



Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

Policy Board Meeting Agenda

Date: Wednesday, July 28, 2021
Time: 2:30 to 4:30pm
Location: Via Zoom by clicking [HERE](#)
Via Phone: 1-669-900-9128
Meeting ID: 858 5278 6484
Passcode: 2020
Contact: Catherine Rohan, Transportation Planner

- | | | | |
|----|------|---|--------------------------|
| 1) | 2:30 | Call to Order, Agenda Review, and Roll Call | Chair, Pat Malone |
| 2) | 2:35 | Public Comments | Chair |
| 3) | 2:40 | Approval of Meeting Minutes (Attachment A) June 23, 2021 Policy Board Minutes | Chair |

***ACTION:** Approve minutes*

- | | | | |
|----|------|---|---------------------|
| 4) | 2:45 | COVID Relief Funding (Attachment B) AAMPO will receive approximately \$960,000 as part of COVID relief funding for planning, construction and maintenance projects. The TAC and staff have preliminarily agreed on the attached projects and dispersion of funds. | Nick Meltzer |
|----|------|---|---------------------|

***ACTION:** Approval of Policy Board on project selection and fund dispersion.*

- | | | | |
|----|------|--|------------------------|
| 5) | 3:10 | Bicycle and Pedestrian Plan Update (Attachment C) Staff will present summary information from the Bicycle and Pedestrian Plan survey and mapping exercise. Staff will also report on next steps for the Bicycle and Pedestrian Plan. | Catherine Rohan |
|----|------|--|------------------------|

***ACTION:** General discussion*

- | | | | |
|----|------|---|--------------|
| 6) | 3:25 | STIP Revisions (Attachment D) Staff will provide information on several State Transportation Improvement Plan (STIP) revisions. | Rohan |
|----|------|---|--------------|

***ACTION:** Approval needed for two STIP amendments and one STIP adjustment*

- 7) 3:35 **Draft MTIP Revision Policy (Attachment E)** Rohan
Staff have drafted a new Metropolitan Transportation Improvement Program (MTIP) revision policy that will include TAC expertise in decision making and further align AAMPO and CAMPO's MTIP revision policies.

***ACTION:** Feedback/approval of draft MTIP revision policy*
- 8) 4:00 **Jurisdictional Updates/Other Business** All
 - AAMPO Overview Memo (handout)
 - Tangent TGM Grant Letter of Support (Attachment F)
 - Update on metropolitan area definition, see Office of Management and Budget press release [HERE](#)
 - Future plans for in-person/hybrid meetings
- 9) 4:30 **Adjournment** All
Next meeting: August 25th, 2021 at 2:30pm

**ALBANY METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD REMOTE MEETING
Wednesday, June 23, 2021
2:30 – 4:30 pm
Zoom Conference Call**

DRAFT MINUTES

Members: Ray Kopczynski, John Sullivan, Roger Nyquist,
Alternates: Joe Samaniego and Georgia Edwards, Walt Perry, and James Feldmann
Alternates: Wayne Mink
Staff: Catherine Rohan, Nick Meltzer, and Emma Chavez

| TOPIC | DISCUSSION | DECISION / CONCLUSION |
|--|---|---|
| 1. Call to Order, Agenda Review, and Roll Call | | Meeting called to order at 2:32 pm by Staff Nick Melzer. Introductions were conducted. |
| 2. Public Comment | | There were no public comments. |
| 3. Approval of April 28, 2021 Meeting Minutes | Joe Samaniego noted that on page 4, Tangent jurisdictional update; Change “city will double in size” to “school will double in size”. | Consensus to approve the April 28, 2021 meeting minutes with correction. |
| 4. STIP and UPWP Revisions | Staff Catherine Rohan advised that there are three STIP revisions: <u>Adjustment #21568</u> SE Madison St.: SE 1 st Ave. – Pacific Blvd. SE (Albany); Exchange of funding source from Federal HWY Safety Improvement Program to State Funded Local Program, movement of all funds into construction phase, and construction phase advance from 2024 to 2021. <i>Members met consensus to approve adjustment key #21568.</i> <u>Adjustment #22004</u> | Consensus to approve STIP adjustments with Key #s 21568 and 22004. Consensus to approve the STIP Amendment Key #20600 once staff confirms that the public comment period can be shortened from 30 days to 2 weeks. |

| | | |
|--|---|---|
| | <p>Salem Avenue: Cox Creek Bridge; Exchange of funding source from Federal Surface Transportation Block Grant to State Funded Local Program, movement of all funds into construction phase, and construction phase advance from 2024 to 2021 for delivery per executed agreement (attached).</p> <p><i>Members met consensus to approve adjustment key #22004.</i></p> <p><u>Amendment #20600</u> Increase the amount of planning funds available to AAMPO under project K20600 to match funding levels in FFY22 UPWP. Funding is increasing from \$183,358.43 to \$377,255.62; additional funding for K20600 comes from three places:</p> <ul style="list-style-type: none"> • Savings of \$40,750 under K20598 (Albany Area MPO Planning SFY20) • De-obligation of \$131,688 under K20599 (Albany Area MPO Planning SFY21) and re-obligation of those funds to K20600. Additional \$21,459 of funds provided by the Federal Highway Administration <p>Member Feedback: Members shared concerns of changing the public comment period and ensuring that there are no laws being violated.</p> <p><i>Members met consensus to approve amendment key #20600 with caveat of staff confirming that the public comment period can be shortened from 30 days to 2 weeks.</i></p> <p><u>UPWP Revisions</u></p> <p>Meltzer reported that there is a big change from \$183,358.43 to \$377,255.62 from amendment #20600. A good portion of that is to assist the city of Albany to design a transit operations facility. It takes ODOT a year to reconcile the books and with the design of the facility being delayed due to COVID; Albany requested that they receive the funds in the current fiscal year. In order to do that; there needs to be a STIP Amendment and a UPWP revision.</p> | <p>Consensus to approve the UPWP Revisions with the amended amounts.</p> |
|--|---|---|

