

UPWP

Unified Planning Work Program



**Metropolitan Topeka Planning Organization
UNIFIED PLANNING WORK PROGRAM (UPWP)
2018—January 1st through December 31st**

Table of Contents

Section 1—Introduction.....3
FAST-Act Legislation.....3
2018 Planning Priorities5

Section 2-- MTPO Activities and the Transportation Planning Program.....6
Work Task 1—MTPO Program Support and Administration6
Work Task 2—Long Range Transportation Plan.....7
Work Task 3—Transportation Improvement program (TIP).....8
Work Task 4—Public Participation Plan8
Work Task 5—Corridor and Special Studies10
Work Task 6—Regional ITS Architecture.....12
Work Task 7—Transit Planning Activities.....12

Section 3—Budget.....14

Budget Tables
2016 Itemized Budget and Available CPG funding table.....15
2016 MTPO Staff Hours table16
2016 Labor and Non-Direct Charges table.....17

Section 4—Maps.....18
Functional Classification of Roads19
Metropolitan Topeka Planning Organization (MTPO) Area20

Section 5—UPWP Relationship to LRTP Goals.....21

Public Comments.....22

Disclaimer Statement

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Metropolitan Topeka Planning Organization (MTPO)

2018 Unified Planning Work Program

January 1 – December 31, 2018

SECTION 1 - INTRODUCTION

The purpose of the UPWP is to identify the transportation planning activities proposed by each of four cooperative partners in the metropolitan transportation planning process and the source of funds proposed to pay for these activities. The transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for those improvements. Certain transportation planning products (Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and the Public Participation Plan) need to be reviewed and adopted on a periodic basis. The UPWP provides the framework for ensuring that these required documents are produced in a timely fashion.

The UPWP was developed in cooperation with the Kansas Department of Transportation (KDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Topeka Metropolitan Transit Authority (TMTA), The City of Topeka, and Shawnee County.

The MTPO receives Consolidated Planning Grant (CPG) funds, administered by KDOT, each year to carry out metropolitan transportation planning for the region. The CPG is comprised of funds from both FHWA and FTA. The MTPO was re-designated as the new MPO for the region on March 3, 2004. Our planning area is the City of Topeka and approximately two thirds of unincorporated Shawnee County. A small portion of Jefferson County was included as part of the Topeka Urbanized Area in 2012 per the 2010 Census.

For the Topeka-Shawnee County MPO, the Topeka Planning Department staff serves as the Metropolitan Topeka Planning Organization (MTPO) staff, with the Planning Director serving as the MTPO Secretary.

Fixing America's Surface Transportation Act (FAST-Act) – Changes to the MPO Planning Process

In December of 2015 the President signed the current federal surface transportation bill into law. This act called Fixing America's Surface Transportation Act (FAST-Act) keeps intact many of the planning provisions of the previous transportation bill, Moving Ahead for Progress in the 21st Century (MAP-21) with emphasis placed on performance management in both statewide planning and metropolitan planning. This bill represents the first with long-term funding in a decade, including 5 years of funding from 2016 through 2020, totaling over \$305 billion dollars.

Funding breakdowns by category and changes:

Public Transit:

- \$72 Billion nationally over 5 years
- \$35 million in Kansas over 5 years
- Re-established a Bus Discretionary Program
Competitive process; Fund replacements for aging fleets or facilities; FY16 - \$268 million
\$55 million has been designated for Low- or No- Emission Bus Deployment projects.

Surface Transportation:

- Surface Transportation Block Grant Program
- Continual increase in funds over the course of the FAST Act (2.3% Annually)
- Kansas - \$101 million in 2016

- New eligible costs include SRTS, Workforce Development, and Intermodal

Transportation Alternatives:

- Referred to as Surface Transportation Block Grant Set-Aside
- \$9.2 million in 2016 and 2017
- \$9.4 million in 2018, 2019, 2020
- Program Changes
 - MPO's with >200,000 population may flex 50%
 - MPO's must distribute funds "in consultation with state"
 - Non-Profit Organizations are eligible sponsors

MPO Planning:

- PL funding will increase 2% annually
- \$1.9 million in 2016
- Program Changes
 - TIPs should consider intercity bus operations
- MPOs are encouraged to include or consult on the following issues:
 - Natural disaster risk reduction
 - Reduction or mitigation of storm water impacts
 - Enhance travel and tourism

