



**Jacksonville Urban Area**  
Metropolitan Planning Organization

*Jacksonville MPO*  
815 New Bridge Street  
Post Office Box 128  
Jacksonville, NC 28541-0128

May 26, 2011

Mrs. Miriam Perry, Director  
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 2011-2012 Planning Work Program**

Dear Mrs. Perry and Mr. Bruff:

Enclosed are eight (8) copies of the Jacksonville Urban Area Metropolitan Planning Organization (MPO) Planning Work Program (PWP) for FY 2011-2012 that was adopted by the Transportation Advisory Committee on April 14, 2011. 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 \$27,270 that will be matched with local funds in the amount of \$3,409 (10%) and state funds in the amount of \$3,409 (10%) for a total funding amount of \$34,088. 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,

A handwritten signature in black ink, appearing to read "Michael Lazzara", is written over a light blue horizontal line.

Michael Lazzara, TAC Chairman  
Jacksonville Area MPO

Enclosure

# Jacksonville Urban Area Transportation Planning Work Program Fiscal Year 2011-2012

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## INTRODUCTION

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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 2011-2012. 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 multiple 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 2011-2012**

*(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 used to supplement counts collected by the MPO. Traffic counts from previous years will be analyzed to identify trends.

**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 discrepancies. Update and maintain TAZ data for LRTP amendments.

**II-A7 Air Travel** - Assistance to Jacksonville Airport as needed to coordinate on long-range air planning.

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

**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.

**II-B4 Travel Surveys** – Conduct multimodal travel surveys including major external state origin and destination survey.

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

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

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

**II-B-8 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.

**II-B10 Transit Element of Long Range Transportation Plan** - Identify public transportation deficiencies, priorities, and proposed transit improvement solutions and strategies.

**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 work to coordinate implementation of the updated bicycle and pedestrian plan and LRTP.

**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.

**II-B13 Collector Street Element of Long Range Transportation Plan** - Identification of collector street deficiencies, priorities, and proposed collector street improvement solutions and strategies.

**II-B15 Freight Movement/Mobility Planning** - Identify freight movement deficiencies, priorities, and proposed improvement solutions and strategies.

**II-B16 Financial Planning** - Develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for 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.

### **III-A Planning Work Program**

**III-A Planning Work Program** - Evaluation of FY 2011-12 UPWP and development of FY 2012-13 PWP.

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

**III-B Transportation Improvement Program** - Participate in the development and approval of the final 2011-2020 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 planning projects.

**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.

**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. 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.

## **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 upcoming Transportation Improvement Programs and LRTP amendments. 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. The MPO will manage and develop scopes of services and conduct any supporting studies required to complete identified special studies.

Six specific program elements are included in this task:

- **Engineering Services (\$10,800):** 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.
- **Western Blvd Corridor Study (\$100,000):** This study will include preliminary planning and functional design activities in support of TIP projects within the southeast Western Blvd. corridor including further identifying any major connectivity, congestion, access management issues or significant impacts in the project corridor. This study is designed to address increasing congestion and crash rates as well as anticipated near-term trip generation in the corridor due to rapid growth in the region.
- **Sneads Ferry Transportation Study (\$40,000):** This study will include preliminary planning and functional design activities in support of TIP projects within the Sneads Ferry area of Onslow County, including further identifying any major connectivity, congestion, access management issues or significant impacts in the project corridor. This study is designed to address increasing congestion and crash rates as well as anticipated near-term trip generation in the corridor due to rapid growth in the region.
- **Transit Study (\$79,088):** MPO staff will join forces with Jacksonville Transit on study to improve fixed-route operations within the urban area. The scope of this study has yet to be determined as we are currently developing a Transit System Development Plan that will identify system planning needs for the next five years. The study will be completed in June of 2011, procurement for the transit study will follow shortly after.

**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.

**TABLES OF UPWP FTA SECTION 5303 WORK TASKS TO BE PERFORMED IN FY 2011 -2012**

MPO	Jacksonville
FTA Code	44.24.00
Task Code	III-D-3
Title	Special Studies
Task Objective	Conduct planning work to improve operations of the Jacksonville Transit system
Tangible Product Expected	Transit Study (scope to be determined)
Expected Completion Date of Products	June 2013
Previous Work	Transit Survey, Transit Development Plan and Transportation Demand Management Plan
Relationship	This is an effort of the City of Jacksonville
Responsible Agency	City of Jacksonville
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	\$3,409
Section 5303 NCDOT 10%	\$3,409
Section 5303 FTA 80%	\$27,270
Section 5307 Transit - Local 10%	\$4,500
Section 5307 Transit - NCDOT 10%	\$4,500
Section 5307 Transit - FTA 80%	\$36,000

