

OWENSBORO – DAVIESS COUNTY
METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION PLANNING
Fiscal Year 2008

YEAR END PROGRESS REPORT

July 1, 2007 to June 30, 2008

This document is prepared by the
Green River Area Development District

This report has been prepared in cooperation with or with financial assistance from all or several of the following public entities; Federal Transit Administration, Federal Highway Administration, Kentucky Transportation Cabinet, City of Owensboro, Kentucky, and Daviess County, Kentucky. This financial assistance notwithstanding, the contents of this report do not reflect the official views or policies of the funding agencies. Accuracy of the information presented herein is the responsibility of the Green River Area Development District, based upon project information submitted by sponsoring agencies.

Acknowledgements

Title: Transportation Planning Fiscal Year 2008
Annual Report

Date: September 2008

Agency: Owensboro – Daviess County
Metropolitan Planning Organization

The Green River Area Development District (GRADD)
is the designated staff agency for the
Owensboro – Daviess County Metropolitan Planning Organization

TABLE OF CONTENTS

560-005/565-105 – FHWA/FTA MPO Administration	1
560-010/565-110 – Transportation Improvement Program	3
560-015/565-115 – MPO Staff Training	5
560-016/565-116 – MPO Participation Plan and Title VI	6
560-020 – Long Range Transportation Plan	7
560-030 – Transportation Enhancement Project Planning	8
560-035 – Air Quality Conformity Planning	9
560-040 – Plan, Mapping and Maintenance	10
560-045 – Transportation Project Forecasts, Traffic Model Upkeep and Census Coordination	13
560-051 – Safety Program, Incident Management, and Security Planning	13
560-091/565-191 – Title VI and Environmental Justice	15
565-120 – Socio-Economic Planning and Analysis	16
565-125 – Transit Planning for the Elderly and Disabled	17
510-000 – Owensboro Transit Management Assistance	18
520-000 – Technical Assistant to the City/County	20
Summary	22

September 2008

Owensboro – Daviess County MPO

Program Element: 560-005/565-105: MPO Administration

Funding Sources:

	<u>560-005</u>	<u>565-105</u>
FHWA - FTA	\$9,600	\$6,800
KYTC	\$600	0
Local	\$1,800	\$1,700
Total	\$12,000	\$8,500
Expenditure:	\$14,706	\$9,877
Percent Budget Spent:	123%	116%
Percent Work Completed:	100%	100%

Work Completed:

1. Staff prepared mailings and all administrative duties as necessary for the Technical Advisory Committee (TAC) meetings that were held during the year:

July 31, 2007, November 27, 2007, January 29, 2008, February 26, 2008, and June 24, 2008.

The TAC is scheduled to meet on the last Tuesday of every month, unless there is no business to discuss for the members of the committee.

Staff prepared mailings and all administrative duties for the Citizens Advisory Committee (CAC) meeting that were held during the year:

August 23, 2007, November 15, 2007, and February 21, 2008

The CAC is scheduled to meeting once a quarter.

Staff prepared mailings and all administrative duties for the Policy Committee that were held during the year:

August 30, 2007, February 28, 2008, March 25, 2008, and June 24, 2008.

The Policy Committee meets as necessary.

September 2008

2. The Unified Planning Work Program (UPWP) was prepared for Fiscal Year 2009. The UPWP was submitted to all planning partners and was approved.
3. Staff prepared the Annual Report for Fiscal Year 2007, and the report was submitted to all appropriate planning partners. The 2007 Annual Report was published on the MPO website.
4. The quarterly progress reports were prepared and submitted to the Kentucky Transportation Cabinet (KYTC).
5. The “Prospectus” for the UPWP was reviewed and updated with current information.
6. All planning documents were made available to the public via the MPO website, www.gradd.com.
7. Staff discussed possible new projects for the upcoming Unscheduled Projects List prioritization process.
8. The TAC reviewed and amended the bylaws.
9. Staff attended the Mid-Year meeting during 2008 to discuss the progress on the UPWP.
10. Meeting announcements, meeting agendas, and minutes of the MPO committees’ meetings are placed on the MPO website.
11. Staff reviewed the Green River Area Coordinated Public Transit – Human Services Transportation Plan to determine any inefficiencies.

