24,642	1,745	1,745	1,745	1,745
AVAILABLE CASH - SPECIAL PROJ	318,216	341,778	367,074	393,416	393,416	393,416
INTEREST ON DEPOSIT	-	-	300	-	-	-
INTEREST ON LOAN	5,979	3,773	1,490	-	-	-
LID 47 REIMBURSEMENTS	16,072	18,510	-	-	-	-
Grand Total	\$ 341,871	\$ 388,702	\$ 370,609	\$ 395,161	\$ 395,161	\$ 395,161



Capital Projects Fund

SPECIAL PROJECTS EXPENDITURES

MATERIALS & SERVICES

CONTRACT SERVICES	76	-	1,000	1,000	1,000	1,000
PRINT / AD / RECORD	17	-	-	-	-	-
MATERIALS & SERVICES TOTAL	\$ 93	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

CONTINGENCY

SPEC PROJECT CONTINGENCY	-	-	369,609	394,161	394,161	394,161
CONTINGENCY TOTAL	\$ -	\$ -	\$ 369,609	\$ 394,161	\$ 394,161	\$ 394,161

Grand Total	\$ 93	\$ -	\$ 370,609	\$ 395,161	\$ 395,161	\$ 395,161
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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UCF REVENUES

AVAILABLE CASH - UCF DEPT	1,776,985	2,186,946	1,941,100	2,246,983	2,246,983	2,246,983
UTILITY CAPITALIZATION FEE REV	464,980	465,088	445,369	513,912	513,912	513,912
Grand Total	\$ 2,241,965	\$ 2,652,034	\$ 2,386,469	\$ 2,760,895	\$ 2,760,895	\$ 2,760,895

UCF EXPENDITURES

MATERIALS & SERVICES

BAD DEBT EXPENSE	-	87	-	-	-	-
MATERIALS & SERVICES TOTAL	\$ -	\$ 87	\$ -	\$ -	\$ -	\$ -

CAPITAL OUTLAY

11WAT-9 #3 SLUDGE POND UPGRADE	11,056	-	-	-	-	-
13WAT-02 NEW WELL #17	10,000	2,000	-	-	-	-
14SEW-01 SEWER LINE REPLAC	29,000	200,544	-	-	-	-
14SEW-03 SRCI MANHOLE REHAB	4,963	-	-	-	-	-
14WAT-03 NEW FIRE HYDRANT IN	-	-	10,000	25,000	25,000	25,000
14WAT-11 EASTSIDE RESV #2	-	195,673	-	-	-	-
SANITARY SEWER HOT SPOTS	-	-	90,000	200,000	200,000	200,000
SLUDGE REMOVAL	-	-	200,000	-	-	-



Capital Projects Fund

VALVE REPLACEMENT	-	-	20,000	30,000	30,000	30,000
WATER LINE REPLACEMENT	-	-	150,000	200,000	200,000	200,000
CAPITAL OUTLAY TOTAL	\$ 55,020	\$ 398,216	\$ 470,000	\$ 455,000	\$ 455,000	\$ 455,000

CONTINGENCY

UCF DEPT CONTINGENCY	-	-	1,916,469	2,305,895	2,305,895	2,305,895
CONTINGENCY TOTAL	\$ -	\$ -	\$ 1,916,469	\$ 2,305,895	\$ 2,305,895	\$ 2,305,895

Grand Total	\$ 55,020	\$ 398,303	\$ 2,386,469	\$ 2,760,895	\$ 2,760,895	\$ 2,760,895
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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E IDAHO TRANSPORTATION PROJECT REVENUES

AVAILABLE CASH - E ID TRN PROJ	79,108	79,108	79,108	68,923	68,923	68,923
Grand Total	\$ 79,108	\$ 79,108	\$ 79,108	\$ 68,923	\$ 68,923	\$ 68,923

E IDAHO TRANSPORTATION PROJECT EXPENDITURES

CAPITAL OUTLAY

STR-5 E IDAHO AVE	-	-	79,108	68,923	68,923	68,923
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ 79,108	\$ 68,923	\$ 68,923	\$ 68,923

Grand Total	\$ -	\$ -	\$ 79,108	\$ 68,923	\$ 68,923	\$ 68,923
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FUND REVENUE TOTALS	\$ 2,801,921	\$ 3,258,820	\$ 2,955,163	\$ 3,343,956	\$ 3,343,956	\$ 3,343,956
FUND EXPENDITURE TOTALS	\$ 55,113	\$ 418,303	\$ 2,955,163	\$ 3,343,956	\$ 3,343,956	\$ 3,343,956

SDC Fund

Programs

System Development Charges

- ✓ Transportation
- ✓ Water
- ✓ Sewer

Activities

The SDC fund accounts for the restricted System Development Charges that are required to be spent on specified approved capital projects. The system development charges are established by council resolution and assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement. The charges are split between transportation, water and sewer. The projects in the capital improvement plan are restricted to use for projects that expand capacity.

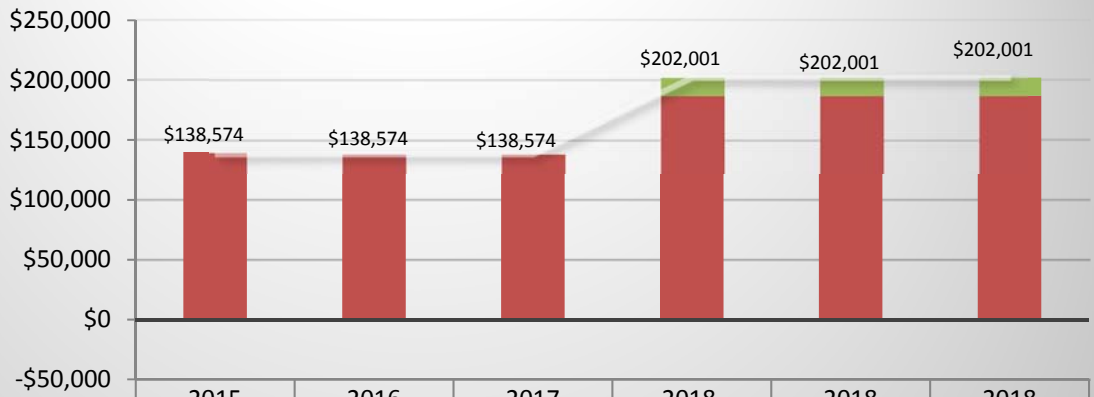
Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively

Budget Adjustments

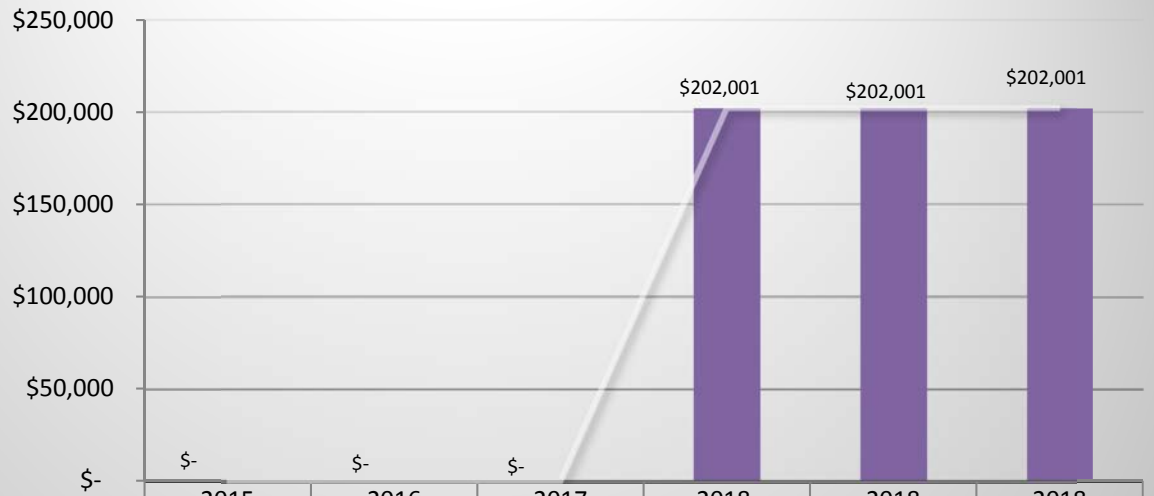
- ✓ The City Council imposed a suspension of SDC charges effective July 1, 2014 until July 1, 2016. The system development charges are back in place effective July 1, 2016.

SDC Fund Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
SDC CHARGES	-\$1,288	\$0	\$0	\$15,000	\$15,000	\$15,000
BEGINNING FUND BALANCE	\$139,862	\$138,574	\$138,574	\$187,001	\$187,001	\$187,001
Total Revenues	\$138,574	\$138,574	\$138,574	\$202,001	\$202,001	\$202,001

SDC Fund Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CAPITAL OUTLAY	\$-	\$-	\$-	\$202,001	\$202,001	\$202,001
TOTAL PROGRAM COSTS	\$-	\$-	\$-	\$202,001	\$202,001	\$202,001



SDC Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
SDC REVENUES						
AVAILABLE CASH - SDC DEPT			138,574	187,001	187,001	187,001
SYS DEV - SEWER SYSTEM	139,862	138,574	-	5,000	5,000	5,000
SYS DEV - TRANSP SYSTEM			-	5,000	5,000	5,000
SYS DEV - WATER SYSTEM	(1,288)	-	-	5,000	5,000	5,000
Grand Total	\$ 138,574	\$ 138,574	\$ 138,574	\$ 202,001	\$ 202,001	\$ 202,001
CAPITAL OUTLAY						
CAPITAL OUTLAY	-	-	138,574	202,001	202,001	202,001
CAPITAL OUTLAY TOTAL	\$0	\$0	\$138,574	\$202,001	\$202,001	\$202,001
Grand Total	\$ -	\$ -	\$ 138,574	\$ 202,001	\$ 202,001	\$ 202,001



Debt Service Fund

Programs

U.S. Bank LID Loan

Activities

The Debt Service Fund accounts for the funding received from property owners on bonded and unbonded liens. The revenue is used to redeem improvement bonds and coupons maturing during the fiscal year. Assessments receivable are deferred until payment is due. Currently, there are 4 different Local Improvement District (LID) No. 45 loans.

