

Albany Area Metropolitan Planning Organization

Semi-Annual Report Unified Planning Work Program (UPWP)

July 1, 2022 – December 31, 2023

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Introduction

The Albany Area Metropolitan Planning Organization (AAMPO) was formed in 2013 to serve as the Metropolitan Planning Organization (MPO) for the Albany Urbanized Area and to facilitate continuing, comprehensive, and cooperative transportation planning within the urbanized area. AAMPO members include the City of Albany, City of Jefferson, City of Millersburg, City of Tangent, Linn County, Benton County, and the Oregon Department of Transportation.

AAMPO is staffed by the Oregon Cascades West Council of Governments (OCWCOG). Staffing for AAMPO includes a full-time Transportation Planner with assistance from the CED Executive Administrative Assistant at less than .25 FTE, and assistance as needed from other Planning and/or Management staff (up to .25 FTE). OCWCOG administrative staff provide fiscal and administrative support. Consultants may also be brought on to assist, particularly for large tasks.

As part its planning activities, AAMPO produces an annual Unified Planning Work Program (UPWP) outlining planning activities to be performed during the state fiscal year. To ensure efficient implementation of the UPWP, MPO staff prepares twice-annual progress reports outlining activities and accomplishments. This progress report describes AAMPO's work towards the FY2023 UPWP for the first two quarters of state fiscal year 2023, from July 1st 2022 to December 31st 2023. For reference it may be useful to have the FY2023 UPWP to read concurrently with this annual report. The FY2023 UPWP is available on [AAMPO's website](#).

SFY 2023, Q1-Q2 Summary of Work

Task 100: MPO Program Management
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 Technical Advisory Committee (TAC), public involvement, fiscal management, staff travel and training, interagency and inter-jurisdictional coordination, and participation in regional and statewide planning efforts.
Tasks Completed:
MPO Operation (Task 110)
<ul style="list-style-type: none">a) Scheduled and coordinated monthly Technical Advisory Committee (TAC) and Policy Board meetings, including agenda and meeting materialsb) Attended MPO virtual trainingsc) Involved the public in transportation planning and programming activitiesd) Participated as an ex-officio on the Cascades West Area Commission on Transportation (CWACT) and as a member of the CWACT Technical Advisory Committeee) Participated in the Oregon Modeling Statewide Collaborative (OMSC), helping to guide the Oregon Modeling Improvement Program and other OMCS workf) Participated on the Oregon Metropolitan Planning Consortium (OMPOC)
MPO Administration (Task 120)
<ul style="list-style-type: none">a) Oversight and coordination including maintenance of website, records management, and accountingb) Prepared and submitted semi-annual and annual reports to ODOT

Annual Document Review and Update (Task 130)

- a) Reviewed the Title VI/Non-discrimination Plan

MPO Education and Training (Task 140)

- a) Virtual Open House events include MPO overview at beginning of each presentation

Task 200: Long Range Transportation Planning

This task includes activities related to maintenance of the Regional Transportation Plan and other long-range planning efforts as directed by the Policy Board.

Tasks Completed:**RTP Update (Task 210)**

- a) Restarted work on RTP after a four-month gap in AAMPO staffing
- b) Continued Goal work started in winter 2021
- c) Held first public engagement effort

Technical Assistance to Communities (Task 220)

- a) Worked with the City of Tangent on applying for micro mobility grants and exploring transit connection options.
- b) Facilitated meetings between Tangent City Planner and Albany Transit Service staff

Task 300: Inter-Regional Transportation Planning

This task focusses on the inter-regional needs and opportunities of the AAMPO Planning Area, helping bridge relationships and facilitate projects that impact the MPO region.

