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June 20, 2011

Davonna Moore  
Urban Planning Manager  
Kansas Department of Transportation  
700 SW Harrison Street  
Topeka, KS 66603

Dear Ms. Moore:

I am sending you this letter today to inform you that the Lawrence-Douglas County Metropolitan Planning Organization approved the enclosed 2011 Unified Planning Work Program (UPWP) - Amendment #1 on June 16, 2011. This amended work program is a revised version on the one approved on October 21, 2010. This new version has text and budget changes to note that additional Consolidated Planning Grant (CPG) funding was awarded to the L-DC MPO from KDOT through the non-competitive process for work on the next Metropolitan Transportation Plan (MTP) update. This amendment also programs KDOT cost incurred match support for the 2011 work program, makes mid-year adjustments to reflect the costs of full-time and part-time MPO staff, and makes other budget revisions as noted on the enclosed resolution.

I would appreciate it if you could process this UPWP amendment for KDOT approval as soon as possible and forward this amendment to the Federal Highway Administration and the Federal Transit Administration for their approval. If you have any questions concerning this requested action please call me at (785) 832-3155. I appreciate your assistance.

Sincerely,

Todd Girdler, AICP  
Senior Transportation Planner

Enclosure: 2011 Unified Planning Work Program - Amendment #1



## RESOLUTION

WHEREAS, the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) is designated as the Metropolitan Planning Organization (MPO) to carry out the Continuing, Cooperative and Comprehensive (3C) planning program, including transportation planning for the Lawrence-Douglas County Metropolitan Planning Area; and,

WHEREAS, the Unified Planning Work Program (UPWP) of the MPO identifies the planning objectives, methodologies, planning products, and the functional and financial responsibilities of all participating planning entities in carrying out the MPO work for the region each year; and,

WHEREAS, a UPWP for each MPO must be adopted annually, and amended when necessary, in accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and related laws and regulations.

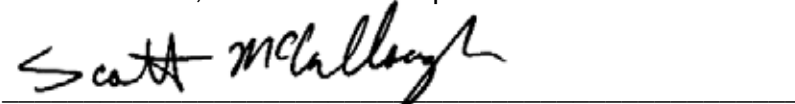
NOW, THEREFORE BE IT RESOLVED that the Lawrence-Douglas County Metropolitan Planning Organization hereby approves this 2011 UPWP Amendment #1 including the Budget and Text Amendments described below and shown on the attachments to this resolutions on this 16<sup>th</sup> day of June 2011.

### 2011 UPWP Budget and Text Changes – Amendment #1

- Adjust the text and budget to reflect that the MPO has received an extra \$50,000 of Consolidated Planning Grant (CPG) funding through the KDOT non-competitive process in order to further the work on updating the region's Metropolitan Transportation Plan (MTP) and specifically to do additional modeling and public participation work in 2011 and 2012
- Adjust the text and budget to reflect that the match funding required for the receipt of this additional \$50,000 in CPG funds will come from the KDOT costs incurred for Douglas County from the 5-County Regional Transportation Study and that no local cash match will be needed for the MPO to use this additional CPG funding
- Adjust the UPWP budget and text to reflect the use of updated staff hourly rates in the 2011 UPWP budget.
- Adjust the UPWP budget and text to reflect adjustments made to staff time allocations for selected work tasks.
- Adjust the UPWP budget to reflect the final 2011 sub-allocation amount of CPG funds to the L-DC MPO from KDOT.
- Adjust the UPWP budget to reflect the payment of the MPO's share of the US-40/K010 Interchange Area Transportation Study in 2011 instead of in 2010 as originally budgeted.



Charles Blaser, L-DC MPO Chairperson



Scott McCullough, L-DC MPO Secretary

**2011**

**UNIFIED PLANNING WORK PROGRAM**

**Prepared for the Lawrence-Douglas County Metropolitan Planning Organization**

**Prepared by the Lawrence-Douglas County Planning & Development Services  
Department**

**Approved by the L-DC MPO on October 21, 2010**

**Amended by the L-DC MPO on June 16, 2011**

This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

**2011  
Unified Planning Work Program**

**Lawrence-Douglas County Metropolitan Planning Organization**

**Table of Contents**

**Introduction..... 1**  
Roles of the Cooperative Partners in the MPO Process  
Required MPO Planning Products and Their Status  
2010 UPWP Accomplishments  
Anticipated Major Planning Activities for 2011

**Program Support & Administration..... 8**  
MPO Administration & Staffing  
Unified Planning Work Program  
Public Participation Plan  
MPO Education and Staff Training

**Short Range Transportation Planning..... 13**  
Transportation Improvement Program  
Current Planning - Support and Coordination  
Access Management – Plans, Guidelines and Standards

**Long Range Transportation Planning..... 17**  
Regional Travel Demand Model & Data Development  
Metropolitan Transportation Plan  
Special Studies (corridor, regional, statewide, feasibility, modal, etc.)  
Bicycle and Pedestrian Planning  
Air Quality Planning  
Long Range Planning - Support & Coordination

**Public Transportation Planning..... 29**  
Public Transit Planning & Coordination  
Paratransit Planning & Coordination

**Work Task Schedule..... 34**

**Budget..... 35**

## **Lawrence – Douglas County Metropolitan Planning Organization (L-DC MPO)**

### **2011 Unified Planning Work Program**

January 1 – December 31, 2011

## **INTRODUCTION**

Federal regulations (i.e., 23 CFR § 420 and 23 CFR § 450.308) require each Metropolitan Planning Organization (MPO) to develop a Unified Planning Work Program (UPWP) in cooperation with the state transportation agency (i.e., the Kansas Department of Transportation, KDOT) and the public transit provider serving the region (i.e., City of Lawrence Transit – the T).

The purpose of the UPWP is to identify the transportation planning activities proposed by each of these three cooperative partners in the metropolitan transportation planning process and the source of funds proposed to pay for these activities. Because federal law (i.e., 23 USC § 134 and 49 USC § 5303 & 5304) requires certain transportation planning products (i.e., metropolitan transportation plan, transportation improvement program, unified planning work program, public participation plan) to be created and adopted on a periodic basis, the UPWP is also intended to provide a framework for ensuring that these required documents are produced in a timely fashion.

### **Roles of the Cooperative Partners in the MPO Process**

The Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) is the lead cooperative partner responsible for undertaking the federally required Continuing, Comprehensive and Cooperative (3-C) transportation planning process within the Lawrence-Douglas County Metropolitan Planning Area (MPA). This includes developing, in cooperation with KDOT and Lawrence Transit, the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) which together establish the planning policy and transportation investment priorities for the MPA. The L-DC MPO is designed to foster cooperation among local governments in the region in order to plan for and develop a multi-modal transportation system that meets the mobility needs of the area's residents and serves the region's economy. The L-DC MPO is interested in planning and developing mobility systems that meet the needs of both the urban and rural areas within the MPA, and with fostering cooperation and coordination between the transportation investments and land use decisions made throughout Douglas County.

The Kansas Department of Transportation (KDOT) is the liaison between the L-DC MPO and federal transportation agencies (Federal Highway Administration/FHWA and Federal Transit Administration/FTA). KDOT performs two distinct roles in the metropolitan transportation planning process. First, KDOT is one of the cooperative partners and fully participates in the development and implementation of the MTP and the TIP as well as other L-DC MPO planning activities. Second, KDOT performs an oversight role. In this role, KDOT is responsible for approving the TIP and UPWP, and periodically certifying to the FHWA and FTA that the Lawrence-Douglas County metropolitan transportation planning process meets all state and federal requirements. KDOT is also responsible for ensuring that the L-DC MPO complies with all federal grant management regulations.

The City of Lawrence Transit System (the T) is also an important cooperative partner in

the MPO transportation planning process and fully participates in the development and implementation of the MTP and the TIP by providing a transit operations perspective in MPO discussions. The Lawrence T staff provides comments and makes presentations about important transit related items at Technical Advisory Committee and MPO Policy Board meetings. The T staff also shares concerns expressed by the transit community (including the Public Transit Advisory Committee) with MPO committee members and staff. This helps to keep MPO discussions focused on the multi-modal nature of the regional transportation system. Lawrence Transit's primary responsibility is the operation of the public transit system within Lawrence, but the T staff also performs certain planning functions, such as planning for new transit routes which are implemented in coordination with the MPO.

### **Required MPO Planning Products and Their Status**

#### **Metropolitan Transportation Plan (MTP)**

In 2008 the L-DC MPO completed a new MTP (called the Transportation 2030 Long Range Transportation Plan) that is compliant with SAFETEA-LU planning regulations. This plan was approved on March 26, 2008 and will be in force until March 26, 2013 or until its replacement is approved. This effort involved staff work by the MPO and its consultant team over a tight timeline of less than a year. KDOT staff was invaluable in providing technical assistance with the regional travel demand modeling portion of this planning effort. A new MTP covering Douglas County must be approved at least once every four years (assuming non-attainment for ozone starting in 2011). During 2009 the L-DC MPO made two amendments to the MTP. The first amendment was made to update and rename the Bicycle Facilities Map and related text in Chapter 8. The second amendment was made to add a project list and text discussing the American Recovery & Reinvestment Act. In 2010 the MPO staff began work on updating the region's travel demand model and the MTP document. This work will continue throughout 2011 and 2012.

#### **Transportation Improvement Program (TIP)**

The TIP is a major implementation tool for the Metropolitan Transportation Plan (MTP). The TIP is essentially the gatekeeper document for all improvements to regionally significant routes and for the use of federal funds. If a roadway or transit project in the Metropolitan Planning Area (MPA) is regionally significant and/or needs federal funding then it must be listed in the TIP. Otherwise the project cannot proceed. On April 23, 2008 the L-DC MPO completed a new TIP. Since that time the TIP has been amended several times including two amendments designed to add economic stimulus package projects funded through the American Recovery and Reinvestment Act (ARRA). A new TIP must be adopted at least once every four years, but the TIP can be amended as often as needed. The L-DC MPO staff is planning on creating a TIP update about every two years in order to keep the number of TIP amendments to a manageable level and to provide more opportunities for public participation. During 2010 the MPO staff began work on a major overhaul of the TIP document to bring it more in line with the current federal planning regulations covering TIP contents and development.

In order to comply with federal regulations the L-DC MPO also works with KDOT to produce an annual list of surface transportation projects for which federal funds were obligated in the past year. This list will be produced by the MPO staff each year as a separate memo, and the latest list that has been produced will be included in each new TIP update and amendment.

### Unified Planning Work Program (UPWP)

On October 21, 2010 the L-DC MPO approved this 2011 Unified Planning Work Program (UPWP). The annual UPWP describes the work of MPO staff and consultants and will guide the development cycle of major work products through the metropolitan transportation planning process. This document also contains a budget used to program federal Consolidated Planning Grant funds used by the L-DC MPO to carry out the 3-C planning process in Douglas County.

### Public Participation Plan (PPP)

A new PPP that meets all of the SAFETEA-LU regulations was approved by the L-DC MPO on April 16, 2009. During the preparation of this new PPP the MPO staff reviewed the planning regulations pertaining to the development of a PPP and conferred with FHWA, FTA, and KDOT staffs about what is needed to convert the existing 2004 Public Involvement Plan into a SAFETEA-LU compliant PPP. This new PPP brings our public involvement process fully into compliance with federal rules. This PPP covers the review and approval processes for all MPO documents and projects. It also outlines the public involvement process used by the Lawrence Transit staff.

### Metropolitan Planning Agreement

The roles and responsibilities of the planning partners can be further clarified in a cooperative metropolitan planning agreement. This agreement is described in the federal metropolitan planning regulations. The L-DC MPO approved the Cooperative Agreement on May 21, 2009.

### Title VI Program Manual

The L-DC MPO approved a Title VI Plan on July 30, 2009. This plan describes how the MPO will discourage discrimination in the 3-C MPO planning process and address any complaints of discrimination that arise from MPO activities.

