

2017 SPECIAL CITY ALLOTMENT

RESOLUTION 728

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from State Highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administered by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, with in cities of 5,000 or fewer persons, upon streets not a part of the State Highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.

No one project can receive more than \$50,000.

The City of Aurora, Oregon is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said City

1. Filbert Street from Orchard to South Filbert, 2. Orchard Ave from Hwy 99E to Filbert. 3. Walnut Street from Orchard Ave to Walnut.
meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said streets are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.
5. That the City of Aurora Oregon does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate the Public Works Superintendent as the official representative of the City in all negotiations resulting from this request.

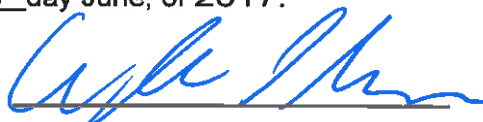
Passed and approved this 13th day of June, 2017.

There is attached hereto and made a part hereof, a City map on which is indicated the street, streets, road, or roads, described in this resolution.

I hereby certify that the foregoing resolution was passed and approved by the Aurora City Council at a regular or special meeting of said Council, held on the 13th day June, of 2017.

Dated this 13th day of June, 2017

Attest:



Mayor, Bill Graupp


City Recorder, Kelly Richardson, CMC



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation
Region 2 Local Programs
455 Airport Road SE
Building B
Salem, OR 97301-5395
(503) 986-5834
Fax (503) 986-2830

986-6925

April 3, 2017

TO: City Manager, Administrator, Mayor, Recorder, and Public Works Director

RE: 2018 SPECIAL CITY ALLOTMENT GRANT PROGRAM

Enclosed you will find information and an application form for your City's consideration of the 2018 Special City Allotment (SCA) grant. If interested, you are encouraged to pursue the process as soon as possible. Applications and Resolutions for projects must be on file in this office by August 1, 2017.

To be eligible for the current SCA program, a City must have completed all previous SCA projects. If your project is complete, be sure to send me invoices that support your request amount and a Certificate of Completion (attached). I will perform a quick on-site inspection and then send in a payment request to our financial section. This request must be completed no later than September 1, 2017, or sooner, if your agreement expires before then.

Please submit your application and resolution to this office. If you need additional forms or have questions regarding the program, please feel free to contact me at (503) 986-6925 or by email at shelly.white-robinson@odot.state.or.us.

Sincerely,

Shelly A. White-Robinson
Region 2 Special Program Coordinator

Enclosures:

- Special City Allotment General Information, (1 pg.)
- Special City Allotment Application, (1pg.)
- Special City Allotment Resolution, (1 pg.)
- Certificate of Completion, (1 pg.)



Special City Allotment Program

A Dedicated Funding Option for Oregon's Smallest Communities



Program Overview

The Special City Allotment (SCA) is an annual allocation of state funds for local transportation projects. Through an agreement between the League of Oregon Cities and ODOT, ODOT sets aside \$1,000,000 each year (half from city gas tax revenue and half from the State Highway Fund) for cities under 5,000 residents.

Eligible agencies are those with less than 5,000 in population that have completed all prior SCA projects.

Eligible projects are those on city streets not a part of county road or state highway system. Additionally, SCA funds can only be used on streets that are "inadequate for the capacity they serve or are in a condition detrimental to safety" (ORS 366.805). Some agencies use SCA as local match for larger projects that also meet the intent of SCA.

Ineligible projects are those where any SCA funds have already been expended within the last ten years or not meeting the criteria above.

Individual project funding is limited to \$50,000 per project, with cities able to request an advance of up to one half (\$25,000). Project invoices are sent to the region LAL for reimbursement.

SCA project application and selection is administered jointly by Region staff and ODOT's Program and Funding Services Unit (detailed process on reverse).

Projects other than roadway improvements such as the purchase of equipment is not automatically eligible for SCA funding. Contact ODOT's Program and Funding Services for more details.

