



Albany Area Metropolitan Planning Organization

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

Policy Board Meeting
Wednesday, April 24, 2024
2:30 pm to 4:30 pm

HYBRID MEETING: IN PERSON AT THE ALBANY ABC CONFERENCE ROOM

1400 Queen Ave, SE Albany, Oregon 97322; Downstairs Conference Room

OR

Via Teams by Clicking [HERE](#)

Meeting ID: 234 386 466 633

Passcode: SubiQg

Mobile One Click Number

[+1 872 242 8088](tel:+18722428088)

Phone Conference ID: 983 687 329#

Contact: Billy McGregor, bmcgregor@ocwcog.org

AGENDA

1)	2:30	Call to Order, Agenda Review, and Roll Call	Chair, Ray Kopczynski
2)	2:35	Public Comments	Chair
3)	2:45	Approve minutes of January 24, 2024, Meeting (Attachment A) <i>ACTION: Decision on minutes</i>	Chair
4)	2:50	TIP Amendments (Attachment B) Amendments to projects 21862 & 21175 of the STIP. Needs approval or recommendation for additional public outreach. <i>Action: Approval Decision</i>	Staff, McGregor
5)	3:00	TIP Amendment Notice (Attachment C) Amendments approved by the AAMPO Technical Advisory Committee (TAC) for notice to the Policy Board. <i>Action: Informational</i>	Staff, McGregor
6)	3:00	FAUB - MPA Boundary Adjustments View the proposed FAUB boundary map here: https://experience.arcgis.com/experience/a7c266e96058473d9e8423c7789f66e7/ <i>Action: Adopting a Metropolitan Planning Area boundary that coincides with the Federal Urban Aid Boundary</i>	Staff, McGregor

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Ashlyn Muzechenko at least 48 hours prior to the meeting. Ashlyn can be reached at amuzechenko@ocwcog.org.

7)	3:10	UPWP'24 Funding Shift (Attachment D) Notice of AAMPO staff moving funds between tasks. <i>Action: Informational</i>	Staff, McGregor
8)	3:15	Unified Planning Work Program (UPWP) Changes (Attachment E1 & E2) Review changes in UPWP from SFY'24 to SFY'25. Summary provided, as well as UPWP draft. <i>Action: Consent to changes, Approval</i>	Staff, McGregor
9)	3:45	Jurisdictional Updates/Other Business <ul style="list-style-type: none"> • Staff Updates • Albany • Benton County • Jefferson • Linn County • Millersburg • Tangent • ODOT 	All
10)	4:30	Adjournment Next Meeting: Wednesday, May 22, 2024.	Chair

ATTENDANCE (FOR QUORUM PURPOSES)

Board Members	Jurisdiction	Attendance
Walt Perry	City of Jefferson	
Councilor Mike Hickam	City of Millersburg	
Councilor Ray Kopczynski	City of Albany	
Joe Samaniego	City of Tangent	
Commissioner Roger Nyquist	Linn County	
Commissioner Pat Malone	Benton County	
Darrin Lane	Citizen Representative	
Christine Hildebrandt	Oregon Department of Transportation	
Alternates	Jurisdiction	Attendance
Councilor David Watkins	City of Jefferson	
Janelle Booth	City of Millersburg	
Chris Cerklewski	City of Albany	
VACANT	City of Tangent	
Daineal Malone	Linn County	

Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

Quorum Requirement: MPO business may be conducted provided a quorum of the Policy Board is in attendance. A quorum consists of at least four members of the Policy Board or their alternates. The Policy Board members may participate telephonically or by other means of electronic communication as provided in Section 6.D (Special or Emergency Meetings).

– AAMPO Policy Board Bylaws, Section 6: Meeting, Subsection E: Quorum

**ALBANY METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING
Wednesday, January 24, 2024
2:30 – 4:30 pm
Via Microsoft Teams Technologies**

DRAFT MINUTES

Board Members	Jurisdiction	Attendance
Walt Perry	City of Jefferson	Yes
Councilor John Sullivan	City of Millersburg	No
Councilor Ray Kopczynski	City of Albany	Yes
Joe Samaniego	City of Tangent	No
Commissioner Rodger Nyquist	Linn County	No
Commissioner Pat Malone	Benton County	Yes
Darrin Lane	Citizen Representative	Yes
Robert Harrison	Oregon Department of Transportation	Yes
Alternates	Jurisdiction	Attendance
David Watkins	City of Jefferson	No
Janelle Booth	City of Millersburg	No
Chris Cerklewski	City of Albany	No
VACANT	City of Tangent	VACANT
VACANT	Linn County	VACANT
Gary Stockhoff	Benton County	Yes
James Feldmann	Oregon Department of Transportation	Yes

