



Agenda Item # 1

Meeting Date: August 23, 2016

**CITY OF GREAT FALLS  
PLANNING ADVISORY BOARD  
AGENDA REPORT**

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**Item:** Federal Fiscal Year 2017 Unified Planning Work Program

**Presented By:** Andrew Finch, Senior Planner

**Action Requested:** Approval of Work Program

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**Suggested Motion:**

1. Board Member moves:

“I move the Planning Advisory Board approve the FFY 2017 Unified Planning Work Program inclusive of any minor changes necessary to respond to FHWA/FTA comments.”

2. Board Member calls for a second, discussion, and calls for the vote.

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**Overview**

Annually, the Great Falls Planning & Community Development Department, as the host agency for the Great Falls Metropolitan Planning Organization (MPO), prepares a Unified Planning Work Program (UPWP) as required by federal transportation planning requirements. The UPWP outlines the various work activities to be performed during the next federal fiscal year by the Department, as well as projected staff hours and funding.

As the Board responsible for guiding planning in Great Falls, the Planning Advisory Board is being asked to approve the UPWP for the upcoming federal fiscal year.

**Background**

The UPWP outlines planning activities to be conducted during the federal fiscal year by the staff of the MPO - which is hosted by the City of Great Falls Planning & Community Development Department. Covering the period from October 1 to September 30, the UPWP includes activities to be conducted primarily by staff members from the Planning & Community Development Department, as well as consulting activities, activities funding by pass-through funds to the Great Falls Transit District and contracted items and activities. A Work Program is prepared annually, and is a federal requirement of all MPOs.

The Program will use Federal Highway Administration (FHWA) Planning (PL) funds, Federal Transit Administration (FTA) Section 5303 funds, and local/other funds.

Overall, the proposed Work Program is a continuation of current and past year Programs, with three special planning efforts proposed: development of a street standards manual; a north Great Falls sub-area transportation plan; and, an update to the 2014 Long Range Transportation Plan.

Although the major work activities have not been modified significantly, there have been adjustments to staff, including the addition of a new position. Adjustments will likely be made in future Work Programs as further refinements to job duties in the Department occur and as new hirings continue.

Other approval bodies include the Great Falls Technical Advisory Committee (approved 8/11/16); the Great Falls Policy Coordinating Committee; The Montana Department of Transportation; the Federal Highway Administration; and, the Federal Transit Administration. Because federal review/approval does not occur until after local approval, the Planning Advisory Board is being advised to approve the UPWP inclusive of any minor edits required by the federal agencies.

**Attachment:** FFY2017 Unified Planning Work Program