

# **Brown County Planning Commission Green Bay MPO**

## **2018 Transportation Planning Work Program**

**Brown County Planning Commission/Green Bay MPO  
October 4, 2017**



# Brown County Planning Commission Green Bay MPO

## 2018 Transportation Planning Work Program

### Green Bay MPO Planning Area Communities

City of Green Bay  
City of De Pere  
Village of Allouez  
Village of Ashwaubenon  
Village of Bellevue  
Village of Hobart  
Village of Howard  
Village of Suamico (part)  
Town of Green Bay (part)  
Town of Lawrence (part)  
Town of Ledgeview (part)  
Town of Rockland (part)  
Town of Scott (part)  
Town of Little Suamico (part)

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U.S. Department  
of Transportation  
**Federal Highway  
Administration**



U.S. Department  
of Transportation  
**Federal Transit  
Administration**



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## Green Bay MPO Boards and Committees

### Brown County Planning Commission Board of Directors (MPO Policy Board)

Paul Blindauer (C. Green Bay)	Dotty Juengst (C. Green Bay)
James Botz (C. Green Bay)	Dave Kaster (V. Bellevue)
Brian Brock (Wisconsin DOT)	Patty Kiewiz (Green Bay Metro)
William Clancy (BC Board - Rural)	Michael Malcheski (V. Ashwaubenon)
Norbert Dantine, Jr. (T. Humboldt/T. Green Bay)	Gary Pahl (T. Lawrence/T. Wrightstown)
Bernie Erickson (BC Board – C. Green Bay)	Terry Schaeuble (V. Denmark, Pulaski, Wrightstown)
Kim Flom (C. De Pere)	Glen Severson (V. Hobart)
Steve Grenier (C. Green Bay)	Ray Tauscher (T. Pittsfield/T. Scott)
Mark Handeland (T. Ledgeview)	Norbert Van De Hei (T. Glenmore/T. Rockland)
Matthew Harris (V. Allouez)	Jason Ward (V. Suamico)
Frederick Heitl (T. Holland/T. Morrison)	Dave Wiese (V. Howard)
Phillip Hilgenberg (C. Green Bay)	Matthew Woicek (C. Green Bay)
Jacob Immel (C. Green Bay)	Reed Woodward (V. Denmark, Pulaski, Wrightstown)
Kathleen Janssen (T. Eaton/T. New Denmark)	Vacant (BC Board – C. De Pere)

### Brown County Planning Commission Transportation Subcommittee (MPO Technical Advisory Committee)

Craig Berndt (V. Allouez)	Tom Miller (GB Austin Straubel Airport)
Dan Drewery (V. Suamico)	Rebecca Nyberg (BC Health Dept.)
Geoff Farr (V. Howard)	Diane Paoni (WisDOT- Central Office) (NV)
Mary Forlenza (FHWA – Madison) (NV)	Eric Rakers (C. De Pere)
Angela Gorall (V. Bellevue)	Brandon Robinson (Bay-Lake RPC)
Steve Grenier (C. Green Bay)	Nick Uitenbroek (BC Public Works Dept.)
Ed Kazik (V. Hobart)	Derek Weyer (WisDOT – Northeast Region)
Patty Kiewiz (Green Bay Metro)	William Wheeler (FTA – Region 5) (NV)
Tom Klimek (E&LS Railroad)	Vacant (Oneida Nation)
Doug Martin (V. Ashwaubenon)	

NV: Non-voting member

### Brown County Transportation Coordinating Committee (Non-MPO committee with MPO staff participation & advisory committee for the Section 5310 and Section 85.21 Programs)

Mary Brick (Syble Hopp School)	Greg Maloney (Lakeland Care District)
Diana Brown (Curative Connections)	Linda Mamrosh (Citizen Member)
Vinny Caldara (MV Transportation)	Sandy Popp (Options for Independent Living)
Corrie Campbell (Brown County Board)	Cole Runge (BCPC/GB MPO)
Brandon Cooper (Oneida Nation)	Julie Tetzlaff (CP Center)
Mallory Cornelius (Aspiro)	Derek Weyer (WisDOT – Northeast Region)
Mary Derginer (ADRC of BC Board)	Tina Whetung (Curative Connections)
Pat Finder-Stone (Citizen Member)	Genny Willemon (BC Human Services)
Christel Giesen (ADRC of BC)	John Withbroe (GB Transit Commission)
Patty Kiewiz (Green Bay Metro)	Vacant (Brown County Executive)

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**Note:** MPO staff is shown in bold type. Non-MPO staff will work on MPO projects as necessary in 2018, and MPO staff will work on non-MPO projects as necessary in 2018. This work will be noted in the MPO's quarterly reports to WisDOT.







# Green Bay MPO 2010 Urbanized Area Boundary

Approved by MPO Policy Board March 6, 2013

Approved by FHWA June 7, 2013



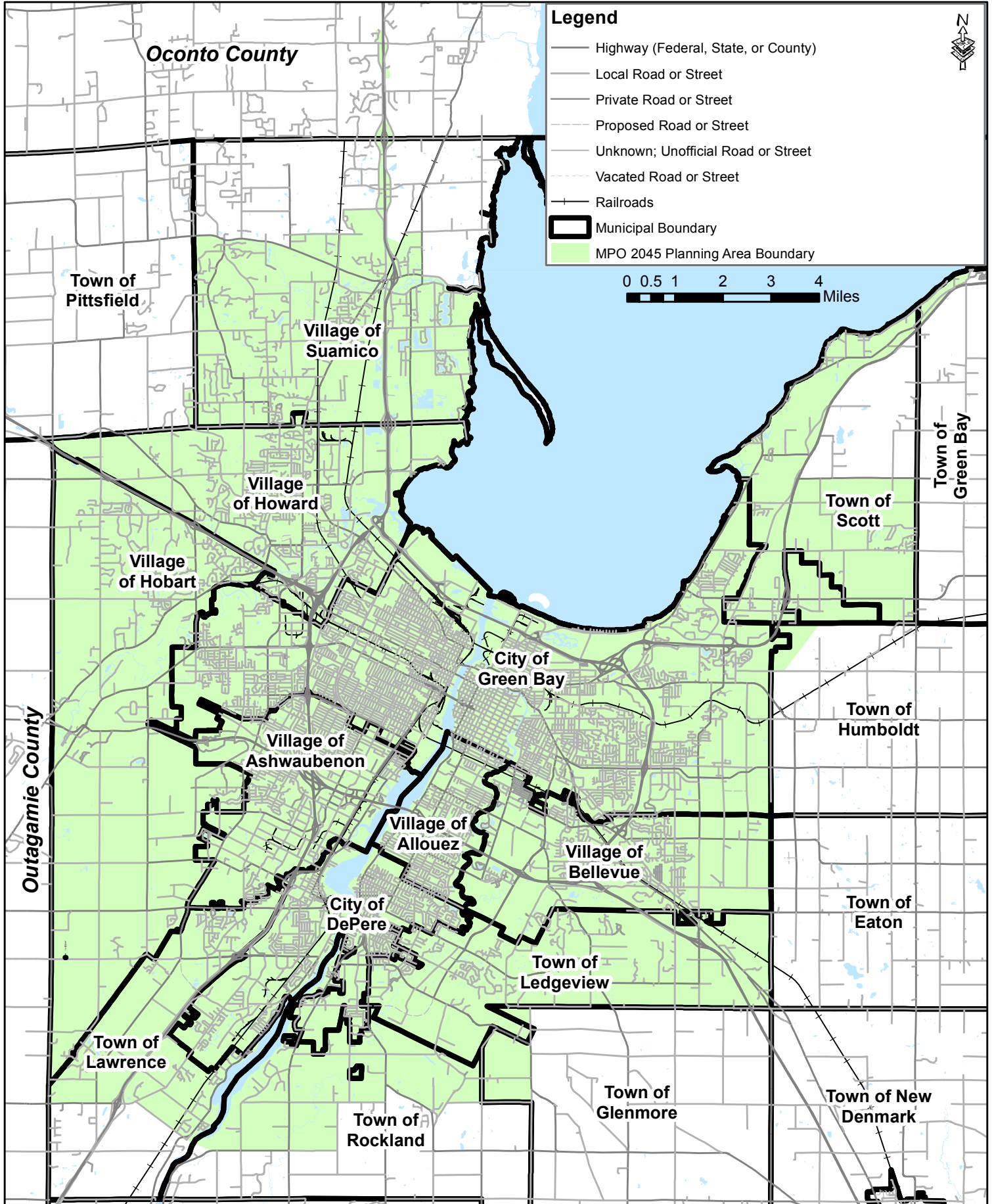




# Green Bay MPO 2045 Metropolitan Planning Area Boundary

Approved by MPO Policy Board March 6, 2013

Approved by WisDOT June 16, 2014





## **Green Bay MPO Prospectus**

The Green Bay MPO was designated in January of 1974, and the Brown County Planning Commission (BCPC) Board of Directors has served as the MPO's Policy Board since the beginning. The MPO Policy Board's membership has remained largely the same since the MPO was first designated, but the weight of this membership has changed over time. A significant modification to the Policy Board's composition occurred in the summer of 2014 when a representative of Green Bay Metro and a representative of the Wisconsin Department of Transportation (WisDOT) were added as voting members. These representatives were added to satisfy the Policy Board membership requirements associated with the Green Bay Urbanized Area being designated a Transportation Management Area (TMA) following the 2010 US Census.