### Regional Intelligent Transportation Systems (ITS) Architecture

The L-DC MPO completed a Regional ITS Architecture in 2008 that meets SAFETEA-LU planning requirements. ITS deployment is the application of advanced technologies in the information processing, communications, control, and/or electronics of transportation. The ITS Architecture includes applications in the areas of traffic control, traveler information, public transportation, and incident management. This architecture shows how the people and agencies involved in transportation planning and operations will relate to each other as well as how all of the technology will be integrated. Institutional and technological integration are important parts of this architecture. Potential benefits from the new ITS Architecture include more efficient use of the transportation infrastructure, energy savings, and improvements in safety, mobility, accessibility, and productivity.

### **2010 UPWP Accomplishments**

- Completed and approved this 2011 UPWP
- Completed two amendments to the 2010 UPWP
- Completed quarterly billing packages and submitted them to KDOT for the 4<sup>th</sup> Quarter 2009, 1<sup>st</sup> Quarter 2010, 2<sup>nd</sup> Quarter 2010 and 3<sup>rd</sup> Quarter 2010
- Completed and posted numerous agendas and minutes for committees (MPO Policy Board, Technical Advisory Committee, Bicycle Advisory Committee)

- Approved four amendments (#7 through #10) to the 2008-2012 Transportation Improvement Program (TIP)
- Attended numerous case review meetings and offered MPO comments on several land development proposals
- Reviewed and commented on several traffic impact studies for large projects located along regionally significant roadways included on the MPO functional classification map and in the MPO regional travel demand model
- Updated the Functional Classification Maps for Lawrence and Douglas County and made those FHWA-approved maps consistent with the latest functional classification maps included in the Metropolitan Transportation Plan (T2030 document)
- Hired a consultant for travel demand model support and began to review and update the model network and traffic analysis zones
- Worked with the travel model consultant to schedule the model update completion to coordinate with the MTP update completion in 2012
- Attended staff level meetings and worked for the development and completion of the KDOT sponsored 5-County Regional Transportation Study – Phase 1 covering Douglas, Johnson, Wyandotte, Miami and Leavenworth Counties
- Attended staff level meetings and worked for the development of the KDOT sponsored 5-County Regional Transportation Study – Phase 2 covering Douglas, Johnson, Wyandotte, Miami and Leavenworth Counties
- Attended staff level meetings and worked for the completion of the KDOT sponsored US 56 Highway Corridor Study covering 22 miles of highway from the I-35 Interchange near Gardner to the US 59 Intersection in Douglas County
- Organized a Complete Streets Workshop funded by a Douglas County Community Foundation grant and conducted by the Association of Bicycle and Pedestrian Professionals in partnership with the National Complete Streets Coalition
- Completed an extensive review of the Bikeway System Map and Bicycle Plan
- Organized and participated in Bike Month activities
- Completed the Bike Rideability Map
- Completed the second annual bicycle and pedestrian count for Lawrence and submitted this data to the National Bicycle and Pedestrian Documentation Project
- MPO staff remained involved in transit discussions and participated in the Transit Planning Team activities including the review and management of the transit consolidation study, major route and schedule changes implemented in August 2010, and the development of a new joint KU-City transit maintenance and operations center
- Attended several Coordinated Transit District #1 meetings and worked with paratransit operators in Douglas County to identify the major issues involved with improving paratransit coordination and to start work on the update of the Coordinated Public Transit-Human Services Transportation Plan

## **Anticipated Major Planning Activities for 2011**

### **Program Support & Administration**

- Ongoing administrative activities including quarterly billings, staff evaluations, contract and grant processing, creation of the MPO section of the Planning & Development Services Department Annual Report for 2010, purchase of needed equipment and supplies for the MPO, and various other administrative duties
- Preparation of materials for MPO committee meetings (agendas, minutes, draft documents, etc.) and staffing of those meetings
- Training and educational opportunities for MPO staff and committee members
- Ongoing education of MPO committee members and the public about the MPO regional transportation planning process
- Ongoing improvements and updates to the MPO website
- Processing of any Title VI complaints that are filed with the MPO
- Preparation and approval of the 2012 Unified Planning Work Program (UPWP)
- Implementation of the new Public Participation Plan (PPP) approved in 2009 and the review of public comments received about the MPO process and documents
- Preparation of a Limited English Proficiency (LEP) Plan for the L-DC MPO
- Begin planning for the assessment of PPP strategies due in 2012

### **Short Range Transportation Planning**

- Complete a new Transportation Improvement Program including an overhaul of the text, reformatting of the project tables, expanded fiscal constraint section including a summary of operation and maintenance funding for the transportation system, and other improvements as needed to bring the TIP fully into compliance with the latest federal MPO planning regulations
- Creation of a new TIP project submission and updating process that allows MPO staff and project sponsors (KDOT, City, County) to make changes to project listings and update their projects in the database
- Develop a set of project selection criteria for use in creating the TIP project tables
- Complete amendments to the TIP as needed
- Coordinate roadway design concepts and standards to ensure that the needs of non-motorized travelers are addressed
- Review development plans to ensure adherence to requirements for bikeways, bicycle parking, and sidewalks in new and redevelopment projects
- Assist the Lawrence and Douglas County staffs in their review of major land development projects that have potential impacts on the regional transportation system
- Complete the Access Management Standards & Guidelines document for use by developers, current planning staff, and others in designing and reviewing roadways and land development projects

### **Long Range Transportation Planning**

- Obtain travel demand model training for MPO staff and begin to build in-house capabilities to maintain the regional model

- Transfer the regional travel demand model from KDOT to the MPO staff for future operation and maintenance
- Begin the process of updating land use and economic data that is used in the regional travel demand model and to set the base year data for the Metropolitan Transportation Plan (MTP) update due in March 2013
- Develop land use and transportation network scenarios to model
- Prepare base year existing network, existing + committed (E+C) network, and horizon year scenarios to model
- Review and utilize demographic data as part of the metropolitan transportation planning process and use Census data (updated as needed) as input data to the regional traffic demand model
- Compile transportation safety data and decide how to use this data in the next MTP (MPO staff will work with Lawrence, Douglas County and KDOT officials to compile accident data)
- Review the regional travel demand model road network and traffic analysis zone structure and update as needed
- Review and update the MTP as needed to bring it into compliance with federal standards and/or respond to changing local conditions
- Review the MTP and other MPO documents to ensure that the regional economic development goals and transportation system development goals are coordinated
- Confer with the Lawrence Transit System staff and determine how the MTP should be modified to reflect recent changes in the Lawrence Area transit system and new City-KU transit consolidation efforts
- Review public comments about the MTP and incorporate them into the new MTP under development or MTP amendments as needed
- Design a program to inform the region's freight community (major shippers and carriers) about the MPO process and invite them to become involved and share their concerns with MPO staff
- Participate in the KDOT-sponsored 5-County Regional Transportation Study – Phase 2
- Participate in the development of the KDOT sponsored interchange management plan for the US Highway 40/K-10 Highway area in Lawrence and Douglas County
- Continue to work with the Bicycle Advisory Committee to review and update the Bikeway System Map as needed
- Participate in “Bike to Work” week and other bicycle awareness and safety promotional activities as requested
- Distribute the Bike Rideability Map
- Conduct the third annual bicycle and pedestrian counting program in Lawrence
- Inventory pedestrian facilities and develop a Sidewalk Plan for inclusion in the MTP and for use in TIP development
- Monitor air quality issues as they relate to regional transportation planning and adjust/update the MPO documents and processes to reflect changes to the region's air quality status
- Incorporate Complete Streets principles into local development codes and infrastructure standards to benefit all street users (pedestrians, cyclists, transit users, motorists)
- Review and comment on draft long range plans for the region and sub-areas, including draft changes to the Comprehensive Plan (Horizon 2020) document

## **Public Transportation Planning**

- Continue to participate in Transit Planning Team meetings and assist the City of Lawrence and the University of Kansas staffs with planning a new transit system for Lawrence that coordinates, consolidates or merges the Lawrence T and the KU on Wheels services into one integrated system meeting the needs of the general public and the KU population
- Monitor planning efforts by KDOT, MARC and others to study commuter transit service possibilities between Topeka, Lawrence and the Kansas City Metro Area and to work with these other planning agencies as MPO staff time and funds allow
- Continue to work with the Mid-America Regional Council and the St. Joseph Area Transportation Study Organization to implement a ridesharing program covering the Kansas City, Lawrence, and St. Joseph metropolitan areas
- Discuss paratransit issues and challenges with specialized transit providers in Coordinated Transit District -1 and assist those providers with incorporating paratransit topics into the MPO process and the Metropolitan Transportation Plan
- Review the existing Coordinated Public Transit–Human Services Transportation Plan for Douglas County and complete an update of this plan in coordination with KDOT staff and CTD-1 transit providers (this will be done to prepare for writing the new paratransit section of the new MTP due in 2012-2013)

## **Planning Priorities for 2011**

As noted above the Lawrence-Douglas County MPO staff has many work tasks to complete in 2011. Some of those tasks are ongoing items, such as administration and completing a new work program for the coming year. Other tasks are things that need to be done periodically but not every year, such as creating a new travel demand model to use in the next update of the transportation plan.

In 2009 and 2010 the focus of the MPO staff was on getting the newly re-designated MPO Policy Board (re-designated on 12-8-2008 with a major change in composition) educated about their role in the regional transportation planning process and bringing the core MPO products (Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Public Participation Plan) into compliance with current federal MPO regulations. By the end of 2010 this MPO reorganization and education period will be complete.

Starting in 2011 the focus of the MPO staff work will shift from getting a new MPO up and running to making progress on preparing for the next update of the Metropolitan Transportation Plan (MTP) and adapting the MPO products and processes to new circumstances that may arise, such as the designation of Douglas County as a non-attainment area for ozone. All of the things that the MPO staff and MPO committees dealt with in 2009 and 2010 will still need to be done, but in 2011 and 2012 a major focus of the MPO operation will be to complete the next MTP update on time. In order to make sure that the next MTP update is completed in a timely fashion and to ensure that all of the other needed MPO activities are completed as needed, the MPO staff will focus on completing the work products noted below in 2011.

- 2012 Unified Planning Work Program (UPWP)
- Assessment of the 2009 Public Participation Plan (PPP)
- Limited English Proficiency (LEP) Plan
- New 2011-2014 TIP document
- New TIP project submission and project table maintenance/update process
- Transportation infrastructure, land use, and socioeconomic information and databases acquired from outside sources or produced by staff for use in the new regional travel demand model
- New countywide travel demand model that is capable of running transportation system improvement scenarios
- Travel Demand Model training and experience for the MPO staff
- Discussions among the partners in the MPO process on the funding assumptions to use in the next MTP
- New set of updated roadway functional classification maps for the region approved by the MPO, KDOT and the FHWA
- Outline of the new MTP due in early 2013 and the beginning of text updates for this new plan
- Meetings and documentation of the MPO support of and work on completing the 5-County Regional Transportation Study – Phase 2
- Meetings and documentation of MPO support of and work on the US Highway 40/K-10 Interchange Management Plan
- Updates to transportation design guidelines and standards that incorporate bikeway and pedestrian design guidelines and encourage the construction of bicycle-friendly and pedestrian-friendly transportation improvements and support the Complete Streets work that was done in 2010
- Bicycle and Pedestrian Count data and reports
- Documentation about the designation of Douglas County as a non-attainment area for ozone (if this occurs in 2011) and a strategy for how the MPO will respond to this change
- Changes to the Metropolitan Transportation Plan to reflect changes in transit services in the region if requested and needed
- Completion of a new Coordinated Public Transit–Human Services Transportation Plan for Douglas County

## **1. PROGRAM SUPPORT AND ADMINISTRATION**

### **Background/Previous Work:**

Program Support and Administration includes providing program support, grant administration, and interagency coordination in relation to the Consolidated Planning Grant (CPG) allocated by KDOT to the L-DC MPO. The CPG is comprised of Planning (PL) funds from the FHWA and Section 5303 funds from the FTA. The Lawrence-Douglas County Planning & Development Services Department provides staff support services for the L-DC MPO.

