

Call to Order/Opening Business

- Roll Call
- Approval of Minutes for January 9, 2019
- Public Comment

Action Items

2019-2022 TIP Amendment #9 (Attached) Carlton

- KA-3235-01: US-24 Hwy: Mill & Overlay (Amended project) (KDOT)
- KA-5530-01: Bridge Repairs @ I-470/Huntoon (New to TIP) (KDOT)
- KA-5616-01: PE for 10 Bridges along I-70 (New to TIP, State funds only) (KDOT)
- TE-0464-01: Deer Creek Trail Ext.: Revised let date & 4% project increase (Amended project) (County)

UPWP 2020 Amendment #1 (Attached)

- Reconcile CPG Actual budget allocation
- Reconcile Bikeways Master Plan Update carryover amount
- Correct TMTA planner budget allocation
- Addition of UPWP Policy defining formal amendments and administrative revisions

Request approval to be released for public comment.

Presentations

- None

Discussion/Non-Action Items

- Zagster Scooters/Bikes
- Healthy Lifestyles Grants BC/BS
- Bikeways Master Plan Update
- Ped Plan Projects/KDOT grant

Other Items/New Business

Adjourn:



ADA Notice: For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.

CITY OF TOPEKA
**METROPOLITAN TOPEKA PLANNING ORGANIZATION
TAC**



Technical Advisory Committee

**MINUTES
Thursday, January 20, 2020**

Voting Members present: Kristi Wilson, KDOT; Edwin Rothrock (for Bob Nugent), TMTA; Carlton Scroggins, COT/MTPO; Bill Fiander, COT Planning; Jason Peek, COT Public Works, Randy Anderson, SNCO Planning; Curt Niehaus, SNCO Public Works (7)

Voting Members Absent: (0)

City of Topeka Staff Present: Taylor Ricketts & Kris Wagers, Topeka Planning & Development

Roll Call

The meeting was called to order by Chairperson Curt Niehaus with 7 present for a quorum.

Approval of minutes for October 3, 2019

Motion by Ms. Wilson to approve; **second** by Mr. Peek. **APPROVED** (7-0-0)

Public Comment – none

Election of 2020 Officers –

Following discussion of the typical rotation of chair/vice-chair, there was a motion by Mr. Fiander and second by Mr. Anderson to elect Carlton Scroggins as 2020 Chairperson and Kristi Wilson as 2020 Vice-Chairperson. APPROVAL (7-0-0)

Action Items

2019-2022 TIP Amendment #8, request to put out for public comment:

- C-5033-01 Upgrade traffic signals with protected lefts for RR crossing and intersections with left turn bays. Located along S. Topeka Blvd. @ 57th, University, and Gary Ormsby Dr.
- KA-5526-01 Bridge Maintenance work on Bridge #250 located at the junction of Croco Rd./I-70
- TMTA 5339 Grant for Maintenance Equip., Operator Barriers, and Bus stops for phase 10

Mr. Scroggins introduced the proposed amendment, noting regarding the first item that there have been a number of traffic accidents resulting from people making left turns in front of oncoming traffic.

Mr. Niehaus provided additional details about the proposed project. Signals will be replaced at 3 intersections; improvements will be electronic & structural and will include improved coordination with railroad crossings. KDOT will pay 90% and the county will pay the 10% match. The county hopes the project will be let by mid-September of 2020 with construction taking place over winter 2020-2021. Responding to a question from Mr. Peek, there's no formal plan in the design phase of the project to coordinate the signals.

Regarding Bridge 250, Mr. Niehaus noted that the timing may be a concern due to the fact that the county's SE 29th Street project will be continuing in 2020. Following additional information provided by Mr. Niehaus and discussion, it was noted that the purpose of today's amendment is to move forward so funds can be obligated. Mr. Niehaus's concerns will be shared with the appropriate people at KDOT and discussion will need to take place as the project is planned and timing is considered.

