



## Agenda

### Rogue Valley Metropolitan Planning Organization Public Advisory Council

**Date:** Tuesday, July 21, 2015  
**Time:** 5:30 p.m.  
**Location:** Rogue Valley Council of Governments  
 Jefferson Conference Room  
 155 N. First Street, Central Point  
**Transit:** served by RVTB Route #40  
**Phone:** 541-423-1360 (Sue Casavan, RVCOG)  
**RVMPO website:** [www.rvmopo.org](http://www.rvmopo.org)

1. **Call to Order/Introductions/Review Agenda** .....Aaron Prunty, Chair
2. **Review/Approve Minutes (Attachment #1)** .....Chair
3. **Public Comment (3-minute limit for each speaker)**.....Chair
4. **Oregon Highway 99 Rogue Valley Corridor Plan** ..... Ian Horlacher, ODOT

**Background:** Ian Horlacher, ODOT will provide an overview of the Oregon 99 Corridor Study. The study started in 2010 with the goal of finding ways to enhance transportation safety and capacity over the next 20 years. Working with a technical advisory committee, local residents and business owners who live and work along the corridor, ODOT developed an Oregon 99 Corridor Plan that balances the important regional highway with its dual role as the main street for several Rogue Valley communities.

**Attachments:** #2 – ODOT Link to Hwy 99 Corridor Plan:  
<http://www.oregon.gov/odot/hwy/region3/pages/or99corridor.aspx>

**Action Requested:** Provide comment on the plan.

5. **RVMPO Regional Transportation Plan Update**..... Dan Moore

**Background:** The RVMPO RTP is updated every four years. The deadline for the next RTP is April 26, 2017. Staff will provide an overview of the RTP update efforts.

**Attachments:** #3 – RTP scope of work & timeline

**Action Requested:** Comment on the RTP scope of work and timeline.

6. MPO Planning Update ..... Dan Moore
7. Other Business.....Chair
8. Public Comment.....Chair
9. Next Meeting.....Chair
- \*\* The next Public Advisory Council meeting is scheduled for September 15, 2015,  
at 5:30 p.m. at Rogue Valley Council of Governments, Jefferson Conference Room \*\*
10. Adjourn..... Chair

***Other RVMPO  
meetings***

**Technical Advisory Committee:** 1:30 p.m., Wednesday, August 12, 2015, Rogue Valley Council of Governments, Jefferson Conference Room.

**Policy Committee:** 2:00 p.m., Tuesday, July 28, 2015, Rogue Valley Council of Governments, Jefferson Conference Room.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CALL SUE CASAVAN, 541-423-1360. REASONABLE ADVANCE NOTICE OF THE NEED FOR ACCOMMODATIONS PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

## Summary Minutes Rogue Valley MPO Public Advisory Council May 19, 2015



The following attended:

### **MPO Public Advisory Council**

Aaron Prunty, Chairman	Eagle Point	864-9868
Al Willstatter	Mass Transit	482-2807
David Lewin,	Phoenix	512-0436
Edward Danehy	Senior Citizens	
Eric Heesacker	Talent	455-7138
Glen Anderson	East Medford	770-6577
Kay Harrison	Central	664-1066
Mary Wooding	Ashland	
Michael Stanek	Eagle Point	
Mark Earnest	East Medford	
Ron Holthusen	Jacksonville	
Thad Keays	Talent	774-8273

### **Staff**

Dan Moore	RVCOG	423-1361
Bunny Lincoln	RVCOG	944-2446

### **Others Present**

#### **1. Call to Order/Introductions/Review**

#### **2. Review/Approve Minutes**

The Chairman asked if there were any changes or additions to the March 17th meeting minutes.

**On a motion by Al Willstatter, seconded by Kay Harrison, the Council unanimously approved the minutes as submitted on a voice vote.**

#### **3. Public Comment -**

None received.

#### **4. Alternative Measures Final Report**

Dan Moore gave a Power Point presentation on the Alternative Measures.

The purpose of Green House Gas emission reductions is to reduce VMTs (the most significant requirement), the cost of transportation improvements, encourage denser development, provide more alternate transportation opportunities, etc. The Strategic Assessment process is also capturing transportation usage data in a different program.

- Background – Seven (7) alternatives were established in place of the 5% VMT per capita TPR requirement. Benchmark analysis were completed in 2005. The 2013-38 RTP update did not include a 2010 benchmark analysis. DLCD clarified that the benchmark analyses were required. RVMPO moved forward and the COG received a TGM grant in 2014 to do this work. RVCOG
- Measures 1-7
  1. Mode Share – Transit, Bike, Pedestrian
  2. % Dwelling Units within ¼ mile of transit
  3. % Collectors/Arterials with bike lanes
  4. % Collectors/Arterials in TODs with sidewalks
  5. % Mixed Use residential in new development
  6. % Mixed Use Employment in new development
  7. Alternative Transportation Funding
- Benchmark Targets Breakdown by Measure #
- 2010 Benchmark Analysis
- Findings & Recommendations -

#### **Measure 1 Mode Share**

Findings	The 2006-10 mode share fell short of the benchmarks
Recommendations	Observed data is recommended over modeling estimates

#### **Measure 2 Transit Accessibility**

Findings	The GIS analysis exceeds the 2010 benchmark
Recommendations	Continue TAC approved methodology

#### **Measure 3 Bike Facilities**

Findings	The 2010 benchmark has been exceeded
Recommendations	Continue TAC approved methodology

#### **Measure 4 Sidewalks**

Findings	The benchmark falls short by 26 percentage points
Recommendations	TAC recommended changing the Measure to “% of Collectors/Arterials in Activity Centers”, and revising the benchmarks to reflect the larger geographic Activity Center areas

#### **Measure 5 Dwelling Units**

Findings	Despite increased housing units, only those meeting the 10%/acres target density may be counted
Recommendations	Change Measure description to “% of New Dwelling units in activity Centers”, revised “How Measured” to “Determined by reviewing Assessor’s data to determine the ratio between new DUs in Activity Centers and total new DUs in the region”, and consider

amending/eliminating requirement that dwelling be located within ¼ mile of a commercial center with a minimum of 20,000 sf

### **Measure 6 Mixed Use Employment**

Findings	Only 12 % of the estimated employment total actually work in businesses constructed since 2000.
Recommendations	Revise Measure description to read, “% of New Employment in Activity Centers”, revise “How Measured” to read, “Determined by reviewing Assessor’s data to determine the number of jobs per square footage of new commercial/industrial development in the region.”, and revise evaluation criteria to remove obstacles to counting new employment, specifically regarding building entrances/parking between the building and the street

### **Measure 7 Alternative Transportation Funding**

Findings	Net difference between benchmarks is \$451,338
Recommendations	No TAC recommendation Z

- Maps were included to demonstrate dwelling units as related to proximity to transit, bike facilities on collectors/arterials, collectors/arterials in activity centers w/ sidewalks and Alternative Measures activity centers.