| | | |
|---------------------------------|---|---|
| | <p>The Board approved its UPWP earlier this year. The only change to the document is Task 340: Albany Transit Facility Preliminary Design. Those funds came from savings and will all go to the city of Albany. Staff is looking for a reconfirmation to the UPWP with the change.</p> <p>Commissioner Nyquist reported that he continues to get push back since the MPO's initiation and the funds that have been received versus the opportunity and capacity of ridership. When he hears that all funds are being spent on a transit facility; it is okay. However, Nyquist stated that at some point members will need to look at the expenditure of funds and what is being done with the opportunity and volume of transit. When asked if Commissioner Nyquist is referring to the City of Albany or AAMPO in general, I Commissioner Nyquist responded that the question he receives and has no answer for is; "how much money does the MPO receives and what is the practical result of that for people who need transit". Meltzer stated that Staff can put something together to help explain that.</p> | |
| 5. COVID Relief Funding | <p>Meltzer reported that Staff was notified by ODOT that AAMPO will receive approximately \$960,000 of extra funding as part of COVID relief. Staff has been having conversations with the TAC on how to spend those funds. The funds are unrestricted and AAMPO is seeing it as an opportunity for funds to be spent more quickly than restricted money. TAC members submitted projects and have had multiple conversations to get to consensus. The TAC reached consensus on a TAC project list and will have a recommendation to the Board at their July meeting.</p> | |
| 6. OMPOC Legislative Priorities | <p>The Oregon Metropolitan Planning Organization Commission (OMPOC) has discussed developing a legislative list of priorities. OMPOC Staff emailed their list for review. Meltzer moved on to the review the priorities list with members and noted that Staff is looking for feedback from members.</p> <p>Councilor Kopczynski stated that the list is aspirational versus what can actually be done and some of the items are already being tackled. He did state that overall, he is good with the list as presented.</p> | <p>Members met consensus to support the legislative priority with the caveat that they request a sixth priority added to ensure equal opportunity for small rural communities.</p> |

| | | |
|--|---|--------------------------------------|
| | <p>Walt Perry noted that the list addresses safety on a lot of aspects. He went on to state that he is confused as to what safety measures are being used. He questioned if the list takes into account the overall wellbeing of safety when the criteria references most aspects as “special interest”. He went on to state that there is not a need of being over complex. To this, Meltzer replied that the goals are statewide.</p> <p>Perry stated that he would like to see a document that clarifies AAMPO’s position and where it is investing. He went on to state that the legislative priorities seem to speak from Portland’s perspective. Meltzer responded that AAMPO has its Regional Transportation Plan (RTP) that has a vision and goals which differ from the legislative priorities and that is how AAMPO seeks out funding. He also noted that AAMPO may choose to not sign on to the legislative letter or could advocate for another priority.</p> <p>Members discussed and agreed to support the priorities with a caveat to add a sixth priority that focus on smaller and more rural communities.</p> | |
| 7. Jurisdictional Updates/Other Business | <p>Members did not have any updates.</p> <p>OCWCOG – Rohan advised that Staff will have a presentation to share at the next Board meeting on the Bike & Ped survey results. Close to 300 survey responses were received. Rohan is currently working on refining the different projects and is creating a visual format to display the projects. The project is on track to be completed by the end of this year.</p> <p>Meltzer advised that there are two TAC members retiring at the end of this month. Georgia Edwards with the city of Tangent and Chuck Knoll with Linn County.</p> | |
| 8. Adjournment | Next meeting: July 28, 2021 at 2:30 pm. | Meeting adjourned at 3:04 pm. |



MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

Date: July 20, 2021
To: AAMPO Policy Board
From: Nick Meltzer, AAMPO Staff
Re: AAMPO COVID Relief Funding Draft Project List

This memorandum contains a proposal for spending of AAMPO's COVID relief funds.

Background

The Albany Area MPO is planned to receive approximately \$960,000 in COVID relief funds from the Oregon Department of Transportation. This money is expected to be unrestricted. AAMPO staff, in coordination with the AAMPO TAC, developed the list of projects seen below.

Project Selection

Staff and TAC's first priority for funding is insuring that projects using state fund exchange dollars programmed through 2024 remain funded in light of a lowered fund exchange rate. Beginning in 2022, ODOT's state fund exchange rate will be lowered from 94 cents on the dollar to 90 cents on the dollar. Ten percent of the expected \$960,000 has been set aside to account for the lower exchange rate.

Following the set aside, staff and TAC members developed jurisdiction specific projects. The TAC considered several iterations of the list, what is reflected below is a mix of contributions to larger projects in Albany, Millersburg, and Benton County and smaller projects in the remaining jurisdictions. The City of Tangent and Linn County elected to work together on a project of mutual interest; improvements on Old Oak Drive/Old Oak Rd, a Linn County facility in Tangent that serves Tangent Elementary School. It's AAMPO's intent to provide half of the funding needed for smaller projects, in recognition that partially funded projects can often apply for matching funds from other entities. All of the projects below are currently in progress or listed in an adopted plan with the exception of Jefferson's project. Jefferson is currently updating their transportation system plan (TSP) which includes developing a new transportation project list. Jefferson's COVID relief funds can be put towards a project identified in the new TSP.

| | | |
|----------------------------|----|---------|
| Total Funding | \$ | 960,000 |
| 10 Percent Reserves | \$ | 864,000 |

| Jurisdiction | Project Name | Total Cost | AAMPO Contribution |
|---------------------|--|-------------|--------------------|
| Millersburg | Woods Road Shared Use Path Design/ROW | \$526,000 | \$100,000 |
| Albany | Queen Ave Resurfacing | \$1,200,000 | \$350,000 |
| Benton County | Gibson Hill Modernization | \$1,200,000 | \$150,000 |
| Tangent/Linn County | Old Oak Dr/Old Oak Rd Improvements | \$246,000+ | \$175,000 |
| Jefferson | TBD Ped crossing/shared use path (new TSP) | TBD | \$75,000 |

| | |
|-----------|----------|
| Remainder | \$14,000 |
|-----------|----------|

Next Steps

Staff are seeking approval of the proposed project list from the Policy Board or direction on next steps.

AAMPO Bicycle and Pedestrian Plan

Survey Findings

June 15th, 2021



About the Survey

35

Questions

4

Main Question Areas



Transportation Habits



Feelings about Active Transportation Modes



Infrastructure Satisfaction & Desires



Respondent Demographics

Survey promoted for just over one month to the Albany Area community



- Survey responses from March 18 – April 27, 2021
- Available in English & Spanish
- Promoted via:
 - Project website
 - Email blasts to partners and interested parties
 - Email blasts from partners to their constituents
 - Boosted Facebook posts

Who took the survey?

