

ORGANIZATION
CITY OF
JACKSONVILLE
ONslow COUNTY
N.C. BOARD OF
TRANSPORTATION

April 14, 2009

Mr. Mike Kozak, Assistant Director – Metropolitan Transportation Branch
Public Transportation Division
North Carolina Department of Transportation
1550 Mail Service Center
Raleigh, NC 27699-1550

Mr. Mike Bruff, PE, Director
Transportation Planning Branch
North Carolina Department of Transportation
1554 Mail Service Center
Raleigh, NC 27699-1554

Subject: FY 2009-10 Planning Work Program

Dear Messrs. Kozak / Bruff:

Enclosed are eight (8) copies of the Jacksonville Urban Area Metropolitan Planning Organization (MPO) Planning Work Program (PWP) for FY2009-2010 that was adopted by the Transportation Advisory Committee on April 14, 2009. The PWP also serves as the Urban Area's Metropolitan Planning Program grant application requesting Federal Transit Administration Section 5303 planning funds. A complete description and proposed budget of planning activities is included in the PWP attached to this letter.

The Federal Transit Administration (FTA) grant amount requested is a partial allocation of \$20,528 (note: this is the full allocation less the amount required to make the federal share equally divisible by eight). This will be matched with local funds in the amount of \$2,566.00 (10%) and state funds in the amount of \$2,566.00 (10%) for a total funding amount of \$25,660.00. The local match will be provided by General Fund revenues from the member agencies of the Jacksonville Urban Area MPO according to the local match funding agreement as outlined in the Jacksonville Urban Area MPO Memorandum of Understanding.

The City of Jacksonville is currently the designated grant recipient for FTA Section 5303 grant funds. The intention of these funds is for transit planning purposes; however, the Section 5303 funds are anticipated to be available to provide MPO support to the Jacksonville Transit Service.

Sincerely,

Lionell Midgett, TAC Acting Chairperson
Jacksonville Area MPO

Enclosure

**Jacksonville Urban Area Transportation Planning
Work Program
Fiscal Year 2009-2010
*Adopted on April 14, 2009***

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INTRODUCTION

In compliance with Federal law and in the spirit of cooperation, the Jacksonville Urban Area conducts a “cooperative, comprehensive, and continuing....” transportation planning process. This Planning Work Program (PWP) outlines the tasks and associated funding sources dedicated to the Jacksonville Urban Area MPO transportation planning process during fiscal year 2009-2010. Depending on the specific funding source, tasks funded through the PWP are eligible for reimbursement of 80-90% of their cost from the Federal Highway Administration and Federal Transit Administration through the North Carolina Department of Transportation.

The PWP for the Jacksonville Urban Area identifies three separate funding sources for Urban Area transportation planning. A brief description of these funding sources follows:

- Statewide Planning and Research Programs (SPR)-These funds are used by NCDOT to conduct work for the Jacksonville Urban Area MPO.
- Federal Highway Administration Section 104(f) Funds-These funds are dedicated to the urban area to perform transportation planning. They require a 20% local match.
- Federal Transit Administration Section 5303 Funds-These funds are used for transit planning in the urban area. The Federal Transit Administration provides 80% of these funds, NCDOT 10%, and there is a required 10% local match.
- Federal Transit Administration Section 5307 Funds-These funds are used for transit planning, capital, and operational needs in the urban area. The Federal Transit Administration provides 80% of these planning funds, NCDOT 10%, and there is a required 10% local match.

The local match requirements are borne by the City of Jacksonville as defined in the Jacksonville Urban Area MPO Memorandum of Understanding.

NARRATIVE OF PWP SECTION 104(F) WORK TASKS TO BE PERFORMED IN FY 2009-2010

(Primary work to be performed by lead planning agency staff except where noted.)

II-A Surveillance of Change

II-A1 Traffic Volume Counts - Jacksonville MPO staff maintains an ongoing traffic counting program for approximately 60 counts. NCDOT traffic counts will also be supplemented in support of the LRTP update. Previous traffic counts will be analyzed to identify trends. An annual summary of the urban area traffic counts and accident data (II-A4) will be prepared.

II-A2 Vehicle Miles of Travel - Establish VMT as measure of effectiveness of transportation system. Measure the VMT with the new travel demand model. No action anticipated this fiscal year. No tasks foreseen.

II-A3 Street System Changes - Update of street system database as needed to reflect current and new development within the region.

II-A4 Traffic Accidents - Currently MPO staff conducts an ongoing effort to summarize traffic accident data for specific projects, the annual Surveillance report, and the public. MPO staff also utilizes accident data for specific inquiries.

