



## SPECIAL MEETING AGENDA

Agendas may be amended\*

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### JOIN ZOOM MEETING:

<https://us02web.zoom.us/j/6273122357?pwd=ekFEckpSQUF6RnVFUFpGYWNjd29Zdz09&omn=87536182754>

MEETING ID: 845 0083 7599

PASSCODE: 122326

### ONE TAP MOBILE

+1-253-205-0468 US (Tacoma)

+1-346-248-7799 US (Houston)

PLEASE MUTE YOUR CALL: PLEASE TURN OFF ALL CELL PHONES EXCEPT FOR EMERGENCY PERSONNEL.

### CALL TO ORDER

### ROLL CALL

#### 1. NOTICE OF AGENDA COMPLIANCE (PER IDAHO CODE **§74-204**): ACTION ITEM

*Finding that the SPECIAL meeting notice and agenda were posted in accordance with Idaho Code **§74-204** within twenty-four (24) hours prior to the meeting at: the City of Bellevue City Hall, Post Office, and on the City's website on December 12, 2024. **Suggested Motion:** The notice for the January 16, 2024, meeting was completed in accordance with Idaho Code, Section §74-204.)*

#### 2. CALL FOR CONFLICT (AS OUTLINED IN IDAHO CODE **§74-404**): ACTION ITEM

#### 3. OATH OF OFFICE: ACTION ITEM

Swearing in of Newly Elected Officials: Amy Phelps, City Clerk

#### 4. NEW BUSINESS

- a. Approval of Resolution No. 26-01 supporting the submittal of an application for a Local Federal-aid STBG-Small Urban Program grant for the reconstruction of Pine Street: Brian Parker, Community Development Director |  
**ACTION ITEM**

#### 5. STRATEGIC PLANNING WORK SESSION

- a. Meeting Preferences & Housekeeping
- b. 2025 Achievements & Updates to Ongoing Projects
- c. 2026 Goals & Priorities
- d. Next Steps

#### 6. ADJOURNMENT: ACTION ITEM

\*\*In compliance with the American with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, or phone number 208-788-2128 ext. 4, at least twenty-four (24) hours prior to the meeting.



## ORDEN DEL DÍA DE LA REUNIÓN ESPECIAL

Las agendas pueden ser modificadas\*

### ÚNETE A UNA REUNIÓN POR ZOOM:

<https://us02web.zoom.us/j/6273122357?pwd=ekFEckpSQUF6RnVFUFpGYWNjd29Zdz09&omn=87536182754>

ID DE LA REUNIÓN: 845 0083 7599

CÓDIGO DE ACCESO: 122326

### MÓVIL DE UN SOLO TAP

+1-253-205-0468 EE. UU. (Tacoma)

+1-346-248-7799 EE. UU. (Houston)

**POR FAVOR, SILENCIE SU Llamada: POR FAVOR, APAGUE TODOS LOS TELÉFONOS MÓVILES EXCEPTO EL PERSONAL DE EMERGENCIA.**

### LLAMADA AL ORDEN

### LISTA DE LISTA

1. **AVISO DE CUMPLIMIENTO DE LA AGENDA** (SEGÚN EL CÓDIGO DE IDAHO **§74-204**): **PUNTO DE ACCIÓN**  
*Se determinó que el aviso y la agenda de la reunión ESPECIAL se publicaron conforme al Código de Idaho §74-204 en un plazo de veinticuatro (24) horas previas a la reunión en: el Ayuntamiento de Bellevue, la Oficina de Correos y la página web de la Ciudad el 12 de diciembre de 2024. Moción sugerida: El aviso para la reunión del 16 de enero de 2024 se completó conforme al Código de Idaho, Secciones §74-204.*
2. **LLAMAMIENTO AL CONFLICTO** (SEGÚN LO ESTABLECIDO EN EL CÓDIGO DE IDAHO **§74-404**): **PUNTO DE ACCIÓN**
3. **JURAMENTO DE CARGO: PUNTO DE ACCIÓN**  
Juramento de los cargos recién electos: Amy Phelps, secretaria municipal
4. **NUEVOS NEGOCIOS**
  - a. Aprobación de la Resolución nº 26-01 que apoya la presentación de una solicitud de subvención para la ayuda federal local STBG-Programa Urbano Pequeño para la reconstrucción de Pine Street: Brian Parker, Director de Desarrollo Comunitario | **PUNTO DE ACCIÓN**
5. **SESIÓN DE TRABAJO DE PLANIFICACIÓN ESTRATÉGICA**
  - a. Preferencias de reuniones y tareas domésticas
  - b. Logros y actualizaciones de proyectos en curso 2025
  - c. Objetivos y prioridades 2026
  - d. Próximos pasos
6. **APLAZAMIENTO: PUNTO DE ACCIÓN**

\*\*En cumplimiento con la Ley de Personas con Discapacidad Estadounidense, las personas que necesiten adaptaciones especiales durante esta reunión deben notificar a la ciudad de Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, o al número de teléfono 208-788-2128 ext. 4, al menos veinticuatro (24) Horas antes de la reunión.



## Memorandum

**To: Mayor Giordani and Bellevue Common Council**

**From: Amy Phelps, City Clerk**

**Re: Oath of Office for Newly Elected Officials**

**Date: January 7, 2026**

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Idaho Code requires that newly elected city officials assume office at the first regular meeting of the governing body in January following a municipal election. This requirement ensures a clear and timely transition of authority and allows elected officials to begin carrying out their duties without delay.

In compliance with state law, the oath of office for newly elected officials is being administered at the City's first regular meeting in January, which is scheduled for January 7, 2026. Administering the oath at this meeting formally establishes the officials' legal authority to act on behalf of the City, participate in council proceedings, and vote on matters before the Council.

Conducting the swearing-in at this meeting ensures the City remains in full compliance with Idaho Code and maintains continuity of governance.

**Enclosures:** Sample Oath of Office

Christina Giordani, Mayor: Term Expiring January 2028

Anders Ard, Alderman: Term Expiring January 2028

Diane Shay, Alderman: Term Expiring January 2028

Tom Bergin, Alderman: Term Expiring January 2028

# OATH OF OFFICE

STATE OF IDAHO )

) SS

County of Blaine )

I, \_\_\_\_\_, do solemnly swear and affirm that I will support the Constitution of the United States, the Constitution of the State of Idaho, and the Laws and Ordinances of the City of Bellevue, and that I will to the best of my ability, faithfully perform the duties of the office of Mayor in the City of Bellevue, Blaine County, Idaho, during my continuance therein.

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Alderman

Subscribed and sworn to before me this 7<sup>th</sup> day of January 2026.

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City Clerk



## Memorandum

**To:** Bellevue Common Council

**From:** Brian Parker, Community Development Director

**Re:** Resolution 26-01: Small Urban Roadway Grant Application

**Date:** January 7, 2026

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### Background

The City of Bellevue has been working with Forsgren & Associates on the update to the Transportation Master Plan. In the process of that plan's development, a funding opportunity for construction of roadway improvements was identified. The Local Highway Technical Improvement Council (LHTAC) has a grant open until January 8, 2026 through the Surface Transportation Block Grant Small Urban Program.

Forsgren and City Staff have identified Pine Street as the ideal candidate street for this application based on its current status with ITD as a Collector roadway, the current condition of the street, the connections that it provides to economic opportunities along Main Street, access to civic life at City Hall, the Library, and the Post Office, and access to recreation and public lands in Muldoon Canyon.

While the roadway design will not be finalized until after the grant is awarded, preliminary design includes curb, gutter, sidewalk, buffered bicycle pathway, and on-street parking.

A 7.34% local match is required for this application. A detailed plan on funding is not required at this time, but potential sources of local match include FY26 Streets funds, Streets Development Impact Fees funds, other unutilized FY26 general fund dollars, BURA, and FY27 Streets funds.

