

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



**STUDY SESSION AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
THURSDAY, NOVEMBER 7, 2019, 6:00 PM, MT**

Pursuant to the Public Meetings Laws and Rules within the Oregon Revised Statutes, the City Council has the authority, ability, and standing to take action on any items on the Agenda, or add items to the Agenda, during the Study Session or Regular Meeting, as long as all public meeting notice requirements have been met.

1) CALL TO ORDER

Roll Call: Freddy Rodriguez _____ Marty Justus _____ Ramon Palomo _____ Dan Capron _____
Michael Braden _____ Norm Crume _____ Mayor Riley Hill _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on November 5, 2019. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) PUBLIC COMMENTS Citizens may address the Council; however, Council may not be able to provide an immediate answer or response. Out of respect to the Council and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

5) SPECIAL ACTION - JOINT PUBLIC HEARING

- A) Joint Public Hearing Meeting with Malheur County Court: Ordinance #2766-2019: An Ordinance Amending the City of Ontario Comprehensive Plan and Zoning Maps by Expanding the Urban Growth Boundary to Change the Designation of Certain Land from County Exclusive Farm Use (C-A1) to Ontario Urban Growth Area (UGA); Rezoning said Certain Land to Urban Growth Area – Residential (UGA-R); and Declaring an Emergency

6) OLD BUSINESS

- A) Ordinance #2765-2019: Marijuana Employee Tax Amendment (Final Reading)
B) Revised Intergovernmental Agreement with Ontario Recreation District

7) NEW BUSINESS

- A) Liquor License Application: Seventensplit, LLC
B) Application to Operate Taxi Service
C) Resolution #2019-135: Appropriate Additional Funding for Ballistic Shields and Car Leases
D) Bid Award: Trademark for the Wayfinding Project RFP 09-2019-01

8) DEPARTMENT HEAD UPDATES

- A) Finance: Monthly Report
B) Public Works - Quarterly Report
C) Airport: Semi-Annual Report

9) DISCUSSION ITEMS

- A) Invitation to Santa's Breakfast 2019
- B) Emergency Shelter Housing
- C) SRCI Update
- D) ESCO Project

10) HAND-OUTS

- A) Invitation to Honor Veteran Jerry Haines for Volunteerism
- B) Minutes:
County Court~ 10-02-2019; 10-16-2019; 10-23-2019
Public Works Committee~ 09-20-2019 **DRAFT**
- C) Packet:
V&C Board - 11-07-2019 w/Oct 3, 2019 Minutes
- D) Monthly Stats:
Fire & Rescue - Oct 2019
Public Works - Sep/Oct 2019
Code Enforcement - Oct 2019
Police - Oct 2019

11) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

12) ADJOURN



AGENDA REPORT
SPECIAL ACTION - JOINT PUBLIC HEARING
November 7, 2019

To: Mayor and City Council

FROM: Eric Evans and Dan Cummings

THROUGH: Adam J. Brown, City Manager

SUBJECT: **JOINT PUBLIC HEARING MEETING WITH MALHEUR COUNTY COURT:
ORDINANCE #2766-2019: AN ORDINANCE AMENDING THE CITY OF ONTARIO
COMPREHENSIVE PLAN AND ZONING MAPS BY EXPANDING THE URBAN
GROWTH BOUNDARY TO CHANGE THE DESIGNATION OF CERTAIN LAND
FROM COUNTY EXCLUSIVE FARM USE (C-A1) TO ONTARIO URBAN GROWTH
AREA (UGA); REZONING SAID CERTAIN LAND TO URBAN GROWTH AREA –
RESIDENTIAL (UGA-R); AND DECLARING AN EMERGENCY**

DATE: October 22, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ACCEPT THE RECOMMENDATION OF THE ONTARIO PLANNING COMMISSION AND THE MALHEUR COUNTY COURT AND APPROVE THE FINDINGS OF FACT AND APPROVE ORDINANCE#2766-2019 AN ORDINANCE AMENDING THE CITY OF ONTARIO COMPREHENSIVE PLAN AND ZONING MAPS BY EXPANDING THE URBAN GROWTH BOUNDARY TO CHANGE THE DESIGNATION OF CERTAIN LAND FROM COUNTY EXCLUSIVE FARM USE (C-A1) TO ONTARIO URBAN GROWTH AREA (UGA); REZONING SAID CERTAIN LAND TO URBAN GROWTH AREA – RESIDENTIAL (UGA-R); AND DECLARING AN EMERGENCY

SUMMARY:

A zone change is proposed for the property as shown on Map 1, attached as Exhibit 1. The overall affect is to bring the property into the Ontario URA/UGB and ultimately annex the property into the City of Ontario. This is in order to alleviate a public health risk created by a failing onsite wastewater treatment system on the property. The owners of the property intend to connect to Ontario's water and sewer system.

BACKGROUND:

Use/Surrounding Uses. The subject property is 0.94 acres and since approximately 1960 has been used for a single family residential dwelling. The property is completely surrounded by lands zoned UGA-R and industrial and is irrevocably committed to other uses.

Analysis for Compliance with State and Local Regulations. The requirements of statewide Goal 14 Urbanization are required to be addressed when amending an urban growth boundary. Oregon Administrative Rules Chapter 660 Division 24 contains the requirements for addressing Goal 14 and is addressed under Section IV. Because the Property proposed for inclusion in Ontario's UGB is currently zoned EFU, a goal exception to Statewide Goal 3 Agricultural Lands is sought under OAR 660-004-0028 as the property is irrevocably committed to other uses. A goal exception essentially justifies why the requirements of an applicable statewide goal should not apply to a particular use that cannot reasonably be accommodated in an area that does not require an exception.

Statewide land use goals and implementing OARs applicable to this request are addressed in Section IV.

The property will be rezoned from County Exclusive Farm Use (C-A1/EFU) to Ontario UGA Residential (UGA-R). It is further anticipated that the property will be annexed into the Ontario City limits.

In addition to the requirements under Oregon's statewide goals and administrative rules, Malheur County and the City of Ontario have criteria in their zoning ordinances that must be met in order for the proposal to be approved. County and City provisions are addressed in Section III. Because the plan amendment and zone change affect land within the County's jurisdiction and the City of Ontario, both the County and City governing bodies must approve the zone change and amendment to the UGA.

This request is being processed subject the procedures for a quasi-judicial land use hearing contained in Chapter 11 of the Malheur County Code, and the Urban Growth Area Joint Management Agreement between the City of Ontario and Malheur County.

Applicable City and County Criteria and Standards:

1. The applicable criteria can be found in **Ontario Planning and Zoning Development Standards 10B-20-30: REQUIRED FINDINGS, DECISION CRITERIA:**

a. The Zoning Map amendment is in conformance with Statewide planning goals and guidelines.

Proposed Finding: Statewide land use goals and implementing OARs applicable to this request are addressed in Section IV.

b. The Zoning map amendment is in conformity with the acknowledged Comprehensive plan.

Proposed Finding: The Malheur County Comprehensive Plan states, “The county will work with the cities of Ontario, Nyssa, and Vale in establishing and amending urban growth boundaries and joint management agreements.” Malheur County and the City of Ontario have an ongoing relationship in order to jointly manage lands in the UGB, pursuant to the Ontario Joint Management Plan. Both Malheur County and the City of Ontario agree that the subject property was overlooked when the last URA amendment for the city occurred in 2007, and this process will rectify the error. Malheur County and the City of Ontario also agree that the subject property is irrevocably committed to other uses. Had the property been included in the URA it would have been first priority for inclusion in the Ontario UGB.

c. The applicant has demonstrated a mistake or error in the original zone designation or the applicant has demonstrated a change in physical, social or market conditions generally effecting the area which make the proposed change appropriate.

Proposed Finding: Both Malheur County and the City of Ontario agree that the subject property was overlooked when the last URA amendment for the City occurred in 2007, and this process will rectify the error. Malheur County and the City of Ontario also agree that the subject property is irrevocably committed to other uses. Had the Property been included in the URA it would have been first priority for inclusion in the Ontario UGB.

d. A public need is demonstrated for this zoning at this location and is not the granting of special privilege for a single property or small group of properties.

Proposed Finding: The residence on the subject property has a failed onsite wastewater treatment system which in itself has a negative effect on the groundwater of the area. By adding the Property to the UGB and then annexing it into the City of Ontario, urban level facilities will be provided having a net positive affect on the groundwater in the area and alleviate a public health threat (see Exhibit 4).

e. The property affected by the change is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.

Proposed Finding: The property is 0.94 (40,946 square feet) acres and has 150 feet of street frontage. The City of Ontario has established minimum lot size of 5,000 square feet and each lot must have 50 feet of street frontage. The property is more than adequate in size and shape to facilitate its use and development.

f. The property affected by the proposed change of zone is property related to streets and public facilities, with services adequate to meet the demands of the uses allowed in the new zone.

Proposed Finding: The property is located adjacent to SW 4th Avenue. There is both water and sewer available and is currently stubbed out to service the property (Exhibit 3).

g. The proposed Zoning Map change will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges in the air, water, or land.

Proposed Finding: This proposal will have no impact on any of the surrounding uses with respect to dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water, or land. The property is already developed as a single-family dwelling and will continue to be zoned residential; this criterion is not applicable.

2. The applicable criteria can be found in **Malheur County Code 6-10-7: COMPLIANCE WITH COMPREHENSIVE PLAN:**

In considering an amendment to the text or the zoning maps, the Planning Commission and County Court shall determine the following:

a. That the proposed change is consistent with the Comprehensive Plan.

Proposed Finding: The Malheur County Comprehensive Plan states, "The county will work with the cities of Ontario, Nyssa, and Vale in establishing and amending urban growth boundaries and joint management agreements." Malheur County and the City of Ontario have an ongoing relationship in order to jointly manage lands in the UGB, pursuant to the Ontario Joint Management Plan. Both Malheur County and the City of Ontario agree that the subject property was overlooked when the last URA amendment for the city occurred in 2007, and this process will rectify the error. Malheur County and the City of Ontario also agree that the subject property is irrevocably committed to other uses. Had the property been included in the URA, it would have been first priority for inclusion in the Ontario UGB.

b. That the level of development in other locations has reached the point whereby additional land is needed for the proposed use(s), and that the area of the proposed change can best meet such needs.

Proposed Finding: Because the property is already developed as a single-family dwelling and will continue to be zoned residential, this criterion is not applicable. This amendment will correct a mistake when the subject property was inadvertently left out of the last Ontario URA amendment in 2007. The proposed site is needed for residential development and is already developed for the proposed use. Including the property within the Ontario UGA (and annexation) will allow urban facilities to the property.

c. That adequate rural services are available and will not be overburdened.

Proposed Finding: The subject property will be zoned UGB and then annexed into the City of Ontario. Thereafter, the property will connect to city water and sewer services. Urban services will be provided and will not be overburdened. Public facilities are stubbed to and extend beyond the property (Exhibit 2). This criterion is not directly applicable, as the proposal is to provide urban services to the site.

d. That amendments to the text or zoning map which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the transportation system plan. This shall be accomplished by one of the following:

1. Limiting allowed land uses to be consistent with the planned function of the transportation facility;
2. Amending the transportation system plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the transportation planning rule; or
3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes.

A text of zoning map amendment significantly affects a transportation facility if it:

1. Changes the functional classification of an existing or planned transportation facility;
2. Changes standards implementing a functional classification system;
3. Allows types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or
4. Would reduce the level of service of the facility below the minimum acceptable level identified in the transportation system plan (Ord. 125, 6-2-2000).

Proposed Finding: The subject property is 0.94 acres and currently has a home which was constructed in 1960. No new development is proposed with this amendment. This proposal will not impact transportation facilities.

Applicable Statewide Planning Goals and Oregon Administrative Rules.

A. Goal 1 - Citizen Involvement

Proposed Finding: This goal is met through the required quasi-judicial process including public notice and public hearings. The process provides the opportunity for citizens to be involved by allowing them to comment and present testimony or evidence on the proposed amendment.

B. Goal 2 - Land Use Planning

OAR 660-004-0028 Exception Requirements for Land Irrevocably Committed to Other Uses.

Proposed Finding: Goal 2 outlines the basic procedures of Oregon's statewide planning program. Goal 2 also requires consistency between comprehensive plans and implementing zones. In order to achieve consistency in this matter, an exception to Goal 3, under Goal 2 is required to justify why the proposed amendment into the UGB should be allowed on land zoned EFU. The property is deemed irrevocably committed to other uses as set in OAR 660-004-0028(2).

Characteristic of the exception area: The property is 0.94 acres. It was inadvertently left out of the URA expansion when the last URA amendment was adopted by Malheur County and the City of Ontario in 2007. *See Malheur County Ordinance #167, recorded with the Malheur County Clerk on October 25, 2017, Instrument #2007-7974.*

Characteristic of adjacent lands: The subject parcel is completely surrounded by Ontario-Industrial lands to the east and north, Ontario-URA-Industrial to the west, and Ontario-UGA-Residential to the south. (Map Exhibit 1)

The relationship between the exception area and the lands adjacent to it: The exception area is a single small parcel which is not large enough to be farmed. The exception area is surrounded by urban zones. Adjacent properties are not farmed. The current owners of the property do not own any adjacent property.

Other relevant factors in OAR 660-004-0028(6): Currently, there are nearby public water and sewer facilities which can adequately supply urban levels of services to the property. These public works facilities are underground and stubbed to the property. The property is small at 0.94 acres and impracticable to farm. The owners of the property do not own adjacent property. Urban and industrial uses occur on adjacent property. Adjacent properties are not in farm use.

C. Goal 3 - Agricultural Lands

Proposed Finding: Goal 3 is applicable because the property is currently zoned C-A1-EFU. In order to add it to the UGB, an exception to this Goal is required. The requirements for justifying a goal exception are contained in Goal 2 Land Use Planning and in OAR 660-004-0028, which is addressed above. The property is 0.94 acres and is too small to be farmed. The property is completely surrounded by residential and industrial zones and is currently used as a non-farm residential dwelling. The property is irrevocably committed to other uses and farming the property is impracticable. The exclusive farm use designation should not apply to the property.

D. Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Space

Proposed Finding: No identified natural resources have been identified on the subject property. The property is too small to be farmed as a single unit and cannot be combined with other resource lands as the surrounding property is zoned residential or industrial. Farm use does not occur on adjacent properties.

E. Goal 6 - Air, Land, and Water Quality

Proposed Finding: No negative impacts to air, land, water, or other resources have been identified through this process. The residence on the subject property has a failed onsite wastewater treatment system which in itself has a negative effect on the groundwater of the area. By adding the property to the UGB and then annexing it into the City of Ontario, urban level facilities will be provided having a net positive affect on the groundwater in the area.

F. Goal 7 - Areas Subject to Natural Hazards

Proposed Finding: No known natural hazards have been identified on the property. The subject property is outside the 100 and 500 year floodplains.

G. Goal 8 - Recreation

Proposed Finding: No current recreational lands or properties are being affected by this UGB expansion. This goal is not applicable.

H. Goal 9 - Economic Development

Proposed Finding: Goal 9 requires cities to provide an estimate of the approximate number, acreage, and site characteristics needed to accommodate industrial and other employment uses to implement plan policies. This goal is not applicable as the property is to be zoned residential.

I. Goal 10 - Housing

Proposed Finding: The City of Ontario requires 50 foot of street frontage for any residential development and at least 5000 square feet of area. The property currently has a little over 150 feet of street frontage on 4th Avenue. Therefore, a maximum of 3 homes could be built once the property is annexed into the city. This is highly unlikely considering the current home would have to be demolished to develop the property to this potential. As a result, the UGB expansion will have no immediate effect on housing for Ontario. The overall development potential is a maximum of 3 residential dwellings (either single-family or duplex).

J. Goal 11 - Public Facilities and Services

Proposed Finding: The subject property sites a single-family dwelling. Adequate public facilities and services are stubbed to the property. The UGB expansion would not change public services provided by the City of Ontario. (Exhibit 2)

K. Goal 12 - Transportation

Proposed Finding: This action will not create additional average daily trips and will not trigger a traffic impact analysis under the Malheur County or City of Ontario Transportation System Plans. New access to the property is not needed. The property has a driveway access/frontage on 4th Avenue. A safe, convenient, and economic transportation system consisting of developed and maintained county roads and city streets serve the property.

L. Goal 13 - Energy

Proposed Finding: Additional energy services are not expected with this expansion of the UGA. The use of Ontario public utilities on the property will be more energy efficient.

M. Goal 14 - Urbanization

Proposed Finding: The subject property currently contains a single-family dwelling, and the city has adequate public facilities and services to serve it. The property is currently developed as a non-farm dwelling and is immediately surrounded by urban uses. This amendment is needed for an orderly and efficient transition from C-A1/EFU to UGA-residential and will provide for a more livable area in order to accommodate a failing wastewater system on the property. This UGB expansion is not based on land need, but rather to correct an error when the property was not included in the URA in 2007 and to solve an environmental health matter. The findings, exhibits, analysis, urbanization stud, and data supporting Malheur County Ordinance #167, which established the Ontario URA in 2007, is incorporated herein by reference. Ordinance #167 was recorded with the Malheur County Clerk on October 25, 2007, as Instrument #2007-7974.

CURRENT SITUATION:

Summary Conclusions and Planning Commission Decision. A request for a UGB expansion and rezone from C-A1/EFU to UGA-R of property may be recommended for approval or denial by the Planning Commission to the City Council if all applicable decision criteria and standards are found met, or able to be met through appropriate conditions of approval. In this case, findings must be made by the Planning Commission that the specific criteria are either met, able to be met through conditions of approval, or not met; options and discussion are provided under “**Findings:**” and “**Conclusion:**” for each criterion. **All** of the criteria and standards must be met in order for the request to be recommended for approval. At the October 24, 2019 Joint

County and City of Ontario Planning Commissions at a Public Hearing did recommendation approval by the County Planning Commission by consensus recommended approval to the County Court and by the Ontario Planning Commission a recommendation for approval to the Ontario City Council.

ANALYSIS:

- A. **STRATEGIC PLAN** This action meets the City's plan for growth and desirability of property into the city UGA to allow the current homeowner to enjoy the lifestyle of our community and enhance their quality of life but enjoining the benefits of city services, once they complete the process of Annexation.
- B. **FINANCIAL** This action paves the way to add property and dwelling to the city tax roll once the next step of annexation is completed as well as help pay for the existing city infrastructures of sewer and water mainline maintenance by pay for the use of these facilities.
- C. **TIMING** This action is an emergency for health reasons as the septic system has failed and this action is needed to legally allow the connection to city services.
- D. **POLICY/LEGAL** This action is necessary to legally allow the connection to City services.

ALTERNATIVES:

Council Could not approve this action leaving the property in the County but authorize the connection to city services under an emergency action for health and safety reasons.

RECOMMENDATION:

Staff recommends the approval of this action.

ATTACHMENTS:

1. Ord #2766-2019 - Sherri Hart



ORDINANCE #2766-2019

An Ordinance Amending the City of Ontario Comprehensive Plan and Zoning Maps by Expanding the Urban Growth Boundary to Change the Designation of Certain Land from County Exclusive Farm Use (C-A1) to Ontario Urban Growth Area (UGA); Rezoning said Certain Land to Urban Growth Area – Residential (UGA-R); and Declaring an Emergency

- WHEREAS,** The City of Ontario (City) proposes to amend its urban growth boundary to include approximately 0.94 contiguous acres in Malheur County generally described as follows (subject property): Statutory Warranty Deed #2013-1192, Exhibit “1”.
Ref#: 7685; Map: 18S47E06D; Tax Lot 200 0.94 acres zoned County EFU; and
- WHEREAS,** The City has demonstrated that the proposed amendment meets all applicable local and state laws and rules; and
- WHEREAS,** Once in the urban growth boundary all uses and development of the above referenced property shall comply with City of Ontario plans, ordinances and zoning texts; which the County adopts herein by reference; and
- WHEREAS,** Once the subject property is within the UGB it shall be rezoned to Ontario UGA-Residential (UGA-R); and
- WHEREAS,** The City Planning Commission and County Planning Commission considered the proposed amendments at a public hearing on October 24, 2019; and
- WHEREAS,** The City Council and County Court considered the proposed amendments through a joint quasi-judicial hearing on November 7, 2019; and
- WHEREAS,** The City Planning Commission and County Planning Commission have voted to recommend the approval of the proposed amendments and forward them to the Malheur County Court for consideration; and
- WHEREAS,** The Malheur County Court and the Ontario City of Ontario reviewed the record and concurs with the findings and concludes the public will benefit from the amendment to the City’s UGB; and
- WHEREAS,** The Malheur County Court and the Ontario City Council deliberated on the amendment to the County’s Comprehensive Plan and Zoning maps after a public hearing on November 7, 2019; and
- WHEREAS,** The Malheur County Court after deliberation Approved County Ordinance No. 221; and

WHEREAS, In order to alleviate the current public health risk due to a failing onsite wastewater treatment system, it is necessary for this Ordinance to be effective immediately upon adoption.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. ADOPTION. The Ontario City Council adopts the Findings, conclusions, maps, exhibits, and information within the Malheur County Ordinance No. 221 approved on November 7, 2019 herein by reference only.
2. ADDITION TO ONTARIO URBAN GROWTH BOUNDARY. The subject property, generally described as Assessor's Map: 18S47E06D, tax lot 200, Exhibit "2", more formally described in the deed recorded with the Malheur County Clerk's Office as instrument #2013-1192, Exhibit "1", is added to the Ontario Urban Growth Boundary.
3. AMENDMENT TO COMPREHENSIVE PLAN AND ZONING MAP. The City of Ontario Comprehensive Plan and Zoning Map are amended to change the designation of the subject property shown in attached Exhibit 3 and described above from County Exclusive Farm Uses (C-A1) to Ontario Urban Growth Area (UGA) with a zone of Residential (UGA-R).
4. EMERGENCY. This Ordinance, being immediately necessary for the preservation of the public peace, health and safety, an emergency is declared to exist and this Ordinance shall take effect immediately upon its passage.
5. Record. The City Planner shall submit to the Oregon Secretary of State (1) a copy of this Ordinance, (2) a copy of the statement of consent of the landowner in the territory of this action; and (3) Shall send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the City within 10 days of the effective date of annexation to the Malheur County Assessor, Malheur County Clerk and the State Department of Revenue.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2019 by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2019.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Exhibit "1"

Property Description



After recording return to:

William F. Hart

PO Box 26

Cloverdale, OR 97112

Until a change is requested all tax statements shall be sent to the following address:

William F. Hart

PO Box 26

Cloverdale, OR 97112

Escrow No. ONM07999

Title No. 0007999

SWD r.020212

THIS SPACE RESERVED FOR RECORDER'S USE

MALHEUR COUNTY, OR 2013-1192

DST WD

03/12/2013 3:42:10 PM

Cnt=1 Pgs=2

Total:\$62.00



00015729201300011920020024

I, Deborah R. DeLong, County Clerk for Malheur County, Oregon certify that the instrument identified herein was recorded in the Clerk records.

Deborah R. DeLong - County Clerk

Chubb

STATUTORY WARRANTY DEED

Mark R. Wada, Successor Trustee of The Emie Wada Family Trust, u/t/d September 15, 2008,

Grantor(s), hereby convey and warrant to

William F. Hart and Sherri L. Relf-Hart, husband and wife,

Grantee(s), the following described real property in the County of MALHEUR and State of Oregon free of encumbrances except as specifically set forth herein:

Land in Malheur County, Oregon, as follows:

In Twp. 18 S., R. 47 E., W.M.:

Sec. 6: A parcel of land in the SE 1/4 SE 1/4, of said Section 6, more particularly described as follows:

Beginning at the Southwest corner of the SE 1/4 SE 1/4, of said Section 6;
Thence N. 02 degrees 29' 52" W., along the West boundary of said SE 1/4 SE 1/4,
A distance of 290.50 feet;
Thence N. 87 degrees 51' 26" E., a distance of 147.85 feet;
Thence S. 03 degrees 19' 00" E., a distance of 290.56 feet;
Thence S. 87 degrees 51' 26" W., a distance of 152.00 feet to a point on the
West boundary of said SE 1/4 SE 1/4, and the Point of Beginning.
SUBJECT TO Southwest 4th Avenue, right of way.

FOR INFORMATION PURPOSES ONLY, THE MAP/TAX ACCT #(S) ARE REFERENCED HERE:

Ref. #7685/Code 15

Map 184706D/Lot 200

The true and actual consideration for this conveyance is \$140,000.00.

The above-described property is free of encumbrances except all those items of record, if any, as of the date of this deed and those shown below, if any:

2013-1192

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 8th day of March, 2013.

The Emie Wada Family Trust, u/t/d September 15, 2008

BY: Mark R. Wada
Mark R. Wada, Successor Trustee

State of Oregon

County of Malheur

This instrument was acknowledged before me on March 8, 2013 by Mark R. Wada as Successor Trustee of The Emie Wada Family Trust, u/t/d September 15, 2008.



[Signature]
(Notary Public for Oregon)
My commission expires 2-16-14

2013-1192
MALHEUR COUNTY, OREGON

Page 2 of 2

2013-1192

END OF DESCRIPTION

Subject property

Subject property

MAP 18S4706D Tax Lot 200

CS 18-47-0381
18-47-0863

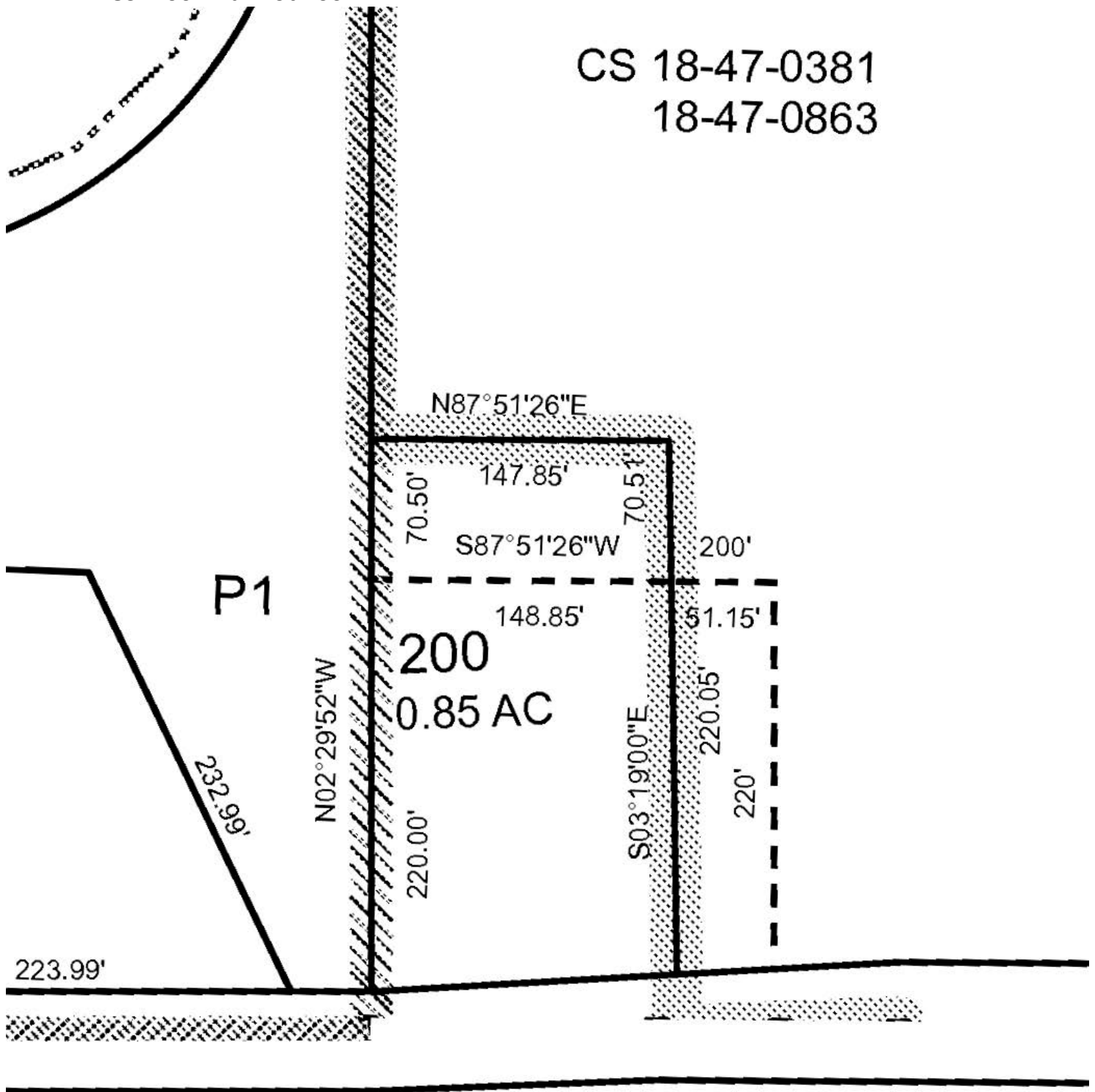
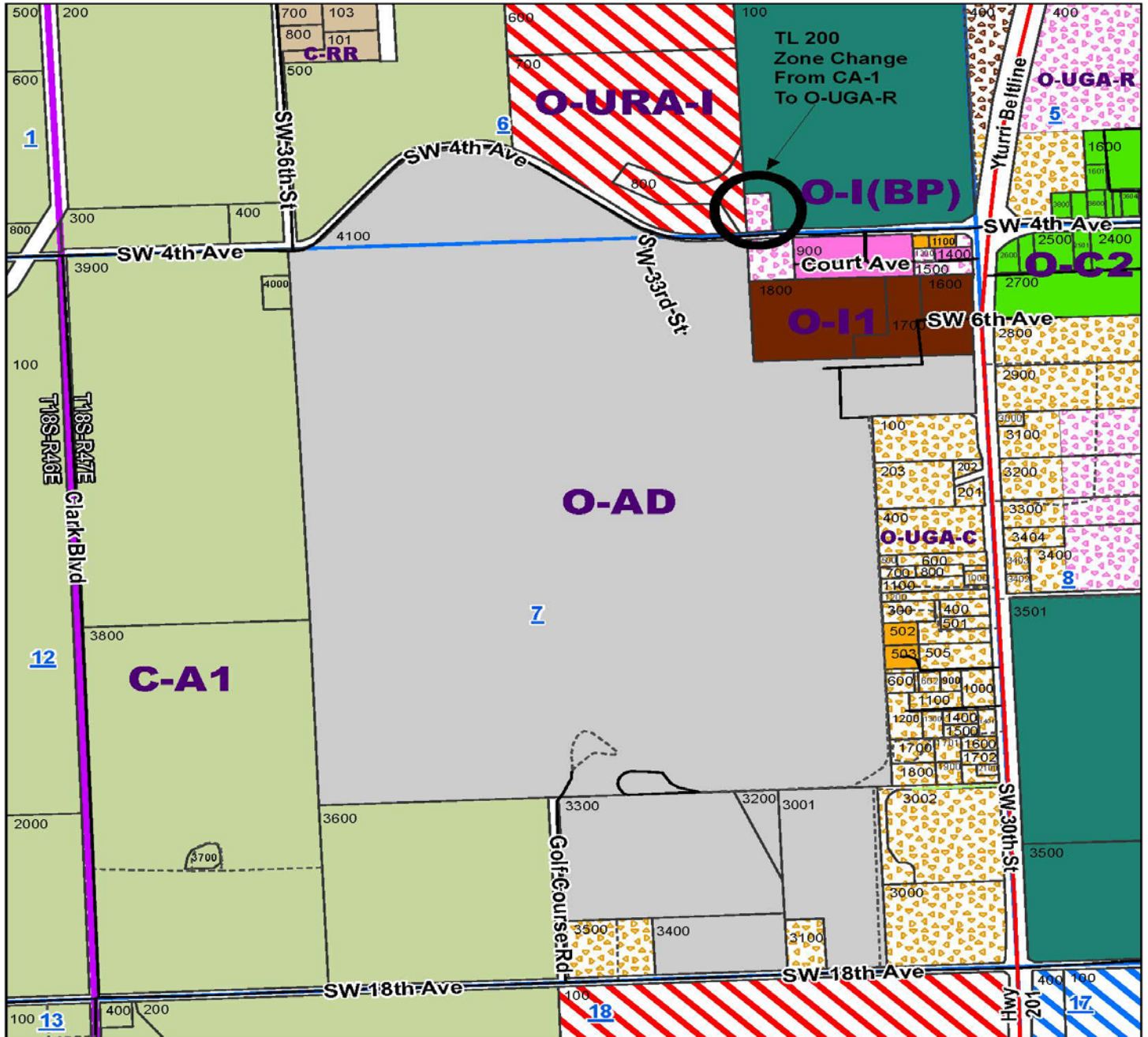


Exhibit "3"

UGA Map



Legend

C-A1 EXCLUSIVE FARM USE	O-I1 ONTARIO LIGHT INDUSTRIAL	O-UGA-R ONTARIO UGA RESIDENTIAL
C-RR COUNTY RURAL RESIDENTIAL	O-I2 ONTARIO HEAVY INDUSTRIAL	O-URA-C(BP) ONTARIO URA COMMERCIAL BUSINESS PARK
O-AD ONTARIO AIRPORT DEVELOPMENT	O-RM ONTARIO RESIDENTIAL MOBILE HOME	O-URA-I ONTARIO URA INDUSTRIAL
O-C2 ONTARIO GENERAL COMMERCIAL	O-RS ONTARIO SINGLE FAMILY RESIDENTIAL	O-URA-R ONTARIO URA RESIDENTIAL
O-C2H ONTARIO GENERAL HEAVY COMMERCIAL	O-UGA-C ONTARIO UGA COMMERCIAL	
O-I(BP) ONTARIO INDUSTRIAL BUSINESS PARK	O-UGA-C(BP) ONTARIO UGA COMMERCIAL BUSINESS PARK	

Map is prepared for
assessment purposes only



**AGENDA REPORT
OLD BUSINESS
November 7, 2019**

To: Mayor and City Council

FROM: Peter Hall, Human Resources Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2765-2019: MARIJUANA EMPLOYEE TAX AMENDMENT (FINAL READING)**

DATE: October 17, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE ORDINANCE #2765-2019: AN ORDINANCE AMENDING SECTIONS 3-24-4, 3-24-5, AND 3-24-6 OF CHAPTER 24 OF TITLE 3 OF THE ONTARIO MUNICIPAL CODE FOR COLLECTION OF THE RETAIL MARIJUANA TAX, ON SECOND AND FINAL READING BY TITLE ONLY.

SUMMARY:

This amendment removes all language requiring a criminal background check for employees of a marijuana business and the associated \$220 fee for each employee.

BACKGROUND:

At the Marijuana ad hoc Committee meeting in September, the committee voted to recommend to Council that the criminal background check for employees of a marijuana business and the associated \$220 per employee fee be removed from Chapter 24 of Title 3 of the Ontario Municipal Code for Collection of the Retail Marijuana Tax.

The recommendation was shared with the Council during the October 4, 2019 City Council Work Session. During that meeting, Council directed City staff to create an amendment reflecting the ad hoc committee's recommendation.

RECOMMENDATION:

Staff recommends that Council approve Ordinance 2765-2019.

ATTACHMENTS:

1. Ord #2765-2019 Amending Marijuana Employee Tax



ORDINANCE 2765-2019

AN ORDINANCE AMENDING SECTIONS 3-24-4, 3-24-5, AND 3-24-6 OF CHAPTER 24 OF TITLE 3 OF THE ONTARIO MUNICIPAL CODE FOR COLLECTION OF THE RETAIL MARIJUANA TAX

- WHEREAS,** Chapter 24 of Title 3 of the Ontario Municipal Code requires employees of marijuana businesses to apply for a criminal background check ; and
- WHEREAS,** Chapter 24 of Title 3 of the Ontario Municipal Code requires a \$220 annual fee for each employee for marijuana businesses with over 5 employees ; and
- WHEREAS,** The City of Ontario Marijuana ad hoc Committee recommends the removal of the employee criminal background check and its associated fees.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

Section 1. Section 3-24-4 of Chapter 24 of Title 3 is hereby amended by amending the specific subsections identified hereinafter by deleting those portions that are stricken and by adding those portions that are underlined. If a specific subsection of Section 3-24-4 is not identified, that subsection is not amended.

3-24-4 LICENSE APPLICATION

- (A) Contents of Applications. Applications for new and renewed licenses must be submitted to the City Manager on forms provided by the City. A separate application must be submitted for each proposed dispensary. The initial or renewal application must include the following information:
1. Certification that the proposed marijuana business licensee is registered at that location with the State of Oregon.
 2. The applicant's name, residence address, and date of birth, with photo identification such as a driver's license or other government-issued identification.
 3. The names and residence addresses of:
 - a. Any person or legal entity that has an ownership interest in the marijuana business, including all principals of the applicant;
 - b. Any person or legal entity with a financial interest that has loaned or given money or real or personal property to the applicant, or principal of the applicant, for use by the marijuana business licensee within the preceding year;
 - c. Any person or legal entity that has leased real property to the applicant for use by the marijuana business and any person who manages that property; and
 - d. Any person who is anticipated at the time of the application to be an employee at the proposed marijuana business.
 4. The business name.
 5. The address and telephone number of the proposed marijuana business.
 6. The mailing address for correspondence about the license.
 7. A detailed description of the type, nature and extent of the business.
 8. The proposed days and hours of operation.

9. A detailed description of the proposed accounting and inventory system of the marijuana business.
 10. Certification that the marijuana business has met all applicable requirements of the City development code, land use code and sign code.
 11. Certification that all applicable taxes and fees have been paid.
 12. A complete application for a criminal background check for the applicant, and all principals, and persons with a financial interest, and employees of the proposed marijuana business.
 13. The names of at least three natural persons who can give an informed account of the business and moral character of the applicant and principals.
 14. The signature, under penalty of perjury, of the applicant, if a natural person, or otherwise the signature of an authorized agent of the applicant, if the applicant is other than a natural person.
 15. Other information deemed necessary by the City Manager to complete review of the application.
 16. Certification that one or more named natural persons who own at least 51% and have majority control of the marijuana business have, and will maintain, principal residences within the boundaries of the Ontario 8C School District throughout the term of the license. If, after obtaining a business license, the marijuana business falls out of compliance with the residency requirement during the license term for any reason, including as a result of a change in ownership or ownership percentage of the business or because one or more of the named persons have changed residences, the marijuana business shall immediately notify the City Manager, and may request a temporary waiver of the residency requirement. The City Manager may temporarily waive the residency requirement if the City Manager reasonably finds that there are extenuating circumstances beyond the reasonable control of the marijuana business and the marijuana business is taking reasonable steps to return to compliance. If a marijuana business otherwise fails to comply with this section at any time, the City Manager shall have the authority to deny, revoke or suspend the marijuana business license.
- (B) Information Shall be Kept Current. All information provided in an initial or renewal application must be kept current at all times, including after a license is issued. Each licensee shall notify the City Manager in writing within ten business days of any change in the information provided to obtain the license.

Section 2. Section 3-24-5 of Chapter 24 of Title 3 is hereby amended by amending the specific subsections identified hereinafter by deleting those portions that are stricken and by adding those portions that are underlined. If a specific subsection of Section 3-24-5 is not identified, that subsection is not amended.

3-24-5 LICENSE DETERMINATION

- (A) Determination. Within 25 days after receiving a complete application and application fee, the City Manager will issue the license if the City Manager finds that the is properly licensed as a marijuana business licensee with the State of Oregon and that all other requirements under this Chapter have been met.
- (B) Denial. In addition to denial for failure to meet the requirements of this Chapter, the City Manager may deny a license if:
 1. The applicant made an untrue, misleading, or incomplete statement on, or in connection with, the application for the license or a previous application for a license;
 2. Notwithstanding the federal Controlled Substances Act, the applicant fails to meet all requirements of local, state, and federal laws and regulations, including, but not limited to, other permitting or licensing requirements and land use regulations; or
 3. The applicant, principals, employees, or persons with a financial interest in the marijuana business have been convicted of a felony for the manufacture or delivery of a Schedule I or Schedule II controlled substance.

- (C) An applicant may appeal the City Manager's denial of a license in accordance with Section 3-24-12(B). Any aggrieved person may appeal the City Manager's issuance of a license in accordance with Section 3-24-12(B).

Section 3. Section 3-24-6 of Chapter 24 of Title 3 is hereby amended by amending the specific subsections identified hereinafter by deleting those portions that are stricken and by adding those portions that are underlined. If a specific subsection of Section 3-24-6 is not identified, that subsection is not amended.

3-24-6 APPLICATION FEE; BUSINESS LICENSE FEE

- (A) An initial license application and a renewal application must be accompanied by a nonrefundable application fee in the base amount of \$1,200, ~~for a dispensary marijuana business with five or fewer employees. For dispensaries marijuana businesses with more than five employees and volunteers, the fee shall be the base fee plus \$220 for each additional employee or volunteer. If at any time the dispensary marijuana business employs a new employee or volunteer not named in the last application, the dispensary marijuana business shall pay the City a new fee of \$220 to screen that individual.~~ The City Council may revise the fee amount from time to time by resolution of the Council. A marijuana business whose sole license through the State of Oregon is as a medical marijuana producer must submit an application for a marijuana business but is exempt from the application fee.
- (B) Prior to issuance of an initial or renewal marijuana business license, the City Manager shall collect from each licensee a business license fee of \$5,000 annually. The City Council may revise the fee amount from time to time by resolution of the Council. A marijuana business licensee shall pay a separate marijuana license fee for each separate marijuana business location within the city limits. A marijuana business whose sole license through the State of Oregon is as a medical marijuana producer must possess a marijuana business license but is exempt from the business license fee.

EFFECTIVE DATE: Effective 30 days following final reading. The amendments to Sections 3-24-4, 3-24-5 and 3-24-6 in this Ordinance shall not apply to any dispensary that has already opened its doors to retail customers prior to the Effective Date. Those dispensaries shall still be required to pay for employee background checks as part of their initial license application if they have not done so prior to opening.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2019.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
OLD BUSINESS
November 7, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **REVISED INTERGOVERNMENTAL AGREEMENT WITH ONTARIO RECREATION DISTRICT**

DATE: September 16, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE REVISED INTERGOVERNMENTAL AGREEMENT REGARDING CERTAIN RECREATION STRUCTURES IN LIONS PARK.

SUMMARY:

The Ontario Recreation District requested changes to the intergovernmental agreement with the City of Ontario for the transfer of recreation assets. Our attorney's have agreed to the language and the Recreation District has passed the revised intergovernmental agreement.

BACKGROUND:

On June 14, 2019, the Ontario City Council (City) approved an intergovernmental agreement with the Ontario Recreation District (District). The District was not able to provide comments on the draft agreement until the day of the council's meeting. The City Attorney and City Manager made changes to the agreement to accommodate the district's concerns and expected that the changes would be agreeable.

The changes were not satisfactory to the District so City staff asked that the changes be worked out with the respective attorney's and first be approved by the District before bringing the agreement back to the City.

CURRENT SITUATION:

The City and District have agreed to the same language at this time. The District approved the agreement at their meeting in October of 2019.

We are bringing this revised agreement back to the City Council for your approval. Several changes were made to the agreement and I will attempt to summarize them.

In Section 3 the District requested that we clear up language with regard to finishing the bathroom project at the skate park. The date coincides with the expiration of the grant from the Oregon Parks and Recreation Department. The new language allows that project to be extended if mutually agreed upon by both parties.

In section 4 the District requested different language with respect to the reversionary clauses of City property in the event of the dissolution of the District. The assets will stay in the hands of the District so long as the District exists and is using the assets in the performance of their functions.

Lastly, Section 7 was requested to be amended with additional hold harmless language. The City agreed with their proposed language and copied it for our own protection. The language indemnifies the District prior to July 1, 2019 and indemnifies the City after June 30, 2019.

ANALYSIS:

- A. **STRATEGIC PLAN** This item impacts the City's Desirability Goal and specifically the Things to Do strategy and the "Establish and maintain a good relationship with the Recreation District."
- B. **FINANCIAL** There is no financial impact in the revised agreement.
- C. **TIMING** The City and District have operated in good faith as if the agreement were in full effect. The agreement needs to be finalized however to have legal effect.
- D. **POLICY/LEGAL** The City Council is the only party that can approve this intergovernmental agreement.

ALTERNATIVES:

Take No Action: The City will still be obligated for the property referred to in the Agreement; however, there is not an operating budget for the facilities. The Recreation District will not have any facilities.

RECOMMENDATION:

Staff recommends approval of the Intergovernmental Agreement regarding certain recreation structures in Lion's Park between the City of Ontario and the Ontario Recreation District.

ATTACHMENTS:

1. AGMT_City_Recreation District_11 7 2019
2. AGMT_City_Rec District Lions Park Intergovernmental Agreement_Strikeout Version 11 7 2019



INTERGOVERNMENTAL AGREEMENT
REGARDING CERTAIN RECREATION STRUCTURES IN LIONS PARK

THIS AGREEMENT, effective the _____ day of June, 2019, is by and between the CITY OF ONTARIO, a municipal corporation organized under the laws of the State of Oregon, hereinafter referred to as the “City”; and the ONTARIO RECREATION DISTRICT, a park and recreation district organized under ORS Chapter 266, hereinafter referred to as the “Recreation District”.

RECITALS

WHEREAS, the City holds legal title to a municipal park in the City known as Lions Park, in which is located certain buildings and structures referred to hereinafter as the Lions Park Structures; and

WHEREAS, the Lions Park Structures subject to this Agreement consist the following structures: 1) Aquatic Center and Recreation Department Office; 2) Splash Park; 3) Skate Park; and 4) Tennis Courts, as described on Exhibit “1” and marked on the diagram shown in Exhibit “2” attached hereto; and

WHEREAS, the Aquatic Center houses an indoor swimming pool which, because of a lack of funds, is in a state of disrepair and has been closed to the public for several years, as well as an office which until recently was used by the City as the headquarters for the City’s Recreation Department; and

WHEREAS, because of a lack of funds to continue the City’s Recreation Department, the City Council made the decision to terminate funding for the City’s Recreation Department after June 30, 2019; and

WHEREAS, in November, 2018, the voters of the Ontario School District 8C approved the formation of, and a tax base for, the Recreation District for the purpose of operating and maintaining a recreation program to replace the programs provided through the City’s Recreation Department; and

WHEREAS, the City Council of the City of Ontario finds that the Lions Park Structures will no longer be needed for a public use by the City after June 30, 2019, as long as the Recreation District assumes responsibility for the operation of the Lions Park Structures and the recreation programs previously provided by the Ontario Recreation Department; and

WHEREAS, the City also owns a motor vehicle and trailer which have been used exclusively by the Recreation Department, which are not no longer needed for a public use by the City, and which the City Council desires to donate to the Recreation District; and

WHEREAS, the Recreation District is ready, willing and able to take over the responsibility for the operation and maintenance of the Lions Park Structures after June 30, 2019, subject to the conditions set forth in this Agreement; and

WHEREAS, ORS 190.010 authorizes the City and the Recreation District to enter into an intergovernmental agreement for the purposes set forth herein.

AGREEMENT

SECTION 1. TRUTH OF RECITALS.

The foregoing Recitals are true and correct and are incorporated by reference.

SECTION 2. ASSUMPTION OF MANAGEMENT OF LIONS PARK STRUCTURES.

Effective July 1, 2019, the Recreation District shall assume all responsibility for the management and maintenance of the Lions Park Structures, subject to the terms and conditions of this Agreement.

SECTION 3. CONSTRUCTION OF SPLASH PARK IMPROVEMENTS.

The Splash Park opened on May 30, 2019. The City is currently administering a grant from the State of Oregon Parks and Recreation Department dedicated to paying for the materials, equipment and labor to construct certain public improvements to the Splash Park (the "Splash Park Improvements"), including the installation of restrooms to serve the Splash Park and Skate Park. The City will continue to use the grant funds for that purpose until the Splash Park Improvements are completed sometime after June 30, 2019. After June 30, 2019, The City will continue to be responsible for all grant administration, public contracting and construction activities in connection with of the Splash Park Improvements until they are completed and the grant is closed. The City shall complete the Splash Park Improvements by October 31, 2020, unless both parties to this Agreement mutually agree to extensions which shall not be unreasonably denied by the Recreation District.

SECTION 4. DEED TO REAL PROPERTY WITH LIONS PARK STRUCTURES.

Upon the completion of the Splash Park Improvements and the closing of the grant referred to in Section 3, the City will convey to the Recreation District by deed the real property on which all Lions Park Structures are located, including the Splash Park Improvements, subject to a reversionary interest in the City if the real property ceases to be used for the purpose of public recreation, or uses incident to the purpose of public recreation, as defined in the deed. The parties to this Agreement shall agree upon the terms of the reversionary interest referred to in this Section but in no event shall the real property revert to the City as long as the Recreation District is still utilizing the same in the performance of its functions.

SECTION 5. IMPROVEMENTS TO AQUATIC CENTER.

The Recreation District's long term goal is to obtain funding to reopen the Aquatic Center for public use. Until that time, the Recreation District shall continue to maintain the Aquatic Center in its present condition without providing access to the public to the portion of the building that houses the indoor pool. Until the real property on which the Aquatic Center is formally conveyed to the Recreation District by deed under Section 4, the City will reasonably cooperate with the Recreation District in submitting any grant applications and other funding applications on which the City's signature is required. The City shall remove the chlorine tanks in the Aquatic Center at its own expense. With that exception the City shall not be obligated to make any future financial commitments to the Aquatic Center in connection with any funding requests.

SECTION 6. DONATION OF MOTOR VEHICLE AND TRAILER

The City hereby donates to the Recreation District, and the Recreation District accepts, the 1993 Ford Explorer and 2017 Continental Cargo Utility Trailer previously used by the Recreation Department. The City has provided the Recreation District with all documents necessary to transfer those titles to the Recreation District.

SECTION 7. HOLD HARMLESS.

