

**ALBANY METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD & TAC REMOTE MEETING
Thursday, November 12, 2020
1:30 – 3:30 pm**

DRAFT MINUTES

Members:

Dave Beyerl; City of Jefferson
Greg Jones; City of Tangent
James Feldmann; ODOT
Gary Stockhoff; Benton County
Chris Bailey; City of Albany
Walt Perry; City of Jefferson
Chuck Knoll; Linn County

Representing:

Policy Board
Policy Board
Policy Board Alternate & Technical Advisory Committee
Policy Board Alternate & Technical Advisory Committee
Policy Board Alternate & Technical Advisory Committee
Technical Advisory Committee
Technical Advisory Committee

Staff: Ryan Vogt, Catherine Rohan, Nick Meltzer, Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Roll Call	It was noted that while there were not sufficient Board members to call quorum, there was representation from 51% of AAMPO jurisdictions to form a quorum.	Meeting called to order at 2:35 pm by TAC Chair Gary Stockhoff. Staff Nick Meltzer conducted roll call.
2. Public Comment		There were no public comments.
3. Board Approval of September 23 and October 28, 2020 Minutes		Consensus to approve the September 23 and October 28, 2020 meeting minutes.
4. TIP Adjustment	Staff Catherine Rohan reviewed following two TIP adjustments and asked for Board approval. 1) TIP Adjustment: KN 20221 & KN 20187	Consensus to approve the TIP adjustments KN 20221 and KN 20187 as presented.

	<p>KN 20221 (Albany/Corvallis signal improvements) is overfunded, ODOT wants to redistribute excess funds to KN 20187 (Salem signal enhancements). Amendment is for 11.3% change in costs, changes in costs over 10% require approval by the Policy Board.</p> <p><i>Rohan noted that this adjustment is moving funds between projects, moving \$503,580 (11.3% of total project funding) from KN 20221 (Albany/Corvallis signal improvements) to KN 20187 (Salem signal enhancements). These funds are being moved because there are new, lower, estimates on the cost of the Albany/Corvallis signal improvements, and the Salem signal enhancement project needs more funding. Changes in costs over 10% (in this case we're looking at a change of 11.3%) require approval by the Policy Board (but no public notice).</i></p> <p>2) TIP Adjustment: KN 18850</p> <p>Moving funds within a single project, KN 18850 (Corvallis to Albany Trail: Scenic Drive – Springhill). Moving funds left over from the right of way acquisition phase of the project to the construction phase of the project (\$271,081). Any STP fund movements over \$100,000 within the same project requires PB approval.</p>	
<p>5. TAC Approval of Meeting Minutes of October 8, 2020.</p>		<p>Consensus to approve the minutes as presented.</p>
<p>6. Bicycle and Pedestrian Plan</p>	<p>Rohan reviewed Attachment D; AAMPO Bicycle and Pedestrian Plan (BPP) with members which included work completed between September and November, Next Steps, and Other Planning Activities.</p> <p>Walt Perry with the City of Jefferson wanted to know how the smaller jurisdictions of the AAMPO are being represented other than AAMPO members. Rohan advised that partners in all of AAMPO communities have been identified. Staff Nick Meltzer advised that Rohan developed a map which includes all of AAMPO jurisdictions.</p> <p>Rohan moved on to an interactive BPP presentation with members. She first noted that during IPREs interviews with TAC members.</p>	

