# Johnson City Metropolitan Transportation Planning Organization

# Unified Planning Work Program

"This report was prepared in cooperation with the U.S. Department of Transportation, Federal Highway Administration, and the Tennessee Department of Transportation."

#### Federal Fiscal Year 2013

\*Si usted necesita este documento resumido en español contacta por favor al Coordinator del MTPO. Número de teléfono (423) 434-6272, Correo electrónico:jcmpo@jcmpo.org.

Adopted: August 15, 2012

# RESOLUTION OF THE EXECUTIVE BOARD OF THE JOHNSON CITY METROPOLITAN TRANSPORTAITON PLANNING ORGANIZATION TO ADOPT THE FY 2013 UNIFIED PLANNING WORK PROGRAM (UPWP)

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 MPO's 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 Year 2013; 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 Year 2013; and

Whereas, it is the function of the Johnson City Metropolitan Transportation Planning Organization to develop and adopt an annual transportation planning work program for the Johnson City MTPO Area; and

NOW THEREFORE, be it resolved by the Johnson City Metropolitan Transportation Planning Organization Executive Board does hereby approve the adoption of the FY 2013 Unified Planning Work Program (UPWP)

MTPO Executive Board, Chairman

MTPO Executive Staff, Chairman

Date

Date

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#### List of Abbreviations

ADA Americans with Disabilities Act

ARRA American Recovery and Reinvestment Act of 2009

AVL Advanced Vehicle Location

DBE Disadvantaged Business Enterprise
EEO Equal Employment Opportunity

EDA Economic Development Administration
EPA Environmental Protection Agency
ETSU East Tennessee State University

FEMA Federal Emergency Management Agency

FHWA Federal Highway Administration FTA Federal Transit Administration

FTHRA First Tennessee Human Resource Agency

FRA Federal Railroad Administration

FY Fiscal Year

GIS Geographic Information Systems
GPS Global Positioning System

ISTEA Intermodal Surface Transportation Efficiency Act of 1991

ITS Intelligent Transportation Systems

JC City of Johnson City
JCT Johnson City Transit

LRTP Long Range Transportation Plan

MAP-21 Moving Ahead for Progress in the 21<sup>st</sup> Century

MOVES Mobile Emissions Vehicle Simulator (EPA Computer Model)

MPO Metropolitan Planning Organization

MTPO Metropolitan Transportation Planning Organization MTRD Multimodal Transportation Resources Division

MSA Metropolitan Statistical Area

NETTRANS Northeast Tennessee Rural Public Transportation

NTD National Transit Database

PL/Sec. 112 Section 112 of the Federal-aid Highway Act of 1973 (Public Law 93-87)

PPP Public Participation Plan RFP Request for Proposal RFQ Request for Qualifications

ROW Right of Way

RPO Rural Planning Organization

SAFETEA-LU Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy

for Users of 2005

TNMUG Tennessee Modeling Users Group (Travel Demand Model)

FTA Sec. 5303 U.S. Title 49, Section 5303,

SPR State Planning and Research Funds

TDOT Tennessee Department of Transportation

TEA 21 Transportation Equity Act for the 21<sup>st</sup> Century, 1998

TEMA Tennessee Emergency Management Agency
TIP Transportation Improvement Program

TIM Traffic Incident Management
TPR Transportation Planning Report
UPWP Unified Planning Work Program

USDOT United States Department of Transportation

VMT Vehicle Miles Traveled

#### Introduction

Each year the Johnson City Metropolitan Transportation Planning Organization (JC MTPO) is required to submit a work program that details transportation planning activities and work annually. This is done through a document called the Unified Planning Work Program or UPWP. Activities in the UPWP range from data collection to the development and coordination of transportation plans and programs. The UPWP is a requirement of the Safe, Accountable, Flexible Transportation Equity Act - Legacy for Users (SAFETEA-LU) of 2005. The UPWP follows the federal fiscal year which runs from October 1 to September 30 each year. On July 6, 2012 a new transportation act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) was signed into law. The U.S. DOT is currently developing guidelines and regulations based on the new transportation act. In correspondence the JC MTPO has received from the Federal Transit Administration (FTA), the MTPO will operate under SAFETEA-LU until September 30, 2012. Starting on October 1, 2012 the MTPO will operate under MAP-21.

The primary funding source to accomplish tasks identified in the UPWP is provided by two programs. One, the Federal Highway Administration (FHWA) Section 112, metropolitan transportation planning funds (PL 112) and the FTA section 5303 transit planning funds. As with most grants matching funds are required. Shown in the table below is the funding program and required matching ratios. In addition to these funding sources, the Tennessee Department of Transportation receives State Planning and Research(SPR) Funds. The state utilizes these funds to assist in transportation planning activities for the IC MTPO.

Funding Program	Federal	State	Local
FHWA (PL 112)	80%		20%
FTA (5303)	80%	10%	10%
SPR	80%	20%	

Depending on the task, other funding sources may be used, if so they are identified in the detail section of each task in UPWP. However, it should be noted without the FHWA PL 112 and FTA 5303 funds, the JC MTPO would not be able to operate in its current capacity as the majority of these funds are used for JC MTPO operations. The annual allocation for FHWA PL funds are based on official population numbers from the U.S. Census Bureau for the Johnson City Urban Area. Both of these programs are administered by the Tennessee Department of Transportation.

The UPWP is developed by the JC MTPO staff in conjunction with its members, TDOT, FHWA, FTA, and public transportation operators. The draft UPWP is submitted to TDOT, FHWA, and FTA for comments. Once the comments have been adequately addressed the UPWP is recommended for adoption by the JC MTPO Executive Board.

#### **The IC MTPO Focus**

The JC MTPO is focused on improving, livability, sustainability, mobility, and accessibility. The vision for the JC MTPO includes maintaining and improving, where feasible, all modes of transportation, from walking and biking, to roads, to transit and airports. With this in mind the follow specific priorities areas are identified for FY 2013.

