



**MONTGOMERY METROPOLITAN
PLANNING ORGANIZATION**

OPERATIONS MANUAL for MPO Transportation Planning

Prepared for the

Montgomery Metropolitan Planning Organization

Montgomery Technical Coordinating Committee

Citizens Advisory Committee

CITY OF MONTGOMERY

March 2014

This manual is intended to provide guidelines for a transportation planning and programming process. It is anticipated, therefore, that changes will be needed from time to time and the manual will be periodically updated to reflect changes.

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PREFACE

The Transportation Planning Division for the Montgomery Urban Area is one which involves numerous elected officials, transportation professionals and citizens within the Autauga, Elmore, and Montgomery County Areas in order to qualify for federal transportation funds. These officials and professionals are involved in the decision-making process for federally funded transportation projects within the three-county Montgomery Urban Area through the following mechanisms:

- The Metropolitan Planning Organization (MPO) – A policy board composed primarily of elected officials who are responsible for transportation decisions and policy within their respective jurisdiction and area as a whole;
- The Technical Coordinating Committee (TCC) – A technical advisory committee composed of transportation professionals who are responsible for transportation recommendations within their respective jurisdictions and area as a whole; and
- The Citizens Advisory Committee (CAC) – A citizens advisory committee composed of citizens from their respective jurisdictions within the MPO Study Area who are responsible for transportation recommendations within their respective jurisdictions and area as a whole.

Federally funded transportation projects in the area typically involve joint local, state, and federal planning. The above committees function to review the transportation planning process within the area and make final decisions regarding the funding of transportation projects that are to be developed in the transportation planning process. In addition, these committees review and approve transportation plans and locally funded transportation projects as they relate to overall transportation development within the Montgomery MPO Area.

The purpose of this operations manual is to set forth a framework within which the MPO, TCC and CAC guide the transportation planning activities of the Montgomery MPO Area. A major focus of the manual is description of the process whereby transportation projects are advanced from planning to programmed projects, then to execution, consideration and approval of transportation projects by the MPO, TCC and CAC are detailed in this manual. The overall goal herein is an effective and orderly planning and programming procedure for the Montgomery MPO Area.

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SECTION I

INTRODUCTION

The Urban Transportation Planning process includes the operational procedures and working arrangements by which short- and long-range transportation plans and projects are conceived, evaluated and developed in a manner that will:

- 1) Assist decision-making agencies in determining appropriate courses of action in formulating capital improvement programs in anticipation of community needs;
- 2) Aid private individuals and groups in their planning decisions; and
- 3) Support joint (local, federal, state and private) funding decisions for transportation development projects.

The transportation planning program for the Montgomery MPO Area is given status by federal laws. One such law applies to MPO area highway project planning relating to the Federal Highway Administration (FHWA) and is found at 23 USC Section 134. Another law applies to mass transit project planning relating to the Federal Transit Administration and is found at 49 USC Section 1607. These federal laws were expanded in 1992 under the Intermodal Surface Transportation Efficiency Act (ISTEA), Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and currently Moving Ahead for Progress in the 21st Century (MAP-21). Despite the fact that these and other laws are involved, a unified concept and approach is espoused in all. That concept is that transportation projects in urbanized areas must be “based on a continuing, comprehensive transportation planning process carried on cooperatively by states and local communities.” This is commonly known as the “3-C process.”

Federal regulations further governing this process are found at 23 CFR 450 and 40 CFR 613. These are joint regulations applicable to both highway and mass transit planning. They require the development and maintenance of four important documents applicable to urbanized area project planning:

- 1) The Long Range Transportation Plan – an assessment of major thoroughfare improvement needs based on a twenty-year development forecast for the planning area. The Long Range Plan describes policies, strategies, and facilities or proposed changes in facilities for both highway and mass transportation projects for twenty years. It is prepared following a prescribed methodology to document the generation, distribution, and assignment of travel desires in the urbanized area. The Plan usually presents a range of alternates from which one option is endorsed by the MPO for implementation. This Plan is discussed further in Section II, but generally includes a 20-25 year forecast of travel demand within major corridors of the planning area accompanied by an adopted improvement plan to satisfy forecast demand. In addition to evaluation of the need for and economic viability of each alternate, the plan also considers fifteen federally prescribed factors which must be carefully studied with regard to project impact before a project can be approved. The fifteen factors are:
 - a) Preservation of existing transportation facilities;

- b) Consistency with federal, state, and local energy programs, goals, and objectives;
- c) Relief and prevention of congestion;
- d) Consistency with current land uses and land use development plans;
- e) Planning of transportation enhancement projects;
- f) Consideration of all transportation projects regardless of funding sources;
- g) Consideration of border crossings, access to ports, airports, intermodal facilities, freight distribution routes, national parks, recreation areas, monuments, and historic sites, and military installations;
- h) Connectivity of roads internal to and external to the Study Area;
- i) Transportation needs identified through the ISTEA management systems;
- j) Preservation of rights-of way;
- k) Freight movement enhancement methods;
- l) Life-cycle costing of bridges, tunnels, and pavement;
- m) Overall social, economic, energy, and environmental effects;
- n) Transit services expansion and enhancement methods, and
- o) Transit security capital investments.

2) A Congestion Management System Plan (CMSP) –

In 1993, the U.S. Department of Transportation directed all MPOs to develop a congestion management system, along with six other management systems. In 1995, Congress scaled back the ISTEA management system requirements, but left in place those relating to the CMSP of MPOs that are Transportation Management Areas (TMAs), urban areas with a population reaching 200,000. The deadline for full implementation of the CMS was moved back to September 30, 1997.

Regulation 23 CFR 500.503 defines the CMSP as “a systematic process that provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of persons and goods. A CMSP includes methods to monitor and evaluate performance, identify alternative actions, assess and implement cost-effective actions, and evaluate the effectiveness of implemented actions.”

The Alabama Department of Transportation (ALDOT) has given each of its TMAs guidelines on development of the CMSP. The first requirement is the formation of a CMSP committee to guide the implementation process. At the request of the ALDOT, the Montgomery MPO included the Safety Management System (SMS) as a component of the

committee, which is named the Congestion and Safety Management Committee and is a subcommittee of the TCC.

Another step includes definition of the transportation system, which will initially focus on roadways functionally classified as minor or principal arterials and major or minor collectors. Roadways within the Montgomery MPO boundaries fall under the committee's jurisdiction, but travel movement outside of the study area may impact the CMSP and need to be examined as well.

Other steps in the process include collecting data, identifying performance measures, evaluating existing and future traffic conditions, identifying and evaluating CMS strategies, developing the CMSP implementation plan, and developing a performance monitoring plan.

Strategies may include intelligent highway vehicle system (IHVS) methods, such as variable message signs, better traffic signal coordination, better traffic monitoring, and better incident response. They may also include travel demand management (TDM) methods, such as encouraging use of carpools and vanpools, transit, bicycling and walking, flextime work schedules, compressed work week, and telecommuting.

The CMSP is a Plan designed to supplement and complement the Long Range Transportation Plan for the Urbanized Area. The particular transportation projects addressed in the CMSP are primarily designed to increase capacity, improve traffic flow and transit operations, and provide safety enhancements to the overall transportation system of the Area.

The CMSP document will be developed and reviewed periodically. It will be compiled by the Congestion Management TCC Subcommittee which will work in cooperation with the Central Alabama Regional Planning Commission, the three county engineering departments, and area TCC representatives from each of the incorporated areas, and the Alabama Department of Transportation.

Once the draft has been developed, it will be submitted to both the TCC and the general public for review and comment before being submitted to the MPO for adoption. Development timing of the CMP will insure that the CMP for the Montgomery Urbanized Area will be developed and adopted prior to annual TIP adoption or amendment which it supports.

- 3) The Unified Planning Work Program (UPWP) – which contains the planning projects, participating agencies, and funding support for the transportation planning program that is to be conducted within a prescribed fiscal year for the planning area. The UPWP development and maintenance procedures for the Montgomery Urban Area (Autauga, Elmore and Montgomery Counties) are described in Section III; and
- 4) The Transportation Improvement Program (TIP) – which is a staged four year program of improvement projects scheduled for implementation. It must be consistent with either the Long Range Plan or CMS Plan and must include an annual element (AE) containing those projects the MPO has programmed for implementation during the current fiscal year. All transportation projects which will require federal funding must be included in order to be eligible for funding during the current fiscal year. The TIP is discussed in detail in Section IV of this Operations Manual.

