



**Fiscal Year 2018
Unified Planning Work Program
FY18 Performance & Expenditure Report**

July 1, 2017 – June 30, 2018

Prepared by
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ELEMENT 01: Administration

A. PURPOSE

Provide administrative services to manage and support the MPO committees and their activities and ensure the planning program is compliant with all applicable federal and state requirements. Provide training to MPO staff to acquire necessary skills and knowledge concerning MPO planning and operation. Provide technical assistance and collaborative planning efforts to Warren County local governments, agencies, and WKU with transportation planning projects, funding information, and other related needs.

B. WORK TASKS

1. Facilitate meetings of the MPO Committees (Policy and Technical Advisory) to accomplish the goals and objectives of the MPO, as provided in the Metropolitan Transportation Plan (MTP).
2. Provide financial administrative services, including budgeting, bookkeeping, and preparation of invoices. An annual audit per 23 CFR 420.121 (a) will be prepared and submitted to required recipients.
3. Provide support services, including the maintenance of MPO membership, preparation of minutes, preparation and distribution of committee materials, and review and update bylaws as needed.
4. Prepare and submit quarterly progress reports and related documentation to the KYTC Division of Planning and Office of Transportation Delivery. The quarterly reports will describe the work completed during each 90 day time period and will be due 30-days from the end of the reported quarter.
5. Serve as the MPO liaison between the KYTC, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) in operating and conducting the transportation planning program. Assist these agencies with coordinated planning efforts by providing support services, maintenance, and/or various tasks to promote a safer and more secure transportation system.
6. Develop and distribute an Annual Listing of Obligated Projects.
7. Monitor state and federal policies, legislation and other transportation information. This can be done through interaction with local officials, online research, and/or participation in webinars.
8. Provide technical assistance to local governments and agencies in their preparation of transportation grants and other applications or their administration. Assistance may include, but not be limited to, the attendance of staff at stakeholder meetings and participation in regional planning efforts. Staff will work with MPO committees, local public agencies (LPAs), elected officials and KYTC in determining eligible Transportation Alternatives Program (TAP) projects for submittal to KYTC and other enhancement type funds as needed.
9. Staff will provide education and assistance to LPAs with over 50 employees, on the requirement of Section 504 Americans with Disabilities Act (ADA) Transition Plan for authorizing federal aid expenditures.
 - a. The MPO will monitor the status of public agencies required to have ADA Transition Plans and will collect copies of the most recent documents from all entities within the metropolitan planning area that are required to have an ADA Transition Plan.
 - b. The MPO will seek to increase awareness and understanding of all policy and technical advisory committee members of the ADA issues.
 - c. Staff will assist in the collection of data for the State asset management plan for the NHS.
10. Educate local governments of the availability of KYTC's LPA Guide documenting federal requirements for the oversight and administration of federal-aid projects. Assist LPAs with project technical assistance through MPO document updates such as amendments and administrative modifications, coordinating assistance, and other technical assistance as needed to educate LPAs on federal requirements.
11. Coordinate MPO planning efforts and transportation planning activities with various agencies, community-based organizations, and other stakeholders.
12. Staff will attend training and/or participate in webinars, as needed or required, to obtain the knowledge and capacity necessary to manage and support the MPO. Required training includes the attendance at FHWA/KYTC/MPO meetings.
13. Purchase of any necessary software and/or equipment to aid the MPO in a comprehensive planning effort. Expenditures greater than \$100 will have prior approval of the KYTC. Costs may include, but are not limited to: GIS Network Analysis and licensing, computer software and hardware.
14. Staff will explore options for website development and solicit consultant services to develop a new MPO website. The new website should incorporate all aspects of the transportation system including transit and bike/ped components, along with the primary MPO studies, plans, other applicable documents, and maps for web users.

The website should consider both desktop and mobile users, with the potential of developing a web-based mobile application for the MPO.

C. FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 25,222.97	FHWA	\$ 32,631.09
Travel/Training Costs	\$ 2,298.48	FTA	\$ 3,026.76
Other Direct Costs	\$ 17,050.86	KYTC	\$ 2,039.44
Indirect Costs	\$ 0	Local	\$ 6,118.33
Total Costs	\$ 44,572.31		

Staff Hours						
MPO Coordinator	Executive Director	Financial Officer	Planner III	Planner I	GIS Planner	Total Hours
515	90	48	13	8	1	675

Travel / Training Opportunities:

- September 29, 2017: KAPA Planning Conference – Louisville, KY (MPO Coordinator)
- September 11-15, 2017: America Walks Fellowship/Conference (Multimodal Coordinator)
- October 18, 2017, April 18, 2018 – Statewide Planning Meeting – Frankfort, KY (MPO Coordinator)
- December 15, 2017 – Planning and zoning training – Owensboro, KY (MPO Coordinator)
- January 17 and 24, 2018 – Statewide Planning Meeting – Phone Conference (MPO Coordinator)
- June 5, 2018 – Travel Demand Forecasting Training – Frankfort, KY (MPO Coordinator)

D. REPORT SUMMARY

- Staff facilitated MPO meetings, as listed below, with the inclusion of preparing meeting minutes/summary notes, drafting agendas, preparing additional meeting materials, compiling emails, and distributing meeting material to committee members.

Technical Advisory Committee

- i. July 24, 2017
- ii. August 28, 2017
- iii. September 25, 2017
- iv. October 23, 2017
- v. November 27, 2017
- vi. January 22, 2018
- vii. February 26, 2018
- viii. March 26, 2018
- ix. April 18, 2018
- x. May 21, 2018

Policy Committee

- i. July 20, 2017
- ii. July 27, 2017
- iii. October 9, 2017
- iv. January 29, 2018
- v. April 9, 2018
- vi. May 22, 2018

- Prepared and distributed FY18 quarterly reports and invoices to KYTC Division of Planning and Office of Transportation Delivery (for FTA Invoices). MPO Coordinator worked with Financial Officer on miscellaneous FY18 budget upkeep items. Financial Officer performed bi-weekly bookkeeping through payroll and budget maintenance.
- Compiled content and communicated with participating agencies to obtain accurate information for the FY17 Annual Listing of Obligated Projects report. Drafted the report, made revisions, and distributed to respective agencies.
- Provided assistance to the City of Bowling Green and Greenways Commission in compiling grant applications for multimodal projects (TAP and Paula Nye Grants). Attended planning meetings for the development and review of the TAP grant project proposal. Communicated with the City of Bowling Green on status updates of previously awarded TAP projects (Moss Middle Greenway and West End).
- Attended stakeholder meetings for planning and pre-design of the awarded TAP grant project for the West End. Communicated with the City of Bowling Green on status updates of previously awarded TAP projects (Moss Middle Greenway).