	<p>Interviews covered topics such as project vision and goals, key populations for engagement, and engagement barriers and opportunities. TAC members were asked to describe an ideal bicycle and ped system. Themes that came out of that questions were; connectedness, safety, and functionality.</p> <p>Out of the TAC interview feedback; the following vision statement was developed; “The AAMPO Bicycle and Pedestrian Plan strives to create and support a bicycle and pedestrian network that is regionally and locally connected, safe, and functional for people of all ages, abilities, and backgrounds within the community”.</p> <p>In addition to asking TAC members to their vision of the plan, they were also asked about shortfalls and priorities. Themes that came out of that question were the following:</p> <ul style="list-style-type: none"> • Underdeveloped bicycle and pedestrian system • Many areas are not connected • Plan needs to start with basics • Prioritize complete sidewalk connections, especially along high traffic routes and important thoroughfares • Safe Routes to School are crucial • Leverage opportunities for economic development <p>Pulling form the vision and TAC feedback, the following goals were developed:</p> <ol style="list-style-type: none"> 1. Create a network that is comfortable and safe for all users 2. Create a network that is regionally and locally connected in a logical manner 3. Create a network that provides access to key destinations 4. Create a network that serves vulnerable and traditionally underserved populations 5. Incorporate existing bicycle and pedestrian infrastructure in the network recommends where possible 6. Where appropriate, leverage recommendations to increase opportunities for economic development 7. Support member jurisdictions’ plan adoption and 	
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	<p>implementation by identifying feasible infrastructure, policy, and programing recommendations</p> <p>Rohan opened up the presentation to member feedback and did live note taking. Rohan first asked for feedback on the vision.</p> <p>Member Feedback:</p> <ul style="list-style-type: none"> • Should “within the community” be removed since no one is being excluded • Add something beyond function (e.g. comfort) • Plan should note that will use existing structure and connect all • Recognize connecting Albany and Corvallis. <ul style="list-style-type: none"> ○ Rohan noted that the goals covers this suggestion and those will be reviewed next. • Will electric assisted bicycles affect how bike paths are laid out? <ul style="list-style-type: none"> ○ It should not affect the Plan and the cities may need to develop their own regulations. There is familiarity with speed limits being placed where electric bicycles may be ridden in bicycle paths. <p>Rohan moved on to review the draft goals and asked members if there is anything being left out, is AAMPO able to make progress with the goals, and is the work concise.</p> <p>Member Feedback:</p> <ul style="list-style-type: none"> • Goal 1 <ul style="list-style-type: none"> ○ Important goal ○ Comfortable is key, or it won't be used ○ A network with growth potential, expandable • Goal 2 <ul style="list-style-type: none"> ○ Intuitive ○ Consider moving functional to beginning ○ Connects to key transit, interface between active transit ○ Make it a preferred path (like people paths on college 	
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	<ul style="list-style-type: none"> campus) <ul style="list-style-type: none"> ○ Define logic ○ Logical is not always the most direct route ○ Think toward future (e-bikes, e-scooters, and where they will be located. • Goal 3 <ul style="list-style-type: none"> ○ ATS, boarding's and alightings of transit ○ Identify key destinations, will be different for each community ○ Will be very important for underserved communities ○ Bridges as bottle necks ○ How going to deal with bridges? Ellsworth bridge into Albany has a light, bus some use sidewalk ○ Be aware of each city's plan • Goal 4 <ul style="list-style-type: none"> ○ Remove traditionally ○ Very important ○ Not just for recreation ○ How to reword "vulnerable" to be more inclusive ○ Entirety of the community ○ Word smith this, create vs prioritize • Goal 5 <ul style="list-style-type: none"> ○ Important to incorporate it if want to extend network • Goal 6 <ul style="list-style-type: none"> ○ What about bike parking? Don't clutter sidewalk ○ Minimum sidewalk with ○ Convenient to get to (easier to get to by bike/walk than car) • Goal 7 <ul style="list-style-type: none"> ○ E-scooter, e-bikes, jurisdictions will have to implement regulations ○ Support jurisdiction's changes, plan needs to be flexible to fit with city's plan ○ More likely to get done if accomplish multiple goals, think about gap funding 	
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	The Chair suggested that if members have additional feedback to email it to Rohan.	
7. FY2022 Unified Planning Work Program Development	<p>Meltzer advised that AAMPO will be preparing the FY2022 Unified Planning Work Program (UPWP). Staff would like feedback from members on any particular items they would like included. Some things discussed so far are; transit support for Albany, staffing Linn-Benton Loop governing body, GIS and Bike and Ped counters.</p> <p>Chuck Knoll wanted to know when the last AAMPO TSP was adopted. Meltzer stated that the last RTP was adopted in 2018 and the next one is due by 2023. Knoll stated that there has been quite a bit of growth in AAMPO, especially in the urban growth boundaries. This could impact priorities and what needs to be done. Knoll noted that he may not be speaking of the UPWP but he wondered if funding needs to be set aside for this. Meltzer advised that the RTP process will start in the fall of next year. However, staff could start gathering data ahead of time and share it with members.</p> <p>Walt Perry stated that the Salem to Albany transit project is gaining a lot of steam and he questioned if it will affect AAMPOs UPWP. Meltzer noted that it shouldn't but staff can make a note on regional transit planning. He went on to advise that prior to COVID, staff had been attending regular meeting with Cherriots and can return to regional planning meetings.</p>	
8. Discussion of Other Work Items	<p>AAMPO Board, December 23rd Meeting – This falls on a holiday week and staff is hoping to reschedule it to the 16th. Because there is a low attendance of Board members, staff will follow up with an email.</p> <p>TAC December Meeting – Staff reaffirmed a December 10th meeting.</p> <p>City of Jefferson – The TSP Scope of Work (SOW) and budget are finalized.</p> <p>City of Albany – Will have a new AAMPO Board representative in January because councilor Bill Coburn did not run for re-election.</p>	Meeting adjourned at 3:35

	<p>Linn County- The Old Salem Road sidewalk project is finish. Did not use all the funds so will be able to put it towards a future AAMPO project. Have a grant agreement for the Gold Fish Farm Road bridge. The path from bridge to Timberline Park will be extended. The road from Goldfish Farm Road may be extended through to Spicer as well also which will allow for a lot of connectivity.</p> <p>Benton county – North Albany bike path (Scenic to Springhill) plans have been resubmitted to the railroad. Have not heard anything back on the permit for that one. Last heard that where it crosses under the rail Road may need to be modified. If need to rebuild the entire trestle, would not be able to move forward. Benton County transit held its last meeting with the Board, and got an okay with its new graphic. Should have its first branded bus in the next couple of months. They are currently updating its transit policies. If the McMinnville to Junction City transit project goes through, it would be up and running in 2022.</p>	
9. Adjournment		Meeting adjourned at 3:11 pm.

Fiscal Year 2022 Unified Planning Work Program (UPWP)

July 1, 2021 – June 30, 2022



**ALBANY AREA METROPOLITAN PLANNING
ORGANIZATION (AAMPO)**

Submitted **March 11, 2021**

The development of this document and the implementation of tasks outlined in this document are made possible through the US Department of Transportation (US DOT) funds, under the Federal Highway Administration's Public Law (PL) and Federal Transit Administration's Section 5303. The required matching dollars for PL fund is provided by the Oregon Department of Transportation (ODOT) and the matching fund for the transit fund is provided in the form of In-Kind Match by the City of Albany Transit System (ATS) and Benton County's Special Transportation Fund (STF).

RESOLUTION No. 21-01

**FOR THE PURPOSE OF APPROVING THE FY 2022 ALBANY AREA METROPOLITAN
PLANNING ORGANIZATION'S
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Governor of the State of Oregon, pursuant to USC 23 §123 & 450, has designated representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, and the Oregon Department of Transportation (ODOT) as the Albany Area Metropolitan Planning Organization to carry out the requirements of the Metropolitan Transportation Planning Process; and

WHEREAS, among the major requirements of the Metropolitan Transportation Planning Process is the development of an annual Unified Planning Work Program that delineates the MPO's planning and programming activities and its associated working budget over a fiscal year; and

WHEREAS, the Albany Metropolitan Planning Organization has developed a Unified Planning Work Program for FY 2021, in coordination with local governments, the US DOT and ODOT and in compliance with all applicable federal and state requirements; and

WHEREAS, the City of Albany and Benton County have agreed to provide 'in-kind' local match for the Federal Transit Administration's Section 5303 Funds that are applied by the MPO to partially cover the cost of its transportation planning activities in FY 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Albany Area MPO approves the FY 2021 Albany Area Unified Planning Work Program and its associated budget.