Due to the new requirements of SAFETEA-LU, Year of Expenditure Report, items for the MPO website, more meetings, the Work Elements, 560-005/565-105, were under budgeted for the fiscal year.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-010/565-110: Preparation of the TIP

Funding Sources:

	<u>560-010</u>	<u>565-110</u>
FHWA - FTA	\$4,868	\$2,000
KYTC	\$304	0
Local	\$913	\$500
Total	\$6,085	\$2,500
Expenditure:	\$6,337	\$2,581
Percent Budget Spent:	104%	103%
Percent Work Completed:	100%	100%

Work Completed:

1. The draft FY 2009 – 2014 Transportation Improvement Program (TIP) was submitted to the CAC, and TAC for review and discussion during their regular public meetings. However, after further discussion with the KYTC, it was decided that a new TIP was not needed at this time and the draft FY 2009 – 2014 was withdrawn from consideration.
2. The FY 2008 – 2013 TIP was amended to reflect two new projects:
 - a. Job Access – Reverse Commute
Table 6A
TR-02-0022
 - b. New Freedom Program
Table 6A
TR-02-0023

Staff advertised in the Messenger-Inquirer that a public meeting would be held to gather public input concerning the two new programs. The meeting was held on August 21, 2007, at the Green River Area Development District Board Room, from 2:00 p.m. to 6:00 p.m.

Staff made the proposed TIP amendment available on the MPO website, public library, Owensboro Transit System, Owensboro City Hall, Daviess County Courthouse and the GRADD office.

The TIP amendment was presented to the CAC, TAC and Policy Committee, the amendment was approved by the MPO Policy Committee at their public meeting on August 30, 2007.

3. Preparation began on the FY 2008 – 2013 TIP to include the Year of Expenditure Cost for all projects.

The Year of Expenditure Report was presented to the MPO committees and approved by the MPO Policy Committee at its public meeting on February 28, 2008. The report was placed on the MPO website and all planning partners were notified.

4. MPO committees approved changes in the TIP to reflect changes in the Kentucky STIP.
5. Staff presented the MPO committees the Administrative Modification to the TIP to for the Booth Avenue Safe Routes to School Project.

The Policy Committee approved the Administrative Modification at its public meeting on June 24, 2008. All planning partners were notified of the Administrative Modification.

- a. Booth Avenue Safe Routes to School Project
Table 8
SRTS-02-0001

6. Staff met with the City of Owensboro and determined that the City had the financial capability to fund the transit system.
7. Staff reviewed the proposed TIP and determined that the proposed TIP was in conformance with the Long Range Transportation Plan for the urban area.
8. The TIP projects were prioritized based upon the MPO's goals and objectives.

Due to the new requirements of SAFETEA-LU, Year of Expenditure Report, and amending the TIP twice, items for the MPO website, more meetings, the Work Elements, 560-105/565-105, were under budgeted for the fiscal year.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-015/565-115: MPO Staff Training

Funding Sources:

	<u>560-015</u>	<u>565-115</u>
FHWA - FTA	\$6,800	\$4,070
KYTC	\$425	0
Local	\$1,275	\$1,018
Total	\$8,500	\$5,088
Expenditure:	\$3,070	\$1,119
Percent Budget Spent:	36%	22%
Percent Work Completed:	65%	65%

Work Completed:

1. Staff attended the annual CTAA conference during May 2008.
2. Staff attended all the bi-monthly MPO/Regional meetings during the year, August 2007, October 2007, January 2008, April, 2008 and June 2008.
3. Staff completed web based training in ARCVIEW mapping.
4. Staff attended the Kentuckians for Better Transportation annual conference, January 2008.
5. Staff attended the Kentucky Public Transit Associate conference in Louisville, Kentucky, August 22 – 24, 2008.
6. Staff attended the Transportation Planners Orientation Training hosted by KYTC, December 4 – 5, 2008.