The Policy Board's voting is weighted by member entity. For example, the City of Green Bay is the largest municipality represented on the Policy Board, and it has seven of the Policy Board's 28 votes. The Brown County Board of Supervisors has three of the Policy Board's 28 votes, and these supervisors represent the City of Green Bay, City of De Pere, and the rural portion of Brown County. The moderately-sized communities such as the City of De Pere, the villages in the urbanized area, and the Town of Ledgeview each have one of the Policy Board's 28 votes. Green Bay Metro and WisDOT each have one vote, and the county's rural villages and unincorporated towns share the remaining Policy Board votes.

The MPO Policy Board is currently advised by a Technical Advisory Committee (TAC) for all major transportation plans and studies, and each member of the TAC has one vote. The Policy Board is also advised by the Brown County Transportation Coordinating Committee (TCC) when it selects projects for funding through the urbanized area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. Each TCC member has one vote, and an MPO staff person serves as a member of the TCC.

## **Purpose of the MPO Work Program**

The Green Bay MPO's Transportation Planning Work Program is an annual publication that summarizes the MPO's recent accomplishments, provides examples of significant transportation planning issues that are facing the MPO planning area, describes the work the MPO will do during the year, and identifies how federal, state, and local transportation funding will be spent on MPO tasks. The publication of an MPO work program is required by federal law (23 CFR 450.308), which states that metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a (transportation) planning work program.

Since 2015, the US Department of Transportation has recommended that the Green Bay MPO and other MPOs include work program activities that:

- Address the transition to performance-based planning and programming.
- Coordinate planning efforts to ensure a regional approach between the MPOs, state Departments of Transportation, and operators of public transportation.
- Identify and address access to essential services.

Activities that address these three emphasis areas are noted throughout this work program.



## **List of MPO Accomplishments: January 1, 2017 – June 30, 2017**

The following significant activities were completed by staff between January 1 and June 30, 2017:

### **Program Support and Administration (Work Element 41.11.00)**

- Staff developed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2016 and first quarter of 2017. Staff also prepared transportation program expense reports and submitted them to the Brown County Administration Department.
- Staff reviewed the transportation provisions of the governor's proposed 2017-2019 budget. Staff also researched the possible local impacts of the proposed transportation budget increases and reductions.
- Staff developed a 2017 work activities status report at WisDOT's request for the MPO's mid-year teleconference with WisDOT and FHWA. Staff also participated in the teleconference with representatives of the WisDOT Northeast Region and Central Offices.
- Staff participated in a quarterly MPO Directors Meeting Teleconference and a quarterly MPO Directors Meeting in Madison.
- Staff began to develop the MPO's Draft 2018 Transportation Planning Work Program and budget.
- Staff completed two multimodal planning activity surveys at the request of the Federal Highway Administration (FHWA).
- Staff reviewed a proposal by a Wisconsin State Representative regarding changing the state's current General Transportation Aids (GTA) allocation system to a Transportation District Block Grant allocation system. Staff also forwarded the proposal to members of the BCPC Transportation Subcommittee for their review.
- Staff made updates to the MPO's website and Facebook page.
- Staff prepared for and participated in five Green Bay Transit Commission meetings, five MPO Policy Board meetings, one MPO TAC meeting, 13 MPO staff meetings, and other administrative meetings.

### **Long-Range Transportation Planning (Work Element 41.13.00)**

#### **Long-Range Transportation Plan Performance Measures Implementation**

- Staff began to collect data and update maps for the MPO's 2017 Transportation System Performance Measures Report.
- Staff created a bicycle parking inventory map on ArcGIS online for the public to use to identify existing bicycle parking facilities. Staff also uploaded the map to the MPO's

webpage, Facebook page, and Twitter feed and asked the public to provide information and a photo of existing bicycle parking facilities that are not currently on the map.

- Staff collected, summarized, and analyzed Brown County crash, injury, and fatality data for 2015 for the report. Staff also collected and analyzed data from the Port of Green Bay and Green Bay-Austin Straubel International Airport.
- Staff began to create an ArcGIS online story map series to display the information in the 2017 Transportation System Performance Measures Report.
- Staff continued to develop the draft report's text and graphics. The final report will be presented to the BCPC Transportation Subcommittee (MPO TAC) and BCPC Board of Directors (MPO Policy Board) in the late summer or early fall.

### **Congestion Management Process (CMP) Update**

- Staff identified performance measures from the MPO's 2045 Transportation Plan that can be incorporated into the 2017 CMP Update.
- Staff developed proposed revisions to the 2013 CMP's transportation system performance targets and began to collect and analyze information for the revised targets.
- Staff collected, sorted, and analyzed intersection and overall crash data for communities within the Green Bay Metropolitan Planning Area for the 2017 CMP Update.
- Staff developed a web-based GIS mapping application for the public to identify and briefly describe congestion points in the Green Bay Metropolitan Planning Area. Staff also developed a web-based survey for the public to provide details about locations they believe are congested. Once the online mapping application and survey were ready, staff developed and sent a project overview email with web links to interested parties and responded to questions about the project from the public and local media.
- Staff developed a survey for the MPO Policy Board that allows board members to identify and describe locations they believe are congested. Staff also summarized and analyzed the survey responses.
- Staff reviewed and organized traffic congestion information from the public that was collected through an interactive online survey and mapping application. Staff also created maps and a table that summarize traffic congestion hotspots as part of the congestion analysis for the CMP.
- Staff scheduled, prepared for, and participated in meetings with representatives of WisDOT and the Brown County Public Works Department regarding possible methods of reducing traffic congestion along state and county highways.
- Staff reviewed and commented on street and highway Level of Service (LOS) forecasts from WisDOT that were developed for the CMP Update.
- Staff performed field observations of traffic at peak times at specific intersections identified through public input gathered for the CMP.



- Staff started writing the CMP report's congested traffic locations and observations/analysis sections.
- Staff continued to collect and analyze crash data for the Green Bay Metropolitan Planning Area for the non-recurring congestion section of the CMP Update.

### **Development of State and MPO Transportation System Performance Targets**

- Staff viewed a Safety Target Setting Coordination and Training Workshop training webinar from FHWA and the National Highway Traffic Safety Administration (NHTSA) in preparation for the workshop.
- Staff participated in the Safety Target Setting Coordination and Training Workshop with representatives of WisDOT, other MPOs, and FHWA.
- Staff collected and analyzed serious injury and fatal crash statistics for the Green Bay Metropolitan Planning Area between 2012 and 2016 in preparation for establishing the MPO's traffic safety performance targets.

### **Southern Bridge and Arterials Environmental Study and IAJR (Non-MPO Activity)**

- Staff prepared a report that summarizes the major accomplishments in 2016 and major goals for early 2017 for the Interstate Access Justification Report's (IAJR's) Engineering and Operations Analysis. Staff also prepared a summary of specific major milestones that were reached in 2016 for the Engineering and Operations Analysis.
- Staff prepared a PowerPoint summary of major accomplishments in 2016 and major goals for early 2017 for the IAJR's Engineering and Operations Analysis for presentations to the De Pere Common Council and the Brown County Board's Planning, Development, and Transportation Committee. Staff also presented the PowerPoint at the meetings and answered questions.
- Staff participated in two conference calls with representatives of WisDOT regarding data inputs for the TREDIS economic impact model that is being developed to assess the economic impacts of the Southern Bridge Project. Staff also developed and proposed a method of classifying trip purposes for the TREDIS model.
- Staff participated in six EIS Lead Agencies meetings with the County Planning Director and representatives of the Brown County Public Works Department, WisDOT, and SRF Consulting.
- Staff developed cultural resources outreach letters to Native American tribes in preparation for continuing the EIS document development process after the IAJR's Engineering and Operations Analysis is finished.
- Staff reviewed the most recent conceptual interchange design and sign layout report from SRF for the IAJR's Engineering and Operations Analysis. Staff also reviewed the latest future year (2045) traffic forecasts from SRF for the IAJR's "No Build" project alternative.

