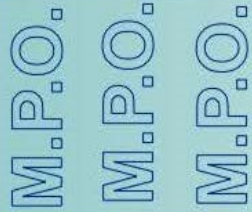


Overcoming Barriers

Strengthening Connections



Grand Forks - East Grand Forks Metropolitan Planning Organization

Ensuring Opportunities

Planning One Community

MPO Staff Report

Technical Advisory Committee: March 11, 2020

MPO Executive Board: March 18, 2020

RECOMMENDED ACTION: Approval of Amendment #2 to 2020 Work Program.

Matter of the Approval of Amendment #2 to 2020 Work Program.

Background: As we are into the 2nd year of our two Year Work Program, there is a need to amend the budget to reflect necessary correction in MPO salaries/benefits. The amendment also reflects the decision to re-allocating the funds to two activities.

Attached is the amendment #2 to the 2020 year of our 2019-2020 Work Program. During the audit of 2019, the auditors discovered that the MPO was billing too much for salaries and benefits. The 2019 Work Program and its budget accurately reflected the correct salary and benefits. However, an error occurred in the monthly billings submitted to NDDOT for re-imbursment of funds expended. A higher hourly rate was used for each employee except the intern positions. This resulted in the MPO “over-charging” its re-imbursments for salaries and benefits. The audit report is not complete; however, it has been worked out among the parties what the overage is and how it will be reflected in the FY2019 final report.

REVISION: In conversing NDDOT, it was agreed that the FY2020 Work Program would show this remaining payback. A new activity item – 100.5 was created to reflect this. The budget also was revised to show the amounts that will be included in the January 2020 invoice.

Our 2020 Work Program, as amended in December 2019, reflected these erroneously high salaries and benefits. When the correct amounts are used, there is a decrease, or “freeing up”, just over \$67,000 total. These funds can be re-allocated. The overall total revenue is not changed; nor is the total expenditures. The funds are just moved from one category to another.

In discussing this with the MPO Chair, the re-allocation will be as follows:

The Traffic Count Program – Originally, work from 2019 will be done in 2020 due to traffic signals being delayed; and there was to be no additional intersections done for 2020. \$27,200 is being re-allocated so additional work can be done in 2020. Principally, new signals will be incorporated into the Counting Program as well as work needing to be done to reset existing signals so that we can maintain the Program.

The remaining funds will be re-allocated for consultant costs for the Future Bridge Traffic Impact Study. The hydraulic study currently underway expanded the number of crossing alternatives and bridge heights. In order to capture possible additional work due to the results of the hydraulic study, we are re-allocating funds to this work activity.

Since many of the 2020 Work Activities contain costs for salaries and benefits, the correction lowered these activity costs. Almost all activities had a reduction in cost due to the lower salary and benefits. The amount of work remained the same.

Findings and Analysis:

- The audit discovered erroneous MPO salaries and benefits used in 2019 billings.
- The adopted 2020 Work Program already use these erroneous 2019 rates and needs to be amended to reflect the correction.
- The correction results in “freeing-up” about \$67,000 that can be re-allocated.
- The 2020 Work Program can be amended.
- Two Activities were identified to receive the re-allocation..

Support Materials:

- Copy of 2020 Work Program Amendment #2. (just the pages being amended)

2019-2020 UNIFIED PLANNING WORK PROGRAM

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

“A community that provides a variety of complementary transportation choices, that are fiscally constrained,
for people and goods.”

AMENDMENT #2

Prepared By

**Grand Forks – East Grand Forks
Metropolitan Planning Organization
March 2020**

The signature below constitutes the official adoption of AMENDMENT #2 to the 2019-2020 Unified Planning Work Program (UPWP) by the Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO). The Unified Planning Work Program (UPWP) was adopted by the MPO Executive Policy Board at its _____, 2020, meeting.

