



***"TRANSPORTATION  
PLANNING  
FOR FAYETTE  
AND  
JESSAMINE  
COUNTIES"***



# Unified Planning Work Program Fiscal Year 2018

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July 1, 2017 through June 30, 2018  
Adopted by the Transportation Policy  
Committee on April 26, 2017

Lexington-Fayette Urban County Government, Division of Planning,  
Transportation Planning Section  
101 East Vine Street, Suite 700, Lexington, KY 40507  
Phone: 859-258-3160  
<http://www.lexareampo.org>

THE PREPARATION OF THIS FY 2018 UNIFIED PLANNING WORK PROGRAM DOCUMENT  
WAS FINANCED IN PART BY

THE FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND  
THE FEDERAL TRANSIT ADMINISTRATION (FTA) OF THE  
UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT)

THE KENTUCKY TRANSPORTATION CABINET (KYTC)

THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LFUCG)

AND

JESSAMINE COUNTY, KENTUCKY

# LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM – FY 2018

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# INTRODUCTION

## **PURPOSE:**

This FY-2018 Unified Planning Work Program (UPWP) was prepared by the Lexington-Fayette Urban County Government (LFUCG) Division of Planning, Transportation Planning Section, acting as staff to the Lexington Area Metropolitan Planning Organization (MPO), under the direction of the Transportation Technical Coordinating Committee (TTCC), with input from MPO Special Sub-Committees, and ultimately the Transportation Policy Committee (TPC – Decision Making Committee). This program is designed to cover a one-year period, beginning July 1, 2017 and ending June 30, 2018.

Also, this UPWP describes the transportation planning process activities, related tasks, timelines, and products that will facilitate an effective transportation planning process and that meets federal requirements for Fayette and Jessamine Counties during FY-2018. Costs attributed to individual work elements and funding source/s are also described. The Federal share for this Metropolitan Planning is 80% with a local match of 15% and a state match of 5%. Dedicated Federal Surface Transportation Program Funds (or SLX for STP Lexington) share is 80% with a local match of 20%. Section 5303 Transit Planning funds are also 80% federal and 20% local.

Reflecting local priorities, UPWP content is unique from one metropolitan area to another; however, all UPWPs should contain several uniform elements that accomplish the items listed below:

1. Provide a management tool and guidance for the conduct of transportation planning studies, as part of the certification requirements of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
2. Provide description of all studies and administrative actions being funded during FY-2018.
3. Provide a list of funding amounts and source/s for each transportation planning element.
4. Provide guidelines and coordination among the various agencies participating in the MPO transportation planning process.
5. Outline planning activities/efforts, a schedule for completion of planning studies to be undertaken, and the agency/agencies responsible during FY-2018.
6. Describe products of each work element.

The current federal regulation that guides MPOs in developing an annual UPWP for the purpose of programming, scheduling, and managing metropolitan transportation planning activities for the program year is in **23 134(a), (f) and 49 USC 5303(a), (b). The primary federal regulations are 23 CFR 420.109, 23 CFR 450.308, and 49 CFR 613.**

This document also outlines transportation, land use, air quality and other planning activities contributed to the area's transportation planning process by other local, state, and federal agencies.

## **FAST Act**

FAST Act or "Fixing America's Surface Transportation (FAST) Act" was signed into law by President Obama law on December 4, 2015. It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects with confidence. Overall, FAST Act largely maintains current program structures and funding shares between highway and transit. It increases funding by 11 percent over five years.

FAST Act makes changes and reforms to many Federal programs, including streamlining the approval processes for new transportation projects, providing new safety tools for improvements, establishes new and innovative programs to advance critical freight projects and increases transit resources. This work program will support the implementation of the provisions of FAST Act. Planning Emphasis Areas to include in FY-2018 UPWPs are as follows:

- 1) **Implementation of FAST Act:**
  - **Performance-Based Planning.** *Address in planning documents as performance measures are released.*
  - **Expand Committees or Boards.** *Include public ports and private transportation providers (intercity buses, carpools, etc.) in the planning process.*
  - **Consider Climate Change in the Planning Process.** *Consider projects/strategies to improve resilience and reliability of transportation system to mitigate storm water, and to enhance travel and tourism.*
- 2) **Regional Models of Cooperation:** *Ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and state boundaries.*
  - **Incorporate Joint Goals.** *Incorporate goals for project delivery, congestion management, safety, freight, livability, and commerce that are common to transit, MPO, and state into planning process.*
  - **Planning agreements.** *Update agreements to ensure that effective processes for cross-jurisdictional communication exist.*
  - **ITS Architecture.** *Update and collaborate with partners (State, MPO, etc.) to ensure compatibility).*
- 3) **Ladders of Opportunity:** *Access to essential services (employment, health care, schools/education, and recreation).*
  - **Identify criteria** *for underserved populations (low income, minorities, elderly, LEP, Disabled) and essential services (health care, schools, supermarkets, employment centers, voting/polling places, courthouses, recreational areas, motor vehicle depts.)*
  - **Map existing connectivity**
  - **Identify gaps in connectivity and create solutions.** *Develop and implement analytical methods to identify gaps in connectivity in existing and developing transportation system and potential solutions.*
  - **Participation Plans.** *Evaluate the effectiveness of Participation Plans for engaging disadvantaged communities in the decision-making process*
  - **Coordinated Planning Activities for Locally Developed Public Transit/Human Services Transportation Coordinated Plan.** *Update Same.*
  - **Bike/Ped facilities.** *Assess the safety and condition of bike/ped facilities.*
  - **ADA Transition Plans.** *Evaluate compliance with ADA, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.*
  - **EJ and Title VI.** *Determine the funding, not just the number of projects, spent in these areas, and list in TIPs/MTPs.*

Additionally, the Lexington Area MPO has adopted and continues to implement the six “Livability Principles” set forth in the 2009 coordinated policy of the U.S. Dept. of Transportation, U.S. Dept. of Housing and Urban Development, and the U.S. Environmental Protection Agency. The principles are:

1. Provide more transportation choices
2. Promote equitable, affordable housing
3. Enhance economic competitiveness
4. Support existing communities
5. Coordinate and leverage federal policies and investment
6. Value communities and neighborhoods

## **LEXINGTON AREA MPO ORGANIZATIONAL STRUCTURE**

The current Lexington Area MPO Organizational structure is intended to achieve a “regional transportation planning” perspective and process. The twelve existing Fayette Council Districts (with

MPO voting representation) are aggregated into four MPO Districts by combining Council Districts. This reduced Fayette County's past voting membership by eight.

**Lexington Area MPO Council Districts Representation:**

- LFUCG Council Districts 1, 2, 6 (North Lexington) – Currently Vacant
- LFUCG Council Districts 3, 5, 11 (Central Lexington) – Peggy Henson
- LFUCG Council Districts 4, 7, 8 (Southeast Lexington) – Fred Brown
- LFUCG Council Districts 9, 10, 12 (Southwest Lexington and Rural Fayette County) – Amanda Mays Bledsoe
- LFUCG Council At-Large - Vice Mayor Steve Kay, Kevin Stinnett, and Richard Maloney
- Mayor of Lexington Fayette Urban County – Jim Gray
- Fayette County Judge Executive – Tom Dupree
- Transit Authority of Lexington, Lextran – Carrie Butler, General Manager
- Federated Transit Services of the Bluegrass (FTSB) – Pam Shepard, Executive Director

**Jessamine County Representation:**

- Mayor of Nicholasville – Peter Sutherland, Bob Amato, Mayor Sutherland Representative
- Mayor of Wilmore – Harold Rainwater, David Carlstedt, Mayor Rainwater Representative
- Jessamine County Judge Executive – David West

As newly elected officials take office, the MPO staff works to orient them to the essential MPO process. Elected officials appointed to serve as TPC members are provided more dedicated and comprehensive orientations by MPO staff. The latest FY-2018 Transportation Policy Committee membership is listed below on the MPO Organizational Chart.

The Lexington Area MPO Memorandum of Agreement (MOA) and MPO Prospectus contain detailed descriptions of the Lexington Area MPO organizational structures, partner responsibilities, policies, and procedures. These documents are updated as needed to reflect any changes that occur.

On the following pages are graphics that depict:

- Lexington Area Metropolitan Planning Organizational Chart
- Lexington MPO Planning Area - The MPO's planning boundary includes the area that may become urbanized over the next twenty years.

**Lexington Area  
Metropolitan Planning Organization (MPO)  
Organizational Structure**

Date Revised – 02/24/2017

**Lexington Area MPO  
Transportation Policy Committee**

**Chairman: David K. West**  
**Jessamine County Judge Executive**

**Lexington-Fayette Urban County Government:**  
Mayor Jim Gray

**Fayette County, Kentucky:**  
Judge Executive Tom Dupree

**City of Nicholasville, Kentucky:**  
Mayor Pete Sutherland

**City of Wilmore, Kentucky:**  
Mayor Harold Rainwater

**LFUCG Council Districts 1, 2, and 6  
Representative:**  
Councilmember James Brown

**LFUCG Council Districts 3, 5, and 11  
Representative:**  
Councilmember Peggy Henson

**LFUCG Council Districts 4, 7, and 8  
Representative:**  
Councilmember Fred Brown

**LFUCG Council Districts 9, 10, and 12  
Representative:**  
Councilmember Amanda Mays Bledsoe

**Vice-Mayor / Councilmember-at-Large:**  
Vice-Mayor Steve Kay

**Councilmember-at-Large:**  
Councilmember Kevin O. Stinnett

**Councilmember-at-Large:**  
Councilmember Richard Moloney

**LexTran Chairman or Representative:**  
Malcolm Ratchford, Chair of Board  
Carrie Butler, LexTran General Mgr.

**KYTC Sec. of Transportation or Representative:**  
Greg Thomas, Secretary of Transportation  
Barry House – Secretary's Representative

**Non-Voting Members:**

**FHWA:** Thomas L. Nelson, Jr. Div. Administrator  
**FHWA Representative:** Bernadette Dupont

**FTA:** Yvette Taylor  
**FTA Representative:** Abigail Rivera

**Lexington Area MPO Staff  
LFUCG Transportation Planning**

**Manager/MPO Director:** Max D. Conyers

**Senior Planners:**

**Kenzie Gleason:** Mobility, Participation

**Joseph David:** Transit Planning, GIS

**Jimmy Emmons:** Traffic Impact, UNL

**Sam Hu:** Congestion Mgmt, Air Quality

**Charles Schaub:** TIP, CMAQ, Quality, MTP

**Vacant:** Travel Modeling, Freight

**Scott Thompson:** Bike and Pedestrian Planning

**Administrative Specialist:**

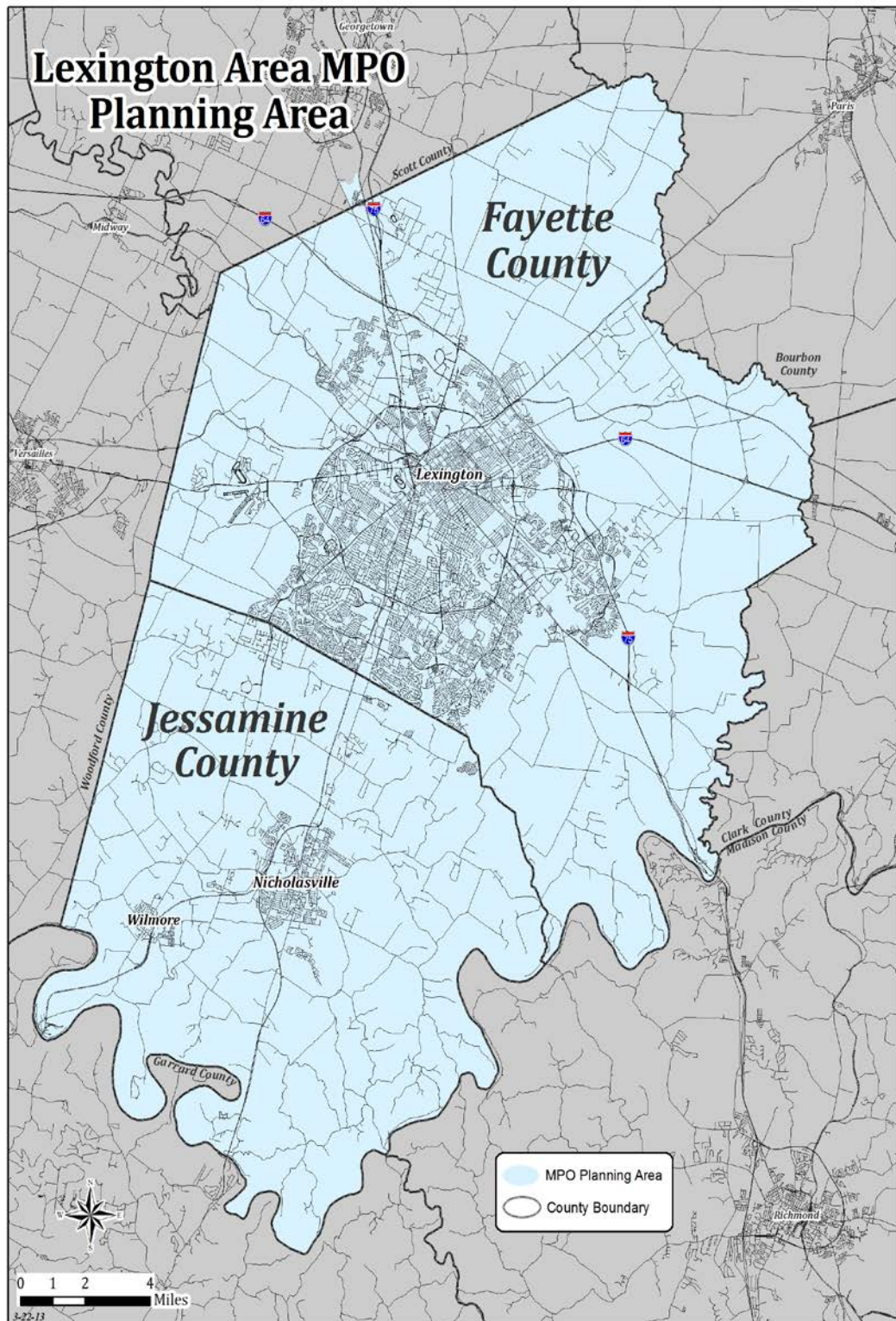
**Brenda Whittington** – Administrative  
Assistance

**Lexington Area  
MPO Subcommittees**

- Transportation Technical Coordination Committee (TTCC)
- Congestion Management Committee
- Bicycle & Pedestrian Advisory Committee
- Transportation Project Coordination Committee
- Traffic Safety Coalition
- Other Special Committees



## Lexington Area MPO Planning Area Map and Urbanized Areas



# **FY-2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

## **1. Monitor – Coordinate – Program Development**

### **A. INVENTORY & MONITOR**

#### **PURPOSE AND OBJECTIVES**

To monitor the following:

- Community growth dynamics
- Transportation planning dynamics
- Federal-state-local laws, ordinances, regulations/requirements
- Best practices, case studies, trends, etc. for:
  - Highway
  - Transit / Para-transit
  - Bicycle
  - Pedestrian
  - Air quality
  - Travel Demand Modeling and Management
  - Congestion Management
  - Other transportation planning related areas
- Collect, update, interpret and disseminate information for:
  - Safety and security
  - Highway/Street
  - Transit
  - Census and other demographic/socioeconomic data
  - Other transportation planning related issues
  - Transportation systems/urban boundaries
- Evaluate the performance and operating characteristics of the transportation system
  - Performance measures & targets (see individual UPWP elements for specifics)

#### **METHODOLOGY**

In FY 2018, the Transportation Planning/MPO staff will conduct the following activities:

1. Monitor and coordinate efforts with KYTC, Local and other important partners/stakeholders through our bi-monthly (Transportation) Project Coordination Committee (PCC) and Transportation Technical Coordinating Committee (TTCC) meetings and other MPO/stakeholder and Ad Hoc committees and special meetings (i.e. LFUCG Traffic Engineering Pedestrian Safety Working Group).
2. Monitor and provide/interpret traffic count information developed by the Kentucky Transportation Cabinet (KYTC), the LFUCG Division of Traffic Engineering, and from other reliable sources to various stakeholders and the public upon request.
3. Coordinate and disseminate information from the Kentucky Transportation Cabinet's Highway Performance Monitoring System (HPMS) and highway adequacy rating system.
4. Monitor laws, ordinances and regulations, community values, and best transportation planning practices.
5. Work with the Lexington-Fayette Urban County Government Geographic Information System (GIS) staff to insure coordination and the utilization of the most up-to-date, effective GIS software, data, and methods to enhance the on-going transportation planning process.

6. Monitor transportation related policy, literature, legislation, design, and other pertinent information concerning highway, transit, and bicycle/pedestrian, freight, rail, air, and all modes of transportation on local, state, federal, and international scales.
7. Monitor and assess safety of the transportation system by reviewing available crash data and on-going coordination/consultation with the LFUCG Division of Police and Traffic Engineering, Jessamine County Public Safety agencies, KYTC, and other reliable sources.
8. Monitor and assess security of the transportation system by reviewing data, plans, and issues of the LFUCG Division of Environmental and Emergency Management, Fire, and other public safety agencies.

### **PRODUCTS**

- The product of this element is monitored transportation related information that is used to inform, guide and influence a more efficient, productive and successful transportation planning process and to develop practical solutions to transportation problems and issues. Information is provided to customers/stakeholders as needed or requested. Beyond staff knowledge, this information is maintained at practical levels and forms so that it can be accessed and distributed when needed. Coordination and sharing of transportation information between the MPO, stakeholder agencies, and the public allows all of the agencies to be more effective in their missions.
- The amount of traffic count request and other transportation information provided to requesting customers will be quantified and documented in the LFUCG Monthly Reports, the MPO Quarterly Reports, and the MPO Participation database. By carrying out this element, the MPO, its partner stakeholders, and the public will gain a more intelligent awareness of trends and other important information that may have an impact upon the transportation system.

### **TIME SCHEDULE**

All fiscal year long

### **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, Transportation Planning/Lexington Area MPO staff

## **B. TITLE VI/ADA**

### **PURPOSE AND OBJECTIVES**

Federal law ((23 CFR 450.334(a)(3)and(5)) requires the FHWA and FTA to certify that the transportation planning process is being conducted in accordance with all applicable requirements of Title VI of the Civil Rights Act of 1964 and the provisions of the Americans with Disabilities Act of 1990. The MPO, as the local transportation planning agency and recipient of federal funds, is responsible for ensuring: that transportation services, facilities, information and other resources are distributed equitably throughout the MPO area; that transportation-related programs and practices do not adversely impact neighborhoods or groups; the selection procedure for employees, consultants, construction contractors and subcontractors is fair and equitable; and that there are efforts to obtain participation and involvement from traditionally underserved populations (due to income, race, age, ability and any other pertinent factors) in the transportation planning process. The process of implementing the applicable requirements of Title VI and ADA has often been referred to as "Environmental Justice."

