

**Bonneville Metropolitan  
Planning Organization**

## **UNIFIED PLANNING WORK PROGRAM**

**Fiscal Year  
2010**

Task Descriptions

October 1, 2009—September 30, 2010

Approved and Adopted September 9, 2009

**Serving the citizens of the Cities of Ammon,  
Idaho Falls, Iona and Ucon and the urbanized  
portions of Bonneville County**

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Unified Planning Work Program  
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Serving the citizens of the Cities of Ammon, Idaho Falls, Iona and Ucon  
and the urbanized portions of Bonneville County

For:

Transportation Planning  
Bonneville Metropolitan Planning Organization  
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Darrell M. West  
Director

This document was prepared by the Bonneville Metropolitan Planning Organization in cooperation with the Cities of Ammon, Idaho Falls, Iona and Ucon, and Bonneville County, Idaho Transportation Department and Targhee Regional Public Transportation Authority. It was financed in part by funds from the U.S. Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the author and not necessarily those of the U.S. Department of Transportation.

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## Resolution

PROVIDING FOR THE  
ADOPTION OF THE FISCAL YEAR 2010  
UNIFIED PLANNING WORK PROGRAM/BUDGET  
of the  
BONNEVILLE METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the Bonneville Metropolitan Planning Organization (BMPO) is a forum for cooperative transportation decision making for the urbanized area under the direction of elected officials from the Cities of Ammon, Idaho Falls, Iona and Ucon and Bonneville County, as well as the Idaho Transportation Department and TRPTA; and

WHEREAS, BMPO has been designated by the Governor of Idaho as the Metropolitan Planning Organization responsible for transportation planning and programming; and

WHEREAS, the BMPO is responsible to develop and follow a Unified Planning Work Program (UPWP) as the basis for documenting tasks to be accomplished during the fiscal year 2010. The UPWP describes transportation related activities including travel forecast modeling, transportation studies, Demographic Estimates, Transportation Improvement Program, and other documents. BMPO has prepared the Fiscal Year 2010 UPWP/Budget for the purpose of initiating Federal funding and grant applications in a timely manner by submitting local funding requirements to member agencies early in the budgeting process; and

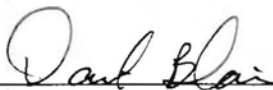
WHEREAS, said Fiscal Year 2010 UPWP/Budget has been reviewed by the Technical Advisory Committee and has been recommended for approval by the BMPO Policy Board.

NOW, THEREFORE, BE IT RESOLVED, that the BMPO Policy Board adopts the Fiscal Year 2010 UPWP/Budget for Federal application and local review purposes, subject to reconsideration upon receipt of final comments from local and Federal agencies.

BE IT FURTHER RESOLVED, that the BMPO assures the appropriate necessary local match funds are available for the Federal Highway Administration, Federal Transit Administration and all other Federal/State/local grants and contracts as noted in the BMPO Fiscal Year 2010 UPWP/Budget, which is attached hereto as an integral part of this resolution.

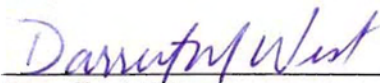
BE IT FURTHER RESOLVED, that the Policy Board Chairman and BMPO Director are authorized to submit all Federal allocations and grant requests as well as contract applications. Furthermore, the Policy Board Chairman and BMPO Director are authorized to sign all necessary documents for grant and contract purposes.

APPROVED and ADOPTED the 9<sup>th</sup> day of September, 2009.



\_\_\_\_\_  
David Blain, Chairman  
BMPO Policy Board

ATTEST:



\_\_\_\_\_  
Darrell M. West  
BMPO Director

## Introduction

This document was prepared by the Bonneville Metropolitan Planning Organization (BMPO) in cooperation with the Cities of Idaho Falls, Ammon, Iona and Ucon and Bonneville County, Idaho Transportation Department (ITD) and Targhee Regional Public Transportation Authority (TRPTA).

The Unified Planning Work Program (UPWP) for transportation planning in the Idaho Falls metropolitan planning area is the basis for documentation of tasks to be accomplished during the Fiscal Year 2010 (October 1, 2009 - September 30, 2010). The UPWP represents a cooperative effort between the BMPO, TRPTA and ITD as defined by the following items:

1. Identify transportation and transportation related planning as described in the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” or “SAFETEA-LU”, within the next one-year period, including the planning activities funded with PL funds from the Federal Highway Administration (FHWA).
2. Identify transportation and transportation related planning as described in the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” or “SAFETEA-LU”, within the next one-year period, including the planning activities funded with funds from the Federal Transit Administration (FTA).
3. Describe and propose work activities and assignments.