Dated on this XX Day of March, 2021

APPROVED:

Patrick Malone, Chair

Albany Area MPO

ATTESTED:

Nicholas Meltzer, Staff

Albany Area MPO

ABOUT THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

Policy Board

Patrick Malone (Chair)	Benton County
Roger Nyquist	Linn County
David Beyerl	City of Jefferson
Bill Coburn	City of Albany
Greg Jones	City of Tangent
John Sullivan	City of Millersburg
Savannah Crawford	Oregon Department of Transportation
Darrin Lane	Citizens' Representative

Technical Advisory Committee (TAC)

Gary Stockhoff (Chair)	Benton County
Chuck Knoll	Linn County
Walt Perry	City of Jefferson
Chris Bailey	City of Albany
Georgia Edwards	City of Tangent
Janelle Booth	City of Millersburg
James Feldmann	Oregon Department of Transportation

TAC Ex-Officio Members

Federal Highway Administration (FHWA), Oregon Division
Federal Transit Administration (FTA), Region 10
Oregon Department of Land Conservation and Development (DLCD) Oregon
Department of Environmental Quality (DEQ)
Oregon Division of State Lands (DSL)

Staff and Contact

Nicholas Meltzer, PE	Transportation Manager
Catherine Rohan	AAMPO Staff
Emma Chavez	Administrative Assistant

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SECTION I: INTRODUCTION

What is a Metropolitan Planning Organization (MPO)?

A Metropolitan Planning Organization (MPO) is an organization of local governments designated per 23 USC and 23 CFR 450 to provide transportation planning and programming in areas with a collective population of 50,000 or over, termed as an Urbanized Area. As a condition for receiving federal transportation dollars, MPOs must have a *continuing, cooperative and comprehensive* transportation planning process in cooperation with their state Department of Transportation. The MPOs are responsible for development of a Regional Transportation Plan (RTP), development of a Transportation Improvement Program (TIP) and development of a Unified Planning Work Program (UPWP).

What is the Albany Area Metropolitan Planning Organization?

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the metropolitan planning organization (MPO) for the Albany Urbanized Area, as designated by the Oregon Governor in February of 2013. This region includes the cities of Jefferson, Millersburg, Albany, and Tangent, and parts of Benton, Linn, and Marion counties.

AAMPO is governed by a seven-member Policy Board consisting of representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, the Oregon Department of Transportation (ODOT), and a Citizens' Representative. AAMPO's Technical Advisory Committee (TAC) is made up of professional staff of the above entities and an ODOT Transportation Planner. Unlike the Policy Board, the TAC does not include a Citizens' Representative. The representatives of relevant federal and other state agencies have ex-officio status on TAC. The TAC reviews technical material and provides recommendations to the Policy Board.

The Oregon Cascades West Council of Governments, under a contract with the Policy Board, provides administrative services and staffing to AAMPO.

The City of Albany is the owner of the Albany Transit System and their representation on the MPO Policy Board and TAC also represents the interests of the transit system.

What is the Purpose of this Document?

In accordance with federal regulations, the functions and responsibilities of AAMPO include development of a Regional Transportation Plan (RTP), development of a Transportation Improvement Program (TIP) and development of a Unified Planning Work Program (UPWP), as noted above. In addition, the MPO produces an annual list of obligated projects and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The Fiscal Year 2021 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2020 and June 30, 2021.

It should be noted that the levels of efforts and dollar amounts allocated to each activity in this document represent the best estimates at this time and may change with the consent of all parties involved.

SECTION II: WORK PROGRAM OVERVIEW

Funding Sources and Match Documentation

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. The Fixing America's Surface Transportation Act, or "FAST Act" currently provides funding authorization for the nation's surface transportation. A provision of the Transportation Act, referred to as PL Funding, provides transportation planning dollars to support MPOs across the country and acts as the majority of AAMPO's annual budget. Additional AAMPO support comes from FTA 5303 planning funds.

FHWA apportions funds to ODOT and ODOT allocates funds to MPOs using a formula developed cooperatively by ODOT and MPOs, and approved by FHWA. The budget assumptions in this document are according to the most recent ODOT's allocation of PL and 5303 Funds to each MPO. The expenditure assumptions of the budget are based on the best estimates and the latest information available at the time of developing the document.

ODOT State Planning and Research (SPR) or Oregon Transportation Growth Management (TGM) funds often provide support for other specific planning tasks not yet funded or in process at the time of UPWP development. Additionally, AAMPO applies for other federal and state grant opportunities that are applicable and of interest to the region.

Amendments

Amendments to the UPWP to add or remove funds from the UPWP budget, move funds from one task to another, to add new tasks, or to alter portions of a task are allowed. MPO Staff process these amendments on as-needed basis and decide the level of engagement needed by the Technical Advisory Committee and/or Policy Board.

Engagement and Process

It is a goal of AAMPO to gain the maximum possible public input into its transportation planning and programming activities. To this end the agency has developed and formally adopted a Public Participation Plan that outlines strategies and efforts that are conducted in association with the tasks in the Work Program. A copy of the AAMPO's Public Participation Plan is posted at the AAMPO's Website: www.Albanyareampo.org. Engagement levels vary depending on the deliverable.