Throughout the meeting, various members discussed data collection, specific counting technology, local biking, the potential of using students to help with data collection, what incentives exist, or not, for meeting the benchmarks, how the benchmarks may play into future UGB expansion and development, the changes in the way people are shopping in today’s economy and commercial development design standards, questionable availability of future transportation funding, the fact that the younger generation is not using cars to the same degree as older citizens, and the loss of businesses in the area.

- Summary – Next Steps

PAC recommendations to Policy Committee

Policy Committee will consider Final Report on June 23<sup>rd</sup>.

**On a motion, seconded by Ron Holthusen, seconded by Eric Heesaker, the Council recommended, by voice vote, Policy Committee approval of the Alternative Measures Final Report. Mark Earnest voted against the matter.**

The COG has applied for another grant to continue future benchmark analyses.

### **5. MPO Planning Update –**

- Dan Moore has taken Jonathan David’s place as RVCOG Program Manager
- Two candidates are being interviewed for the Associate Planner position
- The Strategic Assessment process is moving forward with the Regional Strategic Planning Model. The results are expected to be completed within the next few months. Sensitivity testing will be done to create a series of “what ifs” to determine how various jurisdictions can use their adopted plans
- An ODOT consultant will come on board to help the RVMPO and MRMPO with the updating of ITS.

### **6. Other Business -**

### **9. Public Comment -**

There were no public comments.

**10. Next Meeting**

The next meeting is scheduled for July 21, 2015, in the RVCOG conference room, at 5:30 PM.

**11. Adjournment**

The meeting was adjourned by Chairman Prunty at 6:46 p.m.



## **Rogue Valley Metropolitan Planning Organization**

### **2017 – 2042 Regional Transportation Plan Update**

### **Scope of Work**

**July 2015**



**Rogue Valley Metropolitan Planning Organization**

The RVMPO is staffed by the Rogue Valley Council of Governments



# Scope of Work

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## Introduction

The Regional Transportation Plan (RTP) for the Rogue Valley Metropolitan Planning Organization is required to be updated by March 26, 2017 (conformity deadline is based on MAP-21 non-attainment area 4-year RTP update cycle). This scope of work outlines the tasks, timelines, and deliverables for the 2017 – 2042 Regional Transportation Plan (RTP), 2018-21 Transportation Improvement Program (TIP) and Air Quality Conformity Determination (AQCD). Work is scheduled to commence in July 2015 (FY 2015-16) and will be completed by March 2017.

## Project Objectives

The objective of this project is to complete the work necessary to adopt a fully compliant RTP to conform to federal transportation planning requirements as set forth in the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and the Oregon Transportation Planning Rule (TPR) for metropolitan planning organizations (MPOs). This involves providing the related deliverables and completing the required Air Quality Conformity Determination (AQCD) by March 26, 2017.

Primary purposes of the project are:

- To complete the work necessary to adopt a fully compliant Regional Transportation Plan (RTP) to conform to federal transportation planning requirements as set forth in MAP-21 and the Oregon Transportation Planning Rule (TPR) for Metropolitan Planning Organizations (MPOs).

## Project Area

Figure 1 shows the MPO boundary area.

## Project Schedule Summary

The following Statement of Work (SOW) describes the specific tasks for the 2017 - 2042 RTP Update. Schedules are noted under each task's description. Figure 2 shows the timeframes for all tasks. The RTP Update will be completed by February 2017 and adoption by the RVMPO Policy Committee is scheduled for March 28, 2017. April 2017 will be used for acceptance of the air quality Conformity Determination by FHWA/FTA and completion of project materials to be placed on the RVMPO website.

The work program below divides into two segments – inputs and outputs. Inputs to the Plan include existing goals, policies, objectives and assumptions; assessments of prior modal and multimodal plans; evaluation criteria and travel and demographic data. Outputs from the Plan include travel demands, facility needs and costs; new goals, policies and assumptions, as well as congestion and air quality implications, and the Plan document itself.



## Project Scoping

**Description:** This task is to develop the deliverables list and the associated tasks that accompany each, along with a timeline for each deliverable. The timeline is intended to allow sufficient review time for stakeholders (normally the next TAC meeting cycle) and ODOT (normally 30 days).

**Deliverables:** Draft and final project scope, and timeline.

**Schedule:** February – June 2015

**Lead:** Planning Program Manager

Unless otherwise indicated, the RVMPO is the responsible party for deliverables listed in this scope.

## Project Management

**Description:** The Project Manager is the Planning Program Manager. This task provides ongoing project management for the project, including at least the following:

- Scheduling and coordinating tasks through weekly or bi-weekly team meetings, and ensuring that tasks are completed on schedule;
- Collecting and analyzing information; delegating and orchestrating the technical work;
- Scheduling appropriate TAC and other formal briefings and to obtain formal project adoption, if needed;
- Acting as spokesperson for the project in other public venues such as Open Houses, MPO PAC, TAC and Policy Committee meetings; maintaining an ongoing dialog with key project stakeholders;
- Working with all contributing writers to ensure that all deliverables are complete, appear in a standardized format and meet MPO and ODOT standards.
- Ensuring that all deliverables such as Technical Memos, Reports, maps and meeting notes are formally delivered to ODOT within 5 days of completion. Ensuring that the draft RTP has appropriate stakeholder review and that the final RTP is delivered to ODOT at least 30 days before finalization is required;
- Accurately documenting the project so that data sources can be located (if needed) after it is completed.

