



Jacksonville Urban Area
Metropolitan Planning Organization

MEMORANDUM

TO: Technical Coordinating Committee Members

FROM: Peggy Holland, Senior Transportation Planner

DATE: November 5, 2015

RE: **TCC Meeting – November 12, 2015**

The Technical Coordinating Committee will meet at **10:30 AM** on **Thursday, November 12**, in the **Johnson Boulevard Conference Room** of **Jacksonville City Hall**. The purpose of this meeting is to review the draft Prospectus and the draft UPWP. Other transportation-related items will be discussed as needed.

A full agenda for this meeting is attached. Please let me know if you have additional items for discussion. Please review these documents prior to the meeting.

Your attendance or that of your alternate at this meeting is very important. If you have any comments or questions, please contact me at (910) 938-5073.



AGENDA

TECHNICAL COORDINATING COMMITTEE

November 12, 2015 – 10:30 AM

Jacksonville City Hall, Johnson Boulevard Conference Room

- | | | |
|------|---------------------------|------------|
| I. | Call to Order | Ben Warren |
| II. | Welcome and Introductions | Ben Warren |
| III. | Public Comment | Ben Warren |

Action Items

- | | | |
|-----|---|---------------|
| IV. | September 10, 2015 Meeting Minutes (Attachment 1)
Recommended Action: Approval of meeting minutes | Ben Warren |
| V. | Draft Prospectus (Attachment 2)
Recommended Action: Recommend approval to the TAC | Peggy Holland |
| VI. | Draft UPWP (Attachment 3)
Recommended Action: Recommend approval to the TAC | Peggy Holland |

Discussion Items

- | | | |
|-------|--------------------|---------------|
| VII. | Prioritization 4.0 | Peggy Holland |
| VIII. | Onslow CTP | Nazia Sarder |

Reports/Comments

- | | | |
|-------|--|----------------|
| IX. | Report from MPO | Peggy Holland |
| X. | Report from NCDOT Division 3 | Patrick Riddle |
| XI. | Report from NCDOT Transportation Planning Branch | Nazia Sarder |
| XII. | Report from FHWA Field Officer | Ron Lucas |
| XIII. | Questions, Closing Comments | Ben Warren |



Jacksonville Urban Area
Metropolitan Planning Organization

Attachment: 1 Technical Coordinating Committee Action Required

To: Technical Coordinating Committee
From: Peggy Holland, Senior Transportation Planner
Subject: September 10, 2015 Meeting Minutes

11/12/2015

Recommended Action: Approval of meeting minutes

Attachments: September 10, 2015 TCC meeting minutes

**JACKSONVILLE METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE
REGULAR MEETING AGENDA
September 10, 2015 10:30 a.m.**

JOHNSON BOULEVARD CONFERENCE ROOM

Present: Mr. Ben Warren, Mr. Reginald Goodson, Mr. Wally Hansen, Ms. Carol Long, Ms. Sheila Pierce Knight, Ms. Nazia Sarder, Mr. Patrick Riddle (for Ms. Karen Collette), Mr. Ron Massey

Absent: Mr. David Cotton

Others Present: Ms. Debbie Jefferson, Mr. Anthony Prinz., Ms. Peggy Holland, Mr. Roy Bredahl, Ms. Stephanie Kutz, Mr. Tim Akers, Lt. Sean Magill, Mr. Patrick Flanagan, Mr. Robert Vause, Mr. Bill Marley

I. [Call to Order](#)

Mr. Ben Warren called the TCC meeting to order at 10:34 am, Thursday, September 10, 2015 in the Johnson Boulevard Conference Room at City Hall.

II. [Welcome and Introductions](#)

Mr. Warren welcomed everyone to the meeting.

III. [Public Comment](#)

Mr. Warren asked if there were any public comments.

No public comments were made.

Action Items

IV. [July 9, 2015 Meeting Minutes](#)

Mr. Warren asked for a motion to approve the July 9, 2015 Meeting Minutes.

Mr. Wally Hansen moved to approve the July 9, 2015 Meeting Minutes. Ms. Shelia P. Knight seconded the motion.

The motion to approve the July 9, 2015 Meeting Minutes was unanimously approved by the Committee Members present.

Discussion Items

V. [Prioritization 4.0](#)

Mr. Anthony Prinz introduced the Prioritization 4.0 process. He acknowledged that changes have been made with each new process and that the TCC approved a work program for the new process at the July 9, 2015 meeting. Since the approval and the TAC adoption, we have been putting the work program in to motion. He noted that a 30 day call for projects was released on August 30, 2015. Additionally, he stated that the P4.0 subcommittee has met and mulled over modifications to a few of the projects and will be meeting to go over new projects. He mentioned that even though the modified projects have been submitted to NCDOT, additional modifications are not out of the question.

Mr. Prinz discussed the modifications made to the carry-over projects from the P3.0 process. He noted the next steps in the process. He stated that after the meeting, the subcommittee would meet to discuss new project submissions. The goal is to have the TCC endorse the list of new projects. The last day to submit new project submissions is October 31. In April the subcommittee will reengage for the P4.0 process after having been dormant for a few months.

He continued on to discuss the projects that have already been populated and are sitting in the "holding tank." He discussed several of the new projects. These projects include: realigning NC 111 at OAJ, widen Carolina Forest Blvd., and NC 24 at NC 172 improvements, among others.

Finally, he let the committee know that their feedback is needed, from them and their constituents.

VI. [2016 Calendar](#)

Mr. Prinz notes that typically this is looked at later in the year but since a potential conflict has already been identified it is best to go ahead and have the discussion now to avoid special called meetings. Typically the TCC meets in January; Mr. Prinz proposed to defer the meeting in January to February, which would align the TAC schedule to critical dates in regards to the P4.0 process.

VII. [Downtown Circulation and Parking Study](#)

Mr. Prinz began by stating that the annual work program always identifies one major planning initiative, both in financing and in operations. This year that initiative is the Downtown Circulation and Parking Study. This need has been expressed several times and is a recommendation from the Downtown Planning Committee that was convened a couple of years ago. He stated the goals of the study as being pretty straight forward and includes identifying multimodal transportation needs, the demand for parking downtown today as well as in the future, and streetscaping possibilities. He also noted that there have been two downtown plans and this would build on the last, most current downtown plan.

He continued to discuss the area that is being defined in the study. He noted there is a budget of \$70k in the UPWP and that Davenport has been selected to complete the study. He discussed the timeline of project, mentioning a contract should be completed later this month or early

next month, kickoff is proposed to be in October and completion is set to be in June or July of 2016. Lastly, he asked the committee who they feel should compose a committee for this project.

VIII. [Prospectus](#)

Ms. Peggy Holland introduced the Prospectus, which is available on the JUMPO website. She stated that it is primarily a reference document for staff. It provides documentation and procedures to minimize UPWP documentation. JUMPO's current Prospectus is 13 years old and was originally approved September 10, 2001. She mentioned that since it's been approved there have been numerous changes to both the state and federal requirements. NCAMPO, NCDOT and FHWA approved a new draft for MPO's in 2014 and currently Ms. Holland noted that she is working on modifying the draft to meet the needs of Jacksonville.

Reports/Comments

IX. [Report from MPO Administrator](#)

Mr. Anthony Prinz began the MPO report by noting that he has heard "through the grapevine" that reauthorization is going to happen. Mr. Bill Marley noted that the latest he has heard is that the acronym proposed is "DRIVE" and that it is proposed to be a 6 year bill. He also noted that funding has only been found for 3 years and is not coming from an additional gas tax. Mr. Marley also noted that currently we are on a 34th continuous resolution which is set to expire on September 30, 2015.

Mr. Prinz also mentioned the pedestrian and bicycle initiative Watch for Me, NC. Ms. Peggy Holland mentioned there is a conference call coming up in the next few weeks regarding the program. She also noted that banners and posters have been going up around town, that there is an ad on Pandora radio, and that next month there is going to be a balloon advertisement set up as well. Lt. Sean Magill mentioned there are enforcement sandwich boards on Henderson Dr. in front of Jacksonville High School. He also mentioned that WFM is being tied into International Walk to School Day this year. Ms. Holland followed-up that comment by noting there will be two schools involved with Walk to School Day; they are Jacksonville Commons Elementary School and Carolina Forest Elementary School.

Lastly, Mr. Prinz mentioned the upcoming Ridge Road Alignment public meeting which will be held at the County Government building. He noted that there will be two meetings that day.

X. [Report from NCDOT Division 3](#)

Mr. Patrick Riddle gave his report, noting just two resurfacing locations in Onslow County.

XI. [Report from NCDOT Transportation Planning Branch](#)

Ms. Nazia Sarder gave her report, noting that the LRTP and Model have been completed and that she will be getting together with Ms. Holland and Mr. Flannigan to discuss the Onslow County CTP, a steering committee for the project and a potential schedule.