### Recommendation and Next Steps

A resolution of the Council in support of the application is required. Staff recommends adoption of the resolution.

### Enclosures

1. Resolution 26-01
2. Blank LHTAC Small Urban Grant Application
3. ITD Form 1150 – Project Cost Summary Sheet
4. ITD Form 2435 – Local Federal-Aid Project Request

## **RESOLUTION 26-01**

A RESOLUTION OF THE CITY OF BELLEVUE, IDAHO IN SUPPORT OF THE PROJECT IDENTIFICATION SUBMITTAL FOR PINE STREET RECONSTRUCTION TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). THE TOTAL PROJECT COST ESTIMATE IS \$3,706,00 WHICH WILL REQUIRE \$272,000 OF LOCAL MATCHING FUNDS FROM THE CITY OF BELLEVUE.

WHEREAS, the City of Bellevue, Idaho (“City”) desires to have safe, reliable infrastructure; and

WHEREAS, the City’s current adopted Transportation Master Plan has identified Pine Street as a collector roadway; and

WHEREAS, the data collected in support of the ongoing update to the Transportation Master Plan has identified Pine Street as at or near the end of its usable service life; and

WHEREAS, Pine Street connects Bellevue’s residents with economic opportunities, civic life, and recreation.

NOW, THEREFORE, be it resolved that Christina Giordani, Mayor, is hereby authorized and directed to sign the project identification packet and submit to LHTAC for prioritization.

PASSED BY THE COUNCIL AND APPROVED BY THE COUNCIL THIS 7th DAY OF JANUARY, 2026.

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Christina Giordani, Mayor

**ATTEST:**

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Amy Phelps, City Clerk

# Small Urban

## Local Federal-aid STBG-Small Urban Program: 2026 Application

**Idaho Cities, Counties and Highway Districts**

**Submittal Deadline (Hand Delivered or Postmarked): January 8, 2026, 4:00 p.m. MST**



## Small Urban

**Local Highway Technical Assistance Council**

3330 Grace Street

Boise, Idaho 83703

208-344-0565

Fax 208-344-0789

[www.LHTAC.org](http://www.LHTAC.org)



## INCLUDED IN THIS PACKET

### 1. APPLICATION INFORMATION

- 1.1 [Program Background](#)
- 1.2 [Use of Funds](#)
- 1.3 [Eligibility](#)
- 1.4 [Project Criteria](#)
- 1.5 [Selection Process](#)

### 2. APPLICATION CHECKLIST

- 2.1 [Checklist and Submittal Deadline](#)
- 2.2 [LHTAC 2026 STBG-Small Urban Construction Application Cover Sheet Instructions](#)
- 2.3 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Cover Sheet Instructions](#)

### 3. APPLICATION

- 3.1 [LHTAC 2026 STBG-Small Urban Construction Application Cover Sheet](#)
- 3.2 [LHTAC 2026 STBG-Small Urban Construction Application Question Rationale](#)
- 3.3 [LHTAC 2026 STBG-Small Urban Construction Application Checklist](#)
- 3.4 [LHTAC 2026 STBG-Small Urban Construction Application Rating Criteria](#)
  - 3.4.1. [LHTAC 2026 STBG-Small Urban ITD-2435 Federal-Aid Request](#)
  - 3.4.2. [LHTAC 2026 STBG-Small Urban ITD-1150 Project Cost Summary](#)
- 3.5 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Cover Sheet](#)
- 3.6 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Rationale](#)
- 3.7 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Checklist](#)
- 3.8 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Rating Criteria](#)

### 4. SAMPLE DOCUMENTS

- 4.1 [Sample Resolution](#)
- 4.2 [Sample Vicinity Map](#)
- 4.3 [Example of Project Description](#)

### APPENDIX A – Why a Transportation Plan?

## 1. APPLICATION INFORMATION

### 1.1 PROGRAM BACKGROUND

#### SMALL URBAN PROGRAM

Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the U.S. Census Bureau. Current urban areas are based on the 2020 census. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. It can also be used to create or update a Transportation Plan encompassing the entire urban area. The local match requirement is 7.34%.

In Idaho, there are 19 small urban areas with a population between 5,000 and 50,000. These Local Highway Jurisdictions (LHJs) are eligible for LHTAC's Small Urban program through a statewide competitive application process.

Due to limited funds, LHTAC will only program \$3M or less toward construction cost. Any construction cost that exceeds the \$3M programmed amount will be covered by the LHJ. Consideration for additional program funds may be approved at the discretion of the LHTAC Council. The local jurisdiction can provide additional funds above and beyond the match requirement for larger projects. **If the LHJ does not submit a detailed plan to cover construction costs over \$3M, the application will be deemed ineligible for Federal-aid Small Urban funding.** Small Urban Program funds cannot be used for additional funds or as project match.

### 1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlay or chip seal projects, or to create or update transportation plans. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate.

**Transportation Plans** are described in [Appendix A](#). Funds are used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan. These new plans must include an Asset Management Plan (iWorQ or an approved alternative) if one is not in place. Jurisdictions that choose to use iWorQ should obtain an iWorQ protocol document and collect enough centerline and sign data to ensure the information collected will work in the iWorQ software.

### 1.3 ELIGIBILITY

The 26 LHJs in the 19 small urban areas with populations between 5,000 and 50,000 are eligible to apply.

### 1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at application time since the federal regulations allow STBG-Small Urban funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, contact

your ITD District Office for clarification or go to:

<https://iplan.maps.arcgis.com/apps/webappviewer/index.html?id=859bab44a10c4221bed7f7c74e49d554>.

**Chip sealing** is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

- Existing pavement must not be more than 12 years old.
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix pavement.
- Must have at least 2' of shoulder on each side (paved or unpaved).
- Existing pavement must not show more than 20% fatigue cracking.
- Road must be classified as a **major collector or arterial**.
- The work must be contracted out to a private contractor.

**Transportation Plans** must include the entire small urban area as defined by the US Census Bureau and boundaries approved by FHWA. To become an asset to decision making a Transportation Plan should include the following:

- A roadway network analysis (existing and/or future).
- Proposed solution to existing problems.
- A capital improvement plan.
- A roadway or an asset management program.
- Access to road policy.

## 1.5 SELECTION PROCESS

Applications are available online at [LHTAC.org/Programs/Federal-aid/Small-Urban](https://lhtac.org/Programs/Federal-aid/Small-Urban) beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group.

Applications are submitted to LHTAC through a formal project application process and are due in January.

These applications are read, evaluated, and scored by LHTAC staff and Council. Every year we receive many applications, so please review the application requirements checking for completion before submitting the information requested.

## 2. APPLICATION CHECKLIST

### 2.1 CHECKLIST AND SUBMITTAL DEADLINE

**Have you included? (Please do not include the application instructions)**

- ☐ LHTAC 2026 STBG-Small Urban Application Cover Sheet. Answer all the questions and organize backup information in the same order as questions are asked so the package is easy to read and easy to score.
- ☐ Completed ITD-2435 and ITD-1150.
- ☐ Vicinity Map (See Sample).
- ☐ LHTAC 2026 STBG-Small Urban Application Score Sheet and supporting documents.
- ☐ A **written statement** explaining the need for the project as part of your transportation network (**one page maximum**).
- ☐ Additional backup information in order of Score Sheet.
- ☐ The [Resolution](#), signed by the proper authority (see sample).

Only one application may be submitted per small urban area annually.

Applications **will not be accepted** via fax or email.

**No spiral bound (or similar) applications will be accepted** - please staple or binder clip applications.

Remember to submit **3 copies** in addition to the **signed original** of the complete application package.

#### SUBMITTAL DEADLINE

- ☐ **Deadline Date:** Completed application must be received by LHTAC's office, located at 3330 Grace Street, Boise, ID 83703, **no later than 4:00 p.m. (MST) on Thursday, January 8, 2026, or postmarked that same date.** Include **3 copies** and the **signed original**.