Each party shall indemnify and hold the other harmless for any claims brought against the other party for the performance of, or the failure to perform, any activities undertaken by each party pursuant to this Agreement, to the extent of the limits of the Oregon Tort Claims Act. In addition to the City's obligation to indemnify and hold Recreation District Harmless as set forth in the preceding sentence and subject to the limits of the Oregon Tort Claims Act, City shall also forever indemnify, reimburse and hold harmless Recreation District, its employees, agents and independent contractors from and against any and all claims, costs, expenses, (including attorney fees), losses, damages, fines, charges, action or other liabilities of any description arising out of or in any way connected with City's possession through June 30th 2019 and use of the real property, City's conduct with respect to the property or any condition of the property to the extent the same exists on the date Recreation District commences operation of the property pursuant to this agreement.

In addition to the Recreation District's obligation to indemnify and hold City Harmless as set forth in the first sentence of this Section and subject to the limits of the Oregon Tort Claims Act, Recreation District shall also forever indemnify, reimburse and hold harmless City, its employees, agents and independent contractors from and against any and all claims, costs, expenses, (including attorney fees), losses, damages, fines, charges, action or other liabilities of any description arising out of or in any way connected with Recreation District's possession and use of the real property, Recreation District's conduct with respect to the property or any condition of the property to the extent the same arises after the date Recreation District commences operation of the property pursuant to this agreement.

SECTION 8. ASSIGNMENT OF CONTRACTS.

Prior to July 1, 2019 the City shall provide to the Recreation District copies of all contract documents setting forth the City's obligation to provide recreation department programs after July 1, 2019. The City and the Recreation District shall negotiate in good faith on the assignment of those obligations to the Recreation District.

SECTION 9. NO THIRD PARTY RIGHTS.

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Recreation District, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than the City and the Recreation District receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

SECTION 10. ENTIRE AGREEMENT.

This Agreement contains the sole and entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior agreements between the parties. The parties acknowledge and agree that neither of them has made any representations with respect to the subject matter of this Agreement, or any representation inducing the execution and delivery hereof, except such representations as are specifically set forth herein, and each of the parties hereto acknowledges that it has relied on its own judgment in entering into the same.

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IN WITNESS WHEREOF the parties have executed this Agreement in duplicate originals to be effective on the date set forth at the beginning of this Agreement.

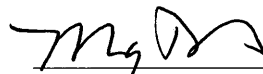
CITY OF ONTARIO

By:

Riley Hill, Mayor

ONTARIO RECREATION DISTRICT

By:



Mary Jo Evers, Board Chair

Attest:

Tori Barnett, MMC, City Recorder

Exhibit “1”

Land in the City of Ontario, Malheur County Oregon in the SW1/4SE1/4 of Section 4, Township 18 South, Range 47 East, of the Willamette Meridian, within Blocks 297 and 298 and portions of Vacated Street and Alley rights of ways vacated under Ordinance number 752 in Wilson's Supplemental Plat to the City of Ontario according to the Official Plat thereof more Particularly described as follows:

Beginning at the SE corner of said Block 298;
thence N. 76° 55' 30" W. coincident with the south boundary of said Block 298, 377.00 feet;
thence N. 13° 04' 49" E., parallel with the east boundary of said Block 298, 84.00 feet;
thence N. 76° 55' 30" W., parallel with said south boundary, 40.00 feet;
thence N. 13° 04' 49" E., parallel with said east boundary, 50.00 feet;
thence S. 76° 55' 30" E., parallel with said south boundary, 42.00 feet;
thence N. 71° 14' 00" E., 34.51 feet;
thence S. 76° 55' 30" E., parallel with said south boundary, 59.60 feet;
thence N. 13° 04' 49" E., 177.99 feet, more or less, to a point on the extended south boundary of said Block 297;
thence S. 76° 54' 42" E., coincident with said south boundary of Block 297, 166.02 feet;
thence N. 13° 04' 23" E., 50.00 feet to the NW corner of Lot 19 of said Block 297;
thence S. 76° 54' 52" E., coincident with the north boundary of said Lot 19, 120.07 feet, more or less, to the NE corner of said Lot 19;
thence SW coincident with the east boundary of said Blocks 297 and 298 to the **Point of Beginning**.

Containing 2.66 Acres, more or less.

The Basis of Bearings and distance for this description are based on the record of survey filed under County Survey Number 18-47-0878 filed in the office of the Malheur County Surveyor.

-End of Description-

Exhibit “2”

Ontario Lions Park
City of Ontario, Valheur
County, Oregon

2.66 ACRES

120.07'

50.00'

166.02'

127.99'

59.60'

42.00'

34.50'

50.00'

40.00'

84.00'

377.00'

380.14'

1" = 50'

CONCRETE PAD

27' 6" DIA



INTERGOVERNMENTAL AGREEMENT REGARDING CERTAIN RECREATION STRUCTURES IN LIONS PARK

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WHEREAS, because of a lack of funds to continue the City’s Recreation Department, the City Council made the decision to terminate funding for the City’s Recreation Department after June 30, 2019; and

WHEREAS, in November, 2018, the voters of the Ontario School District 8C approved the formation of, and a tax base for, the Recreation District for the purpose of operating and maintaining a recreation program to replace the programs provided through the City’s Recreation Department; and

WHEREAS, the City Council of the City of Ontario finds that the Lions Park Structures will no longer be needed for a public use by the City after June 30, 2019, as long as the Recreation District assumes responsibility for the operation of the Lions Park Structures and the recreation programs previously provided by the Ontario Recreation Department; and

WHEREAS, the City also owns a motor vehicle and trailer which have been used exclusively by the Recreation Department, which are not no longer needed for a public use by the City, and which the City Council desires to donate to the Recreation District; and

WHEREAS, the Recreation District is ready, willing and able to take over the responsibility for the operation and maintenance of the Lions Park Structures after June 30, 2019, subject to the conditions set forth in this Agreement; and

WHEREAS, ORS 190.010 authorizes the City and the Recreation District to enter into an intergovernmental agreement for the purposes set forth herein.

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SECTION 6. DONATION OF MOTOR VEHICLE AND TRAILER

The City hereby donates to the Recreation District, and the Recreation District accepts, the 1993 Ford Explorer and 2017 Continental Cargo Utility Trailer previously used by the Recreation Department. The City has provided the Recreation District with all documents necessary to transfer those titles to the Recreation District.

SECTION 7. HOLD HARMLESS.

Each party shall indemnify and hold the other harmless for any claims brought against the other party for the performance of, or the failure to perform, any activities undertaken by each party pursuant to this Agreement, to the extent of the limits of the Oregon Tort Claims Act. . In addition to the City's obligation to indemnify and hold Recreation District Harmless as set forth in the preceding sentence and subject to the limits of the Oregon Tort Claims Act, City shall also forever indemnify, reimburse and hold harmless Recreation District, its employees, agents and independent contractors from and against any and all claims, costs, expenses, (including attorney fees), losses, damages, fines, charges, action or other liabilities of any description arising out of or in any way connected with City's possession through June 30th 2019 and use of the real property, City's conduct with respect to the property or any condition of the property to the extent the same exists on the date Recreation District commences operation of the property pursuant to this agreement.

In addition to the Recreation District's obligation to indemnify and hold City Harmless as set forth in the first sentence of this Section and subject to the limits of the Oregon Tort Claims Act, Recreation District shall also forever indemnify, reimburse and hold harmless City, its employees, agents and independent contractors from and against any and all claims, costs, expenses, (including attorney fees), losses, damages, fines, charges, action or other liabilities of any description arising out of or in any way connected with Recreation District's possession and use of the real property, Recreation District's conduct with respect to the property or any condition of the property to the extent the same arises after the date Recreation District commences operation of the property pursuant to this agreement.

SECTION 8. ASSIGNMENT OF CONTRACTS.

Prior to July 1, 2019 the City shall provide to the Recreation District copies of all contract documents setting forth the City's obligation to provide recreation department programs after July 1, 2019. The City and the Recreation District shall negotiate in good faith on the assignment of those obligations to the Recreation District.

SECTION 9. NO THIRD PARTY RIGHTS.

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Recreation District, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than the City and the Recreation District receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

SECTION 10. ENTIRE AGREEMENT.

This Agreement contains the sole and entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior agreements between the parties. The parties acknowledge and agree that neither of them has made any representations with respect to the subject matter of this Agreement, or any representation inducing the execution and delivery hereof, except such representations as are specifically set forth herein, and each of the parties hereto acknowledges that it has relied on its own judgment in entering into the same.

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IN WITNESS WHEREOF the parties have executed this Agreement in duplicate originals to be effective on the date set forth at the beginning of this Agreement.

CITY OF ONTARIO

By:

Riley Hill, Mayor

ONTARIO RECREATION DISTRICT

By:

Mary Jo Evers, Board Chair

Attest:

Tori Barnett, MMC, City Recorder

Exhibit “1”

Land in the City of Ontario, Malheur County Oregon in the SW1/4SE1/4 of Section 4, Township 18 South, Range 47 East, of the Willamette Meridian, within Blocks 297 and 298 and portions of Vacated Street and Alley rights of ways vacated under Ordinance number 752 in Wilson’s Supplemental Plat to the City of Ontario according to the Official Plat thereof more Particularly described as follows:

Beginning at the SE corner of said Block 298;

thence N. 76° 55’ 30” W. coincident with the south boundary of said Block 298, 377.00 feet;

thence N. 13° 04’ 49” E., parallel with the east boundary of said Block 298, 84.00 feet;

thence N. 76° 55’ 30” W., parallel with said south boundary, 40.00 feet;

thence N. 13° 04’ 49” E., parallel with said east boundary, 50.00 feet;

thence S. 76° 55’ 30” E., parallel with said south boundary, 42.00 feet;

thence N. 71° 14’ 00” E., 34.51 feet;

thence S. 76° 55’ 30” E., parallel with said south boundary, 59.60 feet;

thence N. 13° 04’ 49” E., 177.99 feet, more or less, to a point on the extended south boundary of said Block 297;

thence S. 76° 54’ 42” E., coincident with said south boundary of Block 297, 166.02 feet;

thence N. 13° 04’ 23” E., 50.00 feet to the NW corner of Lot 19 of said Block 297;

thence S. 76° 54’ 52” E., coincident with the north boundary of said Lot 19, 120.07 feet, more or less, to the NE corner of said Lot 19;

thence SW coincident with the east boundary of said Blocks 297 and 298 to the **Point of Beginning**.

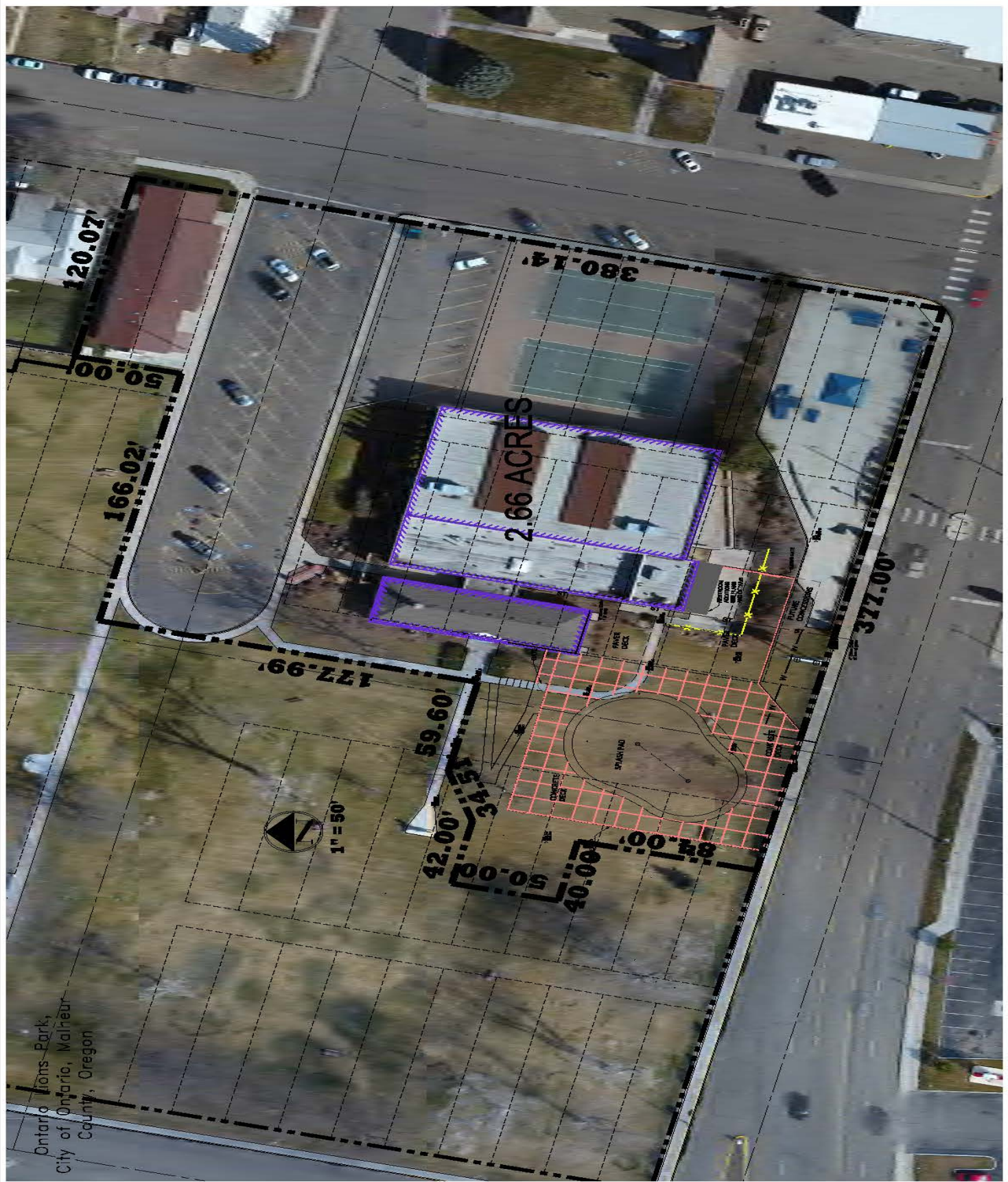
Containing 2.66 Acres, more or less.

The Basis of Bearings and distance for this description are based on the record of survey filed under County Survey Number 18-47-0878 filed in the office of the Malheur County Surveyor.

-End of Description-

Exhibit “2”

ONTARIO RECREATION DISTRICT AREA





**AGENDA REPORT
NEW BUSINESS
November 7, 2019**

To: Mayor and City Council

FROM: Steven Romero, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: LIQUOR LICENSE APPLICATION: SEVENTENSPLIT, LLC

DATE: October 29, 2019

PROPOSED MOTION:

**I MOVE THE CITY COUNCIL APPROVE THE CHANGE OF OWNER FULL ON-PREMISES
COMMERICAL LIQUOR LICENSE APPLICATION FOR SEVENTENSPLIT, LLC.**

SUMMARY:

Seventensplit LLC, owner of Seven Ten Split, located at 350 SE 13th Street, Ontario, Oregon, has completed the "Change of Ownership" Full On-Premises Commercial Sales application through the Oregon Liquor Control Commission.

All necessary paperwork has been approved through the Oregon Liquor Control Commission office and is awaiting approval through the Ontario City Council.

BACKGROUND:

Seven Ten Split, located at 350 SE 13th Street, Ontario, Oregon, under the ownership of Seventensplit LLC, purchased the Sunset Lanes Bowling Alley, which held a Full On-Premises Commercial liquor license through the Oregon Liquor Control Commission. Seventensplit LLC is now applying for the change of ownership from Sunset Lanes, Incorporated.

The Criminal Record process was completed on Seventensplit L.L.C. owner/manager John Clark. All records returned meeting state and local requirements. The application forms have been filled out appropriately and required fees have been paid. All Permit requirements have been met. This business has also completed all necessary requirements through the City of Ontario Planning Department.

CURRENT SITUATION:

Under the past owner of Sunset Lanes, Incorporated, 350 SE 13th Street, Ontario, Oregon, is currently licensed by the Oregon Liquor Control Commission with a Full On-Premises Commercial license. The new owner of that establishment, Seventensplit, LLC, plans to maintain the entertainment features of that location, but is required to complete the change of ownership to the current license.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council's adopted Strategic Plan for Lifestyle. Lifestyle is achieved as it will give different types and ages of people a relaxing and comfortable place to enjoy a variety of entertainment. This location still operates a bowling alley, live and recorded music, karaoke, pool tables and coin operated games. It also has a segregated room for video lottery machines and lounge.
- B. **FINANCIAL** There is no financial impact for this action.
- C. **TIMING** Approval for the change of ownership is required prior to allowing the sale of alcohol at this location under the current owner's name.
- D. **POLICY/LEGAL** All legal steps have been followed to completion, with no negative feedback.

ALTERNATIVES:

Not approve the license application.

This has no true effect on the process, as the Oregon Liquor Control Commission may take the city's objections to the action into consideration, but are not obligated to do so. They are the ultimate authority on the issuance of the license.

RECOMMENDATION:

Staff recommends that the City Council approve the change of ownership, Full On-Premises Commercial liquor license for Seventensplit, LLC.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
November 7, 2019**

To: Mayor and City Council

FROM: Steven Romero, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: APPLICATION TO OPERATE TAXI SERVICE

DATE: October 29, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL DENY THE APPLICATION TO OPERATE TAXI SERVICE FOR EXPRESS DELIVERY AND TAXI SERVICES.

SUMMARY:

Express Delivery and Taxi Services (Legally, undetermined entity), owner Lori Ann Davis, domiciled at 625 SW 19th St. #6, Ontario, Oregon, 97914 has completed and submitted a City of Ontario Business Registration Application to the City Recorder through the Ontario Police Department.

No documentation of the legal entity description has been submitted, although not required by current Ontario Municipal Code 3-6-1.

No proof of current liability insurance has been presented for new or existing policy.

BACKGROUND:

Express Delivery and Taxi Services, domiciled at 625 SW 19th St. #6, Ontario, Oregon, 97914, show no prior license or business activity within the corporate limits of the city and is as far as we know is a first time applicant. Express Delivery and Taxi Services is now applying for a taxicab, or vehicle for hire, for the transportation of passengers within the corporate limits of the city.

As required by OMC 3-6-2 (A) a criminal background inquiry was conducted on applicant (owner) Lori Ann Davis. The inquiry results indicate the applicant suffered both felony and misdemeanor convictions for controlled substance related arrests, as well as felony convictions for theft and fraud related arrests. These events span over a period from 2005 through 2018. Applicant has filed the appropriate application and has paid the required application fee.

Pursuant to OMC 3-6-2 (B), the applicant fails to meet local ordinance requirement which cites any controlled substance offenses shall be grounds for not approving a driver's application. In this applicant's case, the only additional listed driver is no longer an employee of the applicant.

CURRENT SITUATION:

Express Delivery and Taxi Services has no current business activity within the corporate limits of the city.

ANALYSIS:

- A. **STRATEGIC PLAN** This application fails to meet any of the Council's adopted Strategic Plan goals. The findings for Express Delivery and Taxi Services application is that there is no added value to the City of Ontario and its citizens, considering similar services are already being provided within the corporate limits of the city by businesses that have met all application requirements.
- B. **FINANCIAL** There are no known financial impact(s) for this action.
- C. **TIMING** Application falls within all aspects of the application process.
- D. **POLICY/LEGAL** All statutory mandates have been met for consideration of this application.

ALTERNATIVES:

Approve the application. However, it would be in conflict with the legal language of the current city ordinance.

RECOMMENDATION:

Staff recommends that the City Council deny the taxicab, or vehicle for hire, for the taxi cab operator's license for Express Delivery and Taxi Services.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
November 7, 2019**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2019-135: APPROPRIATE ADDITIONAL FUNDING FOR BALLISTIC SHIELDS AND CAR LEASES**

DATE: November 1, 2019

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION 2019-135: A RESOLUTION TO APPROPRIATE ADDITIONAL FUNDING FOR BALLISTIC SHIELDS AND POLICE CAR CAPITAL LEASE.

SUMMARY:

Actual prices came in higher for the ballistic shields and police car capital lease than expected. A resolution is attached to appropriate additional funding.

BACKGROUND:

The 2019-20 City of Ontario budget included \$6,800 to purchase two ballistic shields in the public safety reserve department within the reserve fund. The police department has been working to procure these shields.

The 2019-20 City of Ontario budget also included an annual estimated capital lease payment of \$39,086 for 5 new police cars. This budget was based off costs from the Nyssa police department who had recently leased new cars.

CURRENT SITUATION:

The budget for ballistic shields was an estimated cost based off pricing at the time. Unfortunately, after the budget was approved the quote for the two ballistic shields came in at a total of \$950 over budget.

The police department ended up with two bids on the police cars. The lowest bid was ERS (Emergency Responder Services, Inc) was approved by council at the July 16, 2019 meeting. This bid came in higher than the budgeted amount and so the budget needs to be corrected to

the actual cost.

ANALYSIS:

- A. **STRATEGIC PLAN** These new vehicles will help the police department have reliable vehicles in order to do their jobs as expected by the community. A strong police force will help make Ontario a desirable place to live.
- B. **FINANCIAL** These two projects would need \$2,976 higher budget which is proposed to come from the public safety reserve fund.
- C. **TIMING** Staff would like to purchase the ballistic shields as soon as possible and also would like to sign the police car capital lease documents.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

- A. Take No Action - The Council could take no action on this matter.

RECOMMENDATION:

Staff recommends approval of Resolution #2019-135.

ATTACHMENTS:

- 1. RES 2019-135_CC_BALLISTIC SHIELDS & CAR LEASE (USE)



RESOLUTION 2019-135

A RESOLUTION TO APPROPRIATE ADDITIONAL FUNDING FOR BALLISTIC SHIELDS AND POLICE CAR CAPITAL LEASE

- WHEREAS,** The City of Ontario would like to purchase five police cars and two ballistic shields; and
- WHEREAS,** The 1st payment on the police car lease and two ballistic shields were budgeted but actual prices came in higher than what was budgeted in 2019-2020; and
- WHEREAS,** The City desires to modify the 2019-2020 Reserve Fund Public Safety Department in order to make the necessary purchases.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2019-2020 budget:

Line Item	Item Description	FY 19-20 Budget	Amount of Change	Adjusted Budget
RESERVE FUND				
055-131-712103	Police Car Purchase	\$ -	\$2,026	\$2,026
055-131-712118	Ballistic Shields	\$6,800	\$950	\$7,750
055-131-871000	Contingency	\$470,426	(\$2,976)	\$467,450

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Common Council City Council of the City of Ontario this ____ day of _____, 2019, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 20__.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
November 7, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: BID AWARD: TRADEMARK FOR THE WAYFINDING PROJECT RFP 09-2019-01

DATE: November 1, 2019

PROPOSED MOTION:

**I MOVE THE CITY COUNCIL APPROVE A CONTRACT WITH TRADEMARK DESIGN |
FABRICATION NOT TO EXCEED \$24,000 FOR DESIGN OF A CITY WAY-FINDING SYSTEM.**

SUMMARY:

The City Council and Budget Committee approved a wayfinding project in the 2019-2020 fiscal plan. The project is ready to be awarded.

BACKGROUND:

The Budget Committee and City Council approved a proposal in the 2019-2020 budget to undertake a wayfinding project. The project was contingent upon the city applying for and being awarded a grant from Travel Oregon. The city was successful in receiving a grant for the wayfinding system for \$20,000.

In the process of working on the wayfinding grant we found a community partner interested in collaborating with us on the project. The Four Rivers Cultural Center offered to partner with us and was willing to contribute \$5,000 towards the project budget.

RFP 09-2019-01 was let on September 16, 2019. Four proposals were received by the deadline on October 11, 2019. Proposals were received from:

Trademark
NW Sign and Design
Callison RTKL
CTA

CURRENT SITUATION:

Staff pulled together a review team comprised of the Cultural Center, Community Development Office, City Manager's Office, a local artist, and Revitalize Ontario. The team reviewed four applications and invited Trademark, a firm with a strong reputation in the Boise market, to interview with the team on October 31, 2019.

The review of the project went very well and many of our team members were familiar with their work in the Boise area. The team recommended that the City Council move forward to award the wayfinding contract to Trademark Design | Fabrication.

ANALYSIS:

- A. **STRATEGIC PLAN** This project supports the City's Desirability Goal and specifically the strategy of "Things To Do" and the "Promote the City" activity in the plan. The wayfinding system once built, will navigate visitors throughout the city and enhance the city's image.
- B. **FINANCIAL** The project is fully funded by grants from Travel Oregon and from the Four Rivers Cultural Center. No general fund dollars are required. The contract will be set to not exceed \$24,000.
- C. **TIMING** We would like to proceed as quickly as possible with the wayfinding design so that numbers can be prepared for fabrication of the design concept in the next year's budget.
- D. **POLICY/LEGAL** The Council is required to approve this contract.

ALTERNATIVES:

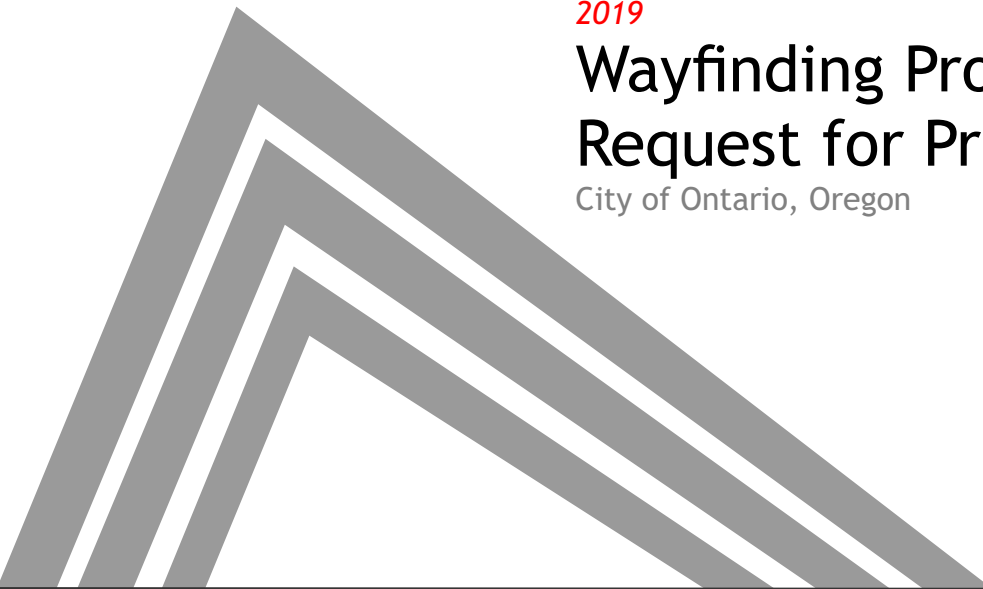
Take No Action - If the council takes no action, the grant may be forfeited or the project will be delayed.

RECOMMENDATION:

The City Manager recommends award of the wayfinding grant to Trademark Design | Fabrication for an amount not to exceed \$24,000.

ATTACHMENTS:

1. Proposal_Trademark Creative_City of Ontario Wayfinding RFP Final_10 11 2019
2. Proposal_NW Sign and Design_Ontario Wayfinding Design Bid Package 10-10-19
3. Proposal_CallisonRTKL_for_the_City_of_Ontario_10 11 2019
4. DOC_RFP_2019 wayfinding design_9 16 2019
5. CTA Response to City of Ontario Wayfinding RFP



2019

Wayfinding Project Design Services Request for Proposal 09-2019-01

City of Ontario, Oregon



TRADEMARK
DESIGN | FABRICATION . BOISE . IDAHO

The undersigned, upon acceptance, agrees to furnish the following in accordance with the terms and conditions per City of Ontario Request for Proposals for Consultant Services for a Citywide Wayfinding Project, at the prices indicated herein.

The undersigned declares under penalty of perjury that he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned recognizes the right of the City of Ontario to reject any or all bids received and to waive any informality or minor defects in bids received.

Consultant Name: Trademark Design and Fabrication

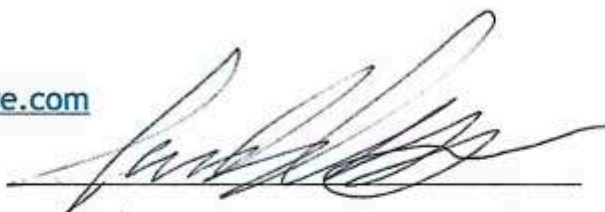
Address: 915 W Royal Blvd. Boise, ID 83706

Telephone Number: 208.949.1160

E-mail address: Casey@trademarkcreative.com

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____


JASON KEEBLE

Bringing communities together is what drives Trademark Design and Fabrication and what better way to bring a community together than to create a wayfinding system that provides guidance for both locals and visitors alike. The City of Ontario Wayfinding project is much like the wayfinding and neighborhood identity projects Trademark has done in the past, requiring careful observation and research in order to accurately reflect the personality of the city and provide helpful direction in navigating that city. In the case of the City of Ontario, Trademark will look closely at the surrounding geographical landmarks and the economic pillars in the area including agriculture, outdoor recreation and local businesses.

Trademark will keep the designs concise and thematic, similar to signage we provided for City of Eagle and City of Boise. We will work closely with the City of Ontario sign staff to develop a cohesive wayfinding system that is easy to navigate and will withstand the elements and the city's growth, allowing for additional and changed signage. This will be aided by the provision of a comprehensive branding guideline package.

Below you will find details on how we will approach this project.

INITIAL PLANNING STAGE

Meet the stakeholders and gain a greater understanding of the desired design direction. Learn what are key defining pieces of Ontario's identity to help facilitate the creation of relevant concepts. After this meeting Trademark should possess most of the relevant information to begin creating concepts for a sign theme. This will also be the stage where Trademark establishes a project lead within the city to facilitate clear and consistent communication with on member in the city.

CONCEPT PHASE

Trademark will create 2-3 different design themes that represent the City of Ontario. These concepts will include all required sign levels or types. Including vehicular and gateway sign concepts. Our concepts will keep in mind the agreed upon budget.

DEVELOPMENT PHASE

Once a concept is chosen, the project then moves into the development phase with a clear design direction. We will continue to fully develop a comprehensive theme for signage across the city. Being fabricators ourselves, we are uniquely equipped with the knowledge and experience of what is required for the engineering phase. We will break out materials and all specifications for fabrication and implementation. At the end of this phase construction drawings will be completed and ready to go.



Who We Are

Trademark is a full-service creative studio that specializes in design consultation, wayfinding, architectural signage, environmental design, and specialty fabrication. What sets us apart, is our ability to transform our vision and designs into the physical realm. Our studio prides itself on its duality—housing both a design firm and fabrication studio under the same roof. Our Trademark is transforming ideas into something buildable.

Lead Designers

Jason Keeble

Founder, Co-Owner, Trademark Design and Fabrication 2009-Present
Twenty-five years working as a designer and graphic artist

Jason is a multi-disciplinary artist and art director at Trademark. He is versatile in multiple mediums including painting, illustration, technical design, wayfinding signage development, neighborhood branding and hand lettering.

John Yarnell

Founder, Co-Owner, Trademark Design and Fabrication 2009-Present
Twenty years working as a designer and graphic artist.

John is a principal designer and art director at Trademark. Skilled in sculpture, illustration and dimensional design, John leads with vision and meticulous attention to detail, making him the driving force behind Trademark's aesthetic.



PUBLIC ART

PERMANENT

- 2019 Champion Park - Landmark Public Art Sculpture - Meridian, ID
- 2019 Discovery Park - Artistic Wayfinding, Educational Playboards & Sculptural Bike Racks - Meridian, ID
- 2019 Zoo Boise - Interpretive Signage & Donor Recognition - Boise, ID
- 2018 MK Nature Center - Arts-Integrated Signage System, Interpretive Displays, & Donor Recognition Wall - Boise, ID
- 2017 Valley Regional Transit - Signage System, Art Wall, Wayfinding and Directional Signage - Boise, ID
- 2016 Rhodes Park - Arts-integrated Skate park and Parkour Course - *Landmark Letters* & Donor Recognition Display - Boise, ID
- 2016 Lusk District Bike Rack - Lusk District - Boise, ID
- 2016 Historic Downtown Meridian - Iconic Landmarks - Fabrication and Consultation Meridian, ID
- 2015 Meridian City Walking Tour - Interpretive Signage - Meridian, ID
- 2015 Nampa Public Library - Donor Recognition & Wayfinding System - Nampa, ID
- 2014 Trevor's Trek - Cancer Survivor Stanchions - Julia Davis Park- Boise, ID
- 2013 West End Trail Monuments - Interpretive Display Fabrication - Boise, ID
- 2012 Julius Kleiner Memorial Park - Sculptural Wayfinding System - Meridian, ID
- 2012 Central Bench/Central Rim - Neighborhood Identifiers - Boise, ID

TEMPORARY

- 2018 Traffic Box Art Project - Fabrication - Boise, ID
- 2016 Traffic Box Art Project - Fabrication - Boise, ID
- 2016 Wayfinding System- Treefort Music Festival- Boise, ID
- 2015 Entryway Arch- Treefort Music Festival- Boise, ID
- 2015 Traffic Box Art Project - Fabrication - Boise, ID
- 2015 Bus Shelter Wrap Project - Fabrication - Boise, ID
- 2014 Traffic Box Art Project - Fabrication - Boise, ID

PROFESSIONAL ORGANIZATIONS

Meridian Park Identities Public Art Roster- Member



John Yarnell
Trademark Creative
John@TrademarkCreative.com
208.949.1160

Jason Keeble
Trademark Creative
Jason@TrademarkCreative.com
208.949.1160

Studio
Trademark Design
& Fabrication
915 W Royal Blvd
Boise, ID 83706

Mail
915 W Royal Blvd
Boise, ID 83706

Website
www.trademarkcreative.com





City of Eagle Wayfinding



Downtown Eagle may be a thorough-fare to larger, more sprawling roads and businesses, but the heart of it still remains historic and reminiscent of its foundation. The buildings shops that line the street are rustic and mimic the small western town it once was. With so much traffic, pedestrian or automotive, that passes down the main street, it was important for The City of Eagle to have large, easily recognizable and readable signs, guiding individuals to the points of interest that give Eagle it's charm.



Julius Kleiner Memorial Park

Whether you're nestled by the fall maple or bundled up under the winter pine, each powder-coated steel sculpture reflects a time of year while denoting an area of the park—translating the standard functionality of a map into a full-on visitor experience. As if alive, the statues changes depending on the time of day—with the light casting different patterns on the ground as it filters through each cutout. The emblem of Julius Kleiner Memorial Park is prevalent throughout the park on custom exterior elements such as benches, interpretive signage with stanchions, and kiosks.

2 Julius Kleiner Wayfinding Sculptures



Sunset Neighborhood Logo and Identification Signage

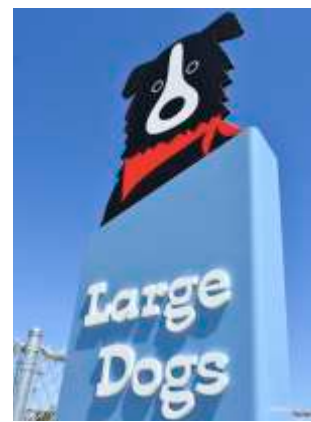
The Sunset Neighborhood is a fantastic example of the benefits provided by a well-designed logo and tasteful neighborhood identification signage. Nestled right next to the famed Boise Foothills, The Sunset neighborhood has its own distinct feeling and style, but without the help of a unique identity, would usually get lumped in with the nearby North End. By giving the Sunset neighborhood an identity of its own, the neighborhood can continue to grow into itself with confidence.



Central Rim Neighborhood Identifiers

Inspired by the history behind the Central Rim, Trademark conceptualized a unique identity for one of the neighborhoods within the Bench area. The design references an iconic landmark and the landscape many residents of Boise are familiar with when in proximity to the homes that make up the neighborhood. We produced a total of 5 double-faced signs toppers with custom architectural steel poles which are positioned carefully along the streets.

4 Central Rim Neighborhood Identifiers



Discovery Park



True to its name, Discovery Park was built with the goal of creating a place for children to discover the world around them through play. We worked closely with Stephanie Inman on help bring her designs into the physical realm producing a thematic wayfinding system and educational play-boards. We also designed and engineered sculptural bike racks in the shape of frogs and birds. This vibrant and playful park provides the perfect environment to inspire hands-on learning for all.



MK Nature Center

The MK Nature Center has been an iconic spot in Boise for years. MK Nature Center came to Trademark to have us develop, fabricate and install a number of educational signs. We provided high quality signage that would hold up in the elements and included tactile interactive elements.



Indian Creek Plaza

Indian Creek Plaza is the central hub for family and culture in Caldwell, Idaho, possessing live music and fountains in the summer and a popular ice skating rink in the winter, this is an important part of the Caldwell community. It required a carefully curated identity that would pay respects to the historical feel of Caldwell and provide a welcome place for voices to ring out in the square year round. Indian Creek Plaza's Identity seamlessly echoes the sense of friends and family that it brings to all its visitors with donor recognition sculptures, architecturally driven signage, additional branded signs and a digital display.

Below you will find three (3) current professional references from different firms/organizations who have worked professionally with Trademark. Trademark hereby authorizes the City of Ontario to conduct reference investigations as needed.

Reference 1

Name of Firm/Organization City of Boise - Planning and Development Services

Contact Person Nikki Drake, Energize our Neighborhoods Coordinator

Email Nrdrake@cityofboise.org

Phone 208.570.6849

Address 150 Capitol Blvd.

City/State/Zip Boise, ID 83701

Name of Project Boise Neighborhood Identities

Date Completed Previous and on going Neighborhood Identity projects

Reference 2

Name of Firm/Organization City of Eagle

Contact Person Sheri Horton, Sr. Deputy and Clerk Treasurer

Email shorton@cityofeagle.org

Phone 208.939.6813

Address 660 E Civic Lane

City/State/Zip Eagle, ID 83616

Name of Project Downtown Meridian, Main Street Island Identifiers

Date Completed Previous and on going projects

Reference 3

Name of Firm/Organization Friends of Zoo Boise

Contact Person Gene Peacock, Zoo Boise Director

Email gpeacock@cityofboise.org

Phone 208.608.7745

Address 355 Julia Davis Dr

City/State/Zip Boise, ID 83702

Name of Project Friends of Zoo Boise Gorongosa Exhibit Signage

Date Completed June 2019

It takes time and dedication to conceptualize a design that creates a wayfinding theme that does more than shuffle people around, that instead, echoes the essence of the city, creates an identity and enhances the city experience.

INITIAL PLANNING AND DESIGN PHASE

- Creation of 2-3 concepts for City of Ontario Wayfinding themes
- 120-160 hours.
- Includes meetings and travel expenses.
- 6-8 weeks from selection date
- Projected Start Date: November 7, 2019.

DEVELOPMENT PHASE

- Finalization of design themes.
- Material sourcing.
- Engineering for fabrication and implementation
- 60-80 hours.
- 4-6 weeks from selection date
- Projected Finish Date: February 13, 2020.

TOTAL HOURS

- 180-240 Hours
- \$100/hour
- TOTAL ESTIMATED COST: \$18,000-24,000



TRADEMARK
DESIGN | FABRICATION





WAYFINDING PROJECT DESIGN SERVICES PROPOSAL

October 11, 2019

City of Ontario, Oregon

Wayfinding RFP 09-2019-01

SECTION 5: PROPOSAL COVER PAGE

The undersigned, upon acceptance, agrees to furnish the following in accordance with the terms and conditions per City of Ontario Request for Proposals for Consultant Services for a Citywide Wayfinding Project, at the prices indicated herein.

The undersigned declares under penalty of perjury that she/he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned recognizes the right of the City of Ontario to reject any or all bids received and to waive any informality or minor defects in bids received.

Consultant:

Northwest Sign and Design

Address: _____

17201 Beaton Rd SE

Monroe, WA 98272

Telephone Number: **425-844-6415**

Fax Number: **None**

E-mail address: **jeremy@nwsigns.com**

Signature of Authorized Representative:



Printed Name of Authorized Representative:

Jeremy Blake Jeremy Blake

October 11, 2019

Adam J. Brown
City of Ontario
444 SW 4th St.
Ontario Oregon

Re: Gateway and Wayfinding Design Proposal

Mr. Brown,

Northwest Sign and Design is pleased to present to the City of Ontario our proposal for the Gateway and Wayfinding Design project.

Northwest Sign and Design is located in Monroe, Washington, where our 18,000-sf facility specializes in providing custom design and manufacturing services for commercial and government projects throughout the Pacific Northwest with installations across the US and Canada.

In our 26 years' experience we have developed long standing relationships with Architects, Contractors, Municipalities, Designers and Developers as well as direct to a wide range of clientele providing; electrical signs, wayfinding, environmental graphics, monuments, freestanding and wall signs, ADA and code signage.

The enclosed proposal provides examples of our work that demonstrates our capabilities in master planning, design, fabrication, installation, and service. We are committed to outstanding customer service, an example of this being our standard 3-year warranty that is unmatched in the signage industry.

We are excited for the opportunity to be part of a project that will serve the community we call home. Please let me know if you have any questions.

Thank you,



Dale McLam
Creative Director

Dale McLam - Creative Director
425-844-6415 Ext. 5
dale@nwsigns.com

References

Sound Health - Stephen McLean
Chief Mktg & Public Relations Off.

Stephen.McLean@Sound.Health
206.901.2061

SECO Development - Scott Rosenstock
Sr. Project Manager

srosenstock@secodev.com
425.282.5833 x317

Shelter Resources, Inc. - Corey Baldwin
Director of Acquisitions

CoreyB@ShelterResourcesInc.com
425.454.8205 x238

MEMBERSHIPS



CERTIFICATIONS





DESIGN & MANAGEMENT TEAM



Brian Stoddard / President

- Leads in the establishment of the company's culture, goals, and strategies.
- Oversees budgets and ensures resources are properly allocated.
- Over 25 years of signage experience including wayfinding and environmental graphics.
- Manages large projects, often spanning over 12 months of time.
- Successfully manages teams and people to meet deadlines and budgets.
- Contract negotiations.
- Skilled navigator of State and Federal regulations.
- In depth experience in all areas of sign design, fabrication, and installation.
- Sign program planning and implementation.



Dale McLam / Creative Director

- Over 18 years of design experience including landscape architecture, development and gateway signs, monuments, wayfinding, environmental graphics, electrical signage and other forms of visual communication.
- Experience with master planning and blending designs into the built environment
- Experience with wayfinding design, programming and analysis
- Over 20 years experience with branding and logo design
- Experience with advanced concept design in a variety of budgets.
- Experience with signage fabrication, materials, and value engineering
- Degree in Landscape Architecture



Barry Jones / Director of Project Management

- Over 20 years' experience in project management and 15 in team leadership.
- Has managed projects up to \$50,000,000.
- Previous projects include T-Mobile Ballpark, LinkedIn, Wal-Mart Stores, Inc, Stored Value Solutions, Microsoft, and CREO Industrial Arts.
- Six Sigma Green Belt Certified.
- New Retail Store Design / Build Specialist.
- Provide Budget / P&L Oversight.



Joseph Henry / Engineer

- 7 years' experience providing WSDOT with electrical service cabinet layouts. Project examples:
 - o Tacoma Narrows Bridge electrical service update (Tacoma, WA).
 - o Thomas Street pedestrian overpass, electrical service cabinets for handrail illumination (Seattle, WA).
- Translates design concepts into engineered drawing packages that focus on streamlining manufacturing and installation processes and overall project lead times.
- Evaluates projects for alternate fabrications methods to reduce cost and increase sustainability.
- Experience with a variety of construction and manufacturing methods, equipment, materials, and hardware to specially optimize every project.



DESIGN & MANAGEMENT TEAM



Mark Richardson / Production Designer

- 12 years' experience designing custom signage for National commercial projects.
- 4 years' experience in developing wayfinding, production methods, programming, and scheduling.
- Expertise includes design intent drawings and detailed fabrication drawings related to all forms of custom interior and exterior signage.
- Project examples: Chicago Cubs, Chicago White Sox, Google, Starbucks, Anheuser-Busch, Applebee's, Dunkin Donuts, Wells Fargo, City of Kenmore, University of Notre Dame, University of Akron, and University of South Florida.



Gabe Stoddard / Install Manager

- 8 years' experience in the development and production of custom commercial signage.
- 6 years' experience in the installation of commercial signage including electrical, wayfinding, monuments, ADA, wall signs, channel letters, and more.
- Manages multiple install teams and schedules.
- Developed standard workflow process for custom installations to ensure safety and product quality.
- Responsible for final quality approval and customer turnover satisfaction.
- Fully licensed service and install technician.
- Washington State 04 Electrical Certification.



Jeremy Blake / Director of Operations

- Provides direction to management team and helps to define overall vision and company goals.
- Over 10 years' experience in manufacturing in custom and standard work-flow production.
- Managed and developed process improvements and Lean workshops resulting in over 5 million dollars in re-work savings.
- Managed multimillion-dollar projects from conception to delivery.
- US Army and Boeing training.
- Lean/Six Sigma expert and company Lean and Quality Program Manager.
- Process improvement evaluation, cost savings expert, and corrective action facilitator.



WE ARE EFFECTIVE PLANNERS HELPING YOU NAVIGATE

Before signs are designed, built and installed a comprehensive plan must be put into place. Complex facilities can be confusing to navigate. Our team of project managers and designers can put the project on the right track with an organized wayfinding program.

URBAN WAYFINDING DEFINED

Urban wayfinding directs both residents and visitors to destinations, parking, shopping, services, and amenities. Navigation from place to place is a fundamental human activity and an integral part of everyday life.

Where are you? Where are you heading to? Wayfinding can be defined as spatial problem solving. It is knowing where you are in a building or an environment, knowing where your desired location is, and knowing how to get there from your present location. Comprehensive wayfinding systems often combine signage, maps, symbols, colors, and other communications.

A strong urban wayfinding program will effortlessly guide visitors and restore the destination they seek, services they need and re-enforce your brand identity. It should use colors and visual clues that re-assure the visitor they are reading signs intended for them based on the consistency between your brand's appearance based on what they've seen from your brand previously. And if the wayfinding program made them feel comfortable and certain that they are on the right path, they will arrive delighted and likely not even realize that the wayfinding program helped them feel confident and ready for a fulfilling experience. Street wayfinding is essential to address the need of people to orient themselves in the landscape, navigate between destinations and to understand their next move. Different wayfinding elements are necessary to create a street environment where information seamlessly fills navigational gaps, heightens the sense of place and helps people interpret their surroundings. Wayfinding allows both the pedestrian and people using all other types of transportation to successfully navigate the environment.

ENVIRONMENTAL GRAPHICS

Environmental graphics incorporate all forms of urban wayfinding solutions. In addition to a variety of sign types for vehicular and pedestrian circulation other forms of environmental graphics may include:

Public art, Streetscapes, Landscaping, Sidewalk design and elements, Gateway identification Kiosks and maps, and city branding

Unconventional wayfinding, incorporates new and emerging technology, and incorporate factors of sound, sight, touch, and smell in our wayfinding experiences of streets.



WE ARE CREATORS WHO
DESIGN
REALLY AWESOME STUFF

We take the design process seriously. In fact, we believe a properly designed project is the most important part of the process and drives positive outcomes and impressive solutions.

DESIGN SERVICES

By helping you through the design phase step by step we can develop a sign program that is tailored to the visitors and residents of Ontarioz. We want to design a sign package that makes a lasting impression, is affective and can be fabricated with cost effective methods. The design phase helps you not only visualize your project it opens doors to material and fabrication options that you may not have known existed.

By utilizing our design services, we can develop a design solution that:

- meets your needs and helps your business to be successful
- makes a positive first impression on your customer
- sets your business apart from the competition
- improves the overall customer experience
- reinforces the quality of your brand
- meets local sign codes
- attracts your target audience
- is creative and incorporates out-of-the-box thinking
- integrates and enhances your brand and corporate identity
- enhances and navigates visitor and residents to key destinations and attractions





HELPING CLIENTS GET **ORGANIZED** & ON THE RIGHT TRACK

Every city and not every location needs the same requirements. Our assessments and site analysis help to determine the best solutions. While there are standard processes and strategies that establish good wayfinding, not all of them need to or should be applied to your unique space or place. This can be an overwhelming task to do on your own. Let us help you get started on the right track.

From start to finish we keep the wayfinding program organized and effective

Wayfinding is particularly important in complex built environments such as urban centers, healthcare and educational campuses, and transportation facilities. As architectural environments become more complicated, people need visual cues such as maps, directions, and symbols to help guide them to their destinations. In these often high-stress environments, effective wayfinding systems contribute to a sense of well-being, safety, and security.

Interior and exterior wayfinding plans have unique and different sign types and objectives. We can help you with both. Below is an example of a exterior programming map based on sign type.





BRANDING

Brand image is an important component to your city. We can give your brand a fresh look by creating new or updated logos and branding.



MASTER PLANNING SERVICES

Our master plan service helps you design and implement a complete citywide wayfinding package from concept to fabrication while implementing it as your budget allows.

A master plan may include branding, wayfinding, directories, building identification, environmental graphics, monuments and gateway signs, ADA signage, directional signs, interpretive signs, information kiosks, donor recognition systems and even public art.

