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# **GIAMPO – Policy Board**

**Tuesday, June 25, 2013**

**Regular Session**

## **Item H1**

### **2014 Unified Planning Work Program (UPWP)**

**Staff Contact: Chad Nabity**

# Grand Island Area Metropolitan Planning Organization (GIAMPO)

## Unified Planning Work Program for Fiscal Year 2014 As Approved by the GIAMPO Policy Board 5/28/13

### Policy Board Members

#### Mayor:

Jay Vavricek

#### Council Members:

Vaughn Minton, Scott Dugan, Julie Hehnke, Bob Niemann

#### County Board Members:

Bob McFarland, Dan Purdy

#### Planning Commission Chair:

Pat O'Neill

#### Nebraska Department of Roads Director:

Randy Peters

### Non-voting members include:

#### FHWA Nebraska Division Administrator:

Joseph Werning

#### FTA Region VII Administrator:

Mokhtee Ahmad

### Technical Committee Members

#### The voting membership of the TAC is as follows:

- (a) Grand Island Public Works Director
- (b) Grand Island City Administrator
- (c) Grand Island Manager of Engineering Services
- (d) Hall County Regional Planning Director
- (e) Hall County Public Works Director
- (f) Two representatives from NDOR; one designated by the Planning and Development Engineer and the District Four Engineer
- (g) Merrick County Public Works Director or Highway Superintendent
- (h) One representative from the Village of Alda

#### The Ex-Officio (non-voting) membership of the TAC is as follows:

- (a) FHWA Nebraska Division Transportation Planner or designee
- (b) FTA Region VII Transportation Planner or designee
- (c) NDOR Local Projects Division Urban Engineer
- (d) Grand Island Finance Director
- (e) One representative from the Union Pacific Railroad and one representative from the Burlington Northern Santa Fe Railroad may be appointed to the committee by their respective companies; other rail system operators may be added by the policy board as needed
- (f) One representative from the Grand Island Area Chamber of Commerce
- (g) One representative from the Grand Island Area Economic Development Corporation
- (h) The Board of the Central Nebraska Regional Airport may appoint one representative

## **Service Boundary**

The GIAMPO Boundary is shown on the attached map, Exhibit A.

## **Introduction**

As required by 23 CFR 420 and 450.314 the Grand Island Area Metropolitan Planning Organization (GIAMPO) has prepared this Unified Planning Work Program (UPWP).

The purpose of this document is to provide the citizens of the GIAMPO and all partnering governing bodies with the transportation planning work program for fiscal year 2014. This document is a budget document and it will be amended by the policy board as priorities and activities change.

The GIAMPO has been recently established March 1, 2013 and is in the process of forming the Policy Board and Technical Committee and their operational rules.

The primary objectives for this year is to complete the formation and organization of the Policy Board and Technical Committee, hire a staff to document and coordinate GIAMPO activities, and begin to develop a Long Range Transportation Plan and Transportation Improvement Program for the GIAMPO area.

Plans will be developed in accordance with the metropolitan planning factors as identified in MAP-21 with input from the public, and partnering governing bodies.

The metropolitan planning process must explicitly consider and analyze, as appropriate, eight planning factors defined in MAP-21 that reflect sound planning principles.

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- (2) Increase the safety of transportation system for motorized and non-motorized users;
- (3) Increase the security of transportation system for motorized and non-motorized users;
- (4) Increase the accessibility and mobility options available to people and for freight;
- (5) Protect and enhance the environment, promote energy conservation, and improve 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.

This input will be used to plan and prioritize projects to meet the transportation needs of the area. Initial efforts will focus on corridor and network studies to improve safety and efficiency within the existing transportation system.

## **Grand Island Area Metropolitan Planning Organization**

The Grand Island Area Metropolitan Planning Organization (GIAMPO) functions as the Metropolitan Planning Organization, responsible for the submission of transportation planning documents to the FHWA, FTA, NDOR, and public distribution. GIAMPO (staff) works with the MPO Policy Board and Technical Committee. Meaningful public involvement will be encouraged and actively sought throughout the planning and development of the area's transportation plans and programs. Area citizens will be provided an opportunity and encouraged to comment on every aspect of the transportation planning process through planning meetings, public hearings, and individual correspondence. GIAMPO will facilitate the development of all planning elements for the Metropolitan Planning Area.

## Staff

The GIAMPO professional staff will be available to aid local officials and concerned citizens in implementing transportation and various community improvement programs in an overall effort to enhance the area. Staff members encourage and assist local leaders in several programs, with strong emphasis on the benefits of regional cooperation and coordination. The GIAMPO staff involved with transportation planning includes a Transportation Planning Coordinator supported by the Director of Public Works/City Engineer and the Manager of Engineering Services in conjunction with the Director and staff of the Hall County Regional Planning Department.