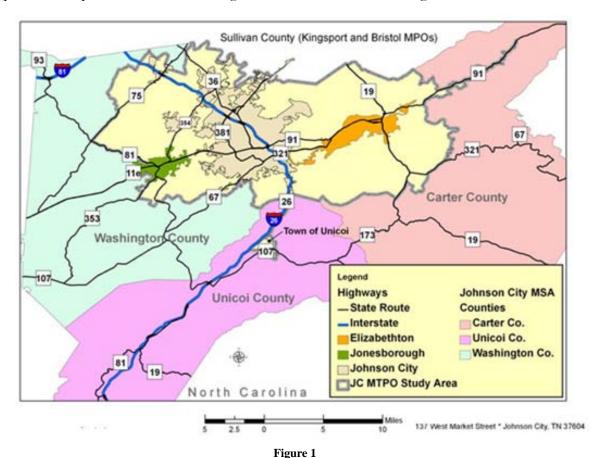
#### **Priorities for Fiscal Year 2013**

The overall UPWP for FY 2013 contains projects associated with the day-to-day operations of the MTPO, as well as intermediate and long-range activities outlined in the scope of work. The following represents the major issues for the upcoming fiscal year.

- 1. Complete and adopt the Long Range Transportation Plan Update in FY 2013.
- 2. Update the JC MTPO Planning Area as required.
- 3. Complete the "Rails to Trail" Master Plan in FY 2013.
- 4. Maintain the current FY 2011-2014 Transportation Improvement Program with adjustments / amendments as needed.
- 5. Develop a FY 2014-2017 Transportation Improvement Program.
- 6. Maintain necessary transportation databases, including databases from the U.S. Census Bureau, to support transportation planning efforts by the JC MTPO.
- 7. Develop a FY 2014 UPWP and make any necessary modifications to the Public Participation Plan.
- 8. Monitor air quality to prepare for potential impacts of new regulations.

#### JC MTPO Planning Area

The JC MTPO Planning Area consists of Elizabethton, Jonesborough, Johnson City, a small portion of the Town of Unicoi and sections of Carter and Washington Counties. The JC MTPO planning area extends slightly outward from the urban area (Figure 1). Census data from 2010 puts population of the urban area at 120,415. As of March 2012 new urbanized areas were defined by the U.S. Census Bureau. The JC MTPO will follow the guidelines set for the by FHWA to modify the Metropolitan Planning Area as required. This process includes working with local, state and federal agencies.



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#### Organizational Structure

The JC MTPO is comprised of an Executive Board, Executive Staff, and MTPO Staff. The Executive Board is the overall governing body for the MTPO and is supported by the Executive Staff and MTPO staff.

#### Executive Board

The Executive Board is the governing body of the MTPO and has the authority to adopt plans, programs, and policies. The Executive Board is comprised of elected officials from the member jurisdictions.

- Mayor of Johnson City Executive Board Chairman
- Mayor of Elizabethton Executive Board Vice Chairman
- Mayor of Jonesborough Member
- Mayor of the Town of Unicoi Member
- Mayor of Carter County Member
- Mayor of Washington County Member
- Governor of Tennessee Member

Members of the Executive Board may designate a representative to serve on the board in their absence. Due to the duties and responsibilities of his office the Governor of Tennessee usually sends a representative to meetings on his behalf. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are non-voting members of the Executive Board.

#### **Executive Staff**

The Executive Staff is the next level of organization for the MTPO. The Executive Staff assists in the development of plans and programs for the MTPO region, keeps the Executive Board informed of transportation activities, and makes recommendations to the Executive Board for their consideration. Similar to the Executive Board, the Executive Staff is composed of representatives from each of the participating jurisdictions with additional agencies represented. The top administrators from each agency make up the Executive Staff. Generally these administrators are staff positions and not elected to office; however, in some cases such as Highway Superintendents, they are elected officials or appointed.

- Johnson City, City Manager Executive Staff Chairman
- Elizabethton City Manger Executive Staff Vice Chairman
- Jonesborough Town Administrator Member
- Town of Unicoi Member
- Carter County Highway Superintendent Member
- Washington County Highway Superintendent Member
- First Tennessee Development District Member
- FTDD, Planning Office (previously state planning office) Member
- Tennessee Department of Transportation Member
- Johnson City Transit System Member

The Federal Highway Administration and Federal Transit Administration are non-voting members of the Executive Staff. When necessary the Executive Staff can assign tasks to other employees of their agency to assist with transportation projects.

#### IC MTPO Staff

At present the JC MTPO Staff consists of two fulltime positions and one halftime position that is shared with Johnson City Transit (JCT). In 2012 the City of Johnson City reorganized several departments internally. As part of that reorganization the JC MTPO is now a division of the Development Services Department for the City of Johnson City. As required by federal law the JC MTPO is still responsible for coordinating transportation planning activities for all its member jurisdictions, as shown in Figure 2.

- Transportation Planning Coordinator (1 FTE)
- Project Manager (1 FTE)
- Transit Planner (.5 FTE MTPO / .5 FTE JCT)

The Transportation Planning Coordinator is the administrative staff position responsible for the day to day operations of the JC MTPO. As the name implies, this position coordinates transportation planning activities with local governments, as well as state and federal agencies. The Coordinator also serves as Secretary to the Executive Board and must be approved by the board for this position.

In addition to the Transportation Planning Coordinator, the JC MTPO employs a Project Manager who is responsible for managing JC MTPO projects, assists with JC MTPO coordination and operations. The MTPO is a Division of the Johnson City Development Services Department.

The MTPO also shares a planning position with Johnson City Transit. The position is funded fifty percent by the MTPO and fifty percent by Johnson City Transit. For the MTPO, this position specifically works on areas of Title VI, Environmental Justice (EJ), Disadvantage Business Enterprise (DBE), as well as utilizing GIS analysis capabilities for transit planning and analysis.