The above outlined transportation, planning, and programming procedures are managed by a Metropolitan Planning Organization (MPO) with the supporting technical assistance of a Technical Coordinating Committee (TCC). The MPO is made up of officials from the units of general-purpose local governments in the urbanized area and serve as the policy-making body which carries out the process, in cooperation with the Alabama Department of Transportation. The MPO for the Montgomery area currently operates through formal agreement established in April 1992.

A copy of this agreement is included in the Appendix. The MPO organization and operation are detailed in Section VI of this Operations Manual. A Technical Coordinating Committee (TCC) serves as an advisory committee to the MPO. The TCC function is discussed in detail in Section V of this Operations Manual.

In addition to responsibility for the management of the transportation planning and programming process, the MPO is also responsible for the functional classification of highways in the urbanized area. By functionally classifying highways, certain more important roads can be made eligible for federal aid.

In summary, a transportation improvement project being considered for federal aid must be consistent with the planning and programming process. Such a federally funded project, therefore, must:

- a) Be functionally classified as collector or above,
- b) Be included in the Long Range or Congestion Management Plan, and
- c) Be included in the annual element of the Transportation Improvement Program.

The principle ingredients of this planning and programming process include:

- 1) The development and maintenance of a Unified Planning Work Program (UPWP) to support coordination and funding for the transportation process;
- 2) The development and maintenance of a comprehensive Long Range Transportation Plan;
- 3) The development and maintenance of a Congestion Management Plan (CMP) and operation impact assessment; and
- 4) The development and maintenance of a Transportation Improvement Program (TIP) – i.e., jointly funded projects that are to be developed from the planning process during the forthcoming three-year period and including an annual element (AE) or list of projects that are to be jointly funded during the first year.

This Operations Manual focuses on the procedural issues involved in developing and maintenance of the planning and project development activities of the transportation planning and programming process for the Montgomery Urban Area. Within this focus, planning and other prerequisites for federal funding are addressed in Section II, while Section III addresses the development, maintenance and key administrative issues involved with the UPWP. The

important aspects relative to the TIP are discussed in Section IV and the make-up and functions of the TCC and the MPO as they relate to the Montgomery Urban Area transportation planning and programming process are respectively addressed in Sections V and VI of this Manual.

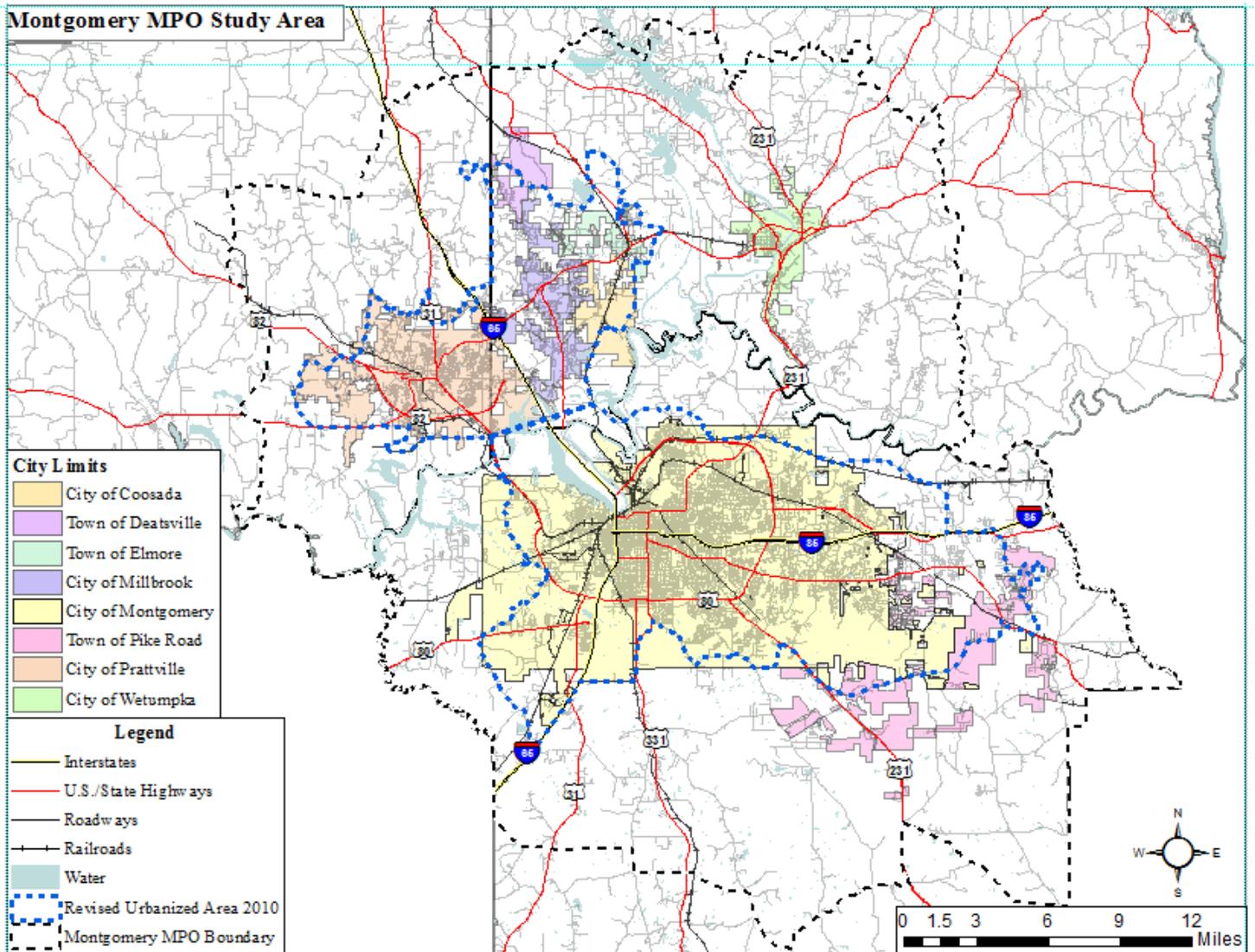
The geographic references of particular concern to the Montgomery Urban Area transportation planning process are presented on Exhibit 1-1 and include:

- 1) The three-county (Autauga, Elmore and Montgomery) Montgomery metropolitan statistical area (MSA);
- 2) The Montgomery urbanized area;
- 3) The Long Range Transportation Study Area;
- 4) The three-county road classifications of collector or above; and
- 5) The federal aid urban funding area.

These issues of the planning process are highlighted in this Manual since they are the key elements in the local, state and federal transportation planning process review and certification. That planning certification, in turn, is the general prerequisite to the receipt of federal and state financial assistance for planning as well as project development and implementation.

EXHIBIT 1-1

MONTGOMERY TRANSPORTATION PLANNING AND PROGRAMMING AREAS



SECTION II

FEDERAL FUNDING PREREQUISITES

A. Introduction

In order to obtain federal funding for transportation projects, there are several requirements that must be met before a project can be considered for programming – i.e., included in the TIP and committed to funding. These requirements include planning, and, in case of major systems improvements, designation on the official system map for the urbanized area. Transportation planning and system map designation for projects are each discussed below while project programming is addressed in subsequent sections of this Manual.

B. Transportation Planning

Transportation planning includes those processes which are designed to establish feasibility of a project(s). Planning is a prerequisite to a project's qualification for federal funding. Transportation plans describing policies, strategies and proposed facilities are required by federal regulation for all urbanized areas. In addition, these plans must be formulated according to specific requirements...i.e., 23 U.S.C. 134 and 49 U.S.C. 1607.

Transportation planning is generally divided into two broad segments:

1. Long Range Transportation Plan, and
2. Congestion Management Plan.

Long Range Transportation Plan

In general, the Long Range Transportation Plan supports significant increases in capacity within the major street network of an urbanized area. Particular types of projects in the plan include the addition of new lanes along major roadway segments that are in place and the construction of new major roadways. In addition, transit improvement projects which significantly increase the operational transit fleet are also included in the Long Range Plan.

Consideration for inclusion of a major transportation improvement project in the Long Range Plan is based on project justification criteria (volume/capacity ratio, etc.). Future traffic is identified in a computer model which provides travel projections. The model is developed and maintained by the Transportation Planning Division with assistance from the Alabama Department of Transportation. The model for the Montgomery urbanized area has been developed and is maintained through the following activities:

- 1) Socioeconomic Data – The Transportation Planning Division is responsible for the development, maintenance, and forecasting of socioeconomic data... i.e., population, dwelling units, school enrollment, employment, etc... for the Montgomery County portion of the study area. The Central Alabama Regional Planning and Development Commission is the agency responsible for these socioeconomic activities for the Autauga and Elmore County portions of the study area.