- Goals and objectives analysis
- Phased approach recommendations
- Budget planning
- Schematic and concept design packages
- Presentation drawings
- Engineering and fabrication drawings
- Construction documentation and details
- City, state or county permitting
- Construction administration and management
- In-house fabrication
- Project management



SCOPE OF WORK

1. Kick-off Committee and stakeholder meeting

Project start-up, information and data gathering - Initial meeting to discuss goals and objectives and project expectations. Discuss branding and new logo options. Complete tour with Economic Development Advisory Board

2. Develop goals and objectives

In relationship to:

- a. General information for pedestrians, bicyclists, and motorists
- b. Services
- c. Memorial and historical venues and landmarks
- d. Entertainment venues
- e. Public parking
- f. Neighborhood and communities
- g. Trail system
- h. Visitor information and amenities
- i. Popular destinations
- j. Significant municipal buildings and properties
- k. Promotion of economic development
- l. Promotion of tourism
- m. Material and fabrication costs and methods
- n. Functionality and ease of use
- o. State and county highways

The project shall also meet these overall goals:

- To create a consistent signage and wayfinding system across a range of signage mediums that honors the City's past while establishing its future as a regional hub.
- To create a multimodal guideline for a signage and wayfinding system that directs visitors to landmarks, facilities, activity centers, and services
- To improve navigation for all modes of travel; with an emphasis on establishing signage and wayfinding that directs residents and visitors to civic services, landmarks, and activity centers
- To reinforce the brand and identity of the City of Ontario
- To develop signage that is able to be fabricated using standard materials and methods requiring minimal maintenance and are long lasting
- To be sustainable as well as expandable and to establish an ongoing administration and maintenance plan for the system.



SCOPE OF WORK – PART 2

3. Needs analysis / Field Review

Using maps and information gathered in the kick-off meeting we will conduct a field review and site assessment of wayfinding opportunities and constraints. This review will examine existing signage and infrastructure, future development sites, and major destinations. The field review will record and confirm navigational challenges, attractions, and highway, street, pedestrian, transit, trail and bicycle network information, as well as facility and building signage:

- a. Review and assess existing wayfinding program and inventory starting with an assessment of the City's relevant plans, future masterplaning in relation to community development, streets, parks, and attractions, and services.
- b. Review and assessment of City of Ontario relevant plans, and future masterplaning in relation to community development, streets, parks, and attractions, and services.
- c. Review and assess existing wayfinding destinations.
- d. Identify user groups and their specific needs (i.e. – residents, visitors, disabled, pedestrians, vehicle users, etc.
- e. Review of existing sign code with the City of Ontario
- f. Review of MUTCD, state and federal sign requirements.

4. Route prioritization and focal point review

- a. Develop list of priority corridors and streets
- b. Develop a hierarchical list of wayfinding destination types.
Examples may include: Districts and Neighborhoods, Landmarks, local destinations, and services.

5. Concept design

- a. Based on the design brief, design and develop (2) concept designs per sign family. Concepts designs shall include design elements such as shape, size, layout, type style, icons, colors, mounting, and materials.
- b. Complete list and concept for each sign type.
- c. Complete (2) gateway monument designs
- d. (2) revisions to the concept design can be made to create a final design.
- e. City council, committee presentation

6. Final selection

With committee and design team involvement a design type shall be selected based on final review of each sign type. Concepts from each sign type may be selected to create the final package.



SCOPE OF WORK – PART 3

7. Design intent

Once a final design package is made design intent level plans and production specifications for the preferred sign family and design. Design intent drawings that illustrate the intent of the design and include enough detail needed to release the package for a fabrication. Complete set of sign templates for future city use.

8. Fabrication Drawings

Complete fabrication drawings for final production

9. Fabrication and Installation Costs

Complete estimate of fabrication and installation costs

10. Sign Type and Placement

- a. Develop placement map for each sign and sign type

11. Final Master plan

- a. Develop final masterplan based on all previous steps. Recommendation of cohesive design standards and branding consistent with color, materials, architectural elements, and sign type. Safety, maintenance, materials, fabrication, and replacement costs shall also be explored.
- b. Final designs shall include a final sign package including sign types.
- c. Final sign package shall be a standardized wayfinding plan with easy to follow direction for visitors and residents.
- d. Present final master plan to Council and city staff and/or partner team



COST SCHEDULE

	Senior Designer	Designer	Project Management	Administration	Engineer
Kick-off Committee and stakeholder meeting	12		12		
Develop goals and objective in relationship	8		8		
Needs analysis / Field Review			16		
Route prioritization and focal point review	4		4		
Concept Design	100	20			
Final Selection	4		4		
Design Intent	60	30			
Sign Type and Placement	16	24			
Final Master plan	80	40	16		
Final Shop Drawings		16			40
Contract, Billing, & Admin				8	
Total Hours	284	130	60	8	40
Total Cost	\$35,500	\$11,050	\$5,700	\$600	\$3,800
Rate	\$125	\$85	\$95	\$75	\$95

Project Total Before Tax **\$59,850.00**





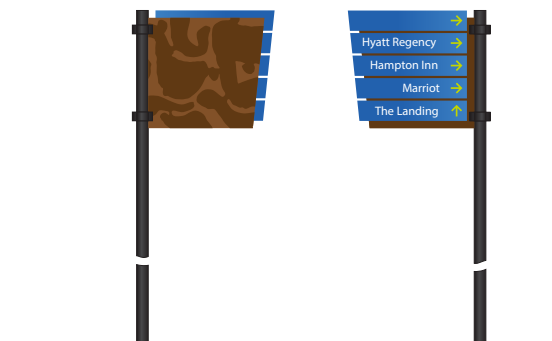
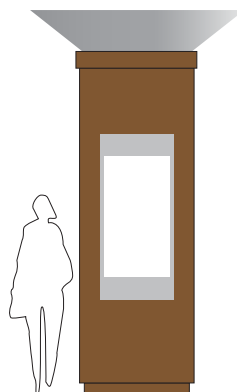
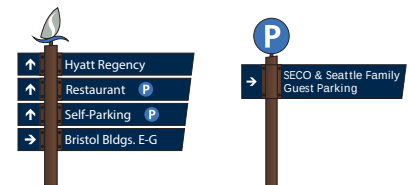
CASE STUDY

SECO DEVELOPMENT | SOUTHPORT

Northwest Sign & Design was contracted to implement the design intent for this new development in Renton, Washington which consists of a 15 Acre mixed use community with office, retail, and residential spaces requiring gateway signage, kiosks, and wayfinding.

Project scope and materials

- Project length: August 2018 to September 2019
- Design Intent to engineered drawings
- Fabrication drawings
- Permit drawings and acquisition include right of way and environmental impact studies
- On site surveys for traffic and parking planning
- Stakeholder meetings to establish final designs and placement
- Sign placement planning
- Fabrication
- Project Management
- Timeline management integrated with client needs
- Sub contractor negotiations
- Installation
- Permit finalizations



SECO DEVELOPMENT | SOUTHPORT





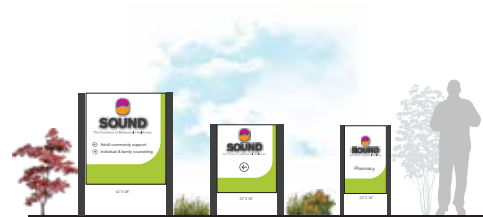
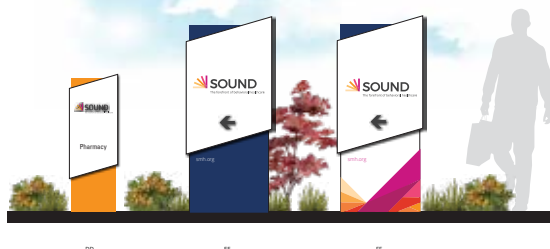
CASE STUDY

SOUND HEALTH

Northwest Sign & Design worked with Sound Health to implement a new logo and branding across 12 campuses across the Puget Sound area including monument, wayfinding, and informational signage.

Project scope and materials

- Stakeholder meetings to establish budget and goals
- Concept design
- Comprehensive surveys
- Permit drawings & acquisitions spanning 6 cities and 2 counties
- Sign placement planning & design
- Fabrication & Engineering drawings
- Timeline planning
- Project Management
- Fabrication
- Installation
- Permit Finalization



Phase 1 - Concept Design









AVAIRE

APARTMENT HOMES



245

245

245

Building
B

320-326
220-226
120-126

320-326
220-226
120-126
B

320-326
220-226
120-126



City of Ontario, Oregon

Request for Proposal
Wayfinding Project Design Services

October 11, 2019

CALLISONRTKL™

SECTION 5: PROPOSAL COVER PAGE

The undersigned, upon acceptance, agrees to furnish the following in accordance with the terms and conditions per City of Ontario Request for Proposals for Consultant Services for a Citywide Wayfinding Project, at the prices indicated herein.

The undersigned declares under penalty of perjury that she/he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned recognizes the right of the City of Ontario to reject any or all bids received and to waive any informality or minor defects in bids received.

Consultant Name:

CallisonRTKL

Address: 1420 Fifth Avenue

Suite 2400

Seattle, WA 98101

Telephone Number: +1 206.623.4646

Fax Number: +1 206.623.4625

E-mail address: joan.insel@crtkl.com

Signature of Authorized Representative:



Printed Name of Authorized Representative:

Joan Insel, Vice President



CallisonRTKL Inc.
1420 Fifth Avenue
Suite 2400
Seattle, WA 98101

CallisonRTKL.com

October 11, 2019

Adam J. Brown
City Manager
City of Ontario, Oregon
444 SW 4th Street
Ontario, Oregon 97914

**RE: City of Ontario, Oregon
Wayfinding Project Design Services (RFP 09-2019-01)**

Dear Adam,

The Environments Studio of CallisonRTKL Inc. is pleased to submit the enclosed proposal for the Creation of Wayfinding Signage in the City of Ontario, Oregon. Through our expertise in urban design, brand strategy and wayfinding design, we collaborate with our clients to create experience-rich environments that support the needs of resilient communities and cities.

Our team has experience working on challenging and complex wayfinding and signage projects, both domestic and internationally. We are familiar working with cities and local governments to build consensus and the public process required to get design systems approved and implemented. We also understand the importance of creating a document that must live and work for the city long after the consultant has left.

We believe that you have an incredible opportunity before you, and we are excited to work with you and your community to create a unique wayfinding system for Ontario, Oregon that fits with the charm and character of your City.

Please feel free to contact me with any questions or concerns you may have about the proposal.

Kind regards,

A handwritten signature in black ink, appearing to read "Joan F. Insel".

Joan Insel
Vice President
T: 206.291.6843 | E: Joan.Insel@crtkl.com



City of Ontario, Oregon

1

WHO WE ARE

Over the last 70 years, we have created some of the world's most memorable and successful environments for developers, retailers, investors, institutions and public entities. Our work has set us apart as the number one retail design firm in the world and a top-five architecture practice across multiple disciplines and sectors.

Wayfinding plays an integral role in helping visitors find what's important to them—a classroom, a stadium or sports event space, the telephone, a parking space or a bite to eat. Whether they take the form of directories, regulatory signs and directional signs, or by more subtle means like sculpture, fountains, clocks, lighting and sound, wayfinding systems tell us where to go and how to get there, and give us the information we need where and when we need it.

Good wayfinding contributes to a sense of place. It goes beyond signs to serve as an extension of brand. As one of the most immediate means of communication with visitors, good wayfinding conveys core values and points the way to deeper, more rewarding relationships with your citizens.

2

OUR APPROACH

Based on the project goals and description, we have expanded on the provided Scope of Work in the RFP to better match our design process and experience working on similar City Wayfinding Sign Program projects.

TASK 1: INVENTORY, ANALYSIS, ORIENTATION

CallisonRTKL will hold kick-off meeting with the City Team to review project goals and establish a working schedule. Our design team will conduct an on-site survey assessment to review the existing signage and conditions. This survey will include current vehicular, transit, pedestrian wayfinding and circulation in the city, neighborhoods, and civic amenities. Review and develop a working knowledge of community history, culture, arts and commerce. We will identify opportunities for wayfinding systems, user groups, specific needs for the program and review necessary city documents, plans and codes.

After our survey we will compile our research and observations together to create an existing wayfinding evaluation report that outlines our findings and opportunities.

Task 1 Deliverables:

- Wayfinding Evaluation
- Project Schedule

Task 1 Duration: 2 Weeks / 3 Meetings

- 1 Kick off meeting (in-person)
- 1 Presentation of the Existing Conditions report (virtual)

Task 1 Travel: (1) 3-Person 2-Day Trip

TASK 2: WAYFINDING CONCEPTS

During Task 2, CallisonRTKL will create a recommended family of sign types based on conditions and needs determined in Task 1. We will develop a preliminary sign placement plan with sign detail descriptions and placement considerations. We will host a sign placement meeting with city team to begin the process of crafting a tool to determine what destinations are included in program.

During this phase we will develop (3) unique design concepts. This will include both Identification and Wayfinding sign types.

During Task 2 we will work with the City to plan and host a Community Meeting to explain the project to the Community and gather input and feedback on the project.

We will then present the sign program concepts to City Team for review and approval. This task includes:

- › Signage rational
- › Updated Sign Locations
- › Cost estimates
- › Online Community Outreach using the Cities exiting platforms
- › Online Community Survey

Task 2 Deliverables:

- Sign program concept presentation with (3) unique solutions
- Revised design concept
- Online Community Outreach

Task 2 Duration: 6 Weeks / 2 Meetings

- 1 design presentation meeting (in-person)
- 1 sign placement meeting (in-person)
- 1 design revisions meeting (virtual)

Task 2 Travel: (2) 2-Person 1-Day Trip

TASK 3: WAYFINDING DESIGN DEVELOPMENT

During this phase we will review with the City all feedback received as part of the Online Community Outreach and incorporate where possible into our the program. We will incorporate all feedback from Task 2 into a full unified system concept. We will then present the sign program concepts to City Team for review and approval. After we have approval on the design concept we will refine the designs and develop draft sign program that includes:

- › Design-intent drawings for all sign types that indicate fonts and letter heights, colors, materials, sections, elevations, mounting and installation information
- › Best practices and implementation information for each sign type
- › Sign placement plan (Locations)
- › Present Draft Wayfinding Signage System to City Team for Review and Approval
- › Cost estimates
- › Phased implementation plan

Task 3 Deliverables:

- Refined Sign Program Concepts, Options
- Revised Final Sign Concept
- Revised Sign Locations / Messages

Task 3 Duration: 4 Weeks / 2 Meetings

- 1 review of Online Engagement Feedback (virtual)
- 1 design presentation meeting (in-person)

Task 3 Travel: (1) 2-Person 2-Day Trip

TASK 4: FINAL WAYFINDING SIGNAGE SYSTEM

For Task 5, CRTKL will meet with City Team to review all feedback and revisions requested for the Signage System. After understanding the scope of the revisions we will incorporate all combined feedback from City Team into Finalized Wayfinding System.

This will include finalizing all design drawings, details and annotations, suitable for project bidding and fabricator to take and develop shop drawings from.

Task 4 Deliverables:

- Finalized Wayfinding System Drawings
- Visual Message Schedule
- Executive summary
- Final Signage Location plan documents
- Updated Phasing Plan

Task 4 Duration: 4 Weeks / 2 Meetings

- 1 design feedback meeting (in-person)
- 1 site walk with City team to confirm final locations (in-person)
- 1 presentation of the final documents (virtual)

Task 4 Travel: (2) 2-Person 3-Day Trip



City of Ontario, Oregon

3

OUR TEAM

The CallisonRTKL team proposed for the City of Ontario, Oregon project builds on the strength of our multi-discipline firm. We believe that a mix of talents always enriches the design of great communities.

The individuals chosen for this assignment have worked together on numerous projects and have been selected specifically for the knowledge and expertise they bring to the table.

JOAN INSEL

As a brand strategist, Joan brings complementary components to the traditional CallisonRTKL architectural design process, with research, analysis and a human-centric focus as the basis of her work. Joan uses a collaborative approach that begins with her clients' vision and mission, translating those intangible assets into the built environment.

KRIS HELMICK

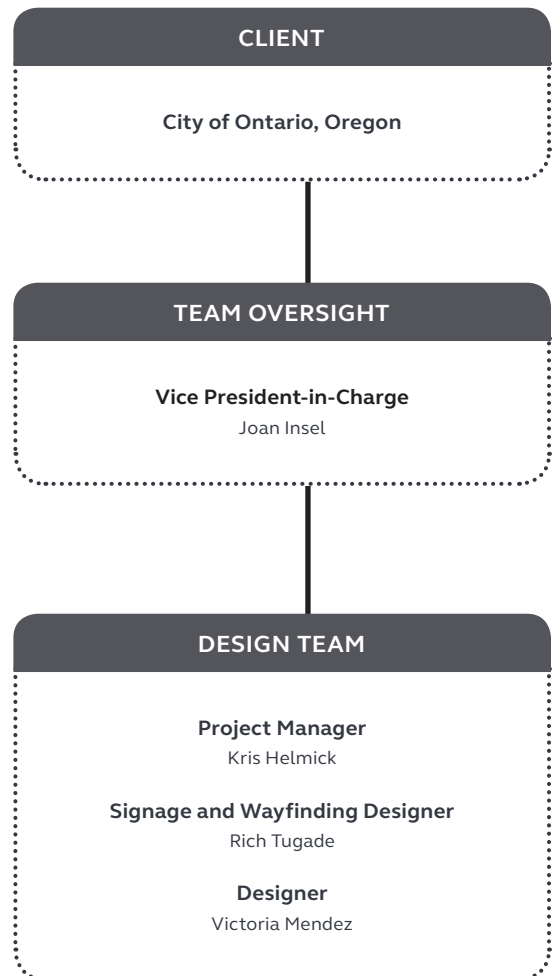
Kris is an industry-recognized wayfinding and signage designer. Kris has led complex wayfinding projects for some of the most prominent cities and places in the US. His recently installed signage system for The City of Santa Barbara has been well-received by the community.

RICH TUGADE

Rich is a seasoned graphic designer with years of versatile experience ranging from corporate identities to entire branded environments. He has been involved in brand strategy and conceptual design, as well as the realization efforts for both global and domestic retail, entertainment and food service clients. With his deep grasp of the entire design process, Rich has been involved with all phases of projects.

VICTORIA MENDEZ

Victoria, with over 12 years of practice herself, masterfully synthesizes her urban design expertise with her well-developed knowledge of and experience with environmental graphic design. She has designed for civic and public projects around the world.



OUR TEAM



JOAN INSEL

Vice President, LEED Green Associate

Joan Insel is the Retail Brand Strategist with a background in both architecture and graphic design, allowing her to bring a unique perspective to each project. As a brand strategist, she fuses retail knowledge — business, market, trend, and information analysis — with imagination to build a strong foundation for designs that will ignite the minds of the creative teams charged with bringing the client's projects to life.

An industry veteran of over 25 years, Joan holds comprehensive knowledge of retail branding, strategy, and design. She leads brand initiatives for projects ranging from retail to hospitality to shopping centers, including work for Sperry, Target, Hilton, the Beverly Center, Ala Moana, and more.

EDUCATION

Bachelor of Arts, Architecture
University of Washington

SELECTED EXPERIENCE

Grand Ridge Village

200-acre mixed-use development site including 4,500 houses, townhouses and apartment units, and 1.8 million-SF of office space, Issaquah, Washington

University Place Town Center

92-acres, University Place, Washington

The Bravern

1.8 million-SF mixed-use featuring 2 office buildings, residential, upscale retail and dining, Bellevue, Washington

Microsoft West Campus

43-acre, 1.3 million-SF corporate campus, features four office buildings, central campus commons, with amenities such as a post office, a mini-spa and 14 food venues; provided master planning, architectural design, interior design, and programming; Redmond, Washington

City Creek Center

23-acre, 5.5 million-SF mixed-use project includes retail, residential, office and hotel; master planning of entire site and architectural design for retail, Salt Lake City, Utah

Flatiron Crossing

1.5 million-SF new retail destination model, combining a two-level enclosed mall and an open-air town center, Boulder, Colorado

Ala Moana Center

2.4 million-SF regional retail center including retail, department stores, dining and 1,000 parking spaces, Honolulu, Hawaii

Vail Resorts

12-acre green mixed-use resort village consisting of residential, hotel, office, retail, mountain operations facilities and a new gondola, Vail, Colorado

Nordstrom

71,000 to 383,000-SF new and remodeled department stores, Multiple U.S. and Canada Locations

Ferragosta Market

Brand Strategy, 15,000-SF hybrid retail and grocery shopping experience, Seattle, Washington

Target

10,000-120,000-SF small-format prototypes to help the retailer translate their suburban shopping experience, Multiple U.S. Locations



KRIS HELMICK

Associate Vice President, SEG D

Kris is an environmental graphic designer with more than a decade of experience managing, designing and implementing signage, wayfinding and exhibit design projects. In addition to working on projects, Kris helps to manage and support all business development and wayfinding assignments for the West Coast. Since 2016, he has sat on the Board of Directors for the Society of Environmental Graphic Design (SEG D).

EDUCATION

Bachelor of Fine Arts, Graphic Design
Woodbury University

PROFESSIONAL AFFILIATIONS

Society for Environmental
Graphic Design

SELECTED EXPERIENCE

Phoenix Cultural Corridor

Design signage masterplan for Cultural Corridor to tie together (5) themed zones across the city, Phoenix, Arizona

City of Buffalo

Interpretive sustainability signage program for water improvements throughout city.

Buffalo, New York

City of Santa Barbara Wayfinding*

Signage and wayfinding system, Santa Barbara, California

City of Santa Barbara Park Signage Master Plan*

Signage and wayfinding system, Santa Barbara, California

City of Glendale*

Parking wayfinding system, Glendale, California

City of San Gabriel*

Developed sign locations, plans for planned wayfinding system, San Gabriel, California

Zion National Park, Transit Wayfinding System*

Signage and wayfinding systems, Zion National Park, Utah

Orange County Parks*

Signage master plan, County of Orange, California

Nation Parks Service Sites*

Signage for over 10 National Parks Service sites including the National Mall, Jefferson National Monument, the National Parks of New York Harbor, the Statue of Liberty, and more, Multiple U.S. Locations

Ranchos Palos Verdes*

Signage master plan Palos Verdes, California

Brea Trails*

Landscape concept plans, Charlottesville, Virginia

Port Imperial City Wayfinding *

Signage and wayfinding system, Weehawken, New Jersey

Arroyo Seco Trail *

Signage and wayfinding trail system, Pasadena, California

**Kris completed this project prior to joining CallisonRTKL.*

OUR TEAM



RICH TUGADE

Senior Associate, SEGD

Rich is a seasoned graphic designer with years of versatile experience ranging from corporate identities to entire branded environments. He has been involved in brand strategy and conceptual design, as well as the realization efforts for both global and domestic retail, entertainment and food service clients. With his deep grasp of the entire design process, Rich has been involved with all phases of projects.

EDUCATION

Bachelor of Fine Arts, Graphic Design
University of Florida Gainesville

PROFESSIONAL AFFILIATIONS

Society for Environmental
Graphic Design

SELECTED EXPERIENCE

The Outlet Collection

Repositioning of a 928,82-SF fashion designer outlet mall, Auburn, Washington

Cedar Hills Crossing

580,000-SF lifestyle center with retail and dining offerings, Beaverton, Oregon

Ala Moana Center

2.4 million-SF regional retail center including retail, department stores, dining and 1,000 parking spaces, Honolulu, Hawaii

Fashion Show Plaza

158,200-SF interior and exterior improvements of a 3-level enclosed shopping and entertainment center, Las Vegas, Nevada

Nordstrom

Chainwide Signage Standards, 71,000 to 383,000-SF new and remodeled department stores, Multiple U.S. and Canada Locations

KingPins

43,000-SF branded entertainment facility including a bar and restaurant, laser tag, arcade, league and VIP bowling, Beaverton, Oregon

REI Flagship

80,000-SF signage and wayfinding for flagship store, Seattle, Washington

Temple Stay

Modernization of a 700-M boulevard connection of two neighborhoods with experiential retail and F&B offerings, Seoul, South Korea

Shenzhen Vanke Plaza

350,206 SM mixed-use development, includes shopping mall, residential and office, Shenzhen, China

Shekou Sea World Plaza

53,000 SM retail entertainment district, Shenzhen, China

ABC-MART Grand Stage

Environmental graphic design for newly designed stores ranging from 7,120 to 11,050-SF within Asia
Gangnam – Seoul, South Korea
Ginza – Tokyo, Japan
Harajuku – Tokyo, Japan

Capital One

Georgetown Flagship
12,400-SF new concept store design, Washington, D.C.



VICTORIA MENDEZ

Associate, LEED AP BD+C

Victoria Mendez specializes in planning and urban design for large scale mixed-use, retail, residential, and civic developments. She has a strong background in urban planning and environmental graphic design as well as architecture.

EDUCATION

Bachelor of Architecture
Southern California Institute of Architecture

LICENSES AND CERTIFICATIONS

LEED Accredited Professional

SELECTED EXPERIENCE

Las Vegas Downtown Master Plan

city wayfinding design, 12,000,000-SF, Las Vegas, Nevada

Burbank Urban Design Master Plan

2,613,593-SF, 6 master planning, urban design, community outreach, new housing development standards, Burbank, California

City Place Santa Clara Master Plan

8,339,400-SF, 17.7-AC, mixed-use development consisting of retail, F&B, entertainment, office, hotel, and multifamily residential, Santa Clara, California

Redondo Beach Marina Town Center

740,520-SF, 16.8-AC, mixed-use development including 125,000-SF of retail/restaurants, 100,000-SF of office, a 200 room boutique hotel, and over 250 rental housing units, Redondo Beach, California

Victorian Square Development Plan for the Public Realm

1,132,556-SF, 25.9-AC, mixed-use downtown area including pedestrian-friendly streetscape, retail and outdoor dining, a pavilion, and moderate density housing, Sparks, Nevada

Tustin Legacy Park Community Core Master Plan

4,573,796-SF, 105.0-AC, master planned community core, including 160,000-SF of retail, 2.2 million-SF of office uses, 900 dwelling units, a hotel and health club, Tustin, California

Brea Urban Design Element

planning and design guidelines, adopted in 2004, Brea, California

Village at San Antonio Center

696,960-SF, 16.0-AC, mixed use retail and commercial office, Mountain View, California

Amargosa Creek Specific Plan

15-AC mixed-use development, includes housing, retail, and green-network of streetscapes, Lancaster, California

Inspirada Town Center

34-AC mixed-use development, includes 1.5 million commercial SF, 6,000 residential development units, community facilities, 20,000 parking, Henderson, Nevada

Ramsay Exchange Mixed Use Master Plan

21-acre urban mixed-use development, master planning urban design, Calgary, Canada

4

RELEVANT PREVIOUS WORK

DOWNTOWN LAS VEGAS

Las Vegas, Nevada



Guiding Las Vegas

The vision for downtown Las Vegas wayfinding and signage is to enhance the user journey to foster growing civic pride, establish a sense of place while revitalizing downtown Las Vegas as unique cultural asset.

The goal of the downtown-wide wayfinding system is to introduce a functional, unique and integrated system that links and showcases all twelve districts internally and regionally.

Through research and analysis efforts, three design drivers emerged as the basis for a successful enhanced wayfinding experience that is unique Downtown Las Vegas: Function, Art and Entertainment, and Storytelling and History.

CLIENT

Downtown Las Vegas Department of Planning and Public Works

ROBERT SUMMERFIELD

Director of Planning

E: rsummerfield@lasvegasnevada.gov

T: (702) 229-4856

SERVICES

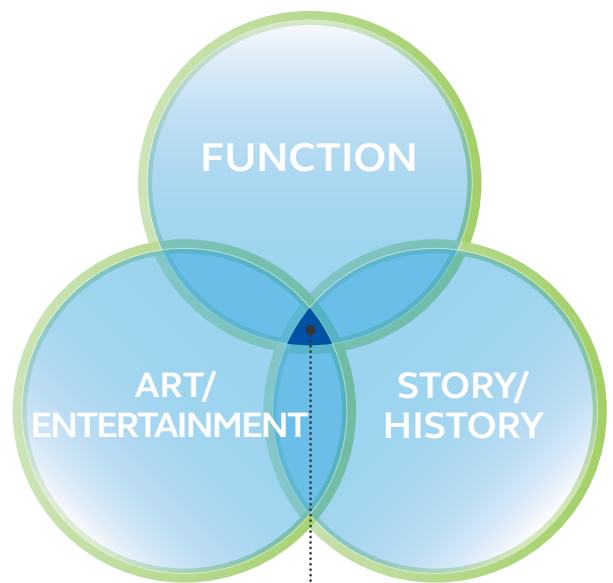
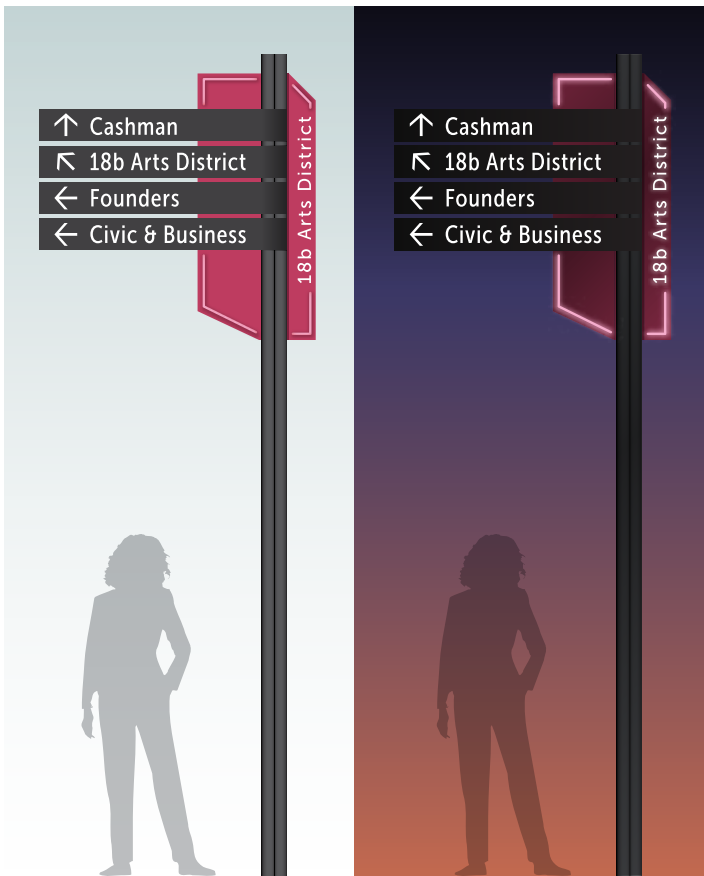
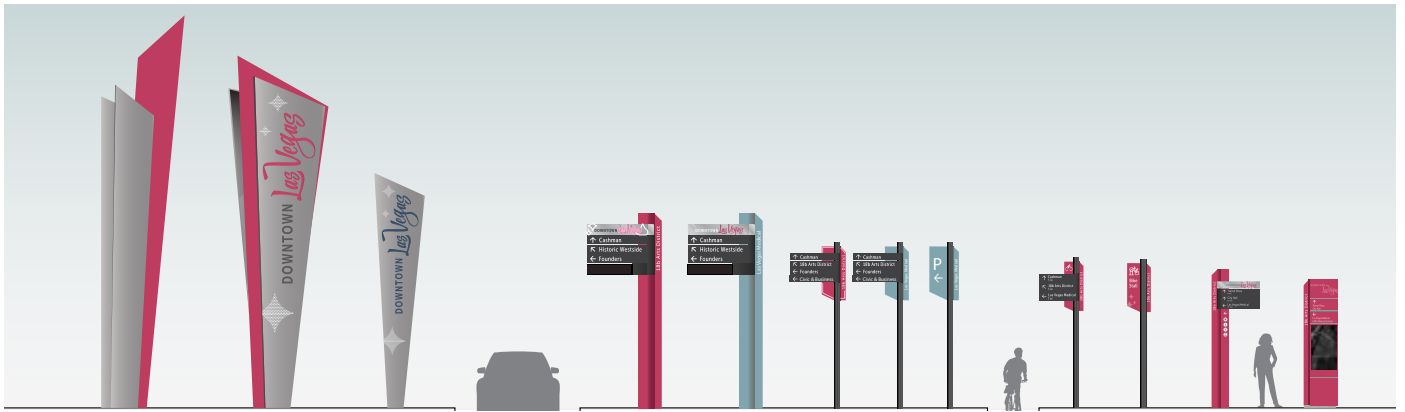
Signage and Wayfinding

Planning and Urban Design

Landscape Architecture

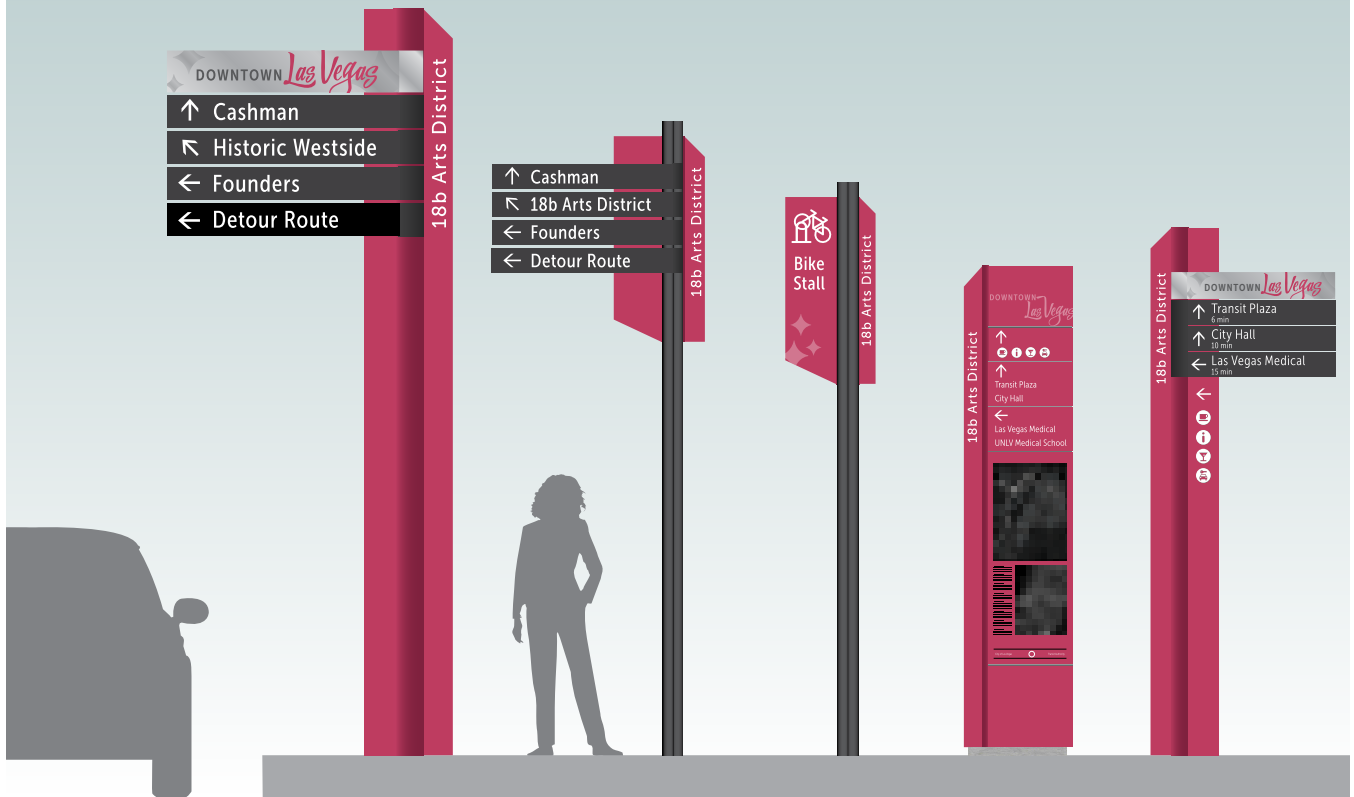
Economic and Mobility Planning

Brand Building



Enhanced Journey
Experience

Business & Retail Thoroughfare Signage Family

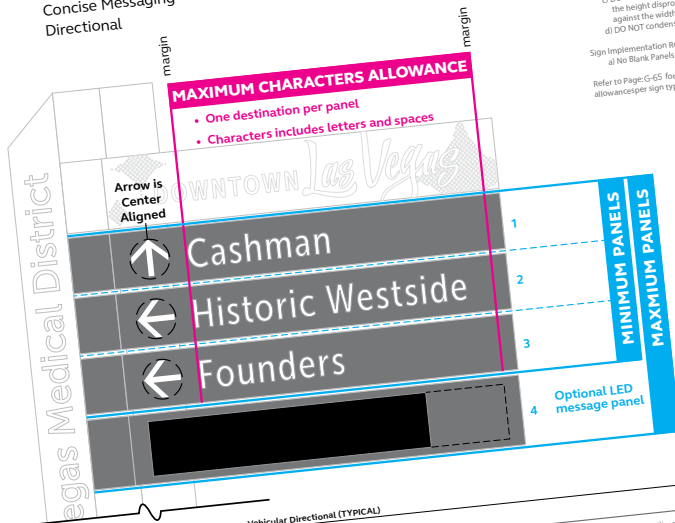


Cultural Thoroughfare Signage Family



MESSAGE LAYOUT OBJECTIVES:

Legibility
Concise Messaging
Directional



Recommendations for Message Layout:
a) Abbreviate long words or names
b) Simplify wording choice

Restrictions on Font Manipulation:
a) DO NOT decrease the capital height of the message text
b) Do NOT decrease kerning (do not decrease the spacing between characters)
c) DO NOT adjust the font by scaling the height disproportionately against the width (or vice versa)
d) DO NOT condense or widen the font.

Sign Implementation Requirements:
a) No Blank Panels.

Refer to Page G-65 for specific allowances per sign type.

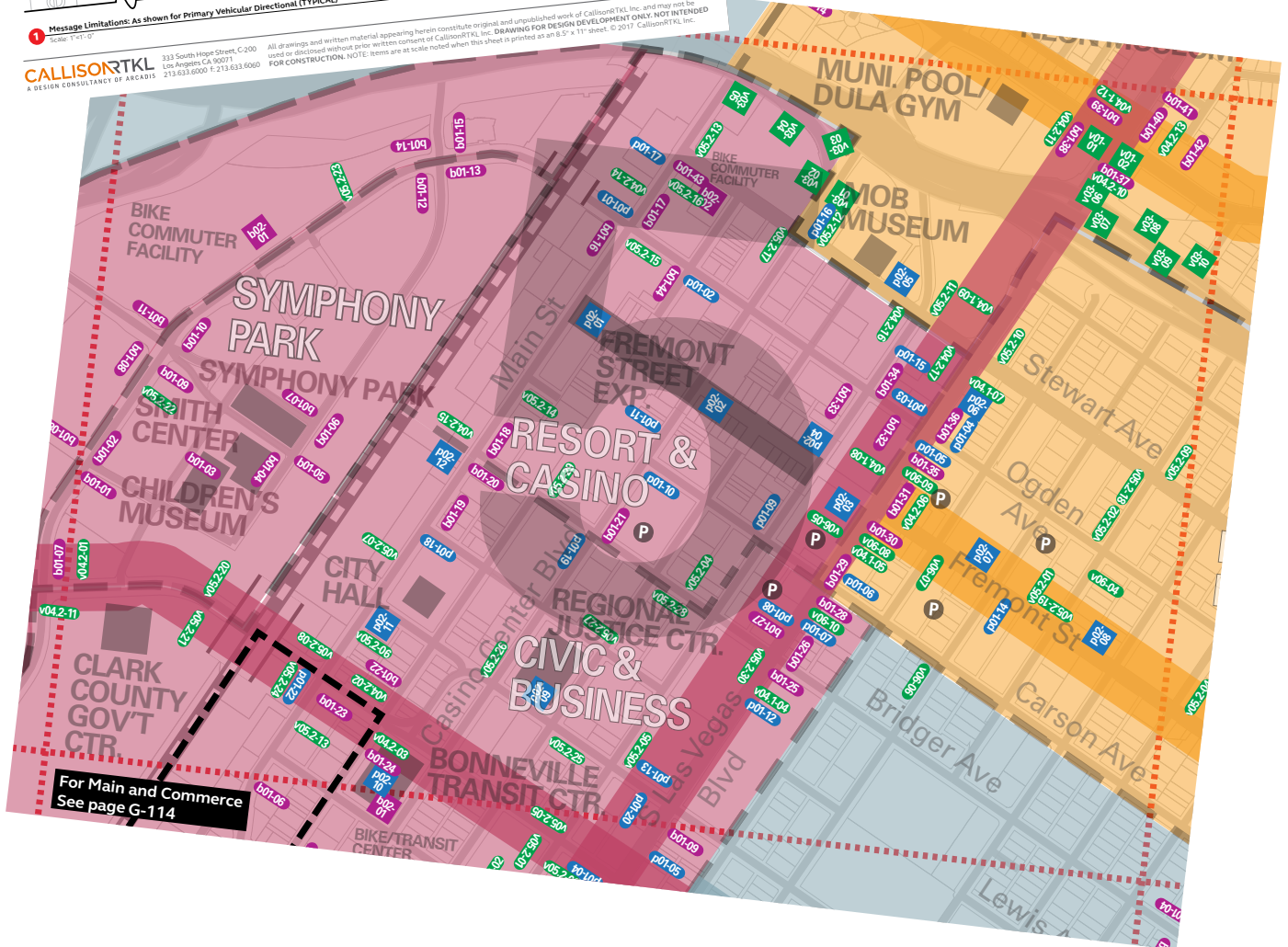
Messaging layout and panel details

1 Message Limitations: As shown for Primary Vehicular Directional (TYPICAL)
Scale: 1"=1'-0"

CALLISONRTKL
A DESIGN CONSULTANCY OF ARCADIS

333 South Hope Street, C-200
Los Angeles, CA 90071
213.633.6000 F: 213.633.6060

All drawings and written material appearing herein constitute original and unpublished work of CallisonRTKL, Inc. and may not be used or disclosed without prior written consent of CallisonRTKL, Inc. DRAWING FOR DESIGN DEVELOPMENT ONLY. NOT INTENDED FOR CONSTRUCTION. NOTE: Items are as noted when this sheet is printed on an 8.5" x 11" sheet. © 2017 CallisonRTKL, Inc.



Sign Location Plan Detail

PHOENIX AIRPORT COMPATIBLE LAND REDEVELOPMENT PROGRAM: COMMUNITY ENGAGEMENT

Phoenix, Arizona



Guiding Phoenix's Community to Achieve A Vision

Having completed the initial Vision and Planning phase that envisioned new and vibrant uses for Phoenix Sky Harbor International's (PHX) lands, CRTKL was retained by PHX to take part in the next phase – Implementation. During this imperative stage, CRTKL would work through both planning and community engagement efforts to identify the best way to deliver economic benefits to both the community and the Airport. The CRTKL Environments Studio (TES) developed a “Community Engagement Plan” meant to involve and engage planning area stakeholders in the Implementation process. Over the course of 2 years, the TES team in collaboration with the Planning and Urban Design Studio (PUD) planned highly interactive Community Engagement Meetings structured to simplify the communication of high level planning concepts and information into community-friendly discussions.

CLIENT

City of Phoenix Aviation Department

COURTNEY CARTER

Project Manager

E: Courtney.Carter@Phoenix.Gov

T: +1 (602) 683-2633

SERVICES

Planning and Urban Design

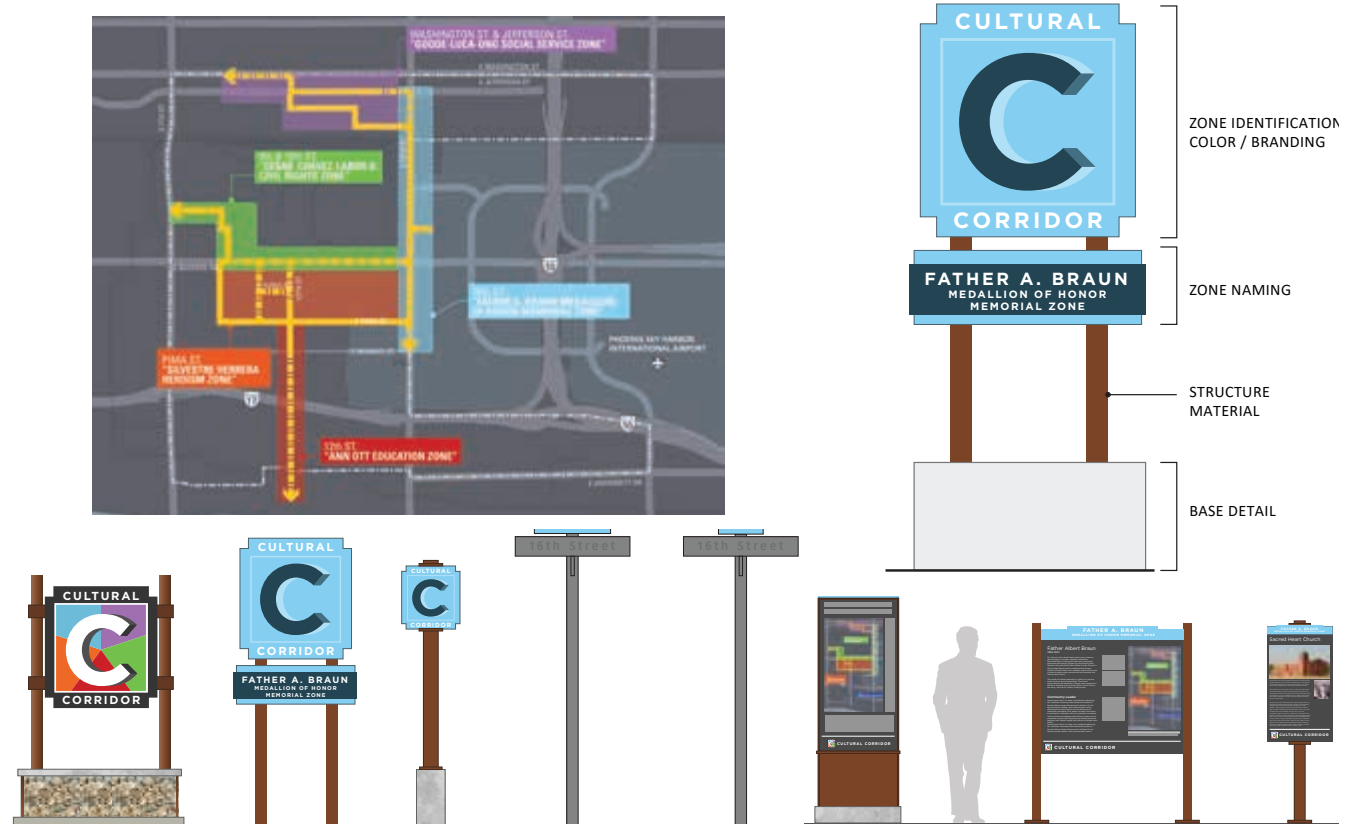
Community Engagement



A mix of workshops, milestone presentations, voting events, and open houses were created at key points when the Implementation team required community input. The meetings and process were characterized by a branded system that included project specific branded elements such as posters, invites, door hangers as well as mini-brochures, project information “storefront” design and a project interactive webpage were among the communication tools and resources developed for the project.

PHOENIX AIRPORT COMPATIBLE LAND REDEVELOPMENT PROGRAM: CULTURAL CORRIDOR FRAMEWORK

Phoenix, Arizona



A Gateway Between Phoenix's Rich Past And The Promise of Its Future

Culture and history are two key components of the LRS redevelopment framework, as such, the LRS projects brings these two components to the forefront by introducing a Cultural Corridor. The Cultural Corridor is a community idea, developed through the LRS program's engagement and implementation efforts. The primary intent behind the Cultural Corridor is to cohesively celebrate, leverage, and connect the histories of the neighborhoods located in the LRS planning area. The Cultural Corridor is a designated heritage trail with the ability to honor the legacy, histories and identity of the existing community and link multiple neighborhoods through historic markers, wayfinding, and interpretive signage.

CLIENT

City of Phoenix Aviation Department

COURTNEY CARTER

Project Manager

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T: +1 (602) 683-2633

SERVICES

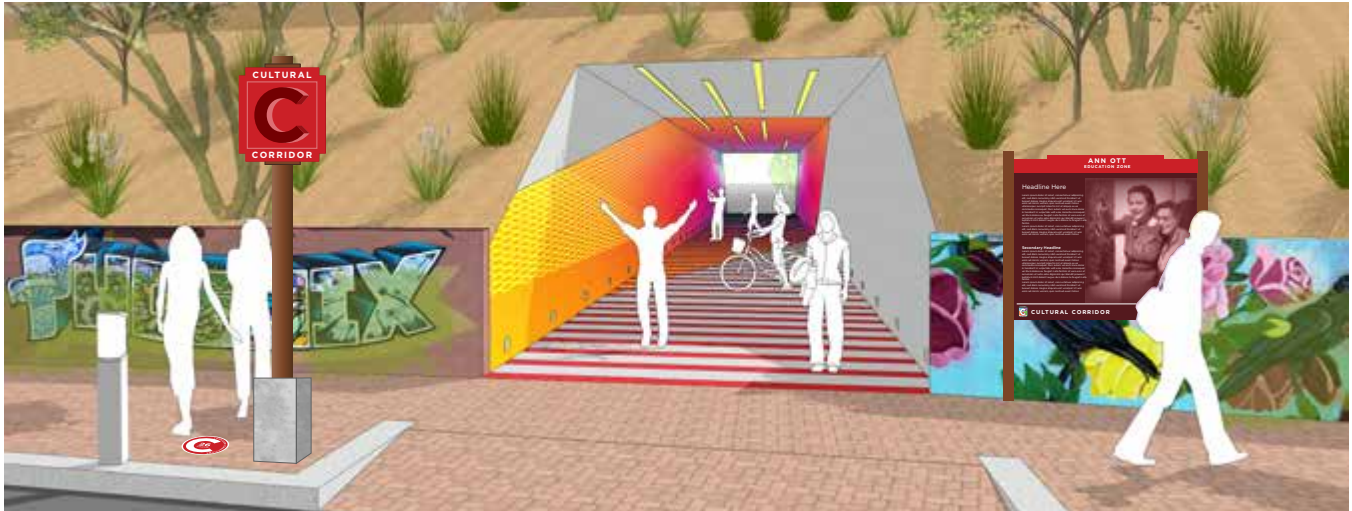
Planning and Urban Design

Community Engagement

Brand Building

Wayfinding and Signage

Through a Cultural Corridor, community members and visitors alike will be able to learn about the area's rich history and how the present-day cultural composition came to exist. It is important that the community feels like they are taking the lead in shaping the corridor to ensure that their stories are accurately captured and expressed. The Cultural Corridor will help to spark the activation of vacant lots, investments in key infrastructure and achieve economic success by attracting cultural tourism, development, and business in the area.