# <u>J</u>ohnson <u>C</u>ity <u>M</u>etropolitan <u>T</u>ransportation <u>P</u>lanning <u>O</u>rganization Organizational Chart

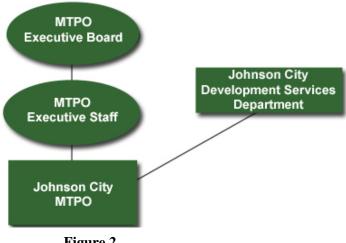


Figure 2

#### **Public Participation**

In developing the UPWP federally required planning factors for MPOs are considered. The UPWP is reviewed and discussed at meetings of the MTPO Executive Staff and adopted by the Executive Board. In addition, the UPWP is made available on the JC MTPO website and at public meetings for review. Any comments made during a public meeting or public review is recorded. After TDOT, FHWA, and FTA review the UPWP is posted online for public review/comment.

The UPWP can be amended throughout the year if needed. An amendment is required if funding for a required task needs to be increased over 20 % of amount programmed for that task or if a new task is added. Before an amendment to the UPWP is final, it is reviewed by TDOT, FHWA and FTA. Upon successful review the amendment is placed on the Johnson City Executive Board agenda for their approval and adoption.

The UPWP can be adjusted if funding for a required task in not over 20% of the amount of programmed for that task or a technical correction to a task that does not change its scope. The adjustment is sent to TDOT and forwarded to FHWA and FTA for their files.

#### Title VI / Environment Justice / ADA

Environmental Justice is the fair treatment and meaningful involvement of <u>all people</u> regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. The JC MTPO maintains an active Title VI program which includes public outreach. These activities are coordinated for residents within the JC MTPO planning area. These activities include public access television spots, informational links on websites, and articles in local newspapers. In addition, posters describing Title VI legislation have been posted at key locations within the JC MTPO offices, in both Spanish and English. The JC MTPO website located at <a href="http://www.jcmpo.org">http://www.jcmpo.org</a> contains web links to the Title VI and Civil Rights information sites. JC MTPO staff attends Title VI training when available and participate in Title VI conference calls with TDOT. All projects using federal highway trust funds for the JC MTPO comply with Title VI, Environmental Justice and the Americans with Disabilities Act. JC MTPO staff continually takes online Title VI training through TDOT's Civil Rights Office. The JC MTPO Coordinator attended Civil Rights Training in September of 2010 at the TDOT Region I Office, located in Knoxville. In April of 2011 the Title VI Coordinator for the JC MTPO attended Civil Rights Training in Knoxville and will continue training as it is made available.

#### **SAFETEA-LU Planning Factors and Federal Initiatives:**

Each task within the UPWP considers one or more of the following SAFETEA-LU Planning Factors (SAFETEA-LU Factors are noted in each task). These planning factors are the same for the new transportation act, MAP-21.

Eight broad focal points:

#### 1. Economic Vitality

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; The JC MTPO will coordinate transportation projects with local governments and agencies to improve the MTPO region's global competitiveness. To attain this goal the MTPO has developed partnerships with economic development boards in the MTPO region and work cooperatively coordinate transportation projects with economic development projects. Recently the JC MTPO facilitated meetings

between Norfolk Southern and the Regional Economic Development Alliance. Due to this facilitation NS is now actively involved with industrial recruitment and transportation planning in the JC MTPO.

#### 2. System Safety

Increase the safety of the transportation system for motorized and non-motorized users; The JC MTPO will encourage projects that include enhanced safety features for transportation in the region. The safety measures that are encouraged are traffic pre-emption devices for emergency vehicles, improved safety for transit infrastructure, coordination with the Tennessee Department of Transportation on intersection safety audits, and collect and disseminate safety concerns from the general public to the appropriate agency. During the last year the JC MTPO has worked closely with TDOT's Incident Management Program by bring an Incident Management Training for Interstates the region. This has led to the early stages of developing a local Traffic Incident Management team (TIM) for I-26.

#### 3. System Security

Increase the security of the transportation system for motorized and non-motorized users; for highway security, ITS monitoring systems (cameras) are planned to be deployed at key highways and intersections to aid in transportation security. Additionally, the JC MTPO is a member of the Johnson City Transit Safety / Security Advisory Committee.

#### 4. Accessibility & Mobility

Increase the accessibility and mobility of people and for freight; The JC MTPO will work with all local governments in the region to maintain and update the long range transportation plan. The JC MTPO has successfully worked with Norfolk Southern Railroad in reviewing opportunities for rail freight access along NS's main line in Johnson City. Additionally, the JC MTPO also works with Genesee & Wyoming a class 3 railroad location in Johnson City to enhance freight access to the Class 1 railroads (NS & CSX). The JC MTPO works coordinates projects with the Johnson City Transit system and the rural transit provider Northeast Tennessee Transportation. This has resulted in providing access from rural areas of Carter and Washington counties to the Johnson City Transit terminal, located in downtown Johnson City. The JC MTPO will continue to encourage congestion management techniques to reduce congestion along select corridors, specifically SR 91 through Elizabethton, SR 381 (State of Franklin Road) in Johnson City and I-26 throughout Washington County. The MTPO has supported and funded the signal synchronization project on SR 91, is funding improvements at a chokepoint intersection on SR 381, and facilitated Traffic Incident Management (TIM) on I-26 with first responders, and encouraged permanent deployment of the HELP Truck Program by TDOT on I-26 and I-81.

#### 5. Enhance Environment

Protect and enhance the environment, promote energy conservation, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; The JC MTPO works closely with JCT in promoting transit service enhancing energy consumption. The JC MTPO is currently developing a master plan for converting a non used rail line, to a trail. This will enhance the environment; preserve the existing rail corridor through the rail banking process, and increase accessibility and mobility for the JC MTPO area. As part of the long range transportation plan process the MTPO coordinates with local governments to mitigate potentially environmentally sensitive areas. Since the JC MTPO does not have land use control can only advise jurisdictions on how

to allow development. In two instances the JC MTPO has funded land use and transportation studies / plans for the sub regions of Washington County and Elizabethton. However, it is up to the respective jurisdictions to adopt and implement the recommendations at the JC MTPO does not have that legal authority.