Due to flooding at training site, staff could not attend the National Association of Regional Councils training during FY 2008.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-016/565-116: Participation Plan and Title VI

Funding Sources:

	<u>560-016</u>	<u>565-116</u>
FHWA - FTA	\$4,840	\$4,170
KYTC	\$303	0
Local	\$907	\$1,042
Total	\$6,050	\$5,212
Expenditure:	\$5,601	\$5,099
Percent Budget Spent:	93%	98%
Percent Work Completed:	100%	100%

Work Completed:

1. The proposed Participation Plan (PP) was prepared and submitted to the MPO committees for their review. Staff worked with KYTC in order to ensure that the PP was in conformance with the SAFETEA-LU guidelines.
2. Staff reviewed the PP prior to the public meeting held August 21, 2007, to ensure that all requirements were being followed.
3. The GIS map was updated with current socio-economic data for Title VI, this included, minority, low-income, and disabled populations.
4. Staff reviewed the new Highway Plan to determine if any new projects were in need for public participation.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-020: Long Range Transportation Plan

Funding Sources:

	<u>560-020</u>
FHWA - FTA	\$9,200
KYTC	\$575
Local	\$1,725
Total	\$11,500
Expenditure:	\$17,990
Percent Budget Spent:	156%
Percent Work Completed:	100%

Work Completed:

1. Staff compared the LRTP against the new Highway Plan to determine if they were compatible and if any changes were needed.
2. Staff calculated Year of Expenditure Report for all projects in the LRTP.

The Year of Expenditure Report for the LRTP was submitted to the MPO committees for review.

The MPO Policy Committee at its public meeting on February 28, 2008, approved the Year of Expenditure Report for the LRTP.

The Year of Expenditure Report was placed on the MPO website and all planning partners were notified.

Due to SAFETEA-LU requirements, the Year of Expenditure, the element was over budget.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-030: Transportation Enhancement Project Planning

Funding Sources:

	<u>560-030</u>
FHWA - FTA	\$3,283
KYTC	\$205
Local	\$615
Total	\$4,103
Expenditure:	\$3,104
Percent Budget Spent:	76%
Percent Work Completed:	100%

Work Completed:

1. As the pre-application phase of the Transportation Enhancement Program neared, staff answered many questions and provided pre-application forms to prospective applicants.
2. Staff assisted 3 agencies with their TE applications.
3. Staff provided traffic counts, pavement widths, right-of-way widths, highway classifications to prospective applicants.
4. Staff continued to answer questions concerning if their applications were funded.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-035: Air Quality Conformity Planning

Funding Sources:

	<u>560-005</u>
FHWA - FTA	\$1,921
KYTC	\$120
Local	\$361
Total	\$2,402
Expenditure:	\$1,015
Percent Budget Spent:	42%
Percent Work Completed:	100%

Work Completed:

1. Staff participated in several conference calls with FHWA and KYTC concerning air quality.
2. Staff updated socioeconomic data for the MPO.
3. Staff took steps to assure compliance with the State Implementation Plan.
4. Staff reviewed the new proposed ozone and PM2.5 standards.

Staff did not estimate the time required to manage this work element correctly.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-040: Urban Area Plan, Mapping and Traffic Management System Maintenance

Funding Sources:

	<u>560-040</u>
FHWA - FTA	\$12,400
KYTC	\$775
Local	\$2,325
Total	\$15,500
Expenditure:	\$15,927
Percent Budget Spent:	103%
Percent Work Completed:	100%

Work Completed:

1. Staff completed the 2007 Owensboro Accident Report. The report was presented to the MPO committees. Staff inspects the locations with 5 or more accidents, and then makes recommendations for improvements, such as, trimming trees, replacing traffic control devices, installing pavement markings, and enforcement. The final product is approved by the Policy Committee, and then the document is presented to local law enforcement agencies, and the district highway office.
2. Staff provided traffic counts to numerous agencies, realtors, and businesses. Staff also provided demographic data as requested. Staff provided transportation related information, such as, timelines for construction, right-of-way purchase, and information from the Highway Plan. This information was provided by phone calls, or attending meetings, Chamber of Commerce, City Commission, Fiscal Court, and local groups.
3. Staff began updating the PIF forms for the medium and low priority projects to be submitted in FY 2008 and 2009. The Medium priority PIF's were submitted during FY 2008. Staff prepared PIFs for new projects.
4. Staff working on the 2008 Accident Report. The information is provided by the Owensboro Police Department.
5. Staff assisted the City of Owensboro in planning a citywide bike path. Staff assisted in preparing a Bicycle Friendly Community application. Staff produced maps for the citywide bike path, researched pavement widths, and right-of-way for every street the bike path would utilize.