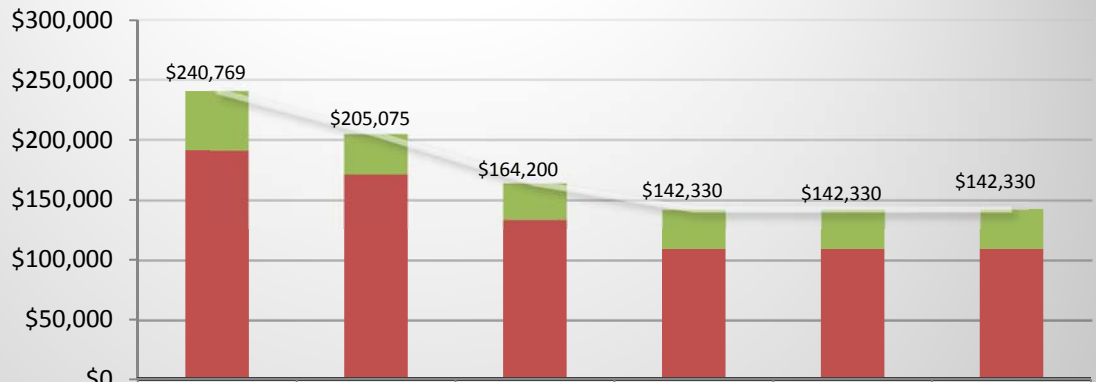
Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively

Budget Adjustments

- ✓ One of the LID No. 45 Loans was paid off in 2016-2017.

Debt Service Fund Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
DEBT SERVICE REVENUES	\$49,254	\$33,438	\$30,200	\$33,475	\$33,475	\$33,475
BEGINNING FUND BALANCE	\$191,515	\$171,637	\$134,000	\$108,855	\$108,855	\$108,855
Total Revenues	\$240,769	\$205,075	\$164,200	\$142,330	\$142,330	\$142,330

Debt Service Fund Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 DEPT REQUESTED	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CONTINGENCY	\$-	\$-	\$100,700	\$80,897	\$80,897	\$80,897	\$80,897
DEBT SERVICE	\$69,131	\$66,665	\$63,500	\$61,433	\$61,433	\$61,433	\$61,433
TOTAL PROGRAM COSTS	\$69,131	\$66,665	\$164,200	\$142,330	\$142,330	\$142,330	\$142,330



Debt Service Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
DEBT SERVICE REVENUES						
AVAILABLE CASH ON HAND	191,515	171,637	134,000	108,855	108,855	108,855
INTEREST ON REPAYMENTS	7,276	5,245	5,200	3,475	3,475	3,475
LID 45	41,978	28,193	25,000	30,000	30,000	30,000
Grand Total	\$ 240,768	\$ 205,076	\$ 164,200	\$ 142,330	\$ 142,330	\$ 142,330
DEBT SERVICE						
INTEREST ON DEBT SERVICE	-	11,288	-	6,056	6,056	6,056
LID 44 - 2001	13,754	-	-	-	-	-
LID 45 - 2004	55,377	55,377	63,500	55,377	55,377	55,377
DEBT SERVICE Total	\$ 69,131	\$ 66,665	\$ 63,500	\$ 61,433	\$ 61,433	\$ 61,433
CONTINGENCY						
OPERATING CONTINGENCY	-	-	100,700	80,897	80,897	80,897
CONTINGENCY TOTAL	\$ -	\$ -	\$ 100,700	\$ 80,897	\$ 80,897	\$ 80,897
Grand Total	\$ 69,131	\$ 66,665	\$ 164,200	\$ 142,330	\$ 142,330	\$ 142,330



Trust Fund

Programs

- Cemetery Perpetual Trust Department
- Chamber of Commerce Trust Department
- Ontario Sanitary Service (OSS) Trust Department
- Visitors & Convention Bureau Trust Department

Activities

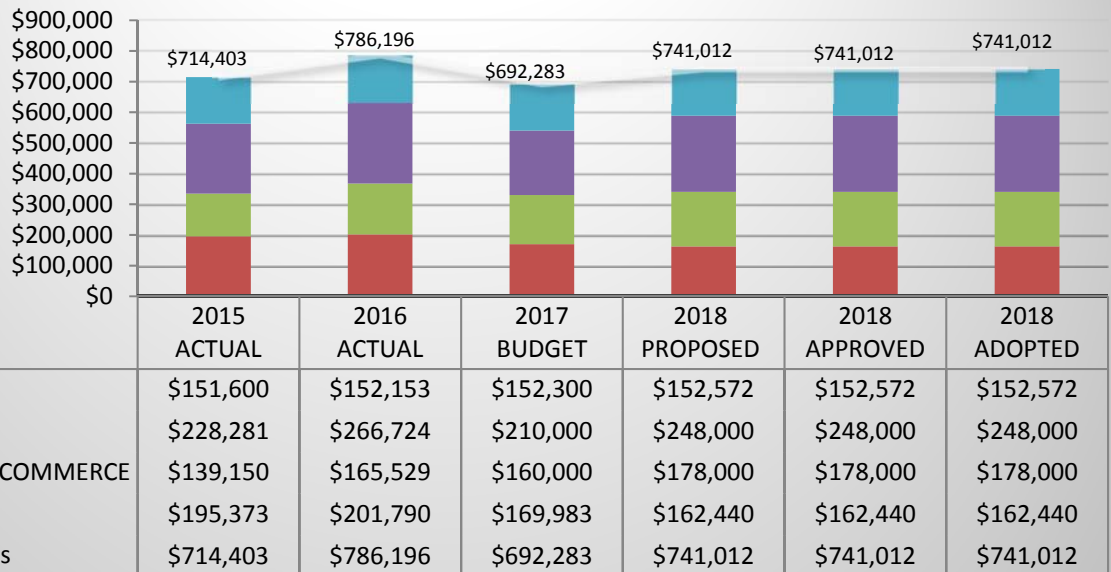
The Trust Fund accounts for restricted funds that are received by the city for restricted purposes and are mostly held for other organizations.

- ✓ Cemetery Perpetual Trust Department accounts for revenues from interest income and perpetual care services charged on cemetery operations, and expenditures for the repurchase of plots and transfers of earnings to the Parks/Cemetery Department for operations.
- ✓ Chamber of Commerce Trust Department is a pass-through fund that accounts for revenues from Transient Occupancy Tax collections for the benefit of the Ontario Chamber of Commerce.
- ✓ Ontario Sanitary Service (OSS) Trust Department accounts for restricted funds collected from Ontario Sanitary Service based on an agreement relative to mitigating clean-up costs for the City's old dump site owned by Ontario Sanitary Service or its affiliates. Interest earnings on this account are added to the Trust balance.
- ✓ Visitors & Convention Bureau Trust Department is a pass-through fund that accounts for revenues from Transient Occupancy Tax collections.

Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively

Trust Fund Revenues



Trust Fund Expenditures





Trust Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
CEMETERY PERPETUAL REVENUES						
AVAILABLE CASH - CEM PERP	183,553	187,873	161,983	154,740	154,740	154,740
INTEREST ON DEP - CEM PERP	769	617	500	200	200	200
PERPETUAL MAINTENANCE	11,050	13,300	7,500	7,500	7,500	7,500
Grand Total	\$ 195,373	\$ 201,790	\$ 169,983	\$ 162,440	\$ 162,440	\$ 162,440
CEMETERY PERPETUAL EXPENDITURES						
TRANSFERS OUT						
CEMETERY EXP - FUND 050	7,500	34,500	20,800	7,500	7,500	7,500
TRANSFERS OUT TOTAL	\$ 7,500	\$ 34,500	\$ 20,800	\$ 7,500	\$ 7,500	\$ 7,500
UNAPPROPRIATED						
UNAPPROPRIATED ENDING BAL	-	-	149,183	154,940	154,940	154,940
UNAPPROPRIATED TOTAL	\$ -	\$ -	\$ 149,183	\$ 154,940	\$ 154,940	\$ 154,940
Grand Total	\$ 7,500	\$ 34,500	\$ 169,983	\$ 162,440	\$ 162,440	\$ 162,440
CHAMBER OF COMMERCE REVENUES						
AVAILABLE CASH - C OF C	18,115	18,079	-	18,000	18,000	18,000
MOTEL OCCUPANCY TAX-C OF C	121,036	147,450	160,000	160,000	160,000	160,000
Grand Total	\$ 139,150	\$ 165,529	\$ 160,000	\$ 178,000	\$ 178,000	\$ 178,000
CHAMBER OF COMMERCE EXPENDITURES						



Trust Fund

MATERIALS & SERVICES

CHAMBER OF COM TOT DISTR	121,072	147,445	160,000	178,000	178,000	178,000
MATERIALS & SERVICES TOTAL	\$ 121,072	\$ 147,445	\$ 160,000	\$ 178,000	\$ 178,000	\$ 178,000

Grand Total	\$ 121,072	\$ 147,445	\$ 160,000	\$ 178,000	\$ 178,000	\$ 178,000
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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OSS TRUST

AVAILABLE CASH - OSS TRUST	150,910	151,600	151,900	152,372	152,372	152,372
INTEREST ON DEP - OSS TRUST	690	554	400	200	200	200

Grand Total	\$ 151,600	\$ 152,153	\$ 152,300	\$ 152,572	\$ 152,572	\$ 152,572
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OSS TRUST EXPENDITURES

MATERIALS & SERVICES

OSS MITIGATION EXPENSES	-	-	152,300	152,572	152,572	152,572
MATERIALS & SERVICES TOTAL	\$ -	\$ -	\$ 152,300	\$ 152,572	\$ 152,572	\$ 152,572

Grand Total	\$ -	\$ -	\$ 152,300	\$ 152,572	\$ 152,572	\$ 152,572
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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V&C

AVAILABLE CASH - V & C	31,845	39,826	30,000	43,000	43,000	43,000
MOTEL OCCUPANCY TAX - V & C	196,436	225,898	180,000	205,000	205,000	205,000
V & C PROJECT REIMBURSEMENTS	-	1,000	-	-	-	-

Grand Total	\$ 228,281	\$ 266,724	\$ 210,000	\$ 248,000	\$ 248,000	\$ 248,000
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V&C EXPENDITURES

MATERIALS & SERVICES

FOUR RIVERS TOT DISTR	166,296	195,888	158,400	175,000	175,000	175,000
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Trust Fund

