



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

Technical Advisory Committee Agenda

Date:	Thursday, February 13, 2020
Time:	1:30 to 3:30 pm
Location:	OCWCOG Albany Office, Upstairs Conference Room 1400 Queen Ave SE, Albany OR
Contact:	Dana Nichols, Transportation Planner

- 1. 1:30 Call to Order, Agenda Review, and Introductions Gary Stockhoff, Chair**
- 2. 1:35 Public Comment Chair**
- 3. 1:40 Minutes from January 9, 2020 Joint Meeting (Attachment A) Chair**
Action Requested: Approve Minutes
- 4. 1:50 Unified Planning Work Program Dana Nichols, Staff (Attachment B)**
Staff has provided a copy of the draft FY21 Unified Planning Work Program for your feedback. A review with state and federal partners is scheduled for February 20th.
- 5. 2:05 Active Transportation Plan Proposal Update Staff (Attachment C1, C2, and C3)**
Per the TAC's request, a presentation will be made with a scope, budget, and timeline for an Active Transportation Plan. Examples from Gresham, Beaverton, and Burlington have been provided as PDFs for your review.
Action Requested: Discussion/Direction
- 6. 2:45 Joint Policy Board Meeting Recap (Attachment D) Staff**
AAMPO and CAMPO's Policy Boards met jointly on January 22nd to discuss issues of regional significance. The primary conversations revolved around issues on Highway 20 and a review of potential merging of the two MPOs. The memo on an MPO merger is attached for your reference.
Action Requested: Discussion
- 7. 3:00 Discussion of Upcoming Work Items Staff**
 - Strategic Assessment
 - PTASP

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 48 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or echavez@ocwcog.org.

8. 3:20 Jurisdictional Updates

AAMPO TAC

9. 3:30 Adjourn

**ALBANY METROPOLITAN PLANNING ORGANIZATION
JOINT POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE
DRAFT MEETING MINUTES
Thursday, January 9, 2019
1:30 to 3:30 pm
Oregon Cascades West Council of Governments
Upstairs Conference Room / 1400 Queen Ave. SE, Albany**

DRAFT MINUTES

Members Attending: Chuck Knoll (at 2:37 pm), Walt Perry, Janelle Booth, Chris Bailey, Greg Jones for Georgia Edwards, and James Feldmann

Staff: Nick Meltzer, Stephanie Nappa, Dana Nichols, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Introductions	Meeting called to order at 1:34 pm by Vice-Chair Chris Bailey.	Agenda Addition: Election of Officers
2. Public Comments		There were no public comments.
3. Election of Officers	Nichols noted that the AAMPO TAC needs to elect officers at its first meeting of the year. She reviewed the AAMPO TAC Chairmanship history and noted that the current Chair, Georgia Edwards has served the allotted years, and a new Chair and Vice Chair are needed. Gary Stockhoff volunteered to serve as the Chair, and nominated Janelle Booth as the Vice Chair. Booth accepted the nomination.	Consensus by the TAC for Gary Stockhoff to serve as Chair, and Janelle Booth to serve as Vice Chair.
4. Minutes from December 12, 2019 Meeting		Consensus to approve the December 12, 2019 meeting minutes as written.
5. Meeting Schedule	Nichols noted that the 2020 TAC meeting schedule has been updated. She asked members for approval of the schedule.	Consensus to approve the updated 2020 TAC meeting schedule as presented.

<p>6. Active Transportation Plan Proposal from UO</p>	<p>Nichols noted that in December 2019, members received the Active Transportation Plan proposal from University of Oregon (UO) for review. This is Attachment C for this meeting. Nichols stated that Chuck Knoll submitted a request for a summary of the qualifications of the IPRE team. She went on to state that if other members needed this information as well, she can share more details if AAMPO chose to have UO IPRE perform the work. Nichols noted that, in the proposal, IPRE provides a menu of options for AAMPO. AAMPO is welcome to choose all or none of the options.</p> <p>IPRE is hosted out of UO. They have a class called the Community Planning Workshop that works two terms on different projects. These are first year grad students who work with a second year grad student that is managing them, and staff members at IPRE overlooking the entire project. They also have summer interns working for them.</p> <p>Nichols moved on to review the Active Transportation Plan proposal received from UO (Attachment C). She highlighted that the dollar range is large in order for AAMPO to pick and choose the tasks they would like completed. Nichols noted that AAMPO staff continues to look into how Planning funds can be used, and if AAMPO would need to look for additional funding for pilot projects, or testing out some of the projects that have been discussed.</p> <p>Discussion/questions:</p> <ul style="list-style-type: none"> • Is there an outline or framework for the Active Transportation Plan (what should be included in Plan)? <ul style="list-style-type: none"> ○ In stage of figuring out what the Plan will look like. At its November 2019 meeting, the TAC was presented with a memo that described a possible scope: data collection, needs assessment, prioritized projects, design and treatment, and implementation. ○ There is a lot of quantitative data from the RTP and Multi-modal Network Connectivity project that can be used. Outreach would need to be done on qualitative data. 	<p>Staff to provide an Active Transportation Plan scope of work to the next meeting.</p>
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	<ul style="list-style-type: none"> • Need to address potential conflict of interest. <ul style="list-style-type: none"> ○ TAC requested to know what a student team could do. COG could go out to bid; however, for transportation projects, direct procurement is allowed for under \$100,000. ○ Members suggested that staff also get quotes from LBCC, OSU, and Portland State University. • How will the Plan be used? <ul style="list-style-type: none"> ○ Coming out of the Plan, will be a list of projects that are more focused than that in the RTP. The health equity focus is more detailed than anything you will find elsewhere. TSP suggestions that can be plugged in to the jurisdiction. ○ Feldmann noted that the process can be helpful for building community interest, support and education. • How will the Plan address the needs of communities outside Albany? <ul style="list-style-type: none"> ○ The connections into Albany. Can learn a lot about a community through the outreach process. • Find out if ODOT has an Active Transportation Plan, and review their methodology to find crossover, and find any linkages that can be made. • Provide an outline or example from other similar size MPOs, noting how the Plans have been used elsewhere. • Will the Plan assist with completion of aspiration projects? <ul style="list-style-type: none"> ○ Yes, it can help better prepare for STF funding. • What is the timeline? <ul style="list-style-type: none"> ○ There is not specified timeframe. • Important to determine if AAMPO wants to move forward with the Plan, include a list of tasks that should be completed (funding included), then make a recommendation to the Board. • This work can help inform the City of Albany's TSP update. <p>Members discussed next steps which included making a decision on whether or not to move forward with the Plan, provide a scope of work,</p>	
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	and make a final recommendation to the Policy Board.	
7. Multi-Modal Count Program	<p>Staff Nick Meltzer announced that he has been promoted to Transportation Manager. He will be managing AAMPO, CAMPO, CWACT, Transportation Options, the Loop, and other transportation related projects. Meltzer moved on to provide a presentation on CAMPOs count program. Meltzer moved on to provide an overview on the decision making process of selecting CAMPOs counter.</p> <p>Discussion/questions:</p> <ul style="list-style-type: none"> • Is there opportunity for AAMPO and CAMPO to coordinate on this work? <ul style="list-style-type: none"> ○ OMPOC is discussing if there should be a coordinated effort. AAMPO will need to determine if they are interested in counter work, and staff can look at how to share efforts initially. • PL funds can only be used for bike and ped counters. <ul style="list-style-type: none"> ○ Can purchase any counter equipment as long as it's for long-range planning. • How do counters get a collective number from all jurisdictions? <ul style="list-style-type: none"> ○ The benefit of purchasing temporary counters is that they can be moved around, getting data from different areas. Permanent counters provide better seasonal data though. 	
8. Park and Ride Plan Update	<p>Staff Stephanie Nappa provided a presentation on the Regional Park and Ride Plan. The Plan summarizes where current park and ride locations are, and gives ideas for new locations, their amenities, and strategies for how to implement them.</p> <p>Member discussion/questions:</p> <ul style="list-style-type: none"> • Coordinate with veteran centers, LBCC, medical centers, and public works. • Informal lots are available, however, they do not show up on ODOTs website. • It is hard to define definitive conclusions based on survey responses to park and ride lots and transit connections. 	