- Staff scheduled and attended meetings with planning stakeholders to discuss internal staff changes, discuss action items and ideas for moving forward, and explore more innovative approaches for the transportation planning process (meetings, involvement, content produced, etc.) within the MPO and Greenways.
- Upon contact and request from various consulting firms, staff met with representatives from Strand Associates, Inc., HDR, and Kimly-Horn.
- Staff regularly communicated with planning partners from KYTC to ensure adequate coordination of projects, MPO meeting materials, transportation studies, and other miscellaneous items.
- Staff met with KYTC MPO Liaison for on-site review to discuss various MPO topics and work items.
- Tried to stay up-to-date on transportation legislation. Staff monitored transportation news, issues, and updates through online resources, articles, blogs, and news sources.
- Staff responded to a public concern about construction of new access entrance to WKU's South Campus. Forwarded the concern to appropriate parties.
- MPO Coordinator reviewed MPO Bylaws for potential revision to accommodate the soon-to-be established MPO Bicycle and Pedestrian Advisory Committee (BPAC), which will replace the formal Greenways Commission.
- Reviewed MPO budget, staff hours, and work tasks to redistribute hours and responsibilities to additional City-County Planning Commission staff members, in response to the elimination of the Multimodal Coordinator position.
- Executive Director commenced work on developing the road network for Warren County. Communicated with various sister agencies to gather data. Communicated with sister agencies to discuss challenges with the current GIS system and licenses/uses across the county and ways to improve collaboration into a better, more efficient GIS planning process. Worked with ESRI professionals to purchase appropriate GIS package for the City-County Planning Commission/MPO/Greenways. Executive Director worked with Financial Officer prior to purchasing items to ensure budget compliance.
- MPO Logo + Website:
 - i. Staff researched necessary information regarding the update of the MPO website. Research included gathering ideas from other websites; drafting the needs, desires and changes for the website; researching creative agencies for web development and graphic design; contacting various agencies to ask questions, gather information about the agency and their approach, and get general cost estimates for the desired project. MPO Coordinator and Executive Director met with local marketing agency to discuss the needs of the website re-development project and other related material. MPO Coordinator met with local graphic designer (and bike/ped advocate) to discuss redesigning the MPO logo and the Greenways program.
 - ii. MPO Coordinator continued to communicate with website agency regarding the proposed website update. The scope of work and corresponding proposal were thus reviewed, revised, and resubmitted. CrowdSouth Marketing was selected to conduct the MPO's website development and update. Staff communicated cost estimates with Executive Director and further refined the needs of the MPO website.
 - iii. January 25, 2018 – Worked with CrowdSouth's contracted graphic designer to discuss the redesign of the MPO logo. Coordinated with CrowdSouth on the website design, function, and preliminary site layout.
 - iv. March 8, 2018 – Met with graphic designer to review the proposed logo designs for the MPO.
 - v. Coordinated with CrowdSouth to purchase the appropriate hosting, serving, and URL accounts.
 - vi. MPO Coordinator continued to communicate with CrowdSouth Marketing regarding the website update. Staff communicated preliminary design and function with Executive Director to further refine the needs of the MPO website; compiled content for website; reviewed draft of website with Executive Director; provided thorough review and comments for revision to the MPO and Multimodal pages. Provided assistance to marketing team, as needed.
 - vii. April 9, 2018 – Met with CrowdSouth Marketing to review the design and function for the website. Staff provided assistance as needed, compiled and provided content, and reviewed the drafts of the logo and website.
 - viii. April 17, 2018 – Met with graphic designer to discuss changes for the MPO logo.
- MPO Coordinator communicated with other MPOs to gain a better understanding of their administration work for their committees and subcommittees. Also provided assistance and information to other MPO staff, as requested. Communicated via email and phone with other MPOs regarding various planning topics and/or questions, including but not limited to: website information, Title VI compliancy, and transit coordination and advertising.
- Financial Officer and MPO Coordinator met monthly to discuss budget items and stay on track with ongoing

- work, expenses, and income.
- MPO Coordinator, Financial Officer, Executive Director, Planner III, GIS Planner, and other CCPC staff members participated in various staff team meetings, including but not limited to, the MPO team meeting.
 - i. Planning and Zoning staff team met to discuss relevant zoning issues, updates to the Zoning Ordinance, upcoming applications, and planning efforts including focal point plans, corridor studies, and planning needs for the upcoming year. Meetings were held on the following dates: November 28, 2017, Jan. 3, Jan. 31, Feb. 14, Feb. 28, Mar. 14, April 11, April 25, May 9, and May 23, 2018
 - ii. Participated in staff meeting for the GIS team on the following dates: Jan. 17, 2018; Feb. 21, 2018; May 16, 2018
- Employee evaluation with Executive Director – May 31, 2018
- MPO Coordinator attended KAPA Fall Conference in Louisville, KY at The Parklands at Floyds Fork. Staff participated in sessions about bike/ped planning, the development of The Parklands, planning for the future with the incorporation of parks, and analyzing conservation subdivisions.

ELEMENT 02: Unified Planning Work Program

A. PURPOSE

The Unified Planning Work Program (UPWP) outlines the work elements that the MPO intends to carry out during the fiscal year. The UPWP also details the funding for the MPO and allocates the funds to each work element. The UPWP extends from July 1 through June 30 of each year. An annual report is completed at the end of each fiscal year documenting the completed year’s work. The report serves as documentation of UPWP work tasks addressed throughout the fiscal year and addresses how and where funds were allocated.

B. WORK TASKS

1. Prepare and distribute a FY 2017 Annual Performance and Expenditure Report.
2. Seek the assistance, guidance and oversight from the KYTC’s Division of Planning, Transportation Delivery and District 3; the FTA and FHWA’s Kentucky Division in determining the appropriate work to be completed throughout the current and upcoming fiscal years.
3. Develop the FY 2019 UPWP with the consultation of local officials involved in the MPO and operators of public transit agencies.
4. Consult with KYTC, FHWA and FTA to determine appropriate funding levels for the FY 2019 UPWP.
5. Submit the draft FY 2019 UPWP for review and comment to the KYTC, FHWA, FTA and other required agencies as listed in the MPO routing listing by February 28, 2018.
6. Review and address submitted comments to the draft FY 2019 UPWP. Submit and distribute the final FY 2019 UPWP to KYTC, FHWA, FTA, and other required agencies as listed in the MPO routing listing. Use the Kentucky State Clearing House system for final submissions to all MPO partners.
7. Maintain the FY 2018 UPWP and amend as needed.

C. FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 2,209.01	FHWA	\$ 1,502.13
Other Direct Costs	\$ 0	FTA	\$ 265.08
Indirect Costs	\$ 0	KYTC	\$ 93.88
Total Costs	\$ 2,209.01	Local	\$ 347.92

Staff Hours			
MPO Coordinator	Executive Director	Financial Officer	Total Hours
50	3	8	66

D. REPORT SUMMARY

- MPO Coordinator gathered content, compiled, drafted, and distributed the FY 2017 Annual Performance & Expenditure Report. Staff communicated and reviewed the year-end budget with CCPC’s Financial Officer to ensure consistent budgets.
- Reviewed the FY18 UPWP budget and work tasks to delegate MPO responsibilities to additional CCPC staff upon leave of the Multimodal Coordinator. MPO Coordinator reviewed work tasks applicable to other CCPC staff and that may be of assistance in the transportation planning process.
- Developed the FY19 UPWP Draft, with work including researching other MPO’s UPWPs, requesting input from the TAC and PC, and seeking to condense and reorganize content.
- Worked with KYTC, FTA, and FHWA to incorporate updated language and regulations, and consulted with KYTC and FTA to determine appropriate MPO funding levels. Worked with CCPC Financial Officer and Executive Director to develop appropriate work items and a draft budget for FY19.
- Distributed the FY19 UPWP Draft to MPO planning partners for review and comment on February 27, 2018.
- Collected comments on the FY19 UPWP Draft from KYTC, FHWA, and FTA; made revisions to the final FY19 UPWP.
- Distributed final FY19 UPWP to MPO planning partners.

ELEMENT 03: Public Involvement

A. PURPOSE

Conduct an outreach program that ensures public and community stakeholder involvement in the decision making process related to transportation planning of the Bowling Green-Warren County MPO. Seek out strategies to engage the public and community stakeholders in the transportation planning process, as outlined in the MPO’s Participation Plan, and in compliance with FAST Act legislation. The MPO engages the public primarily through three components: public meetings, newsletter publications, and web-based technologies. Additionally, public input meetings are held as applicable to provide information and solicit public review and comment on the MPO’s required documents.

B. WORK TASKS

1. Maintain a list of local agencies and organizations that may be contacted to provide meaningful opportunities for public involvement in the transportation planning process.
2. Assist the MPO Policy Committee in determining what procedures will be appropriate to carry out a meaningful public involvement program with relation to citizen review of the UPWP, MTP and TIP.
3. Review and update the January 2015 Participation Plan to evaluate the effectiveness of the plan and to incorporate revised planning regulations, efforts, and/or provide more opportunities for public involvement.
4. Publish a quarterly MPO newsletter via the MPO website and/or electronic copy and work to expand the network of recipients.
5. Address implications of Title VI, including but not limited to Low English Proficiency, Environmental Justice, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. Maintain the MPO’s Title VI Report and seek efforts of further involvement with these populations of the MPO area.
6. As required for federal compliance, consult with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation in reviewing the Participation Plan and other documents.
7. Seek alternative opportunities to engage and inform the local community in the transportation planning process.
8. Investigate the development of social media use by the MPO in order to provide greater public awareness and outreach.

C. FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 11,158.29	FHWA	\$ 13,528.17
Other Direct Costs	\$ 10,608.09	FTA	\$ 3,878.05
Indirect Costs	\$ 0	KYTC	\$ 848.01
Total Costs	\$ 21,766.38	Local	\$ 4,303.37

Staff Hours				
MPO Coordinator	Executive Director	Planner III	Financial Officer	Total Hours
271	31	8	2	312

D. REPORT SUMMARY

Newsletters + Social

- Staff maintained several email lists for distribution of public meetings and newsletters. The lists were used to distribute the CCPC/MPO newsletter and to provide information about the Fairview Avenue Study public meetings, updates on the Plano Road transportation study, and information regarding the Plano Focal Point Plan.
- Staff developed content for the quarterly newsletters by: researching relevant planning topics; meeting with Executive Director to discuss article ideas, and delegating responsibilities; writing content for the articles; taking photographs; altering the layout and design; inputting content; and finalizing edits and design. Staff distributed the newsletter through email distribution and printed for distribution at public meetings, delivery to Planning Commissioners, and other interested parties.
- Executive Director and MPO Coordinator managed social media accounts for the Greenways Facebook page.