GRANT PROJECT DISBURSEMENTS	21,719	27,872	49,920	71,320	71,320	71,320
MEETING EXPENSES	441	348	1,440	1,440	1,440	1,440
POSTAGE	-	2	240	240	240	240
MATERIALS & SERVICES TOTAL	\$ 188,455	\$ 224,110	\$ 210,000	\$ 248,000	\$ 248,000	\$ 248,000
Grand Total	\$ 188,455	\$ 224,110	\$ 210,000	\$ 248,000	\$ 248,000	\$ 248,000
FUND REVENUE TOTALS	\$ 714,403	\$ 786,196	\$ 692,283	\$ 741,012	\$ 741,012	\$ 741,012
FUND EXPENDITURE TOTALS	\$ 317,027	\$ 406,055	\$ 692,283	\$ 741,012	\$ 741,012	\$ 741,012



Reserve Fund

Programs

Insurance Reserve Department

Bike Path Reserve Department

Building Inspection Reserve Department

Emergency Equipment Replacement & Repair Reserve Department

Public Safety Reserve Department

Public Works Reserve Department

Activities

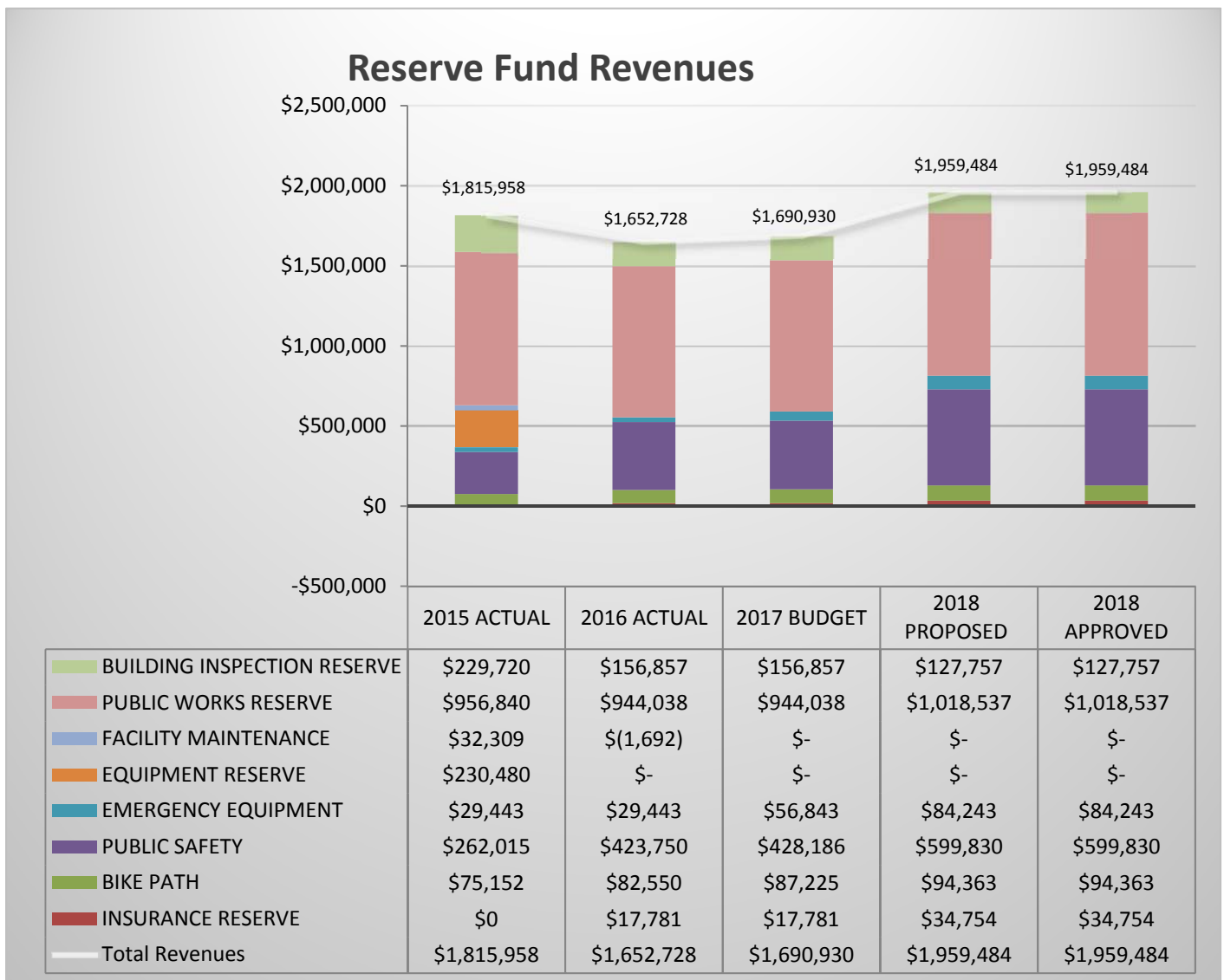
The Reserve Fund accounts for funds that are set aside by the city for specific purposes.

- ✓ The Insurance Reserve Department is used to account for a worker's compensation dividend received in the prior two fiscal years. This reserve is to be used for future insurance claims.
- ✓ The Bike Path Reserve Department is used to account for the setting aside of 1% of State highway gas tax revenues for the construction of bike path or footpath facilities. This reserve was established as a result of State requirements.
- ✓ The Building Inspection Reserve Department is used to account for the setting aside of excess revenues from building operations for future use in operating the building department. This fund was established during Fiscal Year 2000-2001 as a result of requirements established through the passage of Senate Bill 587.
- ✓ The Emergency Equipment Replacement/Repair Reserve Department is used to account for the setting aside for and purchase of emergency equipment. This fund was established during Fiscal Year 2005-2006 as a result of a grant issued to the City specifically for funding of emergency equipment. \$27,400 was transferred into the department from the General Fund in 2016-2017 and budgeted in 2017-2018 to set aside for turnouts and air pack replacements.
- ✓ The Public Safety Reserve Department is used to account for the 26.25% of motel occupancy tax to be set aside for public safety purchases approved by the city council.

- ✓ The Public Works Reserve is used to account for the setting aside of utility revenues for the construction of major utility improvements, the replacement of sewer plant equipment as required by the Oregon Department of Environmental Quality (ODEQ), and debt service reserve funds as required by ODEQ to cover one year of debt service for the existing sewer system loans.

Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively



Reserve Fund Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CONTINGENCY	\$-	\$-	\$975,567	\$1,066,387	\$1,057,137	\$1,057,137
CAPITAL OUTLAY	\$12,802	\$119,130	\$155,000	\$152,400	\$152,400	\$152,400
MATERIALS & SERVICES	\$-	\$-	\$87,225	\$94,363	\$103,613	\$103,613
PERSONNEL SERVICES	\$-	\$-	\$-	\$98,697	\$98,697	\$98,697
TRANSFERS	\$347,827	\$-	\$29,100	\$29,100	\$29,100	\$29,100
TOTAL PROGRAM COSTS	\$360,629	\$119,130	\$1,246,892	\$1,440,947	\$1,440,947	\$1,440,947



Reserve Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
INSURANCE RESERVE REVENUES						
AVAILABLE CASH - INSURANCE RES	-	-	17,781	34,754	34,754	34,754
INSURANCE DIVIDEND	-	17,781	-	-	-	-
Grand Total	\$ -	\$ 17,781	\$ 17,781	\$ 34,754	\$ 34,754	\$ 34,754
INSURANCE RESERVE EXPENDITURES						
CONTINGENCY						
CONTINGENCY	-	-	17,781	34,754	34,754	34,754
CONTINGENCY TOTAL	\$ -	\$ -	\$ 17,781	\$ 34,754	\$ 34,754	\$ 34,754
Grand Total	\$ -	\$ -	\$ 17,781	\$ 34,754	\$ 34,754	\$ 34,754
BIKE PATH						
1% STATE TAX STREET REV	6,520	7,398	6,500	7,000	7,000	7,000
AVAILABLE CASH - BIKE PATH	68,631	75,152	80,725	87,363	87,363	87,363
Grand Total	\$ 75,152	\$ 82,550	\$ 87,225	\$ 94,363	\$ 94,363	\$ 94,363
BIKE PATH EXPENDITURES						
MATERIALS & SERVICES						
SITE IMPROVEMENTS	-	-	87,225	94,363	94,363	94,363
MATERIALS & SERVICES TOTAL	\$ -	\$ -	\$ 87,225	\$ 94,363	\$ 94,363	\$ 94,363
Grand Total	\$ -	\$ -	\$ 87,225	\$ 94,363	\$ 94,363	\$ 94,363



Reserve Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
BUILDING INSPECTION						
AVAILABLE CASH-BLDG INSPECTION	229,720	156,857	156,857	127,757	127,757	127,757
Grand Total	\$ 229,720	\$ 156,857	\$ 156,857	\$ 127,757	\$ 127,757	\$ 127,757
BUILDING INSPECTION EXPENDITURES						
CAPITAL OUTLAY						
SITE IMPROVEMENTS	34,806	-	-	-	-	-
CAPITAL OUTLAY TOTAL	\$ 34,806	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS						
BUILDING DEPT EXP - FUND 055	38,057	-	29,100	29,100	29,100	29,100
TRANSFERS OUT TOTAL	\$ 38,057	\$ -	\$ 29,100	\$ 29,100	\$ 29,100	\$ 29,100
CONTINGENCY						
CONTINGENCY	-	-	127,757	98,657	98,657	98,657
CONTINGENCY TOTAL	\$ -	\$ -	\$ 127,757	\$ 98,657	\$ 98,657	\$ 98,657
Grand Total	\$ 72,863	\$ -	\$ 156,857	\$ 127,757	\$ 127,757	\$ 127,757

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
EQUIPMENT RESERVE REVENUES						
AVAILABLE CASH - EQUIP RES	230,480	-	-	-	-	-
Grand Total	\$ 230,480	\$ -	\$ -	\$ -	\$ -	\$ -
EQUIPMENT RESERVE EXPENDITURES						
TRANSFERS OUT						
TRANSFERS OUT	230,480	-	-	-	-	-



Reserve Fund

TRANSFERS OUT TOTAL	\$ 230,480	\$ -	\$ -	\$ -	\$ -	\$ -
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Grand Total	\$ 230,480	\$ -	\$ -	\$ -	\$ -	\$ -
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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EMERGENCY EQUIPMENT RESERVE REVENUES

AVAILABLE CASH - EMERG EQUIP	29,443	29,443	29,443	56,843	56,843	56,843
GEN FUND REV -EM EQ- FUND 055	-	-	27,400	27,400	27,400	27,400

Grand Total	\$ 29,443	\$ 29,443	\$ 56,843	\$ 84,243	\$ 84,243	\$ 84,243
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EMERGENCY EQUIPMENT RESERVE EXPENDITURES

