



600 East Fourth Street
Charlotte, NC 28202
704-336-2205
www.mumpo.org

TO: TCC Members
FROM: Nicholas Landa
MUMPO Principal Planner
DATE: April 26, 2013
**SUBJECT: Technical Coordinating Committee (TCC) Agenda
May 2013 TCC Meeting—May 2, 2013**

The next TCC meeting is scheduled for **Thursday, May 2** at **10:00 AM** in **Room 267** of the Charlotte-Mecklenburg Government Center (600 East Fourth Street). Attached is a copy of the agenda.

Please call me at (704) 336-8309 if you have any questions.

MUMPO TCC

AGENDA

May 2, 2013

1. **Ethics Awareness & Conflict of Interest Reminder** Danny Pleasant

2. **Election of Officers** Danny Pleasant
ACTION REQUESTED: Elect a TCC Vice-Chair.

BACKGROUND: The TCC bylaws state that the Vice-Chair will take over the duties of the Chair in the event the Chair does not finish his or her term. That being the case, the TCC is asked to elect a new Vice-Chair to fill the vacancy.

3. **Adoption of the Agenda** Danny Pleasant

4. **Consideration of April Meeting Minutes** Danny Pleasant
ACTION REQUESTED: Approve as presented, or with amendments.

5. **Transportation Improvement Program (TIP) Amendments** (10 minutes) Robert Cook
a. Miscellaneous TIP Amendments
ACTION REQUESTED: Recommend that the MPO approve the amendments to the 2012-2018 TIP, as presented.

BACKGROUND: See attached memorandum for more information.

ATTACHMENTS: TIP Amendments Memorandum; Draft Resolution

6. **I-77 HOT Lanes Project** (20 minutes) Bill Coxe
ACTION REQUESTED: Recommend that the MPO approve the LRTP and TIP amendments for the proposed I-77 widening project, and make a conformity determination on both documents, as presented. Consider recommending conditions as part of the amendments.

BACKGROUND: Over the last several months, the TCC and MPO have been presented with details and updates about the proposed I-77 widening project from I-277 in Charlotte to NC 150 in Mooresville. In addition a public comment period was held from March 23 to April 22, 2013 to receive public input. The TCC and MPO are now being asked to take action on amendments to the 2035 Long Range Transportation Plan and the 2012-2018 Transportation Improvement Program to allow the proposed widening project to move forward. Additional information will be forwarded prior to the TCC meeting. More information can be found on the MPO's website at mumpo.org/i-77.

7. **2040 Long Range Transportation Plan (LRTP)**
a. Plan Update (5 minutes) Robert Cook
ACTION REQUESTED: FYI

BACKGROUND: Information will be provided about the LRTP update process.

b. Financial Plan Assumptions (10 minutes) Andy Grzymiski
ACTION REQUESTED: Recommend that the MPO adopt the proposed 2040 LRTP financial assumptions.

BACKGROUND: Based on guidance from the MPO, the financial assumptions for the 2040 LRTP have been updated. Staff will present these changes and seek a recommendation from the TCC to forward the assumptions to the MPO.

8. FY 2014 Unified Planning Work Program (UPWP) (10 minutes) Robert Cook

ACTION REQUESTED: Recommend that the MPO approve the FY 2014 UPWP.

BACKGROUND: An update on the status of the draft 2014 UPWP will be provided.

ATTACHMENTS: Memorandum; PL and Section 5303 Proposed Allocations Spreadsheets.

9. MPO Census-Related Activities (15 minutes) Robert Cook

a. Planning Area Boundary Expansion – MOU Subcommittee

ACTION REQUESTED: FYI

BACKGROUND: An update on the activities of the MOU subcommittee will be provided, including:

- 1. Potential changes to the draft planning area boundary; and*
- 2. The local match sharing methodology options.*

10. TIP Amendment Guidelines (10 minutes) Robert Cook

ACTION REQUESTED: FYI

BACKGROUND: See attached memorandum.

ATTACHMENTS: Memorandum; Draft Amendment Guidelines.