The urban transportation planning process includes the development of a Long Range Transportation Plan, transportation modeling via the use of the Quick Response II (QRS II) computer software program, development of the metropolitan Transportation Improvement Program (TIP) and other planning and project development activities deemed necessary by BMPO and ITD staff to assist in addressing transportation problems and issues in the planning area. The "Special Studies" task will ensure that studies of areas experiencing substantial traffic or safety problems can be completed as deemed necessary by the Policy Board.

Pointed out under responsibilities as defined by the Articles of Association, the BMPO Policy Board, through its Technical Advisory and public input, has the primary responsibility for coordinating the local transportation planning process. The City of Idaho Falls Planning Director and the BMPO Director are responsible for the general administration of the BMPO. The ITD has a dual role of assuring that the planning process conforms to State and Federal standards and participation with the various BMPO committees.

## BMPO Work Program Fiscal Year 2010

BMPO receives funding from various Federal, State and local sources. The majority of funds received by BMPO are FHWA planning (PL) and FTA 5303 funds which require matching dollars from local entities in the metropolitan area and are allocated annually. Other Federal or State funds are available and can be accessed for transportation planning activities by BMPO. However, funding from other Federal or State programs are not allocated or applied for annually and would vary from year to year. Other local or public agencies may request BMPO to perform certain duties that are not directly linked to transportation planning activities but which BMPO is capable of performing. These funds would also vary annually and may be set up on a contractual basis with the local or public agency. Work programmed to be performed for the City of Idaho Falls outside the scope of BMPO's normal transportation planning activities is charged directly to the City's budget without reimbursement.

Federal funds require matching dollars from the local entities. The ratio provided by the Federal program and the ratio used by the local entities to match the program is identified as follows:

- 92.66% provided by FHWA PL/FTA 5303 and 7.34% provided by local match for allocations distributed by FHWA/FTA for FY 2007 through FY 2010

Table I identifies the funding sources and amounts anticipated for fiscal year 2010.

TABLE I

FUNDING SOURCE	AMOUNT
Federal '10 (PL/5303) unmatched funds	172,305
Local Match required for '10 unmatched funds	13,649
Federal '09 (PL/5303) unmatched funds	48,192
Local Match required for '09 unmatched funds	3,818
Federal '09 (PL/5303) matched carryover	233
Local Match '09 carryover for '09 matched funds	19
ITD 2010 contribution	2,000
TRPTA 2010 contribution	250
<b>UPWP TOTAL</b>	<b>240,466</b>

Population percentages are used to ensure that each local entity is properly assessed their portion of the total required local match. Table II identifies the funding contribution required of each entity to meet the local match.

TABLE II

ENTITY	POPULATION	PERCENTAGE	CONTRIBUTION
City of Ammon	6,187	7.9	1,379
City of Idaho Falls	50,730	64.7	11,309
City of Iona	1,201	1.5	268
City of Ucon	943	1.2	210
Bonneville County MPA Population	19,295	24.6	4,301
<b>MPO TOTAL</b>	<b>78,356</b>	<b>100</b>	<b>17,467</b>

Local Match Percentages are taken from 2000 Census.

Once the total anticipated funds are identified, they are assigned to individual tasks programmed to be performed during the fiscal year. The following pages provide a description of each task, anticipated workdays per staff, anticipated cost to complete the task, and Federal and local share of the total cost.

## FISCAL YEAR 2010 WORK TASKS

Personnel identified in the tasks include the director/planner (PL), technical planner (TP) and administrative secretary (AS).

### **TASK P401.01: TRANSPORTATION ADMINISTRATION**

#### PURPOSE:

Provide administrative responsibilities for the Federal grant requirements of the Federal Transportation Program. Also provide for staff administrative support including: staff meetings and training; Policy Board (POB), Technical Advisory Committee (TAC), and public meetings (IWG, STP-Urban, or other federal or state sponsored meetings that require BMPO representation); and staff support including, but not limited to, meeting notices, secretarial and fiscal duties, staff reporting, required report updates, development of Unified Planning Work Program (UPWP), TRPTA, City Council and County Commissioners meetings, etc.

Operational and staffing plans will continue to be compiled, updated or, if necessary, developed. These plans will update or establish agreements between BMPO and the host agency and may include such items as bylaws, policies and procedures, memorandum of understanding and other agreements which govern the operational aspects of BMPO.

#### PRODUCT:

Ongoing general administration, required reports and notices, meeting agendas, minutes, and annual UPWP/Budget. A documented operations and staffing plan.