Clarence Vetter Chairman
Grand Forks – East Grand Forks MPO

Date

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INTRODUCTION

This document presents the Unified Planning Work Program for the Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO). In 1997, authorization was granted by the North Dakota Department of Transportation (NDDOT) to prepare a work program covering two program years. The most recent UPWP covered 2017 and 2018. The UPWP identifies the activities for the metropolitan area that involve transportation planning. The activities were developed through solicitation from member jurisdictions; the final UPWP was developed in cooperation of the MPO, the respective state departments of transportation and the local transit operators.

The basic format of the work program remains unchanged, with three major program areas: 100 – Program Administration, 200 – Program Support and Coordination, and 300 – Planning and Implementation. The UPWP has tasks that add flexibility to funding programming. Flexibility has been encouraged by NDDOT to reduce the potential for numerous amendments due to underestimation of funding. Task 300.1 Transportation Plan Update and Implementation, no longer contains the traditional sub-tasks related to various plan element update activities (Street and Highway Element Update, etc.). Consistent with oversight agency requests, updates and related activities will be addressed as updates to the Transportation Plan, hence eliminating the need for specific sub-tasks.

Technical Assistance is a sub-task that provides flexibility to address unidentified study requests. For the work program, Technical Assistance provides resources for new studies or planning reports that come-up during the year that are short, small specific issues needing quick action.

Major work activities scheduled over the past two year period include updating the 5 year Transit Development Program, finishing the Grand Forks Land use Plan, assisting East Grand Forks to determine traffic circulation for its NW area, and completing the update to the Metropolitan Transportation Plan including an updated travel demand forecasting model.

EMPHASIS AREAS

FHWA and FTA reinstated emphasis areas for MPOs to work into activities identified in the work program. These emphasis areas are planning topical areas that FHWA and FTA want MPOs to work towards accomplishing with the work program. For many years, these emphasis areas were promulgated annually; however, for the past couple of years there have been none. With passage of MAP-21/FAST with its renewed focus on transportation planning and the pending transportation planning regulations, FHWA and FTA desire to make sure MPOs are identifying within their work programs the activities that will allow them to meet these

expectations. The following are the three emphasis areas with a narrative of how this work program has activities associated with the emphasis area.

MAP-21/FAST Implementation: The work program has a specific activity identified as resources allocated towards implementation. Further, the resources dedicated for this activity were increased for FY2015 and are being maintained through this two year program to allow the necessary commitment towards implementation.

Regional Planning Cooperation: The work program has several activities that touch upon this emphasis area. The Interagency coordination activity identifies that resources are reserved for MPO staff to continue to implement and strengthen the “3C” planning process. This activity covers the various meetings that occur within each state and offer opportunities for collaboration of what each state is doing. These meetings are opportunities for staff to share and assist in development of policies and processes that further the “3C” process.

Additionally, resources are budgeted towards amendments to the MTP as a result of the implementation of MAP-21/FAST. These amendments require the cooperative process to be fully engaged since being a bi-state MPO requires balancing the individual desires and needs of each state into one metropolitan plan.

Ladders of Opportunity: This concept is to ensure that people and goods have access towards essential services. Essential services are things such as housing, employment, health care, education and recreation. The emphasis focus is on identifying whether any gaps exists in transportation connectivity. The work program’s activity of updating each community’s Land Use Plan directly addresses this emphasis area. The update will allow the MPO to identify these essential services, identify their locations and then assess the connectivity. Further, through these land use plans future locations of these essential services can be identified. With this, the MPO can take care in developing the future transportation system so that connectivity is not lost or ensures that connectivity is made as the future development occurs.

Schedule towards 2050 MTP Update

Our federal and state partners requested information on how the MPO expects to make progress towards completing the next 5 year cycle of updating the Metropolitan Transportation Plan. The deadline is January 2024. The MPO has developed the matrix shown below that outlines the major activities and their expected completion dates.

