

Traverse Transportation Coordinating Initiative (TTCI)



TTCI

*Traverse Transportation
Coordinating initiative*

FY 2023

Unified Work Program

Michigan Department of Transportation

Networks Northwest/Northwest Michigan Council of Governments

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DISCLAIMER

This document is designed to assist staff and committee members of the Traverse Transportation Coordinating initiative (TTCI) as they transition to an anticipated Metropolitan Planning Organization (MPO) designation in 2023. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation Rules and Guidelines of the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The document should be viewed as a practical "hands on exercise" in preparation of their anticipated MPO designation in 2023.

INTRODUCTION

Transportation affects everyone and thus a safe, accessible, affordable and reliable transportation system is vital to everyone. In 2015, the Fixing America's Surface Transportation Act (FAST Act) was signed into law, providing the resources for the continuation and improvement of current programs with new initiatives to meet future transportation challenges. These challenges are addressed through efficient, flexible, performance-based transportation plans and programs. These challenges are evident within the urbanized area of Traverse City.

Though not yet a designated MPO, it is anticipated that the current Traverse City urban area will meet the minimum MPO population and threshold requirements after the 2020 US Census. As a part of the Fiscal Year 2023 transition work plan, MDOT will continue to provide MPO training to Networks Northwest, the TTCI governing Board and Technical Committee members, and MDOT-North Region and the Traverse City Transportation Service Center staff. This training is designed to familiarize staff and committee members with the products produced by an MPO and their roles and responsibilities as part of the planning process.

The transportation planning Unified Work Program (UWP) describes work and coordination efforts to be performed by TTCI for the Traverse City urban area, and is a critical document to utilize in preparation for the Traverse City urban area becoming a MPO after the 2020 US Census. The 2023 UWP describes the transportation planning tasks scheduled for the period beginning on October 1, 2022 to September 30, 2023. These planning activities are supported by federal State Planning and Research (SPR) funds, administered through the Michigan Department of Transportation (MDOT).

The UWP covers transportation planning activities within the TTCI area which includes the following: Peninsula Township, Acme Township, Charter Township of East Bay, Charter Township of Elmwood, Charter Township of Garfield, the City of Traverse City, and the Bay Area Transit Authority.

FAST Act planning regulations require the development of an annual UWP that identifies transportation issues and problems facing the urban area. Also included in the UWP is information relevant to MDOT's funding of TTCI by requiring this organization to complete tasks relevant to those required by Title 23, Section 104(f). Invoices and Progress reports reflecting these work tasks will be submitted to MDOT on a quarterly basis.

TRANSPORTATION ISSUES FACING THE TRAVERSE CITY METROPOLITAN AREA

See [Vision 2035](#) (Long Range Planning Practical Exercise) Completed in 2014

PROGRAM STAFFING AND FUNDING

Staffing of TTCI will be the responsibility of Networks Northwest or a 3rd party and the TTCI governing board. Funding for this fiscal year's UWP is provided through federal SPR dollars administered by MDOT, and by local agency membership dues. The dues will be collected from each agency based on criteria developed and approved by the TTCI board in May of 2016.

WORK ITEMS

Work Item 1.0 Administration/Organization/Coordination

Purpose and Methodology:

There are many organizational and administrative tasks required by TTCI in order to meet standards set forth by FHWA for a small MPO. Traverse City does not currently meet the minimum requirements for a small MPO, though it is projected that this status will be acquired after the 2020 US Census. Accordingly, the TTCI board coordinates policy and decision making between local agencies in the Traverse City urbanized area. The development and adoption of various committee structures, policies, and documents are intended to guide TTCI in its daily work activities. In addition, TTCI will continue to update information and activities to the general public via the Internet and media releases.

Public participation is a proactive process which guarantees timely notice, full access to key decisions, and an opportunity for early and continued involvement in the development of key documents such as the Public Participation Plan, Vision 2035 Document, Illustrative Transportation Improvement Program (TIP), and Unified Work Program (UWP). TTCI will reach out to the affected population and will work to engage them in discussion and input.