- 2) Traffic Counts – The Alabama Department of Transportation is responsible for the development and maintenance of traffic counts within the study area.
- 3) Travel Forecasting Model – The Transportation Planning Division is responsible for calibration and maintenance of the travel forecasting model using the socioeconomic and traffic count data provided above.

In order for a major transportation project (significant widening of a major street segment, the addition of a new highway, etc.) in the urbanized area to be included in the Long Range Plan, it must be:

- 1) Determined whether there are improvement options available other than road capacity expansion. If so, the project will be conducted as a major investment study, and noncapacity expansion options will be given priority consideration;
- 2) Tested with an up-to-date version of the above computerize travel model;
- 3) Reviewed by the TCC;
- 4) Undergo public involvement review and comment; and
- 5) Be adopted by the MPO.

The most recent Long Range Transportation Plan major update included the following major revisions:

- 1) Development of 404 Traffic Analysis Zones (TAZ's) based on 2010 Census boundaries;
- 2) Development of base year (2010) socioeconomic data;
- 3) Calibration of the base year travel forecasting model based on 2010 traffic counts;
- 4) Forecast of socioeconomic data to the year 2040 for each of the 404 TAZ's;
- 5) Evaluation of alternative highway networks based on 2040 travel forecasts.

C. Projects of Regional Significance

As prescribed by the Moving Ahead for Progress in the 21st Century (MAP-21) when major transportation projects are proposed which constitute a significant investment, it is important to consider all available transportation improvement options in order to conserve valuable resources, reduce pollution emissions, and provide minimal disruption to the environment and the community. Therefore, all projects which constitute significant investments in the local transportation infrastructure will first be evaluated to determine if non-capacity expansion alternatives exist. If so, a major investment study will be conducted to determine which of the available options will best meet the needs of the community. Specifically, each of the various quantifiable impacts will be forecast for each option according to standard modeling practices and a decision as to which option to implement will be made with these results in hand.

D. Functional Classification Maps

In addition to the Long Range and Congestion Management Plans that are prerequisite for Federal Transportation assistance, specific projects must also be included on the official functional classification and Urban Systems maps. These maps describe the specific streets and street segments which are eligible for federal aid funds.

Two copies of the official maps are signed by the Chairman of the MPO and the Director of the Alabama Department of Transportation. Once they have been appropriately signed, one reproducible copy is maintained by the Alabama Department of Transportation and the other by the Transportation Planning Division.

SECTION III

UNIFIED PLANNING WORK PROGRAM

A. Definition and Purpose:

The Unified Planning Work Program (UPWP) has been prepared to define the work tasks and anticipated funding requirements for the Montgomery Urban Area and Study Area for the Fiscal Year 2016, which covers the period October 1, 2015 to September 30, 2016. This document serves to inform public officials and agencies who contribute manpower and allocate funds to the transportation planning process of the proposed work program. In addition, the Unified Planning Work Program (UPWP) provides the budget for Federal, State, and local funding of transportation planning activities identified in the document.

Most traditional tasks are funded with Federal (PL) transportation planning funds. In metropolitan planning areas, planning funds are available from the Federal Transit Administration (FTA) (Section 5303) and the Federal Highway Administration (FHWA) (PL) to support transportation planning activities as required by FTA and FHWA regulations. The FTA Section 5303 funds have been combined with FHWA Planning funds, so all funds are in one amount and not separate. FHWA requires that capital purchases of \$5,000.00 or more be presented as a line item in the UPWP document, and that it be approved by FHWA through ALDOT prior to expenditure. Any single invoice purchase of \$1,500.00 or more, regardless of type, requires written approval by ALDOT prior to expenditure (ALDOT letter dated February 11, 2009).

The Unified Planning Work Program, as outlined in this document, contains the work tasks necessary for the program participants to conduct the necessary transportation planning activities for the Montgomery MPO Urban Area and Study Area.

The UPWP contains a brief description of each specific task, anticipated products, responsible agencies, sources, and amounts of funding. Also, herein included are tables summarizing amounts and sources of funds by task and how funds are to be spent. Any significant deviation from the work outlined in the UPWP requires a new public involvement review period, Citizens Advisory Committee review, Technical Coordinating Committee review, and the formal approval of the Metropolitan Planning Organization.

In developing the UPWP, the MPO is required to consider the SAFETEA-LU Planning Factors, retained in MAP-21 as the Scope of the Planning Process. The MPOs must consider projects and strategies that will:

B. Content:

The transportation planning activities included in the UPWP will primarily include all those activities for which federal or state financial assistance are to be sought. In addition, other planning activities will be included for information purposes only as well as such planning activities that might have multi-jurisdictional significance.

C. Development:

The UPWP for the Montgomery Urban Area will be drafted by the staff of the City of Montgomery Transportation Planning Division. Each May, the planning staff will prepare an initial draft of planning activities that are to be undertaken during the forthcoming fiscal year. The draft UPWP will be developed in a form consistent with the outline presented in Exhibit 3-1.

In preparing the draft UPWP, the MPO staff will:

- 1) Develop a proposed transportation planning program that is to be completed by the Division and/or with other agencies or consultant support;
- 2) Obtain input relative to area-wide transportation planning needs from:
 - a) Other City agencies including the Montgomery Area Transit Systems (MATS), the division of Planning Controls and Community Development; the departments of Traffic Engineering, Technical Services, Fire and Police;
 - b) The Central Alabama Regional Planning and Development Commission;
 - c) Known social service agencies in the urban area who are putting publicly funded transportation services for the elderly and handicapped;
 - d) The Montgomery Airport Authority;
 - e) The Alabama Department of Transportation; and
 - f) Other members of the Technical Coordinating Committee.

In submitting planning projects for consideration in the UPWP, each agency should provide project descriptions in accordance with the format presented in Exhibit 3-2. These forms should be prepared by the requesting agency and submitted to the MPO staff by the requested date, to ensure their inclusion in the preliminary document.

Once the draft UPWP has been developed, it will be circulated to the Alabama Department of Transportation and all other agencies which are identified in the document as potential funding sources. All comments received will then be attached to the draft UPWP document prior to its final endorsement.

D. Endorsements:

The major part of the finalization of the UPWP for any given fiscal year will be the TCC endorsement and MPO adoption of the preliminary document with attached comments. The preliminary UPWP is to be submitted to the TCC and MPO in accordance with the procedures established in Sections IV and V respectively. In these forums, the preliminary UPWP will be treated as any other business item.

The preliminary UPWP will be presented to the fourth fiscal quarter July meeting of the TCC and MPO. This scheduling should provide ample time for the development of formal grant

applications to proposed state and federal funding sources during the fourth and final quarter of the fiscal year and ensure early funding commitment.

E. Amendments

From time to time during the fiscal year that a particular UPWP is being implemented, other transportation planning activities of a high priority nature might arise. In these instances, such activities are to be submitted to the DPPT using the project form described in Exhibit 3-2. Subsequent to their submission, each project will be treated in the same manner as the initial draft UPWP and endorsed by the TCC and approved by the MPO in accordance with the operating rules described in Sections IV and V of this Manual.

F. Agreements

The MPO staff has entered into a continuous funding agreement with the Alabama Department of Transportation. The purpose of this agreement is to provide continuous federal and state financial assistance for UPWP projects. This assistance is available on a “pass through” basis pursuant to Section 8 of the amended Urban Mass Transportation Act and Section 112 of the amended Federal Highway Act. In addition, the DPPT will serve as the grantee for other planning agreements designed to secure financial support to conduct the activities of the annual UPWP. These will include, but not be limited to, grant agreements with all agencies of the Federal Department of Transportation including:

- 1) The Federal Transit Administration;
- 2) The National Highway Transportation Safety Administration;
- 3) The Federal Railway Administration;
- 4) The U.S. Coast Guard;
- 5) The Office of the Secretary;
- 6) The Federal Aviation Administration;
- 7) The Federal Highway Administration; and
- 8) Other transportation-related agencies as appropriate.