286

Responses

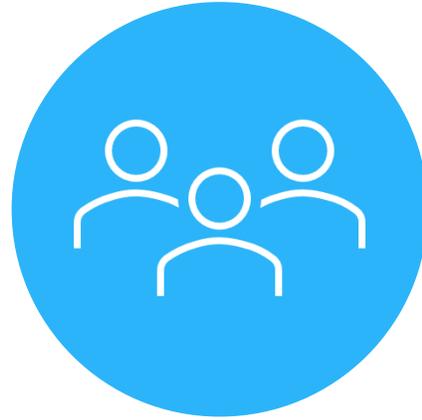
Who took the survey?



AAMPO Survey Population

| City of Residence | | |
|-------------------|-------|-----|
| Albany | ↓ 76% | 89% |
| Jefferson | ↑ 17% | 6% |
| Millersburg | ↓ 1% | 3% |
| Tangent | — 2% | 2% |
| Other | 4% | - |

Who took the survey?



AAMPO Survey Population

| Age | | |
|------------|-------|-----|
| 18-34 | ↓ 17% | 31% |
| 35-64 | ↑ 60% | 49% |
| 65+ | ↑ 23% | 20% |
| Sex | | |
| Female | ↑ 57% | 51% |

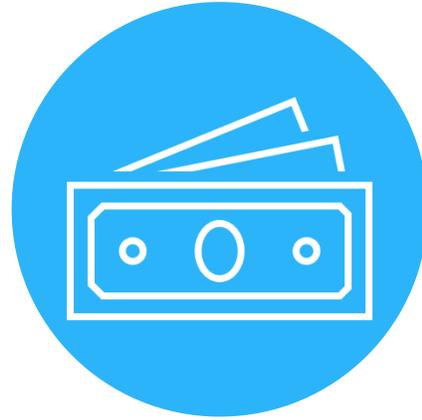
Who took the survey?



AAMPO Survey Population

| Race/Ethnicity | | |
|------------------------------------|-------|-----|
| White | ↑ 92% | 87% |
| Hispanic/Latinx | ↓ 5% | 13% |
| Families with School-Aged Children | ↑ 38% | 30% |

Who took the survey?

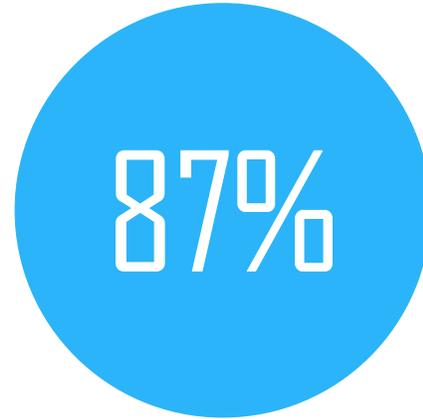


AAMPO Survey Population

| Income | Survey | Population |
|-----------------|--------|------------|
| Less than \$49K | ↓ 25% | 41% |
| \$50K-99K | ↑ 43% | 35% |
| \$100K or More | ↑ 32% | 24% |

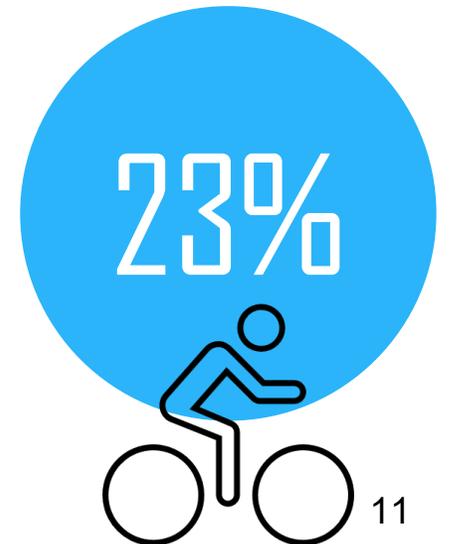
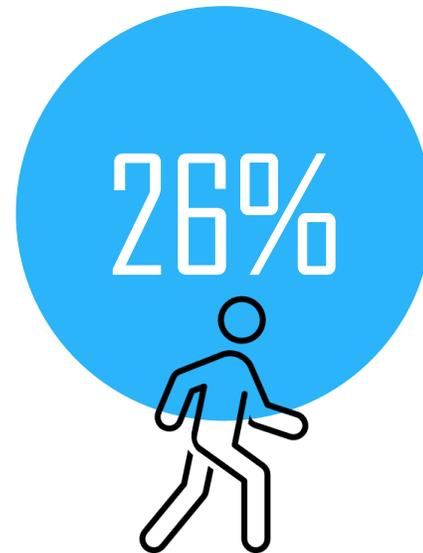
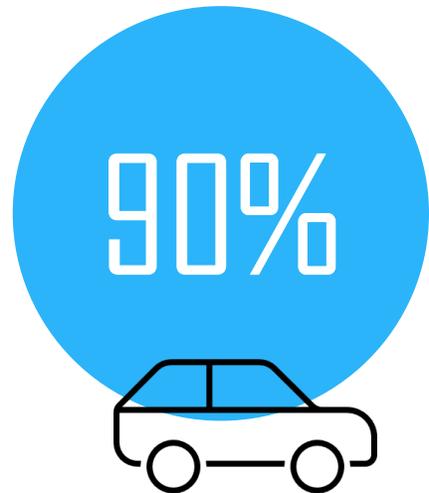
Transportation Habits

While most respondents have access to active transportation options, these are not respondents' primary modes of transportation.

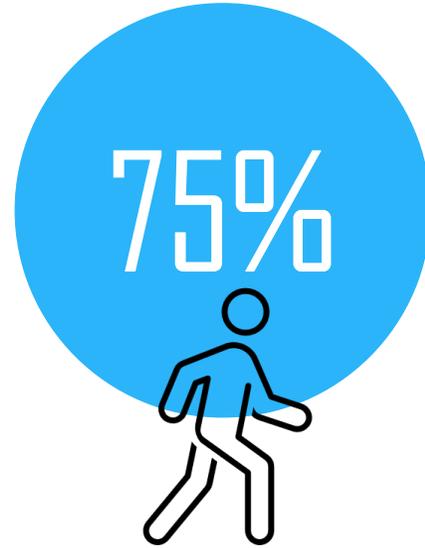


Own or have access to a bicycle

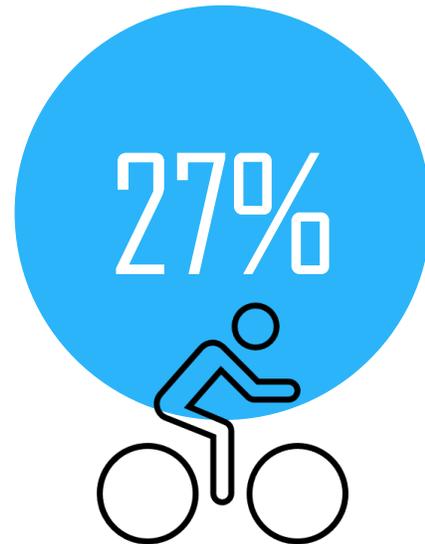
Modes Used:



Respondents use active transportation modes for fun or exercise...

