

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



**STUDY SESSION AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
THURSDAY, JANUARY 7, 2021, 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: Freddy Rodriguez _____ Marty Justus _____ (Sam Baker) _____ Ramon Palomo _____ (John Kirby) _____
Ken Hart _____ Michael Braden _____ Norm Crume _____ (Eddie Melendrez) _____ Mayor Riley Hill _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on January 5, 2021. 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) SPECIAL ACTION

- A) Outgoing City Councilors: Norm Crume, Marty Justus, Ramon Palomo
- B) Swear in New City Councilors: Eddie Melendrez, Sam Baker, John Kirby
- C) Election of Council President
- D) Appointments to City Boards, Committees, Commissions, and Council Liaisons

5) CONSENT AGENDA

- A) Hangar Lease Transfer: Darrell Latham @ 246 Decathlon
- B) Housing Incentive Program: Garcia

6) PRESENTATIONS

- A) Joint City Council-Planning Commission Regarding the Transportation System Plan for East Idaho Avenue

7) 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.

8) OLD BUSINESS

- A) Commercial Land Lease Jim Bain: #245 Ercoupe
- B) Safe Routes to School Award: Authorization to Sign Contract
- C) Resolution #2021-102: Waive Utility Fees for Restaurants and Bars that were Required to Close Part of their Service Due to Executive Order 20-65

9) NEW BUSINESS

- A) Adoption of 2021 City Meetings Calendar
- B) Approval of Agreement Between the City of Ontario and the Oregon Community Foundation
- C) Resolution 2021-101: Grant Administration Proposal Award
- D) Walmart Easement

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 (j) Labor Negotiations.

The City of Ontario does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 889-7684 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

10) DEPARTMENT HEAD UPDATES

- A) Finance - Monthly Report
- B) City Recorder - Annual Report
- C) Police - Quarterly Report
- D) Code Enforcement - Quarterly Report

11) DISCUSSION ITEMS

12) HAND-OUTS

- A) Minutes:
County Court 11-05-2020; 12-09-2020; 12-23-2020; 12-30-2020
- B) SREDA:
Agenda 01-05-2021
2020 Snapshot
2021 Budget
- C) Monthly Department Stats:
Fire & Rescue
Public Works
Police
Code Enforcement

13) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

14) EXECUTIVE SESSION

- A) ORS 192.660(2)(h)
- B) ORS 192.660(2)(d)

15) POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

- A) Collective Bargaining Agreement

16) ADJOURN

Committee/Council Liaison Appointments - 2021

<u>Committee</u>	<u>Term Expires</u>	<u>Current Member</u>	<u>Applicant-Interested</u>	<u>Appointed</u>
<u>Airport (4 year term)</u>				
Public Member	12/20	Dale Cruson	Luke Keller	_____
Public Member	12/20	Jerry Trolard		_____
Public Member (Alternate)	12/23	Luke Keller		_____
Liaison/City Councilor		Norm Crume		_____
<u>Audit (Perpetual term)</u>				
City Councilor		Ramon Palomo		_____
<u>Budget (4 year term)</u>				
Public Member	12/20	Judy Snyder		_____
Public Member		Ken Hart		_____
Public Member		Mary Jo Evers		_____
<u>Business Loan Fund (perpetual term)</u>				
City Councilor		Marty Justus		_____
<u>Diversity Advisory (2 year term)</u>				
Public Member	12/20	Janet Kamoto	Janet Kamoto	_____
Public Member	12/20	Angela Machuca		_____
<u>Marijuana Ad-Hoc</u>				
Liaison/City Councilor		Dan Capron		_____
<u>Parks (3 year term)</u>				
Public Member	12/20	Lynn Johnson	Lynn Johnson	_____
Rotary Representative	12/20	David Goldthorpe	David Goldthorpe	_____
<u>Planning Commission (4 year term)</u>				
Public Member	12/20	Cindy McCleran	Cindy McCleran	_____
Public Member	12/20	John Breidenbach	John Breidenbach	_____
Liaison/City Councilor		Ramon Palomo		_____
<u>Public Works (3 year term)</u>				
Public Member	12/20	Scott Wilson	Scott Wilson	_____
Public Member	12/20	Pat Woodcock		_____
Liaison/City Councilor		Marty Justus		_____
<u>V&C (3 year term)</u>				
Public Member - Downtown Rep	12/20	Debbie Blackaby	Debbie Blackaby	_____
Public Member - Agriculture Rep	12/20	John Hall		_____

Airport: 4th Monday each month, 6:00 p.m. @ City Hall

Audit: As needed @ City Hall

Budget: As needed @ City Hall

Business Loan Fund: As needed @ City Hall

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

Marijuana Ad-Hoc: As needed, Evenings @ City Hall

Parks: 3rd Thursday each month, 5:30 p.m. @ City Hall

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

Public Works: 2nd Tuesday each month, 3:00 p.m. @ City Hall

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

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: Blackaby Debbie J.
Last First Middle Initial

HOME ADDRESS: 1015 SW 12th Street Ontario 97914
Street City Zip Code

TELEPHONE: 541-212-2622 (Cell) 541-889-8693 (Work) debbieb01@yahoo.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

V&C

1.

2.

3.

Community Activities/Civic Organization/Boards/Committees:

Position (s) Held:

Festival of Trees

30 years

Chairman - 30 years

Project Dove

20 years

Chairman/Treasurer

Ontario Area Chamber

4 th Term

Chair/Past Chair - 4 years

Employment:

Blackaby Insurance Agency, Inc.

Owner/Office Manager

32 years

Current Employer:

Position:

Dates of Employment:

Education:

OHS/TVCC

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

I have served multiple years on this Board, I am most passionate about this community, events, beautification and awareness of Ontario and the success of our businesses, and people in our area.

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

As you see, when I am involved in a committee or project, I give 100% of myself, I believe in longevity and the success of what I am involved in. Please see attached for additional committees.

Debbie Blackaby
Signature:

Nov 23, 2020
Date:

Submit

Reset

Since our clients have supported our business and allowed it to be successful, we have been active in organizations dedicated to help others in our community.

Debbie Blackaby:

- Festival of Trees – Chairman
- TVCC Foundation – Board of Directors- Secretary, Special Events Chair and Past Chairman
- Ontario Visitors & Convention Grant Board Member
- Old Owyhee Ditch Improvement District - Assistant
- Project Dove – Chairman
- SRCI Advisory Committee Member - 2015 Chair and Current Member
- Ontario Chamber of Commerce Past President – 2005 and 2017, Board Chairman – 2019
- Ontario Chamber of Commerce – Woman of the Year in 2001
- Beta Sigma Phi – Woman of the Year in 2003
- ICB Bank Community Star Award – 2007

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NAME: Breidenbach John A
Last First, Middle Initial
HOME ADDRESS: 907 sw 4th st Ontario 97914
Street City Zip Code
TELEPHONE: 208-739-1640 ceo@ontariochamber.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Planning
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
V&C board		
Chamber.		

Employment:

Current Employer:	Position:	Dates of Employment:
Ontario Chamber of Commerce		

Education:

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

Have Been serving on it

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

Active in the community


John A Breidenbach
Signature:

December 7, 2020

Date:

Submit

Reset

CITY OF ONTARIO

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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: Goldthorpe David M
Last First Middle Initial

HOME ADDRESS: 1929 Arcata Way Ontario 97914
Street City Zip Code

TELEPHONE: 5035690278 dave.goldthorpe@malheurco.org
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Parks Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Local Boy/Cub Scouts (VFW)	Rotary	Star Center Board
Project Dove Board	St Als Board	

Employment:

State of Oregon	Malheur County DA	1/2017-Present
Current Employer:	Position:	Dates of Employment:

Education:

JD-Willamette University College of Law

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

Representing local Rotary Club and our park

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


Signature:

December 7, 2020
Date:

Submit

Reset

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(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: Johnson Lynn R
Last First, Middle Initial

HOME ADDRESS: 1216 Moore Way Ontario 97914
Street City Zip Code

TELEPHONE: 208-571-6739 none functional now
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Parks
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Parks Committee	1 year	At Large Member

Employment:

STARS-Ontario	Physical Therapist	February 2015 - present
Current Employer:	Position:	Dates of Employment:

Education:

University of Idaho 1974, Children's Hospital of Los Angeles School of Physical Therapy 1976

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

Asking for re-appointment

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

Lynn Johnson January 6, 2021
Signature: Date:

Submit

Reset

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(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:
Last First, Middle Initial

HOME ADDRESS:
Street City Zip Code

TELEPHONE:
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Community Concerts of Treasure Valley	6 years	President
St. Luke's Fruitland Advisory Council	7 years	
Japanese American Citizens League/Snake River Chapter	32 years	District Governor, President, Secretary

Employment:

Current Employer: Position: Dates of Employment:

Education:

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

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


Signature:

Date:

Submit

Reset

CITY OF ONTARIO

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(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: McLeran Cindy m
Last First Middle Initial

HOME ADDRESS: 5476 Sand Hollow Rd, New Plymouth, ID 83655
Street City Zip Code

TELEPHONE: 541-212-7871 mcleraninvestments@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Planning and Zoning Commission 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization: TVRA Length of Service: 13 years Position (s) Held: President, Brd Past President, Member

Employment:

Work on rentals as needed, homeschool our children

Current Employer:

Position:

Dates of Employment:

Education:

bachelor's degree

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

I own several properties in Ontario, OR. This position helps keep me up to date on changes in Ontario.

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

I feel it's good for property owners to be active in their community as much as they can be.

Cindy M McLeran
Signature:

December 29, 2020

Date:

Submit

Reset

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: Wilson Scott A
Last First Middle Initial

HOME ADDRESS: 1406 NW 5th ave Ontario 97914
Street City Zip Code

TELEPHONE: 208-642-7637 swilson@srvinet.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

Public Works Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service:	Position (s) Held:

Employment:

Ontario Sanitary Service	GM / Owner	1985 - current
Current Employer:	Position:	Dates of Employment:

Education:

BS Marketing Portland State University MBA Portland State University

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

Re-appointment

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


Signature:

December 1, 2020
Date:

Submit

Reset



**AGENDA REPORT
CONSENT AGENDA
January 7, 2021**

To: Mayor and City Council

FROM: Daniel Beaubien, Airport Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: HANGAR LEASE TRANSFER: DARRELL LATHAM @ 246 DECATHLON

DATE: December 18, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE HANGAR LEASE TRANSFER AT 246 DECATHLON TO DARRELL LATHAM AS PRESENTED.

SUMMARY:

The hangar located at 246 Decathlon at the Ontario Municipal Airport has been sold by Harold Dougal to Darrell Latham and a new lease is needed to keep the lease current.

BACKGROUND:

The City of Ontario approves all hangar leases.

CURRENT SITUATION:

Harrold Dougal sold his Hangar #246 Decathlon to Darrell Latham. Mr. Latham is now seeking a lease with the City of Ontario.

ANALYSIS:

- A. **STRATEGIC PLAN** Updating leases is part of the strategic plan.
- B. **FINANCIAL** Keeping the leases current at the Ontario Municipal Airport will provide an uninterrupted flow of fees.
- C. **TIMING** Timing is important as the hangar has already been sold and the new owner wants to be in compliance with the City of Ontario.
- D. **POLICY/LEGAL** It is the responsibility of the city to have a legal contract with tenants at the airport.

ALTERNATIVES:

The City Council could choose not to grant the lease to Darrell Latham at 246 Decathlon.

RECOMMENDATION:

Staff recommends that the lease be granted to Darrell Latham at 246 Decathlon at the Ontario Municipal Airport.

ATTACHMENTS:

1. Darrell Latham lease 2021
2. COI Latham
3. Hangar Bill of Sale - Dougal to Latham 246 Decathlon
4. 246 Decathlon



**LEASE AGREEMENT
246 Decathlon**

THIS AGREEMENT made and entered into this **7th day of January , 2021**, by and between the **City of Ontario, Oregon, a municipal corporation**, hereinafter referred to as "Landlord" and **Darrell Latham** hereinafter referred to as "Tenant."

WITNESSETH:

WHEREAS, Landlord is the owner of certain real property known and operated as the Ontario Municipal Airport; and

WHEREAS, Tenant desires to lease certain real property for airplane storage and hangar use.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein it is agreed as follows:

- 1) Landlord lease to Tenant and Tenant leases from Landlord the real property described in Exhibit "A," attached hereto and by this reference incorporated herein, for a period of **TWENTY (20) years**, commencing on the **7th day of January, 2021**. If the lease is not in default, unless either party shall give written notice prior to each anniversary date of this lease, and subject to Landlord's receipt from Tenant of the annual lease payment, the lease term will automatically renew for a successive ten-year term. A decision by Landlord to give Tenant written notice that Landlord does not intend to extend the ten year term of this lease shall be based upon Landlord's need to utilize the subject property for other airport or aircraft purposes.
- 2) Tenant shall pay to the Landlord as yearly rent the sum of **fifteen point six four cent (15.64)** cents per square foot of the property described in Exhibit "A", subject to the rights of Landlord to escalate said rental amount as more specifically provided for hereinafter. The parties hereto covenant and agree that the total area of the property described in Exhibit "A" is **(1,600) square feet** for the purposes of determining the annual rent herein. The annual rental amount shall be paid on or before the **15th day of August each year and is payable each year in advance**.
- 3) It is mutually understood and agreed between the parties hereto that the rental amount may be adjusted upward or downward annually in the sole discretion of the Common Council of the City of Ontario. Such adjustment may be made in any year and shall be effective for the balance of the lease term or until further adjustment, if any. Any increase in rent shall not exceed the percentage increase in the Consumer Price Index for Oregon for the previous year. Adjustments to the rent shall not be made more frequently than one adjustment per year and each yearly adjustment shall not be an amount greater than 6% of the then existing rent.
- 4) The property shall be used to build an airplane hangar to be used primarily as storage of one or more airplanes. Any such construction shall be completed solely with Tenant's labor and at Tenant's expense.

- 5) Any new construction or improvements made on the property are to be approved in writing prior to commencement of either, and the same to be constructed and operated in conformity with all ordinances and regulations of the City.
- 6) The Tenant will keep and maintain all structures on the leased property in a constant state of good repair, and will refrain from storing any airplane parts, equipment, or debris outside buildings and will keep the premises in a clean, sightly condition. Any aircraft hangar located on the leased premises shall have operative doors. It is mutually understood and agreed between the parties hereto that the building inspector of the City of Ontario shall have the right to inspect the premises periodically. In the event the building inspector of the City of Ontario deems any structure upon the leased premises not to be in compliance with any applicable statute, ordinance, rules or regulation or this agreement the Tenant agrees to correct such non-complying item at the Tenant's sole expense.
- 7) The tenant covenants and agrees to spray or otherwise control weeds located on and around the leased premises.
- 8) The color of paint used in all new construction and in the painting of any and all structures shall conform to the airport color scheme as adopted by the Airport Committee.
- 9) The Tenant shall not use leased land for any purposes other than those authorized herein without the written consent of the Landlord.
- 10) The Landlord reserves the right to further develop the airport or landing area of the airport as it sees fit.
- 11) The Landlord reserves the right, but not the obligation to maintain and keep in repair the landing area of the airport and all public facilities of the airport.
- 12) This lease shall be subordinate to the provisions of any existing or future agreement between the Landlord and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.
- 13) During the time of war or national emergency, the Landlord shall have the right to lease the landing area or any part thereof to the United States government for military or naval use, and if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the government shall be suspended.
- 14) Except with respect to activities for which the Landlord is responsible, the Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the leased premises and shall keep the premises free from any liens. If Tenant fails to pay such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of 12% per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a

waiver of any right or remedy which Landlord may have on account of Tenant's default.

Tenant may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, so long as Landlord's property interests are not jeopardized. If a lien is filed as a result of non-payment, Tenant shall, within ten days after knowledge of the filing, secure the discharge of the lien or deposit with Landlord cash or a sufficient corporate surety bond or other security satisfactory to Landlord in an amount sufficient to discharge the lien plus any costs, attorney fees and other charges that could accrue as a result of a foreclosure or sale under the lien.

15) The Tenant shall obtain Commercial General Liability Insurance in a responsible company, with limits of \$1,000,000 each occurrence with a \$2,000,000 General Aggregate. Such insurance shall cover all risks arising directly or indirectly out of Tenant's activities on or any condition of the leased premises whether or not related to an occurrence caused or contributed to by Landlord's negligence, shall protect Tenant against the claims of Landlord on account of the obligations assumed by Tenant under the provisions of the indemnification paragraph contained herein, and shall protect Landlord and Tenant against any and all claims of third persons. **Tenant is required to provide a copy of current insurance coverage to the city.**

For purposes of compliance with this section, the landlord may provide sufficient insurance, naming the tenant as an additional insured. Should the landlord be unable to obtain liability and property damage insurance which provides adequate coverage, the tenant shall be responsible for such coverage as specified above. In the event the landlord provides said insurance, landlord makes no representations, warranties or assurances that said coverage is adequate for the purposes of protecting tenant. The purpose of said insurance is solely for the protection of landlord and nothing in this paragraph is intended to waive the limits as established in the Oregon Tort Claims Act, ORS 30.260 et seq., as it applies to landlord.

Should the landlord be required to pay additional or increased rates, the City shall have a right to surcharge the tenants in an amount in excess of the annual rental rate as defined in Section 3 of this agreement sufficient to reimburse the City.

16) No part of the leased property may be assigned to any third person without the prior written consent of the Landlord. This provision shall apply to all transfers by operation of law and to transfers to and by trustees in bankruptcy, receivers, administrators, executors and legatees. No consent in one instance shall prevent the provision from applying to a subsequent instance. The Landlord shall consent to a transaction covered by this provision when withholding such consent would be unreasonable in the circumstances.

17) The following shall be events of default:

- a) Failure of Tenant to pay any rent or other charge within thirty (30) days after it is due.
- b) Failure of Tenant to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within fifteen (15) days after written notice by Landlord specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied

with the fifteen (15) day period, this provision shall be complied with if Tenant begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good-faith to effect the remedy as soon as practicable.

c) Insolvency of Tenant; an assignment by Tenant for the benefit of creditors; the filing by Tenant of a voluntary petition in bankruptcy; and adjudication that Tenant is bankrupt or the appointment of a receiver of the properties of Tenant; the filing of an involuntary petition of bankruptcy and failure of the Tenant to secure a dismissal of the petition within thirty (30) days after filing; attachment of or the levy of execution on the leasehold interest and failure of the Tenant to secure discharge of the attachment or release of the levy of execution within thirty (30) days. If Tenant consists of two (2) or more individuals or business entities, the events of default specified in this paragraph shall apply to each individual unless within thirty (30) days after an event of default occurs the remaining individuals produce evidence satisfactory to Landlord that they have unconditionally acquired the interest of the one causing the default. If the lease has been assigned, the events of default so specified shall apply only with respect to the one then exercising the rights of Tenant under the lease.

18) In the event of a default, the lease may be terminated at the option of the Landlord by notice in writing to Tenant. The notice may be given before or within thirty (30) days after the running of the grace period for default and may be included in a notice of failure of compliance given under the provisions of paragraph 17(b) above set forth. If the property is abandoned by Tenant in connection with a default, termination shall be automatic and without notice.

19) If the lease is not terminated by election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default.

20) If the lease is terminated for any reason, Tenant's liability for damages shall survive such termination, and Tenant shall vacate the property immediately and shall remove all improvements and buildings constructed on the leased premises and shall perform any necessary clean-up or other work required to lease the property in its original condition. Any improvements not removed within ninety (90) days after the termination of this agreement shall become the property of the Landlord. Landlord may re-enter, take possession of the premises and remove any persons or property by legal action or by self-help with the use of reasonable force and without the liability for damages.

21) The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Landlord under applicable law.

22) Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

23) If suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover in addition to the costs such sum as the court may adjudge reasonable as attorney fees, including attorney fees upon appeal.

24) Any notice required or permitted under this lease shall be given when actually delivered or when deposited in the United States mail as certified mail, addressed as follows:

To Landlord: City of Ontario
444 SW 4th Street
Ontario, Oregon 97914

To Tenant: Darrell Latham
5293 N. Schubert Ave.
Meridian, Idaho 83646
Ontario, Oregon 97914

or to such other address as may be specified from time to time by either of the parties in writing.

25) Subject to the above-stated limitation on transfer of Tenant's interest, this lease shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.

26) If the Tenant fails to perform any obligation under this lease, the Landlord shall have the option to do so after fifteen (15) day's written notice to the Tenant. All of the Landlord's expenditures to correct the default shall be reimbursed by the Tenant on demand with interest at the rate of 12% per annum from the date of expenditure by the Landlord.

27) In construing this lease, it is understood that the Landlord or Tenant may be more than one person; that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally all grammatical changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to individuals.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the date and year first above written.

CITY OF ONTARIO, OREGON

ATTEST

Riley J Hill, Mayor

Tori Barnett, MMC, City Recorder

TENANT

TENANT

Darrell Latham



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Field-Waldo Insurance Agencies, Inc 378 West Idaho Ave Ontario Or 97914		CONTACT NAME: CLST PHONE (A/C, No, Ext): 541 889 9181 FAX (A/C, No): 541 372 3069 E-MAIL ADDRESS: CLST@waldoagencies.com	
INSURED Darrell Latham 5293 N. Schubert Ave Meridian, ID 83646		INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BLS 62475503	12/10/2020	12/10/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB ☐ DED ☐ RETENTION \$ ☐ OCCUR ☐ CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance for: Ontario Airport,
581 SW 33st
Hangar #246
Ontario Or 97914

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REBEKAH WAGSTER

Bill of Sale

Dec 3-2020

I, Harold Dougal, Owner of
one Blue Hanger on the East end
of East West Taxi Way & Facing
East, Description as follows:

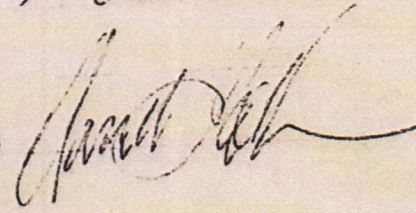
Prop Class: 031 HANGER #246

Code: 1 Acres

Map #1854707 4100 A34

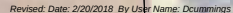
I, HAROLD DOUGAL, Seller do
here by transfer all rites title
and Claim to Darrell Latham
the new owner of this property
as an: As is, Where is Agreement
with NO Guarantees of any kind
either spoken or written.

Seller: Harold Dougal

Buyer: 

DARRELL LATHAM

DISCLAIMER: THE INFORMATION ON THIS MAP COMES FROM MULTIPLE SOURCES AND MAY CONTAIN INACCURACIES. TAX LOT BOUNDARIES ARE BASED ON ASSESSORS RECORDS AND MAY NOT REFLECT WHAT IS SEEN "ON THE GROUND". THE CITY OF ONTARIO/CH2MHILL ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ERRORS, OMISSIONS OR INCONSISTENCIES. PLEASE CONTACT CH2MHILL DIRECTLY IF YOU SEEK SPECIFIC INFORMATION.



City of Ontario
Municipal Airport,
Malheur County,
Oregon



**AGENDA REPORT
CONSENT AGENDA
January 7, 2021**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: HOUSING INCENTIVE PROGRAM: GARCIA

DATE: December 27, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE APPLICATION BY SHERYL GARCIA AT 865 REITER DRIVE FOR THE ONTARIO HOUSING INCENTIVE PROGRAM IN THE AMOUNT OF \$10,000.

SUMMARY:

Sheryl Garcia submitted an application for \$10,000 from the housing incentive program.

The property is located at 865 Reiter Drive.

The Business Loan Committee is the reviewing and recommending authority for the City of Ontario Business Loan Fund and as such the Committee is tasked with reviewing and providing a recommendation to the City Council on all applications submitted for loan requests and Housing Incentive payments. The City Council is the final authority for approval of the applications. The City Manager, Finance Director and Community Development Director are responsible for insuring all requirements are met prior to payment of the approved application.

BACKGROUND:

The City Council, under Resolution #2018-111, updated the City of Ontario Business Loan Fund codes under Section 11a Housing Incentive Program to promote new housing development with the city limits of Ontario.

CURRENT SITUATION:

Sheryl Garcia is requesting approval of the application for the \$10,000.00 incentive on a new home to be located at 865 Reiter Drive; tax lot 11 Sage Ridge Place Subdivision. The proposed dwelling will be 1,892 Square feet with two (2) bathrooms and a three (3) car garage. The application was deemed to be complete by the Community Development Director and meeting

or exceeding the minimum requirements of Section 11 of the Business Loan Fund code and was forwarded to the Committee for their review and recommendation. The Business Loan Fund Committee recommended approval of the application on December 16, 2020.

ANALYSIS:

- A. **STRATEGIC PLAN** The Housing Incentive Program promotes growth and desirability goals of the Ontario Strategic Plan. It specifically addresses the activities to build a variety of housing options and add fill-in housing.
- B. **FINANCIAL** If approved, the city would pay the funds from the Business Loan Fund. The \$10,000.00 would be paid back to the fund through the city portion of the property taxes collected on the property and dwelling approved under this application.
- C. **TIMING** Time is of the essence on this application as the applicant wants to pull a building permit and start construction as soon as they receive their approval.
- D. **POLICY/LEGAL** The Business Loan Fund Committee makes recommendations to the City Council. If the City Council approves the action, the City Manager will have the Agreement signed by all parties authorizing the Building Department to issue a permit under this Agreement.

ALTERNATIVES:

Table the Action: The City Council could table the request and request further information from the Applicant.

Deny the Action: The \$10,000 payment would not be made.

RECOMMENDATION:

Staff has reviewed the application for completeness and find it meeting or exceeding the minimum requirements. The Business Loan Fund Committee sent a favorable recommendation to the City Council. Therefore, staff recommends that the City Council approve the Application by Sheryl Garcia in the amount of \$10,000.00.

ATTACHMENTS:

1. Incentive Application 19-2020_Sheryl Garcia



City of Ontario, Oregon Housing Incentive Program Checklist

Applicant: SHERYL J GARZA Date: 11-17-20

Site Address or Tax Lot: 865 REITER DR, ONTARIO

Application Number: 19-2020 (City Use Only)

Application Information: (Applicant or Staff)

☒ Completed Application Signed & Dated: 11-17-20

☒ Documentation showing funding: PRE-APPROVAL LETTER

☒ Within City Limits

☐ In Urban Growth Boundary Annexation Application filed: N/A

☒ Floor Plan or description describing minimum square footage:

1. House Square footage: 1892 ✓

2. Number of Baths: 2 ✓

3. Size of Garage: 3 ✓

☒ Description of Property of Home:

1. Tax Lot map & Number: 18547 E04 D02-1606

2. Copy of Deed: _____

3. Or written description: LOT 11 SAGE RIDGE PLACE SUBDIVISION

☒ Completed W-9 Taxpayer Form.

Process Completed: (Staff Use Only below)

☒ PDAC (if Required) date Completed: N/A

☒ Community Development Director approval date: Dan Cummings 12-14-2020

☐ Forwarded to Business Loan Fund Committee: _____

☐ BLF Committee forwards recommendation to City Manager: _____

☐ City Council Approval or Denial: _____

☐ City Manager signs application signifying Council Approval: _____

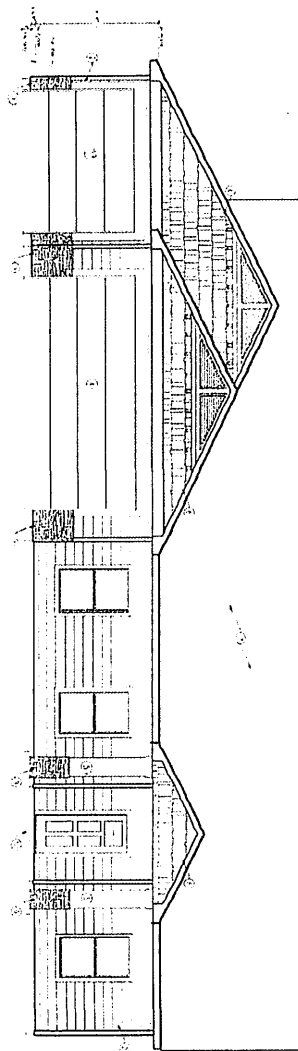
☐ Application submitted to Finance for tracking: _____

☐ Certificate of Occupancy issued (within 2 yrs. of Council approval): _____

☐ Proof of Owner Occupancy (must be within 1 yr. of C of O): _____

☐ Payment made to Owner: _____

Return to: Dan K Cummings, Community Development Director, 458 SW 3rd Street, Ontario, OR 97914
541-881-3222 – dan.cummings@ontariooregon.org



- 1. 1/2" = 1'-0" (SEE NOTE 1)
- 2. 1/4" = 1'-0" (SEE NOTE 1)
- 3. 1/8" = 1'-0" (SEE NOTE 1)
- 4. 1/16" = 1'-0" (SEE NOTE 1)
- 5. 1/32" = 1'-0" (SEE NOTE 1)
- 6. 1/64" = 1'-0" (SEE NOTE 1)
- 7. 1/128" = 1'-0" (SEE NOTE 1)
- 8. 1/256" = 1'-0" (SEE NOTE 1)
- 9. 1/512" = 1'-0" (SEE NOTE 1)
- 10. 1/1024" = 1'-0" (SEE NOTE 1)
- 11. 1/2048" = 1'-0" (SEE NOTE 1)
- 12. 1/4096" = 1'-0" (SEE NOTE 1)
- 13. 1/8192" = 1'-0" (SEE NOTE 1)
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- 15. 1/32768" = 1'-0" (SEE NOTE 1)
- 16. 1/65536" = 1'-0" (SEE NOTE 1)
- 17. 1/131072" = 1'-0" (SEE NOTE 1)
- 18. 1/262144" = 1'-0" (SEE NOTE 1)
- 19. 1/524288" = 1'-0" (SEE NOTE 1)
- 20. 1/1048576" = 1'-0" (SEE NOTE 1)
- 21. 1/2097152" = 1'-0" (SEE NOTE 1)
- 22. 1/4194304" = 1'-0" (SEE NOTE 1)
- 23. 1/8388608" = 1'-0" (SEE NOTE 1)
- 24. 1/16777216" = 1'-0" (SEE NOTE 1)
- 25. 1/33554432" = 1'-0" (SEE NOTE 1)
- 26. 1/67108864" = 1'-0" (SEE NOTE 1)
- 27. 1/134217728" = 1'-0" (SEE NOTE 1)
- 28. 1/268435456" = 1'-0" (SEE NOTE 1)
- 29. 1/536870912" = 1'-0" (SEE NOTE 1)
- 30. 1/1073741824" = 1'-0" (SEE NOTE 1)
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Ontario Active Transportation Plan Update & E Idaho Ave Refinement Plan

Ontario Planning Commission/City Council

Joint Work Session

1/7/2021

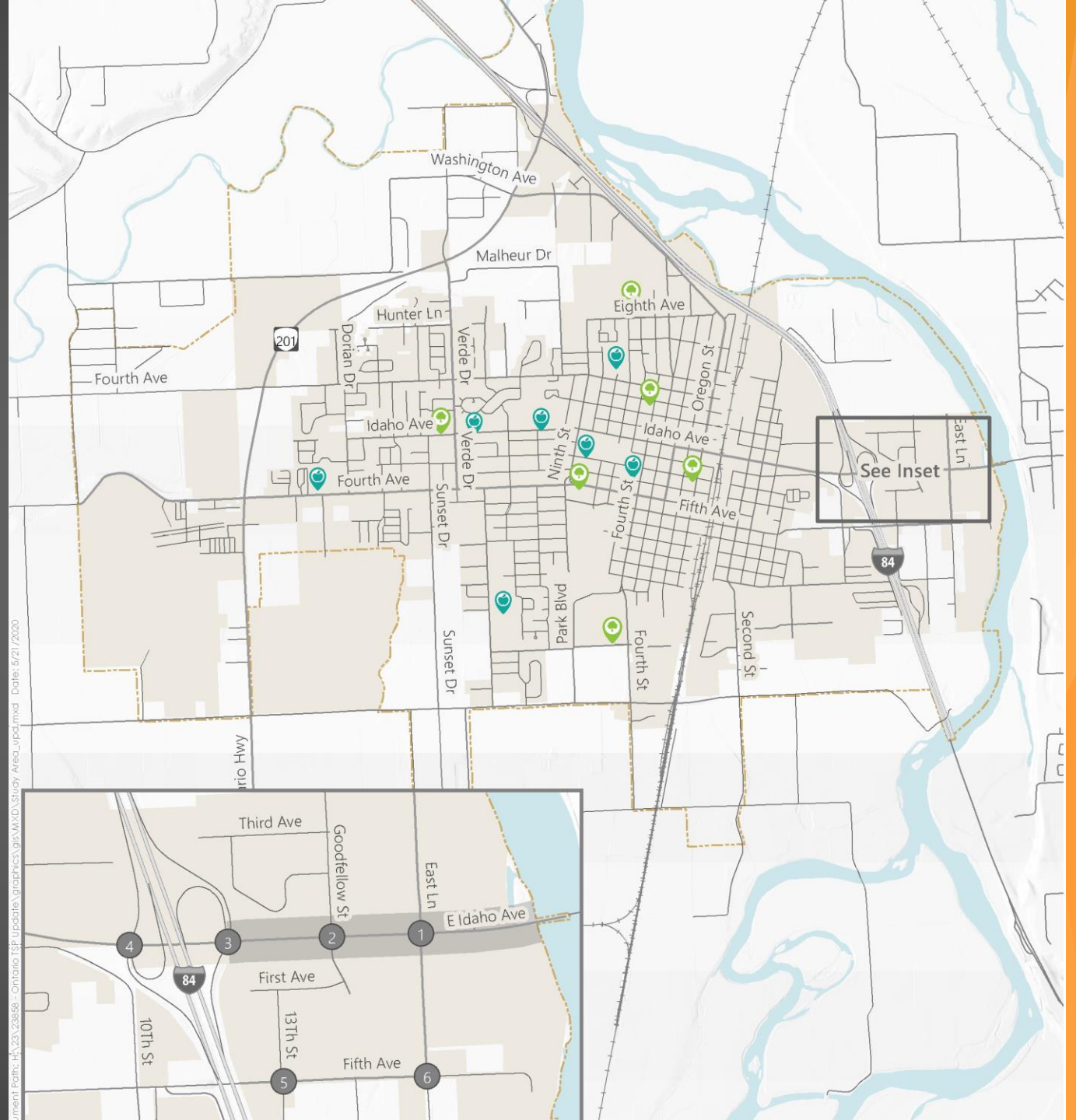
Agenda

- ▶ Project Background & Process
- ▶ East Idaho Avenue Refinement Plan
- ▶ Active Transportation Plan
- ▶ Code Amendments/Implementing Ordinances
- ▶ Next Steps

Project Background & Process

Project Background

- ▶ ODOT TGM Grant
- ▶ Updates 2006 TSP
- ▶ Two Plans
 - E Idaho Avenue Refinement Plan
 - Citywide Active Transportation Plan



Vision Statement – Active Transportation Plan

*Develop a comprehensive active transportation network providing **safe** and **comfortable** mobility options for **all** of Ontario's residents, employees, and visitors, thereby enhancing the City's **economic vibrancy** and promoting a **healthy lifestyle** for the Ontario community.*

Vision Statement – East Idaho Avenue

Create **multimodal connections** between downtown and the East Idaho Avenue commercial area and **enhance the streetscape** of the East Idaho Avenue corridor, thereby **better connecting** Ontario residents and visitors to employment opportunities and **enhancing the economic vibrancy** of the East Idaho Avenue corridor.

Goals – Both Plans

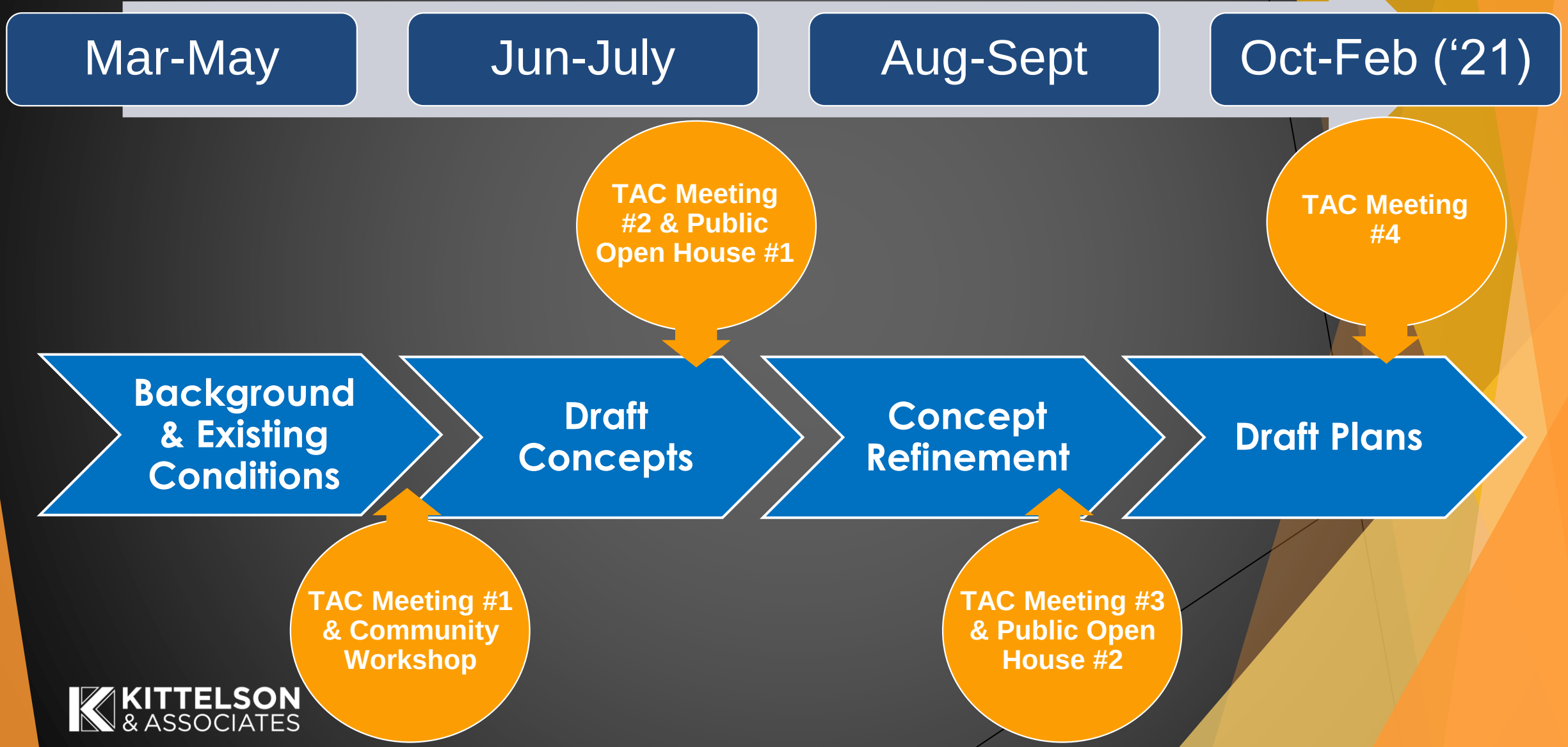
- ▶ Goal #1 – Mobility
 - Provide a **balanced, safe, and efficient multimodal** transportation system for **all members** of the community
- ▶ Goal #2 – Safety
 - Improve the multimodal transportation system to enhance **safety for all users**, skill levels, and ages

Goals – E Idaho Ave Plan Only

▶ Goal #3 – Environment

- Mitigate the impacts of the East Idaho Avenue corridor on the environment

Project Schedule



Public Outreach Efforts

- ▶ 3 Online Open Houses
 - 80 comments/responses
- ▶ 2 Saturday Market Booths
 - 84 connections
- ▶ 2 Youth Workshops
 - 130 Students
- ▶ Project Website
- ▶ 3 TAC Meetings



East Idaho Avenue Refinement Plan

East Idaho Avenue Concept

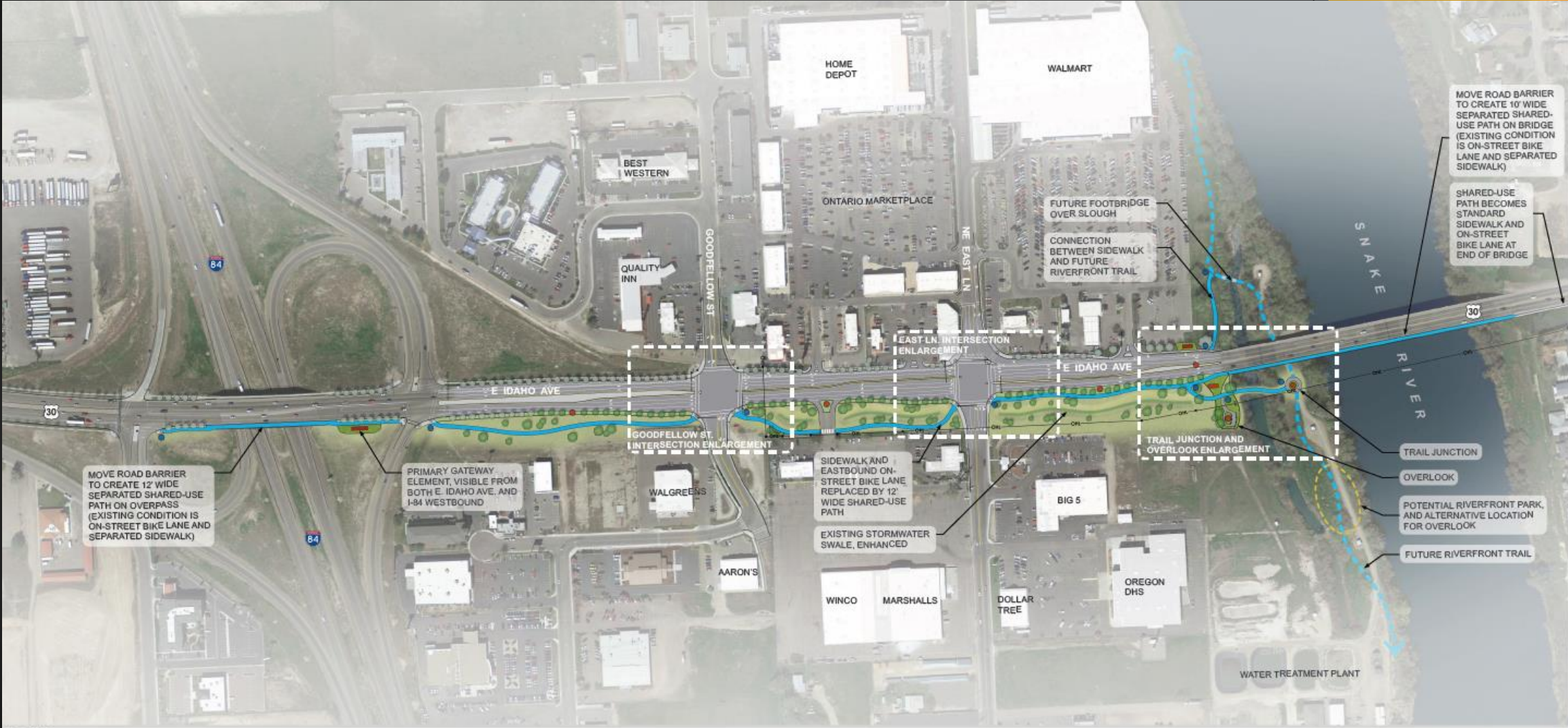
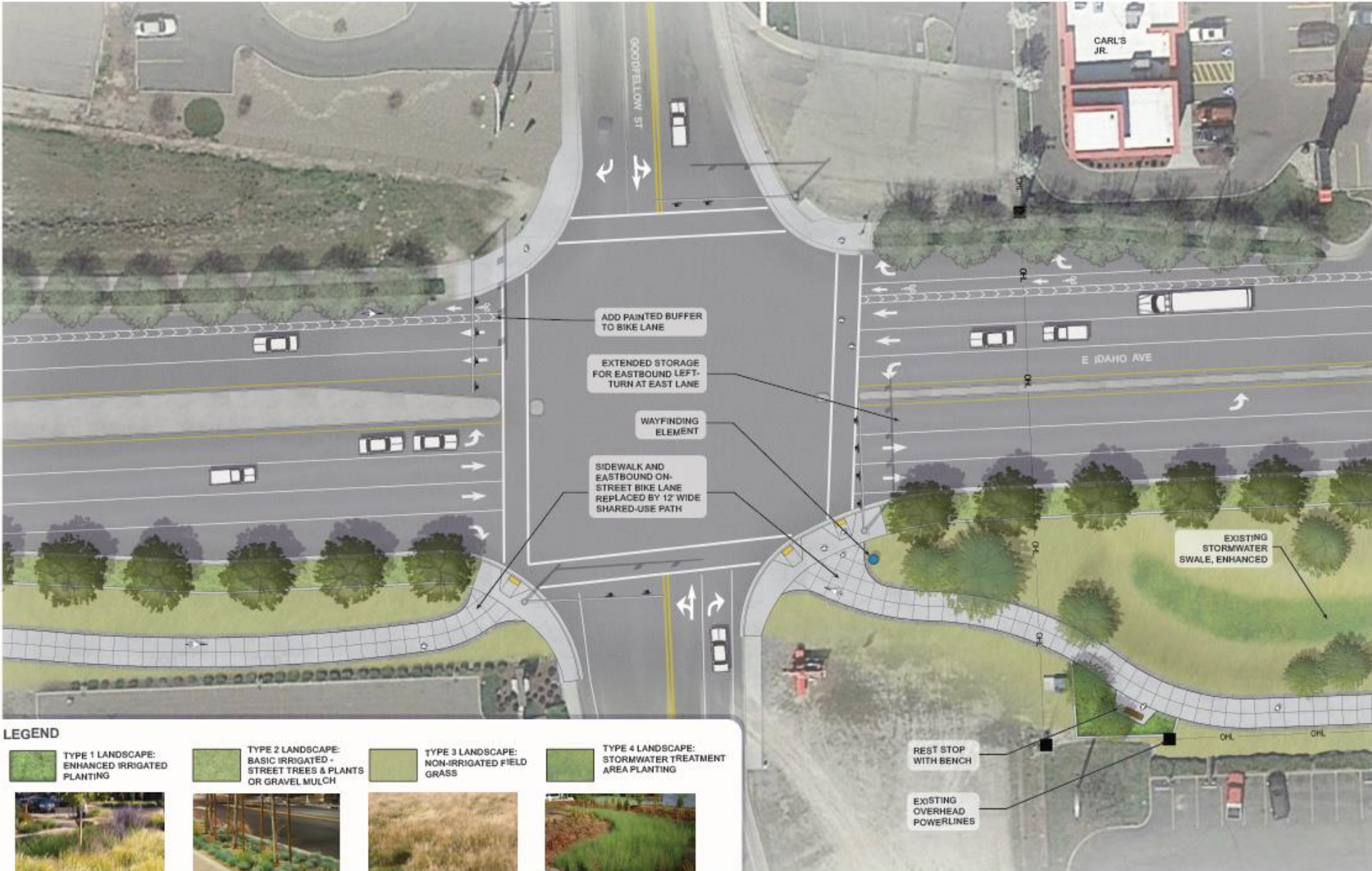
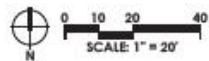
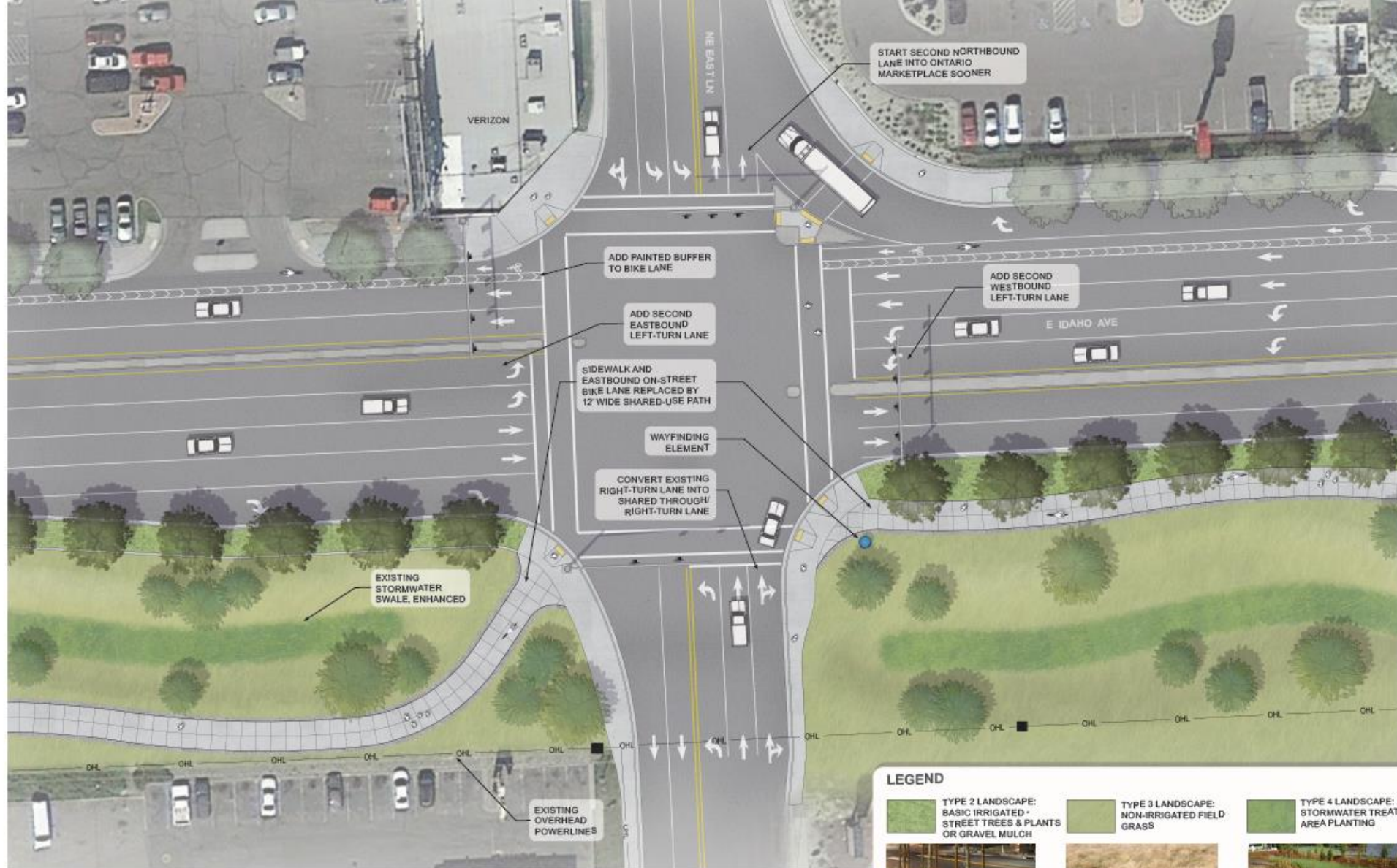


Figure 1



GOODFELLOW ST. INTERSECTION ENLARGEMENT PLAN **EAST IDAHO AVENUE REFINEMENT AREA PLAN**

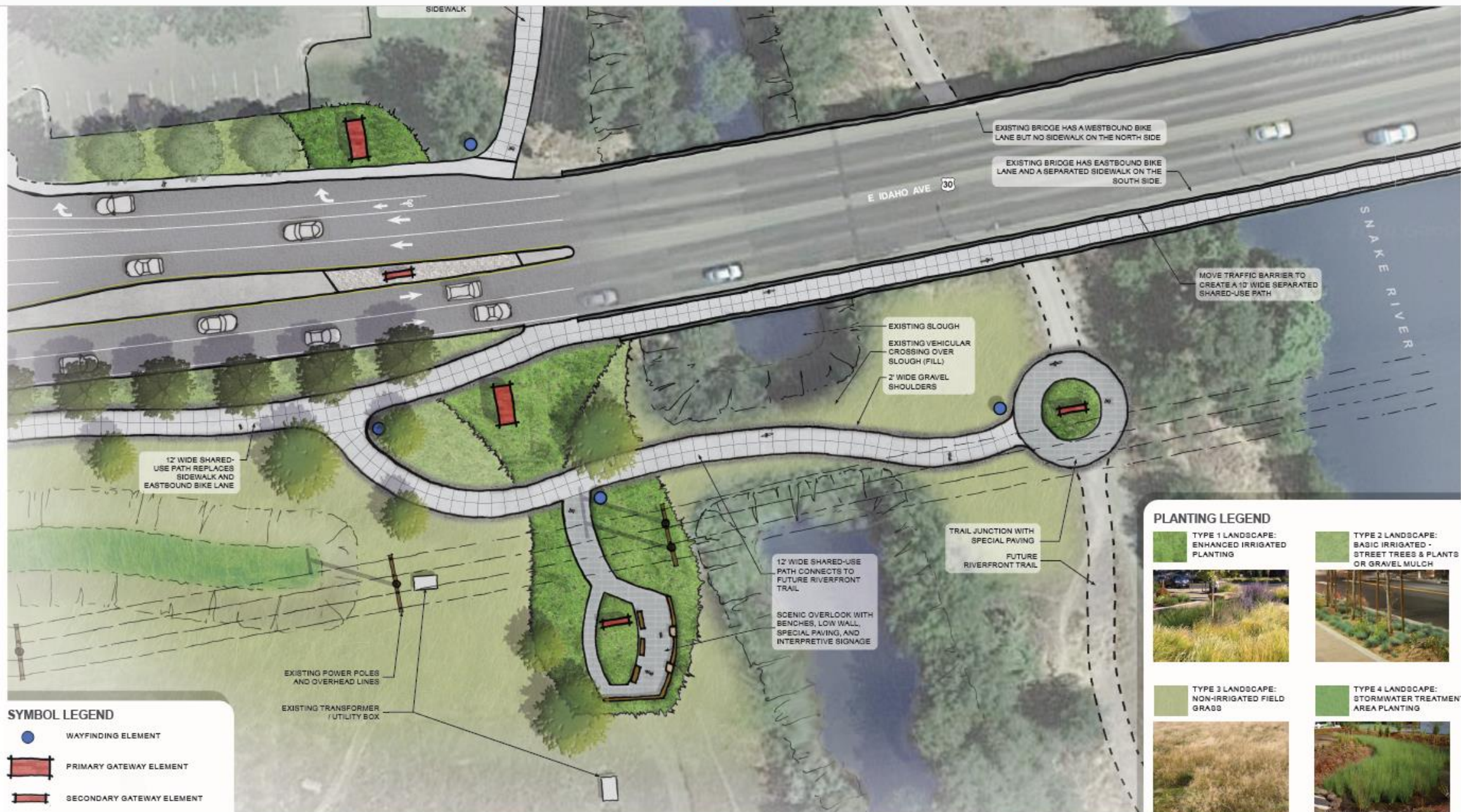


LEGEND



EAST LN. INTERSECTION ENLARGEMENT PLAN

EAST IDAHO AVENUE REFINEMENT AREA PLAN



TRAIL JUNCTION AND OVERLOOK ENLARGEMENT **EAST IDAHO AVENUE REFINEMENT AREA PLAN**



Active Transportation Plan

ATP Contents

- ▶ Projects
 - Walking
 - Biking
 - Crossing
- ▶ Prioritization
- ▶ Public Transportation Enhancements
- ▶ Updated Street Sections

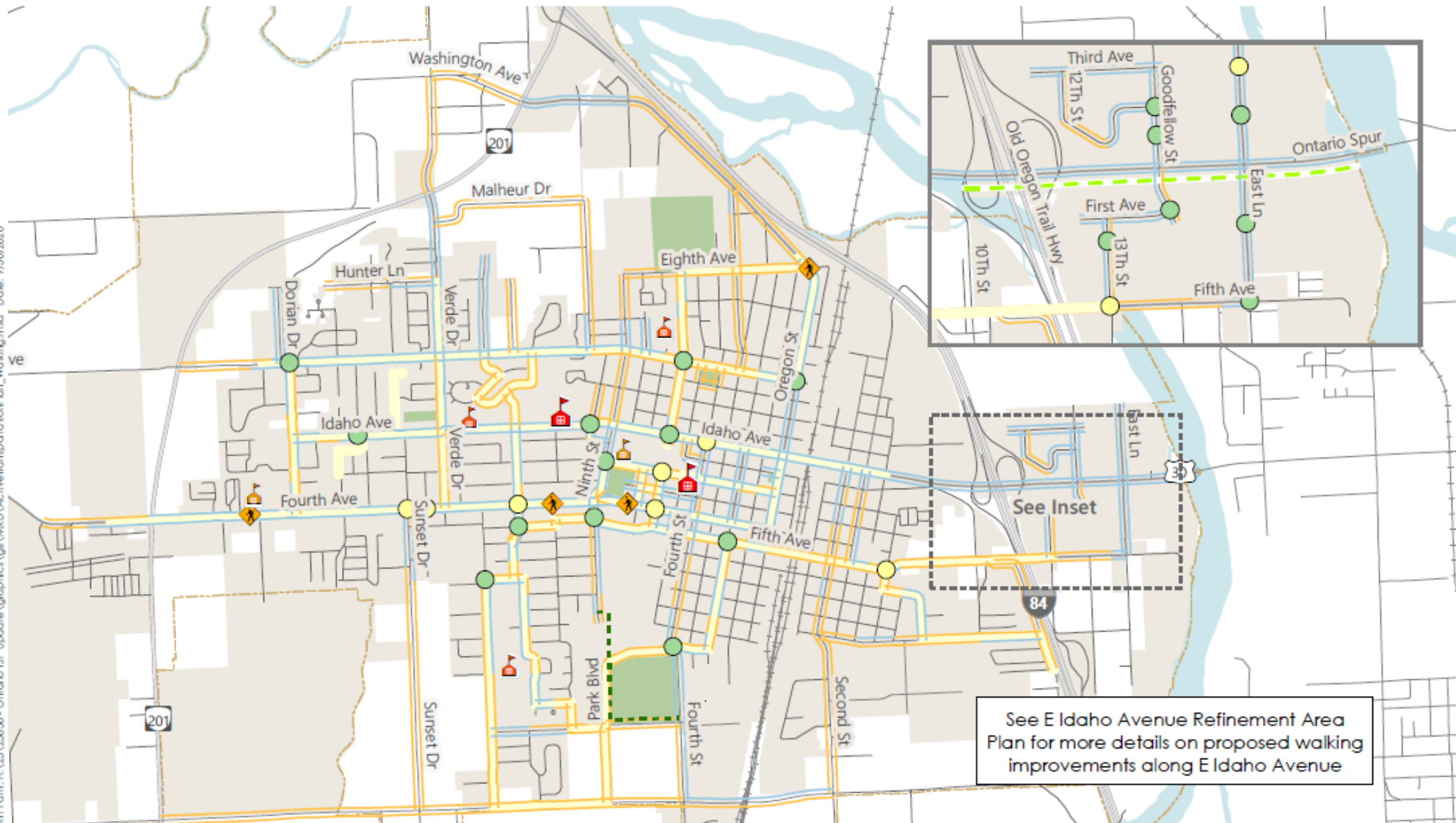
Project Development

- ▶ Gaps
 - Technical Analyses
 - Safe Routes to School
- ▶ Public Input

Prioritization Criteria

- ▶ Safety
 - ODOT Ped/Bike Safety Plan Factors
- ▶ Equity
 - ODOT Transportation Disadvantaged Index
- ▶ Connectivity and Accessibility
- ▶ Cost/Implementation

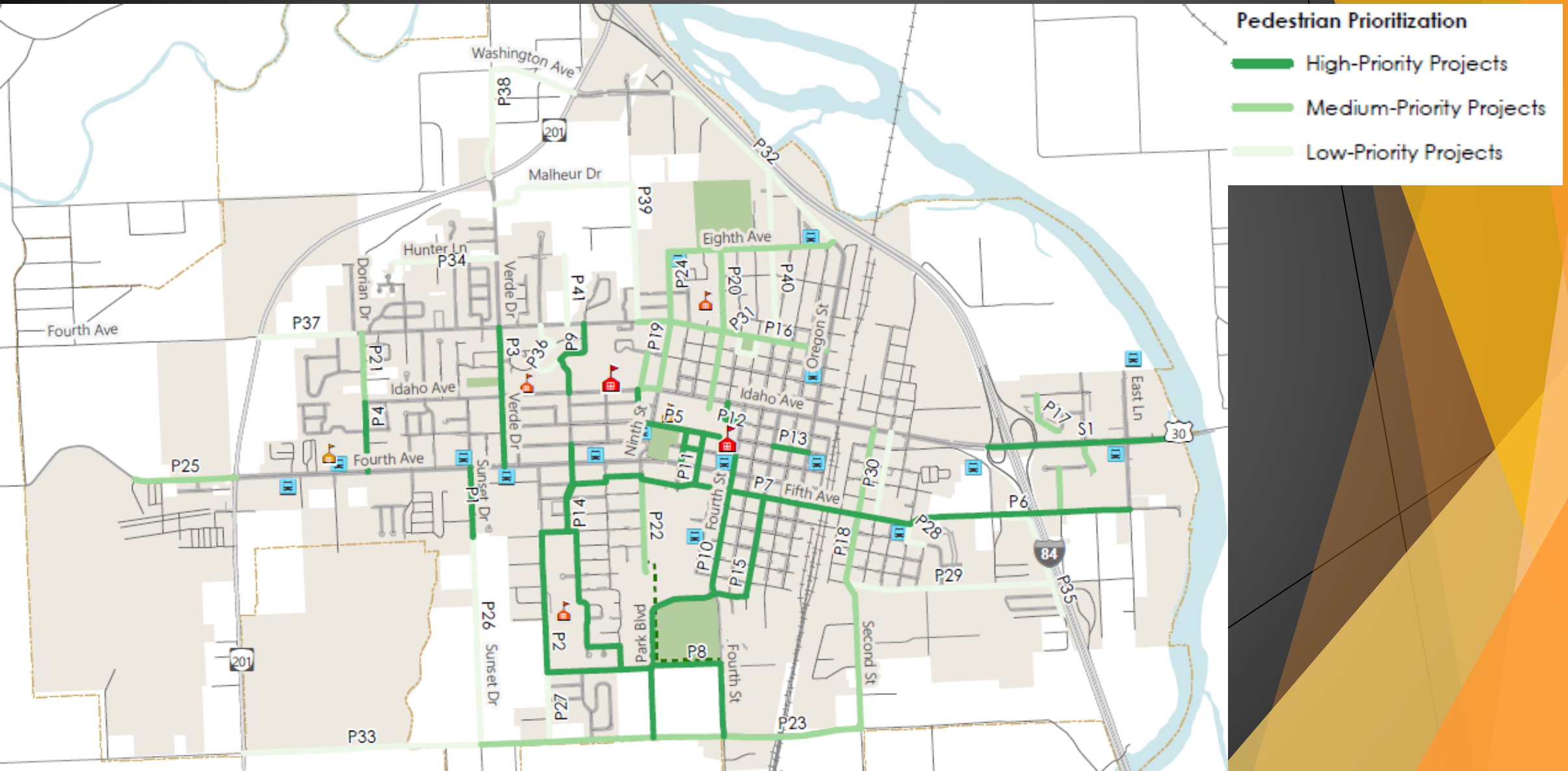
Walking/Crossing Projects



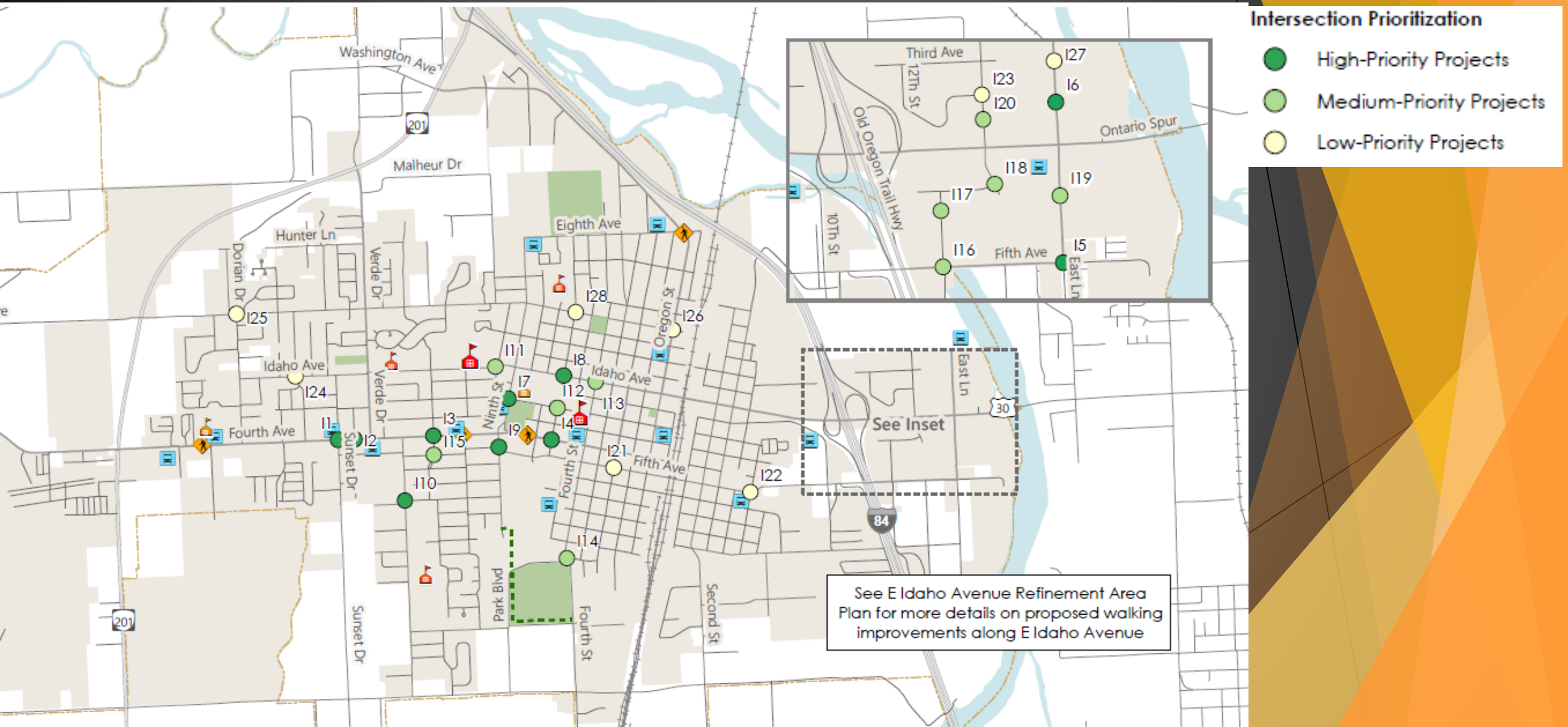
- Existing Sidewalk
- Existing Rectangular Rapid Flashing Beacon
- Existing Safe Routes to School Route
- Proposed Improvements**
- Proposed Sidewalk
- E Idaho Ave Proposed Shared-Use Path
- Enhanced Crossing
- Signing and/or Marking Improvements
- Add Curb Ramps at Intersection

See E Idaho Avenue Refinement Area Plan for more details on proposed walking improvements along E Idaho Avenue

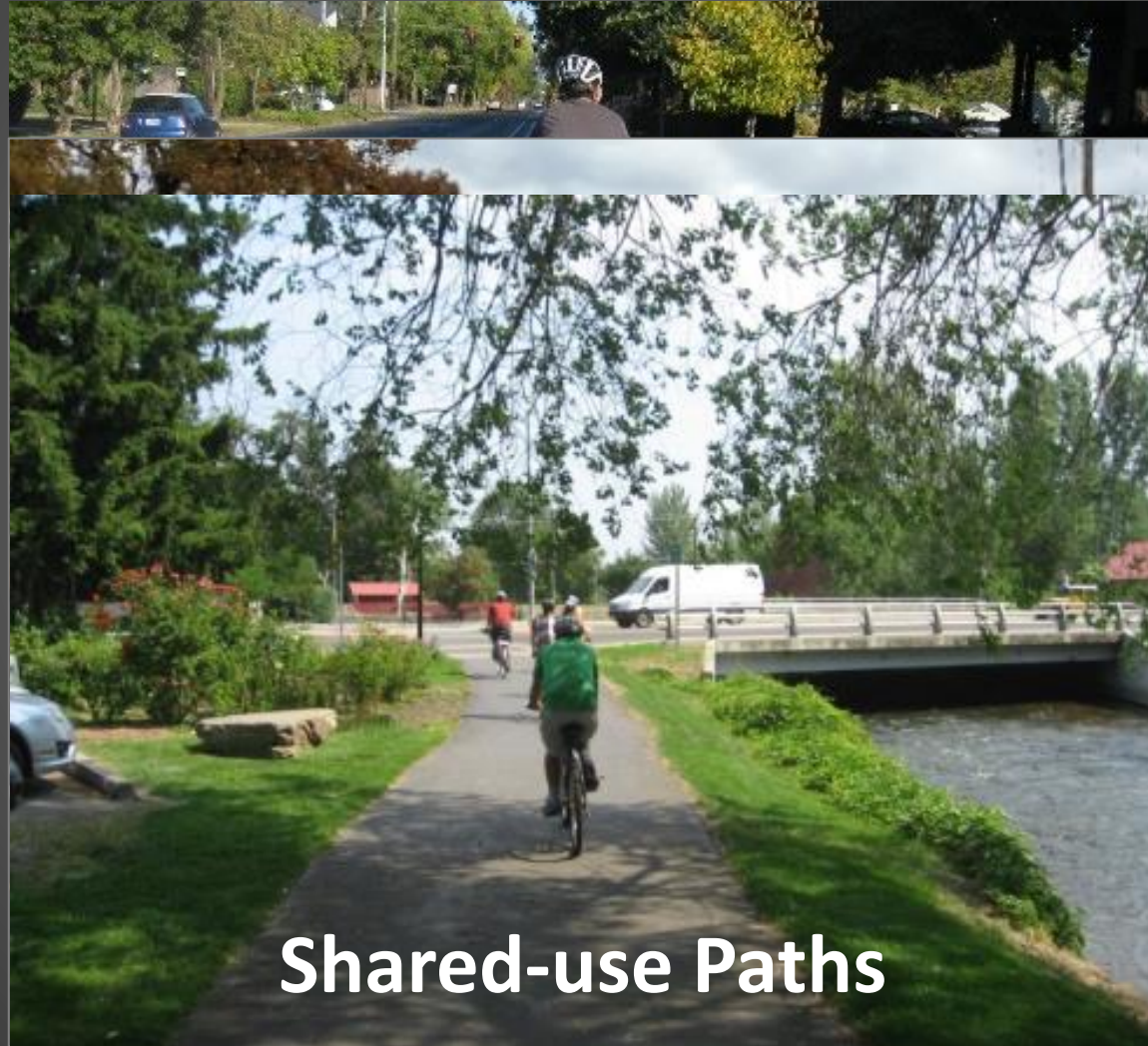
Walking Projects Prioritization



Crossing Projects Prioritization



Proposed Biking Project Types

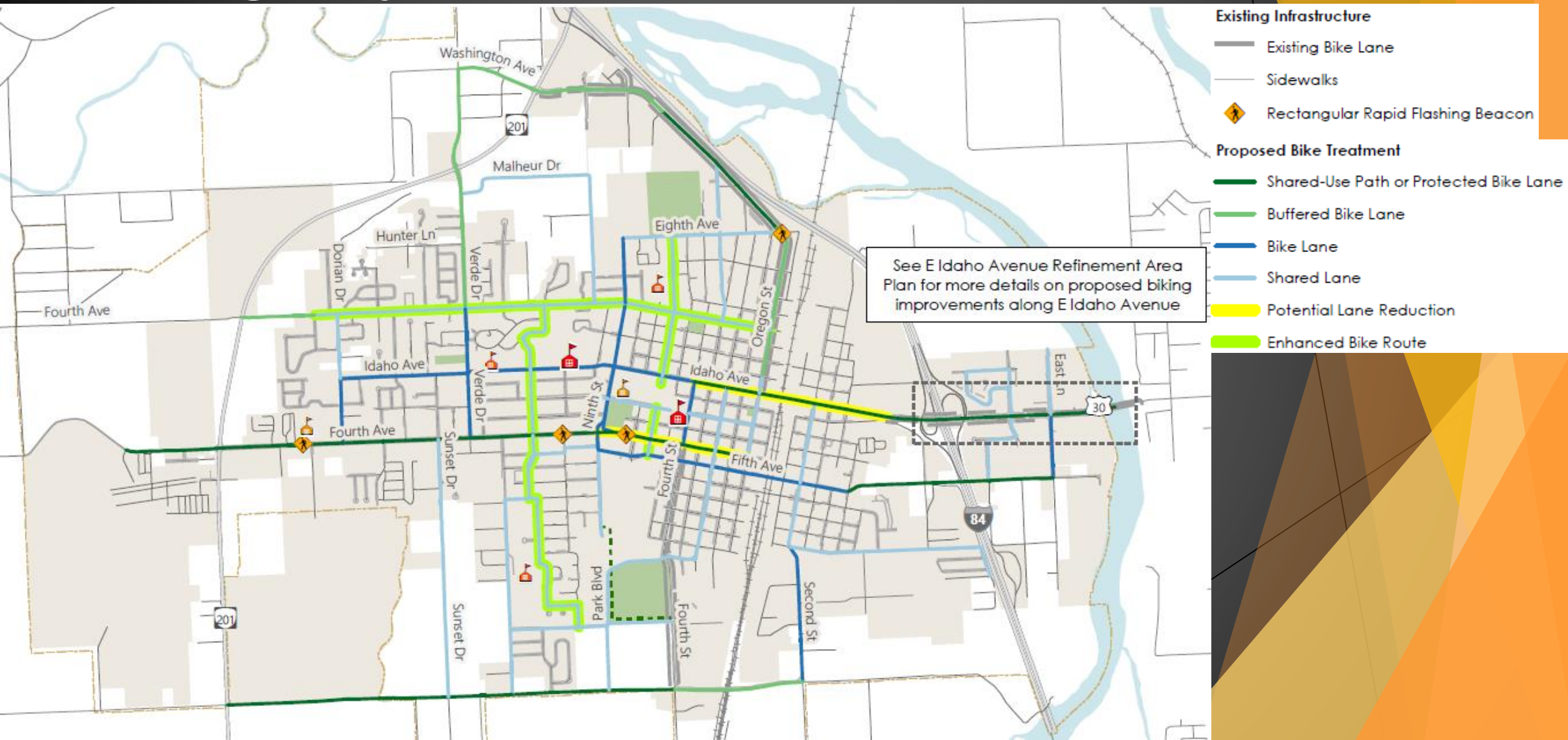


Shared-use Paths

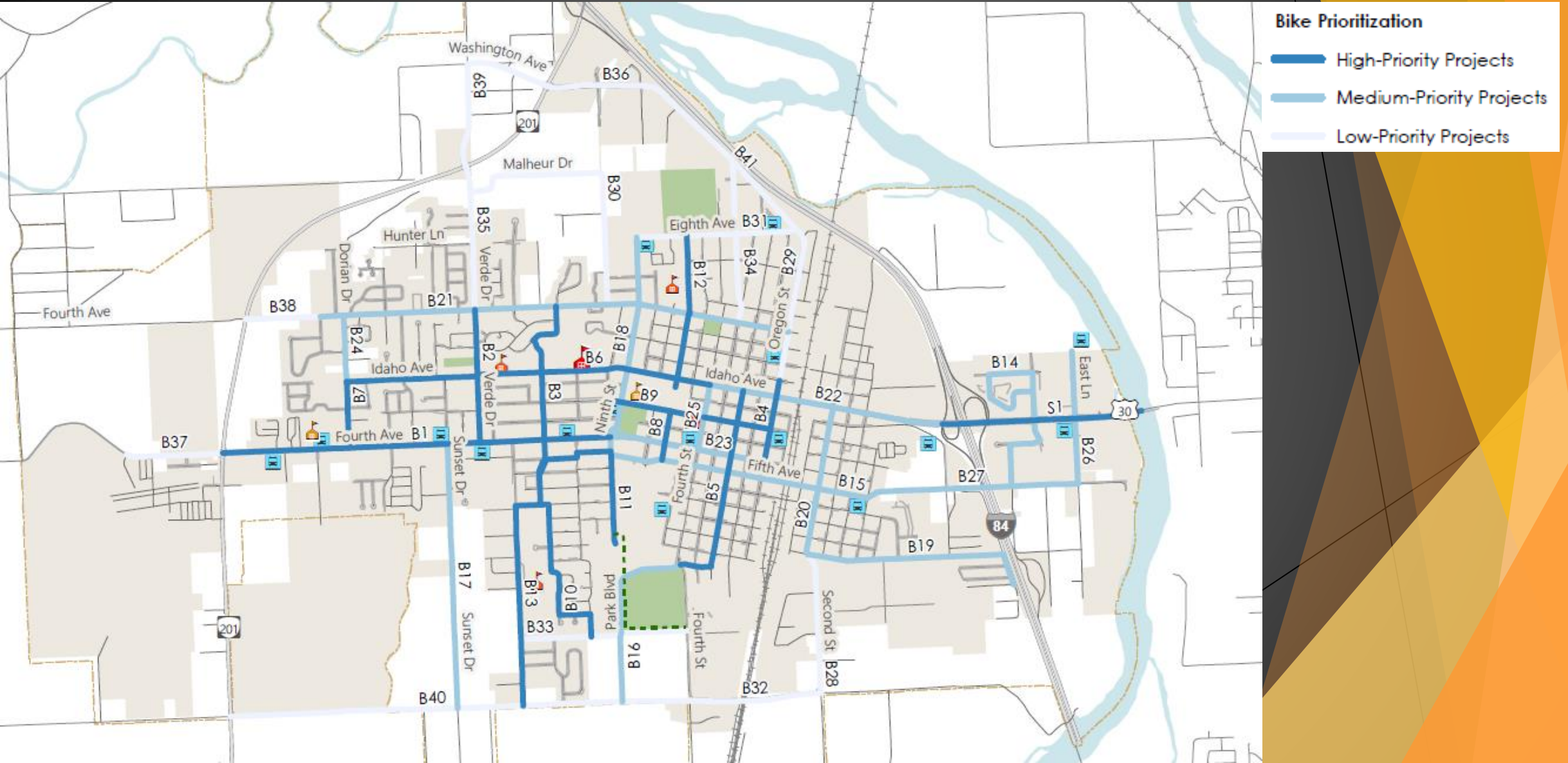


Buffered Bike Lanes

Biking Projects



Biking Projects Prioritization

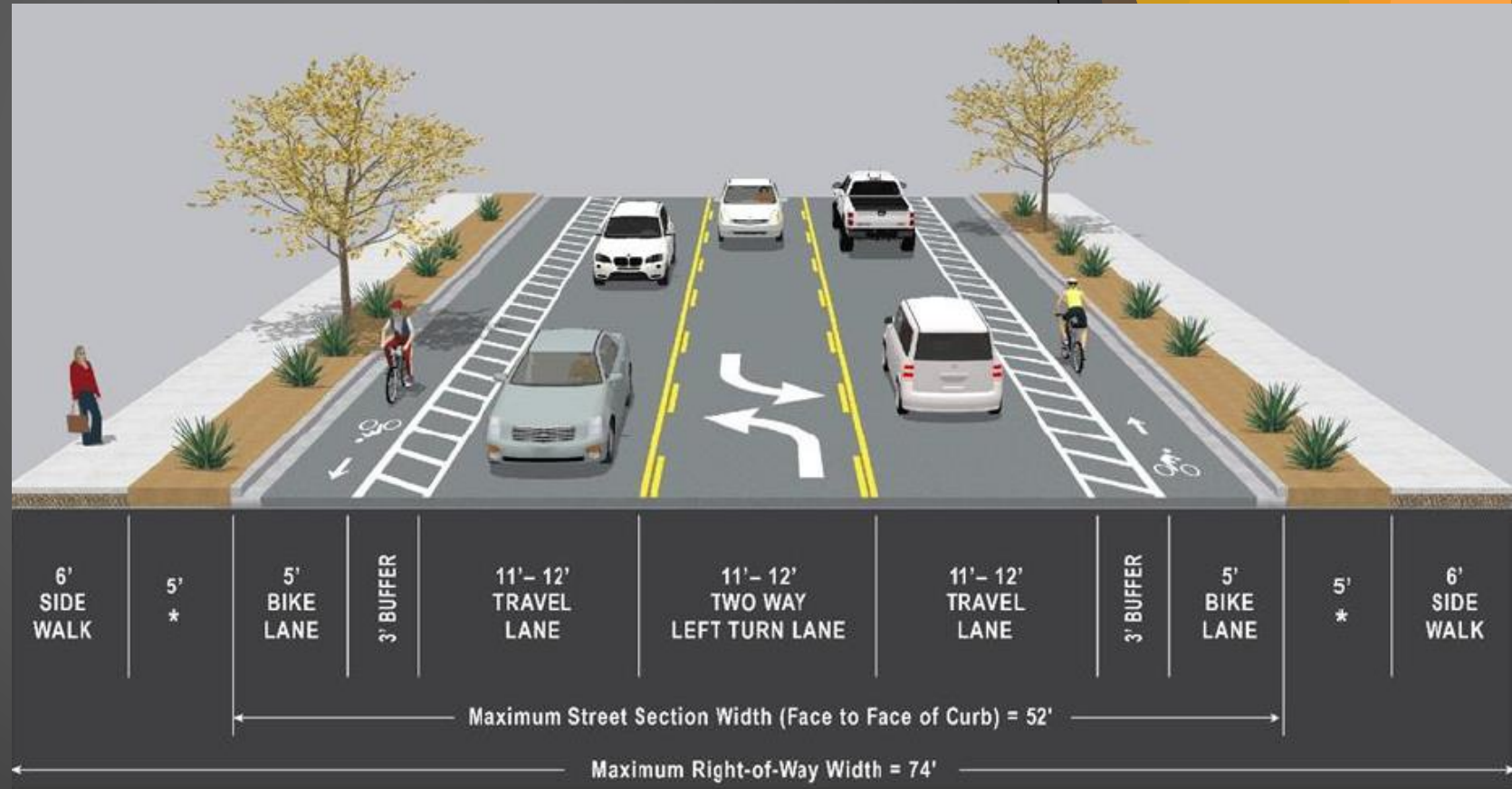


Public Transportation Enhancements

- ▶ MCOACS Fixed-route Service Redesign
 - Increased Frequency
 - Expanded Service Area
- ▶ Bus Route Proximity Factored Into:
 - Project Identification
 - Prioritization

Street Sections Updates

- ▶ Best Practices for Walking/Biking
- ▶ Stormwater Drainage
- ▶ Other Modernization Updates



Code Amendments Implementing Ordinances

Plan and Code Amendments

Objectives

- ▶ Reference new planning documents and street standards
- ▶ Increase opportunities for mixed use development
- ▶ Enhance pedestrian and bicycle connectivity and experience
- ▶ Improve landscaping requirements
- ▶ Reduce land and cost associated with parking

Plan and Code Amendments

Pedestrian Connectivity

- ▶ Provide connections to sidewalks, pathways
- ▶ Provide pathways within large parking areas and for large format uses
- ▶ Orient new large format uses to streets and intersections

Plan and Code Amendments

Enhanced Landscaping Requirements

- ▶ Applies to new commercial, multi-family uses
- ▶ Require drought-tolerant plants
- ▶ Provide flexibility on non-plant materials
- ▶ Enhance parking lot landscaping
- ▶ Use mix of plant species
- ▶ Improve pedestrian environment

Plan and Code Amendments

Off-Street Parking – reductions for:

- ▶ Restaurants and taverns (simpler standards)
- ▶ Retail stores and shops
- ▶ Funeral homes
- ▶ Bowling alleys
- ▶ Other commercial services

Next Steps

Next Steps

- ▶ Draft Plan Document – Late January
- ▶ Updated Code Amendments – Late January
- ▶ TAC Meeting #4 – February
- ▶ Adoption Hearings - March

MEMORANDUM

Date:	December 10, 2020	Project #: 23858
To:	Project Management Team	
From:	Mark Heisinger, EIT, Russ Doubleday, Nick Foster, AICP, RSP, and Matt Hughart, AICP; Kittelison & Associates Andrew Holder, Margot Halpin, Chris Weaver, and Mike Faha; Greenworks	
Project:	City of Ontario, Active Transportation Update and East Idaho Avenue Refinement Area Plan	
Subject:	Technical Memo #8: Revised Design Concept	

This memorandum is part of the City of Ontario's update to its 2006 Transportation System Plan (TSP). This memorandum presents the revised design concept and proposed revisions and guidance for City street standards. This memorandum presents material that has been updated or revised from *Technical Memorandum #6: Draft Design Concepts* (Reference 1).