**Deliverables:** Ongoing project management and coordination

**Schedule:** July 1, 2015- February 2017

### **Task 1 – RTP / TIP Public Involvement**

**Description:** As part of the RTP update, the MPO must conduct public involvement that meets federal planning guidelines. This task consists of several elements – identifying project stakeholders and maintaining contact lists; conducting the involvement process through the various MPO committees; conducting Open Houses about the RTP; developing fact sheets and newsletter / web site articles. Other related tasks will involve public education and enable feedback about the Plan.

The RTP update process involves several areas of committee activity:

- The existing Policy Committee, meeting monthly, will track the project and make decisions at key points;
- The existing Technical Advisory Committee (TAC), also meeting monthly, will do likewise and forward its recommendations to the Policy Committee;
- The Public Advisory Council (PAC), meeting bi-monthly, will review progress and make its recommendations to the Policy Committee;
- A series of meetings for the public about the MPO and its programs, including the RTP update, will be scheduled, along with appropriate fact sheets and website information; and
- Three Open Houses will be conducted, one when the Modeling Scenarios have been proposed, another towards the midpoint of the project and one near the end of the project.

Note: the above committee/ council review and input process will apply to all Technical Reports listed in this scope of work. Interagency Memos may or may not be offered for such review.

#### ***Subtask 1.1 – RTP Open House #1***

This first Open House for the 2017 – 2042 RTP Update will be conducted on September 15, 2015 as part of the existing Public Advisory Council meeting held on that day. Its purpose will be to educate the wider public about the RTP process and products, answer questions and let people know how to get involved in the update process.

**Schedule:** September 15, 2015

**Deliverables:** Open House #1; handouts and briefing materials; press release, calls to media, advertising, open house display materials, sign-in sheet and meeting notes.

#### ***Subtask 1.2 – RTP Fact Sheets, Newsletter Articles, and Web Materials***

RVCOG will develop and publish RTP Fact sheets, at least two newsletter articles

and web materials. The RVMPO website will be updated on a monthly basis.

**Schedule:** July 2015 – February 2017

**Deliverables:** Fact sheets, newsletters and website updates

### ***Subtask 1.3 – RTP Open House #2***

**Description:** The purpose of Open House #2 is to present the modeling scenario results and seek public input on a preferred regional transportation alternative.

**Schedule:** September 20, 2016

**Deliverables:** Open House #2; handouts and briefing materials; press release, calls to media, advertising, open house display materials, sign-in sheet and meeting notes.

### ***Subtask 1.4 – RTP Open House #3***

**Description:** Open House #3 is when the RVMPO will release the RTP, TIP and AQCD. The purpose of the open house is to distribute and publicize the documents, educate the wider public about the RTP process and products, clarify details about the 30-day comment period and address questions.

**Schedule:** January 17, 2017

**Deliverables:** Open House #3; handouts and briefing materials; press release, calls to media, advertising, open house display materials, sign-in sheet and meeting notes.

### ***Subtask 1.5 – RTP Public Hearing***

**Description:** After a 30-calendar day comment period, during which written public and agency comments will be received, and after submission of the comments and responses to FHWA / FTA, a Public Hearing will be held to consider the Plan and seek its adoption. The Public Hearing is scheduled for March 28, 2017 at the MPO Policy Committee regular meeting.

**Schedule:** March 28, 2017

**Deliverables:** Adopted RVMPO RTP, TIP and AQCD

## **Task 2 – Adopt Revised RTP Goals, Policies, Potential Actions, Performance Indicators & MAP-21 Performance Measure Targets**

**Description:** The MPO revised the RTP Goals, Policies, Potential Actions and Performance Indicators during the update of the 2013 – 2038 RTP. Existing goals will be reviewed and revised to reflect current regional values. MPO staff will coordinate the review of goals, policies, potential actions and performance indicators with the Public Advisory Council, the Technical Advisory Committee and seek their

adoption by the Policy Committee. MAP-21 requires MPO's to coordinate with the state DOT to develop targets for performance measures established by USDOT.

### ***Subtask 2.1 – Compile Goals and Policies from Local TSPs and RTP***

**Description:** RVCOG will compile goals and policies from local TSPs and the RVMPO Strategic Assessment, and develop a matrix that includes RTP, Strategic Assessment, and local TSP goals and policies for comparative purposes. The matrix will be used to determine if existing RTP goals and policies need to be updated to reflect current regional values. Also as part of this subtask, potential actions and performance indicators will be reviewed and updated as appropriate.

**Schedule:** July 2015 – August 2015

**Deliverables:** Regional transportation goals, policies, potential actions and performance indicators matrix.

### ***Subtask 2.2 – Draft Technical Memorandum #1 – 2017-42 RTP Goals, Policies Potential Actions & Performance Indicators***

**Description:** RVCOG will develop a technical memorandum that includes proposed revisions to the RTP Goals, Policies, Potential Actions and Performance Indicators.

**Schedule:** September 2015

**Deliverables:** Technical Memorandum #1 – Proposed 2017-42 RTP Goals, Policies, Potential Actions and Potential Indicators.

### ***Subtask 2.3 – Approved 2017-42 RTP Goals, Policies, Potential Actions, & Performance Indicators***

**Description:** The TAC and PAC will review and comment on the proposed revisions to the RTP Goals, Policies & Potential Actions and make a recommendation to the MPO Policy for approval.

**Schedule:** September – November 2015

**Deliverables:** A MPO Policy Committee approval of revised RTP Goals, Policies, Potential Actions and Performance Indicators as an RTP element (11/24/15).

RTP Goals, Objectives, Potential Actions and Performance Indicators Chapter

### ***Subtask 2.4 – Develop MAP-21 Performance Measure Targets***

**Description:** RVCOG will coordinate with ODOT to set performance targets in support of USDOT performance measures that include; pavement condition, performance of the interstate system, bridge condition, safety, congestion, emissions, and freight.

**Schedule:** May 2016 – July 2016

**Deliverables:** Draft performance targets for the RVMPO

### ***Subtask 2.5 – Draft Technical Memorandum #2 – MAP-21 Performance Measure Targets***

**Description:** RVCOG will develop a technical memorandum that includes proposed performance targets for the RVMPO that meets the requirements of MAP-21 USDOT performance measures.

**Schedule:** August 2016

**Deliverables:** Technical Memorandum #2 – Proposed performance targets in relation to MAP-21 performance measures.

### ***Subtask 2.6 – Approved Performance Measure Targets***

**Description:** The TAC and PAC will review and comment on the proposed performance measure targets and make a recommendation to the MPO Policy for approval.