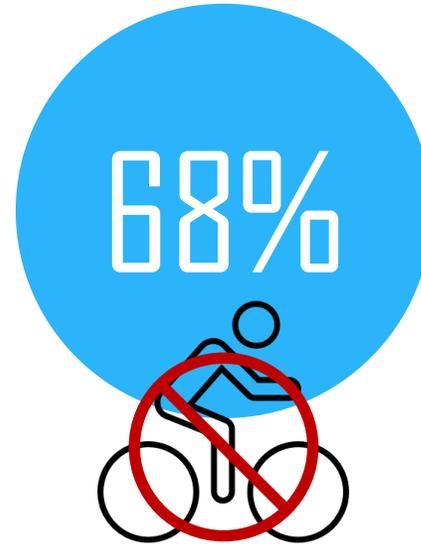


Walk for **fun/**
exercise *2-3 times*
per wk or more

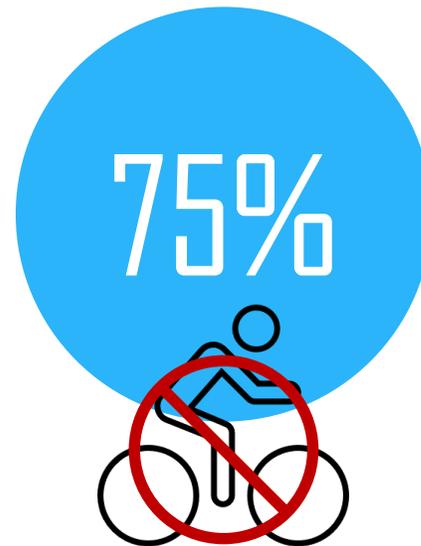


Bike for **fun/**
exercise *2-3*
times/wk or more

...more than they do for commuting or errands.



Never walk or bike for errands

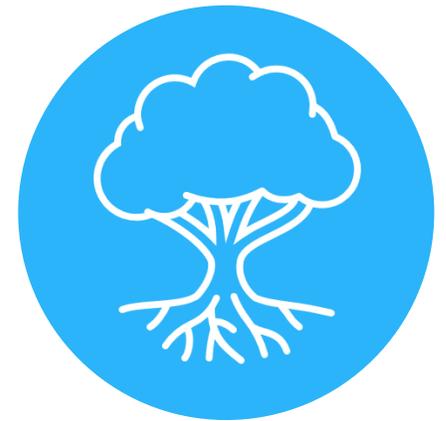


Never walk or bike for work/school

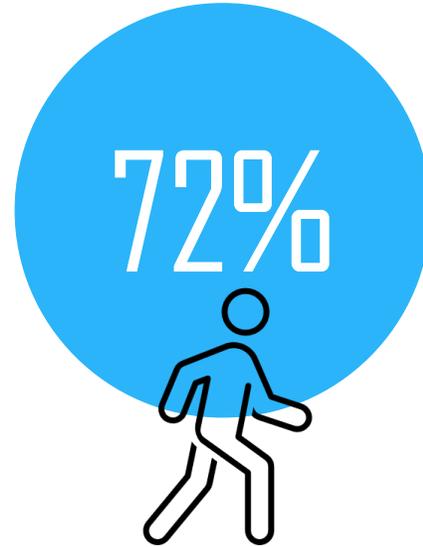
Feelings about Active Transportation Modes

Fun and exercise are respondents' main reasons for walking or biking.

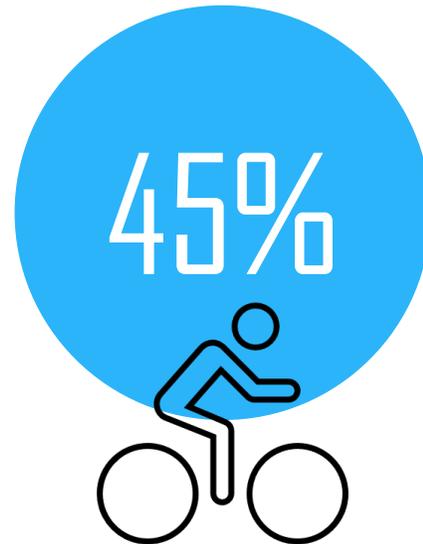
Almost half or more respondents walk or bike for health reasons, recreation, or environmental benefits



Respondents are generally *less comfortable* biking than walking.



Are *comfortable walking* and *sharing space with cars* if there is safe infrastructure



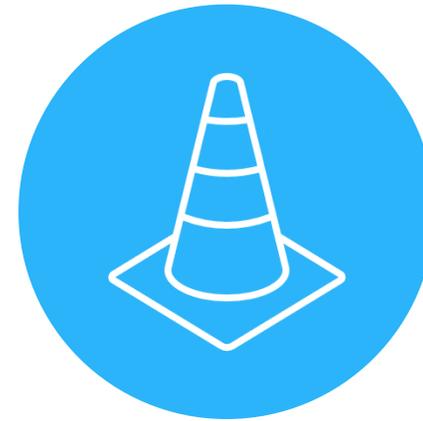
Would like to **bike**, but are *not comfortable sharing space with cars*

Top Barriers to Walking & Biking

*Distance/
convenience and
safety/infrastructure
are the two main
reasons respondents
do not walk or bike
more.*