On December 8, 2008 the L-DC MPO was re-designated with a voting membership consisting of mostly elected officials from around Douglas County. This newly composed MPO includes representatives from all of the cities in the county and replaced the Lawrence-Douglas

County Planning Commission that had served as the region's MPO since 1982. The re-designated MPO manages the metropolitan transportation planning process in compliance with applicable federal laws (i.e., SAFETEA-LU), federal regulations (i.e., 23 USC § 134), and the terms set forth in the L-DC MPO Re-Designation Agreement signed by KDOT, Douglas County and Lawrence. The L-DC MPO and its staff administers CPG funds in accordance with 49 CFR Part 18–Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and OMB Circular A-87–Cost Principles for State, Local, and Indian Tribal Governments.

During 2009 the MPO and KDOT staffs educated new MPO members about their role in the MPO 3-C process and a description of what they approve and when. The MPO staff also informed the new MPO members that they needed to create bylaws within six months, and new MPO Bylaws were approved on April 16, 2009.

As noted in the L-DC MPO Re-Designation Agreement, the KDOT representative on the MPO began their service as the first chairperson for our region's re-designated MPO and called the first meeting of this new group to order on January 22, 2009. On July 30, 2009 the L-DC MPO elected its first chairperson and vice-chairperson.

### **Program Objectives:**

- To focus L-DC MPO staff and funding resources so that all of the required MPO documents (MTP, TIP, UPWP, PPP) stay current and the L-DC MPO remains in compliance with USDOT metropolitan planning regulations
- To provide overall management of the Continuing, Comprehensive and Cooperative (3-C) transportation planning process
- To provide funding and administrative assistance for the procurement and administration of MPO-approved contracts for professional services, printing, and other services needed by the MPO to carry out the 3C process
- To provide staff support services to the L-DC MPO and Technical Advisory Committee and encourage communication within and between these groups
- To provide training opportunities and funding for MPO staff and MPO committee members so that they can learn more about the MPO process
- To provide assistance to the L-DC MPO for the administration of Consolidated Planning Grant funds used for MPO operations
- To produce documents needed for the support and administration of the regional MPO planning program (e.g., UPWP)
- To implement a public participation process that gains meaningful public input into the transportation planning process, and provides convenient opportunities for public access and comment on regional transportation planning concerns
- To produce documents and other materials that help educate the MPO members and the public about the MPO process and its role in decision-making for transportation system improvements
- To monitor state and federal funding initiatives and legislative activities, report those activities to the TAC and MPO, and assist with the preparation of responses to those state and federal proposals
- To review federal and state policies and guidance regarding metropolitan transportation planning and incorporate changes as necessary into the L-DC MPO process and documents

- To coordinate with and provide support to local governments in the region in developing project proposals for state and federal transportation funding

### **Work Tasks:**

The Program Support & Administration Work Category is divided up into four work tasks. These work tasks are listed below with a brief description of what the MPO staff expects to do under each of those tasks. The detailed UPWP Budget included later in this document includes a budget for each work task.

## **1.1 MPO Administration and Staffing**

This work task includes all general MPO administrative duties, budget preparation and tracking, and various other items needed to support the MPO staff as they conduct the 3-C process. This task includes the administrative duties to manage staff and funding resources that are not specified under any other work task in this document. This task includes the development of quarterly billing and progress reports for the MPO process and administrative paperwork needed to document the use of federal funds.

This work task includes the administration and tracking of direct expenses for MPO activities (travel, equipment and supplies, mileage, printing, training fees, etc.) that are not specifically listed under another work task. The MPO staff will check with KDOT staff to determine the eligibility of each direct charge for CPG reimbursement before making the purchase.

This work task also includes any staff time needed to develop or amend bylaws for MPO committees. Since new bylaws for the MPO Policy Board, Technical Advisory Committee, and the Bicycle Advisory Committee were all approved in 2009 the staff does not expect to need much staff time for bylaws work in 2011.

The administration of MPO staffing activities (hiring, evaluations, etc.) as well as the administration of supply and equipment purchases is handled under this work task. The administration of MPO consultant contracts is also handled under this work task unless specifically listed under another work task. During 2009 the MPO staff purchased new computer hardware and software and contributed funds towards the printer supplies used for MPO work. No major MPO equipment purchases are anticipated for 2011 although some expenditure for supplies may occur this program year.

## **1.2 Unified Planning Work Program**

This work task includes the development of the annual UPWP for the coming year. The MPO staff will confer with MPO and TAC members to begin this UPWP development process during the summer each year and produce a new UPWP for MPO approval by the end of November. The MPO staff will also prepare any needed UPWP amendments under this work task. During 2011 a new UPWP for 2012 will be produced and any needed amendments to the 2011 UPWP will be drafted and sent to the MPO for approval.

### 1.3 Public Participation Plan

This task includes the creation, maintenance/update, and implementation of a public participation process and public participation plan and related documents and procedures for the L-DC MPO. In 2009 this activity included the completion of a new Public Participation Plan that meets all SAFETEA-LU metropolitan planning regulations. That new PPP was approved by the L-DC MPO on April 16, 2009. The continued use of the PPP to educate MPO members to the public participation process in our region and the use of public involvement techniques to provide the public with educational material about the MPO will be part of this task during 2011. This includes the ongoing update of the MPO website that includes meeting schedules, documents and contact information. The MPO staff does not expect to spend much time on general MPO public participation in 2011 or to update the PPP document. However, the MPO staff will still be busy with other public participation activities during 2011.

The KDOT has asked the L-DC MPO to develop a Limited English Proficiency (LEP) Plan. This plan will determine the number and proportion of recipients of MPO benefits from federally funded MPO activities and then determine if that amount of LEP persons will be significant and warrant translation services. The MPO staff will work with KDOT staff to follow KDOT and USDOT guidance on how to develop this LEP Plan and its implementation actions. The MPO staff anticipates completion of this plan by the end of 2011.

During the second half of 2011 the MPO staff will work with Technical Advisory Committee (TAC) members and KDOT staff to develop an assessment procedure for reviewing the strategies in the PPP. This assessment will determine which strategies have been effective and which ones have not. This information will be included in a review of the PPP that will be completed in the first half of 2012. Public participation activities related to specific MPO projects or document development are included under those work tasks (e.g., the public participation activities related to the development of a new Metropolitan Transportation Plan will be reflected in the hours shown for that work task).

### 1.4 MPO Education and Staff Training

For 2011 this task will involve the education of any new members appointed to the MPO Policy Board or the TAC. Staff will teach them about MPO documents, the regional 3-C process, and their role in it. The MPO staff does not expect to spend very much time on educating MPO members about their roles in the planning process during 2011 since much of this education was completed in 2009 in conjunction with the MPO re-designation process. Many of the persons appointed to the MPO in 2009 are still serving on the MPO now. For those new members the MPO staff will make educational material available and answer all MPO questions from these new appointees.

Training time for MPO staff is handled under this work task unless specifically noted under another work task. During 2011 the MPO staff plans on attending the following types of workshops, conferences, and training sessions:

- National American Planning Association (APA) Conference – staff may attend transportation track sessions and earn credits for American Institute of Certified Planners (AICP) certification maintenance

- Kansas APA Chapter conferences, meetings and workshops
- National Transit Institute and National Highway Institute workshops in Kansas City or other nearby cities that provide training for MPO related topics
- Kansas Association of Metropolitan Planning Organizations (KAMPO) meetings
- Other training that the L-DC MPO requests MPO staff to attend and that KDOT approves as an eligible activity for CPG reimbursement

**Program Support & Administration Work Products (with approximate due dates):**

- Quarterly Progress and Billing Reports (January, April, July, and October 2011)
- MPO section of the 2010 Planning & Development Services Department - Annual Report and MPO Completion Report (February 2011)
- 2012 Unified Planning Work Program (sent to KDOT, FHWA, FTA and transit provider by September 30th and approved by the L-DC MPO by November 30th)
- Meeting agendas and supporting documents for L-DC MPO and TAC meetings (one week before meeting dates)
- Meeting Minutes for L-DC MPO and TAC meetings (two weeks after meeting dates)
- Various correspondence with FHWA, FTA, KDOT, Douglas County, and city officials regarding the administration of the MPO process (as needed)
- Contract and grant administration in support of the work program (ongoing)
- Grant applications for any special funding outside the annual work program and grant writing assistance to other agencies in the region seeking federal or state assistance for transportation projects (as requested and staff time allows)
- Acquisition of equipment, supplies, printing, computer software, and computer hardware as needed to support transportation planning activities (as needed)
- Purchase and administration of professional services to provide staff training and/or other professional services (as needed)
- Training for MPO staff (as needed)
- Updates and improvements to the MPO website (ongoing)
- Implementation of the new PPP and review of public comments received about the MPO process and documents (ongoing)
- Reports and data related to the assessment of the 2009 PPP (start in 2011 with completion by June 2012)
- Limited English Proficiency (LEP) Plan (December 2011)
- Processing of any Title VI complaints received (as needed)
- Education of MPO committee members (ongoing)

**2011 Budget for the Program Support & Administration Work Category:**

**Estimated Costs**

Lawrence-Douglas County Metropolitan Planning Organization Staff	\$ 41,544
Consultant, Training, Equipment and Supply Costs	\$ 2,000
 Estimated Total Costs	 \$ 43,544

## 2. SHORT RANGE TRANSPORTATION PLANNING

The Short Range Transportation Planning Work Category includes MPO work on projects that have a more direct impact on programming funds, supporting others who actually review and design land use and transportation projects, and helping to shape development rules that allow our region to develop land and build transportation systems that add to the region's economy and quality of life. The work tasks included under this category typically produce products that are used on a routine basis and are things that you can see the results of in a short time period after adoption. The work done by MPO staff under this category typically has more immediate impacts on people and projects than the work done under the Long Range Transportation Planning category. The work done under this category is often the implementation step to the policies set forth in the Long Range Planning documents. For example, the recommended transportation improvements outlined in the Metropolitan Transportation Plan are implemented through the programming of funds that occurs through the Transportation Improvement Program.

Under this Short Range Transportation Planning category there are three work tasks (Transportation Improvement Program, Current Planning-Support & Coordination, and Access Management-Plans, Guidelines and Standards). Each of these work tasks are described below with their individual objectives and history.

### 2.1 Transportation Improvement Program (TIP)

#### **Background/Previous Work:**

In April 2008 the L-DC MPO approved a new 2008-2012 TIP that has since been amended ten times. The latest version of the 2008-2012 TIP (Amendment #10 approved on October 21, 2010) provides updated information for several roadway and transit projects. The current TIP programs American Recovery & Reinvestment Act (ARRA) funds awarded to our region in 2009 and recently announced funding from KDOT for projects implementing our Metropolitan Transportation Plan (MTP). Our current TIP also reflects the most recent changes to the area's 5-Year Plans filed with the KDOT Local Projects Office. For 2011 the MPO staff plans on overhauling the TIP text, reformatting the project tables, developing a new TIP project submission and updating process, creating TIP project selection criteria, and coordinating the TIP amendment schedule with the quarterly updates made by KDOT to the State Transportation Improvement Program (STIP).