**Note:** All the above items must be included, or the application will be considered incomplete and rejected. Please contact Kevin Kuther at 208-344-0565 or by email at [KKuther@LHTAC.org](mailto:KKuther@LHTAC.org) if you have any questions.

## 2.2 LHTAC 2026 STBG- SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET INSTRUCTIONS

1. **Project Title:** The title which you, as a sponsor, give to the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location. The Federal Highway Administration also wants the SMA or STC number in the project title.
2. **Entity's Priority:** The priority of this project in relation to other similar projects in your capital improvement program (CIP) as part of your regional transportation plan.
3. **Local Highway Jurisdiction:** Enter the jurisdiction name, address and contact person we should call if we have questions regarding the project application.
4. **Project Type:** You should check the appropriate type of project.
5. **Category:** Please mark the appropriate category of project you are proposing.
6. **Functional Classification of Roadway:** The classification of this project should be determined at the time of application as shown here:  
<https://iplan.maps.arcgis.com/home/webmap/viewer.html?webmap=3321e504a78549e79ac76e3984c90295>
7. **Location of Project:** Federal funds may only be used on a roadway that is classified as a collector or arterial. The functional class number should be used in this blank. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide "logical" termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be in miles.
8. **Technical Information:** The horizontal and vertical alignment changes should be substantial in order to be checked as "yes." If you are merely improving the drainage of a city street, then "no" would be the proper answer.
9. **Existing Pavement Condition:** The pavement condition is important to compare to other projects submitted for consideration. Your jurisdiction should have a pavement management program and should support your determination for this project. The pavement age, to the best of your knowledge, should be shown. If it is old, with significant patching, just enter the oldest age known for the pavement in place.

## 2.3 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give to the project.
2. Local Highway Jurisdiction: Enter the jurisdiction name, address, and the **contact person** if we have questions regarding the project application.
3. Have you ever had a Transportation Plan? This question is to help us understand if you have had a plan previously and if it covered just your jurisdiction or the entire urban area. A previous plan might have been funded by Federal-aid, LRHIP, or local funds.
4. Have you participated in a Transportation Plan with a County? Many Counties have a transportation plan that may include the cities and/or highway districts within their boundary. The county plan could have been funded by Federal-aid, LRHIP or local funds.

## 3. APPLICATION

### 3.1 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET:

1. Project Title: \_\_\_\_\_

2. Requested Construction Year: \_\_\_\_\_ Entity's Priority: \_\_\_\_\_ of \_\_\_\_\_

3. Local Highway Jurisdiction (name and address): \_\_\_\_\_

\_\_\_\_\_

\*Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*Please list the person from your LHJ we should call if we have any questions on this project application.

4. Project Type: (Check all that apply)

☐ Roadway reconstruction or rehabilitation    ☐ Safety improvements    ☐ Transportation Plans\*

☐ Bridge - span over 20'    ☐ Railroad crossing    ☐ Other

\*Transportation Plan applications do not complete the below questions. Instead, complete the Transportation Plan cover sheet on page 17.

5. Category

☐ New construction - Paving, Bridge, Railroad Crossing

☐ Upgrade existing facility (add lanes, add shoulders, improve geometric factors)

☐ Pavement surface improvements (overlay, seal coat\*)

\*NOTE: Chip seals are eligible — see the instruction for restrictions under 1.4 Project Criteria

6. Functional Classification of Roadway/Highway:

☐ Urban arterial    ☐ Rural major collector

☐ Urban collector    ☐ Minor collector

7. Location of Project (Also attach a Vicinity Map)

Route # \_\_\_\_\_, STC # (Surface Transportation Collector) \_\_\_\_\_,

Street Name: \_\_\_\_\_

Project Termini:

Beginning/Ending Mileposts: \_\_\_\_\_

Project Length: \_\_\_\_\_

## 8. TECHNICAL INFORMATION:

Horizontal alignment changes anticipated? ☐ Yes ☐ No ☐ Unknown

Vertical alignment changes anticipated? ☐ Yes ☐ No ☐ Unknown

## 9. Existing Pavement Condition Information: (visual inspection)

- ☐ rutting ☐ potholes ☐ drop-offs ☐ broken edges  
☐ poor striping ☐ cracking ☐ shoving ☐ other

Pavement age? \_\_\_\_\_

## 10. Traffic and Crash Information:

Most Recent Year: _____	Projected (20 Years): _____
AADT: _____	AADT: _____
DHV: _____	DHV: _____
LOS: _____	LOS: _____
% TK: _____	% TK: _____

Total number of crashes (property damage/injuries/fatalities) over most recent 5-year period:

# of Crashes: \_\_\_\_/\_\_\_\_/\_\_\_\_

Years: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 11. Bridge Information: (Complete if a bridge is included in the project.)

A. Name of crossing, i.e., over what roadway or waterway does the structure cross?

B. Existing bridge #: \_\_\_\_\_

C. Bridge Condition: \_\_\_\_\_

## 12. Does this project have a possible relationship to other projects? ☐ No ☐ Yes (Describe Below)

\_\_\_\_\_

Phased: ☐ No ☐ Yes (If yes, indicate the name and year/s of the related)

Project: \_\_\_\_\_ Year: \_\_\_\_\_

**SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET MUST BE SUMMITTED WITH:**

- ☐ Vicinity Map (See Sample)
- ☐ ITD 2435 Federal-aid Project Request
- ☐ ITD 1150 Cost Summary Sheet
- ☐ LHTAC Project Rating Criteria
- ☐ Letters of Support
- ☐ Resolution

## 3.2 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION QUESTION RATIONALE

1. A short concise description of what the project entails is critical to compare it to other applications submitted. To score the maximum number of points, this description should highlight the benefit of the project to the community and the Local Highway Jurisdiction (LHJ), describe the financial need, and highlight any safety benefits associated with the project.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum number of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long-range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. Projects being submitted for Small Urban funding should be supported by the Transportation Plan. To score the maximum number of points on this question, the project in the application should be identified within the plan, and then the plan should be updated or re-adopted within the last 5 years.
5. A Capital Improvement Plan (CIP) is typically a short-term list of projects and/or maintenance that is scheduled for inclusion into future budgets. It may be established with the completion of a Transportation Plan but should also stand alone as its own document. It is more detailed with regard to projects than the Transportation Plan in that costs and implementation are more identified. Ideally the CIP should be updated annually with regards to completed projects and updated priorities. To score the maximum number of points on this question, the identified project will be shown in the CIP and the CIP will be updated within the last 5 years.
6. LHTAC funding is intended to improve the impact on the most traveling public. As a measure of the impacts, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions, so the maximum points are given to roadways with 1,000 ADT or above.
7. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods and techniques for accomplishing the work are implemented. To score the maximum number of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least two courses, and have at least one Road Master on staff.
8. Title VI is included in the Americans with Disabilities Act. Federal-aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
9. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

10. The jurisdiction's plans to fund the estimated construction cost of the project. LHTAC funding is limited and there are large number of projects on the local highway system. In order to provide as much funding as possible to the many jurisdictions, if the total construction cost of your project is over the \$3 million to construct, your jurisdiction is encouraged to identify a plan to cover the project costs. This can be from public-private partnerships or other source of funds. The more the jurisdiction has identified and secured for the project, the more points are awarded. **If the LHJ does not submit a detailed plan to cover construction cost over \$3M the application will be deemed ineligible for Federal-aid Small Urban funding.**

*Please do not submit the application instructions with your application.*

# Small Urban

## 3.3 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION CHECKLIST

Complete this form and include in your application after the cover sheet.