11. Upcoming Issues

12. Adjourn

MECKLENBURG - UNION TECHNICAL COORDINATING COMMITTEE
Summary Meeting Minutes
Charlotte-Mecklenburg Government Center
Room 267
April 4, 2013

Voting Members: *TCC Chair* – Bill Coxe (Huntersville), Danny Pleasant (CDOT), Jim Keenan – alt for David Meachum (Charlotte Engineering & Property Management), Tim Gibbs – alt for Ken Tippetts (CDOT Bicycle Coordinator), Debra Campbell (C-M Planning), David McDonald (CATS), Anil Panicker (NCDOT-TPB), Andrew Grant (Cornelius), Ralph Messera (Matthews), Dana Clukey (Mint Hill), Lisa Stiwinter (Monroe), Shannon Martel (Stallings) – phone, Joe Lesch (Union County)

Staff: Nick Landa (MUMPO), Stuart Basham (MUMPO), Jonathan Wells (C-M Planning), Andy Grzyski (CDOT), Anna Gallup (CDOT), Norm Steinman (CDOT), Eldewins Haynes (CDOT), John Rose (CATS), Gwen Cook (Mecklenburg County Park & Recreation), Dick Winters (Mecklenburg County Health), Keith Sorensen (Indian Trail), Elinor Hiltz (Iredell County), Jim Loyd (Monroe), Neil Burke (Mooresville), Erika Martin (Troutman), John Underwood (NCDOT), David Keilson (NCDOT-Div. 12), Loretta Barren (FHWA)

Guests: Bjorn Hansen (Centralina COG), Michelle Nance (Centralina COG), Bill Thunberg (LNTC), Carl Gibilaro (Atkins), Steve Blakley (Kimley-Horn), Todd Steiss (Parsons Brinkerhoff), Ed Toney, Jay Pritchard

Bill Coxe opened the meeting at 10:00 AM. The meeting began without a quorum.

1. Ethics Awareness & Conflict of Interest Reminder

Mr. Coxe read into the record the ethics awareness and conflict of interest reminder. No conflicts of interest were stated.

Due to the lack of a quorum, information items were taken first.

2. CONNECT Our Future Update

Presenter: Michelle Nance, Centralina COG

Summary/FYI:

Ms. Nance provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). She started by stating that the purpose of the CONNECT study is to help the region prepare for the future growth that is anticipated, and to determine how the region wants to grow. She noted that transportation, land use and air quality are all interconnected, and are all impacted by growth. She went on to discuss what is involved with the study, including preferred growth scenarios, and that it covers a 14-county, bi-state area. Ms. Nance also highlighted the timeline of the CONNECT process, noting that it is being funded by a 3-year grant and is currently in the early stages of data collection. The eight programmatic work groups tasked with technical studies were identified, and she focused the TCC's attention on the Blueprinting group that will be tasked with scenario planning, which will include focus groups comprised of local and regional stakeholders. Finally, she indicated that

the data collected through the CONNECT study will be integrated into the regional travel demand model, and she directed the TCC to the CONNECT website (<http://connectourfuture.org/>) for more information.

3. MPO Census-Related Activities

a. Planning Area Boundary Expansion – Memorandum of Understanding (MOU) Subcommittee

Presenter: Robert Cook

Summary/FYI:

Mr. Cook reminded the TCC about an email that was previously sent outlining two fee allocation scenarios, and requesting that each jurisdiction provide a preference for which scenario would increase its likelihood of MPO participation. One method is population based, and the other is based on vote authority. He noted that only a few responses have been received, and that all responses are requested to be submitted prior to the April 17 MOU subcommittee meeting. Mr. Cook also provided an update regarding the expanded MPO planning area boundary, indicating that the Gaston Urban Area MPO is now considering taking over the planning activities for the entire 3-county region of Cleveland, Gaston and Lincoln counties. He stated that a meeting is scheduled for April 15 to discuss that issue. In conclusion, Mr. Cook outlined the following outstanding issues that the MOU subcommittee will be asked to resolve:

- o Mecklenburg County participation on the TCC needs to be clarified due to the restructuring of the County departments that has occurred since the last MOU approval; and
- o The NCDOT Public Transportation Division informed MPO staff that it will no longer be a voting member of the TCC due to a conflict of interest.

A brief discussion followed in which there was consensus that the TCC did not believe that the suggested conflict of interest was a reasonable justification for the NCDOT Public Transportation Division to opt out of its TCC participation as a voting member. It was noted that Teresa Hart has been named the new TCC representative for that Division of NCDOT.