II-A5 Transit System Data - Update of transit system database as needed, including data collection for future route and stop changes to meet the ongoing needs of the system.

II-A6 Dwelling Unit, Population, & Employment Changes - Conduct development reviews and compare against forecasted development by TAZ and note major (greater than 10%) discrepancies. Update and maintain TAZ data for the LRTP update.

II-A7 Air Travel - Assistance to Jacksonville Airport as needed to coordinate on long-range air planning. Update air travel data in anticipation of the LRTP update.

II-A8 Vehicle Occupancy Rate Counts - Monitor VOC as needed. No actions for this task item are anticipated.

II-A9 Travel Time Studies - Conduct key travel time studies for travel demand model calibration. No actions for this task item are anticipated.

II-A10 Mapping - Keep Geographic Information System files current and produce maps to support transportation plans, programs, and projects. Support orthophotographic survey of MPO planning area to evaluate changes in land use and transportation network impacts in support of LRTP update.

II-A11 Central Area Parking Inventory – Update facility inventory from count areas established during FY2007-08 pilot project. Update field procedures/ personnel as necessary to continue the comprehensive parking inventory.

II-A12 Bicycle and Pedestrian Facilities Inventory – Update facility inventory based on new public and private developments.

II-B Long-Range Transportation Plan

II-B1 Collection of Base Year Data - Monitor regionally significant land use changes for inclusion in base TAZ demographic files for the areas in Onslow County.

II-B2 Collection of Network Data - Monitor roadway corridors and intersection improvements not included in base travel demand model network.

II-B3 Travel Model Updates – Update the Travel Demand Model as necessary in support of the LRTP update.

II-B4 Travel Surveys - No tasks foreseen.

II-B5 Forecast of Data to Horizon Year - Monitor regionally significant land use changes and modify future year TAZ file accordingly in support of LRTP update.

II-B6 Community Goals and Objectives - Monitor public input as it pertains to goals and objectives set forth in the update of the Long Range Transportation Plan.

II-B7 Forecast of Future Year Travel Patterns - Test alternative roadway network improvements for system benefit.

II-B8 Capacity Deficiency Analysis - 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-B9 Highway Element of Long Range Transportation Plan (LRTP) - Identification of highway deficiencies, priorities, and proposed highway improvement solutions and strategies. Provide documentation of process and recommendations in update of the LRTP.

II-B10 Transit Element of Long Range Transportation Plan - Identify public transportation deficiencies, priorities, and proposed transit improvement solutions and strategies from the Regional Transit Plan for inclusion in the update of the LRTP. Provide documentation of process and recommendations.

II-B11 Bicycle and Pedestrian Element of the Long Range Transportation Plan – Identify bicycle deficiencies, priorities, and proposed bicycle and pedestrian improvement solutions and strategies. The Jacksonville MPO will continue to update the existing bicycle-pedestrian transportation plan as part of the LRTP update. The Jacksonville MPO will work to coordinate implementation of the updated plan as well as incorporate the completed plan into the LRTP update.

II-B12 Airport/Air Travel Element of the Long Range Transportation Plan - Identify airport and air service deficiencies, priorities, and proposed airport and air service improvement solutions and strategies for inclusion in the update of the LRTP.

II-B13 Collector Street Element of Long Range Transportation Plan - Identification of collector street deficiencies, priorities, and proposed collector street improvement solutions and strategies. Provide documentation of process and recommendations in update of the LRTP. Jacksonville MPO will continue to research both mapped and policy-driven connectivity policies; review them with the TCC; and develop a proposed network (or policy) for street connectivity for the MPO study area.

II-B14 Rail, Waterway and Other Elements of Long Range Transportation Plan - Identify rail and waterway deficiencies, priorities, and proposed rail and waterway improvement solutions and strategies for inclusion in the update of the LRTP.

II-B15 Freight Movement/Mobility Planning - Identification of freight movement deficiencies, priorities, and proposed improvement solutions and strategies for inclusion in the update of the LRTP.

II-B16 Financial Planning - Develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for the LRTP. Ensure fiscal constraint in the update or amendments of the LRTP.

II-B17 Congestion Management Strategies - Develop strategies to address and manage congestion by increasing transportation system supply, reducing demand by application of alternative mode solutions, and transportation system management strategies.

II-B-18 Air Quality Planning/ Conformity Analysis - No tasks foreseen.

III-A Planning Work Program

III-A Planning Work Program - Evaluation of FY 2009-10 PWP and development of FY 2010-11 PWP.

