



## MEMORANDUM

TO: Technical Coordinating Committee  
FROM: Deanna Trebil – MPO Administrator  
DATE: February 7, 2019  
RE: TCC Meeting – February 14, 2019

The Technical Coordinating Committee will meet at **10:30 AM** on **Thursday, February 14<sup>th</sup>** in the **Johnson Blvd Conference Room, Jacksonville City Hall** (815 New Bridge Street). Discussion topics for this meeting include proposed updates to the TCC Bylaws, review of the FY2020 Unified Planning Work Program (UPWP), Prioritization 6.0, and additional transportation updates.

Your attendance, or that of your alternate, at this meeting is very important. Conference call participation is available upon request.

Please contact me at (910) 938-5073 with any questions or concerns.



## AGENDA

### TECHNICAL COORDINATING COMMITTEE

February 14, 2019 – 10:30 AM

Jacksonville City Hall – Johnson Blvd Conference Room – 815 New Bridge Street

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

#### **Action Items**

Consent Ben Warren

- |     |   |  |
|-----|---|--|
| IV. | November 8, 2018 Meeting Minutes (Attachment 1)<br><i>Recommended Action: Approval of meeting minutes</i> |  |
| V.  | Annual Self-Certification (Attachment 2)<br><i>Recommended Action: Recommend adoption to the TAC</i>      |  |

#### **Non-Consent**

- |       |   |               |
|-------|---|---------------|
| VI.   | Election of Officers  | Ben Warren    |
| VII.  | TCC Bylaws Amendment (Attachment 3)<br><i>Recommended Action: Approve the Bylaws as drafted</i> | Deanna Trebil |
| VIII. | Draft FY 2020 UPWP (Attachment 4)<br><i>Recommended Action: Recommend adoption to the TAC</i>   | Deanna Trebil |

#### **Discussion Items**

- |       |                                     |               |
|-------|-------------------------------------|---------------|
| IX.   | NCMoves 2050                        | Brian Wert    |
| X.    | P5.0 Update                         | Deanna Trebil |
| XI.   | P6.0 Work Plan                      | Anthony Prinz |
| XII.  | MVPs Update                         | Anthony Prinz |
| XIII. | Review of New and Existing Projects | Anthony Prinz |

#### **Reports/Comments**

- |        |  |                  |
|--------|--|------------------|
| XIV.   | Report from MPO                                    | Anthony Prinz    |
| XV.    | Report from NCDOT Division 3                       | Caitlin Marks    |
| XVI.   | Report from NCDOT Transportation Planning Division | Phil Geary       |
| XVII.  | Report from FHWA Field Officer                     | Kristina Solberg |
| XVIII. | Questions, Closing Comments                        | Ben Warren       |



To: Technical Coordinating Committee  
From: Deanna Trebil, MPO Administrator  
Subject: November 8, 2018 Meeting Minutes

2/14/2019

Recommended Action: Approval of meeting minutes

Attachments: November 8, 2018 meeting minutes

**JACKSONVILLE METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL COORDINATING COMMITTEE  
REGULAR MEETING  
November 8, 2018**

**Emergency Operations Center – Center for Public Safety – 200  
Marine Boulevard**

Present: Mr. Ben Warren, Mr. Wally Hansen, Ms. Lillie Gray (for Mr. Ryan King), Mr. Phil Geary, and Ms. Catlin Marks

Others Present: Mr. Anthony Prinz, Mr. Chris White, Ms. Debbie Jefferson, Mr. Roy Bredahl, Ms. Stephanie Kutz, Ms. Deanna Trebil, Mr. Thomas Bradshaw, Mr. Brian Kelly, Mr. Ray Silance, Mr. Michael Frazier, Mr. Eric Howell, and Mr. Tim McCurry

Absent: Ms. Kristina Solberg, Ms. Carol Long, Mr. Ron Massey

I. [Call to Order](#)

Mr. Ben Warren called the TCC meeting to order at 10:38am, Thursday, November 8, 2018, at the Center For Public Safety – EOC – 200 Marine Boulevard, Jacksonville, NC.

II. [Welcome and Introductions](#)

Mr. Warren welcomed everyone to the meeting and introductions were made.

III. [Public Comment](#)

Mr. Warren asked if there were any public comments. No public comments were made.

**Action Items**

IV. [October 3, 2018 Meeting Minutes](#)

Mr. Warren asked for a motion to approve the October 3, 2018 Meeting Minutes.

**Ms. Lillie Gray moved to approve the August 3, 2018 Meeting Minutes. Mr. Wally Hansen seconded the motion.**

**The motion to approve the October 3, 2018 Meeting Minutes was unanimously approved by the Committee Members present.**

Addition: [Draft FY19 UPWP Amendment 1](#)

Due to an addition to the agenda, a motion to modify the agenda was made.

