

AGENDA
JOHNSON CITY MTPO
Executive Board / Executive Staff
Friday, March 17, 2017 at 10:30 a.m.
100 West Millard Street, Johnson City, TN
Johnson City Public Library, Jones Meeting Room

- **Call to Order**
- **Item 1:** Public Input – Open to public
- **Item 2:** Approval of Minutes from the November 4, 2016 Meeting
- **Item 3:** Consider approval of a resolution to adopt the Johnson City Urbanized Area Coordinated Public Transit-Human Services Transportation Plan
 - **Presentation by Preston Elliott, RPM Transportation**
 - **Resolution 2017-01 (Vote Required)**
- **Item 4:** Consider approval of amending the Fiscal Years 2017-2018 Unified Planning Work Program (UPWP) to add additional Section 5303 funds
 - **Resolution 2017-02 (Vote Required)**
- **Item 5:** Other Business
 - Discussion of public transportation funding in the Johnson City Urbanized Area
- **Adjourn**

ITEM 1

Public Input

ITEM 2

Approval of minutes from the November 4, 2016 Executive Board & Staff Meeting.

JOHNSON CITY MTPO
Minutes of the Executive Board / Executive Staff Meeting
Friday, November 4, 2016 at 10:00 a.m.
137 West Market Street, Johnson City, TN
Johnson City Transit Center, Training Room

Executive Board Present

The Honorable Mayor Irene Wells, Town of Bluff City
Jon Hartman for the Honorable Mayor Curt Alexander, City of Elizabethton
The Honorable Mayor Daniel Eldridge, Washington County
Michelle Bradburn for Governor Bill Haslam, State of Tennessee
John Deakins, Jr., Tennessee County Highway Officials Association

Executive Board Not Present

The Honorable Mayor Clayton Stout, City of Johnson City
The Honorable Mayor Kelly Wolfe, Town of Jonesborough
The Honorable Mayor Johnny Lynch, Town of Unicoi
The Honorable Mayor Leon Humphrey, Carter County

Executive Staff Present

The Honorable Mayor Irene Wells, Town of Bluff City
Jerome Kitchens, City of Elizabethton
Angie Carrier for M. Denis Peterson, City of Johnson City
John Deakins, Jr., Washington County Highway Department
Jeff Rawles for Eldonna Janutolo, Johnson City Transit
Michelle Bradburn, Tennessee Department of Transportation

Executive Staff Not Present

Bob Browning, Town of Jonesborough
Mike Housewright, Town of Unicoi
Roger Colbaugh, Carter County Highway Department
Chris Craig, First Tennessee Development District

Others Attending

Glenn Berry, Johnson City MTPO
Mary Butler, Johnson City MTPO
Ambre Torbett, Sullivan County
Matthew Balogh, City of Elizabethton
Mike Potter, City of Elizabethton
Bill Albright, Kingsport MTPO
Troy Ebbert, Kingsport MTPO
Stephanie Livingston, LDA Engineering

Summary of Motions Passed:

- **Approved** – Minutes from August 25, 2016
- **Approved – Resolution 2016-07** –Self-Certification Resolution
- **Approved – Resolution 2016-08** – Adoption of the Fiscal Years 2017-2020 Transportation Improvement Program (TIP)
- **Approved – Resolution 2016-09** – Recommendation / Reaffirmation of the Priority Project List for TDOT's Three-Year Work Program

Call to Order: Meeting called to order at 10:03 a.m. by the acting Chairman, the Honorable Mayor Daniel Eldridge.

Agenda Item 1: Chairman Mayor Eldridge proceeded to ask if there were any comments from the public. There were no comments from the public attending the meeting.

Agenda Item 2: The minutes from the August 25, 2016 meeting were reviewed.

The Honorable Mayor Irene Wells made a motion for the board to approve. Mr. Jon Hartman seconded the motion. All approved. **Motion carried.**

Agenda Item 3: Consider approval of Resolution 2016-07 to sign Self-Certifications

Mr. Glenn Berry thanked everyone for attending the meeting. Mr. Berry stated that these self-certifications are required when adopting a TIP to assure the federal government that the Johnson City MTPO is following regulations. He explained that since the Johnson City MTPO is classified as a small urbanized area and not a Transportation Management Area as defined by federal law, the Johnson City MTPO was allowed to “self-certify.”

Mr. Berry continued with a discussion about ADA compliance. He said that TDOT has recently received a letter from FHWA regarding ADA compliance and is in the process of responding to the letter. More information on this will be forthcoming.

Mr. John Deakins, Jr. made a motion for the board to approve the resolution to sign the Self Certifications for the Johnson City MTPO. Ms. Michelle Bradburn seconded the motion. All approved. **Motion carried.**

Agenda Item 4: Consider approval of Resolution 2016-08 to adopt the Fiscal Years 2017-2020 Transportation Improvement Program (TIP)

Mr. Berry proceeded to describe the TIP process. Many projects from the old TIP are completed or under construction. Several projects are carried over from the old TIP – the Veterans Affairs Hospital Connector project, the SR 381 at Indian Ridge Road project and the Traffic Circle at Mountainview Road project. Also carried over were the Adaptive Signal Control Phases 1 and 2; however, they were moved to the latter years of the TIP.

Mr. Berry reviewed each of the projects in the new TIP. He specifically mentioned that the Traffic Circle on Greenline Road Project may end up a different type of project, possibly an entrance realignment, but it is not known for sure at this time. Jeff Rawles with Johnson City Transit assisted with the review of the transit projects. The TIP was advertised for a 14-calendar day public comment period that ended October 31, 2016. No public comments were received.