Destination
too far



Lack of safe
infrastructure



Driving is
faster/more
convenient



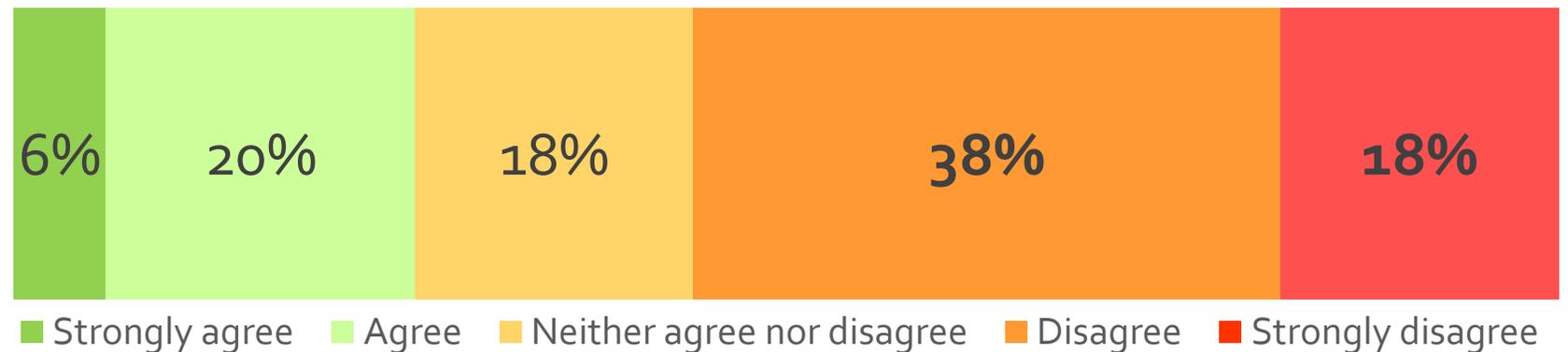
Infrastructure Satisfaction & Desires

Respondents are dissatisfied with the current level of pedestrian infrastructure in the Albany area.



56% of respondents **disagree** with the following statement:

“I am satisfied with the amount of pedestrian infrastructure in the greater Albany area.”

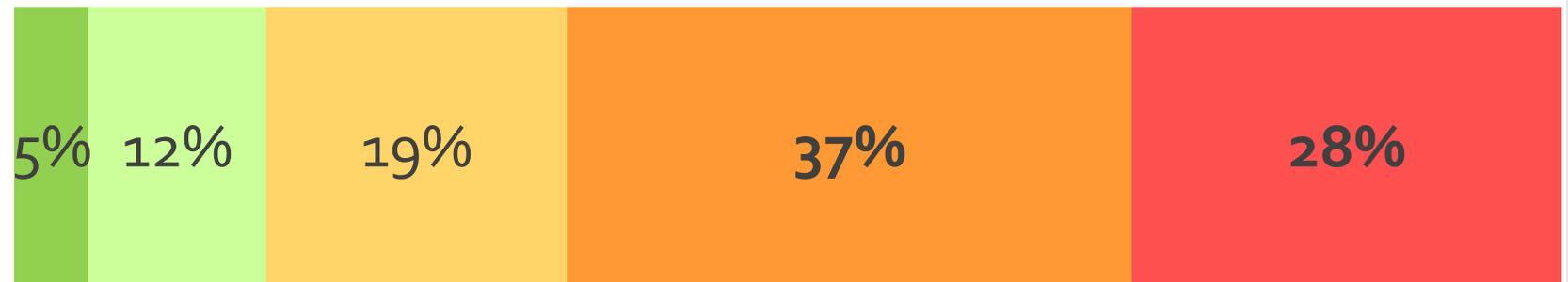




64% of respondents **disagree** with the following statement:

“I am satisfied with the amount of bicycle infrastructure in the greater Albany area.”

Respondents are dissatisfied with the current level of bicycling infrastructure in the Albany area.



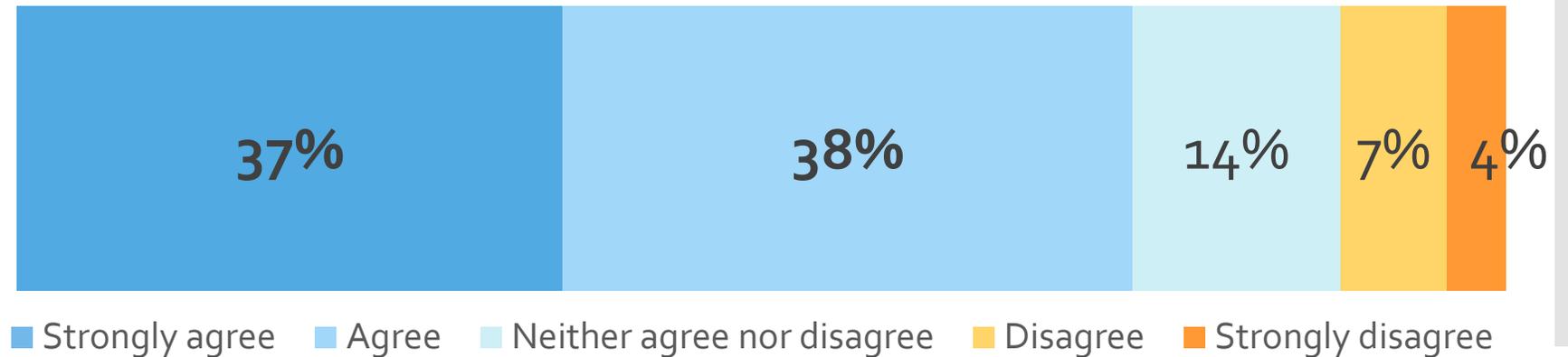
■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree

Respondents support more funding for pedestrian infrastructure.



75% of respondents **agree** with the following statement:

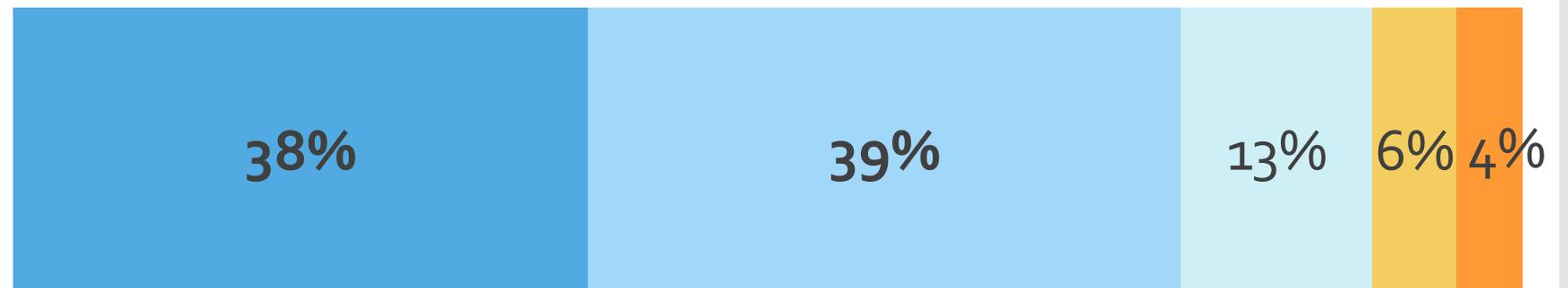
“I would support more funding for pedestrian infrastructure in the greater Albany area.”





