POLICY BOARD AGENDA - REGULAR MEETING

1. Call Meeting to Order and Introductions
   (Bryan Culver - L-DC MPO Chair)

2. Action Item: Approval of Minutes from the April 17, 2014 MPO Meeting (see attached draft minutes)
   (Bryan Culver - L-DC MPO Chair)

3. Old Business and Correspondence (see attached memo and link to TAC minutes)
   (Todd Girdler – MPO staff)

   a. Project Updates Memo
      • Transportation Improvement Program (TIP) Update
      • Multimodal Studies Project – Final Deliverables
      • Regional ITS Architecture – Update of 2008 Version
      • Bicycle Rideability Map Update
      • Bicyclist and Pedestrian Issues Coordination Meetings

   b. Recent TAC meeting minutes
      • April 1, 2014 – approved – posted online at http://www.lawrenceks.org/boards/technical-advisory-committee after the TAC approval and before the MPO meeting

   (Todd Girdler – MPO staff and Allison Smith – KDOT staff)

   The MPO and KDOT staffs will present the latest version of this mid-year work program and budget amendment that updates the budget with current staff hourly rates and makes other updates to the UPWP reflecting changes which have occurred between October 2013 when the UPWP was first approved and May 2014. This amendment was posted online for the required 15-day public comment period on April 29th. This amendment was approved by the TAC at their May 6th meeting.
5.  Other Business

6.  Public Comments
   This item is to allow brief public comments on items not listed specifically on the agenda. Comments from each individual or organization will be limited to five minutes.

7.  Adjournment
   Next Meeting: The MPO Policy Board will meet next for its regularly scheduled meeting on June 19, 2014 or another date set by the MPO if needed.

Special Accommodations: Please notify the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) at (785) 832-3150 at least 72 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print, reader, hearing assistance). We will make every effort to meet reasonable requests.

The L-DC MPO programs do not discriminate against anyone on the basis of race, color or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, see www.lawrenceks.org/mpo/title6 or call (785) 832-3150.
Meeting Minutes - Thursday, April 17, 2014

Attendance:

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<tr>
<th>Organization</th>
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<td><strong>Voting Members</strong></td>
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<td>Lawrence City Commission</td>
<td>Michael Dever</td>
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<td>Lawrence City Commission</td>
<td>Bob Schumm</td>
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<td>Douglas County Commission</td>
<td>Nancy Thellman</td>
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<td>L-DC Metropolitan Planning Commission</td>
<td>Jim Denney</td>
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<td>L-DC Metropolitan Planning Commission</td>
<td>Bryan Culver</td>
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<td>City of Baldwin City</td>
<td>Marilyn Pearse</td>
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<td>Kansas Department of Transportation</td>
<td>Davonna Moore</td>
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<td>Federal Highway Administration</td>
<td>Paul Foundoukis</td>
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<td>Jeremiah Shuler</td>
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<td>University of Kansas</td>
<td>Paul Graves</td>
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<td>City of Lecompton</td>
<td>Mary Jane Hoffer</td>
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<td>Lawrence - Douglas County MPO</td>
<td>Todd Girdler, AICP-CTP</td>
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<td>Lawrence - Douglas County MPO</td>
<td>Jessica Mortinger, AICP</td>
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<td>City of Lawrence-Douglas County Planning &amp; Development Services Dept.</td>
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<td><strong>Others</strong></td>
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<td>KDOT</td>
<td>Allison Smith</td>
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<td>Lawrence Transit</td>
<td>Bob Nugent</td>
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<td>Lawrence – City Attorney's Office</td>
<td>Randy Larkin</td>
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<td>Lawrence – Public Works Department</td>
<td>Chuck Soules</td>
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1. **Call Meeting to Order and Introductions**
   Mr. Culver called the meeting to order at 4:04 PM and introductions were made.

2. **Action Item: Approval of Minutes from the March 13, 2014 MPO Meeting**
   Mr. Culver presented the February minutes and asked if there was any discussion. There was none. Approval of the minutes from the March 13th meeting was moved by Jim Denney, seconded by Nancy Thellman and passed unanimously.

3. **Discussion Item: Old Business and Correspondence**
   Mr. Girdler presented the Project Updates Memo included in the agenda packet and the TAC minutes posted online. Mr. Culver asked if there were any questions about the items presented. Bob Nugent informed the MPO that the Transit Center Location Analysis was continuing and that the traffic study done by the consultant is now complete. He noted that a second open house meeting with the neighborhood near the 21st/Iowa site will take place on April 21st at Fire House #5.
Bob Schumm noted that one possible mitigation measure for traffic impacts that has been discussed is the turning of 21st Street into a one-way street near the transit center.

4. **Action Item: 2012-2015 Transportation Improvement Program – Amendment #9**

Todd Girdler presented this draft quarterly TIP amendment to the MPO for review and approval. He noted that this amendment was posted online for the 15 day public comment period on March 28th and briefly described the five projects that have been revised or added with this amendment. Mr. Girdler then went on to describe the recent funding change issues and MPO process issues with the 23rd Street/Iowa/US-59 Intersection Project. Increases in funding levels for this project were part of this amendment when it was advertised and posted for public comments on March 28th. Then on April 8th the Lawrence City Commission acted to significantly increase its funding of this project and a small increase in finding from KDOT was also secured. However, the amount of that project funding change was more than the 20% allowable under the TIP rules for an administrative revision. Normally, that amount of change in funding would trigger another amendment to make the change in the TIP. KDOT and MPO staffs discussed this matter and sent out a notice to MPO members on April 15th outlining two possible ways to handle this project’s April 8th funding changes. Option 1 was to revise the funding increases posted for this project as part of this Amendment #9 to match the latest funding approved for this project by KDOT and the Lawrence City Commission. Option 2 was to create a separate Amendment #10 to show those additional funding increases and schedule that TIP amendment in May. Mr. Girdler handed out a new revised TIP listing for this project and noted which figures had changed since Amendment #9 was posted on March 28th. A motion to approve TIP Amendment #9 as revised with updated funding numbers for the 23rd Street/Iowa Intersection Project was moved by Jim Denney, seconded by Bob Schumm and passed unanimously. Todd Girdler told the MPO that the staff would make these changes to the TIP and submit the amendment to KDOT as soon as possible.

5. **Action Item: Pedestrian Plan Steering Committee**

Todd Girdler presented a draft list of persons and organizations that are being considered for receiving invitations to serve on the steering committee for this MPO project and asked MPO members if they had any changes to make to it before staff sent out invitations. He noted that the TAC added a Baldwin City and Eudora representative to the list at their meeting this month. TAC members noted that those two cities are discussing pedestrian issues including Safe Routes To School (SRTS) issues now. Nancy Thellman asked if a Lecompton representative should also be added. The MPO members agreed that a Lecompton representative should be asked to participate. Bob Schumm asked if a Haskell University representative should be added since there is a KU representative on the list. The MPO members agreed that a Haskell representative should be added. Jim Denney asked about the school district and whether they should be included. Todd Girdler noted that Douglas County has several school districts and that adding just one of them may create an issue and adding all of them would increase the committee size. He did note that the MPO is now discussing pedestrian issues with the Lawrence USD as part of some SRTS application work and is discussing pedestrian issues with TAC members from Eudora and Baldwin City. The school districts will be kept informed about this Pedestrian Plan as it is drafted and the MPO staff will engage the districts as they work on their SRTS issues. He also noted that the first staff draft of this list was quite long with about forty possible members on it, but the staff thought that a group of 15-20 people would be a good manageable size. He noted that with the two additions (Lecompton and Haskell University) requested today the committee would have 16 members and that would work well for staff. A motion to approve this list as revised with Lecompton and Haskell University added was moved by Bob Schumm, seconded by Mike Dever and passed unanimously.
6. Discussion Item: MPO Pedestrian Plan Scope Summary and MPO Coordination with Other Pedestrian and Bicycle Advocacy and Advisory Groups
Todd Girdler informed the MPO that the MPO staff has recently attended meetings of the Lawrence Pedestrian Coalition, the LiveWell Lawrence-Healthy Built Environment Work Group, the Traffic Safety Commission, and the Bicycle Advisory Committee. Issues impacting pedestrian movements and walkable connections around the region have been discussed at all of these meetings. The MPO staff is working to interact with all of these groups and coordinate the planning for pedestrian and bicycle (active transportation) mobility. He also noted that the MPO Pedestrian Plan will focus on sidewalks along collector and arterial streets as part of the regional multimodal transport system while recognizing that some pedestrian issues are much more local and involve the sidewalk condition on local neighborhood streets. Some of these other groups may focus more on neighborhood sidewalk conditions and funding for sidewalk repairs/replacement. The MPO staff work and the work of these groups should complement each other but will not be that same thing. The MPO Pedestrian Plan will present sidewalk information similar to the way the new Countywide Bikeway System Plan presents bikeway network information. Bob Schumm informed the MPO that the Pedestrian Coalition may soon obtain task force status. He also noted that the treatment of sidewalks as a maintenance responsibility of the adjoining property owner does create some problems for walking connectivity, especially when the property owner cannot afford to fix a sidewalk and/or is unable to do the work themselves to keep the sidewalk in good repair.

7. Action Item: I-70 Corridor Transit Feasibility Study (see attached final report from KDOT and approval resolution)
Todd Girdler presented this I-70 Transit Feasibility Study - Final Report to the MPO for review and approval. He noted that the approval resolution states that the MPO recognizes this report as being completed, it notes that the MPO approves of the report’s recommendations, and that the MPO directs its staff to use this report in drafting future amendments to the T2040 Metropolitan Transportation Plan. A motion to approve the resolution as presented was moved by Nancy Thellman, seconded by Jim Denney and passed unanimously.

8. Other Business
There was none.

9. Public Comments
There was none.

10. Adjournment
The MPO Policy Board decided to meet next on May 15, 2014. The meeting was adjourned at 4:42 PM.
Memorandum

TO:        L-DC MPO Members
FROM:      Todd Girdler, Senior Transportation Planner
CC:        Scott McCullough, Lawrence-Douglas County Planning and Development Services Director and L-DC MPO Secretary
Date:      May 8, 2014
Re:        MPO Activity Updates

Since the last MPO meeting held on April 17, 2014 the MPO staff has been actively working on several projects. Shown below is a list of selected projects and a brief description of recent work on those items.

Transportation Improvement Program (TIP) Update – the MPO and KDOT staffs have been discussing the format and timing for the next TIP update and decided to create a new five-year TIP covering 2015 through 2019 with a four-year period 2015-2018 being fiscally constrained and the last year 2019 being added for informational purposes only. This new TIP is now under development with staff now working on text and graphic updates. The TAC members have also been asked to supply project data to the MPO staff soon so the project tables and related maps can be completed within the next few months. This new TIP is being developed and prepared for MPO approval in August or September to coincide with the ending of FFY 2014.

Multimodal Studies Project-Final Deliverables and Project Closeout - the MPO staff has met recently with KDOT staff and decided to withhold the final payment to the consultant until all final deliverables are in hand and to the MPO staff’s satisfaction. The MPO has given the consultant a firm deadline of April 24th to deliver all of the needed electronic files and printed copies. At this point the situation looks like this will be completed by that date and the MPO will be able to process the final payment soon.

Regional ITS Architecture – Update of 2008 Version – the MPO staff has discussed this ITS architecture update with KDOT staff and others recently doing a similar project and have begun work on a RFP which should be ready by July. The MPO staff has also asked local planning partners if they could help fund this project as was done in 2007-2008 when the first architecture was created.

Bicycle Rideability Map Update – the MPO staff has been working with Bicycle Advisory Committee members and reviewing the Countywide Bikeway System Plan to draft updates of this map and to expand its coverage to all of Douglas County. This map is now updated and is in the process of being formatted for printing. The MPO staff and BAC members have worked to obtain enough local funding from businesses, service groups, and foundations to print thousands of copies of this new map.

Bicyclist and Pedestrian Issues Coordination Meetings – MPO staff and BAC members have attended meetings and/or spoken with staff or members of the other groups identified as having an interest in bicyclists and pedestrian travel and safety issues (Lawrence Pedestrian Coalition, Traffic Safety Commission, LiveWell Lawrence-Health Department, sustainability Advisory Board). The BAC has invited the other groups to a meeting to be held in June to discuss common concerns and the different views and focuses that these groups have on pedestrian and bicycling issues.
List of Changes

Budget Changes

- Labor rates for MPO staff were revised to reflect approved 2014 rates from the City of Lawrence.
- Staff hours by task were revised based on a review of the 1st Quarter billing report and staff expectations of work on each task during the rest of the year.
  - Decrease in staff hours for Task 1.4 Public Participation Plan (240 to 140)
  - Increase in staff hours for Task 1.5 MPO Education and Staff Training (160 to 200)
  - Increase in staff hours for Task 2.1 Transportation Improvement Program (360 to 480)
  - Decrease in staff hours for Task 2.3 Access Management – Plans, Guidelines and Standards (460 to 420)
  - Decrease in staff hours for Task 3.1 Regional Travel Demand Model and Data Development (320 to 280)
  - Decrease in staff hours for Task 3.2 Metropolitan Transportation Plan (300 to 280)
  - Increase in staff hours for Task 3.3 Special Studies (440 to 600)
  - Increase in staff hours for Task 3.4 Bicycle and Pedestrian Planning (800 to 900)
  - Decrease in staff hours for Task 3.6 Long Range Planning - Support and Coordination (160 to 120)
  - The 120 hours for part-time tech staff were eliminated from the budget and the 180 intern hours were increased to 480 to reflect the MPO staff plans to have an intern work through the summer and fall to the end of 2014.
- Equipment and Supplies costs were increased from $500 to $6,000 to allow the MPO staff to purchase office furniture and online mapping software needed for the Regional Pedestrian Plan.
- Travel Demand Model costs were decreased from $7,500 to $0 to reflect the fact that only staff time will be used for this training in 2014 and that the KDOT consultants working on the K-10 widening project (SLT west leg) will be using and possibly upgrading the MPO model as part of their traffic projection activities.
- Regional ITS Architecture Update costs were increased from $15,000 to $45,000 to allow the MPO to fund more of this consultant contract with 2014 funds and to lower the 2014 year-end balance so that fewer dollars are returned to KDOT at the end of the year for re-allocation to the Metro Fund. This project is now scheduled for consultant interviews by the end of summer or sooner.
- Bicyclists and Pedestrians Counting Equipment costs were increased from $6,500 to $7,000 for the MPO purchase of two portable counters with training on how to select locations, set up the equipment, maintain the counters and analyze the data.
• Matching amounts for selected work tasks were switched from KDOT Toll Credits to Local Cash match in order to maintain an approximate 50/50 match ratio for these types of match which was requested by KDOT.