For the development of the UPWP, AAMPO engages stakeholders and the public by:

- Emailing stakeholders and interested parties regarding draft UPWP discussion and opportunity for public comment via email or during regularly scheduled AAMPO meetings
- Holding a 15-day comment period prior to a decision by the Policy Board to adopt the UPWP.
- Providing public comment opportunities at all Policy Board and TAC meetings.
- Providing notifications regarding the UPWP public comment period on the AAMPO website, along with agendas and minutes for all Policy Board and TAC meetings.

Federal Performance Based Planning Requirements (TO BE UPDATED)

As a federally designated metropolitan planning organization, AAMPO is required to develop and adopt performance targets for Safety, Pavement Condition, Bridge Condition, National Highway System (NHS) Performance, and Freight Movement/Reliability. Neither of the Congestion Mitigation and Air Quality (CMAQ) measures apply as the Albany region is in attainment.

DRAFT

SECTION III: AAMPO FY21 ACCOMPLISHMENTS

AAMPO's FY21 accomplishments, occurring between July 1, 2020 and June 30, 2021, are listed here by tasks. These same task categories are also presented in Section IV, Planning Tasks, of this document.

Task 100 – Program Management: The purpose of this task is to provide management and administrative support for the MPO's planning and programming activities

- Monthly meetings of the Policy Board and TAC.
- Intergovernmental coordination between member jurisdictions, as well as between AAMPO and CAMPO.
- Completion of FY20 UPWP (March 2020).
- Continued implementation of Title VI Non-Discrimination Plan, including an Annual Accomplishments Report (October 2020).
- Completed Quarterly Reports and billing and twice-annual reporting cycle (January and July).

Task 200 – Long Range Transportation Planning: The purpose of this task is to provide for the long range transportation planning needs within the Albany Metropolitan Planning Area.

- Participated in Scenario Planning in partnership with the Department of Land Conservation and Development (DLCD) and the Oregon Department of Transportation (ODOT).
- In 2019, the MPO was successful in assisting the City of Jefferson in an application for Transportation and Growth Management Funds for a new Transportation System Plan. Since that time a contractor has been selected, the scope of work (SOW) solidified, and preliminary work is underway.
- The Regional Bicycle and Pedestrian Plan (BPP), first conceived of in 2019, was officially kicked off in September 2020. Since that time, staff have been working on stakeholder and public engagement, existing conditions analysis and network recommendations. Work on the BPP will continue into FY22.

Task 300 – Inter-Regional Transportation Planning: The purpose of this task is to focus on the inter-regional needs and opportunities of the Albany Area Metropolitan Planning Area.

- Participated in meetings of the governing body for the Linn Benton Loop transit service, and Technical Advisory Committee.
- Attended quarterly transit provider meetings.

Task 400 – Transportation Programming: The purpose of this task is to continually perform transportation programming for the Albany MPO Area through the development of new Metropolitan Transportation Improvement Programs (MTIP) and the upkeep of the existing MTIP for inclusion in the Statewide Transportation Improvement Program (STIP).

- Amended FY21-24 TIP with ODOT, as needed.
- Published Annual Listing of Obligated Projects.

Status of AAMPO and Regional Transportation Documents

Key Documents	Current Status	Next Update
AAMPO Regional Transportation Plan (RTP)	Adopted in May 2018	2023
FY2021-2024 Transportation Improvement Program (TIP)	Adopted in May 2020	Spring 2022
FY 22 Unified Planning Work Program	Adoption scheduled for April 2021	January 2022
Title VI and Environmental Justice Plan	Updated and approved in April 2020	As needed
Public Participation Plan	Updated in 2016	Winter 2021
Other Documents	Current Status	Next Update
Benton County Transportation System Plan	Adopted March 2019	-
Linn County Transportation System Plan	Adopted in 2018	-
Albany Transportation System Plan	Adopted February 2010	-
Albany Public Transit Plan	Adopted January 2011	-
Albany Transit Development Plan	Approved May 2018	-
Jefferson Transportation System Plan	Adopted June 2001, update in progress	2021
Tangent Transportation System Plan	Adopted in 2010	-
Millersburg Transportation System Plan	Adopted December 2016	-
Performance Measure Adherence	Current Status	Next Update
Transportation Safety	Supported ODOT's Measures, January 2018	2021*
Bridge and Pavement	Supported ODOT's Measures, November 2018	2021*
Transportation System	Supported ODOT's Measures, November 2018	2021*
Transit Performance Measures	Supported ODOT's Measures, 2018	

*Next update refers to mid performance period review and update of statewide measures.

Status of Regional Transportation Plan

TO BE COMPLETED

SECTION IV – PLANNING TASKS

Task 100 – Program Management

The purpose of this task is to provide management and administrative support for the MPO’s planning and programming activities. Components of this task are:

110 – MPO Operation

The administration of the MPO operation and MPO office will include:

- Working with the MPO Policy Board and the Technical Advisory Committee to meet the transportation planning and programming needs of the MPO Area.
- Holding regular meetings of the Policy Board and the Technical Advisory Committee.
- Coordinating the MPO’s planning and programming activities with local planning officials, economic development agencies, local environmental organizations, transit providers, ODOT, FHWA, FTA and Tribal governments.
- Attending trainings, transportation-related conferences, and statewide and local transportation-related meetings. At a minimum, staff expect to attend:
 - The National Association of City Transportation Officials (NACTO) annual conference
 - The Association of Metropolitan Planning Organization (AMPO) annual conference.
 - Technical trainings offered by OSU and other state entities as available
- Involving the public in transportation planning and programming activities; public education; implementation of the AAMPO’s public participation process.
- Coordinating the MPO’s transportation planning and programming with the Cascades West Area Commission on Transportation (CWACT) and the associations of peer MPOs.
- Complying with all applicable federal requirements, particularly, Americans with Disabilities (ADA), Title VI requirements and Environmental Justice Executive Order 12898 and DOT Order 5610.2(a).
- Coordinating regional transportation projects within the Albany Area MPO, including but not limited to:
 - Inter-modal facility Project
 - Highway 20 Safety Project
 - Salem-Albany Transit Feasibility Study
 - Other projects as necessary