Title VI

- Staff communicated via email with KYTC’s Title VI Coordinator regarding the MPO’s Title VI plan, compliancy efforts, and other relevant topics. Staff reviewed necessary material in preparation for on-site review.
- Staff communicated with KYTC’s new Title VI Coordinator to discuss an upcoming on-site Title VI review of the MPO. The Title VI Coordinator was directed to the MPO’s Title VI Report on the MPO website and informed the MPO of the need to provide an annual update to the Report.
- Staff communicated with KYTC’s new Title VI Coordinator to discuss the on-site Title VI review of the MPO on March 28, 2018. Staff completed necessary checklists and surveys for documentation of the MPO’s Title VI Report and Complaint Procedures, prior to the visit.
- Staff participated in on-site Title VI review with KYTC’s Title VI Coordinator on March 28, 2018. Financial Officer also participated in the on-site review.
- Staff developed the draft 2018 Title VI Plan with the assistance of KYTC OCRSBD. Staff collected necessary demographic data, compiled content, and revised complaint procedure.

Participation Plan + TIP

- Staff reviewed content included in the existing Participation Plan and reviewed content and organization of other MPO’s Participation Plans. Staff began to re-organize existing content, remove unnecessary content, and make note of additional data and information needed for the Participation Plan’s update.
- Staff developed the Draft Participation Plan update and continued to review content and organization of other MPO’s Participation Plans. Staff communicated with Lexington MPO on content included in their draft Plan. Staff finalized the Draft Participation Plan and distributed to the MPO TAC for comments, prior to posting for public review and comment for 45 days.
- Staff finalized the 2018 Participation Plan by coordinating the public review and comment period, managing website posts, and distributing the final document to necessary parties.
- Staff followed the appropriate participation procedures for TIP Modifications and Amendments.

Activities, Events, Presentations, Other

- November 30, 2017 – Attended presentation for city employees on the Bosnia-Herzegovina War in the early 1990s. The presentation was intended to provide a better cultural understanding of the Bosnian population in Bowling Green for city employees.
- April 30, 2018 – Presented at the Bowling Green Active Neighborhoods Rally regarding work of the MPO + BPAC, organizational structure, how projects are planned and implemented, and ways to participate.
- June 19, 2018 – Attended Summer Activities Fair in partnership with the City of Bowling Green and Warren County to represent the MPO and Bike/Ped activities.
- June 23, 2018 – Attended World Refugee Day in partnership with the City of Bowling Green to represent the MPO and active transportation. Staff coordinated the use of the bike skills course and provided informational materials.

ELEMENT 04: Data Collection and Analysis

A. PURPOSE

Collect and maintain transportation related data (i.e. land use, population, employment, environmental and social justice, public health, traffic counts, crash information) for transportation planning and analysis. Integrate safety and security considerations, for motorized and non-motorized users, into the MPO transportation planning process. Consider the FHWA's *Ladders of Opportunity* which explore access to essential services within the MPO boundary in the efforts of transportation planning and research. Assist the KYTC Division of Planning with maintenance of the travel demand model.

B. WORK TASKS

1. Safety and Security

- a. Utilize collected traffic counts and update of crash data for integration into the site and safety planning efforts and into the transportation GIS system.
- b. Assist with the examination of potential safety issues to include the update of crash data analysis, discovery of high crash locations, participation in safety audits, and identification of low cost safety improvement projects eligible for HSIP and other special funds.
- c. Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation security considerations into the planning process.
- d. Support projects and programs that address security problems and enhance secure travel for all system users (motorists, public transportation riders, bicyclists, and pedestrians) to share the transportation network securely.
- e. Pursue opportunities for SHSP funding and programming of HSIP funding to assist with planning a safe and secure transportation network in the MPO area.

2. Data Collection, GIS Database, Mapping Activities

- a. Develop and maintain a multi-layered GIS database and map of transportation related features and information for the area served by the Bowling Green-Warren County MPO.
- b. Develop visualization techniques and analysis tools to assist with project development, planning efforts, and as requested by local agencies.
- c. Coordinate with local agencies, to ensure that MPO collected data can be used by the local government's GIS systems.
- d. Distribute transportation data to local governments as requested.
- e. The MPO will incorporate relevant Census/socioeconomic data into planning activities and documents. Data may include, but not be limited to low income, minorities, elderly, LEP and disabled populations. Incorporation of travel modes and commuting patterns may also be considered for collection.
- f. Compile and maintain applicable data for the MPO's travel demand model, ensuring the model is maintained and up-to-date. Educate other staff members on the importance of the data and the appropriate means of maintaining the data.
 - i. Updates may include: Input of capital projects; updating road attributes associated with existing road improvements; evaluation and modification of network, speed, capacity, and centroid connections within the model; inclusion of most-recent traffic count information by direction and vehicle class; addition of subdivisions as approved (may request shapefiles from developers); incorporate new home builds by permit (create a GIS point file); incorporate changes in employment by major businesses (maintain GIS point file); and/or direct class counts to track trip ends for truck volumes (include Station IDs as necessary).

3. Transportation System Analysis

- a. Using GIS software, develop a road network for the MPO area. Use the developed network to collaborate with local agencies and work towards improving the transportation system.
- b. Conduct research and explore the incorporation of access management policies within the MPO area.
- c. Monitor emerging freight and congestion performance measures (to be set by USDOT) and participate in discussions with KYTC and other MPOs on forthcoming performance targets.
- d. Monitor corridors within the MPO area that are susceptible to increased freight traffic and consider the regional connections that the corridors may provide.

- e. Consult with state freight staff to ensure that Critical Urban and Rural Freight Corridors are identified in the state portion of the National Highway Freight Network.

4. Integrated Planning

- a. Seek ways to integrate land use, zoning, transportation, environment protection, public health, social justice, and other related factors into the planning process of the MPO.
- b. Work in collaboration with local agencies to collect and analyze data to better serve the needs of the community, planning for the future of the MPO area.
- c. Work with the CCPC to develop a Nodes-Corridor approach to land use and transportation planning, working to develop a list of focus areas, pilot studies, and/or policy development for future planning purposes.

5. Performance Measures and Targets

- a. The Bowling Green-Warren County MPO shall seek opportunities to incorporate and use a performance-based approach to transportation decision making. In accordance with Federal law (23 U.S.C. 150), the MPO will establish performance targets that align with the State’s performance targets. The MPO’s performance targets should be set within 180 days of the State’s established targets.
- b. The MPO will specifically work to establish Safety Performance Targets, or elect to support the State’s Highway Safety Improvement Program (HSIP) targets by February 28, 2018.

C. COST SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 20,042.31	FHWA	\$ 13,628.77
Other Direct Costs	\$ 0	FTA	\$ 2,405.08
Indirect Costs	\$ 0	KYTC	\$ 851.80
Total Costs	\$ 20,042.31	Local	\$ 3,156.66

Staff Hours				
MPO Coordinator	Executive Director	Planner III	Planner I	Total Hours
312.5	105	83	20	520.5

D. REPORT SUMMARY

- Updated and maintained greenways GIS layers, including review of multi-use trails and future connections and potential partnerships with local agencies for future development. Worked with the City to establish a plan for monitoring maintenance of greenways. Future greenways planning efforts will be a more collaborative part between the MPO and City and/or respective local agencies.
- Executive Director continued communication with the City and other associated parties regarding greater collaboration with the use of community information and GIS data. Staff is working with other local agencies with the goal of sharing GIS data in an effort to create a better platform for planning. Staff drafted an agreement for multiple agencies to sign for partnership in using GIS data.
- Executive Director worked in ArcGIS to develop a road network for Warren County. Communicated with sister agencies to obtain data files, then merged data files, and made amendments to data as necessary. Executive Director worked with transportation-related GIS files for a variety of uses throughout the billing period.
- Worked with subcommittee of BRIGHT Coalition and representatives from the Barren River Health Department on efforts to encourage healthy lifestyles through promoting walking and biking. Explored ways to support the use of existing and development of new greenways trails, promote safety, and educate the public and the health benefits of walking and biking.
- Assisted Warren County Public Works Department in safety analysis of US 31W Bypass near High Street and the riverfront area. Staff gathered crash data, developed a map, and distributed to the requested parties for analysis of safety projects and potential funding opportunities.
- Supported the City of Bowling Green in their application of a TAP grant that would provide safer and more secure travel for pedestrians and cyclists between two downtown parks, where the river and road divide the two parks. Should the project be awarded, funds would construct a bike/ped bridge underneath the Old Louisville Rd bridge.