### **METHODOLOGY**

- Maintain social and economic statistics/demographics in the form of maps, tables, and/or other graphics to evaluate and demonstrate the distribution of transportation resources and services in the community.
- Coordinate with Lextran to prepare required documentation and compliance with Title VI, including preparation for Title VI assessments (as conducted by FTA).

- Coordinate Title VI/ADA complaints through responsible LFUCG, Lextran, and KYTC Officials as outlined in the Participation Plan. Include a description of how to file formal comments/complaints concerning the Lexington Area transportation planning process in relevant MPO documents and on the MPO website.
- Keep the MPO Memorandum of Agreement (MOA), MPO Prospectus, Participation Plan, TIP, and Metropolitan Transportation Plan reviewed and up-to-date regarding Title VI and ADA requirements.
- Keep local public agencies (LPAs) with over 50 employees within MPO area (i.e. Nicholasville and Lexington-Fayette) informed of requirement to have ADA & Section 504 Transition Plans in order for federal aid expenditures to be authorized. Staff will assist these LPAs by providing up-to-date information on requirements and best practices regarding compliance with the development of Section 504 ADA Transition Plans.
- Report on the status as to which Local Public Agencies in the MPO planning area are required to have an American Disabilities Act Transition Plan and which of those actually have in place.
- Seek Title VI and ADA representation and input in the on-going transportation planning process as outlined in the Participation Plan.
- Continue coordination and participation with the LFUCG Mayor's Commission for Citizens with Disabilities. This committee was formed by LFUCG LPA to evaluate and develop actions to meet ADA requirements for LFUCG facilities, programs, and transportation systems.
- Provide assistance to the public as needed for those with Low English Proficiency (LEP), those with disabilities, or lack of transportation options.
- Create visual map overlays to show EJ and Title VI areas and transportation projects implemented and planned for these areas. This will be included in future TIP and MTP updates.
- Assess Transportation Options for the Aging, Disabled, and Low Income populations within the MPO planning area.

### **PRODUCTS**

- Continuously maintained social and economic statistics/demographics relevant to ADA/Title VI.
- MPO documents that are in compliance with all applicable federal ADA & Title VI requirements,
- Coordination and updated Title VI documentation for Lextran/FTA Certification and reporting as necessary.
- Coordination and guidance to MPO LPA's to have a maintained ADA Transition Plan for Fayette County and Jessamine Counties.
- Development of visual overlays to show EJ and Title VI areas and projects to be implemented in these areas.
- Report of Aging, Disabled, and Low Income populations transportation options assessment.

### **TIME SCHEDULE**

All fiscal year long

### **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, Transportation Planning/MPO staff, Lextran, Federated Transit Services of the Bluegrass (FTSB), LFUCG Department of Law, various Jessamine County/Nicholasville/Wilmore agencies.

## **C. PARTICIPATION PROCESS**

### **PURPOSE AND OBJECTIVES**

The purpose of this Work Element is to engage the public and community stakeholders in the transportation planning process and gain input according to the methods outlined in the MPO's Public Participation Plan (PPP) that is in compliance with FAST Act federal transportation legislation. This includes disseminating information, providing timely opportunities for input, coordinating and consulting with federal, state and local governments, transit agencies, area stakeholders and the public regarding transportation policies, plans, projects and programs. This element will assist the MPO to understand the dynamic perspectives, values and issues of the people the MPO serves. The MPO can then continuously re-calibrate to better meet near and long term visions, goals, objectives

and needs for all people equitably throughout the MPO area with available transportation resources and services.

### **PLANNING ACTIONS**

- Maintain an up-to-date Participation Plan. Review and update the plan as needed in FY-2018 to evaluate the effectiveness of the plan to engage disadvantaged (and all other communities in the MPO area and region) in the decision-making process.
- Strive to notify and involve Title VI, LEP, and other traditionally underserved populations by maintaining and utilizing a notification list targeting underserved populations (see Appendix C in Participation Plan).
  - Expand and refine the MPO mailing and email lists, to ensure the most accurate and up-to-date contact information.
- Provide opportunities for private transportation providers to comment on the MTP.
- Issue legal ads and formal press releases to local media regarding major plan updates, amendments and public meetings as outlined in the Participation Plan.
- Conduct public meetings and surveys to gather information and public input for the development of plans and projects.
- Update and maintain the MPO website and the LFUCG Transportation Planning website to provide access to transportation planning documents, MPO meeting schedules, and provide opportunity for public comment. Review and record website statistics to evaluate the effectiveness of these efforts.
- Maintain a record of public and stakeholder comments received by formal correspondence or informal interactions with staff at TPC meetings and public meetings conducted by the MPO.
- Utilize the MPO's Social Media sites Facebook, Twitter and YouTube to provide timely updates about public meetings, road construction and maintenance activities, new guidelines and regulations, innovative transportation solutions and other transportation related information.

### **PRODUCTS**

The products of this work element will be as follows:

- A comprehensive, coordinated and continuous participation process.
- A FAST Act compliant Participation Plan revised and up-to-date
- All MPO documents and other information made accessible via a continually maintained MPO website and LFUCG Transportation Planning website.
- Press releases and legal ads issued for all appropriate documents.
- Regular followers and social media posts and interaction with Facebook, Twitter and YouTube.
- Up-to-date and expanded email, mailing, and contact lists.
- A record of public comment and an evaluation of public input/issues for use during the Public Participation Plan update, MTP update and Certification Reviews.
- Public meetings and/or surveys, as needed, to guide development of the MTP or other work of the MPO.

### **TIME SCHEDULE**

All fiscal year long

### **RESPONSIBLE AGENCIES**

LFUCG's Transportation Planning/MPO is the primary agency of responsibility for Public Involvement. The KYTC, Lextran, FHWA, FTA, and various agencies within the LFUCG are also partners that will assist and coordinate with the MPO.

The cost for professional staff months to carry out UPWP Inventory-Monitor, Title VI/ADA, and Participation Element 1 - A, B, and C are as follows:

**INVENTORY / MONITOR / TITLE VI / ADA / PARTICIPATION – STAFFING AND COSTS**

<b>ELEMENT 1.0 - STAFFING</b>		<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	
19.5	Professional Staff Months	\$138,622	FHWA / PL	\$109,906
			FTA / Sec 5303	\$991
			SLX	\$0
			CMAQ	\$0
			KYTC	\$6,869
			LFUCG	\$20,855
	<b>Total Cost =</b>	<b>\$138,622</b>	<b>Total Cost =</b>	<b>\$138,622</b>

## **1.2 PROFESSIONAL STAFF DEVELOPMENT**

### **PURPOSE AND OBJECTIVES**

After many years with the MPO being fully staffed with seven Senior Planners, one Administrative Assistant, and one Planning Manager, two Senior Planners have recently retired and there are two vacant positions within the MPO. MPO staff also serves as the local Transportation Planning staff to the LFUCG. Out of necessity, all Planner positions have multiple responsibilities, often out of their primary assigned areas of responsibility, and work very hard to fulfill the ever demanding, challenging, and sometimes conflicting priority "dual role." These conditions make cross training and staff development essential.

The MPO continues to experience an ever increasing, changing, and demanding work load from federal, state, and local governments. The MPO continues to need an Administrative Officer position to help with the ever increasing administrative responsibilities inherent in the MPO transportation planning process. As of now, several Senior Planners help fulfill this administrative demand in addition to their many other essential responsibilities.

Many excellent training and learning opportunities are available to the MPO from various sources such as the KYTC, FHWA, FTA, LFUCG, UK and others. Accordingly, the purpose of this element is to take advantage of the best opportunities to equip MPO staff with up-to-date, on-going, quality training and knowledge to improve their professional skills. Good training means better productivity and therefore a more effective transportation planning process. The main objectives of Staff Development Element 1.2 is to build upon previous years training and continue to acquire essential up-to-date training and knowledge of best practices that staff needs to complete their important work efficiently, on-time, and at the a high level of quality.

Over the past years, each Federal MPO Certification Review Team has emphasized the importance of on-going training and for the MPO Staff. Often, our federal and state management agencies emphasize, or even require, MPO staff to attend certain critical and timely training sessions. Therefore, it is essential resources be dedicated towards increasing ability and productivity through excellent training and development opportunities. Therefore, on-going training and development will continue to be a priority for the Lexington Area MPO process.

### **PLANNING ACTIONS**

The Lexington Area MPO Staff will research and seek quality technical training programs, courses, conferences, workshops, webinars, etcetera in the areas of performance-based planning, transit planning, freight planning, bike/pedestrian planning, air quality planning (analysis/conformity), mobility, travel demand forecasting, site and land development, transportation impact analysis, Highway Capacity Manual procedures, geographic information systems, Intelligent Transportation Systems (ITS), public participation, congestion management and other relevant areas. When quality training is available the MPO will make every effort to send appropriate staff to acquire the needed training; working around core required UPWP responsibilities.

The MPO will work with the LFUCG Division of Planning Director and Commissioner and LFUCG Division of Human Resources to advertise, interview, and hire qualified and best candidates to replace the two vacant Senior Planner positions. These two positions will receive priority in professional staff development to get them up-to-speed and productive within the transportation planning process.

The MPO will utilize pertinent in-house training provided by the LFUCG Division of Human Resources (at no MPO cost) to acquire training in general areas such as management, computer software operation, writing, presentation skills, project management, time management, and so on. The KYTC, FHWA, and FTA also frequently arrange quality training opportunities at no cost for the MPO that the MPO will actively take advantage of. As previously mentioned, this training is strongly encouraged if not required by the Federal Government and KYTC to help implement the most current legislation goals and objectives.

### **PRODUCTS**

- The initial products of this element will be certificates for various hours of completed training courses awarded to MPO staff members. The end product will be a well-trained, knowledgeable, professional and more productive MPO staff. These hours will be used by various staff to fulfill their annual professional planner and engineering certifications also. These efforts will be documented in Lexington Area MPO monthly and quarterly reports.

### **TIME SCHEDULE**

As training quality training opportunities become available all fiscal year long

### **AGENCY RESPONSIBILITY**

LFUCG Division of Planning, Transportation Planning/MPO staff

#### **PROFESSIONAL STAFF DEVELOPMENT - STAFFING AND COSTS**

<b><u>ELEMENT 1.2 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
5.0	Professional Staff-Months	\$35,783	FHWA / PL	\$12,491
			SLX	\$16,134
			KYTC	\$781
			LFUCG	\$6,376
	<b>Total Cost =</b>	<b>\$35,783</b>	<b>Total Cost =</b>	<b>\$35,782</b>

## **2. TRANSPORTATION SYSTEMS PLANNING**

### **2.1 CONGESTION MANAGEMENT PROCESS / INTELLIGENT TRANSPORTATION SYSTEMS (ITS) / AIR QUALITY PLANNING**

#### **A. CONGESTION MANAGEMENT PROCESS / INTELLIGENT TRANSPORTATION SYSTEMS (ITS)**

##### **PURPOSE AND OBJECTIVES**

Under FAST Act, a Congestion Management Process or CMP is continued to be defined as “a systematic approach for managing congestion through a process that provides for safe, effective, and integrated management and operation of the multimodal transportation system.” The process is based upon a cooperatively developed and implemented metropolitan-wide set of strategies for new and existing transportation facilities. These facilities are eligible for funding under titles 23 and 49 USC Chapter 53 through the use of travel demand reduction and operational management strategies.” The Federal Highway Administration (FHWA) identified the following eight (8) components of the process that shall be addressed by TMA MPOs:

1. Develop CMP vision, mission, goals, and objectives
2. Identify area corridors or roadways of application
3. Define system or network of interest
4. Develop performance measures
5. Institute system performance monitoring plan
6. Identify, evaluate, and select CMP strategies
7. Implement selected strategies and manage transportation system
8. Monitor strategy effectiveness and document CMP activities

The Lexington Area MPO will continue work further develop and improve these components to achieve better congestion mitigation investment decisions.

Under FAST Act, the MPO may develop a congestion management plan that will be incorporated into the Metropolitan Transportation Plan (MTP). The plan shall include projects and strategies that will be considered in the Transportation Improvement Program (TIP). The plan shall –

1. Develop regional goals to reduce vehicle miles traveled during peak commuting hours and improve transportation connections between areas with high job concentration and areas with high concentrations of low-income households;
2. Identify existing public transportation services, employer-based commuter programs, and other existing transportation services that support access to jobs in the region; and
3. Identify proposed projects and programs to reduce congestion and increase job access opportunities.

In developing the congestion management plan, the MPO shall consult with employers, private and nonprofit providers of public transportation, transportation management organizations, and organizations that provide job access reverse commute projects or job-related services to low-income individuals.

The MPO's main objective is to develop and maintain a coordinated, effective and fully integrated Congestion Management Process. This will facilitate the implementation of congestion management strategies and prioritized congestion mitigation projects through the MPO transportation planning process. The CMP will provide information on transportation system performance and help MPO decision-



makers identify, prioritize, and implement alternative projects and programs to alleviate congestion and enhance the mobility of people and goods to better meet state and local needs. It will also serve to evaluate the effectiveness of implemented actions or strategies.

The CMP efforts help to develop recommended projects that will work into the Unscheduled Needs List (or UNL), the MTP, the Kentucky Highway Plan and ultimately programmed within the MPO TIP and KYTC STIP.

Intelligent Transportation Systems (ITS) Architecture is defined as “A regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.” After successfully updating the Lexington Area MPO ITS Architecture, in conjunction with the CMP, the MPO will continue ITS related work in coordination with LFUCG Traffic Engineering and KYTC Central Office and District-7 to jointly update and maintain the ITS Architecture within the MPO area as needed. It will also act as a supplement to the Kentucky Statewide ITS Architecture. This will enable the CMP and the ITS Architecture to support one another and to co-evolve. This work will help to achieve system compatibility, integration, information flows, etc. as changes in needs, new stakeholders, scope of services, project additions/deletions, and priorities occur. It will also help to identify and develop ITS solutions/projects to solve transportation problems within the MPO planning area. The Final FHWA Policy requires that the regional ITS Architecture shall include:

- Description of the region;
- Identification of the participating agencies and stakeholders;
- An operational concept that identifies roles and responsibilities of stakeholders;
- Any agreements required for operations;
- System functional requirements (high level)
- Interface requirements and information exchanges with planned and existing systems and subsystems;
- Identification of ITS standards supporting regional and national interoperability; and
- Sequence of projects required for implementation

#### **CMP / ITS PLANNING ACTIONS**

- Congestion Management Study Process: The developed Congestion Management Process will be carried out to guide in the development of strategies/solutions to manage traffic congestion and reduce transportation system bottlenecks. The staff will conduct the process as documented within the adopted “Lexington Area MPO Congestion Management Process Overview document.”
- Strengthen coordination/consultation with key implementing/operational agencies through our established **Congestion Management Air Quality Committee (CMAQC)** (composed of many strategic stakeholders).
- Work with stakeholder groups to establish and acquire congestion related data regularly and utilize the data to evaluate and monitor system performance and CMP strategy effectiveness. The latest development in this area is KYTC acquisition of travel speed data collected by various wireless technologies of commercial fleet vehicles. The MPO will continue to participate in the data processing and analysis process. The CMAQC will act as the professional and coordinated forum to discuss, develop, and apply the data and develop conclusions and results. These results will be in the form of vetted and approved performance measures. This new and reliable data that has not been available in the past will help lead to the further development of federally required performance measures. Targets will be set at both the state and MPO area levels.
- Review Congestion Management Process objectives for consistency with FAST Act National Goals, Emphasis Areas and emerging performance measures (to be set by USDOT) and corresponding MPO targets. Identify proposed projects and programs to reduce congestion, improve system reliability, and increase job access opportunities.
- Review congestion management network corridors to identify corridor segments and intersections that create significant traffic congestion problems and barriers.
- The MPO CM Process will continue work to assess and quantify levels of magnitude and duration of congestion over time and utilize new and emerging data sources. This will help to determine

causes of congestion and guide the development and implementation of the most cost effective congestion mitigation solutions, projects, and strategies.

- Continue to coordinate and work with the LFUCG Divisions of Planning, Engineering, Traffic Engineering, and Police. Continue to work with the KYTC, the University of Kentucky, transportation consultants, public safety agencies, and other stakeholders to help manage traffic congestion on the MPO area's transportation system.
- The CMP may be enhanced by seeking to hire qualified consultants to assist with often highly complex and technical efforts to identify, assess, evaluate, and quantify congestion and support and maintain the ITS Architecture in our MPO area. This effort is not intended to replace or be redundant of the TIP or the MTP processes. It is intended to collect data, assess, report and recommend solutions (or the best strategies and tools to use) to help mitigate congestion and improve safety in the Lexington MPO area.
- CMP coordinated with KYTC Central Office and District 7, LFUCG Traffic Engineering, and Lextran to secure qualified consultants and oversee the maintenance of the ITS architecture for the MPO planning area as changes occur in FY-2017. This work will serve as a supplement to maintain the KYTC Statewide Architecture during FY-2017. This work will follow all federal guidance and requirements. The ITS Architecture will be housed on the MPO website. All elements of the architecture will be accessible via the website.

Similarly, MPO staff will conduct the CM process in consultation with important stakeholders, meet federal requirements and follow guidance. The ultimate goal will be to achieve a more efficient, less congested and safer transportation and transit systems.

#### **PRODUCTS:**

- Data collection and analysis
- Implemented strategies that are prioritized, fiscally balanced, programmed and ultimately implemented through the MPO transportation planning process
- Evaluation of the effectiveness of previously implemented CM and safety strategies
- Preparation and documentation for CMAQC meetings
- Periodic reporting that documents the CMP
- Support to KYTC and stakeholders for an up-to-date regional ITS architecture
- A MTP and TIP that considers ITS projects as potential solutions to transportation needs in the MPO area
- Maintained and up-to-date ITS Architecture elements including a summary description, in-depth report, database, website, and any other required elements to make the architecture useful to users.

