City Council Agenda

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available. To arrange for these services, call 541.726.3700.
Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

September 10, 2012

5:30 p.m. Work Session
Library Meeting Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ___, Councilors VanGordon___, Wylie___, Moore____, Ralston___, Woodrow ___, and Pishioneri___.

1. Joint Historic Commission Meeting.
   [Molly Markarian] (45 Minutes)

2. Water Supply and Distribution.
   [Gino Grimaldi] (30 Minutes)

3. City Priorities for 2015-2018 Statewide Transportation Improvement Program (STIP).
   [Tom Boyatt/David Reesor] (30 Minutes)

4. Update on Fire Merger.
   [Randy Groves] (30 Minutes)

ADJOURNMENT

(Executive Session – see following page)

7:45 p.m. Executive Session
(Estimated Time)
Pursuant to ORS 192.660(2)(h), ORS 40.225, ORS 192.502(9)
ORS 192.660(2)(f), and ORS 192.502(1)

Library Meeting Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ___, Councilors VanGordon___, Wylie___, Moore____, Ralston___, Woodrow ___, and Pishioneri___.

1. IAFF 1395 Labor Contract Negotiations.
   [Mary Bridget Smith] (30 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY		
	Meeting Date:	9/10/2012
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Molly Markarian/DPW
	Staff Phone No:	726-4611
	Estimated Time:	45 min
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:

JOINT HISTORIC COMMISSION MEETING

ACTION REQUESTED:

Hold joint work session with Historic Commission.

ISSUE STATEMENT:

City Council Operating Procedures Section IV 6.4 states that Commission member liaisons are responsible for making an annual report of the Commission's activities to the City Council. This meeting fulfills that requirement.

ATTACHMENTS:

Attachment 1: PowerPoint Presentation

DISCUSSION/ FINANCIAL IMPACT:

In 2009, the City Council and Springfield Historic Commission established a new schedule for communication to better align Commission activities with Council goals and other City initiatives. The Historic Commission applies for Certified Local Government grant funding from the State Historic Preservation Office to support its activities and matches that financial support with in-kind staff and volunteer time.

Since the last joint Council/Historic Commission work session (November 2009), the Historic Commission applied for and received $13,000 in grant funds to support its activities from April 2010-August 2011. This year, the Commission applied for and received $13,800 in grant funds to support its activities from April 2012 – August 2013.

The Commission will report to Council on its accomplishments from the last joint meeting to date and preview upcoming activities.

Biennial Report to Council

City Council Work Session

September 10, 2012 @ 6pm

Attachment 1-1

Springfield Historic Commission

Agenda

- Historic Preservation & City Council Goals
- Accomplishments Dec ‘09 - Present
- Upcoming Projects
- Discussion

Historic Preservation

Historic Commission Goals

- Educate the community about and develop public support for historic preservation.
- Understand Springfield's historic resources by developing historic context statements and conducting historic research, historic resource surveys, and historic resource inventories.
- Protect historic resources through City Landmark Inventory and National Register listings.
- Encourage property owners to restore and maintain the City's historic resources by developing incentive programs for property owners interested in preserving historic resources.
- Maintain and strengthen the City's historic preservation program in concert with the City's planning and regulatory efforts.

Certified Local Government

<u>April 1, 2010 – August 31, 2011</u>

- Received *$13,000* in CLG grant funds
- Matched 1:1 with staff and volunteer time

<u>April 1, 2012 – August 31, 2013</u>

- Received *$13,800* in CLG grant funds
- Matched 1:1 with staff and volunteer time

ACCOMPLISHMENTS
Dec '09 - Present

- Reviewed 25 proposals for modifications
- Individual Commissioners are representing the Commission on the Main Street Design Committee, the Downtown CAC, and the Washburne Neighborhood Association

ACCOMPLISHMENTS

Dec '09 - Present

- Washburne and Downtown Envisioning Rehabilitation Project – drawings and research packets for three residential and three commercial properties

- The drawings were on display in City Hall & at ArtWalk booth

ACCOMPLISHMENTS

Dec '09 - Present

- Listed the Springfield Buick Motors building on the National Register of Historic Places
- Hosted the State Advisory Committee on Historic Preservation meeting

ACCOMPLISHMENTS

Dec '09 - Present

- Initiated conversations with the Springfield School District regarding potential future National Register Nominations
- Supported the display of Brattain Elementary history and the Brattain celebration

ACCOMPLISHMENTS

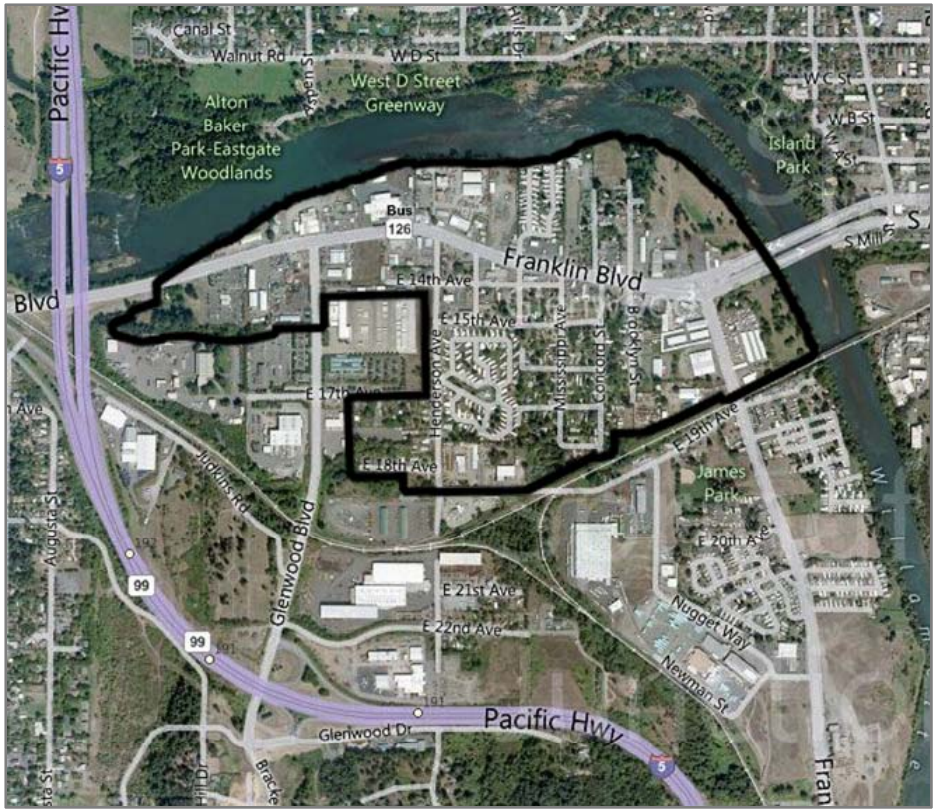
Dec '09 - Present

- Commissioners and staff attended trainings including Annual CLG workshops, the Oregon Heritage Conference and the National Trust for Historic Preservation conference
- Presented an energy efficiency in historic buildings workshop at the Farmer's Market 2011

ACCOMPLISHMENTS

Dec '09 - Present

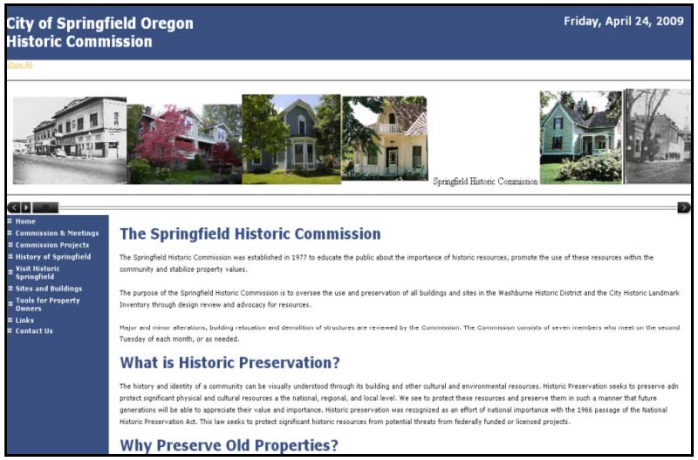
- Completed a Selective Reconnaissance Level Survey of Glenwood

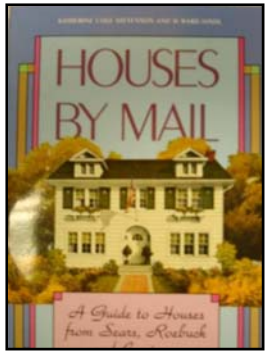


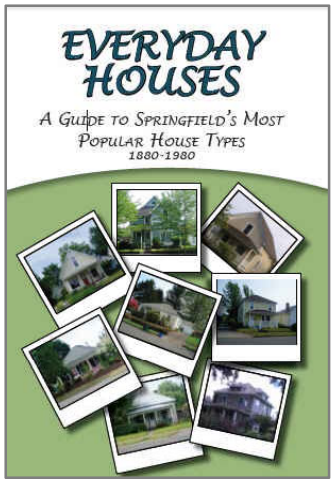
ACCOMPLISHMENTS

Dec '09 - Present

- Purchased historic preservation resources
- Produced annual newsletter to residents & owners of historic properties
- Continued to update the Historic Commission website
- Reprinted the Everyday Houses, Downtown, and Washburne walking tour brochures





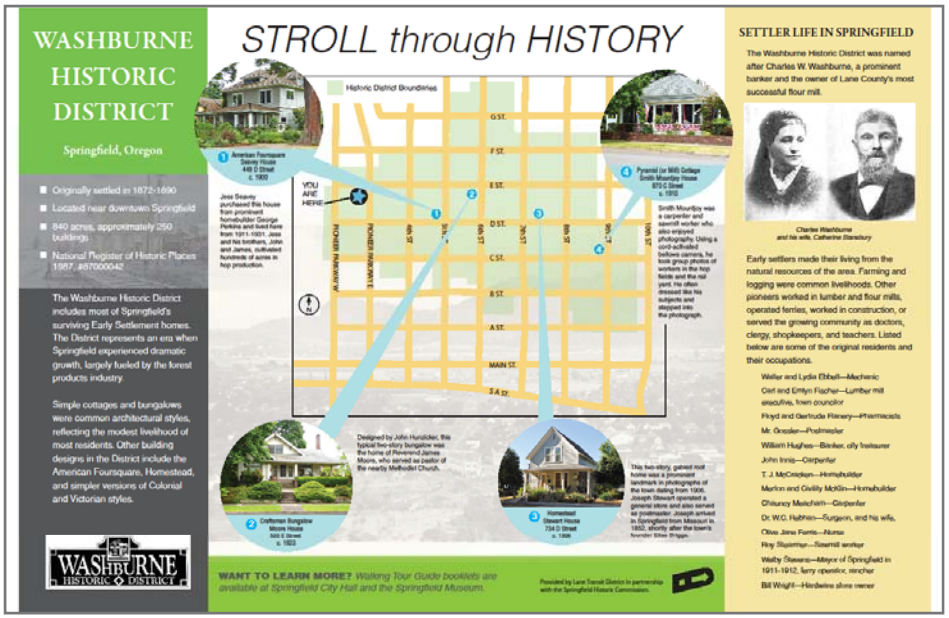


Springfield Historic Commission

ACCOMPLISHMENTS

Dec '09 - Present

- Worked with LTD on a Washburne District interpretive panel
- Attended the Gateway EmX SmartTrips Washburne District walking tour
- Presented at the Washburne Neighborhood meeting

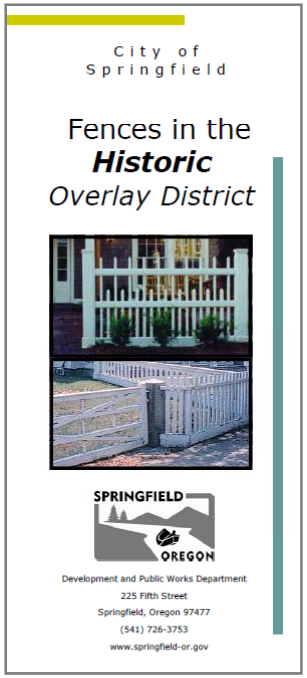


ACCOMPLISHMENTS

Dec '09 - Present

- Worked with the museum to host an informational table at the 2nd Friday Art Walks

- Developed brochure & webpage highlighting recommended fence styles and design.