XII. [Report from FHWA Field Officer](#)

Mr. Bill Marley gave his report, noting again the new DRIVE initiative and moving along the TIP amendment which will be presented to the TAC on October 8, 2015.

XII. [Questions, Closings Comments](#)

Mr. Ben Warren asked the committee for additional questions or comments.

Mr. Wally Hansen noted that the City has a resurfacing project on Huff Dr. from Western Blvd to Office Park Dr. That section of Huff Dr. will be closed from Friday evening 7 p.m. to 5 a.m. and additional work, if needed, will occur Saturday evening from 7 p.m. to 5 a.m.

Mr. Warren asked for a motion to adjourn the meeting.

Mr. Reginald Goodson moved to adjourn the meeting. Mr. Hansen seconded the motion.

The meeting was adjourned at 12:10 p.m.



Attachment: 2 Technical Coordinating Committee Action Required

To: Technical Coordinating Committee
From: Peggy Holland, Senior Transportation Planner
Subject: Prospectus

11/12/2015

The Prospectus is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what need to be done, how it is to be done, and who does it.

The current Jacksonville MPO Prospectus was approved on September 10, 2001. Since that time, there have been a number of changes in both Federal and State planning requirements. In 2014, NCAMPO, NCDOT, and FHWA approved a new template for use by MPO's throughout the state. The new Prospectus adheres to the agreed upon template while still being targeted to the needs of the Jacksonville MPO.

Recommended Action: Approval of the Draft Prospectus

Attachment: Draft Prospectus

Jacksonville Urban Area Metropolitan Planning Organization

Prospectus

for Continuing Transportation Planning

Approved by the Jacksonville Urban Area MPO TAC
December 10, 2015

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INTRODUCTION

The City of Jacksonville, Onslow County, Marine Corps Base Camp Lejeune and the North Carolina Department of Transportation, in cooperation with the various administrations within the U.S. Department of Transportation, participate in a continuing, cooperative and comprehensive transportation planning process in the Jacksonville Urban Area as required by Section 134 (a), Title 23, United States Code. A Memorandum of Understanding approved by the municipality, the county, and the North Carolina Department of Transportation establishes the general operating procedures and responsibilities by which short-range and long-range transportation plans are developed and continuously evaluated.

The Prospectus contained herein is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it.

A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in the required annual Unified Planning Work Program (UPWP). The UPWP identifies the planning work tasks that are to be accomplished in the upcoming fiscal year and serves as a funding document for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation.

The Metropolitan Planning Organization (MPO) is responsible for carrying out the transportation planning process in the Jacksonville Urban Area. The MPO is an organization consisting of the representatives of general purpose local government; the North Carolina Department of Transportation; a Transportation Advisory Committee; a Technical Coordinating Committee; and the various agencies and units of local and State government participating in transportation planning for the area.

The respective governing boards (the City Council or County Board of Commissioners) make policy decisions for local agencies of government. The Board of Transportation makes policy decisions for the North Carolina Department of Transportation. The municipal governing board and the N.C. Department of Transportation have implementation authority for construction, improvement, and maintenance of streets and highways.

The Memorandum of Understanding established a Transportation Advisory Committee (TAC) composed of representatives from the policy boards to provide policy direction for the planning process, and to improve communications and coordination between the several Policy Boards. The TAC is responsible for (1) review and approval of the UPWP; (2) review and approval of the area's Metropolitan Transportation Improvement Program (MTIP), which ensures coordination between local and State programs; (3) review of the National Highway System, review and approval of changes to the Functional Classification Designation (as it pertains to the Surface Transportation Program) and review and approval of the Metropolitan Area Boundary; (4) endorsement, review, and approval of the Prospectus; (5) guidance on transportation goals and objectives; and (6) review and approval of changes to the adopted Long-Range Transportation

Plan. As required by North Carolina General Statutes 136-66.2, revisions to the Comprehensive Transportation Plan must be jointly approved by the MPO and the North Carolina Department of Transportation.

A Technical Coordinating Committee (TCC), also established by the Memorandum of Understanding, is responsible for supervision, guidance, and coordination of the continuing planning process, and for making recommendations to the local and State governmental agencies and the Transportation Advisory Committee regarding any necessary action. The TCC is also responsible for review of the National Highway System and for development, review, and recommendation for approval of the Prospectus, UPWP, MTIP, Functional Classification Designation (as it pertains to the Surface Transportation Program), Metropolitan Area Boundary revisions, and technical reports of the transportation study. The membership of the TCC consists of, but is not limited to, key staff from the North Carolina Department of Transportation, the county, transit operators, and the municipality.

The City of Jacksonville is designated as the Lead Planning Agency (LPA) and is primarily responsible for annual preparation of the Unified Planning Work Program and Metropolitan Transportation Improvement Program. The City of Jacksonville is the primary local recipient of planning funds received from USDOT for the Jacksonville Urban Area.

Transportation planning work is divided into two elements in the Prospectus according to type of activity: Continuing Transportation Planning, Chapter II and Administration, Chapter III.

Citizen participation is an important element of the transportation planning process and is achieved by making study documents and information available to the public and by actively seeking citizen participation during the planning process. Involvement is sought through such techniques as the website, news articles, goals and objective surveys, neighborhood forums, drop-in centers, workshops, seminars, and public hearings. Elected or appointed city and town representatives and municipal and county planning boards should serve as primary sources in gaining public understanding and support for the transportation planning activity.

An organization chart for continuing transportation planning for the Jacksonville Urban Area is shown in Figure 1. The chart shows the relationship between the various organizations who support the MPO. The history and status of transportation planning is given in Appendix A. The following are contact agencies for information concerning the transportation planning process in Jacksonville Urban Area.

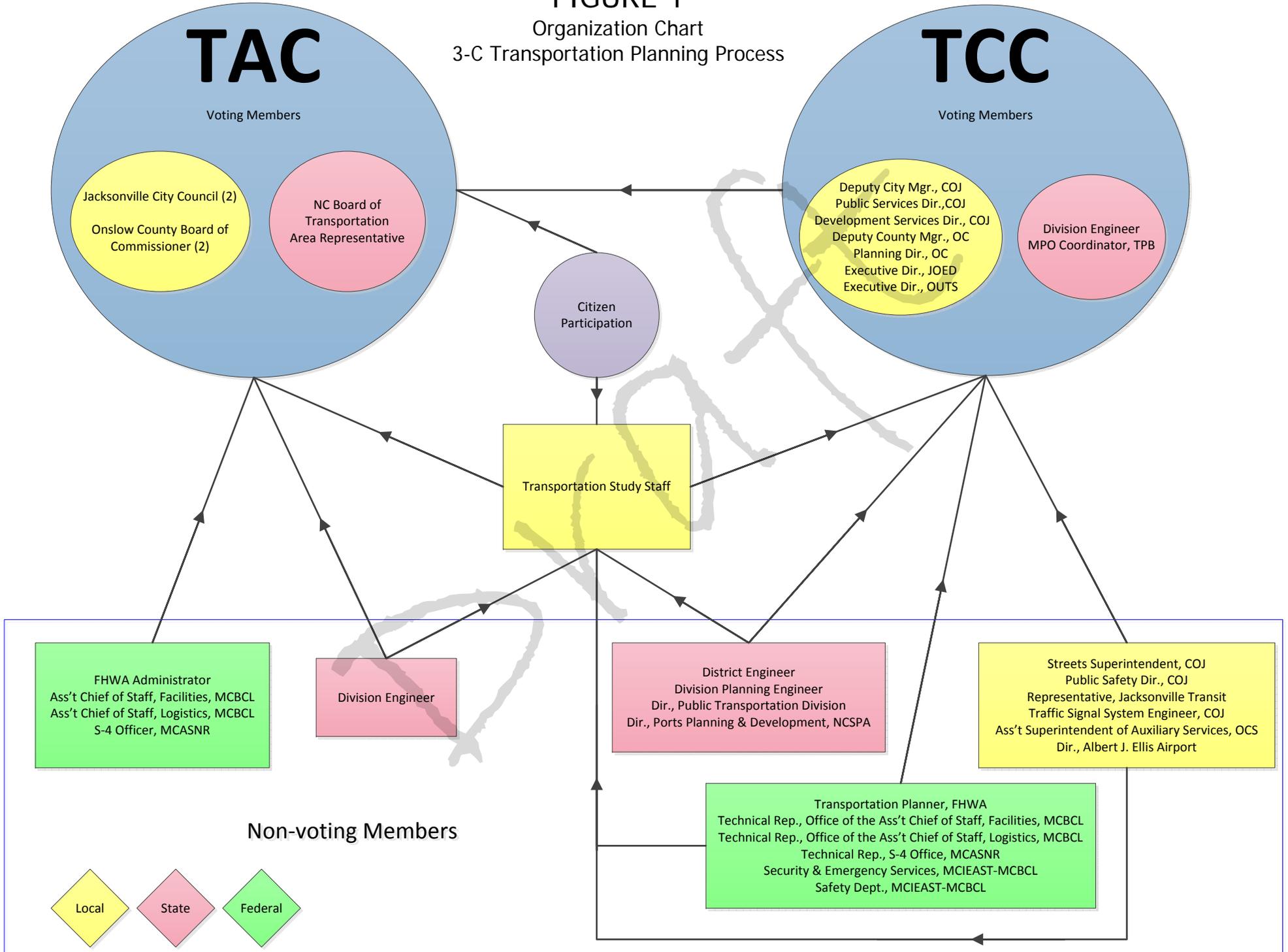
Contacts

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FIGURE 1
 Organization Chart
 3-C Transportation Planning Process