September 2008

6. The Transportation Plan map was updated for the SAFETEA – LU LRTP.
7. Staff attended several Owensboro City Commission meetings to answer questions concerning access and new projects.
8. Staff attended Planning Commission meeting to assist with traffic impacts on several new developments within the MPO.
9. Staff reviewed new PIF requirements that were being proposed.
10. Staff continues to provide local realtors and developers traffic count data.
11. Staff attended a US 60 Corridor meeting concerning the US 60 Safety Blitz.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-045: Transportation Project Forecasts and Traffic Model
Upkeep and Census Coordination

Funding Sources:

560-045

FHWA - FTA	\$7,200
KYTC	\$450
Local	\$1,350

Total	\$9,000
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Expenditure:	\$9,465
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Percent Budget Spent:	105%
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Percent Work Completed:	100%
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Work Completed:

1. Staff assisted the KYTC with the updating of the traffic forecast model.
2. Staff assisted in preparing traffic forecasts, by gathering traffic count data, pavement widths, and traffic control data.
3. Traffic count data was collected, as well as, socioeconomic data for the traffic model.
4. Segments lengths were collected on state routes.
5. Types of traffic control devices were collected on state routes.
6. Staff assisted KYTC in updating the traffic model.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-051: Safety Program, Incident Management
and Security Planning

Funding Sources:

	<u>560-051</u>
FHWA - FTA	\$14,400
KYTC	\$900
Local	\$2,700
Total	\$13,000
Expenditure:	\$16,654
Percent Budget Spent:	128%
Percent Work Completed:	100%

Work Completed:

1. Staff prepared news releases for the “Stop Red Light Running Program”. Staff worked with the local law enforcement agencies to promote the program. Staff collected data indicating which intersections in Owensboro had the highest rate of red light violations. Staff worked with local law enforcement to patrol these intersections during the week of the blitz. The blitz has been held during the week of Thanksgiving.
2. Staff coordinated with local television and cable stations to sponsor the blitz with television and cable coverage. Newspaper advertisements were placed in the Messenger & Inquirer to notify the public of the blitz.
3. Staff attended numerous health fairs to promote seat belt usage, the dangers of drinking and driving, and speeding.
4. Staff prepared for the GRADD Regional Safety Fair, held in Owensboro. This program brought together police, fire, bike safety, emergency management, and safety experts to inform the public of the benefits of being prepared for emergencies. A bike rodeo was conducted for the youth of the MPO.
5. Staff identified several locations for low cost safety improvements.
6. Materials were purchased for giveaways at the safety and health fairs.
7. Staff attended several county fairs and local fairs to promote highway safety.

September 2008

8. Staff met with local law enforcement to determine if the current Incident Management Plan was still effective.
9. Staff made a presentation on local cable morning news to present information concerning highway safety.
10. Staff contacted local law enforcement and identified several locations where stop signs needed replacing, trees needed trimming and other signage repairs were needed.

Local newspaper did not give the MPO the usual reduced rate for advertising the Regional Safety Fair this year. The purchase of give-aways was higher than expected, due to the large number of participants that attended the activities.