#### **Program Objectives:**

- To program, schedule and prioritize all regionally significant and/or federally funded transportation improvement projects that are consistent with the Metropolitan Transportation Plan (MTP) and are within the financial capacity of the community through the development of a Transportation Improvement Program (TIP) that meets all federal and state regulations for TIP development
- To develop and maintain (through amendments and revisions) a TIP that implements the current MTP recommendations and addresses mobility issues raised in the MTP
- To develop a detailed and financially realistic program of transportation projects drawn from all elements of the community, that is consistent with the MTP
- To ensure opportunities for public input, review, and comments related to the TIP

- To foster an understanding of the TIP process among member jurisdictions, and to effectively communicate information about the approved TIP to the general public
- To establish and maintain an efficient TIP development and amendment process

### **Work Tasks:**

- Work with the Technical Advisory Committee (TAC) and transportation project sponsors to review proposed projects and determine which ones need to be listed in the TIP
- Work with the TAC and other interested groups to draft needed amendments or revisions to the current TIP so that projects are not delayed due to TIP issues
- Work to educate MPO members and local transportation project sponsors about the TIP development process and MPO planning programs
- Work with the TAC and transportation project sponsors to overhaul the TIP text, reformat the project tables, create TIP project selection criteria, and develop a new TIP project submission and updating process (this task may include consultant assistance and/or new software for TIP database work)
- Complete a list of projects for which federal funding was obligated to in FFY 2010 and post that list on the MPO website and publish it as part of the next TIP update or amendment

### **Products:**

- TIP amendments and/or revisions (as needed)
- Annual list of transportation projects for which federal funds have been obligated in the preceding Federal Fiscal Year
- New 2011-2014 TIP document
- New TIP project submission and project table maintenance/update process

## **2.2 Current Planning - Support and Coordination**

### **Background/Previous Work:**

The MPO staff has attended numerous case review meetings with staff from the Lawrence-Douglas County Planning & Development Services Department over the last decade. The MPO staff attends these meetings to gain knowledge about proposed land development projects that may significantly impact the regional transportation system. The MPO staff has worked closely with the Lawrence Traffic Engineer and other local officials to review and comment on proposed land uses and major projects that will generate large traffic volumes and impact surrounding roads. This activity is useful in forming a staff level connection between the regional MPO transportation planning staff and the land use planners overseeing various subdivision, zoning, and conditional use permit cases. The MPO staff has reviewed numerous traffic impact studies for proposed developments and made comments about those studies in coordination with the Lawrence traffic engineer and city engineer.

During 2008 the MPO staff changed entirely and for the first time the L-DC MPO had two full-time employees dedicated to MPO work. This new staff began to review the area's development codes and land development projects from a multi-modal perspective. The MPO staff reviews plans to make sure that all users of the site, regardless of travel mode choice, are

afforded safe and convenient mobility to and around the site. This means that MPO staff looks at development plans to ensure that people arriving by transit and non-motorized means will be accommodated and that the required provisions for transit, pedestrian and bicycling facilities are made a part of the final plans. Encouraging multi-modal access to new and redeveloped sites in the region is one of the ways the MPO staff coordinates the goals of the MTP with the local land use planning process. This multi-modal view of project review by the MPO staff will continue through 2011 and beyond.

In 2009 the City of Lawrence received a Bronze Level rating as a Bicycle Friendly City (BFC) from the League of American Bicyclists. The MPO staff working with the Bicycle Advisory Committee (BAC) is planning to reach the Silver Level in two years when the next BFC application is due. As part of efforts to improve its BFC status the MPO staff now reviews development plans to ensure adherence to requirements for bikeways, bicycle parking, and sidewalks in new and redevelopment projects. The MPO staff and the BAC have also begun to work with the Planning & Development Services staff to coordinate roadway design concepts and standards to ensure that the needs of non-motorized travelers and transit users are addressed, and are working to incorporate Complete Streets principles into local development codes and infrastructure standards to benefits all street users (pedestrians, cyclists, transit users, motorists). During 2011 the MPO staff plans to work towards making the region's development codes more bicycle-friendly and to incorporate more Complete Street principles into the region's set of development codes.

### **Program Objectives:**

- To educate MPO staff about the proposed land uses in the region and their impacts on the regional transportation system
- To educate the local land use planners about the regional transportation planning activities and provide a regional planning context for a more thorough review of proposed land use changes
- To provide an opportunity to share ideas and concerns between MPO and local land use planning staff in order to strengthen the connections between land use and transportation system planning
- To provide an MPO perspective about transportation issues and provide information on how land use changes impact the regional transportation system and offer comments on proposed land development projects
- To help make the review of land development projects more sensitive to the multi-modal mobility concerns addressed by the MPO and discussed in MPO documents

### **Work Tasks:**

- Attend case review meetings and offer comments on proposed land use changes that will impact the regional transportation system, present a regional MPO perspective on proposed projects and their impacts on the transportation system, and learn about land use planning work being done in the region
- Work with the Lawrence traffic engineer, city engineer and other local and state government officials to provide comments about land use changes that are capable of having noticeable impacts on the regional transportation system, and to work with public officials and developers to make changes as needed to projects to minimize their impacts on the transportation system

- Work with local and/or state officials to review and scrutinize traffic studies for land development projects in the region
- Work with local and/or state officials to improve staff level working relationships between the MPO staff and other agency staff working on land use and transportation issues, and to foster improved coordination between land use and transportation planners
- Provide comments on various local and state projects that will have impacts on the regional transportation system and present recommended changes that will minimize the project's impacts on the transportation system
- Provide recommendations for development code changes that can assist our region with moving toward developments that are more accommodating of all travel mode choices and reflect the Complete Streets principles

### **Products:**

- Improved knowledge of land use planning efforts underway in the region and proposed land development projects that will impact the regional transportation system
- Review and comments on the planned land development projects that may significantly impact the regional transportation system
- Review and comments on traffic impact studies for proposed land developments
- Recommended changes to the development codes used in the region

## **2.3 Access Management – Plans, Guidelines and Standards**

### **Background/Previous Work:**

Over the last few years the MPO staff has, as time allowed, reviewed local land use regulations and plans, and reviewed MPO policies and plans regarding access management and roadway operations. This effort was the beginning of an effort to consolidate all of the access management related guidelines and standards into one place in the development codes so that access management could be more easily incorporated into the review of land development projects and so the public could better understand what access management is and how it is used to review and revise project plans. The MPO staff met regularly on this topic during the beginning of 2008 and some progress was made. However, with mid-year MPO staff turnover and the re-designation work for the MPO, this access management activity was basically put on-hold.

During 2009 and early 2010 the MPO staff continued to work on this activity, but due to the immediate nature of some other work tasks (e.g., TIP amendments to program ARRA funds and staff participation in the 5-county Regional Transportation Study), the work on this access management task did not progress as fast as planned. However, now that many of these other tasks are nearing completion the MPO staff plans to resume work on this access management task in late 2010 and during 2011.

### **Program Objectives:**

- To review all existing land use and transportation plans and development regulations covering the region and identify all of the access management related items found in these documents

- To work with state and local officials to consolidate access management regulations into one place so that updates of those regulations can be made and so they can be understood and maintained more easily
- To create a new access management guidelines and standards publication that can be used by government and private-sector professionals to help design and review project plans more efficiently, and use this new publication as a tool to educate the public about the importance of access management policies

### **Work Tasks:**

- The MPO staff will work with local and state officials to review existing land use and transportation plans and development codes, and identify all of the access management related items in those documents
- The MPO staff will lead the effort to update and consolidate all of the access management regulations into one document that will replace the existing access management codes now scattered throughout several different plans and codes

### **Products:**

- Inventory of all access management related guidelines and standards found in plans and development codes used in the region
- New access management guidelines and standards publication that can be used easily by the public and transportation professionals, and that replaces the hodgepodge of access management rules now found in various code books and plans

### **2011 Budget for the Short Range Transportation Planning Work Category:**

#### Estimated Costs

Lawrence-Douglas County Metropolitan Planning Organization Staff	\$ 32,159
Consultant, Training, Equipment and Supply Costs	\$ 0
Estimated Total Costs	\$ 32,159

## **3. LONG RANGE TRANSPORTATION PLANNING**

The Long Range Transportation Planning Work Category includes major studies that set the future vision for roadway corridors and areas, regional policy setting documents like the Metropolitan Transportation Plan, and other important planning efforts designed to create system plans to be implemented over many years. These planning activities are related to the short range planning tasks, but unlike those short range plans, these long range planning activities typically have broader scopes (e.g., they look at an entire urban street system rather than just a few intersections) and they have longer time horizons (e.g., they look at what needs to happen over the next two decades instead of just what could occur in the next five years). Under this category there are six work tasks that provide the framework for the MPO staff and the public to participate in the discussion of how our region's multi-modal transportation system

is going to look and how it will function now and in the future. Each of these work tasks are described on the following pages.

### **3.1 Regional Travel Demand Model & Data Development**

#### **Background/Previous Work:**

The travel demand model for the Lawrence-Douglas County Metropolitan Planning Area was created by KDOT staff with assistance from the MPO staff and is used in the development of the Metropolitan Transportation Plan. This model is in the TransCAD format. This model is now housed in the KDOT Planning Office with a copy stored in the MPO staff computers. KDOT and MPO staffs have had recent discussions about moving this model and modeling capabilities from KDOT to the MPO. In preparation for the development of in-house modeling capacity the L-DC MPO approved an on-call consultant modeling contract for 2008 and 2009. The MPO staff used this contract during the second half of 2009 to provide MPO staff training on the model software, to assist with the model transfer from KDOT to the L-DC MPO staff for maintenance, and to coordinate the L-DC MPO model with the model developed for the 5-County Regional Transportation Study. During the development of the model for the 5-County Study the Lawrence model was expanded to cover all of Douglas County. In 2010 the MPO issued a new RFP (Request for Proposals) for this modeling service and hired a new consultant to continue this modeling work in 2010 and 2011.

In order to develop the regional travel demand model MPO staff must create and maintain a network map showing all of the roadways to include in the model and the traffic analysis zones that are used to bring land use and socioeconomic data into the model. Although the model results are only used extensively every few years to run scenarios in preparation of a new Metropolitan Transportation Plan (MTP), the model database needs to be kept up to date on a routine basis. The maintenance of the database includes things like adding new road segments as they are built. This is an ongoing effort. Having a regional travel demand model provides an objective tool to use in transportation investment decisions. However, the creation, maintenance and use of this regional travel demand model is not just a nice tool to have for MPO use. It is a federal requirement.

In order to perform the planning functions mandated by federal planning regulations, the MPO must develop, obtain and maintain accurate and reliable data for the metropolitan region. This work includes coordination with local governing bodies on land use policies and plans, mapping, maintenance of census data, and policy analysis.

Besides the model data use by local government officials the MPO receives requests for model information from consultants working on land development projects. These requests are for things like existing and projected future traffic counts at intersections. Maintaining the model and database helps the L-DC MPO provide up to date information in response to these requests.

On April 28, 2011 the KDOT approved a request from the L-DC MPO to provide an additional amount of funding for work on the regional travel demand model and public participation activities in preparation of the next Metropolitan Transportation Plan. The total request for this additional funding was \$50,000 with \$30,000 of that going for the modeling work. The other \$20,000 is for public participation assistance. Both of these activities are planned to be handled with the help of a consultant. In the case of the modeling part the MPO has obtained approval from KDOT to revise the current contract budget without changing the scope and use

the current company for this modeling work. In the case of the public participation work the MPO will issue a new RFP in 2011 for work to start in late 2011 or 2012.