**Ms. Lillie Gray moved to approve the modification of the agenda to include the Draft FY19 UPWP Amendment 1. Mr. Wally Hansen seconded the motion.**

**The motion to modify the agenda was unanimously approved by the Committee Members present.**

Mr. Anthony Prinz discussed the amendment to the UPWP. He noted that the UPWP is typically amended during this time of year and that the funding was not changing, rather it was been reprogrammed to different line items. He noted that a portion would be used to purchase additional BlueTOAD units. Additionally, he mentioned that money had been reprogrammed to fund an ADA study to help with having shovel ready projects for TAP funding.

Mr. Warren asked for a motion to approve the Draft FY19 UPWP Amendment 1.

**Ms. Lillie Gray moved to recommend approval of the Draft FY19 UPWP Amendment 1 to the TAC. Mr. Wally Hansen seconded the motion.**

**The motion to recommend approval of the Draft FY19 UPWP Amendment 1 to the TAC was unanimously approved by the Committee Members present.**

V. [2040 LRTP Amendment 1A](#)

Ms. Deanna Trebil discussed the 2040 LRTP Amendment 1A. She noted that the Safety Targets have been updated as they are required to be annually. She also noted that rather than having stand along bicycle and pedestrian and collector streets plans, that we have updated the map portions for these three areas and have included them in the amendment. Additionally, she reviewed a few of the project sheets.

Mr. Eric Howell asked about the use of Safe Routes to School in the Henderson Drive area. Mr. Prinz noted that this area is a difficult area to accommodate and noted that Safe Routes to School has been utilized along with safety money. He noted the hardships of this project is the cost and the constructability of the corridor.

Additional discussion occurred regarding passed attempts to build sidewalk on this corridor and the constructability of the corridor. Mr. Wally Hansen asked about the possibility of using FTA funds on the Henderson Drive corridor near the bus stop locations.

Mr. Prinz noted that the Amendment is a step in the right direction and was something we are required to do. Mr. Hansen asked to review the Gum Branch greenway and asked if the portion outside the City limits should remain as a part of the project. Mr. Prinz recommended keeping that portion and adjusting when it comes time to submit the project.

Mr. Warren asked for a motion to approve the 2040 LRTP Amendment 1A.

**Mr. Wally Hansen moved to recommend approval of the 2040 LRTP Amendment 1A to the TAC. Ms. Lillie Gray seconded the motion.**

**The motion to recommend approval of the 2040 LRTP Amendment 1A to the TAC was unanimously approved by the Committee Members present.**

### **Discussion Items**

#### VI. [MPO Planning Boundary](#)

Mr. Prinz discussed the proposed MPO planning boundary expansion. He discussed the history of the planning boundary and addressed the concerns from the past with reaching out into the surrounding municipalities, mainly governance. He discussed voting options for adding additional members from the surrounding municipalities. Mr. Prinz noted that if the boundary expands to the county boundary and results of the 2020 Census show Onslow County's population as greater than 200K it will shift the MPO to a Transportation Management Area and has the opportunity to be given Direct Apportionment money. The recommendation is to expand the boundary in 2019 and he noted that the TAC has given their approval to start discussing the expansion with the municipalities and the RPO.

#### VII. [TRAC Discussion](#)

Mr. Prinz discussed the Transportation Resiliency Ad-Hoc Committee. He noted that resiliency is on the forefront right now but locally and at the state level. He mentioned that previously we had discussed standing up a committee to focus on this resiliency. He noted the opportunities in our area given the number of STIP projects.

### **Reports/Comments**

#### VIII. [Report from MPO](#)

Mr. Prinz noted that last week a large sum of money was given by NCDOT to do a corridor study for NC 24 from Jacksonville to Fayetteville and that it was directly linked to resiliency discussion. He noted that converting NC 24 to a full controlled access freeway was finally gaining traction and that hopefully pieces of NC 24 will be able to be funded next year.

Mr. Prinz also discussed the alternatives that were selected for the interchanges at US 17 and Curtis Road (SPUI) and at US 17 and US 17 Business (DDI). Videos were shown to the committee for both interchange options.

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

Ms. Caitlin Marks provided updates regarding projects in Onslow County. She noted that she added two completed bridge projects and would remove them for the next meeting, but wanted to let the Committee know these were complete. She also noted that the current TAP project is about 52.2% complete. She also noted that W-5602 was projected to be let in December 2018. Additionally, she noted that Carolina Forest was still being reviewed and that she'd have additional information at the next meeting.

Mr. Prinz also noted the U-5319 was getting ready to be let and that emergency and law enforcement should be aware of the project, which will improve the intersection of Western and Gum Branch.

X. [Report from NCDOT Transportation Planning Division](#)

Mr. Phil Geary gave a brief update on the Onslow County CTP, the JUMPO Model and the Statewide 2050 Plan.

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

Ms. Kristina Solberg was not present during the meeting to provide an update.

XII. [Questions, Closing Comments](#)

Mr. Prinz noted that the new meeting schedule was included in the agenda packet and that meeting invitations had been sent out.

Mr. Ben Warren thanked everyone for attending the meeting. The next meeting will be February 13, 2019.