Performance Based Planning

The MTPO is committed towards working with its state and federal partners to ensure that its plans, programs and activities are compliant with the provisions of federal transportation law, Moving Ahead for Progress in the 21st Century (MAP-21) and its recently adopted successor the Fixing Americas Surface Transportation Act (FAST). Notably, MAP-21 requires performance measurements and performance-based planning be incorporated into the MPO process. Specifically, the Long Range Plan must describe the performance measures and targets used in assessing system performance and progress in achieving the targets. A short-term Transportation Improvement Plan (TIP) must also be developed to demonstrate progress toward established performance targets and must also include a description of the anticipated achievements. Specific performance measures will be developed to advance attainment of the following national goals listed in MAP-21:

- **Safety:** To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition:** To maintain the highway infrastructure asset system in a state of good repair.
- **Congestion Reduction:** To achieve a significant reduction in congestion on the National Highway System (NHS).
- **System Reliability:** To improve the efficiency of the surface transportation system.
- **Freight Movement and Economic Vitality:** To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability:** To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays:** To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project

development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

Planning Priorities for 2018

The following is a list and brief descriptions of the 2018 UPWP priorities for the MTPO. The first priorities are to complete those projects that may have been carried over from the 2017 UPWP. Secondary are those tasks which are essential to the fulfillment of the requirements of the MTPO. The MTPO's priorities also include the undertaking of new projects that may be submitted by our cooperative planning partners. The order of the projects in this list does not suggest the timing in which these tasks will be handled. Many of these tasks inherently will be worked on concurrently. All of these priority projects are included within the seven work tasks and associated budgets described herein.

1. **Complete Transportation Safety Plan:** Continue working with consultants on the production of a Transportation Safety Plan for the MTPO Area. **(City of Topeka and MTPO partners and Consultants)**
2. **Traffic Model Scenario runs model demographic update:** The MTPO will work with the recently recalibrated model to run suggested traffic scenarios to ensure traffic pattern efficiency. **(MTPO Staff)**
3. **Biennial TIP Update:** The staff will update the current 2017-2020 TIP to 2019-2022 TIP. **(MTPO Staff and Partners)**
4. **Research Performance Measures:** As part of the requirements to either set Performance Measures or adopt State PM's, staff will examine local baseline trends for required categories, and set targets accordingly.
5. **Begin planning work on Bikeways Phase IV:** Phase III will begin implementation in 2018 and the MTPO staff and partners will begin planning for Phase IV of the Bikeways Master Plan. **(MTPO staff, City Staff, and Bicycle Advisory Committee)**
6. **Transit Planning Activities:** Transit activities in 2018 will be focused on the continuation of the bus Shelter placement and upgrade program and assisting Topeka Metro with the designation of assigned bus stops. Topeka Metro was awarded a TA grant in 2016 to assist in continuing this process. **(Multi-modal planner and Topeka Metro Planners)**
7. **Continue to work with Non-profit partners (Senior Transportation Group, & Paratransit):** The MTPO staff will supply technical support to the senior transportation groups in the form of map production and demographic data compilations to assist in procuring grants. Paratransit providers are exploring more efficient ways to provide this service, possibly with the assistance of Topeka Metro. **(MTPO staff and Topeka Metro)**
8. **Provide assistance on Transportation Planning related projects and studies:** The MTPO staff will assist partners with planning related studies, as determined to be appropriate to the goals of furthering the viability of the regional transportation network. Including staffing and assisting MTPO identified Transportation sub-committees. **(MTPO Staff)**
9. **Prepare a Long Range Transit Plan** Topeka Metro staff along with consultants will produce a Long range Transit Plan for the MTPO Area.

SECTION 2 – MTPO ACTIVITIES AND THE TRANSPORTATION PLANNING PROGRAM

For 2018 the MTPO proposes to conduct planning and programming activities categorized within the following seven work tasks. These work tasks will be partially funded with federal assistance provided to the MTPO in the form of a Consolidated Planning Grant (CPG). The MTPO will work with its planning partners, KDOT, the City of Topeka, Shawnee County, Topeka Metro and paratransit providers in the MTPO in carrying out these planning activities.