Product: Regular meetings of the MPO Policy Board and Technical Advisory Committee, an up to date website, and an AAMPO presence at regional and state meetings. Updating of AAMPO’s Public Participation Plan

Schedule: Task is ongoing through the fiscal year

120 – MPO Administration

Activities under this item will include:

- Complying with required paperwork and documentation of activities as well as the maintenance of the MPO records.
- Accounting, bookkeeping and invoicing.
- Preparing and submittal of semi-annual and annual Reports to ODOT.
- Preparing the agency's financial audit.
- Upkeep and maintenance of the agency's website.
- Attending organizational and personnel-related meetings.

Product: *Compliance with federal and state transportation planning regulations, semi-annual reports and invoices, financial audit results, up to date website*

Schedule: *Task is ongoing through the fiscal year*

130 – Annual Document Review

This sub task is intended to review, update and publish any changes to the major documents AAMPO is required to maintain. An annual review at the least will be conducted, with updates completed as necessary. This includes:

- Posting of Obligated Transportation Projects on the website, per Federal Requirements.
- Reviewing the Title VI/Non-discrimination Plan.
- Reviewing the Public Participation Plan.
- Developing the FY23 Unified Planning Work Program and budget, and subsequent approval.
- Amending the FY22 Unified Planning Work Program as needed.

Product: *An FY23 UPWP that outlines the work program and budget for the coming year. Amendments to required federal planning documents as needed*

Schedule: *Completion expected in the third quarter*

TASK 100: PROGRAM MANAGEMENT	
Task Component	FY22
110: MPO Operation	\$28,000
120: MPO Administration	\$25,000
130: Annual Document Review	\$15,000
Total	\$68,000
Percent of Effort	36%

Task 200 – Long Range Transportation Planning

The purpose of this task is to provide for the long range transportation planning needs within the Albany Metropolitan Planning Area. While some tasks could be perceived as “short range,” they generally contribute to the long term needs and knowledge of the region, and intentionally help to build technical capacity of member jurisdictions (i.e. without the MPO they would not have the same opportunity). This task is funded through a combination of PL and 5303 Funds.

Task 210: AAMPO Bicycle/Pedestrian Plan

In the second half of 2019, the AAMPO TAC decided to devote existing carry forward funds to develop a regional Bicycle and Pedestrian Plan (BPP). The BPP is intended to identify opportunities for enhancing bicycle and pedestrian travel in the AAMPO area through infrastructure, policy, and program recommendations. Major BPP tasks to be completed in State Fiscal Year 2022 include public engagement, policy and program recommendations, implementation recommendations, and drafting, revision, and adoption of the plan. AAMPO is also using the creation of the BPP as a platform to introduce the AAMPO planning area community to AAMPO, which is still a relatively new and unknown MPO. Increasing awareness of AAMPO’s work will hopefully encourage increased community engagement in future projects.

***Product:** Regional Bicycle and Pedestrian Plan, increased awareness of AAMPO and AAMPO’s work*

***Schedule:** Work is ongoing, plan is expected to be completed in second quarter (December of 2021)*

Task 220: Jefferson Transportation System Plan

In September of 2019 AAMPO applied for a Transportation Growth Management grant on behalf of the City of Jefferson to update the city’s Transportation System Plan (TSP), last updated in 2001. Jefferson was awarded a TGM grant and a consultant, DKS, was selected in September of 2020. The work contract is expected to be finalized in early January of 2021, work will commence after this date. AAMPO, the City of Jefferson, and ODOT are working collaboratively to deliver the TSP with DKS. AAMPO staff and Jefferson are co-project managers for the plan and will review and direct DKS through the TSP process.

***Product:** Updated Jefferson Transportation System Plan*

***Schedule:** Expected to be completed by second quarter*

Task 230: Technical Assistance to Communities

AAMPO is continually working to better serve its communities. Understanding that many cities are understaffed and/or overworked, we propose 32 hours of staff time to each member community to work towards a long range transportation project. Whether that’s assistance on an existing project, completing a quick analysis that’s been on the to-do list for months, or doing some conceptual design work for transportation improvements. Projects would have to adhere to requirements in 23 CFR 450, which outline the tasks eligible for reimbursement with PL funding. This includes but is not limited to:

- Transportation Scoping Studies
- Bicycle/Pedestrian/Vehicle Count Analysis
- Transportation System Plan Project Identification
- Conceptual Design Recommendation

Started on a trial basis in the AAMPO region, staff engaged in both transportation scoping studies and TSP project identification. This sub-task will pilot the same approach in the AAMPO region.

Product: 224 hours of staff time to AAMPO members. A summary of tasks completed presented to the TAC and Policy Board

Schedule: Task is ongoing throughout the fiscal year

Task 240: Data Collection and Mapping

In preparation for the RTP update, staff plan to develop a series of large format maps indicating regional trends in population, crashes, multimodal volumes, transit access and connections, and other areas of interest. This task will collect up to date data on the region, including on the categories listed in the 2040 Regional Transportation Plan. It will then publish this data in an easy to understand and accessible format.

Product: Map series to be published on website with large format prints available in the AAMPO office

Schedule: Task completion expected in second quarter

TASK 200: LONG RANGE TRANSPORTATION PLANNING	
Task Component	FY22
210: AAMPO Bicycle/Pedestrian Plan	\$15,000
220: Jefferson Transportation System Plan	\$20,000
230: Technical Assistance to Communities	\$15,000
240: Data Collection and Mapping	\$15,000
Total	\$65,000
Percent of Effort	35%

Task 300 – Inter-Regional Transportation Planning

The purpose of this task is to focus on the inter-regional needs and opportunities of the Albany Area Metropolitan Planning Area. Due to the inextricable ties with Albany Area MPO, and commute sheds extending well beyond the MPO boundary, this task helps bridge relationships and projects happening that impact the MPO region. This task is funded through a combination of PL and 5303 Funds.