Text Changes

• Text revisions were made to describe the budget changes noted above.
• Text Revisions were made to describe the plan to purchase office furniture for MPO staff this year.
• Text revisions were made to describe the plan to allow KDOT consultants to use the MPO's travel demand model to project traffic as part of the SLT West Leg design project.
• Text revisions were made to describe the plans to move up the schedule for hiring a consultant for the ITS architecture update.
• Other text revisions to update the status of existing MPO documents and other items that have changed since October 2013.

Schedule Changes

• Several revisions were made to the schedule to reflect the following changes:
  o the use of intern and staff time to complete Task 2.3 Access Management Plans-Guidelines-Standards by the end of the 3rd Quarter
  o new plans to use staff time only to train on the TransCAD model and to allow KDOT consultants to use that model for SLT West Leg design work
  o the staff time needed in the 2nd and 3rd Quarters to make a second amendment to the Metropolitan Transportation Plan to incorporate the Multimodal Studies information and recommendations into the T2040 Plan
  o the unexpected amounts of Special Studies staff work done in the 1st and 2nd Quarters to complete the Multimodal Studies Project, and
  o the staff time needed during the 2nd and 3rd Quarters to coordinate MPO work with local land use planning and public involvement work related to the update of the Lawrence-Douglas County Comprehensive Plan.
INTRODUCTION

The purpose of this UPWP is to identify the transportation planning activities that the MPO will work on in the coming year and to describe how the MPO planning partners will assist the MPO staff with that work. This document also identifies the funds to pay for those activities. The UPWP also provides a framework for ensuring that the required MPO documents (Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and Public Participation Plan) are updated in a timely fashion.

Roles of the Cooperative Partners in the MPO Process

The Lawrence-Douglas County Metropolitan Planning Organization (MPO Policy Board) is the lead cooperative partner responsible for undertaking the federally required Continuing, Comprehensive and Cooperative (3-C) transportation planning process within the Lawrence-Douglas County Metropolitan Planning Area (MPA – all of Douglas County – see MPA map and attributes table on the following page). This includes developing the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) which together establish the planning policy and transportation investment priorities for the MPA. The MPO operations are designed to foster cooperation among the local governments in the region in order to plan for and develop a multimodal transportation system that meets the mobility needs of the area’s residents and serves the region’s economy. The MPO is involved with planning both urban and rural mobility systems, and also with fostering cooperation and coordination between the transportation investments and land use decisions made throughout the MPA. The MPO Policy Board is routinely assisted by MPO staff and as needed by members of the two official MPO advisory committees, (Technical Advisory Committee-TAC and the Regional Transit Advisory Committee-RTAC).

The Kansas Department of Transportation (KDOT) is the liaison between the MPO and federal transportation agencies (Federal Highway Administration/FHWA and Federal Transit Administration/FTA). KDOT performs two distinct roles in metropolitan transportation planning. First, KDOT is one of the cooperative partners and fully participates in the development and implementation of the MTP and the TIP. Second, KDOT performs an oversight role. In that role, KDOT is responsible for approving the TIP and UPWP, and periodically certifying to the FHWA and FTA that the MPO’s planning process meets all state and federal requirements.

The City of Lawrence Transit System (the T) is also an important partner in the MPO planning process and fully participates in the development and implementation of the MTP and the TIP. The Lawrence T staff provides comments and makes presentations about important transit related items at Technical Advisory Committee (TAC) and MPO Policy Board (MPO) meetings. The T staff also shares concerns expressed by the transit community with MPO committee members and staff. This helps keep MPO discussions focused on a multimodal regional transportation system.
(insert MPA map showing region/county boundary, adjoining county names and boundaries, city limits in DG County, and roads and rivers)

(insert table showing basic facts about the region by city and county levels: population, median income, racial composition, square miles)
Required MPO Planning Products and Their Status

Metropolitan Transportation Plan (MTP)

On March 21, 2013 the MPO Policy Board approved a new MTP called Transportation 2040 or T2040. This new plan replaces the previous Transportation 2030 document approved in 2008. The creation of T2040 included travel demand modeling, funding projections, numerous public participation activities, review and input from various advisory committees, stakeholder interviews, coordination with other plans in Douglas County and Northeast Kansas, assistance from KDOT and other planning partners, the use of consultants, and the work of MPO staff and interns which started in mid-2011 and ended in early 2013. A new MTP covering Douglas County must be approved at least once every five years, and the MPO met that schedule with the approval of T2040. Since its adoption in early 2013 the MPO has made one amendment to this MTP which was prompted by the change in plans for the US-40/K-10 Interchange to be rebuilt as a diverging diamond interchange and a significant cost increase to do that project. That amendment also included updates related to 2013 awards of Transportation Enhancement (TE) funds, changes in transit funding, and the addition of grouped safety projects to the MTP to show fiscal constraint. That MTP Amendment #1 was approved on August 15, 2013. The MPO staff is working on Amendment #2 for the T2040 Plan which will incorporate information and recommendations from the Multimodal Studies Project (Commuter Park & Ride Study, Fixed Route Transit & Pedestrian Accessibility Study, Countywide Bikeway System Plan) into the MTP.

Transportation Improvement Program (TIP)

The TIP is a major implementation tool for the MTP. The TIP is the gatekeeper document for all improvements to regionally significant routes and for the use of federal funds. If a roadway or transit project inside the MPA is regionally significant and/or needs federal funding then it must be listed in the TIP otherwise the project cannot proceed. In October 2011 the MPO approved a new 2012-2015 TIP that included many improvements to the previous TIP. The MPO also changed the TIP amendment process to a quarterly schedule and created a new format and database for TIP project information. A new TIP must be adopted at least once every four years, but the MPO staff plans on reviewing its TIP every two years and updating it more often than required. The current TIP will not expire until October 2015, but the MPO plans on creating a new TIP and approving that TIP update in 2014. More frequent than required updates are used to minimize the number of TIP amendments, to provide more opportunities for public participation in the TIP development process, and to make major TIP changes brought on by the passage of new state or federal funding programs.

The MPO staff also works with KDOT to produce an annual list of surface transportation projects for which federal funds were obligated in the previous federal fiscal year. This list is produced by the MPO staff each year as a memo to the MPO Policy Board, and the latest list is included in each new TIP update or TIP amendment whichever comes first after the memo completion.

Unified Planning Work Program (UPWP)

On October 17, 2013 the MPO approved this 2014 UPWP. The annual UPWP describes the anticipated work of MPO staff and consultants during the 2014 program year (calendar year). This document also contains a budget used to program federal Consolidated Planning Grant (CPG) funds used by the MPO to carry out the 3-C planning process in Douglas County. The MPO routinely makes technical revisions to the UPWP during the 2nd or 3rd Quarter to...
update staff hourly staff labor rates and other items in the budget as well as to make any other revisions needed. That UPWP amendment is typically approved in May or June, to make other needed changes. Discussions between the MPO and KDOT staffs about what will be included in the upcoming year’s UPWP are undertaken each summer with the draft UPWP for next year usually sent to the MPO Policy Board for approval in September or October, the fall.

Public Participation Plan (PPP)
The PPP covers the review and approval processes for all MPO documents and projects. It also outlines the public involvement process used by the Lawrence Transit staff. As a precursor to public participation events for updating the MTP with the approval of the T2040 Plan in early 2013, the MPO updated its PPP on March 15, 2012.

The MPO staff now plans to complete a major review and update to its PPP after the new MAP-21 federal transportation planning regulations are completed. That is now planned for late 2014 or 2015. The MPO plans to review and update as needed its PPP after the passage of each a new federal transportation act or in advance of developing a new MTP update. However, revisions to the PPP may occur at any time as requested by the FHWA, FTA, and/or KDOT.

However, some minor revisions to the PPP are being considered as part of revisions to Title VI related documents requested by KDOT and scheduled for completion by the end of 2013.

Title VI Program Manual
The MPO approved a new updated Title VI Program Manual (Title VI Plan) designed to meet the latest FTA Circular 4702.1B requirements on November 21, 2013. July 30, 2009. This plan describes how the MPO will discourage discrimination in the 3-C MPO planning process and how the MPO will address any complaints of discrimination that arise from MPO activities. During 2013, KDOT staff has asked the MPO staff to review and update its Title VI Plan to follow the latest FHWA/FTA guidance on Title VI. That review and update of the MPO Title VI documents and related documents were completed in the 4th Quarter 2013 and sent to KDOT for review.

Limited English Proficiency (LEP) Plan
The MPO approved a LEP Plan on June 16, 2011. This plan serves as a guide to identify the extent of LEP individuals in the region and identify ways that the MPO can reduce and/or eliminate the barriers to LEP individuals within the transportation planning process. This plan outlines the MPO’s process for addressing the mix of services that will be provided to engage LEP individuals. This plan is being reviewed and may be updated as part of the update for Title VI documents scheduled for completion by the end of 2013.

Regional Intelligent Transportation Systems (ITS) Architecture
The MPO completed its first Regional ITS Architecture in 2008. ITS deployment is the application of advanced technologies in transportation system operations and management. ITS architectures include applications in the areas of traffic control, traveler information, public transportation, and incident management. This architecture shows how the people and agencies involved in transportation planning and operations will relate to each other as well as how all of the technology will be integrated. An update of this regional ITS architecture was discussed by the MPO and KDOT staffs in mid-2013 and an update to it has been scheduled to start in the second half of 2014 with completion during 2015.

Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)
Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
The MPO in-approved its current CPT-HSTP on February 16, 2012. The MPO staff and the regional public transit and human services transportation providers developed the CPT-HSTP for Douglas County. This plan outlines how providers can most efficiently and effectively work together to improve mobility for individuals with special transportation needs. The MPO will continue to work with providers to implement and revise the plan on an as needed basis.

Metropolitan Planning Agreement

The roles and responsibilities of the planning partners can be further clarified in a cooperative metropolitan planning agreement. The MPO approved its latest Cooperative Agreement on May 21, 2009 soon after its re-designation in December 2008. No updates to that agreement are now planned or scheduled.

2013 UPWP Major Accomplishments

During the previous program year the MPO staff worked on many projects, large and small, and continued the work of a high quality small MPO with the items listed below:

- Completed and approved this 2014 UPWP
- Completed one amendment to the 2013 UPWP
- Completed the quarterly amendment cycle for the TIP and completed TIP amendments as needed
- Updated the Functional Classification Maps for Lawrence and Douglas County and obtained KDOT approval of those map changes and incorporated those updated maps into the new T2040 Metropolitan Transportation Plan
- Employed a consultant for travel demand model support and completed the review and update for the model network and traffic analysis zones, used the model to run network/development scenarios, and incorporated that information into T2040
- Worked with the T2040 Advisory Committee, the Technical Advisory Committee, the Regional Transit Advisory Committee, the Bicycle Advisory Committee, various concerned groups and stakeholders, and many concerned citizens to complete the new Transportation 2040 Metropolitan Transportation Plan (T2040 Plan)
- Attended staff level meetings and worked for the April 2013 completion of the KDOT sponsored 5-County Regional Transportation Study – Phase 2 covering Douglas, Johnson, Wyandotte, Miami and Leavenworth Counties
- Managed the consultant team working on the Multimodal Studies Project (Commuter Park & Ride Study, Fixed Route Transit and Pedestrian Accessibility Study, Countywide Bikeway System Plan) and completed draft final reports for that special study
- Worked with the Bicycle Advisory Committee to distribute Bicycle Rideability Maps, participate in Bike Month activities, successfully complete the 5th annual bicycle and pedestrian count, approve a 2013 BAC Work Plan, and do bikeway system planning work countywide
- Engaged in conversations about bicycle and pedestrian planning with other local groups including the KU Bicycle Advisory Committee (KU-BAC), Lawrence Area Neighborhoods (LAN) Community Sidewalk Taskforce (CST), LiveWell Lawrence Healthy Built Environment Work Group, and the Chamber of Commerce- Senior Council
- Continued discussions with the Lawrence Public Works Department concerning the update

Amended by: Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
of the pedestrian facility inventory and the creation of a new pedestrian facility plan in 2014.

- Worked with the Regional Transit Advisory Committee and other groups interested in transit issues and the Lawrence T staff to review the recommendations from the Multimodal Studies Project and to incorporate those recommendations into the region’s transit planning efforts, and
- Attended several Coordinated Transit District #1 meetings and worked with paratransit operators in Douglas County to identify issues involved with improving paratransit coordination and to implement the recommendations from the Coordinated Public Transit—Human Services Transportation Plan (CPT-HSTP).

Planning Priorities for 2014

As noted on the following pages, the MPO staff has many work tasks to complete in 2014. Some of those tasks are ongoing items, such as MPO program administration and completing a new work program for the coming year. Other tasks are things that need to be done periodically but not every year, such as reviewing and updating the Regional ITS Architecture.

Starting in 2011 the focus of the MPO staff work shifted from getting the new MPO (re-designated on December 8, 2008) running smoothly to making progress on preparing new required MPO documents that fully meet all federal planning regulations. That continued through early 2013 with the development of the new MTP called Transportation 2040. At this time all of the required MPO documents are in place and meet current USDOT transportation planning regulations. For 2014 the Lawrence-Douglas County MPO is entering its next stage of growth where it can concentrate on doing some projects that it could not spend much time on before while it was busy getting all the required MPO documents items up to date.

