

# 2018

## WORK PROGRAM



Janesville Area Metropolitan Planning Organization

Technical Committee: October 3, 2017

Policy Board: November 29, 2017

# 2018 WORK PROGRAM

JANESVILLE AREA METROPOLITAN PLANNING ORGANIZATION

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## Contents

Resolution Adopting the 2018 Unified Planning Work Program.....	1
Annual MPO Certification .....	2
Organization and Structure.....	3
Goal of 2018 Work Program: .....	6
Program Activity Statement: .....	6
Metropolitan Planning Factors.....	7
MAP-21 Emphasis Areas .....	8
Meeting Schedule for 2018.....	9
Introduction/Summary.....	10
Major Accomplishments of the 2016 Work Program: .....	10
The Key Components of the 2018 Work Program:.....	12
2018 Work Program Activities.....	13
Task 1: TRANSPORTATION PROGRAM SUPPORT & ADMINISTRATION.....	14
Task 2: LONG RANGE TRANSPORTATION PLANNING.....	15
Task 3: SHORT RANGE TRANSPORTATION PLANNING.....	16
Task 4: TRANSPORTATION IMPROVEMENT PROGRAM (TIP) .....	17
Task 5: MPO SPECIAL PROJECTS AND STUDIES.....	18

Performance Management .....	18
Equality in Transportation Planning .....	21
Public Participation .....	21
Work Program Changes and Amendments .....	22
JANESVILLE AREA MPO UPWP Checklist .....	23
Appendix A: Janesville Area MPO Cost Allocation Plan .....	25

**RESOLUTION 2017 - 04**

A Resolution Endorsing the 2018 Unified Work Program  
For the Janesville Metropolitan Planning Area

**WHEREAS**, the Janesville Area Metropolitan Planning Organization Policy Board is recognized by the Governor of Wisconsin, the Federal Highway Administration and the Federal Transit Administration as the urban transportation planning policy body with responsibility for carrying out the urban transportation planning process in accordance with federal regulations.

**NOW THEREFORE BE IT RESOLVED**, that the Policy Board of the Janesville Area Metropolitan Planning Organization endorses the 2018 Unified Work Program for the Janesville urbanized area as being consistent with the 2015-2050 Janesville Area Long Range Transportation Plan, and the Janesville Transit System Transit Development Plan of 2017.

**BE IT FURTHER RESOLVED**, that the Policy Board certifies that the requirements of Section 134 of Title 23, CFR 450 (the Federal Transit Administration's and Federal Highway Administration's regulations for urban transportation planning), Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State of Wisconsin under 23 U.S.C. 140 and 29 U.S.C. 794, sections 1101(b) of Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP – 21) (P.L. 112-141), and all applicable FAST Act and ADA requirements are met.

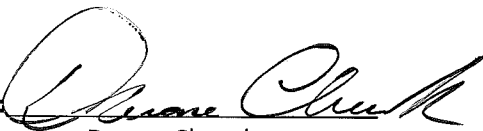
**AND BE IT FURTHER RESOLVED**, that the Janesville Area Metropolitan Planning Organization Policy Board approves the 2018 Unified Work Program.

ADOPTED: November 29, 2017

APPROVED:

  
Chair, MPO Policy Board

ATTEST:



Duane Cherek  
Planning Services Manager/ MPO Director

## Annual MPO Certification Self-Certification Language

In accordance with 23 CFR 450.334(a) the Janesville Area MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects; 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

By:   
MPO Policy Board, Chair

Date: 11-28-2017

## **Organization and Structure**

The Janesville Area MPO is authorized under a 2017 Cooperative Agreement for Continuing Transportation Planning for the Janesville Metropolitan Planning Area between Janesville Area MPO, the State of Wisconsin Department of Transportation (WisDOT), the City of Janesville (Transit Operator), and by Section 134, Title 23, United States Code (23 USC 134). The Cooperative Agreement and MPO bylaws may be found in the MPO document library at the following link: [www.ci.janesville.wi.us/mpo](http://www.ci.janesville.wi.us/mpo)

The planning process is implemented through a committee structure. The Technical Advisory Committee forwards recommendations to the Policy Board for consideration. The table on the next page shows the membership of the committees. Ad hoc sub-committees may be formed for specific projects or studies. Sub-committees report to the Technical Advisory Committee. Each committee's responsibilities are described below:

**Policy Committee:** Responsible for establishing overall policy decisions related to transportation funding priorities and monitoring the direction of studies of transportation conditions in the metropolitan area. Committee meets annually to approve the Unified Work Program and Transportation Improvement Program (TIP), then as needed in order to approve amendments to the TIP and consider other business items.

