

INTERGOVERNMENTAL AGREEMENT

City of John Day

This Agreement is between the State of Oregon acting by and through its **Department of Land Conservation and Development (DLCD)** (“Agency”) and **City of John Day** (“City”), each a “Party” and, together, the “Parties.”

I. AUTHORITY

This Agreement is authorized by ORS 190.110.

II. EFFECTIVE DATE

This Agreement is effective on the date of the last signature (“Effective Date”), and terminates on **June 30, 2023**, unless terminated earlier.

III. BACKGROUND

The Department of Land Conservation and Development launched the Rural Transportation Equity program as a component of Policy Option Package 90, at the recommendation of the Governor’s Racial Justice Council. The program aims to support underserved communities, in rural areas, gain access to critical services and destinations by identifying and pursuing transportation options like biking, walking and public transportation.

Engaging the community. Identify and engage underserved and transportation disadvantaged communities in rural areas through geographically- and culturally specific approaches. Engagement will focus on relationship building, identification of transportation challenges, and sharing information regarding services and facilities that can reduce barriers to accessing key destinations, such as employment centers and critical services.

Strategic investment planning. Prioritize and identify projects and services that may have a catalytic effect on enabling transportation options for underserved community members. Technical analysis, project scoping, and project design will produce project materials for those multi-modal projects that are most needed.

IV. PROJECT OBJECTIVE AND MAJOR DELIVERABLES

The project supports the City of John Day in conducting meaningful public involvement reaching transportation disadvantaged populations using a survey tool tailored to the community with the intent to identify and understand their needs specific to transportation options. For the purposes of this agreement, “transportation disadvantaged populations” include:

- Elderly populations (65 and older)
- Youth populations (under 18)
- Non-white and Hispanic populations
- Low-income population (households earning less than 200% of the poverty level as determined by the census)
- Limited English proficiency population
- Households without access to a vehicle

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- People with a disability (severe or non-severe disability)
- Crowded Households

Additionally, engagement shall include federally recognized sovereign tribes whose ancestral lands include the area now within the city.

Key to the success of communities' engagement outcomes are key demographic information and culture-sensitive engagement methods. Not only will staff gain additional understanding of their underserved community(ies), but also build a set of best practices for future planning activities and projects.

DLCD has entered into a contract with CONSOR Strategic Planning & Communications (“SPC”) and will provide community outreach services and technical assistance as assisted by the DLCD Rural Transportation Planner, to the City of John Day, with the goal of assisting the community with development of multi-modal transportation planning documents to position them for competitive funding.

SPC shall use relevant information and methods from the DLCD Putting the People in Planning guide and current community engagement best practices to:

- Prioritize community-led engagement and decision making with specific attention to underserved populations;
- Identify neighborhoods with above average concentrations of underserved populations;
- Engage in additional outreach activities with underserved populations and in neighborhoods with concentrations of underserved populations;
- Consider the effect of plans, policy, and public investments on underserved populations; and
- Develop decision-making factors that recognize historic and current inequities in order to reduce them.

Outcomes:

Completion of project tasks will support the city of John Day (“Jurisdiction”) engaging transportation disadvantaged community members through survey and data collection related to transportation options and support the following outcomes:

- Engage underserved and transportation-disadvantaged populations;
- Identify a strategic set of transportation investments that meet their highest priorities and can be accomplished with reasonably near-term funding opportunities;
- Develop a roadmap for local staff and stakeholders to pursue funding; and
- Provide a final report documenting the project and outcomes for local adoption.

V. ROLES AND RESPONSIBILITIES

City: Overall management of the Project will be the responsibility of Consor Strategic Planning & Communications (“SPC”). The City will appoint a Project Manager to be the principal contact person representing the City on all matters dealing with the Project.

