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Planning for the transportation  
needs of the region.

**RADCLIFF/ELIZABETHTOWN MPO  
METROPOLITAN TRANSPORTATION PLANNING  
ANNUAL PERFORMANCE AND EXPENDITURE REPORT  
For period  
July 1, 2010 through June 30, 2011  
(FY-2011)  
Contract No. C-1000005199**

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**Work Element 1405**

**140500. Program Administration**

**Purpose**

The Program Administration element includes the management and administration of the MPO transportation planning process, including MPO committee meetings, preparation of MPO quarterly progress and annual reports, meeting minutes, and other basic administrative requirements. The element also includes other MPO-relevant meeting attended or participated in throughout the fiscal year.

**Performance**

The Metropolitan Planning Organization (MPO) staff is responsible for coordinating all Policy and Technical Advisory Committee meetings and public meetings of the MPO. The following is a list of Policy and Technical Advisory Committee meetings held during FY 2011:

**MPO Policy Committee Meetings**

- July 22, October 14, January 27, and April 28

**MPO Technical Advisory Committee Meetings**

- September 29, December 1, February 2, March 30, June 1

The MPO staff prepares and maintains minutes for all Radcliff/Elizabethtown MPO Policy Committee and Technical Advisory Committee (TAC) meetings.

The staff also attends and participates in various meetings and training opportunities related to the transportation planning work of the MPO. The MPO staff attended the following meetings and/or training opportunities during FY 2010:

- July 12 – Meeting w/ Louisville Downtown Development Corporation and TARC to discuss potential joint TIGER II grant application
- July 19 – Meeting w/ Transit Authority of Central Kentucky (TACK)

- July 21 – Statewide Transportation Planning Meeting in Frankfort
- July 29 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- August 9 – US 31W Access Management Meeting at District 4 office
- August 19 – Meeting w/ US Office of Economic Justice concerning BRAC-related transportation issues at LTADD
- September 1 – US 31W Road Diet Study Advisory Committee Meeting in Frankfort
- September 1 – Unscheduled Projects List/Project Identification Form Orienteering Meeting in Frankfort
- September 13 – Meeting w/ Governor’s BRAC Transformation Staff to discuss public transportation issues
- September 13 – Meeting w/ KYTC Dist. 4 staff concerning encroachment permit for Glendale sidewalks
- September 15 – LTADD Regional Transportation Committee
- September 30 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- October 12 – Meeting w/ Transit Authority of Central Kentucky (TACK)
- October 21 – Statewide Transportation Planning Meeting (Frankfort)
- October 27 – LTADD Municipal Clerks Association in Elizabethtown
- October 28 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- November 18 – Meeting w/ Transit Authority of Central Kentucky (TACK)
- November 19 – Kentucky Air Quality Conference Call
- November 24 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- November 30 – Kentucky Transportation Center Road Diet Meeting in Frankfort
- December 15 – LTADD Regional Transportation Committee Meeting
- December 20 – MPO Orientation for Newly Elected Officials
- December 22 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- January 18 – Area Development District Transportation Planners Meeting in Lexington
- January 19 – Statewide Transportation Planning Meeting (Frankfort)
- February 18 – KY 251 Scoping Study Kick-off Meeting at the District 4 office
- February 24 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- March 10 – Area Development District Directors Transportation Committee Meeting in Frankfort
- March 31 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- May 26 – Transit Authority of Central Kentucky Board Meeting in Bardstown
- May 26 – National Association of Development Organizations/Association of Metropolitan Planning Organizations joint conference call concerning transportation reauthorization and potential impacts on MPOs.
- May 31 – District 4 Planning Meeting in Elizabethtown
- June 28 – Air Quality Meeting in Frankfort
- June 30 – Transit Authority of Central Kentucky Board Meeting in Bardstown

The MPO staff developed and submitted quarterly reports for the MPO. The MPO staff also carried out other basic administrative tasks throughout the fiscal year.

The FY 2010 Performance and Expenditure Report was completed and placed on the MPO webpage.