Program Work Tasks:

1. MTPO Program Support & Administration
2. Long Range Transportation Plan Activities (LRTP)
3. Transportation Improvement Program Development (TIP)
4. Public Participation Activities
5. Corridor & Special Studies (Long Range/Short Range)
6. Regional Intelligent Transportation Systems (ITS) Architecture
7. Transit Planning Activities

1 – MTPO Program Support & Administration

Program Objectives:

- To provide overall management of the continuing, comprehensive and cooperative (3C) transportation planning process.
- To provide staff support services to the MTPO Policy Board and Technical Advisory Committee and encourage communication within and between these groups.
- To provide for the administration of grants and contracts.

Program Activities:

1.1 Program Support and Administration

1. General day-to-day activities associated with program support, grant administration and interagency coordination in relation to the CPG (timesheets, payroll, staff supervision, etc.)
2. Maintain records and provide reports to funding agencies on the status of transportation planning activities and resources expended.

Estimated Budget for General Administration:

Total for MTPO Staff **\$51,876**

1.2 Committee Support

1. Provide staff support to the MTPO Policy Board, the MTPO Technical Advisory Committee, The Complete Streets Advisory Committee (CSAC), and any other regional transportation related committees that may be formed by the MTPO or its partners. This support includes preparing any supporting meeting-related documents and maps.
2. Prepare agendas, minutes, announcements and meeting rooms to support the MTPO and TAC meetings, and to produce and post agendas and minutes on the website and in local news publications for public review.

Estimated Budget for Committee Support:

Total for MTPO Staff **\$34,080**

1.3 UPWP & Budget

1. Monitor progress toward completing the tasks included in the approved 2018 UPWP.
2. Prepare and approve the 2019 UPWP.
3. Prepare and approve amendments to the 2018 UPWP
4. Prepare and receive quarterly billing information and submit requests for reimbursements to KDOT.

Estimated Budget for UPWP & Budget:

Total for MTPO Staff **\$11,460**

1.4 Training

Training opportunities that are proposed for 2018 include, but are not limited to, the following:

- Kansas APA Conference
- Kansas Association of Metropolitan Planning Organizations (KAMPO) meetings
- Transportation related webinars
- National Transit Institute and National Highway Institute workshops in Kansas City or other nearby cities that provide training for MPO related topics
- Applicable GIS or other software training which supports MTPO activities
- Other relevant training that the MTPO Secretary directs the MTPO Staff to attend that is approved by KDOT

Estimated Budget for Training:

Total for MTPO Staff **\$7,000**

Products:

1. Quarterly progress reports and billings (Quarterly)
2. 2019 Unified Planning Work Program (December 2018)
3. 2018 UPWP Amendments (as needed)
4. Committee Agendas & Minutes for TAC and Policy Board (monthly, or as needed)
5. Support to Committees and consultants as required

2 – Long Range Transportation Plan (LRTP)

Background & Update Activities:

The current Long Range Transportation Plan was updated in 2017 (Futures 2040 Regional Transportation Plan). LRTP activities for 2018 will consist of MTPO staff refining the traffic model, as well as running traffic scenarios that may arise from MTPO partners. Demographic updates will also be refined in the intervening years until the next update is due in 2022.

LRTP Program Activities and Products:

1. Model Refining (On-going)
2. Work with REMI model to begin demographic forecasting (on-going)
3. Produce model runs if needed for plan implementation projects (on-going)

Estimated 2018 Budget for MTPO Long Range Transportation Plan:

| | |
|------------------------|----------------|
| Total MTPO Staff Costs | \$9,200 |
|------------------------|----------------|

3 - Transportation Improvement Program (TIP)**Program Objectives:**

- To program, schedule and prioritize all regionally significant and/or federally funded transportation improvement projects that are consistent with the Long Range Transportation Plan and that are currently within the financial budgets of the project sponsoring agency.
- To ensure public participation procedures are carried out in the TIP development and amendment processes.

Program Activities:

1. The MTPO staff will produce an updated 2019-2022 TIP in 2018
2. The MTPO staff along with the Complete Streets Advisory Committee will review new projects to ensure compliance with Complete Streets standards.
3. Conduct public participation activities related to the TIP development process as outlined in the PPP.
4. Process TIP amendments quarterly, as necessary.