Mayor Wells made a motion for the board to approve the resolution to adopt the Fiscal Years 2017-2020 TIP for the Johnson City MTPO. Mr. Hartman seconded the motion. All approved. **Motion carried.**

Agenda Item 5: Consider approval of Resolution 2016-09 to Recommend/Reaffirm the Priority Project List for TDOT’s Three-Year Work Program

Mr. Berry stated that TDOT has not yet provided a list of projects slated for inclusion in the Three-Year Work Program; however, there are two projects from the last Three-Year Work Program that have not yet gone to construction that will more than likely be on the upcoming list. These two projects are I-26 Exit

17 (Boones Creek Road) project and the SR 91 Improvements project in Elizabethton. Mr. Berry explained that the Board is voting to re-affirm the previous rankings, as follows:

1. I-26 Exit 17 (Boones Creek Road), Johnson City, Washington County
2. SR 91 Extension Project, Elizabethton, Carter County

If TDOT includes any additional projects, he will bring the projects back before the Executive Board for another vote.

Mr. Deakins made a motion for the board to approve the resolution for the Priority of Projects List for TDOT's Three-Year Work Program for the Johnson City MTPO as submitted. Ms. Bradburn seconded the motion. All approved. **Motion carried.**

Agenda Item 6: Annual Listing of Obligated Projects

Mr. Berry proceeded to present the annual listing of obligated projects. He explained that this list is published after each federal fiscal year showing all federally funded transportation projects that were obligated during the previous year. He noted this was a federal requirement and it is posted on the Johnson City MTPO website. Larger printed versions of the list were also made available.

Agenda Item 7: Notice of Proposed Rulemaking (NPRM) by Federal Highway Administration – Metropolitan Planning Organization Coordination and Planning Area Reform

Mr. Berry reviewed that FHWA has issued a notice that they are proposing new regulations, or a Notice of Proposed Rulemaking (NPRM), that will alter how MPOs operate. Mr. Berry gave an update that the NPRM comment period had been extended. It is not expected that the final rule will be published before the election and possibly not until after the first of the year. He explained that a portion of the Kingsport Urbanized Area is in the Johnson City MTPO Metropolitan Planning Area. The population of that area is approximately 4,230. Adding this number to the various formulas for transportation and transit funding would not alter the amount of money that would be received. The funding is based on a percentage of total population in the funding formula, not a per-person basis.

Mr. Jerome Kitchens asked what will change if the MPOs go over a population of 200,000. Mr. Berry explained that the area will become a TMA, which is a transportation management area. This would involve additional requirements under federal law such as developing a congestion management process, among other tasks, and further research would be required to identify all the requirements of a TMA. If the Johnson City and Kingsport MPOs are combined, we will become a bi-state MPO, with part of the area in Virginia. We could possibly go into non-attainment status, depending on the air quality in Sullivan County. Also issues regarding who was on the Executive Board of the combined MPOs would have to be worked out and this would involve the Governors.

Agenda Item 8: Update on I-26 in North Carolina

Mr. Berry gave an update on the improvements to I-26 in North Carolina. He recently attended a public hearing regarding a portion of the project that is to the south of Asheville, towards Hendersonville. The project has chosen an alternative to improve I-26 from four lanes to six-to-eight lanes from the interchange with I-40/240 south to the US 25/Airport exit. He mentioned that the Blue Ridge Parkway Bridge over I-26 will need to be rebuilt, since the bridge pillars are not wide enough to accommodate the extra lanes for Interstate 26 underneath. The new bridge for the Parkway will include pedestrian walkways for a trail that goes through that area. This phase of the project is approximately 22.2 miles and

will cost over \$392 million for construction. A flyover of the corridor was developed by NC DOT. At the request of Mr. Berry to NC DOT the video was made available on YouTube at the following direct link <https://youtu.be/DAEdS5rhzE8> or through the NC DOT Project Website at <https://www.ncdot.gov/projects/i26widening/>.

Agenda Item 9: Other Business

Chairman Mayor Eldridge asked if there was any other business. Mr. Berry asked Ms. Mary Butler to demonstrate the new TIP Database that is now available for all jurisdictions and public via the Internet. He pointed out Ms. Butler took the lead on this cooperative effort with the Nashville MPO and it was a great improvement over the previous TIPs that were maintained in an Excel workbook.

Ms. Butler explained that the website was geared toward the Nashville MPO, a large urban area, which required some customization to make it fit the Johnson City MTPO, a small urban area. It can be found by going to the Johnson City MTPO website at www.jcmpo.org, hovering on “Plans & Documents” then hovering over “Transportation Improvement Program” and clicking on “Interactive TIP.” The direct link is <http://jcmpotip.johnsoncitytn.org/>. The database will be very helpful, especially the project funding summaries, where each funding source is totaled automatically. Additional people can create their own customized views for the area and find out financial information regarding projects in the TIP. This website will become a project tracking and document depository, along with a way for people to submit comments specifically for a project.

Adjourn: There being no further business, the meeting was adjourned at 10:59 a.m.

ITEM 3

Resolution 2017-01: Consider approval of a resolution to adopt the Johnson City Urbanized Area Coordinated Public Transit-Human Services Transportation Plan.

Beginning with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), passed by Congress in 2005, federal transit law required that projects selected for funding under Section 5316 (Job Access) and Section 5317 (New Freedom) Programs be "included in a locally developed, coordinated public transit-human services transportation plan," (shortened to coordinated plan) and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

The Johnson City Urbanized Area Coordinated Plan was first adopted in 2007, to meet the requirements of SAFETEA-LU. The requirement was continued with the Moving Ahead for Progress in the 21st Century Act (MAP-21) in 2012, for projects to be eligible for Section 5310 (Enhanced Mobility for Individuals and Individuals with Disabilities) Program funding. The Coordinated Plan for the Johnson City Urbanized Area was updated in 2012, in coordination with the update to the 2040 Long Range Transportation Plan (LRTP). The Fixing America's Surface Transportation (FAST) Act also continued the requirement for coordinated plans. The Coordinated Plan is being updated again for 2017, in coordination with the update to the 2040 LRTP, in order for area agencies to continue to apply for funding for eligible projects included in the Coordinated Plan.