**Program Objectives:**

- To maintain the travel demand model and associated data files
- To maintain a geographic information system (GIS) capable of addressing transportation planning analysis needs
- To facilitate community dialogue concerning regional development and mobility goals
- To evaluate land use and transportation scenarios
- To communicate development changes to elected officials, business leaders, civic groups, community organizations, and local governments
- To collect, update and analyze data necessary to support the metropolitan transportation planning process and the creation of a regional travel demand model
- To utilize the regional traffic demand model in the creation of a new Metropolitan Transportation Plan

**Work Tasks:**

- Respond to inquiries and data requests from citizens, public agencies, consultants, elected and appointed officials and boards, and the media
- Utilize data to develop layers in the GIS which may include land use, population, employment, environmentally sensitive areas, and transportation data
- Prepare necessary graphics, analyses, and/or presentations
- Maintain and update existing economic, demographic, development and geographic databases
- Monitor and report on land use and development trends for informed decision-making and evaluation of long-range forecasts
- Coordinate with state and local government staff and private consultants to ensure consistent interpretation of data and methodologies
- Update and maintain the regional travel demand model so that it can be used to update the Metropolitan Transportation Plan in a timely manner
- Complete land use forecast scenarios and develop dwelling unit and employment estimates
- Develop land use/transportation network scenarios to model
- Prepare base year existing network, existing + committed (E+C) network, and horizon year scenarios to model
- Deploy a regional travel demand model and train staff in travel demand forecasting methods
- Train the MPO staff in the use of the TransCAD traffic model software (This will be closely coordinated with KDOT staff, and this training of MPO staff will continue in 2011-2012 and beyond as needed and funding allows.)
- Review and utilize demographic data as part of the metropolitan transportation planning process and use Census data (updated as needed) as input data to the regional travel demand model
- The MPO staff will work with City, County and KDOT officials to compile transportation safety data and decide how to use this data in the next MTP. The MPO staff will also work with these partners in using this data to propose engineering improvements to help

- improve the regional transportation system.
- Review and revise the regional travel demand model road network and traffic analysis zone structure as needed
- Manage the consultant contract for modeling work (review and pay invoices, meet with the consultant staff, etc.) and monitor the consultant's progress in this work

### **Products:**

- Analyses of regional roadways, areas, or developments in response to data requests (ongoing)
- Transportation infrastructure, land use, and socioeconomic information and databases acquired from outside sources or produced by staff (ongoing)
- Updated GIS mapping (ongoing)
- Monitoring TAZ employment and dwelling unit projections for MTP updates (ongoing)
- Travel Demand Model training and experience for the MPO staff (ongoing)

## **3.2 Metropolitan Transportation Plan**

### **Background/Previous Work:**

Federal regulations require that Metropolitan Transportation Plans (MTP) cover at least a 20-year planning horizon and be reviewed and updated at least every four to five years. The Transportation 2030 document was adopted on March 26, 2008. With this new MTP the Lawrence-Douglas County MPO will not need to update its MTP until 2012 or 2013. However, it is likely that some parts of it will need to be revised before then to reflect changes in transportation planning priorities and/or funding.

Since its initial approval the T2030 document has been amended twice, once to update the bikeway system map and once to add proposed American Recovery & Reinvestment Act (ARRA) funded projects. Both of these amendments were approved by the L-DC MPO on April 16, 2009. No MTP amendments were made in 2010. For 2011 the most likely reasons to make further MTP revisions are the upcoming changes in transportation funding programs related to the passage of a new federal transportation act to succeed SAFETEA-LU that expired at the end of FFY 2009, the recent changes in transit services for Lawrence as the Lawrence T and the KU On Wheels operations consolidate, and changes necessitated by revisions to the roadway functional classification maps. The MPO staff will monitor these issues, and if changes requiring an amendment to the MTP (T2030 document) then the MPO staff will initiate those changes.

For 2011 the majority of time spent on this task is likely to be for the outlining and initial updates to the MTP text and graphics to start the process of preparing a new MTP document for MPO approval in 2012. Completion of updates to the roadway functional classification maps for the region and the coordination of those map updates with the maps filed for our region at KDOT and the FHWA offices may also take place in the first half of 2011. The MPO staff will begin public participation activities for the next MTP update in 2011. These public outreach activities will include contacting the freight community to solicit their participation in the MTP development process.

On April 28, 2011 the KDOT approved a request from the L-DC MPO to provide an additional amount of funding for work on the regional travel demand model and public participation activities in preparation of the next Metropolitan Transportation Plan. The total request for this additional funding was \$50,000 with \$30,000 of that going for the modeling work. The other \$20,000 is for public participation assistance. Both of these activities are planned to be handled with the help of a consultant. In the case of the modeling part the MPO has obtained approval from KDOT to revise the current contract budget without changing the scope and use the current company for this modeling work. In the case of the public participation work the MPO will issue a new RFP in 2011 for work to start in late 2011 or 2012.

In May 2011 the MPO staff discussed the possibility of using a paid intern to help with the update of the MTP. MPO staff also discussed this intern possibility with the Lawrence Communications Director who was also planning on hiring an intern. The MPO staff and Communications Director agreed that it may be possible for an intern to be hired to do some work for the MPO and that that intern could be the same one or a different one as the Communications intern. MPO staff added funding to the UPWP budget to hire an intern for approximately 200 hours as part of this MTP update work task.

### **Program Objectives:**

- Update and maintain a MTP that is multi-modal and meets all federal regulations for MTP content and development process
- Assist in integrating the MTP with the KDOT statewide long range plan
- Coordinate the recommendations found in the MTP with the recommendations for transportation improvements found in other transportation plans produced by other agencies (e.g., KDOT, cities and counties, etc.)
- Create and maintain a functional classification map for all public roadways in the L-DC MPO metropolitan planning area
- Create and maintain a project selection procedure for including projects as recommended system improvements in the MTP
- Continue discussions of ongoing transportation issues in the region and incorporate those issues into the MTP
- Continue the process of coordinating the development of the MTP with local land use, growth management, economic development and other comprehensive plan elements in the region

### **Work Tasks:**

- Develop revenue projections and project cost estimates to financially constrain the MTP document and any MTP amendments
- Prepare a financially constrained MTP and amendments to the plan for review and approval
- Update and maintain the MTP document so that it stays up to date and reflects the current status of the transportation system in the L-DC MPO area and stays in compliance with federal planning regulations

- Review statewide and national plans for transportation networks and confer with the TAC and KDOT staff to determine how the L-DC MPO transportation plan can be consistent with statewide and national plans
- Review and comment on transportation plans produced by other agencies and discuss with officials from those agencies how their plans and the MTP can be coordinated and have consistent recommendations
- Work with the Lawrence Transit System staff to update the transit sections of the MTP
- Work with the KDOT Public Transportation section and the Section 5310 and 5311 transit providers in Coordinated Transit District 1 to update the paratransit sections of the MTP
- Review the Functional Classification Maps and make revisions to those maps to make the FHWA-KDOT and MPO maps consistent
- Review the local government capital improvement plans in order to recommend needed transportation related projects for consideration in the development of the next MTP
- Review public comments and comments from planning partners about the current MTP and comments about transportation planning issues in the region, and document these comments so that they can be reviewed and possibly incorporated into the next MTP
- Review the MTP and other MPO documents to ensure that the regional economic development goals and transportation system development goals are coordinated
- Review freight services and issues in the region and the KDOT Statewide Freight Study to determine how freight issues can be addressed in the development of the next MTP update
- Design a program to inform the region's freight community (major shippers and carriers) about the MPO process and invite them to become involved and share their concerns with MPO staff
- Manage the consultant contract for public participation work (review and pay invoices, meet with the consultant staff, etc.) and monitor the consultant's progress in this work
- Work with the host agency (Lawrence) to hire a planning intern to assist the MPO staff with the update of the MTP and related documents, and supervise that intern

### **Products:**

- Comments on corridor studies, area plans, and other documents that discuss impacts to the region's transportation system and/or the MTP document
- Updates and/or amendments to the MTP
- Discussions among the partners in the MPO process on the funding assumptions to use in the next MTP
- Schedule for new MTP development and approval process
- New set of updated roadway functional classification maps for the region approved by the MPO, KDOT and the FHWA
- Review of public comments received about the current MTP and transportation planning issues in the region
- Comments about the relationship between various comprehensive plan elements produced by the region's local governments and the MTP
- Comments about transportation issues related to major land development proposals
- Plans for engaging the freight community in the MPO process and strategies for

obtaining their involvement in the development of the next MTP

### **3.3 Special Studies (corridor, regional, statewide, feasibility, modal, etc.)**

#### **Background/Previous Work:**

The MPO staff in the past has participated in special studies like the Kaw Connects Study which was jointly sponsored by KDOT and the Kansas Turnpike Authority and studied travel needs in the Kansas City-Lawrence-Topeka Corridor. The MPO staff has also been involved with more local studies like the 23<sup>rd</sup> Street Corridor Study. During 2008 the MPO staff began its involvement in the 5-County Regional Transportation Study – Phase 1, US Highway 56 Corridor Study, and the 31<sup>st</sup> Street Extension Study. All of these studies are now complete.

Phase 2 of the 5-County Regional Transportation Study was funded by KDOT and began work in late 2010 and will continue through 2011. The MPO staff will participate in phase two of that study. The US Highway 40/K-10 Interchange Management Plan is also a KDOT sponsored study that was begun in 2010. The MPO helped fund this study and will participate in it during 2011.

Another special study that is being discussed and may be a part of the 2011 work program if an adequate funding package can be arranged is the Oread Neighborhood Parking and Circulation Study. This neighborhood located between Downtown Lawrence and the University of Kansas campus is a unique area with parking issues that affect its traffic circulation and traffic issues that affect the function of important roadways in the urban core of Lawrence. The objectives of this study will be to investigate the circulation and parking patterns, parking supply and demand levels, and obstacles to providing additional parking where needed in and around the Oread Neighborhood. Parking and circulation data that is essential to better planning for future transportation programs or improvements that could be undertaken to enhance the regional transportation network will be collected so that an objective documentation and analysis of mobility problems in the area can be conducted and options to address these problems put forth.

With these three studies underway in 2011, the MPO staff will not likely have much time to devote to other special studies this year. However, if other studies are proposed by any of the planning partners in the L-DC MPO program then the MPO staff will participate in those studies as much as staff time and funding allows.

#### **Program Objectives:**

- To prepare plans for the development or redevelopment of specific areas or corridors located within the Lawrence-Douglas County Metropolitan Planning Area and to study the transportation needs in those areas
- To undertake and complete special studies and plans that are needed to produce high quality planning documents, to more accurately ascertain public needs or preferences, and/or produce specialized information designed to address particular transportation planning related issues that are not routinely addressed in other MPO work tasks

#### **Work Tasks:**

- A major project under this task for 2011 will be the L-DC MPO staff participation in the 5-

County Regional Transportation Study-Phase 2 being sponsored and funded by KDOT. This study will cover mobility needs in Johnson, Leavenworth, Miami, Wyandotte, and Douglas Counties. Phase 2 will focus on developing strategies and projects that address the mobility issues and needs identified in Phase 1.

- The MPO will participate and partially fund the US Highway 40/K-10 Interchange management Plan sponsored by KDOT. This study will address traffic and access management issues in the section of US 40 between George Williams Way and E 800 Road in Lawrence and Douglas County.
- The MPO may participate in the Oread Neighborhood Parking and Circulation Study and may fund this study in part with assistance from other MPO partners.
- The MPO staff will identify special studies that are needed to address special concerns or issues raised by the L-DC MPO Policy Board and Technical Advisory Committee or other advisory committees during the course of the year. The MPO staff will then determine if staff time and/or funding is available to study those issues, and if so, the MPO staff will discuss possible UPWP changes with the TAC and MPO Policy Board. With ample resources and MPO Policy Board approval the MPO staff will work on new special studies.
- The timely completion of special studies may be accomplished through the use of consultants to assist the L-DC MPO and the MPO staff. If the L-DC MPO decides to sponsor a special study and use consultant help then the MPO staff will administer the consultant contract through the Lawrence-Douglas County Planning & Development Services Department.

### **Products:**

- Meetings and documentation of the MPO support of and work on completing the 5-County Regional Transportation Study – Phase 2
- Meetings and documentation of MPO support of and work on the US Highway 40/K-10 Interchange Management Plan
- Meetings and documentation of MPO support of and work on the Oread Neighborhood Parking & Circulation Study, including final recommendations to improve the transportation network and to mitigate traffic flow problems exacerbated by parking issues in and around the Oread Neighborhood.
- Documentation of work accomplished for other special studies that address issues raised in the Metropolitan Transportation Plan and/or through the MPO process and authorized by the L-DC MPO

## **3.4 Bicycle and Pedestrian Planning**

### **Background/Previous Work:**

The L-DC MPO has provided input and assistance to a number of on-road and off-road bicycle planning initiatives in the metropolitan area. MPO staff provides support for the Bicycle Advisory Committee (BAC), reviews road construction projects and development plans for bicycle and pedestrian facilities, maintains a regional bikeway system map, and updates the Bicycle Plan as needed. During 2009 the MPO staff completed an extensive review of the bikeways shown on the Bicycle Facilities Map and found that the map needed to be updated.