**The meeting was adjourned at 11:37 a.m.**



To: Technical Coordinating Committee  
From: Deanna Trebil, MPO Administrator  
Subject: Annual Self-certification

2/14/2019

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The Jacksonville Metropolitan Planning Organization is responsible for performing a continuous, cooperative and comprehensive, "3-C," transportation planning process for the Jacksonville Urbanized Area. The MPO must annually certify that our transportation planning process is being conducted in accordance with federal regulations.

Please review the attached checklist, which demonstrates our efforts to carry out the transportation planning process in accordance with federal regulations.

Recommended Action: Recommend approval to the TAC

Attachments: Self-certification checklist  
Resolution

## Self-Certification Checklist

1. Is the MPO properly designated by agreement between the Governor and 75% of the urbanized area, including the central city, and in accordance in procedures set forth in state and local law (if applicable)? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (a)]  
*Yes*
2. Does the policy board include elected officials, major modes of transportation providers and appropriate state officials? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (i)]  
*Yes, Jacksonville MPO policies are crafted by a Transportation Advisory Committee and Technical Coordinating Committee that consist of elected officials, staff representatives from local government agencies and military installations, representatives from local transportation agencies, the North Carolina Department of Transportation and the North Carolina Board of Transportation.*
3. Does the MPO boundary encompass the existing urbanized area and the contiguous area expected to become urbanized within the 20-yr forecast period? [23 U.S.C. 134 (c), 49 U.S.C. 5303 (d); 23 CFR 450.308 (a)]  
*Yes, the MPO boundary was expanded to encompass existing and projected urbanized areas of Onslow County based on the 2010 U.S. Decennial Census.*
4. Is there a currently adopted Unified Planning Work Program (UPWP)? 23 CFR 450.308
  - a. Is there an adopted prospectus - *Yes*
  - b. Are tasks and products clearly outlined - *Yes*
  - c. Is the UPWP consistent with the LRTP - *Yes*
  - d. Is the work identified in the UPWP completed in a timely fashion - *Yes*
5. Does the area have a valid transportation planning process?  
23 U.S.C. 134; 23 CFR 450
  - a. Is the transportation planning process continuous, cooperative and comprehensive - *Yes*
  - b. Is there a valid LRTP – *Yes, adopted April 2015 and amended March 8, 2018 and later amended on January 10, 2019.*
  - c. Did the LRTP have at least a 20-year horizon at the time of adoption - *Yes*
  - d. Does it address the 8-planning factors - *Yes*
  - e. Does it cover all modes applicable to the area - *Yes*
  - f. Is it financially constrained - *Yes*
  - g. Does it include funding for the maintenance and operation of the system - *Yes*
  - h. Does it conform to the State Implementation Plan (SIP) (if applicable) – *N/A*
  - i. Is it updated/reevaluated in a timely fashion (at least every 4 or 5 years) – *Yes, the LRTP was updated in 2019.*
6. Is there a valid TIP? 23 CFR 450.324, 326, 328, 330, 332
  - a. Is it consistent with the LRTP - *Yes*
  - b. Is it fiscally constrained - *Yes*
  - c. Is it developed cooperatively with the state and local transit operators - *Yes*
  - d. Is it updated at least every 4-yr and adopted by the MPO and the Governor - *Yes*
7. Does the area have a valid CMP? (TMA only) 23 CFR 450.320 – *n/a*
  - a. Is it consistent with the LRTP - *n/a*
  - b. Was it used for the development of the TIP – *n/a*
  - c. Is it monitored and reevaluated to meet the needs of the area – *n/a*
8. Does the area have a process for including environmental mitigation discussions in the planning process?
  - a. *Because of our proximity to sensitive environmental resources, our discussions with the TAC, TCC and the community at large focus on potential environmental impacts*

*of transportation projects. The NCDOT Merger process also considers the environmental impacts of transportation construction projects in detail.*

9. Does the planning process meet the following requirements:
  - a. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart; - *Yes*
  - b. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93; - *n/a*
  - c. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21; - *Yes, in January of 2012 the TAC adopted updated Title VI compliance policies and documents which are currently being implemented.*
  - d. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity - *Yes*
  - e. Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects; - *Yes*
  - f. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts; - *Yes*
  - g. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38; - *Yes*
  - h. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance; - *Yes*
  - i. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and - *Yes*
  - j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities. - *Yes*
  - k. All other applicable provisions of Federal law. (i.e. Executive Order 12898) - *Yes*
10. Does the area have an adopted PIP/Public Participation Plan? 23 CRR 450.316 (b)(1)
  - a. Did the public participate in the development of the PIP? *Yes, the public was invited to participate in our most recent update to the Public Participation Plan.*
  - b. Was the PIP made available for public review for at least 45-days prior to adoption? - *Yes, online and in-print at Jacksonville City Hall.*
  - c. Is adequate notice provided for public meetings? - *Yes*
  - d. Are meetings held at convenient times and at accessible locations? - *Yes*
  - e. Is the public given an opportunity to provide oral and/or written comments on the planning process? - *Yes*
  - f. Is the PIP periodically reviewed and updated to ensure its effectiveness? - *Yes*
  - g. Are plans/program documents available in an electronic accessible format, i.e. MPO website? - *Yes*
11. Does the area have a process for including environmental, state, other transportation, historical, local land use and economic development agencies in the planning process?  
SAFETEA-LU
  - a. *We actively solicit comment from these key stakeholder agencies when developing transportation plans and through implementation of our Public Participation Plan. The NCDOT Merger process also includes many of these groups in the environmental permitting process for transportation construction projects.*