In 2014, the MPO will focus its attention on special studies like the implementation of recommendations from the Multimodal Studies Project, the start of an update of the regional ITS architecture, and the creation of a new regional pedestrian facilities plan. The MPO will also focus on doing things it has not done before like working with its planning partners to measure the performance of and compiling data for all travel modes (bicycles, sidewalks, transit, and roadways). This will be a change from past practice where the focus of MPO work was on measuring roadway congestion for motor vehicles only. The development of a wider array of performance measures for the transport system will be a priority for the next few years as the MPO and its planning partners adjust to the new planning standards in the MAP-21 federal transportation act. The focus on all travel modes and performance measures for all modes may become more intense if in the next few years if the region is classified as non-attainment for ozone. In 2016, the next Bicycle Friendly City application for Lawrence is due to the League of American Bicyclists, and some of the work towards more serious planning and investment in bike-ped facilities may help the City's region's chances of maintaining that bike friendly status. Needless to say, the MPO staff will be doing additional multimodal planning in 2014 and probably 2015 and 2016 as well.

However, even as the MPO turns in 2014 to focus on many projects that are increasingly multimodal in scope, the region will be having three major road network improvements complete their design stage and move into implementation. Those major projects are the new diverging diamond interchange at the US-40/K-10 junction, the new K-10 interchange with Bob Billings Parkway, and the South Lawrence Trafficway. On top of that the MPO staff, with help from its planning partners, will review all access management related regulations in the county and create a single source document where all of those regulations can be found together. In 2014,
Anticipated Major Planning Activities for 2014

Program Support & Administration
- Continue administrative support for the MPO program and related committees served by MPO staff
- Complete and approve a 2015 Unified Planning Work Program
- Continue to provide transportation related training opportunities to the MPO staff
- Continue to offer intern opportunities to students interested in transportation planning

Short Range Transportation Planning
- Complete a Transportation Improvement Program (TIP) update to create a new 2015-2019 TIP
- Continue to quarterly review and amend the Transportation Improvement Program as needed
- Review KDOT and local government roadway access management policies, compile and compare those policies, determine how those policies affect the MPO work to create an efficient and safe multimodal transportation system, and create a single report for all access management related regulations used in Douglas County

Long Range Transportation Planning
- Continue travel demand model training for MPO staff and build basic in-house capabilities to maintain the model (this activity will include staff time spent on self-guided training using TransCAD documents and may also include training workshops)
- Work with MPO planning partners to make adjustments to the MPO documents and processes to address the new MAP-21 requirements for performance measuring and asset management
- Work with the MPO planning partners to monitor the progress on constructing new road links and other major roadway improvements
- Work with KDOT to design and implement a program to inform the state's and the region's freight community (major shippers and carriers) about the transportation planning process and invite them to become involved and share their concerns with the MPO and KDOT - staffs and become involved in the 3-C planning process
- Manage the close-out of the consultant contract for the Multimodal Studies Project (Commuter Park & Ride Study, Fixed Route Transit and Pedestrian Accessibility Study, Countywide Bikeway System Plan) and work with the TAC and other MPO committees and local officials to approve and implement the MMS Plan and its recommendations
- Complete the RFP and hiring process for getting a consultant under contract to update the Regional ITS Architecture and manage that consultant project (this project will begin in the second half of 2014 with partial funding for this ITS update programmed in the 2014 UPWP and the remainder of its funding programmed in the 2015 UPWP)
- Continue to work with the Bicycle Advisory Committee to review and update the Bikeway System Map and Bicycle Work Plan as needed, attend Bike Month activities to provide bikeway system planning information and help increase awareness of cycling as part of...
the multimodal transport system, discuss and complete the next update of the Bike Rideability Map, conduct the 6th annual MPO bicycle and pedestrian counting program, and participate in other bicycle and pedestrian related planning activities as needed and staff time allows.

- Continue previous work and complete work on the creation of a Regional Pedestrian Plan that includes strategies for making pedestrian facility investments and for confirming the importance of the walking environment in the multimodal transportation system.
- Incorporate Complete Streets principles into MPO documents and processes, and assist local governments with incorporating Complete Street ideas into their development codes and infrastructure standards.

**Public Transportation Planning**

- Continue to participate in Transit Planning Team meetings and assist the City of Lawrence and the University of Kansas staffs with planning for the continued coordination of the Lawrence T and KU On Wheels operations into one highly coordinated citywide transit system meeting the needs of the general public and the KU community; and participate in the Transit Center Location Analysis Hub Study and its implementation process as requested by transit officials and as MPO staff time allows.
- Participate in planning efforts by KDOT, MARC and others to study commuter transit feasibility between the Topeka, Lawrence and the Kansas City Metro Areas and participate in the discussions for implementing recommendations from the I-70 Corridor Transit Feasibility-Commuter Bus Transit Study.
- Discuss paratransit issues and challenges with specialized transit providers in Coordinated Transit District-1 and assist those providers with incorporating paratransit topics into MPO processes and documents.

Any and all of the MPO work tasks described on the following pages may be conducted with a combination of MPO staff, interns, part-time local government staff assigned to MPO duties, and/or consultants. Details about how each work task is funded are included in the UPWP budget at the end of this document.

1. **PROGRAM SUPPORT AND ADMINISTRATION**

1.1 **MPO Committee Support**

This work task includes all of the MPO staff time to provide support staffing at MPO committee meetings, to prepare meeting agendas and minutes, and to conduct other activities directly related to supporting the MPO committees and making the MPO committee structure...
run smoothly. This task also includes staff time needed to develop and/or amend bylaws for MPO committees.

**Background:**
Since its beginning in the early 1980’s the Lawrence-Douglas County MPO has had a Policy Board and a Technical Advisory Committee. Recently, the MPO created a Regional Transit Advisory Committee (RTAC) and added that group to add to the MPO committee structure. The RTAC committee focuses its attention on regional coordination of paratransit services. In a typical year the MPO staff supports several committee meetings (approximately nine Policy Board, ten TAC, and four RTAC meetings). The MPO staff also supports other ad-hoc committees like the T2040 Advisory Committee that assisted the MPO staff with drafting the new T2040 Plan. The MPO staff also supports and/or attends other committees (Air Quality Advisory Committee, Bicycle Advisory Committee, etc.) that are not official MPO committees but are related to the 3-C MPO planning process. MPO staff time spent on those other committees is not covered under this task but is covered under other tasks listed later in this document (Bicycle and Pedestrian Planning, Air Quality, etc.).

**Objectives:**
- To provide staff support services to the MPO Policy Board, TAC, RTAC and other official MPO committees, and encourage communication within and between those groups
- To monitor state and federal funding initiatives and legislative activities, report those activities to the TAC, RTAC and MPO Policy Board as appropriate, and assist with the preparation of responses to those state and federal proposals

**Work Products:**
- Meeting agendas and supporting documents for MPO, TAC, RTAC, and other official MPO committee meetings (one week before meeting dates)
- Meeting Minutes for MPO, TAC, RTAC, and other MPO committee meetings (two weeks after meeting dates)
- Various other documents supporting the function of MPO committees (as needed)
- Website updates related to committee support (as needed)

**MPO Committee Support - Budget:** $19,310

### 1.2 Unified Planning Work Program (UPWP) and Grant Management

This work task includes the development of the annual UPWP for the coming year. The MPO staff will confer with MPO Policy Board and TAC members to begin the UPWP development process during the summer each year and produce a UPWP for MPO approval by the end of November. The MPO staff will also prepare any needed UPWP amendments under this work task. During 2014, a UPWP for 2015 will be produced and any needed amendments to the 2014 UPWP will be completed. Time spent on quarterly billing report preparation, other duties associated with documentation needed to track the use of the CPG funding, and the creation of quarterly progress reports will be included in this task. This task includes the administration and tracking of all direct expenses for MPO activities (travel, equipment and supplies, mileage, printing, training fees, etc.) that are not specifically listed under another task.

The City of Lawrence is the host agency for the MPO. The full-time MPO staff consists of...
two employees housed within the Lawrence-Douglas County Planning & Development Services Department (PDS). In addition to providing that full-time MPO staff, the City also provides MPO staff support for administrative, GIS, and land use planning services. Various City Departments (legal, finance, information systems, city manager, PDS, public works, etc.) also provide support services for MPO operations as needed. Those support services are coordinated through the PDS Director who also serves as the MPO Secretary. Currently the MPO directly bills KDOT for the hours of two full-time MPO staff (Todd Girdler and Jessica Mortinger) as well as for a small percent of staff time spent on MPO work by for selected City staff (PDS Director/MPO Secretary-Scott McCullough and GIS Planner-David Guntert). For 2014 the MPO also plans on using an part-time City staff managed through the Communications Director’s Office and intern (for possibly two interns) s managed by MPO Staff for work on bicycle and pedestrian planning activities and other activities (improvements to the MPO website, enhancing other public participation activities, etc.).

**Background:**

The MPO has produced an annual work program to meet federal MPO regulations since its original designation in 1982. During the course of using federal planning funds for the last thirty years the MPO has produced numerous billing and progress reports related to the UPWP. The MPO has also amended UPWP documents as needed. The MPO often makes a mid-year amendment to the UPWP to reflect hourly labor rate changes and to re-allocate staff time among work tasks.

**Objectives:**

- To create and maintain a work program for the MPO staff and MPO program
- To provide assistance to the MPO for the administration of Consolidated Planning Grant (CPG) funds used for MPO operations
- To focus MPO staff and funding resources along with support services from planning partners and the host agency so that all of the required MPO documents (MTP, TIP, UPWP, PPP, etc.) stay current and the MPO remains in compliance with USDOT metropolitan planning regulations

**Work Products:**

- 2015 UPWP (sent to TAC in September or October and approved by the MPO in November or sooner)
- Amendments to the 2014 UPWP (as needed)
- Quarterly Progress and Billing Reports for KDOT (January, April, July, October)
- 2013 MPO Annual Performance & Expenditure Report (used by FHWA/FTA and KDOT in closing out 2013 CPG grant – sent to KDOT in March)
- CPG agreement documents that support MPO operations (created and signed annually with supplemental agreements approved as needed)

**Unified Planning Work Program (UPWP) and Grant Management - Budget:** $7,984,680

**1.3 General Administrative Activities**

This work task includes many general administrative duties and various other items needed to support the MPO staff as they conduct the 3-C process. This task includes the administrative duties to manage staff and funding resources within the context of the City.
budget and manage the support from planning partners that are not specified under any other work task in this document.

The administration of MPO staffing activities (hiring, evaluations, etc.) along with the administration of routine general office supply and equipment purchases are part of this work task. The process of hiring consultants for the MPO and administration of their contracts is also handled under this task unless specifically listed under another task.

**Background:**
Since its inception in 1982 the Lawrence MPO has been staffed and housed by the local governments in the area. Along with that arrangement are certain advantages and disadvantages at times, but most small MPO operations function well because they have a local host partnership. The MPO staff has several duties that keep that partnership healthy and fall into this work task. All of the activities to administer the MPO program through that host agency relationship, and all other administrative duties that do not neatly fit into one of the other work task in this UPWP are covered under this task.

**Objectives:**
- To provide overall management of the Continuing, Comprehensive and Cooperative (3-C) transportation planning process
- To provide funding and administrative assistance for the MPO procurement and management of approved contracts for professional services and other items not specifically listed under another work task in this UPWP
- To review federal and state policies and guidance regarding metropolitan transportation planning and incorporate changes as necessary into the MPO processes and documents
- To coordinate with and provide support to local governments in the region in developing project proposals for state and federal transportation funding

**Work Products:**
- MPO section of the 2013 Planning & Development Services Department - Annual Report *(drafted by MPO staff and sent to the PDS Director in February or March)*
- Various correspondence with FHWA, FTA, KDOT, and local city/county officials regarding the administration of the MPO process *(as needed)*
- Grant applications for any special funding outside the annual work program and grant writing assistance to other agencies in the region seeking federal or state assistance for transportation projects (as requested and MPO staff time allows)
- Acquisition of equipment and supplies *as needed* to support transportation planning activities *(as needed)*
- Purchase and administration of professional services to provide staff training and/or other professional services *(as needed and staff time and funding allows)*

**General Other Administrative Activities Budget:** $10,341

### 1.4 Public Participation Plan (PPP)

*Amended by* the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
Background: Between 2009 and 2011 the MPO produced PPP related documents including the Limited English Proficiency (LEP) Plan and the Title VI Program Manual. In March 2012 the MPO approved a new PPP that was completed to facilitate the 2012 public participation program leading to the 2013 update of the MTP. That 2012 edition of the PPP was used to complete the new T2040 Plan. During the second half of 2013 the MPO made updates to its Title VI related documents (PPP, LEP Plan, and Title VI Program Manual) as needed and requested by KDOT to address the latest Title VI regulations and program guidance for MPOs from the FHWA and FTA. Those updates were made by MPO staff in consultation with KDOT staff. That set of changes includes a program for the MPO to collect and maintain a demographic profile for the region and a public participation database documenting the public involvement process. A review of those public participation documents revealed that some updates to the Title VI program manual were needed, and the MPO approved an updated version of that document on November 21, 2013.

Since 2009, the MPO has significantly improved its online presence, and in efforts supported by the City of Lawrence the MPO staff updates the MPO web content hosted on the City’s web site. The City provides phone, website hosting, internet support services and technical support for maintenance of the computer hardware and software used by the MPO staff and required for public participation activities.

Objectives:
- To produce and maintain a PPP document for the MPO that meets all federal planning regulations
- To implement a public participation process that gains meaningful public input into the transportation planning process, and provides convenient opportunities for public access and comment on regional transportation planning concerns

Work Products:
- Updates and improvements to the MPO website (ongoing)
- Implementation of the PPP and review of public comments received about the MPO processes and documents (ongoing)
- Reports and/or information related to the effectiveness of the public participation tools used by the MPO (as needed)
- Assessment of and updates to the PPP document (scheduled for late 2014 if needed)
- Review and update of the Title VI Program Manual and related documents (as needed)
- Processing of any Title VI complaints received in accordance with our Title VI Program Manual (as needed)
- Processing of any requests for translation services from LEP persons in accordance with our LEP Plan (as needed)

Public Participation Plan - Budget: $5,981,682
Advertising of MPO Documents and Processes - Budget: $500
1.5 MPO Education and Staff Training

This task includes staff time spent to provide educational materials and information to MPO committee members, and staff time spent to produce educational materials explaining what the MPO is and what it does. Training time for MPO staff is handled under this task unless specifically noted under another task.