#### **TIME SCHEDULE**

All fiscal year long

#### **RESPONSIBLE AGENCIES**

Main agencies are: Lexington Area MPO; LFUCG Division of Police; LFUCG Division of Traffic Engineering; LFUCG Division of Engineering, KYTC and KYTC District 7, Lextran and various transportation consultants

### **B. AIR QUALITY PLANNING**

#### **PURPOSE AND OBJECTIVES**

The purpose of this planning activity is to help maintain and achieve good air quality through the transportation planning process in order to improve the health and quality of life for people and mitigate detrimental environmental impacts within our MPO area by compliance with requirements of the Clean Air Act.

The Lexington MPO area is currently in attainment of all air quality standards including the pollutants ozone and particulate matter (PM). Attainment designations for ozone and PM mean that the area is

not required to implement stringent pollution reduction measures or conduct detailed air quality conformity analyses for the MTP, the TIP, or any amendments to these documents. However, air quality monitor readings fluctuate cycle to cycle, sometimes approaching threshold levels of the current standards. It is important to monitor these readings and stay abreast of current policy discussions about air quality standards and threshold levels.

Given that air quality is in attainment and that it currently does not require a large planning effort, Air Quality Planning has been combined with Congestion Management in FY-2018 to streamline and become more efficient in our planning process. This includes combining the Air Quality Advisory Committee within the Congestion Management Committee for regular meetings.

### **PLANNING ACTIONS**

Conduct on-going planning consultation, coordination, and monitoring work to initiate and support actions within programs to help maintain air quality attainment status. The MPO staff along with partners will conduct the following activities during FY-2018.

1. The MPO staff will continue to monitor all air quality regulations, conformity requirements, and monitor readings in the event that the Lexington MPO will be required to conduct conformity determinations at a future date. The MPO staff will participate in quarterly interagency group conference calls, workshops, seminars/webinars and other useful air quality related activities. The MPO staff will continue to coordinate with the KYTC, the Kentucky Division for Air Quality (DAQ), the FHWA, LFUCG Environmental Quality and other appropriate stakeholder agencies to ensure compliance with the Clean Air Act.
2. Air quality and congestion management are closely related so staff has combined efforts of the Air Quality Advisory Committee (AQAC) with the Congestion Management Committee (CMC) to form the Congestion Management Air Quality Committee (CMAQC). The combined committee will meet periodically and have a dedicated agenda item which includes air quality issues and updates.
3. MPO staff will coordinate the application process for proposed Congestion Mitigation and Air Quality (CMAQ) projects sponsored by local government agencies. Assistance to applicants may include CMAQ program information, guidance, and air quality analysis when appropriate. Also, the MPO will coordinate the prioritization/ranking of CMAQ projects for final selection by the KYTC.
4. The staff will continue to maintain the Air Quality section on the MPO website.
5. During the ozone season (May-September) the MPO Staff will use the Air Quality Forecasting Model to make predictions of the 8-hour ground level ozone and the PM readings. An email alerting an Air Quality Action Day is sent to the media and local, state and federal government officials when the air quality level is forecast to reach the unhealthy level for sensitive groups. These Action Day bulletins promote the voluntary efforts that all can take to help reduce air pollution.
6. The MPO staff will work with a marketing/media firm to coordinate the mobility and air quality enhancement marketing campaign for successful education, encouragement, outreach, and participation to help facilitate human activity that will improve air quality and meet the MPO planning goals and objectives.
7. Staff will continue to work/serve on the LFUCG Department of Environmental Quality's Empower Lexington Plan Committee to implement and monitor transportation recommendations of the Plan.

8. The MPO will work to promote and develop safe, efficient, and integrated non-motorized modes of transportation and infrastructure systems.

### **PRODUCTS**

The products of this work element will be a comprehensive Air Quality program that addresses the essential air quality work activities listed above. Specific products include the following:

- o Air quality analysis or assistance as needed for the Kentucky State Implementation Plan (SIP), CMAQ projects, the TIP, and the MTP.
- o A maintained and updated MPO website containing current air quality planning information
- o Daily ozone and particulate matter forecasts and monitoring (in monitoring season)
- o Congestion Management Air Quality Advisory Committee's (CMAQC) administration (as Air Quality Planning combined with Congestion Management Planning)
- o CMAQ project coordination and prioritization process
- o Assistance in implementing outreach, education and marketing campaigns
- o Participation in the LFUCG's Empower Lexington Plan implementation and monitoring
- o Non-motorized modes and systems development

### **TIME SCHEDULE**

All fiscal year long

### **RESPONSIBLE AGENCIES**

Lexington Area MPO staff will be the primary agency. The MPO staff will work with the KYTC, the Kentucky DAQ, the FHWA, the Environmental Protection Agency (EPA), and LFUCG's Department of Environmental Quality to ensure that the MPO is compliance with all the requirements of the Clean Air Act.

#### **CONGESTION MANAGEMENT / ITS / AIR QUALITY PLANNING – STAFFING AND COSTS**

<b><u>ELEMENT 2.1 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
8.5	Professional Staff-Months	\$69,687	FHWA / PL	\$6,844
			FTA / SEC. 5303	\$0
			SLX	\$48,906
			KYTC	\$428
			LFUCG	\$13,510
	<b>Total Cost =</b>	<b>\$69,687</b>	<b>Total Cost =</b>	<b>\$69,687</b>

## **2.2 METROPOLITAN TRANSPORTATION PLAN (MTP)**

### **PURPOSE AND OBJECTIVES**

The metropolitan planning process establishes a cooperative, continuous, and comprehensive framework for making critical transportation investment decisions in metropolitan areas. The Metropolitan Transportation Plan (or MTP) documents and reflects this process. It contains future goals, strategies, and projects, establishes a regional vision and reflects public and stakeholder input to achieve an integrated multimodal transportation system that facilitates the efficient movement of people and goods for at least a 20 year horizon.

The Metropolitan Transportation Plan Update will consider projects and strategies that will address the national goals, the 8 planning factors, planning emphasis areas, livability principles, and other areas of the FAST Act transportation legislation. This will help ensure that the MPO meets all requirements for federal funding eligibility as described in FAST Act and following legislation.

The current 2040 MTP was approved on April 23, 2014. It will expire on 4/23/2019; therefore, the staff has begun and will accelerate the level of work to update this key MPO document by the Federal deadline. Because the transportation planning process is on-going and continuous by nature, Plan implementation efforts and coordination will be continue to be a major activity during FY-2018.

The MPO Travel Demand Forecasting Model will be utilized to evaluate plan alternatives. Maintaining the model and using the TDM model to validate, evaluate, and prioritize MTP projects and strategies through time and with changing trends, paradigms and conditions will be an important part of this UPWP element.

The following work areas and others will be the focus of the MPO in FY-2018: Research, find and validate reliable data/information sources, analyze data and information, recommend strategies, performance measures and targets development, and more that will form building blocks towards the next MTP document. MPO Staff will participate and assist other agencies in development of comprehensive land use plans, small area studies, corridor studies, etcetera to help inform the MTP update. The 2040 MTP will be modified and amended as necessary throughout FY-2018. Implementation of the MTP will be an on-going and primary effort during FY-2018.

### **PLANNING ACTIONS**

The work of the Transportation Planning/MPO staff during FY 2018 will be as follows:

1. Short Range Planning: Coordinate all MTP projects implementation efforts with KYTC District 7, Utilities and other key partners/stakeholders through bi-monthly "Project Coordination Committee." This team, made up of state, local, and utility engineers and planners help to streamline project delivery, reduce delays, avoid mistakes, integrate projects and save public funds.
2. On-going coordination with regional planning/plans/studies: Major transportation facilities and travel demand do not stop at county lines and continuity and connectivity must be assured. Also, the responsibility for a great transportation system does not reside with any one agency. It takes many agencies working together to achieve positive results. Currently, the Transportation Advisory Committee of the Bluegrass Area Development District (BGADD) serves to review all project, policy, and program proposals within the seventeen (17) county ADD in which the Lexington MPO Area is central. In addition to the BGADD, various committees of the Bluegrass Tomorrow Organization, in which the MPO staff participates, as well as the MPO Transportation Policy Committee continue to serve as effective forums for better regional transportation coordination in central Kentucky. Listed below are key coordination stakeholders:
  - KYTC Central Office Division of Planning and other KYTC Transportation Cabinet Divisions
  - KYTC District 7
  - LFUCG Planning, Traffic Engineering, Engineering, and many various other LFUCG agencies
  - Jessamine County Fiscal Court
  - Jessamine County Transportation Task Force
  - The cities of Nicholasville and Wilmore
  - Bluegrass Area Development District
  - Other surrounding counties (various organizations)
  - The Transit Authority of Lexington – Lextran
  - Para-transit agencies serving the area (FTSB, BUS)
  - UK Transportation Research Center and UK Engineering

The MPO will continue to work with these key stakeholders towards coordinated regional transportation planning, operations, maintenance, permitting agreements, and other areas that will ultimately sustain and enhance the safety and performance of the area's transportation system. The key purpose here is to overcome institutional barriers and enhance communication to achieve more safe and efficient transportation systems.

On-going efforts and studies to understand and achieve more regional integrated transportation plans, projects, and planning are in place and will continue. The MPO will continue as a key participant/stakeholder in these efforts and studies.

**SHIFT: Strategic Highway Investment Formula for Tomorrow:** The MPO will work with the KYTC and MPO Committees to assign local input points to projects sponsored and scored in KYTC's Shift prioritization process.

3. **Geographic Information Systems:** The MPO will continue efforts to develop, maintain, and utilize transportation data and inventory in the ever-improving LFUCG GIS system. GIS helps determine and explain geographic interrelationships between transportation (of all modes) and many other social/cultural, economic, environmental, and other elements. GIS will improve our process in many areas, such as analysis, monitoring air quality impacts, Title VI related assessments, and much more. The MPO will work with Jessamine/Nicholasville Officials to build GIS capacity and resources for Jessamine County.
4. **SHIFT: Strategic Highway Investment Formula for Tomorrow:** The MPO will work with the KYTC and MPO Committees to assign local input points to projects sponsored and scored in KYTC's Shift prioritization process.
5. **Performance Targets:** Safety and transit performance measures will kick in in FY-2018; therefore, MPOs are required to set safety targets by February 27, of 2018. The MPO will coordinate with KYTC on monitoring, evaluation, and reporting tasks associated with emerging Safety Performance Management System requirements.
6. **Environmental Coordination:** The MPO will pursue detrimental environmental impact mitigation through the transportation planning process. This is reflected within the update of the Metropolitan Transportation Plan goals and objectives and all other MTP elements. The MPO will work in consultation with the region's appropriate Federal, State, and Local land management, environmental, and regulatory agencies. This includes any areas where the MPO can provide requested assistance or information to the federal NEPA process.
7. **CMP & ITS Plan Projects:** Information developed from the MPO continuously developing Congestion Management Process (CMP) and the Lexington area Intelligent Transportation System (ITS) Architecture strategic deployment/development plan will be used to monitor, guide, develop, refine and modify MTP policy and plan alternatives. In short, this process will facilitate better decision making toward congestion management and the deployment of innovative and effective existing and future technology.
8. **Participation:** The MPO will work to achieve meaningful and engaged public and all other agency/stakeholder input and comment for the MTP development and implementation as described in the Lexington Area MPO Participation Plan.
9. **U.S. Census Support:** The MPO will devote the appropriate amount of staff time in support of the US Census efforts related efforts as they relate to transportation planning and other requested activity. The staff has continued to monitor and support Census and the American Community Survey (ACS) activity regularly and will continue in FY-2018.
10. **Transportation Support for Development and Implementation of Plans, Studies, and Projects that will supplement the goals of the MTP:** As always, support for developing and implementing plans, studies and projects that will supplement the goals of the MTP will demand the MPO's attention. The staff will continue to work with the committees or groups for these various special planning efforts and provide them with essential transportation data, expertise, guidance, input, coordination and oversight at appropriate levels within the UPWP. Some of these current emphasis areas are as listed below:

- a. Downtown Lexington Planning and Project Development Efforts and Implementation
- b. US-27 Access Management Project Implementation
- c. Jessamine County Pedestrian and Bike Systems Development
- d. Implementation of the recommendations of the Lextran Transit Alternatives Analysis
- e. Lextran Comprehensive Operational Analysis and Long Range Transit Plan implementation and other transit related studies
- f. Other Lextran federal grant programs
- g. Lexington / Fayette Comprehensive Land Use Plan Update
- h. Lexington / Fayette County Small Area Plans development and implementation (Hamburg/Winchester Road/Man o' War – Beaumont Area)
- i. Jessamine County/Nicholasville/Wilmore Comprehensive Land Use Plan Update
- j. Versailles Road Corridor studies
- k. Newtown Pike Extension project phases
- l. The US-27 / I-75 Connector and E. Nicholasville Bypass
- m. University of Kentucky Master Plan implementation along with other land use / development planning (i.e. Central Baptist Hospital connectivity) / transportation / transit systems studies
- n. Transportation Equity (i.e. ADA Transition Plans) and Title VI issues
- o. Bicycle and Pedestrian Master Plan update, development and implementation
- p. Lexington Infill & Redevelopment Plans

**Unscheduled Needs List (UNL) / Project Prioritization:** The MPO will work with the KYTC to maintain and develop the Lexington Area MPO Unscheduled Needs List (UNL) according to the latest agreed upon methodology, format, and schedule. The methodology has changed dramatically and will continue to evolve. The MPO will continue to coordinate closely with KYTC Central Office, KYTC District 7, and Bluegrass Area Development District to assist in the development of the KYTC Recommended Kentucky Highway Plan. This List will ultimately be submitted to the Kentucky General Assembly as sessions are conducted. This list will be updated and revised on an on-going basis to be included in future TIPs, MTP, and KYTC Highway Plans.

## **PRODUCTS**

The product of this element will be on-going development and implementation of the FAST Act compliant Metropolitan Transportation Plan.

- o MTP administrative modifications and amendments will be made, documented, and incorporated into KYTC plans and programs as necessary.
- o FAST Act Transition: MPO staff, in coordination with USDOT and KYTC, will continue efforts to assess the impact of FAST Act's National Goals on the on-going planning process and current MPO documents. Staff will also monitor emerging performance measures (to be set by USDOT) and participate in discussions with KYTC and other MPOs on the transition to performance-based planning and setting of forthcoming performance targets. An up-to-date and maintained Unscheduled Needs List (UNL) or Prioritized Project List with up-to-date and maintained PIFs (project information forms) will be developed in coordination with the KYTC and MPO local governments as an important element to the next Metropolitan Transportation Plan.
- o Finalized SHIFT listing of projects for the MPO Planning Area completed by September 2017.
- o Adopted Lexington Area MPO Safety Performance Measure Targets completed by February 27, 2018.
- o The MPO will incorporate the KYTC Strategic Highway Safety Plan into the MPO TIP and MTP updates. Also, the MPO will incorporate all Lextran Comprehensive Operational Analysis (or COA) and System Safety Program Plan (SSPP) recommendations into the MTP.
- o Coordination and assistance with implementation of various elements of the Fayette County Comprehensive Land Use Plan with completed transportation elements/language that reflects local and national goals and requirements of FAST Act.

## **TIME SCHEDULE**

All fiscal year long

## **RESPONSIBLE AGENCIES**

The Lexington Area MPO is responsible for the iterative and on-going update of the various elements that make up the Lexington Area MTP. Working with many other stakeholder agencies and officials, the MPO staff has the main responsibility for the majority of the MPO Area planning work contained in this work element as staff to the Transportation Policy Committee (TPC). Stakeholder partner agencies within the MPO area include but are not limited to: KYTC, Lextran, LFUCG Engineering, LFUCG Traffic Engineering, LFUCG Community Development, LFUCG Division of Planning, Bluegrass Area Development District, Blue Grass Airport, Jessamine County, and the Cities of Nicholasville and Wilmore, Federal Transit Services of the Bluegrass, and Bluegrass Ultra Transit. Interagency consultation/coordination partners and their agreed responsibilities are listed in the new MPO Memorandum of Agreement (MOA) and Prospectus in this document.

### **METROPOLITAN TRANSPORTATION PLAN – STAFFING AND COSTS**

<b><u>ELEMENT 2.2 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
13.5	Professional Staff-Months	\$94,150	FHWA / PL	\$27,629
			FTA / SEC. 5303	\$6,728
			SLX	\$40,963
			KYTC	\$1,727
			LFUCG	\$17,103
	Total Cost =	\$94,150	<b>Total Cost =</b>	<b>\$94,150</b>

## **3. LAND USE - MULTI MODAL - MOBILITY - FORECASTING**

### **3.1 TRANSPORTATION/TRAFFIC and LAND USE IMPACT ANALYSIS**

#### **PURPOSE AND OBJECTIVES**

To provide important transportation planning coordination and assistance into the Comprehensive and Small Area Land Use Planning process and plans, proposed zone changes for new development and redevelopment, Zoning Ordinance text amendments, and other transportation and land use development planning efforts within the MPO area. In addition, the MPO will provide the Lexington-Fayette Urban County Council, LFUCG Planning Commission, LFUCG Administration, and other LFUCG agencies with transportation planning, transportation and land use impact information related to transportation aspects of zoning, subdivision, Board of Adjustment cases and other private and public land use development (or redevelopment) proposals and issues.

This work will encourage and influence informed land use development, design and access decisions to facilitate safe, efficient, and quality mobility of people and goods upon a more integrated/complete/connected existing and future transportation system; in other words, more complete, connected, livable and sustainable transportation systems that make the best use of limited transportation funding in Fayette and Jessamine Counties. The staff will also provide base year and design year traffic volume estimates/forecasts (or travel demand modeling resources) to the LFUCG and Jessamine County agencies for local transportation studies and improvement projects.

#### **PLANNING ACTIONS**

The major elements of this activity in FY 2018 are the following:



1. MPO Staff will review all current and updated land use plans and site planning information from governmental entities within the MPO Metropolitan Study Area to consider and reconcile these other plans with the MPO transportation planning process and plans. This helps to ensure "general consistency" between transportation and comprehensive planning efforts and minimize redundancy among agencies working towards common goals. Also, the staff will continue to coordinate and participate in Comprehensive Plan updates and in discussions with the staffs and officials from all governmental entities within the MPO Metropolitan Study Area.
2. The MPO Staff will participate in assisting various agencies, committees, task forces, and other groups with traffic counts, site circulation studies, capacity and level-of-service analysis, corridor studies, traffic impact study reviews and other available analysis for proposed zoning, Board of Adjustment, preliminary and final development plans, application for zoning map amendment for proposed zone changes, and other transportation and land use related issues. MPO Staff will work with developers to work through the established requirements of the LFUCG "Traffic Impact Study Ordinance" for zone change proposals that meet the established thresholds levels of estimated trip generation.
3. The MPO Staff will work with stakeholders to review and analyze transportation projects for compatibility with adjacent land uses and transportation facilities, appropriate access and connectivity, and conformance to transportation and land use plans. The MPO will review and analyze land use change and development projects to make recommendations to achieve safe, efficient, and connected access and mobility for vehicular and other modes such as pedestrian, bike, transit, and freight.
4. The MPO Staff will participate in MPO area transportation and corridor studies upon request and approval by the Transportation Policy Committee.
5. The MPO Staff will analyze and assess Travel Demand Management strategies as part of the traffic impact study analysis review process to ascertain multimodal or other alternatives to achieve vehicle trip and congestion reduction where appropriate.