UPCOMING PROJECTS

1. Send annual newsletter to residents & owners of historic properties

2. Review proposals for modifications to historic properties

3. Complete Reconnaissance Level Survey of Willamette Heights Neighborhood

UPCOMING PROJECTS

4. Complete at least two intensive level surveys of downtown buildings

5. Support and promote the Cottage Grove CLG wood window work shop for contractors

6. Repair and replace Washburne District signs

7. Attend local, regional, national conferences / workshops

UPCOMING PROJECTS

7. Propose revisions to the Historic Overlay District section of the Development Code

8. Collaborate on City interpretive & directional signage efforts

9. Continue survey/inventory of Springfield's historic properties

10. Support the preparation of one National Register nomination

11. Establish a preservation incentive program

Discussion

- Thanks to Tara and Molly for the amazing staff support
- Survey and its value to planning and the city overall
- Washburne Neighborhood Association
- Beyond Washburne Neighborhood
- Main Street program support
- New Council Liaison
- Code Revision - Doing more with less & limiting the burden of preservation

AGENDA ITEM SUMMARY

S P R I N G F I E L D
C I T Y C O U N C I L

Meeting Date:	9/10/2012
Meeting Type:	Work Session
Staff Contact/Dept.:	Gino Grimaldi
Staff Phone No:	541-726-3700
Estimated Time:	30 Minutes
Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

WATER SUPPLY AND DISTRIBUTION

ACTION REQUESTED:

None.

ISSUE STATEMENT:

The supply and distribution of drinking water is essential to Springfield citizens and plays a key role in the future growth and development of the community. Jeff Nelson of the Springfield Utility Board (SUB) will provide an overview of Springfield's drinking water system.

ATTACHMENTS:

None.

DISCUSSION/ FINANCIAL IMPACT:

This item is being presented as an informational item. Water supply issues will be a topic of discussion as the City Council considers a request from Lane County to bring the Metropolitan Plan Boundary in alignment with the Urban Growth Boundary. SUB has well fields that are outside of the Urban Growth Boundary but currently within the Metropolitan Plan Boundary.

AGENDA ITEM SUMMARY		
	Meeting Date:	9/10/2012
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Tom Boyatt/Dave Reesor
	Staff Phone No:	541-744-3373/541-726-4585
	Estimated Time:	30 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:	CITY PRIORITIES FOR 2015-2018 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)
ACTION REQUESTED:	Review staff recommendation and provide direction.
ISSUE STATEMENT:	Between September 2012 and March 2013, the Metropolitan Policy Committee (MPC) and the Lane Area Commission on Transportation (L-ACT) will review and recommend priorities to ODOT and the Oregon Transportation Commission (OTC) for inclusion in the new "Enhance" portion of the 2015-2018 STIP. There will be significant competition for limited funding in this STIP cycle, with approximately $5 million available in Lane County for each of the three funded years, 2016, 2017, 2018. Staff will present draft project priorities for Council consideration and discuss the new state approach to funding projects which Enhance the existing transportation system. Staff will also present a draft list of "Fix It" projects on the state system in Springfield.
ATTACHMENTS:	1: City Draft project priorities for the 2015-2018 STIP 2: ODOT Director Garrett's August OTC agenda packet, 2015-2018 STIP
DISCUSSION/ FINANCIAL IMPACT:	In recent months, at the Governor's request, ODOT and the OTC significantly revised the STIP process. The ACTs, with MPO input, will recommend funding priorities to ODOT and the OTC for inclusion in a new "Enhance" (was Modernization) portion of the STIP. As with past practice, ODOT will continue to recommend projects from the state's management systems (e.g. Preservation, Safety) for the "Fix It" program, but is also seeking input on those projects. The shift to the new STIP approach is very complicated and still being understood by all parties. Application materials are currently being refined and will be available on September 20, 2012. The area of most interest to local governments is the shift from the old "Modernization" program to the new "Enhance" program. The new Enhance program collapses a variety of ODOT programs into one single program, and broadens the range of eligible projects in an effort to create a new process that can fund 'complete projects', thereby realizing greater efficiencies. Example: In past practice the modernization program would fund a highway element, the bike/ped or transportation enhancement program would fund those elements, and the bridge program would fund that element (if there was one), even though each of those pieces were part of the same overall project. Now, the Enhance program is attempting to fund 'complete' projects, and most of the stand alone funding pots, such as they are, are being funneled into the Enhance program. Within the new Enhance program there has also been a significant shift in focus away from purely highway or roadway projects to projects which address multi-modal needs and enhance community and economic development. There is a new emphasis on community priorities and a shift away from traditional "highway" priorities. This means a variety of types of projects will compete against each other for funding, e.g. bike/ped vs. highway. Staff will present a draft list for Council consideration of both Fix It recommendations to ODOT, and Enhance projects for MPC and L-ACT consideration. The process is on an accelerated timeline. MPC and the L-ACT will see draft project lists in September, provide project endorsements in November, prioritize projects to 150% of available funding in December and January and submit final priorities to ODOT in March 2013. A complete calendar of the planned process sequence is shown on Attachment 2, p. 16.

Springfield 2015-2018 DRAFT STIP Project Priorities
8/31/2012

Enhance Program (Projects below the cut line are not recommended for application)

1. **Franklin Blvd. Phase 1 Construction, $5m (ODOT, LTD Partnership):**
   Make multi-modal improvements to Franklin Blvd. in Glenwood (OR 126B) to bring the facility up to urban standards, improve the safety and operations of the transportation system for all users, and leverage planned mixed use redevelopment along the Glenwood riverfront. Project will provide dedicated facilities for bicycles and pedestrians, improve EmX bus rapid transit facilities, and create an urban environment that accommodates through traffic and improves access to adjoining redevelopment properties.

2. **42nd Street, 'E' Street to OR 126 WB Ramp Terminal, Operational, Safety and Mobility Improvements and Rail Crossing Upgrade, $1m**:
   Upgrade to address safety and operations, in particular for freight accessing the OR 126 Expressway-Freight Route and OR 126B-Main Street. Upgrade the UP rail crossing serving the International Paper, Sierra Pine, and Weyerhaeuser industrial center, upgrade intersection control at the westbound OR 126 ramp terminal, add urban level lighting, add ADA-accessible connections from Olympic St. and Industrial Ave. to the High Banks Path, add left turn bay at Industrial Ave..

3. **Weyerhaeuser Haul Road Acquisition for Multi-Use Path/Green Street, $750k (Possible Willamalane Partnership)**:
   Acquire the Weyerhaeuser Haul Road between OR 126B-Main Street and Wallace Creek Road for conversion to an off street pathway facility, a portion of which is anticipated to also include roadway, in order to create a multi-modal system connection between east and south east Springfield and the rest of the urban area via the newly constructed Middle Fork Willamette River Path, the planned Mill Race Path, and the planned Virginia/Daisy bike boulevard.

- **Downtown Pedestrian Demonstration Project** (Current state grant pending)
- **Virginia-Daisy Bike Boulevard** (Current state grant pending)
- **Franklin NEPA Gap Funding** (possible STP-U)
- **Glenwood Riverfront Path NEPA Analysis** (Possible STP-U)
- **Beltline/Hutton Intersection Control** (Possible SDC's, Annexation Contributions, STP-U)

Partner Agency Enhance Projects with Possible Springfield Partnership

1. **Bob Straub/Mount Vernon Pedestrian Crossing Improvements, $250k** (Lane County)
2. **OR 126 Expressway Eastbound Auxiliary Lane, I-5 to Pioneer Parkway, $2m** (ODOT)

Fix It Program (To be recommended to ODOT)

1. **Main Street/McVey Pavement Preservation**
2. **Main Street Pedestrian Improvements** (lighting, speed feedback signs, other recommendations from Safety Study that are not the enhanced pedestrian crossings which are already funded)
3. **OR 126 Expressway Eastbound Auxiliary Lane, I-5 to Pioneer Parkway**

Oregon
John A. Kitzhaber, MD, Governor

Department of Transportation
Office of the Director
1158 Chemeketa St. NE
Salem, OR 97301-2528

DATE: August 2, 2012

TO: Oregon Transportation Commission

FROM: Matthew L. Garrett
Director

SUBJECT: **Agenda C** - 2015-2018 Statewide Transportation Improvement Program (STIP) Funding Allocation and Project Selection Process: Funding Scenarios for "Enhance" category

Requested Action:
Continue discussion for the "Enhance" allocation for the 2015-2018 Statewide Transportation Improvement Program (STIP) project selection process. Presentation material includes information presented on the project selection process to Area Commissions on Transportation and statewide advisory committees.

Background:
At the Oregon Transportation Commission (OTC) meeting on July 18, 2012, the commission approved the "Fix-It" category of the 2015-2018 process and requested that staff continue the conversation with key stakeholders in the coming months prior to it taking action on the "Enhance" category. Since that time, staff met with Area Commission on Transportations, and stakeholders from our modal committees and Metropolitan Planning Organizations.

Attached is a document that outlines the background and reasons for the change in process, a copy of the latest Frequently Asked Questions (FAQ's), and the set of instructions that are part of the application process. The FAQ's are continually updated as new questions arise.

Staff is prepared to discuss the next steps and sequence of those steps in the discussion with the Commission.

Attachments:
- Background document
- Frequently Asked Questions (FAQ's)
- Project application Information

Copies (w/attachments) to:

Jerri Bohard	Dale Hormann	Patrick Cooney	Clyde Saiki
Paul Mather	Betsy Imholt	Division Managers	Region Managers

Agenda C_STIP Criteria Process.doc
8/6/2012

Introduction to *Enhance* and *Fix-It* for the 2015-2018 STIP

Draft August 6, 2012

1.0 Overview

The purpose of this paper is to provide the following information:

- Explain the rationale for the change in process
- Explain what types of projects are in the ***Enhance*** and ***Fix-It*** categories
- The framework in which the ACTs and MPOs should select the recommended projects to be funded in the ***Enhance*** category
- Outline the sequence of steps in the development of the 2015-2018 STIP

The expectation of the Oregon Department of Transportation (ODOT) is to identify and fund the best multimodal transportation project solution to address a problem. As the agency develops the 2015-2018 STIP, we have an opportunity to move toward an improved process that allows maximum flexibility in the use of limited funds. The Oregon Transportation Commission (OTC) needs the ability to apply the available funds in the broadest way possible.

The Oregon Transportation Plan and the supporting modal plan policies identify the need to maintain and preserve the existing transportation assets. With limited funds it is not possible to maintain the existing system, yet some expansion to develop a fully multimodal system is necessary. This process will provide an opportunity for the Oregon Transportation Commission to provide policy direction to balance maintenance and enhancement of the State of Oregon's multimodal transportation system.

The OTC and ODOT are changing how the State Transportation Improvement Program (STIP) is developed. The STIP will no longer be developed as a collection of programs tied to specific pools of funding dedicated to specific transportation modes or specialty programs. Beginning in the summer of 2012, the STIP will be divided into two broad categories: ***Fix-It*** and ***Enhance***.

Definitions:

Enhance:	Activities that enhance, expand, or improve the transportation system
Fix-It:	Activities that fix or preserve the transportation system

The primary objective of this change is to enable ODOT to take care of the existing transportation assets while still providing a measure of funding to enhance the state and local transportation system in a truly multimodal way.

There are a number of issues driving the need for this change. Perhaps most important, in a period of time revenue for transportation system maintenance and improvement is limited and declining, it is important that transportation investments effectively address a wide range of issues, from safety, mobility, and accessibility to economic development, sustainability, energy, health, and community livability. In short, the agency needs to identify the most effective projects based on community and state values, rather than those that fit best into prescribed programs. The new STIP

development process also aligns with ODOT's internal effort to "right-size" the agency and reorganize along functional lines (rather than modal or program lines) to adapt to continuing financial constraints.

At the core of this new approach is a single application process for all projects that will be funded under the ***Enhance*** side of the STIP. The OTC will select ***Enhance*** projects based on recommendations that are developed by local governments and agencies through a review and prioritization process conducted by the Metropolitan Planning Organizations (MPOs), where applicable, and the Area Commissions on Transportation (ACT). The ***Fix-It*** portion of this process will be discussed in Section 1.5 below.

