



**LMPO TRANSPORTATION POLICY BOARD
REGULAR MEETING
March 5, 2024 @ 11:00AM
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 November 14, 2023, meeting.**

BUSINESS

- 5. Receive a presentation of the draft Lawton Transit Master Plan, recommend that HTG present the plan to the Transit Trust, and provide feedback as necessary.**
- 6. Provide feedback to Staff on recommended changes to the membership of the LMPO Air Quality Stakeholder Advisory Committee.**
- 7. Receive a presentation from Robert D. Turner, CPA on the LMPO audit for the period beginning July 1, 2022, and ending June 30, 2023, and consider accepting the audit.**
- 8. Discuss LMPO funding for traffic control and provide direction to Staff.**
- 9. 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
- 10. Comments from the public.**
- 11. Adjournment.**

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MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
Lawton Fort-Sill Regional Airport Lawton Aviation Conference Room
November 14, 2023

Minutes of the Lawton Metropolitan Planning Organization Policy Board meeting held November 14, 2023, in the Lawton Fort-Sill Regional Airport Lawton Aviation Conference Room, 3401 SW 11th Street, Lawton, OK 73501.

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 10:43 am by Mayor Stan Booker.

ROLL CALL

MEMBERS PRESENT: Stan Booker
David Denham
Jay Earp
Allan Hampton
Sarah McElroy
Johnny Owens
David Madigan

MEMBERS ABSENT: Kelly Harris

ALSO PRESENT: Madison Aust, Recording Secretary
Charlotte Brown, Director of Community Services/Planning
Jonathan Stone, Senior Transportation Planner
Susan Schlecht, Accountant City of Lawton Finance Department
Joseph Painter, Director of Engineering
Mike Woodhams, ODOT
Debra Porter, Fort Sill Director of Public Works
Barbara McNally, Lawton Fort-Sill Regional Airport Director
Caleb Austin, EST
Hamideh Etemadnia, EST
Saeed Sobhi, EST
Chris Serrano, EST

2. Verify posting of meeting

The meeting was posted on November 9, 2023 at 9:11 am by Mandye Gillespie.

3. Introductions

4. Discuss and consider approval of the schedule of meetings for 2024.

Brown stated you were sent the meeting dates for next year, Tech approved theirs for the same dates. there are a couple of days I wanted you guys to be aware of. The July 2nd is right before the 4th of July. We're open, but a lot of people will take that week and go on holiday. And then the September 3rd is the day after Labor Day, which we met the day after Labor Day this year and we didn't have any issues with that, but we just wanted to bring those to your attention that as we move closer to those may change.

Motion by Owens, Second by Earp. to approve the schedule of meetings for 2024. **Aye:** Hampton, McElroy, Booker, Owens, Madigan Denham, Earp **Nay: None Motion Passed**

BUSINESS

5. Consider accepting the draft final report for the Traffic Flow Study, receive a presentation from EST, and provide feedback as necessary.

Received a presentation from EST.

Etemadnia stated with that I will open the Q & A.

Madigan asked just out of curiosity, how do you determine your cost.

Etemadnia responded we looked at the best practices, the recent practices that cost, unit cost came from, our construction team.

Austin stated recent bid prices actually so it keeps up with inflation.

Etemadnia stated and the detailed unit cars also is included in the report.

Booker asked can you show us on a map what you were talking about that extra in/out lane.

Denham stated that'd be widening gore to three lanes each in that section.

Etemadnia stated there are only two two-lane on Gore Blvd for traffic, which is about 500, and throughout the peak hour so we are talking about adding auxiliary lane kind of third lane that whoever wants to turn right, it's going to be used as a riding right in/out or street parking or the bus stops. Or the limited widening on the major accesses to the businesses that they have more traffic in and out to that business, we don't even see any ride in ride up auxiliary line just for the period of like extension of the corridor to accommodate if let's say this business has more traffic, they can have an auxiliary lane for riding right out. Which divided kind of a median here just allow for a ride in ride out then traffic will measure the traffic through traffic.

Booker responded okay, thank you. Would you go back to the chart where you had the 27%? So, the 27% improvement is traffic flow at that intersection only.

Etemadnia stated no, this is the whole corridor.

Booker responded it's the whole corridor, so by fixing the left turn problem at railroad, we would improve the traffic flow 27 percent.

Etemadnia stated correct.

Booker asked and what is the 13% right above it.

Etemadnia responded 13 percent is only doing the signal timing without adding any left turn pocket.

Denham stated that would be linking railroad St. with the signalization that's already in existence going, so it would strengthen the time for north southbound traffic to.

Etemadnia responded yes correct. Coordination of the signal timing along the corridor we have done that as part plus optimizing the signal phasing. OK. Split phasing, as I said, we can get the benefit of the overlap time because what is happening here based on what we observe from existing. On a split phasing, eastbound and westbound, what is happening when the westbound traffic is moving every other movement stops eastbound and north and southbound. That means when the westbound is eastbound, is moving or westbound, is moving, no traffic is moving, but westbound left comes and stops here. It doesn't need to stop because there's no problem.

Denham asked don't they have a green light?

Etemadnia responded no the light is still red here. So, because that light gets green by the northbound and southbound movement, but we are saying that can be an overlap, then the movement is going towards the West. This traffic because the eastbound is a stopping, there's no like interfering traffic northbound is stopping. This traffic can come and also you can do a U-turn.

Denham stated when I'm going eastbound and turn north, the light is green going north.

Etemadnia asked eastbound going north.

Denham responded yes.

Etemadnia asked then you're doing the eastbound at the same time.

Denham responded yes, you keep going and it's green.

Etemadnia stated existing?

Painter stated it stops the flow, it's not quite. I might add that I think part of it when I got here and started working for Lawton had just passed the Public Safety Center, they were trying to save some budget. We were redoing that whole intersection and the same cost they cut that out. So that was putting in all those turn lanes and all that stuff to make that intersection work better. I think that was the goal at one point, but it got cut out of it.

Etemadnia responded plus, you're pretty right, because if that kind of like a best sound is going first, so everything is stopping even this is stopping eastbound is going second and if the next

signal is there northbound on southbound. After this, by the time that you're turning this is going to be green and this is going to get green. That can be part of it. No?

Denham stated no.

Sobhi stated another thing that could have happened between the time that we got this data and analyzed it, the timing may have changed.

Painter responded I think it did.

Etemadnia asked is it the new controller that has been installed in this.

Painter responded that's the newest signal on that whole stretch right there, so I don't know what the.

Denham stated I live in that area. I go all the time. And when you're when, when you're, I mean, its east flow is directing it, but when you're turning because I mean it's you're right, it's directional when you're going West all the other intersections as far as initiating traffic yes but when you're turning north off of eastbound turning N that the light is green, so you keep going and same way if you're going West and turn left, that light is green. But you're right, the other the other because it's one direction is signaling. Only one direction is going at one time. I get that part, but you are getting I guess cross switch, whatever you call that.

Painter responded and all the signals are operating individually without any coordination between.

Denham stated the other intersections.

Painter responded that's the biggest problem.

(cannot discern people are talking over each other)

Booker asked do you have the data on the number of cars that turn left that intersection. Is it a significant number?

Etemadnia responded not very big number based on the (cannot discern audio)

Denham stated the public safety is the worst. But you can't close that because the fire trucks go that way, west.

Painter stated yeah, that signal set up when the fire alarm goes off. Those lights all turn red and it goes green to let fire trucks cross over.

Denham stated so that would prevent us from closing that.

Painter responded right.

Denham stated median I mean.

Painter stated yeah, we've got to keep it open.

Brown stated staff's recommendation was not to close any medians.

Booker asked so what is the traffic count for turning left.

Etemadnia responded it's about 30 on the peak hour PM, which is the highest peak 30 going left and it's about 10 going north.

Booker asked what is your total traffic. Is that in an hour?

Etemadnia responded it's in an hour. And the through traffic is about 435 on the westbound and about 550 on the eastbound.

Painter asked how many wrecks are right there. I'm just curious. Right past there, the lanes, the eastbound and westbound lanes for a second are aimed right at each other with no barrier in between.

Etemadnia asked were there any traffic numbers you mean.

Painter responded no, were there any traffic accidents.

Etemadnia stated there were accidents on Railroad Street the highest kind of accident at five years, about this intersection.

Painter asked did you said 18 or 19.

Etemadnia responded 18 or 19 but we don't know the reason of the accidents.

Painter responded right, it's a little past that.

Booker asked okay, so you today you just want input and you're going to bring back late, you're going to do more updates and bring us back when will that be?

Etemadnia responded as soon as we get the information we can be upgraded to processing.

Painter stated they need to meet with our signal.

Brown stated with our electronics department. We've already made plans for that to happen. We've put them in touch with them, so we will get that was quick as we can.

Booker responded okay, so I'm looking for a timeline.

Brown stated 60 days we're at 30.

Sobhi responded we can turn it around as soon you want it once we get the feedback. I think we can turn 30 days.

Painter stated you could meet with him today or.

Booker stated January will work. It's a holiday.

Brown stated yes for the meeting in January.

Booker stated I can tell by looking at Johnny he's wanting to take off. All right. Any further input on this?

Sobhi responded may I make a comment. I heard some of the. I'm sorry didn't mean to interrupt.

Porter stated I just had a quick question. One of your codes references pedestrian and bike traffic. Was there any type of like, I mean, is that a high usage area. Do you have numbers?

Etemadnia responded we do have numbers, yes and I don't have it here, but I can provide you the numbers, they're not significant, but I've also, again, there's not a safe area for crossing and there's no bike facility in this quarter except this shared lane on 6th Street.

Porter stated I do see people walking, but I just haven't seen people riding bikes and I was just curious if the cost for improvement for bicycle lanes if there's not much traffic that way, whether that was something you would want to consider.

Stone responded it might not be traffic because.

Etemadnia stated that might attract more traffic than it is a safer facility to ride.

(cannot discern audio people are talking over each other)

Stone stated the railroad, the old railroad right of way north of Gore and through the Public Safety Building is a trail and then 6th Street is an on-street bike trail.

Booker asked so if it went all the way to 11th or Fort Sill Blvd. Is there any connection there to another bike trail?

Brown responded I don't think there is right now.

Stone stated not yet, but there could be in the long term, it would be a good start of adding a new trail.

Booker stated so to do something to Railroad to 6th there's already connections, but from 6th to 11th would be.

Stone responded we would have to go all the way to.

Brown stated D Ave, Ferris Ave, or Cherry.

Stone stated or all the way to Cameron to connect to an existing trail that goes north south.

Denham stated I think it was 6th and 4th St. due to the accessibility into Elmer Thomas Park and connecting with that.

Booker stated okay, and you had a comment.

Sobhi stated I hear some discussion about closing the median and that one of the thing that you mentioned here that the concern about emergency vehicles having access to (cannot discern audio) as you review this and if you think otherwise, that's something that you want to consider, about how to handle emergency operations and allowing those, we could look at the strategies to close and leave a way for safely accommodating emergency operations, just wanted to make that comment as you're reviewing.

Booker responded okay.

Denham asked so on the motion where it says to accept the final draft, are we really accepting anything.

Brown responded no, we're not. We're not accepting anything because they're going to come back with some additional information on the controls themselves. And a little bit more on the timing. So Tech's recommendation was, you know, we took no action during Tech on it so that we could allow them time to get what they needed to do.

Sobhi stated and if I may also if there are any comments back on this process, we are waiting, we're going to wait for those comments and then integrate all of those into the into the report.

Painter stated if you have comments late you can give them to Charlotte or me.

Brown stated and we will get them passed over.

Booker stated okay, everybody ready to move onto item number six. Thank you.

6. Receive a report from Staff regarding an update to an item on the FY2022-2025 Transportation Improvement Program.

Brown stated this is just moving the funding for the East Gord Blvd. Pedestrian bridge from federal funds to advance construction. It doesn't change cost or anything with that. It was just something that we needed to do and so we made an amendment on the TIP and just sent a letter revising that. So, this is just us updating you guys on that.

Denham asked is it still federal funds? We're just moving it from one column to the other so that they've already committed to it.

Brown responded yes.

Denham stated it's just going from planning to.

Brown responded yes, and I think it's actually it's supposed to happen pretty quick. Bids go out in November.

McElroy stated we don't have federal funds at the moment because we're at the potential of a government shutdown and so we're in a continuing resolution right now. We haven't received federal funds for the start of fiscal year 24. So, if you put it in the category of AC it lets it you use state funds for now and then when the federal funds become available you can convert them back so it's just changing the funding source.

Brown responded okay.

Booker asked any other questions on that.

Earp asked so that so that was our doing, the advanced construction.

McElroy responded correct; programs changed everything on the November letting to advance construction.

Earp stated and we really don't know what those where those funds are coming from. Their federal funds probably or we don't know.

McElroy responded they're authorized with State funds at the moment and then when the feds give us our portion. They will be converted back.

Earp stated okay, thank you.

Denham stated as long as they do an actual budget, not a continuing resolution.

McElroy responded well, I believe we get a portion with a continuing resolution, but when we get our official 24 portion, they will be converted at that time.

Earp stated I've never seen that before advanced construction fund. New for everything.

Brown responded we've never seen it before either.

Earp asked have you it.

McElroy responded yes, it happens a lot in September and October with the lettings, because of the dates.

7. Hold a public hearing and consider approving a resolution adopting Amendment 1 to the Federal Fiscal Years 2024, 2025, 2026, and 2027 Transportation Improvement Program for the Lawton Metropolitan Area Transportation Study area.

Stone stated this item adds the US 62 safety improvements project to the Transportation Improvement program and it updates the project date and funding amounts for the Gore Blvd Pedestrian Bridge, the State Highway 7 bridge over East Cache Creek, US 62 interchange with Goodyear Blvd, and the I-44 bridge rehabilitation over Wolf Creek.

Booker stated okay, are we ready to open the public hearing? At this time.

Denham asked how do we get the public here.

McNally responded it's open to the public. All our meetings are.

Denham stated I understand that, but did they have to buzz security to get into.

McNally responded we just need to know they are when they come in and it's okay. Anybody can come.

Booker stated at this time I will open the public hearing or this item. If anybody wishing to speak, please do so at this time seeing none, I will close the public hearing. And it says and consider approving the resolution, adopting amended plan. So, do we have a motion or questions?

Motion by Madigan, Second by Owens, to approve a resolution adopting Amendment 1 to the Federal Fiscal Years 2024, 2025, 2026, and 2027 Transportation Improvement Program for the Lawton Metropolitan Area Transportation Study area as presented. **Aye:** Hampton, McElroy, Earp, Booker, Owens, Denham, Madigan **Nay:** None **Motion Passed.**

8. Consider approving the Self Certification statement for the Lawton Metropolitan Transportation Planning Process by the Lawton MPO, and authorize the Director to execute.

Brown stated this is a document that ODOT has informed us that we actually need to do for the TIP. It just says that we're complying with the federal requirements for the transportation planning. This is just something that Sarah brought to us. we wanted to have the board approve it and then authorize me to sign it on their behalf.

Denham asked is this annual.

McElroy responded We Update the tip every two years so it's a biannual. But yes, it goes with the TIP document.

Booker asked any questions or motions.

Motion by Denham, Second by Hampton, to approve the Self Certification statement for the Lawton Metropolitan Transportation Planning Process by the Lawton MPO, and authorize the Director to execute. **Aye:** McElroy, Hampton, Booker, Madigan, Earp, Owens, Denham **Nay:** None **Motion Passed.**

9. Consider approving a Resolution adopting Amendment No. 2 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization.

Stone stated this amendment adds 30,000 in additional funding under 5303 grant to fund the amendment to the existing study for the transit master plan to include a study of micro transit.

Booker asked any questions.

Denham asked is this what I reading about with the soldiers getting home.

Brown responded this will be part of that study, but this is to see how well we believe it will be used on post and other and other areas.

Motion by Denham, Second by Owens, to approve a Resolution adopting Amendment No. 2 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization. **Aye:** Madigan, Hampton, McElroy, Denham, Booker, Owens, Earp **Nay:** None **Motion Passed.**

10. Consider approving the amendment to the current Transit Master Plan contract with Hendrickson Transportation Group to add a study on Micro-Transit and authorizing the MPO Director execute.

Stone stated I can take this one. This is an amendment to the existing contract with Hendrickson. They're conducting the transit master plan. This adds the study on micro transit to that contract and the existing contract and then that are right behind in the exhibits.

Denham asked it says we're going to pay them what up to 98,000? We got an extra 30,000 for funding. So, is that okay?

Stone responded the 98,000 is the original amount. The 30,000 is in the next document. It'll outline both as the amended amount.

Motion by Denham, Second by Madigan, to approve the amendment to the current Transit Master Plan contract with Hendrickson Transportation Group to add a study on Micro-Transit and authorizing the MPO Director execute. **Aye:** Owens, Earp, Hampton, McElroy, Booker, Madigan, Denham **Nay:** None **Motion Passed.**

11. Consider approving a contract with Kimley-Horn for the 2050 Metropolitan Transportation Plan and Travel Demand Model, authorize the Chairman to execute, and authorize the encumbering of \$75,000 per quarter for this contract.

Brown stated we did discover some issues with the language of the contract during Tech Policy. Tech's recommendation was to recommend approval with the changes from ODOT and I've already sent WORD document to Sarah and Joe to look at. There was some contract construction language that was left in. I pulled a boiler plate contract and didn't get all the changes out of it. The encumbering of the \$75,000 is not what we are asking for, we are asking on number 12 a little bit different and Susan can help explain that as well. The cost that they come back with to us was \$245,000 for the Travel Demand and the Plan itself. That will be split over two years. We have a portion of it that must be spent this year, or it won't roll over until FY 26.

Booker asked and the cost was what.

Brown responded \$245,000. We did budget in the UPWP \$225,000 for this and the Land Use Plan. The Land Use Plan came in at \$450,000 so will not be able to do anything with that just yet we are going to have to find some additional funding for that.

Booker stated okay, it says authorizing the encumbering of \$75,000 per quarter. I thought I heard you say \$245,000.

Brown stated the total cost is \$245,000 but only \$225,000 of that is this fiscal year. The other \$20,000 is going to be next fiscal year. Item number twelve we have \$110,000 per Susan we can encumber now and then once claims are done; we will be able to reimburse that additional funding.

Booker responded okay, I got lost in all the numbers, but \$75,000 is \$300,000 a year, and what confused me was we are authorizing the encumbrance of \$75,000 per quarter.

Brown stated yes, we only have three quarters left.

Booker stated okay, so that's the \$225,000.

Brown stated that's the \$225,000.

Booker asked and they want \$245,000.

Brown responded yes, and the other \$20,000 will come out of next fiscal year.

Booker responded okay, I gotcha.

Madigan asked do you want us to add language for this fiscal year will that help clarify that \$75,000 per quarter.

Schlecht responded what we would like to do is we sent out an amendment. After speaking with the person who created the contract, I didn't want to have to worry about them getting ahead of us with the amount of money we can encumber. So, I wanted to (cannot discern audio) the \$75,000. We are equipped to do \$110,000 now and then they are going to be billing out approximately \$32,000 every month but I think it will give them time to get them moving and not slowing down the project. The project had decreased down to 7 seven months, so we don't want them to stop, we want them to keep going. If we do the \$110,000 now, then we will have time to get reimbursements and when we do, we are asking that we can go ahead and encumber the remainder of that without coming back to the board, so we do not stop the project.

Booker asked is this like municipal government where we can't encumber the next year. I'm liking David's idea of saying this fiscal year.

Brown responded that's fine we can add that in there and we can add that in there, and that will be clearer that the \$225,000 is this fiscal year.

McElroy stated I have a question. What is the amount going to be on the contract? Like what is going to be on the PO (Purchase Order) that's cut to Kimley-Horn is it going to the \$110,000 or \$225,000?

Schlecht responded the original one will be \$110,000. We cannot encumber the full \$225,000 and if for whatever reason we cannot keep up cash flow wise with the \$110,000 then we just issue a pause order to them. So, we will be on top of that knowing if we have enough money to cover. Once we know we've got money coming into replenish our cash to keep our cash flow positive then we will issue a continuance to them. I don't know if we will need to do that based off the receivables, we have coming in.

McElroy asked when you talk about continuance is that adding the \$75,000. I'm just curious how that is going to work. Are you going to change order to add it to the agreement? Or.

Schlecht responded no, the agreement is for the \$225,000 but we cannot encumber the entire payment. We can only encumber the \$110,000 right now.

McElroy stated so you are going to do \$110,00 until the end of the federal fiscal year, is that correct?

Schlecht responded we are going to do \$110,000 until we no longer have any more cash.

McElroy stated okay.

Schlecht state but I don't. We are going to have things coming in stopped at 52:00.

Motion by Madigan, Second by Owens, to approve with the additional language \$75,000 per quarter as funds are received for this contract in this fiscal year. **Aye:** Owens, Booker, Hampton, Denham, Madigan **Abstain:** McElroy, Earp **Nay:** None **Motion Passed.**

12. Consider approving \$110,000 as a partial encumbrance and allow staff to encumber additional funds as the funds become available up to \$225,000.

Denham asked do we need to take action on 12 or do we have to go through the whole motion and 2nding and approving.
(cannot discern audio)

Booker stated we have not approved the 110,000.

Brown stated I think we would need to approve the 110,000 and as funds are received.

Booker stated that was your motion already. I think all we have to do is approve the hundred and ten, am I right.

Brown responded yes.

Booker asked does anyone want to make that motion.

Motion by Denham, Second by Hampton, to approve the \$110,000 as a partial encumbrance and allow staff to encumber additional funds as the funds become available up to \$225,000. **Aye:** Booker, Hampton, Owens, Madigan, Denham **Abstain:** McElroy, Earp **Nay:** None **Motion Passed.**

13. Provide direction to Staff regarding possible boundary changes to the Lawton Metropolitan Area Transportation Study Area boundary.

Brown stated every 10 years the Census Bureau updates the boundaries of the urbanized areas, and they require that the MPO's and governors agree on the updated study areas. Staff's recommendation is we're adding this piece between 112th and Goodyear Blvd north of Bishop. That's the piece where the Westwin elements is planning on going in. We did annex earlier this year and then our discussion was also at Coombs that mile section as possible future development. if anyone has any questions or changes, this is just a discussion item so that we can bring back a final one next meeting.

Denham stated that is what you all like, reports.

Booker asked What is the idea of adding this four-square mile block here.

Brown responded its proposed development. Once we get water and stuff over a little bit further, I have the feeling that that area that south area is going to develop for residential.

Painter asked do you have any plats out there yet.

Brown responded not yet, but we also don't have water.

Denham stated that's what that water is going to be dealing with Westwin.

Brown responded part of that, yes. And then we've also got the city is installing water main down 67th St. to catch some of that development that is there.

Stone stated we are required to include existing urbanized areas and continuous areas that are expected to be urbanized within 20 years, so we're looking at 20 years that there might be development there.

Booker stated any other direction for staff. OK, this is not an action item, right?

Brown responded no it's just provide direction.

Booker asked direction as an action or just general direction of discussion.

Brown responded I think just general direction and discussion. We'll take action on it at the December meeting.

Booker responded very good.

14. Reports or Comments.

Received a report from Jay Earp with ODOT.

Received a report from Susan Schlecht with City of Lawton Finance Department.

Denham asked That's the 110,000 you can encumber now.

Schlecht responded that 114 will be 110.

Brown stated I did ask.

Booker stated and before we move on to comments from the public, I have to point out that nobody has noticed I wore my airplane tie today.

McNally responded I complimented you.

Brown stated Susan I did ask Mike about the 5303 when he was here, and it was in OMES hands right now.

Schlecht responded okay. I figured that's were it was.

15. Comments from the public.

None

16. Receive a tour of the Lawton Fort Sill Regional Airport

Received a virtual tour of the Lawton Fort-Sill Regional Airport.

17. Adjournment.

Motion by Owens, Second by Earp, to adjourn the meeting. **Aye: Hampton, Earp, Denham, McNally, Owens, Booker, McElroy **Nay:** None **Motion Passed.****

With no further business the meeting was adjourned at 12:19 pm.

ITEM NO. _____
MEETING DATE March 5, 2024

LMPO TRANSPORTATION POLICY BOARD AGENDA ITEM COMMENTARY

ITEM TITLE: Receive a presentation of the draft Lawton Transit Master Plan, recommend that HTG present the plan to the Transit Trust, and provide feedback as necessary.

INITIATOR: HTG

STAFF INFORMATION SOURCE: Ryan Landers, LATS General Manager

BACKGROUND: In April of 2021 Hendrickson Transportation Group began working on the Transit Master Plan for the LMPO. Part of the Transit Master Plan process is to propose specific route and service changes. In July of 2021 two (2) public meetings were held, along with public surveys to determine what the public wants and needs for their public transit system. The results of those meetings along with demographic research will be shown to the public to gain more comments. Two additional meetings will be held on March 11 and 12th to present the results from the 2 previous meetings and survey results from the public as well as the entire Transit Master Plan results.

This plan was presented to the Transportation Technical Committee on March 5th 2024, and will be presented to the Transit Trust for public comments on March 12th 2024.

EXHIBITS: Draft Master Plan

KEY ISSUES: N/A

FUNDING SOURCE: 80% 5303 Funds; 20% Local Match

RECOMMENDED ACTION: Receive a presentation of the draft Lawton Transit Master Plan, recommend HTG present to the Transit Trust, and provide feedback as necessary.



TRANSIT MASTER PLAN

Draft Report



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Executive Summary

Introduction

The Lawton Metropolitan Planning Organization (LMPO) requested a transit master plan be developed for current and future needs of public transportation services in and around the Lawton community. The purpose of the transit master plan is to address improvements for the Lawton Area Transit System (LATS) for the enhancement of public transportation provided to the City of Lawton residents. The master plan provides a guiding foundation for the City of Lawton and LATS to implement transit service improvements over the next five years. This is the first transit master plan for the Lawton Area Transit System and was developed with public input from stakeholders, the community and coordination with transit agency staff and City officials.

Key Purpose

- ▶ Informs City decision-makers of the most effective way to address public transportation needs while leveraging available funding to increase ridership and improve service reliability.
- ▶ Identifies a preferred concept for the Transfer center, Operations Facility, and Maintenance Facility located in the downtown area.
- ▶ Provide guidance for how the City of Lawton should enhance its public transportation program to best support growth and economic development.
- ▶ Serves as an educational tool to inform City officials as well as residents about future public transportation needs and projects that address those needs.

Background

The Lawton Metropolitan Planning Organization (LMPO) is the designated transportation planning agency for the Lawton urbanized area. Part of the LMPO's responsibility is to provide planning for public transportation services operated by the Lawton Area Transit System (LATS). The LMPO contracted with Hendrickson Transportation Group to develop a transit master plan for addressing improvements to the public transportation system known as the Lawton Area Transit System. The master plan is also to be used as a tool to guide development in and around the City of Lawton and provide strategies for achieving a safe and efficient multi-modal transit system.

A major component of the scope of work for the transit master plan was to provide a preferred concept for a Downtown Transfer Center, Operations & Maintenance Facility. The City of Lawton has been evaluating facility locations for the past seven years. In September 2023, the City Transit Trust approved the City owned property just south of the current police station and north of the Creamery for the preferred location of the new Downtown Transfer Center, Operations & Maintenance Facility. The professional engineering and architectural design of the multimodal transfer center, operations and maintenance facility is currently underway and being conducted by Wendel WD Architecture.

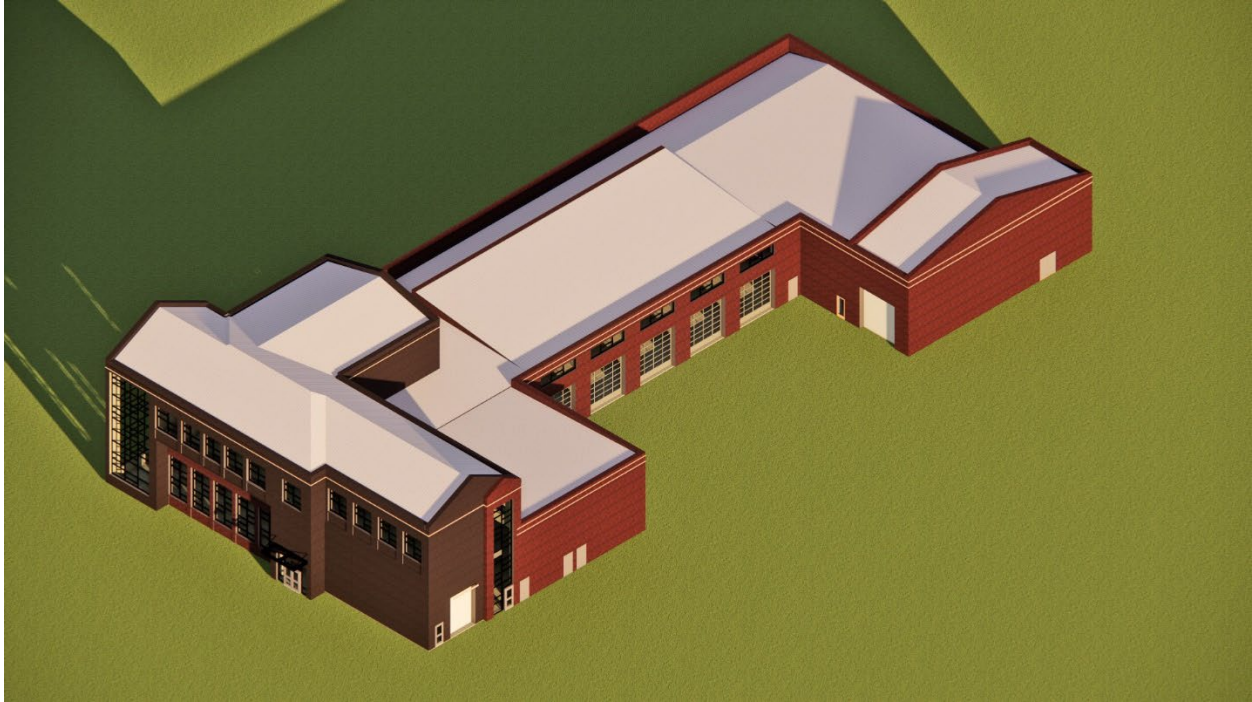
The preferred location and layout configuration would allow up to nine fixed route boarding locations, designated area for paratransit vehicles, one intercity bus boarding location, five maintenance bays,

indoor transfer center, operations and maintenance facility and a secure bus yard for all transit vehicles. The complete facility construction is estimated to be approximately 30,000 square feet. The entire site is approximately 3.25 acres. Conceptual layouts for this site and facility are shown in Figures 1 and 2.