- October 11, 2017 – Integrated planning efforts through attendance of BRIGHT Coalition meeting, where the walk/bike subcommittee discussed and developed tasks to work towards for calendar year 2018. Items reviewed included, but were not limited to: grant opportunities, publicity and marketing needs, and upcoming events for participation.
- Participated in Plano community meetings, further developing the nodes-corridor approach for Plano. Meetings reviewed the land use development process, zoning regulations, and the future land use map designations. MPO Coordinator represented the transportation system at these meetings and made note of public comment regarding transportation issues and concerns. Planner III and Executive Director participated in this activity.
- Organized staff meetings for finalizing the Plano Focal Point Plan, further developing the nodes-corridor approach for Plano. Staff meetings reviewed the existing land use and zoning regulations, as well as the future land use map designations. Staff gathered content needed to develop the Focal Point Plan, drafted an outline, discussed the purpose and need for the Plan, and began developing the content for the Plan. Planner III and Executive Director participated in this activity. Additional work for this activity is listed under Special Studies, as it will be a subset of the 2030 Comprehensive Plan. Staff worked on the Plano Focal Point Plan, collecting data, making text revisions, drafting maps, compiling content, working with staff members on revisions, formulating recommendations and guidance for the future, and ensuring consistency with the Plano Road Corridor Study & Policy Development (Neel-Schaffer). Staff finalized the focal point plan in InDesign, distributed to other staff for review and comment, and worked to develop recommendations and policies.
- Reviewed Planning MOU for inclusion of language regarding performance measures; no modifications were deemed necessary at the time.
- Conducted research to compile fatality counts and rates for specified characteristics over a five-year period, in preparation for establishing safety performance measures.
- Stayed up-to-date on performance targets and measures through emails and online sources. Staff responded to the need to establish safety performance measures by the of February, 2018 by communicating with KYTC Division of Planning and collecting fatality and injury data. The collected data for Warren County was presented to the MPO TAC to assist in adopting performance measures. No action was taken to establish measures during the 2nd quarter. Drafted and finalized necessary language and associated resolutions for the adoption of the Safety Performance Measures, approved by the MPO PC on January 29, 2018.
- Completed the freight assessment survey/report distributed by FHWA-KY. Participated in phone conference to review assessment. Continued to stay up-to-date on freight emails distributed by KYTC and FHWA; monitored new legislation, actions, regulations, as necessary.
- CCPC staff provided insight and expertise on land use planning and zoning during pre-application meetings. Information conveyed included issuance and education of traffic impact studies, impacts on roadways due to development, trying to control access management, and information regarding greenways and sidewalks. Number of pre-application meetings during billing period: 50.
- Communicated with KYTC Modeling team regarding TAZ data and updates. Staff met to discuss the accuracy of the existing data and made notes for the TAZ updates in the coming months. A brief analysis of growth areas in Warren County was discussed, in addition to the appropriate methods, data needs, and tentative timeline for completing the TAZ updates.
- Worked with NPMRDS Data exploration and conducted initial set-up.
- February 8, 14, and 15, 2018 – Assisted KYTC-D3 in collecting traffic counts for the University Blvd/Russellville Rd/Morgantown Rd study being conducted by Stantec.
- February 12, 2018 – Participated in KYTC safety audit on US 234 and Pleasant Hill Road.
- Staff collected various demographic Census data from the American Community Survey 2016 5-year estimates for use in the Title VI plan and Participation Plan.
- Obtained appropriate greenways and sidewalk data for KYTC GIS/Model team, as requested.
- MPO Coordinator and other staff assisted with address verifications in preparation for the 2020 Census. This was very time-sensitive work and involved verifying thousands of addresses throughout Warren County to ensure proper counts for the 2020 Census.
- MPO Coordinator and CCPC conducted several staff meetings to discuss planning issues such as growth, future development, transportation improvement projects, and methods to creatively respond as planners to the prevalent issues.

ELEMENT 05: Project Identification and Prioritization

A. PURPOSE

The MPO will work with the KYTC to develop the Bowling Green-Warren County MPO Unscheduled Needs List (UNL) and Prioritization Lists according to the latest agreed upon methodology, format, and schedule.

B. WORK TASKS

1. The UNL will be used for the Recommended State Highway Plan; to be submitted to the Kentucky General Assembly as sessions are conducted. This list will be updated and revised on an on-going basis to be included in future TIPs, MTP, and KYTC Highway Plans.
2. Work with the MPO committees to assign Local Input Points to projects sponsored and scored in KYTC’s SHIFT prioritization process. Review and approve final prioritization plan and projects, to then be submitted to the KYTC as the Governor’s Recommended Highway Plan.
3. Perform map updates and PIF maintenance as necessary.
4. Develop visualization techniques and analysis tools to aid in the prioritization of projects for all modes of transportation.
5. Assist the Kentucky Transportation Cabinet with SHIFT process and Highway Plan development.

C. FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 798.24	FHWA	\$ 638.59
Other Direct Costs	\$ 0	FTA	\$ 0
Indirect Costs	\$ 0	KYTC	\$ 39.91
Total Costs	\$ 798.24	Local	\$ 119.74

Staff Hours		
MPO Coordinator	Planner III	Total Hours
24	0	24

D. REPORT SUMMARY

- Staff organized content for the continuance and development of SHIFT. Staff communicated and coordinated with KYTC to ensure consistency of boosted projects in order to maximize final scores for the most needed projects. Staff worked with the TAC and PC to assign boost projects.
- As requested by KYTC, staff reviewed PIFs and provided maintenance as needed.
- Reviewed PIF data, SHIFT data, and other applicable material provided by KYTC to ensure accuracy of projects.
- Seven transportation projects were identified as “boost” projects for the 2018 Governor’s Recommended Highway Plan. Projects were approved at the July 27, 2017 PC meeting.

ELEMENT 06: Transportation Improvement Program (TIP)

A. PURPOSE

The Transportation Improvement Program (TIP) documents federally funded and regionally significant transportation capital improvement projects (highway, transit, bicycle, pedestrian, enhancement, and safety projects) and must demonstrate fiscal constraint by indicating resources that are expected to be available to complete the projects, programs, and/or planning. The TIP shall be consistent with short and long range planning goals of the MPO and must also be consistent with the Metropolitan Transportation Plan (MTP). The TIP is necessary for the receipt and

expenditure of federal funds. The MPO shall maintain, amend, and modify the current TIP on an as-needed basis. The current FY 2016-2020 TIP has an expiration date of 11/16/19.

B. WORK TASKS

1. Monitor the status of TIP projects and determine when updates or changes to project related information are needed.
 - a. Facilitate all updates, public involvement activities, project reviews, project priorities, and committee action.
2. In accordance with the Participation Plan, process amendments and administrative modifications as needed, to add any new projects that occur during the year in order to maintain a current TIP.
3. Coordinate, review, and provide information on local transportation projects and studies.
4. Ensure the TIP conforms to the Metropolitan Transportation Plan (MTP) for the Bowling Green-Warren County MPO area.
5. Assess the TIP in the context of compliance with Title VI and Environmental Justice, Americans with Disabilities Act, Low English Proficiency issues, and Section 504 of the Rehabilitation Act of 1973. Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for conducting Title VI (Environmental Justice) analysis of the burdens and benefits and the identification of disproportionate impacts.
6. Publish a current TIP with all Amendments and Modifications on the MPO website.

C. FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 1,164.10	FHWA	\$ 791.59
Other Direct Costs	\$ 0	FTA	\$ 139.69
Indirect Costs	\$ 0	KYTC	\$ 49.47
Total Costs	\$ 1,164.10	Local	\$ 183.35

Staff Hours	
MPO Coordinator	Total Hours
35	35

D. REPORT SUMMARY

- Prepared and processed the following TIP modifications and amendments. Work included, but was not limited to, communication with KYTC Division of Planning and District 3, worked in Excel to keep funding accurate and up-to-date, executed all administrative action items, monitored public review processes, and distributed documents to necessary parties.
 - i. TIP Amendment 2018.01 – Funding change from state to federal funds for the Nashville Road widening project from University Blvd/Loving Way to Campbell Lane.
 - ii. TIP Modification 2018.01 – TAP projects for Woodburn and the West End of Bowling Green.
 - iii. TIP Modification 2018.02 – modifications for the I-65 Spur corridor project
 - iv. TIP Modification 2018.03 – GO bg Transit funding modifications
 - v. TIP Modification 2018.04 – HSIP projects
 - vi. TIP Amendment 2018.02 – Project updates from 2018 Highway Plan
- Stayed up-to-date on KYTC’s University Dr/Russellville Rd/Morgantown Rd study by communicating with KYTC District 3 staff. Provided information to KYTC and/or the consultants as needed. Attended project team and stakeholder’s meeting for KYTC’s University Dr/Russellville Rd/Morgantown Rd study on June 22, 2018.
- Communicated with Elizabethtown and Lexington MPOs on Title VI related matters. Discussed compliancy, current efforts, and other related material to determining means and methodologies.
- TIP Modifications were posted on the MPO website.