CITY OF SANTA ANA

Santa Ana, California



Reconnecting Santa Ana

After undergoing a regeneration effort, Santa Ana's City Redevelopment Agency turned to CallisonRTKL's Environments Studio to study the wayfinding system and bring new, exciting design elements to the downtown district, enhancing the contemporary look and feel of the renovated areas. The regeneration of downtown Santa Ana had splintered the area into various districts, each with a unique identity, but with districts that were difficult to define or guide people to. CallisonRTKL helped the city create a simple system to identify and direct both pedestrians and vehicles to each of the new districts. The team's resulting wayfinding system added an overlay to the important work already begun by the CRA, providing the finishing touches to help residents and visitors see the unique identity and value in each of the districts. The final concept shaped a contemporary design vocabulary for Santa Ana while maintaining a touch of the Spanish heritage that was key to its original identity. From illustrative building icons to decorative tile in bright colors, each signage element contained an added artistic element to reinforce the cultural aspects of this vibrant city.

CLIENT

City of Santa Ana

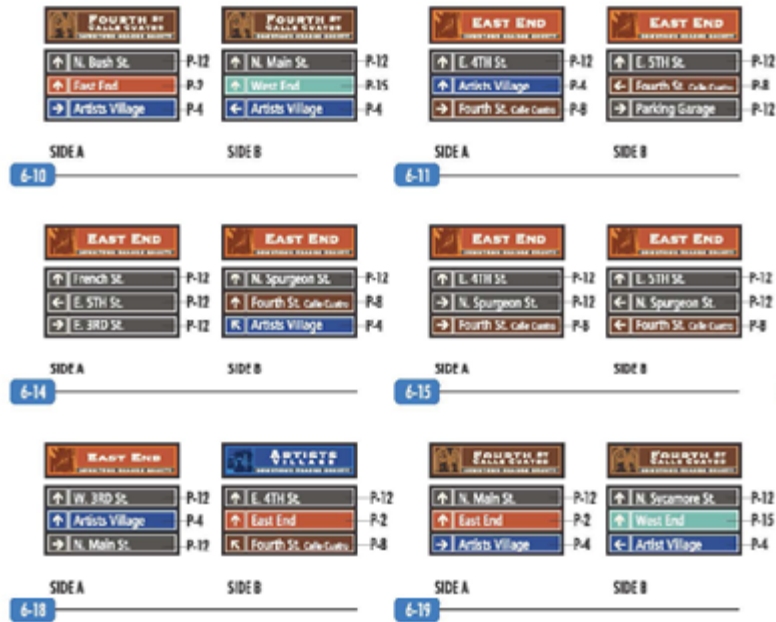
MARC MORLEY

Economic Development Specialist
E: mmorley@santa-ana.org
T: (714) 647-6588

SERVICES

Signage and Wayfinding Design
Identity and Print Design
Environmental Graphic Design





DOWNTOWN SANTA ANA

DOWNTOWN SANTA ANA LEGEND



DOWNTOWN LEGEND



DOWNTOWN LEGEND

1

Message Schedule
SCALE: 3/8" = 1' - 0"





DOWNTOWN BREA REDEVELOPMENT MASTER PLAN

Brea, California



An Award-Winning Downtown Redevelopment

Approached to develop a 25-AC master plan for an ambitious mixed-use project, CallisonRTKL collaborated with Brea city agencies and the city council to design a district with a strong and memorable identity and market flexibility. The District has two main components—the Birch Street Promenade, which emphasizes vertical mixed-use and is geared toward pedestrians, and Brea Boulevard, a major thoroughfare that incorporates additional retail and housing in a horizontal mixed-use format. Together, the two areas comprise more than 220,000 SF of retail and dining options, a 22-screen cinema, more than 100 residential units, parking, civic spaces, and a year-round events program. CRTKL developed design criteria that encourage individual expression while providing market flexibility. Urban design principles, such as pedestrian-friendly scaling, continuous street-oriented facades, and an attractive streetscape, establish a Main Street character on the ground floor with residential space and offices above.

CLIENT

City of Brea

TIM O'DONNELL

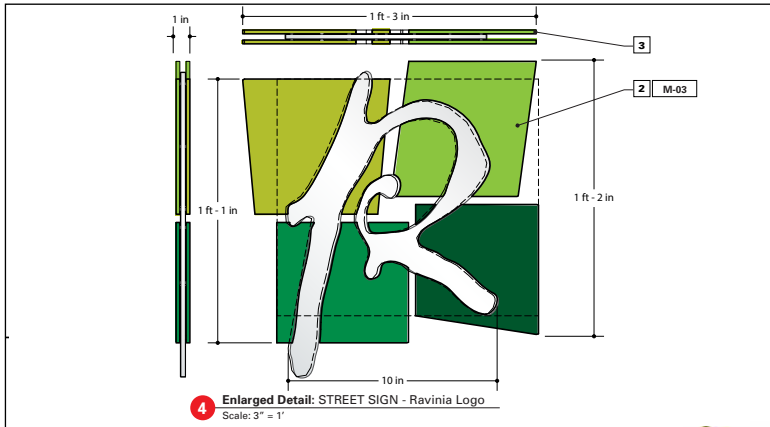
City Manager
T: (714) 990-7674

SERVICES

Environmental Graphic Design
Signage and Wayfinding
Community Outreach
Planning and Urban Design
Design Guidelines
Peer Design Review

RAVINIA BUSINESS DISTRICT SIGNAGE

Highland Park, Illinois



An Artists' Colony and Community Getaway

Reflecting the creative personality of the Ravinia Business District, CallisonRTKL designed a brand new wayfinding and placemaking signage that fits right into the established, unique neighborhood. Historically an artists' colony and getaway, Ravinia's business district continues in its creative tradition by offering a contemporary mix of convenient services, shops and restaurants. A charming, people friendly place to dine and shop, the proximity of the beautifully restored Ravinia Metra train station and the renowned Ravinia Festival - a world-class summer venue for the performing arts that draws more than 500,000 attendees over an 87-night season over the summer - creates wonderful opportunities for unique businesses. CallisonRTKL devised the design and implementation of a comprehensive signage system that would seamlessly navigate the district and serve as an iconic landmark identity for the Highland Park's top attraction.

CLIENT

Ravinia Business District

ERIC OLSON

Planner, Department of Community Development
E: eolson@cityhpil.com
T: (847) 926-1853

SERVICES

Branding
Signage & Wayfinding

5

ESTIMATED COST OF SERVICES

All charges to be assessed the City for the required services, including all costs associated with the operating budget and all service fees associated with City Wayfinding project, are displayed in the table to the right.

CallisonRTKL will provide professional services on a lump sum basis. The City shall pay CallisonRTKL a fee of Seventy-Nine Thousand Five Hundred Dollars and Zero Cents (\$79,500.00). Invoices shall be issued monthly based on a percent complete basis. Changes to the scope of work including changes to previously approved documents, project schedule, project scope, or scope of services will result in additional services. The additional services will be performed for an agreed upon lump sum.

INITIAL PAYMENT POLICY

It is the policy of CallisonRTKL to require an initial payment on all new projects prior to starting work. An initial payment of Five Thousand Dollars and Zero Cents (\$5,000.00) shall be made upon execution of this proposal and is the minimum payment under this proposal. It shall be credited to the Client's account in the final invoice.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred by CallisonRTKL and CallisonRTKL's consultants that are not included in the fee. These expenses shall be billed and paid at cost plus 10%. Reimbursable Expenses include, but are not limited to, the following:

- Courier and delivery charges including insurance
- Reproductions including photocopying, printing and plotting will be billed in accordance with CallisonRTKL's standard document pricing;

- Presentation materials including mounting and lamination;
- Professional renderings and models except as included in this proposal;
- Photography and related expenses;
- Transportation and travel including airfare, meals, lodging, ground transportation, and other transportation related expenses;
- Additional expenses over normal hourly rates for overtime work approved by the Client in advance.

SERVICE	FEE
Task 1: Inventory, Analysis and Observations	\$12,500
Task 2: Wayfinding Concepts	\$16,500
Task 3: Wayfinding Design Development	\$22,500
Task 4: Final Wayfinding System	\$28,000
TOTAL	\$79,500
Reimbursable Expenses	\$8,500

6

PROJECT SCHEDULE

SCHEDULE

Below is our proposed schedule for project completion based on the scope detailed in the Project Understanding. Please note that the time frames indicated below are exclusive of Committee review and approval times:

- TASK ONE: 2 Weeks
- TASK TWO: 6 Weeks
- TASK THREE: 4 Weeks
- TASK FOUR: 4 Weeks

PROJECT SCHEDULE

TASK NAME	NOV				DEC				JAN				FEB				MAR				APR			
TASK ONE	●																							
TASK TWO																								
TASK THREE																								
TASK FOUR																								

- Design Meeting
- TASK / Design
- City Review

Let's start collaborating.

CallisonRTKL.com

Joan Insel

Vice President

CallisonRTKL

1420 Fifth Avenue, Suite 2400
Seattle, Washington 98101

Joan.Insel@CRTKL.com

T: 206.623.4646 C: 206.291.6843



CITY OF ONTARIO, OREGON

REQUEST FOR PROPOSALS (RFP)

RFP 09-2019-01

WAYFINDING PROJECT DESIGN SERVICES

Date issued: September 16, 2019

**Proposals Due:
October 11, 2019 by 4:00pm MST**

For additional information or assistance, contact:

Adam J. Brown
City Manager
541-229-43831-420-5316

adam.brown@ontariooregon.org

SECTION 1: GENERAL INFORMATION

1.1 Introduction

The City of Ontario ("City") is issuing this Request for Proposals (RFP) to obtain professional services from a qualified firm to design a local wayfinding sign pallet. The City seeks proposals from a firm or team ("Consultant") for the delivery of a wayfinding design that is reflective of the unique Ontario brand, economical, and functional.

1.2 Project Background

The City is seated on the eastern border of Oregon. Commercial retail has grown and continues to grow within the community due to Oregon's nosales tax. As retail expands we would like to be able to direct visitors to other destinations in our community. Additionally, we believe an attractive wayfinding system will enhance the city's overall appeal and visitors experience.

1.3 General

- The City reserves the right to reject any or all proposals, to waive any informality or minor defects in proposals received, and to request or negotiate modifications to a proposal, if appropriate.
- The successful consultant must be an Equal Opportunity Employer.
- All information in the proposal should be organized and presented in a clear and concise format. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit.

1.4 Submission Instructions

Proposals shall be submitted via email to adam.brown@ontariooregon.org with the RFP name and Consultant name clearly shown in the email title. Proposals should be submitted as one PDF file, and are recommended to be a maximum of 30 pages. If files are larger than 3MB please submit via a file sharing service such as DropBox. Late proposals shall not be considered. Respondents take full responsibility for City's receipt of Proposal. The City is not responsible for emails not received.

Print submissions will not be accepted if the corresponding emailed submission is not received before the due date and time. A print proposal is not required but respondents may deliver a print copy before the deadline in a sealed envelope to:

Attn: Adam J. Brown
444 SW 4th St.
Ontario, Oregon 97914

Proposals must include, but are not limited to, the following:

- Cover page, with project manager contact information and an authorized signature accepting the City's terms and conditions as stated in this solicitation. (Template provided as Section 5 of this solicitation)
- A detailed approach to this project, including but not limited to scope of work and timeline, and proposed review process and deliverables. The proposal should reflect the respondent's intent, creativity, and understanding of the scope of work.
- Profile of consultant team, including the project manager and key members. The profile should clearly convey previous relevant experience of team members, and provide clear reference to the required qualifications listed above.
- Samples of relevant previous work of key team members (proposal must include relevant samples of work completed by consultant; may include links to external sites).
- List of at least three relevant references and contact information, including phone and email.
- Estimated cost of services.

Proposals will be determined non-responsive and removed from further consideration if the proposal is not received in accordance with the terms of this RFP or the Consultant does not meet the basic minimum qualifications and proposal requirements set forth in this RFP.

1.5 Questions and RFP Addenda

Questions or concerns regarding any aspect of this RFP shall be forwarded via e-mail to Adam Brown at adam.brown@ontariooregon.org so that they can be addressed in writing prior to the deadline for proposals. Answers will be sent out via an addendum and posted on City Website. It is the responsibility of the Consultant to also monitor the bid portal on the City's website for any updates or addenda regarding this RFP. The web address is: <https://www.ontariooregon.org/bids.html>. It is the responsibility of the consultant to understand and comply with any addenda to this solicitation. Consultant may contact Adam Brown at adam.brown@ontariooregon.org or 541-881-3223 to determine whether addenda have been issued. E-mail notifications of addenda sent to known potential bidders are a convenience only.

1.6 Key Dates

ITEM	Date
RFP issued	September 17, 2019
Deadline for submitting questions	October 4, 2019 5 pm MST
Deadline for submitting proposals. Screening and	October 11, 2019 4 pm MST
Anticipated award	November 7, 2019
Estimated service completion	April 2020

September 2019

1.7 Qualification Requirements

To be eligible for this opportunity, the Consultant must have all of the following qualifications:

- A strong project manager skilled with public and other stakeholder involvement. The project manager must be skilled at managing design projects to ensure that they are delivered within scope, according to schedule, and within budget.
- Strong and demonstrated graphic design and branding skills.
- Demonstrated Experience designing to Manual on Uniform Traffic Control Devices (MUTCD) and other relevant guidelines / standards.
- Familiarity with relevant materials, fabrication and maintenance needs.

The following qualifications, while not required, are preferred:

- Experience working with the tourism and hospitality industries.
- Experience collaborating with fabricators.
- Civic wayfinding experience.

SECTION 2: SCOPE OF WORK

2.1 Purpose and Objectives

The overarching goal of wayfinding is to implement a functional and integrated sign system which markets Ontario and communicates that the City is unique, friendly, and organized by helping visitors more easily find their way to intended and discovered locations. A high priority will be placed on designing a sustainable and successful system that meets all of the project goals while still remaining within budget.

The City seeks the delivery of a city-wide wayfinding plan and specifications that are both functional as well as reflective of the unique Ontario brand. The Ontario brand is influenced by the city's close proximity to outdoor recreation and agriculture and the mix of businesses and industries that exist here. We have an iconic butte outside the city, a very diverse population, and we are the convergence of four rivers, the Snake, the Payette, the Malheur, and the Weiser Rivers.

Ontario has a night-time population of 11,500, but during the day it swells to as much as 55,000 due to retail commerce, industry, and our hospital.

The selected respondent will develop signage design and fabrication specifications for a city-wide economical wayfinding system. Consultant will develop a scope of work based on Wayfinding components laid out in Section 2.4.

2.3 Background Review

The selected respondent will meet with City staff and others as needed to gain an understanding of the context, current opportunities for connectivity, and potential partnerships.

2.4 Design of Wayfinding Components

Consultant will take an integrated visual and functional approach to design development, that is sensitive to issues of clutter, maintenance, budget and change over time. The elements of the system should be cohesive and the appearance of the signs should indicate an integrated sign system.

Consultant will work with City sign staff to provide a set of templates including dimensions, color palette(s), font families, symbols, and layout to allow the system to expand successfully over time. Signs colors must be standard 3M sheeting colors.

Specifications will be brought to a level of detail that can be given directly to a manufacturer for physical fabrication and installation.

Consultant will develop a statement of probable cost for fabrication and installation and work closely with City staff to finalize sign locations, routing, messaging, materials, sizes, inclusion and count by type and function, in compliance with MUTCD and other federal and state guidelines where applicable.

City staff and community partners will conduct a preliminary destination inventory for the consultant. The consultant will facilitate a conversation with the city staff and partner team to finalize the destination inventory.

The design development process will include review by the city staff and partner team. At least one final City Council approval will be required. Consultant will conduct regular team meetings via in person or web meetings; coordinate, participate in, and provide materials for public meetings and City Council Meeting; and acquire necessary information as needed to complete the scope of work.

The design approach will include the following components:

- Presentation of at least 2-3 themes to communicate the City of Ontario brand via the wayfinding system; reflecting the levels of wayfinding signage indicated in the report: vehicular directional signage and gateway signage.
- Design alternatives for primary arrival gateway signs and secondary gateway sign.
- Update Vehicular Wayfinding and signage program consistent with Report and MUTCD criteria.

Consultant will develop a statement of probable cost for fabrication and installation, and
September 2019

design specifications will be brought to a level of detail that can be given directly to a manufacturer for physical fabrication and installation.

SECTION 3: PROCESS INSTRUCTIONS

3.1 Evaluation and Award Process

The City will rank all candidates without regard to the fee. A Committee comprised of key staff and community partners will make a final ranking based on both qualifications and fee. The Committee may choose to select the three (3) highest ranked applicants to be interviewed. If so, the short-listed Applicants will be notified by the City of the date, time and place for their interviews and any other pertinent information. Project manager and key staff must be present at interview. Within a reasonable period of time after the last interview, the Committee shall select the successful applicant based on qualifications, fee, and performance at the interview.

Proposals will be evaluated based on the criteria outlined below.

A. Project Management.	Maximum	Actual
Demonstrates overall success preparing wayfinding designs of a high quality, delivered within scope, according to schedule, and within budget (provide examples of past work in response)	20	
References of project manager, lead designer and other key team members.	10	
Sub total	30	

B. Experience	Maximum	Actual
Demonstrates strong design aesthetic	25	
Experience in developing wayfinding design for cities	15	
Prime contractor has a minimum of 2 wayfinding designs implemented	15	
Sub total	55	

C. Public Process	Maximum	Actual
Experience in building community consensus and working collaboratively with community groups to address concerns	10	
Experience harnessing community input and incorporating ideas into design guidelines	5	
Sub total	15	

3.2 Price

In the event that two or more responses are technically equivalent, award may be made to the lower-priced proposal. It should be noted that the award may be made to other than the lowest-priced proposal if the City determines that a price premium is warranted due to technical merit.

3.3 Period of Performance

Pending City Council approval, Consultant will be awarded within 60 days following acceptance of proposals. Performance will begin at an agreed upon time following execution of contract agreement, and will run through the completion of contract scope (design, community outreach).

3.4 Contract Implementation

The finalized contract will include the Specifications as listed in Section 2, the Terms and Conditions as listed in Section 4, and the Consultant's proposal.

SECTION 4: STANDARD TERMS AND CONDITIONS

4.1 Insurance Requirements

*The **successful Consultant only** will be required to submit a certificate of insurance before commencement of work.*

Prior to the beginning of and throughout the duration of the contract, the Consultant will maintain insurance in conformance with the requirements set forth below. The Consultant will insure the City against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.

Certificate Requirements

The City will be issued a Certificate of Insurance (a Memorandum of Understanding will not be accepted) with the following minimum requirements:

- Certificate(s) will show current policy number(s) and effective dates,
- Coverage and policy limits will meet, or exceed, requirements below,
- Certificate will be signed by an authorized representative,
- An endorsement will be provided to show the City, its officers, officials, employees, and volunteers as additional insured.

Minimum Scope and Limits of Insurance

The Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. The City will be entitled to

coverage for the highest limits maintained by the Consultant. Coverage will be at least as broad as:

- **Commercial General Liability (CGL):** Insurance Services covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- **Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant’s profession, with limit no less than **\$1,000,000** per occurrence or claim, \$2,000,000 aggregate.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to **contain, the following provisions:**

Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the City.**

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements

or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

- The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- Insurance must be maintained and evidence of insurance must be provided ***for at least one (1) years after completion of the contract of work.***
- If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Date*** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of ***one (1)*** years after completion of contract work.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

4.2 Indemnification

Consultant agrees to indemnify, defend, and hold harmless the City, its officers, agents and employees, from and against any and all claims, demands, actions, damages, or judgments, including associated costs of investigation and defense arising in any manner from Consultant's negligence, recklessness, or willful misconduct in the performance of this

agreement.

4.3 Governing Law

The contract will be construed and interpreted according to the laws of the State of Oregon.

4.4 Assignment

The City reserves the right to cancel contract if the contract is assigned without written consent of the City.

4.5 Subcontractors

Subcontractors to be used will be listed in the Consultant's proposal. Subcontracting of work after contract award and without prior approval of the City, may result in contract termination. If at any time, the City determines any subcontractor is incompetent or undesirable, Consultant will be notified and will be expected to immediately cancel the subcontract.

4.6 Termination of Contract

The City or the Consultant may terminate the contract for convenience by providing written notice to the other party not less than 30 calendar days prior to an effective termination date.

The City or Consultant may terminate the contract for material breach of contract by providing written notice to the other party not less than 14 calendar days prior to an effective termination date.

Upon notice of termination, the Consultant will immediately take action not to incur any additional obligations, costs or expenses, except as may be reasonably necessary to terminate its activities. The City's only obligation to the Consultant will be just and equitable payment for materials and/or services authorized by, and received to the satisfaction of, the City up to and including the effective date of termination. All finished or unfinished materials, supplies, goods, or documents procured or produced under the contract will become property of the City upon the termination date. The City reserves the right to purchase or obtain the supplies or services elsewhere, and the defaulting Consultant will be liable for the difference between the prices set forth in the terminated order and the actual cost to the City. In no event will the City be liable for any loss of profits on the resulting order or portion thereof so terminated. After the effective date of termination, Consultant will have no further claims against the City under the contract. Termination of the contract pursuant to this paragraph may not relieve the Consultant of any liability to City for damages sustained by City because of any breach of contract by Consultant, and City may withhold any payments to Consultant for the purpose of set-off

until such time as the exact amount of damages due City from Consultant is determined

The rights and remedies provided in this section will not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

4.7 Safety

All service(s) and item(s) provided will comply with applicable safety laws, regulations, and standards.

4.8 Government Regulations

Consultant will comply with all federal, state, and local laws, standards, regulations, licenses, and permits related to Design Consultant Services.

4.9 Payment

All invoices will contain correct bid or contract pricing, the applicable purchase order number, and the name of the City employee making the purchase. Invoices will be sent to the division making the purchase. Consultant will submit invoices the City within 60 days of delivery of goods or provision of service. Invoices with incorrect pricing will be returned to the Consultant for correction. The City will pay approximately 30 days after acceptance of goods or services and receipt of correct invoice, whichever occurs last.

The City will take early payment discounts when the net payment period is over 15 days.

The payment period will extend to the date that the invoices are paid.

Should the Consultant become delinquent with any fees, assessments, or charges due to the City, the City will reduce any amount owed to the Consultant by the delinquent amount owed to the City.

The City reserves the right to audit Consultant records when necessary.

4.10 Civil Rights Compliance/Equal Opportunity Assurance

Consultant will be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, and will be an equal opportunity employer as defined by Title VII of the Civil Rights Act of 1964. As such, Consultant will not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age or sex with respect to hiring, application for employment, tenure or terms and conditions of employment. Consultant agrees to abide by all of the foregoing statutes, regulations, ordinances and resolutions.

SECTION 5: PROPOSAL COVER PAGE

The undersigned, upon acceptance, agrees to furnish the following in accordance with the terms and conditions per City of Ontario Request for Proposals for Consultant Services for a Citywide Wayfinding Project, at the prices indicated herein.

The undersigned declares under penalty of perjury that she/he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned recognizes the right of the City of Ontario to reject any or all bids received and to waive any informality or minor defects in bids received.

Consultant Name:

Address: _____

Telephone Number: _____

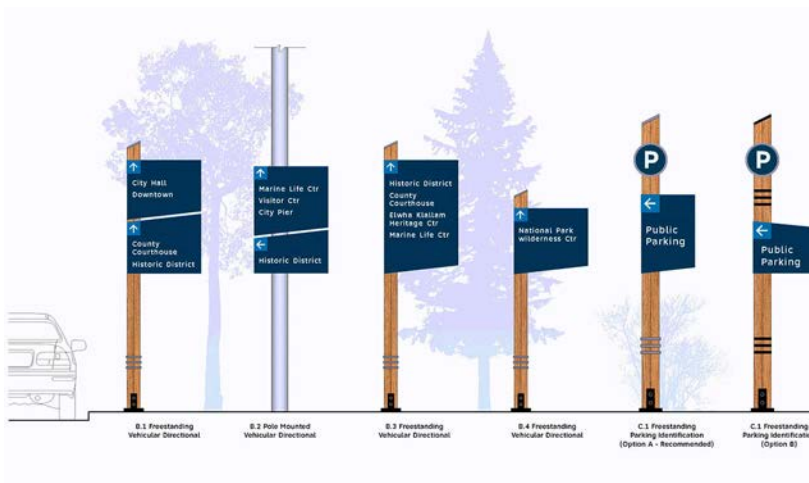
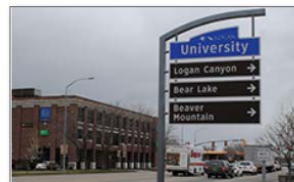
Fax Number: _____

E-mail address: _____

Signature of Authorized Representative:

Printed Name of Authorized Representative:

APPENDIX – Samples of Expected Design Outcomes Used in Other Cities



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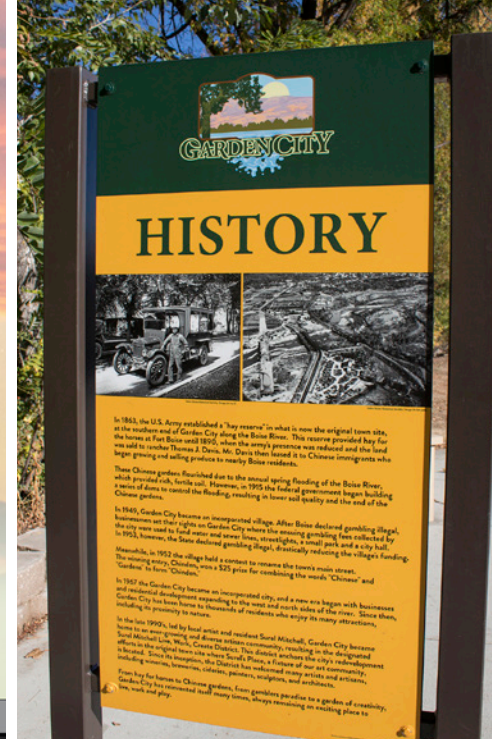
CREATE

PLAY

SUREL MITCHELL

live / work / create

DISTRICT



RFP 09-2019-01

OCTOBER 11, 2019

REQUEST FOR PROPOSAL

CITY OF ONTARIO, OREGON

WAYFINDING PROJECT
DESIGN SERVICES



October 11, 2019

Mr. Adam J. Brown
City Manager
adam.brown@ontariooregon.org



CTA | Cushing Terrell
800 N. Main Street | Suite 800
Boise, ID 83702
208.336.4900 ph
208.343.3531 fax
ctagroup.com

Dear Mr. Brown,

We are excited to submit our proposal for Ontario's wayfinding project. CTA | Cushing Terrell has been a long time design firm in the Treasure Valley. We would be honored to assist the city of Ontario in creating a dynamic, thematic, and compelling wayfinding plan that reinforces, embodies and builds upon your brand. Our goal is to work with you and your team to develop a plan that is so captivating that it connects the environment, community, and visitors; creating a lasting impression. Making a statement that Ontario is so much more than a name on a map!

In order to reach the goal of a captivating wayfinding plan, a strong project approach should be set forth that includes some key ingredients including:

Public Outreach

We begin this project with a robust public outreach process. We know that a wayfinding plan is only effective if it addresses the specific needs of community members and actively works to ensure that every voice is heard. As a team we have extensive experience and expertise in public involvement strategies. Community engagement is inherent in our planning process helping to make informed decisions and publicly supported solutions.

Integrated Design

CTA | Cushing Terrell is a multi-disciplined firm with specialists in planning, landscape architecture, wayfinding and programming, signage design, community planning, project funding, and public engagement. Having our planners, graphic designers, architects, and engineers all in-house provides our clients with a unique integrated approach to problem solving. For example, our planners, landscape architects, and graphic designers work together to develop plans that not only address wayfinding, but also take into account MUTCD standards, account for vehicular orientation, pedestrian wayfinding, maps, on-line communications, and site designs that incorporate signage and/or entryway features.

Local Knowledge

Working in the valley for over 50 years, CTA | Cushing Terrell continues to complete projects in Ontario and the surrounding communities. As a team we are currently working in your community, with Treasure Valley Community College, having completed the design of their new addition to the Career and Technical Education building. We are currently engaged in overseeing the construction and implementation of that project.

Our staff's roots and outdoor-lifestyle run deep and we are drawn to the many recreational activities offered in this region. With this cultural understanding, our team brings to this project a great foundation. Allowing us to value and understand the historic, recreational and agricultural culture of the Ontario area and the desire to attract and direct visitors and residents alike to and through this amazing region.

We offer a long history in developing poignant signage and wayfinding plans that attract and direct visitors and residents alike to and through our communities. We pride ourselves on developing simple and elegant communication tools which result in a defined brand by which communities can represent and promote their assets. Your success is our success in creating, developing, and promoting your region in a way that connects the visitor with Ontario's rich history, adventure, and agriculture.

Thank you for the opportunity!

Sincerely,

A handwritten signature in black ink that reads "Angela M. Hansen". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Angela Hansen

Project Manager, Associate
angelah@ctagroup.com

OUR APPROACH



Our proposed work program for the Wayfinding Plan will first commence with the following key tasks:

1. Participate in a Kickoff Meeting with CTA | Cushing Terrell's team and those you identify as project decision makers. In particular we envision, at a minimum, City officials, Ontario VCB, Chamber of Commerce, Downtown Business Owners, and others as identified by project team.
2. Conduct a project area walkabout creating a visual/photographic database and catalogue of the existing features particularly focusing on the streetscape and downtown features already in existence (street lamps, banners, benches, trash receptacles, etc.).
3. Collect, review, and build upon the wayfinding strategies identified in existing documents.
4. Discuss and identify Project Deliverables.

EXPLORE

The explore phase will be rooted in a thorough understanding of the planning context by reviewing existing destination points and recreational opportunities in the community.

The Project Team will also:

- Prepare a Survey Questionnaire for acquiring community input. This may include social media, printed material, and online questionnaires.
- Prepare an inventory and prioritize key destinations, attractions, and public spaces. Map the project area utilizing Google Earth and other available mapping resources.
- Utilize the base map to create various mapping overlays throughout the project including destinations routes and connections, land use, accessibility, and site analysis.
- Individually seek out dialog with selected business owners, key stakeholders and residents of the project area to interview and combine with survey results.

APPLY

Our team will work to develop designs that will easily integrate into the existing heritage and community identity.

Once a final signage concept is approved, our team will begin the process of turning these concepts into constructable drawings and details. Working with you to secure the necessary approvals from the authorities having jurisdiction. Such jurisdictional reviews may include, Oregon DOT District 14 personnel, for installing any signage within their rights of way. f MUTCD standards for visibility, clearances, character development and coloring will be included in the design drawings and specifications.

Our team will prepare cost estimates, colors and finishes schedule, and message schedule including message, quantity, and sign type as well as life cycle costs for maintenance.

Along with our detailed approach to the design work, we are also, our clients' trusted construction partner. Staying involved in the project through the entire process with our clients, ensuring that no detail is missed in the construction of the end product.

PUBLIC OUTREACH PROCESS



Public outreach is an integral part in developing community support for public projects. It will be important in this process that key stakeholders, business owners, and the public are engaged in this process.

As a team we are very mindful of the need to facilitate public input sessions. These sessions can take place in a variety of formats including through town hall meetings, open houses, pop up survey stations at community events, and through on-line social media.

Our team will take the lead in facilitating this level of outreach. Our first interaction with stakeholders is expected at the on-set of the project, at the kickoff meeting. We would encourage key team members to include city staff, chamber of commerce, the visitor and convention bureau, key downtown business leaders, and key economic development personnel and department of transportation personnel at the kick-off meeting.

Once concepts are developed we will again turn to you and your team for input. But we will encourage input from the AHJ, including the Department of Transportation. It will be vital that these personnel are included early in the process so that a full understanding of the project, and expected outcomes from the project are fully embraced by those agencies that work and manage any public rights of way.

Lastly, but certainly not least is the public acceptance for the project and assisting the community to have a vested interest in the project. We achieve that through the public input process and by providing opportunity for the public to weigh in on the concepts and ideas that we are proposing to reflect their community.

OUR TEAM



**ANGELA
HANSEN**

PROJECT MANAGER

A project manager within CTA|Cushing Terrell's SITE group, Angela has seventeen years of experience as a Landscape Architect working with a wide variety of projects and clientele. Her responsibilities have included site design, campus planning, recreation planning and design for the Dept. of Interiors U.S. Fish and Wildlife Service, USDA Forest Service, as well as transportation and visitor experience programs through the U.S. Federal Highway programs including Transportation Enhancement Grants, and the National Scenic Byway Program. Her leadership with these programs has led to successful assessments and designations of multiple scenic byways in two states, and a multitude of interpretive signs, community gateway enhancements, and entry signage.

USFWS Pahrangat site development and interpretive plan
USFWS Sheldon National Wildlife Refuge site development and visitor experience plan
USFWS Willapa National Wildlife Refuge public engagement, site development
USFWS Ridgefield National Wildlife Refuge public engagement, site development
Oregon Trail Historic Byway
The Killdeer/Four Bears Scenic Byway
Sakakawea Scenic Byway



**GENNA
GRANADA**

**GRAPHIC DESIGNER /
CREATIVE LEAD WAYFINDING**

Genna will lead the creative team, overseeing all design standards, signage aesthetic, environmental graphics, and the wayfinding plan. With over 29 years of graphic design her experience encompasses a wide range of projects and clientele, with responsibilities including art direction, graphic design, signage and display design, and project management.

Coming from a ranching background, Genna has a western work ethic and passion for all things rural and heritage-minded. Her strengths lie in being able to help her clients realize they can do a lot with a little while valuing the continuing relationship long after the project is complete.

City of Glasgow, MT - Wayfinding
Ft. Peck Recreation Area - Wayfinding
Canyon Village Lodge - Wayfinding
City of Red Lodge, MT - Wayfinding
City of Ray, ND - Wayfinding
Big Sky Community - Wayfinding
Beartooth All-American Highway
Grandview at Benefis - Campus Wayfinding
Sheridan College AgriPark - Branding & Wayfinding



**LISA
GUERRERO**

GRAPHIC DESIGNER

Lisa has 19 years of experience developing brand identities, collateral, integrated marketing campaigns, signage, and wayfinding for clients in biotech and pharmaceutical, financial, healthcare, nonprofit, retail, and technology industries. She works with clients to elevate their brand by building a compelling visual narrative through strategic thinking and design. Lisa thrives in a highly collaborative environment to implement clients' desired objectives.

Garden City, Boise - Wayfinding & Signage
Treasure Valley Community College, Ontario -
CTE Feature Wall Graphics
Google - Graphics & Signage
Boise Airport - Wayfinding Assessment
Riverside Hotel - Wayfinding & Signage
Idaho Youth Ranch - Wayfinding & Signage
Washington Group Plaza Idaho - Wayfinding & Signage
St. Vincent Healthcare Foundation - Donor Recognition Signage

OUR EXPERIENCE



TASTE



CREATE



PLAY



GARDEN CITY | WAYFINDING & SIGNAGE IDAHO

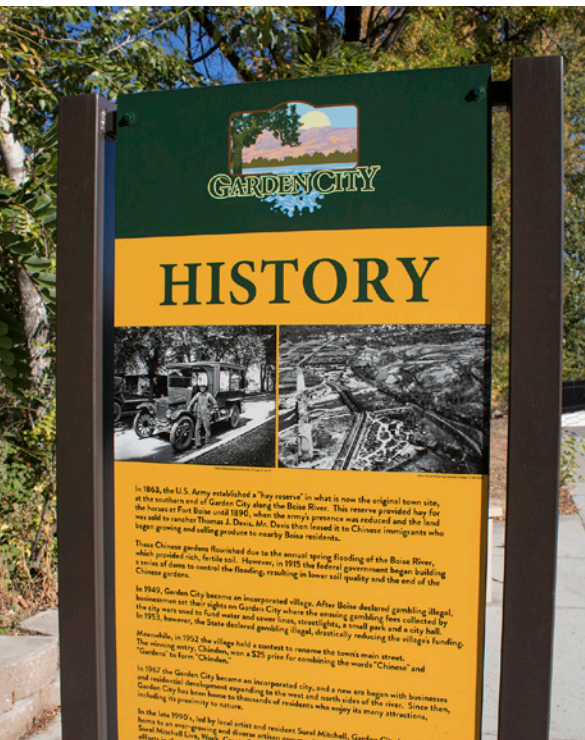
Garden City is an up-and-coming arts district just outside of the west end of downtown Boise. CTA | Cushing Terrell was engaged to help create wayfinding signage and branding that fits the eclectic vibe of this quickly growing and lively district. Nestled along the Boise River and ever popular greenbelt, this area is thriving with new wineries, breweries, eateries, and art studios.

CTA | Cushing Terrell supported this effort through an award winning graphic design and branding campaign connecting and directing the community and visitors to the city's many hidden gems, while also educating them on the rich history of Garden City. CTA | Cushing Terrell also developed specific and unique iconography and signage for the branded wayfinding plan that spans miles along the Boise River and lively greenbelt.

The Garden City Artisans Pathway wayfinding signs can be viewed at:

<https://www.dropbox.com/s/aw5tlghsd7v9pod/Garden%20City%20Wayfindng%20FINAL.pdf?dl=0>

The Garden City Artisan Path Wayfinding and Branding effort was the recipient of the 2018 Grow Smart Award.



OUR EXPERIENCE



CITY OF GLASGOW | WAYFINDING & SIGNAGE MONTANA

The bold kilt accent was inspired by the Scottish heritage of the city's name, their most unifying source of pride and identity. Capitalizing on the fact that the Glasgow was recently dubbed the nation's "Middle of Nowhere," CTA | Cushing Terrell designers pinpointed the actual center of the city and directed visitors to the focal point. A comprehensive amenity map was also designed for installation in various locations. Presently, the community is seeking to extend this Montana Main Street grant wayfinding effort throughout the remaining Valley County towns and Ft. Peck Recreation Area.

A copy of the wayfinding plan can be viewed at: https://docs.wixstatic.com/ugd/ec7d16_c15940aac8514ab5b7840e315c390c1c.pdf

OUR EXPERIENCE



CANYON VILLAGE LODGE | WAYFINDING & SIGNAGE YELLOWSTONE NATIONAL PARK

The Canyon Village Lodge Wayfinding Program was of significant historical importance as a highlight of the Mission 66 program to improve national park visitor centers. In 2015, CTA | Cushing Terrell began the revitalization of the mid-century modern look at Canyon Village Lodge in Yellowstone National Park. CTA | Cushing Terrell was approached to update the wayfinding and signage in the same vein. Directing visitors toward important amenities and services is the primary intent as well as branding food venues in a manner announcing healthy choices.

A copy of the signage plan can be viewed at: https://www.dropbox.com/s/wh1a05dg3kknhq/Canyon%20Village_CD.pdf?dl=0

OUR EXPERIENCE



BOISE FARMER'S MARKET WAYFINDING, SIGNAGE, & BRANDING IDAHO

A crucial aspect of this effort was the extensive public outreach undertaken by the entire team. CTA | Cushing Terrell led several exercises relating to comprehensive rebranding, wayfinding signage development, created maps of the space, and worked with the Boise Farmer's Market to develop a strategic social media strategy to promote the new location, logo, and the market events.

OUR EXPERIENCE



OREGON TRAIL HISTORIC BYWAY

57 mile scenic byway with 18 Historical sites and points of interest. This project focused on three elements: interpretation, wayfinding, and visitor activities.

Plan Purpose: To educate the traveling public about America's early pioneers and how they forever influenced the Western United States. Incorporated the character of the region and history of the byway by using pine, timber, stone, corrugated steel and other local building materials. The design of the visitor welcoming areas have an iconic silhouette that is associated with the an Conestoga Wagon.

REFERENCES



DEVELOPMENT SERVICES DEPARTMENT

6015 Glenwood Street • Garden City, Idaho 83714
Phone 208/472-2921 • Fax 208/472-2996 •
www.gardencityidaho.govoffice

January 25, 2018

CTA
800 W Main St #800,
Boise, ID 83702
Sent via email to danielleh@ctagroup.com

Re: CTA work on Garden City Wayfinding signs

To whom it may concern,

The eastern portion of the city of Garden City developed without a defined vision resulting in land use and physical construction dissonance. Garden City has been endeavoring to meld the existing land uses ranging from residential to industrial as well as new uses into a neighborhood that creates a sense of place and belonging for all its occupants. A very important component of establishing this vision is the promotion of the neighborhood's emerging artist and artisan population. A signage project was identified a tool to assist in defining the neighborhood.

CTA took the project from the initial concept through completion. For the entire duration of their work on the project the CTA team demonstrated that they are professional, talented, willing to work with their clients, and fun.

Getting the graphic work right was important in that it not only brands the neighborhood, but it also assembles the arts within the City. CTA understood the complexity of the needs, was proactive and creative in their design, flexible in their approach, and provided high quality work and project management. They developed a number of different wayfinding signage types including directional signage, neighborhood branding signs, and a prototype for a history sign.

CTA demonstrated their commitment to the success of the project through their flexibility, attention to detail, active response, ongoing communication, and creativity. Since the signs have been installed, there has been extremely positive feedback from the community and artists alike.

Garden City very much enjoyed working with CTA on the signage project.

Sincerely,

Jenah E. Thornborrow
Director

Jenah E. Thornborrow

Director
Garden City Development Services Department
208.472.2921

Tom Laws

Assoc. Comprehensive Planner
Planning and Development Services
City of Boise
208.608.7118
tlaws@cityofboise.org

Betty Stone

Two Rivers Economic Development &
CEO - Cottonwood Inn & Suites
54250 US Highway 2
Glasgow, Montana 59230
406.228.8213

ESTIMATED COST

ASSESS

Proposed Budget: **\$ 4,000.00**
Key Team Members: Angela Hansen, Lisa Guerrero

Kickoff Meeting \$ 1,200.00
Project Area Walkabout \$ 1,800.00
Review Existing Plans and Supporting Documents \$ 1,000.00

Subtotal \$ 4,000.00

EXPLORE

Proposed Budget: **\$ 7,350.00**
Key Team Members: Angela Hansen, Genna Granada, Lisa Guerrero

Develop Survey Questionnaire \$ 1,200.00
Inventory Key Destinations \$ 2,400.00
Base Map Creation \$ 1,350.00
Public Outreach Meetings (not to exceed 2) \$ 2,400.00

Subtotal \$ 7,350.00

APPLY

Proposed Budget: **\$ 36,300.00**
Key Team Members: Angela Hansen, Genna Granada, Lisa Guerrero

Draft Design Concepts (Signage and Wayfinding Plan) \$ 4,800.00
Draft Wayfinding Plan / Map Graphics \$ 5,000.00
Public Outreach Meetings (not to exceed 2) \$ 2,400.00
Revisions \$ 3,100.00
Finalize Design Concepts, Material Specification, Sign Program \$ 7,500.00
Final Design Intent Specifications Document \$ 3,500.00
Construction Documents and Bid Package \$ 10,000.00

Subtotal \$ 36,300.00

Overall Project Budget \$ 47,650.00



PROJECT SCHEDULE

CTA | Cushing Terrell will follow a planning process work schedule over a 5-6 month period to realize the vision and goals of the Ontario Wayfinding Plan. The Proposed Work Plan Schedule highlights deliverables and milestones. However, not all tasks are shown as we anticipate sub-tasks outlined and described in the previous work plan.

November 2019 - April 2020

ASSESS

Kickoff Meeting	Week of 11/11/2019
Project Area Walkabout	Week of 11/11/2019
Review Existing Plans and Supporting Documents	11/11 - 11/15/2019

EXPLORE

Concept development (limit of 3)	11/18 - 11/29/2019
Base Map Development - keyed to signage (primary vs. secondary wayfinding signage)	11/18 - 11/29/2019
Client/Team Meetings (bi-weekly or as needed)	11/11 - 3/31/2020
Public presentation and outreach for community input	Week of 12/9/2019
Community input and on-line survey for comment	12/9/2019 - 01/03/2020

APPLY

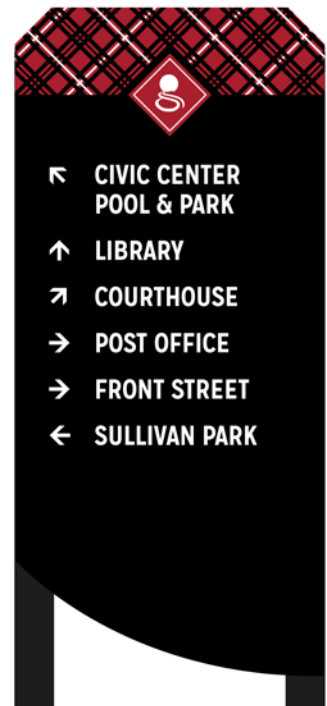
65% Construction document package including cost estimate and redline specifications	1/6 - 1/30/2020
Client review period	2/1 - 2/14/2020
100% Construction document package	2/17 - 2/28/2020
Client review	3/1 - 3/14/2020
Out to bid	3/30/2020 - 30 day bid process
Spring Construction	5/1/2020





SUREL MITCHELL

**LIVE
WORK
CREATE**
DISTRICT

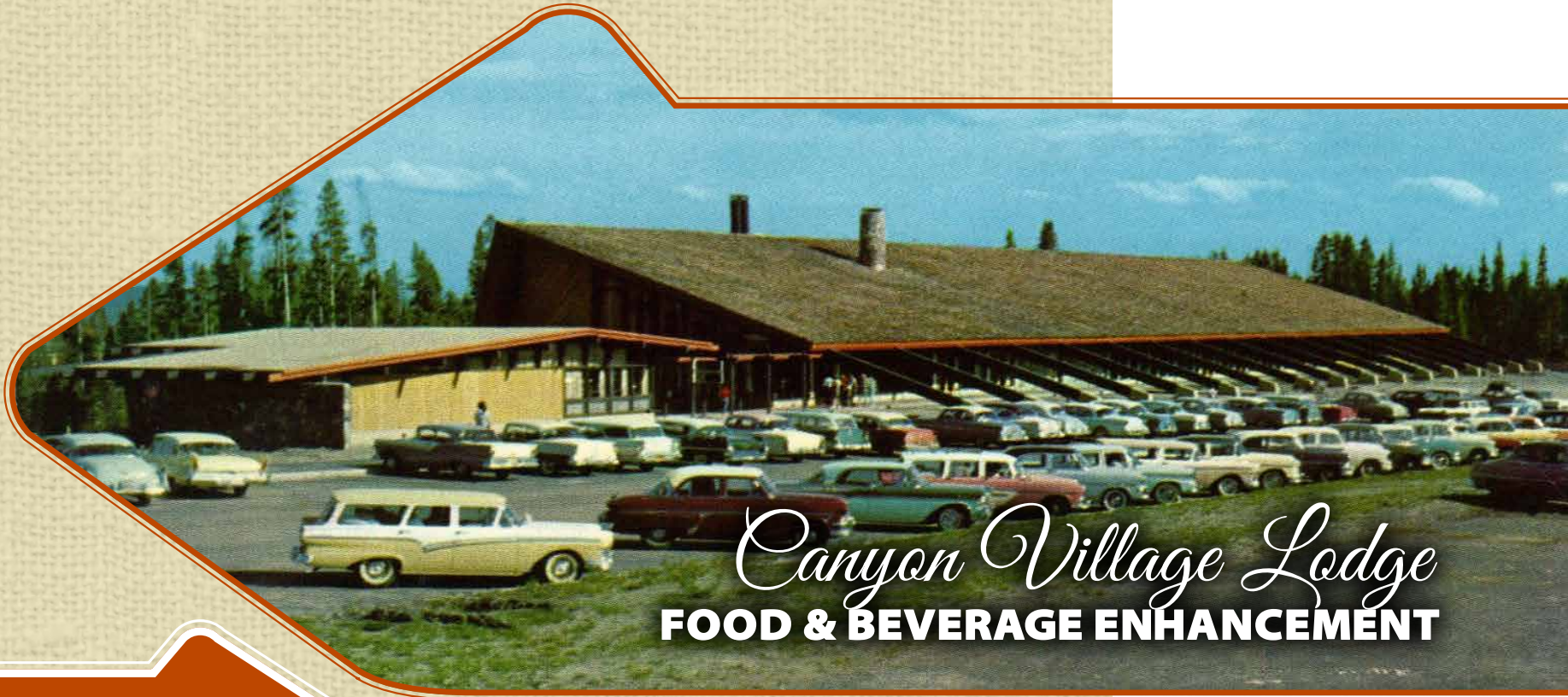
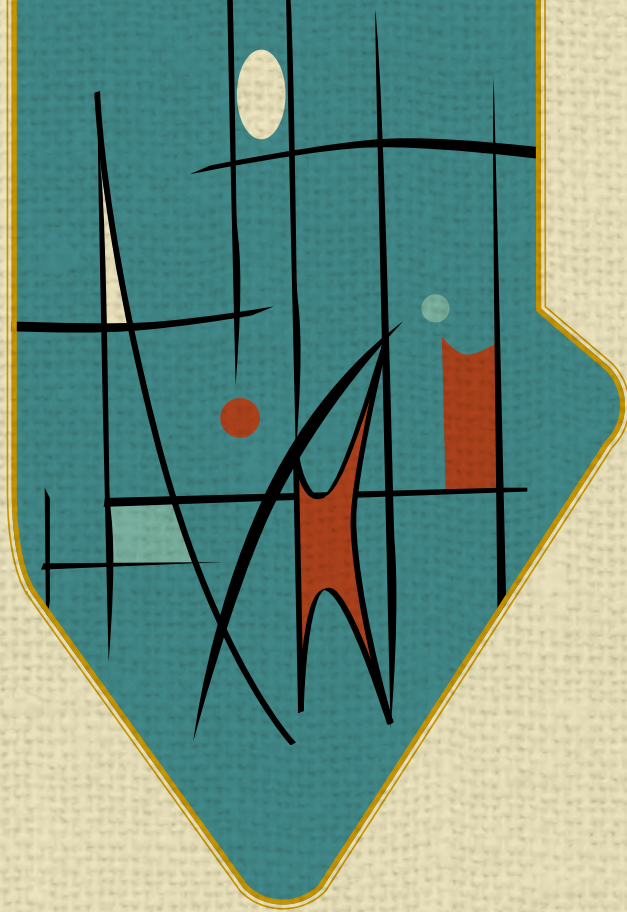


THANK YOU FOR THE OPPORTUNITY!