FUNDING SOURCE	ESTIMATED AMOUNT	ACTUAL EXPENSE
FHWA	\$10,256.00	\$22,449.19
KYTC	\$641.00	\$1,403.07
LTADD	\$1,923.00	\$4,209.22
<b>TOTAL</b>	<b>\$12,820.00</b>	<b>\$28,061.48</b>
<b>Percent Budget Spent</b>		<b>219%</b>
<b>Percent Work Completed</b>		<b>100%</b>
<b>FTA Portion</b>	<b>\$1,250.00</b>	<b>\$1,453.61</b>

The Program Administration work element was over budget for the following reasons:

- Time is charged to the element by the LTADD Executive Director, Deputy Director, Fiscal Officer, and other administrative staff as they perform duties for or related to the MPO. The MPO Transportation Planner also utilizes this element.
- As noted in the narrative of this report all MPO and Statewide meetings, including travel are charged to the element.
- Generally, this element was underestimated in the FY 2011 UPWP.

#### **140501. Unified Planning Work Program**

##### **Purpose**

The purpose of this element is to develop the annual Unified Planning Work Program (UPWP) for the MPO.

##### **Performance**

The draft FY 2012 Unified Planning Work Program (UPWP) was developed during the 3<sup>rd</sup> quarter of FY 2011. The FY 2012 UPWP outlines the work elements and tasks to be completed by the MPO in the upcoming fiscal year. The draft UPWP was presented to the MPO Policy Committee on January 27 and the MPO Technical Advisory on February 2. The draft UPWP was then submitted to all Federal and State partners for review.

Based on comments received from KYTC and FHWA, the UPWP was updated during the 4<sup>th</sup> quarter. The updated UPWP was then presented to and approved by the Policy Committee at their April 28 meeting.

FUNDING SOURCE	ESTIMATED AMOUNT	ACTUAL EXPENSE
FHWA	\$4,103.00	\$5,111.33
KYTC	\$256.00	\$319.46
LTADD	\$769.00	\$958.37
<b>TOTAL</b>	<b>\$5,128.00</b>	<b>\$6,389.16</b>
<b>Percent Budget Spent</b>		<b>125%</b>
<b>Percent Work Completed</b>		<b>100%</b>

More staff time was devoted to the development of the FY 2012 UPWP than was anticipated.

**140502. Staff Training**

**Purpose**

The Staff Training element is in place to ensure that the MPO staff is keeping up-to-date on the evolving trends in transportation planning. As necessary and as resources are available, the MPO staff attends training opportunities relevant to the MPO transportation planning process.

**Performance**

The MPO staff attended the following training opportunities during FY 2011:

- July 1 – TIGER II Planning Grants Webinar
- July 14 – Kentucky Air Quality Conference Call
- November 5 – Walkability Audits for Local Governments (Bowling Green)
- November 9 – Safe Road Maps Webinar
- November 16 – Economic Impact Analysis for Transportation Projects Webinar
- November 18 – Integrating Economic Development Planning Webinar
- January 20-21 – Kentucky Transportation Conference (Lexington)
- April 25-27 – Kentucky Lifesavers Conference
- June 28 – Kentucky Air Quality Meeting (Frankfort)

FUNDING SOURCE	ESTIMATED AMOUNT	ACTUAL EXPENSE
FHWA	\$4,103.00	\$2,501.00
KYTC	\$256.00	\$156.31
LTADD	\$769.00	\$468.94
<b>TOTAL</b>	<b>\$5,128.00</b>	<b>\$3,126.25</b>
<b>Percent Budget Spent</b>		<b>61%</b>
<b>Percent Work Completed</b>		<b>100%</b>

**140503. Public Participation and Outreach**

**Purpose**

Public participation is an essential element of the transportation planning process. The MPO conducts a participation program to ensure the public has an opportunity to have input into transportation decisions in the Radcliff/Elizabethtown planning area.