TTCI will also develop a list of agencies that it will reach out to for consultation purposes including other state departments such as the Department of Natural Resources (DNR), the Department of Environment, Great Lakes, and Energy (EGLE), the State Historic Preservation Office (SHPO), and tribal governments including the Grand Traverse Band of Ottawa and Chippewa Indians.

General Administration/Coordination of TTCI: This includes the preparation and distribution of TTCI Board and Technical Committees meeting agendas, minutes, resolutions and other relevant reports (for each meeting). In addition, TTCI will review transportation projects within the TTCI planning area, review federal and state legislation, and continue the development and preservation of professional contact with various governmental agencies. Another administrative activity is the performance of all duties associated with the financial administration of TTCI, including submission of progress reports, financial acceptance reports and monthly billings; as well as assistance to outside auditors in an annual financial and compliance audit by providing accurate and timely information. Another administrative activity is contact with various public interest groups to keep the public informed of transportation related issues.

TTCI will publish notices of its meetings in compliance with the Michigan Open Meetings Act and will distribute meeting announcements and media releases to all interested parties. All of the activities listed are reflective of what current MPOs utilize for general administration purposes within their organizational structure and provides a model in preparation of the Traverse City urban area becoming a small MPO.

Work Item 1.0 Deliverables for administering a small MPO:

1. Coordination of planning activities with State and Local Agencies.
2. Preparation of quarterly progress reports and invoices for payment to MDOT as per project authorization.
3. Preparation of final Acceptance Report on Work Program elements.
4. Maintain a record keeping system of all federal regulations (23 CFR), publications, reports, correspondence and documentation of meetings attended and public notices soliciting public involvement.
5. Website Maintenance and/or Newsletter files for public review. Preparation of meeting agendas, notices and minutes.

TTCI General Administration Funding	
Source	MDOT/SPR
Amount	\$7,000
Staff Time (hours)	TBD

Schedule to complete these Tasks: Quarterly beginning October 1, 2022 to September 30, 2023

Work Item 2.0 Unified Work Program (UWP)

Purpose and Methodology:

In order for TTCI to align with the federal fiscal year, the FY 2023 UWP will be developed and will include the MDOT directed work plan for the federal SPR funds within this fiscal year.

A draft FY 2023 UWP will be submitted for approval to the TTCI Technical Committee, TTCI Board, and MDOT. This method is determined to best replicate how current MPOs submit and receive approval of their documentation. It also serves as a primary tool in developing more detailed UWPs in preparation of the Traverse City urban area becoming an MPO. This document will describe the transportation planning tasks scheduled for the period from October 1, 2022 to September 30, 2023. TTCI will review and revise the FY 2023 UWP based on comments from reviewing agencies, addressing any deficiencies to maintain certification of the planning process. TTCI will then complete the draft FY 2023 UWP to include costs, funding responsibilities, estimated staff requirements, and products of work efforts. The finalized FY 2023 UWP will be submitted to the TTCI Technical and Board for endorsement, and final approval. TTCI will conduct periodic review of the work program to ensure its timely completion.

Products:

1. Monitor final UWP for FY 2023 (amendments, billing reconciliation, etc.).
2. Draft Unified Work Program for FY 2024.

3. Adopt final UWP for FY 2023 (amendments, admin changes, billing reconciliation).

UWP Development Funding	
Source	MDOT/SPR
Amount	\$3,000
Staff Time (hours)	TBD

Schedule to complete this Task: Due at the beginning of the 4th Quarter FY 23.

Work Item 3.0 Transportation Improvement Program (TIP) monitoring

Purpose and Methodology:

TTCI will maintain and adjust as necessary the Illustrative FY 2023 Transportation Improvement Program (TIP) as well as develop and adopt a process for approving the FY 2020-2023 TIP. This will include illustrative TIP amendments, which will mimic a process used by current standing MPOs for developing, approving, and adopting TIPs. These measures will allow TTCI to familiarize itself with the TIP development and implementation process in anticipation of meeting the minimum requirements for the MPO designation. The Illustrative FY 2023 and FY 2020-2023 TIP shall include all transportation projects, or identified phases of a project within the Traverse City urban area funded under local, state, federal, and Title 23 and Federal Transit Acts. The Illustrative TIP shall cover a period of four years and shall be financially constrained.