#### BUDGET:

Personnel	Work Hours	Federal Share	Local Share	Total
PL	720	30,623	2,426	33,049
TP	420	10,742	851	11,593
AS	1,350	33,962	2,690	36,652
STAFF TOTAL	2,490	\$75,327	\$5,967	\$81,294

ADMINISTRATIVE OVERHEAD ALLOCATIONS:

	Federal Share	Local Share	Contribution	Total
OVERHEAD	46,580	3,690	2,250	52,520
STAFF TOTAL	174,151	13,795	-	187,946
OVERALL P601 TOTAL	\$220,731	\$17,485	\$2,250	\$240,466

**TASK P401.02: TRANSPORTATION MODELING**

PURPOSE:

Provide for the maintenance, update, and operation of the travel forecast model in order to provide technical assistance and model output for various programmed transportation planning studies or requests from member agencies or other parties who are involved in transportation planning decisions. Modeling activities include:

- Calibrate the travel forecast model with current traffic count data.
- Develop future travel forecast models for the Long Range Transportation Plan
- Update the current model parameters such as demographics, traffic control devices, including cycle lengths, geometrics, speeds, etc.
- Utilize new process to assess and establish traffic projections
- Keep abreast of new modeling capabilities and techniques.
- Continue to inform and update POB and TAC of the modeling process and capabilities.

PRODUCT:

A mechanism which provides reliable and up-to-date travel forecasts to be used for the development of transportation studies and long range transportation planning activities.

BUDGET:

Personnel	Work Hours	Federal Share	Local Share	Total
PL	225	9,570	758	10,328
TOTAL	225	\$9,570	\$758	\$10,328

**TASK P401.03:      TRANSPORTATION SERVICES**

**PURPOSE:**

To provide staff time for the support of transportation data needs requested from the public or the member agencies. This task includes providing model runs, capacity, safety and other special transportation analyses related to transportation studies or transportation issues being conducted or evaluated by member agencies, the public or other parties. Upon adequate request, BMPO will participate in the development review process including the assessment of major land use changes, review of site plans, and traffic impact analysis which have an impact on the arterial and collector network in the metropolitan area.

**PRODUCT:**

Ongoing staff response to member agencies and public data needs and technical assistance in the development review process.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	40	1,701	135	1,836
TP	25	639	51	690
AS	10	252	19	271
<b>TOTAL</b>	<b>75</b>	<b>\$2,592</b>	<b>\$205</b>	<b>\$2,797</b>

**TASK P401.04:      TRANSPORTATION IMPROVEMENT PROGRAM (TIP)/  
ANNUAL LISTING**

**PURPOSE:**

Ensure all projects currently within the metropolitan TIP are properly developed and implemented. Follow all projects within the annual element to ensure development success. Prepare reports, applications, and other documents for Federal funding such as safety and urban allocations. Assist in the development of projects via reports, application assistance, and any other procedure related to the funding process.

Provide TIP projects for a four - to six-year period. The program includes, but is not limited to:

1. Staging of projects.
2. Consistency with policies for local jurisdictions.
3. Consistency with local jurisdictions' Comprehensive Plans.
4. Estimation of costs and fiscal constraints.
5. Expected sources of Federal, State, and local funding per project.

An Annual Listing identifying obligated projects from the previous fiscal year will also be developed.

**PRODUCT:**

Annual TIP/Annual Listing documents, required under Federal funding guidelines, and source document for six-year planned transportation improvements.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	175	7,444	589	8,033
TP	25	639	51	690
AS	40	1,006	80	1,086
<b>TOTAL</b>	<b>240</b>	<b>\$9,089</b>	<b>\$720</b>	<b>\$9,809</b>

**TASK P401.05:     TRAFFIC COUNT PROGRAM**

**PURPOSE:**

Update the traffic count program used to obtain and maintain average daily traffic (ADT) counts in the metropolitan area. This will be accomplished for support of the model and other transportation studies. Existing traffic count data will be electronically formatted.

**PRODUCT:**

Documentation of BMPO's updated traffic count program and actual traffic counts to be placed into a desirable format (GIS) where the data can be presented and made available upon request. Traffic counts will be used to calibrate the model and project future traffic.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	30	1,276	101	1,377
TP	300	7,673	607	8,280
AS	200	5,031	399	5,430
<b>TOTAL</b>	<b>530</b>	<b>\$13,980</b>	<b>\$1,107</b>	<b>\$15,087</b>

**TASK P401.06: LONG RANGE TRANSPORTATION PLAN UPDATE**

**PURPOSE:**

Develop a 2035 Long Range Transportation Plan. Assess changes to travel patterns, traffic congestion and transportation needs of all traffic modes. Establish project priorities and funding mechanisms.

**PRODUCT:**

2035 BMPO Long Range Transportation Plan

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	500	21,266	1,685	22,951
TP	300	7,673	607	8,280
AS	150	3,773	299	4,072
<b>TOTAL</b>	<b>950</b>	<b>\$32,712</b>	<b>\$2,591</b>	<b>\$35,303</b>

**TASK P401.07: BICYCLE and PEDESTRIAN PLANNING ACTIVITIES**

**PURPOSE:**

Perform bicycle and pedestrian activities including requests from the Bicycle and Pedestrian Committee. Activities include, but are not limited to, International Walk to School Day, Earth Day, and Safe Routes to School.