In other instances where the MPO staff is not the project implementing staff for a particular planning activity, a pass-through agreement will be developed between the MPO Staff or the City of Montgomery (the grantee) and the local implementing agency. This will assure that the highest degree of coordination is achieved for all significant transportation planning activities and that the project is executed in the most effective manner possible without duplication of any planning activities.

EXHIBIT 3-1

UNIFIED PLANNING WORK PROGRAM OUTLINE

UPWP Tasks

| | | |
|------------|--|----|
| 1.0 | General Administration | |
| 1.1 | Administration | 6 |
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EXHIBIT 3-2

UNIFIED PLANNING WORK PROGRAM

UPWP TASK

TITLE OF TASK

SUBTASK TITLE

Objectives

Previous Work

Proposed Work

Product

Staffing

Schedule/Timeline

Financial Responsibility

SECTION IV

TRANSPORTATION IMPROVEMENT PROGRAM

A. Definition and Purpose

The Transportation Improvement Program (TIP) is a document that describes the specific transportation development projects that are to be undertaken during the forthcoming four-year period. The “Annual Element” sets forth the specific transportation development projects that are to be undertaken in the urban area during the forthcoming fiscal year – i.e., October 1 through September 30.

The purpose of the TIP is to provide a program of transportation development projects within the Urban Area that is consistent with the planning process. In this respect, it is a parallel document to the UPWP. The UPWP defines the transportation planning program, while the Annual Element of the TIP describes the transportation programming activities that are to be undertaken during the next fiscal year so that federal aid transportation projects can be implemented in the most effective manner possible.

The Annual Element of the TIP also provides the prerequisite for state and federal financial assistance participation in that it serves as a preapplication notice of intent to apply for funds during the forthcoming fiscal year. For this reason, it is important that all transportation development projects (post-planning projects) that are to be undertaken during the next fiscal year contain project specific information with regard to:

- 1) The purpose and nature of work to be undertaken;
- 2) The proposed local, state and federal funding sources and amounts;
- 3) Specific activities that various agencies are expected to undertake;
- 4) Anticipated target dates for project completion; and
- 5) Category of federal/state funding source – i.e., Interstate Maintenance, Bridge, Safety, Discretionary STP, Dedicated STP, Innovative, Enhancement, Transit (9, 18, Or 16), State only, local, etc.

B. Development

The TIP for the Montgomery Area will be drafted by the staff of the City of Montgomery; Transportation Planning Staff. The TIP will be developed in a format consistent with the outline presented in Exhibit 4-1.

In preparing the draft TIP, the MPO staff will obtain input from:

- 1) City agencies including the Montgomery Area Transit System (MATS), the division of Planning Controls and Community Development, the departments of Traffic Engineering, Technical Services, Fire and Police;

- 2) The Central Alabama Regional Planning and Development Commission;
- 3) Known social service agencies in the urban area who are providing publicly funded transportation services for the elderly and handicapped;
- 4) The Montgomery Airport Authority;
- 5) The Alabama State Department of Transportation; and
- 6) Other members of the Technical Coordinating Committee.

In submitting proposed transportation development projects for consideration in the TIP, each agency should provide project descriptions in accordance with the project description form presented in Exhibit 4-2. These forms should be prepared by the appropriate agency and submitted to the DPPT by the requested date to insure inclusion in the preliminary TIP document.

Proposed project funding is a key ingredient to the success of TIP projects and should be clearly indicated on the TIP Project Information Form.

The primary focus of the TIP will be on projects that are to contain federal and/or state funding assistance. Therefore, it is important especially for projects that are submitted as part of the annual element that they reflect realistic estimates of available funds. In addition, projects must be supported by evaluation of anticipated performance and cost estimates through analysis in the Long Range Plan development process and in the Congestion Management Plan.

The preliminary TIP will be presented to the fourth fiscal quarter meeting (July – September) of the TCC and MPO. This scheduling should provide ample time for the development of formal grant applications to proposed state and federal funding sources during the fourth and final quarter of the fiscal year and ensure early funding commitment for transportation improvements. The preliminary document will also be subjected to the public participation process in accordance with the MPO policy on Public Involvement.

C. Applicable Funding Sources

As a result of the last transportation reauthorization law, ISTEA, funding for transportation improvement projects for highways now falls into several new categories. Transit funding categories have remained substantially the same with the exception that, at the discretion of the MPO, certain dedicated highway funds can be shifted to transit categories for use in funding transit projects. The new highway funding categories are as follows:

Innovative Projects – these projects are designated by U.S. Congress

Interstate Maintenance – these are selected/implemented by State

National Highway System – State selected/implemented

Bridge – State selected/implemented

Safety – State selected/implemented

Discretionary STP – State selected/implemented

Dedicated STP – these projects are in areas over 200,000 population

Enhancement – State selected/State or locally implemented

D. Prioritization of Projects

Projects within the Annual Element of the TIP will be prioritized according to merit of the project from a technical basis and the relative need of each project in relation to all others in the TIP based on ranking by the MPO members as decision-makers. Technical merit considerations will include travel forecasting results and cost-benefit analysis. MPO prioritization will consider relative need for each transportation system improvement in relation to all others needed and availability of funding.

Quarterly reports of funding of projects by jurisdictional area will be provided to the Projects Subcommittee of the TCC. These reports will be prepared to disclose the presence or absence of geographic funding equitability at each jurisdictional level in the Study Area.

E. Amendments

From time to time during the fiscal year that a particular TIP is being implemented, other transportation development projects of a high priority might arise. In these instances, such projects are to be submitted to the DPPT using the project form described on Exhibit 4-2. Subsequent to their submission, each project will be treated in the same manner as those of the initial draft TIP, endorsed by the TCC and approved by the MPO in accordance with their operating rules described in Sections V and VI of this Manual.

F. Agreements

The agreements for the implementation of the Montgomery Urban Area TIP will typically include:

- 1) Grant applications and contracts between the project implementing agency and the state and/or federal agency providing project assistance funding; and
- 2) Design and construction contracts with other parties conducting project development work.

Except in the case of Montgomery Area Transit System (MATS) and Montgomery Area Paratransit Program (MAP), the implementing agency will be responsible for developing and executing all grant, design and construction agreements. In addition each project implementing agency will be responsible for developing and maintaining project files in accordance with applicable federal and state grant regulations and sound business practices. Copies of all project-related agreements and major funding correspondence are to be provided to the Division of Planning, Programming and Transportation for use in tracking and reporting on project progress.

Where a MATS or MAP transportation development project is concerned, the DPPT will develop and administer the grant agreement(s) for capital and operating projects. All project implementation agreements necessary to execute a particular project – i.e., purchase equipment, operate the system, etc. – will be developed and maintained by MATS in accordance with applicable federal and state regulations.

EXHIBIT 4-1
TRANSPORTATION IMPROVEMENT PROGRAM
OUTLINE

Introduction

Dedicated Surface Transportation Projects

Public Transportation Projects

Innovative Projects

Interstate Rehabilitation Projects

Bridge Replacement Projects

National Highway System Projects

Discretionary Surface Transportation Projects

Safety Projects

Enhancement

Local Interest Projects

Summary of Funding

EXHIBIT 4-2



MONTGOMERY METROPOLITAN
PLANNING ORGANIZATION

Project Development Form (for Proposed TIP Projects)

Sponsor: _____

Location (Road/Highway): _____

Cross Street (from): _____

Cross Street (to): _____

Project Description: _____

Distance: _____ miles

Project Summary (check all that apply):

Widen to State standards

Replace bridge

Replace/extend culvert

Corridor Study

Replace/upgrade signalization

Signage

Add turn lanes

Sidewalk(s)

Other _____

Add lanes

Correct drainage

Resurface

Railroad crossing upgrade

Add signalization

Build new road

Bicycle (Signs/Lanes)

Project Scope Estimates (expressed in total dollars): _____ Start Date (Month/Day/Year)

PE: \$ _____

UT: \$ _____

RW: \$ _____

CN: \$ _____

Traffic counts expressed as AADT (location, date): _____

Accident data: _____

Bridge sufficiency rating (if applicable): _____

Lanes before: _____ Lanes after: _____

Local Matching Funds Dollar Amount: \$ _____

Work to be performed by: _____

Please provide a project location map. Also, please attach additional pages as needed.