SCA is authorized by ORS 366.805 and governed by the [ODOT-LOC Special City Allotment Guidelines and Working Agreement](#).

Bay City Paving Project with SCA Funds



Initial road condition (2015)



Road condition at final inspection (2016)

Special City Allotment Program

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SCA Project Selection and Funding Process

- 1 Region Local Agency Liaisons (LALs) send their eligible city partners application materials
- 2 LALs receive applications by August 1st of each year
- 3 Program & Funding Services (PFS) calculates SCA amounts available to each ODOT Region
- 4 ODOT Regions rank applications & provide rankings to PFS
- 5 PFS obtains Intergovernmental Agreement (IGA) number for each project
- 6 LALs coordinate IGA execution for their respective project
- 7 PFS establishes project Expenditure Account (EA) following IGA execution
- 8 LAL provides city approval to commence work
- 9 City may request one half (up to \$25,000) of the total SCA amount in advance from PFS
- 10 City & LAL conduct a final project inspection at closeout; LAL requests final payment from PFS
- 11 PFS will close the EA and provide the Region with a summary of payments
- 12 PFS will provide Regions with a summary of SCA payments made each year

Special City Allotment Contacts

For project-level questions or to discuss delivery options, contact the following ODOT headquarters staff or your region SCA administrator below:

Program & Funding Services: Flower Shobe | 503.986.5374 | flower.e.shobe@odot.state.or.us

Region 1: Justin Shoemaker | 503.731.8486 | justin.d.shoemaker@odot.state.or.us

Region 2: Shelly White-Robinson | 503.986.6925 | shelly.white-robinson@odot.state.or.us

Region 3: Jeanette Denn | 541.957.3508 | jeanette.m.denn@odot.state.or.us

Region 4: Darrell Newton | 541.388.6272 | darrell.r.newton@odot.state.or.us

Region 5: Michael Barry | 541.963.1353 | michael.p.barry@odot.state.or.us

For questions or comments about the contents of this paper, contact:

Cole Grisham, AICP

Local Public Agency Coordinator

503.986.3531 | nicholas.grisham@odot.state.or.us

2018 SCA Program General Information

The Special City Allotment (SCA) Program was established in 1947 by the Oregon Legislature under Oregon Revised Statute (ORS) 366.805. Guidelines and a working Agreement on this program have been developed in cooperation with the League of Oregon Cities. The purpose of the program is to help cities repair or reconstruct city streets that are inadequate for the capacity they serve or are in a condition detrimental to safety. A sum of \$1,000,000 will be available for the 2018 program with a maximum of \$50,000 allotted to any one eligible city.

After receiving the applications, on-site investigations will be conducted by ODOT to evaluate the merits of each request. This evaluation is based on the criteria of street surface condition, current traffic volume, five-year population growth, potential safety improvements, and number of years since last SCA project.

The following are points you should consider in selecting a project for application:

- 1) The street must be under the ownership, jurisdiction, and control of the City. State- or County-maintained roads within city limits are not eligible.
- 2) When selecting a project, try to pick a street in poor condition and carrying a high volume of traffic such as:
 - A) A street serving an agricultural, commercial, or industrial facility, school complex, tourist attraction, or another feature of local importance or interest.
 - B) A street serving a growth area such as a new housing subdivision or commercial development.
 - C) A main thoroughfare with an increasing volume of traffic.

Poor candidates would be streets with deterioration caused by the installation of underground utilities, dead end streets, or those with low traffic counts.

A good method of selection is to have several people drive over and examine the City's streets then pick the street that best complies with the program guidelines. Every year applications are received which do not present the best project candidate from the City. We highly recommend you compare several streets before you make a final selection.

When completing the application, be sure that all applicable questions are answered and that both the application and accompanying resolution are signed.