## **Short-Range Transportation Planning (Work Element 41.14.00)**

### **Public Participation Process**

- Staff made updates to the MPO's list of interested parties. Staff also contacted the interested parties to encourage them to follow the MPO on Facebook and Twitter.

### **Annual Review of the Green Bay Metro Fixed Route System**

- Staff completed the data collection/analysis for and developed the *Green Bay Metro 2017 Annual Route Review and Analysis Report*. Staff also presented the report to the Green Bay Transit Commission and answered questions from commissioners.

### **Green Bay MPO Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update**

- Staff reviewed federal requirements and guidelines regarding Title VI, LEP, and Environmental Justice for changes that may have occurred since the MPO's last plan was developed in 2014.
- Staff updated the Title VI plan's demographic information using data from the 2011-2015 American Community Survey, US Department of Health and Human Services, and other agencies. Staff also developed updated tables and graphics.
- Staff updated demographic information for the MPO Policy Board, MPO TAC, and Brown County Transportation Coordinating Committee (TCC).
- Staff updated the MPO's public participation process mailing list to make sure entities representing Title VI populations are included on the list and that the contact information is up-to-date.
- Staff participated in a WisDOT teleconference regarding Title VI plan expectations.
- Staff developed maps for the draft plan update.
- Staff finalized the Green Bay MPO Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update. This included:
  - Preparing and issuing public participation materials, social media posts, and a legal notice.
  - Presenting the report to the BCPC Transportation Subcommittee (MPO TAC) and BCPC Board of Directors (MPO Policy Board).
  - Submitting the plan to FHWA, FTA, and WisDOT for final approval consideration.

## **Title VI Activities**

- Staff updated the Title VI profiles of the MPO's Policy Board and TAC members.

## **Planning Assistance to Requesting Communities and Agencies**

- Staff met with BCPC staff and the Green Bay Department of Public Works Director to discuss comments regarding the Draft 2016 Brown County Bicycle and Pedestrian Plan Update.
- Staff collected and reviewed reports for the 32 serious pedestrian injury crashes that occurred in Brown County between 2010 and 2014.
- Staff collected information about bicycle facilities that have been installed in Brown County since the 1998 Brown County Bicycle and Pedestrian Plan was completed. This information was collected at the request of the Brown County Executive.
- Staff responded to questions from the Brown County Port and Resource Recovery Department Director regarding street system revisions north of Interstate 43 that were proposed by port terminal operators.
- Staff worked with BCPC staff to prepare a draft of the Brown County Comprehensive Plan Update's Future Land Use Plan and Maps.
- Staff created maps of multiuse trails within Brown County parks for the Brown County Park and Recreation Plan update. Staff also created a map identifying areas that are within 5, 10, and 15 minute driving times of parks.
- Staff updated the MPO's inventory of bicycle facilities in Brown County as of 2016 and developed a summary of bicycle facilities that existed in Brown County in 1998. Staff also developed maps that show where these facilities existed in 1998 and 2016.
- Staff developed a map that shows where bicycle facilities are scheduled to be built by Brown County between 2017 and 2020.
- Staff developed a PowerPoint that summarizes Brown County bicycle facilities that existed in 1998 and 2016 and bicycle facilities that are scheduled to be built by Brown County between 2017 and 2020. The PowerPoint was developed for the Brown County Executive.
- Staff prepared information at the direction of the Brown County Executive for a press conference regarding the completion of the 2016 Brown County Bicycle and Pedestrian Plan Update.
- Staff researched crowdsourcing apps used for reporting transportation infrastructure conditions. Staff also developed a summary of the research findings.
- Staff diagrammed crashes that occurred at two intersections between 2013 and 2015. One diagram was prepared to determine if an intersection identified in the MPO's 2010-2012 Metropolitan Area Intersection Crash Study is still experiencing similar crashes,

and the other was prepared to analyze an area that experienced an unusually high number of crashes between 2013 and 2015.

- Staff prepared for and participated in a meeting with representatives of the Green Bay Area Public School District, Green Bay Department of Public Works, Green Bay Community and Economic Development Department, and Live54218 to continue discussing the development of a Safe Routes to School/Bicycle and Pedestrian Plan in the City of Green Bay.
- Staff reviewed and commented on a draft Request for Proposals (RFP) for the development of a Safe Routes to School/bicycle and pedestrian plan for the Green Bay Area Public School District and City of Green Bay. Staff also participated in four meetings with representatives of the school district, city, and Live54218 to discuss and finalize the RFP.
- Staff met with an elementary school principal at the school in De Pere to observe afterschool student pickups. The observations were done to determine if the student pickup plan that was developed in cooperation with the principal before the 2016-2017 school year is working or if modifications are necessary.
- Staff consulted with East Central Wisconsin Regional Planning Commission (ECWRPC) staff regarding data needs for a Bus Rapid Transit (BRT) study to be conducted by ECWRPC staff in 2017. The study will examine BRT service through the Oshkosh-Appleton-Green Bay portions of the I-41 corridor. Staff also met with Green Bay Metro staff to discuss data needs and download options through Metro's farebox/on-board data collection system.
- Staff assigned street addresses for new developments at the request of communities.
- Staff updated five maps for the Village of Allouez's Bicycle and Pedestrian Plan.
- Staff participated in two meetings of the Green Bay Active Communities Alliance.
- Staff discussed the placement of bicycle maintenance stations throughout the area with the project's coordinator.
- Staff discussed the development of a pedestrian crosswalk safety enforcement/education event in the City of De Pere with the De Pere City Engineer.
- Staff attended the 2017 Annual Port of Green Bay Symposium.
- Staff developed a summary of vehicle-deer crashes that happened in each Brown County community in 2015 at the request of the Village of Allouez Direct Enforcement Officer. Staff also developed a summary of vehicle-deer crashes in the Village of Allouez between 2012 and 2016 at the request of an MPO Policy Board member.
- Staff discussed possible methods of connecting the Mountain-Bay State Trail to a trail on the west side of the City of Green Bay with a representative of the Green Bay Parks, Recreation, and Forestry Department.

- Staff reviewed a game day parking audit for Lambeau Field at the request of a member of the Brown County Stadium District Board.
- Staff consulted with the Brown County Sheriff's Department regarding a request from the Howard-Suamico School District to determine if some intersections in Howard and Suamico should be designated as hazardous.
- Staff attended the Green Bay Area Chamber of Commerce's Strategic Economic Development Plan rollout event.
- Staff discussed details regarding the programmed Lineville Road (CTH M) reconstruction project with the County Planning Director and representatives of the Brown County Public Works Department, Village of Howard, and Village of Suamico.
- Staff developed a road mileage data summary for the Brown County Public Works Department at the request of the department's Engineering Manager.
- Staff reviewed and commented on a map on the Wisconsin Bike Fed website at the request of a Bike Fed representative.
- Staff updated a map for the Village of Allouez Bicycle and Pedestrian Plan Update at the request of a village representative.
- Staff created a bicycle facilities dataset in ArcGIS for the Village of Howard at the request of a village representative.

#### **Planning Assistance to Green Bay Metro**

- Staff updated Green Bay Metro's Comprehensive Route Guide and individual route maps. Staff also updated the route maps that appear on Metro's website.
- Staff created a map showing Green Bay Metro's full service routes and all public and private schools in the Green Bay area.
- Staff reviewed and commented on the Draft Green Bay Metro Strategic Plan that was developed in 2011 but was never approved by the Green Bay Transit Commission. Staff also met with Metro administrative staff to discuss and update the draft plan. Following this meeting, staff provided additional comments about the updated draft plan.
- Staff updated the maps for Metro's 2017-2018 Green Bay Packers game day routes.
- Staff completed the Green Bay Metro Quarterly Route Data and Analysis for May of 2017 and presented it to the Green Bay Transit Commission.
- Staff consulted with and provided information to Green Bay Metro staff regarding various service, compliance, and other issues.