SECTION V

TECHNICAL COORDINATION COMMITTEE

A. Purpose and Role

The purpose of the Montgomery Area Technical Coordinating Committee (TCC) is to develop and review transportation plans and development projects within the Montgomery Urban Area from a professional perspective and advise the MPO as to the technical merit of such plans and projects. The Montgomery Urban Area TCC is a forum of transportation professionals drawn from Autauga, Elmore, and Montgomery counties and from super jurisdictional agencies. The primary goals of this forum are to assure that:

- 1) The technical aspects of the transportation planning process are conducted in the most coordinated and comprehensive manner possible;
- 2) Federal transportation funds are committed to various transportation activities in the most effective manner; and
- 3) Transportation project development resources within the Montgomery Urban Area are committed in the most effective manner possible and in keeping with the transportation plans of the area.

It must be emphasized that the TCC for the Montgomery Urban Area is a professional transportation advisory committee to the MPO. The MPO serves as the decision-making body relative to multi-jurisdictional transportation issues within the Montgomery Urban Area.

B. Business Activities

The business of the TCC will be directed primarily to:

- 1) The consideration of federally funded planning activities that are to be included in the UPWP brought forward either through the development of the annual document or through amendment to the annual document; and
- 2) The consideration of federally funded transportation development projects to be included in the TIP either through the annual document or amendment to the annual document.

The TCC will also review the status of transportation planning activities set forth in the current UPWP as well as the status of transportation development projects set forth in the current Annual Element of the TIP. In addition, the TIP will address other significant issues as they might relate to transportation developments within the Montgomery Urban Area.

C. Membership

The membership of the TCC (Exhibit 5-1) is to include the professional representatives of the various offices which deal with the day-to-day administration, planning, development, and operation of transportation facilities within the Montgomery Urban Area. Membership must be approved by the MPO.

The membership shall consist of office/agency designations and the particular individual named will serve on the TCC only for the period that he/she serves the named office/agency.

As it becomes necessary to add or delete membership positions to the TCC, such action will be endorsed by the TCC and presented to the MPO for approval. This endorsement and approval will not be necessary when a new person fills a position that carries membership responsibility.

D. Officers

A chairman will be the only officer of the TCC. He/she will be Director of Planning for the City of Montgomery and will provide the following functions for the TCC:

- 1) Preside over meetings;
- 2) Develop the preliminary annual UPWP document;
- 3) Develop the preliminary annual TIP document;
- 4) Receive and disseminate proposed amendments to the UPWP and TIP;
- 5) Keep minutes of TCC meetings;
- 6) Develop appropriate planning and project development status reports; and
- 7) Develop and disseminate meeting agenda and appropriate support material.

The senior transportation planner for the DPPT shall serve as chairman of the TCC in the chairman's absence.

E. Subcommittees

The TCC periodically establishes subcommittees to develop and carry out specific tasks as identified and supervised by the full Committee. The current subcommittees are as follows:

- 1) Mayor's Advisory Committee for Improved Accessibility – monitors handicapped demand response service with the aim of improving the system;
- 2) Congestion Management and Safety Committee – develops congestion management plan to alleviate congestion through non-capacity increase strategies;
- 3) Brokerage Development Committee – focuses on locating and developing sources of transportation for low-income groups;
- 4) Intermodal Freight Movement Planning Committee – focuses on identifying and removing impediments to freight movement within and through the Study Area; and
- 5) Intersection Analysis Study Committee – this committee is periodically used to assess performance of strategic intersections throughout the study area, and with the assistance of suitable consultants, makes recommendations to improve the functional efficiency and safety characteristics of these key intersections.

F. Meetings

Regular meetings of the TCC will be held at 10:00 AM on the third Tuesday semi-monthly i.e., November, January, March, May, July and September. In addition to regularly scheduled quarterly meetings, the TCC chairman will call special meetings if in his/her opinion sufficient business warrants. Special meetings may also be called by request of any two (2) members or the chairman of the MPO.

G. Agenda

The MPO staff will be responsible for developing an agenda for each regular or special meeting. The agenda will be mailed to each member at least one (1) week in advance of any meeting and will be accompanied by the preliminary minutes of the last TCC meeting and sufficient support material to allow the TCC to conduct its proposed business.

The agenda will be prepared in accordance with the following general outline:

- 1) Call to Order
- 2) Quorum Assessment
- 3) Introduction of Guests
- 4) Minutes Approval
- 5) TIP Amendments
- 6) Other regular business as needed
- 7) Project Status Report from ALDOT
- 8) New Business
- 9) Adjournment

H. Meeting Procedures

Roberts Rules of Order shall be the guide for conducting TCC business.

A quorum will consist of the presence of at least 51% of the voting membership or their proxy.

The reports section of the TCC agenda will be introduced by the chairman with a report on the current status of planning projects that are being conducted or coordinated by DPPT. In addition, reports of other transportation planning and development related issues will be included in the reports section in the general form of a round table discussion by committee members and guest as appropriate.

The business of the TCC will be conducted after all general reports have been heard. Such business will first consist of specific project actions outlined, called for and supported by the agenda and attachments. Actions will consist of appropriate motions to:

- 1) Recommend approval to the MPO;
- 2) Recommend rejection to the MPO; or

- 3) Recommend further evaluation.

As a committee, the TCC will then consider other specific project actions that were not included on the meeting agenda. The public forum section will then consider other business items to be brought before the TCC from anyone in attendance.

I. Minutes

Minutes of each TCC meeting will be developed and maintained by the MPO Staff. The format for the minutes will follow that of the agenda by heading and subheading listings.

J. Proxies

At the mutual consent of both individuals, a member of the TCC might assign his or her duties to a representative on a full-time or per-meeting basis. In either event, the assignment:

- 1) Cannot exceed the individual TCC member's tenure in job position or office;
- 2) Must be presented in writing to the TCC chairman at the time of designation with indication of duration.

**EXHIBIT 5-1
TECHNICAL COORDINATING COMMITTEE
MEMBER LIST 3/02/15**

Ms. Alfredo Acoff, Coordinator Phone: 242-6143
Environmental Technical Section ALDOT Fax: 269-0826
1409 Coliseum Blvd.
Montgomery, AL 36130-3050
Email: acoffa@dot.state.al.us

Ms. Terri Adams Phone: 242-5292
AL Dept. of Economic & Community Affairs Fax: 242-0552
P.O. Box 5690
401 Adams Avenue
Montgomery, AL 36103-5690
Email: terria@adeca.state.al.us

Mr. Locke (Bubba) Bowden Phone: 241-2910
Traffic Engineer Fax: 241-2414
City of Montgomery
P.O. Box 1111
Montgomery, AL 36101
Email: ibowden@montgomeryal.gov

Mr. Clint Andrews Phone: 223-7374
Federal Highway Administration Fax: 223-7325
9500 Wynnlikes Blvd
Montgomery, AL 36117-
Email: clint.andrews@fhwa.dot.gov

Mr. David Bufkin Phone: 361-3761
County Engineer, Autauga County Fax: 361-3762
511 West 4th Street
Prattville, AL 36067
Email: autaugaroaddept@juno.com

Ms. Gwen Carter Phone: 514-5988
Elmore Town Clerk Fax: 514-5778
P.O. Box 204
Elmore, AL 36025
Email: TownofElmore@aol.com

Mr. Lee Connor (Chris Christensen) Phone: 281-6938
Montgomery Association for Retarded Citizens Fax: 286-9102
527 Buckingham Drive
Montgomery, AL 36116
Email: marcl@mindspring.com

**EXHIBIT 5-1
TECHNICAL COORDINATING COMMITTEE
MEMBER LIST 3/02/15**

Mr. William E. (Bill) couch (non-voting)

Metropolitan Planning
Bureau of Transportation Planning
AL Dept. of Transportation
1409 Coliseum Boulevard, Rm C-101
Montgomery, AL 36103

Email: couchw@dot.state.al.us

Phone: 242-6439

Fax: 269-0827

Mr. Greg Clark

Central Alabama Regional Planning &
Development Commission
430 S Court St.
Montgomery, AL 36104

Email: gclark@carpdc.com

Phone: 262-4300

Fax: 262-6976

Mr. Joel Duke

City Planner
City of Prattville
101 West Main Street
Prattville, AL 36067

Email: jtduke@prattville.com

Phone: 361-3613

Fax: 361-3677

Mayor W. Clayton Edgar

Town of Deatsville
P.O. Box 220167
Deatsville, AL 36022

Phone: 230-0521

Fax: 264-7658

Mr. Wes Elrod (non-voting)

Multimodal Transportation (ALDOT)
1409 Coliseum Blvd., Rm. D-101
Montgomery, AL 36130

