
GIAMPO – Policy Board

Tuesday, May 27, 2014

Regular Session

Item H3

**Discuss & Approve 2015 Unified Work Program (UPWP) & Resolution
2014-1**

Staff Contact: John Adams



Grand Island Area Metropolitan Planning Organization (GIAMPO)

FY 2015 Unified Planning Work Program

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May 27, 2014

**Grand Island Area Metropolitan Planning Organization (GIAMPO)
Unified Planning Work Program for Fiscal Year 2015
Policy Board Members**

Mayor: Mayor, Jay Vavricek

Grand Island Council Members: Vaughn Minton, Kent Mann, Julie Hehnke, Chuck Haase

County Board Members: Bob McFarland, Dave Ziola

Planning Commission Chair: Pat O'Neill

Nebraska Department of Roads Director: Randy Peters

Ex-Officio (non-voting) Members include:

FHWA Nebraska Division Administrator: Joseph Werning

FTA Region VII Administrator: Joan Roeseler

Approved Ex-Officio (non-voting) Other Members:

City of Grand Island: Mary Lou Brown, John Collins, Terry Brown, Chad Nability

Nebraska Department of Transportation: Brad Zumwalt, Wes Wahlgren

Federal Transit Administration: Mokhtee Ahmad

Federal Highway Administration: Justin Luther

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:

FHWA Nebraska Division Transportation Planner or designee

- (a) FTA Region VII Transportation Planner or designee
- (b) NDOR Local Projects Division Urban Engineer
- (c) Grand Island Finance Director
- (d) 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
- (e) One representative from the Grand Island Area Chamber of Commerce
- (f) One representative from the Grand Island Area Economic Development Corporation
- (g) The Board of the Central Nebraska Regional Airport may appoint one representative

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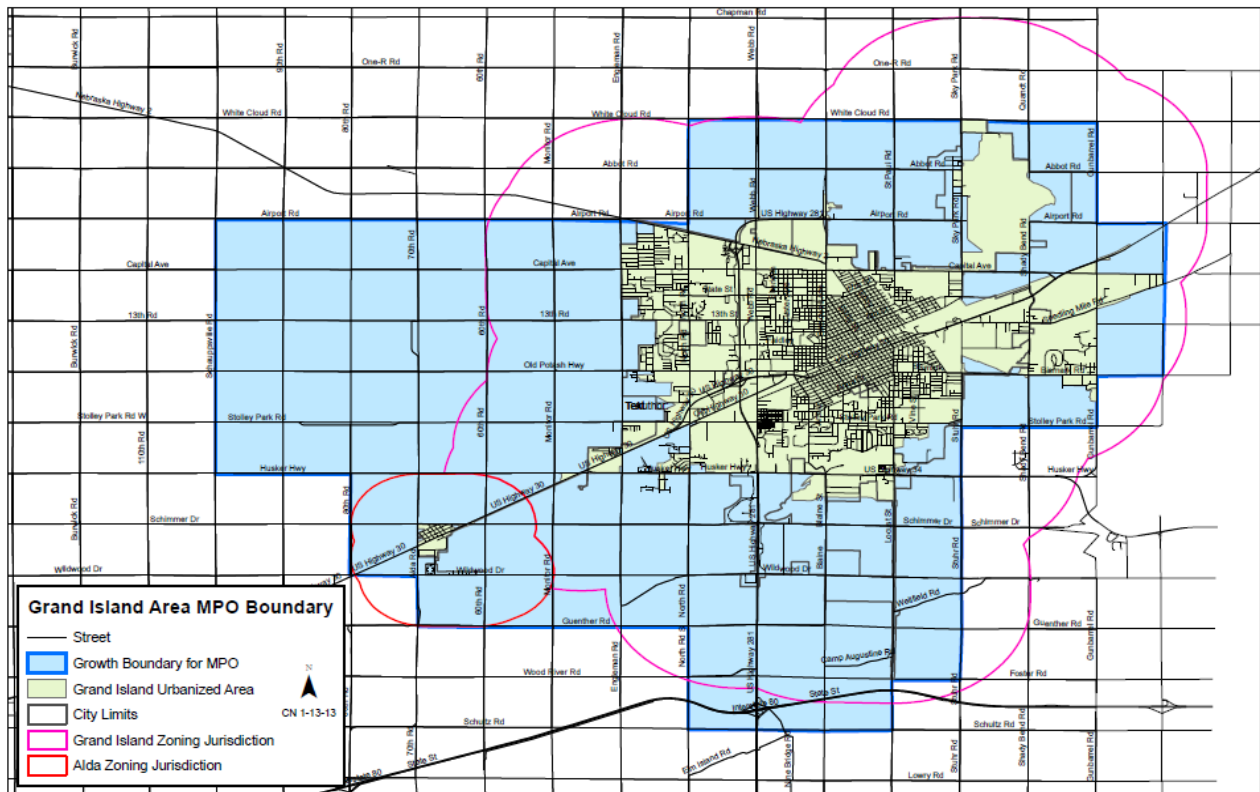
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Grand Island Metropolitan Study Area