The purpose of this guidance document is to provide some perspective and considerations for reviewers to use when evaluating and prioritizing ***Enhance*** project applications. Project activities that are eligible for ***Enhance*** category funds include:

- Bicycle and/or Pedestrian facilities on or off the highway right-of-way
- Development STIP (D-STIP) projects (development work for projects that will not be ready for construction or implementation within the four years of the STIP)
- Projects eligible for Flex Funds (the Flexible Funds program funded Bicycle, Pedestrian, Transit and Transportation Demand Management (TDM) projects, plans, programs, and services)
- Modernization
- Protective Right-of-Way purchases
- Public Transportation (capital projects only, not operations)
- Recreational Trails
- Safe Routes to Schools
- Scenic Byways
- Transportation Enhancement
- Transportation Demand Management

Because of the wide diversity of project applications that the department expects to receive, we do not advise a formal scoring process. This STIP development process will ultimately be subjective and largely driven by matching identified problems with cost-effective solutions that reflect local values and concerns. However, there are some practical sideboards that we can establish to help guide the decision-making process. The remainder of this document will provide those policy-based and practical parameters.

We note that these guidelines are not intended to be definitive or inclusive of all possible considerations. Other considerations of local or regional importance may be factored into any selection recommendation process. The only real requirements within the selection recommendation process are that the projects legitimately address at least one of the benefit areas included in the application (to address multiple areas generally makes for a stronger application) and whatever logic and rationale is used to make the decisions is clearly and thoroughly documented.

The OTC has also provided significant guidance over the last year about what will constitute a successful project as funding becomes more limited, and projects become more difficult to implement. As has been the case for many years, the OTC continues

to put a strong emphasis on preserving the existing transportation system first. This is evidenced by the funding split between the ***Fix-It*** portion of the proposed new STIP (76 percent) and the ***Enhance*** portion (24 percent).

In addition, this process applies primarily to projects for 2016 to 2018, because projects for 2015 are largely already selected. Because the STIP is updated every two years, there will be an opportunity to review the later projects in the STIP and to improve on the STIP selection process for the next STIP update cycle.

Note also that all legal obligations to develop the STIP, including any minimum expenditures, will continue to be honored in this STIP and all later STIPs. This includes any federal requirements that may change with updates to federal law, including the recent MAP-21 transportation authorization legislation, and any successor legislation. ODOT will try to mirror changes in law in the STIP process, where appropriate. For example, MAP-21 groups together several kinds of projects that were formerly in separate programs under one Transportation Activities program. Similarly, in Oregon's process, these kinds of projects are eligible to apply for funding under ***Enhance***.

1.1 The Oregon Transportation Plan

The Oregon Transportation Plan (OTP) set the stage for ODOT's transition to a more multimodal agency with multiple goals and policy objectives when it was adopted in 2006. Demonstrating how a project will meet or advance the OTP goals and objectives will be an asset to any ***Enhance*** application and will ultimately strengthen its chances of implementation.

<u>The OTP Goals</u>

1. Mobility and Accessibility
2. Management of the System
3. Economic Vitality
4. Sustainability
5. Safety and Security
6. Funding the Transportation System
7. Coordination, Communication and Cooperation

Embedded in these policies and actions are a set of priorities to be considered after maintaining and preserving the system. This includes recognizing some key priorities embedded both in the OTP and in OTC discussions: enhancing economic development opportunities; supporting compact mixed use development, integrating multimodal systems; maintaining the safety of the system and making strategic investments that contribute measurable benefits to the efficiency of the system. The direction of the OTC and the policy framework of the Oregon Transportation Plan are augmented by the governor's direction that provides more specific guidance.

1.2 Governor's Direction

One excellent source of guidance to determine which project applications represent the best high-value, multimodal project opportunities comes from the office of Governor John Kitzhaber. The governor laid out a variety of principles about how to make

transportation system investments and how to conduct the investment decision-making process.

On August 24, 2011, the governor met with the OTC and talked about his direction and expectations. The governor laid out six principles he wants brought to the fore in transportation decision making. Those six principles are:

1. Have the right group of people at the table at the beginning of the process to define the problem and solution together
2. Determine who is best positioned to manage/own facilities
3. Create programs that invest in the transportation system AND meet a multitude of community objectives
4. Move us closer to a sustainable, safe, lower carbon, multi-modal system
5. Maximize benefit for the least cost under limited resources
6. Move us closer to a transportation funding mechanism for the future

Additionally, the governor stressed that to support sustainable communities, state agencies shall seek to help enable and encourage local communities to achieve the following objectives:

- Resilient local economies that provide a diversity of economic opportunities for all citizens
- Workers supported by lifelong education to ensure a globally competitive workforce
- An independent and productive citizenry
- Youth supported by strong families and communities
- Downtowns and main street communities that are active and vital
- Development that wisely and efficiently uses infrastructure investments and natural resources
- Affordable housing available for citizens in community centers
- Healthy urban and rural watersheds, including habitats for fish and wildlife
- Clean and sufficient water for all uses
- Efficient use and reuse of resources and minimization of harmful emissions to the environment

Project applications that demonstrate alignment with these various directives and principles will ultimately have an improved chance of being chosen for implementation.

The following bullet points summarize his key themes that provide not only guidance in the selection of projects, but also for other transportation issues that the Commission often addresses.

- Maximize and leverage investments by looking for:
    - projects with the potential to be both effective and efficient
    - projects that involve multiple funding sources
    - projects that are complementary to other projects or community development activities and offer the chance for the whole to be greater than the sum of the parts

- Investments must achieve multiple objectives
- Conduct proactive asset management (strategically take care of what we already have)
- Move toward a more multimodal transportation system by maximizing funding flexibility and consider a wider range of community issues and benefits
- As funding decreases, and projects become increasingly difficult to implement we need to transition and transform the way we work—to look for new ways of doing business
- Use Regional Solution Centers to reduce bureaucratic barriers and help identify opportunities to partner and leverage projects
- Look for projects that result in GHG emissions reductions
- Continue to develop a Rapid Passenger Rail Plan
- Implement least cost planning principles
- Incorporate practical design principles from planning to project development
- Weigh all the values we have – including energy, job creation and health – in final design

1.3 OTC Prospective

In the past year the OTC has studied the existing funding and institutional realities facing ODOT and Oregon transportation system development, future challenges, and how other DOTs addressed financial limitations and achieved improved partnerships with transportation stakeholders and jurisdictions. The OTC Workshop in October 2011 highlighted several key points including:

- Funds are not keeping up with expenditures
- All modes are underfunded
- The transportation system will deteriorate from its current condition, both physically and operationally
- New strategies are being implemented to maximize our investments
- The organization is being reduced in size and services to match projected funding levels

The OTC has also reviewed the role of Area Commissions and identified that ACTs are underutilized, given the experience and commitment of the ACT members.

1.4 OTC Priorities

The OTC commissioners identified the following thematic priorities during the October 2011 workshop:

- The need to achieve a truly multimodal system
- Work to integrate health into transportation discussions
- Improve transportation system efficiency by implementing technology solutions
- Look for ways to be innovative in project funding, packaging, and implementation
- Continue developing and seeking approval for sustainable funding mechanisms
- Look for creative ways to resolve intergovernmental transportation system problems cooperatively

In November 2011, the OTC invited the chairs of the Area Commissions on Transportation (ACTs) and other advisory committees to participate in presentations focused on some of the challenges that Oregon faces. A key theme was that now, more than ever, we need to engage transportation stakeholders to identify issues and to develop creative and sustainable multimodal transportation system solutions.

The presentations were followed by a roundtable discussion with the advisory committees on their perspectives on opportunities and challenges. The OTC and ODOT believe that ACTs have been underutilized given the experience and commitment of the ACT members, and many ACT members expressed desire to play a broader role. It was agreed that this would be the first meeting of this type and not just a one-time event.

The 2015-2018 STIP selection process will address these priorities by expanding the "universe" of potential transportation projects that are compared side by side. This will avoid the artificial separation of projects by funding source that existed up to this point. The overarching point of agreement that emerged in the past year was similar to some of the conclusions that emerged from the governor's direction and the previous OTC work: ODOT no longer has the resources to keep doing what we have been doing and how we have been doing it, and neither do the local jurisdictions. While our collective years of experience still have value, in order to be successful, we will all need to evolve and adapt to the financial and institutional changes that have taken place over the last 20 years. Rather than viewing this as a negative situation, it should really be seen as an opportunity for all of us to improve the way we do things to manage the transportation system in Oregon.

1.5 Fix-It Program for STIP

The ***Fix-It*** category includes all the capital funding categories that maintain or fix ODOT's portion of the transportation system. It is important to note that the capital funding categories do not include the noncapital maintenance and operations programs because these are not included in the STIP. Noncapital maintenance/ operations and other agency funding is addressed by the OTC via the state budget decisions.

Project activities eligible for the ***Fix-It*** category of funds include:

- Bicycle and pedestrian repair on state routes only
- Bridges (state owned)
- Culverts
- High Risk Rural Roads
- Illumination, signs and signals
- Landslides and Rockfalls
- Operations (includes ITS)
- Pavement Preservation
- Rail-Highway Crossings
- Safety
- Salmon (Fish Passage)
- Site Mitigation and Repair
- Stormwater Retrofit
- Transportation Demand Management (part of Operations)
- Work zone Safety (Project specific)

The selection of projects for the ***Fix-It*** category is intended to start with input from ODOT infrastructure management systems and be supported by consultation with ACTs and MPOs. Management systems are repositories of data about the system. They can identify problems and the general idea for a solution. Management system analysis is used, for example, for State Bridge, Pavement Preservation, and Safety projects. The systems provide asset management information and help prioritize needs. Each ODOT transportation region will then share the ***Fix-It*** project lists with its ACTs and MPOs in order to:

1. Identify opportunities to leverage funds
2. Identify opportunities to maximize projects' support of Oregon objectives, community goals and system asset management
3. Identify opportunities to coordinate project timing and outcomes better
4. Identify opportunities to coordinate safety improvements

At the July 18, 2012, OTC meeting the OTC directed ODOT to begin work on the ***Fix-It*** category project lists for the 2015-2018 STIP. The Commission requested ODOT prepare an expanded project list that will be available to the ACTs and other STIP contributors as they discuss potential ***Enhance*** projects, so there is opportunity to look

at linkages, leveraging resources, enhancing project benefits, etc. This will also provide an opportunity for ACTs to direct comments to ODOT program managers regarding proposed ***Fix-It*** projects in an area.

Below are the principles guiding the ***Fix-It*** category of STIP funding.

***Fix-It* Category Funding Allocation and Project Selection Guiding Principles**	
Balance	Maintain relative balance between ***Fix-It*** programs while allowing route priority within individual programs, taking into account risks (safety), sustainability, and magnitude of investment.
Leverage	Leverage existing funding to attract more revenue opportunities to support a sustainable transportation system.
Maintenance	Focus investments on features that are difficult and expensive to maintain.
Safety	Maintain or improve transportation safety on the system within funding level availability.
Regulatory Compliance	Ensure minimum environmental, federal, state, and local compliance is maintained on the transportation system.
Economy	Maximize economic opportunities and minimize economic hardships as a result of transportation investments.
Cost Effectiveness	Allocate funding in a way that maximizes return on investment to support a sustainable transportation system.
System Continuity	Fund investments that minimize risk of transportation system failure.

When the initial proposed lists of ***Fix-It*** projects are developed, ODOT staff will report back to the OTC on how the proposed dispersal of funds will affect the overall condition of the system.

2.0 2015-2018 STIP Cycle Enhance Project Selection

Described below are key steps in the 2015-2018 STIP update cycle. See the attached timeline for a list of all due dates and other key dates in this process. There is also an information and instructions document to accompany the ***Enhance*** application. All these documents are available on ODOT's website.

2.1 OTC approval of 2015-2018 STIP Process

Throughout the spring of 2012, ODOT has had discussions with the OTC about approaches to the 2015-2018 STIP funding and project selection. At the OTC's July 2012 meeting, the Commission decided to go ahead with the ***Fix-It*** and ***Enhance*** approach to the STIP. The Commission directed ODOT to begin the ***Fix-It*** project selection process and wait until September to provide the final decision on the proposed ***Enhance*** process.

The September approval target provides more opportunity for ODOT to reach out to ACTs, MPOs, and others, in order for stakeholders to better understand the process, and for ODOT and the OTC to hear concerns and make improvements to the ***Enhance*** process to respond to those concerns. During the summer of 2012, ODOT staff is discussing the new process with each ACT and others.

2.2 Application Available

The ***Enhance*** projects application will be available in September 2012, shortly after the OTC meeting and provided the decision is to move forward. The application contains basic project information and it includes a section on benefit of the projects. These are organized in categories. First is benefits to the state system, then nine more categories mirror the categories of impacts that the STIP Stakeholder Committee designated as most important for Oregon's least cost planning process to evaluate. Least cost planning, now called Mosaic, is being developed and tested for use in the planning process, not for project-level decisions at this time. However, the nine Mosaic categories are basic categories of impacts of the transportation system and investments in that system and this application provides a qualitative way to respond to those same categories for project decisions.