Products:

1. Updated 2019-2022 TIP (4th quarter)
2. Annual listing of 2018 obligated projects (4th quarter)

TIP Amendment approval by the Policy Board in the following months:

January 2018 (to KDOT by Jan.23)

April 2018 (to KDOT by April 26)

July 2018 (to KDOT by July 26)

August 2018 (to KDOT by Sept. 11)**

Oct. 2017 (to KDOT by Oct 27)

** Sept. 11th Amendment will be the last STIP Amendment for the 2018 STIP.

Estimated Budget for MTPO Transportation Improvement Program:

| | |
|------------------|----------------|
| Total MTPO Staff | \$8,800 |
|------------------|----------------|

4 - Public Participation and Title VI Compliance Activities

Civil Rights Compliance Activities: In 1994 Presidential Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations) was issued. It stated ...“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations”...

There are three fundamental Environmental Justice principles:

- a. To avoid, minimize, or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, on minority and low-income populations.
- b. To ensure the full and fair participation by all potentially affected communities in the

- transportation decision-making process.
- c. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The MTPO remains committed to supporting Federal Environmental Justice requirements and maintaining compliance with Title VI of the Civil Rights Act. As such, the MTPO will create and submit necessary reports to comply with Title VI of the Civil Rights Act and the American with Disabilities Act and analyze the new Transportation Improvement Plan (TIP) with respect to Environmental Justice requirements.

In an effort to address Environmental Justice (EJ) and public participation concerns, and in an effort to better understand the transportation needs in the MTPO Area, the MTPO will collect information about, and assess the distribution of, transportation projects and their impacts across the region and among different population groups in the MTPO metropolitan planning area. These groups will include; Neighborhood Improvement Associations (NIAs), Americans with Disabilities Act (ADA) groups, the local branch of the NAACP, senior transportation groups and other organizations representing low-income and/or minority populations in the MTPO Area. The current Title VI Plan was reviewed in 2013 and made compliant with the new Transportation Bill MAP 21.

All of the Public participation objectives outlined below are performed in accordance with all MTPO projects, plans and amendments. Staff time associated with the PPP element is solely attributed to any amending of any of the public participation guidance document; (PPP, Citizens Guide to Transportation Decision Making, LEP, transportation informational brochures and the Title VI Plan and complaint procedure form distributed both in the Planning office and on the MTPO website. Active public involvement activities are accounted for within the development process of each document or project.

Program Objectives:

- To provide meaningful opportunities for residents of the MTPO area to participate in the Metropolitan Transportation Planning process
- To encourage activities that allow the MTPO to meet its Title VI and Environmental Justice obligations by providing meaningful opportunities for all persons to participate in the metropolitan transportation planning process.
- Ensure continued EJ compliance.
- Incorporate the principles outlined in the Limited English Proficiency (LEP) Plan into the MTPO planning development process.
- Ensure that proper public participation, as outlined in the adopted PPP, is adhered to in carrying out all projects, plans, and documents.
- Make community groups aware of regional transportation planning decisions that are being made and to seek their input into these MTPO decisions.

Program Activities:

- a. General website maintenance,
- b. Prepare public information ads for the Topeka Metro News and the official city information channel (Channel 4)
- c. Hold public participation meetings in association with all MTPO sponsored activities documents and project updates requiring public input.

Products and Timeline:

- 1. Maintain the MTPO website (ongoing)
- 2. Annual Title VI Compliance Report (September)

Estimated Budget for MTPO Public Participation Plan:

Metropolitan Topeka Planning Organization (MTPO Staff)

\$760

5 – Corridor and Special Studies

Includes the costs of activities specifically emphasizing regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis and non-transportation modeling, and forecasting activity (e.g., land use, housing, human services, environmental/natural resources, recreation/open space, and public facilities).

1. **GIS Development.** Provide for the development of transportation related applications within the MTPO GIS platform.

Program Objectives:

1. To analyze specific corridors located within the MTPO metropolitan planning area and address any transportation needs that may exist in those areas.
2. To conduct and/or manage special studies, plans and/or surveys that are needed to produce quality planning documents that will enhance transportation needs within the MTPO area.
3. To provide the MTPO partners and special interests groups with specialized information designed to address particular transportation planning related issues that are not specifically addressed in other MTPO planning documents.
4. Complete tasks associated with the implementation of the Bikeways Master Plan and the Pedestrian Master Plan.
5. Assist and educate the newly formed Complete Streets Advisory Committee on Complete Streets concepts and project plan review.

