



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 Meeting Thursday, March 21, 2024 9:00 am to 11:00 am

VIRTUAL MEETING VIA MICROSOFT TEAMS TECHNOLOGIES

Via Teams by clicking [HERE](#)

Meeting ID: 295 018 527 261

Passcode: 35XuKi

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID 419 584 141#

Contact: Billy McGregor, bmcgregor@ocwcog.org

AGENDA

- | | | | |
|----|------|--|---|
| 1) | 9:00 | Call to Order, Agenda Review, and Roll Call | Chair, Chris Cerklewski |
| 2) | 9:05 | Chair Elections | Transportation Manager, Nick Meltzer |
| 3) | 9:10 | Public Comments | Chair |
| 4) | 9:15 | Approve minutes of October 19, 2023 (Attachment A) | Chair |
| | | <i>Action: Decision on minutes</i> | |
| 5) | 9:15 | Grant Opportunities
AAMPO staff would like to introduce new hire Susan Patterson who is involved in COG/CED grant writing activities, and solicit interest in discussing transportation related grant opportunities with jurisdictional staff. | AAMPO Staff, Billy McGregor & Susan Patterson |
| | | <i>Action: Discussion</i> | |
| 6) | 9:25 | STIP Approval (Attachment B)
Administrative adjustments are brought to the TAC for information and approval. | McGregor |
| | | <i>Action: Approval of amendments</i> | |
| 7) | 9:30 | FAUB - MPA Boundary Adjustments
View the proposed FAUB boundary map here:
https://experience.arcgis.com/experience/a7c266e96058473d9e8423c7789f66e7/ | McGregor |
| | | <i>Action: Adopting a Metropolitan Planning Area boundary that coincides with the Federal Urban Aid Boundary</i> | |

Meeting facilities are accessible to persons with disabilities. If you will need any special accommodations, please contact Ashlyn Muzechenko at least 72 hours prior to the meeting. Ashlyn can be reached at 541-812-2002. TTY/TTD 711.

- 8) 9:40 **UPWP'24 Funding Shift (Attachment C)** **McGregor**
 Notice of AAMPO staff moving funds between tasks.
Action: Informational
- 9) 9:45 **Unified Planning Work Program (UPWP) Changes (Attachment D1 & D2)** **McGregor**
 Review changes in UPWP from SFY'24 to SFY'25. Summary provided, as well as UPWP draft.
Action: Consent to changes, Approval
- 10) 10:00 **CFEC Performance Targets (Attachments E1 & E2)** **ODOT Staff, Brian Hurley**
 ODOT & DLCD will review Transportation Planning Rule changes under the Climate Friendly and Equitable Community rules.
Action: Informational
- 11) 10:30 **Jurisdictional Updates/Other Business** **All**
 • AAMPO Staff, Hybrid Meetings • Albany
 • Benton County • Jefferson
 • Linn County • Millersburg
 • Tangent • ODOT
- 12) 11:00 **Adjournment** **Chair**
 Next regularly scheduled meeting: Thursday, April 18, 2024.

ATTENDANCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
David Watkins	City of Jefferson	
Janelle Booth	City of Millersburg	
Chris Cerklewski (Chair)	City of Albany	
Joe Samaniego (Vice-Chair)	City of Tangent	
Daineal Malone	Linn County	
Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

Quorum Requirement: Official action may be taken by the committee when a quorum is present. A quorum shall exist when the majority of voting members of the Committee are present. If a member of the TAC is unable to participate in a TAC meeting, that member may designate an alternate to participate in his/her place. The alternate shall declare their status at the start of the meeting.

- AAMPO Technical Advisory Committee Bylaws, Section 6: Meetings, Subsection F: Quorum

Meeting facilities are accessible to persons with disabilities. If you will need any special accommodations, please contact Ashlyn Muzechenko at least 72 hours prior to the meeting. Ashlyn can be reached at 541-812-2002. TTY/TTD 711.

Albany Area Metropolitan Planning Organization (AAMPO)

**AAMPO TAC Hybrid Meeting: In-Person with Teams Video/Call-in Available
OCWCOG, Albany ABC Conference Room**

Thursday October 19, 2023

9:00 am – 11:00 am

DRAFT MINUTES

TAC Members	Jurisdiction	Attendance
David Watkins	City of Jefferson	Yes
Janelle Booth	City of Millersburg	Yes
Chris Cerklewski (Chair)	City of Albany	No
Joe Samaniego (Vice-Chair)	City of Tangent	Yes
Daineal Malone	Linn County	Yes
Gary Stockhoff	Benton County	Yes
James Feldmann	Oregon Department of Transportation	Yes

Guests: Reagan Maudlin

Staff: Transportation Program Manager Nick Meltzer, AAMPO Assistant Planner Billy McGregor, and CED Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, Roll Call	Staff Billy McGregor conducted roll call after Vice-Chair Joe Samaniego called the AAMPO TAC meeting to order at 9:00am on Thursday, October 19, 2023.	The AAMPO TAC Meeting was called to order at 9:00am by Vice-Chair Joe Samaniego
2. Public Comments	There were no public comments presented at this time to the AAMPO TAC.	There were no public comments.
3. Approve minutes of August 17, 2023 (Attachment A) Action: Decision on Minutes	There were no questions or comments on the minutes. The August 17, 2023, AAMPO TAC Meeting minutes were adopted by consensus of the AAMPO TAC members in attendance.	The August 17, 2023, AAMPO TAC Meeting minutes were adopted by consensus of the AAMPO TAC members in attendance.
4. RTP Public Review Period Action: <i>Reminder for comments</i>	Staff Billy McGregor provided a reminder that the RTP Public Comment Review period will be closed 1 week from today on Thursday, October 26 th . There currently haven't been any public comments submitted, and staff are still waiting for member comments as well. Staff Nick Meltzer noted that staff have received comments from ODOT, however comments have not yet been received from the Feds.	The RTP Public Comment Review period will be closed 1 week from today on Thursday, October 26th.
5. STIP Staff Adjustments (Attachment B) Action: Informational	McGregor shared the STIP Staff Amendments which included over 30 Staff Adjustments which are available in Attachment B of the meeting agenda packet. McGregor provided a high-level overview of the staff amendments that were moved.	

<p>6. Joint Policy Board Meeting Review</p> <p>Action: Informational</p>	<p>McGregor shared an overview of the September 27th joint AAMPO/CAMPO Policy Board Meeting with a focus on increasing coordination and collaboration.</p> <p>Continuing on, there was a discussion about an MPO Merger as well. This was something the group wanted to look into more but in general supported.</p> <p>The Policy Board members noted that an MPO Merger were in their interests after further research and more information from staff.</p> <p>McGregor shared the ideas behind the MPO Merger with the AAMPO TAC Members in Attendance.</p> <p>Meltzer shared that three years ago the two MPOs weren't working as close together as they were today, and now have very similar public polices and plans and it made sense to staff to open up this conversation to the Policy Board again to possibly start the process.</p> <p>Meltzer added that there will likely be another joint MPO meeting in the new year to explore the merger option further.</p>	
<p>7. STBG Funding Update (Attachment C)</p> <p>Action: Discussion & Recommendation</p>	<p>Meltzer shared Attachment C from the meeting agenda packet with the TAC members in attendance.</p> <p>Meltzer noted that there will be a funding shortfall in the future, with the history of how that got there, along with a proposal of what to do once the MPO got to that point.</p> <p>Meltzer shared the challenges with the state highway funds, and AAMPO will be getting around \$830,000 a year instead of around \$1 million a year.</p> <p>James Feldmann asked where the problem was with the accounting that had created this issue for the MPO.</p> <p>Meltzer answered that up until 2021 AAMPO would allocate projects for the amount of funding, but staff had no authority over the actual</p>	<p>The TAC provided consensus with staff's recommendation after having a conversation with the city of Albany to ensure they won't have any strong issues.</p>