**Performance**

The MPO Participation Plan was updated in FY 2011. The major items update included the demographic data and maps to include 2010 Census data. The Grouped Projects section of the Participation Plan was also updated. All contacts were updated in the Participation Plan including media outlets, agency contacts, and MPO committees. The tools and techniques

section of the Participation Plan was also updated to include emerging outreach tools such as social media. The other changes included basic format changes to the document. The draft Participation Plan was open for public review for 45 days, between June 6 and July 21. An advertisement was placed in The News Enterprise on June 6 and the document was made available on the MPO webpage of the Lincoln Trail ADD website, at the local public library, and the Lincoln Trail ADD office. No comments were received from the public. The final document was approved on July 28 at the regular meeting of the MPO Policy Committee.

Nine Administrative Modifications to the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) were completed during FY 2011. All of these modifications were provided for review to those listed on the Agency Consultation list and the MPO Committees.

<b>FUNDING SOURCE</b>	<b>ESTIMATED AMOUNT</b>	<b>ACTUAL EXPENSE</b>
FHWA	\$6,154.00	\$4,470.54
KYTC	\$385.00	\$279.41
LTADD	\$1,154.00	\$838.23
<b>TOTAL</b>	<b>\$7,693.00</b>	<b>\$5,588.18</b>
<b>Percent Budget Spent</b>		<b>73%</b>
<b>Percent Work Completed</b>		<b>100%</b>
<b>FTA Portion</b>	<b>\$1,250.00</b>	<b>\$0.00</b>

**140504. Transportation Improvement Program (TIP)**

**Purpose**

The Transportation Improvement Program (TIP) is a short-range (four-year) program of transportation improvements based on the Metropolitan Transportation Plan (MTP). The TIP element ensures that the TIP is developed and maintained according to federal laws and regulations.

**Performance**

The following Administrative Modifications were made to the MPO Transportation Improvement Program during FY 2011:

- Administrative Modification #4 – July 16
- Administrative Modification #5 – August 5
- Administrative Modification #6 – August 17
- Administrative Modification #7 – September 3
- Administrative Modification #8 – September 16
- Administrative Modification #9 – October 15
- Administrative Modification #10 – February 17, 2011
- Administrative Modification #11 – April 13, 2011
- Administrative Modification #12 – May 12, 2011

With each Administrative Modification, the appropriate tables were updated to include all relevant project information. All Administrative Modifications have been placed on the MPO webpage for the purpose of keeping the public up-to-date with changes to the document.

The Kentucky Transportation Cabinet released the new Statewide Transportation Improvement Program (STIP) during FY 2011. The Radcliff/Elizabethtown MPO TIP was compared to and reconciled with the STIP during FY 2011.

The MPO developed its Annual Listing of Obligated Projects. The document placed on the MPO webpage for the purpose of informing the public about projects completed during the previous fiscal year.

<b>FUNDING SOURCE</b>	<b>ESTIMATED AMOUNT</b>	<b>ACTUAL EXPENSE</b>
FHWA	\$12,308.00	\$8,108.72
KYTC	\$769.00	\$506.80
LTADD	\$2,308.00	\$1,520.39
<b>TOTAL</b>	<b>\$15,385.00</b>	<b>\$10,135.91</b>
<b>Percent Budget Spent</b>		<b>66%</b>
<b>Percent Work Completed</b>		<b>100%</b>
<b>FTA Portion</b>	<b>\$1,250.00</b>	<b>\$114.33</b>

**140505. Metropolitan Transportation Plan**

**Purpose**

The purpose of this element is the development and maintenance of the MPO’s 2035 Metropolitan Transportation Plan (MTP). The MTP sets the long-range vision of the MPO. It covers a 25-year planning horizon and identifies transportation needs for all modes of transportation in the Radcliff/Elizabethtown planning area. The element also includes other long-range planning activities including Unscheduled Projects List (UPL) Prioritization and the development and maintenance of Project Identification Forms (PIFs).