To view the Coordinated Plan for the Johnson City Urbanized Area, please click on the link to the document on our website: <http://jcmpto.org/servicesplan.html>.

It is recommended the Johnson City Urbanized Area Coordinated Plan be adopted by the Johnson City MTPO Executive Board by vote and accompanying resolution.

RESOLUTION OF THE EXECUTIVE BOARD OF THE JOHNSON CITY METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)

**To Adopt the Johnson City Urbanized Area
Coordinated Public Transit-Human Services Transportation Plan**

WHEREAS, the Johnson City MTPO took the lead to update the Coordinated Public Transit-Human Services Transportation Plan in conjunction with the update to the Metropolitan Transportation Plan; and

WHEREAS, the Federal Transit Administration Section 5310 Program, “Enhanced Mobility for Seniors and Individuals with Disabilities, requires that eligible projects be included in a locally developed Coordinated Plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, and strategies and priorities for meeting local needs; and

WHEREAS, local transportation service providers, human services agencies and the MPO worked together to: 1) assess the needs of the target population, 2) evaluate available services and current transportation providers, 3) identify gaps between current services and needs, and 4) to develop and prioritize strategies to address identified gaps; and

WHEREAS, The collaborative efforts of local transportation service providers, human service agencies and the MPO culminated in the production of a revised Coordinated Plan; and

WHEREAS, Local, state and federal government officials and the public were afforded an opportunity to comment on the aforementioned Coordinated Plan; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Board and Executive Staff of the Johnson City Metropolitan Transportation Planning Organization does hereby adopt the Johnson City Urbanized Area Coordinated Public Transit-Human Services Transportation Plan.

MTPO Executive Board, Chairperson

Date

MTPO Executive Staff, Chairperson

Date

ITEM 4

Resolution 2017-02: Consider approval of amending the Fiscal Years 2017-2018 Unified Planning Work Program (UPWP) to add additional Section 5303 funds.

We are recommending the following amendments to the Fiscal Years (FY) 2017-2018 UPWP:

FY 2017

Task D – Transit Planning (Section 5303), page 29

Add \$100,000 to this work task with funds from three additional grant contracts recently received from the Multimodal Division. \$36,192 will be moved from FY 2018 to FY 2017 to cover this task, plus the addition of \$63,808. The extra funds cover the costs of one activity that is being expedited and one new activity. The first activity was expedited up to FY 2017 from FY 2018 to hire a consultant to provide a comprehensive operational analysis for Johnson City Transit (formerly public transportation system analysis); however, this activity will take most of the year and will not be completed until the first quarter of FY 2018. The second activity added is to hire a consultant to prepare bus specifications and assist with bus procurement, also for Johnson City Transit. This activity will also not be fully completed until the first quarter of FY 2018. The new total for Task D for FY 2017 is \$160,000.

Table 2 on page 6 and Summary Tables 6, 8, and 10 were amended accordingly.

FY 2018

Task D – Transit Planning (Section 5303), page 29

Decrease this work task by \$36,192 to expedite one activity from FY 2018 to FY 2017. New grant contracts from Multimodal require projects to be completed by December 31, 2017. Funds are budgeted for two of the activities that are expected to be completed in the first quarter of FY 2018. The new total for Task D for FY 2018 is \$63,808.

Table 3 on page 7 and Summary Tables 8, 9, and 11 were amended accordingly.

The changes above increase the overall Section 5303 budget amount of the current Johnson City MTPO FY 2017-2018 UPWP by \$63,808.

Attached are copies of the affected UPWP pages and financial summary tables, before and after the revision, with the revisions highlighted.

To view the full document, as amended, please click on the link to the document on our website: <http://jcmppo.org/upwp.html>.

It is recommended this amendment to the FY 2017-2018 UPWP be approved by the Johnson City MTPO Executive Board by vote and accompanying resolution.

Funding

The primary funding source to accomplish tasks identified in the UPWP is provided by two programs. First, the FHWA Section 112 Metropolitan Transportation Planning funds (PL 112) and second, the FTA Section 5303 Transit Planning funds. As with most grants, matching funds are required. Shown in Table 1 below and Table 2 on the next page is the funding program, required matching ratios and the amounts. In addition to these funding sources, TDOT receives State Planning and Research (SPR) funds. TDOT utilizes these funds to assist in transportation planning activities for the Johnson City MTPO.

Table 1 – Funding Sources and Ratios

Funding Program	Program Description	Federal	State	Local
FHWA (PL 112)	Provides funding to the MPOs to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas	80%	0%	20%
FTA (Sec. 5303)	Provides funding and procedural requirements to the MPOs for multimodal transportation planning in metropolitan areas	80%	10%	10%
SPR	Provides funding to the States to establish statewide planning process, which establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions throughout the State	80%	20%	0%