**Background:**

The MPO staff routinely meets with new members appointed to MPO committees and asks those new members if they have any questions about their new position and/or need any information about the MPO. Staff provides information to new members as requested and directs new members to websites where they can learn more about what the MPO does and how it needs to perform its regional transportation planning functions.

Similar to previous years the MPO staff plans on attending the types of workshops, conferences, and training sessions noted below as staff time and funding allows:

- National American Planning Association (APA) Conference – staff may attend transportation track sessions and earn credits for American Institute of Certified Planners (AICP) certification maintenance
- Kansas APA (American Planning Association) Chapter conferences, meetings and workshops
- National Transit Institute and National Highway Institute workshops held in Kansas City or other nearby cities that provide training for MPO related topics and/or AICP certification maintenance credits
- Kansas Association of Metropolitan Planning Organizations (KAMPO) meetings
- Other training that the MPO staff requests to attend and that KDOT approves as eligible for CPG reimbursement and that can be afforded within the UPWP budget.

**Objectives:**

- To provide training opportunities and funding for MPO staff so that they can learn more about transportation planning and the MPO process
- To obtain and/or produce documents and other materials that help educate the MPO members and the public about the MPO process and its role in decision-making for transportation system improvements

**Work Products:**

- Training for MPO staff (as needed and as UPWP budget allows)
- Education of MPO committee members by MPO staff (ongoing and as requested)
- Training related to new and/or revised issues raised by the passage of the new federal surface transportation act called Moving Ahead for Progress in the 21st Century or MAP-21 (this is a high priority for 2014 and will be ongoing throughout the year)

**MPO Education and Staff Training - Budget:** $8,041

This amount represents the staff time used for these activities.

**Equipment and Supplies - Budget:** $6,000

This amount represents the non-staff costs for supplies and equipment. For 2014, the MPO staff is planning on purchasing new office furniture and equipment. The current office...
furniture and file cabinets in the MPO staff offices are old and not ergonomically constructed or situated. The MPO offices also need to be reconfigured to provide a work space travel demand modeling to be done and for the MPO intern to work. This item also includes fees for online mapping services needed to complete MPO projects like the Regional Pedestrian Plan and public participation efforts for the Metropolitan Transportation Plan.

**Workshops, Conferences and Training – Budget $ 2,000**

This amount represents the costs of sending MPO staff to training activities during 2014. For 2014 the MPO staff plans on attending one or two out of region but in-state conferences (e.g., KAMPO conference, Kansas APA conference) and possibly one overnight training event in a city within driving distance.

2014 Budget for the Program Support & Administration Work Category:

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**2. SHORT RANGE TRANSPORTATION PLANNING**

This work category includes MPO projects that have a more direct impact on programming funds, supporting others who actually review and design land use and transportation projects, and helping to shape development rules that allow our region to develop land and build transportation systems that add to the region’s economy and quality of life. The tasks included under this category typically produce products that are used on a routine basis and are things that you can see the results of in a short time period after adoption. The work done under this category typically has more immediate impacts on people and projects than the work done under the Long Range Transportation Planning category. The work done under this category is often the implementation step to the policies set forth in the Long Range Planning documents. For example, the recommended transportation improvements outlined in the T2040 Metropolitan Transportation Plan are implemented through programming funds in the Transportation Improvement Program.

2.1 Transportation Improvement Program (TIP)

**Background:**

During 2010 and 2011 the MPO overhauled and improved the TIP document to meet all...
federal planning regulations for TIP content and development. The result of that effort was the 2012-2015 TIP approved on October 20, 2011. That document includes an Environmental Justice (EJ) analysis, discussion of the Operations & Maintenance (O&M) funding for the region’s transportation system, an improved project table format, standardized project submission form, and several other improvements. It also includes a quarterly TIP amendment schedule that is coordinated with the Statewide Transportation Improvement Program (STIP) amendment schedule produced by KDOT. The 2012-2015 TIP also changed the duration of the TIP from five to four years to address FHWA staff comments and in order to match the federal requirement for a four-year TIP period.

The MPO staff and TAC expect to make some TIP amendments quarterly as needed and to fully review and consider a full update of the TIP every two years even though federal regulations only require a full update every four years. The MPO staff expects that a TIP update more often than federally required will keep the number of amendments to a manageable size. With all of the TIP updating work done in 2011, the MPO staff did not do much more than routine amendments in 2012 and 2013.

For 2014, a full review and update of the TIP document is scheduled and a new five-year TIP covering the 2015-2019 period is expected to be completed by mid-year and approved in September. The MPO is shifting back to a five-year TIP period to address KDOT staff comments and to make its TIP consistent with the other TIP documents in Kansas.

Objectives:

- To program, schedule and prioritize all regionally significant and/or federally funded transportation improvement projects that are consistent with the Metropolitan Transportation Plan (T2040 Plan) and are within the financial capacity of the community through the development of a TIP
- To develop and maintain (through amendments and revisions) a TIP that implements the T2040 Plan recommendations and addresses mobility issues raised in that plan
- To develop a detailed and financially realistic program of transportation projects drawn from all elements of the community that is consistent with the current MTP (T2040 Plan)
- To ensure opportunities for public input, review, and comments related to the development of the TIP
- To foster an understanding of the TIP process among member jurisdictions, and to effectively communicate information about the approved TIP to the general public
- To establish and maintain an efficient TIP development and amendment process

Work Tasks:

- Work with the TAC and transportation project sponsors to review proposed projects and determine which ones need to be listed in the TIP
- Work with the TAC and other interested groups to draft needed amendments or revisions to the current TIP so that projects are not delayed due to TIP issues
- Work to educate MPO members and local transportation project sponsors about the TIP development process and MPO planning programs
- Complete a list of projects for which federal funding was obligated in Douglas County within the previous federal fiscal year and post that list on the MPO website and/or publish it as part of the next TIP update or amendment
- Create a new TIP to replace the 2012-2015 version during the 2014 program year
- Work with the local transit operators to ensure that the TIP includes a Program of Projects (POP) that is required by the FTA for the use of federal transit funding.
Work Products:

- New 2015-2019 Transportation Improvement Program (completed and approved by September 30, 2014 or by July 31, 2014)
- TIP updates, amendments and/or revisions (as needed)
- Annual list of transportation projects with obligated federal funds for the last federal fiscal year (compiled in the Fall and due for posting on the website by December 31st)

Transportation Improvement Program (TIP) - Budget: $19,460-14,671

2.2 Current Planning - Support and Coordination

Background:
The MPO staff attends weekly case review meetings with staff from the Planning & Development Services (PDS) Department and other local government departments and utility companies to stay informed about land developments that could have significant impacts on the region’s multimodal transportation system. The MPO staff works closely with the Lawrence Traffic Engineer and other local officials to review and comment on proposed land use changes and major projects that will generate large traffic volumes and impact surrounding roads. That activity is useful in forming a connection between the regional MPO planning staff and the land use planners and engineers overseeing various land developments in the region. The MPO staff is often asked to review traffic impact studies for larger developments and provide comments to the case planners.

The MPO staff routinely reviews site plans to make sure that all users of the development, regardless of travel mode choice, are afforded safe and convenient mobility to and around the site. This means that MPO staff looks at development plans to ensure that people arriving by transit and non-motorized means, as well as by car, will be accommodated and that the required provisions for all modes are made a part of the final development plans. Encouraging multi-modal access to new and redeveloped sites in the region is one of the ways the MPO coordinates the goals of the T2040 Plan with the local land use planning process. This multimodal perspective in project reviews will continue through 2014 and beyond.

Objectives:

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

Work Tasks:

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
Attend case review meetings and offer comments on proposed land use changes that will impact the regional transportation system, present a regional MPO perspective on proposed projects and their impacts on the transportation system, and learn about land use planning work being done in the region.

Work with local and state government officials to provide comments about land use changes that are capable of having noticeable impacts on the regional transportation system, and to work with public officials and project developers to make project changes, as needed, that minimize the project’s impacts on the transportation system.

Work with local and/or state officials to review and scrutinize traffic studies for land development projects in the region.

Work with local and/or state officials to improve staff level working relationships between the MPO staff and other agency staff working on land use and transportation issues, and to foster improved coordination between land use and transportation planners.

Provide comments on various local and state projects that will have impacts on the regional transportation system and present recommended changes that will minimize the project’s impacts on the transportation system.

Provide recommendations for development code changes that can assist our region with moving toward developments that are more accommodating of all travel mode choices and reflect Complete Streets principles.

**Work Products:**

- Improved knowledge of land use planning efforts underway in the region and proposed land development projects that will impact the regional transportation system (done routinely as part of the weekly case review meetings).
- Review and comments on the planned land development projects that may significantly impact the regional transportation system (done routinely as part of the weekly case review meetings).
- Review and comments on traffic impact studies for proposed land developments (within two weeks of receiving the TIS).
- Recommended changes to the development codes used in the region (as discussed with and/or requested by the PDS staff).

**Current Planning - Support and Coordination - Budget:** $5,781

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

**Background:**

Over the last few years the MPO staff has, as time allowed, reviewed local land use regulations and plans, and reviewed MPO policies and plans regarding access management and roadway operations. This task is designed to consolidate all of the access management related guidelines and standards used in the region into one place so that access management can be more easily incorporated into the review of land development projects. This task will also help the public and local leaders better understand what access management is and how it is used to help the region’s transportation system remain safe and perform efficiently. The MPO staff plans on working on this activity in 2014 and finishing this activity by the end of the year. This task will be completed with the assistance of interns and may be done with assistance of other part-time City staff assigned to help the MPO with this task.

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014.
Objectives:

- To review all existing land use and transportation plans and development regulations covering the region and identify all of the access management related items found in those documents
- To work with state and local officials to consolidate access management regulations into one place so that updates of those regulations can be made in a coordinated fashion and/or so they can be understood and maintained more easily
- To work with other local government officials to create a new access management guidelines and standards publication that can be used by government and private-sector professionals to help design and review project plans more efficiently, and use that publication as a tool to educate the public and public officials about the importance of access management policies
- To work with state and local officials to review and create new local codes dealing with access management issues and to coordinate those codes with MPO goals to create a multimodal transportation system that protects the operational integrity of the arterial and collector street systems

Work Tasks:

- The MPO staff will work with local and state officials to review existing land use and transportation plans and development codes, and identify all of the access management related items in those documents (this will include a review of KDOT’s recently updated Access Management Policy which would apply to KDOT routes in the region as well as the KDOT connecting links through cities)
- The MPO staff will lead the effort to update and consolidate all of the access management regulations into one document that will display the existing access management codes now scattered throughout several different plans and codes
- The MPO staff will manage interns and/or part-time staff assigned to this work task

Work Products:

- Inventory of access management related guidelines and standards found in plans and development codes used in the region (completion by July 31st)
- New access management guidelines and standards publication that can be used easily by the public and transportation professionals, and that shows the hodgepodge of access management rules now found in various code books and plans (draft ready for local government approvals and use by December 31st)

Access Management – Plans, Guidelines and Standards - Budget: $15,967 20,134

2014 Budget for the Short Range Transportation Planning Work Category:

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Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
3. **LONG RANGE TRANSPORTATION PLANNING**

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

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

**Background:**

The travel demand model for the Lawrence-Douglas County Metropolitan Planning Area was created by KDOT staff with assistance from the MPO staff and is used in the development of the Metropolitan MTP. The current 2013 model used for the T2040 Plan is in the TransCAD format and is housed in the MPO office. Copies of this model are housed in the Lawrence computer network and with the MPO’s latest modeling consultant. KDOT and MPO staffs discussed moving this model and some basic model maintenance capabilities from KDOT to MPO responsibility for the last few three years. In preparation for that model move, the MPO approved a consultant modeling contract in 2010 and used its consultant through early 2013 to upgrade the model and provide some limited modeling training to the MPO staff. On the model software, MPO staff training for the basic maintenance of the model was conducted in 2012 and early 2013. On March 31, 2013 the MPO contract with its modeling consultant expired. That modeling consultant was also used over the last three years to coordinate the Lawrence-Douglas County MPO model with the model developed for the 5-County Regional Transportation Study. During the development of the 5-County model the Lawrence model was expanded to cover all of Douglas County. The 5-County model covers Douglas, Wyandotte, Johnson, Leavenworth and Miami Counties.

At this point, the MPO does not plan on hiring another modeling consultant until late 2016 or 2017 when new modeling work for the next MTP update will need to get started.

The MPO modeling consultant was also used over the last three years to coordinate the Lawrence-Douglas County MPO model with the model developed for the 5-County Regional Transportation Study. During the development of the 5-County model the Lawrence model was expanded to cover all of Douglas County. The 5-County model covers Douglas, Wyandotte, Johnson, Leavenworth and Miami Counties.

The MPO staff plans to use some staff time to train on its TransCAD model in 2014 and 2015 in order to and to become more proficient at handling routine requests for model output information and in making routine changes to the model (e.g., adding a new collector street link,
changing link attributes, splitting a TAZ to reflect land use developments, etc.). The MPO staff also plans on attending a TransCAD workshop in the foreseeable future in order to improve their modeling knowledge (most likely in late 2015 or 2016 as work begins on the model for the next MTP update). All of that staff training time will be useful in creating a new model for the next MTP update. However, the MPO still plans on hiring a modeling consultant during the MTP update cycle (2016-2017). The reasons for needing to train on TransCAD enough to become comfortable with it and to handle routine model revisions but still hire a modeling consultant to work on the model during MTP updates are simple. During those MTP update periods the MPO staff will be busy running the public participation program, drafting the text for the new MTP, working with planning partners to obtain and analyze updated data (land use, employment, traffic accident, fiscal, etc.), and working on everything else related to developing a new MTP. Our small MPO staff will not be able to do all of that MTP work along with all of the modeling work at the same time. Contracting out the modeling part of an MTP update will allow the MPO to work more scenarios and work them faster so that the model can be discussed more often and earlier in the MTP update cycle. That contract modeling expertise will also allow the MPO to have its model updated and have an expert troubleshoot its model on a five-year cycle and have desired improvements installed (e.g., more user-friendly interface screens for data input and revision).