A quorum was established at approximately 10:30 AM. As a result, the TCC Chair suggested taking the action items that were skipped.

4. Consideration of March Meeting Minutes

Mr. Coxe asked if any changes to the minutes are necessary. Hearing none, he asked for a motion to approve the minutes. Joe Lesch made a motion to approve the March TCC minutes. David McDonald seconded the motion. Upon being put to a vote, the motion passed unanimously.

5. July TCC Meeting Date

Presenter: Nick Landa

Summary/Action Requested:

Mr. Landa informed the TCC that its July meeting falls on the July 4th holiday and; therefore, recommended that the July TCC meeting be moved back one week to Thursday, July 11.

Motion:

Mr. Lesch made a motion to move the July TCC meeting date to Thursday, July 11. Mr. McDonald seconded the motion. Upon being put to a vote, the motion passed unanimously.

6. Transportation Improvement Program (TIP) Amendments

a. Locally Administered Projects

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook provided information to the TCC regarding proposed amendments to the 2012-2018 TIP, outlined in the memo and table [here](#). He informed the TCC that a process was undertaken in which project sponsors were asked to provide status updates on the current locally administered projects programmed in the 2012-2018 TIP. He noted that several staff meetings were held to work out project details, including funding amount, funding year, and whether the project is still viable. Mr. Cox suggested that the Town of Cornelius clarify the split in right-of-way funding versus construction funding for TIP project U-5108 prior to the MPO meeting on April 17. Mr. Cook indicated that the same distinction would need to be made for TIP project U-5115, being administered by the Town of Matthews.

Motion:

Mr. McDonald made a motion to recommend that the MPO approve the proposed amendments as presented, noting that a distinction between right-of-way acquisition and construction dollars will be necessary for TIP projects U-5108 and U-5115. Mr. Pleasant seconded the motion. Upon being put to a vote, the motion passed unanimously.

7. 2040 Long Range Transportation Plan (LRTP)

a. Plan Update

Presenter: Nick Landa

Summary/FYI:

Mr. Landa introduced the LRTP item, and began by providing an update on the activities of the Steering and Advisory committees. He indicated that the Advisory Committee met on March 18 and concluded its discussion and recommendations for the goals and objectives. The Advisory Committee also discussed chapter development. Mr. Landa noted that the MPO approved the project ranking criteria, and that the Tier 1 ranking of the approximately 275 LRTP candidate projects is underway. He then stated that there are other items related to the 2040 LRTP update for consideration by the TCC, including requested action on the goals and objectives and a presentation regarding financial plan assumptions.

b. Goals & Objectives

Presenter: Nick Landa

Summary/Action Requested:

Mr. Landa reminded the TCC that the draft 2040 LRTP goals and objectives were presented at its March meeting, and based on the discussion at that meeting staff was instructed to consult with the LRTP Advisory Committee to make final adjustments to the goals and objectives at its next meeting. He indicated that the Advisory Committee reviewed the goals and objectives at its March 18 meeting, and made the requested adjustment, which are now requested to be recommended for approval by the MPO. Debra Campbell noted that she thought the changes were adequate and made a motion to recommend approval.

Motion:

Ms. Campbell made a motion to recommend that the MPO approve the 2040 LRTP Goals & Objectives as presented. Tim Gibbs seconded the motion. The motion passed unanimously.

c. Financial Assumptions

Presenter: Andy Grzymiski, Charlotte DOT

Summary/Action Requested:

Mr. Grzymiski provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). He informed the TCC that for the LRTP financial assumptions, the focus will be on equity dollars that are anticipated to be available to fund LRTP candidate projects. It was noted that the assumptions are based on information provided by NCDOT. He then indicated that guidance is requested for the following funding sources:

- o Mobility Fund – staff is proposing a lower estimate than was provided by the NCDOT;
- o STP-Direct Attributable – a policy recommendation will be necessary to determine if the MPO would like to continue to spend these funds on smaller scale projects, as has been done in the past, or if the funding should be lumped in with the other equity funds allocated to the region;
- o Bridge – staff is proposing that of the \$6 million allocated to the MPO, \$4 million go to Division 10 and \$2 million to Division 12;
- o Annual Growth – staff is recommending a conservative approach, which is lower than the growth rate assumed for the 2035 LRTP;
- o GARVEE – these funds will be subtracted as appropriate based on current allocations, meaning those impacts will be seen in future LRTP horizon years.

