

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION  
FY 2013-2014 INTERIM UNIFIED  
PLANNING WORK PROGRAM

ADOPTED BY THE AAMPO POLICY BOARD ON APRIL 24, 2013

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# ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

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John Russell	Ex-Officio, Oregon Department of State Lands (DSL)
Ed Moore	Ex-Officio, Oregon Department of Land Conservation and Development (DLCD)

## INTERIM STAFF

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**Albany Area Metropolitan Planning Organization  
Policy Board**

**Resolution Number 2013-02**

**FOR THE PURPOSE OF APPROVING THE FY 2013-2014 ALBANY AREA  
METROPOLITAN PLANNING ORGANIZATION'S INTERIM UNIFIED PLANNING  
WORK PROGRAM (UPWP)**

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

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

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

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

**WHEREAS**, under the direction of the Federal Highway Administration, the Federal Transit Administration and the Oregon Department of Transportation, the Albany Area MPO has developed an Interim Work Program to satisfy this requirement for its first year of planning activities;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Policy Board of the Albany Area Metropolitan Planning Organization approves the FY2013-14 AAMPO Interim Work Program and its associated budget.

**PASSED AND APPROVED THIS** 24<sup>th</sup> **DAY OF** April 2013 **BY THE ALBANY  
AREA METROPOLITAN PLANNING ORGANIZATION.**

**SIGNED:**



**FLOYD COLLINS**

Albany Area Metropolitan Planning Organization  
Policy Board Chair

# ALBANY AREA METROPOLITAN PLANNING ORGANIZATION FY 2013-2014 INTERIM WORK PROGRAM

## INTRODUCTION

The Albany Area Metropolitan Planning Organization (AAMPO) was designated by the Oregon Governor on February 6<sup>th</sup>, 2013 for the purpose of conducting continuing, cooperative and comprehensive transportation planning for the Albany Urbanized Area. As designated, the AAMPO Planning Area covers the Albany Urbanized Area, which is composed of the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Marion, Linn and Benton Counties which are anticipated to become urbanized over the 20 year planning horizon. Marion County declined to participate in the AAMPO, although parts of Marion County consisting of the City of Jefferson urban growth boundary are included within the AAMPO Planning Area.

Federal regulations require that a metropolitan planning organization (MPO) be formed for all Urbanized Areas with a population of 50,000 or more. The 2010 U.S. Census found the population of the Albany Urbanized Area to be 56,997, thus passing this threshold and mandating the formation of an MPO.

In accordance with federal regulations, the functions and responsibilities of AAMPO include, but are not limited to, development of: an annual Unified Planning Work Program, an annual list of obligated projects, a bi-annual 4-year Transportation Improvement Program and a long-range Metropolitan Transportation Plan. The MPO must also demonstrate compliance with Title VI and other Non-discrimination requirements and facilitate an effective Public Involvement Plan.

The FY 2013-14 Interim Work Program is the initial Unified Planning Work Program (UPWP) for the Albany Area Metropolitan Planning Organization and will demonstrate how AAMPO will begin to fulfill these requirements during the 2013 - 2014 fiscal year (July 1<sup>st</sup>, 2013 – June 30<sup>th</sup>, 2014). Specifically, this Interim Work Program will describe planning activities to be completed during FY13-14, estimate the cost and timeline for these planning activities, and indicate the lead agency for each activity.

## ROLES AND RESPONSIBILITIES

The Cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton Counties and the Oregon Department of Transportation (ODOT) entered into an intergovernmental agreement thus establishing AAMPO and outlining the roles and responsibilities of AAMPO and the parties involved. The IGA states that a Policy Board will be formed by the parties to the IGA for governance of the MPO, and that a Technical Advisory Committee will also be formed by the parties to the IGA in order to provide technical advice to the Board.

Ex-officio members to the TAC may include representatives of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oregon Department of Land Conservation and Development (DLCD), Oregon Department of Environmental Quality (DEQ), and the Oregon Division of State Lands (DSL).