In order to keep the regional travel demand model relevant the MPO staff must create and maintain a network map showing all of the roadways to include in the model and the traffic analysis zones that are used to bring land use and socioeconomic data into the model. Although the model results are only used extensively every few years to run scenarios in preparation of a new MTP, the socioeconomic database for the model needs to be kept up to date on a routine and ongoing basis. The maintenance of the database includes things like adding new road segments as they are built and updating Census data used in the model as new data is published. Having a regional travel demand model provides an objective tool to use in transportation planning and investment decisions.

The MPO must develop, obtain and maintain accurate and reliable data for the metropolitan region. This work includes coordination with local governing bodies on land use policies and plans, mapping, maintenance of census data, and policy analysis. Besides the model data use by local government officials in road designs, the MPO also receives requests for model information from consultants working on land development projects. These requests are for things like existing and projected future traffic counts at intersections. Maintaining the model and database helps the MPO provide up to date information in response to these requests.

At this point, the MPO staff in 2014 will be using some time to train on the model and maintain it. However, that is not to imply that the Lawrence-Douglas County TDM will not be used and/or updated in 2014. The KDOT is in the process of hiring a consultant team to do planning and design work on the West Leg of the South Lawrence Trafficway (K-10 Highway). The consultants pursuing this contract with KDOT have contacted the MPO staff to ask about our model. It appears that the consultants want to use the MPO model as a starting point for creating their model to project traffic demand on the new widened section of K-10. That being the case the MPO model may be used and possibly updated by KDOT consultants in 2014 or 2015, and if that is done then a new updated model may be returned to the MPO which can then use that version as the starting point for their MTP related modeling in 2016 and 2017.

Objectives:

- To maintain the travel demand model and associated data files

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
To maintain a geographic information system (GIS) capable of addressing transportation planning analysis needs

To use modeling and its data to facilitate community dialogue concerning regional development and transportation goals

To use models and data to evaluate land use and transportation system scenarios

To use models and data to communicate development changes and their projected impacts on the transportation system to elected officials, business leaders, civic groups, community organizations, land developers, and local governments

To collect, update and analyze data necessary to support the metropolitan transportation planning process and the creation of a regional travel demand model

To utilize the regional travel demand model in the creation and maintenance of the MTP

Work Tasks:

- Respond to transportation model inquiries and data requests from citizens, public agencies, consultants, elected and appointed officials, MPO members, and the media (as staff time permits and staff capabilities allow)
  - Utilize data to develop and maintain layers in the GIS which may include land use information, population characteristics, employment figures, environmentally sensitive area descriptions, and transportation facility and services data which are useful input and background data for TDM inputs and other MPO projects
  - Prepare necessary graphics, analyses, and/or presentations using transportation data

- Maintain and update existing economic, demographic, land development, and other geographic databases useful in transportation planning
  - Monitor and report on land use and development trends for informed decision making and evaluation of long-range travel demand forecasts
  - Coordinate with state and local government staffs and private consultants to ensure consistent interpretation of data and use of acceptable best practice methodologies

- Update and maintain the regional TDM so that it can be used to update the MTP every five-years in a timely manner
  - Discuss land use forecast scenarios and related dwelling unit and employment estimates for TAZ geography and use that input data in the regional TDM (for 2014-2016 this task will likely be limited to updates related to the completion of new land use plans using updated 2010 Census data and related projections)

- Review and utilize demographic data as part of the metropolitan transportation planning process and use Census data (updated as needed) as inputs to the regional travel demand model
  - Work with City, County and KDOT officials to compile transportation safety data and decide how to use that data in MPO documents and processes

- Review and possibly revise as needed the regional travel demand model road network and traffic analysis zone structure (for 2014-2016 this task is likely to be limited to updates to add new road segments and split TAZ boundaries as needed to reflect recently changed land development intensities and/or patterns)

- Discuss new land use/transportation network scenarios to model for the next MTP update due in early 2018 with modeling work to start in late 2016 (for 2014 this task will be limited to discussions of new scenarios reflecting changes in transportation network operations related to the SLT completion and other major road projects along with their...
related changes in land use; changes to local land use plans related to major developments like Rock Chalk Park will also be discussed)

- MPO staff training time needed to gain proficiency in basic travel demand forecasting methods and in basic TransCAD operations sufficient to allow the MPO staff to update the model road network and retrieve model results for particular locations (this task will be ongoing throughout 2014-2015 as MPO staff trains on the TransCAD software and the Lawrence model – this activity will include MPO staff time and may include training workshops)

- Work with City, County and KDOT officials to compile transportation safety data and decide how to use that data in MPO documents and processes

**Work Products:**

- Model analysis of regional roadways, areas, and/or developments in response to data requests (ongoing)
- Transportation infrastructure, land use and density, and socioeconomic information, and other data acquired from outside sources and/or produced by MPO staff and used in the regional travel demand model (ongoing)
- Updated GIS mapping that reflects the latest regional travel demand model outputs and travel demand levels used in the latest MTP update (periodic as the MTP is updated)
- Monitoring and updates of employment and dwelling unit projections for TAZ level input into the model (periodic as the MTP is updated)
- Travel Demand Model training and experience for the MPO staff (ongoing activity)
- Updated regional TDM for Douglas County that is used in MTP updates and other studies that need future traffic projections for major routes in Douglas County (at least once every five years as part of the MTP update process or more often as desired to reflect major land use developments and/or major roadway network changes)

**Regional Travel Demand Model & Data Development - Budget:** $12,105

**Travel Demand Model – on-call TDM consultant and MPO staff training costs - Budget:** $7,500

*If requested, the MPO will provide a copy of its TDM to the KDOT consultant team designing the four-lane widening of K-10 Highway around the west edge of Lawrence. That consultant may make upgrades to the model and its input data, but that work will be paid for by KDOT.*

**TransCAD Software Maintenance Fee - Budget:** $1,200

### 3.2 Metropolitan Transportation Plan

**Background:**

In 2011, the MPO staff and Lawrence Communications Manager agreed that they would hire an intern to assist with MPO work tasks, and an amendment to the 2011 UPWP was approved to pay for that intern. That intern created a new graphic format for the MTP and compiled a transportation photo inventory used in stylizing the T2040 Plan. In 2012, the MPO budgeted for and hired two interns to assist with the public participation process and drafting of
the T2040 document. The current T2040 Plan was a collaboration of MPO staff and interns working along with a travel demand modeling consultant and through a public participation process with input from various groups and stakeholders. One of those groups was the T2040 Advisory Committee which included a variety of officials representing and having expertise about different parts of the region’s multimodal transport system and land use issues in the region. That group along with other MPO and local committees with a transport focus helped the MPO staff draft the Transportation 2040 – Metropolitan Transportation Plan. -The development of the T2040 Plan primarily used in-house existing local staff and volunteer resources with the consultant budget for modeling equal to about one-fifth of what the previous plan cost in consultant fees. The T2040 Plan replaced the previous Transportation 2030 document that was produced by consultants and approved in March 2008.

It is important that the MTP be updated on-time and that the MTP development process includes a meaningful public participation process of sufficient length to give the public ample opportunities to comment on the MTP draft. For the T2040 development effort that public engagement process spanned most of 2012. As public comments were received and staff met with advisory committees, the draft T2040 Plan took shape, was drafted. By the end of 2012 the MPO staff, standing committees, and the T2040 Advisory Committee were reviewing drafts of some chapters and some chapters were fully drafted and going through a final formatting process. -The early part of 2013 was spent taking in final comments from the public and committees, and making final edits to the T2040 draft, and preparing it for the required formal 30-day public review period before MPO approval.

As part of the latest MTP update cycle from mid-2011 to early 2013 the MPO staff also worked with the TAC, KDOT staff and other local officials to review and update the Roadway Functional Classification Maps for the Lawrence- and Douglas County Region. That effort also involved changes to some routes crossing into adjacent counties, and that necessitated MPO staff coordination with Shawnee and Jefferson County officials. Major reviews and updates to these functional classification maps had not been done for many years and were not done in 2007-2008 with the creation of the Transportation 2030 Plan, so it was imperative that the map updates be made with the new T2040 Plan. The process of developing the T2040 Plan also included a review and update of the locally derived Major Thoroughfares Map (road functional classification map used by land use planners). The T2040 Plan clarified the difference between that local map and the MPO-KDOT-FHWA recognized Functional Classification Map.

Objectives:

- Update and maintain a MTP that is multimodal and meets all federal regulations for MTP content and development process
- Assist in integrating the MTP with the KDOT statewide long range plan
- Coordinate the recommendations found in the MTP with the transportation system recommendations found in other transportation plans produced by other agencies operating transportation facilities and/or services in the region (KDOT, cities, Douglas County, etc.)
- Maintain a Functional Classification Map for all public roadways in Douglas County that is approved by KDOT for MPO use, and coordinate the MPO road functional classifications with any locally produced road classifications that are used for land use and/or transportation planning within the Douglas County
- Create and maintain a project selection procedure for including projects as recommended transportation system improvements in the MTP
- Continue discussions of ongoing transportation issues in the region and incorporate those issues into the MTP

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
• Continue the process of coordinating the development of the MTP with local land use, growth management, economic development, and other comprehensive plan elements

**Work Tasks:**
With the March 21, 2013 approval of the new Transportation 2040 MTP and a new Functional Classification Map, the MPO staff expects to make only needed amendments to the MTP in 2014. Consequently, MPO staff time spent in 2014 on most of the MTP work task listed below will be minimal.

• Process any needed MTP amendments and ensure those MTP changes maintain a fiscally constrained MTP (for 2014 this will include making a major amendment to the MTP to incorporate information and recommendations from the Multimodal Studies Project)

• Update and maintain the MTP document so that it stays up to date and reflects the current status of the transportation system in the MPO area and stays in compliance with federal planning regulations

• Review statewide and national plans for transportation networks and confer with TAC members and KDOT staff to determine how the MTP can continue to be consistent with statewide and national plans

• Review and comment on transportation plans produced by other agencies covering Kansas and/or Douglas County and discuss with officials from those agencies how their plans and the MTP can be coordinated to have consistent recommendations for the transportation system in Douglas County

• Maintain and distribute the MPO/FHWA approved Roadway Functional Classification Map for the Lawrence – Douglas County Region

• Review and note differences between the MPO/FHWA approved functional classification map and local functional classification maps used by local governments in the region

• Review the local government capital improvement plans in order to recommend needed transportation related projects for inclusion in the MTP, and work to coordinate the local CIP priorities for transportation system improvements with those system improvements recommended in the MTP

• Review public comments and comments from planning partners about the current MTP and comments about transportation planning issues in the region, and document those comments so that they can be reviewed and incorporated into the next MTP amendment or update

• Review the MTP and other MPO documents to ensure that the regional economic development goals and transportation system development goals are coordinated

• Review freight services and issues in the region and the KDOT Statewide Freight Study to determine how freight issues can be addressed in the MTP development process

**Work Products:**

• Comments on corridor studies, area plans, and other documents that discuss impacts to the region’s transportation system and/or the MTP (as requested by PDS staff or other MPO planning partners)

• Amendments to the current MTP (as needed)

• Discussions among the MPO planning partners about MTP funding assumptions (as needed)
- Review of public comments received about the current MTP and transportation planning issues in the region and strategies for addressing those concerns (ongoing)
- Comments about the relationships between various comprehensive plan elements produced by the region’s local governments and the MTP, and strategies for improving the coordination between those local comprehensive plans and the MTP (ongoing)
- Comments about transportation issues related to major land development proposals in the region and strategies for incorporating those concerns into the MTP (ongoing)
- Plans for engaging the freight community in the MPO process and strategies for obtaining their involvement in the development of the next MTP and other pertinent MPO reports (ongoing)

Metropolitan Transportation Plan - Budget: $11,933-12,437

3.3 Special Studies

Background:
The MPO staff in the past has participated in corridor studies involving more than one county like the US-56 Corridor Management Plan which was jointly sponsored by KDOT and local governments and two MPOs (L-DC MPO and MARC) covering Douglas and Johnson Counties. That plan studied a 22-mile stretch of US-56 between I-35 near Gardner and US-59 south of Lawrence. That study is now complete, but the MPO staff still serves on the Corridor Advisory Committee. The MPO staff has also been involved with smaller scale local studies like the US-40/K-10 Interchange Area Transportation Plan covering a stretch of US-40/6th Street from George Williams Way in Lawrence to E 800 Road in Douglas County. The MPO has also been involved in large multi-county regional studies, most recently the 5-County Regional Transportation Study which covers transportation corridors in Douglas, Johnson, Wyandotte, Leavenworth, and Miami Counties. That large multimodal transportation study consisted of two phases and was recently completed in April 2013. The MPO staff will continue to review those studies and others related to transportation planning in Douglas County and incorporate the information from those studies into the Lawrence-Douglas County MPO documents, policies and processes as appropriate.

An ongoing special study that the MPO had scheduled for completion at the end of 2013 is the Multimodal Studies Project. That special study is now scheduled for completion and project funding close out during the 2nd Quarter of 2014. The MPO staff has used considerable amounts of staff time in the January-April period this year to bring this study to its completion. That project consists of three parts: Commuter Park & Ride Study, Fixed Route Transit and Pedestrian Accessibility Study, and the Countywide Bikeway System Plan. In 2014 the MPO staff and committees will review recommendations from this project and coordinate this study’s results with other MPO documents and policies including a MTP amendment to incorporate Multimodal Studies information into the T2040 Plan. The review of the recommendations from the Multimodal Studies Project and discussions about how to implement those recommendations will constitute the bulk of special study work in the 2nd Quarterfirst half of 2014.