#### 6. Integration and Connectivity

Enhance the integration and connectivity of the transportation system across and between modes, for people and freight; The JC MTPO continues to coordinate activities with the Kingsport and Bristol MPOs through regional meetings and promoting regional transportation projects. One recent example of this coordination is the support of a major transportation improvement project, SR 75 Improvements, in the Kingsport MTPO that benefits our entire region and provides better access to the Tri-Cities Airport and the main campus of Northeast State Community College with an enrollment of over 5,000 students. In conjunction with the SR 75 project, SR 36 improvements from SR 354 (Boone Creek Road) to SR 75 is now under construction. When both projects are completed improved connectivity will between Kingsport, Johnson City, and the Tri Cities Airport. This will also serve as an emergency detour route in the event of an incident on I-26 in the JC MTPO region. The JC MTPO will continue to coordinate planning activities with the Kingsport and Bristol MPOs. These projects are scheduled for completion in 2014.

#### 7. System Management and Operations

Promote efficient system management and operation; this planning factor includes planning for operations. The JC MTPO assists is local jurisdictions in planning for life cycle replacement of equipment, advice on maintenance and operations beyond simple resurfacing projects and other "routine" activities. The JC MTPO is promoting "Every Day Counts" seminars from U.S. DOT and attending these meetings when possible. Included in Planning for Operations is the updating and maintenance of the Regional ITS Architecture, conducting corridor studies that include operational improvements, and updating congestion management plans and processes. The JC MTPO will take into consideration "planning for operations concepts" in when developing the new 2011-2017 TIP.

#### 8. System Preservation

Emphasize the preservation of the existing transportation system; In all plans and projects the JC MTPO will examine the existing transportation system before making recommendations for improvements. This analysis involves coordination with all levels of government, as well as, the general public through comments received by the MTPO. An example of this is the final recommendation for improvements to the existing corridor of SR 91 in Elizabethton. Originally a bypass was considered; however after further study it was recommended improvements along the existing corridor through Elizabethton was the only realistic feasible option at present, thus extending the functional lifecycle of this corridor.

In addition to the SAFETEA-LU and now MAP-21 planning factors the following Federal initiatives of Livability and Climate Change were reviewed, considered, and included in the development of the UPWP and shown in Figure 3.

#### A. Climate Change

The JC MTPO will address climate change mitigation and adaptation in the planning process through review educational materials, planning initiatives and FHWA guidance on integrating climate change and livability concepts into the Long Range Transportation Planning Process with the goal of incorporating these concepts to implemented projects. It should be noted this

is a challenging area for the JC MTPO to address. Climate change is considered a global event with complex variables and not fully understood. However, the JC MTPO will look for federal guidance and other resources in addressing this issue. The JC MTPO is reviewing the Carbonfund Organization for potential information and educational material. Their website is http://www.carbonfund.org.

#### B. Livability

The JC MTPO will integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated polices, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.

An example of the JC MTPO implementing this concept is the "Rails to Trails" Master Plan for converting the abandoned East Tennessee Railway line from Johnson City to the east end of Elizabethton to a trail. The city of Johnson City acquired the property through the rails to trails program and followed all federal laws in the acquisition. When completed, this project will enhance the livability for the region.

	Admin. Activities Task A1	Maintenance of Data Inventories and Surveillance Task A2	TIP Main. Task C1	TIP Software Database Application Task C2	Public Trans. Planning (5303) Task D	JC Rails to Trail Master Plan Task E
Economic Vitality	X	X	X	X	X	X
System Safety	X	X	X			
System Security	X	X	X			
Accessibility & Mobility		X	X		X	X
Enhance Environment			X		X	X
Integration & Connectivity	X	X	X	X	X	X
System Mgmt. & Operations	X	X	X	X	X	
System Preservation		X	X		X	X
Climate Change	X		X		X	X
Livability	X		X		X	X

Figure 3: Planning Factor Matrix

#### Work Program

#### Task A1

#### Administrative Activities (PL 112)

**Responsible Agencies:** JC MTPO, TDOT – The Long Range Planning Division and Division of Multimodal Transportation Resources, FHWA

<u>Purpose:</u> (JC MTPO and TDOT) To conduct continuing, cooperative, and comprehensive transportation planning activities consistent with the urban area's comprehensive general plan and ensure that all transportation planning projects meet federal and state requirements.

#### **Previous Work:**

JC MTPO The UPWP for FY 2013 was completed as an annual task. Participation in TDOT and FHWA sponsored educational and training opportunities for MTPO staff. Review of contractual items. Production of State (yearly) Title VI reports, submission of billings, and attendance at various meetings. MTPO Executive Board and Staff meetings were held throughout the year. The Public Participation Plan was updated in June of 2011. Update of JC MTPO Planning Area Boundary along with and any required Memorandums of Understandings with adjacent MPOs.

TDOT A continuing works activity.

#### **Study Design for FY 2013:**

#### **JC MTPO**

- Continue to facilitate better coordination with the TDOT Office of Local Programs for the implementation of projects as they relate to the LRTP and TIP with member jurisdictions. This has improved over the previous year.
- Attend FHWA, TDOT, and other sponsored training and workshops, as available, to improve and maintain proficiency in field.
- Continue to coordinate and develop outreach activities for the Title VI Program
- Work with TDOT, FHWA, and FTA to prepare and submit technical reports (2014 UPWP and Financial Quarterly Reports).
- Check for effectiveness of the PPP and make modifications if needed.
- Attend meetings of the MTPO organization, RPO, TNMUG, local, regional, state, and federal sponsored meetings related to transportation planning as needed.
- Update and refine the JC MTPO Planning Area boundary and representation
- Update and maintain the functional classification system for the JC MTPO MPA.
- Update and maintain any required Memorandums of Understanding with other MPOs or agencies.
- Update and maintain the JC MTPO Regional ITS Architecture annually, with a review at the first JC MTPO meeting of each calendar year.
- Facilitate Traffic Incident Management activities with regional first responders to enhance safety, reduce traffic congestion and reduce secondary traffic crashes on highways.
- Prepare and maintain MTPO committee contact lists as needed.
- Includes meetings/updates to all Executive Staff and Executive Board members.
- Review and submit various contractual documents.