## **Planning Assistance to WisDOT**

- Staff met with a WisDOT Central Office design engineer to discuss Brown County's experience with two- and three-lane arterial streets. The meeting was requested by the design engineer because he is working on WisDOT's statewide roadway reconfiguration effort.
- Staff completed a State Strategic Highway Safety Plan Update critical issues survey at the request of WisDOT. Staff also forwarded the survey to members of the BCPC Transportation Subcommittee (MPO TAC).
- Staff participated in the WisDOT Northeast Region's 2017 Local Program Funding Symposium.

## **Section 5310 Program Administration**

- Staff developed a project agreement for CY 2017 Section 5310 Program funds between Green Bay Metro and Curative Connections and sent the agreement to Metro's Director.
- Staff developed a letter to the Federal Transit Administration (FTA) regarding Green Bay Metro's approved use of Section 5310 Program funds for a mobility management program.
- Staff informed potential Section 5310 Program funding applicants that the CY 2018 application cycle has opened. Staff also provided links to Section 5310 Program information on the WisDOT website.

## **Transportation Coordination for Seniors and People with Disabilities**

- Staff met with representatives of Green Bay Metro and the Aging and Disability Resource Center (ADRC) of Brown County to discuss interviewing applicants for the Specialized Transportation Mobility Management Program's Mobility Coordinator.
- Staff reviewed and commented on proposed interview questions for the Mobility Coordinator position at the request of Green Bay Metro's Director. Staff also participated on the panel for the Mobility Coordinator interviews.
- Staff participated in a Specialized Transportation Mobility Management Program kick-off meeting with the Mobility Coordinator and representatives of Green Bay Metro and the ADRC of Brown County.
- Staff developed the agenda and other information for the March and June meetings of the Brown County Transportation Coordinating Committee (TCC) and sent the information to the TCC members. Staff also chaired the TCC meetings, presented information at the meetings, prepared the meeting minutes, and developed and sent follow-up correspondence to TCC members after the meetings.
- Staff reviewed and commented on an online survey that was developed by the Specialized Transportation Mobility Coordinator to assess services offered by transportation providers in Brown County.

- Staff reviewed and commented on a draft transportation needs survey, a draft newsletter, and a draft information brochure that were prepared by the Specialized Transportation Mobility Coordinator.
- Staff developed maps that show the specialized transportation service areas in Brown County at the request of the Specialized Transportation Mobility Coordinator.
- Staff reviewed and commented on a Specialized Transportation Mobility Management Program Plan outline at the request of the Specialized Transportation Mobility Coordinator. Staff also participated in a meeting with the Mobility Coordinator and representatives of Green Bay Metro and the Aging and Disability Resource Center (ADRC) of Brown County to discuss the plan outline and results of the transportation needs survey.
- Staff prepared for and participated in a meeting with representatives of the ADRC of Brown County to discuss taking over the administration of Brown County's Specialized Transportation Assistance Program (State Stat. 85.21) in 2018. Staff also prepared for and participated in a meeting with the Brown County Executive, Brown County Administration Director, and representatives of the ADRC to discuss taking over the Specialized Transportation Assistance Program in 2018.
- Staff attended a meeting hosted by WisDOT regarding the upcoming Section 85.21 funding cycle.
- Staff participated in the April meeting of the Northeast Wisconsin Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities.
- Staff developed a summary of the performance of Medical Transportation Management (MTM) regarding substantiated complaints, unsuccessful trips, and phone waiting times. MTM is the private transportation broker hired by the Wisconsin Department of Health Services to coordinate Non-Emergency Medical Transportation (NEMT) services for qualifying Medicaid and BadgerCare Plus clients.

### **Participation in Planning Webinars**

Staff participated in the following webinars:

- Improving Walkability at Signalized Intersections with Signal Control Strategies.
- Individual Decision-Making in Online Public Participation Transportation Planning.
- Cognitive Mapping Models.
- Measuring What We Value: Policies to Prioritize Public Health and Build Prosperous Regions.
- Using GIS to Make Urban Mobility More Sustainable.
- Bike Walk Civics – Making the Case for Walking and Biking, Laws, and Design.

- Where the Duct Tape Meets the Road: Using Pop-ups to Promote Safe Routes to School.
- A Recipe for Award-Winning Online Community Engagement.

### **Transportation Improvement Program (Work Element 41.15.00)**

- Staff participated in a meeting with representatives of WisDOT and the City of De Pere regarding the administration and use of STBG funds.
- Staff corresponded with WisDOT staff and Village of Bellevue staff about possible funding issues with a road project for which the village received STBG funds.
- Staff completed Amendment #1 for the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on this task included:
  - Holding a public hearing and presenting the amendment to the BCPC Board of Directors (MPO Policy Board).
  - Preparing the approved amendment document.
  - Preparing a fiscal constraint demonstration.
  - Submitting the amendment to FTA, FHWA, and WisDOT for approval.
- Staff completed the Mid-Year Update-Amendment #2 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on this task included:
  - Working with WisDOT and Metro staff to identify the amendment details.
  - Working with WisDOT and Metro staff to identify the best use for \$369,840 of vacated 2017 federal Surface Transportation Block Grant (STBG) funds.
  - Preparing the draft amendment document.
  - Providing information to the BCPC Transportation Subcommittee (MPO TAC).
  - Submitting the draft document to interested parties and FHWA, FTA, and WisDOT for review and comment.
  - Preparing and issuing public participation materials, social media posts, and a legal notice.
  - Scheduling and conducting a public hearing.
  - Presenting the document to the BCPC Board of Directors (MPO Policy Board).
  - Preparing a fiscal constraint demonstration.
  - Submitting the amendment to FTA, FHWA, and WisDOT for approval.
- Staff began to develop the Draft 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Work on this task included:
  - Summarizing the TIP development process for the BCPC Transportation Subcommittee.
  - Answering questions about potential projects and the TIP development process from potential STBG applicants.
  - Collecting and scoring project applications.
  - Developing maps for the TIP.



- Staff informed a recipient of STBG funds that the recipient's project is falling behind schedule and could be in danger of being cancelled if the project continues to fall behind schedule.
- Staff collected and published the *2016 Obligated Transportation Projects for the Green Bay Urbanized Area*.

Staff also completed many less time-consuming tasks between January 1 and June 30, 2017.



## **A. Examples of Significant Transportation Planning Issues in 2018**

### **Transportation Management Area (TMA) Planning Certification Review**

The primary purpose of a certification review is to formalize the continuing oversight and day-to-day evaluation of the planning process. The certification review process ensures that the planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 are being satisfactorily implemented. In a broader sense, the certification review process is an opportunity to provide advice and guidance to a Transportation Management Area (an urbanized area with a population over 200,000) for enhancing the planning process and improving the quality of transportation investment decisions.

Because the Green Bay Urbanized Area exceeded 200,000 people following the 2010 US Census, the Green Bay MPO had its first Planning Certification Review in the summer of 2014. This review was conducted by representatives of the Federal Highway Administration, Federal Transit Administration, and Wisconsin Department of Transportation, and the topics addressed included:

- Planning Organization
- Metropolitan Planning Area Boundary
- Agreements and Contracts
- Transportation Planning Work Program
- Transportation Planning Process
- Long-Range Transportation Plan Development
- Financial Planning
- TIP Development and Project Selection
- Public Outreach
- Self-Certifications
- Title VI and Related Requirements
- Congestion Management Process (CMP)
- List of Obligated Projects
- Environmental Mitigation
- Consultation and Coordination
- Management and Operations Considerations
- Transportation Safety Planning
- Security in the Planning Process
- Integrating Freight in the Transportation Planning Process
- Visualization Techniques
- Land Use and Livability

The 2014 review also included a public open house meeting and a presentation to the BCPC Board of Directors (MPO Policy Board) regarding the purpose of and topics addressed during the review.

The Green Bay MPO's second Planning Certification Review will be held in the summer or fall of 2018, and this review will follow the same process and address the same topics as the 2014 review. The results of this review will be compiled in a report by the federal and state agencies, and the report will be made available for review by the BCPC Transportation Subcommittee (MPO TAC), BCPC Board of Directors, and the public.

