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450 East Main Street
John Day, Oregon 97845

21 May 2018

RE: Terms for 9-1-1 Location

Dear IGC Member:

The City of John Day (hereafter “City”) proposes the following terms for locating the public safety answering point in the John Day fire hall.

- City will create a purpose built space within the fire hall for the 911 Center. Areas shaded in red in the enclosed floorplan will be leased to the IGC for operating the center and locating equipment. Additional space may be possible if needed but would have to be negotiated with the fire departments.
- Construction will begin in July and is expected to take 90 days to complete. IGC can participate in the design to make sure the electrical work is configured properly, the communications are in place and the offices meet their standards. City will use Oct – Dec to phase in and test the space for the transition, with the goal of having the building ready for occupation on January 1, provided the Office of Emergency Management (OEM) is able to do their part with regard to the communications portion of the relocate that is funded by the state.
- IGC will have one regularly scheduled meeting night for their board meetings.
- Recurring operating expenses. IGC will share the baseline building operations costs equally with the other tenants (one-third for water, sewer, and demand charge for electricity). Utilities will be billed monthly to IGC from City. IGC will be responsible for their own utility bills for communications and for all electrical expenses above the average kilowatt-hour (kWh) usage in the building of the prior tenants. Baseline for utility costs will be the kWh usage for twelve months of the prior fiscal year (July 2017 through June 2018). IGC will also be responsible for one-third of building insurance premium, billed annually by City. IGC’s share of recurring operating expenses for first year is estimated to be **\$XXX**.
- 15-year lease term at \$750 per month (\$9,000 per year) for the first ten years, then \$1,000 per month (\$12,000 per year) for the last five years. IGC can terminate the lease at any time with 90-days’ notice. City will waive rent through June 2019 to facilitate the transition
- Two parking spaces in the main building parking lot will be reserved for dispatchers. City will attempt to procure the lot across the street for additional staff parking and meeting overflow but cannot guarantee it if the price is too high.
- City will pay up to \$90,000 for building improvements and \$28,000 for office furniture and equipment replacement, from FY19 budget. Building improvements are property of City and are non-transferrable. Office and communications equipment will be property of IGC.

Sincerely,