II-A: Data and Planning Support

II-A-1: Networks and Support Systems

This section covers data and processes used to support transportation planning related to transportation infrastructure. It includes (but is not limited to):

Traffic Volume Counts

Traffic counts will be taken on a biennial schedule at specified locations; these summaries can also be calculated on an annual basis by TPB inside the transportation study area. Traffic data will be collected on weekdays for a minimum of 48 hours and converted to AADT counts. The respective municipal department is responsible for obtaining counts at specified locations on the municipal owned streets within the MPO region and for furnishing the raw daily traffic counts, count information, and location maps to the NCDOT Transportation Planning Branch the first week of November for each scheduled collection year. The Transportation Planning Branch is responsible for obtaining counts at specified locations on other segments of the major street system, for updating the count location map biennially to reflect any changes made in the major street system, for preparing the Annual Average Daily Traffic Volume Map, and for sending this information to the Lead Planning Agency. MPO counts will be available to the general public on the NCDOT web page in spring of each year. As a part of the required Congestion Management Process (CMP), the MPO may implement a Congestion Monitoring Program. Special counts may be taken during travel model updates or validations. These include counts at screen-line stations, external stations, major trip generators, and key intersections as needed. Traffic count types may include daily, hourly, vehicle classification, or turning movements. The Transportation Planning Branch will coordinate traffic data collection for these special counts.

Vehicle Miles of Travel (VMT)

Vehicle miles of travel are computed by multiplying the length of each link times the annual average daily traffic volume on that link. Vehicle miles of travel are tabulated annually by county and functional classification by NCDOT-TPB. MPO's may also choose to estimate VMT for the municipal limits in their MPA, urbanized area and/or the entire MPA on a regular basis.

Street System Changes

Records of improvements to the state highway system, whether planned, underway, or completed, are maintained by the Division Engineer of the NCDOT. Each municipality should maintain similar records for its municipal street system. The municipalities participating in the Powell Bill Program must certify city street mileage maintained annually. An inventory of the geometrics and signalization of the existing major street system for the planning area should be maintained by the MPO. Periodically or as changes or additions to the major street system occur, the inventory may be updated. This inventory will need to be current when the travel model is updated.

Traffic Crashes

North Carolina law requires that any traffic crash involving personal injury and/or property damage in excess of \$1000.00 be reported in detail to the Division of Motor Vehicles (DMV) of the NCDOT. The DMV also receives a detailed report on any crash investigated by a law officer. Copies of all these reports are forwarded to the Transportation Mobility and Safety Section of NCDOT, where the information is summarized and stored. Annual analysis is produced in online

maps and is used to identify short term improvements, and identify problem areas for future improvements. High Frequency Crash location maps are available on NCDOT's website.

Transit System Data

Items to be considered are transit patronage, route changes, service miles, load factor, route ridership changes, boarding and alighting counts, headways, frequency, and service hours.

Air Travel

Data may be collected and analyzed to determine influence of local air travel on the area's transportation system and identify needs for additional services. Airport enplanements/deplanements may help relate air travel to ground travel in future updates. A ground transportation survey is a good example of this.

Central Area Parking Inventory

Inventories of both on and off street parking supply in the MPO central areas are maintained by the MPO. Periodic updates and inventories of other parking facilities in other areas will be performed as determined by the MPO through the development of the Planning Work Program. Data collected should include parking policies, ownership, and rates.

Bicycle and Pedestrian Facilities Inventory

An inventory of significant municipal, county and state bicycle and pedestrian transportation facilities shall be maintained. These systems shall be incorporated in the Metropolitan Transportation Plan update and analyzed in conjunction with other transportation performance measures.

Collection of Network Data

Collection of the transportation network data is necessary to build a base network for the travel model and for other planning purposes. Data may include, but not be limited to: 1) posted speed limit; 2) width / number of lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated.

Capacity Deficiency Analysis

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies. Link capacities will be calculated in accordance with procedures based on the latest edition of the HIGHWAY CAPACITY MANUAL and other resources.

II-A-2: Travelers and Behavior

This section covers data and processes used to support transportation planning related to socio-economic data and conditions. It includes (but is not limited to):

Dwelling Unit, Population, and Employment Changes

Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

Collection of Base Year Data

Collection of the following variables for existing conditions, by traffic zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data in spreadsheet form to TPB. This also includes creation and maintenance of traffic zones.

Travel Surveys

These surveys may be implemented to attain items such as origins and destinations (O/D), travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit surveys to name a few. New surveys will be conducted as necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources will be determined at the onset of the study.

Vehicle Occupancy Rates (Counts)

Vehicle occupancy counts are collected across the service area to measure effectiveness of transportation investments and operations. Information will also be used to comply with the Clean Air Act and is useful in the trip generating process of modeling traffic during the travel modeling phase, as well as other parts of the Metropolitan Transportation Plan.

Travel Time Studies

Peak and off-peak travel time studies may be conducted for those street segments that are included in the Congestion Management Process. The travel time studies may be required during the travel model calibration phase as well to help refine the model speeds.

II-A-3: Transportation Modeling

This section covers data and processes used to forecast future conditions for planning horizons. It includes (but is not limited to):

Travel Model Updates

For each MTP update, a "Modeling Agreement" between the MPO and TPB will be adopted, and it will become a part of the Prospectus or a stand-alone document. There are different kinds of models applied at different scales; the right balance of model types will be agreed upon by each MPO with TPB. The responsibility for building and applying the model will also be negotiated between each MPO and TPB as part of the Modeling Agreement.

Forecast of Data to Horizon Year

The travel demand models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an area-wide basis, to cross check these projections and convert them to land use quantities if required, and to distribute the projected planning data to traffic zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved socioeconomic forecasts.

Forecasts of Future Travel Patterns

The forecast of future travel patterns will result from using the forecasted planning data as input to the travel demand models. The models are sensitive to changes in trip generation, trip

purpose, trip length, vehicle occupancy, travel mode, and patterns of daily travel. The forecast of travel patterns will include a review of these factors and comparison to community goals and objectives to determine if changes in assumptions are warranted. The network development process is included in this task item.

Financial Planning

As required by MAP-21, the MTP must have a financial plan. Project cost estimates, and revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance and operations as well as construction. This item also covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and public-private partnerships. This also includes a financial analysis for the TIP.

II-B: Planning Process

II-B-1 Targeted Planning

This section includes non-modal specific planning, and focuses on themes across modes. It can include (but is not limited to):

Air Quality Planning/Conformity Analysis

Official air quality conformity determinations on the MTP are not required of every NC MPO at this time. However, due to the interest of local and state governments in the quality of the environment, including air quality, an analysis on the MTP may be performed. In non-attainment and maintenance areas, the transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality.

MPOs have the responsibility to make a determination as to whether or not the MTP and TIP conform to the intent of the State Implementation Plan (SIP). Elements involved in this task include, but are not limited to: Participation in interagency consultation process as part of SIP development and conformity determination development; Providing assistance to NCDENR in developing and maintaining mobile source emission inventories; Participating in development of TCM's for the SIP; Implementation of TCM's as appropriate; and Performing analysis and approving conformity determination as required (the MPO must approve conformity determination).

Alternative Fuels/Vehicles

MPOs can support transportation projects that reduce mobile source emissions and reduce vulnerability of fuel supplies and enhance fuel security in times of extreme weather events or other reasons for petroleum scarcity. Eligible activities include transit improvements, travel demand management strategies, traffic flow improvements, and public fleet conversions to cleaner fuels, among others. Alternative fuel projects for the public and private sector fleet can include coordination of education and incentive programs and/or planning for the provision of fueling or charging infrastructure and pipeline security.

Hazard Mitigation and Disaster Planning

Conduct analysis in areas related to climate change and extreme weather adaptation such as assessments of transportation vulnerability to extreme weather events, or to develop options

for improving resiliency of transportation facilities or systems related to climate changes and/or extreme weather events.

Congestion Management Strategies

The 3-C Transportation Planning Process, as enhanced by MAP-21, stresses efficient system management and operations. Transportation Management Areas are required to develop a Congestion Management Process (CMP). Planning for congestion management strategies such as these are included in this item: Congestion Management System (CMP), Transportation Demand Management (TDM), Intelligent Transportation System (ITS), High Occupancy Vehicle lanes or priorities (HOV), Access Control and Management, Traffic Operations Improvements, Incident Management, and Growth Management. This item covers the costs associated with planning for these items, coordination with public and private stakeholders, and marketing or public education.