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 an outline of the Metropolitan Planning Organization’s planned work activities, and identify the funding for those activities for fiscal year 2015. This document is a budget document and it may be amended by the policy board as priorities and activities change.

The primary objectives for this year are to implement the (3-C) transportation process to develop a performance based Long Range Transportation Plan, Formal Public Participation Plan, goals, objectives, and performance measures in accordance to current Federal Transportation Act MAP-21, and to institute a transportation planning process that will address the needs and investments in the transportation system in order to adequately maintain the transportation system.

These Factors Include:

The metropolitan planning process must explicitly consider and analyze, as appropriate, eight planning factors defined in MAP-21 that reflect sound planning principles and in coordination, cooperation, and continuing with stakeholders in the Grand Island Metropolitan Planning Organizations Planning Area.

- ✓ Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- ✓ Increase the safety of the transportation system for motorized and non-motorized users;
- ✓ Increase the security of the transportation system for motorized and non-motorized users;
- ✓ Increase the accessibility and mobility options available to people and for freight;

- ✓ 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;
- ✓ Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- ✓ Promote efficient system management and operation; and
- ✓ Emphasize the preservation of the existing transportation system.

This input will be used to identify, plan and prioritize projects to meet the transportation needs of the area. Initial efforts will focus on the development of the Public Participation Plan, Long Range Transportation Plan, and corridor studies to improve safety and efficiency within the existing transportation system.

Grand Island Area Metropolitan Planning Organization (GIAMPO)

- ✓ The Grand Island Area Metropolitan Planning Organization (GIAMPO), is the organization of elected officials in the Grand Island urbanized area designated by the Governor to carry-out the federal mandated transportation planning process.
- ✓ GIAMPO provides the forum for local decision-making on transportation issues of a regional nature.
- ✓ The foundation for the metropolitan planning process is to promote consistency between transportation improvements and state and local planned growth and economic development patterns and the submission of transportation planning documents to the FHWA, FTA, and NDOR.
- ✓ 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 staff will facilitate the development of all planning elements for the Metropolitan Planning Area in accordance to the current federal transportation bill.

Policy Board

The Policy Board shall establish policy and procedures for matters necessary to comply with the requirements of Title 23, United States Code, and subsequent acts. The Policy Board shall have the power and duty to prepare and adopt comprehensive transportation studies and plans to guide the unified development of the Grand Island Area Metropolitan Planning Area and to promote the general welfare and prosperity of its people in an economic and efficient manner.

Technical Advisory Committee

The MPO Technical Committee (TAC) is responsible for the administration of the (3-C) Transportation Planning Process, providing data, technical assistance, and recommendations to the Policy Board for matters necessary to comply with the requirements of Title 23, United States Code, and Subsequent acts. Responsibilities Include but are not limited to:

- ✓ Advising the Policy Board on comprehensive transportation studies and plans to help guide the unified development of the Grand Island Area Metropolitan Planning Area to promote the general welfare and prosperity of its people in an economic and efficient manner.
- ✓ Examining and recommending projects concerning the development of a safe, efficient, and coordinated transportation network.

- ✓ Annually prepare and recommend, at a minimum, a five-year MPO Transportation Improvement Program (TIP) and shall review the allocation of all federal-aid funds to eligible projects within each Annual Element of the TIP for financial constraint.
- ✓ Annually review the MPO Long-Range Transportation Plan (LRTP) and recommend updates as necessary. The LRTP shall be updated at a minimum every five years.
- ✓ Annually prepare and recommend an MPO Unified Planning Work Program (UPWP) detailing projected work activities and a proposed budget for implementation.
- ✓ Prepare and recommend a MPO Public Participation Process (PPP) that outlines the promotion and utilization of public involvement, to be reviewed annually and updated as necessary.

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 Metropolitan Planning Organization Manager 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.