All transportation projects, or identified phases of a project, (including pedestrian facilities, bicycle transportation facilities, transportation alternatives program projects, para-transit plans and those projects that implement the plans, shall include descriptive material to identify the project or phase, estimated total cost, proposed source of federal and non-federal funds, identification of the recipient/sub-recipient, and state and local agencies responsible for carrying out the project.

As part of the consultation process, TTCI will inform eligible governmental implementing agencies of the TIP process, including time schedules and review processes. TTCI will request project lists from all implementing agencies, including MDOT, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, the local transit operator and non-motorized representative organizations within the planning area. TTCI will determine the project relationship to locally adopted plans as well as goals and objectives. It will maintain the Illustrative TIP as a priority list of projects including a financial plan.

The TTCI Illustrative TIP development process is as follows: TTCI will analyze all project submittals and provide recommendations to the TTCI Technical Committee for review and further recommendations to the Board. TTCI will prepare a draft Illustrative FY 2023 and FY 2020-2023 TIP. It will then revise the draft Illustrative FY 2023 and FY 2020-2023 TIP based on Technical Committee comments, as well as comments from Federal, state, and local agencies, addressing any deficiencies in order to maintain certification of the planning process, as part of MPO requirements. TTCI will finalize the project list and Illustrative FY 2023 and FY 2020-2023 TIP including costs and funding responsibilities. The final Illustrative TIP will be submitted to the TTCI Technical Committee and Board for approval. This process is similar to what current MPOs identify, disseminate, distribute, and implement with their respective TIPs. This process will also allow TTCI to analyze, review, and organize itself in adherence to FHWA and FAST

Act standards in preparation for Traverse City's MPO status and developing an official TIP document.

Products:

1. Monitor TIP projects and manage changes.
2. Update Committees on the status of Obligated Projects.

TTCI TIP Monitoring	
Source	MDOT/SPR
Amount	\$5,000
Staff Time (days)	TBD

Schedule to complete this task: Beginning of the 4th Quarter FY 23

Work Item 4.0 Transition towards MPO Designation

Purpose and Methodology:

TTCI will complete various MPO transitional activities in FY 2023. While waiting for 2020 Census data to be certified and the MPO designation process, the TTCI will engage in various transitional activities in Fiscal Year 2023 to further strengthen TTCI’s position as the MPO designation process begins to take place. Activities may be assisted by consultants, MDOT, and existing MPO’s as necessary. Local agencies that will be eligible to hold membership in the MPO will also be consulted and involved throughout the activities work in efforts to align partners and prepare for MPO designation.

Products: (As determined by the Timeline/Activities provided by MDOT, see Attachment A)

1. Review “TTCI Metropolitan Planning Organization Best Practices Report” completed by Borealis Strategic, LLC
2. Develop an MPO Transition Timeline
3. Prepare a draft of bylaws
4. Prepare a draft Memorandum of Understanding between local agencies and MPO
5. Determine the future MPO organizational structure
6. Prepare and execute Intergovernmental Agreements once eligibility is determined by 2020 Census results
7. Coordinate meetings with governing bodies for discussion and approvals

Attend training on Title VI, as made available TTCI TIP Monitoring	
Source	MDOT/SPR
Amount	\$5,000
Staff Time (days)	TBD

Schedule to complete this task: End of the 4th Quarter FY 23

Work Item 5.0 Data Collection, Travel Demand Model, Management and Analysis

Purpose and Methodology:

Data Base Collection, Coding, Analysis, Monitoring and Management: As the region transitions to an MPO, TTCI will continue to be responsible for coordinating, developing, and distributing a local traffic count program for the TTCI planning area, determining traffic data needs, conducting traffic counts, and collecting all recent traffic counts from local jurisdictions, MDOT, and others. The location and number of counts will be set up to fulfill Highway Performance Monitoring System (HPMS) efforts as well as maintain sufficient traffic counts for calibration of the travel demand model next update (housed and operated by MDOT).