Mr. Scroggins introduced TMTA 5339 grant and Mr. Rothrock explained that the operator barriers provide protection to bus drivers and are becoming more common. To date there have been no significant assaults on the drivers, but TMTA is seeking to be proactive.

Motion by Mr. Peek, second by Mr. Fiander to approve the amendment go out for public comment. APPROVAL (7-0-0)

Discussion/Non-Action Items / Quick Updates

TAC Bylaws

Mr. Scroggins explained that the bylaws are being provided for review and comment. Mr. Peek asked if designated members are contacted about meetings and staff will update the contact list as necessary. Mr. Anderson stated that Anna Ortega will be the designated alternate for him and Mr. Peek stated that Kristi Ericksen and Brian Faust would be designated alternates for him.

Zagster Scooters / Bikes

Mr. Fiander gave an update on negotiations that have taken place with Zagster regarding providing bikes and scooters. We have entered into an agreement with Zagster for a pilot period of 1 year, said agreement scheduled to begin in April 2020.

Mr. Fiander answered questions and Mr. Rothrock provided information about the current bikeshare program which is scheduled to end in 2020. They're not sure what will become of the current bikes but the last group was able to be sold.

Healthy Lifestyles Grants

Ms. Ricketts explained BC/BS's Pathways to A Healthy Kansas program is currently taking grant applications for up to \$200k toward projects geared toward community-type projects. Planning & Development may submit an application but Ms. Ricketts wanted to make everyone aware that they can submit a letter of intent to BC/BS by January 17 if they're interested in applying. Applications will be due in March. Discussion included possible projects which might include temporary curbing for bike lane protection and trail connections. Mr. Fiander noted that this could potentially be included in Bikeways funding. Also mentioned was adding signage or medallions on trails giving info about distances.

Bikeways Master Plan Update

Ms. Ricketts reported that currently the consultants are working on a list of priority projects and a draft document/plan. They are closer to finalizing the priority list to go to CSAC and eventually to the public to comment on. A document draft is expected by February 14 with a final draft in April.

Other

Mr. Rothrock reported that automatic vehicle location went live last Monday and an app is now available so people can see bus locations and get updates in real time.

Mr. Rothrock was asked when TMTA expects to get electric buses. TMTA has won a grant to pay 85% of the purchase cost of electric buses. Mr. Rothrock explained that the board had requested studies be done to be sure of the impact electric buses would have prior to accepting the grant. The studies are not complete but seem to be pointing toward electric busses being an asset. Buses are not scheduled to be placed until March 2022 so they have some time. If they chose not to accept the grant, TMTA would pay 100% of the cost to purchase new diesel buses.

The meeting adjourned at 3:02PM

TRANSPORTATION IN MOTION

TIP 2019-2022 AMENDMENT

Amendment #9 2019-2022

Policy Board Date: 4/23/20

Projects Included:

1. KA-3235-01: US-24 Hwy: Mill & Overlay (Amended project) **(KDOT)**
2. KA-5530-01: Bridge Repairs @ I-470/Huntoon (New to TIP) **(KDOT)**
3. KA-5616-01: PE for 10 Bridges along I-70 (New to TIP, State funds only) **(KDOT)**
4. TE-0464-01: Deer Creek Trail Ext.: Revised let date & 4% project increase (Amended project) **(County)**