	<p>funding pot as it all went through ODOT. There was no regular accounting process for the MPO to check in on those funds.</p> <p>Another issue was the confusion of the STIP overlap year where 2018's funding got counted twice. The third issue was project delays and not being able to account for them.</p> <p>Feldmann noted that sharing a status update on these funds in the future would help to keep everyone in the clear.</p> <p>Staff proposed instead of ODOT managing the funds, the MPO will manage the funds directly themselves, which should cut out many of the issues on how they got into this situation.</p> <p>Janelle Booth added that talking with the city of Albany about their projects that won't be funded before agreeing to move forward would be a good course of action.</p> <p>Daineal Malone agreed that funding the existing projects would be the best route to go down.</p> <p>McGregor shared the projects for the 24-27 STIP that will likely be removed in order for the previously committed projects to be funded.</p> <p>The TAC provided consensus with staff's recommendation after having a conversation with the city of Albany to ensure they won't have any strong issues.</p>	
<p>8. Current & Upcoming Grant Opportunities (Attachment D)</p> <p>Action: Informational</p>	<p>McGregor shared current and upcoming grant opportunities where there is substantial information to share with the TAC Members in attendance.</p> <p>The two grants for this month are two rail infrastructure and safety improvements which help support communities impacted by railways through grants.</p>	

<p>9. Jurisdictional Updates/</p> <ul style="list-style-type: none"> • AAMPO • Albany • Benton County • Jefferson • Linn County • Millersburg • Tangent • ODOT 	<p>AAMPO Updates: McGregor noted that staff will begin processing the comments and changes for the AAMPO RTP.</p> <p>Additionally, there should be an update to the Title VI plan along with next month being the public participation plan updates as well.</p> <p>Jurisdictional Updates: David Watkins noted Jefferson just updated some of the numbers for their TSP.</p> <p>Daineal Malone for Linn County noted that this winter they are going out to bid for the Goldfish Farm Bridge Project and will be under construction this year and early next year and the bridge project will likely be finished at the end of 2024.</p> <p>Janelle Booth for Millersburg shared staff are working on the transition to parkway project. Additionally, staff are deep into the wetlands project which is taking more time and money than they originally budgeted.</p> <p>Vice-Chair Joe Samaniego shared that Tangent is meeting with ODOT for a new project. Additionally Tangent is working on a TSP Update and also celebrating their 50 years.</p> <p>James Feldmann shared for ODOT that the Federal Aide Urban Boundaries and Federal Classifications for Roadways are currently in progress and the AAMPO Area is good to go. Additionally, the Corvallis to Albany Path has been awarded funding with Benton County working to deliver that.</p>	
<p>10. Adjournment</p>	<p>The next AAMPO TAC Meeting is scheduled for Thursday, November 16, 2023.</p>	<p>The meeting was adjourned at 10:00am by Vice-Chair Joe Samaniego.</p>

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: March 21, 2024
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Decision by Technical Advisory Committee regarding Full Amendment to project 21971 and project 22728.

Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally-funded transportation projects. The current STIP (FY2021-2024) went into effect October 1, 2020 and expires September 30, 2024. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. Administrative amendments are brought to the TAC for discussion and approval. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.
- **Adjustment:** For minor changes, AAMPO staff has the authority to approve adjustments. Adjustments do not require committee approval or public notice.

STIP Revisions

Row	Revision Type/Amendment	Project Key Number/s & Name/s	Project Description	Revision Information/Amendment Detail
1	Full Amendment 24-27-0870	21971 Enhanced Mobility Program - Linn County FFY22	Enhanced mobility small urban program funding to improve transportation services to the special needs, seniors, and other transit-dependent populations in rural areas.	Increase project estimate by \$63,529 to match the FTA grant/allocation amount. 2/26/2024: Increase OT by \$63,529 per 24-27-0870. 10/13/2023: Add project from 21-24 to 24-27 STIP per 24-27-0251.
2	Full Amendment 24-27-0855	22728 Curve warning upgrades (Clatsop, Lincoln & Polk Counties)	Complete design to install warning signs at curves on the following highway segments to aid in reducing vehicle collisions.	Adding scope and funds from an ARTS project that was cancelled in the Draft STIP (K22837, 2427_00198). 02/21/24: Adding \$821,887 per 24-27-0855 11/28/2023: Obligation per FMIS



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: March 21, 2024
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Staff
Re: AAMPO Unified Planning Work Program (UPWP) Notice

The purpose of this memorandum is to describe changes to UPWP Tasks from FY24 to FY25.

Background

Unified planning work programs (UPWP) describe anticipated tasks for the fiscal year. Often, there can be changes to one task taking more time than expected. Both FHWA and ODOT understand this reality and allow for tasks to be “slipped” into the next fiscal year to be completed at a later date.

The Regional Transportation Plan (RTP) completion ran further into FY24 than originally expected. In combination with the amount of effort required to complete Task 240, an Electric Fleet Transition Plan for both City of Albany and the Linn Benton Loop, staff are slipping Task 230: Oregon Pop-Up Infrastructure to FY25.

Change Details

Task 230 was created with the intent to build a toolkit for AAMPO jurisdictions to reference best practice in the accomplishment of implementing temporary infrastructure upgrades to the transportation network.

Task 240 was brought to AAMPO in order to assist Albany Transit System (ATS) with creating a grant application ready fleet transition plan in order to secure funds for electric bus and infrastructure purchase .

Task 230: Oregon Pop-Up Infrastructure

This project is to research methods of implementing Pop-Up Infrastructure practically, with consideration of necessary state and federal regulations when applicable to a Pop-Up Infrastructure solution.

Product: Usable implementation strategies for a variety of common uses, as well as identifying member specific interests through the TAC and Policy Board.

Schedule: Task is ongoing throughout the fiscal year

Task 240: Electric Fleet Transition Plan

Albany Transit System is exploring a transition to hybrid and electric vehicles. With increased federal funding available for low or no emission buses, many grants require a transition plan be in place before a transit agency is eligible. This task, in combination with Task 320, will work with Albany Transit and the Linn Benton Loop to develop an electric bus fleet transition plan.

Product: Electric Bus Fleet Transition Plan

Schedule: Q2-Q3

Task	Current Funds	Proposed Funds
230: Oregon Pop-Up Infrastructure	\$20,000	\$2,500
240: Electric Fleet Transition Plan	\$17,000	\$34,500

Notice

AAMPO Staff is proposing to remove \$17,500 from Task 230 to be added to Task 240.



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: March 21, 2024
To: AAMPO Technical Advisory Committee
From: Billy McGregor, AAMPO Staff
Re: AAMPO Unified Planning Work Program (UPWP)

The purpose of this memorandum is to provide an update on revisions to the AAMPO Unified Planning Work Program (UPWP) and highlight differences from SFY'24 (current UPWP year) to SFY'25.

Background on the Process

The AAMPO UPWP has undergone request periods for AAMPO work product recommendations from both the AAMPO TAC (December meeting) and Policy Board (November meeting). It has now been drafted and reviewed with comments received from ODOT and FHWA, and those comments being addressed through a formalized process. An additional review meeting on February 7, 2024 was held with ODOT, FHWA, and FTA partners.

Major Changes

Removal of Section III: AAMPO Accomplishments

This section was seen by staff as largely redundant as the UPWP requires two yearly accomplishment reports to be filed and posted to the AAMPO webpage. They can be found at the following url: AAMPO's SFY24 accomplishments, occurring between July 1, 2023 and June 30, 2024, can be found on the AAMPO webpage at <https://www.ocwcog.org/transportation/aampo/> under the Plans, Projects, Programs, and Pages subsection.