Also include the location of the project on a City map. Current maps may be obtained online at: <http://www.oregon.gov/ODOT/TD/TDATA/Pages/gis/citymaps.aspx>

Oregon Department of Transportation
Special City Allotment
Certification of Completion
Agreement No.: _____

City: _____

Contract Or Work Order No. _____

Project Name: _____

Description Of Work: _____

Date Work Started: _____

Work Completed: _____

FINAL PROJECT COST = _____

I hereby certify that all work performed under the above agreement and contract work order has been constructed in substantial compliance with the plans and specifications developed for the project. The City accepts this project as constructed.

Signature

Title

Date

2018 SPECIAL CITY ALLOTMENT

RESOLUTION

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No one project can receive more than \$50,000.

The City of _____ is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said City, _____ meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.
5. That the City of _____ does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate _____ as the official representative of the City in all negotiations resulting from this request.

Passed and approved this _____ day of _____, 20__.

There is attached hereto and made a part hereof, a City map on which is indicated the street, streets, road, or roads, described in this resolution.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of _____ at a regular or special meeting of said Council, held on the _____ day of _____, 20__.

Dated this _____ day of _____, 20__.

City Recorder

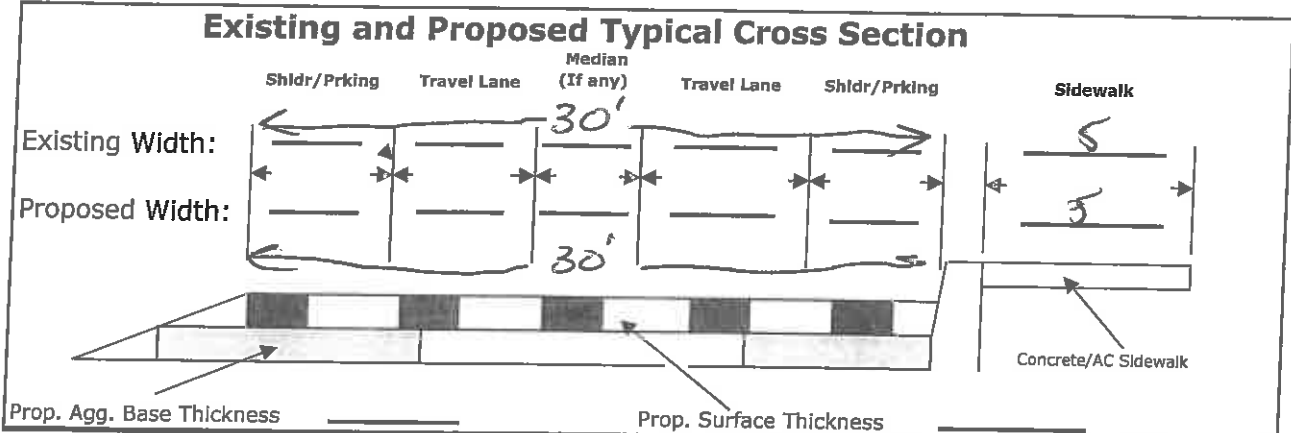
Special City Allotment (SCA) Application

CITY OF AURORA DATE 5-3-17

STREET NAME FILBERT ST FROM O'Leary Dr TO SOUTH FILBERT
 (Attach map showing project limits.)

Project Length 155' Est. Project Cost \$ 8,000

Avg. Daily Cars (Current) _____ Avg. Daily Trucks (Current) _____



Pavement
 Surface Type ASPHALT
 Existing: Y
 Proposed: _____
 Proposed Thickness: _____

Storm Sewer
 Existing (Y/N): _____
 Proposed (Y/N): _____
 Pipe Diameter: _____
 Pipe Length: _____

Adjustments:
 Inlets #: _____
 Manholes #: _____
 Pipes #: _____

Right-of-Way
 Existing Width: _____
 Adequate? (Y/N): _____
 Proposed Width: _____