The benefits section is also similar to the project selection criteria many individual STIP funding programs used for recent STIP cycles. The application does not use the term "criteria," because it is intended to be broader than any of the criteria used in the past to include a wide range of modes and possible investments. The benefits information will also be used to prioritize and compare projects.

Not all projects are expected to have impacts on all categories of benefit. Reviewers will need to discuss the different benefits of different projects and use a consensus process to develop their prioritized lists.

Regions, ACTs, and MPOs may not add to or alter the application or the benefit information requested. This is a change from prior STIP procedures. It is important that all ***Enhance*** projects are evaluated similarly across the state.

ODOT staff can provide assistance in answering questions about the application and about the application review process. Each region has designated a representative to lead this process for the region and they are the ones to whom to direct questions. See below for the list of region representatives. (If you are unsure about which region to direct questions to, see the online ODOT Region Map.)

Region	Representative	Phone	Email
Region 1	Jeff Flowers	503.731.8235	Jeffrey.A.FLOWERS@odot.state.or.us
Region 2	Terry Cole	503.986.2674	Terry.D.COLE@odot.state.or.us
Region 3	Lisa Cortes	541.957.3643	Lisa.CORTES@odot.state.or.us
Region 4	Katie Parlette	541.388.6037	Katie.M.PARLETTE@odot.state.or.us
Region 5	Dawn Hubble	541.963.1325	Dawn.L.HUBBLE@odot.state.or.us

2.3 Application Due

Applications should be sent to the appropriate ODOT region mailbox before **12:00 PM, noon, on November 27.** The region emails are listed below. See the application instructions for further details about how to use email to submit applications. Other key dates in this process are listed in the attached draft Timeline.

Region 1	STIPEnhanceAppsRegion1@odot.state.or.us
Region 2	STIPEnhanceAppsRegion2@odot.state.or.us
Region 3	STIPEnhanceAppsRegion3@odot.state.or.us
Region 4	STIPEnhanceAppsRegion4@odot.state.or.us
Region 5	STIPEnhanceAppsRegion5@odot.state.or.us

2.4 Region Staff Review of Applications

Applications received by the due date will be reviewed by ODOT region staff for general eligibility and completeness. Applications will be checked to verify that:

1. The sponsor is a public agency
2. The proposed project is of the type covered by ***Enhance*** funds
3. The application is complete. Information that must be included:
   - Item 1: Project sponsor
   - Item 3: Project name
   - Item 5: Project summary
   - Item 8: Project problem statement
   - Item 9: Project location
   - Item 11: Project description
   - Item 14: Timetable lines 1 and 8
   - Item 27: Estimated project costs
   - Item 28: Project participants and contributions
   - Item 29: Project sponsor signature

Regions will send applications for ***Enhance*** projects that include at least this information to ACTs and MPOs for review and prioritization in early December 2012.

2.5 ACT and MPO Application Reviews

Regions will send eligible, complete applications to the applicable ACT and MPO for review. The current long-standing STIP development processes, in which ACTs, MPOs, and region staff work together to prioritize projects, are expected to continue.

Generally, where an MPO is part of an ACT, there are processes in place to discuss MPO priorities within the ACT and agree on area priorities. The Portland area is unique in that there is an MPO, but not an ACT. ODOT Region 1 will work with its stakeholders to better define the coordination process for the region as a whole.

Definitions:

150 percent List:

A list of projects generated early during the review of applications that would use roughly 150 percent of the region's available STIP Enhance funds

Recommended List:

A list of projects generated after projects are scoped to identify a final recommendation from ACTS that would use roughly all of the region's available STIP Enhance funds

Projects recommended through the STIP Update process and within the boundaries of an MPO need to be included in the Metropolitan Transportation Improvement Program (MTIP). The MPO Policy Board approves the final MTIP and then sends it to the governor for further approval. After these approvals, the MTIP is incorporated into the STIP.

Regions, ACTs, and MPOs will receive a template to report their conversations and process to develop their recommended project lists. This will provide a record of what concerns they discussed, how they selected priorities, and why they selected projects. This record will be important. It should be developed during selection of the 150 percent list. It can later be revised or updated during conversations to reduce the list to the final recommended list. This record will be available to the OTC, OTC advisory committees, and others in order to understand how the projects were selected.

While this template is still under development, we anticipate the ACTs will provide responses to questions similar to:

- How does this project improve transportation choices for people in your community?
- Why is now the right time for this project?
- How does this project improve the lives of people in your community?

The Oregon Transportation Commission is the state's final decision-making body, responsible for approving the final STIP and sending it to US DOT for final approval. ACTs work with their ODOT region and sometimes other ACTs in the region to put together the region's final recommended STIP project list. This list then goes to the OTC for approval.

ODOT has expectations for how the applications will be reviewed and for documenting how the final lists were selected. The following expectations will be included in the direction to ACTs, MPOs, and others to guide their review of applications and their development of prioritized project lists:

a. The process used to review applications and establish priorities should be as inclusive of participants and as transparent as possible.

b. No benefit category is to be defined as more important than others, and project applications do not need to show benefit in all categories to be eligible. Reviewers are to discuss the project benefits holistically and strive for consensus. Because different types of projects will have different kinds of benefits, to decide before review that certain benefits are most important will disadvantage some projects that may be important to the area. Likewise, reviewers should not use overall numerical scores to determine outcomes, but use a discussion and consensus process.

   Reviewers may use qualitative rankings within the benefit categories. For example, different projects may have high, medium, or low benefits for individual benefit categories such as mobility or livability. Discussion and consensus will then decide how to prioritize projects with very different benefits.

c. Reviewers can use state and local plans and goals and policies described in plans to help determine priority. Plans may include the Oregon Transportation Plan, the Oregon Highway Plan, other Oregon transportation topic or mode plans, local transportation system plans, local comprehensive plans, etc.

d. Reviewers are expected to consider the merits of the project regardless of the level of detail in the application. For example, some jurisdictions may have access to considerable data and analyses to support their project. Other jurisdictions with more limited staff resources and experience may have less detail to report, but their applications must be considered equally.

e. ODOT will require that the decision-making process be documented in a consistent manner throughout the state. The department will provide a template to accomplish this.

f. Some programs included in ***Enhance*** have previously developed STIP selection criteria. Reviewers are not required to use these other STIP criteria in establishing priorities. However, reviewers are welcome to consider these other STIP criteria if they are helpful in the prioritization process.

g. Reviewers must include any required elements of project prioritization in their evaluations. For example, ODOT is required in statute to give priority to freight projects in the STIP. ODOT region staff will explain such requirements to reviewers. The final list and documentation will show how they were considered. Similarly, ODOT will ensure that the final STIP meets all legal requirements, such as minimum amounts for certain types of projects including bicycle and pedestrian projects.

h. MPOs will need to maintain their appropriate role in the prioritization and selection process. (They are federally-chartered bodies with specified project selection responsibilities.) ODOT expects that the ACTs will coordinate as they do today in similar processes with the MPOs. ODOT region staff are responsible to ensure this coordination is accomplished.

2.6 ACT Development of 150 Percent List

ACTs and MPOs will receive the applications from ODOT region staff in early December. Reviewers will then prioritize and narrow considered projects to their "150 percent list." This means that highest-priority projects will be listed to a bit over the expected funding available for the region's ***Enhance*** program.

2.7 Scoping of 150 Percent Lists

All projects on the 150 percent list of projects will then be "scoped" in more detail, meaning that their location, components, cost, and details will be examined more closely to verify estimates and establish the final project scope. ODOT region staff will manage the scoping process with assistance from other ODOT staff and/or the local jurisdiction. Region staff will work with applicants to accomplish the detailed scoping. This detailed information will be shared with ACTs and MPOs to help reviewers narrow the list to the final region-wide recommended list.

2.8 Statewide Advisory Committee Review

During scoping of the 150 percent list two statewide committees advisory to the OTC, the Joint Transportation Enhancement and Bike/Pedestrian Advisory Committee and the Oregon Freight Advisory Committee, will also review the lists of potential projects. These two advisory committees will review the projects in the 150 percent lists and share any feedback on the projects and priorities from their respective areas of expertise with the OTC, ACTs, MPOs, and region staff.

The two advisory committees will provide thematic analysis regarding the 150 percent lists in a memo format. This memo may focus comments at statewide, ODOT region-wide and ODOT area-wide geographic scale. They will be asked to provide their comments while scoping of the 150 percent lists is ongoing.

2.9 OTC Review of STIP Development

The OTC will review the overall progress of the STIP development periodically throughout the process. The commission will analyze the 150 percent lists and input from the statewide advisory committees and other stakeholders for overall themes and will provide feedback and additional direction to the ACTs.

2.10 ACT Development of Final Recommendation

Information from scoping and from the statewide advisory committee reviews will be passed back to the ACTs and MPOs, for their next step to reduce the 150 percent list to the recommended list of projects for the STIP. Each region will have a slightly different process to develop the final list, but will be in general alignment with past practices.

2.11 OTC Review and "20 percent" Project Identification

The OTC will review the recommended lists and consider the 20 percent of the ***Enhance*** budget that was held back for statewide consideration by the OTC. The OTC will consider any apparent gaps in the recommended lists, such as a multimodal focus, and statewide goals, policies, and priorities.

2.12 Draft STIP

Once the recommended STIP is complete, including assigning the OTC's statewide 20 percent, the Draft STIP will be compiled, presented to the OTC and released for public review and comment.

2.13 Final STIP

After the application review and STIP development steps, there are several more steps that need to occur before the STIP is final. For example, technical steps, such as air quality conformity determinations will be completed where needed. Any further metropolitan area projects from their Transportation Improvement Programs are added in also. Comments received on the Draft STIP are considered before the STIP is finalized. When these steps are complete, a Final STIP is prepared and released for public comment.

2.14 OTC STIP Approval

The OTC has final approval of the STIP for all of ODOT. After the public comment period on the Final STIP and consideration of comments received, the Final STIP goes to the OTC for approval. The OTC has the authority to make changes or add conditions to projects.

2.15 STIP Federal Approval

The final step in the STIP process is federal agencies approval. After OTC approval, the STIP must receive approvals from the Federal Highway and Federal Transit Administrations. The new STIP is active once federal agencies approved.

3.0 The 2017-2020 STIP

The 2015-2018 will set in place projects for 2016, 2017, and 2018 (projects for 2015 were selected with previous procedures.) The Oregon STIP is updated every two years. This means that in two years, we will have the opportunity to revisit projects slated for 2017 and 2018 and make any necessary improvements to the selection process based on lessons learned from this selection cycle.

2015-2018 STIP Enhance Project Application/Selection Process
Draft Timeframes

8/3/12

• **September 20, 2012**	Application process begins
• **October 16, 2012**	OTC meeting with ACT chairs
• **November 27, 2012**	Applications must be submitted to specified region e-mail address by noon this day
• **Nov 27-Dec 5, 2012**	Regions review applications for eligibility
• **December 6, 2012**	Applications distributed to ACTs and MPOs for deliberation and 150 percent list development and prioritization
• **March 15, 2013**	ACTs submit 150 percent recommendations to regions by close of business
• **March 18-July 19, 2013**	Regions scope 150 percent lists
• **March 21, 2013**	Regions provide their ACTs' 150 percent lists to TDD for Distribution to OTC, OFAC and Joint TE-OBPAC
• **June 19, 2013**	OTC, OFAC and Joint TE-OBPAC Committee provide input on 150 percent lists
• **July 22, 2013**	Regions provide scoping information to Area Managers and ACT chairs; ACTs and regions begin developing project recommendation lists
• **October 4, 2013**	Regions provide their project recommendation lists to TDD for compilation and OTC consideration
• **Oct 7-Nov 13, 2013**	OTC review of project recommendation lists and allocation of discretionary 20 percent
• **December 18, 2013**	OTC releases draft 2015-2018 STIP for review
• **February 14, 2014**	Draft STIP Public Review process complete
• **March 14, 2014**	ACT/MPO/OTC etc. review of comments complete
• **April 18, 2014**	Complete any necessary adjustments to draft STIP
• **April 21-Aug 15, 2014**	Conduct air quality conformity determinations
• **September 30, 2014**	Final STIP available for review
• **Oct 1-Nov 19, 2014**	Review of final STIP
• **November 19, 2014**	OTC review and approval of final 2015-2018 STIP
• **February 2015**	USDOT review and approval of 2015-2018 STIP

Multimodal Transportation Program/Project Application Information and Instructions

Introduction

This document provides instructions and guidance to complete the application for funding for ***Enhance*** projects for the 2015-2018 STIP. There is also an "Introduction to ***Enhance*** and ***Fix-It*** for the 2015-2018 STIP" designed to explain more about this change and why the Commission has undertaken it, and a timeline with key dates for this STIP development process. These documents and the application are available on ODOT's website.