Mr. Grzymiski stated that this information will be presented to the MPO for information at its April 17 meeting to request guidance. Bjorn Hansen noted that the I-40/I-77 interchange project in Division 12 needs to be included in the GARVEE calculations. Mr. Coxie reminded the TCC that the assumptions being made are based on the proposed future planning area, which is why Division 12 of NCDOT is included. Ms. Campbell suggested developing a list of pros and cons for specific assumptions. Andrew Grant indicated that project descriptions would be helpful, and that a chart displaying a detailed breakdown of proposed revenue would be informative for MPO members. Mr. McDonald was concerned that a conservative annual growth estimate of 0% in the outer years of the LRTP is not appropriate. More discussion about the annual growth rate followed in which it was concluded that several options should be developed to present to the MPO. Mr. Grzymiski suggested that the item be placed on the April 10 transportation staff meeting for further discussion.

8. New Ozone Standard Conformity Determination

Presenter: Eldewins Haynes, Charlotte DOT

Summary/Action Requested:

Mr. Haynes provided the TCC with a brief explanation of the 2008 Ozone Standard, and why it is necessary for the current standard to be changed. He indicated that the MPO's TIP and LRTP need to conform to the new standard due to the MPO's air quality status of marginal. It was also noted that minor typographical errors led to the extension of the public comment period beyond the original end date, to April 8, 2013. Mr. Haynes then suggested that the TCC take action to recommend that the MPO approve the conformity determination, pending any public comments received prior to the MPO meeting.

Motion:

Mr. McDonald made a motion to recommend that the MPO make a conformity determination on the new ozone standard, pending the close of public comment period. Mr. Lesch seconded the motion. Upon being put to a vote, the motion passed unanimously.

9. Draft FY 2014 Unified Planning Work Program (UPWP)

Presenter: Robert Cook

Summary/FYI:

Mr. Cook reminded the TCC that work is currently underway to finish the FY 2014 UPWP. He highlighted the following specific expenditures anticipated to be included in the Plan:

- o Funds are programmed to support the addition of a GIS analyst position dedicated to MPO work;
- o A significant amount of funding is programmed for work on the LRTP update;
- o Lake Norman Bike Route Administration funding was added to the Plan in the event that the Lake Norman RPO is no longer able to administer that program;
- o Phase II of the Congestion Management Process is programmed for funding; and
- o 5303 funds are shown as an even split between CDOT and CATS, which still requires a meeting with both agencies before it is finalized.

Anil Panicker noted that public involvement for the Comprehensive Transportation Plan (CTP) should be included in the FY 2014 UPWP. Loretta Barren, with FHWA, asked when the Plan is anticipated to be adopted. Mr. Cook responded that it will be scheduled for approval on the May MPO agenda. Ms. Barren then noted that the MPO needs to ensure that the proposed grade separation project in Indian Trail complies with UPWP planning project requirements.

10. I-77 HOT Lanes Project

Presenter: Bill Coxe, Town of Huntersville

Summary/FYI:

Mr. Coxe provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). He first stated that the proposed TIP and LRTP amendments, and accompanying conformity determination, are currently out for public comment until April 22, 2013. He also noted that two public meetings will be held to receive comments on April 10 and 11. An overview of information developed for the public outreach process was provided. The currently approved widening projects for the I-77 north corridor were then presented, as well as what is proposed as part of the public-private partnership (P3) widening project that includes additional HOT lanes. Mr. Coxe outlined the financial details for funding the proposed P3 project, including the necessary equity funding and resulting project delays.

Norm Steinman, with CDOT, then provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). He explained the proposed HOT lanes project, including all five scenarios outlined in the TIP and LRTP amendment report, using a series of maps. Current and predicted travel speeds for the existing general purpose lanes in the year 2035 were also presented. Mr. Coxe noted that the HOT lanes should have higher speeds than the general purpose lanes. Mr. Messera asked if a similar scenario has been prepared that would show speeds if only general purpose lanes were added to I-77. Mr. Steinman suggested that the information for the scenario in

question is being developed, but is not yet complete. Mr. Coxe reminded the TCC that the MPO will have to determine which scenario it prefers. Mr. Coxe concluded by discussing what information would be available at the public meetings.