Field checks of all existing bikeways on the map were made, and the MPO staff with the assistance of the BAC renamed this map as the Bikeway System Map. All of these map updates were coordinated with the BAC and with Lawrence Public Works staff. That effort that began in the second half of 2008 was completed on April 16, 2009 when the L-DC MPO approved MTP Amendment #1 which added this new bikeways map to the transportation plan and revised the text in Chapter 8 of the Metropolitan Transportation Plan (MTP).

During the second half of 2009 the MPO staff worked with the BAC to expand its membership to be more regional in scope so that the BAC could serve as an advisory group to the Lawrence City Commission, Douglas County Commission, and the MPO. This was accomplished through the drafting of new BAC Bylaws by the MPO staff and approval of those bylaws by the BAC on August 18th. The new BAC Bylaws were then sent to the Douglas County Commission and Lawrence City Commission for approval. Appointments to the newly composed BAC were made at the end of 2009.

During the third quarter of 2009 the MPO staff received training and organized the first ever bicycle and pedestrian count for Lawrence as part of the National Bicycle and Pedestrian Documentation Project (NBPD). This human powered travel data was submitted to the MPO and the NBPD Project for inclusion in the national database. The NBPD is a collaborative effort of the Institute of Traffic Engineers, Alta Planning and Design, and the Rails To Trails Conservancy. A second round of counting was conducted in September 2010 and that data was also submitted to the MPO for review and to the NBPD for use in the national database. Plans for the 2011 count were discussed at the end of 2010.

In the second half of 2009 the MPO staff began to work on a Sidewalk Plan to inventory pedestrian facilities in the region and identify gaps in the sidewalk system. Work on this pedestrian system planning effort was progressed some during 2010 with the assistance of an intern and may continue in 2011.

### **Program Objectives:**

- Create and maintain data for bikeways, bicycling activity, pedestrian facilities, and pedestrian activity for use in various transportation studies and reports
- Encourage integration of bicycle and pedestrian transportation needs in land development projects, roadway design, local comprehensive plans, and capital improvement projects
- Encourage and promote increased regional bicycle and pedestrian travel
- Provide public education materials about safe cycling and pedestrian activity to complement the development of the regional bikeway system and the regional multi-modal transportation system
- Encourage and support the development of a regional bikeway system that will encourage cycling for utilitarian trips and promote bikeways as a vital part of the region's multi-modal transportation system
- Maintain, update and implement the Bicycle and Pedestrian Elements of the Metropolitan Transportation Plan and local comprehensive plans

### **Work Tasks:**

- Coordinate roadway design concepts and standards to ensure that the needs of non-motorized travelers are addressed

- Review development plans to ensure adherence to requirements for bikeways, bicycle parking, and pedestrian facilities in new and redevelopment projects
- Develop priority listing of bicycle facilities for inclusion in local capital improvement plans and other documents
- Update the Bicycle Plan and Bikeway System Map as needed
- Prepare, as appropriate, applications for bicycling and walking grants, projects, and other programs
- Participate in Bike Month and Bike to Work Week and other bicycle awareness and safety promotional activities
- Design and/or obtain materials to hand out to MPO members and the public to encourage safe cycling and walking, and to promote the inclusion of non-motorized transportation in the region's multi-modal transportation system (this work task may not be CPG eligible and if deemed so by the FHWA/FTA then it may be locally funded)
- Inventory pedestrian facilities and develop a Sidewalk Plan for inclusion in the MTP and for use in TIP development
- Work with the L-DC MPO Policy Board and other groups as requested to examine how pedestrian and/or bicycling issues can be better addressed in the MPO process and documents
- Plan and organize the 2011 Bicycle and Pedestrian Counting Program for the MPO area
- Address pedestrian and/or bicycling issues raised by the BAC, TAC or other groups or individuals and work with those groups to determine how those issues can be incorporated into studies, MTP updates, TIP updates or other MPO products or processes
- Work with various groups to improve facilities and programs and to incorporate those improvements into the region's next Bicycle Friendly Community application to the League of American Bicyclists

### **Products:**

- Reviews of roadway projects, development plans, and plats that note the needs for pedestrian facilities, bicycle facilities and bicycle parking
- Bikeway System Map updates as needed
- Bicycle Work Plan updates as needed
- Updates to transportation design guidelines and standards that incorporate bikeway planning and design guidelines and encourage the construction of bicycle-friendly transportation improvements
- Design of promotional materials for safe cycling and safe walking activities (this work product may not be CPG eligible and if deemed so by the FHWA/FTA then it may be locally funded)
- Printing and distribution of bicycle and pedestrian planning materials
- Pedestrian Facilities Plan
- Bicycle and Pedestrian Count data and reports
- Materials for the next Bicycle Friendly Community application (this work product may not be CPG eligible and if deemed so by the FHWA/FTA then it may be locally funded)

## 3.5 Air Quality Planning

### **Background/Previous Work:**

The MPO staff has been aware for a few years that with changing air quality standards it could be possible for Douglas County to be named as one of the non-attainment counties in Kansas. Recently the MPO staff has attended meetings with Kansas Department of Health and Environment (KDHE) officials and learned that Douglas County is on the borderline for non-attainment status and could be designated as non-attainment in 2011. The MPO staff has discussed this issue with TAC members, KDOT officials, and Douglas County Health Department staff. As of the time of this UPWP's approval the Kansas Department of Health & Environment was preparing its final recommendations for which counties it is recommending for non-attainment status and preparing those recommendations for submission to the EPA. The MPO staff has been monitoring this designation process and will start planning in 2011 with the assumption that Douglas County will be non-attainment for ozone.

### **Objectives:**

- Monitor the air quality designation of Douglas County and inform the L-DC MPO and TAC members about changes in the region's regulatory air quality status and how those changes will impact MPO operations
- Incorporate air quality standards into the L-DC MPO planning process and documents as required by federal and state laws and regulations
- Conduct a regional transportation planning program that considers the air quality impacts of transportation improvements and encourages development and travel patterns that reduce air pollution while maintaining a safe and efficient transportation network
- Coordinate the regional MPO program with local efforts to improve air quality in Douglas County

### **Work Tasks:**

- Monitor the ongoing discussions about possible non-attainment status for Douglas County and inform the L-DC MPO about what impacts this would cause to MPO operations in the region
- Work with KDHE, EPA, KDOT, FHWA, FTA and other agencies to revise L-DC MPO processes and documents so that our region stays in compliance with air quality and planning regulations
- Continue to support efforts by the Climate Protection Task Force and similar groups around the region that are encouraging a reduction in air pollutant emissions

### **Products:**

- Meetings and documentation about the possible designation of Douglas County as a non-attainment area for national ambient air quality standards
- Plans, reports, and other documents related to the L-DC MPO efforts to comply with air quality and planning regulations

## 3.6 Long Range Planning – Support & Coordination

### **Background/Previous Work:**

The MPO staff has in the past provided input and comments on a number of long range land use plans. These include area plans like the Farmer's Turnpike Area Plan and the West of K-10 Area Plan. The MPO staff has also offered comments on long range system plans for parks and utilities. These long range plans that are not directly transportation system plans but influence how land is developed are important to MPO planning efforts. Support and coordination of land use and transportation planning efforts has taken place for many years in the region, and this is simply good comprehensive planning. This will continue in 2011. MPO staff will be directly involved in reviewing all major land use planning documents that have a potential to produce significant impacts on the regional transportation system. During 2010 the MPO staff drafted an update to the Lawrence-Douglas County Comprehensive Plan. This comprehensive plan update was for Chapter 8-Transportation. The 2010 update replaced the text that mirrored what was included in the MPO's Transportation 2020 and 2025 documents. The new Chapter 8 is much shorter and simply notes that the latest MPO approved Metropolitan Transportation Plan serves as the transportation element of the Lawrence-Douglas County Comprehensive Plan.

### **Program Objectives:**

- Provide a forum and working relationships between the MPO and land use planning agencies so that information can be exchanged and coordination can be enhanced between transportation and land use planning activities
- Provide a process for transportation planners to review and comment on land use plans and for land use planners to review and comment on transportation plans at the earliest stages of plan development in order to avoid conflicts between land use and transportation planning goals in the region
- Provide accessibility to transportation planners for data on land use and economic activity that is helpful at creating and updating the MPO's regional travel demand model, the Metropolitan Transportation Plan, and other MPO products.

### **Work Tasks:**

- The MPO staff will receive, review and comment on land use plan drafts and indicate how those land use plans are consistent and how they are not consistent with MPO-approved planning documents, and MPO staff will offer suggestions for how these documents can be changed to make them consistent
- The MPO staff will meet regularly with other local and state planners working on land use plans and other system plans in the region
- The MPO staff will study the existing land use and other pertinent long range plans in the region and use that knowledge of local land use policies in updating the Metropolitan Transportation Plan
- The MPO staff will meet with local staffs that regulate land uses and learn about issues being faced by those planners

- MPO staff will study local land use regulations and determine how those rules impact the use of land near major transportation facilities and impact the regional transportation system
- MPO staff will review local transportation related development codes and standards and work with local officials to incorporate Complete Streets principles into those codes to encourage the building of transportation infrastructure that meets the mobility needs of all users (pedestrians, cyclists, transit users, and motorists).

### **Products:**

- Comments from MPO staff on draft long range plans for areas and systems
- MPO staff improvements in their understanding of local land use issues and regulations
- Updates to MPO planning documents that reflect improved coordination between land use and transportation system planning in the region
- Correspondence and materials related to the use of the new Comprehensive Plan – Chapter 8 and how that formalizes and strengthens the good coordination the region has between its land use planning and transportation planning staffs
- Revisions to local development regulations and standards to incorporate Complete Streets principles

### **2011 Budget for the Long Range Transportation Planning Work Category:**

#### **Estimated Costs**

Lawrence-Douglas County Metropolitan Planning Organization Staff	\$ 77,079
Consultant, Training, Equipment and Supply Costs	\$ 70,200
Estimated Total Costs	\$147,279

## **4. PUBLIC TRANSPORTATION PLANNING**

This work category includes two major types of transit planning activities: Public Transit Planning & Coordination and Paratransit Planning & coordination. The transit planning done by the L-DC MPO staff is typically focused the former and deals with general public fixed route transit services and the impacts of that service on the regional transportation system. For 2011 the MPO staff will conduct fixed route transit planning primarily through its involvement in the City-KU Transit Planning Team that is composed of Lawrence, University of Kansas, and MPO staff members working on the coordination of the Lawrence T and the KU On Wheels transit systems. The MPO staff will also attend Public Transit Advisory Committee (PTAC) meetings and participate in discussions with that group as well as the Lawrence Transit staff. Public Transit Planning and Coordination work usually comprises most of the MPO staff time scheduled for transit planning each year. However, for 2011 about equal amounts of staff time are scheduled for fixed route system and paratransit service planning.

Paratransit planning involves specialized transit services that are designed to transport certain groups that need special services. These special services include the transport of persons with various forms of physical and/or mental disabilities. The paratransit services in the

region need to be considered in the development of the region's Metropolitan Transportation Plan. During the last half of 2010 and through the first half of 2011 the L-DC MPO staff plans to focus its transit planning efforts on the creation of a new Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP).

During 2011 the MPO staff will also discuss the possibilities for enhancing transit in Douglas County, particularly service between the smaller cities (Baldwin City, Eudora, and Lecompton) and Lawrence. The MPO will also discuss possibilities for service between Douglas County cities and urban centers in Wyandotte, Johnson, and Shawnee Counties. This discussion will be coordinated with work on the 5-County Regional Transportation Study–Phase 2 which may develop projects that address the region's transit issues identified in Phase 1 including the need for enhanced services between the major cities in this five-county area.