	<ul style="list-style-type: none"> • Is there opportunity to do further studying of park and ride lots along highways 20 and 34? <ul style="list-style-type: none"> ○ Can follow up with survey respondents for additional feedback. • Ensure coordination with ODOT on possible improvements. • Work with Albany Transit on possibly linking transit with Park & Ride Lots. 	
9. Discussion of Upcoming Work Items	<p>Strategic Assessment: DLCD continues work on the Strategic Assessment. They will be presenting in February/March.</p> <p>FY21 UPWP: A state and federal review is scheduled for Thursday, February 20th. Members are welcome to attend and will receive an email notice.</p> <p>Public Transportation Agency Safety Plans (PTASP): Recently held the second meeting. Discussed performance measures which will return to the MPO that will need to be included in the TIP and future planning documents.</p>	
10. Jurisdictional Updates	<p>Walt Perry requested a debrief on the December 17th OTC workshop. Nichols advised that the purpose was to discuss transportation funding issues with Chairs of the MPOs and ACTs. OTC had specific questions in regards to the STIP process that many members did not answer due to their lack of involvement recently. Perry stated that he noticed that there was a lack of discussion in regards to the role of the ACTs and whether they are functional. Staff advised that there is an area strategy in response to the OTC possibly trying to get rid of the role of the ACTs. There are two strategies, one that includes and MPO, and the other without an MPO. It is a strategic plan for ACTs and what they want to do in the Region. The strategy is in its early stages. Nappa noted that the OTC Chair requested further discussion on the role of the ACTs and suggested a meeting in early 2020.</p> <ul style="list-style-type: none"> • Linn County – ODOT is updating the Highway Mobility Policy and Chuck Knoll and Darrin Lane were interviewed for this work. This Policy has not been updated in 20 years. The 	

	<p>county is working on the Mill City tiger grant project.</p> <ul style="list-style-type: none"> • Millersburg – Is working to get their Fire Station going, and is looking at laying out plans for their industrial property. The city is also working on updating their Landuse Development Code and Parks Master Plan. • Albany – When Salem Avenue was closed, it impacted both highways. Salem Avenue will be closed again for continued projects work. The bridge at Salem Avenue is scheduled to be replaced in 2021 with ODOT bridge funding. The city is working on the light at Crocker and Gibson Hill. This summer, Locker Road will be brought up to urban standards and extended. The ODOT Public Transit Division wants to add a public bathroom at the Albany Transit Station, and the Council has reservations about this. • Benton County – The Amtrak Connector services has stopped, however, that service has transitioned to an expanded coast to valley. It has reduced the overall monthly charge to the county. The railroad did not permit the Corvallis and Albany bike path. Benton County recently bought a new building by the Sunset Building on research way. 	
<p>11. Adjournment</p>		<p>Meeting adjourned at 3:05 pm.</p>

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION



FY '21

UNIFIED

PLANNING

WORK PROGRAM



Adopted by the AAMPO Policy Board on _____

Albany Area Metropolitan Planning Organization
1400 Queen Ave. SE, Suite 205
Albany OR, 97322
www.ocwcog.org/transportation/aampo





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Resolution Number 2020-1**FOR THE PURPOSE OF APPROVING THE FY2020 ALBANY AREA METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the U.S. Department of Commerce, Bureau of Census has declared that the City of Albany, City of Millersburg, City of Tangent, City of Jefferson and adjoining areas of Linn, Benton, and Marion Counties form an Urbanized Area named the Albany Urbanized Area; and,

WHEREAS, the Albany Urbanized Area has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) of the urbanized area; and,

WHEREAS, federal regulations require that each MPO, in cooperation with the state DOT and public transportation operator(s), develop an annual Unified Planning Work Program outlining planning priorities and tasks for the upcoming fiscal year; and,

WHEREAS, a Unified Planning Work Program is defined as an annual transportation planning work program which identifies the planning budget and the planning activities to be undertaken by the MPO during a program year; and

WHEREAS, under the direction of the Federal Highway Administration, the Federal Transit Administration, and the Oregon Department of Transportation, the Albany Area MPO has developed a Unified Planning Work Program to satisfy this requirement for planning activities during the 2020 Federal fiscal year;

NOW, THEREFORE, BE IT RESOLVED:

That the Policy Board of the Albany Area Metropolitan Planning Organization approves the FY 2019-2020 AAMPO Work Program and its associated budget.

PASSED AND APPROVED THIS 24TH DAY OF APRIL 2019, BY THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION.

SIGNED:

Dave Beyerl

Albany Area Metropolitan Planning Organization, Policy Board Chair
City Council Member, City of Jefferson

TITLE VI / TÍTULO VI

NOTICE TO THE PUBLIC

COMUNICACIÓN PÚBLICA

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Albany Area MPO is committed to complying with the requirements of Title VI in all of its programs and activities. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Albany Area MPO. A complainant may also file a complaint directly with the Federal Transit Administration by addressing the complaint to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR, 1200 New Jersey Ave. SE, Washington, DC 20590.

MEETING ACCOMMODATIONS

Our meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 48 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or echavez@ocwcog.org. For all other inquiries regarding AAMPO's ADA procedures and grievance policies, please contact Dana Nichols at 541-924-4548 or dnichols@ocwcog.org.

The preparation of this report is financed in part by funds from the U.S. Department of Transportation Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), and the Oregon Department of Transportation (ODOT). AAMPO staff, the AAMPO Policy Board, and the AAMPO Technical Advisory Committee are solely responsible for the material contained herein.

For more information about the Albany Area MPO's Title VI / Non-Discrimination Program, including procedures for filing a complaint, contact AAMPO staff:

Phone: 541-924-8405
Email: echavez@ocwcog.org
Visiting: 1400 Queen Ave SE, Suite 205, Albany OR 97322

If you require this information in another language, contact 541-924-8405
Si se necesita información en otro idioma de contacto 541-924-8405

ALBANY AREA MPO

MEMBERSHIP

Policy Board

Dave Beyerl, Chair, City of Jefferson
Bill Coburn, City of Albany
Savannah Crawford, Oregon Department of Transportation
Greg Jones, City of Tangent
Darrin Lane, Citizen Representative
Pat Malone, Benton County
Roger Nyquist, Linn County
John Sullivan, City of Millersburg

Technical Advisory Committee (TAC)

Chris Bailey, City of Albany
Janelle Booth, City of Millersburg
Georgia Edwards, City of Tangent
James Feldmann, Oregon Department of Transportation
Chuck Knoll, Linn County
Darrin Lane, Citizen Representative
Walt Perry, City of Jefferson
Gary Stockhoff, Chair, Benton County

TAC Ex-Officio Members

Jeremy Borrego, Ex-Officio, Federal Transit Administration, Region 10
Chris Bucher, Ex-Officio, Federal Highway Administration
Jasmine Harris, Ex-Officio, Federal Highway Administration
Mary Camarata, Ex-Officio, Oregon Department of Environmental Quality
Cody Meyer, Ex-Officio, Oregon Department of Land Conservation and Development

AAMPO Staff

Dana Nichols, Oregon Cascades West Council of Governments

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INTRODUCTION

What is a Metropolitan Planning Organization?

A Metropolitan Planning Organization (MPO) is designated per USC 23, 123 & 450 to provide transportation planning and programming in *Urbanized Areas* (collective population of 50,000 or more.) MPOs are tasked with facilitating continuing, cooperative and comprehensive transportation planning processes in partnership with their state Department of Transportation.

What is the Albany Area Metropolitan Planning Organization?

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the MPO for the Albany Urbanized Area, as designated by the Oregon Governor on February 6, 2013. This region includes Cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton County.

The governing body of AAMPO is an eight-member Policy Board, made up of representatives from each city and county in the region, as well as the Oregon Department of Transportation (ODOT) and one citizen representative.

A Technical Advisory Committee (TAC) is comprised of staff from each of the jurisdictions represented on the Policy Board, as well as one ODOT representative and one citizen representative. The TAC advises the Policy Board.

The Oregon Cascades West Council of Governments (OCWCOG) provides staffing, including fiscal and administrative support for AAMPO.