11. Upcoming Issues

Mr. Landa reminded the TCC membership that the State Ethics Act requirement to file a Statement of Economic Interest is due April 15.

Mr. Pleasant announced that two conferences will be held in Charlotte from Sunday, April 7 through Wednesday, April 10 – the Southern District Institute of Transportation Engineers (ITE) Annual Meeting & the American Public Works Association (APWA) Snow Conference

Mr. Coxe announced that he will no longer serve on the TCC as of the April 2013 meeting.

12. Adjourn: The meeting was adjourned at 12:00 PM.

DRAFT



600 East Fourth Street
 Charlotte, NC 28202
 704-336-2205
 www.mumpo.org

TO: TCC Members
FROM: Robert Cook, AICP
 MUMPO Secretary
DATE: April 25, 2013
SUBJECT: 2012-2018 TIP Amendments

REQUEST

The TCC is requested to recommend to the MPO that it amend the TIP as noted in the table below.

BACKGROUND

NCDOT's Program Development Branch has requested that MUMPO amend its TIP for the projects listed below.

TIP #	Description	Proposed Amendment	Reason
U-5008	Sugar Creek Road-construct grade-separation of NCRR	Delay construction from FY 14 to FY 15	Allow additional time for planning
U-5008	Sugar Creek Road-construct grade-separation of NCRR	Revise project description at the request of the NCDOT Rail Division	Add closure of the Craighead Road NCRR crossing to the project
U-5325B	Construct roundabout at NC 84 and Matthews-Weddington Road	Delay construction from FY 12 to FY 13	Allow additional time to acquire ROW
BP-5500	Bridge preservation issues at selected sites (this is a Statewide project)	Add construction in FY 13 through FY 23	New STIP project

ATTACHMENTS

A draft resolution is included in the agenda packet.

RESOLUTION
ADOPTING AMENDMENTS TO THE MECKLENBURG-UNION URBAN AREA
METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM
FOR FY 2012- FY 2018

A motion was made by _____ and seconded by _____ for the adoption of the resolution and upon being put to a vote was duly adopted.

WHEREAS, the Mecklenburg-Union Metropolitan Planning Organization (MUMPO) has reviewed the current FY 2012-FY 2018 Transportation Improvement Program and found the need to amend it; and

WHEREAS, the following amendments to the North Carolina Transportation Improvement Program have been proposed:

TIP #	Description	Proposed Amendment	Reason
U-5008	Sugar Creek Road-construct grade-separation of NCRR	Delay construction from FY 14 to FY 15	Allow additional time for planning
U-5008	Sugar Creek Road-construct grade-separation of NCRR	Revise project description at the request of the NCDOT Rail Division	Add closure of the Craighead Road NCRR crossing to the project
U-5325B	Construct roundabout at NC 84 and Matthews-Weddington Road	Delay construction from FY 12 to FY 13	Allow additional time to acquire ROW
BP-5500	Bridge preservation issues at selected sites (this is a Statewide project)	Add construction in FY 13 through FY 23	New STIP project

WHEREAS, the Technical Coordinating Committee voted to recommend that the MPO approve the TIP amendments; and

WHEREAS, the MPO finds that the proposed amendment conforms to the purpose of the North Carolina State Implementation Plan for maintaining the National Ambient Air Quality Standards in accordance with 40 CFR 51 and 93; and

WHEREAS, the 2035 Long Range Transportation Plan has a planning horizon year of 2035 and meets all requirements of 23 CFR 450.

NOW THEREFORE BE IT RESOLVED by the Mecklenburg-Union Metropolitan Planning Organization that the FY 2012-FY 2018 Metropolitan Transportation Improvement Program for the Mecklenburg-Union Urban Area be amended as listed above on this the 22nd day of May, 2013.

I, Sarah McAulay, Chairwoman of the Mecklenburg-Union Metropolitan Planning Organization, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Mecklenburg-Union Metropolitan Planning Organization, duly held on this the 22nd day of May, 2013.

Sarah McAulay, Chairman

Robert W. Cook, Secretary



600 East Fourth Street
Charlotte, NC 28202
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www.mumpo.org

TO: Technical Coordinating Committee Members
FROM: Robert Cook, AICP
MUMPO Secretary
DATE: April 25, 2013

SUBJECT: Draft FY 2014 Unified Planning Work Program.