5.1 Bikeways Activities:

1. Work with city engineers to determine the logistics of bicycle lane placement and signage for the implementation of phase III of the Bikeways Study.
2. Study other city's bikeway initiatives and determine what methods will work best for the MTPO area
3. Update the Bikeways Master Plan recommendations for Phase IV of the Plan.
4. Assist in gathering Bike and Pedestrian counts

Bikeways Products:

1. Completion of phase III (4th quarter)
2. Bikeways IV Updated Plan (4th quarter)

5.2 Pedestrian Planning Activities:

.Work with city engineers to determine a priority order for sidewalk placement for sidewalks purchased through different funding sources. (as warranted on a project by project basis)

1. Survey sidewalks. (as warranted on a project by project basis)

Pedestrian Products:

1. Completion of sidewalks commensurate with the Pedestrian Plan recommendations (on-going)

5.3 Transportation Safety Plan (TSP, Consultant study)

This is a plan that began in 2017. The consultant will continue to work with MTPO staff and partners in the preparation of this local Transportation Safety Plan designed for Topeka. Below is an FHWA overview of the purpose of a traffic safety plan:

1. Identify and prioritize projects/activities that will help reduce the number of fatal and serious injury crashes within the local transportation system.
2. Provide data driven analysis of crash locations, crash rates, crash frequency, contributing factors, and appropriate countermeasures.
3. Set performance measures for traffic safety to support Long Range Transportation Plan efforts.
4. Include stakeholder representation of engineering, enforcement, education, and emergency response to craft a plan appropriate for Topeka.

TSP Activities:

1. Assist with model and data gathering
2. Organize and arrange stakeholder and public participation meetings.
3. Assist with document preparation.

5.4 General Studies and Plan Reviews

Sub-regional plans for neighborhoods and corridor plans in the Topeka Urbanized Area are ongoing. The MTPO staff supplies reviews, comments and in some instances data for these cases. The MTPO staff will continue this process of providing transportation related comments to transportation planning partners as these studies arise whether they are MTPO led or managed by other entities.

General Studies Activities:

1. The MTPO staff will assist with special studies or surveys that are needed to address special concerns or issues raised by the MTPO Policy Board, the MTPO-Technical Advisory Committee or the MTPO partners and consultants.
2. The MTPO staff will assist Complete Streets Concepts Plan Consultants with public meetings and data and document compilations.

Products & Estimated Timelines

1. Bikeways implementation phase II (4th Quarter)
2. Prepare maps, data and reports in support of special studies being conducted by the MTPO or other MTPO partner groups. (Throughout year as needed)
3. Transportation Safety Plan (May)
4. Complete Streets Concepts Manual

Estimated Budget for MTPO Corridor & Special Studies:

Total: Metropolitan Topeka Planning Organization Staff Hours

\$35,660

5.5 Target Setting for Performance Measures(PM)

The MTPO staff along with its partners will research base line numbers for Performance Measures identified by KDOT which are now requirement of the current transportation bill. This Bill states

- per 23 CFR 40.324(f), metropolitan transportation plans will document performance measures and targets, evaluate past condition and performance, and report progress achieved in meeting performance targets
- If an MPO agrees to adopt/support a State performance target, the MPO will document the State's target in their metropolitan transportation plan and describe whether the State was

able to achieve that target based on data for past condition and performance.

- If an MPO establishes a performance target for their metropolitan planning area, the MPO will document the target in their metropolitan transportation plan and describe whether the MPO was able to achieve that target based on data for past condition and performance.

Products & Estimated Timelines

1. Decision on Performance Measures (3rd Quarter)
2. Performance Measure Targets (4th Quarter)

6 – Regional Intelligent Transportation Systems (ITS) Architecture

Program Objectives:

- Maintain an ITS architecture that all public works departments, law enforcement agencies, emergency response agencies, public transit providers, and government transportation agencies can use to design and implement a seamless ITS that operates throughout the region and is compatible with the National ITS Architecture.
- Educate public officials and interested parties in the region about Intelligent Transportation System (ITS) and how it impacts the operation of the region's transportation facilities and services.

Program Activities:

1. Review transportation projects/plans for ITS compliance. (on-going)
2. Staff will participate in quarterly meetings of the Traffic Incident Management System (TIMs) committee for Shawnee County.