CONTINGENCY

EMERGENCY EQUIP CONTINGENCY	-	-	56,843	84,243	84,243	84,243
CONTINGENCY TOTALS	\$ -	\$ -	\$ 56,843	\$ 84,243	\$ 84,243	\$ 84,243

Grand Total	\$ -	\$ -	\$ 56,843	\$ 84,243	\$ 84,243	\$ 84,243
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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FACILITY MAINTENANCE REVENUES

AVAILABLE CASH - FAC MAINT	32,309	(1,692)	-	-	-	-
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Grand Total	\$ 32,309	\$ (1,692)	\$ -	\$ -	\$ -	\$ -
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FACILITY MAINTENANCE EXPENDITURES

TRANSFERS OUT

TRANSFER TO GENERAL FUND	34,000	-	-	-	-	-
TRANSFERS OUT TOTALS	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -
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Reserve Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
PUBLIC SAFETY RESERVE						
AVAILABLE CASH-PUBLIC SAFETY R	85,806	216,725	248,186	404,830	404,830	404,830
MOTEL OCCUPANCY TAX 26.25%	176,208	207,025	180,000	195,000	195,000	195,000
Grand Total	\$ 262,015	\$ 423,750	\$ 428,186	\$ 599,830	\$ 599,830	\$ 599,830
PUBLIC SAFETY RESERVE EXPENDITURES						
PERSONNEL SERVICES						
MEDICAL INSURANCE CO-PAY	-	-	-	23,106	23,106	23,106
RETIREMENT	-	-	-	12,283	12,283	12,283
RETIREMENT - EE SHARE	-	-	-	3,277	3,277	3,277
SOCIAL SECURITY	-	-	-	4,178	4,178	4,178
VACATION/SICK BUYOUT	-	-	-	1,031	1,031	1,031
WAGES & SALARIES	-	-	-	53,581	53,581	53,581
WORKMANS COMP	-	-	-	1,241	1,241	1,241
PERSONNEL SERVICES TOTAL	\$ -	\$ -	\$ -	\$ 98,697	\$ 98,697	\$ 98,697
MATERIALS & SERVICES						
NARC DOG	-	-	-	-	9,250	9,250
MATERIALS & SERVICES TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 9,250	\$ 9,250
CAPITAL OUTLAY						
CODE ENFORCEMENT SOFTWARE	-	10,440	-	-	-	-
FIRE EQUIPMENT	-	13,980	-	2,400	2,400	2,400
PHONE SYSTEM	-	-	20,000	-	-	-
POLICE CAR PURCHASE	-	22,528	35,000	-	-	-
POLICE EQUIPMENT	-	8,786	-	-	-	-
POLICE JUSTICE SYSTEM	-	42,524	-	-	-	-
RADIO EQUIPMENT	-	20,872	-	-	-	-
SKIDSTEER	-	-	-	50,000	50,000	50,000
CAPITAL OUTLAY TOTAL	\$ -	\$ 119,130	\$ 55,000	\$ 52,400	\$ 52,400	\$ 52,400



Reserve Fund

TRANSFERS

TRANSFERS OUT	45,290	-	-	-	-	-	-
TRANSFERS OUT TOTAL	\$ 45,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONTINGENCY

CONTINGENCY	-	-	373,186	448,733	439,483	439,483
CONTINGENCY TOTAL	\$ -	\$ -	\$ 373,186	\$ 448,733	\$ 439,483	\$ 439,483

Grand Total	\$ 45,290	\$ 119,130	\$ 428,186	\$ 599,830	\$ 599,830	\$ 599,830
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Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
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PUBLIC WORKS RESERVE REVENUES

AVAILABLE CASH - PW RESERVE	956,840	944,038	944,038	990,937	990,937	990,937
BAD DEBT RECOVERY	-	-	-	1,100	1,100	1,100
INTEREST ON DEPOSIT-PW RESERVE	-	-	-	1,500	1,500	1,500
LATE FEE & PENALTIES	-	-	-	25,000	25,000	25,000

Grand Total	\$ 956,840	\$ 944,038	\$ 944,038	\$ 1,018,537	\$ 1,018,537	\$ 1,018,537
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PUBLIC WORKS RESERVE EXPENDITURES

CAPITAL OUTLAY

14SEW-2 CCTV SANITARY SYSTEM	12,802	-	-	-	-	-
SITE IMPROVEMENTS - SEWER	-	-	50,000	50,000	50,000	50,000
SITE IMPROVEMENTS - WATER	-	-	50,000	50,000	50,000	50,000
CAPITAL OUTLAY TOTAL	\$ 12,802	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

CONTINGENCY

CONTINGENCY	-	-	400,000	400,000	400,000	400,000
CONTINGENCY TOTAL	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000

UNAPPROPRIATED

RESRV FOR SEWER DEBT SERVC	-	-	444,038	518,537	518,537	518,537
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Reserve Fund

UNAPPROPRIATED TOTAL	\$ -	\$ -	\$ 444,038	\$ 518,537	\$ 518,537	\$ 518,537
Grand Total	\$ 12,802	\$ -	\$ 944,038	\$ 1,018,537	\$ 1,018,537	\$ 1,018,537
FUND REVENUE TOTALS	\$ 1,815,958	\$ 1,652,728	\$ 1,690,930	\$ 1,959,484	\$ 1,959,484	\$ 1,959,484
FUND EXPENDITURE TOTALS	\$ 395,435	\$ 119,130	\$ 1,690,930	\$ 1,959,484	\$ 1,959,484	\$ 1,959,484



Revolving Loan Fund

Programs

Economic Development Loans

Façade Grants

Revitalize Ontario

Activities

The Revolving Loan Fund accounts for the funding received from economic development loans and loans issued. In 2015-2016 the council approved a one-time allocation of \$50,000 for façade grants, also the council approved a grant match of \$14,000 to be allocated for an executive director at Revitalize Ontario. Currently there are four economic development loans outstanding. Interest received for economic development loans reduced by uncollectible loans is used for ECE grants.

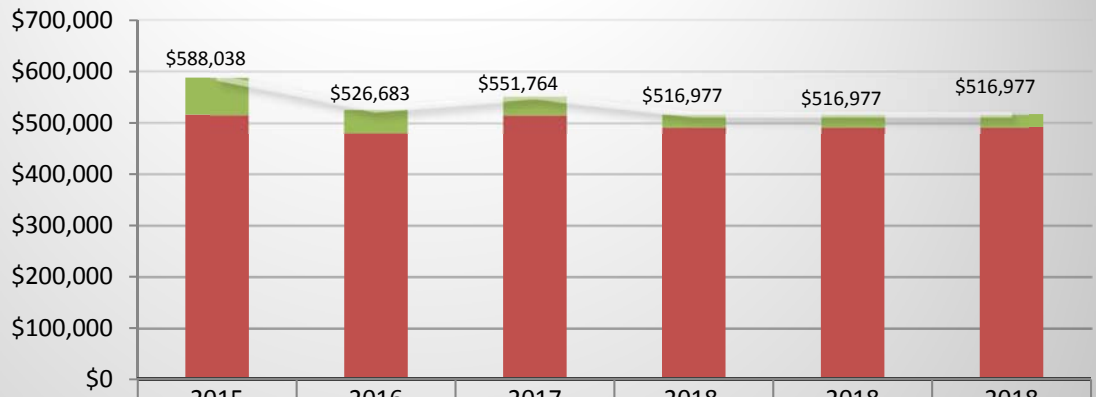
Core Values Impact

- ✓ Openness and Transparency
- ✓ Efficient use of funding to provide quality services to the citizens.
- ✓ Accurate reporting to answer questions effectively

Budget Adjustments

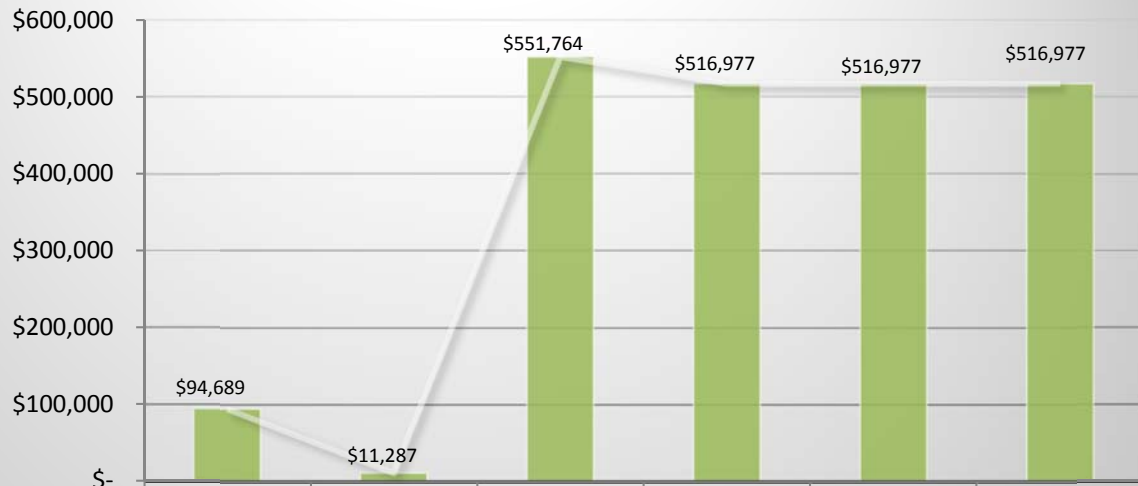
- ✓ Contingent upon Revitalize Ontario receiving a grant, the council approved an allocation of \$14,000 for an executive director.