**Schedule:** September – November 2016

**Deliverables:** A MPO Policy Committee approval of proposed performance measure targets (11-22-16).

RTP Goals, Objectives, Potential Actions and Performance Indicators Chapter

## **Task 3 – Alternative Measures Update & 2015 Benchmark Analysis**

**Description:** Based on the observations and conclusions from the 2010 Alternative Measures benchmark analysis, the RVMPO expects that LCDC will amend some of the Alternatives Measures in FY 2016. The MPO will conduct a 2015 benchmark analysis to correspond with the 2017-42 RTP update to comply with the TPR.

### ***Subtask 3.1 – Conduct 2015 Alternative Measures Benchmark Analysis***

**Description:** RVCOG will update the Alternative Measures as amended by LCDC and conduct an analysis of the seven (7) adopted Alternative Measures.

**Schedule:** June 2016 – December 2016

**Deliverables:** Final report of the 2015 Alternative Measures benchmark analysis

## **Task 4 – Update RTP Tier 1 and 2 Project Lists and Financial Plan**

**Description:** This task is the major component of the RTP and is composed of several interwoven tasks. The future year modeling depends on the definition of future (Analysis Year) networks, constrained by the availability of funding. Thus, the work goes forward on two parallel tracks, the demand side, which addresses the

Tier 1 project lists (by Phase) and their related networks, and the supply side, which examines the available funds and the conditions attached to each. The Analysis Years for all work are 2015 (the base year), 2020 (budget year), 2025 (interim year), 2035 (interim year) and 2042 (horizon year). The phases for the RTP are: Short 2017-2021; Medium 2022-2030 and Long 2031-2042.

#### ***Subtask 4.1 – Create Project Lists***

**Description:** Gather and review TSPs especially those adopted or updated since April 2013 and compile lists of projects not previously in the RTP (this also includes RVTB projects). Review the 2013 - 2038 RTP Tier 1 and 2 lists and remove or update any projects that have been completed or are under construction. Review STIP and TIP lists for possible additional projects. Work with RVTB and jurisdiction staffs to identify additional projects and needs not listed thus far. Work with ODOT, RVTB and jurisdictions to define priority and timing of RTP projects, and then create preliminary RTP project lists by phase, and by jurisdiction where appropriate.

**Schedule:** October 2015 – December 2015

**Deliverable:** Preliminary RTP Project List

#### ***Subtask 4.2 – Identify and Forecast Funding***

**Description:** Gather financial projections (including all local transportation funding expectations and forecasts) from RVTB, member jurisdictions, together with information on their methodologies for calculating revenues. Work with ODOT to identify Enhance-It funds available to the Region over the forecast period. Identify USDOT federal capital, operating and maintenance funds (all modes) and likely amounts to the Region, and project these through 2042. Create a summary that shows amounts by source (federal, state and local) and potential uses, and get Technical Advisory Committee's (TAC) concurrence on it.

**Schedule:** January 2016 - March 2016

**Deliverable:** Draft Financial Plan

#### ***Subtask 4.3 – Match Funding to Lists; Refine, Review and Finalize Tier 1 Lists***

**Description:** Work with ODOT and TAC to obtain and create costs in 2015 dollars for all projects for reasonableness. Compare funding levels and types with RTP Project List developed in Task 4.1 and evaluate the likely cutoff. Review, refine and finalize proposed Tier 1 lists with TAC.

**Schedule:** March 2016 – April 2016

**Deliverable:** Final Tier 1 and resulting Tier 2 Projects Lists by Phase

### ***Subtask 4.4 – Create Network Shapefiles***

**Description:** Create network Shapefile reflecting Tier 1 list, and deliver to TPAU. Use the final Tier 1 list as the baseline database for the transportation network and create Shapefiles by phase (Short 2017-2021; Medium 2022-2030 and Long 2031-2042).

**Schedule:** May 2016 – June 2016

**Deliverable:** Tier 1 Shapefiles.

### ***Subtask 4.5 – Create RTP Chapter and Tables***

**Description:** Using the results of tasks 4.1-4.3 above and weaving in the discussion process and feedback from the TAC, create draft and final Project List and Financing chapters for the RTP.

**Schedule:** May 2016 – June 2016

**Deliverable:** RTP Chapter on Project List and Financial Plan

## **Task 5 – Travel Demand Model Data Review/Update**

**Description:** The regional travel demand model is a central element of the updated RTP. Federal transportation planning guidelines require MPOs to base the RTP update on the latest planning assumptions. Therefore, the RVMPO will review MPO member jurisdiction comprehensive plans to identify changes in planning assumptions that need to be reflected in the regional travel demand model, such as population, housing, employment, new roadways, transit, etc. RVCOG will provide the new data to TPAU for inclusion in the model.

### ***Subtask 5.1 – Review / Update Transit Network***

**Description:** RVCOG will review and update the transit network shapefile and make necessary revisions. The network consists of a series of transit lines that overlay the highway network, plus any transit-only links. .

The transit network will reflect all of the transit services in use in the RVMPO area in 2015. Transit sub-modes will be coded separately, including walk access and egress, and park-n-ride facilities. A walk network will be coded to enable bus transfer in the downtown area among one-way streets. TPAU will rely on RVCOG to provide all the data that describe the transit system and its usage. All relevant information and inventory of ridership from RVTD will be required for successful modeling of the transit service. Transit system coding will conform to the guidelines outlined in “Oregon Modeling Improvement Program, Model documentation Guidelines” found at:

<http://www.odot.state.or.us/tddtpau/papers/other/ModelDocTemplate.pdf>



TPAU will do all the updates to the network coding.