Estimated Budget for ITS Architecture Development:

| | |
|------------------------|--------------|
| Total MTPO Staff Costs | \$760 |
|------------------------|--------------|

7 – Public Transit Planning

The UPWP document includes TMTA planning activities that will be conducted in 2017. An annual agreement between the MTPO and TMTA describes all of the stipulations and requirements that must be met in order for TMTA to receive these CPG funds. This allocation is dependent on the annual availability of federal funds. In 2018, a full time salary for transit planner will be funded in part with CPG funds.

Transit Planning Objectives

1. Provide strategic planning for efficient and effective transit services within the MTPO area.

Transit Planning Activities

1. **Bus Shelter Program:** Work to implement Topeka Metro's ongoing Bus Shelter Program, which includes evaluation of routes for best placement of a shelter, communication with local business to gain permission, coordination with the City on placement, and work with engineers and contractors to get the shelters on the ground. A TA grant was awarded to TMTA to continue this process into 2017.

2. **Designated Stops:** Work to transition from a flag-down system to a designated stop system. Will analyze routes and, work with bus stop design guidelines, determine where to place a bus stop signs. This will include coordinating work to install new signs, concrete pads and benches.
3. **Ridership reports for FR and shuttles/events:** Monthly ridership reports are maintained to present to staff, the Board, FTA, and the National Transit Database. This includes ridership for Metro's fixed-route as well as any shuttles, events or promotions that occur.
4. **Bus Stop inventory:** Create a list of all the shelters, benches and bus stop signs in the system. Include the status of the shelter/bench, a photo, when it was installed, and which routes it serves.
5. **Miscellaneous:** Assess the need for sidewalk connectivity on bus routes; create maps for various presentations.

Short-Range Transit Planning Products

1. New placements for Bus Shelters
2. Upgraded shelters
3. Monthly Ridership Reports
4. Production of Ridership Maps

Estimated Budget for Transit Activities:

| | |
|------------------------|-----------------|
| Total MTPO Staff Costs | \$64,741 |
|------------------------|-----------------|

Long-Range Transit Planning Products

Long Range Transit Plan – Phase I (\$60,000) & Phase II (\$125,000)

Overview

AECOM will assist Topeka Metro in the development of a Long-Range Transit Plan. TMTA's most recent comprehensive operations analysis took place in 2010, and this will be the first long-range plan for transit in Topeka. This effort will result in a clearer focus of goals, and strategies to reach those goals, within the next 5-, 15-, and 25-year time periods. This plan will be complementary to Topeka's recently completed Futures 2040 Plan, Pedestrian Master Plan, and Bikeways Master Plan by providing a deeper analysis of transit-related goals, public engagement, service improvement strategies, infrastructure improvements, funding strategies, and alternative transportation programs. The development of this plan will better position Topeka Metro to reevaluate progress on a 5-year cycle and restructure focus areas based on current community input.

Phase I of the Topeka Metro Long Range Transit Plan will include the following components:

- 1 public open house
- 2 Board meetings
- 2 Steering Committee meetings
- Statistically valid phone survey
- Phase 1 MetroQuest online engagement tool
- Existing conditions report
- Short- and Long-term priority development

This Long-Range Transit Plan will provide Topeka Metro with a "living document," one that is referenced and utilized when TMTA is considering a new project or evaluating progress on ongoing efforts.

Phase I of the LRTP will be completed in 2018, with phase II beginning in 2018.

Deliverable: Topeka Metro Long-Range Transit Plan Phase I

Estimated Budget for Long Range Transit Plan (Consultant):

| | |
|-----------------------------------------------|------------------|
| Total: LRTP Consultant Costs Phase I: | \$60,000 |
| Total: LRTP Consultant Costs Phase II: | \$125,000 |

Non-Direct Charges:

| | |
|-----------------------------------|-----------------|
| • TransCad License | \$1,200 |
| • REMI License | \$8,000 |
| • ArcMap License | \$3,688 |
| • Office Supplies/Printing | \$1,500 |
| • Staff Conference Costs/Travel | \$2,500 |
| • Staff Tech. Support (Computers) | <u>\$8,648</u> |
| Total: | \$25,536 |

SECTION 3 - BUDGET

The budget for the MTPO's regional transportation planning operations is included in this UPWP document in order to indicate how the Consolidated Planning Grant (CPG) funds are being used to further the 3-C (continuing, comprehensive, cooperative) planning process in our metropolitan planning area. The City of Topeka Planning Department is the primary agency that currently provides staff services to the MTPO.