Table 2 – Transportation Planning Funding Programs, FY 2017

Funding Program	Total	Federal	State	Local
FHWA (PL 112) (Percentages)	100%	80%	0%	20%
FY 2017 Est. Allocation	\$274,004	\$219,203	\$0	\$54,801
FY 2016 Est. Carryover	\$128,000	\$102,400	\$0	\$25,600
FY 2016 Carryover Task C2	\$25,000	\$20,000	\$0	\$5,000
Prior Year Reserve Balance	\$297,762	\$238,210	\$0	\$59,552
FY 2017 Programmed Funds	\$615,000	\$492,000	\$0	\$123,000
Est. Unprogrammed Balance	\$109,766	\$87,813	\$0	\$21,953
FTA (Sec. 5303) (Percentages)	100%	80%	10%	10%
FY 2015 Est. Distribution*	\$60,000	\$48,000	\$6,000	\$6,000
FY 2016 Est. Carryover	\$5,000	\$4,000	\$500	\$500
Prior Year Reserve Balance	\$48,897	\$39,117	\$4,890	\$4,890
FY 2017 Programmed Funds	\$60,000	\$48,000	\$6,000	\$6,000
Est. Unprogrammed Balance	\$53,897	\$43,117	\$5,390	\$5,390

Table 2 (Continued) – Transportation Planning Funding Programs, FY 2017

Funding Program	Total	Federal	State	Local
SPR (Percentages)	100%	80%	20%	0%
FY 2017 Distribution	\$65,176	\$52,141	\$13,036	\$0
FY 2016 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$0	\$0	\$0	\$0
FY 2017 Programmed Funds	\$65,176	\$52,141	\$13,036	\$0
Est. Unprogrammed Balance	\$0	\$0	\$0	\$0

*The Federal FY 2015 allocation of 5303 grant funds will be distributed from the state during FY 2017.

Table 3 – Transportation Planning Funding Programs, FY 2018

Funding Program	Total	Federal	State	Local
FHWA (PL 112) (Percentages)	100%	80%	0%	20%
FY 2018 Est. Allocation	\$274,004	\$219,203	\$0	\$54,801
FY 2017 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$84,766	\$67,813	\$0	\$16,953
FY 2018 Programmed Funds	\$353,000	\$282,400	\$0	\$70,600
Est. Unprogrammed Balance	\$5,770	\$4,616	\$0	\$1,154
FTA (Sec. 5303) (Percentages)	100%	80%	10%	10%
FY 2016 Est. Distribution*	\$60,000	\$48,000	\$6,000	\$6,000
FY 2017 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$53,897	\$43,117	\$5,390	\$5,390
FY 2018 Programmed Funds	\$100,000	\$80,000	\$10,000	\$10,000
Est. Unprogrammed Balance	\$13,897	\$11,117	\$1,390	\$1,390
SPR (Percentages)	100%	80%	20%	0%
FY 2018 Distribution	\$65,176	\$52,141	\$13,036	\$0
FY 2017 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$0	\$0	\$0	\$0
FY 2018 Programmed Funds	\$65,176	\$52,141	\$13,036	\$0
Est. Unprogrammed Balance	\$0	\$0	\$0	\$0

*The Federal FY 2016 allocation of 5303 grant funds will be distributed from the state during FY 2018.

Depending on the task, other funding sources may be used. If so, they are identified in the detail section of each task in the UPWP. However, it should be noted without the FHWA PL 112 and FTA Section 5303 funds, the Johnson City MTPo would not be able to operate in its current capacity as the majority of these funds are used for its operations. Both of these programs are administered by TDOT with the City of Johnson City providing the local matching funds.

Funding

The primary funding source to accomplish tasks identified in the UPWP is provided by two programs. First, the FHWA Section 112 Metropolitan Transportation Planning funds (PL 112) and second, the FTA Section 5303 Transit Planning funds. As with most grants, matching funds are required. Shown in Table 1 below and Table 2 on the next page is the funding program, required matching ratios and the amounts. In addition to these funding sources, TDOT receives State Planning and Research (SPR) funds. TDOT utilizes these funds to assist in transportation planning activities for the Johnson City MTPO.

Table 1 – Funding Sources and Ratios

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Table 2 – Transportation Planning Funding Programs, FY 2017

Funding Program	Total	Federal	State	Local
FHWA (PL 112) (Percentages)	100%	80%	0%	20%
FY 2017 Est. Allocation	\$274,004	\$219,203	\$0	\$54,801
FY 2016 Est. Carryover	\$128,000	\$102,400	\$0	\$25,600
FY 2016 Carryover Task C2	\$25,000	\$20,000	\$0	\$5,000
Prior Year Reserve Balance	\$297,762	\$238,210	\$0	\$59,552
FY 2017 Programmed Funds	\$615,000	\$492,000	\$0	\$123,000
Est. Unprogrammed Balance	\$109,766	\$87,813	\$0	\$21,953
FTA (Sec. 5303) (Percentages)	100%	80%	10%	10%
FY 2014/2015/2016 Distribution*	\$183,747	\$146,998	\$18,374	\$18,375
FY 2016 Carryover	\$9,837	\$7,869	\$984	\$984
Prior Year Reserve Balance	\$30,224	\$24,180	\$3,022	\$3,022
FY 2017 Programmed Funds	\$160,000	\$128,000	\$16,000	\$16,000
Est. Unprogrammed Balance	\$63,808	\$51,046	\$6,381	\$6,381

Table 2 (Continued) – Transportation Planning Funding Programs, FY 2017

Funding Program	Total	Federal	State	Local
SPR (Percentages)	100%	80%	20%	0%
FY 2017 Distribution	\$65,176	\$52,141	\$13,036	\$0
FY 2016 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$0	\$0	\$0	\$0
FY 2017 Programmed Funds	\$65,176	\$52,141	\$13,036	\$0
Est. Unprogrammed Balance	\$0	\$0	\$0	\$0

*The Federal **FY 2014, 2015 & 2016** allocation of 5303 grant funds will be distributed from the state during FY 2017.