**Performance**

The Kentucky Transportation Cabinet (KYTC) developed a new online format for the Project Identification Forms (PIFs) during FY 2011. The MPO reviewed 49 existing PIFs and updated problem statements and relevant project data related to each project. Twenty-six (26) additional projects were input into the new only PIF format.

The MPO staff also participated in the PIF/UPL Orienteering Process initiated by KYTC during FY 2011. This process helped to determine the FY 2011 Prioritization Process and the potential capping of the UPL.

The MPO reviewed the full Unscheduled Projects List (UPL) along with the “Base List” provided by KYTC in preparation for the prioritization process in 2011. This list was presented to the MPO Technical Advisory Committee (TAC) for review and suggestions.

The MPO completed the prioritization of the Unscheduled Projects List with the assistance of the MPO TAC. The projects were prioritized in the following tiers:

- Tier 1 – <\$2 Million (4 Projects)
- Tier 2 – \$2-\$10 Million (10 Projects)
- Tier 3 – >\$10 Million (11 Projects)

A Top 10 list of projects, regardless of cost, was also developed. A total of 25 projects were reviewed and ranked by the MPO. The MPO Policy Committee reviewed and approved the priorities at their April 2011 meeting.

All Administrative Modifications listed under the TIP Element were also incorporated in the MTP. All relevant MTP tables were updated to reflect the changes included in each modification.

Also, Amendment #1 to the MTP was developed and advertised for public review and comment during FY 2011. The amendment includes the federally recognized Livability Principles. These principles were placed in Chapter 1 of the MTP. The MTP Amendment #1 was presented to the MPO Policy Committee on July 28 for approval.

FUNDING SOURCE	ESTIMATED AMOUNT	ACTUAL EXPENSE
FHWA	\$12,308.00	\$13,822.94
KYTC	\$769.00	\$863.93
LTADD	\$2,308.00	\$2,591.80
<b>TOTAL</b>	<b>\$15,385.00</b>	<b>\$17,278.67</b>
<b>Percent Budget Spent</b>		<b>112%</b>
<b>Percent Work Completed</b>		<b>100%</b>

#### 140506. Transportation Safety Planning

##### Purpose

The safety of the transportation system is a top goal of the MPO and KYTC. Safety is also one of the eight (8) planning factors in SAFETEA-LU. The transportation safety planning element ensures that the MPO gives to priority to transportation safety in the MPO transportation planning process.

##### Performance

The MPO began working on a safety analysis that will compare the Unscheduled Projects List (UPL) priorities with areas identified as safety concerns in the MPO planning area. Maps were developed to show locations of all MPO prioritized projects.

FUNDING SOURCE	ESTIMATED AMOUNT	ACTUAL EXPENSE
FHWA	\$4,103.00	\$801.22
KYTC	\$256.00	\$50.08
LTADD	\$769.00	\$150.23
<b>TOTAL</b>	<b>\$5,128.00</b>	<b>\$1,001.53</b>
<b>Percent Budget Spent</b>		<b>20%</b>
<b>Percent Work Completed</b>		<b>20%</b>

Due to the prioritization process, Participation Plan update, and other work elements, time did not permit the completion of this work element.

**140508. Transit Planning**

**Purpose**

The purpose of the Transit Planning element is to pro-actively work toward the implementation of a transit system in the MPO area. The MPO is also a member of the Transit Authority of Central Kentucky’s (TACK) Board of Directors.

**Performance**

The MPO staff attended nine (9) TACK Board meetings during fiscal year 2011. The TACK staff keeps the board up-to-date on all of their activities, including the Fort Knox Park & Ride program and potential transit in the cities of Elizabethtown and Radcliff.

The MPO staff also held three (3) meetings during FY 2011 with the TACK staff to discuss the potential for public transportation services in Elizabethtown and Radcliff. Preliminary information concerning the resources needed for these services was developed and presented to the MPO Technical Advisory and Policy Committees. This information includes potential route maps, hours of service, and the amount of funding necessary to run the service.