- Update By-Laws and Prospectus as needed.
- Maintain license for existing software: Travel Demand Model, Geographic Information Systems (GIS), Global Position System (GPS) data collection units, and visualization software such as Google Earth Pro, website development software, and other software packages.
- Purchase of necessary equipment. Including all office supplies, computers, and other equipment for day to day use.

#### TDOT

The Long Range Planning Division of the Tennessee Department of Transportation will work jointly with the JC MTPO to establish the administrative and technical procedures required, prepare contractual agreements as required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies, and undertake general administrative duties.

The TDOT Office of Local Programs will coordinate, review and assist the JC MTPO in maintenance of the Transportation Improvement Program as it relates to the successful implementation and deployment of local projects. The Office of Local Programs will coordinate projects with FHWA on behalf of the JC MTPO and participate in JC MTPO meetings.

The Division of Multimodal Transportation Resources will administer correspondence and telephone contacts regarding river transportation, urban public transit, rail service, ridesharing, and transportation systems management. Representatives of this office will participate in MTPO meetings; distribute federal guidelines and requirements; conduct seminars and work sessions; review study documentation and reports; administer funds for port development. This office will coordinate FTA Sections 5303, 5310, 5307, and 5309 programs in Tennessee. It should be noted there are no "navigable rivers" in the JC MTPO Planning Area; however, there are two class 1 and one class 3 railroads.

# Products IC MTPO

- Progress reports
- Contracts and agreements
- Files and Records as required
- An approved FY 2013 UPWP
- Day to day operations for MTPO staff
- An approved 2013 State Title VI report
- JC MTPO Executive Staff and Executive Board meetings
- Updated Functional Classification System
- Traffic Incident Management (TIM) meetings
- Evaluate and maintain plans as needed, meetings, ITS Architecture Maintenance, project updates, Public Participation Plan, TIP Amendments, UPWP, and information for the Long Range Transportation Plan.

TDOT: An ongoing transportation planning program.

#### Work Schedule

<u>JC MTPO</u>

Most work is done on a continual basis; some milestones for this task are as follows:

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
	12	12	12	13	13	13	13	13	13	13	13	13
Billing	X			X			X			X		
UPWP							d				a	
LRTP	d/r	d/r	d/r	r	a							
Title VI (State								X				
requirements)												

a = adopted, d = draft, x = month occurs, r = review

TDOT: A continuing task.

**SAFETEA-LU Factors Considered:** All SAFETEA-LU Factors are discussed during Executive Staff and Executive Board meetings. All factors are considered during development of the UPWP, TIP and LRTP documents.

#### A1 Administrative Tasks

				State	State	
		MTPO		SPR	SPR	
PL112	Local	Total	SPR	Match	Total	Total
\$88,000	\$22,000	\$110,000	\$10,083	\$2,521	\$12,604	\$122,604

#### Task A2

#### Maintenance of Data Inventories and Surveillance (PL 112)

Responsible Agencies: JC MTPO, TDOT Long Range Planning Division

#### Purpose:

#### JC MTPO

Inventory of transportation, demographic and land-use data, MTPO boundaries, database development, maintenance, and improvement of equipment necessary for improving data inventories and maintenance of the JC MTPO website for dissemination of information.

#### TDOT

Inventory of Transportation Data

#### **Previous Work:**

JC MTPO Collection, analysis, and analysis of population datasets from the 2010 Census, commuter patterns, bicycle and pedestrian facilities, freight information, land use and traffic data on a local and regional basis for input into the future Long Range Transportation Plan and TIP. The JC MTPO maintains a website with all documents, meetings, RFPs, and upcoming events available for public viewing.

<u>TDOT</u> Traffic volumes are collected annually throughout the JC MTPO area by TDOT. Special count data collected for design projects as required. Crash data from Tennessee Department of Safety coded and filed. High hazard accident data furnished for safety studies as needed.

#### Study Design:

#### IC MTPO

- Update and purchase/collect traffic, freight, bicycle and pedestrian facilities, population, land use, and socioeconomic data, if available and needed.
- Maintain databases necessary for the long range plan, travel demand model, and any other data that may need to be purchased. This would also include any data needed for any potential air quality standard changes.
- Regional traffic count information is maintained (via interactive mapping system) on the JC MTPO via a link to TDOT statewide count information.
- Maintain databases and mapping systems capable of storing, retrieving, correlating, analyzing, and displaying geographic information. This includes purchases of equipment needed by the JC MTPO for storing data and for display purposes for various visualization techniques.
- Continual updating of JC MTPO website to provide up to date information and enhanced access to transportation planning products to the public and JC MTPO member agencies.
- TDOT will also continue to collect traffic count data at established stations, special traffic counts may be conducted by the local agencies within the JC MTPO area.
- Updating/maintenance of data including 2010 Census data products for GIS analysis and advanced visualization techniques for the JC MTPO region and website.
- Utilize professional services to assist in data collection, organization, traffic count collection, and maintenance of GIS databases, as needed for work on the LRTP, TIP, and development of a regional GIS.

- Update and maintain a GIS Boundary file for the JC MTPO Planning Area and Urbanized Area from the U.S. Census Bureau.
- Maintain the database for TransCAD model: economic data, population data, and socioeconomic data for the future LRTP and TIP. This would include the purchase of databases if available.
- Review/monitor state functional classification system for JC MTPO area.

#### TDOT

Continue to collect annual traffic data. Conduct special traffic counts as needed for planning and design projects. Maintain accident file and furnish high hazard listings and other safety data as required. Travel time studies will be conducted if needed for special studies.

#### **Products:**

#### IC MTPO

- Local and regional population and land use data.
- Employment data for traffic analysis zones.
- Purchase/collect and socio-economical data as needed/available.
- The JC MTPO website (http://www.jcmpo.org).
- Updating of GIS software and other software needed to keep database current.
- Develop maps of urbanized area, study area, demographics, functional classification and other maps as needed.
- Database management for the travel demand model.

#### TDOT

- Traffic counts (including peak hour volumes, vehicle classification, directional distribution, etc).
- VMT.
- Accident data.