Sponsor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

	Y	N	Attachment Included	Points Available	LHTAC Use Only
1. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, the economic benefit, and the overall impact to the system. Include a project map.			<input type="checkbox"/>	0-15	
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include the first page of minutes or attendance for the last 1-2 <b>years</b> of meetings. Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1-page max). Include up to 3 signed, unique, current letters of support for your project.	<input type="checkbox"/>	<input type="checkbox"/>		0-10	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Do you have a pavement and/or sign management program? Have the programs been updated in the past 3 years? If yes, attach dated cover page and no more than 2 pages of each report.	<input type="checkbox"/>	<input type="checkbox"/>		0-10	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Is your project supported by your Transportation Plan? If yes, attach cover page (dated) and <b>only</b> pages related to this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10	
5. Is this project shown on your 5-year Capital Improvement Plan? If yes, attach cover page (dated) and <b>only</b> pages related to this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10	
6. What is the Average Daily Traffic volume for this roadway? Include ADT and date taken: _____ ADT Date				0-5	
7. Attach a list of the names of <b>ALL</b> full-time road maintenance staff.* *If you are a city and a neighboring agency maintains your roads <b>and</b> will be completing your work, please report their names. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>	0-6	
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program? Please include your plan's point of contact.	<input type="checkbox"/>	<input type="checkbox"/>		0-2	
9. Has your Local Highway Jurisdiction received LHTAC funding previously? If so, what program and what year did your jurisdiction last receive funding through LHTAC? _____ Year Program	<input type="checkbox"/>	<input type="checkbox"/>		0-5	
10. Is there a plan to cover the estimated construction cost? ITD Form-1150 Line 18 _____ If over \$3M, provide a ½-page explanation of any partnerships with other agencies or funding sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-10	

**Total Possible: 83**

## 3.4 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

	PTS	SUGGESTED SCORING
1. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, the economic benefit, and the overall impact to the system. Include a project map.	15 10-14 5-9 0-4	Excellent desc. Including agency & fiscal benefit +safety Excellent desc. Including agency & fiscal benefit Adequate description of need/benefit Poor description of need/benefit
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 <b>years</b> of meetings.	6-10 3-5 0-2	Involved, ranked, share resources, minutes, & examples Involved and share resources Involved or share resources
3. Do you have a pavement and/or sign management program?	9-10 7-8 5-6 3-4 0-2	Pavement and sign, updated w/in 3 years Pavement or sign, updated w/in 3 years Pavement and sign, updated over 3 years Pavement or sign, updated over 3 years Any pavement or sign rating information/system
4. Is your project supported by your Transportation Plan?	8-10 4-7 0-3	Supported by plan & updated w/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
5. Is this project shown on your 5-year Capital Improvement Plan?	8-10 4-7 1-3 0	Supported by plan & current Supported by plan & updated w/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. What is the Average Daily Traffic volume for this roadway?	5 4 3 2 1	1000+ 500-999 200-499 100-199 <100
7. Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs?  <i>*Add points together for completed + enrolled (potential for 6 points).</i>	3 2 1 0 2 1 0  1	≥40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes  Bonus point if anyone has completed Road Master
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program?	2 0	Yes No
9. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

# Small Urban

10. Is there a plan to cover the estimated construction cost? ITD Form-1150 Line 18 _____ For requests over \$3 million, a half-page explanation is required. It must include any partnerships with other agencies or local funding sources that contribute to the total project cost.	10	Project is under \$3M, or project over \$3M with an approved budget allocation from LHJ to cover the extra.
	6-8	Project is over \$3M with a funding plan in place to cover the extra.
	1-5	Project is over \$3M with identified eligible supplemental funding opportunities.
	ineligible	Project is over \$3M with no other funding or plan set.

**Total Possible: 83**

## 3.4.1 ITD 2435 Local Federal-Aid Project Request

### Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

**Note:** In Applying for a Federal-Aid Project, you are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)			Date		
Project Title (Name of Street or Road)		F.A. Route Number		Project Length	
Bridge Length					
Project Limits (Local Landmarks at Each End of the Project)					
Character of Proposed Work (Mark Appropriate Items)					
Excavation		Bicycle Facilities		Utilities	
Drainage		Traffic Control		Landscaping	
Base		Bridge(s)		Guardrail	
Bit. Surface		Curb & Gutter		Lighting	
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)					
Preliminary Engineering (ITD 1150, Line 1)    \$					
Right-of-Way (ITD 1150, Line 2)                    \$					
Construction (ITD 1150, Line 18)                    \$					
Preliminary Engineering By:      Sponsor Forces      Consultant					
Checklist (Provide Names, Locations, and Type of Facilities)					
Railroad Crossing					
Within 2 miles of an airport					
Parks (City, County, State or Federal)					
Environmentally Sensitive Areas					
Federal Lands (Indian, BLM, etc.)					
Historical Sites					
Schools					
Other					
Additional Right-of-Way Required: <input type="checkbox"/> None <input type="checkbox"/> Minor (1-3 Parcels) <input type="checkbox"/> Extensive (4 or More Parcels)					
Will any Person or Business be Displaced: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly					

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	ft
Pavement Type			Right-of-Way Width	ft	ft

Sponsor's Signature	Title
---------------------	-------

Additional Information to be Furnished by the District			
Functional Classification	Terrain Type	20	ADT/DHV

# Small Urban

## 3.4.2. ITD 1150 (Revised for LHTAC use) Project Cost Summary Sheet

Round Estimate to the Nearest \$1,000

Key Number	Project Number			Date
Location				District
Segment Code	Begin Mile Post	End Mile Post	Length in Miles	

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE) 5% of Line 15		
1b. Preliminary Engineering by Consultant (PEC) 20% of line 15		
2. Right-of-Way: Number of Parcels                      Number of Relocations		
3. Utility Adjustments:                      Work                      Materials                      By State                      By Others		
4. Earthwork		
5. Drainage and Minor Structures		
6. Pavement and Base		
7. Railroad Crossing: Grade/Separation Structure		
At-Grade Signals                      Yes                      No		
8. Bridges/Grade Separation Structures:		
New Structure Length/Width _____		
Location _____		
Repair/Widening/Rehabilitation Length/Width _____		
Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		
11. Detours		
12. Landscaping		
13. Mitigation Measures		
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S.)		
15a. Cost of Construction [Items 3 through 14]		
15b. Contingency [Item 15a x 30%]		
16. Mobilization [15 % of Item 15a]		
17. Construction Engineer and Inspections (CE&I) [20% of Items 15a, 15b and 16]		
18. Total Construction Cost [15a + 15b + 16 + 17]		
19. Total Project Cost [Lines 1a + 1b + 2 + 18]		
20. Project Cost Per Mile	N/A	N/A
Prepared By:		

## 3.5 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET:

1. Project Title: \_\_\_\_\_

2. Local Highway Jurisdiction (name and address): \_\_\_\_\_  
\_\_\_\_\_

\*Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please list the person from your LHJ we should call if we have any questions on this project application.**

3. Have you ever had a Transportation Plan?

Yes ☐ No ☐

Was it solely for your jurisdiction or jointly with another agency? \_\_\_\_\_

What year was it completed? \_\_\_\_\_

What was the source of funding? \_\_\_\_\_

4. Have you participated in a Transportation Plan with a County? ☐ Yes ☐ No ☐ Unknown

How was it funded?

**SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET MUST BE SUMMITTED WITH:**

- ☐ Vicinity Map (See Sample)
- ☐ LHTAC Project Rating Criteria
- ☐ Letters of Support
- ☐ Resolution

## 3.6 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION QUESTION RATIONALE

1. To score the maximum number of points, this application description should identify all jurisdictions within the urban area that are participating in the plan and how it will be used for future transportation decisions. If your area has a plan or is included in a county wide plan, explain why another plan is needed.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication, and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum number of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long-range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. To score the maximum number of points on this question, the urban area would not have a Transportation Plan.
5. Transportation plans should be updated as the community changes. To score maximum number of points on this question, the urban area would not have an updated transportation plan or at least has not been updated in the last 10 years.
6. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment, and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods, and techniques for accomplishing the work are implemented. To score the maximum amount of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least 2 courses, and have at least one Road Master on staff.
7. Title VI is included in the Americans with Disabilities Act. Federal-Aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
8. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

# Small Urban

## 3.7 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION CHECKLIST

Complete this form and include in your application after the cover sheet.