## **4.1 Public Transit Planning & Coordination**

### **Background/Previous Work:**

The MPO staff has assisted the City of Lawrence with the development of public transportation services and provides ongoing transit planning support to elected officials and City staff. The fixed-route bus service in Lawrence is operated by the City and is funded through federal and state aid programmed in the Transportation Improvement Program as well as local revenue sources. In November 2008 the voters of Lawrence approved a sales tax increase that included dedicated funding for transit operations. The Lawrence T fixed route system is discussed in the Metropolitan Transportation Plan and is an integral part of the multi-modal transportation system serving the Lawrence urbanized area.

The University of Kansas operates a separate fixed route system that provides service on campus and to several off-campus apartment complexes. During the last two years the City and KU have been discussing possible ways to consolidate their services and offer a joint service to the general public and KU students. The MPO staff has been active in those discussions since September 2008 as part of the City-KU Transit Planning Team and expects to continue its activity with this group through 2011. In 2009 the City and KU began service on a new joint route (Route 11) that replaced one T and two KUOW routes. In August 2010 the City and KU continued this coordination by beginning services on several revised routes and schedules. These changes began the implementation of recommendations from the 2009-2010 consultant study funded in part by the MPO and overseen by the City-KU Transit Planning Team. That study produced the Lawrence Route and Schedule Design for Coordinated Transportation-Final Report that was completed and accepted by the MPO in July 2010.

In 2006 a joint rideshare program was started between the City of Lawrence and the Mid-America Regional Council (MARC). This rideshare program called the Carpool Connection is a computerized ride matching service, and the L-DC MPO provides funding support for the maintenance of that service. In 2009 the L-DC MPO staff worked with MARC and the St. Joseph Area Transportation Study Organization (SJATSO) to expand this service into the St. Joseph Area and to split the cost of maintaining this service among the three MPOs involved. The MPO staff also worked with MARC officials to change the name of this rideshare program to RideShare Connection and to approve new logos for the service.

### **Program Objectives:**

- Provide a transportation planning program for the region that results in a multi-modal plan for mobility in the region that has a significant transit component
- Improve the public perception, convenience, utility, and service of transit operations in the Lawrence Area so that transit becomes more attractive to choice riders as well as transit dependent persons, and so that transit operations in the area can help improve the quality of life of residents and help support economic growth
- Provide a forum for discussions about intercity transit services in Northeast Kansas that can provide viable alternatives for commuters

### **Work Tasks:**

- Continue to assist in the planning and further development of the fixed-route municipal bus service for Lawrence and its coordination with KU On Wheels transit operations
- Investigate opportunities for service, funding, and governance improvements and coordination between the City of Lawrence and University of Kansas transit systems
- Participate with staff assistance and funding in a route and schedule planning study and discussions concerning improving coordination of transit services between the City of Lawrence and the University of Kansas
- Monitor the changes to transit services in the Lawrence Area and make any modifications to the Metropolitan Transportation Plan and/or the Transportation Improvement Program documents as needed to reflect those changes
- Continue to participate in the efforts of the City-KU Transit Planning Team
- Participate in planning studies and discussions concerning the provision of commuter transit services between the Lawrence, Topeka, Kansas City, and Johnson County areas
- Work with the L-DC MPO committees to discuss the needs and possibilities for transit services to rural and small town areas in the region
- Provide technical and planning assistance to the City Commission and City Public Transit Administrator as needed
- Continue to work with MARC and the SJATSO in support of the joint rideshare program (this work product is not CPG eligible and may be locally funded)
- Assist as needed with the grant application process for use of FTA Section 5307, Section 5309, and KDOT funds

### **Products:**

- Support of the Joint Rideshare Program with MARC and SJATSO
- Amendments to the Transportation Improvement Program to reflect changes to transit programs and funding
- Amendments to the Metropolitan Transportation Plan to reflect changes to transit services in the region
- Various letters, reports and other documentation related to the coordination of Lawrence T and KU On Wheels services
- Various letters, reports and other documentation related to the discussions of intercity commuter and rural transit services in Northeast Kansas

## 4.2 Paratransit Planning and Coordination

### **Background/Previous Work:**

The MPO staff has worked with the local specialized transit providers and KDOT staff in the past to program funds in the Transportation Improvement Program for Section 5310 providers and to assist with the creation of the Coordinated Public Transit–Human Services Transportation Plan (CPT-HSTP). This assistance will continue and intensify in 2011 as the MPO staff develops a new CPT-HSTP for Douglas County and incorporates that document into the new update of the Metropolitan Transportation Plan (MTP) to be drafted in 2012. The Mid-America Regional Council (MARC) is now updating its CPT-HSTP as part of its ongoing efforts to update its Metropolitan Transportation Plan. KDOT staff for Coordinated Transit District #1 which Douglas County is a part of has encouraged the L-DC MPO staff to likewise begin the process of updating its CPT-HSTP. That process began in 2010 and will continue into 2011 with a new Douglas County CPT-HSTP scheduled for completion by May 2011.

### **Program Objectives:**

- To identify the needs for specialized transit services in the region and to incorporate paratransit issues into the MPO process and documents
- To provide assistance to local agencies that are supported with FTA 5310 funds and program those funds in the TIP as needed
- To produce and maintain a Coordinated Public Transit–Human Services Transportation Plan for Douglas County

### **Work Tasks:**

- MPO staff will meet with paratransit providers from Coordinated Transportation District #1 (CTD-1) and work with those providers and KDOT staff to incorporate paratransit issues into the Metropolitan Transportation Plan
- MPO staff will work with KDOT staff and the CTD-1 agencies to program FTA Section 5310 funding for paratransit vehicles and the required local match amounts in the Transportation Improvement Program
- MPO staff will lead the effort to create a new Coordinated Public Transit–Human Services Transportation Plan for Douglas County and will work with KDOT staff and CTD-1 agencies to complete this new plan

### **Products:**

- Updates to the Metropolitan Transportation Plan to reflect major changes to paratransit services in the region (as needed)
- Updates to the Transportation Improvement Program to reflect changes in funding for paratransit services in the region (as needed)
- Completion of a new Coordinated Public Transit–Human Services Transportation Plan for Douglas County and related documents to show the coordination of this new CPT-HSTP with the MTP (May 2011)

**2011 Budget for the Public Transportation Planning Work Category:**

Estimated Costs

Lawrence-Douglas County Metropolitan Planning Organization Staff	\$ 22,774
Consultant, Training, Equipment and Supply Costs	\$ 0
Estimated Total Costs	\$ 22,774

**2011 UPWP Work Task Schedule**

UPWP # 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Details

UPWP #	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Details	
<b>Program Support &amp; Administration</b>						
1						
MPO Administration & Staffing	1.1	o	o	o	o	This activity includes ongoing work to staff committee meetings, produce meeting documentation (agenda, minutes, etc.), administer MPO contracts, handle MPO personnel matters, and complete other administrative tasks for MPO operations.
Unified Planning Work Program	1.2			x	x	A new UPWP for the upcoming program year is routinely done in 3rd and 4th quarters.
Public Participation Plan	1.3	x	x	x	x	The work to implement the PPP and engage the public in the MPO processes is an ongoing activity that is coordinated with all other work tasks. Preparation of a LEP Plan is planned for the first half of the year and the beginning of work on the PPP assessment is planned for the second half.
MPO Education & Staff Training	1.4	o	o	o	o	Education about the MPO process is an ongoing activity involving all planning partners. Staff training will occur as time and funds allow.
<b>Short Range Transportation Planning</b>						
2						
Transportation Improvement Program	2.1	x	x	x	x	A new 2011-2014 TIP is planned for completion in 2011 and will be coordinated with ongoing improvements to the TIP project submission/revision process.
Current Planning Support and Coordination	2.2	o	o	o	o	The MPO staff will continue its ongoing activities with local land use planning staffs.
Access Management - Plans, Guidelines and Standards	2.3	x	x	o	o	A new Access Management Guidelines & Standards document is planned for completion in the first half of the year.
<b>Long Range Transportation Planning</b>						
3						
Regional Travel Demand Model & Data Development	3.1	x	x	x	x	The MPO staff will continue to train on the TransCAD software and begin to develop in-house capabilities to make simple model updates and provide maps of model results. The MPO and its consultants will complete the update of all model input data and network data in 2011 and begin work on MTP scenario work this year.
Metropolitan Transportation Plan	3.2	x	x	x	x	The MPO staff will complete the update of the Roadway Functional Classification Maps in 2011. Amendments to the MTP will be made as needed during 2011 to reflect roadway and transit system changes. The MPO staff will begin work on the next MTP text update. The MPO staff will work on reviewing and coordinating the local economic development plans with the MTP. MPO staff will work on developing a plan for encouraging the freight community to become engaged in the MPO and MTP development processes as MTP update work progresses.
Special Studies (corridor, regional, statewide, feasibility, modal, etc.)	3.3	x	x	x	x	The MPO staff plans to continue its work on the 5-County Regional Transportation Study with Phase 2 underway in 2011. The MPO staff will also work on a new US Highway 40/K-10 Interchange Area Transportation Plan. If funding and staff time allows then the MPO staff may also work on an Oread Neighborhood Circulation & Parking Study.
Bicycle and Pedestrian Planning	3.4	x	x	x	x	The MPO staff will continue its bicycle-pedestrian planning activities and its coordination with the Bicycle Advisory Committee throughout 2011, especially in May-Bicycle Safety Month and in September-Bicycle & Pedestrian Count Month. The MPO staff will work on the Pedestrian Facilities Plan. MPO staff will also organize the third annual bicycle and pedestrian count to be held in September.
Air Quality Planning	3.5	x	x	x	x	The MPO staff will continue to monitor KDHE recommendations and EPA decisions about the Douglas County air quality designation and its impacts on the MPO process. The MPO will begin work on adjusting MPO processes and documents for non-attainment status if needed.
Long Range Planning - Support & Coordination	3.6	o	o	o	o	The MPO staff will continue its coordination work in reviewing land use plans with local government land use planners and other local officials. The MPO staff will work on implementing the Changes made in 2010 to the Transportation Chapter of the Lawrence-Douglas County Comprehensive Plan.
<b>Public Transportation Planning</b>						
4						
Public Transit Planning & Coordination	4.1	o	o	o	o	The MPO staff will continue to serve on the City-KU Transit Planning Team and provide support for urban fixed route transit planning as requested.
Paratransit Planning & Coordination	4.2	x	x	x	o	The MPO staff will complete work on a new Coordinated Public Transit - Human Services Transportation Plan for Douglas County and remain active in Coordinated Transit District #1 paratransit planning activities.

**Notes:**

X denotes a major focus of staff resources on that work task during that quarter

O denotes an ongoing activity that staff routinely conducts as needed throughout the year

This schedule is subject to change and may change in 2011 as the Federal and State Governments debate new surface transportation programs, the Lawrence and University of Kansas transit systems make adjustments as they continue to coordinate operations, MPO funding is revised, the region's air quality attainment status is decided, major KDOT sponsored corridor and area studies impacting Douglas County are progressed, or other significant changes to MPO duties or funding are implemented.

