

FOR THE PURPOSE OF AMENDING THE	)	RESOLUTION NO. 99-2808A
METROPOLITAN TRANSPORTATION	)	
IMPROVEMENT PROGRAM (MTIP) TO	)	Introduced by
PROGRAM THE JOB ACCESS AND	)	Councilor Jon Kvistad,
REVERSE COMMUTE GRANT	)	JPACT Chair
PROGRAM BETWEEN CANBY AND	)	
WILSONVILLE	)	

WHEREAS, The Oregon Office of Energy submitted a grant application to the Federal Transit Administration (FTA) to fund a Job Access and Reverse Commute grant program under Section 3037 of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21); and

WHEREAS, Metro submitted a letter of support for the grant which stated that the plan was consistent with regional transportation goals and objectives in the *Regional Framework Plan* in the policy chapter of the *Regional Transportation Plan*; that Metro would amend the MTIP to show the project at such time as FTA approved the grant application and awarded a specific federal dollar amount; and that Metro desired to participate on the project steering committee; and

WHEREAS, FTA informed the Oregon Office of Energy that \$150,000 of first-year federal funds have been awarded the plan, subject to local cash and/or in-kind match of \$150,000; and

WHEREAS, The Oregon Office of Energy has requested that Metro amend the MTIP to reflect award of the federal funds; and

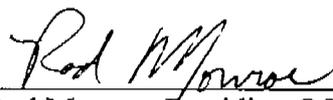
WHEREAS, All activities contemplated by the program are exempt with respect to regional air quality conformity issues; now, therefore,

BE IT RESOLVED,

1. That results of previously implemented pilot projects be provided by Aegis Transportation.

2. That cost and ridership estimates by Aegis and post-implementation evaluation by Oregon Office of Energy and SMART be developed.
3. That a project steering committee be established.
4. That costs be recognized and reimbursed to SMART to implement the proposal.
5. That Metro staff participate as the project moves through implementation.
6. That the MTIP is amended to show allocation of \$150,000 of Section 3037 funds to the Job Access and Reverse Commute Program.
7. That the Executive Officer is authorized to assign staff to the project steering committee to implement the present award and to assure representation of Metro interests in implementation of any subsequent awards.
8. That the Executive Officer is authorized to request amendment of the STIP to reflect this action and to coordinate administrative details with staff of ODOT, the Oregon Office of Energy and others giving cash and/or in-kind match for the program.
9. That approval of this grant shall be conditioned on development of a Safety, Security and Liability Plan for approval by SMART and review by JPACT.
10. That at one and two-year milestones, an audit will be furnished to JPACT documenting start-up versus continuing operating and administrative expenses for the program.

ADOPTED by the Metro Council on this 5<sup>th</sup> day of AUGUST, 1999.

  
Rod Monroe, Presiding Officer

Approved as to Form:

  
Daniel B. Cooper, General Counsel

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## TRANSPORTATION PLANNING COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 99-2808A, FOR THE PURPOSE OF AMENDING THE METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) TO PROGRAM THE JOB ACCESS AND REVERSE COMMUTE GRANT PROGRAM BETWEEN CANBY AND WILSONVILLE

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Date: July 27, 1999

Presented by: Councilor Kvistad

**Committee Recommendation:** At its July 20 meeting, the Committee considered Resolution No. 99-2808A and voted 2-0 to send the resolution, as amended, to the Council with a do pass recommendation. Voting in favor: Councilors Atherton and Vice-Chair Bragdon. Chair Kvistad was excused.

**Committee Issues/Discussion:** Andy Cotugno, Transportation Planning Director, presented the staff report. He explained that the purpose of the resolution to amend the Metropolitan Transportation Improvement Plan (MTIP) to recognize a program to provide enhanced job access in the Wilsonville/Canby area. The program would provide a carpooling system that would provide door-to-door on-demand transportation services to assist individuals in accessing local job opportunities. The program would operate for a planned period of five years. It would be managed by a private vendor, Aegis Transportation, with oversight provided by the state Office of Energy and SMART (South Metropolitan Area Rapid Transit) which serves the Wilsonville area.

The Federal Transit Administration has approved a \$150,000 grant which would fund 50% of the first year's budget for the program. The remaining initial funding would come from local capital and in-kind services. No Metro funds are involved in the project, but Metro must approve inclusion of the program in the MTIP as a prerequisite to receiving the federal grant. The state Office of Energy will submit annual requests for additional funding, with the local and federal shares remaining the same.