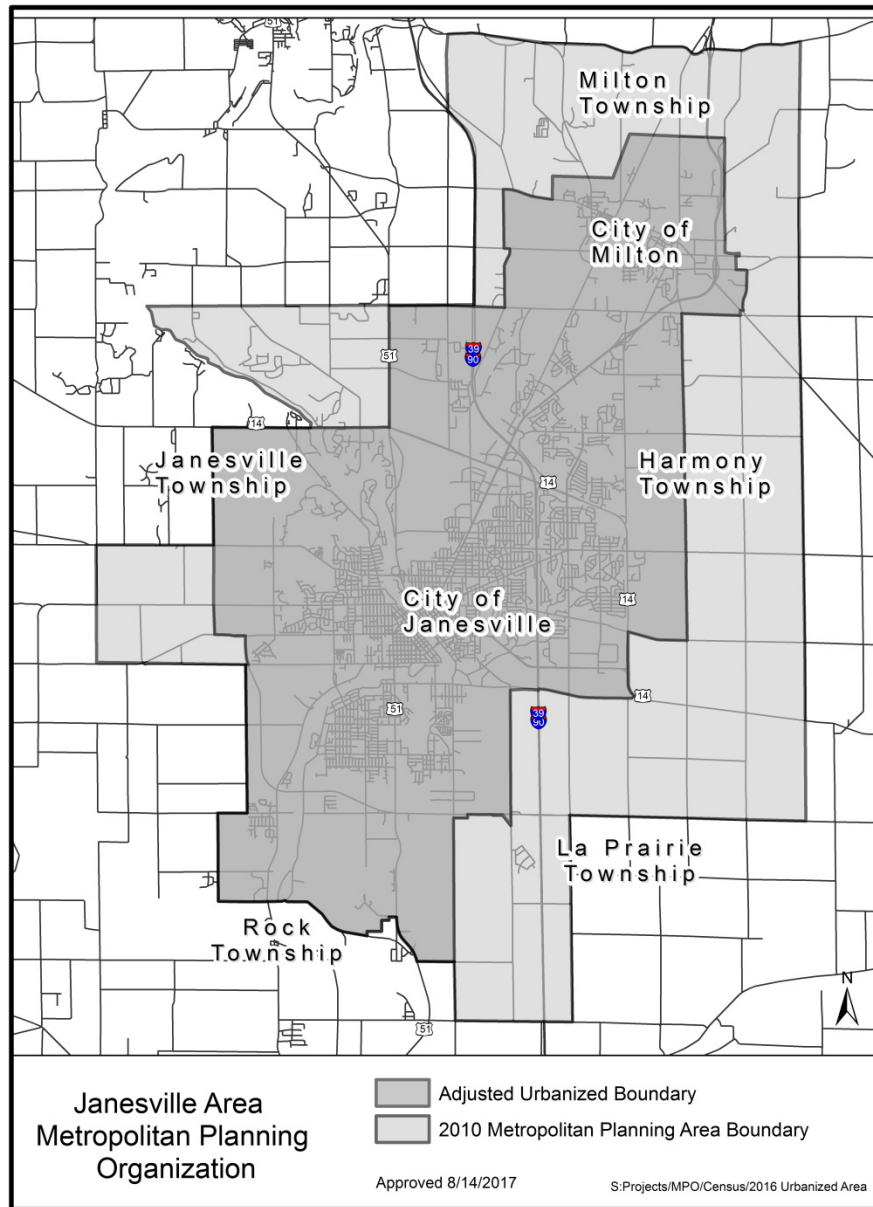
**Technical Advisory Committee:** Reviews, studies, and makes recommendations related to technical issues affecting study priorities and the transportation planning and programming process.





The City of Janesville Public Works Planning Services Division coordinates the functions of the MPO.

<b>MPO Staff</b>	<b>Title</b>	<b>Planning tasks</b>	<b>% FTE Hours Devoted to MPO</b>
Terry Nolan	MPO Coordinator	Short & long range plans, administration, TIP	95%
Duane Cherek	Planning Services Manager/MPO Director	Short & long range plans, administrative oversight and management, intergovernmental coordination	15%
Ahna Bizjak	Senior Project Engineer	Short & long range plans, TIP, intergovernmental coordination	10%
Mike Payne	City Engineer	Short & long range plans, TIP, intergovernmental coordination	7%
Rebecca Smith	Transit Director	Transit service planning (short range), TIP	5%
Tera Barnett	Secretary	GIS (long range), administrative support	5%
Ryan Krzos	Associate Planner	Short range planning	4%
Brian Schwiegel	Associate Planner	Short range planning	4%
Paul Woodard	Public Works Director	Short & long range plans, administrative oversight and management, intergovernmental coordination	5%
Kirby Benz	GIS Coordinator	GIS (long range)	4%
Zach Pennycook	GIS Specialist	GIS (long range)	10%
Howard Robinson	Milton Public Works Director	Short & Long range planning	2%
Seasonal Intern	MPO Intern	Short & Long range planning, TIP	600 hours
Seasonal Intern	Engineering Intern	1/4 of hours devoted to MPO planning	150 hours



### MPO Planning Area Map

MPO Map, shown left, represents the Planning area and Adjusted Urbanized Area for the Janesville Area MPO.

### Goal of 2018 Work Program:

To coordinate transportation projects and provide direction for transportation planning in the Janesville Area MPO planning area.

### Program Activity Statement:

The MPO covers the City of Janesville, the City of Milton and the towns of Harmony, Rock, Janesville, La Prairie and Milton. The MPO is governed by a Policy Board consisting of the seven Janesville Council members, the City of Janesville City Manager, the City of Milton Mayor, a member from the Rock County Board of Supervisors, a representative from Wisconsin Department of Transportation Southwest Region Office, and the chairs from the Towns of Harmony, Janesville, La Prairie, Milton, and Rock.

MPO planning funds are allocated to the Janesville Area MPO in a cost-sharing formula that is 80% federal, 3.9% state and 16.1% local funds. The local funds are provided through City of Janesville General Funds except for any tasks specific to the City of Milton that are described in the Work Program. The City of Milton also uses General Fund dollars as local match. The Janesville Area MPO also uses the services of Janesville city staff, consultants and interns where appropriate.

There are five elements to the Work Program: Administration, Long Range Transportation Planning, Short Range Transportation Planning, Transportation Improvement Program (TIP), Special Projects and Studies (Discretionary Projects).

## Metropolitan Planning Factors

The Federal Transportation Bill, Fixing America's Surface Transportation Act (FAST Act) continued the planning factors included in the previous bill, SAFETEA-LU, that are to be considered by Metropolitan Planning Organizations when developing transportation plans and programs. This year's UPWP is being developed considering the metropolitan planning factors from FAST Act. The ten metropolitan planning factors from FAST Act include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the security of the transportation system for motorized and non-motorized users.
3. Increase the safety aspects of the transportation system for its users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

UPWP Elements	Metropolitan Planning Factors									
	1	2	3	4	5	6	7	8	9	10
LRTP's FAST Act Compliance	x	x	x	x	x	x	x	x	x	
LRTP's Implementation	x	x	x	x	x	x	x	x	x	x
Bicycle and Pedestrian Plan Implementation	x	x	x	x	x	x	x	x	x	x
Urbanized Area and Planning Boundary Maps						x	x	x		
Performance Measures	x	x	x			x	x	x	x	
State Highway Safety Planning	x		x		x	x	x	x	x	x
Standardizing Operations and Maintenance Issues	x	x	x		x	x	x	x	x	x
JAMPO assistance	x	x	x	x	x	x	x	x	x	
Transportation Improvement Program	x				x	x	x	x	x	
Unified Planning Work Program	x	x	x	x	x	x	x	x		
Administration and Outreach	x	x	x	x	x	x	x			x

## **MAP-21 Emphasis Areas**

In March, 2015, FHWA and FTA jointly issued Planning Emphasis Areas (PEAs). The PEAs are planning topical areas that should be emphasized as MPOs develop planning work programs. Tasks that meet the PEAs are indicated as such in the Work Program. The planning emphasis areas for Federal FY 2018 include:

### Map-21 Implementation

- Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

### Regional Models of Cooperation

- Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

### Ladders of Opportunity

- Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measure and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in the transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

### Meeting Schedule for 2018

Meeting	Responsible Agency	Tentative Dates (2018)
Director Meetings	WisDOT	January 23, April 24, July 24, October 23
Mid-year review	MPO/WisDOT/FHWA	May/June 2018
Fall Work Program meeting	MPO/WisDOT/FHWA	September/October 2018
TAC Meetings	MPO	June, October
Policy Board Meetings	MPO	June/July, October

Note: TAC meetings are tentatively scheduled for 10 a.m. in room 416 of the Janesville City Hall.

All meetings hosted by the MPO are tentatively scheduled. To confirm the meeting date, time and location, agendas and information packets will be sent out to all members of the Technical Advisory Committee and Policy Board members at least one week prior to the meeting.

## **Introduction/Summary**

The 2018 Work Program for the Janesville Area Metropolitan Planning Organization (JAMPO or MPO) outlines those tasks

### **Major Accomplishments of the 2017 Work Program :**

- Prepared the 2018– 2023 Transportation Improvement Program (TIP).
- Processed one amendment to the 2017-2022 TIP.
- Prepared the 2018 Work Program and budget.
- Updated Public Participation Plan
- Conducted downtown parking studies for downtown Janesville and Milton.
- Provided GIS and other planning technical assistance to City of Milton.
- Attended WisDOT directors meetings.
- Attended 2017 MPO/RPC conference.
- Collected annual performance data for indicators that have annual data.
- Considered safety target for the MPO and made recommendation to adopt State target.
- Completed and adopted 2017 Transit Development Plan.
- Prepared and submitted grant application for up to five new JTS buses.
- Participated in I-39/90 pre-construction meetings.
- Formed Bike Advisory Committee to assist with application for Bicycle Friendly Community and design of NE Regional Trail.
- Completed process to review and update Highway Functional Classification.
- Completed Traffic Impact Analysis (TIA) related to business development along STH 51.

Title VI and Environmental Justice Accomplishments:

- Mapped locations of minority and low-income populations in relation to the TIP projects.
- Held public information meetings in relation to the TIP and Work Program.
- Revised Title VI internal procedures for responding to complaints.
- Updated Public Participation Plan

## The Key Components of the 2018 Work Program:

- Implementation of 2015-2050 LRTP policies and projects.
- Implementation of 2017 Transit Development Plan, including planning for service changes and possible transition to a bus stop only system.
- Conduct ridership counts for the Beloit-Janesville-Express and calculate updated sponsorship shares for BJE Consortium.
- Develop and adopt a Transit Asset Management Plan.
- Continue bicycle/pedestrian facility planning, including providing local assistance to the National Park service for planning for the Ice Age Trail through Rock County.
- Provide technical assistance to members of the MPO. (PEA)
- Continue to gather and update information needed for GIS system.
- Continue to track and evaluate performance of those indicators that can be tracked on an annual basis.
- Coordinate with WisDOT to establish MAP-21/FAST Act performance targets.
- Assist participating communities with identifying and seeking funding for eligible projects. (HWY, Transit, Bike/Ped).
- Participate in quarterly MPO/FHWA/WisDOT Director meetings to discuss planning, policy, financial, and technical issues and concerns.
- Prepare TIP and 2019 Unified Work Program and budget.
- Work with WisDOT to implement Connections 2030, the state's comprehensive long-range multi-modal, multi-systems transportation plan. (PEA)
- Work with WisDOT on implementation of State Freight Plan and State Highway Plan. (PEA)
- Assist School Districts of Janesville and Milton to develop and implement transportation recommendations, including safe walking and biking, traffic circulation improvements, and increased public transit use by Janesville students.
- Participate in local School Transportation Committee.
- Participate in Rock County Transportation Coordination Committee meetings.
- Assist in implementation of recommendations of Rock County Coordinated Transportation Plan.
- Continue to assess bike/pedestrian improvements and circulation in downtown Janesville.
- Participate in planning for I-39/90 expansion, including public participation, alternative routes, interchanges, sound barrier placement, park and ride locations, etc.
- Assist City of Janesville Transportation Committee in studying local transportation issues such as unsafe intersections, evaluating alternative solutions, and making related recommendation to the Janesville City Council.
- Attend applicable conferences and webinars, including annual MPO/RPC conference.
- Conduct inventory of street signs in Janesville. This may be a multi-year project.
- Assist in coordination of public participation aspects of Janesville's wayfinding signage plan.
- Study potential safety improvements at high crash intersections, including the Parker/Memorial ramps. (contract service).
- Evaluate transportation facilities for ADA compliance and develop ADA Transition Plan for the City of Janesville (contract service).



## 2018 Work Program Activities

A summary budget table of the Janesville Area MPO's 2018 Work Program is provided below.

WORK PROGRAM ELEMENTS	BUDGET		FUNDING SOURCE							Breakdown of Local \$	City of Janesville	City of Milton
	\$	%	FHWA \$	80%	WisDOT \$	3.9%	Local \$	16.1%				
100 Program Administration	\$32,342	15%	\$25,874	80%	\$1,256	3.9%	\$5,213	16.1%		\$5,213	--	
200 Long Range Transportation Planning	\$25,175	12%	\$20,140	80%	\$978	3.9%	\$4,057	16.1%		\$4,057	--	
300 Short Range Transportation Planning	\$149,126	71%	\$119,301	80%	\$5,790	3.9%	\$24,035	16.1%		\$23,794	\$240	
400 Transportation Improvement Program	\$3,357	2%	\$2,686	80%	\$130	3.9%	\$541	16.1%		\$541	--	
Total	\$210,000	100%	\$168,000	80%	\$8,154	3.9%	\$33,846	16.1%		\$33,606	\$240	

**Task 1: TRANSPORTATION PROGRAM SUPPORT & ADMINISTRATION**

Administrative activities include: technical support/local assistance, Technical Advisory Committee and Policy Board support, inter-agency coordination, professional training, work program development, preparation of quarterly financial and progress reports, and general administration related to all projects. However, TIP administration is covered under the TIP element.

Table 1:

100 Program Support and Administration

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE	EVALUATION
Coordination	1 Prepare agendas and minutes for TAC & Policy Board	\$13,091	334	January - December	
	2 Meeting preparation and coordination				
	3 Distribute public notice/public information				
	4 Attend MPO Director meetings				
	5 Information and outreach				
	6 Attend adjoining municipalities' meetings				
Work Program	7 Prepare 4 quarterly reports and invoices	\$7,552	192	January – December	
	8 Prepare draft Work Program			August – November	
	9 Attend meeting with WisDOT to review Work Program			September/October	
Travel & Training	10 Attend planning workshops and training	\$4,531	115	January - December	
	11 Professional memberships, registration fees, and certifications				
	12 Attend GIS training and workshops.				
Program Expense	13 MPO supplies, telephone, postage, printing, etc. Training fees and membership dues. This is direct non-labor cost.	\$7,167	Expense Only	January - December	
	<b>Total</b>	<b>\$32,342</b>	<b>641</b>		

**Task 2: LONG RANGE TRANSPORTATION PLANNING**

Long Range Transportation Planning covers preparation and distribution of data and reports related to the Janesville Area Long Range Transportation Plan, critical area planning, local staff support for highway/interstate corridor studies, the further development of a GIS system, long range planning, which may include projects related to such items as the riverfront, downtown, transit, and environmental justice. Task #3 Performance Measures is expected to be a focus of the MPO during calendar year 2018.

Table 2:  
200 Long Range Transportation

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Long-Range Planning	1 Land use planning and forecasting.	\$25,175	641	January - December
	2 Provide the members of the MPO with technical assistance as needed. (map creation, data collection, data maintenance, document summarization, etc.)			
	3 Coordinate with WisDOT on MAP-21/FAST Act performance measurements and establishment of State and MPO Performance Targets.			
GIS Management	4 Develop & maintain data layers pertinent to the MPO (urbanized areas, low/mod areas)			
	5 Create base maps to be used in current and future MPO projects			
	6 Update data and maps as needed (centerline files, city boundaries, town parcels, transit routes, sidewalk, trail, etc.)			
Environmental Justice	7 Map locations of minority, low-income, elderly, and disabled groups of the metropolitan planning area (PEA)			
	8 Continue to develop and/or enhance the MPO's capability for assessing impact distributions of transportation programs, policies, and activities established in the transportation plan and TIP.			
	9 Develop and implement improved strategies for engaging minority, low-income, elderly and disabled populations through public involvement			
	10 Maintain DBE and Title VI Program as required by FTA.			
	<b>Total</b>	<b>\$25,175</b>	<b>641</b>	

**Task 3: SHORT RANGE TRANSPORTATION PLANNING**

Short-range planning is the implementation of the Long-Range Transportation Plan, including activities such as data collection, parking and traffic counts, surveys (internet or in person), research, graphics preparation for MPO reports and meetings, transportation report preparation, transit marketing consultation and traffic studies. Short-Range Planning activities may be conducted by interns, temporary staff, or consulting firms.

Table 3:

300 Short Range Planning

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Bike/Pedestrian	1 Bicycle and pedestrian education and encouragement efforts	\$28,532	727	January - December
	2 Assist in bike trail planning and scoping.			
	4 Implement recommendations of LRTP.			
Traffic, Intersection, Parking, Corridor Studies, State Projects & Technical Assistance	5 Review of downtown parking. Including preparing parking and occupancy studies.	\$57,063	1,454	
	6 Conduct/coordinate/review traffic and intersection studies related to development and redevelopment			
	7 Participate in School Transportation Committee			
	8 Participate in Rock County Transportation Coordination Committee (PEA)			
	9 Participate in I-39/90 reconstruction meetings. (PEA)			
	10 Provide assistance to WisDOT regarding state projects ( attend meetings, supply data, review docs, provide MPO plans, etc.) (PEA)			
	11 Prepare funding information and grant applications.			
	12 Provide plan assistance in low-income and minority areas. (PEA)			
13 Prepare and/or assist with miscellaneous studies and other activities				
Transit	14 Assist with grant preparation	\$11,413	291	
	15 Assist with developing public info materials such as maps for route detours	\$17,119	436	
	16 MPO staff support of 2017 Transit Development Plan			
ADA Transition Plan	17 Evaluate transportation facilities for ADA compliance and develop ADA Transition Plan for the City of Janesville	\$25,000	contract services	
Intersection safety study	18 Study potential safety improvements for Parker Drive/Memorial Drive ramps and other high crash intersections	\$10,000		
	<b>Total</b>	<b>\$149,126</b>	<b>2,908</b>	