2011 UPWP Budget	UPWP #	Total Cost by Work Task	Funding Sources		
			Consolidated Planning Grant - Federal Share	KDOT Cost Incurred Match**	Local Match*
Program Support & Administration	1	43,544	37,842	0	5,702
MPO Administration & Staffing	1.1	21,832	17,486		4,366
Unified Planning Work Program	1.2	7,578	7,578		0
Public Participation Plan	1.3	6,675	5,340		1,335
MPO Education and Staff Training	1.4	7,458	7,458		0
Short Range Transportation Planning	2	32,159	29,797	0	2,362
Transportation Improvement Program	2.1	18,808	16,447		2,362
Current Planning - Support and Coordination	2.2	7,578	7,578		0
Access Management - Plans, Guidelines and Standards	2.3	5,772	5,772		0
Long Range Transportation Planning	3	188,279	139,036	41,000	8,243
Regional Travel Demand Model & Data Development	3.1	57,026	54,720		2,305
Metropolitan Transportation Plan	3.2	41,008	37,447		3,562
Special Studies (corridor, regional, statewide, feasibility, modal, etc.)	3.3	64,133	23,133	41,000	0
Bicycle and Pedestrian Planning	3.4	14,882	12,505		2,376
Air Quality Planning	3.5	6,675	6,675		0
Long Range Planning - Support & Coordination	3.6	4,555	4,555		(0)
Public Transportation Planning	4	22,774	19,219	0	3,555
Public Transit Planning & Coordination***	4.1	9,110	7,888		1,222
Paratransit Planning & Coordination	4.2	13,664	11,332		2,332
<b>Totals</b>		<b>286,755</b>	<b>225,894</b>	<b>41,000</b>	<b>19,861</b>

Local Match Budgeted and Needed	Percent
Cash Match - Budgeted	2,071 10.43%
MPO Part-Time Staff Match - Budgeted	17,791 89.57%
<b>Total Local Match Needed</b>	<b>19,861 100.00%</b>

Total Match Budgeted and Needed	Percent
Local Cash Match - Budgeted	2,071 3.67%
MPO Part-Time Staff Match - Budgeted	17,791 31.50%
KDOT Cost Incurred Match - Budgeted	36,612 64.83%
<b>Total Match Needed</b>	<b>56,473 100.00%</b>

**Total Match Needed** 56,473  
**Total Match Budgeted** 60,861

**MPO Part-Time Staff**

Planning & Development Director/MPO Secretary - staff time	3,517
50 hours at \$70.33 per hour with benefits - all hours for Task 1.1	
Staff Attorney - staff time	744
15 hours at \$49.60 per hour with benefits - all hours for Task 1.1	
Administrative Assistant - staff time	483
20 hours at \$24.15 per hour with benefits - all hours for Task 1.1	
Accountant - staff time	394
10 hours at \$39.38 per hour with benefits - all hours for Task 1.1	
GIS Planner - staff time	9,646
200 hours at \$48.23 per hour with benefits - 50 hours each for Tasks 2.1, 3.1, 3.2 and 3.4	
GIS Analyst - staff time	3,007
80 hours at \$37.59 per hour with benefits - 40 hours for Task 1.3 and 40 hours for Task 3.2	
<b>Total MPO Part-Time Staff Match - Budgeted</b>	<b>17,791</b>
<b>Total MPO Match - Needed</b>	<b>19,861</b>
<b>MPO Non-Cash Overmatch/Undermatch (if + then overmatch and no local cash needed)</b>	<b>-2,071</b>
<b>Total Local Cash Match - Needed</b>	<b>2,071</b>

\*Local Match is comprised of local cash plus non-cash match from selected local staffers that works on MPO activities as part-time MPO staff and do not charge any of that time to the Consolidated Planning Grant. Local staff hourly rates are based on 2011 rates with salaries and benefits.

\*\*KDOT Cost Incurred Match comes from the 5-County Regional Transportation Study that is estimated to supply about \$115,000 of match funding to the MPO for the second half of 2011 after this UPWP amendment is approved. This KDOT Study is listed under Task 3.3 Special Studies in the UPWP. The amount of this KDOT match shown on this table is higher than the amount shown on the more detailed budget table because the amount shown on this table includes some extra KDOT match put in as a contingency in case the Local Staff match total at the end of the year is less than estimated.

**Consultant, Training, Equipment & Supply Costs**

MPO staff training (except TransCAD training), travel expenses, printing, equipment and supplies	2,000
MTP update related travel demand model training and modeling services (includes \$30,000 non-competitive CPG)	37,000
MTP update related public participation assistance (includes \$20,000 non-competitive CPG and \$2,200 for intern)	22,200
US-40/K-10 Interchange Area Transportation Study	11,000
<b>TOTAL DIRECT NON-STAFF EXPENSES</b>	<b>72,200</b>

FEDERAL MPO FUNDING ESTIMATES	
<b>Estimates of available Federal Consolidated Planning Grant (CPG) funds</b>	
2010 CPG sub-allocation to L-DC MPO	151,634
2009 to 2010 Carryover Funding	71,928
2010 estimated CPG funds available for L-DC MPO use	223,562
CPG funds spent in 2010	141,545
Allowable 2010 to 2011 carryover	30,327
2011 CPG sub-allocation to L-DC MPO	145,623
Competitive Funds Requested and Awarded	50,000
<b>2011 estimated CPG funds available for L-DC MPO use</b>	<b>225,950</b>
2011 Estimated CPG funds available	225,950
2011 CPG funds programmed	225,894
<b>2011 estimated CPG End of Year Balance</b>	<b>56</b>
CPG carryover maximum allowed of 10% of 2011 sub-allocation or \$20,000 whichever is greater	20,000
CPG carryover from 2011 to 2012	56
Funds Recaptured by KDOT	0

**MPO Full-Time Staff**

Senior Transportation Planner	110,261
2,080 hours at \$53.01 per hour with benefits	
Transportation Planner	63,294
2,080 hours at \$30.43 per hour with benefits	
<b>Total MPO Full-Time Staff Costs - Budgeted</b>	<b>173,555</b>

2011 UPWP BUDGET		Consultant, Training, Equipment & Supply Costs										Labor Costs				Breakdown of Funding Sources			
		Funding Sources					Total Consultant, Training, Equipment & Supply Costs	Funding Sources				Total Labor Costs	Breakdown of Funding Sources						
		Funded 80% CPG with Local Match*		Funded 100% CPG with KDOT Cost Incurred Match**				Funded 80% CPG with Local Match*		Funded 100% CPG with KDOT Cost Incurred Match**			Consolidated Planning Grant (CPG) from FHWA & FTA	KDOT Cost Incurred Match**	Local Non-Cash/Part-Time MPO Staff Match to Federal CPG funds*	Local Cash Match to Federal CPG funds* (showing overmatch as negative)			
		Consolidated Planning Grant (CPG) from FHWA & FTA	Local Match to Federal CPG Funds*	Consolidated Planning Grant from FHWA & FTA	KDOT Cost Incurred Match**	Funded 100% with Local Funds (Cash)		Consolidated Planning Grant (CPG) from FHWA & FTA	Local Match to Federal CPG Funds*	Consolidated Planning Grant from FHWA & FTA	KDOT Cost Incurred Match**								
UPWP #	Total Cost by Work Task	Total Expenditure by Work Task																	
Program Support & Administration	1	47,303	43,544	0	0	2,000	500	0	2,000	22,806	5,702	13,036	3,259	41,544	37,842	3,759	6,641	-939	
MPO Administration & Staffing	1.1	21,832	21,832	-	-	-	-	-	-	17,466	4,366	-	-	21,832	17,466	-	5,137	(771)	
Unified Planning Work Program	1.2	9,473	7,578	-	-	-	-	-	-	0	0	7,578	1,895	7,578	7,578	1,895	-	0	
Public Participation Plan	1.3	6,675	6,675	-	-	-	-	-	-	5,340	1,335	-	-	6,675	5,340	-	1,504	(169)	
MPO Education and Staff Training	1.4	9,323	7,458	-	-	2,000	500	-	2,000	-	-	5,458	1,365	5,458	7,458	1,865	-	-	
Short Range Transportation Planning	2	37,246	32,159	0	0	0	0	0	0	9,447	2,362	20,350	5,088	32,159	29,797	5,088	2,412	-50	
Transportation Improvement Program	2.1	20,558	18,808	-	-	-	-	-	-	9,447	2,362	7,000	1,750	18,808	16,447	1,750	2,412	(50)	
Current Planning - Support and Coordination	2.2	9,473	7,578	-	-	-	-	-	-	0	0	7,578	1,895	7,578	7,578	1,895	-	0	
Access Management - Plans, Guidelines and Standards	2.3	7,215	5,772	-	-	-	-	-	-	-	-	5,772	1,443	5,772	5,772	1,443	-	-	
Long Range Transportation Planning	3	173,795	147,279	0	0	70,200	17,550	0	70,200	32,973	8,243	35,863	8,966	77,079	139,036	26,616	8,738	-495	
Regional Travel Demand Model & Data Development	3.1	68,401	57,026	-	-	37,000	9,250	-	37,000	9,220	2,305	8,500	2,125	20,026	54,720	11,375	2,412	(106)	
Metropolitan Transportation Plan	3.2	46,808	41,008	-	-	22,200	5,550	-	22,200	14,247	3,562	1,000	250	18,808	37,447	5,800	3,915	(353)	
Special Studies (corridor, regional, statewide, feasibility, modal, etc.)	3.3	28,916	23,133	-	-	11,000	2,750	-	11,000	0	0	12,133	3,033	12,133	23,133	5,783	-	0	
Bicycle and Pedestrian Planning	3.4	15,632	14,882	-	-	-	-	-	-	9,505	2,376	3,000	750	14,882	12,505	750	2,412	(35)	
Air Quality Planning	3.5	8,344	6,675	-	-	-	-	-	-	0	0	6,675	1,669	6,675	6,675	1,669	-	0	
Long Range Planning - Support & Coordination	3.6	5,694	4,555	-	-	-	-	-	-	(0)	(0)	4,555	1,139	4,555	4,555	1,139	-	(0)	
Public Transportation Planning	4	24,024	22,774	0	0	0	0	0	0	14,219	3,555	5,000	1,250	22,774	19,219	1,250	0	3,555	
Public Transit Planning & Coordination	4.1	9,860	9,110	-	-	-	-	-	-	4,888	1,222	3,000	750	9,110	7,888	750	-	1,222	
Paratransit Planning & Coordination	4.2	14,164	13,664	-	-	-	-	-	-	9,332	2,333	2,000	500	13,664	11,332	500	-	2,333	
<b>Totals</b>		<b>262,367</b>	<b>245,755</b>	<b>0</b>	<b>0</b>	<b>72,200</b>	<b>18,050</b>	<b>0</b>	<b>72,200</b>	<b>79,445</b>	<b>19,861</b>	<b>74,249</b>	<b>18,562</b>	<b>173,555</b>	<b>225,894</b>	<b>36,612</b>	<b>17,791</b>	<b>2,071</b>	

\*Local Match comes from selected Local Staff that works regularly on MPO activities but does not charge their time to the Consolidated Planning Grant and serve as part-time MPO staff. Local match is also in the form of cash supplied through the Lawrence-Douglas County Planning & Development Services Department. That City department is the host agency for the MPO full-time staff and also supplies some of the MPO part-time staff. Other City departments supply the rest of the MPO part-time staff. The budgeted amount of Local Match from MPO part-time staff and cash as noted below. The part-time staff hours listed below are estimates and if those staff members work less on MPO activities than budgeted, then the local cash match and/or other match sources will increase to cover the CPG match requirements. The actual amounts of Local Match supplied each quarter are detailed in the quarterly billing reports sent to KDOT. Local staff hourly rates are based on 2011 rates with salaries and benefits.

MPO Part-Time Staff Match - Budgeted	Rate	Hours	Task	Total
Planning & Development Director/MPO Secretary - staff time	70.33	50	1.1	3,517
50 hours at \$70.33 per hour with benefits				
Staff Attorney - staff time	49.6	15	1.1	744
15 hours at \$49.60 per hour with benefits				
Administrative Assistant - staff time	24.15	20	1.1	483
20 hours at \$24.15 per hour with benefits				
Accountant - staff time	39.38	10	1.1	394
10 hours at \$39.38 per hour with benefits				
GIS Planner - staff time	48.23	50	2.1	2,412
200 hours at \$48.23 per hour with benefits				
	48.23	50	3.2	2,412
	48.23	50	3.4	2,412
GIS Analyst - staff time	37.59	40	1.3	1,504
80 hours at \$37.59 per hour with benefits				
<b>Total MPO Part-Time Staff Match - Budgeted</b>				<b>17,791</b>
<b>Total MPO Match - Needed</b>				<b>19,861</b>
<b>Total Local Cash Match - Needed</b>				<b>2,071</b>

\*\*KDOT Cost Incurred Match comes from the 5-County Regional Transportation Study that is estimated to supply about \$115,000 of match funding to the MPO for the second half of 2011 after this UPWP amendment is approved.