The MPO staff also met with Governor’s BRAC Transformation staff to discuss potential funding sources to study potential public transit connections between Louisville and Elizabethtown. This includes the potential for light rail services along the P&L rail line. This meeting was for exploration purposes only. No funding was deemed available at this time for this type of study.

<b>FUNDING SOURCE</b>	<b>ESTIMATED AMOUNT</b>	<b>ACTUAL EXPENSE</b>
FHWA	\$8,205.00	\$1,062.93
KYTC	\$513.00	\$66.43
LTADD	\$1,538.00	\$199.30
<b>TOTAL</b>	<b>\$10,256.00</b>	<b>\$1,328.66</b>
<b>Percent Budget Spent</b>		<b>13%</b>
<b>Percent Work Completed</b>		<b>15%</b>
<b>FTA Portion</b>	<b>\$6,250.00</b>	<b>\$2,363.54</b>

The planning effort for public transportation services did not evolve as expected during FY 2011. Therefore, only a portion of the funding was utilized during the fiscal year.

**140509. Data Collection**

### **Purpose**

Data collection is essential to an effective transportation planning process. The MPO utilizes numerous sources of data for utilization in the planning process.

### **Performance**

The MPO staff utilized Highway Information Systems (HIS) data, Adequacy Ratings, and Traffic Counts data in the process of updating Project Identification Forms (PIFs). This data is utilized to justify needed transportation improvements.

The MPO project scoring data was also used to assist in the prioritization and ranking of projects on the Unscheduled Projects List. As part of the prioritization process, the MPO staff developed GIS maps for to detail the location of all projects for the MPO committees.

The MPO staff also utilized available data from the 2010 Census in the update of the Participation Plan. The 2010 Census data was utilized to update all demographic maps in the Participation Plan.

Finally, crash statistics, provided by the Kentucky State Police and Kentucky Transportation Cabinet, have been reviewed and utilized as part of the preliminary safety analysis.

<b>FUNDING SOURCE</b>	<b>ESTIMATED AMOUNT</b>	<b>ACTUAL EXPENSE</b>
FHWA	\$6,154.00	\$6,508.54
KYTC	\$385.00	\$406.78
LTADD	\$1,154.00	\$1,220.35
<b>TOTAL</b>	<b>\$7,693.00</b>	<b>\$8,135.67</b>
<b>Percent Budget Spent</b>		<b>106%</b>
<b>Percent Work Completed</b>		<b>100%</b>

## **140510. Miscellaneous Planning & Technical Studies**

### **Purpose**

This work element is dedicated to the various planning and technical studies and work items that the MPO conducts to meet the goals and objectives of the MPO. Studies and work items in this element will vary from year to year depending upon current the issues and priorities of the MPO.

### **Performance**

The MPO participated in the Road Diet Study Advisory Committee. This advisory committee was part of the road diet study conducted by the Kentucky Transportation Center. The road diet study included US 31W in addition to two other roadways in Kentucky. The study reviewed data to determine the feasibility of completing a road diet project in each of these locations. The MPO staff attended two (2) advisory committee meetings in Frankfort. The information from

this study was presented to the MPO Policy and Technical Advisory Committees at a combined committee meeting on December 1, 2010. The final report for the Road Diet Study was released by the Kentucky Transportation Center on January 20 of this year. The Road Diet Study concluded that the road diet will provide benefits to the roadway including: improved roadway safety, improved pedestrian safety, improved potential for access management, and stable travel speeds along the corridor.

Access Management has been a major issue of concern over the past several years. As part of the access management process, memorandum of understanding (MOUs) have been developed for US 31W and the Elizabethtown to Radcliff Connector (E2RC). The E2RC MOU was developed and signed by all participating local governments during FY 2011.

The MPO staff also researched Access Management Ordinances and other relevant information to share with the MPO Technical Advisory Committee (TAC) at their June 1 meeting. The TAC members reviewed the newly adopted regulations from Kenton County. A potential countywide access management MOU was also presented to TAC members for review and consideration.