Approved Downtown Transfer Center, Operations & Maintenance Facility Location



Figure 1 - Aerial image of the preferred conceptual facility layout.



The total estimated range of capital cost for this type of facility at this level of conceptual planning is between \$11,250,000.00 - \$23,250,000.00. This cost will be further refined as more detailed planning and design are completed. Also, please note that costs are contingent upon the quality and level of finishings, construction methods and any additional infrastructure needs such as drainage infrastructure.

The Transit Master Plan aligns with previous plans and studies indicating a need for a new transfer center, operations and maintenance facility at single location. New facilities will provide employees and customers with dedicated and secure amenities, a provision that has been lacking throughout the two-decade existence of transit service in the City of Lawton. The current transfer center, located at SW B Avenue between SW 4th and 5th Streets, merely consists of one bus shelter without restroom facilities. Restroom access is contingent upon the availability of the Lawton Public Library, a resource unavailable on Saturdays during regular bus service hours. This location is undersized and does not provide an optimal layout for the safe and efficient transferring of passengers between routes. The current transfer center offers limited passenger amenities and the site limits future expansion of the transit system due to its size and configuration. Additionally, the absence of adequate facilities leaves customers and employees exposed to the harsh elements of inclement weather and extreme heat, particularly during the months of July and August. The new facility will be designed with a forward-thinking approach, taking into consideration the anticipated growth of operations, type of future bus procurements, vehicle

Figure 2 - Preferred Concept of the Transfer Center, Operations and Maintenance Facility

maintenance requirements, and the need for an adaptable infrastructure that can support the evolving landscape of public transportation.

Plan Overview

The master plan was initiated to assist the decision-making of City officials and transit staff so that resources may be allocated in the most efficient and effective manner in delivering transit services. The objectives for this project included:

- Review of past planning efforts and studies
- Assessment of current transit services and facilities
- Review of demographic indicators
- Public engagement
- Data collection
- Recommendations of future transit service and facility improvements

Public Involvement

Outreach activities consisted of virtual and in-person public meetings, stakeholder discussions, online surveys, social media, press releases and media coverage. Plan recommendations were presented with the draft plan at community meetings.

A community survey was posted on the Lawton Area Transit Website in June 2020. The online survey was available on the LATS website in both English and Spanish. The overall consensus from the surveys was the need for additional passenger amenities including a downtown transfer center, extended service hours and expansion of additional services mainly to the industrial park.

Plan Recommendations

Preferred Concept - Transfer Center, Operations and Maintenance Facility

Realign Fixed Route Network

Implement Vehicle Replacement Schedule

Expand Service to the Industrial Park and Fort Sill

Pursue Available Funding Opportunities

System Overview

LATS is the public transportation system serving the City of Lawton, Oklahoma. LATS has been serving the residents of Lawton for over eighteen (18) years providing fixed route and paratransit service during those years. LATS is not a department of the City of Lawton but is governed by the City Transit Trust, a body composed of the elected council members for Lawton. The City Transit Trust owns all assets pertaining to public transportation in the City of Lawton. The funding for LATS consists of fare revenue, local funds, advertising revenue, charter revenue, federal funds (section 5307 primarily) and Oklahoma State funding.



LATS normally operates a fixed route bus system and Americans with Disabilities Act (ADA) Paratransit service six (6) days a week, being closed on Sundays and major holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas). LATS operates five (5) fixed routes and paratransit service from 6:00am to 7:00 pm on Monday – Friday and from 9:00 am to 6:00 pm on Saturday. The fixed route buses move in clockwise and counterclockwise direction along with the routes with a fifteen-minute separation between the directions of movement. LATS makes flag stops for passengers along the fixed routes. Bus passes, transfers, or correct fares are collected in the fare box. The system provides service to Ft. Sill, major shopping areas, grocers, medical facilities, Cameron University, Great Plains Technology Center, and a number of Lawton Public Schools—including all middle and high schools. Secondary school students and faculty are able to ride for free

with their school ID through a contract between LATS and Lawton Public Schools. Due to the 2020 Pandemic, LATS had to reduce its normal fixed route service to abide by the social distancing rules set by the City. LATS discontinued Saturday service in December 2020 due to lack of bus operators. This service went back into operation in June 2021. The City of Lawton did not have to provide a local match from April 2020 through June 2022 because of the Coronavirus Aid, Relief, and Economic Act (CARES Act) and the American Rescue Places, which provided 100% Federal match for all operational and capital expenses.

LATS has an operations facility located at 609 SW Bishop Road and maintenance facility located at 611 SW Bishop Road. The current downtown transfer center consists of one bus shelter. All fixed routes run through the downtown transfer center which is located on the north side of the 400 Block of SW B Avenue. The revenue fleet consists of thirteen fixed-route buses and eight paratransit vehicles. All revenue vehicles are ADA accessible.

As noted, LATS operates a complimentary paratransit service for persons eligible under the Americans with Disabilities Act (ADA) provisions. This service operates on an advance scheduling basis and is available anywhere that the fixed route bus system travels, including a distance of three-fourths of a mile on each side of the fixed routes. The paratransit service operates during the same hours as the fixed route service. The one-way fare for the ADA complimentary service is \$3.00.

Current Funding Structure

The City of Lawton is the designated recipient of FTA funds for LATS. Being the designated recipient, the City of Lawton is the public body with the legal authority to receive and dispense Federal funds and currently is the direct recipient of 5307 and 5339 funds.

The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes Federal resources available to urbanized areas and to Governors for transit capital and operating assistance and for transportation related planning in urbanized areas. An urbanized area is a Census-designated area with a population of 50,000 or more as determined by the U.S. Department of Commerce, Bureau of the Census. Funding is apportioned on the basis of legislative formulas. For areas of 50,000 to 199,999 in population, the formula is based on population and population density. For areas with populations of 200,000 and more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density.

Eligible 5307 activities include planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventive maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs. For urbanized areas with populations less than 200,000, operating assistance is an eligible expense.

The Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program, the Low or No-Emission Vehicle Program, provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles. Eligible Recipients include designated recipients that operate fixed route bus service or that allocate funding to fixed route bus operators; and State or local governmental entities that operate fixed route bus service that are eligible to receive direct grants under 5307 and 5311.

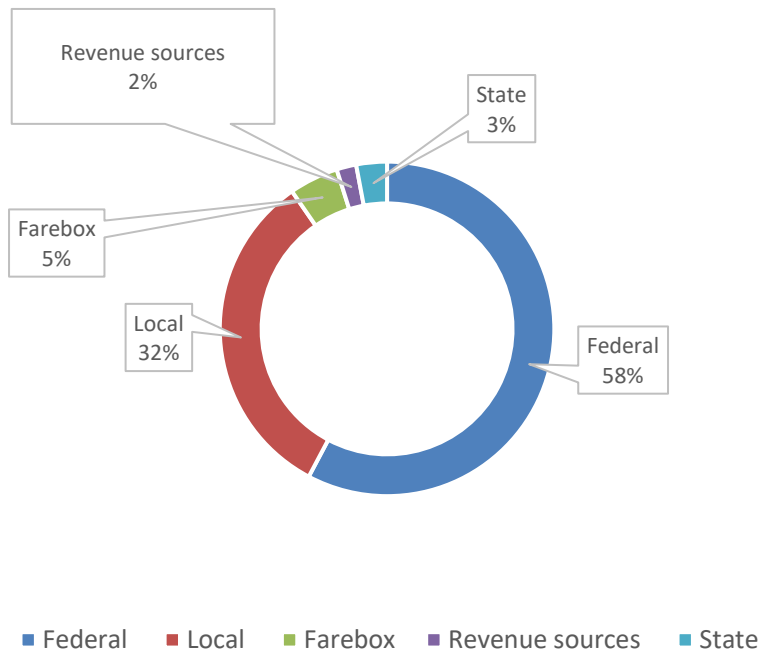
Eligible 5339 activities include capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

In order for the City of Lawton to apply and use grants they must provide a local match. This match is either a 50% (federal) & 50% (local) match for any operational expenses or 80% (federal) & 20% (local) match for any capital expenditures. Other revenues include farebox revenue, Lawton Public Schools revenue, and advertising revenue which reduces the local match by the amount collected. The City of Lawton also receives funds from the State of Oklahoma through its state revolving fund. The Oklahoma Public Transit Fund is based on the revenue miles and hours on the transit system during the previous fiscal year.

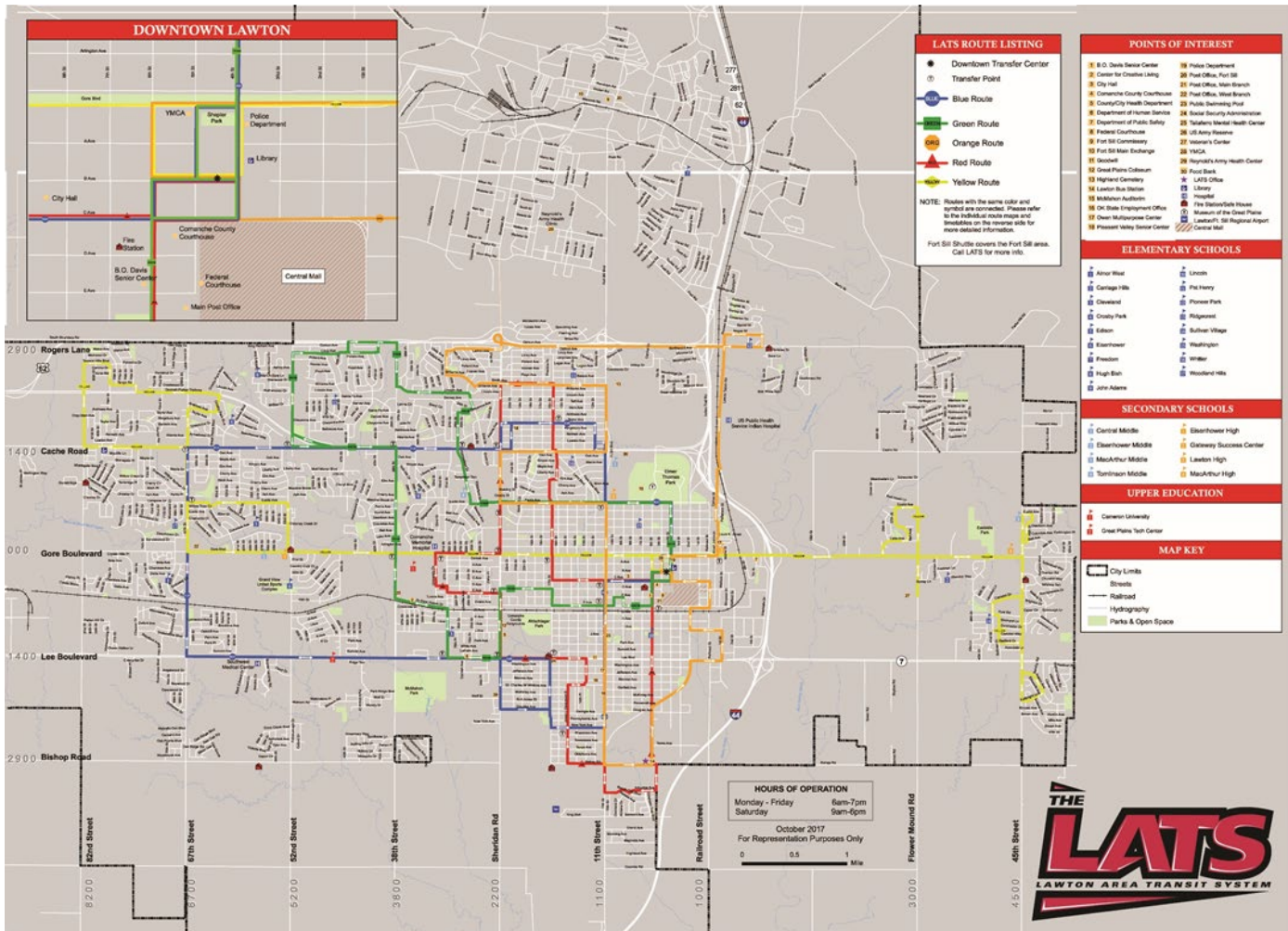
Project FY 2023-2024 Cost Allocation Plan

2023-2024	FTA	Local	Farebox	Other Local Income	SRF Support	Total
Capital	\$34,400.00	\$8,600.00				\$43,000.00
Capital ADA	\$120,000.00	\$30,000.00				\$150,000.00
Capital Preventative Maintenance	\$549,152.00	\$137,288.00				\$686,440.00
Capital Lease	\$57,600.00	\$14,400.00				\$72,000.00
Operating	\$1,363,823.92	\$1,009,711.92		\$70,000.00	\$109,112.00	\$2,727,647.83
Sub-Total	\$2,124,975.92	\$1,199,999.92	\$175,000.00	\$70,000.00	\$109,112.00	\$3,679,087.83
Total	\$2,124,975.92	\$1,199,999.92	\$175,000.00	\$70,000.00	\$109,112.00	\$3,679,087.83

Annual Budget is between \$3.5 & 3.6 Million



Existing Fixed Route System Map



The current fare structure for the fixed-route system is the indicated on the following table:

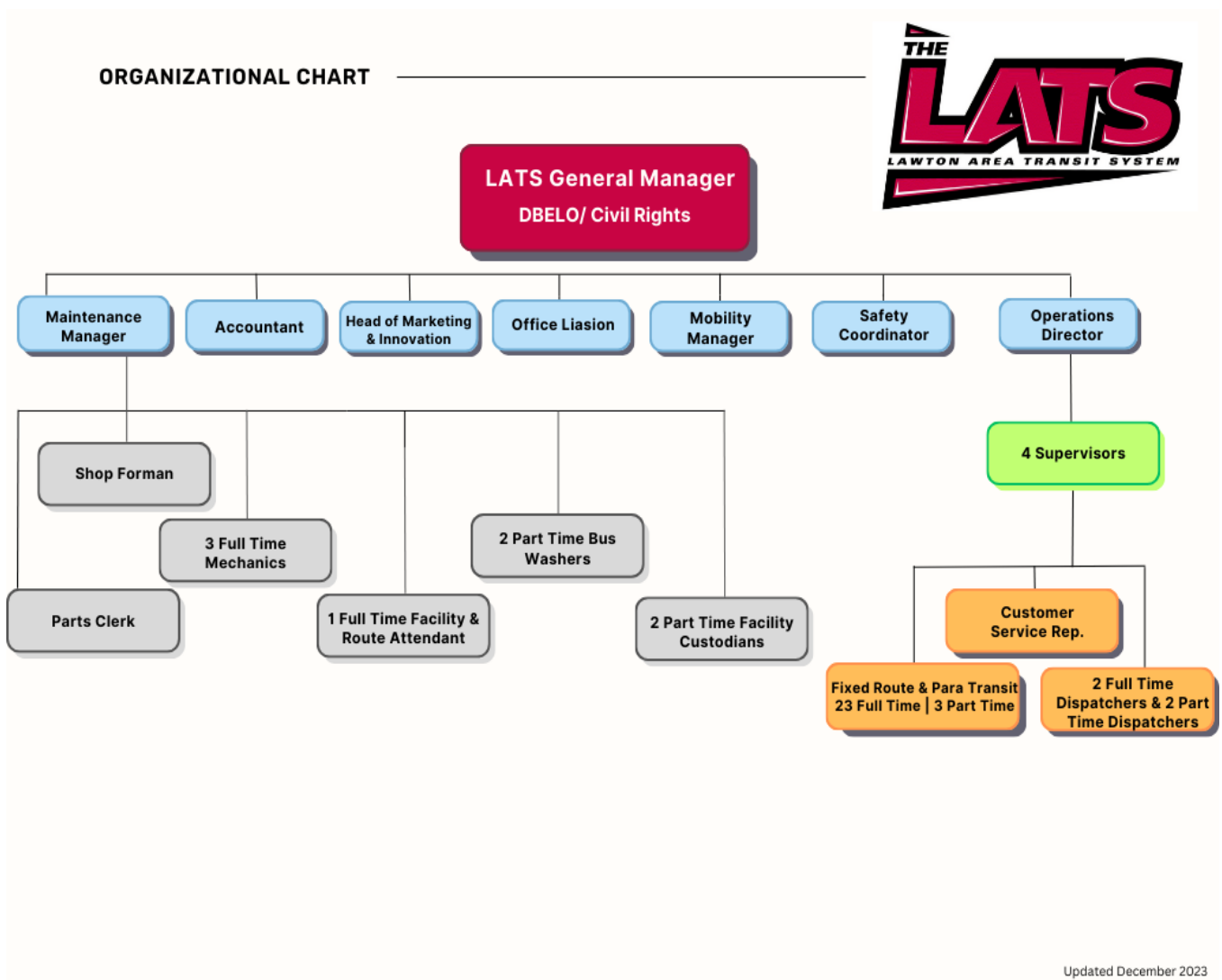
FARES	
Adults 18 and older	\$1.50
Children ages 6-17	\$1.00
Children 5 and under	FREE
Medicare recipients	\$0.75
Seniors (age 62 and older)	\$0.75
Persons with disability	\$0.75
Air Alert Fare	Half off regular price
LPS Students & Staff	FREE

PASSES	
Adult 10-ride pass	\$11.00
10-ride punch pass	\$6.75
31-Day monthly pass	\$44.00

Governance and Organization

As stated before, LATS is not a department of the City of Lawton but is governed by the City Transit Trust. The Trust oversees the operation of public transportation systems and facilities for the comfort and accommodation within the city limits of Lawton. The Trust is comprised of eight city council members and meets on a special-called basis only.

LATS has designated the General Manager as the staff person responsible for Title VI, Disadvantaged Business Enterprise Liaison Officer (DBELO) and Equal Employment Opportunity (EEO) Officer. The General Manager reports to the Transit Trust's Liaison Officer and the City Transit Trust. LATS has fewer than 50 employees and does not submit a written EEO Program Plan to FTA.



Past Planning Efforts and Studies

The need for improving bus service and the overall transit system in Lawton is documented in several local plans and previous studies.

2045 Metropolitan Transportation Plan (MTP)

The Lawton Metropolitan Planning Organization Policy Board adopted the 2045 MTP in December of 2019. The MTP is a long-range vision for the Lawton Metropolitan Area Transportation Study (LMATS) area focusing on anticipated transportation needs based on demographic and economic forecasting. The MTP includes goals, objectives, and analyses of area trends and planned improvement projects throughout the study area as well as a study of roadway, bicycle, pedestrian, and transit improvements to be incorporated within the study area. Projects identified in the MTP must be financially feasible; therefore, the MTP includes implementation cost estimates and resources. For federal funding eligibility, a transportation project must be included in the MTP.

The MTP outlines proposed service guidelines in the following areas for LATS: route expansion or new transit services, on-time performance, route directness, route structure, policy headways, service spans, and marketing. The plan also acknowledges the current Downtown Transfer Center no longer adequately meets the needs of the ridership and drivers. The LMPO hired Guernsey & Associates in 2017 to study locations near downtown Lawton and develop a design concept for a multi-modal transfer center. The proposed design concept included a ticket counter, public restrooms, vending machines, waiting area, and drivers' area. The buses would enter the site so that passengers could load/unload in a safer environment than currently exists.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is a cooperatively developed four-year program outlining roadway, bicycle, pedestrian, and transit improvements within the Lawton Metropolitan Area Transportation Study (LMATS) area.

The TIP is developed in accordance with Federal law that requires all metropolitan planning organizations (MPOs) to prepare a TIP for their designated study area. The Infrastructure Investment and Jobs Act (IIJA) is the most recent transportation bill and builds upon the previous transportation acts establishing federal transportation policy and funding authorizations.

Capital and non-capital projects funded by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) are required to be listed in the TIP to be eligible for obligation of federal funds. The TIP will include descriptions (type of work, termini, length, etc.) of each project, the estimated total cost of the project, the amount of Federal funds proposed to be obligated during each program year, and identification of the agencies responsible for the project. Each project must be consistent with the 2045 Metropolitan Transportation Plan.

Lawton Industrial Park Transit Feasibility Study

The feasibility study was initially prepared in 2012 to evaluate the possibilities of connecting the West Lawton Industrial Park via LATS service. A Flexible Fixed Route with a complementary carpool program was the preferred alternative that was recommended. This study found, that the service itself could be feasible with an investment from the City of Lawton and the companies in the Park. This unfortunately could not be worked out and the original plan fell through. However, in 2019, renewed and heightened

interest from the companies located in the industrial park has reinvigorated this issue. With additional financial support, the viability of a transit-centric solution as a mechanism for getting people to and from the industries of west Lawton is facing a possible shift into actualization.

Lawton Area Transit Service Bus Route Study

The LMPO contracted with LSC Transportation Consultants, Inc. in 2015 to provide transit planning services to analyze the existing LATS transit service, identify and recommend improvements that should be made to the existing service, and plan future improvements to meet changing needs. The study was completed in 2017 with a recommended service plan including 10 fixed routes with designated stops, operating Monday through Friday from approximately 6:00 a.m. to 7:00 p.m., and Saturday from approximately 9:00 a.m. to 9:00 p.m. The recommended plan also included a new downtown transfer center located at SW 4th Street and Gore Boulevard, but the plan did not include any connecting service to the industrial park. The new routes were going to go into effect once the new transfer center and northern hub were built.

C.H. Guernsey & Company Conceptual Design and Construction Plans

On March 14, 2017, the Transit Trust authorized staff to advertise a Request for Qualifications (RFQ) to hire a consultant to prepare the conceptual design and construction plans for a multi-modal transportation transfer center and transit hub facilities for the Lawton Area Transit System (LATS). C.H. Guernsey & Company was selected and completed a preliminary design report detailing the construction for a downtown transit hub and a smaller bus transit hub on the northwest region of the city for the Lawton Area Transit System. The City selected the original location of the Lawton Police Department as the downtown transit hub site as well as the north side of Wayne Gilley Park off NW Cheyenne Ave. as the NW transit hub site and requested conceptual site plans with alternative options for both locations. This report is supplemented by the drawings of the Downtown Transit Hub and NW Transit Hub for the City of Lawton. It outlines the descriptions and decisions that went into the analysis of the existing sites and the design for two site layout options on the Downtown Hub as well as the two site layout options on the NW Stop.

Lawton Area Transit System CNG Assessment & Feasibility Study

Lawton Transit Management, Inc (LMTI), operator of Lawton Area Transit System (LATS), evaluated transitioning its bus fleet from diesel to compressed natural gas (CNG). The study considered costs, fuel options, and facility modifications. With a fleet due for replacement, CNG buses showed a \$51,000 premium but potential fuel savings. Maintenance costs, fueling options, and facility modifications were analyzed. Economic assessments factored in potential grants and rebates, resulting in positive net Total Cost of Ownership (TCO) for all scenarios. The study recommends CNG transition, citing operational parity, a nearby CNG station, lower emissions, and stable domestic gas prices, contingent on securing partial supplemental funding.

Lawton Zero-Emission Fleet Transition Plan

LATS aims to transition its current diesel-powered fleet to zero-emission vehicles (ZEVs) to improve air quality and modernize its services in Lawton and Fort Sill. LATS plans to use battery electric buses (BEBs) and battery electric vehicles (BEVs) for fixed-route and demand response services. The phased transition includes acquiring demand response vans in Phase 1, deploying BEBs for fixed routes and chargers in Phase 2, and achieving a fully electrified fleet by 2031 in Phase 3. LATS is addressing the limited range of BEBs through on-route charger installations. The plan outlines anticipated capital costs for each phase, with the ultimate goal of supporting environmental sustainability and meeting future transit needs.

Wendel WD Architecture - Professional Engineering/ Architecture of Multimodal Transfer Center with an Operations and Maintenance Facility

On March 14, 2023, the City Transit Trust authorized the release of an RFQ for Professional Engineering/ Architecture of Multimodal Transfer Center with an Operations and Maintenance Facility. Wendel WD Architecture was the selected consultant to provide typical engineering/architectural services for the duration of the project from the concept phase to final completion of construction. The preliminary design report for the property on Railroad Street included an evaluation of the proposed Transfer Center with Operations and Maintenance facilities/structures as defined, among other items, in terms of anticipated public areas and required workspaces for employees, off-site infrastructure improvements such as water, sewer, streets, drainage, utilities etc. and a proposed cost estimate for the project.

Project Schedule:

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Task 1 – NEPA	September 2023	November 2023
Task 2 – Survey and Geotechnical	September 2023	October 2023
Task 3 – 30% Design	September 2023	March 2024
Task 4 – Grant Assistance	March 2024	April 2024

Existing Conditions

Facilities and Amenities

Operations and Maintenance Facilities

Initially when LATS first began providing service the administration, operations and maintenance were all housed in the same facility located at 611 SW Bishop Road. In 2009, a new operations facility was constructed adjacent to the maintenance facility that includes offices for dispatchers, administration, and training. The facilities are located near the City of Lawton’s Public Works Department which is where all vehicles are fueled daily. LATS leases the operations and maintenance facilities and has no direct responsibility for any major repairs. Most major repairs for both facilities are handled by the building’s owner. The current lease is until December 31, 2028, with 2 five-year options.



Operations Facility



Maintenance Facility



Downtown Transfer Center

The Downtown Transfer Center is located along SW B Avenue between SW 4th and 5th Streets next to the City of Lawton’s Town Hall. The Transfer Center is ADA accessible and consists of one bus shelter with a covered seating area, general bus stop signage, one trash can and solar panels for lighting. Currently, there are no public restroom facilities at the Transfer Center. Passengers generally use the Lawton Public Library or the City Annex Building to access a restroom. It is evident that the current Downtown Transfer Center no longer adequately serves the needs of the transit customers.



Downtown Transfer Center



Downtown Transfer Center



LATS ROUTE LISTING	
* (Star)	Downtown Transfer Center
Ⓜ (Transfer Point)	Transfer Point
BLUE (Blue circle)	Blue Route
GREEN (Green circle)	Green Route
ORG (Orange circle)	Orange Route
RED (Red triangle)	Red Route
YELLOW (Yellow diamond)	Yellow Route

Amenities

Transit amenities serve as the face of any transit agency and have a variety of impacts on customer behaviors and perception. LATS offers a limited range of transit amenities to the residents of Lawton. The fixed route bus system has an assortment of bus bench facilities located along each route throughout the City. Bus facilities include bus bench seating, bus shelters or covers, concrete pads, signage, advertising, sidewalks and any related improvements to provide access, rest, information and shelter to users of the fixed-route bus system. There are 242 bus stop locations along the fixed-route system with 48 covered bus shelters with the remaining locations consisting of concrete pads or benches with no shelter.



The City Transit Trust entered into an agreement with a vendor to provide bus bench facilities on public property at designed locations on July 15, 2014. This agreement is for ten years and will continue through July 14, 2024. The agreement allows the vendor to install bus bench facilities at approved locations in accordance with facility designs that are specified in the agreement. Each bus bench facility is owned by the vendor, who is responsible for maintaining and repairing the facilities in accordance with the agreement. All bus bench facilities should be installed in accordance

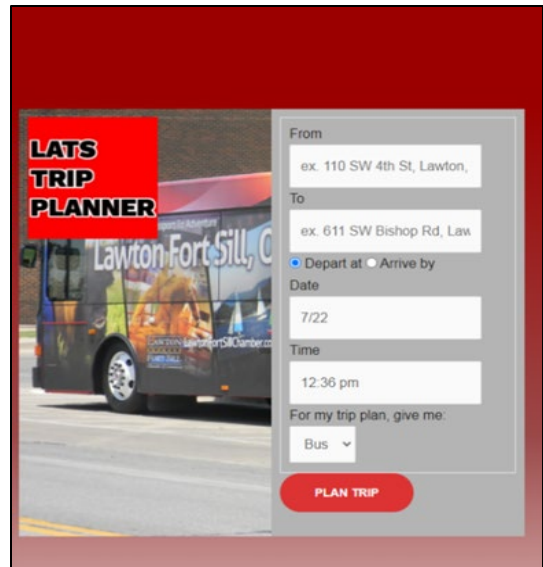
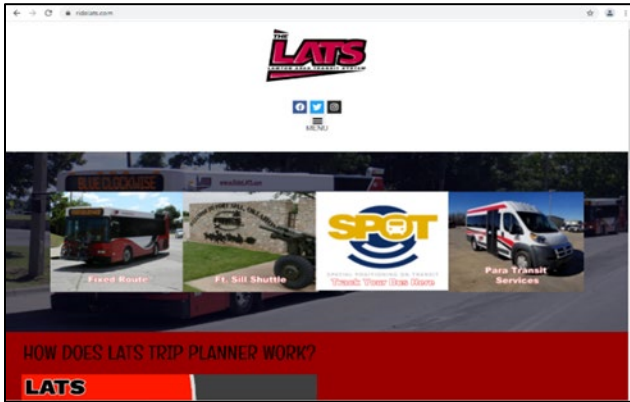
with design guidelines as laid forth in the Americans with Disabilities Act (ADA). After reviewing the locations, not all bus bench facilities are ADA accessible. The only shelter provided by LATS is the Downtown Transfer Center. The agreement also allows the vendor to be the only entity that can sale and post advertisements on the bus bench facilities. All advertisements that are posted on the bus bench facilities must follow the City Transit Trust’s Advertising Policy and receive approval from the Director of Community Services. Currently, LATS only sales advertisement space on revenue vehicles. Once the agreement expires or is terminated, the City Transit Trust may purchase the bus bench facilities or any portions of the facilities according to a depreciation schedule outlined in the agreement.