FY 2015 SIGNIFICANT PLANNED ACTIVITES

- ✓ Development and Approval of the Public Participation Plan
- ✓ Development and Approval of the Travel Demand Model
- ✓ Development and Approval of Goals and Objectives for the Development of the Long Range Transportation Plan
- ✓ Development and Approval of Performance Measures Based on MAP-21 Guidance
- ✓ Development of the Long Range Transportation Plan with a 20-year horizon

MPO FY 2015 Work Elements

Element A - Unified Planning Work Program (UPWP)

Purpose: Develop and maintain the UPWP and budget including the following activities.

Previous Work:

Approved FY 2014 UPWP

Activities:

- Draft, finalize and adopt the 2016 UPWP and Budget by April 15, 2015
- Maintain the 2015 UPWP and Budget through UPWP Amendments, as necessary
- Maintain the annual FHWA PL grant contract and any subsequent amendments
- Coordinate with planning partners regarding UPWP activities

End Products:

- 2015 Quarterly Reimbursement Requests and Quarterly Activities Reports
- UPWP amendments as needed
- Annual "DRAFT" FY 2016 UPWP submitted to NDOR prior April 15, 2015

Budget	Costs	Schedule
2015 UPWP and Budget Amendments	\$ 2,500	Ongoing
2016 Approved UPWP	\$ <u>8,640</u>	3 rd Quarter
Total Budget	\$ 11,140	

Element B - Transportation Improvement Program (TIP)

Previous Work:

No work required prior to the adoption of the MPO's Long Range Transportation Plan.

Purpose:

This element is to develop, maintain and monitor a five-year program of transportation projects and the financial plan that demonstrates the program can reasonably be implemented. GIAMPO will monitor the program, and will also continue the effort to gain public input on significant projects, and will provide mechanisms to inform the public of the funding availability for federal, state, and local projects. It also addresses TITLE VI assurances and Environmental Justice with its development and amendments to the approved TIP.

Activities:

- Meet with stakeholders, decision makers, and citizens concerning the Transportation Improvement Program (TIP) process and the TIP Program, when needed. This includes presentations of Grand Island's one and six year road plans.
- Staff involvement on project related activities ensuring issues are properly identified and adequately addressed for timely implementation.
- Annual posting of federally funded projects for the previous fiscal year, including the status of every project in the first year of the previous TIP.
- Draft an initial TIP Policy.

End Products:

- Amendments to the current approved Transportation Improvement Program (if necessary)
- Annual Posting of projects and status of year 1 of the previous TIP on GIAMPO's website
- Project Priority and Selection Policy for GIAMPO

Budget	Costs	Schedule
Federal/State Funds Expended Prior Year	\$1,728	1 st Quarter
TIP Policy/Selection Process	\$7,500	3 rd Quarter
Present Grand Island's 1 and 6 Year Road Plan	<u>\$3,000</u>	TBD
Total Budget	\$12,228	

Element C – Public Participation Plan (PPP)

Purpose:

The initial PPP will be developed as a task in the development of the LRTP, the foundation of the PPP will be to enhance and encourage participation of stakeholders, decision makers, and citizens in the transportation planning process. Special efforts will focus on persons and groups that are typically under-represented in transportation planning or with special transportation needs, including, low-income, minority, elderly, and disabled populations.

Previous Work:

- A web page was developed for the Grand Island Area Metropolitan Planning Organization where meeting agendas and minutes are posted. Meeting notices are advertised in accordance with the City of Grand Island’s open meeting policy.

Activities:

The PPP will be done as part of the development of the Long Range Transportation Plan. Opportunities for public participation will be offered at all future GIAMPO Policy Board meetings and TAC meetings on published agenda items.

- 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.
- The GIAMPO website will be maintained for meeting notices and information regarding transportation planning activities that affect the region.
- Start-up social media sites such as Facebook and Twitter to inform interested parties on transportation planning activities.

End Product

- Approved Public Participation Plan

Budget	Costs	Schedule
Title VI Mitigation/Assessment	\$ 4,500	1 st Quarter
Public Participation Plan	\$ 9,500	2nd Quarter
Web Site Development/Maintenance	\$ 2,500	Ongoing
Civic Group Speaking	\$ 1,200	Ongoing
Media Interviews	\$ 1,800	Ongoing
GITV Programing	<u>\$ 5,250</u>	Ongoing
Total Budget	\$24,750	

Element D – Long-Range Transportation Plan (LRTP)

Purpose:

The initial LRTP will include long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods. It will be developed with regards to the intent and requirements of the Moving Ahead for Progress in the 21st Century Act (MAP-21) passed in July 2012 and guidance by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Nebraska Department of Roads (NDOR). The consultant and MPO Program Manager shall coordinate development and completion of all activities with respective stakeholders.