ACTION REQUESTED

Request that the MPO adopt the FY 2014 Unified Planning Work Program as presented.

BACKGROUND

The Unified Planning Work Program (UPWP) is adopted annually in accordance with joint Federal Highway Administration/Federal Transit Administration (FHWA/FTA) transportation planning guidelines. The UPWP describes the planning activities that are anticipated for the coming fiscal year and documents the allocation of state and federal funds associated with each planning activity.

The attached spreadsheets shows proposed FY 2014 allocations for PL funds (FHWA) and Section 5303 funds (FTA).

FUNDING

Funding for FY 2014 is as follows:
PL funds \$836,448 (FHWA)
Section 5303 \$324,000 (FTA)
PL TIP Supplement \$800,000
Total \$1,960,448

PROPOSED LOCAL PROJECTS

Staff recommends funding the following local projects for which PL funds were requested:

- Indian Trail: traffic count program & Chestnut Parkway \$24,000
- Huntersville: traffic count program \$14,000
- Huntersville: Downtown Multimodal Transportation Plan \$50,000
- Total \$88,000**

**MECKLENBURG - UNION
METROPOLITAN PLANNING ORGANIZATION
FY 14 UPWP PL FUNDS-Annual Allocation and STP-DA (80% portion)**

TASK CODE	TASK DESCRIPTION	AGENCY OR JURISDICTION								TOTAL		
		CDOT		Planning		Huntersville		Indian Trail				
		Proposed Amount	Proposed Work	Proposed Amount	Proposed Work	Proposed Amount	Proposed Work	Proposed Amount	Proposed Work			
II. Continuing Transportation		\$315,000		\$90,000		\$0		\$0		\$405,000		
II-1	Traffic Volume Counts	\$122,500	Browser based traffic data management system that allows administrators to upload validate, and manage the data; users will have access to view, produce reports and download traffic data (tube counts, turning movement counts, permanent count station data, and travel time data) using interactive GIS maps and databases.	\$0						\$122,500		
II-4	Traffic Accidents			\$0						\$0		
II-6	Dweling Unit, Pop. & Emplmnt Change			\$0						\$0		
II-9	Travel Time Studies	\$122,500	See II-1 above	\$0						\$122,500		
II-10	GIS Analysis & Mapping	\$70,000	Support MPO activities	\$90,000	Support the addition of a GIS analyst position dedicated to MPO work					\$160,000		
III. Travel Demand Model		\$225,100		\$8,000		\$0		\$0		\$233,100		
III-1	Collection Base Year Data	\$32,000	Annual updates of household & employment data	\$0						\$32,000		
III-2	Collection of Network Data	\$12,500	Collection of travel time information	\$0						\$12,500		
III-3	Travel Model Updates	\$55,600	Model maintenance; external station survey; technical model services (consultant assistance); model-related software and hardware purchases and fees	\$8,000	Participation in model network review					\$63,600		
III-4	Travel Surveys	\$0		\$0						\$0		
III-5	Forecast of Data to Horizon Years	\$0		\$0						\$0		
III-6	Forecast of Future Travel Patterns	\$125,000	Various applications of the regional travel demand model including (but not limited to) traditional highway travel, managed lanes and transit corridor forecasts	\$0						\$125,000		
IV. Long-Range Transportation Plan		\$73,800		\$170,000		\$0		\$0		\$243,800		
IV-1	Community Goals & Objectives	\$0		\$40,000	Implementation of goals and objectives into overall LRTP					\$40,000		
IV-2	Highway Element of the LRTP	\$40,000	Roadway project ranking process	\$80,000	Roadway project ranking process					\$120,000		
IV-3	Transit Element of the LRTP	\$0		\$0						\$0		
IV-4	Bicycle & Pedestrian Element	\$4,800	Bike & pedestrian element preparation	\$5,000	Lake Norman Bike Route administration					\$9,800		

**MECKLENBURG - UNION
METROPOLITAN PLANNING ORGANIZATION
FY 14 UPWP PL FUNDS-Annual Allocation and STP-DA (80% portion)**