LATS provides additional amenities that include a GPS bus tracking application and a company website that has various features to aid the rider’s experience and provides real time GPS bus tracking for the fixed route system and is free to download for the general public. The previous GPS application used by LATS was the ETA Spot App. This app was discontinued as of December 2023. LATS will introduce a new app through TripSpark Tech. by the spring of 2024. Previous plus additional features will be available with this

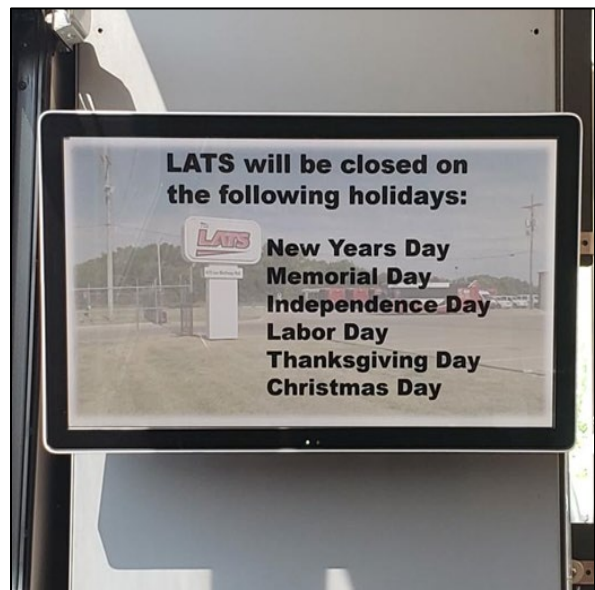
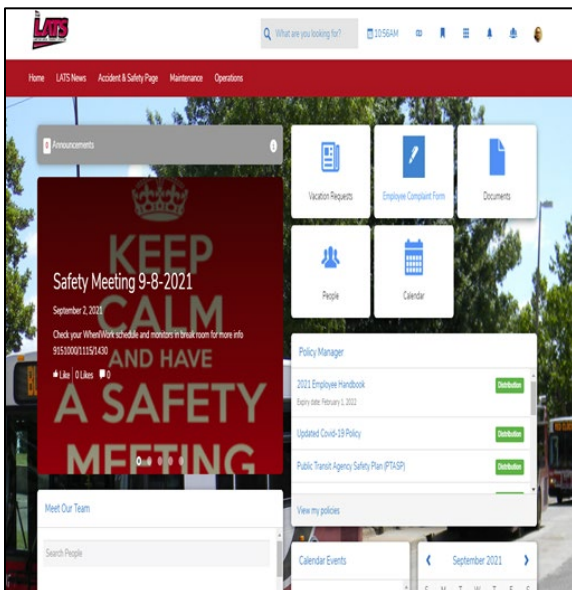


new technology.

The LATS website provides a Trip Planner feature that allows customers to plan their trips in advance and a better understanding of their specific trip details.



The LATS website also provides an employee portal which allows employees to access everything from completing daily pre-trips to requesting days off. It also contains documents, memos and safety material without the need for paper. Inside each fixed route bus are informative screens that allow for presentations, service updates, video ads from businesses, and is an eco-friendly alternative for customers.



Fleet and Maintenance

LATS operates a vehicle fleet that consists of thirteen buses, ten paratransit vehicles, one staff/support vehicle, and three service trucks. The vehicles are maintained at the maintenance facility where four maintenance bays are available for servicing the vehicles. All vehicles are stored in a fenced and secure area next to the operations facility. LATS conducts a preventive maintenance program that adheres to vehicles OEM service manuals and each vehicle is placed in the Fleetio Maintenance Software for tracking. There is also a Pre and Post-Trip Inspection Policy that is strictly enforced and states all operators will perform a pre/post-trip inspection of the assigned vehicle before dispatching for daily service. Any issues found by an operator are relayed immediately to the Maintenance Department.

LATS currently follows its own Transit Asset Management Plan (TAMP) and operates as a Tier II provider as defined by FTA (49 CFR § 625.45 (b)(1)). In order to be classified as a Tier II provider, transit agencies do not operate rail fixed-guideway public transportation systems, has either 100 or fewer vehicles in revenue service during peak regular service or has 100 or fewer vehicles in general demand response service during peak regular service hours. The purpose of this TAMP is to document the condition of the various assets and prepare for replacement based on useful life.

The capital assets used in the provision of urban public transportation are included in the LATS Transit Asset Management Plan. The Asset Inventory includes:

1. Revenue Vehicles (further identified by vehicle type),
2. Equipment assets over \$50,000 in acquisition value (further categorized as Non-Revenue), and
3. Facilities (further categorized as Operations, Maintenance, Bus Wash, or Passenger Facilities).

The Federal Transit Administration (FTA) has set a default Useful Life Benchmark (ULB) for each vehicle type. ULB is the average number of years at which a vehicle would reach a 2.5 rating on the FTA Transit Economic Requirements Model (TERM) scale, assuming a standard maintenance schedule. While transit agencies can adjust their ULBs based on actual operating conditions (with approval by FTA), LATS uses the default ULBs provided by the FTA.

Revenue vehicles for LATS are identified as one of the following vehicle types:

BU – Bus

MV – Minivan

VN – Van

AO – Automobile

LATS currently has four types of revenue vehicles which are defined below:

Buses (BU) - Useful Life Benchmark: 14 years

Rubber-tired passenger vehicles powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle. Vehicles in this category do not include articulated, double-decked, or school buses. Includes cutaway/body-on-chassis vehicles for urban reporting.

Minivan (MV) - Useful Benchmark: 8 years

A light duty vehicle having a typical seating capacity of up to seven passengers plus a driver. A minivan is smaller, lower and more streamlined than a full-sized van, but it is typically taller and has a higher floor than a passenger car. Minivans normally cannot accommodate standing passengers.

Vans (VN) - Useful benchmark: 8 years

An enclosed vehicle having a typical seating capacity of 8 to 18 passengers and a driver. A van is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Vans normally cannot accommodate standing passengers.

Automobiles (AO) - Useful Benchmark: 8 years

Passenger cars, up to and including station wagons in size. Excludes minivans and anything larger.

Below is the current asset portfolio for Rolling Stock, Equipment and Facilities indicating ULBs.

Table 1- Rolling Stock – Asset List

Asset Class	Asset Type	Fleet Group	Fleet Size	Fleet Group Age	Useful Life Benchmark	Percent that have met or exceeded ULB
LATS Revenue Vehicles	Bus	Gillig 2010	5	14	14	38%
		Gillig 2011	1	13		
		Gillig 2012	1	12		
		Gillig 2017	3	7		
		Gillig 2018	3	6		
	Van	Dodge Promaster 2017	1	7	8	17%
		Dodge Promaster 2018	4	6		
		Chevy Arboc 2011	1	13		
	Minivan	Dodge Caravan 2012	1	12	8	75%
		Chevy Uplander 2011	1	13		
Dodge Grand Caravan 2019		1	5			
VPG MV-1 2012		1	12			
Automobile	Chevy Traverse 2020	1	4	8	0%	
LATS Equipment	Non-Revenue Service Vehicle	GMC Shop Truck 2009	1	15	8	100%
		Dodge 1500 - 2003	2	21		
Total Fleet					44%	

Table 1 – Rolling Stock - Asset List

Source: LATS TAMP – Last updated October 2023

Table 2 – Equipment & Facility Asset List

Asset Class	Asset Name	Asset Owner	Age (Yrs)
Equipment	Bus Wash	LATS	12
Facility	Maintenance	LEASE	21
Facility	Operations	LEASE	13

Table 2 - Equipment & Facility Asset List

Source: LATS TAMP – Last updated October 2023

The existing fixed route fleet consists of thirteen Gillig low-floor diesel buses with each bus being 29.5 feet long, ADA accessible and equipped with a wheelchair ramp, capacity of 25 seated passengers and 10 standing passengers. Of the thirteen buses in LATS' fleet, five have met the useful life benchmark (ULB) of 14 years or 38%. The average age of the fixed route fleet is 10.4 years, and the average mileage being 346,000 miles.

The paratransit and Fort Sill shuttle services share a fleet of ten vehicles, many of which are equipped with a wheelchair lift. The fleet consists of five Dodge Promaster vans, one Dodge Caravan, one Dodge Grand Caravan, one Chevy Arboc, one Chevy Uplander and one VPG MV-1. Of these ten vehicles, four are considered to be past the end of their useful life benchmark.

The project team reviewed the last five years of capital purchases. These purchases included:

Capital Purchases	2017	2018	2019	Cost per Vehicle	Total Cost	Funds Used
Gillig Low Floor Bus	3	3		\$392,951	\$2,357,706	Funds were all local from the 2016 Capital Improvement Program. No federal funds were used.
Dodge Promaster	1	3	1	\$81,145	\$405,725	5339 Funds were used with a combination of Federal (80%) and local (20%).
Dodge Caravan			1	\$23,030	\$23,030	
Chevy Traverse			1	\$27,575	\$27,575	

Fixed Route System, Paratransit and Shuttle Services

LATS currently offers three transit services that operate in and near Lawton. These services include the Fixed Route Bus System, Fort Sill Shuttle and ADA Complementary Paratransit Service. The funding structure of LATS consists of Federal, State and Local Funds along with farebox, advertisement and interlocal agreement revenues. Historical ridership and service data were collected and used as part of the assessment and evaluation of transit alternatives and recommendations. As part of the existing services review, the project team reviewed the effects the COVID-19 pandemic had on each of the transit services offered by LATS.

Total System Performance Metric	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Days of Service	306	307	307	307	308
Average Daily Trips	1067	965	524	583	760
Annual Passenger Trips	326,617	296,327	160,724	178,888	234,231
Annual Operating Cost	\$2,772,838	\$2,800,960	\$2,785,644	\$3,337,176	\$3,680,957
Annual Revenues	\$158,237	\$134,643	\$88,051	\$93,199	\$99,987
Annual Revenue Hours	43,115	38,777	20,644	31,866	32,067
Annual Revenue Miles	497,831	434,330	293,549	392,352	418,110
Trips per Revenue Hour	7.6	7.6	7.8	5.6	7.3
Trips per Revenue Mile	0.7	0.7	0.5	0.5	0.6
Cost per Passenger	\$8.49	\$9.45	\$17.33	\$18.66	\$15.72

Effects of COVID-19

Global public transit ridership plummeted in early 2020 due to the COVID-19 pandemic. With governments issuing stay-at-home orders and most individuals avoiding any non-essential travel, public transit ridership saw a major decrease with some transit providers dropping by 90% or more. Like many other transit providers, LATS experienced decreased ridership and saw an overall turnover rate of 50% for bus operators during this time. One March 19, 2020, LATS reduced the fixed route bus service to one bus per route providing six total routes compared to its normal nine routes. Saturday service was discontinued on December 12, 2020, due to lack of ridership and available bus operators associated with the pandemic. Saturday service was resumed on June 26, 2021. The paratransit service and the Fort Sill Shuttle ran normal operating schedule throughout the pandemic. LATS saw the largest decrease in ridership from January 2020 – April 2020:

- Fixed Route: -56%
- Paratransit Service: -74%
- Fort Sill Shuttle: -39%

Fixed-Route System

LATS operates five fixed-route bus lines with (average) 60-minute frequency in a traditional hub-and-spoke format. All local buses operate on single routes that travel to various neighborhoods and activity centers before looping back to the downtown transfer center, where most transfers occur. Passengers can also transfer from one bus to another bus any place where two routes cross or meet. The Green, Blue and Red routes operate on separate individual routes with the buses moving in clockwise and counterclockwise directions along the routes with a fifteen-minute separation between the directions of movement. The Orange, Yellow West and Yellow East routes travel along their dedicated routes and back to the downtown transfer center connecting with the other routes at their scheduled times. The service schedule for all routes is 6:00am - 7:00pm on Monday – Friday and from 9:00am - 6:00pm on Saturday with no Sunday service at this time. On average the fixed route system transports over 1,150 passengers per weekday and over 540 passengers per Saturday. The weekday service hours and directions for each route are as follows:



Blue route:

- All day (6am-7pm): Counterclockwise
- Peak Hours (6am-9am and 2pm-6pm): Clockwise

Green Route:

- All Day (6am-7pm): Counterclockwise
- Peak Hours (6am-9am and 2pm-6pm): Clockwise

Red Route:

- All Day (6am-7pm): Counterclockwise
- Peak Hours (6am-9am and 2pm-6pm): Clockwise

Orange Route:

- All Day (6am-7pm): Counterclockwise

Yellow Route:

- All Day (6am-7pm): East
- All Day (6am-7pm): West

The existing bus system provides suitable service coverage throughout the City of Lawton. The majority of activity centers including employers, schools and healthcare centers are currently served by at least one transit route. LATS provides free rides to Lawton Public School students and staff through an interlocal agreement between the Lawton Board of Education and City Transit Trust. Students and staff only have to show a valid school ID in order to ride any fixed route for free. This agreement has been in place for the past six years. Fort Sill is currently not served by any fixed route but by an on-call shuttle service that connects the downtown transfer center to Fort Sill. The Industrial Park at the west end of the city does not have any transit service connectivity. The closest routes to the Industrial Park are the Blue and Yellow West routes, which are approximately two miles away.

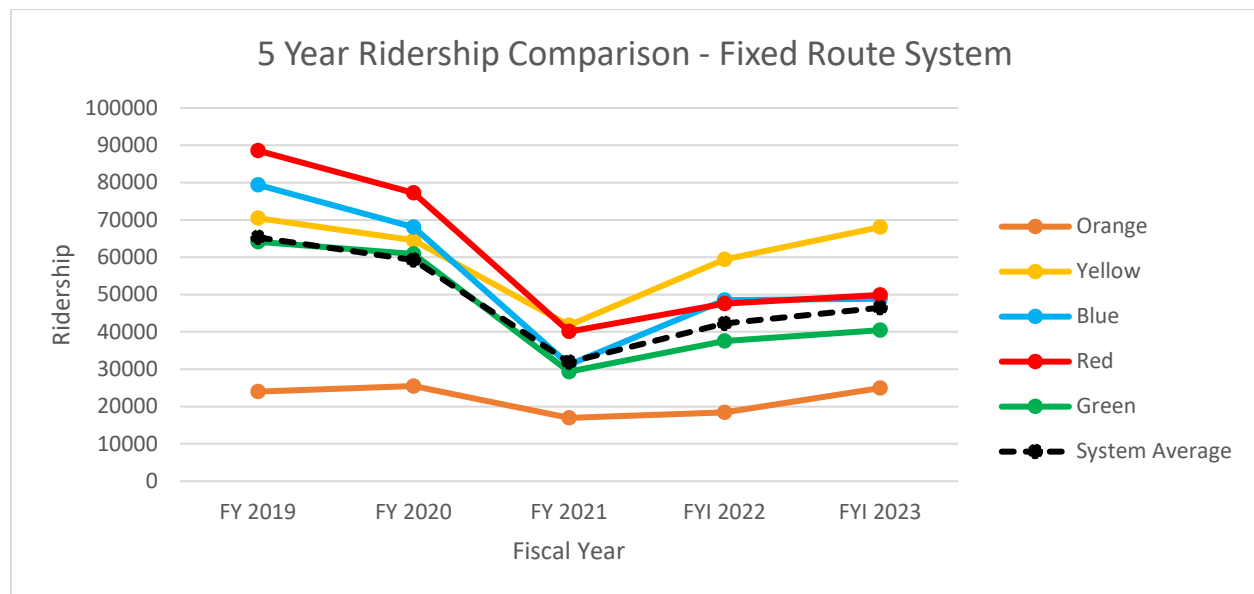
As part of the assessment of the current fixed route system, operational key performance indicators for each route were evaluated. The operational key performance indicators are based on the most recent data available from LATS related to ridership, revenue miles, and operating expenses. The estimated operating costs for each route are calculated by multiplying the average system operating cost per

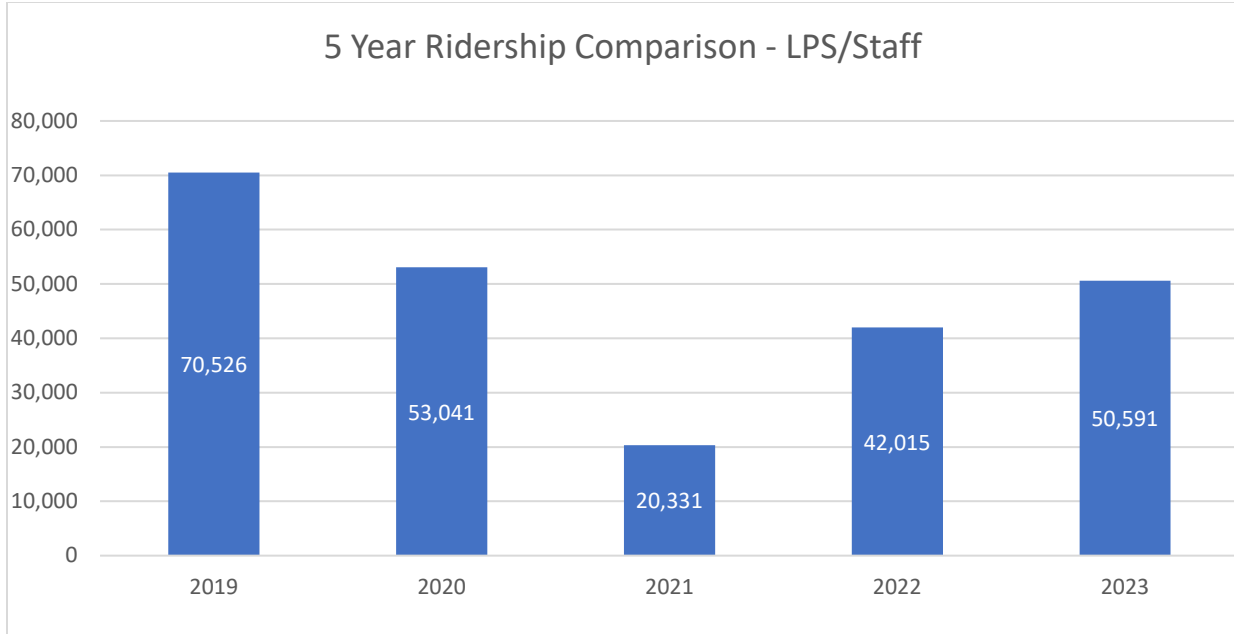
revenue hour by the annual vehicle revenue hours for each route. The operational key performance indicators are summarized in Table 3 for easier comparison:

Table 3 – Operational Key Performance Indicators – Fixed Routes

Based on Fiscal Year 2023 LATS Data	Orange	Green	Blue	Red	Yellow	Average
Annual Unlinked Passenger Trips	24,936	40,446	48,834	49,929	68,061	46,441
Annual Vehicle Revenue Miles	64,464	109,968	93,298	72,400	77,980	83,622
Annual Vehicle Revenue Hours	3,784	7,592	6,719	6,824	6,719	6,328
Annual Farebox per Route Farebox	\$9,468	\$25,568	\$21,551	\$23,827	\$19,573	\$19,997
Annual Estimated Operating Cost	\$306,746	\$613,493	\$613,493	\$613,493	\$613,493	\$552,144
Operating Expenses per Revenue Mile	\$4.76	\$5.58	\$6.58	\$8.47	\$7.87	\$6.65
Operating Expenses per Revenue Hour	\$81.06	\$80.81	\$91.31	\$89.90	\$91.31	\$86.88
Operating Expenses per Passenger Trip	\$12.30	\$15.17	\$12.56	\$12.29	\$9.01	\$12.27
Passengers per Revenue Hour	6.6	5.3	7.3	7.3	10.1	7
Passengers per Revenue Mile	0.4	0.4	0.5	0.7	0.9	0.6
Revenue per Revenue Mile	\$0.15	\$0.23	\$0.23	\$0.33	\$0.25	\$0.24
Revenue per Revenue Hour	\$2.50	\$3.37	\$3.21	\$3.49	\$2.91	\$3.10

Historical annual ridership trends for each fixed route are outlined in the graph below. This graph shows the total unlinked passenger trips for the past five fiscal years (Fiscal Year is July 1st – June 30th). Unlinked passenger trips include general public, Lawton Public School students and staff. The most notable decrease of ridership being 46% from FY 2020 to FY 2021 occurring from the COVID-19 pandemic. The most notable statistic seen post-pandemic was the increase in ridership on the yellow routes, mainly due to the increase in LPS students riding the bus.





Fort Sill Shuttle and Paratransit Service

The Fort Sill Shuttle operates as an on-call service with the same operational schedule as the fixed route system. Passengers call in advance to schedule their pick-ups and may schedule a pick-up time two hours prior to their requested pick-up time. Passengers going to Fort Sill are picked up from the downtown transfer center and transported to their destination on Fort Sill. Passengers traveling from Fort Sill to Lawton are picked up from their location on Fort Sill and dropped off at the downtown transfer center. A one-way fare for the Fort Sill Shuttle is \$1.50.



AS required by the Americans with Disabilities Act of 1990 (ADA), LATS provides complementary share ride paratransit service. This demand response transportation service is for eligible passengers (based upon criteria established by the Americans with Disabilities Act) who are unable to utilize the regular Fixed Route service. All Paratransit passengers are required to complete a Paratransit Eligibility Application and must be ADA certified by the Director of Operations before utilizing the service. The complementary paratransit service is comparable to the fixed route service, in terms of service levels and availability. Service is made available to all origins and destinations within a minimum width of ¼ of a mile on each side of each fixed route. Passengers are required to call in advance to make trip reservations between 8:00am - 5:00pm Monday-Saturday. The one-way fare for paratransit service is an exact fare of \$3.00, payable at time of boarding.

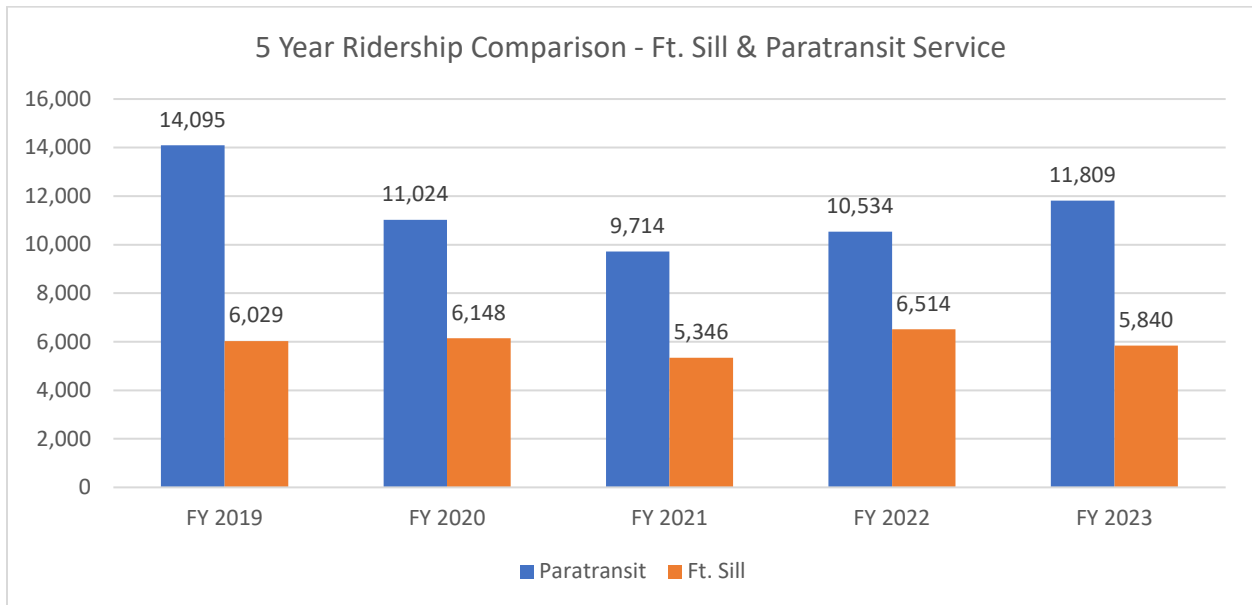
With both services requiring passengers to call in advance to make trip reservations and operating on the same service schedule, the project team collected historical service data and combined the operational key performance indicators for the Fort Sill Shuttle and Paratransit Service in the section. This allows the data to be presented in a format for comparing the two services. A summary of the operational key performance indicators is provided below using the FY 2023 data.

Table 4-Operational Key Performance Indicators - Fort Sill Shuttle & Paratransit Service

Based on Fiscal Year 2023 LATS Data	Fort Sill	Paratransit
Annual Unlinked Passenger Trips	5,840	11,832
Annual Vehicle Revenue Miles	36,777	85,801
Annual Vehicle Revenue Hours	2,963	7,537
Annual Revenue per Route	\$600	\$35,496
Annual Estimated Operating Cost	\$259,479	\$660,038
Operating Expenses per Revenue Mile	\$7.06	\$7.69
Operating Expenses per Revenue Hour	\$87.57	\$87.57
Operating Expenses per Passenger Trip	\$44.43	\$55.78
Passengers per Revenue Hour	2.0	1.6
Passengers per Revenue Mile	0.2	0.1
Revenue per Revenue Mile	\$0.02	\$0.41
Revenue per Revenue Hour	\$0.20	\$4.71

Most Ft. Sill riders transfer or use a pass because they are transferring from the fixed route system. The Shuttle service was created as an extension of the fixed route service. This accounts for the low farebox revenue regarding the Fort Sill service.

Paratransit ridership is a combination of citizens from the ADA and elderly communities that are unable to ride the fixed route system. During the pandemic many of these riders were unable to leave their houses and facilities because of underlying health issues. This caused a decrease in ridership for this service between FY 2020 and FY 2021.



Demographic Overview

Coordinating with LATS and LMPO staff, the project team collected data to document and assess relevant conditions to familiarize themselves with the existing service area. Analyzing the current conditions provides a baseline level of data for completing additional tasks. This section describes the operating environment within the existing service area. The transit master plan study area includes most of the City of Lawton and parts of Comanche County, totaling 82 square miles in Southwestern Oklahoma.

Demographic data is monitored annually by the Metropolitan Planning Organization (MPO) and LATS to ensure that the service level and quality of service is provided fairly and equitably. The MPO has completed examination of socio-economic data shown in the 2010 U.S. Census. The 2010 data is the basis for LATS Title VI plan and the MPO's 2045 Metropolitan Transportation Plan (MTP). The level and quality of service is also monitored by route analysis and passenger surveys conducted by LATS.

The Lawton Area Transit System's primary service area is the City of Lawton, which has historically been below the required 200,000 population threshold for program-specific reporting. The population for the City of Lawton in the 2015-2019 American Community Survey 5-year estimates was reported as 93,025 as compared to 96,728 in the 2010 Census. Further demographic maps can be found in Appendix B

Major Employers

Lawton is home to military and defense industries and has a strong presence of agriculture and ag-manufacturing businesses. The diversity of employers in Lawton includes Goodyear Tire & Rubber, Bar-S Foods, Silverline Plastics, Republic Paperboard, Cosmetic Specialty Labs, Raytheon Technologies, Lockheed Martin, Dynetics, and other prime defense contractors that support the world's largest army field artillery base at Fort Sill. The City of Lawton is the retail and distribution hub for the region's cattle, dairy and agricultural sectors as well.