For the second half of 2014 the MPO will complete begin the process of hiring a consultant to update the Regional ITS Architecture, and that process of updating the ITS plan will continue into 2015. The MPO will need to use funding from both 2014 and 2015 to fund that project. The MPO completed its first ever Regional Intelligent Transportation Systems (ITS)
Architecture in 2008 and that document is now ready for a review and update. The MPO staff will refine work on a refining a scope of work for this project and hiring a consultant for this work during the to complete the ITS Architecture update during the second half of 2014, and have the architecture updated by the end of 2015.

In addition to the follow up from the Multimodal Studies Project and the start of the ITS Architecture update, the MPO staff may also participate in work on other special studies impacting the transport system in Douglas County during 2014 as staff time allows. That may include discussions about how to implement the recommendations from the I-70 Commuter Bus Study sponsored by KDOT and finished in late 2013 or other special study efforts impacting the transport system in Douglas County.

Objectives:

- To prepare plans for the development or redevelopment of specific areas or corridors located within the Lawrence-Douglas County Metropolitan Planning Area and to study the transportation needs in those areas
- To undertake and complete special studies and plans that are needed to produce high quality planning documents which: more accurately ascertain public needs or preferences; produce special studies that can complement the Metropolitan Transportation Plan as well as MPO policies and/or processes; and/or produce specialized information designed to address particular transportation planning related issues that are not addressed in other MPO work tasks
- To update other MPO documents like the ITS Architecture that are not specifically addressed in other UPWP work task and ensure that those special plans are updated in a timely manner
- To use information from previously completed special study projects to improve the MPO program and the region’s multimodal transportation system
- To take advantage of additional funding to best utilize local match dollars for special studies and work tasks

Work Tasks:

- MPO staff review of recently completed special studies (e.g., 5-County Regional Transportation Study, Multimodal Studies Project, etc.) and the incorporation of issues and recommendations from those studies into appropriate MPO documents including the Metropolitan Transportation Plan and the Transportation Improvement Program
- MPO staff work related to the hiring of a consultant to update the 2008 Regional ITS Architecture and management activities for the completion of that project
- The MPO staff will identify special studies that are needed to address special concerns or issues raised by the MPO Policy Board and/or Technical Advisory Committee or other advisory committees during the course of the year. The MPO staff will then determine if staff time and/or funding is available to study those issues, and if so, the MPO staff will discuss possible UPWP changes with the TAC and MPO. With ample resources and MPO Policy Board approval the MPO staff will work on new special studies.
- The timely completion of special studies may be accomplished through the use of consultants and/or interns to assist the MPO staff. If the MPO decides to sponsor a special study and use consultant help then the MPO staff will administer the consultant contract through the City of Lawrence PDS Department.
- Complete all reporting required for the administration of any local or other non-federal grants awarded to the MPO for work on Special Studies

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
**Work Products:**

- Meetings and documentation of the MPO staff work on incorporating information from recently completed special studies affecting Douglas County into MPO documents including the MTP (ongoing activity)
- Meetings and documentation showing MPO staff participation in ongoing special studies (notes following study meetings and notes on the review of draft reports)
- Meetings and documentation showing the MPO hiring of and MPO staff management of the consultants for the Regional ITS Architecture Update and any other new special studies funded for work in 2014 (ongoing activity during the contract period for the consultant)
- Documentation of work accomplished for other special studies that address issues raised in the Metropolitan Transportation Plan and/or through the MPO process and authorized by the MPO (as work is accomplished)

**Special Studies - Budget:** $25,440 - $18,265

**ITS Regional Architecture Update - Budget:** $45,000 - $15,000

The Regional ITS Architecture Update will span two years (2014 and 2015) with $45,000 budgeted for this project in 2014 and $35,000 budgeted for it in 2015 for a total project budget of $80,000.

### 3.4 Bicycle and Pedestrian Planning

**Background:**

The MPO has provided input and assistance to a number of on-road and off-road bicycle planning initiatives in Douglas County, and the MPO staff provides support for the Lawrence-Douglas County Bicycle Advisory Committee (BAC). MPO staff also reviews road construction projects and development plans for bicycle and pedestrian facilities, maintains a regional bikeway system map, and updates the Bicycle Plan as needed. During 2009, the MPO staff completed an extensive review and update of the bikeways shown on the Bicycle Facilities Map and renamed that map to the Bikeway System Map.

During the third quarter of 2009, the MPO staff received training and organized the first ever bicycle and pedestrian count for Lawrence as part of the National Bicycle and Pedestrian Documentation Project (NBPD). This human powered travel data has since been submitted to the NBPD Project on an annual basis. Subsequent rounds of bike-pedestrian counting were completed in 2010-2013 with counts in Eudora added in 2011 and counts in Baldwin City added in 2013.
During 2013, the MPO staff also discussed the acquisition of automatic bike-pedestrian counters, and after conferring with other planners and engineers that have used those counters, the MPO staff made plans to order bike-pedestrian counters. **Purchasing those bike-ped counters are now scheduled for 2014.** In late 2013. Acquisition of automatic counters will allow the MPO staff to collect 24-hour counts and conduct counts at remote locations where placing a lone person to take manual counts may not be desirable. Future comparisons of the manual counts to the automatic counts will allow the MPO to analyze the data and determine the peak hours for bike-pedestrian activity and to see if those times match the times predicted by the NBPD methodology. MPO staff will be able to use those counters to verify the manual counts and refine the counting methodology for Douglas County. MPO staff will also be able to use those counters to compare 24-hour counts of motorized and non-motorized traffic at selected locations. To date Lawrence, Douglas County, and Eudora officials as well as some local groups have expressed interest in using these counters. The MPO staff does plan to lend these counters out to its planning partners (city and county officials) after the MPO staff tests this equipment and gauges its performance.

The City of Lawrence is currently a Bronze Level rated Bicycle Friendly City (BFC) designated by the League of American Bicyclists. That status was last granted in 2012. As part of efforts to maintain and improve that BFC rating the MPO staff reviews project development plans to ensure adherence to requirements for bikeways, bicycle parking, and sidewalks. The MPO staff is also working to incorporate Complete Streets principles into MPO documents as well as local development codes and infrastructure standards in order to benefit all roadway users (pedestrians, cyclists, transit users, motorists). The 2013 Countywide Bicycle Plan (part of the Multimodal Studies Project) addresses many elements that will be fundamental to improving bicycle friendliness throughout Douglas County. In early 2016 the City will need to re-apply for its BFC designation with the League, and it is hoped that those efforts and other recent activities like the ones listed here under this work task will help Lawrence maintain or improve its bike-friendly rating.

Over the last five years the MPO staff and other local officials have sporadically worked on a Sidewalk Plan to inventory pedestrian facilities in the region and identify gaps in the sidewalk system. Work on pedestrian system planning has been spotty with sidewalk needs and conditions mostly being studied as part of larger corridor or project plans. A holistic system wide plan for pedestrian mobility around the region has not been successfully completed yet. However, several pedestrian issues have since been discussed recently as part of the growing Complete Streets discussions in and around Lawrence and as part of the Multimodal Studies Project.

Active transport has become a discussion topic both locally in the Lawrence Area and on the national level as the relationships between public health and transportation choices are talked about more often by more people and more elected officials. A complete assessment of the pedestrian/sidewalk environment in Douglas County still needs to be done, and with such sidewalk related discussion **now taking place it is likely that 2014 and 2015 will be good years going on it looks like 2014 will be a good year for some serious efforts to complete a Pedestrian Plan for the region.** With that in mind, the During 2014 the MPO staff plans to devote a significant amount of their time in the second half of 2014 to work on a Regional Pedestrian Plan. That pedestrian planning project will use sidewalk inventory and condition data for Lawrence collected recently by the Lawrence Public Works Department, and any other pedestrian facility data collected by local governments in the region.

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
Objectives:

- Create and maintain data for bikeways, bicycling activity, pedestrian facilities, and pedestrian activity for use in various transportation studies and reports
- Encourage integration of bicycle and pedestrian transportation needs in land development projects, roadway design, local comprehensive plans, and capital improvement projects
- Encourage and promote increased levels of bicycle and pedestrian travel
- Provide public education materials about safe cycling and pedestrian activity to complement the development of the regional bikeway system and the regional multimodal transport system (this task is advocacy work that will be led by BAC members and other local cycling enthusiasts; this work cannot be CPG funded so if the MPO staff spends any time on this task it will be locally funded and those hours will not be noted on billing timesheets used for quarterly billings sent to KDOT)
- Encourage and support the development of a regional bikeway system that will encourage cycling for utilitarian trips and promote bikeways as a vital part of the region’s multimodal transportation system
- Maintain, update and implement the Bicycle and Pedestrian portions of the T2040 Plan, local comprehensive plans, and the Countywide Bikeway System Bicycle Plan

Work Tasks:

These tasks may be conducted with a combination of MPO staff, interns, and part-time city staff assigned to MPO duties.

- Coordinate roadway design concepts and standards to ensure that the needs of non-motorized travelers are addressed
- Review site plans for land development projects to ensure adherence to requirements for bikeways, bicycle parking, and pedestrian facilities in new and redevelopment projects
- Develop priorities for listing bicycle facilities in local capital improvement plans and other documents that budget funding for bicycle facilities and programs
- Update the Bicycle and Pedestrian portions of the Metropolitan Transportation Plan (T2040 Plan) Bicycle Plan and the Bikeway System Map as needed (for 2014 this activity will be part of the follow-up after the Multimodal Studies Project is completed in late 2013 under the Special Studies work task category)
- Assist and/or support, as appropriate, local governments and other eligible groups in the region with creating funding applications for bicycle and pedestrian projects and programs
- Participate in Bike Month and Bike to Work Week and other bicycle awareness and safety promotional activities (if the MPO staff does any of this activity it will be limited to staff assistance with drafting proclamations, posters, flyers and other Bike Month publications – this activity is advocacy and not planning, and is not eligible for CPG funding and will not be included in time logs sent to KDOT in quarterly billing reports)
- Promote the inclusion of policies and projects for non-motorized transportation in the local planning processes throughout Douglas County and work to coordinate those local plans for bike-pedestrian facilities with the regional transportation planning expressed in the MTP and other MPO documents and policies
· Address pedestrian and/or bicycling issues raised by the BAC, TAC or other groups and work with those groups to determine how those issues can be incorporated into studies, MTP updates, TIP updates, or other MPO products and/or processes

· Work with TAC members and local governments in the region to update and/or create a countywide inventory of bicycle parking and support facilities/services for bicyclists and map that information

· Work with TAC members and local governments in the region to update and/or create a countywide inventory of sidewalks and sidewalk conditions and map that information

· Work with TAC members and local governments to develop an online interactive mapping tool for continuous public input about multimodal transportation issues and bike-pedestrian infrastructure planning. 

· Work with TAC, BAC members and other groups to review and update the Bicycle Rideability Map as needed

· Plan, organize, and administer the 2014 Bicycle and Pedestrian Counting Program

· Work with various groups to improve bicycle facilities and programs and to incorporate those improvements into the region’s next Bicycle Friendly Community application submitted to the League of American Bicyclists

· Review local planning documents (area land use plans, zoning/subdivision regulations, etc.) to determine if those documents and/or recent changes to them can assist the City of Lawrence in its efforts to maintain and improve its Bicycle Friendly City designation from the League of American Bicyclists

· Work with local school district officials, BAC members, TAC members, law enforcement officials, and other groups to encourage the development of Safe Routes To School projects and programs throughout Douglas County

· Design and/or obtain materials to hand out to MPO members and the public to encourage safe cycling and walking (this task is advocacy work that cannot be CPG funded so if this work is done it will be locally funded – MPO staff time related to this activity will be limited to discussions held at BAC meetings)

· Purchase automatic bicycle and pedestrian counters (separate counters for roadway and trail counts) to be used to verify the annual manual counts and collect 24-hour counts. The MPO will purchase this equipment and allow it to be checked out and used by local government staffs (this activity to purchase counters should may be accomplished in the second half of 2014) late 2013 or early 2014

· Prepare and distribute meeting agendas, minutes, and supporting documents for the Bicycle Advisory Committee (BAC) meetings

· Coordinate the activities and actions of the BAC with related activities of the MPO committees and, related activities of the MPO committees.

· Take a lead role and with the assistance of the MPO planning partners to complete a new Regional Pedestrian Transportation Facilities Plan for Douglas County the region

Work Products:

· Reviews of roadway projects, development plans, and plats that note the needs for pedestrian facilities, bicycle facilities and/or bicycle parking (ongoing)

· Bikeway System Map updates (as needed)

· Bicycle Rideability Map updates (as needed)

· Assist the BAC in making updates to the Bicycle Work Plan (this is a short report showing the priority task recommended by the BAC each year to improve the bicycling environment in Douglas County – it includes activities conducted by local governments,
the MPO and other groups in Douglas County – it is typically updated each year in the 1st or 2nd Quarter.

- Updates to transportation design guidelines and standards that incorporate bikeway planning and design guidelines and encourage the construction of bicycle-friendly transportation improvements (as needed and MPO staff time allows)

- Regional Pedestrian Facilities Plan showing the condition of pedestrian facilities and plans for pedestrian environment and pedestrian infrastructure improvements (this will be similar to the Countywide Bikeway System Plan and focus on planning for a pedestrian mobility network – this pedestrian bicycle plan will be and coordinated with the Multimodal Studies Project and the Transportation 2040 Plan).