The UPWP Budget does not include overhead expenses (office rent, utilities, insurance, etc.) since all of those indirect expenses are covered by the host agency (i.e., City of Topeka). Most of the expenses included in the UPWP Budget are for actual time worked by MTPO designated staff including selected TMTA staff and any MTPO approved consultant contracts. This budgeting process is used because, as the MTPO's host, the City handles certain accounting, purchasing and personnel functions for the MTPO. This also avoids the time and expense for our small MPO to obtain office space, utilities, and pay other indirect costs using Federal rules.

In addition to the staff costs, the MTPO is also including some direct charges for items such as travel expenses, office supplies, conference and training fees, software and software license renewals in the 2018 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2018 UPWP includes funds from Topeka and the USDOT (through the Consolidated Planning Grant administered by KDOT) for most of the work tasks. For the work task involving transit planning most of the local share is provided by the Topeka Metro, while Topeka funds from the City's general operating budget make up a portion of the local match for MTPO Staff and City sponsored projects. KDOT also supplies cash funds for City or TMTA match funds which are an "incurred" cost from Corridor Management (CM) funds, when those funds are available. Eligibility for the use of these CM funds by the City of Topeka or TMTA is determined by FHWA and KDOT on a case by case basis.

2018 Itemized Budget and Available CPG Funding.

| 2018 UPWP Budget | UPWP # | Total MPO (CPG Eligible) Activities | Other (City Cash) |
|----------------------------------------------------|--------|-------------------------------------|-------------------|
| Program Support & Administration | | | |
| 1.1 General Admin. | 1 | \$ 50,916 | |
| 1.2 Committee Support | | \$ 25,800 | |
| 1.3 UPWP & Budget | | \$ 13,460 | |
| 1.4 Training | | \$ 3,040 | |
| MTP | 2 | \$ 1,380 | |
| TIP | 3 | \$ 14,880 | |
| Public Participation Plan | 4 | \$ 1,440 | |
| Corridor and Special Studies | 5 | \$ 47,920 | |
| Regional ITS Architecture | 6 | \$ 760 | |
| Transit Planning Activities | 7 | \$ 65,041 | |
| Transportation Safety Plan Consultants (Carryover) | | \$ 97,805 | |
| Topeka Metro LRTP Phase I (Consultants) | | \$ 60,000 | |
| Topeka Metro LRTP Phase II (Consultants) | | \$ 125,000 | |
| Direct Non-staff Charges | | | |
| Software Licenses' | | \$ 12,888 | |
| IT Fees | | \$ 8,395 | |
| Tech. Support Group (TSG) | | \$ 4,202 | |
| Office Supplies/Printing/Advertising | | \$ 1,500 | |
| Conferences/Travel | | \$ 2,500 | |
| KAMPO Conference host Charges | | \$ 1,700 | |
| Total Costs of 2018 Program | | 538,327 | |

| CPG & Matching Share | |
|--------------------------------|-------------------|
| Federal Funds Being Used (80%) | \$ 430,662 |
| Topeka Cash (Local Match) | \$ 57,869 |
| TMTA Cash (Local Match) | \$ 49,796 |
| Total Expenditures | \$ 538,327 |

Estimate of available CPG funds for 2018

| | |
|------------------------------------|------------------|
| 2018 CPG Allocation | \$300,000 |
| 2017 carryover CPG funds : | \$27,000 |
| CPG Excess Fund Award (TMTA, LRTP) | <u>\$100,000</u> |
| Total 2018 Estimated CPG funds: | \$427,000 |
| 2018 CPG funds programmed | \$430,662 |
| 2018 Estimated Unencumbered funds | (\$3,662) |