Timeline to 2050 MTP Update

Year Begin	Activity	Year Completion	Consultant
Jan. 1, 2019	ITS Reg. Arch.	Dec. 31, 2019	ATAC
Jan. 1, 2020	GF 2050 LU	Dec 31, 2021	YES
Jan. 1, 2020	EGF 2050 LU	Dec 31, 2021	YES
Jan. 1, 2021	Bike/Ped Update	Dec. 31, 2022	YES
Jan. 1, 2021	TDP Update	Dec. 31, 2022	YES
Jan. 1, 2022	2050 MTP Update	Jan. 31, 2024	YES

5 year cycle with the MTP ending on Jan 31 2024

100.5 FY Work Program Payback

OBJECTIVE:

To repay over-charge from FY2019 Work Program.

PROPOSED WORK:

During the FY2019 Audit, it was discovered that the MPO was using an inaccurate inflated rate when charging for employee salaries and benefits. This wrong rate was used between the January through November invoices. The audit discovered this issue prior to the December invoice.

The agreed to remedy of this issue was to use the December invoice as a way to show how the charges against the 2019 Work Program budget would be credited. Instead of receiving a reimbursement from the December billing, the MPO would show what would have been invoiced but credited against the budget.

The December invoice was not sufficient enough to totally provide the necessary credit. So this activity is being shown in the FY2020 Work Program to show how the remaining credit will be documented.

PRODUCTS:

- 1. FY2019 credit reflected in FY2020 Work Program*

COMPLETION DATE:

- 1. January invoice.*

300.2 CORRIDOR PLANNING

OBJECTIVES:

- 300.20 US 2/US81 Intersection Skew Study: 2019 – To study the skewed intersection of US 2 and US 81.
- Downtown Parking Plan: 2019 – To assist Grand Forks update their 2011 Downtown Parking Plan.
- Downtown Transportation Plan: 2019/20 – To assist NDDOT, MnDOT, Grand Forks and East Grand Forks complete a transportation plan addressing the mobility and congestion issues.
- 300.21 Traffic Counting Program 2019/20 – To continue to develop a program utilizing video detection cameras to systematically count traffic.
- 300.22 Corridor Preservation: To evaluate, on a monthly basis, conformance of proposed developments with existing metropolitan plans and roadway design standards and policies.
- 300.23 Mn22N Corridor Study: To update the 2007 Study of this corridor (Central Avenue) with particular interest in the intersection of US 2 and Mn220N
- .

PROPOSED WORK:

- 300.20 US 2/US 81 Skewed Intersection Study: 2018/9 – The intersection of US 2 and US 81 is not a 90 degree angled intersection. US 81 intersects US 2 at a skewed angle. This creates difficult turning movements, particularly for freight truck traffic heading to the ND State Mill. The Mill is expanding with more truck traffic likely. Included in the study will be how the eastern portion of the

intersection could be improved due to the closeness of the at-grade railroad crossing and US 2B intersection.

The Study was started in the 2018 Work Program with budget amount being added in 2019 to obtain completion in 2019.

Downtown Parking Plan: 2019 – The MPO retained a consultant to assist City of Grand Forks to update its 2011 Parking Study. The City is developing a new Downtown Action Plan with potential for more development. The City desires to ensure that significant parking is available to meet the future demand. This work activity started in 2018 and will be finished in 2019.

Downtown Transportation Plan: 2019/20 – The MPO work will include the coordination/integration with separate planning efforts. With impact of infill projects anticipated in the next 5-10 years, due to the DeMers Ave reconstruction project on the North Dakota side not providing capacity for the forecasted traffic, and MnDOT's Greater Minnesota Mobility Plan identified DeMers Ave as having mobility issues today, the MPO will study downtown traffic flow to include but not be limited to signal coordination on both sides of river; smart transportation technology, promote mode shift, train detection, Kittson and 1st Avenue as diverter to DeMers Ave traffic and the possibility of a downtown bus circulator.

300.21 Traffic Counting Program: 2019/20 – ATAC will be asked to assist us in continued development of a traffic counting program based upon the video detection used for traffic signal operations. With the coordinated signal timing plans providing significant traffic operations savings, completing more frequent traffic counts will allow adjustments to timing plans to occur more regularly and particularly sooner. With this program, we will have a more frequent count program in place to allow understanding traffic patterns rather than just one point in time. MAP-21/FAST has placed emphasis on performance; obtaining data to calculate the performance is the goal of this activity. We will also investigate the ability of the traffic signal detection system for those signals not operating video detection; this will include the signals in Minnesota within our study area. This activity will allow us to more fully understand the capabilities of our equipment and will provide valuable insight to the ITS needs and nuances of our architecture.