Freight Movement/Mobility Planning

As one of the MAP21's eight planning factors, emphasis is placed on increasing accessibility and mobility options available to people and freight. Tasks included in this category may be a survey of freight carriers, recommendations for improving truck mobility or train/truck intermodal movements, and identifying acceptable truck routes.

II-B-2 Regional Planning

This element includes development and creation of both the Comprehensive Transportation Plan (NC Requirement) and Metropolitan Transportation Plan (MAP-21 Requirement). To be valid and useful for corridor protection and other uses, the CTP must be mutually adopted by both the MPO and NCDOT.

Community Goals and Objectives

In the evaluation of community goals and objectives, the MPO will formulate policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Metropolitan Transportation Plan.

Highway Element of the CTP/MTP

The highway element will be evaluated in terms of projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. The evaluation will include an analysis of the MTP and the interrelationship between alternative travel modes. Recommendations should include adequate right-of-way for improvements consistent with the Bicycle & Pedestrian Plan, Transit Plan and other intermodal connection facilities along logical corridors. If major deficiencies are found with the existing plan, alternative plans will be evaluated.

Transit Element of the CTP/MTP

Transit planning incorporates all vehicular modes other than trucks and the single occupant automobile, including (but not limited to) fixed-route bus service, ridesharing, fixed-guideway transit, and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New types and areas of service may be recommended, supported by ridership forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit

alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

Bicycle and Pedestrian Element of CTP/MTP

A bikeway and pedestrian plan is an essential part of the multi-modal CTP/MTP for an urban area. The report entitled, *Incorporating Bicycle and Pedestrian Elements into Transportation Plans*, produced by the Transportation Planning Branch, describes the essentials of this task. At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the CTP/MTP.

Airport/Air Travel Element of CTP/MTP

The Airport Master Plan may be coordinated with the MPO (where feasible), and be an element of the CTP/MTP.

Collector Street Element of CTP/MTP

Collector street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas.

Rail, Waterway, or Other Modes of the CTP/MTP

Some MPO's may have additional transportation elements that link to the multi-modal CTP/MTP. The MPO should provide documentation to be included in the CTP/MTP.

II-B-3 Special Studies

This element includes mode-specific plans and special studies that do not fall under Operational Planning.

Special Studies

During the regular reevaluation of the Metropolitan Transportation Plan, there occasionally is a need to make a specific study of a transportation corridor to determine the best solution to a problem. While this may include development of a simple functional design for corridor protection, more detailed studies may include evaluations of alternative modes or alignments for cost, feasibility, environmental screening, and functional designs. In a similar manner, special problems may arise in relation to major land use changes when large-scale traffic generators (hospitals, regional malls, etc.) will either be developed or closed. These land use changes could significantly affect the regional distribution and/or amount of traffic that could require changes to the Metropolitan Transportation Plan to accommodate the newly forecasted growth. The extent, responsibility, and cost for a corridor or sub-area study, which should be conducted within the work plan of the TCC, would be determined prior to its initiation.

III-A Unified Planning Work Program

III-A-1: Unified Planning Work Program

Development of Unified Planning Work Program and Five-Year Plan

A Unified Planning Work Program (UPWP) will be prepared annually by the MPO in cooperation with other participating agencies and under the guidance of the Technical Coordinating Committee. The PWP will present the proposed planning work program for the next year and review the most recent accomplishments of the planning process. The UPWP will be cross-referenced to the Prospectus to minimize repetitive documentation. The UPWP will be reviewed and approved by the MPO Policy Board, the North Carolina Department of Transportation, and Federal agencies providing planning funds for continuing transportation planning. These Federal planning funds are provided by FHWA (Section 104(f)) and FTA (Section 5303). Preparation of a Section 5303 Grant application is also required in addition to the UPWP to receive planning funds from FTA. The MPO must annually certify their 3-C Transportation Planning Process as part of the UPWP adoption. This is used for the submittal of the STIP to FHWA. This should be a separate resolution that is then included in the UPWP.

A five-year plan that shows basic assumptions for work to be performed in future UPWPs for the current year and subsequent four years should also be developed. This will reflect the high-level UPWP categories and show the progression of projects that require more than one year to complete and ongoing maintenance tasks.

III-A-2: Metrics and Performance Measures

Each metropolitan planning organization shall establish performance targets and measures that address performance of the transportation system. MPOs shall coordinate with appropriate State and transit agencies in developing targets for the transportation system. The MPO shall integrate in the metropolitan planning process directly or by reference the goals, objectives performance measures and targets described in other State transportation plans and processes, as well as, any plans developed under chapter 53 of title 49 by providers of public transportation, required as part of a performance-based program.

III-B: Transportation Improvement Program

III-B-1 Prioritization

The MPO list of projects to evaluate under NCGS § 136-18 (42) is developed biennially to communicate the MPO's priorities regarding the funding schedule on already programmed projects, the acceleration of long term projects into the program, and the addition of new projects to the STIP. The list may include cost estimates, purpose and need statements, and other supporting materials. A prioritization process is a key step in cooperative TIP development between the MPO, the transit operator, and NCDOT. Local processes for prioritization such as STP-DA, TA or CMAQ projects should also be included here.

III-B-2 Metropolitan TIP (TIP)

Every two years, the MPO will prepare a metropolitan programming document (TIP) which is coordinated with the State Transportation Improvement Program (STIP). The local programming document is a short range, five to ten-year multi-modal program which identifies

transportation improvements recommended for advancement during the program period, identifies priorities, groups improvements into staging periods, includes estimated costs and revenues, and is fiscally constrained.

As conditions change, it may be necessary to amend the TIP to ensure consistency with the STIP. The MPO will coordinate with NCDOT to keep the documents aligned and bring modifications/amendments before the MPO boards as needed.

The MPO will coordinate with local governments to include major non-NCDOT projects in the TIP, with a blanket local STIP identifier to be assigned by NCDOT. The MPO will develop criteria to define "major" along with NCDOT and federal partners.

III-B-3 Merger and Project Development

Projects and selected alternatives will be evaluated based on criteria established by the goals and objectives. Reevaluation will study the impact on the environment. It is anticipated that the evaluation will be in the following areas: efficiency in serving travel demands; energy conservation; cost; and impact on the physical, social, and economic environment. The physical environmental evaluation will include air quality, water quality, soils and geology, wildlife and vegetation. The social environmental considerations will include housing and community cohesion, low-income and minority populations, noise, churches and educational facilities, parks and recreational facilities, historic sites, public health and safety, national defense, and aesthetics. Effects on business, employment and income, land development patterns, and public utilities will be studied as part of the economic environmental evaluation.

Merger Process

Merger is a process to streamline the project development and permitting processes, agreed to by the USACE, NCDENR (DWQ, DCM), FHWA and NCDOT and supported by other stakeholder agencies and local units of government. To this effect, the Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

Each project team will consist of appropriate primary signatory agencies and partnering signatory agencies. The composition of agencies on each project team will vary depending on the specific project's location and scope.

FHWA, USACE, NCDOT and NCDENR are the primary signatories for the Merger Process agreement and are also known as the process owners or sponsors. The partnering agencies are as follows: U. S. Environmental Protection Agency; U. S. Fish and Wildlife Service; National Marine Fisheries Service; N. C. Wildlife Resources Commission; N. C. Department of Cultural Resources; U. S. Coast Guard, U. S. Forest Service; Tennessee Valley Authority; National Park Service; Metropolitan Planning Organizations (MPO's); and the Eastern Band of Cherokee Nation. Some of the partnering agencies will participate only when the project is in their respective geographic area of responsibility or statutory authority.

Feasibility Studies

MPOs will participate as needed in NCDOT-sponsored feasibility studies identified in the STIP/TIP.

III-C: Civil Rights Compliance (Title VI) and Other Regulatory Requirements

Civil Rights Compliance (Title VI) and Other Regulatory Requirements

III-C-1 Title VI

Provide update of Civil Rights statistics report for submittal to FTA to determine MPO compliance to civil rights provisions. Title VI states: The MPO shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252), 49 U.S.C. 2000D TO 2000-D-4; the Regulations of DOT issued thereafter in the Code of Federal Regulations (commonly and herein referred to as CFR) Title 49, Subtitle A, Part 21), and the assurance by the MPO pursuant thereto.

III-C-2 Environmental Justice

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including NCDOT and the MPO's, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows: a) ensure public involvement of low-income and minority groups in decision making; b) prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made; and c) assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made. Specific tasks include mapping of populations, and businesses, conducting quantitative analysis of the benefits and burdens the transportation system/programs have on the MLI communities, etc.