Total Amount of all projects:
\$6,831,600

FEDERAL	STATE	LOCAL
\$3,156,500	\$2,920,800	\$754,300

PROJECT DATA SHEET

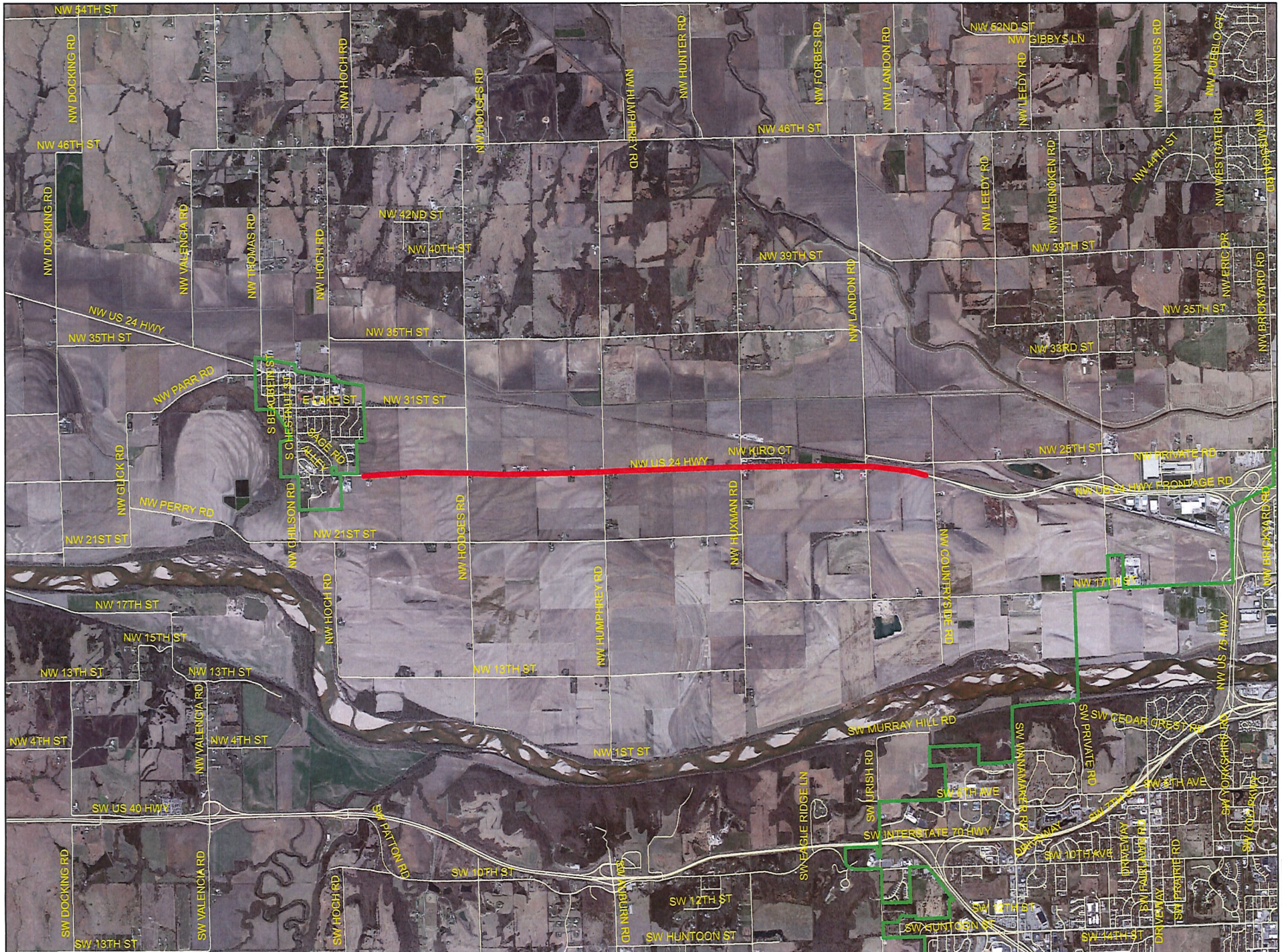
Amended Project **2019-2022 TIP**
 TIP #: 1-19-08-1 KDOT #: KA-3235-01
Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Mill & Overlay
Fiscal Year(s): 2021
Location: US-24 Silver Lake E. to 400ft E. of US24/Countryside Rd.
Total Project Cost: \$2,799,900

PROJECT Description and Justification: FY revised from 2020 to 2021, program revised from T-Works to 4WARD, and schedule letting revised from May 2020 to November 2020. As requested by the federal fund manager, AC funding was added to the project. Change in costs (4% increase) reflects the change in FY.