RVCOG will be responsible for updating the following items:

- 1) Description of the service area provided in map of the study area indicating the following:
  - a) Transit routes by type of service (if different services are available)
  - b) Location of transfer point, terminal and parking facilities (if applies)
  - c) Potential areas for transit
  - d) Total number of transit vehicles, by type and seating capacity
  - e) Fare structure.
- 2) Individual route data including:
  - a) Route number, streets traversed, and terminal-to-terminal mileage
  - b) Daily hours of operation
  - c) Number of one-way vehicle trips (if applicable)
  - d) Minimum, maximum and average headway (frequency between vehicles) by time period (i.e., AM peak, PM peak, midday, night)
  - e) Running time by route segment, round trip total for peak and off-peak hours
  - f) Average trip turn-around time (layover) by time period
  - g) Number of vehicles required to operate schedule by time period
  - h) Operating speed by time period
  - i) Location of transit stops, average spacing, and points of transfer
  - j) Type of vehicle assigned (if applicable).
- 3) Passenger volume data which describe the usage of the transit system including:
  - a) Total annual and average weekday system passengers
  - b) Maximum load point passenger counts by direction (to develop occupancy ratios)
  - c) Total annual and average weekday passengers by route
  - d) On and off passenger counts at terminals and major loading points
  - e) Passengers per mile by route and total system.
- 4) Horizon year transit network including:
  - a) AM network
  - b) Midday Network
  - c) PM peak network
  - d) Off peak network.

**Schedule:** December 2015 – January 2016



**Deliverable:** Updated Transit network GIS Shapefile and attributes (separate shapefiles will be required if there are different routes planned for intervening years).

### ***Subtask 5.2 – Review / Update Population / Household / Employment Data***

**Description:** RVMCOG will update population/household and employment data at the TAZ level for the RVMPO area model as necessary in conjunction with MPO member jurisdictions and TPAU. The update will take into account the land use place types in the RVMPO Strategic Assessment to help develop a strategic vision of future year land use patterns.

TPAU will prepare draft 2015 population, household, and employment data allocated as described above.

RVMCOG and local jurisdictions, covered in the model area, will be responsible for reviewing, editing and correcting the 2015 population, household, and employment data. The result will then be forwarded to TPAU.

RVMCOG will update following TAZ level data:

- 1) Base year and future/interim year data including:
  - Employment
  - Population
  - Households

If the Regional Strategic Planning Model (RSPM) is used to assist with land use inputs, dwelling unit types by TAZ to be provided instead of TAZ-level population and employment.

- 2) Number of local intersections

RVMCOG will update locations and names of special trip generators, such as shopping centers, universities/colleges, hospitals, major distribution centers, and major retail outlets, which will receive special treatment in the generation and distribution model. Therefore, due to the unique trip generation characteristics of these locations, the following data are required for each site:

- Special generators
- K-12 school data
- Shopping center square footage
- College students and staff
- Hospital employment, beds, square footage
- Distribution centers employment and square footage
- Hotel and motel lodging units for the Visitor Model

RVCOG will be responsible for updating population, household, and employment estimates for each TAZ for the forecasting years (2015, 2020, 2025, 2035, and 2042).

**Schedule:** October 2015 – January 2016

**Deliverable:** Updated base year (2015) and future year (2042) population, household, and employment data per TAZ. Special generators location and all required related information.

### ***Subtask 5.3 – Validate Model***

**Description:** TPAU will complete base year (2015) model validation by approximately May 2016.

**Schedule:** February 2016 - April 2016

**Deliverable:** Interagency Memo: Model documentation. By TPAU with RVCOG review.

### ***Subtask 5.4 – Update Intervening Year Land Use Data***

**Description:** “Analysis Year” data for the analysis forecast years will be updated in this task. First, using the 2015 and 2042 data developed for TPAU by RVCOG, a straight-line projection (interpolation) by TAZ will be developed. Second, these projections will be reviewed with jurisdictions. If a jurisdiction wishes to create other than a straight-line projection (e.g. because a major project is known to be in the planning phase that will affect that jurisdiction’s TAZs unevenly) then the jurisdiction may create alternative TAZ-level intervening year data provided that a) they meet RVCOG deadlines; b) they adhere to the given control totals for each intervening year and c) a rationale is provided for each deviation from the straight-line projections.

**Schedule:** March 2016 – May 2016

**Deliverables:** Updated intervening year land use data

## **Task 6 – 2018-21 TIP Development**

**Description:** Adoption of the 2018-21 TIP is scheduled to coincide with the adoption of the 2017-42 RTP in March 2017. The TIP will be based on the 2042 RTP’s Short Range Phase project list.

### ***Subtask 6.1 – Update RVMPO 2018-21 TIP***

**Description:** Based on the 2042 RTP’s Short Range Phase project list, staff will develop the new TIP.

**Schedule:** October 2016 – November t 2016

**Deliverables:** Draft and Final TIP

### ***Subtask 6.2 – 2019, 2020, & 2021 CMAQ & STP Project Solicitation***

**Description:** RVMPO will solicit CMAQ & STP funded projects to include in the 2018-21 TIP.

**Schedule:** June 2016 – October 2016

**Deliverables:** RVMPO 2019, 2020 & 2021 CMAQ & STP funded project list.

## **Task 7 – Air Quality Conformity Determination**

**Description:** Using an Agency Consultation process as required by federal regulations, RVMPO will prepare a regional emissions analysis and Conformity Determination for the 2018 – 2021 TIP and the 2017-2042 RTP.

### ***Subtask 7.1 – Develop Pre-Analysis Consensus Plan for Transportation Conformity***

**Description:** The RVMPO will prepare a pre-analysis consensus plan for the air quality conformity determination. TPAU will be consulted for details of the modeling assumptions. The Agency Consultation team will be invited to review this document, and consensus obtained from them, prior commencement of the full-scale transportation conformity analysis.

**Schedule:** August 2016 – September 2016

**Deliverable:** RVMPO Pre-Analysis Consensus Plan for Transportation Conformity

### ***Subtask 7.2 – MOVES Modeling***

**Description:** The RVMPO's MOVES modeling consultant will work with MPO & TPAU staff to gather the necessary data to do the MOVES modeling for the PM<sub>10</sub> Air Quality Maintenance Area. The Carbon Monoxide (CO) Limited Maintenance Plan (LMP) will be in place and an emissions analysis will not be required for CO. MOVES consultant will provide a detailed report with data to RVCOG to be used in the Air Quality Conformity Determination (AQCD).

**Schedule:** October 2016 – November 2016

**Deliverable:** MOVES PM<sub>10</sub> emissions analysis report

### ***Subtask 7.3 – Develop Air Quality Conformity Determination***

**Description:** This task builds on the results from Task 4.1 and inserts them into the Air Quality model. With TPAU's assistance, the necessary model runs will be conducted. RVMPO staff will analyze the results and prepare the Conformity document.