### **PRODUCTS**

- o Technical memoranda containing the Transportation Planning/MPO staff's review findings/conclusions of traffic impact reports will be provided to the Lexington-Fayette Urban County Division of Planning, Lexington-Fayette Urban County Planning Commission, Lexington-Fayette Urban County Council, and the Lexington-Fayette County Board of Adjustment. Technical papers and/or data will be supplied to government agencies and other organizations or individuals requesting transportation information and data. Input into Land Use Planning efforts within the MPO area of Transportation Planning jurisdiction should result in determined efforts to improve access management practices and facilitate travel demand reduction. The number of reports, papers, analyses, and data produced will be documented in LFUCG Transportation Planning Monthly Reports and MPO Quarterly Reports.

### **TIME SCHEDULE**

All fiscal year long

### **RESPONSIBLE AGENCIES**

The Transportation Planning / MPO staff in coordination with other LFUCG agencies, KYTC, Jessamine County, or other agencies where analysis is needed will be responsible for this work element.

# TRANSPORTATION / TRAFFIC and LAND USE IMPACT ANALYSIS – STAFFING AND COSTS

<b>ELEMTN 3.1 STAFFING</b>		<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	
14.0	Professional Staff-Months	\$97,744	FHWA / PL	\$50,597
			FTA / SEC. 5303	\$10,848
			SLX	\$16,750
			KYTC	\$3,162
			LFUCG	\$16,387
	<b>Total Cost =</b>	<b>\$97,744</b>	<b>Total =</b>	<b>\$97,744</b>

## 3.2 MULTI MODAL / TRANSPORTATION ALTERNATIVES PLANNING

The MPO will perform work in several areas targeting multimodal planning, bicycle, pedestrian, freight, parking, and transportation systems enhancement. The MPO will coordinate the MAP-21 consolidated and continued in FAST Act FHWA transportation alternatives set-aside of the Surface Transportation Block Grant Program application process and project selection.

### A. BIKE AND PEDESTRIAN PLANNING

#### PURPOSE AND OBJECTIVES

The MPO's Regional Bicycle and Pedestrian Plan provide the framework for this work element and outlines objectives for bicycling and walking in the region. The MPO Staff will facilitate and/or coordinate with stakeholders and partnering agencies to implement the 2007 Plan. In FY-2018, the MPO will develop a new up-to-date Bicycle and Pedestrian Master Plan that will set the course for the MPO area's Bicycle and Pedestrian systems for the next decade. The purpose of this planning work will be to increase bicycle and pedestrian mode share and access to the transportation system, developing safe interconnected facilities of high quality for bicycling and walking and promoting/increasing their use. Safe and efficient freight movement and parking will also be considered in this planning element as well.

Per FHWA's guidance, the MPO is including an update of the 2007 Lexington Area Bike and Pedestrian Master Plan in this FY-2018 UPWP to be funded with acquired Planning Discretionary funds. Per KYTC guidelines, a bike/pedestrian plan can be used to support decisions regarding roadway reconfiguration in conjunction with resurfacing projects implemented by the KYTC. The cost for this project was \$210,000. The 20% local match and additional local funds were provided jointly by Fayette and Jessamine Counties. A more detailed description of this project can be provided upon request to the MPO staff.

#### PLANNING ACTIONS

During FY-2018 the MPO will accomplish the following bicycle and pedestrian planning tasks in three main areas:

##### **Facility Development**

- Lead and/or assist with planning work, criteria development, prioritization, feasibility and safety studies for sidewalks, trails and bicycle facilities. This includes implementation efforts of the Jessamine County Bike and Pedestrian Connectivity Study completed in FY-2017. Work with LFUCG agencies to develop data driven pedestrian system priorities and utilize local and seek other funding to implement plans. Facilitate and assist with project development and provide input and project management on facility design for sidewalks, trails, bicycle facilities and roadway projects.

- Review and provide input on new development applications to ensure bicycle and pedestrian circulation and connectivity with land use activity areas and the transportation network.
- Lead and/or assist with funding applications for bicycle and pedestrian projects (i.e. CMAQ, TAP, etc.).
- Lead and/or assist in developing and updating design and maintenance standards for pedestrian and bicycle facilities.
- Maintain and update a project database, including GIS data, for existing and planned bicycle and pedestrian facilities.
- Lead and assist in work to make the transportation safer for pedestrians and bicyclists through work with the LFUCG Pedestrian Safety Working Group and the Bicycle Pedestrian Advisory Committee.

#### **Promotion & Outreach**

- Act as a public contact for, and respond to public requests for bicycle and pedestrian information.
- Coordinate with Mobility Planning and other stakeholders as practical for public education and promotion efforts to increase awareness and safety related to bicycling and walking including media interviews/advertising, community presentations, events, brochures, websites and social media.
- Utilize new social media and online tools such as “Love to Ride” online platform to remove barriers for the large portion of “interested but concerned” population. The MPO will try this proven approach for behavior change within in our region and make decisions for the future based upon outcomes of this new tool.

#### **Agency & Stakeholder Coordination**

- Coordinate and act as point of contact for bicycle and pedestrian information for various standing committees (MPO Committees/Subcommittees, LFUCG Corridors Committee, LFUCG Technical/Subdivision Committees, etc.)
- Coordinate bicycle/pedestrian activities with local, regional and state agencies to advance projects and outreach efforts (City/County Parks, Engineering, Traffic, Police Departments; Elected Officials; Planning Commissions; Area Development Districts; KYTC District/Central Office; Public Schools, Health Departments, etc).
- Develop alliances and relationships with private businesses and non-profit organizations to advance bicycle/pedestrian projects, outreach and safety (bike shops, tourism agencies, bicycle clubs, etc).
- Establish good communication and information exchange on bicycle/pedestrian programs and projects among stakeholders, committees, agencies and the public.
- Continue partnerships with businesses and non-profit organizations that result in the promotion of bicycling and walking and bicycle/pedestrian safety.

The methods and products of this element will be coordinated through the Transportation Technical Coordinating Committee (TTCC), the Bicycle Pedestrian Advisory Committee (BPAC), The Transportation Policy Committee (TPC), the KYTC, the FHWA, and the LFUCG Divisions of Engineering, Traffic Engineering, and Police & Fire to ensure that local, state, and federal plans and policies are consistent and compatible.

#### **PRODUCTS**

- The start and completion of a new updated Bicycle and Pedestrian Master Plan
- Completed planning and prioritization studies for sidewalks, trails and bicycle facilities including implementation of the Jessamine County Bike and Pedestrian Connectivity Study recommendations.
- Roadway projects completed with adequate bicycle/pedestrian facilities.
- New developments and redevelopments with good bike/pedestrian facilities and connectivity.

- New and updated design and maintenance standards for bicycle/pedestrian facilities (Complete Streets Design Manual adopted).
- New funding sources dedicated for bicycle/pedestrian improvement projects and programs.
- GIS database and mapping of existing and planned bicycle/pedestrian facilities.
- Record of public/agency requests for bicycle/pedestrian information.
- List of media outreach/marketing efforts, presentations, events and number of people reached or in attendance.
- Up-to-date and relevant bike/pedestrian websites and social media. Data on the number of hits, members, followers, etc.
- Bicycle and pedestrian projects and language within required planning documents including the TIP and MTP.
- Developed “Love to Ride Lexington” online platform to promote, encourage, educate, enable and incentivize more people to ride bikes and try biking for the first time. In addition the MPO will establish programs and relationships with major employers in the MPO area to grow the biking mode share.

### **TIME SCHEDULE**

All fiscal year long

## **B. FREIGHT MOVEMENT**

### **PURPOSE AND OBJECTIVES**

To perform and review freight movement monitoring, research, inventories, data and safety analysis to ensure the efficient and safe movement of goods within the Region. To stay abreast of regional air transportation needs and trends.

### **PLANNING ACTIONS**

During FY-2018 the MPO will accomplish the following freight planning tasks:

- Monitor and study the movement of goods within the MPO area.
- Educate the general public and decision makers on freight issues (such as safety issues) and needed freight projects.
- Utilize the freight resources of the KYTC and FHWA to enhance freight planning within the on-going transportation planning process.
- Seek involvement from the freight community and maintain a database of freight contacts.
- Pursue funding (potentially PL Reserve and local match) for a needed urban goods movement study. This will serve to update to the last Lexington area goods movement study developed in 1979.
- Utilize and maintain the newly updated Travel Demand Forecasting Model and use the freight assignment capabilities within the model for freight travel demand analysis for each planning and transportation improvement project development effort.
- Attend Bluegrass Airport Board Meetings to coordinate and stay abreast of regional air transportation and air freight needs and trends.
- Coordinate with the KYTC and BGADD in the update, maintenance, and implementation of their statewide and MPO area Freight Plan.
- Coordinate with the KYTC on development of freight performance measures and data to achieve the requirements of FAST Act for a performance based freight planning process.

- Determine “Critical Urban Freight Corridors” in consultation with KYTC Freight Planning staff as part of the National Highway Freight Network system and prepare a map illustrating these corridors.

#### **PRODUCTS**

- Database of freight contacts.
- Travel Demand Modeling analysis of transportation improvement projects and plans that include truck assignments on the scenario networks.
- Implemented transportation improvement projects that improve freight movement.
- Completed KYTC freight plans and resources.
- Identify and monitor list of “Critical Freight Corridors” within the MPO area.

#### **TIME SCHEDULE**

All fiscal year long

### **C. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP) TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM ADMINISTRATION**

#### **PURPOSE AND OBJECTIVES**

Per MAP and FAST Act federal legislation, the MPO is responsible for administering a competitive selection process for awarding transportation alternatives set-aside funds that are sub-allocated to the MPO.

#### **PLANNING ACTIONS**

The MPO will review and distribute transportation alternatives set-aside funds application guidelines that are in compliance with federal rules and regulations. The guidelines will outline the MPO’s process for soliciting project applications from eligible local agencies and establish how the MPO will prioritize, select and award projects. The MPO will conduct a call for projects, provide technical assistance to applicants, prioritize projects and make recommendations to the Transportation Policy Committee regarding project awards. Upon TPC approval, the MPO will complete TIP modifications and submit a notice of award to the KYTC Office of Local programs and to project applicants for further action.

#### **PRODUCTS**

- Transportation set-aside funds guidelines including a competitive selection process that is compliant with federal rules and regulations.
- A solicitation for project applications from eligible entities in the MPO area.
- A prioritization process that results in the approval and award of program funds by the MPO TPC.
- Required TIP modifications and award notices to KYTC and project applicants.

#### **TIME SCHEDULE**

An application cycle will be held as adequate amounts of transportation alternatives set-aside funds become available. Timing of the application cycle is at the discretion of the MPO.

#### **RESPONSIBLE AGENCIES for ELEMENT 3.2**

MPO staff in coordination with the LFUCG Division of Planning, Transportation Planning, KYTC, Bluegrass Airport, LFUCG Divisions of Engineering, Traffic Engineering, Parking Authority, and other agencies

### 3.2 MULTI MODAL / TRANSPORTATION ALTERNATIVES PLANNING – STAFFING AND COSTS

<b><u>ELEMENT 3.2 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
10.0	Professional Staff-Months	\$67,490	FHWA / PL (80%)	\$14,225
			FTA / SEC. 5303	\$0
			SLX	\$39,767
			KYTC	\$889
			LFUCG	\$12,609
	<b>Total Cost =</b>	<b>\$67,490</b>	<b>Total Cost =</b>	<b>\$67,490</b>

### 3.3 TRANSIT PLANNING

#### **PURPOSE AND OBJECTIVES**

To provide ongoing transit planning support and assistance to the various federally-funded committees, boards and officials of Lextran (the Lexington Transit Authority of Lexington), Federated Transit Systems of the Bluegrass (FTSB), WHEELS, Bluegrass Ultra Transit, other transit service providers and transportation decision-makers, to conduct planning research and analyses for various transit improvement alternatives/initiatives, and to assist with the development and implementation of transit enhancement plans and programs.

The MPO will continue to coordinate with stakeholders to implement the recommendations of these plans to improve transit/transportation services for persons with disabilities, older Americans, and individuals with lower incomes. This work will help ensure that the community coordinates transportation resources provided through multiple Federal programs. A coordination plan for human services enhances transportation access, minimizes duplication of Federal services, and encourages the most cost-effective transportation system.

Lextran completed/updated a Comprehensive Operational Analysis (COA) in August of 2009. A new COA was completed in late FY-2015. The MPO will coordinate with Lextran to implement short and median term recommendations of the COA and work towards achievement of the long range recommendations. The purpose and goal of this COA to not only look at maximizing the efficiency of the existing system but to evaluate the benefits and costs of new and innovative system alternatives such as multiple transit center transfer points, bus rapid transit systems, and more. This document will guide the future Lextran short and long-range transit operational and planning activities, decisions and investments. Lextran is the official Federal Designated Recipient for 5307 FTA planning funds.

The Lexington Area MPO acknowledges that Performance Targets will be established to address performance measures and performance based transit planning in 23 U.S.C. 150 (c). The MPO will coordinate with Lextran to establish performance targets related to Transit Asset Management and Transit Safety, (additional FTA guidance is forthcoming). The MPO will support and coordinate with Lextran and other transit agencies to develop and maintain their Asset Management Plans.

#### **PLANNING ACTIONS**

In FY-2018 the Transportation Planning/MPO staff will accomplish the following as needed:

1. Work with partners and resources of Lextran, KYTC District 7, LFUCG Engineering and Traffic Engineering, Utility Companies, private property owners, and other stakeholder entities through the MPO process to strategically develop, design, acquire, and place much needed bus shelters, benches, signs, and other transit facilities. This effort will continue the progress/momentum achieved

to this point on bus stop/shelter deployment. Many shelters and other facilities have been installed and others are in the planning and/or design process. The MPO will coordinate with partners (public and private) to help with funding, planning, design, and implementation. The MPO has and will continue to help clarify the process, streamline, and identify and overcome barriers to bus shelter deployment from the proposal/application phase to implementation.

2. Continuous coordination with the zoning/subdivision and board of adjustment processes of the LFUCG Planning Commission. This will help to achieve safe, accessible, functional transit services and facilities design, connectivity, and overall consideration within the ongoing development process - or in other words "transit oriented design" (TOD) in development. The MPO transit planner will be at the table of the on-going review and recommendations of the LFUCG Division of Planning Services for new development, infill, and re-development within the MPO area.
3. Provide documentation, maps, guidance, and administration assistance as transit planning products to Lextran and other federally-funded transit entities within the MPO area as appropriate.
4. As a recommendation from a previous MPO certification review, the MPO staff will continue to monitor and research transit demand modeling technologies such as "STOPS" software used in the latest Transit Alternatives Analysis (TAA). This is to evaluate transit demand, impact, and alternatives. At this time, it is not feasible to develop a transit model for the Lexington Area TransCad Travel Demand Model. The goal of this effort to utilize the most feasible tools/technologies that provide valid results for analysis of transit improvement alternatives and that are feasible for the Lextran and MPO to acquire.
5. Assist with the analysis and assessment of potential transit improvements to help implement and revise transit system plans.
6. Work to achieve safe and efficient intermodal and connected transit / pedestrian / bicycle / vehicle transportation systems.
7. Assist Lextran by soliciting public input, analyzing and helping to resolve public concerns/issues.
8. Continue to enhance and revise the MPO web site with complete and up-to-date transit information.
9. Provide assistance to Lextran in evaluating various bid proposals, preparation of grant applications, and other administrative work.
10. Work with Lextran to continually improve transit project prioritization methodology/procedures to develop and prioritize short and long range transit plans and projects. This will be used in selecting projects for funding for federal funding programs under FAST Act. This will ultimately lead to better decisions and investments within the transportation planning process.
11. Conduct regular transit financial capacity analysis with Lextran.
12. Program all FTA and other federal and local match funding within the MPO Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) for transit programs, operations and projects as required.
13. Execute TIP and MTP amendments and administrative modifications as necessary for federally funded transit projects and studies.
14. Work to increase transit ridership as a component of the federally mandated Congestion Management Process.

15. Continuous surveillance for transit laws, issues, best practices, case studies, etcetera for application to the transit planning process of the MPO.
16. The MPO will continue to provide assistance and support for Lextran in their efforts to achieve needed expansion of their operational facilities. This will include planning assistance in moving from their current location to their new and larger location.
17. Coordinated Public Transit - The MPO will provide planning assistance to Lextran, Wheels, FTSB, Bluegrass Community Action and other transit and para-transit providers with maintenance and implementation of the federally required "Coordinated Human Services Transportation Plan". The lead agency and designated recipient FTA funds is Lextran. The designated recipient for Section 5310 funding is the KYTC. The MPO will coordinate with appropriate agencies to keep the process, projects and plans up-to-date and on track. The goal of this requirement is to improve transit/transportation services and mobility for persons with disabilities, older Americans, and individuals with lower incomes. This established plan process will help ensure that the community coordinates and prioritizes transportation resources provided through multiple Federal programs. A coordination plan for human services transportation enhances transportation access, minimizes duplication of Federal services, and encourages the most cost-effective transportation possible.
18. Coordinate with Lextran and other transit provider agencies to monitor forthcoming FTA guidance to establish FAST Act Performance Targets (23 U.S.C. 150 (c)) and coordinate targets related to Transit Asset Management and Transit Safety.
19. Provide MPO funding and planning assistance to Lextran to develop, manage, and maintain a GIS based transit route facilities inventory database. The purpose to determine and prioritize system needs and ultimately program/allocate limited resources to improve facilities in the most effective way to serve, enhance, and grow transit ridership. To accomplish this, professional consultants will be utilized.