Email: elrodw@dot.state.al.us

Phone: 242-6244

Fax: 262-7658

Mr. Jerry Peters

City of Millbrook
P.O. Box 630
3391 Main Street
Millbrook, AL 36054

Phone: 285-6428

Fax: 285-6460

Mr. Frank Filgo, President

Alabama Trucking Association
660 Adams Avenue
Montgomery, AL 36104

Phone: 834-3983

Fax: 262-6504

EXHIBIT 5-1
TECHNICAL COORDINATING COMMITTEE
MEMBER LIST 3/02/15

Air Division Planning Branch
AL Dept. of Environmental Management
1400 Coliseum Boulevard
P.O. Box 3014-63
Montgomery, AL 36130-1463
Phone: 271-7878
Fax: 279-3044
Email: clg.adem.state.al.us

Mr. Robert Smith
Director of Planning
City of Montgomery, TCC Chairman
27 Madison, 2nd floor
Montgomery, AL 36104
Phone: 241-2218
Fax: 241-4431
Email: kgroves@montgomeryal.gov

Ms. Connie Hand
Town of Coosada
P.O. Box 96
5800 Coosada Road
Coosada, AL 36020
Phone: 285-3700
Fax: 285-3740
Email: coosada@bellsouth.net

Mr. John McCarthy
Traffic Engineering
103 North Perry Street
City of Montgomery, Room 226
P.O. Box 1111
Montgomery, AL 36101
Phone: 241-2754
Fax: 241-2326
Email: sharrison@montgomeryal.gov

Burnham Van Service
P.O. Box 2109654
Montgomery, AL 36121
Phone: 277-1473
Fax: 241-2326
Email: robinsm@mindspring.com

Mr. Stuart Manson
Asst. Traffic Engineer
City of Montgomery
P.O. Box 1111
Montgomery, AL 36101
Phone: 241-2910
Fax: 241-2414
Email: smanson@montgomeryal.gov

**EXHIBIT 5-1
TECHNICAL COORDINATING COMMITTEE
MEMBER LIST 3/02/15**

Mr. Kelvin Miller, General Manager Phone: 240-4012
MATS/MAP Fax: 262-7366
2318 West Fairview
Montgomery, AL 36108
Email: TimOmic@MontgomeryTransit.com

Dr. Emmanuel Oranika Phone: 242-6091
Transportation Planning Bureau Fax: 269-0827
AL Dept. of Transportation
1409 Coliseum Boulevard, Rm. D-101
Montgomery, AL 36130
Email: oranikae@dot.state.al.us

Mr Patrick Dunson Phone: 241-2732
City Engineer Fax: 241-2266
City of Montgomery
25 Washington Ave, 3rd Floor
P.O. Box 1111
Montgomery, AL 36101
Email: pdunson@montgomeryal.gov

Mr. Phil Perry (non-voting) Phone: 281-5040
Airport Authority Fax: 281-5041
4445 Selma Highway
Montgomery, AL 36108
Email: executive-director@montgomeryairport.org

Mr. Kenneth White Phone: 284-5320
Town of Pike Road Fax: 280-2104
1144 Meriwether Road
Pike Road, AL 36064
Email: pikerd@bellsouth.net

Mr. Chris Conway Phone: 241-2695
Director of Public Works Fax: 241-2616
City of Montgomery
P.O. Box 1111
Montgomery, AL 36101
Email: cconway@montgomeryal.gov

EXHIBIT 5-1
TECHNICAL COORDINATING COMMITTEE
MEMBER LIST 3/02/15

Mr. Richie Beyer Phone: 567-1163
Elmore County Engineer Fax: 567-1100
155 County Shop Road
Wetumpka, AL 36092
Email: elmoreengr@mindspring.com

Mr. Stanley Biddick, Engineer Phone: 241-8532
6th Division, AL Dept. of Transportation Fax: 263-2599
P.O. Box 8008
1525 Coliseum Boulevard
Montgomery, AL 36110
Email: stonec@dot.state.al.us

Ms. Marilyn DeFee Phone: 361-3782
Autauga County Rural Transportation Program Fax: 361-3724
163 West 5th Street
Prattville, AL 36067
Email: acrt@mindspring.com

Mr. Tommy Tyson Phone: 241-2725
Land Use Controls Administrator Fax: 241-2017
City of Montgomery
P.O. Box 1111
Montgomery, AL 36101
Email: ttyson@montgomeryval.gov

Mr. David Robison Phone: 567-5147
City of Wetumpka Fax: 567-1307
P.O. Box 480
212 South Main Street
Wetumpka, AL 36092

Mr. George Speake Phone: 832-4950
Montgomery County Engineer Fax: 832-2547
P.O. Box 1667
100 South Lawrence Street
Montgomery, AL 36192
Email: georgespeake@mc.ala.org

EXHIBIT 5-2

MONTGOMERY TECHNICAL COORDINATING COMMITTEE (TCC)

PROXY

Date: _____

I, the undersigned, hereby acknowledge that I am a voting member of the Montgomery MPO Technical Coordinating Committee and that the person designated below has the authority to vote for me at the (date) _____ TCC Meeting.

This ballot must be presented to the Secretary no later than three (3) days in advance of the date of the TCC Meeting or handed to the TCC Chairman prior to the start of the meeting.

NAME OF THE DESIGNATED VOTER: (please print)

NAME OF THE ABSENTEE VOTER: (please print)

Signature of Absentee voter: _____

SECTION VI

CITIZEN ADVISORY COMMITTEE (CAC)

A. Purpose and Role

The purpose of the Montgomery Area Citizens Advisory Committee (CAC) is to develop and review transportation plans and development projects within the Montgomery Urban Area from a citizen perspective and advise the MPO as to the merit of such plans and projects. The Montgomery Urban Area CAC is a forum of citizens from Autauga, Elmore, and Montgomery municipalities and/or counties. The primary goals of this forum are to assure that:

- 1) The aspects of the transportation planning process are presented to the public in the most coordinated and comprehensive manner possible;
- 2) Federal transportation funds are committed to various transportation activities in the most effective manner; and
- 3) Transportation project development resources within the Montgomery Urban Area are committed in the most effective manner possible and in keeping with the transportation plans of the area.

It must be emphasized that the CAC for the Montgomery Urban Area is a citizen advisory committee to the MPO. The MPO serves as the decision-making body relative to multi-jurisdictional transportation issues within the Montgomery Urban Area.

B. Business Activities

The business of the CAC will be directed primarily to:

- 1) The consideration of federally funded planning activities that are to be included in the UPWP brought forward either through the development of the annual document or through amendment to the annual document; and
- 2) The consideration of federally funded transportation development projects to be included in the TIP either through the annual document or amendment to the annual document.

The CAC will also review the status of transportation planning activities set forth in the current UPWP as well as the status of transportation development projects set forth in the current Annual Element of the TIP. In addition, the TIP will address other significant issues as they might relate to transportation developments within the Montgomery Urban Area.

C. Membership

The membership of the CAC (Exhibit 5-1) is to include citizens from each municipality and county. Membership must be approved by the MPO.

As it becomes necessary to add or delete membership positions to the CAC, such action will be endorsed by the CAC and presented to the MPO for approval. This endorsement and approval will not be necessary when a new person fills a position that carries membership responsibility.

D. Officers

A chairman will be the only officer of the CAC. He/she will provide the following function for the CAC: preside over meetings;

It is the duty of the MPO Staff to perform the following functions and present them to the CAC prior to each meeting:

- 1) Develop the preliminary annual UPWP document;
- 2) Develop the preliminary annual TIP document;
- 3) Receive and disseminate proposed amendments to the UPWP and TIP;
- 4) Keep minutes of CAC meetings;
- 5) Develop appropriate planning and project development status reports; and
- 6) Develop and disseminate meeting agenda and appropriate support material.

The senior transportation planner for the MPO Staff shall serve as chairman of the CAC in the chairman's absence.

E. Meetings

Regular meetings of the CAC will be held at 2:00 PM on the third Tuesday semi-monthly i.e., November, January, March, May, July and September. In addition to regularly scheduled quarterly meetings, the TCC chairman will call special meetings if in his/her opinion sufficient business warrants. Special meetings may also be called by request of any two (2) members or the chairman of the MPO.