Table 3 – Transportation Planning Funding Programs, FY 2018

Funding Program	Total	Federal	State	Local
FHWA (PL 112) (Percentages)	100%	80%	0%	20%
FY 2018 Est. Allocation	\$274,004	\$219,203	\$0	\$54,801
FY 2017 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$84,766	\$67,813	\$0	\$16,953
FY 2018 Programmed Funds	\$353,000	\$282,400	\$0	\$70,600
Est. Unprogrammed Balance	\$5,770	\$4,616	\$0	\$1,154
FTA (Sec. 5303) (Percentages)	100%	80%	10%	10%
No FY 2017/2018 Distribution*	\$0	\$0	\$0	\$0
FY 2017 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$63,808	\$51,046	\$6,381	\$6,381
FY 2018 Programmed Funds	\$63,808	\$51,046	\$6,381	\$6,381
Est. Unprogrammed Balance	\$0	\$0	\$0	\$0
SPR (Percentages)	100%	80%	20%	0%
FY 2018 Distribution	\$65,176	\$52,141	\$13,036	\$0
FY 2017 Est. Carryover	\$0	\$0	\$0	\$0
Prior Year Reserve Balance	\$0	\$0	\$0	\$0
FY 2018 Programmed Funds	\$65,176	\$52,141	\$13,036	\$0
Est. Unprogrammed Balance	\$0	\$0	\$0	\$0

*Section 5303 and PL 112 funds will be combined into a Consolidated Planning Grant from TDOT.

Depending on the task, other funding sources may be used. If so, they are identified in the detail section of each task in the UPWP. However, it should be noted without the FHWA PL 112 and FTA Section 5303 funds, the Johnson City MTPo would not be able to operate in its current capacity as the majority of these funds are used for its operations. Both of these programs are administered by TDOT with the City of Johnson City providing the local matching funds.

Task D – Transit Planning (Section 5303)

Responsible Agencies: Johnson City MTPO, JCT, TDOT, FTA

Purpose: To collect, analyze, and store data necessary for conducting a viable transit planning process. To administer funds, coordinate planning activities, and to encourage citizen knowledge and awareness of public and private transit services.

Previous Work

For the Johnson City MTPO and JCT:

- Maintained data from previous transit studies and the U.S. Census Bureau, such as 2010 Census and American Community Survey;
- Assisted JCT with maintenance of records of ridership, fare revenue, and cost by route;
- Assisted JCT with training new staff members;
- Collected census data information to assist in the development of plans, including the LRTP and TIP; and
- Conducted public participation activities for transit projects in the LRTP and TIP.

Activities for FY 2016

For the Johnson City MTPO and JCT:

- Continue to collect data that includes information on the elderly, disabled, and low-income populations;
- Continue to collect data on socioeconomic patterns, population density, financial costs, revenues, and ridership characteristics;
- Data collection and analysis techniques include patron surveys, GIS analysis, data collected by mobile data terminals on transit vehicles, and other methods;
- Continue to maintain database on JCT's bus stop inventory, bus routes, bus schedules, and other public transit data relevant to the GIS database;
- Transit activities associated with Disadvantaged Business Enterprise, Equal Employment Opportunity, and Title VI programs, and specialized programs for the elderly and disabled, including programs associated with the ADA will be ongoing throughout the year;
- Assist FTA, TDOT, and local transit providers in the development of public transportation plans, such as performance measures, development plans or safety plans, based on MAP-21 and FAST Act provisions;
- Continue to coordinate to include transit ITS projects in updates to the Johnson City Regional ITS Architecture;

- Continue to assist with TIP and LRTP additions, adjustments, amendments, and public participation on transit projects, including projects funded with FTA Section 5307, 5309, 5310, 5339 and the state’s Urban Operating Assistance Program (UROP);
- Assist the local community by reviewing submissions for the TDOT Multimodal Access grant, with approval by the Johnson City MTPO Executive Board to forward to TDOT;
- Assist JCT by using TBEST for transit demand modeling and planning;
- Conduct quarterly meetings with local transit agencies, both urban and rural, to review ridership and operating trends to facilitate increase use of transit services;
- The Johnson City MTPO will assist JCT with surveying transit passengers to collect data for the new LRTP and Coordinated Public Transit – Human Services Transportation Plan update;
- The Johnson City MTPO will assist JCT with an update to the Coordinated Public Transit – Human Services Transportation Plan; and
- Continue to be a stakeholder in the First Tennessee District Regional Coordinated Human Services Plan by working with TDOT and its consultant to assess transportation needs and identify gaps in public transportation.

End Products (Schedule)

End Product	By Whom	When
Quarterly Invoices and Progress Reports	Johnson City MTPO Staff	November, February, May, and August
Review and Submit Multimodal Access Grants, if received	Johnson City MTPO Executive Board	December 2016 and 2017
Utilize TBEST for transit demand modeling and planning	Johnson City MTPO Staff; JCT Staff	Ongoing
Passenger Survey will be conducted	Johnson City MTPO Staff; JCT Staff; Temporary Workers	By end of FY 2017
Update Coordinated Public Transit – Human Services Transportation Plan	Johnson City MTPO Staff; JCT Staff; Consultant	By end of FY 2017
Issue Request for Proposals (RFP) for consultant services to start public transportation system analysis	Johnson City MTPO Staff; JCT Staff; Consultant	By end of FY 2018

Planning Factors Considered: This task considers seven of the ten FAST Act Planning Factors, as shown in Table 3 on page 16, during the transit planning process.