III-B Transportation Improvement Program

III-B Transportation Improvement Program - Participate in the development and approval of the final 2011-2017 MTIP/STIP and begin preparation for the creation of the draft 2013-2019 MTIP Transportation Priorities Listing.

III-C Civil Rights Compliance / Other Regulations Compliance

III-C1 Title VI Compliance - Work to insure compliance with the requirements of Title VI in urban area policies and practices.

III-C2 Environmental Justice - Analysis and outreach to insure that transportation plans and projects comply with Environmental Justice policies.

III-C3 MBE Planning - Activities to encourage participation of minority-owned business enterprises in contractual and supply opportunities.

III-C4 Planning for the Elderly and Disabled - Ensure the special needs of the elderly and disabled are addressed in all transportation planning projects. Identify areas with potential concentrations of elderly and disabled for further analysis and inclusion in the LRTP update.

III-C5 Safety/Drug Control Planning - Only FTA program funds used for this effort by the Jacksonville Transit Service operated by the City of Jacksonville. No tasks foreseen by the MPO.

III-C6 Public Involvement – Updates and revisions to the adopted Public Participation Plan as required by federal statutes, and based upon local conditions and public market segments. SAFETEA-LU has created an additional emphasis on public engagement throughout the long-range planning process. Staff will work to integrate the new requirements into all MPO products and continue to strive for greater participation from interested parties. The Jacksonville MPO will conduct public participation activities as needed for ongoing projects throughout the fiscal year.

III-C7 Private Sector Participation - Activities to encourage private sector participation in planning and project activities. No tasks foreseen.

III-D Incidental Planning / Project Development

III-D1 Transportation Enhancement Planning – Develop the request and application documentation necessary to complete the call for projects and manage the administrative elements required to move forward enhancement projects.

II-D2 Environmental and Pre-TIP Planning - Review of projects for the development of the 2011-2017 Transportation Improvement Program and LRTP update. Continue planning support to accelerate project through the priority process.

III-D3 Special Studies – The Jacksonville Urban MPO will conduct special studies to address current transportation system challenges within the region. Finalization of an update of a connectivity plan for thoroughfare and collector streets (II-B-13) and continued management support for the NC 24 Greenway Study in Fiscal Year 2009-2010 as described earlier will be conducted. The MPO will manage and develop scopes of services for the regional Intelligent Transportation System (ITS) Study and the NC 24 Corridor Study (described below) and conduct any supporting studies required to enhance these projects, including support of the Safe Routes to School program.

Four additional program elements are included in this Task:

- **Traffic Impact Studies (\$25,000):** The Jacksonville MPO will manage 1-2 consulting firms to perform reviews, modifications, or additional analyses related to traffic impact assessments / studies for new or expanded developments within the MPO planning boundary on an as needed basis.
- **Intelligent Transportation System (ITS) Study (\$30,000):** The Jacksonville MPO will manage a consulting firm to perform a study for the development and implementation of a regionwide ITS. This study will further identify partner agencies, any major obstacles or significant impacts in the region, and potential implementation strategies.
- **Engineering Services (\$15,000):** The program management consultant will perform engineering review and design studies, as needed, that cannot be carried out by the MPO Staff Administrator or through other resources.
- **NC 24 Corridor Study (\$37,500):** The program management consultant will perform engineering review and design studies, as needed, that cannot be carried out by the MPO Staff Administrator or through other resources. This will include completion of the NC 24 Corridor Study. This study will further identify any major connectivity, congestion, access management issues or significant impacts in the project corridor. This study is designed to address increasing congestion and anticipated near-term trip generation in the southeast portion of the planning area due to rapid growth in the area.

- NC 24 Greenway Corridor Study (\$38,400): The Jacksonville MPO will manage a consulting firm to perform a corridor, environmental and functional design study of the proposed NC 24 Greenway. This study will further identify any major obstacles or significant impacts in the project corridor.

III-D4 Statewide and Regional Planning - Coordination of urban area activities with statewide and regional initiatives. Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Continue to participate in activities of adjacent MPOs and RPOs. Coordinate with local governments in the region and their organizations involved in transportation planning activities. Participate in related workshops, conferences, and meetings, as needed and/or required. Staff will review/approve documentation related to the above activities. Continue work on standardization of protocols, procedures and data structures for the most efficient and effective means of collaboration and dissemination of information.

III-E Management and Operations

III-E Management and Operations - Required ongoing administrative and operational tasks to support MPO committees and reporting requirements. Periodically review and update administrative agreements and procedures. The MPO staff will perform daily operations required for dissemination of planning information to the MPO committee members, the public, or other organizations, and will coordinate with NCDOT and other agencies.