

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**COUNCIL MEETING AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
TUESDAY, FEBRUARY 22, 2022, 6:00 PM, MT**
[Zoom Link](#)

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: Susann Mills ____ Sam Baker ____ John Kirby ____ Ken Hart ____
Michael Braden ____ Eddie Melendrez ____ Mayor Riley Hill ____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on February 18, 2022. 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) CONSENT AGENDA

- A) Council Meeting Minutes: February 8, 2022
- B) Liquor License Application: MZ Action LLC
- C) Liquor License Application: The Ranch Ontario

6) OLD BUSINESS

- A) Resolution #2022-105: Drug Education Funding
- B) Council Donation of Funds for Boys State and Girls State

7) NEW BUSINESS

- A) Appointments to Ontario Promise 529 Education Program
- B) Bid Award: Tapadera Lift Station Expansion Project
- C) Task Order Approval for Keller Associates: Engineering Services During Construction -Tapadera Lift Station Project
- D) Task Order Approval for Jacobs Engineering Group: Wastewater Treatment System Options Evaluation for Facility Plan Update
- E) Task Order Approval for Keller Associates: Wastewater Collection System Expansion Options for Facility Plan Update
- F) Task Order Approval of Engineering Services Contract with Murraysmith, Inc: WesTech Cassette Expansion at the Water Treatment Plant

8) PUBLIC HEARING

- A) Ordinance #2803-2022: Vacating a Portion of Street Right of Way of SE 3rd Avenue as Dedicated on Partition Plat 19-06, Recorded Under Instrument #2019-1793 within the City of Ontario being that Easterly Portion as Described and Shown in Attachment #1 and the Acceptance of a Section of New Right of Way as Granted in Attachment #1, On First Reading by Title Only

The City Council may recess/adjourn to Executive Session under ORS 192.660(2) as follows: (a) Employment of Public Officers, Employees, or Agents; (b) Discipline of Public Officers, Employees, or Agents; (c) Labor Negotiations; (d) Real Property Transactions; (e) Exempt Public Records; (f) Trade Negotiations; (g) Litigation /Consult with Legal Counsel; (h) Performance Evaluation of Public Officers and Employees; (i) Trade Negotiations; and/or (l) Labor Negotiations.

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- 9) **DEPARTMENT HEAD UPDATES**
 - A) Finance: Monthly Report
- 10) **DISCUSSION ITEMS**
 - A) Resolution 2022-104: Appropriating Funds for Evidence Room
 - B) Resolution 2022-106: Appropriating Funds for Building Department Contract Labor
- 11) **HAND-OUTS**
 - A) January 2022 Check Register
- 12) **CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS**
- 13) **EXECUTIVE SESSION**
 - A) ORS 192.660(2)(d): Labor Negotiations
- 14) **POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**
- 15) **ADJOURN**



CITY COUNCIL MEETING MINUTES February 8, 2022

The scheduled meeting of the Ontario City Council was called to order by Mayor Riley Hill at 6:00 p.m. on Tuesday, February 8, 2022, in the Council Chambers of City Hall. Council members present were Riley Hill, Sam Baker, John Kirby, Michael Braden, Susann Mills, Eddie Melendrez, and Ken Hart.

Members of staff present were Adam Brown, Tori Barnett, Jeremy Green, Terry Leighton, Kari Ott, Justin Zysk, Dan Cummings, Jason Cooper, Paul Woods, Casey Mordhorst, Steve Bartol, May Swihart, and Marc Berg.

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

Mayor Hill led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on February 4, 2022. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

HART moved, KIRBY seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

CONSENT AGENDA

KIRBY moved, MILLS seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF THE CITY COUNCIL MEETING MINUTES OF JANUARY 25, 2022**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

PRESENTATION

City Manager's Monthly Presentation (Attached)

Adam Brown, City Manager, presented.

Councilor Melendrez asked about the path that went behind the Reel Theater. That trail would be for pedestrians to travel from the railroad crossing to behind Commercial Tire?

Mr. Brown stated it wasn't a trail, but a six-foot sidewalk from the railroad crossing east of South Oregon Street, up though SE 5th and past the RV Park, over the bridge, which they could not widen, and then down by the Reel Theater all the way to Goodfellow.

Councilor Melendrez asked if the sidewalk would be on both sides of the street.

Mr. Brown stated this project would get a sidewalk on one side, the south side, for the full stretch, and then some places that could be filled on the other side as budget allowed.

Councilor Melendrez asked about the trail that went behind the Fairgrounds. Which streets had he indicated could potentially be a problem?



Mr. Brown stated when he spoke with the previous Fairgrounds manager, she was excited to have the path traverse through or around the Fairgrounds perimeter, and the Fairgrounds had a sliver of land that went all the way up to “here” and “this” was the city’s Public Works Shop, “this” part should be easy to navigate without having to acquire too much right of way, but “this” part, the trail options were going to be either in front of someone’s home or if it was feasible to use alleys. That’s why they needed the planner; to show the best route to connect those public properties with Lion’s Park.

Councilor Melendrez asked what the size of the sidewalk would be.

Mr. Brown stated it would most likely be a 10–12-foot asphalt trail.

Councilor Melendrez stated with the hangars going up at the airport, what was the benefit to Ontario.

Mr. Brown stated it moved the city’s airport to being more sustainable. The more leases, which gave some money for the ground lease, as an average hangar was \$200 annually, but those hangars also paid property taxes, where the city received a portion. In looking at income from taxes and ground leases, it helped the airport be more sustainable. It didn’t matter where the people came from, they paid rent to Ontario. Also, for every gallon of fuel purchased, 7¢ to 9¢ cents was paid to the city, depending on fuel type.

Councilor Melendrez stated with sustainability, where were they at now, and what did they hope to get to?

Mr. Brown stated sustainability was part of the Master Plan. The city was running a \$30K subsidy to the airport currently, but when looking at the return on investment of what that pushed into the community for business, that \$30K produced a lot more than was spent. However, the goal would be to have it self-sustaining.

Mayor Hill stated with the development of BLM in a few years, that would push the airport closer to being self-sustaining.

Mr. Brown agreed. The ground lease was approximately eight acres at \$50K a year.

Councilor Mills stated with regard to the street poles downtown, how many were being replaced, and was there a plan for those being replaced or could they be recycled to areas that needed lighting.

Ms. Brown stated there were 21 poles being replaced, which were all the poles on South Oregon and SW 1st Street. Those were all connected to the same meter. For the poles Idaho Power operated, the city paid a flat fee for the pole and type of lights. Now, the city would be paying the actual cost and would be using LED lights. The poles belonged to Idaho Power, who planned to reuse them. He’d like to see if they could be used on the SE 5th Avenue project; however, Idaho Power could add lights to the existing poles on SE 5th.

OLD BUSINESS

Resolution #2022-103: Approving the Use of City Property at 55 NE 2nd Avenue as a Training Facility and Removing the Surplus Property Status

MELENDREZ moved, MILLS seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2022-103, A RESOLUTION APPROVING THE USE OF THE CITY PROPERTY AS A PUBLIC SAFETY FACILITY LOCATED AT 55 NE 2ND AVENUE KNOWN AS TAX LOTS 5600, 5700, 5800, AND 6301, ASSESSOR'S MAP 18S47E03CB AND REMOVING THE SURPLUS LAND STATUS ON THE PROPERTY ESTABLISHED UNDER RESOLUTION #2014-126.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.



Approval of Contract with MicroTech for IT Services

Adam Brown, City Manager, presented. In response to some concerns, MicroTech had agreed to spend a half day every Wednesday on site. The proposed contract would go through the end of fiscal year 2023.

Councilor Kirby asked if the onsite provision of the four hours every week was in the contract? If not, he'd like that in the motion, so it was guaranteed.

Mr. Brown stated it was not.

KIRBY moved, HART seconded, **THE CITY COUNCIL APPROVE THE AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES WITH MICRO TECHNOLOGY SYSTEMS, INC., PROVIDED THAT MICROTECH HAVE AN ONSITE PRESENCE OF FOUR HOURS EACH WEEK.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

NEW BUSINESS**Committee Appointments**

Riley Hill, Mayor, stated he had spoken with the City Attorney last week, who indicated that language as written was insufficient, ambiguous, and he could argue the point either way, if the Mayor could appoint or if the Council had authority to oversee it. To be safe and cautious, he would let the Council deal with it until they received language from the Attorney.

Mayor Hill stated for the Airport Committee, two members wanted to remain on the Committee, but switch positions.

Councilor Hart reiterated his concern that neither member resided in Ontario, or even in Oregon.

Mayor Hill stated he shared those concerns, but it was difficult to fill positions at times, and these individuals knew about airports and airplanes.

With Council concurrence, Jim Bain would move to the alternate position, and Bill Hager would move into a regular member position.

Mayor Hill stated for the Budget Committee, there was a vacancy due to the resignation of Stephen Meyers, and with Council concurrence, he'd like to appoint David Armstrong to fill the position. Mr. Armstrong had served on the Committee before, and the comments by Norm Crume that he had not reappointed him originally because he dared vote against him on an issue was unfounded and untrue.

Mayor Hill stated for the Diversity Advisory Committee there were two vacancies, and one application, Freddy Rodriguez, for appointment.

Councilor Kirby stated this was delicate and no one wanted to speak on it, but the people of Ontario had spoken. Voters removed Mr. Rodriguez from his position as a City Councilor, and although he might have some strong ties on the current Council, the people, by their vote, told the Council they did not want him to be a part of city government. He was opposed to appointing Mr. Rodriguez to the committee.

Councilor Hart stated he was also opposed to appointing Mr. Rodriguez to the Diversity Advisory Committee.

Councilor Melendrez stated he, too, was opposed to the appointment, and thanked Councilor Kirby for his comments. He was in full agreement.



Councilor Braden stated the input of Councilor Kirby resounded greatly with him. He knew that Mr. Rodriguez had the heart and a desire to serve, but they had encountered some difficulties and the citizens asked that he not serve, so that should be honored, and Council should not appoint him to the committee.

Mayor Hill agreed that Mr. Rodriguez wanted to serve the community, but it also appeared there was currently a lawsuit taking place that could involve both he and Mr. Rodriguez, so he would defer on this. It appeared there was a consensus to leave the position open.

Mayor Hill stated for Parks there was one vacancy and one applicant. Mike Pratt had submitted his application to fill the role representing the Lion's Club. Council consensus to appoint Mr. Pratt to the position.

Mayor Hill stated for the Public Works Committee, there was one vacancy and two applicants. Jake Galeener was a current member who was seeking reappointment, and Cydney Cooke was seeking the same position. It had always been his position that they needed someone to serve on this committee who knew about public works. He knew Mr. Galeener had experience in public works issues, so that was his choice for the position.

Councilor Melendrez asked if someone had to have experience, or what experience would be necessary to be on the Public Works Committee.

Mayor Hill stated no experience necessary, but the analogy was like putting him on a computer committee; it would be a waste of time, and when Ms. Cooke spoke at the previous meeting, he did not see the hint of any experience in public works functions.

Councilor Braden stated this was a contested position, and it was harder because they didn't know both candidates to a high degree of confidence. Ms. Cooke spoke to them at a previous meeting, and had an impassioned plea to serve because she loved her community, and he knew she worked hard to serve her community and to be plugged in. A lack of experience was not a disqualifier because he hadn't known anything about being a City Councilor when he ran for office, so giving people a chance was good. However, it was his personal opinion that when someone had served well and resubmitted an application, he would like to reappoint that individual. For this case, that would be Mr. Galeener. He heard Ms. Cooke, and he appreciated what she said, but based on Mr. Galeener having served well, he leaned towards reappointment of Mr. Galeener.

Councilor Mills stated what Councilor Braden said was to the point, but sometimes they needed to give people a chance. She'd like to see Ms. Cooke, if she was interested in getting on the Public Works Committee, attend those meetings.

Mayor Hill appointed, with Council consensus, to reappoint Jake Galeener to the Public Works Committee.

Acceptance of Public Utility Easement Sunset II Development

Dan Cummings, Community Development Director, presented.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL ACCEPT THE PUBLIC UTILITY EASEMENT AS SHOWN ON ATTACHMENT 1 AND AUTHORIZE THE MAYOR TO SIGN THE PUBLIC UTILITY EASEMENT AND FURTHER INSTRUCT THE CITY RECORDER TO RECORD SAID EASEMENT WITHIN THE MALHEUR COUNTY CLERK'S LAND RECORDS.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Acceptance of Public Utility Easements in the River Point RV Park Development

Dan Cummings, Community Development Director, presented.

BAKER moved, KIRBY seconded, **THE CITY COUNCIL ACCEPT THE PUBLIC UTILITY EASEMENTS AS SHOWN ON ATTACHMENT 1 AND AUTHORIZE THE MAYOR TO SIGN THE PUBLIC UTILITY EASEMENT AND FURTHER INSTRUCT THE CITY RECORDER TO RECORD SAID EASEMENT WITHIN THE MALHEUR COUNTY CLERK'S LAND RECORDS.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Amendment #2 to SE 2nd Street Improvement Project

Paul Woods, City Engineer, presented.

HART moved, MILLS seconded, **THE CITY COUNCIL APPROVE AMENDMENT NUMBER 2 TO THE LOCAL AGENCY MULTIMODAL TRANSPORTATION ENHANCEMENT PROGRAM FOR THE SE 2ND STREET PROJECT AND AUTHORIZE THE MAYOR TO SIGN.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

"If I Were Mayor" Contest

May Swihart, HR Director/Assistant to City Manager, presented.

Mayor Hill confirmed that all the public schools, the charter school, St. Peters, and homeschooled students were all eligible to compete.

Ms. Swihart stated yes, they were.

HART moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE "IF I WERE MAYOR" PROGRAM WITH A BUDGET OF \$1,500. No vote.**

Mayor Hill asked where the funds were going to be taken from – was it marijuana funds?

Ms. Swihart stated the funds would be taken from the Council's Professional Development budget.

Councilor Braden asked how the local winners be promoted, or have the community made aware of that accomplishment. What was the follow through on the end of the winners being recognized locally?

Ms. Swihart stated they would be featured in the local newspaper, and on the city's website and Facebook page. Also, the winner in each category would move on to the state competition sponsored by the Oregon Mayor's Association.

Mayor Hill asked who the judges for the contest would be.

Ms. Swihart stated that would be Mayor Hill and any staff who he wanted to assist.

Mr. Brown stated staff would be there in support, and the Mayor could also ask other Councilors to judge.

Councilor Kirby stated they owed it to the community to acknowledge future leaders.

HART moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE "IF I WERE MAYOR" PROGRAM WITH A BUDGET OF \$1,500.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.



Councilor Braden voiced his desire to be the Mayor's assistant volunteer as a judge. It was a great program, and he'd like to be involved.

Letter of Support for RTCA Grant

Adam Brown, City Manager, presented.

HART moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE LETTER OF COMMITMENT BY THE CITY OF ONTARIO FOR THE RECREATION, TRAILS, AND CONSERVATION ASSISTANCE (RTCA) PROGRAM.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

PUBLIC HEARING

Ordinance #2802-2022: Vacating all that Portion of Street Right of Way of SE 1st Street Lying Between East Idaho Avenue and SE 1st Street Lying West of Block 66 and East of the Original Railroad Property within the Original Townsite of the City of Ontario as Shown on Attachment 1

It being the date advertised for public hearing on the matter of Ordinance #2802-2022, the Hearing was declared open. There were no objections to the city's jurisdiction to hear the action, no abstentions, no ex-parte contact, and no declarations of conflict of interest.

Dan Cummings, Community Development Director, presented.

The Hearing was opened for public testimony. Opponents: None. Proponents: None. There being no Proponent and no Opponent testimony, the Hearing was closed.

KIRBY moved, MILLS seconded, **THE CITY COUNCIL APPROVE ORDINANCE #2802-2022: AN ORDINANCE VACATING ALL THAT PORTION OF STREET RIGHT OF WAY OF SE 1ST STREET LYING BETWEEN EAST IDAHO AVENUE AND SE 1ST STREET LYING WEST OF BLOCK 66 AND EAST OF THE ORIGINAL RAILROAD PROPERTY WITHIN THE ORIGINAL TOWNSITE OF THE CITY OF ONTARIO AS SHOWN ON ATTACHMENT 1 HEREIN, ON FIRST READING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL WAIVE THE SECOND READING OF ORDINANCE #2802-2022, AN ORDINANCE VACATING ALL THAT PORTION OF STREET RIGHT OF WAY OF SE 1ST STREET LYING BETWEEN EAST IDAHO AVENUE AND SE 1ST STREET LYING WEST OF BLOCK 66 AND EAST OF THE ORIGINAL RAILROAD PROPERTY WITHIN THE ORIGINAL TOWNSITE OF THE CITY OF ONTARIO AS SHOWN ON ATTACHMENT 1 HEREIN. *No vote.***

Mr. Cummings noted an error on the motion, wherein it should read "SE 1st Avenue" NOT "SE 1st Street". He asked the motion be corrected and restated. The first "street" reference was correct; the second "street" reference should be amended to "avenue".

KIRBY moved, MILLS seconded, **THE CITY COUNCIL APPROVE ORDINANCE #2802-2022: AN ORDINANCE VACATING ALL THAT PORTION OF STREET RIGHT OF WAY OF SE 1ST STREET LYING BETWEEN EAST IDAHO AVENUE AND SE 1ST AVENUE LYING WEST OF BLOCK 66 AND EAST OF THE ORIGINAL RAILROAD PROPERTY WITHIN THE ORIGINAL TOWNSITE OF THE CITY OF ONTARIO AS SHOWN ON ATTACHMENT 1 HEREIN, ON FIRST READING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

KIRBY moved, HART seconded, **THE CITY COUNCIL WAIVE THE SECOND READING OF ORDINANCE #2802-2022, AN ORDINANCE VACATING ALL THAT PORTION OF STREET RIGHT OF WAY OF SE 1ST STREET LYING BETWEEN EAST IDAHO AVENUE AND SE 1ST AVENUE LYING WEST OF BLOCK 66 AND EAST OF THE ORIGINAL RAILROAD PROPERTY WITHIN THE ORIGINAL TOWNSITE OF THE CITY OF ONTARIO AS SHOWN ON ATTACHMENT 1 HEREIN.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.



AMENDMENT TO AGENDA

Councilor Kirby read a statement he had submitted and wanted to add the action to the agenda. *Councilors Braden and Kirby met with Chairman Sullivan of the Ad Hoc Committee after the budget meeting and concurred that the committee's review should be limited to Title 7, Health and Sanitation, Chapter 1 to Chapter 7-7-5, and also Ontario Code 1-5, Civil Penalties. Please add this to the agenda for the Council meeting.* The full ordinance was a phone book and they needed to narrow their review in order to get through it.

KIRBY moved, HART seconded, **TO AMEND THE AGENDA AND ADD THIS STATEMENT FOR CONSIDERATION, TO WIT THE AD HOC COMMITTEE'S REVIEW SHOULD BE LIMITED TO TITLE 7, HEALTH AND SANITATION, CHAPTER 1 TO CHAPTER 7-7-5, AND ALSO ONTARIO CODE 1-5, CIVIL PENALTIES.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Code Enforcement Review Ad Hoc Committee's Review Parameters

KIRBY moved, BRADEN seconded, **THAT THE AD HOC COMMITTEE'S REVIEW SHOULD BE LIMITED TO TITLE 7, HEALTH AND SANITATION, CHAPTER 1 TO CHAPTER 7-7-5, AND ALSO ONTARIO CODE 1-5, CIVIL PENALTIES.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-Yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

Councilor Braden reiterated the size was that of a phone book, and they were trying to determine the scope at the meeting. They reviewed their resolution that had been passed by the Council outlying what the committee was to work on, and it was ambiguous. By limiting the scope to what Councilor Kirby had presented, it was around 12 pages to review instead of over 150. It was most relevant and narrowed down so they could get some guidance out of the committee.

DEPARTMENT HEAD UPDATES**City Recorder: Annual Report** *(Attached)*

Tori Barnett, City Recorder, presented.

Police: Quarterly Report *(Attached)*

Jason Cooper, Police Lieutenant, presented.

Councilor Hart asked with regard to the SRO cases, did Lt. Cooper have any insight as to the reasons for the significant increase in cases?

Lt. Cooper stated part of that was attributed to some of the Covid issues; otherwise, he'd just be speculating.

Councilor Mills asked where the stray dogs were taken now. Was there a facility?

Lt. Cooper stated not currently. It was something being worked on. In the past, they'd used a fostering business across the river to temporarily house some dogs, but he'd defer to Mr. Brown on anything further.

Mr. Brown stated it was something that needed exploring. He'd received a call from someone interesting in helping the city with the dog situation. They'd been relying on something that was probably not good for the long term.

Councilor Mills asked how the gang problem was going.

Lt. Cooper stated it was active. With regard to the graffiti problem, it hadn't slowed down, but more just maintained. There were gang activity in Ontario, and this year there had been some shootings and other incidents the department believed were gang related. They all knew that with gang activity came drugs and guns violations, along with person and property crimes, so it was active. It hadn't been as visible in the recent past, but there was still a presence.



Councilor Mills stated when they arrested someone, was that person transported to the Malheur County Jail?

Lt. Cooper stated it was based on stipulations or guidelines that were in the hands of the County Sheriff's Office. They dictated who they would lodge or hold people who were waiting for court.

Councilor Mills asked if anyone had ever been turned away, and for what reasons?

Lt. Cooper stated capacity and the Covid situation. Depending on how that was controlled and mitigated within the facility would weigh in on the Sheriff's Office decision to lodge or not lodge.

Councilor Hart stated it appeared there were 13 patrol officers listed on the flow chart. Was the department fully staffed with those 13?

Lt. Cooper stated they were fully staffed, but something to consider with recruits – they were not filling work shifts. They were assigned to an FTO. Until those recruits were on their own, the department was down those two work shifts. There were a couple officers on light duty due to injuries, so they were not fully staffed as far as shift coverage.

Councilor Hart asked how long until those two recruits were on shift.

Lt. Cooper stated with Officer Cisneros, he was hired mid-May of 2021, and he had no police experience prior to being hired by Ontario. That process was to get a person hired and off to the Police Academy, and Covid has really played a factor in that, but the academy training was a four-month process. Depending on how the officer advanced with his training dictated when they'd be out on their own. Officer Cisneros was doing well, and they anticipated it would be a month or two and he'd be out on his own. Officer Mitchell wouldn't be going to the Academy until March 21st. After his four-month training, he'd be paired with a FTO, and how he progressed there could take six to eight weeks, sometimes longer. It depended on the recruit.

Councilor Hart verified there was currently one opening.

Lt. Cooper stated that was to backfill an officer that was going to be retiring soon. The department was trying to get ahead of things since it was a long process, especially with someone who did not have any police experience or was not already certified as an officer.

Councilor Hart stated if they found someone with the background or was certified, they could hit the ground quicker.

Lt. Cooper stated yes, it significantly reduced the time period to get them out on their own. If they hired someone from outside of Oregon that was certified, they'd have to attend a required two-week training at the Academy.

Mayor Hill asked the cost for sending a recruit to the Academy. Who paid for that?

Lt. Cooper stated that was funded by DPSST. The recruits were housed in the DPSST dorms, and because where Ontario was located vs where the Academy was located, that was provided at no cost to the city. There were transportation costs. He did not have an actual dollar amount, but it was minimal.

Chief Bartol stated the state legislature was who funded the Academy. That budget had been reduced a little over the past few years, but what cities paid for was wages while the officer was there.

Councilor Kirby stated that prior to Covid, officers attending court took a significant amount of time off the streets, so how did service to the court affect their ability to provide service to the city?



Lt. Cooper stated with Grand Jury proceedings, they used to require the officer to drive to Vale to testify; but now, the officers could testify from the police department via iPad. If they were off duty, they could testify from home through Facetime. With court testimony for an actual trial, it still required the officer to drive to the Courthouse to testify.

DISCUSSION ITEMS

Drug Education Funding

Adam Brown, City Manager, stated the City budgeted \$5,000 for the current fiscal year for drug education funding. Proposals for using the funding were received and the Council could make the determination as to what the best use of the budgeted funds should go to. The Marijuana Ad Hoc Committee previously made a recommendation to the Council that funds be appropriated from local marijuana tax revenues for drug education. When the recommendation was made, it was anticipated that the funding would be used to support an agency already doing drug education to expand their efforts. Funds were budgeted in the 2020-2021 fiscal year but went unspent. For the 2021-2022 fiscal year, \$5,000 was appropriated for drug education and had not yet been awarded to an entity providing these services. Thanks in large part to the print media, the issue of these funds not getting spent spurred the conversation between our community partners and the city.

City staff conversed with Altruistic, Lifeways, and the Malheur County Prevention Coalition. Altruistic was a private behavioral health and social service provider specializing in addiction and substance use disorder, and they proposed to use the funds to provide an educational curriculum for three target populations, which included local primary schools targeted towards the acute and chronic effects of marijuana use on developing brains, a program directed towards TVCC students about the impacts of chronic use, and lastly, young pregnant and nursing mothers. Lifeways proposed two programs for funding consideration. The first was to run a sticker shock program working with the dispensary owners to educate youth on the harmful impacts of THC on developing young people. The second program was to expand the Tobacco, Marijuana, and E Cigarette (TMEC) courses in Ontario. The Malheur County Prevention Coalition (MCPC) submitted a request for support for a motivational and educational speaker coming to Four Rivers Cultural Center called Tall Cop. The speaker would have two speaking engagements. One would be aimed at parents and the other was targeted at professionals in law enforcement, education, government, treatment providers, and counselors.

The Council and Budget Committee budgeted \$5,000 toward illegal drug education and it was their desire that it be used to prevent illegal and unhealthy drug use. The education program from Altruistic requested \$5,000; the TMEC program from Lifeways requested \$4,800 to \$5,000; the Sticker Shock program from Lifeways requested \$5,890; and the Tall Cop Program from MCPC identified a funding gap of \$5,505. While it had been initially anticipated that the award would go to Lifeways, since they already had a drug education program, other entities have expressed interest in the funding, so staff believed the Council should decide where the funding was to be spent. If the Council wanted to approve multiple programs, additional funds would need to be appropriated if the awards were in excess of \$5,000. Those funds could be taken from contingency funds, which currently had a balance of \$145,650.

Staff was unclear as to whether the dispensaries would be willing partners to the Sticker Shock Program; therefore, staff recommended the education program from Altruistic for \$5,000, the TMEC program run by Lifeways for \$5,000, and the Tall Cop program for \$5,505 run by MCPC all be funded by tapping the contingency budget for an additional \$10,505.

Council direction to bring this item back for action at the next Council meeting.

Outstanding Leases

Kari Ott, Finance Director, stated the first page was similar to last quarter. There were three outstanding debts: one, the Frazier Aviation hangar lease; two, Dave Patchett hangar lease, and staff had been told that would be paid soon; and third, the Leavitt storage lease. The Council also asked for some additional information on the Leavitt lease, so she had prepared a spreadsheet reflecting the activity of that lease. From June 2018 to December 2018, the lease was at \$1,167 monthly, so \$8,169 for that timeframe; February 2019 to current, the invoice was set at \$140 a month because they reduced the space they were using. There was some past due interest charges of \$897.24. The overall total was \$14,106; they'd made payments of \$6,422, so their current balance was at \$7,684.53. She'd also created and provided an amortization schedule that Council approved with the initial lease, prior to reducing the rent to \$140, and Leavitt's agreed to pay that; however, then Covid hit which resulted in less payments coming in. The last payment had been in October, 2021.

Mr. Brown asked staff to review the Leavitt lease. When the Leavitts were unable to fulfill their goal of turning those sheds into storage units, they said they'd make a note with the city and pay on the lease. They had paid \$6K+. That was property they had never been able to collect any rent on; however, they had paid for the one unit they converted and were using themselves. He recommended the Council consider eliminating the remainder of the lease.

Councilor Hart asked if the Council did that, would the Leavitts remove their things, vacate, and return it back to the city.

Mr. Brown stated they had already returned it back to the city, and only wanted to rent the one they had finished, at a rent of \$140 monthly.

Mayor Hill verified they were asking for a month-to-month rental agreement, for \$140 a month.

Mr. Brown stated that was correct. That was for the one unit they continued to use.

Councilor Mills asked how long the lease was for.

Mr. Brown stated in 2016 Council instructed staff to do something to get some money out of that side of the airport property. He wrote an RFP and received a proposal from the Leavitts to turn those cart barns into storage facilities. They entered into a lease in 2018. They came back to the Council in 2019, stating they were not going to be able to do the project. They hadn't converted any over to rent out, just the one they used for their own things. But they acknowledged they'd signed a lease with the city, and they intended to pay the lease out. To date, they'd paid almost the full amount the lease included, minus penalties and fees.

Councilor Mills asked the expiration date of the lease.

Mr. Brown stated it went through the end of 2020.

Councilor Mills asked if it was just continuous.

Ms. Ott stated she thought it was month-to-month continuous.

Councilor Braden stated it was a lease agreement that was either 12 or 24 months. It was more than month-to-month. It was a formal proposal that had a length of time that was quite long. For their consideration to be relieved of that agreement, that's when they, as a Council, converted the lease to a promissory note. The city took the property back, but the Leavitts owed to a certain point, and that was what the promissory note was based on.

Mr. Brown stated it was to terminate in February, 2022.

Ms. Ott stated they were sporadically making payments. Last one was October, 2021. If the Council was considering forgiving the remaining, something to consider was that they'd paid \$6,422, and they could easily forgive penalties and interest, but they were not current on their \$140 monthly payments, either.

Councilor Mills stated they needed to be careful about setting a precedent about paying things back. She had a concern about that.

Mayor Hill stated they were not taking any action now, but he wanted to offer to Council that staff create a one-time payment settlement resolution and that would be done. Council consensus to do that.

HAND OUTS

Minutes (Attached)

County Court: 01-19-2022

Department Monthly Stats (Attached)

Fire & Rescue, Police, Public Works, Code Enforcement: January 2022

CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

- Mayor Hill stated he had been looking at Boys State, which had been suspended last year, but they were moving forward with it this year. Deadline for applications was June 6, 2022, and the cost was \$350 per person. He suggested to add that on the next agenda to discuss how they wanted to do that.

Councilor Kirby asked about Girls State; had they been combined?

Mayor Hill stated it had not been combined, but the American Legion Auxiliary put on Girls State. The American Legion handled Boys State.

- Mayor Hill asked when the Rural Fire District would be meeting again.

Terry Leighton, Fire Chief, stated he sent some dates to the negotiators at the beginning of the week. He'd heard back from one, who indicated any of the proposed dates would work; he planned to do a follow-up with the other negotiator tomorrow. He spoke with him briefly on Thursday, and it did not appear there would be conflicts with the dates. He'd get that confirmed and get the dates to both the Mayor and Councilor Braden. It would be within the next two weeks that he anticipated they meet.

- Councilor Hart stated he had a letter from Malheur Council on Aging and Community Services. He wasn't going to read the entire letter, but provided excerpts: *they were anticipating opening their dining room, which would be for congregate dining twice a week for various seniors and guests. They brought in guest speakers to present helpful information. The dining room floor was concrete and desperately needed to be replaced. They had an installer who gave a bid for a solid, vinyl flooring, to replace the original concrete. The new flooring would improve sanitation and reduce trip hazards for diners, as well as others who used the space for meetings and small events.* He'd like to get Council consensus to give this to the City Manager to see if, as part of the upcoming budget process, there had been money set aside in the past to fund different groups who made requests, and this would be the appropriate place to consider this request when they reviewed next year's budget. It would be for \$7,500. The total was \$10K, but they believed they had a grant for \$2,500. As a question to the City Manager, as they'd done this for the Fairgrounds on their fence, the money had been provided, but had they done the fence? In the last conversation with the Chair, he indicated that if it wasn't done, they needed to return the money. He'd like a follow up on that. If it could



be done this fiscal year, great, but if not... He thought the person who had agreed to do the fencing had backed out.

Mr. Brown stated he knew the gates had been done, but the fence was a different project. He'd look into it.

Mayor Hill stated he and Councilor Kirby had attending a session of the seniors, and they lived hand to mouth. They provided a good service for the community, but they didn't have that much income. It was a good thing to consider.

- Councilor Hart stated he had reached out to Garden Answer, and they were interested and excited to see if there was a way to help. One thing that had been brought up was that on the bulb outs downtown, was there water going there?

Mr. Brown stated part had been prepped for water, and part of the project there was funding for in the current year, was to get water to the bulb outs and the power poles for the hanging plants.

Councilor Hart asked if that would come to the Council in the budget process? They would need to have water, was Aaron's strong suggestion, if the city was going to do anything. Pots were one thing, but to plant anything the operational cost would be significant and that was not what he thought they wanted to do. Or, if there was another option of putting in colored brick or something. Councilor Hart's request, as they worked on the budget, was to have a plan.

Mr. Brown stated staff had hoped to bring the water to the planters and the bulb outs, and there was a budget of approximately \$75,000. Last year, they worked with Andrews Seed, and they tried lavender and one other flower, planted in the fall, and they wanted to see if it would winter over and survive the watering schedule that was done with everything else. That's what happened on 1st Avenue and South Oregon. Those plantings did well, but they were still researching ways to eliminate needing the watering truck multiple times during the week. They were trying to align it with the installation of the new light poles which had drip irrigation lines built in.

- Councilor Hart read a letter that had been submitted by Norm Crume, who requested it be read out loud: *To all Ontario City Council members regarding the Ontario committee member appointments, which was already spoken to earlier that evening. Council, this is being presented to you for the Mayor's action on appointing city committee members, I say city committee members and not the Mayor committee members. The Charter states that the Mayor shall preside at Council meetings and shall have a vote on all matters before the Council. The Mayor shall have the authority to enforce the rules of the Council and determine the order of business under those rules. The Mayor shall appoint the Council committees provided by the rules of the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council. The Mayor shall function as Councilor unless specifically designated otherwise within the sections referencing "Mayor." It is important to see it says committees and not members and more importantly it says provided by the rules of the Council. Also, it says enforce the rules of the Council. Committees are created first by ordinance and then by the members and are advertised to see who wants to hold a position on the committee as outlined in the Council rules and made into law by the ordinance. Resolution 2019-132 Rules and Procedure of the Ontario City Council, it notes under special committees that when the Council determines that a board, commission, task force, or citizen's committee is needed, the following procedure shall be used, and it lists a, b, c, d, e, and f straight out of their Council rules. It has been argued that the section says the Mayor shall appoint the Council committees provided by the rules of the Council, gives the Mayor the authority to appoint members while ignoring the portion of the Charter section saying provided by the rules of the Council is not following the complete code/charter, nor the intent of the code, when without a doubt the Council rules are very clear it is the Council who shall interview and select the members of the committees and it is very clear in the ordinances forming the Committees who shall select the*

members. On two of them it is the Council, and the others are with consent of the Council. Any other interpretation of the city codes is not only a Mayor trying to have total control, but also shows a lack of respect for the opinion of his fellow Council members. And any Council that allows such action to continue and not follow the intent of the City Code relating to Committees, they are not following their sworn oath of office to obey and protect the laws of the City of Ontario and that especially goes for the Mayor. Submitted by the group for fair representation for Ontario Citizens. It listed six or seven people who signed the letter.

Mayor Hill stated that had been discussed earlier with the City Attorney, who said the language was so vague that he couldn't argue the case in either direction. That was going to be straightened out.

Councilor Braden stated as the actual names had been requested to be read with the letter, he stated the signatures came from Ron Verini, past Mayor; Dan Capron, past Council President; Charlotte Fugate, past City Councilor; Norm Crume, past Council President; Marty Justus; LeRoy Cammack, past Mayor; John Gaskill, past City Councilor; Bruce Hunter, ex-budget committee member; and John Freeburg, Airport Committee.

EXECUTIVE SESSIONS

Executive Session: ORS 192.660(2)(i)

An executive session was called at 8:13 p.m. under provisions of ORS 192.660(2)(i) to conduct the City Manager's Annual Evaluation. The Council returned to regular session at 8:43 p.m.

AFTER EXECUTIVE SESSION

City Manager Evaluation

BRADEN moved, HART seconded, **TO APPROVE A 2.5% RAISE IN WAGE FOR THE CITY MANAGER, RETROACTIVE TO EVALUATION DATE OF DECEMBER 1, 2021.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

ADJOURN

KIRBY moved, HART seconded, **THAT THE MEETING BE ADJOURNED.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Braden-yes; Hart-yes; Melendrez-yes; Hill-yes. Motion carried 7/0/0.

ACCEPTED:

ATTEST

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder





**AGENDA REPORT
CONSENT AGENDA
February 22, 2022**

To: Mayor and City Council

FROM: Steve Bartol, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: LIQUOR LICENSE APPLICATION: MZ ACTION LLC

DATE: February 15, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE LIMITED ON-PREMISES LIQUOR LICENSE APPLICATION FOR MZ ACTION LLC.

SUMMARY:

MZ Action LLC, under the trade name Action Sports Bar and OTB (Off Track Betting), located at 490 East Lane, Suite 10, Ontario, Oregon completed the “New Outlet Limited On-Premises” liquor license sales through the Oregon Liquor Control Commission.

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

BACKGROUND:

Action Sports Bar and OTB, located at 490 East Lane Suite 10, Ontario, Oregon, under the ownership of MZ Action, LLC, has applied for a Limited On-Premises Sales liquor license.

The criminal record process was completed on both LLC officers, Zachariah Brown and Michael Kelly. Records returned meeting state and local requirements. The application forms have been filled out appropriately and required fees have been paid. All permit and license requirements have been met through the Oregon Liquor Control Commission as well as through the City of Ontario Planning Department.

CURRENT SITUATION:

MZ Action LLC, known as Action Sports Bar and OTB, is requesting to add the sale of alcohol to their establishment. To obtain this privilege, the Oregon Liquor Control Commission requires MZ Action LLC to complete the “New Outlet – Limited On-Premises sales” application. Once this step is completed, the location will have the necessary license which will require renewal on a yearly basis.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council's adopted Strategic Plan for Lifestyle and Growth. Under Lifestyle, with the approval of this license, Action Sports Bar and OTB will offer a new beer and wine bar style amenity that supports Off-Track Betting. Action Sports Bar and OTB also have the potential to bring more visitors to the city, creating additional revenue which supports the Strategic Plan goal of Growth.
- B. **FINANCIAL** There is no financial impact of this action.
- C. **TIMING** Approval is required prior to allowing the sale of alcohol at this location.
- 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 limited on-premises liquor license
for MZ Action LLC.**

ATTACHMENTS:

None



**AGENDA REPORT
CONSENT AGENDA
February 22, 2022**

To: Mayor and City Council

FROM: Steve Bartol, Police Chief

THROUGH: Adam J. Brown, City Manager

SUBJECT: LIQUOR LICENSE APPLICATION: THE RANCH ONTARIO

DATE: February 15, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE FULL ON-PREMISES, COMMERCIAL LIQUOR LICENSE APPLICATION FOR THE RANCH ONTARIO.

SUMMARY:

The Ranch Ontario, located at 425 SW 4th Street, Ontario, Oregon completed the “New Outlet Full On-Premises Commercial” liquor license sales through the Oregon Liquor Control Commission.