Revolving Loan Fund Revenues



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
REVENUES	\$71,816	\$45,669	\$35,879	\$24,950	\$24,950	\$24,950
BEGINNING FUND BALANCE	\$516,222	\$481,014	\$515,885	\$492,027	\$492,027	\$492,027
Total Revenues	\$588,038	\$526,683	\$551,764	\$516,977	\$516,977	\$516,977

Revolving Loan Fund Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
MATERIALS & SUPPLIES	\$94,689	\$11,287	\$551,764	\$516,977	\$516,977	\$516,977
TOTAL PROGRAM COSTS	\$94,689	\$11,287	\$551,764	\$516,977	\$516,977	\$516,977



Revolving Loan Fund

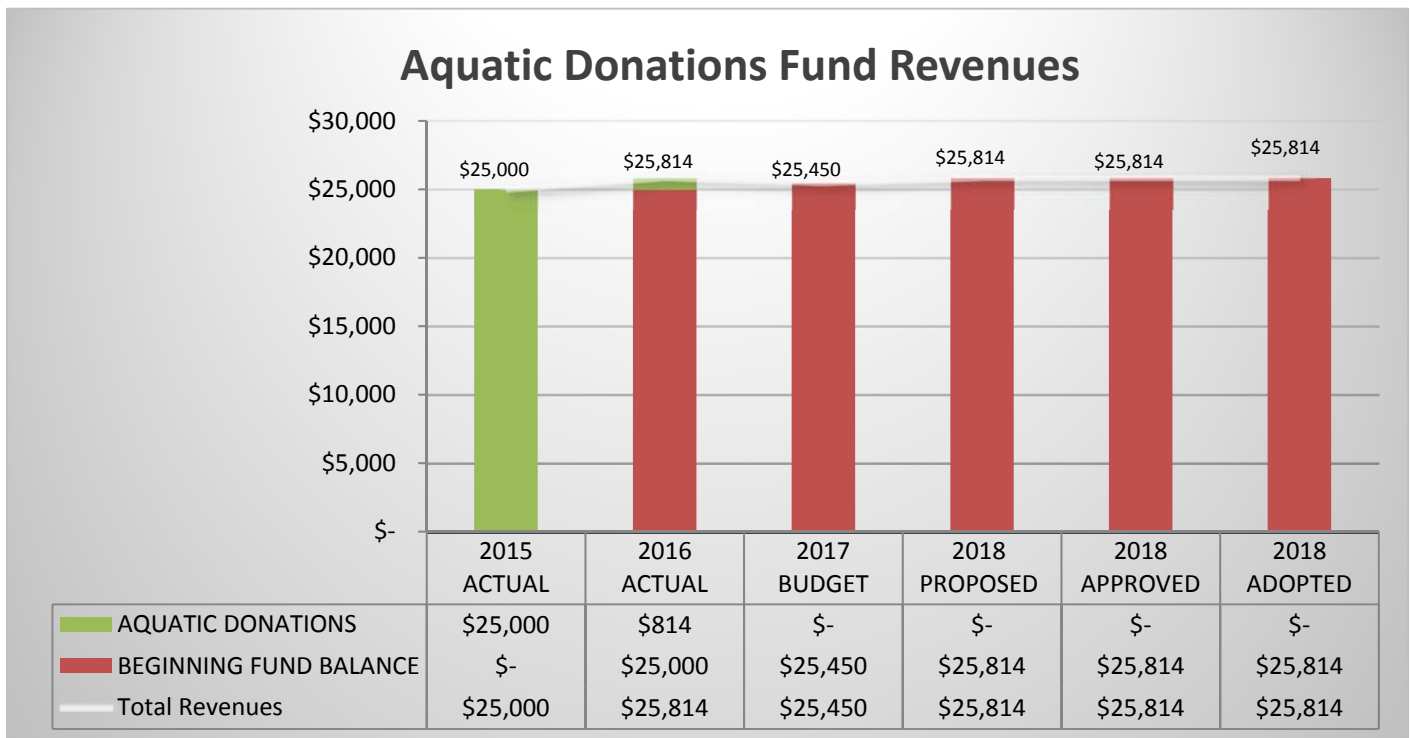
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
REVOLVING LOAN FUND REVENUES						
AVAILABLE CASH ON HAND	516,222	481,014	515,885	492,027	492,027	492,027
ECON DEV LOAN PAYMENTS	60,522	33,955	27,600	19,800	19,800	19,800
INTEREST ON RLF REPAYMENTS	10,098	11,714	8,279	5,150	5,150	5,150
LOAN AND FILING FEES	1,196	-	-	-	-	-
Grand Total	\$ 588,038	\$ 526,682	\$ 551,764	\$ 516,977	\$ 516,977	\$ 516,977
MATERIALS & SERVICES						
BAD DEBT EXPENSE	1,849	-	-	-	-	-
DOWNTOWN FACADE GRANTS	-	11,287	41,613	30,731	30,731	30,731
ECE GRANT DISBURSEMENTS	15,000	-	-	-	-	-
LOAN FUNDS AVAILABLE	77,840	-	510,151	472,246	472,246	472,246
REVITALIZE ONTARIO CONTRIBUTION	-	-	-	14,000	14,000	14,000
MATERIALS & SERVICES Total	\$ 94,689	\$ 11,287	\$ 551,764	\$ 516,977	\$ 516,977	\$ 516,977
Grand Total	\$ 94,689	\$ 11,287	\$ 551,764	\$ 516,977	\$ 516,977	\$ 516,977



Aquatic Donations Fund

Activities

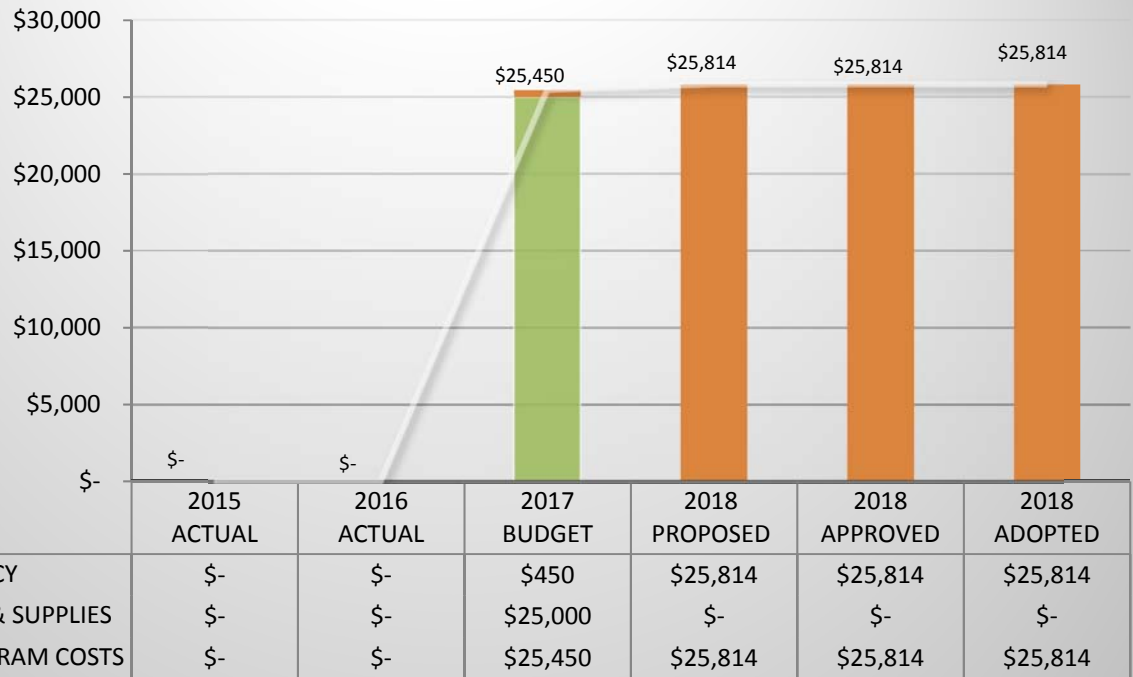
The Aquatic Donations Fund was created when the city received a \$25,000 donation from Saint Alphonsus Medical Center for the Aquatic Center. The Friends of the Aquatic Center have assisted the City with a grant application from Oregon Parks and Recreation and have initiated a fund raising campaign for additional dollars.





Aquatic Donations Fund

Aquatic Donations Fund Expenditures

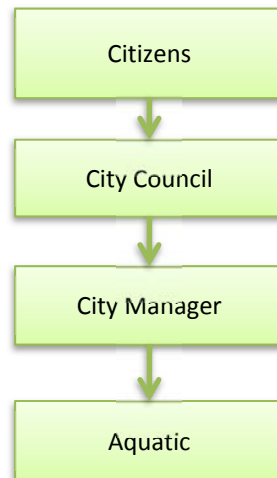




Aquatic Donations Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
AQUATIC DONATIONS FUND REVENUES						
AVAILABLE CASH ON HAND	-	25,000	25,450	25,814	25,814	25,814
DONATIONS	25,000	100	-	-	-	-
MISC COLLECTIONS	-	714	-	-	-	-
Grand Total	\$ 25,000	\$ 25,814	\$ 25,450	\$ 25,814	\$ 25,814	\$ 25,814
MATERIALS & SERVICES						
DONATION PAYBACK	-	-	25,000	-	-	-
MATERIALS & SERVICES Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
CONTINGENCY						
CONTINGENCY	-	-	450	25,814	25,814	25,814
CONTINGENCY TOTAL	\$ -	\$ -	\$ 450	\$ 25,814	\$ 25,814	\$ 25,814
Grand Total	\$ -	\$ -	\$ 25,450	\$ 25,814	\$ 25,814	\$ 25,814

Aquatic Center



Programs

Aquatic Building

Future Splash Park

Activities

This fund accounts for the operation and maintenance of the City's Aquatic Center. Currently, the aquatic center is closed and motel tax distributions are used to pay for the overhead costs necessary. The city in combination with the Friends of the Aquatic Committee is working on building a splash park. Several grants and donations have been received. An application for a state grant has been submitted.