What is the Purpose of this Document?

In accordance with federal regulations, the functions and responsibilities of AAMPO include development of an annual Unified Planning Work Program (UPWP), an annual list of obligated projects, a 4-year Transportation Improvement Program (TIP), a long-range Regional Transportation Plan (RTP), and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The FY21 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2020 and June 30, 2021.

WORK PROGRAM OVERVIEW

Pursuant to Fixing America’s Surface Transportation (FAST) Act guidelines and the code of federal regulations 23 CFR 450.308 (b), the UPWP documents transportation planning activities expected to be in process or completed within the metropolitan area during the fiscal year, performed with funds provided under title 23 U.S.C. and title 49 U.S.C Chapter 53. This document identifies proposed work by major activity and task, outlines funding sources, and includes summary details about expected products. The UPWP guides the work of MPO staff and provides a framework for the coordination of transportation planning efforts for and within the region.

There are four primary tasks within the UPWP:

- 1. MPO Program Management;**
- 2. Long Range Planning;**
- 3. Transit and Short Range Planning; and**
- 4. Transportation Programming.**

Each of these tasks is comprised of multiple subtasks, which describe specific work items and deliverables. AAMPO/OCWCOG staff are responsible for completing all tasks, with technical assistance from the AAMPO TAC and approval by the AAMPO Policy Board, unless otherwise indicated. Private consultants also assist with specific planning tasks, such as development of the Regional Transportation Plan (RTP), corridor studies, transit planning, and other technical analyses, as needed. Quarterly billing and twice-annual reports to ODOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) document UPWP progress.



ENGAGEMENT & AMENDMENTS

ENGAGEMENT

AAMPO engages stakeholders and the public during the development of the UPWP by:

- Emailing stakeholders, interested parties, and local newspapers regarding draft UPWP discussion and opportunity for public comment during public 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.

Interested parties include the AAMPO Policy Board and Technical Advisory Committee, as well as local government employees or members of the public who have decided to participate in the process.

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 may make administrative amendments, such as changes to project timelines within the current fiscal year or moving \$5,000 or less between sub-tasks within the same task, with notification to the Policy Board.

Full amendments require public notice by inclusion in a Policy Board meeting agenda and board approval. These types of amendments include the addition or deletion of a task, the addition or removal of more than \$5,000, changes to project timelines that delay a project beyond the programmed fiscal year, or any other changes to the UPWP not described as an administrative amendment. Full amendments require notification to ODOT, FHWA, and FTA.

AAMPO PROJECT STATUS REPORT

FY21 Program Goals

- Continue performance measure development and reporting, including collaboration with Albany Transit on transit asset-management performance measures through implementation of the Public Transportation Agency Safety Plan.
- Continue to develop inter-agency relationships and coordination to enhance regional transit service. Engage in the OCWCOG *Seamless Transit Experience* project to streamline travel across jurisdictions.
- Continue to build relationship with CAMPO, engaging in conversation around Highway 20 and other pertinent issues of regional travel.
- Continue to support Linn-Benton Loop Board; support Service Analysis work and contracting, and overseeing operational work provided by ATS.
- Further develop AAMPO's GIS and data management capacity. Data has been collected through the Multi-modal network connectivity study, though additional bicycle and pedestrian count data should be collected through the purchase of counting equipment.
- Publish Obligated Projects List for FY20.
- Perform necessary document updates as needed.
- Continue conversations about ADA and ITS regional planning and collaborations. Specific to ADA, staff will continue to better understand the role of the MPO in regional ADA requirements and will determine how best to assist member jurisdictions.
- Continue training for MPO members and staff, including participation in quarterly MPO managers' meetings and MPO Consortium; participation in the Oregon Active Transportation Summit, Northwest Transportation Conference, Public Transportation Conference, NACTO Conference, and webinars through ODOT, FTA, and FHWA.
- Develop a Regional Active Transportation Plan to help align policy and funding decisions across the region and create a more robust, safer, and more equitable car-free network.
- Assist the City of Albany in the 90% design and planning required for the Albany Bus Barn.

FEDERALLY REQUIRED DOCUMENTS	CURRENT STATUS	NEXT UPDATE
Metropolitan Transportation Improvement Program (TIP)	FY 18-21 adopted in May 2017; FY 21-24 adopted in May 2020	FY 24-27 preliminary planning
Regional Transportation Plan (RTP)	Adopted in May 2018	2023
Unified Planning Work Program (UPWP)	Adoption scheduled for April 2020	Annually
Public Participation Plan (PPP)	Updated in 2020	As needed
Title VI / Nondiscrimination Plan	Updated in 2020	As needed
Annual List of Obligated Projects	October 2019	October 2020
OTHER DOCUMENTS	CURRENT STATUS	NEXT UPDATE
Intelligent Transportation System (ITS) Plan	Initial conversations in progress to update regional plan; last updated in 2010	AAMPO and CAMPO will collaborate on a regional ITS plan
Albany Area Transit Development Plan	Approved in May 2018	Monitoring implementation per HB2017 allocations
Regional Active Transportation Plan	In development	As needed

FY 21 WORK PROGRAM

There are four primary tasks within the work program: (1) MPO Program Management; (2) Long Range Planning; (3) Transit and Short Range Planning; and (4) Transportation Programming. Each of these tasks are composed of multiple subtasks. Within the subtasks are specific work items and deliverables.

OCWCOG (AAMPO) staff will complete all tasks, with technical assistance from the AAMPO TAC and approval by the AAMPO Policy Board, unless otherwise indicated.

FUNDING SOURCES & MATCH DOCUMENTATION

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. FHWA allocates Metropolitan Planning funds through ODOT to AAMPO by a formula that consists of 89.73% federal funds and 10.27% local required match. ODOT has traditionally met the local match requirement with State planning funds.

Additional AAMPO support comes from FTA 5303 planning funds with a local match requirement provided through in-kind support by the City of Albany. The City of Albany provides a quarterly Project Accounting Report of transportation-project staff time and other AAMPO work, which allows for AAMPO staff to monitor the City’s contributions.

FUNDING SOURCE	FEDERAL SHARE	LOCAL MATCH (IN-KIND, NOT CASH)	STATE MATCH	TOTAL
FY 21 FHWA PL	\$126,374	-	\$14,464	\$140,838
FY21 FTA 5303	\$40,208	\$4,602	-	\$44,810

TASK I

MPO PROGRAM MANAGEMENT

OBJECTIVE

MPO Program Management involves the coordination of all MPO activities necessary for daily operations and adherence to applicable state, federal and local regulations. This includes program administration, coordination of the MPO Policy Board and TAC, public involvement, fiscal management, development of the UPWP, staff training, inter agency and inter-jurisdictional coordination, and participation in statewide planning efforts.