#### **Work Schedule:**

#### JC MTPO

All work is on a continual basis.

#### TDOT

Permanent count data collected and computed for computer storage weekly. Annual cycle counts are taken between the months of September- November. Other special counts will be conducted as needed. Accident data coded and stored on a daily basis.

<u>Factors Considered</u>: All SAFETEA-LU factors are considered while collecting and analyzing data.

#### **A2 Data Inventories**

						State	
			MTPO		State SPR	SPR	
F	PL112	Local	total	SPR	Match	Total	Total
\$	\$36,000	\$9,000	\$45,000	\$12,066	\$3,017	\$15,083	\$60,083

#### Task B

#### Long Range Transportation Plan - Maintenance (PL 112)

**Responsible Agencies:** TDOT Long Range Planning Division, JC MTPO

**Purpose:** (JC MTPO & TDOT) to provide a continuously updated comprehensive transportation plan that will provide for the long-range transportation needs of the urbanized area.

**Previous Work:** Updating the LRTP continued throughout FY 2012. Adjustments and amendments were done as needed to the current LRTP. The JC MTPO conducted the following public input and outreach meetings for the Long Range Transportation Plan Update 2040.

#### Meetings

- February 27, 2012 Carter County Tomorrow (Joint Economic and Community Development Board)
- March 3, 2012 Northside Roundtable Meeting (Washington County Businessmen)
- May 1, 2012 Washington County / Johnson City Area Planning Meeting
- May 1, 2012 Carter County / Elizabethton / Unicoi Area Planning Meeting
- May 9, 2012 Professional Development Meeting for Engineers and Planners hosted by Tysinger and Hampton
- July 10, Public meeting for the regional long range transportation plan update

#### **Events**

- November 1, 2011, Economic Summit at the Millennium Center
  - o Presentation on LRTP update at Infrastructure Focus Group
- June 1 2, 2012 Blue Plumb Festival June
- (Public information tent on JC MTPO LRTP and Rail to Trail Project)
- June 8-10, 2012 Historic Covered Bridge Festival-Elizabethton
- (Public information tent on JC MTPO LRTP and Rail to Trail Project)

#### Website / Twitter / E-Mail

- Online Survey for Long Range Transportation Plan Update available from the JC MTPO website main page <a href="http://www.jcmpo.org">http://www.jcmpo.org</a> or by direct link <a href="http://www.surveymonkey.com/s/7HHKCD9">http://www.surveymonkey.com/s/7HHKCD9</a> (approximately 180 surveys complete)
- Johnson City MTPO Twitter 97 Followers
  - October 18, 2011 "Tweeted" the Update on LRTP is under way and to visit the JC MTPO website for additional information.
  - o May 2, "Tweeted" July 9, 2012 for Public Meeting and online survey for LRTP.
- E-mailed various individuals regarding the LRTP Update and online survey.
- Letters mailed out to consultation list in the JC MTPO Public Participation Plan stating the JC MTPO is in the process of updating LRTP their input.

#### Public Comment

• 30 day public review and comment period before final adoption.

#### Study Design:

#### **JC MTPO & TDOT**

- During Fiscal Year 2013 the final draft of the LRTP is targeted for the review period and public comment period. FHWA/FTA, TDOT, and the MTPO public will all have a review period and be able to ask questions and provide feedback. Adoption of the LRTP Update 2040 will occur after all comments are appropriately addressed no later than March 18, 2013.
- Keep up to date with federal guidance and policy decisions from U.S. DOT on MAP-21, so any updates/changes to the LRTP can be addressed by the consultant on retainer.

#### <u>IC MTPO</u>

- Attend any workshops or class that may be beneficial for updating future LRTP.
- Analyze transit projects with JCT Planners.
- Coordinate with FHWA, FTA, TDOT and MTPO Public on LRTP review.
- Assess current air quality standards. If future air quality standards change and affect the JC MTPO area, the JC MTPO will update/develop necessary plans, models, and documents to make the JC MTPO area air quality complaint. (At the current time the JC MTPO's status is attainment).

**Products:** (JC MTPO & TDOT) Final Draft will be approved by the JC MTPO Executive Board/Staff by no later than March 18, 2013.

**SAFETEA-LU Factors Considered:** All SAFETEA-LU factors are considered during the development of the Long Range Transportation Plan.

# B. Long Range Transportation Plan Maintenance

#### State State SPR **MTPO SPR** PL112 **SPR** Total Local total Match Total \$49,600 \$12,400 \$95,720 \$62,000 \$26,976 \$6,744 \$33,720

#### Task C

#### Transportation Improvement Program (PL 112)

#### **C-1 TIP Maintenance**

Responsible Agency: JC MTPO, JCT

**Purpose:** To prepare and maintain an accurate, timely, and financially constrained Transportation Improvement Program.

#### **Previous Work:**

• Adjustments and amendments were completed as needed to the FY 2011-2014 TIP.

#### **Study Design:**

- To maintain the accuracy of the FY 2011-2014 TIP through amendments and adjustments when necessary while maintaining fiscal constraint.
- Develop a new four year FY 2014-2017 TIP.
- Coordinate existing TIP projects with local, state, and federal agencies.
- Coordinate potentially new projects with local agencies when developing FY 2014-2017 TIP.

**Products:** A four year program of transportation related projects that are prioritized and financially constrained and amended or adjusted as needed. A new four year FY 2014-2017 TIP will be developed. Annual listing of projects will be made available using the same guidelines as the TIP.

Work Schedule: Development of the 2011 – 2014 TIP will begin in October 1, 2013. The target date for the draft 2011-2014 TIP is the last quarter of FY 2013. Adoption of the TIP is anticipated in the first quarter of FY 2014. Maintenance of the TIP is a continuous project.

**SAFETEA-LU Factors Considered:** All SAFETEA-LU factors will be considered during the development and maintenance of the TIP.