## Duties

The Transportation Planning Coordinator is responsible for coordinating the development and management of transportation activities as outlined in MAP-21 and other duties necessary to the function of GIAMPO. A full job description will be formulated prior hiring a person for this position.

## Policy Board

The MPO Policy Board will be responsible for establishing and setting policy for the metropolitan planning area's transportation network objectives. The Policy Board will approve the Public Participation Plan (PPP), the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Metropolitan Planning Area Transportation Improvement Program (TIP), and the Passenger Transportation Plan (PTP) planning elements prior to submittal to the FHWA, FTA, and NDOR.

## Technical Advisory Committee

The MPO Transportation Technical Committee (TAC) is responsible for the month-to-month administration of the transportation planning process, providing data and technical assistance necessary for the development, maintenance, and recommendation to the Policy Board of the Public Participation Plan (PPP), the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Metropolitan Planning Area Transportation Improvement Program (TIP) and the Passenger Transportation Plan (PTP). The Hall County Regional Planning Director shall serve as the first chair of the TAC. Subsequent chairs of the TAC shall be selected in accordance with the process established in the bylaws of the TAC.

## MPO Work Elements

Element A - Unified Planning Work Program (UPWP)

Responsible Party: City Staff for 2014, GIAMPO Staff for 2015

Draft, finalize and adopt the 2015 UPWP and Budget by April 15, 2014

Maintain the 2013 UPWP and Budget through UPWP Amendments, as necessary

Compile and submit quarterly reimbursement reports to NDOR

Compile and submit quarterly progress reports to NDOR

Manage the GIAMPO Funding Streams

Track the status of UPWP budget and activities

Maintain the annual grant contract and any subsequent amendments

Carry out the UPWP-related public involvement

Coordinate with planning partners regarding UPWP activities.

Products are:

- (1) 2014 Quarterly Reimbursement Requests and Quarterly Activities Report.
- (2) UPWP amendments as needed. 2015 UPWP and
- (3) Annual Budget draft April 15, 2014

#### Element B - Transportation Improvement Program (TIP)

Responsible Party: GIAMPO Staff

Draft an initial TIP Policy and present the Grand Island 1 and 6 year road plan to the MPO Policy Board.

This is not due until 2016 after adoption of the LRTP.

#### Element C – Public Participation Process (PPP)

Responsible Party: City Staff and GIAMPO Staff

This will be done as part of the LRTP. Elements of this can be done before that including public meetings of the Policy Board and a GIAMPO web site. Opportunities for public participation will be offered at all future GIAMPO Policy Board meetings and TAC meetings.

Initially this will include education about the MPO and the purpose of the MPO. This will be done with media interviews, GITV, and public speaking engagements with civic groups.

Create a GIAMPO website for meeting notices and information, possibly hosted with the City of Grand Island website.

#### Element D – Long-Range Transportation Plan (LRTP)

Responsible Party: GIAMPO Staff

This is one of the first tasks of GIAMPO and needs to be completed by March of 2016. This will be the 20 year transportation project plan. It is anticipated that after a Transportation Planning Coordinator is hired for GIAMPO this person will begin work on creating an RFP for transportation modeling and the creation of the LRTP. Work on the LRTP could begin by late spring or early summer of 2014

#### Element E – Transit Planning

Responsible Party: GIAMPO Staff

A plan will need to be created to transition Grand Island from 5311 funding to 5307 funding.

This plan must at a minimum provide a level of service for transit customers consistent with the level of service that has been offered by Hall County Transportation. Additional services should be considered allowed by funding and determined by the needs of the community.

Products are:

Transition Plan with timelines, expected funding and procurement policies produced by June 30, 2014.

#### Element F – Administration/Systems Management (ASM)

Year 1 activities will include:

- hiring and training the Transportation Planning Coordinator, (City Staff)
- setting meeting schedules for the Policy Board and TAC, (City Staff with the boards)
- creating and approving Bylaws for the Policy Board and TAC, (City Staff with the boards)
- writing the 2015 UPWP, (GIAMPO Staff)
- creating a website for GIAMPO, (City Staff initially, then GIAMPO Staff)
- establishing a process for creating the LRTP, (GIAMPO Staff with City Staff)
- managing the funding provided for the UPWP and creation of the LRTP (GIAMPO Staff)
- setting up an office and office equipment for the MPO Staff including computers, printers, furniture, phone and other necessary tools. (GIAMPO Staff)