Vice-Chair Bragdon noted that two areas of concerns had been raised during JPACT review of the proposed resolution. First, concern was expressed about the safety and security of the proposed system that would allow private citizens to pick up and transport others to and from various job sites. He noted the Mr. Cotugno had drafted an amendment to require that safety and security plan be drafted and submitted for approval by SMART and review by JPACT. Councilor Atherton expressed concern about the liability of the public entities involved in the program, including Metro. In response to his concern, it was agreed that safety and security plan also would address liability issues.

Vice-Chair Bragdon indicated that the second area of concern related to the relatively high initial administration and overhead costs budgeted for the program. He noted that in the first partial year of operation that these costs would represent nearly 80% of the total projected operating costs. He indicated that he had worked with Mr. Cotugno to draft an amendment that would require an annual audit of administrative and operating costs during the first two years of the program, and that the results of the audit would be submitted for JPACT review.

The two amendments were adopted. Mr. Cotugno indicated that, in his opinion, the nature of the amendments would not require the resolution to be returned to JPACT for reconsideration.

## STAFF REPORT

### CONSIDERATION OF RESOLUTION NO. 99-2808A FOR THE PURPOSE OF AMENDING THE METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) TO PROGRAM THE JOB ACCESS AND REVERSE COMMUTE GRANT PROGRAM BETWEEN CANBY AND WILSONVILLE

DATE: June 15, 1999

Presented by: Andrew C. Cotugno

## PROPOSED ACTION

This resolution would approve amending the Metropolitan Transportation Improvement Program (MTIP) to program \$150,000 of Section 3037 funds awarded by the Federal Transit Administration (FTA) for first-year financing of the Job Access and Reverse Commute grant program. The resolution authorizes Metro representation on the program steering committee to implement the currently allocated funds and any other funds that may be awarded in the future.

TPAC and JPACT have reviewed this MTIP amendment and recommend approval of Resolution No. 99-2808.

## BACKGROUND AND ANALYSIS

Section 3037 of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) authorized FTA competitive award of funds for Job Access and Reverse Commute Program proposals. The Oregon Office of Energy submitted a grant in December 1998 which outlined a program to develop a low-cost, semi-automated, telecommunications-linked carpool system.

Attachment 1 shows the FY 1999 budget. First-year federal financing was awarded in the amount of \$150,000. Federal funds would be matched with local capital and in-kind services equaling \$150,000. About 13 percent (\$20,000) of the federal grant would be allocated for capital costs, including vans, palmtop computers and desktop computers and software. The remaining 87 percent (\$130,000) is allocated for operating costs. This includes about 15 percent of the grant for dispatch and feeder services, 50 percent for project management integration and 21 percent for systems integration. The Office of Energy plans to submit another proposal to FTA for FY 2000.

Program participants include the Oregon Office of Energy, Wilsonville SMART and Aegis Transportation in Tigard.

A program description was provided to FTA and the program was the subject of a briefing before TPAC shortly after submission of the grant request. Attachment 2 is a letter of support from Mike Burton, Metro Executive Officer. The letter suggests that the Job Access and Reverse Commute Program address the following issues:

1. Provide results of previously implemented pilot projects by Aegis Transportation.

2. Development of cost and ridership estimates by Aegis and post-implementation evaluation by Oregon Office of Energy and SMART.
3. Establishment of a project steering committee.
4. Recognition and reimbursement of costs to SMART to implement the proposal.
5. Metro staff participation as the project moves through implementation.

MEMO                      Friday, June 11, 1999

To:                         Bill Barber, Metro

From:                      Phil Carver, Oregon Office of Energy

Subject:                   Request for MTIP Amendment for FTA Job Access and Reverse Commute Grant Program between Canby and Wilsonville

This memo requests an amendment to the Metro Transportation Improvement Program to include the Oregon Office of Energy and the Oregon Department of Transportation's Division of Public Transit Job Access and Reverse Commute project. The Federal Transit Administration has approved the proposal. The project will use federal funds with local and state matching funds to develop a low-cost, semi-automated, Telecommunications-Linked Carpool (TLC) system (a.k.a. smart jitney system). It will offer real-time door-to-door service similar to taxis at the cost of carpooling between Canby and Wilsonville. If the TLC project works as anticipated, it will provide a low-cost, public-private approach to increase mobility and accessibility. The TLC concept builds upon the excellent bus and dial-a-ride system foundation already established by South Metro Area Rapid Transit (SMART) in Wilsonville.