ELEMENT 07: Metropolitan Transportation Plan (MTP)

A. PURPOSE

The Metropolitan Transportation Plan (MTP) is the long-range transportation planning document adopted by the MPO. With public and stakeholder input and the coordination of various transportation-related agencies, the MTP contains future goals, objectives and strategies for carrying out a cooperative, continuous and comprehensive planning process. The MTP is updated every five years and forecasted 20 years into the future. The MPO shall maintain and amend/modify, as necessary, the 2016-2040 MPO Metropolitan Transportation Plan (MTP) for the Bowling Green-Warren County MPO area. The current FY 2016-2040 MTP has an expiration date of 11/09/20.

B. WORK TASKS

1. Coordinate between KYTC, FHWA, and the MPO partners to maintain the MTP. Coordinate the planning process to include those activities within the region and state that influence transportation development within the MPO area. Activities should reflect the goals and objectives of the 2040 MTP may include but not be limited to the following:
 - a. Update social-economic data and land use (existing and projected trends). Incorporate land use information available from the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations and Greenways Master Plan. Utilize information from the Travel Demand Model.
 - b. Incorporate environmental considerations through a consultation process with appropriate agencies and individuals and input from the public. Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies to aid in assessments of affected environmental resources and potential mitigation measures. Maintain a list of state, federal, and local agencies that are required for expanded consultation requirements.
 - c. Review and update existing transportation system information, including the identification of system deficiencies, through consultation with transportation partners.
 - d. Update the transit system information through consultation with transit system partners, the incorporation of information from recent studies and surveys, and public input.
 - e. Review and update the community impact analysis. Evaluate the MTP in context of Title VI and Environmental Justice, Low English Proficiency, and Americans with Disabilities Act issues.
 - f. Utilize the freight resources of the KYTC and FHWA to monitor and study the movement of goods within the MPO area. Work may include collaboration with local stakeholders (i.e. Scotty's Contracting & Stone) to identify long-range freight planning tasks.
2. Amend or modify the current 2040 Metropolitan Transportation Plan (MTP) as may be necessary.
3. **Explore** the incorporation and/or expansion of alternative modes of transportation for the future of the Bowling Green - Warren County MPO area, such as pedestrians, buses and bicycles.
4. Identify and evaluate ITS technologies as potential solutions to transportation needs in the metropolitan planning area.
 - a. Monitor the Statewide ITS Architecture and its application in the MPO area.
 - b. Coordinate with the Kentucky Transportation Cabinet and other stakeholders to help ensure that information for ITS elements within the metropolitan planning area is kept up-to-date in the Kentucky Statewide ITS Architecture.
5. **Assist** KYTC, the City of Bowling Green and Warren County in applying local access management policies and access management best practices.
6. Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating climate change considerations into the planning process. Seek to increase MPO staff and committee member's awareness and understanding of climate change issues. The MPO will also consult with KYTC on the development of a list of vulnerable assets to address the impacts of climate change.
7. **Continue** to work with the Greenways Commission and Multimodal Coordinator to establish a priority listing of bicycle/pedestrian routes needed in the Bowling Green-Warren County MPO area to best meet the needs of the community. These priorities will provide the framework for the future MTP update.

- a. Consider regional connectivity and accessibility to essential services such as healthcare, schools/education facilities, places of employment and recreation.
- b. Identify gaps that may exist in the current bicycle/pedestrian infrastructure of the MPO area.

C. FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 1,347.03	FHWA	\$ 915.98
Other Direct Costs	\$ 0	FTA	\$ 161.64
Indirect Costs	\$ 0	KYTC	\$ 57.25
Total Costs	\$ 1,347.03	Local	\$ 212.16

Staff Hours	
MPO Coordinator	Total Hours
40.5	40.5

D. REPORT SUMMARY

- *January 10, 2018* – Met with local stakeholders (city, county, state) to discuss future transportation needs in the southern part of Warren County, particularly with regards to the Southwest Parkway, or southwest connector routes.
- *February 22, 2018* – Attended Bowling Green Civic Assembly event, a community event for the public to voice their opinions, issues, concerns or questions to public officials and local agencies responsible for those issues. Transportation was a major topic of concern expressed through the event’s online forum. Staff continued to discuss possible solutions with the MPO TAC and amongst staff on communicating transportation issues and concerns with the public through forums or presentations.
- Ensured the 2040 MTP was in financial constraint with all TIP Modifications and TIP Amendments for the project modifications, additions, and adjustments.
- Explored the incorporation and encouragement of bicycle and pedestrian travel by analyzing maps of existing trails. Sought education through researching articles, news sources, and other related material to learn more about implementing alternative forms of transportation into the current system.
- Through completion of Multimodal Implementation Plan, staff reviewed provided documents of priority recommendations and proposed connections and distributed the maps to Greenways Commission during an MPO update. Staff reviewed the Plan’s recommendations and further identified which recommendations may be feasible in the short-term, and may be related to upcoming highway transportation projects.
- Throughout the Fairview Ave Study, staff encouraged the continuation of safe bike/ped connections along Fairview Avenue. Discussed the implications of access management along the corridor, the challenges associated with enforcing access management, and the safety benefits for motorists and pedestrians should it take place.
- Initiated conversations with local stakeholders about the need to establish better access management on various corridors throughout the community, in particular, along corridors with studies currently underway (Fairview Ave and Plano Rd), in addition to the potential corridors prone to high crashes and increasing capacity (Scottsville Rd, Cave Mill Rd, Shive Ln, etc.).

ELEMENT 08: Transit Planning

A. PURPOSE

Assist GO BG and WKU Transit Services in those activities that will provide coordinated transportation services to meet the mobility needs of residents in the Bowling Green and Warren County area.

B. WORK TASKS

1. Provide staff assistance and staff support in activities related to transit services.
2. Serve as a liaison between GO BG, Federal Transit Administration and the KYTC.
3. Staff will serve on the GO BG Transit Advisory Committee.
4. Coordinate with transit provider agencies on the development of a Transit Asset Management Plan and Performance Based Planning for identification of the performance measures and the State of Good Repair.
 - a. Work with GO bg Transit to meet the Transit Asset Management Plan Targets for 2017 for equipment, rolling stock, infrastructure and facilities.
5. Staff will coordinate with GO BG Transit and WKU Topper Transit to identify projects or programs for addition to the Transportation Improvement Program (TIP).
6. Staff will prepare and submit the FTA Section 5303 Assistance Application for transit planning assistance to KYTC Office of Transportation Delivery.
7. The MPO will work closely with the Barren River Area Development District, Community Action of Southern Kentucky, Barren River Adult Day Care, the Housing Authority of Bowling Green and other providers to update the “Coordinated Public Transit – Human Services Transportation Plan.”

Completion Date: Ongoing activities with completion by June 30, 2018

End Product: Transit studies and planning strategies that are beneficial to GO bg and WKU Transit Services; riders and transit related needs; coordination of transit services; transit related technical assistance as needed.

C. COSTS

Cost Summary		Funding Sources	
Personnel Costs	\$ 3,099.52	FHWA	\$ 0
Other Direct Costs	\$ 0	FTA	\$ 2,479.61
Indirect Costs	\$ 0	KYTC	\$ 0
Total Costs	\$ 3,099.52	Local	\$ 619.90

Staff Hours	
MPO Coordinator	Total Hours
89.5	89.5

D. REPORT SUMMARY

- Staff provided assistance, as needed, to GO bg transit and WKU’s Topper Transit. Staff organized meetings with each to communicate about transit facilities and various planning efforts.
- Staff communicated with GO bg transit on the need for newspaper advertisements for their Program of Projects. Staff reached out to other MPOs to learn how they addressed their transit provider’s P.O.P. advertisement regulations.
- Worked with GO bg Transit to obtain their FY17 obligations and communicate the needs for appropriate financial amounts. Additionally, worked with GO bg to discuss local match amounts.
- Communicated with GO bg Transit on potential of conducting a transit-related study in FY19. Communicated with WKU transit on their interest in conducting a transit study in FY19.
- Worked with GO bg Transit on budget matters for FY17 and FY18 FTA 5303 funds.
- *January 18, 2018* – Met with WKU Topper Transit to discuss the potential of applying for FTA Section 5303 funds for a transit study analyzing the efficiency of the existing system. Staff proceeded to communicate with KYTC

OTD and other MPOs to gather greater understanding of what type of study would be appropriate to meet the needs of Topper Transit. Staff performed necessary correspondence, research, and documentation in preparation for the FTA 5303 application.