Oregon Cascades West Council of Governments (OCWCOG) was selected by the AAMPO Policy Board to provide interim administrative and fiscal support to the organization.

## INTERIM WORK PROGRAM OVERVIEW

The Unified Planning Work Program (UPWP) is a federally required document outlining transportation planning activities to be performed by an MPO on an annual basis. A UPWP must describe planning activities to be completed and products developed, estimate the cost and federal funds allocated for these planning activities, and indicate the lead agency.

UPWPs are officially adopted and approved by the MPO Board and then by FHWA and FTA, upon recommendation of the Oregon Department of Transportation (ODOT). An MPO may not begin a UPWP work activity without prior Federal approval of the UPWP and a signed contract.

The UPWP may be amended by the MPO Policy Board to add or remove funds from the UPWP budget, move significant funds from one task to another, or to alter significant portions of a task.

Funding sources for the MPO planning activities which are typically included in a UPWP include:

- FHWA PL Planning funds
- Section 5303 FTA Planning Funds
- ODOT match funds
- Local in-kind match funds

Because AAMPO is a newly formed MPO, an Interim Work Program is being developed in place of a full UPWP. Many of the tasks included in this Interim Work Program will be related to formation processes and the development of full documents (such as a UPWP) to be adopted in upcoming years.

**All tasks will be completed by AAMPO staff, with technical assistance from the TAC and approval by the Policy Board, unless otherwise indicated.**

## FY 2013-2014 INTERIM WORK PROGRAM

### MPO DEVELOPMENT & ADMINISTRATION

**This section includes all administrative tasks integral to basic MPO operations and tasks necessary to set up and organize the new Albany Area MPO in accordance with all applicable laws and procedures.**

#### **Funding for MPO Development & Administration:**

FHWA PL Funds (including match)	\$60,000
FTA 5303 Funds	\$20,000
Local In-Kind Match for 5303 Funds	\$4,000
<b>Total</b>	<b>\$84,000</b>

1. General administration work, which may include: developing meeting schedules and agendas, preparing minutes, responding to public inquiries and attending meetings.  
Deliverables: Fulfillment of daily MPO operational needs  
Timeframe: Ongoing
2. Determine staffing, work site and fiscal agent arrangements  
Deliverables: Contract(s) for staffing and fiscal agent; office established  
Timeframe: TBD
3. Research and propose for adoption by the MPO bylaws and operational protocols, including:
  - a. Bylaws and operating guidelines as deemed necessary by the Policy Board and the TAC to effectively and efficiently carry out the responsibilities of the MPO; and,
  - b. Written protocols for coordination with the Corvallis Area Metropolitan Planning Organization (CAMPO) Cascades West Area Commission on Transportation (CWACT), the Mid-Willamette Valley Area Commission on Transportation (MWACT).
  - c. Other protocols, as necessary, which may include a protocol regarding participation in or coordination with a governing body of the Linn-Benton LoopDeliverables: Protocols for coordination with CWACT, MWACT and CAMPO  
Timeframe: Work and deliverables completed in the 2<sup>nd</sup> Quarter, and as needed in the future
4. Coordination of IGAs for transit planning and funding as required by federal regulations  
Deliverables: ODOT/MPO/Transit Operator Agreement regarding Financial Plans and Obligated Project Lists; and ODOT/MPO/Transit Operator Agreement regarding definition of roles and responsibilities of AAMPO and CTS  
Timeframe: All work and deliverables completed during the 2<sup>nd</sup> Quarter
5. Intergovernmental coordination for work not covered elsewhere in this document and necessary to foster continuing, comprehensive and coordinated planning for the area's transportation system. This includes but is not limited to coordination with Area Commissions on Transportation, the Corvallis Area MPO, the Linn-Benton Loop, ODOT, associations of peer MPOs and other area stakeholders and jurisdictions.  
Deliverables: Fostering of continuing, comprehensive and coordinated planning within the AAMPO Area  
Timeframe: Ongoing
6. Website development and maintenance  
Deliverables: Operational website  
Timeframe: Website development will be completed following determination of staffing, with work occurring during the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters with a completion date of June 30, 2014. This task will require ongoing maintenance.