EXPENSE SUMMARY

*Phase	Year of Obligation	Federal (\$) (NHPP)	State (\$)	Total (\$)	Conversion Yr.
PE	2020		70,000	70,000	
CONST	2021		2,539,400	2,539,400	
CE	2021		190,500	190,500	
CONST		2,031,500	(2,031,500)		2021
CE		152,400	(152,400)		2021
TOTAL		2,183,900	616,000	2,799,900	

KA-3235-01 Mill & Overlay. US-24 Hwy Silverlake to Countryside Rd.



PROJECT DATA SHEET

New TIP Project **2019-2022 TIP**
 TIP #: 1-20-02-3 KDOT #: KA-5530-01
Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Replace bridge expansion joints (strip seal with 7" gland).
 Minimal deck patching
Fiscal Year(s): 2020
Location: Bridge #198 & #199. Located at Junction Huntoon St./I-470
Total Project Cost: \$962,000

PROJECT Description and Justification: Program Addition. Moving Let Date to June 2020

EXPENSE SUMMARY

*Phase	Year of Obligation	Federal (\$) (NHPP)	State (\$)	Total (\$)	Conversion Yr.
PE	2019		148,000	148,000	
CONST	2020		740,000	740,000	
CE	2020		74,000	74,000	
CONST		666,000	(666,000)		2021
CE		66,600	(66,600)		2021
TOTAL		732,600	229,400	962,000	

KA-5530-01 Bridges #198 & #199 on I-70 over Huntoon St.



PROJECT DATA SHEET

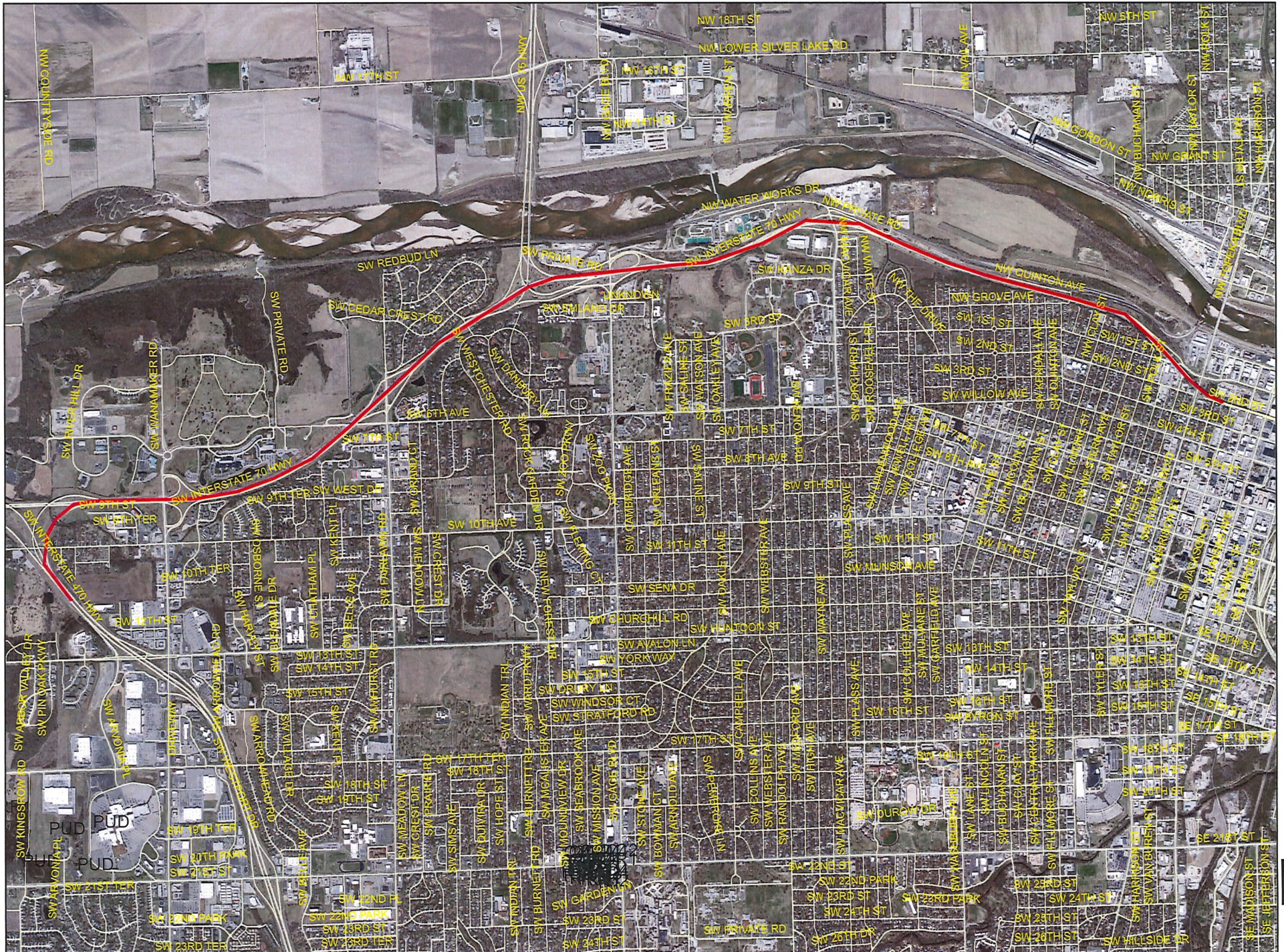
New TIP Project **2019-2022 TIP**
 TIP #: 1-20-03-3 KDOT #: KA-5616-01
Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: 10 bridges along I-70 (PE-Bridge deck investigation)
Fiscal Year(s): 2020
Location: Between 0.14 mi. east of Topeka Ave. & 0.42 mi. SE of SE
 10th Ave. in Topeka KS.
Total Project Cost: \$250,000