Company	City	Employment	Industry
Goodyear Tire & Rubber	Lawton	2850	Manufacturing
Lawton Public Schools	Lawton	2830	Education
Army Base and services	Ft. Sill	2027	Military installation
Comanche Nation	Lawton	1276	Tribal administration
Walmart	Lawton	1019	Retail
City of Lawton	Lawton	858	Police protection
American Bankers Ins. Co.	Lawton	492	Other insurance carrier
Swanson Services, Inc	Ft. Sill	453	Food service contractor
The Geo Group, Inc	Lawton	447	Private Prison
Techrizon Llc	Lawton	346	Computer Software
Bar-S Foods	Lawton	339	Processing Manufacturing
Fort Sill Apache Nation and Casino	Lawton	335	Casino
Indian Health Service	Lawton	333	Public Health
Comanche County	Lawton	270	Police protection
ITT Corp/Systems Division	Ft. Sill	250	Navigational instruments
Republic Paperboard	Lawton	162	Manufacturing
Silverline Plastics	Lawton	150	Manufacturing
Cosmetic Specialty Labs	Lawton	75	Manufacturing

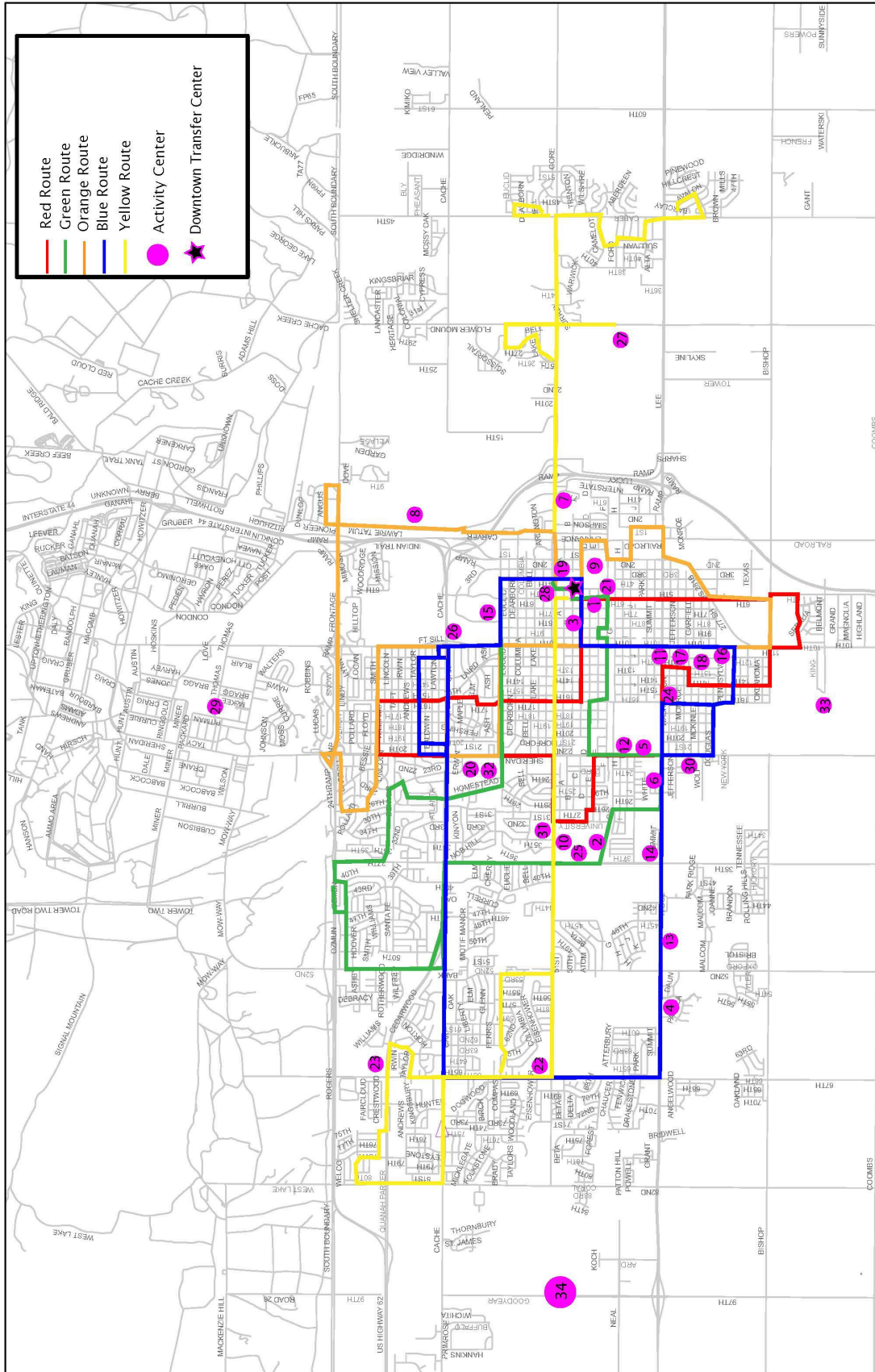
Sources: Cameron University and Lawton-Fort Sill Economic Development Corporation

Activity Centers

Major destinations are important for trip generation, land use, connections for public transit and create additional need for transit services. Activity centers are places where people go to shop, learn, work, live and gather. These centers were identified for the fixed route system in order to better understand possible origins and destinations. Lawton has multiple activity centers that are distributed throughout the city. The current fixed bus routes directly serve 32 activity centers in the Lawton Service Area. The table below lists the activity centers along with which each route that each center is served by:

Map #	Activity Center	Served By Route(s):
1	B.O. Davis Senior Center	Red, Green
2	Center for Creative Living	Green
3	City Hall	Red, Blue
4	Southwestern Medical Center	Blue
5	County/City Health Department	Red, Green
6	Department of Human Service	Green, Blue
7	Department of Public Safety	Yellow East
8	US Public Health Service Indian Hospital	Orange
9	Lawton Central Mall	All Routes
10	Cameron University	Red, Green, Yellow West
11	Goodwill	Red, Orange, Blue
12	Great Plains Coliseum	Red, Green
13	Great Plains Tech Center	Blue
14	Walmart Neighborhood Market - Lee Blvd.	Blue
15	McMahon Auditorium	Green, Blue
16	OK State Employment Office	Orange, Blue
17	Owen Multipurpose Center	Orange, Blue
18	Pleasant Valley Senior Center	Red, Orange, Blue
19	Police Department	Green, Blue, Yellow East
20	Walmart Supercenter - Sheridan Rd.	Red, Orange
21	Post Office, Main Branch	Red, Green
22	Post Office, West Branch	Blue, Yellow West
23	Walmart Supercenter - NW Quannah Parker Trl.	Yellow West
24	Social Security Administration	Red, Blue
25	Taliaferro Mental Health Center	Green
26	US Army Reserve	Blue
27	Veteran's Center	Orange, Yellow East
28	YMCA	Green, Blue, Yellow West, Yellow East
29	Reynold's Army Health Center	No Routes
30	Food Bank	Blue
31	Comanche County Memorial Hospital	Red, Yellow West
32	Sam's Club	Red, Orange, Green
33	Lawton-Fort Sill Regional Airport	Red
34	Industrial Park	No Routes

Current Fixed Routes and Activity Centers



Public Involvement

Public feedback efforts were conducted to engage the community and help determine the needs and preferences of the Lawton residents. This portion of the project included:

- Kick-off Meeting
- Online Surveys
- Stakeholder and Town Hall Meetings
- Transit Employee Survey
- Press Release and Media Coverage

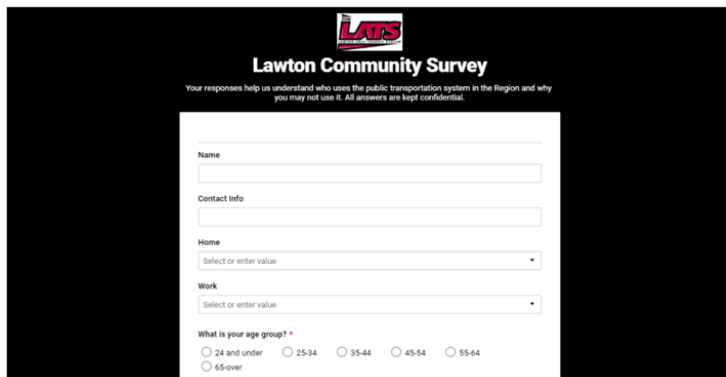
Information obtained throughout the public Involvement effort was utilized by the project team to expand on initial service concepts and in the development of final recommendations.

Kick-off Meeting

HTG held a kick-off meeting with Lawton MPO staff on April 22, 2021, at 9:30 a.m. to discuss the overall goal of the transit master plan and what HTG hopes to accomplish with final recommendations. Other key takeaways from this initial meeting were identifying key stakeholders, dates for public meetings, updates regarding downtown transfer center locations and presentations for the MPO and technical committee.

Online Surveys

In June of 2020, the project team began an online survey campaign. Due to the COVID-19 pandemic, online surveys were the best way to get immediate feedback from individuals due to the social distancing guidelines. The survey card, which is shown to the right, was handed out to hundreds of people over the course of June and July 2020. The online survey was also posted on the home page of the LATS website and the City of Lawton’s website to generate more feedback.

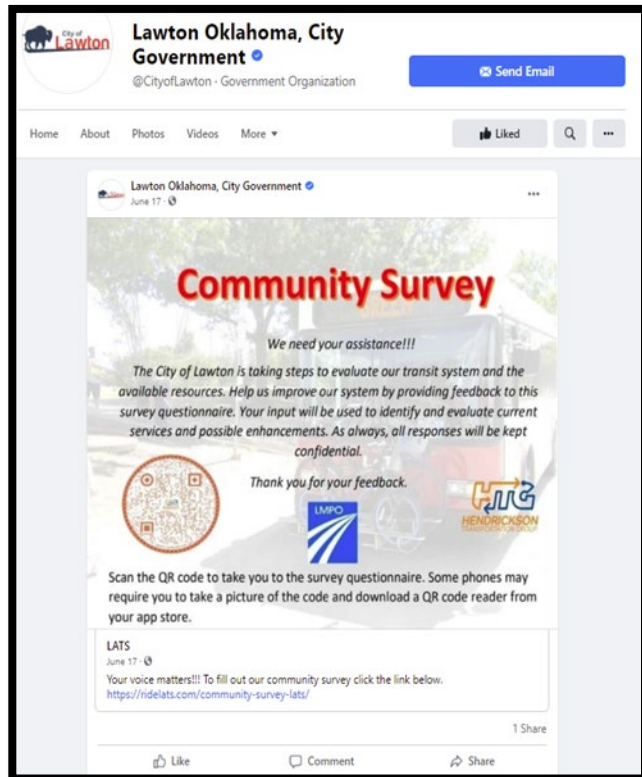
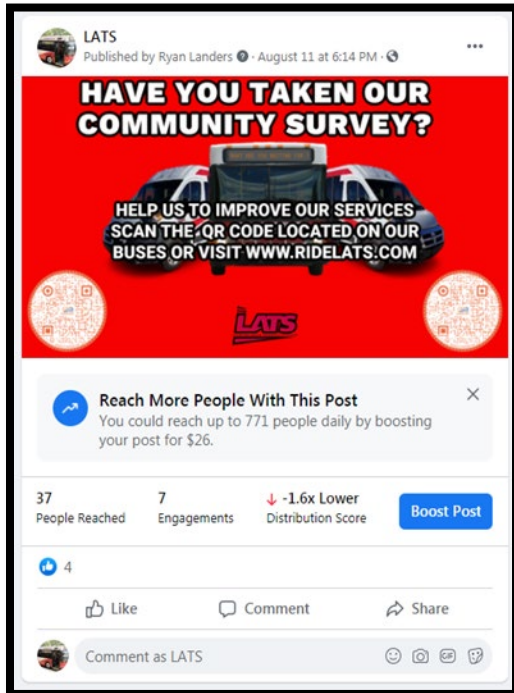
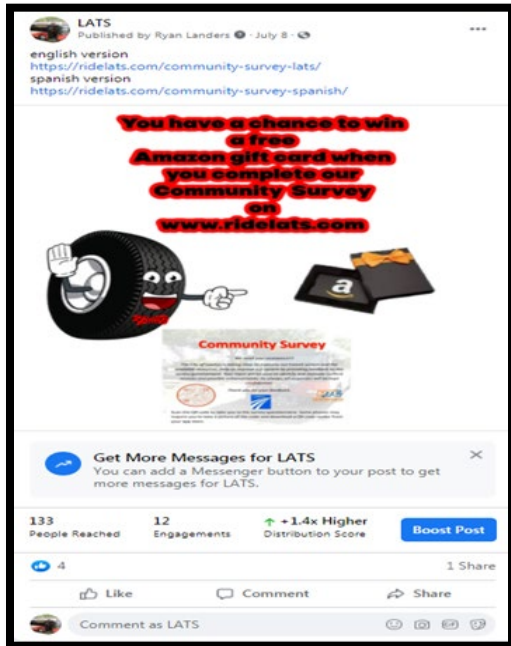



The image is a screenshot of the 'Lawton Community Survey' online form. It features the LATS logo at the top. The text reads: 'Your responses help us understand who uses the public transportation system in the Region and why you may not use it. All answers are kept confidential.' The form includes fields for 'Name', 'Contact Info', 'Home' (with a dropdown menu), and 'Work' (with a dropdown menu). At the bottom, it asks 'What is your age group?' with radio button options for '24 and under', '25-34', '35-44', '45-54', and '65-over'.

The community survey card contained a QR code that would immediately take you to the online survey*

*On Appendix "A" - There is a list of all survey questions

Since the Covid-19 Pandemic was still in effect, face to face surveys were going to be difficult to obtain and social media was the best outlet for encouraging people to fill out the survey.



Stakeholder and Town Hall Meetings

The project team held two in-person meetings. Both meetings were held on July 15, 2021, at 10:00 a.m. and 6:00 p.m. at the City of Lawton City Hall Building. The stakeholder's meeting was the first meeting with over forty invitations sent out to people and organizations/businesses. Unfortunately, due of COVID we did not generate the turn out that we were hoping for, but we were still able to have about twenty people in attendance. However, there still was some great feedback that was provided. The consensus at this meeting was a need of service connectivity to the industrial park and a new Downtown Transfer Facility. Other topics that were discussed included evening service and extended hours.



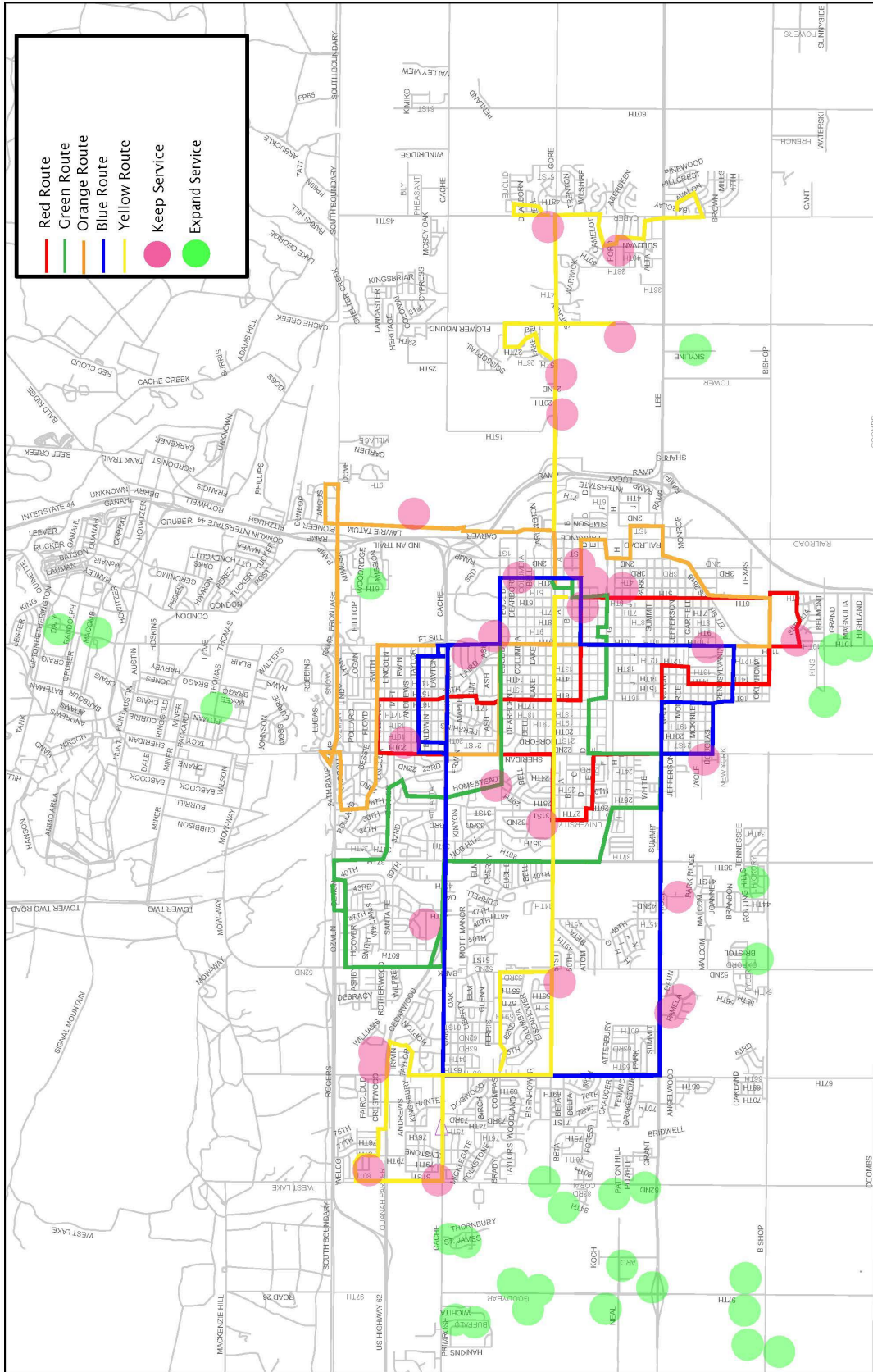
The next meeting was at 6:00 p.m. on the same day. This meeting was for the overall general public. To inform the public, notices were posted on a variety of platforms including the following:

- The Lawton Constitution
- Downtown Transfer Center
- KSWO
- LATS Website
- Facebook
- All LATS buses.
- City Hall
- DHS

Again, due to COVID-19 we did not get the turnout we were hoping for but did have five people show up. As with the stakeholder meeting, the consensus for additional service LATS needed to provide was to the industrial park and there was a lot of support for a new Downtown Transfer Center Facility that would provide more passenger amenities such as public restrooms. The Stakeholder and Town Hall meetings were a great way to obtain in person feedback from citizens who had a vested interest in what the future of transit is going to play in the City of Lawton.

At both meetings we tasked the citizens to show us the exact locations they would like to make sure we keep service and other areas where we can expand. Below you find an overlay of all those locations.


Current Fixed Routes – Areas to keep service and expand service



Press Release and Media Coverage

On June 17, 2021, LATS posted a press release to notify residents of the available online survey. The transit master plan project was also featured on the local KSWO news station as well.

LATS conducting survey for Transit Master Plan



For Immediate Release

Contact: Ryan Landers
 611 SW Bishop Rd
 Lawton, OK 73501
Phone: 580-248-5252
Email: rlanders@ridelats.com
Date: June 17, 2021

Lawton MPO Transit Master Plan survey

Lawton, OK – June 17, 2021— The Lawton MPO and the contractor, Hendrickson Transportation Group (HTG) are conducting a survey for a Transit Master Plan. The Master plan will identify all improvements and potential expansions for the transit system in Lawton. The plan will discuss infrastructure including vehicles, new services, funding opportunities and other items to help enhance the transit system. Please find attached community survey cards in both English and Spanish. These cards have a QR code located on them, which once scanned, will take someone to the Transit Master Plan community survey. Below is also a link to the website where the survey will be. Let me know if you have any questions regarding the survey or the Transit Master Plan itself.

English
<https://ridelats.com/community-survey-lats/>

Spanish
<http://ridelats.com/community-survey-spanish/>

Thanks

Please visit www.ridelats.com for further details on our service and please download the ETA spot app on your Google Play store or Apple store for fixed bus tracking ability. Should you have any other questions, please don't hesitate to contact us at (580) 248-5252.



LATS saw a major spike in riders over the last few months.
 By Tyler Boydston



Future Transit Recommendations

Future transit needs were identified through the analysis of existing conditions and public engagement that included the stakeholder meetings, virtual surveys, community surveys, and community meetings. Identified transit needs related to multiple categories from additional service to specific areas such as the Industrial Park to capital needs such as new facilities and buses. Table 5 provides a summary of future transit needs in Lawton.

Table 5 – Summary of Future Transit Needs

Category	Future Transit Needs
Capital Needs	<ul style="list-style-type: none"> - Establish location for a downtown transfer center, operations and maintenance facility - Relocate/construct new transfer center - Relocate/construct new operations and maintenance facility - On-site fueling and charging stations - Replacement of vehicles past their ULB - Upgrade bus stop amenities
Transit Operation	<ul style="list-style-type: none"> - Extend operating hours into the evening - Provide additional service on Saturday - Provide service on Sunday - Improve route schedules and serve additional locations - Provide service to transit markets difficult to reach with fixed route system - Shorter route times - Identify areas for Micotransit service
Administration	<ul style="list-style-type: none"> - Improve community image of transit service - Increase maintenance training for staff - hybrid buses
Technology	<ul style="list-style-type: none"> - Implement real-time tracking application - Implement real-time notifications for smartphones

Capital Plan Recommendations

LATS Transfer Center, O&M Facility – Site Selection Process

The site selection has been a lengthy process beginning in early 2017 with numerous locations throughout Lawton being reviewed. To provide insight into this extensive process, a historical timeline of events is provided below:

March 2017

The Transit Trust authorized staff to advertise a Request for Qualifications (RFQ) to hire a consultant to prepare the conceptual design and construction plans for a multi-modal transportation transfer center and transit hub facilities for the Lawton Area Transit System (LATS). Staff began working with TAP Architecture on July 5, 2017, but was not successful in negotiating a scope of services and contract amount. There was concern that the Transit Trust received a Federal Transit Administration grant of \$796,019 in July 2016, and had yet to award a contract. On November 17, 2017, the committee members were polled and agreed to terminate the negotiations with TAP Architecture. The committee

subsequently met on November 21, 2017, and directed Staff to begin negotiations with C.H. Guernsey & Company (Guernsey), which was the next highest rated firm. Contract with City Transit Trust and Guernsey signed in December 2017. The original location was 17th Street and Lee Blvd for the main transfer center. There was also the design of transfer hubs located at 52nd Street and NW Cheyenne Ave & and SW 3rd Street between A Avenue and SW B Avenue.

Spring 2018

After evaluation of the original location at 17th and Lee, it was determined that an alternative location would now be used as the new transfer center site with only one transfer hub at 52nd Street and NW Cheyenne Ave. The new transfer center site would be the old police station located on Gore Blvd and 4th Ave. The city owned the property, and it was determined that the value of the land could be leveraged as a local match toward future grants. The demolition of the building could also be used for local match.

August 2018

The NEPA process begins for the old police station located on Gore Blvd and 4th Ave and the City of Lawton received the first estimate for the conceptual design from C.H. Guernsey. The estimate for the new facilities would be around 2.6 million.

November 2018

The NEPA process is completed, and we can process grant filing. A 5339 bus and bus facilities grant was filed in spring 2018, however the City of Lawton was not awarded any federal funds.

January 2019

The first preliminary design report of transfer center at the old police station and north hubs at 52nd street was given to the City of Lawton by Guernsey.

May 2019

The City Transit Trust scheduled a meeting to discuss the first preliminary design report from Guernsey. At this meeting, the transfer center location became a central focal point and raised some concerns among the Trustees. At the end of the discussion, the Transit Trust decided to table the approval of the site location at the old police station. After the meeting, the Transit Trust agreed to form a transit site selection committee to discuss alternatives to the original site location.

October 2019

The transit site selection committee met to discuss alternative sites and how much space would be needed. The committee agreed that the site needed to be city owned property because the value of the land could be used as part of the local match. Some locations were discussed but nothing was finalized. A next meeting would not be set until some new locations were given to the committee.

March 2020

Covid 19 Pandemic occurred and all plans for a transfer center were paused.

July 31, 2020

The Transit Trust decided to reestablish a committee to review proposed site locations.

September 15, 2020

HTG gives presentations regarding possible site locations. The site locations included the following:

- 2nd and B Ave and 3rd and B Ave
- F and 2nd Ave
- Old police station
- Railroad and B Ave
- 2nd and B Ave and Warren's import property

The committee discussed the idea of purchasing property as an alternative rather than using City owned property, however, nothing was finalized and HTG was requested to further explore other properties.

April 2021

HTG begins Transit Master Plan Project with the Lawton Metropolitan Planning Organization.

October 5, 2021

The City of Lawton sends out an RFQ for Zero-emission Study. Study was awarded to Kimely Horn. The contract begins in Spring 2022. A final study completed April 2023

July 2022

HTG provided conceptual drawings for the Railroad Street location.

August – November 2022

Lawton City Council met to discuss transfer center location at Railroad and other various locations multiple times.

November 2022

Public meetings are held to discuss the redesigning of the fixed route system in Master Plan. In addition, the Lawton City Council identifies the four main locations for the transfer center facility:

- 1) Railroad Street Site – Railroad and B Ave
- 2) Midwest Square – Gore Blvd
- 3) Creamery Site – 411 SE Larrance St.
- 4) Old police station – 4th and Gore Ave.

Spring 2023

The final sites are Midwest Square and the Railroad Street site which is just south of the current police station and north of Creamery. City Council also requested the Downtown transfer center include a new Maintenance/Administrative facility.

March 2023

The City Transit Trust authorized the release of an RFQ for Professional Engineering/ Architecture of Multimodal Transfer Center with an Operations and Maintenance Facility. The selected consultant will provide typical engineering/architectural services for the duration of the project from the concept phase to final completion of construction. The preliminary design report phase shall include an evaluation of the proposed Transfer Center with Operations and Maintenance facilities/structures as defined, among other items, in terms of anticipated public areas and required workspaces for employees, off-site infrastructure improvements such as water, sewer, streets, drainage, utilities etc. and a proposed cost

estimate for the project. On June 27th the City Transit Trust authorized Staff to negotiate a scope and fee to bring back to the Trust for approval. On September 12th, the City Transit Trust approved the scope and fee with Wendel WD Architecture

August 2023

The final Site is approved by Transit Trust. The final location of the LATS transfer center and administration/Maintenance facility will be located south of the new Police station

January 2024

The City Transit Trust approves LATS purchasing hybrid buses with grant funding, if awarded. This approval allows Wendel WD Architecture to incorporate both fueling stations and electric bus charging stations into the preliminary engineering design. The Transit Trust agreed with the assessment with HTG that hybrid buses provided the best alternative fuel option on its way towards zero emissions for its transit operation.

Approved Location - Downtown Transfer Center, Operations and Maintenance Facility



Preferred Concept



The preferred conceptual layout is designed to meet the needs of the riders and employees along with providing LATS with a centralized location for administration, operations and maintenance. It will provide an off-street facility for all routes to meet and transfer passengers more efficiently. This preferred concept will construct a two-story building with a climate-controlled passenger waiting area with restrooms and a customer service area that would be staffed by LATS to provide information and sell bus passes. Administration, operations and maintenance will be in a single-story building connected the two-story facility which would relocate administrative, operations and maintenance staff from their current home located at 611 SW Bishop Road. The bus wash, fueling station and bus parking lot will be located at the south end of the property. The conceptual site plans are displayed in Figures 2 and 3.

Figure 2 - Ariel Image of the Preferred Conceptual Facility Layout



Figure 3 - 3D Preferred Conceptual Facility Layout

In total the transfer center will provide nine boarding locations. Each boarding location will provide an awning or other form of shelter from the elements as well as lighting for early morning and evening operations to improve visibility and safety. Real-time next bus arrival information is recommended but is optional. This number of bus bays will accommodate all of the fixed bus routes currently in operation. The transfer center will operate with one general boarding area around a central island. Access to and from the main center platform from the perimeter would occur on designed pedestrian walkways. The bus bay and loading platform located along SE Larrance Street will be reserved for an anticipated intercity commuter bus. Conceptual visualizations have been developed to help envision what the new facilities could potentially look like and assist in describing the preferred concept. These conceptual visualizations are presented in the following figures.

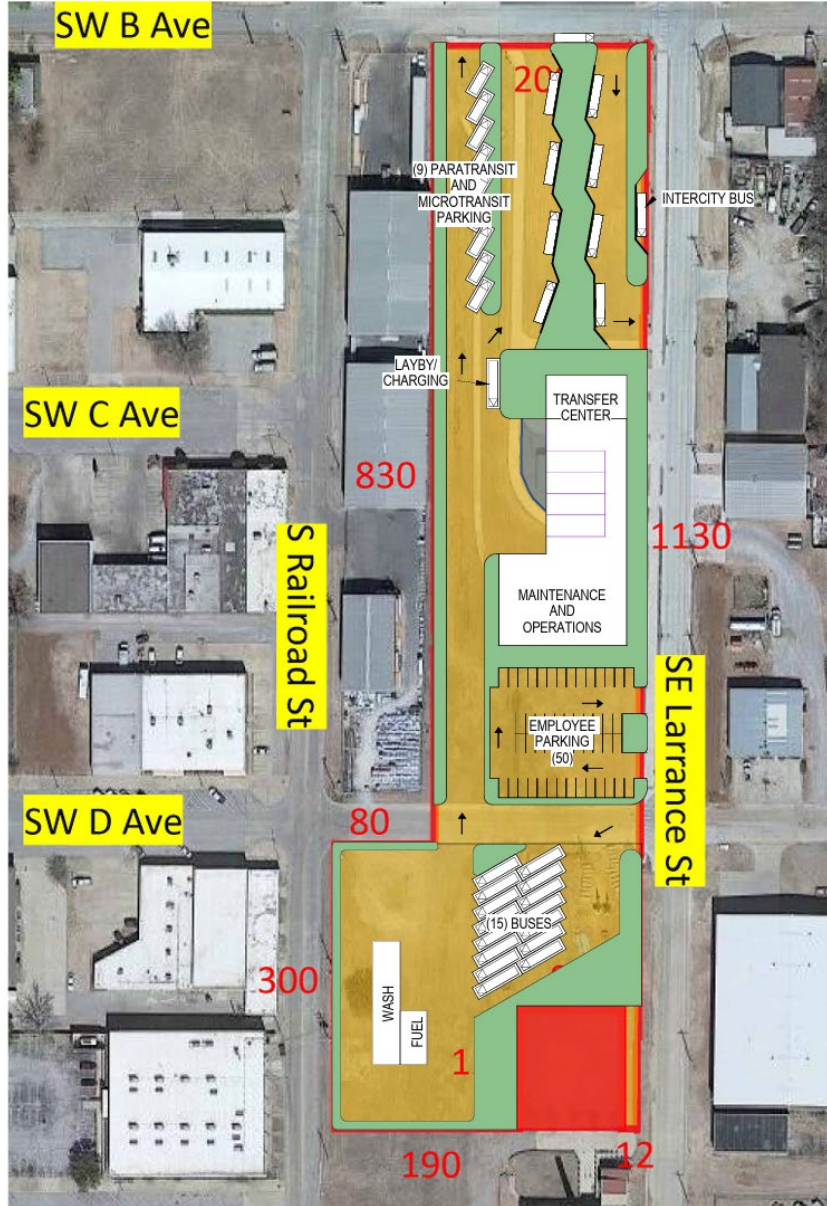


Figure 4 - Preferred Concept - Detailed Facility Layout

Figure 5 - Preferred Concept – 3D Views of Transfer Center, Operations and Maintenance Facility – Prepared by Wendel WD Architecture, Engineering, Surveying and Landscape Architecture, P.C

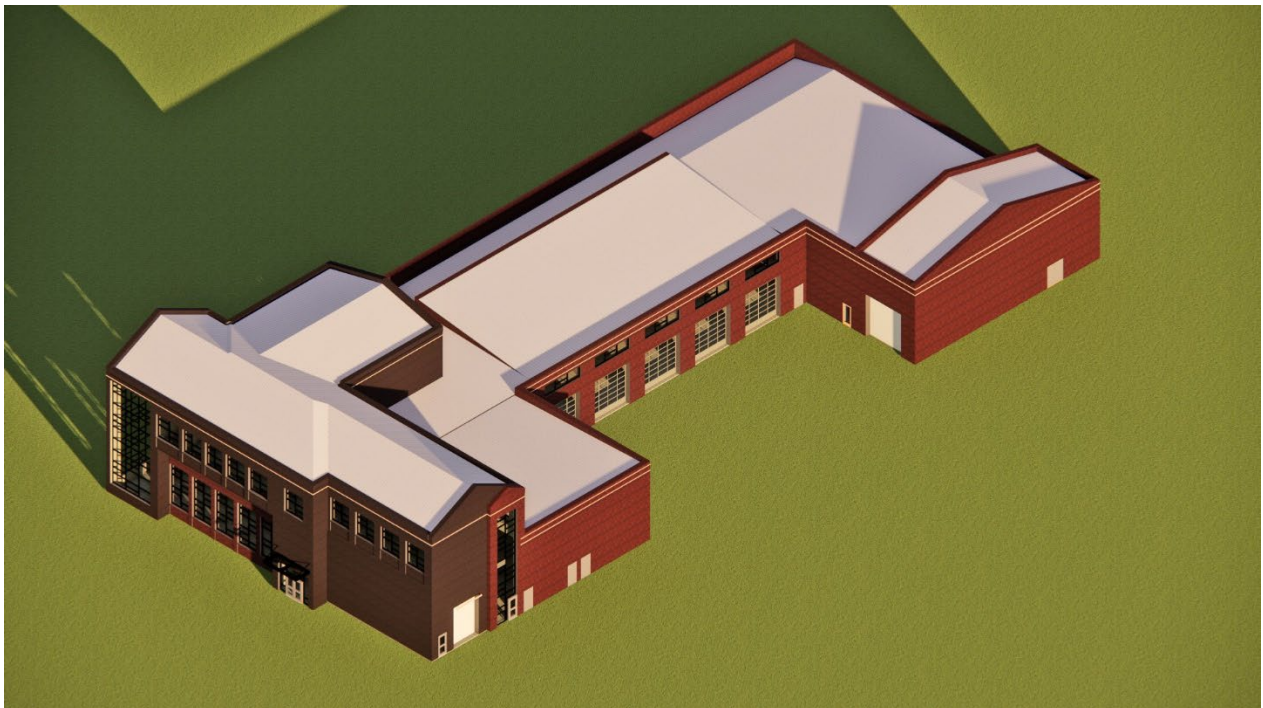
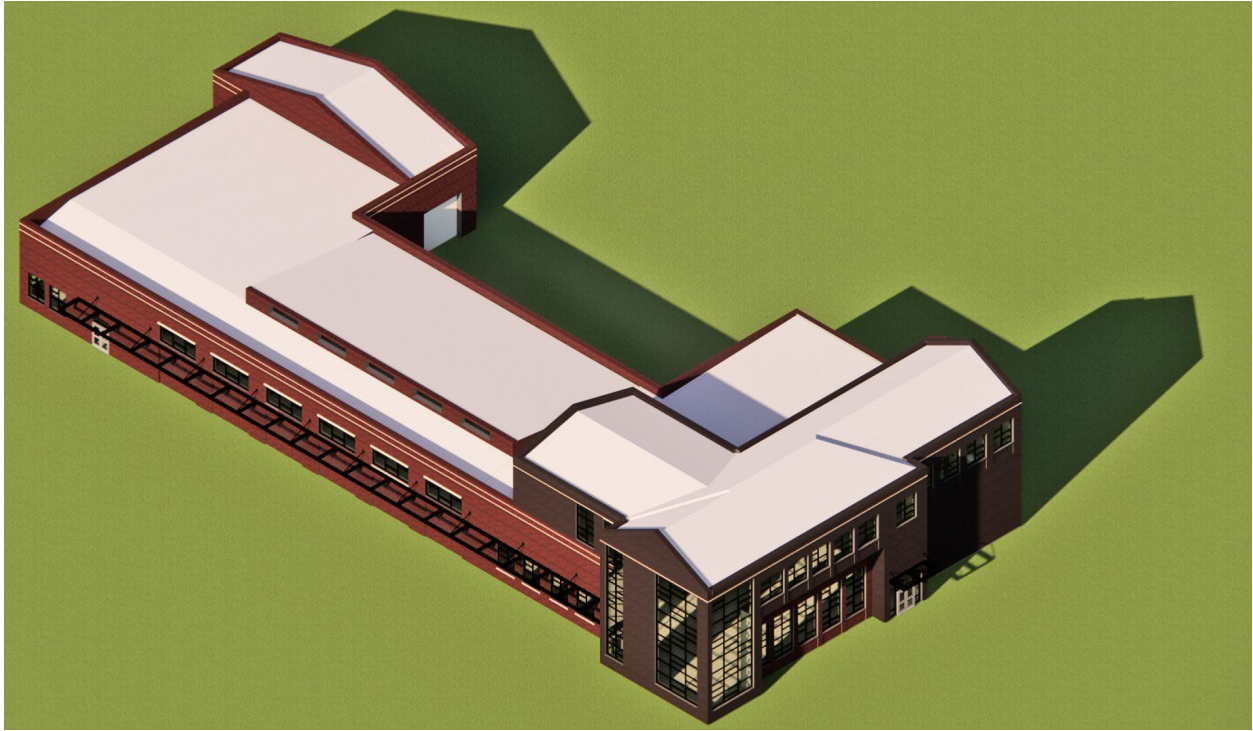


Figure 6 - Preferred Concept – 3D Views of Transfer Center, Operations and Maintenance Facility – Prepared by Wendel WD Architecture, Engineering, Surveying and Landscape Architecture, P.C



1 Northwest Corner
SCALE:

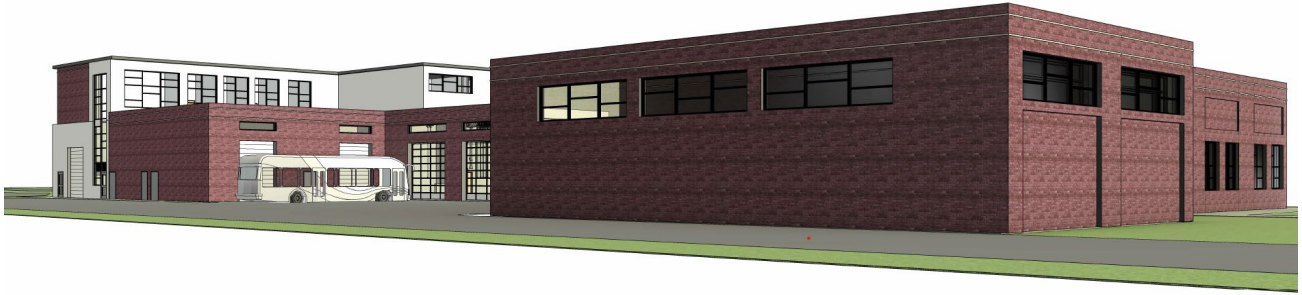


2 Southeast Corner
SCALE:



3 Northeast Corner
SCALE:

Continuation of Figure 6 - Preferred Concept – 3D Views of Transfer Center, Operations and Maintenance Facility – Prepared by Wendel WD Architecture, Engineering, Surveying and Landscape Architecture, P.C



4 Southwest Corner
SCALE:



5 Southwest Aerial
SCALE:

The total estimated range of capital cost for this type of facility at this level of conceptual planning is between \$11,250,000.00 - \$23,250,000.00. This cost will be further refined as more detailed planning and design are completed. Also, please note that costs are contingent upon the quality and level of finishings, construction methods and any additional infrastructure needs such as drainage infrastructure.

Total SF	Cost per SF	Estimated Capital Cost
30,000	\$375.00	\$11,250,000.00
30,000	\$450.00	\$13,500,000.00
30,000	\$575.00	\$17,250,000.00
30,000	\$650.00	\$19,500,000.00
30,000	\$775.00	\$23,250,000.00

The Transfer Center interior is anticipated to be an air-conditioned passenger waiting area which should accommodate 30 seated and 40 standing passengers (70 total). Desired amenities include bench seating, lounge seating, TV, transit information monitors, vending, direct access to restrooms, and passenger assistance interface or staff available to assist. In addition, LATS will locate administrative functions at this facility, so necessary office functions and support spaces are to be provided. LATS bus operators will take their breaks at this facility and will require a breakroom and possibly a wellness / fitness room. The bus operator breakroom will also be available to maintenance staff at the facility. Additional passenger services should include both staffed and automated services for ticketing, route planning, and general information.

Transfer centers work to improve passenger and transit system safety by moving transfer activity off the street and consolidating pedestrian activity into a controlled area. Security can be enhanced for transit riders through design elements, lighting, cameras, and other features built into the facility design like open lines of sight. Transit centers can also improve ridership by lowering waiting times while transferring between routes and shortening overall travel times. These facilities can also enhance the image and perception of public transportation within the community, which can improve ridership trends and overall customer satisfaction.

LATS want to attract people to the proposed Transfer Center beyond transit uses. Offering a mixed-use center with a multi-modal component would be an economic development plus for this type of facility and the City of Lawton. Space for Transit Oriented Development has been set to incorporate commercial shops, office space, market areas, and general services; however, none of the uses have been quantified at this time. Additionally, there is a preference for locating a police or emergency management sub-station at this location. General services provided in the transfer center include the following:

Restrooms: All restrooms will have ADA accessible stalls with toilet paper accessories, paper towel dispensers, baby changing stations, and sinks. The public restrooms will be in a central and easy-to-find location and have a high-impact, durable design to limit vandalism and deterioration. Family Restrooms will also be provided at each location of public restrooms.

Waiting Areas: The waiting areas should be in a strategic location near pickup and drop-off areas so users can see all arrivals and departures. These waiting areas should be well lit, incorporate durable seating, tables for places to work, mobile charging stations, and trash and recycling receptacles. All

modes of transportation will require Passenger Information Display Systems (PIDS) in waiting areas. Ticketing desks, self-serve kiosks, and restrooms shall be near the waiting areas and customer services.

Transit Staff Areas: Breakroom areas should have lockers for staff storage, a kitchen with counter tops and ample cabinet space, a microwave, refrigerator, dishwasher, coffee machine, sink, icemaker, and seating and tables for staff. These spaces should be in proximity to exterior transit loading and unloading areas and have a quiet and relaxing environment with environmental conditioning.

Janitorial Areas: The janitorial closets should have a mop sink, shelves for cleaning supplies, and storage carts for mobile cleaning. They should be near restrooms for janitor convenience but hidden from public spaces if possible.

Storage Rooms: Storage rooms should be organized to accommodate general office supplies, marketing materials, seasonal storage, etc. These spaces should be in secure areas near office space, away from building exteriors, and environmentally conditioned.

Multi-Purpose Rooms: The meeting rooms should have adequate electrical outlets and storage space for chairs, tables, and benches.

Building Maintenance/Services Rooms: The building services spaces include electrical rooms, mechanical rooms, IT rooms, fire suppression rooms, pump rooms, etc. These spaces should accommodate the necessary equipment, panels, controls, clearances and access for maintenance, replacement of parts and services. The room should be secure, have no windows, hidden from public spaces, and be environmentally conditioned.

Operations Facility: Facility will include offices for the day-to-day operation, restrooms lighting, electrical, landscaping, a kitchen area for the staff, inventory space for office supplies, training room, breakroom for employees, conference room and additional parking area for employees.

Maintenance Facility: Facility will be attached to operation's facility but will include five maintenance bays, additional pavement area for parking of buses, landscaping, lighting, fencing, restrooms. and fueling station (electrical charging station, unleaded, and diesel)

The bus wash, fueling station and bus parking lot will be separate from the Transfer Center, Operations and Maintenance Facility.

Anticipated Facility Project Timeline

* Report Disclaimer: The Downtown Transfer Center, Operations and Maintenance Facility Project is fiscally constrained and is contingent on a variety of financial assumptions coming to fruition. These assumptions evolve as better information becomes available for various investments, and projections are updated to reflect actual results. As implementation progresses, projects included in the transit master plan will continue to be studied, and new information will continue to influence their cost and timing. Additionally, overall inflation assumptions, availability of local sources of revenue, competition for federal funding for projects and successful access to capital markets will continue to influence the overall financial outlook of the transit master plan.

It is recommended that LATS seek federal funding through the Grants for Buses and Bus Facilities Competitive Program (Section 5339) to support the construction cost of the new Downtown Transfer Center and low-emission transit buses. The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. The federal share in the cost of leasing or acquiring low- or no-emission bus-related equipment and facilities is 90 percent of the net project cost. The Federal share of the cost of leasing or purchasing a low or no emission transit bus is not to exceed 85 percent of the total transit bus cost.

Eligible activities for the Low or No Emission competitive program include capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities. Additionally, 0.5% of a request may be for workforce development training, and an additional 0.5% may be for training at the National Transit Institute. Applicants proposing any project related to zero-emission vehicles must also spend 5% of their award on workforce development and training as outlined in their Zero-Emission Transition Plan, unless the applicant certifies that their financial need is less.

Projected Timeline

The project timeline is contingent on the Grants for Buses and Bus Facilities Competitive Program (Section 5339).

Late February:

- Grant application process - gathering all necessary information for the facility and vehicles. This comprehensive effort includes:
 - Documentation of facility requirements
 - Compilation of essential information for vehicles
 - Identification of specific needs for both facility and vehicles
 - Ensuring alignment with grant application criteria

End of March 2024:

- Achieve 20% completion of conceptual design
- Include NEPA approval from FTA
- About NEPA:

- Environmental Impact Statement (EIS): NEPA mandates the preparation of EISs for major Federal actions significantly impacting the human environment. The EIS is a comprehensive document outlining the transportation project's development process, considering reasonable alternatives, analyzing potential impacts, and demonstrating compliance with relevant environmental laws and executive orders. The EIS process involves steps such as Notice of Intent (NOI), draft EIS, final EIS, and record of decision (ROD).
- Environmental Assessment (EA): A concise document aiding the agency's compliance with NEPA, providing evidence and analysis to determine whether an environmental impact statement or a finding of no significant impact is necessary. The EA includes discussions of the proposal's need, required alternatives, environmental impacts, and a list of consulted agencies and individuals.

April 25th, 2024:

- Submit grant to FTA for funding for facilities and vehicles (7 hybrid heavy-duty buses)

Summer/Fall 2024:

- Progress through final design and engineering

Fall 2024:

- Receive grant award. The City of Lawton will release an RFP for 7 heavy-duty hybrid buses.

Fall 2025:

- Engage in permitting and bidding activities.

Winter 2024-Early 2025:

- Prepare for construction.

Spring 2025:

- Commence construction.

Spring 2027:

- Complete construction and initiate occupancy

Fleet

To support local air quality improvement goals, modernize its fleet, prepare for the future, and plan for new transit facilities, LATS is working to transition its fixed route and demand response fleet to zero-emission vehicles. This transition plan sets forth a path for LATS to make the shift from the current diesel and gasoline fleet to a lower-cleaner technology. LATS also has a unique opportunity to design and build a new transfer center, operations and maintenance facility that integrates battery electric infrastructure. On January 9th, 2024 the City of Lawton decided that the best way forward towards transitioning to zero-emission vehicles is to start with the following:

- 1) Apply for 7 hybrid electric vehicles
- 2) Apply for 2 on-demand full electric vehicles
- 3) Apply for 2 on-demand gas-powered vehicles

Workforce Development

Demand for skilled and experienced workers will increase rapidly as new clean transportation policies and programs take effect and numerous agencies begin fleet transitions. Aligning workforce development activities with the fleet transition ensures that a qualified workforce is ready and available to support a successful deployment. Existing mechanics and operators should be either initially trained or refreshed on training as new hybrid and/or electric buses come into service. At a broad level, it is expected that all LATS technicians will be impacted to some degree by the transition from diesel buses to hybrid buses.

The existing staff of technicians will need to be evaluated to determine who already holds ASE Transit Bus certifications for Electrical/Electronic Systems (H6), or similar certifications from the automobile and heavy-truck sectors. In addition to those with standardized certifications, LATS should plan to recognize and account for training provided internally, as well as from technical schools, previous employment, and third-party training providers.

It is recommended that LATS work with the bus manufacturers and contractors to develop the criteria for foundational E/E skills and establish the baseline for deciding which workers need the additional training and in which skill area depending on workforce structure.

Maintenance staff can be classified by their expected level of training required based on job requirements:

- Basic E/E Training
- Multiplex Training
- Advanced E/E Training

LATS should consider developing E/E skills across the entire workforce of technicians with the understanding that these skills are widely transferrable and can assist in the repair of traditional buses. To ensure that the workforce scales efficiently and cost-effectively, LATS should implement training strategies that support additional zero-emission vehicle deployments in the future. This will require additional OEM-specific training.

Operational Plan Recommendations

Redesign of Fixed Route System

A key component of the Transit Master Plan is the proposed fixed route network. After receiving public input and completing a comprehensive review of the existing system, unmet rider needs were identified. These needs include the following:

- 1) Revamped routes to encourage more riders.
- 2) Routes that stayed on the main arterial roads that have access to sidewalks.
- 3) Limiting travel through neighborhood streets to improve reliability.
- 4) Further improved access for the public schools and businesses
- 5) Create a route system that won't be disrupted by adverse weather conditions.
- 6) Create simple options for the Night and Sunday service.

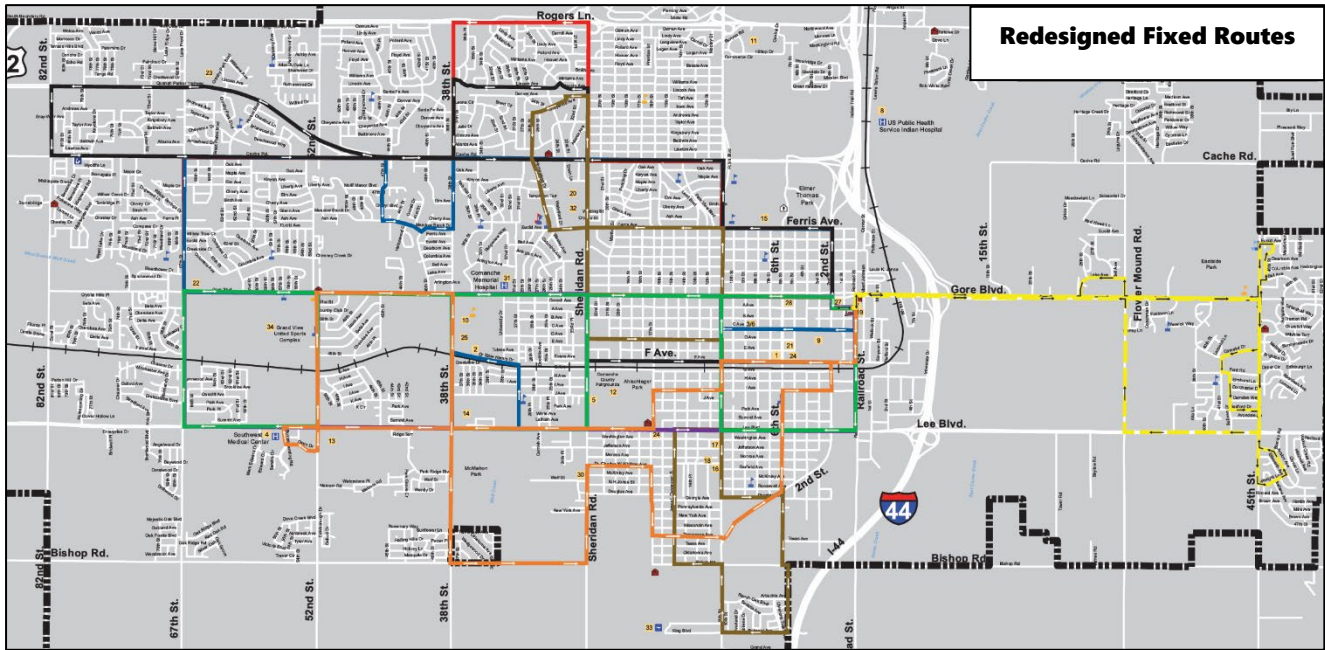
The objective of the fixed route system redesign is to improve routes and provide a foundation for future expansion. The recommended route network improves access to places riders want to go such as grocery stores, shopping centers, and recreation centers by streamlining routes and reducing inconvenient loops.

The recommended route network redesign does not require any additional buses, however, an increase of 4,500 annual service hours is required to extend service hours and operate all eight routes on Saturday and four routes on Sunday.

Recommended Fixed Route System Span of Service

Route	Weekday		Saturday		Sunday	
	Service Hours	Frequency (Minutes)	Service Hours	Frequency (Minutes)	Service Hours	Frequency (Minutes)
Route 1	6:00am-7:00pm	60	9:00am-6:00pm	60	-	-
Route 2	6:00am-7:00pm	60	9:00am-6:00pm	60	-	-
Route 3	6:00am-10:00pm	60	9:00am-9:00pm	60	10:00am-5:00pm	60
Route 4	6:00am-10:00pm	60	9:00am-9:00pm	60	10:00am-5:00pm	60
Route 5	6:00am-10:00pm	60	9:00am-9:00pm	60	10:00am-5:00pm	60
Route 6	6:00am-7:00pm	60	9:00am-6:00pm	60	-	-
Route 7	6:00am-7:00pm	60	9:00am-6:00pm	60	-	-
Route 8 Peak	6:00am-10:00am & 2:00pm-6pm	60	9:00am-6:00pm	60	10:00am-5:00pm	60
Peak 8 Non-Peak	10:00am-2:00pm & 6:00pm-10:00pm	30	9:00am-6:00pm			

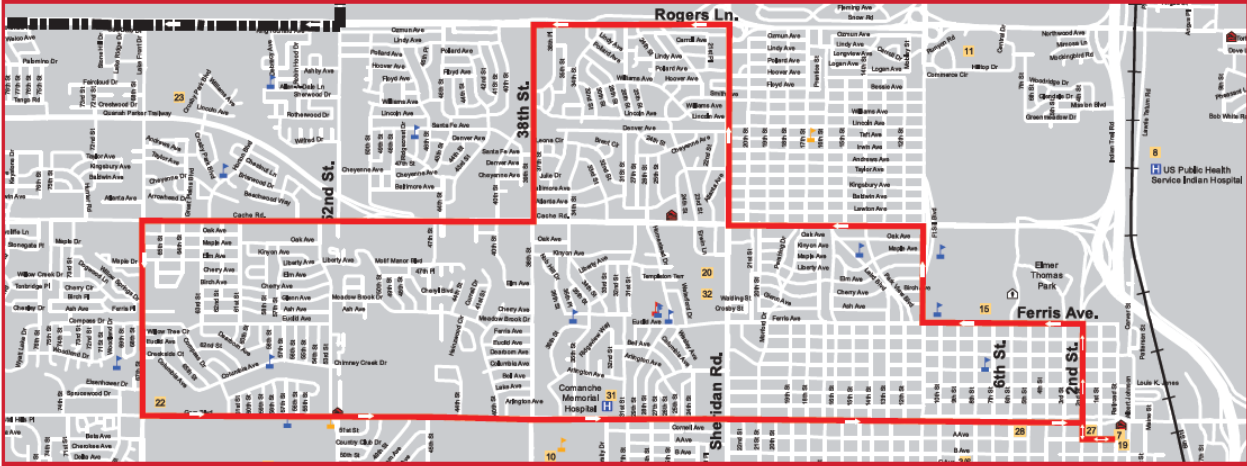
Recommended Fixed Route System



Route	New points of interest served by new routes.
Route 1	Eastside Haircutz, Lawton Beauty Supply, Bootleggers, Best Cleaners, Olympics Barber Shop,
Route 2	Just 4-K9s & Critters pet store, New Haven church, Allesio Apartments, Meadowbrook neighborhood
Route 3	Waynes Drive Inn, Taco Bell, McDonalds, Phillips Music Store, Sheridan Express Pharmacy
Route 4	Lawton Regional Airport, CVS, Pats Wash Tub Laundromat and car wash, Mount Calvary Baptist, Dollar General, El Rodeo Meat Market, Sixth and Lee Plaza shopping center, Lawton Community Health Center, Arandas Mexican Grill, Green Aid Society
Route 5	CVS, Pats Wash Tub Laundromat and car wash, Mount Calvary Baptist, Dollar General, El Rodeo Meat Market, Sixth and Lee Plaza shopping center, Lawton Community Health Center, Arandas Mexican Grill, Green Aid Society, Eisenhower Elementary School, Six 10 District Apartment complex, Wichita Mountain Medical, Allstate on 52nd,
Route 6	Sooner Dialysis, Dr. Aryan Kadivar Family Medicine, H2 Health, Smile Lawton, QTC Health Services, Southwestern Home Health, Weaver clinics, Physical Therapy Central, Comanche County Tag Agency
Route 7	Comanche Nation Prevention and Recovery, Women and Children shelter, Cali Burrito, Jackson Laundromat, Hungry Hearts Feeding Ministry, Merry Detty Youth, Family Promise, LPS bus barn, Oklahoma Dental Implants and Oral Surgery, Oklahoma Pet Center, Southwestern Hospital, Lawton Community Health Center, Eisenhower Elementary School, Six 10 District Apartment complex, Wichita Mountain Medical, Allstate on 52nd , Taco Bell, McMahon Baseball Park, Parkridge neighborhood Sycamore Trail Mobil Homes Park, rolling Hills Community, Bishop Elementary School
Peak 8	Eastside Pharmacy, Ten Oaks Senior Living Center, Lawton Community Health Eastside Clinic, CN Assisted Living Center, First Baptist East, Arvest Bank, Pats Car Wash

ROUTE 1

Transfer center	15th & Cache	38th & Lincoln	Rogers Ln & 38th	Gore & 67th	Gore & Sheridan	6th & Gore	Transfer center
START TIME MONDAY - FRIDAY							
6:00 AM	6:10 AM	6:15 AM	6:20 AM	6:30 AM	6:40 AM	6:45 AM	6:50 AM
7:00 AM	7:10 AM	7:15 AM	7:20 AM	7:30 AM	7:40 AM	7:45 AM	7:50 AM
8:00 AM	8:10 AM	8:15 AM	8:20 AM	8:30 AM	8:40 AM	8:45 AM	8:50 AM
START TIME SATURDAY							
9:00 AM	9:10 AM	9:15 AM	9:20 AM	9:30 AM	9:40 AM	9:45 AM	9:50 AM
10:00 AM	10:10 AM	10:15 AM	10:20 AM	10:30 AM	10:40 AM	10:45 AM	10:50 AM
11:00 AM	11:10 AM	11:15 AM	11:20 AM	11:30 AM	11:40 AM	11:45 AM	11:50 AM
12:00 PM	12:10 PM	12:15 PM	12:20 PM	12:30 PM	12:40 PM	12:45 PM	12:50 PM
1:00 PM	1:10 PM	1:15 PM	1:20 PM	1:30 PM	1:40 PM	1:45 PM	1:50 PM
2:00 PM	2:10 PM	2:15 PM	2:20 PM	2:30 PM	2:40 PM	2:45 PM	2:50 PM
3:00 PM	3:10 PM	3:15 PM	3:20 PM	3:30 PM	3:40 PM	3:45 PM	3:50 PM
4:00 PM	4:10 PM	4:15 PM	4:20 PM	4:30 PM	4:40 PM	4:45 PM	4:50 PM
END TIME SATURDAY							
5:00 PM	5:10 PM	5:15 PM	5:20 PM	5:30 PM	5:40 PM	5:45 PM	5:50 PM
END TIME MONDAY - FRIDAY							
6:00 PM	6:10 PM	6:15 PM	6:20 PM	6:30 PM	6:40 PM	6:45 PM	6:50 PM



Bus Shelters

Route	Location	Status
Route 1 Red		
	Gore & 12th	New
	NW 38th & NW 40th	New
	EHS on Gore (West Bound)	New
	67th & Eisenhower Dr. (Across the Street)	New
	67th & Maple Dr. (Across the Street)	Existing
	67th & Oak (Apartments)	New
	Old Cache Road Cinemas	Existing
	Camden Apartments	New
	Sheridan & Smith Ave	New
	2nd & Arlington	New
	7th & Cache	New
	LHS	New
	7th & Ferris	New
	2nd & Arlington	New