September 2008

Owensboro – Daviess County MPO

Program Element: 560-091/565-191: Title VI and Environmental Justice

Funding Sources:

	<u>560-091</u>	<u>565-191</u>
FHWA - FTA	\$6,600	\$4,960
KYTC	\$412	
Local	\$1,238	\$1,240
Total	\$8,250	\$6,200
Expenditure:	\$8,057	\$6,161
Percent Budget Spent:	98%	99%
Percent Work Completed:	100%	100%

Work Completed:

1. Staff has contacted several people that could provide alternative language for public meetings.
2. Staff has contacted people that could provide translations of MPO documents, when requested.
3. Staff contacted the local newspaper to determine if the newspaper has the capability of printing in other languages.
4. Staff reviewed the Title VI requirements to determine if staff needed to make changes to gain better public involvement.
5. Staff assisted the Owensboro Transit System manager in updating Title VI documentation that included descriptions on how to provide formal comments.
6. Staff reviewed Title VI documents in preparation of the reevaluation of bus routes.
7. Staff reviewed socioeconomic data, income, race, age, ability prior to staffs assistance in the planning of new routes and relocating existing routes.
8. Staff conducted a Green River Area Coordinated Transportation Plan meeting on July 19, 2007.
9. Staff initiated the process to have a new OTS route map translated into Spanish.
10. Staff updated the Title VI report and submitted the update to FTA.

September 2008

Owensboro – Daviess County MPO

Program Element: 565-120: Socioeconomic & DBE Planning and Analysis

Funding Sources:

	<u>565-120</u>
FHWA - FTA	\$4,000
KYTC	
Local	\$1,000
Total	\$5,000
Expenditure:	\$8,515
Percent Budget Spent:	170%
Percent Work Completed:	100%

Work Completed:

1. Staff prepared the annual Disadvantaged Business Enterprise (DBE) report for FTA, as required, which outlines the financial commitment to the DBE program.

Staff completed a review checklist as requested by Frank Billue, FTA.
2. The draft DBE report was advertised for public comments. There were no public comments received.
3. Staff assisted the Owensboro Transit System (OTS) in identifying persons that could be prospects for the DBE program.
4. Staff prepared the semi-annual DBE report and submitted the report to FTA on time.
5. Staff met with the OTS manager to evaluate the goals and objectives concerning the DBE program.
6. Staff prepared the 2008 DBE Goal for OTS.

Staff spent more time assisting OTS transit manager identifying possible prospects for the DBE program than anticipated.

September 2008

Owensboro – Daviess County MPO

Program Element: 565-125: Transit Planning for Elderly and Disabled Persons

Funding Sources:

	<u>565-125</u>
FHWA - FTA	\$4,000
KYTC	
Local	\$1,000
Total	\$5,000
Expenditure:	\$4,230
Percent Budget Spent:	85%
Percent Work Completed:	100%

Work Completed:

1. Staff created an improved and easier-to-read version of the OTS route map.
2. Staff assisted with the creation and submission of the Job-Access and Reverse Commute and New Freedom grants.

Staff worked with area FTA grantees to review the Coordinated Public Transit – Human Services Transportation Plan. A meeting was held March 5, 2008.
3. Staff assisted OTS with paratransit planning.
4. Staff attended the public meeting for the Job-Access Reverse Commute and New Freedom plan.
5. Staff assisted OTS in identifying areas that needs to be addressed to stay in compliance with ADA regulations.

September 2008

Owensboro – Daviess County MPO

Program Element: 510-000: Owensboro Transit Management Assistance

Funding Sources:

	<u>510-000</u>
FHWA - FTA	\$9,000
KYTC	
Local	\$9,000
Total	\$18,000
Expenditure:	\$18,026
Percent Budget Spent:	100%
Percent Work Completed:	100%

Work Completed:

1. Staff prepares and submits FTA progress reports on a monthly basis.
2. Staff prepares and submits financial drawdown's to FTA for reimbursements.
3. Staff assisted OTS with the Triennial review.
4. Assisted with developing script for a new bus video, to explain how to ride a transit bus.
5. Assisted OTS with changes to several transit routes.
6. Staff attended Kentuckians Public Transit Association (KPTA) board meetings.
7. Assisted with determining the locations of new bus shelters. Staff assisted with writing specifications of the new bus shelters.
8. Staff updated the transit maps.
9. Staff attended the Citizens Transit Advisory Committee meeting.
10. Staff created 2009 FTA grant application in the TEAM system.
11. Staff attended CTAA national conference.
12. Staff assisted OTS in a meeting with city officials to discuss the future of the trolley.