PROJECT Description and Justification: Program Addition. State funds only, but regionally significant.

EXPENSE SUMMARY

*Phase	Year of Obligation	Federal (\$) (NHPP)	State (\$)	Total (\$)	Conversion Yr.
PE	2020		250,000	250,000	
TOTAL			250,000	250,000	

KA-5616-01 PE for 10 Bridges along I-70; Topeka Ave. to 10th Ave.



PROJECT DATA SHEET

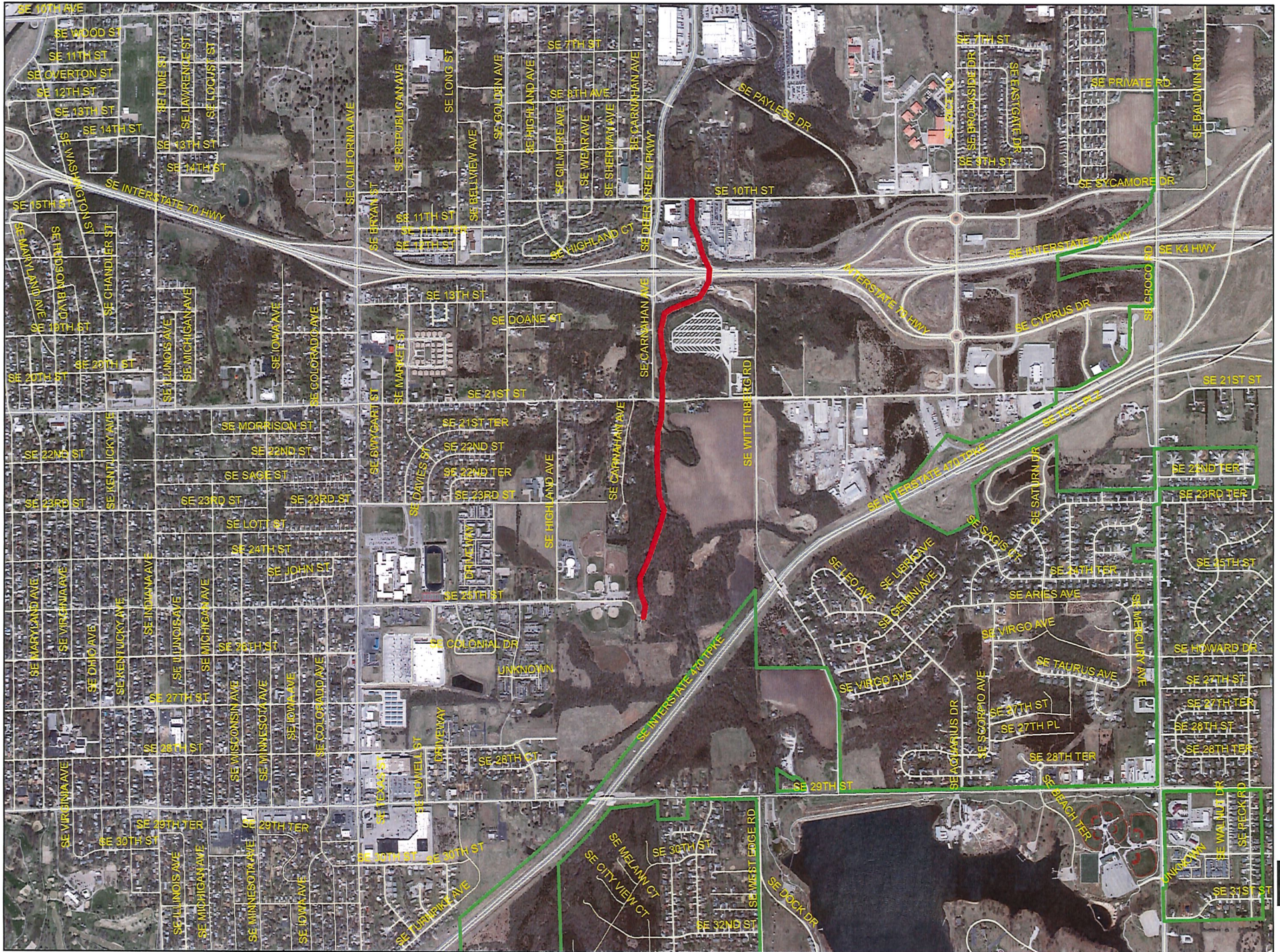
Amended Project **2019-2022 TIP**
 TIP #: 2-18-01-6 KDOT #: TE-0464-01
Project Type: Transportation Alternatives
Jurisdiction: County
Project: Deer Creek Trail Extension
Fiscal Year(s): 2021
Location: From SE 10th St. to 2500 SE Highland/Dornwood Park
Total Project Cost: \$2,581,700 (CONST & CE Authorized only)

PROJECT Description and Justification: Revised the let date from 03/20, moving the project out of SFY 2020 and into SFY 2021. Any changes in cost estimate reflect the change in State Fiscal Year. (4% increase). Added language: "Authorized for PE/ROW & Utl only. Estimates shown for other work phases are for planning purposes only."

EXPENSE SUMMARY

*Phase	Year of Obligation	TA Grant (\$)	State (\$)	Local (\$)	Total
PE	2018			238,000	
CONST	2020		1,825,400	456,300	2,281,700
CE	2020	240,000		60,000	300,000
TOTAL		240,000	1,825,400	754,300	2,581,700

TE-0464-01 Deer Creek Trail Extension from SE 10th St to 2500 Highland/Dornwood Park