DRAFT DESIGN CONCEPT

The East Idaho Avenue Refinement Area includes East Idaho Avenue from the I-84 westbound ramp terminal intersection to the Snake River, and the adjacent commercial areas. *Technical Memorandum #6* presented a draft design concept for the East Idaho Avenue Refinement Area. The draft design concept leveraged planned intersection improvements on East Idaho Avenue and available ODOT right-of-way south of the roadway, to implement upgrades outside the roadway that would benefit people walking and biking and enhance the identity of Ontario. The concept included a shared-use path south of the road, gateway treatments, future connections to the planned trail along the Snake River, and an overlook of the river. Enlargements of the Goodfellow Lane and East Lane intersections and the Snake River overlook area were also included.

Feedback Received on the Draft Design Concept

Efforts to collect feedback on the draft design concept included a booth at the Ontario Saturday Market, an online workshop, a Technical Advisory Committee (TAC) meeting, and opportunities to provide comments via the project website. The Project Management Team (PMT) also provided feedback on the draft design concept.

Feedback from TAC and PMT

The draft design concept was reviewed during meetings with the TAC and PMT. A summary of feedback received from the TAC and PMT on the draft design concept is as follows:

- Explore ways to increase comfort of the bicycle and pedestrian crossing on the southern leg of East Lane intersection where the new channelized eastbound right-turn is proposed
- Look into possibility of adding pedestrian refuges on East Idaho Avenue crossings
- Study the possibility of including dual eastbound left-turn lanes at the East Lane intersection as an alternative to extended westbound left-turn lane storage at Goodfellow Street
- Review a map of utilities near the proposed overlook to identify and avoid potential conflicts

Feedback from Public

Generally, attendees of the public involvement efforts were supportive of the East Idaho Avenue Draft Design Concept and were glad to see proposed improvements to walking and biking in the area, especially if the proposed pathway connected to a river trail. There were concerns raised about policing on the shared use paths (mainly the river trail) as there have been camps along the river. Other comments on the draft design concept included:

- Consider business sponsors or partnerships for trail networks
- Have East Idaho Avenue path and river trail be ADA accessible
- The East Idaho Avenue improvements are good, but lack connectivity to the rest of town
- There was concerns about congestion and safety near the Dutch Bros access



Saturday Market Booth

A detailed summary of the Task 4 outreach efforts and feedback received are shown in Attachment “A.”

REVISED DESIGN CONCEPT

The following section presents the revised design concept for the East Idaho Avenue Refinement Area. Included in the section is a summary of revisions made to the draft design concept, revised concept figures, and cost estimates.

Revisions to Draft Design Concept

Revisions were made to the draft design concept based on direction from the PMT and TAC, feedback received as part of the Task 4 outreach efforts, and additional traffic analysis that was conducted on East Idaho Avenue. The two key revisions made to the draft design concept include:

- **Westbound Bike Lane Buffer:** A three-foot painted buffer was added between the westbound bike lane and the adjacent travel lane from Snake River to the I-84 eastbound ramp terminal intersection. The buffer was added to meet the updated City street standards for active transportation facilities and to create a more comfortable environment for people biking on East Idaho Avenue. In order to create enough space for the buffer, the westbound travel lanes were reduced from 12 feet to 11 feet.
- **Dual Eastbound Left-Turn Lanes at East Lane:** Participants at the August PMT meeting expressed interest in having dual eastbound left-turn lanes on East Idaho Avenue at East Lane. At the same time, they wanted to maintain the additional storage for the outer left-turn lane shown in the draft design concept since there is likely to be more demand for that lane. This could be accomplished by leaving the current left-turn lanes between East Lane and Goodfellow Street as they are today and then adding an additional eastbound left-turn lane on the south side of the current lanes.¹

Other minor revisions to the draft design concept include:

- **Removal of the sidewalk on the south side of East Idaho Avenue from the I-84 westbound ramp terminal intersection to the Snake River:** People will be able to walk on the shared-use path on this portion of East Idaho Avenue. Removing the sidewalk from the concept decreases construction and maintenance costs associated with the sidewalk.
- **Relocation of the future riverfront trail and trail junction:** Through discussions with the City, it was determined that the future riverfront trail would likely follow a path closer to the Snake River than what was previously shown in the draft design concept.
- **Removal of the eastbound channelized right-turn at the East Lane intersection:** There was concerns from the TAC that adding a channelized right-turn at this location would create an

¹ A trade-off of the dual eastbound left-turn configuration at East Lane is it does not increase the storage for westbound left-turns at Goodfellow Street. Therefore, the project team conducted additional traffic analysis on the East Lane and Goodfellow Street intersections to evaluate vehicle queuing and intersection capacity under the revised draft design concept. This analysis considered additional growth that could occur in the area as properties south of Idaho Avenue develop and Goodfellow Street is extended south to SE 5th Avenue. The results of this analysis showed that the existing storage for the westbound left-turn lane at Goodfellow Street is expected to be adequate to accommodate 95th percentile queues, even with this development. The traffic operations and queuing analysis results are shown in Attachment "B."

uncomfortable environment for bicyclists or pedestrians crossing the intersection. The channelized right-turn was removed from the design so that the right-turn will follow a similar profile as existing conditions.

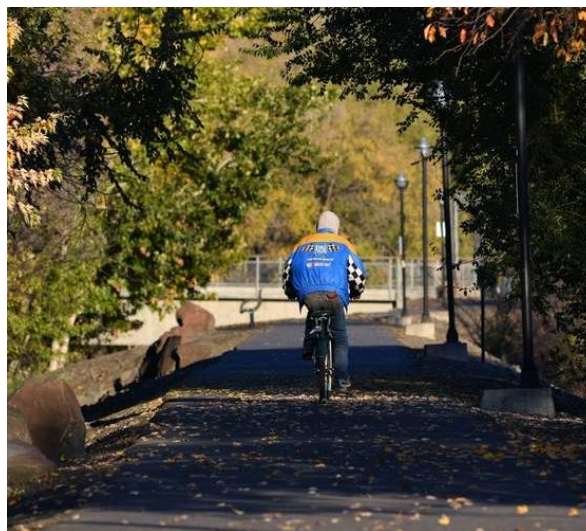
Revised Design Concept Components

Figure 1 shows the revised design concept for the East Idaho Avenue Refinement Area. The concept includes a shared-use path south of the road, gateway and overlook treatments, future connections to the planned trail along the Snake River, and an overlook of the river. Enlargements of the Goodfellow Lane and East Lane intersections and the Snake River overlook area are included in Attachment “C.”

Shared-Use Path

The primary upgrade proposed is to remove the south side sidewalk and the eastbound bike lane from East Idaho Avenue and replace them with a shared-use path running through the publicly owned tracts on the south side of the road. Since the speed limit on East Idaho Avenue is 35 miles-per-hour (mph), this off-street path will be more comfortable to a wider range of bicyclists than the existing on-street bike lane. It will also be more attractive to pedestrians since it is further from the busy road.

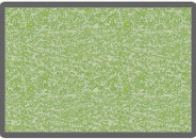
The shared-use path will create a key connection to a future riverfront trail along the Snake River, adding to the riverfront trail’s planned connectivity to parks, natural areas, and other future trails around Ontario. The intersection with the future riverfront trail is proposed to be a roundabout with special paving to match the overlook. This roundabout will minimize traffic conflicts as well as create a focal point in the middle for enhanced planting and a gateway element.



**Example of a Shared-Use Path in Pendleton
Oregon (Source: Eastern Oregonian)**



LEGEND

	TYPE 1 LANDSCAPE: ENHANCED IRRIGATED PLANTING		TYPE 2 LANDSCAPE: BASIC IRRIGATED - STREET TREES & PLANTS OR GRAVEL MULCH		TYPE 3 LANDSCAPE: NON-IRRIGATED FIELD GRASS		TYPE 4 LANDSCAPE: STORMWATER TREATMENT AREA PLANTING
							

	PROPOSED STREET TREE		WAYFINDING ELEMENT
	EXISTING STREET TREE		PROPOSED SHARED-USE PATH
	PRIMARY GATEWAY ELEMENT		FUTURE RIVERFRONT TRAIL
	SECONDARY GATEWAY ELEMENT		

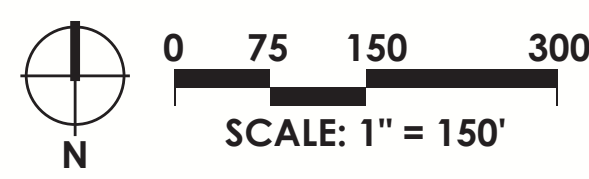
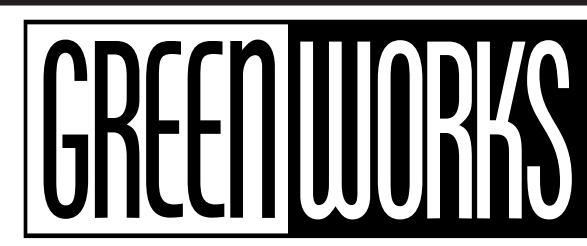


Figure 1

OVERALL PLAN

EAST IDAHO AVENUE REFINEMENT AREA PLAN



11.10.2020

To make the new multi-use path most effective, it should extend across both the I-84 overpass and the Highway 30 bridge across the Snake River. This will create a more comfortable and safe experience for bicyclists traveling through the corridor and set the stage for similar improvements in the future beyond this corridor. Currently both bridges have on-street eastbound bike lanes plus sidewalks separated from the road by concrete barriers. Based on the information available, it appears that by moving the barriers toward the centerline (leaving 2 feet shy distance to the vehicular lanes) there will be room for a 12 feet wide shared use path on the I-84 overpass, and an at least 10 feet wide shared use path on the Snake River bridge, both separated from traffic by the barriers.

The guardrail on the Snake River bridge appears to be the minimum 42 inches in height, but taller protection is recommended for cyclists. A “rub rail” should be added to the existing guardrail to raise the height to 54 inches. The guardrail/barrier on the I-84 bridge is much taller.

Overlook

Two nodes are proposed along the shared-use path where users can rest and take in the surroundings. The first is a simple rest stop with a bench, planting, trees for shade, and a view of the enhanced swale, located just east of Goodfellow Street. The other is a scenic overlook plaza, located at the edge of the upper river terrace near the toe of the Snake River bridge. This overlook is positioned for a view over the Snake River and the lower river terrace, and to be visible from East Idaho Avenue. Some existing trees may need to be thinned to create the best views. The overlook may feature special paving, enhanced planting, benches, interpretive signage, and gateway elements. An enlargement of the overlook area is shown in Attachment “C.”

Gateway

East Idaho Avenue is the route many take to enter and leave Ontario and the state of Oregon, and I-84 crosses under East Idaho Avenue shortly after it enters Oregon. As such, the East Idaho Avenue Refinement Area is a highly visible opportunity to create a gateway that welcomes visitors (and returning residents) to the city and the state, as well as to create a strong visual identity for Ontario.

Gateways can take many forms, such as arches, columns, walls, banners, signage, special planting, sculpture, or combinations of these elements. A gateway may occupy a single spot or may consist of repeated elements along a route. Gateways are an opportunity to display public art, to highlight the unique local character, and to express civic pride.

Because of the major entry moments at either end of the East Idaho Avenue Refinement Area, we propose creating a series of gateway features that span the whole corridor. Primary gateway features would be prominently displayed near the toe of the Snake River bridge and at the east end of the I-84 overpass. The feature at the I-84 overpass would be visible both from East Idaho Avenue and from I-84 westbound. ODOT has restrictions regarding welcome signage and public art near highways, which may

limit the possibilities for gateway elements. Any gateway concepts that are developed in the future will need to be coordinated with and reviewed by ODOT.

Between the primary gateway features, there would be several secondary gateway features along the south side of East Idaho Avenue. These secondary features would be smaller and simpler, but of the same theme and materials as the primary gateway features. Taken together, the series of gateway elements can create a visual identity that ties the East Idaho Avenue Refinement Area together and expresses Ontario's character on a large scale.

Wayfinding

The City of Ontario has recently engaged in conceptual designs for a system of wayfinding elements. Two of these element types are proposed to be located at key points along the shared-use path, both to aid in navigation and to express the City's branded identity. The taller Pedestrian Directional Sign will be placed at intersection decision points, and the smaller bollard version will be placed at intervals along the route. The conceptual designs of the wayfinding elements are shown in Attachment "D."

Planting

The proposed planting is divided into four general landscape types, and the overall intention is to maximize the aesthetic impact of the planting while keeping irrigation and maintenance minimal. Only native and drought-adapted plant species will be used. Examples of the landscape types are shown in Figure 2 and are further described in the following section.



Example Wayfinding Sign



Figure 2 Landscape Types

Type 2 Landscape. Where the path is further from the curb there is an even-width strip of Type 2 Landscape at the curb, similar to a typical sidewalk planting strip. Without the shared-use path to define the edge, a 12" wide concrete mow band provides a clear distinction between Type 2 and other landscape types which have different maintenance needs.

Type 3 Landscape is non-irrigated field grass with sparse trees. It occupies by far the largest proportion of the planted areas and requires the least maintenance. The grass is intended to be mowed only a few times a year, mainly to minimize fire risk but also to periodically keep weeds down. Since there is no irrigation, trees will need to be watered using "gator bags" or similar for establishment.

Type 4 Landscape is the treatment area planting in the flat bottom of the swales. This is the part that provides the water-quality benefits for the storm runoff, and will include drought-adapted sedges and rushes, plus grass species from the Type 3 field grass. Similar to Type 3, it will only require minimal maintenance, mainly mowing at a few strategic points during the year.

Revised Design Concept Cost Estimate

The total estimated project cost of the East Idaho Avenue Refinement Area Revised Design Concept is approximately \$3.8 million. The total estimated construction cost is approximately \$2.5 million and the total estimated engineering and contingency costs are approximately \$1.3 million. A detailed breakdown of the cost estimate is shown in Attachment "E."

UPDATES TO STREET STANDARDS REVISIONS

The City's Existing Transportation System Plan defines cross-sectional street standards for different roadway functional classifications. The street standards relate the design of the roadway to its desired function. *Technical Memorandum #6* proposed draft updates to the street standards to incorporate best practices for active transportation accommodation. The proposed updates were based on the recommendations and guidance of the Oregon Department of Transportation (ODOT), the National Association of City Transportation Officials (NACTO), and Oregon Transportation and Growth Management (TGM).

The draft street standards presented in *Technical Memorandum #6* were updated based on feedback from the City, PMT, and TAC. The primary updates made to the draft street standards were made to maintain consistency with existing City code requirements and are as follows:

- Added maximum right-of-way width and maximum street section width to each section
- Clarified that street sections could utilize landscape buffers or bioretention swales
- Changed bike lane widths to 5 feet
- Changed local street sidewalk widths to 5 feet
- Changed local street widths to a minimum of 20 feet to meet Fire Code Requirements
- Added a street section for local streets with grades equal to or less than 2%
- Removed the "Skinny Local Street" section

Figures 3-10 show the updated cross-section standards.

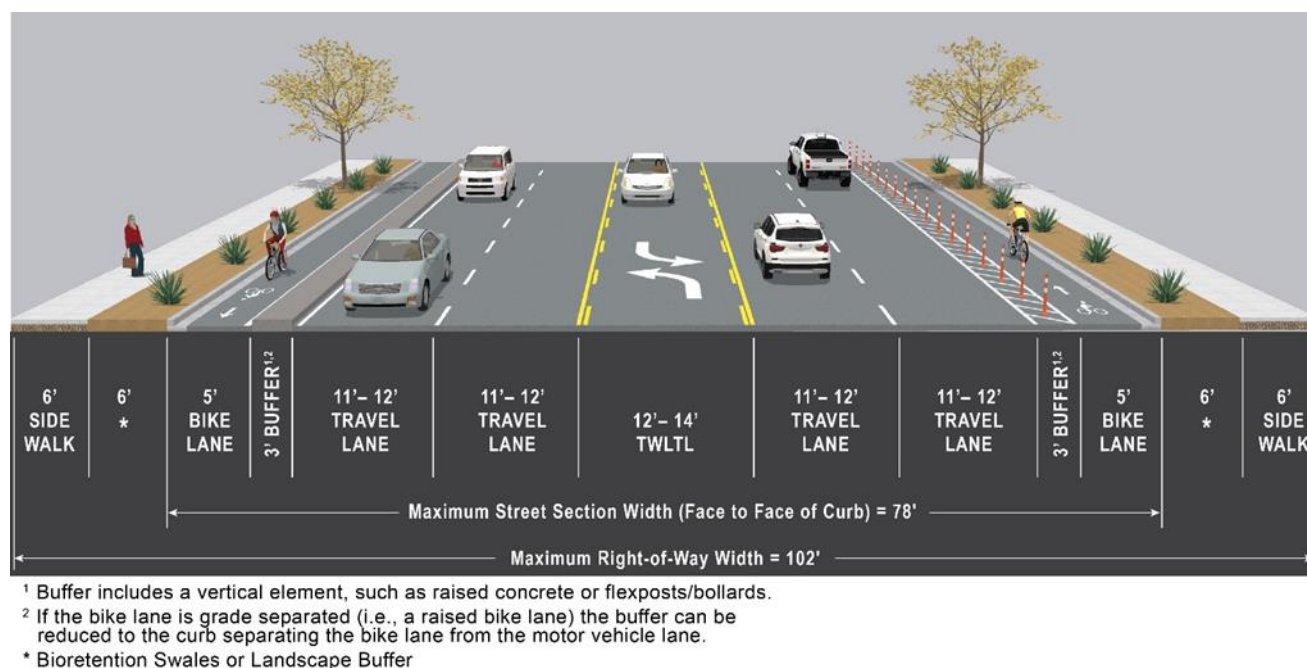


Figure 3 Principal Arterial and Five-Lane Minor Arterial Proposed Cross-Section

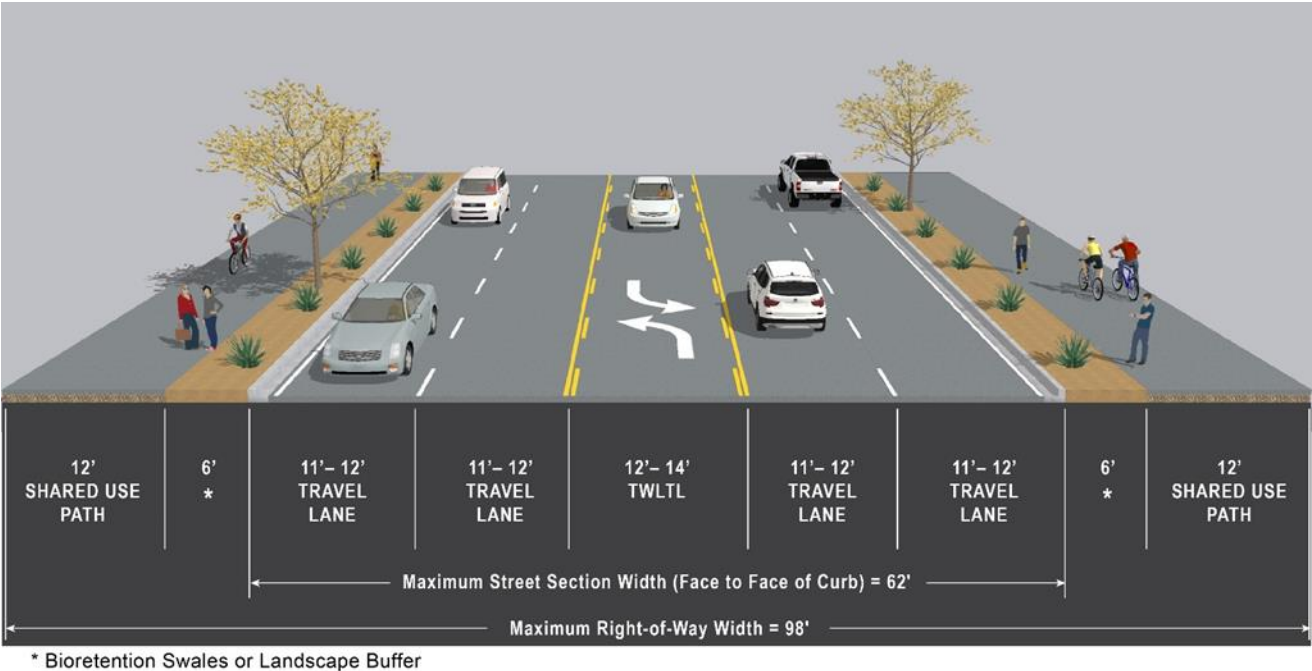
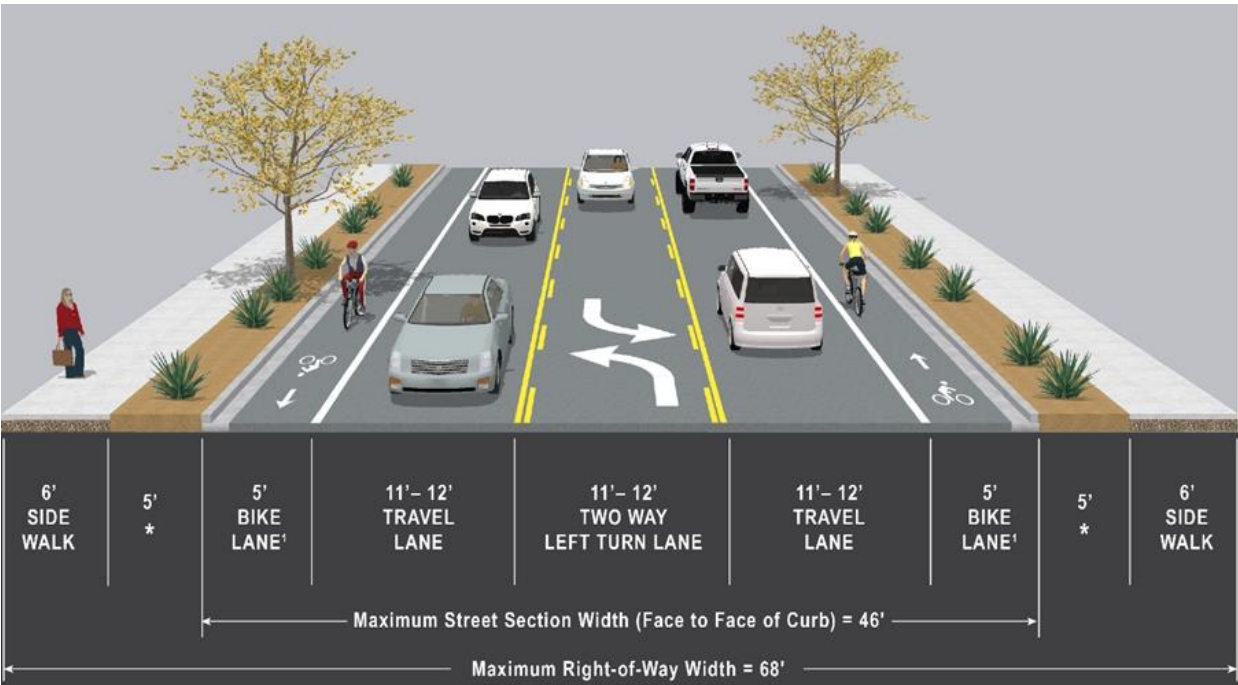


Figure 4 Principal Arterial and Five-Lane Minor Arterial Proposed Cross-Section – Shared-Use Path Option

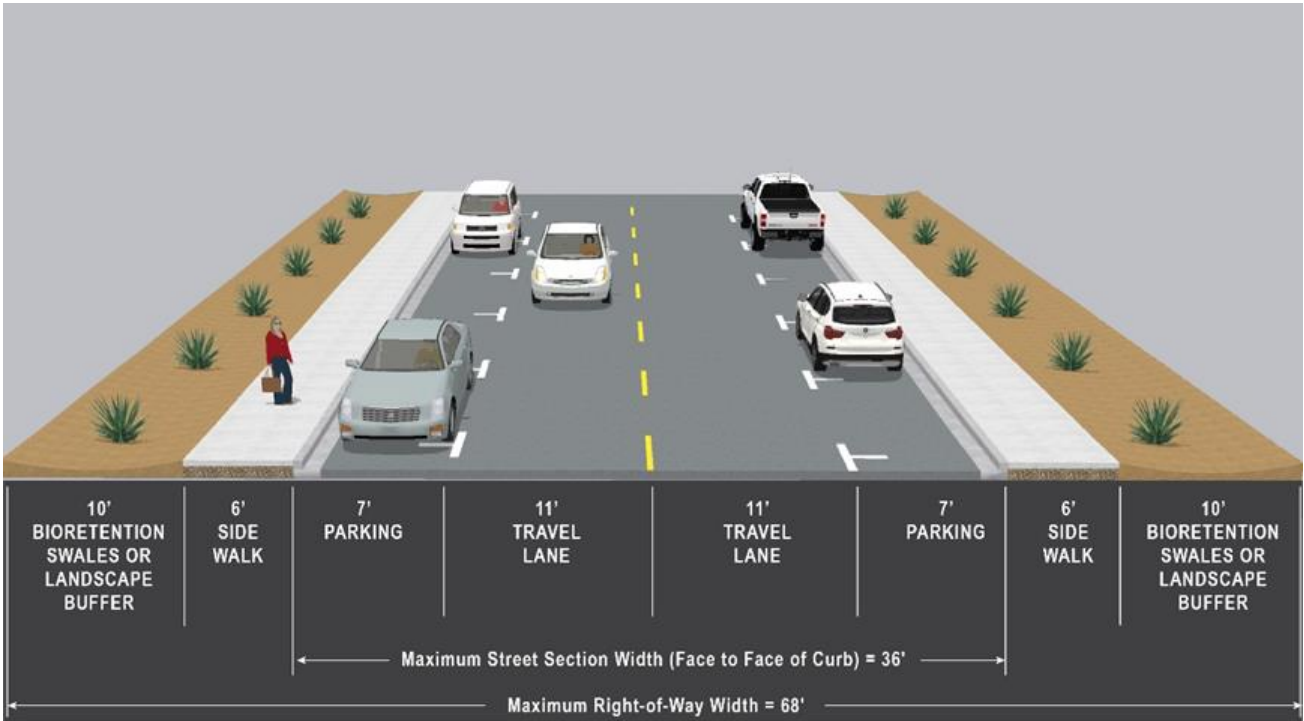


Figure 5 Three-Lane Minor Arterial Cross-Section



* Bioretention Swales or Landscape Buffer
¹Bike lane buffer recommended when roadway width is available

Figure 6 Three-Lane Collector Proposed Cross-Section



Note: Bioretention swales are not required on streets with grades greater than 2%

Figure 7 Neighborhood Collector Proposed Cross-Section

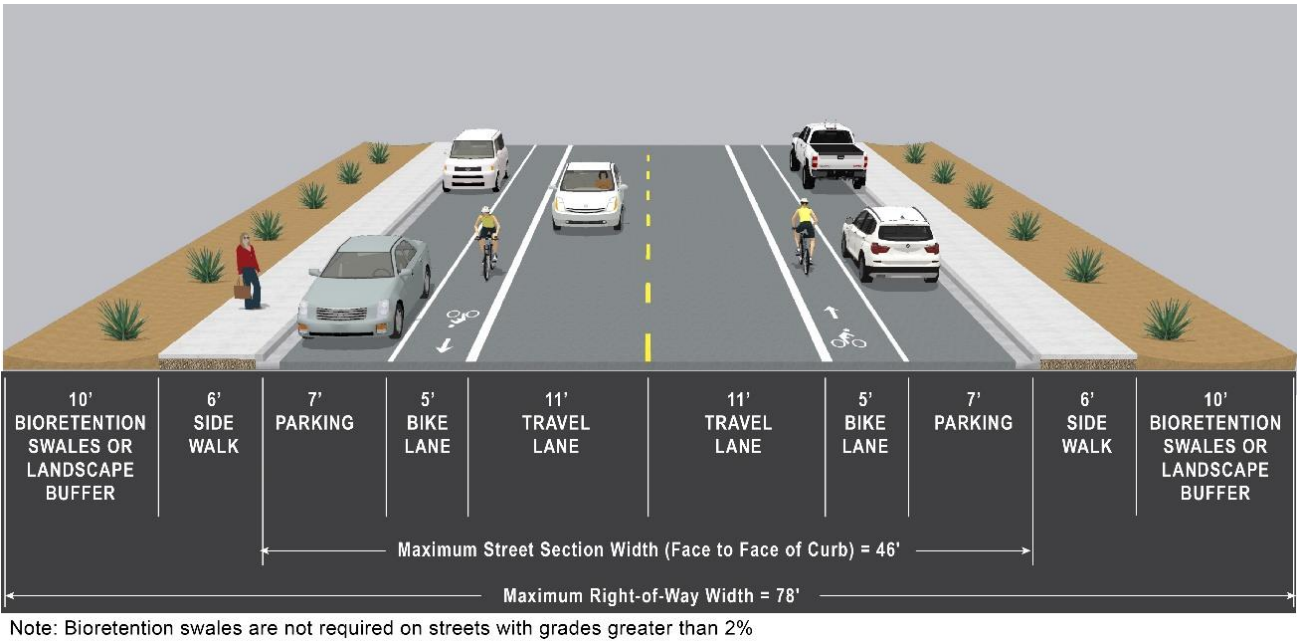


Figure 8 Neighborhood Collector with Bike Lanes Proposed Cross-Section

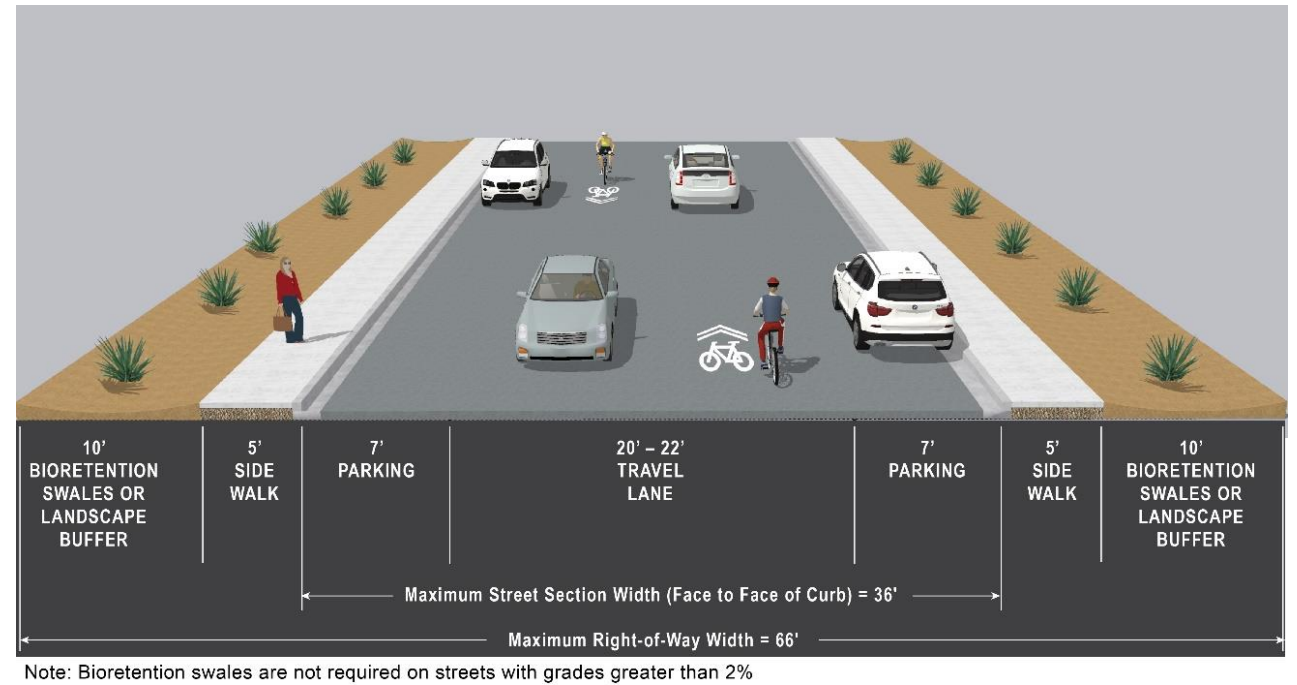
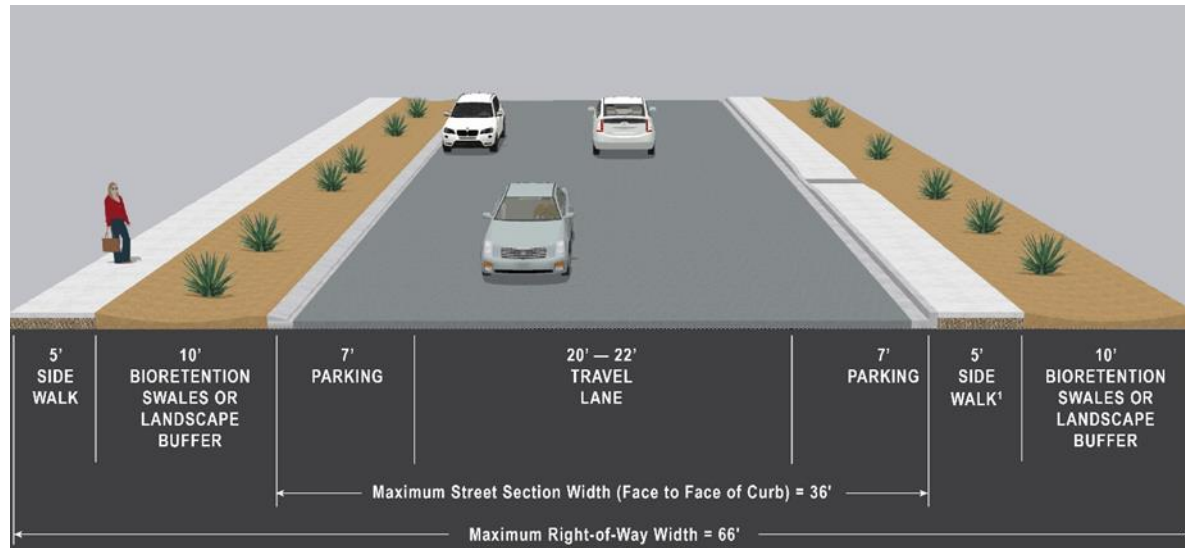


Figure 9 Local Street (With Optional Bikeway Designation) Proposed Cross-Section



¹ Curb opening drainage channel through sidewalk with expanded metal cover.

Note: Ribbon curbs or curb openings with drainage channels can be used for final street sections

Figure 10 Local Streets with Grades Equal or Less Than 2 percent

NEXT STEPS

The findings of the memorandum were presented at TAC Meeting #3, an online community open house, and an Ontario Saturday Market. Feedback received from the TAC and the community will be used to create the final design concept of East Idaho Avenue and to refine the other elements contained in this memorandum.

REFERENCES

1. Kittelson and Associates. *City of Ontario, Active Transportation Update and East Idaho Avenue Refinement Area Plan Technical Memorandum #6: Draft Design Concepts*. 2020.

ATTACHMENTS

- A. Outreach Summary
- B. East Idaho Avenue Traffic Analysis Results
- C. Revised Design Concept Graphics
- D. Wayfinding Graphics
- E. Revised Design Concept Cost Estimate

Attachment A Outreach Summary

MEMORANDUM

Date: September 11, 2020

Project #: 23858

To: Project Management Team

From: Russ Doubleday, Mark Heisinger, EIT, and Nick Foster, AICP, RSP

Project: City of Ontario, Active Transportation Update and East Idaho Avenue Refinement Area Plan

Subject: Task 4 Outreach Summary

The project team and City of Ontario recently completed outreach efforts related to the Draft Design Concept for the East Idaho Avenue Refinement Area, safe routes to school (SRTS) improvements, roadway cross-section updates, and the healthy community impact analysis. These efforts included:

- A booth at the Ontario Saturday Market on August 8, 2020.
- An online workshop held from August 7, 2020 to August 28, 2020.
- Opportunities to provide comments via the project website.

This memorandum summarizes the feedback received from the Saturday Market outreach, online workshop, and any email comments received as of September 10, 2020.

SATURDAY MARKET OUTREACH

Members of the project team had a booth at the Ontario Saturday Market (held at Moore Park) on August 8, 2020 from 10 a.m. to 2 p.m. This provided the opportunity to present the Draft Design Concept and proposed SRTS improvements to the Saturday Market attendees, answer questions related to the project, and solicit feedback on the Task 4 materials. The project team spoke with approximately 44 attendees. Verbal feedback was written down by the project team and the attendees were encouraged to provide additional feedback via the online workshop



Saturday Market Booth

Specific comments and feedback received at the Saturday Market are as follows:

■ **East Idaho Avenue Comments**

- Consider business sponsors or partnerships for trail networks
- Would like East Idaho Avenue path and river trail to be ADA accessible
- The East Idaho Avenue improvements are good, but lack connectivity to the rest of town
- There was concern about congestion and safety near the Dutch Bros access

■ **SRTS Comments**

- Areas west/northwest of Aiken Elementary needs sidewalk and crosswalk improvements.
 - There are gaps in the sidewalk (especially on Verde Drive) and limited crosswalks.
- Enhanced crossings on 4th Ave are needed
 - Grade-separated crossing in front of hospital would be ideal
 - Cars run the light at 9th St/4th Ave.
- Alameda Elementary has sidewalk gaps around the immediate vicinity of the school

■ **General Comments**

- Oregon St/Idaho Ave is uncomfortable from a driver perspective especially for WB traffic. Consider removing lanes where not necessary (it's not always clear when a lane is going to be a left-only, shared through/left, etc.).
- Make sure that beautification focuses on cost-effective treatments. More trees are needed in Ontario.
- The newspaper is a good way to share information about the project
- Would like improved ADA accessibility at the rest of the parks, especially river access points.
 - It would be nice to have a list or website that specifies which parks and Fish and Game facilities are ADA accessible.
- TVCC pathway is a great improvement that has a lot of bike/ped activity (x2)
- It is good that the City is making a public outreach effort (x2)
- A river trail like the Greenbelt would be great
- Have we considered ways to police the river trail? There are issues with homeless camps in the area (x2)
- Would like to see more green and pleasant places to walk in Ontario – especially 4th Ave
- Removing goatheads should be a priority on bike facilities

Generally, attendees were supportive of the East Idaho Avenue Draft Design Concept and were glad to see proposed improvements to walking and biking in the area, especially if the proposed pathway connected to a river trail. There were concerns raised about policing on the shared use paths (mainly the river trail) as there have been camps along the river.

Attendees identified 4th Avenue (near 9th Street), Verde Drive, and the streets adjacent to Alameda elementary as locations to prioritize for SRTS improvements.

Other general themes in the attendees' comments included the need to create more walking and biking facilities in areas with trees/greenery and praise for the TVCC pathway. Attendees were also glad to see that the City was making a public outreach effort.

ONLINE WORKSHOPS

An online workshop was held from August 7, 2020 to August 28, 2020. The online workshop presented the East Idaho Avenue Draft Design Concept, SRTS findings, proposed updated street standards, and the healthy communities impact assessment. The online workshop also provided an opportunity for attendees to provide feedback on the materials.

One comment was received through the online workshop. The comment expressed support for the Draft Design Concept and wanted to see separate through and left-turn lanes on Goodfellow Lane since that person believes this would reduce the potential for crashes.

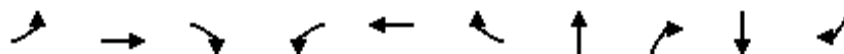
Attachment B East Idaho Avenue Traffic Analysis Results

Queues

Ontario TSP

3: E Idaho Ave & Goodfellow St

Year 2030 - Single EB Left at East Lane



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	282	1256	362	152	1232	65	376	181	135	158
v/c Ratio	1.00	0.81	0.43	0.87	0.92	0.11	1.12	0.33	0.70	0.28
Control Delay	100.9	28.7	4.8	69.1	27.6	2.8	132.6	15.7	66.3	6.4
Queue Delay	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0
Total Delay	100.9	28.7	4.8	69.1	27.9	2.8	132.6	15.7	66.3	6.4
Queue Length 50th (ft)	~270	493	35	158	668	4	~422	44	116	0
Queue Length 95th (ft)	m#463	443	39	m#220	m653	m4	#631	110	#223	53
Internal Link Dist (ft)		859			728		381		497	
Turn Bay Length (ft)	510		215	275		110		150		
Base Capacity (vph)	282	1658	890	175	1334	594	335	547	192	565
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	7	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	1.00	0.76	0.41	0.87	0.93	0.11	1.12	0.33	0.70	0.28

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.

Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

HCM Signalized Intersection Capacity Analysis

3: E Idaho Ave & Goodfellow St

Ontario TSP

Year 2030 - Single EB Left at East Lane

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	274	1218	351	147	1195	63	303	62	176	88	43	153
Future Volume (vph)	274	1218	351	147	1195	63	303	62	176	88	43	153
Ideal Flow (vphpl)	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750
Total Lost time (s)	4.5	5.0	5.0	4.5	5.0	5.0		4.5	4.5		4.5	4.5
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00		1.00	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00		0.96	1.00		0.97	1.00
Satd. Flow (prot)	1599	3197	1473	1662	3228	1377		1647	1473		1670	1444
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00		0.62	1.00		0.35	1.00
Satd. Flow (perm)	1599	3197	1473	1662	3228	1377		1061	1473		607	1444
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	282	1256	362	152	1232	65	312	64	181	91	44	158
RTOR Reduction (vph)	0	0	135	0	0	26	0	0	81	0	0	108
Lane Group Flow (vph)	282	1256	227	152	1232	39	0	376	100	0	135	50
Heavy Vehicles (%)	4%	4%	1%	0%	3%	8%	1%	7%	1%	2%	0%	3%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Perm	NA	Perm	Perm	NA	Perm
Protected Phases	5	2		1	6			8			4	
Permitted Phases			2			6	8		8	4		4
Actuated Green, G (s)	26.5	72.7	72.7	15.8	62.0	62.0		47.5	47.5		47.5	47.5
Effective Green, g (s)	26.5	72.7	72.7	15.8	62.0	62.0		47.5	47.5		47.5	47.5
Actuated g/C Ratio	0.18	0.48	0.48	0.11	0.41	0.41		0.32	0.32		0.32	0.32
Clearance Time (s)	4.5	5.0	5.0	4.5	5.0	5.0		4.5	4.5		4.5	4.5
Vehicle Extension (s)	2.5	4.8	4.8	2.5	4.8	4.8		2.5	2.5		2.5	2.5
Lane Grp Cap (vph)	282	1549	713	175	1334	569		335	466		192	457
v/s Ratio Prot	c0.18	0.39		0.09	c0.38							
v/s Ratio Perm			0.15			0.03		c0.35	0.07		0.22	0.03
v/c Ratio	1.00	0.81	0.32	0.87	0.92	0.07		1.12	0.22		0.70	0.11
Uniform Delay, d1	61.8	32.8	23.6	66.1	41.8	26.6		51.2	37.6		45.1	36.3
Progression Factor	0.95	0.78	0.63	0.70	0.52	0.24		1.00	1.00		1.00	1.00
Incremental Delay, d2	43.0	3.1	0.8	15.8	5.4	0.1		86.5	0.2		10.3	0.1
Delay (s)	101.7	28.8	15.7	62.1	27.0	6.5		137.7	37.8		55.4	36.4
Level of Service	F	C	B	E	C	A		F	D		E	D
Approach Delay (s)		37.1			29.7			105.2			45.1	
Approach LOS		D			C			F			D	
Intersection Summary												
HCM 2000 Control Delay			44.2				HCM 2000 Level of Service			D		
HCM 2000 Volume to Capacity ratio			1.01									
Actuated Cycle Length (s)			150.0				Sum of lost time (s)			14.0		
Intersection Capacity Utilization			92.4%				ICU Level of Service			F		
Analysis Period (min)			15									
c Critical Lane Group												

HCM 6th Signalized Intersection Summary

3: E Idaho Ave & Goodfellow St

Ontario TSP
Year 2030 - Single EB Left at East Lane

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	274	1218	351	147	1195	63	303	62	176	88	43	153
Future Volume (veh/h)	274	1218	351	147	1195	63	303	62	176	88	43	153
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1695	1695	1736	1750	1709	1641	1654	1654	1736	1750	1750	1709
Adj Flow Rate, veh/h	282	1256	362	152	1232	65	312	64	181	91	44	158
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	4	4	1	0	3	8	7	7	1	0	0	3
Cap, veh/h	285	1388	634	260	1342	575	44	0	466	40	11	459
Arrive On Green	0.35	0.86	0.86	0.31	0.83	0.83	0.32	0.32	0.32	0.32	0.32	0.32
Sat Flow, veh/h	1615	3221	1471	1667	3247	1391	0	0	1471	0	36	1448
Grp Volume(v), veh/h	282	1256	362	152	1232	65	376	0	181	135	0	158
Grp Sat Flow(s),veh/h/ln	1615	1611	1471	1667	1624	1391	0	0	1471	36	0	1448
Q Serve(g_s), s	26.0	36.7	10.0	11.5	40.9	1.3	0.0	0.0	14.4	0.0	0.0	12.6
Cycle Q Clear(g_c), s	26.0	36.7	10.0	11.5	40.9	1.3	47.5	0.0	14.4	47.5	0.0	12.6
Prop In Lane	1.00		1.00	1.00		1.00	0.83		1.00	0.67		1.00
Lane Grp Cap(c), veh/h	285	1388	634	260	1342	575	44	0	466	51	0	459
V/C Ratio(X)	0.99	0.90	0.57	0.59	0.92	0.11	8.56	0.00	0.39	2.62	0.00	0.34
Avail Cap(c_a), veh/h	285	1671	763	260	1342	575	44	0	466	51	0	459
HCM Platoon Ratio	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	0.56	0.56	0.56	0.26	0.26	0.26	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	48.3	8.4	6.6	47.6	11.2	7.7	75.0	0.0	39.9	64.7	0.0	39.3
Incr Delay (d2), s/veh	36.8	6.1	2.1	0.8	3.6	0.1	3448.7	0.0	0.4	783.2	0.0	0.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(95%),veh/ln	16.3	7.3	4.2	6.1	7.0	0.8	74.9	0.0	9.1	23.7	0.0	8.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	85.1	14.5	8.7	48.3	14.7	7.8	3523.7	0.0	40.3	847.9	0.0	39.6
LnGrp LOS	F	B	A	D	B	A	F	A	D	F	A	D
Approach Vol, veh/h		1900			1449			557			293	
Approach Delay, s/veh		23.9			17.9			2391.8			412.1	
Approach LOS		C			B			F			F	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	28.4	69.6		52.0	31.0	67.0		52.0				
Change Period (Y+Rc), s	5.0	* 5		4.5	4.5	5.0		4.5				
Max Green Setting (Gmax), s	10.7	* 78		47.5	26.5	62.0		47.5				
Max Q Clear Time (g_c+I1), s	13.5	38.7		49.5	28.0	42.9		49.5				
Green Ext Time (p_c), s	0.0	25.9		0.0	0.0	13.5		0.0				

Intersection Summary

HCM 6th Ctrl Delay 363.0
HCM 6th LOS F

Notes

User approved pedestrian interval to be less than phase max green.

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Queues

Ontario TSP

4: East Ln/East Lane & E Idaho Ave

Year 2030 - Single EB Left at East Lane

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	352	1164	175	395	1088	122	179	185	516	261	266	211
v/c Ratio	0.97	0.93	0.28	0.80	1.03	0.23	0.76	0.76	1.05	0.93	0.97	0.49
Control Delay	113.7	39.9	13.0	73.9	86.0	9.1	82.2	81.2	76.4	98.5	106.2	10.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	113.7	39.9	13.0	73.9	86.0	9.1	82.2	81.2	76.4	98.5	106.2	10.5
Queue Length 50th (ft)	362	305	20	194	~604	9	180	185	~266	267	274	0
Queue Length 95th (ft)	#557	#764	m62	245	#744	57	#303	#310	#499	#448	#465	75
Internal Link Dist (ft)		728			448			1219			507	
Turn Bay Length (ft)	275		150	440		240	250		250	280		280
Base Capacity (vph)	367	1252	618	600	1052	540	235	244	492	283	278	429
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.96	0.93	0.28	0.66	1.03	0.23	0.76	0.76	1.05	0.92	0.96	0.49

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.

Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

HCM Signalized Intersection Capacity Analysis

Ontario TSP

4: East Ln/East Lane & E Idaho Ave

Year 2030 - Single EB Left at East Lane

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	320	1059	159	359	990	111	209	122	470	349	130	192
Future Volume (vph)	320	1059	159	359	990	111	209	122	470	349	130	192
Ideal Flow (vphpl)	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750
Total Lost time (s)	4.5	5.0	5.0	4.5	5.0	5.0	4.5	4.5	4.5	4.5	4.5	4.5
Lane Util. Factor	1.00	0.95	1.00	0.97	0.95	1.00	0.95	0.95	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00	0.95	0.98	1.00
Satd. Flow (prot)	1646	3228	1473	3162	3260	1444	1548	1608	1458	1548	1521	1403
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00	0.95	0.98	1.00
Satd. Flow (perm)	1646	3228	1473	3162	3260	1444	1548	1608	1458	1548	1521	1403
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	352	1164	175	395	1088	122	230	134	516	384	143	211
RTOR Reduction (vph)	0	0	47	0	0	74	0	0	271	0	0	173
Lane Group Flow (vph)	352	1164	128	395	1088	48	179	185	245	261	266	38
Heavy Vehicles (%)	1%	3%	1%	2%	2%	3%	2%	2%	2%	2%	11%	6%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		8	8		4	4	
Permitted Phases			2			6			8			4
Actuated Green, G (s)	33.1	58.2	58.2	23.3	48.4	48.4	22.8	22.8	22.8	27.2	27.2	27.2
Effective Green, g (s)	33.1	58.2	58.2	23.3	48.4	48.4	22.8	22.8	22.8	27.2	27.2	27.2
Actuated g/C Ratio	0.22	0.39	0.39	0.16	0.32	0.32	0.15	0.15	0.15	0.18	0.18	0.18
Clearance Time (s)	4.5	5.0	5.0	4.5	5.0	5.0	4.5	4.5	4.5	4.5	4.5	4.5
Vehicle Extension (s)	2.5	4.8	4.8	2.5	4.8	4.8	2.5	2.5	2.5	2.5	2.5	2.5
Lane Grp Cap (vph)	363	1252	571	491	1051	465	235	244	221	280	275	254
v/s Ratio Prot	c0.21	0.36		0.12	c0.33		0.12	0.12		0.17	c0.17	
v/s Ratio Perm			0.09			0.03			c0.17			0.03
v/c Ratio	0.97	0.93	0.23	0.80	1.04	0.10	0.76	0.76	1.11	0.93	0.97	0.15
Uniform Delay, d1	58.0	43.9	30.8	61.2	50.8	35.6	61.0	61.0	63.6	60.5	61.0	51.7
Progression Factor	1.41	0.63	0.66	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	33.2	10.9	0.7	9.0	37.3	0.4	13.0	12.1	92.2	36.0	44.8	0.2
Delay (s)	115.0	38.6	20.9	70.2	88.1	36.0	74.0	73.0	155.8	96.5	105.8	51.9
Level of Service	F	D	C	E	F	D	E	E	F	F	F	D
Approach Delay (s)		52.7			79.7			121.7			87.1	
Approach LOS		D			E			F			F	
Intersection Summary												
HCM 2000 Control Delay			79.0			HCM 2000 Level of Service			E			
HCM 2000 Volume to Capacity ratio			1.02									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)			18.5			
Intersection Capacity Utilization			89.2%			ICU Level of Service			E			
Analysis Period (min)			15									
c Critical Lane Group												

HCM 6th Signalized Intersection Summary

Ontario TSP

4: East Ln/East Lane & E Idaho Ave

Year 2030 - Single EB Left at East Lane

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	320	1059	159	359	990	111	209	122	470	349	130	192
Future Volume (veh/h)	320	1059	159	359	990	111	209	122	470	349	130	192
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1736	1709	1736	1723	1723	1709	1723	1723	1723	1723	1600	1668
Adj Flow Rate, veh/h	352	1164	175	395	1088	122	182	201	516	264	312	211
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Percent Heavy Veh, %	1	3	1	2	2	3	2	2	2	2	11	6
Cap, veh/h	368	1310	594	446	1050	465	246	258	219	301	293	259
Arrive On Green	0.30	0.54	0.54	0.14	0.32	0.32	0.15	0.15	0.15	0.18	0.18	0.18
Sat Flow, veh/h	1654	3247	1471	3183	3273	1448	1641	1723	1460	1641	1600	1414
Grp Volume(v), veh/h	352	1164	175	395	1088	122	182	201	516	264	312	211
Grp Sat Flow(s),veh/h/ln	1654	1624	1471	1591	1637	1448	1641	1723	1460	1641	1600	1414
Q Serve(g_s), s	31.4	47.6	9.8	18.3	48.1	9.4	15.9	16.8	22.5	23.5	27.5	21.5
Cycle Q Clear(g_c), s	31.4	47.6	9.8	18.3	48.1	9.4	15.9	16.8	22.5	23.5	27.5	21.5
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	368	1310	594	446	1050	465	246	258	219	301	293	259
V/C Ratio(X)	0.96	0.89	0.29	0.89	1.04	0.26	0.74	0.78	2.36	0.88	1.06	0.81
Avail Cap(c_a), veh/h	369	1310	594	605	1050	465	246	258	219	301	293	259
HCM Platoon Ratio	1.33	1.33	1.33	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	0.58	0.58	0.58	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	52.1	31.8	23.0	63.3	50.9	37.8	60.9	61.3	63.7	59.6	61.3	58.8
Incr Delay (d2), s/veh	25.2	5.7	0.7	10.9	37.5	1.4	10.7	13.5	624.3	23.8	70.4	17.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(95%),veh/ln	19.8	23.2	5.7	12.7	33.9	6.4	11.9	13.2	73.2	17.5	24.5	14.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	77.3	37.5	23.8	74.2	88.5	39.1	71.7	74.8	688.0	83.4	131.7	76.1
LnGrp LOS	E	D	C	E	F	D	E	E	F	F	F	E
Approach Vol, veh/h		1691			1605			899			787	
Approach Delay, s/veh		44.4			81.2			426.2			100.6	
Approach LOS		D			F			F			F	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	25.5	65.5		32.0	37.9	53.1		27.0				
Change Period (Y+Rc), s	4.5	5.0		4.5	4.5	5.0		4.5				
Max Green Setting (Gmax), s	28.5	53.0		27.5	33.5	48.0		22.5				
Max Q Clear Time (g_c+I1), s	20.3	49.6		29.5	33.4	50.1		24.5				
Green Ext Time (p_c), s	0.7	2.9		0.0	0.0	0.0		0.0				

Intersection Summary

HCM 6th Ctrl Delay 134.0

HCM 6th LOS F

Notes

User approved pedestrian interval to be less than phase max green.

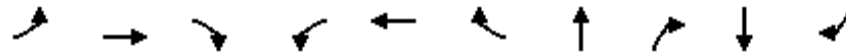
User approved volume balancing among the lanes for turning movement.

Queues

3: E Idaho Ave & Goodfellow St

Ontario TSP

Year 2030 - Dual EB Lefts at East Lane



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	282	1256	362	152	1232	65	376	181	135	158
v/c Ratio	1.00	0.81	0.43	0.47	0.93	0.11	1.10	0.33	0.68	0.28
Control Delay	100.9	28.7	4.8	53.9	37.7	3.5	125.3	15.7	63.1	6.4
Queue Delay	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0
Total Delay	100.9	28.7	4.8	53.9	38.0	3.5	125.3	15.7	63.1	6.4
Queue Length 50th (ft)	~270	493	35	80	668	5	~421	44	116	0
Queue Length 95th (ft)	m#463	443	39	m98	#752	m6	#630	110	#218	53
Internal Link Dist (ft)		859			728		381		497	
Turn Bay Length (ft)	510		215	275		110		150		
Base Capacity (vph)	282	1658	890	323	1334	594	341	554	200	571
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	7	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	1.00	0.76	0.41	0.47	0.93	0.11	1.10	0.33	0.68	0.28

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.

Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

HCM Signalized Intersection Capacity Analysis

3: E Idaho Ave & Goodfellow St

Ontario TSP

Year 2030 - Dual EB Lefts at East Lane

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	274	1218	351	147	1195	63	303	62	176	88	43	153
Future Volume (vph)	274	1218	351	147	1195	63	303	62	176	88	43	153
Ideal Flow (vphpl)	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750
Total Lost time (s)	4.5	5.0	5.0	4.5	5.0	5.0		4.5	4.5		4.5	4.5
Lane Util. Factor	1.00	0.95	1.00	0.97	0.95	1.00		1.00	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00		0.96	1.00		0.97	1.00
Satd. Flow (prot)	1599	3197	1473	3225	3228	1377		1647	1473		1670	1444
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00		0.62	1.00		0.36	1.00
Satd. Flow (perm)	1599	3197	1473	3225	3228	1377		1064	1473		623	1444
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	282	1256	362	152	1232	65	312	64	181	91	44	158
RTOR Reduction (vph)	0	0	135	0	0	26	0	0	80	0	0	107
Lane Group Flow (vph)	282	1256	227	152	1232	39	0	376	101	0	135	51
Heavy Vehicles (%)	4%	4%	1%	0%	3%	8%	1%	7%	1%	2%	0%	3%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Perm	NA	Perm	Perm	NA	Perm
Protected Phases	5	2		1	6			8			4	
Permitted Phases			2			6	8		8	4		4
Actuated Green, G (s)	26.5	72.7	72.7	15.0	61.2	61.2		48.3	48.3		48.3	48.3
Effective Green, g (s)	26.5	72.7	72.7	15.0	61.2	61.2		48.3	48.3		48.3	48.3
Actuated g/C Ratio	0.18	0.48	0.48	0.10	0.41	0.41		0.32	0.32		0.32	0.32
Clearance Time (s)	4.5	5.0	5.0	4.5	5.0	5.0		4.5	4.5		4.5	4.5
Vehicle Extension (s)	2.5	4.8	4.8	2.5	4.8	4.8		2.5	2.5		2.5	2.5
Lane Grp Cap (vph)	282	1549	713	322	1317	561		342	474		200	464
v/s Ratio Prot	c0.18	0.39		0.05	c0.38							
v/s Ratio Perm			0.15			0.03		c0.35	0.07		0.22	0.04
v/c Ratio	1.00	0.81	0.32	0.47	0.94	0.07		1.10	0.21		0.68	0.11
Uniform Delay, d1	61.8	32.8	23.6	63.8	42.5	27.1		50.9	37.0		44.1	35.7
Progression Factor	0.95	0.78	0.63	0.78	0.66	0.29		1.00	1.00		1.00	1.00
Incremental Delay, d2	43.0	3.1	0.8	0.5	9.2	0.1		78.1	0.2		7.9	0.1
Delay (s)	101.7	28.8	15.7	50.0	37.4	8.1		128.9	37.2		52.0	35.8
Level of Service	F	C	B	D	D	A		F	D		D	D
Approach Delay (s)		37.1			37.4			99.1			43.3	
Approach LOS		D			D			F			D	
Intersection Summary												
HCM 2000 Control Delay			45.9				HCM 2000 Level of Service				D	
HCM 2000 Volume to Capacity ratio			1.01									
Actuated Cycle Length (s)			150.0				Sum of lost time (s)			14.0		
Intersection Capacity Utilization			92.4%				ICU Level of Service			F		
Analysis Period (min)			15									
c Critical Lane Group												

HCM 6th Signalized Intersection Summary

3: E Idaho Ave & Goodfellow St

Ontario TSP
Year 2030 - Dual EB Lefts at East Lane

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	274	1218	351	147	1195	63	303	62	176	88	43	153
Future Volume (veh/h)	274	1218	351	147	1195	63	303	62	176	88	43	153
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1695	1695	1736	1750	1709	1641	1654	1654	1736	1750	1750	1709
Adj Flow Rate, veh/h	282	1256	362	152	1232	65	312	64	181	91	44	158
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	4	4	1	0	3	8	7	7	1	0	0	3
Cap, veh/h	285	1388	634	504	1342	575	44	0	466	40	11	459
Arrive On Green	0.35	0.86	0.86	0.31	0.83	0.83	0.32	0.32	0.32	0.32	0.32	0.32
Sat Flow, veh/h	1615	3221	1471	3233	3247	1391	0	0	1471	0	36	1448
Grp Volume(v), veh/h	282	1256	362	152	1232	65	376	0	181	135	0	158
Grp Sat Flow(s),veh/h/ln	1615	1611	1471	1617	1624	1391	0	0	1471	36	0	1448
Q Serve(g_s), s	26.0	36.7	10.0	5.4	40.9	1.3	0.0	0.0	14.4	0.0	0.0	12.6
Cycle Q Clear(g_c), s	26.0	36.7	10.0	5.4	40.9	1.3	47.5	0.0	14.4	47.5	0.0	12.6
Prop In Lane	1.00		1.00	1.00		1.00	0.83		1.00	0.67		1.00
Lane Grp Cap(c), veh/h	285	1388	634	504	1342	575	44	0	466	51	0	459
V/C Ratio(X)	0.99	0.90	0.57	0.30	0.92	0.11	8.56	0.00	0.39	2.62	0.00	0.34
Avail Cap(c_a), veh/h	285	1671	763	504	1342	575	44	0	466	51	0	459
HCM Platoon Ratio	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	0.56	0.56	0.56	0.54	0.54	0.54	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	48.3	8.4	6.6	45.4	11.2	7.7	75.0	0.0	39.9	64.7	0.0	39.3
Incr Delay (d2), s/veh	36.8	6.1	2.1	0.1	6.8	0.2	3448.7	0.0	0.4	783.2	0.0	0.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(95%),veh/ln	16.3	7.3	4.2	3.8	8.6	0.8	74.9	0.0	9.1	23.7	0.0	8.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	85.1	14.5	8.7	45.6	18.0	8.0	3523.7	0.0	40.3	847.9	0.0	39.6
LnGrp LOS	F	B	A	D	B	A	F	A	D	F	A	D
Approach Vol, veh/h	1900			1449			557			293		
Approach Delay, s/veh	23.9			20.4			2391.8			412.1		
Approach LOS	C			C			F			F		
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	28.4	69.6		52.0	31.0	67.0		52.0				
Change Period (Y+Rc), s	5.0	* 5		4.5	4.5	5.0		4.5				
Max Green Setting (Gmax), s	10.7	* 78		47.5	26.5	62.0		47.5				
Max Q Clear Time (g_c+I1), s	7.4	38.7		49.5	28.0	42.9		49.5				
Green Ext Time (p_c), s	0.1	25.9		0.0	0.0	13.5		0.0				

Intersection Summary

HCM 6th Ctrl Delay 363.9

HCM 6th LOS F

Notes

User approved pedestrian interval to be less than phase max green.

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Queues

Ontario TSP

4: East Ln/East Lane & E Idaho Ave

Year 2030 - Dual EB Lefts at East Lane

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	352	1164	175	395	1088	122	179	185	516	261	266	211
v/c Ratio	0.77	0.93	0.28	0.80	0.83	0.19	0.76	0.76	1.05	0.93	0.97	0.49
Control Delay	86.3	39.9	13.0	73.9	47.6	7.5	82.2	81.2	76.4	98.5	106.2	10.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	86.3	39.9	13.0	73.9	47.6	7.5	82.2	81.2	76.4	98.5	106.2	10.5
Queue Length 50th (ft)	184	305	20	194	501	8	180	185	~266	267	274	0
Queue Length 95th (ft)	236	#764	m62	245	#667	53	#303	#310	#499	#448	#465	75
Internal Link Dist (ft)		728			448			1219			507	
Turn Bay Length (ft)	275		150	440		240	250		250	280		280
Base Capacity (vph)	713	1252	618	600	1306	643	235	244	492	283	278	429
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.49	0.93	0.28	0.66	0.83	0.19	0.76	0.76	1.05	0.92	0.96	0.49

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.

Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

HCM Signalized Intersection Capacity Analysis

Ontario TSP

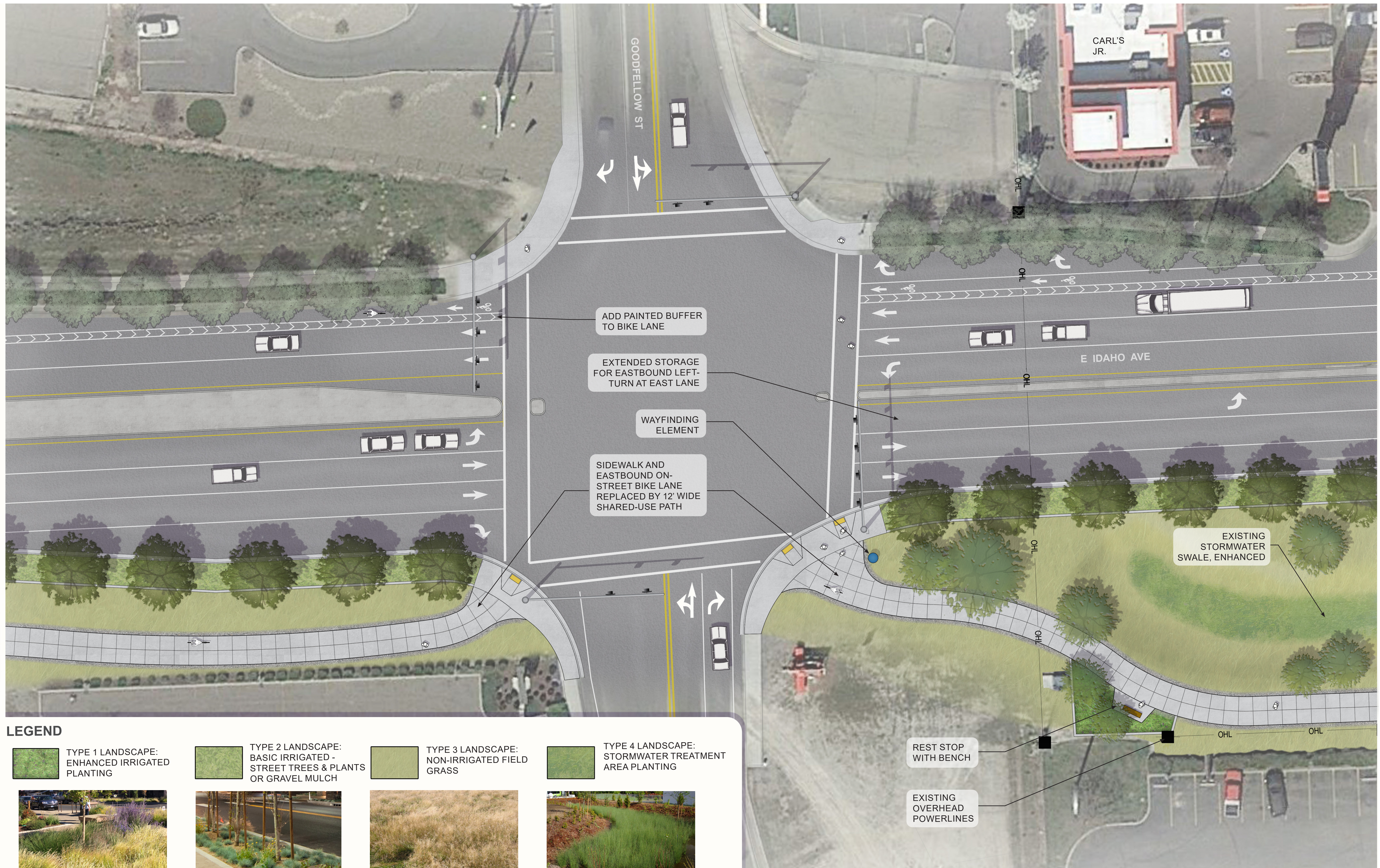
4: East Ln/East Lane & E Idaho Ave

Year 2030 - Dual EB Lefts at East Lane

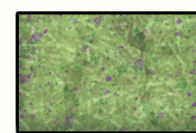
												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	320	1059	159	359	990	111	209	122	470	349	130	192
Future Volume (vph)	320	1059	159	359	990	111	209	122	470	349	130	192
Ideal Flow (vphpl)	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750
Total Lost time (s)	4.5	5.0	5.0	4.5	5.0	5.0	4.5	4.5	4.5	4.5	4.5	4.5
Lane Util. Factor	0.97	0.95	1.00	0.97	0.95	1.00	0.95	0.95	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00	0.95	0.98	1.00
Satd. Flow (prot)	3193	3228	1473	3162	3260	1444	1548	1608	1458	1548	1521	1403
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00	0.95	0.98	1.00
Satd. Flow (perm)	3193	3228	1473	3162	3260	1444	1548	1608	1458	1548	1521	1403
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	352	1164	175	395	1088	122	230	134	516	384	143	211
RTOR Reduction (vph)	0	0	47	0	0	65	0	0	271	0	0	173
Lane Group Flow (vph)	352	1164	128	395	1088	57	179	185	245	261	266	38
Heavy Vehicles (%)	1%	3%	1%	2%	2%	3%	2%	2%	2%	2%	11%	6%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		8	8		4	4	
Permitted Phases			2			6			8			4
Actuated Green, G (s)	21.4	58.2	58.2	23.3	60.1	60.1	22.8	22.8	22.8	27.2	27.2	27.2
Effective Green, g (s)	21.4	58.2	58.2	23.3	60.1	60.1	22.8	22.8	22.8	27.2	27.2	27.2
Actuated g/C Ratio	0.14	0.39	0.39	0.16	0.40	0.40	0.15	0.15	0.15	0.18	0.18	0.18
Clearance Time (s)	4.5	5.0	5.0	4.5	5.0	5.0	4.5	4.5	4.5	4.5	4.5	4.5
Vehicle Extension (s)	2.5	4.8	4.8	2.5	4.8	4.8	2.5	2.5	2.5	2.5	2.5	2.5
Lane Grp Cap (vph)	455	1252	571	491	1306	578	235	244	221	280	275	254
v/s Ratio Prot	0.11	c0.36		c0.12	0.33		0.12	0.12		0.17	c0.17	
v/s Ratio Perm			0.09			0.04			c0.17			0.03
v/c Ratio	0.77	0.93	0.23	0.80	0.83	0.10	0.76	0.76	1.11	0.93	0.97	0.15
Uniform Delay, d1	62.0	43.9	30.8	61.2	40.4	28.0	61.0	61.0	63.6	60.5	61.0	51.7
Progression Factor	1.25	0.63	0.66	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	6.0	10.9	0.7	9.0	6.3	0.3	13.0	12.1	92.2	36.0	44.8	0.2
Delay (s)	83.4	38.7	21.0	70.2	46.8	28.4	74.0	73.0	155.8	96.5	105.8	51.9
Level of Service	F	D	C	E	D	C	E	E	F	F	F	D
Approach Delay (s)		46.1			51.1			121.7			87.1	
Approach LOS		D			D			F			F	
Intersection Summary												
HCM 2000 Control Delay			67.5			HCM 2000 Level of Service			E			
HCM 2000 Volume to Capacity ratio			0.94									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)			18.5			
Intersection Capacity Utilization			89.2%			ICU Level of Service			E			
Analysis Period (min)			15									
c Critical Lane Group												

HCM 6th Edition methodology does not support turning movements with shared & exclusive lanes.