**PRODUCT:**

On-going response to bicycle and pedestrian planning activities.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	40	1,701	135	1,836
TP	305	7,800	618	8,418
AS	10	252	20	272
<b>TOTAL</b>	<b>355</b>	<b>\$9,753</b>	<b>\$773</b>	<b>\$10,526</b>

**TASK P401.08: PUBLIC TRANSPORTATION PLANNING**

**PURPOSE:**

Perform public transportation planning activities including support to TRPTA as deemed appropriate.

**PRODUCT:**

On-going response to public transportation planning activities.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	50	2,127	168	2,295
TP	100	2,558	203	2,761
AS	10	251	20	271
<b>TOTAL</b>	<b>160</b>	<b>\$4,936</b>	<b>\$391</b>	<b>\$5,327</b>

**TASK P401.09: DEMOGRAPHIC UPDATE**

**PURPOSE:**

BMPO will collect building permit data for the purpose of updating the socio-economic estimates. Building permit data will be imported into spreadsheets to determine 2010 estimates for population, dwellings, vehicles, and employment.

**PRODUCT:**

The Bonneville Metropolitan Area 2010 Socio-Economic Estimates document.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	25	1,064	84	1,148
AS	40	1,006	80	1,086
<b>TOTAL</b>	<b>65</b>	<b>\$2,070</b>	<b>\$164</b>	<b>\$2,234</b>

**TASK P401.10:      TRANSPORTATION SYSTEM ALTERNATIVES STUDY**

**PURPOSE:**

Manage and provide support activities for the development of the Transportation System Alternatives Study.

**PRODUCT:**

Regional Transportation System Alternatives Study funded with STP-Urban dollars.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	125	5,317	421	5,738
TP	75	1,917	152	2,069
AS	10	252	20	272
<b>TOTAL</b>	<b>210</b>	<b>\$7,486</b>	<b>\$593</b>	<b>\$8,079</b>

**TASK P760:            GEOGRAPHICAL INFORMATION SYSTEM (GIS) UPDATE**

**PURPOSE:**

Maintain and update the Geographical Information System, including parcel numbers, traffic counts, demographic, and other transportation data used for transportation planning purposes. Link the GIS with the travel forecast model and develop mapping for Long Range Transportation Plan.

**PRODUCT:**

A current and up-to-date GIS database.

**BUDGET:**

Personnel	Work Hours	Federal Share	Local Share	Total
PL	150	6,380	505	6,885
TP	10	256	21	277
<b>TOTAL</b>	<b>160</b>	<b>\$6,636</b>	<b>\$526</b>	<b>\$7,162</b>

Table III summarizes the funds budgeted for each task and the split between Federal and local funds.

TABLE III

BMPO BUDGET BY TASK

FY 2010 Tasks	Federal Share	Local Share	Contribution	Total
P401.01: Transportation Administration	75,327	5,967	-	81,294
*P401.01: Transportation Administration	46,580	3,690	2,250	52,520
P401.02: Transportation Modeling	9,570	758	-	10,328
P401.03: Transportation Services	2,592	205	-	2,797
P401.04: Transportation Improvement Program (TIP)/ Annual Listing	9,089	720	-	9,809
P401.05: Traffic Count Program	13,980	1,107	-	15,087
P401.06: Long Range Transportation Plan Update	32,712	2,591	-	35,303
P401.07: Bicycle and Pedestrian Planning	9,753	773	-	10,526
P401.08: Public Transportation Planning	4,936	391	-	5,327
P401.09: Demographic Update	2,070	164	-	2,234
P401.10: Transportation System Alternatives Study	7,486	593	-	8,079
P760: Geographic Information System (GIS) Update	6,636	526	-	7,162
<b>BMPO TOTAL</b>	<b>\$220,731</b>	<b>\$17,485</b>	<b>\$2,250</b>	<b>\$240,466</b>

\*Overhead and direct costs charged to Transportation Administration



OTHER TRANSPORTATION PLANNING ACTIVITIES  
WITHIN THE METROPOLITAN AREA

The following item identifies a transportation planning activity occurring in the metropolitan area which will be utilizing Federal funds but be administered by an agency other than BMPO.

**FTA 5307 PLANNING GRANT**

**PURPOSE:**

The Targhee Regional Public Transportation Authority (TRPTA) will use \$5,000 of 5307 transit funds for on-going public transportation planning activities.

**PRODUCT:**

On-going planning activities.

**BUDGET:**

\$5,000