This new application for STIP ***Enhance*** projects replaces several other separate application processes for the 2015-2018 STIP, including the STIP Eligibility Criteria and Prioritization Factors. This allows local governments and transportation agencies to focus on what investments are best for their area and let ODOT determine which funding programs are appropriate.

This reflects both a change in STIP process and a change in the way the Transportation Commission determines funding for STIP programs. In the past, the Oregon Transportation Commission (OTC) established the various funding levels for programs in the Statewide Transportation Improvement Program (STIP). Beginning with the 2015-2018 STIP cycle, the process has changed from setting funding levels for a multitude of programs and then selecting projects within each of those programs to selecting the best project and then determining which types of funds can be used to deliver those projects.

ODOT is making these changes to better enable stakeholders to compare projects and find the best investments and then make applying for funding for those projects easier. Now ODOT and its local partners can use one standard application for most ***Enhance*** projects, and Area Commissions on Transportation (ACTs) and others will have similar information to consider for those projects. This responds to the goals of the Oregon Transportation Plan and challenges delivered by our governor to the OTC in August 2011 to improve project selection, including:

- Maximize and leverage investments by looking for:
    - projects with the potential to be both effective and efficient
    - projects that involve multiple funding sources
    - projects that are complementary to other projects or community development activities and offer the chance for the whole to be greater than the sum of the parts
- Investments must achieve multiple objectives
- Move toward a more multimodal transportation system by maximizing funding flexibility and considering a wider range of community issues and benefits
- Incorporate least cost planning and practical design principles in project selection and development
- Use early collaboration to define and solve problems

Communication

Early discussion of STIP project ideas is still critical in this new process. Local governments should talk to one another, their Area Commission and/or Metropolitan Planning Organization (MPO), and their ODOT region as early as feasible about possible Enhance projects. Also, ODOT region staff will share ***Enhance*** projects for which ODOT intends to submit applications and eligible system preservation (***Fix-It***) projects as early as is feasible. Of course, most ***Enhance*** projects will come from state and local plans such as system plans, mode plans, topic plans and facility plans. Most ***Fix-It*** projects will come from management system priorities. ACTs, MPOs, and regions may also have needs lists developed that include projects from plans. These lists are another source of possible projects.

Early sharing of information about identified transportation needs and possible STIP projects between ODOT staff and area stakeholders is essential to identify opportunities to leverage resources and coordinate activities. This improves the transparency of the STIP process and respects ODOT's commitment to involve stakeholders in STIP development decisions.

This early communication also allows stakeholders and ODOT to work together to identify opportunities to coordinate resources from different programs and different jurisdictions, and perhaps to fund more robust solutions than would otherwise be included in the STIP. It allows stakeholders to understand how the STIP is developing overall, to help determine the best projects for ***Enhance*** funding, and to ensure that local and state project activities are coordinated to minimize expenses and disruption to the transportation system.

What is covered by the Enhance Application

Local governments, ODOT staff, and others should use this application to propose projects or program investments for inclusion in the ***Enhance*** portion of the 2015-2018 Statewide Transportation Improvement Program (STIP). The STIP is divided into two broad funding categories, ***Fix-It*** and ***Enhance***. The ***Fix-It*** category includes projects designed to maintain the existing system, such as pavement preservation, safety, and bridge projects.

The ***Enhance*** category includes projects and programs that improve or expand the transportation system. For the 2015-2018 STIP, ***Enhance*** does *not* include most rail, transit, aviation, and marine projects. Transit capital projects may be included, and projects that affect a nearby rail line may be included, which is why rail and transit information is included in this application. However, the Rail and Public Transit Divisions of ODOT will maintain their separate project funding programs and procedures for the 2015-2018 STIP.

Use this application to propose ***Enhance*** projects that improve the system, including:

- Projects eligible for Flex Funds (the Flexible Funds program funded Bicycle, Pedestrian, Transit and Transportation Demand Management (TDM) projects, plans, programs, and services)
- DSTIP projects: development work for projects that exceed the four-year window of the STIP

- Modernization (projects that add capacity to the system, in accordance with ORS 366.507)
- Transportation Demand Management
- Transportation Enhancement
- Bicycle and/or Pedestrian facilities on or off the highway right of way
- Recreational Trails
- Safe Routes to Schools
- Scenic Byways
- Protective Right of Way purchases
- Public Transportation (capital projects only, not ongoing operations)

Do *not* use this application for ***Fix-It*** projects. Management Systems largely determine selection of ***Fix-It*** projects. Management systems are databases with information about system needs that help identify projects of higher priority. When the lists of eligible ***Fix-It*** projects are developed, they will be included in discussions with stakeholders. ***Fix-It*** projects include:

- Bicycle and Pedestrian repair projects on state highways
- Bridges
- Culverts
- High-Risk Rural Roads
- Illumination, Signs and Signals
- Landslides and Rockfalls
- Operations (includes ITS)
- Pavement Preservation
- Rail-Highway Crossings
- Safety
- Salmon (Fish Passage)
- Site Mitigation and Repair
- Stormwater Retrofit
- Workzone Safety

Application Review and STIP Development Process

1. ODOT region staffs will review applications received by **12:00 PM, noon, on November 27** for general eligibility and completeness. See the attached draft Timeline for other key dates. Staff will check applications to verify that:
   - The sponsor is a public agency
   - The proposed project is of the type covered by ***Enhance*** funds
   - The application is complete. Information that must be included is:
     - Item 1: Project Sponsor
     - Item 3: Project Name
     - Item 5: Project Summary
     - Item 8: Project Problem Statement
     - Item 9: Project Location
     - Item 11: Project Description

- Item 14: Timetable lines 1 and 8
- Item 27: Estimated Project Costs
- Item 28: Project Participants and Contributions
- Item 29: Project Sponsor Signature

These are the minimum required elements in an application. However, applicants should not expect their proposal to be competitive if these are all that is included the application.

2. Regions will send eligible, complete applications to the applicable ACT and MPO for review, discussion, and prioritization in early December. ODOT expects the current long-standing STIP development processes in which ACTs, MPOs, and region staff work together to prioritize projects to continue.

   Generally, where an MPO is part of an ACT, there are processes in place to discuss MPO priorities within the ACT and agree on area priorities. The Portland area is unique in that there is an MPO, but not an ACT. ODOT Region 1 will work with its stakeholders to better define the coordination process for the region.

   Projects recommended through the STIP Update process and within the boundaries of an MPO need to be included in the Metropolitan Transportation Improvement Program (MTIP). The MPO Policy Board approves the final MTIP and then sends it to the governor for further approval. After these approvals, the MTIP is incorporated into the STIP.

   The Oregon Transportation Commission is the state's final decision-making body, responsible for approving the final STIP and sending it to U.S. DOT for final approval. ACTs are chartered advisory bodies to the OTC. ACTs work with their ODOT Region and sometimes other ACTs to put together the region's final recommended STIP project list. The region then forwards the list to the OTC for approval.

3. The next step is ACT and MPO review and prioritization of the applications. The OTC and ODOT have expectations for how to review the application and document the review and selection process. The following expectations will be included in the direction to ACTs, MPOs, and others to guide their review of applications and their development of prioritized project lists:

   a. The process used to review applications and establish priorities should be as inclusive of participants and as transparent as possible.

   b. No benefit is to be defined as more important than others, and project applications do not need to show benefit in all categories to be eligible. Reviewers are to discuss the project benefits holistically and strive for consensus. Because different types of projects will have different kinds of benefits, to decide before review that certain benefits are most important will

disadvantage some projects that may be important to the area. Likewise, reviewers should not use overall numerical scores to determine outcomes, but use a discussion and consensus process.

Reviewers may use qualitative rankings within the benefit categories. For example, different projects may have high, medium, or low benefits for individual benefit categories such as mobility or livability. Discussion and consensus will then be needed to determine priorities among projects with very different benefits.

c. Reviewers can use state and local plans and goals and policies described in plans to help determine priority. Plans may include the Oregon Transportation Plan, the Oregon Highway Plan, other Oregon topic or mode plans, local transportation system plans, local comprehensive plans, etc.

d. ODOT expects reviewers to consider the merits of the project regardless of the level of detail in the application. For example, some jurisdictions may have access to considerable data and analyses to support their project. Other jurisdictions with more limited staff resources and experience may have less detail to report, but their applications must be considered equally.

e. ODOT will require reviewers to document the decision-making process in a consistent manner throughout the state. ODOT will provide a template to accomplish this.

f. Some programs included in ***Enhance*** have previously developed STIP selection criteria. Reviewers are not required to use these other STIP criteria in establishing priorities. However, reviewers are welcome to consider these other STIP criteria if they are helpful in the prioritization process.

g. Reviewers must include any required elements of project prioritization in their evaluations. For example, ODOT is required in statute to give priority to freight projects in the STIP. ODOT region staff will explain such requirements to reviewers. The final list and documentation will show how they were considered. Similarly, ODOT will ensure that the final STIP meets all legal requirements, including minimum amounts for certain types of projects, such as those for bicycle and pedestrian projects.

h. MPOs will need to maintain their role in the prioritization and selection process. It is expected that the ACTs will coordinate as they do today in similar processes with the MPOs. ODOT region staff is responsible to ensure this coordination is accomplished.

4. ACTs and MPOs then prioritize and reduce considered projects to their “150 percent list.” This means that high-priority projects will be included up to 50 percent over the expected funding available. These projects will then be “scoped” in more

detail, meaning that their location, components, cost, and details will be examined more closely to verify estimates and establish the final project scope. Region staff will work with applicants to accomplish the detailed scoping.

5. Also during scoping of the 150 percent list, the Oregon Freight Advisory Committee and the joint Bicycle/Pedestrian and Transportation Enhancement Advisory Committees will review the lists of potential projects. These statewide advisory committees will share any feedback on the projects and priorities from their perspectives with the ACTs, MPOs, and region staff.

6. Information from scoping and from the advisory committee review above will be passed back to the ACTs and MPOs, for their next step to reduce the 150 percent list to the recommended list of projects for the STIP.

7. The OTC has final approval of the STIP for the state. The OTC will review the recommended lists and consider the 20 percent of the ***Enhance*** budget that was held back for statewide consideration by the OTC. The OTC will consider the lists, any apparent gaps in the recommended lists, statewide goals, policies, and priorities, and ensure that all legal minimums are met, such as the one percent for bicycle and pedestrian projects. The OTC will then allocate its 20 percent of the ***Enhance*** budget according to these considerations.

8. Once the recommended STIP is complete, including allocating the OTC's statewide 20 percent, the Draft STIP will be released for public review and comment.

After these application review and STIP development steps, there are several more steps that need to occur before the STIP is final. For example, technical steps like air quality conformity determinations will be completed where needed. Any further metropolitan area projects from their Transportation Improvement Programs are added in also. Then ODOT prepares and releases a Final STIP for public comment. The OTC is anticipated to issue its final approval of the STIP for Oregon in early 2015. Last, ODOT delivers the STIP to the Federal Highway and Federal Transit Administrations for final approval. The new STIP is active once the federal agencies issue their approval.

Submit the Application

Applications are **due by 12:00 PM, noon, on November 27, 2012**. Make sure the Application Form is submitted to the appropriate STIP ***Enhance*** Apps Region email below by the due date and time. If absolutely necessary, due to technical difficulties only, applicants may submit maps and other attachments promptly after the due date.

ODOT has five region offices around the state. Follow the instructions below to submit the completed application to the STIP ***Enhance*** Apps email box for the region that includes the project area. If you do not know which region the project is in, consult ODOT's TransGIS website. Use the menus to choose Display – Layer Catalog – Boundaries – ODOT Regions. (This site will also help you find geographic coordinates, if you need them to describe your project.)

Applications may be submitted to the email boxes below. The completed application form should be submitted to the email below before the due date and time. The application PDF file should be well under the maximum data limit for emails. (ODOT's email system will only accept emails that total less than 5 MB and your agency may have a lower limit, such as 3 MB.) Submit large attachments to ODOT's FTP site according to the instructions below.