800 N. Main Street
Suite 800
Boise, ID 83702
ctagroup.com





signage & wayfinding

100% construction / fabrication documents



contents

Overview Procedures..... 2

Specifications: Colors, Fonts and Fabrication Materials.....3-4

Sign Types..... 5

Sign Details.....6-24

INTERIOR

 Canyon Eatery / Fresh Woks 6, 8

 Canyon Eatery / Slow Food Fast7, 9

 Falls Cafe 10

 M66 Bar & Grill11

 Gift Shop12

 Restrooms.....13-14

 Condiments/Grab-Go Islands 15

 Cashier Station 16

 Beverages.....17

 Water Fill Station 18

 Tray Return / Recycle Station / Crowd Control 19

 Ice Creamery..... 20

EXTERIOR

 Ice Creamery.....21

 Welcome to Canyon (optional).....22

 Historic Blade Signs23-24

ADA COMPLIANCE

 Exits and Entrances 25

Sign Program - Floor Plan and Message Schedule26

Renderings..... 27-30

OVERVIEW PROCEDURES

This document is intended to inform all bidders of the design intent and specific details of this exterior and interior signage project. **The goal is to construct, fabricate and install wayfinding and informational signage throughout the Canyon Village Lodge in Yellowstone National Park.**

CTA has designed the signage to fit the needs of food and beverage enhancement, inform visitors to the amenities offered, and exemplify the historic and mid-century modern design of Mission 66. This system has been designed for future flexibility and removal, when updating is desired or when storage is required in the winter off-season.

A. This project includes the following to be provided by the sign contractor:

- 1. To fabricate the Canyon Village Lodge's signage system for exterior and interior areas and coordinating in conjunction with the General Contractor for installation.
- 2. Install the signage system as indicated on the construction document plan and the sign schedule. ADA requirements should be implemented when installing restroom, exit signs, and overhead blade signs. Use hardware indicated or provide a comparable system which is easily removable or updated. Comparable systems or materials should be discussed with the designer prior to bid submission or clearly noted on the bid.
- 3. Specific artwork and lettering files will be supplied by CTA to the selected bidder in vector format Adobe Software (EPS) at full scale or half scale upon the fabricator's preference.
- 4. The awarded contractor of this display project is required to fabricate and prepare all display items including appropriate hardware prior to installation. Installation will need to be coordinated with the client and or building construction contractor in order to insure to most expeditious time frame.
- 5. The exact day or hours of the installation of this signage is to be coordinated with the General Contractor and the Construction Foreman, Travis Kabalin of Martell (406.922.5520). The project is required to be 100% complete prior to May 10, 2017.

B. Samples

- 1. **Submit one (1) sample of each sign type** indicated on the construction document for verification with the designer prior to fabrication. *This is of special importance with the **Historic Blade Sign** replicas.*
- 2. **Submit one (1) each of the materials** required for fabrication of signs with finishes as specified, including wood grain composite, Direct-to-Substrate printing, metal and hardware sufficient to give a clear idea of how signs are fabricated, made changeable and installed.
- 3. Owner reserves the right to reject any samples that do not satisfy the construction, finish or color requirements. Submit additional samples as required to obtain final approval.

C. Inspection

Materials, colors and fabricated or partially fabricated items shall be available for inspection at the factory or elsewhere, by the owner or designer during the process of manufacture and until final delivery, installation and acceptance, to determine whether or not there is compliance with the requirements of the specifications

Alternate fabrication:

Any changes in design, materials, fabrication techniques or details necessary to the successful completion of the projects should be communicated to owner and designer in a timely fashion.

D. Type Specification

Upon award of project, ALL Type specifications will be provided to the fabricator by the designer. Any specific typestyle will be set in desired format, outlined in EPS format and provided to the fabricator. Do not use or attempt to modify any existing electronic files for sign applications unless indicated.

[Typeface: the following typefaces as manufactured by Adobe Systems are used - NO substitutions will be accepted, if sign fabricators software or equipment uses a different "cut" or version of type specified, fabricator is required to scan correct version or otherwise arrange to procure it. Set kerning/tracking to visually approximate sign drawings.
Santana Black - Uppercase
Great Vibes - Upper/lower case
Grand Hotel - Upper/lower case

Size: all letter heights specified are based on the cap height of a capital letter

Alignment: When setting type or installing cut letters, ensure that letters are perfectly straight and even, with no characters set crooked

Spacing: See drawings for samples of letter spacing programs. The proper letter and word spacing is of extreme importance to the desired look of the signs.]

E. Insurance

The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture, transportation, production, delivery and installation in the manner specified in the bid package.

F. Notification of Award

The General Contractor will notify the successful bidder that their bid has been awarded the project.

G. Signing of Contract

At the same time as the Purchaser notifies the successful Bidder that their bid has been accepted, the Purchaser will send the Bidder Contract Form provided in the bidding documents, incorporating all agreements between the parties.

- 1. Within five (5) days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the Purchaser.
- 2. The contract will be definitive upon its signature by the two parties.

H. Warranty

- 1. The Supplier warrants that the Goods supplied under Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Supplier further warrants that all goods and services supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions.
- 2. This Warranty shall remain valid for twelve(12) months after the Goods and Services, or any portion thereof as the case may be, have been delivered to and accepted and installed according to specifications and installation instructions.
- 3. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 4. Upon receipt of such notice, the Supplier shall, repair or replace the defective goods or parts thereof, without costs to the Purchaser other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts within two (2) weeks or reasonable speed.
- 5. If the Supplier, having been notified, fails to remedy the defect(s) within six (6) months, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

Payment

- 1. The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the goods delivered and Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.
- 2. The project winner is allowed to ask for 50% down payment to start project, with the remaining 50% to be paid out at the time of 100% completion.

Termination for Default

The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this contract, in whole or in part:

- If the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within, or within any extension thereof granted by the Purchaser
- If the Supplier fails to perform any other obligation(s) under the Contract
- If the Supplier, in the judgment of the Purchaser, has engaged in corrupt practices related to the purchasing, providing or installing of any part of the project.

Bid Format

The bidder is required to read through all documents and submit a complete price for all products and services to complete this project. Please clearly outline and provide the following portions with your bid:
a. Cost of Fabrication
b. Cost of Installation
c. Targeted 'turn around' for 100% completion.

Orange Rust
Pantone 1525

Turquoise
Pantone 631

Mustard Gold
Pantone 110

Chocolate Brown
Pantone 4625

White

Black

1.1 Colors & Materials

The ADA requires a minimum of 70% contrast between text and background for the legibility.

VINYL

These vinyls are reflective and opaque, meeting MUTCD guidelines for wayfinding signs.

	Name	Specification	Process
V1	Orange	To match PMS 1525	Background & Characters 3M 3930 custom inks applied directly with 3M approved clear UV/Graffiti Vinyl Over-laminates.
V2	Turquoise	To match PMS 631	Background & Characters 3M 3930 custom inks applied directly with 3M approved clear UV/Graffiti Vinyl Over-laminates.
V3	Mustard	To match PMS 110	Background & Characters 3M 3930 custom inks applied directly with 3M approved clear UV/Graffiti Vinyl Over-laminates.
V4	Brown	To match PMS 4625	Background & Characters 3M 3930 custom inks applied directly with 3M approved clear UV/Graffiti Vinyl Over-laminates.
V5	White	White	Background & Characters 3M 3930 custom inks applied directly with 3M approved clear UV/Graffiti Vinyl Over-laminates.
V6	Black	Black	Background & Characters 3M 3930 custom inks applied directly with 3M approved clear UV/Graffiti Vinyl Over-laminates.

NOTE: All 3M products are to be processed and applied according to 3M specifications. The seaming of material is NOT preferred. If the height of a sign panel is greater than 48 inches, the 3M 3930 material should be oriented vertically with stripes at 0 degrees, to avoid the seaming of material. If seaming is required, it should occur at the rule line or between messages.

MATERIALS

	Name	Specification	Process	Artwork/Shape
V1, P1	Orange	3M Vinyl, Custom Paint or DTS	Applied directly	Vector EPS provided by designer
V2, P2	Turquoise	3M Vinyl, Custom Paint or DTS	Applied directly	Vector EPS provided by designer
V3, P3	Mustard	3M Vinyl, Custom Paint or DTS	Applied directly	Vector EPS provided by designer
V4, P4	Brown	3M Vinyl, Custom Paint or DTS	Applied directly	Vector EPS provided by designer
V5, P5	White	3M Vinyl, Custom Paint or DTS	Applied directly	Vector EPS provided by designer
V6, P6	Black	3M Vinyl, Custom Paint or DTS	Applied directly	Vector EPS provided by designer
M1	Dibond	0.25" inch	Formed & Finished	Vector EPS provided by designer
M2	Sintra PVC	0.25" inch	Formed & Finished	Vector EPS provided by designer
M3	Aluminum	0.25" inch	Formed & Finished	Vector EPS provided by designer
DTS	Wood substrate	0.5" inch	Printed, Formed & Finished	Vector EPS provided by designer

NOTE: The Fabricator is required to submit painted color chips and material samples for approval prior to sign fabrication. Painted surfaces will have a clear coating and vinyl surfaces shall have a clear vinyl over-lam as required by the paint and vinyl manufacturer. DTS (Direct to Substrate) printed surfaces shall have a clear over-lam as required by the manufacturer for maximum fade resistance. All exposed fasteners shall be painted to match adjacent surface and mounting hardware.

SPECIFICATIONS: COLORS, MATERIALS & FONTS

2.1 Typefaces

Typefaces may not be changed. During fabrication, the height and width ratio of letter forms must be maintained proportionately.

Primary Messaging Font:

SANTANA BLACK - UPPERCASE
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 .+[]

Custom Design applications - provided by designer:

Great Vibes
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 .+[]

Grand Hotel
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 .+[]

3.1 Pictograms and Tactile Messaging

ADA compliance, such as visual and tactile character guidelines, shall be applied to appropriate signage where necessary and required.

Internationally approved symbols are be used for messaging in applicable signage:

Restrooms

Accessibility

Information

Cashier

Exit/No Entry

Elevator

Stairs

Parking/No Parking

No Smoking

No Pets

Telephone

ATM

Water Fountain

Water Bottle Refill

Coffee

Restaurant Food

Bar/Lounge

Gift Shop Retail

Recycle Station

Litter Disposal

Recycle

Fire Extinguisher

Directional Arrows

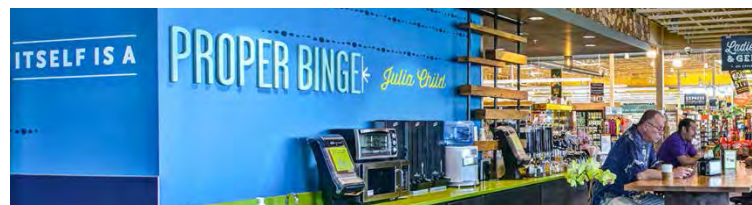
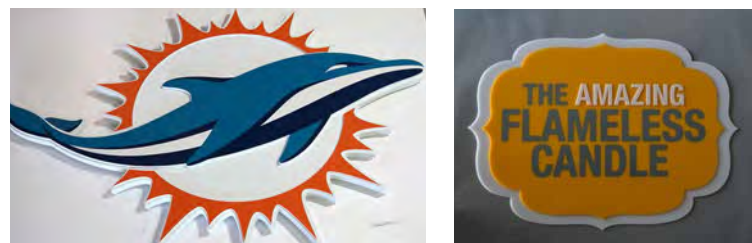
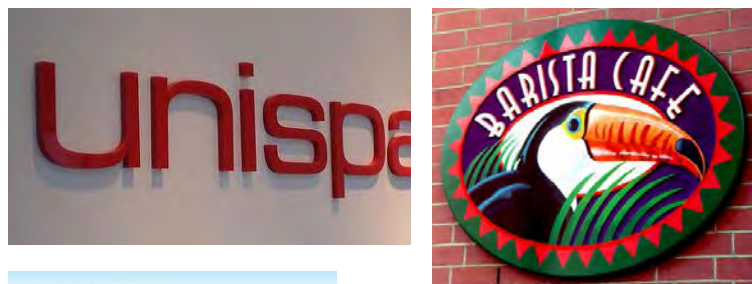
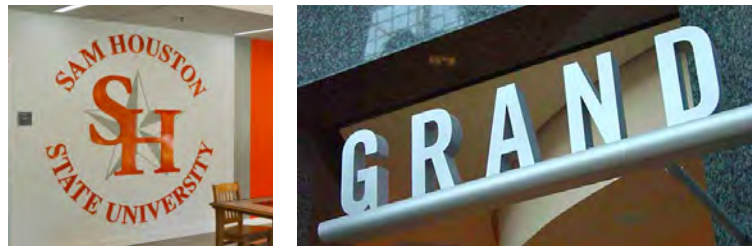


aluminum
aluminum sheeting / dibond

pvc substrates
sintra / kapabloc / foamacell

vinyl
(3M or custom digital printed)

dts
(direct to substrate printing)



SPECIFICATIONS: FABRICATION MATERIALS

Canyon Village Lodge

FOOD & BEVERAGE ENHANCEMENT

| signage & wayfinding

4 100% construction documents
04 | 13 | 2016

PIONEERING ENVIRONMENTS

CTA



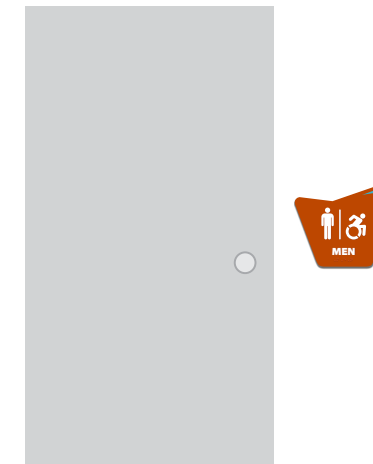
S1 - blade mounted



S2 - blade mounted directional



S3 - top mounted island



S4 - surface mounted



S5 - wall or column mounted



S6 - pole mounted (double-sided/blade)



E1 - exterior free-standing pole with weighted base (seasonally removable)

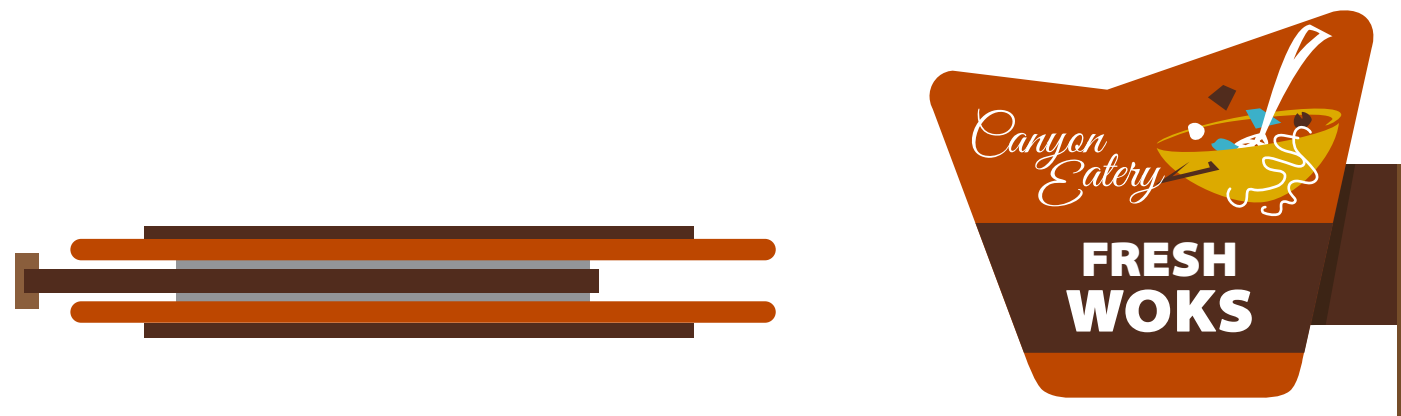


E2 - exterior pole (seasonally removable)



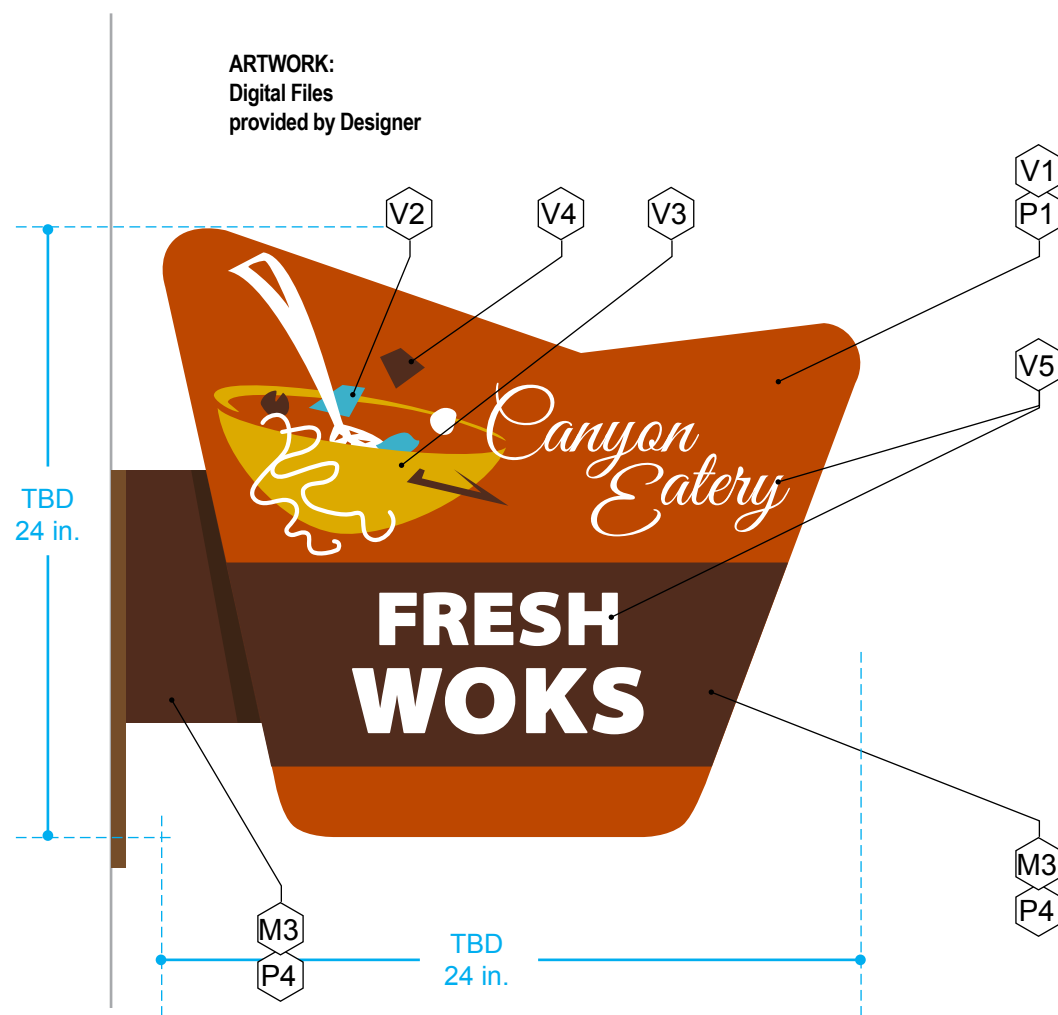
H - exterior overhead historic blade frame (historic restoration)

SIGN TYPES



top view

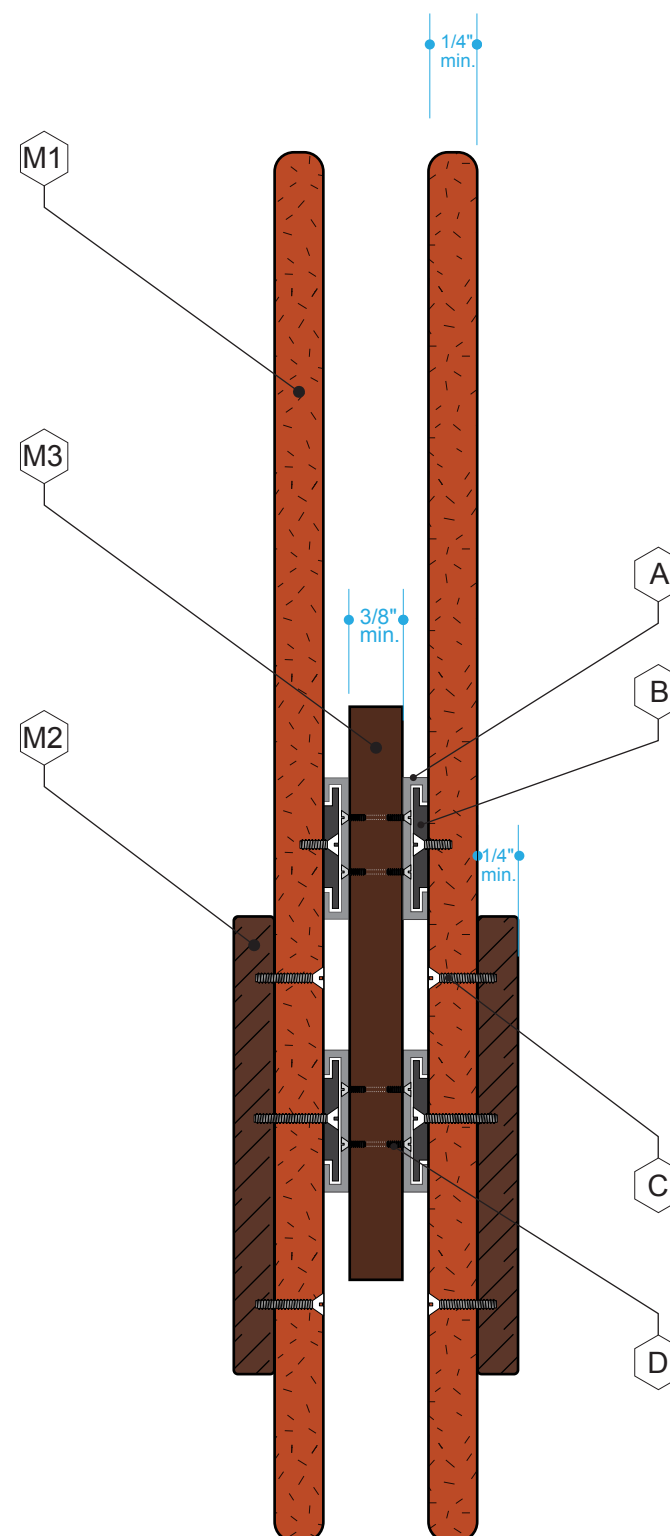
Face B



Face A



side view



side view detail

S1 canyon eatery / fresh woks

MATERIALS

- V1, P1** Orange
- V2, P2** Turquoise
- V3, P3** Mustard
- V4, P4** Brown
- V5, P5** White
- V6, P6** Black
- DTS** All above colors

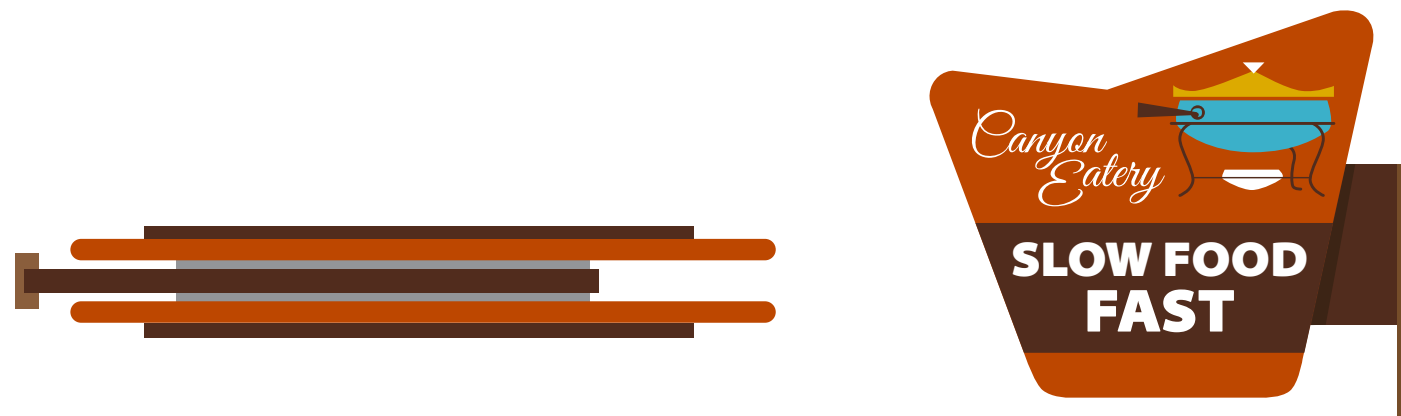
- M1** Dibond 1/4 inch min.
- M2** PVC 1/4 inch min.
- M3** Aluminum 3/8 inch min.

- A** Female Receiver Channel - Aluminum
- B** Male Receiver Channel - Aluminum
- C** Plate connection - Counter sunk fastener
Flush screw from the back; no screws visible on the sign face
- D** Channel connection - Counter sunk fastener

Note: Field measurements will be required for proper mounting and installation of signage.

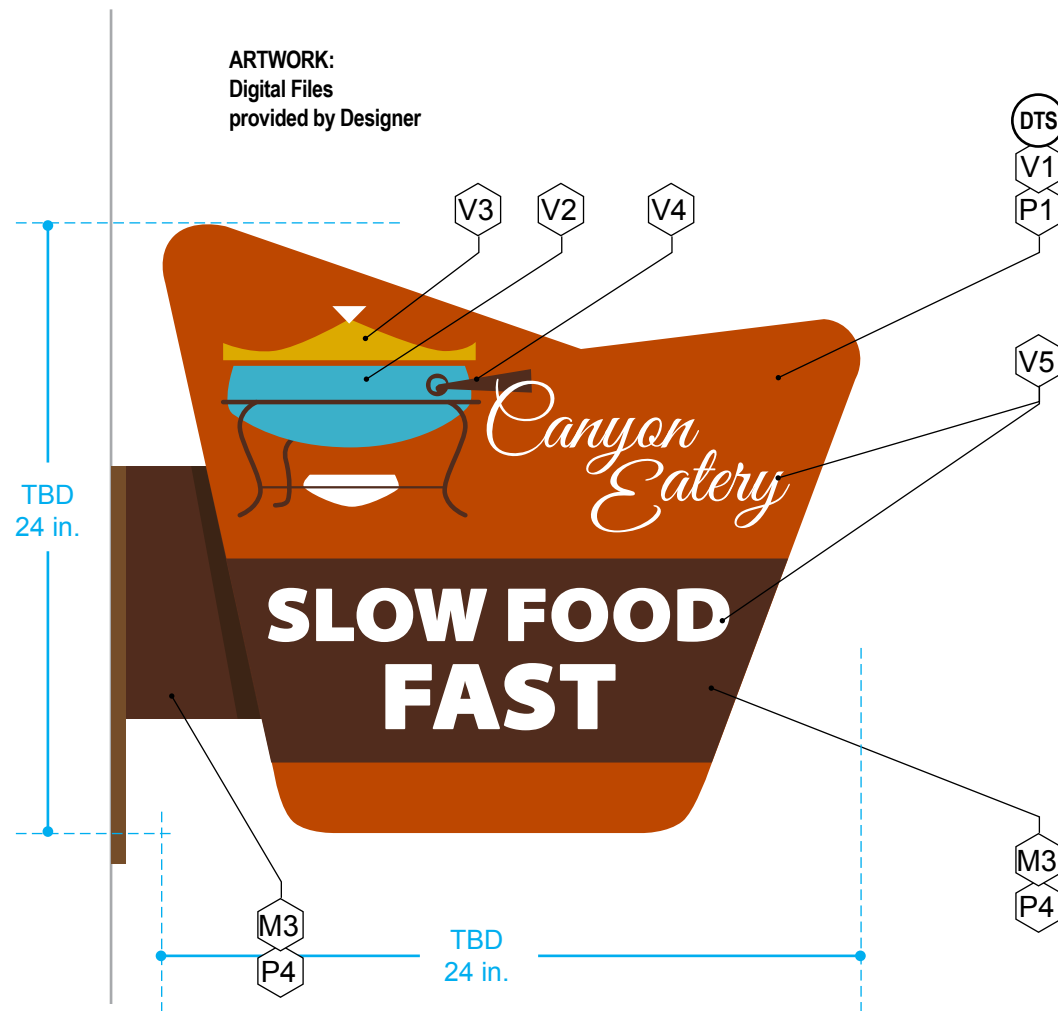
Blade signs mounted minimum 80 in. from bottom of the sign to the floor as per ADA requirements

SIGN DETAILS



top view

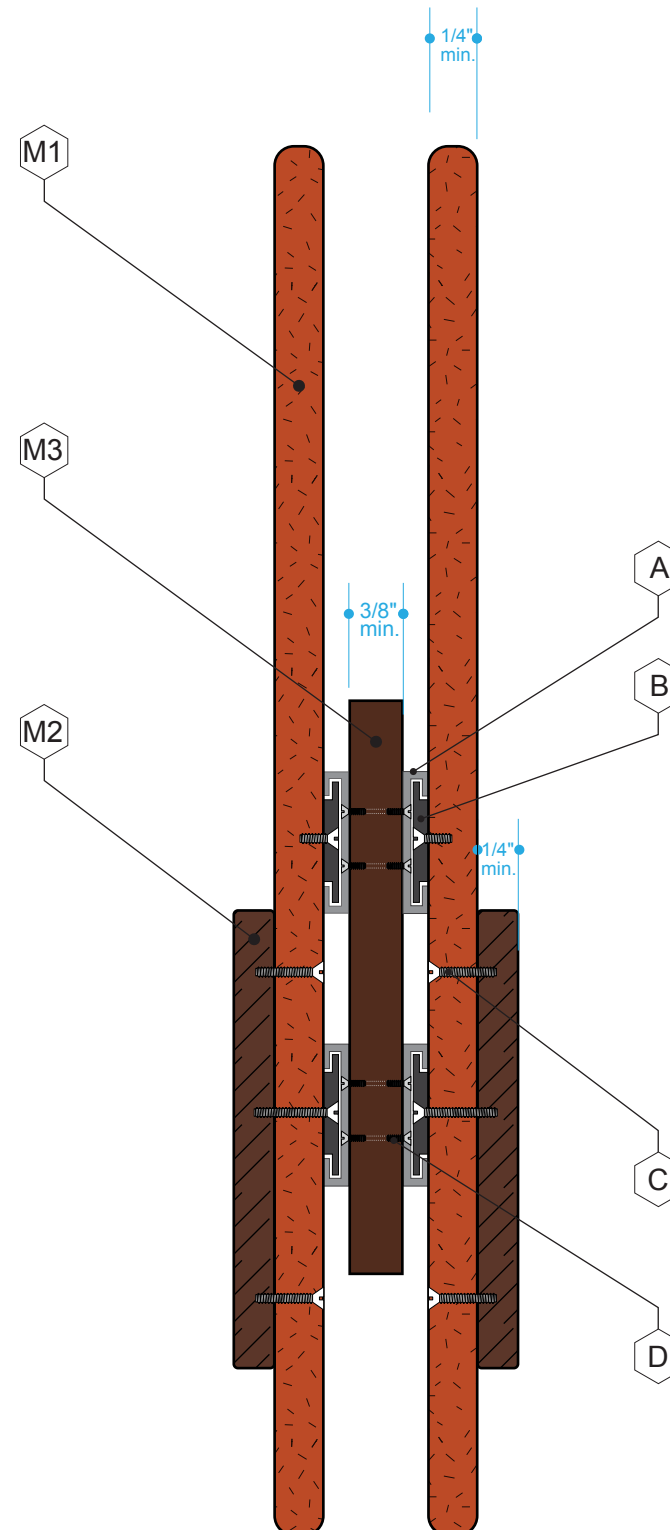
Face B



Face A



side view



side view detail

S1 canyon eatery / slow food fast

MATERIALS

- V1, P1** Orange
- V2, P2** Turquoise
- V3, P3** Mustard
- V4, P4** Brown
- V5, P5** White
- V6, P6** Black
- DTS** All above colors

- M1** Dibond 1/4 inch min.
- M2** PVC 1/4 inch min.
- M3** Aluminum 3/8 inch min.

- A** Female Receiver Channel - Aluminum
- B** Male Receiver Channel - Aluminum
- C** Plate connection - Counter sunk fastener
Flush screw from the back; no screws visible on the sign face
- D** Channel connection - Counter sunk fastener

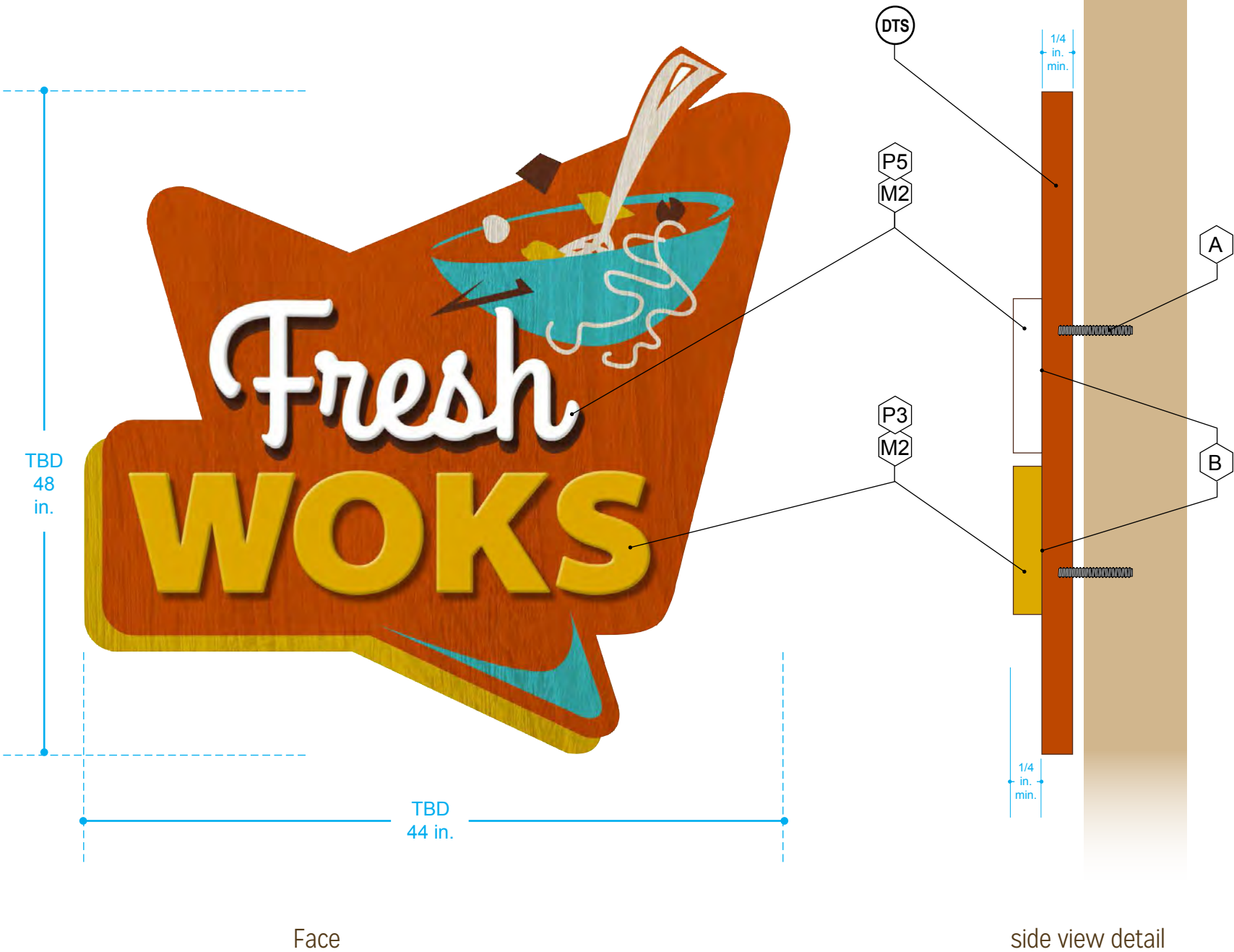
Note: Field measurements will be required for proper mounting and installation of signage.

Blade signs mounted minimum 80 in. from bottom of the sign to the floor as per ADA requirements

SIGN DETAILS

ARTWORK:
Digital Files
provided by Designer

SIGN FACE: PRINTS DTS - WOOD SUBSTRATE



SIGN DETAILS

S5 fresh woks / canyon eatery

MATERIALS

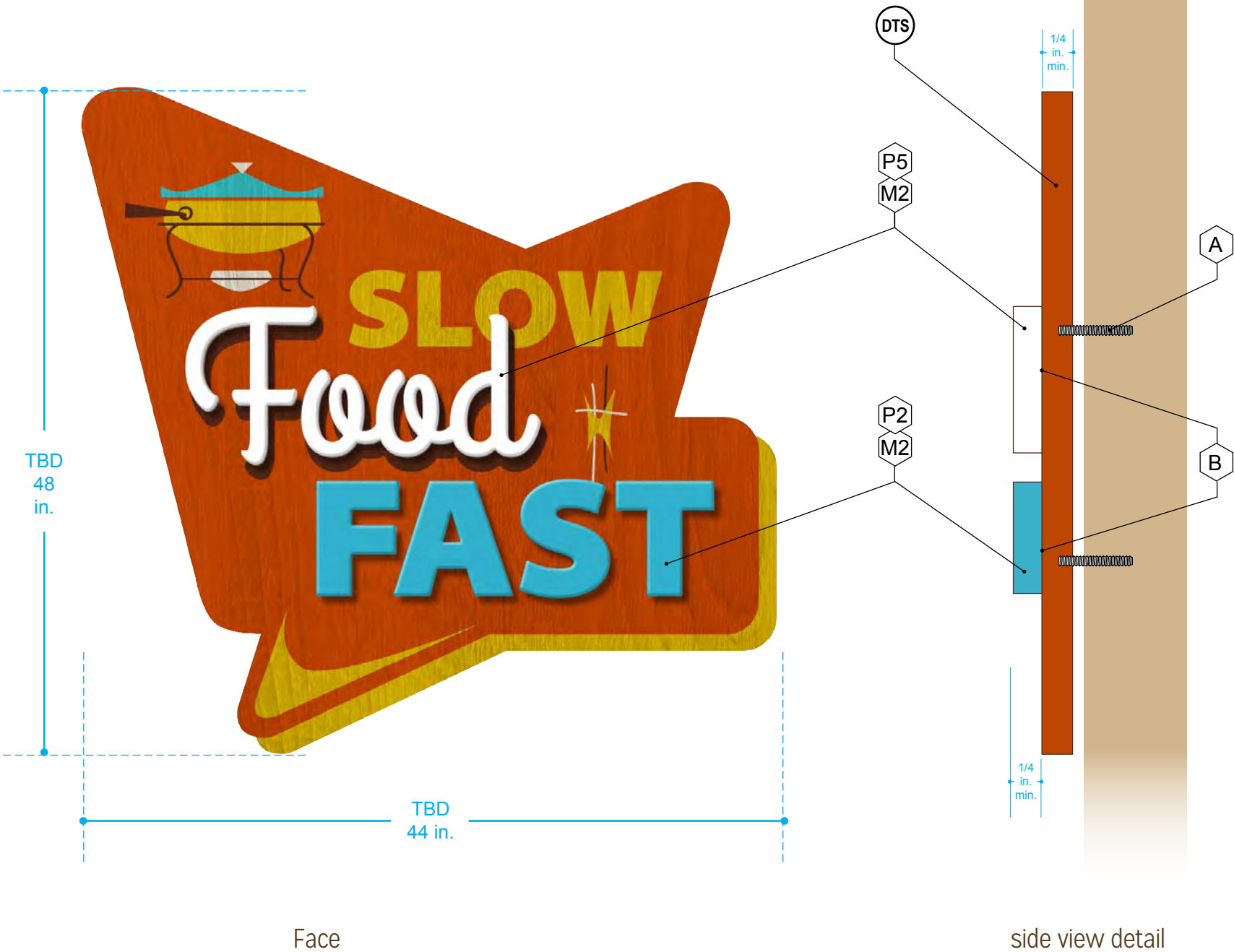
- VI, P1 Orange
- V2, P2 Turquoise
- V3, P3 Mustard
- V4, P4 Brown
- V5, P5 White
- V6, P6 Black
- DTS All above colors:
Sign Face prints direct to wood/plywood substrate
- M1 Dibond 1/4 inch min.
- M2 PVC 1/4 inch min.
- M3 Aluminum 3/8 inch min.
- A Wall fastener; no screws visible on the sign face
- B PVC Safe Sign Adhesive

Note: Field measurements will be required for proper mounting and installation of signage.



ARTWORK:
Digital Files
provided by Designer

SIGN FACE: PRINTS DTS - WOOD SUBSTRATE



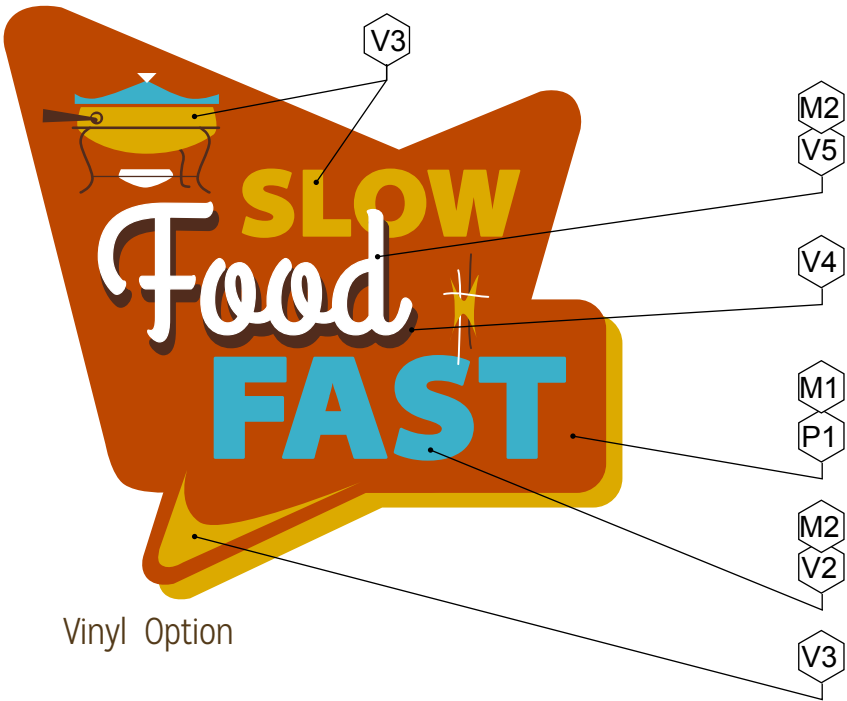
SIGN DETAILS

S5 slow food fast / canyon eatery

MATERIALS

- VI, P1 Orange
- V2, P2 Turquoise
- V3, P3 Mustard
- V4, P4 Brown
- V5, P5 White
- V6, P6 Black
- DTS All above colors:
Sign Face prints direct to wood/plywood substrate
- M1 Dibond 1/4 inch min.
- M2 PVC 1/4 inch min.
- M3 Aluminum 3/8 inch min.
- A Wall fastener; no screws visible on the sign face
- B PVC Safe Sign Adhesive

Note: Field measurements will be required for proper mounting and installation of signage.





SUREL MITCHELL
**LIVE
WORK
CREATE**
DISTRICT

WAYFINDING

FEBRUARY 16, 2017



COLORS

The ADA requires a minimum of 70% contrast between text and background for the legibility.

Suggested use of reflective vinyl on all signage.



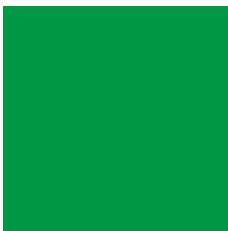
PINE
Pantone 553



RED
Pantone 186



YELLOW
Pantone 130



GREEN
Pantone 347

TYPEFACES

Typefaces may not be changed. During fabrication, the height and width ratio of letter forms must be maintained proportionately.

GATEWAY & HISTORY MONUMENT SIGNAGE

MINION PRO BOLD - UPPERCASE

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

GATEWAY & INFOGRAPHIC SIGNAGE

BRANDON GROTESQUE - BLACK

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

CUSTOM DESIGN ICONS - provided by CTA

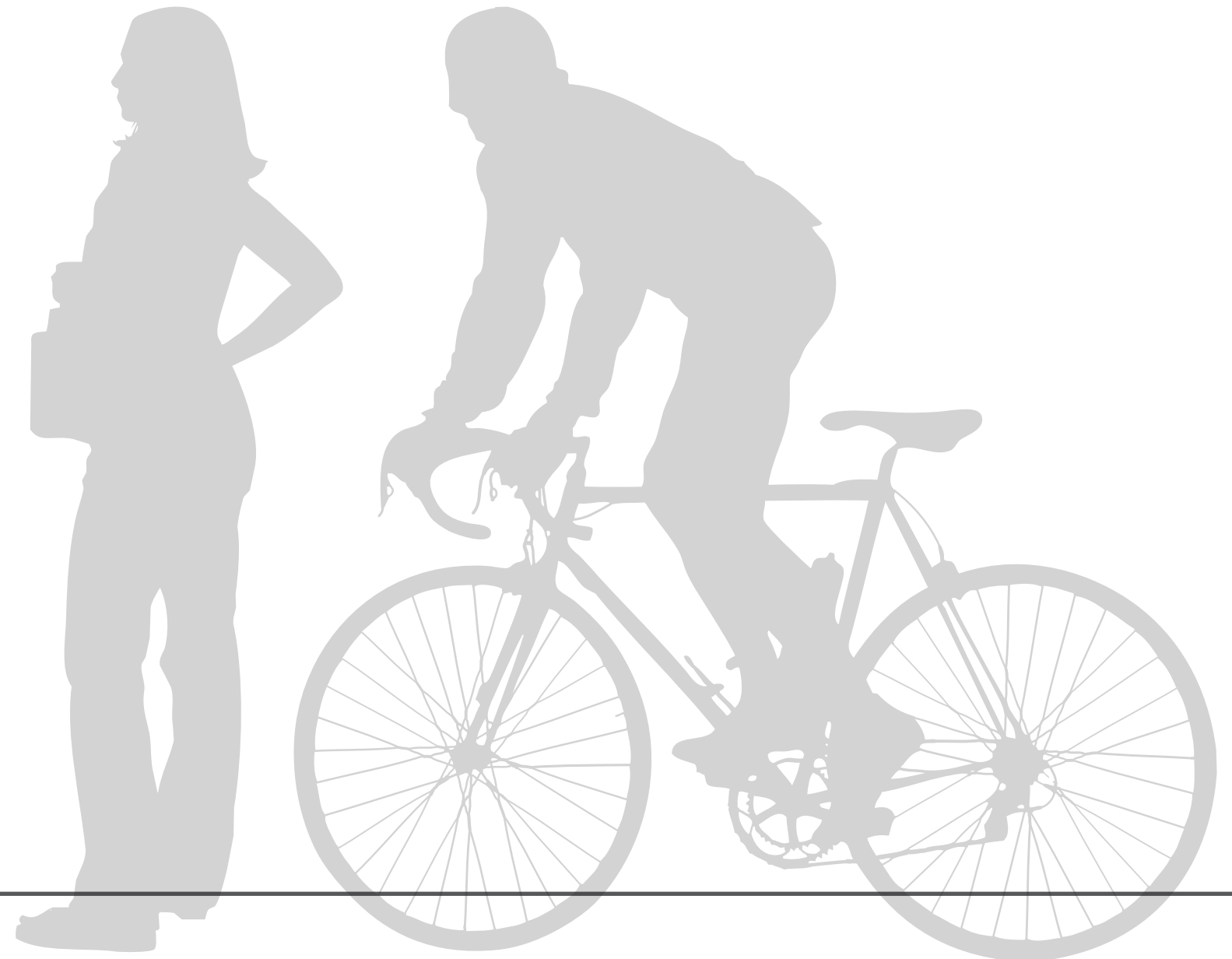




History Monument Signage

Powder coated steel frames , installed in concrete. Having 2 sides from alupanel with laminated digital print. Easy replacement if necessary due to modular fastening and panel cuts.

Additional cost for display case for fold-out maps.