	Left Side	Right Side
Sidewalks		
Existing (Y/N):	_____	_____
Prop. (Y/N):	_____	_____
Proposed Length:	_____	_____
Proposed Width:	_____	_____
Curbs		
Existing (Y/N):	_____	_____
Prop. (Y/N):	_____	_____
Length:	_____	_____
Type:	_____	_____
Bridge		
Name & Bridge #:	_____	_____
Length:	_____	_____
Width:	_____	_____
Type of Structure:	_____	_____
Sufficiency Rating #:	_____	_____
Name of Stream:	_____	_____

Remarks: 2" GRIND WITH 2" OVERLAY

By: _____ Date: _____
 Mayor

By: _____ Date: _____
 City Recorder

By: _____ Date: _____
 City Administrator

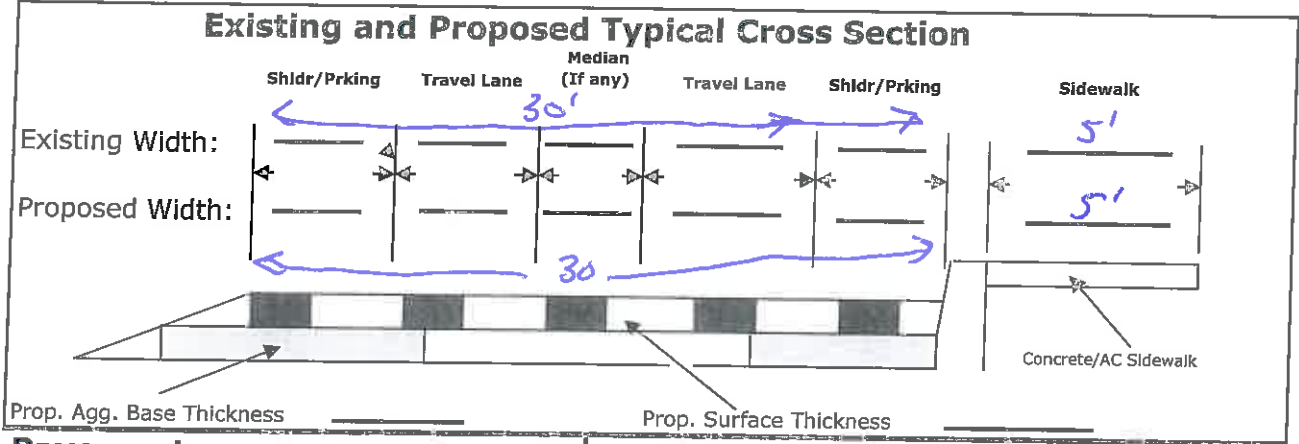
Attach additional sheets for each street. All streets combined will be one entry.

Special City Allotment (SCA) Application

CITY OF AURORA DATE 5-3-17

STREET NAME ORCHARD AVE FROM Hwy 99 TO FILBERT
 (Attach map showing project limits.)

Project Length 535' Est. Project Cost \$ 26,000 Avg. Daily Cars (Current) _____ Avg. Daily Trucks (Current) _____



Pavement
 Surface Type ASPHALT
 Existing: ASPHALT
 Proposed: ASPHALT
 Proposed Thickness: 2"

Storm Sewer
 Existing (Y/N): Y
 Proposed (Y/N): Y
 Pipe Diameter: _____
 Pipe Length: _____
Adjustments: N/A
 Inlets #: _____
 Manholes #: _____
 Pipes #: _____

Right-of-Way
 Existing Width: _____
 Adequate? (Y/N): _____
 Proposed Width: _____

	Left Side	Right Side
Sidewalks		
Existing (Y/N):	<u>Y</u>	<u>Y</u>
Prop. (Y/N):	<u>N</u>	<u>N</u>
Proposed Length:	_____	_____
Proposed Width:	_____	_____
Curbs		
Existing (Y/N):	<u>Y</u>	<u>Y</u>
Prop. (Y/N):	_____	_____
Length:	_____	_____
Type:	_____	_____
Bridge		
Name & Bridge #:	<u>N/A</u>	_____
Length:	_____	_____
Width:	_____	_____
Type of Structure:	_____	_____
Sufficiency Rating #:	_____	_____
Name of Stream:	_____	_____