Region email boxes for applications:
STIPEnhanceAppsRegion1@odot.state.or.us
STIPEnhanceAppsRegion2@odot.state.or.us
STIPEnhanceAppsRegion3@odot.state.or.us
STIPEnhanceAppsRegion4@odot.state.or.us
STIPEnhanceAppsRegion5@odot.state.or.us

Submit maps and other large files via ODOT's FTP site. Follow these instructions to use the FTP site:

1. Create a folder named: (city or county)_(project name) that includes all application attachments.
2. Go to ODOT's FTP Site at: ftp://ftp.odot.state.or.us/incoming/STIP-Enhance .
3. Copy the (city or county)_(project name) folder to the STIP-***Enhance*** folder on the FTP site.
4. Take a screen shot of your desktop showing the folder in the FTP site.
5. Email the screen shot to the appropriate applications email box above. Include in the email a contact name and number.

If you have questions about how to fill out or submit the application, contact the appropriate region representative for your project:

Region	Representative	Phone	Email
Region 1	Jeff Flowers	503.731.8235	Jeffrey.A.FLOWERS@odot.state.or.us
Region 2	Terry Cole	503.986.2674	Terry.D.COLE@odot.state.or.us
Region 3	Lisa Cortes	541.957.3643	Lisa.CORTES@odot.state.or.us
Region 4	Katie Parlette	541.388.6037	Katie.M.PARLETTE@odot.state.or.us
Region 5	Dawn Hubble	541.963.1325	Dawn.L.HUBBLE@odot.state.or.us

Application Instructions

This section of the document provides more detailed instructions for each of the items in the ***Enhance*** application. First, here are some tips on filling out the application:

- Use a word processor to type your responses and then cut and paste them into the form. Some word processors will count characters for you, helping you meet the available field lengths. If typing in the form, you will only see one line at a time. Click outside the box to see its full contents.
- Use of short paragraphs and bulleted lists that contain project details can improve the readability of the application and convey information to reviewers efficiently.
- Contact your ODOT region representative, listed above, if you have questions about how to fill out or submit the application.

Transportation Project Sponsor Information

1. **Project Sponsor**

   Complete the contact information for the organization applying for funds and the primary contact. The project sponsor must be a public agency. The primary contact should be the project manager who can provide additional information regarding the proposed project.

   ODOT will use the same application to submit ***Enhance*** project proposals to the same ACT and MPO review process. When the sponsor is another agency, an intergovernmental agreement will be required to disperse funds for the project.

   If ODOT intends to propose a project on the local transportation system, or a local agency intends to propose a project on the state-owned transportation system, communication between the agencies should begin well before the application is submitted.

2. **Co-Sponsor**

   Indicate any co-sponsor for the project, if applicable. The co-sponsor will likely be directly involved in project delivery or in continued operations. The co-sponsor need not be a public agency.

Transportation Project Information

3. **Project Name**

   In order to maintain statewide consistency and continuity from one STIP to the next for staff, contractors, and the general public, ODOT has adopted a project naming convention. Use ODOT'S Project Naming Convention to develop a name for your project and insert the project name in the space provided.

4. **Project Budget Summary**

   This table is included primarily for the application reviewers and will automatically fill in with numbers from the budget section of the application (items 27 and 28).

5. **Project Summary**

   In the space provided, provide a brief text summary of the project that will serve as an introduction to the project. Include general location, purpose, and proposed construction or activity. Please complete this summary so that application reviewers will have an introduction to the project on the first page of the application. Note: This is separate and distinct from the "project problem statement" (item 8), and the full "project description" (item 11).

   The field length for this summary and the other short answer items, such as numbers 6 and 7, is 800 characters. This is about one paragraph.

6. **Is this project a continuation of a previous Statewide Transportation Improvement Program (STIP) Project?**

   Indicate yes or no. If yes, briefly describe the status of previous efforts, such as:

   - Name of previous STIP project
   - Purpose of previous STIP project
   - STIP key number assigned, if known
   - Completion date or progress toward project milestones
   - Available budget remaining

7. **Does this project complement or enhance an existing or planned STIP project? For example, does it provide a more complete solution for an existing project or is it intended to work with another planned project, including a *Fix-It* STIP project?**

   Indicate yes or no, and, if yes, describe the relationship of the proposed project to the other and the planned timing of both. Sometimes projects are planned for a specific timeframe to coordinate with other planned work or to improve on another project that could not be fully funded. The purpose of this question is to identify whether the proposed project is intended to work with another project. While this application does not address ***Fix-It*** projects, do include if the proposal is intended to enhance a scheduled or proposed ***Fix-It*** project.

8. **Project Problem Statement**

   Provide a paragraph explaining the transportation problem or need the project will address. Be brief and do not describe the project scope or project benefits here. There is space to fully describe the scope in Project Description (item 11) and benefits in items 17-26.

9. **Transportation Project Location**

   Provide the requested location information. Include city, county, Metropolitan Planning Organization (MPO), and any appropriate special district. Also include the ODOT region number, if known.

In the "Project Location Detail" space provided, include as appropriate:

- Road and milepost range,
- Intersections,
- Location of any rail crossings,
- Bus route and stops,
- Bike path or multipurpose trail locations,
- Sidewalk locations,
- Address of the project site,
- GPS coordinates (can be helpful where mileposts are not available),
- Other location detail.

10. Maps and Project Plans (include as attachments)

Vicinity and site maps are required for construction projects. Other kinds of projects may include vicinity and site maps, if available and appropriate. All projects may include other maps or drawings to explain better the project as available and appropriate. Examples:

- Vicinity map (8.5X11) (may be inset on site map page)
- Site map/air photo (showing existing site) (8.5x11)
- Site Plan (showing proposed construction funded by the requested funds clearly marked) (8.5x11)
- Typical Cross-Section Drawings (showing proposed construction funded by the requested funds clearly marked) (8.5x11)

Send project maps to ODOT separately from the application using ODOT's FTP site, if they are large files. See the section *Submit the Application* above for instructions.

11. Project description

Use this space to clearly describe the work to be funded. Include what will be built, any services that will be provided, what equipment will be purchased, or facility planning or environmental document efforts that will be paid for with requested funds. If applicable and known, include the projected start dates for different stages of the project, e.g. Preliminary Engineering, Right-of-Way, Construction, etc.

Include whether Practical Design considerations have been applied to the proposed project. See the strategy document linked here for a description of this initiative. Its primary purpose is to ensure funded projects make important improvements to the system, even when the ideal solution cannot be provided. ODOT frequently finds that ideal solutions are not achievable in the near term because, for example, the solution is too expensive or literally cannot fit in the available space. Therefore, it is important to identify projects that can make significant improvements in problem areas without necessarily building the textbook solution.

Similar to Practical Design considerations, it may not be possible to fund a very large project with available resources. Therefore, be sure to include in the project description whether the project can be broken into segments or phases that will each provide a useful product or service. Also indicate whether or not the proposed project will, by itself, provide a complete and useful product or service.

Describe the scope and focus your response on what will be built or the service to be provided. Do not document the project purpose or benefits in this space. See the lists below for things you might include. The total space available for this item is 4000 characters, about one page.

For Infrastructure:

- Describe what will be built.
- Indicate if the project involves the purchase or lease of land or right-of-way.
- Identify the expected operational life of the project.
- Identify codes, standards or design criteria that will be used in design.
- Identify what unique or innovative design elements or construction practices are proposed.
- Identify what materials will be used.
- Indicate if the project can be phased and still meet a part of the need.
- Document any less expensive (such as Practical Design) solutions that will be implemented as a part of the project.

For Operations/Service Delivery

- Describe what services will be provided.
- Document how the service will meet the identified needs.
- Identify any space or equipment to be leased or rented as a part of the project.
- Indicate how long will services be provided.
- Indicate if services can be provided with a partial award.
- After any funds awarded via this application are expended, will the service continue without a subsequent expenditure of state funds? (If no, explain.)

For Capital Equipment Purchase

- Identify what will be purchased.
- Document how the equipment will meet the identified needs.
- Document what industry, safety, and quality standard will be used to evaluate the equipment prior to purchase.
- What type of procurement process will be used to purchase the equipment?
- What is the useful life of the equipment?
- Who will maintain the equipment?
- Will a manufacturer warranty come with the equipment?
- Will the equipment be insured?

For Project Planning (Project-level planning efforts help specify details of a project. Examples include completing an environmental document or a narrow facility plan, such as one for an interchange. This is different than system or corridor planning, which have a much broader scope and generally only outline possible solutions. System planning is *not* eligible for ***Enhance*** funding. Other resources address system planning such as the Transportation and Growth Management Program.)

- Describe the planning effort.
- Identify primary deliverable planning product.
- Identify environmental and NEPA requirements.
- Identify major stakeholders.
- Identify the role of state agencies.
- Identify plan consistency requirements.
- Identify salutatory authority for the planning effort.
- Identify applicable Statewide Planning Goals.

12. Primary Project Mode(s)

Indicate the primary proposed project mode or modes. You can check more than one box, if appropriate. For example, light rail and transit may be checked together or pedestrian and bike. If you check other, list the primary mode for the project in the space provided. Do not check extra boxes if the project only has an incidental relationship to the other modes.

13. Project Activities

Indicate the primary activities this request will fund. You can check more than one box, if appropriate. Project planning and development refers to activities that are often included in the Development STIP, such as refinement planning or environmental document development. Each checked activity should be described in item 11 above.

Timetable and Readiness Information

14. Indicate anticipated timing for the following activities, as applicable. Provide a date, if known, or year.

The first and last dates in this list are required information. A year or season and year are acceptable. Include other dates or estimated timing as available. The first field is for the Requested STIP Funding Year. The STIP covers four years, in this case, years 2015-2018. For many ***Enhance*** funding programs, projects for 2015 have mostly been selected using those programs' prior procedures in the earlier development of the 2012-2015 STIP. So most proposed projects are expected to be for years 2016-2018.

Indicate in the first field your preferred year to begin your project. This is important. The STIP must be balanced so that scheduled project expenses equal expected funds available at that time. If selected, ODOT will assign your

project a target year within the STIP. Use this field to indicate which you prefer, although you are not guaranteed your preferred year.

Also, most STIP projects are funded with federal funds that must be assigned to a project by year. If the funds are not assigned and ready to be programmed with USDOT in that timeframe, the state may lose the funds altogether. ODOT does not allow that to happen.
ODOT will, when necessary, reassign funds away from projects that cannot be delivered on schedule to prevent loss of funds to the state and to ensure eligibility for any re-dispersed funds.

Therefore, you should carefully consider when your agency will be prepared to deliver matching funds and deliver the project. An Intergovernmental Agreement (IGA) will be required to receive project funds, and you should expect it to include target dates for certain activities. If your project is selected and you cannot meet the target dates, your project may lose funding to a more ready project.

The last field of the table is also required. Indicate the anticipated date that project construction is complete, all equipment is purchased, and the transportation facility/equipment is in use. For operational or service delivery projects, list projected end date of activities funded via this application.

ODOT staff, in collaboration with applicants, will verify that the estimated dates provided are reasonable and prudent during the project scoping process.

15. Is the proposed project consistent with adopted plans? (Plans may include, for example, transportation plans; mode plans; such as bike/ped or transit plans; economic development plans; comprehensive plans; corridor plans; or facility plans.)

Indicate whether the proposed project is consistent with applicable adopted plans. Then use the space provided to explain how the project is consistent with applicable plans. Include:

- Whether the project or the need to be met by the project is described in any plans and provide the names of these plans and page numbers of the references, if available.
- If the project or need is not described in a plan, explain why the proposed project meets the intent of the plan.
- If the project is inconsistent with plans, explain how and when the jurisdiction will amend applicable plans to include the proposed project.

16. Is the proposed Transportation Project consistent with Major Improvement Policies including OTP Strategy 1.1.4 and OHP Action 1G.1**?**

Describe how the proposed investment is consistent with the Major Improvement Policies in the Oregon Transportation Plan (OTP) and, for highway projects, in the Oregon Highway Plan (OHP). These strategies describe a hierarchy of

priorities for investment with system management first, minor improvements second, new capacity third, and new facilities last. If the proposed project corresponds to a later priority in this strategy, describe how higher priority solutions have already been tried or why they are not applicable or not appropriate. OTP Strategy 1.1.4 and OHP Action 1G.1 are reproduced below.

OTP Strategy 1.1.4

In developing transportation plans to respond to transportation needs, use the most cost-effective modes and solutions over the long term, considering changing conditions and based on the following:

- Managing the existing transportation system effectively.
- Improving the efficiency and operational capacity of existing transportation infrastructure and facilities by making minor improvements to the existing system.
- Adding capacity to the existing transportation system.
- Adding new facilities to the transportation system.