Task 310 – CAMPO Coordination

As the greater Albany-Corvallis region grows in both population and employment, there will be increased stress on the major commute routes through the region. This Task allocates money towards coordination with the Corvallis Area Metropolitan Planning Organization (CAMPO) to address regional travel demand. Started in Fiscal Year 2020, both AAMPO and CAMPO expect the conversation to continue into FY22, due to delays associated with COVID-19 in FY21. These specific sub tasks include, but are not limited to:

- Hosting joint TAC and Policy Board meetings
- Developing a regional bicycle route map
- Planning for regional freight connections and subsequent improvements
- Exploring funding opportunities for local transportation project implementation

CAMPO has identified similar funding to contribute in their upcoming UPWP. As projects are expected to develop over the fiscal year, no definitive product other than meeting minutes currently exists. Any project will be approved by both Policy Boards prior to beginning.

Product: Meeting minutes, regional maps, plans and lists of funding opportunities

Schedule: Task is ongoing throughout the fiscal year

Task 320 – Transit Planning Coordination and Assistance

Oregon passed House Bill 2017, which allocates significant funding for transit expansion. With new funding every two years, cities, counties and transit agencies are actively working to keep up with increases in transit funding and service while balancing other transportation needs. With service expanded unilaterally across the state, AAMPO staff work to keep everyone in the region updated on regional transit improvements. In FY21, AAMPO prepared the Public Transit Agency Safety Plan (PTASP) for Albany Transit System. As that document requires updating once a year, that will be incorporated into this task.

Additional activities will include:

- Providing staffing assistance to the Linn-Benton Loop Governing Board
- Serving on the Technical Advisory Committee of the Loop and as the liaison between AAMPO Policy Board and the Linn-Benton Loop Transit Service.
- Continuing to implement the result of the Linn Benton Loop Service Development Plan
- Updating Albany Transit's Public Transit Agency Safety Plan (PTASP)
- Assisting Albany Transit System as needed

Products: Technical assistance as needed to Albany Transit System and Benton County Transit, as well as other transit providers in Benton and Linn County. Information dissemination from state and federal partners. Public Transit Agency Safety Plan (PTASP) annual update. Potential match for STIF regional transit enhancement projects.

Schedule: Task is ongoing throughout the fiscal year

Task 330 – RTP Update Preparation

AAMPO’s Regional Transportation Plan will be updated in 2023, this task will help prepare for that update through modeling efforts and collaboration with ODOT staff. In addition to updating the Public Participation Plan, and developing a map series to streamline the update, this task will work to insure AAMPO is prepared to hit the ground running in calendar year 2021, and potentially start the update process. This will also involve coordination with ODOT’s Transportation Planning and Analysis Unit (TPAU) throughout calendar year 2021.

Product: Implementation plan for RTP update and funding to begin the update in calendar year 2021

Schedule: Task is expected to occur in third and fourth quarters

TASK 300: INTER-REGIONAL TRANSPORTATION PLANNING	
Task Component	FY22
310: AAMPO Coordination	\$5,000
320: Transit Planning Coordination & Assistance	\$20,000
330: RTP Update Preparation	\$10,000
Total	\$35,000
Percent of Effort	19%

Task 400 – Transportation Programming

The purpose of this task is to continually perform transportation programming for the Albany MPO Area through the development of new Metropolitan Transportation Improvement Programs (MTIP) and the upkeep of the existing MTIP for inclusion in the Statewide Transportation Improvement Program (STIP).

410 – MTIP Amendments

This task provides for the necessary amendments to the FY21-24 MTIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT. Starting in 2021, this amount is expected to decrease significantly, as all selected projects are being exchanged with state funds and will not require listing in the MTIP.

Product: Up-to-date FY21-24 MTIP document
Schedule: Task is ongoing throughout the fiscal year

420 – FY2024-2027 MTIP Development

A new Statewide Transportation Improvement Program is expected to be adopted in 2023, the process to develop the MTIP begins a year earlier in 2022. This task will involve a review of project evaluation criteria, the solicitation of projects, public engagement, and development of an MTIP document to be included in the STIP.

Product: 2024-2027 MTIP/STIP
Schedule: Expected to begin in fourth quarter

TASK 400: TRANSPORTATION PROGRAMMING	
Task Component	FY22
410: MTIP Amendments	\$8,130
420: FY 2024-2027 STIP	\$12,000
Total	\$20,130
Percent of Effort	11%

Note about Carryover:

TO BE COMPLETED

SECTION V: BUDGET SUMMARY

The following budget tables detail the planned activities for Fiscal Year 2021-2022. In addition, a breakdown of expenses and funding sources is provided.

