

Charter

OREGON LOCAL PROGRAM COMMITTEE

“LOCAL AGENCIES, ODOT AND FHWA WORKING TOGETHER TO IMPROVE OREGON’S TRANSPORTATION SYSTEM”

MISSION

The Oregon Local Program Committee (OLPC) (formerly known as Local Program Oversight Committee) is established as a partnership between Counties, Cities, Oregon Department of Transportation (ODOT) and Federal Highway Administration (FHWA). The mission of OLPC is to monitor and improve the effectiveness of Oregon’s Local Federal Aid Program and other local street and road programs and projects administered through ODOT. OLPC does this by providing program, policy and process guidance, direction and support to the ODOT Local Program.

GOALS

1. To monitor the Local Federal Aid and other state/local programs and improve project delivery quality, timeliness, and cost effectiveness.
2. To ensure City and County input into the policies, procedures and requirements governing project delivery within the Local Federal Aid Program and other state/local partnerships.
3. To provide an inclusive forum for the resolution of issues regarding Local Programs.
4. To provide input into the Local Agency Guidelines and other key ODOT documents that define the ODOT Local Program.
5. To compile a list of “lessons learned” from completed projects that can be applied to future ODOT sponsored local programming.
6. To provide a conduit for all Oregon Local Agencies to propose ideas, concepts and improvements for Oregon’s Local Federal Aid Program and other local street and road programs and projects administered through ODOT.
7. To provide a forum for interacting with Federal and State regulatory agencies and engage in meaningful conversation related to regulatory streamlining and other process improvements.
8. Provide education to local governments on the various elements of administering transportation projects utilizing federal and state funding.
9. Annually review accomplishments and effectiveness.

EXPECTED BENEFITS

1. Improved project delivery of Local Federal Aid and other street and road projects.
2. Minimize project costs and maximize public funds.
3. Increased clarity in communication regarding Local Programs between Cities, Counties, ODOT and FHWA.
4. Faster resolution of issues arising out of the program.
5. An improved relationship, sense of trust and accountability between ODOT, local agencies and FHWA.
6. Timely implementation of process improvements.

AUTHORITY

The focus of the Local Program Oversight Committee is on analysis of program requirements, policy development, and the development of processes/procedures to enhance local project delivery. The Oversight Group makes recommendations to:

- Executive Officer for Highway
- ODOT Director's Office
- FHWA Division Administrator
- Other local and state partnerships dealing with policy and performance of local streets and roads.

SCOPE OF ACTIVITIES

1. Monitor program performance;
2. Make recommendations for local program change;
3. Research issues involving delivery of local projects;
4. Develop and critique documents/policies/practices related to local programs.

MEMBERSHIP

- 3 County Representatives, selected by the Association of Oregon Counties (AOC).
- 3 City Representatives, selected by the League of Cities (LOC).
- 3 ODOT representatives
- 1 Federal Highway Administration.

Members will endeavor to attend all meetings. Substitutes may be appointed when committee members are unavailable for a meeting. It is up to AOC, LOC, ODOT and FHWA to appoint substitutes. Regular alternates are encouraged for the sake of continuity.

LEADERSHIP

The Chair shall be a Local agency representative and be selected annually by OLPC. The Vice-Chair shall be a Local agency representative and be selected annually by OLPC. The Vice-Chair will serve as Chair in the following year and a new Vice-Chair will be selected.

The duties of the Chair are:

1. Preside over the meetings.
2. Review and comment on the agenda for meetings.
3. Appoint members to sub-committee's and task forces.
4. Represent (or delegate representation) OLPC for presentations to other groups, such as the ODOT Local Agency Advisory Committee.

The duties of the Vice-Chair are:

1. Perform all Chair duties when Chair is not available.

OPERATING PRINCIPLES/GUIDELINES:

Decision Making Methodology

The Committee seeks to operate on a consensus basis to the greatest extent possible. Consensus means unanimity in supporting a proposal or recommendation. It does not necessarily mean perfect agreement with every detail of a proposal or recommendation. It is recognized that there are times when disagreement may prevent a consensus decision on an important matter. In these cases, the differing views of committee members will be included in the recommendations forwarded to the appropriate decision making authority.

Meeting Frequency

Meetings will be monthly, unless otherwise agreed to by the Committee.

Agenda/note-taking/minutes distribution

ODOT will supply committee staff directly or by contract to:

- Circulate meeting notices and agendas
- Keep and circulate minutes
- Provide communication and forward recommendations as required.

Subcommittees

Major issues may be addressed through subcommittees with additional members drawn from outside the standing committee.

Revised 3-24-2006