



Jacksonville Urban Area
Metropolitan Planning Organization

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

March 12, 2010

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 2012-2013 Planning Work Program

Dear Mrs. Perry and Mr. Bruff:

Enclosed are five (5) copies of a Jacksonville Urban Area Metropolitan Planning Organization (MPO) Planning Work Program (PWP) for FY 2012-2013 that was adopted by the Transportation Advisory Committee on March 12, 2012. 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 \$24,240 that will be matched with local funds in the amount of \$3,030 (10%) and state funds in the amount of \$3,040 (10%) for a total funding amount of \$30,030. 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,

Michael Lazzara, TAC Chairman
Jacksonville Area MPO

Enclosure

Jacksonville Urban Area Transportation Planning Draft Work Program Fiscal Year 2012-2013

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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 2012-2013. 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 2012-2013

(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 collects traffic count data on a regular basis to support our planning efforts. NCDOT traffic counts are often used to supplement the counts collected by JUMPO staff. 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 JUMPO 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 the Ellis Airport as needed to coordinate 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 - Continue to update facility inventory from count areas established during a FY 2007-2008 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 2012-2013 PWP and development of FY 2013-2014 PWP.

III-B Transportation Improvement Program

III-B Transportation Improvement Program - Participate in the development and approval of the final 2012-2022 STIP and begin preparation for the creation of the draft 2012-2022 MTIP.

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 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 (\$17,000):** The program management consultant will perform engineering review and design studies, as needed, that cannot be carried out by MPO staff or through other resources.
- **Sneads Ferry Transportation Plan (\$120,000):** This study will include preliminary planning and functional design activities in support of FS-1003C for NC 172 and NC 210 in Sneads Ferry. The study will identify major connectivity, congestion and/or access management issues to address increased traffic congestion and safety concerns due to rapid growth in the region. Ultimately, the study will provide a more detailed concept for improving NC 172 and NC 210 based on the recommendations of FS-1003C that can be moved forward for programming in the STIP and local implementation through development review processes.
- **Transit Study (\$75,300):** 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, but will more than likely focus on improving intercity bus connectivity among Jacksonville, Wilmington and New Bern.

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 PWP FTA SECTION 5303 WORK TASKS TO BE PERFORMED IN FY 2012-2013

MPO	<i>Jacksonville</i>
FTA Code	<i>44.24.00</i>
Task Code	<i>III-D-3</i>
Title	<i>Special Studies</i>
Task Objective	<i>Conduct planning work to improve operations of the Jacksonville Transit system</i>
Tangible Product Expected	<i>Transit Study (scope to be determined)</i>
Expected Completion Date of Products	<i>June 2013</i>
Previous Work	<i>Transit Survey, Transit Development Plan and Transportation Demand Management Plan</i>
Relationship	<i>This is an effort of the City of Jacksonville</i>
Responsible Agency	<i>City of Jacksonville</i>
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	<i>\$3,030</i>
Section 5303 NCDOT 10%	<i>\$3,030</i>
Section 5303 FTA 80%	<i>\$24,240</i>
Section 5307 Transit - Local 10%	<i>\$4,500</i>
Section 5307 Transit - NCDOT 10%	<i>\$4,500</i>
Section 5307 Transit - FTA 80%	<i>\$36,000</i>

**DRAFT Jacksonville Urban Area
FY 2012-2013 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%							
II-A	Surveillance of Change																	
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			
II-A-6	Dwelling Unit, Pop. & Emp. Change			1,338	5,350							1,338	0	5,350	6,688	6,688		
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	
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		
II-B	Long Range Transp. Plan																	
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	-		
III-A	Planning Work Program			1,150	4,600							1,150	0	4,600	5,750	5,750		
III-B	Transp. Improvement Plan			1,750	7,000							1,750	0	7,000	8,750	8,750		
III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.																	
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	
III-C-7	Private Sector Participation			250	1,000							250	0	1,000	1,250	1,250		
III-D	Incidental Plng./Project Dev.																	
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	3,030	3,030	24,240	4,500	4,500	36,000	40,522	7,530	192,209	240,261	27,961	212,300	
III-D-4	Regional or Statewide Planning			2,875	11,500							2,875	0	11,500	14,375	7,775	6,600	
III-E	Management & Operations			10,000	40,000							10,000	0	40,000	50,000	43,150	6,850	
TOTALS				67,274	269,095	3,030	3,030	24,240	4,500	4,500	36,000	74,804	7,530	329,335	411,669	168,919	23,450	219,300

1 JUMPO street inventory

2 Advertising and Printing

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

4 Travel and Training

\$2,000

\$8,000

\$7,000

\$6,600

5 On Call Engineering Services

Sneads Ferry Transportation Study

Transit Study

Total

\$17,000

\$120,000

\$75,300

\$212,300

6 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 2012-2013

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	\$60,240	\$75,300
III-D-3	Special Studies	City of Jacksonville	On call engineering services	\$13,600	\$17,000
III-D-3	Special Studies	City of Jacksonville	Sneads Ferry Transportation Study	\$96,000	\$120,000

Jacksonville Urban Area Metropolitan Planning Organization Five Year Planning Calendar

	FY 2012-13 <i>July 1, 2012 - June 30, 2013</i>	FY 2013-14 <i>July 1, 2013 - June 30, 2014</i>	FY 2014-15 <i>July 1, 2014 - June 30, 2015</i>	FY 2015-16 <i>July 1, 2015 - June 30, 2016</i>	FY 2016-17 <i>July 1, 2016 - June 30, 2017</i>
Planning Process Action					
UPWP	Yes	Yes	Yes	Yes	Yes
Certification of Planning Process	Yes	Yes	Yes	Yes	Yes
Products of the Planning Process					
Review of LRTP	Yes		Yes	Yes	Yes
LRTP Analysis	Yes	Yes	-	-	-
Major Update	Start LRTP 2040	Adopt LRTP 2040	-	-	-
Special Studies / State & Regional Planning	As Needed	As Needed	As Needed	As Needed	As Needed
Metropolitan Transportation Improvement Program (MTIP)					
Regional Priorities Development	Yes	As Needed	Yes	As Needed	Yes
Draft MTIP	Yes	-	Yes	-	Yes
Adopted MTIP	-	Adopt 2013-2022	-	Adopt 2015-2024	-
State Transportation Improvement Program (STIP)					
Draft STIP	Yes	-	Yes	-	Yes
Adopted STIP	-	Adopt 2013-2022	-	Adopt 2015-2024	-

RESOLUTION

APPROVING THE AN AMENDMENT TO THE FY 2012-2013 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 2012-2013.

NOW THEREFORE, be it resolved that the Transportation Advisory Committee hereby endorses an FY 2012-2013 Planning Work Program for the Jacksonville Urban Area.

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 12th day of March 2012.

Michael Lazzara, Chairman
Jacksonville Urban Area TAC

Subscribed and sworn to me this the ____ day of _____, 2012.

Notary Public

My commission expires_____.