77% of respondents **agree** with the following statement:

“I would support more funding for bicycle infrastructure in the greater Albany area.”

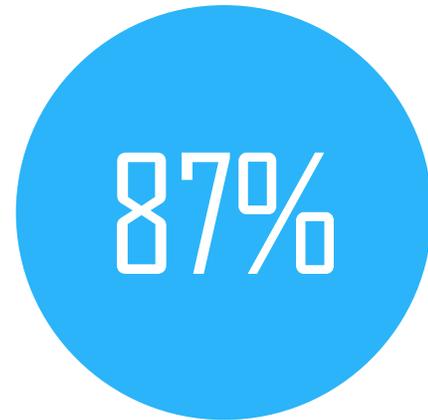


■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree

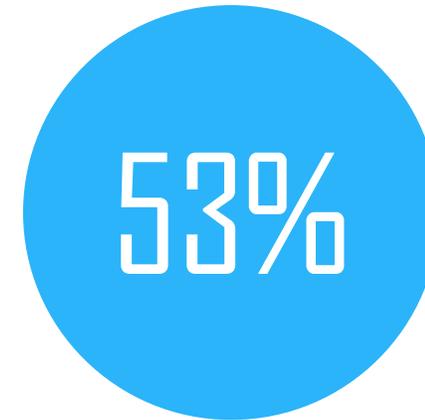
Respondents support more funding for bicycle infrastructure.

Generally, more respondents said larger-scale infrastructure developments and improvements would lead them to walk or bike more often, compared with smaller-scale improvements.

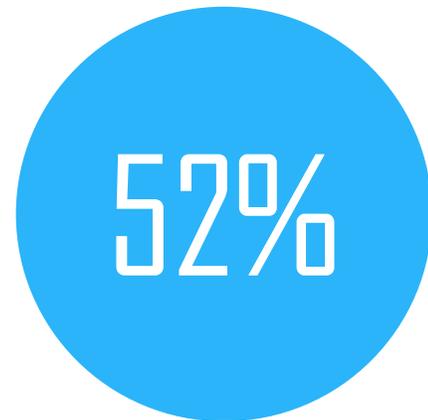
Respondents most want:



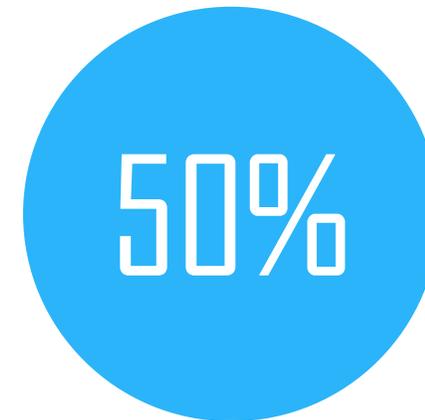
More trails & paths



Improved sidewalks



More direct paths to destinations



More complete sidewalk coverage

Questions or
Comments?



MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: July 20, 2021
To: AAMPO Policy Board
From: Catherine Rohan, Assistant Transportation Planner
Re: STIP Revisions

STIP Revisions

AAMPO staff have a number of State Transportation Improvement Program (STIP) revisions to inform the Policy Board of and request Policy Board approval on. To better facilitate this process, staff have created a summary table of the STIP revisions, as seen on the following page.

A more detailed explanation of the different types of revisions can be found on page 3 of AAMPO's Transportation Improvement Program document, found [HERE](#). A brief summary is provided below.

- **Amendment:** For major changes, requires Policy Board approval and a 30 day public comment period
- **Adjustment:** For less significant changes, requires Policy Board approval, no public comment period needed
- **Administrative modification:** For minor changes, does not require Policy Board approval or public comment period, brought to Policy Board for informational purposes only

STIP Revisions

| Row | Revision Type | Project Key Number/s & Name/s | Description | Change |
|-----|---------------|-------------------------------------|--|--|
| 1 | Amendment | 22215: FY22 Loop Operations (AAMPO) | Albany Area MPO (5307) funds for loop operations projects to improve traffic flow. | <p>The changes below reflect the recommendations from the Loop Governing Board regarding the budgeted amount of 5307 funds and how funds should be expended in FY22.</p> <ul style="list-style-type: none"> • Change project name to “FY22 Loop Capital Project – set aside (AAMPO)” • Update project description to “FY22 Albany Area MPO (5307) funds set aside for Loop related capital projects” • Update the dollar amount to \$224,569 (\$179,655 federal; \$44,914 local match). Current dollar amount is \$335,000 |
| 2 | Amendment | 22219: FY23 Loop Operations (AAMPO) | Albany Area MPO (5307) funds for loop operations projects to improve traffic flow. | <p>The changes below reflect the recommendations from the Loop Governing Board regarding the budgeted amount of 5307 funds and how funds should be expended in FY23.</p> <ul style="list-style-type: none"> • Change project name to “FY23 Loop Capital Project – set aside (AAMPO)” • Update project description to “FY23 Albany Area MPO (5307) funds set aside for Loop related capital projects” • Update the dollar amounts to \$235,800 (\$188,640 federal; \$47,160 local match). Current dollar amount is \$335,000 |
| 3 | Adjustment | 20183: OR99E @ Airport Rd. (Albany) | Install intersection improvements to improve safety and increase traffic flow. | <p>There are multiple revisions for this project, they include the following.</p> <ul style="list-style-type: none"> • Updating project locations to accurately reflect the project limits on OR99E, Albany Avenue and frontage road. • Canceling the utility phase of the project, savings of \$81,000 • Reduced construction funding by \$45,000 • Adding savings from utility and construction phase (\$126,000) to the preliminary engineering phase (overall project cost remains unchanged) |

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: July 20, 2021
To: AAMPO TAC
From: Catherine Rohan, AAMPO Assistant Transportation Planner
Re: **Update to AAMPO MTIP Revision Policy**

Background

The topic of updating AAMPO's Metropolitan Transportation Improvement Program (MTIP) revision policy was discussed at the TAC's May 20th meeting. Inclusion of the topic was prompted by Staff's review of CAMPO's MTIP revision policy, which balances Technical Advisory Committee expertise with efficient and effective decision making.