Previous Work:

A Request-For-Proposal for Professional Services to perform the development of the Long Range Transportation Plan was developed. Consultant selection process, and signed agreements were put in place the fourth quarter of FY 2014.

Activities:

- Develop performance goals, objectives, and measures for approval
- Develop and calibrate of a Travel Demand Model that combines GIS and transportation modeling capabilities in a single integrated platform.

- Development of a performance based LRTP with a 20-year horizon by March 2016

End Products:

- Approved Performance Goals, Objectives, and Measures
- Validated Travel Demand Model
- Forecasted Independent Variables
- Financial Projections for LRP
- E&C Network E&C LOS Identified

Budget	Costs	Schedule
Initial Consultant Project Kick-off Community Survey	\$ 5,000	1 st Quarter
Objectives and Goals of the LRTP	\$ 7,500	1 st Quarter
Performance Measures and Priority Selection Process	\$ 5,500	3 rd Quarter
Base Data into Traffic Analysis Zones	\$ 7,500	3 rd Quarter
Future IV's (Population, Land Use, Employment)	\$ 8,000	3 rd Quarter
Base and Forecasted E&C network projections	\$ 8,522	4 th Quarter
Financial Projections	<u>\$ 8,000</u>	4 th Quarter
Total Staff Budget	\$50,140	
Professional Services-Model/LRTP Development	\$ 187,500	

Element E – Transit Planning

Previous Work:

Preliminary discussions and the development of a MOA for Hall County to continue providing transit and para-transit services within the study area.

Purpose:

In 2012, the City of Grand Island became the designated recipient to receive the FTA 5307(Urban) transit funds. In 2013, the City and Hall County entered into an interlocal agreement for Hall County Transportation to continue to operate services using unexpended FTA 5311(Rural) funds during a transitional period. During FY 2015 the MPO will work with the City of Grand Island and Hall County to develop and finalize a transitional plan for transit services in the City of Grand Island and Hall County. The 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. The transitional plan will also take into account, possible additional services based on funding and identified needs of the community.

Activity:

A plan will need to be approved to transition Grand Island from FTA 5311 funding to FTA 5307 funding. This may include the development of a Coordinated Service Plan for the area.

End Product:

- Development of a Transition Plan with timelines, expected funding and procurement policies produced by June 30, 2015.

Budget	Costs	Schedule
General Framework and Transit Planning	\$27,335	TBD
Total Budget	\$27,335	

Element F – Administration/Systems Management (ASM)

Purpose:

The General administration of the transportation planning program for the Grand Island Area Metropolitan Planning Organization.

Previous Work:

- Adopted By-Laws for the Technical Advisory Committee on March 25, 2014
- Adopted By-Laws for the Policy Committee in July 23, 2013, and amended September 17, 2013
- Hired the Metropolitan Planning Manager on February 28, 2014
- Set meeting schedules for the Policy Board and TAC
- Developing the FY 2015 UPWP
- Created of the GIAMPO web page
- Established reporting and invoicing practices for transportation planning program
- Provided for office and office equipment for the MPO Staff including computers, printers, furniture, phone and other necessary tools

Activities:

- 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

End Product:

- General Administration of the established 3-C Transportation Planning Process for the Grand Island Area Transportation Study.

Budget	Costs	Schedule
Direct		
Prepare Meetings for Policy Board and TAC	\$4,250	Ongoing
Meeting Minutes and other Documentation	\$4,500	Ongoing
Administration of Program/Reporting Documentation	\$3,400	Ongoing
Manage Funding Streams and Budget	<u>\$4,500</u>	Ongoing
	\$16,650	
Other Direct		
Software/Equipment	\$13,500	Ongoing
Professional Development/Conference Travel	\$3,603	Ongoing
Advertise Meetings	\$1,800	Ongoing
Office Expenses	<u>\$2,500</u>	Ongoing
	\$21,403	
Total Budget	\$38,053	

Budget

It is anticipated that the cost of implementing this UPWP for GIAMPO will be \$351,018, during fiscal year 2015. Based on the formula funding for MPOs in Nebraska, GIAMPO is eligible for up to \$130,822 Federal Planning funds 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, by agreement will provide at least a 20% match (including but not limited to staff time, office space, and web hosting and financial services) toward GIAMPO's transportation planning activities.