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

BACKGROUND:

The Ranch Ontario, located at 425 SW 4th Street, Ontario, Oregon has applied for a Full On-Premises Commercial Sales liquor license.

The criminal record process was completed on owner/manager Shad Cupp. The record returned meeting state and local requirements. The application forms have been filled out appropriately and required fees have been paid. All permit and license requirements have been met through the Oregon Liquor Control Commission as well as through the City of Ontario Planning Department.

CURRENT SITUATION:

Chat Cupp, the owner of The Ranch Ontario, is requesting to add the sale of alcohol to his establishment. To obtain this privilege, the Oregon Liquor Control Commission requires Mr. Chad Cupp to complete the “New Outlet – Full On-Premises Commercial sales” application. Once this step is completed, the location will have the necessary license which will require renewal on a yearly basis.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council's adopted Strategic Plan for Lifestyle and Growth. Under Lifestyle, with the approval of this license, The Ranch will offer the ability to purchase beer with dinner in their new eatery and plan to add wine in the future. The Ranch Ontario also has the potential to bring more visitors to the city, creating additional revenue which supports the Strategic Plan goal of Growth.
- B. **FINANCIAL** There is no financial impact of this action.
- C. **TIMING** Approval is required prior to allowing the sale of alcohol at this location.
- 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 full on-premises commercial liquor license for The Ranch Ontario.

ATTACHMENTS:

None



**AGENDA REPORT
OLD BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION #2022-105: DRUG EDUCATION FUNDING

DATE: February 14, 2022

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL APPROVE RESOLUTION #2022-105: A RESOLUTION TO APPROPRIATE ADDITIONAL FUNDING FOR DRUG EDUCATION PROGRAMS.

SUMMARY:

City Council has approved the funding of three drug education programs.

BACKGROUND:

The Marijuana Ad Hoc Committee made a recommendation to the Ontario City Council that funds be appropriated from local marijuana tax revenues for drug education. When the recommendation was made, it was anticipated that the funding would be used to support an agency already doing drug education to expand their efforts.

Funds were budgeted in the 2020-2021 Fiscal Year, but went unspent. For the 2021-2022 fiscal year, \$5,000 was appropriated for drug education and has not yet been awarded to an entity providing these services.

At the February 8, 2022 meeting, the City Council directed staff to bring back a proposal to approve funding for the following three drug education programs:

Altruistic: a private Behavioral Health & Social Service Provider specializing in Addiction and Substance Use Disorder. Altruistic proposes to use the funds to provide an educational curriculum for three target populations, which include local primary schools targeted towards the acute and chronic effects of marijuana use on developing brains, a program directed towards TVCC students about the impacts of chronic use, and lastly, young pregnant and nursing mothers. \$5,000 in funding was approved.

Lifeways: proposed a program to expand the Tobacco, Marijuana, and E Cigarette (TMEC) courses in Ontario. \$5,000 in funding was approved.

The Malheur County Prevention Coalition (MCPC): submitted a request for support for a motivational and educational speaker coming to Four Rivers Cultural Center called Tall Cop. The speaker would have two speaking engagements. One would be aimed at parents and the other is targeted at professionals in law enforcement, education, government, treatment providers, and counselors. \$5,505 in funding was approved.

CURRENT SITUATION:

A resolution is presented for Council approval appropriating the additional funding for the three programs.

ANALYSIS:

- A. **STRATEGIC PLAN** No direct strategic impact.
- B. **FINANCIAL** This resolution appropriates an additional \$10,505 in drug education funding. The funds are coming from General Fund contingency leaving a balance of \$135,145.
- C. **TIMING** The funds need to be spent by the end of the year.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to spend funds per ORS 294.

ALTERNATIVES:

The City Council could chose not to approve the resolution; this would not allow all three programs to be funded.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2022-105.

ATTACHMENTS:

1. Resolution #2022-105 FUNDING DRUG EDUCATION



RESOLUTION #2022-105

A RESOLUTION TO APPROPRIATE ADDITIONAL FUNDING FOR DRUG EDUCATION PROGRAMS

- WHEREAS,** The City initially budgeted \$5,000 from marijuana funds to fund some type of a drug education program; **and**
- WHEREAS,** The City received four funding requests from local agencies; **and**
- WHEREAS,** The City Council approved funding three of the requests for a total cost of \$15,505; **and**
- WHEREAS,** The City desires to modify the 2021-2022 budget in order to appropriate the additional \$10,505 of expenditures.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustment to the fiscal year 2021-2022 budget:

Line Item	Item Description	FY 21-22 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
001-004-871000	Operating Contingency	\$145,650	(\$10,505)	\$135,145
001-017-615558	Marijuana Youth Education	\$5,000	\$10,505	\$15,505

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 22nd day of February, 2022, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 22nd day of February, 2022.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
OLD BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **COUNCIL DONATION OF FUNDS FOR BOYS STATE AND GIRLS STATE**

DATE: February 18, 2022

PROPOSED MOTION:

I MOVE THAT THE COUNCIL AUTHORIZE STAFF TO FINANCIALLY SUPPORT UP TO FOUR SPOTS FOR BOYS STATE AND GIRLS STATE OUT OF DONATIONS FOR A TOTAL OF \$1,400.

SUMMARY:

Boys State and Girls State are programs hosted by the American Legion and American Legion Auxiliary. Financial support to attend these programs may be a barrier of participation. The Council would like to support youth attending these leadership programs.

BACKGROUND:

The Council held its annual review of the strategic plan. Council members supported the city paying for youth to attend the Boys State and Girls State program. After research to determine if the programs were still working, staff and Council members discussed the financial support at the Council's meeting on February 8, 2022.

CURRENT SITUATION:

The program is for rising seniors who have just completed their junior year of high school. Council directed staff to prepare a motion for approval to financially support boys and girls from Ontario to attend Boys State and Girls State programs. Boys State is a program put on by the American Legion and the American Legion Auxiliary respectively.

ANALYSIS:

- A. **STRATEGIC PLAN** Funding for this program was brought up in the 2022 Strategic Planning Session to support the Education Goal.
- B. **FINANCIAL** The cost for Boys State and Girls State is \$350 per attendee. Staff recommends that the City pay for 4 spots to Boys State and Girls State for a total of \$1,400.

- C. **TIMING** Boys State and Girls State programs typically occur early in the summer. This year, Boys State will be on June 12th through 18th.
- D. **POLICY/LEGAL** The Council will be authorizing funding out of the City Council's budget from the donations line item.

ALTERNATIVES:

Take No Action: Youth may not be able to participate.

RECOMMENDATION:

Staff recommends that the City Council authorize staff to financially support up to four students through the American Legion and Auxilliary to attend Boys State and Girls State programs.

ATTACHMENTS:

1. 2020-boys-state-brochure
2. ALA_Poster11x17-GS01-lp Girls State

AMERICAN LEGION BOYS STATE IS ...

To the participant: A richly rewarding and educational program that has prompted many former participants to seek careers in public service. Selection serves as testimony to a participant's character and leadership skills and is an experience recognized by employers, U.S. service academies and university admissions boards as an indicator of strong leadership and character traits.

To the parents: Assurance their son is participating in a character-building program of rich tradition open to those who have earned the right to attend.

To the school: An experience that teaches young men about state government and how to become better leaders. As participants return to school for their senior year, they are able to take a more active role in student government.

To the sponsor: An opportunity to make a positive difference in a young man's life. A sponsor provides a character-building and educational experience that the participant will cherish for a lifetime. It is also a source of satisfaction to the sponsor.

AMERICAN LEGION BOYS NATION

Each American Legion Boys State program selects two outstanding participants each year to represent the state at American Legion Boys Nation, an extension of the Boys State experience. Boys Nation has objectives and characteristics similar to those of Boys State except the focus is on the study of federal government. The week-long program in our nation's capital combines lectures, forums and visitations to federal agencies, institutions, memorials and historical sites in and around the District of Columbia.

At Boys Nation, each delegate represents his state as a senator and participates in senate sessions. They organize into committees and conduct hearings on bills submitted by the senators. Instruction and operation of the Boys Nation Senate is based on the rules of the U.S. Senate.



THE AMERICAN LEGION

FOR FURTHER INFORMATION

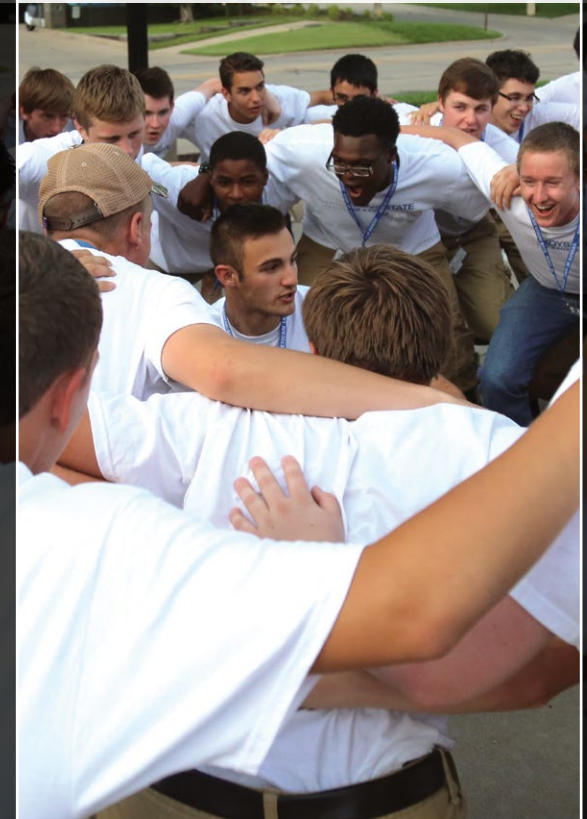
Information about The American Legion Boys State program in your state may be obtained by contacting either an American Legion post in your community or The American Legion headquarters of your state. Information about American Legion Boys State and points of contact for American Legion headquarters and posts in your state are on The American Legion's website at www.legion.org/boysnation.

The Boys Nation program is administered at the national level by the Americanism Commission, The American Legion, P.O. Box 1055, Indianapolis, IN 46206; phone: (317) 630-1212; www.legion.org/boysnation/contacts.

Local Contact Information



THE AMERICAN LEGION



A WEEK THAT SHAPES A LIFETIME



American Legion Boys State is a unique summertime educational program for rising high school seniors that focuses on participation and personal experience in a model state, complete with governmental bodies and elected public officials. It is designed to mirror the structure and operation of its respective state government, while providing training in practical citizenship, leadership and character development through a non-partisan perspective.

The American Legion believes our U.S. government can survive only with an educated populace. By teaching youth to understand and appreciate our democratic republic, America can remain strong and ensure our freedom for future generations.

OBJECTIVES

American Legion Boys State seeks to:

- 1) Develop leadership and pride in American citizenship.
- 2) Promote a keen interest in the detailed study of government.
- 3) Develop a full understanding of American traditions and a loyalty to the United States of America.
- 4) Motivate young citizens to maintain our form of government.
- 5) Inculcate a sense of individual obligation to the community, state and nation.
- 6) Safeguard and transmit to posterity the principles of justice, freedom and democracy.



INSTRUCTIONAL PROGRAM

The effectiveness of American Legion Boys State in teaching state government is found within its instructional program. It consists of some classroom work and general assemblies of instruction, but the program is primarily comprised of functional hands-on activities that promote learning by doing. The majority of program hours are focused on government instruction and practical exercises.

Known as “citizens” at Boys State, each young man becomes an integral part of the program by assuming responsibilities and performing duties either as an elected or appointed official, or otherwise fulfilling an assignment entailing the duties of responsible citizenship.

POLITICAL ORGANIZATION

Participants are assigned to a mythical political party which results in involvement at the precinct level, the city, county, judicial circuit, senatorial or legislative district, as well as at the state level of government. The government organization provides for elections at all levels and includes party caucuses and conventions, platform development, and the organizing and operation of local government units such as county boards, agencies and courts.

Boys State allows its citizens to form and operate their government with guidance of adult volunteer staff. And because the program emphasizes learning by doing, citizens are encouraged to be innovative and are not bound by rigid design.

ELIGIBILITY AND SELECTION

The American Legion’s Americanism Commission has established certain qualifications for prospective Boys State citizens and works with the respective programs to insure compliance. Guidelines for Boys State participation include:

- Only males who have successfully completed their junior year of high school and have at least one semester of high school remaining are to be considered.
- Any young man who has previously attended a Boys State is not eligible to attend a second session.
- Only young men with outstanding qualities of leadership, character, scholarship, loyalty and service to their schools are to be considered.

In the selection process, merit and ability are the two most important factors considered. Enrollment fees, or tuition, are paid by American Legion posts or other community-minded organizations, leaving little or no expense to a young man or his family.

The selection process for Boys State varies at the state-level organization of The American Legion, but it generally begins with high school educators and/or counselors recommending several young men. The sponsor (either a Legion post or other community organization) then selects representatives from that list to participate in American Legion Boys State.



AMERICAN LEGION AUXILIARY



Girls[★]
S T A T E



ARE YOU UP FOR A CHALLENGE?

Developing leadership skills, confidence and action-based understanding of the governmental process gives young women a lasting foundation for personal and professional success.

The American Legion Auxiliary Girls State is a unique and exciting government-in-action learning program in which Auxiliary members guide high school juniors to become patriotic, knowledgeable stewards of freedom and democracy.

PROGRAM OBJECTIVES:

- ★ Develops leadership and pride and an understanding of American traditions.
- ★ Educates citizens about our system of government.
- ★ Stimulates a desire to maintain democratic governmental processes within our republic.

For information on ALA Girls State, visit us at www.ALAforVeterans.org/ALA-Girls-State, or contact your local American Legion Auxiliary unit.

Committee/Council Liaison Appointments - 2022

Committee	New Term Expires	Current Member	Applicant-Interested
Airport [4 year term] Full			
Budget [4 year term] Full			
Diversity Advisory [3 year term]			
Public Member	2024	Vacant	
Public Member	2024	Vacant	
Ontario Promise 529 Program			
Public Member		Vacant	Katherine Collins
Public Member		Vacant	Thomas Greco
Public Member		Vacant	Wendy Hill
Public Member		Vacant	
Public Member		Vacant	
Parks [3 year term] Full			
Planning Commission [4 year term] Full			
Public Works [3 year term] Full			
V&C [3 year term] Full			

Budget: As needed @ City Hall

Business Loan Fund: As needed @ City Hall

Code Enforcement Review Ad Hoc: 2nd and 4th Thursday each month, 5:30 p.m., @ City Hall

Diversity Advisory: 3rd Wednesday each month, 5:30 p.m., @ City Hall

Marijuana Ad Hoc: As needed, Evenings @ City Hall

Ontario Promise/529 Program: As needed @ City Hall

Parks: 3rd Thursday each month, 6:00 p.m. @ City Hall

Planning: 2nd Monday each month, 6:00 p.m. @ City Hall

Public Works: 3rd Tuesday each month, 3:00 p.m. @ City Hall

V&C: 1st Thursday each month, 7:00 a.m. @ Chamber Office



RECEIVED

2/7/2022

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Collins Katherine M.
Last First, Middle Initial
HOME ADDRESS: 1081 NW 2nd Ave. Ontario 97914
Street City Zip Code
TELEPHONE: 541-212-1531 kathie@kmoldercollins.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Ad Hoc Ontario Promise 529 Scholarship Program Committee

1. Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Please see attached résumé.</u>		

Employment:

<u>Self-employed</u>	<u>Nonprofit/PR Consultant</u>	<u>August 2019 to present</u>
Current Employer:	Position:	Dates of Employment:

Education:

A.A., Treasure Valley Community College; B.A., Western Oregon University; M.A., Bellevue University; Accredited in Public Relations; Certificate of Diversity & Inclusion, Cornell University. (See attached résumé.)

Please indicate why you are requesting appointment to this Board (s) /Commission (s): Education, learning, personal growth: the opportunities for these should be available to everyone. I'd like to be part of this creative way to give youth in our community some financial help as they pursue their dreams following high school.

Additional Information you feel may be helpful in considering your request for appointment: My husband and I, as well as our three children are graduates of TVCC; one of my grandfathers had a 40-year welding career and the other, had a career in the military and in civil service on Army bases. I support myriad post-high school pursuits.

Katherine M. Collins
Signature:

February 7, 2022
Date:

Submit

Reset

KATHERINE M. COLLINS, APR

1081 NW. 2nd Ave. Ontario OR 97914
541.212.1531 • kathie@kmoldercollins.net

*Effective Communicator • Respected Leader
Collaborator • Lifelong Learner • Enthusiastic Speaker*

RESPONSIBILITIES & SKILLS

- **Leadership** - Created organizational culture that inspired teamwork and accountability (employees often came from higher-paying agencies because they "heard this was a great place to work"); responsible for timely financial reports to Dept. of Education and to private foundations; responsible for all administrative functions related to personnel and policies, compliance with laws and regulations related to nonprofits and child care facilities; initiated DEI training and ongoing learning; data collection and interpretation; excellent interpersonal skills, work with board of directors to explain their responsibilities related to governance; served on three statewide nonprofit boards and as an elected school board director; plan and organize events; budgeting; project management; fiscal oversight.
- **Professionalism** - As the sole administrator responsible for all administrative functions, exercised daily the ability to work in a fast-paced and ever-changing environment as well as the ability to exercise good judgment, diplomacy and confidentiality whether dealing with staff, vendors, board members, government officials, or donors; stay abreast of issues, trends to create or adjust policies, messaging.
- **Advising/Facilitating/Consulting** - Capital campaign adviser and strategist; quickly design and deliver professional development workshops tailored to specific needs of business, nonprofit, or government agency around board development, public relations, customer service, marketing; facilitation of strategic planning sessions, cohort groups; design newsletters, write articles, edit manuscripts.
- **Public Relations** - Outstanding skills in all facets of the profession: interpersonal relationships (build and maintain strong relationships with key stakeholders); strategic marketing and communication plans; survey creation; effective presentations; able to find and tell the stories of staff members for feature articles and able to fully explain in an understandable voice why actions were taken; crisis response; writing for website content; internal marketing, messaging and branding; measuring results/effectiveness.
- **Spanish Competency** - Comfortable speaking with monolingual Spanish speakers; experience creating/editing documents in Spanish; grandparents were native speakers.



EXPERIENCE SUMMARY

Presidential speech writer James Humes said, "*The art of communication is the language of leadership.*" Perhaps this is why comprising my career path to date are professions requiring outstanding communication skills as well as myriad opportunities to provide leadership and create collaborative relationships.

My personality style compliments my skills; I thrive on inspiring and motivating others, exceeding expectations, multi-tasking, professionalism, working with others to arrive at innovative solutions, and making mutually beneficial – and often creative – connections.

Dedicated to service leadership, I have experienced success in the private and public sectors, as a small business owner, as a nonprofit director, and as an elected official. For the past six years, I have worked to grow my knowledge and understanding of diversity, equity, and inclusion. I am proud to be continuing on this journey of personal and professional growth.

EMPLOYMENT HISTORY

- **Consultant**, grant writer, facilitation & training / Aug. 2019 - present
Among the dozens of courses I have developed and presented:
Professional Communication in the Workplace
Cross-Marketing & Networking
Crisis Communication for School Leaders
Customer Service (tailored to schools, small businesses, credit union, sheriff's office, and more)
Making Meetings Effective
How to Give a Powerful Presentation
- **Executive Director**, Treasure Valley Children's Relief Nursery /July 2010 - Aug. 2019
- **Owner**, K•M•C Communications, a training and consulting firm /May 2005 - July 2010
- **Director of Public Information**, Ontario School District /Oct. 1993 - June 2005
- **Society Editor** & later **Assistant News Editor**, Argus Observer /Sept. 1987 - Aug. 1993
As one who has done a great deal of reporting, I am an excellent researcher, interviewer, and have strong layout and design skills as well as excellent writing and editing skills.

EDUCATION & TRAINING

- Certificate in **Diversity & Inclusion**, Cornell University, earned March 2021
- Successfully completed hundreds of hours in professional development training courses related to nonprofit management, child abuse & trauma, school public relations, leadership, personal improvement, diversity/equity/inclusion, social media/WSO, and public speaking in my career.
- M.A., **Organization Leadership**, Bellevue University, Nebraska, May 2005
- Universal **Accreditation in Public Relations** (APR), earned November 1999
- 44 graduate units/**Women's Social Issues**, Boise State University, Idaho, Aug. 1993-May 1994
- B.A., **Public Relations**, Western Oregon State College (now WOU), June 1987
- A.A., **Journalism**, Treasure Valley Community College, Ontario, Oregon, June 1985

VOLUNTEER LEADERSHIP & RECOGNITION

- **Nonprofit Association of Oregon Board**, Sept 2015; *Secretary*, Sept. 2016 - Aug. 2018
- *Steering Committee*, **Eastern OR Community Based Services Hub**, July 2013 - June 2015
- **Oregon Association of Relief Nurseries**, July 2010; *Vice Chair*, July 2012 -June 2013
- Elected to **Ontario School District Board of Directors**, May 2007; *Chairman*, July 2009-10
- *Secretary, Vice-President, President* of **St. Mary's Altar Society**, Jan. 2006 - Dec. 2009
- *President* of the **Oregon School Public Relations Association**, Aug. 2002 - July 2003
- *Woman of the Year*, local chapter of **American Business Women's Association**, 2001
- *Employee of the Year*, **Argus Observer** newspaper, Dec. 1988 (one year after hire)

PERSONAL

If I could go back in time: The Troubadour in the '60s or NYC's Algonquin Round Table in 1920s.
Thumbs up to the Oxford comma. • I collect coffee mugs & friends. • I am a lifelong learner.
Poorly done PowerPoint presentations are a pet peeve. • Ken Burns' documentaries rock.
I love to laugh at the ridiculous - and myself. • I enjoy playing rummy, board games and golf.
Traveling in our little RV trailer is fun. • I sew, but not all that well. • I enjoy feeling physically fit.
All three of my children are engineers; #proudmomma • Nothing better than being a "Nana."
Dog person. • CHOCOLATE • I ♥ Zumba dance. • Admittedly, a little compulsive about coasters.



RECEIVED
2/17/2022

Please Type or Print
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with Blue Ballpoint

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Greco G. Thomas
Last First, Middle Initial
HOME ADDRESS: 1145 SW 2d Avenue Ontario, OR 97914
Street City Zip Code
TELEPHONE: 208.860.9296 coloneltomgreco@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Ontario Promise 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
OSD 8C School Board	First Year out of Four	Chairman
Malheur Emergency Planning TF	Two years	Faith Community Representative
4RCC Board	TwoYears	Member

Employment:

Ontario Community Church	Lead Pastor	2017-Present
Current Employer:	Position:	Dates of Employment:

Education:

USMA at West Point 1972 BS Engineering Central Michigan University 1983 MBA , US Army War College 1994 Post Grad Studies

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I believe Ontario Promise will help our children have a great start on college education funding, enhance the reputation of our city and attract citizen to move to Ontario

Additional Information you feel may be helpful in considering your request for appointment:

I helped Council Chair Hart and Mayor Hill design the framework for the Ontario Promise.

G Thomas Greco
Signature:

February 17, 2022
Date:

SUBMIT

RESET FORM

received
3:22p 2/16/22
JS

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with Blue Ballpoint

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Hill Wendy J
Last First, Middle Initial
HOME ADDRESS: 1743 Pennington Dr. Ontario 97914
Street City Zip Code
TELEPHONE: 541-212-6441 hillwj1917@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

529 Ad Hoc Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
St. Alphonsus Community Health Board	3+ years	Board Member
Giggles & Grace Early Learning Center	10 Years	Recent Past Board member
Eastern Oregon Early Learning Hub	9 years	Board Member

Employment:

Oregon Department of Human Services	District Manager	1999 to present
Current Employer:	Position:	Dates of Employment:

Education:

Bachelors & Masters in Social Work

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

A 529 plan is beneficial for parents who place importance on higher or continuing education - its a solid investment in Ontario's youth and future.

Additional Information you feel may be helpful in considering your request for appointment:

Notice of Conflict: I am the sister of the current Mayor of Ontario, Riley Hill.

Signature:

February 16, 2022

Date:

Submit

Reset



**AGENDA REPORT
NEW BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: BID AWARD: TAPADERA LIFT STATION EXPANSION PROJECT

DATE: February 14, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL AWARD THE BID FOR THE TAPADERA LIFT STATION EXPANSION PROJECT TO M2 CONSTRUCTION IN THE AMOUNT OF \$1,075,699 AND AUTHORIZE THE MAYOR TO SIGN CONTRACT DOCUMENTS.

SUMMARY:

Keller Associates completed the engineering design and specifications for the Tapadera Lift Station Expansion Project that is needed due to wastewater flow growth in this area. The project was publicly advertised by the City and promoted by Keller Associates. M2 Construction was the only responsive bidder in the amount of \$1,075,699

BACKGROUND:

Wastewater flow growth is driving the need to expand the Tapadera Lift Station. Keller Associates completed the engineering design and specifications for the Tapadera Lift Station Expansion Project.

CURRENT SITUATION:

The project was publicly advertised by the City and promoted by Keller Associates. M2 Construction was the lowest responsive bidder in the amount of \$1,075,699.

ANALYSIS:

- A. **STRATEGIC PLAN** The Project is consistent with the Strategic Plan in that it provides for Economic Growth in the community while insuring Livibiity through reliable sewer service.
- B. **FINANCIAL** The project was budgeted in this year's Capital Improvement Program at \$850,000.

\$1,349,340.13 will be the total cost of the project and it is split out as follows:
Property purchase & recording - \$9,041.13

Preliminary Design, Final Design - \$147,200
Keller's Services During Construction - \$117,400
Construction - \$1,075,699

This leaves us with a budget shortfall of \$499,341. This will need to come from the Sewer Fund Contingency balance of \$2,559,630, and will reduce the balance to \$2,060,289. A resolution will be brought back at the next Council meeting.

- C. **TIMING** The project is needed to accommodate ongoing wastewater flow growth so time is of the essence.
- D. **POLICY/LEGAL** The City Council is the only one authorized to approve the construction bid.

ALTERNATIVES:

If the City Council rejects the bid award, the project will not go forward; that, in turn, will create sewer service challenges.

RECOMMENDATION:

Staff recommends approval of the bid award to M2 Construction.

ATTACHMENTS:

1. 2022-02-16 - Notice of Award_M2_2022-2-16
2. 2022-02-16 - Rec of Award Ltr_M2_2022-2-16

NOTICE OF AWARD

Date of Issuance:

Owner:	City of Ontario	Owner's Contract No.:	
Engineer:	Keller Associates, Inc.	Engineer's Project No.:	217032-003
Project:	Tapadera Lift Station Upgrades	Contract Name:	Same as project name.
Bidder:	M2 Construction , LLC		
Bidder's Address:	2312 Sunset Dr Ontario, OR 97914		

TO BIDDER:

You are notified that Owner has accepted your Bid dated February 16, 2022 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Upgrading the existing Tapadera Lift Station

The Contract Price of the awarded Contract is: \$ 1,075,698.96 (not to exceed without fully executed change order)

[1] unexecuted counterparts of the Agreement accompany this Notice of Award, and one pdf copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [2] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 5.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Ontario

Authorized Signature

By:

Title:

Copy: Engineer



100 East Bower Street, Suite 110
Meridian, ID 83642

(208) 288-1992

February 16, 2022

Mr. Paul Woods, PE
City of Ontario
1551 NW 9th Street
Ontario, OR 97914

**Re: City of Ontario – Tapadera Lift Station Upgrades
Recommendation for Award**

Dear Mr. Woods:

I am writing you to summarize our evaluation and recommendation to award the above-referenced project. Only one (1) bid was received on February 16, 2022, from the following contractor: M2 Construction, LLC.

M2 Construction is the lower bidder, with a total bid of \$1,075,698.96. We have reviewed their bid forms and find their bid to be responsive to the requirements of our bid documents. Keller Associates recommends that the City award the project to MC Construction, LLC in the amount of \$1,075,698.96

Please call if you have questions or need additional information.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Justin Walker".

Justin Walker, PE
Project Manager

Enclosures
Notice of Award



**AGENDA REPORT
NEW BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

**SUBJECT: TASK ORDER APPROVAL FOR KELLER ASSOCIATES: ENGINEERING SERVICES
DURING CONSTRUCTION -TAPADERA LIFT STATION PROJECT**

DATE: February 14, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL AUTHORIZE CONTRACT AMENDMENT NUMBER 2 FOR KELLER ASSOCIATES IN THE AMOUNT OF \$117,300 TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION INCLUDING CONTROL PANEL DESIGN AND SYSTEM PROGRAMMING FOR THE TAPADERAL LIFT STATION EXPANSION PROJECT AND AUTHORIZE THE CITY MANAGER TO SIGN.

SUMMARY:

Keller Associates completed the engineering design and specifications for the Tapadera Lift Station Expansion Project that is needed due to wastewater flow growth in this area. Keller Associates assisted in the bidding and is best suited to oversee the construction activities and respond to question as well as complete the control panel design and control system programming.

BACKGROUND:

Keller Associates completed the engineering design and specifications for the Tapadera Lift Station Expansion Project that is needed due to wastewater flow growth in this area. Keller Associates also assisted in the bidding.

CURRENT SITUATION:

Keller Associates is best suited to oversee the construction activities and respond to questions as well as complete the control panel design and control system programming for the Lift Station Improvements.

ANALYSIS:

- A. **STRATEGIC PLAN** The Project is consistent with the Strategic Plan in that it provides for growth in the community while insuring reliable sewer service.

- B. **FINANCIAL** The project was budgeted in this year's Capital Improvement Program at \$850,000, as shown in the construction bid staff report.

\$1,349,340.13 will be the total cost of the project and it is split out as follows:

Property purchase & recording - \$9,041.13

Preliminary Design, Final Design - \$147,200

Keller's Services During Construction - \$117,400

Construction - \$1,075,699

This leaves us with a budget shortfall of \$499,341. This will need to come from the Sewer Fund Contingency balance of \$2,559,630, and will reduce the balance to \$2,060,289. A resolution will be brought back at the next Council Meeting.

- C. **TIMING** Growth in the area is continuing and time is of the essence in completing the project while insuring reliable sewer service.
- D. **POLICY/LEGAL** The City Council needs to approve the task order.

ALTERNATIVES:

Delay or denial of the project could impact the delivery of sewer service in this area.

RECOMMENDATION:

Staff recommends approving contract amendment number 2 with Keller Associates for engineering services during construction, as well as complete the control panel design and control system programming for the Lift Station Improvements.

ATTACHMENTS:

1. KA Ontario Amendment No 2_jb

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 2

Background Data:

Effective Date of Owner-Consultant Agreement:	<u>March 18, 2021</u>
Effective Date of this Amendment:	<u>January 10, 2022</u>
Owner:	City of Ontario, Oregon
Consultant:	Keller Associates, Inc.
Project:	Tapadera Lift Station Upgrades KA # 217032-003

Nature of Amendment:

The original contract established the scope of work, schedule, and compensation for the preliminary design phase of the upgrades to the Ontario Tapadera Lift Station. The first amendment established the scope of work, compensation, and schedule for the final design and bidding support phase of the project implementation. This amendment defines the scope of work, compensation, and schedule for the construction administration and observation services and project closeout. Also included in this amendment are two optional tasks, one for the lift station control panel and wiring design and the second for the lift station programming and integration.

Description of Modifications:

Task 1: Project Management is modified with the following: *The project management budget assumes an additional 11 months for construction services and project closeout. It is noted that three of the eleven of the months will require little support while waiting for the generator fabrication.*

The Task 5 is supplemented with the following:

Task 5 – Construction Phase Services

Consultant Responsibilities:

- 5.1 Contract Documents. Incorporate addenda and prepare construction documents for distribution to City and Contractor. This is anticipated to include updating the construction drawings and attaching the addenda to the front of the contract documents.
- 5.2 Pre-construction Meeting. Conduct preconstruction meeting for successful Contractor. Prepare meeting agendas and minutes.
- 5.2 Submittals. Review contractors' submittals to check that proposed materials generally conform to the plans and specifications.
- 5.3 Requests for Information. Respond to requests for information and provide plan and specification clarification.
- 5.4 Pay Applications. Review and prepare recommendation for payment of pay applications from the Contractor.
- 5.5 Change Orders, Work Change Directives, Field Orders. Support in review of change orders, work change directives, and field orders.

- 5.6 Construction Meetings. Conduct construction meetings with representatives from the Contractor and Owner including preparation of an agenda and meeting minutes. For budgeting purposes, 10 construction meetings are assumed with attendance by up to two Consultant representatives.

Owner Responsibilities:

- Provide public outreach services using information from the construction progress report prepared by the Consultant
- Timely responses to pay applications and change order proposals

Assumptions:

- Work will be performed by a single General Contractor.
- 3 change orders, 10 requests for information, and 5 work change directives/field orders were assumed for the project budget.
- Contractor will furnish traffic control and erosion and sediment control plans.
- Contractor will develop and be solely responsible for any required bypass pumping based on the project constraints.
- Material testing services such as soil compaction, concrete, and asphalt, will be provided by the Contractor. Contractor shall also be responsible for specialty inspection services as outlined in the contract documents.
- Consultant will not supervise, direct, or have control over the Contractor's work. Contractor will have sole responsibility for the means, methods, jobsite safety and for performing work in accordance with the contract documents.

Deliverables:

- Construction meeting agendas
- Submittal reviews
- Responses to RFIs, change orders, and pay applications

The Task 6 is supplemented with the following:

Task 6 – Construction Observation Services

Consultant Responsibilities:

- 6.1 Construction Observation. Consultant will provide a Resident Project Representative to observe onsite construction activities. Such visits and observation are not intended to be an exhaustive or continuous check or a detailed inspection of the Contractor's work but rather are to allow the Consultant to become familiar with the work in progress and to assess, in general, if the work is proceeding in accordance with the contract documents. Based on these observations, the Consultant shall keep the Owner informed about the progress of the work and shall endeavor to guard the Owner against known defects and deficiencies observed in the work. Construction observation services are intended to be supplemental to the similar observations that will be completed by the Owner on a day-to-day basis. In completing these services, it is recognized that the Contractor is solely responsible for furnishing and performing the work in accordance with the contract documents. The level of involvement during construction can be adjusted as requested by the Owner and will be managed by Consultant to remain within the budgeted amount. Owner will be notified if budgeted amount is being exhausted more quickly than expected.

Owner Responsibilities:

- Provide day-to-day construction observation. Alert Consultant of any concerns observed.

Assumptions:

- On average, 6-hours of construction observation by a single Consultant representative per week for 24 weeks has been assumed for budgeting purposes.

Deliverables:

- Construction observation logs.

The Task 7 is supplemented with the following:

Task 7 – Project Closeout

Consultant Responsibilities:

- 7.1 Substantial Completion. Walk the project site at the conclusion of the project and develop a punch list.
- 7.2 Lift Station Startup and Final Completion. Consultant to walk the site to review the completion of punch list items and observe lift station startup support that may include pump startup and performance check, observations, and troubleshooting. Budget assumes sixteen (34) hours for startup support.
- 7.3 Record Drawings. Upon completion of the Work, the Consultant shall compile for and deliver to the City a reproducible set of Record Documents, created by the Contractor. Record Drawings will include marked-up construction drawings, addenda, change orders and other data that show significant changes made during construction and will include the contractor's hand drawn redlines scanned into a final PDF document (should the City desire the electronic CAD files be updated, these can be provided as an additional service). Because these record documents are based on unverified information provided by other parties, the Consultant does not warrant the accuracy of the Record Drawings.
- 7.4 Operations and Maintenance Manual. Consultant will require from Contractor operation and maintenance materials for project components organized in a manual. Consultant will review manual provided by Contractor for accuracy and completeness and prepare a brief supplement that summarizes the operation and control strategy, basic elements of the project, and basic safety guidelines of the project improvements.

Assumptions:

- Sixteen (16) hours for Lift Station startup

Deliverables:

- Punchlist and project close-out documentation
- Record drawings
- Operations and Maintenance Manual

Task 10 is an optional task as described below

Task 10 – Control Panel Design (Optional Task)

Consultant Responsibilities:

- 10.1 Control Panel Design. Consultant to prepare the design for the new control panels including wiring diagrams (to be procured and installed by the Electrical Contractor).

Assumptions:

- Electrical Contractor will build and install the new panel

Deliverables:

- Control Panel and wiring diagram drawing and detail sheets

Task 11 is an optional task as described below

Task 11 – Lift Station Control System Programming (Optional Task)

Consultant Responsibilities:

- 11.1 Control Panel Testing. Perform a Factory Acceptance Test (FAT) with the Electrical Contractor and the Panel Shop. Travel to panel fabrication site to verify panel meets the design and tests functionality with working program.
- 11.2 Control System Programming. Integration services will include the following:
- Data Acquisition – Onsite visit to collect information to perform integration services on local control systems
 - Local PLC Programming – Integration of the local Programmable Logic Controller
 - Human Machine Interface (HMI) Programming – Integrated graphics for interfacing with the local PLC
 - System installation and commission with electrical contractor to ensure Operational Readiness (ORT) – Be onsite to assist with system checkout prior to startup
 - Training – Provide training to the operators and technicians. This includes the program screens, alarms, operability and required responses, hardware familiarity, and troubleshooting including DSL connectivity. Training is anticipated to be a single 4-hour session (not including travel time). The training will be coordinated with the consultant's and Owner's staff's schedule.