Task C1 TIP

PL112	Local	MTPO total	SPR	State SPR Match	State SPR Total	Total
\$40,000	\$10,000	\$50,000	\$0	\$0	\$0	\$50,000

#### C 2 Transportation Improvement Program (TIP) Software Database Application

Responsible Agency: JC MTPO

**Purpose:** To develop software application (database) for maintaining TIP projects.

Previous Work: None

**Study Design:** Develop / procure a software application and programming services to convert the existing spreadsheet based TIP for the JC MTPO into a true database application that provides standard FHWA / TDOT approved "TIP Sheets," automatically updates funding balances when data is entered, includes the capabilities to store project location maps either in image and/or GIS formats, produce finical reports, and have the capability to publish this information to the Internet for public information. This will most likely require customized programming.

**Products:** A fully functional, user friendly, software application (database) to organize and maintain TIP projects for the JC MTPO.

Work Schedule: Plan and initiate the project during FY 2013. Most likely this will involve the development of an RFP. Johnson City IT staff will provide technical assistance on this project.

**SAFETEA-LU Factors Considered:** All SAFETEA-LU factors will be considered during the development of the TIP database development.

Task C2 TIP Software Application (Database)

PL112	Local	MTPO total	SPR	State SPR Match	State SPR Total	Total
\$80,000	\$20,000	\$100,000	\$0	\$0	\$0	\$100,000

#### Task D

#### Public Transportation Planning (Section 5303)

Responsible Agencies: JCT, JC MTPO, TDOT, FTA

<u>Purposes</u>: 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: Certain data sets are available from previous transit studies and surveys and the 2000 Census. Data from the 2010 census is not a robust as the 2000 Census. However, JCT will use available data the American Community Survey to assist in gaps from the 2010 census, specifically in the areas of disabled and income data. The Johnson City Transit System maintains records of ridership, fare revenue, and cost by route. The JC MTPO collects census data information to assist in the development of plans including the maintenance of the LRTP and TIP. The JC MTPO in coordination with TDOT completed the regional ITS architecture for the MTPO Study Area. As part of the approved architecture JCT projects were identified, ranked and funding sources identified. A complete copy of the architecture and deployment plan is available at the MTPO office and on the MTPO website at <a href="http://www.jcmpo.org/jcits.htm">http://www.jcmpo.org/jcits.htm</a>. The JC MTPO also conducts public participation for TIP and LRTP transit projects.

<u>Study Design:</u> Pertinent factors have been identified for data collection, including elderly, disabled, and low-income socio-economic patterns, population density, financial costs and revenues, and ridership characteristics.

- Data will be collected and analyzed for use by local, state, and federal agencies.
- Data collection and analysis techniques include patron surveys, GIS analysis, driver reports, and other methods.
- Activities associated with DBE, EEO, and Title VI programs, and specialized programs for the elderly and disabled including programs associated with the Americans with Disabilities Act will be ongoing throughout the year.
- Data and planning work associated with the Transit Development Plan/Program activities as defined by TDOT, and data, planning, reporting, and maintenance/management systems/programs (for public transportation facilities and equipment) as required by FTA under SAFETEA-LU will also be continuing work efforts.
- Coordination with Intelligent Transportation Systems projects is a continuing activity.
  While individual projects are the responsibility of the appropriate agency (i.e. AVL tracking
  and scheduling for transit) the JC MTPO will ensure they are included in the ITS
  architecture and deployment plan.
- The JC MTPO will continue to assist with TIP and LRTP additions, amendments, adjustments, and public participation.
- This will also include sections of the LRTP update that include Johnson City Transit and the Human Services Coordination Plan update.
- JC MTPO will assist with the new ITS project- AVL/passenger notification system for Johnson City Transit.

<u>Product</u>: A usable database for input into transit planning studies, DBE, EEO, and Title VI update reports, National Transit Database (NTD) reports. Evaluation and coordination of various multi-modal transportation activities in the Johnson City Urbanized Area.

Work Schedule: This is a continuous work activity with various reporting due dates throughout the year.

**SAFETEA-LU Factors Considered**: All SAFETEA-LU factors are considered while developing transit projects.

#### D. Transit Administration & Database

Sec 5303					State SPR	State SPR	
Federal	Local	State	MTPO total	SPR	Match	Total	Total
\$33,600	\$4,200	\$4,200	\$42,000	\$0	\$0	\$0	\$42,000

#### Task E

#### Master Plan for the "Rails to Trail" Master Plan – Johnson City

**Responsible Agency:** JC MTPO

Purpose: To develop a Master Plan for converting the existing rail line from near Stateline Road in Elizabethton to Alabama Street in Johnson City along the old East Tennessee Railway Corporation. The overall purpose of the Master Plan is to provide a guide for trail development, while adhering the Surface Transportation Boards granted "interim-use" ruling for this section of rail for trail use. The Master Plan will address and assist with various issues such as safety, security, accessibility, accepted uses, development costs, and provide an overall guide for trail development. This project will function to enhance the "livability" of the JC MTPO region. The rail line was purchased by the City of Johnson City through the Surface Transportation Board's rail banking process.

Previous Work: A contract was awarded on February 2, 2012, with a notice to proceed issued on February 23, 2012. A kick off meeting for the Master Plan was held on March 20, 2012. Development of materials began shortly after that meeting and the first public involvement event was held at the Johnson City "Blue Plumb" festival on June 1 and 2 of 2012. A second public involvement event was conducted at the "Historic Covered Bridge Festival" held in Elizabethton on June 7, 8, and 9 of 2012. To date approximately 120 surveys regarding public input have been completed for this project. Evaluation of intersection crossing, bridge analysis, identification of encroachment areas, trail surface, ongoing maintenance issues is currently under way.

<u>Study Design:</u> To utilize professional services to look at the impact of a potential rails to trails project. Develop overall goals and objectives for the master plan Examine safety, cost, privacy, maintenance, construction cost, legal issues, community impact, business impact, impacts to neighborhoods, ROW issues, existing bridges, examine trail uses, and the awareness of sustainable and livable communities.

**Products:** A master plan for the conversion of the East Tennessee Rail line from Johnson City through Elizabethton to a trail system with all aspects in the study design to be addressed.