Task Changes

Task 100 Changes:

Task 110, removal of AAMPO attendance at AMPO annual conference. Had not been attended for several years, and perception of conference usefulness has diminished over time.

Task 130, review of Title VI and Public Participation Plans now to be tied into Task 310 CAMPO Collaboration.

Task 140, added "Providing TAC and Policy Board monthly grant opportunity updates when applicable."

Task 200 Changes:

Task 210, increased AAMPO staff time for technical assistance to communities from 20 hours to 40 hours.

Included list of applicable communities "Albany, Jefferson, Millersburg, and Tangent, as well as Benton and Linn counties."

Task 220, minor change to description of RTP monitoring task.

Task 230, change from development of task to continuation of task

Task 240, previous task removed, new task applied.

Task 300 Changes:

Task 310, change task title from "CAMPO Continuing Coordination" to "CAMPO Collaboration." Added task bullet items "Aligning key documents to reduce agency redundancy" and "Continuing to study and work to modernize regionally significant corridors, such as highways 20 and 34."

Task 500 Changes:

Task 510, funding increased dramatically to absorb potential bike/ped count program standup.

Task 510, funding again increased to absorb budget changes from ODOT.

Task 520, task removed.



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

FY24 Budget by Subtask

Task	FY24 Amount	FY23 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$97,460	\$73,000	\$24,460	25%
110: MPO Operation	\$55,000			
120: MPO Administration	\$30,460			
130: Annual Document Review	\$6,000			
140: MPO Education and Training	\$6,000			
TASK 200: Long Range Transportation Planning	\$70,000	\$75,000	(\$5,000)	-7%
210: Technical Assistance to Communities	\$20,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Oregon Pop-Up Infrastructure	\$20,000			
240: Electric Bus Transition Plan	\$17,000			
TASK 300: Inter-Regional Transportation Planning	\$61,461	\$65,000	(\$3,539)	-6%
310: CAMPO Coordination	\$15,000			
320: Local Transit Planning Support	\$21,461			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$25,000	\$22,171	\$2,829	11%
410: MTIP Amendments	\$15,000			
420: 2030 OHAS Set-Aside	\$10,000			
TASK 500: Special Projects	\$5,520	\$269,315	(\$263,795)	
510: Special Project Pool	\$5,520			
520: Hwy 20/34 Corridor Planning Study	-			
TOTAL	\$259,440.61	\$235,171	\$24,270	9%

Note: \$259,440.61 is the SFY24 funding amount provided by ODOT on March 28, 2023



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

SFY25 Budget by Subtask

Task	SFY25 Amount	SFY24 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$105,000	\$97,460	\$7,540	7%
110: MPO Operation	\$60,000			
120: MPO Administration	\$30,000			
130: Annual Document Review	\$7,500			
140: MPO Education and Training	\$7,500			
TASK 200: Long Range Transportation Planning	\$67,160	\$70,000	(\$2,840)	-4%
210: Technical Assistance to Communities	\$35,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Oregon Pop-Up Infrastructure	\$15,000			
240: Regional Count Feasibility Study	\$4,160			
TASK 300: Inter-Regional Transportation Planning	\$75,000	\$61,461	\$13,539	18%
310: CAMPO Collaboration	\$25,000			
320: Local Transit Planning Support	\$25,000			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$20,080	\$25,000	(\$4,920)	-25%
410: MTIP Amendments	\$10,080			
420: 2030 OHAS Set-Aside	\$10,000			
TASK 500: Special Projects	\$90,800	\$5,520	\$85,280	94%
510: Special Project Pool	\$90,800			
	\$358,039.85	\$259,441	\$98,599	28%

Note: \$358,039.85 is the SFY25 funding amount provided by ODOT on February 9, 2024

State Fiscal Year 2025 Unified Planning Work Program (UPWP)

July 1, 2024 – June 30, 2025



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

Adopted XXX 2024

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. 25-XX

**FOR THE PURPOSE OF APPROVING THE SFY 2025 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 SFY 2025, 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 SFY 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Albany Area MPO approves the SFY 2025 Albany Area Unified Planning Work Program and its associated budget.

Dated on this XXX 2024

APPROVED:

TBD, Policy Board Chair
Albany Area MPO

ATTESTED:

Nick Meltzer, Manager
Albany Area MPO

ABOUT THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

Policy Board

Ray Kopczynski (Chair)	City of Albany
Patrick Malone	Benton County
Walt Perry	City of Jefferson
Roger Nyquist	Linn County
John Sullivan	City of Millersburg
Joe Samaniego	City of Tangent
Darrin Lane	Citizens' Representative
Robert Harrison (Vice Chair)	Oregon Department of Transportation

Technical Advisory Committee (TAC)

Chris Cerklewski (Chair)	City of Albany
Gary Stockhoff	Benton County
David Watkins	City of Jefferson
Daineal Malone	Linn County
Janelle Booth	City of Millersburg
Joe Samaniego (Vice Chair)	City of Tangent
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
Oregon Department of Transportation, Regional Transit Coordinator
Department of Environmental Quality (DEQ)
Oregon Division of State Lands (DSL)

AAMPO Staff

Nicholas Meltzer	Transportation Manager
Billy McGregor	Transportation Planner
Ashlyn Muzechenko	Administrative Assistant

Address

Albany Area Metropolitan Planning Organization
1400 SE Queen Ave, Suite 205
Albany, OR 97322
Phone: (541)-924-4548
Fax: (541)-967-4651
www.Albanyareampo.org

This page intentionally left blank

Table of Contents

About The Albany Area Metropolitan Planning Organization	iii
Section I: Introduction	1
Section II: Work Program Overview	2
Section III: Planning Tasks	5
Task 100 – Program Management	5
Task 200 – Long Range Transportation Planning.....	8
Task 300 – Inter-Regional Transportation Planning.....	10
Task 400 – Transportation Programming	12
Task 500 – Special Projects	13
Section IV: Budget summary.....	14
SFY25 Budget by Subtask.....	14
SFY25 Budget by Fund Source	14
SFY25 Expenses	15
Appendix A: AAMPO Planning Area and Inter-regional map.....	16
Appendix B: Other Transportation Planning Activities in the MPO Area	17
Appendix C: Glossary of Acronyms.....	18
Appendix D: FHWA and FTA Joint Planning Emphasis Areas	20
Appendix E: in-Kind Match Overview	22
Appendix F: Summary of Comments	24

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 Metropolitan Transportation Improvement Program (MTIP), 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 6, 2013. This region includes the cities of Jefferson, Millersburg, Albany, and Tangent, and parts of Benton, Linn, and Marion counties.

AAMPO is governed by an eight 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 three-year contract with the Policy Board, provides administrative services, fiscal 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 (23 CFR 450.308), the functions and responsibilities of AAMPO include development of a Regional Transportation Plan (RTP), development of a Metropolitan Transportation Improvement Program (MTIP) 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 State Fiscal Year 2025 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2024 and June 30, 2025.

Any changes following the approval of this UPWP document will be approved via the Technical Advisory Committee and Policy Board review and subsequent re-adoption.

SECTION II: WORK PROGRAM OVERVIEW

Funding Sources and Match Documentation

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. The Infrastructure Investment and Jobs Act (IIJA 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) and 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.

Larger amendments to the UPWP may necessitate Policy Board approval of an updated UPWP as well as multiple MTIP and Statewide Transportation Improvement Plan (STIP) amendments. For example, a MTIP/STIP amendment may be needed to update the amount of planning funds the MPO receives under the MPO's annual work plan project, an additional amendment may then be needed to allocate those new funds to a specific project included in the MTIP/STIP. Depending on the amount of funds and degree of change, proposed amendments to the UPWP, STIP, and MTIP may require public comment periods as directed by the AAMPO Policy Board. AAMPO's MTIP revision policy is posted on the AAMPO website, under the Transportation Improvement Program tab: <https://www.ocwcog.org/transportation/aampo/aampo-plans-programs/>.