F. Agenda

The MPO staff will be responsible for developing an agenda for each regular or special meeting. The agenda will be mailed to each member at least one (1) week in advance of any meeting and will be accompanied by the preliminary minutes of the last CAC meeting and sufficient support material to allow the CAC to conduct its proposed business. The agenda will be prepared in accordance with the following general outline:

- 1) Call to Order
- 2) Quorum Assessment
- 3) Introduction of Guests
- 4) Minutes Approval
- 5) TIP Amendments

- 6) Other regular business as needed
- 7) Project Status Report from ALDOT
- 8) New Business
- 9) Adjournment

G. Meeting Procedures

Roberts Rules of Order shall be the guide for conducting TCC business. A quorum will consist of the presence of at least 51% of the voting membership or their proxy.

The reports section of the CAC agenda will be introduced by the chairman with a report on the current status of planning projects that are being conducted or coordinated by MPO staff. In addition, reports of other transportation planning and development related issues will be included in the reports section in the general form of a round table discussion by committee members and guest as appropriate.

The business of the CAC will be conducted after all general reports have been heard. Such business will first consist of specific project actions outlined, called for and supported by the agenda and attachments. Actions will consist of appropriate motions to:

- 1) Recommend approval to the MPO;
- 2) Recommend rejection to the MPO; or
- 3) Recommend further evaluation.

As a committee, the CAC will then consider other specific project actions that were not included on the meeting agenda. The public forum section will then consider other business items to be brought before the CAC from anyone in attendance.

H. Minutes

Minutes of each CAC meeting will be developed and maintained by the MPO Staff. The format for the minutes will follow that of the agenda by heading and subheading listings.

I. Proxies

At the mutual consent of both individuals, a member of the CAC might assign his or her duties to a representative on a full-time or per-meeting basis. In either event, the assignment:

- 1) Cannot exceed the individual CAC member's tenure in job position or office;
- 2) Must be presented in writing to the CAC chairman at the time of designation with indication of duration.

**EXHIBIT 6-1
CITIZEN ADVISORY COMMITTEE
MEMBER LIST 03/03/15**

| Name | | Represent | Represent | Montgomery |
|----------|------------|------------|------------|------------|
| First | Last | City | County | District |
| Crews | Reaves | Montgomery | - | 1 |
| Ruth | Ott | Montgomery | - | 1 |
| Wille | Durham | Montgomery | - | 2 |
| Robert | Taylor III | Montgomery | - | 2 |
| Vacant | Vacant | Montgomery | - | 3 |
| James | Brown | Montgomery | - | 4 |
| Vacant | Vacant | Montgomery | - | 4 |
| Edward | Stevens | Montgomery | - | 5 |
| Theodore | White | Montgomery | - | 5 |
| Gracie | Stroud | Montgomery | - | 6 |
| Valeria | Harman | Montgomery | - | 7 |
| Vacant | Vacant | Montgomery | - | 7 |
| David | Martin | Montgomery | - | 8 |
| Augustus | Townes Jr. | Montgomery | - | 8 |
| Darrel | Warner | Montgomery | - | 9 |
| Tom | Albrecht | Montgomery | - | 9 |
| Vacant | Vacant | Coosada | - | - |
| Vacant | Vacant | Millbrook | - | - |
| Vacant | Vacant | Prattville | - | - |
| Vacant | Vacant | Prattville | - | - |
| Vacant | Vacant | Wetumpka | - | - |
| Vacant | Vacant | | Autauga | - |
| Charles | Rowe | | Elmore | - |
| Rick | Beauchamp | | Elmore | - |
| Rodger | Burnette | | Montgomery | - |

EXHIBIT 5-2

CITIZEN ADVISORY COMMITTEE (CAC)

PROXY

Date: _____

I, the undersigned, hereby acknowledge that I am a voting member of the Montgomery MPO Citizens Advisory Committee and that the person designated below has the authority to vote for me at the (date) _____ CAC Meeting.

This ballot must be presented to the Secretary no later than three (3) days in advance of the date of the CAC Meeting or handed to the CAC chairman prior to the start of the meeting.

NAME OF THE DESIGNATED VOTER: (please print)

NAME OF THE ABSENTEE VOTER: (please print)

Signature of Absentee voter: _____

SECTION VII

METROPOLITAN PLANNING ORGANIZATION

A. Purpose and Role

The purpose of the Montgomery Area Metropolitan Planning Organization (MPO) is to approve transportation plans and development projects within the Montgomery Urban Area from an elected or appointed official perspective based on the technical merit and political reality of such plans and projects. The Montgomery Urban Area MPO is a forum of elected and appointed officials who are drawn from Autauga, Elmore, and Montgomery counties. The primary goals of this forum are to assure that:

- 1) The transportation planning process is conducted in the most coordinated and comprehensive manner possible;
- 2) Federal transportation funds are committed to various transportation activities in the most effective manner; and
- 3) Transportation project development resources within the Montgomery Urban Area are committed in the most effective manner possible and in keeping with the transportation plans of the area.

It is emphasized that the TCC (Section V) for the Montgomery Urban Area is a professional transportation advisory committee to the MPO. The MPO serves as the decision-making body relative to multi-jurisdictional transportation issues within the Montgomery Urban Area.

B. Business Activities

The business of the MPO will be directed primarily to:

- 1) The consideration of federal and state funded planning activities that are to be included in the UPWP brought forward either through the development of, or amendment to, the annual document; and
- 2) The consideration of federally and state funded transportation development projects to be included in the TIP either through annual document development or amendment to the annual document.

The MPO will also review the status of transportation planning activities set forth in the current UPWP as well as the status of transportation development projects set forth in the current TIP and Annual Element. In addition, the MPO will address other significant issues as they might relate to transportation developments within the Montgomery Urban Area.

C. Membership

The membership of the MPO includes the elected/appointed officers indicated in Exhibit 6-1. This membership is designed to include the spectrum of public decision-makers within the Montgomery Urban Area and was formally approved by all affected governmental bodies with

concurrence of the Governor. The membership shall consist of office or agency designations and the particular individual named will serve on the MPO only for the period that he or she serves the office or agency named.

The addition or deletion of voting members to the MPO will require formal approval by all affected governmental bodies and concurrence of the Governor. The MPO may add or delete non-voting members as it deems appropriate.

D. Officers

The officers of the MPO shall consist of a chairman, vice-chairman and secretary. The chairman of the Montgomery MPO shall be elected by majority vote of the membership. Once elected he or she shall serve as chairman for the duration of his or her tenure in this publicly elected or appointed office or until such time as he or she resigns as chairman. The duties of the chairman shall include presiding over MPO meetings.

The vice-chairman of the MPO shall also be elected by majority vote of the membership. Once elected he or she too shall serve as vice-chairman for the duration of his or her tenure in this publicly elected or appointed office or until such time as he or she resigns as vice-chairman. The duties of the vice-chairman shall be the same as those of the chairman in the chairman's absence.

The secretary of the MPO shall serve as an ex-officio member and will be the director of the Transportation Planning Division. In the absence of the director, the senior transportation planner for the Transportation Planning Division shall perform the duties of secretary to the MPO. The duties of the MPO secretary will include:

- 1) Develop the preliminary and final annual UPWP document;
- 2) Develop the preliminary and final TIP document;
- 3) Coordinate UPWP and TIP amendment requests;
- 4) Keep minutes of MPO meetings;
- 5) Develop appropriate planning and project development status reports; and
- 6) Develop and disseminate meeting agendas and appropriate support material.

Since the secretary is a staff position serving on an otherwise elected/appointed board (the MPO), his or her vote shall hereby be rendered by permanent proxy to the chairman of the Montgomery City Planning Commission.

E. Agenda

The MPO staff will be responsible for developing an agenda for each regular or special meeting. The agenda will be mailed to each member at least one (1) week in advance of any meeting and will be accompanied by the preliminary minutes of the last MPO meeting and sufficient support material to allow the TCC to conduct its proposed business.

The MPO agenda will be prepared by the secretary and distributed to members and guests at the time of the MPO meeting. The agenda will be prepared in accordance with the following general format:

- 1) Call to Order
- 2) Quorum Assessment
- 3) Introduction of Guests
- 4) Minutes Approval
- 5) TIP Amendments
- 6) Other regular business as needed
- 7) Project Status Report from ALDOT
- 8) New Business
- 9) Adjournment

F. Meeting Procedures

Roberts Rules of Order shall be the guide for conducting MPO business. A quorum will consist of the presence of at least 51% of the voting membership or their proxy.