HISTORY MONUMENT SIGNAGE



EXISTING SIGNAGE



OPTION A - ART



OPTION B - ART

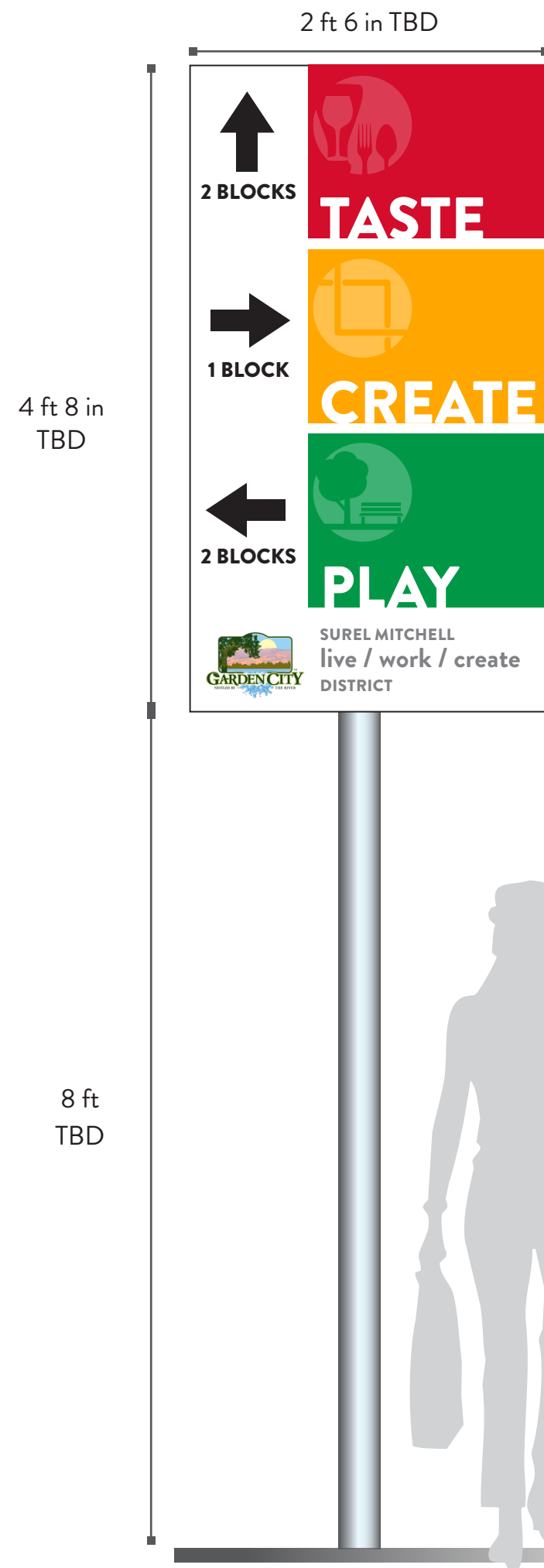
Gateway Signage

Powder coated steel frames with 3'x 5' double sided printed mesh banners.

Installed on poles as determined, remove existing signage.

Replacement would need to be accounted for as they are good outdoors for about a year at least, sometimes more.

GATEWAY SIGNAGE



Infographic Signage
Tall single pole signs, 2'6" x 4'8" laminated print on alupanel, attached to powder coated steel pole, installed in concrete.

INFOGRAPHIC SIGNAGE







TASTE



CREATE



PLAY



ARCHITECTS ENGINEERS

800 West Main Street, Suite 800

Boise, ID 83702

208.336.4900

www.CTAGROUP.com

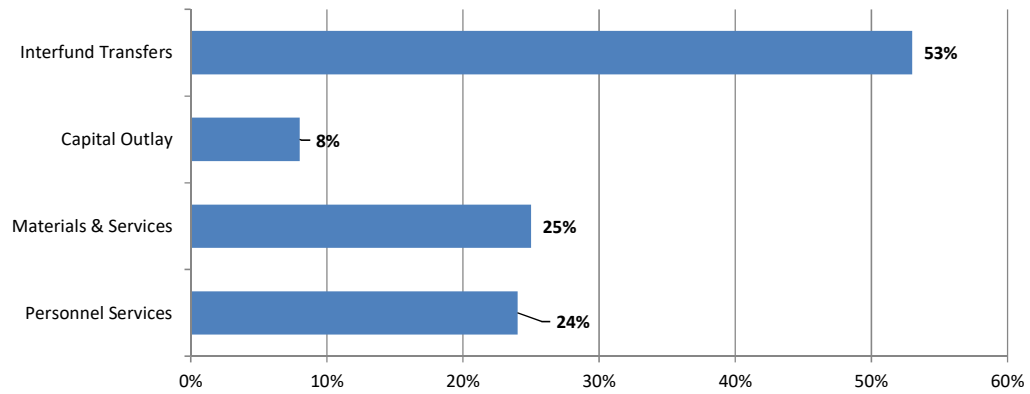
PIONEERING ENVIRONMENTS

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
SEPTEMBER 30, 2019**

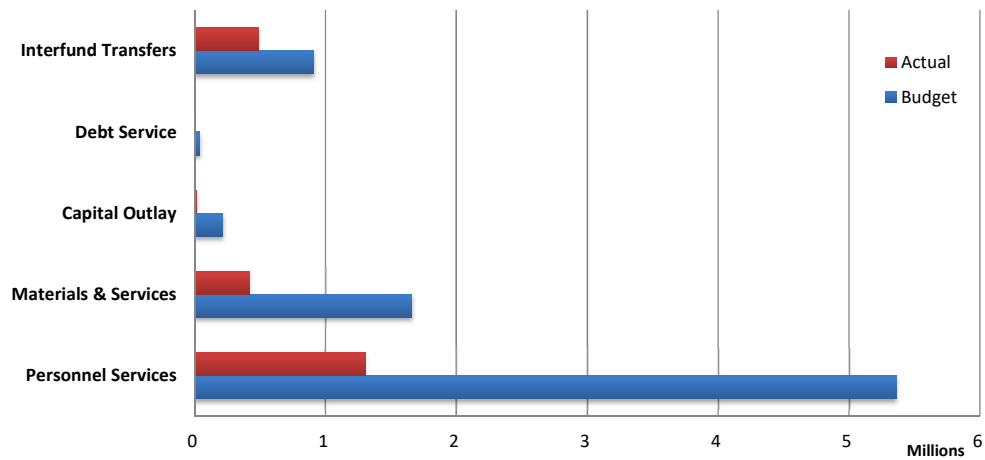
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	270,562	56,595	20.9%	
Parks & Recreation	270,562	56,595	20.9%	
Fire	1,621,332	369,989	22.8%	
Code Enforcement	213,764	37,380	17.5%	
Police	3,625,206	896,708	24.7%	
Police reserves	7,000	1,468	21.0%	
Public Safety Total	5,467,302	1,305,544	23.9%	
Administration	487,088	122,367	25.1%	
City Council	25,569	3,603	14.1%	
Business Registration	1,100	6	0.5%	
Cemetery	143,470	38,571	26.9%	
Finance	239,123	53,504	22.4%	
Technology	129,220	28,655	22.2%	
General Government Total	1,025,570	246,704	24.1%	
Community development	212,791	38,802	18.2%	
Community Development	212,791	38,802	18.2%	
Administrative Overhead	364,054	151,208	41.5%	Timing of insurance & downtown beautification
Non-Departmental Contributions	30,000	10,000	33.3%	
Other Total	394,054	161,208	40.9%	
Operating Transfers Out	815,334	416,965	51.1%	PERS transfers out.
GENERAL FUND TOTALS	\$ 8,185,613	\$ 2,225,819	27.2%	
YTD BUDGET BENCHMARK			25.0000%	 -2.2%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
SEPTEMBER 30, 2019**

% Expended by Category



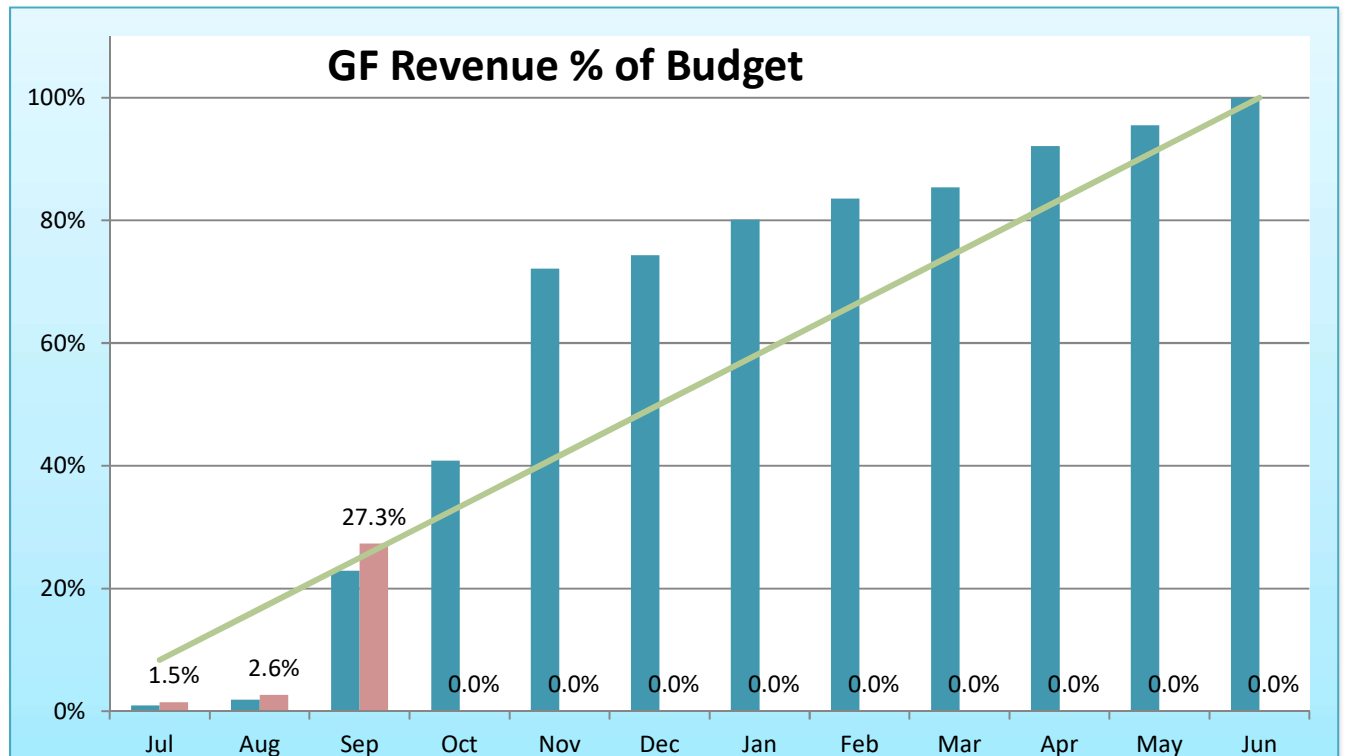
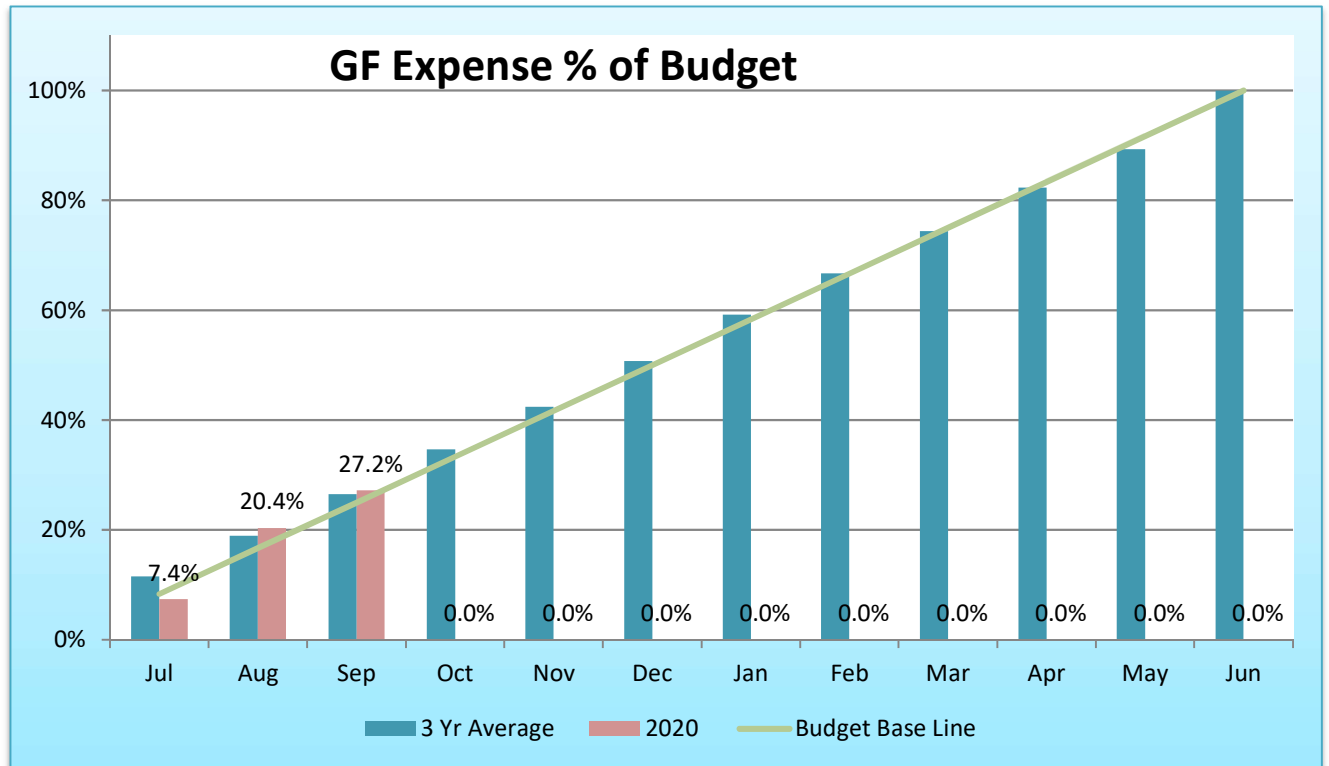
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
SEPTEMBER 30, 2019**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,122,655	2,234,162	105.3%	(not calculated in totals)
Parks	1,900	400	21.1%	
Parks & Recreation	1,900	400	21.1%	
Fire	134,372	115	0.1%	
Code Enforcement	18,735	46,166	246.4%	Civil Penalties Income High
Police	488,593	103,667	21.2%	
Dispensary Business License	144,000	24,800	17.2%	
Public Safety Total	785,700	174,748	22.2%	
Interest	65,700	16,890	25.7%	
State Revenue Sharing	132,656	-	0.0%	
PERS Allocation Transfer	-	-	#DIV/0!	
Administrative Services	497,148	124,287	25.0%	
Other General Revenues	8,575	1,322	15.4%	
Property Taxes	3,688,265	55,630	1.5%	Collections in November
Alcohol Bvg License & Fee	196,838	17,098	8.7%	
Cigarette tax	13,535	2,449	18.1%	
Marijuana tax	750,000	89,183	11.9%	
Franchise Fees	1,638,121	51	0.0%	
Business Registration	2,000	150	7.5%	
Cemetery	36,000	5,200	14.4%	
General Government Total	7,028,838	312,261	4.4%	
Planning & Zoning	4,450	3,247	73.0%	
Wayfinding Grant	25,000	-	0.0%	
Community development	29,450	3,247	11.0%	
GENERAL FUND REVENUE TOTALS	\$ 7,845,888	\$ 490,656	6.3%	
YTD CURRENT YEAR PROFIT(LOSS)	\$ (1,735,164)			
YTD BUDGET BENCHMARK	25.0%			 -18.7%

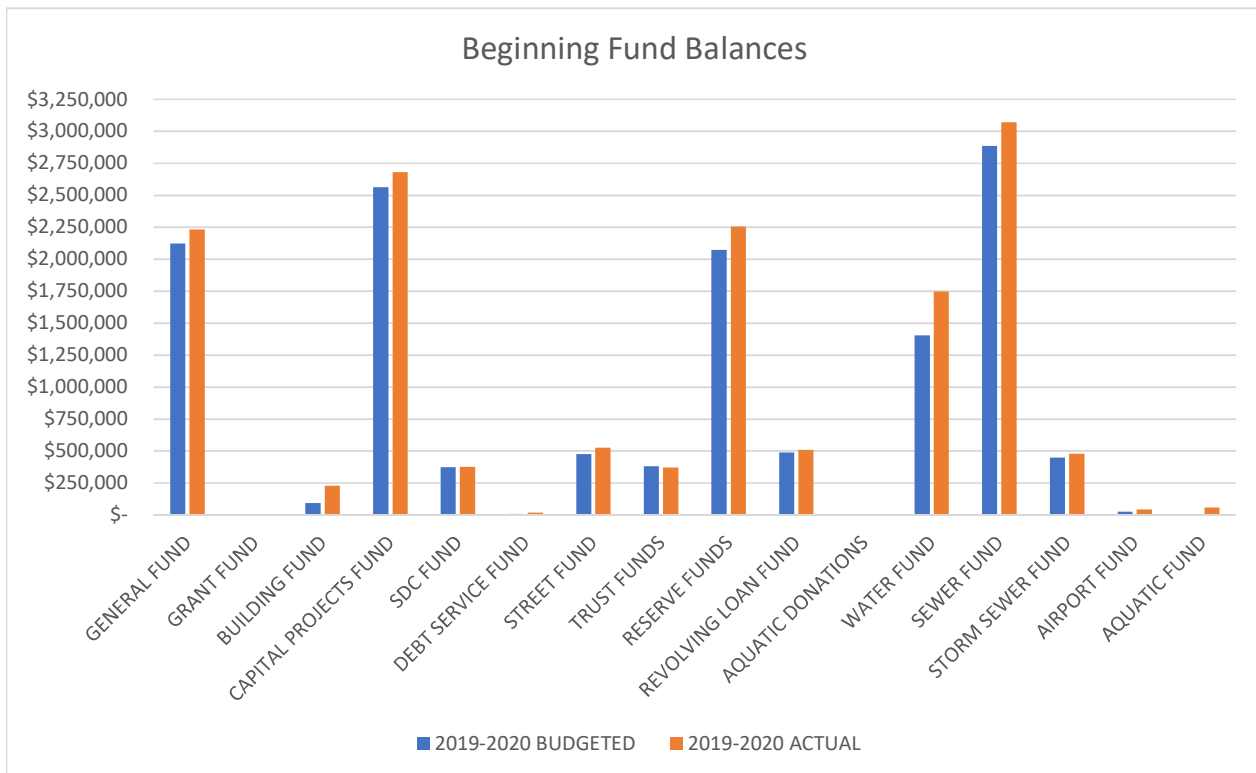
**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
SEPTEMBER 30, 2019**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
SEPTEMBER 30, 2019**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	250,000	2,945	1.2%		250,000	-	0.0%
010 Grant Fund	722,867	30,812	4.3%		722,867	4,387	0.6%
027 Building Fund *	189,469	36,756	19.4%		218,747	261,973	119.8%
030 Capital Projects Fund	2,675,582	-	0.0%		3,204,902	2,860,597	89.3%
031 SDC Fund	430,000	-	0.0%		430,000	383,091	89.1%
035 Debt Service Fund	29,027	27,943	96.3%		29,027	18,812	64.8%
045 Street Fund	3,431,544	646,857	18.9%		3,431,544	939,059	27.4%
050 Trust Funds	633,756	60,554	9.6%		797,728	484,146	60.7%
055 Reserve Funds	2,536,898	1,227,598	48.4%		4,125,313	3,604,228	87.4%
060 Revolving Loan Fund	494,022	110,000	22.3%		494,022	510,470	103.3%
105 Water Fund	3,624,345	1,267,230	35.0%		4,512,615	2,804,645	62.2%
110 Sewer Fund	3,093,834	980,762	31.7%		6,519,403	3,938,140	60.4%
115 Storm Sewer Fund	191,678	47,604	24.8%		560,561	507,062	90.5%
120 Airport Fund	116,877	28,539	24.4%		116,877	82,666	70.7%
125 Aquatic Fund	-	-	#DIV/0!		-	57,975	#DIV/0!
Comments:							
YTD BUDGET BENCHMARK			25.0%				

	2019-2020 BUDGETED	2019-2020 ACTUAL	
GENERAL FUND	\$ 2,122,655	\$ 2,234,162.21	\$ 111,507
GRANT FUND	\$ -	\$ 4,387.42	\$ 4,387
BUILDING FUND	\$ 93,747	\$ 229,571.82	\$ 135,825
CAPITAL PROJECTS FUND	\$ 2,562,490	\$ 2,681,430.21	\$ 118,940
SDC FUND	\$ 375,000	\$ 375,216.04	\$ 216
DEBT SERVICE FUND	\$ 7,501	\$ 18,811.80	\$ 11,311
STREET FUND	\$ 475,750	\$ 526,497.65	\$ 50,748
TRUST FUNDS	\$ 379,833	\$ 370,880.74	\$ (8,952)
RESERVE FUNDS	\$ 2,072,649	\$ 2,256,015.54	\$ 183,367
REVOLVING LOAN FUND	\$ 490,022	\$ 510,470.38	\$ 20,448
AQUATIC DONATIONS	\$ -	\$ -	\$ -
WATER FUND	\$ 1,405,304	\$ 1,747,419.84	\$ 342,116
SEWER FUND	\$ 2,885,993	\$ 3,073,241.22	\$ 187,248
STORM SEWER FUND	\$ 450,261	\$ 478,383.15	\$ 28,122
AIRPORT FUND	\$ 26,528	\$ 42,253.54	\$ 15,726
AQUATIC FUND	\$ -	\$ 57,974.61	\$ 57,975





Jul/Aug/Sep
2019

Prepared by JACOBS for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Quarterly Business Review

PUBLIC WORKS DEPARTMENT

CONTENTS

FIELD SERVICES: STREETS AND COLLECTION/DISTRIBUTION SUMMARY.....	2-8
WATER TREATMENT PLANT SUMMARY.....	9-15
WASTEWATER TREATMENT PLANT SUMMARY	16-19
PARKS AND CEMETERY SUMMARY... ..	20-22
FACILITY MAINTENANCE SUMMARY.....	22
ENGINEERING DIVISION SUMMARY.....	23-24
APPENDIX.....	25-27

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JULY ACTIVITIES:

- Crack fill operation began and will continue throughout Summer and Fall.
- Crews worked on the 24" storm line that runs from TVCC to the river, root intrusion is extreme and is causing the system to back up.
- Crews received training on new sewer line camera system.
- Swept the taxi way, provided barricades, cones and water truck in preparation for the Air Show.
- Swept downtown, underpass SW 4th Ave., and Idaho Ave.
- Weed spraying on various streets throughout the community and the police gun range.
- In house vehicle maintenance performed as mandated by our CMMS program.
- Second round of City-Wide street sweeping is complete.
- Hot taping cross walks started and will continue the next few weeks.
- Began painting yellow curb on SW 4th Ave., Idaho Ave., and school zones.
- Flooding was manifested on the combined storm water line we share with the Malheur irrigation district; the line was run multiple times with our drain cleaning truck to clear a debris plug. Most likely the cause was root intrusion that allowed debris to partially damn the pipe and cause a backup. It was cleared, and water is running normally again.



Top: Crews crack sealing in NW part of town.

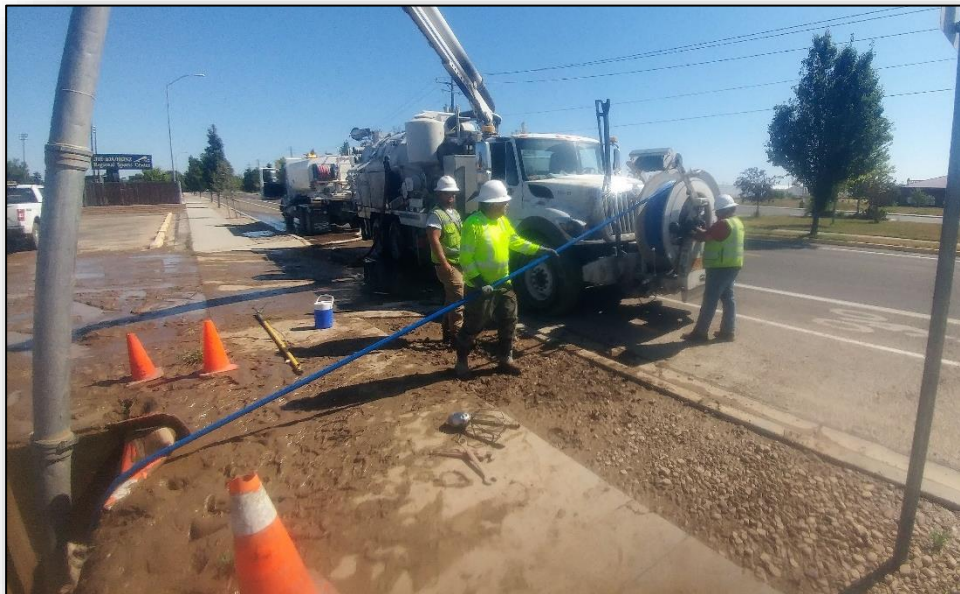
Bottom: Crews receiving training on new camera system.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JULY ACTIVITIES CONTINUED:

- Staff supported the construction of new tie downs at the airport.
- ADA parking at the Golf Course was paved and painted as per mandates by Oregon law.
- Normal operations city wide with street cleaning, pot hole patching.
- Water maintenance – leaking setters, broken angle stops, and broken boxes were repaired through-out town.
- 1 new water services were installed.
- 33 water services were turned on per customer request.
- 16 water services were shut off per customer request.
- 62 water services were read-only on/off per customer request.
- 11 water services were checked for leaks per customer request.
- 12 water services were shut off for repairs per customer request.
- 5 water services were checked to verify leaks had been repaired by customer.
- 11 water services were checked for consumption issues.
- 31 water meters were changed out for non-functioning.
- 52 water services were shut off for non-payment.
- 41 water services were turned on for payment received.
- 10 water services were checked to verify still off from non-payment list.
- 17 utility locates were completed.



Jacobs Staff clearing storm system debris at TVCC.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

AUGUST ACTIVITIES:

- Installed new LED flashing cross walk signs at Aiken Elementary Schools on W. Idaho Ave.
- Poured 40' of Curb and gutter and 15' of side walk.
- Finished the Yellow curb painting.
- Started painting crosswalks.
- Continued hot taping crosswalks.
- Water maintenance throughout town.
- Cleaned 3 lift station wet wells.
- Applied herbicide to the City owned right of ways.
- Replaced a damaged sewer manhole lid and ring in canyon 2.
- Installed cross walk flags at Verde Dr. /W Idaho intersection.
- Paved back approx. 10 ton of asphalt patches.
- Worked on removing mud from the TVCC 24" storm line.
- Swept down town and underpass.
- Picked up trash along E. Idaho in the ODOT swells.
- 31 water services were turned on customer request.
- 19 water services were shut off customer request.
- 31 water services were on/off read only customer request.
- 35 water services were shut off for non-payment.
- 27 water services were turned on for payment received.
- 27 water meters were changed out for non-functioning.
- 13 water meters were shut off for repair.
- 14 water meters were turned on and verified leaks were repaired by customer.
- 16 water meters were checked for leaks.
- 10 water meters were checked for consumption issues.
- 29 water services were checked to verify still off from the non-payment list.
- 4 new water meters were installed.
- 63 utility locates were complete.



Jacobs staff painting crosswalks

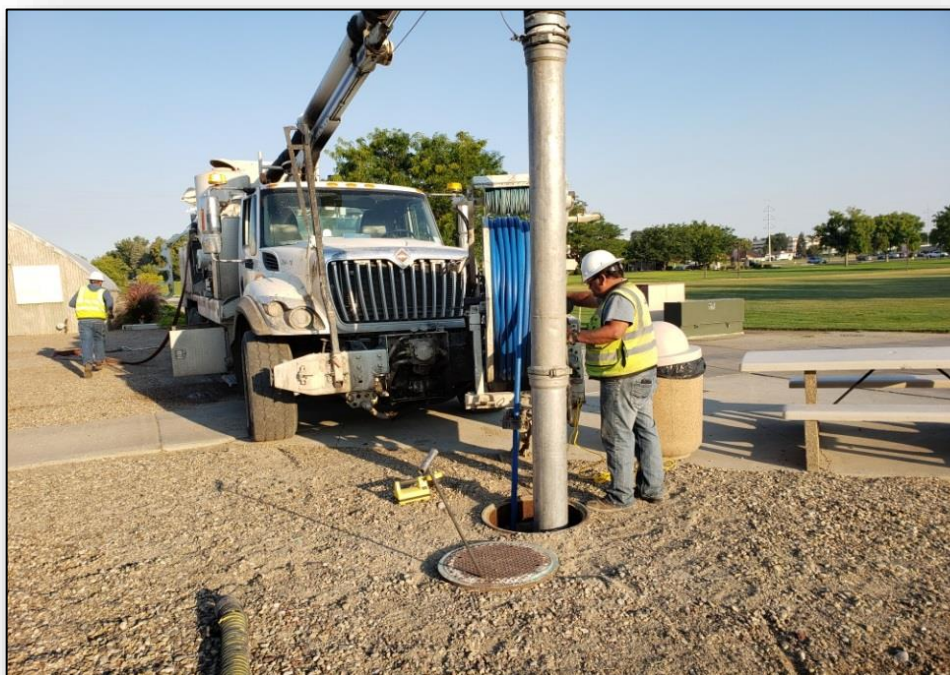
FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

AUGUST ACTIVITIES CONTINUED:

**Right: New LED
crosswalk sign at Aiken
Elementary school**



**Bottom: Staff cleaning
the TVCC storm line**



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

SEPTEMBER ACTIVITIES:

- Installed new cross walk flags at Verde Dr and W. Idaho Ave.
- Flashing LED crosswalk sign were installed at the High School.
- Finished the crosswalk painting throughout town.
- 7 benches were installed downtown on S. Oregon St.
- Applied herbicide to the weeds in the city owned right of way.
- Picked up trash and debris on the E. Idaho Ave/ODOT swell area.
- Started trimming trees in town.
- Received the new Cimline M2 crack seal machine and received a 1 day training.
- 3 staff received the loader training.
- Removed weeds and trash on N. Oregon St. along the freeway.
- Housekeeping around the PW shop and yard.
- Water maintenance throughout town.
- Sign maintenance throughout town.
- Finished the Hot tape for the season.
- Started Crack sealing again with the cooler weather and will continue through the fall.
- Worked on removing mud from the TVCC 24" storm line.
- Swept the primary and secondary route in town.
- Picked up trash along E. Idaho in the ODOT swells.
- Cleared problem catch basins during the rain events.
- Crews cleaned 3 lift station wet wells.
- A pump failed and replaced with a spare at Malheur lift station. The fail pump was taken in to be rebuilt.
- 23 water services were turned on customer request.
- 11 water services were shut off customer request.
- 33 water services were on/off read only customer request.
- 53 water services were shut off for non-payment.
- 42 water services were turned on for payment received.
- 7 water meters were changed out for non-functioning.
- 8 water meters were shut off for repair.
- 7 water meters were turned on and verified leaks were repaired by customer.
- 7 water meters were checked for leaks.
- 1 water meters were checked for consumption issues.



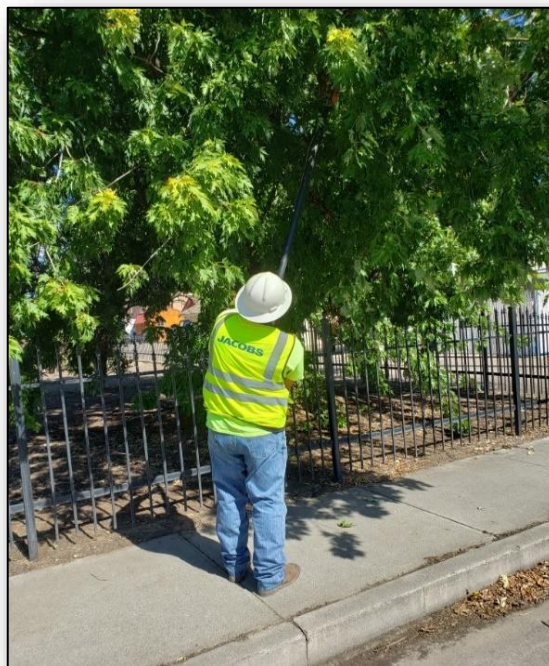
New Cimline crack seal training

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

SEPTEMBER ACTIVITIES CONTINUED:

- 6 water services were checked to verify still off from the non-payment list.
- 1 new water meters were installed.
- 52 utility locates were complete.

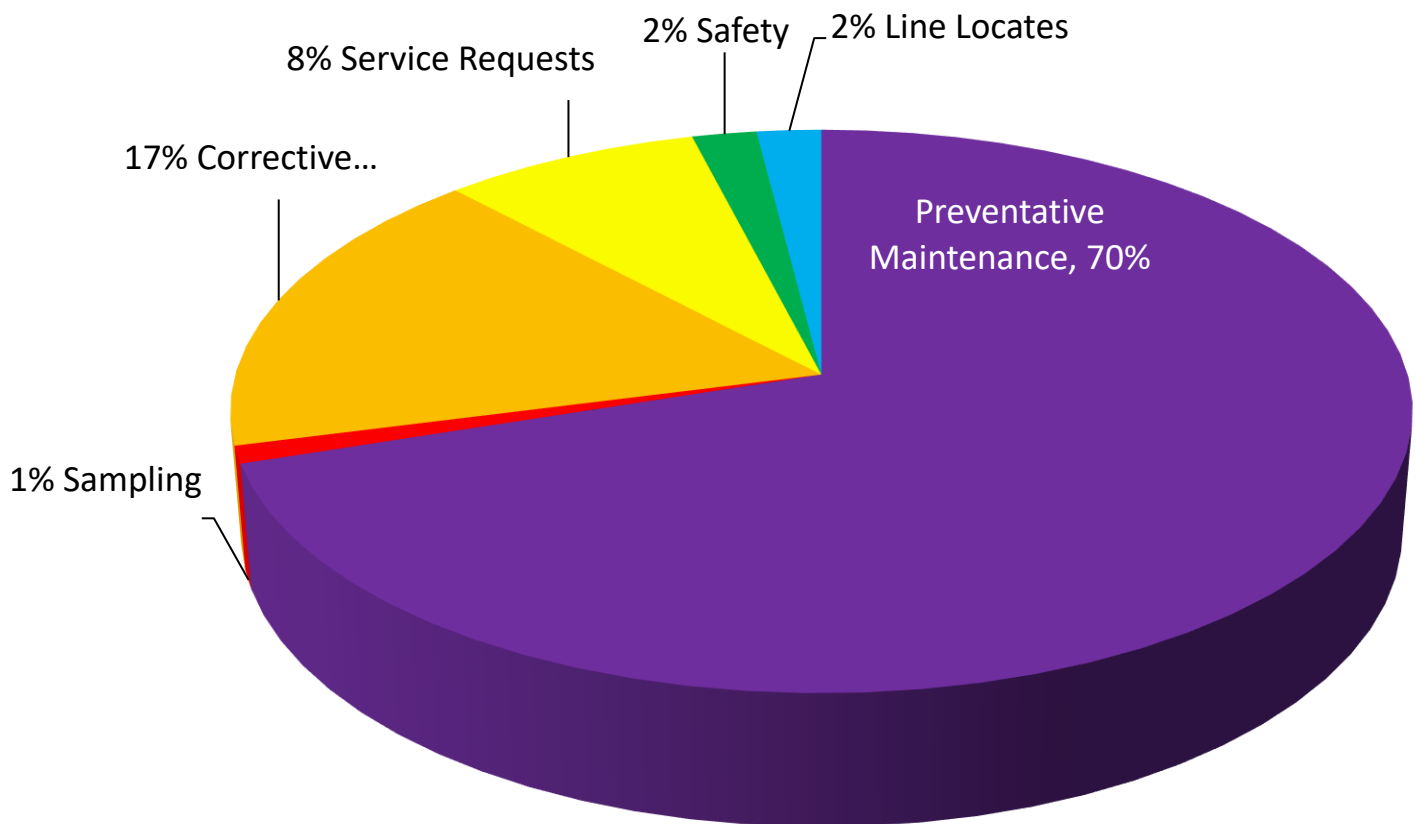
Both: Staff trimming trees in the SW part of town



JACOBS®

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

July ~ August ~ September
Work Orders Actual Hours
by Work Order Type



WATER TREATMENT PLANT SUMMARY

JULY ACTIVITIES:

- The plant is operating well with no issues, inventory amounts at target levels.
- Snake river flows are finally decreasing, and river levels have begun falling.
- Solids removed during the treatment process that have accumulated at the water treatment plant continue to be removed.
- River pump #1 was removed, serviced and reinstalled.
- Interior painting was completed for hallways and a new floor installed on the main section of the operations building, this work was all done in house.
- Well #6 was taken off line for service.
- Well house #6 was broken in to, the gate latch was damaged, the well house door was pried open. The Fire Extinguisher was stolen. A police report was filed; modifications were made to the well house to prevent access.

Jacobs staff working on the painting and floor modifications at the Water Treatment Plant.



WATER TREATMENT PLANT SUMMARY

JULY ACTIVITIES:



Left: Newly painted entrance and hallway at the Water Treatment Plant

Right: Employee re-installing doors at Water Treatment Plant after painting.



WATER TREATMENT PLANT SUMMARY

AUGUST ACTIVITIES:

- Snake River flows continue to fluctuate causing turbidities, pH, alkalinity to fluctuate.
- Well #6 was inspected and the column is being assessed for repairs.
- Bench and West side reservoirs top hatches were inspected.
- Eight staff members received forklift and aerial lift training.
- The old WTP outer walls were cleaned and prepped for painting.
- Crews removed an abandoned valve and replaced it with a blind flange. The valve was leaking, filling up the out of service flash mix causing crews to pump water out of it every day. This will be a savings of approximately 5 million galls of water a year.

Jacobs staff attending a training on aerial lifts

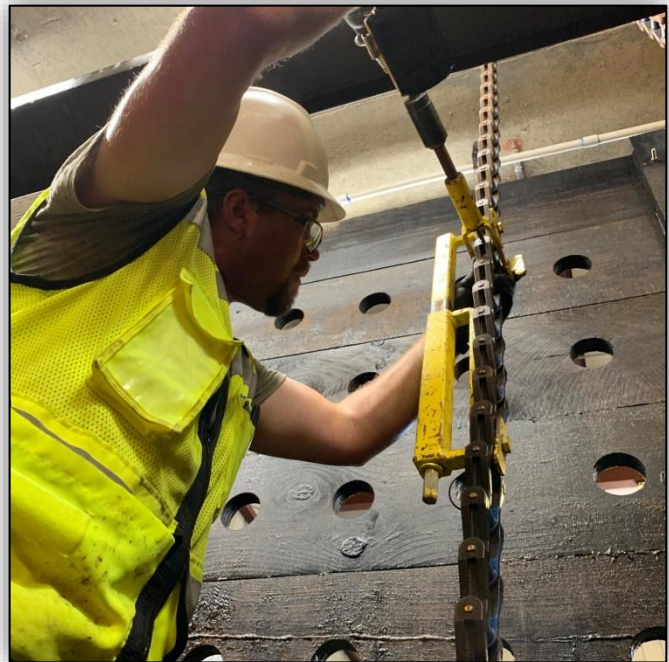


WATER TREATMENT PLANT SUMMARY

AUGUST ACTIVITIES CONTINUED:



Left: Staff performing a low volume flushing on a Fire Hydrant



Right: Employee performing maintenance at the WTP

WATER TREATMENT PLANT SUMMARY

SEPTEMBER ACTIVITIES:

- Snake River flows continue to fluctuate causing turbidities, pH, alkalinity to fluctuate.
- Divers started the 5-year reservoir inspection, including cleaning and video of the inspections.
- Staff finished painting the old WTP and the river pump building.
- With the fluctuation of the river, crews are jar testing multiple times a week to ensure the chemical dosing is correct for the river water quality.
- 4th quarter UCMR4 samples were taken and sent for analysis.

Jacobs staff painting the exterior of the old WTP



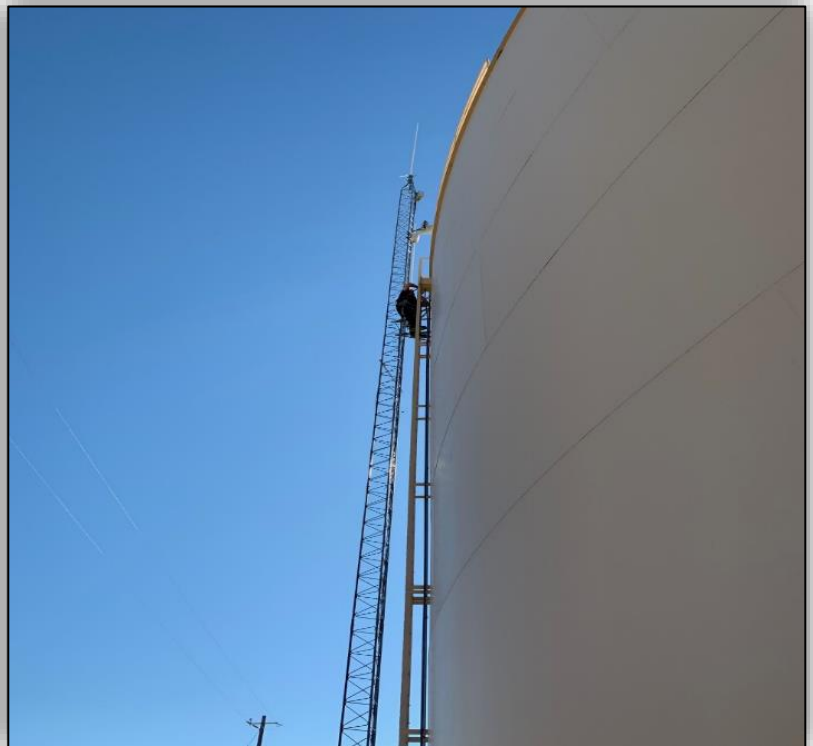
WATER TREATMENT PLANT SUMMARY

SEPTEMBER ACTIVITIES:

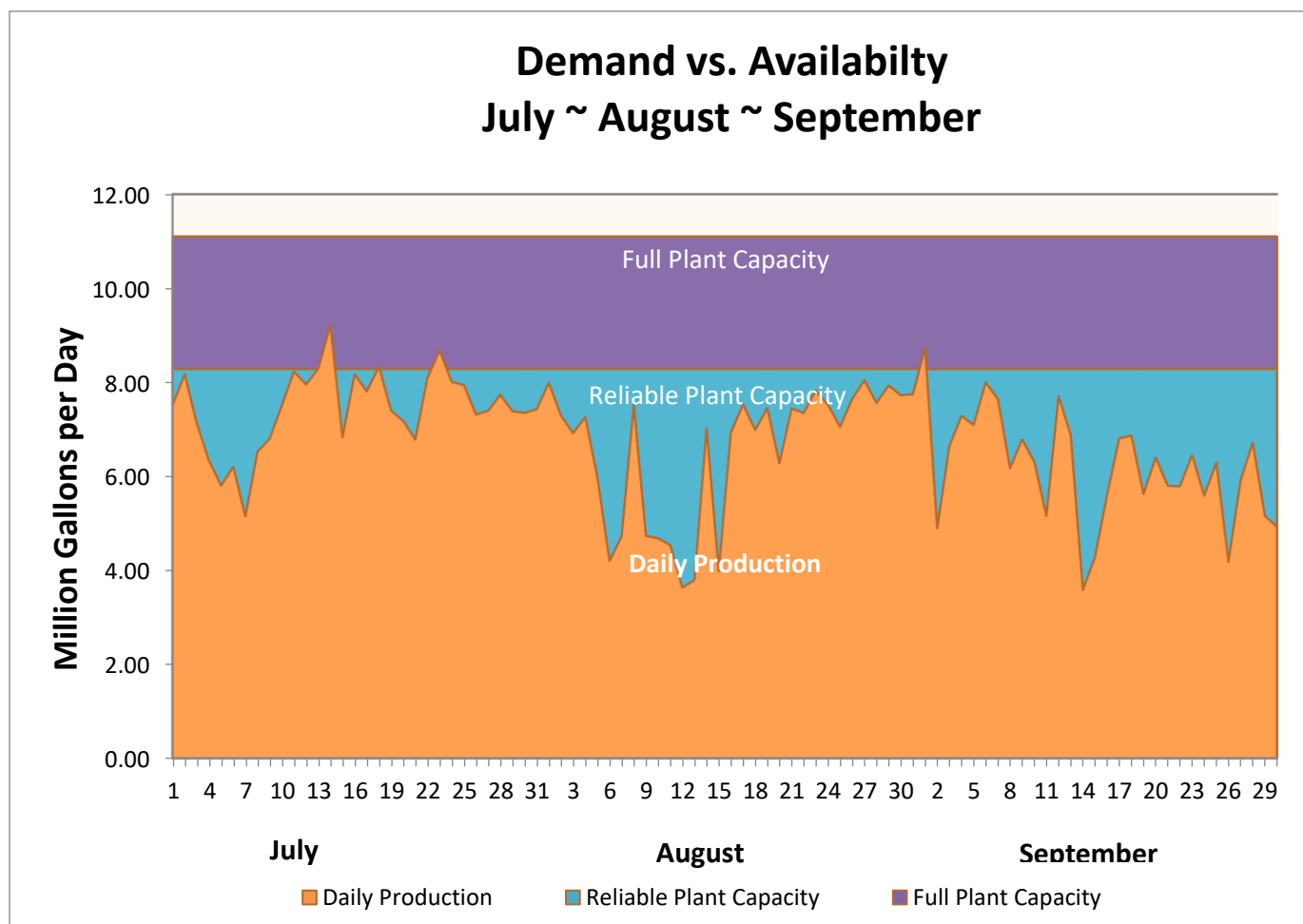


Left: reservoir inspection crew at Westside booster station

Right: Diver climbing ladder to start the inspection of Westside booster station



WATER TREATMENT PLANT SUMMARY



WASTEWATER TREATMENT PLANT SUMMARY

JULY ACTIVITIES:

- All wastewater effluent flows are being sent to the skyline farms for irrigation use. Our permit requires we do not discharge into the river from May 1 through October 31.
- Flow was diverted to off line chlorine contact basin, the basin taken off line was drained and cleaned and staged ready to be used again.
- An inhouse review of the new NPDES permit was held with senior staff, time was spent reviewing new sampling requirements and updating milestones for the life of the permit.
- Work was done by volunteers at our Skyline property; including mowing of some area of the property to increase habitat potential for wildlife. The Oregon Department of Fish & Wildlife provided input and suggestions for the improvements to the property.
- Annual maintenance on aerators continues to be performed.
- Staff members continue weed control around the facilities.
- Crew members performed annual maintenance on the step screen trash conveyor belt and bearings.
- Crews cleaned both sides of the chlorine contact basin.
- Farmer has harvested three pivots of grain and three pivots of alfalfa from Skyline Farms.

Repairs to the bar screen waste conveyor belt at Waste Water Treatment Plant.



WASTEWATER TREATMENT PLANT SUMMARY

AUGUST ACTIVITIES:

- Annual aerator maintenance.
- The farmer has harvested 3 pivots of alfalfa from Skyline Farms.
- With the increased algae activity in the lagoons, crews have had to increase the cleaning frequency of the chlorine contact basins.
- Staff members continue weed control around the facilities.
- Crews cleaned both sides of the chlorine contact basin.
- Odors at the WWTP remain normal.

WWTP staff performing aerator maintenance



WASTEWATER TREATMENT PLANT SUMMARY

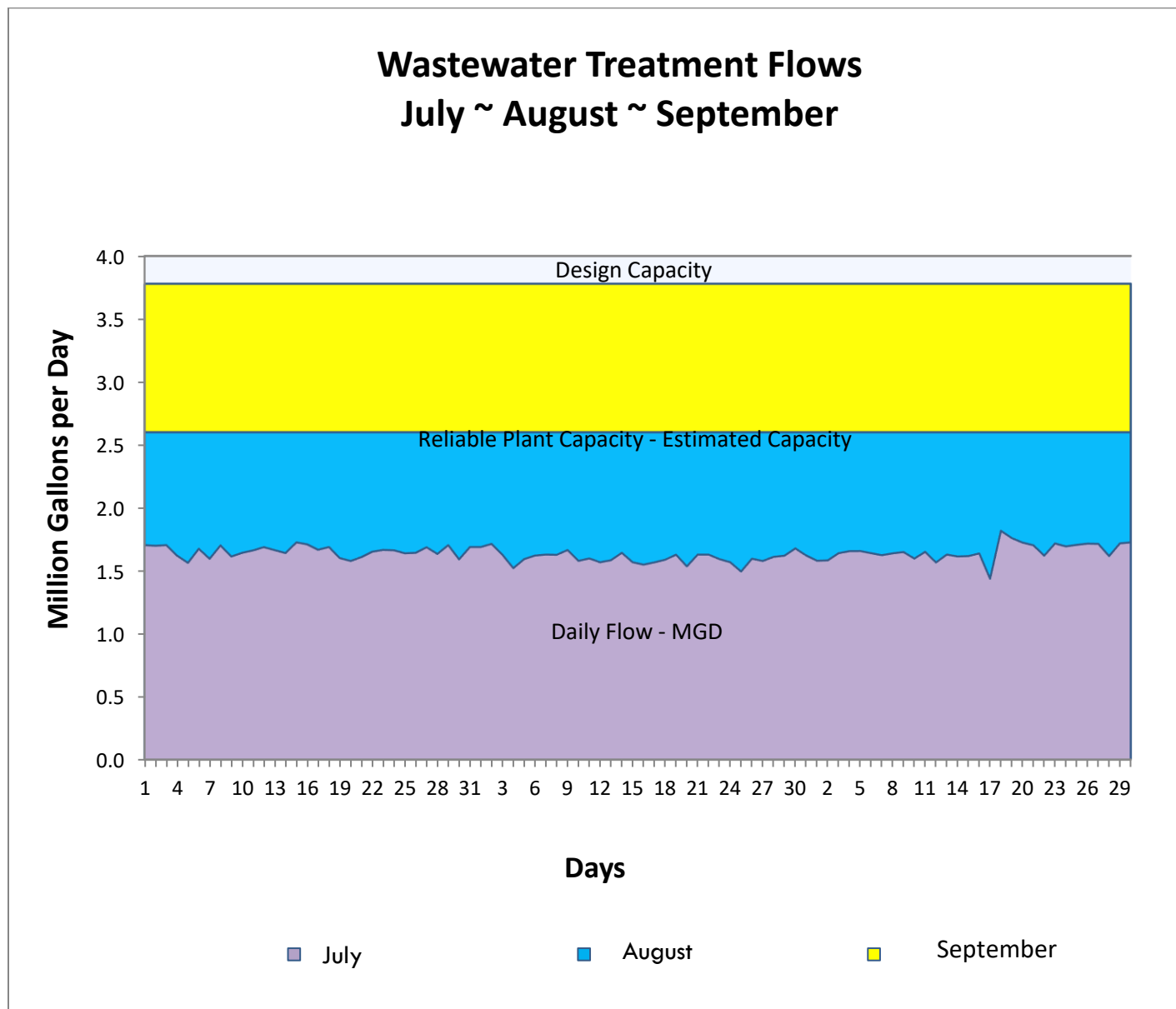
SEPTEMBER ACTIVITIES:

- Annual aerator maintenance continues.
- The farmer has harvested 3 pivots of alfalfa from Skyline Farms.
- With the increased algae activity in the lagoons, crews have had to increase the cleaning frequency of the chlorine contact basins.
- Staff members continue weed control around the facilities.
- Crews cleaned both sides of the chlorine contact basin.
- Odors at the WWTP remain normal.
- Flows are intermittent to Skyline reservoir as inventories become available.
- The Ph adjustment plan is underway as part of the new NPDES permit.
- A chlorine leak was found and modifications were made to repair the system.