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: <https://www.ocwcog.org/wp-content/uploads/2022/02/AAMPO-Public-Participation-Plan-Approved-1.26.2022.pdf> 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 14-day comment period, from **April 12 – April 26** 2024, prior to a decision by the Policy Board to adopt the UPWP
- Providing public comment opportunities at all monthly 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

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, Greenhouse Gas (GHG) Emissions, and Freight Movement/Reliability. Neither of the Congestion Mitigation and Air Quality (CMAQ) measures apply as the Albany region is in attainment.

All Interstate sections and portions of the National Highway System (NHS) within the planning area are owned and maintained by the Oregon Department of Transportation. This fact, coupled with the limited staff capacity of a small MPO, led AAMPO to adopt the state targets for Safety, Pavement/Bridge Condition, NHS Performance and Freight Reliability. While AAMPO does not have direct jurisdiction over any infrastructure, the Safety and Transit performance measures apply to all public roads.

Safety

The AAMPO encourages the safe travel of all modes of transportation through emphasizing the preservation and upgrading of existing infrastructure, prior to constructing any new infrastructure. This is reflected in their Surface Transportation Block Grant Program (STBG) project selection, which consists of predominantly resurfacing projects. Resurfacing often presents opportunities to expand shoulders for bike lanes, improve crosswalks, and reduce the maintenance need of transit vehicles. AAMPO supports the safety of the traveling public through this approach. Furthermore, the City of Albany in combination with the Oregon Department of Transportation are working to upgrade multiple signals, which will increase safety for all modes through modern technology.

Transit

AAMPO staff wrote the Public Transit Agency Safety Plan (PTASP) for Albany Transit System (ATS), as well as the Linn Benton Loop, which is operated by ATS. In this sense, staff are intimately familiar with the transit performance measures and have incorporated into our work plan the annual updating of the document.

Summary

The following table provides a summary of ODOT and AAMPO’s adopted performance measures. ODOT’s adopted FHWA performance management areas, measures, and targets for Oregon DOT can be found at: <https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20Targets.pdf>

Performance Measure Adherence	Current Status	Next Update
Transportation Safety	Supported ODOT’s Measures, January 2018	2026*
Bridge and Pavement	Supported ODOT’s Measures, November 2018	2026*
Transportation System	Supported ODOT’s Measures, November 2018	2026*
Transit Performance Measures	PTASP Adopted August 2020, updated early 2022	June 2024
Greenhouse Gas (GHG) Emissions	New supported ODOT measures	August 2024

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

Status of AAMPO and Regional Transportation Documents

Key Documents	Current Status	Next Update
AAMPO Regional Transportation Plan (RTP)	Adopted November 2023	May 2028*
SFY 2024-2027 Metropolitan Transportation Improvement Program (MTIP)	Adopted June 2023	June 2026
SFY26 Unified Planning Work Program	Adoption scheduled for April 2024	January 2025
Title VI and Environmental Justice Plan	Updated and approved in April 2020	Winter 2024**
Public Participation Plan	Updated in 2022	Winter 2024**
Other Documents	Current Status	Next Update
Benton County Transportation System Plan	Adopted March 2019	TBD
Bicycle & Pedestrian Plan	Adopted April 22, 2023	TBD
Linn County Transportation System Plan	Adopted in 2018	TBD
Albany Transportation System Plan	Adopted February 2010	In Progress
Albany Transit Development Plan	Approved May 2018	TBD
Jefferson Transportation System Plan	Approved in June 2022	TBD
Tangent Transportation System Plan	Adopted in 2010	In progress
Millersburg Transportation System Plan	Adopted December 2016	In Progress

*2027, AAMPO and Corvallis Area MPO (CAMPO) as of this document are planning to adopt a unified RTP

**AAMPO and CAMPO are intending to adopt unified plans

Annual and Semiannual Reporting

AAMPO’s SFY24 accomplishments, occurring between July 1, 2023 and June 30, 2024, can be found on the AAMPO webpage at <https://www.ocwcog.org/transportation/aampo/> under the Plans, Projects, Programs, and Pages subsection.

SECTION III: 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
 - Technical trainings offered by OSU and other state entities as available
 - Attend City of Albany Transportation Advisory Commission meetings
 - Attend Oregon American Planning Association meetings
- 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
- Participating in the Oregon Modeling Statewide Collaborative (OMSC), helping to guide the Oregon Modeling Improvement Program
- Participating on the Oregon Metropolitan Planning Organization Consortium (OMPOC), a forum for Oregon’s MPOs to address common needs, issues and solutions to transportation and land use challenges facing Oregon’s metropolitan regions and surrounding area
- 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

Product: *Regular meetings of the MPO Policy Board and Technical Advisory Committee and an AAMPO presence at regional and state meetings*

Schedule: *Task is ongoing throughout 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 submitting semi-annual and annual reports to ODOT. Semi-annual reports are submitted by January 15th, annual reports are submitted by July 30th
- Preparing the agency's financial audit
- Upkeep and maintenance of the agency's website, including adding all MPO designation documents. Consider updating website to more accessible version
- Attending organizational and personnel-related meetings
- Creation and maintenance of an MPO continuity of operations binder

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 throughout the fiscal year*

130 – Annual Document Review

This 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 in conjunction with Task 310
- Reviewing the Public Participation Plan in conjunction with Task 310, and updating to include enough specificity that members of the public can clearly know the duration of comment periods for each MPO document or change, and how to best access the information
- Developing the SFY26 Unified Planning Work Program and budget, and subsequent approval
- Amending the SFY25 Unified Planning Work Program as needed

Product: *An SFY26 UPWP that outlines the work program and budget for the coming year. Amendments to required federal planning documents as needed*

Schedule: *Task is ongoing throughout the fiscal year*

140 – MPO Education and Training

This task is intended to educate and inform newly appointed Policy Board members and members of the public about the role MPOs have in coordinating regional transportation planning. Additional trainings on principles of transportation planning will also be considered. Materials will include the following:

- What is an MPO
- MPO's role in transportation planning
- Transportation planning principles, including education on the Corvallis Albany Lebanon Model by TPAU when requested
- Walking, bicycling, and transit tours of the AAMPO planning area
- Providing TAC and Policy Board monthly grant opportunity updates when applicable
- Transportation oriented speaker series (may be done in conjunction with CAMPO and local

jurisdictions)

Product: Educate new MPO members and the public as requested

Schedule: Task is ongoing throughout the fiscal year

TASK 100: PROGRAM MANAGEMENT	
Task Component	SFY25
110: MPO Operation	\$60,000
120: MPO Administration	\$30,000
130: Annual Document Review	\$7,500
140: MPO Education and Training	\$7,500
Total	\$105,000

DRAFT

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: Technical Assistance to Communities

AAMPO is continually working to better serve the communities of Albany, Jefferson, Millersburg, and Tangent, as well as Benton and Linn counties. Understanding that many cities are understaffed and/or overworked, the MPO proposes 40 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

Product: 240 hours of staff time to AAMPO members. A summary of tasks completed presented to the Technical Advisory Committee and Policy Board

Schedule: Task is ongoing throughout the fiscal year

Task 220: AAMPO RTP Performance Monitoring

The purpose of this work item is to continue placing staff effort on RTP implementation including dissemination of information about the plan and pursuit of project funding. Regular performance monitoring will also be performed as part of this work task. One aspect of this task could include a “Transportation Project Tracker,” which captures local and regional infrastructure improvements on a year by year basis, to share with the public as well as the policy board.