Specific project management duties of the City will include:

- a. Coordinating project schedule and deliverables with SPC and DLCD;
- b. Coordinating City staff;

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- c. Ensuring the timely review of deliverables and providing any needed supporting data/information to SPC;
- d. Reviewing and commenting on SPC’s work;
- e. Appointing a project advisory committee with representation from the community;
- f. Participation in all activities and meetings as specified in the Statement of Work, and completion of all required tasks.

DLCD: DLCD will provide financial, administrative, and technical assistance to the Project. DLCD will participate in advisory committees. Additional technical assistance may be provided as requested by the City or SPC. DLCD will review SPC’s work, invoices, and progress reports. Additionally, DLCD will review the SPC’s performance and deliverables with the City prior to paying invoices received by the SPC. DLCD will assist in the mediation of SPC/City conflicts, or issues with the project or deliverables.

VI. COMPENSATION AND COSTS

Each Party shall assume its own costs of carrying out the tasks and responsibilities assigned to it under this Agreement. Under no circumstances is the City responsible for payment of costs incurred under the contract between DLCD and SPC.

VII. KEY CONTACTS

City

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Department of Land Conservation and Development

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CONSOR Strategic Planning & Communications

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541-279-2465

A Party may designate a new authorized representative by written notice to the other Party.

VIII. TERMINATION

- a) This Agreement may be terminated at any time by mutual written agreement of the Parties.
- b) This Agreement may be terminated by DLCD upon 45 days advance written notice and by Local Government upon 45 days advance written notice.

IX. NON-APPROPRIATION

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DLCD's obligation to perform its duties under this Agreement is conditioned upon DLCD receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any law limiting the activities, liabilities, or monetary obligations of DLCD.

X. SCOPE OF WORK

Task 1: Project Management

City Staff (“City”) will participate in management of the project (bi-weekly or as needed), including Project Management Team (PMT) meetings and pre- and post- meeting briefings after each milestone. City will review summaries of PMT meetings.

Task 1 Actions:

- Pre- and post-meeting briefings;
- Assume bi-weekly virtual project team meetings (16 meetings)

Task 2: Background Research & Community Profile

City will provide and coordinate access to the best available demographic data, including but not limited to school district data and relevant data collected in the course of other contemporary projects.

City will review consultant-developed community profile and demographic/ social equity analysis.

City shall give support for this task by providing available data, and by review of or attendance at current active transportation options network assessment, including the following:

- Economic and demographic analysis of City of John Day;
- Walk and Bike audit of the community;
- Origin/destination demand analysis of “critical links” in the community;
- Low-stress level connectivity improvement opportunities; and
- Compare with demographic analysis for opportunities that support alternative transportation options including transit for transportation disadvantaged population.

Task 2 Actions:

City Project Manager (or designee) shall review and provide comment on:

- Community Profile, focused on sectors of the population that lack access to transportation, and those that have traditionally been omitted from community engagement. The Community Profile will include socio-economic, demographic, and future County/ City trends.
- Transportation Network Condition Assessment, focused on identifying areas that are community attractions- including schools, parks, grocery stores, and/or medical facilities- that could support greater connectivity for bicycle and pedestrian access.

City Staff shall attend:

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- On-site “field trip” to assess transportation network, opportunities, and constraints.

Task 3: Develop Program Toolkit

City Project Manager shall give support and review of consultant-developed program toolkit, which will identify the specific community engagement tools and strategies best suited to encourage and facilitate participation by the groups identified in the community profile in the strategic investment planning process.

City Staff, as feasible, shall participate in consultant-led in-person staff training on how to make community engagement localized for the community.

Task 3 Actions:

- Support development and review of Engagement and Outreach Toolkit
- Host consultants for on-site engagement training

Task 4: Prepare Stakeholder Outreach and Engagement Plan

City will support consultant in developing a Stakeholder Outreach and Engagement Plan that includes goals, target audiences, tools and materials, schedule, and assignments for Task 5 activities and other strategies to broaden participation and engage vulnerable and under-represented populations within the community. The stakeholder outreach and engagement plan will address the following principles:

1. The primary audience are people who live and work in the 97845-zip code including the community of John Day.
2. Outreach strategies based on the needs of the community and be appropriate for the specified community, specifically rural and diverse populations.
3. Participation includes both in-person and virtual opportunities.
4. Engagement will use equity-based and community partners as appropriate and available.
5. Efforts will be made to provide accommodations for those who need additional assistance to participate. This may include providing transition, hard copies of materials, etc.
6. The decision-making process will be open and transparent.