## **PRODUCTS**

As mentioned above, the main products of these efforts will be:

- Both the short and long-range transit plans developed and various phases of implementation in coordination with the Metropolitan Transportation Plan, Transportation Improvement Plan, Lextran Comprehensive Operational Analysis Plan, US-27 Transit Alternatives Analysis.
- Up-to-date joint Title VI documentation; up-to-date Coordinated Human Services Transportation Plan; maps and other transit graphics associated with these federally required cyclic documents.
- GIS based "Transit Route Facilities Inventory Database."
- Assistance with right-of-way encroachment permit and design processes, utility location and relocation planning, multiple local, state, federal, and private coordination and other needed assistance to improve and deploy community bus stop facilities.
- New well placed, designed, and functional bus shelters, stops/pickups, transfer points and other facilities connected to surrounding land use deployed.
- Up-to-date transit information available from the MPO website and other effective sources.
- New projects prioritized, selected and implemented through a joint MPO/Lextran process
- Developed FAST Act transit performance targets (previously from MAP-21).

The functions of these products will be to analyze existing transit and para-transit services, and to promote/encourage and facilitate increased use, efficiency, equity, and overall quality of public transportation.

## **TIME SCHEDULE**

All fiscal year long



### **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, LFUCG Divisions of Engineering, Traffic Engineering, other Public Works Divisions, and other appropriate LFUCG agencies, Transportation Planning/MPO and Lextran, Federated Transit Services of the Bluegrass (FTSB), Wheels, Bluegrass Community Action Para-Transit, FTA and the KYTC

### **3.3 TRANSIT PLANNING – STAFFING AND COSTS**

<b><u>ELEMENT 3.3 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
6.0	Professional Staff-Months	\$42,770	FHWA / PL	\$4,384
	Technical Staff-Months		FTA / SEC. 5303	\$29,833
			SLX	\$0
			KYTC	\$274
			LFUCG	\$8,280
	<b>Total Cost =</b>	<b>\$42,770</b>	<b>Total Cost =</b>	<b>\$42,771</b>

### **3.4 MOBILITY COORDINATION**

#### **PURPOSE AND OBJECTIVES**

The MPO serves as a central point of contact for inquiries concerning transportation access and alternatives to enable mobility, acts as an advocate for and promoter of alternative transportation within the region with the goals to improve, safety, conserve energy, reduce highway congestion, improve air quality, reduce work-related travel and parking demand. The MPO conducts an annual marketing and outreach campaign to effectively help promote, educate, and inform the public about mobility options in the MPO area. The campaign provides information on safety, laws, services, facilities, program contact information, and other resource areas. Through the marketing campaign and “Move-it-People” website, the MPO provides a one-stop-shop information service for the general public, to encourage alternative travel modes and to promote the resources that are available to individuals seeking to walk, bike, carpool, vanpool, and utilize public transit services.

The MPO will also continue to focus on regional Travel Demand Management (or TDM) strategies and opportunities for enhanced mobility.

#### **PLANNING ACTIONS**

- **TDM Research/Strategy** – The MPO will research available TDM tools, regional travel patterns and trends, past TDM efforts/programs, current regional needs/opportunities, potential partners and will develop and document strategies that may be effectively employed in the Bluegrass Region to reduce the predominance of single-occupancy vehicles and congestion.
- **Public Awareness** – FY-2018 will continue to enhance the “Move it People” campaign that provides web based commuter information about bicycling, walking, riding the bus, and parking services. The MPO campaign will be conducted in coordination with Lextran, LFUCG Traffic Engineering, and other key organization stakeholders.

#### **PRODUCTS**

- Move it People marketing campaign including TV, newsprint, web-based ads and social media pieces.
- “Move it People” informational website.
- Promotional items and/or literature distributed at events, meetings and other public venues and opportunities to promote and inform the public of MPO activities and information.

### **TIME SCHEDULE**

All fiscal year long

### **AGENCY RESPONSIBILITY**

LFUCG Division of Planning, Transportation Planning/MPO staff.

#### **3.4 MOBILITY COORDINATION – STAFFING AND COST**

<b><u>ELEMENT 3.4 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
6.5	Professional Staff-Months	\$42,740	FHWA / PL Personnel	\$5,480 (PL)
			SLX Personnel	\$37,260 (SLX)
	*Operating Funds	\$104,590	<\$74,090 and \$30,500 Public Service Announcements (SLX)	\$104,590 (SLX)
			KYTC	\$274
			LFUCG	\$29,192
	<b>Total Cost =</b>	<b>\$147,330</b>	<b>Total Cost =</b>	<b>\$147,330</b>

### **3.5 PROJECT FORECASTING**

#### **PURPOSE AND OBJECTIVES**

The purpose of this element is to provide the KYTC, local government agencies, consultants, and other transportation stakeholder entities involved in the on-going transportation planning process with base year and design year traffic forecasts or provide our latest calibrated and validated travel demand model for transportation improvement projects, traffic impact analysis and scoping studies, road needs, alignment, connectivity, access, and design planning for land use development and other transportation related purposes within the MPO area. For improvement projects, forecasts will be used for design purposes. For scoping studies, forecasts will be used to gather public input and determine project feasibility, cost/benefit, design alternatives and more.

#### **PLANNING ACTIONS**

During FY-2018, if needed by the Kentucky Transportation Cabinet (KYTC) or local governments, the Transportation Planning/MPO staff will provide base and design year traffic assignments/forecasts to help with evaluation or design for proposed projects within the MPO study area.

The MPO will work with the KYTC to keep the Travel Demand Forecasting Model (or TDFM) up-to-date and maintained in order to provide the best possible forecasts to the KYTC or their designated project consultants. Forecasts will be completed as quickly as possible considering all MPO Unified Planning Work Program responsibilities, planning process priorities, and staff capabilities. If the MPO staff has lost, not yet developed the capacity, or has conflicting priorities that prevent the MPO from providing important requested travel demand forecasts in the needed time frame, the MPO (in cooperation with the KYTC) will determine the need to contract with KYTC or travel demand modeling consultants to accomplish needed forecasting in order to support traffic impact studies, project alternatives analysis, corridor studies, or other important transportation studies. The requesting agency will be responsible for supplying all pertinent traffic count and design information to the staff.

TDFM maintenance is an essential on-going task since the TDFM is a primary tool used to develop travel demand forecasts. Cost for maintaining annual technical support and software updates from the Caliper Corporation for the TransCAD Software is included in the Element 4.1 – Program Administration budget.

## **PRODUCTS**

The product of this work element will be traffic forecasting information and analysis supplied to the KYTC, local government agencies, and consultants to be used for the design phase of various MPO, KYTC, or local transportation improvement projects, scoping studies, or other transportation related planning purposes. The number of project forecasts and amendments or revisions to forecasts will be documented in MPO quarterly reports.

## **TIME SCHEDULE**

As needed when forecasting requests / needs arise

## **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, Transportation Planning/MPO with assistance from the KYTC Division of Planning

### **3.5 PROJECT FORECASTING – STAFFING AND COST**

<b><u>ELEMENT 3.5 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
2.5	Professional Staff-Months	\$20,160	FHWA / PL	\$16,128
			SLX	\$0
			KYTC	\$1,008
			LFUCG	\$3,025
	<b>Total Cost =</b>	<b>\$20,160</b>	<b>Total Cost =</b>	<b>\$20,160</b>

## **4. PROGRAM ADMINISTRATION**

### **4.1 PROGRAM ADMINISTRATION**

#### **PURPOSE AND OBJECTIVES**

The purpose and objective of this work element is to provide management, coordination, training and guidance to the transportation planning staff and program activities to meet the policies, needs and demands of the various transportation committees, funding agencies, and current legislation (MAP-21). With the existing MPO structure and staff vacancies, Management must perform and complete technical work in lieu of and along with Planning staff in addition to administrative duties.

#### **PLANNING ACTIONS**

The major activities in the element during FY 2018 are as follows:

1. Provide leadership, management, guidance and correction to the Transportation Planning (LFUCG)/MPO staff for the implementation of the Unified Planning Work Program (UPWP).
2. Prepare, administer, and manage transportation projects, planning studies, grants, contracts, and the overall MPO process.
3. Direct preparation and submit quarterly and annual progress and financial reports to the KYTC and the Federal Transit Administration (FTA). Also, prepare and submit monthly and annual reports to the LFUCG Council and Planning Commission. Prepare and present required weekly reports to the Division of LFUCG Planning Director and Commissioner.

4. Provide administrative and technical assistance to the Transportation Technical Coordinating Committee (TTCC), Transportation Policy Committee (TPC), Congestion Management Committee (CMC), and other MPO sub-committees. Where and when required, prepare agendas, minutes, technical reports, documents, presentations, visualization tools and other information for on-going business of the MPO. Also provide requested/necessary presentations and orientations to other stakeholder entities to facilitate the MPO process.
5. Participate in Staff and Planning Director level meetings concerning the MPO and LFUCG Division of Planning to guide staff in the completion of all MPO and LFUCG transportation planning work. In addition, participate in Commissioner, Council, Mayoral, KYTC, FHWA and other various and related meetings as requested, required and/or necessary to advance the transportation planning process.
6. Prepare all needed / required MPO and LFUCG Planning office correspondence.
7. Coordinate transportation planning activities with various agencies, citizens groups, and other stakeholders.
8. Review pertinent transportation technical reports and legislation.
9. Review, edit, comment, and approve all work of the MPO staff towards the development, maintenance and implementation of the Lexington Area MPO Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan, and many other required documents, reports, etcetera. This includes modifications and amendments to these documents.
10. Develop a Memorandum of Agreement (MOA) to be signed by transportation planning process agencies (draft completed and under review by all agencies as of 2/28/17)
11. Coordinate MPO planning efforts with other local and regional planning and transportation agencies, organizations, stakeholders and interests. Examples of these organizations include: LFUCG Division of Planning, other LFUCG plans, Bluegrass Area Development District, Bluegrass Tomorrow, Fayette and Jessamine Counties Transportation Committees, MPO area Planning Commissions and Planning staffs, Jessamine County Transportation Task Force, Lextran Transit Authority, Para-transit organizations, LFUCG agencies and all other appropriate planning efforts within the MPO area of influence.
12. Purchase transportation-oriented as well as other computer software and hardware on an as needed basis. Any software expenditure of \$100.00 or more will have prior approval of the KYTC. In addition, any expenditure for additional microcomputer hardware will have prior written approval of the KYTC.  
Annual support and updates for travel demand modeling software TransCAD with the Caliper Corporation that totals \$1,990 annually will be continued in FY2018.
13. Coordinate all transportation project efforts with KYTC and other key partners/stakeholders through established bi-monthly meetings of the "Project Coordination Committee."
14. Assist Local Public Agencies (LPAs) with project development and technical assistance and the grant project application process. Program local projects with MPO document updates such as amendments and administrative modifications, coordinating assistance, and other technical assistance as needed to educate and assist LPAs on federal requirements.
15. Continue to direct, manage, guide, and train the MPO staff in the use of the new LFUCG (and therefore Lexington Area MPO) accounting, reporting, purchasing, tracking, etcetera computer software programs utilized by the LFUCG. The MPO staff will continue use and assist in the development, debugging, and eventual finalization new systems.

16. Since a small piece of Scott County is included in the 2010 Census Urbanized Area, the MPO will continue discussions and coordination with Community Planners and Elected Officials in Scott County to determine what levels of participation in the MPO process is desired by them for FY-2018. Discussions will include: what areas of Scott Co. to include within the MPO Planning Area, who or what key stakeholders to represent Scott County, levels of participation, funding levels, and more.

### **PRODUCTS**

Tangible products of this work element will include:

- o Completed MPO monthly, quarterly, and annual required reports
- o Signed Memorandum of Agreement (MOA) between agencies carrying out the on-going transportation planning process.
- o Review and approval of work for amendments or modifications of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
- o A functional / coordinated FAST Act (and successive legislation) compliant transportation planning process
- o Bi-weekly MPO staff payroll, employee time/schedule management and requisitions as required.

### **TIME SCHEDULE**

All fiscal year

### **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, Transportation Planning/MPO staff.

#### **4.1 PROGRAM ADMINISTRATION – STAFFING AND COST**

<b><u>ELEMENT 4.1 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
5.0	Professional Staff-Months	\$54,796	FHWA / PL	\$121,882
13.5	Administrative Staff-Months	\$65,136	FTA / SEC. 5303	\$0
			SLX	\$0
	Operating Funds	\$32,420		
			KYTC	\$7,618
			LFUCG	\$22,853,26,603
	<b>Total Cost =</b>	<b>\$152,353</b>	<b>Total Cost =</b>	<b>\$152,353</b>

### **DISADVANTAGED BUSINESS ENTERPRISE**

The Lexington-Fayette Urban County Government, Division of Planning is committed to use Disadvantaged Business Enterprises (DBEs) and Women Business Enterprises (WBEs) in all aspects of contracting to the extent feasible. It has been determined that DBEs and WBEs can be utilized as vendors in the purchase of supplies, printing, minor and major equipment. The Division of Planning has set a 10% goal for doing business with DBE's and a 3% goal for WBEs, as follows:

	<b>TOTAL</b>	<b>10% DBE GOAL</b>	<b>3% WBE GOAL</b>
<b>FHWA/PL</b>	\$26,000	\$2,600	\$780

This goal has always been met and exceeded by the Lexington Area MPO. The MPO attends the annual Lexington region's Minority Business Expo and other similar events to meet and expand our

contacts with potential DBEs and WBEs. The Lexington-Fayette Urban County Government Transportation Planning/MPO staff will continue to take the necessary steps to ensure that DBEs and WBEs have opportunity to compete and perform in all aspects of MPO contracting.

## **4.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

### **PURPOSE AND OBJECTIVES**

The purpose of the Transportation Improvement Program (TIP) will be to develop a priority list of projects to be completed/implemented within the **four-year period of FY-2017 through FY-2020** which the document covers. The TIP is required to demonstrate fiscal constraint by indicating resources that are expected to be available to complete projects, implement programs, and conduct studies. Projects included in the TIP must be consistent with the Metropolitan Transportation Plan (MTP) and the Congestion Management Process (CMP) and developed in close consultation, cooperation, and coordination with the Kentucky Transportation Cabinet (KYTC) and other affected transportation project sponsors such as transit operators. The MPO is charged with developing, amending, modifying and maintaining a TIP that is consistent with adopted planning goals, objectives, and priorities. The MPO will amend or modify the TIP on an as-needed basis, according to procedures outlined in the MPO Participation Plan.

### **PLANNING ACTIONS**

The existing TIP will need to be reconciled with the new KYTC Highway Plan during FY-2018. The TTCC will be given opportunity for review and comment and forward all recommended TIP updates and amendments to the TPC. MPO staff will address comments received from the MPO committees and the TPC will vote for final approval. The MPO, with public input as outlined in the Participation Plan, will coordinate the TIP process and prepare, submit and publish TIP modifications and amendments by completing tasks listed below:

1. The MPO will take the steps necessary to maintain compliance with the FAST Act planning regulations in order to accommodate proposed TIP amendments and modifications. MPO staff will consult with LFUCG Administration and other LFUCG agencies (i.e. Engineering, Traffic Engineering, Public Works), the Cities of Nicholasville and Wilmore, Jessamine County, the KYTC (both Central & District Offices), Energy and Environmental Cabinet's Division for Air Quality, Lextran, WHEELS, Federated Transportation Services of the Bluegrass (FTSB), Bluegrass Community Action BUS Para-transit, private sector transportation providers, and others as appropriate. MPO staff will facilitate all updates and amendments of the TIP, public involvement activities, project status reviews, project priority setting, financial calculations, and committee action.

The TIP and all amendments and modifications will be forwarded to the KYTC, FHWA, and FTA for inclusion into the State Transportation Improvement Program (STIP).

The TIP and all amendments and modifications will be posted on the MPO website.

2. The MPO staff will place special emphasis on expediting and monitoring Lexington area-dedicated STP (or SLX) projects and funds.
3. Staff will prepare an "Annual Listing of Obligated Projects" - highway, transit and planning projects funded with federal funds in accordance with federal regulations.

### **PRODUCTS**

The product of this work element will be:

- The final and adopted, FAST Act compliant Transportation Improvement Program (TIP) document complete with all necessary administrative modifications and amendments.
- A stand-alone report of an "Annual Listing of Obligated Projects"

### **TIME SCHEDULE**

All fiscal year long. Annual Listing of Obligated Projects will be completed by September 30<sup>th</sup> of the calendar year (this year 2017).

### **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, Transportation Planning/MPO in consultation with all appropriate agencies/stakeholders.

#### **4.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – STAFFING AND COSTS**

<b><u>ELEMENT 4.2 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
3.0	Professional Staff-Months	\$20,856	FHWA / PL	\$16,685
			SLX	\$0
			KYTC	\$1,043
			LFUCG	\$3,128
	<b>Total Cost =</b>	<b>\$20,856</b>	<b>Total Cost =</b>	<b>\$20,856</b>

### **4.3 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**(4.3 Includes FY-2017 Annual Performance and Expenditure Report)**

#### **PURPOSE AND OBJECTIVES**

The purpose of this element is to outline staffing, responsibility, timelines, cost, funding sources, methodology, and other aspects of each work element to be completed during the next fiscal year. In addition, a post fiscal year annual report is completed to document how budgeted revenue and actual expenditures have matched up. This helps to inform and guide the next work program process. A more detailed explanation of the purpose and objectives of this element can be found in the Introduction of this document.

#### **PLANNING ACTIONS**

The Transportation Planning/MPO staff will prepare the FY-2019 Unified Work Program (UPWP) as follows:

1. Working with the LFUCG Division of Community Development Grants, develop an FY-2017 Annual Performance and Expenditure Report in UPWP element format by the end of September in FY-2018.
2. Submit draft FY-2019 UPWP to members of the Transportation Technical Coordinating Committee (TTCC) for review and comment.
3. Determine funding levels in consultation with the Kentucky Transportation Cabinet, Federal Highway Administration and Federal Transit Administration.
4. Include for each work element staffing, cost, funding sources, methodology, target dates, responsible agencies, and products.

5. Submit the draft FY-2019 UPWP for review and comment to the Kentucky Transportation Cabinet (KYTC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other required official intergovernmental review agencies by February 28, 2018.
6. Review and address requested draft FY-2019 UPWP comments received from official reviewing agencies. Submit the revised UPWP to the TTCC for approval.
7. Submit the revised draft FY-2019 UPWP to the Transportation Policy Committee (TPC) and the Lexington Transit Authority Board of Directors (for the transit portion) for endorsement and final approval by 4/30/18.
8. Submit the FY-2019 UPWP for final approval, through the KYTC, FHWA and FTA.
9. Submit FY-2019 UPWP and all MPO contracts through Kentucky State Clearing House system.
10. Print and/or distribute the final FY-2019 UPWP using the latest official routing list. Also, post on the MPO and LFUCG websites.
11. Amend the FY-2019 UPWP, as necessary, throughout the fiscal year.