IV-7	Rail Element of the LRTP	\$4,000	Rail element preparation; involvement in local rail improvements projects (CRISP)	\$0						\$4,000		
IV-8	Freight Movement/Mobility Elem of LRTP	\$0		\$40,000	Preparation of LRTP freight element; possible contribution to regional freight mobility plan					\$40,000		
IV-9	Financial Planning	\$25,000	Development of LRTP financial element	\$5,000	Development of LRTP financial element					\$30,000		
V. Continuing Programs		\$122,500		\$165,000		\$0		\$0		\$287,500		
V-1	Congestion Management Strategies	\$50,000	Support CMP implementation	\$125,000	CMP implementation & incorporation into LRTP					\$175,000		
V-2	Air Quality/Conformity Analysis	\$17,500	Preparation of conformity reports (2040 LRTP, TIP, potential LRTP and TIP amendments); implementation of MOVES (emissions model)	\$5,000	Participation in the conformity process					\$22,500		
V-3	Planning Work Program	\$30,000	UPWP preparation; implementation of new procedures due to MPO expansion and possible local match sharing	\$10,000	UPWP preparation; implementation of new procedures due to MPO expansion; possible development of 2-5 year work program					\$40,000		
V-4	TIP	\$25,000	Work associated with preparation of 2015-2021 TIP	\$25,000	Work associated with preparation of 2015-2021 TIP					\$50,000		
VI. Administration		\$39,000		\$342,848		\$61,200		\$24,000		\$467,048		
VI-2	Environmental Justice	\$0		\$8,000	Outreach to EJ communities; Title VI adherence					\$8,000		
VI-6	Public Involvement	\$0		\$20,000	LRTP public involvement; general public outreach					\$20,000		
VI-10	Corridor Protection & Special Studies	\$0		\$206,848	Local transportation planning efforts; CTP ordinance review; MPO capacity planning	\$61,200	Traffic count program; downtown Huntersville multimodal plan	\$24,000	Traffic count program; Chestnut Parkway/CSX grade separation analysis	\$292,048		
VI-11	Regional or Statewide Planning	\$4,000	Participation in the NCAMPO and CRAFT processes	\$8,000	Participation in the NCAMPO and CRAFT processes					\$12,000		\$0
VI-12	Management and Operations	\$35,000	Grant management and budget support	\$100,000	Attending MPO, TCC and Transportation Staff meetings, preparation of MPO and TCC agenda packets, updates to MUMPO's website, overall management of the MPO's functions					\$135,000		
TOTALS		\$775,400		\$775,848		\$61,200		\$24,000		\$1,636,448		

**MECKLENBURG - UNION
METROPOLITAN PLANNING ORGANIZATION
FY 14 SECTION 5303 FUNDS (80 percent portion)**

TASK CODE	TASK DESCRIPTION	AGENCY		TOTAL
		CDOT	CATS	
II. Continuing Transportation		\$0	\$0	\$0
II-1	Traffic Volume Counts			\$0
II-3	Street System Changes			\$0
II-4	Traffic Accidents			\$0
II-6	Dweling Unit, Pop. & Emplmnt Change			\$0
II-8	Vehicle Occupancy Rates			\$0
II-9	Travel Time Studies			\$0
II-10	GIS Analysis & Mapping			\$0
II-11	Parking Inventory			\$0
II-12	Bicycle & Pedestrian Facilities Inventory			\$0
III. Travel Demand Model		\$46,000	\$65,000	\$111,000
III-1	Collection Base Year Data			\$0
III-2	Collection of Network Data			\$0
III-3	Travel Model Updates	\$46,000		\$46,000
III-4	Travel Surveys			\$0
III-5	Forecast of Data to Horizon Years			\$0
III-6	Forecast of Future Travel Patterns		\$65,000	\$65,000
IV. Long-Range Transportation Plan		\$0	\$65,000	\$65,000
IV-1	Community Goals & Objectives			\$0
IV-2	Highway Element of the LRTP			\$0
IV-3	Transit Element of the LRTP		\$65,000	\$65,000
IV-7	Rail Element of the LRTP			\$0
IV-8	Freight Movement/Mobility Elem of LRTP			\$0
IV-9	Financial Planning			\$0
V. Continuing Programs		\$18,000	\$65,000	\$83,000
V-1	Congestion Management Strategies			\$0
V-2	Air Quality/Conformity Analysis	\$18,000		\$18,000
V-3	Planning Work Program			\$0
V-4	TIP		\$65,000	\$65,000
VI. Administration		\$0	\$65,000	\$65,000
VI-2	Environmental Justice			\$0
VI-6	Public Involvement			\$0
VI-9	Environ Analysis & Pre-TIP Planning			\$0
VI-10	Corridor Protection & Special Studies		\$65,000	\$65,000
VI-11	Regional or Statewide Planning			\$0
VI-12	Management and Operations			\$0
TOTALS		\$64,000	\$260,000	\$324,000



