

POLICY COORDINATING COMMITTEE

SEPTEMBER 24, 2014

Recommended Action

Approve the FFY 2015 Unified Planning Work Program.

Recommended Motion

“I move PCC approve the FFY 2015 Unified Planning Work Program.”

Presented by

Andrew Finch, Senior Planner

FEDERAL FISCAL YEAR 2015 UNIFIED PLANNING WORK PROGRAM (UPWP)

SUMMARY

Overview

Annually, the Planning & Community Development Department prepares a Unified Planning Work Program (UPWP), as required by Federal Transportation Planning regulations. The UPWP outlines the various work activities to be performed during the next federal fiscal year, as well as projected staff hours and funding.

PCC is being asked to approve the UPWP for the upcoming Federal Fiscal Year, attached to this Report as “Attachment A.”

Background

The Unified Planning Work Program (UPWP) is a document describing planning activities to be conducted in the Great Falls area during the Federal fiscal year (October 1 – September 30). It includes work performed primarily by staff members from the City Planning & Community Development Department that perform planning functions, as well as work products from consulting professionals. Activities by other agencies performing transportation planning activities, such as the Great Falls Transit District, are also included. A work program has been prepared annually for many years and is a Federal requirement of all Metropolitan Planning Organizations (MPOs).

The program will use Federal Highway Administration Planning (PL) funds and Federal Transit Administration Section 5303 funds, as administered by the Montana Department of Transportation, and local funds.

Overall, the proposed Work Program is a continuation of current and past year Programs, with one separate planning effort proposed (development of a street standards manual). Additionally the duties of Code Enforcement have been added to the Planning Division and are now reflected in the UPWP.

Although the major work activities have not been modified significantly, there have been adjustments to staffing hours to reflect changes in staff availability. Adjustments may be made in future Work Programs as further refinements to job duties in the Department occur and as new hirings continue.

Concurrences

The Great Falls Technical Advisory Committee (TAC), as PCC’s advisory body, approved the FFY 2015 UPWP on September 11, 2014, and recommended approval by PCC.

Additionally, the Great Falls Planning Advisory Board, as the designated Great Falls MPO, approved the UPWP on September 9, 2014.

Finally, the Montana Department of Transportation and Federal Highway Administration reviewed a draft document and found it met their requirements.

RECOMMENDATION

It is recommended that PCC approve the FFY 2015 Unified Planning Work Program.

ATTACHMENT A