Funding Summary Table 2019 through 2022									
Metropolitan Topeka Planning Organization									
MTPO Metropolitan Planning Area									
Kansas Department of Transportation, Shawnee County, City of Topeka, and the Topeka Metropolitan Transit Authority								Amendment #9	
Anticipated Funding									
<u>Year</u>	<u>Federal Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>State Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Local Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Federal Total for Urban Transit Projects</u>	<u>State Total for Urban Transit Projects</u>	<u>Local Total for Urban Transit Projects</u>	<u>Total of Anticipated Funding</u>	<u>Anticipated Minus Programmed</u>	
2019	\$11,078,485	\$5,301,235	\$30,855,000	\$3,259,621	\$1,851,574	\$6,205,397	\$58,551,312	\$21,303,526	
2020	\$5,113,187	\$5,001,946	\$30,010,000	\$4,104,840	\$730,000	\$6,606,041	\$51,566,014	\$24,481,749	
2021	\$5,455,200	\$1,100,000	\$32,880,000	\$2,720,728	\$730,000	\$6,330,125	\$49,216,053	\$23,836,394	
2022	\$5,113,187	\$2,400,000	\$37,530,000	\$2,743,935	\$730,000	\$6,393,427	\$54,910,549	\$33,508,788	
Totals	\$26,760,059	\$13,803,181	\$131,275,000	\$12,829,124	\$4,041,574	\$25,534,990	\$214,243,928	\$45,785,275	
Funding Programmed in the TIP									
<u>Year</u>	<u>Federal Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>State Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Local Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Federal Total for Urban Transit Projects</u>	<u>State Total for Urban Transit Projects</u>	<u>Local Total for Urban Transit Projects</u>	<u>Total of Programmed Funding</u>		
2019	\$11,078,485	\$1,733,100	\$13,094,609	\$3,284,621	\$1,851,574	\$6,205,397	\$37,247,786		
2020	\$1,056,054	\$5,001,946	\$9,585,384	\$4,104,840	\$730,000	\$6,606,041	\$27,084,265		
2021	\$5,455,200	\$1,100,000	\$8,864,334	\$2,900,000	\$730,000	\$6,330,125	\$25,379,659		
2022	\$1,100,000	\$2,400,000	\$7,778,334	\$3,000,000	\$730,000	\$6,393,427	\$21,401,761		
Totals	\$18,689,739	\$10,235,046	\$39,322,661	\$13,289,461	\$4,041,574	\$25,534,990	\$111,113,471		
Notes for Funding Programmed in the TIP									
This table includes all of the forms of anticipated funding listed herein including local funds in excess of what is needed to match federal and state funding sources.									
Each proposed project for the TIP is placed into the TIP tables only after the project sponsor meets with the MTPO staff and identifies its funding sources.									

UWPPW 2020 Amendment 1

1. Adjust budget 2019 carryover for the Bikeways Master Plan update from \$4,500 to the actual balance of \$12,270. Also, project deadline has been extended to May 31st.
2. Adjust CPG allocation for 2020 to actual allocation of \$230,877 (Carryover still an estimate at \$83,813)
3. Correct Transit Planner Total Annual allocation from \$68,862 to \$63,971
4. Addition of UPWP Policy defining Formal Amendments and Administrative Revisions.

2020 UPWP Itemized Budget	UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
Program Support & Administration	1		
1.1 General Admin.		\$44,916	
1.2 Committee Support		\$20,938	
1.3 UPWP & Budget		\$14,865	
1.4 Training		\$4,530	
Direct Non-staff Charges			
TransCad Software License		\$1,200	
REMI Software License		\$8,000	
ArcMap Software License		\$1,689	
Tech. Support Group		\$6,062	
I.T. Fees		\$7,835	
Office Supplies/Printing/Advertising		\$1,820	
Staff Conference Costs /Travel		\$4,500	
MTP	2	\$8,940	
TIP	3	\$6,129	
Public Participation Plan	4	\$2,346	
Corridor and Special Studies	5		
5.1 Bikeways Activities		\$20,628	
5.2 Pedestrian Planning Activities		\$13,037	
5.3 General Studies		\$11,392	
5.4 Performance Measures		\$5,724	
Regional ITS Architecture	6	\$10,705	
Transit Planning Activities	7	\$64,753	
Consultant Contracts			
Transit Planning: Relocation of Maint. Bldg.		\$30,000	
Safety Performance Measure Tracking (Consult)		\$35,000	
Bikeways Master Plan Update (Carryover)		\$12,270	
Total Costs of 2020 Program		\$337,279	

CPG & Matching Share	
Federal Funds Being Used (80%)	\$269,823
Topeka Cash (Local Match)	\$48,662
TMTA Cash (Local Match)	\$18,794
Total Expenditures	\$337,279