BUDGET	
TASK 1 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 1 BUDGET:	\$79,974
PERCENT OF TOTAL BUDGET:	43%

PREVIOUS WORK

- Monthly meetings of the Policy Board and TAC.
- Intergovernmental coordination between member jurisdictions, as well as between AAMPO and CAMPO.
- Co-hosted NACTO Urban Bikeway Design training, in coordination with CAMPO.
- Completion of FY20 UPWP (March 2019).
- Continued implementation of Title VI Non-Discrimination Plan, including an Annual Accomplishments Report (October 2019). Established an ADA coordinator for AAMPO.
- Completed Quarterly Reports and billing and twice-annual reporting cycle (January and June).
- Updated PPP and Title VI plan.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
ADMINISTRATIVE DUTIES	<ul style="list-style-type: none"> ● Monthly meetings of Policy Board and TAC. ● Maintain and update website. ● Fiscal management and record keeping. ● Attend professional trainings and conferences, as needed. ● Provide on-going training and support for Policy Board and TAC. 	<ul style="list-style-type: none"> ● Agendas & minutes, fiscal reports (On-going) ● NACTO Conference (Sept. 2020) ● Updated website (On-going)
UNIFIED PLANNING WORK PROGRAM (UPWP)	<ul style="list-style-type: none"> ● Prepare FY22 Operational Budget. ● Develop and adopt FY22 UPWP. ● Prepare quarterly billing and twice annual reporting to partners. 	<ul style="list-style-type: none"> ● Approved FY22 UPWP (April 2021)
PUBLIC PARTICIPATION PLAN (PPP)	<ul style="list-style-type: none"> ● Provide appropriate public notice of meetings, post materials in a timely fashion, and accept and process all public comment. ● Maintain interested parties list. ● Conduct special outreach when appropriate.. 	<ul style="list-style-type: none"> ● Maintained PPP (as needed)
TITLE VI / NONDISCRIMINATION ACTIVITIES AND ADA	<ul style="list-style-type: none"> ● Maintain Title VI / Nondiscrimination Plan and continue to complete Annual Accomplishments Report. ● Attend trainings, when available, and coordinate with AAMPO ADA coordinator when appropriate. ● Maintain Title VI Certifications and Assurances. ● Include ADA accessibility information. 	<ul style="list-style-type: none"> ● Maintained Title VI / Nondiscrimination Plan (as needed) ● Annual Accomplishments Report (Oct. 2020)
INTERGOVERNMENTAL COORDINATION	<ul style="list-style-type: none"> ● Coordinate with CAMPO on joint MPO meetings. ● Continue to develop a Highway 20 project. ● Participate as Ex-officio on CWACT and as a member of CWACT TAC. ● Continue coordination with local jurisdictions, ODOT, FHWA, FTA, and others. 	<ul style="list-style-type: none"> ● Joint AAMPO / CAMPO meetings (on-going) ● CWACT and other meetings (on-going)

TASK 2

LONG RANGE PLANNING

OBJECTIVE

MPOs are responsible for federally required long range planning projects, such as the Regional Transportation Plan. However, other priorities in the AAMPO region, and statewide, have allowed AAMPO to take on additional future focused projects. This past year, AAMPO participated in a Scenario Planning project, embarked on a Regional Active Transportation Plan, and started work on a Transportation System Plan for a member jurisdiction, in addition to cross collaboration with CAMPO surrounding issues along Highway 20.

BUDGET	
TASK 2 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 2 BUDGET:	\$44,234
PERCENT OF TOTAL BUDGET:	24%

PREVIOUS WORK

- Developed RTP in compliance with federal requirements, adopted by the AAMPO Policy Board in May 2018. The Albany-area Transit Development Plan (TDP) approved on the same time line. The RTP underwent a robust public engagement and technical review period, including alignment with House Bill 2017 priorities. These documents are available online.
- Participated in a Strategic Assessment 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. A contractor is expected to be selected in June 2020.
- The TAC and Policy Board opted to use carry forward funds to develop an Active Regional Transportation Plan in 2020. This project will continue into the FY21 work plan.
- Joint AAMPO and CAMPO meetings to begin discussions around Highway 20.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
REGIONAL TRANSPORTATION PLAN	<ul style="list-style-type: none"> ● Coordinate with TSP work in AAMPO region as needed to ensure consistency with RTP. ● Continue to review Scenario Planning outcomes and utilize tool as needed. 	<ul style="list-style-type: none"> ● Maintained RTP (On-going)
JEFFERSON TRANSPORTATION SYSTEM PLAN	<ul style="list-style-type: none"> ● Assist the City of Jefferson on their Transportation System Plan update through a Transportation and Growth Management grant. 	<ul style="list-style-type: none"> ● Project is expected to begin in June 2020 and run through July 2021.
PERFORMANCE-BASED PLANNING PROGRAM, FHWA & FTA	<ul style="list-style-type: none"> ● Coordinate with ODOT and MPO partners in compliance with requirements of FTA and FHWA to develop targets. ● Collect and manage data and track performance. ● Amend RTP and TIP as needed to ensure compliance with targets; ensure integration of performance measures into AAMPO's planning work. 	<ul style="list-style-type: none"> ● Performance Measures associated with the PTASP may be discussed by MPO ● Ongoing, as needed
ACTIVE TRANSPORTATION PLAN	<ul style="list-style-type: none"> ● Develop a vision for a regional active transportation network, provide examples of preferred street design and treatment, identify and prioritize projects, and implement pilot projects and develop on-going programming to encourage use. ● Engage in a Health Equity Analysis to understand impacts of past transportation investments and develop goals and strategies to mitigate these impacts in the future. 	<ul style="list-style-type: none"> ● Regional Active Transportation Plan - work is expected to begin in June 2020 and run through July 2021
HIGHWAY 20 - AAMPO/CAMPO PROJECT	<ul style="list-style-type: none"> ● Continue discussion and develop project plan for a Highway 20 corridor study. ● Regional ITS conversation. 	<ul style="list-style-type: none"> ● Joint AAMPO/CAMPO Meetings

TASK 3

SHORT RANGE & TRANSIT PLANNING

OBJECTIVE

Although Albany Transit System (ATS) is the primary transit provider for the AAMPO region, the implementation of the Statewide Transportation Improvement Fund (STIF) has seen an increase in funding for local transit. The Linn-Benton Loop, Linn Shuttle, Amtrak, and others are included in our coordination to reduce duplication of efforts and ensure a consistent service across jurisdictions. This task will also cover short range planning projects, including development of GIS layers and a bike counter program in the region.

BUDGET	
TASK 3 FUNDING SOURCES:	FTA 5303 TRANSIT PLANNING FUNDS FHWA PL FUNDS
	10.27% IN - KIND MATCH FROM CITY OF ALBANY 10.27% LOCAL MATCH PROVIDER BY ODOT
TASK 3 BUDGET:	\$44,810
PERCENT OF TOTAL BUDGET:	24%

PREVIOUS WORK

- Participated in meetings of the governing body for the Linn Benton Loop transit service, and TAC, including participating in the Service Development Plan, completed in 2019.
- Provided support to Albany Transit Service (ATS), including participation in the Transit Development Plan (TDP) finalization in 2018.
- Continued work on the Albany Multi-modal Transportation Center, Planning and Design project for bus barn development.
- Attended bi-monthly meetings between Albany Transit and the MPO.
- Attended quarterly transit provider meetings.
- Developed Public Transportation Agency Safety Plan (PTASP) for Albany Transit System.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
ALBANY TRANSIT SYSTEM SUPPORT	<ul style="list-style-type: none"> ● Support ATS as requested. ● Coordinate and attend bi-monthly ATS and AAMPO meeting to continue to strengthen coordination and engagement between the two entities. ● Assist with programming transit projects into the MPO's TIP and the State's STIP. 	<ul style="list-style-type: none"> ● Ongoing; bimonthly transit meeting
LINN-BENTON LOOP	<ul style="list-style-type: none"> ● Coordinate with the City of Albany on products associated with the Linn Benton Loop. ● Meeting facilitation and support for the Board and TAC. ● Serve as chair of the TAC, as well as a liaison between the AAMPO Policy Board and the Linn-Benton Loop. 	<ul style="list-style-type: none"> ● Bimonthly TAC and Policy Board meetings, STIF and PTASP assistance as needed ● Meeting agendas, minutes, etc.
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DEVELOPMENT	<ul style="list-style-type: none"> ● Continue to build layers in GIS needed for transportation planning in the region. ● Provide assistance to member jurisdictions for transportation related planning needs. 	<ul style="list-style-type: none"> ● Ongoing
MULTI-MODAL COUNTER PROGRAM	<ul style="list-style-type: none"> ● Develop a multi-modal counting program in the AAMPO region to assess issues of safety, quantify project success, and encourage greater mode split. ● Purchase appropriate equipment and develop methodologies for collection and analysis. 	<ul style="list-style-type: none"> ● Counter equipment purchase in late 2020, establishment of count program in summer/ spring 2021.

TASK 4

TRANSPORTATION PROGRAMMING

OBJECTIVE

MPOs are responsible for developing a Metropolitan Transportation Improvement Program (MTIP), aligning with the Statewide Transportation Improvement Program (STIP). This document is a short-term prioritized list of federally funded transportation projects with the MPO area. In 2019, AAMPO developed their FY21-24 MTIP, opting to leave out Surface Transportation Block Grant (STBG) funded projects that exchanged funds with the State for implementation. This task outlines the required work to maintain and develop the MTIP as well as manage the STBG funds.