Guests: Lauren Barrett, Steve Harvey, and Nora Taylor

Staff Present: Transportation Program Manager Nick Meltzer, AAMPO Planner Billy McGregor, CAMPO Planner Corum Ketchum, CED Director Jaclyn Disney, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
<p>1. Call to Order, Agenda Review, and Roll Call</p>	<p>The AAMPO Policy Board Chair, Darrin Lane called the meeting to order at 2:40pm.</p> <p>Staff Billy McGregor conducted roll call for today’s AAMPO Policy Board Meeting and short introductions were given as there were many members present along with a few guests.</p> <p>Jaclyn Disney, the new CED Director gave her introduction to the AAMPO Board Members present.</p>	<p>The meeting was called to order at 2:40pm by the 2023 Chair Darrin Lane.</p>
<p>2. Election of Chair and Vice Chair (Attachment A)</p>	<p>Commissioner Pat Malone nominated Ray Kopczynski for Chair of the AAMPO Policy Board.</p> <p>The group agreed by consensus to have Councilor Ray Kopczynski serve as the chair, with Commission Malone to be interim vice-chair, until a permanent ODOT representative is selected, which then they would take over the 2024 cycle of vice-chair.</p>	<p>The group agreed by consensus to have Councilor Ray Kopczynski to serve as the chair, with Commission Malone to be interim vice-chair, until a permanent ODOT representative is selected, which then they would take over the 2024 cycle of vice-chair.</p>
<p>3. Public Comments</p>	<p>Lauren Barrett, a member of the public, spoke to the group, regarding the pathway being built between Merloy Ave and Rainwater Lane.</p> <p>Barrett noted that there has been no communication with the change in the project and how to move it through the land she owns. She is here to listen in and figure out more information on this pathway.</p> <p>Gary Stockhoff answered that this was a path-project that came into Benton County, from ODOT, he will need to check back in with his engineer to get more background.</p> <p>Stockhoff provided his contact information to Barrett so she could reach out, and gather more information.</p>	<p>There were two members of the public that had questions regarding the Corvallis to Albany Path.</p>

	<p>Nora Taylor inquired about the current status of the same path at Rainwater Lane.</p> <p>Feldmann provided an overview of the three path phases that are currently planned out for the AAMPO/CAMPO Region.</p>	
<p>4. Approve minutes of the AAMPO Policy Board Meeting of November 29, 2023 (Attachment B)</p> <p>Action: Decision on Minutes</p>	<p>The AAMPO Policy Board approved the AAMPO Policy Board minutes from November 29, 2023, by consensus.</p>	<p>The AAMPO Policy Board approved the AAMPO Policy Board minutes from November 29, 2023, by consensus.</p>
<p>5. Introductions and MPO 101 (Attachment C)</p> <p>Action: Presentation and Decision on meeting time</p>	<p>AAMPO Planner Billy McGregor, started off with introductions of the full membership, and then proceeded to share Attachment C, the MPO 101 Introductory PowerPoint.</p> <p>McGregor noted that the AAMPO New Member Binder is a resource that is available on the AAMPO Website.</p> <p>McGregor gave an overview of the MPO and the upcoming plans and projects for AAMPO.</p>	
<p>6. Appointment of Representative to Statewide Groups (Attachment D)</p> <p>Action: Decision on AAMPO Representatives</p>	<p>Transportation Manager Nick Meltzer shared the different groups needing appointment of AAMPO Staff Members.</p> <p>For Linn-Benton Loop, the group decided by consensus to ask Commissioner Roger Nyquist to be the AAMPO Representative again.</p> <p>For the OMPOC, the group decided by consensus to ask Joe Samaniego to attend along with Darrin Lane for AAMPO Representation.</p> <p>Meltzer noted that updates will be brought back to the Policy Board in February 2024.</p>	
<p>7. STIP Amendments (Attachment E1-E3)</p> <p>Action: Approval</p>	<p>Staff McGregor shared the full amendments, the first is Project Key Number 22040 which changes the project name and reduces the cost by \$342,050 to match FTA allocation/grant amount. The new name will be Oregon Transportation Network City of Albany FFY23 5310 STBG”.</p>	<p>The AAMPO Policy Board decided by consensus to adopt all full amendments as presented.</p>