Product: Development of high-level overview document summarizing the AAMPO RTP for elected officials and general public, progress funding projects listed in RTP, amendments to RTP as needed, ongoing performance monitoring and reporting

Schedule: Task is ongoing throughout the fiscal year

Task 230: Oregon Pop-Up Infrastructure

Using and expanding on planning research completed for the SFY24 UPWP, continue refining local methodology.

- In combination with Task 210, provide education and implementation assistance to communities
- Work with TAC and partner jurisdictions to identify potential project locations

Product: Usable implementation strategies for a variety of common uses, as well as identifying member specific interests through the TAC and Policy Board

Schedule: Task is ongoing throughout the fiscal year

Task 240: Regional Count Feasibility Study

Investigate methods and best practices for performing traffic counts within the AAMPO region, potentially including cross-MPO work with Corvallis Area MPO (CAMPO). Current direction for the task is to focus on bicycle and pedestrian counts along paths and corridors that will be identified during the study.

Product: Regional traffic count methodology

Schedule: Q2-Q3 of SFY 2025

TASK 200: LONG RANGE TRANSPORTATION PLANNING	
Task Component	SFY25
210: Technical Assistance to Communities	\$35,000
220: AAMPO RTP Performance Monitoring	\$13,000
230: Oregon Pop-Up Infrastructure	\$15,000
240: Regional Count Feasibility Study	\$4,160
Total	\$67,160

DRAFT

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. This task recognizes the interrelated transportation needs of both AAMPO and the Corvallis Area MPO and sets aside funds to work on projects affecting both MPOs as well as the greater region. This task is funded through a combination of PL and 5303 Funds.

Task 310 – CAMPO Collaboration

As the greater Albany-Corvallis region grows in both population and employment, there will be increased stress on the major commuter routes throughout the region. This task allocates money towards collaboration with the Corvallis Area MPO (CAMPO) to address regional travel demand and alignment of programs. These specific tasks include, but are not limited to:

- Hosting joint TAC and Policy Board meetings
- Aligning key documents to reduce agency redundancy
- Planning for regional freight connections and subsequent improvements
- Exploring funding opportunities for local transportation project implementation
- Continuing to study and work to modernize regionally significant corridors, such as highways 20 and 34

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 – Local Transit Planning Support

As increased funding for transit leads to expansion of Albany Transit System, AAMPO provides support for ongoing planning activities, including service design and service analysis. With the design of the Transit Operations Facility (TOF) which will support both Albany Transit and Linn Benton Loop, increased collaboration is expected. With transitions to electric fleets, Albany Transit is also in need of an electric bus fleet transition plan, which will be completed under this task. In SFY21, 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.

Products: Technical assistance as needed to Albany Transit System. 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: Linn-Benton Loop Support

The purpose of this task item is to capture CAMPO staffing support for the Linn-Benton Loop Governing Board and Technical Advisory Committee (TAC). Additional aspects include serving on the Loop TAC and as the liaison between the CAMPO Policy Board and Linn-Benton transit service. CAMPO will continue to assist in the implementation of the Linn-Benton Loop Service Development Plan.

Product: Staffing support and technical assistance to the Linn-Benton Loop; information dissemination from state and federal partners

Schedule: Task is ongoing throughout the fiscal year

Task 340: Travel Model Coordination

This task is focused on the regional travel demand model and data collection, analysis and development. An up-to-date travel demand model is useful for both MPO led and non-MPO led plans and projects (e.g. corridor studies, capital projects, land use planning studies and land use developments). AAMPO staff will continue to work with ODOT’s Transportation Planning and Analysis Unit (TPAU) to refine the Corvallis Albany Lebanon Model (CALM), used by both AAMPO and CAMPO.

This task also includes work related to the Oregon Household Activity Survey (OHAS). The OHAS is a periodic statewide effort, led by the Oregon Modeling Statewide Collaborative (OMSC), to capture demographic and travel behavior of Oregon residents. This data is used to update travel demand models and answer other transportation related questions. AAMPO is involved in the OHAS effort though the MPO’s commitment to provide funding (Task 420: OHAS Set Aside) as well as attendance at OMSC and OHAS meetings, providing input and feedback on the OHAS effort.

Product: Up to date regional travel demand model, active participation in OHAS effort

Schedule: Task is ongoing throughout the fiscal year

TASK 300: INTER-REGIONAL TRANSPORTATION PLANNING	
Task Component	SFY25
310: CAMPO Collaboration	\$25,000
320: Local Transit Planning Support	\$25,000
330: Linn-Benton Loop Support	\$15,000
340: Travel Model Coordination	\$10,000
Total	\$75,000

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 SFY21-24 and SFY24-27 MTIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT.

Product: *Up-to-date SFY21-24 and SFY24-27 MTIP document*

Schedule: *Task is ongoing throughout the fiscal year*

Task 420 – 2030 Oregon Household Activity Survey (OHAS) Funding Set-Aside

AAMPO is expected to participate in the 2030 Oregon Household Activity Survey, the MPO anticipates the following data collection costs, although TPAU indicates that no approach has been as yet determined. The OHAS is necessary to develop data that feeds the Corvallis-Albany-Lebanon Model (CALM). These regional models are a required part of long range planning for MPOs. Setting aside money now for the survey in 10 years will allow AAMPO to offset the costs without using STBG funds member agencies need for construction projects. Annually, \$10,000 will be set aside, for a total of \$80,000 over 8 years. This money will be held in an account by ODOT through a memorandum of understanding.

Product: *Starting in SFY 24 and continuing to SFY32, A total of \$80,000 to contribute to the 2030 OHAS*

Schedule: *Ongoing for this fiscal year and into the future*

TASK 400: TRANSPORTATION PROGRAMMING	
Task Component	SFY25
410: MTIP Amendments	\$10,080
420: 2030 OHAS Set-Aside	\$10,000
Total	\$20,080

Task 500 – Special Projects

This task focuses on special projects that are of interest to the MPO and broader transportation organizations. Task 500 is created for the explicit purpose to capture one time projects that are not re-occurring to AAMPO year to year.

Task 510: Special Project Pool

AAMPO created this special project pool task to enable the MPO to pursue projects of interest as such opportunities arise. Project will require support of the AAMPO Technical Advisory Committee and Policy Board.

Product: Product is dependent on the projects pursued and interests of the AAMPO TAC and Policy Board

Schedule: Schedule is dependent on project pursued

TASK 500: Special Projects	
Task Component	SFY25
510: Special Project Pool	\$90,800
Total	\$90,800

SECTION IV: BUDGET SUMMARY

The following budget tables detail the planned activities for State Fiscal Year 2024-2025. In addition, a breakdown of expenses and funding sources is provided.

SFY25 Budget by Subtask

Task	SFY25 Amount	SFY24 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$105,000	\$97,460	\$7,540	7%
110: MPO Operation	\$60,000			
120: MPO Administration	\$30,000			
130: Annual Document Review	\$7,500			
140: MPO Education and Training	\$7,500			
TASK 200: Long Range Transportation Planning	\$67,160	\$70,000	(\$2,840)	-4%
210: Technical Assistance to Communities	\$35,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Oregon Pop-Up Infrastructure	\$15,000			
240: Regional Count Feasibility Study	\$4,160			
TASK 300: Inter-Regional Transportation Planning	\$75,000	\$61,461	\$13,539	18%
310: CAMPO Collaboration	\$25,000			
320: Local Transit Planning Support	\$25,000			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$20,080	\$25,000	(\$4,920)	-25%
410: MTIP Amendments	\$10,080			
420: 2030 OHAS Set-Aside	\$10,000			
TASK 500: Special Projects	\$90,800	\$5,520	\$85,280	94%
510: Special Project Pool	\$90,800			
TOTAL	\$358,039.85	\$259,441	\$98,599	28%

Note: \$358,039.85 is the SFY25 funding amount provided by ODOT on February 9, 2024

SFY25 Budget by Fund Source

The Infrastructure and Investment Jobs Act (IIJA) created a new requirement that 2.5% of planning funds must be spent towards creating safe and accessible transportation options. This set aside must be clearly identified in metropolitan work plans. These funds are labeled in the table below under Safe and Accessible Transportation Options, or SATO. These funds do not require a local match.

Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303/SATO Funds	PL Match Funds (10.27% from ODOT)	Local Match (5303/SATO) (Funds and In-kind)
Task 100: Program Management	\$105,000	\$94,217	\$0	\$10,784	\$0
Task 200: Long Range Transportation Planning	\$63,000	\$56,530	\$0	\$6,470	\$0
*Task 240: Regional Count Feasibility Study	\$4,160		\$4,160		\$0
Task 300: Inter-Regional Transportation Planning	\$75,000	\$0	\$67,298	\$0	\$7,703
Task 400: Transportation Programming	\$20,080	\$18,018	\$0	\$2,062	\$0
Task 500: Special Projects	\$90,800	\$0	\$81,475	\$0	\$9,325
Total SFY25 Budget*	\$358,039.85	\$168,764.26	\$152,932.07	\$19,315.83	\$17,027.69

*Totals are provided by ODOT, AAMPO is unable to anticipate costs to the cent

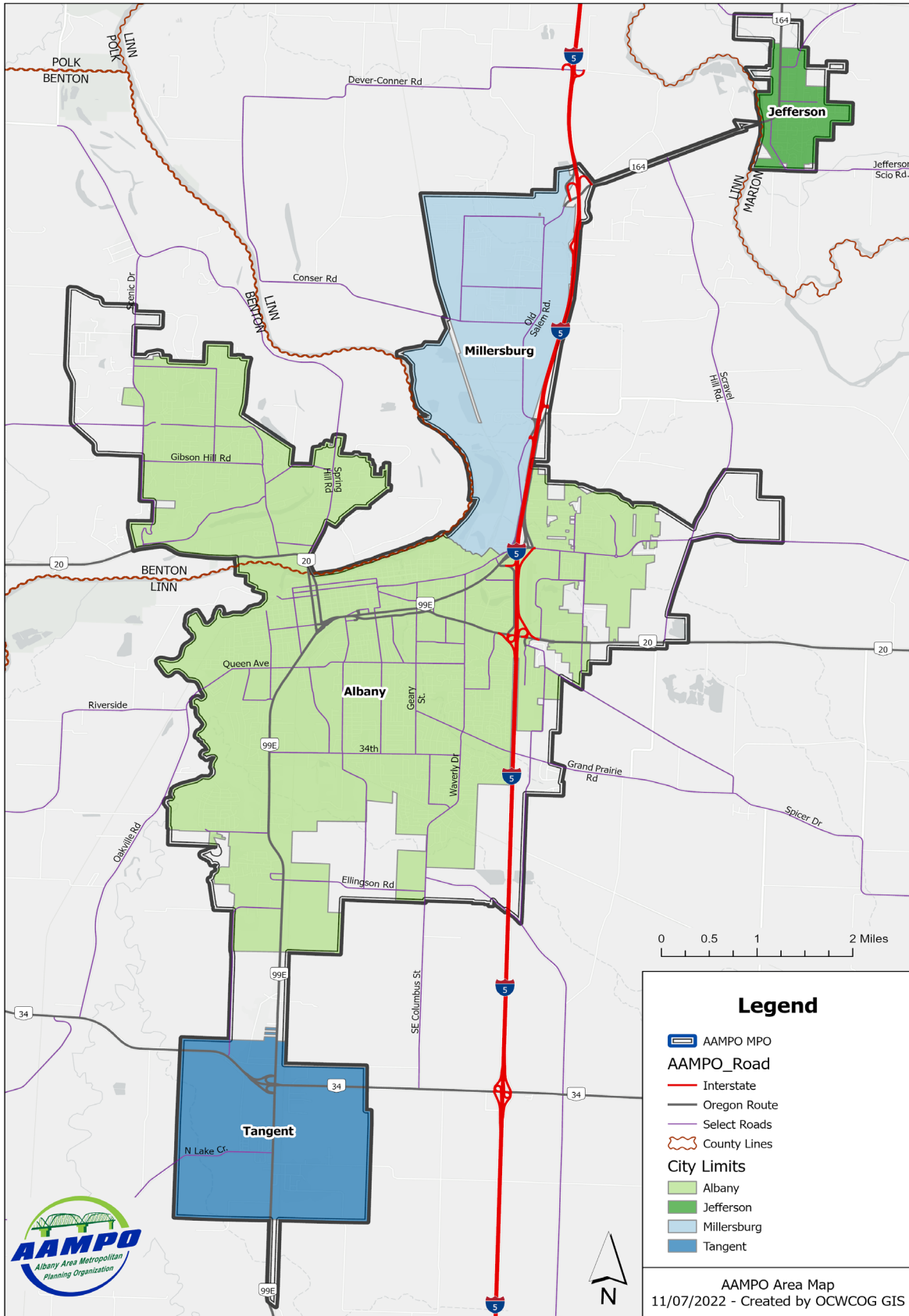
SFY25 Expenses

Cost	Amount	Percent of Total Budget
AAMPO Staff Payroll Expenses	\$202,177	56%
AAMPO Non-Payroll Expenses	\$65,063	18%
Advertising	\$1,000	
Board/Comm/Meeting Expense	\$1,000	
Contract Expense (OCWCOG & External)	\$10,000	
Copying	\$500	
Dues and Memberships	\$1,000	
Legal Expenses	\$1,000	
Licenses and Fees	\$2,000	
Maintenance and Repair	\$1,000	
Overhead and Administration	\$32,612	
Postage	\$500	
Printing	\$500	
Rent	\$6,451	
Supplies	\$500	
Telephone	\$1,000	
Training	\$4,000	
Travel	\$2,000	
Special Project Pool	\$90,800	25%
Total*	\$358,039.85	100%

*Contracted task support includes part time work from the COG Transportation Planner as well as technical assistance from external contractors. The special projects pool can be payroll, material or contract expense, and will be approved by the Policy Board prior to expenditure.

*Totals are provided by ODOT, AAMPO is unable to anticipate costs to the cent

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. Tangent TSP. Awarded via TGM in 2022, expected to begin in calendar year 2024.
2. Millersburg TSP Update. Update funded via state Climate Friendly and Equitable Communities (CFEC) rules, expected to begin in calendar year 2024.
3. Albany TSP Update. Update funded via state CFEC rules, process is currently underway.

DRAFT

APPENDIX C: GLOSSARY OF ACRONYMS

ATS	Albany Transit System
AAMPO	Albany Area Metropolitan Planning Organization
CED	Community and Economic Development Department of OCWCOG
COG	Council of Governments
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
IIJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation System
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Program
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
OSU	Oregon State University
PEA	Planning Emphasis Areas
PL Fund	Planning 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
SATO	Safe and Accessible Transportation Options
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
STF	Strategic Highway Research Program
STIP	Special Transportation Fund
STBG(P)	Statewide Transportation Improvement Program
TAC	Surface Transportation Block Grant Program
TDP	Technical Advisory Committee
TGM	Transit Development Plan
TIP	Transportation Growth Management
TPAU	Transportation Improvement Program
TSP	Transportation and Planning Analysis Unit of ODOT
	Transportation System Plan

UPWP
USC
USDOT

Unified Planning Work Program
United States Code
United States Department of Transportation

DRAFT

APPENDIX D: FHWA AND FTA JOINT PLANNING EMPHASIS AREAS

FHWA and FTA issued new, joint Planning Emphasis Areas (PEAs) in December 2021. These updated Planning Emphasis Areas are intended to be used by metropolitan planning organizations, state departments of transportation, transit agencies, and federal land management agencies in their Unified Planning Work Programs and State Planning and Research Work Programs. The link below provide additional information about the new PEAs.