**Jacksonville Urban Area  
FY 2011-2012 Planning Work Program: Funding Sources Table**

MPO: JACKSONVILLE

TASK CODE	TASK DESCRIPTION	SPR		SEC. 104 (f) PL		SECTION 5303			SECTION 5307			TASK FUNDING SUMMARY				EXPENDITURES SUMMARY		
		Highway		Local 20%	FHWA 80%	Local 10%	NCDOT 10%	FTA 80%	Transit			LOCAL	STATE	FEDERAL	TOTAL	MPO Staff	Direct Expenses	Consultant Outside Contract
		NCDOT 20%	FHWA 80%						Local 10%	NCDOT 10%	FTA 80%							
<b>II-A</b>	<b>Surveillance of Change</b>																	
II-A-1	Traffic Volume Counts			250	1,000							250	0	1,000	1,250	1,250		
II-A-2	Vehicle Miles of Travel			-	-							0	0	0	0	-		
II-A-3	Street System Changes			250	1,000							250	0	1,000	1,250	1,250		
II-A-4	Traffic Accidents			625	2,500							625	0	2,500	3,125	3,125		
II-A-5	Transit System Data			1,000	4,000							1,000	0	4,000	5,000	5,000		
II-A-6	Dwelling Unit, Pop. & Emp. Change			1,338	5,350							1,338	0	5,350	6,688	1,688	5,000 (1)	
II-A-7	Air Travel			200	800							200	0	800	1,000	1,000		
II-A-8	Vehicle Occupancy Rates			-	-							0	0	0	0	-		
II-A-9	Travel Time Studies			-	-							0	0	0	0	-		
II-A-10	Mapping			1,000	4,000							1,000	0	4,000	5,000	3,000	2,000 (2)	
II-A-11	Central Area Parking Inventory			200	800							200	0	800	1,000	1,000		
II-A-12	Bike & Ped. Facilities Inventory			200	800							200	0	800	1,000	1,000		
<b>II-B</b>	<b>Long Range Transp. Plan</b>																	
II-B-1	Collection of Base Year Data			250	1,000							250	0	1,000	1,250	1,250		
II-B-2	Collection of Network Data			250	1,000							250	0	1,000	1,250	1,250		
II-B-3	Travel Model Updates			250	1,000							250	0	1,000	1,250	1,250		
II-B-4	Travel Surveys			250	1,000							250	0	1,000	1,250	1,250		
II-B-5	Forecast of Data to Horizon year			250	1,000							250	0	1,000	1,250	1,250		
II-B-6	Community Goals & Objectives			250	1,000							250	0	1,000	1,250	1,250		
II-B-7	Forecast of Future Travel Patterns			250	1,000							250	0	1,000	1,250	1,250		
II-B-8	Capacity Deficiency Analysis			1,000	4,000							1,000	0	4,000	5,000	5,000		
II-B-9	Highway Element of the LRTP			375	1,500							375	0	1,500	1,875	1,875		
II-B-10	Transit Element of the LRTP			250	1,000							250	0	1,000	1,250	1,250		
II-B-11	Bicycle & Ped. Element of the LRTP			1,250	5,000							1,250	0	5,000	6,250	6,250		
II-B-12	Airport/Air Travel Element of LRTP			125	500							125	0	500	625	625		
II-B-13	Collector Street Element of LRTP			375	1,500							375	0	1,500	1,875	1,875		
II-B-14	Rail, Water or other mode of LRTP			-	-							0	0	0	0	-		
II-B-15	Freight Movement/Mobility Planning			250	1,000							250	0	1,000	1,250	1,250		
II-B-16	Financial Planning			500	2,000							500	0	2,000	2,500	2,500		
II-B-17	Congestion Management Strategies			250	1,000							250	0	1,000	1,250	1,250		
II-B-18	Air Qual. Planning/Conformity Anal.			-	-							0	0	0	0	-		
<b>III-A</b>	<b>Planning Work Program</b>			1,150	4,600							1,150	0	4,600	5,750	5,750		
<b>III-B</b>	<b>Transp. Improvement Plan</b>			1,750	7,000							1,750	0	7,000	8,750	8,750		
<b>III-C</b>	<b>Cvl Rgts. Cmp./Otr. Reg. Reqs.</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			69	276							69	0	276	345	345		
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 Involvement			3,500	14,000							3,500	0	14,000	17,500	2,500	8,000 (3)	
III-C-7	Private Sector Participation			250	1,000							250	0	1,000	1,250	1,250	7,000 (4)	
<b>III-D</b>	<b>Incidental Plng./Project Dev.</b>																	
III-D-1	Transportation Enhancement Plng.			1,000	4,000							1,000	0	4,000	5,000	5,000		
III-D-2	Enviro. Analysis & Pre-TIP Plng.			1,500	6,000							1,500	0	6,000	7,500	7,500		
III-D-3	Special Studies			32,992	131,969	3,409	3,409	27,270	4,500	4,500	36,000	40,901	7,909	195,239	244,049	14,161	229,888 (6)	
III-D-4	Regional or Statewide Planning			2,875	11,500							2,875	0	11,500	14,375	7,775	6,600 (5)	
<b>III-E</b>	<b>Management &amp; Operations</b>			10,000	40,000							10,000	0	40,000	50,000	43,150	6,850 (7)	
<b>TOTALS</b>				<b>67,274</b>	<b>269,095</b>	<b>3,409</b>	<b>3,409</b>	<b>27,270</b>	<b>4,500</b>	<b>4,500</b>	<b>36,000</b>	<b>75,183</b>	<b>7,909</b>	<b>332,365</b>	<b>415,456</b>	<b>150,118</b>	<b>23,450</b>	<b>241,888</b>