Work Element	Federal	Local	Total
A Unified Work Program	\$8,912	\$2,228	\$11,140
2015 UPWP and Budget amendments	\$2,000	\$500	\$2,500
2016 UPWP and Budget	\$6,912	\$1,728	\$8,640
B Transportation Improvement Program (TIP)	\$9,782	\$2,446	\$12,228
Federal Funds Expended for FY 2014 Posted by Oct. 1, 2014	\$1,382	\$346	\$1,728
Draft TIP Policy/Selection	\$6,000	\$1,500	\$7,500
Present Grand Island 1 and 6 Year road plan	\$2,400	\$600	\$3,000
C Public Participation Process (PPP)	\$19,800	\$4,950	\$24,750
Title VI Mitigation/Assessment	\$3,600	\$900	\$4,500
Public Participation Plan - DOC	\$7,600	\$1,900	\$9,500
Web Site Development/Maintenance	\$2,000	\$500	\$2,500
Civic Group Speaking	\$960	\$240	\$1,200
Media Interviews	\$1,440	\$360	\$1,800
GITV Programing	\$4,200	\$1,050	\$5,250
D Long-Range Transportation Plan (LRTP)	\$190,018	\$47,504	\$237,522
Initial Consultant Project -Kick-off-Community Survey	\$4,000	\$1,000	\$5,000
Objectives and Goals of the LRTP	\$6,000	\$1,500	\$7,500
Performance Measures	\$4,400	\$1,100	\$5,500
Base Data into Traffic Analysis Zones/Network/Screen line Data	\$6,000	\$1,500	\$7,500
Base and Future IV's (Population, Land Use, Employment)	\$6,400	\$1,600	\$8,000
Base and Forecasted E&C Network Projections	\$6,818	\$1,704	\$8,522
Financial Projections and Project Selection Criteria	\$6,400	\$1,600	\$8,000
Professional Services-Model/LRTP Development	\$150,000	\$37,500	\$187,500
E Transit Planning (1)	\$21,868	\$5,467	\$27,335
Develop a Transition Plan for Services	\$10,200	\$2,550	\$12,750
Develop an RFP for Services	\$11,668	\$2,917	\$14,585
F Administration/Systems Management (ASM)	\$13,320	\$3,330	\$16,650
Prepare Meetings for Policy Board and TAC	\$3,400	\$850	\$4,250
Meeting Minutes and other Documentation	\$6,000	\$1,500	\$4,500
Administration of Program/Reporting Documentation	\$2,720	\$680	\$3,400
Manage Funding Streams and Budget	\$3,600	\$900	\$4,500
Procedural/Operational Manual	\$0	\$0	\$0
Other Direct	\$17,122	\$4,281	\$21,403
Software/Equipment	\$10,800	\$2,700	\$13,500
Professional Development/Conference Travel	\$2,882	\$721	\$3,603
Advertise Meetings	\$1,440	\$360	\$1,800
Office Expenses	\$2,000	\$500	\$2,500
Staff FHWA and FTA Federal Funding	\$130,822	\$32,706	\$163,528
Development of PPP and LRTP CONSULTANT ONLY	\$150,000	\$37,500	\$187,500
Projected Total Expenses for all Activities	\$280,822	\$70,206	\$351,028

Resolution 2014-1

**Grand Island Area Metropolitan Planning Organization
FY 2015 Unified Planning Work Program**

A Resolution Approving the FY 2015 Unified Planning Work Program (UPWP)

WHEREAS, The Grand Island Area Metropolitan Planning Organization, is designated as the Metropolitan Planning Organization (MPO) for the Grand Island Urbanized Area, by the Governor acting through the Nebraska Department of Roads in cooperation with locally elected officials of the Grand Island Urbanized Area, and

WHEREAS, The MPO, as required metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a Unified Planning Work Program (UPWP), or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420 and must annually prepare a document that provides an overview of all proposed major work activities, funding levels and funding sources, and

WHEREAS, The Unified Planning Work Program for fiscal year 2015, covering the period of July 1, 2014 to June 30, 2015 has been prepared, submitted to the Nebraska Department of Roads, and made available for comment now requires official approval from the Policy Board of the GIAMPO.

NOW THEREFORE, BE IT RESOLVED:

The Policy Board of the Grand Island Area Metropolitan Planning Organization approves the Unified Planning Work Program for Fiscal Year 2015.

Certification:

The foregoing resolution was approved by the Grand Island Area Metropolitan Planning Organization Policy Board at its regularly scheduled meeting on May 27th, 2014.

By:

Attest:

Mayor, Jay Vavricek, City of Grand Island
GIAMPO, Chairperson

John Collins, PE
GIAMPO Director/Secretary

Dated:

Dated: