



**LMPO TRANSPORTATION POLICY BOARD
REGULAR MEETING
August 1, 2023 @ 11AM
212 SW 9TH STREET
CITY HALL- 3RD FLOOR CONFERENCE ROOM**

AGENDA

- 1. Call meeting to order and establish Quorum.**
- 2. Verify posting of meeting.**
- 3. Introductions.**
- 4. Approval of minutes of the June 27, 2023, meeting.**
- 5. Consider selecting a member of the Policy Board to serve on the Steering committee for the 2050 Land Use Plan.**

BUSINESS

- 6. Consider approving a Resolution adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization.**
- 7. Reports or Comments.**
 - a. Federal Highways
 - b. ODOT
 - c. Fort Sill
 - d. Lawton Fort Sill Regional Airport
 - e. LMPO Director
 - f. LMPO Finances
 - g. City of Lawton Engineering
- 8. Comments from the public.**
- 9. Adjournment.**

“The City of Lawton encourages participation from all of its citizens. If individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for LEP individuals are not the necessary accommodation.”

MINUTES
SPECIAL LMPO TRANSPORTATION POLICY BOARD
3rd Floor Conference Room
June 27, 2023

Minutes of the Transportation Technical Committee meeting held June 27, 2023, in the 3rd Floor Conference Room, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 11:00 am by Mayor Stan Booker.

ROLL CALL

MEMBERS PRESENT: Stan Booker
John Jones
Allan Hampton
Kelly Harris
Sarah McElroy
Johnny Owens
Barbara McNally

MEMBERS ABSENT: Jay Earp

ALSO PRESENT: Madison Aust, Recording Secretary
Charlotte Brown, Director of Community Services/Planning
Jonathan Stone Senior Transportation Planner
Debra Porter, Director of Public Works Fort Sill
Joseph Painter, Director of Engineering
Christina Ryans-Huffer, Administrative Assistant II Planning

2. Verify posting of the meeting.

The meeting was posted on June 20, 2023, at 8:41 am by Kobe Humble.

3. Introductions.

OLD BUSINESS

4. Consider approving a resolution adopting the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process.

Stone stated this item is almost identical to the previous document. The only changes have been a few typos that were pointed out by ODOT and Federal Highways. We did discuss this document at the previous meeting, but we can go over it if you like.

Booker stated why don't you go over it because we have a lot of alternates here today. That were not here at the last meeting.

Stone stated this is an annual document that describes the work that will be conducted by the Lawton MPO. Major projects include hiring and monitoring a consultant 2050 MTP Metropolitan Transportation Plan, we will continue to monitor our Transit Master Plan contractor that is Hendrickson Transportation Group, looking at pedestrian facilities and pedestrian crossings, study the parking in downtown Lawton, support ODOT on performance measures, we do have an Air Quality Awareness campaign, we do have a traffic flow study that is scheduled to be completed in August, and we are looking for improvements that that study recommends and the possibility of another study. Kimberly Horn has actually completed the alternate fuel study, but we have not presented it to the committee yet, so that will be presented at the July meeting. Bicycle Safety campaign and our Land Use Plan are our other major projects governed under this.

Booker asked does anyone need further clarification or have any questions? With that do I have a motion for approval?

Harris stated so moved.

Booker stated we have motion for approval, do we have a second?

Owens stated second.

Booker stated we have a motion and a second, any discussion or debate?

Motion by Harris, Second by Owens, to approve resolution adopting the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process. **Aye:** Hampton, Jones, Owens, Booker, McElroy, McNally, Harris **Nay:** None **Motion Passed**

5. Comments from the Public.

None

6. Adjournment.

Motion by Owens, Second by Harris, to adjourn the meeting. **Aye:** Harris, Hampton, Brooker, Jones, McNally, Owens, McElroy **Nay:** None **Motion Passed**

With no further business the meeting was adjourned at 11:05 am.

LMPO TRANSPORTATION POLICY BOARD AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving a Resolution adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization.

INITIATOR: Charlotte Brown, LMPO Director

STAFF INFORMATION SOURCE: Charlotte Brown, LMPO Director
Jonathan Stone, Assistant LMPO Director

BACKGROUND: The Unified Planning Work Program (UPWP) outlines the objectives to be achieved and the products resulting from each work task as well as anticipated funding. The FY 2024 UPWP was approved on June 27, 2023.

Amendment 1 to the FY24 UPWP outlines the funding for the 5303 Transit Planning Grant under Element 3.

The Transportation Technical Committee will consider Amendment 1 to the FY 2024 UPWP at its meeting on August 1, 2023.

EXHIBITS: Resolution No. 23-_____
FY 2024 UPWP Amendment No. 1 Draft

KEY ISSUES:

FUNDING SOURCE: 80% ODOT/20% COL.

RECOMMENDED ACTION: Approve Resolution No. 23-____ adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization

RESOLUTION NO. 2023-__

A RESOLUTION ADOPTING AMENDMENT NO. 1 TO THE FISCAL YEAR 2024 UNIFIED PLANNING WORK PROGRAM.

WHEREAS, the Fiscal Year 2024 Unified Planning Work Program was approved on June 27, 2023; and

WHEREAS, the Fiscal Year 2024 Unified Planning Work Program is a detailed program of work to be carried out by the Lawton Metropolitan Planning Organization and identifies the funding for each work category; and

WHEREAS, the Oklahoma Department of Transportation has notified the LMPO of the available funds for the 5303 Grant; and

WHEREAS, the LMPO Staff has allocated the 5303 funds for projects in the LMPO boundary; and

WHEREAS, the Fiscal Year 2024 Unified Planning Work Program needs to be amended to include the 5303 Grant funds.

NOW, THEREFORE, BE IT RESOLVED by the LMPO Transportation Policy Board that:

1. Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program be adopted adding the 5303 Grant funds.

PASSED and APPROVED by the Transportation Policy Board this 1th day of August, 2023.

STANLEY BOOKER, CHAIRMAN

CHARLOTTE BROWN
MPO DIRECTOR

Approved as to form and legality this ____ day of _____, 2023.

City Attorney

LMPO



FY 2024

DRAFT Amendment 1

**Unified
Planning
Work
Program**

This report was prepared by the Lawton Metropolitan Planning Organization (LMPO) and was financed in part through the United States Department of Transportation funds (Federal Highway Administration Planning and Federal Transit Administration Section 5303) and in part through local matching funds provided by the City of Lawton. The contents of this document are the responsibility of the LMPO. The United States Government and its agencies assume no liability for the content of this document or for the use of the contents.

Table of Contents

Introduction	1
MPO	1
Committees	1
LMATS Boundary	2
Planning Factors	2
Transportation Planning Products	3
Unified Planning Work Program (UPWP).....	3
Metropolitan Transportation Plan (MTP)	3
Transportation Improvement Program (TIP)	3
Public Participation Process (PPP).....	4
LMPO Planning Priorities	4
Status of Transportation Planning Activities Update	4
Funding.....	5
<i>Table 1: FHWA PL & FTA Section 5303 & CMAQ Budget Summary</i>	<i>6</i>
<i>Table 2: Fiscal Year 2023 Total Budget, Including Federal, State and Local Sources.....</i>	<i>7</i>
Element 1.0 - Program Support & Administration	8
<i>Table 3: Program Support & Administration Funding</i>	<i>9</i>
Element 2 - Data Collection & Information	10
<i>Table 4: Data Collection & Information Funding</i>	<i>11</i>
Element 3 - Short Range Transit Planning	12
<i>Table 5: Short Range Transit Planning Funding.....</i>	<i>13</i>
Element 4 - Long Range Transportation Planning.....	14
<i>Table 6: Long Range Transportation Planning Funding</i>	<i>15</i>
Element 5 - Transportation Improvement Program.....	16
<i>Table 7: TIP Funding</i>	<i>16</i>
Element 6 - Congestion Mitigation Air Quality	17
<i>Table 8: CMAQ Funding</i>	<i>17</i>
Element 7 – Public Participation.....	18
<i>Table 9: Public Participation Funding.....</i>	<i>18</i>
Element 8 – Complete Streets Planning Activates	19
<i>Table 10: Complete Streets Planning Activities Funding</i>	<i>19</i>
APPENDIX A: LMPO Boundary Map	20
APPENDIX B: LMPO and Committee Membership	21
List of Acronyms	22

FY 2024 UPWP

I INTRODUCTION

The Unified Planning Work Program (UPWP) for the Lawton Metropolitan Area Transportation Study (LMATS) area identifies transportation planning activities to be undertaken during Fiscal Year (FY) 2024. The objective of the UPWP is to ensure the Lawton Metropolitan Planning Organization's (LMPO) transportation planning process meets 23 CFR Part 450 and 49 CFR Part 613. The UPWP is developed by the LMPO in collaboration with ODOT and LATS.

The Federal Highway Administration and Federal Transit Administration Offices of Planning have jointly issued Planning Emphasis Areas (PEAs) for MPOs to identify work tasks associated with planning emphasis areas:

- The LMPO has established performance measures for fatality rate, serious injury rate, and non-motorized fatality and serious injury rate; pavement condition, bridge condition, and system performance; and transit performance measures.
- The LMPO has recently conducted a study on zero emission transit vehicles that includes a transition plan for the Lawton Area Transit System.
- The LMPO has added Element 8 to the UPWP to cover complete streets planning activities, the project for FY24 will be to identify gaps in the existing and planned active transportation networks.
- Models of Regional Planning Cooperation – Promote cooperation and coordination across MPO boundaries where appropriate to ensure a regional approach to transportation planning.
- The LMPO has coordinated with the Lawton Economic Development Corporation to study the feasibility of a freight route connecting the West Lawton Industrial Park to US 62 and I-44. This connection is now planned to be constructed in FY25.
- Ladders of Opportunity – Promote access to essential services as part of the transportation planning process and identify transportation connectivity gaps which, when addressed, will improve access to essential services.

II MPO

Federal law requires the governor of each state to designate any urbanized areas within the state with a population of 50,000 or more as a Metropolitan Planning Organization (MPO). The Infrastructure Investment and Jobs Act (IIJA) required the membership of MPOs to consist entirely of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, and appropriate State officials.

Transportation Technical Advisory Committee

The Transportation Technical Advisory Committee coordinates transportation issues at the technical level and provides technical advice to the Policy Board.

The functions of the Technical Advisory Committee include the following:

1. Present transportation agenda items to various agencies;
2. Receive presentations from various agencies;
3. Review the Transportation Improvement Program (TIP);

FY 2024 UPWP

4. Review transportation plans and studies;
5. Make recommendations to the Transportation Policy Board;
6. Review transportation issues at the request of the Policy Board; and
7. Review the UPWP.

Transportation Policy Board

The Transportation Policy Board (TPB) has been designated as the MPO for the Lawton metropolitan area and is the final approval authority for transportation planning. The Board reviews and approves the overall work program and makes policy determinations concerning the transportation plan and the transportation improvement program. The functions of the Policy Board include the following:

1. Develop and maintain a comprehensive transportation planning program in conformance with 23 CFR Part 450 and 49 CFR Part 613;
2. Develop and approve all policy procedures for transportation planning in the LMA;
3. Review and approve the Transportation Plan and the TIP;
4. Ensure that established Public Participation Process is carried out appropriately for all major transportation activities;
5. Establish and revise the metropolitan area boundary as required by law;
6. Prepare certifications; and
7. Review and approve the UPWP.

The current memberships of the Technical Advisory Committee and Policy Board are found in Appendix B.

Lawton Metropolitan Area Transportation Study Boundary

The Lawton Metropolitan Area Transportation Study (LMATS) area is the geographic area in which the metropolitan transportation planning process required by 23 CFR Part 450 and 49 CFR Part 613 must be carried out. The LMATS area is basically bounded to the north by Rogers Lane/US 62, to the east by 90th Street, to the south by Coombs Road and to the west by Deyo Mission Road. Appendix A provides a map illustrating the LMATS area.

III PLANNING FACTORS

The LMPO performs its activities under the guidance of federal planning factors. These planning factors are reflected in the tasks and work products listed under individual work elements of the UPWP.

Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law on July 6, 2012. MAP-21 created a streamlined, performance-based, and multi-modal program to address challenges such as improving safety, maintaining infrastructure, reducing traffic congestion, improving efficiency of the transportation system and freight movement, protecting the environment, and reducing delays in project delivery. MAP-21 enhanced the transportation planning process incorporating performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection.

On December 4, 2015, Fixing American's Surface Transportation Act (FAST Act) was signed into law. FAST Act continued the provisions of MAP-21 and added two planning factors. FAST Act is the first law enacted in over ten years that provides long-term funding for surface transportation. FAST Act made changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

FY 2024 UPWP

The Infrastructure Investment and Jobs Act was signed into law on November 15, 2021. The IIJA mandates that MPOs must use 2.5% of their Planning grant funding to develop and adopt complete streets policies, active transportation plans, transit access plans, transit-oriented development plans, or regional intercity rail plans. The IIJA contains a new provision granting cities authority to apply an approved design guide of their choice to federally-funded projects on locally-owned streets.

IV TRANSPORTATION PLANNING PRODUCTS

The metropolitan transportation planning process results in the development of metropolitan planning products, including the UPWP, the MTP, the TIP, and the PPP. Details of these products are provided below.

Unified Planning Work Program (UPWP). The UPWP is one element of the transportation planning process that the LMPO is responsible for developing during each fiscal year. The purpose of the UPWP is to provide guidance for the comprehensive, continuing and coordinated approach to transportation planning. Each year, the UPWP is developed through a collaborative process involving LMPO staff, Lawton Area Transit System (LATS), Oklahoma Department of Transportation (ODOT), and the Oklahoma division of the Federal Highway Administration (FHWA). Before its submittal to the ODOT, the UPWP is reviewed by the TTC and adopted by the LMPO.

The UPWP is based on the transportation planning priorities of the area and also federal planning factors and federal emphasis areas. The UPWP lists all work to be addressed in a given fiscal year and identifies revenue sources. The FHWA, FTA, and the ODOT Planning Division must approve the budget and statement of work in the UPWP in writing by June 30th, before costs may be incurred for the new fiscal year.

Metropolitan Transportation Plan (MTP). The MTP is the centerpiece of the metropolitan transportation planning process. The LMPO has developed a number of long range transportation plans since its inception. The current MTP identifies transportation improvements through the year 2045 and articulates transportation goals, objectives and strategies. This Plan is financially constrained and reflects only funding that is currently available or can reasonably be expected to be available during the plan's time frame.

Transportation Improvement Program (TIP). The TIP is a prioritized list of transportation projects proposed for implementation during the next four years. ODOT and the MPO update the TIP in a collaborative effort. The TIP is important because no federally funded transportation project can be implemented unless it appears in the TIP and in the 2045 Metropolitan Transportation Plan. The TIP includes projects on the Interstate, Freeways, Arterials and Collectors. Also included are safety, transportation enhancement, and transit projects. Transit projects for FTA Section 5310 funding are submitted by the Oklahoma Department of Transportation Office of Mobility and Public Transit.

Projects included in the TIP must be consistent with the MTP, and the TIP is required to be financially constrained in each year of the program. This means that the funding identified for transportation projects in a given year must be equal to the amount reasonably expected to be available under existing federal, state and local programs. Prior to adoption of the TIP (or amendment) the LMPO provides an opportunity for public review and comment and holds a public hearing. A project utilizing federal transportation funds may not proceed unless it is included in the TIP. Amendments and revisions of the TIP may occur at any time during the fiscal year.

FY 2024 UPWP

Public Participation Process (PPP). The Infrastructure Investment and Jobs Act (IIJA) requires citizen participation to occur throughout all stages of federally funded projects. Public participation provides citizens, affected public agencies, private providers of transportation and other interested parties reasonable opportunity to comment, participate in goal-setting, problem solving, and expand the focus of transportation decision making. In addition, the IIJA requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved.

Private developers and other governmental entities such as Tribal and US Department of Defense play a major role in land use development and the transportation infrastructure. The LMPO recognizes this role and encourages private sector and governmental participation in MPO projects and programs as required by the IIJA. The LMPO encourages participation of projects under consideration by providing agenda notice to tribal governments. Secondly, the LMPO ensures that programmed projects, invitation to bid and requests for proposals are advertised in the local newspaper and on the website at www.lawtonmpo.org. Planning documents and LMPO meeting agendas and information are available at www.lawtonmpo.org.

V LMPO FY 2024 PLANNING PRIORITIES

As required in 23 CFR 450.308 (c), the MPO "...shall develop a UPWP that includes a discussion of the planning priorities facing the Metropolitan Planning Area (MPA)." The FY 2024 planning priorities are reflected in the various elements of this document. The major products or activities in this fiscal year will include:

1. Hire and monitor consultant for the travel demand model for the 2050 MTP;
2. Monitor consultant for a Transit Master Plan;
3. Analyze pedestrian facilities to include pedestrian crossings;
4. Study of parking in the downtown area;
5. Support ODOT performance measure targets;
6. Continue the public awareness campaign for air quality;
7. Monitor consultant for a Traffic Flow Improvement Study to include construction of improvements;
8. Continue the bicycle safety education campaign.
9. Hire and monitor consultant for a Land Use Plan

These activities will aid in addressing the transportation planning needs of the study area. The UPWP elements will address how these priorities will be accomplished.

Status of Transportation Planning Activities Update

In the past fiscal year, all federal and state transportation planning requirements applicable to the LMPO were met by the LMPO. In addition, a number of other projects that were essential to the transportation planning process were completed. These projects include:

- ✓ *Developed the Fiscal Year 2024 Unified Planning Work Program;*
- ✓ *Finished working with a consultant for a study on zero emission transit vehicles;*
- ✓ *Developed and executed the air quality education program in cooperation with local media and the LMPO Air Quality Stakeholders Advisory Committee;*
- ✓ *Continued the education program for bicycle safety;*
- ✓ *Coordinated with the LATS General Manager, the consultant, and the City Transit Trust on the design concept and construction plans for a multi-modal transportation center and hub;*
- ✓ *Continued working with a consultant for the Transit Master Plan*

FY 2024 UPWP

Funding

Funding of the transportation planning process for the LMATS is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. Federal funds will reimburse up to 80% of eligible work effort (identified in the UPWP) and the remaining 20% of the funding is provided by the City of Lawton. Through FHWA, ODOT receives federal State Planning and Research (SPR) funds in the amount of \$15,000 for the LMATS area. Based on an agreed distribution formula involving ODOT, ACOG, and INCOG, the LMPO Fiscal Year 2024 PL funds are \$149,520 plus carryover from previous years in the amount of \$196,623 and an additional \$3,857 set aside for Safe and Accessible Transportation options that do not require a local match. For FY 2024 the LMPO is applying for \$350,000 in PL funds. Funding for Section 5303 transit planning for FFY23 is \$75,000, and we have budgeted \$50,000 for FFY24 out of the total \$188,754 allocated from the FFY20-23 apportionment. The LMPO also applied for \$150,000 in Congestion Mitigation and Air Quality (CMAQ) funds. Total federal funds applied for is \$550,000. Tables 1 and 2 illustrate the source of funding. There are Memoranda of Understanding (MOU) between the LMPO and the City of Lawton detailing the amount of local match and responsibilities.

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FY 2024 UPWP

Table 1: FHWA PL & FTA Section 5303 & CMAQ Budget Summary

	PL Funds	5303 Funds	CMAQ Funds	City Match	SPR	TOTAL
Personnel	\$ 117,920	\$ 14,800	\$ 15,200	\$ 36,015	\$ 15,000	\$ 198,935
Equipment & Supplies	\$ 5,200	-	\$ 6,000	\$ 2,800		\$ 14,000
Printing, Media	\$ 31,600	-	\$ 24,800	\$ 14,100		\$ 70,500
Contractual	\$ 186,880	\$ 33,600	\$ 104,000	\$ 81,120		\$ 405,600
Travel & Training	\$ 8,400	\$ 1,600	\$ 0	\$ 2,500		\$ 12,500
TOTAL	\$ 350,000	\$ 50,000	\$ 150,000	\$ 136,535	\$ 15,000	\$ 701,535

Source: LMPO

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FY 2024 UPWP

Table 2: Fiscal Year 2024 Total Budget, Including Federal, State and Local Sources

PL	5303	Project	PL Funds	5303 Funds	CMAQ	City Match	SPR*	TOTAL
1.0	44.21.00	Program Support & Administration	\$ 66,277	\$ 1,600		\$ 16,969	\$ 15,000	\$ 99,846
2.0	44.22.00	Data Collection & Information	\$ 14,650	-		\$ 3,662		\$ 18,312
3.0	44.24.00	Short Range Transit Planning – System	-	\$ 48,400		\$ 12,100		\$ 60,500
4.0		Long Range Transportation Planning	\$ 241,851	-		\$ 60,462		\$ 302,313
5.0	44.25.00	Transportation Improvement Program	\$ 4,493	-		\$ 1,123		\$ 5,617
6.0		Air Quality Program/ Projects		-	\$ 150,000	\$ 37,500		\$ 187,500
7.0	44.27.00	Public Participation	\$ 18,872	-		\$ 4,718		\$ 23,590
8.0		Complete Streets **	\$ 3,857	-				\$ 3,857
		TOTAL	\$ 350,000	\$50,000	\$ 150,000	\$ 136,535	\$ 15,000	\$ 701,535

Source: LMPO

*SPR - State Planning & Research Funds Included

** Element 8 "Complete Streets" is composed of the 2.5% of the PL funds that are set aside for Complete Streets Planning Activities and is funded at 100%

ELEMENT 1.0 - PROGRAM SUPPORT & ADMINISTRATION

OBJECTIVE: Management and monitoring of the transportation planning process. Compliance with administrative, financial, and legal requirements for maintaining a continuous, cooperative and comprehensive transportation planning process.

TASK DESCRIPTION: The purpose of this element is to ensure that the accounting and management functions necessary to maintain the efficient and effective planning activities outlined in the FY 2024 UPWP are carried out. Further, this element provides the administrative support needed to manage and coordinate day-to-day LMPO transportation planning activities at the program level such as supervision of LMPO staff persons and contracted services.

The following products or activities will be the responsibility of the LMPO staff in cooperation with ODOT.

Tasks:

- 1) **General Administration:** This task provides the basic framework for other tasks in the UPWP. Work items under this task include staffing, correspondence, record keeping, coordinating, providing technical support to the LMPO Policy Board and the Transportation Technical Committee, and serving as point of contact to FHWA, FTA, other agencies, and the local community. Activities include:
 - a) Prepare and submit monthly claims statement to ODOT,
 - b) Maintain financial records including an annual financial audit; the audit will be performed in accordance with 49 CFR 18.26, 49 CFR Part 90, OMB Circular A133,
 - c) Monitor Federal and State legislation related to transportation issues, analyze their impact on the LMATS area, respond to requirements, and provide pertinent information to the LMPO.
 - d) Prepare the annual agreements, memoranda of understanding, certification statements, Annual Listing of Federally Obligated Projects, etc., and coordinate with ODOT and LATS on the development of the UPWP.
 - e) Research and prepare grant applications.
- 2) **Training and Travel:** This task ensures adequate training of MPO staff using technical assistance available through the ODOT, National Highway Institute (NHI), FHWA, FTA, and other agencies.
- 3) **Supplies and Equipment:** Office supplies, equipment, and meeting room fees and supplies, website hosting.

FY 2024 UPWP

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
FY 2024 UPWP, Memoranda of Understanding, Annual Funding Agreements, Certifications	3 rd Quarter	4 th Quarter	PD STP TP	120
Audit	1 st Quarter	2 nd Quarter	STP A	45
Annual Listing of Obligated Projects	2 nd Quarter	2 nd Quarter	TP	40
Grant Applications	1 st Quarter	4 th Quarter	STP TP	270
Administration tasks	1 st Quarter	4 th Quarter	PD STP TP A A3	900

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 66,277
FTA Section 5303 Grant Funds	\$ 1,600
City Match	\$ 16,969
SPR* (ODOT)	\$ 15,000
TOTAL	\$ 99,846

Source: LMPO

ELEMENT 2 - DATA COLLECTION & INFORMATION

OBJECTIVE: Monitor changes in demographic characteristics and land use to ensure transportation projections are compatible with current patterns, local land use policies and provide required data for the transportation model.

GENERAL DESCRIPTION: This element provides for the collection and maintenance of data on metropolitan development patterns and demographic characteristics to support the long range planning process and the development of the transportation model; develop and maintain maps and database to support transportation planning activities. A database and map of transit shelters within the LMA will be completed. More data from the 2020 Census will become available over time which will require updating of databases.

The following products or activities will be the responsibility of the LMPO staff:

Tasks:

- 1) Data Collection & Maintenance.
 - a) Collect and maintain databases that support the transportation planning process.
 - (i) Building permit data by TAZ.
 - (ii) Traffic count data and accident data.
 - (iii) Socio-economic information.
 - (iv) Collect operational and performance data of the transit system.
 - (v) Collect data on non-motorized travel including bicycle and pedestrian facilities.
- 2) Create and maintain database of transit shelters.
- 3) 2020 Census
 - a) Update databases as information from the 2020 Census is released.
- 4) Mapping & Graphics.
 - a) Prepare visual aids to be incorporated into transportation plans, studies or reports to support the transportation planning process,
 - b) Maintain electronic maps showing: traffic counts, accident data, speed limits, number of lanes, signalized intersections, traffic control signs, transit routes, bus shelter locations, sidewalk locations, bicycle and pedestrian routes, and traffic generator locations.

FY 2024 UPWP

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
Data Collection/ Maintenance/Mapping	1 st Quarter	4 th Quarter	PD STP TP	425
Transit Shelter map	1 st Quarter	4 th Quarter	TP	35
2020 Census	1 st Quarter	4 th Quarter	TP	30

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 4: Data Collection & Information Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 14,650
FTA Section 5303 Grant Funds	\$ 0
City Match	\$ 3,662
TOTAL	\$ 18,312

Source: LMPO

DRAFT

ELEMENT 3 - SHORT RANGE TRANSIT PLANNING

OBJECTIVE: The objectives of this task are to assist the Lawton Area Transit System to monitor public transportation needs and to identify and improve locations with operational deficiencies .