BUDGET	
TASK 4 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 4 BUDGET:	\$16,630
PERCENT OF TOTAL BUDGET:	9%

PREVIOUS WORK

- Amended FY18-21 TIP with ODOT, as needed.
- Published Annual Listing of Obligated Projects.
- Ongoing conversations with TAC and Policy Board regarding carry forward funds.
- Reaffirmed process and criteria for Surface Transportation Block Grant funding. Allocated \$2.5 million in funds over the FY21-24 period.
- Prepared 21-24 MTIP for inclusion in the Statewide Transportation Improvement Program.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
TRANSPORTATION IMPROVEMENT PROGRAM	<ul style="list-style-type: none"> • Maintain TIP - including amendments, adjustments, and administrative actions. • Attend quarterly MTIP meetings in Salem. 	<ul style="list-style-type: none"> • Amendments as needed. • Quarterly meetings.
SURFACE TRANSPORTATION BLOCK GRANT MANAGEMENT	<ul style="list-style-type: none"> • Assist with timing of STBG funds obligation to member jurisdictions. • Continue to review, with TAC and Policy Board, STBG allocation and application process, as needed. 	<ul style="list-style-type: none"> • Assistance as needed. • STBG becomes available on Jan 1st. Work with member jurisdictions to determine how much is obligated each year.
ANNUAL LISTING OF OBLIGATED PROJECTS	<ul style="list-style-type: none"> • Publish Annual Listing of Obligated Projects on AAMPO website 	<ul style="list-style-type: none"> • Annual Obligation Report (Oct. 2020)

FY14-19

CARRY FORWARD SUMMARY

The Albany Area Metropolitan Planning Organization has accrued savings in PL and 5303 funds as carry forward since inception in 2014. ODOT and OCWCOG recently reconciled AAMPO's finances, showing savings of \$160,952.29 in PL funds and \$154,458.55 in 5303. ODOT will de-obligate these savings and move them to STIP #20599 FY 2021.

These funds are expected to cover additional project costs, including: Oregon Household Activity Survey, Active Transportation Plan, and 90% planning and design for Albany Bus Barn.

Albany Area MPO Carry Forward Funding						
IGA #	Key#	SFY	Funding Type	Total IGA Amount	Expenditures	Savings
29403	17776	2014	PL	\$136,170.00	\$111,614.99	(\$24,555.01)
29999	18510	2015	PL	\$136,170.00	\$112,575.71	(\$23,594.29)
30676	17625	2016	PL	\$126,097.00	\$96,828.92	(\$29,268.08)
31338	19813	2017	PL	\$130,111.00	\$111,565.68	(\$18,545.32)
32273	20748	2018	PL	\$130,232.00	\$114,529.24	(\$15,702.76)
32902	21273	2019	PL	\$133,518.00	\$84,231.17	(\$49,286.83)
			Total PL	\$792,298.00	\$631,345.71	(\$160,952.29)
29403	17777	2014	5303	\$49,900.00	-	(\$49,900.00)
29999	18510	2015	5303	\$49,900.00	\$23,439.06	(\$26,460.94)
30676	17625	2016	5303	\$36,630.00	\$15,596.90	(\$21,033.10)
31338	19829	2017	5303	\$37,119.00	\$17,020.84	(\$20,098.16)
32273	20748	2018	5303	\$37,389.00	\$21,353.59	(\$16,035.41)
32902	21273	2019	5303	\$37,435.00	\$16,504.06	(\$20,930.94)
			Total 5303	\$248,373.00	\$93,914.45	(\$154,458.55)

TABLE I

FY21 BUDGET BY FUNDING

	FHWA PL FUNDS	PL MATCH FUNDS (10.27% FROM ODOT)	TOTAL PL	FTA 5303 FUNDS	5303 MATCH (10.27% FROM CITY OF ALBANY)	TOTAL 5303 (FUNDS AND IN-KIND)	TOTAL EXPENSES (WITHOUT CARRY FROWARD)
Task 1: MPO Program Management	\$71,761	\$8,213	\$79,974	\$0	\$0	\$0	\$79,974
Task 2: Long Range Planning	\$39,691	\$4,543	\$44,234	\$0	\$0	\$0	\$44,234
Task 3: Short Range/Transit Planning	\$0	\$0	\$0	\$40,208	\$4,602	\$44,810	\$44,810
Task 4: Transportation Programming	\$14,922	\$1,708	\$16,630	\$0	\$0	\$0	\$16,630
TOTAL FY21 EXPENSES			\$140,838			\$44,810	\$185,648

TABLE 2

AAMPO FY21 EXPENSES

	FY21 Amount	FY21 & of Overall Budget	FY 20 Amount	FY20 % of Overall Budget
Task 1: MPO Program Management	\$79,974	43%	\$107,465	55%
1.1 Administrative Duties	\$46,320		\$61,890	
1.2 UPWP	\$7,025		\$7,280	
1.3 Public Participation Plan	\$4,803		\$6,119	
1.4 Title VI / Nondiscrimination & ADA	\$5,914		\$12,484	
1.5 Intergovernmental Coordination	\$15,911		\$19,551	
Task 2: Long Range Planning	\$44,234	24%	\$23,228	12%
2.1 Regional Transportation Plan	\$4,011		\$14,519	
2.2 Jefferson Transportation System Plan	\$7,343		-	
2.3 Performance-Based Planning	\$4,011		\$8,709	
2.4 Active Transportation Plan	\$18,451		-	
2.5 Highway 20 - AAMPO/CAMPO Project	\$19,118		-	
Task 3: Short Range/Transit Planning	\$44,810	24%	\$44,148	22%
3.1 Albany Transit System Support	\$13,048		\$4,937	
3.2 Linn-Benton Loop	\$11,108		\$23,238	
3.3 Geographic Information Systems (GIS)	\$4,277		\$4,405	
3.4 Multi-Modal Counter Program	\$11,775		-	
Task 4: Transportation Programming	\$16,630	9%	\$21,799	11%
4.1 Transportation Improvement Program	\$10,653		\$9,900	
4.2 STBG	\$2,877		\$8,738	
4.3 Annual Listing Obligated Projects	\$3,100		\$3,161	
Totals:	\$185,648	100%	\$196,641	100%

TABLE 3

FY21 SUMMARY OF EXPENSES

COST	AMOUNT	PERCENT OF TOTAL BUDGET
AAMPO Personnel	\$134,615	72.51%
Contracted Time	\$19,955	13%
Non-Payroll Costs	\$26,475	14.26%
<i>Advertising</i>	\$1,000	0.54%
<i>Board/Committee Meetings</i>	\$1,000	0.54%
<i>Copying</i>	\$1,000	0.54%
<i>Dues/Memberships</i>	\$350	0.19%
<i>Finance Indirect</i>	\$3,100	1.67%
<i>General Indirect</i>	\$6,342	3.42%
<i>Legal Expenses</i>	\$400	0.22%
<i>Licenses and Fees</i>	\$500	0.27%
<i>Postage</i>	\$150	0.08%
<i>Printing</i>	\$1,000	0.54%
<i>Rent</i>	\$2,545	1.37%
<i>Supplies</i>	\$250	0.13%
<i>Technology Indirect</i>	\$4,139	2.23%
<i>Telephone</i>	\$700	0.38%
<i>Training</i>	\$2,500	1.35%
<i>Travel</i>	\$1,500	0.81%
5303 Match City of Albany	\$4,602	2.48%
TOTAL FY21 EXPENSES	\$185,648	100%

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APPENDIX A

PLANNING EMPHASIS AREAS

FHWA, in consultation with FTA, develops Planning Emphasis Areas (PEAs) which outline specific policy, procedural, and technical topics that MPOs should consider as they implement their annual Work Programs. PEAs address a mix of planning issues that require additional work, as identified in on-going reviews of metropolitan and statewide planning processes. In addition to the eight planning factors outlined in federal transportation bills, PEAs are another layer for consideration.

A joint memo from FHWA and FTA, released in 2014 and reiterated in March 2015, describes the most recent PEAs. AAMPO has not received additional guidance since then.