## **MPO Long-Range Transportation Plan Performance Measures Implementation**

The MPO's 2045 Long-Range Transportation Plan that was adopted by the Brown County Planning Commission Board of Directors (MPO Policy Board) on October 7, 2015, includes a list of transportation system performance measures. These measures address:

- Transportation Structures and Pavement Condition.
- Transportation Safety.
- Highway and Street Operation, Safety, and Accessibility.
- Bicycle and Pedestrian Facilities.
- Public Transportation.
- Transportation Services for Seniors and People with Disabilities.
- Freight Transportation.

In 2018, MPO staff will continue to work to achieve the performance measures' goals and objectives by promoting the implementation of the strategies identified in the Long-Range Transportation Plan. Staff will also monitor progress toward the achievement of the goals and objectives through the continued development of an annual transportation system performance measures report.

## **Development of State and MPO Transportation System Performance Targets**

MAP-21 and the FAST Act require states and MPOs to establish performance targets for the following transportation system performance measures:

- Pavement condition on the interstate system and the remainder of the National Highway System (NHS).
- Performance of the interstate system and the remainder of the NHS.
- Bridge condition on the NHS.
- Fatalities and serious injuries – both the number and rate per vehicle mile traveled – on all public roads.
- Traffic congestion.
- On-road mobile source emissions.
- Freight movement on the interstate system.

The state's performance targets must be established within one year of the US Department of Transportation's final rule on the performance measures, and states must coordinate with MPOs when establishing their performance targets.

After the state's safety performance targets were established by WisDOT at the end of August of 2017, Wisconsin's MPOs had 180 days to establish their own safety performance targets for the applicable transportation system performance measures. To ensure consistency with the safety performance targets established by the state, the MPOs coordinated with WisDOT to establish their safety performance targets.

In 2017, the Green Bay MPO coordinated with WisDOT and other stakeholders to begin the process of establishing the MPO's safety performance targets. These targets will be completed and presented to the BCPC Board of Directors for approval by February of 2018.

## **2019-2023 Transit Development Plan (TDP)**

In 2013, MPO staff worked with the Green Bay Transit Commission, Green Bay Metro staff, and an advisory committee to develop a Transit Development Plan (TDP) that recommends policies the transit system should implement by the end of 2018. The 2014-2018 TDP also contains a long-range element that analyzes recent trends and preferences and recommends strategies for improving ridership.

Because the TDP will expire at the end of 2018, MPO staff will work with Metro representatives in 2018 to develop a new five-year TDP that addresses existing route deficiencies, paratransit service options, possible new fixed route service alternatives, and other transit issues. The 2019-2023 TDP will also have a long-range element that addresses how transit can become the mode of choice for people who do not rely on the bus as their primary mode of transportation.

### **Section 85.21 Specialized Transportation Assistance Program Administration**

The Aging and Disability Resource Center (ADRC) of Brown County has administered the State Specialized Transportation Assistance Program for Counties (State Stat. 85.21) on behalf of Brown County since the Brown County Board of Supervisors approved this arrangement in 1993. But beginning in 2018, the ADRC of Brown County and the six other non-profit aging units in Wisconsin that administer the Section 85.21 Program for their counties will no longer be able to administer this program. The state informed the non-profit aging units that this will no longer be acceptable because the Section 85.21 Program must be administered by a county department.

Brown County received \$535,792 from the Section 85.21 Program in 2017, and this money was distributed to Curative Connections and other local organizations to transport seniors and people with disabilities to jobs, medical appointments, meal sites, and other important destinations in the county's urban and rural areas. In a typical year, more than 60,000 rides are provided to seniors and people with disabilities through this transportation program.

The county's Planning and Land Services (PALS) Department is the most appropriate county department to assume responsibility for administering the county's Section 85.21 Program because the PALS Department is the host agency for the Green Bay MPO. Green Bay MPO staff currently administers a similar transportation program (the federal Section 5310 Program) and has developed many plans and studies that have been used to determine the most cost-effective use of the county's Section 85.21 Program funds for many years.

In 2018, MPO staff will work to ensure that the county's Section 85.21 funds are distributed to the approved recipients. MPO staff will also develop the Brown County Section 85.21 Program Plan for 2019. After the draft 2019 Program Plan is prepared, staff will hold a public hearing on the draft plan, present the draft plan and public hearing comments to the Brown County Transportation Coordinating Committee (TCC), and request final approval of the 2019 plan from the Brown County Planning Commission Board of Directors.

## **Development of a Stormwater Management Criterion for the MPO's STBG Project Prioritization Process**

For many years, federal transportation legislation has identified planning factors that must be considered by MPOs when developing transportation plans and programs. When the federal Fixing America's Surface Transportation (FAST) Act was enacted in December of 2015, a planning factor was added that addresses the reduction or mitigation of stormwater runoff impacts associated with streets and other surface transportation facilities.

The MPO's current STBG Project Prioritization Process was approved by the BCPC Board of Directors in May of 2015. This process does not consider stormwater runoff from streets and other surface transportation facilities, and no points are currently awarded to proposed STBG projects for including techniques that minimize negative stormwater runoff impacts. This MPO work activity will result in the development of a stormwater runoff criterion that can be incorporated into the MPO's STBG project selection process beginning with the 2019-2023 Transportation Improvement Program (TIP).

## **Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area (Non-MPO Activity)**

In 2017, MPO staff continued to develop an EIS and Interstate Access Justification Report (IAJR) to identify a preferred location alternative for the Southern Bridge and connecting arterial street system. The tasks completed in 2017 included working with a consultant on a traffic analysis and several design concepts to determine if a new interchange can be added to I-41 south of Scheuring Road, facilitating lead agencies meetings with representatives of WisDOT, and providing project status reports to the BCPC Board of Directors, participating communities, and other entities.

In 2018, staff will continue to work with WisDOT, FHWA, Brown County's Public Works Department, communities, and the public to develop the EIS and IAJR.

## **B. Summary of 2018 Transportation Work Activities**

### **Work Element 41.11.00: Program Support and Administration**

#### **Program Support and Administration**

The MPO's 2018 program support and administration activities include the financial and personnel management of the transportation planning program, public information and assistance, the development of the 2019 Transportation Planning Work Program, the completion of quarterly reports to WisDOT, and transportation planning staff education. Time spent in training sessions, workshops, and meetings is also included under this work element. In addition, staff will continue to participate in quarterly FHWA/MPO/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues.

#### **Direct and Indirect Expenses**

Direct expenses include printing and postage, supplies and equipment, travel and training, telephone, and computer hardware and software. Indirect expenses include office rent, personnel services provided by the Brown County Human Resources Department, and accounting services provided by the Brown County Department of Administration. These expenses are summarized in Table C: 2018 Cost Allocation Plan for the Green Bay MPO.

#### **Transportation Management Area (TMA) Planning Certification Review\***

The Green Bay MPO will have its second Planning Certification Review in the summer or fall of 2018. This review will be conducted by representatives of the Federal Highway Administration, Federal Transit Administration, and Wisconsin Department of Transportation. The results of the Planning Certification Review will be compiled by the federal and state agencies in a report, and the report will be made available for review by the BCPC Transportation Subcommittee, BCPC Board of Directors, and the public.

### **Work Element 41.13.00: Long-Range Transportation Planning**

#### **Long-Range Transportation Plan Performance Measures Implementation\***

MPO staff will continue to work to achieve the performance measures' goals and objectives by promoting the implementation of the strategies identified in the Long-Range Transportation Plan. Staff will also monitor progress toward the achievement of the goals and objectives through the continued development of an annual transportation system performance measures report.

\*USDOT Planning Emphasis Area – Implementation/Performance-Based Planning and Programming.

## **Development of State and MPO Transportation System Performance Targets\***

After the state's performance targets were established by WisDOT at the end of August of 2017, Wisconsin's MPOs had 180 days to establish their own performance targets for the applicable transportation system performance measures. To ensure consistency with the performance targets established by the state, the MPOs coordinated with WisDOT to establish their performance targets.

In 2017, the Green Bay MPO coordinated with WisDOT and other stakeholders to begin the process of establishing the MPO's performance targets. These targets will be completed and presented to the BCPC Board of Directors for approval by February of 2018.

## **Management of the Northeast Wisconsin Regional Travel Demand Model\*\***

MPO staff will continue to work with representatives of the East Central Wisconsin Regional Planning Commission, Bay-Lake Regional Planning Commission, and WisDOT to manage and update the traffic model that covers the counties within WisDOT's Northeast Region.

## **Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area\*\*\*\***

MPO staff will continue to work with WisDOT, FHWA, Brown County's Public Works Department, communities, and the public to complete the EIS and Interstate Access Justification Report (IAJR).