GENERAL DESCRIPTION: This element involves coordination between the transit management consultant, transit trust and other agencies to provide transit service to the community.

In 2021 the Lawton MPO hired a consultant to create a Transit Master Plan. This contract is ongoing and will be completed once a location for the transit transfer center has been selected by the City.

A consultant has been hired to develop a design concept and construction plans for a multi-modal transit center. The Transit Trust is reviewing options on location of the transit center. Staff will be researching funding for the construction of the transfer center and hub.

Staff will work with LATS General Manager to ensure the requirements of the Public Participation Plan are met as progress is made on the transfer center and hub and any route changes.

The following products or activities will be the responsibility of the LMPO staff:

Tasks:

- 1) Public Transit System.
 - a) Coordinate with LATS General Manager to ensure the MPO Public Participation Process meets applicable FTA requirements for public involvement and participation.
 - b) Oversee the management of transit system.
 - c) Manage bus shelter/bus bench contract.
 - d) Manage contract for the design concept and construction plans for the transit center and operations/maintenance site.
 - e) Continue to monitor consultant for a Transit Master Plan
 - f) Hire and monitor consultant for planning micro-transit zones

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
Oversight of transit system	1 st Quarter	4 th Quarter	PD STP TP	160
Bus Shelters/Benches	1 st Quarter	4 th Quarter	PD STP	60
Design concept for transfer center/hub**	1 st Quarter	4 th Quarter	PD STP TP	75
Coordination on public involvement	1 st Quarter	4 th Quarter	STP TP	55
Transit Master Plan**	1 st Quarter	2 nd Quarter	PD STP	10
Micro-transit zones plan	1 st Quarter	4 th Quarter	PD STP	60

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

FY 2024 UPWP

Table 5: Short Range Transit Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 0
FTA Section 5303 Grant Funds	\$ 48,400
City Match	\$ 12,100
TOTAL	\$ 60,500

Source: LMPO

DRAFT

ELEMENT 4 - LONG RANGE TRANSPORTATION PLANNING

OBJECTIVE: To develop policies and plans regarding transportation and transportation-related areas such as air quality, reducing congestion and preserving street network capacity.

GENERAL DESCRIPTION: The 2045 MTP was adopted in December 2019. Staff will monitor the implementation of the MTP. Staff will monitor a consultant for the 2050 MTP's travel demand model.

Staff has developed a bicycle safety education program targeted to adults and secondary school students. A bicycle safety education campaign directed toward all road users is ongoing. The media coverage of the new bicycle routes has been a success and will continue during this fiscal year.

The following products or activities will be the responsibility of the LMPO staff:

Tasks:

- 1) MTP Administration.
 - a) Monitor implementation of the 2045 MTP and identify projects which have been implemented.
 - b) Analyze pedestrian facilities to include studying locations where pedestrian improvements are needed.
 - c) Evaluate projects based on Environmental Justice and Title VI criteria for disproportionate impacts and distribution of benefits on low-income and minority projects.
 - d) Prepare RFQ and hire consultant to develop the travel demand model for the 2050 MTP; begin gathering data for the plan update.
- 2) Report performance measure targets.
- 3) Perform study of parking in the downtown area.
- 4) Development.
 - a) Review development proposals to assure consistency with established development and transportation plans and policies.
- 5) Bicycle and Pedestrian Planning.
 - a) Continue bicycle safety education program for adults and secondary school students.
- 6) Participate in transportation-related committees and provide updates to the TTC and TPB.
- 7) Issue RFQ and hire and monitor consultant for 2050 Land Use Plan

FY 2024 UPWP

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
2045 MTP administration	1 st Quarter	4 th Quarter	PD STP TP	80
Monitor consultant for travel demand model for 2050 MTP work on MTP	1 st Quarter	4 th Quarter	PD STP TP **	320
Downtown Parking Study	2 nd Quarter	3 rd Quarter	TP	200
Monitor and report performance measure targets	1 st Quarter	4 th Quarter	PD STP TP	80
Monitor consultant for Land Use Plan	1 st Quarter	4 th Quarter	PD STP TP **	190
Analysis of pedestrian facilities	1 st Quarter	4 th Quarter	TP	80
EJ reviews on developments	1 st Quarter	4 th Quarter	PD	15
Bicycle Safety Education Program	1 st Quarter	4 th Quarter	STP TP	90

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 6: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 241,851
FTA Section 5303 Grant Funds	\$ 0
City Match	\$ 60,462
TOTAL	\$ 302,313

Source: LMPO

ELEMENT 5 - TRANSPORTATION IMPROVEMENT PROGRAM

OBJECTIVE: To develop, prioritize and schedule a program of transportation projects.

GENERAL DESCRIPTION: Identify transportation improvement projects recommended for advancement during the program period, prioritize the projects, and include realistic estimates of costs and revenues for the program period. This will enable the MPO to prepare annual recommendations and a planned program of transportation improvements drawn from the Metropolitan Transportation Plan (MTP). The FFY 2022-2025 TIP was adopted in October 2021, and amended in January 2022. The FFY 2024-2027 TIP will be prepared and adopted. Amendments will be processed throughout the fiscal year, as needed.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Transportation Improvement Program.
 - a) Review and process TIP amendments as necessary
- 2) Developing the 2024-2027 TIP

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
TIP Amendments	1 st Quarter	4 th Quarter	PD STP	65
FFY 2024-2027 TIP	1 st Quarter	1 st Quarter	PD STP	65

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 7: TIP Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 4,493
FTA Section 5303 Grant Funds	\$ 0
City Match	\$ 1,123
TOTAL	\$ 5,617

Source: LMPO

FY 2024 UPWP

ELEMENT 6 - CONGESTION MITIGATION AND AIR QUALITY

OBJECTIVE: To support the LMATS area air quality program and public awareness campaign.