Sponsor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

	Y	N	Attachment Included	Pts Available	LHTC use only
1. Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, and how you anticipate using the plan for future transportation projects. If you have a previous plan, why does that plan need to be updated?			<input type="checkbox"/>	0-15	
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include the first page of minutes or attendance for the last 1-2 years of meetings. Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1-page max). Include up to 3 signed, unique, current letters of support for your project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10	
	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>		
3. Do you have a pavement and /or sign management program? Have the programs been updated in the past 3 years? If yes, attach a dated cover page and <b>no more than 2 pages</b> of each report documenting the most recent updates.	<input type="checkbox"/>	<input type="checkbox"/>		0-10	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. When was your Transportation Plan created? Year _____				0-15	
5. When was your Transportation Plan last updated? Year _____				0-15	
6. Attach a list of the names of <b>ALL</b> full-time road maintenance staff.*  *If you are a city and a neighboring agency maintains your roads <b>and</b> will be completing your work, please report their names. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>	0-6	
7. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program? Please include your plan's point of contact. _____	<input type="checkbox"/>	<input type="checkbox"/>		0-2	
8. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?  _____ Year                      Program	<input type="checkbox"/>	<input type="checkbox"/>		0-5	

Total Possible: 78

## 3.8 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

		PTS	SUGGESTED SCORING
1.	Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, how you anticipate using the plan for future transportation projects, the regional benefit, economic benefit, and overall impact to the system.	15 10-14 5-9 0-4	Excellent desc. including agency & future benefit Excellent desc. including agency Adequate description of need/benefit Poor description of need/benefit
2.	Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 <b>years</b> of meetings.	6-10 1-5 0	Involved with multi-group, ranked, share resources, minutes, examples. Involved with multi-group, share resources. Involved with multi-group or shared resources
3.	Do you have a pavement and/or sign management program?	9-10 7-8 5-6 4-3 0-2	Pavement & sign mgmt. updated w/in 3 years Pavement or sign management updated w/in 3 years Pavement & sign updated over 3 years ago Pavement or sign management updated over 3 yrs. Any pavement or sign rating information or system
4.	When was your Transportation Plan created? Year _____	15 0	Do not have a plan created over 10 years ago Created with last 2 years
5.	When was your Transportation Plan last updated? Year _____	11-15 5-10 1-5 0	No plan or updated over 10 years ago Updated 5 to 10 years ago Updated within 5 years Updated this year
6.	Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs? <i>*Add points together for completed + enrolled (potential for 6 points).</i>	3 2 1 0 2 1 0 1	≥ 40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥ 40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
7.	Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program?	2 0	Yes No
8.	What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

**Total Possible: 78**

4. SAMPLE DOCUMENTS

4.1 SAMPLE RESOLUTION

CITY  
RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL  
MEETING OF THE (COUNCIL) OF THE  
(CITY) OF (LOCATION), IDAHO  
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,  
CONSIDERED AND ADOPTED:

RESOLUTION NO. \_\_\_\_ OF THE (CITY), IDAHO, SUPPORTING THE PROJECT IDENTIFICATION SUBMITTAL FOR THE  
CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS  
(\$\_\_\_\_), WHICH WILL REQUIRE (\$\_\_\_\_) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY  
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND  
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)  
THIS (DATE) DAY OF (MONTH, YEAR).

\_\_\_\_\_  
(MAYOR OR CHAIRMAN OF THE COMMISSION)

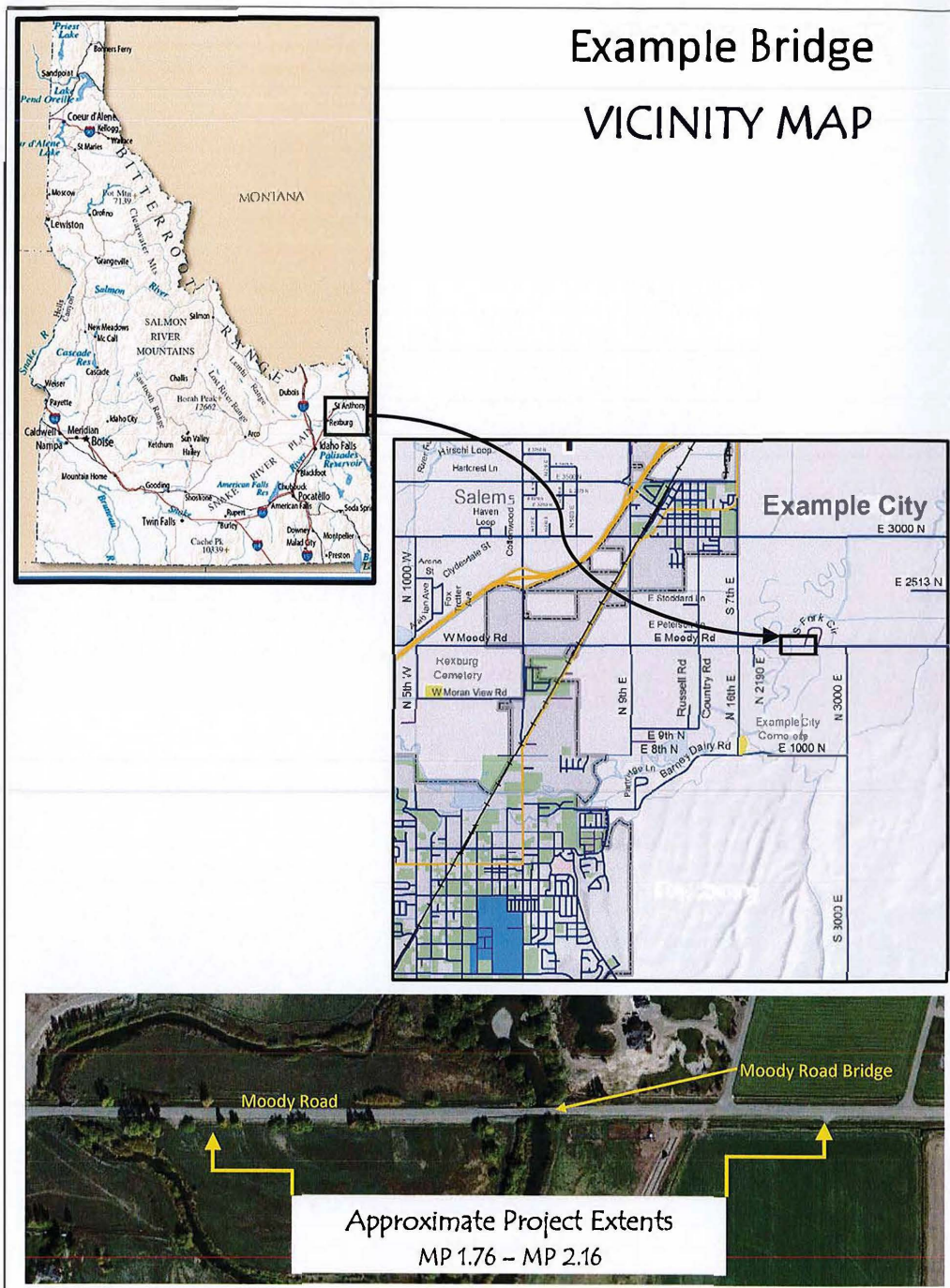
ATTEST:  
\_\_\_\_\_, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,  
TRUE AND CORRECT COPY OF THE RESOLUTION NO. \_\_\_\_ ADOPTED AT A REGULAR OR SPECIAL MEETING OF  
THE \_\_\_\_\_ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF  
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_, CLERK  
NAME

## 4.2 VICINITY MAP



## 4.3 EXAMPLE OF PROJECT DESCRIPTION

### **Description of proposed project:**

This project will replace the poor condition pavement on Oliver Street from E. 5<sup>th</sup> Street to E. 1<sup>st</sup> Street in the City of Christensen. The road sees an average daily traffic volume of 2,500 trips and services 10 small businesses, an elementary school, and several residential neighborhoods.