The reports section of the MPO agenda will first consist of a report from the secretary on the current status of planning projects that are being conducted or coordinated by the DPPT. A project development status report will then be given by the Alabama Department of Transportation member of the MPO followed by reports of other transportation planning and development related issues.

The business of the MPO will be conducted in two (2) parts – i.e., “scheduled” and “new” following all general reports. Scheduled business will consist of specific project actions outlined, called for and supported in the preliminary agenda and relating to the UPWP and TIP.

Specific items for transportation planning and project development that were not included in the preliminary MPO agenda but added at the request of MPO members will be considered next as new business.

As a committee, the MPO will then consider other specific project actions that were not included on the meeting agenda. As a committee, the MPO will also consider actions that were not necessarily appropriate for TCC consideration.

All MPO actions on business items will consist of an appropriate motion to:

- 1) Accept the recommendation of the TCC;
- 2) Reject the recommendation of the TCC; or
- 3) Direct the TCC to evaluate the matter further;
- 4) Approve or reject a motion properly brought before the MPO.

G. Minutes

Minutes of each MPO meeting will be developed and maintained by the MPO staff. The format for the minutes will follow that of the MPO agenda heading and subheading listings.

H. Proxies

At the mutual consent of both individuals, a member of the MPO may assign his or her duties to a representative on a full-time or per-meeting basis. In either event, the assignment:

- 1) Cannot exceed the individual MPO member's tenure in office; and
- 2) Must be presented in writing to the MPO secretary at the time of designation with indication of duration.

The chairman of the City of Montgomery Planning Commission will serve as permanent voting proxy for the secretary to the MPO when and even though both are in attendance at the MPO meetings.

I. Resolutions

While most actions of the MPO can appropriately be accomplished through consideration and adoption of a "motion," certain actions will require the consideration and adoption of a formal resolution. These actions include:

- 1) Adoption of the Annual UPWP (sample presented in Exhibit 6-4);
- 2) Adoption of the Annual TIP (sample presented in Exhibit 6-5); and
- 3) Annual Certification of the Montgomery Urban Area Transportation Planning process (sample presented in Exhibit 6-6).

EXHIBIT 7-1
Montgomery Metropolitan Planning Organization (MPO)
Board Membership (1-2015)

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Mr. Robert Smith, Jr., Secretary
Planning Director
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Mayor Connie Hand
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EXHIBIT 7-1
Montgomery Metropolitan Planning Organization (MPO)
Board Membership (1-2015)

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Ms. Abigail Rivera (nv)(TCC)
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Mr. Mark Bartlett (nv) ** See page 1.
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*Nv- non-voting

EXHIBIT 7-2

MONTGOMERY METROPOLITAN PLANNING ORGANIZATION

PROXY

Date: _____

I, the undersigned, hereby acknowledge that I am a voting member of the Montgomery MPO Policy Board and that the person designated below has the authority to vote for me at the (date) _____ MPO Meeting.

This ballot must be presented to the Secretary no later than three (3) days in advance of the date of the MPO Meeting or handed to the MPO chairman prior to the start of the meeting.

NAME OF THE DESIGNATED VOTER: (please print)

NAME OF THE ABSENTEE VOTER: (please print)

Signature of Absentee voter: _____

EXHIBIT 7-3

UPWP ANNUAL RESOLUTION

SAMPLE

Montgomery Metropolitan Planning Organization (MPO)
Adopting the Draft Fiscal Year 201_ Unified Planning Work Program as Prepared
by the Montgomery MPO Transportation Planning Staff

WHEREAS, the Montgomery Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134, and 135 (amended by MAP-21, Section 1201 and 1202, July 2012); 42 USC 2000d-1, 42 USC 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the U.S. Department of Transportation requires all urbanized areas, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Unified Planning Work Program as a condition for meeting the provisions of Title 23, U.S. Code, Section 134; and,

WHEREAS, consistent with the declaration of these provisions, the Montgomery Metropolitan Planning Organization Transportation Planning Staff, in cooperation with the Alabama Department of Transportation, has prepared a Final Unified Planning Work Program for Fiscal Year 201_; and,

WHEREAS, pursuant to its duties, functions, and responsibilities, the Montgomery Metropolitan Planning Organization (MPO) on this the 19th Day of March 201_, did review and evaluate the aforementioned 201_ Unified Planning Work Program, summarized on the attached pages; now,

THEREFORE BE IT RESOLVED by the Montgomery Metropolitan Planning Organization (MPO) that the same does hereby endorse and adopt said Draft *Fiscal Year 201_ Unified Planning Work Program* as written.

Charles Jinright, MPO Chairman

Date: March 19, 201_

ATTEST:

Robert E. Smith, MPO Secretary

EXHIBIT 7-4

SAMPLE

Montgomery Area MPO Resolution

To Adopt the Fiscal Years 201_-201_ Transportation Improvement Program (TIP)

WHEREAS, the U.S. Department of Transportation requires that transportation projects in the urbanized areas be included in a Transportation Improvement Program endorsed by the Metropolitan Planning Organization;

WHEREAS, the USDOT requires that the MPO consider issues identified through the public involvement process;

WHEREAS, notice will be published in newspapers of area-wide circulation and the draft *Fiscal Years 201_-201_ Transportation Improvement Program* and Comment Forms will be available at specified sites for a two (2) week public involvement period;

WHEREAS, the Metropolitan Planning Organization has adopted plans for future streets and highways, public transportation, and other modes of transportation;

NOW, THEREFORE, BE IT RESOLVED by the Metropolitan Planning Organization of the Montgomery Area Transportation Study that it hereby adopts the Fiscal Years 201_-201_ Transportation Improvement Program.

ADOPTED THIS THE _____ DAY OF SEPTEMBER, 201_.

Charles Jinright, MPO Chairman

EXHIBIT 7-6

METROPOLITAN TRANSPORTATION PLANNING SELF-CERTIFICATION

(To be submitted with each Metropolitan Transportation Improvement Program)

The Alabama Department of Transportation and the Montgomery Metropolitan Planning Organization for the Montgomery urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 49 U.S.C. Section 5323(K) and 23 U.S.C. 134;
- II. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- III. Section 1101 of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded project (Sec. 105 (f), Pub. L 97-424, 96 Stat. 2100, 49 CFR part 23);
- IV. The provision of the American With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulation;
- V. Section 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)). (Note – only for Metropolitan Planning Organizations with non attainment and/or maintenance areas within the metropolitan areas within the metropolitan planning area boundary)

Montgomery Area MPO
Metropolitan Planning Organization

State Department of Transportation

Signature

Signature

Printed Name

Printed Name

Chairman

Title

Title

Date

Date

SECTION VIII

PUBLIC INVOLVEMENT PROCEDURES

The following guidelines for public participation apply to the development of the Montgomery MPO planning and programming process, which includes the TIP, the Long Range Plan, and other feasibility and funding studies.

These guidelines are established to provide opportunities to all interested parties in the study area to participate in the transportation planning process. It is the express intent of the MPO in establishing these policy guidelines to afford maximum opportunities for meaningful input into the decision-making process. The MPO desires to receive all viewpoints on proposed projects to make well-informed decisions for the area at large.

Public Participation Guidelines

- 1) All proposed plans and programs which specify new or expanded projects with respect to transportation in the area will be advertised in newspapers serving the populations affected by the project(s) two weeks prior to the MPO's consideration.
- 2) Public service announcements will be sent to area media announcing review periods and public hearings.
- 3) Draft documents resulting from the MPO planning and programming process will be placed on display throughout the study area. Documents will be on display for a minimum of two weeks prior to their consideration by the MPO.
- 4) Presentations will be made before the planning commissions and other interested organizations in the study area as requested by those groups.
- 5) Meetings held for the purpose of receiving public comment and/or review will be scheduled to take place in facilities that meet the ADA guidelines for accessibility. Advertisements for such meetings will offer assistance for persons planning to attend who have special needs due to disabilities. The notices will request one week notice to prepare for these services.
- 6) In addition to draft documents and comment forms, knowledgeable representatives will be available to answer questions concerning project identification and selection issues. The general public will be notified of this method of information dissemination in both published notices and display copies as described above.
- 7) The Montgomery TIP will be a component part of the State TIP and as such will be subject to the public involvement process used at the state level. Specifically, copies of the State TIP will be available for inspection and comment in each of the Division offices. Therefore, all Montgomery area projects will receive public scrutiny in this forum, in addition to the public participation process listed above. Comment forms will be provided to the Sixth Division and returned to the MPO for consideration in project selection.