Attachment C Revised Design Concept Graphics



LEGEND



TYPE 1 LANDSCAPE:
ENHANCED IRRIGATED
PLANTING



TYPE 2 LANDSCAPE:
BASIC IRRIGATED -
STREET TREES & PLANTS
OR GRAVEL MULCH



TYPE 3 LANDSCAPE:
NON-IRRIGATED FIELD
GRASS



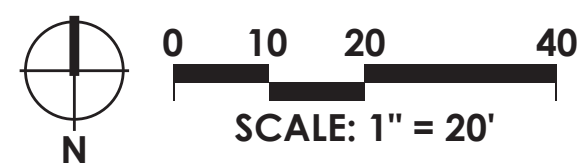
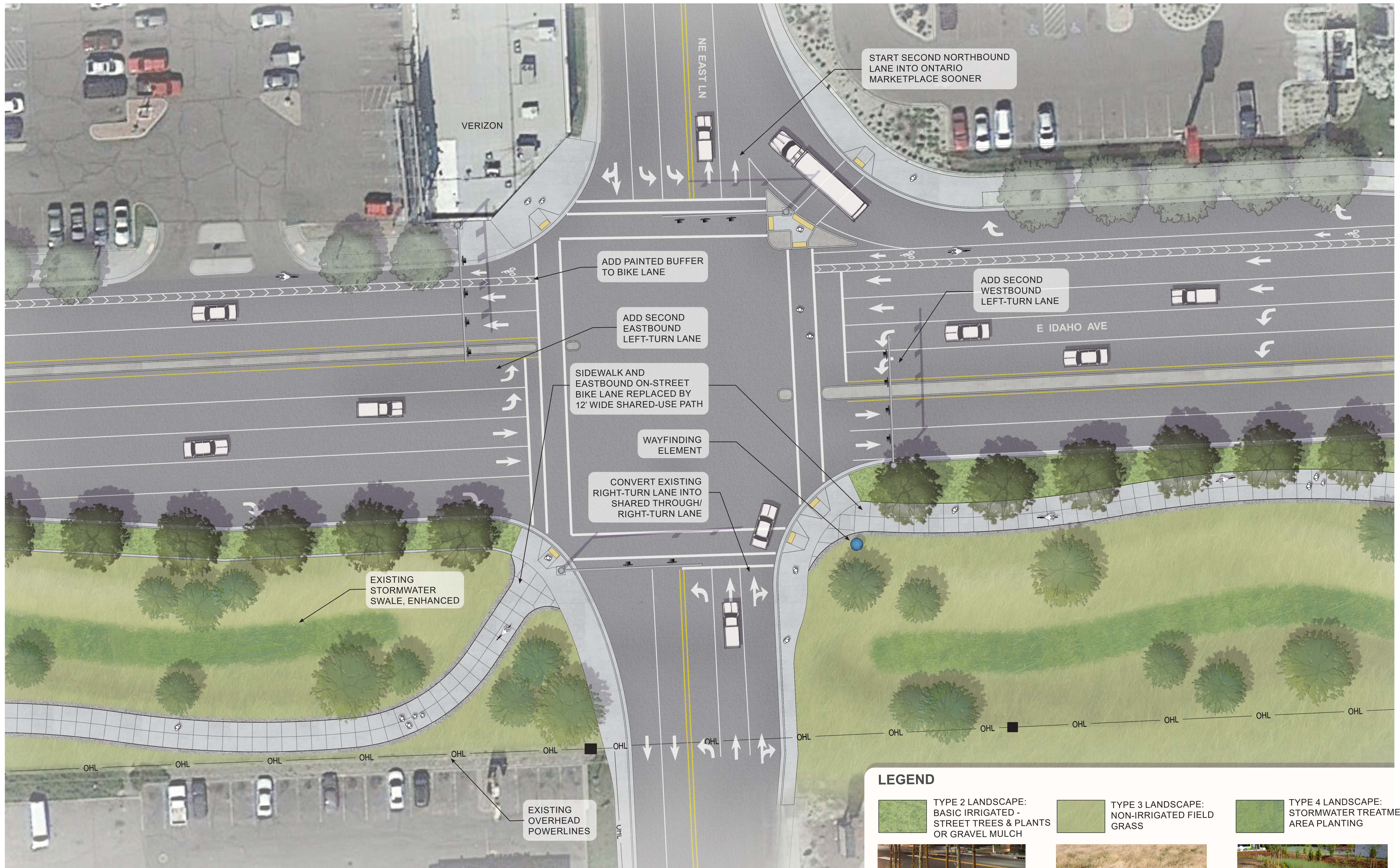
TYPE 4 LANDSCAPE:
STORMWATER TREATMENT
AREA PLANTING



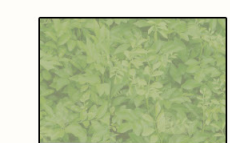
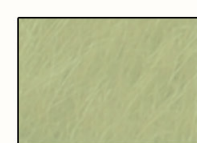
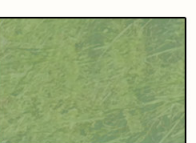
0 10 20 40
SCALE: 1" = 20'

GOODFELLOW ST. INTERSECTION ENLARGEMENT PLAN

EAST IDAHO AVENUE REFINEMENT AREA PLAN

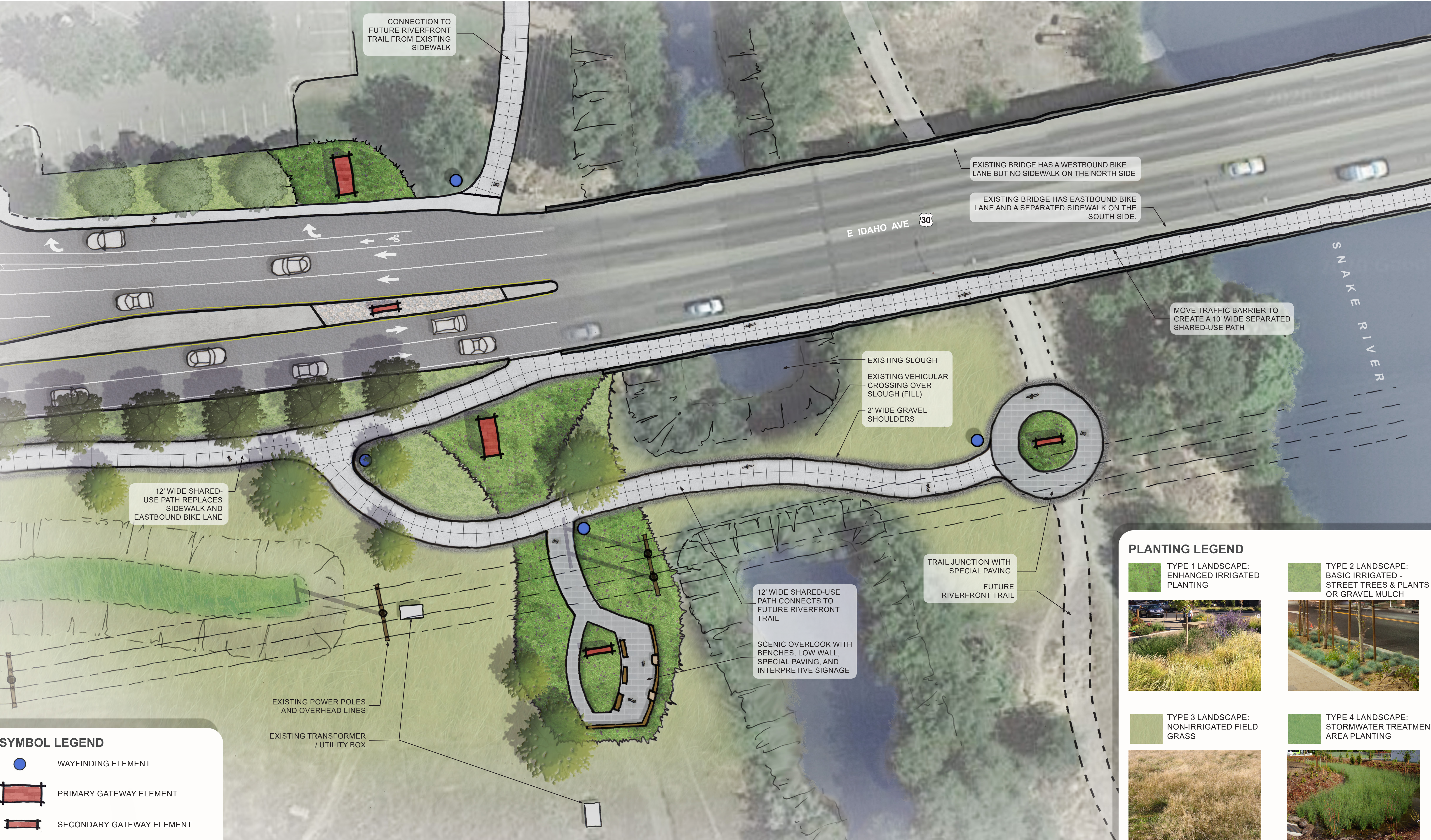


LEGEND

 TYPE 2 LANDSCAPE: BASIC IRRIGATED - STREET TREES & PLANTS OR GRAVEL MULCH 	 TYPE 3 LANDSCAPE: NON-IRRIGATED FIELD GRASS 	 TYPE 4 LANDSCAPE: STORMWATER TREATMENT AREA PLANTING 
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EAST LN. INTERSECTION ENLARGMENT PLAN

EAST IDAHO AVENUE REFINEMENT AREA PLAN



SYMBOL LEGEND

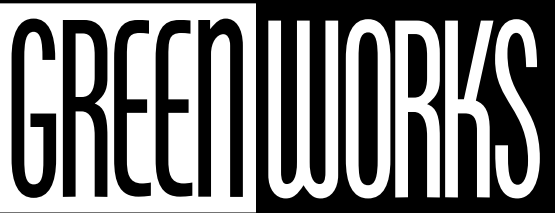
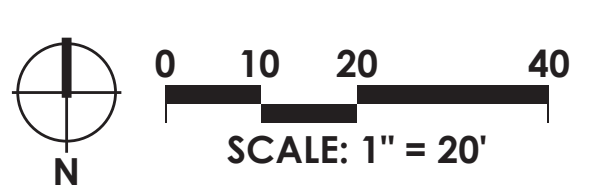
- WAYFINDING ELEMENT
- PRIMARY GATEWAY ELEMENT
- SECONDARY GATEWAY ELEMENT

PLANTING LEGEND

 TYPE 1 LANDSCAPE: ENHANCED IRRIGATED PLANTING	 TYPE 2 LANDSCAPE: BASIC IRRIGATED - STREET TREES & PLANTS OR GRAVEL MULCH
 TYPE 3 LANDSCAPE: NON-IRRIGATED FIELD GRASS	 TYPE 4 LANDSCAPE: STORMWATER TREATMENT AREA PLANTING

TRAIL JUNCTION AND OVERLOOK ENLARGEMENT

EAST IDAHO AVENUE REFINEMENT AREA PLAN



09.10.2020

Attachment D Wayfinding Graphics

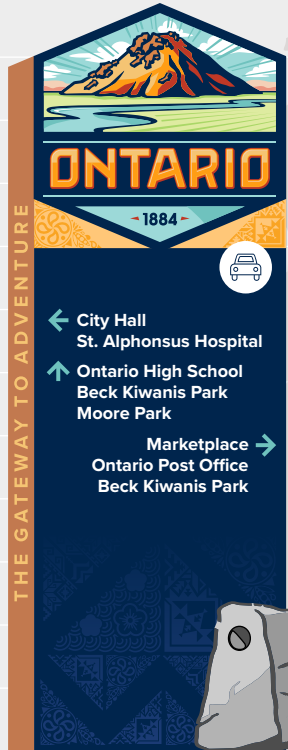
OPTION 2 : VIEW POINT



18
17
16
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4
3



WELCOME TO ONTARIO (at major decision points- off highway)



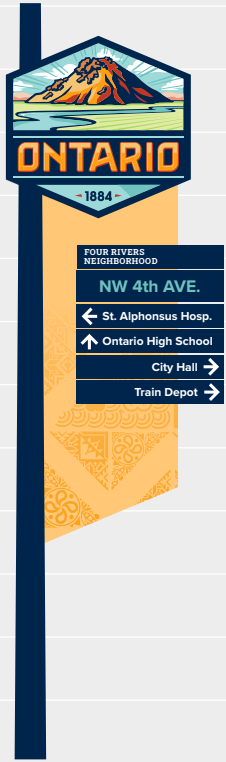
VEHICULAR DIRECTIONAL SIGN (at major decision points)



PEDESTRIAN DIRECTIONAL SIGN (throughout walkable dt)



INFORMATIONAL SIGNAGE



VEHICULAR DIRECTIONAL SIGN (mid-neighborhood)



PEDESTRIAN DIRECTIONAL SIGN (at major decisions throughout trails)



PEDESTRIAN DIRECTIONAL SIGN (throughout trails)



FLAG POLE DESIGN



NEIGHBORHOOD SIGNAGE



OPTION 2 : VIEW POINT



CONCEPTUAL RENDERS

208.949.1160
915 West Royal Boulevard
Boise, Idaho 83706



TRADEMARK
DESIGN | FABRICATION

Attachment E Revised Design Concept Cost Estimate

CITY OF ONTARIO, OREGON
ACTIVE TRANSPORTATION UPDATE AND EAST IDAHO AVENUE REFINEMENT PLAN
PRELIMINARY COST ESTIMATE
(YEAR 2020 COSTS)
September 11, 2020

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
1	Mobilization/Demobilization	LS	\$ 230,000	All Req'd	\$ 230,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	67,000	All Req'd	67,000
3	Asphalt Concrete Pavement	TON	100	825	82,500
4	Aggregate Base	TON	30	4,600	138,000
5	Geotextile Fabric	SY	2	11,250	22,500
6	12-foot by 4-inch Concrete Multi-use Path	SY	50	6,050	302,500
7	4-inch Concrete (Roundabout/Overlook/Median)	SY	50	630	31,500
8	Type 1 Landscaping	ACRE	2,000	0.5	1,000
9	Type 2 Landscaping	ACRE	1,800	0.6	1,100
10	Type 3 Landscaping	ACRE	1,500	2.7	4,100
11	Type 4 Landscaping	ACRE	2,500	1	2,500
12	Topsoil for Landscaping	CY	30	8,500	255,000
13	Small Tree	EA	400	67	26,800
14	Large Tree	EA	1,000	12	12,000
15	12-inch Concrete Flush Curb	LF	50	2,550	127,500
16	6-inch Concrete Curb and Gutter	LF	25	2,000	50,000
17	Primary Gateway Element	EA	1,000	3	3,000
18	Secondary Gateway Element	EA	500	6	3,000
19	Irrigation for Landscaping (Types 1 and 2)	LF	25	3,900	97,500
20	Pedestrian Bridge	SF	225	1,800	405,000
21	Additional for Curb Ramps	EA	2,000	9	18,000
22	Stormwater Improvements (Inlet/Outlet)	LS	20,000	All Req'd	20,000
23	Relocate Concrete Barriers on Bridges	LS	12,000	All Req'd	12,000
24	Sawcut Asphalt/Concrete	LF	4	6,300	25,200
25	Relocate Signalized Pedestrian Crossing Post	EA	50,000	2	100,000
26	Relocate Streetlight	EA	15,000	1	15,000
27	Remove and Relocate Existing Sign	EA	500	4	2,000
28	Remove and Relocate Storm Inlet	EA	5,000	2	10,000
29	Permanent Signing and Striping	LS	25,000	All Req'd	25,000
30	Demolition of Concrete Sidewalk	SY	20	10,000	200,000
31	Demolition of Concrete Curb and Gutter	LF	5	1,400	7,000
32	Demolition of Roadway	SY	3	32,000	96,000
33	Demolition of Concrete Tree Boxes	EA	50	13	700
34	Demolition of Tree Removal (0- to 24-inch diameter)	EA	700	18	12,600
35	Earthwork	LS	20,000	All Req'd	20,000
36	Erosion Control	LS	107,000	All Req'd	107,000
Total Estimated Construction Cost					\$ 2,533,000
Preliminary Engineering (15%)					380,000
Construction Engineering (15%)					380,000
Construction Contingencies (20%)					507,000
TOTAL ESTIMATED PROJECT COST (2020)					\$ 3,800,000

MEMORANDUM

Date:	December 30, 2020	Project #: 23858
To:	Project Management Team	
From:	Mark Heisinger, EIT, Russ Doubleday, Nick Foster, AICP, RSP, and Matt Hughart, AICP; Kittelison & Associates	
Project:	City of Ontario, Active Transportation Update and East Idaho Avenue Refinement Area Plan	
Subject:	Technical Memo #9: Transportation Solutions	

This memorandum provides a proposed set of walking/rolling, biking, and crossing projects to be included in the City of Ontario's update to its 2006 Transportation System Plan (TSP). These projects address the gaps and deficiencies identified in *Technical Memorandum #2: Baseline Transportation Assessment* and along the Safe Routes to School (SRTS) network presented in *Technical Memorandum #6: Draft Design Concepts*, as well as public feedback received through multiple engagement efforts. This memorandum also presents a draft prioritization that emphasizes realistic, lower-cost projects to address critical gaps. The recommended projects in this memorandum will be considered for the final TSP update as part of the review and comment process by the Technical Advisory Committee (TAC), Project Management Team (PMT), and the general public.

PROJECT ALTERNATIVES DEVELOPMENT AND SCREENING

The project team developed project alternatives to address the gaps and deficiencies identified in Technical Memoranda #2 and #6. These gaps and deficiencies were identified through feedback provided by the general public, stakeholders the TAC and PMT, the project team's technical analysis (i.e., level of traffic stress [LTS] and qualitative multimodal analysis [QMA]), and previous work by the City to develop a SRTS network. The bikeway selection guidance provided in the Oregon Department of Transportation's (ODOT's) *Blueprint for Urban Design* informed the project team's bikeway recommendations.

In many instances, the project team considered multiple project alternatives for a single gap or deficiency. In these instances, the project team evaluated the different alternatives against the evaluation criteria described in *Technical Memorandum #5: Vision Statement and Guiding Principles*. When the evaluation criteria did not produce a clear choice among alternatives, the project team placed additional weight on the overall project vision of making walking/rolling and biking safer and more comfortable all of Ontario's residents and visitors.

City of Ontario Parks and Recreation Master Plan Paths

In 2018, the City of Ontario completed its *Parks and Recreation Master Plan*. This plan included 14 trail recommendations in and around Ontario, and Figure 1 and Figure 4 include the recommended trail network from this plan. Several trail projects coincide with proposed walking and biking improvements. These include:

- The Treasure Valley Connector Trail along Park Boulevard
- The North-South Connector along NW/SW 9th Avenue from Lions Park to the Malheur County Fairgrounds
- The Cross Town Trail on SW 14th Avenue

PRIORITIZATION

Table 1 shows the four criteria that were used to prioritize walking/rolling, crossing, and biking projects in Ontario. The project team developed the final project prioritization criteria by incorporating criteria contained in Technical Memorandum #5.

Table 1. Factor Description and Weighting for Prioritization

Factor	Criteria	Detail	Weight
Safety	ODOT Bicycle/Pedestrian Safety Plan Draft Criteria • Roadway classification • Number of roadway lanes • Posted speed • Bike lane presence/ sidewalk presence • Mixed-Use zoning • Proximity to schools • Proximity to transit stops • High population of residents over the age of 64	This criterion is a summation of transportation and land use elements that have been shown to impact crash risk for people walking and biking. The resulting index scores were split so that an approximately equal number of segments fell into each of the high, medium, and low categories.	25%
Equity	Transportation Disadvantaged Populations Index	This criterion comes from ODOT's Active Transportation Needs Inventory (ATNI). This index is designed to prioritize improvements on highway segments that serve areas with high numbers of transportation disadvantaged residents and environmental justice communities that have been traditionally underserved. It uses the most recent available American Community Survey data at the block group level for the following attributes: • 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 (aggregate of census populations who speak English "not well" or "not at all") • Households without access to a vehicle	25%

Factor	Criteria	Detail	Weight
		People with a disability (severe or non-severe disability) Each block group received a single TDP score that applied to all segments within the block group. If a segment touched more than one block group, then the block group that contained the majority of the segment was used.	
Connectivity and Accessibility	Access to key destinations	This criterion examines whether a proposed pedestrian or bicycle project would provide a connection to a key destination (defined as schools, parks, and major job locations). Segments that provide a connection to such a destination received a score of 1 and all other segments received a score of 0.	25%
Cost and Implementation	Project cost and project implementation/feasibility	This criterion examines the relative cost of projects and whether there are any significant physical and legal barriers (i.e. right-of-way). Pedestrian segments were scored on a -1, 0, and 1 scale based on how complete the existing sidewalk segment was (segments received a score of -1 if very little to no sidewalk existed). Since sidewalk construction costs are assumed to be relatively similar, the pedestrian prioritization examines significant physical barriers only. Bike segments were scored on: 1) Relative costs scored protected bike lanes as the most costly, buffered bike lanes and standard bike lanes as moderately costly, and shared lanes as the least costly. 2) Physical and legal barriers were assessed on a similar three-tier scale from lacking curb-to-curb width or right-of-way for the specified treatment to having adequate space to implement the treatment. These combined scores (each were scored on a -1, 0, and 1 scale) were added together for an overall bike cost and implementation score.	25%

Full prioritization scores for each project can be found in Attachment “A.”

PROPOSED WALKING/ROLLING PROJECTS

Figure 1 presents the proposed walking/rolling and intersections projects for the Ontario Active Transportation Plan. Attachment “B” includes the project alternatives for each site.

Sidewalk Projects

The City’s Safe Routes to School map and roadway segments that connect to key destinations, such as schools, parks, and major job centers, create the foundation for the City’s desired continuous sidewalk network. Figure 1 shows the proposed sidewalk network in Ontario.

There are 42 sidewalk projects identified in Figure 1. Table 2 prioritizes these projects into high-priority, medium-priority, and low-priority projects for construction using the criteria identified in Table 1. Prioritized projects are shown in Figure 2.

Table 2. Prioritized Sidewalk Improvement Projects

ID	Roadway	Segment	Proposed Project
High-Priority Segments			
S1	E Idaho Ave	I-84 eastbound ramps to Snake River	Build shared-use path on south side of roadway
P1	Sunset Dr	SW 4 th Ave to City Limits	Infill sidewalk on both sides of roadway
P2	SW 8 th Ave/ Alameda Dr/SW 14 th Ave	SW 8 th Ave: Alameda Dr to SW 12 th St Alameda Dr: SW 8 th Ave to SW 14 th Ave SW 14 th : Alameda Dr to Park Blvd	Build shared-use path with parallel parking on Alameda Drive from SW 8 th Avenue to SW 14 th Avenue, infill sidewalk on both sides of roadway along rest of segment
P3	SE 5 th Ave	SE 5 th St to East Ln	Construct sidewalk on both sides of roadway
P4	Verde Dr	NW 4 th Ave to SW 4 th Ave	Construct sidewalk on both sides of roadway
P5	S Dorian Way	W Idaho Ave to SW 4 th Ave	Infill sidewalk on both sides of roadway
P6	SW 10 th St/SW 2 nd Ave	SW 10 th St: W Idaho Ave to SW 2 nd Ave SW 2 nd Ave: SW 10 th St to Ontario Middle School	Infill sidewalk on both sides of roadway
P7	E Idaho Ave	Oregon St to I-84 eastbound ramps	Reconstruct sidewalks where necessary and install barriers to prevent dirt and debris from washing over the sidewalks
P8	Park Blvd	SW 5 th Ave to Evergreen Cemetery	Construct shared-use path on the east side of the road
P9	SW 5 th Ave	SW 12 th St to SE 5 th St	Construct sidewalk on both sides of roadway
P10	SW 14 th Ave/SW 4 th St/Park Blvd	SW 14 th Ave: Park Blvd to SW 4 th St SW 4 th St: SW 14 th Ave to SW 18 th Ave Park Blvd: SW 14 th Ave to SW 18 th Ave	Construct sidewalk on both sides of roadway
P11	Sears Dr/NW 12 th St	Sears Dr: NW 4 th Ave to NW 12 th St NW 12 th St: Sears Dr to W Idaho Ave	Construct sidewalk on both sides of roadway
P12	SW 4 th St	SW 3 rd Ave to SW 11 th Ave	Infill sidewalk on both sides of roadway
P13	SW 7 th St/SW 6 th St/SW 3 rd Ave	SW 7 th St: SW 2 nd Ave to SW 4 th Ave SW 6 th St: SW 2 nd Ave to SW 5 th Ave SW 3 rd Ave: SW 7 th St to SW 6 th St	Infill sidewalk on both sides of roadway
P14	SW 5 th St/SW 1 st Ave	SW 5 th St: W Idaho Ave to SW 1 st Ave SW 1 st Ave: SW 5 th St to SW 4 th St	Infill sidewalk on both sides of roadway
P15	SW 2 nd Ave	SW 2 th St to S Oregon St	Infill sidewalk on both sides of roadway
P16	SW 12 th St /Locust Way/SW 11 th St	SW 12 th St: SW 3 rd Ave to Locust Way Locust Way: SW 12 th St to SW 11 th St SW 11 th St: Locust Way to SW 14 th Ave	Infill sidewalk on both sides of roadway
Medium-Priority Segments			
P17	SW 2 nd St/SW 11 th Ave/Park Blvd	SW 2 nd St: SW 5 th Ave to SW 11 th Ave SW 11 th Ave: SW 2 nd St to Park Blvd Park Blvd: SW 11 th Ave to SW 14 th Ave	Construct sidewalk on both sides of roadway
P18	NW 4 th Ave	N Park Blvd to N Oregon St	Construct sidewalk on both sides of roadway
P19	E Idaho Ave Area Sidewalks	Tapadera Ave: Lincoln Ave to Clarion Inn Access SW 13 th St: SE 1 st Ave to SE 5 th Ave Goodfellow St: E Idaho Ave to End of Roadway	Infill sidewalk on both sides of roadway
P20	SE 2 nd St	E Idaho Ave to SE 18 th Ave	Construct sidewalk on both sides of roadway
P21	SW 18 th Ave	Sunset Dr to SE 2 nd Ave	Construct sidewalk on both sides of roadway
P22	NW 9 th St/NW 10 th St/W Idaho Ave	NW 9 th St: NW 4 th Ave to W Idaho St NW 10 th St: NW 2 nd Ave to W Idaho St W Idaho Ave: NW 9 th St to NW 10 th St	Construct sidewalk on both sides of roadway, construct North-South Connector Trail on east side of NW 9 th St
P23	NW 6 th St	NW 8 th Ave to Ontario Middle School	Construct sidewalk on both sides of roadway
P24	Dorian Dr	NW 4 th Ave to W Idaho Ave	Infill sidewalk on both sides of roadway
P25	NW 8 th Ave/NW 9 th St	NW 8 th Ave: NW 9 th St to N Oregon St NW 9 th St: NW 8 th Ave to NW 4 th Ave	Construct sidewalk on both sides of roadway, construct North-South Connector Trail on east side of NW 9 th St
Low-Priority Segments			

ID	Roadway	Segment	Proposed Project
P26	Sunset Dr	City Limit to SW 18 th Ave	Construct sidewalk on both sides of roadway
P27	Alameda Dr	SW 14 th Ave to SW 18 th Ave	Construct sidewalk on both sides of roadway
P28	SE 5 th St/SE 6 th Ave	SE 5 th St: SE 5 th Ave to SE 6 th Ave SE 6 th Ave: SE 5 th St to SE 6 th St	Construct sidewalk on both sides of roadway
P29	SE 9 th Ave	SE 2 nd St to SE Claude Road	Construct sidewalk on both sides of roadway
P30	SE 3 rd St	E Idaho Ave to SE 5 th Ave	Infill sidewalk on both sides of roadway
P31	NW 5 th St/NW 3 rd Ave/NW 4 th St	NW 5 th St: NW 4 th Ave to NW 3 rd Ave NW 4 th St: NW 4 th Ave to NW 3 rd Av NW 3 rd Ave: NW 5 th St to NW 4 th St	Construct sidewalk on both sides of roadway
P32	N Oregon St	NW 9 th St to NW 8 th Ave	Construct sidewalk on both sides of roadway
P33	SW 18 th Ave	Sunset Dr to Highway 201	Construct sidewalk on both sides of roadway
P34	Hunter Ln	Western End of Road to Verde Dr	Construct sidewalk on both sides of roadway
P35	SE Claude Rd	SE 5 th Ave to SE 13 th Ave	Construct sidewalk on west side of roadway
P36	Rieter Dr/Arata Way/Sears Dr	Rieter Dr: NW 4 th Ave to Arata Way Arata Way: Rieter Dr to Sears Dr Sears Dr: Arata Way to NW 12 th St	Construct sidewalk on both sides of roadway
P37	SW 4 th Ave	SW 33 rd St to Highway 201	Construct sidewalk on south side of roadway
P38	NW 4 th Ave	Highway 201 to N Dorian Dr	Construct sidewalk on both sides of roadway
P39	Washington Ave/Verde Dr	Washington Ave: Verde Dr to Highway 201 Verde Dr: Washington Ave to Highway 201	Construct sidewalk on both sides of roadway
P40	Malheur Dr/Park Blvd	Malheur Dr: Verde Dr to Park Blvd Park Blvd: Malheur Dr to NW 4 th Ave	Construct sidewalk on both sides of roadway
P41	Fortner St	N Oregon St to NW 4 th Ave	Construct sidewalk on both sides of roadway
P42	NW 12 th St	North End of Roadway to NW 4 th Ave	Construct sidewalk on both sides of roadway

Crossing Projects

Figure 1 shows 28 proposed crossing projects. These projects are divided into short-term, mid-term, and long-term priority locations in Table 3 using the criteria from Table 1. Crossings in the East Idaho Avenue Refinement Area (see inset in Figure 3) have been evaluated according to methods outlined in National Cooperative Highway Research Program (NCHRP) Research Report 562. The NCHRP Research Report 562 sheets are included in Attachment “C.”

All recommended crossing projects in Table 3 are based on a preliminary review of the site. An engineering study consistent with the Manual on Uniform Traffic Control Devices (MUTCD) should be conducted prior to installing any crossing treatments.



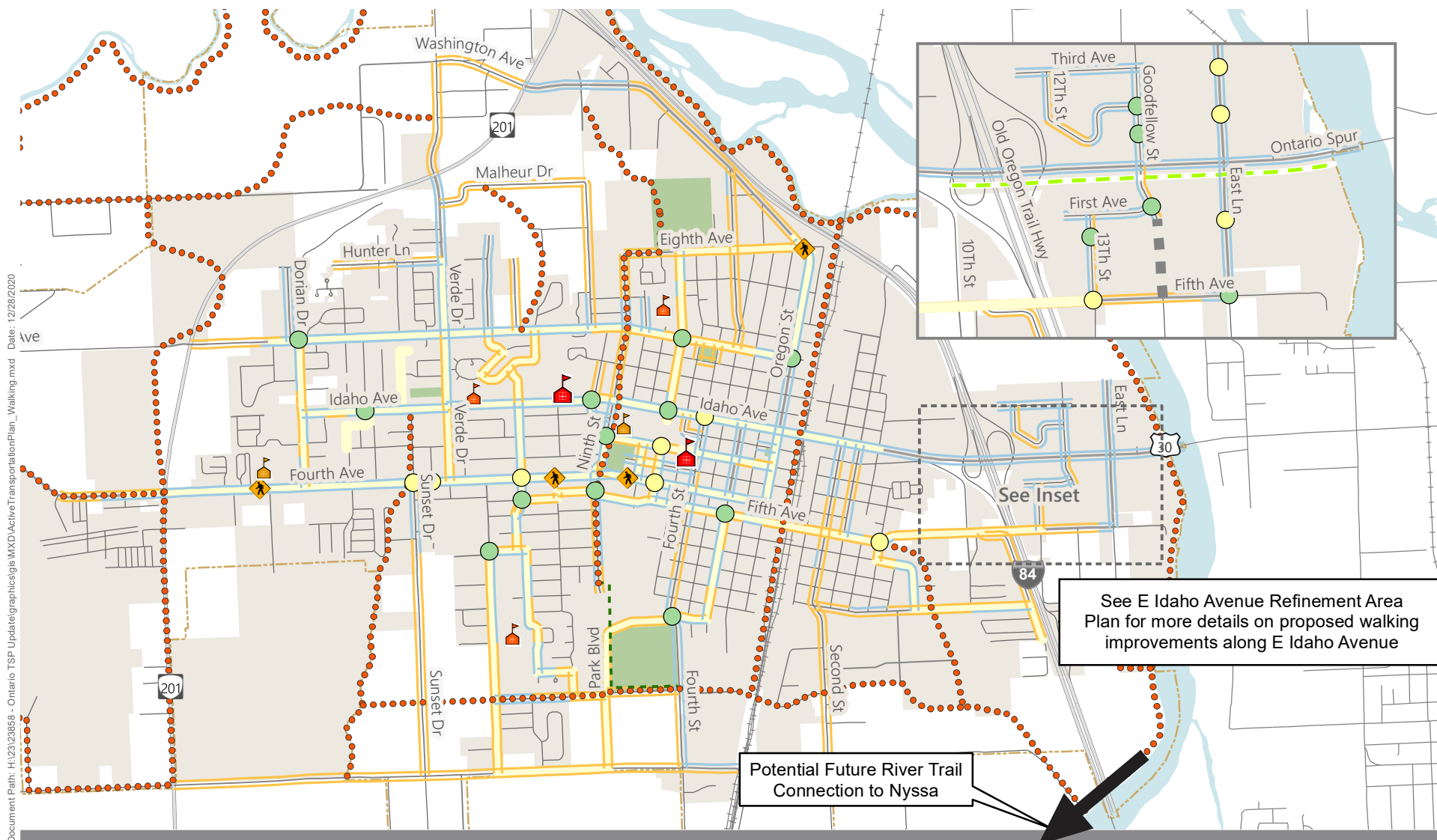
The images on this page showcase the various intersection crossing treatments recommended for Ontario. Clockwise from top: a rectangular rapid flashing beacon, an advanced STOP bar for pedestrians, a continental-style crosswalk, and a curb ramp.



Table 3. Prioritized Intersection Crossing Improvement Projects

ID	Intersection	Proposed Project
High-Priority Projects		
I1	Sunset Dr and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave at the existing marked crosswalk
I2	Hillcrest Dr and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave at the existing marked crosswalk, install curb ramp at south side of crosswalk (1)
I3	SW 12 th St and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave at existing marked crosswalk
I4	SW 6 th St and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave on the west side of the intersection at existing marked crosswalk
I5	SE 5 th Ave and East Ln	Create all-way stop by removing free southbound right turn
I6	GameStop Lot/Walmart Lot and East Ln	Mark crosswalk and install a rectangular rapid flashing beacon across East Ln on the south side of the intersection
I7	Waremart Lot and East Ln	Mark crosswalk and install a rectangular rapid flashing beacon across East Ln on south side of the intersection with the existing pedestrian path through the parking lot, install curb ramps on both sides of the street at the new crosswalk location (2)
I8	SW 9 th St and SW 2 nd Ave	Stripe crosswalks and complete curb ramp installation on the south side of the intersection (2)
I9	SW 6 th St and W Idaho Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on W Idaho Ave approaches
I10	Park Blvd and SW Fifth Ave	Stripe crosswalk across Park Blvd to connect offset intersection, stripe crosswalks across SW Fifth Ave in both locations to connect to existing sidewalks, and complete curb ramp installation at all corners without curb ramps (2)
Medium-Priority Projects		
I11	Alameda Dr and SW 8 th Ave	Stripe crosswalk across Alameda Dr to connect offset intersection, complete curb ramp installation on west side of Alameda Dr (2)
I12	SW 10 th St and W Idaho Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on W Idaho Ave approaches, complete curb ramp installation on south side of W Idaho Ave (2)
I13	SW 6 th St and SW 2 nd Ave	Study intersection for all-way stop-control; uncontrolled intersection is located at a major hub for Ontario Middle School
I14	SW 4 th St and W Idaho Ave	Study intersection for all-way stop control, install a rectangular rapid flashing beacon across W Idaho Ave on the west side of the intersection
I15	SW 4 th St and SW 11 th Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on SW 4 th St approaches, complete curb ramp installation at northeast corner of the intersection (1)
I16	SW 12 th St and SW 5 th Ave	Stripe crosswalks across the north and east side of the intersection, install curb ramps at all intersection corners (4)
I17	SE 5 th Ave and SE 13 th St	Study intersection for potential enhanced crossing alternatives

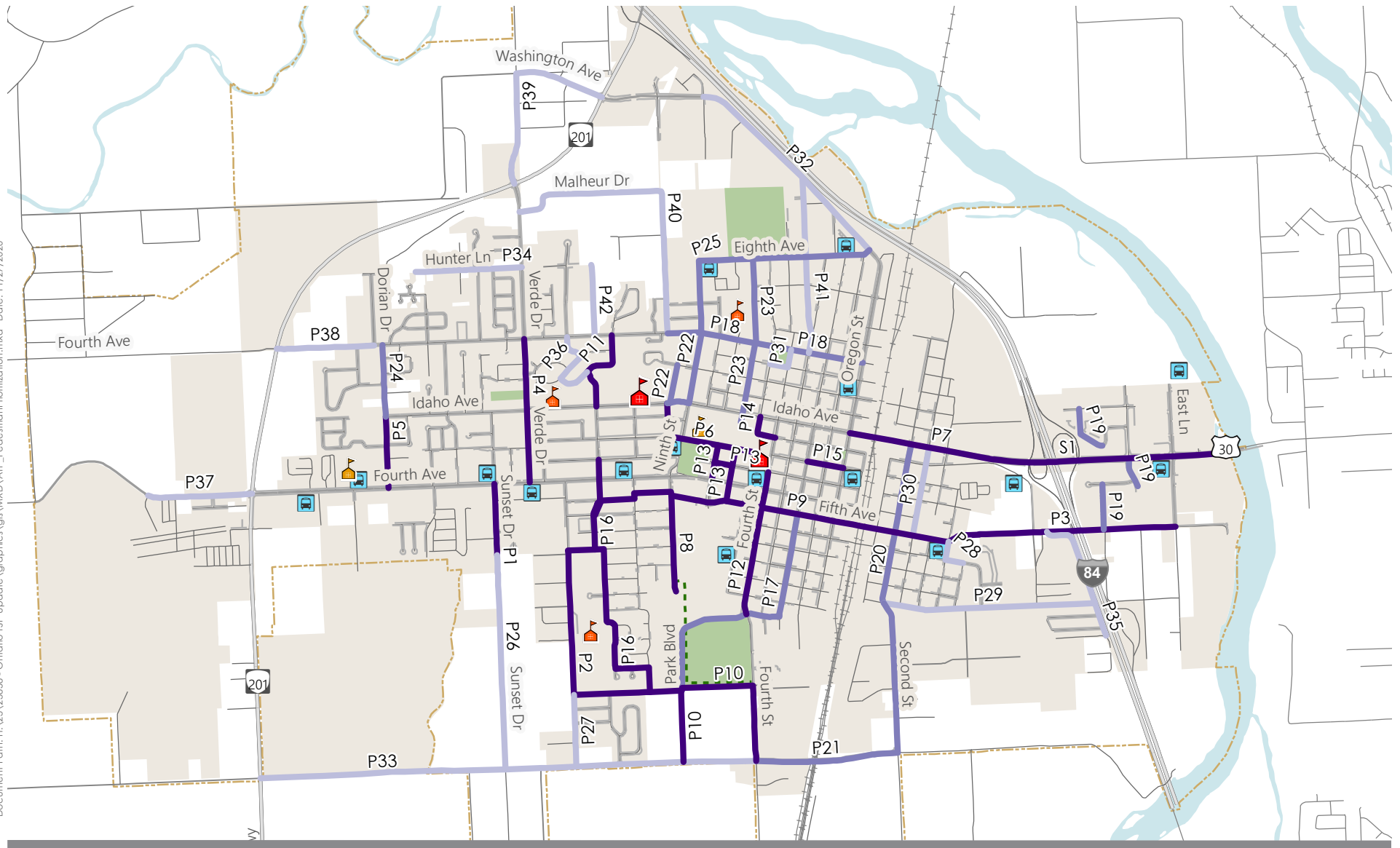
ID	Intersection	Proposed Project
I18	Staples Lot and SE 13 th St	Stripe crosswalk across SE 13 th Ave, install curb ramp at the location of the crosswalk on the east side of the street (1)
I19	SE 1 st Ave and Goodfellow St	Stripe crosswalks across Goodfellow St on the south side of the intersection, install curb ramp at southeast corner of intersection with new crosswalk (1)
I20	Dairy Queen Lot and Goodfellow St	Stripe crosswalk across Goodfellow St, install curb ramps on both sides of the street at the new crosswalk location (2)
Low-Priority Projects		
I21	SW 2 nd St and SW 5 th Ave	Stripe crosswalk across SW 5 th Ave on the west side of the intersection, install curb ramps at all corners of the intersection (4)
I22	SE 5 th St and SE 5 th Ave	Install a rectangular rapid flashing beacon across SW 5 th Ave at existing marked crosswalk, complete curb ramp installation at all corners without curb ramps (2)
I23	Tapadera Ave and Goodfellow St	Stripe crosswalk across Goodfellow St on north side of the intersection, install curb ramps on both sides of the street at the new crosswalk location (2)
I24	NW 6 th St and NW 4 th Ave	Stripe crosswalk across NW 6 th St on the north side of the intersection, install curb ramps at all corners of the intersection (4)
I25	NE 18 th St and W Idaho Ave	Stripe crosswalks across W Idaho Ave, complete curb ramp installation on north side of the intersection (2)
I26	Dorian Dr and NW 4 th Ave	Stripe crosswalk across NW 4 th Ave on the west side of the intersection (1)
I27	N Oregon St and NW 4 th Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on N Oregon St approaches
I28	Walmart Lot and East Ln	Restripe existing crossing across East Ln with continental striping, add signage on East Ln approaches



See E Idaho Avenue Refinement Area Plan for more details on proposed walking improvements along E Idaho Avenue

Potential Future River Trail Connection to Nyssa

- | | | | |
|--|--|-------------------------------|-------------------------------------|
| Existing Sidewalk | Proposed Improvements | Elementary School | Multi-Use Path (Under Construction) |
| Existing Rectangular Rapid Flashing Beacon | Proposed Sidewalk | Junior/Senior High School | Parks |
| Existing Safe Routes to School Route | E Idaho Ave Proposed Shared-Use Path | Private School/Charter School | Urban Growth Boundary |
| Road Extension (Already Programmed) | Enhanced Crossing | | City Limits |
| | Signing and/or Marking Improvements | | |
| | Proposed Shared-Use Paths
(from Ontario Parks and Recreation Master Plan) | | |



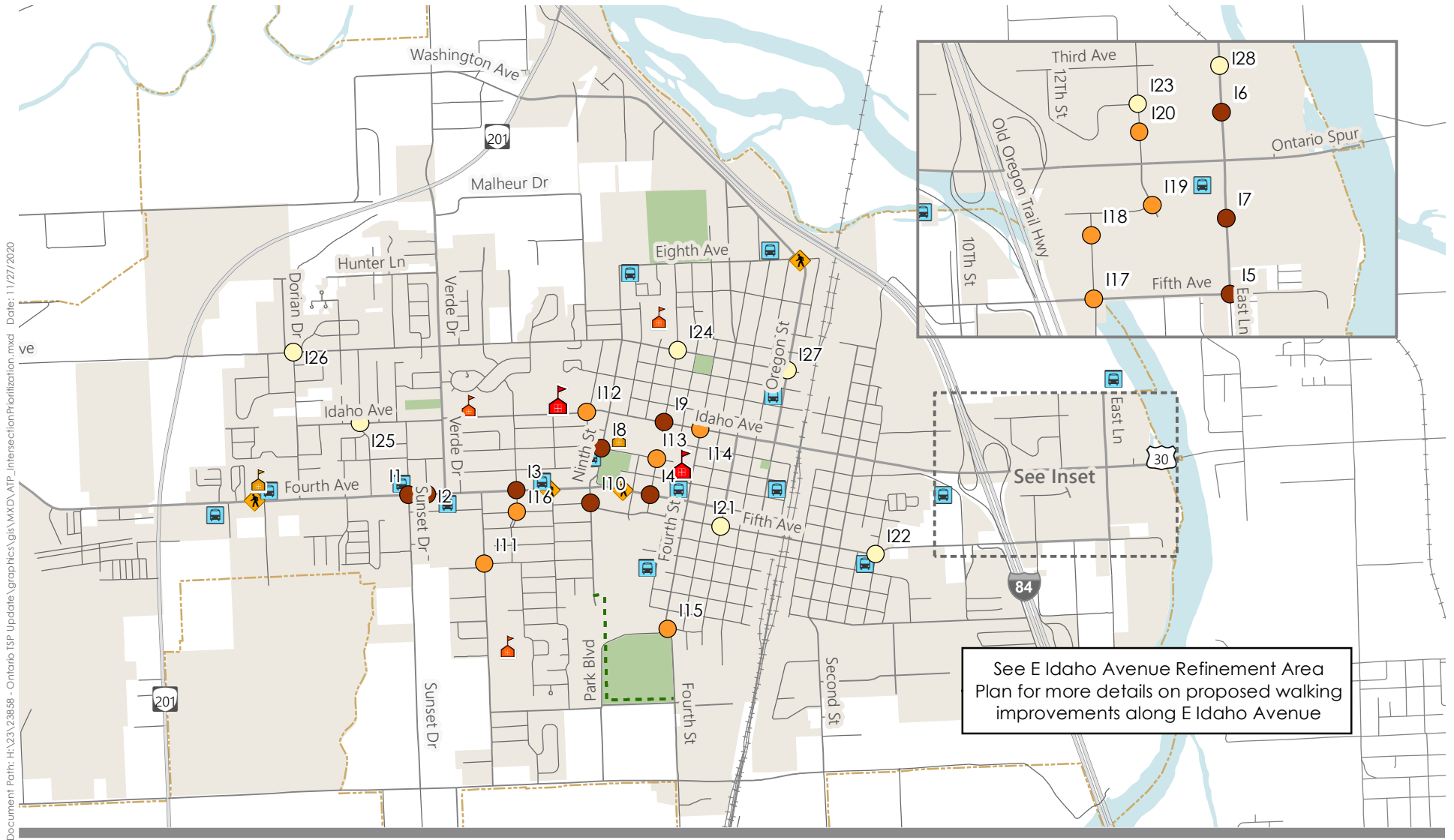
Pedestrian Prioritization

- High-Priority Projects
- Medium-Priority Projects
- Low-Priority Projects

-  Elementary School
-  Junior/Senior High School
-  Private School/Charter School
-  MCOACS Bus Stops

-  Parks
- Multi-Use Path (Under Construction)
-  Sidewalks
-  Urban Growth Boundary
-  City Limits





Intersection Prioritization

- High-Priority Projects
- Medium-Priority Projects
- Low-Priority Projects

- 🏠 Elementary School
- 🏠 Junior/Senior High School
- 🏠 Private School/Charter School
- 🚌 MCOACS Bus Stops
- ⚡ Rectangular Rapid Flashing Beacon

- Multi-Use Path (Under Construction)
- Parks
- Urban Growth Boundary
- City Limits



Figure 3
City of Ontario Active Transportation Plan
Crossing Projects Prioritization

PROPOSED BIKING PROJECTS

Figure 4 presents the proposed biking projects for the Ontario Active Transportation Plan. Proposed biking projects include a shared-use path, protected bike lanes, buffered bike lanes, standard bike lanes, and shared lane routes. Shared lane routes are low-vehicle volume and speed roads where people biking and motor vehicle traffic can comfortably share the same space. This plan identified two classes of these routes, standard shared routes and enhanced bike routes. Enhanced bike routes are where bicycle travel should be elevated to a higher priority than motor vehicle traffic, typically accomplished through the use of traffic calming/diversion techniques. The proposed routes are based on a number of factors, including motor vehicle volumes, roadway classification, number of lanes, travel speeds, street network connectivity, and surrounding land use and the project's goal to create bicycle routes that are comfortable for a wide range of ages and abilities.

Some projects can be implemented by marking and signing the new facilities, while other projects may require widening the existing pavement or studying whether it's possible to reallocate the existing roadway space (e.g., on some streets, it may be possible to reduce the number of motor vehicle lanes in order to add in the proposed bicycling facility). Figure 4 highlights roadway sections where such a possible roadway reallocation could be studied to create room for bicycle infrastructure.

Figure 5 and Table 4 prioritize the biking projects using the criteria from Table 1.



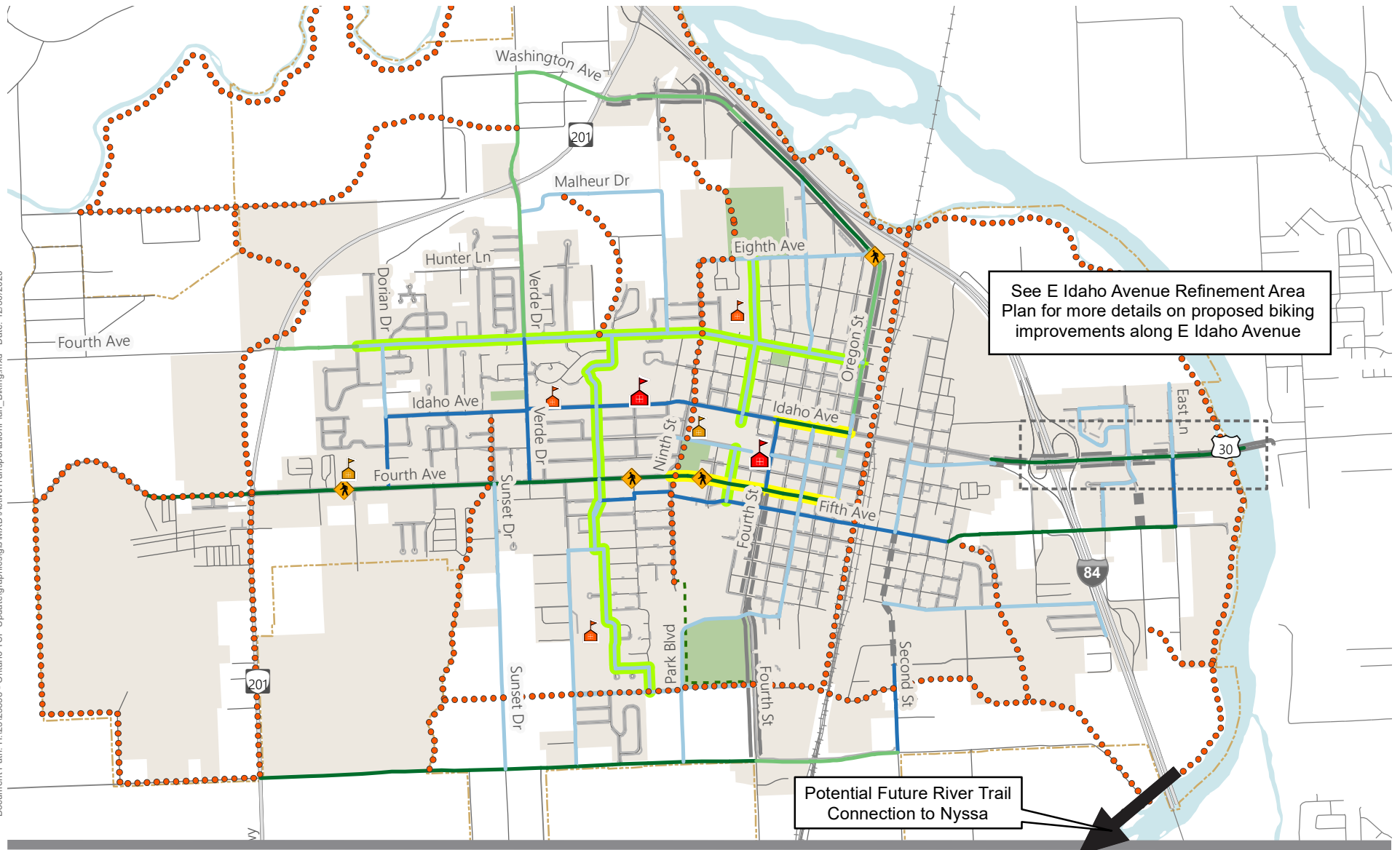
The images on this page showcase the various bike treatments recommended for Ontario. Clockwise from top: a shared-use path, a protected bike lane, a buffered bike lane using paint, a standard bike lane, and a shared lane roadway.



Table 4. Prioritized Bike Improvement Projects

ID	Roadway	Segment	Proposed Project
High-Priority Projects			
S1	E Idaho Ave	I-84 eastbound ramps to Snake River	Construct shared-use path on south side of road
B1	SW 4 th Ave	Highway 201 to 9 th St	Construct protected bike lanes
B2	Verde Dr	NW 4 th Ave to SW 4 th Ave	Stripe bike lanes
B3	Sears Dr/NW 12 th St	Sears Dr: NW 4 th Ave to NW 12 th St NW 12 th St: Sears Dr to SW 4 th Ave	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary
B4	S Oregon St	NW 1 st Ave to SW 4 th Ave	Add shared lane markings and wayfinding signage
B5	SW 2 nd St/SW 11 th Ave	SW 2 nd St: W Idaho Ave to SW 11 th Ave SW 11 th Ave: SW 2 nd St to SW 4 th St	Add shared lane markings and wayfinding signage
B6	W Idaho Ave	Dorian Way to SW 4 th St	Stripe bike lanes
B7	Dorian Way	W Idaho Ave to SW Fourth Ave	Stripe bike lanes
B8	SW 6 th St	SW 2 nd Ave to SW 5 th Ave	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary
B9	SW 2 nd Ave	SW 10 th St to S Oregon Ave	Add shared lane markings and wayfinding signage
B10	SW 12 th St/Locust Way/SW 11 th St	SW 12 th St: SW 4 th Ave to Locust Way Locust Way: SW 12 th St to SW 11 th St SW 11 th St: Locust Way to SW 14 th Ave	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary
B11	E Idaho Ave/SE 1 st Ave	E Idaho Ave: I-84 eastbound ramps to 650 feet west of ramps SE 1 st Ave: SE 2 nd St to E Idaho Ave	Construct shared-use path on south side of E Idaho Avenue, connect E Idaho Avenue and SE 1 st Avenue at the narrowest point between the two roads with a path across the vacant lot, and add shared lane markings and wayfinding signage on SE 1 st Avenue
B12	NW 6 th Ave	NW 8 th Ave to Ontario Middle School	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary
B13	SW 8 th Ave/Alameda Dr	SW 8 th Ave: Alameda Dr to SW 12 th St Alameda Dr: SW 8 th Ave to SW 18 th Ave	Add shared lane markings and wayfinding signage
Medium-Priority Projects			
B14	E Idaho Ave Area Roadways	East Ln: North End of Road to W Idaho Ave Goodfellow St: North End to South End of Road Lincoln Ave: Tapadera Ave to Goodfellow St Tapadera Ave: Lincoln Ave to Goodfellow St SE 1 st Ave: Goodfellow St to SE 13 th St SE 13 th St: SE 1 st Ave to SE 5 th Ave	Add shared lane markings and wayfinding signage
B15	SW 11 th Ave/Park Blvd	SW 11 th Ave: SW 4 th St to Park Blvd Park Blvd: SE 11 th Ave to SE 18 th Ave	Add shared lane markings and wayfinding signage
B16	Sunset Dr	SW 4 th Ave to SW 18 th Ave	Add shared lane markings and wayfinding signage or construct shared-use path
B17	NW 9 th St/SW 9 th St/ Park Blvd/	NW/SW 9 th St: NW 8 th Ave to SW 4 th Ave Park Blvd: SW 4 th Ave to End of Road	Construct shared-use path as outlined in the City of Ontario's Parks and Recreation Master Plan
B18	SE 9 th Ave/SE Claude Road	SE 9 th Ave: SE 2 nd Ave to SE Claude Road SE Claude Road: SE 9 th Ave to SE 13 th Ave	Add shared lane markings and wayfinding signage
B19	SE 2 nd St	E Idaho Ave to SE 5 th Ave	Add shared lane markings and wayfinding signage
B20	NW 4 th Ave	Tori Dr to N Oregon St	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary

ID	Roadway	Segment	Proposed Project
B21	SW/SE 5 th Ave	SW 12 th St to SE 5 th St	Stripe bike lanes, improve rail crossing for bicyclists
B22	SW 4 th Ave	SW 9 th St to S Oregon St	Construct protected bike lanes - this will likely require removing one or more motor vehicle lanes
B23	Washington Ave	Highway 201 to NW 8 th St	Construct buffered bike lanes
B24	Idaho Ave	SW 4 th St to I-84 EB Ramps	Construct protected bike lanes – this will likely require removing one or more motor vehicle lanes
B25	Dorian Dr	NW 4 th Ave to W Idaho Ave	Add shared lane markings and wayfinding signage
B26	SW 4 th St	W Idaho Ave to SW 4 th Ave	Stripe bike lanes
Low-Priority Projects			
B27	SE 2 nd St	SE 12 th Ave to SE 18 th Ave	Stripe bike lanes
B28	East Ln	E Idaho Ave to south end of road	Stripe bike lanes
B29	N Oregon St	NW 1 st Ave to NW 8 th Ave	Construct buffered bike lanes
B30	Malheur Drive/Park Blvd	Verde Dr to NW 4 th Ave	Add shared lane markings and wayfinding signage
B31	NW 8 th Ave	NW 9 th St to N Oregon St	Add shared lane markings and wayfinding signage
B32	SW/SE 18 th Ave	SW 4 th St to SE 2 nd St	Construct buffered bike lanes
B33	SW 14 th St	Alameda Dr to SW 4 th St	Add shared lane markings and wayfinding signage
B34	Fortner St	N Oregon St to NW 4 th Ave	Add shared lane markings and wayfinding signage
B35	Verde Dr	Highway 201 to NW 4 th Ave	Construct buffered bike lanes
B36	SW 4 th Ave	SW 33 rd St to Highway 201	Construct protected bike lanes
B37	SE 5 th Ave	SE 5 th St to East Ln	Construct protected bike lanes
B38	NW 4 th Ave	Highway 201 to Tori Dr	Construct buffered bike lanes
B39	Washington Ave/Verde Dr	Washington Ave: Verde Dr to Highway 201 Verde Dr: Washington Ave to Highway 201	Construct buffered bike lanes
B40	SW 18 th Ave	Highway 201 to SW 4 th St	Construct protected bike lanes
B41	N Oregon St	NW 8 th St to NW 8 th Ave	Construct protected bike lanes



Existing Infrastructure

- Existing Bike Lane
- Multi-Use Path (Under Construction)
- Sidewalks
- Rectangular Rapid Flashing Beacon
- Road Extension (Already Programmed)
- Bike Lanes (Under Construction)

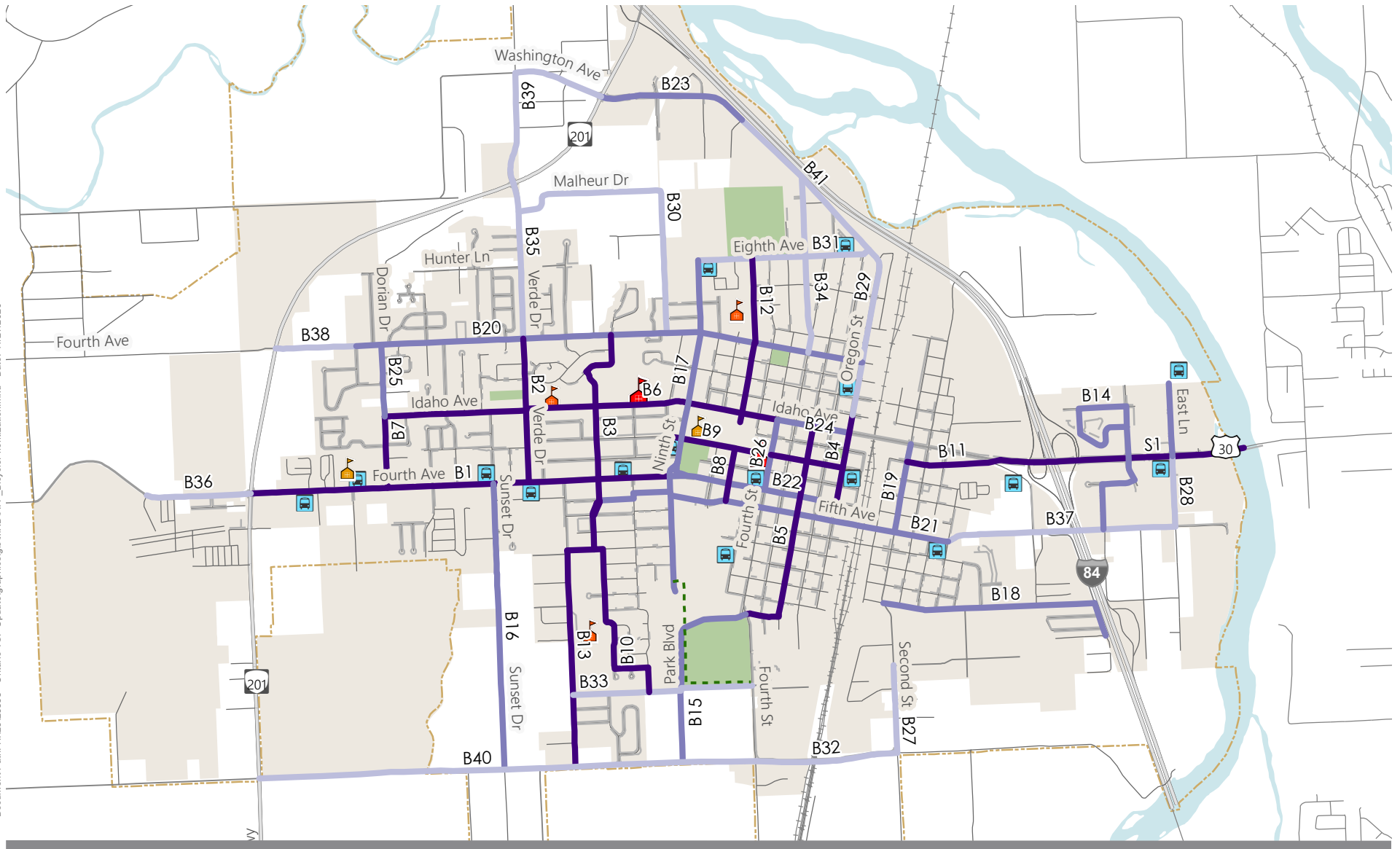
Proposed Bike Treatment

- Shared-Use Path or Protected Bike Lane
- Buffered Bike Lane
- Bike Lane
- Shared Lane Bike Route
- Potential Roadway Reconfiguration
- Enhanced Bike Route
- Proposed Shared-Use Paths (from Ontario Parks and Recreation Master Plan)

- Elementary School
- Junior/Senior High School
- Private School/Charter School

- Parks
- Urban Growth Boundary
- City Limits





Prioritization

- High-Priority Projects
- Medium-Priority Projects
- Low-Priority Projects

-  Elementary School
-  Junior/Senior High School
-  Private School/Charter School
-  MCOACS Bus Stops

-  Parks
- Multi-Use Path (Under Construction)
-  Sidewalks
-  Urban Growth Boundary
-  City Limits



EAST IDAHO AVENUE REFINEMENT AREA

The East Idaho Avenue area is a special focus area of the Ontario Transportation System Plan update. The East Idaho Avenue Refinement Area Plan includes walking and biking connectivity and accessibility improvements, as well as streetscape improvements. The plan includes a proposed shared-use path along the south side of the roadway, which will connect to a future riverfront path along the Snake River. Potential crossings along the side streets in the Refinement Area were evaluated at several locations using the NCHRP 562 methodology. Figure 3 shows these crossing locations, and Table 3 describes the proposed crossing improvements.

PUBLIC TRANSPORTATION ENHANCEMENTS AND CONNECTIONS

The Malheur Council on Aging and Community Services (MCOACS) operates fixed-route bus service in Ontario, connecting the E Idaho Avenue commercial area, downtown Ontario, Treasure Valley Community College, the SW 4th Avenue commercial corridor, and residential areas in the northern part of town.

MCOACS has received Statewide Transportation Improvement Program (STIP) funds from ODOT for a redesign of their fixed-route service and other enhancements. MCOACS expects that the redesigned service will increase service frequency and expand the service area. Other planned improvements include additional bus stops and new shelters at stops that do not currently have them. The specific details of the redesigned service and where the new bus stop enhancements will be installed will be determined at a future date, expected to be in about the next year, after funds are received. Expanding the service area and improving the frequency at which buses run may address many of the comments received to date for this project regarding the service and address the chief shortcomings noted in the analysis in Technical Memorandum #2.

Much of the MCOACS current fixed-route service is centered along SW 4th Avenue. As shown in Figure 2, much of the high-priority sidewalk infill network is centered around improving access from residential neighborhoods onto SW 4th Avenue. There are several intersections where planned improvements for pedestrians will help provide access to existing bus stops, both along SW 4th Avenue and at streets just west of the downtown area. In addition, the biking network on both SW 4th Avenue and on E Idaho Avenue will provide greater protection for people who are riding along these corridors and connecting to existing transit service.

2006 TSP MODIFICATION

The proposed projects described in this memorandum will result in modifications or elimination of the following projects from the 2006 TSP.

Table 5. 2006 TSP Modification for Bicycle Treatments

Roadway	Segment	2006 TSP Treatment	Updated Treatment	Justification
NW 4 th Ave	Verde Dr to Oregon St	Bike lanes	Enhanced bike route	Enhanced bike route should be sufficient given the roadway classification.
NW/SW 6 th St	SW 5 th Ave to NW 8 th Ave	Bike lanes	Enhanced bike route	Enhanced bike route should be sufficient given the roadway classification.
SW 12 th St	Locust Way to SW 4 th Ave	Bike lanes	Enhanced bike route	Enhanced bike route should be sufficient given the roadway classification.
Locust Way	SW 11 th St to SW 12 th St	Bike lanes	Enhanced bike route	Enhanced bike route should be sufficient given the roadway classification.
SW 11 th St	Locust Way to SW 14 th Ave	Bike lanes	Enhanced bike route	Enhanced bike route should be sufficient given the roadway classification.
SW 8 th Ave	SW 12 th St to Alameda Dr	Bike lanes	Shared lane	Shared lane is sufficient, road connects to an enhanced bike route.
SW 14 th Ave	SW 11 th St to Park Blvd	Bike lanes	Shared lane	Shared lane is sufficient, road connects to an enhanced bike route.
SW 11 th Ave	Park Blvd to SW 2 nd St	Bike lanes	Shared lane	Shared lane is sufficient.
SW 2 nd St	SW 5 th Ave to SW 11 th Ave	Bike lanes	Shared lane	There is a parallel facility with bike lanes two blocks to the west on SW 4 th Street.
Claude Rd	SE 9 th Ave to SE 11 th Ave	Bike lanes	Shared lane	This is a dead-end residential street with low traffic volumes, bike lanes are not needed.
SE 9 th Ave	SE 7 th St to Claude Rd	Bike lanes	Shared lane	This is a dead-end roadway network connecting to Claude Road with low traffic volumes.
SE 7 th St	SE 6 th Ave to SE 9 th Ave	Bike lanes	Shared lane	This is a dead-end roadway network connecting to Claude Road with low traffic volumes.
SE 5 th St	SE 5 th Ave to SE 6 th Ave	Bike lanes	Shared lane	This is a dead-end roadway network connecting to Claude Road with low traffic volumes.

NEXT STEPS

The project team will review the proposed projects with the TAC and public. Feedback received from the TAC and the community will be used to refine the proposed projects. The final projects resulting from this process will be advanced into the final proposed TSP update.

ATTACHMENTS

- A. Prioritization Scores
- B. Project Alternatives
- C. NCHRP 562 Research Report Sheets

Attachment A Prioritization Scores

Pedestrian Prioritization Scores

ID	Location	Evaluation Score	
35	SUNSET - SW 4th Ave to City Limits	169.9	
13	ALAMEDA - Alameda Dr to SW 12th St, SW 8th Ave to SW 14th Ave, Alameda Dr to Park Blvd	154.7	
17	FIFTH - SE 5th St to East Ln	150.6	
4	VERDE - NW 4th Ave to SW 4th Ave	142.9	
37	DORIAN - W Idaho Ave to SW 4th Ave	142.9	
26	SECOND SW - W Idaho Ave to SW 2nd Ave, SW 10th St to Ontario Middle School	135.2	
45	IDAHO - Oregon St to I-84 eastbound ramps	135.0	
22	PARK - SW 5th Ave to Evergreen Cemetery	132.4	High Priority Projects
19	FIFTH - SW 12th St to SE 5th St	122.8	
43	14TH - Park Blvd to SW 4th St, SW 14th Ave to SW 18th Ave, SW 14th Ave to SW 18th Ave	119.1	
24	SEARS - NW 4th Ave to NW 12th St, Sears Dr to W Idaho Ave	117.9	
44	IDAHO - I-84 southbound ramps to Snake River	110.0	
14	FOURTH - SW 3rd Ave to SW 11th Ave	108.1	
21	SIXTH - SW 2nd Ave to SW 4th Ave, SW 2nd Ave to SW 5th Ave, SW 7th St to SW 6th St	108.1	
33	FIFTH - W Idaho Ave to SW 1st Ave, SW 5th St to SW 4th St	108.1	
34	SECOND - SW 2th St to S Oregon St	108.1	
11	12TH - SW 3rd Ave to Locust Way, SW 12th St to SW 11th St, Locust Way to SW 14th Ave	107.4	
12	SECOND - SW 5th Ave to SW 11th Ave, SW 2nd St to Park Blvd, SW 11th Ave to SW 14th Ave	105.3	Medium Priority Projects
6	FOURTH - N Park Blvd to N Oregon St	100.8	
18	13TH - Lincoln Ave to Clarion Inn Access, SE 1st Ave to SE 5th Ave, E Idaho Ave to End of Roadway	93.1	
15	SECOND - E Idaho Ave to SE 9th Ave	92.5	
40	18TH - SW 4th Ave to SE 2nd Ave	90.1	
27	NINTH - NW 4th Ave to W Idaho St, NW 2nd Ave to W Idaho St, NW 9th St to NW 10th St	85.2	
20	SIXTH - NW 8th Ave to Ontario Middle School	83.1	
38	DORIAN - NW 4th Ave to W Idaho Ave	83.1	
41	18TH - Sunset Dr to SW 4th Ave	77.3	
8	NINTH - NW 4th Ave to W Idaho St, NW 2nd Ave to W Idaho St, NW 9th St to NW 10th St	75.8	Low Priority Projects
30	SECOND - SE 9th Ave to SE 18th Ave	74.9	
36	SUNSET - City Limit to SW 18th Ave	69.9	
39	ALAMEDA - SW 14th Ave to SW 18th Ave	69.1	
28	FIFTH - SE 5th Ave to SE 6th Ave, SE 5th St to SE 6th St	67.5	
29	NINTH - SE 2nd St to SE Claude Road	67.5	
16	THIRD - E Idaho Ave to SE 5th Ave	63.0	
9	THIRD - NW 4th Ave to NW 3rd Ave, NW 4th Ave to NW 3rd Av, NW 5th St to NW 4th St	60.1	
1	OREGON - NW 9th St to NW 8th Ave	55.9	
42	18TH - Sunset Dr to Highway 201	48.8	
32	HUNTER - Western End of Road to Verde Dr	48.6	Low Priority Projects
31	CLAUDE FRONTAGE - SE 5th Ave to SE 13th Ave	47.6	
25	REITER - W 4th Ave to Arata Way, Reiter Dr to Sears Dr, Arata Way to NW 12th St	47.5	
23	FOURTH - SW 33rd St to Highway 201	46.7	
5	FOURTH - Highway 201 to N Dorian Dr	41.5	
2	WASHINGTON - Verde Dr to Highway 201, Washington Ave to Highway 201	36.1	
3	MALHEUR - Verde Dr to Park Blvd, Malheur Dr to NW 4th Ave	34.2	
7	FORTNER - N Oregon St to NW 4th Ave	25.8	
10	12TH - North End of Roadway to NW 4th Ave	23.6	

Intersection Prioritization Scores

ID	Location	Evaluation Score	
201	Sunset Dr & SW 4th Ave	159.3	High Priority Projects
202	Hillcrest Dr & SW 4th Ave	159.3	
10	SW 12th St & SW 4th Ave	140.3	
2	SW 6th St & SW 4th Ave	131.3	
107	SE 5th Ave & East Ln	127.9	
106	GameStop Lot & East Ln	127.7	
108	Winco Lot & East Ln	127.7	
19	SW 9th St & SW 2nd Ave	126.5	
18	SW 6th St & W Idaho Ave	124.4	
11	Park Blvd & SW 5th Ave	120.9	
103	Alameda Dr & SW 8th Ave	118.1	Medium Priority Projects
17	SW 10th St & W Idaho Ave	114.0	
20	SW 6th St & SW 2nd Ave	111.9	
24	SW 4th St & W Idaho Ave	111.9	
6	SW 4th St & SW 11th Ave	108.4	
9	SW 12th St & SW 5th Ave	108.4	
101	SE 5th Ave & SE 13th St	107.9	
102	Staples Lot & SE 13th St	102.7	
105	SE 1st Ave & Goodfellow St	102.7	
111	Dairy Queen Lot & Goodfellow St	102.7	
4	SW 2nd St & SW 5th Ave	99.3	Low Priority Projects
3	SE 5th St & SE 5th Ave	96.5	
110	Tapadera Ave & Goodfellow St	93.1	
22	NW 6th St & NW 4th Ave	91.2	
14	NW 18th St & W Idaho Ave	82.2	
13	Dorian Dr & NW 4th Ave	80.5	
1	N Oregon St & NW 4th Ave	75.7	
109	Walmart Lot & East Ln	68.1	

Bike Prioritization Scores

ID	Location	Evaluation Score	
1	FOURTH - Highway 201 to 9th St	150.5	High Priority Projects
38	VERDE - NW 4th Ave to SW 4th Ave	145.2	
33	12TH - NW 4th Ave to NW 12th St, Sears Dr to SW 4th Ave	138.7	
9	OREGON - NW 1st Ave to SW 4th Ave	137.6	
23	SECOND - W Idaho Ave to SW 11th Ave, SW 2nd St to SW 4th St	137.6	
3	IDAHO - Dorian Way to SW 4th St	136.8	
36	DORIAN - W Idaho Ave to SW 4th Ave	136.8	
5	IDAHO - I-84 southbound ramps to Snake River	131.1	
22	SIXTH - SW 2nd Ave to SW 5th Ave	128.7	
41	SECOND - SW 10th St to S Oregon Ave	128.7	
32	12TH - SW 4th Ave to Locust Way, SW 12th St to SW 11th St, Locust Way to SW 14th Ave	125.9	
46	FIRST - I-84 Eastbound Ramps to SE 2nd St (on SE First Ave)	121.1	
21	SIXTH - NW 8th Ave to Ontario Middle School	120.8	
30	ALAMEDA - Alameda Dr to SW 12th St, SW 8th Ave to SW 18th Ave	118.0	
43	13TH - North End of Road to W Idaho Ave, North End to South End of Road, Tapadera Ave to Goodfellow St, Lincoln Ave to Goodfellow St, Goodfellow St to SE 13th St, SE 1st Ave to SE 5th Ave	117.7	Medium Priority Projects
24	11TH - SW 4th St to Park Blvd, SE 11th Ave to SE 18th Ave	115.9	
25	SUNSET - SW 4th Ave to SW 18th Ave	115.9	
42	NINTH - NW 8th Ave to SW 5th Ave	113.7	
26	NINTH - SE 2nd Ave to SE Claude Road, SE 9th Ave to SE 13th Ave	113.5	
28	SECOND - E Idaho Ave to SE 9th Ave	113.5	
18	FOURTH - Tori Dr to N Oregon St	113.4	
7	FIFTH - SW 12th St to SE 5th St	111.3	
2	FOURTH - SW 9th St to S Oregon St	106.1	
12	OREGON - Highway 201 to NW 8th St	105.9	
4	IDAHO - SW 4th St to I-84 EB Ramps	104.9	Low Priority Projects
37	DORIAN - NW 4th Ave to W Idaho Ave	103.9	
8	FOURTH - W Idaho Ave to SW 4th Ave	103.7	
27	SECOND - SE 9th Ave to SE 18th Ave	89.1	
29	EAST - E Idaho Ave to south end of road	88.7	
17	FOURTH - NW 9th St to Tori Dr	87.6	
10	OREGON - NW 1st Ave to NW 8th Ave	84.3	
15	MALHEUR - Verde Dr to NW 4th Ave	79.7	
19	EIGHTH - NW 9th St to N Oregon St	71.3	
34	18TH - SW 4th St to SE 2nd St	68.7	
31	14TH - Alameda Dr to SW 4th St	67.8	
20	FORTNER - N Oregon St to NW 4th Ave	63.4	
14	VERDE - Highway 201 to NW 4th Ave	59.2	
40	FOURTH - SW 33rd St to Highway 201	51.9	
6	FIFTH - SE 5th St to East Ln	42.9	
16	FOURTH - Highway 201 to Tori Dr	42.9	
13	WASHINGTON - Verde Dr to Highway 201, Washington Ave to Highway 201	39.4	
35	18TH - Highway 201 to SW 4th St	37.7	
11	OREGON - NW 8th St to NW 8th Ave	30.6	

Attachment B Project Alternatives

Roadway	Start	End	BLTS	Speed	AADT	Lanes per Direction	Curb-to-Curb Width	BUD Urban Context	BUD: Bicyclist Considerations	Preferred alternative	Other options
SW Fourth Ave	Court Ave	Verde Dr		4	35	14,200	2 70 feet	Commercial Corridor	High	Protected bike lane	Shared-use path Buffered bike lane (2-5 foot painted buffer)
SW Fourth Ave	Verde Dr	SW Ninth St		4	35	14,200	2 70 feet	Commercial Corridor	High	Protected bike lane	Shared-use path Buffered bike lane (2-5 foot painted buffer)
SW Fourth Ave	SW Ninth St	SW Second St		4	30	11,100	2 62 feet	Commercial Corridor	High	Protected bike lane	Shared-use path Buffered bike lane (2-5 foot painted buffer)
SW Fourth Ave	SW Second St	S Oregon St		3	20		2 52 feet	Commercial Corridor	High	Protected bike lane	Buffered bike lane (2-5 foot painted buffer)
SW Fifth Ave	SW 12th St	Park Blvd		1	25		1 34 feet	Residential Corridor	Medium	Shared lane (sharrows)	6-foot bike lane
SW/SE Fifth Ave	Park Blvd	SE Fifth Ave		2	25	4,100	1 46 feet	Urban Mix	High	6-foot bike lane	Shared lane with enhanced bike route Buffered bike lane (2-5 foot painted buffer) 5-6 foot standard bike lane with 30 MPH speed limit
SE Fifth Ave	SE Fifth St	SE 13th St		4	35	7,200	1 24 feet	Suburban Fringe	Low	Protected bike lane	6-foot shoulder
SW 18th Ave	Highway 201	SW Fourth St		4	40		1 28 feet	Suburban Fringe	Low	Protected bike lane	Buffered bike lane (2-5 foot painted buffer) with 35 MPH speed limit Protected bike lane
SW 18th Ave	SW Fourth St	SE Second St		4	35		1 36 feet	Suburban Fringe	Low	Buffered bike lane (2-5 foot painted buffer)	4-5 foot shoulder
Dorian Dr	NW Fourth Ave	W Idaho Ave		1	25		1 24 feet	Residential Corridor	Medium	Shared lane (sharrows)	6-foot bike lane Shared lane (sharrows)
Dorian Dr	W Idaho Ave	SW Fourth Ave		3	25	2,100	1 32 feet	Residential Corridor	Medium	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer) Protected bike lane
Verde Dr	Washington Ave	Highway 201		4	35		1 26 feet	Suburban Fringe	Low	Buffered bike lane (2-5 foot painted buffer)	4-5 foot shoulder
Verde Dr	Highway 201	Hunter Ln		4	35		1 36 feet	Residential Corridor	Medium	Buffered bike lane (2-5 foot painted buffer)	6-foot bike lane
Verde Dr	Hunter Ln	NW Fourth Ave		4	35		1 46 feet	Residential Corridor	Medium	Buffered bike lane (2-5 foot painted buffer)	6-foot bike lane
Verde Dr	NW Fourth Ave	NW Fourth Ave		2	25	6,700	1 42 feet	Residential Corridor	Medium	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer) Shared lane
NW/SW Ninth St	NW Eighth Ave	SW Second Ave		3	25	3,300	1 48 feet	Residential Corridor	Medium	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer) Shared lane
SW Ninth St	SW Second Ave	SW Fifth Ave		3	25		1 48 feet	Urban Mix	High	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer) Shared lane
W Idaho Ave	Dorian Dr	SW Fourth St		2	25	1,200	1 46 feet	Residential Corridor	Medium	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer) Buffered bike lane (2-4 foot painted buffer)
W Idaho Ave	SW Fourth St	SW Second St		3	25	9,900	2 46 feet	Urban Mix	High	Protected bike lane	6-foot bicycle lane Buffered bike lane (2-4 foot painted buffer)
W Idaho Ave	SW Second St	Oregon St		4	25	10,300	2 64 feet	Urban Mix	High	Protected bike lane	6-foot bicycle lane
E Idaho Ave	SE Fourth St	Bike Lane Begin		4	30	24,200	2 64 feet	Commercial Corridor	High	Protected bike lane	Shared-use path
E Idaho Ave	Bike Lane Begin	Snake River		3	35	23,900	2 80 feet (or more)	Commercial Corridor	High	Shared-use path	Protected bike lane
N Oregon St	NW Ninth St	A Pl		3	35		1 50 feet	Suburban Fringe	Low	Buffered bike lane (2-5 foot painted buffer)	6-foot bike lane
N Oregon St	A Pl	Manor Way		4	45		1 38 feet	Suburban Fringe	Low	Protected bike lane	Buffered bike lane (2-5 foot painted buffer) with 35 MPH speed limit
N Oregon St	Manor Way	NW Eighth Ave		4	45	2,700	1 42 feet	Suburban Fringe	Low	Protected bike lane	Buffered bike lane (2-5 foot painted buffer) with 35 MPH speed limit
N Oregon St	NW Eighth Ave	NW Fourth Ave		3	30		1 62 feet	Residential Corridor	Medium	Buffered bike lane (2-5 foot painted buffer)	Protected bike lane
N Oregon St	NW Fourth Ave	NW Second Ave		3	30		1 60 feet	Urban Mix	High	Buffered bike lane (2-4 foot painted buffer)	6-foot bike lane
N Oregon St	NW Second Ave	NW First Ave		3	20		1 56 feet	Urban Mix	High	Buffered bike lane (2-4 foot painted buffer)	6-foot bike lane
N/S Oregon St	NW First Ave	SW Fourth Ave		2	20		1	50 Traditional Downtown	High	Shared lane (sharrows)	6-foot bike lane Protected bike lane
Washington Ave	Verde Dr	Highway 201		4	35		1 40 feet	Suburban Fringe	Low	Buffered bike lane (2-5 foot painted buffer)	4-5 foot shoulder
Washington Ave	Highway 201	Park Blvd		3	35		2 72 feet	Suburban Fringe	Low	Buffered bike lane (2-5 foot painted buffer)	Protected bike lane
Washington Ave	Park Blvd	NW Ninth St		3	35		1 50 feet	Suburban Fringe	Low	Buffered bike lane (2-5 foot painted buffer)	Protected bike lane
NW Fourth Ave	City Limit	Tori Dr		4	35		1 24 feet	Residential Corridor	Medium	Buffered bike lane (2-5 foot painted buffer)	6-foot bike lane
NW Fourth Ave	Tori Dr	NW Ninth St		2	25		1 42 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
NW Fourth Ave	NW Ninth St	N Oregon St		2	25		1 34 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows) Shared lane
SW Fourth St	W Idaho Ave	SW Fourth Ave		3	25	2,700	1 46 feet	Urban Mix	High	6-foot bike lane	Buffered bike lane (2-4 foot painted buffer) Shared lane
SW Fourth St	SW Fourth Ave	SW 11th Ave		3	25	2,700	1 46 feet	Residential Corridor	Medium	6-foot bike lane (No improvement needed)	Buffered bike lane (2-5 foot painted buffer)
SW Second St	W Idaho Ave	SW Fourth Ave		3	20		1 46 feet	Traditional Downtown	High	Shared lane (sharrows)	6-foot bike lane
SW Second St	SW Fourth Ave	SW 11th Ave		1	25		1 32 feet	Residential Corridor	Medium	Shared lane (sharrows)	Shared lane with enhanced bike route
SE Second St	E Idaho Ave	SE Ninth Ave		2	25		1 46 feet	Urban Mix	High	Shared lane (sharrows)	Shared lane with enhanced bike route
SE Second St	SE Ninth Ave	City Limit		3	25	1,600	1 28 feet	Suburban Fringe	Low	6-foot bike lane	Shared lane
SE Second St	City Limit	SE 18th Ave		3	35	1,600	1 26 feet	Suburban Fringe	Low	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer)
East Ln	E Idaho Ave	SE Fifth Ave		3	25	9,200	1 42 feet	Commercial Corridor	High	6-foot bike lane	Buffered bike lane (2-5 foot painted buffer)
E Idaho Ave Area Roads	N/A	N/A		1 or 2	25		1 50 feet	Commercial Corridor	High	Shared lane (sharrows)	
Sunset Drive	SW Fourth Ave	SW 18th Ave		2	25	850	1 24 feet	Suburban Fringe	Low	Shared lane (sharrows)	
NW Eighth Ave	NW Ninth St	N Oregon St		2	25		1 34 feet	Residential Corridor	Medium	Shared lane (sharrows)	
SW Second Ave	SW 10th St	S Oregon St		1	25		1 44 feet	Traditional Downtown	High	Shared lane (sharrows)	Shared lane with enhanced bike route
SE Ninth Ave	SE Second St	SE Claude Rd		2	25		1 46 feet	Suburban Fringe	Low	Shared lane (sharrows)	
SE Claude Rd	SE Ninth Ave	SE 13th Ave		1	25		1 40 feet	Suburban Fringe	Low	Shared lane (sharrows)	
NW/SW Sixth St	NW Eighth Ave	Ontario MS		1	25		1 36 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
SW Sixth St	Ontario MS	SW Fifth Ave		1	25		1 48 feet	Traditional Downtown	High	Shared lane with enhanced bike route	Shared lane (sharrows)
Fortner St	N Oregon St	NW Fourth Ave		2	25		1 36 feet	Residential Corridor	Medium	Shared lane (sharrows)	
SW 14th St	Alameda Dr	SW Fourth St		2	25		1 36 feet	Suburban Fringe	Low	Shared lane (sharrows)	
Sears Drive	NW Fourth Ave	NW 12th St		1	25		1 36 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
NW/SW 12th St	Sears Drive	SW Fourth Ave		1	25		1 36 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
SW 12th St	SW Fourth Ave	Locust Way		1	25		1 36 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
Locust Way	SW 12th St	SW 11th St		1	25		1 36 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
SW 11th St	Locust Way	SW 14th Ave		1	25		1 34 feet	Residential Corridor	Medium	Shared lane with enhanced bike route	Shared lane (sharrows)
SW Eighth Ave	SW 12th St	Alameda Dr		1	25		1 36 feet	Residential Corridor	Medium	Shared lane (sharrows)	
Alameda Dr	SW Eighth Ave	SW 18th Ave		2	25		1 40 feet	Suburban Fringe	Low	Shared lane (sharrows)	
SW 11th Ave	SW Second St	Park Blvd		1	25		1 26 feet	Suburban Fringe	Low	Shared lane (sharrows)	
Park Blvd	SW 11th Ave	SW 18th Ave		2	25		1 26 feet	Suburban Fringe	Low	Shared lane (sharrows)	
Park Blvd	SW Fifth Ave	End of Roadway		2	25		1 40 feet	Residential Corridor	Medium	Shared lane (sharrows)	

Attachment C NCHRP 562 Research Report Sheets

- Potential Crossing Improvement
- Existing Crosswalk
- Bus Stop
- Two Way Peak Hour Volume
- Improvement to Existing Crossing

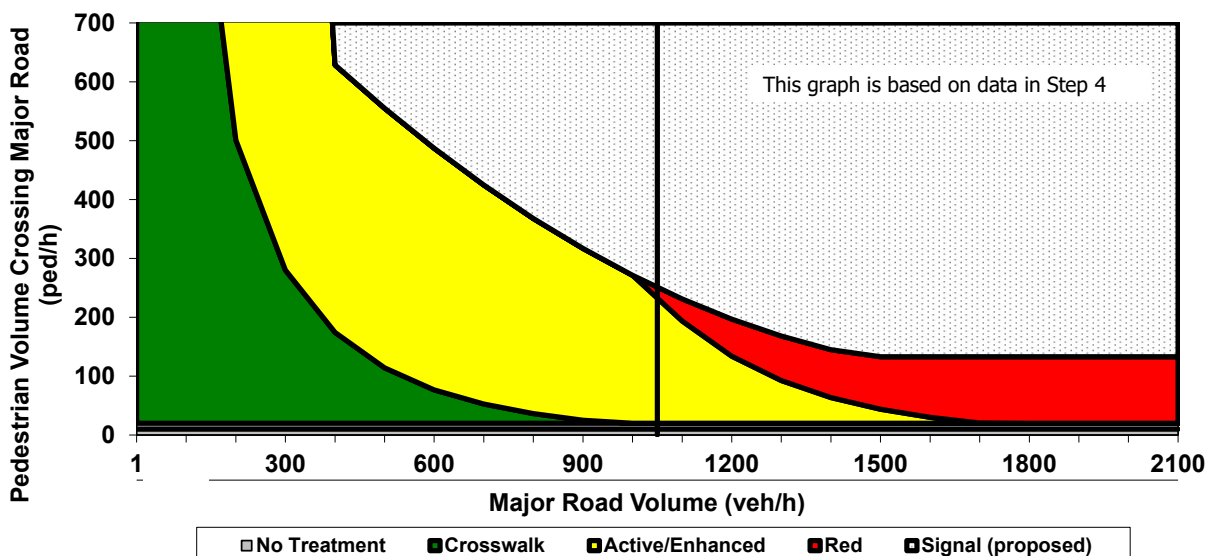


GUIDELINES FOR PEDESTRIAN CROSSING TREATMENTS

This spreadsheet combines Worksheet 1 and Worksheet 2 (Appendix A, pages 69-70) of TCRP Report 112/NCHRP Report 562 (*Improving Pedestrian Safety at Unsignalized Intersections*) into an electronic format. This spreadsheet should be used in conjunction with, and not independent of, Appendix A documentation.