**Budget**

It is anticipated that the cost of implementing this UPWP for GIAMPO will be \$355,119 during this fiscal year. Based on the formula funding for MPO's in Nebraska GIAMPO is eligible for up to \$108,095 for staffing and other expenses. NDOR has indicated that during the 2014 and 2015 budget years they intend to set aside an additional \$150,000 for creation of the GIAMPO LRTP. The City of Grand Island will provide at least a 20% match for federal funds received either through cash or in kind services (including but not limited to staff time, office space, web hosting and financial services) toward GIAMPO

<b>GIAMPO 2014 Budget and Funding</b>			
<b>Source</b>	<b>Amount</b>	<b>Match</b>	<b>Total</b>
PL Funds	\$108,095	\$27,024	\$135,119
SPR Start Up Funds	\$50,000	\$12,500	\$62,500
SPR for LRTP	\$75,000	\$18,750	\$93,750
<b>5305 Transit Planning</b>			
2013 Transit Planning	\$51,000	\$12,750	\$63,750
<b>Total</b>	<b>\$284,095</b>	<b>\$71,024</b>	<b>\$355,119</b>

PL Funds are Planning Funds designated to all MPO's through a funding formula.

SPR Funds are Statewide Planning Research Funds administered and awarded by NDOR.

The City of Grand Island funding match will be a combination of cash and in-kind match including but not limited to cost of employees working on MPO activities that are not paid by the grant (City Engineer, Manager of Engineering Services, City Administrator, Finance Director, Planning Director etc.) office space and equipment and administrative support.

5305 Transit Planning Funds are part of the 5305 Urban Transit Program funding that the City of Grand Island has been designated to receive beginning with the 2013 fiscal year. These dollars are part of the UPWP and can be used in conjunction with MPO planning activities that involve transit.

2014 GIAMPO UPWP Budget Summary

		Federal Funds	Local Funds	Total
	<b>UPWP Element</b>			
<b>A</b>	<b>Unified Planning Work Program (UPWP)</b>	<b>\$18,400</b>	<b>\$4,600</b>	<b>\$23,000</b>
	2014 UPWP and Budget amendments	\$4,800	\$1,200	\$6,000
	2015 UPWP and Budget	\$12,000	\$3,000	\$15,000
	Quarterly Reports to NDOR	\$1,600	\$400	\$2,000
<b>B</b>	<b>Transportation Improvement Program (TIP)</b>	<b>\$9,600</b>	<b>\$2,400</b>	<b>\$12,000</b>
	Draft TIP Policy	\$7,200	\$1,800	\$9,000
	Present Grand Island 1 and 6 Year road plan	\$2,400	\$600	\$3,000
<b>C</b>	<b>Public Participation Process (PPP)</b>	<b>\$22,400</b>	<b>\$5,600</b>	<b>\$28,000</b>
	Web Site creation and maintenance	\$8,000	\$2,000	\$10,000
	Civic Group Speaking Media	\$4,000	\$1,000	\$5,000
	Interviews	\$4,000	\$1,000	\$5,000
	GITV Programing	\$6,400	\$1,600	\$8,000
<b>D</b>	<b>Long-Range Transportation Plan (LRTP)</b>	<b>\$112,000</b>	<b>\$28,000</b>	<b>\$140,000</b>
	Develop an RFP for Services	\$8,000	\$2,000	\$10,000
	Procure a Contractor for Services	\$8,000	\$2,000	\$10,000
	Begin work on Modeling and Plan	\$96,000	\$24,000	\$120,000
<b>E</b>	<b>Transit Planning</b>	<b>\$51,000</b>	<b>\$12,750</b>	<b>\$63,750</b>
	Develop a Transition Plan for Services	\$40,800	\$10,200	\$51,000
	Develop an RFP for Services	\$10,200	\$2,550	\$12,750
<b>F</b>	<b>Administration/Systems Management (ASM)</b>	<b>\$70,695</b>	<b>\$17,674</b>	<b>\$88,369</b>
	Hire Transportation Planning Coordinator	\$6,400	\$1,600	\$8,000
	Train Transportation Planning Coordinator	\$16,000	\$4,000	\$20,000
	Prepare Meetings for Policy Board and TAC	\$28,000	\$7,000	\$35,000
	Manage Funding Streams and Budget	\$1,600	\$400	\$2,000
	Set up Office and Equipment	\$11,200	\$2,800	\$14,000
	Advertise Meetings	\$720	\$180	\$900
	Office Expenses	\$6,775	\$1,694	\$8,469
	<b>Projected Total Expenses for all Activities</b>	<b>\$284,095</b>	<b>\$71,024</b>	<b>\$355,119</b>