Owner Responsibilities:

- Owner to provide a location for training if not on site

Assumptions:

- Assumes one (1) 8-hour day of observation at the panel fabrication site
- SCADA integration will be completed by the Owner's SCADA Integrator
- Assumes one (1) 4-hour training session to Owner's Staff

Deliverables:

Compensation Summary: Update the compensation schedule per the following table:

Task	Billing Basis	Original Agreement	Prior Amendments	This Amendment
<i>Task 1: Project Management</i>	<i>LS</i>	<i>\$6,700</i>	<i>\$3,500</i>	<i>\$5,300</i>
<i>Task 2: Phase 1 Engineering Services</i>	<i>LS</i>	<i>\$34,700</i>	<i>\$0</i>	<i>\$0</i>
<i>Task 3: Final Design</i>	<i>LS</i>	<i>TBD</i>	<i>\$94,700</i>	<i>\$0</i>
<i>Task 4: Services During Bidding</i>	<i>LS</i>	<i>TBD</i>	<i>\$7,600</i>	<i>\$0</i>
<i>Task 5: Construction Phase Services</i>	<i>LS</i>	<i>TBD</i>	<i>\$0</i>	<i>\$55,200</i>
<i>Task 6: Construction Observation Services</i>	<i>T&M</i>	<i>TBD</i>	<i>\$0</i>	<i>\$16,600</i>
<i>Task 7: Project Close-out</i>	<i>LS</i>	<i>TBD</i>	<i>\$0</i>	<i>\$13,000</i>
<i>Task 8: Downstream Flow Monitoring and Capacity Analysis (Additional Service)</i>	<i>T&M</i>	<i>\$6,500</i>	<i>-\$6,500</i>	<i>\$0</i>

<i>Task 9: Management Reserve (Additional Service)</i>	<i>T&M</i>	<i>\$5,000</i>	<i>\$0</i>	<i>\$0</i>
Total		\$52,900	\$99,300	\$90,100
<i>Task 10: Control Panel Design (Optional Task)</i>	<i>LS</i>	<i>n/a</i>	<i>n/a</i>	<i>\$7,100</i>
<i>Task 11: Lift Station Control System Programming (Optional Task)</i>	<i>LS</i>	<i>n/a</i>	<i>n/a</i>	<i>\$20,200</i>

Schedule: The following modifications are made to the Schedule

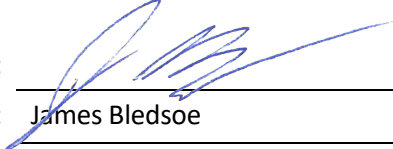
- Contract authorization and notice to proceed – January 2022
- Bidding and Contracting – February/March 2022
- Notice to Proceed for Construction – March 2022
- Substantial Completion – July 2022
- Interim Final Completion (operational lift station with temporary generator) – August 2022
- Final Completion – February/March 2023

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: CITY OF ONTARIO, OREGON

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____
Name: _____
Title: _____
Address: 444 SW 4th Street, Ontario,
Oregon 97914
Telephone: 541-881-3201
Date: _____

Signature:  _____
Name: James Bledsoe
Title: Principal
Address: 100 East Bower Street, Suite 110
Meridian, ID 83642
Telephone: (208) 288-1992
Date: 1.10.2022



**AGENDA REPORT
NEW BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: TASK ORDER APPROVAL FOR JACOBS ENGINEERING GROUP: WASTEWATER TREATMENT SYSTEM OPTIONS EVALUATION FOR FACILITY PLAN UPDATE

DATE: February 14, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE TASK ORDER NUMBER 6 FOR JACOBS ENGINEERING GROUP IN THE AMOUNT OF \$180,300 FOR WASTEWATER FACILITY PLAN UPDATE SERVICES AND AUTHORIZE THE CITY MANAGER TO SIGN.

SUMMARY:

The current NPDES wastewater discharger permit issued by Oregon DEQ requires the City to update the Master Facility Plan for collections and treatment. DEQ requires a draft outline of the components of the proposed Facility Plan be submitted in advance for review and approval. The proposed outline has been submitted and approved by DEQ. The scope of work for Jacobs Engineering Group is to develop projections of future flow growth and pollutant loading over the next 20-years and develop alternatives for accommodating treatment capacity while meeting future discharge limits, specifically arsenic. The Public Works Commission has been briefed on the outline and will be reviewing findings and providing input as the plan is developed.

BACKGROUND:

The current NPDES wastewater discharger permit issued by Oregon DEQ requires the City to update the Master Facility Plan for collections and treatment. DEQ requires a draft outline of the components of the proposed Facility Plan be submitted in advance for review and approval. The proposed outline has been submitted and approved by DEQ.

CURRENT SITUATION:

The scope of work for Jacobs Engineering Group is to develop projections of future flow growth and pollutant loading over the next 20 years and develop alternatives for accommodating treatment capacity while meeting future discharge limits, specifically arsenic. The Public Works Commission has been briefed on the outline and will be reviewing findings and providing input as the plan is developed.

ANALYSIS:

- A. **STRATEGIC PLAN** The scope of work is consistent with the Strategic Plan in that it helps accommodate Growth and provide Desirability by providing for safe and effective wastewater treatment.
- B. **FINANCIAL** An update to the Facility Plan was included in the current Capital Improvement Plan budget for \$250,000. The combined cost of the Jacobs (\$180,300) and Keller (\$107,500) scopes to complete the Facility Plan Update is \$287,800. Staff have identified cost savings in the current Wastewater Capital Improvement budget to cover the difference of \$37,500.
- C. **TIMING** The work is being initiated in advance of the permit due date to assure compliance, but also to provide the city with tools to accommodate economic development opportunities.
- D. **POLICY/LEGAL** The City Council needs to approve the task order.

ALTERNATIVES:

The Council could delay approval of the project to a later date (perhaps a year); however, this would delay the information which is critical to economic development interests.

RECOMMENDATION:

Staff recommends approving the contract with Jacobs Engineering Group for engineering services to update the city's Wastewater Facility Plan.

ATTACHMENTS:

- 1. Ontario WW Facility Plan_FinalScope
- 2. Task Order 06 WW Facility Plan_JacobsSigned



Exhibit A, Task Order 6

City of Ontario Wastewater Facilities Plan Scope of Work

February 11, 2022

City of Ontario Wastewater Facility Plan

Client Name: City of Ontario, Oregon

Document Title: Scope of Work

Revision Date: February 11, 2022

Project/Proposal No:

Project Manager: Zack Billingsley

Prepared By: Zack Billingsley

Jacobs Engineering
Group Inc.

999 W. Main St
Suite 1200
Boise, ID 83702
United States

Project Background

The City of Ontario (City) provides wastewater collection and treatment services for the residents of the City and area of impact. The City also serves the Snake River Correctional Institute (SRCI) and multiple commercial and industrial customers. The Ontario wastewater treatment plant (WWTP) is in the northern area of the City and along the south side of the Malheur River. It was initially constructed in 1958. Before that, the previous sewer system in Ontario founded in 1915 was only responsible for collecting sewer water and discharging directly to the Snake River. Since that time, the collection system has been expanded to serve additional residential, commercial, and industrial customers. It now includes multiple larger trunk sewer lines and lift stations.

The first operation of the Ontario WWTP was in 1960. The WWTP only included two lagoons, for primary and secondary treatment, respectively. The treated water was discharged into the Malheur River. Two additional lagoons were constructed in 1967. In 1991, one more lagoon was constructed to serve the SRCI that was being brought online.

The WWTP discharge is either to the Malheur River or to City-owned farmland. These discharge strategies are regulated under National Pollutant Discharge Elimination System (NPDES) Permit 101633 through the Oregon Department of Environmental Quality (DEQ) and through the DEQ land application requirements.

Wastewater collection and treatment system planning is required to address capacity changes in the service area, both for growth and changes in wastewater generation. In addition, regulations for collecting, treating, and discharging wastewater are frequently revised and result in changes to the wastewater system. Planning is also required to address the age and condition of existing assets to ensure that the collection and treatment system assets are being rehabilitated and replaced on a schedule that allows for continual service. The most recent facilities plan update was completed in 2010 and only addressed the collection system. The most recent WWTP facilities plan was completed in the 1990's. These plans are typically updated every 10 years to address changes in growth, regulations, and asset condition.

Project Scope of Work

This scope of work includes completion of a wastewater facilities plan update for both the collection system and treatment facilities at the City. The plan will cover a 20-year planning horizon, from 2022 – 2042, but will evaluate up to the City's urban growth boundary designated by the State. The wastewater treatment facilities plan will be completed by Jacobs, while the collection system master plan update will be completed by Keller Associates [Keller] (under separate contract directly with the City) in coordination with Jacobs. The two aspects of this plan will be combined into one cohesive plan to inform the City sewer enterprise fund capital improvements plan.

Facilities Plan Outline

DEQ requires that a facilities plan outline be submitted prior to the full facilities plan being developed. This outline, included as Attachment A, was prepared by Jacobs and Keller and was submitted to DEQ

in December 2021. On January 25, 2022, Jacobs received comments from DEQ on the outline that will be addressed within the Facilities Plan as part of this Scope of Work.

Project Tasks

The critical project phases, along with other critical support responsibilities, are divided into the following major tasks:

Task 0: Project Management

Task 1: Flow and Waste Load Projections

Task 2: Wastewater Facilities Site Evaluation

Task 3: Effluent Disposal Evaluation

Task 4: Liquids Treatment Process Assessment

Task 5: Arsenic Management Alternatives

Task 6: Hydraulic Capacity Evaluation

Task 7: Collection System Master Plan

Task 8: Prepare Facilities Plan with Implementation Plan

Task 0: Project Management

Description

The objective of this task is to successfully manage this project, perform all tasks to the City's satisfaction, within the established budget and schedule.

The following activities are included for project management:

- **Budget Status Monitoring:** Monitor the project work remaining to complete the overall Project, the budget expended, and the estimated cost of the work remaining, and the estimated cost at completion. Inform the City of budget status through the monthly invoices and the monthly progress meetings. Manage activities within overall total Project budget.
- **Schedule Status Monitoring:** Monitor progress of work tasks and compare progress to overall Project Schedule. Estimate the time to complete remaining work tasks and update the Project Schedule. Inform the City of schedule status through the monthly progress meetings. Manage activities within overall Project Schedule.
- **Staff Management:** Hold regular meetings with key members of the consultant team to review the status of the work and coordinate work activities. Coordinate between tasks and team members.

Document meeting decisions and action items, assign activities to team members, and follow up to ensure timely resolution.

- **Change Management:** Monitor Project activities for potential changes, anticipate changes whenever possible, and with City approval, modify Project tasks, task budgets, and approach to keep the overall Project within budget and on schedule.
- **Invoicing:** Prepare and submit a monthly invoice.
- **Execute Quality Control/Quality Assurance Plan:** Manage the quality control review of all work activities and project deliverables. Identify senior technical consultants for the various technical disciplines and oversee the adherence to the plan during the execution of all Task Orders. Ensure all draft and final work products are reviewed according to the final QA/QC Plan prior to submittal to the City for review.

Assumptions

- Budget status monitoring is a monthly activity for the duration of the project: 10 months.
- Schedule status monitoring is a monthly activity for the duration of the project: 10 months.
- Project coordination meetings for key internal staff and Subcontractor's key staff are conducted weekly for 10 months.
- Assume 10 monthly invoices and narrative reports are prepared.

Work Products

- Budget status monitoring results incorporated into the monthly invoice (percentage complete) and the monthly progress meeting with Management.
- Schedule status monitoring (identified on the monthly invoice)
- Change management issues identified (through a memorandum as applicable)
- Monthly invoices

Task 1: Flow and Waste Load Projections

Description

The purpose of this task is to develop the current and future flow and loading projections from the different areas in the city that ultimately are treated at the WWTP. This includes determining the residential, commercial, and industrial flows and their associated loadings.

Specific activities include:

- Meet with the City to discuss and agree upon a common methodology for estimating near- and long-term population and flow growth projections (i.e. 5-year and year 2035 build-out).

- Establish the influent design basis to include influent nutrient loads, such as Total Kjeldahl Nitrogen (TKN), Ammonia-Nitrogen ($\text{NH}_3\text{-N}$), and Total Phosphorus (TP), in addition to organics and solids loads.
- Review treatment plant process monitoring data to establish historical influent wastewater characteristics and trends.
- Calculate mass loadings and moving averages.
- Determine the probability of occurrence of the influent loads by using Microsoft Excel or a specialized statistical software.
- Determine relationships between maximum month, maximum week, maximum day, and annual average conditions using a statistical analysis method. The following percentiles apply to select the loading conditions:
 - Annual average = 50th percentile
 - Maximum month = 91.7th percentile (11/12th percentile)
 - Maximum week = 98.1st percentile (358/365th percentile)
 - Maximum day = 99.7th percentile (364/365th percentile)
- In some instances, the design flows and loads will be augmented using a moving average method.
- If treatment plant process monitoring data are not available for key constituent loads (e.g., monitoring has not yet been established for a constituent), reference values will be used from comparable facilities, Consultant's internal best practice guidelines, or published references, as determined by the Consultant.
- Compile historical treatment plant process monitoring data for use in calibrating mass balance model.
- Project future average loads for 5-day Biochemical Oxygen Demand (BOD_5), Total Suspended Solids (TSS), TKN, $\text{NH}_3\text{-N}$, TP, and Temperature.
- Base flow projections on future population estimates from the City and expected future flows from non-domestic sources.
- Consider recorded growth trends, service area build out, changes to service area zoning, planned annexations, and anticipated industrial growth.
 - Use the historical flow and load analysis to establish historical peaking factors for the existing service area.
 - Based on historical flows and loads, calculate the per capita average flow and load for the existing service area.
 - If changes are anticipated in the land use for the future service area, estimate the per capita average flow and loads for the future service area.
 - Apply the per capita flows and loads to the population projection for the design year to establish average flows and loads at the design year.
 - Multiply the annual average flows and loads by the peaking factors to establish maximum month, maximum day, maximum week, and peak hour for the design year.

Assumptions

- Keller will determine the spatial allocation of the flow and loadings and describe required collection system improvements to meet future flow projections. Jacobs will use the total flows and loadings to the WWTP to determine the treatment plant improvements required to meet future flow and loading projections.
- Flow and load projections will be mostly based on a review of treatment plant data.
- Three to five years' worth of historical data will be used to complete the flow and load analysis.
- Maximum month flow and loads will be used as the basis of design for process sizing of the wastewater treatment facility.
- Process-specific design flows and loads will be determined by calibrating the mass balance model based on historical treatment plant process monitoring data.
- The City will provide historical flows and loads and anticipated flows and loads from non-domestic sources, such as commercial and industrial users. If data are not available, Jacobs will assume typical values based on published references.

Meetings

- Coordination meeting with the City to determine growth rate projections and potential future industrial customer locations, flows, and loads
- A workshop will be conducted by Jacobs with the City and Keller to discuss the findings and conclusions of the Flow and Waste Loads Technical Memorandum (TM).

Deliverables

- Flow and Waste Loads TM (PDF format).
 - Only one version of the TM will be submitted. Any and all comments provided by the City will be addressed as part of Task 8, during completion and compilation of the final Facilities Plan.

Task 2: Wastewater Facilities Site Evaluation

Description

The purpose of this task is to prepare a baseline of current treatment capacity and conditions at the WWTP. Two Jacobs process engineers will visit the site for up to 8 hours to conduct a limited visual inspection on the existing asset condition information, as well as gather the data needed to create a wastewater treatment process model. No detailed inspection of assets and/or facilities will occur during the site visit, however the limited visual inspection will be supplemented with the City's existing asset condition database. The findings of the site visit and condition assessment will include an estimate of the remaining useful life of the assets and facilities that were visually observed at surface

level during the time of the assessment. The existing capacity of the WWTP will be confirmed, in part through the use of a process evaluation and hydraulic evaluation of the facility.

A wastewater treatment process model will be developed in Dynamita SUMO® platform to simulate the treatment achieved by the current facility and help develop the associated process capacity of the existing facility. The process simulation will be calibrated and validated against existing data. The process simulation will also be used for evaluating alternatives developed in Task 4. The overall mass balance for the WWTP treatment alternatives will be developed under this task. Findings will be incorporated into the process simulation and mass balance as appropriate to help with the overall treatment alternative evaluation. The hydraulic capacity of the WWTP will be developed, as described in Task 6, for documentation together with the process capacity of the facility. The condition assessment, process simulation development, and existing WWTP capacity will be documented in a TM.

Assumptions

- The City will provide sampling data for the past 5 years including influent and effluent information.
- The City will provide Jacobs access to all available information regarding the existing system's condition.
- A TM describing the site visit findings and treatment model development will be prepared, documenting the existing WWTP condition and capacity. The TM is assumed to be 20 pages with 10 graphics.
- Record Drawings of all improvements completed at the WWTP will be made available to Jacobs staff.

Meetings

- No formal meetings are included as part of this task.

Deliverables

- Wastewater Facilities Site Evaluation TM (PDF format).
 - Only one version of the TM will be submitted. Any and all comments provided by the City will be addressed as part of Task 8, during completion and compilation of the final Facilities Plan.

Task 3: Effluent Disposal Evaluation

Description

The purpose of this task is to evaluate where to discharge treated effluent from the WWTP. There are wide ranging treatment requirements depending on the discharge alternatives selected. For example,

NPDES requirements for river discharge have stringent nutrient and arsenic limits. Land application of treated wastewater has its own set of regulations, and Class A reuse presents a third. The ultimate strategy could include a combination of these effluent disposal options.

A high-level screening of treatment alternatives will be completed for each effluent disposal option. The alternatives will be evaluated in this task using the non-monetary and monetary information applicable to each. Monetary criteria will include capital, Operation and Maintenance (O&M) and Net Present Value (NPV) costs. The alternatives will be scored in relation to the non-monetary criteria by City staff and management at this workshop, facilitated by Jacobs. The benefit score will be used to calculate the benefit to normalized NPV cost score (see Figure 1 for a hypothetical example). The information and inputs to the monetary and non-monetary evaluation will be developed in previous tasks.

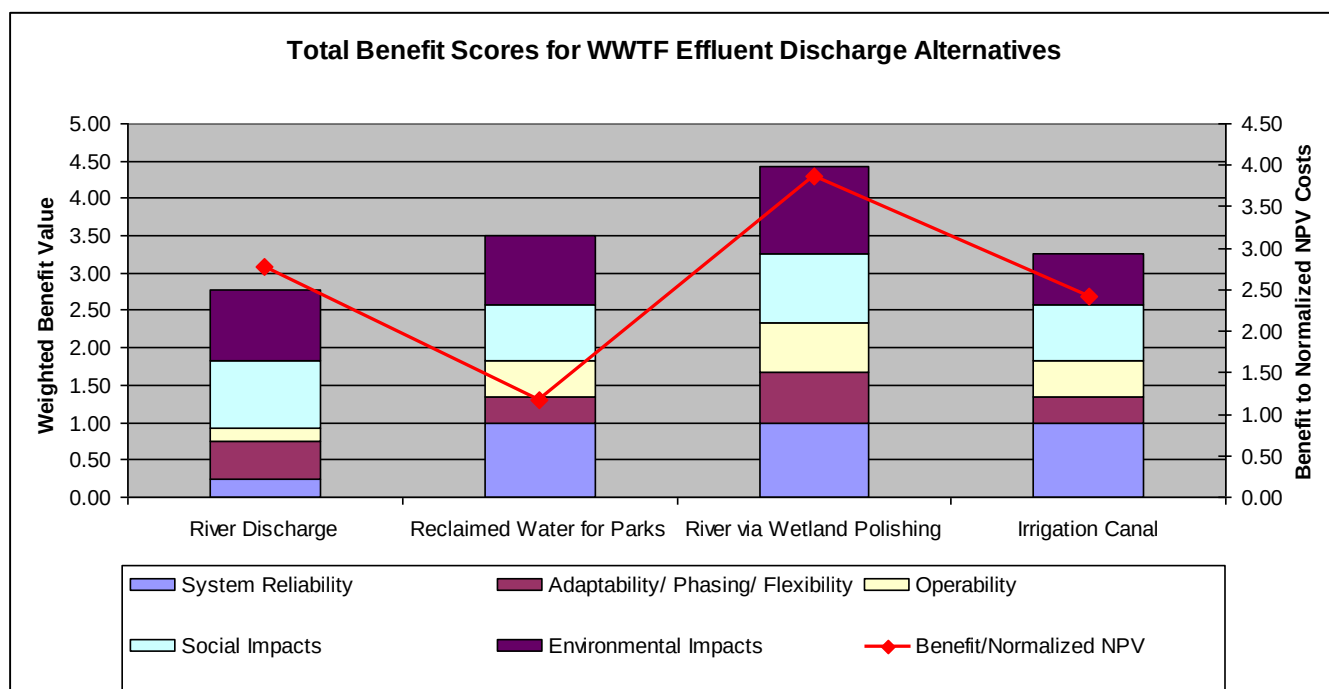


Figure 1: Example Alternative Benefit Scoring

Assumptions

- The team will develop three discharge alternatives: Malheur River, land application, and Class A reuse. The corresponding levels of treatment will be described, and capital and O&M costs will be presented.
- A TM describing the evaluation will be prepared, documenting the findings. The TM is assumed to not exceed 10 pages with 5 graphics.

Meetings

- A workshop will be conducted by Jacobs to define the monetary and non-monetary decision criteria to be used in evaluating different effluent disposal strategies.

Deliverables

- Effluent Disposal Evaluation TM (PDF format).
 - Only one version of the TM will be submitted. Any and all comments provided by the City will be addressed as part of Task 8, during completion and compilation of the final Facilities Plan.

Task 4: Liquids Treatment Process Assessment

Description

Based on the results of Task 3 which establishes the effluent discharge strategy, the additional WWTP treatment process needed to produce the water quality required will be evaluated. Different treatment alternative configurations will be developed with narrative descriptions and process flow diagrams. Use of the process simulation developed in Task 2 will help, in part, to determine the size of the respective unit processes and configurations for each treatment alternative. A mass balance will be developed for each alternative, with the associated treatment performance documented. A conceptual cost estimate will be developed for each alternative, allowing for the monetary comparison through the alternative benefit scoring process. The same decision-making criteria from Task 3 will be used to evaluate the alternatives. The alternative found to be the most appropriate will become the recommended alternative.

Hydraulic evaluations will be completed in Task 6 to evaluate the treatment alternatives. A hydraulic profile will not be created for each alternative, but it is assumed that major bottlenecks will be eliminated as applicable for the respective treatment alternative. The hydraulic capacity of the respective treatment alternative will be documented.

Assumptions

- Up to five base treatment alternative configurations and associated process simulations are proposed for this task.
- A TM describing the assessment and associated recommendations will be prepared.

Meetings

- A preliminary alternatives workshop will be conducted by Jacobs to develop treatment alternatives. Up to three Jacobs staff will attend the workshop.
- A second workshop will be conducted by Jacobs to share the results of the alternative scoring and verify the recommended alternative. Up to three Jacobs staff will attend the workshop.

Deliverables

- Liquids Treatment Process Assessment TM (PDF format).

- Only one version of the TM will be submitted. Any and all comments provided by the City will be addressed as part of Task 8, during completion and compilation of the final Facilities Plan.

Task 5: Arsenic Management Alternatives

Description

The NPDES limit in the current permit for arsenic has been particularly challenging to address. There are limited cost-effective technologies to remove low levels of arsenic from wastewater. Traditional technology and alternate strategies to manage arsenic in the wastewater will be described and evaluated as part of this task.

Assumptions

- This work will build off the arsenic source identification work previously completed by the City.
- A TM describing arsenic management will be prepared that is assumed to be 5 pages with 2 graphics.

Meetings

- No meetings or workshops are anticipated as part of this task.

Deliverables

- Arsenic Management Alternatives TM (PDF format).
 - Only one version of the TM will be submitted. Any and all comments provided by the City will be addressed as part of Task 8, during completion and compilation of the final Facilities Plan.

Task 6: WWTP Hydraulic Capacity Evaluation

Description

This task includes the hydraulic capacity evaluation of the WWTP. This helps the City understand how much flow can pass through specific parts of the WWTP without compromising treatment. This information can be particularly useful to know how much flow can pass through the WWTP in a flooding or severe storm event before the water overwhelms the WWTP facilities and flows uncontrolled out of the structures. The hydraulic capacity for the structures and processes at the WWTP will be developed to determine where hydraulic bottlenecks exist. Findings from this task will be used together with those from Task 3 to determine the existing capacity of the WWTP.

Assumptions

- A steady state model (WinHydro) model will be developed to evaluate different flow scenarios. The results will be presented in a hydraulic profile and summary TM.
- The City will provide record drawings of the existing structures which forms the basis of the model. No field measurements or flow measurement is included.

Meetings

- No meetings or workshops are anticipated as part of this task.

Deliverables

- Hydraulic Capacity Evaluation TM (PDF format).
 - Only one version of the TM will be submitted. Any and all comments provided by the City will be addressed as part of Task 8, during completion and compilation of the final Facilities Plan.

Task 7: Collection System Master Plan

Task 7 will be completed entirely by Keller (see separate scope of work), who is contracted directly with the City. Keller will deliver a stamped Collection Systems Technical Memorandum to Jacobs to be included in the final Facility Plan. Jacobs has no hours or budget included within Task 7.

Assumptions

- Jacobs will rely on the timeliness of Keller to provide the deliverables indicated in order to maintain the schedule provided in this Scope of Work.
- Although Keller's deliverables will be included in the Final Facilities Plan, Jacobs is not responsible for the technical content or for the quality control of Keller's work.

Task 8: Prepare Facilities Plan with Implementation Plan

Description

With the previous tasks completed, the preparation of the facilities plan document will begin. The information developed as separate TMs will be summarized in a facilities plan update that follows the outline approved by DEQ. The final plan will include the background and planning criteria as well as the alternatives evaluated to reach the final implementation plan.

The treatment and collection system alternatives selected from previous tasks will be summarized within this task. For the selected alternative, capacity "triggers" – the influent flow or load that triggers the WWTP or collection system expansion – will be presented. The unit processes and features from the selected alternative will be identified for each "trigger".

Jacobs will consolidate the preliminary Facility Plan alternatives together with the City's existing capital plans to develop a comprehensive CIP for an extended 20-year planning period. In addition, a prioritized CIP for next five years will be provided for the City's review and consideration. The purpose of the Draft CIP is to identify the optimal combination of projects for financial planning purposes, and prior to finalizing the Facility Plan recommendations. The overall CIP will be closely coordinated with the City, to fit within the City's timeframe and goals for the program. The CIP will be programmed to provide similar levels of funding required each year.

Assumptions

- Jacobs will use the CIP information produced by Keller in the Collection System Master Plan to create an overall Wastewater Fund CIP.
- It is assumed that two drafts will be completed and submitted prior to the final, stamped version of the Facilities Plan. The initial draft will be submitted to the Public Works Commission for review. Any public works comments that may need incorporated will be added to the second draft, that will then be submitted to City Council for review. The purpose of multiple drafts is such that the City Council version will have all applicable Public Works comments already incorporated in their version.

Meetings

- The draft and final facilities plan will be presented to the Ontario Public Works Commission in a workshop. Two Jacobs staff will make the presentation.
- The final facilities plan will be presented to Ontario City Council at a regularly scheduled council meeting. Two Jacobs staff will make the presentation.

Deliverables

- 1st Draft Facilities Plan Update – to Public Works Commission (PDF format).
- 2nd Draft Facilities Plan Update – to City Council (PDF format).
- Final Facilities Plan Update (PDF format).

Schedule

The schedule for completing this facilities plan is 10 months from notice to proceed, which is expected at the end of February 2022.

Compensation

Jacobs has developed this level of effort estimate based on the work plan presented herein and assumptions stated previously. The fees will be billed as a time and materials and will not exceed the

total amount without prior approval of the City. The budget will be managed at the Task Order level and not at the individual task level.

The cost breakdown by task is presented in Table 1.

TABLE 1

Compensation – Subtotal of Cost per Task

Facility Plan Task	Jacobs Cost
Task 0: Project Management	\$ 20,400
Task 1: Flow and Waste Load Projections*	\$ 9,300
Task 2: Wastewater Facilities Site Evaluation	\$ 20,100
Task 3: Effluent Disposal Evaluation	\$ 16,600
Task 4: Liquids Treatment Process Assessment	\$ 26,400
Task 5: Arsenic Management Alternatives	\$ 16,300
Task 6: WWTP Hydraulic Capacity Evaluation	\$ 13,800
Task 7: Collection System Master Plan (Keller)*	-
Task 8: Facilities Plan with Implementation Plan	\$ 57,400
Total Jacobs Cost	\$ 180,300

*Keller Associate's effort for this task is captured under Task 7.

MASTER AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER FORM

Effective Date _____ Task Order No. **06**

Task Order Name:

Description of Task Order

This Task Order is entered into on the effective date noted above pursuant to the "Master Agreement for Professional Services" between CITY OF ONTARIO ("Client") and JACOBS ENGINEERING GROUP INC. ("Engineer"), dated March 16, 2021 ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order.

Services Authorized

Client authorizes Engineer to perform the Services described in Exhibit A attached hereto and incorporated herein.

Pricing

\$180,300 Time and Expense on the basis of Engineer's cost, including overhead, plus 15 percent markup, of which will not be exceeded without prior written authorization from the City.

Schedule

Services may commence on March 1, 2022.

Services will cease by December 31, 2022.

Client: City of Ontario

Engineer: JACOBS ENGINEERING GROUP INC.

By: _____

By:  2/11/2022
Manager of Projects



**AGENDA REPORT
NEW BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: TASK ORDER APPROVAL FOR KELLER ASSOCIATES: WASTEWATER COLLECTION SYSTEM EXPANSION OPTIONS FOR FACILITY PLAN UPDATE

DATE: February 14, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE AGREEMENT WITH KELLER ASSOCIATES IN THE AMOUNT OF \$107,500 FOR ENGINEERING SERVICES TO UPDATE THE CITY'S WASTEWATER FACILITY PLAN FOR COLLECTION SERVICES AND AUTHORIZE THE CITY MANAGER TO SIGN.

SUMMARY:

The current NPDES wastewater discharger permit issued by Oregon DEQ requires the city to update the Master Facility Plan for collection and treatment. DEQ requires a draft outline of the components of the proposed Facility Plan be submitted in advance for review and approval. The proposed outline has been submitted and approved by DEQ. The scope of work for Keller Associates is to develop projections of future flow growth over the next 20 years and develop alternatives for accommodating sewer collection capacity. The Public Works Committee has been briefed on the outline and will be reviewing findings and providing input as the plan is developed.

BACKGROUND:

The current NPDES wastewater discharger permit issued by Oregon DEQ requires the City to update the Master Facility Plan for collections and treatment. DEQ requires a draft outline of the components of the proposed Facility Plan be submitted in advance for review and approval. The proposed outline has been submitted and approved by DEQ.

CURRENT SITUATION:

The scope of work for Keller Associates is to develop projections of future flow growth over the next 20-years and develop alternatives for accommodating sewer collections capacity. The Public Works Commission has been briefed on the outline and will be reviewing findings and providing input as the plan is developed.

ANALYSIS:

- A. **STRATEGIC PLAN** The scope of work is consistent with the Strategic Plan in that it helps accommodate Growth and provide Desirability by providing for safe and effective wastewater treatment.
- B. **FINANCIAL** An update to the Facility Plan was included in the current Capital Improvement Plan budget for \$250,000. The combined cost of the Jacobs (\$180,300) and Keller (\$107,500) scopes to complete the Facility Plan Update is \$287,800. Staff have identified cost savings in the current Wastewater Capital Improvement budget to cover the difference of \$37,500.
- C. **TIMING** The work is being initiated in advance of the permit due date to assure compliance but also to provide the City with tools to accommodate economic development opportunities.
- D. **POLICY/LEGAL** The City Council is required to approve the task order.

ALTERNATIVES:

The Council could delay approval of the project to a later date (perhaps a year); however, this would delay the information which is critical to economic development interests.

RECOMMENDATION:

Staff recommends approving the contract with Keller Associates for engineering services to update the city's Wastewater Facility Plan for the collections system.

ATTACHMENTS:

1. Ontario WW Collection Plan_KA_Ontario_Agmt_2022-2-2_jb

AGREEMENT FOR PROFESSIONAL SERVICES

This is an Agreement effective as of _____ ("Effective Date") between the **City of Ontario, Oregon** ("Owner") and **Keller Associates, Inc.** ("Consultant").

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows: **Sewer Collection System Modeling and Analysis** ("Project").

The Owner and the Consultant agree to the following Project scope, schedule, and compensation:

SCOPE: Consultant's services under this Agreement are generally identified in Attachment A.

SCHEDULE: The Agreement shall commence on the above written date. Consultant anticipates completing the scope of work as outlined in Attachment A.

COMPENSATION:

Basic Services. As compensation for services to be performed by Consultant for Tasks 1-8 as described in Attachment A, the Owner will pay Consultant a lump sum fee of \$107,500 (One Hundred Seven Thousand Five Hundred dollars). A management reserve of \$5,000 is set aside for additional services to be authorized by the Owner.

Additional Services. Compensation for performing Additional Services will be pursuant to a mutually agreed upon amendment to this Agreement.

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written. Owner further acknowledges that it has reviewed and accepted the attached Standard Terms and Conditions.

OWNER: ONTARIO, OREGON

Signature: _____

Name: _____

Title: _____

Address: 444 SW 4th Street, Ontario,
Oregon 97914

Telephone: 541-881-3201

Date: _____

CONSULTANT KELLER ASSOCIATES, INC.:

Signature: _____

Name: James Bledsoe

Title: Principal

Address: 100 E Bower Street, Suite
110 Meridian, Idaho 83642

Telephone: 208-288-1992

Date: 2/3/2022

STANDARD TERMS AND CONDITIONS

1. **CONTRACT** – This document constitutes the full and complete Agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. The Agreement may be amended only if both parties specifically agree in writing to such amendment of the Agreement.
2. **INVOICES AND PAYMENT** – Owner will make payment within 15 calendar days of the invoice date. Consultant shall keep accurate records of expenses. If Owner contests an invoice, Owner shall advise the Consultant within 15 days of receipt of invoice of the specific basis for doing so, may withhold only that portion so contested, and shall pay the undisputed portion.

Interest. If payment is not received by the Consultant within 30 calendar days of the invoice date, Owner shall pay interest at a rate of 1½% per month (or the maximum allowable by law, whichever is lower) of the past due amount. Payments will be credited first to interest and then to principal.

Suspension. If the Owner fails to make payments when due, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Owner. Owner agrees to indemnify and hold Consultant harmless from any claim or liability resulting from such suspension.
3. **DOCUMENTS** – All documents prepared or furnished by Consultant are instruments of service, and Consultant retains ownership and property interest (including the copyright and the right of reuse) in such documents. Owner shall have a limited license to use the documents in and for the Project subject to full payment for all services relating to preparation of the documents. The Owner agrees to obtain prior written agreement for any reuse or modifications of the instruments of service, and understands that any unauthorized use of the instruments of service shall be at the Owner's sole risk and without liability to the Consultant.
4. **STANDARD OF CARE** – The standard of care for all professional engineering and related services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. The Consultant makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the Consultant's services. Consultant shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.
5. **CHANGES OR DELAYS** – The proposed scope of services, compensation, schedule, and allocation of risks reflect Consultant's understanding of the Project at the date of this Agreement. Costs and schedule commitments shall be subject to renegotiation for changed conditions, unreasonable delays caused by the Owner's failure, independent government agencies, acts of God, or causes beyond the reasonable control of Consultant. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.
6. **TERMINATION** – The Owner and Consultant may terminate this Agreement in whole or in part at any time by giving 30 days written notice thereof. The Owner shall promptly pay Consultant for all services rendered to the effective date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on the Owner's behalf.
7. **SUSPENSION OF SERVICES** – If the Owner suspends services of the Consultant for any reason for more than thirty days, the Consultant shall be reimbursed for expenses incurred due to suspension of services, including costs associated with rescheduling or reassigning personnel, and commitments made to others on Owner's behalf.
8. **INDEMNITY AND LIMITATION OF LIABILITY** – Owner and Consultant each agree to indemnify and hold the other (including their respective officers, directors, employees, agents, owners, shareholders, members, partners, sub-consultants, subcontractors, and representatives) harmless from and against liability for all claims, losses, damages and expenses, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Owner and Consultant, they shall be borne by each party in proportion to its negligence. Neither the Owner nor Consultant shall be liable for incidental, indirect or consequential damages. The Consultant's liability to the Owner and to all construction contractors and subcontractors on the Project, due to the Consultant's negligent acts, errors omissions, or breach of contractual obligations relating to or arising out of the Project shall not exceed the Consultant's total fee.

9. **OPINIONS OF COST** – Consultant’s opinions of probable cost represent Consultant’s judgment as an experienced and qualified design professional. Since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Owner’s and other contractor’s methods of determining prices, or over competitive bidding or market conditions, the Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable cost prepared by the Consultant.
10. **CONSTRUCTION PHASE SERVICES** – If Consultant performs any services during the construction phase of the Project, Consultant shall not supervise, direct, or have control over Contractor’s work. Consultant shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. Consultant does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor’s failure to furnish and perform its work in accordance with the Contract Documents.
11. **MISCELLANEOUS**

Right of Entry: Unless otherwise noted in the scope of work, the Owner shall provide for Consultant’s right to enter the property owned by the Owner and others in order to fulfill the services to be performed hereunder.

Dispute Resolution: Owner or its Contractor agree to notify Consultant of any claims against the Consultant within 10 days of discovery of any allegations, errors or omissions. Should a dispute arise, Owner and Consultant agree to negotiate disputes between them in good faith for a period of 30 calendar days from the date the dispute is raised in writing by either the Owner or Consultant. If the parties fail to resolve the dispute through negotiation, then the dispute shall be decided through non-binding mediation or other mutually agreed alternative dispute resolution technique. Fees and expenses for mediation shall be split equally between the parties. The Owner and Consultant agree non-binding mediation or other mutually acceptable dispute resolution technique shall precede litigation. This Agreement shall be governed by the laws of the State where the Project is located.

Hazardous Environmental Conditions: The scope of Consultant’s services does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead or other hazardous materials, as defined by Federal, State, and local laws or regulations. Consultant is not required to become an arranger, operator, generator, or transporter of hazardous substances, and shall have no responsibility for the discovery, handling, removal, disposal or exposure of persons to hazardous substances of any form.

Consultant Reliance: Consultant shall be entitled to rely, without liability or the need for independent verification, on the accuracy and completeness of any and all information provided by Owner, Owner’s consultants and contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty contractors, manufacturers, suppliers, and publishers of technical standards.

Certifications: Consultant shall not be required to sign any documents that result in Consultant having to certify, warrant, or guarantee the existence of conditions whose existence Consultant cannot ascertain within its services for the Project.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Consultant. Consultant’s services hereunder are being performed solely for the benefit of the Owner, and no other entity shall have any claim against Consultant because of this Agreement or Consultant’s performance of services hereunder.

Severability & Waiver: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provisions will be stricken, and those remaining Contract Provisions shall continue in full force and effect. The failure of either party of this Agreement to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement, shall not be construed as a waiver of such term, covenant or right.

Joint Drafting: The Parties expressly agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

Exhibit A
Scope of Work
City of Ontario, Oregon
Sewer Collection System Modeling and Analysis
Keller Associates Project No.: 217032

BACKGROUND

The City of Ontario's (Owner) wastewater plan is more than ten years old. The City desires to update the plan and has contracted with Jacobs (Jacobs) and Keller Associates, Inc. (Consultant) to complete portions of the plan update. Jacobs will lead the wastewater treatment plant and report preparation element. Keller Associates will lead the sewer collection system modeling and analysis element of the plan update. This scope of work relates to Consultant's role.

This project will update the previous plan to reflect current conditions and planning criteria as well as develop a hydraulic model that can be used to assess the capacity of the existing system and future improvements to serve at up to two future planning horizons one of which will include build-out of the planning boundary. A more detailed scope of work is presented below.

TASK 1 – PROJECT COORDINATION AND PROGRESS MEETINGS

1.1 Consultant Responsibilities

- 1.1.1 Project Coordination. Provide general project administration and coordination services between Jacobs and Consultant, including sub-consultant contract administration, monthly invoicing, occasional progress reports, and internal project administration.
- 1.1.2 Project Meetings. Set the project meeting agenda and prepare meeting minutes for the Consultant's plan elements. For budgeting purposes, the following progress meetings are assumed:
 - Kickoff meeting—establish lines of communication and review planning criteria, schedule, request for information, planning area, and Flows and Loads memo from Jacobs.
 - Existing system hydraulic model evaluation progress meeting – review findings of model analysis of the existing sewer collection system including lift stations and pressure mains.
 - Future model and alternatives progress meeting—review findings of model analysis for future flow scenarios and discuss alternative improvements for satisfying future flow conditions.
 - Final collection system master plan and improvements meeting—review final collection system master plan map, recommended capital improvements, cost estimates, and prioritization with Jacobs.
 - Public works meeting—present findings to single public works staff/committee.
 - City council meeting—present findings to single city council meeting.

1.2 Owner/Jacobs Responsibilities

- 1.2.1 Provide meeting space for all project meetings unless meetings are held virtually.
- 1.2.2 Provide final decision on preferred alternatives.

1.3 Assumptions

- 1.3.1 Project management budget assumes a collection system planning schedule up to six months.
- 1.3.2 Should additional meetings be requested by the Owner, they can be facilitated as an additional service.

1.4 Deliverables

- 1.4.1 Regular invoices and occasional project progress reports.
- 1.4.2 Project meeting agendas and minutes.

TASK 2: DATA COLLECTION

2.1 Consultant Responsibilities

- 2.1.1 RFIs. Prepare a request for information (RFI) for the collection system, including but not limited to: flow data, GIS shapefiles and data, pump curves, operations and maintenance information, sewer line record drawings (for lines constructed since last model), SCADA records, and collection system maintenance and conditions information. Review data received and provide follow-up RFIs.
- 2.1.2 Flow Monitoring. Prepare a flow monitoring plan that will include a map with recommended monitoring sites. Provide flow monitoring for up to six (6) locations for a period of two to three weeks at each location. Provide six portable flow meters for use in the flow monitoring effort. Spend one day visiting metering sites and assisting with installation and setup. After the first week of operation, visit with Jacobs staff to assist in downloading of data for half a day. Compile and review data provided by Jacobs staff in subsequent weeks. Spend day removing flow monitoring devices.
- 2.1.3 Survey Support.
 - 2.1.3.1 Conduct GPS survey of sewer surface features with survey-grade equipment. A budget has been allocated for GPS surveying support assuming approximately 40 manholes which is the estimated number of manholes for which the Owner does not already have accurate rim and invert elevation information. GPS surveying beyond this budget will be completed as an additional service as requested by the Owner. The Owner will locate and mark the manholes, provide traffic control, measure the depth of the invert elevation and diameter of sewer main, and provide measurement to Consultant of the surveyed manholes while Consultant is GPS surveying the rim elevations. Depth measurements and sewer main diameter information from Owner will be provided to the Consultant in a spreadsheet format with a unique identifier tied to each manhole (i.e. the manhole ID – for example “NE6-62”).
 - 2.1.3.2 Conduct additional survey support to correct identified inaccurate or questionable data, gather topographic elevations for key future waterway crossings, reconcile elevation discrepancies discovered in the hydraulic model and/or survey manholes that cannot be surveyed with GPS equipment due to tree cover. A budget of sixteen additional hours is set aside for this additional conventional surveying support. Surveying beyond this budget will be completed as an additional service as requested by the Owner.
 - 2.1.3.3 Create a tabular point file of all survey data in spreadsheet format that is categorized by feature identification (i.e. manhole ID) for incorporation into the Owner's system wide GIS database and the hydraulic model. This scope and budget does not include entering record drawing information like invert elevations, year of installation, condition, or replacement schedule.
 - 2.1.3.4 The budget includes the Consultant providing the surveying equipment and tools and was developed by assuming that approximately 20 manholes could be collected in an 8-hour workday. Consequently, time for a one-person GPS team for 2 working days to survey the 40 manholes plus the additional 16 hours of additional survey support has been budgeted. The budget assumes that the surveying will be done generally during consecutive days in one period of time.

2.2 Owner/Jacobs Responsibilities

- 2.2.1 Provide information requested in the RFIs in a timely manner.
- 2.2.2 All survey services including measures to achieve datum compatibility.
- 2.2.3 Provide assistance with confined spaces entry, setting the flow meters, traffic control, gathering data routinely from each of the flow monitoring stations, and pulling the flow meters.

2.3 Assumptions

- 2.3.1 Consultant will provide training to Owner staff on setup of flow meters, data extraction, and removal of flow meters. For budgeting purposes, Consultant has planned a single day for setup, half day for data download once, and half a day for meter removal and cleanup.
- 2.3.2 Consultant will not enter confined spaces.
- 2.3.3 Flow monitoring will be limited to a three-week period.

2.4 Deliverables

- 2.4.1 Up to two (2) RFIs.
- 2.4.2 GPS survey results incorporated into the Owner's existing GIS database shapefiles
- 2.4.3 Flow monitoring results will be incorporated into the final report

TASK 3: PLANNING CRITERIA

3.1 Consultant Responsibilities

- 3.1.1 Planning criteria. Jacobs will take the lead in developing and providing Consultant the planning criteria including but not limited to study area, existing and future flow/load projections, population projections, a 24-hour flow pattern, flow allocations, and new and/or changes to industrial flows. This information will be summarized in a Flow and Loads Memo. Consultant will review this memo and provide comments and input.

3.2 Owner/Jacobs Responsibilities

- 3.2.1 Provide Flow and Loads memo within four weeks of notice to proceed.

3.3 Deliverables

- 3.3.1 None.

TASK 4: EXISTING COLLECTION SYSTEM CONDITIONS ASSESSMENT

4.1 Consultant Responsibilities

- 4.1.1 Lift Station Site Visits and Analysis. Visit each lift station facility (7 total) to visually assess existing deficiencies and complete pump station flow tests.
- 4.1.2 Electrical Evaluations. Visit each lift station facility (7 total) to assess condition of existing electrical components. This will include a visual inspection of any existing electrical panels, generators, transfer switches, SCADA panels, and telemetry. Findings will be summarized in the Collection System chapter. This site visit will be completed at the same times as the site visit in Task 4.1.1.
- 4.1.3 Existing Pipeline Summary. Illustrate on a map the existing pipeline size, material, and age information using the Owner's available information in GIS.

4.2 Owner/Jacobs Responsibilities

- 4.2.1 Provide access to lift stations and personnel to tour the lift stations with the Consultant.

- 4.2.2 Provide a list of known collection system issues and planned improvements.

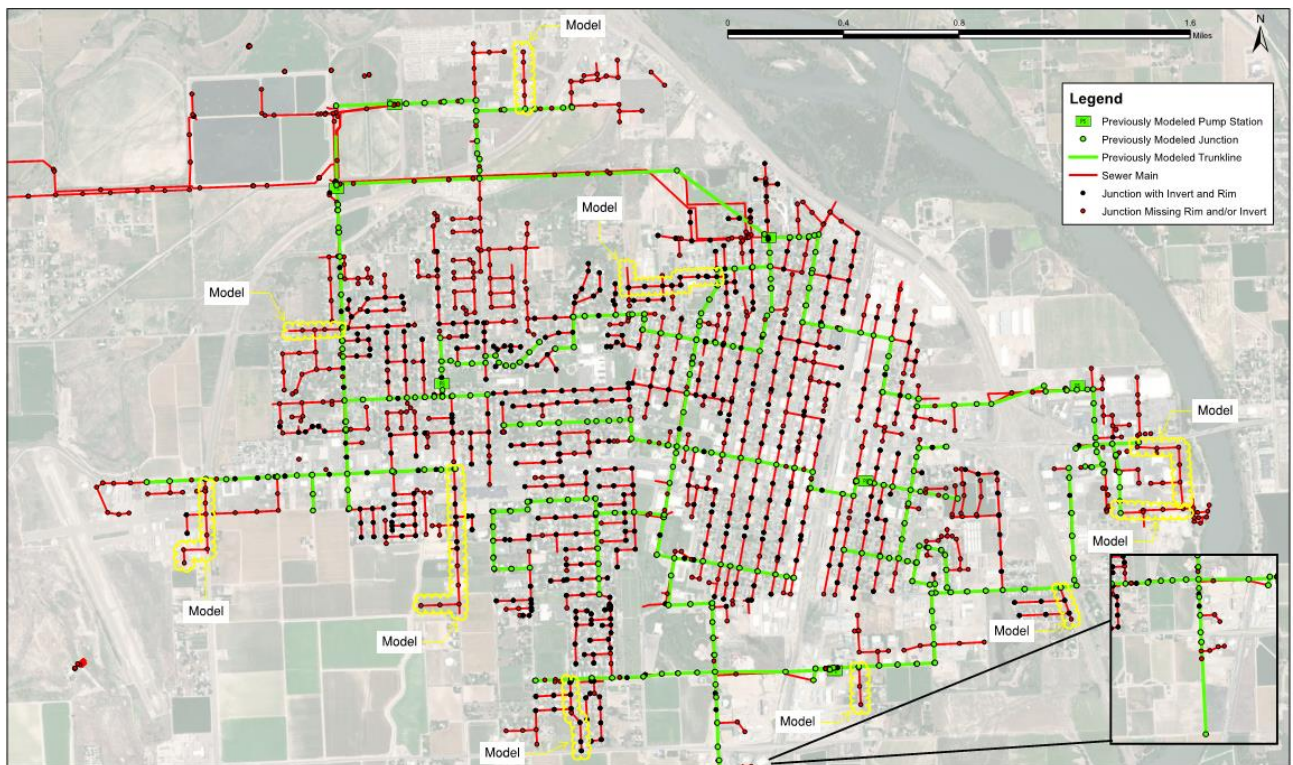
4.3 Assumptions

- 4.3.1 Consultant will not enter confined space.
- 4.3.2 Lift station evaluation will not include the SRCI lift station.

TASK 5: EXISTING AND FUTURE COLLECTION SYSTEM MODEL EVALUATION

5.1 Consultant Responsibilities

- 5.1.1 Model Update. Utilize the updated GIS database, lift station and sewer line record drawings and pump curves, and other information provided by the Owner/Jacobs to convert the former XPSWMM model to an InfoSWMM model. Incorporate the additional sewer line segments highlighted in the graphic below into the model.



- 5.2 Sewer Flows in Model. Utilize information from Jacobs in the Flows and Loads Memo to assign wastewater flows to the model to simulate an existing peak hour flow condition. The flow spatial allocation from the previous model will be used. A global adjustment will be made to match model flows with current system flows.

- 5.1.1 Calibrate Model. Calibrate the existing model to available flow data, pump runtime, and flow meter data.
- 5.1.2 Evaluate Existing Hydraulic Capacity. Using the hydraulic model, evaluate the existing collection system hydraulic capacity with current peak hour flows imposed on the model and provide an existing system flow summary.
- 5.1.3 Future Pipeline Layout. Use available topographic information and projected loads to develop an updated future pipeline layout to service unsewered areas. Use the former Ontario Wastewater Master Plan layout as a starting point for future pipeline layouts. Develop sewer shed map showing boundaries of major sewer sheds.
- 5.1.4 Evaluate Future Flows Capacity. Simulate future flow scenario and conduct capacity analysis of existing pipe network.

- 5.1.5 Evaluate Future Deficiencies. Evaluate potential deficiencies resulting from future buildout projected wastewater loads. A separate 20-year model simulation will not be completed.

5.3 Owner/Jacobs Responsibilities

- 5.2.1 Input on development projections.
- 5.2.2 Provide lift station pump run-time data in spreadsheet format.

5.4 Deliverables

- 5.3.1 InfoSWMM computer model of the collection system.

TASK 6: EVALUATE COLLECTION SYSTEM IMPROVEMENT ALTERNATIVES

6.1 Consultant Responsibilities

- 6.1.1 Identify Improvement Alternatives. Evaluate alternative improvements to correct existing and anticipated future deficiencies. These may include parallel pipelines, replacement pipelines, flow rerouting, inter-basin pumping, infiltration/inflow reduction, pumping facility upgrades, and maintenance recommendations. Prepare life-cycle cost analysis for up to three alternatives. Summarize nonmonetary factors.
- 6.1.2 While a 20-year model simulation will not be completed, Consultant will include general guidance and phasing suggestions for dealing with developments that are not contiguous to existing sewer service. This is assumed to be less than a half page and not specific to a particular property. This support does not include extra model simulations. This additional support can be provided as an additional service.

6.2 Owner Responsibilities

- 6.2.1 Provide input on alternatives and concepts including nonmonetary factors and select preferred alternative.

TASK 7: COLLECTION SYSTEM CAPITAL IMPROVEMENT PLAN (CIP)

7.1 Consultant Responsibilities

- 7.1.1 Summarize Recommended Improvements. Information will be presented as tables and figures summarizing recommended improvements.
- 7.1.2 Priority Recommendations & Cost Estimates. With input from Jacobs/Owner, prioritize recommended collection system improvements and develop planning level costs in 2022 dollars. Summarize in capital improvement plan.

7.2 Owner/Jacobs Responsibilities

- 7.2.1 Work with Consultant to select project prioritization criteria.

7.3 Assumptions

- 7.3.1 Consultant will not provide any support evaluating or providing recommendations regarding utility rates or system development charges (SDCs).

TASK 8: COLLECTION SYSTEM REPORT SECTIONS

8.1 Consultant Responsibilities

- 8.1.1 Report Sections. Compile technical memorandum (anticipated to be Appendix I-Collection System Master Plan of the overall report) of the findings of the various planning elements outlined in the previous tasks. Attachments will be created that include pertinent supporting documentation. Consultant will also develop a summary section write-up of the findings from the tasks above that is anticipated to be Section 6 (Collection System Model) of the overall report and provide to Jacobs. Consultant will provide review and comment of portions

of Section 7 (Recommended Plan) that relate to the collection system. Jacobs will take the lead developing initial draft of Section 7.

- 8.1.2 Address Owner/Regulatory Agency Review Comments. Address review comments from Owner and Oregon DEQ that relate to Consultant's sections of the report and incorporate revisions into a final technical memorandum and Section 6 write-up. Fee assumes no more than one review and comment iteration.

8.2 Owner/Jacobs Responsibilities

- 8.2.1 Review and comment on draft technical memorandum in a timely manner.

8.3 Deliverables

- 8.3.1 An electronic copy (WORD and PDF format) of the Draft Collection System Technical Memorandum.
- 8.3.2 Electronic copy (WORD and PDF format) of the Final Collection System Technical Memorandum.

TASK 9: ADDITIONAL SERVICES (MANAGEMENT RESERVE)

From time to time the Owner/Jacobs may have additional tasks related to the project or additional tasks may be encountered that are not identified in this scope of work. For these instances, a time and material budget is established in order for Consultant to complete the additional services. A Management Reserve in the amount of \$5,000 is incorporated into this agreement to allow Owner to authorize Additional Services if needed.

SCHEDULE

The Consultant will complete a draft technical memorandum within six months of the notice to proceed.

COMPENSATION

Compensation for engineering services outlined in Task 1-8 shall be a lump sum fee in the amount of \$107,500. A management reserve of \$5,000 is set aside for additional services authorized by the Owner. A breakdown of costs is presented in the following table.

Tasks	Engineering Services Fee
1 Project Management and Progress Meetings	\$14,900
2 Data Collection	\$19,900
3 Planning Criteria	\$1,300
4 Existing Collection System Condition Assessment	\$8,600
5 Existing and Future Collection System Model Evaluation	\$36,900
6 Evaluate Collection System Improvement Alternatives	\$7,400
7 Collection System Capital Improvement Plan (CIP)	\$7,600
8 Collection System Technical Memorandum	\$10,900
SUBTOTAL	\$107,500
9 Additional Services (Management Reserve)	\$5,000



**AGENDA REPORT
NEW BUSINESS
February 22, 2022**

To: Mayor and City Council

FROM: Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: **TASK ORDER APPROVAL OF ENGINEERING SERVICES CONTRACT WITH MURRAYSMITH, INC: WESTECH CASSETTE EXPANSION AT THE WATER TREATMENT PLANT**

DATE: February 15, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE TASK ORDER FOR MURRAYSMITH, INC, IN THE AMOUNT OF \$216,626 FOR ENGINEERING SERVICES TO SUPPORT THE WESTECH CASSETTE EXPANSION AT THE WATER TREATMENT PLANT.

SUMMARY:

The 2020 Water Master Plan approved by the Oregon Health Authority calls for expanding the water treatment capability by adding another WesTech Treatment Unit that has long been planned for the new plant. The proposal by Murraysmith is to complete the detailed engineering necessary to develop design plans and bid specifications to enable performance of the work.

BACKGROUND:

The 2020 Water Master Plan approved by the Oregon Health Authority calls for expanding the water treatment capability by adding another WesTech Treatment Unit that has long been planned for the new plant.

CURRENT SITUATION:

The proposal by Murraysmith is to complete the detailed engineering necessary to develop design plans and bid specifications to enable performance of the work.

ANALYSIS:

- A. **STRATEGIC PLAN** The scope of work is consistent with the Strategic Plan in that it helps accommodate Growth and provide Desirability by providing for safe and effective water supply to the citizens of Ontario.

- B. **FINANCIAL** The Capital Improvement Plan for this fiscal year budgeted \$2.7 million for engineering design and implementation of this project. The attached \$216,626 task order will be paid from that budget.
- C. **TIMING** Increasing water consumption requires that this project begin soon.
- D. **POLICY/LEGAL** The City Council is required to approve the task order.

ALTERNATIVES:

If the Council elects to not move forward with awarding the task order, the work will be delayed and may impact water service delivery if rapid growth occurs.

RECOMMENDATION:

Staff recommends approving the task order with Murraysmith for engineering the WestTech Cassette expansion.

ATTACHMENTS:

1. Scope of Work Ontario New WTP Improvements 2022.02.14

TASK ORDER

NEW WATER TREATMENT PLANT IMPROVEMENTS 2022

CITY OF ONTARIO, OREGON

This Scope is for professional services between Murraysmith, Inc. (Murraysmith) and the City of Ontario, Oregon (City) for the design of improvements to their “New” Water Treatment Plant (New WTP). The services provided under this scope will be completed under the current Continuing Professional Engineering Service agreement dated July 17, 2019.

Background

The City of Ontario, Oregon’s New WTP treats up to 4.0 MGD of water from the Snake River and nearby wells to produce potable water for the municipality. Efforts for the planning and management of this City facility include the 2014 Water Treatment Plant Audit, the recently completed 2020 Water System Master Plan and the Capital Improvement Plan FY’s 21-26. These documents identify the near term and long range planning needs for this facility. The following summarize the treatment improvements that are interpreted to be related to the New WTP, anticipated to be completed by 2025 according to the Water Master Plan and are scheduled for FY 22-23 in the Capital Improvements Plan.

2020 Water System Master Plan

- Item 6 – New 2.0 MGD WesTech water treatment module to increase capacity
- Item 7 – Chemical storage room will require 20 foot by 20 foot room
- Item 12 – Investigate and repair erratic backwash/Settled media
- Items 13 and 14 are related with the proposed solution to decommission the old clear wells and add a new 0.6 MG clear well and finished water booster pump station

FY’s 21-26 Capital Improvement Plan

- Page 123 – WTP Capacity Increase: This project increases the Water Treatment Plant capacity and will include new building improvements and system redundancy with an additional cassette and facility expansion to accommodate new filtration equipment and chemical storage.
- Page 130 – Chlorine Generation System: An analysis of available chlorine generation systems will be conducted and provide a recommendation for a new system or chiller replacement if we continue with the existing system. The existing chiller has failed.

- Page 136 – SCADA Telemetry: The City uses Advanced Control Systems (ACS) for its Supervisory Control and Data Acquisition (SCADA) services. All information is stored in ACS's cloud. The contract for ACS is for 5 years and expires in 2022. Options need to be evaluated.

On January 11th, Murraysmith made a site visit to the Water Treatment Plant to observe the conditions of the facility and better understand the scope of work requested. Murraysmith toured the New WTP and the filter, pump room and control room of the Old WTP as well as visited with facility operators and obtained a copy of the operation and maintenance manual for the flocculation mixers. While observing the current conditions of the facility we noted that the New WTP exterior wall construction is significantly different from the 2004 Water Treatment Plant Expansion – Design Drawings and Specifications, specifically the North exterior wall. We observed exterior walls to be single width (wythe) concrete masonry unit (CMU) construction that begins on a 2-foot-tall stem wall. Due to the differences, assumptions were made as to how the New WTP was actually constructed.

On January 28th, Murraysmith had a follow up team meeting with City representatives to confirm the desired scope. During this meeting Murraysmith was informed that the existing potassium permanganate pump works pretty hard to keep up with current demands and needs to be replaced. Improvements to the chlorine generation system as well as erratic backwash observed in the packaged filter cassettes will be addressed outside of this scope of work.

Our scope of services that follows is based upon addressing the following improvements that have been requested by the City to be implemented as a part of this project:

2020 Water Master Plan

- 2020 Water Master Plan Item 6 – New 2.0 MGD WesTech water treatment module to increase capacity

Site Visit and 01/28 Meeting

- Replace existing Potassium Permanganate Pump with one that has higher capacity
- Extend bridge crane above new filter cassette

This Task Order (TO) is for the development of a New WTP improvement design package that will be used for permitting and construction. At the completion of this work, a subsequent TO will be submitted to cover the bidding and construction support services.

Scope of Services

A summary of our services are as follows. For more detailed information related to each item, refer to the detailed descriptions for each task in this proposal.

Phase 1 – Design Phase

- Design of the improvements and compilation of construction documents.
- Item 6 – Improvements include the installation of a new 2.0 MGD packed filter skid similar to the two existing WesTech packaged filter skids; connections to existing process piping; valves for the new filter skid; electrical, instrumentation and controls for the new filter skid
- Replace existing Potassium Permanganate Pump with one that has higher capacity
- Extend bridge crane above new filter cassette

The Phase 1 services are divided into the following major tasks:

- Task 1 – Project Management
- Task 2 – Data Collection
- Task 3 – Permitting
- Task 4 – Design

Exclusions

Services that may be needed but are currently not included are as follows:

- Survey
- A Biological Assessment, resource survey or other studies of threatened or endangered species
- Geotechnical Investigation
- Site Underground Utility Exploration (i.e. SUE investigation)
- Corrosion Engineering
- HVAC Engineering and Design
- Architectural Design
- Landscaping Design
- Pavement Design
- Testing, either destructive or nondestructive to verify existing construction conditions
- Performing detail measurements of all elements of the New WTP
- Providing an As-built of work that has been constructed prior to this project
- Traffic Control Design
- Phase II – Bidding and Construction Phase Services

Task 1 - Project Management

The purpose of this task is to provide management of the project team, schedule, and budget. Included in this task are monthly invoicing, budget and schedule review, updates, team meetings and general administrative tasks. As project manager, Phil Sack will lead communication with the City and the team throughout the duration of the project. As principal in charge, Craig Anderson will assist with City and team communications as needed and be a secondary point of contact.

Meetings

- Kick Off Meeting and Scope Review
- Up to monthly project status review meetings (as-needed)

Assumptions

- Project duration will be no more than 5 months.

Deliverables (PDF electronic document format)

- Monthly invoices and progress reports to the City
- Meeting agendas and notes summarizing items discussed and action items

Task 2 – Data Collection

Murraysmith will review City provided construction and planning documents as well as coordinate with equipment manufacturers to understand needs and construction limits of the improvements. This task will include the following:

- Engineering site visit
- Review of the following documents:
 - 2020 Water System Master Plan
 - 2014 Water Treatment Plant Audit
 - 2016 Water Treatment Plant Chemical Feed Improvements – Bid Set Plans and Specifications
 - 2004 Water Treatment Plant Expansion – Design Drawings and Specifications
 - 2015 Geotechnical Technical Memorandum for New Raw Water Mixing Building
 - 2004 Geotechnical Engineering Report for Water Treatment Plant Addition
 - 2004 Site-Specific Seismic Hazard Study

Task 3 – Permitting

To help ensure that permitting does not delay construction, Murraysmith will initiate conversations with the Oregon Health Authority Drinking Water Services (DWS) representative to brief them on the project and assist with submittals for design review requirements.

Meetings

- Attendance at up to two virtual meetings with the City and/or DWS.

Deliverables (PDF electronic document format)

- Final Draft Contract Documents to DWS and the City

Task 4 – Design

The purpose of this task is to conceptualize and develop the design into detailed Contract Documents necessary for the bidding, award, and construction of the work. This task has been divided into five steps to facilitate review and finalization of the documents.

Subtask 4.1 Project Definition

Murraysmith will develop a Project Definition Package based on the documents reviewed during our Data Collection efforts and coordination activities with DWS. This information will define design criteria for major processes as well as buildings and will be utilized to develop updated process flow diagrams.

Meetings

- We will hold one virtual design review meeting with the City.

Deliverables (PDF electronic document format)

- Basis of Design Criteria Summary (60% Draft)
- Updated Process Flow Diagram Schematics (60% Draft)
- Meeting agenda and notes summarizing items discussed and action items

Subtask 4.2 Schematic Design (≤30% Project Maturity Level)

Murraysmith will develop a Schematic Design package based on the information obtained during the previous work tasks.

Meetings

- One virtual design review meeting with the City (and DWS if needed).

Deliverables (PDF electronic document format)

- Drawings
 - Basis of Design Criteria Summary (90% Draft)
 - Updated Process Flow Diagram Schematics (90% Draft)
 - Cover Sheet and Vicinity Map (30% Draft)
 - Drawing Index (30% Draft)
 - Process and Instrumentation Control Diagrams (60% Draft)
 - Site Plans (30% Draft)
 - Process Plans (30% Draft)
 - Electrical One-Line Diagrams (30% Draft)
- Specifications
 - Cover Sheet (30% Draft)
 - Table of Contents (30% Draft)
 - Technical Specifications for Major Equipment (30% Draft)
- Opinion of Probable Construction Cost
 - AACE Class 4
- Meeting agendas and notes summarizing items discussed and action items

Subtask 4.3 60% Design

Murraysmith will develop a 60% design package based on the direction provided on the schematic design.

Meetings

- We will hold one virtual design review meeting with the City (along with DWS if needed).

Deliverables (PDF electronic document format)

- Drawings
 - Basis of Design Criteria Summary (100%)
 - Updated Process Flow Diagram Schematics (100%)
 - Cover Sheet and Vicinity Map (60% Draft)

- Drawing Index (60% Draft)
- Process and Instrumentation Control Diagrams (100%)
- Site Plans, Profiles and Details (60% Draft)
- Process Plans, Elevations and Details (60% Draft)
- Structural Plans, Sections and Details (60% Draft)
- Plumbing and HVAC Plans, Isometrics and Details (60% Draft)
- Electrical Plans, Sections and Details (60% Draft)
- Specifications
 - Cover Sheet (90% Draft)
 - Table of Contents (90% Draft)
 - Technical Specifications for Major Equipment (90% Draft)
 - Draft of all remaining Technical Specifications in Divisions 2 through 46 (60% Draft)
 - Draft of Front-End Specifications Divisions 0 and 1 (60% Draft)
- Opinion of Probable Construction Cost
 - AACE Class 3
- Meeting agendas and notes summarizing items discussed and action items

Subtask 4.4 90% Design

Murraysmith will develop a 90% design package based on the comments on the 60% design submittal. The 90% plans are assumed to be "bid ready" and are only missing minor City as well as DWS comments and approvals.

Meetings

- We will hold one virtual design review meeting with the City (along with DWS if needed)

Assumptions

- This submittal is "bid ready" and only needs to resolve minor City and DWS comments

Deliverables (PDF electronic document format and hard copy as noted)

- This is the package that will be submitted to DWS to obtain approval to construct. We will provide up to two (2) hard copies of submittal documents for DWS review if requested.
- Drawings
 - Basis of Design Criteria Summary (100%)
 - Updated Process Flow Diagram Schematics (100%)
 - Cover Sheet and Vicinity Map (100%)
 - Drawing Index (100%)
 - Process and Instrumentation Control Diagrams (100%)
 - Site Plans, Profiles and Details (100%)
 - Process Plans, Elevations and Details (100%)

- Structural Plans, Sections and Details (100%)
- Plumbing and HVAC Plans, Isometrics and Details (100%)
- Electrical Plans, Sections and Details (100%)
- Specifications
 - Cover Sheet (100%)
 - Table of Contents (100%)
 - Major Equipment (100%)
 - Technical Specifications in Divisions 2 through 46 (100%)
 - Front-End Specifications Divisions 0 and 1 (100%)
- Opinion of Probable Construction Cost
 - AACE Class 2
- Meeting agendas and notes summarizing items discussed and action items

Subtask 4.5 100% Design

Murraysmith will finalize the 100% design package based on resolving the comments for the 90% plans from the City and DWS.

Deliverables (PDF electronic document format)

- Drawings (Issued for BID)
- Specifications (Issued for BID)

Assumptions for all Phase 1 Services

- At this time the City has undertaken a project with Ameresco who is addressing issues with the electrical and controls in the Old WTP. We understand that as a part of Ameresco's work there will be provisions made for powering the new filter skid.
- The existing incoming power and emergency back-up power are of the correct voltage, phase and amperage to accommodate the existing facility as well as the demand from the improvements that are associated with this project.
- The City has submitted and received approval of the 2020 water master plan from the Oregon Health Authority (OHA). This implies that the only remaining permitting activities required to begin construction is the OHA/DWS design review.
- The new filter skid will be backwashed separately from when the existing filters are backwashed and that the new filter skid will use the same backwashing procedures as the existing packaged filter skids. No modifications needed to existing backwash system to accommodate the demand from the improvements that are associated with this project. These improvements will generally be limited to process piping, automated control valve as well as electrical and programming for the control valve.

- The existing raw water supply and pumping system has adequate capacity to supply the needed volume and pressure of water to the existing facility as well as the new packaged filter skid. No modifications are needed to the existing raw water supply system to accommodate the demand from the improvements that are associated with this project.
- All existing piping has been sized appropriately to accommodate the demand for the improvements associated with this project and there is no need to increase the capacity of the existing piping to accommodate the demand from the improvements that are associated with this project.
- With the exception of the Potassium Permanganate Feed pump, the existing chemical feed systems and equipment are appropriately designed and have the capacity to convey the chemicals needed for the new filter skid.
- The existing packaged filter building (i.e. New WTP) has adequate heating and ventilation for the space and has accounted for all of the existing equipment (i.e. chemical storage, mechanical equipment, electrical motors, electrical enclosures, variable frequency drives, etc.), chemical storage and humidity generated by the open basins as well as that of the improvements that will be installed as a part of this project. No modifications are needed to the existing HVAC system to accommodate the demand from the improvements that are associated with this project.
- Unless specifically noted otherwise, the New WTP is assumed to be constructed in accordance with the Design Plans and Specifications.
- The existing buildings meet the requirements of all building codes (i.e. safety, building, mechanical, plumbing, electrical, energy efficiency, etc.) that were in place at the time that they were constructed.
- The existing buildings meets the requirements of all existing building codes (i.e. safety, building, mechanical, plumbing, electrical, energy efficiency, etc.) and that improvements to bring the existing facility into compliance with the current codes will not be required.
- A portion of the existing North wall in the New WTP will be removed and replaced to allow for the installation of the new packaged filter skid.
- The existing equipment pad and floor where the new packaged filter skid will be installed will be removed and replaced to allow for the skid to operate at the same hydraulic grade as the two existing filter skids.
- All stakeholder reviews are concurrent and have a duration of 1 week. All stakeholder comments are provided by the end of the 1 week duration.
- Only one submittal for each review step identified in this scope of work is required to be made to regulatory authorities and that all comments provided substantiate the full review that they deem required under their full authority (i.e. they have reviewed everything they deem is under their jurisdiction and that they have commented on all aspects of their review which they deem to be deficient under their authority). The updated documents will address comments that have been resolved with regulatory authorities and in accordance with the purview of the sealing engineer.

- Documentation that is requested from vendors, the City and other entities is provided in a timely manner, not to exceed 1 week from the date when the request was made.
- Meetings are no longer than one hour including time for questions and discussion.
- Any required permitting and application fees will be paid by the City.
- The permitting fees required, and their estimated cost are as follows:
 - \$3,300 fee for OHA Design Review fee
 - City permitting divisions/departments will waive all fees under their authority for implementation of this project.
- City will prepare and sign all applications and permits.
- There are no threatened or endangered species that could be affected by the construction activities associated with this project. A Biological Assessment, resource survey or other studies as well as Section 7 consultation will not be needed.
- The project will not add impervious surface.
- A Cultural Resources Assessment, survey or study is not required and the State Historic Preservation Office (SHPO) as well as tribes will not have regulatory authority over the improvements associated with this project.
- We assume that there are sufficient and adequate existing geotechnical reports that have been performed in this area and are able to be utilized to design these improvements. Therefore, we have not included the performance of a site-specific geotechnical investigation for this project.
- All work will be within property currently owned by the City. Negotiation of easements, rights of entry and providing supporting documentation or assistance in obtaining easements or rights of entry is not required.
- The Contract Documents shall consist of the following elements or sections – Bidding Requirements, Contract Forms, Conditions of the Contract, Technical Specifications, and Drawings.
- Engineering Joint Contract Documents based materials will be used for the basis of the Bidding Requirements, Contract Forms, and Conditions of the Contract sections of the Contract Documents. These documents will be based on those used for the City's October 2021 SRCI Sewer Line Upgrades (City Standard example) and augmented with amendments or revisions as necessary for project specific needs and OHA specific standards and requirements, as applicable.
- The technical specifications will be based on Murraysmith's standard documents and follow the 50 division Construction Specification Institute (CSI) format.
- It is assumed that the area of the project will be less than one (1) acre and therefore a Storm Water Pollution Prevention Plan (SWPPP) is not required.

- Any required erosion control plans will be prepared by the contractor. We will provide general notes and basic details as a starting point to assist the contractor in erosion and sediment control permitting and implementation.
- Traffic control plans will be prepared by the contractor. We will reference traffic control design standards and requirements only. It is assumed the City will provide direction to Murraysmith and assist with other jurisdiction communication regarding road closures and availability preferences during construction activities.
- Public involvement and coordination are not required during design or will be provided by the City.
- Plans will be full size (11-inch x 17-inch).

Budget

The work covered under this scope of work will be billed on a time and materials basis at the billing rates for personnel working directly on the project, which will be made at the Murraysmith's Current Hourly Rates, plus Direct Expenses incurred. The total budget shall not be exceeded without prior written authorization from the City. When any budget has been increased for follow-on work contracted, Murraysmith's excess costs expended prior to such an increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

The overall budget estimate breakdown for this work is outlined in the table below. Murraysmith will manage the work identified to the aggregate authorized budget amount which shall not be exceeded without prior written authorization from the City.

Task	Amount
Task 1 – Project Management	\$ 10,227
Task 2 – Data Collection	\$14,568
Task 3 – Permitting	\$864
Task 4 – Design	\$190,967
TOTAL	\$216,626

Time of Performance

Assuming a Notice to Proceed in early March 2022, the work provided under this scope of work is anticipated to be completed per the milestone dates provided in the table below. Murraysmith will make every effort to complete the work in a timely manner; however, it is agreed that Murraysmith cannot be responsible for delays occasioned by factors beyond its control, nor by factors that could not reasonably have been foreseen at the time this scope was executed.

Task	Completion Date
Task 1 – Project Management	08/12/2022
Task 2 – Data Collection	03/29/2022
Task 3 – Permitting	07/05/2022
Task 4 – Design	08/03/2022

Task Order Authorization

The parties hereto have caused this Task Order to be executed by their respectively authorized officers or representatives.

CITY OF ONTARIO, OR

Date: _____

By: _____

Name: _____

Title: _____

MURRAYSMITH, INC.

Date: _____

By: _____

Name: _____

Title: _____



**AGENDA REPORT
PUBLIC HEARING
February 22, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT:

ORDINANCE #2803-2022: VACATING A PORTION OF STREET RIGHT OF WAY OF SE 3RD AVENUE AS DEDICATED ON PARTITION PLAT 19-06, RECORDED UNDER INSTRUMENT #2019-1793 WITHIN THE CITY OF ONTARIO BEING THAT EASTERLY PORTION AS DESCRIBED AND SHOWN IN ATTACHMENT #1 AND THE ACCEPTANCE OF A SECTION OF NEW RIGHT OF WAY AS GRANTED IN ATTACHMENT #1, ON FIRST READING BY TITLE ONLY

DATE: February 10, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE ORDINANCE #2803-2022: AN ORDINANCE VACATING A PORTION OF STREET RIGHT OF WAY OF SE 3RD AVENUE AS DEDICATED ON PARTITION PLAT 19-06, RECORDED UNDER INSTRUMENT #2019-1793, WITHIN THE CITY OF ONTARIO BEING THAT EASTLERLY PORTION AS DESCRIBED AND SHOWN ON ATTACHMENT #1 IN ATTACHED ORDINANCE AND THE ACCEPTANCE OF A SECTION OF NEW RIGHT OF WAY AS GRANTED IN ATTACHMENT #2 IN ATTACHED ORDINANCE MADE A PART HEREOF, ON FIRST READING BY TITLE ONLY.

IF AN UNANIMOUS VOTE IS RECEIVED:

I MOVE THE CITY COUNCIL WAIVE THE SECOND READING OF ORDINANCE #2803-2022: AN ORDINANCE VACATING A PORTION OF STREET RIGHT OF WAY OF SE 3RD AVENUE AS DEDICATED ON PARTITION PLAT 19-06, RECORDED UNDER INSTRUMENT #2019-1793 WITHIN THE CITY OF ONTARIO BEING THAT EASTLERLY PORTION AS DESCRIBED AND SHOWN ON ATTACHMENT #1 IN ATTACHED ORDINANCE AND THE ACCEPTANCE OF A SECTION OF NEW RIGHT OF WAY AS GRANTED IN ATTACHMENT #2 IN ATTACHED ORDINANCE MADE A PART HEREOF.

SUMMARY:

In February of 2021, the City Council approved it's own motion to vacate the following street right of way with the conditions that a new portion of right of way be granted for a turn-around and new public utility easements granted for all existing and future utilities required for

future development.

All that portion of the street right of way of SE 3rd Avenue as dedicated on Partition Plat 19-06, recorded under Instrument #2019-1793 within the City of Ontario, is shown in Attachment 1 of this report. Part of the agreement was that a new portion of right of way be granted for a turn-around and new public utility easements granted for all existing and future utilities required for future development. The utility easements were granted and accepted by the City Council in the Council meeting of November 8, 2022, and the new right of way is being granted and accepted in proposed Ordinance #2803-2022.

BACKGROUND:

H2MK, LLC through Mike Hanigan and Christian Life Fellowship, are the owners of the parcels adjacent to and affected by this action, and both parties have signed consent to vacation, which are on record in the Community Development Center, in Planning File 2021-02-09VAC.

Mike Hanigan of H2MI, LLC, and Paul Hilbig of River Point RV Park, requested a portion of the existing street of SE 3rd Avenue be vacated to make room for development of the River Point RV Park. The portion being vacated was never developed and they have agreed to dedicate a new portion for a turn around as well as public utility easements.

ORS 271.130 reads:

“Vacation on Council’s own motion; appeal. (1) The city governing body may initiate vacation proceedings authorized by ORS 271.080 and conduct such a vacation without a petition or consent of property owners. Notice shall be given as provided by ORS 271.110, but such a vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.”

All property owners' signed consents to the vacation are in the records of the Planning Director in Planning File 2021-02-09VAC.

CURRENT SITUATION:

The property has been developed and the developers have fulfilled all the requirements of the agreements, including dedicating new utility easements, so the time has come to formally vacate the portion of the street requested, as well as accept the new right of way for the turnaround.

ANALYSIS:

- A. **STRATEGIC PLAN** The vacation of the street has allowed for the development of a 176 space RV Park providing Growth to Ontario and much needed affordable housing and recreational benefits to the City of Ontario.

- B. **FINANCIAL** The property owners have paid for the application, advertising, and recording fees.
- C. **TIMING** This action is being presented as all agreements have been fulfilled.
- D. **POLICY/LEGAL** “Vacation on council’s own motion; appeal. (1) The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners. Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.”

The city has received fully executed consent forms from all adjacent property owners required to vacate the property to move forward with the process.

ALTERNATIVES:

Staff believes that there are no other alternatives that benefit the citizens and the owners of the properties in the area.

RECOMMENDATION:

Staff recommends the City Council approve the vacations under Ordinance #2803-2022.

ATTACHMENTS:

1. Ordinance 2803-2022



ORDINANCE NO. 2803-2021

**AN ORDINANCE VACATING A PORTION OF STREET RIGHT OF WAY OF SE 3rd AVENUE
AS DEDICATED ON PARTITION PLAT 19-06, RECORDED UNDER INSTRUMENT #2019-1793
WITHIN THE CITY OF ONTARIO BEING THAT EASTLERLY PORTION AS DESCRIBED AND SHOWN
ON ATTACHMENT #1 HEREIN AND THE ACCEPTANCE OF A SECTION OF NEW RIGHT OF WAY
AS GRANTED IN ATTACHMENT #2 MADE A PART HEREOF**

- WHEREAS** The Ontario City Council held a public hearing on February 22, 2022, in the City Hall Council Chambers concerning the proposed vacation of the Street Right of Way of SE 3rd Avenue as dedicated on Partition Plat 19-06, recorded under Instrument #2019-1793, within the City of Ontario as described and shown on Attachment #1 and Acceptance of new right of way as granted in Attachment #2 made a part hereof; *and*
- WHEREAS** The City of Ontario City is vacating the Street Right of Way by notice under ORS 271.130 by city's own motion and consent of adjacent property owner; *and*
- WHEREAS** This action was started under the ownership of H2MK, LLC, who transferred the ownership to a new LLC, being River Point RV, LLC, and the members of H2MK, LLC, are member of the new LLC; *and*
- WHEREAS** This vacation is being granted in exchange for new utility easements granted by H2MK, LLC, in an easement document dated May 5, 2021, and accepted by City Council on February 8, 2022, of which the new River Point RV, LLC, acknowledge said granted easements; *and*
- WHEREAS** The vacation is being granted also with dedication of a section of right of way for a public turn around at the end of SE 3rd Avenue granted in Attachment #2 made a part hereof; *and*
- WHEREAS** The Ontario City Council determined that it is in the best interest of the Citizens of Ontario to allow the vacation of this street for the safety of the public; *and*
- WHEREAS** Hearing no objections to the proposed vacations at said public hearing, the City Council found that the vacation of said property will not prejudice the public interest.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

Section 1. The following described street right-of-way is hereby vacated, and conditions set:

1. All that portion of SE 3rd Avenue as dedicated on Partition Plat 19-06, recorded under Instrument #2019-1793 within the City of Ontario described and shown on Attachment #1" made a part hereof.

2. That the new right of way as granted in Attachment #2 is hereby accepted.
3. That the current ownership of River Point RV, LLC, acknowledge the existing utility easements granted May 5, 2021, by H2MK, LLC, and accepted by City Council on February 8, 2022.

The Vacated Street portions are shown on Attachment #1 and made a part hereof.
The area of new Right of Way is shown within Attachment #2 and made a part hereof.

With the following reservations:

- None

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of February, 2022.

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this _____ day of February, 2022.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder

Page 3 of 6

After Recording Return to:
City of Ontario
City Recorder
Attn. Tori Barnett
444 SW 4th Street
Ontario, OR 97914

Attachment #2
DEED OF DEDICATION

FOR VALUE RECEIVED, **RIVER POINT RV, LLC.**, an Idaho Limited Liability Company, whose current address is 2667 E Gala CT, Meridian, ID 83642-2790, ("Grantor"), in consideration of the sum of –Zero- dollars (\$0.00) and other considerations, the receipt of which is hereby acknowledged, does hereby convey and dedicate to the **CITY OF ONTARIO**, ("Grantee"), whose address is 444 SW 4TH Street, Ontario, Oregon 97914, **A PUBLIC RIGHT OF WAY** and the right to erect, construct, install, and lay and thereafter use, operate, inspect, repair, maintain, replace, and remove a permanent roadway and public utilities, such as but not limited to Sewer, Water, Gas, Electric and Communication services lines, Fixtures and Facilities over, across, and through the following described real property located in the City of Ontario, Malheur County, Oregon (the "Property"), to wit:

Right of Way in Attached Exhibit "A"

Further, it is agreed, and made a condition herein, that the conveyed Property be dedicated for public use and in the event the Grantee fails to use or ceases to use the Property exclusively for said use, all right, title and interest in and to the Property shall revert to the Grantor through a legal Vacation process.

GRANTEE, by signing this Instrument, accepts the conveyance of the real property described herein for a public street and agrees to the terms of Grantor's Reversion and all other covenants, terms, and conditions of this instrument.

IN WITNESS WHEREOF, the Grantor has executed this instrument on this _____ day of _____, 2022.

GRANTOR: **RIVER POINT RV, LLC**

By: _____
David Collins, Member

State of _____)
SS.
County of _____)

On this _____ day of _____, 2022, before me, the undersigned Notary Public in and for said State, personally appeared **David Collins**, known or identified to me to be a member of **RIVER POINT RV, LLC**, and he executed the within instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for _____

My Commission expires: _____

Accepted by the Common Council of the City of Ontario on this ____ day of _____, 2022, pursuant to Ordinance No. 2803-2022.

GRANTEE: **CITY OF ONTARIO**

By: _____
Riley J. Hill, Mayor

Attested: _____
Tori Barnett, MMC, City Recorder

Land in the City of Ontario, according to the official Partition Plat 19-06 recorded May 10, 2019, under Instrument Number 2019-1793, Plat Cabinet B, Slide 109, being as follows:

Said new right of way is shown below:



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2022**

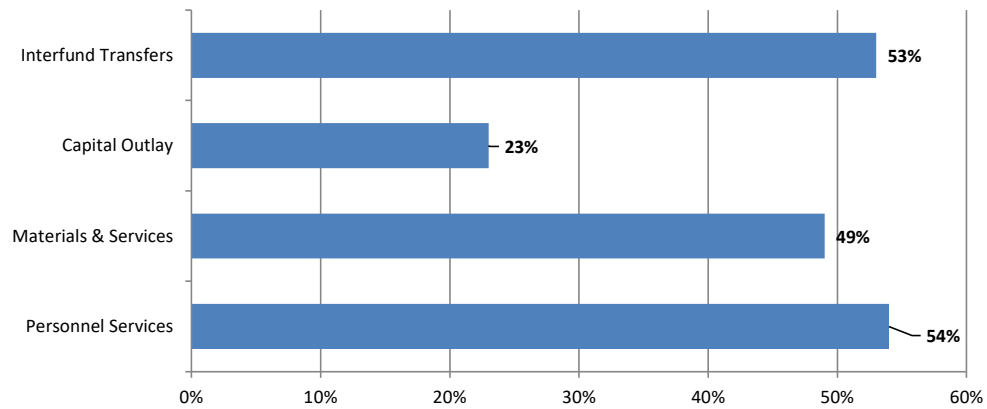
DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	5,270,730	5,630,981	106.8%	
Parks	2,000	490	24.5%	
Parks & Recreation	2,000	490	24.5%	
Fire	234,572	56,368	24.0%	
Code Enforcement	70,800	4,792	6.8%	
Police	199,850	32,292	16.2%	
Dispensary Business License	55,800	70,886	127.0%	
	-			
Public Safety Total	561,022	164,337	29.3%	
Interest	28,000	12,505	44.7%	
State Revenue Sharing	153,265	37,380	24.4%	
Administrative Services	497,148	290,003	58.3%	
Other General Revenues	8,485	9,740	114.8%	
Donations	10,000	1,950	19.5%	
Property Taxes	3,983,255	3,569,035	89.6%	
Alcohol Bvg License & Fee	238,446	93,174	39.1%	
Cigarette tax	13,376	5,193	38.8%	
Marijuana tax	3,000,000	891,829	29.7%	
Franchise Fees	1,579,874	795,820	50.4%	
Business Registration	2,500	170	6.8%	
Cemetery	35,000	17,075	48.8%	
General Government Total	9,549,349	5,723,876	59.9%	
Planning & Zoning	4,000	4,599	115.0%	
Community development	4,000	4,599	115.0%	
Operating Transfers In	223,480	-	0.0%	
Transfer Total	223,480	-	0.0%	
GENERAL FUND REVENUE TOTALS	\$ 10,339,851	\$ 5,893,302.12	57.0%	
YTD CURRENT YEAR PROFIT(LOSS)	\$ (874,103)			
YTD BUDGET BENCHMARK	58.3%			-1.3%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2022**

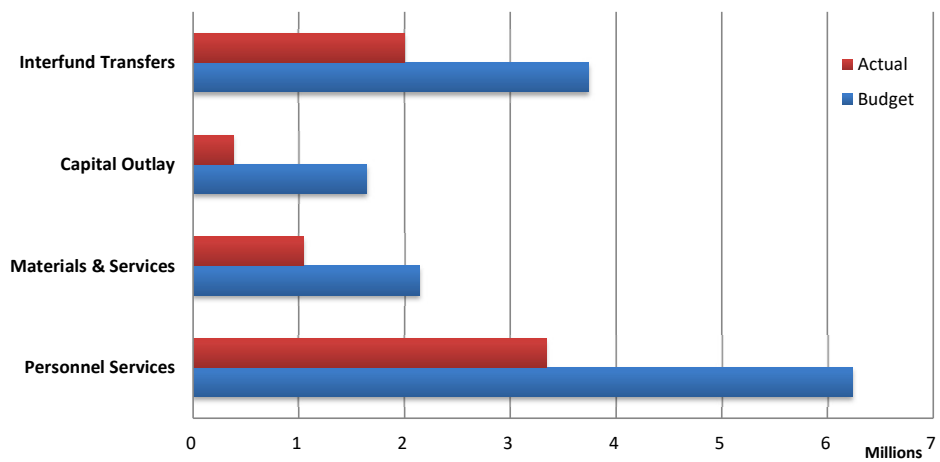
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	565,107	316,888	56.1%	
Parks & Recreation	565,107	316,888	56.1%	
Fire	1,884,340	943,046	50.0%	
Code Enforcement	151,348	82,259	54.4%	
Police	4,171,983	2,296,331	55.0%	
Police reserves	2,625	666	25.4%	
Public Safety Total	6,210,296	3,322,303	53.5%	
Administration	535,334	272,566	50.9%	
City Council	28,359	15,170	53.5%	
Business Registration	1,100	70	6.4%	
Cemetery	206,775	103,408	50.0%	
Finance	254,736	112,609	44.2%	
Technology	193,641	104,119	53.8%	
General Government Total	1,219,945	607,942	49.8%	
Community development	192,607	104,365	54.2%	
Community Development	192,607	104,365	54.2%	
Administrative Overhead	1,457,143	367,191	25.2%	
Non-Departmental Contributions	404,015	50,246	12.4%	
Other Total	1,861,158	417,437	22.4%	
Operating Transfers Out	3,715,818	1,998,470	53.8%	
GENERAL FUND TOTALS	\$ 13,764,931	\$ 6,767,405	49.2%	
YTD BUDGET BENCHMARK			58.3333%	 9.2%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2022**

% Expended by Category



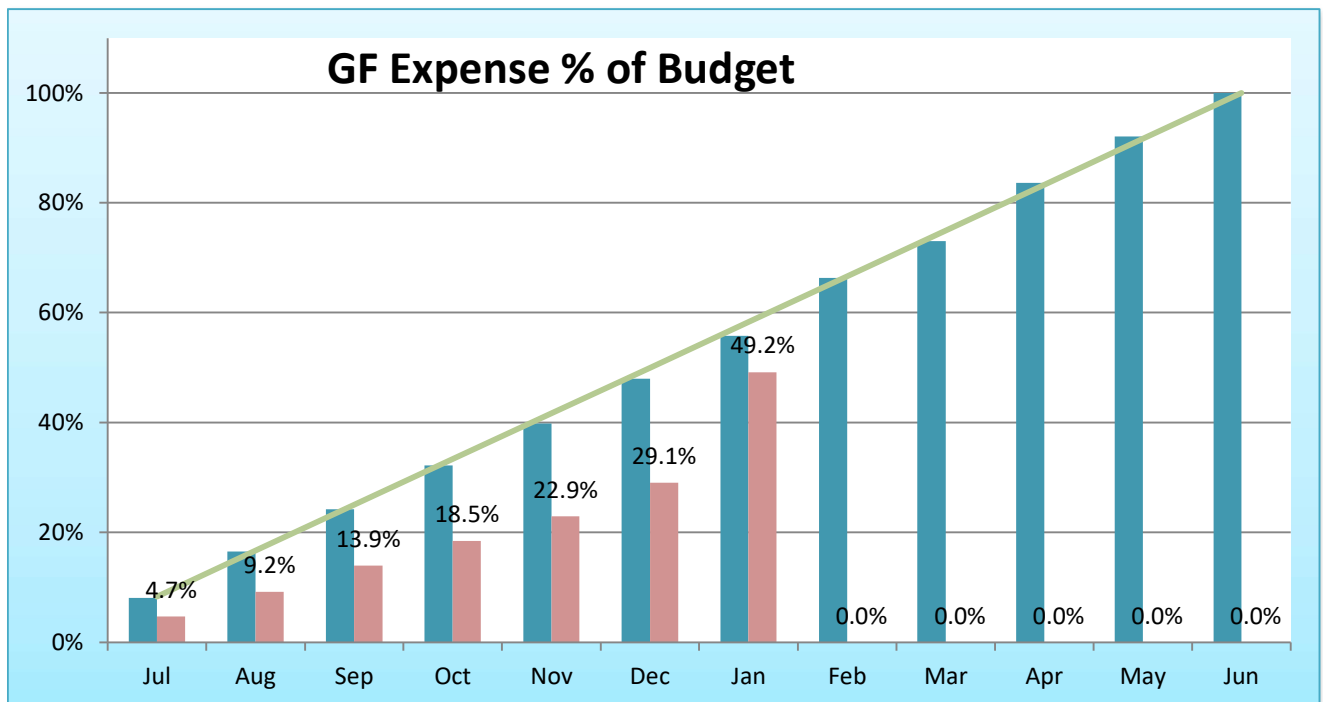
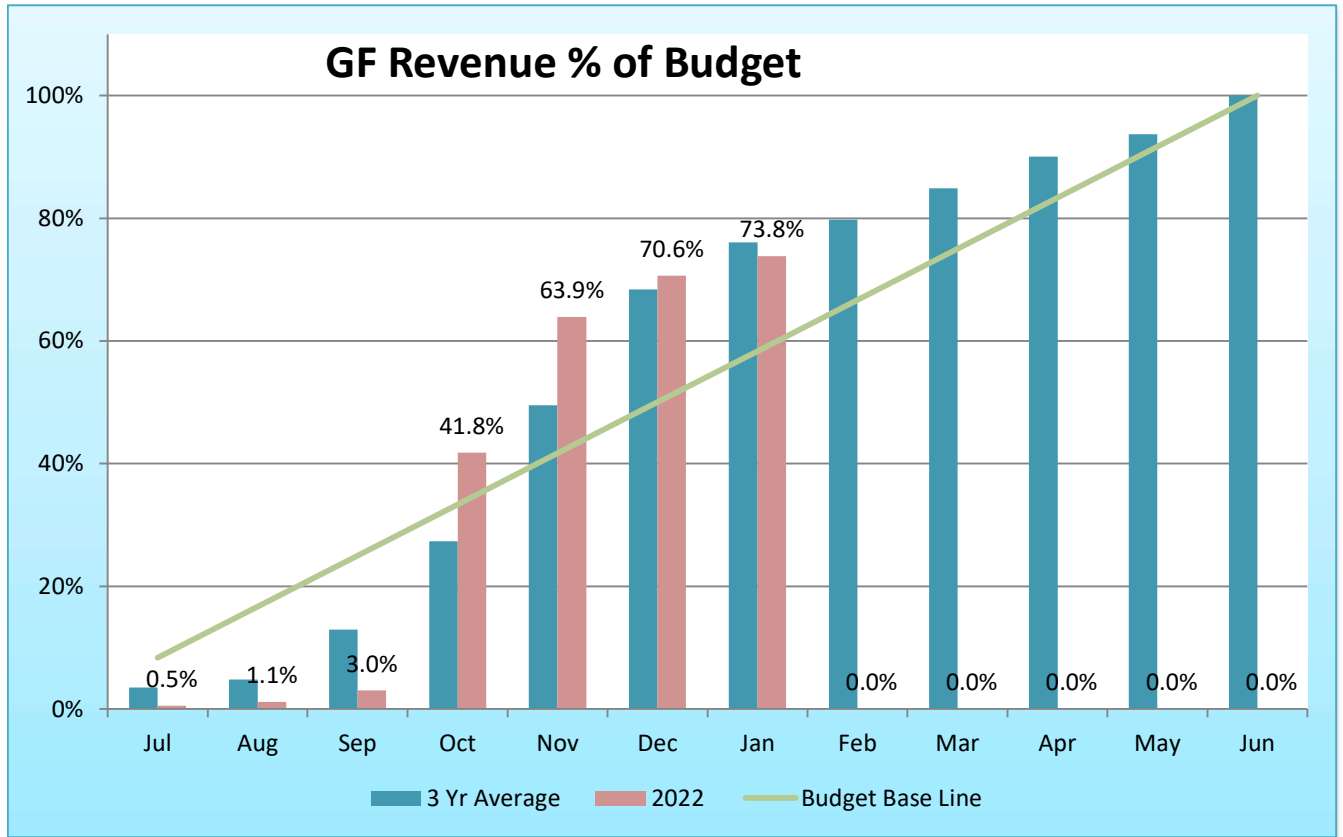
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2022**

LEGAL EXPENSES	
JULY	\$ 4,385
AUGUST	4,791
SEPTEMBER	3,540
OCTOBER	9,533
NOVEMBER	2,817
DECEMBER	12,670
JANUARY	14,063
FEBRUARY	-
MARCH	-
APRIL	-
MAY	-
JUNE	-
TOTAL	\$ 51,799
BUDGETED AMOUNT	\$ 40,000
(OVER) UNDER BUDGET AMOUNT	\$(11,799)

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
JANUARY 31, 2022**



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2022**

DEPARTMENT/FUND	REVENUES				EXPENDITURES		
	BUDGET	ACTUAL	% REALIZED		BUDGET	ACTUAL	% EXPENDED
002 Marijuana Enforcement Fund	30,000	12,762	42.5%		30,000	12,796	42.7%
010 Grant Fund	202,500	1,307,563	645.7%		202,500	142,542	70.4%
027 Building Fund	393,464	681,469	173.2%		200,945	92,335	46.0%
030 Capital Projects Fund	6,009,377	5,191,618	86.4%		3,027,069	123,541	4.1%
031 SDC Fund	539,542	749,536	138.9%		539,542	-	0.0%
045 Street Fund	6,220,596	1,351,284	21.7%		6,177,799	1,124,095	18.2%
050 Trust Funds	815,886	748,656	91.8%		815,886	296,363	36.3%
055 Reserve Funds	5,166,407	4,281,461	82.9%		3,951,207	1,591,594	40.3%
060 Revolving Loan Fund	339,021	316,058	93.2%		339,021	10,000	2.9%
105 Water Fund	8,154,293	4,587,588	56.3%		6,831,076	1,815,855	26.6%
110 Sewer Fund	9,962,066	5,519,169	55.4%		8,502,625	2,066,997	24.3%
115 Storm Sewer Fund	463,445	456,324	98.5%		314,109	58,102	18.5%
120 Airport Fund	436,632	340,609	78.0%		436,632	273,696	62.7%

Comments:

YTD BUDGET BENCHMARK

58.3%

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
JANUARY 31, 2022**

RESOLUTION #	FUND	DEPARTMENT	ACCOUNT	BUDGET CHANGE	NET CHANGE
2021-123	SEWER FUND	SEWER FUND	CDBG SEWER PROJECT	\$ 434,744	\$ 434,744.00
2021-123	SEWER FUND	SEWER FUND	CDBG GRANT	\$ 50,000	
2021-123	SEWER FUND	SEWER FUND	CONTINGENCY	\$ (384,744)	
2021-125	AIRPORT FUND	AIRPORT	CARES ACT FUNDING	\$ 13,000	\$ 13,000.00
2021-125	AIRPORT FUND	AIRPORT	SECURITY IMPROVEMENTS	\$ 14,492	
2021-125	AIRPORT FUND	AIRPORT	MINOR AIRPORT IMPROVEMENTS	\$ (1,492)	
2021-130	GENERAL FUND	ADMIN OVERHEAD	CONTINGENCY	\$ (30,000)	\$ (30,000.00)
2021-130	GENERAL FUND	ADMIN OVERHEAD	E IDAHO TRAFFIC STUDY	\$ 30,000	
2021-136	STREET FUND	STREET	MISC STREET REVENUES	\$ 172,297	\$ 129,500.00
2021-136	STREET FUND	STREET	DORIAN STREET IMPROVEMENTS	\$ 25,000	
2021-136	STREET FUND	STREET	AIRPORT WAY STREET PROJECT	\$ 104,500	
2021-136	STREET FUND	STREET	CONTINGENCY	\$ 42,797	
2021-136	CAPITAL PROJECTS	UCF	AIRPORT WAY WATER & SEWER LINE	\$ 35,000	35,000
2021-136	CAPITAL PROJECTS	UCF	CONTINGENCY	\$ (35,000)	
2021-136	STORM SEWER	STORM SEWER	STORM DRAINAGE MAINLINE REPAIR	\$ (10,500)	
2021-136	STORM SEWER	STORM SEWER	AIRPORT WAY STORM SEWER	\$ 10,500	10,500
2021-133	GENERAL FUND	GENERAL REVENUES	TRANSFER IN	\$ 223,480	\$ 223,480.00
2021-133	GENERAL FUND	ADMIN OVERHEAD	DOWNTOWN LIGHTING	\$ 288,480	
2021-133	GENERAL FUND	ADMIN OVERHEAD	DOWNTOWN ATTRACTION	\$ (50,000)	
2021-133	GENERAL FUND	TRANSFERS	TRANSFER TO AIRPORT FUND	\$ (15,000)	
2021-133	AIRPORT FUND	AIRPORT	TRANSFER IN	\$ (15,000)	(15,000)
2021-133	AIRPORT FUND	AIRPORT	PHANTOM CONCRETE PAD	\$ (15,000)	
2021-133	CAPITAL PROJECTS	SPECIAL PROJECTS	CAPITAL ASSET SALES	\$ 223,480	223,480
2021-133	CAPITAL PROJECTS	SPECIAL PROJECTS	TRANSFER OUT	\$ 223,480	
2021-133	SEWER FUND	SEWER	FLOW PACING	\$ 63,465	63,465
2021-133	SEWER FUND	SEWER	CONTINGENCY	\$ (63,465)	
2021-134	GENERAL FUND	ADMIN OVERHEAD	POLE BARN	\$ 45,658	\$ 406,433.00
2021-134	GENERAL FUND	ADMIN OVERHEAD	DUMPSTER ENCLOSURES	\$ 35,000	
2021-134	GENERAL FUND	ADMIN OVERHEAD	FIBER LINES	\$ 15,600	
2021-134	GENERAL FUND	PARKS	TENNIS COURT	\$ 200,000	
2021-134	GENERAL FUND	NON DEPARTMENTAL APPR	FAÇADE GRANT	\$ 25,000	
2021-134	GENERAL FUND	PARKS	GAZEBO RELOCATION	\$ 25,400	
2021-134	GENERAL FUND	ADMIN OVERHEAD	WAYFINDING	\$ 59,775	
2021-134	GENERAL FUND	GENERAL REVENUES	AVAILABLE CASH ON HAND	\$ 406,433	
2021-134	GRANT FUND	GRANT	CDBG - EUVALCREE	\$ 50,000	50,000
2021-134	GRANT FUND	GRANT	CDBG - EUVALCREE GRANTS PAID	\$ 50,000	
2021-134	WATER FUND	WATER	WTP LABORATORY UPGRADE	\$ 40,000	62,830
2021-134	WATER FUND	WATER	POLE BARN	\$ 22,830	
2021-134	WATER FUND	WATER	AVAILABLE CASH ON HAND	\$ 62,830	
2021-134	SEWER FUND	SEWER	CHLORINE ANALYZER	\$ 15,000	37,830
2021-134	SEWER FUND	SEWER	POLE BARN	\$ 22,830	
2021-134	SEWER FUND	SEWER	AVAILABLE CASH ON HAND	\$ 37,830	
2021-137	SEWER FUND	CONTINGENCY	CONTINGENCY	\$ (195,088)	\$ (195,088.00)
2021-137	SEWER FUND	CAPITAL OUTLAY	CCTV SYSTEM	\$ 195,088	



**AGENDA REPORT
DISCUSSION ITEMS
February 22, 2022**

To: Mayor and City Council

FROM: Steve Bartol, Police Chief
Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION 2022-104: APPROPRIATING FUNDS FOR EVIDENCE ROOM**

DATE: February 14, 2022

PROPOSED MOTION:

I move the City Council approve Resolution #2022-104: A Resolution Appropriating Funds for Evidence Room Improvements

SUMMARY:

In July of 2021, the Oregon Association of Chiefs of Police was commissioned by the Ontario Police Department to conduct an audit of the department's practices and procedures in the property and evidence room. As a result, several recommendations were made related to improving best practices. This proposed resolution is to appropriate the necessary funding to implement these improvements.

BACKGROUND:

In July of 2021, the Ontario Police Department (OPD) commissioned the Oregon Association of Chiefs of Police (OACP) to conduct an audit of the evidence room. The purpose of the audit was to complete an inventory of property and evidence in its possession, and to evaluate the security and processes used in the management of evidence. Upon completion of the audit, OACP made several recommended changes related to best practices. Among those recommendations were improvements to physical security, as well as improvements to organization, storage, and staffing.

The recommendations related to physical security included limiting the number of personnel who have access to the secure area of the property room, installing video surveillance, and implementing methods documenting who accesses the intake area of the property room. To date, OPD has restricted the un-escorted access to the secure area of the property room to the Chief and Lieutenant and have installed surveillance cameras in all areas of the property room to include high liability areas such as the gun and drug rooms. Locks for the exterior doors leading to the intake area that will require individual employee card swipes are on order and will be installed upon arrival.

Additional recommendations that have been completed include developing policy and procedures for refusal of evidence not up to standards, training for officers on packaging and processing, and creation of manuals and physical examples showing proper packaging and processing of evidence. Additionally, both incoming Chief Iwai and Lt. Cooper has been scheduled for training related to overseeing and supervising property evidence rooms through the International Association of Property and Evidence Officers. Once staff have resolved personnel issues, the evidence technician will be required to obtain certifications through this organization as well.

Below are several additional standards OPD is in the process of implementing that require additional funding to complete:

1. Implementation of a stand-alone evidence management software - Attached is a memo outlining the need and research conducted to identify the recommended software purchase. This software would improve security and efficiency in handling both physical and digital evidence. The initial start up is \$15,000 with an ongoing monthly subscription rate of \$650.
2. Staffing Recommendations - OACP indicated in their review that OPD did not have adequate staffing to keep up with the day to day requirements including processing of new evidence, preparing and providing evidence for court, purging of evidence, and performing required audits and inventories. At minimum, they recommended the evidence technician be staffed as a full-time position. In support of the recommendation, Interim Chief Bartol solicited data related to police reports written and staffing levels from several comparable agencies. This survey showed that OPD was taking nearly five times the number of police reports of their counterparts while having the lowest staffing in both evidence management and records management. This information was forwarded to the Council via email on February 3rd of this year.

In July of 2014, the City of Ontario closed their dispatch center and contracted dispatch services with the Malheur County Sheriff's Office. As part of that merger, most of the dispatchers were transferred to the Sheriff's Office. The city maintained only one employee at 30 hours per week for records management. With these cuts, many of the administrative functions carried out by dispatchers in the past were passed on to police officers. Some examples include conducting vehicle and property releases, releasing of crash reports, certified mailings for impounded vehicles, and non-emergency reports filed at the police window where no investigation is required. These duties would be more efficiently and consistently processed through records personnel.

During the merger, agreements were made with the Ontario Police Association that the part-time employee retained by the city would continue to receive their full-time benefits. Therefore, the cost to increase this employee to full time would be limited to actual wages for the additional 10 hours a week, at a cost of \$19,191 annually or \$6,397 total for the remaining four months of the current budget year. The ongoing increase would be budgeted in the coming fiscal years.

Based on the recommendations of OACP and the data gathered from our own survey, staff

recommends immediately increasing staffing in records management to full-time status. This increase will not only help in the processing and research of cases needed when conducting purging of evidence, but will help prevent the inevitability of falling behind in day to day records management, similar to what happened in the evidence room. Relieving officers of administrative duties normally conducted by records divisions will create efficiencies and free up officers to return to patrol.

To address the shortage in the evidence room, staff will recommend the increase of the evidence technician from half-time to full-time in the upcoming budget process for the 2022/2023 budget year. Should the pending personnel actions be resolved prior to that, staff will address the recommendation for full-time staffing through another budget amendment request at that time.

3. Storage, organization and purging of evidence in property room - In their review, OACP pointed out that while we appeared to have sufficient space within the evidence room, we were not utilizing space efficiently and lacked organization. They cited issues such as bins that don't fit shelves, inconsistent packaging, and shelving. This lack of organization leads to the potential for loss, slows down the process of purging evidence, and creates inefficiencies in the overall process. As a result, the OPD evidence room is at capacity and lacks space to not only store additional evidence, but a place to effectively work and process evidence already in storage.

In January of 2022, Lt. Cooper and Interim Chief Bartol toured several like-sized police department property rooms in Clackamas County. With one exception, these buildings have been built in the last 5 years (one was in excess of 20 years old). In each case, these property rooms utilized products by SpaceSaver, a recognized leader in the storage and organization industry. Each of these departments utilized the SpaceSaver Carriage shelves designed to accommodate right sized storage boxes, and that roll to one end of the room on rails, allowing for significantly more storage space in a more compact area. Each of the departments also utilized the SpaceSaver evidence lockers, purpose built for securing evidence. These lockers feature doors that automatically lock when closed, prohibiting access other than from inside the secure portion of the evidence room by authorized personnel. They also offer lockable, refrigerated doors for biological evidence such as DUI blood draws and DNA evidence. Currently, OPD utilizes surplus gym lockers with padlocks to secure evidence at intake. These lockers are small and do not allow for various sizes of property, such as a backpack. Oftentimes, when backpacks are seized, officers are forced to leave the packs in the intake area next to lockers (in front of video cameras) until they can be secured for safekeeping by personnel authorized in the secure area of the evidence room. While this room is locked from the outside, the best practice is to secure these items in intake lockers.

In the first week of February, staff submitted pictures and measurements to SpaceSaver to request an estimate for significant redesign of the locker systems and shelving systems on the main floor of the east room. An initial quote was given. However, after a site visit by the vender on 02-16-22, staff requested several changes which will result in reductions in cost. Those numbers were not available at the time of this report but should be available in the next two weeks. It should be noted that once SpaceSaver is given the go ahead, it takes approximately 5 months for delivery and installation. If we receive favorable quotes and decide

to move forward, there are a couple of options for payment. First, fund the entire project at once. Second, pay 33% to start the order, then 33% when the products arrive at SpaceSaver and the balance when installation is complete. This option could allow us to fund the first installment through an additional budget adjustment in the current fiscal year, then budget for the second and third payments in the 2022/2023 fiscal year. A copy of the original SpaceSaver design is attached for reference.

Once the new software is installed, the job of entering the data in to the new system, re-labeling every piece of evidence within the property room, and addressing the re-organization of storage locations and shelving will need to be implemented. Currently, the day to day processing of evidence is being conducted by the Interim Chief and the Lieutenant in between their day to day administrative duties. In order to ensure a successful implementation of new programs and processes, staff is recommending hiring a professional consultant who specializes in property room inventories, audits, and re-organization. To that end, Interim Chief Bartol has had conversations with several such consultants. Based on internet searches as well as industry referrals, we spoke with several from across the nation. Most all the companies offered similar services and were priced similarly. For consideration, we focused on three that were located in the pacific northwest. One was in Colorado, one in California, and the third located in Oregon. All the principals for these companies were either currently working or retired supervisors of larger police department evidence rooms. Ultimately, we felt that the Oregon-based company, Evidence Management Consulting Services (EMCS), was the best fit for several reasons. First, the consultants in this company have both worked in the industry in Oregon law enforcement agency evidence rooms with a combined experience of over 45 years. As a result, they are very familiar with applicable Oregon statutes and laws pertaining to the operations of evidence management. Secondly, while their labor charges were consistent with the other groups, EMS provides two consultants on site working as a team while the others were a single consultant. With a shortage of staff that OPD has to work on the project, the extra resources would be very welcome. Lastly, the consultants with EMS utilize Evidence OnQ on a daily basis within their own agencies and will be able to provide additional training and insight into the use of the software OPD is recommending for evidence management. The quote listing their proposal is attached for review. The estimate is listed at \$10,670. Staff is recommending budgeting \$16,670 to account for an additional 40 hours of labor (at \$150 per hour) in the event that additional time is needed.

CURRENT SITUATION:

Currently, OPD is utilizing command staff to process evidence and lacks the staffing necessary to independently move forward with implementing the recommended best practices without additional resources. We are also using a records management system (RMS) that is not intended for evidence room management. As a result, there are inherent security issues related to permissions preventing modifications to evidence documentation. Additionally, the current RMS does not possess the robust features enjoyed with a dedicated evidence management system. Based on OACP recommendations and data gathered by staff, the police department is under-funding records and evidence management staff, creating inefficiencies and potential for failures in both areas. Lastly, OPD is in need of updating the

infrastructure within the evidence room to more efficiently utilize space, creating a more organized and professional evidence room.

Chief Bartol (if approved by Council) has agreed to stay employed with the city as a project manager after Chief Iwai's arrival, in order to facilitate the implementation of the above-listed recommendations until May 2022.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact noted.
- B. **FINANCIAL** Staff is recommending the Council authorize \$81,087 from General Fund carryover to fund this budget adjustment request for the following items;

1. Increase the records specialist to full-time employment \$6,397
2. Purchase of Evidence OnQ software \$16,300
3. Evidence Management Consulting Services \$16,670
4. Continued employment of Mr. Bartol for up to 3 months \$41,720

The locker and shelving systems will be brought to Council at a later date.

The General Fund currently has a balance of \$5,270,730.00. Reducing that number by the requested amount will leave a balance of \$5,189,643.00.

- C. **TIMING** Staff feels that these investments are needed as soon as possible. Failure to implement recommended best practices could ultimately result in the loss of evidence and inability to prosecute cases based on a consistent, well documented chain of custody. Additionally, Chief Bartol (if approved by the Council) has agreed to stay employed with the city as a project manager after Chief Iwai's arrival, in order to facilitate the implementation of the above-listed recommendations. However, he is only able to stay through the end of May, limiting the time available to complete the task.
- D. **POLICY/LEGAL** As stated above, failure to implement best practices within the evidence room could result in the loss of criminal cases and expose the city to civil liability.

ALTERNATIVES:

1. Fund portions of the projects, pushing others to the next fiscal year. Those projects would be left for Chief Iwai and his team to implement at a later date.
2. Do not approve the request; this would limit staff's ability to implement best practices recommended by OACP and industry standards.

RECOMMENDATION:

Staff recommends Council approve Resolution #2022-104 authorizing the budget adjustment as proposed.

ATTACHMENTS:

1. Resolution #2022-104 EVIDENCE ROOM
2. File OnQ budget adjustment memo
3. EOQ & DOQ - Ontario Police Department (OR)
4. EMCS OPD Proposal
5. SpaceSaver Design



RESOLUTION #2022-104

A SUPPLEMENTAL BUDGET TO APPROPRIATE FUNDS NECESSARY EVIDENCE ROOM IMPROVEMENTS

- WHEREAS,** The City commissioned the Oregon Association of Chiefs of Police to conduct an audit of the evidence room; **and**
- WHEREAS,** The audit recommended several changes relating to best practices including improvements to physical security, organization, storage and staffing; **and**
- WHEREAS,** The Ontario Police Department desires to implement improvements as soon as possible; **and**
- WHEREAS,** The City desires to modify the 2021-2022 budget in order to appropriate the funding.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustment to the fiscal year 2021-2022 budget:

Line Item	Item Description	FY 21-22 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
001-024-611900	Data Processing	\$8,850	\$16,300	\$25,150
001-024-615551	Contract Labor	\$ -	\$16,670	\$10,670
001-024-511000	Wages & Salaries	\$1,891,531	\$45,417	\$1,936,945
001-024-617510	Recruitment/Contact Settlement	\$2,030	\$2,700	\$4,730
001-000-406000	Available Cash on Hand	\$5,270,730	\$81,087	\$5,351,817

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 22nd day of February, 2022, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 22nd day of February, 2022.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



ONTARIO POLICE DEPARTMENT

Steve Bartol, Director of Public Safety

444 SW 4TH STREET, ONTARIO, OR 97914

OFFICE: (541) 881-3225 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

TO: Adam Brown – City Manager
 Kari Ott – Finance Director

FROM: Steve Bartol – Interim Director of Public Safety

DATE: 02-08-22

SUBJECT: Budget adjustment for evidence room management software purchase

In July of 2021 the Ontario Police Department (OPD) commissioned the Oregon Association of Chief's of Police (OACP) to conduct an audit of the property evidence room. The purpose of the audit was to complete an inventory of property and evidence in our possession, and to evaluate the security and processes used in the management of our evidence. Upon completion of the audit, OACP made several recommended changes related to best practices. One of these recommendations was to implement software specifically designed for evidence management.

Currently, OPD utilizes a program called Justice as their records management system (RMS). Justice allows officers to electronically write police reports directly into the system. Once the reports are approved, records tracks and process reports electronically. While Justice has a section for the officers to document property and evidence associated with their case, it is not intended as an evidence management system. Even so, OPD has used Justice as an ad-hock evidence management system more than 20 years.

Utilizing Justice in this manner creates several problems as it pertains to evidence management in the property room. First, OPD does not have the ability to limit permissions related to evidence management without affecting a sergeant's ability to edit or approve an officer's report, thereby giving multiple people permissions to make edits to the evidence section of the report and or change the status of a piece of evidence already stored in the evidence room. While each of these transactions are tracked to a specific user, the fact multiple people can edit the status of evidence is a significant security risk.

Secondly, because Justice is designed as an electronic report writing and RMS, it does not possess the robust features that many standalone evidence management software programs utilize related to security, reporting and chain of custody tracking.

One example of these important features related to tracking is bar coding. Most reputable evidence management system employ labels with barcoding for each individual piece of evidence or property stored in the evidence room. These unique barcodes allow for quick identification and tracking. Because Justice is an RMS, it doesn't provide this feature. Consequently, the evidence tech manually applies a "tag number" to each piece of evidence. This tag number is then documented in the notes of the evidence section. Because the RMS

does not automatically generate these sequential tag numbers, the evidence tech is required to keep a running tally of tag numbers. This manual generation of tag numbers (which is literally kept in a handwritten notebook) allows for human error, occasionally creating duplication of tag numbers.

Another important feature of evidence management software related to tracking is the assignment of locations within the property room. In most evidence management software systems, the assignment of locations within the property room is very specific and is chosen from a pre-determined drop-down list. Since Justice is only designed for records management, recording the locations within the evidence room can only be documented in the notes within the evidence section of the report. These notes are free form and lack the specificity required for tracking. As a result, you are unable to run reports listing the inventory of a specific shelf or storage location. With a reputable evidence management system, evidence techs are able scan a location such as a shelf or bin, then scan everything in that location. The software then immediately produces a report indicating everything is accounted for, or highlights discrepancies such as missing or misplaced items. Without these capabilities, audits inventories and tracking requires manual operations increasing the margin of error and time needed to complete the task.

Lastly, Justice does not possess the ability to track statute of limitations and or pre-set parameters for purging evidence. As a result, OPD has years of evidence being stored unnecessarily creating organization and capacity issues within the property room. With a reputable evidence management software, pre-established criteria allow the software to alert the evidence tech when items are eligible for disposal increasing efficiency in the purging process and capacity within the property room.

While not specifically called out by OACP, we have identified similar issues related to the storage of digital evidence such as photographs and video from body worn cameras. Currently OPD manually transfers both photos and video to external hard drives for long term storage. Without systems in place to identify digital evidence eligible for disposal, we are near capacity and in need of purchasing additional hard drives. Additionally, since this storage is all in house, there is no redundancy in case of loss or damage to the evidence. In order to share digital evidence with the District Attorney or other law enforcement agencies, our office manager has to physically copy photos and video to a CD or thumb drive. As an alternative, many evidence management software companies also provide digital evidence modules, with many of the same management, security and tracking features provided with the physical evidence systems. Additionally, the software provides a means of sharing the digital evidence with prosecutors and other law enforcement partners electronically through secure portals increasing security of evidence while saving time and money. These systems also provide redundancy in cloud-based storage reducing risk of damage or loss of evidence.

In an effort to comply with the OACP recommendations, OPD leadership evaluated several evidence management software programs utilized by other agencies. We considered many factors including security, reporting capabilities, and ease of tracking evidence. We also considered whether the software had capabilities of storing, tracking and sharing digital evidence such as photos and video from body worn cameras. We also contacted other law enforcement agencies utilizing the software for independent evaluation related to ease of use, customer service and quality of training provided by the vendor. Lastly, we evaluated the vendor's ability to provide additional onsite resources in converting evidence records from

Justice to their platform and assisting with re-organization of the property room. If this service was not provided, we considered the availability of independent consultants who had specific knowledge of the software platform being considered.

In late November I researched and contacted several consultants who specialize in property room inventories, audits and re-organizations to seek advice and guidance on moving forward with the OACP recommendations. While talking with these individuals, two of the three specifically mentioned an evidence management software company called Evidence OnQ. Both highly recommended the product indicating it was extremely easy to use, and contained the robust features needed to adequately track evidence.

In mid December I posted questions to the OACP Sound Off discussion board soliciting information on any standalone evidence room management software being used. I also asked for any specific feedback related to Evidence OnQ. Over the coming month I received replies from several evidence technicians, all of whom were using Evidence OnQ. In every case, the reviews of Evidence OnQ were glowing. One of the evidence tech's who responded wrote;

"This system [Evidence OnQ] is so user-friendly, it is easy to set up, and is fully customizable to any need that your agency might have. All the customization work is done in house with training and support if needed. Canned reports are preloaded into your system and custom reports are easily created and changed in-house w/o the need to wait for someone to create it and possibly have to pay for the creation or change. The capabilities of doing quick and easy audits and inventories as well as working on lists of Evidence without worrying about losing work when closing the applications are priceless. The search capabilities are endless and the automation that the system brings to the process from intake to disposal is extremely helpful to streamline the process and save time. The possibilities with this system are endless."

No other alternative software companies were offered for consideration through the OACP Sound Off discussion board.

In late January of 2021, Lt. Cooper and I toured several police department evidence rooms in Clackamas County that were similar in size to OPD to examine the organization and processes used in their property evidence rooms. During our visit, one agency identified another software company by the name of Qtel. While they gave high marks for the features of the program, they mentioned being less satisfied with the company's customer service after it was recently acquired by another company called Omnigo. She indicated they were harder to get in touch with and were less responsive than before. Regardless, the evidence tech felt it was a software worth considering based on its security and tracking features.

One of the agencies we visited used an older version of Evidence OnQ called File OnQ. This agency indicated they have had great success with the program and remained with it even after upgrading their RMS which included an evidence management module. They felt the cost of maintaining the separate software was justified based on their success with the program. We attempted to visit two other agencies who currently used Evidence OnQ, however both evidence techs were out sick during our visit.

During the first week of February, we met with representatives from both Qtel and Evidence OnQ for virtual demonstrations of their products. We initiated communications with a third

vendor (identified through internet research) who after initial conversations failed to follow through with setting up demonstrations of their product.

Both companies demonstrated their product possessed the required security, reporting and tracking features we were looking for. Both offered solutions for storing digital evidence as well.

Qtel offered training on the use of their software but did not have resources to provide on site consultants to assist with the re-organization and conversion of evidence to their system. They indicated they previously had an employee who provided this service but that she had retired. They indicated she might still work as a private consultant but would have to check on her availability before providing contact information.

Evidence OnQ indicated they did have resources available and would quote those services if requested. Additionally, we know two of the consults we met with in November who have extensive experience with Evidence OnQ. Both are working evidence room supervisors from different agencies, both of whom have extensive experience using the product on a daily basis.

Both Qtel and Evidence OnQ provided list of agencies who use their products both nationwide and specifically in Oregon. In reviewing their customer bases, we noted that Qtel (based out of St. Louis) had a larger customer base outside the Pacific Northwest with only four agencies in Oregon. Evidence OnQ, a Seattle based company, seemed to have a large share of their customers in the Pacific Northwest, with 19 agencies in Oregon.

When we contacted reference agencies for Qtel, reviews were mixed. All four people that I contacted indicated the program performed as advertised. All four indicated the program seemed to provide the necessary functionality needed to manage the property and evidence room proficiently. However, unsolicited they all provided feedback critical of Qtel's customer service. They all indicated that since their sale to Omnigo, their ability to get support when problems occurred was difficult. They mentioned difficulties with phone trees and having to be moved up their chain to resolve IT issues.

Conversely, one of the selling points of Evidence OnQ was their customer service. Glowing recommendations from consultants and end users were one of the primary reasons for considering their product to begin with.

Lastly, we considered the price of the products. Qtel offered a standard yearly contract and quoted an initial on boarding fee of \$3,300 with an ongoing annual fee for both physical and digital evidence solutions for \$11,100 (\$925 monthly). In addition they quoted \$2,599 for their wireless handheld scanner. We did not receive prices for any printers or other peripheral products. Qtel did not articulate any warranties on their scanner.

Evidence OnQ, proposed a subscription pricing model. Their proposal also included both physical and digital evidence solutions, but also included all hardware with lifetime warranty for two handheld scanners, a label printer, a digital signature pad, 4 rolls of labels and two days of onsite training. Their Onboarding was listed at \$15,000 with a monthly subscription of \$650 (beginning 60 days after subscription).

Lastly, we spoke with a vendor who provides auctions services for surplus property from evidence rooms. This service, Propertyroom.com, will pick up all your items that have been converted for sale, clean or repair, post online and sell, then send a check for 50% of the sale price. As part of their process, they provide bar code labels for tracking and inventory of the property you give them. When asked if their systems were compatible with any of the evidence management software companies, they told us Evidence OnQ was the most compatible with their system. Therefore, if we were to utilize Propertyroom.com as part of our disposal process, this compatibility would prevent us from having to re-barcode items for sale with the vendors labels.

Based on the totality of the circumstances it is our recommendation that we enter an agreement with Evidence OnQ to provide our evidence room management software solution. Assuming we would initiate the process in March of 2022, we would need a budget adjustment for the \$15,000 on boarding, and \$1,300 for the monthly subscription fees for May and June. Total budget adjustment of \$16,300. The on-going costs would be budgeted in the 2022/2023 budget cycle.



PROPERTY & EVIDENCE PLATFORM SOLUTION

PROPOSAL FOR

Ontario Police Department

*You have an important job to
do. We want to help you do it
with excellence.*

PREPARED BY
Steve Paxton

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February 04, 2022

FileOnQ Platform Solution Overview

Hello Chief Bartol,

I have prepared a Subscription Pricing Proposal for **EvidenceOnQ** and **DigitalOnQ** solutions for Ontario Police Department. This proposal includes both our physical and digital evidence applications as well as all the extra features you requested. I added WebView, eDocs, Signature Capture, Seven Custom Reports (including your agency's lab and PIC forms), and two days of onsite training. This proposal includes a **one-time \$15,000 implementation fee and \$650 monthly subscription** thereafter (beginning 60 days after the installation). We can bill monthly or annually. You are also welcome to pay several years in advance (if have already allocated capital expense dollars for this project). More details about pricing and what is included can be found in the Pricing section.

EvidenceOnQ

- **Reduce** investigators' time booking evidence, **increasing** their availability to take calls.
- **Monitor** the lifecycle of evidence by automating the disposition review process, **reducing** your property and evidence inventory and returning property back to the legal owner.
- **Increase** internal transparency and efficiency using the comprehensive EvidenceOnQ inventory and auditing tools.
- **Provide** a tailored, real-time dashboard view of important property and evidence management information, activities, and statistics.
- **Eliminate** paper documentation and duplicate, repetitive work.

DigitalOnQ

- **Eliminate** impounding CDs, DVDs, thumb-drives, and memory cards into evidence.
- Quickly **Review and Organize** digital evidence.
- **Share** digital evidence with prosecution and defense using secure sharing.
- **Track** the chain-of-custody of all your evidence and generate a activity report for court.
- **Store** and manage all digital media types in one secure location.
- **Reduce** risk of incomplete discovery because of files stored in different applications.

I have enjoyed meeting you and your staff. Please let me know if you have any questions or if you would like to make any changes to this proposal. We can add or remove features and tailor the proposal to meet your needs and budget. Thank you!

Sincerely,



Steve Paxton

EVIDENCEONQ

Features & Functionality

EvidenceOnQ Application Software License

EvidenceOnQ is built on a Microsoft Operating System platform that utilizes proven methods and technologies. The multi-tier nature allows for implementation in both small and large environments, whether on a single server or distributed onto several servers to improve performance. EvidenceOnQ runs on Microsoft SQL Server 2016 and higher, provided by the customer. The data stored in EvidenceOnQ can be backed-up, restored, or extracted using standard SQL tools and routines, ensuring your data is backed up for disaster recovery or archival purposes.

Administrative Desktop Client

The EvidenceOnQ administrative desktop client is a full-featured Windows application that allows users to access the system from the server. It provides all the functionality and tools to fully manage evidence and make administrative changes to the database. It is primarily used by evidence management personnel who need full administrative privileges above and beyond the web browser users. It includes the ability to:

- Add new items
- Print labels and reports.
- Transfer evidence to other locations individually and in groups
- Obtain a signature when transferring or releasing evidence
- Manage the lookup values, locations, users, and reports
- Assign permissions in user groups, including record security and field security
- Design barcode labels for items and locations
- Build and save custom queries
- Perform batch update edits to groups of records
- Create, perform, and store inventory projects

Customized Profile Screen

One of the most unique and appealing features of EvidenceOnQ is the patented Profiler tool. It provides an "off-the-shelf" software system that gives each agency the flexibility to determine the layout of their screen, known as the profile. The configuration of the profile will conform to the unique policies and procedures of each agency. **Not only does it provide flexibility when the system is initially installed, the profile screen can be changed any time a need arises. FileOnQ provides the patented Profiler tool to the agency, who can make needed changes to the screen. This can be done at any time without permission from FileOnQ or incurring additional cost.**

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The following field types are available when creating or modifying the profile screen:

Text Check Box Calculated Formatted Text Date Time

Coded Lookup Simple Lookup Multi-line Decimal Currency

EvidenceOnQ provides the convenience of one screen for all transactions. This includes data entry, searches, scanning, checking items out, and transferring items in groups. The screen **example** below shows some of the common data fields you may choose to include on your profile screen. **Your profile will be configured to meet your needs.**

Example of Profile Screen

The screenshot displays the EvidenceOnQ Profile Screen with the following sections:

- Case Information:** Case Number, Item #, Collected By, Date of Offense, Crime, Offense Type, Collected Date, Time, Collected Address, Collected Location, Search Warrant, Case Officer, Assigned Bureau.
- Owner and Suspect Information:** Owner Unknown, Owner Last, Owner First, Address, City, State, ZIP, Owner Phone, Suspect 1 Last, Suspect 1 First, Suspect 1 MI, Suspect 1 DOB, Suspect 2 Last, Suspect 2 First, Suspect 2 MI, Suspect 2 DOB, Victim Last, Victim First, Victim MI, Victim DOB, Additional Suspects, Additional Victims.
- Item Details:** Placard #, Property Type, Item Type, Drug Type, Quantity, Measure, Color, Clothing Type, Gun Type, Make, Model, SN/VIN, Caliber, Recovered Stolen, NCIC Info, \$100, \$50, \$20, \$10, \$5, \$2, \$1, \$1 coin, .50, .25, .10, .05, .01, Money Total.
- Additional Fields:** Additional Desc, Letter Sent, Submitted At, Bio Hazard.

Auto-assign Item Number

If agencies choose to use this feature, the EvidenceOnQ system will automatically assign the next sequential item number in the case. This eliminates the potential for duplicate item numbers in a case. The FileOnQ Profiler allows **agencies to enable this feature.**

This close-up shows the following field values:

- Case Number: 18-123456
- Item #: 3
- Offense Type: H - HOMICIDE
- Date of Offense: 07/27/2018

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Control Fields

The partial screenshots below show the control field selections that enable (or disable) the dependent fields. The examples show a selection of currency, narcotics, and guns with applicable fields enabled. Fields that do not apply to the selected description are disabled, making entry easier and more accurate. Agencies may choose which enabled fields are optional and which are mandatory. For example, when entering a gun, the make and serial number are required, but the model is not.

The image displays three partial screenshots of the EvidenceOnQ software interface, each showing a different category of evidence with its corresponding control fields. Each screenshot includes a 'Property Type' dropdown set to 'Evidence', a 'Drug Type' dropdown, and a 'Gun Type' dropdown. The 'Additional Desc' field is also visible at the bottom of each form.

- Drugs:** The 'Drug Type' is set to 'MARIJUANA'. The 'Weight' field is populated with '23.5'. The 'Additional Desc' field contains 'Purple crown royal bag with green leafy substance'.
- Firearms:** The 'Gun Type' is set to 'Semi-automatic'. The 'Brand' is 'GLOCK', 'Model' is '17', 'SN' is '32151288', and 'Caliber' is '9 MM'. The 'Additional Desc' field contains 'Gun with broken grip'.
- Money:** The 'Currency' is set to 'U.S.'. The 'Amount' field is populated with '4.23'. The 'Additional Desc' field contains 'Cash found with address book'.

Barcode Tracking

One of the most powerful features of the EvidenceOnQ system is the use of barcode technology. It is faster and more accurate than any other form of tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and document the transfer of that item to another location or status.

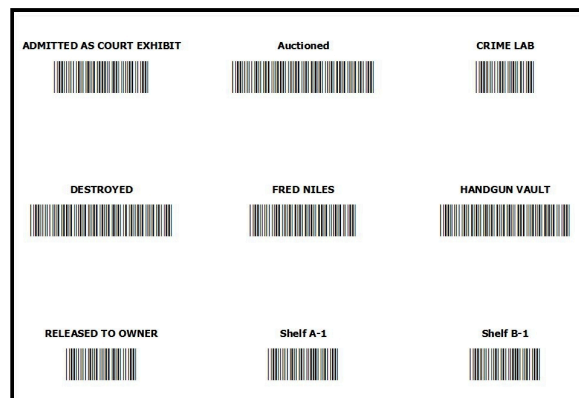
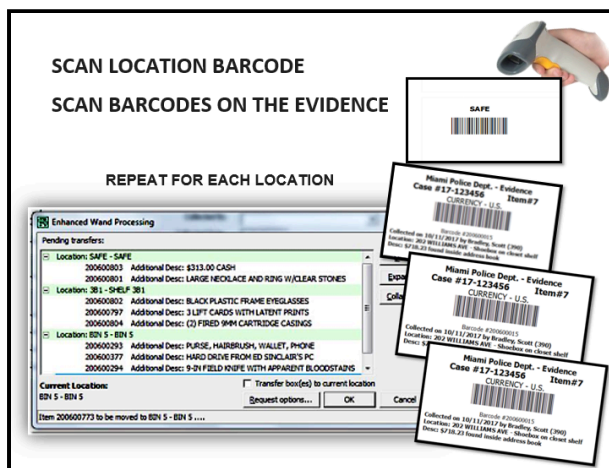
EvidenceOnQ provides the user with complete flexibility to design and print customized barcode labels. Any of the fields on the customized profile screen can be printed on the label. This printed information eliminates the need for officers to hand-write information on the evidence bag. Customized location labels and location control sheets can also be easily designed and printed.

The image shows a sample barcode label for the SAN DIEGO POLICE DEPT. - Evidence CASE#12-001234 Item #7. The label includes a barcode, the currency amount \$3,356.00, the collection date and time (6/25/2012 by Avery, Craig (422)), the suspect's name and date of birth (Wilson, John A. DOB: 5/12/1968), the description (Desc: Cash found with address book), and the barcode number (Barcode #: 200600015).

EvidenceOnQ also creates barcodes for locations, including **people, places, a status, or a disposition**. Transactions can be performed without having to enter any hand type data from your keyboard. This allows the user to scan an item and then scan the location where it is to be transferred. It gives you fast, accurate, completely keyless transactions.

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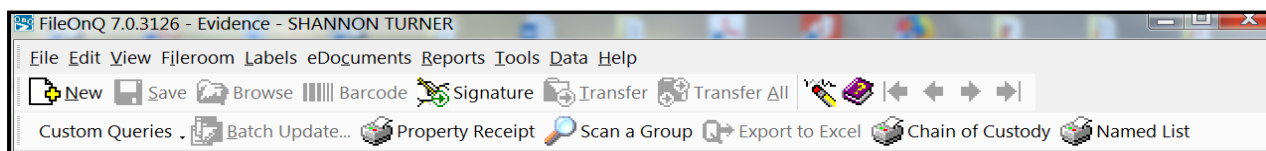
Locations may also be assigned categories to filter and sort items. For example, by creating a location category such as FINAL, you can see all locations that represent evidence that are permanent releases such as *Destroyed*, *Returned to Owner*, *Auctioned*, etc. Any group of locations can be placed in a category to make searching and sorting much faster.



As evidence is moved to various locations, EvidenceOnQ automatically assigns the date and time in the unalterable audit trail. The audit trail provides a complete record of every action taken to the record from the time it was created. The User Login and User Name is also recorded with the name of the PC, the IP address, and the name of the person who logged in as the Windows user.

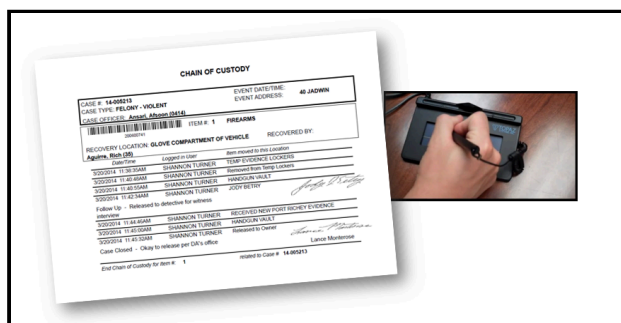
Customized Toolbar

In the desktop client application, users can customize the standard toolbar by adding or removing icons. Users can also create additional “personal” toolbars containing shortcuts for functions they perform regularly. These toolbars themselves can be “dragged and dropped” anywhere on the EvidenceOnQ Profile. A “global” toolbar can be set for desktop, so the toolbar is standardized.



Signature Capture

The signature capture module allows signatures to be captured when transferring evidence. This eliminates the need to maintain signatures on paper. The system captures the digital signature and stores it in the unalterable chain of custody for each item that was scanned. A customized checkout receipt may be printed out at the end of each transaction if required.



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Searches and Queries

Query-by-Example: Users can conveniently search directly from the customized profile screen. Any field or combination of fields can be searched using known information, unknown information, or partial information. For example, a search can be made for all Smith & Wesson guns recovered by a specific officer in 2028 where the suspect was a juvenile. There is virtually no limit to the combination of fields and number of searches that can be performed.

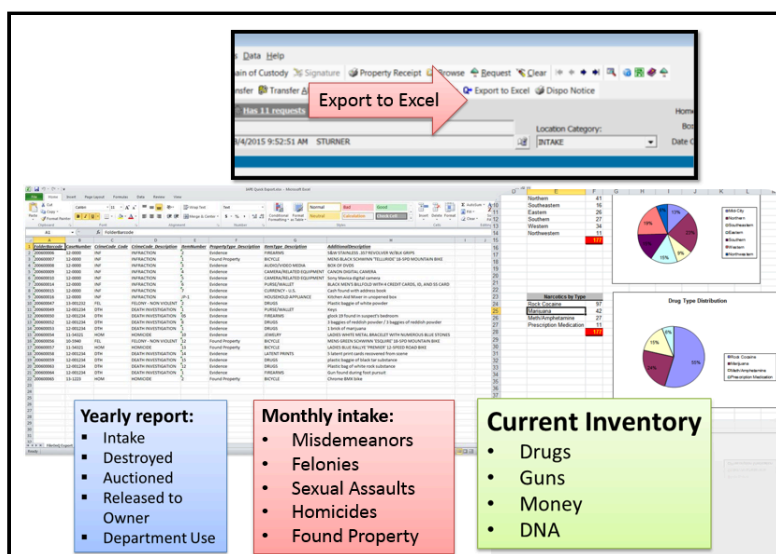
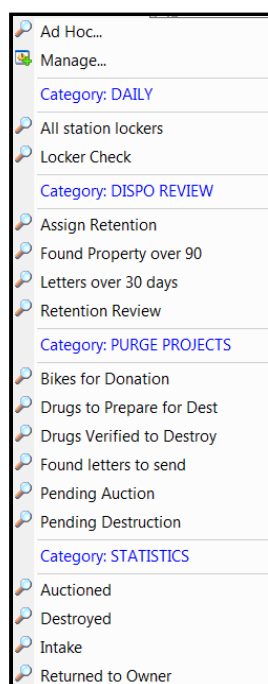
Query-by-Current Location: Searches can be run by current location or a combination of locations.

Query by date: This includes all date fields on the profile screen in addition to date created, last edit date, and last transfer date.

Query-by-Scan: This enables users to create a group by scanning the barcodes on the evidence. The user can then choose any number of actions such, as transferring them all to another location, creating letters to the owners, generating a list for a court order, printing a report, etc.

Query-by-text: This feature performs system-wide queries rather than field-specific. The user is prompted select a search for all data fields on the profile, all text in the free-form notes tab, all information in the check-out comments and names, and document keywords in the eDocs module. The results of the query shows how many times the value was found, the field(s) where they were located, and enable the results to be put into a query set.

Custom Query Manager: Queries can be conveniently created, organized, updated, and run. Custom queries are virtually unlimited with variable criteria and can be categorized for organization. For example, queries can be set up for statistics, such as the number of items received, destroyed, or returned to owner. When the results of a query are displayed, the user has many options such as viewing the data in browse, producing it in a custom report (form), transferring the records to another location, or exporting the data to Excel



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Notes Tab

The Notes Log enables agencies to create specific categories for entries. The entries are date and time stamped and show the user login. Users can choose to have the entries displayed vertically or horizontally. Notes Log entries cannot be edited or deleted by anyone and are fully searchable using the Query by Notes Log feature under the file menu.

Barcode:	200601191	Has 1 requests	Home Location:	...
	Gun with broken grip		Box Location:	
Current Location:	RPDFV - FIREARMS VAULT	8/16/2018 4:45:25 PM	STURNER	Date Completed:
Details				
Evidence Info	Notes	History	Retention	Documents
NotesLog				
Add Entry	Refresh	☒ Split tab vertically		
Date	Subject	Entry		Login
8/16/2018 8:15:18 PM	OPENED FOR VIEWING	DA and defense attorney were present to view the evidence		SYSTEM
8/16/2018 8:12:21 PM	E-MAIL	Email received from DA's office regarding case status.		SYSTEM
8/16/2018 8:11:22 PM	CHANGE NOTE	The case number was changed per request of the officer		SYSTEM

Chain of Custody

Maintaining a solid chain of custody is one of the most important requirements in evidence management. EvidenceOnQ makes the chain of custody automated and unalterable. The system also generates a customized chain of custody report that makes trial preparation automated, accurate, and efficient.

CHAIN OF CUSTODY			
CASE #: 14-005213	EVENT DATE/TIME: 40 JADWIN		
CASE TYPE: FELONY - VIOLENT	EVENT ADDRESS: 40 JADWIN		
CASE OFFICER: Ansari, Ahsan (0414)	ITEM #: 1 FIREARMS		
200601191			
RECOVERY LOCATION: GLOVE COMPARTMENT OF VEHICLE		RECOVERED BY:	
Aguirre, Rich (35)			
Date/Time	Logged in User	Item moved to this Location	
3/20/2014 11:38:35AM	SHANNON TURNER	TEMP EVIDENCE LOCKERS	
3/20/2014 11:40:48AM	SHANNON TURNER	Removed from Temp Lockers	
3/20/2014 11:40:55AM	SHANNON TURNER	HANDGUN VAULT	
3/20/2014 11:42:34AM	SHANNON TURNER	JODY BETRY	
Follow Up - Released to detective for witness interview			
3/20/2014 11:44:46AM	SHANNON TURNER	RECEIVED NEW PORT RICHEY EVIDENCE	
3/20/2014 11:45:00AM	SHANNON TURNER	HANDGUN VAULT	
3/20/2014 11:45:32AM	SHANNON TURNER	Released to Owner	
Case Closed - Okay to release per DA's office		Lance Montrose	
End Chain of Custody for Item #: 1 related to Case # 14-005213			

Audit Trail

The audit trail for each record begins when the item is created. EvidenceOnQ automatically documents the date, time, and user in the unalterable audit trail for each record. It continues by documenting the same for each transfer, edit, or request made to that record. In addition to the function performed, it also contains the old and new values, user login and name, and the name of the computer, IP address, and Windows user login.

Record History									
Print Report...									
Barcode:	200601191								
Additional Desc	Gun with broken grip								
Action Type	ActionTimestamp	SysTimestamp	User Login	User Name	Location Code	Location Name	Host Name	Host IP	Windows User
Request	8/16/2018 4:51:24 PM	8/16/2018 4:51:24 PM	SYSTEM	SYSTEM	09	LATENT PRIN	:::1	:::1	WebServer
Transfer	8/16/2018 4:45:25 PM	8/16/2018 4:45:26 PM	STURNER	SHANNON TURNER	RPDFV	FIREARMS VAULT	SHANNON-DELL	192.168.1.134	Shannon
Edit	8/16/2018 4:45:18 PM	8/16/2018 4:45:18 PM	STURNER	SHANNON TURNER			SHANNON-DELL	192.168.1.134	Shannon
Transfer	8/16/2018 4:45:08 PM	8/16/2018 4:45:09 PM	STURNER	SHANNON TURNER	Rem Temp Lock	REMOVED FROM	SHANNON-DELL	192.168.1.134	Shannon
Create	8/16/2018 4:42:21 PM	8/16/2018 4:44:28 PM	STURNER	SHANNON TURNER	Temp Locker	Temporary L	SHANNON-DELL	192.168.1.134	Shannon

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Custom Reports

Custom reports/forms are produced after performing any type of query, making them dynamic and versatile. With the unlimited field data selection options for queries, there is no limitation to the reports that can be run. FileOnQ uses Crystal Reports to develop these forms, however the end user is not required to have any Crystal license or expertise because the reports are run from within the application. The following examples show the query that can be performed and the custom report that is generated with the information. We will work with your agency to design your custom reports to meet your needs.

Property Report

The property report generated from EvidenceOnQ will list the property associated with a case, the corresponding unique barcode, and pertinent information for each item. This report is often attached to the case report.

Checkout Receipt

When items are transferred using signature capture, the system prompts the user to generate a transfer receipt. If the user chooses not to print a receipt, the signature can still be printed at any time in the future in the chain of custody report.

Disposition Request

The disposition request form itemizes property in a case that has come up for review. The officer can complete the form by hand or, to become paperless, use the Request Module to authorize the disposition of the property. For agencies that implement the Notification Module, this form is eliminated, with the entire process being automated.

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Owner Notification Letter

EvidenceOnQ will generate your owner notification letters. The system will conveniently sort which items are associated with the appropriate legal owner listed. Letters will be generated for each owner, even when multiple cases are being processed.

San Diego Police Department
1401 Broadway
San Diego, CA 92101-5729

March 31, 2017
Case # 14-2441

ELSA ROGERS
2700 CHASE CT
ESCONDIDO, CA 92024

The property listed below is now available for release:

Item Description	Barcode
AUDIO/VIDEO MEDIA	
BOX OF DVD MOVIES	
CAMERA/RELATED EQUIPMENT	
CANON A470	
CANON DIGITAL CAMERA IN BLACK CARRY CASE	
CAMERA/RELATED EQUIPMENT	
NIKON COOLPIX L1200	
BLUE NIKON COOLPIX L1200 DIGITAL CAMERA	

If you wish to claim this property, please refer to the above case number and make an appointment with the Property Room by calling (619) 531-2546. Property will not be released without an appointment. You must have this letter and valid identification with you when you arrive to claim your property.

If the property listed is a firearm and you have a criminal record, you may not be eligible to possess a firearm. If you have a criminal record, call first so that this issue can be addressed before you come to pick up your property.

Sincerely,
Property Technician

CHAIN OF CUSTODY

CASE #: 14-005213
CASE TYPE: FELONY - VIOLENT
CASE OFFICER: Ansari, Afsoon (0414)

EVENT DATE/TIME: 40 JADWIN
EVENT ADDRESS: 40 JADWIN

ITEM #: 1 FIREARMS

RECOVERY LOCATION: GLOVE COMPARTMENT OF VEHICLE
Recovered By: Aguirre, Rich (35)

Date/Time	Logged in User	Item moved to this Location
3/20/2014 11:38:35AM	SHANNON TURNER	TEMP EVIDENCE LOCKERS
3/20/2014 11:40:48AM	SHANNON TURNER	Removed from Temp Lockers
3/20/2014 11:40:55AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:42:34AM	SHANNON TURNER	JODY BETRY

Follow Up - Released to detective for witness interview

Date/Time	SHANNON TURNER	RECEIVED NEW PORT RICHEY EVIDENCE
3/20/2014 11:44:46AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:45:06AM	SHANNON TURNER	Released to Owner
3/20/2014 11:45:32AM	SHANNON TURNER	Released to Owner

Case Closed - Okay to release per DA's office
Lance Montrose

End Chain of Custody for Item #: 1 related to Case #: 14-005213

Chain of Custody

EvidenceOnQ will produce the chain of custody for one or multiple items. Each item shows a complete, unalterable history of for the item. Included in the chain of custody are all dates, times, users, and any associated signatures for each transaction.

Auction Manifest

Agencies using PropertyRoom.com as their auction company will benefit from the auction manifest built into the EvidenceOnQ. Items ready for auction will be generated into the manifest with just one click.

Property Auction Manifest

Name or Department: Miami County Sheriff's Office
Phone Address: 138 South Pearl Street, Paola KS 66071

10/19/2016
Page 1 of 1

PROPERTY ROOM.COM

Line #	Qty	Description	Serial #	Reference Number	PR Barcode (SKU)
1		AUDIO/VIDEO MEDIA BOX OF DVD MOVIES		200600009	
2	1	BIKYLE DIAMONDBACK RAIDER BOYS CHROME DIAMONDBACK RAIDER 1-SPD BMX BKE	459000L358	200600021	
3	1	BIKYLE SCHWINN PEAK TO PEAK LADIES BLUE SCHWINN PEAK-TO-PEAK 21-SPD MOUNTAIN BKE	459000L358	200600023	
4	1	BIKYLE SCHWINN RENEGADE MENS BLUE SCHWINN RENEGADE 21-SPD M TN BKE	459000L358	200600019	
5	1	BIKYLE SCHWINN VARIETY MENS ORANGE TREX DURANGO 21-SPD MOUNTAIN BKE #148930	13489301	200600035	
6	1	CAMERA/RELATED EQUIPMENT CANON A470 CANON DIGITAL CAMERA IN BLACK CARRY CASE	3294023	200600009	
7	1	CAMERA/RELATED EQUIPMENT NIKON COOLPIX L1200 BLUE NIKON COOLPIX L1200 DIGITAL CAMERA	112244ABC	200600010	
8	1	HOUSEHOLD APPLIANCE KITCHEN AID KA2111 KITCHEN AID MIXER IN UNOPENED BOX	32211KA745901	200600016	
9	1	JEWELRY CAMBRIDGE LADIES BRACELET WITH SET WITH NUMEROUS BLUE JEWELRY STONES		200600046	
10	1	JEWELRY JOSTES LARGE YELLOW METAL SCHOOL CLASS RING		200600071	
11	1	TOOLS EQUIPMENT POWERMATE 30-A 18 12 30-INCH POWERMATE BOLT CUTTERS	459000L358	200600022	

Manifest Detail Verified

☐ All Rights
☐ All Processing Center (All Court) (All Court)

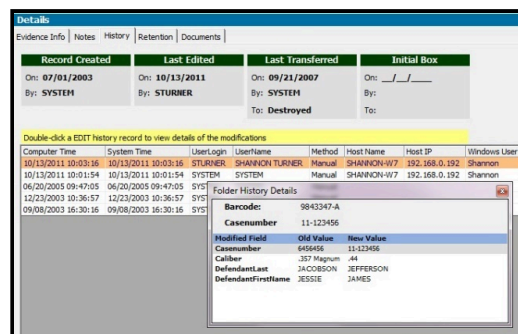
Received From: _____
Driver Assignment: _____
ID Check Required: ☐ ID Checked: ☐

Printed from EvidenceOnQ

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History

The History tab displays a list of all the **changes** that have been made for a record. These fields are non-editable and view-only. For example, if a user changed the weight of the narcotics from 52.4 grams to 5.24 grams, it would show the person who made the changes, the date and time, the IP address, and the old and new values.

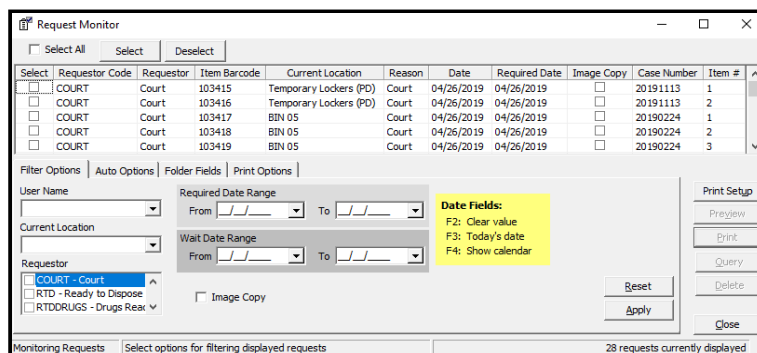


Work List Management

The Worklist feature allows users to create and save a group of items with a common task. For example, evidence to be pulled for destruction, evidence waiting to go to the lab, items pending officer review, or narcotics to be put into a court order, etc. This allows a user to work on a large project as time permits and continue to add to the ongoing work list. The list can be recovered when the project is ready to be finished. This collection is associated with a user's login and is preserved even if the user logs off.

Request Module

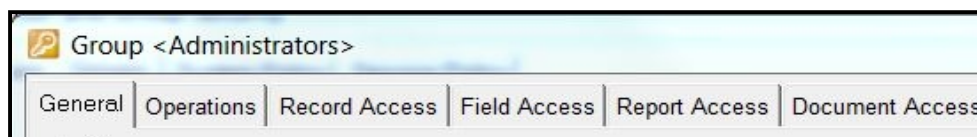
The Request Module gives officers the ability to submit a request to the evidence personnel for a variety of reasons. For example, a request may be submitted to pick up evidence for court, check out for viewing, or to authorize the release. Many agencies use this feature for their officers to authorize the disposition of property, eliminating the need for paper authorization to be maintained. The requests are permanently documented in the audit trail of each item.



Requests are immediately displayed on the Request Monitor. This provides the property room personnel the ability to view, sort and print "pull lists" to fill incoming requests. The Request Monitor can be configured to automatically refresh at set intervals and filter requests by certain criteria. The Request Monitor can be left running in a separate window while working in EvidenceOnQ or other applications.

Security and Policy Management

The EvidenceOnQ system requires a User ID and password to log in. (Large agencies may choose to purchase our optional integration with Active Directory.) A system administrator can create groups and grant or deny permission to group members. System policies can also be set for password expiration (or non-expiration), minimum password length, failed log-in attempts, strong passwords, and session control logout for inactivity.



Additional options for user groups include:

- **Record Access** – Agencies may choose to limit user groups from viewing records. Evidence in specific cases can be restricted if they are highly sensitive or confidential. Large agencies often create groups to restrict the view of evidence by the type of crime such as homicide, sexual assaults, etc.
- **Field Access** – Fields on the customized profile screen can be disabled for user groups. For example, the property and evidence room personnel may have fields they use for their purposes, but do not apply to patrol officers. If a field is restricted, the user group does not see the field.
- **Report Access** – Each user group is given access to specific reports. For example, officers may need access to the property report and chain of custody, however the evidence personnel would also need to also access the owner letter and auction manifest.
- **Notes Log Subjects** – Agencies can determine what Notes Log subjects can be used and viewed by members of a group.
- **Document Access** – For agencies that have the eDocs module, user groups are given specific permission to view, upload, or download specific document types.

Retention Module

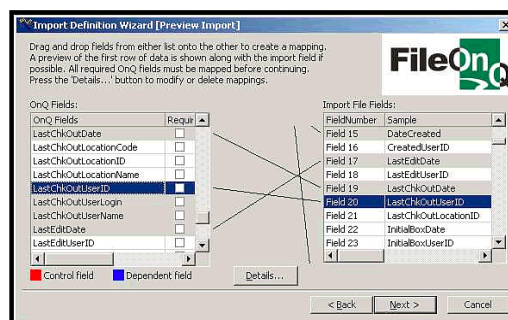
One of the biggest challenges in evidence management is determining when an item is available for destruction, return to owner, auction, etc. Purging items from the evidence room is a lengthy, laborious process. The retention module enables agencies to set a review or disposal date on evidence in accordance with their policies or statutes. EvidenceOnQ will auto-assign the review date based on the type of crime. The review date can be modified throughout the process if certain cases are delayed in court or are pending appeal.