### **PRODUCTS**

- o The product of this work element will be an approved FY-2019 Unified Planning Work Program (UPWP) document and necessary amendments to document and guide the comprehensive, coordinated, and continuous annual Lexington Area MPO transportation planning process.
- o Annual Performance and Expenditure Report (financial report prepared by LFUCG Community Development due to routing list by 90 days after end of fiscal year – September 28, 2017)

### **TIME SCHEDULE**

Final UPWP will be approved and distributed no later than April 30, 2018.

### **RESPONSIBLE AGENCIES**

LFUCG Division of Planning, Transportation Planning/MPO, LFUCG Agency MPO Partners, KYTC, FHWA, and FTA

#### **4.3 UNIFIED PLANNING WORK PROGRAM – STAFFING AND COSTS**

<b><u>ELEMENT 4.3 STAFFING</u></b>		<b><u>ESTIMATED COST</u></b>	<b><u>FUNDING SOURCE</u></b>	
1.0	Professional Staff-Months	\$8,555	FHWA / PL	\$6,844
			SLX	\$0
	Operating Funds			
			KYTC	\$428
			LFUCG	\$1,283
	<b>Total Cost =</b>	<b>\$8,555</b>	<b>Total Cost =</b>	<b>\$8,555</b>



## Appendix A: MPO STAFF MONTHS AND PROPOSED BUDGET SUMMARY

### I. FY 2018 MPO STAFF MONTHS AND DISTRIBUTION BY ELEMENT

ELEMENT	7 – SENIOR PLANNERS 1 - MANAGER		1- ADMINISTRATIVE ASSISTANT		9- TOTAL STAFF	
	MONTHS	PERCENT	MONTHS	PERCENT	MONTHS	PERCENT
1.1 Inventory & Monitor, Title VI/ADA, Participation	19.5	20%	0.0	0.0%	19.5	18.1%
1.2 Professional Staff Development (Training)	5.0	5%	0.5	4.2%	5.5	5.1%
2.1 Congestion Management - ITS - Air Quality Planning	8.5	9%	0.0	0.0%	8.5	7.9%
2.2 Metropolitan Transportation Plan Update	13.5	14%	1.0	8.3%	14.5	13.4%
3.1 Transportation-Land Use Impact Analysis	14.0	15%	0.0	0.0%	14.0	13.0%
3.2 Multi Modal / Transportation Enhancement	10.0	10%	0.0	0.0%	10.0	9.3%
3.3 Transit Planning (5303)	6.0	6%	0.0	0.0%	6.0	5.6%
3.4 Mobility Coordination	6.5	7%	0.0	0.0%	6.5	6.0%
3.5 Project Forecasts	2.5	3%	0.0	0.0%	2.5	2.3%
4.1 Program Administration	6.5	7%	10.5	87.5%	17.0	15.7%
4.2 Transportation Improvement Program (TIP)	3.0	3%	0.0	0.0%	3.0	2.8%
4.3 Unified Work Program (UPWP)	1.0	1%	0.0	0.0%	1.0	0.9%
<b>TOTAL (ALL ELEMENTS)</b>	<b>96.0</b>	<b>100%</b>	<b>12.0</b>	<b>100%</b>	<b>108.0</b>	<b>100.0%</b>

### II. FY 2018 FUNDING SOURCES

ELEMENT (Element titles above)	PL PLANNING FUNDS			SLX FUNDS		SEC. 5303 FUNDS		TOTAL EST. COST
	FHWA 80%	KYTC 5%	LFUCG 15%	FHWA 80%	LFUCG 20%	FTA 80%	LFUCG 20%	
<b>1.0</b>	\$109,906	\$6,869	\$20,607	\$0	\$0	\$991	\$248	\$138,622
<b>1.2</b>	\$12,492	\$781	\$2,342	\$16,134	\$4,033	\$0	\$0	\$35,782
<b>2.1</b>	\$6,844	\$428	\$1,283	\$48,906	\$12,226	\$0	\$0	\$69,687
<b>2.2</b>	\$27,629	\$1,727	\$5,180	\$40,963	\$10,241	\$6,728	\$1,682	\$94,150
<b>3.1</b>	\$50,597	\$3,162	\$9,487	\$16,750	\$4,188	\$10,848	\$2,712	\$50,597
<b>3.2</b>	\$14,225	\$889	\$2,667	\$39,767	\$9,942	\$0	\$0	\$14,225
<b>3.3</b>	\$4,384	\$274	\$822	\$0	\$0	\$29,833	\$7,458	\$4,384
<b>3.4</b>	\$4,384	\$274	\$822	\$113,480	\$28,370	\$0	\$0	\$4,384
<b>3.5</b>	\$16,128	\$1,008	\$3,024	\$0	\$0	\$0	\$0	\$16,128
<b>4.1</b>	\$121,882	\$7,618	\$22,853	\$0	\$0	\$0	\$0	\$121,882
<b>4.2</b>	\$16,685	\$1,043	\$3,128	\$0	\$0	\$0	\$0	\$16,685
<b>4.3</b>	\$6,844	\$428	\$1,283	\$0	\$0	\$0	\$0	\$6,844
<b>TOTALS</b>	\$392,000	\$24,500	\$73,500	\$276,000	\$69,000	\$48,400	\$12,100	\$392,000
		Total PL>	\$490,000	Total SLX>	\$345,000	TOT FTA 5303>	\$60,500	Total <b>\$895,500</b>
	Bike-Ped Plan Update> \$168,000	Local Match> \$52,000	B-P Master Plan Update>	Study began in FY-2017	Study completed FY-2018		Total Plan Cost=>	Bike-Ped Plan= \$220,000
	Transit Facilities> \$32,000	Local Match> \$8,000	Facilities Inventory Study>	Study began in FY-2017	Study Completed FY-2018		Total Study Cost=>	Transit Facilities= \$40,000

## Appendix B: Lexington Area MPO Surface Transportation Program (STP-SLX) Funded Planning Programs

UPWP Planning Element >>>	1.1	1.2	2.1	2.2	3.1	3.2	3.3	3.4	4.1	4.2	4.3	Total
SLX Program V												
<b>Bike &amp; Pedestrian</b>		\$6,867		\$10,300	\$5,562	\$39,838		\$3,433				\$52,800 Fed \$13,200 Local <b>Total = \$66,000</b>
<b>Congestion Mitigation &amp; Air Quality</b>		\$10,225	\$61,132	\$27,465	\$9,226	\$9,226		\$9,226				\$101,200 Fed \$25,300 Local <b>Total = \$126,500</b>
<b>Mobility Planning</b>		\$3,075		\$12,301	\$1,783	\$6,150		\$129,191				\$122,000 Fed \$30,500 Local In-Kind Match <b>Total = \$152,500</b>

\*FY-2018 UPWP Element Reference:

1.1 = Monitor – Coordinate – Program Development: A: Inventory & Monitor; B: Title VI & ADA; C: Participation.

1.2 = Professional Staff Development

2.1 = A: Congestion Management – Intelligent Transportation Systems; B: Air Quality Planning; C: Congestion Mitigation Air Quality (CMAQ) Grant Program

2.2 = Metropolitan Transportation Plan (MTP) Development, Update, Implementation of

3.1 = Transportation / Traffic and Land Use Impact Analysis

3.2 = Multi-Modal Transportation Alternatives Planning

3.3 = Transit Planning: A: Bike & Pedestrian; B: Freight Movement; C: Transportation Alternatives Program (TAP) Grant Program Planning

3.4 = Mobility Coordination: Marketing, Education, Promotion, Outreach

3.5 = Travel Demand – Project Forecasting

4.1 = Program Administration

4.2 = Transportation Improvement Program (TIP)

4.3 = Unified Planning Work Program (UPWP)

### SLX PROGRAM DESCRIPTIONS:

**Bike and Pedestrian Planning:** This program works across all Transportation Planning areas to develop, coordinate, develop, design, integrate, connect, fund, educate, promote and much more to develop important bike and pedestrian systems within the MPO area.

**Congestion Management & Air Quality Program:** Systematic planning to manage growing congestion through a process that provides for safe, effective, reliable, and integrated management and operation of the multimodal transportation system. This process is required by federal legislation. Also, planning to help maintain and achieve good air quality by mitigating emissions from mobile sources through the effective air quality planning efforts integrated within the overall ongoing transportation planning process.

**Mobility Coordination:** Serving as a central point of contact for inquiries concerning transportation access and alternatives to enable and improve mobility, acts as an advocate for and promoter of alternative transportation within the MPO area and region. Also markets, educates, and informs public concerning mobility options and other aspects such as safety, laws, services, facilities, program contacts and many other resources.

## Appendix C: FY-2018 POLICY COMMITTEE RESOLUTION

### RESOLUTION

#### OF THE TRANSPORTATION POLICY COMMITTEE OF THE LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION (MPO)

#### CONCERNING APPROVAL OF THE FY-2018 UNIFIED PLANNING WORK PROGRAM (UPWP)

**WHEREAS**, the Lexington Area Metropolitan Planning Organization has prepared a Unified Planning Work Program (UPWP) for Fiscal Year 2018 in defining a scope of work to meet the needs of this region for which funding can be sought from the United States Department of Transportation and the state of Kentucky; and

**WHEREAS**, the Unified Planning Work Program for Fiscal Year 2018 has been reviewed by appropriate state and federal agencies; and

**WHEREAS**, the Unified Planning Work Program for Fiscal Year 2018 hereby certifies that all requirements of CFR, Part 450 relating to the Urban Transportation Planning Process have been met; therefore

**NOW THEREFORE BE IT RESOLVED**, that the Lexington Area Metropolitan Planning Organization's Transportation Policy Committee hereby approves the Lexington Area MPO FY-2018 Unified Planning Work Program, at its regular public meeting of April 26, 2017

**RESOLUTION APPROVED: April 26, 2017**

#### AUTHORIZED SIGNATURES:



David West, Judge Executive of Jessamine County Kentucky  
Transportation Policy Committee Chairman  
Lexington Area Metropolitan Planning Organization (MPO)



Max D. Conyers, Executive Secretary  
Transportation Policy Committee  
Lexington Area Metropolitan Planning Organization (MPO)

## Appendix D: Calendar Year 2017 Lexington Area MPO Meeting Schedule

Date:	Meeting	Date:	Meeting
01/06/2017	BPAC	07/07/2017	BPAC
01/11/2017	TTCC	07/12/2017	TTCC
<b>01/25/2017</b>	<b>TPC</b>		
02/03/2017	BPAC	08/04/2017	BPAC
02/08/2017	TSC	08/09/2017	TSC
02/8/2017	TTCC	08/09/2017	CMC
02/8/2017	CMC	<b>08/23/2017</b>	<b>TPC</b>
02/22/2017	<b>TPC</b>		
03/03/2017	BPAC	09/08/2017	BPAC
03/08/2017	TTCC	09/13/2017	TTCC
03/22/2017	<b>TPC</b>		
04/14/2017	BPAC	10/13/2017	BPAC
04/12/2016	TSC	10/11/2017	TSC
04/12/2017	CMC	10/11/2017	CMC
<b>04/26/2017</b>	<b>TPC</b>	<b>10/25/2017</b>	<b>TPC (Jessamine Co.)</b>
05/05/2017	BPAC	11/03/2017	BPAC
05/10/2017	TTCC	11/08/2017	TTCC
06/02/2017	BPAC	12/01/2017	BPAC
06/14/2017	TSC	12/13/2017	TSC
06/14/2017	CMC	12/13/2017	CMC
<b>06/28/2017</b>	<b>TPC (Jessamine Co.)</b>		

Committee Titles: Information:	Meeting Specifics:	Contact
BPAC – Bicycle Pedestrian Advisory Committee	1 <sup>st</sup> Friday, 12:00 noon. 7 <sup>th</sup> Floor Conference Room	Scott Thompson 859-258-3605
CMC – Congestion Management Committee	2 <sup>nd</sup> Weds. 1:30 p.m., 7 <sup>th</sup> Floor Conference Room	Sam Hu 859-258-3053
TSC – Traffic Safety Coalition	2 <sup>nd</sup> Weds., bi-monthly, 10:30 a.m. 3 <sup>rd</sup> Floor Phoenix Bldg. Conference Room, 101 E Vine St., Lexington KY 40507	David Filiatreau 859-258-3830
<b>TPC – Transportation Policy Committee</b>	4 <sup>th</sup> Weds. 1:30 p.m.	Brenda Whittington 859-258-3162
TTCC – Transportation Technical Committee	2 <sup>nd</sup> Weds. 9:00 a.m. 7 <sup>th</sup> Floor Conference Room	Brenda Whittington 859-258-3162

**\*Note: See TPC Meeting Special Notes following on page:**

**Special 2017 / 2018 MPO Meeting Schedule Notes:**

- ❖ **TPC** meetings are held on the 2<sup>nd</sup> Floor in the Council Chambers, LFUCG Government Center, 200 E. Main St., Lexington KY, 40507. Two meetings per year are held in Jessamine County @ Jessamine County Courthouse located at 101 North Main St. in the City of Nicholasville, KY. Special meetings are sometimes necessary to conduct essential MPO business during months in which meetings are not scheduled. Advance notice will be given to TPC Members by e-mail or mail. Public notice will be given through the LFUCG Public Meeting Schedule and GTV3 (Note: Refer to LFUCG Section 4.103 and KRS 61.823 Special meetings, Emergency meetings requirements of the General Provisions).
- ❖ **BPAC** meetings are held in the 7<sup>th</sup> Floor Conference Room, 101 E. Vine St., Lexington KY 40507.
- ❖ **TTCC, CMC, BPAC** or other Transportation Committee meetings may be cancelled or occasionally held in other locations (i.e. Bluegrass Airport, FTSB, etc.) During the year. Committee members will be notified of locations in advance by mail or email. Public notice will be given through the LFUCG Public Meeting Schedule and GTV3.

## Appendix E: FY-2018 TRANSPORTATION POLICY COMMITTEE (TPC)

### MPO VOTING STRUCTURE

#### **MAYOR JIM GRAY**

Mayor, Lexington-Fayette Urban City Government  
200 East Main Street, 1<sup>ST</sup> Floor  
Lexington, KY 40507

#### **HON. TOM DUPREE**

Fayette County Judge/Executive  
237 East Main Street, Lexington, KY 40507  
(or Representative)

#### **VICE MAYOR STEVE KAY**

TPC Vice Chair, Councilmember-at-Large  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507

#### **HON. DAVID WEST**

TPC Chair, Jessamine Co. Judge/Executive  
Jessamine County Courthouse  
101 North Main Street  
Nicholasville, KY 40356

#### **KEVIN STINNETT**

Councilmember At-Large  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507

#### **MAYOR PETE SUTHERLAND**

Mayor, City of Nicholasville  
517 North Main Street, Nicholasville, KY 40356

#### **STEVE KAY**

Councilmember At-Large  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507

#### **GREG THOMAS**

Secretary of Transportation  
Kentucky Transportation Cabinet  
Barry House, KYTC TPC Representative  
New State Office Building, 200 Mero Street  
Frankfort, KY 40622

#### **JAMES BROWN**

Councilmember, 1<sup>ST</sup> District  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507  
(Representing Districts 1,2,6)

#### **MALCOLM RATCHFORD**

Chair of Lextran Board of Directors  
**Carrie Butler, Gen. Mgr.** Representative  
for Lextran, 109 West Loudon Avenue  
Lexington, KY 40508

#### **PEGGY HENSON**

Councilmember, 11th District  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507  
(Representing Districts 3,5,11)

#### **MAYOR HAROLD RAINWATER**

Mayor, City of Wilmore  
KY335 East Main St., Wilmore, KY 40390  
David Carlstedt, Wilmore TPC Representative

#### **FRED BROWN**

Councilmember, 8th District  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507  
(Representing Districts 4,7,8)

#### **THOMAS NELSON JR (Advisory Member)**

Division Administrator, FHWA  
Bernadette Dupont, FHWA TPC Representative  
330 West Broadway, Frankfort, KY 40601

#### **AMANDA MAYS BLEDSOE**

Councilmember, 10th District  
LFUCG Council Office, 5th Floor  
200 East Main Street, Lexington, KY 40507  
(Representing Districts 9,10,12)

#### **YVETTE B. TAYLOR (Advisory Member)**

Region 4, Regional Administrator, FTA  
Abigail Rivera, Community Planner,  
FTA Region IV TPC Representative  
Suite 17T50, 61 Forsyth Street,  
Atlanta, GA 30303

*(\*Note: Each member has one vote)*

*(\*See pg. 6 for Organizational Structure)*

#### **PAM SHEPHERD**

Director, Federated Transit Services of the  
Bluegrass, Inc., (Para-transit agency)  
2308 Frankfort Ct., Lexington, KY 40511

## Appendix F: TRANSPORTATION TECHNICAL COORDINATING COMMITTEE (TTCC) MPO VOTING STRUCTURE

### **DEAN ANNESS**

Planning and Zoning Director  
City of Nicholasville  
517 North Main Street  
Nicholasville, KY 40356  
Does not attend but receives mailings

### **BETTY TAYLOR**

Jessamine County  
Planning Commission  
103 North Main Street  
Nicholasville, KY 40356  
Does not attend but receives mailings

### **JAMES HAM**

Kentucky Transportation Cabinet  
District Office 7, Planning  
763 West New Circle Road,  
Lexington, KY 40512-1127  
Attends regularly and receives mailings

### **CHARLES SCHAUB**

KYTC Div. of Planning  
200 Mero Street  
Frankfort, KY, Attends regularly

### **LESLIE POFF**

Division for Air Quality  
803 Schenkel Lane  
Frankfort, KY 40601  
Does not attend but receives mailings

### **STUART KEARNS, CHAIR**

UK Parking & Transportation  
Parking Structure #5  
409 South Limestone St.  
Lexington, KY 40506-0023  
Attends regularly as Chair

### **PETE WEARSTLER**

Transportation Director  
Bluegrass ADD  
699 Perimeter Drive  
Lexington, KY, Attends regularly

### **BERNADETTE DUPONT**

Federal Highway Administration  
Kentucky Division Office  
330 West Broadway  
Frankfort, KY 40601  
Attends regularly

### **PAM SHEPHERD**

FTSB  
694 New Circle Road NE, Suite 33  
Lexington, KY 40505  
Attends regularly