Models of Regional Planning Cooperation

This emphasis area seeks to promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Cooperative efforts can consider linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across MPO and State boundaries. Efforts may include coordinated planning processes and products, especially among neighboring urbanized areas.

Ladders of Opportunity

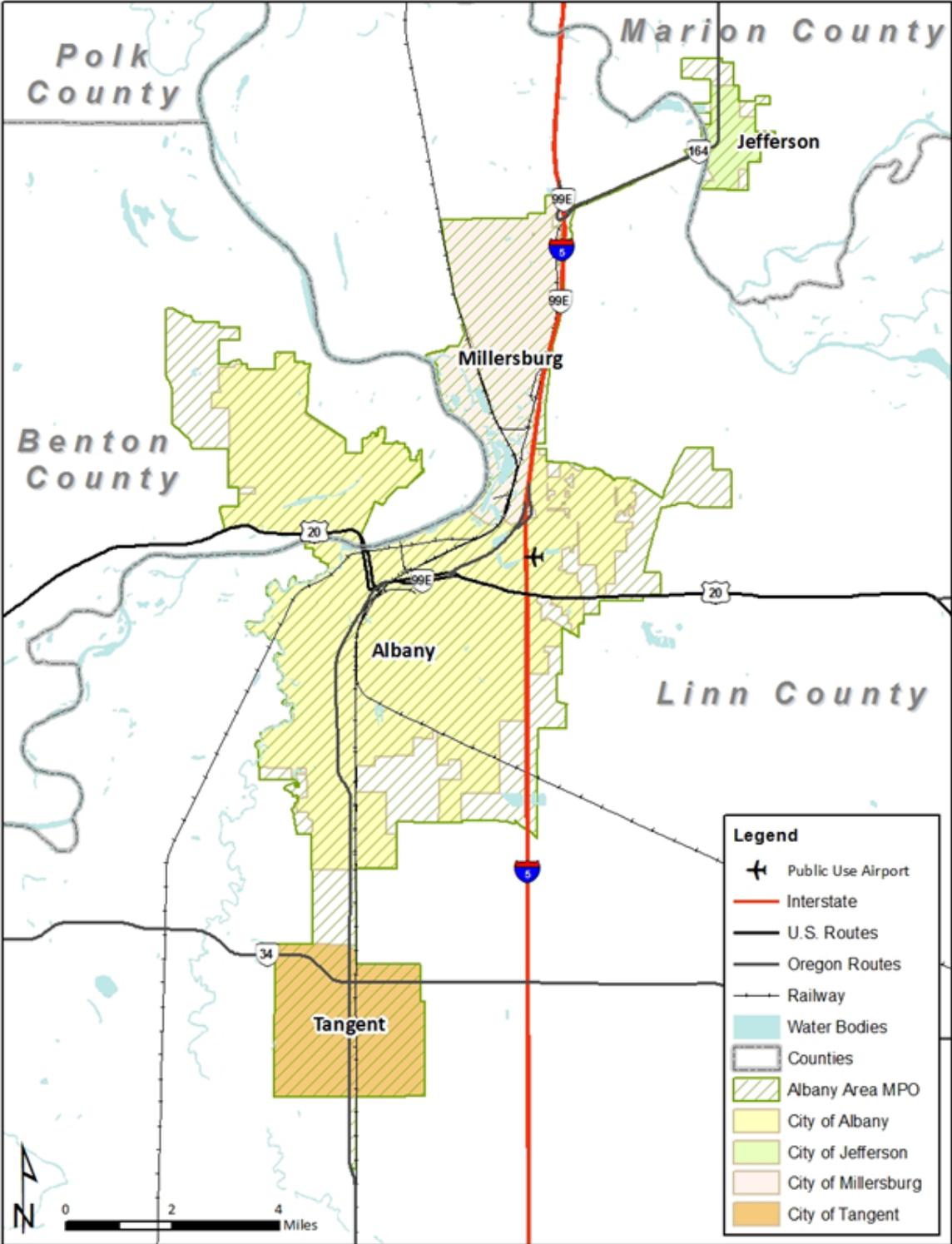
This emphasis area seeks to improve access to essential services by addressing transportation connectivity gaps. Essential services include housing, employment, health care, schools/education, and recreation.

MAP-21 Implementation

The third emphasis area promotes a transition to Performance Based Planning and Programming. This includes the development and use of transportation performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components will ensure the achievement of transportation system performance outcomes.

Coordination of UPWP with FHWA Planning Emphasis Areas and MPO Planning Factors													
	PEAs			Planning Factors									
	MAP-21 Implementation	Models of Regional Planning Cooperation	Ladders of Opportunity	Economic Vitality	Safety of Transportation System	Security of Transportation System	Accessibility and mobility for people and freight	Environmental protection & enhancement	Integration & connectivity of transportation system	Efficient system management and operation	Preservation of existing transportation system	Improve resiliency and reliability of system	Enhance travel and tourism
Task 1: MPO Program Management													
1.1 Administrative Duties		X											
1.2 UPWP	X												
1.3 Public Participation Plan			X										
1.4 Title VI / Nondiscrimination & ADA			X				X						
1.5 Intergovernmental Coordination		X	X	X					X	X			
Task 2: Long Range Planning													
2.1 Regional Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Jefferson Transportation System Plan													X
2.3 Performance-Based Planning	X	X											
2.4 Active Transportation Plan	X	X		X			X	X	X			X	X
2.5 Highway 20 - AAMPO/CAMPO Project	X	X		X			X		X	X	X	X	X
Task 3: Short Range/Transit Planning													
3.1 Albany Transit System Support	X		X				X	X	X			X	X
3.2 Linn-Benton Loop		X					X	X	X	X	X	X	X
3.3 Geographic Information Systems (GIS)	X	X			X				X				
3.4 Multi-Modal Counter Program		X					X						X
Task 4: Transportation Programming													
4.1 Transportation Improvement Program	X			X	X	X	X	X	X	X	X	X	X
4.2 STBG			X		X		X				X		
4.3 Annual Listing Obligated Projects		X											

APPENDIX B: AAMPO PLANNING AREA MAP



APPENDIX C:

UNFUNDED PLANNING PROJECTS

The financial burden of planning needs in the AAMPO area exceed the funds available at this time, including the carryover funds from previous years. To keep track of unfunded needs in the AAMPO area, Staff updates an unfunded planning project list as conversations and projects develop at the TAC and Policy Board level. The following are currently unfunded significant planning needs in the MPO area:

- Highway Corridor Refinement and Safety Plan - Highway 34 (I-5 to Lebanon): Significant accidents have also occurred on Highway 34 between I-5 and the City of Albany to the City of Lebanon during the past 5 years. A noted increase in traffic volume and accidents occurred in 2015. This is due to increased travel to Lebanon, as described above. Growth of Oregon State University in Corvallis has also increased traffic in the opposite direction. Traffic volumes and accident rates are expected to continue to grow, and a Corridor Refinement and Safety Plan is needed. The study area can be expanded to include Hwy 34 between Corvallis and I-5, which sees a similarly high rate of traffic and crashes.
- AAMPO previously funded a project to conduct planning and preliminary design for an Albany Transit Service bus barn at the Albany Multimodal Station. The Albany train/multimodal station supports intercity and interstate passenger rail service, local and regional bus service, park and ride needs, and also bicycle and pedestrian needs. There is a long-identified need to plan for expansion of this facility, and potentially co-locate with an Albany Transit Station bus barn. AAMPO has partnered with the City of Albany to secure funding for the final 90% planning and design project.
- Transportation Options Outreach: Public outreach, marketing, and education in support of Albany Transit System (ATS) and Linn-Benton Loop programs. This includes support for travel training programs, outreach to local employers regarding the ATS Employer Pass Program, and maintenance of General Transit Feed Specification (GTFS). There is a specific need for additional outreach to Oregon State University and Linn-Benton Community College students, faculty, and staff.