OHP Action 1G.1

Use the following priorities for developing corridor plans, transportation system plans, the Statewide Transportation Improvement Program, and project plans to respond to highway needs. Implement higher priority measures first unless a lower priority measure is clearly more cost-effective or unless it clearly better supports safety, growth management, or other livability and economic viability considerations. Plans must document the findings which support using lower priority measures before higher priority measures.

1. **Protect the existing system.** The highest priority is to preserve the functionality of the existing highway system by means such as access management, local comprehensive plans, transportation demand management, improved traffic operations, and alternative modes of transportation.

2. **Improve efficiency and capacity of existing highway facilities.** The second priority is to make minor improvements to existing highway facilities such as widening highway shoulders or adding auxiliary lanes, providing better access for alternative modes (e.g., bike lanes, sidewalks, bus shelters), extending or connecting local streets, and making other off-system improvements.

3. **Add capacity to the existing system.** The third priority is to make major roadway improvements to existing highway facilities such as adding general purpose lanes and making alignment corrections to accommodate legal size vehicles.

4. **Add new facilities to the system.** The lowest priority is to add new transportation facilities such as a new highway or bypass.

Project Benefit Information

Items 17 through 26 on the application ask about expected benefits of the proposed project or solution. Stakeholders and staff will use this information, along with other application information, compare and prioritize projects. Each category of impact has an outcome statement that describes the kinds of transportation system benefits sought overall. There are also example considerations provided for each category. These are only examples, and are not exhaustive lists of possible benefits. Space available for these items is 1500 characters, about two paragraphs.

The first benefit question is about benefits the project provides to the state-owned transportation system. Indicate what benefits the project will provide to the state-owned system, including highways and other facilities. Include how it will improve the system or, if the project is on the local system, explain how this investment in the local system will also benefit the state system. Many times a state investment in the local system will help the nearby state system as well, and such local projects have traditionally been an important part of the STIP. Some examples of such benefits are listed in the application form.

Include if there are local efforts or commitments to protect the investment proposed. For example, if the proposed improvement is an interchange project, often an Interchange Area Management Plan explains state and local measures to ensure the continued function of the improved interchange. These may include land use measures, access management, or other tools to ensure the new facility continues to function well.

All the other categories of benefits reflect the categories of impacts designated by stakeholders as important for evaluation in the Mosaic (least cost planning) process. They also reflect Oregon Transportation Plan goals and policies. The benefit categories are: Mobility, Accessibility, Economic Vitality, Environmental Stewardship, Land Use and Growth Management, Quality of Life and Livability, Safety and Security, Equity, and Funding and Finance.

Briefly describe how the proposed project will help achieve the outcome sought, as applicable. Different kinds of solutions are likely to have different benefits and all categories are not likely to apply to every proposal. The outcomes sought are not ranked in any way, nor are kinds of solutions. Many types of projects will use the same application, and each type is likely to have different primary benefits. All regions of the state will also use the same application, and different areas may have different emphases or current priorities.

Please read through the outcome sought statements and the examples provided and then describe the benefits expected from the proposed project under the

appropriate categories on the application. Applicants are not limited to the ideas presented in the example considerations. Feel free to use “not applicable” or “n/a” where a type of benefit is not relevant to your proposal. Cite or describe evidence of benefit claims, where available, such as by summarizing results of data analyzed, modeling results or providing letters, etc., that substantiate the benefits described. Responses will be reviewed for reasonableness and likeliness.

Budget Information

27. Estimated Project Costs

Use the unshaded column in this table to list the estimated costs for the project activities. Activities are divided into common non-construction costs, construction costs, and non-eligible costs. Non-eligible costs include costs of the projects that are related to project activities, but not a direct transportation project cost that can be funded with state or federal transportation funds. Often these will include public transit operations costs or certain utility work, such as a city replacing its own water or sewer line while the road or sidewalk is under construction. Non-eligible costs are to be funded by the Sponsor or other participants and do not count as required matching funds for the transportation project. Totals will be calculated for you in the shaded column and reproduced in the summary table on the front page.

ODOT staff, in collaboration with applicants, will verify that the estimated costs are reasonable and prudent during the project scoping process.

28. Project Participants and Contributions

List the sponsor and other project participants (if applicable) and the project contributions from the sponsor and each participant in the unshaded column. The percent of the eligible, total transportation project cost will be automatically calculated for each contribution in the shaded column. The Project Budget Summary table on page 1 of the application will also be completed with information from this table.

Note that this table is where the applicant lists matching funds. The contributions from all participants must equal at least 10.27 percent, shown in the totals row in this table. Most federal funding programs require matching funds from local sources of at least 10.27 percent of the final project cost. Note that this is 10.27 percent of the *final* cost, not the estimated costs. If the final cost is higher than the estimate, the amount of local match required will increase. Also, certain types of project activities may have a match requirement that is more or less than 10.27 percent. If this is the case for the proposed project, the department will notify the sponsor before project selection.

Submittal Approval

29. Project Sponsor Signature Authority Information

Identify and include the signature of the official authorizing this application in the spaces provided. If the project is selected, sponsor agency funds will be committed to the project and the sponsor agency will be required to sign an Intergovernmental Agreement with ODOT before receiving any project funds. The IGA will detail the requirements for the use and management of requested funds. Therefore, it is important that an official of the sponsor agency with sufficient authority to make such commitments has approved this application.

30. Co-Sponsor Signature Authority Information

Use the spaces provided to identify the project co-sponsor, if applicable. Similarly, a co-sponsor is making a commitment and contributions to this project, if it is funded. The signature will demonstrate the co-sponsor's support of this application and should be provided by an official with sufficient authority to make such commitments.

Oregon Department of Transportation

DRAFT MULTIMODAL TRANSPORTATION PROGRAM/PROJECT APPLICATION

Transportation Project Sponsors

1. Project Sponsor (must be a public agency)

Organization Name:			
Contact Person Name:		Title:	
Street Address:		Phone:	
City, State Zip:			
E-mail:			

2. Co- Sponsor

Organization Name:

Transportation Project Information

3. Project Name

Project Name:

4. Project Budget Summary - This table will automatically fill in.

	Project Funds	% of Project Costs
Total Costs		
Non-Eligible Costs		
Total Transportation Project Cost	$0	0%
Matching Funds	$0	
Requested Funds	$0	0%

5. Provide a brief summary of the project (max 800 characters)**:**

6. Is this project a continuation of a previous Statewide Transportation Improvement Program (STIP) Project?

○ Yes ○ No

If yes, describe the status of the previous STIP project.

7. Does this project complement or enhance an existing or planned STIP project? For example, does it provide a more complete solution for an existing project or is it intended to work with another planned project, including a "Fix-It" STIP project?

○ Yes ○ No

If yes, describe the relationship of this proposed project to the other, including planned timing of both projects.

8. Project Problem Statement

Provide a paragraph explaining the problem or transportation need the project will address:

9. Transportation Project Location

City:		County:	
MPO:		Special District:	

Project Location Detail: (include as appropriate: road and milepost range, rail line and milepost range, GPS coordinates, bus route and stops, bike path or multipurpose trail locations, sidewalk locations, or other location detail)

10. Maps and Plans (Project Site and Vicinity Maps are required for all construction projects. Include other applicable maps or drawings, if available.)

○ Attached/Upload ○ Not Applicable	Vicinity Map (8.5x11) (may be inset on site map page)
○ Attached/Upload ○ Not Applicable	Site map/air photo (showing existing site) (8.5x11)
○ Attached/Upload ○ Not Applicable	Site map (showing proposed construction area clearly marked) (8.5x11)
○ Attached/Upload ○ Not Applicable	Typical Cross Section Drawings (showing proposed construction funded by the requested funds clearly marked) (8.5x11)

11. Project Description

Clearly describe the work to be funded and describe what will be built, any services that will be provided, what equipment will be purchased, or project planning or environmental document efforts that will be paid for with Requested Funds. Include whether Practical Design considerations have been applied to the proposed project. Identify if the project can be completed in phases, and whether the project or phase will provide a complete, useful product or service. (Maximum 4000 characters)

12. Primary Project Mode(s)

☐ Passenger Rail	☐ Light Rail	☐ Bus/Transit
☐ Pedestrian	☐ Bike	☐ Highway/Road
☐ Other:		

13. Project Activities

☐ Infrastructure Engineering, Design, or Construction	☐ Project Planning and Development	☐ Operations/Service Delivery
☐ Capital Equipment Purchases	☐ Education or Information Delivery (e.g. Transportation Demand Management)	☐ Other

Timetable and Readiness Information

14. Indicate anticipated timing for the following activities, as applicable. Provide a date, if known, or year.

Anticipated Dates	Activity
	Requested STIP Funding Year (e.g. 2016, 2017, 2018) - **REQUIRED**
	Bid Let Date
	Construction Contract Award
	Construction Complete
	Capital Equipment Purchase
	Operations/Service Begin
	Other Major Milestone:
	Project Completion/End of Activities funded through this request - **REQUIRED**

15. Is the proposed project consistent with adopted plans? (Plans may include, for example, transportation plans, mode plans such as bike/ped or transit plans, economic development plans, comprehensive plans, corridor plans or facility plans.)

○ Yes ○ No

Describe how the proposed project is consistent with adopted plans. List plans that include the project (with page numbers if possible) or describe how the project meets plan intent. If the project is not consistent, explain how and when plans will be amended to include the project.

16. Is the proposed Transportation Project consistent with Major Improvement Policies including OTP Strategy 1.1.4 and OHP Action 1G.1?

○ Yes ○ No

Describe how the proposed investment is consistent with OTP Strategy 1.1 and for highway projects, OHP Action 1G.1. If the project corresponds to a later priority in these strategies, describe how higher priority solutions have already been tried or why they are not applicable or not appropriate to the location.

Project Benefit Information

Questions 17 through 26: Describe how the proposed solution will help achieve the outcomes listed below. Describe the benefits that the proposed solution is expected to achieve and provide documentation of those benefits where available, such as summaries of data analysis or modeling results, or letters of commitment from participants or employers. Where appropriate, also include in the description whether the proposal will mitigate or prevent a negative impact to the desired outcome.

This information and information throughout the application will be used as input to the STIP decision process. It is not expected that every solution will help achieve every benefit. Different types of solutions are likely to have different kinds of benefits and no type of solution or benefit is assumed to be more important than others. Please provide a realistic description of expected benefits of the proposed solution and feel free to use N/A where the benefit or outcome listed does not apply to the proposal.

17. Benefits to State-Owned Facilities

Outcome sought: preserve public investment by maintaining efficient operation of state-owned highways and other facilities through operational improvements, local connectivity, congestion-reducing projects and activities, etc.

For example, will the solution:

- Provide an alternative to travel on state owned facilities?
- Cost less than a state facility improvement with equal benefits?
- Include local efforts to protect the investment such as an Interchange Area Management Plan?
- Plan for or contribute to development of a seamless multimodal transportation system?
- Complete or extend a critical system or modal link?

18. Mobility

Outcome sought: provide mobility for all transportation system users and a balanced, efficient, cost-effective and integrated multimodal transportation system.

For example, will the solution:

- Improve or better integrate passenger or freight facilities and connections, including multimodal connections, to expedite travel and provide travel options?
- Improve or provide a critical link in the transportation system or connection between modes for travelers or goods?

19. Accessibility

Outcome sought: ensure appropriate access to all areas with connectivity among modes and places and enable travelers and shippers to reach and use various modes with ease.

For example, will the solution:

- Improve connections within residential areas and/or to schools, services, transit stops, activity centers and open spaces, such as by filling a gap in bicycle, pedestrian, or transit facilities?
- Improve or expand access to employers, businesses, labor sources, goods or services?
- Plan for or contribute to expanding transportation choices for all Oregonians?

20. Economic Vitality

Outcome sought: expand and diversify Oregon's economy by efficiently transporting people, goods, services and information.

For example, will the solution:

- Support, preserve, or create long-term jobs and capital investment? Will it do so in an economically distressed area?
- Enhance opportunities for tourism and recreation?
- Plan for or contribute to linking workers to jobs?

21. Environmental Stewardship

Outcome sought: provide an environmentally responsible transportation system that does not compromise the ability of future generations to meet their needs and encourage conservation of natural resources.

For example, will the solution:

- Use design, materials or techniques that will more than meet minimum environmental requirements or mitigate an existing environmental problem in the area?
- Help meet air or water quality, energy or natural resource conservation, greenhouse gas reduction or similar goals?
- Plan for or contribute to the use of sustainable energy sources for transportation?