<b>FY 1999 BUDGET (partial year of operation)</b>	<b>FEDERAL</b>	<b>TOTAL</b>
Rent 8 vans, 100 palmtop computers and purchase 2 desktop computers with software		
<b>Capital Costs Subtotal</b>	<b>\$20,000</b>	<b>\$40,000</b>
Activity: Schedule/Dispatch	\$16,000	\$32,000
Activity: Feeder services, emergency backup services and telecommunication services	\$6,000	\$12,000
Activity: Administration – project management, marketing, overhead, training, data collect	\$76,000	\$152,000
Activity: Administration – systems integration	\$32,000	\$64,000
<b>Operating Costs Subtotal</b>	<b>\$130,000</b>	<b>\$260,000</b>
<b>GRAND TOTAL</b>	<b>\$150,000</b>	<b>\$300,000</b>

The Canby to Wilsonville project is planned for 5 years. . The Office of Energy plans to submit a proposal to the FTA for FY 2000. For Fiscal Years 2000 and beyond the detailed costs will shift but the local and federal shares and the total budget will remain the same.

Thank you for considering this amendment.

cc Cynthia Thompson, Robert Behnke, Jean Palmateer  
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ATTACHMENT 2

METRO

December 30, 1998

Mr. William Nesmith  
Conservation Administrator  
Oregon Office of Energy  
625 Marion St. NE, Suite 1  
Salem, Oregon 97301-3742

Dear Mr. Nesmith:

I am writing in response to your proposed grant application to the Federal Transit Administration under the "Job Access and Reverse Commute Grant Program." We understand that your proposed application is in cooperation with Aegis Transportation Information Services, Inc. and is proposed as a service operated cooperatively with the City of Wilsonville through its transit operator, SMART. The specific proposal would involve operation of "smart jitneys" between Wilsonville and Canby, Woodburn and Newberg.

As the designated Metropolitan Planning Organization for the Portland region, Metro is required to endorse and program grant funds in the region's *Transportation Improvement Program*. Pending notification by the Federal Transit Administration of the grant award, we look forward to proposing such an action to Metro's Joint Policy Advisory Committee on Transportation (JPACT) and the Metro Council. In addition, we would be interested in participating with you and SMART in the implementation of the project.

In order to facilitate consideration of a *Transportation Improvement Program* amendment, we would suggest including a review opportunity at the January 29 meeting of the Transportation Policy Alternatives Committee (TPAC) and the February 11 meeting of the Joint Policy Advisory Committee on Transportation (JPACT). At that time, we would look forward to you addressing the following issues:

1. We would be interested in the results of any pilot projects implemented previously. We understand that Aegis, Inc. was involved in projects in Hawaii and California that could be instructive.

Mr. Nesmith  
December 30, 1998  
Page 2

2. We would suggest that an early task be included in the work program to develop estimates of cost and ridership that would be anticipated and that a later task includes conducting a post-implementation evaluation of the experiment. In addition, we would suggest Aegis, Inc. be responsible for development of the anticipated costs and ridership but that ODOE and SMART be responsible for the post-implementation evaluation.
3. We would recommend establishment of a project steering committee to include ODOE, Metro, SMART, ODOT – Public Transit Division and several of the Wilsonville employers.
4. Implementation of the proposal will require the direct involvement of SMART; the grant should recognize their costs and include reimbursement.
5. We would be interested in participating in the project as it moves through implementation and would be willing to provide the 50 percent local match for staff time on the project assuming the other 50 percent is funded through the grant.

At the time of grant approval, we will initiate a formal amendment to the *Metropolitan Transportation Improvement Program* to program the grant and will request a comparable amendment of the *State Transportation Improvement Program* by the Oregon Department of Transportation.

Sincerely,



Mike Burton  
Executive Officer

CC: Helen Knoll, FTA Region X Administrator  
Robert Behnke, Aegis Transportation Information Services  
Cynthia Thompson, SMART Transit Director  
Martin Loring, ODOT Public Transit Division Manager  
Dr. Phillip H. Carver, Oregon Department of Energy

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