JACKSONVILLE URBAN AREA  
**JUMPO**  
 METROPOLITAN PLANNING ORGANIZATION

**RESOLUTION CERTIFYING THE JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION’S TRANSPORTATION PLANNING PROCESS FOR FY 2020**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ for adoption of the following resolution, and upon being put to a vote, was duly adopted.

**WHEREAS**, the Transportation Advisory Committee has found the Jacksonville Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative and comprehensive manner in accordance with 23 U.S.C. 134, 49 U.S.C. 1607, and 23 CFR 450; and

**WHEREAS**, the Transportation Advisory Committee has found the Transportation Planning Process to be in full compliance with the Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794; and

**WHEREAS**, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning projects (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR Part 23); and

**WHEREAS**, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the elderly and the disabled per the provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations; and

**WHEREAS**, the Long Range Transportation Plan for Jacksonville Urban Area has a planning horizon year of at least 20 years and meets all requirements for an adequate plan; and

**NOW, THEREFORE, BE IT RESOLVED** by the Transportation Advisory Committee that the transportation planning process for the Jacksonville Urban Area Metropolitan Planning Organization is certified and meets the criteria as specified above; and this resolution shall be in full force and effect from and after its adoption this the 14<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
 Robert Warden, Chairman

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
 Notary Public

My commission expires \_\_\_\_\_



To: Technical Coordinating Committee  
From: Deanna Trebil, MPO Administrator  
Subject: Amendment of the TCC Bylaws

2/14/2019

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Staff is recommending that the Bylaws for the Technical Coordinating Committee (TCC) be updated to reflect the positions of the people who are attending these meetings as well as the addition of the Director of Community Engagement, City of Jacksonville and the President of Jacksonville Chamber of Commerce.

The Bylaws stipulate that amendments can be considered so long as the proposed changes are presented in writing to the voting members at least seven (7) days prior to the meeting at which it will be considered.

Recommended Action: Approve Bylaws as drafted

Attachments: Proposed Bylaw Amendment



## **BYLAWS**

### **JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION TECHNICAL COORDINATING COMMITTEE**

#### **ARTICLE I - NAME**

The name of this organization shall be the Jacksonville Urban Area Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the "TCC".

#### **ARTICLE II - PURPOSE**

The purpose and goals of the TCC shall be to:

- Provide general review, guidance, and coordination of the transportation planning process in the Jacksonville Urban Area.
- Make recommendations to the respective local, State, and Federal governmental agencies and the Transportation Advisory Committee (TAC) regarding any necessary actions relating to the continuing transportation planning process.
- Be responsible for development, review, and recommendation for approval of the Prospectus, Unified Planning Work Program, Transportation Improvement Program, Federal-Aid Urban Systems and Boundaries, Long Range Transportation Plan, Public Participation Plan and documentation of transportation studies.

#### **ARTICLE III – MEMBERS**

##### **Section 1 – Number and Qualifications**

As specified in the Memorandum of Understanding (Agreement No. 3-24-82), the Technical Coordinating Committee shall include technical representatives from all local and State governmental agencies directly related to and concerned with the transportation planning process for the planning area. The voting membership shall comprise the following:

- Deputy City Manager, City of Jacksonville;
- ~~Development Services Director, City of Jacksonville;~~
- Planning and Permitting Director, City of Jacksonville
- Public Services Director, City of Jacksonville;
- ~~Deputy Assistant~~ County Manager, Onslow County;
- Director of Planning and Development, Onslow County;
- ~~Executive Deputy~~ Director, Jacksonville - Onslow Economic Development;
- Division 3 Engineer, North Carolina Department of Transportation;
- Representative, Transportation Planning Branch, NCDOT;
- Executive Director, Onslow United Transit System

Additionally, the following will serve as advisory, non-voting members to the Technical Coordinating Committee:

- Transportation Planner, North Carolina Division, FHWA;
- District Engineer, Division 3, District 1, NCDOT;
- ~~Division Planning Engineer, Division 3, NCDOT;~~
- Director, Public Transportation Division, NCDOT;
- Streets Superintendent, City of Jacksonville;
- Public Safety Director, City of Jacksonville;
- Representative, Jacksonville Transit;
- Traffic Signal System Engineer, City of Jacksonville;
- Assistant Superintendent of Auxiliary Services, Onslow County Schools;
- Director, Albert J. Ellis Airport;
- Director, Ports Planning and Development, NC State Ports Authority;
- Representative, Public Liaison, MCB Camp Lejeune
- Director of Community Engagement, City of Jacksonville
- President, Jacksonville Chamber of Commerce
- ~~Technical representative, Office of the Assistant Chief of Staff, Facilities, MCB Camp Lejeune;~~
- ~~Technical representative, Office of the Assistant Chief of Staff, Logistics, MCB Camp Lejeune;~~
- ~~Technical representative, S-4 Office MCAS New River;~~
- ~~Security and Emergency Services, MCIEAST MCB Camp Lejeune;~~
- Safety Department, MCIEAST MCB Camp Lejeune

## **Section 2 – Terms of Office**

There shall be no limitation on the length of time a member may serve on the TCC, subject to the authorization to do so by their respective agency's chief administrative officer.