III-C-3 Minority Business Enterprise Planning (MBE)

There is a continuing need to address the Minority Business Enterprise (MBE) as a part of the planning and programming phases of project development. Areas are encouraged to give full consideration to the potential services that could be provided by MBE's in the development of transit plans and programs, and the provision of transit service. Transit properties with established MBE programs are encouraged to work with MPO's, utilizing transportation planning funds to update existing MBE programs as necessary.

III-C-4 Planning for the Elderly and Disabled

The Americans with Disabilities Act of 1990 (ADA) ensures that persons with disabilities enjoy access to the mainstream of American life. The ADA expands on the Section 504 program to comprehensively address mobility needs of persons with disabilities. Joint FHWA and FTA regulations require that the urban transportation planning process include activities specifically emphasizing the planning, development, evaluation and reevaluation of transportation facilities and services for the elderly and disabled, consistent with ADA. This process should include an analysis of inventories of disabled persons, their locations, and special transportation services needed. These regulations emphasize estimation of travel needs through statistical analysis and a self-identification process. Both thoroughfare and transit planning activities should focus on complying with the key provisions of the ADA, and include special efforts to plan transportation facilities and services that can be effectively utilized by persons with limited mobility, such as: a) Public transit authorities providing fixed route transit service must provide comparable level paratransit service to disabled individuals who cannot otherwise use the fixed route service; b)

Transit authorities providing elderly and disabled oriented demand responsive service must also buy or lease accessible vehicles unless it can be demonstrated that the system provides a level of service to the disabled equivalent to that provided to the general public; c) New facilities built must be accessible and existing facilities with major alterations must be made accessible to the maximum extent feasible; and d) Planning for better mobility through such items as wheelchair curb cuts, longer pedestrian crosswalk times at certain intersections, and special parking spaces and rates for cars with one or more transportation disadvantaged occupant(s).

III-C-5 Safety/Drug Control Planning

MPO's may pass planning funds through to transit operators for use in performing safety audits and in the resultant development of safety/ security improvement and in alcohol/drug control planning, programming, and implementation. Attention should be given to the development of policies and planning for the proper safety related maintenance of transit vehicles, fire safety, substance abuse where it affects employee performance in critical safety related jobs, emergency preparedness to improve the capability to respond to transit accidents/incidents, security to reduce theft and vandalism of transit property and to counter potential politically motivated terrorism directed against transit users, facilities, and equipment.

Additionally, two of the eight planning factors for metropolitan planning is to *increase the safety of the transportation system for motorized and non-motorized user*, and to *increase the security of the transportation system for motorized and non-motorized users*.

III-C-6 Public Participation

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers. The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23CFR450.212(a) and 450.316(b)(1)). It also provides mechanisms for the agency or agencies to solicit public comments and ideas, identify circumstances and impacts which may not have been known or anticipated by public agencies, and, by doing so, to build support among the public who are stakeholders in transportation investments which impact their communities. The MPO should have a formalized, written and adopted public participation process.

III-C-7 Private Sector Participation

Federal regulations require that private operators be afforded the "maximum feasible opportunity" to participate in the planning and provision of local transportation services. The purpose of the private sector participation requirement is to give private operators the opportunity to initiate involvement. In an effort to more effectively address this requirement, the evaluation of private sector service alternatives has been incorporated into the transportation planning process. The general criteria for making public/private service decisions may include but is not limited to: a) comparative cost of private versus public services in similar situations; b) perceived quality and reliability of service; c) local control of services; d) responsiveness and flexibility of operators; and e) private operator financial stability.

III-D: Statewide and Extra-Regional Planning

This section covers planning and policy development outside the region and support of state and national user groups and organizations. Legislative issues are also covered.

Statewide and Extra-Regional Planning

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Examples of such activities include: , designation of Urban Area Boundaries, Functional Reclassification of roads, National Highway System coordination, participation in statewide planning such as the Vision Plan, Highway Performance Monitoring System activities, and regional transit coordination. Involvement could include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and review and administrative approval or endorsement of documentation. Extra-regional plans might include corridor plans that span multiple region boundaries (US 17), large-area transit plans that span multiple areas, or similar bike/trail plans (ECG, MTST).

Statewide and Federal Policy Development and Implementation

Coordinate with state and federal agencies as a partner for developing policy direction and implementation. Examples include participation in SPOT, CMAQ or other NCDOT workgroups to develop scoring criteria, provide technical expertise to AMPO, AASHTO, ITE or other organizations at the national and state level that provide policy development assistance; responding to requests from NCGA; or individual legislators as needed.

III-E: Management, Operations, and Program Support Administration

Board Support

Support of advisory and governing bodies, including maintenance of membership and appointments, meeting planning, agenda preparation and posting, conducting meetings & hearings, minutes preparation, and compliance with Open Meetings & Public Records statutes.

Subcommittee Support

Same as above for standing and ad-hoc subcommittees.

Workgroup Support

This includes support of staff-level committees that do not trigger Open Meetings/Public Records requirements. Examples include the TCC Prioritization Workgroup.

Member Services

This includes responding to specific members' needs not covered in other items. It includes presentations to local boards on MPO business and mission, assistance with transportation-related grant applications, or local staff technical assistance, as examples.

Administration

This includes day-to-day operational necessities not directly related to the UPWP. Examples include filling out paperwork for finance departments, including timesheets, leave requests, expense reports, benefit forms, etc. Staff meetings may fall under this category, particularly if they include non-MPO staff. Updates to the MOU, Prospectus, or other tasks that do not have another category are also covered here.

APPENDIX A: TRANSPORTATION PLANNING HISTORY AND STATUS

The development and adoption of a Thoroughfare Plan was provided for in North Carolina General Statute 136-66 in 1959. This General Statute was rescinded and replaced with GS 136-66.2 in 2001 requiring the development of a coordinated transportation system and provisions for streets and highway in and around municipalities.

In 1962, Section 134, Title 23 of the United States Code was enacted by Congress which required a continuing and comprehensive transportation planning process carried on cooperatively by states and local communities for all urban areas with a population over 50,000 (3C Planning Process). The Federal Highway Act of 1973 provided for Federal planning funds to be disbursed through the States to MPOs for the purpose of accomplishing the transportation planning, and for the first time, permitted limited use of Federal highway funds for urban mass transit projects. Legislation has been updated with each new highway bill highlighting the importance of transportation planning.

LOCAL AREA TRANSPORTATION PLANNING HISTORY

In 1961, Mr. Collier Cobb, the City Engineer in Jacksonville developed the first thoroughfare plan for the City of Jacksonville. This plan was reviewed by advanced planning staff from the State Highway Commission in 1962 and was adopted by the City Council on February 5, 1962 and the State Highway Commission on March 15, 1962.

In 1966, an update to this Plan was initiated and a new Plan was completed in 1969. This resulted in adoption by the City of Jacksonville on July 18, 1972 and the State Highway Commission on January 12, 1979.

At this time it was agreed that an external roadside origin and destination study should be performed to assist in advanced computer modeling techniques for the area. This also required the collection of land use data, special traffic counts and estimation of the 2005 land use data. The resulting plan gave traffic projections for 2005 and developed a system of thoroughfares that could accommodate this demand. The resulting Plan was adopted by the City Council on May 21, 1985 and the North Carolina Department of Transportation on July 12, 1985. Revisions to this Plan included the extension of Old Bridge Street and the replacement of the Pine Valley Road connector with the Corbin Road-Halltown Road connector.

An update to this Plan was begun in 1989. No new origin and destination studies were completed. The update involved collection of new socio-economic data and the reformulation and recalibration of the travel demand model. The new design years were 2010 and 2015. This Plan was adopted in 1992.

Revisions to the 1992 Plan included changes in the US 17 alignment, Corbin Street realignment, and removal of thoroughfare designation on some streets in the old downtown area. A multi-modal transportation plan for the area was prepared and adopted by the TAC in 1999 to satisfy FHWA requirements. Multimodal plans were completed in 2005, 2010, and 2015.