## Work Element 41.14.00: **Short-Range Transportation Planning**

**Note:** Staff will use the participation techniques identified in the current Green Bay MPO Public Participation Plan during the development of its short-range plans and studies.

## **Annual Review of the Green Bay Metro Fixed Route System\*\*\***

The annual review of Green Bay Metro's routes will be conducted at the beginning of 2018 and presented to the Green Bay Transit Commission in the spring of 2018. In addition to the full route review, staff intends to continue preparing smaller quarterly review summaries to measure the number of people who ride each fixed route at different times of the year. The results of the annual and quarterly route reviews provide information that is used to complete route modification studies and other planning exercises.

\*USDOT Planning Emphasis Area - Implementation/Performance-Based Planning and Programming.

\*\*USDOT Planning Emphasis Area - Regional Models of Cooperation.

\*\*\*USDOT Planning Emphasis Area - Access to Essential Services/Ladders of Opportunity.

\*\*\*\*The Environmental Impact Statement for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area is not eligible for federal planning funds and will be completed at local expense.



### **2019-2023 Transit Development Plan (TDP)\*\*\***

MPO staff will work with Metro representatives to develop a new five-year TDP that addresses existing route deficiencies, paratransit service options, possible new fixed route service alternatives, and other transit issues. The 2019-2023 TDP will also have a long-range element that addresses how transit can become the mode of choice for people who do not rely on the bus as their primary mode of transportation.

### **Public Participation Plan Review\*\***

Staff will review the MPO's Public Participation Plan to assess its effectiveness and determine if revisions are necessary. Staff will also document the effectiveness of the techniques identified in the plan.

### **Section 85.21 Specialized Transportation Assistance Program Administration\*\*\***

Staff will work to ensure that the Section 85.21 funds that are granted to Brown County in 2018 are distributed to the approved recipients. MPO staff will also develop the Brown County Section 85.21 Program Plan for 2019. After the draft 2019 Program Plan is prepared, staff will hold a public hearing on the draft plan, present the draft plan and public hearing comments to the Brown County Transportation Coordinating Committee (TCC), and request final approval of the 2019 plan from the Brown County Planning Commission Board of Directors.

### **Special Transit Studies\*\*\***

The MPO will complete special studies as requested by the Green Bay Transit Commission and Green Bay Metro staff. This work could include route extension analyses, surveys, research, and other planning tasks.

### **Planning Assistance to Requesting Communities and Agencies\*\***

Transportation system analysis assistance will be provided to and special transportation studies will be conducted for communities and government agencies as requested. Studies that have been completed in the past and will likely be requested in 2018 include bicycle and pedestrian plans for MPO-area communities, accessibility and safety studies at and near schools, and other multimodal plans and studies. MPO staff will also continue to provide planning assistance to intermodal freight entities such as the Port of Green Bay and Green Bay Austin Straubel International Airport.

\*\*USDOT Planning Emphasis Area - Regional Models of Cooperation.

\*\*\*USDOT Planning Emphasis Area - Access to Essential Services/Ladders of Opportunity.

## **Planning Assistance to WisDOT\*\***

Staff will continue to offer planning assistance on state transportation matters such as local roads and land uses near state projects as requested by WisDOT staff. Specifically, staff will work with WisDOT to implement and update the state's long-range multimodal transportation plan (Connections 2030) and rail plan (Wisconsin Rail Plan 2030). Staff will also work with WisDOT to implement the statewide bicycle and pedestrian plans, study the preservation of the STH 172 corridor and the possible extension of high-speed rail service to northeast Wisconsin, analyze the vehicular impacts of major developments on metropolitan area interchanges, and coordinate the urbanized area's Transportation Alternatives (TA) application process. In addition, staff will help WisDOT implement the statewide freight plan, update the statewide highway plan, and develop transportation system performance targets as required by MAP-21 and the FAST Act.

## **Transportation Coordination for Seniors and People with Disabilities\*\*\***

MPO staff and Brown County's Transportation Coordinating Committee will continue to meet each quarter to review and coordinate transportation services for seniors and people with disabilities. MPO staff will also continue to administer the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay Urbanized Area, and MPO staff will begin to administer the State Specialized Transportation Assistance Program (State Stat. 85.21) on behalf of Brown County in 2018.

## **Work Element 41.15.00: Transportation Improvement Program (TIP)**

### **Development of the 2019-2023 Transportation Improvement Program (TIP)\*\***

Work on the TIP will be completed in the fall of 2018 with the publication and distribution of the *2019-2023 Transportation Improvement Program for the Green Bay Urbanized Area*. The programmed highway and transit projects will be reviewed and ranked to determine the distribution of the urbanized area's Surface Transportation Block Grant (STBG) funds.

The TIP will summarize all short- and long-range highway/transit planning study improvement recommendations, examine the availability of federal highway and transit funding, review the implementation progress of previously programmed projects, and address the urban area's compliance with FTA private sector participation regulations and the Section 504/ADA local effort. The 2019-2023 TIP will also include a financial capacity report (as outlined in FTA Circular 7008.1), a summary of how the program of projects complies with the federal Environmental Justice and Title VI regulations, and other items required by federal transportation legislation.

In addition to developing the 2019-2023 TIP, staff will monitor the implementation of projects identified in the 2018-2022 TIP by preparing a mid-year update of the 2018-2022 TIP in the summer of 2018.

\*\*USDOT Planning Emphasis Area - Regional Models of Cooperation.

\*\*\*USDOT Planning Emphasis Area - Access to Essential Services/Ladders of Opportunity.

## **Development of a Stormwater Management Criterion for the MPO's STBG Project Prioritization Process\*\***

The MPO's current STBG Project Prioritization Process was approved by the BCPC Board of Directors in May of 2015. This process does not consider stormwater runoff from streets and other surface transportation facilities, and no points are currently awarded to proposed STBG projects for including techniques that minimize negative stormwater runoff impacts. This MPO work activity will result in the development of a stormwater runoff criterion that can be incorporated into the MPO's STBG project selection process beginning with the 2019-2023 Transportation Improvement Program (TIP).

\*\*USDOT Planning Emphasis Area - Regional Models of Cooperation.



### C. Transportation Planning Program Funding Summary

The approved calendar 2017 and estimated 2018 transportation planning program budget comparison is as follows:

<u>Funding Agency</u>	<u>Calendar 2017</u>	<u>Calendar 2018</u>
FHWA (PL Funds)	\$304,186	\$303,994
WisDOT PL Match	\$24,176	\$24,176
Brown County	\$51,870	\$51,823
<b>TOTAL</b>	<b>\$380,232</b>	<b>\$379,993</b>

Financial audits of the transportation program are conducted as part of the overall Brown County Attachment P Audit. The accounting firm of Schenck Business Solutions conducts financial audits of the transportation program. Expenses incurred by Schenck Business Solutions while auditing the transportation program as part of the Brown County Attachment P Audit process are billed directly to the transportation program.

FHWA funding consists of metropolitan planning funds (PL funds) made available through federal transportation legislation and FTA Section 5303 funds that are provided through the Federal Transit Act.



**Table A: 2018 Transportation Planning Work Program Budgets**

WORK ELEMENT	EST. STAFF TIME (HOURS)	\$	%	\$	%	\$	%	WORK ELEMENT BUDGET TOTAL	WORK ELEMENT %
		FHWA PL	FHWA	WisDOT	WisDOT	BC	BC		
PROGRAM SUPPORT/ADMINISTRATION: 41.11.00	<b>TOTAL: 2,590</b> PP: 1,316 SP: 496 P1-GIS: 375 P1-GIS: 303 PLAN. DIR.: 100	\$120,419	80%	\$9,577	6.36%	\$20,528	13.64%	\$150,523	31%
LONG-RANGE TRANSPORTATION PLANNING: 41.13.00	<b>TOTAL: 835</b> PP: 100 SP: 50 P1-GIS: 600 P1-GIS: 85	\$26,605	80%	\$2,116	6.36%	\$4,535	13.64%	\$33,256	10%
SHORT-RANGE TRANSPORTATION PLANNING: 41.14.00	<b>TOTAL: 4,092</b> PP: 449 SP: 1,104 P1-GIS: 1,074 P1-GIS: 1,365 PLAN. DIR: 70 ADM. COORD.: 30	\$130,365	80%	\$10,367	6.36%	\$22,225	13.64%	\$162,957	49%
TRANSPORTATION IMPROVEMENT PROGRAM: 41.15.00	<b>TOTAL: 835</b> PP: 23 SP: 438 P1-GIS: 39 P1-GIS: 335	\$26,605	80%	\$2,116	6.36%	\$4,535	13.64%	\$33,256	10%
<b>TOTAL MPO COST BY FUNDING SOURCE</b>	<b>TOTAL: 8,352</b> PP: 1,888 SP: 2,088 P1-GIS (2): 4,176 PLAN. DIR.: 170 ADM. COORD.: 30	\$303,994	80%	\$24,176	6.36%	\$51,823	13.64%	\$379,993	100%
<b>ADDITIONAL STUDIES</b>									
	STAFF TIME	COST	FUNDING SOURCE						
SOUTHERN METROPOLITAN AREA ENVIRONMENTAL IMPACT STATEMENT (EIS)	PP: 200 HRS.	\$7,964	BC						