7. Develop AAMPO logo

Deliverables: AAMPO Logo

Timeframe: All work and deliverable completed during the 4<sup>th</sup> Quarter

**PROGRAM MANAGEMENT & IMPLEMENTATION**

**This task includes all activities associated with project programming, including development and implementation of the annual Unified Planning Work Program, bi-annual Transportation Improvement Program and completion of other required reports.**

**Funding for Program Management and Implementation:**

FHWA PL Funds (including match)	\$50,000
FTA 5303 Funds	\$5,000
Local In-Kind Match for 5303 Funds	\$1,000
<b>Total</b>	<b>\$56,000</b>

1. Workshops for the AAMPO TAC and Policy Board regarding the role of the MPO, functions of the TAC and Policy Board, federal requirements, and the continuing, cooperative and comprehensive planning process.

Deliverables: At least one workshop each for the TAC and the Policy Board

Timeframe: Work and deliverable completed during the 1<sup>st</sup> quarter

2. Develop of an Interim Program of Projects composed of projects currently programmed in the 2012-15 State Transportation Improvement Program (STIP) and all other projects of regional significance

Deliverables: Adopted Interim TIP

Timeframe: Work conducted during the 1<sup>st</sup> and 2<sup>nd</sup> quarters; deliverable completed during the 2<sup>nd</sup> quarter

3. Maintenance of the Interim Transportation Improvement Program (TIP), including amendments as necessary and tracking of projects and funding balance

Deliverables: Up-to-date TIP

Timeframe: Ongoing

4. Coordinate with ODOT to adjust the Federal Aid Urban Boundary (FAUB) and Functional Classification Map as required by FHWA following each decennial US Census

Deliverables: Established Federal Aid Urban Boundary

Timeframe: Work and deliverable completed during the 2<sup>nd</sup> quarter, or upon coordination of ODOT staff

5. Produce and submit quarterly reports to the Oregon Department of Transportation of the MPO's planning and programming activities



Deliverables: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarter reports

Timeframe: Work and deliverables completed during each of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters

6. Develop and adopt FY 2014-15 Unified Planning Work Program

Deliverables: Adopted UPWP

Timeframe: Work completed during the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters with adoption in the 4<sup>th</sup> quarter (draft by Feb 2014, adopted by April 2014)

7. Annual listing of obligated projects (by Jan 2014)

Deliverables: List of obligated projects

Timeframe: Work and deliverable completed during the 3<sup>rd</sup> quarter

## LONG RANGE PLANNING

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

**Funding for Long Range Planning:**

FHWA PL Funds (including match)	\$26,170
FTA 5303 Funds	\$4,900
Local In-Kind Match for 5303 Funds	\$980
<b>Total</b>	<b>\$32,050</b>

1. Coordinate with ODOT Transportation Analysis Unit (TPAU) to develop a Transportation Demand Model for the AAMPO Planning Area

Deliverables: Accurate data for input into the Albany Area Travel Demand Model and Corvallis-Albany-Lebanon Model (CALM Model).

Timeframe: Work and deliverable completed during the 1<sup>st</sup> and 2<sup>nd</sup> quarters or upon coordinate of ODOT staff. Schedule for completion of the Model determined by ODOT.

2. Begin development of a Metropolitan Transportation Plan (MTP), including development of Existing Conditions Report and other work products as the effort progresses. Work will be completed by ODOT, AAMPO staff and/or a consultant. The full MTP must be adopted by March, 2016.

Deliverables: Existing Conditions Report

Timeframe: Work will be completed during the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters, with Existing Conditions Report completed during the 4<sup>th</sup> quarter.

3. Develop and adopt a Public Participation Plan, including public notification protocol for meetings, outreach strategies for special planning activities, and outreach strategies to effectively satisfy Title VI and Nondiscrimination requirements.

Deliverables: Adopted Public Participation Plan

Timeframe: Work conducted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters; completed in the 3<sup>rd</sup> quarter.