## **Section 3 – Alternates**

Each member agency may appoint an alternate for its representative, provided the alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that agency's representative is not in attendance. Proxy and absentee voting are not permitted.

## **ARTICLE IV – OFFICERS**

### **Section 1 – Officers Defined**

The officers of the TCC shall consist of a Chairman and Vice-Chairman, to be elected by the members of the TCC. A member of the staff of the City of Jacksonville shall serve as Secretary to the Committee. The Secretary shall maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

### **Section 2 – Elections**

The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. Additional elections may be held if either the Chairman or Vice-Chairman cannot carry out his/her duties nor complete the remainder of their appointed term.

### **Section 3 – Terms of Office**

The term of office for officers shall be one year. Officers may serve successive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

### **Section 4 – Duties of Officers**

The Chairman shall call and preside at meetings and appoint committees. In the absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the Chairman.

## **ARTICLE V – MEETINGS**

### **Section 1 – Regular Meetings**

Meetings will be held bimonthly or when deemed appropriate and advisable. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each committee member no later than seven (7) days prior to the meeting date. If there is insufficient business for a regularly scheduled meeting, as determined by the Chairman, the Secretary will notify the TCC members of the meeting's cancellation.

### **Section 2 – Special Meetings**

Special meetings may be called by the Chairman with 48 hours notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

### **Section 3 – Quorums**

A quorum is constituted by the presence of at least fifty percent (50%) plus one (1) of the eligible voting members at the beginning of the meeting.

### **Section 4 – Attendance**

Each member shall be expected to attend each regular meeting and each special meeting in accordance with Article V, Sections 1 and 2. Subject to his/her member agency's chief executive officer's approval, a member may appoint an alternate to serve in his/her absence, provided that the member informs the Secretary of the Committee prior to the meeting which the alternate will attend. This notification shall authorize the alternate to vote in the member's absence. A voting member (or authorized alternate) not attending three (3) consecutive meetings will be considered a non-voting member for the purpose of determining a quorum as of the third meeting. A member's (or authorized alternate's) voting privileges will be reinstated automatically by his/her attendance at a later TCC meeting.

### **Section 5 – Agenda**

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TCC meetings, or are placed on the agenda prior to its distribution by any member of the TCC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Transportation Advisory Committee (TAC). Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

### **Section 6 – Voting Procedures**

Any member may call for a vote on any issue provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the TCC shall have one vote. The Chairman is permitted to vote. Abstentions shall be considered affirmative votes. By approval of the TCC, a member may withdraw from voting on an issue. Motions to reconsider shall be in accordance with Robert's Rules of Order, except that the motion and second shall be made by members of the prevailing side. In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

## **ARTICLE VI – AMENDMENTS TO BYLAWS**

Amendments to these Bylaws of the TCC shall require the affirmative vote of at least two-thirds of the eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days

prior to the meeting at which the item is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

Adopted

\_\_\_\_\_

Date

\_\_\_\_\_

To be Elected, TCC Chair

\_\_\_\_\_

Anthony Prinz, Secretary

Amended: February 14, 2019



To: Technical Coordinating Committee  
From: Deanna Trebil, MPO Administrator  
Subject: FY 2020 Unified Planning Work Program

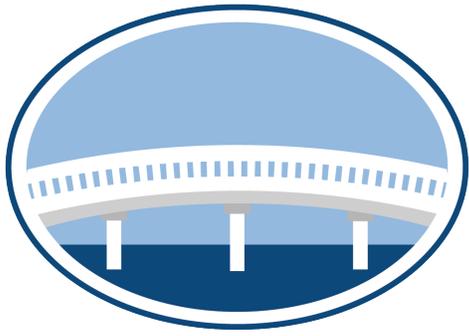
2/14/2019

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. NCDOT requires the UPWP be adopted and submitted by March 15, 2019 for the coming fiscal year.

The draft FY 2020 UPWP is similar to the prior year and is created to further the operational objectives identified by the TCC and TAC. The work program accounts for all direct operating expenses and includes a request for one additional position. This position is requested to continue conducting more feasibility and planning studies in-house.