ROUTE 2

Transfer Center	Sheridan & Gore	LC Hamm & 38th	EHS	47th & Cache	Cache & 11th	Ferris & 2nd	Transfer Center
START TIME MONDAY - FRIDAY							
6:00 AM	6:10 AM	6:15 AM	6:25 AM	6:35 AM	6:40 AM	6:45 AM	6:50 AM
7:00 AM	7:10 AM	7:15 AM	7:25 AM	7:35 AM	7:45 AM	7:45 AM	7:50 AM
8:00 AM	8:10 AM	8:15 AM	8:25 AM	8:35 AM	8:45 AM	8:45 AM	8:50 AM
START TIME SATURDAY							
9:00 AM	9:10 AM	9:15 AM	9:25 AM	9:35 AM	9:45 AM	9:45 AM	9:50 AM
10:00 AM	10:10 AM	10:15 AM	10:25 AM	10:35 AM	10:45 AM	10:45 AM	10:50 AM
11:00 AM	11:10 AM	11:15 AM	11:25 AM	11:35 AM	11:45 AM	11:45 AM	11:50 AM
12:00 PM	12:10 PM	12:15 PM	12:25 PM	12:35 PM	12:45 PM	12:45 PM	12:50 PM
1:00 PM	1:10 PM	1:15 PM	1:25 PM	1:35 PM	1:45 PM	1:45 PM	1:50 PM
2:00 PM	2:10 PM	2:15 PM	2:25 PM	2:35 PM	2:45 PM	2:45 PM	2:50 PM
3:00 PM	3:10 PM	3:15 PM	3:25 PM	3:35 PM	3:45 PM	3:45 PM	3:50 PM
4:00 PM	4:10 PM	4:15 PM	4:25 PM	4:35 PM	4:45 PM	4:45 PM	4:50 PM
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END TIME MONDAY - FRIDAY							
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Bus Shelters

Route	Location	Status
Route 2 Blue		
	City Hall (West Bound)	New
	Gore & 12th	New
	J Ave & Sheridan	New
	Department of Human Services	Existing
	SW 27th & Cleveland Elementary	New
	Cameron University (LC Hamm)	Existing
	38th & McMahon Field	New
	40th & Gore	New
	Country Club View Apartments	Existing
	67th & Eisenhower Dr. (Across the Street)	New
	67th & Maple Dr. (Across the Street)	Existing
	67th & Oak (Apartments)	New
	61st & Cache (All American Car Wash)	New
	Old Cache Road Cinemas	Existing
	47th & Alessio Apartments	New
	38th Kids Zone Greer Park	Existing
	Pershing Dr & Cache	New
	City Hall (East Bound)	New

ROUTE 3

Transfer center	11th & Cache	38th & Cache	Walmart Quannah	82nd & Cache	Sheridan & Cache	Transfer Center
START TIME MONDAY - FRIDAY						
6:00 AM	6:10 AM	6:20 AM	6:25 AM	6:30 AM	6:40 AM	6:50 AM
7:00 AM	7:10 AM	7:20 AM	7:25 AM	7:30 AM	7:40 AM	7:50 AM
8:00 AM	8:10 AM	8:20 AM	8:25 AM	8:30 AM	8:40 AM	8:50 AM
START TIME SATURDAY						
9:00 AM	9:10 AM	9:20 AM	9:25 AM	9:30 AM	9:40 AM	9:50 AM
START TIME SUNDAY						
10:00 AM	10:10 AM	10:20 AM	10:25 AM	10:30 AM	10:40 AM	10:50 AM
11:00 AM	11:10 AM	11:20 AM	11:25 AM	11:30 AM	11:40 AM	11:50 AM
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END TIME SUNDAY						
4:00 PM	4:10 PM	4:20 PM	4:25 PM	4:30 PM	4:40 PM	4:50 PM
END TIME SATURDAY						
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6:00 PM	6:10 PM	6:20 PM	6:25 PM	6:30 PM	6:40 PM	6:50 PM
7:00 PM	7:10 PM	7:20 PM	7:25 PM	7:30 PM	7:40 PM	7:50 PM
8:00 PM	8:10 PM	8:20 PM	8:25 PM	8:30 PM	8:40 PM	8:50 PM
END TIME MONDAY - FRIDAY						
9:00 PM	9:10 PM	9:20 PM	9:25 PM	9:30 PM	9:40 PM	9:50 PM



Bus Shelters

Route	Location	Status
Route 3 Black		
	7th & Ferris	Existing
	14th & Cache	New
	Sheridan & Smith Ave	New
	NW 38th & NW 40th	New
	Quannah Parker Walmart	Existing
	Quannah & Terrace Hills	New
	82nd Shopping Center	New
	Dollar Tree on 6748 NW Cache	Existing
	61st & Cache (All American Car Wash)	New
	Old Cache Road Cinemas	Existing
	EZ Go 3160 NW Cache	New
	Golden Corral	New
	Sheridan Rd Walmart	Existing
	Ross Dress for Less on Sheridan	Existing
	Sheridan & E Ave	New
	F Ave & 15th	Existing
	F Ave & 7th	New

Bus Shelters

Route	Location	Status
Route 4 Brown		
	LRC	Existing
	Goodwill on Ferris	New
	Ross Dress for Less on Sheridan	Existing
	11th & I Ave	New
	Unemployment Office	Existing
	9th & Douglas	New
	Bishop & 6th	Existing
	6th & Arbuckle	New
	Belmont & Abilene	New
	Ranch Oraks & 11th Ave	New
	Jesse Davenport & Wisconsin	New
	Lee & 14th (Across from Discount Foods)	New
	CVS on Lee	New

ROUTE 5

Transfer Center	11th & Gore	38th & Gore	52nd & Lee	67th & Gore	Gore & Sheridan	Transfer Center
START TIME MONDAY - FRIDAY						
6:00 AM	6:10 AM	6:20 AM	6:30 AM	6:35 AM	6:45 AM	6:50 AM
7:00 AM	7:10 AM	7:20 AM	7:30 AM	7:35 AM	7:45 AM	7:50 AM
8:00 AM	8:10 AM	8:20 AM	8:30 AM	8:35 AM	8:45 AM	8:50 AM
START TIME SATURDAY						
9:00 AM	9:10 AM	9:20 AM	9:30 AM	9:35 AM	9:45 AM	9:50 AM
START TIME SUNDAY						
10:00 AM	10:10 AM	10:20 AM	10:30 AM	10:35 AM	10:45 AM	10:50 AM
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2:00 PM	2:10 PM	2:20 PM	2:30 PM	2:35 PM	2:45 PM	2:50 PM
3:00 PM	3:10 PM	3:20 PM	3:30 PM	3:35 PM	3:45 PM	3:50 PM
END TIME SUNDAY						
4:00 PM	4:10 PM	4:20 PM	4:30 PM	4:35 PM	4:45 PM	4:50 PM
END TIME SATURDAY						
5:00 PM	5:10 PM	5:20 PM	5:30 PM	5:35 PM	5:45 PM	5:50 PM
6:00 PM	6:10 PM	6:20 PM	6:30 PM	6:35 PM	6:45 PM	6:50 PM
7:00 PM	7:10 PM	7:20 PM	7:30 PM	7:35 PM	7:45 PM	7:50 PM
8:00 PM	8:10 PM	8:20 PM	8:30 PM	8:35 PM	8:45 PM	8:50 PM
END TIME MONDAY - FRIDAY						
9:00 PM	9:10 PM	9:20 PM	9:30 PM	9:35 PM	9:45 PM	9:50 PM

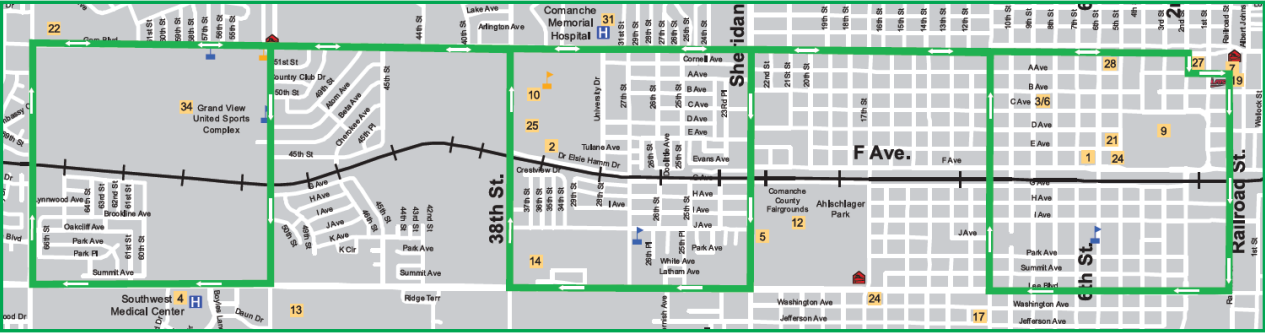


Bus Shelters

Route	Location	Status
Route 5 Purple		
	11th & I Ave	New
	Discount Foods	New
	Comanche County Health	Existing
	Burger King	New
	24th & Gore	New
	Comanche County Memorial	Existing
	Neighborhood Walmart on Lee	New
	BZ Distributors Gas Station	New
	District Six Ten Apartments (North Bound)	New
	EHS on Gore (West Bound)	New
	6401 W Gore	New
	Southwestern Hospital	Existing
	Great Plains Tech. Center	Existing
	Taco Bell (Across from Walmart)	New
	2608 SW Lee (Across from Department of Human Services)	New
	Lee & 14th (Across from Discount Foods)	New
	CVS on Lee	New

ROUTE 6

Transfer Center	Lee & 11th	Gore & Sheridan	38th & Lee	52nd & Gore	67th & Lee	38th & Lee	11th & Lee	Transfer Center
START TIME MONDAY - FRIDAY								
6:00 AM	6:10 AM	6:15 AM	6:25 AM	6:30 AM	6:35 AM	6:40 AM	6:45 AM	6:50 AM
7:00 AM	7:10 AM	7:15 AM	7:25 AM	7:30 AM	7:35 AM	7:40 AM	7:45 AM	7:50 AM
8:00 AM	8:10 AM	8:15 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM
START TIME SATURDAY								
9:00 AM	9:10 AM	9:15 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM
10:00 AM	10:10 AM	10:15 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM
11:00 AM	11:10 AM	11:15 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM
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3:00 PM	3:10 PM	3:15 PM	3:25 PM	3:30 PM	3:35 PM	3:40 PM	3:45 PM	3:50 PM
4:00 PM	4:10 PM	4:15 PM	4:25 PM	4:30 PM	4:35 PM	4:40 PM	4:45 PM	4:50 PM
END TIME SATURDAY								
5:00 PM	5:10 PM	5:15 PM	5:25 PM	5:30 PM	5:35 PM	5:40 PM	5:45 PM	5:50 PM
END TIME MONDAY - FRIDAY								
6:00 PM	6:10 PM	6:15 PM	6:25 PM	6:30 PM	6:35 PM	6:40 PM	6:45 PM	6:50 PM



Bus Shelters

Route	Location	Status
Route 6 Green		
	11th & I Ave	New
	Gore & 12th	New
	Sheridan & E Ave	New
	J Ave & Sheridan	New
	Department of Human Services	Existing
	Neighborhood Walmart on Lee	New
	Taliferro on 38th & L C Hamm	New
	38th & McMahon Field	New
	40th & Gore	New
	Country Club View Apartments	Existing
	EHS on 52nd	New
	District Six Ten Apartments (South Bound)	New
	EHS on Gore (East Bound)	New
	Cameron University on Gore	Existing
	Gore & 9th (Cash Saver)	New

ROUTE 7

Transfer Center	F ave & 11th	52nd & Lee	52nd & Gore	Sheridan & Bishop	Charles Whitlow & 17th	6th & Lee	Transfer Center
START TIME MONDAY - FRIDAY							
6:00 AM	6:05 AM	6:15 AM	6:20 AM	6:30 AM	6:35 AM	6:40 AM	6:45 AM
7:00 AM	7:05 AM	7:15 AM	7:20 AM	7:30 AM	7:35 AM	7:40 AM	7:45 AM
8:00 AM	8:05 AM	8:15 AM	8:20 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM
START TIME SATURDAY							
9:00 AM	9:05 AM	9:15 AM	9:20 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM
10:00 AM	10:05 AM	10:15 AM	10:20 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM
11:00 AM	11:05 AM	11:15 AM	11:20 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM
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END TIME SATURDAY							
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END TIME MONDAY - FRIDAY							
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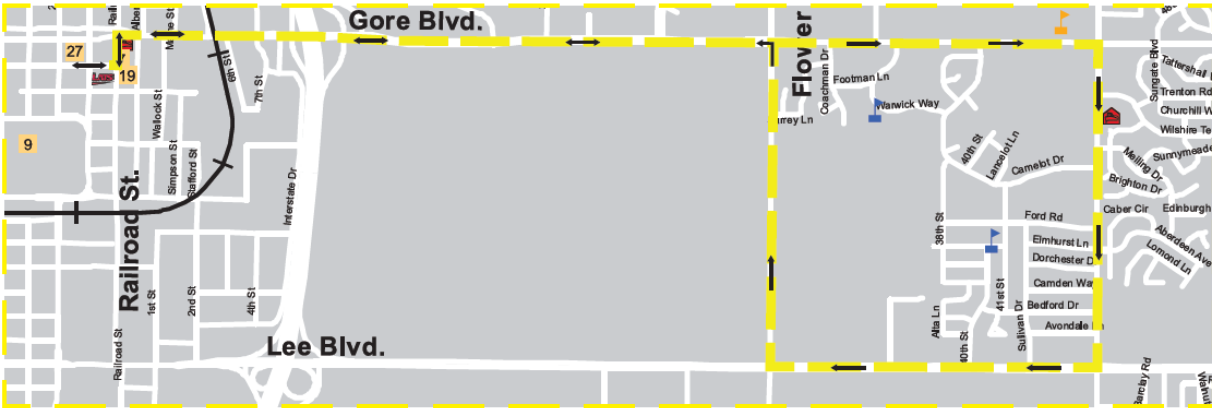


Bus Shelters

Route	Location	Status
Route 7 Orange		
	7th & F Ave	New
	11th & I Ave	New
	Department of Human Services	Existing
	Neighborhood Walmart on Lee	New
	BZ Distributors Gas Station	New
	SW Boyles Landing Rd SW Hospital	New
	District Six Ten Apartments (North Bound)	New
	Neighborhood Walmart on Lee (South Bound)	New
	Grandview Sports Complex on 38th	New
	Bishop Schools	New
	Sanders Heights Apartments on Tennessee	New

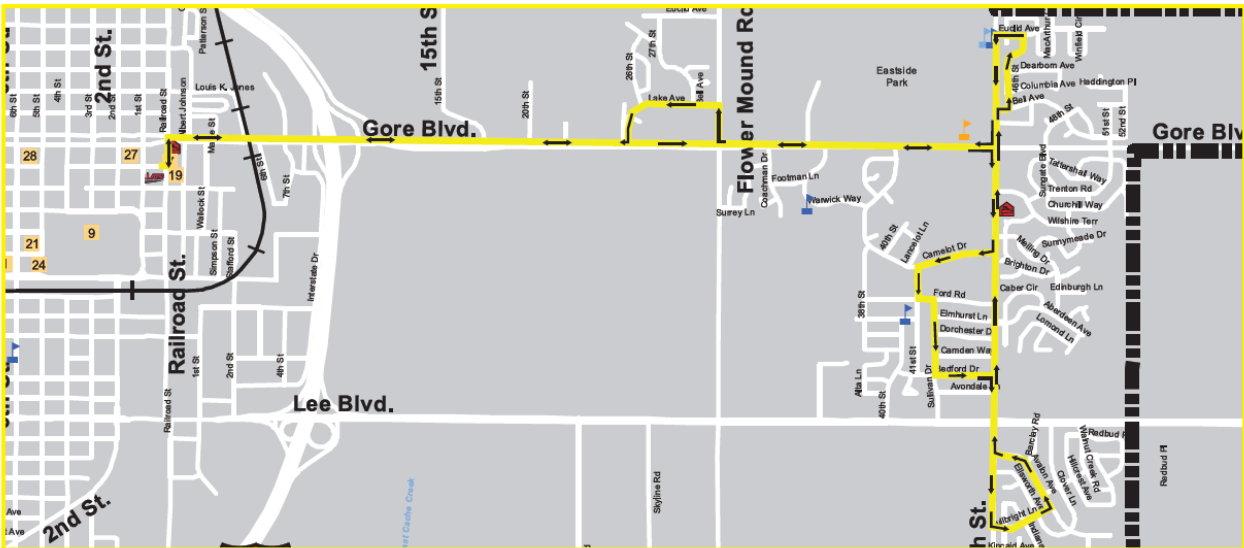
ROUTE 8 NON- Peak

Transfer Center	Apache Casino	Gore & 45th	Lee & Flowermound	Flowermound & Gore	Transfer Center
START TIME MONDAY - FRIDAY					
6:00 AM	6:10 AM	6:15 AM	6:20 AM	6:25 AM	6:30 AM
7:00 AM	7:10 AM	7:15 AM	7:20 AM	7:25 AM	7:30 AM
8:00 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM
START TIME SATURDAY					
9:00 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM
START TIME SUNDAY					
10:00 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM
11:00 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM
12:00 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM
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3:00 PM	3:10 PM	3:15 PM	3:20 PM	3:25 PM	3:30 PM
END TIME SUNDAY					
4:00 PM	4:10 PM	4:15 PM	4:20 PM	4:25 PM	4:30 PM
END TIME SATURDAY					
5:00 PM	5:10 PM	5:15 PM	5:20 PM	5:25 PM	5:30 PM
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7:00 PM	7:10 PM	7:15 PM	7:20 PM	7:25 PM	7:30 PM
8:00 PM	8:10 PM	8:15 PM	8:20 PM	8:25 PM	8:30 PM
END TIME MONDAY - FRIDAY					
9:00 PM	9:10 PM	9:15 PM	9:20 PM	9:25 PM	9:30 PM



ROUTE 8 Peak

Transfer Center	Apache Casino	Bedford & 45th St.	Fulbright & Avalon	MHS	Gore & Lake	Comanche Casino	Transfer Center
START TIME MONDAY - FRIDAY							
6:00 AM	6:10 AM	6:20 AM	6:25 AM	6:35 AM	6:40 AM	6:50 AM	6:55 AM
7:00 AM	7:10 AM	7:20 AM	7:25 AM	7:35 AM	7:40 AM	7:50 AM	7:55 AM
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START TIME SATURDAY							
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START TIME SUNDAY							
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END TIME SUNDAY							
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END TIME SATURDAY							
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END TIME MONDAY - FRIDAY							
6:00 PM	6:10 PM	6:20 PM	6:25 PM	6:35 PM	6:40 PM	6:50 PM	6:55 PM



Bus Shelters

Route	Location	Status
Route 8 Yellow (Peak & Non-Peak)		
	Comanche Casino on Gore	New
	Apache Casino	Existing
	NE 34th & E Gore	New
	SE Camelot	Existing
	SE 45th & Dollar General	Existing
	SE 45th & Bedford (Non-Peak)	New
	Flower Mound (Before NW Lake - Peak)	New
	Braum's	Existing
	NE Maine St & Gore	New

Financial Plan

OPERATIONAL COSTS

An hourly rate of \$100 is assumed for each hour of contracted fixed-route and paratransit service. This hourly rate also includes costs for maintenance to be performed on the vehicles.

Projected Fixed-Route and Paratransit Operational Capital Costs

Phase	Fixed-Route Annual Hours	Paratransit and Ft. Sill Shuttle Annual Hours	Total Hours	Total Cost
1) Existing Service	24,700	12,000	36,700	\$3,679,088
2) Existing Service with new routes	23,500	12,000	35,500	\$3,550,000
3) Night Service	3,700	1,800	5,500	\$550,000
4) Sunday Service	1500	750	2250	\$225,000
5) Additional Micro Transit service to industrial park		2,200	2,200	\$220,000

**The existing service with new routes is lower because the new system would consist of 8 routes instead of the current 9 routes. However, the routes would run from 6:00 am till 7:00 pm with all 8 routes running. The current service has peak and off-peak service where the clockwise routes will not run from 9:00 am till 2:00 pm.*

CAPITAL COSTS

Fleet Replacement

The following information will detail the fleet replacement schedule and costs associated with the current and future services.

- New 35' buses to replace retiring fixed routes buses.
- New cutaways or vans to replace retiring paratransit and Ft. Sill shuttle vehicles.
- New cutaways, vans, or cars for the upgrading of new services for new micro-transit services

Projected Fleet Replacement Costs

Asset Category	Asset Type	Fleet Group	Fleet Size	Fleet Group Age	Useful Life Benchmark	2024		2025		2026		2027		2028	
						Quantity	Cost in \$2024	Quantity	Cost in \$2025	Quantity	Cost in \$2026	Quantity	Cost in \$2027	Quantity	Cost in \$2028
LATS Revenue Vehicles	Bus	Gillig 2010	5	14	14	0	\$0.00	0	\$0.00	2	\$1,049,064.00	3	\$1,620,804.00	0	\$0.00
		Gillig 2011	1	13	14	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$750,000.00
		Gillig 2012	1	12	14	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$750,000.00
		Gillig 2017	3	7	14	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
		Gillig 2018	3	6	14	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Van	Dodge Promaster 2017	1	7	8	0	\$0.00	0	\$0.00	1	\$114,913.00	0	\$0.00	0	\$0.00
		Dodge Promaster 2018	4	6	8	0	\$0.00	0	\$0.00	1	\$114,913.00	1	\$114,913.00	2	\$229,826.00
		Chevy Arboc 2011	1	13	8	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Minivan	Dodge Caravan 2012	1	12	8	0	\$0.00	1	\$35,000.00	0	\$0.00	0	\$0.00	0	\$0.00
		Chevy Uplander 2011	1	13	8	0	\$0.00	1	\$0.00	1	\$35,000.00	0	\$0.00	0	\$0.00
Dodge Grand Caravan 2019		1	5	8	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
VPG MV-1 2012		1	12	8	0	\$0.00	1	\$0.00	1	\$90,000.00	0	\$0.00	0	\$0.00	
Automobile	Chevy Traverse 2020	1	4	8	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
LATS Equipment	Non-Revenue Service Vehicle	GMC Shop Truck 2009	1	15	8	0	\$0.00	1	\$81,216.00	0	\$0.00	0	\$0.00	0	\$0.00
		Dodge 1500 - 2003	2	21	8	0	\$0.00	2	\$61,824.00	0	\$0.00	0	\$0.00	0	\$0.00
Replacement Cost per Year						\$0.00	\$178,040.00	\$1,403,890.00	\$1,735,717.00	\$1,729,826.00					

Cost data for these calculations comes from the Bureau of Labor Statistics' Consumer Price Index (CPI)

Additional information regarding fleet

- 1) RFP process will start in fall of 2024 as long as federal funds are awarded. The building of the buses will take at least 1.5 to 2 years.
- 2) All the vans, minivans, automobiles, and non-service vehicles are on state contract, so we don't have to go through an RFP process. However, delivery of vehicles ranges from 3 to 6 months depending on type of vehicle.
- 3) All prices are estimates from 2024, prices may increase or decrease by the time the RFP and award are given at the end of 2024. However, based on 2024 numbers an estimated price for a 35' low-floor, heavy-duty hybrid electric bus, which has an average life span of 12 years would be about \$750,000, and a cutaway, light-duty bus, which has an average life span of 7 years would be \$120,000.

Bus Stop Amenities

The recommended redesign of the fixed route system requires the installation of 83 new bus stops. A typical unit cost of \$1,000 is assumed bus stop. This cost includes a pole, signage, and minor concrete flatwork.

Since the new routes in the future will require the addition of new bus stops, it is also recommended that the City of Lawton also invest in city-owned benches & shelters. There are about 15-20 locations that would benefit from additional passenger amenities. An average for a shelter would be around \$10,000 and a bench about \$5,000. This cost would cover the purchase and installation of these amenities.

Additionally, we recommend that the City of Lawton also takes complete control of all bus stops, benches, and shelters, both new and old. Currently, an advertising firm manages these stops. However, LATS does the day-to-day maintenance of all stops including the weeding and mowing, while the advertising firm is responsible for the shelters and benches if they are damaged.

Phase	New Bus Stops	Bus Stop Cost	New Shelters	Shelter cost	New benches	Benches Cost	Total Cost
Existing Service with new routes	83	\$83,000	5	\$50,000	15	\$75,000	\$208,000

Existing Funding Sources

<u>Funding Source</u>	<u>Description</u>	<u>FTA Share</u>
FTA Section 5307 and 5339 Formula Funds	Funding for transit capital and operating assistance.	Not to exceed 80% of the net project cost for capital expenditures. Not to exceed 50% of the net project cost of operating assistance.
ODOT Public Transit Revolving Funds	Funding for establishing, expanding, improving, and maintaining rural and urban public transit services.	Must spend 50% of the award on services for the elderly and disabled persons.
Coronavirus Aid, Relief, and Economic Security (CARES) Act	Funding to support operating, capital, and planning expenses to prevent, prepare for, and respond to COVID-19.	No match is required.
American Rescue Plan (ARP) Act	Funding to support operating, capital, and planning expenses to prevent, prepare for, and respond to COVID-19.	No match is required.
Local Funding	Funding is allocated from the City General Fund and Capital Fund to support transit operations and capital expenditures. Funding allocated from City of Lawton Sales Tax (2016 & 2019)	N/A

Potential Funding Sources

<u>Funding Source</u>	<u>Description</u>	<u>FTA Share</u>
FTA Section 5339 Bus and Bus Facilities Discretionary Program	Funding for replacement, purchase, or rehabilitation of buses, bus-related equipment, and bus facilities.	Not to exceed 80% of the net project cost for capital expenditures.
FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Formula Funds	Funding to improve mobility and remove barriers to transportation for seniors.	Not to exceed 80% of the net project cost for capital expenditures. Not to exceed 50% of the net project cost of operating assistance.
FTA 5339 Low or No Emissions Bus Discretionary Program	Funding for replacement, purchase, or rehabilitation of buses, bus-related equipment, and bus facilities.	Not to exceed 80% of the net project cost for capital expenditures.
Accelerating Innovative Mobility	Accelerating Innovative Mobility (AIM) will highlight FTA's commitment to support and advance innovation in the transit industry.	Not to exceed 80% of the net project cost for capital expenditures.
Better Utilizing Investments to Leverage Development (BUILD) Transportation Grants Program (formerly TIGER)	US DOT's Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program funds investments in transportation infrastructure, including transit.	Not to exceed 80% of the net project cost for capital expenditures.
Flexible Funding Programs - Congestion Mitigation and Air Quality Program - 23 USC 149	CMAQ provides funding to areas in nonattainment or maintenance for ozone, carbon monoxide, and/or particulate matter.	Not to exceed 80% of the net project cost for capital expenditures.

STAFFING

Operations

Additional staffing for the day-to-day operation has already commenced within the LATS organization with the additions of the following jobs.

- 1) Customer service Representative
- 2) Mobility Manager
- 3) Travel trainer
- 4) Dispatchers for the new Tripspark software for the fixed route and on-demand services.
- 5) Human Resources and Organizational Development
- 6) Supervisors

Staffing will expand with the new services if approved by the City Transit Trust. This will include the following:

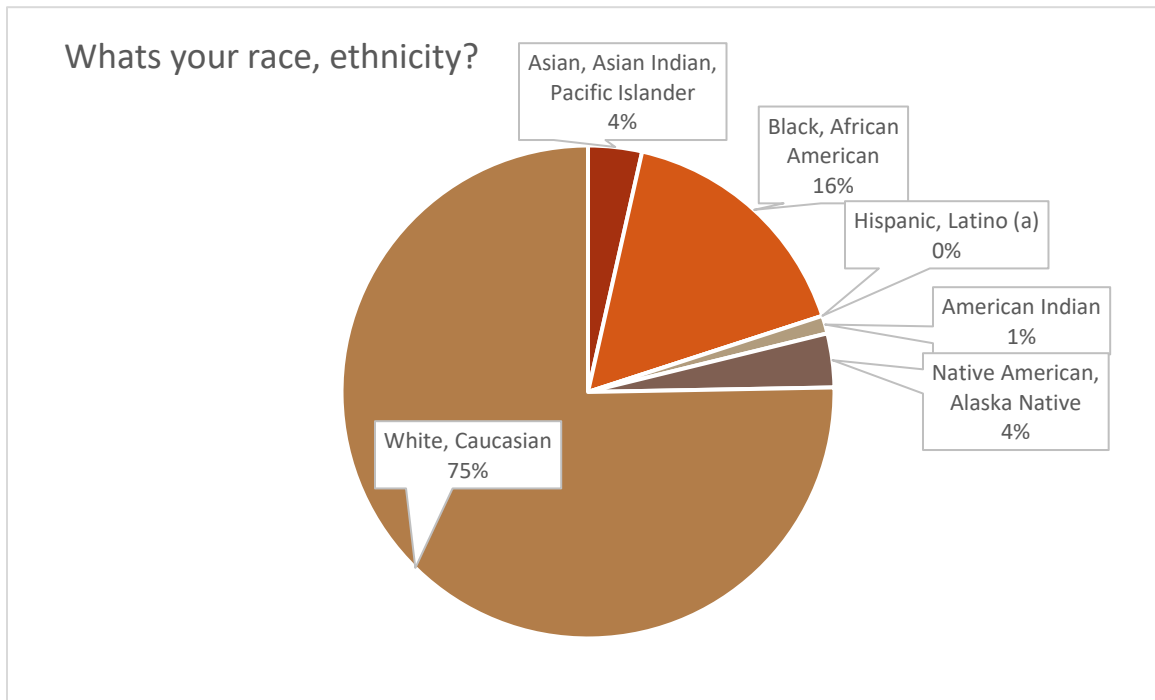
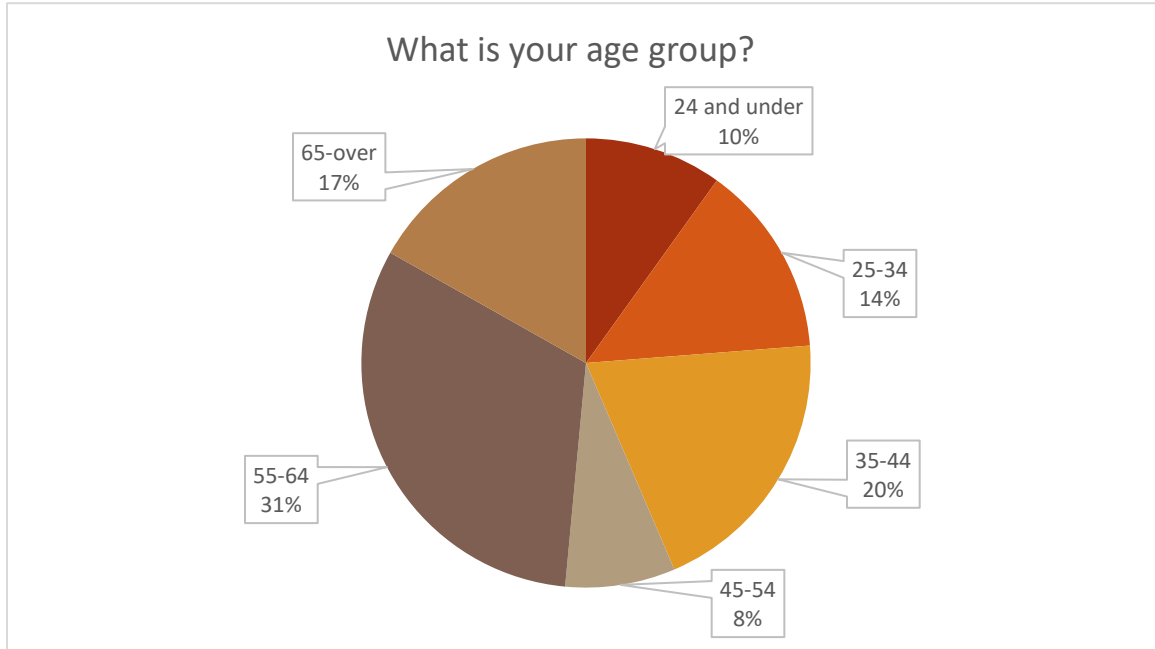
- 1) Drivers – This will include CDL (commercial driver’s licenses are required to drive the fixed route vehicles) operators and non-CDL operators
- 2) Dispatchers
- 3) Supervisors
- 4) EEO officer – once a business goes over 50 employees an EEO officer is required by law.

Maintenance

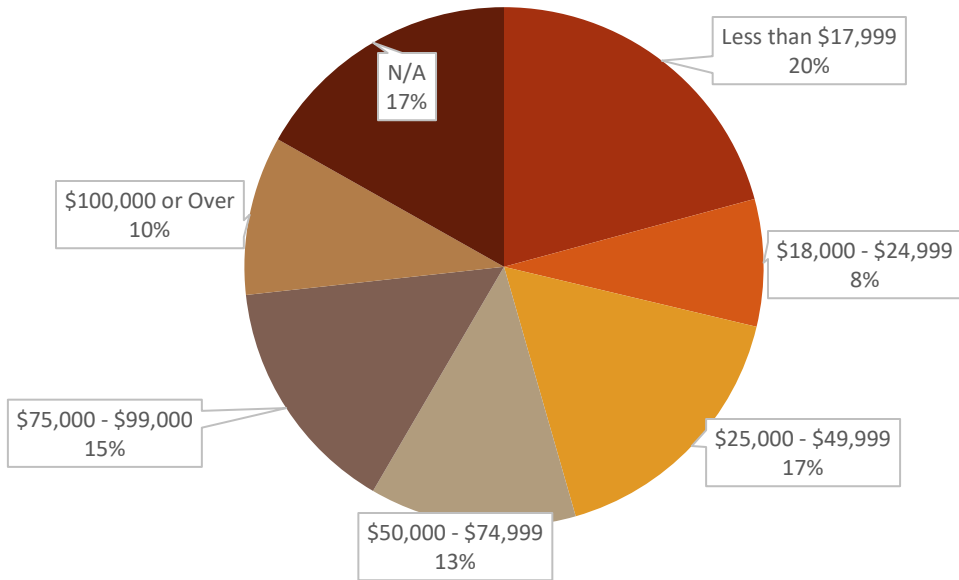
The Current fleet staff currently can maintain the existing services, however as the age of the vehicles continues to climb without the influx of new equipment, the staff will struggle. With that said additional mechanics are recommended to help maintain the aging fleet until new vehicles can be purchased. It is also recommended that the LATS increase mechanics if additional services are added.

Appendix A

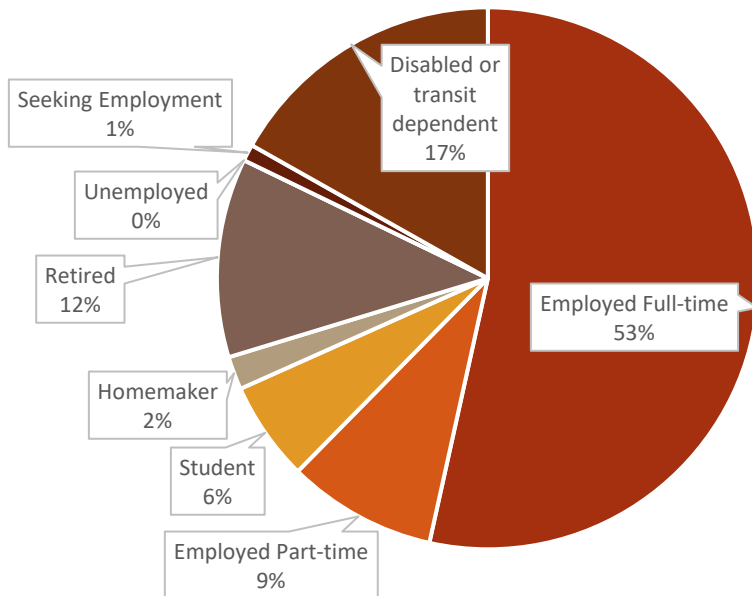
A community survey was posted on the Lawton Area Transit Website in June 2020. The online survey was provided in English and Spanish. Survey results are posted below:

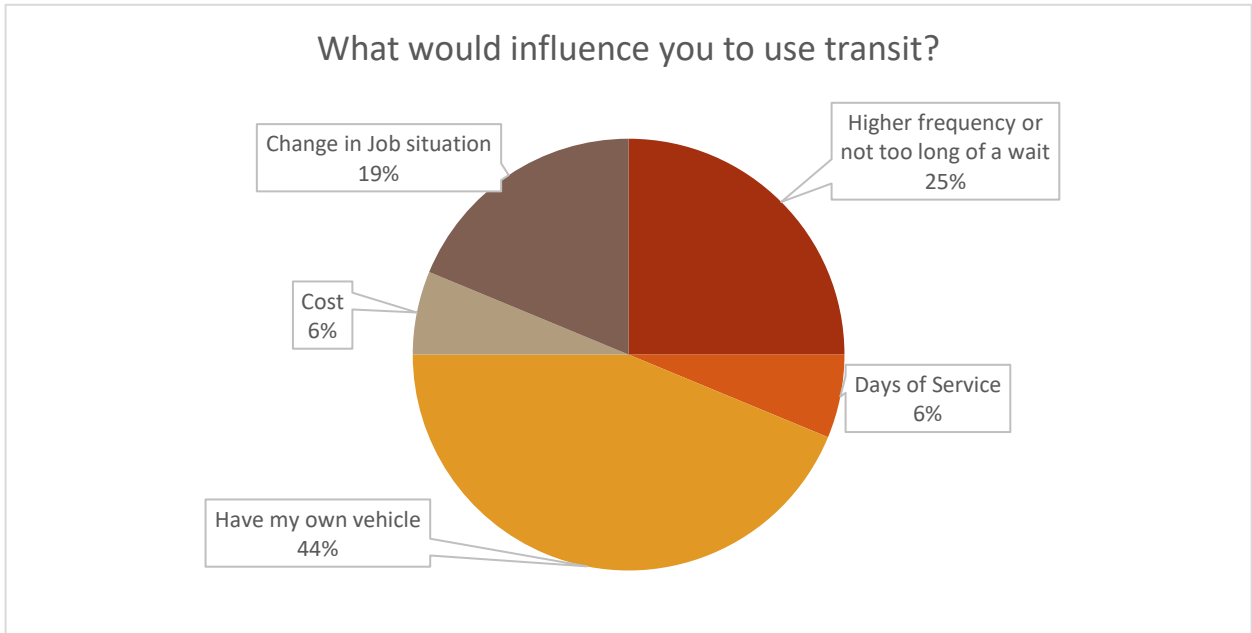
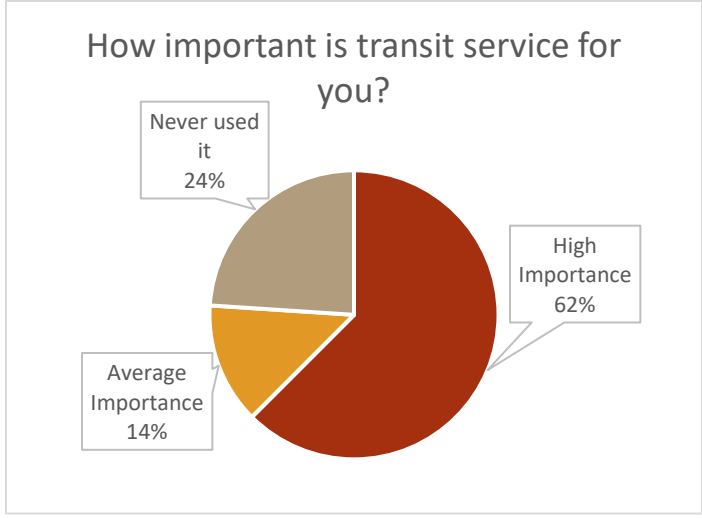
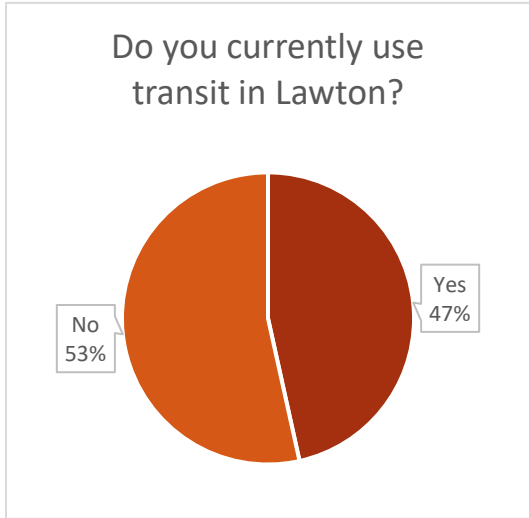


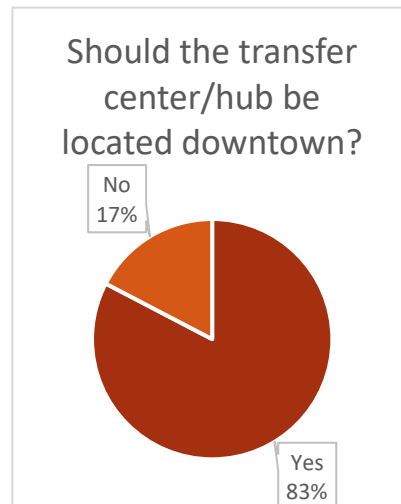
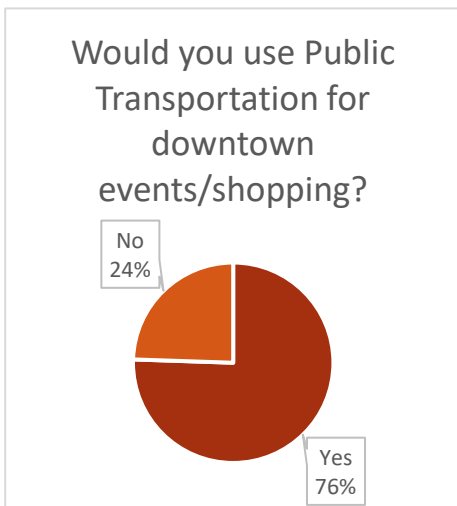
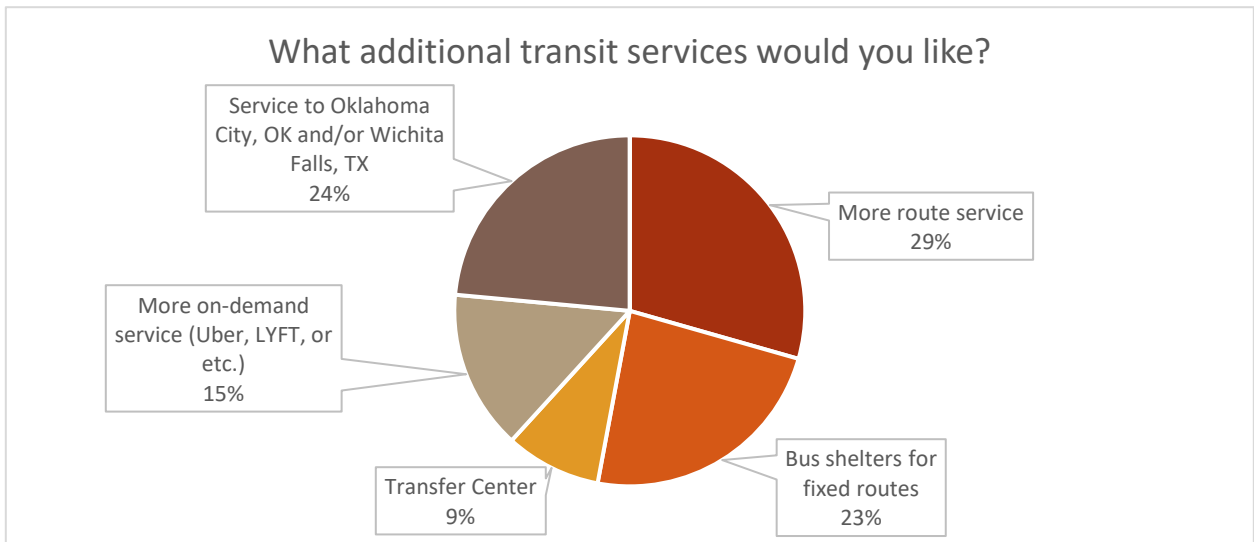
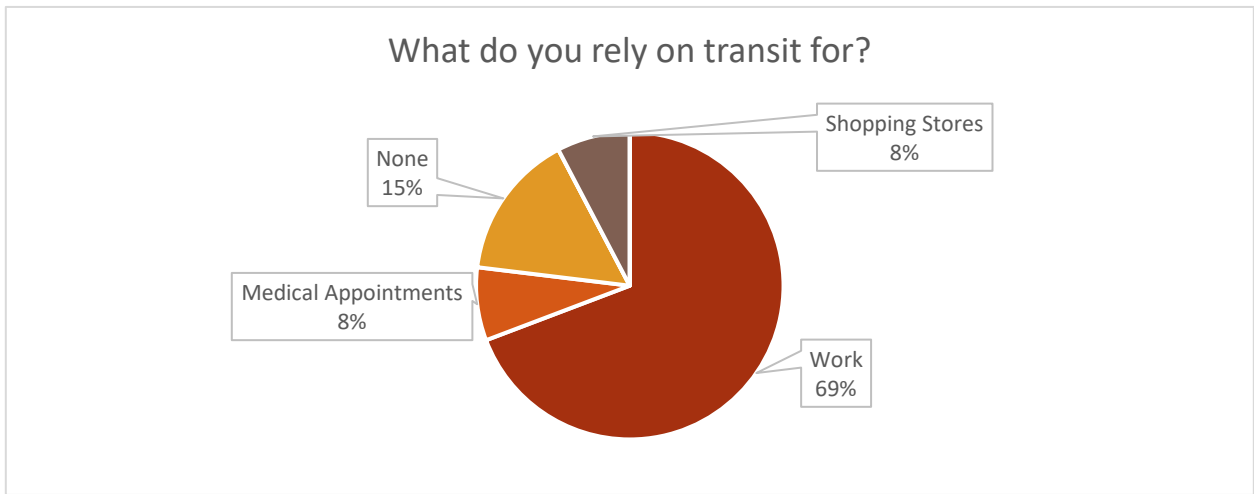
What is your total household income?



What is your current status?

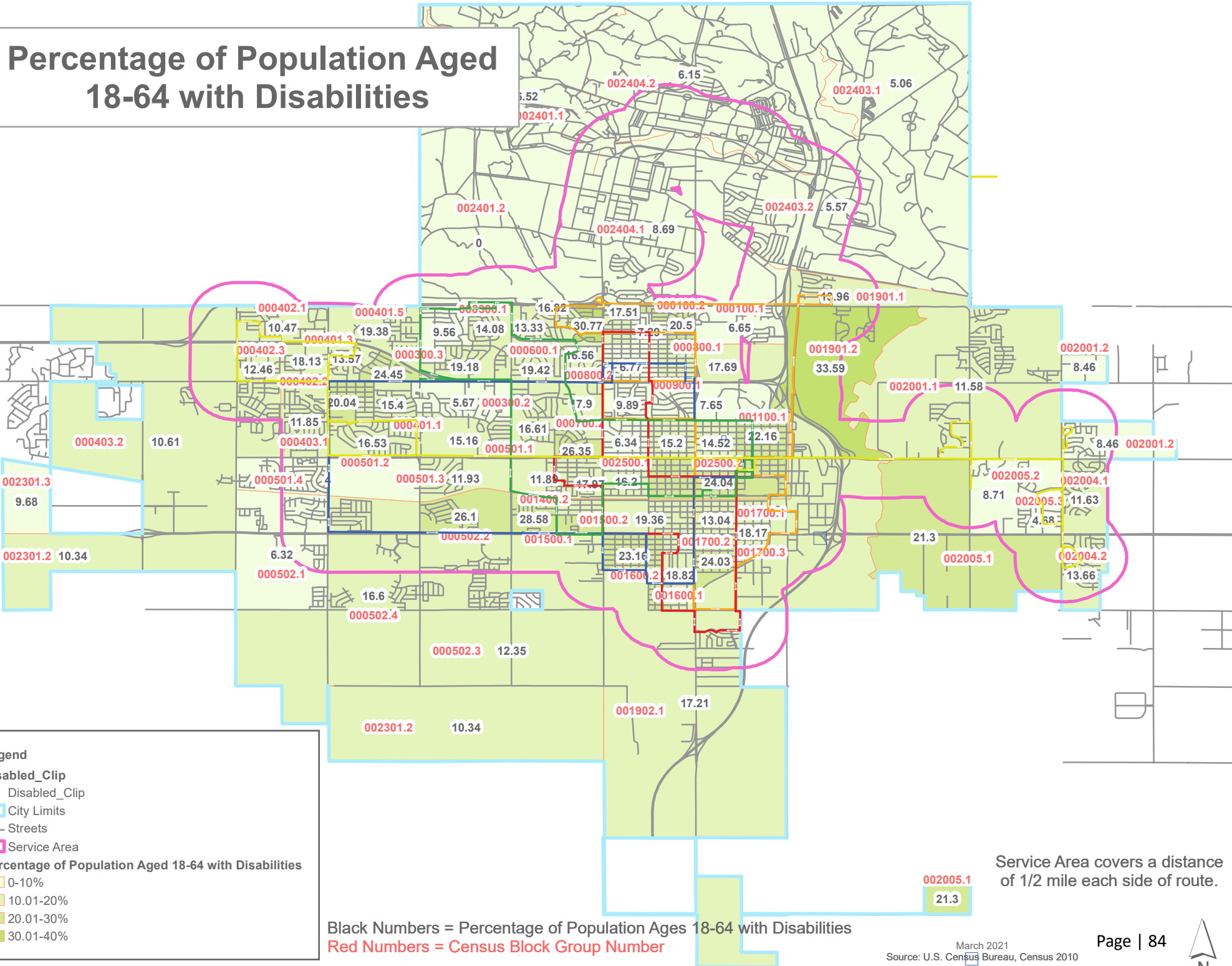










Appendix B – Demographics maps

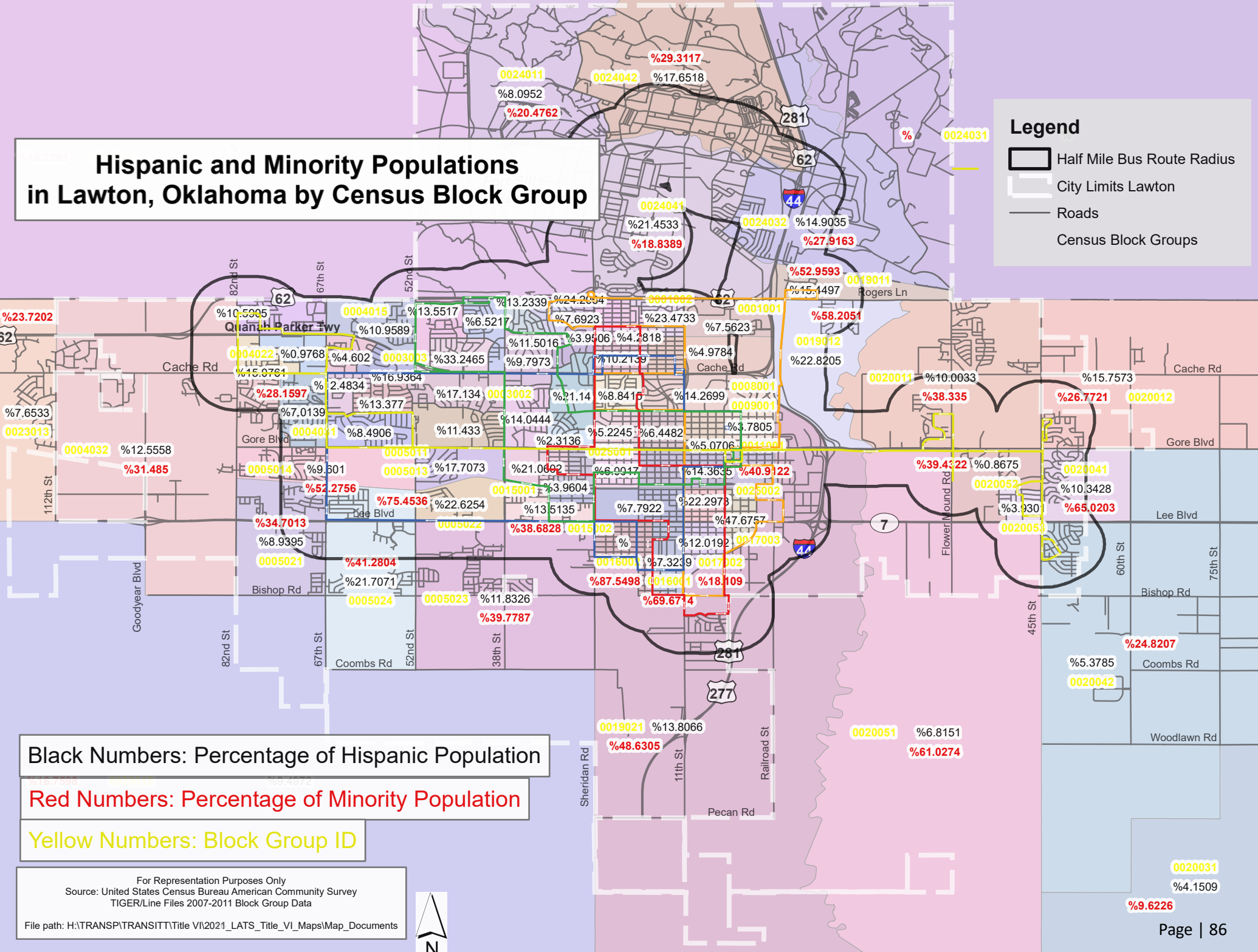
Percentage of Population Aged 18-64 with Disabilities



Hispanic and Minority Populations in Lawton, Oklahoma by Census Block Group

Legend

-  Half Mile Bus Route Radius
-  City Limits Lawton
-  Roads
-  Census Block Groups



Black Numbers: Percentage of Hispanic Population

Red Numbers: Percentage of Minority Population

Yellow Numbers: Block Group ID

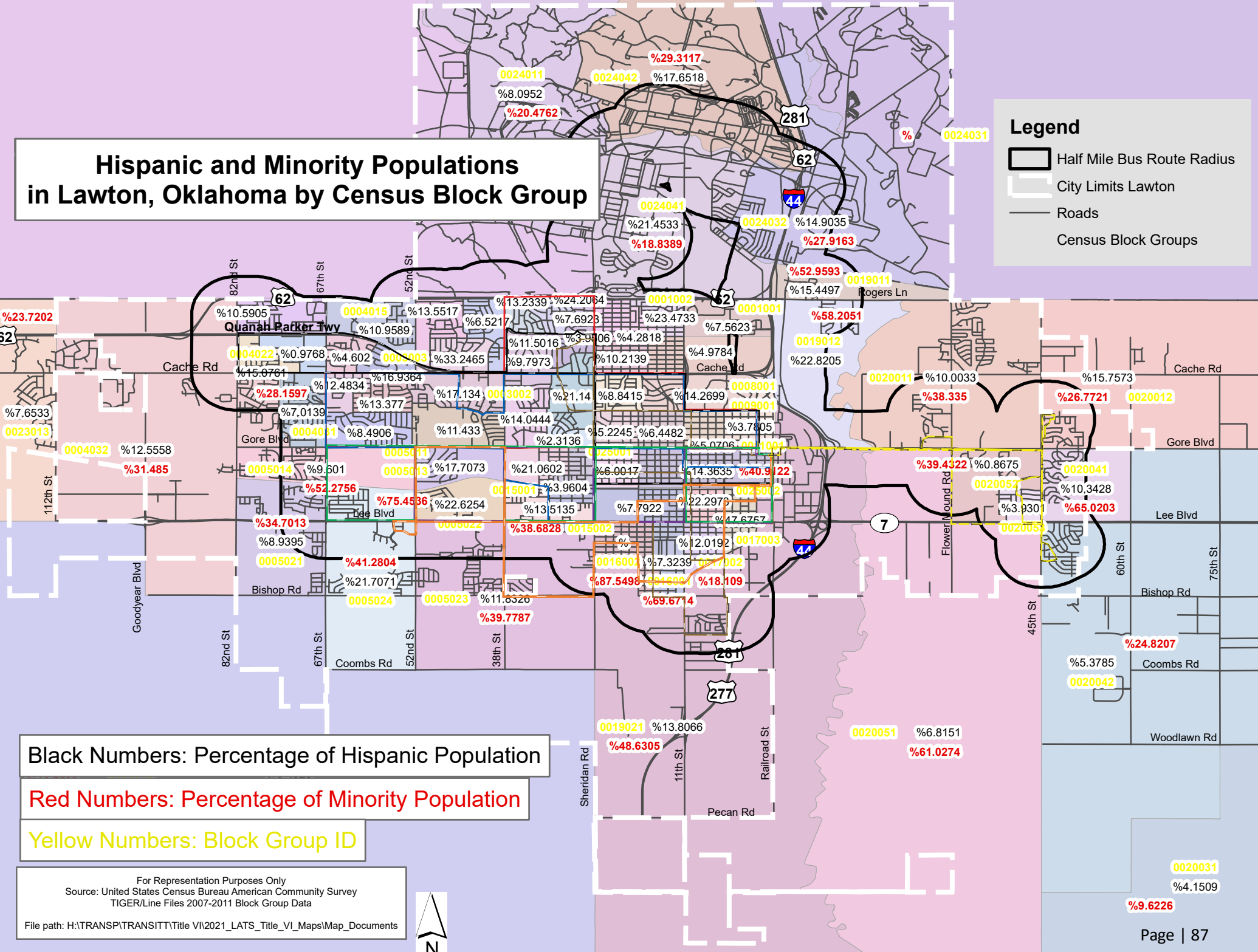
For Representation Purposes Only
 Source: United States Census Bureau American Community Survey
 TIGER/Line Files 2007-2011 Block Group Data
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Hispanic and Minority Populations in Lawton, Oklahoma by Census Block Group

Legend

- Half Mile Bus Route Radius
- City Limits Lawton
- Roads
- Census Block Groups



Black Numbers: Percentage of Hispanic Population

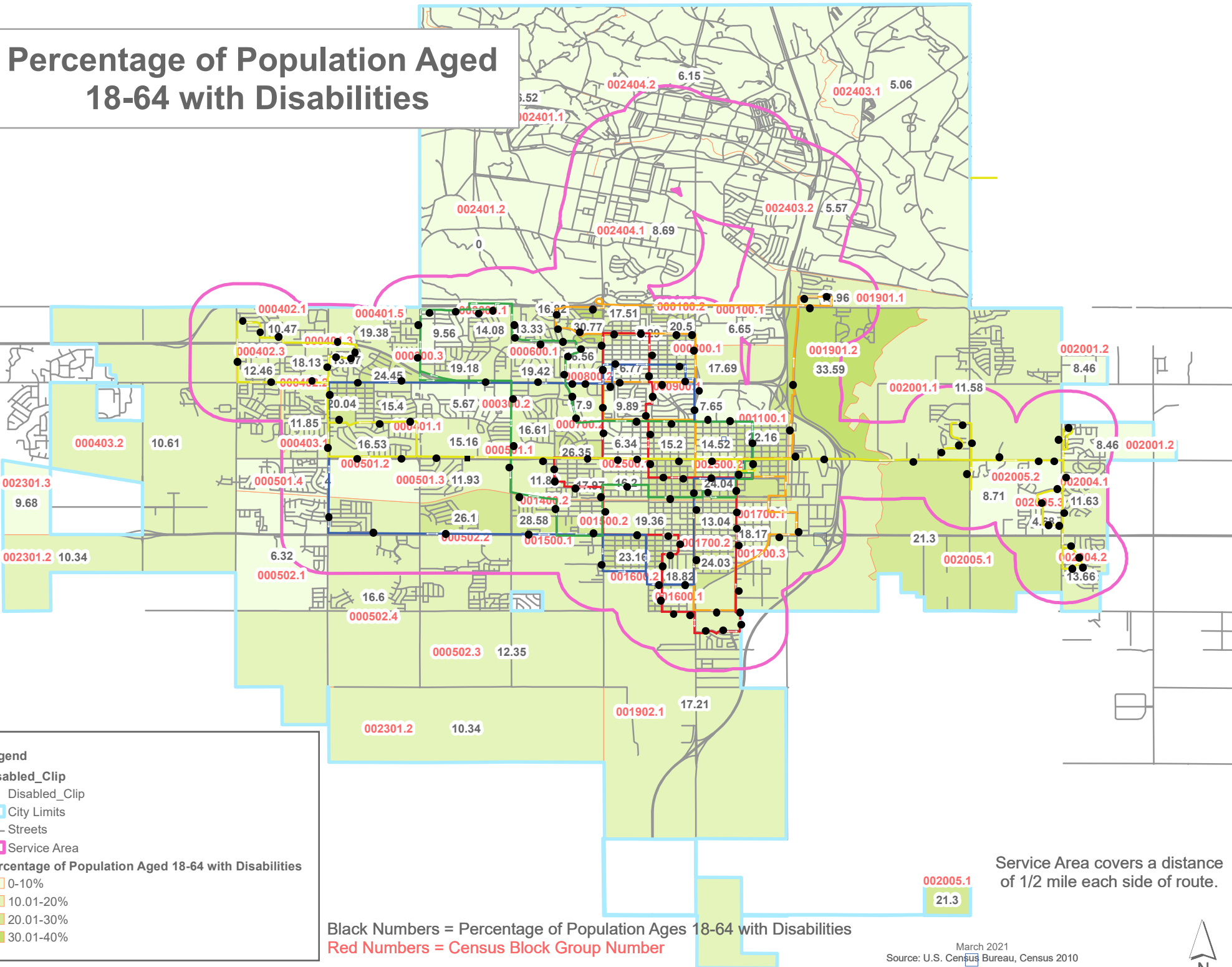
Red Numbers: Percentage of Minority Population

Yellow Numbers: Block Group ID

For Representation Purposes Only
 Source: United States Census Bureau American Community Survey
 TIGER/Line Files 2007-2011 Block Group Data
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Percentage of Population Aged 18-64 with Disabilities



Service Area covers a distance of 1/2 mile each side of route.