Code	Date	Category	Years	Months	Days	Description
Non Violent	Creation	Felony	1	6	0	Felony crimes
Found	Creation	Found Property	0	0	90	Found Property
Misd.	Creation	Misdemeanor	1	0	00	Misdemeanor Offenses
Safekeeping	Creation	Safekeeping	0	0	30	Property for Safekeeping
Sex Offense	Creation	Sexual Offenses	3	0	0	Approval by supervisor or

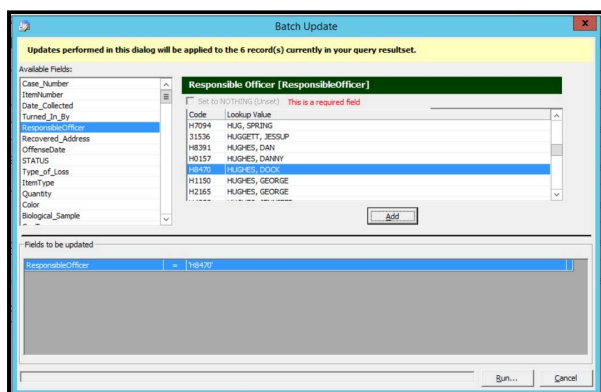
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Data Import, Export, Mapping and Validation

The import utility allows records to be imported from other data sources. EvidenceOnQ comes standard with a fully configurable import utility that can match field for field from any ASCII delimited data file, which is then imported into the EvidenceOnQ system. This can be done as an automated, scheduled import or an import on demand. The export utility allows users to create, save, and run any number of export routines. All imports that are run, whether manual or unattended, produce a log file. Any records that fail the import validation process will be listed in the log. All import logs are stored with a date and time stamp and can be viewed through the Import Log View. Any data can be exported from the EvidenceOnQ database.



Batch Update

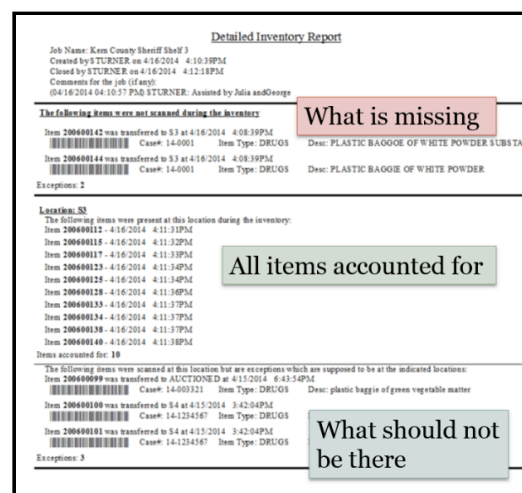


EvidenceOnQ allows for data to be changed or updated in a group. For example, if evidence is logged under the wrong case number, the items can be queried into a group, and the case number changed all at once. Any field or combination of fields on the profile screen can be changed using the Batch Update feature. Additionally, the retention code, review date, or retention comments can also be changed using this feature.

Inventory Module

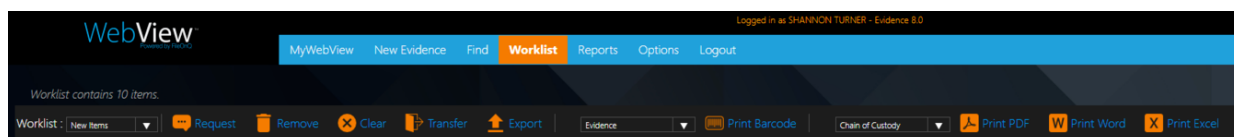
The inventory feature enables projects to be created and paused, leaving the project open until it is finished. The detailed inventory report shows specific details about the report: the items missing, all items accounted for, and items that do not belong in that location. Comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory,

EvidenceOnQ maintains a history of the inventories completed. An inventory history is also be maintained for each item, documenting how many times it was inventoried and the status of the item at the time of the inventory.

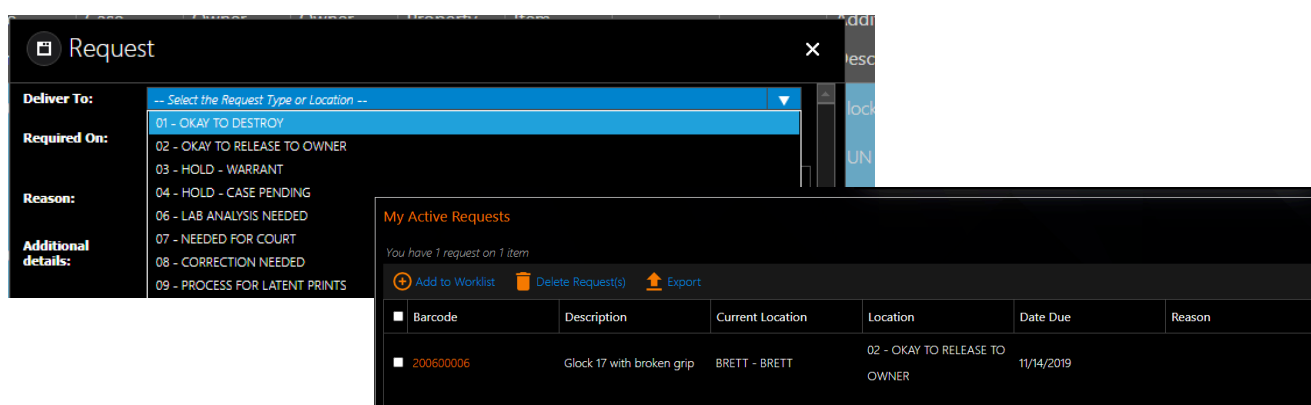


EvidenceOnQ Webview

WebView is built for end-users to enter evidence quickly and easily in a dashboard type atmosphere. **It is easily accesible from any location with a connection to your agency's intranet.** This is especially convenient for patrol, detectives, and crime scene investigators. Data can be entered in one location and then print the barcode labels at a later time and location. Users can also generate forms and reports such as an evidence report or chain of custody. These forms and reports may be printed or saved as a Word or PDF document. Permissions to access forms and reports may be limited per user group.



Users can submit requests associated with evidence, such as items needed for court, case follow-up, or authorizing the release to owner. When users log in to WebView, their pending requests are listed. They may cancel the request if it is still in the pending list. When the request is fulfilled, it is eliminated from the pending requests.



The dashboard in WebView displays widgets appropriate to each user group. Officers may see tips and reminders, while evidence staff may see the number of items in intake, evidence pending destruction, or the type of evidence being stored. Widgets can be displayed as a bar graph, pie chart, gauge, timeline, quantity counter, or text. For evidence staff that work primarily in the desktop client, this dashboard can be viewed from a utility on their computer without having to log in to WebView. **NOTE: The WebView module is required to view widgets.**

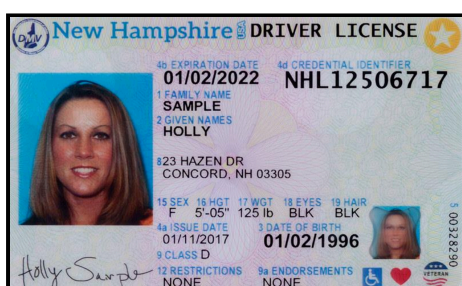


eDocs

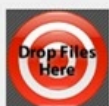
eDocs eliminates the need to make copies and store documents related to evidence.

- Owner documentation
- Crime lab reports
- Owner's driver's license or ID
- Court orders
- Existing chain of custody paper documentation

eDocs utilizes a designated, shared folder or SQL database on the user's network to store these electronic documents. The user can view the documents by either double-clicking a document icon or the View button. The eDocs system communicates with the Windows OS telling it which application to open to view that document, such as Word, Adobe, Media Player, etc. Any type of document can be opened if the user has the proper application and permission. Document types and keywords are fully searchable in combination with data on the profile page.



Crime Scene Photo	05/29/2013	05/29/2013	JPEG Image
	05/29/2013	05/29/2013	JPEG Image
	05/29/2013	05/29/2013	JPEG Image
	06/25/2012	06/26/2012	JPEG Image
	03/27/2008	03/27/2008	JPEG Image
0000000000000011 ID	02/02/2010	02/10/2010	Microsoft Word Document
0000000000000033	10/07/2008	10/07/2008	Microsoft Word Document
0000000000000025 Lab Report	10/23/2013	10/23/2013	Microsoft Excel Worksheet
0000000000000020 Lab Report	05/21/2009	05/21/2009	Microsoft Word Document
0000000000000160 Lab Report	10/23/2013	10/23/2013	Adobe Acrobat Document
0000000000000216 Court Order	07/24/2015	07/24/2015	Microsoft Word Document
0000000000000039	06/01/2010	06/03/2010	Microsoft Word Document
0000000000000214 Bank Statement	07/01/2015	07/01/2015	Microsoft Excel Worksheet



Document Details | eDocs | Document Tracking

Document Type: Lab Report

Document Barcode: 000000000000020

Date Received: 05/21/2009 <- Today eDoc Link Date: 05/21/2009

Note: DNA hit on suspect Johnson

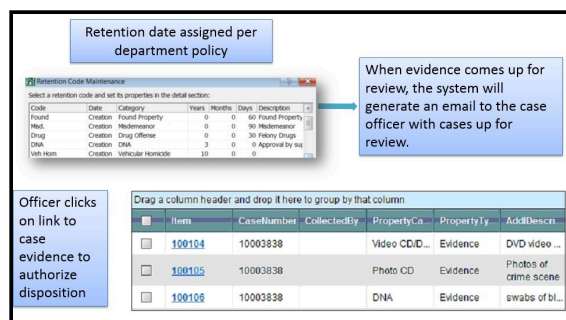
Document Keywords: DNA hit

Automated Notification

Automated Dispo Notification

The Disposition Notification Module automates the process of notifying officers to review evidence for disposition. As evidence comes up in a manual or automated retention review report that includes customized criteria, the system can be prompted to generate emails to the officers that includes a list of items to review. Included in the email is a link to the case and each item. When the officer clicks on the link, it will take them into the WebView application and enable them to choose the appropriate disposition for the evidence. The disposition descriptions can be tailored to meet the requirements of the agency, i.e. release to owner, destroy, hold, etc.

When the officer selects a disposition either at the case level or the item level, it is immediately flagged and appears in the Request Monitor that is maintained by the evidence staff. From that request monitor, items can be sorted, selected, and printed into pull lists to take the appropriate action. The automated disposition automates and eliminates paper to ultimately purge property and evidence in a streamlined, timely manner.



Workflow Notification

Workflow Notification is the ability to set certain triggers within the system to have it take a specific action. In order to determine exactly how Platform Notification will be applied for your agency, a thorough evaluation of your processes will be performed. The following **examples** show how Workflow Notification can benefit an agency. Please let us know if you would like additional examples of notification triggers.

1. If there is a discrepancy with evidence, such as being improperly packaged, automated notification will send an email to the officer explaining the corrections that need to be made. The email will continue until the corrections are made.
2. If evidence is checked out for longer than a specific time (such as 72 hours) an automated daily email is sent to the officer when evidence is checked out for viewing or follow up longer than 3 days. The email will continue until the evidence is returned.
3. When a sexual assault kit is entered into the system, an automated email is sent to the supervisor of the special victims unit so they can monitor the status of the SART kit and comply with statutory testing requirements. Subsequent emails can be sent each time the kit changes location, such as going to the lab or returning to the property unit.
4. If items are in the location "Checked out to Court" longer than 24 hours, an automated email is sent to the officer instructing them to return the evidence or submit the court receipt.
5. When items are entered into the system on internal affairs cases, the system will update the Confidential field to YES. It will also send an email to the lieutenant that supervises property and evidence notifying them of this new internal affairs evidence.

DIGITALONQ

Features & Functionality

The DigitalOnQ system is a comprehensive solution that meets law enforcement's unique needs to manage digital evidence. As a fully dedicated, secure, on premise hybrid DEMS, it simplifies the management of digital evidence. DigitalOnQ stands above its competitors by integrating with and supporting numerous evidence data capture tools used by law enforcement agencies. The DigitalOnQ application is compliant with Scientific Working Group on Imaging Technology (SWGIT) and provides an easy upload process, comprehensive security, and broad search capabilities.

FileOnQ uses the latest, most relevant Microsoft technologies and adheres to key industry standards. By using emerging technologies, agencies are able to implement DigitalOnQ with logical, affordable, and proven steps. DigitalOnQ is hardware agnostic, meaning users can upload from any storage media such as a network drive, secure digital (SD) cards, compact disc (CD)/digital versatile disc (DVD), body worn camera, in-car video camera) without being limited by a single vendor for digital media. It is the ideal solution to replace cumbersome CDs and DVDs and will eliminate the liability and time associated with storing files on physical disks. Agencies have seen substantial time savings and security that have implemented DigitalOnQ see substantial time savings and security in these areas.

DigitalOnQ will significantly reduce the labor and material costs associated with outdated methods such as downloading from memory cards and burning files, to expensive and trouble-prone CDs and DVDs. Additional cost-savings come with eliminating packaging materials and the time spent booking and storing discs as physical evidence.

DigitalOnQ provides the flexibility to upload and store digital evidence from various media types. This may include body-worn camera footage, car-video, proprietary surveillance footage, photos, and audio files -- all stored in a central repository in their native format.

DigitalOnQ enables users to quickly upload digital evidence in batches from the web application. The user can later use the desktop client to annotations the files with detailed information. The client also allows provides the ability to re-assign a crime classification, print, burn to DVD, and share.

DigitalOnQ provides a secure, 100% SWGDE compliant repository for all images, videos, and other forms of digital evidence. Image authentication processes are built-in, making original images preserved and tamper-proof. The digital file tracking logs every time a user views, edits, or moves a digital file.

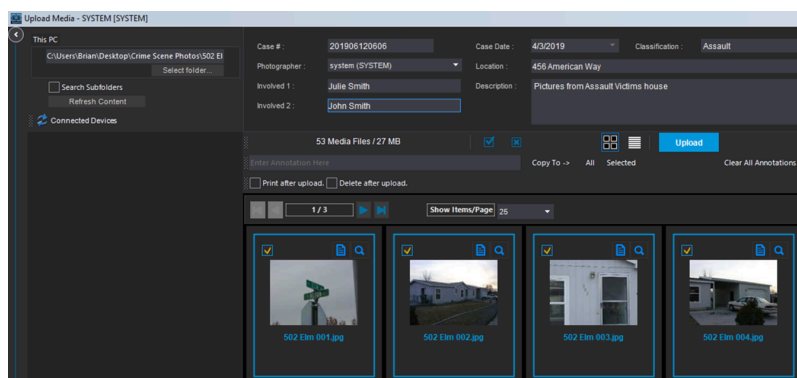


DigitalOnQ is flexible to store all types of media, enabling agencies to group or associate evidence into categories to meet their unique processes. This may include crime classification, incident location, a detailed description, the photographer, and the involved people.

BATCH UPLOAD

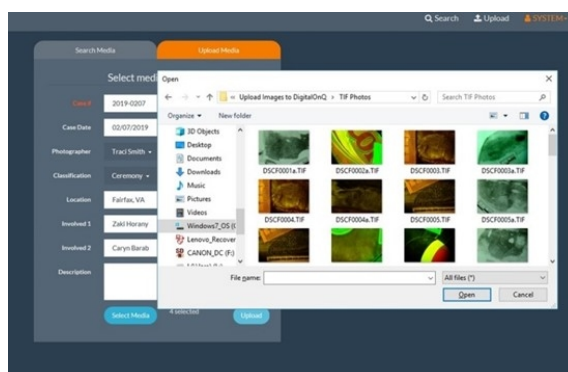
Users can select and upload a single file or a large group, regardless of the file type (audio, video, digital images, zip files, proprietary players, etc.) Nested digital evidence folders can be zipped and uploaded to maintain the folder structure.

Metadata associated with the case number can be pulled from a case management system through an integration API. The remaining information can then be entered by the user. As files are uploaded, the user is prompted to enter the mandatory fields as designated by the system administrator.



DIGITALONQ WEB UPLOAD

Digital evidence can be uploaded in the field using the supporting web browser application. With appropriate permissions, users can also search and view files using the web browser application.





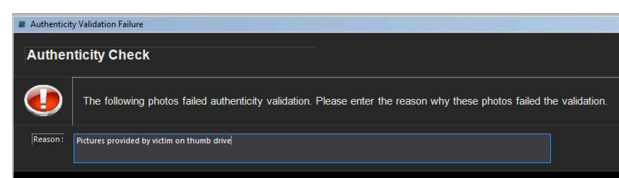
MAINTAIN INTEGRITY

ORIGINAL FORMAT MAINTAINED

All files are stored in their original format in the designated on-premise storage devices or Microsoft Azure government cloud. The original downloaded file is maintained and is never altered. Any later modifications are shown as separate, modified files.

AUTHENTICATION

The authenticity of uploaded media is automatically verified from the original source. If authentication fails, the user is required to verify the authenticity or enter an explanation for the failure. This notation is documented in the chain of custody for the questioned file.



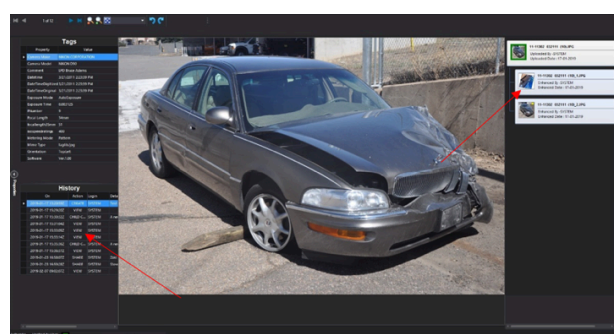
FILE HASHING

The system will then hash the uploaded digital file and store the hash value in the database. The current hash value is constantly compared to the original value in order to confirm the file has not been modified.

CHAIN OF CUSTODY TRACKING

Every action taken with a digital record is tracked in the unalterable chain of custody. This includes upload, view, print, download, share, and enhance.

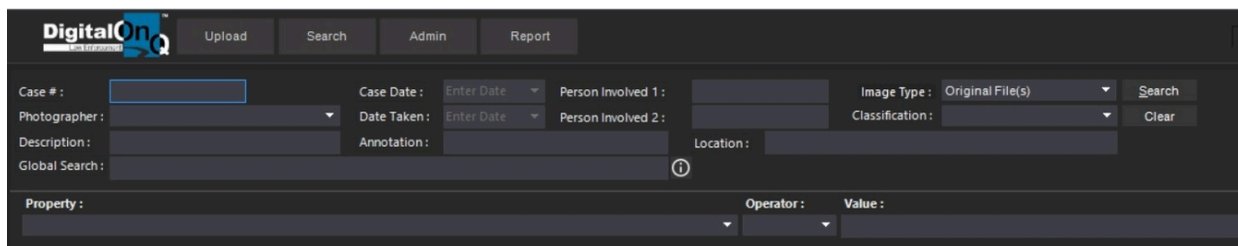
An icon displays the authenticity status of that file that displays any potential problems such as a file that has been altered or an image that was enhanced and is not the original. A complete history of enhancements made on a file is tracked and stored in the unalterable chain of custody. It will reflect the difference between the original and any variations, as well as the user that made the changes.



ORGANIZE & MANAGE

SEARCH

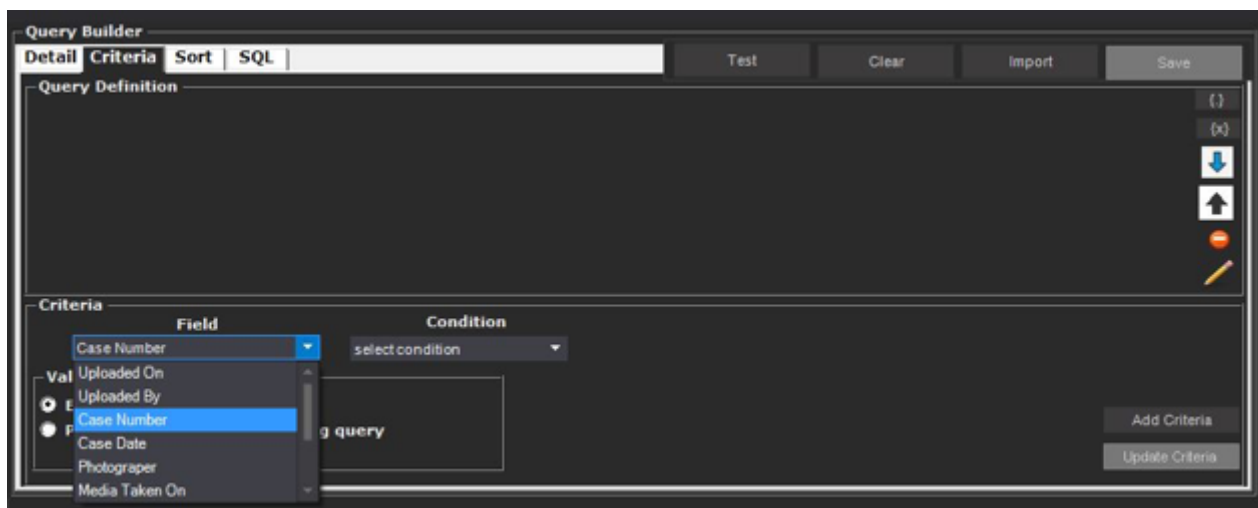
DigitalOnQ offers easy search tools using numerous criteria: name, case number, type, date, photographer, and any metadata field. This eliminates searching through CDs and DVDs to find needed files. All files are easily viewed in a detailed thumbnail view with a one-click preview access.



The screenshot shows the DigitalOnQ Search interface. At the top, there are tabs for Upload, Search, Admin, and Report. Below the tabs, there are several search criteria fields: Case #, Photographer, Description, Global Search, Case Date (with an 'Enter Date' dropdown), Date Taken (with an 'Enter Date' dropdown), Annotation, Person Involved 1, Person Involved 2, Image Type (dropdown), Classification (dropdown), and Location. There are also buttons for Search and Clear. At the bottom, there is a section for Property, Operator, and Value.

QUERY BUILDER SEARCH

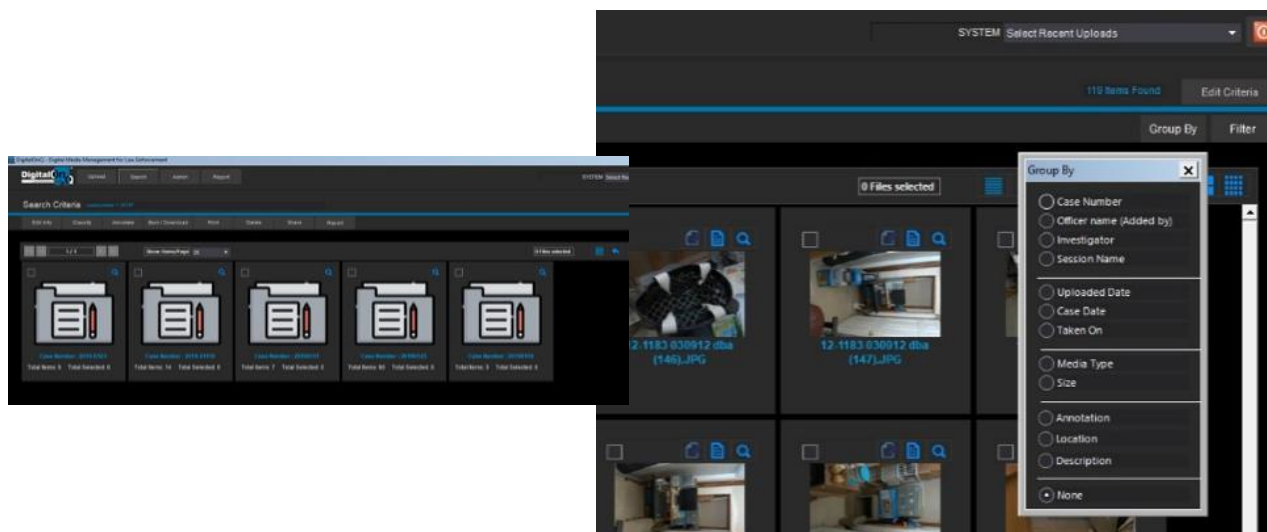
DigitalOnQ allows for more complex, specific searches through the query builder utility. These queries can be named and saved, which enables them to be quickly run again in the future. Users may choose any database field in the query or have the query prompt the user for a value.



The screenshot shows the DigitalOnQ Query Builder interface. At the top, there are tabs for Detail, Criteria, Sort, and SQL. Below the tabs, there are buttons for Test, Clear, Import, and Save. The main area is divided into two sections: Query Definition and Criteria. The Criteria section has a table with columns for Field and Condition. The Field column has a dropdown menu with options: Case Number, Uploaded On, Uploaded By, Case Date, Photographer, and Media Taken On. The Condition column has a dropdown menu with the option: select condition. There are also buttons for Add Criteria and Update Criteria.

GROUP BY SEARCH

DigitalOnQ gives users the ability to group the results of a query in a virtual folder structure. For example, all evidence in a case number, grouped by photographer. That same query can also be grouped by location, case type, or any other available metadata.



VIEW / WATERMARK VIEW

Authorized users may view images in unmasked, full-screen mode. Alternatively, a security setting for other groups may force-display a customized watermark mask prominently across images. The watermark can display the agency's name, department logo and/or the login ID of the viewing user. The mask discourages users

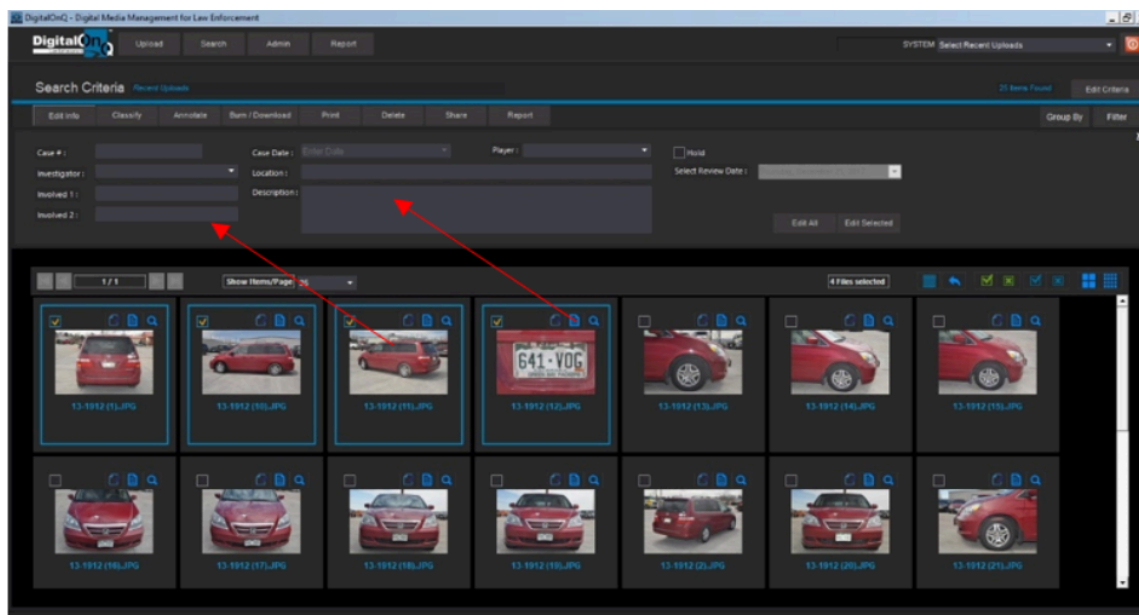


from photographing or video capturing images displayed in the DigitalOnQ system. In the full-screen display mode, users can also view the original image metadata and a full chain of custody for the selected digital file.

February 04, 2022

EDIT INFORMATION

Users with edit permissions can easily modify case information that was entered incorrectly such as case number or location. Data can also be modified due to case developments, such as incident classification, involved people, or file annotations. Edits can be made to an individual image or to a group of selected images.

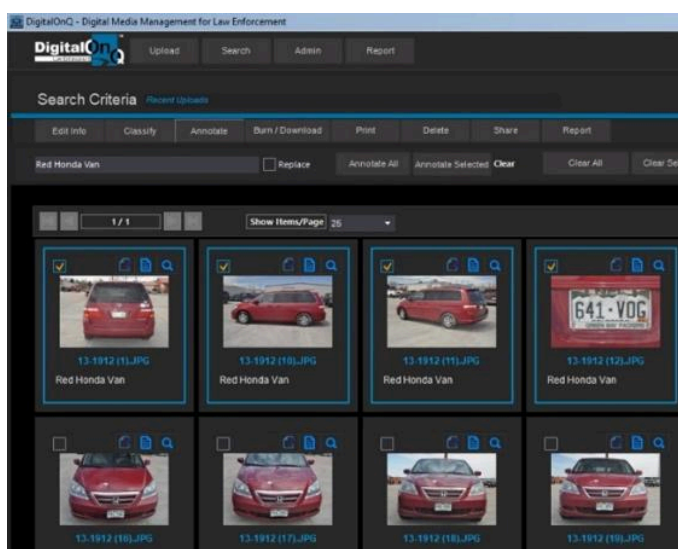


CLASSIFY

With appropriate permissions, a user may change the classification of a case or a selected group of evidence files within a case. Proper classification ensures the retention policy is applied correctly to the digital evidence. Access to evidence is also controlled by the crime classification, making accurate and updated case and data essential to the security of the evidence.

ANNOTATE

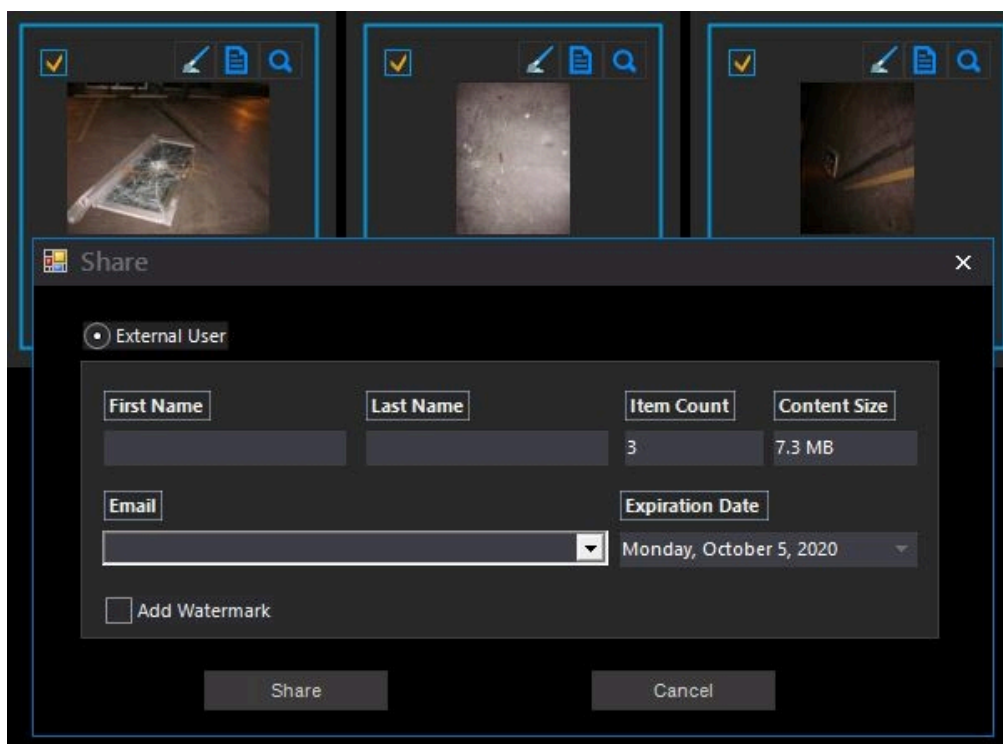
Users may add an annotation to individual files or an entire group of files. These annotations aid in organizing and retrieving the digital evidence. Annotations can be made at the time of upload, at a later date, or modified as the need arises. DigitalOnQ will document all annotation changes in the chain of custody for each digital media file.



PROVIDE DISCOVERY

Users may choose to share digital evidence with another law enforcement agency or the prosecutor's office. The share utility prompts the user to enter the email address of the receiver and an expiration date for the invitation. The receiver's email contains a link for them to log in and view the evidence. The receiver can then download the digital files. When digital evidence is shared, all the metadata associated with the evidence is shared also.

Other discovery options include printing a proof sheet, printing individual photos, or burning the digital files onto an external device such as a thumb drive or DVD.



First Name	Last Name	Item Count	Content Size
		3	7.3 MB

Email	Expiration Date
	Monday, October 5, 2020

☐ Add Watermark

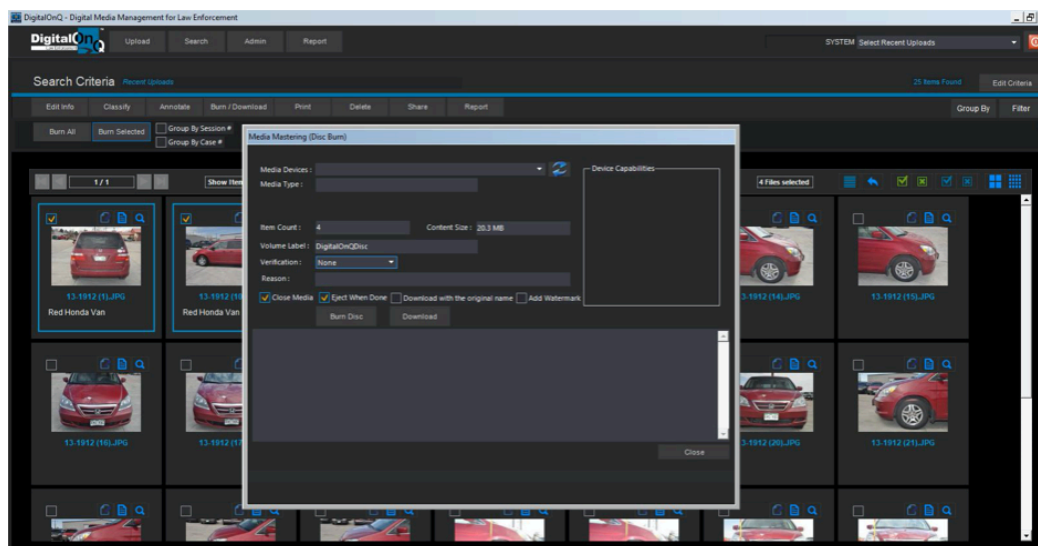
Share Cancel

INTEGRATION SHARING

If agencies have additional digital evidence files stored in other software applications, such as body worn cameras or in-car video, DigitalOnQ can provide a link to the case evidence in these applications. The link shows that other evidence exists outside of DigitalOnQ that can also be downloaded.

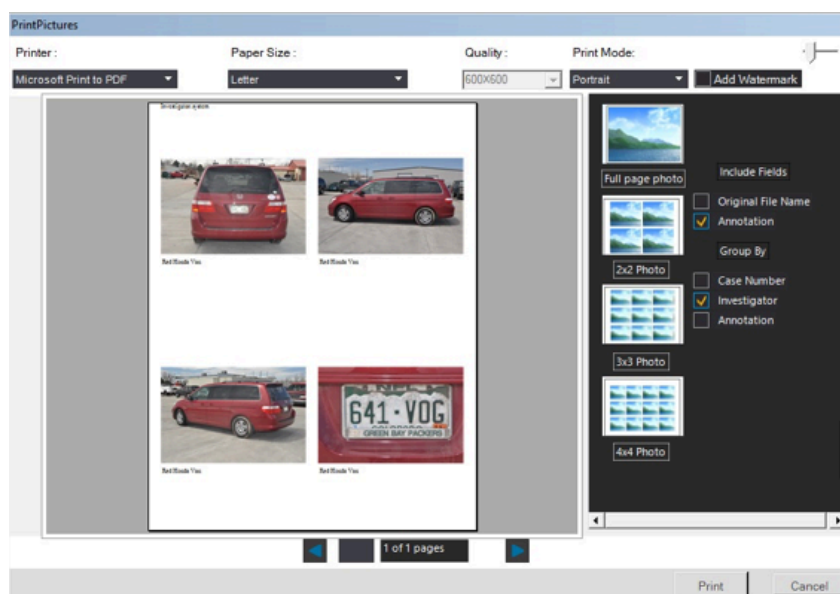
BURN AND DOWNLOAD

Authorized users may select images or videos to be burned to a DVD or CD. DigitalOnQ ensures no media copies are left on the local hard drive and verifies the burned media is a guaranteed working copy.



PRINT

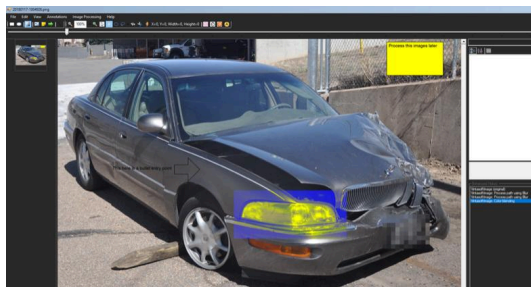
Users can print individually selected files or an entire query-result group at once. Print options include thumbnails, 2x2, 3x3, 4x3, or full page. Printed images can be grouped by case number or photographer, with an option to include all metadata and chain of custody.



ENHANCE & SECURE

IMAGE ENHANCEMENT

DigitalOnQ offers a light image enhancement utility that allows minor enhancements on digital images. These include options such as crop, rotate, apply grayscale, add arrows and shapes, etc. The enhanced images are associated with the original (parent) file and saved as a separate child copy. An enhancement history is saved to the chain of custody of the new child image showing the steps taken for enhancement.



ESTABLISH RETENTION & PURGE RULES

A retention period can be assigned to digital evidence based on the classification of the crime. Digital evidence can be purged from DigitalOnQ in several ways. Eligible evidence can be deleted automatically by the system at the end of its assigned retention period. Another option is to have the system send an email notification to a designated user or group who can then manually delete the files.

All routines to archive or move can be overridden and run manually with one click. A query result archive function also enables the user to run a query, select the entire result or a subset of the result, then manually archive or move the selection.

DigitalOnQ ensures agencies are compliant with purging policies and procedures and provides security controls for appropriate authorization prior to evidence being deleted. Digital evidence files can be completely deleted from the system along with the associated database records. Another option is to delete the original files only and keep the chain of custody and metadata for archival purposes.

February 04, 2022

SYSTEM ADMINISTRATION

Agencies can determine the user groups and permissions in DigitalOnQ. Permission settings control actions such as print, view, burn, share, reclassify, delete and annotate. User groups can also be limited to the classification of evidence. For example, digital evidence associated with sexual offenses may only be viewable to a specific group. Administrators may also configure the watermark settings, evidence media storage volume, classification values, and evidence retention settings.