**Table B: Transportation Planning Data Collection**

<u>Data Item</u>	<u>Staff Responsibility</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
1. Transportation System Characteristics				
a. Existing and future functional classifications	WisDOT, BCPC	X	X	X
b. Transit revenue vehicle miles*****	BCPC			
c. Transit system bus stops and Equipment*****	BCPC			
d. Bus fleet mileage and condition*****	BCPC			
e. FTA Triennial Review	BCPC		X	
f. TAZ population and employment forecasts	BCPC	X	X	X
g. Bicycle and pedestrian facility inventories	BCPC	X	X	X
h. Congestion Management Process (CMP) Data	BCPC	X	X	X
2. Travel, Safety, and Usage Indicators				
a. Average daily traffic counts	WisDOT, BCPC	X		
b. Intersection volume and turning counts*****	BCPC			
c. Traffic accident statistics	BCPC	X	X	X
d. Transit operational efficiency, including revenue, passengers, and transferring for individual bus routes	BCPC	X	X	X
e. Highway network forecasts (WisDOT - state system, BCPC - local system)	WisDOT, BCPC	X	X	X

**Table B: Transportation Planning Data Collection (Cont.)**

<u>Data Item</u>	<u>Staff Responsibility</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
3. Transportation Projects				
a. TIP. Includes evaluation of highway, transit, multi-modal, and elderly and disabled projects in terms of consistency with other plans, v/c ratios, pavement surface conditions, utility work scheduling, number of years in the TIP, consideration of multi-modal transportation, safety and security, availability of funding, congestion relief or prevention, reduction in SOV, intermodal connectivity, financial capacity, and air quality	BCPC	X	X	X
b. Transit service requests	BCPC	X	X	X
4. TMA Certification Review	FHWA, FTA, WisDOT, BCPC	X		

\*\*\*\*\*This information will be collected upon request.

## Table C: 2018 Cost Allocation Plan for the Green Bay MPO

**Note:** MPO staff is shown in bold.

### Direct Salaries

<u>Position</u>	<u>Total Hours</u>	<u>Total Salaries</u>	<u>Total PL Grant</u>
<b>Principal Planner</b>	<b>1888</b>	<b>\$70,368</b>	<b>\$60,840</b>
<b>Senior Planner</b>	<b>2088</b>	<b>\$60,060</b>	<b>\$51,928</b>
<b>Transportation/GIS Planner</b>	<b>2088</b>	<b>\$47,390</b>	<b>\$40,974</b>
<b>Transportation/GIS Planner</b>	<b>2088</b>	<b>\$46,514</b>	<b>\$40,216</b>
Planning Director	170	\$7,487	\$6,474
Administrative Coordinator	30	\$611	\$529
<b>Totals</b>		<b>\$232,430</b>	<b>\$200,960</b>

### Fringe Benefits

<u>Position</u>	<u>Total Salaries</u>	<u>Total Fringes</u>	<u>Total PL Grant</u>
<b>Principal Planner</b>	<b>\$70,368</b>	<b>\$25,485</b>	<b>\$22,034</b>
<b>Senior Planner</b>	<b>\$60,060</b>	<b>\$25,473</b>	<b>\$22,024</b>
<b>Transportation/GIS Planner</b>	<b>\$47,390</b>	<b>\$23,260</b>	<b>\$20,111</b>
<b>Transportation Planner</b>	<b>\$46,514</b>	<b>\$23,112</b>	<b>\$19,983</b>
Planning Director	\$7,487	\$2,486	\$2,149
Administrative Coordinator	\$611	\$319	\$276
<b>Totals</b>	<b>\$232,430</b>	<b>\$100,135</b>	<b>\$86,577</b>

### Direct Expenses

<u>Item</u>	<u>Cost</u>
Office Supplies	\$3,180
Copy Expense	\$1,200
Printing	\$92
Dues and Memberships	\$220
Vehicle Repair/Maint.	\$1,000
Gas, Oil, Etc.	\$400
Advertising & Recruitment	\$320
Postage	\$400
Books/Periodicals/Subscrip.	\$160
Computer Software	\$434
Travel/Conference/Training	\$1,600
<b>Direct Expenses Total</b>	<b>\$9,006</b>

**Indirect Expenses**

Building Rent	\$4,271
Personnel Services	\$3,450
Financial/Accounting Svcs.	\$10,480
Information Services Chargebacks	\$17,738
Insurance Chargebacks	\$2,483

**Indirect Expenses Total: \$38,422**

MPO portion of direct & indirect costs: \$47,428

**Total PL grant for direct & indirect costs: \$41,006**

Total MPO program costs:	\$379,993
<b>Total PL grant:</b>	<b>\$328,170</b>
<b>Local Share:</b>	<b>\$51,823</b>

**Notes:**

The MPO's 2018 indirect expenses represent a proportional share (40%) of MPO-related indirect expenses budgeted in 2018 for the MPO's host agency (the Brown County Planning and Land Services Department – Planning Division). The MPO's proportional share was calculated by dividing the number of MPO staff (4) by the total number of staff in the department's planning division (10). This rate will be applied as established, and any "truing up" that may be necessary in 2018 will be reflected in the indirect expenses that are charged to the department's planning division in 2020 (following the audit of 2018's actual expenses).

The source of the MPO's 2018 indirect expenses is the *2016 Indirect Cost Plan for the 2018 Budget* that was prepared by the Brown County Department of Administration for the Planning and Land Services Department – Planning Division and made available to the US Department of Health and Human Services. The 2016 indirect cost plan is being used for the 2018 budget because 2016 is the most recent year for which an audit of actual expenses was completed. The indirect cost plan is available for review at the Brown County Planning and Land Services Department.

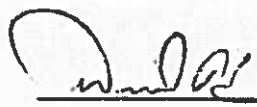
**CERTIFICATE OF COST ALLOCATION PLAN**

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- 1) All costs included in this proposal (as dated below) to establish cost allocations or billings for the year ended December 31, 2016 are allowable in accordance with requirements of 2 CFR 200 Subpart E are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
  
- 2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

**Governmental unit: Brown County, Wisconsin**

Signature:   
Name of Official: David P. Ehlinger  
Title: Finance Director  
Date of Execution: 4-25-2017



**Table D: 2018 Work Schedule**

<u>Work Element</u>	<u>Jan.</u>	<u>Feb.</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>
41.11.00 Program Support & Admin.	-----	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(1)xxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(2)-----	-----
41.13.00 Long-Range Transportation Planning	xxxxxx	(3)xxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(4)xxxx	xxxxxx	xxxxxx	xxxx(5)
41.14.00 Short-Range Transportation Planning	xxxxxx	xxxxxx	xxxxxx	xx(6)xx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xx(7)xx	(8)xxxx
41.15.00 TIP	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(9)xxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	(10)----	-----	-----

xxx Special planning studies  
 ---- General planning functions  
 (0) Final study report

**Note:** Work Element 5 is an ongoing project.

**STUDY REPORT TITLES**

1. Transportation Management Area (TMA) Planning Certification Review
2. 2019 Transportation Planning Work Program
3. MAP-21/FAST Act Transportation System Performance Targets for MPO
4. 2018 LRTP Transportation System Performance Measures Report
5. Southern Brown County Environmental Impact Statement (EIS)
6. Green Bay Metro Annual Route Review
7. 2019-2023 Transit Development Plan (TDP)
8. 2019 Section 85.21 Program Plan
9. Development of a stormwater mgmt. criterion for STBG project selection
10. 2019-2023 Transportation Improvement Program





## **Appendix 1: Title VI Accomplishments between January 1, 2017, and June 30, 2017**

- Staff developed the 2017 Green Bay MPO Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update.
- Staff participated in two meetings of the Northeast Wisconsin Regional Access to Transportation Committee.
- Staff updated the MPO Title VI and Non-Discrimination Program's board and committee composition tables in response to membership changes.