**Schedule:** October 2016 - November 2016

**Deliverable:** Draft and Final Air Quality Conformity Determinations

### ***Subtask 7.4 – Interagency Consultations***

**Description:** This RVMPO will coordinate up to 12 interagency consultations during the preparation of the Conformity document. These will be conducted by conference call with follow-up email correspondence. The purpose of the consultations will be to get input from affected agencies on the RVMPO Air Quality Conformity Determination. The Interagency Consultation Team will include representatives from the RVMPO, ODOT, USDOT, EPA, and DEQ.

**Schedule:** August 2016 – March 2017

**Deliverable:** Up to 12 Interagency consultation meetings.

## **Task 8 – Update Elements of RTP**

**Description:** The work completed throughout the RTP Update is likely to result in revisions to many chapters or elements within the 2017 – 2042 RTP. Task 8 does not involve new analysis but entails organization, editing and incorporation of public feedback to the 2017 - 2042 RTP. Tasks which require new work have been described earlier. This Task overall reflects all the various activities needed to produce a draft and final RTP. In addition to the summary findings of all the Tasks listed above, it also addresses the preparation of specific Chapters not covered elsewhere. While it is not possible to accurately predict the results of the work to be completed during the update, the list below is a summary of the elements that will most likely be updated or revised. This task also addresses compilation of any appendices required for the Report.

### ***Subtask 8.1: Part 1: Introduction***

**Description:** This task updates the 2017 - 2042 RTP introductory chapters to reflect changes that may have occurred since the last update.

**Schedule:** July 2015 – August 2015

**Deliverables:** Draft and Final RTP

Final RTP Part 1 Introduction Section

Final RTP Plan Overview: Chapter 1.1

Final Plan Organization: Chapter 1.2

### ***Subtask 8.2: Part 2: Plan Development***

**Description:** This task updates the 2017 - 2042 RTP Part 2: Plan Development chapters to reflect changes that may have occurred since the last update.

**Schedule:** Aug 2015 – September 2015

**Deliverable:** Draft and Final Part 2: Plan Development Chapters

***Subtask 8.3: Part 3: Goals, Policies & Potential Actions***

**Description:** This task updates Part 3: Goals, Policies & Potential Actions based on the work completed in Task 2.1.

**Schedule:** October 2015 – November 2015

**Deliverables:** Draft and Final Part 3: Goals, Policies & Potential Actions

***Subtask 8.4: Part 4: Plan Implementation***

**Description:** This task updates the 2017 - 2042 RTP Part 4: Plan Implementation chapters to reflect changes that may have occurred since the last update.

**Schedule:** November 2015 – December 2015

**Deliverables:** Draft and Final Part 4: Plan Implementation

***Subtask 8.5: Part 5: Regional Transportation System Improvements***

**Description:** This task updates the 2017 – 2042 RTP Part 5: Regional Transportation System Improvements chapters to reflect changes since the last update.

**Schedule:** July 2016 – August 2016

**Deliverables:** Draft and Final Part 5: Regional Transportation System Improvements chapters

***Subtask 8.6: Part 6: Financial Plan***

**Description:** This work updates the RTP Financial Plan based on work accomplished in Task 4.2.

**Schedule:** March 2016 – June 2016

**Deliverables:** Draft and Final RTP Part 6: Financial Plan

***Subtask 8.7: Part 7: Evaluation and System Performance***

**Description:** This work updates the RTP Part 7: Evaluation & System Performance chapters.

**Schedule:** August 2016 – September 2016

**Deliverables:** Draft and Final RTP Part 7: Evaluation & System Performance chapters

***Subtask 8.8: Report, Maps and Appendix Production***

**Description:** This task updates all Chapters and Appendices not specifically mentioned in other tasks.

**Schedule:** October 2016 – December 2016

**Deliverables:** Draft and Final RTP Chapters and Appendices

**Task 9 – Finalization and Adoption of RTP, TIP and AQCD**

**Description:** The Draft Final RTP will go through a round of reviews with the PAC, TAC and Policy Committee from December 2016 through February 2017, culminating in Policy Committee adoption of the final Plan in March 2017. FHWA review may occur at this point, in coordination with ODOT. Staff will request recommendations from the Public Advisory Council and the Technical Advisory Committee to the Policy Committee to adopt the RTP. A public hearing will be held in which the Policy Committee considers adoption of the TPR compliant RTP.

***Subtask 9.1: Draft RTP TIP and AQCD Published for Public & Agency Review/Comment***

**Description:** This RVMPO will publish a draft RTP, TIP and AQCD for public and agency review and comment.

**Schedule:** December 2016

**Deliverables:** Draft documents

***Subtask 9.2: Open House on Draft Plan – Begin 30 Day Comment Period***

**Description:** The RVMPO will conduct an Open House on Tuesday, January 17, 2017 to present the draft RTP, TIP and AQCD to the public. This will begin the official 30-day comment period. Comments will be noted and responses included in the final plan.

**Schedule:** January 17, 2017

**Deliverables:** Open House and public comment

***Subtask 9.3: End of 30 Day Comment Period***

**Description:** The 30-day comment period will conclude on Wednesday, February 15, 2017.

**Schedule:** January 17, 2017 – February 15, 2017

**Deliverables:** Compilation of public and agency comments

#### ***Subtask 9.4: Responses to Public and Agency Comment***

**Description:** The RVMPO will compile all public and agency comment and prepare responses in a tabular form. The comment table will be included in the final draft of the RTP.

**Schedule:** February 15, 2017 – March 7, 2017

**Deliverables:** Draft public and agency comment and MPO response table

### **Task 10 – RVMPO Policy Committee Adoption of Final RTP, TIP and AQCD**

#### ***Subtask 10.1: RVMPO TAC Meeting to Recommend Adoption***

**Description:** The TAC will review the final drafts of the RTP, TIP and AQCD and make a recommendation to the Policy Committee for approval.

**Schedule:** Wednesday, March 8, 2017

**Deliverables:** Recommendation to the Policy Committee for approval

#### ***Subtask 10.2: RVMPO PAC Meeting to Recommend Adoption***

**Description:** The PAC will review the final drafts of the RTP, TIP and AQCD and make a recommendation to the Policy Committee for approval.