Tasks Completed:**CAMPO Coordination (Task 310)**

- a) Continued bi-monthly meeting between AAMPO staff, CAMPO staff, and Albany Transit System staff to discuss issues of joint importance
- b) Worked with CAMPO to align core documents and continued sharing of funding and education opportunities

Transit Planning Coordination and Assistance (Task 320)

- a) Continued to attend Linn Benton Loop Technical Advisory Committee. Also attended Linn Benton Loop Policy Board meetings
- b) Attended in person events to promote the expansion of the Linn Benton Loop bus service

Transit Workforce Study (Task 330)

- a) CAMPO staff took the lead on developing a scope of work for review in December 2022/January 2023

Travel Modeling and OHAS (Task 340)

- a) Attended OMSC regular meetings
- b) Worked with TPAU on updating CALM for AAMPO RTP efforts currently underway

Task 400: Transportation Programming

This task includes near-term activities related to the development and maintenance of the Metropolitan Transportation Improvement Program (MTIP) and State Transportation Improvement Program (STIP).

Tasks Completed:**MTIP Amendments (Task 410)**

- a) Worked with ODOT staff, AAMPO Technical Advisory Committee, and AAMPO Policy Board on amendments to the 2021-24 STIPs
- b) Attended quarterly STIP/MTIP meetings

FY 2024-2027 STIP and MTIP (Task 420)

- a) Worked with AAMPO Technical Advisory Committee on project criteria and ranking.
- b) Submitted draft “buckets of funds” for 2024-2027 STBG projects into STIP

Task Completion by Percent

The following table illustrates the tasks outlined in the FY22 UPWP, the estimated percentage complete, and the total budgeted amount for each subtask.

Task	Estimated Percent Complete
Task 100: MPO Program Management	50%
110 MPO Operations	50%
120 MPO Administration	50%
130 Annual Document Review	40%
140 MPO Education and Training	60%
Task 200: Long Range Planning	30%
210 RTP Update	25%
220 Technical Assistance to Communities	As Needed
Task 300: Inter-Regional Transportation Planning	45%
310 CAMPO Coordination	65%
320 Transit Planning Coordination and Assistance	50%
330 Transit Workforce Study	10%
340 Travel Modeling and OHAS	25%
Task 400: Transportation Programming	45%
410 TIP Amendments	65%
420 FY 2024-27 STIP	35%
Task 500: Special Projects (new task in FY23)	NA
510 Highway 20/34 Corridor Planning Study	
520 OHAS Funding Set-Aside	NA
530 Special Project Pool	
540 Albany Transit Operations Facility Preliminary Design	NA

ACTUAL COSTS/ BUDGET SUMMARY

It is estimated AAMPO has spent approximately \$109,330. More details are available in the table below, including the amount passed through for transit facility preliminary design, and subsequent amount available for internal staffing.

Item	Amount
FY 23 Budgeted Amount	\$490,315
--Estimated Amount Expended	\$109,300
--Estimated Percent Expended	22%
Albany Transit Facility Prelim. Design (5303 Carryover)	\$131,688
--Estimated Amount Expended	\$0.00
--Estimated Percent Expended	0%
FY 22 Non-Pass Through Amount	\$358,627
--Estimated Amount Expended	\$109,300
--Estimated Percent Expended	30%

A detailed budget breakdown by task is below. Staff received the invoice for the full Albany Transit Facility design, however it was not processed in time for this quarter. The total of \$490,315 represents a lower amount than the current IGA. AAMPO is awaiting an amendment that accounts for funding the Oregon Household Activity Survey (OHAS). We expect to end the year under budget based on mid year projections.

	TASK I	TASK II	TASK III	TASK IV	TASK V	Total
Budgeted Amount Per Task PL & 5303	\$ 62,000.00	\$ 85,000.00	\$ 50,000.00	\$ 24,000.00	\$ 269,315.00	\$ 490,315.00
Amount Expended	\$ 73,533.07	\$ 25,197.78	\$ 6,795.83	\$ 3,773.32		\$ 109,299.99
Percent Expended	118.6%	29.6%	13.6%	15.7%		22.3%
Amt. Unexpended	\$ (11,533.07)	\$ 59,802.22	\$ 43,204.17	\$ 20,226.68	\$ 269,315.00	\$ 381,015.01