**Task 4: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The TIP is a six-year list of highway, transit and bicycle & pedestrian projects in the Janesville planning area. All major projects receiving federal funding must be included in the TIP. Projects are solicited from MPO member jurisdictions and incorporated into the document. The draft TIP is reviewed by the MPO Technical Advisory Committee and private transportation providers, and the general public is invited to offer comment on the projects. The TIP is forwarded to the Policy Board for final approval.

Table 4:

400 Transportation Improvement Program

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	Schedule
TIP	1 Request projects and project changes from jurisdictions	\$3,357	86	July
	2 Prepare Draft TIP in compliance with FAST Act			August
	3 Review Draft TIP with WisDOT, FHWA, TAC & Policy Board			August - October
	4 Complete public participation requirements as outlined in the <u>Public Participation Procedures. (PEA)</u>			January - December
	5 Prepare Final TIP.			October - November
	6 Amend TIP when needed.			
	7 Evaluate and adjust TIP Prioritization Process as needed.			January - December
	<b>Total</b>	<b>\$3,357</b>	<b>86</b>	

**Task 5: MPO SPECIAL PROJECTS AND STUDIES**

MPO special projects and studies consist of activities conducted outside of the MPO’s base budget and use discretionary funding, or alternative funding sources. These projects may require consultant services.

**There are no special studies planned for 2018.**

**Element Cost:**

**SIGNIFICANT EXPENDITURE, STAFFING, AND PROGRAM CHANGES:**

Dennis Ryan, Assistant City Engineer, is expected to retire at the end of 2017. It is unknown how this will impact staffing resources and work items.

**Performance Management**

FAST Act requires states and MPOs to coordinate in establishing specific performance targets and collaboratively work toward meeting these established targets. To date, WisDOT and JAMPO agree on the safety target as described below for the upcoming year. All other performance targets and indicators below come from the 2015-2050 Long Range Transportation Plan. These measures are subject to change based on the targets that will be set by the MPO/WisDOT.

<b>Target/Goal</b>	<b>Facility Type</b>	<b>Indicator</b>	<b>Data Source</b>	<b>Data Frequency</b>	<b>Justification</b>
<b><i>Economic Vitality</i></b>					
3% increase in non-residents using trail system every 3 years	Non-Motorized	# estimated trips per year	MPO	3 years	23% increase from 2010 to 2013
5% increase in total trail usage every 3 years					
.8% annual increase in ridership	Transit	# annual unlinked passenger trips	JTS	Annual	.6% is annual average
Increase in freight	Freight	Tons of freight shipped	Commodity Flow	5 years	

tonnage		within region	Survey		
<b>System Preservation</b>					
Maintain majority of trail mileage in fair or better condition	Non-Motorized	TBD Currently no PASER equivalent for trails.	MPO jurisdictions	5 years	Industry standard
Decrease # of miles of street in poor or failed condition	Motorized	PASER ratings	WISLR WisDOT	2 years	poor/failing roads increase cost to reconstruct
Replace structures rated below 50 within 7 years		Structure sufficiency ratings	Engineering WisDOT	2 years	
<b>Efficient Management and Operations (System Operation and Usage)</b>					
Maintain acceptable levels of traffic congestion	Motorized	Level-of-Service (LOS)	WisDOT Travel Demand Model	5 years	To ensure efficient operations
Maintain average traffic speed within 8mph of posted speed limit	Motorized	Speed limit studies	WisDOT Engineering	Variable	Improve safety and traffic flow
<b>Safety</b>					
5% Reduction in injury crashes	Non-Motorized	# crashes/year	TOPS Lab MV 4000	Annual	MPO to support WisDOT motorized and non-motorized safety target. JTS target has been developed by the MPO based on past performance.
5% Reduction in fatal crashes					
2% Reduction in serious injury crashes	Motorized				
2% Reduction in fatal crashes					
2% Reduction in rate of fatalities per 100 million VMT			WisDOT reported at state or county level		
5% reduction in rate of serious injuries per 100 million VMT					
Less than 5 preventable crashes per year	Transit	# of preventable crashes per year	JTS		