Lastly, collecting train movement will be explored. We know that at many crossings, the traffic signal is pre-empted by the train. We can collect this information from the traffic signal software. The purpose is many fold but one is to see if any establish schedule can be identified to assist in travel time reliability information.

ATAC has an existing Addendum to add video counting to intersections that are currently waiting for the actual traffic signal equipment to be installed. This Addendum completion will take place in 2020 after the equipment is installed and operational. No new activities are expected.

A new Addendum will be scoped with ATAC to add new traffic signal and to reset video cameras that become mis-aligned due to a variety of reasons, such as camera replacement, weather caused movement, etc. This addendum would add tasks such as

- *Restarting of data collection process in cases such as unplanned power outages, server restarts, communication outages*

Background: the Data Collector program has to be restarted any time it is interrupted. This is a manual process but uses only 1 configuration file that I have created for all non-VISION intersections. As long as the program is running with good communication, it creates 1 file per camera per day.

- *Regular (e.g. monthly, weekly) manual download of VISION data*

Background: As of yet, the VISION data has to be manually downloaded per camera/approach.

- *Use of API commands to try automate the download of VISION data*

There are API commands that the manufacturer has provided us with, which can supposedly be used to automate the VISION data download process.

300.22 *Corridor Preservation:* This ongoing process will evaluate zoning amendments, proposed subdivision plats, planned unit developments (PUDs), and site plans for consistency with the traffic engineering and highway policies of the plan. The review

process is designed to preserve and enhance our transportation corridors.

The review process ensures that rights-of-way are considered with the recommendations in the Metropolitan Street and Highway Plan, Bikeway Plan, Pedestrian Plan, and Transit Development Plan.

300.23 *Mn22N Corridor Study*: This task will update the 2007 Study of this corridor to reflect changes that have occurred. The corridor has seen some investment in improvements, particularly with multi-modal facilities that were recommended in the 2007 Study. MnDOT has expressed a desire to implement improvements along the corridor; East Grand Forks has also kept interest in improvements along the corridor as well. The Study Update will bring these interests together to form a list of actions.

The intersection of US 2 (Gateway Dr) and Mn220N (Central Ave) continues to experience a crash occurrence of note. The update will re-examine this particular intersection in great detail to obtain a better understanding of what is creating this incidences. Some alternatives that were not commonly available back in 2007 will be examined as possible recommendations.

The study area will continue from the 2007 study.

PRODUCTS:

- 300.20 2/US81 Skewed Intersection – 2019
 - Downtown Parking Plan – 2019
 - Downtown Transportation Plan – 2019/20
- 300.21 Traffic Counting Program – 2019/20
- 300.22 Corridor Preservation – A location map of the monthly plan reviews.
- 300.23 Mn220N Corridor Study - 2019

COMPLETION DATES:

300.20	<i>US 2/US 81 Skewed Intersection Study June 30, 2019</i> Downtown Parking Plan June 30, 2019 Downtown Transportation Plan June 30, 2020
300.21	On-going activity
300.22	On-going activity.
300.23	May 31, 2019

**GRAND FORKS-EAST GRAND FORKS
FUNDING SOURCE SUMMARY**

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2020**	\$515,000	\$117,750	\$632,750	98%	\$515,000	\$117,750	\$751,500	100.0
CPG Previous Year***	\$14,600	\$3,625	\$18,225	0%	\$14,600	\$3,625	\$18,225	100.0
Minnesota State Funding*	\$11,000	\$2,750	\$13,750	2%	\$11,000	\$2,750	\$13,750	100.0
TOTAL	\$540,600	\$124,125	\$666,725	100.0	\$540,500	\$124,1255	\$666,725	100.0

- * Minnesota State Money is used for match for federal funds reducing local match.
- ** Contains ND CPG and MN CPG
- *** No carry-over of funds

**GRAND FORKS – EAST GRAND FORKS
COST ALLOCATION**

Fund	Amount	Percent
Consolidated Planning Grant	\$529,600	80%
MN State	\$11,000	1.4%
Local Match to MN State	\$2,750	0.3%
Other Local Match	\$121,375	18.5%
TOTAL	\$666, 725	100%

Percents are rounded to nearest tenth so do not add exactly to 100%.