Remarks: 2" GRIND WITH 2" OVERLAY

By: _____ Date: _____
 Mayor

By: _____ Date: _____
 City Recorder

By: _____ Date: _____
 City Administrator

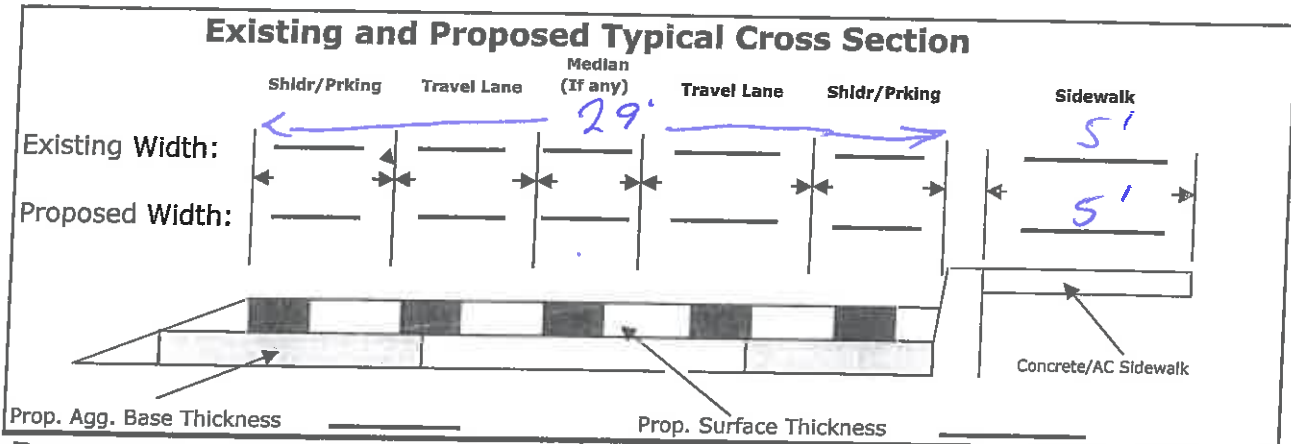
Attach additional sheets for each street. All streets combined will be one entry.

Special City Allotment (SCA) Application

CITY OF AURORA DATE 5-3-17

STREET NAME WALNUT FROM ORCHARD Ave TO WALNUTS
 (Attach map showing project limits.)

Project Length 290' Est. Project Cost \$ 16,000
 Avg. Daily Cars (Current) _____ Avg. Daily Trucks (Current) _____



Pavement

Surface Type ASPHALT
 Existing: Y
 Proposed: ASPHALT
 Proposed Thickness: 2"

Storm Sewer

Existing (Y/N): _____
 Proposed (Y/N): _____
 Pipe Diameter: _____
 Pipe Length: _____

Adjustments:

N/A
 Inlets #: _____
 Manholes #: _____
 Pipes #: _____

Right-of-Way

Existing Width: _____
 Adequate? (Y/N): Y
 Proposed Width: _____

Sidewalks

	Left Side	Right Side
Existing (Y/N):	<u>Y</u>	<u>Y</u>
Prop. (Y/N):	_____	_____
Proposed Length:	_____	_____
Proposed Width:	_____	_____

Curbs

	Left Side	Right Side
Existing (Y/N):	<u>Y</u>	<u>Y</u>
Prop. (Y/N):	<u>N/A</u>	<u>N/A</u>
Length:	_____	_____
Type:	_____	_____

Bridge

Name & Bridge #: N/A
 Length: _____
 Width: _____
 Type of Structure: _____
 Sufficiency Rating #: _____
 Name of Stream: _____

Remarks: 2" GRIND WITH 2" OVER LAP

By: _____ Date: _____
 Mayor

By: _____ Date: _____
 City Recorder

By: _____ Date: _____
 City Administrator

Attach additional sheets for each street. All streets combined will be one entry.