WWTP staff working on landscaping

WASTEWATER TREATMENT PLANT FLOWS



PARKS AND CEMETERY SUMMARY

JULY ACTIVITIES:

- There were 4 burials at Evergreen Cemetery and 1 at Sunset Cemetery.
- Lawn mowing at all City Parks and trash removal.
- Repairs were made to the old city shop's irrigation system for the new tenant.
- Normal activities including regular maintenance of parks and cemeteries; weed spraying.
- Two leaks were identified and repaired.
- We received the bids for the new side by side for Parks Department. Edge Performance Sports was awarded the bid.



Beck Kiwanis Park.

PARKS AND CEMETERY SUMMARY

AUGUST ACTIVITIES:

- There were 4 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Lawn mowing at all City Parks and trash removal.
- A power transformer failed at Beck Park. Consequently the sprinkler system was shut down for a few days. All operations are back to normal.
- Normal activities including regular maintenance of parks and cemeteries; weed spraying.
- We purchased a new UTV for the Parks/Cemetery Dept. Edge Performance Sports was the low bidder.
- The Merry go round at Lions Park was repaired and put back in use.
- Approximately 1 oz of Meth was found at Lions Park, it was turned into OPD.
- The bridge at Beck Park was vandalized.



New UTV for the Parks Department

PARKS AND CEMETERY SUMMARY

SEPTEMBER ACTIVITIES:

- There were 7 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Lawn mowing at all City Parks and trash removal.
- Normal activities including regular maintenance of parks and cemeteries; weed spraying.
- We are soliciting bids for a new Exmark mower for the Cemetery.
- We have had a rise in vandalism on the sprinklers in the parks this month.
- The irrigation times have been cut back due to the reduced temperatures we have had.

FACILITY MAINTENANCE SUMMARY

JULY ACTIVITIES:

- Replaced AC wall unit in apartment #3.
- Installed door covers on the well houses at the water treatment plant.
- Repaired water pump on emergency generator at Fire Station #2.



ENGINEERING DIVISION SUMMARY

JULY ACTIVITIES:

- Issued 3 Right-of-Way permits.
- Issued 1 Encroachment permit.
- Attended 4 PDAC meetings to discuss the alteration of a church, a future development of a property, and the addition of a new business with alterations to the existing building.
- Issued 7 New Addresses to new residential lots.
- Attended a meeting with ODOT regarding SE 2nd construction.
- Inspected an abandoned backflow device and sprinkler system.
- Updated zoning maps.
- Signed off on 2 C of O's.
- Attended monthly safety meeting.
- Attended S. Oregon St. budget review.

ENGINEERING DIVISION SUMMARY

AUGUST ACTIVITIES CONTINUED:

- Issued 8 Right-of-Way permits.
- Issued 1 Encroachment Permit.
- Attended 3 PDAC meetings to discuss the addition of new business.
- Attended monthly safety meeting.
- Attended a 2 day erosion and sediment Control training in Pendleton, OR.
- Inspected 1 abandoned backflow device and 1 sprinkler system.

Field training in Pendleton for erosion and sediment control



ENGINEERING DIVISION SUMMARY

SEPTEMBER ACTIVITIES:

- Issued 2 Right-of-Way permits.
- Issued 1 new address to residential lot.
- Attended 1 PDAC meetings to discuss the addition of new business.
- Attended 1 PDAC meeting to discuss the vacation and replot of 2 tax lots.
- Attended monthly safety meeting.
- Inspected 1 abandoned backflow device and 1 sprinkler system.



APPENDIX

FIELD SERVICES

Collection and Distribution staff is responsible for Sewer Collection and Water Distribution throughout the City. Water Distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services which include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

Sewer Collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the City. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a barscreen and one lift station from Snake River Correctional Institution. The City has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout the City limits. Duties include Storm drain maintenance and repair, cleaning of approximately eleven miles of Storm drain lines and cleaning the catch basins.

*COLLECTION AND DISTRIBUTION STAFF MAINTAINS
78 MILES OF SANITARY SEWER LINES
56 MILES OF STORM DRAIN COLLECTION LINES
AND 1,450 CATCH BASINS THROUGHOUT
CITY LIMITS*

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The street department is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chipsealing, snow removal and sanding during the winter months, and weed control along the alleys. Street Maintenance staff assists the Chamber of Commerce by putting up decorations on street lights during the Christmas season and replacing them with the regular decorations when the season is over.

*STREET MAINTENANCE DIVISION MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS
9 MILES OF ALLEYS
CHIPSEALS LAST A MINIMUM OF 8 YEARS,
AND PUBLIC WORKS CHIPSEALS 7 MILES PER YEAR*

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging due to water and sun; and provides a moisture barrier and corrects existing pavement problems by sealing cracks. A chipseal application provides substantial savings to taxpayers and

should last a minimum of eight years with minimal maintenance required. The City chipseals approximately 7 miles per year.

APPENDIX CONTINUED

WATER TREATMENT PLANT

Water Treatment Plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent of our water comes from the Snake River and 20 percent comes from wells. Two plants treat our city's water. One is a conventional filtration plant, and the other is an upflow clarifier. The steps for treatment are flocculation, sedimentation, filtration and disinfection – meeting the compliance of the Oregon Health Authority.

The Oregon Health Authority requires an operator on duty 365 days a year. Ontario customers account for 3,845 water services, not including Snake River Correctional Institution (SRCI).

THE WATER TREATMENT PLANT HAS A RELIABLE CAPACITY OF 8.3 MGD AND A MAXIMUM CAPACITY OF 11 MGD.

The Water Treatment Plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 million gallons per day (MGD) and a maximum capacity of 11 MGD.

APPROXIMATELY 80 PERCENT OF OUR WATER COMES FROM THE SNAKE RIVER, THE OTHER 20 PERCENT FROM WELLS.

The Water Treatment Plant average production is 6 MGD and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 million gallons (MG) of that water.

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (CFS), 24.71 million gallons per day (MGD) for municipal use.

All of the City's potable water is treated and disinfected at the Water Treatment Plant. The plant has an original 8 MGD design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.

WASTEWATER TREATMENT PLANT

The Wastewater Treatment Plant collects wastewater from the entire city and Snake River Correctional Institution. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater Treatment Plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. On-site generation of chlorine is used for disinfection.

Average discharge volume is approximately 1.5 million gallons a day (MGD). Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm.

APPENDIX CONTINUED

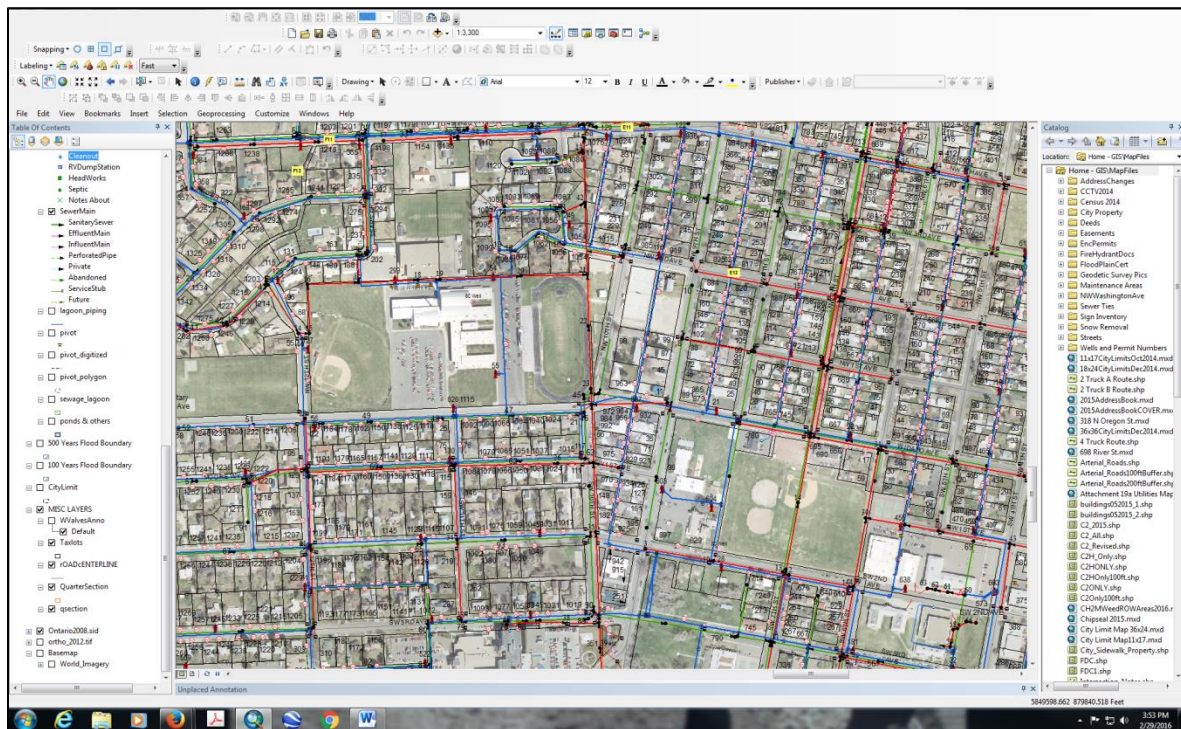
PARKS DEPARTMENT

The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The City also owns the skateboard park.

ENGINEERING DIVISION

The Engineering Division reviews plans for construction of public improvements, maintains the City's mapping system, and manages the engineering projects within both the Capital Improvements and Maintenance Programs. The department provides technical support to residents, developers, builders, other City departments and consulting engineers and surveyors. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents for public works maintenance projects and provide project management for public improvements.

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also maintains and updates the record maps for all City utilities, right-of-way, easements, land division plots and City base maps.





Airport Manager's Report



May – October
2019



May



- Sprayed weeds
- Meeting about possible Avionics shop at ONO
- Purchased and hauled three loads of irrigation wheel lines for grass runway
- Maintenance on irrigation ditch
- Worked with Boy Scouts during an evening program through Just Serve



May continued



- Worked with EAA president on F4 Phantom project
- Moved large mower from Owyhee Irrigation District in Nyssa to airport
- Addressed class of TVCC students about Airport Management
- Completed risk assessment for the FAA
- Repaired irrigation ditch that was flooding mobile home park
- Helped Boy Scouts with clean up project at airport
- Applied for temporary permit for BLM trailer
- Airport Appreciation Day planning meetings
- Runway and taxiway closed due to crack sealing
- Helped police investigator with camera video for drug runner
- BLM contract amendment sent



June



- Mowed the lawn
- Fixed flat tires on the lawn mower
- Dug a road for the irrigation main line for grass runway
- Irrigation assembly work party
- Airport Appreciation Day planning meetings
- Swept old runway for Skid Steer training for emergency personnel
- Met with electrician for BLM project
- Wrote report for airplane crash into south fence
- Sprayed weeds
- Moved wrecked aircraft from fence with loader
- Worked on wheel lines for grass runway
- Mowed with tractor/bush hog
- Airport Appreciation Day presentation to Chamber of Commerce
- Hangar Leases



June continued



- New tie downs for SEAT planes for fire fighting
- Airport Appreciation Day planning
- Set up pilot list for Young Eagle flights for Airport Appreciation Day



ONTARIO AIRPORT APPRECIATION DAY



JULY 20, 2019 8:00 AM - 2:00 PM
581 SW 33RD ST, ONTARIO, OR 97914

**BREAKFAST WILL BE SERVED FROM
8AM-10AM**

ADULTS: \$10

SENIOR / MILITARY: \$8

CHILDREN UNDER 6: FREE

EAA YOUNG EAGLES PLANE RIDES!
**PLUS AWARDS FOR THE FOLLOWING
CATEGORIES:**

PLANES. SHOW CARS. & BIKES

JOIN US FOR LOTS OF DISPLAYS AND VARIOUS FOOD AND DRINK VENDORS!

THIS EVENT IS HOSTED BY THE FOLLOWING:



July



- Worked on wheel line for grass runway
- Measured all hangars at airport
- Cameras set up at the ends of the runway for data collection
- Airport Appreciation planning
- Fertilized lawn
- Worked on hangar leases
- NOTAM for VASI lights out of service
- Hosted Light Speed Formation Flight team
- Flight team demonstration over Ontario
- Dealt with complaints about low flight of spray planes
- AIRPORT APPRECIATION DAY!
- Dealt with citizen threatening pilot, police involved
- SEAT plane fueling issues





August



- Mowed the lawn
- Hangar inspections
- Set up fire fighting helicopter fueling procedures
- Capital Improvement Plan with engineer
- Plane crash - notified Sheriff's office, FAA and NTSB
- Irrigation ditch flood at BLM
- Sent grant to FAA
- Bid on fence repair
- Moved plane wreckage
- Worked on Life Flight road plan
- Department of Corrections helped at airport
- Loaded salvaged aircraft
- Supervised Just Serve volunteers evening project





October



- Worked on lease issues
- OAMA Conference in Klamath Falls, OR
- Completed pesticide courses
- Worked on Based Aircraft Report
- Worked on wheel lines
- Fiber, cameras and waste water approved for airport
- Winterized equipment
- Joint planning meeting with FAA for next project
- Fixed lightning detection equipment
- Department of Corrections crew
- Repaired a sinkhole from the irrigation pipeline



Future Plans



- Full time airport manager
- Increase maintenance program
- Equipment storage building
- Hangar building
- Category 2 designation
- Increased grant funding possibilities
- Full use of grass runway for back country flyers
- West side development
- Ag pilots and fire fighting accomodations









Santa's Breakfast



**Friday, December 6, 2019
6:45 am at the Elk's Lodge
20 SW 3rd St, Ontario, OR 97914**

Come celebrate the start of the holiday season with Santa's Breakfast before attending Santa's Workshop at the Winter Wonderland Parade! This is a great event to attend with staff, family, and friends. You will have a chance to win great donated door prizes. You may bring your own wrapped door prizes to donate to the breakfast. Make sure to identify your business on the outside of the packaging! Food or cash donations for Help Them to Hope would be greatly appreciated.

The Reservation Deadline is on Monday, December 2, 2019.

Enclosed is the reservation for the number of adults/children. The rate is \$10.00 per adult and \$5.00 per child.

☐

Please Bill Me

☐

Payment Enclosed

Business Name: _____

Contact Person: _____

Phone Number: _____

Number of Adults: _____

Number of Children: _____



Heart 'n Home
— HOSPICE —

Let's Celebrate!

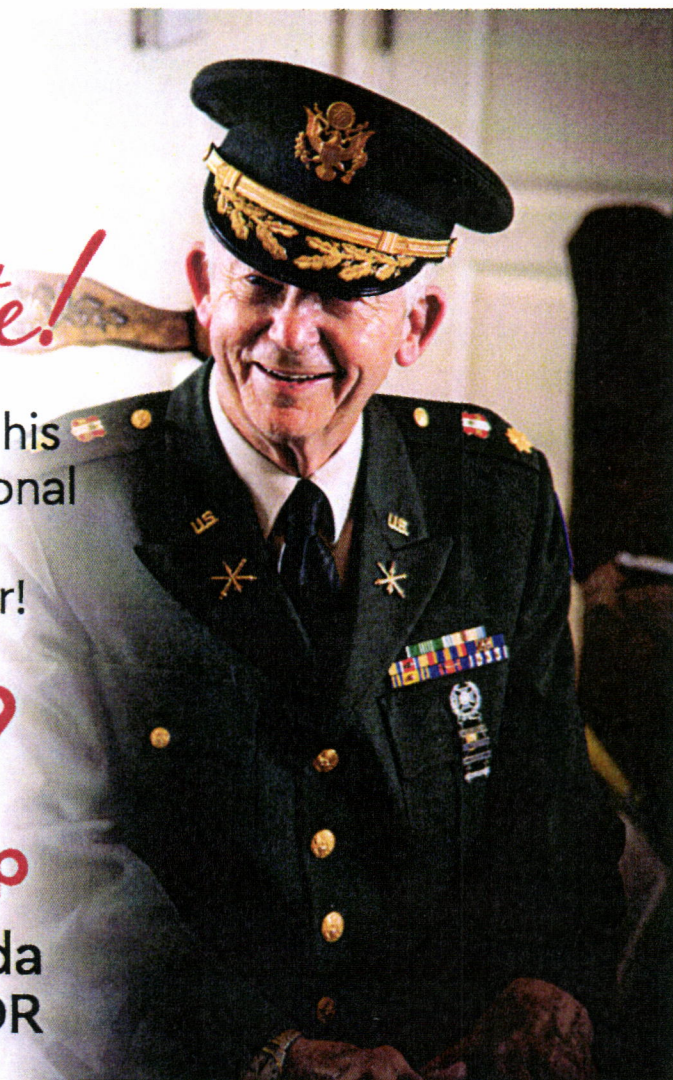
Join us in honoring Jerry Haines for his
exemplary volunteerism. 2019 National
Hospice and Palliative Care
Organization Volunteer of the Year!

November 13, 2019

1p.m. – 3p.m.

Program Begins at 1:30p

**Veteran's Advocates of Ore-Ida
180 W. Idaho Ave | Ontario, OR**



MALHEUR COUNTY COURT MINUTES

October 2, 2019

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois, County Counsel Stephanie Williams, Planner Eric Evans, Surveyor/Engineer Tom Edwards, and Assessor Dave Ingram. Notice of the meeting was posted on the County website, Courthouse public bulletin board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice.

PUBLIC HEARING - SUPPLEMENTAL BUDGET

Judge Joyce opened the hearing for consideration of supplemental budget resolution R19-24. Notice of the hearing was published in the Argus Observer; a public hearing was required as the supplemental budget will adjust the current budget fund by 10% or more of the expenditures of that fund. Judge Joyce opened the hearing; no public comments were received. Judge Joyce closed the hearing. Commissioner Wilson moved to approve Resolution No. R19-24: In the Matter of Fiscal Year 2019-2020 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Hodge seconded and the motion passed unanimously. The supplemental budget allocates additional Cash on Hand funds in the County Fair Fund that were not anticipated when the adopted budget was prepared - the funds are to be used for Fair projects and Materials & Services; and allocated Baker City Contract funds in the Building Program Fund that were not anticipated when the adopted budget was prepared - the funds are to be used for equipment upgrades, computer maintenance and contingency. See instrument [#2019-3697](#)

LEGISLATIVE UPDATE - REPRESENTATIVE FINDLEY

Representative Lynn Findley met with the Court and provided a legislative update. Representative Findley's assignments for the interim are: vice-chair of the revenue committee, energy and environment committee, veterans and emergency preparedness committee, joint transportation board, emergency board (this board only exists during the interim), autonomous vehicle taskforce, and the road user taskforce; additionally Representative Findley was appointed House Republican Whip.

During the last session Representative Findley assisted Lake County's efforts in trying to upgrade their short line railroad to a Class II railroad; worked to try to change the criteria for energy facilities and EFSC (Energy Facility Siting Council); participated on the governor's wildfire council; assisted Harney District Hospital efforts to be able to offer an alternative pension plan; assisted with securing funds to assist Crane school district remedy groundwater issues; and secured funds to help bridge the gap for the TVCC CTE training building.

Oregon's personal income tax kicker for the last biennium is \$1.6 billion; there is \$980 million in the corporate kicker which is constitutionally required to go to the Common School Fund.

The land use bill written on behalf of Eastern Oregon Border Board that failed will be will pursued again in the next long session. House Speaker Tina Kotek wants to visit the county in possibly Spring 2020.

Significant bills of the session included cap and trade (governors priority); changes to HB 2007 - clean diesel bill (applies to three counties in the metro area for the next ten years); HB 2001 - duplex housing; HB 2005 - paid family leave; and HB 3063 - vaccine bill (failed). HB 2005 and HB 3427 went against the will of the voters: HB 2015 issues drivers licenses to undocumented residents and HB 3427 is the gross receipts tax.

HB 1049 - PERS reform did not fix PERS and was a terrible bill; SB 1008 was a Measure 11 reform bill; SB 608 was the rent control bill that passed within ten days of the session starting with no testimony being taken and is a disastrous bill.

Representative Findley introduced HB 2449 which increased the 911 tax; a \$0.25 increase January 2020 and another \$0.25 increase January 2121; the new revenue will go to Public Safety Answering Points (PSAPs).

HB 2770 raised the cigarette tax \$2.00 per pack and adds vaping; it goes to a public vote November 2020.

SB 2 allows ten eastern Oregon counties to rezone 50 acres as industrial (after undertaking an economic opportunity analysis).

Representative Findley requested the Court consider where they would like him to focus for the short session; a water committee has been formed; each representative can introduce two bills in the short session.

Representative Findley answered questions from the Court members; the Court thanked him for the presentation.

Mr. Edwards, Mr. Ingram, and Mr. Evans left the meeting.

JUVENILE DEPARTMENT

Juvenile Department Director Susan Gregory met with the Court. Ms. Gregory presented a contract with Josephine County for detention services; this is a new program. Commissioner Hodge moved to approve Contract for Beds for 30-Day Extended Detention Program with Josephine County Juvenile Justice. Commissioner Wilson seconded and the motion passed unanimously. See instrument [#2019-3701](#)

Ms. Gregory also explained that additional JCP funding is available and as such the Juvenile Crime Prevention (JCP) Plan needs amended. The additional funds will be used for a parenting program (Nurturing Families and Strengthening Families) and an athletic mentoring program through TVCC. The Plan Amendment will be presented to LPSCC October 7, 2019. A copy of the Plan Amendment will be returned for recording.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of September 18, 2019. Commissioner Hodge seconded and the motion passed unanimously.

CHECK REGISTER

Commissioner Hodge moved to approve the Accounts Payable register for June 2019. Commissioner Wilson seconded and the motion passed unanimously.

CONTRACT - BRAUER

Commissioner Hodge moved to approve Personal Services Contract with Dr. David W. Brauer. Commissioner Wilson seconded and the motion passed unanimously. Dr. Brauer will continue to perform the duties of the District Medical Examiner for Malheur County; consideration is \$1,000 per month. See instrument #[2019-3695](#)

SUBAGREEMENT - MCOA&CS

Commissioner Wilson moved to approve Sub-Agreement with Sub-Recipient Malheur Council on Aging and Community Services (MCOA&CS) to Provide Funding to Purchase 4 Transit Vehicles, ODOT Agreement No. 33778 - State STIF. Commissioner Hodge seconded and the motion passed unanimously. See instrument #[2019-3694](#) for the subagreement. ODOT Agreement #33778 is recorded as instrument #[2019-3572](#)

IGA FOR RIGHT OF WAY SERVICES

Commissioner Hodge moved to approve Intergovernmental Agreement No. 33797 for Right of Way Services, Malheur County Special Transportation Improvement Project, with ODOT. Commissioner Wilson seconded and the motion passed unanimously. The IGA allows for ODOT to provide services in connection with the purchase of property for construction of a new bus barn under ODOT Agreement #32837 (recorded as instrument #[2018-3086](#)). See instrument #[2019-3717](#)

MOU - MCOA&CS

Commissioner Hodge moved to approve Memorandum of Understanding between Malheur County and Malheur Council on Aging and Community Services (MCOA&CS) for Purchase of Real Property - Site for Bus Barn. Commissioner Wilson seconded and the motion passed unanimously. The property will be purchased and remain in the County's name; funding is from ODOT Agreement #32837 (recorded as instrument #[2018-3086](#)) and STIF funds (agreement to be forthcoming). A copy will be returned for recording.

ORDINANCE VIOLATIONS - EASOM

Ms. Williams explained that a bid was received to cleanup the property at 1337 Alameda Drive, Ontario (property owner is Easom); bid amount is \$6750. Notice of abatements have been sent. The County can cleanup the property and place a lien on the property to recover the costs. Ms. DuBois said the costs could be taken from the County Land Expenses line-item and replaced when the lien is paid. Ms. Williams said that Community Corrections will also be contacted about possibly utilizing the work crew to assist with the project. Commissioner Wilson moved to authorize staff to proceed with the cleanup project. Commissioner Hodge seconded and the motion passed unanimously.

AMENDMENT - IGA#159173

Commissioner Hodge moved to approve First Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the Financing of Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services Agreement #159173. Commissioner Wilson seconded and the motion passed unanimously. The amendment decreases funding for the biennium for Service Element #20. A copy will be returned for recording.

BOPTA ORDER

Commissioner Wilson moved to approve Order No. GO-12-19: In the Matter of the Appointment of Members to the 2020 Board of Property Tax Appeals (BOPTA) Chairperson's Pool and Non-Office Holding Pool. Commissioner Hodge seconded and the motion passed unanimously. Gary Fugate and Terry Geddes are appointed to the Chairperson's Pool; Edwin (Eddie) Heid, Scott Lamb, Newell Cleaver, and Terry Geddes are appointed to the Non-Office Holding Pool. See instrument# [2019-3699](#)

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(h) - Legal Counsel with Judge Joyce presiding with Commissioner Hodge and Commissioner Wilson present. Also present was County Counsel Stephanie Williams and Administrative Officer Lorinda DuBois. No decisions were made during or following the session.

COURT ADJOURNMENT

The meeting was adjourned.

**** Note:** A Residential Lease Agreement between Malheur County Fair Board (Landlord) and Austin Assini, Dawstin Ho'Opai-Bobek, and Keaton Phillips (Tenants) was recorded as instrument #[2019-3698](#)

MALHEUR COUNTY COURT MINUTES

October 16, 2019

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was County Counsel Stephanie Williams, Planner Eric Evans and Assessor Dave Ingram. Notice of the meeting was posted on the County website, Courthouse public bulletin Board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice.

ASSESSOR REPORT - APPEALS

Assessor Dave Ingram met with the Court and briefed them on large property tax appeals. Four public utility companies have accounts in appeal - CenturyLink, Tesoro Logistics NW Pipeline, T-Mobile USA Inc., and DeShaw Renewable Investments. The appeals are in the Oregon Tax Court. Potential refund credits will be held in accounts by the Treasurer and are an estimate of the amount of taxes in dispute.

The Dish Network appeal that has been pending since 2010 was recently voluntarily dismissed.

ECONOMIC DEVELOPMENT UPDATE

Economic Development Director Greg Smith and Staff John Braese met with the Court. Mr. Smith explained there are multiple tracks to the reload center project- real estate acquisition; conversations with a publicly traded company for operations; meetings with Union Pacific Railroad and moving to 30% design engineering (Union Pacific has a 9 step process - 5 steps have been completed; the 30% design engineering is next and simultaneously to the 30% design engineering is the negotiation on the rates and terms that Union Pacific will charge for their service.); the publicly traded company and Union Pacific both prefer to negotiate with a single entity rather than multiple growers and as such a "cooperative" of onion growers is being formed to negotiate with Union Pacific and the publicly traded company's operations services. Additionally, the civil and rail design tract is moving forward; after the land is acquired Anderson Perry will move forward on permitting, final design and layout, and eventually water, sewer, and utilities etc. Meetings are also taking place with Idaho Power and Cascade Natural Gas; multiple permitting and regulatory issues will need to be worked through. The BUILD grant process will also be renewed (this grant is extremely competitive and may require multiple applications).

Mr. Smith stressed that this is a new venture for the County; there will be lots of questions, lots of variations/modifications, and adjustments to be made. Mr. Smith suggested the Court consider appointing an additional person to represent the County to the MCDC board.

There are several outstanding issues that will need to be addressed, to include, financing of the real estate (ODOT will only fund the reload facility of approximately 65 acres - the additional land for an industrial park is not eligible for the ODOT funding; a Special Public Works Fund application will be submitted to Business Oregon to acquire the industrial zoned portion of the 290 acre parcel; the financing of the remaining acres is under consideration.); an appraisal of the property has been ordered and the November 15th deadline will be met; the ODOT funding is a reimbursable grant - a line of credit will need to be secured; and future permitting issues will need to be addressed. Additionally security interest documents will be drafted between MCDC and the County.

Future options to consider for repayment of costs include: lease revenue from the reload facility, lease opportunities of the property, purchase of the industrial property by future companies, or sale of the property.

November 7th will be the ribbon cutting for the Nyssa hardware store (Nyssa Mercantile). Next week Mr. Smith will meet with a company in California who plans to move to Nyssa and is requesting an Enterprise Zone Exemption.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of October 2, 2019 as written. Commissioner Hodge seconded and the motion passed unanimously.

CROSSING PERMITS

Commissioner Hodge moved to approve Crossing Permit #26-19 to CenturyLink to provide service to a customer on Ash St #1513; and Crossing Permit #27-19 to Idaho Power for pole replacements on Oak Road/Stanton Blvd #1066. Commissioner Wilson seconded and the motion passed unanimously.

VETERANS TRANSPORTATION GRANT

Commissioner Wilson moved to approve State of Oregon, Oregon Department of Veterans' Affairs 2019-20 Transportation of Veterans in Highly Rural Areas Grant Agreement - Malheur County. Commissioner Hodge seconded and the motion passed. Grant awards are not to exceed \$45,000 for the period of September 15, 2019 through September 14, 2020. Malheur Council on Aging and Community Services (MCOA&CS) will provide the transportation services. A copy will be returned for recording.

PROVIDER CONTRACT - BOYS AND GIRLS CLUB

Commissioner Wilson moved to approve Provider Contract for Juvenile Crime Prevention Services 2019-2021 with Boys and Girls Club of Western Treasure Valley. Commissioner Hodge seconded and the motion passed unanimously. See instrument #[2019-3885](#)

BUILDING DEPARTMENT - OFFICE SPACE

The lease with City of Nyssa for the County's Building Department was discussed. The current lease expires December 2019. The office space is in

need of new carpet, paint, and blinds. The City of Nyssa has indicated they will not provide funding for the improvements. Additionally, IS staff provided an estimate for hardwiring the office. Consensus of the Court was to propose a five-year lease to the City of Nyssa for the office space with a reduced rent rate for one year in exchange for the County doing the improvements.

AMENDMENT - IGA #159822

Commissioner Wilson moved to approve Third Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement #159822 for the Financing of Public Health Services. Commissioner Hodge seconded and the motion passed unanimously. The amendment modifies the Program Elements by adding PE 51 Public Health Modernization: Leadership, Governance & Program Implementation with funding of \$47,888. Commissioner Hodge seconded and the motion passed unanimously. A copy will be returned for recording.

QUITCLAIM DEED

Commissioner Wilson moved to approve Quitclaim Deed to 200 Park LLC for Ref. #18485; purchase price is \$16,816. Commissioner Hodge seconded and the motion passed unanimously. See instrument [#2019-3886](#)

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(h) - Legal Counsel and ORS 192.660(2)(f) - Exempt Public Records with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present was County Counsel Stephanie Williams. No decisions were made during or following the session.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

October 23, 2019

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois and Health Department Director Sarah Poe. Notice of the meeting was posted on the County website, Courthouse public bulletin board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice.

PUBLIC HEARING - SUPPLEMENTAL BUDGET

Judge Joyce opened the hearing for consideration of supplemental budget resolution R19-26. Notice of the hearing was published in the Argus Observer; a public hearing was required as the supplemental budget will adjust the current budget fund by 10% or more of the expenditures of that fund. No public comments were received. Judge Joyce closed the hearing. Commissioner Hodge moved to approve Resolution No. R19-26: In the Matter of Fiscal Year 2019-2020 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The supplemental budget allocates additional state funds that were not anticipated when the adopted budget was prepared - the funds are to be used as stated in the County JCP Basic and Diversion Budget Plan; and allocates Cash on Hand funds that were not anticipated when the adopted budget was prepared - these funds are transferred to the MCSO Community Center Fund for the purpose of manning and maintaining the 911 Center. See instrument #[2019-3939](#)

HEALTH DEPARTMENT

Health Department Director Sarah Poe met with the Court. Ms. Poe discussed the Tobacco Prevention and Education Program (TPEP) with the Court. State funding for the remainder of the fiscal year has been allocated (9 months) and Ms. Poe would like to continue to contract with Kirsten Hatch to perform the duties of the TPEP Coordinator until June 30, 2020; up to 1,000 hours. Funding for the program will be available for the next fiscal year at which time it may be possible to hire a coordinator. Ms. Poe answered various questions from the Court members regarding the program. Commissioner Hodge moved to approve Temporary Employment Agreement for Tobacco Prevention and Education Program (TPEP) Coordinator with Kirsten Hatch. Commissioner Wilson seconded and the motion passed unanimously. The agreement will be returned for recording.

Ms. Poe left the meeting.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of October 16, 2019. Commissioner Hodge seconded and the motion passed unanimously.

SUPPLEMENTAL BUDGET

Commissioner Wilson moved to approve Resolution R19-28: In the Matter of Fiscal Year 2019/2020 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Hodge seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate ODOT Exchange funds that were received but not anticipated when the adopted budget was prepared; these funds are for completed road projects in Malheur County. See instrument #[2019-3940](#)

DLCD - LETTER

Commissioner Hodge moved to sign a letter to Department of Land Conservation and Development (DLCD) supporting an award of Technical Assistance Grant funds to Harney County and Wallowa County to begin their Senate Bill 2 (SB2) projects. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2019-3941](#)

PERSONAL SERVICE CONTRACT - LIFEWAYS

Commissioner Wilson moved to approve Personal Services Contract between Lifeways Inc. and Malheur County for Community Development Disabilities Services (CDDP). Commissioner Hodge seconded and the motion passed unanimously. The County subcontracts with Lifeways to provide the services outlined in Intergovernmental Agreement (IGA) #157833 with the State of Oregon (DHS) (recorded as instrument #[2019-2688](#)). See instrument #[2019-3943](#) for the personal services contract.

COURT ADJOURNMENT

The meeting was adjourned.

PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday September 10, 2019, 3:00 p.m. MT

**** Public Works Headquarters ****

Meeting called to order at 3:25 p.m. by Bernie Babcock, Public Works Committee Chairman.

Committee members present included Mr. Bernie Babcock, Mr. Pat Woodcock, and Mr. Jackson Fox (Wilson & Tuttle – excused).

Others present included Betsy Roberts, Cliff Leeper, and Morgan Gipson.

The press was notified. This meeting was recorded (the tape is available at the Public Works Headquarters); the minutes are on file at City Hall and on the city's website at www.ontariooregon.org.

ADOPTION OF MINUTES

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Fox seconded by Mr. Woodcock to adopt the previous meeting minutes dated August 13, 2019: Motion passed unanimously.

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Fox seconded by Mr. Woodcock to adopt the email notice dated May 31, 2019: Motion passed unanimously.

SRCI COSTS

GENERAL DISCUSSION:

CL- We have been in negotiations for 2 plus years first meeting with the staff at the local prison and now dealing with Attorney General. The process has been long and at times not pleasant.

BR- We have made progress and the council is ok with doing an extension with terms listed until 1/31/20.

BR- I have been out for the last week but my team has been working on the dollars. At this point they are fine tuning things.

JF- What are the dollars, I have never seen that here.

BR- We have run those numbers.

BB- Remember Jackson we looked at that spreadsheet that tracked them out for the years.

JF- So what is the new contract, are we making money?

BR- We are trying to update everything. There are a couple things that we are still working on.

JF- I don't understand that comment the Adam Brown made that if we don't sign a contract with them we make more money than if we do sign a contract. Then why would we sign it?

BR- Yeah that is fair and that is correct. It does sound backwards but when you see it you will understand. It is now split out more clearly as to what is happening. They were overpaying on their surcharge. The surcharge was not clear to any of us that weren't there at the time. So, we put it into a typical surcharge that you would see with lots of different cities. We have all begun to conserve water so the concentration of BOD and TSS has gone up. So it looks different.

JF- I am completely lost.

BR- They were using less water so the concentration went up so we were penalizing them for water conservation.

JF – So you changed the standards.

BR- We changed the standards to be more realistic with what is going on in our community. Where we need to do a little work is where we charge them for the TSS and BOD. We have .10 cents in there now and we need to back check that. We could not back into how they came up with the formula.

JF- So their rate was different.

BR- They had a surcharge that no one else has.

JF – Betsy, so in the old agreement what was the surcharge for.

BR- For BOD and TSS. Which what the surcharge will be for again. But the way we calculate the surcharge will be different.

JF- So it is separate from the water and the waste water.

BR- It is in addition to.

JF- And it does not include the Capital Reserve Funds.

BR- That is correct. Here are all the parts and pieces as we have been discussing. They are paying a base rate like everybody does, flat rate like everybody does and consumption, it is not based on their water it is based on their waste water. The old surcharge rate they were paying about \$20,000.00 a month. Here it is looking like it could be about \$500.00.

CL- What we need to do so Jackson understands is go to the top where everything is labeled.

BR- So I was trying to go down this column and explain what is going on here.

BB- So I think what Adam was pointing out was currently be charged \$20,000.00 a month because they are on the old agreement. And on the new agreement they are only going to be charged \$500.00 or \$600.00 a month

BR- For that portion, what we are trying to do is charge them the correct amount in the right places. What we do want to charge them for correctly is their infrastructure. That will be added in the Capital Asset Fund. We are working on adding it in as a percentage.

JF- So does their bill go up or down right now?

BR- Their bill goes down right now.

BB- So why should be do this? And why should they pay the same as everybody else. Why should they have to pay 175%, they are outside of the city.

BR- That was non-negotiable, and we didn't get anywhere with them on that.

JF- Fine we will just leave it the way it is. Why would we go from getting paid \$20,000.00 a month to being paid \$500.00 a month?

BR- Because it is going to be paid in the right places. And paying the right things.

JF- What will it be per month then?

BR- It will be around \$55,000.00- \$60,000.00 per month.

JF- Verses \$73,000.

BB- So you have been only talking about the sewer side then.

BR- Yes, so we have probably been pulling in more money from them than we should have been. But we have not sunk it into their infrastructure.

JR- They should be paying more.

BR- And they will be paying it in the correct places. So on the water side we have ended up in the exact same place. They are paying \$19,460.00 and they are going to be paying \$19,369.00.

JF- So what you are saying Betsy is that there was no premise for what they were paying in surcharge?

BR- That is correct.

JF- And that same formula would be applied to anyone living in the community?

BR- No, nobody in the community get a surcharge but them.

PW- So they are being charged the same surcharge that any industry in the community pays? Like Ore Ida.

BR- Yes, but Ore Ida doesn't dump into us. But if they did, yes.

JF- We thought that for years they were being under charged.

BR- Our water and sewer budgets are healthy. Why as a city, are we going to pay a million dollars that is completely their infrastructure. It wasn't that we didn't have the money in the budget but, the city should not be paying for their service line. When we looked back 20 years, we came within \$50,000.00 - \$100,00.00 bucks over 20 years. That is not bad.

JF- So what your saying then is that surcharge took care of that for the last 20 years.

BR- It did for the past 20 years.

JF- So if you set the capital asset up correctly it will take care of that. And the city will not have those expenses moving forward.

BR- Right there will be a separate bucket that holds their money.

JF- Which was one of the city's concerns that we would not be footing the bill for their repairs.

BR- There is an opening in the agreement that covers that if it is over a certain amount. We will have money set aside for that.

BB- What she is saying that historical they haven't left us footing any bill. Their bill is structured on a self-support basis like everyone else.

BR- Exactly, but they have the surcharge that is the addition.

JF- So this new agreement does what?

BR- So in the new proposed agreement they will have

- Charged a Flat rate
- Consumption rate
- Surcharge
- Capital Asset (UCF%)

BR- Outside the city rates was a no deal. We want this to be “Fair and equitable.” for both sides.

BR- They do not impact anything in these sewer systems, in the collection system in the city. Their base rate helps to pay for all the waste water treatment etc. We took a portion of the UCF out to adjust that.

JF- So what is the UCF?

BR- UCF is collection and distribution system, they need to be part of distributions and they are.

JF- Correct me if I am wrong, the city council has to approve this right?

BR- Yes

JF- They are going to end up paying less, \$10,000 less a month?

BR- Yes, yes they are.

JF- This is great, great negotiating on the city’s part.

JF- Don’t sign this agreement. Forget it, start over.

BR- I can support it. It has covered everything that needs to be covered and if it doesn’t, we can talk to them.

BR- These numbers are available for everyone to look through. I would encourage everyone to look through the capital numbers. If the numbers don’t look right when we get to actuality, we will be asking for more on that capital side.

BB- Jackson had some real concerns. There are some concerns about the rates that are being charged.

JF- I don’t like it that it’s not 175%, because that is what other people are paying.

BR- Jackson that would be the easiest and I would love that too. Honestly it is the easiest and we tried to go that way.

CL- The bottom line is during negotiations that was brought up and that was inequitably shut down by the state.

JF- But isn’t that ok?

BB- I would have walked out of the room. Now we lose \$10,000.00 a month.

CL- That decision was made at a different level then what we are at.

JF- I am not upset at you guys, you just provide the numbers. As a tax payer in this town and I hear that we lose \$10,000.00 a month in a new agreement, that doesn’t make any sense to me. And you talk to anyone on the street and

you tell them this they are going to say why, who did this? And they don't care about walking out of the room in a negotiation.

BB- This hasn't been agreed upon, Right?

CL- No

BB- So I think there is room to do some things.

CL- The bottom line is these negotiations are exactly that, negotiations. We haven't signed anything at this point and time. We will see what happens.

JF- That explains why Adam didn't answer my question last go around. He said we will make more if we don't sign the agreement.

BR- I don't think he understand the question. I think there must have been a miscommunication. Because later he said he wondered why he didn't get a question. about it.

CL- If we fail to come to an agreement we have to go to mediation.

JF- I am not afraid of the mediation. In my life I have been to several of them. It's logical in those things, it doesn't work out the way try to tell you it works out.

BB- What I am reflecting back on is the discussion we had 2 years ago about the agreement and what was wrong with the agreement and what we needed to change and I think there has been substantial movement in that direction and yeah there are things we don't like and at that point we thought we were under charging and substantially and there was a lot of back research to try and see.

CL- We have gone through records and records and records.

JF- Seem like we have been over charging them.

BR- When I look back on it I kind of think, you know the 20 years was not a bad time span because I think we came out about even. But moving forward and looking at the costs now because there were a lot of very large capital things that happened that first 20 years. The ones going forward are changes and repairs aren't as big so that cost coming down some won't hurt us.

BB- The other thing from the committee was and I am trying to stay focused on the committee and what are concerns were. The other concern was that you have a lot of environmental risks with lift stations being in close proximity to the Malheur River. In the original agreement it states that the city maintains all those systems. On paper we are liable to go make all of the improvements in the system all the way up the line in the old agreement. That is why the old agreement is such a rub and there was a lot of speculation and discussions and concerns. I think that we have had a lot of clarification in the process. We have come from where we thought we were under charging them, we were concerned about the environmental risks and the long-range costs and now we know essentially that we weren't over charging them, and we weren't necessarily under charging them. So, we are trying to figure that out plus we have an agreement with them, if the agreement goes through, they will set up a fund to take those long range costs away from the city and they would basically be the burden of the Department of Correction and the state of Oregon. Jackson and Pat, we all have concerns and we have been through this process and I think we let the process continue because it is not final. I do agree with Pat, I would be careful the rate that you would charge, the surcharge to make sure that you are not under charging and it shouldn't be excessive it has to be adequate and realistic and I don't know how you do that.

BR- That one is tough to calculate.

JF- It is going to be hard to convince or explain when we ask for another rate increase on the sewer and water bill and reduce their bill by \$20,000.00 or \$10,000.00 a month.

JF- It going to get sketchy to the people that live outside of the city that pay 175% and they go wait a minute these guys get a sweetheart deal and I don't.

BB- I did want to ask one thing, I didn't mean to interrupt Jackson.

JF- No go ahead.

BB- You pointed out and I didn't ask the question at the time and I should have. You brought a map of the city or Ontario and what you are telling us as a committee is that SRCI doesn't use all that system like we do as rate payers in the city limits. Even though they are not charged 175% they are charged a fee that benefits all the people in the community, is that correct?

BR-Yes

JF- For their water.

BR-Well their sewer also. So, by reducing their UCF we felt like we weren't taking some of their burden of paying this.

BB- Can I ask for one more clarification question, if we look at the waste water and the surcharge and the water, they would potentially pay \$10,000.00 less per month?

BR- On their waste water bill.

BB- So how does that relate to their water bill?

BR- The water bill was the same? So, they are paying almost 17% on the UCF on their water side. They are paying UCF twice, they are paying additional funding in these places.

JF- The reality is they are still paying \$10,000.00 less per month.

BR- It is.

JF- I am just trying to understand this.

BR- Again we are trying to get them into the right places, so it is defensible.

BB- Essentially what we were charging them and what we spent was a balance.

BR- It was.

CL – The rumor that I heard was that they owed us millions of dollars and then I heard that we owed them.

JF- We heard it for years Cliff. When Chuck and Bob were here, they kept saying this thing needed dredged.

BR- It does, and they contribute to that. But they pay a big bill too.

BB- We have had a healthy discussion and I think that is good and I appreciate everybody's concern.

CL- We will make sure that this concern is shared.

BB- Obviously the concerns will be adequately reflected in the next meeting.

RESOLUTION, ACTION &/OR MOTION:

None - PWC concerned about the new deal.

PROJECT UPDATES

- **Crack Sealing –**
 - To be completed before bad weather comes.
 - **New Loader – CIP approved**
 - Purchased new loader.
 - Received \$23,000 trade in on old loader.
 - **Tree Project –**
 - Still need to hold off on planting the trees until the weather cools off.
 - **Water Treating Plant –**
 - House keeping project completed in house.
 - **CIP Project at Water Plant –**
 - Control Room update has been completed.
 - Will be doing Laboratory modification.
 - **Splash Park –**
 - Closing on Labor Day for the season.
 - **Southeast & Second St project –**
 - State facilitated – bid opening.
 - **Lions Shelter –**
 - Received bid from Warrington.
 - **Tennis Courts –**
 - No bids received, start negotiations.
 - **Skate Park –**
 - One more restroom to build with grant money.
 - **NPDS –**
 - Mixing zone study underway
 - PH Plan deadline 10/1/19
 - **Beck Park –**
 - Engineer coming on 9/11/19 to evaluate the bridge.
-

ADJOURN

The motion was made by Mr. Fox, seconded by Mr. Woodcock to Adjourn: Motion passed unanimously.

APPROVED:

Signature

Date

(Bernie Babcock, Chairman / Scott Wilson, Vice-Chairman)

AGENDA
ONTARIO VISITORS AND CONVENTIONS BUREAU BOARD
NOVEMBER 7, 2019 - 7:00 a.m. M.T.
ONTARIO AREA CHAMBER OF COMMERCE OFFICE

- 1) Call to order:
This agenda was emailed: October 31, 2019
 - (a) Roll Call:
Debbie Blackaby____ Cheryl Cruson____ Doug Dean____ Terry Dols____
John Hall____ Bob Quinn____ Dan Capron____

City Manager Adam Brown____
V&C Director John Breidenbach____
- 2) New Business
 - a) Grant Request: Ontario Lions Club's Lions Park Improvement Project
 - b) Follow-up Report: Center for Nonprofit Stewardship's Eastern Oregon Nonprofit Conference
- 3) Motion to adopt V&C Meeting Minutes of October 3, 2019 meeting
- 4) Review Financial Report – John Hall
- 5) V&C Director Report – John Breidenbach
- 6) Adjourn

The City of Ontario does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, if you contact the City at 889-7684 at least one working day prior to the need for services, we will make every reasonable effort to accommodate the need. T.D.D. available by calling 889-7266.



VISITORS AND CONVENTION BOARD

C/O Ontario Area Chamber of Commerce

251 SW 9th St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

info@ontariochamber.com

PROMOTION AND EVENT FUND APPLICATION

GENERAL INFORMATION:

Name of Applicant Organization: Ontario Lions Club

Complete Mailing Address: P.O. Box 66 Ontario, OR 97914

Telephone: (541) 889-6141 Fax: (541) 889-6142 E-Mail: gigglegraceoffice@gmail.com

Principal Contact Shawn Reynolds

Complete Mailing Address: 1260 SW 8TH Avenue Ontario, OR 97914

Telephone: (541) 889-6141 Fax: (541) 889-6142 E-Mail: gigglegraceoffice@gmail.com

Name of Event and Date and Time Event Will Be Held: Lions Park Improvement Project TBD

Has organization applied for a V&C Grant Before: Yes X No

**If yes was the V&C grant request approved and for what amount:*

 Yes No / \$

**If grant request was approved did the organization give their 90 day follow-up report*

 Yes No

Description of Promotion or Event: The promotion/event will be in the

form of a project to replace and update playground equipment

in the Ontario Lions Park to better promote tourism of the Ontario

Lions Park and Splash Park. The Ontario Lions are fully

committed to this project as is the city of Ontario.

NATURE OF PROMOTION/EVENT: Improvement Project

 X Tourism based capital project Multi-night local lodging event

 Special media promotion Education and/or training project

Amount of Funding Support Requested: \$ 3,000

Total Promotion/Event Budget: \$ 24,000

What specific expenditures will the granted funds be used for?: If awarded grant funds from the generous Visitors & Convention Board, funds will be used to purchase new playground equipment. Most of the labor for this project will be donated by both the City and Lions Club.