<p>Decision</p>	<p>The second memo discussed 4 full amendments regarding the projects which were all being deleted from the STIP. The reasoning behind their deletion was the MPO is managing the fund-exchange dollars rather than ODOT managing them as federal funds, so they no longer needed to be listed in the STIP.</p> <p>The final revision memo covers two full amendments for Off-System Bike Bed and the other is Corvallis to Albany Multi-Use Path Planning Study. For Bike-Ped reduce project cost by \$472,500 and then move those funds to increase the Multi-Use Path funds for Bike-Ped work.</p> <p>The group decided by consensus to adopt all full amendments as presented.</p>	
<p>8. Jurisdictional Updates/Other Business</p>	<p>AAMPO Staff Updates: Meltzer shared that there is a new performance measure based on Greenhouse Gas Emissions which is now becoming a new reporting requirement for the MPO.</p> <p>Additionally, the Area 4 Manager interviews are next week, and Meltzer will be participating to provide MPO and ACT Feedback on the candidate.</p> <p>Jurisdictional Updates:</p> <p>Albany – The newly elected chair, Councilor Ray Kopczynski shared updates from the city councilor meeting regarding how residential roads repairs are going to be funded and the difficult decisions the council will be facing as time moves closer to gathering funding for repairing the roads.</p> <p>Benton County – Commissioner Malone shared that there was a tour of a newly constructed evacuation route from Northwest Corvallis, in which OSU and other strong partners all participated in making this project happen. This was much needed for the safety of residents in the surrounding community areas.</p> <p>Jefferson – Walt Perry shared that Jefferson has been waiting for the weather to change as they have been working on a few through street projects so there will be more connector roads which would help to open up</p>	

	<p>2nd avenue and Highway 164.</p> <p>Linn County – Darrin Lane shared that currently the weather situation would give possible temporary repairs, but to do a proper repair on potholes requires good weather and more materials and funding.</p> <p>Additionally, Lane shared that if there is a weather event like the one recently, it may be worth while to use a messaging campaign to set expectations of the public when working on the roads and clearing the snow and ice with many other outside factors.</p> <p>Millersburg – There were no members from Millersburg present.</p> <p>Tangent – There were no members from Tangent present.</p> <p>ODOT – Robert Harrison shared that phase 2 has begun on US 20 safety improvements project, with additional striping, and then will be closed, and moved onto Phase 3 design portion. There is still funding needed for construction in this phase, but the design phase is imminent.</p>	
<p>9. Adjournment</p>	<p>The next AAMPO Policy Board Meeting is scheduled for Wednesday, February 28, 2023, from 2:30pm – 4:30pm.</p>	<p>The meeting was adjourned at 4:00 pm by the 2024 Chair Councilor Ray Kopczynski.</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: April 24, 2024
To: AAMPO Policy Board
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Decision by Policy Board regarding Full Amendment to project 21862 and 21175.

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 24-27-0987	21862 Albany area MPO planning SFY25	Planning funds for projects identified in state fiscal year 2025 of the Unified Planning Work Program (UPWP). The UPWP is a guide for transportation planning activities to be conducted over the course of each state fiscal year (July 1 to June 30).	Increase total costs by \$149,922.88 to match work plan.
2	Full Amendment 24-27-0989	21175 Salem Ave street improvement (Albany)	Repave SE Salem Ave from city limits west to rail crossing. Remove curb returns and replace to ADA standards.	Removing project from the STIP due to funding being converted from federal to state fund exchange.

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: April 24, 2024
To: AAMPO Policy Board
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Notification to Policy Board regarding revision to projects 21175, 21185, and 23143.

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

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- **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	Project Key Number/s & Name/s	Project Description	Revision Information
1	Adjustment	21175 Salem Ave street improvement (Albany)	Repave SE Salem Ave from city limits west to rail crossing. Remove curb returns and replace to ADA standards.	Slip the PE and construction phases to begin in FFY25.
2	Administrative Amendment	21185 Queen Avenue Rail Crossing (Albany)	Upgrade existing railroad warning devices to improve pedestrian safety.	Slip right of way phase to begin in FFY25 and the utility, construction and other phases to begin in FFY26.
3	Administrative Amendment	23143 Cox Creek (Waverly) Dr bridge (city of Millersburg)	Replace the bridge with one that meets current standards.	Slip the RW phase to begin in FFY25 and the construction phase to begin in FFY26.