<u>Work Schedule:</u> A draft master plan is targeted for first quarter of FY 2013 with a final plan being complete in the second quarter of FY 2013.

**SAFETEA-LU Factors Considered:** All SAFETEA-LU factors will be considered during the development of the rail corridor study.

Task E Johnson City Rails to Trail Master Plan

PL112	Local	MTPO total	SPR	State SPR Match	State SPR Total	Total
\$56,000	\$14,000	\$70,000	\$0	\$0	\$0	\$70,000

## **Budget Summary**

					Ta	ble I						
			]	Funding So	ources- Jol	hnson City	Urban Arc	ea				
					Fiscal Y	Year 2013						
		FE	DERAL	HIGHWAY	ADMINISTR	ATION	FEDERAL TRANSIT ADMINISTRATION					
				LOCAL		STATE		TDOT	LOCAL			
	TASK	F	PL	MATCH	SPR	MATCH	5303	MATCH	MATCH	TOTAL		
A1.	Administration	\$8	8,000.00	\$22,000.00	\$10,083.00	\$2,521.00	\$0.00	\$0.00	\$0.00	\$122,604.00		
A2.	Data Inventories	\$3	6,000.00	\$9,000.00	\$12,066.00	\$3,017.00	\$0.00	\$0.00	\$0.00	\$60,083.00		
В.	LRTP	\$4	9,600.00	\$12,400.00	\$26,976.00	\$6,744.00	\$0.00	\$0.00	\$0.00	\$95,720.00		
C.	TIP	\$4	0,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000		
D.	Transit Admin.		\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00	\$4,200.00	\$4,200.00	\$42,000		
	& Data Base											
E.	Johns on City/ Rail Study	\$5	6,000.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000		
F.	TIP Database	\$8	0,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000		
	Software App.					_						
II.	Contingency	\$ 2	206,749	\$51,687.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$258,436		
	TOTAL	\$5	556,349	\$139,087	\$49,125	\$12,282	\$33,600	\$4,200	\$4,200	\$798,843		

### Contingency

This line item will be available to support any cost overruns or new projects for the 2013 work program. Use of the contingency fund will require an amendment to the UPWP which requires approval by the MTPO Executive Board.

		TAB	LE	Z II			
		Conti	nge	ency			
	F	TISCAL Y	YEA	AR 2013			
F	EDI	ERAL HIGH	IW A	AYADMI	NIST	RATIO	N
		FHWA	LOCAL		T	DOT	
AGENCY		PL-112		ИАТСН	MA	ATCH	
Federal	\$	206,749	\$	-	\$	-	
State	\$	-	\$	-	\$	-	
MPO	\$	-	\$	51,687	\$	-	
TOTAL	\$	206,749	\$	51,687	\$	-	\$258,436

#### **TABLE III** Agency Participation- Johnson City Urban Area FISCAL YEAR 2013 TASK TDOT/SPR MPO TOTAL A1. Administration 12,604.00 \$ 110,000.00 122,604 A2. Data Inventories 15,083.00 \$ 45,000.00 60,083 B. Long Range Planning 33,720.00 \$ 62,000.00 95,720 C. TIP \$ 50,000.00 50,000 D. Transit Admin. & Data Base \$ 42,000.00 42,000 E Johnson City Rail Study \$ 70,000.00 \$ 70,000 100,000 100,000.00 F. TIP Database Development II. Contingency \$ \$ 258,436.25 258,436 **\$ 61,407.00 | \$ 737,436.25 | \$** 798,843 TOTAL

## **Budget Summary**

						T	ΑE	BLE IV								
AGENCY PARTICIPATION BY FUNDING SOURCE																
FISCAL YEAR 2013																
	FEDERAL HIGHWAY ADMINISTRATION FEDERAL TRANSIT ADMINISTRA												TIC	ON		
		TN	]	LOCAL		TN		TDOT		TN	TDOT		LOCAL			
AGENCY		PL	N	MATCH		SPR MA		ИАТСН		5303	MATCH		MATCH		Γ	OTAL
TDOT - PD	\$	-	\$	-	\$	49,125	\$	12,282	\$	-	\$	-	\$	-	\$	61,407
МРО	\$	556,349	\$	139,087	\$	-	\$	-	\$	33,600	\$	4,200	\$	4,200	\$	737,436
TOTAL	\$	556,349	\$	139,087	\$	49,125	\$	12,282	\$	33,600	\$	4,200	\$	4,200	\$	798,843

#### Appendix A

#### Criteria for Project Selection - TIP

The JCMTPO considered several factors that were important to the MTPO area. They are as follows: clean air, existing plans, and the aging population, maintaining existing roads, the State Long Range Transportation Plan, growth areas, connectivity, rail, Title VI, economic development, transportation mode choices, route choices, congestion and safety. These factors were then used to develop criteria for the selection of projects for Local STP funding. The Executive Staff reviews the projects submitted for Local STP funding. They then rank the projects using weighted criteria (see below) and develop a recommendation for the Executive Board. The Executive Board will adopt the ranking of the projects if they feel the ranking is suitable. The Executive Board may chose to amend or reorder the ranking of the projects before adopting.

#### **CONSISTENCY WITH PLANS**

In previous TIP or related project in TIP	15
Consistent with growth plan/land use plans	8
CONGESTION MANAGEMENT	
Reduces/manages travel demand (TDM)	8
Improves traffic operations	10
Transit capital improvement	2
Alternative Mode (incl. Bike/ped and other modes)	5
Intelligent Transportation System (ITS) project	2
TRAFFIC CIRCULATION	
Improves access to major hwys	5
Provides/enhances connection between modes	4
Enhances connectivity of street network	1 <b>4</b>
ECONOMIC DEVELOPMENT	
Improves facility for freight movement (air, distribution,	
rail)	2
Enhances economic development investments	10
AIR QUALITY	
Promotes positive effect on air quality	2
SAFETY MANAGEMENT	
Promotes safety	7
VALUE ADDED	
Match greater than minimum required	
ROW was donated, eng. already complete, etc	4
Total	100