List promotion/event supporters or partners*: City of Ontario, Giggler & Grace, Malheur Federal Credit Union, and many more businesses and groups.

PROJECTED PROMOTION/EVENT IMPACT:

Describe how the promotion/event will impact the Ontario economy (e.g., room nights, number of visitors/attendees, restaurant sales, retail sales, etc.): The Ontario Lions Park

has always been a staple of our community. The Splash Park combined with new playground equipment will extend this impact by increasing tourism and community morale. Ontario needs more amenities to offer our families and visitors. Ontario must capitalize on Idaho tourism to strengthen our own community.

FINANCIAL REPORTING REQUIREMENTS:

For established groups, please provide two years of P & L Statements, a current Balance Sheet, and a proposed budget for this year's promotion/event. For newly formed groups, please provide a proposed budget of revenues and expenditures in a form similar to the one below:

PROPOSED REVENUES

Source #1 <u>Ontario Lions</u>	Amount \$ <u>3,000</u>
Source #2 <u>City of Ontario</u>	Amount \$ <u>10,000</u>
Source #3 <u>Cars in the Park Funds</u>	Amount \$ <u>4,000</u>
Source #4 <u>V&C Board</u>	Amount \$ <u>3,000</u>
Source #5 <u>Local Businesses</u>	Amount \$ <u>4,000</u>

TOTAL REVENUES \$ 24,000

PROPOSED EXPENDITURES

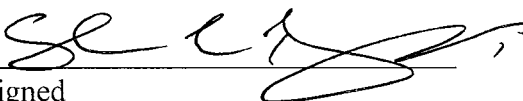
Use #1 <u>Playground Equipment</u>	Amount \$ <u>24,000</u>
Use #2 <u>(waiting on bids and plans)</u>	Amount \$ _____
Use #3 <u>from Recreation Today!</u>	Amount \$ _____
Use #4 _____	Amount \$ _____
Use #5 _____	Amount \$ _____
Use #6 _____	Amount \$ _____
Use #7 _____	Amount \$ _____
Use #8 _____	Amount \$ _____
Use #9 _____	Amount \$ _____
Use #10 _____	Amount \$ _____

TOTAL EXPENDITURES \$ 24,000

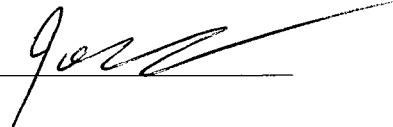
REVENUES MINUS EXPENDITURES \$ 0

As a final condition to accepting granted funds, the applicant agrees to provide the Ontario Visitors and Conventions Board with a final report summarizing results of the promotion/event (e.g., attendance, local and regional publicity, hotel/motel occupancy, closing revenue and expenditure report, etc.) within 90 days of the event/promotion.

9/17/2019
Date


Signed

Shawn C. Reynolds
Printed Name of Applicant

Date Received: 9/17/2019 Ontario Area Chamber President/CEO: 

V&C GRANT CRITERIA CHECKLIST

Applicant/Event: Ontario Lions Club's Lions Park Improvement Project

Criteria		Meets No Criteria - Point Value 0	Partly Meets Criteria - Point Value 1	Sufficiently Meets Criteria - Point Value 3	Exceeds Criteria - Point Value 5
1	The project is a capital project, which enhances tourism such as, but not limited to, beautification. Examples of such potential projects might include coordinated refuse bins in shopping areas or enhancements to the highway arterial entrances to the City of Ontario such as shrubs, lighting or signage.				
2	Events that would attract attendees and participants from out of the area and would promote local tourism and business. Extra consideration will be given to multi-night events that necessitate over night lodging in the Ontario area.				
3	Projects consisting of special area media promotions. These could include, among others, special brochures or videos or advertising co-op projects designed to extol the virtues of Ontario as a tourism, convention, cultural, or recreational destination.				
4	Projects related to the education and/or training of the Visitors and Conventions Director or Board members.				

ADDITIONAL QUESTIONS

YES

NO

Is this a not for profit project?			X
-----------------------------------	--	--	---

TOTAL POINTS

--	--	--	--

POINT SYSTEM

0	Unable to provide funding.
1 through 3	May provide funding with or without contingencies.
4 through 5	May provide funding with or without contingencies.

Date: 11/07/19

Ontario V&C Minutes

October 3, 2019

7:00 am

Ontario Area Chamber of Commerce Office

Meeting called to order at 7:00 am by Cheryl Cruson.

Roll Call – Debbie Blackaby, Cheryl Cruson, Doug Dean, Terry Dols, John Hall, Dan Capron, V&C Director John Breidenbach

Absent: Bob Quinn, City Manager Adam Brown

NEW BUSINESS

Grant Request: Ontario Lions Club's Lions Park Improvement Project

Due to the absence of the presenter, the grant application was tabled and will be moved to the next V&C Bureau Board meeting.

Grant Request: Treasure Valley Community College Chukar Rodeo

Drew Pearson presented the grant application for Treasure Valley Community College's Chukar Rodeo. The rodeo will be held from October 11th to the 13th with slack and rodeo performances on the first two days. The announcer has been brought in from Nashville while the sound man will be traveling from California. Treasure Valley Community College has received the Rodeo of the Year award two years in a row, and a good amount of effort will be put into improving and maintaining the rodeo as a result.

There are roughly 150 athletes, with around 400 family members accompanying them. Clarion Inn is the host hotel and Mackey's is designated as the main restaurant following event activities. The Treasure Valley Community College rodeo team continues to grow and currently has 47 students, with more expected to join in the winter. Funds will be used to promote the event throughout the Treasure Valley via radio interviews, flyers, direct mailing, and other media advertising.

Funds in the full amount of \$2,000.00 were approved for Treasure Valley Community College's Chukar Rodeo. Moved by Debbie Blackaby and seconded Dan Capron. Motion carried.

MINUTES/FINANCIALS

The August 2019 minutes were reviewed; it was moved by John Hall and seconded by Terry Dols to approve the minutes as presented. Motion carried. Financials were presented by John Hall. It was moved by Debbie Blackaby and seconded by Doug Dean to approve the financials as presented. Motion carried.

V&C DIRECTOR'S REPORT

Four Rivers Cultural Center and Revitalize Ontario! both received V&C grants and John Breidenbach received written follow-up reports from them. Along with these two, the grant recipients for the Non-profit Conference and TVCC New Student Orientation will be invited to the next V&C Bureau Board to give their follow-up reports.

The Four Rivers farm loop maps have been distributed for some time now. Framed signs for the participants have been created, and an agreement was developed to ensure proper care. If the

participants opt out of the program, they are required to return the sign and possibly pay for any damages. They will be required to cover the cost of the sign if they fail to return it. The participants signed agreement forms that state these requirements before receiving the signs. Two hospitality training workshops are being held for these participants and the general public later in the morning.

Angela Girvin, who sells kettle corn, is planning a harvest festival on October 26th in the Lions Park. Staples will be providing flyers and other printing services for the event. She will be gathering vendors for the festival. Hope Pregnancy Center recently held a festival in the Lions Park, which included children's games and rides. Through this event, they were able to raise about \$40,000. They borrowed power cords from the Ontario V&C for their festival. The Ontario High School borrowed sign letters for homecoming as well.

The Winter Wonderland Parade theme is Santa's Workshop. Letters for the Winter Wonderland Parade court will be mailed shortly. The Malheur Enterprise will be the presenting sponsor for the parade.

Meeting adjourned.

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
PROMOTIONS AND EVENT FUND
BALANCES THROUGH
DRAFT OCTOBER 2019**

2018	RESOURCES	EXPENSES	BALANCE
BALANCE FORWARD	\$672,814.15	\$648,724.98	\$24,089.17
JULY <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$4,674.62	\$21,914.55
AUGUST <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$2,000.00	\$22,414.55
SEPTEMBER <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$0.00	\$24,914.55
OCTOBER <i>T.O.T. Disbursement -\$2500</i>	\$2,500.00	\$2,000.00	\$25,414.55
NOVEMBER <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
DECEMBER <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
2019			
JANUARY <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
FEBRUARY <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
MARCH <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
APRIL <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
MAY <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
JUNE <i>T.O.T. Disbursement -\$2500</i>			\$25,414.55
TOTAL FISCAL	\$10,000.00	\$8,674.62	
ACCRUALS FROM JULY 1997 TO PRESENT	\$682,814.15	\$657,399.60	\$25,414.55

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
ACTIVITY SUMMARY
BEGINNING SEPTEMBER 1997**

DATE	REQUESTOR	REQUESTED	GRANTED	DISBURSED
NOV 2018	NO NEW ACTIVITY	\$ -	\$ -	\$ -
DEC 2018	V & C Breakfast Meeting (12/06/18) <i>**Invoiced 12/27/18 to be paid 12/28/18**</i> <i>Paid 12/28/19 - Check #124059</i>	\$ 69.62	\$ 69.62	\$ 69.62
JAN 2019	NO NEW ACTIVITY	\$ -	\$ -	\$ -
FEB 2019	V & C Breakfast Meeting (02/07/19) <i>**Invoice Received 2/25/19 - Scheduled for 3/1/19 Payment**</i> Paid 03/01/19 - Check #124342	\$ 69.62	\$ 69.62	\$ 69.62
MAR 2019	V & C Breakfast Meeting (3/8/19) Paid 3/29/19 - Check #124459	\$ 69.62	\$ 69.62	\$ 69.62
MAR 2019	Four Rivers Cultural Center Tradition Keepers	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
MAR 2019	Malheur Coun ty Fair Board 3rd Annual County Fair Concert Series	\$ 6,500.00	\$ 5,000.00	\$ 5,000.00
MAR 2019	Ontario Area Chamber of Commerce Splash Pad Project	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
APR 2019	NO NEW ACTIVITY	-	-	-
MAY 2019	NO NEW ACTIVITY	\$ -	\$ -	\$ -
JUN 2019	V & C Breakfast Meeting (6/6/19) Paid 6/7/19 - Check #124766	\$ 69.62	\$ 69.62	\$ 69.62
JUL 2019	Revitalize Ontario 2020 Tater Tot Festival	\$ 3,105.00	\$ 3,105.00	\$ 3,105.00
JUL 2019	Treasure Valley Community College New Student Orientation	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
JUL 2019	V & C Breakfast Meeting (07/11/19) Paid 8/9/19 - Check #125021	\$ 69.62	\$ 69.62	\$ 69.62
AUG 2019	Center for Nonprofit Stewardship 2019 Nonprofit Stewardship Conference	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
SEP 2019	NO NEW ACTIVITY	\$ -	\$ -	\$ -
OCT 2019	Treasure Valley Rodeo Team 2019 Chukar Rodeo	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
10/30/2019		\$ 768,028.04	\$ 641,632.77	\$ 641,632.77



October 2019 ACTIVITY REPORT



October 2019



Emergency Medical:

(Types of medical calls responded to: Falls with injury, fall lift assists, medical emergencies, medical alarms, assaults, etc.)

CITY	173
RURAL	12

1 of these emergency calls required back-up crews to be called in to respond to 2nd call.

Hazmat Team Calls:

0

Fire Related Emergency Calls:

(Types of fire related calls responded to: Rescue calls, building fires, vehicle fires, smoke detector/fire alarm activation, unauthorized burning, etc.)

	TOTAL	General	Mutual Aid
CITY	23	4	1
RURAL	9	6	4

2 of these emergency calls required back-up crews to be called in to respond to 2nd call.

TOTAL CALLS FOR MONTH

CITY	196
RURAL	21

FIREFIGHTER TRAINING:

10/1/19 Public safety education.

10/9/19 Case reviews on cardiac monitors

10/12/19 Firefighter I and Firefighter II practical tests

10/15/19 SAIF understanding different generations

PERMITS ISSUED:

City Open Burns 2

City Burn Barrels 0



October 2019



Rural Open Burns 49

Rural Burn Barrels 17

INSPECTIONS:

10/1/19- Malheur Council on Aging

10/2/19- Toddler Town final

10/2/19- SRCI the ware house

10/4/19- Loves truck stop addition final

10/16/19 Heinz Film room

COMMUNITY INVOLVEMENT:

9/27 /19-Truck 109 in OHS Homecoming parade

9/27/19, 10/11/19, 10/25/19 Display US. Flag at OHS football games with T-109

10/2/19- Cairo school jog-a-thon

10/3/19- Giggles and Grace Fall festival

10/5/19 Home Depot Safety Fair

10/5/19 Extra stand by for Hot Box grand opening

10/7, 10/8, 10/10, School visits for 8C Schools 207 first graders. Aiken, May Roberts, Alameda, St. Peter Catholic, Four Rivers Charter

10/8/19 Public Safety visit to Fruit of the Spirit Pre-School 11 students

10/17/19 Station visit young family for a birthday

10/17/19 Public education at OCDC for their Harvest Fair

10/20/19 First Responders appreciation day at Ontario Community Church





October 2019







October 2019



Summary of Calls of Interest:

City Incidents:

9/28 401 NW. 5th ave. Dispatched to a vehicle fire in the apt. complexes by Beck Kiwanis Park. Upon arrival, fire was extinguished by owner with a fire extinguisher. We looked inside the vehicle for extension and the fire was completely extinguished. The vehicle was a 08 Honda Odyssey minivan. The sun roof of the vehicle was open, and she believes some people threw something through the sunroof to start the fire. Owner requested law enforcement, so law enforcement was requested. The seat of the fire was in the front center console directly below the sunroof.

9/29 212 SW. 4th ave. Private citizens stopped at the FD to report a dumpster fire 1 block behind the station. 103 responded to 212 SW 4th Ave, upon arrival there was a dumpster fully engulfed in fire. Flames were approximately 8 feet high and threatening the building. The window on the B side of the building cracked due to heat from the dumpster. 103's crew extinguished the fire and peeled 2 small pieces of metal under the soffit to check for extension to the building. A TIC was used to also assist and insure there was no extension. The property owner arrived and it was turned over to them.

9/29 2332 SW. 4th ave. The crew assisted OPD with gaining access to the roof to look for a hiding assailant.

10/2 SW. 4th ave. and SW. 9th St. Dispatched to a vehicle on fire. Upon arrival Rescue found flames coming from the hood. Rescue quickly knocked down the flames with a booster line. We then opened the hood and cooled the engine compartment. The side of the battery was melted away with very little damage to other components in the engine compartment. We believe a short in or around the battery caused the fire.

10/3 686 NW. 9th St. Ontario Fire was dispatched to fire alarm at Lifeways recovery center. R-1 made entrance to zone 3 dormitories, two story town house, and no signs of smoke or fire. Resident stated he was taking a hot shower when the alarm triggered. The breaker panel showed no tripped breakers. Initial scan with TIC camera showed no excess signs of heat.

10/5 300 S. Oregon assist OPD ladder for roof access.

10/5 1320 SW. 4th ave. Dispatched a Diesel spill from a portable tank that fell off of the truck. Approximately 50 gal had spilled. Rescue arrived to find a large amount of diesel spilled on the asphalt. The fuel covered an area of around 30 x 30 and was running towards the storm drain. The RP had put down floor dry to stop it from running into the drain. Rescue arrived and spread 2 1/2 bags of floor dry, damming several areas. The RP stated that he was pulling into the business when his strap came loose and the tank fell off and came to rest on its side after breaking off the pump and breather tubes. It was an 80 gal tank and about half spilled out. The RP found a fork lift from a local business to pick up the half full tank and set it back on the truck. The RP had the situation under control and rescue cleared the scene.



October 2019



10/6 2568 SW. 1st ave. R1 called for report of a fire alarm. Upon arrival R1 was met by employees of the adult group home. RP states that they were making breakfast and they burned some food and the alarms went off. This was a residential smoke detector system with all room detectors wired in succession. All of the smoke was cleared of the rooms. The detectors themselves were made in 2008. One of the detectors had a bad sensor. That detector was removed and the system reset. The RP was advised that the detectors may all need to be replaced due to age and they more than likely would start having issues with the remaining detectors on the system down the line. With the system reset and the residence code 4, R1 was able to clear.

10/9 175 NE. 6th ave. R1 called for smell of smoke with no flames seen. R1, 105 responding and arriving at the same times. 105 established command and did a size up of small fabrication/ machine shop with multiple employees outside evacuated. R1 met with shop employees who stated they had been using a grinder and possibly sparked into an air exchanging system. Employees stated power to the unit was turned off. Upon further inspection there was a cardboard fiber filter fitted on the end of the air filter system that had caught fire and melted some of the insulation inside of the system also. The employees had used a dry chemical ABC extinguisher previous to R1 arrival and the fire was out after they had used extinguisher. OFD's TIC and 4 gas monitor were used. O readings on the monitor and the TIC showed no extension for the fire. After unit and surrounding unit were inspected area was code 4.

10/11 1320 SW. 4th ave. Unknown gas smell the crew was not able to locate any odd smells or detect any abnormal levels.

10/11 1094 SW. 14th ave. Dispatched for report of a man who is requesting help retrieving his wedding ring that fell in a storm grate. Rescue used a halligan to lift the grate and then used a tool for unlocking car doors to retrieve the ring.

10/13 514 SW. 5th ave. Dispatched to Farmers Supply CO-OP for the strong smell of propane coming from the propane tank in the back of the store. Upon arrival one of us went over the fence to investigate, and found a leaking valve underneath the tank. The valve was manipulated and was able to stop the leak. Dispatch was notified to contact the RP and inform there is a problem with the valve.

10/15 SW. 4th ave and Hwy. 201 R1 called for a fire in a stopped vehicle. RP stated vehicle started smoking and then shortly became fully engulfed in flames. Upon arrival R1 arrived with vehicle hood up and flames showing from the engine compartment. The fire had extended to and through the front window into the passenger compartment. Fire appeared to have started near the back of the engine compartment. RP could not advise if the vehicle had been having mechanical issues or not. After vehicle was extinguished, vehicle was investigated and left to the RP and law enforcement.

10/16 568 NW. 6th St. Ontario Fire was dispatched to 568 NW 6th for a possible house fire. R-1 arrived on scene of a single family residence, wood frame construction light smoke coming from the front door. R-1 assumed 6th street command. R-1 staff made entry into the residence with a water can, fire was out upon arrival.



October 2019



Rural Incidents:

9/26 3375 SW. 18th ave. Called to scene of trailer house fire. On scene flames were visible in the area of the hot water heater and through the roof just above it as well as in the kitchen area. R-1 applied water from the booster reel from the outside of the house and was able to knock down most of the flames. We also hit the flames in the kitchen by taking one step inside the front door and directing the water at the cupboard just above the counter top. Those flames were knocked down quickly and then the focus was on the water heater and roof area. An interior crew was then able to enter and do some overhaul and remove some smoldering insulation and particle board. A short investigation pointed to the water heater as the ignition source. The home owner also stated that the power had just been turned on a few days previous to the fire.

9/28 2840 Sunset Ln. Arrived on scene to a single family residence with the occupant stating they had a gas leak in their home. The crew entered the residence and determined there was a slight odor of gas in the room. The crew continued to investigate the residence and noticed all the occupants were out of the house on the back porch. Determined there was gas valve that was opened to the fire place. The crew took a pair of plyers and turned the valve off. Shortly later Cascade Gas Company arrived with their monitor and determined it was the valve creating a leak in the home. The crew ventilated the residence and cleared the scene shortly afterwards.

10/6 I-84 EB MP 3. Ontario fire was dispatched to mutual aid request for a vehicle fire. Ontario 155 responded with a crew of 4, upon arrival Fruitland 400 assigned 155 to water supply. Ontario 155 supplied Fruitland with approximate 500 gallons of water.

10/6 5797 Akron, Ontario fire was dispatched to New Plymouth for mutual aid on a structure fire. 155 arrived on scene and was assigned to interior salvage and overhaul. 155 was on scene for approximate an hour providing New Plymouth with man power.

10/7 Oasis, Ontario 159 in route to Sand Hollow 159 arriving on scene at 10:30 They were assigned water supply into porta tank , 159 was able to drop off a second porta tank to piggy back 1st tank. 159 used 4 tanks in total. Fruitland 451 was able to draft off canal to supply water to tenders. 159 was mainly used for water supply. (shuttling)

10/10 934 Morgan ave. Ontario Fire and Rescue was dispatched for a tractor fully involved. Ontario BR 156 and BR 157 responded, followed by Ontario Pumper tender that was water supply. BR 156 arrived on scene and assumed command, to a fully engulfed tractor, attached to a hay baler located in the middle of a field. The tractor was approximately half a mile from the main road. By the time BR 156 and 157 arrived on scene the tractor was a complete loss, all four tires had blown from the heat and fire was beginning to spread to the baler. 156 and 157 deployed all four booster reels, two reels were used to suppress the tractor fire and two were used to protect the exposure. 155 arrived on scene they were assigned to water supply and stage on Morgan Ave. 156 and 157 used approximately 2000, gallons of



October 2019

water to suppress fire and prevent the baler from ignition. Upon contact with owner and driver of the tractor on scene stated he was in the process of bailing his crop when a hydraulic line blew on the tractor, the hydraulic fluid made contact with a hot surface and ignited. By the time the tractor was shut off the fire was growing freely. Tractor was a complete loss, the baler suffered minor heat damage.

10/11 5100 Little Willow Payette Co. Ontario Fire was dispatched to a Mutual Aid assist. Payette Rural requested a Pumper tender and man power for a hay stack fire. 155 responded with crew of five. Upon arrival 155 was assigned to perimeter control and extinguishment operations. 155 was absorbed into water shuttle operations. 155 and crew remained on scene for approximately 9.5 hours. Along with Payette Rural, Sand hollow, Payette City, and multiple other agencies were able to contain the 550,000 ton fire. 155 transported approximately 16,000 gallons of water.



JACOBS
September 21 –



October 22
2019 Report

October
2019

Prepared by JACOBS for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review
PUBLIC WORKS DEPARTMENT

CONTENTS

FIELD SERVICES: STREETS AND COLLECTION/DISTRIBUTION SUMMARY.....2-4

WATER TREATMENT PLANT SUMMARY.....5-7

WASTEWATER TREATMENT PLANT SUMMARY8-9

PARKS AND CEMETERY SUMMARY10

ENGINEERING DIVISION SUMMARY.....10

APPENDIX.....11-13

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:

- Weekly maintenance checks on lift stations and sewer cleaning.
- Street sweeping has begun for the entire town based on our Schedule.
- The super structure for the new shelter was erected in Lions Park. Concrete work will follow and then the roof will be installed.
- Road closure in effect Friday, September 27th for Ontario High School Homecoming Parade, the route was published in the local Newspaper.
- Finished installing thermo plastic cross walks.
- Catch basin cleaning started and will be going through the fall.
- Completed crack sealing in the NW part of town, new crack. Machine is working extremely well.
- A new front-end loader was delivered to the City Shop, it Replaces a unit that has been in service since 2005. The old unit was traded back to the dealer.
- Spent a week on the WTP River cleanup project with ODOT.
- Water maintenance throughout town.
- Sign maintenance throughout town.
- Installed no U turn sign at the Middle school.
- Tree well on East Idaho are completely evacuated and ready for tree planting later this fall.
- Trimmed problem trees around town, trimming will continue through the fall.
- Repaired a broken water valve to Sunset Cemetery irrigation system.
- Installed the frame for the Hex shelter at Lion's Park.
- Removed a gear box on the auger at SRCl Headworks and took it into be rebuilt.
- Completed flow testing with Anderson Perry for the Water Master Plan model.
- Staff addressed multiple water leaks throughout the city, primarily water services that have degraded over time.
- 23 water services were turned on customer request.
- 12 water services were shut off customer request.
- 36 water services were on/off read only customer request.
- 76 water services were shut off for non-payment.
- 44 water services were turned on for payment received.
- 50 water meters were changed out for non-functioning.
- 7 water meters were checked for consumption issues.
- 20 water meters were checked to verify still off from the non-payment list and locked.
- 15 irrigation meters were shut off and winterized customer request.
- 4 new water services were installed.
- 9 water meters were shut off so leaks could be repaired by customer.
- 11 water services were turned on and verified leaks were repaired by the customer.
- 55 utility locates were completed.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

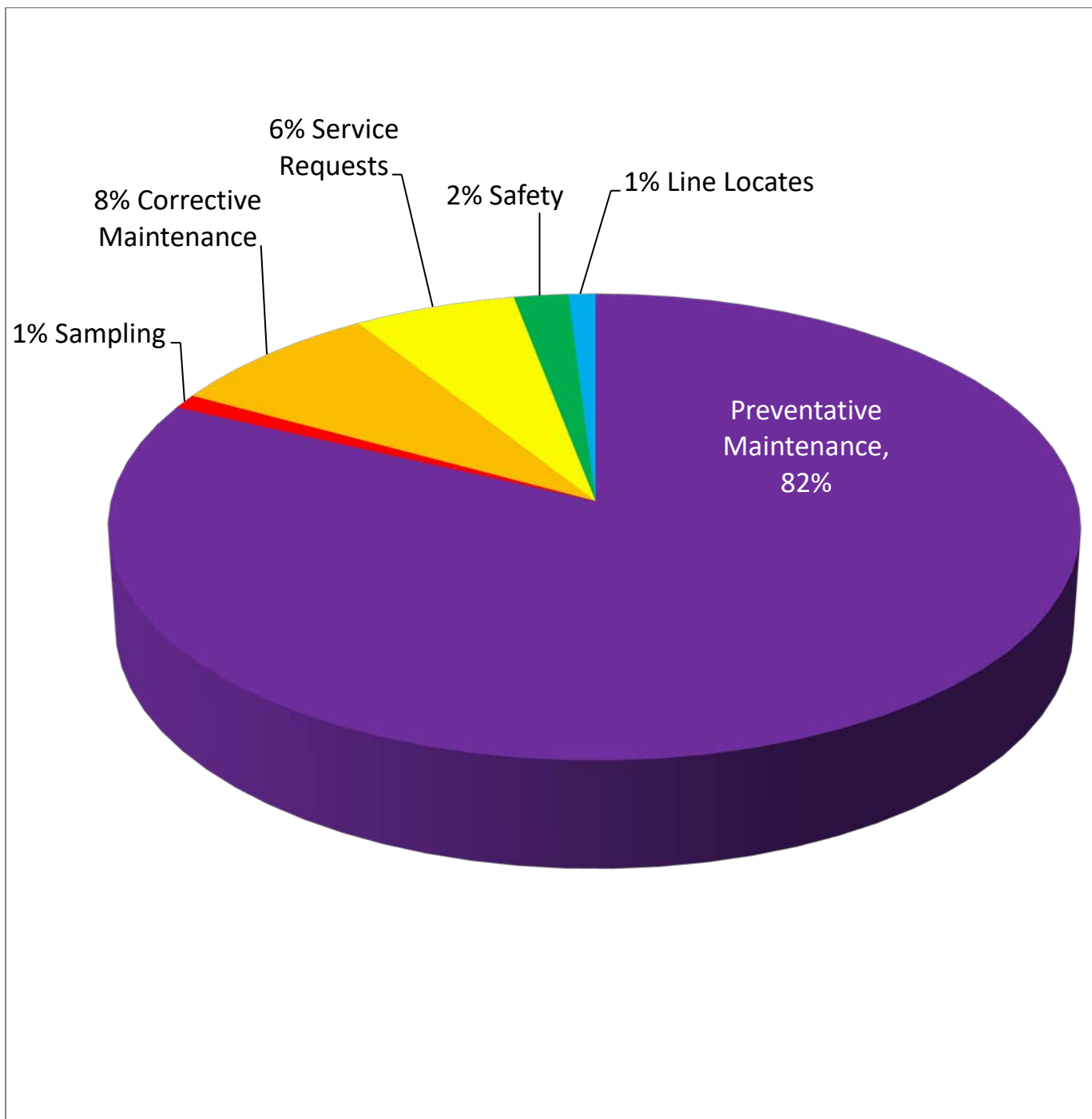
ACTIVITIES SEPTEMBER 21 – OCTOBER 20:

Jacobs Staff: Debris and vegetation clean-up north of the water treatment plant along the Snake River.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

Work Orders September 21 – October 20 Actual Hours by Work Order Type



WATER TREATMENT PLANT SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:

- Water inventories are at target levels.
- Water treatment staff run diagnostic checks (jar testing) multiple weekly to optimize the water quality.
- Trouble shooting the chlorine generation system, it is back online and functional, looking into replacement options for the future. The system is dated back to 2004.
- Dive team completed their inspections of tanks and river inlet structures. A report as to current status will follow but, preliminary indications are that tankage is in good shape.
- Staff are again focusing on interior painting and housekeeping.
- Crews pulled quarterly disinfection by product (DBP) samples.
- Crews removed dried solids from the dewatering (drying) beds.
- Crews cleaned the Wash water recovery basins #3 & 4.
- Crew repaired and performed maintenance to the Flocculation basin paddle drive chains and sprockets.
- Staff participated in debris and vegetation cleaning on city property located north of the water treatment facility. Crews from the City ODOT focus on bank stabilization and clearing debris from this area. A press release was generated and run on the local papers. City Police have been engaged in this activity.
- Winterization is under way.



Jacobs staff: Performing maintenance on flocculator drive chain in clarifier #1.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:





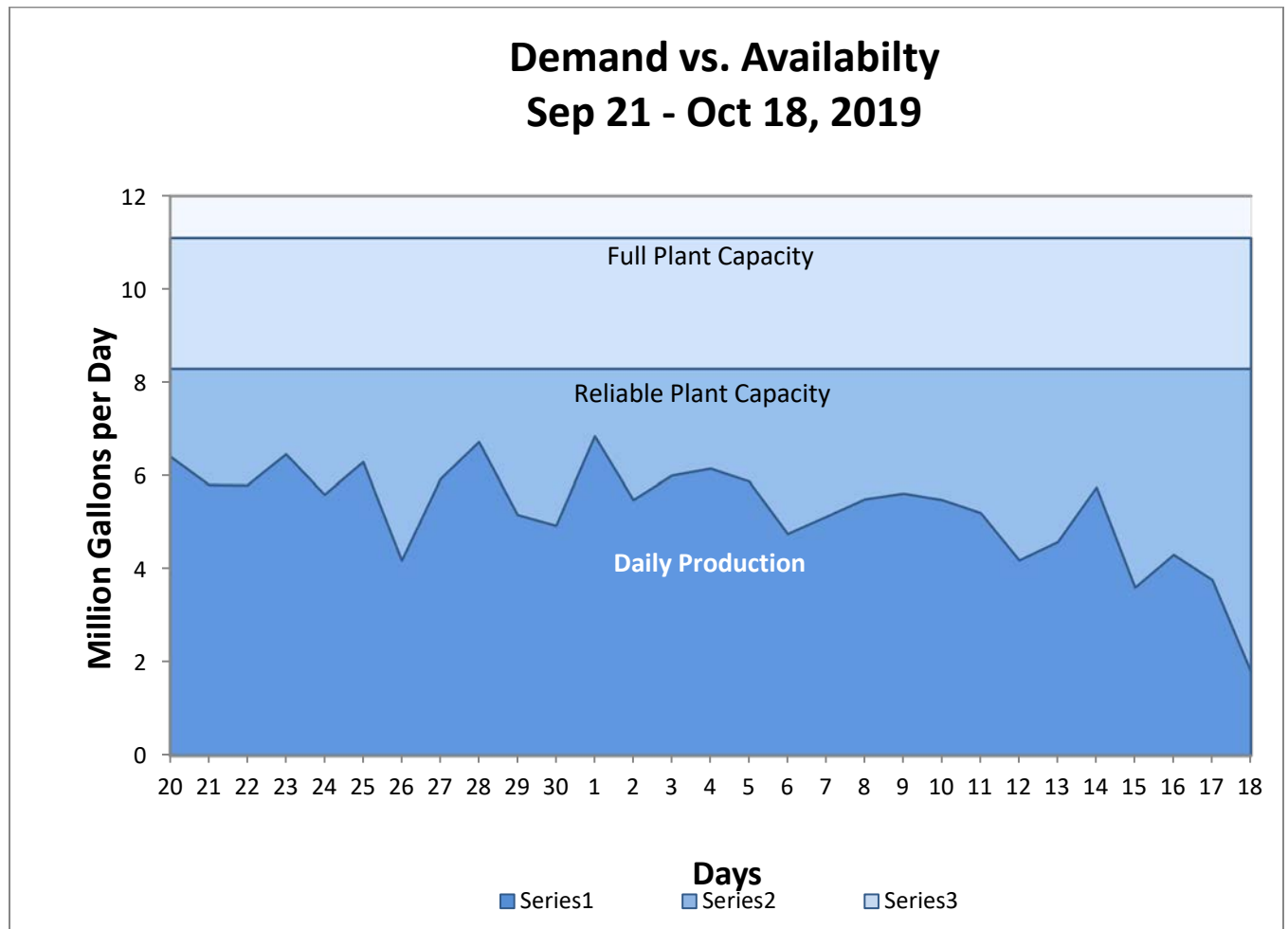
Left: Dive crews inspecting river intake at water treatment plant.



Right: Jacobs staff removing solids from wash water recovery basin #4 at the water treatment plant

WATER TREATMENT PLANT SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:

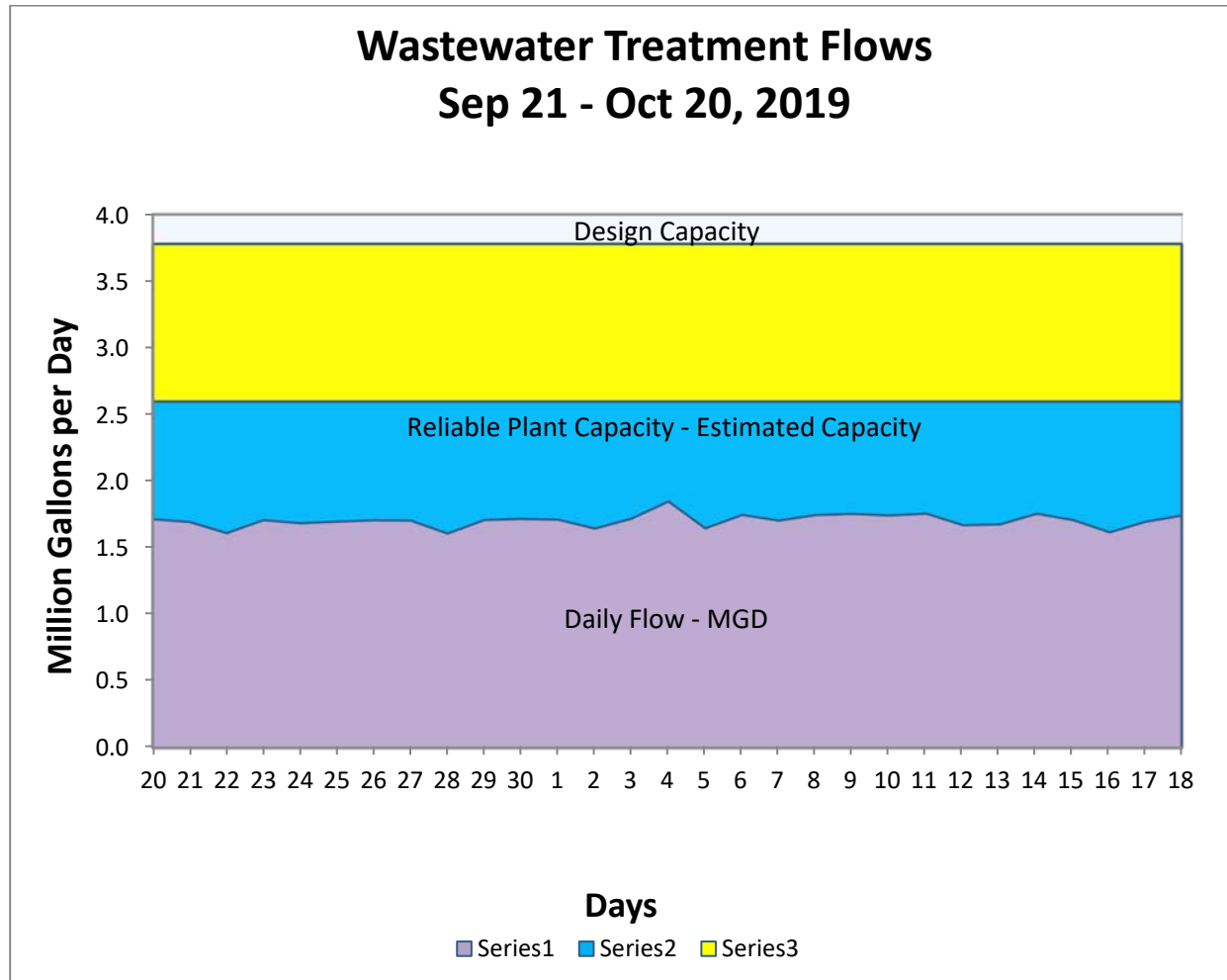
- Wastewater Plant is operating well.
- Weekly inspections of the equipment and buildings.
- We begin discharging to the Snake River at the end of October, the significance of this is this will be the first time since our new NPDES went into effect. There are numerous new requirements in order to meet permit limits.
- Flow to Skyline Reservoir was stopped.
- Staff members continue weed control around the facilities.
- Annual maintenance on aerators continues to be performed.
- Odors at the Waste water treatment plant remain normal.
- Standard maintenance activities and winterization tasks.



WWTP staff: Chipping tree limbs from the water treatment plant.

WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:



PARKS AND CEMETERY SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:

- We had 7 burials at Evergreen cemetery and 1 Sunset cemetery.
- Lawn mowing at all City Parks, trash removal as needed and general housekeeping.
- Pro rental got the bid for the new Exmark mower for the Cemetery and we received it on 10-22-2019.
- Leaf mulching at the parks has also begun, in weekly inspections, staff are keeping well ahead of the leaf drop.
- Staff will begin winterizing underground irrigations systems later this month as temperatures cool.
- We helped on the river clean up at the water plant.
- 9 new flower pots were planted and placed in the downtown core area. Andrews Seed spearheaded this effort and should be thanked for their support of the City.

ENGINEERING SUMMARY

ACTIVITIES SEPTEMBER 21 – OCTOBER 20:

- SRCI contract negotiations.
- S. Oregon Project.
- Water Master Plan.
- Issued 4 ROW Permits.
- Issued 0 New Addresses to new residential lots.
- Attended 1 PDAC meetings to discuss the addition to an existing building.
- Attended 1 PDAC meeting to discuss the remodel of an existing building.
- Attended the Jacobs and City of Ontario monthly safety meetings.
- Completed Annual Sustainability Report.



APPENDIX

FIELD SERVICES

Collection and Distribution staff is responsible for Sewer Collection and Water Distribution throughout the City. Water distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services that include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

Sewer collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the city. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a barscreen and one lift station from SRCl. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

*COLLECTION AND DISTRIBUTION STAFF MAINTAINS
78 MILES OF SANITARY SEWER LINES
56 MILES OF STORM DRAIN COLLECTION LINES,
AND 1,450 CATCH BASINS THROUGHOUT
CITY LIMITS*

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The Street Division is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chipsealing, snow removal and sanding during the winter months, and weed control along the alleys. Street Maintenance staff assists the Chamber of Commerce by putting decorations on street lights during the Christmas season and replacing them with regular decorations when the season is over.

*STREET MAINTENANCE DIVISION MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS
9 MILES OF ALLEYS
CHIPSEALS LAST A MINIMUM OF 8 YEARS,
AND PUBLIC WORKS CHIPSEALS 7 MILES PER YEAR*

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging resulting from water and sun, provides a moisture barrier, and corrects existing pavement problems by sealing cracks. A chipseal application provides

substantial savings to taxpayers and should last a minimum of 8 years with minimal maintenance required. The city chipseals approximately 7 miles of streets per year.

APPENDIX CONTINUED

Water treatment plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high-quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent comes from the Snake River and 20 percent comes from wells. Two plants treat the City's water. One is a conventional filtration plant and the other is an upflow clarifier. The steps for treatment are flocculation, sedimentation, filtration and disinfection, which meet the compliance of the Oregon Health Authority.

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including SRCl.

The water treatment plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 mgd and a maximum capacity of 11 mgd. The water treatment plant average production is 6 mgd and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 million gallons (MG) of that water.

THE WATER TREATMENT PLANT HAS A RELIABLE CAPACITY OF 8.3 MGD AND A MAXIMUM CAPACITY OF 11 MGD.

APPROXIMATELY 80 PERCENT OF WATER COMES FROM THE SNAKE RIVER, THE OTHER 20 PERCENT FROM WELLS.

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 mgd for municipal use.

All of the City's potable water is treated and disinfected at the water treatment plant. The plant has an original 8-mgd design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCl. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater treatment plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. Onsite generation of chlorine is used for disinfection.

Average discharge volume is approximately 1.5 mgd. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm.

APPENDIX CONTINUED

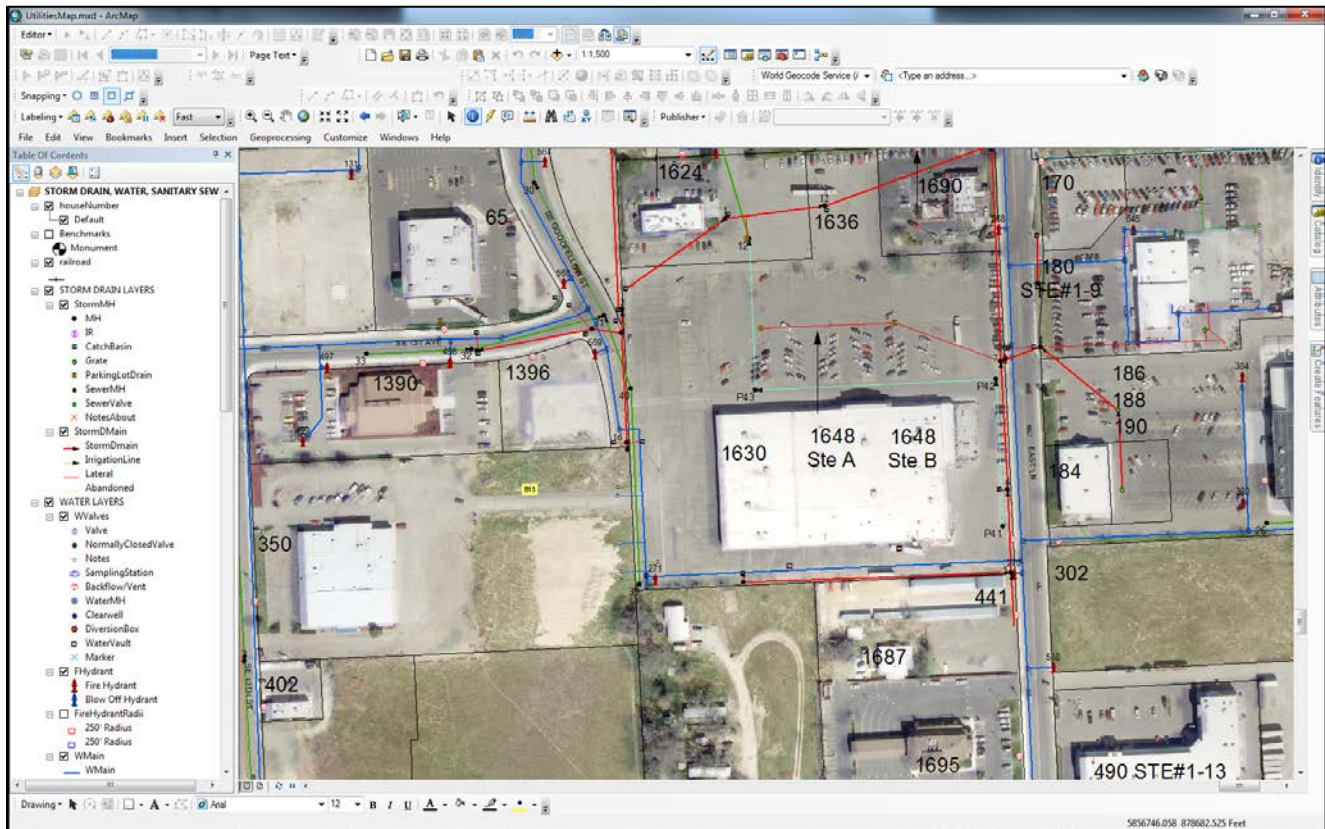
PARKS DEPARTMENT

The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park, and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The city also owns the Wayne King Skateboard Park.

ENGINEERING DIVISION

The Engineering Division reviews plans for construction of public improvements, maintains the city's mapping system, and manages the engineering projects within both the Capital Improvements and Maintenance Programs. The department provides technical support to residents, developers, builders, other city departments, consulting engineers, and surveyors. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents for public works maintenance projects, and provide project management for public improvements.

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.



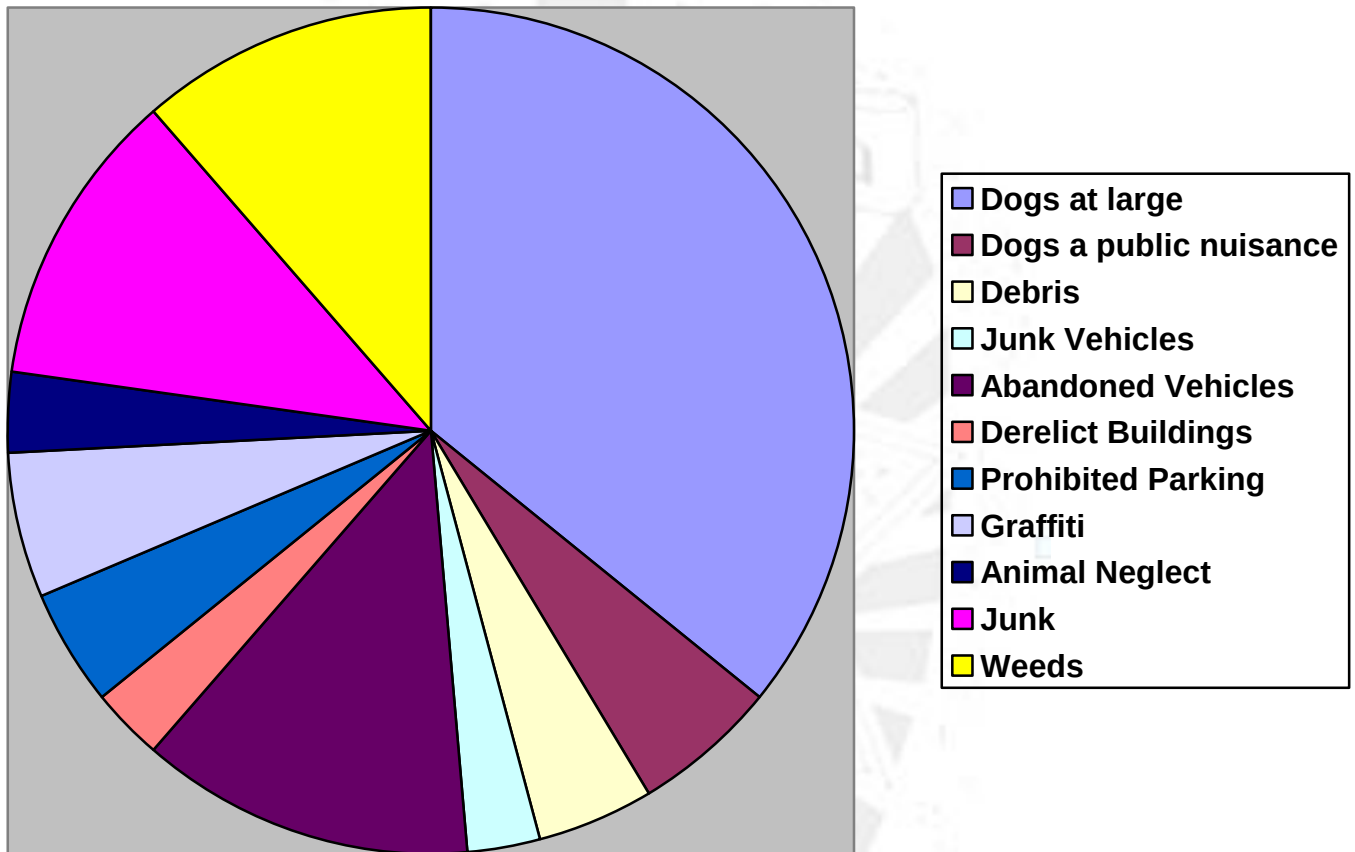


ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914

OFFICE: (541) 889-7684 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

Code Enforcement Stats OCTOBER 2019



Total Cases	76
Debris (Garbage, junk, scrap, debris)	3
Dogs running at large	25
Dogs taken to Ani-Care	11
Junk Vehicles	3
Junk	8
Weeds	8
Derelict Buildings Registered	2



Lt. Jason Cooper
Ontario Police Department
 444 SW 4th Street, Ontario, OR 97914

Police Stat Report

2019

Activity	Month of October	Month of September	Year to Date	Qrt1 Jan- Mar	Qrt2 Apr-Jun	Qrt3 Jul- Sept	Qrt4 Oct-Dec
Calls for Service	925	944	9114	2379	2790	3020	
Traffic Stops	177	351	1849	341	501	830	
Cited Traffic/Parking	61	79	721	160	287	213	
Motor vehicle Crashes	48	36	396	116	128	104	
Arrests	100	103	925	254	268	303	
Arrests w/Use of Force	2	1	16	5	4	5	
SRO Cases	32	37	223	100	47	44	
Gang Related Cases	0	7	35	13	12	10	
Graffiti	6	8	72	12	24	30	
Death Investigations	0	0	7	1	3	3	
Burglary	8	12	150	51	50	41	
Robbery	1	0	10	6	3	0	
Thefts	66	58	615	149	216	184	
Assault	10	12	128	35	44	39	
Homicide	0	0	2	2	0	0	
Sex Crimes	9	4	39	6	17	7	
Alarms	33	36	255	63	65	94	