Core Values Impact

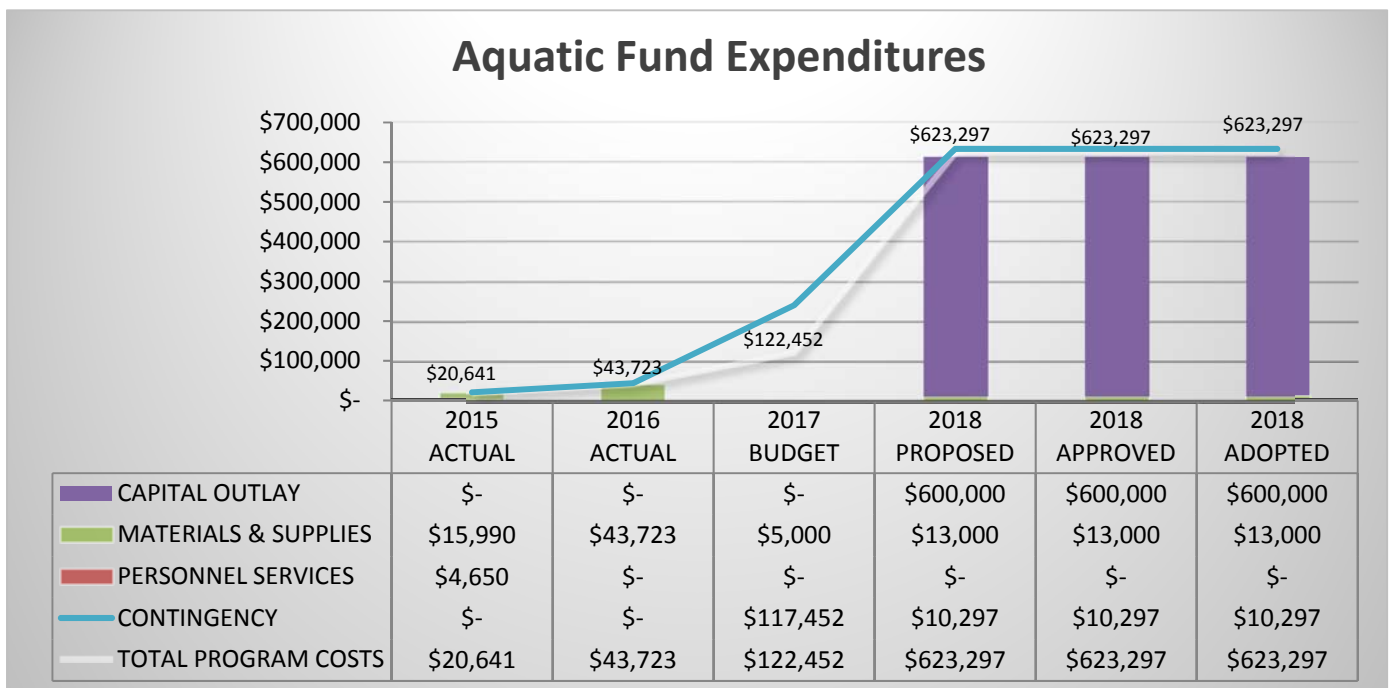
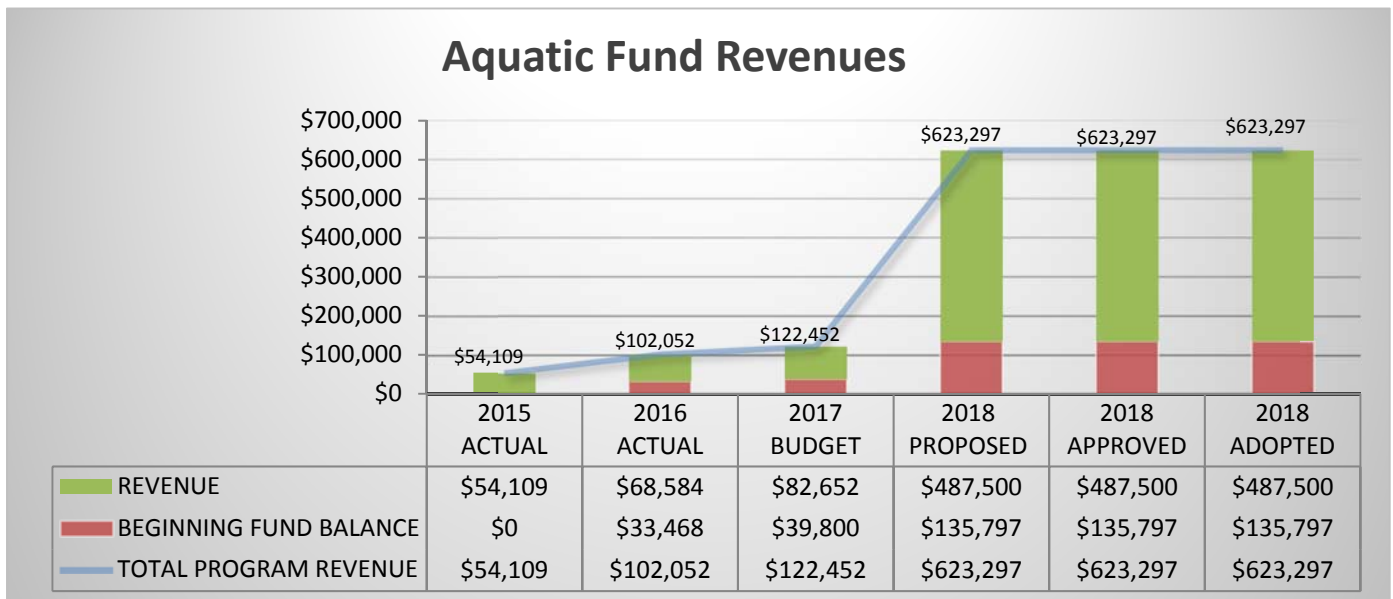
- ✓ Openness
- ✓ Providing superior quality and service

Accomplishments

- ✓ Submission of grant to Oregon Parks and Recreation Department
- ✓ Public support event with over 700 supporters

Budget Adjustments

- ✓ The Aquatic Fund is allocated 12.5% of motel occupancy tax revenues. Revenues are being accumulated to use as match funds for grant applications.





Aquatic Fund

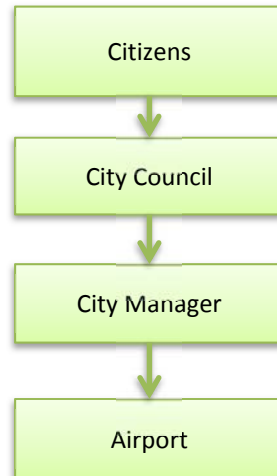
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
AQUATIC FUND REVENUES						
AQUATIC MISC REVENUE	200	-	-	-	-	-
AVAILABLE CASH ON HAND	-	33,468	39,800	135,797	135,797	135,797
MOTEL OCC TAX - AQUATIC	53,909	68,584	82,652	97,500	97,500	97,500
GRANTS & DONATIONS	-	-	-	390,000	390,000	390,000
Grand Total	\$ 54,109	\$ 102,052	\$ 122,452	\$ 623,297	\$ 623,297	\$ 623,297
PERSONNEL SERVICES						
DEFERRED COMPENSATION	45	-	-	-	-	-
MEDICAL INSURANCE CO-PAY	310	-	-	-	-	-
RETIREMENT	596	-	-	-	-	-
SOCIAL SECURITY	261	-	-	-	-	-
VACATION/SICK BUYOUT	1,417	-	-	-	-	-
WAGES & SALARIES	2,021	-	-	-	-	-
WORKMANS COMP	1	-	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ 4,650	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES						
BLDG MAINT & REPAIR	514	3,243	-	-	-	-
CONTRACT LABOR	4,194	4,194	-	-	-	-
CONTRACT SERVICES	-	27,814	-	-	-	-
DATA PROCESSING	352	-	-	-	-	-
ELECTRICITY	5,166	3,925	3,000	5,000	5,000	5,000
FUEL HEAT	4,979	3,826	2,000	8,000	8,000	8,000
LICENSES/PERMITS/FEES	-	134	-	-	-	-
OFFICE MACHINE CONTRACT	186	498	-	-	-	-
POSTAGE	-	26	-	-	-	-
PRINT / AD / RECORD	-	62	-	-	-	-
TELEPHONE	200	-	-	-	-	-



Aquatic Fund

UNEMPLOYMENT CLAIMS	400	-	-	-	-	-	-
MATERIALS & SERVICES TOTAL	\$ 15,990	\$ 43,723	\$ 5,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
CAPITAL OUTLAY							
AQU-50 SITE IMPROVEMENTS	-	-	-	600,000	600,000	600,000	600,000
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
CONTINGENCY							
OPERATING CONTINGENCY	-	-	117,452	10,297	10,297	10,297	10,297
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ 117,452	\$ 10,297	\$ 10,297	\$ 10,297	\$ 10,297
Grand Total	\$ 20,641	\$ 43,723	\$ 122,452	\$ 623,297	\$ 623,297	\$ 623,297	\$ 623,297

Airport



Programs

General Aviation Airport

Activities

The Airport Fund accounts for the operations of the airport and the maintenance of the land formerly used as the golf course. User fees are the main source of income within the airport.

Core Values Impact

- ✓ Openness

Accomplishments

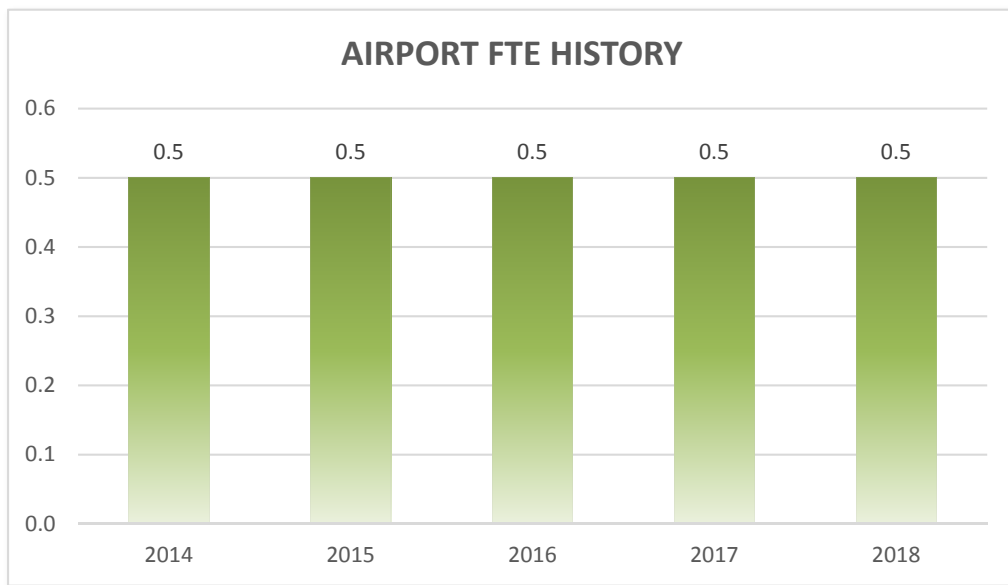
- ✓ Completed FAA funded that installed PAPI's, REIL's, Taxiway Edge Lights and Lighted Signs
- ✓ Applied for and was awarded a state grant to cover the city's grant match portion.