Task 4 Actions:

- City will support development, review, and provide feedback on Draft and Final Public Engagement Plan as part of the PMT.

Task 5: Community Outreach & Engagement

City Project Manager will support consultants in identifying the best tools and opportunities to engage transportation-disadvantaged and marginalized community members, to better inform an active transportation plan that is supported by the community.

City Project Manager will participate, along with a City of John Day Public Works and/or special projects representative(s), representatives from the Grant County School District, “People Mover”, Grant County transportation department, and ODOT Region 5 in six (6) Technical Advisory Committee meetings.

City Staff may participate as available or interested in stakeholder interviews that may include representatives of the Riverside Mobile Home Park, Section 8 Affordable Housing, senior adult/

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advocates, Tribes, the local food bank, local employers, veterans’ organizations, and Parent Teacher Organizations.

Task 5 Actions:

- Convene six (6) Technical Advisory Committee meetings (assume 5 virtual, 1 in-person)
- Attend and support 2 in-person meetings or events, to include a walking tour

Staff support is appreciated, as feasible, with:

- Identifying and facilitating stakeholders for interviews (10-12),
- Distribution of a paper and online survey, and
- Review of a fact sheet focused on transportation options and challenges.

Task 6: Draft Multi-Modal Connectivity Plan

Review consultant-compiled multi-modal project list, to comprise a bicycle and pedestrian connectivity plan, for the community to review and prioritize. City support will be essential to identify prioritization criteria, including but not limited to: safety, impact of projects on transportation-disadvantaged population sectors, synergy with other local initiatives (Recreation for Rural Communities, wayfinding, Growing Rural Oregon grants), public works or other infrastructure projects, access to employment/critical resource/activity centers, among others.

* Bicycle and pedestrian facility design sections (for PWDS), possibly drawn from [Small Towns and Rural Multimodal Networks](#)

Task 6 Actions:

- Support process to review and prioritize Multi-Modal Connectivity Plan projects.
- Integrate engagement findings and other key take-aways into synergistic projects.

Task 7: Strategic Investment Plan

Consultant team will develop a Strategic Investment Plan (SIP), in collaboration with the TAC, DLCD and ODOT, which identifies federal and state grant and/or loan programs suited for funding the top priority projects. The SIP will provide Class 5 cost estimates, narratives, and business cases for a maximum of the top 5 projects, to position the City of John Day to apply for funding as it becomes available. The Plan will also contain a summary of available funding opportunities, and a roadmap for the City to use in the future.

Task 7 Actions:

- City shall participate in Strategic Investment Plan development and review

Task 8: Next Steps

City will review consultant-prepared final report that will be comprised of the Plan, public engagement opportunities, and adoption process. The final report will be produced in a manner that generates excitement around the projects and the potential for a more connected future for John Day.

Task 8 Actions:

- Review consultant-produced Final Report with graphics, maps, and summary of engagement opportunities and public process.
- Adopt the Final Report.

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Contingency Tasks:

As time and/or resources allow, the following tasks may be added to the work program to advance John Day’s effort to positively position itself for future funding opportunities:

- Possible design/engineering for top 5 projects (as resources allow)
- Additional in-person workshops

XI. OTHER CONSIDERATIONS

Except as provided herein, nothing in this agreement shall be construed as obligating the other party to expend funds or obligate future payment of money authorized by law and administratively available for this work.

SIGNATURE BLOCK

City of John Day

Corum Ketchum, Interim City Manager

Date

Department of Land Conservation & Development

Brenda G. Bateman, Ph.D., Director

Date