- Compiled and submitted the FTA Section 5303 application to conduct a transit comprehensive operational analysis for WKU's Topper Transit.
- Staff met with WKU Topper Transit to discuss the transit study for FY19, including timeline, needs, and responsibilities of each agency. Discussed expanding the study to include GO bg Transit into the comprehensive operational analysis. Continued this discussion with city officials – identified the various needs for public transportation in Bowling Green and Warren County and ways to better serve the people based on the demand and needs.
- Communicated with KYTC OTD regarding the Section 5303 funding, invoicing, and other necessary items.
- Communicated with GO bg Transit to obtain updated work on their Transit Asset Management Plan; reviewed their spreadsheets of inventory.
- Worked with GO bg Transit to develop and map their revised (March 1, 2018 and June 2018) transit routes and stops. Staff communicated with GO bg on the needed changes, worked in GIS to make the changes, and distributed the final maps to GO bg.

ELEMENT 09: Multimodal Planning

A. PURPOSE

Assist the City of Bowling Green and Warren County in the coordination, promotion and development of alternative forms of transportation within the Bowling Green/Warren County urbanized area. Carry out the goals and objectives of the adopted countywide Greenways Master Plan.

B. WORK TASKS

1. The Greenways Master Plan, as well as applicable action items in Section 4.2 of the City-County Planning Commission's Focus 2030 Comprehensive Plan provides the framework for this work element and outlines goals and objectives for bicycling and walking in the county. The MPO Staff will facilitate and/or coordinate with stakeholders and partnering agencies to increase bicycle and pedestrian access to the transportation system, developing safe interconnected facilities of high quality for bicycling and walking and promoting/increasing their use.
2. Coordinate with the Bowling Green-Warren County Greenways Commission (lead agency for bicycle facilities issues) and municipalities in applying for and securing funding and insuring that greenways projects are included in MPO plans and future transportation projects.
3. Seek opportunities to engage local officials, agencies, and the public in supporting the completed Multimodal Implementation Plan (FY17). Explore alternative opportunities for funding and reference the Plan for current and future work. Communicate the Plan with local agencies, developers and other necessary parties.
 - a. Apply for the following grants opportunities to implement ranked projects or related planning: Recreational Trails Program, Land and Water Conservation Fund, Transportation Alternatives Program, Healthy Communities (if available), the Bicycle and Bikeway Commission Paula Nye Grant and other opportunities as they become available.
4. Act as a public contact for, and respond to public requests for bicycle and pedestrian information.
5. Review and provide input on new development applications to ensure bicycle and pedestrian circulation and connectivity with land use activity areas and the transportation network.
6. Assess the safety and condition of bike and pedestrian facilities within the MPO area in terms of accessibility between employment, healthcare, education and recreation. Additionally, promote and ensure ADA compliance in all pedestrian design activities.
7. Coordinate with the Greenways Commission and other stakeholders as practical for public education and promotion efforts to increase awareness and safety related to bicycling and walking including media interviews/advertising, community presentations, events, brochures, websites and social media.

8. Coordinate bicycle/pedestrian activities with local, regional and state agencies to advance projects and outreach efforts (City/County Parks, Engineering, Traffic, Police Departments; Elected Officials; Area Development Districts; KYTC District/Central Office; Public Schools, Health Departments, etc).
9. Support the Bowling Green League of Bicyclists in their efforts to achieve a Bicycle Friendly Community designation. A Bicycle Friendly Community provides safe accommodation for cycling and encourages residents to bike for transportation and recreation. Pursue certification as a League Cycling Instructor (LCI), offered by the League of American Cyclists, to facilitate safe and legal bicycling practices in the community.
10. Continue to work with the Cave Country Trails to develop a regional bike, pedestrian, equestrian, and water trails system in and around Mammoth Cave National Park. Provide insight and expertise and coordination on current bikeway, greenway, and highway projects in the MPO area.
11. Develop alliances and relationships with private businesses and non-profit organizations to advance bicycle/pedestrian projects, outreach and safety (bike shops, tourism agencies, bicycle clubs, etc).
12. Maintain and update a project database, including GIS data, for existing and planned bicycle and pedestrian facilities.
13. Continue maintaining and developing a data based project prioritization process to rank potential multimodal projects for various funding opportunities.
14. Continue to implement the Community Action Plan of the BRIGHT Coalition’s Community/Walk/Bike Stakeholder Committee by coordinating with other work groups (schools, healthcare, worksite) to promote walking and bicycling in the MPO area with the goal of improving public health. Encourage participation in annual Walk/Bike to School and Work events.

C. COSTS

Cost Summary		Funding Sources	
Personnel Costs	\$ 24,138.40	FHWA	\$ 4,827.68
Other Direct Costs	\$ 0	FTA	\$ 14,134.87
Indirect Costs	\$ 0	KYTC	\$ 301.73
Total Costs	\$ 24,138.40	Local	\$ 4,957.44

Staff Hours				
MPO Coordinator	Executive Director	Planner III	Multimodal Coordinator	Total Hours
329	57	17	244	647

D. REPORT SUMMARY

- Organized, prepared materials, and facilitated the Greenways Commission/Bicycle and Pedestrian Advisory Committee meetings: July 10, 2017; August 14, 2017; September 11, 2017; October 9, 2017; November 13, 2017 (No quorum); December 11, 2017; February 12, 2018; April 9, 2018; June 11, 2018
- July, 2017 – Completed Element 08: Transit and Element and 09: Multimodal Transportation, sections of the FY17 MPO UPWP 4th Quarter Report. *(Multimodal Coordinator)*
- Utilized the Greenways Facebook page to promote and increase public awareness regarding greenways and multimodal transportation.
- September 11-15, 2017 – Attended the National Walking College Summit in Minnesota to learn more about walkable communities, healthy and active lifestyles, and other related planning topics. This conference was part of the Walking College Fellowship awarded to the Multimodal Coordinator, with all expenses paid, minus travel to the destination. *(Multimodal Coordinator)*
- Worked with the City of Bowling to monitor TAP grants at Moss Middle School and the recently awarded project in the West End. *(Multimodal Coordinator & MPO Coordinator)*
- Multimodal Coordinator worked on planning efforts with bike/ped safety and education. Staff organized Greenways folders and existing content prior to leaving CCPC, and wrapped up unfinished projects/work.
- Multimodal Coordinator worked with MPO Coordinator and Executive Director on greenways administration, staff changes, and other related planning topics. Together, staff explored the redistribution of the Greenways Commission to become a subcommittee of the MPO. Staff developed a plan and schedule; communicated with

various local leaders, stakeholders, and Greenways Commission members; and presented the idea and plan to associated commissions/committees for approvals.