### **FRED COMBS for:**

#### **CARRIE BUTLER (Gen. MGR.)**

Lextran  
109 West Loudon  
Lexington, KY, Attends regularly

### **GINA HAMPTON**

Lexington United  
330 East Main Street  
Suite 205  
Lexington, KY 40507  
Does not attend but receives mailings

### **DOUG TRULOCK??check**

United Transportation, Inc.  
PO Box 1019  
Lexington, KY 40588-1019  
Does not attend but receives mailings

### **RHONDA SNOW**

WHEELS  
1450 Newtown Pike  
Lexington, KY 40511  
Does not attend but receives mailings

### **MARCUS DOBBS?check**

Fayette County Public Schools  
701 East Main Street  
Lexington, KY 40502  
Attends TTCC and CMS occasionally

### **PAUL SCHONINGER**

LFUCG Council Office  
200 East Main St., 5th Floor  
Lexington, KY 40507

### **DEREK PAULSEN**

Commissioner  
Division of Planning, Preservation,  
and Development  
101 E Vine St., 4<sup>th</sup> Floor  
Lexington, KY 40507  
Office receives mailings

### **MARK FEIBES**

LFUCG Division of Engineering  
200 East Main St., 8th Floor  
Lexington, KY 40507  
Attends regularly

### **SUZIE LOVEDAY**

LFUCG Director of Community  
Development  
200 East Main St., 6th Floor  
Lexington, KY 40507  
Does not attend but receives mailings

### **SALLY HAMILTON**

LFUCG Office of the CAO (Chief  
Administrative Officer)  
200 East Main Street, 12th Floor  
Lexington, KY 40507

### **OFFC. RICHARD WILLOBY?check**

LFUCG Division of Police  
150 East Main Street  
Lexington, KY  
One Officer attends regularly

### **GEORGE THORNSBURY**

LFUCG Traffic Engineering  
200 East Main St., 7th Floor  
Lexington, KY, Attends regularly

### **HEALTH DEPARTMENT**

650 Newtown Pike  
Lexington KY 40508  
Does not attend but receives mailings

### **JULIA SHAW, VICE CHAIR**

LFUCG Division of Police  
150 East Main Street  
Lexington, KY 40507 Attends regularly

**MARK J. DAY**

Bluegrass Airport  
Manager of Engineering and  
Construction (Joey Honeycutt  
attends regularly as Rep)  
4000 Terminal Drive Suite 206  
Lexington, KY 40510

**JOLENA CHILDERS**

AAA Bluegrass Lexington  
PO Box 1581  
Lexington, KY 40507  
Does not attend but receives  
mailings

*(\*Each member has one vote)*

**Appendix G: LEXINGTON AREA MPO STAFF & Areas of Responsibility**

- ❖ **Max Conyers** – Lexington Area MPO Director and Lexington Fayette Urban County Government Transportation Planning Manager
  - Areas of Responsibility: Overall Management/Administration and All other MPO areas
    - Phone: 859-258-3167
    - Email: maxc2@lexingtonky.gov
- ❖ **Joey David** – Transportation Senior Planner
  - Areas of Responsibility: Transit Planning, Public Participation, Transportation GIS / Mapping
    - Phone: 859-258-3178
    - Email: josephd@lexingtonky.gov
- ❖ **Sam Hu** – Transportation Senior Planner
  - Areas of Responsibility: Congestion Management Program, Air Quality Planning & Monitoring, ITS, Socioeconomic Data Development, Planning Assistance to other MPO areas
    - Phone: 859-258-3053
    - Email: shu@lexingtonky.gov
- ❖ **Vacant** – Transportation Senior Planner
  - Areas of Responsibility: Travel Demand Modeling, Freight Planning, Socioeconomic Data Development, Transportation Planning Performance Measures & Targets
    - Phone: 859-258-3168
    - Email:
- ❖ **Jimmy Emmons** – Transportation Senior Planner
  - Areas of Responsibility: Traffic Land Use Impact, Unscheduled Needs Project Listing, Planning Assistance
    - Phone: 859-258-3165
    - Email: rhammons@lexingtonky.gov
- ❖ **Vacant** – Transportation Senior Planner
  - Areas of Responsibility: Transportation Air Quality Planning, Congestion Mitigation Air Quality Projects, Air Quality Marketing, Transportation Improvement Program, Administrative Officer Responsibilities
    - Phone: 859-258-3180
    - Email: NA

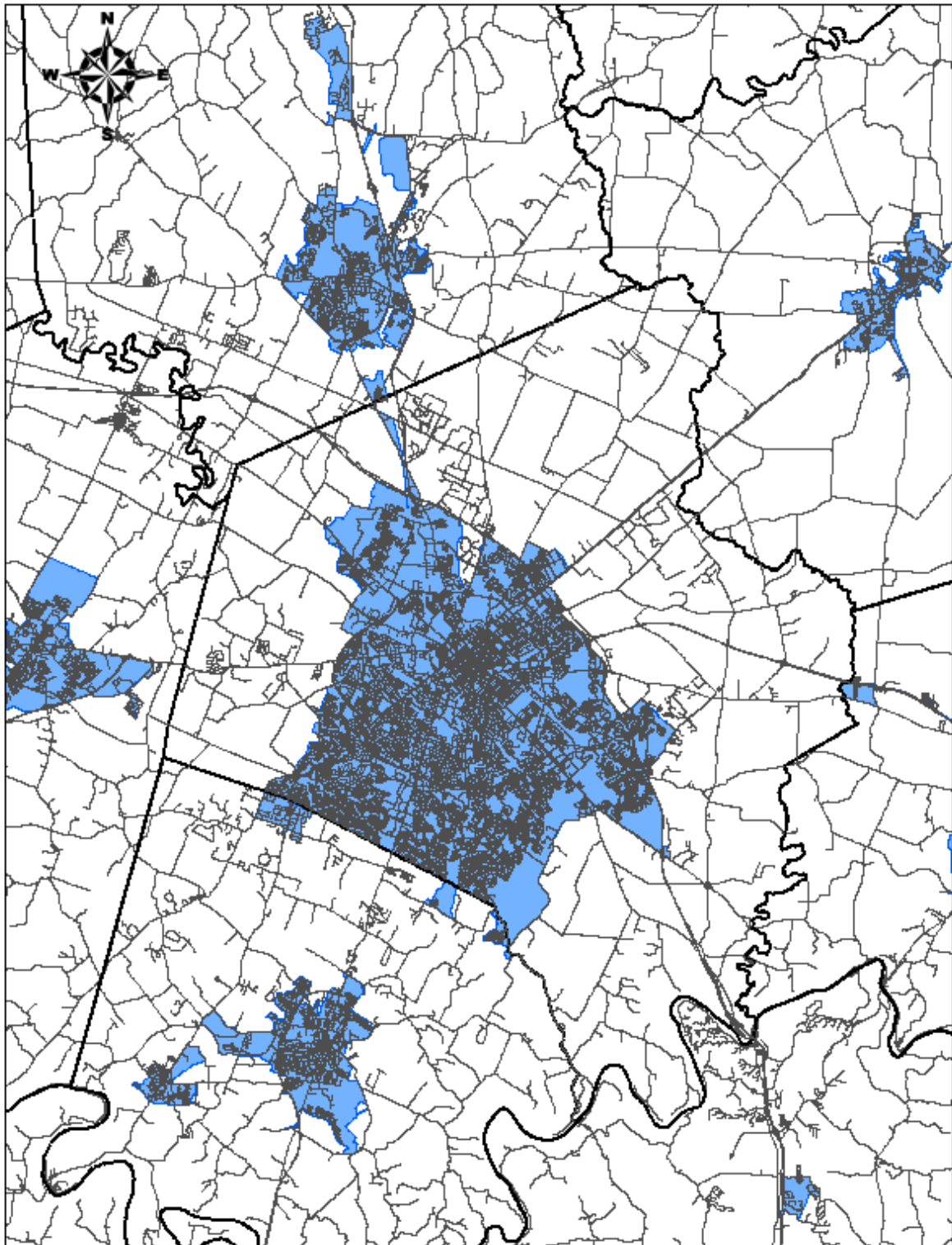


- ❖ **Scott Thompson** – Transportation Senior Planner
  - Areas of Responsibility: Bicycle and Pedestrian Planning and as related to transportation planning and land use development processes, Bike and Pedestrian Plans Development, Bicycle and Pedestrian promotion, outreach, education, safety, etc.
    - Phone: 859-258-3605
    - Email: pthomson2@lexingtonky.gov
- ❖ **Kenzie Gleason** – Transportation Senior Planner
  - Areas of responsibility: Process/Public Participation, Mobility Marketing, Transportation Planning Information, Transportation Improvement Program, Metropolitan Transportation Plan (MTP) Development, Planning Support to other areas
    - Phone: 859-258-3173
    - Email: kgleasone@lexingtonky.gov
- ❖ **Brenda Whittington** – Administrative Specialist
  - Areas of Responsibility: Office Administration, Phone 859-258-3160, Email: bwhittin@lexingtonky.gov

This map displays the Lexington Urbanized Area, outlined in blue, situated at the intersection of Fayette County (light green) and Jessamine County (light pink). The urbanized area is a large, irregularly shaped region. Major roads are shown as thin grey lines, with state highways highlighted in orange. A network of roads is visible, including US Highway 25, KY Highway 100, and various local roads like Lexington Road, Main Street, and others. The map includes a north arrow in the top right corner and a legend in the bottom left corner. The legend identifies the blue outline as the Lexington Urbanized Area, the green area as Fayette County, the pink area as Jessamine County, and the orange line as a State Highway. A scale bar at the bottom left indicates distances in feet, ranging from 0 to 22,800 feet.

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## Appendix I: 2010 Lexington Area Census Urbanized Areas Map



## **Appendix J: PROSPECTUS FOR THE METROPOLITAN TRANSPORTATION PLANNING PROCESS FOR THE LEXINGTON, KENTUCKY URBAN AREA**

This prospectus is made a part of the Lexington Area Metropolitan Planning Organization annual Unified Planning Work Program (or UPWP) and may be revised and/or amended, as appropriate, in response to changes in transportation legislation at the Federal or State level or at the request of the Transportation Policy Committee (TPC).

Moving Ahead for Progress in the 21<sup>st</sup> Century Act along with the Federal Transit Act is the latest legislation that funds all surface transportation programs. These authorizations continue the requirement that Metropolitan Planning Organizations (or MPOs) be designated for each urban area to carry out a continuing, comprehensive, and coordinated transportation planning process in metropolitan areas. This is to satisfy the requirements of Title 23, Part 450; and Title 49, Part 613.

### **ESTABLISHMENT OF THE LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION**

#### **A. DESIGNATION AND RE-DESIGNATION AUTHORITY OF THE LEXINGTON AREA MPO**

The Commonwealth of Kentucky, the Lexington-Fayette Urban County Government, Jessamine County, the City of Nicholasville, and the city of Wilmore have designated the Lexington Area Metropolitan Planning Organization. This designation will remain valid unless the Governor and local units of government representing 75 percent of the population in the area served by the existing MPO elect to re-designate the MPO.

#### **B. THE CURRENT METROPOLITAN TRANSPORTATION PLANNING AREA BOUNDARY**

The metropolitan transportation planning area boundary for the Lexington urbanized area includes all of Fayette and Jessamine counties. In addition, a small portion of Scott County (adjacent to the Fayette / Scott County Line and US-25) was just added as a result of the 2010 Census to the official Census Urbanized Area and therefore the Lexington MPO area. If deemed appropriate, and approved by the MPO and the Governor, the planning area boundary may be expanded to foster an effective regional planning process that ensures connectivity between modes, reduces access disadvantages experienced by modal systems, and promotes efficient overall transportation investment strategies.

A description of the most current metropolitan transportation planning area, as it may be updated from time to time, will be included in the annual Unified Planning Work Program.

## **ORGANIZATION OF THE LEXINGTON AREA MPO**

### **A. THE LEXINGTON AREA MPO STAFF**

#### **1. Primary MPO Staff Support**

The Transportation Planning Section of the Lexington-Fayette Urban County Government (or LFUCG) Division of Planning provides primary staff support for the Lexington Area MPO in the accomplishment of its core transportation planning duties.

#### **2. Auxiliary Staff Support and Cooperation with other Agencies**

The Lexington Area MPO may also utilize additional staffing resources to carry out selected elements of the MPO transportation planning process. Conversely, the MPO staff may also serve as a resource to other agencies in the MPO area that are involved in regional planning. The MPO staff regularly cooperates with other departments in the Lexington-Fayette Urban County Government (i.e. Planning, Engineering, Traffic Engineering, GIS, and many more), State and federal agencies (i.e. KYTC, KEEC, FHWA, EPA...), and regional planning agencies (Bluegrass Area Development District, Bluegrass Tomorrow). In addition, the MPO may also retain the services of outside consultants on a case-by-case basis.

### **B. THE TRANSPORTATION POLICY COMMITTEE**

#### **1. Purpose of the Transportation Policy Committee**

The Transportation Policy Committee serves as the MPO policy body for transportation planning, decision-making, and programming affecting the metropolitan transportation planning area. Responsibilities include the review and approval of appropriate plans, implementation programs and other similar related actions.

#### **2. Functions of the Transportation Policy Committee**

- Initiate, guide, and sanction the necessary activities required for the development of a Coordinated, Comprehensive, and Continuing Urban Transportation Planning Process.
- Examine the adequacy and appropriateness of the transportation planning process.
- Review various agreements entered into for the execution of transportation planning within the MPO area.
- Review and approve proposed goals, objectives and policies for the MPO transportation planning process.

- Review and approve all MPO short and long-range transportation plans, studies and all other work elements as required by the MPO planning process.

### **3. Membership Composition of the Transportation Policy Committee**

#### **a. Statement of Member Responsibility**

Each member of the TPC is expected to carry out the purpose and functions prescribed above in accordance with the policies of the agency or organization he/she represents but should remain cognizant of the regional function of the MPO, and the short and long term needs of the total MPO area.

#### **b. Voting and Non-Voting Membership**

- The voting membership of the Transportation Policy Committee (TPC) consists of: Seven Council Members of the Lexington-Fayette Urban County Government (LFUCG)
- The Mayor of Lexington
- The Mayor of Nicholasville
- The Mayor of Wilmore
- The Fayette County Judge-Executive
- The Jessamine County Judge-Executive
- The Lexington Transit Authority (LexTran) Board Chair
- The Director of the Federated Transit Services of the Bluegrass FTSB (Para-Transit Agency)
- The Secretary of the Kentucky Transportation Cabinet (KYTC)

This is a total of fifteen (15) voting members. Representatives of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) shall be considered the two (2) nonvoting members. Nonvoting members may be added or deleted by the Transportation Policy Committee. The approved membership of the Transportation Policy Committee, as it will change from time to time with elections, position turn over, term limits, etc., will be listed in the annual update of the MPO Unified Planning Work Program (UPWP).

Each voting member of the TPC has a responsibility to determine the regional (Fayette & Jessamine Counties) impact and equity of all transportation planning decisions approved by the TPC. A holistic perspective is required in the decision making process. Determining the regional impacts of all TPC decisions is essential to the continued growth and success of the MPO region.

**Fayette County Officials TPC Voting Membership:** To help achieve a regional representation perspective, the Lexington Fayette Urban County Government Vice Mayor will appoint, as necessary, one representative from each of the following aggregated Fayette County Council District areas:

- 1, 2, and 6 (North Urbanized Area)
- 3, 5, and 11 (Central Urbanized Area)
- 4, 8, and 7 (Southeast Urbanized Area)
- 9, 10, and 12 (Southwest Urbanized Area & Rural Fayette County)

In addition:

- The two elected “At-Large” Lexington Fayette Urban County Council Members
- The Mayor of the Lexington Fayette Urban County
- The Vice Mayor of the Lexington Fayette Urban County
- The Board Chair of the Lexington Transit Authority (LexTran)
- The Fayette County Judge Executive

A total of ten Fayette County members will be voting members on the Lexington Area MPO TPC.

**Jessamine County Officials Voting Membership:** Jessamine County TPC voting membership will consist of:

- The Jessamine County Judge Executive
- The Mayor of Nicholasville
- The Mayor of Wilmore

A total of three Jessamine County members will be voting members on the Lexington Area MPO TPC.

**Regional Area Agency Officials Voting Membership:** Central Kentucky Regional voting membership will consist of:

- The Director of the Federated Transit Services of the Bluegrass (or FTSB) Regional Para-Transit Agency
- The Secretary of the Kentucky Transportation Cabinet (KYTC)

A total of two Regional Area Agency members will be voting members on the Lexington Area MPO TPC.

**c. Alternate Members**

A member of the TPC may designate one official alternate (or proxy) to represent the member in his/her occasional absence or as a regular designated representative for the voting TPC Member. For the occasional alternate representative, a letter (or email) of official proxy designation shall be submitted to the Executive Secretary of the TPC Committee in order that the alternate shall be accorded all the voting rights of the member (see "Meetings of the TPC d. Proxy" below for further explanation)

**4. Officers of the Transportation Policy Committee**

**a. Established Offices**

The officers of the TPC shall consist of a Chair, a Vice-Chair and an Executive Secretary. The Director of the LFUCG Division of Planning, or his/her designee, shall serve as the Executive Secretary of the TPC.

**b. Duties of Officers**

**i. Chair**

It is the responsibility of the Chair to preside at all meetings of the TPC, facilitate proper adherence to adopted procedures, call special meetings as required, and appoint subcommittees as needed. The chairperson of the TPC will rotate between Fayette and Jessamine County elected executive office holders: Mayor of Lexington, Nicholasville, and Wilmore or the County Judge Executives of Fayette and Jessamine County. The Chair and Vice Chair will serve two-year terms and shall not serve more than two consecutive two-year terms in a four year period. If at any time the position of Chair has been held for two consecutive terms by representatives of one of the two MPO area counties, the next Chair must be selected from eligible candidates representing the other MPO County.

**ii. Vice-Chair**

It is the responsibility of the Vice-Chair to assist the Chair in the performance of his/her duties, and to perform the duties of the Chair in his/her absence.

**iii. Executive Secretary**

It is the responsibility of the Executive Secretary to notify TPC members of meetings, record the minutes and attendance, and disseminate the agenda, reports, and other materials to TPC members. The Executive Secretary must also provide staff services to the committee as required to carry out all work



necessary and incidental to the goals, objectives and mission of the TPC and the Lexington Area MPO.