FY22 Budget by Subtask

Task	FY 22 Amount	FY21 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$68,000	\$67,445	\$555	1%
110: MPO Operation	\$28,000			
120: MPO Administration	\$25,000			
130: Annual Document Review	\$15,000			
TASK 200: Long Range Transportation Planning	\$65,000	\$61,960	\$3,040	5%
210: AAMPO Bicycle/Pedestrian Plan	\$15,000			
220: Jefferson Transportation System Plan	\$20,000			
230: Technical Assistance to Communities	\$15,000			
240: Mapping and Data Series	\$15,000			
TASK 300: Inter-Regional Transportation Planning	\$35,000	\$47,292	(\$12,292)	-35%
310: AAMPO Coordination	\$5,000			
320: Transit Planning Coordination & Assistance	\$20,000			
330: RTP Update Preparation	\$10,000			
TASK 400: Transportation Programming	\$20,130	\$11,433	\$8,697	43%
410: TIP Amendments	\$8,130			
420: FY 2024-2027 STIP	\$12,000			
TOTAL	\$188,130	\$188,130	\$0	0%

*\$188,130 is the ODOT estimate for funding as of November 2020

FY22 Budget by Fund Source (TO BE COMPLETED)

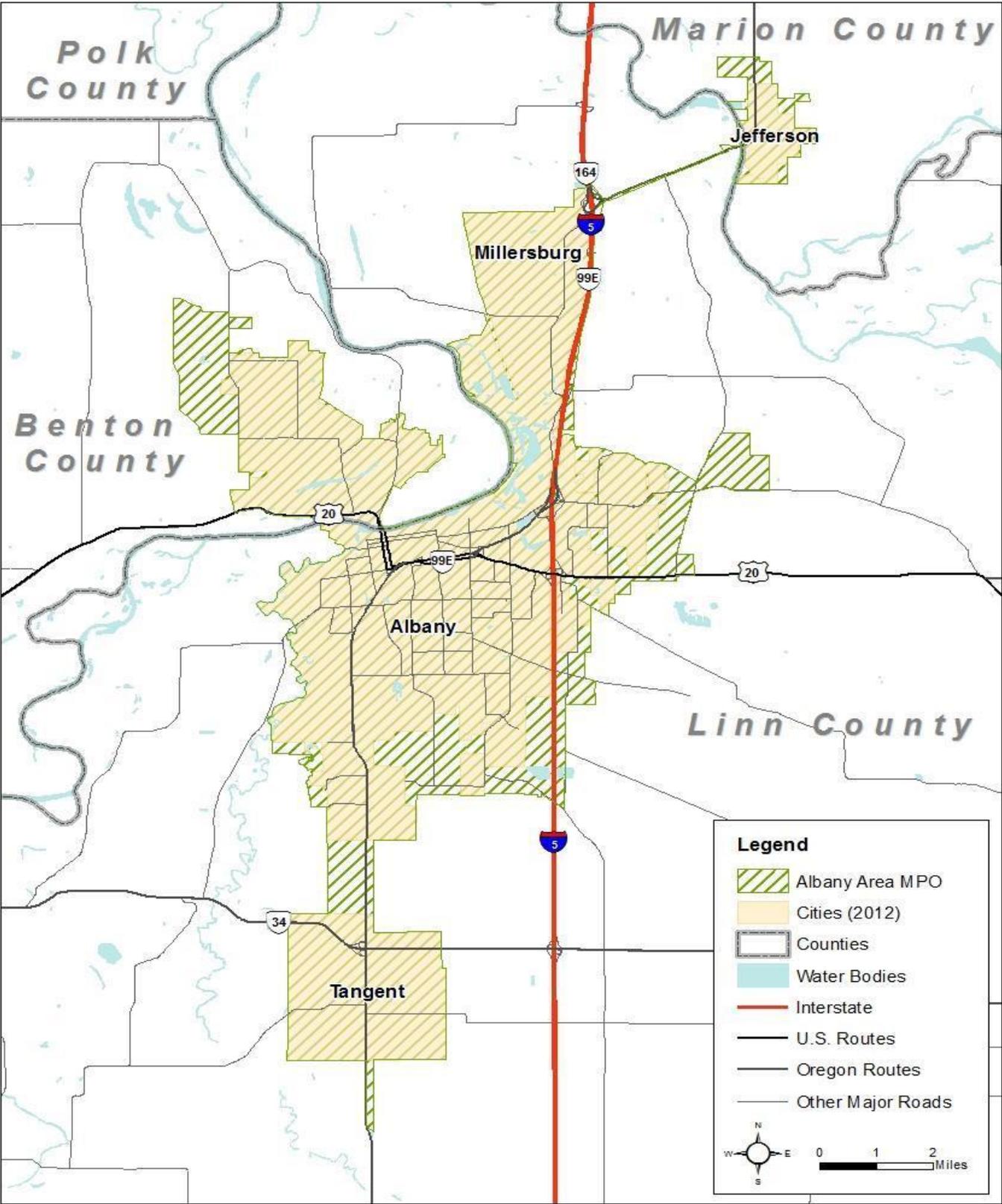
Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303 Funds	PL Match Funds (10.27% from ODOT)	5303 Match (Funds and In-kind)
Task 100: Program Management	\$82,001	\$73,579	\$0	\$8,422	\$0
Task 200: Long Range Transportation Planning	\$64,415	\$37,800	\$20,000	\$4,326	\$2,289
Task 300: Regional Transportation Planning	\$38,203	\$10,000	\$24,280	\$1,145	\$2,779
Task 400: Transportation Programming	\$11,697	\$10,496	\$0	\$1,201	\$0
Total FY21 Budget	\$196,317	\$131,875	\$44,280	\$15,094	\$5,068

FY22 Expenses (TO BE COMPLETED)

Cost	Amount	Percent of Total Budget
AAMPO Personnel	\$135,903	70%
Contracted Task Support*	\$21,454	11%
Non-Payroll Expenses	\$36,373	19%
<i>Advertising</i>	\$500	
<i>Bank Charges</i>	\$0	
<i>Board/Comm/Meeting Expense</i>	\$1,000	
<i>Copying</i>	\$1,000	
<i>Dues and Memberships</i>	\$4,000	
<i>Legal Expenses</i>	\$400	
<i>Licenses and Fees</i>	\$1,000	
<i>Overhead and Administration</i>	\$13,581	
<i>Postage</i>	\$150	
<i>Printing</i>	\$1,000	
<i>Rent</i>	\$9,292	
<i>Supplies</i>	\$250	
<i>Telephone</i>	\$700	
<i>Training</i>	\$2,500	
<i>Travel</i>	\$1,000	
Total	\$193,730	100%

*Contracted task support includes part time work from the COG Assistant Transportation Planner and GIS Specialist

APPENDIX A: AAMPO PLANNING AREA AND INTER-REGIONAL MAP



APPENDIX B: OTHER TRANSPORTATION PLANNING ACTIVITIES IN THE MPO AREA

The following is a list of concurrent transportation planning activities within the MPO Area:

1. *South Albany Area Plan*. A City of Albany led project that predominantly focuses on land use, some transportation elements will be addressed as well.