**Schedule:** Tuesday, March 21, 2017

**Deliverables:** Recommendation to Policy Committee for approval

#### ***Subtask 10.3: RVMPO Policy Committee RTP, TIP & AQCD Approval/Adoption***

**Description:** The Policy Committee will conduct a public hearing on the adoption of the RTP, TIP and AQCD taking into account public testimony and the TAC and PAC's recommendations. The Policy Committee will be asked to approval the documents.

**Schedule:** Tuesday, March 28, 2017

**Deliverables:** Adopted RTP, TIP and AQCD

***Subtask 10.4: Final RTP, TIP & AQCD to USDOT***

**Description:** The RVMPO will forward the final RTP, TIP and AQCD to USDOT for final review and joint conformity determination.

**Schedule:** March 29, 2017 – April 26, 2017

**Deliverables:** Final adopted RTP, TIP and AQCD to USDOT

***Subtask 10.5: Governor's Approval of TIP***

**Description:** The RVMPO, through ODOT, will request the Governor's approval of the 2018 – 2021 TIP.

**Schedule:** March 2017 – April 2017

**Deliverables:** Letter from the Governor approving the RVMPO 2018 – 2021 TIP

***Subtask 10.6: USDOT Joint Conformity Determination***

**Description:** The USDOT will review and issue a joint conformity determination on the 2017-2042 RTP and 2018 – 2021 TIP.

**Schedule:** April 26, 2017

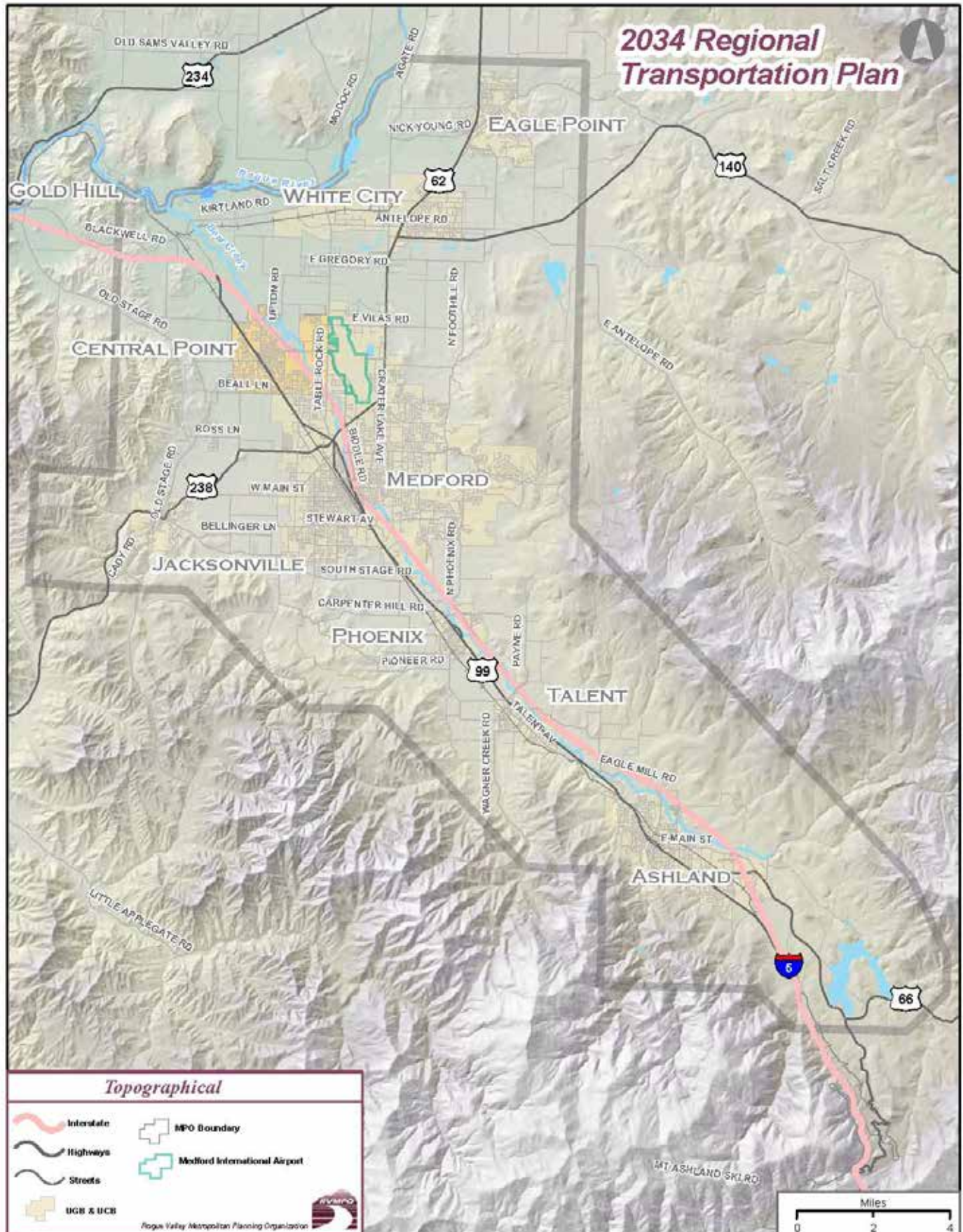
**Deliverables:** USDOT joint conformity determination

***Milestone: New Air Quality Conformity Determination for RTP & TIP***

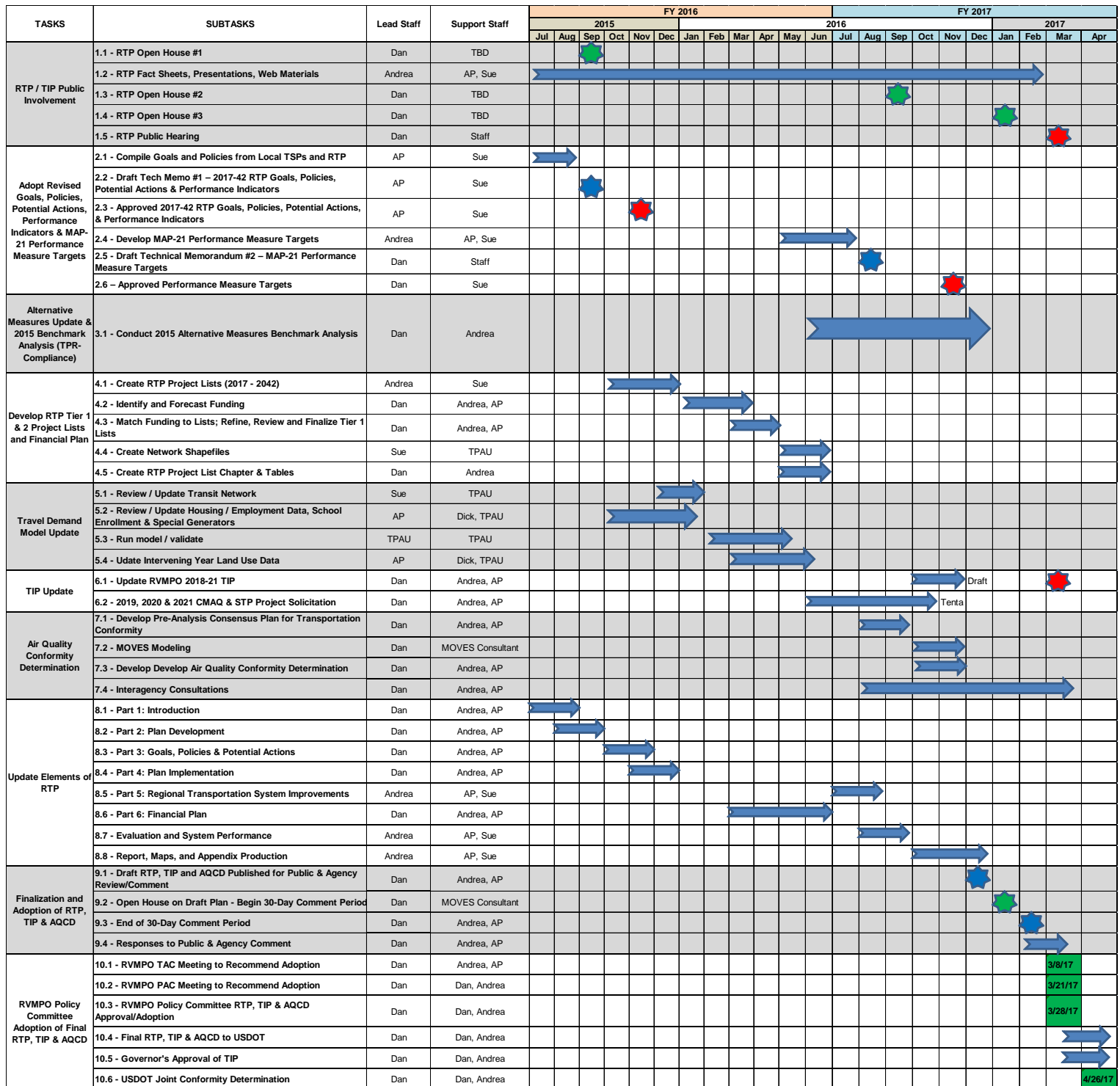
April 26, 2017



Figure 1



**Figure 2**  
**Work Program Schedules**



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 RVMPO 2018 - 2021 TIP 2017 - 2042 RTP  
 Timeline

Attachment #3  
 (Agenda Item 5)

TASKS	SUBTASKS	Lead Staff	Support Staff	FY 2016												FY 2017													
				2015						2016						2017													
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
RTP / TIP Public Involvement	1.1 - RTP Open House #1	Dan	TBD			★																							
	1.2 - RTP Fact Sheets, Presentations, Web Materials	Andrea	AP, Sue	→																									
	1.3 - RTP Open House #2	Dan	TBD															★											
	1.4 - RTP Open House #3	Dan	TBD																			★							
	1.5 - RTP Public Hearing	Dan	Staff																									★	
Adopt Revised Goals, Policies, Potential Actions, Performance Indicators & MAP-21 Performance Measure Targets	2.1 - Compile Goals and Policies from Local TSPs and RTP	AP	Sue	→																									
	2.2 - Draft Tech Memo #1 – 2017-42 RTP Goals, Policies, Potential Actions & Performance Indicators	AP	Sue			★																							
	2.3 - Approved 2017-42 RTP Goals, Policies, Potential Actions, & Performance Indicators	AP	Sue					★																					
	2.4 - Develop MAP-21 Performance Measure Targets	Andrea	AP, Sue												→														
	2.5 - Draft Technical Memorandum #2 – MAP-21 Performance Measure Targets	Dan	Staff															★											
	2.6 – Approved Performance Measure Targets	Dan	Sue																				★						
Alternative Measures Update & 2015 Benchmark Analysis (TPR-Compliance)	3.1 - Conduct 2015 Alternative Measures Benchmark Analysis	Dan	Andrea													→													
Develop RTP Tier 1 & 2 Project Lists and Financial Plan	4.1 - Create RTP Project Lists (2017 - 2042)	Andrea	Sue				→																						
	4.2 - Identify and Forecast Funding	Dan	Andrea, AP							→																			
	4.3 - Match Funding to Lists; Refine, Review and Finalize Tier 1 Lists	Dan	Andrea, AP									→																	
	4.4 - Create Network Shapefiles	Sue	TPAU										→																
	4.5 - Create RTP Project List Chapter & Tables	Dan	Andrea											→															
Travel Demand Model Update	5.1 - Review / Update Transit Network	Sue	TPAU						→																				
	5.2 - Review / Update Housing / Employment Data, School Enrollment & Special Generators	AP	Dick, TPAU				→																						
	5.3 - Run model / validate	TPAU	TPAU								→																		
	5.4 - Udate Intervening Year Land Use Data	AP	Dick, TPAU									→																	
TIP Update	6.1 - Update RVMPO 2018-21 TIP	Dan	Andrea, AP																								★		
	6.2 - 2019, 2020 & 2021 CMAQ & STP Project Solicitation	Dan	Andrea, AP											→															
Air Quality Conformity Determination	7.1 - Develop Pre-Analysis Consensus Plan for Transportation Conformity	Dan	Andrea, AP																										
	7.2 - MOVES Modeling	Dan	MOVES Consultant																										
	7.3 - Develop Develop Air Quality Conformity Determination	Dan	Andrea, AP																										
	7.4 - Interagency Consultations	Dan	Andrea, AP																										
	8.1 - Part 1: Introduction	Dan	Andrea, AP	→																									