Budget and Funding Source

Task D – Transit Planning – FY 2017							
Sec. 5303	TDOT Match	Local Match	Johnson City MTPO Total	State SPR	State SPR Match	State SPR Total	Total
\$48,000	\$6,000	\$6,000	\$60,000	\$0	\$0	\$0	\$60,000

Task D – Transit Planning – FY 2018							
Sec. 5303	TDOT Match	Local Match	Johnson City MTPO Total	State SPR	State SPR Match	State SPR Total	Total
\$80,000	\$10,000	\$10,000	\$100,000	\$0	\$0	\$0	\$100,000

Task D – Transit Planning (Section 5303)

Responsible Agencies: Johnson City MTPO, JCT, TDOT, FTA

Purpose: To collect, analyze, and store data necessary for conducting a viable transit planning process. To administer funds, coordinate planning activities, and to encourage citizen knowledge and awareness of public and private transit services.

Previous Work

For the Johnson City MTPO and JCT:

- Maintained data from previous transit studies and the U.S. Census Bureau, such as 2010 Census and American Community Survey;
- Assisted JCT with maintenance of records of ridership, fare revenue, and cost by route;
- Assisted JCT with training new staff members;
- Collected census data information to assist in the development of plans, including the LRTP and TIP; and
- Conducted public participation activities for transit projects in the LRTP and TIP.

Activities for FY 2017-2018

For the Johnson City MTPO and JCT:

- Continue to collect data that includes information on the elderly, disabled, and low-income populations;
- Continue to collect data on socioeconomic patterns, population density, financial costs, revenues, and ridership characteristics;
- Data collection and analysis techniques include patron surveys, GIS analysis, data collected by mobile data terminals on transit vehicles, and other methods;
- Continue to maintain database on JCT's bus stop inventory, bus routes, bus schedules, and other public transit data relevant to the GIS database;
- Transit activities associated with Disadvantaged Business Enterprise, Equal Employment Opportunity, and Title VI programs, and specialized programs for the elderly and disabled, including programs associated with the ADA will be ongoing throughout the year;
- Assist FTA, TDOT, and local transit providers in the development of public transportation plans, such as performance measures, development plans or safety plans, based on MAP-21 and FAST Act provisions;
- Continue to coordinate to include transit ITS projects in updates to the Johnson City Regional ITS Architecture;

- Continue to assist with TIP and LRTP additions, adjustments, amendments, and public participation on transit projects, including projects funded with FTA Section 5307, 5309, 5310, 5339 and the state's Urban Operating Assistance Program (UROP);
- Assist the local community by reviewing submissions for the TDOT Multimodal Access grant, with approval by the Johnson City MTPO Executive Board to forward to TDOT;
- Assist JCT by using TBEST for transit demand modeling and planning;
- Conduct quarterly meetings with local transit agencies, both urban and rural, to review ridership and operating trends to facilitate increase use of transit services;
- The Johnson City MTPO will assist JCT with surveying transit passengers to collect data for the new LRTP and Coordinated Public Transit – Human Services Transportation Plan update;
- The Johnson City MTPO will assist JCT with an update to the Coordinated Public Transit – Human Services Transportation Plan;
- The Johnson City MTPO will assist JCT by utilizing professional services in developing a comprehensive operational analysis of JCT's system;
- The Johnson City MTPO will assist JCT by utilizing professional services in developing technical specifications to be used in the procurement process (Request for Proposal) for replacement buses in the JCT fleet that have reached the end of their useful life cycle; and
- Continue to be a stakeholder in the First Tennessee District Regional Coordinated Human Services Plan by working with TDOT and its consultant to assess transportation needs and identify gaps in public transportation.

End Products (Schedule)

End Product	By Whom	When
Quarterly Invoices and Progress Reports	Johnson City MTPO Staff	November, February, May, and August
Review and Submit Multimodal Access Grants, if received	Johnson City MTPO Executive Board	December 2016 and 2017
Utilize TBEST for transit demand modeling and planning	Johnson City MTPO Staff; JCT Staff	Ongoing
Passenger Survey will be conducted	Johnson City MTPO Staff; JCT Staff; Temporary Workers	By end of FY 2017
Update Coordinated Public Transit – Human Services Transportation Plan	Johnson City MTPO Staff; JCT Staff; Consultant	By end of FY 2017
Issue Request for Proposals (RFP) for consultant services to start comprehensive operational analysis of JCT	Johnson City MTPO Staff; JCT Staff; Consultant	February 2017
Issue Request for Proposals (RFP) for consultant services to develop technical specifications for bus purchase for JCT	Johnson City MTPO Staff; JCT Staff; Consultant	April 2017

Complete comprehensive operational analysis of JCT	Johnson City MTPO Staff; JCT Staff; Consultant	December 2017
Complete development of technical specifications for bus purchase for JCT	Johnson City MTPO Staff; JCT Staff; Consultant	December 2017

Planning Factors Considered: This task considers seven of the ten FAST Act Planning Factors, as shown in Table 3 on page 16, during the transit planning process.

Budget and Funding Source

Task D – Transit Planning – FY 2017							
Sec. 5303	TDOT Match	Local Match	Johnson City MTPO Total	State SPR	State SPR Match	State SPR Total	Total
\$128,000	\$16,000	\$16,000	\$160,000	\$0	\$0	\$0	\$160,000

Task D – Transit Planning – FY 2018							
Sec. 5303	TDOT Match	Local Match	Johnson City MTPO Total	State SPR	State SPR Match	State SPR Total	Total
\$51,046	\$6,381	\$6,381	\$63,808	\$0	\$0	\$0	\$63,808

Budget Summary – Funding Sources

Table 6
Funding Sources- Johnson City Urban Area
Fiscal Year 2017

TASK	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	PL 112	LOCAL MATCH	SPR	TDOT MATCH	Sec. 5303	TDOT MATCH	LOCAL MATCH	
A1. Administration	\$112,000	\$28,000	\$10,702	\$2,676	\$0	\$0	\$0	\$153,378
A2. Data Inventories	\$148,000	\$37,000	\$12,806	\$3,202	\$0	\$0	\$0	\$201,008
B. LRTP	\$192,000	\$48,000	\$28,632	\$7,158	\$0	\$0	\$0	\$275,790
C. TIP	\$20,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000
D. Transit Planning	\$0	\$0	\$0	\$0	\$48,000	\$6,000	\$6,000	\$60,000
E. Contingency	\$20,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000
TOTAL	\$492,000	\$123,000	\$52,140	\$13,036	\$48,000	\$6,000	\$6,000	\$740,176

Carryover Task from Fiscal Year 2016*

TASK	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	PL 112	LOCAL MATCH	SPR	TDOT MATCH	Sec. 5303	TDOT MATCH	LOCAL MATCH	
C2. TIP Database Software Dev.	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00

* Purchase Order was issued in June 2015; anticipate deploying software late in 2016 to complete this task.

