



Street Fund Grant Application Request

Resolution 2025-06 Authorizing the City to seek State Transportation Funds through the 2025 Small City Allotment Grant Program

Meeting Date	Staff Contact	Email
April 8, 2024	Adam Hanks, City Administrator Brian Harmon, PW Director	Adam.Hanks@CoburgOregon.gov Brian.Harmon@CoburgOregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

It is the administrative polity and operating norm to seek formal Council approval for grant applications greater than \$10,000 in funding potential. Resolution 2025-07 provides formal approval to submit a grant application seeking Oregon Department of Transportation (ODOT) funding for street improvements utilizing the ODOT Small Cities Allotment (SCA) program designed for Oregon local jurisdictions with a population less than 5,000.

Suggested Motion

I move to approve Resolution 2025-06, a resolution authorizing the City to seek state transportation funds through the 2025 Small City Allotment Grant Program.

BACKGROUND

The City of Coburg has previously had success and value from this ODOT grant program, recently assisting with \$250,000 of funding for the N Willamette/E Macy/N Harrison Street street reconstruction project and several years prior with a similar funding assistance to the McKenzie Street Reconstruction project.

The ODOT SDA program is an annual allocation of state funds for local transportation projects. Cities with populations of 5,000 or less can apply to this competitive award process. Funding is available for project that meet the following:

- Streets are not part of the State Highway System
- Project streets are inadequate for the capacity the streets serve
- Project streets are in a condition that is detrimental to safety.

CITY COUNCIL

STAFF REPORT

City Staff has identified three street segments that meet the funding criteria. The draft resolution is structured to provide Council approval for an application for one of the three streets listed below.

- 1) North Harrison Street (Pearl St to McKenzie St)
- 2) Skinner Street (Pearl St to McKenzie St)
- 3) Skinner Street (Pearl St to Delaney St)

Staff intends to complete final street evaluations and project cost estimates with the City's contract Engineers (Branch Engineering) to determine the street section that has the greatest opportunity for grant award and also meet but not exceed the maximum grant award amount of \$250,000 which avoids the need to utilize local Street Funds to contribute to the project cost.

RECOMMENDATION

Staff recommends Council approval of the attached resolution authorizing grant application to the 2025 ODOT SCA program.

BUDGET / FINANCIAL IMPACT

City Administration staff time and Branch Engineering technical assistance are both budgetary impacts in the development of the grant application, with "hard dollar" expenses less than \$5,000 for the initial grant required evaluation and preliminary project design and cost estimate. Should the grant be awarded, all final design, engineering, project management and construction costs will be funded locally and be fully reimbursed through the SCA grant program.

PUBLIC INVOLVEMENT

The selection of streets has been informed through prior pavement management scoring and evaluation that was a component of prior street funding discussions, including with the 2021 Transportation Utility Fee (TUF). No specific public involvement has been done in the selection of the list of three streets to finalize the grant application project.

NEXT STEPS

Upon Council approval, staff will coordinate with Branch Engineering to complete the preliminary design and cost estimating and prepare and submit a complete grant application to the SCA program for consideration. Should the grant be awarded, staff will bring the contract agreement forward to Council for final review and acceptance, at which time the project will be incorporated into the FY27 CIP and budget.

ATTACHMENTS

1. Draft Resolution 2025-06 Resolution Authorizing 2025 ODOT SCA Grant Application