DRAFT

APPENDIX C: GLOSSARY OF ACRONYMS

ATS	Albany Transit System
AAMPO	Albany Area Metropolitan Planning Organization
CED	Community and Economic Development Department of OCWCOG
CPT-HSTP	Coordinated Public Transit-Human Service Transportation Plan
CTS	Albany Transit System
CWACT	Cascades West Area Commission on Transportation
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
GHG	Green House Gases
FAST	Fixing America's Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IGA	Intergovernmental Agreement
ITS	Intelligent Transportation System
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Plan
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
OSU	Oregon State University
PL Fund	Funds allocated to Metropolitan Transportation Planning activities
RTP	Regional Transportation Plan
ROI	Return on Investment
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act, a Legacy for Users
Section 5303	FTA's program of financing transit planning activities of MPOs
5307	FTA's program of financing urban transit systems
Section 5310	FTA's program of financing transit for the elderly and people with disabilities
Section 5311	FTA's program of financing rural transit services
	SHRP
	Strategic Highway Research Program
STF	Special Transportation Fund
STIP	Statewide Transportation Improvement Program
STBGP	Surface Transportation Block Grant Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TGM	Transportation Growth Management
TIP	Transportation Improvement Program
TPAU	Transportation and Planning Analysis Unit of ODOT
TSP	Transportation System Plan
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation

APPENDIX D: SUMMARY OF COMMENTS

See comment tracker following this page

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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: December 10, 2020
To: AAMPO TAC
From: Catherine Rohan, AAMPO Staff
Re: Data for Regional Transportation Plan

Purpose

The purpose of this memo is to outline data needs for the Corvallis Albany Lebanon Model (CALM) which is being developed by the Oregon Department of Transportation's (ODOT) Transportation Planning and Analysis Unit (TPAU) as part of AAMPO and CAMPOs' Regional Transportation Plan (RTP) update process. AAMPO staff is supporting the development of the CALM travel demand model and is seeking input from the Technical Advisory Committee (TAC) on the data needs outlined in this memo.

Background

Federal requirements state that the AAMPO RTP must be updated every five years. AAMPO's last RTP update took place in 2018 and projects transportation needs through 2040. This means the current update must be complete by May 2023 with analysis looking out to 2045. CAMPO's RTP update must be completed a year earlier, by March of 2022.

Both AAMPO and CAMPOs' RTPs utilize the CALM travel demand model. Discussions between TPAU and MPO staff concluded that developing an "interim" year for the CALM travel demand model is the best option for the current RTP updates. This approach allows the MPOs to assess how the model captures changes from 2010 to present, and subsequently, how those simulations will change through 2040. This decision will keep the same "future year" used for the model as part of the 2018 RTP update.

Data Requested

For the purpose of this project, the most recently available census data on the region will be used to update the RTP. In most cases this means 2019 American Community Survey (ACS) data.

In addition to census data there are a number of other pieces of information needed for the development of the CALM travel demand model. AAMPO staff is seeking input from the TAC on where to find the pieces of data included in the tables below. Direct answers on the data requested or input on other potential sources is encouraged. This document can also be shared with staff from partner agencies or other potential data sources as an overview description of the data being requested.



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

Task 5.3 Other Data

Data Requested	Potential Sources
Highway projects that have occurred in the region between 2010 and 2019	<ul style="list-style-type: none"> • AAMPO TAC
2019 Transit routes and schedules (GTFS is likely the best source)	<ul style="list-style-type: none"> • GTFS (TPAU to gather) • Albany Transit/Corvallis Transit
Any park and ride location changes between 2010 and 2019	<ul style="list-style-type: none"> • OCWCOG staff • AAMPO TAC/TPAU for 2010 info
New school locations or significant school districting changes between 2010 & 2019 (Elementary, Middle, High, other colleges --LBCC and satellite campuses)	<ul style="list-style-type: none"> • AAMPO TAC • School district maps/Capital Improvement Plans • School district staff
Any change in public park development between 2010 and 2019	<ul style="list-style-type: none"> • AAMPO TAC • Park & Recreation Staff
Change in hotel (lodging) inventory between 2010 and 2019	<ul style="list-style-type: none"> • Economic Development Agencies • Destination Marketing Organization (DMO) or Regional DMO (Willamette Valley Visitors Association)

Task 6.1-6.3: University Model

Data Requested	Potential Sources
OSU total enrollment (existing and future projections – also helpful to get future employment projections). A tough ask, but it is desirable if OSU can provide anything on student location	<ul style="list-style-type: none"> • OSU Capital Planning & Development
Change in group quarters developments (specifically housing available to students) between 2010 and 2019. This ideally includes an estimate of the number of units per structure.	<ul style="list-style-type: none"> • OSU Capital Planning & Development

Task 8 [Optional]

Data Requested	Potential Sources
It can sometimes help in the development of future year scenarios to have Buildable Land Inventory shapes files and or comp plan layers or other contextual layers that describe how the given jurisdiction is planning to develop.	<ul style="list-style-type: none"> • AAMPO TAC • City Buildable Land Inventory

Questions

- What data can the TAC provide directly?
- What resources or partners should we reach out to for additional information?