22. Land Use and Growth Management

Outcome sought: support existing land use plans and encourage development of compact communities and neighborhoods that integrate land uses to help make short trips, transit, walking and biking feasible.

For example, will the solution plan for or contribute to:

- Efficient development and use of land as designated by comprehensive or other land use plans?
- Community revitalization including downtowns, economic centers and main streets?
- Compact urban development and mixed land uses?

23. Livability

Outcome sought: promote solutions that fit the community and physical setting, enable healthy communities and serve and respond to the scenic, aesthetic, historic, cultural and environmental resources.

For example, will the solution:

- Enhance or serve unique characteristics of the community?
- Use context sensitive principles in design and minimize impacts on the built and natural environment?
- Encourage a healthy lifestyle and enable active transportation by enhancing biking and walking networks and connections to community destinations or public transit stops or stations?
- Include elements that will make the facility or service more attractive, enjoyable, comfortable or convenient for potential users?

24. Safety and Security

Outcome sought: Investment improves the safety and security of the transportation system and takes into account the needs of potential users.

For example, will the solution:

- Improve safety by using designs or techniques that exceed minimum requirements for safety and are likely to reduce the frequency or severity of crashes?
- Help reduce crashes involving vulnerable road users such as bicyclists and pedestrians?
- Improve the ability to respond to an emergency and quickly recover use of the facility or service?

25. Equity

Outcome sought: promote a transportation system with multiple travel choices for potential users and fairly share benefits and burdens among Oregonians.

For example, will the solution:

- Benefit a large segment of the community?
- Benefit one or more transportation disadvantaged populations?
- Improve environmental justice or economic equity of the community or region?

26. Funding and Finance

Outcome sought: investment uses funding structures that will support a viable transportation system and are fair and fiscally responsible.

For example, will the solution:

- Have ongoing funding available for operations and maintenance?
- Support the continued use of prior investments or reduce the need for future investments?

Budget Information

27. Estimated Project Costs

List estimated costs for the various activities listed below, as applicable to proposed project. Shaded fields are automatically calculated.

	Enter Values in this Column	Total Column
Project Administration		
Staff Costs (for Service/Educational Projects)		
Project development and PE		
Environmental Work		
Coordination and Outreach		
Leased Space		
Building purchase and/or Right of Way		
Capital Equipment		
Non-Construction Project Costs Total		
Utility Relocation		
Construction		
Construction Project Costs Total		
Total Eligible Project Cost		
Non-Eligible Costs (other project non-transportation expenditures, e.g. un-reimbursable utilities)		

28. Project Participants and Contributions

List expected project participants and their contributions in the table below. Begin with the amount contributed by the Sponsor and include contributions from Project Co-Sponsor and other participants, if applicable. Sponsor and participant contributions must add to at least 10.27% of Total Transportation Project Costs. This is the amount of matching funds typically required for most federal funding programs. The specific amount of matching funds required for the proposed project may be more or less than 10.27%, depending on its funding eligibility. Specific match requirements will be determined during application review.

Participant Role	Participant Name	Project Funds Contribution	Percent of Transportation Project Total Cost
Sponsor			
Co-Sponsor			
Participant			
Participant			
Total		$0	0%

Submittal Approval

29. Project Sponsor Signature Authority Information

The Authorizing Authority identified below approved the submittal of this application on behalf of the Project Sponsor. Project sponsors other then the Oregon Department of Transportation will be required to sign an Intergovernmental Agreement (IGA) with ODOT prior to receiving any project funds. The IGA with the state will detail the requirements for the use and management of requested funds.

Authorizing Authority Name:

Authorizing Authority Title:

☐ Electronic submittal was approved by the identified authorizing individual. No signature needed if checked.

Signature: Date:

30. Co-Sponsor Signature Authority Information

The signature below demonstrates support of this application on behalf of the Co-Sponsor:

Authorizing Authority Name:

Authorizing Authority Title:

Signature: Date:

☐ Electronic submittal was approved by the identified authorizing individual. No signature needed if checked.

Save Application

AGENDA ITEM SUMMARY		
	Meeting Date:	9/10/2012
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Randy Groves F&LS/HR/CAO
	Staff Phone No:	541-726-2292
	Estimated Time:	30 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Provide Financially Responsible and Innovative Government Services

ITEM TITLE:

UPDATE ON FIRE MERGER

ACTION REQUESTED:

None. Update the Council on the costs associated with the fire merger.

ISSUE STATEMENT:

Since last reporting to the Council in March, Springfield and Eugene have been working together to fully consolidate the cities' two fire departments. The purpose of this Memorandum is to update the Council on how Springfield has benefited from the merger thus far and provide information about the costs involved in fully consolidating the two departments.

ATTACHMENTS:

Attachment 1: Council Briefing Memo

DISCUSSION/ FINANCIAL IMPACT:

At its meeting of March 12, 2012, the City Council directed the City Manager to negotiate an intergovernmental agreement that implements the merger of the two fire departments and also negotiate labor agreements that reflect a merged organization.

The Cities of Springfield and Eugene have been working together to consolidate their fire departments by using an incremental approach where the first step in the merger was the sharing of certain key administrative personnel. The next step in the process is to normalize the collective bargaining agreements for both cities and form a single department for operations as well as administrative personnel. An update regarding the costs and benefits of the merger is being presented to better inform the discussions regarding labor negotiations.

M E M O R A N D U M **City of Springfield**

Date:	9/10/2012	
To:	Gino Grimaldi	**COUNCIL**
From:	Springfield Fire & Life Safety and City Bargaining Team	**BRIEFING**
Subject:	Fire Merger	**MEMORANDUM**

ISSUE: Since last reporting to the Council in March, Springfield and Eugene have been working together to fully consolidate the cities' two fire departments. The purpose of this Memorandum is to update the Council on how Springfield has benefited from the merger thus far and provide information about the costs involved in fully consolidating the two departments.

COUNCIL GOALS/
MANDATE:

Financially Responsible and Stable Government Services

BACKGROUND:

The purpose of this memo is to update the Council on the progress of the merger and provide information on the costs associated with completing it based on the following analysis:

- Labor costs for Springfield associated with merging with Eugene.
- Labor costs for Springfield if there was no Merger and Springfield was engaged in traditional bargaining with Local 1395.
- The cost for Springfield to unwind the merger.

Benefits of the Merger

The merger has already benefited the City of Springfield in several important ways that are relevant to this discussion.

3-Battalion System:

The 3-Battallion System provides a rapid, two department response for situations where there are several simultaneous small incidents or one large scale localized incident. The ability to draw on both departments ensures an adequate level of protection for the entire metro area. For example, in FY 12 there were 37 calls in Springfield that before the 3-Battallion System would have most likely resulted in extra overtime costs because extra personnel would have had to been called back to assist. The merger could offer other similar reconfiguration opportunities, particularly for emergency medical transports.

Apparatus / Equipment Purchasing and Sharing:

Both departments must purchase specialized equipment that is often costly. During the administrative consolidation both cities have come up with methods for sharing equipment or purchasing items together that take advantage of economies of scale. For example, the two departments have an intergovernmental agreement to share reserve apparatus. This agreement was utilized when Springfield did not have a tower truck and was able to use Eugene's reserve apparatus. Then, by using Eugene specifications, Springfield was able to save approximately $200,000 when they subsequently purchased their own tower truck.

Eugene and Springfield were also awarded a $400,000 grant to replace extrication equipment resulting in both departments having the same equipment, replacement parts and standardized procedure. In addition, the cities are working on a joint bid for replacing

ambulances, increasing savings by taking advantage of economies of scale. This cooperation also extends to more 'every day' equipment as well, where the cities will be able to realize cost savings by ordering larger quantities of the same types of equipment.

Joint Recruitment /Selection:

In 2011 Springfield and Eugene began participating in a joint recruitment and selection process that included a joint Firefighter Recruit Academy. The savings from the joint selection process in FY 13 was $15,000 and the estimated costs from running a joint recruit academy was approximately an additional $15,000 because the merged training staff was able to deliver the training without bringing in line personnel to assist and resulting in additional overtime costs.

Sharing in Administrative Staff Costs:

The administrative staffs of both departments have been combined to achieve cost savings and efficiencies for both cities. For example the cost savings for Springfield since FY 11 are as follows: FY 11 $285,952; FY 12 $413,608; FY 13 $573, 608. Those efforts were increased this year when both cities shared an EMSO position that was paid for by Eugene. Consolidation of the Fire Marshal's Office has also produced positive results in that personnel have been able to work back and forth between the cities during periods of lost time due to injury, sick leave and personal leave.

Shared Software:

Sharing in computer software has also helped the cities save resources and be more efficient. Both organizations use the same records management software and have just jointly purchased a staffing program. In addition, the departments coordinated for FCC compliance for spectral efficiency (narrow banding)

Joint Work on Strategic Plan/Work Plans/Standard Operating Procedures:

Collaboration in this area may not bare the same type of savings as evidenced by sharing equipment, but improving strategic plans, joint operating standards and work plans will decrease potential, costly legal liability by providing service that is more safe, efficient and consistent. Since the administrative consolidation the departments have updated all of the Standard Operating Procedures, developed a Metro Training Manual, a Metro Fire Strategic Plan and Metro Fire Work Plan.

Future Benefits of the Merger:

A merged organization will also bring added flexibility that will result in providing a better, more cost efficient service to the public. For instance, in a larger system management will have the ability to configure staffing differently by not requiring all firefighters to have the paramedic certification and thus be required to pay the associated costly Paramedic Incentive Pay. Management will also have the ability to move personnel between the two cities, resulting in a savings in Overtime costs. Other areas of potential cost savings include joint purchasing and ambulance billing.

Other Cost Saving Opportunities:

Outside of the fire department there are other possible savings that may be realized as a result of the merger discussions. City-wide, the City of Springfield has considered looking at self-insurancing for employee health insurance coverage but with the possibility of merger fire departments with Eugene, who is already self-insured for employee health insurance, the possibility of doing so became an active project. Currently the City is working with our benefits consultants and our current health plan carrier to develop an option for self-insurance that could potentially save the City city-wide up to $250,000 annually for this employee benefit coverage.

Labor Costs to Merge with Eugene:

In order to merge the two labor contracts, Eugene and Springfield must address wage & benefit issues such as Kelly Days, PERS pick-up, base wages and incentives, Medic Unit Ride Time Incentive Pay, deferred compensation account contributions, scheduling days off and overtime pay as well as a number of smaller issues. Earlier cost estimates were made after making certain assumptions about how the two contracts might be normalized in a one or two year approach; however we are finding that normalizing the contracts will most likely occur over a four year period. Labor negotiations for a single contract ended on June 30, 2012 and the current negotiations that are tentatively looking at a three year agreement ending on June 30, 2015. The flexibility to consider different time lines for implementing different aspects of the contracts has become invaluable and has allowed both the City and the Union to consider alternatives. A more detailed discussion of these costs will be discussed in the Executive Session.

Another issue relevant to the labor costs involved in the merger will be what kind of communities a merged Springfield/Eugene fire department will be compared to when determining future wage levels. As we have previously discussed, Oregon law requires public employers to set their wages at a level that is in line with communities of similar size. Once the departments merge they will most likely use the same comparables currently utilized by Eugene. Eugene's comparables are Salem, Gresham, Hillsboro, Beaverton and Springfield. This selection of cities includes the Tualatin Valley Fire and Rescue District and their analysis for this bargaining cycle shows them to be approximately 4% behind their comparables for wages.

Labor Costs associated with the Springfield Firefighters Union if there were no merger:

City management has used traditional comparable analysis as a guide in crafting the plan to normalize the two collective bargaining agreements. Our most recent analysis using our comparables of Albany, Bend, Corvallis, Eugene and Medford show that Springfield currently lags behind the average by approximately 4% (approximately $380,000). If we look at the comparables the union will argue are relevant, Springfield is approximately 5.8% behind in wages (approximately $551,000).

Costs to Unwind the Merger:

If Springfield were to unwind the merger, the City would be subject to the costs involved in traditional bargaining discussed above ($380,000-$551,000) plus the cost to reconstitute its own administrative staff of a Fire Chief, Deputy Chief, and two Program Technicians ($475,773). In addition, the City would lose the efficiencies and cost savings associated with sharing equipment and purchasing items together along with the opportunity to provide better service to the greater community by reducing redundant operations and realizing savings on administrative and overtime costs.

RECOMMENDED ACTION: None.