During the May meeting, the AAMPO TAC was generally in agreement that an updated MTIP revision policy, which incorporates the TAC in decisions, would be beneficial. Most notably, a new revision policy would align the level of decision making with the appropriate AAMPO body, with more technical items brought to the TAC and more policy oriented decisions brought to the Policy Board. Following the meeting, Staff agreed to draft an updated MTIP revision policy for review by the TAC at their June meeting. The TAC agreed to bring the draft MTIP revision policy from the June meeting to Policy Board. The draft revision policy is below.

Draft AAMPO MTIP Revision Policy

Note that this revision policy, below, pulls heavily from CAMPO's MTIP revision policy, though there are areas which have been edited for clarity and a few new "Type of Change" scenarios have been added. It is also important to note that MTIP revisions will largely necessitate the same level of scrutiny under the draft policy as they do under the current policy, with the major change being added clarification of different scenarios and a sharing in overall decision making between the TAC and Policy Board.

Purpose and Background

The purpose of this document is to describe the process by which revisions to projects programmed in the Albany Area Metropolitan Planning Organization (AAMPO) Metropolitan Transportation Improvement Program (MTIP) and the Statewide Transportation Improvement Program (STIP) take place.

While the text in the AAMPO MTIP changes very little during the life of the document, the projects programmed within the MTIP are regularly amended, revised, split, canceled, etc. These projects include infrastructure construction projects, capital purchases, plan development, engineering activities, outreach programs, and others. Incorporating revisions into the MTIP and STIP is essential to project delivery and must be completed before revising intergovernmental agreements (IGAs) and executing fund transfers.

Project revisions must be approved by the MPO before they can be incorporated into the MTIP and the STIP. The MTIP is maintained by AAMPO and cross-referenced to match the STIP, which is maintained by the Oregon Department of Transportation (ODOT). ODOT, FTA, and FHWA have a separate policy agreement on how STIP revisions take place.

Types of Revisions

There are three types of MTIP revisions processed by the MPO: **full amendments, administrative amendments and adjustments**. Full amendments require the greatest level of scrutiny including communicating basic project information to the Policy Board and the provision of a public comment period. Administrative amendments are largely handled by the Technical Advisory Committee (TAC). Adjustments are small changes that AAMPO staff have the authority to approve, the TAC is informed of adjustments as appropriate. A full description of the procedures associated with the three types of MTIP revisions is included later in this document.

The table below lists a number of potential MTIP actions and illustrates whether they require a full amendment, administrative amendment, or an adjustment.

| Type of Change | Full Amendment | Administrative Amendment | Adjustment |
|--|----------------|--------------------------|------------|
| If a project is NOT in the MTIP | | | |
| 1. Planning Grant or Project (i.e. non-construction) less than \$100,000 | | | X |
| 2. Planning Grant or Project (i.e. non-construction) more than \$100,000 | | X | |
| 3. Adding a project with previously identified funding | | X | |
| 4. Adding a federally funded project to the MTIP | X | | |
| If a project is ALREADY in the MTIP | | | |
| 5. Cancelling a federally funded and regionally significant project | X | | |
| 6. Advancing or delaying a project by one year, or a cost changes of less than 10% involving MTIP dollars | | | X |
| 7. Advancing or delaying a project by two years or more, or cost changes between 10% and 20% involving MTIP dollars | | X | |
| 8. Cost changes of more than 20% involving MTIP dollars | X | | |
| 9. Scope changes including physical extension or shortening of a project | X | | |
| 10. Combining of two projects into one, or separating of one project into two | | X | |
| 11. Moving more than \$100,000 between phases of the same project (e.g. moving funds from UR to RW) where there is no change to total project funding amount | | X | |
| 12. Moving less than \$100,000 between phases of the same project (e.g. moving funds from UR to RW) where there is no change to total project funding amount | | | X |
| 13. Advancing or slipping an approved project/phase outside its current MTIP | | | X |

| | | | |
|---|---|---|---|
| 14. Minor corrections such as making the MTIP consistent with naming conventions and project descriptions, planning project dollar adjustments, updating of placeholder fund amounts, fixing typographical errors or missing data, etc. | | | X |
| 15. Other scenarios | X | X | |

Full Amendment

Full amendments involve a major change to a project and require the greatest level of scrutiny. Full amendments are first reviewed by the TAC. Typically, review takes place during a public meeting, however TAC review can also take place via email, telephone, or other virtual meeting platform if the project is on a critical schedule. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary beyond placing the amendment on the next Policy Board agenda.

All AAMPO Policy Board meetings are advertised via AAMPO's website and an interested parties email list a week in advance of the meeting, with the invitation for members of the public to attend and provide comment. Additional outreach beyond inclusion in the agenda may include a public comment period (typically two weeks), the holding of a public meeting for the specific amendment, and any other actions deemed advisable by the TAC. After the TAC has made their recommendation and the outreach has been completed, the amendment is brought to the Policy Board for approval.

Administrative Amendment

Administrative amendments are less significant changes than full amendments, but still require a level of scrutiny. Project changes have a smaller impact to the region or AAMPO member communities and are usually familiar to local staff members. Administrative amendments are brought to the TAC for discussion and approval. Following a decision, the Policy Board will be notified at their next regularly scheduled meeting. All AAMPO TAC meetings are advertised via AAMPO's website and an interested parties email list a week in advance of the meeting, with the invitation for members of the public to attend and provide comment. If the project is on a critical schedule, TAC approval can be given via email, telephone, or other virtual meeting platform.

Adjustment

Adjustments are the most minor of the revision types. Staff approves minor adjustments on behalf of the MPO, and informs the TAC as appropriate. It is expected that with a planning project, both the TAC and Policy Board have been made aware of the grant proposal prior to submission and have had an opportunity to comment; therefore the project has preliminarily been approved.