Key	Blue fields contain descriptive information.
	Green fields are required and must be completed.
	Tan fields are adjustments that are filled out only under certain conditions (follow instructions to the left of the cell).
	Gray fields are automatically calculated and should not be edited.
	This spreadsheet is still under development, please inform TTI if errors are identified.

Analyst and Site Information			
Analyst	KAI	Major Street	East Lane
Analysis Date	September 1, 2020	Minor Street or Location	Walmart Lot Adjacent to Bus Stop
Data Collection Date		Peak Hour	PM
Step 1: Select worksheet:			
Posted or statutory speed limit (or 85th percentile speed) on the major street (mph)		1a	25
Is the population of the surrounding area <10,000? (enter YES or NO)		1b	no
Step 2: Does the crossing meet minimum pedestrian volumes to be considered for a traffic control device?			
Peak-hour pedestrian volume (ped/h), V_p		2a	10
Result: Consider raised median islands, curb extensions, traffic calming, etc. as feasible.			
Step 3: Does the crossing meet the pedestrian warrant for a traffic signal?			
Major road volume, total of both approaches during peak hour (veh/h), V_{maj-s}		3a	1050
[Calculated automatically] Preliminary (before min. threshold) peak hour pedestrian volume to meet warrant		3b	251
[Calculated automatically] Minimum required peak hour pedestrian volume to meet traffic signal warrant		3c	251
Is 15th percentile crossing speed of pedestrians less than 3.5 ft/s (1.1 m/s)? (enter YES or NO)		3d	no
If 15th percentile crossing speed of pedestrians is less than 3.5 ft/s (1.1 m/s), then reduce 3c by up to 50%.	% rate of reduction for 3c (up to 50%)	3e	
	Reduced value or 3c	3f	251
Result:			
Step 4: Estimate pedestrian delay.			
Pedestrian crossing distance, curb to curb (ft), L		4a	45
Pedestrian walking speed (ft/s), S_p (suggested speed = 3.5 ft/s)		4b	3.5
Pedestrian start-up time and end clearance time (s), t_s (suggested start-up time = 3 sec)		4c	3
[Calculated automatically] Critical gap required for crossing pedestrian (s), t_c		4d	16
Major road volume, total both approaches OR approach being crossed if raised median island is present, during peak hour (veh/h), V_{maj-d}		4e	1050
Major road flow rate (veh/s), v		4f	0.29
Average pedestrian delay (s/person), d_p		4g	323
Total pedestrian delay (h), D_p The value in 4h is the calculated estimated delay for all pedestrians crossing the major roadway without a crossing treatment (assumes 0% compliance). If the actual total pedestrian delay has been measured at the site, that value can be entered in 4i to replace the calculated value in 4h.		4h	0.9
		4i	
Step 5: Select treatment based up on total pedestrian delay and expected motorist compliance.			
Expected motorist compliance at pedestrian crossings in region: enter HIGH for High Compliance or LOW for Low Compliance		5a	high
Treatment Category:		Consider raised median islands, curb extensions, traffic calming, etc. as feasible.	



This worksheet provides general recommendations on pedestrian crossing treatments to consider at unsignalized intersections; in all cases, engineering judgment should be used in selecting a specific treatment for installation. This worksheet does not apply to school crossings. In addition to the results provided by this worksheet, users should consider whether a pedestrian treatment could present an increased safety risk to pedestrians, such as where there is poor sight distance, complex geometrics, or nearby traffic signals.

GUIDELINES FOR PEDESTRIAN CROSSING TREATMENTS

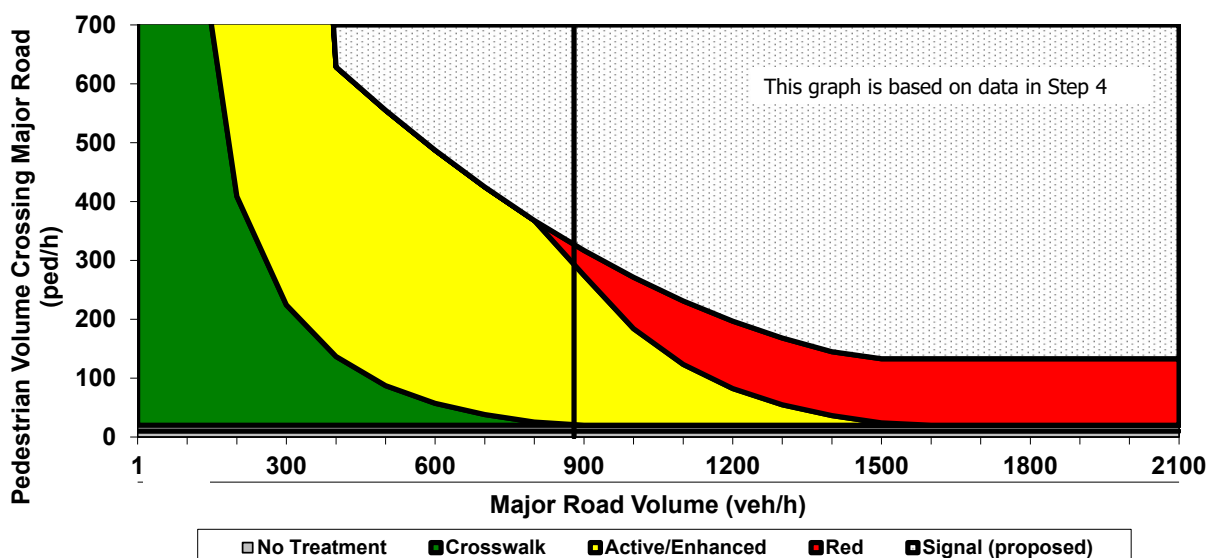
This spreadsheet combines Worksheet 1 and Worksheet 2 (Appendix A, pages 69-70) of TCRP Report 112/NCHRP Report 562 (*Improving Pedestrian Safety at Unsignalized Intersections*) into an electronic format. This spreadsheet should be used in conjunction with, and not independent of, Appendix A documentation.

Key

	Blue fields contain descriptive information.
	Green fields are required and must be completed.
	Tan fields are adjustments that are filled out only under certain conditions (follow instructions to the left of the cell).
	Gray fields are automatically calculated and should not be edited.

This spreadsheet is still under development, please inform TTI if errors are identified.

Analyst and Site Information			
Analyst	KAI	Major Street	East Lane
Analysis Date	September 1, 2020	Minor Street or Location	GameStop and Walmart Parking Lots
Data Collection Date		Peak Hour	PM
Step 1: Select worksheet:			
Posted or statutory speed limit (or 85th percentile speed) on the major street (mph)		1a	25
Is the population of the surrounding area <10,000? (enter YES or NO)		1b	no
Step 2: Does the crossing meet minimum pedestrian volumes to be considered for a traffic control device?			
Peak-hour pedestrian volume (ped/h), V_p		2a	10
Result: Consider raised median islands, curb extensions, traffic calming, etc. as feasible.			
Step 3: Does the crossing meet the pedestrian warrant for a traffic signal?			
Major road volume, total of both approaches during peak hour (veh/h), V_{maj-s}		3a	880
[Calculated automatically] Preliminary (before min. threshold) peak hour pedestrian volume to meet warrant		3b	327
[Calculated automatically] Minimum required peak hour pedestrian volume to meet traffic signal warrant		3c	327
Is 15th percentile crossing speed of pedestrians less than 3.5 ft/s (1.1 m/s)? (enter YES or NO)		3d	no
If 15th percentile crossing speed of pedestrians is less than 3.5 ft/s (1.1 m/s), then reduce 3c by up to 50%.	% rate of reduction for 3c (up to 50%)	3e	
	Reduced value or 3c	3f	327
Result:			
Step 4: Estimate pedestrian delay.			
Pedestrian crossing distance, curb to curb (ft), L		4a	50
Pedestrian walking speed (ft/s), S_p (suggested speed = 3.5 ft/s)		4b	3.5
Pedestrian start-up time and end clearance time (s), t_s (suggested start-up time = 3 sec)		4c	3
[Calculated automatically] Critical gap required for crossing pedestrian (s), t_c		4d	17
Major road volume, total both approaches OR approach being crossed if raised median island is present, during peak hour (veh/h), V_{maj-d}		4e	880
Major road flow rate (veh/s), v		4f	0.24
Average pedestrian delay (s/person), d_p		4g	242
Total pedestrian delay (h), D_p The value in 4h is the calculated estimated delay for all pedestrians crossing the major roadway without a crossing treatment (assumes 0% compliance). If the actual total pedestrian delay has been measured at the site, that value can be entered in 4i to replace the calculated value in 4h.		4h	0.7
		4i	
Step 5: Select treatment based up on total pedestrian delay and expected motorist compliance.			
Expected motorist compliance at pedestrian crossings in region: enter HIGH for High Compliance or LOW for Low Compliance		5a	high
Treatment Category:		Consider raised median islands, curb extensions, traffic calming, etc. as feasible.	



This worksheet provides general recommendations on pedestrian crossing treatments to consider at unsignalized intersections; in all cases, engineering judgment should be used in selecting a specific treatment for installation. This worksheet does not apply to school crossings. In addition to the results provided by this worksheet, users should consider whether a pedestrian treatment could present an increased safety risk to pedestrians, such as where there is poor sight distance, complex geometrics, or nearby traffic signals.



MEMORANDUM

Technical Memorandum #11: Revised Policy Framework and Code Amendments (Task 6.3)

Ontario Active Transportation Update and East Idaho Avenue Refinement Area Plan

DATE December 28, 2021
TO Project Management Team
FROM Matt Hastie and Clinton “CJ” Doxsee, APG
Nick Foster, KAI
CC Matt Hughart, KAI

OVERVIEW

This memorandum outlines an approach for amending the City’s regulations to incorporate the goals, objectives, and improvements identified in the Ontario Active Transportation Plan (ATP), building on earlier Technical Memo #10. The ATP is inclusive of the East Idaho Avenue Refinement Area Plan, which identifies corridor-specific improvements to promote active transportation on East Idaho Avenue. Regulatory provisions that this memorandum identifies include the City of Ontario’s Comprehensive Plan, the Transportation System Plan, and the Land Use and Municipal Code. The proposed amendments are also intended to be consistent with the Oregon Transportation Planning Rule (OAR 660, Division 12, or “TPR”).

The ATP will strategically update the City’s Transportation System Plan (TSP) – the transportation element of the City’s Comprehensive Plan – with a focus on promoting active transportation modes such as walking, bicycling, and riding transit. The current TSP was adopted in 2006 under Ordinance #2560-2005, with refinements occurring in 2009 under Instrument #2627-2009 and 2630-2009 and in 2014 under Ordinance #2694-2014. The ATP will further refine the TSP to build on the City’s successes while proposing active transportation improvements to better achieve community values related to mobility and safety.

The ATP identifies needs by pedestrian, bicycle, and transit modes through community feedback, technical analysis (i.e., level of stress and qualitative multimodal analysis), and previous work by the City to develop Safe Routes to School networks. High priority transportation solutions proposed to address those needs include new and upgraded bicycle and pedestrian facility projects.

REGULATORY CONTEXT

This section provides a cursory overview of existing plans and policies that affect transportation planning in the City of Ontario. The City's Comprehensive Plan, Transportation System Plan, and Zoning Development Standards provide regulations and policies that guide development of the City's transportation system and help achieve a land use framework that supports the goals of the transportation system.

Comprehensive Plan

The City of Ontario's Comprehensive Plan, provided in Title 10 of the Ontario Planning and Zoning Development Standards, is the long-range policy guide for land use in the City's urban growth boundary (UGB), consistent with Statewide Planning Goals. The Comprehensive Plan includes background information and policies that address each of the 14 applicable Statewide Planning Goals.

The Comprehensive Plan's objectives and policies work in concert with the goals and objectives in the City's 2006 Transportation System Plan (TSP) to provide direction on transportation system and land use decision-making in the City. Transportation policies in Title 10 are established under Goal 12: Transportation. Policies are organized under transportation objectives that address mobility, efficiency, safety, equity, environment, alternative modes, agency coordination, functional classifications, freight routes, financing, and refinement plans.

Transportation System Plan

The Ontario TSP, adopted in 2006, establishes the City's goals, policies, and improvement needs for developing and improving the transportation system within the City's UGB. The TSP includes the following transportation modal plans:

- Road Plan
- Pedestrian and Bicycle System Plan
- Public Transportation Plan
- Air, Rail, Water, Pipeline Plan

The Pedestrian and Bicycle System Plan provides non-motorized facility standards and improvements. The non-motorized facilities provided in the modal plan of the TSP defers to the Oregon Bicycle and Pedestrian Plan for design standards for shared roadways, shoulder bikeways, bike lanes, multi-use paths, and sidewalks. The non-motorized improvements in the modal plan provides a prioritized list and map of bicycle and pedestrian capital improvements

The TSP also includes transportation goals and policies that mirror the objectives and policies found in the Comprehensive Plan.

Zoning Development Standards

The City of Ontario's zoning development standards are provided in Title 10A – Substantive Zoning Regulations, Title 10B – Administrative Procedures for Land Use Regulation, and 10C – Substantive Regulations for Land Development. The zoning development standards in Titles 10A, 10B, and 10C implement the long-range land use vision embodied in the Ontario Comprehensive Plan and TSP (of which is a part of the Comprehensive Plan).

The zoning development standards regulate uses within the City and establishes standards for development and land divisions. Key existing development standards are summarized below:

- Use standards are listed for individual commercial zones in Chapters 10A-27 (C-1, Neighborhood Commercial Zone) through Chapter 10A-35 (Commercial Zones, Space Limits Table). The C-2-H zone, which is the most prevalent zone in the East Idaho Avenue Study Area is provided in Chapter 10A-31, and primarily accommodates a wide range of retail, service, and wholesale activities short of heavy industrial usage.
- Landscaping standards are addressed under Section 10A-57-40 (Landscaping Required) through 10A-57-55 (Landscaping Performance Standards). The landscaping standards generally require a minimum of six percent of the site area to be landscaped; a portion of which is required to be “green and growing” and “irrigated.” The standards generally require landscaping to be located in front yard areas.
- Vehicle parking regulations are addressed under Sections 10A-57-60 (Off-street Parking and Loading Requirements) through 10A-57-100 (Off-street Parking Space Design Standards). The off-street parking standards provide minimum parking and loading requirements for individual uses relative to the size of the use. The standards also provide general lot layout and design requirements for parking stalls and travel lanes.
- Building design and orientation standards are addressed under Section 10A-57-210 (Design Standards). The building orientation standards generally require a building's main entrance to be oriented to a street or public space directly facing a street. Entrances are required to be directly connected to the sidewalk when buildings are set back from the sidewalk.
- On-site circulation and connectivity are addressed in Section 10C-25.04.002 (Bicycle and Pedestrian Circulation and Access Requirements for Site Plans). The standards generally require site plans to show internal pedestrian circulation systems.
- Street standards are provided in Section 10C-25.08 (Street Standards) and define design standards and cross-section diagrams for streets. Design standards are provided by street classification (i.e. arterial, collector, local streets) as well as for specific street segments within the City.

POLICY AND CODE AMENDMENT SUMMARY

The City of Ontario must amend its land use regulations to implement the ATP and to achieve the ATP's mobility and safety goals. These goals and objectives are achieved through a variety of measures, including landscape standards; pedestrian and bicycle circulation design and connectivity

provisions; proposed bicycle and pedestrian improvement projects; minimum parking requirements; and land use plans, policies, and standards that promote active transportation.

The consultant team evaluated the City's Comprehensive Plan, Transportation System Plan, and Zoning Development Standards to ensure that policies and standards reflect the recommendations of the ATP and are consistent with statewide requirements in the Oregon TPR.

The following elements are recommended to be amended to implement the ATP.

- Comprehensive Plan (Title 10): update the refinement plan policy to reference the ATP, thereby incorporating the ATP as a refinement to the City's current TSP.
- Transportation System Plan: Amend the Transportation System Plan by reference through the City's Comprehensive Plan refinement plan policy described above.
- Zoning Development Standards (Titles 10A, 10B, and 10C): Update the zoning development standards to promote access and safety for active transportation modes.

Comprehensive Plan

In order to make adopted City policy consistent with the Active Transportation Plan, the Ontario Comprehensive Plan should be updated to incorporate the ATP's vision, goals, the proposed corridor design options/alternatives, and the other applicable ATP elements.

Comprehensive Plan Goal 12 – Transportation should be modified to incorporate the goals, objective, and findings of the ATP. Recommended changes to the Goal 12 section of the City's Comprehensive Plan include amending Policy 1 under Transportation Objective 11 – Development of Refinement Plans. This policy provides policy direction for plans that further refine the adopted TSP. It states:

(k) Transportation Objective 11 - Development of Refinement Plans

To develop refinement plans to the Transportation System Plan that more specifically address corridors, problems/issues, and sub-areas.

These refinement plans shall supersede the TSP if they are formally adopted by the Ontario City Council.

The policies to be used to implement Objective 11 - Development of Refinement Plans are as follows:

- 1) *The City of Ontario has formally adopted the following refinement plans; East Ontario Traffic Study; East Ontario Commercial Area Traffic Study; Oregon 201 Corridor Refinement Plan; and the North Ontario Interchange Management Area Plan. These Plans shall supersede the TSP in their specific defined areas as applicable.*
- 2) *The City of Ontario shall proactively seek funding to develop further refinement plans as necessary to address specific transportation issues.*

- 3) *Refinement plans to the TSP shall be formally adopted by the Ontario City Council prior to officially superseding the TSP.*

An attachment to the memorandum includes recommended amendment to the policy language that would incorporate the ATP.

Transportation System Plan

It is recommended that the City adopt the ATP as a refinement to the Transportation System Plan. By legislatively adopting the “plan” elements of the ATP, the City will have a policy framework on which to base compliance-related development requirements and seek public financing for recommended improvements.

Adopting the ATP as a refinement to the TSP will make the design elements in the “controlling” TSP elements for development and redevelopment in the City. The refinement to the TSP will be accomplished through the City’s Comprehensive Plan refinement plan policy described above.

Zoning Development Standards

It is recommended that targeted modifications to the Development Code be completed to ensure consistency with and to implement the ATP. These recommendations were described in *Technical Memorandum #3: East Idaho Refinement Area Land Use Assessment and Land Use Metrics for Ontario Design Concepts (Task 4.1)*. Recommendations for modifying street design standards were described in *Technical Memorandum #8: Revised Design Concept*.

Following is a summary of recommended amendments to the City’s Zoning Regulations to meet these objectives. The objectives and rationale for the proposed amendments are described in more detail in previous project memos and other materials (Technical Memoranda 3 and 6).

Table 1: Zoning Development Standard Summary

TOPIC	SUMMARY	CODE SECTION
Mixed-use Provisions in C-2-H	Permitting multi-family buildings in commercial areas allow developers to respond to several market conditions simultaneously. The C-2-H zone is recommended to allow high density residential and mixed-commercial/residential uses as a conditional use.	10A-31-10 - CONDITIONAL USES. 10A-31-30 - SPECIAL USE LIMITATIONS (new)
Enhanced Landscaping Standards	Landscaping should be provided between parking areas and adjacent pathways and adjacent streets to provide separation between active transportation users and vehicles. The landscape provisions relate to xeriscaping	10A-57-55 - LANDSCAPING, PERFORMANCE STANDARDS.

TOPIC	SUMMARY	CODE SECTION
	(drought-tolerant landscaping) and apply to new commercial uses and multi-family dwellings.	
More Efficient Use of Parking	Reducing the minimum parking requirements allows commercial developers the opportunity to use less space for parking and/or to construct other buildings for other uses or businesses. It also helps reduce the overall cost of construction.	10A-57-75 - PARKING SPACES REQUIRED, GROUP A USES. 10A-57-80 – PARKING SPACES REQUIRED; GROUP B USES.
Large Format Development Standards	Include special building design provisions for large-format developments (i.e. big box developments).	10-57-210 – DESIGN STANDARDS.
Enhanced Pedestrian Connections	Amendments seek to increase on-site connections between adjacent buildings and sidewalks to encourage people to walk or use bicycles.	10C-25.04 – BICYCLE AND PEDESTRIAN STANDARDS
Revised Street Design Standards	Replace/update street design standards for selected street classifications.	10C-25.08 – STREET STANDARDS

FINANCING PLAN

Attachment B provides additional information that summarizes the estimated costs, benefits, and implementation considerations of each pedestrian, crossing, and bicycle project identified in Technical Memorandum #9. The cost estimates are high-level planning estimates that include basic construction costs. The tables in the attachment provides details on pedestrian plan projects, intersection crossing plan projects, and bicycle plan projects.

ATTACHMENT A: LEGISLATIVE AMENDMENT RECOMMENDATIONS

The following modifications implement the recommendations of the *Draft Implementation and Financing Plan* memorandum. Recommended changes are in an adoption-ready format; text that is recommended to be added is shown as underlined, and text recommended to be removed is shown in strikeout.

TITLE 10 – COMPREHENSIVE PLAN

[...]

GOAL 12: - TRANSPORTATION

10-12-4 - Objectives and Policies: Transportation, Roads, Streets, Alternative Modes

This Section establishes broad policy objectives that provide the context to make transportation investment decisions and to develop the existing and future transportation system within the City of Ontario Urban Growth Boundary.

[...]

(k) Transportation Objective 11 - Development of Refinement Plans

To develop refinement plans to the Transportation System Plan that more specifically address corridors, problems/issues, and sub-areas.

These refinement plans shall supersede the TSP if they are formally adopted by the Ontario City Council.

The policies to be used to implement Objective 11 - Development of Refinement Plans are as follows:

- 1) The City of Ontario has formally adopted the following refinement plans; East Ontario Traffic Study; East Ontario Commercial Area Traffic Study; Oregon 201 Corridor Refinement Plan; ~~and, the North Ontario Interchange Management Area Plan; and, the Ontario Active Transportation Plan.~~ These Plans shall supersede the TSP in their specific defined areas as applicable.
- 2) The City of Ontario shall proactively seek funding to develop further refinement plans as necessary to address specific transportation issues.
- 3) Refinement plans to the TSP shall be formally adopted by the Ontario City Council prior to officially superseding the TSP

TITLE 10 – SUBSTANTIVE ZONING REGULATIONS

[...]

CHAPTER 10A-31 – C-2-H, HEAVY GENERAL COMMERCIAL ZONE

10A-31-01 – PURPOSE.

To provide a zone to accommodate a wide range of retail, service and wholesale activities short of industrial usage. 10A-31-05 - PRINCIPAL PERMITTED USES.

The following principal uses are permitted as of right in the C-2-H Zone:

1. All principal uses allowed in the C-1 and C-2 commercial zones, ~~except that dwellings.~~ Dwellings are prohibited, except that multi-family dwellings are allowed as provided in 10A-31-10 below. ~~Existing~~ Unless approved as a conditional use, existing dwellings shall be treated as nonconforming uses subject to provisions contained within these standards for nonconforming uses.
2. Rental of large tools or construction equipment, trucks or trailers or other equipment requiring outdoor storage;
3. Wholesale stores with stock;
4. Body, fender and paint shops, major automotive repair and automotive dismantling where all work is performed within a building, where all refuse and scrap parts are stored in closed containers, when possible, and screened from view at all points on any public or private property or street, and where all extended storage of wrecked vehicles or other equipment is screened from view from adjacent property and public streets;
5. Farm store, farm equipment dealer;
6. Truck stop with transient motel;
7. Printing and publishing;
8. Petroleum bulk plant with no more than 150,000 gallons of above ground storage and with no more than 25,000 gallons in any one above ground tank; and
9. Mini-warehouses.

10A-31-10 - CONDITIONAL USES.

The following uses are permitted conditionally in the C-2-H Zone:

1. Dwellings. Multi-family dwellings and dwellings above ground-floor of non-residential uses ("vertical mixed use") and on the bottom floor of any structure ("live/work or horizontal mixed use") are allowed only if they comply with Special Use Limitations in Chapter 10A-31-30. Dwellings in the C-2-H Zone are subject to the space limits of the C-2-H Zone found in Chapter 10A-35 instead of the space limits of the R-10 Zone in Chapter 10A-25.
- ~~1-2.~~ Utility facilities, other than distribution lines, necessary for the functioning of that utility;
- ~~2-3.~~ Accessory uses and structures common to all zones as listed in Chapter 10A-53;
- ~~3-4.~~ Marijuana retailer as provided in Chapter 10A-59;
- ~~4-5.~~ Marijuana laboratory as provided in Chapter 10A-59;
- ~~5-6.~~ Marijuana wholesaler as provided in Chapter 10A-59; and
- ~~6-7.~~ Marijuana processor non-flammable as provided in Chapter 10A-59; and
- ~~7-8.~~ Marijuana grow site medical as provided by State regulations and as provided in Chapter 10A-59.

[...]

10A-31-30 - SPECIAL USE LIMITATIONS.

The following limitations or conditions shall apply in addition to any conditions or limitations applying to all zones, to specified uses permitted or permissible in the C-2-H Zone:

1. Buildings with residential uses on the ground-floor shall:
 - a. Provide window glazing on the ground-floor facade, where glazing of the facade shall mean the use of transparent windows along a minimum of 50 percent of the length of the ground-level street-facing facade, and covering a minimum of 50 percent of ground-level street-facing wall area (See Figure 10A-33-07a). Minimum window glazing includes any glazed portions of doors.
 - b. Provide an accessible entrance;
 - c. Limit the residential use on the ground floor to 50% of the floor area of the ground floor; and
 - d. Be designed to accommodate commercial uses (e.g. ceiling heights, interior support columns).
2. Fewer than ten multi-family dwellings are allowed in a building.

[...]

CHAPTER 10A-57 – GENERAL PROVISIONS

[...]

10A-57-55 - LANDSCAPING, PERFORMANCE STANDARDS.

All landscaping required by this Title shall comply with the following performance standards:

1. 65 percent minimum of the required six percent of the development site area landscaping shall be green and growing and shall be irrigated. This required coverage does not include the anticipated mature overhead canopies of new trees. The area of trees counted toward the minimum coverage shall be the canopy areas of new trees and existing trees at the time of planting. Permanent landscaping shall be irrigated by means of an underground system; planters or boxes may be irrigated by daily manual watering with no permanent system. Plans shall be submitted with any required permit information that show the amount of landscaping in square feet that is required for the lot; the amount of landscaping proposed and the location of what is proposed; and, a description of the type of irrigation system. All required landscaping shall be continuously maintained in a neat, clean, healthy and growing condition. Landscaping that is not maintained is a violation of this Code and a property owner may be subject to enforcement under the provisions of Title 10A and any other applicable City Code, and Oregon Law.
2. Required landscaping shall be distributed so that all non-driveway street frontages are landscaped, including in Industrial Zones, even if the area so used exceeds six percent of the total area required, including Industrial Zones. All of the required area cannot be satisfied by the use of remote and otherwise unusable portions of the development site.
3. Plantings used to screen a space frequently used by the public, such as a parking lot, shall have a combination of higher and lower growing species so as to provide for sight clearance at exits; for visual separation from the street, and for openings to allow police surveillance from the street.

Landscaping required by this Title shall comply with the following additional standards for new commercial uses and multi-family dwellings:

4. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions, among other factors. When new vegetation is planted, soils shall be amended and irrigation shall be provided, as necessary, to allow for healthy plant growth. The selection of plants and related materials shall be based on all of the following standards and guidelines:
- a. Use plants that are appropriate to the local climate, exposure, and water availability. The presence of utilities and drainage conditions shall also be considered.
 - b. Plant species that do not require irrigation once established (drought tolerant) are preferred over species including grass lawn that require irrigation.
 - c. All planted areas shall have minimum two-inch depth of bark mulch or other moisture-retentive organic or mineral mulch.
 - d. Trees shall be not less than two-inch caliper for street trees and 1.5-inch caliper for other trees at the time of planting. Trees to be planted under or near high-voltage power lines shall be selected so as to not conflict with power lines at maturity.
 - e. Shrubs shall be planted from five-gallon containers, minimum, where they are for required screens or buffers, and two-gallon containers minimum elsewhere.
 - f. Shrubs shall be spaced in order to provide the intended screen or canopy cover within two years of planting.
 - g. All landscape areas, whether required or not, that are not planted with trees and shrubs or covered with allowable non-plant material, shall have ground cover plants that are sized and spaced to achieve plant coverage of not less than 50 percent at maturity. The City may reduce this standard by one-half in areas under the canopy of existing trees to be preserved by the project. Ground cover plants shall be planted from one-gallon containers, minimum.
 - h. Bark mulch, stone aggregate, or other decorative stone material shall be used to cover non-planted landscape areas, but these non-planted areas shall cover not more than 35 percent of any individual landscape area. Non-plant ground covers cannot be a substitute for required ground cover plants.
 - i. Where storm water retention or detention, or water quality treatment facilities are proposed, they shall be planted with water-tolerant species.
 - ij. Existing mature trees that can thrive in a developed area and that do not conflict with other provisions of this Code shall be retained where specimens are in good health, have desirable aesthetic characteristics, and do not present a hazard. Protect the root zones of existing trees to remain from construction activities.
 - k. Landscape plans shall avoid conflicts between plants and buildings, streets, walkways, utilities, and other features of the built environment.
 - l. Evergreen plants shall be used where a sight-obscuring landscape screen is required.
 - m. Deciduous trees should be used where summer shade and winter sunlight is desirable.
 - n. Landscape plans should provide focal points within a development, for example, by preserving large or unique trees or groves or by using flowering plants or trees with fall color.

- o. Landscape plans should use a combination of plants for seasonal variation in color and yearlong interest.
 - p. Where plants are used to screen outdoor storage or mechanical equipment, the selected plants shall have growth characteristics that are compatible with such features.
 - q. Landscape plans shall provide for both temporary and permanent erosion control measures, which shall include plantings where cuts or fills, including berms, swales, storm water detention facilities, and similar grading, is proposed.
 - r. When new vegetation is planted, soils shall be amended and irrigation provided, as necessary, until the plants are fully established and able to grow on their own. Provide supplemental irrigation as needed after establishment to ensure plant health, depending on plant species and environmental conditions.
5. All of the following standards shall be met for parking lots with six (6) or more spaces, in addition to the requirements of paragraph 4 above. If a development contains multiple parking lots, then the standards shall be evaluated separately for each parking lot.
- a. A minimum of 10 percent of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, shall be landscaped. Such landscaping shall include canopy trees distributed throughout the parking area. At a minimum, one tree per 10 parking spaces shall be planted over and adjacent to the parking area.
 - b. All parking areas with more than 12 spaces shall provide landscape islands with trees that break up the parking area into rows of not more than 10 contiguous parking spaces. Landscape islands shall have dimensions of not less than 48 square feet of area (not including curbs) and no dimension of less than six feet, to ensure adequate soil, water, and space for healthy plant growth.
 - c. Wheel stops, curbs, bollards, or other physical barriers are required along the edges of all vehicle-maneuvering areas to protect landscaping from being damaged by vehicles. Trees shall be planted not less than two feet from any such barrier, and not less than four feet from any such barrier (except bollards) at the front of a parking stall.
 - d. Trees planted in tree wells within sidewalks or other paved areas shall be installed with root barriers, consistent with applicable nursery standards.
6. Landscaping located at the corner of a lot abutting a street intersection will meet the Vision Clearance standards of Section 10A-57-15 of this code.
7. Applicant is required to submit a Landscape plan showing the location of all required landscaping and a table listing plants proposed, as well as a table showing compliance with the green and growing requirements.

[...]

10A-57-75 - PARKING SPACES REQUIRED, GROUP A USES.

All uses of land or buildings enumerated under group A shall provide off street parking and loading, as specified, on the same development site as such use or building and the parking space shall have convenient and unobstructed pedestrian access across the development site to a principal entrance to the building or use.

USE	PARKING SPACES REQUIRED	LOADING SPACES REQUIRED
1. Dwelling, single-family or duplex.	Two	None
2. Dwellings, multi-family.	One and a half spaces for each dwelling.	One for each building containing over 20 units.
3. Boarding, rooming and lodging houses, bed and breakfast hotel	One for each bedroom	None
4. Doctor's offices, medical and dental clinics.	One space for each doctor and each employee, full or part-time on duty, plus one space for 300 square feet	None
5. Restaurants, taverns, bars, nightclubs, with or without dancing facilities.	One (1) for each four (4) fixed seats or where there are no fixed seats, one (1) space for each 50 square feet of gross floor area utilized for public space. <u>One space per 200 sq. ft. of gross floor area.</u>	One
6. Retail stores and shops.	One for each 300 <u>400</u> square feet gross floor area.	One for the first 5,000 sq. ft. gross floor area plus one for each 30,000 sq. ft. additional or fraction thereof.
7. Furniture, appliance sales or repair.	One for each 500 sq. ft. sales and repair space.	One for the first 5,000 sq. ft. gross floor area plus one for each 30,000 sq. ft. additional or major fraction thereof.
8. Funeral homes and mortuaries.	one for each three seats or one for each 50 sq. ft. of public space, whichever is the greater. <u>One space per 300 sq. ft.</u>	One for each hearse, ambulance or other non-passenger vehicle.
9. Real estate sales office	Two for the first 300 sq. ft. plus one for each additional 200 sq. ft. of office or public space. <u>One space per 500 sq. ft.</u>	None.
10. Small item service and repair shop.	One for each 200 <u>300</u> sq. ft. gross floor area.	None.
11. Beauty and barber shop.	One for each 200 <u>300</u> sq. ft. gross floor area.	None.
12. Automotive or machinery sales, garages	One for each 400 <u>1,000</u> sq. ft. gross floor area.	One for each 5,000 sq. ft. gross floor area.
13. Bowling alleys.	Five for each lane. <u>One per 300 sq. ft.</u>	None.

USE	PARKING SPACES REQUIRED	LOADING SPACES REQUIRED
14. Roller and ice rinks, intensive sports and recreation buildings, dance halls.	One for each three fixed seats or one for each 100 sq. ft. of gross floor area or public space.	None.
15. Banks, professional or general offices other than medical.	One for each 300 sq. ft. gross floor area.	None

10A-57-80 – PARKING SPACES REQUIRED, GROUP B USES.

All uses of land or buildings enumerated under group B shall provide off street parking and loading on the same development site as such building or use for all customers or patrons frequenting the establishment and said parking space shall have convenient and unobstructed pedestrian access across said development site to a principal entrance to the building or use; however, that portion of the parking requirement that may be attributed to employees may be provided within 400 feet of the use or building.

USE	PARKING SPACES REQUIRED	LOADING SPACES REQUIRED
1. Hotel, apartment, hotel, motel, club with guest rooms.	One 0.75 for each unit plus one space for each employee on the largest shift.	One space for any development of over 20 units
2. Hospitals and rest homes.	One for each three beds plus one for each doctor and employee on the largest shift. <u>One per 300 sq. ft.</u>	One space for the first 40,000 sq. ft. GFA plus one space for each additional 150,000 sq. ft. or major fraction.
2a. Day care center, family day care.	Two for each 12 children, or one space for each five elderly or disabled persons, plus one for each employee.	
3. College fraternities or sororities, dormitories.	One for each bedroom.	None.
4. Clubs, organization halls.	One for each 100 square feet of assembly space plus one for each employee.	None.
5. Single occupancy office buildings of 10,000 square feet and up.	One for each 500 square feet of gross floor area. (GFA)	One for the first 10,000 sq. ft. GFA plus one for each added 40,000 sq. ft. or major fraction.
6. Wholesale store with stock on site.	One for each 400 <u>1,000</u> square feet GFA	One for the first 6,000 sq. ft. GFA plus one for each added 20,000 sq. ft. or major fraction.

USE	PARKING SPACES REQUIRED	LOADING SPACES REQUIRED
7. Warehouses.	Four for the first 5,000 sq. ft. GFA plus one for each additional 5,000 sq. ft. GFA or major fraction.	Two for the first 5,000 sq. ft. GFA plus one for each added 10,000 sq. ft. or major fraction.

[...]

10-57-210 – DESIGN STANDARDS.

The design features below are required for development and redevelopment in the commercial zones (C zones) under the following conditions:

1. Upon any new development of property;
2. Upon any redevelopment of property that expands the floor area of the principal structure by 20 percent or more. This does not apply to accessory structures;
3. Upon the approval of any change in use of any residential, commercial or industrial structure or property that increases estimated trip generation by more than 50 peak hour trips over the existing use, according to the latest edition of the Institute for Transportation Engineers (ITE) Trip Generation Manual; or
4. Where the rebuilding or replacement of the building is the direct result of a casualty loss, and exceeds 60 percent of the total value of the building prior to the casualty loss.

[...]

6. Large-Format Developments. Plans for new developments, or any phase thereof, with a total ground floor area of all buildings greater than 40,000 square feet, including land divisions, shall meet all of the following standards in subsections (a) through (g), below. The City may approve adjustments to the standards pursuant to Chapters 10B-30 and 10B-40.
 - a. The site plan or preliminary subdivision plan, as applicable, shall comply with the street connectivity standards of Section 10C-25.03. The plan approval shall bind on all future phases of the development, if any, to the approved block layout.
 - b. Except as provided by subsection (e) through (g) below, the site shall be configured into blocks with building pads that have frontage onto improved streets meeting City standards and shall contain interior parking courts and with interconnected pedestrian walkways.
 - c. Walkways shall connect the street right-of-way to all primary building entrances, and shall connect all primary building entrances to one another, including required pedestrian crossings through interior parking areas, if any, in accordance with Section 10C-25.04. The City may condition development to provide facilities exceeding those required by Section 10C-25.04, including a requirement for lighting, stairways, ramps, and midblock pedestrian access ways (e.g., to break up an otherwise long block) to ensure reasonably safe, direct, and convenient pedestrian circulation.
 - d. Buildings placed at a block corner shall have a primary entrance oriented to the block corner. That entrance shall be located within 40 feet of the corner and shall have a direct and convenient pedestrian walkway connecting to the corner sidewalk.

- e. All buildings shall orient to a street, pursuant to subsection 10A-57.210(1). Where it is not practical to orient all buildings to streets due to existing parcel configuration or a similar site constraints, buildings may orient to a “shopping street” providing, at a minimum, on-street parking (parallel or angled parking), 8-foot sidewalks (which shall include a four-foot zone for street trees and furnishings such as benches and other street furniture), and pedestrian-scale lighting.
- f. Each building that is proposed as orienting to a shopping street shall comply with the orientation standards of Section 10A-57.210(1) in reference to the shopping street and shall have at least one primary entrance oriented to the shopping street.
- g. All other provisions of this Code apply to large-format developments.

[...]

TITLE 10C – SUBSTANTIVE REGULATIONS FOR LAND DEVELOPMENT

[...]

CHAPTER 10C-25 – TRANSPORTATION STANDARDS

[...]

10C-25.04 – BICYCLE AND PEDESTRIAN STANDARDS

[...]

10C-25.04.002 – Bicycle and Pedestrian Circulation and Access Requirements for Site Plans

Required elements for a site plan shall include the design and location of bicycle parking and bicycle and pedestrian circulation elements such as accessways, walkways, and transit facilities. The following shall be included in the site plan:

- (a) Bicycle parking. The development shall include the number and type of bicycle parking facilities required in the off-street parking and loading Section of this Title. The location and design of bicycle parking facilities shall be indicated on the site plan.
- (b) Pedestrian access and circulation. ~~Internal pedestrian circulation shall be provided in new commercial, office, and multi-family residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, accessways, or similar techniques.~~ Development shall conform to all of the following standards for pedestrian access and circulation:
 - (1) Continuous Walkway System. A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, adjacent trails, public parks, and open space areas, if any, and to all future phases of the development, as applicable.
 - (2) Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas, playgrounds, and public rights-of-way conforming to the following standards:
 - (a) The walkway is reasonably direct. A walkway is reasonably direct when it follows a route that does not deviate unnecessarily from a straight line or it does not involve a significant amount of out-of-direction travel.

- (b) The walkway is designed primarily for pedestrian safety and convenience, meaning it is reasonably free from hazards and provides a reasonably smooth and consistent surface and direct route of travel between destinations. The City may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.
- (c) The walkway network connects to all primary building entrances, consistent with the building design standards of Section 10A-57-210 and, where required, Americans with Disabilities Act (ADA) requirements.
- (3) Vehicle/Walkway Separation. Except as required for crosswalks, per subsection (4) below, where a walkway abuts a driveway or street it shall be raised six inches and curbed along the edge of the driveway or street. Alternatively, the City may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.
- (4) Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrasting material). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 24 feet in length.
- (5) Walkway Width and Surface. Walkways, including access ways required for subdivisions, shall be constructed of concrete, asphalt, brick or masonry pavers, or other durable surface, as approved by the City Engineer, and not less than five feet wide.
- (6) Walkway Construction. Walkway surfaces may be concrete, asphalt, brick or masonry pavers, or other City-approved durable surface meeting ADA requirements. Walkways shall be not less than four] feet in width, except that concrete walkways a minimum of six] feet in width are required in commercial developments and where access ways are required for subdivisions. The City may also require six-foot wide, or wider, concrete sidewalks in other developments where pedestrian traffic warrants walkways wider than four] feet.
- (c) All site plans (industrial and commercial) shall clearly show how the site's internal pedestrian and bicycle facilities connect with external existing or planned facilities or systems.

[...]

10C-25.08 - STREET STANDARDS

Planter strips shown on any figure, a through k, may be waived at the discretion of the Director of Public Works.

Figure 10C-25.08a - Principal Arterial and Five-Lane Minor Arterial

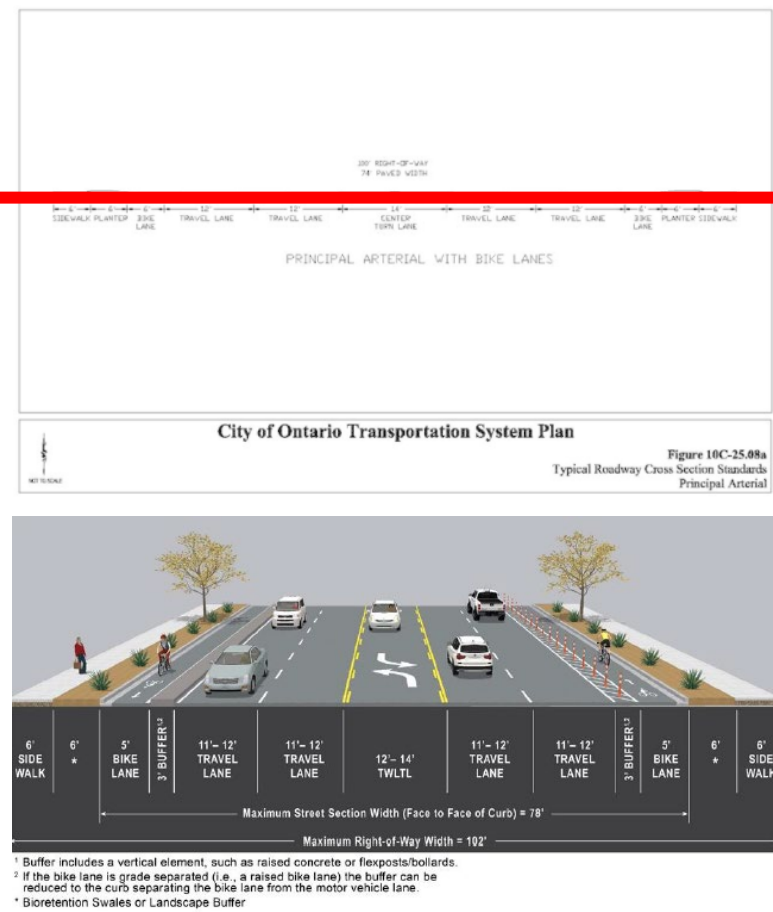


Figure 10C-25.08b - ~~Minor Arterial~~ Principal Arterial and Five-Lane Minor Arterial Shared Use Path Option

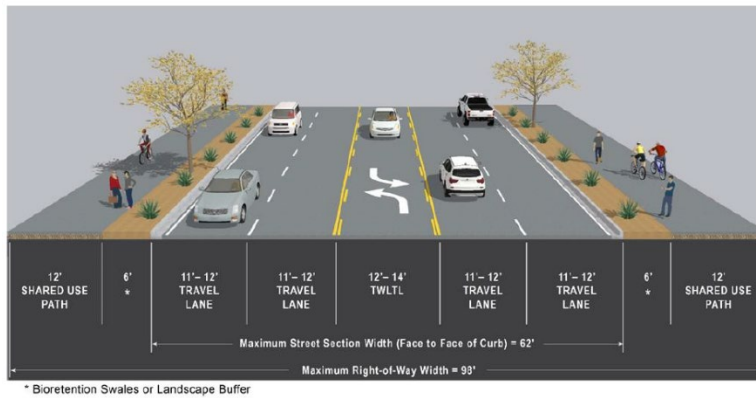
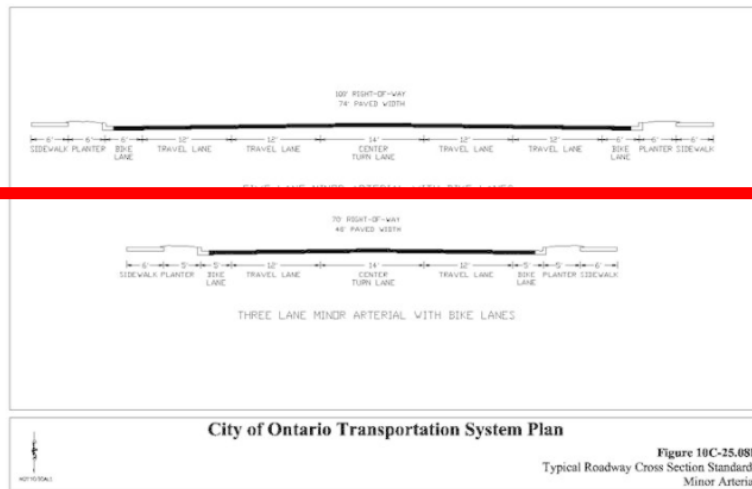


Figure 10C-25.08c – Three-Lane Minor Arterial

Figure 10C-25.08c Figure 10C-25.08d – Three-Lane Collector

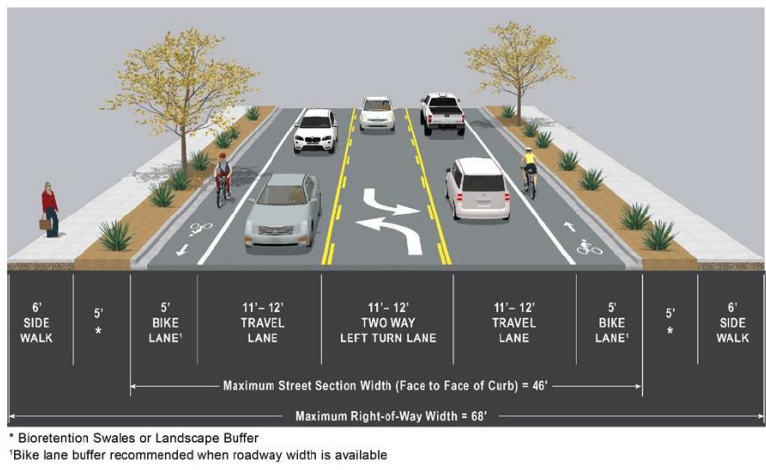
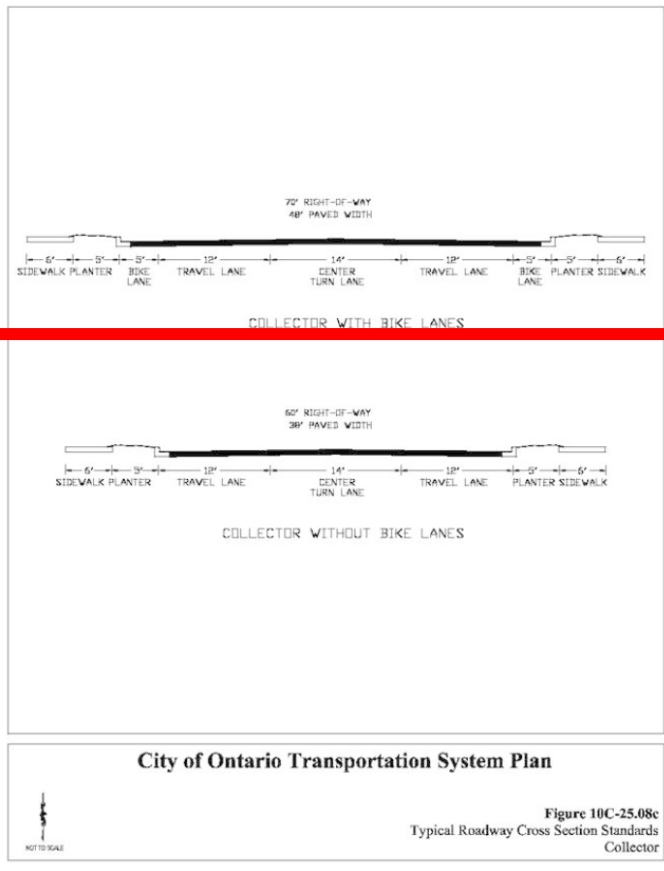


Figure 10C-25.08d Figure 10C-25.08e - Neighborhood Collector, >2% grade

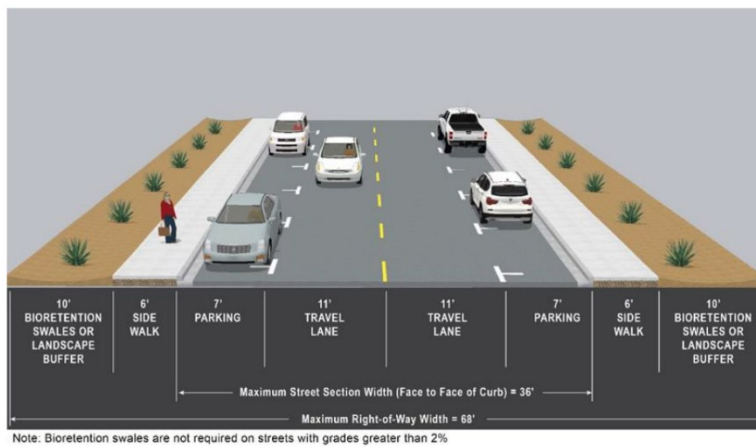
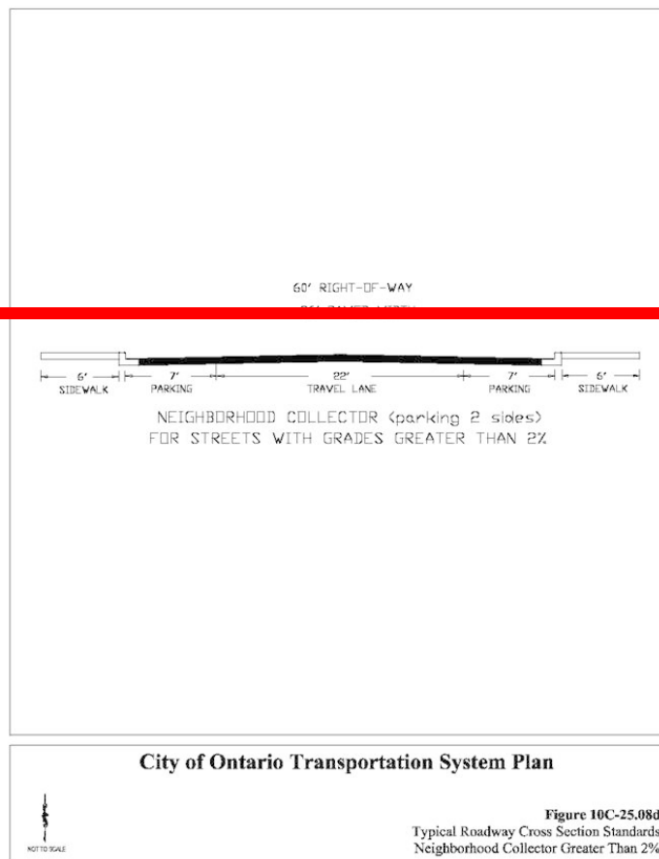
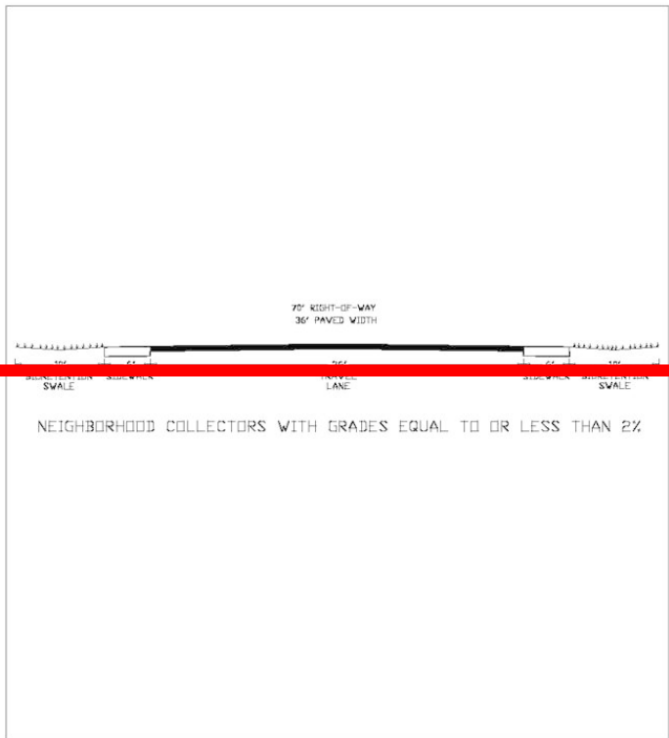


Figure 10C-25.08e Figure 10C-25.08f - Neighborhood Collector, <2% grade with Bike Lanes



City of Ontario Transportation System Plan

Figure 10C-25.08e
Typical Roadway Cross Section Standards
Neighborhood Collector Equal to or Less Than 2%

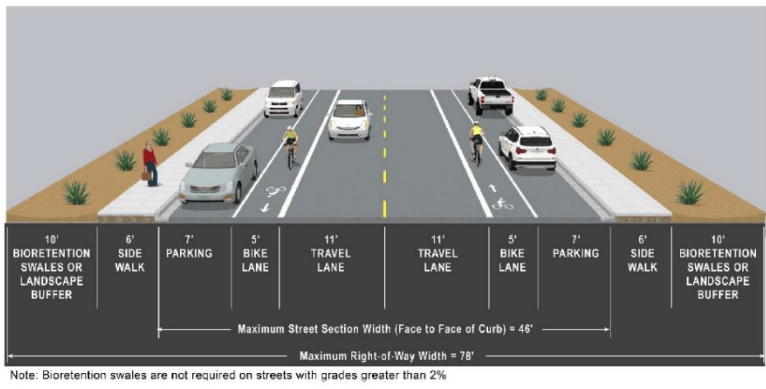


Figure 10C-25.08f Figure 10C-25.08g - Local Street, >2% grade (With Optional Bikeway Designation)

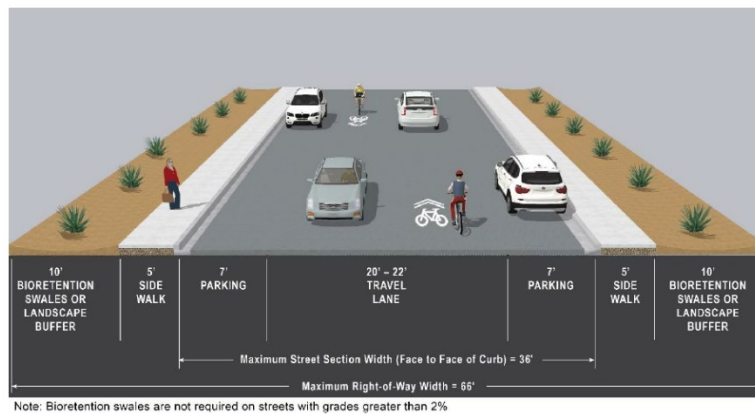
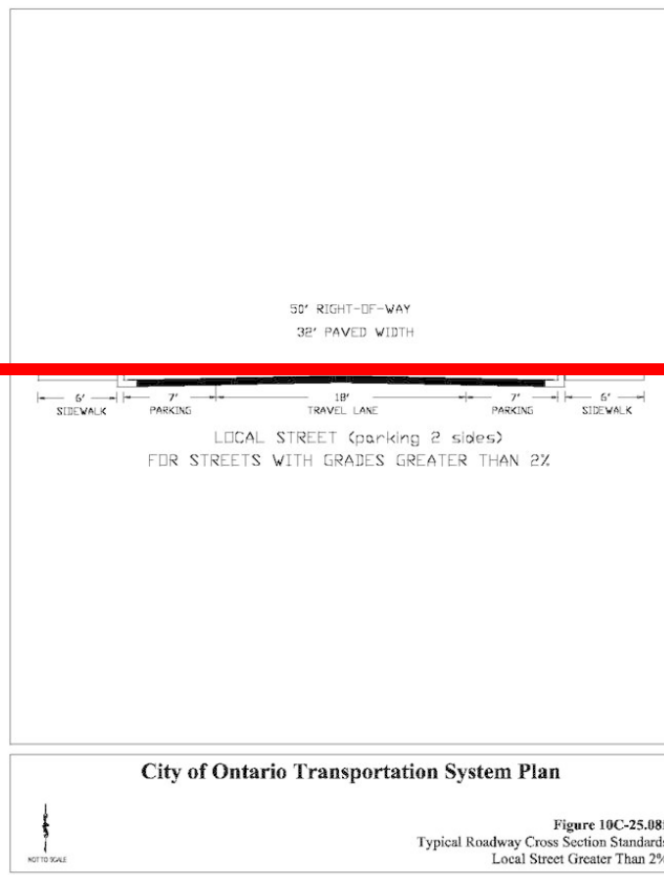
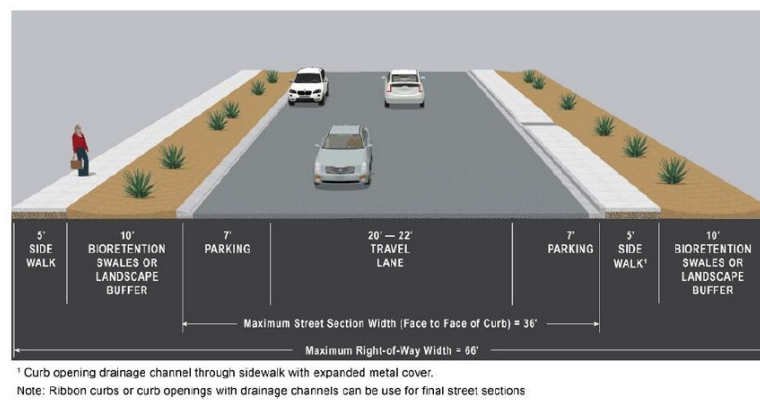
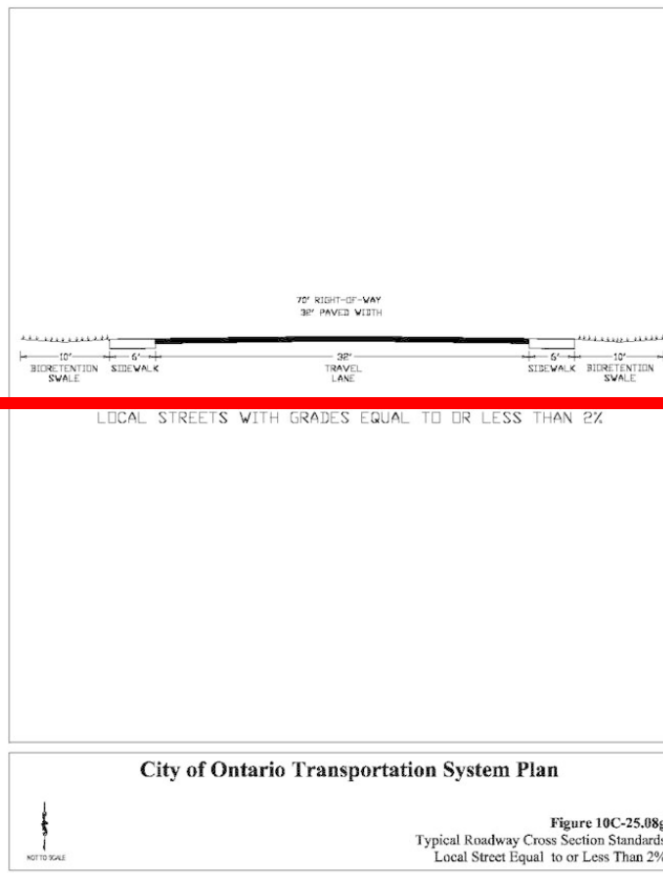


Figure 10C-25.08g Figure 10C-25.08h - Local Street, $\leq 2\%$ grade

[remove Figure 10C-25.08h]

~~Figure 10C-25.08h~~ Skinny Local Street, >2% grade

[remove Figure 10C-25.08i]

~~Figure 10C-25.08i~~ Skinny Local Street, <2% grade

[Remove “Figure 10-25.08j” from figure]

~~Figure 10C-25.08j~~ Figure 10C-25.08i Cul-de-sac turnaround

[No changes to the figure]

~~Figure 10C-25.08k~~ Figure 10C-25.08j - Alley cross section

[No changes to the figure]

~~Figure 10C-25.08l~~ Figure 10C-25.08k - Multi-purpose trail

[No changes to the figure]

~~Figure 10C-25.08m~~ Figure 10C-25.08l —S Oregon Street from W Idaho Avenue to 1st Avenue

[No changes to the figure]

~~Figure 10C-25.08n~~ Figure 10C-25.08m —Depot Row (SW 3rd Avenue from S Oregon Street to Depot)

[No changes to the figure]

~~Figure 10C-25.08o~~ Figure 10C-25.08n —SE 5th Avenue Railroad Crossing

[No changes to the figure]

~~Figure 10C-25.08p~~ Figure 10C-25.08o —Diagonal Parking

[No changes to the figure]

ATTACHMENT B: FINANCING PLAN MEMORANDUM

MEMORANDUM

Date:	December 30, 2020	Project #: 23858
To:	Project Management Team	
From:	Russ Doubleday, Nick Foster, AICP, RSP, Mark Heisinger, EIT, and Matt Hughart, AICP, Kittelson & Associates, Inc.	
Project:	City of Ontario, Active Transportation Update and East Idaho Avenue Refinement Area Plan	
Subject:	Technical Memorandum #10: Financing Plan	

This memorandum describes the estimated costs, benefits, and implementation considerations of each pedestrian, crossing, and bicycle project identified in Technical Memorandum #9: Transportation Solutions. The cost estimates are high-level planning estimates that include basic construction costs. They may not capture all site-specific needs, such as right-of-way, roadway widening, or utility relocations, which may increase project costs. Table 1 provides details on pedestrian plan projects, Table 2 provides details on intersection crossing plan projects, and Table 3 provides details on bicycle plan projects.