GENERAL DESCRIPTION: Continue the air quality awareness program to include participation in public events, ads on television, radio, and newspaper, and a bus wrap. This year the LMPO will hire a consultant for a traffic flow study and conclude the study on alternative fuels for transit.

The Zero Emission transit vehicle study was finished in FY23.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Public Awareness.
 - a) Increase public awareness utilizing various techniques and encouraging public participation.
 - b) Participate in local and national events (e.g. Open Streets, bike rides and bike rodeos, run/walk/bike events, Try Transit Week, Ride Your Bike to Work Day)
- 2) Ozone.
 - a) Review daily ozone readings and related meteorological data and maintain electronic summary of readings
 - b) Notify LATS and City departments when air quality action days are issued by ODEQ in accordance with the City of Lawton policy.
 - c) Coordinate with ODEQ and KSWO-TV to identify contacts for maintaining continuous flow of information.
 - d) Monitor EPA's proposed regulations for primary and secondary ozone and its impact to the study area.
- 3) Air Quality Offset Fee. CMAQ funds will be used to reimburse LATS on Air Action Days.
- 4) Traffic Flow Improvement Study to include construction of identified needs.
 - a) Hire and monitor consultant.

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
Electronic Summary of ozone readings	1 st Quarter	4 th Quarter	TP	25
Public Awareness	1 st Quarter	4 th Quarter	STP TP	270
Try Transit Week Promotion	3 rd Quarter	4 th Quarter	STP TP	65
Air Alert Days	1 st Quarter	4 th Quarter	TP	15
Traffic Flow Improvement Study	2 nd Quarter	4 th Quarter	PD/TP	130

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 8: CMAQ Funding

FUNDING SOURCE	FUNDING AMOUNT
CMAQ Funds	\$150,000
City Match	\$ 37,500
TOTAL	\$187,500

Source: LMPO

FY 2024 UPWP

ELEMENT 7 - PUBLIC PARTICIPATION

OBJECTIVE: To provide opportunities to engage the public in the transportation planning process.

GENERAL DESCRIPTION: Identify and enhance techniques to enable proactive public participation by the community in the LMATS planning process.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Meetings: schedule meetings, make presentations, attend meetings, and prepare supporting documents and distribute (i.e., agenda item commentary, agenda, etc.)
- 2) Update mailing lists every six months and provide updated information as requested.
- 3) Website: Update and maintain LMPO’s website to include new information as it becomes available.
 - a. Complete a redesign of the website
- 4) Public Participation Process: Update the Public Participation Process.

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
Updated PPP	1 st Quarter	4 th Quarter	PD STP A3	105
Updated PPP mailing list	1 st Quarter	4 th Quarter	TP A3	30
Updated LMPO website and website redesign	1 st Quarter	4 th Quarter	PD STP TP	75
Public meetings on transportation-related issues – preparation and attendance	1 st Quarter	4 th Quarter	PD STP TP A A3	370

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 9: Public Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 18,872
FTA Section 5303 Grant Funds	\$ 0
City Match	\$ 4,718
TOTAL	\$ 23,590

Source: LMPO

ELEMENT 8 - COMPLETE STREETS PLANNING ACTIVITIES

OBJECTIVE: To increase safe and accessible options for multiple travel modes for people of all ages and abilities.

GENERAL DESCRIPTION: Identify ways to increase safe and accessible options for all travelers, and ensure new transportation construction is safe and accessible for all.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Identify gaps in active transportation networks to include infrastructure near transit stops.

Products and Schedule:

Product	Start	Complete	Staff Contact*	Estimated Hours
Identify gaps in active transportation networks	1 st Quarter	4 th Quarter	TP	110

