

RESOLUTION No. 2024/25-04
City of Dayton, Oregon

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT (DLCD) AND THE CITY OF DAYTON FOR TECHNICAL ASSISTANCE GRANTS TO PROVIDE AMENDMENTS TO THE CITY'S COMPREHENSIVE PLAN

WHEREAS, the City currently has a Planning Atlas and Comprehensive Plan that identifies the City's needs for future housing in Chapter 7; and

WHEREAS, the City of Dayton recently completed an Urban Growth Boundary swap resulting in approximately 106 acres of land identified for future residential use upon annexation into the City; and

WHEREAS, the current Chapter 7 - Housing and Public Needs, only includes population projections through 2028; and

WHEREAS, the Department of Land Conservation and Development (DLCD) has awarded the City of Dayton a grant to develop, adopt, and implement plans needed to support housing production affordability and choice with assistance from MIG, Inc.

WHEREAS, Resolution 2022/23-24 authorized the Mid-Willamette Valley Council of Governments to make the application on the City's behalf for the grant that for this agreement;

NOW THEREFORE BE IT RESOLVED:

1. **THAT** the Interim City Manager and appropriate staff are hereby authorized to execute the Intergovernmental Agreement with the Department of Land Conservation and Development (DLCD) (attached hereto as Exhibit A and by this reference incorporated herein) to support the revisions to the Comprehensive Plan and to make any applicable changes to the other regulating documents for the City of Dayton; and

2. **THAT** that this resolution shall become effective immediately upon adoption.

ADOPTED on the 5th day of August, 2024.

In Favor: Frank, Hover, Mackin, Maguire, and Sandoval-Perez

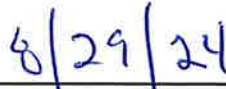
Opposed:

Absent: Hildebrandt and Wildhaber

Abstained:

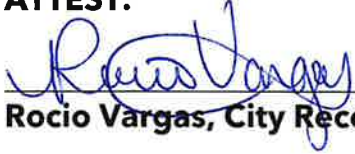


Annette Frank, Mayor




Date Signed

ATTEST:



Rocio Vargas, City Recorder



Date of Enactment

Attachment - Exhibit A

DLCD IGA #23069 – City of Dayton – Housing Capacity Analysis

INTERGOVERNMENTAL AGREEMENT

City of Dayton

This Agreement is between the State of Oregon acting by and through its **Department of Land Conservation and Development (“DLCD”)** and **City of Dayton (“City”)** 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, 2025**, unless terminated earlier.

III. BACKGROUND

During the 2023 legislative session, the legislature appropriated funds to DLCD for the purpose of allowing the DLCD to assist participating cities and counties (collectively, “local government”) implement House Bills 2001 and 2889. This assistance will be provided, in part, through the Housing Needs Technical Assistance and Housing Code Technical Assistance projects, which are important elements of this legislative package.

DLCD has received a special appropriation of funds for the 2023-2025 biennium to assist local governments to help them better understand their housing needs and to develop strategies and actions to facilitate the development of their needed housing. DLCD will hire consultants to provide services directly to local governments including Housing Needs Analysis (“HNA”), Housing Implementation Plans (“HIP”), Housing Production Strategies (“HPS”), or other strategy to promote housing production, affordability, and choice. The projects are financed with the State of Oregon General Funds. State funds are paid under this Agreement by DLCD to **MIG Inc.** (“Consultant”), who will assist the City as described in the Statement of Work (“SOW”) below. No funds will be given to the City for tasks outlined in this Intergovernmental Agreement (“IGA”) or any expenses incurred by the City, because of this Agreement.

IV. PROJECT OBJECTIVE AND MAJOR DELIVERABLES

Housing Capacity Analysis (HNA)

The purpose of this Agreement is to prepare a Housing Capacity Analysis (“HCA”), including hearings-ready draft comprehensive plan amendments, as described in ORS 197.296 or 197.297. City adoption of the analysis or comprehensive plan amendments are not required prior to project completion on or before June 30, 2025.

V. ROLES AND RESPONSIBILITIES

City: Overall management of the Project will be the responsibility of the City. The City shall appoint a Project Manager to be the principal contact person representing the City on all matters relating to the Project.

Specific project management duties of City will include:

- a. Coordinating project schedule and deliverables with Consultant;

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- b. Coordinating city staff;
- c. Ensuring the timely completion of tasks and delivery of supporting data/information to Consultant;
- d. Reviewing and editing Consultant work;
- e. Appointing a project advisory committee with representation from the community; and
- f. Noticing, scheduling, and managing advisory committee meetings and public official work sessions and public hearings, if any. Activities include but are not limited to preparing and distributing meeting notices, agendas, and summaries; and assisting the Consultant with meeting facilitation.

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 Consultant. DLCD will review Consultant's work, invoices, and progress reports. Additionally, DLCD will review the Consultant's performance and deliverables with the City prior to paying invoices received by the Consultant. DLCD will assist in the mediation of Consultant/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 Local Government responsible for payment of costs incurred under the contract between DLCD and the chosen Consultant.