<https://www.transit.dot.gov/regulations-and-programs/transportation-planning/2021-planning-emphasis-areas>

Task	Tackling the Climate Crisis	Equity and Justice 40	Complete Streets	Public Involvement
TASK 100: Program Management				
110: MPO Operation				
120: MPO Administration	X			X
130: Annual Document Review				X
140: MPO Education and Training		X	X	X
TASK 200: Long Range Transportation Planning				
210: Technical Assistance to Communities				
220: AAMPO RTP Performance Monitoring	X	X	X	
230: Oregon Pop-Up Infrastructure	X	X	X	X
240: Regional Count Feasibility Study	X		X	
TASK 300: Inter-Regional Transportation Planning				
310: CAMPO Coordination				
320: Local Transit Planning Support	X	X		
330: Linn-Benton Loop Support	X	X		
340: Travel Model Coordination				
TASK 400: Transportation Programming				
410: MTIP Amendments				X
420: 2030 OHAS Set-Aside				
TASK 500: Special Projects (new task in SFY23)				
510: Special Project Pool				

Task	Strategic Highway Network	Federal Land Management Agency Coordination	Planning and Environment Linkages	Data in Transportation Planning
TASK 100: Program Management				
110: MPO Operation	X	X	X	
120: MPO Administration		X	X	
130: Annual Document Review				X
140: MPO Education and Training			X	X
TASK 200: Long Range Transportation Planning				
210: Technical Assistance to Communities	X			X
220: AAMPO RTP Performance Monitoring	X		X	X
230: Oregon Pop-Up Infrastructure			X	
240: Regional Count Feasibility Study			X	X
TASK 300: Inter-Regional Transportation Planning				
310: CAMPO Coordination	X			
320: Local Transit Planning Support			X	X
330: Linn-Benton Loop Support			X	X
340: Travel Model Coordination				X
TASK 400: Transportation Programming				
410: MTIP Amendments				X
420: 2030 OHAS Set-Aside				
TASK 500: Special Projects (new task in SFY23)				
510: Special Project Pool				

APPENDIX E: IN-KIND MATCH OVERVIEW

The purpose of this appendix is to outline in-kind match funding as shown in the State Fiscal Year (SFY) 2024 Albany Area MPO Unified Planning Work Program (UPWP). The Albany Area MPO Unified Planning Work Program (UPWP) show the details for the tasks one through five as listed below in the “SFY25 Budget by Fund Source” table. This table is also included in Section V of the UPWP above.

SFY25 Budget by Fund Source

Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303/SATO Funds	PL Match Funds (10.27% from ODOT)	Local Match (5303/SATO) (Funds and In-kind)
Task 100: Program Management	\$105,000	\$94,217	\$0	\$10,784	\$0
Task 200: Long Range Transportation Planning	\$63,000	\$56,530	\$0	\$6,470	\$0
*Task 240: Regional Count Feasibility Study	\$4,160		\$4,160		\$0
Task 300: Inter-Regional Transportation Planning	\$75,000	\$0	\$67,298	\$0	\$7,703
Task 400: Transportation Programming	\$20,080	\$18,018	\$0	\$2,062	\$0
Task 500: Special Projects	\$90,800	\$0	\$81,475	\$0	\$9,325
Total SFY25 Budget*	\$358,039.85	\$168,764.26	\$152,932.07	\$19,315.83	\$17,027.69

The following sections provide additional detail on in-kind match by source.

AAMPO Technical Advisory Committee Meetings

- 9 TAC meetings at 1.5 hours per meeting
- \$100/hour loaded rate per staff person
- \$32.37/hour for elected official volunteer time
- Total: \$7,187

AAMPO TAC MEETINGS		
Jurisdiction	Loaded rate/hour	Rate for nine 1.5-hour TAC meeting
Albany	\$100	\$1,350
Millersburg	\$100	\$1,350
Jefferson	\$32 (elected official)	\$437
Tangent	\$100	\$1,350
Benton County	\$100	\$1,350
Linn County	\$100	\$1,350
Total		\$7,187

AAMPO Policy Board Meetings

- 9 Policy Board meetings at 1.5 hours per meeting
- \$32.37/hour for elected official volunteer time
- Total: \$2,622

AAMPO POLICY BOARD MEETING		
Jurisdiction	Volunteer rate/hour	Rate for nine 1.5-hour Policy Board meetings
Albany	\$32	\$437
Millersburg	\$32	\$437
Jefferson	\$32	\$437
Tangent	\$32	\$437
Benton County	\$32	\$437
Linn County (paid)	-	-
Citizens' Representative	\$32	\$437
Total		\$2,622

Other In-Kind Sources

Albany Transit Match

Provided quarterly by Albany Transit System Business Manager. Includes meetings, document review, and other tasks. Total of \$4,000

Overall In-Kind Breakdown

Item	Amount
9 TAC Meetings	\$7,187
9 Policy Board Meetings	\$2,622
Albany Transit Match	\$4,000
Total	\$13,809
In-kind match need for SFY 2025	\$12,987

APPENDIX F: SUMMARY OF COMMENTS

See comment tracker following this page

DRAFT

GREENHOUSE GAS PERFORMANCE TARGETS

Albany Metro Area

OVERVIEW

As part of the Climate-Friendly and Equitable Communities (CFEC) program, local governments within metropolitan areas that do not have an approved land use and transportation scenario plan are required to track progress on actions taken to meet the state's greenhouse gas reduction targets. The program requires local governments to report on a specified set of performance measures and develop future targets. The performance measures and targets reflect a regional pathway with local actions necessary to achieve Oregon's greenhouse gas reduction goals.

Local governments will set numerical targets for performance measures related to:

- Compact Mixed-Use Development;
- Active Transportation;
- Transportation Options;
- Transit;
- Parking Costs and Management; and
- Transportation System

Targets must be set at levels reasonably likely to achieve the Oregon Statewide Transportation Strategy (STS) and the metropolitan Greenhouse Gas Reduction Target. Individual jurisdictions will be responsible for tracking towards their share of the regional target. Targets that cannot be calibrated against the STS will be set through local goals.

The Oregon Department of Transportation (ODOT) is supporting local governments to conduct this exercise through a consultant team led by Parametrix. No application or local match is required outside of staff time to engage in the process. The project team will work with participating jurisdictions to develop a methodology, baseline information, and target setting for performance measures and target requirements established in OAR 660-012-0905 and 0910.

PROJECT OBJECTIVES



IDENTIFY PERFORMANCE TARGETS



DEVELOP THE METHODOLOGY FOR PERFORMANCE MEASUREMENT



DEVELOP BASELINE INFORMATION, FUTURE TARGETS, AND FINAL REPORT TEMPLATE FOR EACH LOCAL GOVERNMENT

PRODUCTS

- A clear method to consistently calculate performance metrics
- Report documenting process and procedures
- Documentation of targets and associated data for participating jurisdictions
- Report for each jurisdiction including performance measure progress, policy actions, corrective actions, and performance measure metadata

PROPOSED TIMELINE

REGIONAL KICKOFF	March 2024
MEASURE AND TARGET SETTING	March to May 2024
PERFORMANCE MEASURE REPORTING DOCUMENTATION	May to June 2024

APPROACH

Consultant will develop a methodology and approach to target setting for each required performance measure and provide a template for initial reporting. Local governments will coordinate with ODOT and DLCD to set measures and targets, and to develop reporting documentation.