## **Appendix 2**

Green Bay Metropolitan Planning Organization (MPO) Title VI and  
Non-Discrimination Program/Limited English Proficiency Plan

and

Title VI Non-Discrimination Agreement Between the  
Wisconsin DOT and the Green Bay MPO

and

Cooperative Agreement for Continuing Transportation Planning for the  
Green Bay Urbanized Area Between the  
Brown County Planning Commission/Green Bay MPO,  
Wisconsin Department of Transportation, and Green Bay Metro.

This plan and these agreements can be found on the Brown County Planning Commission's  
Transportation website at [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning).



## Appendix 3: Metropolitan Planning Factors

Federal transportation legislation identifies 11 planning factors that must be considered by MPOs when developing transportation plans and programs. These factors are:

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

The following table summarizes how each of the MPO's major 2018 tasks will relate to the 11 planning factors.

<b>Work Element</b>	<b>Tasks</b>	<b>Metropolitan Planning Factors</b>										
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
41.11.00	2019 Transportation Planning Work Program	X	X	X	X	X	X	X	X	X	X	X
41.13.00	MPO Plan Performance Measures Implementation	X	X	X	X	X	X	X	X	X	X	X
41.13.00	Transportation System Performance Targets	X	X	X	X	X	X	X	X	X	X	X
41.13.00	Maintenance of the Regional Traffic Model	X		X	X		X	X	X	X	X	X
41.13.00	EIS for the Southern Metropolitan Area*	X		X	X	X	X	X		X	X	X
41.14.00	GB Metro Annual Route Review	X	X	X	X	X	X	X	X	X		X
41.14.00	2019-2023 Transit Development Plan	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Annual Public Participation Plan Review	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Section 85.21 Program Administration	X	X	X	X	X	X	X	X	X		X
41.14.00	Special Transit Studies	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Planning Assistance to Communities/Agencies	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Planning Assistance to WisDOT	X	X	X	X	X	X	X	X	X	X	X
41.14.00	Tran. Coord. for Seniors & People with Disabilities	X	X	X	X	X	X	X	X	X	X	X
41.15.00	2019-2023 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X

\*Non-MPO Task



## Appendix 4: 2018 MPO Policy Board, Technical Advisory Committee, and Other Meeting Dates

MPO Policy Board*	Transportation Subcommittee**	Brown County Transportation Coordinating Committee	MPO Director Meetings with WisDOT & FHWA	Model Users Group Meetings (As Necessary)	Mid-Year Review & Work Program Meetings
January 3			January 23		
February 7					
March 7		March 12			
April 4	April 16		April 24		
May 2					
June 6		June 11			June 18
July 11			July 24		
August 1					
September 5	September 17	September 10			September 20
October 3			October 23		
November 7					
December 5		December 3			

\*MPO Policy Board meetings might be rescheduled due to holidays, elections, etc.

\*\*Additional BCPC Transportation Subcommittee meetings could occur if necessary. Also, these meetings might be rescheduled to accommodate unforeseen deadlines, etc.





## Appendix 5: MPO Self-Certification Summary

The BCPC Board of Directors (as the MPO's policy board) is charged with implementing the metropolitan planning process in accordance with applicable requirements of federal transportation legislation, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. All agencies involved in the transportation planning process must also be held accountable to these federal requirements.

By federal law, agencies providing transportation services and/or receiving federal money must categorically adhere to the requirements as listed in the MPO's adoption/self-certification resolution.

With the approval of the Self-Certification, the policy board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services. The Transportation Planning Work Program includes documentation that as an agency and in partnership with its members, the MPO policy board adheres to the applicable requirements of federal transportation legislation and the Clean Air Act.

The 10 requirements for self-certification are summarized below.

**(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart.** These citations summarize the metropolitan planning requirements. This MPO is currently certified and has an approved Transportation Improvement Program, Long-Range Transportation Plan, Transportation Planning Work Program, and Public Participation Plan. This MPO also has the required interagency agreements, approved metropolitan area boundaries, and annual listings of obligated projects.

**Green Bay MPO Compliance:** The MPO complies with this requirement because it currently has an approved TIP, Long-Range Transportation Plan, Transportation Planning Work Program, and Public Participation Plan. The MPO also has all of its required agreements, approved boundaries, and listings of obligated projects.

**(2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR Part 93.** State and local transportation officials take part in the 3C planning process to determine which planning elements will be implemented to improve air quality.

**Green Bay MPO Compliance:** This requirement does not currently apply to the Green Bay MPO because it is not within a non-attainment or maintenance area.

**(3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR Part 21.** Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally-assisted programs on the grounds of race, color, or national origin.

**Green Bay MPO Compliance:** The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 7, 2017.

**(4)** *49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.*

**Green Bay MPO Compliance:** The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 7, 2017. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

**(5)** *Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT-funded projects.* The DBE program ensures equal opportunity in transportation contracting markets, and in the statute Congress established a national goal that 10% of federal funds go to certified DBE firms.

**Green Bay MPO Compliance:** The MPO will follow Brown County's DBE policy if outside contractors are hired to complete MPO projects using federal MPO planning funds.

**(6)** *23 CFR Part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.*

**Green Bay MPO Compliance:** This requirement does not directly apply to the Green Bay MPO because it is not involved in federal or federal-aid highway construction contracts. However, the MPO follows Brown County's equal employment opportunity policy because the MPO is housed within the Brown County Planning Commission.

**(7)** *The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38.* Programs and activities funded with federal dollars are prohibited from discrimination based on disability.

**Green Bay MPO Compliance:** The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 7, 2017. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission. In addition, the MPO's office and meeting facilities are accessible to people with disabilities.

**(8)** *The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.*

**Green Bay MPO Compliance:** The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 7, 2017. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

**(9)** *Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.*

**Green Bay MPO Compliance:** The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 7, 2017. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

**(10)** *Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.*

**Green Bay MPO Compliance:** The MPO complies with this requirement through the policies identified in the Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update that was approved by the Brown County Planning Commission Board of Directors (MPO Policy Board) on June 7, 2017. The MPO also follows Brown County's non-discrimination policy because the MPO is housed within the Brown County Planning Commission.

**The Brown County Non-Discrimination Policy is as follows:**

*Brown County is committed to the equality of opportunity for all people. It is the policy of Brown County to provide equal employment opportunities for all individuals on the basis of the skills, abilities, and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or non-use of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification, and except where conviction and/or arrest record substantially relates to the circumstance of positions applied for.*



RESOLUTION NO. 2017-09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
BROWN COUNTY PLANNING COMMISSION  
APPROVING THE 2018 TRANSPORTATION PLANNING WORK PROGRAM  
FOR THE GREEN BAY METROPOLITAN PLANNING ORGANIZATION (MPO)

**WHEREAS**, the U.S. Department of Transportation requires the development of a Transportation Planning Work Program (TPWP) for all Metropolitan Planning Organizations (MPOs) in the United States; and

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

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the Fixing America's Surface Transportation (FAST) Act and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in US DOT-funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance;
8. Section 324 of title 23, U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

**WHEREAS**, an approved TPWP is needed to obtain the federal and state funds that support each MPO's activities; and

**WHEREAS**, each MPO policy board must approve the MPO's TPWP before submitting the program to the state and federal governments for review, approval, and funding; and

**WHEREAS**, the Brown County Planning Commission is the designated MPO for the Green Bay Urbanized Area; and

**WHEREAS**, the Brown County Planning Commission Board of Directors is the Green Bay MPO's policy board.

**THEREFORE, BE IT RESOLVED**, that the Brown County Planning Commission Board of Directors approves the Green Bay MPO's 2018 Transportation Planning Work Program.

**BE IT FURTHER RESOLVED** that the MPO planning process is compliant with the requirements of the FAST Act and that the Brown County Planning Commission certifies that the urban transportation planning process certification requirements of 23 CFR 450.114 (c) are satisfied.

Dated at Green Bay, Wisconsin, this 4<sup>th</sup> day of October 2017.

BROWN COUNTY PLANNING COMMISSION



Norbert Dantinne, Jr., President

ATTEST:



Chuck Lamine, AICP, Planning Director