<b>Security</b>					
Secure transit facilities	Transit	# unlawful entries into transit facilities (break ins) % of buses with functioning security cameras	JTS	Variable	
Target/Goal	Facility Type	Indicator	Data Source	Data Frequency	Justification
<b>Accessibility and Mobility</b>					
5% reduction in sidewalk gaps every 5 years	Non-Motorized	# of miles of planned or recommended sidewalk	MPO	5 years	Past Performance
.86 miles/yr. new trail		# of miles of trail			25.8 miles recommended over 35 plan horizon
.4 miles/yr. bike lane	Motorized	# of miles of bike lane	MPO	Variable	14 miles recommended over 35 yr. plan horizon
Service within ¼ mile of at least 90% of the populated areas within JTS service area	Transit	Using GIS, analyze Census block data & transit routes	MPO	Annual	JTS standard since 2005
Service 6:15am - 6:15pm M-F; 8:45am – 6:15pm Sat; headways 60 min or less for regular service		Revenue hours of service			
<b>Integration &amp; Connectivity to the System</b>					
100% of public transit buses equipped with bike rack in 10 years	Non-Motorized	# or % of buses with bike racks	JTS	Variable	Aging buses to be replaced within 10 years
Encourage Park-and-Ride locations	Motorized	# of Park-and-ride locations	WisDOT MPO	Variable	There is demand for Park-and-Ride locations
<b>Protect and Enhance the Environment</b>					
Increase biking and	Non-Motorized	Census American	Census	Annual	Past performance



walking as mode to work to 3% over 10 years		Community Survey 5 year data			
Convert JTS bus fleet to CNG by 2035	Transit	Bus fleet	JTS	Variable	Based on LRTP capital plan
Decrease drive alone work trips	Motorized	Census commuting data	Census ACS	Annual	Past performance
Improve Air Quality	Motorized	Air Quality Index	USEPA	Annual	Trend in improving overall air quality

### Equality in Transportation Planning

The Janesville Area Metropolitan Planning Organization (JAMPO) is committed to the equal distribution of transportation programs and services. A Non-Discrimination Agreement between the MPO and the Wisconsin Department of Transportation was signed in 2009. The agreement assures that no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity conducted by the MPO. The MPO Coordinator is the Title VI Coordinator responsible for initiating and monitoring Title VI activities and preparing required reports. The Title VI Program and Non-Discrimination Agreement may be viewed on the City of Janesville website:

[www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

### Public Participation

The MPO Public Participation Plan (PPP) was updated October 22, 2012. The 2018 Unified Work Program has been developed according to the Public Participation Plan and all activities will be carried out in accordance with the PPP. The PPP may be found in the MPO document library at the following link:

[www.ci.janesville.wi.us/mpo](http://www.ci.janesville.wi.us/mpo)

### Cooperative Agreement

The Cooperative Agreement between the State of Wisconsin, Janesville Transit System, and the Janesville Area MPO was signed in 2017. The signed agreement may be found on in the MPO document library at the following link: [www.ci.janesville.wi.us/mpo](http://www.ci.janesville.wi.us/mpo)

## Work Program Changes and Amendments

If unanticipated changes in funding or work activities occur during the calendar year, the UPWP may need to be amended. The magnitude of the change determines the need for an Amendment.

UPWP Amendments will be required if changes meet any of the following criteria:

- Funding:
  - It becomes necessary to:
    - Add additional funds to perform existing or additional work program activities
    - Reduce funds or delete work program activities
    - Transfer funds from one Work Program element to another element, in an amount equal to or greater than 10% of the total work program budget
- Work Activities:
  - When there will be a significant change in work activities.
    - Example: Change from having staff perform work program activities to hiring a consultant to perform work program activities
    - Example: Significant change in scope of work activities within a specific work element (i.e. short range planning)
- FHWA Approval Letter contingencies:
  - Any additional contingencies included in the FHWA UPWP approval letter.

## Work Program Amendment Process

Similar to the annual Work Program, a draft copy of the Work Program Amendment should be sent to the following for comment:

- WisDOT – MPO Planning Liaison
- WisDOT – Travel forecasting Liaison
- WisDOT – Regional MPO Liaison
- WisDOT – MPO/RPC Statewide Coordinator
- FHWA – Division Planning representative(s)
- FTA – Regional representative

After review comments have been addressed within the Amendment, the MPO will obtain Policy Board approval through resolution and forward the Amendment and resolution to WisDOT, FTA, and FHWA requesting final approval. UPWP Amendments shall be forwarded and approved by FHWA prior to incurring any expenses subject to approval of said amendment.

The MPO will follow the Public Participation Plan for public notice prior to the Policy Board meeting. Notices in the paper, website, and libraries will be distributed at least one week prior to the meeting.