The existing pavement is in poor condition due to extensive cracking and potholing. There are no pedestrian facilities along this roadway, however there is not enough right of way to include standard-width lanes, curb & gutter, and a five-foot sidewalk. Traffic volumes and speed limits are low enough that pedestrians and cyclists can reasonably use the asphalt pavement alongside vehicles. The proposed project will remove the old, exhausted asphalt, repair and regrade the road base, place a fresh lift of asphalt and stripe the roadway, including cycling “sharrows.”

The finished product will improve the safety and mobility of both vehicular and alternative modes of transportation. This will in turn enhance the local economy through the improvements to the numerous businesses in this area. Trips to the nearby school will also benefit our student population.

## APPENDIX A

### Why a Transportation Planning Project?

LHTAC wants the planning project developed for each community to be utilized. To accomplish this, the project must fit the needs of the Local Highway Jurisdiction. Knowing each County, City, or Highway District is unique, the transportation plans will also vary depending upon local needs and the existing resources. **A transportation plan isn't worth the paper it is written on, or the cost of its development, if it is not used—it must have practical use.**

A planning project should include: a roadway network analysis (existing and/or future), proposed solution to existing problems, a capital improvement plan, a roadway or an asset management program, access to road policy, and result in the formation of a multi-jurisdictional planning group. These tools are a real asset to decision making.

A **roadway network analysis** takes a critical look at the existing transportation network of the jurisdiction. The study starts with the collection of data (traffic counts, turning movement counts at intersections, collision records, and road geometry data). The analysis of this data may reveal elements or locations of the system that are not performing well and then propose ideas to improve their performance. As well as investigating the future transportation system considering the growth, present and future land uses, and then looking at future problems and solutions. Commonly, the view of the future is based on a 20-year horizon.

**Roadway, Pavement, or Asset Management Programs** are computer programs that can be developed as part of the transportation planning project. The program will evaluate the condition of the jurisdiction's infrastructure and suggest a plan to maintain and improve the local facilities. The project can fund a consultant to collect the data, set up the computer program, and train personnel in its use and maintenance. Any program can be used however, the data must be sent to LHTAC in a format that can be submitted to iWorQ.

A **Capital Improvement Plan (CIP)** distills the community's needs and desires into a prioritized list of future projects. The CIP should list the anticipated projects, estimated cost, potential funding source, and expected year of construction. The CIP should cover at least 5 years; many are developed with 10-year horizons. Participation by the general public should also be sought through informational meetings or other means, so their issues and comments can be considered during the development of the plan. The Capital Improvement Plan will help commit the jurisdiction to projects beyond the development of the plan.

LHTAC is encouraging the creation of **Multi-Jurisdictional Regional Transportation Planning Groups** to assist in the development of transportation plans. Transportation issues don't stop at the Local Highway Jurisdiction's borders. Many entities are involved with the transportation system: adjacent highway jurisdictions, emergency services, transit, federal land agencies, the Idaho Transportation Department, school districts, mail carriers, trucking industry, elected officials, bicyclists, Tribal government, utility companies, pedestrians, and others; all have an interest in the system. LHTAC hopes that the Multi-Jurisdictional Regional

Transportation Planning Group will extend beyond the project. This group can periodically meet to discuss transportation issues and desires and re-evaluate the CIP. The plan may produce road Construction Standards for development, Access Management strategies, transportation-related Stormwater Management standards,

# Small Urban

or model Transportation Impact Study, and Funding information. These standards will help the jurisdiction preserve the roadway network. LHTAC has examples of these development standards. Policies such as Access Control, minimum Level of Service, parking, bicycle facilities, corridor preservation, and other issues may be addressed through these standards.

**Traffic demand modeling** of the transportation system may be a part of the plan, but it is not necessary in many situations. A computer model can be useful as an evaluation tool if the jurisdiction anticipates very quick population growth or if the jurisdiction is examining alternative routes that will be new to the network. If modeling is a part of the plan, the sponsor should consider the necessary maintenance of the model as a part of this decision.

Some local highway jurisdictions are using a planning project to fund a **Geographical Information System (GIS)** of their highway system. They have located signs, culverts, pavement condition, and/or traffic information. Many applications are imaginable once the GIS base map is created. However, collection of some data (water meters or rural addresses) that strays too far from the transportation operation and management will not be funded.

To further the examples, we have developed this matrix of possible tasks for the plan:

Plan Task	Should Have	Could Have	Cannot Have
Existing Network Evaluation	X		
Capital Improvement Plan	X		
Pavement Management Program	X		
Future evaluation of the Transportation network based on future land uses	X		
Proposed Transportation Solutions	X		
Multi-Jurisdictional Transportation Planning Group	X		
Public Involvement Plan	X		
Access Management policy		X	
Corridor study		X	
GIS Mapping		X	
Computer Traffic Model		X	
Mapping Utility Data			X
Ortho-corrected digital aerial photography			X

For more detailed information see LHTAC's Manual on *Transportation Plan* on our website:  
<http://lhtac.org/resources/manuals/>

# Small Urban

## 3.4.2. ITD 1150 (Revised for LHTAC use) Project Cost Summary Sheet

Round Estimate to the Nearest \$1,000

Key Number	Project Number			Date	12/23/2025
Location East Pine Street				District	LHTAC
Segment Code	00776	Begin Mile Post	0.03	End Mile Post	0.63
			Length in Miles	0.60	

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE) 5% of Line 15		\$112,000
1b. Preliminary Engineering by Consultant (PEC) 20% of line 15		\$600,000
2. Right-of-Way: Number of Parcels                      Number of Relocations		
3. Utility Adjustments:                      Work                      Materials                      By State                      By Others		\$20,000
4. Earthwork		\$211,000
5. Drainage and Minor Structures		\$50,000
6. Pavement and Base		\$710,000
7. Railroad Crossing: Grade/Separation Structure		
At-Grade Signals                      Yes                      No		
8. Bridges/Grade Separation Structures:		
New Structure Length/Width _____		
Location _____		
Repair/Widening/Rehabilitation Length/Width _____		
Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		\$50,000
11. Detours		
12. Landscaping		\$25,000
13. Mitigation Measures		\$5,000
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S.)		\$650,000
15a. Cost of Construction [Items 3 through 14]		\$1,721,000
15b. Contingency [Item 15a x 30%]		\$516,000
16. Mobilization [15 % of Item 15a]		\$258,000
17. Construction Engineer and Inspections (CE&I) [20% of Items 15a, 15b and 16]		\$499,000
18. Total Construction Cost [15a + 15b + 16 + 17]		\$2,995,000
19. Total Project Cost [Lines 1a + 1b + 2 + 18]		\$3,706,000
20. Project Cost Per Mile	N/A	N/A
Prepared By: Forsgren Associates		