The staff from ENTRAN attended the June 1 TAC meeting to present preliminary information regarding the KY 251 Scoping Study. The MPO staff reviewed the information provided by ENTRAN and provided feedback regarding the need for KY 251 improvements in relation to the proposed new Fort Knox Access Road.

The MPO staff also began the data collection process for the MPO Bicycle Facilities Study that will be completed in FY 2012.

<b>FUNDING SOURCE</b>	<b>ESTIMATED AMOUNT</b>	<b>ACTUAL EXPENSE</b>
FHWA	\$12,308.00	\$16,111.52
KYTC	\$769.00	\$1,006.97
LTADD	\$2,308.00	\$3,020.91
<b>TOTAL</b>	<b>\$15,385.00</b>	<b>\$20,139.40</b>
<b>Percent Budget Spent</b>		<b>131%</b>
<b>Percent Work Completed</b>		<b>100%</b>



**Radcliff/Elizabethtown Metropolitan Planning Organization  
Fiscal Year 2011 Expenditures**

Work Element	Description	BUDGET	ACTUAL EXPENSES				Total	Percent Budget Spent
			FHWA-PL	FTA-5303	State	Local		
*140500	Administration	\$12,821	\$22,449.19	-	\$1,403.07	\$4,209.22	\$28,061.49	219%
	>FTA-5303 Administration	\$1,250	-	\$1,162.89	-	\$290.72	\$1,453.61	116%
#140501	UPWP	\$5,128	\$5,111.33	-	\$319.46	\$958.37	\$6,389.16	125%
140502	Staff Training	\$5,128	\$2,501.00	-	\$156.31	\$468.94	\$3,126.25	61%
140503	Public Participation	\$7,692	\$4,470.54	-	\$279.41	\$838.23	\$5,588.18	73%
	>FTA-5303 Public Participa	\$1,250	-	\$0.00	-	\$0.00	\$0.00	0%
140504	Trans. Improvement Prog.	\$15,385	\$8,108.72	-	\$506.80	\$1,520.39	\$10,135.90	66%
	>FTA-5303 TIP	\$1,250	-	\$91.46	-	\$22.87	\$114.33	9%
140505	Metro. Transportation Plan	\$15,385	\$13,822.94	-	\$863.93	\$2,591.80	\$17,278.67	112%
^140506	Trans. Safety Planning	\$5,128	\$801.22	-	\$50.08	\$150.23	\$1,001.52	20%
&140508	Transit Planning	\$10,256	\$1,062.93	-	\$66.43	\$199.30	\$1,328.66	13%
	>FTA-5303 Transit Planning	\$6,250	-	\$1,890.83	-	\$472.71	\$2,363.54	38%
140509	Data Collection	\$7,692	\$6,508.54	-	\$406.78	\$1,220.35	\$8,135.68	106%
140510	Misc. Planning/Tech. Studies	\$15,385	\$16,111.52	-	\$1,006.97	\$3,020.91	\$20,139.40	131%
	<b>TOTAL</b>	<b>\$110,000.00</b>	<b>\$80,947.93</b>	<b>\$3,145.18</b>	<b>\$5,059.25</b>	<b>\$15,964.03</b>	<b>\$105,116.39</b>	<b>95.56%</b>

\*Element 140500 is a general administrative element. Time is charged to the element by the LTADD Executive Director, Deputy Director, Fiscal Officer, and other administrative staff as they perform duties for or related to the MPO. This element is also utilized by the MPO Transportation Planner. As noted in the narrative of this report all MPO and Statewide meetings, including travel are charged to the element. This element was underestimated in the FY 2010 UPWP.

#More staff time was devoted to the development of the FY 2012 UPWP than was anticipated.

^Due to the prioritization process, the Participation Plan update, and other work elements, tim did not permit for the completion of this work element.

&The planning effort for public transportation services did not evolve as expected during FY 2011. Therefore, only a portion of the funding was utilized during the fiscal year.