September 2008

13. Staff wrote and advertised the 2009 charter notice and sent letters to appropriate charter providers in the area.
14. Staff made revisions to the TEAM to comply with the findings of the Triennial Review.
15. Staff provided general assistance to the OTS manager.
16. Created PowerPoint presentation for the proposed changes to the Trolley route.

Staff updated Trolley version of the OTS route map.
17. Attended several meetings with the City of Owensboro concerning fare-free transit.

Staff researched other transit systems that were fare-free and gather information.

Staff prepared and gathered survey information regarding fare-free transit.
18. Staff contacted local agencies to inquire about placing new transit shelters on their property.

September 2008

Owensboro – Daviess County MPO

Program Element: 520-000: Technical Assistance to the City of Owensboro
and Daviess County

Funding Sources: 520-000

FHWA - FTA

KYTC

Local \$15,000

Total \$15,000

Expenditure: \$15,000

Percent Budget Spent: 100%

Percent Work Completed: 100%

Work Completed:

1. Staff attended various meetings to represent the MPO, Chamber of Commerce Transportation Committee, roundabout team meetings with KYTC, Planning and Zoning meetings.
2. Staff conducted several 12-hour traffic counts for traffic signal warrants.
3. Staff conducted several traffic counts:
 - a. 4-way stop warrants
 - b. subdivision traffic flow counts
 - c. speed limit warrants
4. Staff assisted the city on railroad crossings attempting to get CSX to repair the crossing.
5. Assisted the Planning and Zoning on various issues relating to access management, turn lane warrants, traffic counts, sidewalk/bike lane issues, addressed issues concerning traffic control devices in new developments.
6. Met with the general public concerning the US 60 Bypass Extension on many, many occasions.
7. Staff met with utility companies to discuss possible projects would affect utilities in the future.
8. Assisted the city and county with sign replacements.

September 2008

9. Staff attended several city commission and fiscal court meetings to represent the MPO on various highway projects.
10. Staff assisted with a study to relocate a portion of the proposed Outer Blvd, this was to provide relief for several new developments.
11. Staff attended a public meeting to assist fiscal court on a new proposed large subdivision on US 231. The issue for local citizens was access, and a possibility of increase in traffic volume.
12. Staff reviewed several traffic impacts studies for new developments. Staff prepared questions concerning the new developments.
13. Staff met with local officials concerning the new proposed \$500 million hospital to be located in eastern Daviess County.
14. Staff has answered many questions from Daviess County residents concerning the new US Bypass Extension, concerning when it will start, the location of project, when right-of-way purchase would start, if their house would be bought.

September 2008

Total Revenue and Expenditure Comparison

FHWA, KYTC, and Local

Element	Revenue	Expenditure
560-005	\$12,000	\$14,706
560-010	\$6,085	\$6,337
560-015	\$8,500	\$3,070
560-016	\$6,050	\$5,601
560-020	\$11,500	\$17,990
560-030	\$4,103	\$3,104
560-035	\$2,402	\$1,015
560-040	\$15,500	\$15,927
560-045	\$9,000	\$9,465
560-051	\$18,000	\$16,654
560-091	<u>\$8,250</u>	<u>\$8,057</u>
Totals	\$101,390	\$101,926
Per Cent Budge Spent	101%	

September 2008

FTA and Local

Element	Revenue	Expenditure
565-105	\$8,500	\$9,877
565-110	\$2,500	\$2,581
565-115	\$5,088	\$1,119
565-116	\$5,212	\$5,099
565-120	\$5,000	\$8,515
565-125	\$5,000	\$4,230
565-191	<u>\$6,200</u>	<u>\$6,161</u>
Total	\$37,500	\$37,582
Per Cent Budget Spent	100%	

Outside Contracts

Element	Revenue	Expenditure
510-000	\$18,000	\$18,001
520-000	<u>\$15,000</u>	<u>\$15,023</u>
Total	\$33,000	\$33,024
Per Cent Budget Spent	100%	

Total MPO	Revenue	Expenditure
	\$171,890	\$172,532
Per Cent Budget Spent	100%	

The amount over budget, \$642, is made up from local funding from the Green River Area Development District.