Recommended Action: Recommend adoption of the draft FY 2020 UPWP to the TAC

Attachments: Draft FY 2020 UPWP



JACKSONVILLE URBAN AREA  
**JUMPO**

METROPOLITAN PLANNING ORGANIZATION

**Unified Planning Work Program  
FY 2020**

[JUMPO-NC.org](http://JUMPO-NC.org)



Lead Planning Agency  
**City of Jacksonville**  
North Carolina



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

**FISCAL YEAR 2020**

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## Introduction

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The Unified Planning Work Program (UPWP) outlines planning activities for the Jacksonville MPO during the fiscal year using funds provided by federal and state transportation agencies as well as the City of Jacksonville and Onslow County. The UPWP is adopted prior to the beginning of the fiscal year and serves 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. 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. Robert Warden, Chairman, Jacksonville City Council  
Mr. Paul Buchanan, Vice-Chairman, Onslow County Commission  
Mr. Royce Bennett, Onslow County Commission  
Mr. Randy Thomas, Jacksonville City Council  
Mr. Mike Alford, North Carolina Board of Transportation

### Technical Coordinating Committee Members:

Mr. Ben Warren, Chairman, Assistant County Manager, Onslow County  
Mr. Wally Hansen, Vice-Chairman, Public Services Director, City of Jacksonville  
Mr. Ryan King, Director of Planning and Inspections, City of Jacksonville  
Mr. Ronald Massey, Deputy City Manager, City of Jacksonville  
Ms. Sharon Russell, Deputy County Manager, Onslow County  
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  
Mr. Phil Geary, Jacksonville MPO Coordinator, NCDOT Transportation Planning Division

This UPWP has been developed in accordance with the Fixing America's Surface Transportation Act or FAST Act, which requires a planning process that is continuing, cooperative, and comprehensive for making transportation investment decisions in metropolitan areas. The FAST Act 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.

The FAST Act 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 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; and
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Each work element within the UPWP satisfies at least one of these ten 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, amended in March 8, 2018, and later amended on January 10, 2019.

Citizen involvement is a vital component of FAST Act 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, social media, 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**

	<b>FY 2020</b> <i>July 1, 2019 - June 30, 2020</i>	<b>FY 2021</b> <i>July 1, 2020 - June 30, 2021</i>	<b>FY 2022</b> <i>July 1, 2021 - June 30, 2022</i>	<b>FY 2023</b> <i>July 1, 2022 - June 30, 2023</i>	<b>FY 2024</b> <i>July 1, 2023 - June 30, 2024</i>
<b>Planning Process Action</b>					
UPWP	X	X	X	X	X
Certification of Planning Process	X	X	X	X	X
<b>Products of the Planning Process</b>					
MTP Review	X	X	X	X	X
MTP Update	Adopt Update		Adopt Update		Adopt Update
Special Studies / State & Regional Planning (as necessary)	ADA Feasibility and Connectivity/ Interstate Connectivity Study	ADA Feasibility and Connectivity/ Interstate Connectivity Study	Airport Access/ Connectivity Study	Corridor/ Small Area Study	Corridor/ Small Area Study
<b>Metropolitan Transportation Improvement Program (MTIP)</b>					
Project Prioritization	X	X	X	X	X
Draft MTIP		X		X	
Adopt MTIP	X		X		X

## Budget Summary

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### 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) Public Transportation Division (PTD) provides 2% and local MPO member agencies (City of Jacksonville and Onslow County) provide 18%.

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

Fiscal Year 2020 Section 104 PL revenue summary:

FHWA (80%)	\$ 237,201
<u>Local (20%)</u>	<u>\$ 59,300</u>
<b>Total</b>	<b>\$ 296,501</b>

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 PTD through a formula based on transit operating statistics. Section 5303 funds require a 10% local match, provided by the City of Jacksonville, and a 10% state match, provided by PTD. Section 5303 funding levels are also based on FAST Act authorization. Revenues for this work program reflect the Fiscal Year 2020 authorization from PTD.

Fiscal Year 2020 Section 5303 revenue summary:

FTA (80%)	\$ 28,080
NCDOT - PTD (10%)	\$ 3,510
<u>Local (10%)</u>	<u>\$ 3,510</u>
<b>Total</b>	<b>\$ 35,100</b>

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, provided by the City of Jacksonville, and a 10% state match, provided by PTD. Section 5307 funding levels are also based on FAST Act authorization. Revenues for this work program reflect the Federal Fiscal Year 2020 authorization from FTA.

Fiscal Year 2020 Section 5307 revenue summary:

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

A composite summary of Jacksonville MPO revenues for the Fiscal Year 2020 work program is provided below:

<b>Revenue Source</b>	<b>Total Amount</b>	<b>Percent of Total</b>
Section 104 PL (federal)	\$237,200	63%
Section 5303 (federal)	\$28,080	7%
Section 5307 (federal)	\$36,000	10%
NCDOT	\$8,010	2%
Local	\$67,310	18%
<b>Total</b>	<b>\$376,600</b>	<b>100%</b>

### **Expenditures**

Fiscal Year 2020 work program expenditures are expected to match our projected revenues. A detailed summary of our anticipated expenditures is provided by the FY 2020 Unified Planning Work Program Table (Section 104 PL work task narrative, Section 5303 work task narrative, Section 5307 work task narrative) and DBE contracting opportunities table.