APPENDIX D: OTHER PLANNING ACTIVITIES IN THE AAMPO AREA

Corvallis to Albany Multi-Use Path

Benton County is considering development of a multi-use path between Corvallis and Albany generally in the Highway 20 corridor. It would potentially connect with segments already constructed in Albany and Corvallis. The Benton County Board of Commissioners has directed Benton County Public Works to contract with a consultant to reevaluate all possible alignments between Corvallis and Albany and build community consensus regarding any future phases of the effort. More information is available at: <https://www.co.benton.or.us/bikeway>

Statewide Transportation Improvement Fund

Oregon Cascades West Council of Governments received two Statewide Transportation Improvement Fund (STIF) discretionary grants in 2019. The first project involves a transit feasibility study between McMinnville and Junction City along Highway 99w. The second project, entitled *Seamless Transit Project*, explores how OCWCOG can work with transit agencies across Linn, Benton, and Lincoln counties to expand transit accessibility for the general public by implementing real time bus information, mobile ticketing, and driver and travel training.

APPENDIX E:

ACRONYMS

3-C: Continuing, cooperative and comprehensive planning process that is required of MPOs

5303: FTA Metropolitan Planning funds used for planning in an MPO area

5339: FTA Formula Capital Program for transit capital improvements (e.g. bus purchases)

5307: FTA Formula Grant Program. Funding is available based on a statutory formula to all urbanized areas in the country. The funding can be used for capital projects and operating assistance.

5310: FTA Competitive Grant Program. Funding for transportation services for the elderly and persons with disabilities. Funds can continue to be used for capital costs or for capital costs of contracting for services.

AAMPO: Albany Area Metropolitan Planning Organization

ADA: Americans with Disabilities Act

ACT: Area Commission on Transportation. Regional entities responsible for coordinating transportation planning throughout Oregon; ODOT requires local ACTS to establish a relationship with MPOs in their area and to coordinate in the prioritization of projects in their respective planning efforts.

ATS: Albany Transit System

CAMPO: Corvallis Area Metropolitan Planning Organization, including the cities of Corvallis, Philomath and Adair Village as well as Benton County

CWACT: Cascades West Area Commission on Transportation. Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. CWACT covers Linn, Lincoln and Benton Counties.

DLCD: Oregon Department of Land Conservation and Development

DEQ: Oregon Department of Environmental Quality

EIS: Environmental Impact Statement

FAST Act: Fixing America's Surface Transportation Act. Five year transportation funding and authorization bill to govern federal surface transportation spending. Passed in December 2014, this is the federal transportation act currently in effect.

FAUB: Federal Aid Urban Boundary. FAUBs establish the dividing line between urban and rural Federal Functional Classifications. The FAUB includes the Urbanized Area with consideration also given to major traffic generators, major bus routes, interchanges, bridges and continuity of roadway classification.

FFC: Federal Functional Classification. Roadways within the MPO area classified as Collectors and Arterials and considered on the 'federal functional classification map'.

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

IGA: Intergovernmental Agreement. A formally adopted agreement between units of government that articulates the respective roles, duties and responsibilities of the agencies party to the agreement.

ITS: Intelligent Transportation Systems

ODOT: Oregon Department of Transportation

MAP-21: Moving Ahead for Progress in the 21st Century Act (MAP-21) is a federal transportation act that was superseded by the FAST Act in December 2015

MPO: Metropolitan Planning Organization. When cities reach a population of 50,000 and also meet other population density requirements, MPOs are designated for those areas by the governor of the state.

MTP (RTP): Metropolitan Transportation Plan. Also called RTP or Regional Transportation Plan. The 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area. The MTP must be coordinated with State, County and City jurisdictions.

MWACT: Mid-Willamette Valley Area Commission on Transportation. Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. MWACT covers Marion, Polk and Yamhill Counties.

NAAQS: National Ambient Air Quality Standards. The Clean Air Act, which was last amended in 1990, requires EPA to set National Ambient Air Quality Standards (40 CFR part 50) for pollutants considered harmful to public health and the environment.

OCWCOG: Oregon Cascades West Council of Governments. Created under ORS 190.010, OCWCOG provides a variety of services to 25 member governments within Linn, Benton, and Lincoln Counties.

OTC: Oregon Transportation Commission. The Board of Directors for the Oregon Department of Transportation (ODOT).

PEA: Planning Emphasis Area. FHWA, in consultation with FTA, develops Planning Emphasis Areas outlining specific policy, procedural and technical topics that MPOs should consider as they implement their annual Work Programs.

PMT: Project Management Team. This group will provide direct oversight of the AAMPO RTP process, and will consist of staff from AAMPO, ODOT, AAMPO member jurisdictions, and the Consultant team.

PL: FHWA Metropolitan Planning Funds, which comprise the majority of MPO funding.

PPP: Public Participation Plan. A federally required plan outlining an MPO's public outreach efforts.

RTP/RTSP: A combined Regional Transportation Plan (federally required) and Regional Transportation System Plan (required by the State of Oregon in compliance with TPR)

SAFETEA-LU: Safe, Accountable, Flexible, Efficient Transportation Equity Act. A Legacy for Users (SAFETEA-LU) is the federal transportation act that was in effect from 2005 through 2012.

SPR: State Planning and Research Funds. Primary source of funding for statewide long-range transportation planning.

STIP: Statewide Transportation Improvement Program. The statewide transportation improvement program (STIP) is a federally required document that identifies all federally funded projects in the state. The STIP is a staged, multiyear, statewide, intermodal program of transportation projects that is consistent with the statewide transportation plan and planning processes and metropolitan plans, TIPs and processes. Projects must be included in the STIP before applicants can use the federal funds awarded to their projects. In order for an MPO project to be included in the STIP, it must first be included in a metropolitan transportation plan and the TIP.

STF: Surface Transportation Funds. An Oregon program intended to benefit seniors and people with disabilities. Primarily formula bases and allocated to STF agencies (counties, tribes or transit districts). STF agencies also coordinate 5310 funds.

STIF: Statewide Transportation Improvement Fund

STP / STBG: Surface Transportation Program / Surface Transportation Block Grant Program. The FAST Act converted the long-standing Surface Transportation Program into the Surface Transportation Block Grant Program, acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it. This program is one of the major federal funding programs for MPOs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc.

TAC: Technical Advisory Committee

TDP: Transit Development Plan

TGM: Transportation and Growth Management

TIP (MTIP): Transportation Improvement Program or Metropolitan Transportation Improvement Program. A document prepared by an MPO listing federally funded surface transportation projects programmed in the MPO area over a 4-year period. Projects in the TIP should be identified in the MTP.

TPR: Transportation Planning Rule. The Administrative Rule that was enacted to implement Statewide Planning Goal 12 (Oregon's statewide transportation planning goal). This rule requires that all cities, counties and MPOs develop a 20-year transportation plan that outlines how investments are to be made to provide an integrated transportation system plan. MPOs are required to prepare an MTP and all local jurisdictions within a MPO are required to prepare TSPs that are consistent with the MTP.

TPAU: Transportation Planning and Analysis Unit. TPAU is a division within ODOT that provides transportation modeling services and technical assistance to jurisdictions throughout the state.

TSP: Transportation System Plan. A 20-year plan for transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas.

UPWP: Unified Planning Work Program. A federally required annual report describing the MPO's transportation work program and budget, and detailing the various local, state and federal funding



Community and Economic Development

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Joint AAMPO/CAMPO POLICY BOARD MEMORANDUM

To: AAMPO/CAMPO Policy Boards
From: Dana Nichols & Nick Meltzer, Staff
Date: January 22nd, 2020
Re: MPO Merge Discussion Memorandum

Background

The Corvallis Area Metropolitan Planning Organization was established in 2002 and the Albany Area Metropolitan Planning Organization in 2013. Per federal definition, these organizations serve to facilitate continuing, cooperative, and comprehensive regional planning within their metropolitan areas, yet the two MPOs are located only 5 – 10 miles apart. While each group of communities face issues unique to their specific geographies, the region as a whole is connected through housing, transportation, and economics. This interconnectedness can sometimes make it difficult to plan for regional scenarios because the issues are often between, and not within, the MPO boundaries.

MPO Merger

The request to investigate a merger of the two MPOs was initiated at recent ACT and MPO Policy Board meetings in an effort to better address issues of regional transportation, and in particular, Highway 20. This conversation is timely, as it is expected that the Rogue Valley and Middle Rogue MPOs will combine to become a Transportation Management Area after the upcoming Census. To aid in the discussion of an MPO merger, staff identified the following questions: Can we merge? What are the implications if we do? And, should we merge?