4. Develop and adopt document(s) to satisfy federal Title VI and Nondiscrimination requirements intended to prevent discrimination in AAMPO planning and programming activities. ODOT guidance indicates that MPOs under 200,000 in population can adopt either ODOT's Title VI Plan or a Nondiscrimination Agreement to comply with Title VI and Nondiscrimination requirements.

Deliverables: Adopted Title VI Plan or a Nondiscrimination Agreement

Timeframe: Work conducted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters; completed in the 3<sup>rd</sup> quarter.

## TRANSIT PLANNING

**The Albany Transit Service is the primary transit provider for the AAMPO area, with designated Special Transportation Fund agencies providing additional services throughout Linn, Benton and Marion Counties. This task includes efforts to assist and coordinate with these and other public transportation providers as they serve the MPO area.**

### Funding for Transit Planning:

FHWA PL Funds (including match)	--
FTA 5303 Funds	\$20,00
Local In-Kind Match for 5303 Funds	\$4,000
<b>Total</b>	<b>\$24,000</b>

1. Assist the Albany Transit System (ATS) with planning and programming for the continuation and/or expansion of services, including the Linn-Benton Loop.

Deliverables: Effective involvement in ATS and Linn-Benton Loop operations

Timeframe: Ongoing

2. Consultation with ATS staff during the development of the MTP, TIP, UPWP, Public Involvement Plan and other MPO area planning efforts.

Deliverables: Effective involvement of ATS in AAMPO planning efforts

Timeframe: Ongoing

# ALBANY AREA MPO FY13-14 BUDGET & SCHEDULE

## FY 13-14 Planning & Programming Funds and Areas of Expenditure

	FHWA PL	PL Match Funds	PL Total	FTA 5303	5303 In-Kind Match*	5303 Total (In-kind and Funds)	Totals
MPO Development and Administration	\$53,838	\$6,162	\$60,000	\$20,000	\$4,000	\$24,000	
Program Management and Implementation	\$44,865	\$5,135	\$50,000	\$5,000	\$1,000	\$6,000	
Long Range Planning**	\$23,482	\$2,688	\$26,170	\$4,900	\$980	\$5,880	
Short Range Planning	\$0	\$0	\$0	\$20,000	\$4,000	\$24,000	
<b>TOTAL FUNDS</b>			\$136,170	\$49,900			<b>\$186,070</b>
<b>TOTAL IN-KIND</b>					\$9,980		<b>\$9,980</b>
<b>TOTAL FUNDS &amp; IN-KIND</b>			\$136,170			\$59,880	<b>\$196,050</b>
1 ODOT provides 10.27% match 2 In-kind match provided by City of Albany Public Works 3 ODOT assistance for development of Metropolitan Transportation Plan and Travel Demand Model is not part of the MPO planning budget							

## FY 13-14 Planning & Programming Schedule

MPO Development & Administration	1 <sup>st</sup> Qtr	2nd Qtr	3rd Qtr	4th Qtr
General administration	X	X	X	X
Staffing, fiscal agent, office established	TBD			
MPO Bylaws and operational protocols		X		
Transit IGAs		X		
Intergovernmental coordination	X	X	X	X
Website development and maintenance		X	X	X
AAMPO Logo				X
<b>Program Management &amp; Implementation</b>				
Workshops on MPO role and requirements	X			
Interim Program of Projects	X	X		
Maintenance of Interim Program of Projects		X	X	X
FAUB & Functional Classification Map		X		
Quarterly Reports	X	X	X	X
UPWP			X	X
Annual listing of obligated projects			X	
<b>Long Range Planning</b>				
Travel demand model	X	X	X	X
MTP - Existing Conditions Report		X	X	X
Public Participation Plan	X	X	X	
Title VI and Nondiscrimination Plan	X	X	X	
<b>Transit Planning</b>				
ATS and Linn-Benton Loop coordination efforts	X	X	X	X
Involvement of ATS in AAMPO planning efforts	X	X	X	X