APPENDIX B: TRANSPORTATION PLANNING GOALS AND OBJECTIVES

GOAL: Create a more efficient transportation system through improved connectivity, capacity, and operations

1. Promote reductions in recurring congestion through transportation capacity, access management, and policy improvements
2. Recognize saving (e.g. time and fuel consumption) by minimizing vehicle miles traveled through enhanced integration and connectivity of the transportation system, across and between modes, for people and freight
3. Promote efficient system management and operation, and support measures that reduce single occupant vehicle travel during peak demand hours

GOAL: Support regional growth through a transportation network that serves inter-and intra-regional accessibility and mobility needs for both people and goods

1. Identify transportation recommendations that enable global competitiveness, productivity, and efficiency
2. Increase the accessibility and mobility of people and freight, both civilian and military-related, within the region and to other areas
3. Leverage gateways and aesthetics to create an atmosphere that fosters economic investment

GOAL: Preserve the social and environmental character of the region through an integrated transportation and land use strategy that addresses transportation solutions

1. Protect and enhance the natural and social environment using context-sensitive transport strategies
2. Minimize direct and indirect environmental impacts of the transportation system while planning and prioritizing transportation recommendations
3. Promote consistency between transportation improvements, land use decisions, and economic development patterns

GOAL: Provide an integrated transportation network that encourages use of all modes by offering travel choices that are accessible to all segments of the region's population

1. Provide desirable and user-friendly transportation options for all user groups regardless of socioeconomic status or physical ability
2. Support a fully integrated multimodal network that advances the concept of complete streets
3. Expand and maintain a network of bicycle, pedestrian, and transit facilities that connects homes, activity centers, and complementary amenities

GOAL: Promote a safer and more secure transportation network through crash reduction, enhanced reliability and predictability, and improved emergency coordination

1. Improve the safety of the transportation system for all user groups regardless of socioeconomic status or physical ability
2. Increase the reliability, predictability, and efficiency of the transportation experience through system improvements and enhanced communication
3. Improve safety and security by enhancing the evacuation route network for natural events and protecting access to military assets

GOAL: Extend the life of the transportation system by fostering a sustainable and maintainable system that addresses the long-term needs of the region

1. Limit expansion of the roadway network to the most necessary projects that best address identified issues
2. Increase the lifespan of existing infrastructure and ensure transportation facilities are used optimally
3. Maintain the transportation network by identifying and prioritizing infrastructure preservation and rehabilitation projects such as pavement management and signal system upgrades

2017

APPENDIX C: UPWP TASKS AND RESPONSIBILITIES

AGENCY RESPONSIBILITIES FOR UPWP TASKS

- Primary Responsibility
 Supporting Responsibility

		City of Jacksonville	Onslow County	Camp Lejeune	NCDOT Transportation Planning Branch	NCDOT Division 3	NCDOT Traffic Engineering Branch	NCDOT Public Transportation Division
II-A	Data & Planning Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II-B	Planning Process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III-A	Planning Work Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III-B	Transportation Improvement Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III-C	Civil Right Compliance & Other Regulatory Requirements	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
III-D	Statewide & Extra-regional Planning	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
III-E	Management, Operations & Program Support Administration	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



Attachment: 3 Technical Coordinating Committee Action Required

To: Technical Coordinating Committee
From: Anthony Prinz, Transportation Services Administrator
Subject: Draft FY 2016 UPWP

1/8/2015

Each year the Jacksonville MPO produces a Unified Planning Work Program (UPWP) to outline expenditures necessary to carry out planning activities by the MPO and its member agencies during the upcoming fiscal year. The NCDOT Transportation Planning Branch requires the UPWP be adopted and submitted by March 27 for the coming fiscal year.

The draft FY 2016 UPWP is similar to the prior year and is created to further the operational objectives identified by the 2010 strategic prioritization workshop. The work program accounts for all direct operating expenses and includes funding for consultant services to complete a Downtown Jacksonville Circulation Study, provide on-call professional services and to begin work on the Transportation Improvement Program. The draft work program has been advertised in accordance with Public Participation Plan requirements.

Recommended Action: Recommend adoption of the draft FY 2016 UPWP

Attachment: Draft FY 2016 UPWP

**JACKSONVILLE URBAN AREA
METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM**

FISCAL YEAR 2017

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INTRODUCTION

The Unified Planning Work Program (UPWP) is a document that outlines planning activities for the Jacksonville MPO during each fiscal year using funds provided by federal and state transportation agencies as well as local MPO contributions from the City of Jacksonville and Onslow County. UPWPs are adopted prior to the beginning of each fiscal year and serve as the program for coordinating MPO activities with the goal of developing an integrated program that addresses current and future mobility needs of our region. Many tasks contained within the UPWP are required by federal or state law and are ongoing from year-to-year. Some of these reoccurring tasks include conducting Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) meetings, maintaining a current Metropolitan Transportation Improvement Program, long-range transportation planning and implementing our Public Participation Plan. Other planning initiatives contained within the UPWP vary from year-to-year. For instance, the scope of special projects completed by the MPO to address specific areas of transportation concern (such as small area plans, modal plans or corridor studies) change on an annual basis. This document blends ongoing and year-to-year activities into a cohesive program that builds consensus among federal, state and local stakeholders regarding MPO operations and budgetary needs.

Transportation Advisory Committee Members:

Mr. Michael Lazzara, Chairman, Jacksonville City Council
Mr. Jack Bright, Vice-Chairman, Onslow County Commission
Mr. Robert Warden, Jacksonville City Council
Mr. Paul Buchanan, Onslow County Commission
Ms. Sandra Fountain, North Carolina Board of Transportation

Technical Coordinating Committee Members:

Mr. Ben Warren, Chairman, Planning and Development Director, Onslow County
Mr. Reginald Goodson, Vice-Chairman, Development Services Director, City of Jacksonville
Mr. Ronald Massey, Deputy City Manager, City of Jacksonville
Mr. David Cotton, Deputy County Manager, Onslow County
Mr. Wally Hansen, Public Services Director, City of Jacksonville
Ms. Carol Hurst Long, Executive Director, Onslow United Transit System
Ms. Sheila Pierce Knight, Executive Director, Jacksonville-Onslow Economic Development
Ms. Karen Collette, Division 3 Engineer, NCDOT
Ms. Nazia Sarder, Jacksonville MPO Coordinator, NCDOT Transportation Planning Branch

This UPWP has been developed in accordance with the Moving Ahead for Progress in the 21st Century Act or MAP-21, which requires a planning process that is continuing, cooperative, and comprehensive for making transportation investment decisions in metropolitan areas. MAP-21 also encourages MPOs to consult with planning officials responsible for other types of planning activities affected by transportation, including areas

pertaining to land development, environmental protection, economic development, etc. The Jacksonville MPO strives to maintain a cooperative relationship with all of our local planning partners by including them as members of our TCC. Understanding that transportation issues impact all of these areas of concern, MPO staff works to balance these needs throughout our planning process.

MAP-21 requires the metropolitan planning process to provide for consideration of projects and strategies that will:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and nonmotorized users;
3. Increase the security of the transportation system for motorized and nonmotorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Each work element within the UPWP satisfies at least one of these eight factors. Further, planning activities associated with each work element emanate from and support the goals of the Jacksonville Metropolitan Planning Organization's 2040 Long Range Transportation Plan, which was adopted by the TAC in April 2015.

Citizen involvement is a vital component of MAP-21 compliance. As such, resources and activities have been included in this UPWP to implement the Jacksonville MPO Public Participation Plan. As a component of our Public Participation Plan, the Jacksonville MPO website will be maintained on a regular basis to broadcast information on MPO activities and to encourage community involvement in the MPO process. The MPO will also proactively notify citizens of plans and activities on a regular basis through public notices, press releases and other commonly used media outlets and public presentations.

All MPO plans and programs comply with the public participation provisions of Title VI which states: "[n]o person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

FIVE YEAR PLANNING CALENDAR

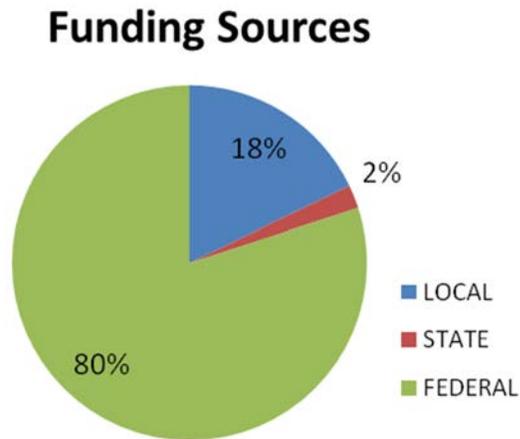
	FY 2017 <i>July 1, 2016 - June 30, 2017</i>	FY 2018 <i>July 1, 2017 - June 30, 2018</i>	FY 2019 <i>July 1, 2018 - June 30, 2019</i>	FY 2020 <i>July 1, 2018 - June 30, 2019</i>	FY 2021 <i>July 1, 2019 - June 30, 2020</i>
Planning Process Action					
UPWP	Yes	Yes	Yes	Yes	Yes
Certification of Planning Process	Yes	Yes	Yes	Yes	Yes
Products of the Planning Process					
L RTP Review	Yes	Yes	Yes	Yes	Yes
Major Update				Start 2045 L RTP	Adopt 2045 L RTP
Special Studies / State & Regional Planning	Collector Street Plan/Bicycle & Pedestrian Plan	Bicycle & Pedestrian Plan		L RTP Update	L RTP Update
Metropolitan Transportation Improvement Program (MTIP)					
Project Prioritization	Yes	Yes	Yes	Yes	Yes
Draft MTIP	Yes		Yes		Yes
Adopt MTIP		Yes		Yes	

BUDGET SUMMARY

Revenue

Funding the Jacksonville MPO is a collaborative effort among federal, state and local transportation stakeholders. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) provide 80% of MPO operating funds, the North Carolina Department of Transportation (NCDOT) provides 2% and local MPO member agencies (City of Jacksonville and Onslow County) provide 18%.