Budget Summary – Funding Sources

**Table 6
Funding Sources- Johnson City Urban Area
Fiscal Year 2017**

TASK	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	PL 112	LOCAL MATCH	SPR	TDOT MATCH	Sec. 5303	TDOT MATCH	LOCAL MATCH	
A1. Administration	\$112,000	\$28,000	\$10,702	\$2,676	\$0	\$0	\$0	\$153,378
A2. Data Inventories	\$148,000	\$37,000	\$12,806	\$3,202	\$0	\$0	\$0	\$201,008
B. LRTP	\$192,000	\$48,000	\$28,632	\$7,158	\$0	\$0	\$0	\$275,790
C. TIP	\$20,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000
D. Transit Planning	\$0	\$0	\$0	\$0	\$128,000	\$16,000	\$16,000	\$160,000
E. Contingency	\$20,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000
TOTAL	\$492,000	\$123,000	\$52,140	\$13,036	\$128,000	\$16,000	\$16,000	\$840,176

Carryover Task from Fiscal Year 2016*

TASK	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	PL 112	LOCAL MATCH	SPR	TDOT MATCH	Sec. 5303	TDOT MATCH	LOCAL MATCH	
C2. Software Dev.	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00

* Purchase Order was issued in June 2015; anticipate deploying software late in 2016 to complete this task.

**Table 7
Funding Sources- Johnson City Urban Area
Fiscal Year 2018**

TASK	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	PL 112	LOCAL MATCH	SPR	TDOT MATCH	Sec. 5303	TDOT MATCH	LOCAL MATCH	
A1. Administration	\$112,000	\$28,000	\$10,702	\$2,676	\$0	\$0	\$0	\$153,378
A2. Data Inventories	\$88,000	\$22,000	\$12,806	\$3,202	\$0	\$0	\$0	\$126,008
B. LRTP	\$48,000	\$12,000	\$28,632	\$7,158	\$0	\$0	\$0	\$95,790
C. TIP	\$20,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000
D. Transit Planning	\$0	\$0	\$0	\$0	\$80,000	\$10,000	\$10,000	\$100,000
E. Contingency	\$14,400	\$3,600	\$0	\$0	\$0	\$0	\$0	\$18,000
TOTAL	\$282,400	\$70,600	\$52,140	\$13,036	\$80,000	\$10,000	\$10,000	\$518,176

Table 7								
Funding Sources- Johnson City Urban Area								
Fiscal Year 2018								
FEDERAL HIGHWAY ADMINISTRATION					FEDERAL TRANSIT ADMINISTRATION			
TASK	PL 112	LOCAL MATCH	SPR	TDOT MATCH	Sec. 5303	TDOT MATCH	LOCAL MATCH	TOTAL
A1. Administration	\$112,000	\$28,000	\$10,702	\$2,676	\$0	\$0	\$0	\$153,378
A2. Data Inventories	\$88,000	\$22,000	\$12,806	\$3,202	\$0	\$0	\$0	\$126,008
B. LRTP	\$48,000	\$12,000	\$28,632	\$7,158	\$0	\$0	\$0	\$95,790
C. TIP	\$20,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000
D. Transit Planning	\$0	\$0	\$0	\$0	\$51,046	\$6,381	\$6,381	\$63,808
E. Contingency	\$14,400	\$3,600	\$0	\$0	\$0	\$0	\$0	\$18,000
TOTAL	\$282,400	\$70,600	\$52,140	\$13,036	\$51,046	\$6,381	\$6,381	\$481,984

Budget Summary – Agency Participation

Table 8
Agency Participation- Johnson City Urban Area
Fiscal Year 2017

TASK		TDOT/SPR	MPO	TOTAL
A1.	Administration	\$13,378	\$140,000	\$153,378
A2.	Data Inventories	\$16,008	\$185,000	\$201,008
B.	Long Range Planning	\$35,790	\$240,000	\$275,790
C.	TIP	\$0	\$25,000	\$25,000
D.	Transit Planning	\$6,000	\$54,000	\$60,000
E.	Contingency	\$0	\$25,000	\$25,000
TOTAL		\$71,176	\$669,000	\$740,176

Carryover Task from Fiscal Year 2016

TASK		TDOT/SPR	MPO	TOTAL
C2.	TIP Database Software Dev.	\$0.00	\$25,000.00	\$25,000.00

Budget Summary – Agency Participation

Table 8			
Agency Participation- Johnson City Urban Area			
Fiscal Year 2017			
TASK	TDOT/SPR	MPO	TOTAL
A1. Administration	\$13,378	\$140,000	\$153,378
A2. Data Inventories	\$16,008	\$185,000	\$201,008
B. Long Range Planning	\$35,790	\$240,000	\$275,790
C. TIP	\$0	\$25,000	\$25,000
D. Transit Planning	\$16,000	\$144,000	\$160,000
E. Contingency	\$0	\$25,000	\$25,000
TOTAL	\$81,176	\$759,000	\$840,176
Carryover Task from Fiscal Year 2016			
TASK	TDOT/SPR	MPO	TOTAL
C2. TIP Database Software Dev.	\$0.00	\$25,000.00	\$25,000.00