**GRAND FORKS - EAST GRAND FORKS
AMENDMENT 2
2020 ANNUAL WORK PROGRAM**

Activity	Funding Source						STAFF									
	Amend 2	Original	Amend 2	Original	Amend 2	Original	Amended 2	Amend 1	Amended 2	Amend 1	Amended 2	Amended 2	Amend 1	Amended 2	TOTAL	Amend 2
	FED/STATE	FED/STATE	STATE LOCAL*	STATE LOCAL*	TOTAL	TOTAL	Ex. Dir FTE=1.0	Original	FTE=1.0	Original	FTE=1.0	FTE=1.0	Original	FTE=1.0	Staff Hrs	Consultant Cost
100.0 PROGRAM ADMINISTRATION																
100.1	20,000	24,000	5,000	6,000	25,000	30,000	120	120	35	35	0	290	290		890	
100.2	9,600	11,200	2,400	2,800	12,000	14,000	50	50	10	10	0	155	155		430	
100.3	9,600	11,200	2,400	2,800	12,000	14,000	25	25				225	225		500	
100.4	\$22,400	\$22,400	\$5,600	\$5,600	28,000	28,000										
100.5	\$14,600	\$0	\$3,625	\$0	18,225	0										
200.0 PROGRAM SUPPORT AND COORDINATION																
200.1	27,200	33,600	6,800	8,400	34,000	42,000	60	60	110	110	0	550	550		1440	
200.2	12,000	15,200	3,000	3,800	15,000	19,000	100	100	20	20	0	135	135		510	
200.3	13,600	16,000	3,400	4,000	17,000	20,000	130	130	65	65	0	50	50		490	
300.0 PLANNING AND IMPLEMENTATION																
300.1	10,800	13,200	2,700	3,300	13,500	16,500	100	100	75	75	0	25	25	0	400	\$0
	8,000	8,000	2,000	2,000	10,000	10,000										\$10,000
300.2	96,200	76,000	26,000	19,000	122,200	95,000										
	72,000	72,000	18,000	18,000	90,000	90,000	200	200								\$75,000
	20,200	0	7,000	0	27,200	0	30	0								\$25,000
	4,000	4,000	1,000	4,000	5,000	6,000	30	30	55	55	0					
300.3	17,600	21,600	4,400	5,400	22,000	27,000	160	160	75	75	0	100	100	0	670	
300.4	92,000	100,000	23,000	25,000	115,000	125,000	300	300	300	300	0				1200	
																\$45,000
																\$30,000
300.5	130,000	111,360	35,300	30,640	165,300	142,000	310	310	415	415	0	100			1550	\$124,000
	130,000	111,360	35,300	30,640	165,300	142,000										
300.6	21,200	24,000	5,300	6,000	26,500	30,000										
	7,200	8,000	1,800	2,000	9,000	10,000	40	40	15	15	0	50	50	250	460	
	14,000	16,000	3,500	4,000	17,500	20,000	90	90	105	105	0	60	60	200	710	
300.7	24,800	28,800	6,200	7,200	31,000	36,000	20	50	500	500	0	25	25	400	1520	
TOTAL	529,600	516,560	137,125	131,940	666,725	648,500	\$158,285	\$194,150	\$83,553	\$91,350	\$0	\$72,189	\$95,734	\$10,200	391,433	242,000
							1765		1780		0	1765		850	6160	\$309,000

* Minnesota and North Dakota State Funding will be used for local match.