600 East Fourth Street
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TO: TCC Members
FROM: Robert Cook, AICP
MUMPO Secretary
DATE: April 25, 2013

SUBJECT: TIP Amendment & Modification Guidelines

BACKGROUND

The Board of Transportation adopted State TIP amendment and modification guidelines in April 2012. Due to new FHWA procedures that have resulted in a large number of TIP amendments, the guidelines may serve as a model for an updated MPO process to streamline amending the TIP.

MOU SUBCOMMITTEE ACTION

This issue was identified as a potential component of the MOU revision process when the process began in the summer of 2012. The amendment and modification guidelines topic was removed from the revision process by the MOU Subcommittee in September 2012, based upon a staff recommendation that the task was not truly an MOU issue.

TCC DISCUSSIONS

The draft guidelines were presented at the November TCC meeting, but due to other tasks requiring more immediate attention, this topic has not been addressed since that time.

FUTURE ACTION

Implementation of the TIP amendment guidelines will require an amendment to the Public Involvement Plan. The guidelines will also be listed in the updated bylaws (TCC and MPO).

TIP AMENDMENT AND MODIFICATION GUIDELINES

Revised 9-13-12

Changes may be made to the Transportation Improvement Program (TIP) by either formal amendment or administrative modification.

Amendments

Amendments to the Transportation Improvement Program must be approved by the MPO and must appear on the regular agenda as an action item. Two or more requests for amendments may be addressed by the MPO as a single agenda item.

The amendment process is required when changes:

- a. cause the addition or deletion of a project;
- b. cause the addition or deletion of a state-funded regionally significant project;
- c. trigger the need for an air quality conformity determination;
- d. shift a project across horizon years of the Long Range Transportation Plan;
- e. result in project cost changes in highway projects that exceed both \$2 million and 25% of the original cost and may affect fiscal constraint;
- f. cause increases or decreases in transit project costs that exceed either \$1 million or 25% of the original project cost;
- g. to project phase initiation dates move a project into or out of the TIP;
- h. result from changes in funding sources involving non-traditional funding sources*; or
- i. in design concept or scope significantly change the project termini or type, number of through lanes on a non-exempt project, or significantly alters the proposed transit coverage area.

Traditional sources of revenue include federal, state, or local government tax revenues; non-traditional sources include state bonding and/or private participation.

Administrative Modifications

Administrative modifications to the Transportation Improvement Program must be made by the MPO, however the required action can be taken as part of a Consent Agenda. Administrative modifications must be consistent with the definition of Administrative Modification as found in 23 CFR 450.104.

Changes to the TIP can be made through the administrative modification process when:

- a. the project in question is not being added to or deleted from the TIP;
- b. a change in project costs are below the predetermined thresholds (as noted in the Amendment section);
- c. the project utilizes State funds only and is not deemed to be regionally significant;
- d. the proposed changes are deemed to be minor changes (as determined by the Technical Coordinating Committee) to project scope or description and do not significantly diminish the ability to achieve the original project intent; and
- e. changes in traditional funding sources occur.

Examples of Administrative Modifications:

- Minor cost increases in highway projects that do not exceed both \$ 2 million and 25% of the original project cost;

- Minor cost change (increase or decrease) in transit projects that do not exceed either \$1 million or 25% of the original project cost;
- Funding source changes between traditional funding sources (e.g. substituting available Congestion Mitigation Air Quality (CMAQ) funds for FTA section 5307 formula transit funds);
- Projects approved for Emergency Relief funds do not generally have to be included in the STIP, so any changes made for emergency projects may be considered minor modifications.

Federal Definitions according to 23 CFR 450.104

Administrative modification means a minor revision to a long-range statewide or, metropolitan transportation plan, Transportation Improvement Program (TIP); or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Change to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.