- August – September, 2017 – MPO Coordinator and Executive Director communicated on changing roles of Multimodal/Greenways staff changes. Staff discussed the future of the program, how to move forward, any necessary changes, key stakeholders to meet with, and obstacles faced by the Greenways Commission.
- MPO Coordinator met with key stakeholders to develop an application for the Paula Nye Grant Application. Staff assisted writing the application, doing research for materials applied for, and communicating with KYTC Bike/Ped Coordinator.
- Monitored Adopt-A-Trail program; emailed participants notifying them of new contact information and encouraged them to schedule clean-up days 2-4 times per year; designed new map identifying adopted trails and trails open for adoption.
- Met with Greenways Commission members to discuss the strengths and weaknesses of the agency, existing challenges, suggestions for change and brainstorming ideas for moving forward.
- Met with Warren County Parks & Recreation Director to discuss various Greenways/Multimodal issues and planning efforts.
- Met with Parker-Bennett-Curry Community Center Director to discuss collaboration with the Greenway Commission, bike safety through the bike rodeo kit, and other safety events and activities to implement in calendar year 2018.
- Met with property owner/developer to discuss multimodal connections along Lovers Lane. The meeting went over the owner's responsibility to construct a shared-use path connecting existing Greenways to the development. Staff and owner developed ideas that may better suit the needs of the community and development. Staff continued to review maps and develop a finalized proposal for the owner.
- *October 19, 2017 and December 7, 2017* – Attended and participated in a meeting regarding WKU's planning efforts in establishing a BikeShare program.
- *November 15, 2017* – BRIGHT Coalition meeting
- Reviewed Greenways Commission Bylaws for better understanding of the original establishment, needed actions for the abolishment of the Greenways Commission, and other associated actions. Examined the associated City Ordinance, also needing to be abolished.
- Compiled public input data regarding walking and biking in Bowling Green-Warren County (taken from Multimodal Implementation Plan survey) to distribute to the Barren River Health Department for the application of a grant supporting walking and biking community improvements.
- MPO Coordinator submitted an application for the Paula Nye Grant Memorial Grant. Staff was notified of the awarded grant on December 18, 2017.
- *November 30, 2017* – Attended a public meeting to review the City of Bowling Green's FY18 proposed sidewalk projects.
- *January 8, 2018* – Meeting with local engineer working for developers along Lovers Lane to coordinate plans for future Greenways trails. Prepared for meeting by drafting future trail connection ideas and possible solutions for the proposed development.
- *February 8, 2018* – Met with local developer/property owner to discuss the future Greenways plans and ideas along Lovers Lane. Tried to work on agreement of future connections and feasible solutions to providing connectivity throughout the Lovers Lane corridor.
- Coordinated with the City of Bowling Green staff regarding the abolishment of the Greenways Commission and establishment of the Bicycle and Pedestrian Advisory Committee. Staff compiled proper documentation, letters of support, and/or other related correspondence needed for this action item. Staff attended City Commission meeting where the abolishment of associated ordinances were presented.
- Communicated with Warren County Fiscal Court Clerks to obtain Greenways Commission ordinances for Warren County. Provided necessary documentation regarding the abolishment of the Greenways Commission and establishment of BPAC.
- Met with Cave Country Trails Director to discuss multimodal projects in Warren County and regional connections.
- Responded to several Bike/Ped-related phone calls and emails and assisted interested parties, as needed.
- Responded to Greenways-related complaints and distributed complaints to appropriate point of contact.
- May 8, 2018 – Participated in and presented information on the bike/ped facilities (greenways) in and through Bowling Green for a UK Tourism class to be featured on KET.
- Contacted local bicycle shops to inquire of their interest in donating kids helmets for bike safety events.

- Monitored Adopt-A-Trail program; responded to complaints on several sections of trails to ensure the responsible Adopt-A-Trail agency scheduled a clean-up. Provided additional assistance, as needed.
- Responded to complaints regarding greenway connections on Lovers Lane. Organized meeting with Parks & Rec, Public Works, and Warren County school officials to discuss connection opportunities, possibilities, and solutions for the future. Participated in meetings with the listed agencies on May 1 and May 11, 2018.
- April 5, 2018 – attended Cave Country Trails regional meeting to discuss bike connections in, through, and around Warren County.
- April 25, 2018 – Organized and attended meeting with Community Education to discuss their interest in hosting a bike safety day in conjunction with their summer activities program. Facilitated communication with BPAC for interested volunteers.
- May 8, 2018 – Met with local marketing and design agency to discuss ideas for the Paula Nye project. Staff communicated with the BPAC and CCPC staff on various ideas for executing the project in the use of these funds. Staff continued communication with marketing/design team.
- June 12, 2018 – Met with Bowling Green Public Works to discuss the recommended priority bike/ped projects from the Multimodal Implementation Plan. Staff is continually working with BGPW to refine the priorities, implement projects, and adequately incorporate these projects in the next MTP update.
- June 20, 2018 – Participated in the City of Bowling Green’s BGGov2Go and Warren County Public Library’s pop-up event where staff helped to organize bike safety skills course.

Element 10: Special Studies

A. PURPOSE

Provide possible land use planning scenarios and development options for the improvement of the transportation system to accommodate increased traffic along major corridors in Bowling Green and Warren County stemming from recent and projected growth and development in planned high growth areas. These studies will focus on land use and traffic circulation within each study area as well as the transportation connections to the surrounding community which are necessary to support the proposed development within the area. Recommendations from these studies shall provide assistance in the formation and/or revision of projects for the Unscheduled Needs List (UNL).

B. WORK TASKS

1. Continue project administration for the Plano Road Corridor Plan and Policy Development until the study is completed, including work, meetings, and other activities to ensure a completed study by the required date.
2. Solicit consultant services to conduct a Safety and Capacity/LOS Study along Fairview Avenue, extending from Lehman Avenue to Hayes Lane. The study should analyze the portion of roadway and include traffic simulation modeling to determine the adequacy and effectiveness of various potential improvement options, including a road diet, within the designated area.
3. Conduct in-house corridor and transportation studies upon request of the MPO TAC, PC and/or Planning Commission staff.
4. Provide coordination and assistance with the update of the transportation sections of the 2030 Comprehensive Plan. Work may include conducting focal point studies on designated areas within Warren County.

C. COSTS

Cost Summary		Funding Sources	
Personnel Costs	\$ 19,816.98	FHWA	\$ 15,853.58
Other Direct Costs	\$ -	FTA	\$ 0
Indirect Costs	\$ 0	KYTC	\$ 1,092.33
Total Costs	\$ 19,816.98	Local	\$ 2,972.55

Discretionary Funds	FHWA	LOCAL
Plano Road Corridor Study	\$ 43,360.00	\$ 10,840.00
Fairview Avenue Study	\$ 80,000.00	\$ 20,000.00
Total	\$ 123,360.00	\$ 154,200.00

Staff Hours				
MPO Coordinator	Executive Director	Planner III	Planner I	Total Hours
308	97	81	36	522

D. REPORT SUMMARY

Plano Road Study

- Coordinated with Neel-Schaffer through email correspondence, phone calls, and in-person meetings as necessary to administer the project. Provided insight and expertise on the consultant’s questions, ideas, recommendations and communicated about final deliverables.
- Assisted Neel-Schaffer with planning the Plano Road Developers Stakeholder meeting by organizing a list of invitees and contacting them through phone and/or email. Staff printed materials for the meeting and performed other necessary administrative tasks to ensure organization and efficiency of the meeting.
- Assisted Neel-Schaffer with planning the Plano Road Public Meeting on September 26, 2017. Prior to the meeting, staff met with a Neel-Schaffer representative to review items and material to be covered at the public meeting – including development of maps, revision of scenarios, and assistance with planning the public input activity. Staff reviewed and provided input on NS’s draft survey and other meeting materials. Staff printed public meeting handouts for attendees.
- Reviewed September 26, 2017 public meeting surveys, comments, and communicated with Neel-Schaffer on these results.
- Staff began inputting submitted paper surveys after the meeting in an Excel spreadsheet. Staff shared the results with Neel-Schaffer and the MPO Policy Committee.
- Organized and attended study stakeholders meeting on November 27, 2017.
- Reviewed and provided comments on the draft Plano Road study report and MOU.
- Organized and attended study steering committee meeting on March 26, 2018.
- Processed invoices, distributed to KYTC Division of Planning for reimbursements.

Fairview Avenue Study

- Staff drafted Request for Proposals (RFP) for the Fairview Ave Study, then distributed via email to the selection committee for review and comments.
- The RFP was posted from July 28 – August 25, 2017. The selection committee met the first week of September to review and select a firm from the submitted proposals, with Strand Associates selected. Staff notified Strand of the selection and notified all other participating firms. Other administrative work related to this study was conducted as needed to maintain communication, coordination, organization, and efficiency of work.
- Staff responded to Strand’s draft contract and distributed to selection/steering committee for further review and comment. Comments were received, passed along to Strand, and reflected in the final agreement. Staff organized a kick-off meeting with Strand at the MPO TAC meeting on September 25, 2017. Notice to Proceed was issued on September 26, 2017.
- *November 2, 2017 and December 18, 2017* – Coordinated and attended Fairview Ave Study stakeholders project update meeting.
- Organized details and location for the first Fairview Avenue Safety and Capacity/LOS Study November 14, 2017 public meeting. Secured location; drafted and distributed email notices and a press release; and compiled attendee handout information.
- Met with contacts at the public meeting location (Eastwood Baptist Church) to coordinate needs and organize the setup of the November 14, 2017 public meeting.
- *February 13, 2018* – Coordinated and attended Fairview Ave Study steering committee project update meeting.
- Organized details and location for the second Fairview Avenue Safety and Capacity/LOS Study March 13,