Table 1. Future Pedestrian Plan Implementation Details

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
High-Priority Segments							
S1	E Idaho Ave	I-84 eastbound ramps to Snake River	Build shared-use path on south side of roadway	A shared-use path on the south side of E Idaho Avenue would improve walking and biking connectivity to the city's major commercial center that is disconnected from the rest of the city by I-84 and the railroad.	\$3,800,000 (includes roadway widening)	The city will need to acquire right-of-way at the eastern end of the proposed path.	ODOT, Private Development Funds, ODOT Community Pathways Grant
P1	Sunset Dr	SW 4 th Ave to City Limits	Infill sidewalk on both sides of roadway	Fills sidewalk gaps along a commercial road that provides access to the SW 4 th Avenue and bus service throughout town.	\$43,000	- The city's Parks Master Plan identifies a shared-use path along the Stewart Carter Canal immediately to the west. - Installation of sidewalks would likely require some utility relocations.	City of Ontario
P2	SW 8 th Ave/ Alameda Dr/SW 14 th Ave	SW 8 th Ave: Alameda Dr to SW 12 th St Alameda Dr: SW 8 th Ave to SW 14 th Ave SW 14 th Ave: Alameda Dr to Park Blvd	Build shared-use path with parallel parking on Alameda Drive from SW 8 th Avenue to SW 14 th Avenue, infill sidewalk on both sides of roadway along rest of segment	Fills sidewalk gaps around Alameda Elementary School, which will make it easier for people to walk to the school.	\$574,000	The south end of Alameda Drive will need to be widened to accommodate a shared-use path.	City of Ontario, ODOT SRTS Grants, ODOT Community Pathways Grant
P3	SE 5 th Ave	SE 5 th St to East Ln	Construct sidewalk on both sides of roadway	Constructs sidewalk on one of the two roadways that cross I-84 and improves multimodal connectivity to the city's industrial land uses.	\$613,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - While there is existing sidewalk on the bridge over I-84, the ramps up to the bridge may need to be widened to accommodate sidewalks. - This project is already under design.	City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P4	Verde Dr	NW 4 th Ave to SW 4 th Ave	Construct sidewalk on both sides of roadway	Fills sidewalk gaps on one of the few north-south roads that connects SW 4 th Avenue, W Idaho Avenue, and NW 4 th Avenue, provides improved access to Aiken Elementary School, and connects with bus service across Ontario.	\$238,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P5	S Dorian Way	W Idaho Ave to SW 4 th Ave	Infill sidewalk on both sides of roadway	Fills sidewalk gaps on a street with commercial, residential, and assisted living land uses, as well as provide a connection to Four Rivers Community School	\$112,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P6	SW 10 th St/SW 2 nd Ave	SW 10 th St: W Idaho Ave to SW 2 nd Ave SW 2 nd Ave: SW 10 th St to Ontario Middle School	Infill sidewalk on both sides of roadway	Fills sidewalk gaps around Lions Park, Ontario Middle School, and St. Peter Catholic School in the heart of Ontario.	\$115,000	Installation of sidewalks would likely require some right-of-way acquisition.	City of Ontario, ODOT SRTS Grants
P7	E Idaho Ave	Oregon St to I-84 eastbound ramps	Reconstruct sidewalks where necessary and install barriers to prevent dirt and debris from washing over the sidewalks	Currently, it is not clear where the existing sidewalk is on both the north and south sides of the roadway, which can create a more stressful experience for the pedestrian.	\$108,000	The city may need to partner with local business to ensure that the sidewalk remains clean.	City of Ontario, ODOT, Private Development Funds
P8	Park Blvd	SW 5 th Ave to Evergreen Cemetery	Construct shared-use path on the east side of the road	Continues the Treasure Valley Connector Trail northward toward SW 4 th Avenue, setting up an alignment north toward the county fairgrounds.	\$210,000	No significant considerations.	City of Ontario, ODOT Community Pathways Grant
P9	SW 5 th Ave	SW 12 th St to SE 5 th St	Construct sidewalk on both sides of roadway	Connects residential land uses on both sides of the railroad tracks with Treasure Valley Community College, access to downtown Ontario, and bus service across Ontario.	\$823,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Sidewalk construction will cross Union Pacific Railroad.	City of Ontario
P10	SW 14 th Ave/SW 4 th St/Park Blvd	SW 14 th Ave: Park Blvd to SW 4 th St SW 4 th St: SW 14 th Ave to SW 18 th Ave Park Blvd: SW 14 th Ave to SW 18 th Ave	Construct sidewalk on both sides of roadway	Provides access to Treasure Valley Ball Park and constructs sidewalk along the proposed Cross-Town Trail from the city's Parks Master Plan.	\$569,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P11	Sears Dr/NW 12 th St	Sears Dr: NW 4 th Ave to NW 12 th St NW 12 th St: Sears Dr to W Idaho Ave	Construct sidewalk on both sides of roadway	Constructs sidewalk through a residential development that connects two major east-west roads – W Idaho Avenue and NW 4 th Avenue – and improves walking accessibility to Aiken Elementary School and Ontario High School	\$217,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P12	SW 4 th St	SW 3 rd Ave to SW 11 th Ave	Infill sidewalk on both sides of roadway	Fills in sidewalk gaps along a roadway that already has bike lanes, creating a multimodal north-south street that connects homes to businesses in downtown Ontario to Treasure Valley Ball Park.	\$310,000	Installation of sidewalks would likely require some right-of-way acquisition.	City of Ontario
P13	SW 7 th St/SW 6 th St/ SW 3 rd Ave	SW 7 th St: SW 2 nd Ave to SW 4 th Ave SW 6 th St: SW 2 nd Ave to SW 5 th Ave SW 3 rd Ave: SW 7 th St to SW 6 th St	Infill sidewalk on both sides of roadway	Fills in sidewalk gaps near downtown Ontario that connect with multiple schools, parks, businesses, homes, and bus service.	\$196,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, Private Development Funds
P14	SW 5 th St/SW 1 st Ave	SW 5 th St: W Idaho Ave to SW 1 st Ave SW 1 st Ave: SW 5 th St to SW 4 th St	Infill sidewalk on both sides of roadway	Fills in sidewalk gaps north of Ontario Middle School and providing connections between the residential areas north of W Idaho Avenue with businesses in downtown Ontario.	\$52,000	Installation of sidewalks would likely require some right-of-way acquisition.	City of Ontario, ODOT SRTS Grants
P15	SW 2 nd Ave	SW 2 th St to S Oregon St	Infill sidewalk on both sides of roadway	Helps create a complete sidewalk network in downtown Ontario	\$11,000	Wider sidewalks, especially on the south side of SW 2nd Avenue, would require taking roadway space.	City of Ontario
P16	SW 12 th St /Locust Way/SW 11 th St	SW 12 th St: SW 3 rd Ave to Locust Way Locust Way: SW 12 th St to SW 11 th St SW 11 th St: Locust Way to SW 14 th Ave	Infill sidewalk on both sides of roadway	Fills in sidewalk gaps on a segment that connects to businesses on SW 4 th Avenue with the residential areas to the south, as well as access to Alameda Elementary School.	\$479,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
Medium-Priority Segments							

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P17	SW 2 nd St/SW 11 th Ave/Park Blvd	SW 2 nd St: SW 5 th Ave to SW 11 th Ave SW 11 th Ave: SW 2 nd St to Park Blvd Park Blvd: SW 11 th Ave to SW 14 th Ave	Construct sidewalk on both sides of roadway	Constructs sidewalk around the Treasure Valley Ball Park, providing a connection to the Treasure Valley Connector Trail at one end and to downtown Ontario at the other end.	\$611,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Much of the segment is an unimproved roadway with no curbs.	City of Ontario
P18	NW 4 th Ave	N Park Blvd to N Oregon St	Construct sidewalk on both sides of roadway	Constructs sidewalks along a roadway that runs from the Union Pacific Railroad tracks to Highway 201, providing connectivity across much of northern Ontario, including May Roberts Elementary School	\$541,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P19	E Idaho Ave Area Sidewalks	Tapadera Ave: Lincoln Ave to Clarion Inn Access SW 13 th St: SE 1 st Ave to SE 5 th Ave Goodfellow St: E Idaho Ave to End of Roadway	Infill sidewalk on both sides of roadway	Fills gaps in the sidewalk network along the commercial properties that are located adjacent to E Idaho Avenue, improving access for customers on foot and allowing shoppers who drove to walk between multiple destinations.	\$266,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Some gaps could be filled in as part of future redevelopment of adjacent properties.	City of Ontario, Private Development Funds
P20	SE 2 nd St	E Idaho Ave to SE 18 th Ave	Construct sidewalk on both sides of roadway	Constructs sidewalk on a road with residential and industrial land uses, connecting to E Idaho Avenue on the north end with SE 18 th Avenue, a major east-west roadway on the south end.	\$442,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Roadway reconstruction with bike lanes and sidewalks is currently underway from SE 5th Avenue to SE 12th Avenue.	City of Ontario
P21	SW 18 th Ave	Sunset Dr to SE 2 nd Ave	Construct sidewalk on both sides of the roadway	Constructs sidewalks on a through road on the south end of Ontario, part of which is on the Safe Routes to School network.	\$1,047,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P22	NW 9 th St/NW 10 th St/W Idaho Ave	NW 9 th St: NW 4 th Ave to W Idaho St NW 10 th St: NW 2 nd Ave to W Idaho St W Idaho Ave: NW 9 th St to NW 10 th St	Construct sidewalk on both sides of roadway, construct North-South Connector Trail on east side of NW 9th St	Completes the sidewalk network around Ontario High School and fills a small gap in the sidewalk network on W Idaho Avenue and adds to city's trail network	\$405,000	Installation of sidewalks would likely require some right-of-way acquisition.	City of Ontario, ODOT SRTS Grants, ODOT Community Pathways Grant
P23	NW 6 th St	NW 8 th Ave to Ontario Middle School	Construct sidewalk on both sides of roadway	Connects several major destinations, including two schools (May Roberts Elementary School and Ontario Middle School) with Beck-Kiwanis Park and the county fairgrounds with sidewalks in a residential neighborhood.	\$301,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P24	Dorian Dr	NW 4 th Ave to W Idaho Ave	Infill sidewalk on both sides of roadway	Extends sidewalks from an existing project (Project P5) to the north to meet the NW 4 th Avenue, another major east-west road in the city, and provide connections to additional housing areas.	\$163,000	- Installation of sidewalks would likely require some right-of-way acquisition. - Much of the segment is an unimproved roadway with no curbs or curbs on one side of the roadway.	City of Ontario
P25	NW 8 th Ave/NW 9 th St	NW 8 th Ave: NW 9 th St to N Oregon St NW 9 th St: NW 8 th Ave to NW 4 th Ave	Construct sidewalk on both sides of roadway, construct North-South Connector Trail on east side of NW 9th St	Constructs sidewalk connections to Beck-Kiwanis Park and the county fairgrounds, and it provides a connection to the North-South Connector trail that will run along NW 8 th Street or NW 9 th Street, as well as providing a connection to the bus.	\$761,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT Community Pathways Grant
Low-Priority Segments							

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P26	Sunset Dr	City Limit to SW 18 th Ave	Construct sidewalk on both sides of roadway	Connects the future Sunset Park and SW 18 th Avenue with the incorporated city to the north.	\$636,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - The city's Parks Master Plan identifies a shared-use path along the Stewart Carter Canal immediately to the west. - The city may need to incorporate land before constructing sidewalks	City of Ontario
P27	Alameda Dr	SW 14 th Ave to SW 18 th Ave	Construct sidewalk on both sides of roadway	Connects SW 18 th Avenue and the farm-oriented properties to the southwest to the Safe Routes to School Network and Alameda Elementary School.	\$260,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P28	SE 5 th St/SE 6 th Ave	SE 5 th St: SE 5 th Ave to SE 6 th Ave SE 6 th Ave: SE 5 th St to SE 6 th St	Construct sidewalk on both sides of roadway	Completes a sidewalk connection between SE 5 th Avenue and SE 9 th Avenue with access to apartments and to Eastside Park.	\$111,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario
P29	SE 9 th Ave	SE 2 nd St to SE Claude Road	Construct sidewalk on both sides of roadway	Provides access to housing and industrial jobs, as well as the Ontario Head Start Center and lower-income housing on Claude Road on the east end of the segment.	\$568,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario
P30	SE 3 rd St	E Idaho Ave to SE 5 th Ave	Infill sidewalk on both sides of roadway	Complements the sidewalk improvements on SE 2 nd St while providing more connections between E Idaho Avenue and commercial and industrial land uses.	\$165,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario
P31	NW 5 th St/NW 3 rd Ave/NW 4 th St	NW 5 th St: NW 4 th Ave to NW 3 rd Ave NW 4 th St: NW 4 th Ave to NW 3 rd Av NW 3 rd Ave: NW 5 th St to NW 4 th St	Construct sidewalk on both sides of roadway	Constructs sidewalks around three sides of Laxson Park and improves accessibility in the surrounding residential neighborhood.	\$203,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - The sidewalks in Laxson Park will need to navigate around trees.	City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P32	N Oregon St	NW 9 th St to NW 8 th Ave	Construct sidewalk on both sides of roadway	Provides a walking connection north out of Ontario to the businesses along Highway 201 to the north.	\$650,000	There is no curb on either side of the road for much of the segment, and the gravel area is used as parking, which may need to be adjusted.	City of Ontario
P33	SW 18 th Ave	Sunset Dr to Highway 201	Construct sidewalk on both sides of roadway	Mirrors a future path on SW 18 th Avenue as outlined in Ontario's Parks Master Plan.	\$746,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario
P34	Hunter Ln	Western End of Road to Verde Dr	Construct sidewalk on both sides of roadway	Adds to the sidewalk network in a neighborhood where there is existing sidewalk infrastructure.	\$281,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario
P35	SE Claude Rd	SE 5 th Ave to SE 13 th Ave	Construct sidewalk on west side of roadway	Improves walking access to lower-income pre-fab homes in the southeast corner of the city	\$195,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario
P36	Rieter Dr/Arata Way/Sears Dr	Rieter Dr: NW 4 th Ave to Arata Way Arata Way: Reiter Dr to Sears Dr Sears Dr: Arata Way to NW 12 th St	Construct sidewalk on both sides of roadway	Constructs sidewalk through a residential development that connects two major east-west roads – W Idaho Avenue and NW 4 th Avenue – and improves walking accessibility to Aiken Elementary School and Ontario High School	\$235,000	Installation of sidewalks would likely require some right-of-way acquisition and utility relocations.	City of Ontario, ODOT SRTS Grants
P37	SW 4 th Ave	SW 33 rd St to Highway 201	Construct sidewalk on south side of roadway	Improves connections to housing and the airport on this stretch of SW 4 th Avenue west of Highway 201.	\$70,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Ontario's Parks Master Plan envisions an Airport Trail around the airport.	City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
P38	NW 4 th Ave	Highway 201 to N Dorian Dr	Construct sidewalk on both sides of roadway	Continues NW 4 th Avenue sidewalk connection across Ontario.	\$251,000	- Installation of sidewalks would likely require some right-of-way acquisition. - Much of the segment is an unimproved roadway with no curbs.	City of Ontario
P39	Washington Ave/ Verde Dr	Washington Ave: Verde Dr to Highway 201 Verde Dr: Washington Ave to Highway 201	Construct sidewalk on both sides of roadway	Improves walkability around the industrial job areas north of Ontario.	\$597,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Much of the segment is an unimproved roadway with no curbs.	City of Ontario, Private Development Funds
P40	Malheur Dr/Park Blvd	Malheur Dr: Verde Dr to Park Blvd Park Blvd: Malheur Dr to NW 4 th Ave	Construct sidewalk on both sides of roadway	Improves connectivity for pedestrians on the north side of Ontario.	\$878,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Much of the segment is an unimproved roadway with no curbs.	City of Ontario
P41	Fortner St	N Oregon St to NW 4 th Ave	Construct sidewalk on both sides of roadway	Provides a north-south connection from Oregon Street to NW 4 th Avenue through residential land uses.	\$323,000	Installation of sidewalks would likely require some right-of-way acquisition.	City of Ontario
P42	NW 12 th St	North End of Roadway to NW 4 th Ave	Construct sidewalk on both sides of roadway	Fills in the sidewalk network within a residential neighborhood.	\$219,000	- Installation of sidewalks would likely require some right-of-way acquisition and utility relocations. - Much of the segment is an unimproved roadway with no curbs.	City of Ontario

Table 2. Future Intersection Crossing Plan Implementation Details

ID	Intersection	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
High-Priority Projects						

ID	Intersection	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
I1	Sunset Dr and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave at the existing marked crosswalk	Provides higher level of safety for pedestrians crossing a five-lane arterial and connects with existing sidewalks on all roads approaching the intersection while also connecting to bus service in Ontario.	\$40,000	Adding a pedestrian refuge island in the middle, similar to the crossing across SW 4th Avenue between SW 7th Street and SW 9th Street, provides greater protection to pedestrians.	City of Ontario, Private Development Funds
I2	Hillcrest Dr and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave at the existing marked crosswalk, install curb ramp at south side of crosswalk (1)	Provides higher level of safety for pedestrians crossing a five-lane arterial and connects.	\$45,000	Further study should examine whether the crossing should be on the west side of the intersection (where westbound left-turning vehicles will queue) or on the east side of the intersection (where southbound left-turning vehicles will turn).	City of Ontario, Private Development Funds
I3	SW 12 th St and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave at existing marked crosswalk	Provides higher level of safety for pedestrians crossing a five-lane arterial and connects with bus service in Ontario.	\$40,000	Could be built together with Project P16 to create a complete sidewalk network for people crossing SW 4th Avenue at this location.	City of Ontario, Private Development Funds
I4	SW 6 th St and SW 4 th Ave	Install a rectangular rapid flashing beacon across SW 4 th Ave on the west side of the intersection at existing marked crosswalk	Provides higher level of safety for pedestrians crossing a five-lane arterial and connects with downtown Ontario as well as Treasure Valley Community College	\$40,000	Could be built together with Project P13 to create a complete sidewalk network for people crossing SW 4th Avenue at this location.	City of Ontario
I5	SE 5 th Ave and East Ln	Create all-way stop by removing free southbound right turn	Eliminates a free right-turn for vehicles turning onto SE 5 th Avenue, which is a 35 MPH facility, and improves safety for pedestrians in a dense commercial area	\$5,000	- Could be built together with Projects P8 to create a complete sidewalk network on SE 5th Avenue. - Provides an opportunity to stripe crosswalks and create an expectation that there may be pedestrians. - May require temporary signage alerting drivers to a new traffic pattern.	City of Ontario, Private Development Funds

ID	Intersection	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
I6	GameStop Lot/Walmart Lot and East Ln	Mark crosswalk and install a rectangular rapid flashing beacon across East Ln on the south side of the intersection	Allows shoppers to more easily walk between stores without needing to drive to a new parking lot while helping people who are not drivers (such as transit riders) navigate to their shopping destinations.	\$42,000	May need to work with property owners, especially on the east side of the intersection, to create sidewalks to and from the intersection.	City of Ontario, Private Development Funds
I7	Waremart Lot and East Ln	Mark crosswalk and install a rectangular rapid flashing beacon across East Ln on south side of the intersection with the existing pedestrian path through the parking lot, install curb ramps on both sides of the street at the new crosswalk location (2)	Creates a pedestrian connection to a major grocery store in the city, making it easier for people to not drive from parking lot to parking lot and making it easier for people without vehicles (such as transit riders) to complete their shopping trips.	\$50,000	May need to work with property owners, especially on the east side of the intersection, to create sidewalks to and from the intersection.	City of Ontario, Private Development Funds
I8	SW 9 th St and SW 2 nd Ave	Stripe crosswalks and complete curb ramp installation on the south side of the intersection (2)	Improves access to Lions Park and St. Peter Catholic School while also creating a safer intersection crossing on the city's Safe Routes to School network.	\$9,000	Could be built together with Project P5 to create a complete sidewalk network for people crossing SW 9th Street at this location.	City of Ontario, ODOT SRTS Grants
I9	SW 6 th St and W Idaho Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on W Idaho Ave approaches	Creates driver awareness that pedestrians (and especially middle school-age students) may be crossing a major east-west road in the city that provides access to Ontario Middle School.	\$5,000	Could be built together with Project P23 to create a complete sidewalk network for students heading north from Ontario Middle School.	City of Ontario, ODOT SRTS Grants
I10	Park Blvd and SW 5 th Ave	Stripe crosswalk across Park Blvd to connect offset intersection, stripe crosswalks across SW Fifth Ave in both locations to connect to existing sidewalks, and complete curb ramp installation at all corners without curb ramps (2)	Designates a crossing locations for pedestrians looking to cross Park Boulevard and create awareness for drivers who may be making two turning movements to stay on SW 5 th Avenue.	\$13,000	- Could be built together with Project P9 to create a complete sidewalk network on SW 5th Avenue. - Sidewalk placement and design will need to consider that many drivers may be making turning movements across this offset intersection.	City of Ontario
Medium-Priority Projects						

ID	Intersection	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
I11	Alameda Dr and SW 8 th Ave	Stripe crosswalk across Alameda Dr to connect offset intersection, complete curb ramp installation on west side of Alameda Dr (2)	Improves walking and crossing conditions at an offset intersection that is next to Alameda Elementary School.	\$10,000	- Could be built with project P2 to create a complete sidewalk network around Alameda Elementary School. - Sidewalk placement and design will need to consider that many drivers may be making turning movements across this offset intersection.	City of Ontario, ODOT SRTS Grants
I12	SW 10 th St and W Idaho Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on W Idaho Ave approaches, complete curb ramp installation on south side of W Idaho Ave (2)	Establishes driver expectation for pedestrians around Ontario High School across a major east-west road in the city.	\$10,000	Could be built with either Project P5 or P22 to improve walking conditions around Ontario High School.	City of Ontario, ODOT SRTS Grants
I13	SW 6 th St and SW 2 nd Ave	Study intersection for all-way stop-control; uncontrolled intersection is located at a major hub for Ontario Middle School	Prioritizes pedestrian movement at an intersection outside of Ontario Middle School and the vehicle drop-off/pick-up location.	\$10,000	Manual on Uniform Traffic Control Devices guidance should be followed in completing the study.	City of Ontario, ODOT SRTS Grants
I14	SW 4 th St and W Idaho Ave	Study intersection for all-way stop control, install a rectangular rapid flashing beacon across W Idaho Ave on the west side of the intersection	An all-way stop intersection may improve crossings near Ontario Middle School.	\$10,000	- Manual on Uniform Traffic Control Devices guidance should be followed in completing the study. - Traffic could be encouraged to use SW 2nd Street or S Oregon Street to move between W Idaho Avenue and SW 4th Avenue.	City of Ontario, ODOT SRTS Grants
I15	SW 4 th St and SW 11 th Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on SW 4 th St approaches, complete curb ramp installation at northeast corner of the intersection (1)	Creates a safer environment for pedestrians at an intersection with a channelized southbound right turn.	\$6,000	Could be built with either Project P12 or P17 to improve walking conditions around the Treasure Valley Ball Park.	City of Ontario
I16	SW 12 th St and SW 5 th Ave	Stripe crosswalks across the north and east side of the intersection, install curb ramps at all intersection corners (4)	Improves walking access in a residential neighborhood).	\$18,000	Could be built with either Project P9 or P15 to improve walking conditions in the neighborhood and to Alameda Elementary School.	City of Ontario

ID	Intersection	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
I17	SE 5 th Ave and SE 13 th St	Study intersection for potential enhanced crossing alternatives	Improves walkability in a major commercial area and provides an improved walking conditions for when new development is added.	\$10,000	• Could be built together with Project P8 to create a complete sidewalk network on SE 5th Avenue. • Intersection improvements could be filled in as part of future redevelopment of adjacent properties.	City of Ontario, Private Development Funds
I18	Staples Lot and SE 13 th St	Stripe crosswalk across SE 13 th Ave, install curb ramp at the location of the crosswalk on the east side of the street (1)	Allows shoppers to more easily walk between stores without needing to drive to a new parking lot while helping people who are not drivers (such as transit riders) navigate to their shopping destinations.	\$6,000	• May need to work with property owners, especially on the west side of the intersection, to create sidewalks to and from the intersection.	City of Ontario, Private Development Funds
I19	SE 1 st Ave and Goodfellow St	Stripe crosswalks across Goodfellow St on the south side of the intersection, install curb ramp at southeast corner of intersection with new crosswalk (1)	Improves access to a major grocery store in Ontario while making it easier for people to walk between stores in the E Idaho Avenue commercial area.	\$7,000	• Could be built together with Project P19 to create a complete sidewalk network or could be built when Goodfellow Street is extended to SE 5th Avenue.	City of Ontario, Private Development Funds
I20	Dairy Queen Lot and Goodfellow St	Stripe crosswalk across Goodfellow St, install curb ramps on both sides of the street at the new crosswalk location (2)	Improves walking access to fast food restaurants and access to the businesses located along Goodfellow Street north of E Idaho Avenue.	\$9,000	• May need to work with property owners to create sidewalks to and from the intersection.	City of Ontario, Private Development Funds
Low-Priority Projects						
I21	SW 2 nd St and SW 5 th Ave	Stripe crosswalk across SW 5 th Ave on the west side of the intersection, install curb ramps at all corners of the intersection (4)	Improves access between downtown Ontario and the residential neighborhood to the south.	\$19,000	• Could be built together either with Projects P9 or P17 to improve sidewalk connectivity on either SW 5th Avenue or SW 2nd Street.	City of Ontario
I22	SE 5 th St and SE 5 th Ave	Install a rectangular rapid flashing beacon across SW 5 th Ave at existing marked crosswalk, complete curb ramp installation at all corners without curb ramps (2)	Creates a safer crossing across SE 5 th Avenue (a 35 MPH road) while improving access to a bus stop, Eastside Park, and housing in southeast Ontario.	\$49,000	• Could be built with Projects P8, P9, or P28 to create a connected sidewalk network on SE 5th Avenue or SE 5th Street.	City of Ontario

ID	Intersection	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
I23	Tapadera Ave and Goodfellow St	Stripe crosswalk across Goodfellow St on north side of the intersection, install curb ramps on both sides of the street at the new crosswalk location (2)	Improves walking conditions in the E Idaho Avenue commercial area and makes it easier for people to shop without a car or needing to drive between parking lots.	\$9,000		City of Ontario, Private Development Funds
I24	NW 6 th St and NW 4 th Ave	Stripe crosswalk across NW 6 th St on the north side of the intersection, install curb ramps at all corners of the intersection (4)	Improves walking access in the residential neighborhood north of downtown and provides a better walking experience for people reaching May Roberts Elementary School.	\$19,000	Could be built either with Projects P18 or P23 to improve sidewalk connectivity on NW 4th Avenue or NW 6th Street.	City of Ontario, ODOT SRTS Grants
I25	NE 18 th St and W Idaho Ave	Stripe crosswalks across W Idaho Ave, complete curb ramp installation on north side of the intersection (2)	Provides an improved crossing environment for pedestrians crossing W Idaho Avenue on a through road connecting north-south.	\$12,000		City of Ontario
I26	Dorian Dr and NW 4 th Ave	Stripe crosswalk across NW 4 th Ave on the west side of the intersection, complete curb ramp installation at southeast corner of intersection (1)	Provides an improved crossing opportunity for pedestrians walking on either Dorian Drive or NW 4 th Avenue – through roads that connect to much of the rest of Ontario.	\$6,000	Could be built either with Projects P24 or P38 to improve sidewalk connectivity on Dorian Drive or NW 4th Avenue.	City of Ontario
I27	N Oregon St and NW 4 th Ave	Add stop bar for pedestrian crossing and improve pedestrian crossing signage (W11-2 or R1-5b/R1-5c) on N Oregon St approaches	Creates a safer pedestrian crossing environment across a wide, three-lane roadway and provides access to a bus stop.	\$5,000	Could be built together with Project P18 to improve sidewalk connectivity on NW 4th Avenue.	City of Ontario
I28	Walmart Lot and East Ln	Restripe existing crossing across East Ln with continental striping, add signage on East Ln approaches	Improves walking access and driver expectations outside of a major shopping destination in Ontario and allows people to shop without driving between parking lots.	\$5,000		City of Ontario, Private Development Funds

Table 3. Future Bicycle Plan Implementation Details

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
High-Priority Segments							

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
S1	E Idaho Ave	I-84 eastbound ramps to Snake River	Construct shared-use path on south side of road	A shared-use path on the south side of E Idaho Avenue would improve walking and biking connectivity to the city's major commercial center that is disconnected from the rest of the city by I-84 and Union Pacific railroad.	\$3,800,000 (includes roadway widening)	The city will need to acquire right-of-way at the eastern end of the proposed path.	ODOT, Private Development Funds, ODOT Community Pathways Grant
B1	SW 4 th Ave	Highway 201 to 9 th St	Construct protected bike lanes	Improves biking conditions on the city's primary commercial corridor on the west side of downtown, improving access to jobs and shopping.	\$774,000	May require narrowing travel lanes and/or the two-way left turn lane along the entire segment.	City of Ontario, Private Development Funds, ODOT SRTS Grants
B2	Verde Dr	NW 4 th Ave to SW 4 th Ave	Stripe bike lanes	Establishes bike infrastructure on a through north-south route connecting to homes, schools, and jobs.	\$29,000	May require the removal of on-street parking.	City of Ontario, ODOT SRTS Grants
B3	Sears Dr/NW 12 th St	Sears Dr: NW 4 th Ave to NW 12 th St NW 12 th St: Sears Dr to SW 4 th Ave	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary	Creates a local street bike route that connects to St. Alphonsus Medical Center, Ontario High School, and the major employment/commercial area of SW 4 th Avenue.	\$46,000	The City should study what, if any, traffic calming measures would be most appropriate.	City of Ontario, ODOT SRTS Grants
B4	S Oregon St	NW 1 st Ave to SW 4 th Ave	Add shared lane markings and wayfinding signage	Extends the bike infrastructure from Oregon Street north of Idaho Avenue to the south, improving access to downtown Ontario.	\$6,000		City of Ontario
B5	SW 2 nd St/SW 11 th Ave	SW 2 nd St: W Idaho Ave to SW 11 th Ave SW 11 th Ave: SW 2 nd St to SW 4 th St	Add shared lane markings and wayfinding signage	Provides a north-south connection from the heart of downtown Ontario to the homes to the south and connecting with the Treasure Valley Ball Park.	\$15,000		City of Ontario
B6	W Idaho Ave	Dorian Way to SW 4 th St	Stripe bike lanes	Creates bike infrastructure on a major east-west crosstown street in the city with connections to many of the city's neighborhoods and three different schools.	\$88,000	May require the removal of on-street parking.	City of Ontario, ODOT SRTS Grants
B7	Dorian Way	W Idaho Ave to SW Fourth Ave	Stripe bike lanes	Provides a connection to SW 4 th Avenue on the western edge of Ontario where there are fewer streets on a grid network.	\$14,000		City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
B8	SW 6 th St	SW 2 nd Ave to SW 5 th Ave	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary	A short segment that connects schools, parks, a major commercial corridor, and downtown Ontario on a comfortable local street.	\$44,000	The City should study what, if any, traffic calming measures would be most appropriate.	City of Ontario, ODOT SRTS Grants
B9	SW 2 nd Ave	SW 10 th St to S Oregon Ave	Add shared lane markings and wayfinding signage	Connects residential and commercial land uses with Ontario Middle School, Lions Parks, and a future north-south shared use path on SW 9 th Street.	\$10,000	The city should study whether a bike route should continue on the north side of Ontario Middle School where the street is disconnected.	City of Ontario, ODOT SRTS Grants
B10	SW 12 th St/Locust Way/SW 11 th St	SW 12 th St: SW 4 th Ave to Locust Way Locust Way: SW 12 th St to SW 11 th St SW 11 th St: Locust Way to SW 14 th Ave	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary	Connects neighborhoods to the south of SW 4 th Avenue with access to jobs and shopping as well as Alameda Elementary School.	\$68,000	The City should study what, if any, traffic calming measures would be most appropriate.	City of Ontario, ODOT SRTS Grants
B11	E Idaho Ave/SE 1 st Ave	E Idaho Ave: I-84 eastbound ramps to 650 feet west of ramps SE 1 st Ave: SE 2 nd St to E Idaho Ave	Construct shared-use path on south side of road, connect E Idaho Avenue and SE 1 st Avenue at the narrowest point between the two roads with a path across the vacant lot, and add shared lane markings and wayfinding signage on SE 1 st Avenue	Provides important connection between the E Idaho Avenue shared-use path to the east and with the rest of the city to the west by connecting bicycle traffic to a railroad crossing at SW 5 th Avenue and creates a connection over one of two routes across I-84.	\$111,000	Right-of-way may be required to make the connection between SE 1st Avenue and E Idaho Avenue.	City of Ontario, ODOT, ODOT Community Pathways Grant

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
B12	NW 6 th St	NW 8 th Ave to Ontario Middle School	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary	Creates a parallel north-south route to a future shared-use path on NW 9 th Street with direct connections to Ontario Middle School on the south end and Beck-Kiwanis Park on the north end.	\$91,000	The City should study what, if any, traffic calming measures would be most appropriate.	City of Ontario, ODOT SRTS Grants
B13	SW 8 th Ave/Alameda Dr	SW 8 th Ave: Alameda Dr to SW 12 th St Alameda Dr: SW 8 th Ave to SW 18 th Ave	Add shared lane markings and wayfinding signage	Connects Alameda Elementary School to housing to the north, west, and south.	\$10,000		City of Ontario, ODOT SRTS Grants
Medium-Priority Segments							
B14	E Idaho Ave Area Roadways	East Ln: North End of Road to W Idaho Ave Goodfellow St: North End to South End of Road Lincoln Ave: Tapadera Ave to Goodfellow St Tapadera Ave: Lincoln Ave to Goodfellow St SE 1 st Ave: Goodfellow St to SE 13 th St SE 13 th St: SE 1 st Ave to SE 5 th Ave	Add shared lane markings and wayfinding signage	Provides people on the E Idaho Avenue shared-use path with direct connections at various stores in this major commercial area.	\$14,000	The city should work with various businesses in the area to ensure that there is enough bike parking for people who may arrive by bike.	City of Ontario, Private Development Funds
B15	SW 11 th Ave/Park Blvd	SW 11 th Ave: SW 4 th St to Park Blvd Park Blvd: SE 11 th Ave to SE 18 th Ave	Add shared lane markings and wayfinding signage	Extends a bike connection (Project B5) around the Treasure Valley Ball Park to the existing Treasure Valley Connector Trail.	\$5,000	Timing for this related project may be impacted by Project B5 implementation, a high-priority project.	City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
B16	Sunset Dr	SW 4 th Ave to SW 18 th Ave	Add shared lane markings and wayfinding signage or construct shared-use path	Connects more rural areas of the community with SW 4 th Avenue and a potential future park on the west side of the roadway.	\$6,000 (shared lane markings) \$675,000 (shared-use path)	- A path, if chosen, may require right-of-way acquisition. - If the city chooses to build a path along the canal, as outlined in the Parks Master Plan, connections to the street grid will be needed.	City of Ontario, ODOT Community Pathways Grant
B17	NW 9 th St/SW 9 th St/ Park Blvd/	NW/SW 9 th St: NW 8 th Ave to SW 4 th Ave Park Blvd: SW 4 th Ave to End of Road	Construct shared-use path as outlined in the City of Ontario's Parks and Recreation Master Plan	Extends the Treasure Valley Connector Trail to the north to SW 4 th Avenue, the edge of downtown, schools and parks, and the Malheur County Fairgrounds at the north end of the segment.	\$785,000	- The city may need to acquire right-of-way to construct a shared-use path. - Without right-of-way, the city may need to remove on-street parking.	City of Ontario, ODOT Community Pathways Grant
B18	SE 9 th Ave/SE Claude Road	SE 9 th Ave: SE 2 nd Ave to SE Claude Road SE Claude Road: SE 9 th Ave to SE 13 th Ave	Add shared lane markings and wayfinding signage	Connects housing developments along I-84 to existing bike infrastructure on SE 2 nd Street.	\$16,000		City of Ontario
B19	SE 2 nd St	E Idaho Ave to SE 5 th Ave	Add shared lane markings and wayfinding signage	Extends the existing bike infrastructure on SE 2 nd Street to E Idaho Avenue and fills in a vital connection between the city to the west of the railroad tracks and the E Idaho Avenue shared-use path.	\$6,000		City of Ontario
B20	NW 4 th Ave	Tori Dr to N Oregon St	Create enhanced bike route through shared lane markings, wayfinding signage, and enhanced crossings and traffic calming, if necessary	Creates a third crosstown east-west route that connects with several housing subdivisions, May Roberts Elementary School, and N Oregon Street.	\$64,000	The City should study what, if any, traffic calming measures would be most appropriate.	City of Ontario, ODOT SRTS Grants

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
B21	SW/SE 5 th Ave	SW 12 th St to SE 5 th St	Stripe bike lanes, improve rail crossing for bicyclists	Completes the connection between Ontario on the west side of the railroad tracks with the E Idaho Avenue shared-use path, as well as creating a connection for people to the south of downtown Ontario.	\$122,000	May need to work with Union Pacific Railroad on the improved rail crossing.	City of Ontario
B22	SW 4 th Ave	SW 9 th St to S Oregon St	Construct protected bike lanes - this will likely require removing one or more motor vehicle lanes	Creates improved biking conditions on the city's primary commercial corridor on the west side of downtown, improving access to jobs and shopping.	\$312,000	May reallocating a travel lane along the entire segment..	City of Ontario, Private Development Funds
B23	Washington Ave	Highway 201 to NW 8 th St	Construct buffered bike lanes	Creates a buffered bike lane connection on a section of roadway that will connect to a shared-use path coming from the Malheur County Fairgrounds.	\$57,000	May need to narrow existing vehicle travel lanes to create buffer space.	City of Ontario, Private Development Funds
B24	Idaho Ave	SW 4 th St to Oregon Street	Construct protected bike lanes – this will likely require removing one or more motor vehicle lanes	Adds bike infrastructure on a major commercial corridor immediately to the north of downtown Ontario.	\$131,000	May require reallocating a travel lane along the entire segment.	City of Ontario, Private Development Funds
B25	Dorian Dr	NW 4 th Ave to W Idaho Ave	Add shared lane markings and wayfinding signage	Extends a planned bike route (Project B7) to the north, connecting more residential areas with the city's commercial areas to the south.	\$5,000	Timing for this related project may be impacted by Project B7 implementation, a high-priority project.	City of Ontario
B26	SW 4 th St	W Idaho Ave to SW 4 th Ave	Stripe bike lanes	Provides direct access to many commercial and municipal destinations, including Ontario Middle School, the Ontario Community Library, and the state Employment Department.	\$16,000	May require the removal of on-street parking.	City of Ontario, ODOT SRTS Grants
Low-Priority Segments							
B27	SE 2 nd St	SE 12 th Ave to SE 18 th Ave	Stripe bike lanes	Extends the existing bike lanes on SE 2 nd Street from the north to SE 18 th Avenue, the next major street to the south.	\$18,000	Road widening will be necessary to install bike lanes.	City of Ontario

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
B28	East Ln	E Idaho Ave to south end of road	Stripe bike lanes	Provides a connection from the E Idaho Avenue shared-use path to shopping and grocery destinations.	\$14,000	Timing for this related project may be impacted by Project S1 implementation, a high-priority project on E Idaho Avenue.	City of Ontario, Private Development Funds
B29	N Oregon St	NW 1 st Ave to NW 8 th Ave	Construct buffered bike lanes	Improves existing bike infrastructure on a higher-speed road.	\$69,000	The two-way left-turn lane may need to be narrowed to create buffer space.	City of Ontario
B30	Malheur Drive/Park Blvd	Verde Dr to NW 4 th Ave	Add shared lane markings and wayfinding signage	Provides a quieter connection for bicyclists between NW 4 th Avenue and Verde Drive with access to homes and the Malheur County Fairgrounds.	\$5,000		City of Ontario
B31	NW 8 th Ave	NW 9 th St to N Oregon St	Add shared lane markings and wayfinding signage	Connects N Oregon Street, Beck-Kiwanis Park, Malheur County Fairgrounds, and a future north-south shared-use path, along with homes in the northern part of the city.	\$10,000		City of Ontario
B32	SW/SE 18 th Ave	SW 4 th St to SE 2 nd St	Construct buffered bike lanes	Installs bike infrastructure around industrial lands and adds another bike connection across the railroad tracks.	\$52,000	May not be sufficient room on the railroad overpass to accommodate buffered bike lanes	City of Ontario
B33	SW 14 th St	Alameda Dr to SW 4 th St	Add shared lane markings and wayfinding signage	Creates an east-west connection from Alameda Elementary School to Treasure Valley Ball Park and the Treasure Valley Connector Trail, as well as begins a future trail that will eventually head east.	\$6,000		City of Ontario, ODOT SRTS Grants
B34	Fortner St	N Oregon St to NW 4 th Ave	Add shared lane markings and wayfinding signage	Creates a parallel route from N Oregon Street through residential land uses.	\$7,000		City of Ontario
B35	Verde Dr	Highway 201 to NW 4 th Ave	Construct buffered bike lanes	Extend proposed bike infrastructure (Project B2) to the north to reach additional homes, industrial lands, and Highway 201.	\$60,000	Timing for this related project may be impacted by Project B2 implementation, a high-priority project.	City of Ontario
B36	SW 4 th Ave	SW 33 rd St to Highway 201	Construct protected bike lanes	Extend proposed bike infrastructure (Project B1) to the west to reach the airport and housing.	\$189,000	Road widening will be necessary to install bike lanes (not included in cost estimate).	City of Ontario, Private Development Funds

ID	Roadway	Segment	Proposed Project	Benefits	Cost	Considerations	Potential Funding Sources
B37	SE 5 th Ave	SE 5 th St to East Ln	Construct protected bike lanes	Create a parallel bike connection south of the E Idaho Avenue shared-use path and a second connection over I-84 for access to the commercial areas on the east side of the city.	\$418,000	Road widening will be necessary to install bike lanes.	City of Ontario, Private Development Funds
B38	NW 4 th Ave	Highway 201 to Tori Dr	Construct buffered bike lanes	Extend proposed bike infrastructure (Project B20) west to reach Highway 201.	\$29,000	Road widening will be necessary to install bike lanes, which is not included in the project cost.	City of Ontario, Private Development Funds
B39	Washington Ave/Verde Dr	Washington Ave: Verde Dr to Highway 201 Verde Dr: Washington Ave to Highway 201	Construct buffered bike lanes	Provide a bike connection to a major industrial job center around Ontario.	\$77,000	Road widening will be necessary to install bike lanes, which is not included in the project cost.	City of Ontario, Private Development Funds
B40	SW 18 th Ave	Highway 201 to SW 4 th St	Construct protected bike lanes	Connect rural farmlands to Ontario and to Highway 201 by bike in a future growth area.	\$909,000	Road widening will be necessary to install bike lanes, which is not included in the project cost.	City of Ontario, Private Development Funds
B41	N Oregon St	NW 8 th St to NW 8 th Ave	Construct protected bike lanes	Close a gap in bike infrastructure on a higher-speed street in Ontario.	\$377,000	Road widening, or the elimination of the two-way left-turn lane, will be necessary to install bike lanes.	City of Ontario



**AGENDA REPORT
OLD BUSINESS
January 7, 2021**

To: Mayor and City Council

FROM: Daniel Beaubien, Airport Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **COMMERCIAL LAND LEASE JIM BAIN: #245 ERCOUBE**

DATE: November 20, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE LEASE AS PRESENTED FOR JIM BAIN AT #245 ERCOUBE.

SUMMARY:

Jim Bain has flown as an aerial applicator for the past five years at the Ontario Municipal Airport with a temporary land lease. He has renewed his lease several times as a more permanent location was sought for all aerial applicators. Since no location has been agreed upon or engineered, he is seeking a longer lease as the other applicators now have.

Jim is also asking to be allowed to have fuel for his business at the airport as has been allowed in the past to other applicators who have met all the requirements set at the federal, state and local levels.

BACKGROUND:

Commercial leases are granted by the City of Ontario to businesses at the Ontario Municipal Airport that are considered an appropriate airport use.

Jim Bain has a spray operation at the Ontario Municipal Airport with a short term lease. He is looking for a long-term site at the airport that better suits his business needs. His current location is slated for future expansion of the jet parking area in the airport layout plan. That expansion is currently more than 5 years out.

The City Council reviewed the lease on November 5, 2020 and asked that the City Attorney address issues relating to the amount of insurance. The council extended the current lease 30 days to allow the operator to continue on the property without disruption until the lease could be reviewed again by the council.

Additionally, two other issues were identified. Paragraph 19 of the contract was revised by the City Attorney to clean up the conflict resolution language. The second issue was to clean up language regarding the use of radios not just the requirement to possess a radio. Both have been addressed in the revised lease.

CURRENT SITUATION:

Mr. Bain is seeking permission to receive fuel as permitted by Ontario Municipal Code 3-9-9 (A & B). The permission to receive fuel is included in the lease agreement as are the other agriculture operations allowed to receive fuel.

We have held many conversations between Mr. Bain, City Attorney Sullivan, Mr. Bain's insurance carrier, and the City's insurance carrier. There is no standard for insurance coverage for agricultural spray planes that we could identify. Policies that go beyond the \$100,000 coverage for ground contamination are not found in other airports.

From the insurers perspective this type of coverage is reserved for industrial facilities that store large amounts of chemical that far exceed the limits of Mr. Bain's use. The chemical amounts stored by Mr. Bain are not in reportable amounts, other than to the airport directly. Given the amount of research gone into this lease, the city manager supports moving forward with approval of Mr. Bain's lease with the current insured amount of coverage.

ANALYSIS:

- A. **STRATEGIC PLAN** Improvements to the Ontario Municipal Airport fall under the growth strategy. The airport provides a significant economic impact to the community.
- B. **FINANCIAL** Land leases at the airport are one of the ways in which the Ontario Municipal Airport sustains itself financially.
- C. **TIMING** The lease expired in November.
- D. **POLICY/LEGAL** The City Council is required to approve leases to the City of Ontario, and normally does so under the consent agenda. This lease; however, adds an additional component granting Mr. Bains company the right to receive fuel on the airport as allowed by Section 3-9-9(A & B) of the Ontario Municipal Code.

ALTERNATIVES:

Take No Action: Bain Aviation's lease would expire and he would be required to vacate the land leased to him.

RECOMMENDATION:

The City Manager recommends approval of the lease to Bain Aviation.

ATTACHMENTS:

1. Storm Water Pollution Control Plan Bain 2020
2. Bain Aviation 11-20-2020
3. Map 245 Ercoupe

Tier I Qualified Facility SPCC Plan

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). This template addresses the requirements of 40 CFR part 112. Maintain a complete copy of the Plan at the facility if the facility is normally attended at least four hours per day, or for a facility attended fewer than four hours per day, at the nearest field office. When making operational changes at a facility that are necessary to comply with the rule requirements, the owner/operator should follow state and local requirements (such as for permitting, design and construction) and obtain professional assistance, as appropriate.

Facility Description

Facility Name	Bain Aviation, Inc. Ontario, OR Airport			
Facility Address	3599 Airport Way			
City	Ontario	State	OR	ZIP 97914
County	Malheur	Tel. Number	(208) 550 - 2163	
Owner or Operator Name	Bain Aviation, Inc.			
Owner or Operator Address	606 Cove Rd			
City	Weiser	State	ID	ZIP 83672
County	Washington	Tel. Number	(208) 550 - 2163	

I. Self-Certification Statement (§112.6(a)(1))

The owner or operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I, James Bain certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part 112;
2. I have visited and examined the facility;
3. This Plan was prepared in accordance with accepted and sound industry practices and standards;
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;
5. I will fully implement the Plan;
6. This facility meets the following qualification criteria (under §112.3(g)(1)):
 - a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; and
 - b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan self-certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); and
 - c. There is no individual oil storage container at the facility with an aboveground capacity greater than 5,000 U.S. gallons.
7. This Plan does not deviate from any requirement of 40 CFR part 112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) or include any measures pursuant to §112.9(c)(6) for produced water containers and any associated piping;
8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others:

1. To report any oil discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in this Plan.
2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every five years. Reviews and amendments are recorded in an attached log [See Five Year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2.]
3. Optional use of a contingency plan. A contingency plan:
 - a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), and;
 - b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, and;
 - c. Must include an established and documented inspection or monitoring program; must follow the provisions of 40 CFR part 109; and must include a written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.

I certify that I have satisfied the requirement to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature _____

Title: President

Name James Bain

Date: 10 / 12/ 20

II. Record of Plan Review and Amendments

Five Year Review (§112.5(b)):

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility, if applicable. Implement any SPCC Plan amendment as soon as possible, but no later than six months following Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments (§§112.5(a), (c) and 112.6(a)(2))

This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.	☒
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. [§112.6(a)(2)] [See Technical Amendment Log in Attachment 1.2]	☒

III. Plan Requirements

1. Oil Storage Containers (§112.7(a)(3)(i)):

Table G-2 Oil Storage Containers and Capacities		
This table includes a complete list of all oil storage containers (aboveground containers ^a and completely buried tanks ^b) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimated number of containers, types of oil, and anticipated capacities are provided.		☐
Oil Storage Container (<i>indicate whether aboveground (A) or completely buried (B)</i>)	Type of Oil	Shell Capacity (gallons)
Above ground. Truck Mounted Mobile refueler.	Jet A (Kerosene)	4500 gallons
Total Aboveground Storage Capacity^c		4500 gallons
Total Completely Buried Storage Capacity		0 gallons
Facility Total Oil Storage Capacity		4500 gallons

^a Aboveground storage containers that must be included when calculating total facility oil storage capacity include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with a storage capacity of less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single-family residence; and pesticide application equipment or related mix containers.

^b Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility applicability threshold.

^c Counts toward qualified facility applicability threshold.

2. Secondary Containment and Oil Spill Control (§§112.6(a)(3)(i) and (ii), 112.7(c) and 112.9(c)(2)):

Table G-3 Secondary Containment and Oil Spill Control	
Appropriate secondary containment and/or diversionary structures or equipment ^a is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape the containment system before cleanup occurs.	☒

* Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

Table G-4 below identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and potential quantity of the discharge; and the secondary containment method and containment capacity that is provided.

Table G-4 Containers with Potential for an Oil Discharge					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method ^a	Secondary containment capacity (gallons)
Bulk Storage Containers and Mobile/Portable Containers ^b					
Reloading Pad	Equipment Failure	4000	SE	Mobile Reueler Exempt	N/A
Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers) ^c					
Piping, Valves, etc.					
Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment.)					
Other Oil-Handling Areas or Oil-Filled Equipment (e.g. flow-through process vessels at an oil production facility)					

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

^b For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

^c For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment (as described in §112.7(k)) are implemented at the facility.

Facility Name: Bain Aviation, Inc. Ontario, OR Airport

3. Inspections, Testing, Recordkeeping and Personnel Training (§§112.7(e) and (f), 112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)):

Table G-5 Inspections, Testing, Recordkeeping and Personnel Training	
An inspection and/or testing program is implemented for all aboveground bulk storage containers and piping at this facility. [§§112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)]	☒
The following is a description of the inspection and/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility:	
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purposes of this paragraph. [§112.7(e)]	☒
A record of the inspections and tests are kept at the facility or with the SPCC Plan for a period of three years. [§112.7(e)] [See Inspection Log and Schedule in Attachment 3.1]	☒
Inspections and tests are signed by the appropriate supervisor or inspector. [§112.7(e)]	☒
Personnel, training, and discharge prevention procedures [§112.7(f)]	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and, the contents of the facility SPCC Plan. [§112.7(f)]	☒
A person who reports to facility management is designated and accountable for discharge prevention. [§112.7(f)] Name/Title: <u>James Bain, President</u>	☒
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. [§112.7(f)] [See Oil-handling Personnel Training and Briefing Log in Attachment 3.4]	☒

4. Security (excluding oil production facilities) §112.7(g):**Table G-6 Implementation and Description of Security Measures**

Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage area.



The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges:

Remove keys from on airport refueler truck.

5. Emergency Procedures and Notifications (§112.7(a)(3)(iv) and 112.7(a)(5)):**Table G-7 Description of Emergency Procedures and Notifications**

The following is a description of the immediate actions to be taken by facility personnel in the event of a discharge to navigable waters or adjoining shorelines [§112.7(a)(3)(iv) and 112.7(a)(5)]:

Close storm water drain system valve at SW corner of BLM compound fence.

6. Contact List (§112.7(a)(3)(vi)):

Table G-8 Contact List	
Contact Organization / Person	Telephone Number
National Response Center (NRC)	1-800-424-8802
Cleanup Contractor(s) H2O Eviromental, Inc. Boise, ID	208-343-7867
Key Facility Personnel	
Designated Person Accountable for Discharge Prevention: James Bain	Office: 208-550-2163
	Emergency: 208-550-2163
	Office:
	Emergency:
	Office:
	Emergency:
	Office:
	Emergency:
State Oil Pollution Control Agencies Oregon DEQ	800-452-0311
Other State, Federal, and Local Agencies	
Local Fire Department Ontario FD	541-881-3230
Local Police Department Ontario PD	541-889-5312
Hospital Saint Alphonsos Ontario	541-881-7000
Other Contact References (e.g., downstream water intakes or neighboring facilities)	

7. NRC Notification Procedure (§112.7(a)(4) and (a)(5)):

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information identified in Attachment 4 will be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines [See Discharge Notification Form in Attachment 4]: <u>[§112.7(a)(4)]</u> • The exact address or location and phone number of the facility; • Date and time of the discharge; • Type of material discharged; • Estimate of the total quantity discharged; • Estimate of the quantity discharged to navigable waters; • Source of the discharge;	☒
• Description of all affected media; • Cause of the discharge; • Any damages or injuries caused by the discharge; • Actions being used to stop, remove, and mitigate the effects of the discharge; • Whether an evacuation may be needed; and • Names of individuals and/or organizations who have also been contacted.	

8. SPCC Spill Reporting Requirements (Report within 60 days) (§112.4):

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period

You must submit the following information to the RA:

- (1) Name of the facility;
- (2) Your name;
- (3) Location of the facility;
- (4) Maximum storage or handling capacity of the facility and normal daily throughput;
- (5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
- (6) An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
- (7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred; and
- (8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- (9) Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge

* * * * *

NOTE: Complete one of the following sections (A, B or C) as appropriate for the facility type.

A. Onshore Facilities (excluding production) (§§112.8(b) through (d), 112.12(b) through (d)):

The owner or operator must meet the general rule requirements as well as requirements under this section. Note that not all provisions may be applicable to all owners/operators. For example, a facility may not maintain completely buried metallic storage tanks installed after January 10, 1974, and thus would not have to abide by requirements in §§112.8(c)(4) and 112.12(c)(4), listed below. **In cases where a provision is not applicable, write "N/A".**

Table G-10 General Rule Requirements for Onshore Facilities		N/A
Drainage from diked storage areas is restrained by valves to prevent a discharge into the drainage system or facility effluent treatment system, except where facility systems are designed to control such discharge. Diked areas may be emptied by pumps or ejectors that must be manually activated after inspecting the condition of the accumulation to ensure no oil will be discharged. [§§112.8(b)(1) and 112.12(b)(1)]	☒	☐
Valves of manual, open-and-closed design are used for the drainage of diked areas. [§§112.8(b)(2) and 112.12(b)(2)]	☒	☐
The containers at the facility are compatible with materials stored and conditions of storage such as pressure and temperature. [§§112.8(c)(1) and 112.12(c)(1)]	☒	☐
Secondary containment for the bulk storage containers (including mobile/portable oil storage containers) holds the capacity of the largest container plus additional capacity to contain precipitation. Mobile or portable oil storage containers are positioned to prevent a discharge as described in §112.1(b). [§112.6(a)(3)(iii)]	☒	☐
If uncontaminated rainwater from diked areas drains into a storm drain or open watercourse the following procedures will be implemented at the facility: [§§112.8(c)(3) and 112.12(c)(3)]		
• Bypass valve is normally sealed closed	☒	☐
• Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters or adjoining shorelines	☒	☐
• Bypass valve is opened and resealed under responsible supervision	☒	☐
• Adequate records of drainage are kept [See Dike Drainage Log in Attachment 3.3]	☒	☐
For completely buried metallic tanks installed on or after January 10, 1974 at this facility [§§112.8(c)(4) and 112.12(c)(4)]:		
• Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions.	☐	☒
• Regular leak testing is conducted.	☐	☒
For partially buried or bunkered metallic tanks [§112.8(c)(5) and §112.12(c)(5)]:		
• Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions.	☐	☒
Each aboveground bulk container is tested or inspected for integrity on a regular schedule and whenever material repairs are made. Scope and frequency of the inspections and inspector qualifications are in accordance with industry standards. Container supports and foundations are regularly inspected. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] [§112.8(c)(6) and §112.12(c)(6)(i)]	☒	☐
Outsides of bulk storage containers are frequently inspected for signs of deterioration, discharges, or accumulation of oil inside diked areas. [See Inspection Log and Schedule in Attachment 3.1] [§§112.8(c)(6) and 112.12(c)(6)]	☒	☐
For bulk storage containers that are subject to 21 CFR part 110 which are shop-fabricated, constructed of austenitic stainless steel, elevated and have no external insulation, formal visual inspection is conducted on a regular schedule. Appropriate qualifications for personnel performing tests and inspections are documented. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] [§112.12(c)(6)(ii)]	☐	☒

Table G-10 General Rule Requirements for Onshore Facilities		N/A
Each container is provided with a system or documented procedure to prevent overfills for the container. Describe:	☐	☒
Liquid level sensing devices are regularly tested to ensure proper operation [See Inspection Log and Schedule in Attachment 3.1]. <i>[§112.6(a)(3)(iii)]</i>	☐	☒
Visible discharges which result in a loss of oil from the container, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts are promptly corrected and oil in diked areas is promptly removed. <i>[§§112.8(c)(10) and 112.12(c)(10)]</i>	☒	☐
Aboveground valves, piping, and appurtenances such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected regularly. [See Inspection Log and Schedule in Attachment 3.1] <i>[§§112.8(d)(4) and 112.12(d)(4)]</i>	☒	☐
Integrity and leak testing are conducted on buried piping at the time of installation, modification, construction, relocation, or replacement. [See Inspection Log and Schedule in Attachment 3.1] <i>[§§112.8(d)(4) and 112.12(d)(4)]</i>	☐	☒

B. Onshore Oil Production Facilities (excluding drilling and workover facilities) (§112.9(b), (c), and (d)):

The owner or operator must meet the general rule requirements as well as the requirements under this section. Note that not all provisions may be applicable to all owners/operators. In cases where a provision is not applicable, write "N/A".

Table G-11 General Rule Requirements for Onshore Oil Production Facilities		N/A
At tank batteries, separation and treating areas, drainage is closed and sealed except when draining uncontaminated rainwater. Accumulated oil on the rainwater is returned to storage or disposed of in accordance with legally approved methods. [§112.9(b)(1)]	☐	☐
Prior to drainage, diked areas are inspected and [§112.9(b)(1)]:		
• Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters	☐	☐
• Bypass valve is opened and resealed under responsible supervision	☐	☐
• Adequate records of drainage are kept [See Dike Drainage Log in Attachment 3.3]	☐	☐
Field drainage systems and oil traps, sumps, or skimmers are inspected at regularly scheduled intervals for oil, and accumulations of oil are promptly removed [See Inspection Log and Schedule in Attachment 3.1] [§112.9(b)(2)]	☐	☐
The containers used at this facility are compatible with materials stored and conditions of storage. [§112.9(c)(1)]	☐	☐
All tank battery, separation, and treating facility installations (except for flow-through process vessels) are constructed with a capacity to hold the largest single container plus additional capacity to contain rainfall. Drainage from undiked areas is safely confined in a catchment basin or holding pond. [§112.9(c)(2)]	☐	☐
Except for flow-through process vessels, containers that are on or above the surface of the ground, including foundations and supports, are visually inspected for deterioration and maintenance needs on a regular schedule. [See Inspection Log and Schedule in Attachment 3.1] [§112.9(c)(3)]	☐	☐
New and old tank batteries at this facility are engineered/updated in accordance with good engineering practices to prevent discharges including at least one of the following:	☐	☐
i. adequate container capacity to prevent overflow if regular pumping/gauging is delayed;		
ii. overflow equalizing lines between containers so that a full container can overflow to an adjacent container;		
iii. vacuum protection to prevent container collapse; or		
iv. high level sensors to generate and transmit an alarm to the computer where the facility is subject to a computer production control system. [§112.9(c)(4)]		
Flow-through process vessels and associated components are:		
• Are constructed with a capacity to hold the largest single container plus additional capacity to contain rainfall. Drainage from undiked areas is safely confined in a catchment basin or holding pond; [§112.9(c)(2)] and	☐	☐
• That are on or above the surface of the ground, including foundations and supports, are visually inspected for deterioration and maintenance needs on a regular schedule. [See Inspection Log and Schedule in Attachment 3.1] [§112.9(c)(3)]	☐	☐
Or		
• Visually inspected and/or tested periodically and on a regular schedule for leaks, corrosion, or other conditions that could lead to a discharge to navigable waters; and	☐	☐
• Corrective action or repairs are applied to flow-through process vessels and any associated components as indicated by regularly scheduled visual inspections, tests, or evidence of an oil discharge; and	☐	☐
• Any accumulations of oil discharges associated with flow-through process vessels are promptly removed; and	☐	☐
• Flow-through process vessels are provided with a secondary means of containment for the entire capacity of the largest single container and sufficient freeboard to contain precipitation within six months of a discharge from flow-through process vessels of more than 1,000 U.S. gallons of oil in a single discharge as described in §112.1(b), or a discharge more than 42 U.S. gallons of oil in each of two discharges as described in §112.1(b) within any twelve month period. [§112.9(c)(5)] (Leave blank until such time that this provision is applicable.)	☐	☐

Table G-11 General Rule Requirements for Onshore Oil Production Facilities		N/A
All aboveground valves and piping associated with transfer operations are inspected periodically and upon a regular schedule. The general condition of flange joints, valve glands and bodies, drip pans, pipe supports, pumping well polish rod stuffing boxes, bleeder and gauge valves, and other such items are included in the inspection. [See Inspection Log and Schedule in Attachment 3.1] [§112.9(d)(1)]	☐	☐
An oil spill contingency plan and written commitment of resources are provided for flowlines and intra-facility gathering lines [See Oil Spill Contingency Plan and Checklist in Attachment 2 and Inspection Log and Schedule in Attachment 3.1] [§112.9(d)(3)]	☐	☐
or Appropriate secondary containment and/or diversionary structures or equipment is provided for flowlines and intra-facility gathering lines to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from the pipe, will not escape the containment system before cleanup occurs.	☐	☐
A flowline/intra-facility gathering line maintenance program to prevent discharges from each flowline has been established at this facility. The maintenance program addresses each of the following:	☐	☐
Flowlines and intra-facility gathering lines and associated valves and equipment are compatible with the type of production fluids, their potential corrosivity, volume, and pressure, and other conditions expected in the operational environment;	☐	☐
Flowlines, intra-facility gathering lines and associated appurtenances are visually inspected and/or tested on a periodic and regular schedule for leaks, oil discharges, corrosion, or other conditions that could lead to a discharge as described in §112.1(b). The frequency and type of testing allows for the implementation of a contingency plan as described under part 109 of this chapter.	☐	☐
Corrective action and repairs to any flowlines and intra-facility gathering lines and associated appurtenances as indicated by regularly scheduled visual inspections, tests, or evidence of a discharge.	☐	☐
Accumulations of oil discharges associated with flowlines, intra-facility gathering lines, and associated appurtenances are promptly removed. [§112.9(d)(4)]	☐	☐
The following is a description of the flowline/intra-facility gathering line maintenance program implemented at this facility:		

C. Onshore Oil Drilling and Workover Facilities (§112.10(b), (c) and (d)):

The owner or operator must meet the general rule requirements as well as the requirements under this section.

Table G-12 General Rule Requirements for Onshore Oil Drilling and Workover Facilities	
Mobile drilling or worker equipment is positioned or located to prevent discharge as described in §112.1(b). [§112.10(b)]	☐
Catchment basins or diversion structures are provided to intercept and contain discharges of fuel, crude oil, or oily drilling fluids. [§112.10(c)]	☐
A blowout prevention (BOP) assembly and well control system was installed before drilling below any casing string or during workover operations. [§112.10(d)]	☐
The BOP assembly and well control system is capable of controlling any well-head pressure that may be encountered while the BOP assembly and well control system are on the well. [§112.10(d)]	☐

I have completed a review and evaluation of the SPCC Plan for this facility, and will/will not amend this Plan as a result.

[illegible]

[illegible]Facility Name: Bain Aviation, Inc. Ontario, OR Airport

ATTACHMENT 2 – Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flowlines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment.

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.

☒

Complete the checklist below to verify that the necessary operations outlined in 40 CFR part 109 - Criteria for State, Local and Regional Oil Removal Contingency Plans - have been included.

Table G-15 Checklist of Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans (§109.5)^a

(a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	☒
(b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including:	
(1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges.	☒
(2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered.	☒
(3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communications systems established under related oil removal contingency plans, particularly State and National plans (e.g., NCP).	☒
(4) An established, prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority.	☒
(c) Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including:	
(1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally.	☒
(2) An estimate of the equipment, materials and supplies which would be required to remove the maximum oil discharge to be anticipated.	☒
(3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge.	☒
(d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including:	
(1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel.	☒
(2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans.	☒
(3) A preplanned location for an oil discharge response operations center and a reliable communications system for directing the coordinated overall response operations.	☒
(4) Provisions for varying degrees of response effort depending on the severity of the oil discharge.	☒
(5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses.	☒
(6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances.	☒

^a The contingency plan must be consistent with all applicable state and local plans, Area Contingency Plans, and the National Contingency Plan (NCP)

ATTACHMENT 3 – Inspections, Dike Drainage and Personnel Training Logs

ATTACHMENT 3.1 – Inspection Log and Schedule

Table G-16 Inspection Log and Schedule

This log is intended to document compliance with §§112.6(a)(3)(iii), 112.8(c)(6), 112.8(d)(4), 112.9(b)(2), 112.9(c)(3), 112.9(d)(1), 112.9(d)(4), 112.12(c)(6), and 112.12(d)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately ^a
					☐
					☐
					☐
					☐
					☐

^a Indicate in the table above if records of facility inspections are maintained separately at this facility.

Facility Name: Bain Aviation, Inc. Ontario, OR Airport

ATTACHMENT 3.2 – Bulk Storage Container Inspection Schedule – onshore facilities (excluding production):

To comply with integrity inspection requirement for bulk storage containers, inspect/test each shop-built aboveground bulk storage container on a regular schedule in accordance with a recognized container inspection standard based on the minimum requirements in the following table.

Table G-17 Bulk Storage Container Inspection Schedule	
Container Size and Design Specification	Inspection requirement
Portable containers (including drums, totes, and intermodal bulk containers (IBC))	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas
55 to 1,100 gallons with sized secondary containment	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas plus any annual inspection elements per industry inspection standards
1,101 to 5,000 gallons with sized secondary containment and a means of leak detection ^a	
1,101 to 5,000 gallons with sized secondary containment and no method of leak detection ^a	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas, plus any annual inspection elements and other specific integrity tests that may be required per industry inspection standards

^a Examples of leak detection include, but are not limited to, double-walled tanks and elevated containers where a leak can be visually identified.

ATTACHMENT 3.3 – Dike Drainage Log**Table G-18 Dike Drainage Log**

Date	Bypass valve sealed closed	Rainwater inspected to be sure no oil (or sheen) is visible	Open bypass valve and reseal it following drainage	Drainage activity supervised	Observations	Signature of Inspector
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		

ATTACHMENT 3.4 – Oil-handling Personnel Training and Briefing Log
Table G-19 Oil-Handling Personnel Training and Briefing Log

Date	Description / Scope	Attendees

ATTACHMENT 4 – Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center [also see the notification information provided in Section 7 of the Plan]:

Table G-20 Information provided to the National Response Center in the Event of a Discharge			
Discharge/Discovery Date		Time	
Facility Name			
Facility Location (Address/Lat-Long/Section Township Range)			
Name of reporting individual		Telephone #	
Type of material discharged		Estimated total quantity discharged	Gallons/Barrels
Source of the discharge		Media affected	☐ Soil
			☐ Water (specify)
			☐ Other (specify)
Actions taken			
Damage or injuries	☐ No ☐ Yes (specify)	Evacuation needed?	☐ No ☐ Yes (specify)
Organizations and individuals contacted	☐ National Response Center 800-424-8802 Time		
	☐ Cleanup contractor (Specify) Time		
	☐ Facility personnel (Specify) Time		
	☐ State Agency (Specify) Time		
	☐ Other (Specify) Time		



U.S. ENVIRONMENTAL PROTECTION AGENCY TIER I QUALIFIED FACILITY SPCC PLAN TEMPLATE

Instructions to Complete this Template

This template is intended to help the owner or operator of a Tier I qualified facility develop a self-certified Spill Prevention, Control, and Countermeasure (SPCC) Plan. To use this template, your facility must meet all of the applicability criteria of a Tier I qualified facility listed under §112.3(g)(1) of the SPCC rule. This template provides every SPCC rule requirement necessary for a Tier I qualified facility, which you must address and implement.

You may use this template to comply with the SPCC regulation or use it as a model and modify it as necessary to meet your facility-specific needs. If you modify the template, your Plan must include a section cross-referencing the location of each applicable requirement of the SPCC rule and you must ensure that your Plan is an equivalent Plan that meets all applicable rule requirements of 40 CFR 112.6(a)(3).

You may complete this template either electronically or by hand on a printed copy. This document is a reformatted version of the template found in Appendix G of 40 CFR part 112.^a No substantive changes have been made. Please note that a "Not Applicable" ("N/A") column has been added to both Table G-10 (General Rule Requirements for Onshore Facilities) and Table G-11 (General Rule Requirements for Onshore Oil Production Facilities). The "N/A" column should help you complete your self-certification when a required rule element does not apply to your facility. Use of the "N/A" column is optional and is not required by rule.

All Tier I qualified facility self-certifiers must complete Sections I, II, and III. Additionally, the owner or operator of an:

- Onshore facility (excluding production) must complete Section A.
- Onshore oil production facility (excluding drilling and workover facilities) must complete Section B.
- Onshore oil drilling and workover facility must complete Section C.

Complete and include with your Plan the appropriate attachments. You should consider printing copies of the attachments for use in implementing the SPCC Plan (e.g. Attachment 3.1 - Inspection Log & Schedule; Attachment 4 - Discharge Notification Form).

To complete the template, check the box next to the requirement to indicate that it has been adequately addressed. Either write "N/A" in the column or check the box under the "N/A" column to indicate those requirements that are not applicable to the facility. Where a section requires a description or listing, write in the spaces provided (or attach additional descriptions if more space is needed).

Below is a key for the colors used in the section headers:

Sections I, II, and III: Required for all Tier I qualified facilities
Section A: Onshore facilities (excluding production)
Section B: Onshore oil production facilities (excluding drilling and workover facilities)
Section C: Onshore oil drilling and workover facilities
Attachments: 1 - Five Year Review and Technical Amendment Logs 2 - Oil Spill Contingency Plan and Checklist 3 - Inspections, Dike Drainage and Personnel Training Logs 4 - Discharge Notification Form

After you have completed all appropriate sections, certify and date your Plan, and then implement it by the compliance date. If your facility was in operation before August 16, 2002, and you do not already have a Plan, then implement this template immediately. Conduct inspections and tests in accordance with the written procedures that you have developed for your facility. You must keep with the SPCC Plan a record of these inspections and tests, signed by the appropriate supervisor or inspector, for a period of three years.

Do not forget to periodically review your Plan (at least once every five years) or to update it when you make changes to your facility. You must prepare amendments within six months of the facility change, and implement them as soon as possible, but not later than six months following preparation of any amendment.

In the event that your facility releases oil to navigable waters or adjoining shorelines, immediately call the National Response Center (NRC) at 1-800-424-8802. The NRC is the federal government's centralized reporting center, which is staffed 24 hours per day by U.S. Coast Guard personnel.

^a Please note that the use of this template is not mandatory for a Tier I qualified facility. You may also meet the SPCC Plan requirement by preparing a satisfactory Tier II qualified facility Plan, preparing a satisfactory Plan that is certified by a Professional Engineer, or by developing an equivalent Plan for a Tier I qualified facility. Further information on the requirements of these methods can be found in 40 CFR part 112.6(a)(1). If you use any of these alternative methods you must include a cross reference in your Plan that shows how the equivalent Plan meets all applicable 40 CFR part 112 requirements.

STARR

INSURANCE COMPANIES

3353 Peachtree Road NE, Suite 1000
Atlanta, GA 30326

Certificate of Insurance

Certificate Holder: CITY OF ONTARIO
444 SW 4TH STREET
ONTARIO, OR 97914

Named Insured: BAIN AVIATION, INC.
606 COVE ROAD
WEISER, ID 83672

Policy Period: From: NOVEMBER 10, 2020 To: NOVEMBER 10, 2021

Policy Number: 1000287414-01

Issuing Company: STARR INDEMNITY & LIABILITY COMPANY

This is to certify that the policy(ies) listed herein have been issued providing coverage for the listed insured as further described. This certificate of insurance is not an insurance policy and does not amend, extend, or alter the coverage afforded by the policy(ies) listed herein. Notwithstanding any requirement, term or condition of any contract, or other document with respect to which this certificate of insurance may be concerned or may pertain, the Insurance afforded by the policy(ies) listed on this certificate is subject to all the terms, exclusions, and conditions of such policy(ies).

Liability Coverages		NON-CHEMICAL		CHEMICAL	
A. Bodily Injury – excluding Passengers	\$	each person	\$ 100,000.	each person	
		each occurrence	300,000.	each occurrence	
		aircraft liability	300,000.	aircraft liability	
		aggregate		aggregate	
B. Property Damage		each occurrence	100,000.	each occurrence	
		aircraft liability	100,000.	aircraft liability	
		aggregate		aggregate	
C. Passenger Liability		each person	Not applicable		
		each occurrence	Not applicable		
D. Single Limit -Property Damage & Bodily Injury, excluding Passengers	1,000,000.	each occurrence		each occurrence	
		aircraft liability		aircraft liability	
		aggregate		aggregate	
E. Medical Expense – EXcluding Crew		each person	Not applicable		
		each occurrence	Not applicable		
I. Airport Premises Liability	1,000,000. 1,000,000.	each occurrence	Not applicable		
		premises liability	Not applicable		
		aggregate			
Chemical Limits of Liability are part of and not in addition to the Non-chemical Limits of Liability.					
All liability arising from any one occurrence shall not exceed the Non-chemical Limits of Liability.					

F.A.A. CERT NO.	MAKE AND MODEL	YEAR BUILT	INSURED VALUE	NOT IN MOTION	IN MOTION, INGESTION, OR MOORING	LIEN AMOUNT
N20576	AIR TRACTOR AT-602	2012	\$ 800,000.	\$ 5000 / 40000		\$

CHEMICAL COVERAGE APPLIES AS PER CHEMICAL CATEGORY "CC" COMPREHENSIVE CHEMICAL
THE CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED UNDER LIABILITY COVERAGES, BUT ONLY AS
RESPECTS OPERATIONS OF THE NAMED INSURED.
THE CERTIFICATE HOLDER WILL BE PROVIDED WITH THIRTY (30) DAYS [TEN (10) DAYS IF FOR NON-PAYMENT OF
PREMIUM] NOTICE OF CANCELLATION OR MATERIAL CHANGE.

Certificate Number: 2.1
Issued By and Date: NOVEMBER 18, 2020 (HF)

By 
(Authorized Representative)

ADDITIONAL INSURED ENDORSEMENT

This policy is amended as follows:

The provisions of this endorsement shall apply with respect to: N20576

(Only the clause(s) indicated by an "X" shall apply.)

- ☐ The scheduled persons or organizations are included as additional insured.
- ☐ The scheduled persons or organizations are the registered owner of _____ and are included as additional insured.
- ☐ The scheduled persons or organizations are included as additional insured but only as respects liability coverages.
- ☒ The scheduled persons or organizations are included as additional insured under liability coverages, but only as respects operations of the **named insured**.
- ☐ The scheduled persons or organizations are included as additional insured but only as respects operations of the **named insured**.

The insurance extended by this endorsement shall not apply to, and no person or organization named in the schedule shall be insured for **bodily injury** or **property damage** which arises from the design, manufacture, modification, repair, sale, or servicing of aircraft by that person or organization.

Schedule:

Name CITY OF ONTARIO
Address 444 SW 4TH STREET
ONTARIO, OR 97914

Name
Address

Name
Address

All other provisions of this policy remain the same.

This endorsement becomes effective NOVEMBER 10, 2020 to be attached to and hereby made a part of:

Policy No. 1000287414-01

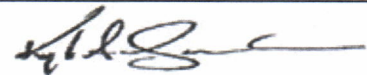
Issued to BAIN AVIATION, INC.

By STARR INDEMNITY & LIABILITY COMPANY

Endorsement No. TBA

Date of Issue NOVEMBER 18, 2020 (HF)

By



(Authorized Representative)

Hanger Lease
245 Ercoupe



City of Ontario
Municipal Airport,
Malheur County,
Oregon



**AGENDA REPORT
OLD BUSINESS
January 7, 2021**

To: Mayor and City Council

FROM: Al Cablay, Public Works Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: SAFE ROUTES TO SCHOOL AWARD: AUTHORIZATION TO SIGN CONTRACT

DATE: December 29, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO SIGN THE OREGON DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT ACCEPTING GRANT FUNDS OF \$358,931.28 AND CONFIRMING CITY MATCH FUNDS OF \$89,728 TO BE INCLUDED IN FY22 BUDGET.

SUMMARY:

The city was awarded granted funding for the city application for Safe Routes to School Sidewalk and ADA Ramp improvements. To move forward with the project, the city must sign the Intergovernmental Agreement between ODOT and the City of Ontario accepting responsibility for the 20% project match.

BACKGROUND:

Engineering staff worked closely with city staff to develop an award winning grant application through the Oregon Department of Transportation (ODOT) Safe Routes to School (SRTS) Program. The application was submitted at the end of August and on December 2nd the city was informed that their grant request was approved.

The project includes new sidewalk, curb, and gutter along 6th Street between Ontario Middle School and May Roberts, and along Alameda Drive on the west side of Alameda school as well as new sidewalk on the east side of Alameda. At least 20 ADA ramps are included in the project.

CURRENT SITUATION:

To receive the ODOT grant funding through the SRTS, the city must execute the attached Intergovernmental Agreement. The Agreement requires the city to cover the cost of the 20% match. The Agreement is a typical ODOT format; ODOT would like the Agreement to be signed

by mid January to begin the project develop process.

The proposed schedule for the project is:

Complete Scoping/Planning by August 31, 2021

Complete Community Outreach by December 15, 2021

Complete permits by April 30, 2022

Complete any Right of Way needs by May 30, 2022

Final design complete by May 30, 2022

Award of Construction Contract by June 30, 2022

Project Completion by November 1, 2022

ANALYSIS:

- A. **STRATEGIC PLAN** This project meets the elements of the city's Strategic Plan:
Growth - This project specifically addressed the strategic plan's activity under the Growth strategy to fill-in sidewalks in critical areas.

Desirability - Parents find it much more desirable to live on on a route that has new sidewalks with ADA ramps for their school children to use for accessing school.

Livability - Similar to Desirability, being able to safely access schools as well as other parts of town and the surrounding neighborhood makes a location much more livable.

- B. **FINANCIAL** The 20% match of \$89,728 will need to be available as project expenses accumulate. The first milestone is a planning/scoping effort due August 31, 2021. This effort will be very small, so 20% would likely not be over \$1,000.

We have some underruns from the downtown project that would allow us to initiate design now. That will allow us to complete the design by the end of August.

The remainder will allow need to be budgeted in the coming FY22 fiscal plan. Some costs for construction will roll over into FY23.

- C. **TIMING** ODOT is requesting that Agreements be signed as quickly in the new year as possible so they can process the documents and begin the administration effort needed to move projects forward. The remaining match funds will be budged in the 2021-2022 budget.
- D. **POLICY/LEGAL** The City Attorney, city staff, and engineering have reviewed the Agreement. Authorization is now needed from Council to allow the City Manager to sign it and return to ODOT for final execution.

ALTERNATIVES:

The city could decide not to accept the funds and therefore relieve themselves of the 20% match. However, some very important segments of sidewalk and ADA ramp work would remain undone and we would lose the leverage of our own funds to get an 80% match on projects that are in our strategic plan.

The \$1,000 match needed to move forward on design could also be taken from contingency should the council prefer to use that instead of the left over funds from the downtown project. Staff would need to bring back to you a resolution for a budget change.

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager to sign the ODOT SRTS agreement and that the staff use available money in the street fund to initiate design.

ATTACHMENTS:

1. 34475 Ontario SRTS
2. Figures_1_thru_3

**GRANT AGREEMENT
OREGON DEPARTMENT OF TRANSPORTATION
SAFE ROUTES TO SCHOOL PROGRAM (SRTS)**

Project Name: Alameda Elementary School, May Roberts Elementary School, Ontario Middle School - Sidewalks

This Grant Agreement (“Agreement”) is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation (“ODOT”), and City of Ontario, acting by and through its Governing Body, (“Recipient”), both referred to individually or collectively as “Party” or “Parties.”

- 1. Effective Date.** This Agreement shall become effective on the date this Agreement is fully executed and approved as required by applicable law (the “Effective Date”). The availability of Grant Funds (as defined in Section 3) shall end five (5) years after the Effective Date (the “Availability Termination Date”).
- 2. Agreement Documents.** This Agreement consists of this document and the following documents:
 - a. Exhibit A: **Project Description, Key Milestones, Schedule and Budget**
 - b. Exhibit B: **Recipient Requirements**
 - c. Exhibit C: **Subagreement Insurance Requirements**
 - d. Exhibit D: **Documentation provided by Recipient prior to execution of the Agreement (i.e. application, Part 1 of the Project Prospectus)**

Exhibits A, B and C are attached to this Agreement. Exhibit D is incorporated by reference. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C; Exhibit D.

- 3. Project Cost; Grant Funds.** The total estimated Project cost is \$448,659.28. In accordance with the terms and conditions of this Agreement, ODOT shall provide Recipient grant funds in a total amount not to exceed \$358,931.28 (the “Grant Funds”). Recipient will be responsible for all Project costs not covered by the Grant Funds.
- 4. Project.**
 - a. Use of Grant Funds.** The Grant Funds shall be used solely for the Project described in Exhibit A (the “Project”) and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODOT approves such changes by amendment pursuant to Section 4(c).
 - b. Eligible Costs.** Recipient may seek reimbursement for its actual costs to develop the Project, consistent with the terms of this Agreement (“Eligible Costs”).

- i. Eligible Costs are actual costs of Recipient to the extent those costs are:
 - A. reasonable, necessary and directly used for the Project;
 - B. permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by the State, to be capitalized to an asset that is part of the Project; and
 - C. eligible or permitted uses of the Grant Funds under the Oregon Constitution, the statutes and laws of the state of Oregon, and this Agreement.
 - ii. Eligible Costs do NOT include:
 - A. operating and working capital or operating expenditures charged to the Project by Recipient;
 - B. loans or grants to be made to third parties;
 - C. any expenditures incurred before the Effective Date or after the Availability Termination Date; or
 - D. costs associated with the Project that substantially deviate from Exhibit A, Project Description, unless such changes are approved by ODOT by amendment of this Agreement;
- c. **Project Change Procedures.**
 - i. If Recipient anticipates a change in scope, Key Milestone Dates, or Availability Termination Date, Recipient shall submit a written request to SRTSProgramMailbox@odot.state.or.us. The request for change must be submitted before the change occurs.
 - ii. Recipient shall not proceed with any changes to scope, Key Milestone Dates, or Availability Termination Date before the execution of an amendment to this Agreement executed in response to ODOT's approval of a Recipient's request for change. A request for change may be rejected at the sole discretion of ODOT.

5. Reimbursement Process and Reporting.

- a. ODOT shall reimburse Recipient for 80 percent of Eligible Costs up to the Grant Fund amount provided in **Section 3**. ODOT shall reimburse Eligible Costs within forty-five (45) days of ODOT's receipt and approval of a request for reimbursement from Recipient. Recipient must pay its contractors, consultants and vendors before submitting a request for reimbursement to ODOT for reimbursement. ODOT will not reimburse more than one request for reimbursement per month.
- b. Recipient must submit to ODOT its first reimbursement request within two (2) years of the Effective Date.

- c. Each reimbursement request shall be submitted on ODOT's Reimbursement request form <https://www.oregon.gov/ODOT/Forms/2ODOT/7373558.docx> to the SRTSPProgramMailbox@odot.state.or.us and include the Agreement number, the start and end date of the billing period, and itemize all expenses for which reimbursement is claimed. Upon ODOT's request, Recipient shall provide to ODOT evidence of payment to contractors. Recipient shall also include with each reimbursement request a summary describing the work performed for the period seeking reimbursement and work expected for the next period, if any.
- d. **RESERVED**
- e. Recipient shall, no later than ninety (90) days after the completion of the Project or Availability Termination Date, whichever occurs earlier, submit a final reimbursement request. Failure to submit the final request for reimbursement within ninety (90) days after could result in non-payment.
- f. Upon ODOT's receipt of the final reimbursement request, ODOT will conduct a final on-site review of the Project. ODOT will withhold payment of the final reimbursement request until both (i) its SRTS Program Manager, or designee, has completed the final review and accepted the Project as complete and (ii) Recipient and ODOT staff have signed the Recommendation of Acceptance Form (ODOT Form No. 737-3560).
- g. ODOT's obligation to disburse Grant Funds to Recipient is subject to the satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. ODOT has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Recipient is in compliance with the terms of this Agreement.
 - iii. Recipient's representations and warranties set forth in Section 6 are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- h. Recovery of Grant Funds.
 - i. Recovery of Misexpended Funds or Nonexpended Funds. Any Grant Funds disbursed to Recipient under this Agreement that are either (i) disbursed but unexpended at the end of the Availability Termination Date ("Unexpended Funds") or (ii) expended in violation of one or more of the provisions of this Agreement ("Misexpended Funds") must be returned to ODOT. Recipient shall return all Unexpended Funds to ODOT no later than fifteen (15) days after the Availability Termination Date. Recipient shall return all Misexpended Funds to ODOT promptly after ODOT's written demand and no later than fifteen (15) days after ODOT's written demand.
 - ii. Recovery of Grant Funds upon Termination. If this Agreement is terminated under any of Sections 9(b)(i), 9(b)(ii), 9(b)(iii) or 9(b)(vi), Recipient shall return to ODOT all Grant Funds disbursed to Recipient within 15 days after ODOT's written demand for the same.
- i. Reporting

- i. **Quarterly Reports.** Recipient shall submit quarterly progress reports to ODOT using a format that ODOT provides. Recipient must submit the reports to SRTSPProgramMailbox@odot.state.or.us by the first Wednesday of March, June, September, and December.
- ii. **Final Report.** Recipient shall submit a final written report (the “Final Report”) to SRTSPProgramMailbox@odot.state.or.us that identifies how hazards have been reduced to children walking or bicycling to and from school as a direct result of this Project. Recipient must submit the Final Report within six (6) months after the Project Completion Date. Recipient’s obligation to provide the Final Report will survive Agreement expiration.

6. Representations and Warranties of Recipient. Recipient represents and warrants to ODOT as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient’s Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors’ rights generally.
- c. **No Solicitation.** Recipient’s officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODOT immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

- e. **Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned(s) knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

7. Records Maintenance and Access; Audit.

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall ensure that each of its subrecipients and subcontractors complies with these requirements. ODOT, the Secretary of State of the State of Oregon (the “Secretary”) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds, or the Project for the purpose of making audits and examinations. In addition, ODOT, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODOT and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a period of six (6) years after final payment. If there are unresolved audit questions at the end of the period described in this section, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by ODOT under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODOT to verify how the Grant Funds were expended.

This Section 7 shall survive any expiration or termination of this Agreement.

8. Recipient Subagreements and Procurements

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, “subagreements”) for performance of the Project.
 - i. All subagreements must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
 - ii. Recipient shall require all of its contractors performing work under this Agreement to name ODOT as a third-party beneficiary of Recipient’s subagreement with the Contractor and to name ODOT as an additional or “dual” obligee on contractors’ payment and performance bonds.

- iii. Recipient shall provide ODOT with a copy of any signed subagreement, as well as any other purchasing or contracting documentation, upon ODOT's request at any time. Recipient must report to ODOT any material breach of a term or condition of a subagreement within ten (10) days of Recipient discovering the breach.

b. Subagreement indemnity; insurance.