Of particular interest in a potential merger are the following topics: (1) funding, (2) governance, and (3) transit.

Federal vs. State Regulations

Metropolitan Planning Organizations were established as part the Federal Aid Highway Act of 1962, for the purpose of including local decision making in the planning and implementation of federal funds in urban areas. Established for an urban area over 50,000 people, the boundaries of MPOs are drawn around the “urbanized area.”¹ If Albany and Corvallis were in another state, it is likely only one MPO would already exist, as development would occur along Highway 20. However, due to Oregon’s land use program and Urban Growth Boundaries (UGBs), urban development outside UGBs is limited. This leads to two separate urbanized areas in our region.

The federal guidance for establishing MPO boundaries permits more than one urbanized area within one MPO and also states:

(d) MPA boundaries may be established to coincide with the geography of regional economic development and growth forecasting areas.

¹ <https://www.law.cornell.edu/cfr/text/23/450.312>

Funding

Our MPO's receive two types of funds. Planning (PL) funds, used for annual short and long range planning work, and Surface Transportation Block Grant (STBG) funding, allocated to construction projects every four years.

PL funding comes from a federal allocation that is given to the state to distribute to each MPO on the basis of: population, status of planning, attainment of air quality standards, metropolitan area transportation needs, and other factors necessary to provide for an appropriate distribution of funds to carry out Highway and Transit Program requirements and other applicable requirements of Federal law.²

Our State DOT has four components that make up the funding allocations for MPOs.

- **Component 1** takes money off the top to fund the two bi-state MPOs (Rainier with Longview/Kelso Washington and Freewater with Walla-Walla, Washington) and \$75,000 annually to fund the Oregon MPO Consortium (OMPOC).
- **Component 2** provides baseline funding for data needs in each MPO boundary. Allocations are broken up into four tiers: small non-TMA, larger non-TMA, TMA, and Metro. Money is also set aside for modelling, as this is seen as a significant area of responsibility for an MPO. To normalize modeling costs, ODOT considers the existing costs for the non-TMA models and then estimates comparison costs if ODOT were to provide a similar service to TMAs. Data and modeling account for approximately 29% of the federal allocation.
- **Component 3** accounts for population, and this is where a majority of funds are allocated (55%). It is calculated by percentage of population within the MPO boundary, as compared with the total number of people located in MPOs throughout the state.
- **Component 4** is a factor of complexity: number of jurisdictions, level of Air Quality requirements, requirements to develop a Congestion Management Process, timeline for updating RTS, bi-state MPO collaboration expectations. Weights are shown for each complexity as follows:

<u>Complexity Factor</u>	<u>Weight</u>
1-2 Jurisdictions	1
3-10 Jurisdictions	2
11-20 Jurisdictions	4
21+ Jurisdictions	6
Air Quality non-CMAQ	1
Air Quality CMAQ	2
Congestion Management Process	1
4yr RTP	1
Bi-State MPO Responsibilities	1

Ultimately, since population models are updated every few years, and federal allocation changes annually, exact financial implications of a merger are challenging to estimate. However, we know a few things about each component: Component 1 will remain the same; Component 2 may increase due to increased needs of modeling, but may also decrease due to a reduced baseline funding needed to manage only one organization; Component 3 may provide greater funding based on an increase in geography, and thus population, though we know this will be minimal due to constraints of Urban Growth Boundaries; and, Component 4 will likely remain the same as combined the two MPOs encompass 9 jurisdictions and other factors remain the same.

² 23 CFR 420.109: <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=23:1.0.1.5.11>

Surface Transportation Block Grant funding is provided to MPOs using a population-based formula set by the Federal government. Merging the two MPOs would only moderately affect the amount of STBG allotted each year, as the population between the two MPOs that would join a single MPO is likely around 2,000.

Governance

In the event of a merger, the MPO will need to “redesignate” and form a new governance structure. There are ways to address issues of geographic and population balance by establishing rules around voting rights and representation. Intergovernmental balance is often addressed through seat rotation, allocation of seats, and voting weight.³ Seat rotation/allocation is used when the number of seats at the table is less than the number of jurisdictions represented in the MPO. The seat may rotate between certain jurisdictions (smaller cities), or amongst regions, for a certain period of time. The other way to balance voices is to establish weighted voting, where jurisdictions are assigned a number of votes based on population (or some other mechanism). This is a largely uncommon practice, only seen amongst larger MPOs. Other MPOs incorporate more non-voting members as active ex-officio so as to include everyone in the conversation, but limit the number of voting members to simplify the decision making process.

Internally, rather than having a lead staff for each MPO, that position may be consolidated. Additional staffing may be needed to keep up with greater complexity of the organization, however this would likely have a minimal impact on Policy Board governance. The real changes may come from the makeup and structure of the voting bodies

Transit

5303 funding that is provided to the state for apportionment to the MPOs is allocated in the manner listed above for PL funding. On top of the money that our MPO receives for transit planning, Corvallis Transit System (CTS) and Albany Transit System (ATS) receive federal dollars that pass through the MPOs for both operations and capital purchases.

CTS currently receives nearly the maximum amount of federal funding available for transit operations. In addition to the 5307 money that both MPOs receive, Corvallis also receives money through the 5307 Small Transit Intensive Cities (STIC) program. This funding is provided to a transit agency within a small urbanized area (UZA) when they exceed specific performance factors: passenger miles per vehicle revenue mile, passenger miles per vehicle revenue hour, vehicle revenue mile per capita, vehicle revenue hour per capita, passenger miles per capita, and passenger trips per capita. CTS generally exceeds all of these, which, in 2019, amounted to \$1,309,556.⁴ There is, however, a concern that if the two MPOs combined, these factors would no longer be exceeded because the UZA would now include Albany and Corvallis.

23 U.S.C 134(e)(2)(a) pertains to Metropolitan Planning Areas (MPAs), which are the geographic areas determined by agreement between the MPO and the Governor, in which metropolitan transportation planning processes are carried out. The CFR states that MPA boundaries:

1. Shall encompass at least the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period for the transportation plan;
2. May encompass the entire metropolitan statistical area or consolidated metropolitan statistical area, as defined by the Bureau of the Census. So, the UZA(s) is the minimum MPA boundary,

³ https://www.planning.dot.gov/documents/MPOStaffing_and_Org_Structures.pdf

⁴ Performance factors are based on the average level of service for all UZAs with populations between 200,000 and 1,000,000, which are updated every two years. This funding is not guaranteed, and requires that small transit agencies be reevaluated during each cycle to ensure their current numbers meet or exceed the performance factors set by the larger UZAs.

however this does not preclude expansion of the MPA to include areas beyond what is required by federal law.

The FTA currently recognizes Corvallis and Albany as two separate urbanized areas (population between 50,000 and 200,000). Again, due to Oregon's Urban Growth Boundaries, the density for each metro area is contained, with only a small buffer between them. It appears possible to have more than one urbanized area within an MPO boundary (examples exist in Florida, Idaho), which would allow Corvallis Transit System to remain separate from Albany Transit System, for the purposes of retaining funds. It doesn't appear that the two Urbanized Areas will combine in the next census. It's also evident that other areas in the state have more than one transit agency within their MPO boundary. Metro, in Portland, contains both SMART in Wilsonville and Tri-Met, which serves the tri-county region.

Conclusion

The process through which a merger would take place is called "redesignation". 23 U.S.C 450.310⁵ states that an MPO designation shall remain in effect until an official redesignation has been made. An existing MPO may be designated only by agreement between the Governor and units of local government that represent at least 75 percent of the existing metropolitan planning area population (including the largest city by Census designation). It is required when an MPO makes substantial changes to voting membership, or in the decision making authority or responsibility.

Staff provides this information for Policy Board discussion, and welcomes direction on whether we should investigate merging in more detail. If additional research is warranted, MPO staff can provide additional detail on any of the topics listed in this memo, or in other topics that are discussed in-person at the meeting.

⁵ <https://www.law.cornell.edu/cfr/text/23/450.310>