Table 9
Agency Participation- Johnson City Urban Area
Fiscal Year 2018

TASK		TDOT/SPR	MPO	TOTAL
A1.	Administration	\$13,378	\$140,000	\$153,378
A2.	Data Inventories	\$16,008	\$110,000	\$126,008
B.	Long Range Planning	\$35,790	\$60,000	\$95,790
C.	TIP	\$0	\$25,000	\$25,000
D.	Transit Planning	\$10,000	\$86,000	\$96,000
E.	Contingency	\$0	\$18,000	\$18,000
	TOTAL	\$75,176	\$439,000	\$514,176

Table 9			
Agency Participation- Johnson City Urban Area			
Fiscal Year 2018			
TASK	TDOT/SPR	MPO	TOTAL
A1. Administration	\$13,378	\$140,000	\$153,378
A2. Data Inventories	\$16,008	\$110,000	\$126,008
B. Long Range Planning	\$35,790	\$60,000	\$95,790
C. TIP	\$0	\$25,000	\$25,000
D. Transit Planning	\$6,381	\$67,046	\$73,427
E. Contingency	\$0	\$18,000	\$18,000
TOTAL	\$71,557	\$420,046	\$491,603

Budget Summary – Agency Participation by Funding Source

Old Page

Table 10
Agency Participation by Funding Source
Fiscal Year 2017

AGENCY	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	TN PL	LOCAL MATCH	TN SPR	TDOT MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	
TDOT - PD*	\$0	\$0	\$52,140	\$13,036	\$0	\$6,000	\$0	\$71,176
MPO	\$492,000	\$123,000	\$0	\$0	\$48,000	\$0	\$6,000	\$669,000
TOTAL	\$492,000	\$123,000	\$52,140	\$13,036	\$48,000	\$6,000	\$6,000	\$740,176

* PD = Program Development

Carryover Task from Fiscal Year 2016

AGENCY	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	TN PL	LOCAL MATCH	TN SPR	TDOT MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	
TDOT - PD*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MPO	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
TOTAL	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00

Budget Summary – Agency Participation by Funding Source

Table 10								
Agency Participation by Funding Source								
Fiscal Year 2017								
	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			
AGENCY	TN PL	LOCAL MATCH	TN SPR	TDOT MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	TOTAL
TDOT - PD*	\$0	\$0	\$52,140	\$13,036	\$0	\$16,000	\$0	\$81,176
MPO	\$492,000	\$123,000	\$0	\$0	\$128,000	\$0	\$16,000	\$759,000
TOTAL	\$492,000	\$123,000	\$52,140	\$13,036	\$128,000	\$16,000	\$16,000	\$840,176
* PD = Program Development								
Carryover Task from Fiscal Year 2016								
	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			
AGENCY	TN PL	LOCAL MATCH	TN SPR	TDOT MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	TOTAL
TDOT - PD*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MPO	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
TOTAL	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00

Table 11
Agency Participation by Funding Source
Fiscal Year 2018

AGENCY	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			TOTAL
	TN PL	LOCAL MATCH	TN SPR	TDOT MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	
TDOT - PD*	\$0	\$0	\$52,140	\$13,036	\$0	\$10,000	\$0	\$75,176
MPO	\$282,400	\$70,600	\$0	\$0	\$80,000	\$0	\$10,000	\$443,000
TOTAL	\$282,400	\$70,600	\$52,140	\$13,036	\$80,000	\$10,000	\$10,000	\$518,176

* PD = Program Development

Table 11								
Agency Participation by Funding Source								
Fiscal Year 2018								
	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION			
AGENCY	TN PL	LOCAL MATCH	TN SPR	TDOT MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	TOTAL
TDOT - PD*	\$0	\$0	\$52,140	\$13,036	\$0	\$6,381	\$0	\$71,557
MPO	\$282,400	\$70,600	\$0	\$0	\$51,046	\$0	\$6,381	\$410,427
TOTAL	\$282,400	\$70,600	\$52,140	\$13,036	\$51,046	\$6,381	\$6,381	\$481,984
* PD = Program Development								

RESOLUTION OF THE EXECUTIVE BOARD OF THE JOHNSON CITY METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)

To Amend the Johnson City MTPO Fiscal Years 2017-2018 Unified Planning Work Program (UPWP) to add additional Section 5303 funds

WHEREAS, a comprehensive cooperative and continuing transportation planning process is to be carried out in the Johnson City Metropolitan Transportation Area; and

WHEREAS, under Federal Planning Guidelines MPOs are required to submit a Unified Planning Work Program (UPWP) that identifies the transportation planning projects and planning activities to be undertaken by local, regional, and or state agencies for the Johnson City MTPO Area for Fiscal Years 2017-2018; and

WHEREAS, the various state, local and regional agencies involved with transportation planning for the Johnson City MTPO Area have cooperatively developed a Unified Planning Work Program for Fiscal Years 2016; and

WHEREAS, additional Section 5303 funding has been received from the State of Tennessee to provide funding for two activities in Task D; and

WHEREAS, the Fiscal Years 2017-2018 UPWP will need to be amended to add the additional funding to Task D to complete the activities; and

NOW, THEREFORE, BE IT RESOLVED that the Executive Board of the Johnson City Metropolitan Transportation Planning Organization does hereby approve the amendment to the Fiscal Years 2017-2018 Unified Planning Work Program.

MTPO Executive Board, Chairperson

Date

MTPO Executive Staff, Chairperson

Date

ITEM 5

Other Business

Adjourn