Jacksonville Urban Area Metropolitan Planning Organization  
FY 2020 Unified Planning Work Program: Funding Sources Table

TASK CODE	TASK DESCRIPTION	SECTION 104 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%							
<b>II-A Data &amp; Planning Support</b>																
II-A-1	Networks & Support Systems	\$1,500	\$6,000							\$1,500	\$0	\$6,000	\$7,500	\$7,500		
II-A-2	Travelers and Behavior	\$2,500	\$10,000							\$2,500	\$0	\$10,000	\$12,500	\$12,500		
II-A-3	Transportation Modeling	\$1,250	\$5,000							\$1,250	\$0	\$5,000	\$6,250	\$6,250		
<b>II-B Planning Process</b>																
II-B-1	Targeted Planning	\$750	\$3,000							\$750	\$0	\$3,000	\$3,750	\$3,750		
II-B-2	Regional Planning	\$1,000	\$4,000	\$3,510	\$3,510	\$28,080	\$4,500	\$4,500	\$36,000	\$9,010	\$8,010	\$68,080	\$85,100	\$85,100		
II-B-3	Special Studies	\$7,200	\$28,800							\$7,200	\$0	\$28,800	\$36,000	\$0	\$36,000	<sup>4</sup>
<b>III-A Unified Planning Work Program</b>																
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		
<b>III-B Transportation Improvement Program</b>																
III-B-1	Prioritization	\$1,000	\$4,000							\$1,000	\$0	\$4,000	\$5,000	\$5,000		
III-B-2	Metropolitan TIP	\$1,500	\$6,000							\$1,500	\$0	\$6,000	\$7,500	\$7,500		
III-B-3	Merger & Project Development	\$1,500	\$6,000							\$1,500	\$0	\$6,000	\$7,500	\$7,500		
<b>III-C Civil Rights Compliance &amp; Other Regulatory Requirements</b>																
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	\$1,500	\$6,000							\$1,500	\$0	\$6,000	\$7,500	\$2,135	\$5,165	<sup>1</sup> <sup>2</sup>
III-C-7	Private Sector Participation	\$250	\$1,000							\$250	\$0	\$1,000	\$1,250	\$1,250		
<b>III-D Statewide &amp; Extra-regional Planning</b>																
III-D	Statewide & Extra-regional Planning	\$3,500	\$14,000							\$3,500	\$0	\$14,000	\$17,500	\$15,500	\$2,000	<sup>3</sup>
<b>III-E Management, Operations, &amp; Program Support Administration</b>																
III-E	Management, Operations, & Program Support Administration	\$32,100	\$128,400							\$32,100	\$0	\$128,400	\$160,500	\$156,400	\$4,100	<sup>6</sup>
<b>TOTALS</b>		<b>\$59,300</b>	<b>\$237,200</b>	<b>\$3,510</b>	<b>\$3,510</b>	<b>\$28,080</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$36,000</b>	<b>\$67,310</b>	<b>\$8,010</b>	<b>\$301,280</b>	<b>\$376,600</b>	<b>\$329,135</b>	<b>\$11,265</b>	<b>\$36,200</b>

Advertising and Printing \$5,165  
<sup>2</sup> JUMPO webpage \$200  
<sup>3</sup> Travel and Training \$2,000

<sup>4</sup> On-Call Engineering \$36,000  
MTP \$0  


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Total \$36,000

Supplies \$1,200  
Phones \$2,200  
Memberships/Subscriptions/Publications \$500  
Fuel/Vehicle \$200  
<sup>6</sup> Total \$4,100

## **Section 104 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 maintain 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 utilize the O&D hardware system in place of origin/destination travel surveys. These will be available to evaluate the MPO area as well as small area studies.

- Vehicle Occupancy Rates (Counts)
  - MPO Staff will review when available.
- Travel Time Studies
  - MPO Staff will assist with travel time studies as deemed necessary. The addition of the O&D hardware system will allow this to be much more flexible and timely.

### **II-A-3 Transportation Modeling**

- Travel Model Updates
  - MPO staff will work with the NCDOT to update our regional Travel Demand Model for use in the MTP.
- 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 Metropolitan 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 coordinate with other agencies on the potential for rail freight within the area.
- Metropolitan Transportation Plan Update
  - MPO staff will update the Metropolitan Transportation Plan to reflect performance measures, adopted goals, and strategies that will be used to reach those goals.
  - It will also incorporate the results of Prioritization 6.0.
  - This update will integrate the Collector Street Plan, Comprehensive Bicycle and Pedestrian Plan, Transit system Development Plan, Community Connectivity Plan, and the Camp Lejeune Rail Study into the MTP.

### **II-B-3 Special Studies**

- Special Studies
  - On-call Professional Services (\$36,000 contracted)
    - 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.

## **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 2020 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 2021 UPWP.