Networks Northwest currently provides asset management services within the TTCI planning area and will continue to be responsible for them in FY 2023. TTCI will work closely with Networks Northwest in order to obtain and disseminate the condition of federal-aid eligible roads in the TTCI area.

Multi-Modal Infrastructure and Facilities: As part of the development of a long range plan, TTCI will perform an analysis of the existing transportation system needs. Part of this analysis would include an inventory of the existing transportation system including pavement and bridge conditions, transit and rail systems, airports, waterways/ports, non-motorized facilities, and commercial freight.

TTCI Travel Demand Model: TTCI will continue to participate with the MDOT Statewide and Urban Travel Analyses Section to maintain the TTCI travel demand model. This involves collecting roadway data on sample segments for the Highway Performance Monitoring System (HPMS) in the Traverse City urban area as required and requested by MDOT/FHWA/others. TTCI will approve input data from MDOT for the travel demand model as necessary. This process is reflective of small MPO's procedures in preparation for development of their Long Range Plans. After the anticipated designation has been assigned the travel demand model developed for the Traverse City urban area will require an update to provide a better foundation for the MPO required activities, as opposed to constructing a new travel demand model.

TTCI Board approved projects: In order to help foster, encourage, and procure regional cooperation the TTCI must be able to demonstrate to their constituent's actual products regarding the complex transportation issues facing the region. Efforts to transition to an MPO will include inviting other MPOs to TTCI meetings to learn their best management practices. In addition, TTCI will host a public event outlining current and upcoming Act 51 agency projects.

Products:

1. Continuation of compilation and evaluation of data regarding socio-economic/environmental justice characteristics within TTCI planning area.
2. Approval and distribution of other model components as deemed necessary by FHWA regulations, MDOT, and TTCI.
3. Collect and provide MDOT SUTA local agency traffic counts.
4. Compile and inventory and assessment of small MPOs in Michigan to use as a resource for transitioning to an MPO.

TTCI Data Collection & Travel Demand Model Funding	
Source	MDOT/SPR
Amount	\$3,000
Staff Time (hours)	TBD

Schedule to complete this task: 4th Quarter FY 23

TTCI FY 2023 Budget Summary

Work Item	Estimated FY 2023 Cost
1.0 PPP and General Administration	\$7,000.00
2.0 FY 2023 UWP	\$3,000.00
3.0 Manage TIP	\$5,000.00
4.0 MPO Transitional Activities	\$5,000.00
5.0 Data Collection and TDM	\$3,000.00
TOTAL FY 2023 SPR Funding	\$23,000.00

Attachment A

Steps/Activities for Traverse City MPO Designation

- o **Sept. 30, 2021**
The U.S. Census releases 2020 population statistics for congressional redistricting.
- o **Late 2022**
The Census Bureau will publish a Federal Register notice announcing the qualifying urban areas based on the results of the 2020 Decennial Census. FHWA office, HEPGIS, will provide urban area boundaries. MDOT-SUTA coordinates with the State Demographer and receives the delineation of new Urban Areas, and in coordination with TTCI, affirms the Census designated Urbanized Area (UA) boundaries, the Adjusted Urbanized Area (UZA) boundaries, and the Metropolitan Planning Area (MPA) for an MPO for the Traverse City area.
- o **Fall - Winter, 2022**
MDOT initiates discussions with TTCI and local officials to explain the background and responsibilities of an MPO, the federal law requiring their formation, and the options the MPO has regarding their organizational structure. This would be in the context of what currently and historically has been in place for transportation planning activities in the Traverse City/Grand Traverse Co. area.
- o **Winter - Spring 2023**
Local officials will take the lead in coordinating local efforts to create the MPO.
- o **Fall 2023**
MDOT, in cooperation from local officials, will submit a package to the Governor for official designation of the Traverse City MPO. The documents would include the local agencies and jurisdictions represented, a planning area map, MPO bylaws, and intergovernmental agreements.
- o **Winter 2023**
Governor approves designation of Traverse City area as a new MPO.
- o **April 15, 2024**
Statewide Urban Review ACUB Approval Letters can only be sent out once FHWA approves the new ACUB's.