## 3.4.1 ITD 2435 Local Federal-Aid Project Request

### Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

**Note:** In Applying for a Federal-Aid Project, you are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency) City of Bellevue			Date 12/23/2025	
Project Title (Name of Street or Road) Pine Street Reconstruction		F.A. Route Number 00776AOH000	Project Length 0.6 mile	Bridge Length
Project Limits (Local Landmarks at Each End of the Project) SH-75 (Main St) to Pine View				
Character of Proposed Work (Mark Appropriate Items)				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Excavation</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Bicycle Facilities</div> <div style="width: 25%; text-align: center;"><input type="checkbox"/> Utilities</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Sidewalk</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Drainage</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Traffic Control</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Landscaping</div> <div style="width: 25%; text-align: center;"><input type="checkbox"/> Seal Coat</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Base</div> <div style="width: 25%; text-align: center;"><input type="checkbox"/> Bridge(s)</div> <div style="width: 25%; text-align: center;"><input type="checkbox"/> Guardrail</div> <div style="width: 25%; text-align: center;"><input type="checkbox"/> Bit. Surface</div> <div style="width: 25%; text-align: center;"><input checked="" type="checkbox"/> Curb &amp; Gutter</div> <div style="width: 25%; text-align: center;"><input type="checkbox"/> Lighting</div> </div>				
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)				
Preliminary Engineering (ITD 1150, Line 1) \$ 712,000				
Right-of-Way (ITD 1150, Line 2) \$ 0				
Construction (ITD 1150, Line 18) \$ 2,995,000				
Preliminary Engineering By: Sponsor Forces <input checked="" type="checkbox"/> Consultant				
Checklist (Provide Names, Locations, and Type of Facilities)				
Railroad Crossing				
Within 2 miles of an airport				
Parks (City, County, State or Federal)				
Environmentally Sensitive Areas				
Federal Lands (Indian, BLM, etc.)				
Historical Sites				
Schools				
Other				
Additional Right-of-Way Required: <input checked="" type="checkbox"/> None <input type="checkbox"/> Minor (1-3 Parcels) <input type="checkbox"/> Extensive (4 or More Parcels)				
Will any Person or Business be Displaced: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Possibly				

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes	2	2	Roadway Width (Shoulder to Shoulder)	22 ft	32 ft
Pavement Type	Asphalt	Asphalt	Right-of-Way Width	80 ft	80 ft

Sponsor's Signature	Title
---------------------	-------

Additional Information to be Furnished by the District			
Functional Classification Major Collector	Terrain Type Flat	20 24	ADT/DHV 560/78



# ***2025 Annual Review***



For 2025, the Bellevue Common Council met for a Strategic Planning session for the year. The Council was asked to identify tasks that they hoped to achieve or start in 2025. The goals were organized into the following focus areas and a member of the Council was assigned to be the “champion” of that area and guide progress.

# ***Accountability & Communication***

*Council Champion: Shaun Mahoney*

## *Significant Accomplishments:*

- The City launched a biweekly newsletter, Bellevue CityNews, to better inform the community of happenings at City Hall.
- The City’s website was updated.
- City Staff dedicated more time and resources to consistent, professional code enforcement.
- The City passed ordinances to better enable management of weeds.
- The Marshal’s Office conducted training for servers of alcoholic beverages.
- The City adopted a Communications Playbook, including enhanced procedures for emergency communications.
- The Marshal’s Office aided the Blaine County Sherriff’s Office in the Explorer Academy, a youth training experience for high school students interested in a career in law enforcement.
- The City has contracted with Civic Review and is in the process of moving all forms and applications to their online permitting system.





# ***Housing Security & Affordable Living***

*Council Champion: Jessica Obenauf*

## *Significant Accomplishments:*

- The City made significant progress on foundational planning documents such as the Comprehensive Plan and Transportation Master Plan, which will help to guide and implement long-term affordable living projects.
- The City regularly collaborated with the Blaine County Housing Authority.
- Utility rates were held consistent this year.
- The City is undertaking improvements to public spaces such as Memorial Park and the dead-end rights-of-way along Main Street, which reduces the need for privately maintained outdoor spaces.
- City staff has made improvements to the building permitting process and are continuing to work to reduce permitting-related construction costs.



# ***Core Decision Making & Governance***

*Council Champion: Suzanne Wrede*

## *Significant Accomplishments:*

- The City initiated and has made progress on an update of the Comprehensive Plan.
- The Council adopted a Code of Conduct.
- Staff has dedicated time and resources to reviewing and improving City Code.
- Staff has been reviewing fees to ensure that they accurately align with the cost of services.
- Staff has developed a draft update to the Personnel Manual.
- The City adopted a budget for FY25.

# ***Infrastructure & Services***

*Council Champion: Tom Bergin*

*Significant Accomplishments:*

- Progress on the Water Project is continuing.
- The recommissioning of the Wastewater Treatment Plant made significant progress in 2025.
- The Streets Department used twenty-five (25) tons of cold patch on City Streets.
- City Parks were maintained.
- The Fire Department held an Open House and recruited three (3) new volunteer firefighters.
- Streets Operators attended training and were certified by the Local Highway Technical Assistance Council.
- The Marshal's Office hosted CPR training that was attended by all departments.
- Water meters being are being tested for roll-out.
- Streetlight repairs have been made.





# ***Enhancement***

*Council Champion: Diane Shay*

## *Significant Accomplishments:*

- The City was awarded Community Project Grant from the Blue Cross Foundation for Health and improvements are planned for Memorial Park.
- The Bellevue Urban Renewal Agency is investing in planning and improvements for the Dead-End Rights-of-Way along Main Street and improvements to street lighting.
- The Bellevue Events Committee was formed and organized events.
- The City, in conjunction with the Bellevue Historical Society, was awarded a \$15,000 grant from the Idaho Heritage Trust for repairs to the Old City Hall building.
- The Finance Department successfully transitioned to Caselle.
- A rear door to Bellevue City Hall was installed, improving safety and functionality for staff.



# ***Service Collaboration***

*Council Champion: Tammy Davis*

## *Significant Accomplishments:*

- Bellevue's Area of City Impact was ratified by the Blaine County Board of Commissioners, in accordance with new Idaho laws.
- The Mayor was appointed to the Mountain Rides Board of Directors.
- Staff has been regularly attending the Blaine County Regional Transportation Committee.
- Staff regularly attends meetings of the Idaho Resort Cities Coalition.
- Staff and the Mayor have been attending meetings on regional transportation with the Idaho Department of Transportation.
- The City received donated equipment from neighboring cities.

## Council Reflection: 2025 Accomplishments

The Council should take an opportunity to reflect back on the past year and acknowledge progress that was made. Council members should think about projects that occurred and changes that were made that may already be positively impacting residents, took an exceptional amount of effort or skill, and what needs to be carried forward into 2026. Fill in the table below with an accomplishment that was achieved in each of the 2025 focus areas:

Focus Area	
Accountability & Communication	<div>Accomplishment</div>
	<div>Notes</div>
Housing Security & Affordable Living	<div>Accomplishment</div>
	<div>Notes</div>
Core Decision Making & Governance	<div>Accomplishment</div>
	<div>Notes</div>

Infrastructure & Services	Accomplishment	
	Notes	
Enhancement	Accomplishment	
	Notes	
Service Collaboration	Accomplishment	
	Notes	

## Strategic Planning Worksheet

Bellevue annually reviews its strategic priorities as a Council to ensure that everybody is moving towards the same goals and that progress is being made towards achieving a larger vision. This exercise should aid the Council in allocating limited resources and providing direction to staff on how best to invest their time. The Council should use the worksheet below to identify their priorities and begin consideration of the resources required to achieve it.

STRATEGIC PRIORTITY 1	Strengthening Infrastructure	
Why is this important for this year?	Bellevue has a substantial deferred maintenance backlog that needs to be addressed to continue operating effectively into the future and establish long term sustainability of the infrastructure.	
Primary funds impacted:	<input checked="" type="checkbox"/>	General
	<input checked="" type="checkbox"/>	Water
	<input checked="" type="checkbox"/>	Sewer
	Notes	
Budget Direction:	<input type="checkbox"/>	Protect
	<input checked="" type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input checked="" type="checkbox"/>	One Time Investment
	<input checked="" type="checkbox"/>	External Funding Required
	Notes	Grants and other outside funding is likely needed
Staff resources required:	<input type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input checked="" type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input checked="" type="checkbox"/>	Ordinance
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Other

	Notes	
Tradeoffs required:	<input checked="" type="checkbox"/>	Delay other work
	<input checked="" type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	MBR System operational
	2	Construction starting on water project
	3	Transportation Master Plan Adopted
	4	Roadway grants awarded
	5	
Building on existing work:	1	Drinking water project
	2	Sewer plant recommission
	3	Streets maintenance budgeted
	4	Grants in progress
	5	ROW Management Study in progress

<b>STRATEGIC PRIORTITY 2</b>	<b>Balanced Growth</b>	
Why is this important for this year?	As growth pressures occur, Bellevue's character is at risk of being diminished. Protecting and improving public spaces, downtown, and ensuring that zoning codes and other tools are appropriate for achieving the community's vision for the future will help to protect and enhance Bellevue's character	
Primary funds impacted:	<input checked="" type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	Water and sewer projects may get reprioritized if it makes sense to coordinate construction with public space projects.