- i. *Recipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation, their officers, agents and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that ODOT shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of ODOT, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.*
- ii. Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s), nor any attorney engaged by Recipient's subrecipient(s), contractor(s) nor subcontractor(s) shall defend any claim in the name of ODOT or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's subrecipient is prohibited from defending the State, or that Recipient's subrecipient is not adequately defending the State's interests, or that an important governmental principle is at issue or that it is in the best interests of the State to do so. The State reserves all rights to pursue claims it may have against Recipient's subrecipient if the State of Oregon elects to assume its own defense.
- iii. If the Project or Project work is on or along a state highway, Recipient shall require its contractor(s) to meet the minimum insurance requirements provided in Exhibit C. Recipient may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
- iv. Recipient shall determine insurance requirements, insurance types and amounts, as deemed appropriate based on the risk of the work outlined within the subagreement. Recipient shall specify insurance requirements and require its contractor(s) to meet the insurance requirements. Recipient shall obtain proof of the required insurance coverages, as applicable, from any contractor providing services related to the subagreement.
- v. Recipient shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage that the contractor(s) deems appropriate based on the risks of the subcontracted work.

- c. **Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statute (ORS) 279 A, B, and C, and rules, ensuring that:
 - i. All applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement; and
 - i. All procurement transactions are conducted in a manner providing full and open competition.
- d. **Self-Performing Work.** Recipient must receive prior approval from ODOT for any self-performing work.
- e. **Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 *et seq.*, as those laws may be subsequently amended.

9. Termination

- a. **Mutual Termination.** This Agreement may be terminated by mutual written consent of the Parties.
- b. **Termination by ODOT.** ODOT may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by ODOT in such written notice, under any of the following circumstances:
 - i. If Recipient fails to perform the Project within the time specified in this Agreement, or any extension of such performance period;
 - ii. If Recipient takes any action pertaining to this Agreement without the approval of ODOT and which under the provisions of this Agreement would have required ODOT's approval;
 - iii. If Recipient fails to perform any of its other obligations under this Agreement, and that failure continues for a period of 10 calendar days after the date ODOT delivers Recipient written notice specifying such failure. ODOT may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action;
 - iv. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;
 - v. If Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
 - vi. If the Project would not produce results commensurate with the further expenditure of funds.

- c. **Termination by Either Party.** Either Party may terminate this Grant Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Grant Agreement.
- d. **Rights upon Termination; Remedies.** Any termination of this Grant Agreement shall not prejudice any rights or obligations accrued before termination. The remedies set forth in this Grant Agreement are cumulative and are in addition to any other rights or remedies available at law or in equity.

10. GENERAL PROVISIONS

a. Contribution.

- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
- ii. With respect to a Third Party Claim for which ODOT is jointly liable with Recipient (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
- iii. With respect to a Third Party Claim for which Recipient is jointly liable with ODOT (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative

fault of Recipient on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

- b. Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- c. Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- d. Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- e. No Third-Party Beneficiaries.** ODOT and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- f. Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email or mailing the same, postage prepaid, to Recipient Contact or ODOT Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 10(g). Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- g. Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between ODOT (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party

hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

- h. Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, including without limitation as described in Exhibit B. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Recipient agrees to comply with the requirements of ORS 366.514, Use of Highway Fund for footpaths and bicycle trails.
- i. Insurance; Workers' Compensation.** All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- j. Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of ODOT. Recipient has no right or authority to incur or create any obligation for or legally bind ODOT in any way. ODOT cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of ODOT, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- k. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- l. Counterparts.** This Agreement may be executed in two or more counterparts, each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- m. Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. Recipient, by the signature below of its authorized representative, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

ODOT/Recipient
Agreement No. 34475

THE PARTIES, by execution of this Agreement, acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The Project was approved on December 1, 2020 by the Oregon Transportation Commission.

Signature Page to Follow

ODOT/Recipient
Agreement No. 34475

City of Ontario, by and through its elected officials

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

**LEGAL REVIEW APPROVAL
(If required in Recipient's process)**

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Betsy Roberts
1551 NW 9th St
Ontario, OR 97914
(541) 889-8572
betsy.roberts@jacobs.com

ODOT Contact (SRTS):

LeeAnne Fergason
555 13th Street NE
Salem, OR 97301-4178
Phone: 503-986-5805
LeeAnne.Fergason@odot.state.or.us

STATE OF OREGON, by and through its
Department of Transportation

By _____
Public Transportation Division Administrator

Name _____
(printed)

Date _____

APPROVAL RECOMMENDED

By _____
Safe Routes to School Program Manager

Name _____
(printed)

Date _____

By Michael Kimlinger via email
State Traffic-Roadway Engineer

Date November 3, 2020

APPROVED AS TO LEGAL SUFFICIENCY

By Sam Zeigler via email saved in file
Assistant Attorney General

Date December 10, 2020

EXHIBIT A

Project Description, Key Milestones, Schedule and Budget

Agreement No. 34475

Project Name: Alameda Elementary School, May Roberts Elementary School, Ontario Middle School
- Sidewalks

A. PROJECT DESCRIPTION

Alameda Drive from approximately SW 14th to Frost Way. SW 12th from approximately College Green Drive to SW 12th Avenue. NW 6th from approximately West Idaho Avenue to NW 5th Avenue.

All locations will install ramps and sidewalks.

Recipient acknowledges that such Project improvements funded under this Agreement may trigger other Recipient responsibilities under the Americans with Disabilities Act. Recipient agrees that it is solely responsible for ensuring Americans with Disabilities Act compliance pursuant to Exhibit B, Recipient Requirements, Section 4.

B. PROJECT KEY MILESTONES AND SCHEDULE

The Project has two (2) Key Milestone(s). Key Milestones are used for evaluating performance on the Project as described in the Agreement. Neither Key Milestone 1, Scoping and planning, nor Key Milestone 2, Project completion, can be changed without an amendment to the Agreement.

If Recipient anticipates either that Key Milestone 1 will require material changes or that Key Milestone 2 will be delayed by more than ninety (90) days, Recipient shall submit a Request for Change Order, as described in Section 4(c) of the Agreement, to SRTSProgramMailbox@odot.state.or.us as soon as Recipient becomes aware of any possible change or delay. Recipient must submit the Request for Change Order before materially changing the project scope (Key Milestone 1) or delaying the Project completion (Key Milestone 2).

Table 1: Key Milestones

Key Milestone	Description	Estimated Due Date
1	Scoping and planning	8/31/2021
2	Project completion (Project must be completed within 5 years of agreement execution.)	11/1/2022

EXHIBIT B

Recipient Requirements

1. Recipient shall comply with all applicable provisions of ORS 279C.800 to 279C.870 pertaining to prevailing wage rates and including, without limitation, that workers on the Project shall be paid not less than rates in accordance with ORS 279C.838 and 279C.840 pertaining to wage rates and ORS 279C.836 pertaining to having a public works bond filed with the Construction Contractors' Board.
2. Recipient shall notify ODOT's Contact in writing when any contact information changes during the Agreement.
3. Recipient shall maintain insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. If the Project or any portion is destroyed, insurance proceeds will be paid to ODOT, unless Recipient has informed ODOT in writing that the insurance proceeds will be used to rebuild the Project.
4. **Americans with Disabilities Act Compliance**
 - a. **State Highway:** For portions of the Project located on or along the State Highway System or a State-owned facility ("state highway"):
 - i. Recipient shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, pedestrian-activated signals meet current ODOT Highway Design Manual standards;
 - ii. Recipient shall follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
 - iii. At Project completion, Recipient shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form and to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

- iv. Recipient shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Recipient and prior to release of any Recipient contractor.
 - v. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least 10 days prior to the start of construction.
- b. **Local Roads:** For portions of the Project located on Recipient roads or facilities that are not on or along a state highway:
 - i. Recipient shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
 - ii. Recipient may follow its own processes or may use ODOT's processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>;

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Recipient's use and convenience.
 - iii. Recipient assumes sole responsibility for ensuring that the Project complies with the ADA, including when Recipient uses ODOT forms and processes. Recipient acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
 - iv. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.
- c. Recipient shall ensure that any portions of the Project under Recipient's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Recipient ensuring that:

- i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Recipient identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - iii. Recipient, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the Project in compliance with the ADA requirements that were in effect at the time the Project was constructed or altered,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
- d. Maintenance obligations in this Section 4 shall survive termination of this Agreement.

5. Work Performed within ODOT's Right of Way

- a. Prior to the commencement of work, Recipient shall obtain, or require its contractor to obtain, permission from the appropriate ODOT District Office to work on or along the state highway. This Agreement does not provide permission to work on or along the state highway.
- b. If the Project includes traffic control devices (see ODOT's Traffic Manual, Chapter 5, for a description of traffic control devices) on or along a state highway, Recipient shall, pursuant to Oregon Administrative Rule (OAR) 734-020-0430, obtain the approval of the State Traffic Engineer prior to design or construction of any traffic control device being installed.
- c. Recipient shall enter into a separate traffic signal agreement with ODOT to cover obligations for any traffic signal being installed on a state highway.
- d. Recipient shall ensure that its electrical inspectors possess a current State Certified Traffic Signal Inspector certificate before the inspectors inspect electrical installations on state highways. The ODOT's District Office shall verify compliance with this requirement before construction. The permit fee should also cover the State electrician's supplemental inspection.

6. General Standards

The Project shall be completed within industry standards and best practices to ensure that the functionality and serviceability of the Program's investment meets the intent of the application and the Program.

7. Land Use Decisions

- a. Recipient shall obtain all permits, "land use decisions" as that term is defined by ORS 197.015(1) (2020), and any other approvals necessary for Recipient to complete the Project by the Project completion deadline identified in Exhibit A (each a "Land Use Decision" and collectively, "Land Use Decisions").

- b. If at any time before the Availability Termination Date identified in Section 1 of this Agreement ODOT concludes, in its sole discretion, that Recipient is unlikely to obtain one or more Land Use Decisions before the Availability Termination Date, ODOT may (i) suspend the further disbursement of Grant Funds upon written notice to Recipient (a “Disbursement Suspension”) and (ii) exercise any of its other rights and remedies under this Agreement, including, without limitation, terminating the Agreement and recovering all Grant Funds previously disbursed to Recipient.
- c. If after a Disbursement Suspension ODOT concludes, in its sole discretion and based upon additional information or events, that Recipient is likely to timely obtain the Land Use Decision or Decisions that triggered the Disbursement Suspension, ODOT will recommence disbursing Grant Funds as otherwise provided in this Agreement.
- d. This Section 7 is in addition to, and not in lieu of, ODOT’s rights and remedies under Section 5.h (“Recovery of Grant Funds”) of this Agreement.

8. Website

Recipient shall provide ODOT a link to any website created about the Project identified in Exhibit A before any costs being considered eligible for reimbursement. Recipient shall notify the ODOT Contact in writing when the link changes during the term of this Grant Agreement.

9. Photographs

Recipient shall provide pre-construction Project photographs within thirty (30) days of the execution of this Agreement. Recipient shall provide Project photographs thirty (30) days after Project is completed.

EXHIBIT C

Subagreement Insurance Requirements

1. GENERAL.

- a. If the Project is on or along a state highway, Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, “TAIL” COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to ODOT. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, “first tier” means a subagreement in which the Recipient is a Party.
- b. The insurance specified below is a minimum requirement that the contractor within the subagreement shall meet. Recipient may determine insurance types and amounts in excess to the minimum requirement as deemed appropriate based on the risks of the work outlined within the subagreement.
- c. Recipient shall require the contractor(s) to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Contractor shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing Services related to the Contract.

2. TYPES AND AMOUNTS.

a. WORKERS COMPENSATION.

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability Insurance with limits not less than \$500,000 each accident. **Contractor shall require compliance with these requirements in each of its subcontractor contracts.**

b. COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track,

roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability – Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Amounts below are a minimum requirement as determined by ODOT:

Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

c. AUTOMOBILE Liability Insurance: Automobile Liability.

Automobile Liability Insurance covering Contractor’s business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Amount below is a minimum requirement as determined by ODOT:

Coverage shall be written with a combined single limit of not less than \$1,000,000.

d. ADDITIONAL INSURED.

The Commercial General Liability Insurance and Automobile Liability Insurance must include the **“State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees”** as an **endorsed** Additional Insured but only with respect to the contractor’s activities to be performed under the Subcontract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

e. “TAIL” COVERAGE.

If any of the required insurance policies is on a “claims made” basis, such as professional liability insurance or pollution liability insurance, the contractor shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the Subcontract, for a minimum of twenty-four (24) months following the later of : (i) the contractor’s completion and Recipient’s acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain “tail” coverage and if the maximum time period “tail” coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and ODOT may grant approval of the maximum “tail “ coverage period reasonably available in the marketplace. If ODOT approval is granted, the contractor shall maintain “tail” coverage for the maximum time period that “tail” coverage is reasonably available in the marketplace.

f. NOTICE OF CANCELLATION OR CHANGE.

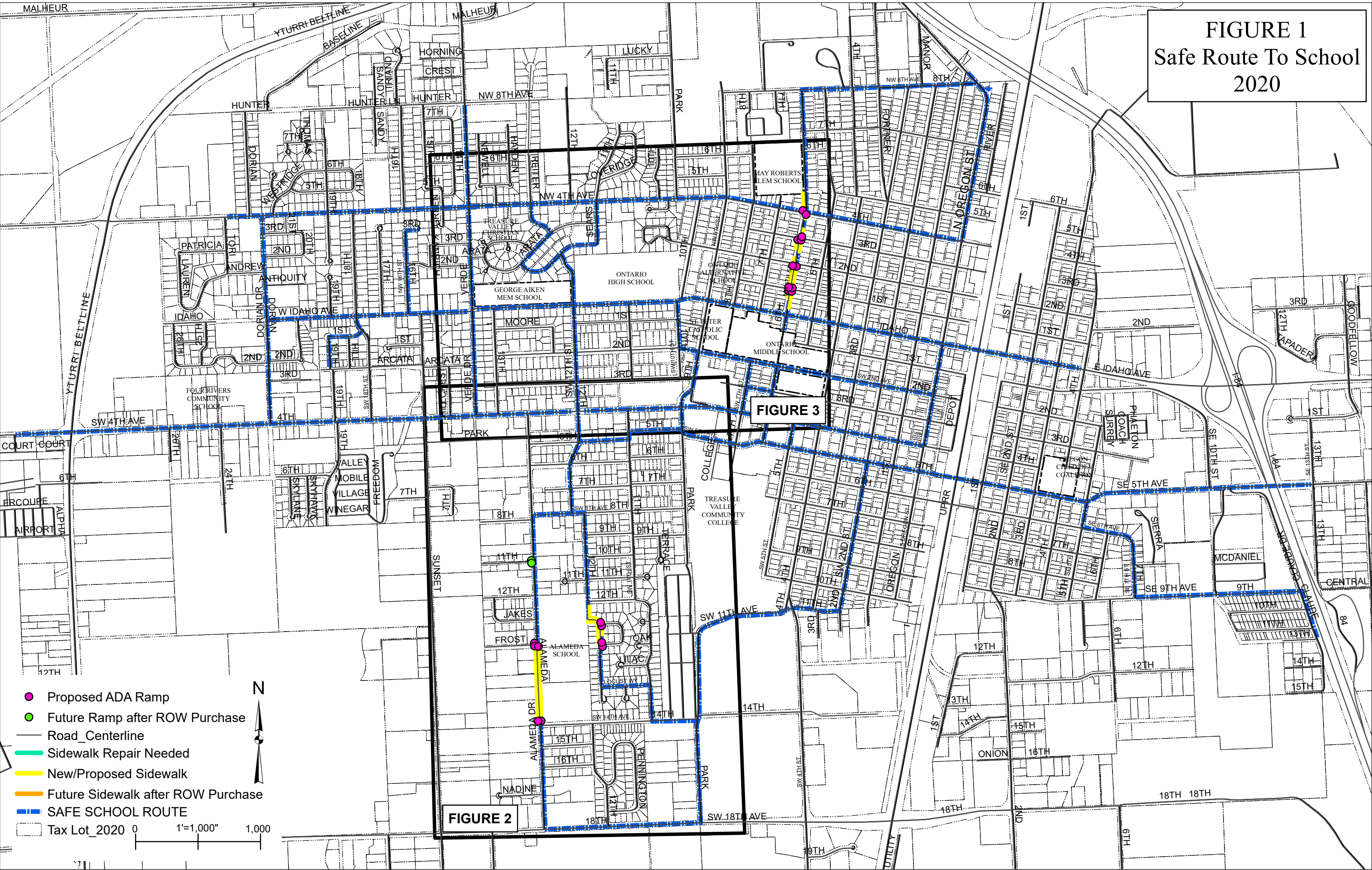
The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

g. CERTIFICATE(S) OF INSURANCE.

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) **"State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees"** as an endorsed Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all liability insurance coverages shall be primary and non-contributory with any other insurance and self-insurance, with exception of Workers' Compensation..

The Recipient shall immediately notify ODOT of any change in insurance coverage.

FIGURE 1
Safe Route To School
2020



Proposed ADA Ramp

Future Ramp after ROW Purchase

Road_Centerline

Sidewalk Repair Needed

New/Proposed Sidewalk

Future Sidewalk after ROW Purchase

SAFE SCHOOL ROUTE

Tax Lot_2020

N

0

1'=1,000"

1,000

FIGURE 2

FIGURE 3

FIGURE 4

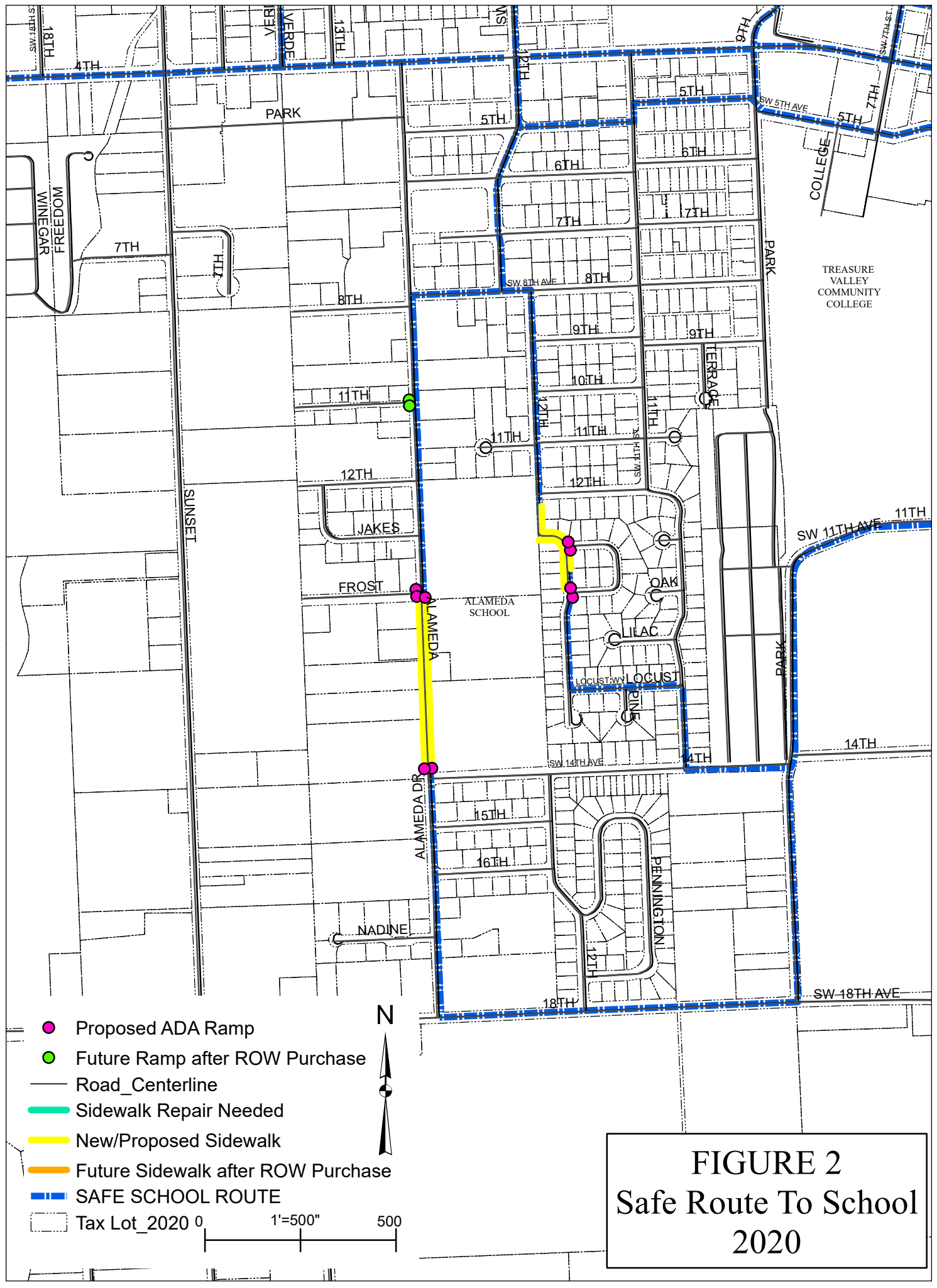
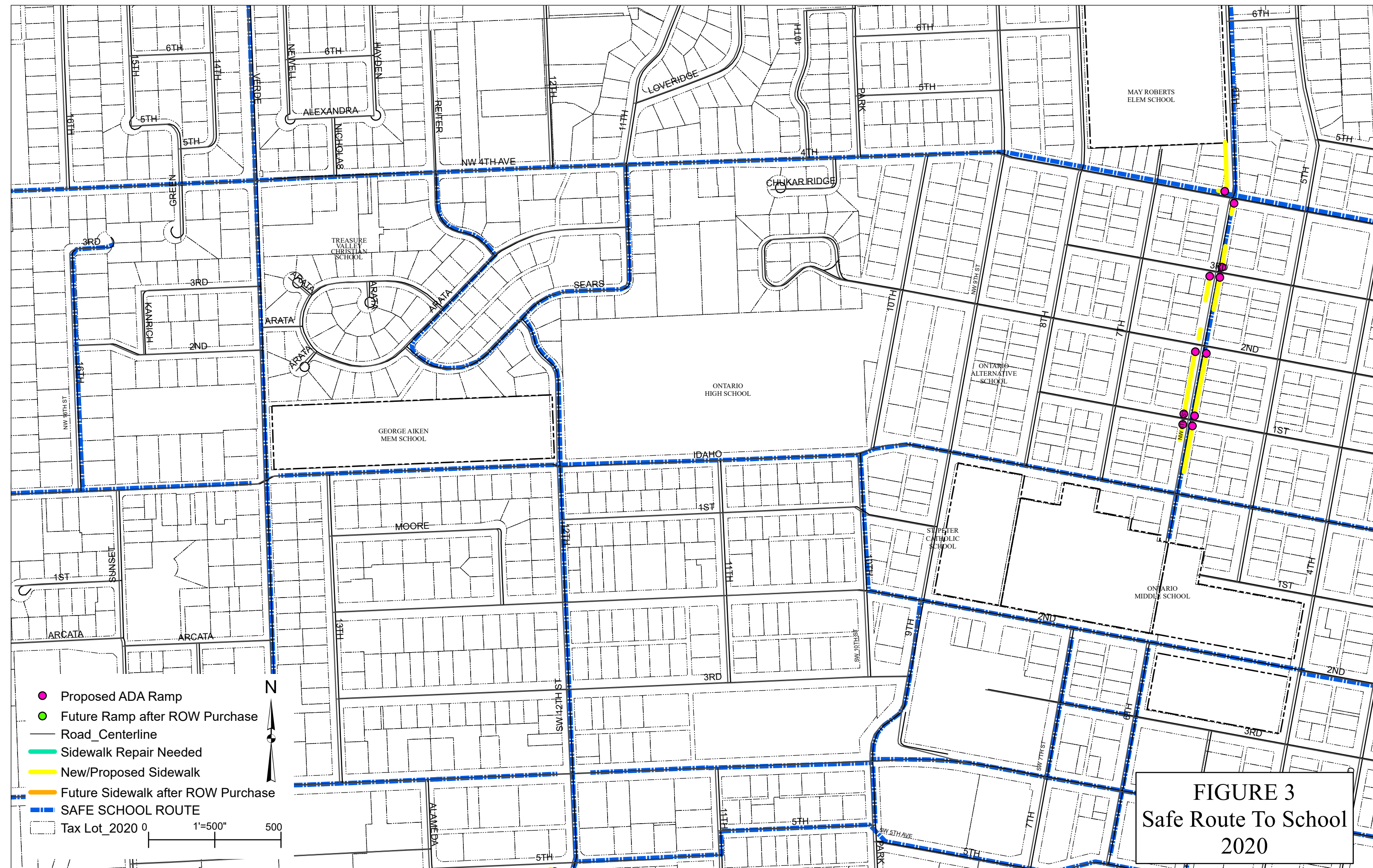


FIGURE 2
Safe Route To School
2020





**AGENDA REPORT
OLD BUSINESS
January 7, 2021**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2021-102: WAIVE UTILITY FEES FOR RESTAURANTS AND BARS THAT WERE REQUIRED TO CLOSE PART OF THEIR SERVICE DUE TO EXECUTIVE ORDER 20-65**

DATE: January 4, 2021

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2021-102, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ONTARIO, APPROVING A FORGIVENESS OF UTILITY BILLS FOR THE MONTHS OF DECEMBER (2020), JANUARY (2021), AND FEBRUARY (2021) FOR BUSINESSES THAT WERE REQUIRED TO EITHER BE CLOSED COMPLETELY OR TO BE CLOSED TO DINE-IN SERVICE BECAUSE OF EXECUTIVE ORDER 20-65.

SUMMARY:

Executive Orders from the Governor required additional closures of restaurants and bars in Ontario causing them to experience significant loss and putting their businesses in jeopardy. On December 15, 2020 the City Council requested that the City Manager write a resolution for their approval to waive utility fees for restaurants and bars that were closed to dine-in service because of state mandates.

BACKGROUND:

Governor Kate Brown issued Executive Order 2020-65 which became effective on November 17, 2020 prohibiting the operation of certain businesses. Specifically, bars and restaurants were closed for dine-in service. Many businesses are facing extreme challenges to keep up with expenses without a revenue stream from a second closure within the same calendar year.

CURRENT SITUATION:

At the City Council's December 15, 2020 meeting, the Council directed the City Manager to write a resolution forgiving the utility bills for restaurants and bars that were required to close completely or cease dine-in service due to COVID-19. Those businesses are still being impacted financially by not being allowed to serve customers inside the warm establishment.

The city purchased heaters and tents for businesses to serve customers outside. Malheur County also distributed Coronavirus Relief Funds to local businesses, both of which have been warmly received. We propose that the water and sewer service bills be forgiven for the months of December, January, and February.

Closure of bars and carry-out only service for restaurants began for the second time in the same year on November 17, 2020. It is unknown how long the businesses will remain closed to dine in service. With vaccinations beginning to be disbursed an end is in sight, but we cannot predict the reopening at this point. It is most likely they will continue to be restricted through January and February. The Council can revisit additional forgiveness during February.

The utility forgiveness would include storm water, utility capitalization fee, and the public safety and street fees. Businesses can make an application for the utility forgiveness with a simple form.

ANALYSIS:

- A. **STRATEGIC PLAN** The Council's strategic plan includes a primary strategy of Growth. Coming back from the second quarantine is financially challenging for our restaurants and bars. This will be an added way the City of Ontario can assist our restaurants and bars.
- B. **FINANCIAL** The water, wastewater, storm, and utility capitalization fees can handle this adjustment. Some projects may have to be pushed back, however, we have fund balance to meet cash flow needs. The most recent Executive Order was effective on November 17th and is indefinite for dine-in service. For bars, that meant entire closure and for restaurants it meant only carry-out service.

The previous 3-month forgiveness of utilities in May, June, and July cost about \$15,285.22 in water and sewer fees.

- C. **TIMING** Financial relief for businesses trying to recover from closures is extremely timely. Upon approval, we will notify the business community and accept applications for the utility bill relief.
- D. **POLICY/LEGAL** The City Council has the authority to take this action.

ALTERNATIVES:

Take No Action: If we do not continue to support the restaurants and bars we may lose many of them who will not be able to stay in business.

RECOMMENDATION:

The City Manager recommends that the Council approve Resolution #2021-102, a resolution of the City Council of the City of Ontario to Waive Utility Bills for the months of December, January, and February for restaurants and bars that were required to close completely or were prohibited from offering dine in service because of Executive Order 2020-65.

ATTACHMENTS:

1. RES 2021-102 CC_COVID water business relief_1 7 2021
2. Foregiveness application draft



RESOLUTION 2021-102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ONTARIO, APPROVING A FORIVENESS OF UTILTIY BILLS FOR THE MONTHS OF DECEMBER (2020), JANUARY (2021) AND FEBRUARY (2021) FOR BUSINESSES THAT WERE REQUIRED TO EITHER BE CLOSED COMPLETELY OR TO BE CLOSED FOR DINE-IN SERVICE BECAUSE OF EXECUTIVE ORDER 20-65

- WHEREAS,** Executive Order 20-05 from the Governor required many businesses to close and others to have significant loss in the spring of 2020; and
- WHEREAS,** After being allowed to reopen with restrictions for a period of time between June through November bars and restaurants were once again required to close for dine-in service by Executive Order 2020-65; and
- WHEREAS,** Utility bill forgiveness is one way the city can support our restaurants and bars during this second closure; and
- WHEREAS,** On December 15, 2020 the City Council requested that the City Manager prepare a resolution for their approval to waive utility fees for businesses that closed due to COVID-19.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Ontario authorizes the Finance Department to accept applications for utility bill forgiveness for the months of December 2020, January 2021, and February 2021.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Common Council City Council of the City of Ontario this 7th day of January, 2021, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 7th day of January, 2021.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



RESTAURANT & BAR UTILITY FORGIVENESS APPLICATION

Business Legal Name		Business TIN (EIN, SSN)
Business Address		Business Phone
Business Owner	Email	

Questions	Yes	No
1. Was the business prohibited by Executive Order 20-65?	☐	☐
2. Is the business headquartered with principal operations in Oregon?	☐	☐
3. Does the business have a physical location within the City of Ontario?	☐	☐
4. Does the business have a current City of Ontario Business Registration?	☐	☐

Certifications

_____ I further certify that the business and its operations are, and will, remain compliant with all local, state and federal laws.

Business Owner Signature

Date

Please return application to Kari Ott, 444 SW 4th Street, Ontario, OR 97914 or email kott@opgcpa.com

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 CITY HALL CLOSED	2
3	4 AIRPORT 6PM CITY HALL	5	6	7 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	8	9
10	11 PLANNING 6PM CITY HALL	12 PUBLIC WORKS 3PM CITY HALL Cancelled	13	14	15	16
17	18 CITY HALL CLOSED	19 COUNCIL 6PM CITY HALL	20 DIVERSITY 5:30PM CITY HALL	21 PARKS 5:30PM CITY HALL	22	23
24	25	26 COUNCIL 6PM CITY HALL	27	28	29	30
31						

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 AIRPORT 6PM CITY HALL	2 PUBLIC WORKS 3PM CITY HALL New Date	3	4 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	5	6
7	8 PLANNING 6PM CITY HALL	9 PUBLIC WORKS 3PM CITY HALL Cancelled	10	11	12	13
14	15 CITY HALL CLOSED	16 COUNCIL 6PM CITY HALL	17 DIVERSITY 5:30PM CITY HALL	18 PARKS 5:30PM CITY HALL	19	20
21	22	23 COUNCIL 6PM CITY HALL	24	25	26	27
28						

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 AIRPORT 6PM CITY HALL	2	3	4 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	5	6
7	8 PLANNING 6PM CITY HALL	9 PUBLIC WORKS 3PM CITY HALL	10	11	12	13
14	15	16 COUNCIL 6PM CITY HALL	17 DIVERSITY 5:30PM CITY HALL	18 PARKS 5:30PM CITY HALL	19	20
21	22	23 COUNCIL 6PM CITY HALL	24	25	26	27
28	29	30	31			

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 V&C 7AM CHAMBER OFFICE	2	3
4	5 AIRPORT 6PM CITY HALL	6	7	8 WORK SESSION 6PM CITY HALL	9	10
11	12 PLANNING 6PM CITY HALL	13 PUBLIC WORKS 3PM CITY HALL	14	15 PARKS 5:30PM CITY HALL	16	17
18	19	20 COUNCIL 6PM CITY HALL	21 DIVERSITY 5:30PM CITY HALL	22	23	24
25	26	27 COUNCIL 6PM CITY HALL	28	29	30	

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 AIRPORT 6PM CITY HALL	4	5	6 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	7	8
9	10 PLANNING 6PM CITY HALL	11 PUBLIC WORKS 3PM CITY HALL	12	13	14	15
16	17	18 COUNCIL 6PM CITY HALL	19 DIVERSITY 5:30PM CITY HALL	20 PARKS 5:30PM CITY HALL	21	22
23	24	25 COUNCIL 6PM CITY HALL	26	27	28	29
30	31 CITY HALL CLOSED					

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	4	5
6	7 AIRPORT 6PM CITY HALL	8 PUBLIC WORKS 3PM CITY HALL	9	10	11	12
13	14 PLANNING 6PM CITY HALL	15 COUNCIL 6PM CITY HALL	16 DIVERSITY 5:30PM CITY HALL	17 PARKS 5:30PM CITY HALL	18	19
20	21	22 COUNCIL 6PM CITY HALL	23	24	25	26
27	28	29	30			

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 V&C 7AM CHAMBER OFFICE	2	3
4	5 CITY HALL CLOSED	6 AIRPORT 6PM CITY HALL	7	8 WORK SESSION 6PM CITY HALL	9	10
11	12 PLANNING 6PM CITY HALL	13 PUBLIC WORKS 3PM CITY HALL	14	15 PARKS 5:30PM CITY HALL	16	17
18	19	20 COUNCIL 6PM CITY HALL	21 DIVERSITY 5:30PM CITY HALL	22	23	24
25	26	27 COUNCIL 6PM CITY HALL	28	29	30	31

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 AIRPORT 6PM CITY HALL	3	4	5 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	6	7
8	9 PLANNING 6PM CITY HALL	10 PUBLIC WORKS 3PM CITY HALL	11	12	13	14
15	16	17 COUNCIL 6PM CITY HALL	18 DIVERSITY 5:30PM CITY HALL	19 PARKS 5:30PM CITY HALL	20	21
22	23	24 COUNCIL 6PM CITY HALL	25	26	27	28
29	30	31				

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 V&C 7AM CHAMBER OFFICE	3	4
5	6 CITY HALL CLOSED	7 AIRPORT 6PM CITY HALL	8	9 WORK SESSION 6PM CITY HALL	10	11
12	13 PLANNING 6PM CITY HALL	14 PUBLIC WORKS 3PM CITY HALL	15 DIVERSITY 5:30PM CITY HALL	16 PARKS 5:30PM CITY HALL	17	18
19	20	21 COUNCIL 6PM CITY HALL	22	23	24	25
26	27	28 COUNCIL 6PM CITY HALL	29	30		

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 AIRPORT 6PM CITY HALL	5	6	7 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	8	9
10	11 PLANNING 6PM CITY HALL	12 PUBLIC WORKS 3PM CITY HALL	13	14	15	16
17	18	19 COUNCIL 6PM CITY HALL	20 DIVERSITY 5:30PM CITY HALL	21 PARKS 5:30PM CITY HALL	22	23
24	25	26 COUNCIL 6PM CITY HALL	27	28	29	30
31						

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 AIRPORT 6PM CITY HALL	2	3	4 V&C 7AM CHAMBER OFFICE WORK SESSION 6PM CITY HALL	5	6
7	8 PLANNING 6PM CITY HALL	9 PUBLIC WORKS 3PM CITY HALL	10	11 CITY HALL CLOSED	12	13
14	15	16 COUNCIL 6PM CITY HALL	17 DIVERSITY 5:30PM CITY HALL	18 PARKS 5:30PM CITY HALL	19	20
21	22	23 COUNCIL 6PM CITY HALL	24	25 CITY HALL CLOSED	26 CITY HALL CLOSED	27
28	29	30				

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 V&C 7AM CHAMBER OFFICE	3	4
5	6 AIRPORT 6PM CITY HALL	7	8	9 WORK SESSION 6PM CITY HALL	10	11
12	13 PLANNING 6PM CITY HALL	14 PUBLIC WORKS 3PM CITY HALL	15 DIVERSITY 5:30PM CITY HALL	16 PARKS 5:30PM CITY HALL	17	18
19	20	21 COUNCIL 6PM CITY HALL	22	23	24 CITY HALL CLOSED	25
26	27	28 COUNCIL 6PM CITY HALL	29	30	31 CITY HALL CLOSED	



**AGENDA REPORT
NEW BUSINESS
January 7, 2021**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: APPROVAL OF AGREEMENT BETWEEN THE CITY OF ONTARIO AND THE OREGON COMMUNITY FOUNDATION

DATE: December 31, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE AGREEMENT BETWEEN THE CITY OF ONTARIO AND THE OREGON COMMUNITY FOUNDATION FOR THE CITY TO ACT AS A FIDUCIARY FOR CERTAIN LOAN AND GRANT PROGRAMS ADMINISTERED BY THE EASTERN OREGON ECONOMIC DEVELOPMENT BORDER BOARD.

SUMMARY:

The Eastern Oregon Border Board has requested that the city serve as a pass through entity to organizations to whom they cannot give funding directly to given their governing bylaws.

BACKGROUND:

The Eastern Oregon Economic Development Border Board was created to improve competitiveness between Oregon communities on the border with Idaho. In creating their grant and loan programs the Border Board found that the state had limitations on the ability of the Border Board to administer multiple grant programs at the same time.

The Border Board determined it was more efficient to work with the Oregon Community Foundation to handle multiple grant programs at one time. The Oregon Community Foundation has some limitation to who they can disburse money to, so the city was approached to see if it could be a pass through for the programs.

CURRENT SITUATION:

Grantees have been waiting almost a year for grant funds to be disbursed because of the limitation put on the Border Board. The City Attorney worked with the Border Board chief executive to draft an agreement with the Oregon Community Foundation.

The City Manager recommends approval so that the money can flow to grant awardees to move forward on their projects. Many projects have been held up do to obstacles faced by the Border Board.

ANALYSIS:

- A. **STRATEGIC PLAN** This initiative broadly fits the strategic goal of Growth and the actionable item to pursue grant activities.
- B. **FINANCIAL** This will require very little staff time. Accounts Receivable will record the funds as they come in and Accounts Payable will cut checks to grantees based on letters of award from Oregon Community Foundation and the Border Board. Those checks will likely require two signers so at least one person from the Audit Committee will be a signer on the checks.

We are the largest entity within the Border Board region and have the means to serve this role with the appropriate financial controls.

- C. **TIMING** Grantees have been waiting for a long time to receive funds and move forward on their projects. Approval as soon as possible will be greatly appreciated.
- D. **POLICY/LEGAL** The limiting factors of the Oregon Community Foundation is that they cannot donate directly to private businesses. The City Council is required to approve this Agreement for the city to be able to act as a pass through organization.

ALTERNATIVES:

Take No Action: Awardees will have to wait longer.

Choose Not to Act as Pass Through Agency: If the city does not elect to provide this service, the Border Board will have to pursue another entity to do that.

RECOMMENDATION:

The City Manager recommends approval of the agreement between the City of Ontario and the Oregon Community Foundation.

ATTACHMENTS:

1. City of Ontario Grant Facilitator-LAS Draft

GRANT FACILITATION AGREEMENT

This agreement (“Contract”), dated as of the date the Contract is fully executed, is made by The Oregon Community Foundation (“OCF”), on behalf of the Eastern Oregon Border Economic Development Board (the “Board”), and the City of Ontario (“City”).

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Pursuant to Oregon Laws 2020, chapter 9 (First Special Session) (the “Act”), the Board entered into an agreement under ORS 284.781(4) with OCF as a third party administrator, pursuant to which OCF shall operate one or more programs to award grants and make loans in accordance with ORS 284.791.

OCF, as third party administrator operating the grant and loan programs of the Board, may from time to time need to make a grant award in accordance with ORS 284.791 to a grantee with an entity structure making it ineligible for a direct award from OCF. City is an eligible entity and is willing to facilitate such grants as part of its economic development efforts.

SECTION 1 - GRANTS

- A. Grants. OCF shall provide City, and City shall accept from OCF, such grants awarded by the Board that require indirect facilitation (the “Grants”).
- B. Notice. Prior to making the transfer described in Section A, above, OCF and/or the Board will provide written notice to City of the impending grant and all material terms, including but not limited to identification of the recipient, the amount, and all associated reporting requirements.
- C. Limitations. Grants hereunder shall not exceed ten (10) per calendar year absent prior written consent of City.

SECTION 2 – FACILITATION OF GRANTS

- A. Disbursement of Grants. City shall receipt the Grants from OCF, deposit the funds per its usual practice, and then remit the proceeds of the Grants in full to the intended recipients.
- B. Acknowledgment by Recipient. The intended recipients of the Grants shall execute a written acknowledgment of the disbursement of the funds facilitated by City. The acknowledgment shall include all terms and requirements of OCF and the Board associated with each grant, including but not limited to any reporting requirements. The intended recipient, in making said acknowledgment, bears responsibility for fulfilling all such requirements. A copy of said acknowledgment shall be provided to OCF.
- C. Obligations of City. The obligations of City hereunder are limited to the transmission of funds described above and City shall have no ongoing obligations relative to the Grants facilitated.

SECTION 3 - REPRESENTATIONS AND WARRANTIES

City represents and warrants to OCF:

A. Organization and Authority.

- (1) City is a municipality validly organized and existing under the laws of the State of Oregon.

- (2) City has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive all related funds.
 - (3) This Contract has been authorized by an ordinance, order, or resolution of City's governing body.
- E. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of any agreement or instrument to which City is a party; (ii) violate any provision of the charter or other document pursuant to which City was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to City or its properties or operations.

SECTION 4 - COVENANTS

City covenants as follows:

- A. Notice of Adverse Change. City shall promptly notify OCF of any adverse change in the activities, prospects or condition (financial or otherwise) of City related to its ability to perform all obligations required by this Contract.
- B. Compliance with Laws. City shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to its agreement with the Board or this Contract.
- C. Books and Records. City shall keep accurate books and records and maintain them according to generally accepted accounting principles and shall supply any related reports and information as OCF or the Board may reasonably require.

SECTION 5 - MISCELLANEOUS

- A. Time is of the Essence. City agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
 - (1) The parties agree that their relationship is that of independent contracting parties.
 - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Contract will be binding upon and inure to the benefit of OCF, the Board, City, and their respective successors and permitted assigns.
 - (4) City may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of OCF, which may grant, withhold or impose conditions on such consent in its sole discretion.
- C. Disclaimer of Warranties; Limitation of Liability. City agrees that:
 - (1) OCF makes no warranty or representation.
 - (2) In no event are OCF or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Contract.
- D. Notices and Communication. Except as otherwise expressly provided in this Contract, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to City or OCF at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

By:

_____, Board Chair

Date



**AGENDA REPORT
NEW BUSINESS
January 7, 2021**

To: Mayor and City Council

FROM: Peter Hall, Human Resources Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: RESOLUTION 2021-101: GRANT ADMINISTRATION PROPOSAL AWARD

DATE: December 22, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2021-101, A RESOLUTION TO AWARD GRANT ADMINISTRATION, LABOR STANDARDS, AND RELATED SERVICES TO DUCOTE CONSULTING, LLC, FOR A TOTAL NOT TO EXCEED THE AMOUNT OF \$25,000.

SUMMARY:

The City of Ontario was awarded a \$2.5 million grant from Business Oregon for sewer improvements in July 2020. The city advertised a request for proposals for grant administration, labor standards, and related services in mid-November. Two organizations replied and a selection committee reviewed and scored the proposals, with Ducote Consulting, LLC receiving a higher score based on their depth of experience, specificity of experience in relation to our project, and competitive rates.

BACKGROUND:

The city issued an RFP to select a consultant to provide certain grant administration, labor standards, and related services concerning the city's wastewater collection system improvement project. The grant administration services arise out of funding from the Oregon CDBG program administered by the Oregon Business Development Department Infrastructure Finance Authority.

The consultant will provide grant administration and related services associated with the CDBG grant for and on behalf of the city including coordination efforts, completing first draw requirements prior to requesting a drawdown of grant funds, and completing final draw requirements and project closeout.

The consultant will also provide Labor Standards Compliance services associated with the CDBG.

CURRENT SITUATION:

A proposal has been selected by staff and must be awarded by the City Council for the project to move forward.

ANALYSIS:

- A. **STRATEGIC PLAN** Although this project does not have any direct correlation to the strategic plan, it does assist the city's compliance efforts for regulations set by the new NPDES permit.

Growth - improved sewer piping in the city will better accommodate growth.

Livability - by improving old sewer piping, the city reduces the potential for unanticipated sewer problems and back ups, causing emergency repairs etc.

- B. **FINANCIAL** Funds for this project will come from the \$2.5 million awarded by the grant. Ducote Consulting has provided a scope of services and cost estimate associated with grant administration for an amount not to exceed \$7,500 and an estimate associated with the effort to provide labor standards services for an amount not to exceed \$17,500.

- C. **TIMING** Ducote Consulting is available immediately upon the approval of their scope of work and estimate.

- D. **POLICY/LEGAL** There are no policy/legal actions to consider.

ALTERNATIVES:

The Council may choose the following alternatives:

- Select Farallon Consulting as the winning proposal.
- Do not select a proposer.

RECOMMENDATION:

Staff recommends the CDB Grant Administration, Labor Standards, and Related Services work be awarded to Ducote Consulting, LLC.

ATTACHMENTS:

1. Combined Grant Admin RFP Agreement V1 and Clauses UPDATE 11 13 20
2. RFP_Ducote Consulting
3. RFP_Farallon Consulting
4. RES 2021-101_CC_WWTP CDBG GRANT ADMIN

City of Ontario, Oregon
Request for Proposals –CDB Grant Administration, Labor Standards and Related Services
November 10, 2020

City of Ontario, Oregon (“City”) is soliciting proposals (“Proposal(s)”) from firms and consultants to provide certain grant administration and related services for and on behalf of City, all as described in this Request for Proposals (this “RFP”).

GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

Sealed proposals for furnishing all materials, equipment, labor and services for the **Community Development Block Grant Administration, Labor Standards, and Related Services Project** for the City of Ontario will be received at City of Ontario, 444 SW 4th Street, Ontario, Oregon 97914 (Attn: Peter Hall) or electronically via email at peter.hall@ontariooregon.org until the Proposal Closing at 2:00 PM (Mountain time) on December 8, 2020. Proposal must have proposal name, proposal due date, proposer name, and proposer contact information printed on the sealed proposal envelope.

Proposals received by the submission deadline will be reviewed and evaluated.

The City reserves the right to reject any and all proposals that do not comply with prescribed public contracting procedures and requirements or provide the requested information.

The City, at its sole discretion, may waive minor defects or technicalities discovered in submitted proposals.

INTRODUCTION AND FUNDING

City is issuing this RFP to select a consultant to provide certain grant administration, labor standards, and related services concerning City’s wastewater collection system improvement project. The grant administration services arise out of funding from the Oregon Community Development Block Grant (“CDBG”) program administered by the Oregon Business Development Department (“OBDD”) Infrastructure Finance Authority.

City has applied for CDBG funding for wastewater ~~design~~ **construction** (update 11/13/20) services for City’s wastewater system improvement project (the “Project”). Notwithstanding anything contained in this RFP to the contrary, (a) City’s award of a contract under this RFP is contingent upon City’s receipt of CDBG grant funds, and (b) the Services (as defined below) will be performed subject to and in accordance with applicable CDBG requirements.

The selected consultant will meet with the City Manager and City Engineer prior to the commencement of Services to discuss the planned approach to the Services needed, including, without limitation, specific deliverables. The consultant will work with, and report directly to, the City Manager, City Engineer and council. The Services will commence upon City’s execution of a grant agreement concerning the CDBG funds and will be completed on or before December 30, 2021.

SCOPE OF SERVICES

The selected consultant will provide the following Grant Administration Services (as defined below) on behalf of the City (collectively, the “Services”):

A. Grant Administration Services. The selected consultant will provide the following grant

administration and related services associated with the CDBG grant for and on behalf of City and as delineated in the appropriate grant handbook and other agency specified publications (collectively, the “Grant Administration Services”):

1. Coordinate the Following Grant Administration Activities:

- Serve as central contact for local, state, and federal people involved in the Project.
- Possess knowledge of state and federal laws/requirements affecting the Project.
- Coordinate all grant activities and administer all grant related contracts.
- Monitor Project progress against the Scope of Work and Budget, providing the results to City and OBDD.
- Ensure grant recipients(s) meets all conditions of the grant contract and that contractors fulfill contractual obligations.
- Procure (or coordinate with the procurement of) architect/engineering services and construction contractors:
 - Possess knowledge of state law for procurement of materials and services.
 - Comply with state and local procurement laws and ordinances.
 - Prepare Requests for Proposals and/or Requests for Qualifications.
 - Coordinate drafting and reviewing of contracts to ensure compliance with federal requirements.
 - Prepare scope of services for each contract and obtain approval by appropriate regulatory authorities.
 - Ensure state review of all Project-related contracts.
 - Prepare contract amendments or requests to state for grant contract amendments, when needed.
- Ensure that all the exhibits and conditions of the grant contract are fulfilled.
- Label all correspondence and other required documents with the appropriate project ID number(s).
- Obtain copies of all project contracts and agreements and provide copies to OBDD.
- Submit Women and Minority Business Enterprise outreach efforts and document the same.
- Prepare budgets, schedules, and amendments as needed.
- Establish and maintain grant files during the Project, which upon project completion will be given to City for City’s records.
- Prepare cash requests, progress reports and other documents on an “as needed basis”.
- Participate in visits from the various State and Federal agencies to monitor the project. Prepare any responses to “Findings” of these visits after consulting with the City.
- Prepare and (after review by City) submit reports as needed, including the Project Completion Report.
- Provide financial information on the grants for any audits performed to include the City of John Day Annual Audit.
- Other duties as assigned/needed.

2. Complete “first draw” Requirements Prior to Requesting a Drawdown of Grant Funds:

- Ensure that the appropriate environmental review process occurred and was completed BEFORE any construction contract is awarded. This includes:
 - Preparation of the Environmental review record.
 - Publication of appropriate notice.
- Obtain review of plans, specification and all proposal documents, including the advertisement (call) for proposals, at least ten days before anticipated advertisement date.
- Ensure adoption and publication of a Fair Housing Resolution.
- Ensure compliance with the State of Oregon's *Residential Anti-displacement and Relocation Assistance Plan*, if applicable.
- Ensure completion of Self-Evaluation for Compliance with Section 504 Handicap Accessibility Checklist and related requirements.
- For participants with 15 or more employees, assure a current *Policy of Nondiscrimination on the Basis of Handicapped Status* and related grievance procedures are in place.
- Complete an OBDD reviewed Section 3 Plan.
- Complete OBDD reviewed Limited English Proficiency Language Access Plan (LAP).
- Ensure procurement of federal labor standards compliance services.

3. Complete "final draw" Requirements and Project Closeout:

- Submit a completed *Minority, Women and Emerging Small Business Activity Report*.
- Submit a completed Section 3 Summary Report, if applicable.
- Provide evidence of actions to further Fair Housing.
- Ensure holding of Second Public Hearing and submission of all necessary documentation.

B. Labor Standards Services: The selected consultant shall provide Labor Standards Compliance services associated with the CDBG for the City's Sewer Line Replacement Project as delineated in the appropriate funding handbook and other agency specified publications (this listing is not meant to be exhaustive or exclusive):

- Determine the specific labor standards parameters applicable for the construction project.
- Implement and monitor Equal Employment Opportunities (EEO) program.
- Verify the contractor and subcontractors' eligibilities to contract with Federal and State agencies.
- Prepare and submit regulatory contract award notices to Contractor, Office of Federal Contract Compliance Programs and to Business Oregon for CDBG funds using Exhibit 6F of the CDBG Grant Handbook.
- Help coordinate with all parties involved the pre-construction meeting and inform contractors of wage and reporting obligations. Help prepare and distribute pre-construction meeting agenda and minutes.
- Create and maintain Labor Standards Enforcement File
- Conduct employee interviews and reconcile with Certified Payrolls. Verify and document posting of federal notices on jobsite.

- Perform ongoing and timely monitoring reviews of the weekly Certified Payroll Reports and related submissions for compliance.
- Notify the prime contractor in writing of any labor discrepancies or suspected violations and define the corrective actions to be taken including restitution payments.
- Identify violations and investigate complaints of underpayment to workers.
- Prepare the Notice of Labor Standards Violation Report and HUD 5.7 Enforcement Report for the underpayments to workers, if necessary.
- Maintain a Labor Standards Administration and Enforcement File.
- Prepare various reports for contract and labor compliance including but not limited to the Contract and Subcontract Activity Report, and Semi-Annual Labor Standards Enforcement Report.
- Review the final project file and participate in the final review meeting with Business Oregon.

C. Federal Clauses: Consultant must adhere to required Federal Clauses attached to this RFP as Exhibit B.

City Responsibilities. The following services will be the responsibility of City (and not the selected consultant):

1. Initial procurement of grant administration services which includes, without limitation, legal review of contract and agreements, and monitoring the performance of the selected consultant and provide support.
2. Initial procurement of the architect/engineering services which includes, without limitation, coordinating with selected consultant to procure these services, reviewing and approving procurement documents, selecting the contractor for these services, and legal review of contracts and agreements
3. City will be the fiscal agent for these grants, receiving and dispersing the grant funds after the selected consultant has reviewed and approved the requests.

PROPOSAL FORMAT

The following minimum requirements as to the form and manner of submitting Proposals must be strictly observed; variance from these requirements may result in rejection of the Proposal as unresponsive. A consultant interested in performing the Services must submit a signed and dated written proposal to City containing the following information:

1. Contact Information. Consultant's name, address, contact information, and the name of the primary contact in reference to the proposal.
2. Firm Information; Availability. Brief information concerning the consultant (e.g., background, size, types of services provided, experience, and types of similar governmental engagements). Please also identify no less than two references. Please also identify availability to perform the Services.
3. Specific Experience; Key Staff. Identification of the consultant's experience administering CDBG grant funds. Identification of the person(s) who will be assigned and responsible to

perform the Services and who will serve as the project manager.

4. Rates. Identification of the proposed hourly rate(s) the consultant desires to receive for performance of the Services. Identify the respective not-to-exceed amounts for the Grant Administration Services and ~~Environmental Review Services~~ **Labor Standards Services (update 11/13/20)**.

5. Insurance. Sufficient evidence to demonstrate the consultant's compliance with the insurance required under the Agreement.

PROPOSAL SUBMISSION

To be considered, please submit your Proposal to Peter Hall, City Manager, via email at peter.hall@ontariooregon.org, or by mail or hand delivery to City of Ontario, 444 SW 4th Street, Ontario, Oregon 97914.

Please clearly label the outside of the envelope (or fill in the email subject line with) "Ontario Grant Administration Services Proposal." Proposals must be received by City on or before Tuesday, December 8, 2020 at 2 PM Mountain Time. Proposals received after the deadline date/time will not be considered. City will make a decision to award the contract for the Services after OBDD's CDBG award announcement. Notwithstanding anything contained in this RFP to the contrary, if in City's best interest, City reserves the right to, in accordance with applicable law, (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such Proposals, and/or (e) reject all Proposals for any reason and/or without indicating reasons for rejection. Further, City reserves the right to seek clarification(s) from any consultant and/or require supplemental information from any consultant. This RFP does not obligate City to award a contract and/or to procure the Services described herein. Without otherwise limiting the generality of the immediately preceding sentence, City will not award a contract (and/or procure the Services) if City is not awarded grant funding through the Oregon Community Development Block Grant program.

AWARD OF CONTRACT

If a contract is awarded, City will award the contract to the consultant whose Proposal will best serve City's interests, taking into consideration factors, including, without limitation, price, experience, specific expertise, key staff and personnel, availability, and consultant capacity. Consultants responding to this RFP do so at their own expense; City is not responsible for any costs and/or expenses associated with the preparation and/or submission of any Proposal. City reserves the right to enter into one or more contracts concerning the Services.

If a contract is awarded, City and the selected consultant will enter into City's form professional services agreement substantially in the form attached hereto as Exhibit A (the "Agreement"). The Agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to City. Without otherwise limiting the generality of the immediately preceding sentence, the Agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, representations and warranties, and City's right to terminate the Agreement. For electronic or hard copies of the RFP Agreement, please contact Mr. Hall.

If you have any questions regarding this RFP or wish to view electronic and/or hard copies of the RFP Agreement, please contact Mr. Hall via email (provided above) or telephone (541-881-3248).

Exhibit A

City's Professional Services Agreement

AGREEMENT

THIS AGREEMENT is by and between _____

(Owner) and _____

(Contractor).

Owner and Consultant, in consideration of the mutual covenants set forth herein, agree to complete the work described in the Scope of Work included as a part of the Request for Proposals, generally including administration and labor standards services for the City of Ontario Oregon Community Development Block Grant.

CONTRACT TIMES

Grant Administration services are anticipated to begin by early January 2021 and continue through completion of the construction project, anticipated to be complete by late Fall 2021.

CONTRACT PRICE

Contract price will be as negotiated between the Owner and the Consultant.

AGREEMENT DOCUMENTS

Contents:

This Agreement

Scope of Work as included in the RFP

The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

Notice to Proceed

Written modifications to the Agreement

Required Federal Clauses (for Non-Construction Contracts)

MISCELLANEOUS

Successors and Assigns: Owner and Consultant each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners,

successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Agreement Documents.

Severability: Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

Assignment of Contract:

No assignment by a party hereto of any rights under or interests in the Contract shall be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Contract Documents.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement in triplicate. One counterpart each has been delivered to Owner, Contractor, and Engineer. All portions of the Contract Documents have been signed or identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____, 20__ (which is the Effective Date of the Agreement).

OWNER: _____

By: _____

Title: _____

[CORPORATE SEAL]

Attest: _____

Title: _____

Address for giving notices:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

CONTRACTOR: _____

By: _____

Title: _____

[CORPORATE SEAL]

Attest: _____

Title: _____

Address for giving notices:

END OF SECTION

Exhibit B
Required Federal Clauses

Required Federal Contract Clauses

Use for Non-Construction Contracts Where the Grant Award Exceeds \$100,000

1. Source of Funds

“Work under this contract will be funded [in part/in its entirety] with federal grant funds from the Oregon Community Development Block Grant program.”

2. Conflict of Interest

No employee, agent, consultant, officer, elected official or appointed official of the city or county grant recipient or any of its sub-recipients (sub-grantees) receiving CDBG funds who exercise or have exercised any functions or responsibilities with respect to CDBG activities who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity or have an interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom that have family or business ties, during their tenure or for one year thereafter, in accordance with 24 CFR Part 570.489(h).

3. Minority, Women and Emerging Small Business (*Instruction: Include if contract is \$10,000 or more*)

Before the final payment to Contractor is made, Contractor shall submit the attached “Minority, Women and Emerging Small Business Activity Report”.

4. Section 3 - Economic Opportunities for Low- and Very Low-Income Persons (This clause is applicable only if the Community Development Block Grant exceeds \$100,000 the funded activity leads to construction i.e. engineering, program management etc.)

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD’s regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers’ representative of the contractor’s commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any

subcontractor where the contractor has notice or knowledge that the subcontractor has been in violation of the regulations in 24 CFR part 135.

- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations in 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD-assisted contracts.
- G. Contractor shall complete the required Section 3 report Form 60002, included as Exhibit 5C of the CDBG Grant Management Handbook and submit the completed form to the city / county grant recipient with the final construction pay estimate for the project.

5. Prohibition on the Use of Federal Funds for Lobbying

As evidenced by execution of this contract, Contractor certifies, to the best of their knowledge and belief that:

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed (Contractor) _____

Title / Firm _____

Date _____

Activity Report

Minority Women and Emerging Small Business

The **report** on the following page is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multi-family Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.

Contracts / subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.

This form has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD 60002 to report employment and training opportunities data. Form HUD 2516 is to be completed for public and Indian housing and most community development programs. Form HUD 60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 3.

A Section 3 contractor / subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area (or non-metropolitan county), including a business concern that is 51 percent or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents. Low- and very low-income residents include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.

The terms “low-income persons” and “very low-income persons” have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of unusually high or low family incomes.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency										2. Location (City, State, ZIP Code)				
3a. Name of Contact Person						3b. Phone Number (Including Area Code)				6. Date Submitted				
See Explanation of Codes below 7j.														
7a.	7b.	7c.	7d.	7e.	7f.	7g.	7h.	7i.	Name	Street	City	State	Zip Code	

7c. Type of Trade Codes: 1 = New Construction 2 = Substantial Rehabilitation 3 = Repair 4 = Service 5 = Project Management 6 = Professional 7 = Tenant Services 8 = Education / Training 9 = Architectural / Engineering Appraisal 0 = Other	7d. Racial / Ethnic Codes: 1 = White Americans 2 = Black Americans 3 = Native Americans 4 = Hispanic Americans 5 = Asian / Pacific Americans 6 = Hasidic Jews
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Activity Report

Explanation of Codes

1. Grantee: Enter the name of the unit of government submitting this report.

3. Contact Person: Enter name and phone of person responsible for maintaining and submitting contract / subcontract data.

7a. Grant Number: Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.

7b. Amount of Contract / Subcontract: Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number was provided in 7f, the dollar figure would be for the subcontract only and not for the prime contract.

7c. Type of Trade: Enter the numeric codes (see table below) which best indicates the contractor's / subcontractor's service. If subcontractor ID number was provided in 7f, the type of trade code would be for the subcontractor only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education / training activities.

7d. Business Racial / Ethnic Code: Enter the numeric code (see table below) which indicates the racial / ethnic character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial / ethnic category, enter the code that seems most appropriate. If the subcontractor ID number was provided, the code would apply to the subcontractor and not to the prime contractor.

7e. Woman Owned Business: Enter Yes or No.

7f. Contractor Identification (ID) Number: Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract / subcontract awarded.

7g. Section 3 Contractor: Enter Yes or No.

7h. Subcontractor Identification (ID) Number: Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.

7i. Section 3 Contractor: Enter Yes or No.

7j. Contractor / Subcontractor Name and Address: Enter this information for each firm receiving contract / subcontract activity only one time on each report for each firm.

To: City of Ontario
From: Ducote Consulting, LLC
Re: Grant Administration/Labor Standards for CDBG Project: Wastewater Construction
Date: December 1, 2020

1. Contact Information

Primary Contact: Nicholas Ducote, President | Ducote Consulting LLC
PO Box 596 | La Grande, Oregon 97850
541-805-5543 | DucoteConsulting@gmail.com

2. Firm Information / Availability / References

Firm Information

Thank you for the opportunity to propose on your Community Development Block Grant (CDBG) project. Ducote Consulting LLC's work revolves around municipal-level public works, community facilities, infrastructure, and federal funding programs. We excel in shepherding projects from development through implementation, including project scoping, grant-writing, environmental review documents, procurement/bidding assistance, and labor standards compliance during construction.

After working with J-U-B Engineers as a funding Specialist and technical writer, Nicholas Ducote started Ducote Consulting LLC in 2016 to expand grant and funding-related services outside of a single engineering firm. We operate one location in La Grande, Oregon and work in Umatilla, Morrow, Baker, Union, and Grant counties. Ducote Consulting's specialty is Community Development Block Grant application development, grant administration, environmental reviews, and labor standards. We also work with Eastern Oregon non-profits on a variety of community projects in La Grande, Elgin, Union, and Umatilla.

Owning and operating a small business dedicated to CDBG work means we do not dedicate working time to some of the activities that consume time in larger organizations. Instead, our time is 100% dedicated to completing project tasks and communicating with clients and project staff. We dedicate more than 40 hours a week to making your project successful when deadlines demand it. We pride ourselves on meeting deadlines in a professional and organized manner. In the last five years, Ducote has written and developed successful funding applications worth \$12,456,589 in grant funding for municipal public works and communities facilities projects across Eastern Oregon, including at least one CDBG grant each of the last four years.

Our recent and active CDBG clients include Community Counseling Solutions and the cities of Dayville, Irrigon, John Day, Seneca, Mount Vernon, Umatilla, Haines, Elgin, North Powder, and Monument. Ducote Consulting works with these cities on Oregon CDBG projects, other public works grants and loans, infrastructure, and community facility projects. Interfacing with funding agencies, especially those that administer federal infrastructure funds, brings additional layers of complexity to City projects, and Ducote Consulting will help the City navigate them. Our wide variety of CDBG project experience across community facility, water, and sewer projects in different Eastern Oregon cities gives our firm a unique perspective on the complexities of the program. Some projects can take years and

Ducote Consulting works for your agency and the project, not another company. When engineers, agency staff, or City staff turnover, Ducote Consulting will keep advancing the project. The figure below illustrates our varied and broad experience with federal infrastructure funding, and the associated requirements, in Eastern Oregon.

	CDBG Grant Admin	Labor Standards Compliance	CDBG Env Rev	SRF Proj. Mang	SRF Grant/Loan Writing	CDBG Grant- Writing	Other Env Rev (USDA and DEQ)
City of Elgin	X		X			X	
City of Haines	X	X	X	X	X	X	
City of Irrigon	X	X	X	X	X	X	X
City of Mount Vernon	X	X	X				
City of Monument	X	X	X			X	
City of Seneca	X	X	X				X
City of John Day	X		X				X
City of Umatilla	X	X	X		X	X	X
City of North Powder	X		X				
City of Dayville	X	X	X			X	X

Availability

Ducote Consulting will require no sub-contractors to fulfill the City's requested Grant Administration and Labor Standards services. We are available immediately to work on your project. Our Team is prepared to commit long-term to the success of your project, and we will be available to perform all project tasks. Because we have many active CDBG projects, our understanding of the program is vast and broad. Each additional CDBG project that our firm takes on adds to our streamlined project management approach and library of experience. Four of our projects – Mt Vernon, Haines, Seneca, and Irrigon – wrapped up in 2020, give our firm additional time availability.

Ducote Consulting is a small business that specializes in federal funding programs like HUD-CDBG and related labor/environmental compliance. We work alongside engineering, architecture, and construction project partners and we will be a third-party check and balance on the process. We are fluent in technical "engineer-speak" and sometimes work as copy editors for engineers to help communicate complex ideas in a simple and understandable fashion. We will represent the City's interests first. Our President, Nicholas Ducote, will be your primary point of contact and your project will not be relegated to junior staff members. Our experience on large and complex CDBG projects will enable our firm to help you complete regulatory hurdles without burdening City staff.

We honor and enforce your project's vital deadlines by politely facilitating project partners when delays occur. As our clients can testify, Ducote Consulting expedites projects, cuts through bureaucratic red tape, and focuses all aspects of the project on the interests of the City and ratepayers. Our references can provide insight into our working relationship with clients. Nicholas has worked with each of these Cities on CDBG projects for 2-6 years.

References

Name	Organization / Position	Address	Phone #	Exp.
Valerie Russell	City of Haines City Administrator	819 Front Street Haines, Oregon 97833	(541) 856-3366	6 yrs.
Aaron Palmquist	City of Irrigon City Manager	500 NE Main Avenue Irrigon, OR 97844	(541) 922-3047	6 yrs.
Nick Green	City of John Day City Manager	450 E Main St John Day, OR 97845	(541) 575-0028	2 yrs.
Ruth Moore	City of Dayville City Recorder	3 Park Ln. Dayville, OR 97825	(541) 987-2188	2 yrs.
Allan Duffy	City of Elgin Mayor	790 S 8th Avenue Elgin, OR 97827	(541) 437-2253	4 yrs.
Melissa Ince	City of Umatilla Finance & Administrative Service Director	700 6 th St. Umatilla, OR 97882	(541) 922-3226	6 yrs.

3. Specific Experience / Key Staff

Experience

Ducote Consulting is committed to, and engaged in, the City's project and looks forward to the opportunity to help advance the City's projects and priorities. We take the time to understand your concerns, your priorities for the project, and maximize the skills and value of all project partners for the benefit of the City and its ratepayers. Ducote Consulting specializes in interpreting federal and state funding rules and how they impact the project, grantee, and other invested parties. As the City's local advisor, we will track the project, keep project partners on task, and provide insight to the City could there be any negative impacts to the project or ratepayers.

We are highly engaged statewide on CDBG issues. We frequently interact with Business Oregon at various levels, including IFA Board Meetings and Annual Action Development Committee meetings that determine the *Method of Distribution* rules and CDBG scoring for the state. We are familiar, and work often with, IFA Staff at all levels and are well-versed in the agency's operation. We commit time to researching not only the guidelines, rules, and published manuals like the Grant Management Handbook, but the primary sources of those rules – the Code of Federal Regulations, HUD policy and technical memos, Executive Orders, etc. Our team regularly works with technical manuals like the *CDBG Grant Management Handbook*, including but not limited to *Oregon State Environmental Review Process*, the *Method of Distribution*, HUD's *Notice CPD-14-013*, Corps of Engineers' *Wetland Delineation Manual*, Army Corps of Engineers easement procedures. We are familiar with the grant rules of Community Development Block Grant, Clean Water State Revolving Loan Fund, the Drinking Water State Revolving Loan Fund, Water Resources Department's grants, and Business Oregon's Special Public Works Fund.

The following section explores some of Ducote Consulting's experience with specific CDBG projects. We are currently managing 9 CDBG projects, with 4 scheduled to end throughout 2020, and are well-versed in all the rules and how to expedite project elements.

CDBG Project Experience

The client and project experience section focuses on some of the unique aspects of each situation and the tasks completed. All CDBG Grant Administration and Labor Standards work has required completing the same basic work. Typical tasks included First Draw requirements, disbursement creation and budget tracking, procurement coordination, contract review coordination, timeline creation, contract amendments, and facilitation with the state funding agency.

Labor Standards tasks vary depending on the type of construction work being accomplished, but we have worked primarily on public works projects. For reasons of confidentiality, few details are provided on Labor Standards tasks on a project specific basis. Grant Administration and Environmental Review tasks are transparent, many work products are published and all are available to the public. Payroll Reports and compliance issues related to contractors are legally confidential. Speaking generally, the most common underpayment issues we discover are related to zone pay, operator classifications, BOLI's Weighted Average Overtime, and other improper classifications. Identifying and resolving underpayments, no matter how small, is of vital importance to the City. In some cases, the City can be held financially liable for underpayments. On previous projects, these underpayments ranged from a few hundred to over a thousand dollars. A selection of our experience with CDBG projects is included below.

City of Ontario, Oregon Community Development Block Grant (2020)

In early-2020, Ducote Consulting was contracted by the City of Ontario to provide Grant Writing Services related to the Senior Center. At the time, the intention was to develop a CDBG application for the Senior Center repairs. After several months of preliminary work, the City determined to postpone application. The City was not charged for this work.

City of Haines, Oregon Community Development Block Grants (December 2014 – August 2020)

During the City of Haines' Final Design CDBG project (completed in 2015), Nicholas assisted the City while working with the project engineer, J-U-B Engineers. With Ducote's assistance, Haines conducted one of the first Community Income Surveys in Oregon to determine its populations' Low-to-Moderate Income percentage. Ducote worked closely with IFA and Portland State University developing a methodology based on principles of social science, CFR § 570.208, and the HUD methodology manual (CPD-13-014). We also regularly interfaced with state and federal representatives on behalf of the City and provided feedback on the impact of federal and state CDBG rules on Haines' compliance project. Nicholas has provided the City with assistance at all levels – from facilitating meetings with state and federal legislators, making public comments on behalf of the City in Salem, writing multiple CDBG and WRD grants for the City's water compliance project, and shepherding the project through implementation.

Ducote Consulting wrote the successful CDBG application for the City's water project – receiving the award in March 2018 (#17003). As the grant writers, we were instrumental in developing a Pre-

Agreement Cost waiver for Haines to begin work on project tasks like First Draw and Environmental update immediately before the funding contract was even executed.

Water Compliance: CDBG Grant #17003, \$3,726,378 (March 2018 – June 2020)

Ducote Consulting was contracted to provide Grant Administration, Environmental, and Labor Standards services. J-U-B Engineers is the Engineer of Record. The scope of the project was construction of a water compliance project, including installation of approximately 260 water meters and a new water storage tank. This project officially closed out and is completed.

As Grant Administrator, unique project responsibilities included assisting the City with meeting and identifying the areas where CDBG requirements and the City's matching funds requirements (EPA-DWSRF) conflict and harmonize. We provided Project Management services under the DWSRF funding and Grant Administration services under the CDBG funding. Other tasks included compliance with City code/ordinance on easements and CDBG rules regarding work on private property.

City of Irrigon, Oregon Community Development Block Grant (2015 – present)

Nicholas Ducote has worked with the City of Irrigon on CDBG issues since 2015 – writing a CDBG application for a Wastewater Facility Plan in 2015 and a Design/Construction application in 2017. We worked with IFA and the City to provide interpretations of the Code of Federal Regulations (24 CFR § 570.201) and the IFA's *Method of Distribution* as they related to Irrigon's Area of Service and project eligibility. The City's eligibility to apply for a Wastewater Facility Plan was initially denied and Nicholas resolved the misunderstandings and advanced the City's application. He continues to facilitate meetings with Business Oregon, Department of Environmental Quality, and City Staff regarding funding decisions and scoring/ranking criteria and future funding scenarios for City projects.

Other federal and funding-related issues that Ducote Consulting has assisted Irrigon with included: assistance drafting the City's 2017 Mutual Agreement Order and negotiations with DEQ, successful application for Clean Water State Revolving Fund to match CDBG funds, another CWSRF application for wastewater treatment plant work, and CWSRF environmental reports. Ducote Consulting works closely with the City Engineer (J-U-B Engineers) on a number of projects including the 2017 *Wastewater Facility Plan*, wastewater treatment plant upgrades, and future project development.

Ducote Consulting wrote the successful 2017 CDBG Application. To secure bonus points on the application, we created the Limited English Plan (LEP), assisted the City with the Section 3 Plan and Fair Housing Resolution, and completed with Section 504 Checklist.

Sewer Conversion Project: CDBG Grant #17004, \$5,015,506 (total)

Ducote Consulting was contracted to provide Grant Administration, Environmental, and Labor Standards services. J-U-B Engineers is the Engineer of Record. The scope of the project was design/Construction of a wastewater conversion project. The project will convert approximately 160 STEG/septic connections to conventional gravity. The project is substantially completed with construction, expected to be completed by the end of 2020.

As the Grant Administrator, unique project responsibilities have included melding and integrating the CDBG requirements and rules with the DEQ-CWSRF funding and rules that are also funding the construction. During CDBG contract negotiation, Ducote Consulting and the City worked with Business

Oregon's legal counsel to revise the funding contract language regarding work on private property to reflect the project realities more accurately in Irrigon. We prepared and developed various budget and project amendment requests and have assisted with procuring a number of additional services, including cultural monitoring.

City of Monument, Oregon Community Development Block Grant & Other Funding (2015 – present)

In the City of Monument, Nicholas has worked closely with many levels of OBDD and Oregon Health Authority on all facets of Monument's water compliance project. Ducote Consulting assisted the City in determining Next Steps for the water compliance project and how best to work within OBDD *Method of Distribution* and CDBG regulations. We worked closely with the City Council to explain each step and the costs/benefits of each decision. We clarified the application of the City's Community Income Survey with OBDD for the eligibility of their projects. We assisted OBDD and Oregon Health Authority in determining the eligibility of Monument's proposed Water Master Plan CDBG project. We wrote a 2016 CDBG application for the City's Water Master Plan. During the City's negotiations and discussions with OHA regarding its compliance issue (the Bilateral Compliance escalated to Administrative Order), Nicholas interfaced with the City Attorney, City Council, and OHA. He briefed the Council on the engineer and attorney's understanding of compliance issues and the requirements of both OHA and OBDD. We drafted the City's Bilateral Compliance Agreement extension request and the City's Request for Proposal for a City Engineer. The City received notice of its award from CDBG in December 2019.

Water Filtration and Irrigation: CDBG Grant #P19005, \$1,490,000

Ducote Consulting was contracted to provide Grant Administration, Labor Standards, and Environmental services. HECO Engineers Inc. is the Engineer of Record. The scope of the project was design/Construction of a water filtration system and irrigation distribution system. The project will be constructed in 2020/21 and the contractor has been selected.

As Grant Administrator, we developed a bid and construction strategy with HECO after the bids came back higher than anticipated. We assisted the City with quickly developing an additional funding application through IFA's Water/Wastewater program to make up the gap in funding. Other tasks have included typical First Draw activities and disbursement development.

City of Mount Vernon, Oregon Community Development Block Grant (May 2017 – November 2020)

Ducote Consulting began work with the City of Mount Vernon after responding to a Request for Qualifications in the spring of 2017. We entered the project after the grant was acquired. The project is currently reaching the end of the Final Design phase and Environmental Review.

Sewer System Improvements: CDBG Grant #16008, \$2,412,000

Ducote Consulting was contracted to provide Grant Administration, Environmental Review, and Labor Standards Compliance tasks. HECO Inc. is the Engineer of Record. The scope of the project is design/Construction of a wastewater system improvement project that includes treatment plant upgrades and significant collection system rehabilitation. This project is in the closeout phase and will be completed in late-2020/early-2021.

As the Grant Administrator, some of the unique project responsibilities included creation of Limited English Plan (LEP), assisting City with a Section 3 Plan, facilitation of a professional to assist with the

504 Checklist, and funding contract amendment preparation. Ducote Consulting also worked closely with the City Staff and the City Attorney on property acquisition for easements that were required. This process has conformed to the Uniform Relocation Act and all relevant state and federal requirements for property acquisition through a federal project.

City of Seneca, Oregon Community Development Block Grant (May 2017 – August 2020)

Ducote Consulting began work with the City of Seneca after responding to a Request for Qualifications in the spring of 2017. We entered the project after the grant was acquired. HECO Engineers are providing the engineering services.

CDBG Grant #16007, \$3,210,000

For the CDBG project, Ducote Consulting was contracted to provide Grant Administration, Labor Standards, and Environmental Review tasks. HECO Inc. is the Engineer of Record. The scope of the project was design/Construction of a wastewater system improvement project that includes a new treatment plant, collection system rehabilitation, a river/wetland crossing, and significant new ground disturbance. This project officially closed out and is completed.

- Reference: Raamin Burrell, City of Seneca

As the Grant Administrator, some of the unique project responsibilities included First Draw requirements, procurement coordination for archaeologist and engineer, funding contract amendment coordination with City, engineers, and Business Oregon.

City of Elgin, Oregon Community Development Block Grant & Funding (2017 – present)

Ducote Consulting has worked with the City on its wastewater improvement project since it received a warning letter from Oregon DEQ in 2017. We have coordinated with the City Engineer, City Staff, DEQ, and Business Oregon to fund a Preliminary Engineering Report in 2017-18. We also developed and submitted a December 2018 CDBG application for wastewater system Final Design. Ducote Consulting has also worked closely with J-U-B Engineers on their Preliminary Engineering Report to develop the most time and cost-efficient ways to phase the City's multi-million-dollar sewer system overhaul.

Sewer Improvements: CDBG Grant #P18012, \$476,400 (July 2019 – Winter 2020)

Ducote Consulting was contracted to provide Grant Administration and Environmental Review tasks. J-U-B Engineers is the Engineer of Record. The scope of the project is Final Design of wastewater system improvements. The Environmental Review document is in process.

City of Dayville, Oregon Community Development Block Grant & Funding (2018 – present)

Ducote Consulting began working with Dayville in Fall 2018 and we wrote the City's December 2018 CDBG application for the City's Community Hall. The repair and upgrade project will rehabilitate a Community Hall over 100 years old. We coordinated with the City, architect, and Business Oregon to develop a competitive budgeting and project scope. Typical project tasks included procurement coordination with the City and City Attorney, HazMat testing coordination with an environmental firm, and coordination with the Architect. The project is nearing construction phase and Ducote Consulting was able to secure another \$472,000 in May 2020 from USDA-RD funding for the City to continue build all the desired improvements.