- Bicycle and Pedestrian Count data and reports (counts completed in September-October and submitted to the national database by DecemberNovember)

- Meetings and documentation to show what bicycle and pedestrian issues are discussed as part of the MPO process and how those issues are included in the MTP and other MPO documents (ongoing)

- Design of promotional materials for safe cycling and safe walking activities (this work product is advocacy and will be paid for with local funds only – MPO staff time related to this activity will be limited to discussions held at BAC meetings)

- Priority list of bicycle facilities for inclusion in local government capital improvement plans and roadway maintenance plans (ongoing with reviews of local plans typically taking place in the second half of the year for the next year’s construction schedule)

- Inventory of bikeways, bicycle parking facilities, and support services for bicyclists in Douglas County (this is an ongoing activity as new developments and new bike facilities are built or installed – some of this inventory will have been completed as part of the Multimodal Studies Project completed in late 2013)

- Inventory of pedestrian facilities and their conditions throughout Douglas County (this is an ongoing activity as new developments and new pedestrian facilities are built or installed – much of this inventory work will be completed as part of the Regional Pedestrian Plan scheduled for completion by the end of 2014)

- Meetings and/or documentation to show that the MPO has encouraged local school districts to create their Safe Routes To School (SRTS) Plan (as needed and MPO staff time allows)

- Meeting agendas and supporting documents for the Bicycle Advisory Committee (BAC) meetings (one week before meeting dates)

- Meeting minutes for the BAC (within two weeks after the meeting)

- Preliminary work on the next Bicycle Friendly Community application for the League of American Bicyclists (most of the work will be in 2015 with the application due in early 2016)

### Bicycle and Pedestrian Planning - Budget: $32,106,273

**Bicyclists & Pedestrians – Counting Equipment - Budget: $7,000**

This item is planned for the purchase of at least two portable counters designed to count at roadway and trail locations, and will also include any related supplies for the counters.

### 3.5 Air Quality Planning

**Background:**

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
The MPO staff has attended meetings with Kansas Department of Health and Environment (KDHE) officials and learned that Douglas County is on the borderline for non-attainment status and could be designated as non-attainment for ozone in the near future if the standards change. MPO staff has discussed this issue with TAC members, KDOT officials, and Douglas County Health Department staff. As of the approval date for this UPWP the enactment of new ozone standards by the EPA and the KDHE response to that have both been put on-hold. For now, Douglas County is in attainment, and the MPO staff will proceed with its work this year under that attainment designation. A change in the air quality designation for Douglas County is not expected to occur in 2014. The KDOT has advised the MPO that the EPA will not make re-designations this year in 2013, but the EPA is expected to complete its review of the National Ambient Air Quality (NAAQS) standard for ozone and make changes to that standard within the next year or two. Once the standard is changed the designation process will still take a year or two after that to officially change the air quality status of Douglas County (assuming the new standard is in the expected range), and until that re-designation is complete our region will remain in the attainment category.

The MPO staff has monitored the progress, or lack of progress, on setting new ozone standards throughout the last four years, and attended several meetings of the Douglas County Air Quality Committee. MPO staff will continue to participate in that committee. For 2014, the MPO staff expects to keep informed about federal and state actions that could impact the air quality status and MPO operations in Douglas County.

Objectives:

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

Work Tasks:

- Monitor the ongoing discussions about possible non-attainment status for Douglas County and inform the MPO about what impacts that would cause to MPO operations
- Work with KDHE, EPA, KDOT, FHWA, FTA and other agencies to revise MPO processes and documents so that our area is in compliance with air quality regulations
- Continue to support efforts by local groups that are encouraging actions which lead to reductions in air pollutant emissions

Work Products:

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

Air Quality Planning - Budget: $3,577

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
3.6 Long Range Planning – Support & Coordination

Background:

The MPO staff has provided input and comments on a number of long range land use plans. These include area plans like the Farmer’s Turnpike Area Plan and the West of K-10 Area Plan. These long range plans, that are not directly transportation system plans but influence how land is developed, are important to the MPO planning efforts. Support and coordination of land use and transportation planning efforts has taken place for many years in Douglas County. Within the last two years the MPO staff has reviewed and offered comments on unique projects like the Rock Chalk Park and City Recreation Center being planned near the US-40/K-10 Interchange and assessed how those plans relate to existing MPO plans for roads and bikeways in the area. This is simply good comprehensive planning. It will continue in 2014. For this year the MPO staff will be directly involved in reviewing all major land use planning documents that have a potential to produce significant impacts on the regional transportation system. That will include MPO staff reviewing and commenting on the update to the Lawrence-Douglas County Comprehensive Plan (current version called Horizon 2020) and the coordination of the land use and other plan elements with the transportation element of that plan which is the MPO’s T2040 Plan.

In order to make this land use-transportation planning relationship more formal, the MPO staff drafted a new Chapter 8-Transportation for the Lawrence-Douglas County Comprehensive Plan in 2010. That new chapter approved in early 2011 references the latest MPO-approved Metropolitan Transportation Plan to be the transportation chapter for the city-county comprehensive plan. In 2013, the MPO staff prepared a similar revision to Chapter 8 of the Comprehensive Plan that updated that chapter with the goals from the newly approved T2040 Metropolitan Transportation Plan. That latest Chapter 8 update was approved by the City-County Planning Commission, Lawrence City Commission, and the Douglas County Board of Commissioners during 2013. With that formal tie between the MPO transportation planning program and the Lawrence-Douglas County comprehensive planning program completed, the MPO staff expects to work in 2014 and 2015 to keep that land use-transportation planning closely coordinated as Lawrence and Douglas County officials work to update the other chapters of their joint comprehensive plan have less work to do under this task in 2014 and 2015.

The one item under this work task that the MPO staff may also spend some significant amounts of time on in 2014 is its continuing support of incorporating Complete Streets Principles into local development standards and processes at the same time as the MPO works to incorporate Complete Streets ideas into its processes and documents. The MPO Policy Board approved a Complete Streets Resolution in September 2011 that directs the MPO to support and encourage the creation of local Complete Streets Policies by local governments in Douglas County. In 2012, the City of Lawrence approved a Complete Streets Policy after a lengthy review and discussion which involved MPO staff.

Amended by the Lawrence – Douglas County Metropolitan Planning Organization on May 15, 2014
bicycle-friendly and more consistent with the Complete Streets principles.

Objectives:
- Provide a forum and working relationships between the MPO and land use planning agencies so that information can be exchanged and coordination can be enhanced between transportation and land use planning activities
- Provide a process for transportation planners to review and comment on land use plans and for land use planners to review and comment on transportation plans at the earliest stages of plan development in order to avoid conflicts between land use and transportation planning activities in the region
- Provide accessibility for transportation planners to obtain data on land use and economic activity that is helpful in creating and updating the MPO's regional travel demand model, the MTP, and other MPO products
- Provide input on local development code issues, such as complete streets policies and access management regulations, that affect the ways in which the region's transportation system is built and operated

Work Tasks:
- MPO staff will receive, review and comment on land use plan drafts and indicate how those land use plans are consistent with and how they are not consistent with MPO-approved planning documents, and MPO staff will offer suggestions for how those documents can be changed to make them more consistent
- MPO staff will meet regularly with other local and state planners working on land use plans and other system plans in the region
- MPO staff will study the existing land use and other pertinent long range plans in the region and use that knowledge of local land use policies in updating the Metropolitan Transportation Plan and other MPO documents
- MPO staff will meet with local staffs that regulate land uses and learn about issues being faced by those planners
- MPO staff will study local land use regulations and determine how those rules impact the use of land near major transportation facilities and impact the transportation system
- MPO staff will review local transportation related development codes and standards and work with local officials to incorporate Complete Streets principles into those local codes
- MPO staff will review its documents to determine what changes need to be made to reflect the enactment of local Complete Streets policies and/or changes to other transportation related local codes (access management standards, minimum lot sizes, etc.)
- MPO staff will review land use planning documents to determine if they can assist the City of Lawrence in its efforts to maintain and improve its Bicycle Friendly City designation from the League of American Bicyclists

Work Products:
- Comments from MPO staff on draft long range plans for areas and systems (as requested by PDS staff)
- MPO staff improvements in their understanding of local land use issues and regulations (ongoing activity)
• Updates to MPO planning documents that reflect improved coordination between land use and transportation system planning in the region (as major land developments are planned or as requested by PDS staff)
• Correspondence and materials related to the use of the new Comprehensive Plan – Chapter 8 and how that formalizes and strengthens the coordination the region has between its land use planning and transportation planning staffs. (MPO staff will amend the portions of Chapter 8 of the Lawrence-Douglas County Comprehensive Plan as updates are made to the MTP)
• Revisions to local development regulations and standards to incorporate Complete Streets Principles (as local governments in the region adopt or update CS policies)

Long Range Planning – Support & Coordination - Budget: $5,781.7,680

144,143 143,198

4. PUBLIC TRANSPORTATION PLANNING

This work category includes two major types of transit planning activities: Public Transit Planning & Coordination, and Paratransit Planning & Coordination. The transit planning done by the MPO staff focuses on coordination and the impacts of services on the regional transportation systems.

Between 2009 and 2012, the MPO staff participated in fixed route transit planning primarily through its involvement in the City-KU Transit Planning Team which is a group composed of Lawrence, University of Kansas, and MPO staff members working on improving the coordination of the Lawrence T and the KU On Wheels transit systems. The MPO staff also attended Public Transit Advisory Committee (PTAC) meetings and participated in discussions with that group, and had many discussions with the Lawrence Transit staff during that period. Those activities continued in 2013, but for that year the MPO staff also participated in the I-70...
Corridor Transit Feasibility Study/Commuter Bus Study sponsored by KDOT and also conferred with Lawrence Transit staff on the progress of the Transit Center Location Analysis Study Hub Study sponsored by the City of Lawrence.

In 2011 and 2012 the MPO staff drafted and the MPO approved a new Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) with the help of a new MPO advisory committee called the Regional Transit Advisory Committee (RTAC). Paratransit planning involves specialized transit services that are designed to transport certain groups that need curb to curb services (i.e., transport of persons with various forms of physical and/or mental disabilities, frail elderly, etc.).

For 2014, the MPO staff expects to spend about the same amount of time on both types of transit planning, but overall the MPO staff will probably spend less time on this work category in 2014 than it did between 2009 and 2013. That is because now the T and KUOW operations are highly coordinated into one route and schedule system, and the region’s paratransit providers are organized through the RTAC Regional Transit Advisory Committee to address their common concerns and paratransit needs. Transit issues will be discussed frequently by MPO staff in 2014, but much of that discussion will take place as part of the follow-up discussion about the Multimodal Studies Project completed in late 2013. That multimodal discussion will be held under the Special Studies work task. Many other transit discussions will be held at TAC and RTAC meetings as needed throughout the year.

4.1 Public Transit Planning & Coordination

Background:

The MPO staff has assisted the City of Lawrence with the development of public transportation services and provides ongoing transit planning support to City staff. The fixed-route bus service in Lawrence is operated by the City and is funded through federal and state aid programmed in the TIP as well as local funding sources. In November 2008 the voters of Lawrence approved a ten-year sales tax increase that included dedicated funding for transit operations. The Lawrence T fixed route system is discussed in the T2040 Plan and is an integral part of the multimodal transportation system serving the Lawrence Urbanized Area.

The University of Kansas operates a separate fixed route transit system (KU On Wheels – KUOW) that provides service on campus and to several off-campus residential and shopping areas. Between 2009 and 2012 the City and KU representatives discussed ways to better coordinate their services and ways to offer a joint transit service to the general public and the KU community. The MPO staff has been active in City-KU coordination discussions and will continue to do so as requested by the T and/or KUOW staffs. In 2009 the City and KU began service on a new joint route (Route 11) that replaced one T and two KUOW routes. Since then the two systems have continued to closely coordinate their services with route and schedule changes to such a degree that it seems like they are one service. They are legally still two systems, but their routes are highly coordinated with some jointly operated routes. The two services also share a maintenance/operations center, produce a joint route/schedule guidebook, and use the same contract provider. All of this coordination leads to benefits for both KU and the City.

In mid-2012, the T staff received a notice from the City Commission that a budget of $40,000 was approved for Lawrence Transit (the T) to study the need and possible locations for a transit hub in Lawrence. The MPO staff, as part of its ongoing coordination with the T staff, discussed this study and monitored its progress. This transit center location study hub study has been expanded to include some traffic impact analysis that was completed in early 2014.
and that study is due for completion at about the time this UPWP amendment is approved. The MPO and T staffs will discuss the study’s recommendations and City decisions related to this study, and how that will impact the function of the region’s multimodal transportation system.

**Objectives:**

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

**Work Tasks:**

- Continue to assist in the planning and further development of the fixed-route bus service for Lawrence and its coordination with KU On Wheels transit operations
- Participate in discussions about improving coordination of transit services between the City of Lawrence and the University of Kansas and participate in that coordination the work of the City-KU Transit Planning Team
- Monitor the changes to transit services in the Lawrence Area and make any modifications to the T2040 Plan and/or the TIP document that are needed
- Participate in planning studies and/or discussions concerning the provision of commuter transit services between the Lawrence, Topeka, Kansas City, and Johnson County areas (in 2014 this is expected to include discussions about the recommendations from the I-70 Corridor Transit Feasibility Commuter Bus Study completed in early 2014)
- Work with the MPO committees to discuss the needs and possibilities for transit services to rural and small town areas in the region
- Provide technical and planning assistance to the City Commission and City Public Transit Administrator (as requested and staff time allows)
- Assist City staff as appropriate with the grant application process for use of FTA and KDOT funds for urban transit services
- Discuss the results of the Lawrence Transit Center Location Analysis Study, Transit Hub Study with various City officials and other MPO partners to assess the impacts of that study’s recommendations on the region’s multimodal transport network.