J:\Development\Planning\MPO\WRKPRO\2018\WP.2018.doc

### ***JANESVILLE AREA MPO UPWP Checklist***

	<b>COVER PAGE</b>	<b>Page Number</b>
<b>1</b>	Name of MPO agency and area represented	first & 10
<b>2</b>	FY of UPWP	first
<b>3</b>	Contact Information for MPO	second
	<b>TITLE PAGE</b>	<b>first</b>
<b>4</b>	Name of MPO Agency and area represented	second
<b>5</b>	Contact person and information	second
<b>6</b>	FY of UPWP	second
<b>7</b>	Agencies providing funds or support – including agencies Logos	second
<b>8</b>	USDOT Disclaimer	second
	<b>INTRODUCTION/PREFACE</b>	
<b>9</b>	Table of Contents	Third & fourth
<b>10</b>	MPO Approval Resolution-signed	1
<b>11</b>	Self-Certification-signed	2

12	Prospectus	3
13	Committee Lists-responsibilities, meetings	3
14	Staff-names, positions and responsibilities with percentage of time they will spend on MPO work activities	5
15	Map-Regional MPO Coverage Area	6
a.	Planning Boundary	6
b.	Urbanized Area Boundary	6
c. *	Air Quality Boundary	NA
16	Ten Planning Factors	7
17	UPWP	
a.	Definition of UPWP purpose	
b.	Summary of previous Year's Accomplishments	10
c.	Status of current activities	
18	WORK ELEMENTS (Description of major work products and tasks)	12-18
a.	UPWP – <b>TASK 1</b>	14
b.	Administration – <b>TASK 1</b>	14
c.	TIP – Development/Maintenance - <b>TASK 4</b>	17
d.	L RTP – Development/Maintenance - <b>TASK 2</b>	15
e. *	Congestion Management Process/ITS	NA
f. *	Transit Planning – <b>TASK 3</b>	16
g.	Multimodal Planning – <b>TASK 3</b>	16
	i). Bicycle/Pedestrian – <b>TASK 3</b>	16
*	ii). * Intermodal Freight	NA
*	iii). * Intermodal Passenger	NA
h. *	Air Quality Planning	NA
	i). Modeling	NA
*	ii). CMAQ Application Process	NA
i.	Public Involvement plan – Update	NA
j.	Surveillance (Data Collection) - <b>TASK 2</b>	15
k.	Project/Corridor Studies – <b>TASK 3</b>	NA

I.	Special Studies	18
m.	TSM/TDM Planning	
n.	TE Planning	
19	Performance Management	19-21
20	Summary of Budget Revenues	
Table 1	Budget Summary	13
Table 2	Funding Sources	6
21	Indirect Cost Allocation Plan	NA
	Direct Costs	26
	Indirect Costs	NA
	Indirect Cost Rate Proposal	NA
22	Carry-over of unspent funds	NA
23	Current Signed Title VI Nondiscrimination Agreement	21
24	Link to current Title VI Program	21
25	Annual Meeting Schedule	9

## Appendix A: Janesville Area MPO Cost Allocation Plan

This document describes how costs incurred by the City of Janesville are charged to the MPO. The MPO is housed within the Public Works Department of the City of Janesville on the third floor of Janesville City Hall and City of Janesville employees carry out the planning activities of the MPO. MPO costs include salary and benefits of city employees, telephone, printing, supplies, postage, and building costs. The City of Janesville seeks reimbursement for MPO related costs on a quarterly basis.

### Personnel

Personnel charges are directly applied to the MPO based on actual hours worked at each employee's fully burdened (salary & benefits) pay rate. Hours charged to the MPO are tracked using itemized timesheets.

### Postage

All postal charges are attributed to the designated accounts at the time of mailing. This is accomplished using paper tags attached to each mailing that assign the cost to the appropriate department.

### Telephone

Telephone expenses are directly allocated based on the number of lines. The MPO has two lines, therefore the MPO is charged for the actual costs of the two lines. There is also an allocation of Yellow Pages costs based on two lines out of a total of 163 lines.

### Copier

Colored copier costs are allocated to each department based on a past use study that examined the per copy fee structure. The study indicated 11.53% of colored copies were attributable to the MPO.

### Other Supply Costs

Small supply costs such as pens, paper, folders, etc. are not charged to the MPO. The City of Janesville provides these supplies. Larger supply items, such as a new computer, may be charged to the MPO only if the use of the item is directly related to the MPO. One example would be the MPO Coordinator's computer. If the use of the supply item is to be used for non-MPO related functions, the cost of the item would be allocated to the MPO on the percentage basis it contributes to MPO planning functions.