## **5. Meetings of the Transportation Policy Committee**

### **a. Meetings**

The regular meetings of the TPC shall be open to the public. A one-year schedule of regular meetings will be developed by MPO staff and will be presented for approval at the first meeting of the Fiscal Year. At least two (2) of the regularly scheduled TPC meetings per year will be held in Jessamine County, Kentucky. The Chair may call special meetings or work sessions by his/her own accord or at the request of the TPC, the executive secretary, or a majority of the voting membership. In absence of the Chair, the Acting Chair may call a special meeting.

### **b. Quorum and Attendance**

A quorum shall consist of at least fifty (50) percent of the voting membership of the committee and/or their designated alternates. A majority vote of the voting membership present shall be required for Committee action. No action shall be taken without a quorum of the Policy Committee in attendance at that meeting.

### **c. Voting Procedures**

The Chair and any member may call for a vote on any issue, provided it is seconded and is within the purposes of the TPC. Each voting member shall have one (1) vote. A majority vote of the present voting members (or their designated alternates) shall be sufficient for approval of actions and recommendations before the TPC. Voting members may abstain from voting only in the event of a conflict of interest. In the absence of any direction from the by-laws, the Chair shall decide procedures governing voting.

(\***Note:** Remote TPC Member voting via video conferencing may be considered in the future when this technology becomes available)

### **d. Proxy**

When a voting member of the TPC is unable to attend a meeting or must leave a meeting before a vote is taken, his/her proxy shall be accepted and used for voting as he/she directs, but only under the following circumstances:

- The proxy shall be in writing and bear the signature of the absent member.
- The proxy shall clearly and specifically state the member's vote.

- The proxy shall contain a statement that the absent member is well informed as to the facts of the question to be voted upon.
- If the question is one on which a hearing has been held, the proxy shall contain a statement that the member was present at the hearing.
- Use of proxy shall be recorded in the official minutes of the meeting.

**e. Agenda**

An agenda for each meeting shall be prepared and distributed to TPC Members. Copies of the agenda shall be given to interested persons, on their request, at the time the meeting is convened. Additional items may be introduced to the agenda at the beginning of the meeting as long as there is a majority concurrence of the eligible voting members. Additions to the agenda will follow discussion of the last item on the regular agenda.

**f. Public Participation**

Attendance at TPC meetings is open to the general public. Membership is not required for an individual to attend, observe, and provide input at TPC meetings. The TPC shall provide public access and involvement consistent with the requirements and spirit of the latest federal highway legislation (currently MAP-21) under a true collaborative planning process in which the interest of all of the stakeholders – public and private – are reflected and considered.

**C. THE TRANSPORTATION TECHNICAL COORDINATING COMMITTEE**

**1. Purpose of the Transportation Technical Coordinating Committee**

The purpose of the Transportation Technical Coordinating Committee is to advise, provide technical guidance and assistance to the TPC in carrying out the goals and objectives of the MPO. The TPC may provide supervision and define additional and specific responsibilities from time to time.

**2. Functions of the Transportation Technical Coordinating Committee**

- Develop, review and comment on proposed goals, objectives and policies for the MPO transportation planning process.
- Review and provide input to the development of all MPO short and long-range transportation plans, studies and other work elements as required by the MPO planning process.

- Facilitate coordination, communication and understanding between the public, policy/decision makers, transportation-related agencies, and all other parties involved in or affected by the MPO planning process.
- Carry out any other tasks as required by the MPO planning process.

### **3. Membership Composition of the Transportation Technical Coordinating Committee**

#### **a. Statement of Member Responsibility**

Each member of the TTCC is expected to carry out the purpose and functions prescribed above in accordance with the policies of the agency or organization he/she represents but should remain cognizant of the regional function of the MPO, and the transportation needs of the total MPO area.

#### **b. Voting Membership**

The TTCC shall consist of representatives the Lexington Area MPO staff and members appointed by the TPC. The membership is composed of persons with special training and experience in various fields and modes of transportation to assure transportation planning decisions are considered in their broadest context. Membership of the TTCC may include one designated representative from each private and/or public organization or agency with a vested interest in the activities of the MPO and/or a general interest in transportation issues affecting the MPO area. In the case of organizations or agencies with multiple divisions, one representative shall be allowed for each division. Representatives are appointed by the chief elected official and/or board of the entity that they represent, and are subject to approval by the TPC. Eligible entities not having current representation on the TTCC may submit a written request for TTCC membership to the Executive Secretary of the TTCC. All requests will be presented to the TPC for approval.

#### **c. Alternate Members**

A member of the Transportation Technical Coordinating Committee may designate one official alternate to represent the member in his/her absence. A letter of official designation shall be submitted to the Executive Secretary of the Committee in order that the alternate shall be accorded all the voting rights of the member.

**d. Membership by Special-Appointment**

The TPC, at any time it deems necessary, may appoint a member, or change the voting status of any current member to the TTCC.

**e. Removal of Members**

The TPC may remove any TTCC member upon the grounds of malfeasance or nonfeasance of the office by a majority vote, or for any reasons deemed valid by the TPC upon the majority vote of all TPC members.

**4. Officers of the Transportation Technical Coordinating Committee**

**a. Established Offices**

The officers shall consist of a Chair, a Vice-Chair and an Executive Secretary. In the absence of the Chair and Vice-Chair, the members present shall select a Temporary Chair.

**b. Duties of Officers**

**i. Chair**

It is the responsibility of the Chair to preside at all meetings of the TPC, facilitate proper adherence to adopted procedures, call special meetings as required, and appoint subcommittees as needed.

**ii. Vice-Chair**

It is the responsibility of the Vice-Chair to assist the Chair in the performance of his/her duties, and to perform the duties of the Chair in his/her absence.

**iii. Executive Secretary**

It is the responsibility of the Executive Secretary to notify TPC members of meetings, record the minutes and attendance, and disseminate the agenda, reports, and other materials to TPC members. The Executive Secretary must also provide staff services to the committee as required to carry out all work necessary and incidental to goals and objectives of the TPC and the Lexington Area MPO.

## **5. Meetings of the Transportation Technical Coordinating Committee**

### **a. Meetings**

The regular meeting of the TTCC shall be held monthly or bi-monthly on the second Wednesday of each month unless otherwise ordered by the TPC. The Chair may call special meetings by his/her own accord or at the request of the TPC, the Executive Secretary, or a majority of the voting membership. The Chair, TPC, Executive Secretary, or majority of the voting membership may cancel pre-scheduled meetings if unnecessary or other reasons deemed valid.

### **b. Quorum and Attendance**

A quorum shall consist of at least fifty (50) percent of the voting membership of the committee and/or their designated alternates. MPO staff will take an official count at the beginning of each meeting to determine if a valid quorum exists so that business may officially be conducted. A majority vote of the voting membership present shall be required for Committee action. Attendance is required at all TTCC meetings. If a TTCC member fails to attend seventy-five (75) percent of the TTCC meetings in a twelve-month calendar period, his/her membership shall be subject to review and possible cancellation by the TPC.

### **c. Voting Procedures**

The Chair, and any member, voting or non-voting may make a motion for a vote on any issue, provided it is seconded and is within the purposes set forth in Article 2 of these bylaws. Each voting member shall have one (1) vote. A majority vote of the present voting members (or their designated alternates) shall be sufficient for approval of matters coming before the TTCC.

### **d. Public Participation**

Attendance at TTCC meetings is open to the general public. Membership is not required for an individual to attend, observe and provide input at a TTCC meeting.

## **6. Subcommittees of the Transportation Technical Coordinating Committee**

The TTCC has several subcommittees including those listed below which are formed on an as-needed basis to address specific areas, tasks and/or issues.

- Congestion Management Subcommittee
- Bicycle-Pedestrian Advisory Committee
- Air Quality Advisory Committee
- Traffic Safety Coalition
- Other committees or task forces as needed

## **RESPONSIBILITIES, COOPERATION, AND COORDINATION**

### **A. FEDERAL**

#### **1. Federal Highway Administration**

The Federal Highway Administration (FHWA), US Department of Transportation is responsible for administering all federal highway funds available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. The Federal Highway Administration is responsible, through the State Division Office, for issuing to the Kentucky Transportation Cabinet (KYTC) all regulations and guidelines relative to expenditure of federal highway funds; monitoring all highway planning, programming and implementation activities; periodic reviews to certify the planning process.

By virtue of having a Division Office within the State, the Federal Highway Administration provides a degree of liaison between state transportation agencies and regional federal modal agencies. The Kentucky Division Office has representation on the Technical Committee (TTCC) and Transportation Policy Committee (TPC) and actively participates in all transportation efforts but is not a voting member of either committee. The FHWA shall be responsible for delivering conformity findings to the Lexington Area MPO.

#### **2. Federal Transit Administration**

The Federal Transit Administration, US Department of Transportation is responsible for administering all federal transit funds available through grant allocation for public transportation planning, capital improvement, demonstration and operations pursuant to the provisions of Title 49 United States Code. The Federal Transit Administration, through the Regional Office, is responsible for: issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to the expenditure of transit funds; monitoring public transportation planning and demonstration projects; and fiscal controls.

#### **3. Other Federal Agencies**

Other federal agencies such as the Federal Aviation Administration, US Corps of Engineers, Federal Railroad Administration, Environmental Protection Agency, and

others may provide the Lexington Area MPO with review and advisory assistance on an as needed basis.

## **B. STATE**

### **1. Kentucky Transportation Cabinet (KYTC)**

The Kentucky Transportation Cabinet (KYTC) is responsible for the preparation of coordinated, statewide transportation plans; development of a data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a manner that will serve the State and local communities effectively and efficiently; and cooperation with local governments in the development of long range transportation plans. The Lexington Area MPO and KYTC must cooperate and coordinate their respective actions and programs very closely.

The Cabinet discharges its legislated and delegated responsibility as follows:

#### **(a) KYTC Division of Planning**

The Division of Planning is responsible for ensuring that any program or project involving state or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the state and local communities.

The Division of Planning is also responsible for the ongoing data collection program which provides inventories of all transportation modes and needs; development of transportation plans, needs and programs; administering and conducting transportation research programs; and liaison between the KYTC and Federal Highway Administration. Financial forecasts of Federal and State allocations of transportation funding will be provided to the Lexington Area MPO.

The Division of Planning is also responsible for conducting air quality conformity analysis in areas outside the MPO boundaries but within designated non-attainment or maintenance areas.

#### **(b) KYTC District-7**

The District-7 office will provide project status, updated construction project cost estimates and all other relevant data and information needed for the planning process to the Lexington Area MPO.

## **2. Kentucky Energy and Environment Cabinet (KEEC)**

The Kentucky Division for Air Quality (DAQ) in the KEEC is responsible for the Commonwealth of Kentucky's State Implementation Plan and will provide air quality information and monitoring for the Lexington Area as needed.

## **C. LEXTRAN**

In order to maintain FTA funding, LexTran must provide the Lexington Area MPO with:

1. Operation and Capitol costs and financial statements
2. Ridership Data
3. Inventory, age of bus fleet and replacement schedule
4. Financial Projections for Future Years
5. Cooperate with MPO Staff by informing them of major changes in overall system
6. MPO Staff will be informed of all LexTran Board Meetings, including special meetings

## **D. LOCAL**

### **1. University of Kentucky**

The University of Kentucky will provide continual coordination, including current data and planning documents.

### **2. Lexington Fayette Urban County Government (LFUCG)**

The following divisions of LFUCG are responsible for daily operations of the surface transportation system including traffic operations studies; design; developing the Comprehensive Plan, reviewing development plans, compiling crash data, installation of traffic control devices and signs; and roadway construction. All of this information is provided to the Lexington Area MPO through the MPO committee structure. They also act as a liaison between the KYTC and their city governments for project location, design, and implementation.

The local government divisions include:

- Division of Engineering
- Division of Traffic Engineering
- Division of Police
- Division of Planning



### **3. Bluegrass Area Development District**

The Bluegrass ADD shall coordinate with the Lexington Area MPO on regional transportation planning activities and shall serve as the liaison between the MPO and adjacent counties.

### **4. Jessamine County**

The following agencies representing Jessamine County will provide current comprehensive plans, development plans and other requested data needed to carry out the on-going MPO transportation planning process:

- Jessamine County Planning and Zoning Commission
- Nicholasville and Wilmore Planning and Zoning Commission
- Jessamine County Transportation Task Force

### **5. Bluegrass Airport**

The Bluegrass Airport will provide current planning information and documents through the Transportation Technical Coordinating Committee (TTCC).

## **IV. THE LEXINGTON AREA MPO METROPOLITAN TRANSPORTATION PLANNING PROCESS:**

### **A. CONSIDERATION OF PLANNING FACTORS**

As part of the metropolitan transportation planning process, the Lexington Area MPO shall consider, analyze as appropriate, and reflect in the planning process all factors cited by guiding federal legislation.

### **B. THE UNIFIED PLANNING WORK PROGRAM**

Transportation planning and related planning activities anticipated within the area during the next one (1) year period, regardless of funding sources, shall be conducted as described in the Unified Planning Work Program (UPWP). The UPWP is to be prepared by the MPO in consultation with the KYTC, LexTran, KEEC and units of local governments. The UPWP is to be reviewed by the Transportation Technical Coordinating Committee; and endorsed by the Transportation Policy Committee. The Transportation Planning Work Program shall be acceptable to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Substantial changes in transportation planning and related planning activities, regardless

of funding source, shall be accomplished by revisions in the Unified Planning Work Program endorsed by the Transportation Policy Committee according to the same procedure as the initial Work Program.

### **C. THE TRANSPORTATION PLAN (MTP)**

The MPO Transportation Policy Committee, other MPO Committees, and the MPO staff, in cooperation with KYTC, LEXTRAN and KEEC, are responsible for developing a Metropolitan Transportation Plan (MTP) addressing no less than a 20-year planning horizon. This document shall be financially balanced and in conformance with the State Air Quality Implementation Plans. The KYTC shall furnish reasonable estimates of available future funding by category to the MPO for consideration in development of the Transportation Plan. The KYTC, in consultation and coordination with the state air quality agency (KEEC), is responsible for air quality-related transportation planning.

A state of the practice computer model is maintained by the MPO as the travel demand model from which the vehicle miles of travel may be determined for air quality analysis. Highway Performance Monitoring System (HPMS) data, which is collected and maintained by the State, is also used in the VMT analysis. If required by non-attainment or maintenance status, the most up-to-date version of MOVES emissions calculation software shall be used as the MPO air quality emission factoring model to determine MPO plans conform to air quality targets established in the State Implementation Plan (SIP). The emission factoring model will be maintained jointly by the MPO and the KYTC.

### **D. THE TRANSPORTATION IMPROVEMENT PROGRAM**

#### **1. General**

Selection and programming of Transportation Improvement Program (TIP) projects shall be done cooperatively between the MPO, KYTC and LEXTRAN. Each agency shall initially select and prioritize the categories of projects over which it has regulatory authority. A meeting shall be held early in the annual TIP development process among these agencies to coordinate these projects. FHWA, FTA, and EPA provide the regulatory guidance regarding the eligibility of projects, prioritization, deadlines, funding, and other matters. The parties agree that all regionally significant transportation projects that are not FHWA or FTA funded shall be disclosed to the MPO for inclusion in the Transportation Improvement Program. The following procedures apply to the various funding categories.

- a) The Transportation Policy Committee, in consultation with the KYTC and LEXTRAN shall select and prioritize projects in the Surface Transportation Program (STP) urbanized-area funding category.
- b) The Transportation Policy Committee shall develop a prioritized listing of projects for transportation alternatives set-aside of the Surface Transportation Block Grant Program funding. The list of projects shall then be submitted to KYTC and the projects will be prioritized along with other TAP funding. Selected projects shall be added to the TIP before funding can be obligated by KYTC.
- c) KYTC, in consultation, as appropriate, with the MPO and LEXTRAN will be responsible for selecting TIP projects in all other FHWA and FTA funding categories and the state funded category. Projects selected must be substantially in agreement with the MPO Metropolitan Transportation Plan.

## **2. Modification of the Transportation Improvement Program**

When a Transportation Improvement Program or Transportation Plan amendment is proposed (in between full formal updates of the document) the Transportation Policy Committee will consider and act on the proposed amendment after a description of it is included in the Transportation Policy Committee meeting notice distributed to all members. At any time the Lexington MPO area is determined to be in non-attainment or maintenance status for air quality conformity, the MPO will convene an early coordination meeting to determine if a proposed amendment is a major amendment, that is, a capacity-impacting project. If it is determined a major amendment, then the KYTC, in coordination with the MPO, will conduct a full, new conformity analysis, which includes the proposed project. If it is not a major amendment, then no new conformity analysis will be done.

## **3. Project Selection for Implementation**

Initial selection of Transportation Plan projects is done by the MPO and KYTC. The initial list of Transportation Plan projects is supplemented by, or revised by, input gathered from one or a series of public meetings held on the Transportation Plan or from other input received during the public comment period. All comments received will be made available to the TPC and TTCC for consideration prior to final decision-making. MPO staff will maintain a file of all comments, which will be made available to the public and other stakeholders upon request. A summary of the comments will be included in the documentation for the Metropolitan Transportation Plan.

#### **E. MANAGEMENT SYSTEMS**

The MPO, through the Transportation Policy Committee, in cooperation with the KYTC, LEXTRAN and other area transportation providers, shall be responsible for developing and carrying out an on-going congestion management process as required by 23 CFR § 450.320. The pavement management system, bridge management system, safety management system, public transportation facilities and equipment management system, and intermodal transportation facilities and systems management system, to the extent appropriate, shall be developed cooperatively by the MPO, the KYTC and LEXTRAN.

#### **F. PARTICIPATION PLAN**

The MPO, through the Transportation Policy Committee, shall maintain a formal, written Participation Plan which provides adequate opportunity for public official, citizen, and stakeholder involvement in carrying out continuous metropolitan transportation planning process and in developing various plans and programs.

#### **G. INTERAGENCY COORDINATION**

The Lexington Area MPO continually strives to consult with agencies that are involved in the transportation planning process in the MPO area. With the unique situation of the Lexington Area MPO being housed in the local government offices of the most populous county in the two-county region, the Lexington Fayette Urban County Government (LFUCG), consultation between departments within the LFUCG Division of Planning as well as other Divisions (Government Communications, Social Services, Historic Preservation, Environmental and Emergency Management, Public Safety, Engineering and Traffic Engineering) is on an ongoing basis. This location enables efficiency of interagency coordination at the center of the MPO area's densest population concentration. The MPO staff makes sure that on-going coordination and consultation is achieved in Jessamine County also given that the MPO staff is not located within that county. Please refer to the Lexington Area MPO Participation Plan document located on the web at: <http://www.lexareampo.org> in the document library section.