**Work Products:**

- Amendments to the TIP to reflect changes to transit programs and funding (as requested by the Lawrence T staff, KDOT staff or FTA staff)
- Amendments to the T2040 Plan to reflect changes to transit services in the region (as requested by TAC members and/or as major transit changes occur in the region)
- Various letters, reports and other documentation related to the coordination of the Lawrence T and KU On Wheels transit services (ongoing activity)
- Various letters, reports and other documentation related to the discussions of intercity commuter and rural transit services in Northeast Kansas (ongoing activity)
· Documentation of MPO participation in planning studies and/or discussions concerning the provision of commuter transit services between the Lawrence, Topeka, Kansas City, and Johnson County areas (participation in discussions concerning the implementation of the I-70 Corridor Transit Feasibility Study Commuter Study recommendations is expected throughout 2014 and beyond)
· Documentation of MPO participation in discussions concerning the recommendations from the Lawrence Transit Center Location Analysis Study Hub Study (study completion is expected in early 2014 late 2013 with MPO staff participation in discussions about that study expected throughout 2014)

Public Transit Planning & Coordination - Budget: $10,732,402

4.2 Paratransit Planning and Coordination

Background:
The MPO staff has worked with the local specialized transit providers and KDOT staff to program funds in the TIP for Section 5310 providers and to create a new Coordinated Public Transit–Human Services Transportation Plan (CPT-HSTP) that was approved in early 2012. That assistance with programming funds and planning specialty transit services will continue in 2014 as the MPO staff works with local paratransit providers to implement the recommendations from the CPT-HSTP. Issues and concerns raised in that paratransit plan are also incorporated into the T2040 Plan approved in March of 2013.

Objectives:
· To identify the needs for specialized transit services in the region and to incorporate paratransit issues into the MPO processes and documents
· To provide assistance to local agencies that are supported with funding for the transportation of elderly and disabled persons (e.g., FTA 5310 funds) and to program those funds in the TIP as needed
· To produce and maintain a CPT-HSTP for Douglas County

Work Tasks:
· MPO staff will meet with paratransit providers from Coordinated Transit District (CTD) #1 and work with those providers and KDOT staff to incorporate paratransit issues into the Metropolitan Transportation Plan
· MPO staff will work with CTD #1 paratransit providers and KDOT staff to discuss the design of and operations of paratransit services in other parts of Northeast Kansas and compare those paratransit services with the ones existing in Douglas County. That effort will be used to identify best practices that can then be applied to the paratransit operations in the Lawrence-Douglas County Region and incorporated into future updates of the CPT-HSTP.
· MPO staff will work with KDOT staff and the CTD-1 agencies to program FTA Section 5310 funding for paratransit vehicles and the required local match amounts in the Transportation Improvement Program
· MPO staff will work with local paratransit providers to implement the recommendations from the CPT-HSTP and to update that plan as needed

Work Products:
• Updates to the T2040 Metropolitan Transportation Plan (MTP) to reflect changes to paratransit services in the region (as needed)
• Updates to the Transportation Improvement Program (TIP) to reflect changes in funding for paratransit services in the region (as needed)
• Meetings and documentation of efforts to implement the recommendations from the CPT-HSTP for Douglas County (ongoing activity)
• Documentation to show the coordination of the CPT-HSTP with the T2040 Plan (ongoing activity)

Paratransit Planning and Coordination - Budget: $10,732,102

Coordinated Transit District #1 – Annual Membership Fee - Budget: $ 50

2014 Budget for the Public Transportation Planning Work Category:

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<th>UPWP #</th>
<th>Work Task</th>
<th>Totals</th>
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<tbody>
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Total Cash Expenditures Budgeted for the 2014 Unified Planning Work Program

$ 267,525

Note about the KDOT Match for the UPWP Budget

The Kansas Department of Transportation (KDOT) provides toll credits that are used as non-cash match for this work program. Those credits are not allocated to any particular work task but are used to match the work program as a whole. For 2014 the MPO is using 26,509,22,570 toll credits from KDOT in its UPWP budget.
### 2014 UPWP Work Task Schedule

#### UPWP #
<table>
<thead>
<tr>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
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### Details

- **MPO Committee Support** includes ongoing work to staff MPO committee meetings and produce meeting documentation (agenda, minutes, etc.).
- **Unified Planning Work Program & Grant Management** includes activities during the second quarter related to transportation project amendments or revisions approved by the MPO in prior years. MPO staff are required to update labor rates and other annual changes in UPWP that occurred in the prior year. Each quarter full staff support is prepared and sent to KDOT.
- **Other Administrative Activities** involve the management of contracts, purchases/orders, staff reviews and appraisals, and other various administrative tasks not specified under other work categories.
- **Public Participation Plan** is to be reviewed and updated in 2011-2012. The MPO has taken an in-depth review of major changes to the MTP and incorporated the findings from the T2040 Plan into the MTP.
- **MPO Education & Staff Training** includes ongoing training in all planning disciplines. Staff training occurs on an as needed basis.
- **Transportation Improvement Program** includes an ongoing review of the existing MPO work program and the re-allocation of funds as warranted. The MPO staff is responsible for maintaining the TIP and updating it to create a new 2013-2015 TIP by the end of the 3rd Quarter with MPO approval of the new TIP for submission to KDOT.
- **Current Planning Support and Coordination** are ongoing activities that staff routinely conducts as needed throughout the year.
- **Access Management - Plans, Guidelines and Standards** are ongoing activities that staff routinely conducts as needed throughout the year.
- **Regional Travel Demand Model & Data Development** includes ongoing work to develop travel demand models.
- **Metropolitan Transportation Plan** includes ongoing work to update and maintain the T2040 Plan.
- **Special Studies (corridor, regional, statewide, feasibility, model, etc.)** includes ongoing work to update and maintain the T2040 Plan.
- **Bicycle and Pedestrian Planning** includes ongoing work to update and maintain the T2040 Plan.
- **Air Quality Planning** includes ongoing work to update and maintain the T2040 Plan.
- **Long-Range Planning - Support & Coordination** includes ongoing work to update and maintain the T2040 Plan.
- **Public Transit Planning & Coordination** includes ongoing work to update and maintain the T2040 Plan.

### Notes

- X denotes a major focus of staff resources on that work task during that quarter.
- o denotes an ongoing activity that staff routinely conducts as needed throughout the year.

This schedule is subject to change and may change in 2014 as other US DOT - KDOT and other agencies discuss the MPO impacts of new federal transportation planning regulations related to MAP-21 - Lawrence and University of Kansas transit systems make further adjustments and continue to coordinate operations; MPO funding level is reviewed; regional air quality attainment status changes; major KDOT sponsored corridor and area studies impacting Douglas County are drafted or completed; and other significant changes to MPO duties or funding occur.

Amended by the Lawrence-Douglas County MPO on May 15, 2014.
### Funding Sources

<table>
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<tr>
<th>2014 UPWP Budget - Amended May 15, 2014</th>
<th>Total Cash Outlay by Work Task</th>
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<td>3.2</td>
<td>11,933</td>
</tr>
<tr>
<td>Special Studies (corridor, regional, statewide, feasibility, modal, etc.)</td>
<td>3.3</td>
<td>25,440</td>
</tr>
<tr>
<td>Regional ITS Architecture Update (consultant contract)</td>
<td>3.3b</td>
<td>45,000</td>
</tr>
<tr>
<td>Bicycle and Pedestrian Planning</td>
<td>3.4</td>
<td>11,933</td>
</tr>
<tr>
<td>Bicyclists and Pedestrians - Counting Equipment (purchase of equipment)</td>
<td>3.4a</td>
<td>7,000</td>
</tr>
<tr>
<td>Air Quality Planning</td>
<td>3.5</td>
<td>3,577</td>
</tr>
<tr>
<td>Long Range Planning - Support &amp; Coordination</td>
<td>3.6</td>
<td>5,781</td>
</tr>
<tr>
<td>Public Transportation Planning</td>
<td>4</td>
<td>21,513</td>
</tr>
<tr>
<td>Public Transit Planning &amp; Coordination</td>
<td>4.1</td>
<td>10,732</td>
</tr>
<tr>
<td>Paratransit Planning &amp; Coordination</td>
<td>4.2</td>
<td>10,732</td>
</tr>
<tr>
<td>CTD # 1 (annual membership fee)</td>
<td>4.2a</td>
<td>50</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>267,525</td>
</tr>
<tr>
<td>Toll Credits from KDOT used to match the 2014 MPO program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Consultant, Training, Equipment & Supply Cost Estimates for 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising of MPO Documents and Processes (newspaper ads, etc.)</td>
<td>500</td>
</tr>
<tr>
<td>Equipment and Supplies Cost (excludes TDM software fees)</td>
<td>6,000</td>
</tr>
<tr>
<td>Workshops, Conferences and Training Costs (excludes TDM training)</td>
<td>2,000</td>
</tr>
<tr>
<td>Travel Demand Model - regular CPG funds (MPO staff training costs)</td>
<td>0</td>
</tr>
<tr>
<td>TransCAD fee</td>
<td>1,200</td>
</tr>
<tr>
<td>ITS Regional Architecture - update of 2008 edition</td>
<td>45,000</td>
</tr>
<tr>
<td>Bike - Ped Counters</td>
<td>7,000</td>
</tr>
<tr>
<td>CTD #1 annual fee</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL DIRECT NON-STAFF EXPENSES</td>
<td>61,750</td>
</tr>
</tbody>
</table>

### MPO Staff (fully loaded rate with benefits)

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Transportation Planner</td>
<td>55.09</td>
<td>2,080</td>
<td>114,587</td>
</tr>
<tr>
<td>Transportation Planner</td>
<td>34.34</td>
<td>2,080</td>
<td>71,427</td>
</tr>
<tr>
<td>GIS Planner (map and graphics work for tasks 2.1, 2.3, 3.2 and 3.4)</td>
<td>50.90</td>
<td>180</td>
<td>9,016</td>
</tr>
<tr>
<td>Planning Director/MPO Secretary (management &amp; administrative work for tasks 1.1 and 1.3)</td>
<td>74.30</td>
<td>60</td>
<td>5,944</td>
</tr>
<tr>
<td>Interns (work on tasks 1.4, 2.3, and 3.4)</td>
<td>10.00</td>
<td>480</td>
<td>4,800</td>
</tr>
<tr>
<td>TOTAL MPO Full-Time Staff Costs - Budgeted</td>
<td></td>
<td></td>
<td>205,775</td>
</tr>
</tbody>
</table>
RESOLUTION

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

WHEREAS, the Unified Planning Work Program (UPWP) of the MPO identifies the major planning activities, planning priorities, objectives, work tasks, and planning products as well as the functional and financial responsibilities of the planning partners in carrying out the MPO work for the region each year; and,

WHEREAS, a UPWP for each MPO must be adopted annually, and amended when necessary, in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) and related laws and regulations.

NOW, THEREFORE BE IT RESOLVED that the Lawrence-Douglas County Metropolitan Planning Organization hereby approves this 2014 UPWP Amendment #1 including the Budget and Text Amendments described below and shown on the attachments to this resolutions on this 15TH day of May 2014.

2014 UPWP Budget and Text Changes – Amendment #1

Budget Changes

- Labor rates for MPO staff were revised to reflect approved 2014 rates from the City of Lawrence.
- Staff hours by task were revised based on a review of the 1st Quarter billing report and staff expectations of work on each task during the rest of the year.
  - Decrease in staff hours for Task 1.4 Public Participation Plan (240 to 140)
  - Increase in staff hours for Task 1.5 MPO Education and Staff Training (160 to 200)
  - Increase in staff hours for Task 2.1 Transportation Improvement Program (360 to 480)
  - Decrease in staff hours for Task 2.3 Access Management –Plans, Guidelines and Standards (460 to 420)
  - Decrease in staff hours for Task 3.1 Regional Travel Demand Model and Data Development (320 to 280)
Decrease in staff hours for Task 3.2 Metropolitan Transportation Plan (300 to 280)

Increase in staff hours for Task 3.3 Special Studies (440 to 600)

Increase in staff hours for Task 3.4 Bicycle and Pedestrian Planning (800 to 900)

Decrease in staff hours for Task 3.6 Long Range Planning - Support and Coordination (160 to 120)

The 120 hours for part-time tech staff were eliminated from the budget and the 180 intern hours were increased to 480 to reflect the MPO staff plans to have an intern work through the summer and fall to the end of 2014.

- Equipment and Supplies costs were increased from $500 to $6,000 to allow the MPO staff to purchase office furniture and online mapping software needed for the Regional Pedestrian Plan.
- Travel Demand Model costs were decreased from $7,500 to $0 to reflect the fact that only staff time will be used for this training in 2014 and that the KDOT consultants working on the K-10 widening project (SLT west leg) will be using and possibly upgrading the MPO model as part of their traffic projection activities.
- Regional ITS Architecture Update costs were increased from $15,000 to $45,000 to allow the MPO to fund more of this consultant contract with 2014 funds and to lower the 2014 year-end balance so that fewer dollars are returned to KDOT at the end of the year for re-allocation to the Metro Fund. This project is now scheduled for consultant interviews by the end of summer or sooner.
- Bicyclists and Pedestrians Counting Equipment costs were increased from $6,500 to $7,000 for the MPO purchase of two portable counters with training on how to select locations, set up the equipment, maintain the counters and analyze the data.
- Matching amounts for selected work tasks were switched from KDOT Toll Credits to Local Cash match in order to maintain an approximate 50/50 match ratio for these types of match which was requested by KDOT.

Text Changes

- Text revisions were made to describe the budget changes noted above.
- Text Revisions were made to describe the plan to purchase office furniture for MPO staff this year.
- Text revisions were made to describe the plan to allow KDOT consultants to use the MPO’s travel demand model to project traffic as part of the SLT West leg design project.
- Text revisions were made to describe the plans to move up the schedule for hiring a consultant for the ITS architecture update.
- Other text revisions to update the status of existing MPO documents and other items that have changed since October 2013.

Schedule Changes

- Several revisions were made to the schedule to reflect the following changes:
  - the use of intern and staff time to complete Task 2.3 Access Management Plans-Guidelines-Standards by the end of the 3rd Quarter
  - new plans to use staff time only to train on the TransCAD model and to allow KDOT consultants to use that model for SLT West Leg design work
° the staff time needed in the 2nd and 3rd Quarters to make a second amendment to the Metropolitan Transportation Plan to incorporate the Multimodal Studies information and recommendations into the T2040 Plan
° the unexpected amounts of Special Studies staff work done in the 1st and 2nd Quarters to complete the Multimodal Studies Project, and
° the staff time needed during the 2nd and 3rd Quarters to coordinate MPO work with local land use planning and public involvement work related to the update of the Lawrence-Douglas County Comprehensive Plan.