Estimate of available CPG funds for 2020

2020 CPG Allocation	\$230,877
2019 CPG Carryover*	\$83,800
Total Available 2020 CPG funds:	\$314,690
2020 CPG funds programmed	\$269,823
2020 Unencumbered funds	\$44,867

*Estimated

Tasks (fully Loaded Labor)	UPWP #	Consultant & Supply Costs	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit planner	Total Fully Loaded Labor	% of Total
MTPO Program Support & Administration	1							
1.1 General Admin.			\$2,276	\$27,140	\$15,500	\$0	\$44,916	13.40%
1.2 Committee Support			\$0	\$11,328	\$9,610	\$0	\$20,938	6.30%
1.3 UPWP & Budget			\$0	\$9,440	\$5,425	\$0	\$14,865	4.40%
1.4 Training			\$0	\$2,360	\$2,170	\$0	\$4,530	1.40%
Metropolitan Transportation Plan	2		\$0	\$7,080	\$1,860	\$0	\$8,940	2.70%
Transportation Improvement Plan	3		\$0	\$5,664	\$465	\$0	\$6,129	1.80%
Public Participation Plan	4		\$0	\$1,416	\$930	\$0	\$2,346	0.70%
Corridor and Special Studies	5							
5.1 Bikeways Activities			\$0	\$11,328	\$9,300	\$0	\$20,628	6.20%
5.2 Pedestrian Planning Activities			\$0	\$6,372	\$6,665	\$0	\$13,037	3.90%
5.3 General Studies/Plan Reviews			\$0	\$5,192	\$6,200	\$0	\$11,392	3.40%
5.4 Target Setting for Performance Measures			\$0	\$4,484	\$1,240	\$0	\$5,724	1.70%
Regional ITS Architecture	6		\$0	\$5,900	\$4,805	\$0	\$10,705	3.20%
Transit Planning Activities	7		\$0	\$472	\$310	\$63,971	\$64,753	20.80%
MTPO Staff Non-Direct Charges		\$31,106						
Transit Planning Relocation Maint. Bldg.		\$30,000						
Safety Performance Measure Tracking		\$35,000						
Bikeways Update Carryover		\$12,270						
Total:		\$108,376	\$2,276	\$98,176	\$64,480	\$63,971	\$228,903	100%

MTPO'S POLICY ON UNIFIED PLANNING WORK PROGRAM MODIFICATIONS

Modifications to the Unified Planning Work Program (UPWP) can be made through two methods – formal Amendment and Administrative Revision. Both formal Amendments and Administrative Revisions are processed as needed throughout the year. Formal Amendments will be released for public review and acted upon by the Metropolitan Topeka Planning Organization's (MTPO) Technical Advisory Committee (TAC) and Policy Board before being incorporated into the UPWP.

Administrative Revisions: process consists of notification from the MTPO to all other involved parties, KDOT, FTA and FHWA, as well as to the MTPO advisory bodies. Changes made through Administrative Revision will be noted when the next formal UPWP amendment is brought before the TAC and Policy Boards. Revisions include minor corrections or changes and routine data updates (e.g. spelling or grammar errors, updates of hourly rates for staff, or graphic improvements). Revisions will also be used for routine technical changes and updates to the UPWP text, graphics, and minor budget changes of 15% or less but not exceed \$20,000 (for the UPWP budget total, or the total for any one funding source). Changes to the non-staff budget items (e.g., equipment and supplies budget) or for the cost of any staff work task may be changed by more than 15% through an administrative revision as long as said changes do not change the UPWP budget total cost by more than 15%. Administrative Revisions do not have to be released for public review.

Formal Amendments: Major changes, all instances that do not qualify as Administrative Revisions. The following are also instances in which a formal Amendment is required:

- Including additional funding other than CPG or CPG supplement funds.
- Addition or deletion of a project/activity
- Changes in the amount of matching CPG funds in excess of a revision.