NAME	FELONY	HOMICIDE	MISD	SAU	O.I.S.	ADMIN/I.A.
Administrators	☒	☒	☒	☐	☒	☒
SAU	☐	☐	☐	☐	☐	☐
Evidence & Crime Scene Techs	☐	☒	☒	☐	☒	☐
Patrol	☐	☒	☒	☐	☒	☐
Detectives	☐	☒	☒	☐	☒	☐
Patrol Supervisors	☐	☒	☒	☐	☒	☐
Command Staff	☐	☐	☐	☐	☒	☒

Admin	Upload	Enhance	Burn	Print	Reclassify	View	View Own	Force Print Pro...	Force Delete	WaterMark	Edit	Delete	Share
☒	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☒	☒	☒
☐	☒	☒	☒	☒	☒	☐	☐	☒	☐	☒	☒	☒	☒
☐	☒	☒	☒	☒	☒	☐	☐	☒	☐	☒	☒	☒	☒
☐	☒	☐	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
☐	☒	☒	☒	☒	☒	☒	☐	☒	☐	☒	☒	☒	☒
☐	☒	☒	☒	☒	☒	☒	☐	☒	☐	☒	☒	☒	☒

Custom Reports

Custom reports/forms are produced after performing any type of query making them dynamic and versatile. FileOnQ uses Crystal Reports to develop these forms, however the end user is not required to have any Crystal Reports license or knowledge because the reports are run from within the application. Standard reports included with DigitalOnQ are: Chain of Custody, Proof Sheet, and Case Evidence by Media type. FileOnQ will work with your agency to design your custom reports to meet your needs. Additional custom reports can be negotiated into the final contract.

Weld County Sheriff's Office
Chain of custody report

Case Number: 20-111345
Case Date: 05/07/2020
Barcode: 1000415
Original File Name: Broken Toe.jpg

Taken On: 5/7/2020 9:14:48PM
Officer: STURNER
Classification: Unknown

Chain Of custody Information:
Date Action Officer Details
05/07/2020 09:14:48PM CREATE SHANNON TURNER
05/07/2020 09:14:59PM VIEW SHANNON TURNER
05/07/2020 11:10:48AM VIEW SYSTEM
06/03/2020 10:47:50AM VIEW STURNER
07/14/2020 03:10:33PM VIEW STURNER
09/02/2020 02:03:04PM VIEW STURNER

Bothell Police Department
Summary Report

Case number: 21-0012345 Case date: 07/15/2021

Barcode: 1000477 Classification: FELONY
Original File Name: Vehicle 2011 (1).JPG
Taken On: 03/21/2011 stumer
Location: 123 Center Parkway, Kennewick, WA 99336
Description: Photos taken by patrol
Annotation: Search warrant of suspect vehicle

Barcode: 1000478 Classification: FELONY
Original File Name: Vehicle 2011 (10).JPG
Taken On: 03/21/2011 stumer
Location: 123 Center Parkway, Kennewick, WA 99336
Description: Photos taken by patrol
Annotation: Search warrant of suspect vehicle

Barcode: 1000479 Classification: FELONY
Original File Name: Vehicle 2011 (11).JPG
Taken On: 03/21/2011 stumer
Location: 123 Center Parkway, Kennewick, WA 99336
Description: Photos taken by patrol
Annotation: Search warrant of suspect vehicle

Case number: 21-0012345

Vehicle 2011 (1).JPG Vehicle 2011 (10).JPG Vehicle 2011 (11).JPG
Search warrant of suspect vehicle Search warrant of suspect vehicle Search warrant of suspect vehicle

Vehicle 2011 (19).JPG Vehicle 2011 (2).JPG Vehicle 2011 (20).JPG Vehicle 2011 (21).JPG
Search warrant of suspect vehicle Search warrant of suspect vehicle Search warrant of suspect vehicle Search warrant of suspect vehicle

SUBSCRIPTION PRICING OVERVIEW

EvidenceOnQ & DigitalOnQ Evidence Solutions	Price	Qty	Subtotal
• EvidenceOnQ - including the following modules: ◦ Unlimited User Licenses ◦ EvidenceOnQ application server license ◦ WebView Module, requires IIS server provided by customer ◦ eDocs Module ◦ Notifications (configuration of 2 triggers) • DigitalOnQ - including DigitalOnQ Web, and Share.	\$650	1	\$650 / month
Total per month			\$650
One-Time Implementation Fee			
EvidenceOnQ Implementation Includes:			\$15,000
• Remote software installation and configuration. • Tailored application and configuration. Includes population of user groups and permissions, lookup tables, locations, etc. We will help you tailor a screen configuration to capture the information important to your office. • Two days onsite training. Includes all travel expenses and per diem costs. • Seven custom reports to include Ontario PD Lab Form, PIC Form, Property Report, Chain of Custody, Named List, Check Out Receipt, and Letter to the Owner.			
DigitalOnQ Implementation Includes:			
• Remote software installation and configuration. • Four standard digital evidence reports to include Chain of Custody, Proof Sheet, Summary Review w/ Hash, and Share Report.			
One-Time Implementation Fee Total			\$15,000

SUBSCRIPTION PRICING CONTINUED

Peripheral Hardware (included)	Qty
Symbol Li 4278 Wireless Bluetooth Barcode Scanner (note your current barcode scanners will not work with EvidenceOnQ so I am including two wireless scanners in this proposal)	2
Topaz Signature Pad (USB)	1
Zebra ZD420 TT Thermal Transfer Barcode Label Network Printer	1
Case of 4x2 polypro thermal transfer labels - 4 rolls per case = 4,400 labels *	3
Case of 4.33" wax/resin ribbon cartridges - 6 per case *	2
Peripheral Hardware is calculated into Monthly Subscription Fee .	

One Time Implementation Fee: \$15,000 with a Monthly Subscription: \$650

Your existing hardware and new hardware are incorporated into this subscription plan and are warrantied for life. If a device breaks or becomes obsolete, FileOnQ will replace it at no charge to your agency. Labels and ribbons are consumables and may be purchased through FileOnQ as needed. This quote does not include sales tax and is valid until April 30, 2022. **The implementation fee is due at the time of order - the monthly payment will start 60 days from the time of order.**



SUBSCRIPTION SUPPORT



FileOnQ is committed to doing everything necessary to ensure you are completely satisfied with our product and our support. Unlimited maintenance, support, and training are provided while your subscription remains active. This includes:

- Upgrades for both platform applications as they are released - EvidenceOnQ and DigitalOnQ.
- Unlimited telephone and online support.
- Unlimited training via telephone and web-conference.
- Peripheral hardware life-time replacement.
- Assistance with developing new policies and procedures.
- Access to the FileOnQ customer portal website with training videos and tools.

Should a support need arise, you will appreciate our direct line via our 800 number, as well as, our live On-Line Web Support Meeting Center.

Email: Support@FileOnQ.com

Phone: 1-800-603-6802 select 4 from the menu

FileOnQ customers overwhelmingly agree that the ongoing maintenance, support, and training provided by our FileOnQ law enforcement experts improves their system use and departmental productivity to the extent that their investment pays for itself several times over.

SYSTEM REQUIREMENTS

SERVER

Hardware

Pentium 4 or higher (Xeon [Core i3/i5/i7] recommended)

2 GB RAM (8 GB recommended)

2 GB disk space

SVGA display (1024x768 or higher)

SQL Server

SQL Server 2012

SQL Server 2014

SQL Server 2016

SQL Server 2017

Either Express, Standard or higher editions

Operating System

The following editions of Windows Server are supported:

Windows Server 2012

Windows Server 2012 R2

Windows Server 2016

Network

Windows Networking using TCP/IP, UNC

Name resolution (DNS)

Shared UNC path for shared settings

Other

PDF viewer software (such as Adobe Reader)

If adding WebView or MobileOnQ

Internet Information Services (IIS) 7 or higher

.NET Framework 4.0

Windows Networking using TCP/IP

If adding eDocs

Disc Space dependent on the number and content of documents stored

If adding DigitalOnQ

8 GB RAM (12 GB recommended)

Disc Space dependent on the number and content of documents stored

SQL 2008R2 or above Required

DESKTOP

Software

The following versions of Microsoft Windows are supported:

Windows 7

Windows 8.0

Windows 8.1

Windows 10

.NET Framework 4.0

Internet Explorer 8.0 or higher

PDF viewer software (such as Adobe Reader)

Hardware

Pentium 4 or higher

1 GB RAM (4 GB recommended)

400 MB disk space

SVGA display (1024x768 or higher)

If adding MobileOnQ

Windows Mobile Device Center (on PC with docking station)

If adding DigitalOnQ

4 GB RAM (8 GB recommended)

.NET Framework 4.5

TERMS AND CONDITIONS

1. AGREEMENT: Customer agrees to abide by the payment schedule detailed in the below "Terms and Payment". Supplier agrees to provide product use, deployment, software upgrades, support and training, as detailed in this proposal.

2. TERM AND PAYMENT: The one-time implementation fee is due within 30 days of the signed agreement and/or issue date of customer purchase order. The recurring subscription fee (whether monthly or annual as chosen by the customer) is due within 90 days of signed agreement or issue date of customer purchase order.

3: TERMINATION: Customer may terminate this Subscription Agreement in writing at any time, with a 60-day cancellation notification. Within the 60-day cancellation notification, the customer will be responsible to discontinue use of software and remove the software from all computers and storage devices. All equipment provided by FileOnQ must be returned to FileOnQ. The customer's data remains the property and responsibility of the customer.

4. OWNERSHIP: This subscription is for the use of the FileOnQ platform solutions, storage and services detailed in this proposal. FileOnQ maintains all ownership rights of the Software and Equipment.

5. ASSIGNMENT: Customer has no right to sell, transfer, or assign this agreement; sublease the Software and Equipment, or use as a service bureau for any third-party.

6. ENTIRE AGREEMENT: This agreement outlines the arrangement between FileOnQ and Customer with respect to payment and ownership of the Software and Equipment. No modifications of this Agreement shall be effective unless in writing and signed by the parties.

7. AGREEMENT ACCEPTANCE: This Agreement shall commence upon signed acceptance below and/or the receipt of a Customer Purchase Order.

NEXT STEPS

1. Please review all sections of this proposal.
2. Please MARK all the feedback boxes below that apply and INITIAL the box at the bottom-left of this page.
(This will send me a notification and I'll contact you to discuss the next steps.)
3. If you'd like to speak to me by phone, please don't hesitate to CALL me directly at 800-603-6802 ext. 158.

I have reviewed your proposal and: (Please check all that apply.)

- ☐ Everything looks great! We are interested in moving forward with this proposal.
- ☐ Everything looks good, but I have pricing questions/concerns.
- ☐ We are still evaluating other solutions.
- ☐ Everything looks good, however, we're considering this for next year's budget.
- ☐ I have questions about EvidenceOnQ.
- ☐ I have questions about DigitalOnQ.
- ☐ Everything looks great, but I'm not the final decision maker.



INITIALS

Steve Bartol

Steve Bartol

Ontario Police Department (OR)

PREPARED BY

Steve Paxton

stevep@fileonq.com<https://fileonq.com>

OVERVIEW

Evidence Management Consulting Services is pleased to submit this proposal for services to support the Ontario Police Department in achieving its goals to redesign a process-efficient evidence facility and to assist with the migration of the evidence management system from Justice to FileOnQ.

OUR PROPOSAL

The Ontario Police Evidence Unit, like other small departments, faces challenges of limited staffing, inefficient workspaces and outdated technology that have resulted in a continually increasing backlog of evidence.

The EMCS team has worked collaboratively with agencies across Oregon to assess, evaluate and promote working solutions to evidence issues such as these. Through analysis of current space and workflow, and through the lens of national best practices, EMCS will provide effective storage designs that focus on immediate functionality and future growth. We will further assist Ontario PD with onsite implementation of the reorganization project to include set up and labeling of shelves, property organization, etc.

Additionally, EMCS is prepared to assist with the migration of data from Justice to the FileOnQ evidence management system "EonQ". With working knowledge of the EonQ system, we can provide field design and assistance with data mapping, advise on interfacing with existing RMS, and offer post-installation services by customizing data fields and creating infrastructure that aligns with the reorganization of property room locations.

EMCS will offer further recommendations in a helpful step-by-step action plan that aligns with agency objectives and promotes industry excellence.

RESOURCES & TIMELINE

The EMCS team is comprised of highly qualified consultants with over 45 years of combined experience in law enforcement evidence management. Working together, we are able to provide insights and unique perspectives from a multitude of experiences. Ontario Police Department receives the benefit of this team approach as we work together to

provide comprehensive planning, implementation and reporting within the timeframe specified by you, our client. We are committed to working quickly on emergent issues.

RESULTS

EMCS expects our facility design and data migration for the Ontario Police Department's Evidence Unit to result in the following:

Website Migration from Justice to EonQ:

1. Determination and pre-design of necessary data fields;
2. Direct communication with FileOnQ with regard to design and functionality of system outside of technical installation.
3. Post-installation set up of data fields such as crime and property types and locations that correspond to new property storage designs.
4. Equipment/device set up and testing.
5. Design and implement standard barcode labeling.
6. Advise on any interfacing between existing RMS and EonQ, as needed.
7. Liaison with FileOnQ to correct any issues that arise out of installation.

Property Storage Solutions:

1. Evaluation of current storage facility and reconfiguration to maximize space, create efficient workflows, and adhere to industry best practices.
2. Design & implement practical space allocation that includes simplified organization and labeling.
3. Work collaboratively with vendors communicating design plans, agency needs, and project issues as needed for a successful and timely project.
4. Onsite project facilitation that provides for the set up, installation, and training on these deliverables. This includes two team members to perform onsite labor on a daily basis as agency budget allows.
5. Comprehensive reporting, as needed. Customized action plan for on-going agency improvements.

PRICING

The following details the pricing for the services outlined in this proposal. The pricing is valid for 60 days from the date of this proposal:

Ontario Project	Price	Project Est.
Informational site visit Includes one day onsite project prep with the EMCS team and initial recommendations & action plan for agency review.	\$1,200	\$1,200.00
Daily onsite implementation Includes 10 hrs of project facilitation (2-person team)	\$1,800	\$5,400.00
Additional hourly rate	\$150.00	\$1,800
Travel expenses based on GSA (Mileage, lodging)	\$870	\$1,270.00
Travel time (applied one way only. Not applicable to air travel)	\$500.00	\$1,000.00
Comprehensive final report and customized action plan	Included	\$0
ESTIMATE TOTAL *		\$10,670.00

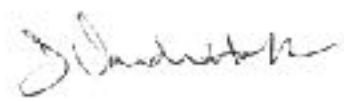
* The price(s) listed are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications or time needed changes.

CONCLUSION

We look forward to working with the Ontario Police Department and supporting your need to reorganize your facility to include the upgrade of your evidence management database. We are confident we can successfully partner with you to meet your needs while progressing your agency's abilities.

If you have any questions about this proposal, please contact Darci VandenHoek or Lauren Jarrell at info@evidencemcs.com or Darci by phone at 503-927-5625.

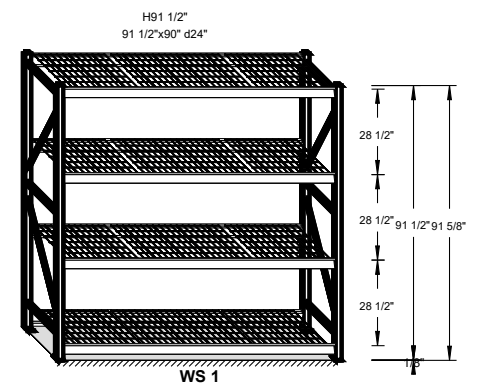
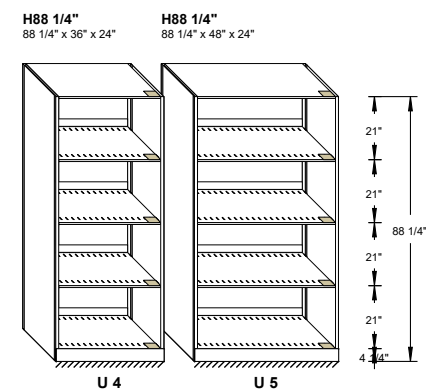
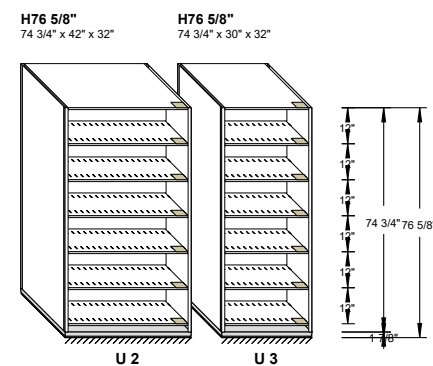
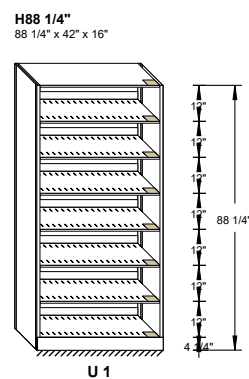
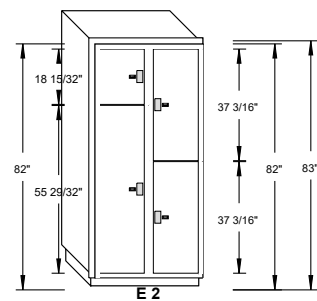
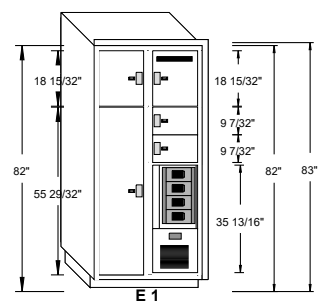
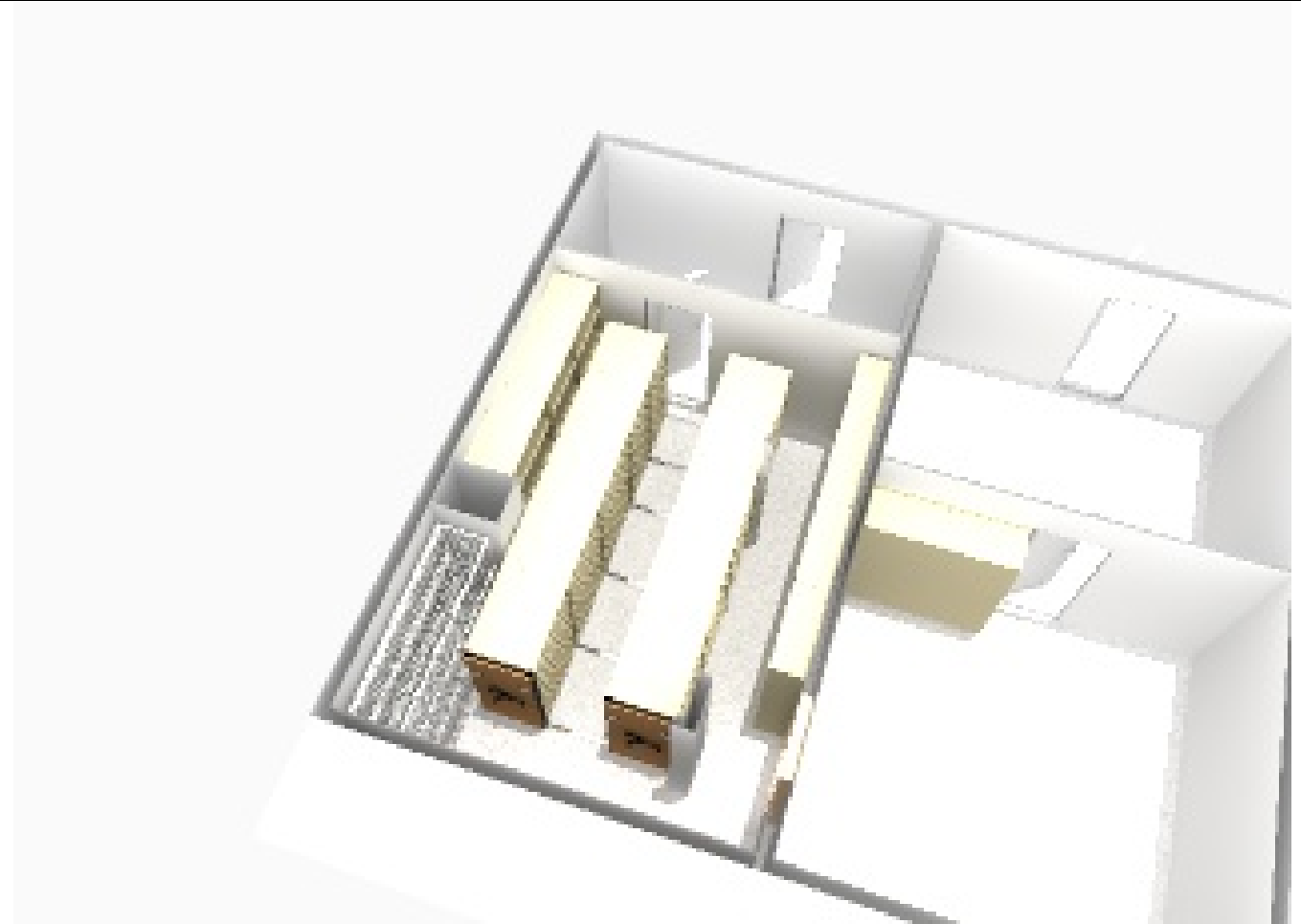
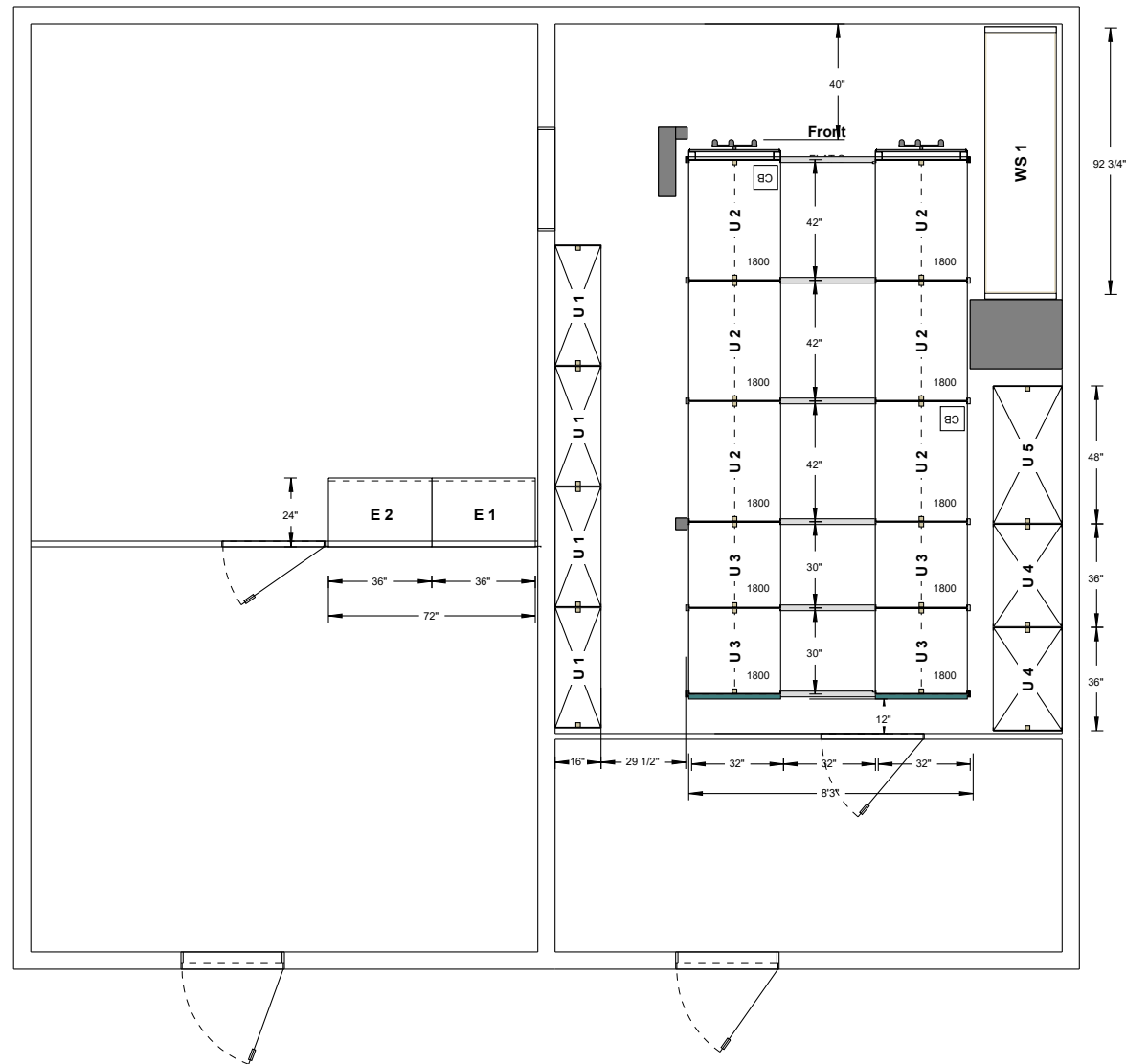
Thank you for your consideration,



Darci VandenHoek
Owner/ Project Manager



Lauren Jarrell
Owner/ Consultant





**AGENDA REPORT
DISCUSSION ITEMS
February 22, 2022**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION 2022-106: APPROPRIATING FUNDS FOR BUILDING DEPARTMENT CONTRACT LABOR**

DATE: February 14, 2022

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2022-106: A RESOLUTION APPROPRIATING FUNDS FOR BUILDING DEPARTMENT CONTRACT LABOR.

SUMMARY:

The Building Department currently has one FTE and a part time Building Inspector and Commercial Plan Reviewer. The current Building Official (BO) is responsible for not only insuring all the state building codes are followed, but also issuing all building permits, tracking them, and filing them, as well as issuing all the month-end reports required by all state and county departments. Staff has been diligently trying to keep up with the huge work load, but it's at the point of being almost impossible to keep up with the paper work and perform the plan reviews and inspections required of the Building Office.

The contracted part-time Inspector has given notice that he is going back into retirement in April, which will add to the issue and staff will have to try and find a replacement for the part-time inspector position, as well as the part-time building technician.

The building department is unable to maintain the level of service and reporting required by the State of Oregon to continue the building program. We are proposing acquiring some contract labor to be paid out of the building funds to help with the office permitting process for four hours a day. This part-time person would be contract labor and could be laid off when the economy slowed and construction was minimal. If the economy stayed constant and the building department was busy, then this position would easily be covered by the permit fees.

BACKGROUND:

The building department's long history is as follows:

- **1947:** Ordinance #1028, the City of Ontario adopted a small city model building code to establish building regulations within the City of Ontario.

- **1962:** Ordinance #1327, the City adopted the Uniform Building Code (UBC).
- **1971:** Ordinance #1680, the City adopted the 1970 Version of the Uniform Building Code (UBC)
- **1973:** the Oregon Legislature established a statewide uniform building code and created this division to administer it. A statewide building code helps ensure a minimum level of safety in all areas of the state and a uniform regulatory environment for businesses, the general public and contractors. The division adopts building codes with the advice of seven statutory boards. The division certifies inspectors, licenses trade professionals, and establishes training and education requirements; provides code and rule interpretation and dispute resolution; enforces license, code, and permit requirements to prevent unsafe conditions; and conducts inspections where local entities do not.
- **1975:** Ordinance #1772, the city repealed Ordinance #1680 and adopted the State of Oregon 1973 edition of the Oregon Structural Specialty Code and the Fire Life Safety Code and the State of Oregon 1973 edition of the Mechanical Specialty Code and Mechanical Fire and Life Safety Code.
- **1973 until 2005:** the City of Ontario provided a Building Official, along with support from the State of Oregon, to provide for building permits and inspections within the Ontario City Limits.
- **2005:** the City of Ontario contracted with the City of Fruitland to provide for Plan Review and Inspection Services for the City of Ontario. The city provided the full-time position of Building Technician to issue permits and record keeping. Fruitland received 50% of all permit fees to provide the service.
- **Late 2018:** the State of Oregon notified the city that they could no longer contract with a city out of state to provide for the Building Official position and the Building Official was required to be a full-time employee of the city or contract with an Oregon county that had a full-time Building Official. The city was given until June, 2019, to comply with the requirement.
- **2019:** the city hired a retired building official, who had retired from the city of Fruitland, to conduct the Building Official job duties while training our current Building Official while she obtained all the required certification from the State of Oregon to become a Building Official.
- **2020 to current:** our current Building Official took over the responsibility of the Building Official, Lead inspector, as well as continued doing her permitting and record keeping responsibilities and other office duties. The past several years, the building department has had record numbers of permits and revenue.

CURRENT SITUATION:

With the continuation of the booming building going on in Ontario, it has become almost impossible to handle all the job responsibilities of the Building Department, and office support is needed in the department. This part-time person will be paid for out of the building fund.

The current contract backup building inspector is planning on leaving in April. If this position isn't filled quickly, it will be imperative to have office support staff in the Building Department.

ANALYSIS:

- A. **STRATEGIC PLAN** Not necessarily in the strategic plan, but does add to the quality of life and growth of the city.
- B. **FINANCIAL** The contract labor will cost approximately \$7,800 through the end of the fiscal year. The funding will come from the Building Department contingency, which currently has a balance of \$192,519.
- C. **TIMING** It is critical to get office help hired before the current part-time building inspector retires in April.
- D. **POLICY/LEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

The Council could choose not to approve the contract labor expense or could delay the expenditure until next year. If the services aren't approved, it could potentially put the building program in jeopardy of noncompliance with state requirements.

RECOMMENDATION:

Staff recommends City Council approve Resolution #2022-106.

ATTACHMENTS:

1. Resolution #2022-106 BUILDING CONTRACT SERVICES



RESOLUTION #2022-106

A RESOLUTION TO APPROPRIATE FUNDING FOR BUILDING DEPARTMENT CONTRACT SERVICES

- WHEREAS,** The City Building Department has been extremely busy the last few years;
and
- WHEREAS,** There have been changes required by the state that changed the way the building department is staffed; **and**
- WHEREAS,** The Building Department needs to hire some additional contract labor to help with building clerical work; **and**
- WHEREAS,** The City desires to modify the 2021-2022 budget in order to appropriate funding for the contract labor.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustment to the fiscal year 2021-2022 budget:

Line Item	Item Description	FY 21-22 Budget	Amount of Change	Adjusted Budget
BUILDING FUND				
027-010-871000	Operating Contingency	\$192,519	(\$7,800)	\$184,719
027-010-615551	Contract Labor	\$ -	\$7,800	\$7,800

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 22nd day of February 2022, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 22nd day of February, 2022.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder

Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
Printed: 2/17/2022 11:31 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
128170	451750	Malheur County Sheriff's Office	01/19/2022	131,869.22
Total for 1/19/2022:				131,869.22
128171	879058	A Plus Awards	01/21/2022	42.50
128172	005000	A-1 Key and Lock Service	01/21/2022	65.00
128173	879606	ACSM, Inc.	01/21/2022	30,000.00
128174	&525	American Staffing, Inc.	01/21/2022	638.38
128175	033300	Argus Observer	01/21/2022	18.72
128176	037600	AT&T	01/21/2022	33.38
128177	130624	B & W Car Wash	01/21/2022	12.00
128178	878960	B.P.O.E. Ontario Lodge No. 1690	01/21/2022	1,000.00
128179	626400	Campo & Poole Distributing, LLC	01/21/2022	9,458.78
128180	144000	Cascade Natural Gas Corporation	01/21/2022	1,514.92
128181	879451	CDR Labor Law, LLC	01/21/2022	701.50
128182	637828	Century Link Communications, LLC	01/21/2022	99.21
128183	180798	CIS Trust	01/21/2022	277.50
128184	183201	CK3, LLC	01/21/2022	3,127.50
128185	520400	Dorman's, Inc.	01/21/2022	42.15
128186	879530	Nicholas Ducote	01/21/2022	9,035.00
128187	879299	Dwayne Allen Holloway	01/21/2022	1,320.00
128188	879247	Idaho Communications, LLC	01/21/2022	470.00
128189	382005	Interpath Laboratory, Inc.	01/21/2022	32.25
128190	441140	Looks Nu, Inc.	01/21/2022	160.00
128191	456402	Malheur County Clerk	01/21/2022	107.00
128192	879328	Malheur County GIS	01/21/2022	100.00
128193	&509	Matsy's Restaurant & Catering	01/21/2022	70.00
128194	879464	Merchant McIntyre Associates, LLC	01/21/2022	6,500.00
128195	461607	MicroTechnology Systems, Inc.	01/21/2022	8,893.16
128196	602320	NAPA Auto Parts	01/21/2022	62.95
128197	879301	Net Assets Corporation	01/21/2022	528.00
128198	572000	Ontario Sanitary Service, Inc.	01/21/2022	313.06
128199	242083	State of Oregon Department of Transportati	01/21/2022	19.50
128200	516494	State of Oregon Department of Transportati	01/21/2022	159.01
128201	T242	State of Oregon Secretary of State	01/21/2022	350.00
128202	528405	Oster Professional Group, CPA's PC	01/21/2022	24,822.42
128203	879551	Painter Holdings & Business Ventures, Inc.	01/21/2022	7.00
128204	879414	Pro Rental & Sales, Inc.	01/21/2022	18,439.00
128205	642093	Red's Automotive Repair, Inc.	01/21/2022	1,178.68
128206	666190	Sassy Software Solutions, LLC	01/21/2022	468.00
128207	879469	SBRK Finance Holdings, Inc.	01/21/2022	1,330.00
128208	879145	Silver Signet, LLC	01/21/2022	45.00
128209	879626	Silverhawk Properties Oregon, LLC	01/21/2022	425.00
128210	130950	Sparklight Business	01/21/2022	13.23
128211	702008	Staples Business Credit	01/21/2022	221.89
128212	&357	Larry A. Sullivan	01/21/2022	9,828.74
128213	879553	Training & Employment Consortium	01/21/2022	72.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
128214	788402	TransUnion Risk & Alternative Data Soluti	01/21/2022	75.00
128215	879151	Waste-Pro	01/21/2022	40.05
128216	774001	Wtechlink	01/21/2022	300.00
128217	UB*11955	GREG and SUZANNE BERGAM	01/21/2022	38.63
128218	879633	Better Together, Inc.	01/21/2022	900.00
128219	UB*11960	K. ZANE & MARSHALL DAVIS	01/21/2022	71.00
128220	879090	Euvalcree	01/21/2022	40,000.00
128221	UB*11959	HEATHER JOHNSON	01/21/2022	151.86
128222	UB*11953	OREGON PARTNERS LLC	01/21/2022	146.42
128223	UB*11957	PROJECT DOVE	01/21/2022	44.53
128224	UB*11962	VICTORIA RAMIREZ	01/21/2022	117.90
128225	UB*11954	EDUARDO SALINAS	01/21/2022	48.24
128226	UB*11590	SCHOOL DIST 8C BB	01/21/2022	35.63
128227	UB*11956	SCHOOL DIST 8-C IRRIGATION	01/21/2022	108.26
128228	UB*11952	CECILIA SERRANO	01/21/2022	75.11
128229	UB*11961	KRISTIA & GREG SIMMONS	01/21/2022	72.05
128230	879263	Casey Walker	01/21/2022	70.00
128231	UB*11958	WESTGATE COMMUNITY LLC	01/21/2022	644.96
Total for 1/21/2022:				174,942.07
128233	637830	Century Link	01/25/2022	1,181.05
128234	376000	Idaho Power	01/25/2022	3,754.09
128235	288897	Verizon	01/25/2022	1,981.25
Total for 1/25/2022:				6,916.39
ACH	PRFED	PAYROLL TAXES	01/27/2022	360.26
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	01/27/2022	2.35
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	01/27/2022	17.75
ACH	PRPERS	OREGON PERS	01/27/2022	980.71
Total for 1/27/2022:				1,361.07
128236	&525	American Staffing, Inc.	01/28/2022	811.50
128237	879494	Bruneel, LLC	01/28/2022	588.28
128238	183201	CK3, LLC	01/28/2022	6,132.50
128239	336725	Core & Main	01/28/2022	4,154.00
128240	879408	Sam D'Addabbo	01/28/2022	185.45
128241	879546	Fetch This Kennels	01/28/2022	10,740.00
128242	360015	Home Depot Credit Services	01/28/2022	109.60
128243	376000	Idaho Power	01/28/2022	423.01
128244	879191	Kristy Lynn Janti	01/28/2022	64.00
128245	420000	John Deere Financial	01/28/2022	3.80
128246	408200	J-U-B Engineers, Inc.	01/28/2022	15,715.94
128247	879163	McCurry Ontario Motors, LLC	01/28/2022	14.30
128248	461607	MicroTechnology Systems, Inc.	01/28/2022	8,850.00
128249	879545	Miller Nash Graham & Dunn, LLP	01/28/2022	1,862.00
128250	879634	Northwest Occupational Medicine Center, I	01/28/2022	720.00
128251	539200	Ontario Area Chamber of Commerce	01/28/2022	160.00
128252	572000	Ontario Sanitary Service, Inc.	01/28/2022	313.06
128253	242083	State of Oregon Department of Transportati	01/28/2022	3.00
128254	608001	Pitney-Bowes, Inc.	01/28/2022	226.08
128255	642093	Red's Automotive Repair, Inc.	01/28/2022	60.80
128256	879424	Benjamin Henry Schlup	01/28/2022	100.00
128257	545001	William J Snyder	01/28/2022	160.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
128258	879138	Stantec Consulting Services, Inc.	01/28/2022	475.00
128259	702008	Staples Business Credit	01/28/2022	611.90
128260	879146	Toshiba Financial Services	01/28/2022	1,721.89
128261	863995	White Cloud Communications-Boise, Inc.	01/28/2022	345.00
Total for 1/28/2022:				54,551.11
ACH	PRAFLAC	AMERICAN FAMILY LIFE ASSURANCE	01/31/2022	774.22
ACH	PRAMERF	AMERICAN FUNDS GROUP	01/31/2022	225.00
ACH	PRCCIS	E B S TRUST	01/31/2022	74,706.45
ACH	PRCOLONI	COLONIAL LIFE	01/31/2022	1,001.50
ACH	PRFED	PAYROLL TAXES	01/31/2022	76,218.76
ACH	PRICMA	I C M A RETIREMENT TRUST 457	01/31/2022	400.00
ACH	PRNATW	NATIONWIDE RETIREMENT SOLUTION	01/31/2022	500.00
ACH	PRORJU	OREGON DEPARTMENT OF JUSTICE	01/31/2022	732.00
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	01/31/2022	291.18
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	01/31/2022	12,851.38
ACH	PROSGP	OREGON SAVINGS & GROWTH PLAN	01/31/2022	7,600.00
ACH	PRPERS	OREGON PERS	01/31/2022	111,310.67
128262	&260	Four Rivers Cultural Center	01/31/2022	21,063.45
128263	539200	Ontario Area Chamber of Commerce	01/31/2022	16,581.04
128264	PRLINC	LINCOLN NATIONAL LIFE INS CO	01/31/2022	600.00
128265	PRSFIRE	UMPQUA BANK	01/31/2022	430.00
Total for 1/31/2022:				325,285.65
Report Total (111 checks):				694,925.51