Budget Direction:	<input checked="" type="checkbox"/>	Protect
	<input type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input checked="" type="checkbox"/>	One Time Investment
	<input checked="" type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input checked="" type="checkbox"/>	Existing Staff
	<input checked="" type="checkbox"/>	Reprioritization of Staff Priorities
	<input checked="" type="checkbox"/>	External Support
	Notes	Creative uses of consultants/contract planning may be needed to free staff time.
Policy changes required:	<input checked="" type="checkbox"/>	Ordinance
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Other
	Notes	
Tradeoffs required:	<input checked="" type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input checked="" type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	Zoning updates adopted
	2	Improvements to parks and public spaces planned or constructed
	3	Additional events and programming
	4	
	5	
Building on existing work:	1	Comprehensive Plan Update

	2	Business Zone Review
	3	Community Project
	4	BURA Dead-End Rights-of-Way Planning
	5	

<b>STRATEGIC PRIORTITY 3</b>	<b>Enhance Public Safety</b>	
Why is this important for this year?	Pedestrian safety is a chronic concern, particularly along Main Street. Increasing vitality and energy in our downtown area as described above requires improving the feeling of safety for pedestrians. Additionally, our public safety services (Marshal, Fire) are understaffed and in need of additional capacity.	
Primary funds impacted:	<input checked="" type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	Water and sewer projects may get reprioritized if it makes sense to coordinate construction with public space projects.
Budget Direction:	<input type="checkbox"/>	Protect
	<input checked="" type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input checked="" type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input checked="" type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input checked="" type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input checked="" type="checkbox"/>	Ordinance
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Other

	Notes	
Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	Lighting Improvements Installed
	2	Adoption of updated Street Standards
	3	Coordinated planning of pedestrian improvements with ITD
	4	Dedicated stable funding source for Fire and Marshal Departments
	5	
Building on existing work:	1	BURA Street Lighting Planning
	2	BURA Dead-End Rights-of-Way Planning
	3	ITD Main Street Construction Planning
	4	FY25 Budget and LOT Ballot Proposal
	5	

<b>STRATEGIC PRIORTITY 3</b>	<b>Collaborative Leadership</b>	
Why is this important for this year?	Improving accountability and trust with our citizens enables better engagement and results in better decisions being made. Partnering with local businesses, other government agencies, non-profit groups, and others enables the City to leverage resources and pursue new opportunities as they arise.	
Primary funds impacted:	<input checked="" type="checkbox"/>	General
	<input checked="" type="checkbox"/>	Water
	<input checked="" type="checkbox"/>	Sewer
	Notes	

Budget Direction:	<input type="checkbox"/>	Protect
	<input checked="" type="checkbox"/>	Increase
	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input checked="" type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input checked="" type="checkbox"/>	External Support
	Notes	External support comes from partnerships with outside stakeholders
Policy changes required:	<input checked="" type="checkbox"/>	Ordinance
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Other
	Notes	
Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	Increased community engagement
	2	Continued improvements to newsletter, website, other communications tools
	3	Implementation of public-facing project tracking tool
	4	Continued representation of the City of Bellevue with outside stakeholder groups
	5	
Building on existing work:	1	CityNews Newsletter

	2	Communications Playbook
	3	Representation on several boards
	4	
	5	

## Strategic Planning Worksheet

Bellevue annually reviews its strategic priorities as a Council to ensure that everybody is moving towards the same goals and that progress is being made towards achieving a larger vision. This exercise should aid the Council in allocating limited resources and providing direction to staff on how best to invest their time. The Council should use the worksheet below to identify their priorities and begin consideration of the resources required to achieve it.

<b>STRATEGIC PRIORTITY 1</b>		
Why is this important for this year?		
Primary funds impacted:	<input type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	
Budget Direction:	<input type="checkbox"/>	Protect
	<input type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input type="checkbox"/>	Ordinance
	<input type="checkbox"/>	Policy
	<input type="checkbox"/>	Other

	Notes	
Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	
	2	
	3	
	4	
	5	
Building on existing work:	1	
	2	
	3	
	4	
	5	

<b>STRATEGIC PRIORTITY 2</b>		
Why is this important for this year?		
Primary funds impacted:	<input type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	
Budget Direction:	<input type="checkbox"/>	Protect
	<input type="checkbox"/>	Increase

	<input type="checkbox"/>	Maintain
	<input type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input type="checkbox"/>	Ordinance
	<input type="checkbox"/>	Policy
	<input type="checkbox"/>	Other
	Notes	
Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	
	2	
	3	
	4	
	5	
Building on existing work:	1	
	2	
	3	

	4	
	5	

<b>STRATEGIC PRIORTITY 3</b>		
Why is this important for this year?		
Primary funds impacted:	<input type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	
Budget Direction:	<input type="checkbox"/>	Protect
	<input type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input type="checkbox"/>	Ordinance
	<input type="checkbox"/>	Policy
	<input type="checkbox"/>	Other
	Notes	

Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	Lighting Improvements Installed
	2	Adoption of updated Street Standards
	3	Coordinated planning of pedestrian improvements with ITD
	4	Dedicated stable funding source for Fire and Marshal Departments
	5	
Building on existing work:	1	BURA Street Lighting Planning
	2	BURA Dead-End Rights-of-Way Planning
	3	ITD Main Street Construction Planning
	4	FY25 Budget and LOT Ballot Proposal
	5	

<b>STRATEGIC PRIORTITY 4</b>		
Why is this important for this year?		
Primary funds impacted:	<input type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	
Budget Direction:	<input type="checkbox"/>	Protect
	<input type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required

	Notes	
Staff resources required:	<input type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input type="checkbox"/>	Ordinance
	<input type="checkbox"/>	Policy
	<input type="checkbox"/>	Other
	Notes	
Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items
	Notes	
Measures of success in 2026:	1	
	2	
	3	
	4	
	5	
Building on existing work:	1	
	2	
	3	
	4	
	5	

<b>STRATEGIC PRIORTITY 5</b>		
Why is this important for this year?		
Primary funds impacted:	<input type="checkbox"/>	General
	<input type="checkbox"/>	Water
	<input type="checkbox"/>	Sewer
	Notes	
Budget Direction:	<input type="checkbox"/>	Protect
	<input type="checkbox"/>	Increase
	<input type="checkbox"/>	Maintain
	<input type="checkbox"/>	One Time Investment
	<input type="checkbox"/>	External Funding Required
	Notes	
Staff resources required:	<input type="checkbox"/>	Existing Staff
	<input type="checkbox"/>	Reprioritization of Staff Priorities
	<input type="checkbox"/>	External Support
	Notes	
Policy changes required:	<input type="checkbox"/>	Ordinance
	<input type="checkbox"/>	Policy
	<input type="checkbox"/>	Other
	Notes	
Tradeoffs required:	<input type="checkbox"/>	Delay other work
	<input type="checkbox"/>	Reduce scope
	<input type="checkbox"/>	Defer non-essential items

	Notes	
Measures of success in 2026:	1	
	2	
	3	
	4	
	5	
Building on existing work:	1	
	2	
	3	
	4	
	5	