Budget Adjustments

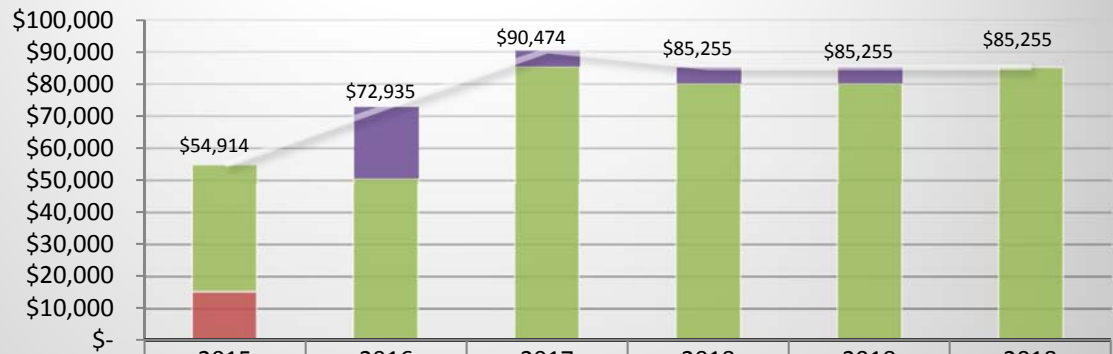
- ✓ In the 2016-2017 Budget the maintenance at the former golf course (which is airport property) was moved to the Airport Fund.



- ✓ The Airport is managed by a contract with a temporary staffing agency. The City has progressed through three part-time managers in the 2017 Fiscal Year.
- ✓ An assessment by the Airport Committee determined that a full-time Airport Manager was required to maintain the service level needed by corporate and private customers at the Airport. Funding for this position is not available with the current revenues.



Airport Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CAPITAL OUTLAY	\$-	\$22,243	\$5,000	\$5,000	\$5,000	\$-
MATERIALS & SERVICES	\$39,567	\$50,692	\$85,474	\$80,255	\$80,255	\$85,255
PERSONNEL SERVICES	\$15,347	\$-	\$-	\$-	\$-	\$-
TOTAL PROGRAM COSTS	\$54,914	\$72,935	\$90,474	\$85,255	\$85,255	\$85,255

Other Key Indicators

Indicator	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target



Airport Fund

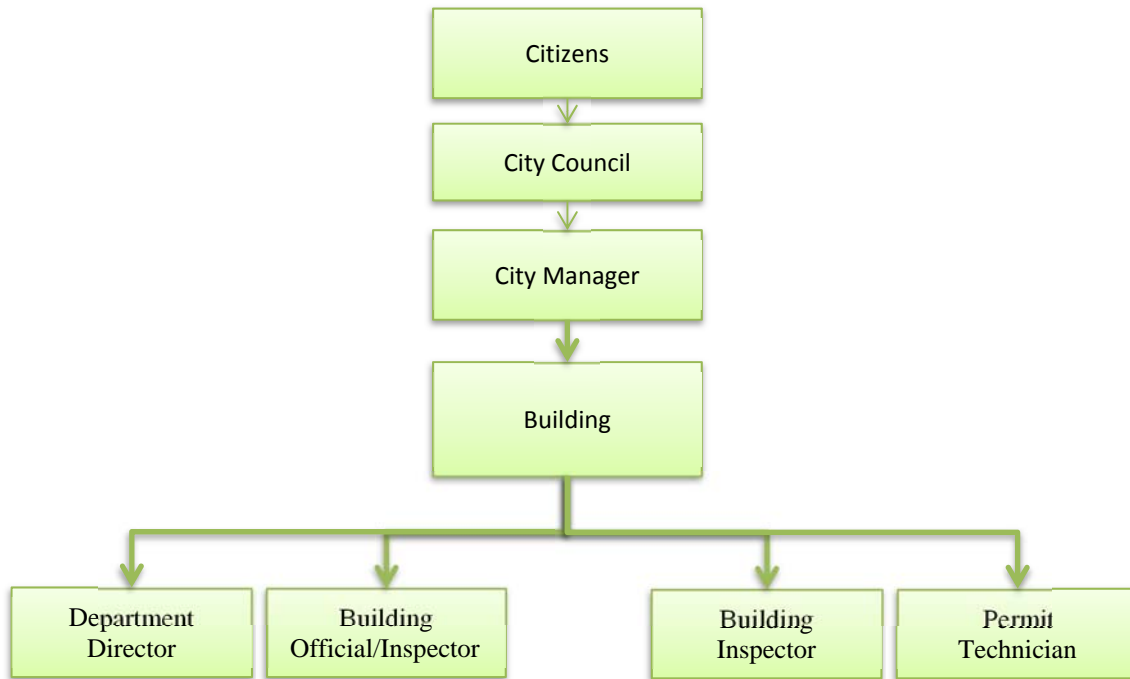
Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
AIRPORT REVENUES						
AVAILABLE CASH ON HAND	-	(87)	-	-	-	-
BLM LEASE	-	-	14,000	14,420	14,420	14,420
COMMERCIAL AIRPORT USE FEE	14,000	17,195	2,200	4,000	4,000	4,000
FUEL GAS SALES	16,133	12,356	12,000	12,000	12,000	12,000
HANGAR SPACE RENTALS	16,596	15,613	15,200	15,600	15,600	15,600
KITIMURA LEASE	-	-	800	800	800	800
MISC INCOME AIRPORT	1,600	1,500	1,602	1,500	1,500	1,500
OTHER RENT/USE FEES	7,023	5,900	3,672	4,200	4,200	4,200
TIE DOWN FEES (ANNUAL & TEMP)	(525)	450	1,000	600	600	600
TRANSFERS IN	-	19,520	40,000	32,135	32,135	32,135
Grand Total	\$ 54,827	\$ 72,447	\$ 90,474	\$ 85,255	\$ 85,255	\$ 85,255
PERSONNEL SERVICES						
DEFERRED COMPENSATION	149	-	-	-	-	-
MEDICAL INSURANCE CO-PAY	1,021	-	-	-	-	-
RETIREMENT	1,965	-	-	-	-	-
SOCIAL SECURITY	861	-	-	-	-	-
VACATION/SICK BUYOUT	4,677	-	-	-	-	-
WAGES & SALARIES	6,670	-	-	-	-	-
WORKMANS COMP	4	-	-	-	-	-
PERSONNEL SERVICES TOTAL	\$ 15,347	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES						
CHEMICAL / FERT / SEED	2,233	2,363	2,500	7,500	7,500	7,500
CONTRACT LABOR	20,078	28,213	27,631	30,000	30,000	30,000
CONTRACT SERVICES	508	3,000	3,000	15,000	15,000	15,000
COURSE MAINTENANCE	-	-	11,872	-	-	-
ELECTRICITY	1,835	1,718	10,500	8,000	8,000	8,000
EQUIPMENT REPAIR	1,693	1,149	400	400	400	400



Airport Fund

FUEL HEAT	-	-	4,000	3,000	3,000	3,000
GARBAGE SERVICE	-	-	30	30	30	30
GENERAL SUPPLIES	1,099	220	1,500	1,500	1,500	1,500
LIABILITY INSURANCE	2,915	2,915	11,831	5,000	5,000	5,000
LICENSES / PERMITS / FEES	30	83	85	350	350	350
OFFICE LEASES	5,100	5,100	4,500	5,100	5,100	5,100
OFFICE SUPPLIES	221	153	250	250	250	250
PETROLEUM SUPPLIES	1,226	736	1,000	1,000	1,000	1,000
POSTAGE	-	107	-	150	150	150
PRINT / AD / RECORD	273	184	275	275	275	275
RADIO MAINT.	25	37	300	300	300	300
TELEPHONE	1,641	1,615	1,800	1,900	1,900	1,900
VEHICLE REPAIR	689	-	500	500	500	500
MINOR AIRPORT IMPROVEMENTS	-	3,100	3,500	-	-	5,000
MATERIALS & SERVICES TOTAL	\$ 39,567	\$ 50,692	\$ 85,474	\$ 80,255	\$ 80,255	\$ 85,255
CAPITAL OUTLAY						
AIRPORT IMPROVEMENTS	-	22,243	5,000	5,000	5,000	-
CAPITAL OUTLAY TOTAL	\$ -	\$ 22,243	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Grand Total						
	\$ 54,914	\$ 72,935	\$ 90,474	\$ 85,255	\$ 85,255	\$ 85,255

Building Fund



Programs

The City of Ontario operates the Building Department under a MOA (Memorandum Of Agreement) with the State of Oregon Building Division and provides for the Building Official, Oregon Inspector Certification (OIC), A-level Plan Examiner, Fire and Life Safety Plans Examiner, Residential Plans Examiner (Residential Structural Inspector Cert), A-level Mechanical Inspector, Residential Inspector, A-level Structural Inspector, Residential Structural Inspector and Manufacture Home Inspector.

Activities

The Building Department Director oversees the day to day operation of the department. This includes budgeting, code interpretations and dealing with the general public’s questions and concerns.

The Building Official provides interpretation of the Uniform Building Code in conformance with the intent and purpose of this code as adopted by Section 4-1-1 of the City Code. He adopts and enforces rules and supplemental regulations in order to clarify the application of its provisions. He enforces the Dangerous Building Code adopted by the City of Ontario in Section 4-5-1.



The Plan Examiners review construction plans, blueprints, architectural drawings, design specifications and other documents for compliance on small and large commercial and Industrial structures along with all types of residential dwellings, mechanical, energy and fire protection codes. They provide code interpretation guidance and counseling on technical issues, technology, advice and problem-solving assistance to department staff, inspectors and general public.

The Structural/Mechanical Inspectors enforce the State Structural Safety, Mechanical and City Codes through plan reviews and inspections of all building types.

The Permit Technician helps the general public with questions regarding the permit process. She receives, distributes, and processes building permit applications and permits and compiles fees. She researches information for the Building Official and Inspectors and helps create and maintain building filing and record systems, database, and end of month reports.

Core Values Impact

- ✓ Adhering to the highest quality public service, while performing our jobs through knowledge and continuing education
- ✓ Showing openness and transparency in every aspect of our duty
- ✓ Maintaining the highest order of respect for all the citizens, along with fellow staff
- ✓ Responding to questions effectively and in a fast and efficient manner, while maintaining professionalism.