### **III-A-2 Metrics and Performance Measures**

- Metrics and Performance Measures
  - MPO Staff will work with NCDOT and FHWA to ensure performance measures and targets are established and reporting is accomplished.
  - Establishment of performance targets that address the standards to use in tracking progress toward attainment of critical outcomes for the region will be completed.
  - Evaluation of the progress through the selection of specific projects will be ongoing.
  - Crashes will be monitored within highway project areas to determine if performance management targets are being met.

## **III-B Transportation Improvement Program**

### **III-B-1 Prioritization**

- Project development, selection and submission through the STI process will be completed. Review and update, if necessary, of the Local Input Points Methodology will be completed.

### **III-B-2 Metropolitan TIP (TIP)**

- MPO staff will coordinate with NCDOT to develop the FY 2020-2029 MTIP/STIP as a result of Prioritization 5.0.

### **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.
- Project Review
  - MPO staff will review all projects under development and provide assistance to design teams, especially with all public outreach efforts.
- 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.
- ADA Feasibility and Connectivity
  - Professional consulting firms will be hired to collect data and conduct a feasibility study of providing ADA connectivity that cannot be carried out by MPO staff or through other in-house resources.

## Section 5303 Work Task Narrative

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<b>MPO</b>	Jacksonville
<b>FTA Code</b>	44.24.00 Short Range Transportation Planning
<b>Task Code</b>	II-B-2 Regional Planning
<b>Title of Planning Task</b>	Transit System Data
<b>Task Objective</b>	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.
<b>Tangible Product Expected</b>	Jacksonville Transit web page, route schedules, outreach materials, maps, socioeconomic data, long- and short-range plan updates, etc.
<b>Expected Completion Date of Products</b>	June 30, 2020
<b>Previous Work</b>	2040 Jacksonville MPO Long-Range Transportation Plan
<b>Previous FTA Funds</b>	\$28,000
<b>Relationship</b>	
<b>Responsible Agency</b>	Jacksonville MPO
<b>Section 104 PL, Local 20%</b>	-
<b>Section 104 PL, FHWA 80%</b>	-
<b>Section 5303 Local 10%</b>	\$3,510
<b>Section 5303 NCDOT 10%</b>	\$3,510
<b>Section 5303 FTA 80%</b>	\$28,080

## Section 5307 Work Task Narrative

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<b>MPO</b>	Jacksonville
<b>FTA Code</b>	44.24.00 Short Range Transportation Planning
<b>Task Code</b>	II-B-2 Regional Planning
<b>Title of Planning Task</b>	Transit System Data
<b>Task Objective</b>	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.
<b>Tangible Product Expected</b>	Updated route schedules, outreach materials, maps, socioeconomic data, long- and short-range plan updates, etc.
<b>Expected Completion Date of Products</b>	June 30, 2020
<b>Previous Work</b>	
<b>Previous FTA Funds</b>	\$36,000
<b>Relationship</b>	This is an effort of the City of Jacksonville
<b>Responsible Agency</b>	City of Jacksonville
<b>Section 104 PL, Local 20%</b>	-
<b>Section 104 PL, FHWA 80%</b>	-
<b>Section 5303 Local 10%</b>	-
<b>Section 5303 NCDOT 10%</b>	-
<b>Section 5303 FTA 80%</b>	-
<b>Section 5307 Transit - Local 10%</b>	\$4,500
<b>Section 5307 Transit - NCDOT 10%</b>	\$4,500
<b>Section 5307 Transit - FTA 80%</b>	\$36,000

## **DBE Contracting Opportunities**

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Jacksonville Urban Area MPO  
Anthony Prinz, Transportation Services Director  
(910) 938-5292

<b>Prospectus Task Code</b>	<b>Prospectus Description</b>	<b>Name of Contracting Agency</b>	<b>Type of Contracting Opportunity (consultant, etc.)</b>	<b>Federal Funds to be Contracted</b>	<b>Total Funds to be Contracted</b>
II-B-3	Special Studies	City of Jacksonville	Consultant – On-call Professional Services	\$28,800	\$36,000



**RESOLUTION APPROVING THE FY 2020 UNIFIED PLANNING WORK PROGRAM FOR THE JACKSONVILLE URBAN AREA**

A motion was made by TAC Member \_\_\_\_\_ and seconded by TAC Member \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

**WHEREAS**, a comprehensive, coordinated and continuing transportation planning work program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Jacksonville urban area; and

**WHEREAS**, the Jacksonville Urban Area Metropolitan Planning Organization has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program funds; and

**WHEREAS**, members of the Jacksonville Urban Area Metropolitan Planning Organization Transportation Advisory Committee agree that the Unified Planning Work Program will effectively advance transportation planning for Fiscal Year 2020.

**NOW, THEREFORE**, be it resolved that the Transportation Advisory Committee hereby approved the Fiscal Year 2020 Unified Planning Work Program for the Jacksonville urban area.

I, Robert Warden, Chairman of the Jacksonville Urban Area Metropolitan Planning Organization Transportation Advisory Committee, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Jacksonville Urban Area Metropolitan Planning Organization, duly held on this, the 14<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Chairman, Transportation Advisory Committee

Subscribed and sworn to me this \_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_