VII. KEY CONTACTS

City

Curt Fisher
City of Dayton
100 High Street Suite 200
Salem OR, 97302

Email: Cfisher@MWVCOG.org
Phone: 503-540-1616

Department of Land Conservation and Development

Project Manager
Melissa Ahrens, MWV Regional Rep.
635 Capitol St. NE Suite 150
Salem OR, 97301

Email: melissa.ahrens@dlcd.oregon.gov
Phone: 503-779-9821

Housing Team Technical Representative

Karen Guillen-Chapman
635 Capitol St. NE Suite 150
Salem, OR 97301

Email: karen-guillen-chapman@dlcd.oregon.gov
Phone: 971-718-1586

Consultant

Darci Rudzinski
MIG Inc.
506 SW 6th Avenue
Portland, OR 97204

Email: drudzinski@migcom.com
Phone: 503-297-1005

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

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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

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. STATEMENT OF WORK

Project Purpose: The purpose of this Project is to provide equitable community engagement support for the City's Housing Update project being conducted by the City and Winterbrook Planning ("Housing Consultant"). Engagement efforts are intended to meet the following objectives:

- Provide a variety of opportunities for community members to participate in and help shape the project outcomes, including for residents or groups who have been historically marginalized or underserved;
- Provide all community members with access to information about the planning process and about how the community's input is being incorporated in project recommendations and outcomes; and
- Strengthen the City's overall approach to and strategies for community engagement.

TASK 1: PROJECT KICK-OFF AND MANAGEMENT

Community Engagement Plan

Consultant shall prepare an engagement plan that outlines engagement objectives, key messages, audiences, activities, and roles and responsibilities of team members, including City. The engagement plan also will emphasize how engagement will help engage and address the needs of historically underserved or underrepresented community members such as low-income households, ethnic minority groups, renters, people with disabilities, or others. Consultant shall share a draft Engagement Plan with City and DLCD and other team members for review and comment and shall prepare a revised plan that reflects comments received.

Kick-off Meeting

Consultant shall participate in a kick-off meeting with City and DLCD staff and other team members. Consultant shall review and comment on the meeting agenda, summary notes, and other meeting materials, as needed.

Task 1 City Deliverables:

- *List of potential community stakeholders; and*

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- *Summary of results of any previous related community engagement efforts.*

Timeline: Months 1-2

TASK 2: HOUSING ENGAGEMENT AND EDUCATION

Consultant shall work with the Housing Consultant, in coordination with City and DLCD to support and/or conduct community engagement efforts identified in the Community Engagement Plan. These activities will include the following.

Stakeholder Interviews or Meetings

Consultant shall work with City and the Housing Consultant to conduct ten (10) one-on-one or small group meetings and/or briefings with stakeholder groups or their representatives to help assess the need for and potential barriers to or opportunities for developing specific types of housing. Participants may include local or regional housing builders or developers, including market rate and non-profit developers, realtors, County housing program staff, faith-based organizations, underserved groups or their representatives, or others. City Council members also may participate in one-on-one or small group interviews. Consultant shall provide the following types of assistance in supporting the interview process:

- Review and comment on a list of potential stakeholder interview participants;
- Prepare interview questionnaires or discussion guides for review by other project team members; update materials to address resulting comments; and
- Prepare an overall summary of meeting results based on notes provided by City and Housing Consultant.

Story Map

Consultant shall develop an online Story Map using the ArcGIS platform to summarize information provided by the City and Housing Consultant related to housing conditions and needs, as well as potential strategies to address those needs. The Story Map will include a mix of narrative, maps, photos, and other graphics to illustrate information gathered and summarized by the Housing Consultant as part of this effort. The Consultant will update the Story Map as part of each phase or major task in the Housing Consultant's workplan to make draft Memos and Reports available for public review via Story Map site. Consultant also shall incorporate questions from or links to the Online Survey described below in the Story Map.

Community Meeting

Consultant will collaborate with City and the Housing Consultant to conduct a public open house or meeting to discuss housing needs, obstacles, opportunities, and issues with community members. Consultant will help prepare for, conduct, and summarize the meeting through the following activities:

- Meet with City and Housing Consultant to discuss and agree on the meeting objectives, format and promotion;
- Prepare a meeting flyer and text for email and Website announcements or other promotional efforts to be undertaken by City;
- Assist in preparing presentation materials using information provided by Housing Consultant;
- Attend the meeting; Consultant will attend to support City and Housing Consultant; and
- Prepare a meeting summary.

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Task 2 City Deliverables:

- Participation in meetings to plan for engagement activities;
- Stakeholder interview logistical support and staffing, as needed;
- Incorporate links to and announcements for engagement materials and activities in the City’s Website;
- Logistical arrangements and staffing of Community Meeting; and
- Review and comments on all engagement materials and summaries.

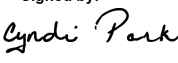
Timeline: Months 3-14

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 Official

Signed by:

 15AF0267C54F4DA...

8/9/2024

Authorized to sign on behalf of the City

Date

Cyndi Park

Printed Name

Department of Land Conservation & Development

Ethan Stuckmayer, Housing Services Division Manager

Date