Albany Area Metropolitan Planning Organization

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Date: April 24, 2024
To: AAMPO Policy Board
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: April 24, 2024
To: AAMPO Policy Board
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

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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

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SECTION I: INTRODUCTION

What is a Metropolitan Planning Organization (MPO)?

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

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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

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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, proving 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

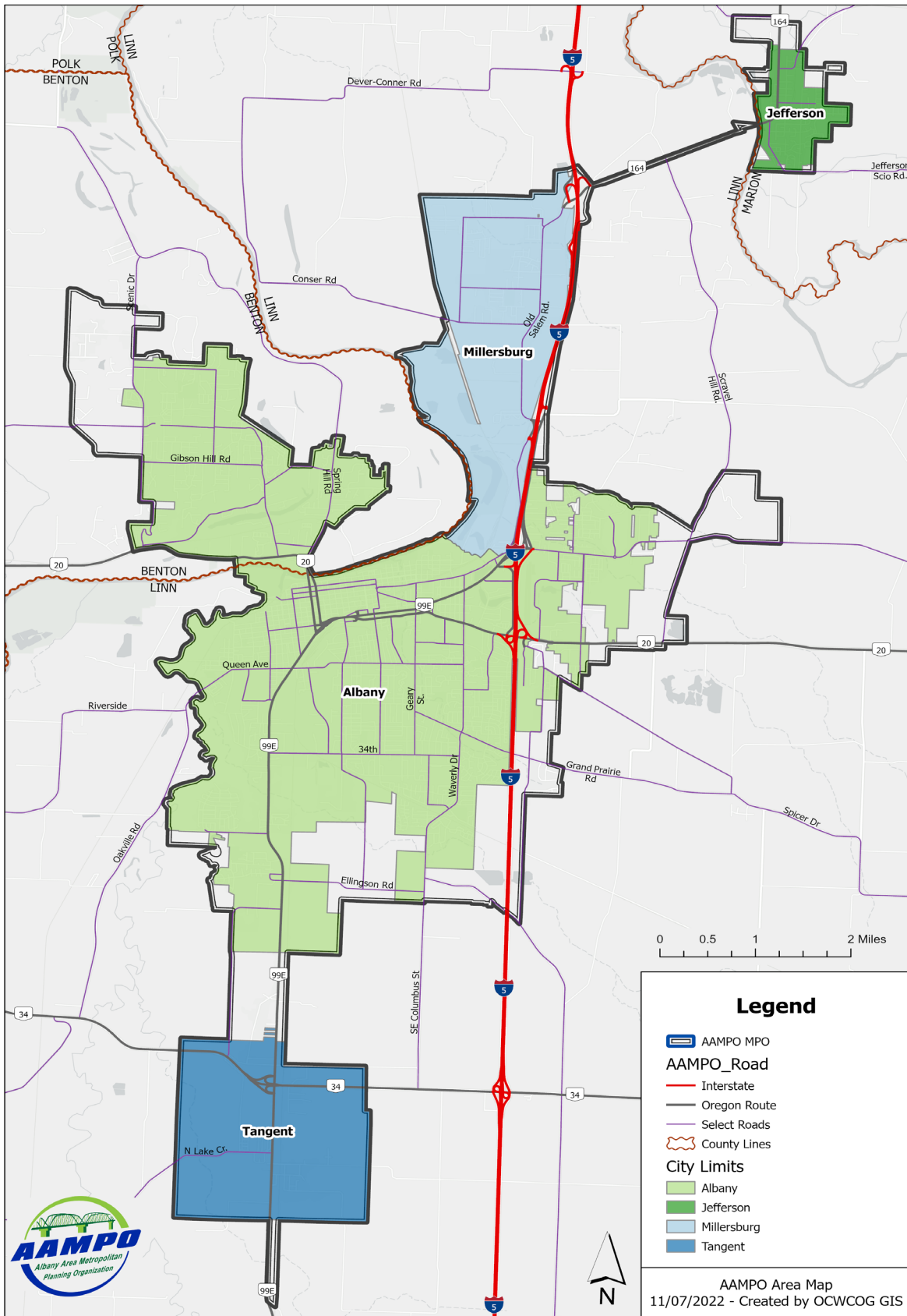
SFY25 Expenses

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.

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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

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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