Community Hall Rehab and Upgrade: CDBG Grant #C18014, \$1,500,000

Ducote Consulting was contracted to provide Grant Administration, Labor Standards, and Environmental Review tasks. Pinnacle is the architect on the project. Scope of Project: Design/Construction of a rehabilitation of the City's 100+ year old Community Hall. The project is nearing the beginning of construction.

As Grant Administrator, we worked closely with Pinnacle and the City on the project scope and budget. When the City ended up with a design that did not fit the construction budget, we coordinated with Pinnacle and the City to eliminate some project elements while we chased additional funding. Ducote Consulting was instrumental in securing an additional \$472,000 in grant funds from USDA-Rural Development to make up the gap in construction funding.

City of Umatilla, Oregon Community Development Block Grant (Summer 2018 - current)

Since 2015, Nicholas has worked closely with the City of Umatilla on a wide variety of public works and infrastructure projects. Ducote Consulting has assisted with a number of funding sources and management of those grants and loans. In the last three years, we have written the following grants, and helped managed the following grants, for the City: Water Resources Department Feasibility Grant, WRD Implementation Grant, OBDD Technical Assistance grants, CWSRF Planning Loan, CWSRF Construction Loan, OBDD Special Public Works Fund loan, two CDBG Design applications, and a CDBG Emergency application. In Spring 2020, we were procured as the City's CDBG Grant Administrator of Record enabling our firm to work on all the City's potential CDBG projects. We also wrote the successful Spring 2020 CDBG application for a final design project.

Ongoing CDBG assistance for the City includes developing a project to bring water and sewer service to Power City Co-op users who have a deficient water system. Because of the overlapping jurisdictions and complexities, we assisted with engagement of the State, local residents, and City staff early in developing all aspects of the project for a competitive application. In June 2018, we facilitated a meeting with the Power City residents to discuss a wide variety of issues the residents face, their feelings on being annexed by the City, and the feeling of providing City water service to that area. We wrote the successful Spring 2020 CDBG application for Final Design of water service to Power City and Brownell.

Power City/Brownell Water Service, Final Design: CDBG Grant #P20003, \$593,500 (September 2020 – 2021)

Ducote Consulting is contracted as the CDBG Grant Administrator of Record and is pre-approved to work on all the City's CDBG projects. For the Power City/Brownell water service project, we are contracted to provide Grant Administration and Environmental Review services. JUB is the Engineer of Record. The scope of the project is an extension of water service to two outlying communities in the Umatilla area. The project has kicked off, with some preliminary Grant Administration and Environmental work accomplished.

Power City/Brownell Sewer Service, Final Design: CDBG Grant #P20009, \$363,500 (January 2021 – 2022)

For the Power City/Brownell sewer service project, we are contracted to provide Grant Administration and Environmental Review services. JUB is the Engineer of Record. The scope of the project is an extension of water service to two outlying communities in the Umatilla area. The project has not kicked off yet.

City of John Day, Oregon Community Development Block Grant (March 2019 – Spring 2021)

Ducote Consulting was competitively procured in Spring 2019 to be the Grant Administrator and Environmental Reviewer for the City's Wastewater System Improvements: Phase 1 project. We were involved in assisting the City with the appropriate phasing to expedite and optimize funding and environmental requirements. We worked closely with Anderson-Perry to understand project elements. The project is still underway in the Final Design process and the Environmental Review is nearing completion. Ducote Consulting will also be assisting the City with putting together its next CDBG application.

Wastewater System Improvements: CDBG Grant #C18014, \$396,500 (July 2019 – 2020)

Ducote Consulting was contracted to provide Grant Administration and Environmental Review tasks. Anderson-Perry is the Engineer of Record. The scope of the project is Final Design of a new wastewater treatment facility, piping, and demolition of the old facility. The project is progressing through Final Design and the Environmental Review is completed.

As Grant Administrator, we have handled all typical First Draw tasks, in addition to extensive coordination with the City and the Project Engineers regarding phasing and project scope. The project is approaching the Membrane Bioreactor construction as an off-site build, which necessitates procuring millions in equipment in the middle of the Final Design process. This unique approach will best serve the City, but requires extensive coordination with the funding agencies (Business Oregon and USDA) while integrating three different funding sources into this project (CDBG, USDA, and Water/Wastewater). The complexity of this approach has required substantial planning, narrative building, and discussions with all the project partners.

Key Staff

Our Team consists of Nicholas Ducote, Courtney Kemp, and Kelly Belton Ducote. Nicholas and Courtney serve as Project Managers and funding specialists. Kelly works as Quality Assurance/Quality Control on work products, copy edits, and assists with work product development. Our Team has clear and specific roles on this project. Nicholas will handle the day-to-day administration of the grant, the project, and communication between project partners. Kelly will serve as Quality Control, aid with budget tracking, report drafting, and copy-editing.

Nicholas has a B.A. in Political Science and M.A. in History, which gives an academic rigor to our research into the complexities of CDBG and HUD rules. Nicholas has extensive experience interpreting and applying Business Oregon's (OBDD) rules and regulations regarding federal funds, navigating environmental requirements, and ensuring project compliance with various layers of state and federal law. Navigating the complexities of the federal rules, state funding agencies, and an ongoing construction project can sometimes City interests on the backburner, but Nicholas centers the project

and administration around the best interests of the County and District users/staff. Nicholas understands the nuances of the regulations and how their differing applications can impact the City and ratepayers.

Courtney has worked on a variety of economic and community development efforts revolving around supporting entrepreneurs and nonprofits. Her work with Project Equity, a nonprofit based in Oakland, California with operations serving underserved populations across the United States, lies at the intersection of business empowerment and community economic development. With Project Equity, and with other clients on an international scale, Courtney has worked with small and medium-sized local businesses across diverse sectors and industries to conduct feasibility assessments, convert businesses to a cooperative or employee-owned models, certify C- and S-Corps as B Corps and benefit corporations, and work to solve the unique challenges that come up for organization based on local context in order to promote the overall financial health and sustain thriving communities. From a funding perspective, Courtney has assisted with the management of over \$40mm in invested impact capital for a variety of funders across real asset, public and private equity, and fixed income accounts. She has completed this work for both private clients across the United States and as a key member of the Investment Team at RSF Social Finance, a nonprofit Donor Advised Fund based in San Francisco, including conducting impact and financial due diligence of funds and portfolio companies; designing impact assessment and strategy tools for funders as they work to design effective investment and grant strategies; and providing strategic recommendations to both general partners as well as their investees.

Kelly has B.A.s in Political Science and Journalism with a variety of experience in positions that require rigorous attention to detail and project management, including as a clerk for the Union County Circuit Court and Associate Editor of the La Grande *Observer* newspaper. Kelly has more than five years of project management experience, overseeing staffs of up to six employees across multiple newsrooms to create diverse and professional publications and other work products. Her background in editing, technical writing, and project accounting, lends itself to ensuring your grant is managed accurately and on-time. Kelly excels with attention-to-detail tasks and is more than familiar with the tracking required of large projects, their budgets, and funding sources. As Executive Director of the Liberty Theatre Foundation, she regularly tracked documentation, paperwork, reimbursement and budgeting schedules, and coordinated diverse groups of project partners.

4. Rates

- \$90/hr for Grant Administration and Labor Standards services
 - Grant Administration: Not to exceed \$7,500
 - Labor Standards: Not to exceed \$17,500

5. Insurance Information

Ducote Consulting LLC possess Professional Liability insurance (\$2m) and general liability. Automotive coverage is also included. Certificates of Insurance provided as an attachment.

Signed: Nicholas Ducote

Date: 12/1/20

Nicholas Ducote / President and CEO, Ducote Consulting LLC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ISU - The Stratton Agency 1611 Adams Avenue La Grande, OR 97850 License #: 806501	CONTACT NAME: Aynn Lackey	FAX (A/C, No): 888-230-9237	
	PHONE (A/C, No, Ext): 541-963-7557	E-MAIL ADDRESS: aynnl@stratton-insurance.com	
INSURED Ducote Consulting LLC PO Box 596 La Grande, OR 97850	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: United Specialty Insurance Company		12537
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 00000000-153030

REVISION NUMBER: 12

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		PPP1553497B	10/30/2020	10/30/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			PPP1553497B	10/30/2020	10/30/2021	Each Claim 2,000,000
A	Professional Liab.			PPP1553497B	10/30/2020	10/30/2021	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GENERAL LIABILITY: City of Ontario and its officers, employees, and agents are included as additional insureds, as their interests may pertain, per policy form #L-712.

CERTIFICATE HOLDER

City of Ontario
444 SW 4th St
Ontario, OR 97914

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aynn Lackey

(AKL)

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**UNITED STATES LIABILITY INSURANCE GROUP
WAYNE, PENNSYLVANIA**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

BLANKET ADDITIONAL INSURED ENDORSEMENT

Section II – Who Is An Insured is amended to include as an additional insured any person(s) or organization(s) for whom you are performing “your work” under a written contract or agreement, that requires such person(s) or organization(s) to be added as an additional insured on your policy. Such person(s) or organization(s) is an additional insured only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” occurring after the effective date of such contract or agreement that is caused, in whole or in part by:

- 1) Your acts or omissions; or
- 2) The acts or omissions of those acting on your behalf;

in the performance of “your work” for the additional insured.

Coverage for an additional insured under this endorsement ends when “your work” for that additional insured ends or is put to its intended use by any person or organization.

EXCLUSIONS

There is no coverage under this endorsement for loss or expense, including but not limited to the cost of defense for “bodily injury”, “property damage” or “personal and advertising injury” occurring:

- 1) After all of “your work”, including materials, parts or equipment furnished in connection with “your work” and performed under the above referenced written contract(s) or agreement(s) has ended; or
- 2) When that portion of “your work” out of which the “bodily injury”, “property damage” or “personal and advertising injury” arises and performed under the above referenced written contract(s) or agreement(s) has been put to its intended use by any person or organization;

whichever occurs first.

All other terms and conditions of this policy remain unchanged. This endorsement is a part of your policy and takes effect on the effective date of your policy unless another effective date is shown.



Nick Ducote <ducoteconsulting@gmail.com>

Auto Insurance Confirmation

1 message

USAA <USAA.Customer.Service@mailcenter.usaa.com>
Reply-To: USAA <USAA.Customer.Service@mailcenter.usaa.com>
To: ducoteconsulting@gmail.com

Mon, Nov 30, 2020 at 2:54 PM

To ensure delivery to your inbox, please add USAA.Customer.Service@mailcenter.usaa.com to your address book.



Auto Insurance Confirmation

Please use this as confirmation of auto insurance; however, this doesn't take the place of an insurance identification card.

Registered owner: NICHOLAS A DUCOTE

Address: 1301 4TH ST
LA GRANDE OR 97850

Policy number: GAR 021571864 7102

Policy effective date: October 25, 2020

Policy expiration date: April 25, 2021

Vehicle: 2017 FORD F-150

VIN: 1FTEW1EP5HFA87032

Bodily injury liability limit: \$500,000

each person /

\$500,000 each accident

Property damage liability limit: \$500,000 each accident

Comprehensive deductible: \$500

Collision deductible: \$500

Lienholder: HAPO CREDIT UNION
601 WILLIAMS BLVD
RICHLAND
WA 99354 3258

Meets Oregon minimum statutory liability requirements

This confirmation of coverage neither affirmatively nor negatively amends, extends or alters the coverage given by the policy issued by Garrison Property and Casualty Insurance Company.

How to Contact Us

Thank you for choosing us for your auto insurance needs. If you have any questions, please contact us using one of the following options below:



Phone: 210-531-USAA (8722), our mobile shortcut #8722 or 800-531-8722



Fax: 800-531-8877

Thank you,

Garrison Property and Casualty Insurance Company

Garrison Property and Casualty Insurance Company, a subsidiary of USAA Casualty Insurance Company, is authorized to use the USAA logo, a registered trademark of United Services Automobile Association.



Go Paperless

Review and edit your online document preferences at usaa.com.



Please do not reply to this e-mail.

To contact USAA, visit our secure [contact page](#).

December 3, 2020

Peter Hall, City Manager
City of Ontario
444 Southwest 4th Street
Ontario, Oregon 97914

**RE: RESPONSE TO REQUEST FOR PROPOSALS – COMMUNITY
DEVELOPMENT BLOCK GRANT ADMINISTRATION, LABOR STANDARDS
AND RELATED SERVICES
ONTARIO WASTEWATER SYSTEM IMPROVEMENT PROJECT
ONTARIO, OREGON
FARALLON PN: 2555-001**

Dear Peter Hall:

Farallon Consulting, L.L.C. (Farallon) has prepared this proposal in response to the City of Ontario Request for Proposals (RFP) – CDB Grant Administration, Labor Standards and Related Services, for the wastewater system improvement project in Ontario, Oregon during the Oregon Community Development Block Grant (CDBG) program. Farallon offers an exceptional history of performance in grant administration and environmental review, project coordination and management, and CDBG compliance for projects across Eastern Oregon.

This letter and its attachments provide the following material, as itemized in the RFP:

1. Contact Information:

Sara Haynes*, Farallon
Project Environmental Scientist/Engineer
1705 Main Street, Suite 101
Baker City, Oregon 97814
(541) 523-5170
shaynes@farallonconsulting.com

Deborah Sluyter, Prevailing Wage Consulting
1250 Southwest Campbell Road
Hillsboro, Oregon 97123
(503) 310-8453
prevailingwagehelp@gmail.com

** Primary contact in reference to the proposal.*

2. Firm Information; Availability; References: Provides information about Farallon, including background, size, types of services provided, experience, and types of similar governmental engagements; as well as previous work experience and availability to perform the services requested. Includes a list of references, including addresses and telephone numbers of each contact person (Attachment A).
3. Specific Experience; Key Staff: Experience administering CDBG grant funds. Responsible staff who will perform services for the project and who will serve as the Project Manager (Attachment B).



4. Rates: The proposed hourly rates of the staff who will be involved in the project are included in *Farallon's 2019-20 Schedule of Charges I* (Attachment C). The not-to-exceed amounts for Grant Administration Services and Labor Standards Services are provided below.
5. Insurance: A statement of professional liability insurance coverage and workers' compensation insurance coverage (Attachment D).

COST ESTIMATE

The cost for Grant Administration Services and Federal Clauses will not exceed a maximum lump sum of \$35,000. The cost for Grant Administration Services will include the scope identified in Sections A and C in the RFP.

The cost for Labor Standards Services will not exceed a maximum lump sum of \$20,000. Labor Standards Services will include the scope identified in Section B in the RFP. Up to a maximum of \$20,000 per project is allowed to complete Federal Labor Standards Compliance; however, this proposal assumes the lump-sum contract price for Labor Standards will be \$17,500, assuming staff from the City of Ontario will be available to conduct employee interviews on the project site during construction. Due to COVID-19 restrictions, this proposal assumes no travel to the project site will be warranted.

CLOSING

Farallon appreciates the opportunity to provide this response to the City of Ontario's RFP. Please contact Sara Haynes at (541) 523-5170 if you have questions or need additional information.

Sincerely,

Farallon Consulting, L.L.C.

Sara Haynes
Project Environmental Scientist/Engineer

Craig Ware, R.G.
Principal Hydrogeologist

Attachments: Attachment A, Firm Information; Availability; References
Attachment B, Specific Experience; Key Staff
Attachment C, Rates
Attachment D, Insurance

SH/CW:sw

ATTACHMENT A
FIRM INFORMATION; AVAILABILITY; REFERENCES

RESPONSE TO CITY OF ONTARIO REQUEST FOR PROPOSALS –
CDB GRANT ADMINISTRATION, LABOR STANDARDS AND
RELATED SERVICES
Ontario Wastewater System Improvement Project
Ontario, Oregon

Farallon PN: 2555-001

Attachment A

Firm Information; Availability; References

Farallon Consulting, L.L.C. (Farallon) is a 100 percent employee-owned environmental consulting company that was founded in 1998 and has since grown to become a company of 90-plus employees distributed in eight offices in Washington, Oregon, and California. Farallon has a history of active involvement in the development of guidance documents and regulations affecting the environmental industry, clients, and the services we offer. Please see our webpage for more information: www.farallonconsulting.com.

Farallon's experience on Eastern Oregon Community Development Block Grant (CDBG) projects has resulted in the ability to employ a collaborative team effort on projects while ensuring adherence to the strict compliance standards of the Oregon Business Development Department – Infrastructure Finance Authority (OBDD-IFA). Farallon has substantial experience in successfully administering CDBG projects in Oregon with and/or on behalf of agencies and local municipalities. In addition, Farallon has provided responsive administrative support to cities that have experienced unforeseen circumstances and has negotiated those hurdles in collaboration with OBDD-IFA while meeting deadlines and adhering to local, state, and federal standards and guidelines.

The following references may be consulted regarding Farallon's qualifications for this project:

Heidi Martin, Executive Assistant to the Baker County Board of Commissioners
Baker County
1995 Third Street
Baker City, Oregon 97814
(541) 523-8200

Tory Stinnett, Economic Development Director
Grant County
530 East Main Street, Suite 10
John Day, Oregon 97845
(541) 575-1555

Doug Wiggins, City Administrator
City of Union
342 South Main Street
Union, Oregon 97883
(541) 562-5197

Farallon has administered CDBG projects since 2014 for Baker and Grant Counties and for the Cities of Haines, Hermiston, Huntington, Union, and Vale in Eastern Oregon. Details of more recent CDBG projects are described below.

City of Union, Oregon is conducting a water system improvement project. Farallon is providing grant administrative and environmental review services for the project.

Date	2020 to 2021
Grantee	City of Union
Project Identification	CDBG P20005, Water System Backup Power and System Controls
Total Project Cost	\$220,000
Type of Services	Grant administration and environmental review
Cost of Services	\$40,000
Scope of Project	Grant administration and environmental review duties
Funding Body	Oregon Business Development Department – Infrastructure Finance Authority and Match Funds
Recipient Representative	Doug Wiggins, City Administrator

Grant County, Oregon is constructing a domestic violence shelter in downtown John Day, Oregon. The facility will include staff offices and short-term housing. Farallon is providing grant administrative and environmental review services for the project.

Date	2019 to 2020
Grantee	Grant County
Project Identification	CDBG C18013, Heart of Grant County's Meredith House
Total Project Cost	\$1,570,514
Type of Services	Grant administration and environmental review
Cost of Services	\$55,000
Scope of Project	Grant administration and environmental review duties for the Heart of Grant County's Meredith House
Funding Body	Oregon Business Development Department – Infrastructure Finance Authority and Match Funds
Recipient Representative	Honorable Scott Myers, County Judge

Baker County, Oregon is constructing a new fire station for the Eagle Valley Rural Fire Protection District, which is an all-volunteer organization that has served the Richland and New Bridge communities since it was chartered in 1906. Project scope includes demolition of an existing building and asbestos abatement. Farallon is providing grant administrative and environmental review services for the project.

Date	2018 to 2020
Grantee	Baker County
Project Identification	CDBG C17007, Baker County Eagle Valley Rural Fire Protection District Fire Station Design and Construction
Total Project Cost	\$1,288,700
Type of Services	Grant administration and environmental review
Cost of Services	\$55,000
Scope of Project	Grant administration and environmental review duties for the Baker County Eagle Valley Rural Fire Protection District Fire Station Design and Construction
Funding Body	Oregon Business Development Department – Infrastructure Finance Authority and Match Funds
Recipient Representative	Heidi Martin, Executive Assistant to the County Commission

The City of Huntington, Oregon updated its wastewater facilities. Farallon provided grant administrative services for the project, including land acquisition and railroad easement negotiations.

Date	2015 to 2020
Grantee	City of Huntington
Project Identification	CDBG P14011, Wastewater Treatment Facility Design and Construction
Total Project Cost	\$4,206,995
Type of Services	Grant administration, land acquisition, railroad easement negotiations
Cost of Services	\$35,000
Scope of Project	Grant administration duties for the City of Huntington Wastewater Treatment Facility
Funding Body	Oregon Business Development Department – Infrastructure Finance Authority
Recipient Representative	Candy Howland, Former Mayor

ATTACHMENT B
SPECIFIC EXPERIENCE; KEY STAFF

RESPONSE TO CITY OF ONTARIO REQUEST FOR PROPOSALS –
CDB GRANT ADMINISTRATION, LABOR STANDARDS AND
RELATED SERVICES
Ontario Wastewater System Improvement Project
Ontario, Oregon

Farallon PN: 2555-001

Attachment B

Specific Experience; Key Staff

Farallon Consulting, L.L.C. (Farallon) has substantial experience in successfully administering CDBG in Oregon with and/or on behalf of agencies and local municipalities. In addition, Farallon has provided responsive administrative support to cities that have experienced unforeseen circumstances and has negotiated those hurdles in collaboration with Business Oregon while meeting deadlines and adhering to local, state, and federal standards and guidelines.

Farallon's key staff proposed to perform the Grant Administration Services include Sara Haynes, who works out of Farallon's Baker City, Oregon office. Farallon proposes teaming with Deborah Sluyter of Prevailing Wage Consulting to conduct Labor Standards Services. Sara will serve as the Project Manager for the City of Ontario's Wastewater System Improvement Project.

Additional Farallon staff will be available to support this team as needed; however, Farallon has determined that projects are more efficiently and effectively executed if key staff are assigned primary responsibilities.

Sara Haynes, Project Environmental Scientist/Engineer, holds a degree in Civil Engineering and has over 12 years of experience in field engineering and the environmental consulting industry, which includes Phase I and Phase II Environmental Site Assessments, environmental compliance, and project management. At Farallon, she coordinated the grant administration and environmental review for the City of Haines, Oregon CDBG project and has performed or is performing grant administration for Oregon CDBG projects in Baker County; Grant County; and the Cities of Hermiston, Huntington, Union, and Vale. Sara primarily will be responsible for executing the Grant Administration Services portion of the contract for the City of Ontario and will serve as the Project Manager throughout the duration of the project.

Deborah Sluyter, Prevailing Wage Consulting, has over 13 years of experience in the application of prevailing wage rules, laws, and regulations. From 2007 to 2013, she worked for the Oregon Bureau of Labor and Industries as a Prevailing Wage Compliance Specialist investigating complaints, recovering unpaid wages, and preparing cases for administration action. She has also worked for the Infrastructure Finance Authority (Business Oregon) assisting both internal and external clients with better understanding of state prevailing wage rate laws and with compliance of federal Davis-Bacon Act laws on projects funded by the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency.

Since 2015, Deborah has been contracted to provide Labor Standards Services for CDBG projects conducted in the Cities of Milton-Freewater, Hermiston, Pendleton, Vale, Huntington, Waldport, Yachats, and Seal Rock; and for water districts including Rainbow, Shangri-La, Rhododendron, Kozy Acres, Pete's Mountain, Rivergrove, and Santiam. She also has provided or will be providing federal Davis-Bacon Act Labor Standards Services to support low-income projects, including the Garden View Apartments (Linn-Benton Housing Authority), the Red Rock Creek Commons (Washington County Department of Housing Services), and the Colonia Paz (Farmworker Housing Development Corporation).

**ATTACHMENT C
RATES**

**RESPONSE TO CITY OF ONTARIO REQUEST FOR PROPOSALS –
CDB GRANT ADMINISTRATION, LABOR STANDARDS AND
RELATED SERVICES
Ontario Wastewater System Improvement Project
Ontario, Oregon**

Farallon PN: 2555-001

2019-20 SCHEDULE OF CHARGES I FARALLON CONSULTING, L.L.C.

PERSONNEL

Principal Engineer/Geologist/Scientist/Geochemist	\$280/hour	
Principal I Engineer/Geologist/Scientist/Geochemist	\$235/hour	
Principal II Engineer/Geologist/Scientist/Geochemist	\$215/hour	
Senior I Engineer/Geologist/Scientist/Geochemist	\$200/hour	
Senior II Engineer/Geologist/Scientist/Geochemist	\$190/hour	
Associate I Engineer/Geologist/Scientist/Geochemist	\$175/hour	
Associate II Engineer/Geologist/Scientist/Geochemist	\$160/hour	
Project I Engineer/Geologist/Scientist/Geochemist	\$150/hour	Sara Haynes
Project II Engineer/Geologist/Scientist/Geochemist	\$140/hour	
Senior Field Engineer/Geologist/Scientist/Geochemist	\$135/hour	
Staff I Engineer/Geologist/Scientist/Geochemist	\$125/hour	
Staff II Engineer/Geologist/Scientist/Geochemist	\$115/hour	
Technician	\$95/hour	
Senior Analyst	\$195/hour	
Associate Analyst	\$155/hour	
Staff Analyst	\$125/hour	
GIS Analyst	\$160/hour	
GIS Technician	\$130/hour	
Senior CAD Technician	\$125/hour	
CAD/Graphics Technician	\$115/hour	
Technical Editor	\$110/hour	
Project Assistant	\$95/hour	
Clerical/Support	\$75/hour	

Legal Testimony and Deposition	50% premium on labor
---------------------------------------	-----------------------------

EXPENSES

Subcontractors (Labor and Services)	Cost + 15%
Direct Expenses	Cost + 15%
Lodging/Meals Per Diem	Cost + 15% OR \$175/day
Report Production Expenses	Cost + 15%
Vehicle Mileage	IRS rate per mile + 15%

Unless otherwise agreed, Farallon Consulting, L.L.C. reserves the right to make reasonable adjustments to compensation rates.



<u>FIELD INSTRUMENTS AND EQUIPMENT</u>	<u>DAILY RATE</u>	<u>WEEKLY RATE</u>
Air Gauge/Sensor Kit	\$45/day	\$180/week
AS/SVE Pilot Test Kit	\$350/day	\$1,400/week
Bladder Pump	\$160/day	\$600/week
Borehole Camera	\$165/day	\$650/week
EOS Field Data Collection Unit	\$110/day	\$400/week
Drill & Tap Set	\$20/day	\$80/week
Drone	\$250/day	\$1,000/week
Drone and Hi-Resolution GPS	\$600/day	\$2,400/week
Field Tool Kit, H.D.	\$25/day	\$100/week
Field Truck	\$75/day + \$0.75/mile	\$300/week + \$0.75/mile
Fluorometer/DO Meter	\$50/day	\$170/week
Gastec System	\$20/day	\$80/week
Hand Auger and Extensions	\$50/day	\$200/week
Helium Detector	\$110/day	\$440/week
Hi-Resolution GPS Unit	\$200/day	\$800/week
Level C PPE	\$75/day	\$300/week
Level D PPE	\$20/day	\$80/week
Magnetic Locator	\$75/day	\$300/week
Mini Air Pump	\$35/day	\$140/week
Multigas Meter	\$55/day	\$200/week
Oil-Water Interface Probe	\$65/day	\$260/week
Peristaltic Pump	\$65/day	\$260/week
pH Meter	\$15/day	\$60/week
Photoionization Detector	\$90/day	\$360/week
Pipe System Pressure Test Kit	\$35/day	\$140/week
Portovac Pump	\$30/day	\$120/week
Rotohammer	\$55/day	\$200/week
Sampling/Decon Kit	\$50/day	\$200/week
SSD Pilot Test Kit	\$350/day	\$1,400/week
Submersible Pump	\$40/day	\$140/week
Surveying Equipment	\$75/day	\$300/week
Swing Sampler	\$10/day	\$40/week
Traffic Control	\$20/day	\$80/week
Turbidity Meter	\$30/day	\$120/week
Vapor Intrusion Sampling Kit	\$50/day	\$200/week
Water Level Meter	\$25/day	\$100/week
Water Quality Test Kit	\$20/day	\$80/week
YSI/Horiba Multiparameter Meter	\$130/day	\$520/week

<u>CONSUMABLE FIELD SUPPLIES</u>	<u>UNIT</u>
55-gallon Drum	\$90/each
Bladders	\$20/each
Disposable Bailers	\$15/each
Gastec Detection Tubes	\$20/each
Padlocks	\$15/each
Tyvek Suits	\$10/each
Water Sample Field Filter	\$20/each
Well Caps (2-inch PVC)	\$12/each
Well Caps (4-inch PVC)	\$16/each

**ATTACHMENT D
INSURANCE**

RESPONSE TO CITY OF ONTARIO REQUEST FOR PROPOSALS –
CDB GRANT ADMINISTRATION, LABOR STANDARDS AND
RELATED SERVICES
Ontario Wastewater System Improvement Project
Ontario, Oregon

Farallon PN: 2555-001



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/31/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004	CONTACT NAME: PHONE (A/C, No. Ext): 425-709-3600 E-MAIL ADDRESS:	FAX (A/C, No): 425-709-7460
	INSURER(S) AFFORDING COVERAGE INSURER A: Westchester Surplus Lines Insurance Co. INSURER B: Ace Property & Casualty Ins. Co. INSURER C: SAIF Corporation INSURER D: INSURER E: INSURER F:	
INSURED Farallon Consulting LLC 975 5th Avenue NW Issaquah, WA 98027	NAIC #	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC			G71813563001	06/21/2020	06/21/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			CALH08474473	06/21/2020	06/21/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	882260 ** Oregon	04/01/2020	04/01/2021	☒ WC STATU-TORY LIMITS ☒ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability Professional/Pollution Liability			G71813563001	06/21/2020	06/21/2021	\$1,000,000 Occ/Incident - \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Exhibit of Insurance

CERTIFICATE HOLDER**CANCELLATION**

EXHIBIT OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

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RESOLUTION #2021-101

A RESOLUTION TO AWARD GRANT ADMINISTRATION, LABOR STANDARDS, AND RELATED SERVICES TO DUCOTE CONSULTING, LLC FOR A TOTAL NOT TO EXCEED THE AMOUNT OF \$25,000.

- WHEREAS,** The City of Ontario was awarded a \$2.5 million Community Development Block Grant for the for the city's wastewater collection system improvement project; and
- WHEREAS,** These funds require oversight through grant administration and labor standards services; and
- WHEREAS,** the City sent requests for proposals for these services; and
- WHEREAS,** the City wishes to award the bid to Ducote Consulting, LLC for grant administration services not to exceed \$7,500 and labor standards services not to exceed \$17,500.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to award the grant administration, labor standards, and related services to Ducote Consulting, LLC.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 7th day of January 2021, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 7th day of January, 2021.

Riley J. Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
January 7, 2021**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: WALMART EASEMENT

DATE: December 28, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE EASEMENT AGREEMENT AND COMPENSATION BETWEEN THE CITY OF ONTARIO AND WALMART REAL ESTATE BUSINESS TRUST.

SUMMARY:

The City of Ontario has been working closely with Walmart to obtain an easement along the Snake River for the Tater Tots Trail, also commonly referred to as the Snake River Trail. Walmart and the City have come to an agreement on compensation for the easement for \$10,000.

BACKGROUND:

The city began discussions with Walmart just before the end of 2019. Walmart requested that the city use a friendly condemnation process to acquire the property. The City Council approved the use of a right-of-way attorney and the City Manager has been working with the attorney, Brent Smith from BaumSmith, to go through the condemnation process.

CURRENT SITUATION:

An offer was made to Walmart for \$10,000 compensation for the easement on the river. Walmart has accepted this offer and counsel for both the city and Walmart have approved the agreement.

With this easement and one from Kraft/Heinz, which we believe is close to being finished, the city can move forward with design of the trail. Following approval, the City Attorney will get documents signed, notarized, and recorded.

ANALYSIS:

- A. **STRATEGIC PLAN** Under the Lifestyle goal of the Ontario Strategic Plan is a specific action item to complete trails. The city has completed one trail over the past year and is working on several others at this time, the Tater Tots Trail being one of them.
- B. **FINANCIAL** The city budgeted \$25,000 in the current year to complete right of way work through the attorney and for purchase cost. We are still within the current year's budget with the compensation of \$10,000 for this property.
- C. **TIMING** The critical path to move forward with the trail is obtaining property from private owners. This will complete one of the two properties needed to start design. Staff hopes to use the National Park Service technical assistance grant to design the 3.2 mile trail.
- D. **POLICY/LEGAL** The City Council is the only entity that can approve a land easement on behalf of the city. The city's right-of-way attorney, Brent Smith, has approved the content of the agreement.

ALTERNATIVES:

Take No Action: The trail cannot be built without acquisition of this easement. There is no other pathway along the river other than the Walmart property.

RECOMMENDATION:

The City Manager recommends approval of the Easement Agreement between the City of Ontario and Walmart Real Estate Business Trust.

ATTACHMENTS:

1. 201215 Contract re Easement revised with exhibit reduced size

SALE AGREEMENT

DATE: December 11, 2020

SELLER: WAL-MART REAL ESTATE BUSINESS TRUST
2608 SE J Street or 702 SW 8th Street, Bentonville, AR 72716 ("Seller")

BUYER: CITY OF ONTARIO
444 SW 4th Street, Ontario, OR 97914 ("Buyer").

Recital

Seller desires to sell to Buyer and Buyer desires to purchase from Seller an Easement for Public Trail Purposes located on real property owned by Seller and as further described in Exhibit 1 to this Sale Agreement (the "Easement").

Terms and Conditions

Now, therefore, for valuable consideration, the parties agree as follows:

Buyer agrees to purchase the Easement from Seller and Seller agrees to sell the Easement to Buyer for the sum of \$10,000.00 (the "Purchase Price").

Seller shall deliver the signed and notarized Easement to Buyer by mailing it to Brent Smith, Baum Smith, PO Box 967, 808 Adams Ave, La Grande, OR 97850.

Buyer shall send a check in the amount of \$10,000 to Seller at: 2608 SE J Street, Bentonville, AR 72716.

Buyer shall not cause the Easement to be recorded unless and until Seller confirms its receipt of the Purchase Price.

The parties shall work together in good faith to close this transaction no later than January 20, 2021.

SELLER:

BUYER:

Wal-Mart Real Estate Business Trust

City of Ontario

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

After Recording Return To:
Brent Smith
Baum Smith
PO Box 967
La Grande, OR 97850

EASEMENT FOR PUBLIC TRAIL PURPOSES

WAL-MART REAL ESTATE BUSINESS TRUST, 708 SW 8th Street, Bentonville, AR 72716 (“Grantor”) and CITY OF ONTARIO, 444 SW 4th Street, Ontario, OR 97914 (“Grantee” and “City”).

Grantors for good and valuable consideration the receipt of which is hereby acknowledged, do hereby grant unto Grantee a perpetual non-exclusive easement in gross to construct, reconstruct, install, use, operate, inspect, repair, maintain and remove and replace a trail for use by the public across, along and upon the real property described below and further referred to in this easement agreement as the “easement area.”

The easement area is located in Malheur County, Oregon and is described on the attached Exhibit A and shown on the maps attached as Exhibit B and Exhibit C.

Grantor shall have the right to use the easement area for all purposes not inconsistent with the uses and purposes of the property, provided that Grantor shall not build or erect any structure upon the easement area without the prior written consent of Grantee. Exception is granted to construct, or have constructed, necessary pedestrian access steps with Grantee design approval.

This easement is granted subject to all prior easements or encumbrances of record.

To the extent permitted by the Oregon Constitution and the City’s charter, the City shall, within the limits of the Oregon Tort Claims Act, defend and indemnify Grantors against any liability for damage to life or property arising from the public’s use of the easement under this agreement. The City shall not be required to indemnify Grantor for any such liability arising out of the wrongful acts of the Grantor or the employees or agents of the Grantor.

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///



City of Ontario
Community Development Director
444 SW 4th Street
Ontario, OR 97914
Voice (541) 881-3222
Dan.Cummings@ontariooregon.org

Exhibit A Easement Description

Land in the City of Ontario, Malheur County Oregon, being a portion of Government Lot 4 of Section 2, Twp. 18S., R. 47 E., W.M., as follows:

The Easterly 30 feet of Parcel No. 1 of Partition Plat 12-11, recorded December 13, 2012, Instrument No. 2012-4584, Malheur County deed records, County Survey No. 18-47-0895.

Subject to easements and rights-of-way of record.

Containing 38,517 square feet (0.884 Acres), more or less.



EXHIBIT B

**SNAKE RIVER TRAIL EASEMENT
WAL-MART REAL ESTATE**
within the SW 1/4 of Section 2,
Township 18 S., Range 47 E., W.M.,
Malheur County, Oregon

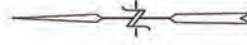
EASEMENT DESCRIPTION

Land in the City of Ontario, Malheur County Oregon,
being a portion of Government Lot 4 of Section 2, Twp.
18S., R. 47 E., W.M. as follows:

The Easterly 30 feet of Parcel No. 1 of Partition
Plat 12-11, recorded December 13, 2012,
Instrument no. 2012-4584, Malheur County deed
records, County Survey No. 18-47-0895.

LEGEND

---	PROPERTY LINE (PL)
---	SECTIONAL LINE (SEC.)
---	RIGHT-OF-WAY (ROW)
---	CENTERLINE (CL)
---	EASEMENT
---	FENCE LINES



RENEWED: 12/31/2021

EASMENT FOR
WALMART TRAIL EASEMENT

CITY OF ONTARIO



444 SW 4TH STREET
ONTARIO, OR 97146
PHONE: (503) 867-2122
WEB: ONTARIO.OREGON.ORG

DATE: 8/15/19 FILENAME: SNAKE RIVER SHEET: 1 of 1

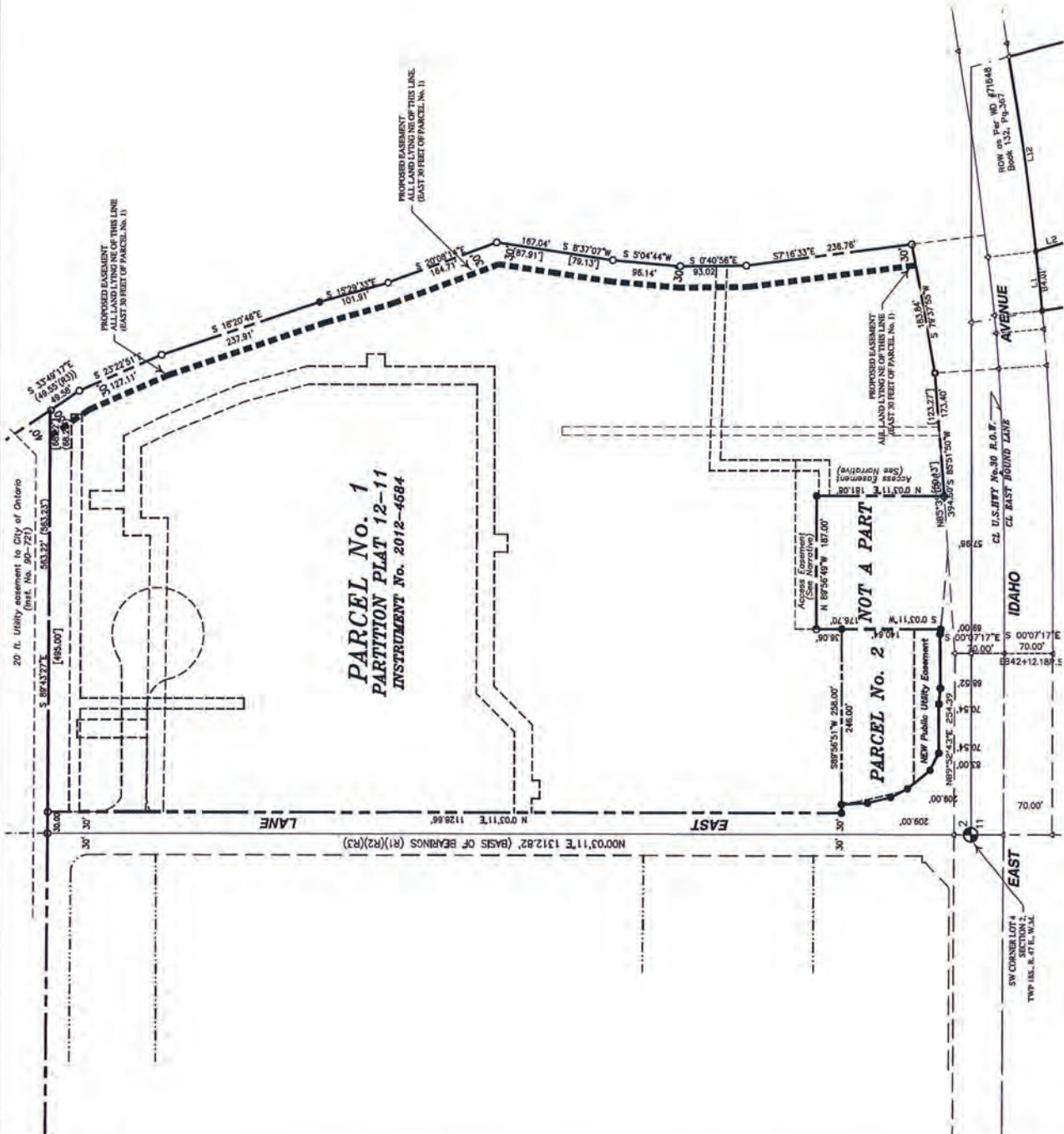


EXHIBIT C

Snake River Trail Easement
Walmart Real Estate
within the SW1/4 of Section 2,
Township 18 S., Range 47 E., W.M.,
Malheur County, Oregon

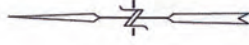
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records, County Survey No. 18-47-0895.

LEGEND

---	PROPERTY LINE (PL)
---	SECTIONAL LINE (SCL)
---	RIGHT-OF-WAY (ROW)
---	CENTERLINE (CL)
---	EASEMENT
---	FENCE LINES



Scale 1"=100'



RENEWED 12/31/2021

EASEMENT FOR:

WALMART TRAIL EASEMENT

CITY OF ONTARIO

444 SW 4TH STREET
ONTARIO, OR 97146
PHONE (503) 881-1322
WEB: ONTARIOOREGON.ORG

DATE: 8/15/19 FILENAME: SNAKE RIVER SHEET: of

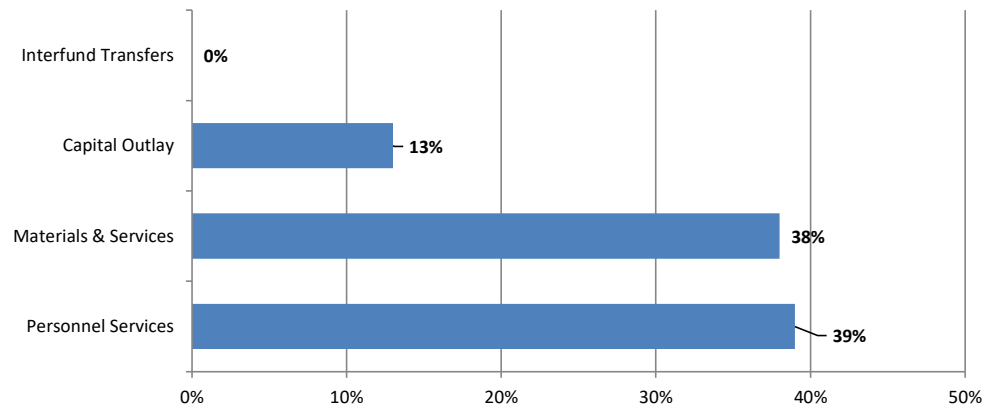


**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
NOVEMBER 30, 2020**

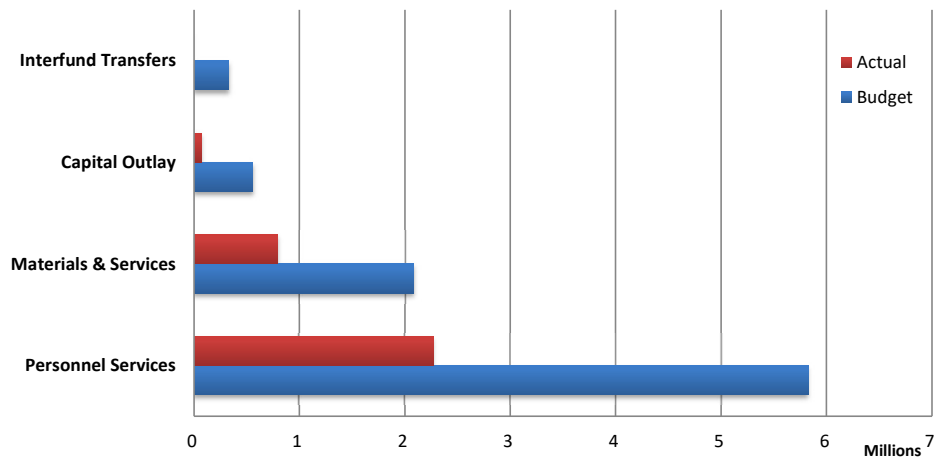
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	316,250	61,271	19.4%	
Parks & Recreation	316,250	61,271	19.4%	
Fire	1,672,809	633,023	37.8%	
Code Enforcement	244,722	89,003	36.4%	
Police	3,943,207	1,474,290	37.4%	
Police reserves	6,165	250	4.1%	
Emergency operations	338,502	196,425	58.0%	Needs spent on or before 12/31/20
Public Safety Total	6,205,405	2,392,992	38.6%	
Administration	497,012	182,437	36.7%	
City Council	25,362	4,859	19.2%	
Business Registration	1,100	9	0.8%	
Cemetery	174,381	56,412	32.4%	
Finance	245,849	91,540	37.2%	
Technology	175,051	71,249	40.7%	License timing
General Government Total	1,118,755	406,506	36.3%	
Community development	217,248	66,001	30.4%	
Community Development	217,248	66,001	30.4%	
Administrative Overhead	629,250	206,889	32.9%	Liability Insurance timing
Non-Departmental Contributions	80,000	10,000	12.5%	
Other Total	709,250	216,889	30.6%	
Operating Transfers Out	234,940	-	0.0%	
GENERAL FUND TOTALS	\$ 8,801,848	\$ 3,143,660	35.7%	
YTD BUDGET BENCHMARK			41.6667%	

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
NOVEMBER 30, 2020**

% Expended by Category



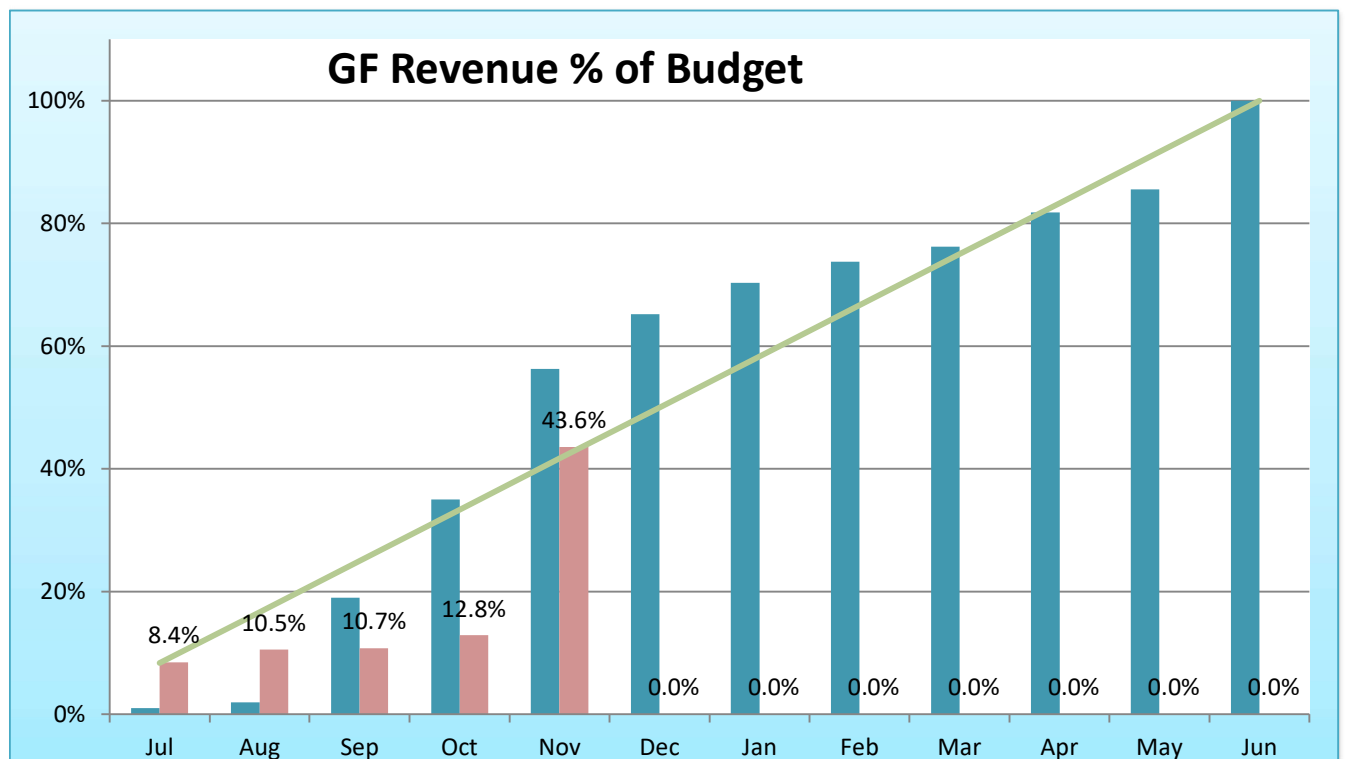
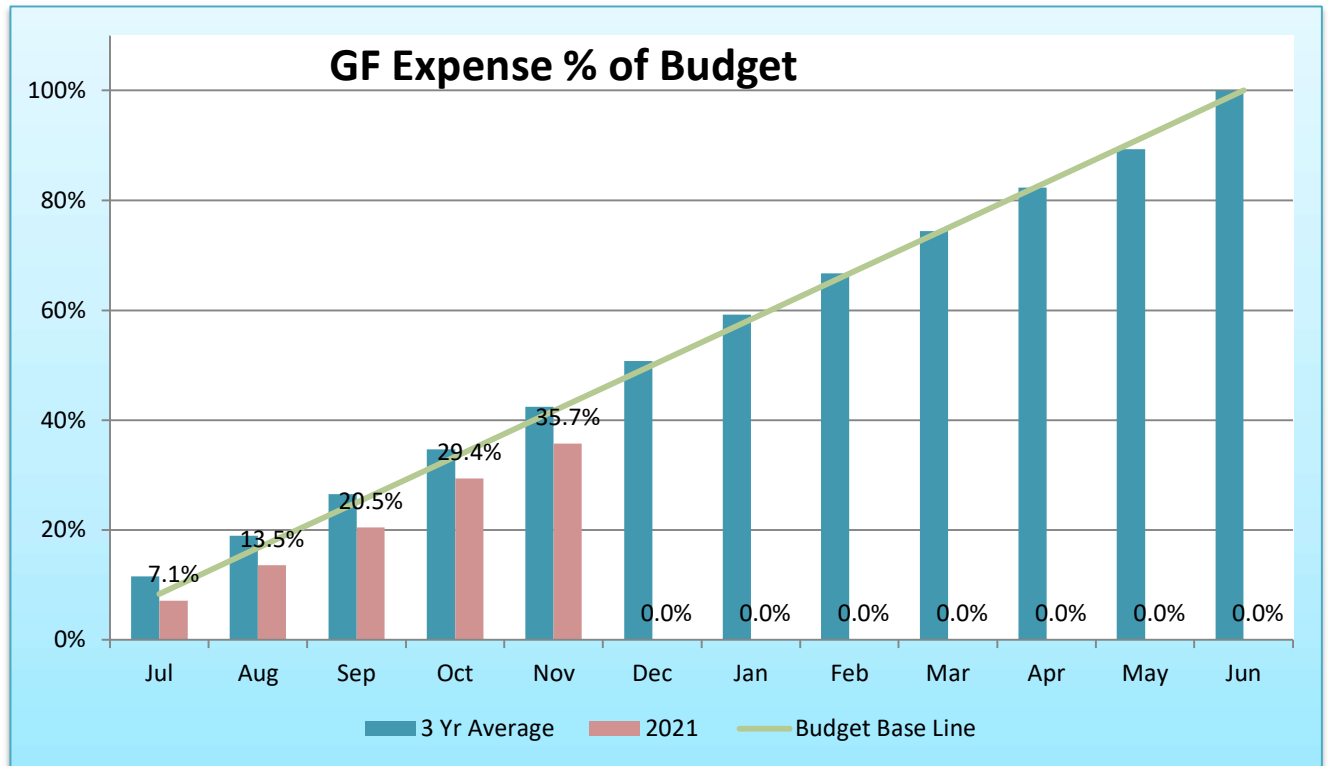
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
NOVEMBER 30, 2020**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,013,564	3,084,708	153.2%	(not calculated in totals) (Local marijuana tax \$852,248 over budget)
Parks	2,000	310	15.5%	
Parks & Recreation	2,000	310	15.5%	
Fire	134,572	28,229	21.0%	
Code Enforcement	48,800	99,742	204.4%	*Booking allowance monthly
Police	424,149	114,954	27.1%	
Dispensary Business License	43,400	24,800	57.1%	
COVID-19 Grant	338,502	167,166	49.4%	
Public Safety Total	989,423	434,891	44.0%	
Interest	65,000	10,237	15.7%	
State Revenue Sharing	136,635	37,565	27.5%	
Administrative Services	497,148	207,145	41.7%	
Other General Revenues	8,485	1,951	23.0%	
Property Taxes	3,755,617	3,417,112	91.0%	
Alcohol Bvg License & Fee	246,582	56,281	22.8%	
Cigarette tax	12,979	4,548	35.0%	
Marijuana tax	1,100,000	-	0.0%	
Franchise Fees	1,632,298	375,196	23.0%	
Business Registration	2,500	255	10.2%	
Cemetery	45,000	26,625	59.2%	
General Government Total	7,502,244	4,136,915	55.1%	
Planning & Zoning	4,450	4,157	93.4%	
Wayfinding Grant	-	2,000	#DIV/0!	
Community development	4,450	6,157	138.4%	
GENERAL FUND REVENUE TOTALS	\$ 8,498,117	\$ 4,578,272.32	53.9%	
YTD CURRENT YEAR PROFIT(LOSS)				\$ 1,434,613
YTD BUDGET BENCHMARK				41.7%  12.2%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
NOVEMBER 30, 2020**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
NOVEMBER 30, 2020**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	50,000	-	0.0%		50,000	-	0.0%
010 Grant Fund	202,500	92,585	45.7%		202,500	65,593	32.4%
027 Building Fund	201,012	60,201	29.9%		385,352	80,158	20.8%
030 Capital Projects Fund	909,181	62,193	6.8%		3,449,111	268,585	7.8%
031 SDC Fund	485,615	6,425	1.3%		485,615	11,744	2.4%
045 Street Fund	2,609,042	1,095,127	42.0%		2,609,042	704,121	27.0%
050 Trust Funds	776,631	108,817	14.0%		776,631	168,843	21.7%
055 Reserve Funds	1,283,945	82,462	6.4%		2,536,446	257,663	10.2%
060 Revolving Loan Fund	422,667	87,040	20.6%		422,667	33,020	7.8%
105 Water Fund	3,547,062	1,454,755	41.0%		4,829,298	1,571,564	32.5%
110 Sewer Fund	5,009,783	1,517,812	30.3%		7,850,774	1,593,929	20.3%
115 Storm Sewer Fund	288,710	72,717	25.2%		557,305	46,766	8.4%
120 Airport Fund	383,386	63,496	16.6%		383,386	48,740	12.7%
125 Aquatic Fund **	100,000	110,151	110.2%		100,000	-	0.0%
Comments:							
YTD BUDGET BENCHMARK			41.7%				

**CITY OF ONTARIO
BUDGET RESOLUTIONS
FOR THE PERIOD NOVEMBER 30, 2020**

RESOLUTION #	FUND	DEPARTMENT	ACCOUNT	BUDGET CHANGE	NET CHANGE
2020-133	RESERVE FUND	PUBLIC SAFETY FUND	BALLISTIC TRAUMA PLATES	\$ (8,245)	\$ -
2020-133	RESERVE FUND	PUBLIC SAFETY FUND	RADIO EQUIPMENT	\$ 8,245	
2020-134	STREET FUND	STREET FUND	STREET SEALING	\$ (60,000)	\$ -
2020-134	STREET FUND	STREET FUND	CRACKFILL	\$ (27,541)	
2020-134	STREET FUND	STREET FUND	ADA COMPLIANCE PROJECT	\$ 87,541	
2020-134	STORM SEWER FUND	STORM SEWER FUND	CONTINGENCY	\$ (12,000)	\$ 12,000
2020-134	STORM SEWER FUND	STORM SEWER FUND	DOWNTOWN STORM DRAINS	\$ 12,000	
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	GENERAL SUPPLIES & MAINT	\$ 45,502	\$ 338,502
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	CONTRACT SERVICES	\$ 88,000	
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	COMMUNITY SUPPORT PROGRAM	\$ 205,000	
2020-136	GENERAL FUND	EMERGENCY OPERATIONS	COVID RELIEF FUND	\$ 338,502	
2020-137	GENERAL FUND	POLICE	MISC POLICE REVENUE	\$ 350	\$ 3,350
2020-137	GENERAL FUND	CONTINGENCY	CONTINGENCY	\$ (3,000)	
2020-137	GENERAL FUND	POLICE	STORAGE UNIT	\$ 3,350	
2020-141	SEWER FUND	SEWER FUND	DEQ PERMIT MODIFICATION	\$ 24,617	\$ 24,617
2020-141	SEWER FUND	SEWER FUND	CONTINGENCY	\$ (24,617)	
2020-144	GENERAL FUND	ADMIN OVERHEAD	TRANSFER TO AIRPORT FUND	\$ 9,500	\$ 9,500
2020-144	GENERAL FUND	ADMIN OVERHEAD	CONTINGENCY	\$ (9,500)	
2020-144	AIRPORT FUND	AIRPORT	CARES ACT FUNDING	\$ 30,000	39,500
2020-144	AIRPORT FUND	AIRPORT	IRRIGATION SYSTEM	\$ 39,500	
2020-144	AIRPORT FUND	AIRPORT	TRANSFERS IN	\$ 9,500	



City Recorder

Annual Report

Jan 1-Dec 31, 2020

Tori Barnett, MMC

City Recorder

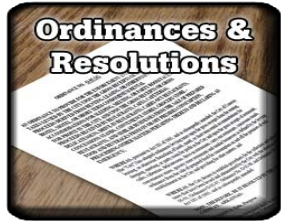


Job duties include:

- ❖ Records Custodian/Archivist
- ❖ Public Records Request Contact
- ❖ Elections Official
- ❖ Ordinance/Resolution Docket
- ❖ Business Registrations
- ❖ Cemetery Records/Deeds
- ❖ Clerk to the Council
- ❖ Website Co-Administrator
- ❖ Agent of Record
- ❖ Notary Public
- ❖ City Committees Coordinator
- ❖ CivicClerk Co-Administrator
- ❖ Municipal Code Book Updates



Actions



13 ordinances and 49 resolutions were brought before Council for review and potential action.



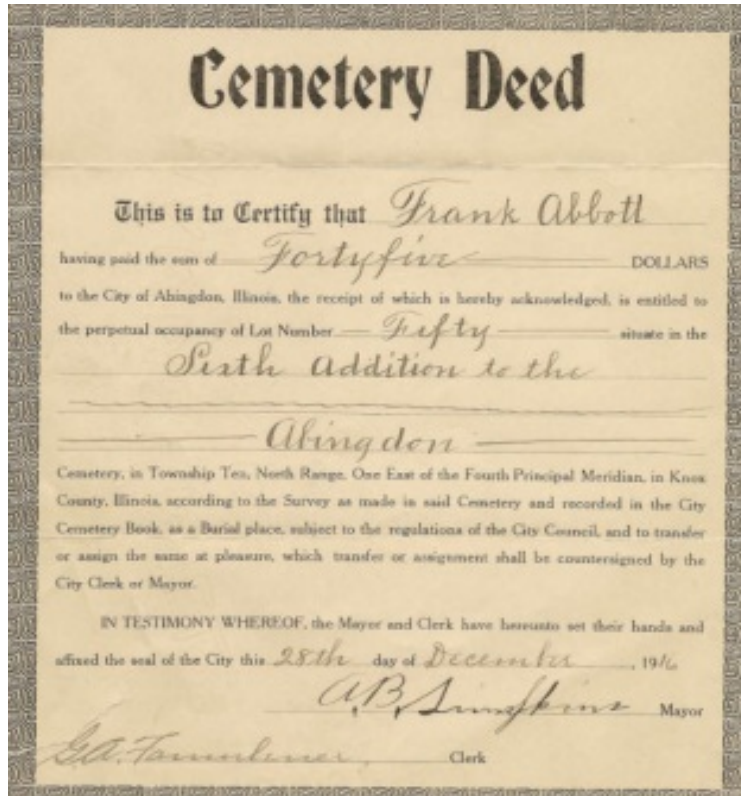
Administered the Oath of Office to one City Councilor, one Police Officer, and one Reserve Officer.



Sat on the interview panel for positions of Front Desk Receptionist and Airport Manager.



Cemeteries

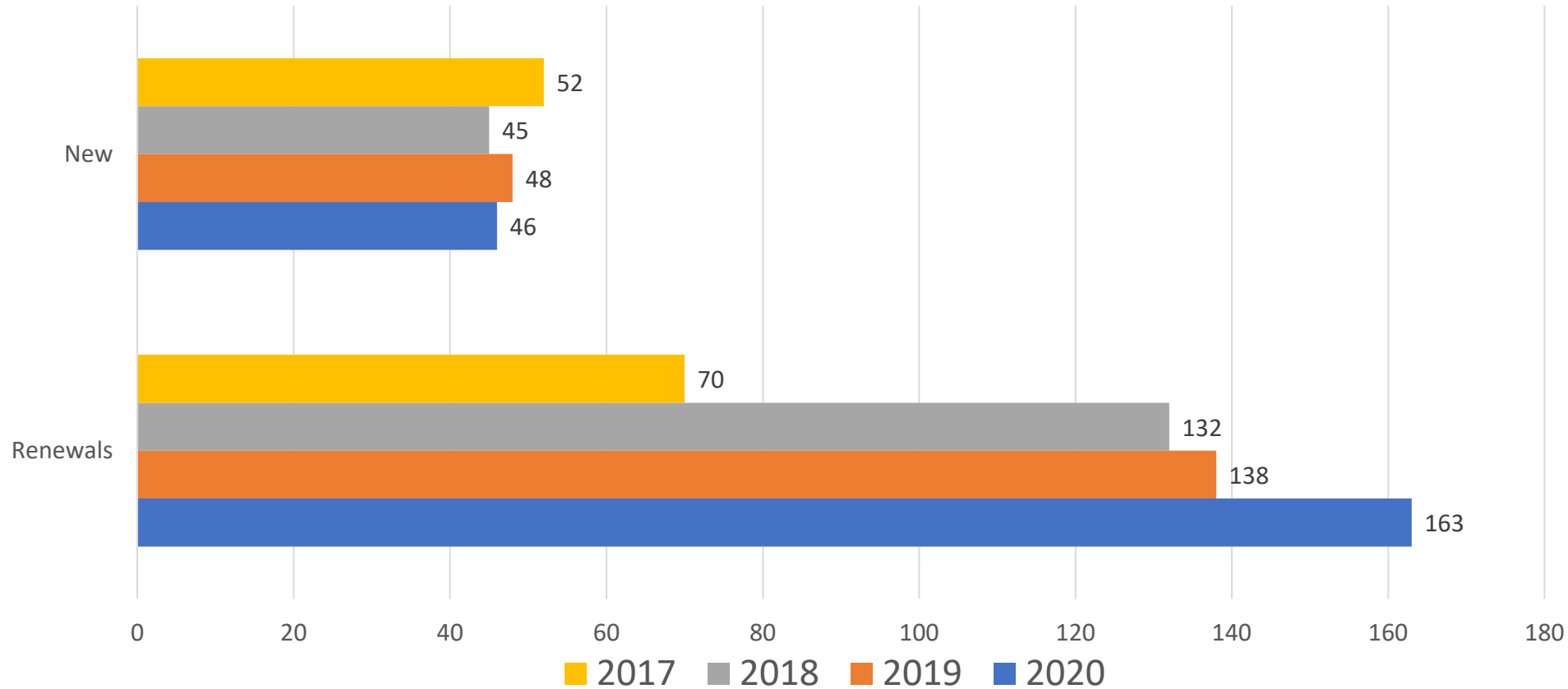


Processed 141 cemetery documents,
which includes processing deeds, receipts,
burials, disinterments, transfers, and
changes.

Involved in the acquisition and
implementation of a new columbarium
at Evergreen Cemetery.



Business Registrations



There were also three business closures and one name change.





The Council held 20 regular meetings and 12 work sessions; 32 packets were created and distributed.

Created and presented donation baskets for ONTCCY and the Volunteer Firefighter's Benefit Dinner/Dance.

Recruited for current or upcoming vacancies on city Boards and Committees; Updated Boards, Committees, and Commissions, as needed.

Processed multiple FIOA requests.

Maintained pages on the city's website.

Updated the Municipal Code.

Notarized multiple documents.





Questions?



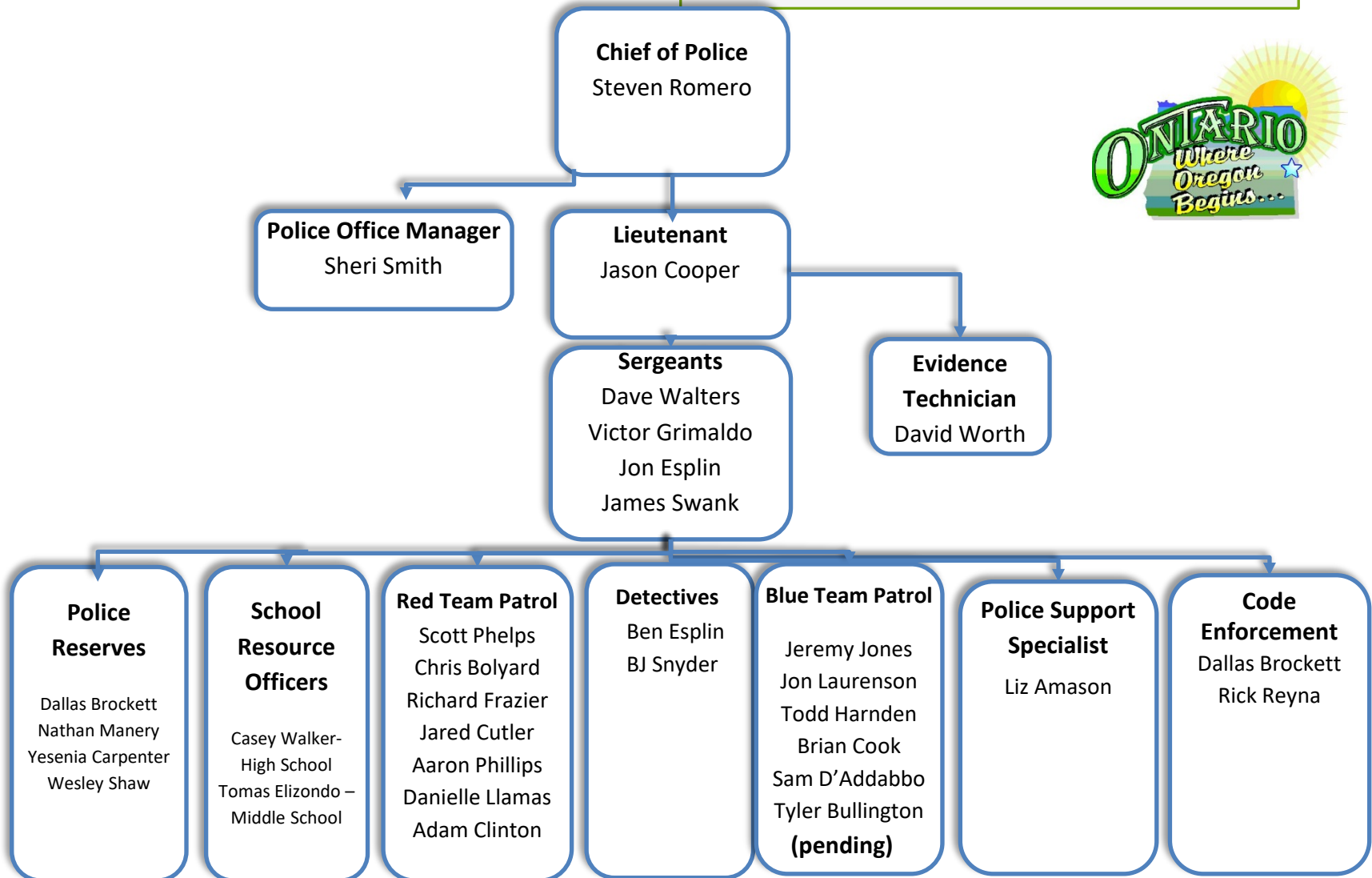


01/07/2021

Police Department Quarterly Report

2020 4th Quarter

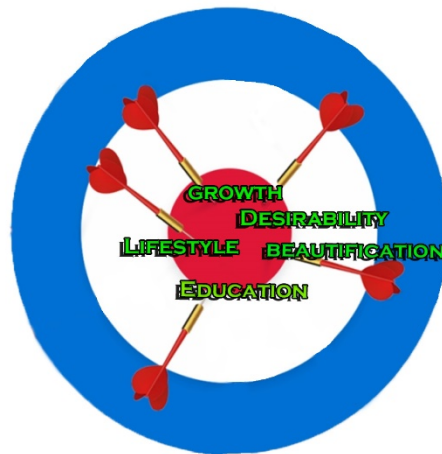
Steven Romero
Chief of Police



Hitting the Mark!



Strategic Goals



Core Values

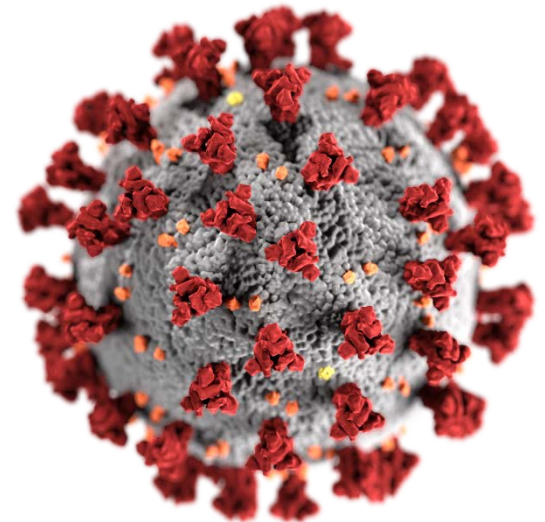
- Commitment
- Openness
- Respect
- Efficiency



Challenging Times

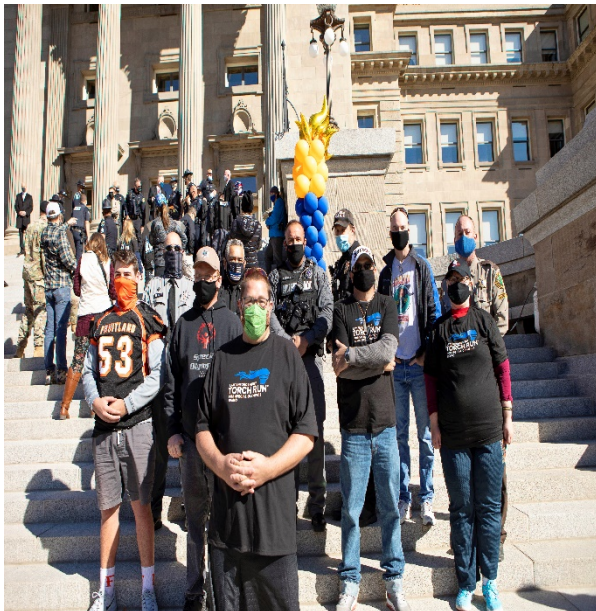


- COVID 19 Hits OPD (2nd wave)
- School Closures
- Elections (County Ballots)



October 2020

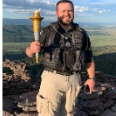
Final Leg Law Enforcement Torch Run



 **At The State Capitol
Thursday, October 22nd**

**Join Us For The Finale to
Our Statewide and Eastern Oregon
2020 TORCH RUN!**

**Meet at the
Statehouse at 11am.
Rally and Message
From The Governor
and others at Noon!**

 **LAW ENFORCEMENT
TORCH RUN®
FOR SPECIAL OLYMPICS
IDAHO**



October 2020



Special Olympics

LAW ENFORCEMENT TORCH RUN®
FOR SPECIAL OLYMPICS
IDAHO/EASTERN OREGON

Charity Golf Tournament

Saturday, October 3rd
Scotch Pines Golf Course
10610 Scotch Pines Rd.
Payette, ID 83661

*This tournament is open to all!
Come have fun on the 18-hole course
with Special Olympic athletes,
local law enforcement partners,
and our friends in the community!*

\$75 per golfer
\$275 a foursome

Fee Includes:
Green Fees and Golf Carts
Raffle and Silent Auction
Awards For Top Teams

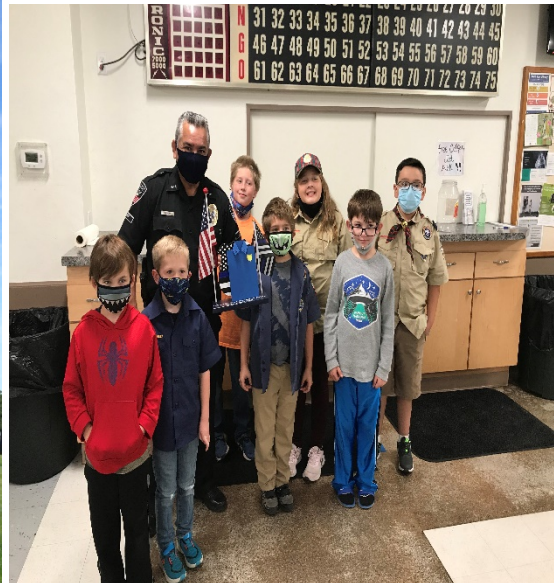
Registration Starts
at 7:30am
Shotgun Start at 9:00am

Sign up online at
idso.org

Special Olympics
Idaho/Eastern Oregon




Boy Scouts of America



Trunk or Treat



October 2020



OPD major achievements

- Chief's Advisory Council (Launched)
- Dismantled Drug Trafficking Organization
- Bias crime and arrest (Homeless suspect)
- OPD officer Llamas received state award
For DUI enforcement



November 2020



- SUCCESSFUL ELECTION BALLOT MONITORING
- THANKSGIVING TURKEY DINNER KIT GIVEAWAY
- CERTIFIED OPD INSTRUCTOR IN BOLAWRAP TACTICS
- SUCCESSFULLY PRESERVED OPD –HIDTA STATUS



December 2020



Community Policing OPD/DHS/BGC X-Mas Toy Drive and delivery



December 2020

OPD Achievements



- Completed 2021-22 Budget review and planning session
- Arrested chronic theft offender from Pilot Travel Center
- Utilized CRF for OPD Training Center health and infrastructure improvements
- Identified and arrested a “Child Predator” on X-mas eve
- Assisted Payette PD with kidnapping case
- Conducted OPD-SWOT Analysis and Strategic Plan session with OPD leadership team
- Applied for DOJ Equitable Sharing Program





OPD Stats Quarter 4 -2020

Activity	Month of October	Month of November	Month of December	YTD 2020	Previous YTD (2019)	Qrt4 2019	Qrt4 2020
Calls for Service	925	726	718	10239	10824	2635	2369
Traffic Stops	101	90	74	1767	2203	531	265
Cited Traffic/Parking	85	70	61	910	867	207	216
Motor vehicle Crashes	37	48	36	437	484	136	121
Arrests	71	61	70	828	1100	275	202
Arrests w/Use of Force	1	2	5	17	15	4	8
SRO Cases	12	22	11	120	272	81	45
Gang Related Cases	3	6	8	40	1076	5	17
Graffiti	3	6	8	67	68	9	17
Death Investigations	3	1	5	32	9	2	9
Burglary	11	7	8	126	181	39	26
Robbery	2	2	0	8	14	5	4
Thefts	85	65	77	843	755	206	227
Assault	24	10	13	171	149	31	47
Homicide	0	0	0	1	4	1	0
Sex Crimes	6	2	6	55	52	15	14
Alarms	41	33	21	349	306	84	95



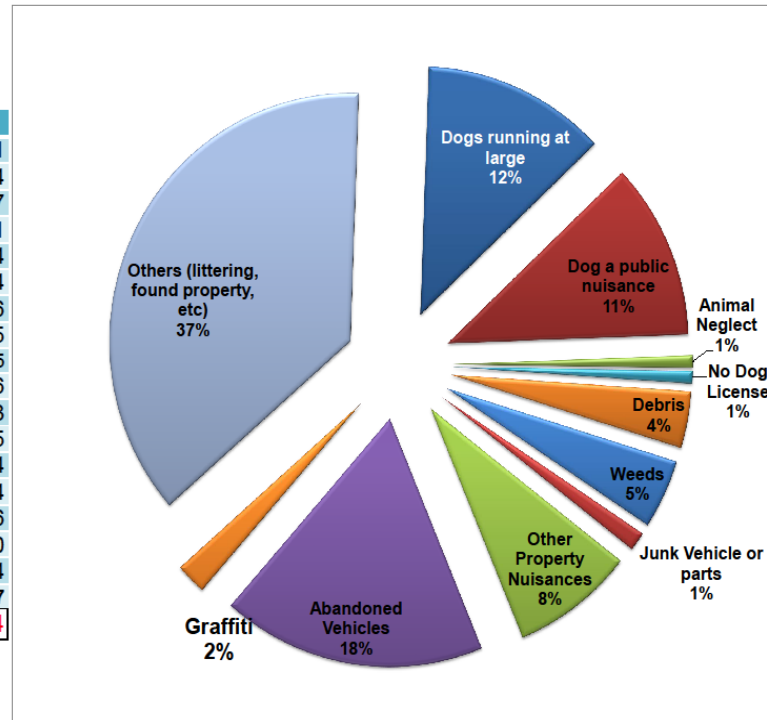
Code Enforcement Stats

CODE ENFORCEMENT

Q4 2020 Stats

Oct-Dec 2020

Violation	#	2019
Dogs running at large	30	91
Dog a public nuisance	28	14
Animal Neglect	2	7
Animal Abuse		1
No Dog License	2	4
Debris	9	14
Weeds	11	16
Junk Vehicle or parts	3	5
Other Property Nuisances	20	25
Abandoned Vehicles	43	36
Derelict Structures		3
Graffiti	5	5
Others (littering, found prop	90	54
Dogs taken to AniCare	0	44
Civil Penalties Issued		16
C.P. Amount Sent		\$22,750
Total Parking Citations	19	14
Total Violations	243	277
Total Cases	224	234



Notes:

No civil penalties sent this quarter due to ongoing follow up;

Both CEO's were out 2 weeks in September/ follow up and catch up was done in October.

New Database system was introduced/implemented in November. No fines have been sent during the last quarter of 2020.