REGIONAL KICKOFF

- Review process and schedule
- Discuss steps for developing performance measures and targets
- Preview data requests

MEASURE AND TARGET SETTING

- Review performance measures and proposed target methodologies
- Review data needs to support measure development and reporting
- Discuss gaps between STS and adopted local plans
- Approve baseline targets and develop measures

REPORTING DOCUMENTATION

- Review performance targets and associated data
- Develop reporting documentation for incorporating into Transportation Plans or for major reports required in OAR 660-012-0900

SCHEDULE

EVENT	DESCRIPTION
REGIONAL MEETING #1: KICKOFF	<ul style="list-style-type: none"> • Review process and schedule • Discuss steps for developing targets • Review schedule • Preview data requests
REGIONAL MEETING #2: MEASURE AND TARGET SETTING	<ul style="list-style-type: none"> • Review performance measures and proposed methods • Discuss gaps between existing plans and STS • Discuss next steps for data coordination, performance measure development
ONE ON ONE MEETINGS WITH EACH JURISDICTION: MEASURE AND TARGET SETTING	<ul style="list-style-type: none"> • Data needs to support measures • Provide further feedback
TARGET REPORTING REVIEW: REPORTING DOCUMENTATION	<ul style="list-style-type: none"> • Review and comment on draft target reporting
REGIONAL MEETING #3: REPORTING DOCUMENTATION	<ul style="list-style-type: none"> • Final meeting to confirm any changes to report or methodology

To the extent possible, the targets will be derived from the Statewide Transportation Strategy Vision scenario, as modeled with VisionEval. Targets that do not have a direct relationship to VisionEval parameters or assumptions will be derived from local plans and policies, or the team may collaborate with jurisdictional staff to set the appropriate targets.

FOR MORE INFORMATION, CONTACT:

Brian Hurley, ODOT
brian.j.hurley@odot.oregon.gov

Cody Meyer, DLCD
cody.meyer@dlcd.oregon.gov

CFEC Greenhouse Gas Performance Targets

Overview

The Climate Friendly and Equitable Communities (CFEC) program requires local jurisdictions within metropolitan areas that do not have an approved land use and transportation scenario plan to adopt local performance measures and targets to track progress towards the Metropolitan Greenhouse Gas Reduction Targets in OAR 660-044-0025. The performance measures and targets are intended to reflect the regional path and local actions necessary to help achieve the Metropolitan Greenhouse Gas Reduction Targets associated with the Oregon Statewide Transportation Strategy (STS).

The requirements include developing performance measures outlined in OAR 660-012-0905, and associated targets according to OAR 660-012-0910 for tracking jurisdiction level progress towards achieving the Greenhouse Gas Reduction Target. The targets will be based on the Oregon Statewide Transportation Strategy (STS) and must be set at levels that are reasonably likely to achieve the Metropolitan Greenhouse Gas Reduction Target. Performance targets will be set at a jurisdictional level, and jurisdictions will be responsible for tracking progress towards their share of the regional target. These performance measures and targets will be adopted in local transportation system plans and in the Major Report according to OAR 660-012-900 required in years the Regional Transportation Plan is updated. Reporting will include performance measure progress, policy actions, corrective actions, and performance measure metadata.

ODOT and DLCDC will assist impacted jurisdictions in the metropolitan areas of Albany, Bend, Corvallis, Grants Pass, and Rogue Valley to develop a methodology, baseline information, and reporting for the CFEC performance measures and targets. This includes coordinating the with cities and counties in setting targets, developing the CFEC performance measures, and initial documentation for reporting in Transportation System Plan updates or the Major Report. Jurisdictions with populations under 10,000 in the Urban Growth Boundary may be eligible to apply for an exemption.

Approach and Key Steps

ODOT and DLCDC will provide consultant support to develop a methodology and approach to target setting for each required performance measure and provide a template for initial reporting. Local jurisdictions will coordinate with ODOT and DLCDC to set measures and targets, and to develop reporting documentation. No application or local match is required outside of staff time to engage in the process. The targets will be derived from the Statewide Transportation Strategy, as modeled with the statewide VisionEval tool. Targets that do not have a direct relationship to VisionEval parameters will be derived from local plans and policies, or the team may collaborate with jurisdictional staff to set the appropriate targets.

Regional Kickoff

- Review process and schedule
- Discuss steps for developing measures and targets
- Preview data requests

Measure and Target Setting

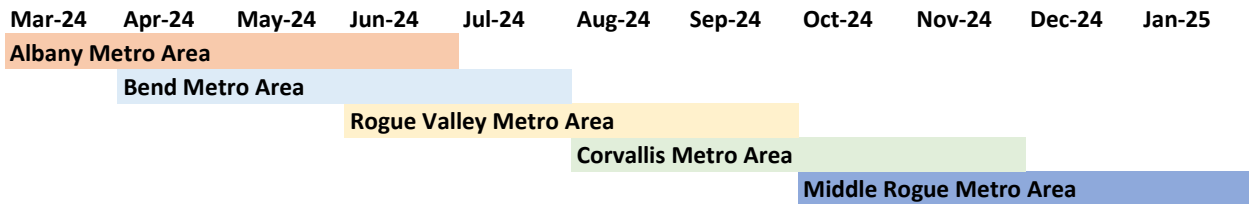
- Review CFEC performance measures and proposed target methodologies
- Review data needs to support measure development and reporting
- Discuss gaps between Statewide Transportation Strategy and adopted local plans
- Set baseline targets and develop measures

Reporting Documentation

- Review performance measures information and associated data
- Develop reporting documentation for incorporating into Transportation Plans or Major Reports

Timing

ODOT and DLCD have developed a proposed sequencing to support scheduled TSP updates. It is estimated that the work will take approximately 4-6 months to complete for each region.



Required CFEC Local Performance Measures (OAR 660-012-0905)

Compact mixed-use development	<ul style="list-style-type: none"> Number of publicly supported affordable housing units in climate-friendly areas (CFAs). Number of existing and permitted dwelling units in CFAs and percentage of existing and permitted dwelling units in CFAs relative to total number of existing and permitted dwelling units in the jurisdiction. Share of retail and service jobs in CFAs relative to retail and service jobs in the jurisdiction.
Active Transportation	<ul style="list-style-type: none"> Percentage of collector and arterials streets in CFAs and underserved population neighborhoods with bicycle and pedestrian facilities with level of traffic stress 1 or 2. Percentage of collector and arterial roadways in CFAs and underserved population neighborhoods with safe and convenient marked pedestrian crossings. Percentage of transit stops with safe pedestrian crossings within 100 feet.
Transportation Options	<ul style="list-style-type: none"> Number of employees covered by an Employee Commute Options program. Number of households engaged with Transportation Options activities. Percent of all Transportation Options activities that were focused on underserved population communities.
Transit	<ul style="list-style-type: none"> Share of households within one-half mile of a priority transit corridor. Share of low-income households within one-half mile of a priority transit corridor. Share of key destinations within one-half mile of a priority transit corridor.
Parking Costs and Management	<ul style="list-style-type: none"> Average daily public parking fees in CFAs.
Transportation System	<ul style="list-style-type: none"> Vehicle-miles traveled per capita. Percentage of jurisdiction transportation budget spent in CFAs and underserved population neighborhoods. Share of investments that support modes of transportation with low pollution.

For more information contact:

Brian Hurley ODOT brian.j.hurley@odot.oregon.gov and Cody Meyer DLCD cody.meyer@dlcd.oregon.gov