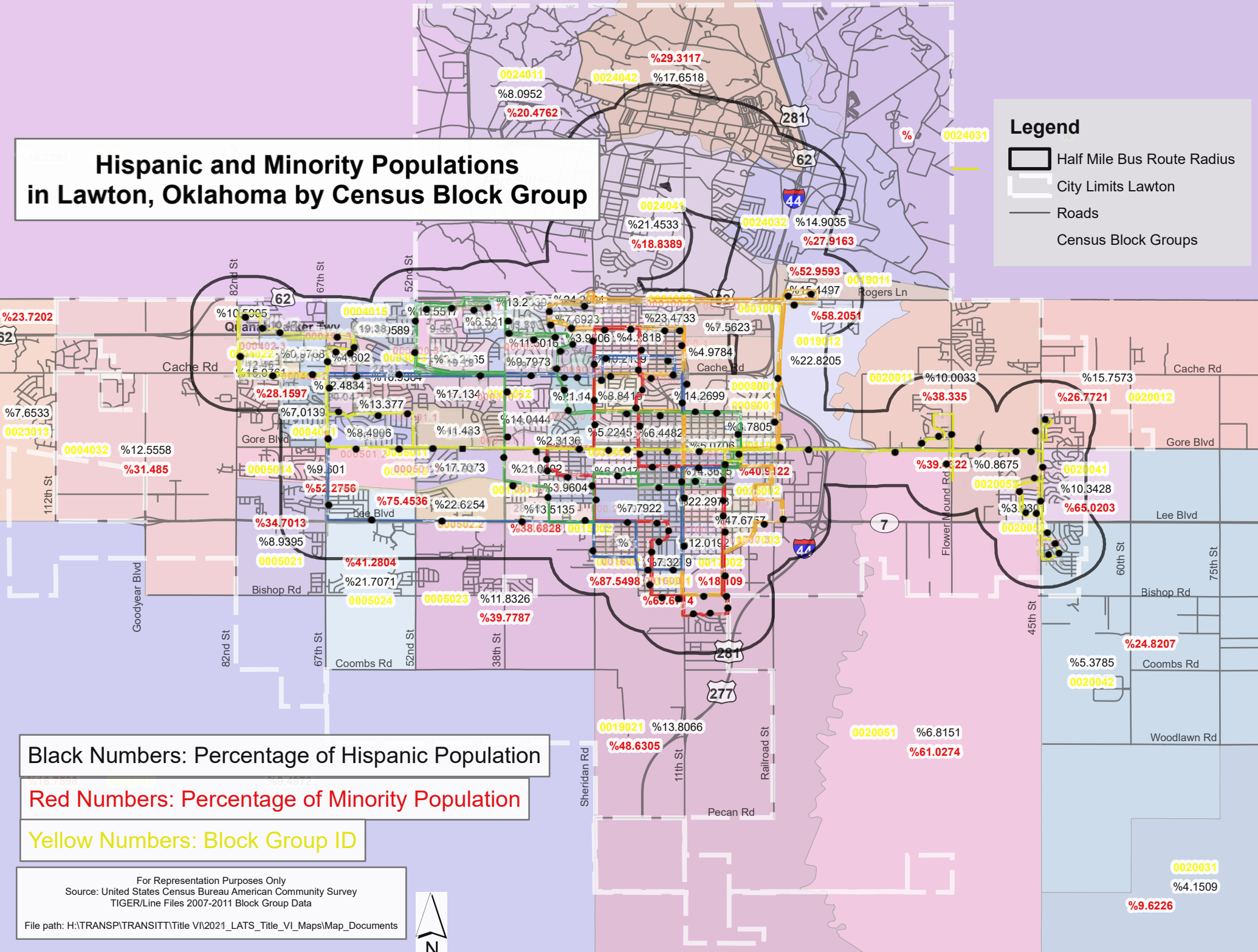
Black Numbers = Percentage of Population Ages 18-64 with Disabilities
 Red Numbers = Census Block Group Number



Hispanic and Minority Populations in Lawton, Oklahoma by Census Block Group

Legend

- Half Mile Bus Route Radius
- City Limits Lawton
- Roads
- Census Block Groups



Black Numbers: Percentage of Hispanic Population

Red Numbers: Percentage of Minority Population

Yellow Numbers: Block Group ID

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 Source: United States Census Bureau American Community Survey
 TIGER/Line Files 2007-2011 Block Group Data
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LMPO TRANSPORTATION POLICY BOARD AGENDA ITEM COMMENTARY

ITEM TITLE: Provide feedback to Staff on recommended changes to the membership of the LMPO Air Quality Stakeholder Advisory Committee.

INITIATOR: Charlotte Brown, LMPO Director

STAFF INFORMATION SOURCE: Jonathan Stone, LMPO Assistant Director

BACKGROUND: In 2001 the Lawton City Council created the Lawton Metropolitan Area Air Quality Committee (LMAAQC) to recommend actions to help reduce ozone levels in our community. In 2014, the Policy Board created the Lawton Metropolitan Planning Organization Air Quality Stakeholder Advisory Committee (LMPO AQ SHAC) and the City of Lawton dissolved the LMAAQC.

The Planning staff works with the LMPO AQ SHAC each year to develop the air quality awareness campaign. The air quality awareness campaign is funded through the LMPO using the Congestion Mitigation and Air Quality grant.

Staff is recommending changes to the membership of the committee to help ensure that the committee is able to reach a quorum and provide guidance to staff at meetings. Staff will bring back a final proposal for membership changes at the April 2nd meeting.

EXHIBITS: Existing Committee Membership
Staff Proposed Committee Membership

KEY ISSUES: Membership of the LMPO AQ SHAC

FUNDING SOURCE:

RECOMMENDED ACTION: Provide feedback to Staff on recommended changes to the membership of the LMPO Air Quality Stakeholder Advisory Committee.

LMPO AQ SHAC

Organization	Title
KCCU-FM Cameron University	Director of Development
KJMZ-FM 98.1	Station Manager
KLAW, KZCD, KVRW-FM 107.3 Town Square Media	Station Manager
KBZQ-FM	Station Manager
KMGZ-FM Magic 95	Station Manager
Lawton Constitution	Editor
KSWO TV 7	Station Manager
City of Lawton	Director Public Works & Engineering
County	Commissioner
ODOT	MPO & Air Quality Coordinator
ASCOG	Director
Fort Sill	Fort Sill Environmental Director
Lawton Chamber of Commerce	President & CEO
LATS	General Manager
LPS	Superintendent
AEP/PSO	Operations Supervisor
Goodyear	Environmental
Bar S Foods	
FHWA	Community Planner
ODEQ Air Quality Division	Environmental Program Manager
Lawton MPO	Director
City of Lawton	Traffic Engineer
Airport Authority	Manager
Republic Paperboard	
FTA	Community Planner

Staff Recommended Changes to LMPO AQ SHAC	
Organization	Title
KCCU FM Cameron University	Director of Development
KJMZ-FM 98.1	Station Manager-
KLAW, KZCD, KVRW-FM 107.3 Town Square Media	Station Manager-
KBZQ-FM	Station Manager-
KMGZ-FM Magic 95	Station Manager-
* Lawton Constitution	Editor
* KSWO TV 7	Station Manager
City of Lawton	Director Public Works & Engineering
County	Commissioner
* ODOT	MPO & Air Quality Coordinator
ASCOG	Director-
* Fort Sill	Fort Sill Environmental Director
* Lawton Chamber of Commerce	President & CEO
* LATS	General Manager
* LPS	Superintendent
* AEP/PSO	Operations Supervisor
Goodyear	Environmental
Bar S Foods-	
FHWA	Community Planner-
* ODEQ Air Quality Division	Environmental Program Manager
* Lawton MPO	Director
City of Lawton	Traffic Engineer
* Airport Authority	Manager
Republic Paperboard	
FTA	Community Planner-
* Cameron University	
* Lawton Industrial Development Authority (LIDA)	

ITEM NO. _____
MEETING DATE: March 5, 2024

LMPO TRANSPORTATION POLICY BOARD AGENDA ITEM COMMENTARY

ITEM TITLE: Receive a presentation from Robert D. Turner, CPA on the LMPO audit for the period beginning July 1, 2022, and ending June 30, 2023, and consider accepting the audit.

INITIATOR: LMPO

STAFF INFORMATION SOURCE: Charlotte Brown (LMPO Director)
Jonathan Stone (Transportation Planner)

BACKGROUND: As part of the Agreements between the LMPO and the Oklahoma Department of Transportation, the LMPO agrees to provide ODOT with a Single Audit performed in accordance with the Single Audit Act Amendment of 1996 and the revised OMB Circular A-133 to ensure compliance with federal and state laws, regulations and provisions of the Agreements.

Robert D. Turner, CPA has prepared the FY 2022-2023 audit. A copy of the draft report is attached.

EXHIBITS: Draft FY 2023 Audit

KEY ISSUES:

FUNDING SOURCE: PL Grant 80%; LMPO 20%

RECOMMENDED ACTION: Receive a presentation from Robert D. Turner, CPA on the LMPO audit for the period beginning July 1, 2022, and ending June 30, 2023, and accept the audit.

LAWTON METROPOLITAN PLANNING ORGANIZATION
A Component Unit of the City of Lawton
Financial Statements
For the Year Ended June 30, 2023

Turner & Associates CPAs
Lawton, Oklahoma

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TURNER & ASSOCIATES CPAS

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INDEPENDENT AUDITORS' REPORT

To the Trustees of
The Lawton Metropolitan Planning Organization
Lawton, Oklahoma

Opinion

We have audited the accompanying financial statements of Lawton Metropolitan Planning Organization (LMPO), which comprise the statement of net position as of June 30, 2023 and the related statements of revenues, expenses and changes in net position and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of Lawton Metropolitan Planning Organization as of June 30, 2023 and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Lawton Metropolitan Planning Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Lawton Metropolitan Planning Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Lawton Metropolitan Planning Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Lawton Metropolitan Planning Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

The Lawton Metropolitan Planning Organization has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 19, 2024 on our consideration of Lawton Metropolitan Planning Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Lawton Metropolitan Planning Organization's internal control over financial reporting and compliance.

Robert A. Turner

Turner & Associates CPAs
Lawton, Oklahoma
February 19, 2024

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of the City of Lawton

Statement of Net Position

As of June 30, 2023

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 181,060	
Accounts Receivable	227,741	
Total Current Assets		\$ 408,801

Noncurrent Assets

Office Furniture and Equipment	17,674	
Less: Accumulated Depreciation	(14,174)	
Total Noncurrent Assets		3,500

TOTAL ASSETS		\$ 412,301
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LIABILITIES AND NET POSITION

Current Liabilities

Accounts Payable	\$ 71,990	
Total Current Liabilities		\$ 71,990

Non Current Liabilities

Payable to City of Lawton	253,185	
Total Non Current Liabilities		253,185

Total Liabilities		\$ 325,175
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Net Position

Net Investment in Capital Assets	3,500	
Unrestricted Net Position	83,626	
Total Net Position		87,126

TOTAL NET POSITION		\$ 87,126
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See notes to the financial statements.

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of the City of Lawton

Statement of Revenue, Expense and Changes in Net Position

For the Year Ending June 30, 2023

Operating Revenues

Intergovernmental:

Oklahoma Department of Transportation \$ 192,404

Operating Expenses

Depreciation \$ 1,939

Labor 25,476

Professional Services 102,019

Public Service Announcements 13,646

Reimbursement to the City of Lawton 42,158

Supplies 534

Travel and Training 443

Web Site 8,130

Total Operating Expenses 194,345

Operating Income (Loss) (1,941)

Nonoperating Revenues

Interest Income 128

Total Nonoperating Revenues 128

Change in Net Position (1,813)

Net Position Beginning of Year 88,939

Net Position End of Year \$ 87,126

See notes to the financial statements.

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of the City of Lawton

Statement of Cash Flow

For the Year Ending June 30, 2023

Cash Flows from Operating Activities

Receipts from Oklahoma Department of Transportation	\$ 276,742
Payments to City of Lawton	(25,579)
Payment to Other Vendors	<u>(201,009)</u>

Net Cash Provided by Operating Activities \$ 50,154

Cash Flows from Investing Activities

Investment Income	<u>128</u>
Net Cash Provided by Investing Activities	<u>128</u>

Net Increase (Decrease) in Cash and Cash Equivalents 50,282

Cash and Cash Equivalents - June 30, 2022 130,778

Cash and Cash Equivalents - June 30, 2023 \$ 181,060

Reconciliation of Operating Income to Net Cash Used by Operating Activities:

Operating Income (Loss)	\$ (1,941)
Adjustments to Reconcile Operating Income to Cash Provided by Operating Activities:	
Depreciation	1,939

Changes in Assets and Liabilities:

Increase Accounts Receivable	84,338
Increase Accounts Payable	(76,340)
Increase Payable to the City of Lawton	<u>42,158</u>

Net Cash Used by Operating Activities \$ 50,154

See notes to the financial statements.

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of City of Lawton

Notes to Financial Statements

1. Reporting Entity

The Lawton Metropolitan Planning Organization (LMPO) is federally designated Metropolitan Planning Organization for the Lawton Urbanized Area, as defined by the 2000 U.S. Census. It was established by the Federal Highway Act of 1962 to assure that a continuing, cooperative, and comprehensive transportation planning process takes place that results in the development of plans, programs, and projects that consider all transportation modes and supports the goals of the community. The financial statements of LMPO are included as a component unit in the reporting entity financial report of the City of Lawton, Oklahoma.

The LMPO membership consists of elected local officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, and appropriate State officials. The planning and program management functions are administered and implemented by the City of Lawton's Planning Division, which provides staff, technical and clerical support, and is also designated as the LMPO secretary.

2. Summary of Significant Accounting Policies

This report is prepared in conformity with U.S. Generally accepted Accounting Principles (GAAP) and the provisions of Government Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements for State and Local Governments*. GASB Statement No. 34 establishes standards for external financial reporting for all state and local governmental entities which include a Statement of Net Position, a Statement of Revenues, Expenses, and Changes in Net Position and a Statement of Cash Flows.

Basis of Accounting – The Organization is considered a proprietary component-unit of the City of Lawton. The financial statements have been prepared on the accrual basis of accounting whereby revenues are recognized when earned and expenditures are recognized when incurred. The Statement of Revenues, Expenses, and Changes in Net Position is a statement of financial activities related to the current reporting period.

Government-wide Financial Statements -- The adopted GASB Statements require that the overall financial condition of the Organization be displayed in three entity-wide financial statements. These are the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. These include all financial activity of the Organization.

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of City of Lawton

Notes to Financial Statements

2. Summary of Significant Accounting Policies (Continued)

GASB Statement No. 34 requires that the Statement of Net Position classify Net Position into three components: net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows.

Net Investment in Capital Assets -- This component of Net Position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of debt attributable to the unspent proceeds are not included in the calculation of investment in capital assets, net of related debt. Rather, that portion of the debt is included in the Net Position component as the unspent proceeds.

Restricted Net Position -- This component of Net Position consists of constraints placed on net asset use through external restrictions imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provision or enabling legislation.

Unrestricted Net Position -- This component of Net Position consists of those Net Positions that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Use of Estimates -- Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets, liabilities and Net Position, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Cash and Cash Equivalents -- the Organization considers all highly liquid debt instruments with original maturities of 90 days or less to be cash equivalents. Cash balances are maintained at one financial institution.

Investments -- All investments are recorded at fair value.

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of City of Lawton

Notes to Financial Statements

2. Summary of Significant Accounting Policies (Continued)

Capital Assets -- Acquisitions of property and equipment with a useful life of more than one year are recorded as additions to fixed assets. Depreciation of property and equipment has been calculated on the estimated useful lives using the straight-line method and a 5 to 10 year life.

Operating and Nonoperating Revenue and Expenses – The proprietary fund financial statements distinguish operating revenues from nonoperating items. Operating revenues and expenses are those that result from providing services associated with the principal activities of the respective fund. Nonoperating revenues and expenses are all those that do not meet the criteria described previously.

Statements of Cash Flows -- In accordance with FASB Statement No. 95, *Statement of Cash Flows*, as amended by FASB Statement No. 117, the accompanying financial statements include a statement of cash flows which is presented using the direct method.

Income Tax Status -- the Organization qualifies as an organization exempt from income taxes. As a government instrumentality, no provision has been made for federal or state income taxes.

3. Deposits and Deposit Risk

The Lawton Metropolitan Planning Organization is governed by the deposit and investment limitations of state law. The Organization held the following deposits reported at fair value at June 30, 2023:

<u>Type</u>	<u>Carrying Value</u>
Demand deposits	\$ 181,060
Time deposits	<u>0</u>
	<u>181,060</u>
Investments	<u>0</u>
Total deposits & investments	<u>\$ 181,060</u>

Custodial Credit Risk – Deposits in financial institutions, reported as components of cash and cash equivalents at June 30, 2023 were \$ 181,060, which is below the FDIC limit.

LAWTON METROPOLITAN PLANNING ORGANIZATION

A Component Unit of the City of Lawton

Notes to Financial Statements

3. Deposits and Deposit Risk (continued)

Investment Interest Rate Risk – The Organization has no normal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investment Credit Risk – The Organization has no investment policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U. S. Government, its agencies and instrumentalities to which the full faith and credit of the U. S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.

- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.

Concentration of Investment Credit Risk – The Organization places no limit on the amount it may invest in any one issuer.

4. Accounts Receivable

LMPO receives its funding from the Oklahoma Department of Transportation through three contracts. These contracts provide for reimbursement of 80% of auditable costs as submitted by LMPO on a monthly basis. The City of Lawton is responsible for 20% of the costs. As of June 30, 2023, the Oklahoma Department of Transportation owed LMPO the following:

<u>Contract</u>	<u>Amount</u>
FHWAPL Funds	\$ 78,256
FTA 5303 Funds	32,248
CMAQ Project Funds	<u>81,900</u>
Total Accounts Receivable	<u>\$ 192,404</u>

LAWTON METROPOLITAN PLANNING ORGANIZATION.

A Component Unit of Comanche County

Notes to Financial Statements

5. Capital Assets

During the year ended June 30, 2023, the following changes in capital assets occurred:

	<u>Balance</u> <u>06/30/22</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>06/30/23</u>
Furniture and Equipment	\$ 17,674	\$	\$	\$ 17,674
Less Accumulated Depreciation	<u>12,235</u>	<u>1,939</u>	<u></u>	<u>14,174</u>
Total capital assets	<u>\$ 7,378</u>	<u>\$ (1,939)</u>	<u>\$</u>	<u>\$ 3,500</u>

6. Accounts Payable

Accounts payable consist of amounts due to vendors and amounts due to the City of Lawton. The City of Lawton and the Lawton Metropolitan Planning Organization have signed a memorandum of understanding to outline the responsibilities of each party in relation to the contracts that LMPO has entered into with the Oklahoma Department of Transportation.

7. Subsequent Events

The Organization has evaluated subsequent events through February 19, 2024 the date which the financial statements were available to be issued.

8. Related Party Transactions

LMPO has a memorandum of understanding with the City of Lawton, Oklahoma. LMPO agrees to reimburse the City of Lawton an amount not to exceed \$ 386,289 in transportation planning and Section 5303 grant funds apportioned in fiscal year 2023 within ninety days of the end of the fiscal year (under certain circumstances the LMPO director may delay reimbursement to the City of Lawton). City of Lawton employees provide shared services to LMPO. The amount of shared services for which the LMPO owed to the city at June 30, 2023 is \$253,185.

9. Economic Dependency

LMPO is dependent upon agreements with the Oklahoma Department of Transportation (and the related Federal programs) for funding. These programs could be reduced or discontinued in future years with significant negative impact to LMPO.

TURNER & ASSOCIATES CPAs

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Trustees of
The Lawton Metropolitan Planning Organization

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of net position and the related statements of revenues, expenses and changes in net position and cash flows of the Lawton Metropolitan Planning Organization as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the Lawton Metropolitan Planning Organization's basic financial statements and issued our report thereon dated February 19, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Lawton Metropolitan Planning Organization's control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Lawton Metropolitan Planning Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Lawton Metropolitan Planning Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations,

during our audit We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lawton Metropolitan Planning Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robert A. Turner

Turner & Associates CPAs
Lawton, Oklahoma
February 19, 2024

LMPO TRANSPORTATION POLICY BOARD AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss LMPO funding for traffic control and provide direction to Staff.

INITIATOR: Mayor Stan Booker, LMPO Chairman

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

BACKGROUND: The Lawton MPO receives three grants, PL, CMAQ, and 5303. The PL and 5303 grants can only be used for planning purposes. The CMAQ grant can be used on a wide variety of projects that improve air quality, including construction projects that improve traffic flow.

A portion of CMAQ funds every year have been allocated to an air quality awareness campaign, where the public is informed of ways they can help air quality. The remaining funds are typically designated for a project that improves air quality.

In FY2017 and several previous years funds were set aside for the construction of a bicycle trail network that can be used for commuting. These funds completed phase 1 of the bicycle network.

In FY2018 funds were set aside to convert traffic signals to actuated signals. This project continued through FY2021 and converted a total of 16 traffic signals, when the process started for planning the FY2022 budget the Traffic Engineer notified LMPO staff that all traffic signals that needed upgrading had been upgraded.

In FY2022 funds were set aside for an alternative fuel study for transit.

In FY2023 funds were set aside for a traffic flow improvement study, this has continued into FY2024. FY2024 also includes funds for construction of improvement identified by the traffic flow improvement study.

EXHIBITS: Lawton Traffic Signal Map 2013 (before CMAQ funded upgrades)
Lawton Traffic Signal Map 2022 (after CMAQ funded upgrades)

KEY ISSUES: N/A

FUNDING SOURCE: CMAQ 80%; LMPO 20%


RECOMMENDED ACTION: Discuss LMPO funding for traffic control and provide direction to Staff.

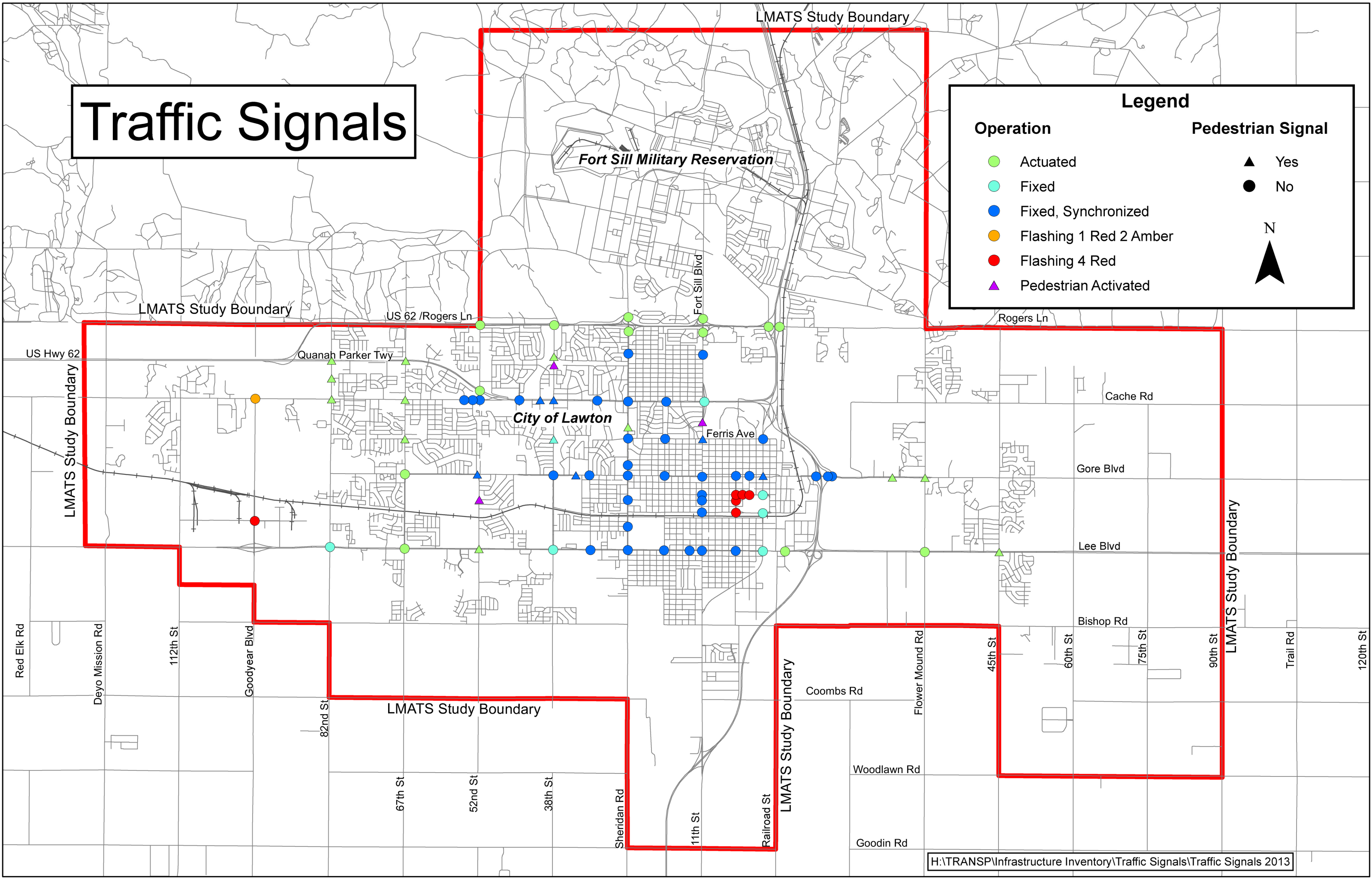
Traffic Signals

Legend

Operation		Pedestrian Signal	
●	Actuated	▲	Yes
●	Fixed	●	No
●	Fixed, Synchronized		
●	Flashing 1 Red 2 Amber		
●	Flashing 4 Red		
▲	Pedestrian Activated		

N





Traffic Signals 2022

Operation		Changes	
●	Actuated	■	New Signal
●	Fixed	◆	Upgraded with LMPO funds
●	Fixed, Synchronized		
●	Flashing 1 Red 2 Amber		
●	Flashing 4 Red		
▲	Pedestrian Activated		