(1) InfoUSA

(2) JUMPO street inventory

(3) Advertising and Printing

(4) JUMPO webpage management fee (\$1,000), public involvement consultant support (\$5,000), newsletter (\$1,000)

(5) Travel and Training

\$5,000

\$2,000

\$8,000

\$7,000

\$6,600

(6) Sneads Ferry Transportation Study

On Call Engineering Services

Western Boulevard Corridor Study

Transit Study

**Total**

\$40,000

\$10,800

\$100,000

\$79,088

**\$229,888**

(7) Supplies

Desk phones

Cellular phones

Membership Dues

Publications

Air Card

**Total**

\$2,000

\$400

\$2,500

\$850

\$500

\$600

**\$6,850**

**Anticipated DBE Contracting Opportunities for FY 2011-2012**

Name of MPO: Jacksonville Urban Area MPO

Person Completing Form: Anthony Prinz

Telephone Number: (910) 938-5292

Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity (consultant, etc.)	Federal Funds to be Contracted Out	Total Funds to be Contracted Out
III-C-6	Public Involvement	City of Jacksonville	JUMPO Newsletter	\$800	\$1,000
III-C-6	Public Involvement	City of Jacksonville	Public Involvement Support	\$4,000	\$5,000
III-D-3	Special Studies	City of Jacksonville	Transit Study	\$63,270	\$79,088
III-D-3	Special Studies	City of Jacksonville	Sneads Ferry Transportation Study	\$32,000	\$40,000
III-D-3	Special Studies	City of Jacksonville	On call engineering services	\$8,640	\$10,800
III-D-3	Special Studies	City of Jacksonville	Western Boulevard Corridor Study	\$80,000	\$100,000

## RESOLUTION

### APPROVING THE FY 2011-2012 PLANNING WORK PROGRAM OF THE JACKSONVILLE URBAN AREA

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

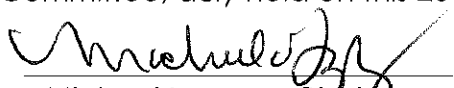
**WHEREAS**, the City of Jacksonville has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program (Section 5303) funds and Federal Highway Administration Metropolitan Planning (Section 104(f)) funds; and

**WHEREAS**, members of the Jacksonville Urban Area Transportation Advisory Committee agree that the Planning Work Program will effectively advance transportation planning for State Fiscal Year 2011-2012.

**NOW THEREFORE**, be it resolved that the Transportation Advisory Committee hereby endorses the FY 2011-2012 Planning Work Program for the Jacksonville Urban Area.

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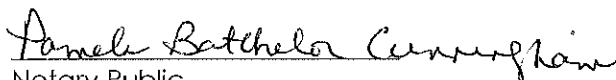
I, Michael Lazzara, Chairperson of the Jacksonville Urban Area Transportation Advisory Committee, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Jacksonville Urban Area Transportation Advisory Committee, duly held on this 26<sup>th</sup> day of ~~April~~ 2011.

  
Michael Lazzara, Chairman  
Jacksonville Urban Area TAC

May

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Subscribed and sworn to me this the 26 day of May, 2011.

  
Notary Public

My commission expires 8-9-14.