FHWA funds (commonly known as Section 104(f) PL) are administered by the NCDOT Transportation Planning Branch (TPB) and require a 20% local match. The North Carolina Section 104 (f) PL funding apportionment is distributed to MPOs by the TPB through a population-based formula. Section 104(f) PL funding levels are based on MAP-21 authorization.



Fiscal Year 2017 Section 104(f) PL revenue summary:

FHWA (80%)	\$ 236,000
<u>Local (20%)</u>	<u>\$ 59,000</u>
Total	\$ 295,000

Metropolitan Planning Program funds from the FTA (commonly known as Section 5303) are intended to provide assistance to urbanized areas for planning and technical studies in support of public transportation services. The North Carolina Section 5303 funding apportionment is distributed to MPOs by the NCDOT Public Transportation Division (PTD) through a formula based on transit operating statistics. Section 5303 funds require a 10% local match, which is provided by the City of Jacksonville, and a 10% state match, which is provided by PTD. Section 5303 funding levels are also based on MAP-21 authorization. Revenues for this work program reflect the Fiscal Year 2017 authorization from PTD.

Fiscal Year 2017 Section 5303 revenue summary:

FTA (80%)	\$ 28,000
NCDOT - PTD (10%)	\$ 3,500
<u>Local (10%)</u>	<u>\$ 3,500</u>
Total	\$ 35,000

Urbanized Area Formula Program funds from the FTA (commonly known as Section 5307) are intended to provide operating assistance to urbanized areas for providing public transportation services. For use in supporting transit planning initiatives, Section 5307 funds require a 10% local match, which is provided by the City of Jacksonville, and a 10% state match, which is provided by PTD. Section 5307 funding levels are also based on MAP-21 authorization. Revenues for this work program reflect the Federal Fiscal Year 2017 authorization from FTA.

Fiscal Year 2017 Section 5307 revenue summary:

FTA (80%)	\$36,000
NCDOT - PTD (10%)	\$4,500
<u>Local (10%)</u>	<u>\$4,500</u>
Total	\$45,000

A composite summary of Jacksonville MPO revenues for the Fiscal Year 2017 work program is provided below:

Revenue Source	Total Amount	Percent of Total
Section 104 (f) PL (federal)	\$224,000	62%
Section 5303 (federal)	\$28,000	8%
Section 5307	\$36,000	10%
NCDOT	\$8,000	2%
Local	\$64,000	18%
Total	\$360,000	100%

Expenditures

Fiscal Year 2017 work program expenditures are expected to match our projected revenues. A detailed summary of our anticipated expenditures is provided by the FY 2017 Unified Planning Work Program Table, Section 104(f) PL work task narrative, Section 5303/5307 work task narratives and DBE contracting opportunities table.

**Jacksonville Urban Area Metropolitan Planning Organization
DRAFT FY 2017 Planning Work Program: Funding Sources Table**

TASK CODE	TASK DESCRIPTION	SEC. 104 (f) PL		SECTION 5303			SECTION 5307			TASK FUNDING SUMMARY				EXPENDITURES SUMMARY		
		Local 20%	FHWA 80%	Local 10%	NCDOT 10%	FTA 80%	Transit			LOCAL	STATE	FEDERAL	TOTAL	MPO Staff	Direct Expenses	Consultant Outside Contract
							Local 10%	NCDOT 10%	FTA 80%							
II-A	Data & Planning Support															
II-A-1	Networks & Support Systems	\$750	\$3,000	\$3,500	\$3,500	\$28,000	\$4,500	\$4,500	\$36,000	\$8,750	\$8,000	\$67,000	\$83,750	\$81,750	\$2,000	¹
II-A-2	Travelers and Behavior	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
II-A-3	Transportation Modeling	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
II-B	Planning Process															
II-B-1	Targeted Planning	\$1,000	\$4,000							\$1,000	\$0	\$4,000	\$5,000	\$5,000		
II-B-2	Regional Planning	\$1,250	\$5,000							\$1,250	\$0	\$5,000	\$6,250	\$6,250		
II-B-3	Special Studies	\$25,000	\$100,000							\$25,000	\$0	\$100,000	\$125,000	\$35,000		\$90,000 ⁵
III-A	Unified Planning Work Program															
III-A-1	Unified Planning Work Program	\$1,250	\$5,000							\$1,250	\$0	\$5,000	\$6,250	\$6,250		
III-A-2	Metrics & Performance Measures	\$1,250	\$5,000							\$1,250	\$0	\$5,000	\$6,250	\$6,250		
III-B	Transportation Improvement Program															
III-B-1	Prioritization	\$1,250	\$5,000							\$1,250	\$0	\$5,000	\$6,250	\$6,250		
III-B-2	Metropolitan TIP	\$2,250	\$9,000							\$2,250	\$0	\$9,000	\$11,250	\$11,250		
III-B-3	Merger & Project Development	\$2,500	\$10,000							\$2,500	\$0	\$10,000	\$12,500	\$12,500		
III-C	Civil Rights Compliance & Other Regulatory Requirements															
III-C-1	Title VI	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
III-C-2	Environmental Justice	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
III-C-3	Minority Business Enterprise	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
III-C-4	Planning for the Elderly & Disabled	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
III-C-5	Safety/Drug Control Planning	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
III-C-6	Public Participation	\$4,000	\$16,000							\$4,000	\$0	\$16,000	\$20,000	\$7,000	\$12,000 ²	\$1,000 ³
III-C-7	Private Sector Participation	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
III-D	Statewide & Extra-regional Planning															
III-D	Statewide & Extra-regional Planning	\$4,000	\$16,000							\$4,000	\$0	\$16,000	\$20,000	\$14,000	\$6,000 ⁴	
III-E	Management, Operations, & Program Support Administration															
III-E	Management, Operations, & Program Support Administration	\$12,500	\$50,000							\$12,500	\$0	\$50,000	\$62,500	\$56,200	\$6,300 ⁶	
TOTALS		\$59,000	\$236,000	\$3,500	\$3,500	\$28,000	\$4,500	\$4,500	\$36,000	\$67,000	\$8,000	\$300,000	\$375,000	\$257,700	\$26,300	\$91,000

¹ JUMPO street inventory \$2,000
² Advertising and Printing \$12,000
³ JUMPO webpage management fee \$1,000
⁴ Travel and Training \$6,000

On-Call Engineering Services \$20,000
 Bicycle & Pedestrian Plan \$70,000
⁵ **Total \$90,000**

Supplies \$2,000
 Phones \$2,700
 Memberships \$950
 Fuel/Vehicle \$650
⁶ **Total \$6,300**

SECTION 104 (F) PL WORK TASK NARRATIVE

(Work to be performed by Jacksonville MPO staff except where noted.)

II-A Data and Planning Support

II-A-1 Networks and Support Systems

- Traffic Volume Counts
 - MPO staff will collect traffic count data on a regular basis. NCDOT traffic counts will be used to supplement the counts collected by staff.
- Vehicle Miles of Travel (VMT)
 - Vehicle miles of travel is tabulated annually by NCDOT. MPO staff will evaluate data.
- Street System Changes
 - MPO staff will assist with updating the City of Jacksonville's street system database as needed to reflect existing and new street infrastructure.
- Traffic Crashes
 - MPO staff will collect, summarize and evaluate traffic crash data for planning projects as well as inquiries from the general public.
- Transit System Data
 - MPO staff will collect and report on data throughout the year to meet the reporting requirements for Jacksonville Transit.
- Air Travel
 - Data will be collected and analyzed throughout the year on the impact of local air travel on the transportation system.
- Central Area Parking Inventory
 - Inventories of both on and off street parking will be maintained.
- Bicycle and Pedestrian Facilities Inventory
 - MPO staff will work with city planners and engineers to update the bicycle and pedestrian facility inventory.
- Collection of Network Data
 - MPO staff will monitor roadway improvements and work with NCDOT staff to update our travel demand model on a regular basis.
- Capacity Deficiency Analysis
 - MPO staff will identify areas of deficient capacity through use of travel demand model and field observations for further analysis as potential long range transportation improvement projects.

II-A-2 Travelers and Behavior

- Dwelling Unit, Population, & Employment Changes
 - MPO staff will review development plans and continuously compare such against socioeconomic forecasts used by our regional Travel Demand Model.

- Collection of Base Year Data
 - MPO staff will maintain a geodatabase with all relevant information for population, housing and employment.
- Travel Surveys
 - MPO Staff will review travel surveys when available.
- Vehicle Occupancy Rates (Counts)
 - MPO Staff will review when available.
- Travel Time Studies
 - MPO Staff will assist with travel time studies as deemed necessary.

II-A-3 Transportation Modeling

- Travel Model Updates
 - MPO staff will work with the NCDOT to update our regional Travel Demand Model as necessary.
- Forecast of Data to Horizon Year
 - MPO Staff will review data to ensure accuracy.
- Forecast of Future Year Travel Patterns
 - MPO staff will work with the NCDOT to test alternative roadway network improvements for system benefit.
- Financial Planning
 - MPO staff will work with the NCDOT to develop realistic transportation revenue and cost estimates for various transportation planning initiatives.

II-B Planning Process

II-B-1 Targeted Planning

- Hazard Mitigation and Disaster Planning
 - MPO Staff will work with other agencies to ensure resiliency of future projects.
- Congestion Management Strategies
 - MPO staff will develop strategies for managing congestion by increasing transportation system capacity or reducing demand.
- Freight Movement/Mobility Planning
 - MPO staff will identify freight movement deficiencies and work with the TAC to identify priorities and improvements for effectively accommodating demand.

II-B-2 Regional Planning

- Community Goals and Objectives
 - MPO staff will monitor public input as it pertains to goals and objectives set forth in the Long Range Transportation Plan.
- Highway Element of the CTP/MTP

- MPO staff will identify highway deficiencies and work with the TAC to identify priorities and improvements for effectively accommodating demand.
- Transit Element of the CTP/MTP
 - MPO staff will identify public transportation deficiencies and work with the Jacksonville City Council and TAC to identify solutions for improving system's ability to meet demand.
- Bicycle and Pedestrian Element of the CTP/MTP
 - MPO staff will identify bicycle and pedestrian facility deficiencies and work with the TAC to identify priorities and improvements for effectively accommodating demand.
- Airport/Air Travel Element of the CTP/MTP
 - MPO staff will identify airport and air service deficiencies and work with Ellis Airport Staff and the TAC to identify priorities and improvements for effectively accommodating demand.
- Collector Street Element of the CTP/MTP
 - MPO staff will identify collector street deficiencies and work with the TAC to identify priorities and improvements for effectively accommodating demand.
- Rail, Waterway, or Other Mode of the CTP/MTP
 - MPO Staff will assist in the completion of the Rail Study.

II-B-3 Special Studies

- Special Studies

With the assistance of private consulting firms, MPO staff will conduct special studies to address current transportation system challenges. Two specific program elements are included in this task:

- On-call Professional Services (\$20,000): Professional consulting firms will be hired to conduct operational studies or collect data that cannot be carried out by MPO staff or through other in-house resources.
- Bicycle and Pedestrian Plan (\$70,000): A professional consulting will be hired to update the Bicycle and Pedestrian Plan for the MPO. With the completion of Regional Plans in the surrounding areas, this plan will tie together those plans as well as update the recommendations of the 2009 plan.

III-A Unified Planning Work Program

III-A-1 Unified Planning Work Program

- Development of Unified Planning Work Program and Five-Year Plan
 - MPO staff will continuously evaluate the Fiscal Year 2017 UPWP and submit changes as necessary to NCDOT. Staff will monitor all tasks identified in the plan and submit timely invoices to NCDOT. Staff will develop the FY 2018 UPWP.

III-A-2 Metrics and Performance Measures

- Metrics and Performance Measures
 - MPO Staff will work with NCDOT and FHWA to ensure performance measures are established and reporting is accomplished.

III-B Transportation Improvement Program

III-B-1 Prioritization

- Project development, selection and submission through the STI process will be completed.

III-B-2 Metropolitan TIP (TIP)

- MPO staff will maintain the FY 2016-2025 MTIP and coordinate with NCDOT to develop the FY 2018-2027 MTIP/STIP.

III-B-3 Merger and Project Development

- Merger Process
 - MPO Staff will participate as needed in the merger process during project development and permitting of TIP projects.
- Feasibility Studies
 - MPO Staff will participate in any feasibility studies identified for the MPA.

III-C Civil Rights Compliance and Other Regulatory Requirements

III-C-1 Title VI

- MPO staff will ensure compliance with the requirements of Title VI in urban area policies and practices.

III-C-2 Environmental Justice

- MPO staff will ensure that transportation plans and projects comply with Environmental Justice policies.

III-C-3 Minority Business Enterprise

- MPO staff will encourage participation of minority-owned business enterprises in contractual and supply opportunities.

III-C-4 Planning for the Elderly and Disabled

- MPO staff will ensure the special needs of the elderly and disabled are addressed in all transportation planning projects. Staff will also identify areas with potential concentrations of elderly and disabled for further analysis and inclusion in planning projects.

II-C-5 Safety/Drug Control Planning

- MPO staff will ensure that transportation plans and projects comply with Environmental Justice policies.

III-C-6 Public Participation

- MPO staff will update the adopted Public Participation Plan as required by federal statutes and based upon local need. Staff will also conduct public participation activities in accordance with the Plan as needed for ongoing projects.

III-C-7 Private Sector Participation

- MPO staff will encourage private sector participation in planning and project activities throughout the year.

III-D Statewide and Extra-Regional Planning

- Statewide and Regional Planning
 - MPO staff will continue to coordinate urban area activities with federal, statewide and regional initiatives. Staff will continue to participate in activities of adjacent MPOs and RPOs. We will also coordinate with local governments in the region as well as other identified transportation stakeholders. Staff will participate in related workshops, conferences and meetings, as needed and/or required.
- Statewide and Federal Policy Development and Implementation
 - MPO Staff will work with partner agencies as necessary.

III-E Management, Operations, and Program Support Administration

- Board Support
 - MPO staff will conduct required administrative and operational tasks to support our organization. Staff will also periodically review and update administrative agreements and procedures. MPO staff will perform daily operations to disseminate planning information to the TAC/TCC members, the public and/or other agencies.
- Subcommittee Support
 - MPO Staff will provide support to any subcommittees designated by the TAC or TCC.
- Workgroup Support
 - MPO Staff will provide support to any workgroups designated by the TAC or TCC.
- Members Services
 - MPO Staff will provide support as needed.
- Administration
 - MPO Staff will conduct administrative tasks as necessary.

SECTION 5303 WORK TASK NARRATIVE

MPO *Jacksonville*
FTA Code *44.24.00 Short Range Transportation Planning*
Task Code *II-A Network & Support Systems*
Title of Planning Task *Transit System Data*
Task Objective *Jacksonville MPO staff will support the operations of Jacksonville Transit through the completion of regional planning activities. This work will include updates to short- and long-range plans as needed, mapping, data collection, web page management, public outreach, other planning-related activities.*
Tangible Product Expected *Jacksonville Transit web page, route schedules, outreach materials, maps, socioeconomic data, long- and short-range plan updates, etc.*
Expected Completion Date of Products *June 30, 2017*
Previous Work *2013 Coordinated Human Services Transit Plan, 2040 Jacksonville MPO Long-Range Transportation Plan, 2011 Transit System Development Plan*
Previous FTA Funds *\$27,840*
Relationship *This is an effort of the City of Jacksonville*
Responsible Agency *Jacksonville MPO*
Section 104 (f) PL, Local 20% *-*
Section 104 (f) PL, FHWA 80% *-*
Section 5303 Local 10% *\$3,500*
Section 5303 NCDOT 10% *\$3,500*
Section 5303 FTA 80% *\$28,000*

SECTION 5307 WORK TASK NARRATIVE

MPO	<i>Jacksonville</i>
FTA Code	<i>44.24.00 Short Range Transportation Planning</i>
Task Code	<i>II-A Networks & Support Systems</i>
Title of Planning Task	<i>Transit System Data</i>
Task Objective	<i>Jacksonville MPO staff will support the operations of Jacksonville Transit through the completion of local and regional planning activities. This work will include data collection, public outreach, other planning-related activities.</i>
Tangible Product Expected	<i>Route restructuring and amenities plan, passenger surveys, inventories of bus stop amenities</i>
Expected Completion Date of Products	<i>June 30, 2017</i>
Previous Work	
Previous FTA Funds	<i>\$0</i>
Relationship	<i>This is an effort of the City of Jacksonville</i>
Responsible Agency	<i>City of Jacksonville</i>
Section 104 (f) PL, Local 20%	<i>-</i>
Section 104 (f) PL, FHWA 80%	<i>-</i>
Section 5303 Local 10%	<i>-</i>
Section 5303 NCDOT 10%	<i>-</i>
Section 5303 FTA 80%	<i>-</i>
Section 5307 Transit - Local 10%	<i>\$4,500</i>
Section 5307 Transit - NCDOT 10%	<i>\$4,500</i>
Section 5307 Transit - FTA 80%	<i>\$36,000</i>

DBE CONTRACTING OPPORTUNITIES

Jacksonville Urban Area MPO
Anthony Prinz
(910) 938-5292

Prospectus Task Code	Prospectus Description	Name of Contracting Agency	Type of Contracting Opportunity (consultant, etc.)	Federal Funds to be Contracted	Total Funds to be Contracted
II-B-3	Special Studies	City of Jacksonville	Consultant – On-call professional services	\$16,000	\$20,000
II-B-3	Special Studies	City of Jacksonville	Consultant – Bicycle & Pedestrian Plan	\$56,000	\$70,000