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Work Element	Staff Hours	MPO Highway Funds			FTA (5303) Funds		Total Highway Funds	Total FTA Funds	Total Budget
		FHWA (PL)	KYTC	MPO Local Highway Funds	FTA (80% Total FTA)	FTA (Local Match) 20% Total FTA			
1 Administration*	675	\$ 17,151.62	\$1,071.98	\$3,215.93	\$3,026.76	\$ 756.69	\$ 21,439.52	\$ 3,783.45	\$ 25,222.97
<i>Direct Costs (GIS Software, Equipment)</i>		\$ 13,640.69	\$ 852.54	\$ 2,557.63	-	-	\$17,050.86	-	\$17,050.86
<i>Direct Costs (Travel, Training)</i>		\$ 1,838.78	\$ 114.92	\$ 344.77	-	-	\$ 2,298.48	-	\$2,298.48
2 UPWP	61	\$ 1,502.13	\$ 93.88	\$ 281.65	\$ 265.08	\$ 66.27	\$ 1,877.66	\$ 331.35	\$2,209.01
3 Public Involvement*	312	\$ 7,587.64	\$476.73	\$ 1,422.68	\$ 1,332.11	\$ 334.75	\$ 9,484.55	\$ 1,673.74	\$11,158.29
<i>Website Building and Monthly</i>		\$ 5,940.53	\$ 371.28	\$ 1,113.85	\$ 2,545.94	\$ 636.49	\$ 7,425.66	\$ 3,182.43	\$ 10,608.09
4 Data Collection	520.5	\$ 13,628.77	\$ 851.80	\$ 2,555.39	\$ 2,405.08	\$ 601.27	\$ 17,035.96	\$ 3,006.35	\$ 20,042.31
5 Project Identification	24	\$ 638.59	\$ 39.91	\$ 119.74	-	-	\$ 798.24	-	\$ 798.24
6 TIP	35	\$ 791.59	\$49.47	\$ 148.42	\$ 139.69	\$ 34.92	\$ 989.49	-	\$1,164.10
7 MTP	40.5	\$ 915.98	\$ 57.25	\$ 171.75	\$ 161.64	\$ 40.41	\$ 1,144.98	-	\$ 1,347.03
8 Transit Planning	89.5	-	-	-	\$ 2,479.61	\$619.90	-	\$ 3,099.52	\$ 3,099.52
9 Multimodal Planning	647	\$ 4,827.68	\$ 301.73	\$ 905.19	\$14,134.87	\$4,052.25	\$ 6,034.60	\$18,103.80	\$24,138.40
10 Special Studies**	522	\$ 15,853.58	\$1,092.33	\$2,972.55	-	-	\$ 19,816.98	-	\$19,816.98
<i>Plano Road Study (Discretionary)†</i>		\$ 43,360.00		\$10,840.00	-	-		-	\$ 54,200.00
<i>Fairview Avenue Study (Discretionary)</i>		\$ 80,000.00		\$20,000.00	-	-		-	\$100,000.00
Total PL + FTA		\$ 84,317.58	\$5,373.83	\$15,809.55	\$26,490.78	\$7,142.95	\$105,396.98	\$33,180.63	\$138,954.28
Total PL + FTA + Discretionary									\$293,154.28

*Element include direct costs

**Element includes Discretionary Funds

†Project started in FY17, with \$20,800 being reimbursed in FY17

Work Element	FY18 Actual				FY18 Estimated			
	Staff Hours	Total Highway Funds	Total FTA Funds	Total Expenditures	Total Highway Funds	Total FTA Funds	Estimated Total Budget	% Est. Budget Used
1 Administration*	675	\$21,439.52	\$3,783.45	\$ 25,222.97	\$19,563.21	\$3,452.33	\$ 23,015.54	110%
<i>Direct Costs (GIS Software, Equipment)</i>		\$17,050.86	-	\$ 17,050.86	\$ 12,500.00		\$ 12,500.00	136%
<i>Direct Costs (Travel, Training)</i>		\$ 2,298.48	-	\$ 2,298.48	\$4,000.00	-	\$ 4,000.00	57%
2 UPWP	61	\$ 1,877.66	\$ 331.35	\$ 2,209.01	-	-	\$2,490.36	89%
3 Public Involvement*	312	\$ 9,484.55	\$ 1,673.74	\$ 11,158.29	\$ 6,988.73	\$ 1,233.31	\$ 8,222.04	136%
<i>Website Building and Monthly</i>		\$ 7,425.66	\$ 3,182.43	\$ 10,608.09	\$ 14,000.00	\$ 6,000.00	\$ 20,000.00	53%
4 Data Collection	520.5	\$ 17,035.96	\$ 3,006.35	\$ 20,042.31	\$ 18,518.88	\$ 3,268.04	\$ 21,786.92	92%
5 Project Identification	24	\$ 798.24	-	\$ 798.24	\$ 2,852.15	-	\$ 2,852.15	28%
6 TIP	35	\$ 989.49	-	\$ 1,164.10	\$ 1,130.84	\$ 199.56	\$ 1,330.40	88%
7 MTP	40.5	\$ 1,144.98	-	\$ 1,347.03	\$ 848.13	\$ 149.67	\$ 997.80	135%
8 Transit Planning*	89.5	-	\$ 3,099.52	\$ 3,099.52	-	\$ 6,429.36	\$ 6,429.36	48%
9 Multimodal Planning	647	\$ 6,034.60	\$ 18,103.80	\$ 24,138.40	\$ 11,106.30	\$ 33,318.90	\$ 44,425.20	54%
10 Special Studies**	522	\$ 19,816.98	-	\$ 19,816.98	\$ 14,751.28	-	\$ 14,751.28	134%
<i>Plano Road Study (Discretionary)†</i>			-	\$ 54,200.00			\$ 75,000.00	72%
<i>Fairview Avenue Study (Discretionary)</i>			-	\$100,000.00			\$100,000.00	100%
Total PL + FTA		\$105,396.98	\$33,180.63	\$ 138,954.28	\$ 108,376.33	\$ 54,424.72	\$ 162,801.05	85%
Total PL + FTA + Discretionary				\$ 293,154.28				

*Element include direct costs

**Element includes Discretionary Funds

†Project started in FY17, with \$20,800 being reimbursed in FY17

FY18 Direct Costs

Computer Equipment & Software	Expense
GIS Software + Licensing (ESRI)	\$ 12,960.00
HP Computer	\$ 1,244.30
ESRI Annual User/Maintenance Fee	\$ 2,646.57
Workstation	\$ 199.99
Subtotal	\$17,050.86

Travel + Training	Expense
Walking College Flight (Multimodal Coordinator)	\$ 473.00
KAPA Fall Conference - Registration	\$ 100.00
KAPA Mileage + Food	\$ 145.68
Statewide Planning Meeting - Frankfort, KY (x2)	\$ 353.20
<i>Mileage (290) + Food (Breakfast, Lunch)</i>	
DF Modeling 101 Training - Frankfort, KY	\$ 176.60
<i>Mileage (290) + Food (Breakfast, Lunch)</i>	
Cole & Moore PSC (Consulting/Attorney Fees)	\$ 935.00
APA Membership Fee + KY Chapter Fee	\$ 115.00
Subtotal	\$ 2,298.48

Website + Logo Fees	Expense
CrowdSouth Marketing - Website Payment 1	\$ 4,500.00
CrowdSouth Marketing - Logo	\$ 1,250.00
GoDaddy Hosting/Server Fee	\$ 358.09
CrowdSouth Marketing - Website Payment 2	\$ 4,500.00
Subtotal	\$10,608.09

Transportation Studies	Expense
Plano Road Study (Invoice 10/23/2017 & 11/17/2017)	\$ 34,200.00
Plano Road Study (Invoice 5/30/2018)	\$ 20,000.00
Fairview Avenue Study (Invoice 11/13/2017 & 12/12/2017)	\$ 48,640.00
Fairview Avenue Study (Invoice 1/12/2018, 2/12/2018, 3/13/2018)	\$ 45,210.00
Fairview Avenue Study (Invoice 4/13/2018 & 5/15/2018)	\$ 6,150.00
Subtotal	\$154,200.00

The Bowling Green-Warren County (BG-WC) MPO expended 85% of its estimated FY2018 budget. Of the budgeted \$162,801 (excluding discretionary funded projects), the MPO invoiced for a total amount of \$138,954; this left a \$23,847 difference in budgeted verses actual expenditures in FY18. The discrepancies in budgeted verses actual expenses are primarily due to the elimination of the Multimodal Coordinator position and learning how to properly distribute job duties. Additionally, the Plano Road Study expended a total of \$20,800 in FY17, with the remaining \$54,200 expended in FY18 – this is expressed in the tables on the previous pages. Despite not using all of the budgeted staff hours, all specific required FY18 work activities were accomplished, as provided in the report.