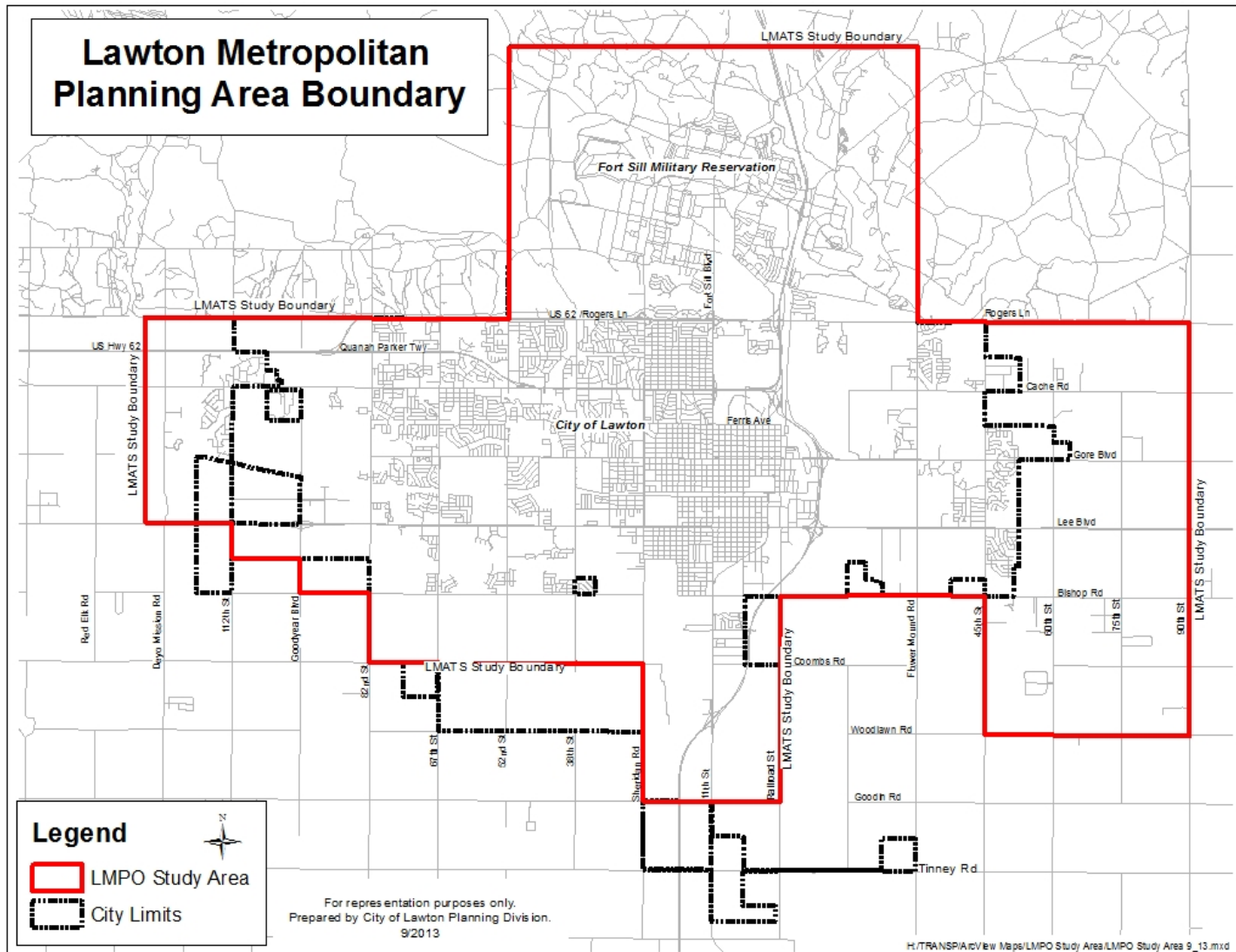
*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 10: Complete Streets Planning Activities Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$ 3,857
FTA Section 5303 Grant Funds	\$ 0
City Match	\$ 0
TOTAL	\$ 3,857

Source: LMPO

APPENDIX A: LMPO Boundary Map



APPENDIX B: LMPO Membership

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE MEMBERSHIP

Voting:

City of Lawton, Director of Planning
City of Lawton, City Engineer
City of Lawton, Director of Public Works/Engineering
Oklahoma Department of Transportation, Strategic Asset and Performance Management Division
Oklahoma Department of Transportation, Division VII Engineer
Oklahoma Department of Transportation, Transit Programs Division Manager
Fort Sill, Director of Public Works
Association of South Central Oklahoma Governments, Executive Director
Lawton Area Transit System, General Manager
Lawton - Fort Sill Regional Airport, Airport Manager
Lawton Chamber of Commerce & Industry, Executive Director

Non-Voting:

Comanche Tribe, Transportation Director
Apache Tribe, Transportation Director
Kiowa Tribe, Transportation Director
Federal Highway Administration Oklahoma Division Administrator
Federal Transit Administration, Region VI

TRANSPORTATION POLICY BOARD MEMBERSHIP

Voting:

City of Lawton, Mayor
City of Lawton, Council (2 members)
City of Lawton Transit Trust member
Lawton - Fort Sill Regional Airport Authority, Chairman
Comanche County Commissioner, Central District
City Planning Commission, Chairman
Oklahoma Transportation Commission, District Transportation Commissioner
Oklahoma Department of Transportation, Division VII Engineer

Non-Voting:

Oklahoma Department of Transportation, Strategic Asset and Performance Management Division
Federal Highway Administration Oklahoma Division Administrator
State Senator, as determined by the State Senators representing Lawton
Member, Oklahoma House of Representative, as determined by those members representing the LMA
Federal Transit Administration Region VI
Fort Sill, Commanding General, U.S. Army Field Artillery Center and Fort Sill

List of Acronyms

3C	Continuing, Comprehensive, and Cooperative planning process
ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality
CPC	City Planning Commission
FAST Act	Fixing America's Surface Transportation Act
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IIJA	Infrastructure Investment and Jobs Act
LATS	Lawton Area Transit System
LMA	Lawton Metropolitan Area
LMATS	Lawton Metropolitan Area Transportation Study
LMPO	Lawton Metropolitan Planning Organization
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NHS	National Highway System
PL	Transportation Planning
PPP	Public Participation Process
ODEQ	Oklahoma Department of Environmental Quality
ODOT	Oklahoma Department of Transportation
SPR	State Planning and Research
TAZ	Transportation Analysis Zone
TIP	Transportation Improvement Program
TPB	Transportation Policy Board
TTC	Transportation Technical Committee
UPWP	Unified Planning Work Program