The primary goal of incorporating staff level adjustments into the MTIP process is to minimize delays and improve approval turn-around times. Adjustments help ensure minor project changes move forward more quickly than otherwise possible.

Other Scenarios

When a project change can reasonably be classified under two revision types, the revision type with a higher level of scrutiny will take precedent. When a project change can reasonably be classified under two "Type of Change" categories, the category that most directly addresses the project change will take precedent.

Summary

Currently, the AAMPO TAC is not involved in MTIP revisions of any kind. The draft MTIP revision policy incorporates the TAC into the MTIP revision process for both full amendments (TAC recommendation to the Policy Board regarding approval and TAC decision on level of outreach) and administrative amendments (requires TAC approval). An abbreviated list of additional changes associated with the draft policy is listed below.

- Additional TAC discretion and input
- Added flexibility regarding public outreach
- Added flexibility regarding projects on critical schedules
- More scenario specific guidance
- Alignment with CAMPO's MTIP revision policy
- Removal of language related to road capacity: *"Adding or deleting any project that significantly affects roadway capacity, vehicle volumes or travel speeds, such as construction of a new regionally significant roadway or new interchange or the widening of a regionally significant roadway that will significantly affect roadway capacity, vehicle volumes, or travel speeds."* and *"Actions related to adding, deleting, or modifying projects that do not significantly affect existing roadway capacity, vehicle volumes, or travel speeds, including but not limited to..."*

Next Steps

Staff are requesting Policy Board feedback and/or approval of the new MTIP revision policy. If approved by the Policy Board, the proposal to update the MTIP revision policy will enter a two week public comment period. The comment period will be advertised on AAMPO's website and through a posting in the Albany Democrat-Herald.

AAMPO's Current MTIP Revision Policy

As found on pages three through four of AAMPO's 2021-2024 MTIP found [HERE](#)

A TIP revision is a change that is made between full updates of the TIP. There are several types of TIP revisions, some of which require a 30-day public comment period and some of which are technical corrections completed by staff. All TIP revisions should be submitted to MPO staff to determine the appropriate revision procedure.

TIP Amendments: *An amendment involves a major change to a project in the TIP and requires a 30-day public comment period and approval by the MPO Policy Board at a public meeting. The following changes qualify as Amendments:*

- *Changes in the total project cost exceeding either \$100,000 or 20% of the total project cost (whichever is greater)*
- *Adding or cancelling a project funded with AAMPO STP/ STBGP funds*
- *Adding or deleting any project that significantly affects roadway capacity, vehicle volumes or travel speeds, such as construction of a new regionally significant roadway or new interchange or the widening of a regionally significant roadway that will significantly affect roadway capacity, vehicle volumes, or travel speeds*
- *Major changes in project schedule or scope, including addition of a construction phase*

TIP Adjustments: *A TIP Adjustment is a less significant change to the TIP. Adjustments still require approval by the MPO Policy Board at a public meeting but do not require a 30-day public comment period. The following changes qualify as Amendments:*

- *Changes in the total project cost exceeding either \$50,000 or 10% of the total project cost (whichever is greater)*
- *Adjustments to previously approved MPO STP/STBGP funded projects that transfers more than \$100,000 of STP/STBGP funds between different phases of a project*
- *Actions related to adding, deleting, or modifying projects that do not significantly affect existing roadway capacity, vehicle volumes, or travel speeds, including but not limited to:*
 - *safety improvements*
 - *same site bridge replacements not requiring significant additional right-of-way*
 - *signal interconnection, installation or removal*
 - *resurfacing or rehabilitation projects not requiring significant additional right-of-way*
 - *bike lanes*
 - *bus purchases, bus shelters, or bus stop improvements*
 - *projects implementing ADA or ADA paratransit requirements*
 - *MPO planning support*

Administrative Modifications: *Administrative modifications involve minor changes to the TIP and do not require a 30-day public comment period nor approval by the Policy Board at a public meeting. Administrative modifications are processed by MPO staff in cooperation with project sponsor and ODOT and are brought to the Policy Board as informational items. The following are examples of items that may be processed as administrative modifications:*

- *Changes in the total project cost that are less than either \$50,000 or 10% of the total project cost (whichever is greater)*
- *Moving less than \$100,000 in MPO STP/STBGP funds from one project phase to another previously approved phase within the same project where there is no change to total project STP/STBGP funding amount*
- *Minor changes in project or phase initiation dates*
- *Adding or deleting a phase other than construction*
- *Minor changes in funding sources for previously included projects*

- *Splitting or combining individually listed projects, provided that these changes do not create major changes to overall cost, schedule, or scope*
- *Minor corrections to make the TIP consistent with naming conventions and project descriptions*
- *Minor corrections to fix typographical errors or missing data*
- *Adding an emergency repair and relief project that does not involve substantial change in function and location*



Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

July 20, 2021

David Helton, Lead Grant Manager - TGM
Oregon Department of Transportation, Region 2
2080 Laura Street, Springfield, OR 97477

RE: Letter of Support – Tangent TGM Application

Dear Mr. Helton,

The Albany Area Metropolitan Planning Organization's Policy Board would like to express support for the effort to develop a new Transportation System Plan (TSP) in the City of Tangent. As a board, we recognize the regional importance of inclusive and holistic planning for transportation services and this cannot occur unless we are all working with the most up-to-date information. Tangent has one of the oldest TSPs of any of our member jurisdictions, written before the MPO was formed. Not only is the document old, but it is no longer an effective tool for the City to leverage funds to improve transportation to and from, and within, the city.

As part of the MPO, Tangent has access to funding sources for transportation projects that cover transit, bike and pedestrian, and other roadway needs. The majority of projects in the City's current TSP have been completed, and there is no mechanism in place for the development of new projects that address current needs. While we may think our cities feel and operate in the same way as they did over a decade ago, we know that major changes have occurred that warrant an update to our guiding transportation document. A new TSP is needed to determine opportunities that exist for Tangent, and the entire MPO region, to continue to grow in a fiscally, socially, and environmentally conscience manner.

Thank you for the opportunity to provide our most sincere support for this application. The Transportation and Growth Management funding for this TSP is integral to our regional planning work and our ability to serve all residents within the MPO boundary. We thank you for your consideration and hope you find merit in the application.

Sincerely,

Catherine Rohan, Staff, on behalf of Albany Area MPO Policy Board