Code Enforcement

Quarter 4 Achievements



- * Launched new data collection and processing platform (IWORQ)
- * Issued # abatement letters
- * Issued \$ in Liens
- * Issued 19 parking violations
- * Towed # of violators



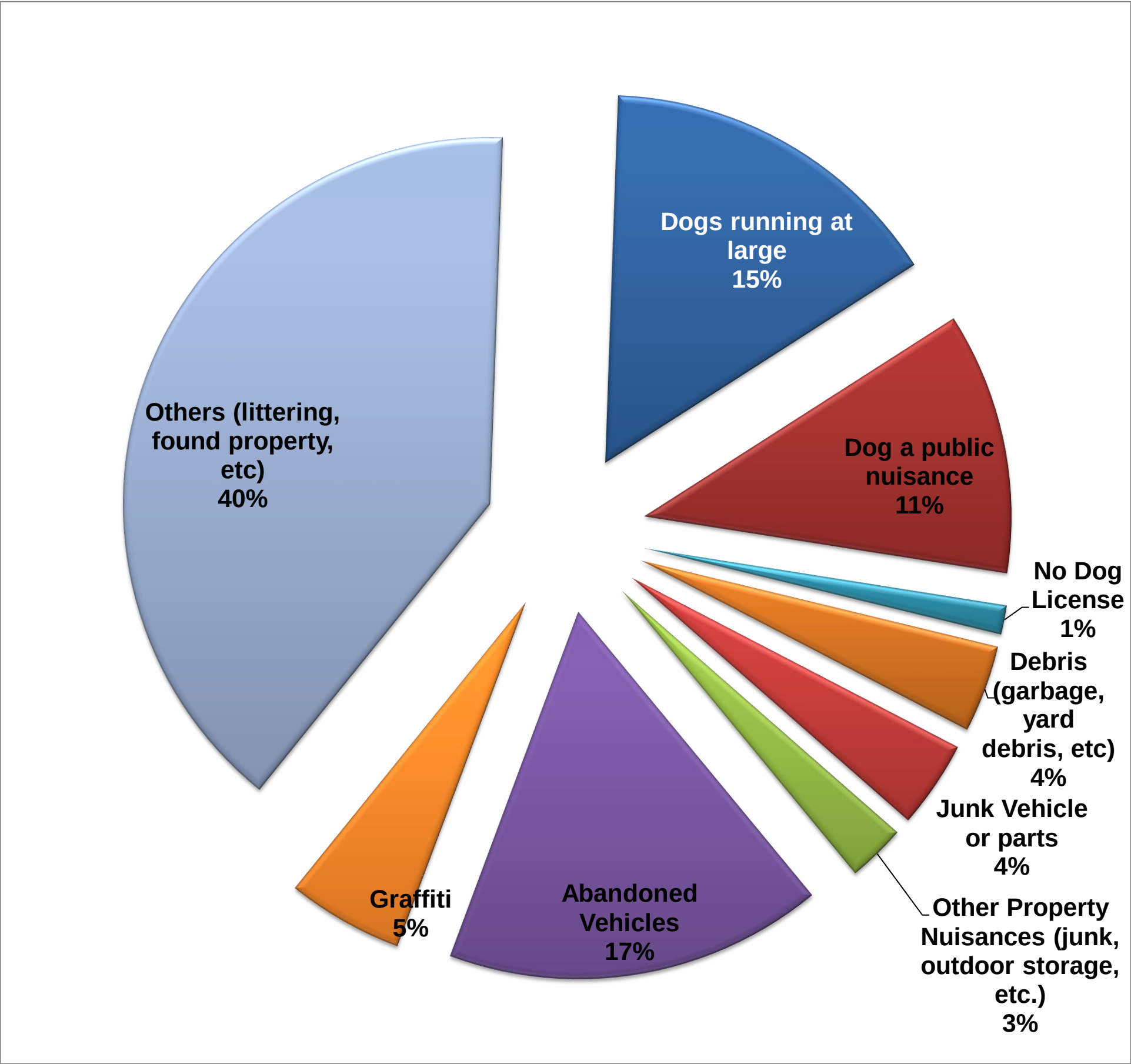
Questions/Comments/Direction?



CODE ENFORCEMENT

December 2020 STATS

Violation	2020	2019
Dogs running at large	12	30
Dog a public nuisance	9	4
Animal Neglect		1
Animal Abuse		0
No Dog License	1	0
Debris (garbage, yard debris, etc)	3	2
Weeds		0
Junk Vehicle or parts	3	0
Other Property Nuisances (ju	2	0
Abandoned Vehicles	13	15
Derelict Structures		0
Graffiti	4	0
Others (littering, found property, etc)	31	19
Dogs taken to AniCare	0	14
Civil Penalties Issued	0	0
C.P. Amount Sent	\$0	\$0
Total Parking Citations	8	2
Total Violations	77	71
Total Cases	72	71



Notes:

Some cases have multiple violations; for example if a case has weeds,debris, junk, there are 3 violations, but only one case.

MALHEUR COUNTY COURT MINUTES
SPECIAL MEETING
JOINT PUBLIC HEARING WITH THE CITY OF ONTARIO

November 5, 2020

The Malheur County Court held a Special Meeting with the City of Ontario Council. The meeting was held electronically with the County Court members present at the Courthouse in Vale and the Ontario City Council members present at Ontario City Hall. Present from Malheur County were Judge Dan Joyce and Commissioner Don Hodge; and staff member Planner Eric Evans. Present from the City of Ontario were: Mayor Riley Hill, and City Councilors: Michael Braden, Norm Crume, Freddy Rodriguez, Marty Justus, and Ken Hart. The meeting was opened at 6:00 p.m. The purpose of the Special Meeting was to hold a joint public hearing to amend the Ontario Urban Growth Area/Boundary (UGA/UGB) and zone change from Ontario O-RS/UGA to Ontario O-I1/UGA to include a portion of property commonly identified as Map 18S47E05AA TL 301. Notice of the hearing was published in the Argus Observer, posted on the County website and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2020-4990](#)

Minutes of the joint public hearing were provided by the City of Ontario.

JOINT PUBLIC HEARING WITH CITY OF ONTARIO

City of Ontario Ordinance #2780-2020: Amending the City of Ontario Comprehensive Plan and Zoning Maps by Changing the Zoning Designation of a Portion of Property Commonly Identified as Map 18S47E05AA, Tax Lot 301 (Curtis) from Ontario Residential/UGA(O-RS/UGA) to Ontario Light Industrial/UGA(OLI/UGA), Planning Action 2020-08-32AZ, on First Reading by Title Only and Declaring an Emergency

and

Malheur County Ordinance #226: Amending the Malheur County Comprehensive Plan and Zoning Maps by Changing the Zoning Designation of a Portion of Property Commonly Identified as Map 18S47E05AA, Tax Lot 301 from Ontario Residential/UGA (O-RS/UGA) to Ontario Light Industrial/ UGA (O-I1/UGA); and Declaring an Emergency.

It being the date advertised for public hearing on the above stated matter, the Hearing was declared open. There were no objections to the county's or city's jurisdiction to hear the action, no abstentions, ex-parte contact, or any declaration of a conflict of interest.

Eric Evans, Malheur County Planning Director, presented.

A zone change was proposed for the property as shown on the map attached as Exhibit A-1 of the application. The overall affect was to adjust the property in a way which reflected the current use, and to bring the property into the Ontario URA/UGB and ultimately annex the property into the City of Ontario in order to alleviate a public health risk created by a failing onsite wastewater treatment system on the property. The owners of the property intend to connect to Ontario's water and sewerage system.

Use/Surrounding Uses. The subject property (Tax lot 301) was 42,456 square feet and would be adjusted to 14,908 square feet, since approximately 1966 had been used for a single-family residential dwelling. Tax lot 300 was currently zoned Ontario Light Industrial/UGA. Tax lot 301 was zoned Ontario Residential/UGA. Both parcels (tax lots 300 and 301) were surrounded by Light Industrial to the north and Residential to the south and were committed to these uses.

Analysis for Compliance with State and Local Regulations. A portion of the property would be rezoned from Ontario Urban Growth Area Residential (O-RS/UGA) to Ontario Urban Growth Area Light Industrial (O-I1/UGA). It was further anticipated that the property would be annexed into the Ontario City limits. In addition to the requirements under Oregon's statewide goals and administrative rules, Malheur County and the City of Ontario had criteria in their zoning ordinances that must be met in order for the proposal to be approved. County and city provisions were addressed in Section III. Because the plan amendment and zone change affected land within the county's jurisdiction and the City of Ontario, both the county and city governing bodies must approve the zone change and amendment to the UGA. This request was being processed subject to the procedures for a quasi-judicial land use hearing contained in Chapter 11 of the Malheur County Code, and the Urban Growth Area Joint Management Agreement between the City of Ontario and Malheur County.

Applicable City and County Criteria and Standards:

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

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

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

- b. The Zoning Map amendment is in conformity with the acknowledged Comprehensive Plan.

Proposed Finding. The Malheur County Comprehensive Plan states, "The county will work with the cities of Ontario, Nyssa, and Vale in establishing and amending urban growth boundaries and joint management agreements." Malheur County and the City of Ontario have an ongoing relationship in order to jointly manage lands in the UGB, pursuant to the Ontario Joint Management Plan. Both Malheur County and the City of Ontario agree that the rezone and simultaneous property line adjustment in order to realign the UGA will correct a mistake in the original lot configurations.

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

Proposed Finding: Both Malheur County and the City of Ontario agree that Tax lot 301 has a portion which is irrevocably committed to a commercial or industrial use (the other use is residential). Rezoning said portion along with a property line adjustment will align the properties to their current uses.

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

Proposed Finding: The residence on the subject property has a failed onsite wastewater treatment system which in itself has a negative effect

on the groundwater of the area. By annexing it into the City of Ontario, urban level facilities will be provided having a net positive affect on the groundwater in the area and alleviate a public health threat.

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

Proposed Finding: The Property is currently 42,456 square feet and has 165 feet of street frontage. The City of Ontario has established a minimum lot size of 5,000 square feet and each lot must have 50 feet of street frontage. The Property is more than adequate in size and shape to facilitate its use and development.

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

Proposed Finding: The Property is located adjacent to N Verde Drive. There is both water and sewer.

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

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

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

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

- A. That the proposed change is consistent with the Comprehensive Plan.

Proposed Finding. The Malheur County Comprehensive Plan states, "The county will work with the cities of Ontario, Nyssa, and Vale in establishing and amending urban growth boundaries and joint management agreements." Malheur County and the City of Ontario have an ongoing relationship in order to jointly manage lands in the UGB, pursuant to the Ontario Joint Management Plan. Both Malheur County and the City of Ontario agree that the rezone and simultaneous property line adjustment in order to realign the UGA will correct a mistake in the original lot configurations.

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

Proposed Finding: Both tax lots 301 and 300 are part of the UGB. The realignment of the zoning designations and subsequently the property lines, will allow for tax lot 301 to be cleanly annexed into the City, thereby eliminating a split zoned parcel.

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

Proposed Finding: The resulting property (tax lot 301) will remain Ontario O-RS/UGB and then be annexed into the City of Ontario. Thereafter, the Property will connect to City water and sewer services. Urban services will be provided and will not be overburdened. Public facilities are stubbed to and extend beyond the Property. This criterion is not directly applicable, as the proposal is to provide urban services to the site.

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

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

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

1. Changes the functional classification of an existing or planned transportation facility;
2. Changes standards implementing a functional classification system;
3. Allows types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or
4. Would reduce the level of service of the facility below the minimum acceptable level identified in the transportation system plan. (Ord. 125, 6-20-2000)

Proposed Finding: The Property is currently 42,456 square feet and has 165 feet of street frontage. It currently has a home which was constructed in 1966. No new development is proposed with this amendment. This proposal will not impact transportation facilities.

Applicable Statewide Planning Goals and Oregon Administrative Rules.

- A. Goal 1 - Citizen Involvement:

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

- B. Goal 2 - Land Use Planning:

Proposed Finding: Both properties are already in the Ontario UGB, and have previously been through an exception process. This Goal is not applicable.

- C. Goal 3 - Agricultural Lands:

Proposed Finding: Both properties are already in the Ontario UGB, and have previously been through an exception process. This Goal is not applicable.

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

Proposed Finding: No identified natural resources have been identified on the subject property.

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

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

F. Goal 7 - Areas Subject to Natural Hazards:

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

G. Goal 8 - Recreation:

Proposed Finding: No current recreational lands or properties are being affected by this UGB expansion.

H. Goal 9 - Economic Development:

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

I. Goal 10 - Housing:

Proposed Finding: Tax lot 301 has an existing single-family dwelling. The proposed property will not be used for any additional housing.

J. Goal 11 - Public Facilities and Services:

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

K. Goal 12 - Transportation:

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

L. Goal 13 - Energy:

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

M. Goal 14 - Urbanization:

Proposed Finding: The subject property currently contains a single-family dwelling, and is already zoned and committed to urban uses. The Goal is not applicable.

DLCD 35 Day Notice: Notice to Department of Land, Conservation and Development was submitted on September 17, 2020.

Property Owner Notice: Notice to all property owners within 750 feet from subject property was mailed on October 1, 2020.

Legal Notice: Notice was published in the Ontario Argus Observer on or before October 2, 2020.

Hearing Dates: Joint Malheur County/City of Ontario Planning Commissions: October 22, 2020; Joint Malheur County Court/Ontario City Council: November 5, 2020.

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

Judge Joyce moved that the Malheur County Court accept and approve the Findings of Fact as set forth in County Planning Action 2020-09-003 and the City Planning Action 2020-08-032AZ based on the information and findings and conclusions set forth in the Staff Report. Commissioner Hodge seconded and the motion passed.

Judge Joyce moved that the request for a zone change from Ontario ORS/UGB to Ontario OLI/UGB to include a portion of property commonly identified as Map 18S47E05AA TL 301 and 300 thereby amending the Ontario Urban Growth Area Boundary UGA/UGB as set forth in the County Planning Action 2020-09-003 and City Planning Action 2020-08-032AZ be approved based on the information, findings, and conclusions set forth in the Staff Report and the adoption of the Malheur County Ordinance #226, An Ordinance Amending the Malheur County Comprehensive Plan and the Zoning Maps by Changing the Zoning Designation of a Portion of the Property Commonly Identified as Map 18S47E05AA Tax Lot 301, from Ontario Residential to UGA/ORS-UGA to Ontario Light Industrial UGA OLI/UGA and Declaring an Emergency. Commissioner Hodge seconded and the motion passed. See instrument # [2020-4240](#)

Councilor Hart moved, Councilor Crume seconded, that the City Council accepts the recommendation of the Planning Commissions and the Findings of Facts as outlined in the County Planning Action 2020-09-003 and City Planning Action 2020-08-32AZ amending the Ontario Urban Growth Area/Boundary (UGA/UGB) and zone change from Ontario ORS/UGA to Ontario OLI/UGA, being a portion of Tax Lot 301 Map 18S47E05AA. Roll call vote: Rodriguez-yes; Justus-yes; Palomo-out; Hart-yes; Braden-yes; Crume-yes; Hill-yes. Motion carried 6/0/1

Councilor Braden moved, Councilor Crume seconded, that the City Council approve Ordinance #2780-2020, An Ordinance Amending the City of Ontario Comprehensive Plan and Zoning Maps by Changing the Zoning Designation of a Portion of Property Commonly Identified as Map 18S47E05AA, Tax Lot 301, from Ontario Residential/UGA (ORS/UGA) to Ontario Light Industrial/UGA (OLI/UGA); and Declaring an Emergency. Roll call vote: Rodriguez-yes; Justus-yes; Palomo-out; Hart-yes; Braden-yes; Crume-yes; Hill-yes. Motion carried 6/0/1

Councilor Crume moved, Councilor Braden seconded that the City Council waive the second reading of Ordinance #2780-2020, An Ordinance Amending the City of Ontario Comprehensive Plan and Zoning Maps by Changing the Zoning Designation of a Portion of Property Commonly Identified as Map 18S47E05AA, Tax Lot 301, from Ontario Residential/UGA (ORS/UGA) to Ontario Light Industrial/UGA (OLI/UGA); and Declaring an Emergency. Roll call vote: Rodriguez-yes; Justus-yes; Palomo-out; Hart-yes; Braden-yes; Crume-yes; Hill-yes. Motion carried 6/0/1

COURT ADJOURNMENT

The County Court meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

December 9, 2020

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois and Commissioner-elect Ron Jacobs. Various members of the public, media and staff were present electronically. Notice of the meeting was posted on the County website and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2020-4716](#)

PUBLIC HEARING - SUPPLEMENTAL BUDGET

Judge Joyce opened the public hearing for consideration of supplemental budget Resolution R20-45. Notice of the hearing was published in the Argus Observer. A public hearing was required as the supplemental budget will adjust the current budget fund by 10% or more of the expenditures of that fund. No public comments were received. The hearing was closed. Commissioner Hodge moved to approve Resolution R20-45: In the Matter of Fiscal Year 2020/2021 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate Office of State Fire Marshall Grant funds in the Emergency Management funds that were not anticipated when the adopted budget was prepared - the funds are to be used for projects already approved by the State of Oregon through the Department of State Police; and to allocate ODOT STIF Discretionary Grant funds in the Special Transportation Fund that were not anticipated when the adopted budget was prepared - the funds are to be used for projects already approved by ODOT. See instrument # [2020-4718](#)

ROAD VACATION ORDER; ROAD ACCEPTANCES

Surveyor/Engineer Tom Edwards met with the Court and presented the Road Vacation Order for a portion of NW 9th Street (the proposed vacation was reviewed with the Court on October 14, 2020). Commissioner Wilson moved to approve Order No. GO-12-20: In the Matter of the Vacation of a Portion of NW 9th Street, Ontario, Oregon. Commissioner Hodge seconded and the motion passed unanimously. See instrument # [2020-4706](#)

Mr. Edwards also presented a partition plat for the Court's consideration. Commissioner Wilson moved to accept road re-dedication of NW 9th Street, and portions of Malheur Drive and A Place on Tammy Stone's Partition Plat #20-14. Commissioner Hodge seconded and the motion passed unanimously. See instrument # [2020-4709](#)

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of December 2, 2020 as written. Commissioner Hodge seconded and the motion passed unanimously.

EMPLOYMENT AGREEMENT

Commissioner Hodge moved to approve Accounting Technician - employment of PERS retiree Employment Agreement with Judy Bond. Commissioner Wilson seconded and the motion passed unanimously. The agreement expires December 31, 2021. See instrument # [2020-4719](#)

CARES BUSINESS RELIEF GRANT APPLICATION

The Court was updated on the County CARES Business Relief Grant application process; 40 applications have currently been received - 20 are particular to the Hospitality industry. Total funding requested from the 40 applications is approximately \$920,00. The deadline for applications to be submitted is December 23, 2020.

RELOAD FACILITY PROJECT UPDATE

Greg Smith updated the Court on the Treasure Valley Reload Center project. The industrial tract agreement between MCDC (Malheur County Development Corporation) and UP (Union Pacific Railroad) is 98% ready to move forward; there are a handful of small outstanding items including:

- An agreement with Nutrien to demolish the rendering plant on Gem Avenue (adjacent to the project) has been reached; the facility sits in the Union Pacific right of way and the removal agreement is currently under review by the real estate division of UP. Once the agreement is finalized the facility can be demolished.
- Union Pacific has noticed Froerer's that the Gem Avenue private rail crossing is to be closed (this crossing is used to access Froerer farm property). A meeting is scheduled with Froerer's for December 15 to attempt to develop a plan to assist Froerer's with their access problem to their property (due to UP closing the private rail crossing) and provide Froerer's access to their property possibly via an access road north to the Gem Avenue private crossing.
- A State of Oregon ODOT Rail Division Railroad-Highway Public Crossing Safety Application has been prepared for certain improvements of the Gamble Island rail crossing including: enhanced signage, appropriate placement of the signage, crossing arms, and concrete bumpers in the roadway. The County will be the Applicant and Public Authority. Judge Joyce will sign the finalized application.
- The draft drainage report will be completed and ready for review later today; the report will be submitted to UP when finalized.

After the above items are completed, the final industrial tract agreement will be submitted to UP. Within the industrial tract agreement is a section relating to the rail switches and the cost to construct them. Only Union Pacific personnel can construct the rail switches (per an agreement between UP and their employees union). Union Pacific requires the cost of the rail switches upfront; ODOT will not release funding for rail construction until the industrial tract agreement is signed. UP will not sign the industrial tract agreement until the funding is received. A meeting is scheduled with Union Pacific, RailPros, and ODOT to determine how best to resolve this matter. Once the industrial tract agreement is executed authorization will be received to begin construction on the rail.

For the last year and a half or so work has taken place with Union Pacific and Americold to establish the market opportunity. EcoNorthwest previously analyzed the market, county economic and demographic information. The local onion shippers have created a cooperative - Treasure Valley Onion Shippers and 14 of the registered onion shippers have joined the Treasure Valley Onion Shippers LLC (currently there are 19 registered onion shippers). The primary reason of the 5 that did not join the LLC was that rail is not a tool that they would utilize in their business or they did not have the volume within their business to utilize the facility. The 14 that have joined the LLC represent approximately 80% of all onions that are produced and shipped out of Malheur county. The East Coast (the area of New York, New Jersey, Pennsylvania, Boston) is a key market area that the onions go to; the second area is the Midwest (Chicago, Indianapolis, etc.); and the third area is to the southern section of the Country without rail (Atlanta, Georgia, Florida etc). The Shippers have negotiated with Americold and Union Pacific for their commodities to go via rail to the Midwest, East Coast, and that southern section of the Country. Rail car availability will be negotiated between Americold and Union Pacific rather than single shippers. The provisions of a joint agreement between the Shippers and Americold are being considered.

The reload facility will accommodate all agricultural commodities that are capable of running through a facility of this nature - it will not be limited to onions. It will not be a cold storage facility; it will be a reload facility.

The County bought 290 acres; the reload facility will encompass three acres and the rest of the designated 65 acres is for road and other necessary infrastructure. It is hoped to assemble a public advisory committee comprised of a diverse team of community business leaders to negotiate an acceptable ownership structure between MCDC and Americold. Additionally, it is hoped to include leaders of several highly successful port authorities in the negotiations with Americold on the ownership and operation of the reload facility. The end goal is to create a win for Malheur County, a win for MCDC, a win for agricultural shippers, and a win for Americold.

The civil engineering is as complete as can be accomplished as of now; compaction studies, soil studies, archeological and cultural studies, and wetland delineation studies have been completed.

An audit of the MCDC financials is being completed by the County auditor. Financials are monitored by the MCDC board, CPA Lonnie Hytrek, and ODOT. Every invoice that is paid is reviewed by Mr. Smith, reviewed by MCDC Chair Grant Kitamura, and then reviewed by CPA Lonnie Hytrek. MCDC board member and financial committee chair Randy Svaty also reviews all invoices. The County can also review the invoices. The invoices are then submitted to ODOT who reviews for compliance with the work schedule and budget and releases funding as appropriate.

A Board liability insurance policy has been purchased; it is for \$2 million dollars per incident. An additional \$5-7 million dollar policy will need to be added as it relates to the rail infrastructure; this is a requirement of Union Pacific. There are also additional insurance requirements in order to accommodate hazardous substances commodities, such as fertilizer, pesticides, etc. and that issue is being worked on.

The Malheur County Development Corporation (MCDC) board meets electronically every two weeks; this is a public meeting and is open to the public, media, and anyone who wants to join and stay updated on the reload facility project.

Mr. Smith answered various questions from the Court members throughout the presentation.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

December 23, 2020

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois. Various members of the public, media and staff were present electronically. Notice of the meeting was posted on the County website and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument #[2020-4959](#)

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of December 9, 2020 as written. Commissioner Wilson seconded and the motion passed unanimously.

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Hodge moved to approve Supplemental Budget Resolution R20-46: In the Matter of Fiscal Year 2020/2021 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate DOC (Department of Corrections) CESF (Coronavirus Emergency Supplemental Funding) grant funds in the Community Corrections Fund that were not anticipated when the adopted budget was prepared; the grant funds are limited to the housing needs of non-COVID positive clients under the County's supervision where those needs are associated with the preparation for, response to, and prevention of the spread of COVID-19. See instrument #[2020-4955](#)

EMPLOYMENT AGREEMENT - HARMON

Commissioner Wilson moved to approve Temporary Employment Agreement Public Information Officer with Erika Harmon. Commissioner Hodge seconded and the motion passed unanimously. The agreement terminates June 30, 2021. See instrument #[2020-4957](#)

CROSSING PERMITS

Commissioner Wilson moved to approve Crossing Permit #42-20 to Cascade Natural Gas to install gas service on Claggett Ln. #890; Crossing Permit #43-20 to Cascade Natural Gas to install gas service on NW 36th St. #537; Crossing Permit #44-20 to Cascade Natural Gas to install gas service on NW 4th Ave. #890; Crossing Permit #45-20 to Devin Strong for installation of conduit on Clark Blvd. #857; Crossing Permit #46-20 to Idaho Power Company to install overhead transformer on Janeta Avenue #1043; and Crossing Permit #47-20 to Idaho Power Company to install overhead transformer on Jacobsen Gulch Road #771. Commissioner Hodge seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

AMENDMENT - IGA #159822

Commissioner Hodge moved to approve Sixteenth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the Financing of Public Health Services. (Original IGA recorded as instrument #[2019-3374](#)) Commissioner Wilson seconded and the motion passed unanimously. A copy will be returned for recording.

MANAGEMENT AGREEMENT FOR RECREATION - BULLY CREEK RESERVOIR AND BEULAH RESERVOIR

Commissioner Wilson moved to approve Bureau of Reclamation Management Agreement for Recreation at Bully Creek Reservoir and Beulah Reservoir, Agreement No. 21-07-11-L5423. Commissioner Hodge seconded and the motion passed unanimously. The term of the agreement is twenty-five years. A copy will be returned for recording.

AMENDMENTS - IGA #159173

Commissioner Wilson moved to approve Twelfth and Thirteenth Amendments to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the Financing of Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services Agreement #159173. (Original IGA recorded as instrument #2019-2611) Commissioner Hodge seconded and the motion passed unanimously. The financial awards are amended. Copies will be returned for recording.

LEASE EXTENSION - CITY OF VALE

Commissioner Hodge moved to approve First Amendment to Lease Agreement Between City of Vale and Malheur County for Use of Vale City Hall, Which was Recorded with the Malheur County Clerk on November 4, 2020 as Instrument Number 2020-4199. Commissioner Wilson seconded and the motion passed unanimously. The term of the lease is extended to March 31, 2021. See instrument #[2020-4956](#)

EMPLOYMENT AGREEMENT - HARRIMAN

Commissioner Wilson moved to approve Lieutenant Malheur County Sheriff's Office - employment of PERS retiree Employment Agreement with Richard Harriman. Commissioner Hodge seconded and the motion passed unanimously. The agreement expires December 31, 2021. See instrument #[2020-4954](#)

RESOLUTION - DECLARATION OF STATE OF EMERGENCY

Commissioner Hodge moved to approve Resolution R20-47: In the Matter of Declaring a Continued State of Emergency within Malheur County. Commissioner Wilson seconded and the motion passed unanimously. The Court declares a continued state of emergency until May 7, 2021 due to the worldwide pandemic of COVID-19 or Coronavirus. See instrument #[2020-4958](#)

CARES BUSINESS RELIEF GRANT APPLICATION

County Counsel Stephanie Williams updated the Court on the County CARES Business Relief Grant applications. Staff is reviewing the applications for eligibility as they are received. The review committee is recommending prioritizing funding for restaurants, gyms, barbershops, saloons/groomers, and possibly small retail businesses that were closed by Executive Order 20-12. Many applications for the grant funding have been received and a demonstrated economic need in our community has been shown. The applications will be kept on file in case future CARES funding is available.

One eligibility criteria has come to attention - the State contract requires that the business be headquartered in Oregon and have a principal place of business in Malheur County. Some applications that have been received are for businesses that operate in Malheur County but are headquartered in Idaho; they have filed with Secretary of State as a foreign business corporation or foreign limited liability company and it has been determined that these applicants are not eligible for the grant funds. The review committee also recommends that a fixed dollar amount be applied for business owners/operators who live in Malheur County (possibly \$3,000-\$5,000). The Court indicated their support for the recommendations of the review committee.

The review committee will present recommendations for funding to the County Court on December 30, 2020.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

December 30, 2020

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois. Various members of the public, media and staff were present electronically. Notice of the meeting was posted on the County website and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # ***

CARES BUSINESS RELIEF GRANT APPLICATION

Commissioner Wilson moved to approve the County CARES Business Relief Grant awards as recommended by the review committee. Commissioner Hodge seconded and the motion passed unanimously. Fifty-two local businesses were awarded grant funds. 29 restaurants; 5 fitness studios which remain closed and prohibited from operating under Executive Orders 20-12 and 20-65; 10 small personal-service businesses currently open but were closed and prohibited from operating under Executive Order 20-12; 5 small retail business currently open but prohibited from operating under Executive Order 20-12; and 3 non-profit businesses which remain closed and prohibited from operating under Executive Orders 20-12 and 20-65. See instrument # *** for the press release and list of awarded businesses.

CROSSING PERMIT

Commissioner Wilson moved to approve Crossing Permit #48-20 to Idaho Power Company to install an overhead transformer on an existing pole on Hyline Road #911. Commissioner Hodge seconded and the motion passed unanimously.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of December 23, 2020 as written. Commissioner Hodge seconded and the motion passed unanimously.

Commissioner Hodge moved to approve Court Minutes of November 5, 2020 as written. Judge Joyce seconded and the motion passed. (Commissioner Wilson was not present on November 5, 2020.)

COMMISSIONER WILSON

The Court members and staff expressed appreciation to Commissioner Wilson for his time served as a Malheur County Commissioner.

COURT ADJOURNMENT

The meeting was adjourned.

First Amendment to Temporary Employment Agreement for Medical Consultation Related to COVID19 Between Malheur County and Dr. Laiosa Recorded with the Malheur County Clerk on August 26, 2020 as instrument Number 2020-3062 was recorded as instrument # **



BOARD OF DIRECTORS

Meeting Agenda

January 5, 2021 – 7 am TUESDAY

Live at FMTC, Fruitland, Idaho or ZOOMED to you!

1. Call meeting to order Chair Patrick Nauman
2. Introduction of attendees
3. Annual Meeting update – Patrick Nauman
4. Approval of previous meeting minutes
5. Financial update - Sandy Hemenway
6. 2021 Budget and 2021 Work plan
7. City and Community Highlights
Fruitland, Payette, Ontario, Nyssa, Weiser, New Plymouth, Vale
8. County Highlights
Payette County, Washington County, & Malheur County
9. Executive Director Report
 - i. Project updates
 - ii. Other
10. Round Table Discussion
11. Adjourn

All SREDA monthly meetings are open to the public

SREDA MONTHLY SNAP SHOT 2020

Account Balances	Jan 31 2020	Sept 30 2020	Oct 31 2020	Nov 30 2020	Dec 31 2020		
Checking ICB	\$ 17,664.51	\$ 28,722.61	\$ 43,750.30	\$ 28,333.02	\$ 24,016.00		
Money Market	\$ 35,645.73	\$ 35,653.37	\$ 35,653.67	\$ 35,653.96	\$ 35,653.96		
Total checking/savings	\$ 53,310.24	\$ 64,375.98	\$ 79,403.97	\$ 63,986.98	\$ 59,669.96		
INCOME SOURCES						YTD ACTUAL	Budget 2020
PRIVATE	\$ 816.66	\$200.00	\$200.00	\$ 250.00	\$ 150.00	\$ 18,916.66	\$ 24,200.00
LOCAL PUBLIC			\$1,000.00			\$ 37,700.00	\$ 37,000.00
GRANTS - State Commerce	\$ 10,000.00					\$ 21,375.00	\$ 22,500.00
GRANTS - Private						\$ -	
VISITOR CENTER GRANT			\$ 25,000.00			\$ 25,000.00	\$ 25,000.00
	\$ 10,816.66	\$ 200.00	\$ 26,200.00	\$ 250.00	\$ 150.00	\$ 102,991.66	\$ 108,700.00
Expenses & Projects							
RECRUITMENT & MARKETING							
Advertising Global			\$ 407.00		\$ 509.98	\$ 1,143.32	\$ 2,000.00
Local Ad/promotion	\$ 60.00	\$ 175.00	\$ 106.25			\$ 884.17	\$ 1,000.00
Trade shows	\$ 1,036.74	\$ 133.33		\$ 400.00		\$ 1,729.23	\$ 4,000.00
Trade show travel	\$ 780.73	\$ 107.73				\$ 2,211.17	\$ 4,000.00
Conferences /Training		\$ 140.00				\$ 271.00	\$ 1,500.00
Site Visits			\$ 123.14			\$ 123.14	\$ 1,000.00
WEB SITE			\$ 120.00			\$ 120.00	\$ 200.00
Total Recruitment & Marketing	\$ 1,877.47	\$ 556.06	\$ 756.39	\$ 400.00	\$ 509.98	\$ 6,482.03	\$ 13,700.00
Total Operating	\$ 1,014.70	\$ 220.97	\$ 820.14	\$ 2,710.66	\$ 761.56	\$ 6,650.80	\$ 7,000.00
TOTAL Payroll Expenses	\$ 3,430.09	\$ 5,638.17	\$ 5,335.50	\$ 5,846.05	\$ 5,335.49	\$ 66,262.98	\$ 73,000.00
TOTAL OPERATIONAL	\$ 6,322.26	\$ 6,415.20	\$ 6,912.03	\$ 8,956.71	\$ 6,607.03	\$ 79,395.81	\$ 93,700.00
Other projects							
Visitor Expenses		\$ 3,415.29	\$ 3,772.57	\$ 1,433.70	556.92	\$ 12,974.29	\$ 12,500.00
						\$ -	
TOTALS	\$ 6,322.26	\$ 9,830.49	\$ 10,684.60	\$ 10,390.41	\$ 7,163.95	\$ 92,370.10	\$ 106,200.00

SREDA OPERATING BUDGET 2016-2021

INCOME SOURCES	Budget 2019	Budget 2020	Actual 2020	Budget 2021
PRIVATE	\$ 30,000.00	\$ 24,200.00	\$ 18,916.66	\$ 18,500.00
LOCAL PUBLIC	\$ 35,000.00	\$ 37,000.00	\$ 37,700.00	\$ 37,700.00
GRANTS - State & Fed	\$ 20,000.00	\$ 20,000.00	\$ 21,375.00	\$ 22,000.00
GRANTS - Other	\$ 10,000.00	\$ -		\$ -
Visitor Center Grant	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
	\$ 120,000.00	\$ 106,200.00	\$ 102,991.66	\$ 103,200.00
Expenses & Projects				
RECRUITMENT & MARKETING				
Advertising Global	\$ 2,000.00	\$ 2,000.00	\$ 1,143.32	\$ 500.00
Local Ad/promotion	\$ 900.00	\$ 1,000.00	\$ 884.17	\$ 700.00
Trade shows	\$ 5,000.00	\$ 4,000.00	\$ 1,729.23	\$ 1,000.00
Trade show travel	\$ 5,600.00	\$ 4,000.00	\$ 2,211.17	\$ 800.00
Conferences, conventio	\$ 2,500.00	\$ 1,500.00	\$ 281.67	\$ 500.00
Site Visits	\$ 1,000.00	\$ 1,000.00	\$ 123.14	\$ 500.00
WEB SITE	\$ 200.00	\$ 200.00	\$ 120.00	\$ 200.00
Total Recruitment & Market	\$ 17,200.00	\$ 13,700.00	\$ 6,492.70	\$ 4,200.00
Total Operating				
	\$ 9,000.00	\$ 7,000.00	\$ 6,650.80	\$ 4,000.00
TOTAL Payroll Expenses	\$ 74,800.00	\$ 73,000.00	\$ 66,262.98	\$ 82,500.00
CAPITAL PURCHASE				
SPECIAL projects				
Visitor Expenses	\$ 19,000.00	\$ 12,500.00	\$ 12,974.29	\$ 12,500.00
TOTALS	\$ 120,000.00	\$ 106,200.00	\$ 92,380.77	\$ 103,200.00



December 2020 ACTIVITY REPORT



December 2020



Emergency Medical:

(Types of medical calls responded to: Falls with injury, fall lift assists, medical emergencies, medical alarms, assaults, etc.)

CITY	171
RURAL	16

4 of these emergency calls required back-up crews to be called in to respond to 2nd call.

Hazmat Team Calls:

0

Fire Related Emergency Calls:

(Types of fire related calls responded to: Rescue calls, building fires, vehicle fires, smoke detector/fire alarm activation, unauthorized burning, etc.)

	TOTAL	General	Mutual Aid
CITY	17	4	1
RURAL	4	3	2

1 of these emergency calls required back-up crews to be called in to respond to 2nd call.

TOTAL CALLS FOR MONTH

CITY	188
RURAL	20

FIREFIGHTER TRAINING:

12/1- Presentation by Malheur County Health director Sarah Poe on updates of Covid-19, the importance of the flu shot. The covid vaccine and the outlook for the future.

12/8 & 12/15- Due to the Covid-19 freeze requirements our last couple of training nights have been cancelled.

12/11- DPSST Fire Officer I test.

12/18- Flow MSP Pre-fire plan development.

12/22 & 12/29 – Fire Cause and Origin by State Fire Marshal on Zoom.



December 2020



PERMITS ISSUED:

City Open Burns 2

City Burn Barrels 0

Rural Open Burns 27

Rural Burn Barrels 2

INSPECTIONS:

11/30/20 – Road Runner Salvage Yard.

11/30/20 – Cannabis and Glass Dispensary Final.

12/11/20 –Malheur County Child Development center central site annual visit.

12/14/20 –Malheur County Child Development center all day site annual visit.

COMMUNITY INVOLVEMENT:

12/1/20 – Malheur County fairgrounds Covid-19 testing.

12/3/20 – Extrication Equipment Serviced.

12/11/20 –We received some awesome fire department masks from an amazing citizen.





December 2020

12/8 & 15/20 – Covid-19 testing @ Fire station 2.



12/16 & 12/17 - Airport Manager interviews.

12/22/20 - Helped Santa spread some Christmas cheer!





December 2020

Summary of Calls of Interest:

City Incidents:

11/28 983 S. Clark R-1 dispatched to Vale for a smoke scare. Upon arrival R-1 crew could smell hot electrical. R-1 found an electric motor in the furnace that was very hot and shorted out. R-1 turned breaker off to the furnace. After motor cooled off R-1 cleared scene.

12/4 100 Block of SE. 5th ave. Illegal burn. R1 paged for a small fire in a yard, on scene R1 advised RP he needed a burn permit, and he could not burn after dark and he needed to put the fire out.

12/9 797 NW 12th St. R-1 dispatched to a natural gas leak. Upon arrival CNG was on scene and turned off the main line stopping the leak. R-1 remained on scene to monitor gas levels until the leak was stopped.

12/13 1033 S. Alameda R1 was called to a chimney fire. On scene occupant stated she had put some bark in the fireplace, and it flared up. She put a pan of water on it and is ok now.

12/15 100 Block of SE. 1st St. Rescue 1 was called out to an illegal burn, where a homeless individual was burning on private property. R1 crew put the fire out and left officers on scene to speak to the homeless person.

12/16 637 Claude Rd. R1 was paged for a tractor on fire at a local RV repair shop, on scene R1 found a small tractor on fire between two camp trailers. R1 personnel pulled a booster line and extinguished the fire.

12/17 1775 E. Idaho Ave. Wal-Mart R1 called for a vehicle fire. Flames were reported prior to arrival, the vehicle was unoccupied at the time. Upon arrival R1 found vehicle's engine compartment engulfed in flames. The vehicles hood cable was burned through so R1 knocked down initial flames through wheel wells and under vehicle then cut the hood latch to gain access to engine compartment. The flames were completely extinguished. Upon investigation it was found that a solar panel battery tender was hooked to the battery with charging clamps and wires. the area in question was the area surrounding the battery. The most logical presumption would be that the solar battery tender, shorted or overheated and the battery or its components caught fire. The driver stated there were no issues with the vehicle before parking and going into the business. Vehicle was left to the RP and she had someone coming to pick her and her mother up.



December 2020

12/19 - 1327 SW 12th St. Rescue was called to scene of house fire. On scene fire was coming from a back window and heavy smoke was coming from the garage. R-1 attacked fire, using the booster reel, at the back of the house. Fire had already burned through the windows, so fire was attacked through the window. Fire was knocked down in back room and then R-1 moved to front of garage. Garage door was opened, and fire attacked from garage. Engine 103 arrived on scene and assumed fire attack. Fire had extended to attic area. Fire was extinguished by fire personnel. Fire appeared to have started in the back room. Occupant assisted with re-creation what was where in room. Fire was determined to have started from an overheated power strip with several appliances plugged into it that was plugged into an overloaded outlet.



12/23 - 375 Dorian Pl. R1 responded for a fire alarm at a local nursing home and found the air compressor that feeds the system had failed.

12/25 - 1326 SW 11th St. R1 paged for a gas smell coming from a gas drier, on scene R1 could not locate a leak or smell anything, R1 advised RP to contact the gas company if she smells it again.

12/25 - I-84 MP 375 R1 paged for a car fire on I84, on scene there was no fire the car had an oil leak and was smoking.



December 2020



Rural Incidents:

11/27 Hwy 20 MP 205 R1 was dispatched for a mutual aid for a vehicle in the river with a trapped occupant. R1 and 102 were canceled while enroute.

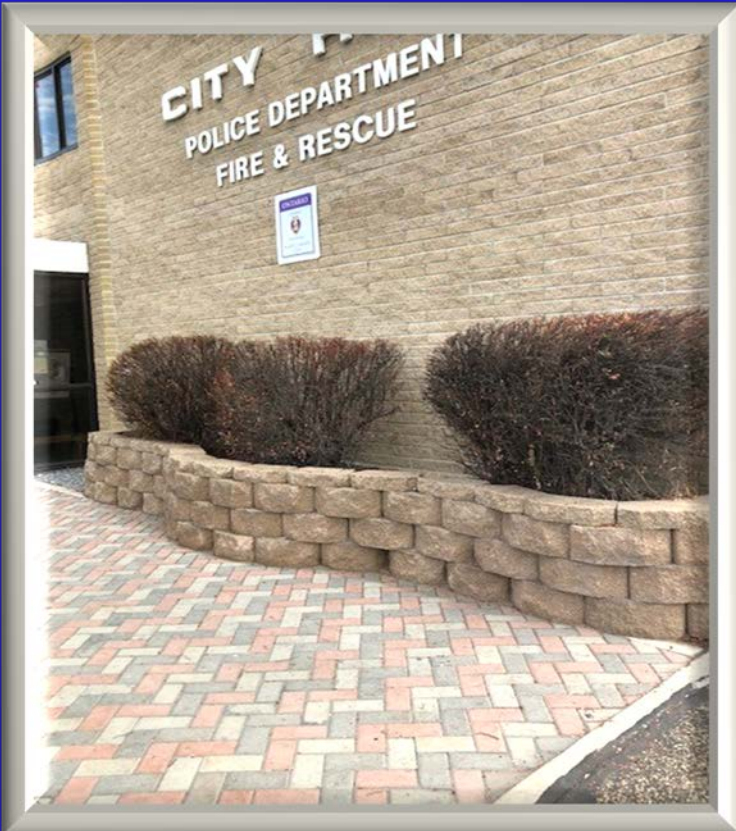
11/28 700 Foothill Dr. R1 was called to scene of large fire in neighbor's yard and no one is home. Upon arrival R1 found an unauthorized controlled burn. A large pile of trees was being burned. Occupant was advised of proper burn procedures and will comply next time they burn. They have several more trees to burn.

12/8 675 Stanton Blvd. 156 was dispatched for report of a fire in an electrical panel. Caller stated that he believes that the fire is out but would like us to continue. 156 arrived to find the fire was out upon our arrival. We used the thermal imaging camera to look for hot spots. Nothing was found and the walls and ceiling was checked. all found to be clear. The fire was put out quickly and had not burned into the studs around the panel. The line was checked back to the transformer and found the fuse was tripped.

12/18 3373 Clark Blvd. Ontario Rural Fire was dispatched for mutual aid to Nyssa Fire for a single wide mobile home fully involved. Ontario Tender 159 responded with a crew of 2. 159 was asked to stage on the road until water is needed. After Nyssa tender was empty 159 hooked and supplied 1 tank of water to Nyssa's engine and then was released from the scene.

Jacobs

Nov.20 – Dec. 21, 2020 Report



Jacobs

December
2020

Prepared by Jacobs for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

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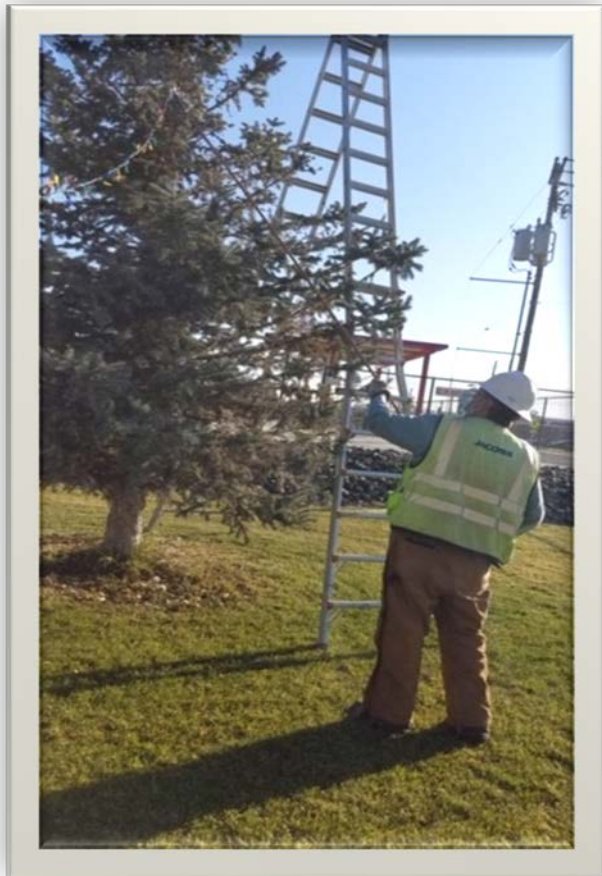
APPENDIX.....16-19



PARKS, CEMETERY AND FACILITIES SUMMARY

ACTIVITIES NOVEMBER – DECEMBER:

- Two funerals at Evergreen cemetery.
- Replace fan motor in City Hall HAVC system.
- Door repair at the Public Works Maintenance Yard office.
- Heater fixed for the Ontario Police Department.
- Heating boiler fixed at Public Works Maintenance Yard.
- Christmas Tree lights placed at Lions Park.
- Began repairs to the picnic tables in City parks.
- Trimmed shrubs at swimming pool and front of City Hall.
- Watering Downtown once a week.



Jim Cox hanging
Christmas lights.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

- Minimized staff due to COVID-19 operation requirements
- Water treatment staff ran diagnostic checks (jar testing) to ensure the chemical dosing is correct for proper river water quality
- Monthly Bacterial samples taken
- River booster pump #1 repaired and back in service
- WesTech plant train #1 serviced, with 1 cubic yard of absorbing beads installed in the up-flow clarifier and returned to service
- Main plant clarifier #2 taken off line for service and conducted inspection of the chain and flight solids removal system, flocculator paddles and drive system



Left: Matt Erskine and Arron Huska using the pressure washer from the Vacon to remove the debris from the aerator power pedestals in preparation for new power cables to be installed.



Right: Jim Raynor and Kenny Nelson performing maintenance on the chlorine storage vessel at the Wastewater Treatment Plant.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

Slide off into the Wastewater
Treatment Plant Malheur Farm fields.

Kenny Nelson repairing fence from the slide
off into the Wastewater Treatment Plant
Malheur Farm fields.



WATER TREATMENT PLANT SUMMARY

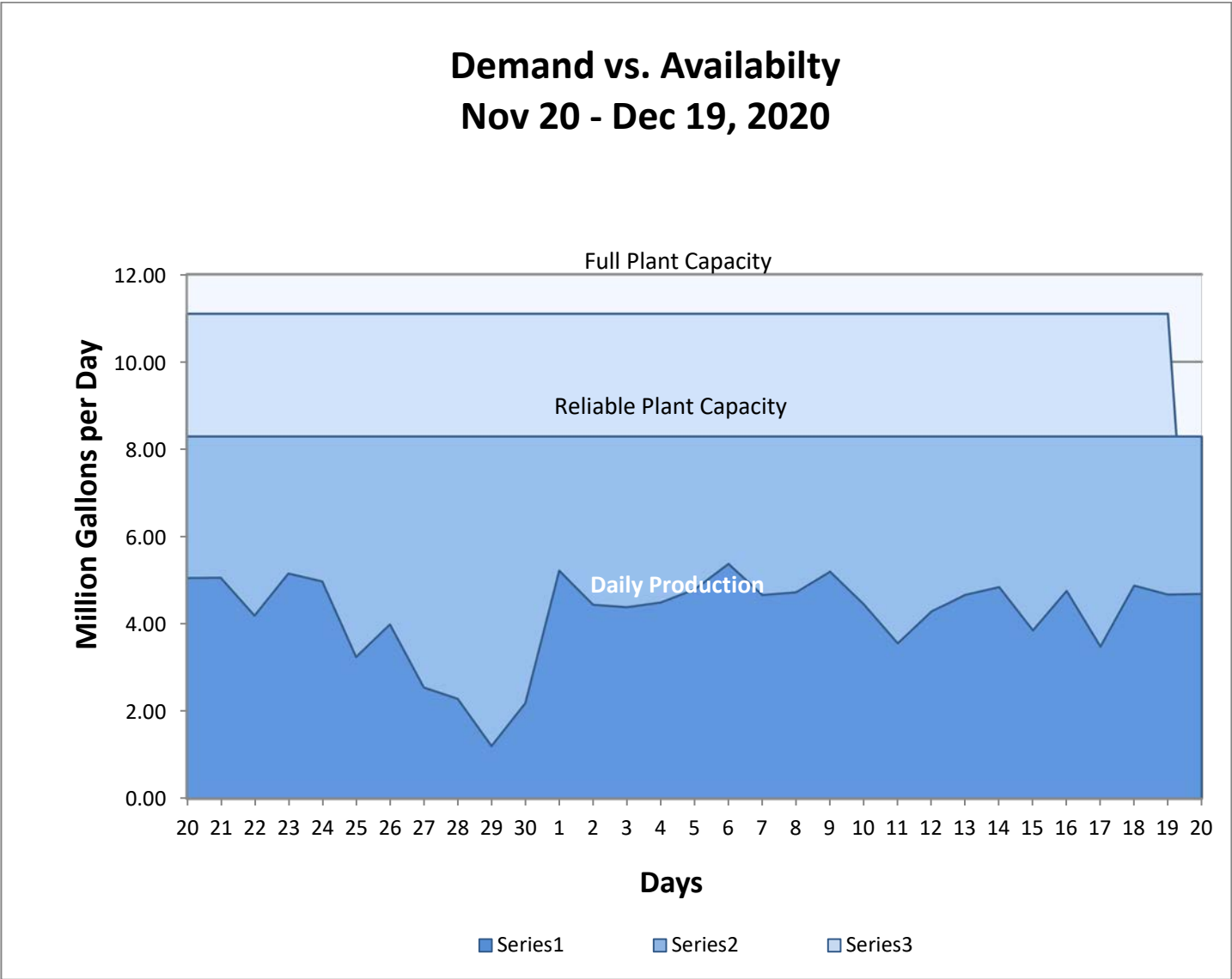
ACTIVITIES NOVEMBER - DECEMBER:



Crews using loader and backhoe to move aerators back into normal operating locations.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER – DECEMBER:



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

- Minimized staff due to COVID-19 operation requirements
- All additional sampling per the 2019 NPDES permit taken
- Aerators 7, 8, 9, 10, 11 and 12 are off line in lagoon #1 due to installation of new power cables
- Aerators 1, 2, 26, 3, 4, 5, 6 returned to service
- Biosolid Removal Project completed, and the contractor has vacated the property

Arron Huska removing a large “rag ball” that was attached to the aerator cables.

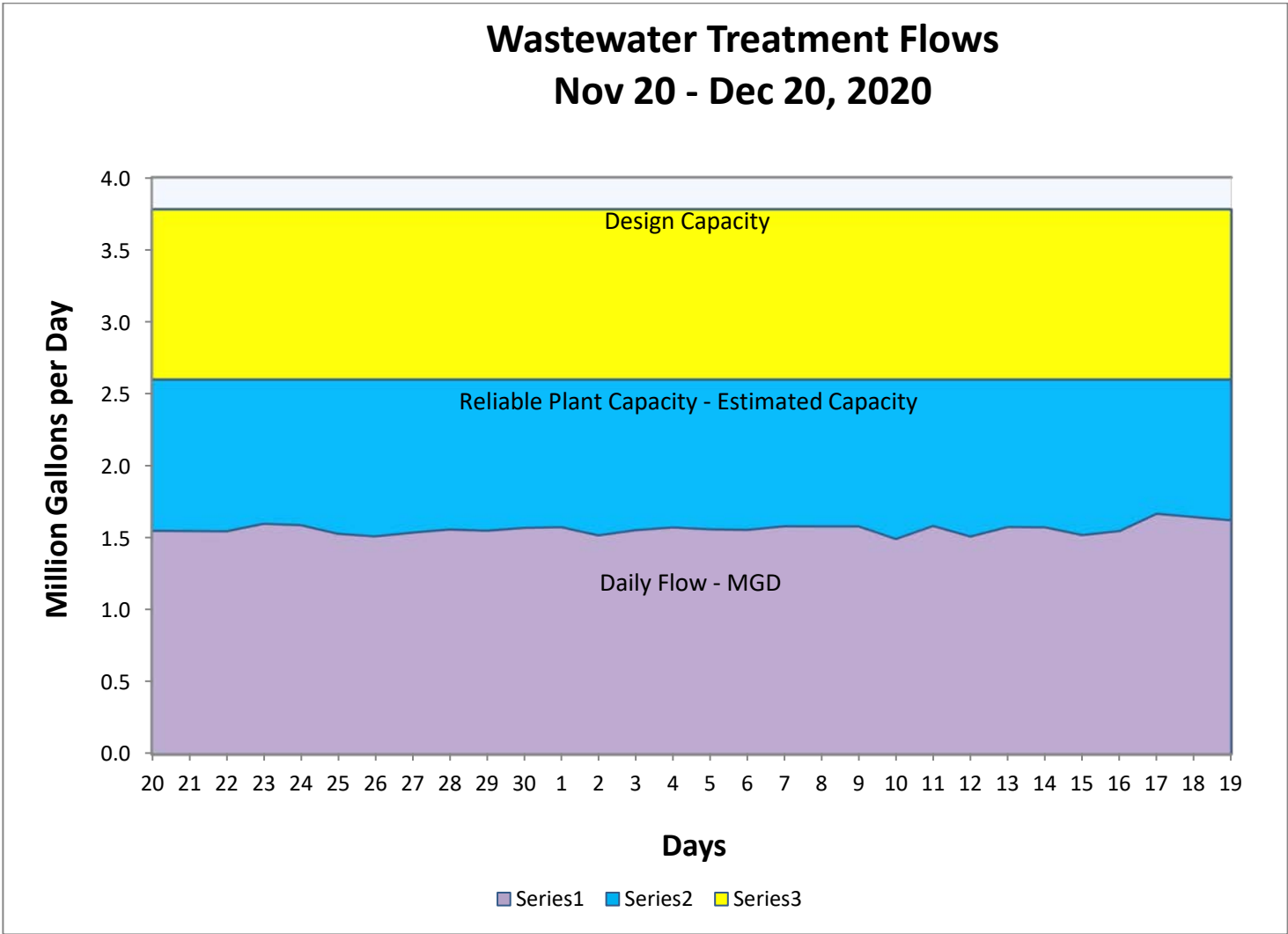


Jim Raynor working with the contractor to install new power cables to aerator #3 in lagoon #1 at the Wastewater Treatment Plant.



WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES OCTOBER 21 – NOVEMBER 20:



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

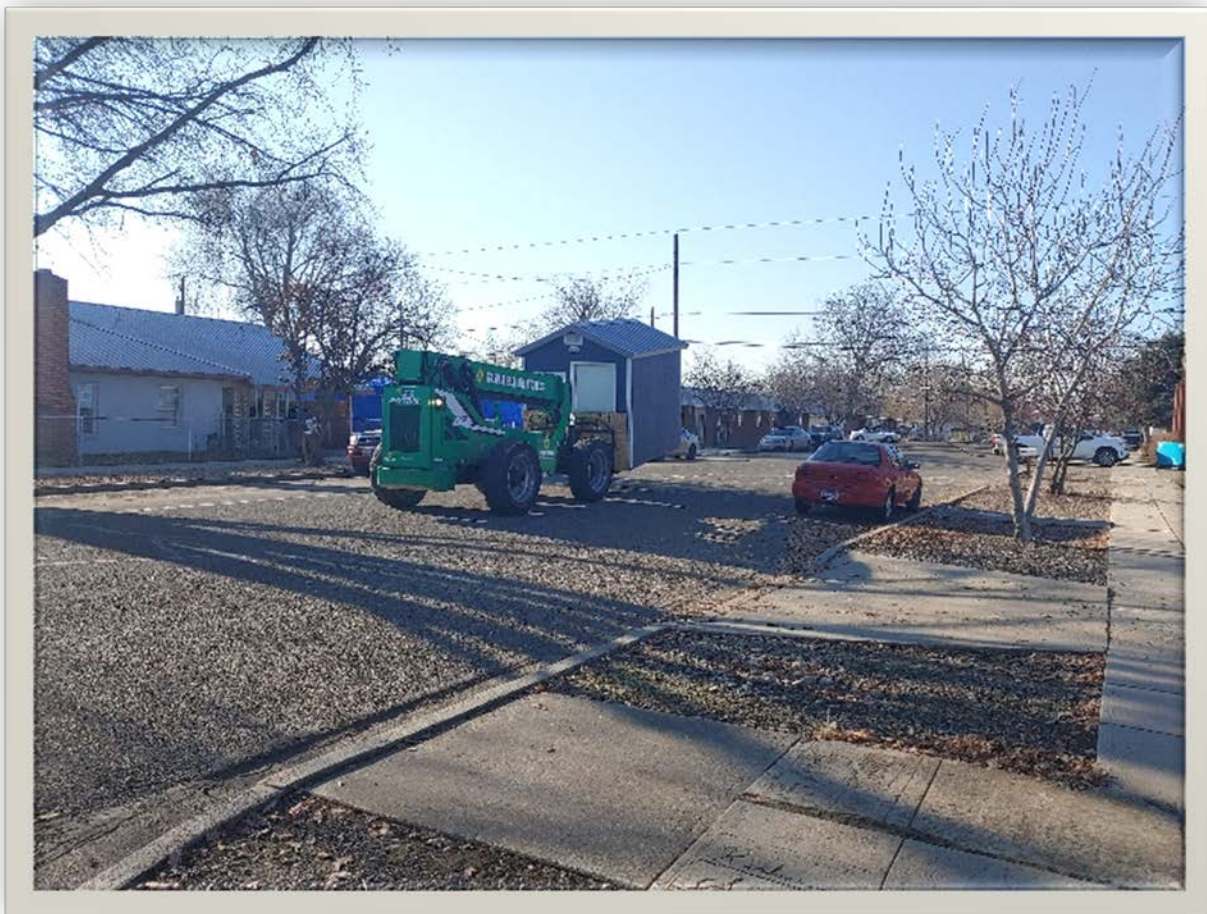
- Continued sweeping the town & picking up leaves, 2 sweepers in operation for 2 weeks and will continue until completion.
- Installed Holiday banners and decorations
- Relocated the temporary homeless units (Community in Action) to the new location.
- Repaired leak on a 20-inch transmission water main from the water treatment plant to Westside tank.
- Central Water maintenance throughout the City, replacing broken meter boxes, leaking angle stops and angle checks.
- Blading the gravel roads including ½ streets
- All winter snow and ice equipment inspected and loaded into the dump trucks for the winter. (Salt and Liquid Deicer inventories are full).
- Excavated the trench for power to the Temporary Homeless project for the electrician to install conduit and wire to each unit.
- Weekly equipment, lift station and building inspections
- Repaired water service hit by boring contractor on SE 12th Ave.
- Continued work on the Beck Park Bridge railing, new posts have been installed, with new railing installation process.
- Hydro excavated a sink hole at the WWTP on the City influent MH in the dike between lagoon #1 and #4A. (Determined over compaction, additional rain and the added traffic on the dike road caused the failure). Excavation was back filled and compacted.
- Added LED work lights to the back of the snow removal equipment, replacing the original lights. (Increased visibility for the operators for ease of applying salt and liquid deicer).
- 10 water services were turned on customer request
- 13 water services were shut off customer request
- 23 water services were on/off read only customer request
- 9 water services were turned on for payment received
- 19 water services were checked to verify still off from the non-payment list
- 2 new water services installed
- 2 water meters changed out for non-functioning
- 4 irrigation water meters were winterized

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

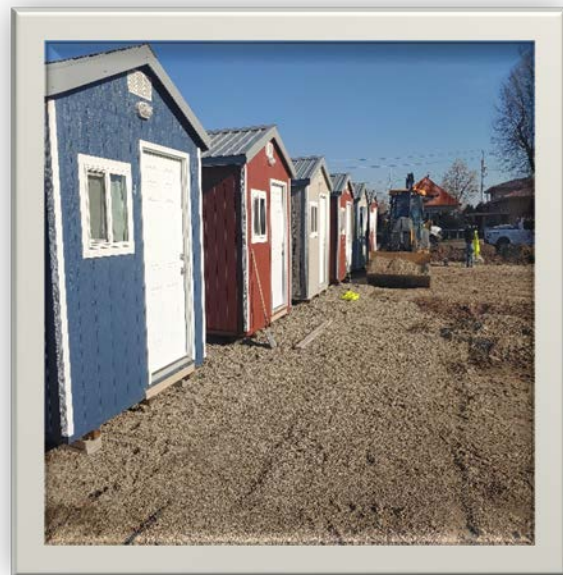
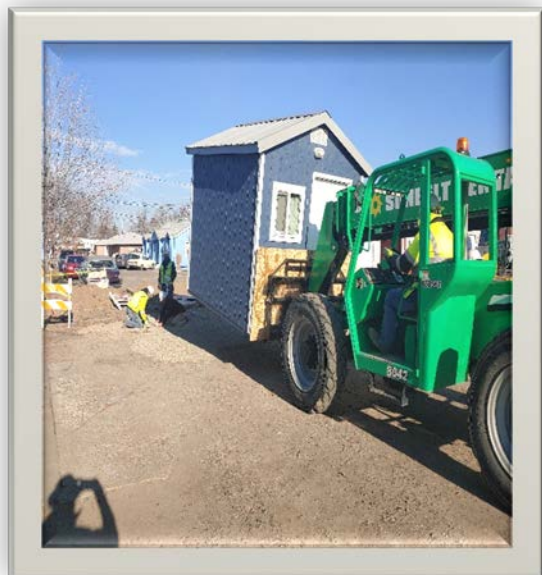
- 12 water services checked for consumption issues
 - 3 water services checked for leak due to high consumption
 - 2 water services turned on and verified leaks were repaired by customer
 - 1 water service shut off for a leak
 - 65 utility locates completed
 - 9 after hours call out for PW issues
- **SCADA** – Continued to have communication issues, crews manually checked the lift station during an outage that started at 2:30pm 12-3-20 and continued until 11:30am on 12-4-20. The cellular service provider had multiple issues that were found and corrected.

Moving temporary homeless units to their new location.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

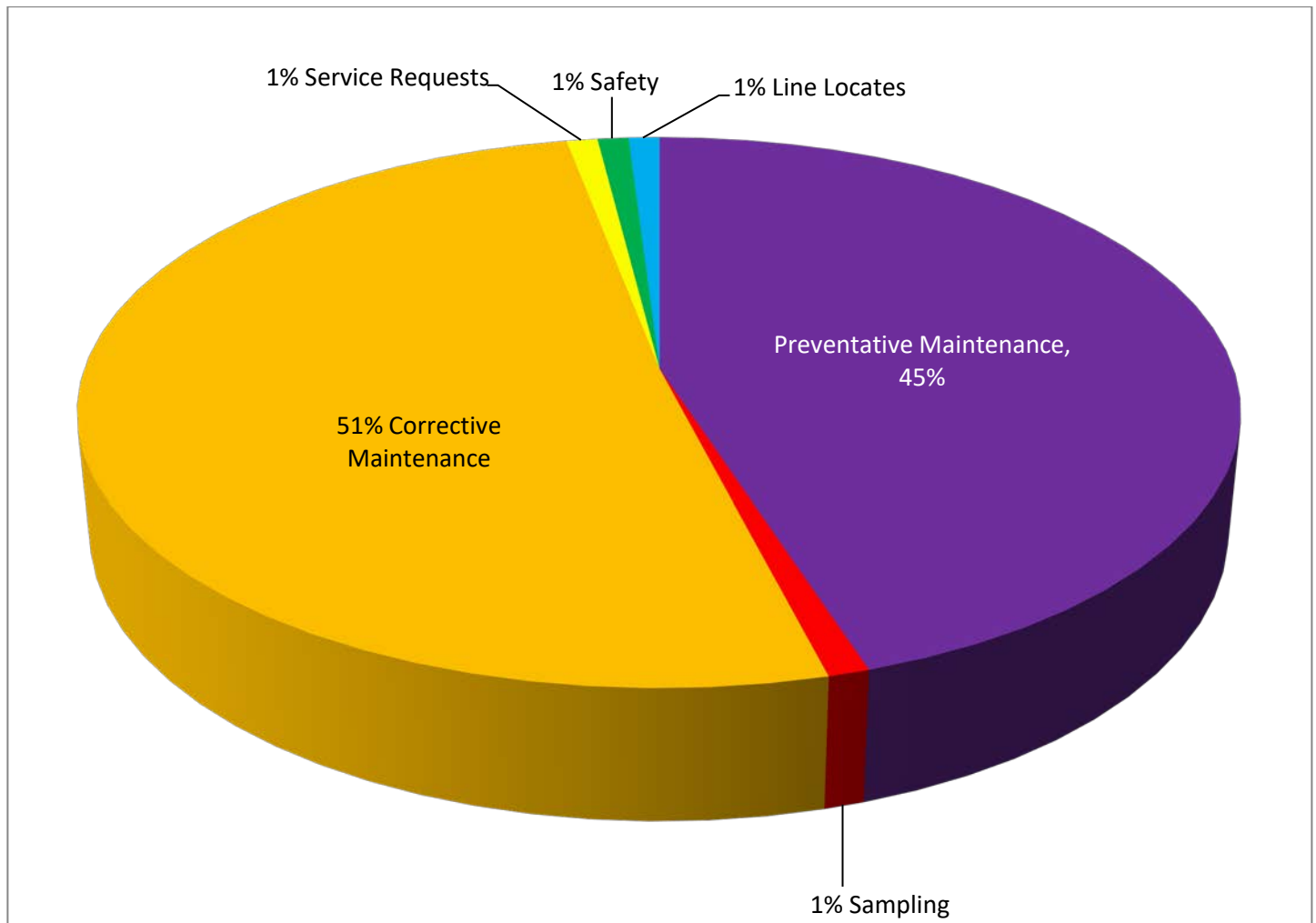


New location for temporary homeless units.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

**Work orders
November – December
Actual Hours by Work Order Type**



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

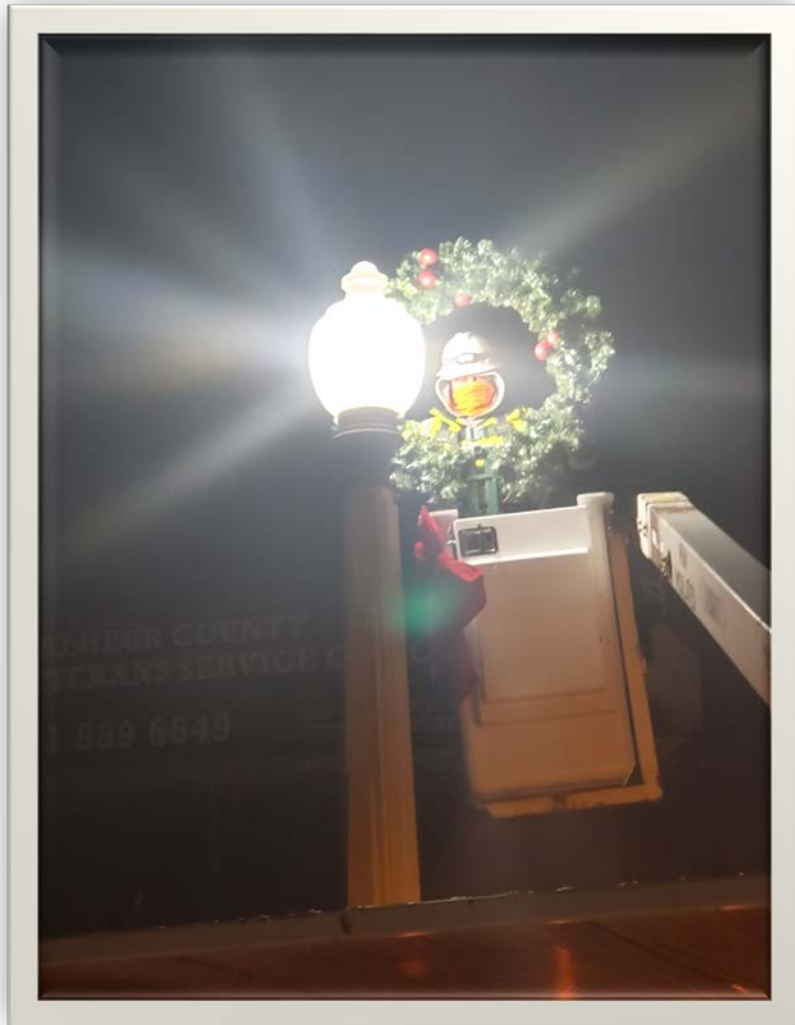
Right: Getting the Christmas decorations ready for the holidays.



Left: Hanging Christmas decorations.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:



Above: Hanging Christmas wreaths on Lamp

ENGINEERING SUMMARY

ACTIVITIES NOVEMBER - DECEMBER:

- Issued two ROW Permits
- Issued one New Address to new residential lot.
- Attended one PDAC meeting to discuss new businesses.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Conducted multiple plan reviews for new construction
- Conducted multiple construction inspections
- Continue updates of the City's GIS mapping system

APPENDIX

FIELD SERVICES DIVISION

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

Sewer collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the city. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a bar screen and one lift station from SRCL. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

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

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

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

As part of the Street Division's maintenance program, crews chip seal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. A chip seal maintains the existing pavement, delaying further aging resulting from water and sun, provides a moisture barrier, and corrects existing pavement problems by sealing cracks. A chip seal application provides substantial savings to taxpayers with minimal maintenance required. The city chip seals

approximately 7 miles of streets per year.

PARKS DIVISION

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

APPENDIX CONTINUED

WATER TREATMENT PLANT

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

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

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including SRCl.

The water treatment plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 mgd and a maximum capacity of 11 mgd. The water treatment plant average production is 6 mgd and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 million gallons (MG) of that water.

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

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

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 mgd for municipal use.

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

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCl. The prison accounts for approximately 16 percent of the flow to the plant.

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

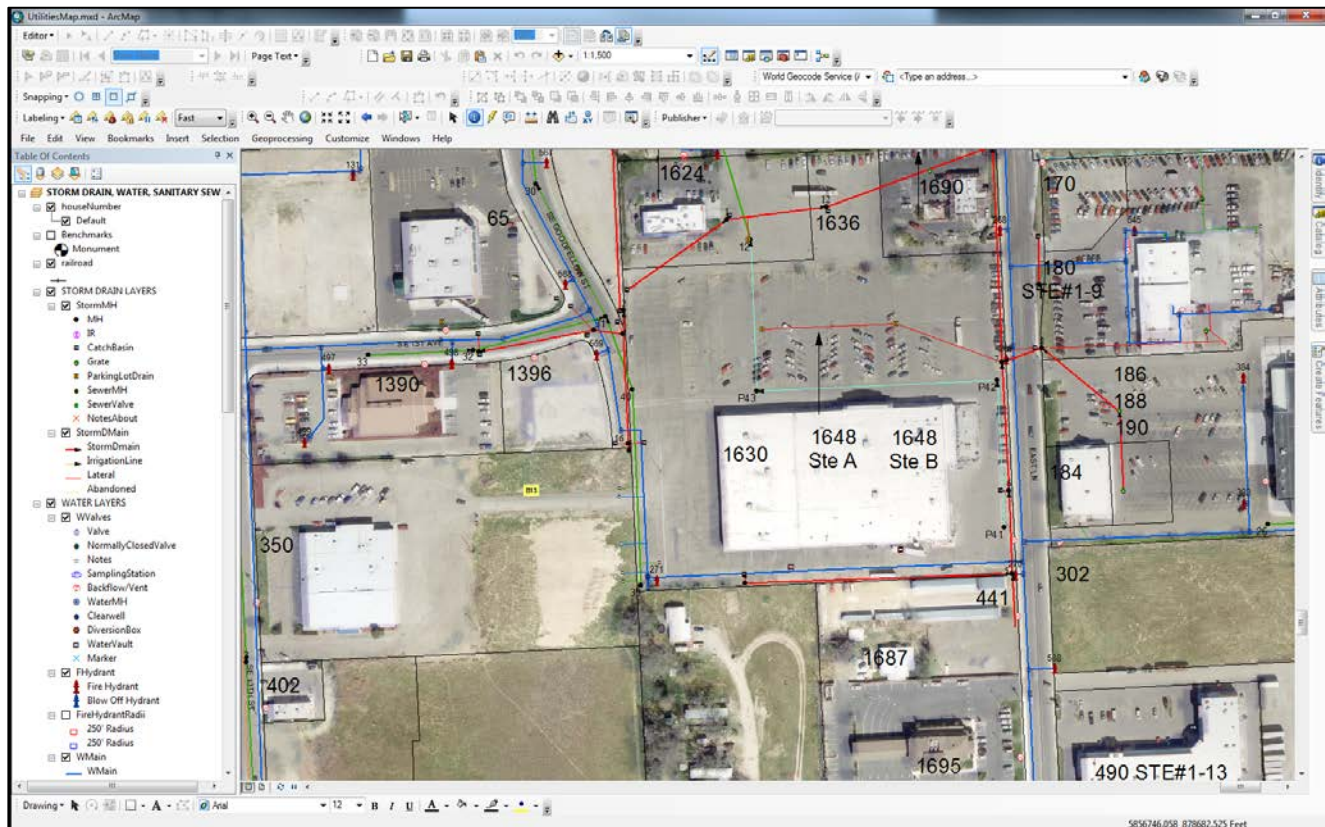
Average discharge volume is approximately 1.5 mgd. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm.

APPENDIX CONTINUED

ENGINEERING DIVISION

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

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.





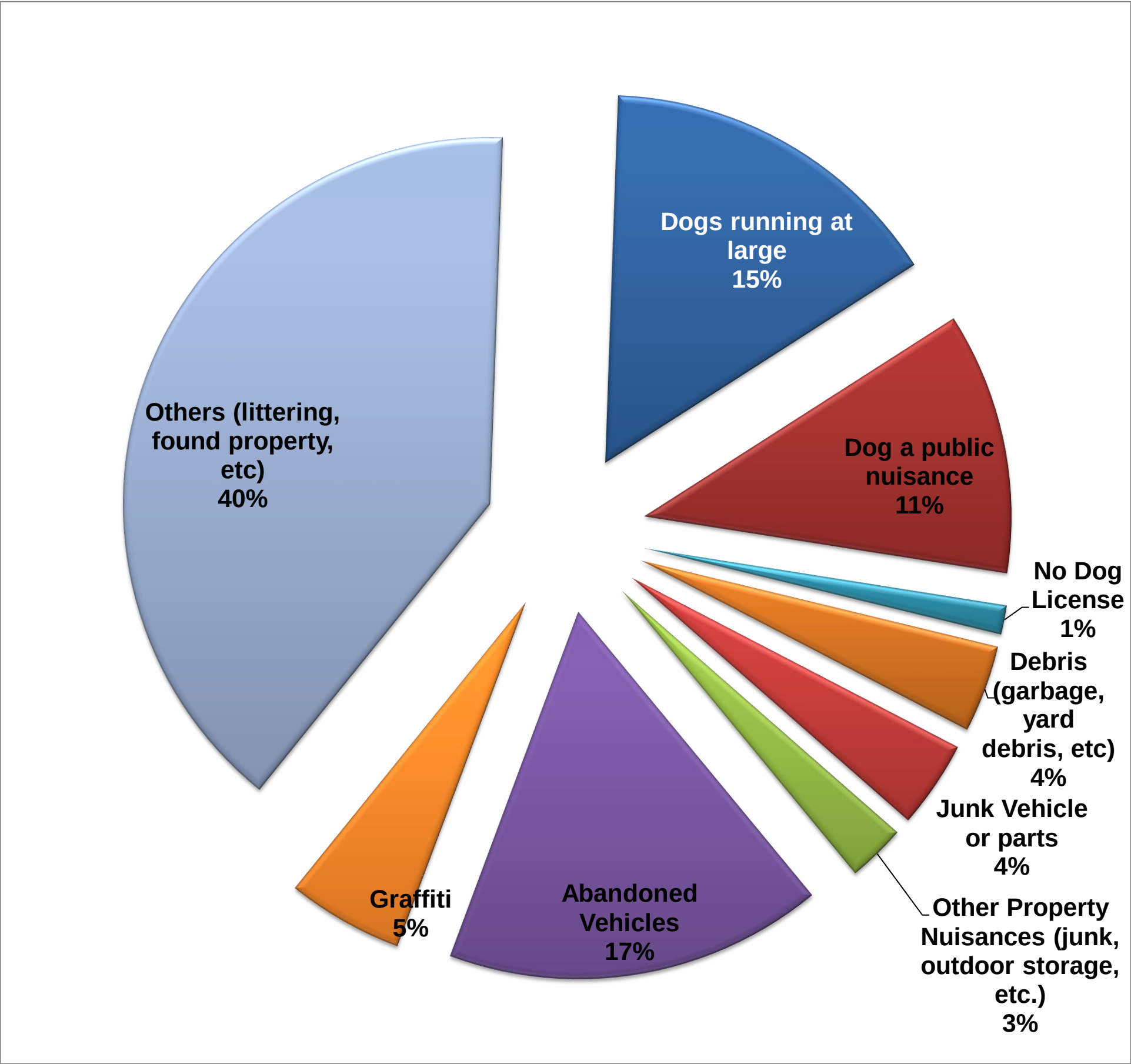
Police Stat Report 2020

Activity	Month of October	Month of November	Month of December	YTD 2020	Previous YTD (2019)	Qrt4 2019	Qrt4 2020
Calls for Service	925	726	718	10239	10824	2635	2369
Traffic Stops	101	90	74	1767	2203	531	265
Cited Traffic/Parking	85	70	61	910	867	207	216
Motor vehicle Crashes	37	48	36	437	484	136	121
Arrests	71	61	70	828	1100	275	202
Arrests w/Use of Force	1	2	5	17	15	4	8
SRO Cases	12	22	11	120	272	81	45
Gang Related Cases	3	6	8	40	1076	5	17
Graffiti	3	6	8	67	68	9	17
Death Investigations	3	1	5	32	9	2	9
Burglary	11	7	8	126	181	39	26
Robbery	2	2	0	8	14	5	4
Thefts	85	65	77	843	755	206	227
Assault	24	10	13	171	149	31	47
Homicide	0	0	0	1	4	1	0
Sex Crimes	6	2	6	55	52	15	14
Alarms	41	33	21	349	306	84	95

CODE ENFORCEMENT

December 2020 STATS

Violation	2020	2019
Dogs running at large	12	30
Dog a public nuisance	9	4
Animal Neglect		1
Animal Abuse		0
No Dog License	1	0
Debris (garbage, yard debris, etc)	3	2
Weeds		0
Junk Vehicle or parts	3	0
Other Property Nuisances (ju	2	0
Abandoned Vehicles	13	15
Derelict Structures		0
Graffiti	4	0
Others (littering, found property, etc)	31	19
Dogs taken to AniCare	0	14
Civil Penalties Issued	0	0
C.P. Amount Sent	\$0	\$0
Total Parking Citations	8	2
Total Violations	77	71
Total Cases	72	71



Notes:

Some cases have multiple violations; for example if a case has weeds,debris, junk, there are 3 violations, but only one case.