Accomplishments

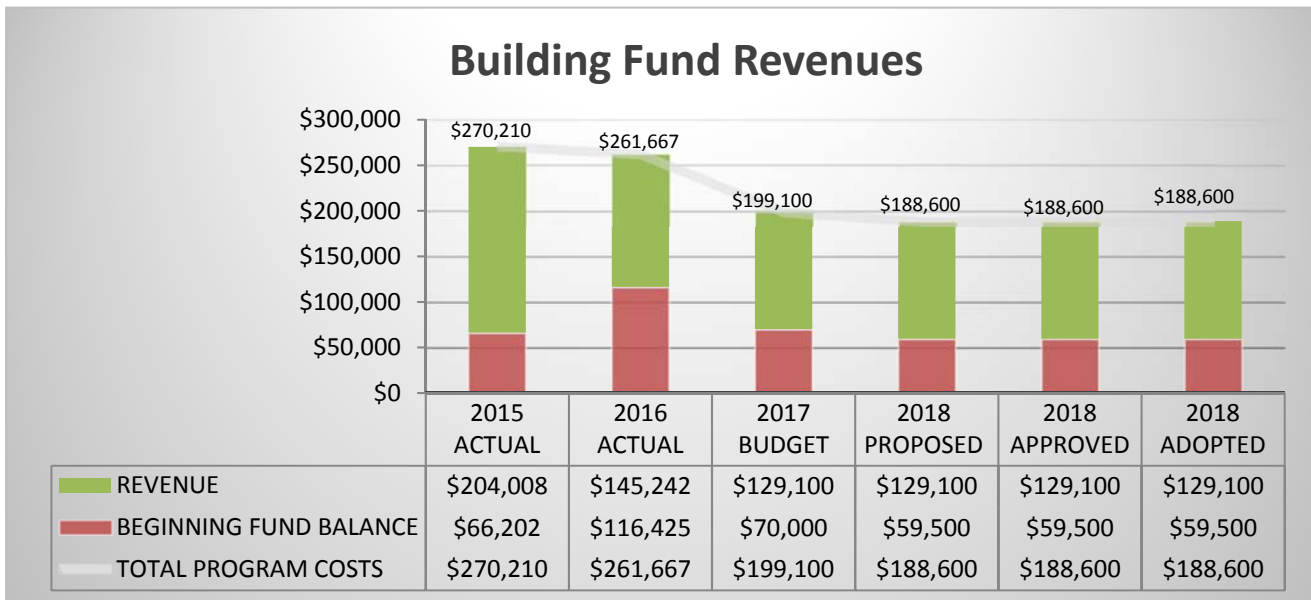
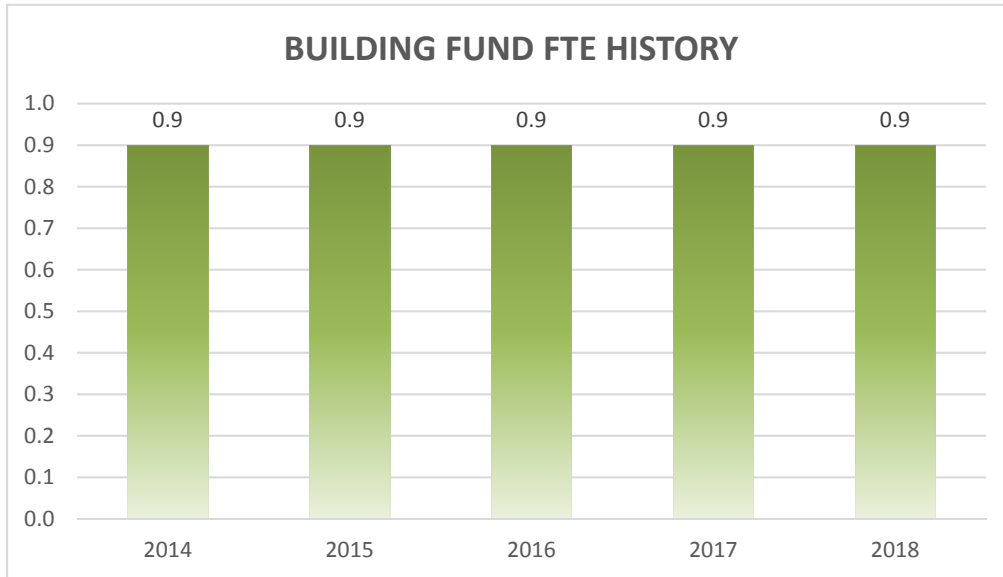
- ✓ In 2016, staff has processed 263 building permits
- ✓ In 2016, the building department brought in \$133,007 in total revenue
- ✓ In 2016, the building department construction valuation totaled \$11.7 million
- ✓ This past winter staff dealt with and handled, with professionalism, hundreds of calls and concerns with snow damage. This included questions concerning insurance, building plans, answering code questions, contacting contractors to volunteer with snow removal, attending community meetings, and volunteering to hand out sand bags
- ✓ Staff attended 41 PDAC (Pre Design Advisory Committee) meetings on proposed developments
- ✓ Staff attended several continuing education and training seminars

Budget Adjustments

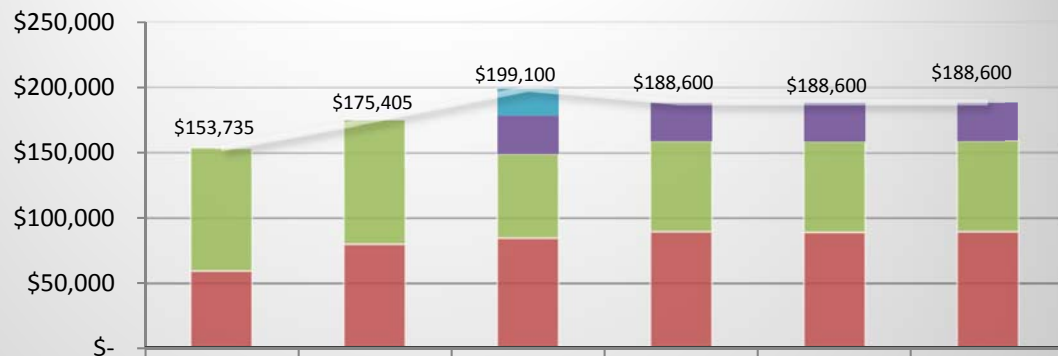
- ✓ Bank fees reduced by \$75
- ✓ Building maintenance and repair reduced by \$500
- ✓ Data processing reduced by \$250



- ✓ General supplies reduced by \$350
- ✓ Office supplies reduced by \$450
- ✓ Contract services reduced by \$100
- ✓ Professional Development increase of \$167 (classes to maintain permit certification)



Building Fund Expenditures



	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 APPROVED	2018 ADOPTED
CONTINGENCY	\$-	\$-	\$20,514	\$180	\$561	\$180
CAPITAL OUTLAY	\$-	\$-	\$29,100	\$29,100	\$29,100	\$29,100
MATERIALS & SERVICES	\$94,122	\$95,259	\$64,771	\$69,694	\$69,694	\$69,694
PERSONNEL SERVICES	\$59,614	\$80,146	\$84,715	\$89,626	\$89,245	\$89,626
TOTAL PROGRAM COSTS	\$153,735	\$175,405	\$199,100	\$188,600	\$188,600	\$188,600

Other Key Indicators

Indicator	2014-15 Actual	2015-16 Actual	2016-17 Actual/Target	2017-18 Target	2018-19 Target	2019-20 Target
Mechanical Permits	165	167	126/150	150	160	170
Residential Structural Permits	37	18	20/25	25	28	32
Commercial Structural Permits	63	77	60/65	65	70	75
New Residential Buildings	4	2	3/3	3	4	5
New Commercial Buildings	5	3	5/6	4	5	6
Total Mechanical & Structural Permits	100	95	80/90	90	95	100



Building Fund

Description	2015 Actual	2016 Actual	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
BUILDING REVENUES						
AVAILABLE CASH ON HAND	66,202	116,425	70,000	59,500	59,500	59,500
BUILDING PERMITS & FEES	165,901	145,242	100,000	100,000	100,000	100,000
TRANS FROM BLDG RESRV	38,057	-	29,100	29,100	29,100	29,100
BUILDING MISC REVENUE	50	-	-	-	-	-
Grand Total	\$ 270,210	\$ 261,667	\$ 199,100	\$ 188,600	\$ 188,600	\$ 188,600
PERSONNEL SERVICES						
DEFERRED COMPENSATION	-	270	270	270	270	270
EMPLOYER PAID BENEFITS	-	-	2,402	2,486	2,317	2,486
MEDICAL INSURANCE CO-PAY	11,356	15,295	16,338	17,043	17,043	17,043
OVERTIME	1,625	2,333	3,000	3,000	3,000	3,000
RETIREMENT	5,650	8,758	8,750	10,974	10,960	10,974
SOCIAL SECURITY	2,669	3,633	4,005	4,145	4,130	4,145
VACATION/SICK BUYOUT	-	-	1,647	1,704	1,693	1,704
WAGES & SALARIES	38,286	49,826	48,023	49,716	49,537	49,716
WORKMANS COMP	27	31	280	288	295	288
PERSONNEL SERVICES TOTAL	\$ 59,614	\$ 80,146	\$ 84,715	\$ 89,626	\$ 89,245	\$ 89,626
MATERIALS & SERVICES						
BANK FEES / CHARGES	348	-	100	25	25	25
BUILDING MAINT & REPAIR	299	-	750	250	250	250
CELL PHONE	315	378	405	396	396	396
CONTRACT SERVICES	-	-	-	390	390	390
DATA PROCESSING	875	2,068	1,218	-	-	-
GENERAL SUPPLIES	1,362	4,522	1,925	1,575	1,575	1,575
INSPECTION SERVICES AGMT	87,188	76,321	44,000	50,000	50,000	50,000
MEDICAL EXAMS	-	40	-	-	-	-
OFFICE MACHINE CONTRACT	170	470	400	400	400	400
OFFICE SUPPLIES	2,412	1,110	1,740	1,290	1,290	1,290



Building Fund

POSTAGE	83	55	400	400	400	400
PRINT / AD / RECORD	757	-	500	500	500	500
PROFESSIONAL DEVELOPMENT	314	-	1,333	1,500	1,500	1,500
PROFESSIONAL SERVICES	-	-	-	968	968	968
STATE ASSESSMENT	-	10,295	12,000	12,000	12,000	12,000
MATERIALS & SERVICES TOTAL	\$ 94,122	\$ 95,259	\$ 64,771	\$ 69,694	\$ 69,694	\$ 69,694

CAPITAL OUTLAY

BUILDING IMPROVEMENTS	-	-	29,100	29,100	29,100	29,100
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ 29,100	\$ 29,100	\$ 29,100	\$ 29,100

CONTINGENCY

OPERATING CONTINGENCY	-	-	20,514	180	561	180
CONTINGENCY TOTAL	\$ -	\$ -	\$ 20,514	\$ 180	\$ 561	\$ 180

Grand Total	\$ 153,735	\$ 175,405	\$ 199,100	\$ 188,600	\$ 188,600	\$ 188,600
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