| 2018 STAFF HOURS | | | | | | |
|--------------------------------------------------|--------|-------------------|---------------------------------|------------------------|-------------------------------|-----------------|
| TASKS (Regular Hours) | UPWP # | Office Specialist | Transportation Planning Manager | Transportation Planner | Topeka Metro. Transit Planner | TOTAL Labor Hrs |
| MTPO Program Support & Administration | 1 | | | | | 0 |
| 1-1 General Admin. | | 110 | 525 | 715 | | 1,350 |
| 1-2 Committee Support | | | 400 | 300 | | 700 |
| 1-3 UPWP & Budget | | | 270 | 110 | | 380 |
| 1-4 Training | | | 40 | 40 | | 80 |
| Metropolitan Transportation Plan | 2 | | 0 | 30 | | 30 |
| Transportation Improvement Program | 3 | | 105 | 255 | | 360 |
| Public Involvement Plan | 4 | | 25 | 15 | | 40 |
| Corridor Studies & Special Studies | 5 | | 685 | 595 | | 1,280 |
| Regional ITS Architecture | 6 | | 10 | 10 | | 20 |
| Transit Planning Activities | 7 | | 20 | 10 | 2,080 | 2,110 |
| TOTAL REGULAR HOURS | | 110 | 2,080 | 2,080 | 2,080 | 6,350 |
| % of Time Spent on MPO funded activities | | 5.29% | 100.00% | 100.00% | 100.00% | |

Notes:

This budget is based on regular hours for one calendar year (2,080 hours) for each full-time employee and does not include overtime pay.

This budget includes funding for FHWA and FTA allocations to KDOT and KDOT sub-allocations of CPG funds to the MTPO.

The federal funds from FHWA and FTA are combined into one Consolidated Planning Grant (CPG) administered by KDOT and the MTPO.

Budget Labor Costs (Fully Loaded Labor) & Non-Direct Charges

| TASKS (Fully Loaded Labor) | UPWP # | Consultant & Supply Costs | Office Specialist | Transportation Planner (Bike/Transit) | Transportation Manager | Topeka Metro Transit Planner | TOTAL Fully Loaded Labor | % of Total |
|--------------------------------------------------|--------|---------------------------|-------------------|---------------------------------------|------------------------|------------------------------|--------------------------|---------------|
| MTPO Program Support & Administration | 1 | | | | | | | |
| 1-1 General Admin. | | | \$2,276 | \$15,750 | \$32,890 | \$0 | \$50,916 | 22.7% |
| 1-2 Committee Support | | | \$0 | \$12,000 | \$13,800 | \$0 | \$25,800 | 11.5% |
| 1-3 UPWP & Budget | | | \$0 | \$8,100 | \$5,060 | \$0 | \$13,160 | 5.9% |
| 1-4 Training | | | \$0 | \$1,200 | \$1,840 | \$0 | \$3,040 | 1.4% |
| Metropolitan Transportation Plan | 2 | | \$0 | \$0 | \$1,380 | \$0 | \$1,380 | 0.6% |
| Transportation Improvement Program | 3 | | \$0 | \$3,150 | \$11,730 | \$0 | \$14,880 | 6.6% |
| Public Involvement Plan | 4 | | \$0 | \$750 | \$690 | \$0 | \$1,440 | 0.6% |
| Corridor Studies & Special Studies | 5 | | \$0 | \$20,550 | \$27,370 | \$0 | \$47,920 | 21.4% |
| Regional ITS Architecture | 6 | | \$0 | \$300 | \$460 | \$0 | \$760 | 0.3% |
| Transit Planning Activities | 7 | | \$0 | \$600 | \$460 | \$63,981 | \$65,041 | 29.0% |
| On-Call Transit Consultants Phase I LRTP | | \$60,000 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.0% |
| On-Call Transit Consultants Phase II LRTP | | \$125,000 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.0% |
| Transportation Safety Plan | | \$97,805 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.0% |
| MTPO Staff Non-Direct Charges | | \$31,185 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.0% |
| TOTAL: | | \$313,990 | \$2,276 | \$62,400 | \$95,680 | \$63,981 | \$224,337 | 100.0% |

Notes:

This UPWP Budget is designed to account for USDOT funds spent on the regional 3C planning program.

This budget is based on regular hours for one calendar year (2,080 hours) for each full-time employee and does not include overtime pay.

This budget includes funding for FHWA and FTA allocations to KDOT and KDOT sub-allocations of CPG funds to the MTPO.

The federal funds from FHWA and FTA are combined into one Consolidated Planning Grant (CPG) administered by KDOT and the MTPO.

The fringe multiplier that accounts for benefits, vacation time and other items not included in the direct labor rate is supplied to the MTPO by the Topeka Budget Director and the TMTA Finance Manager.

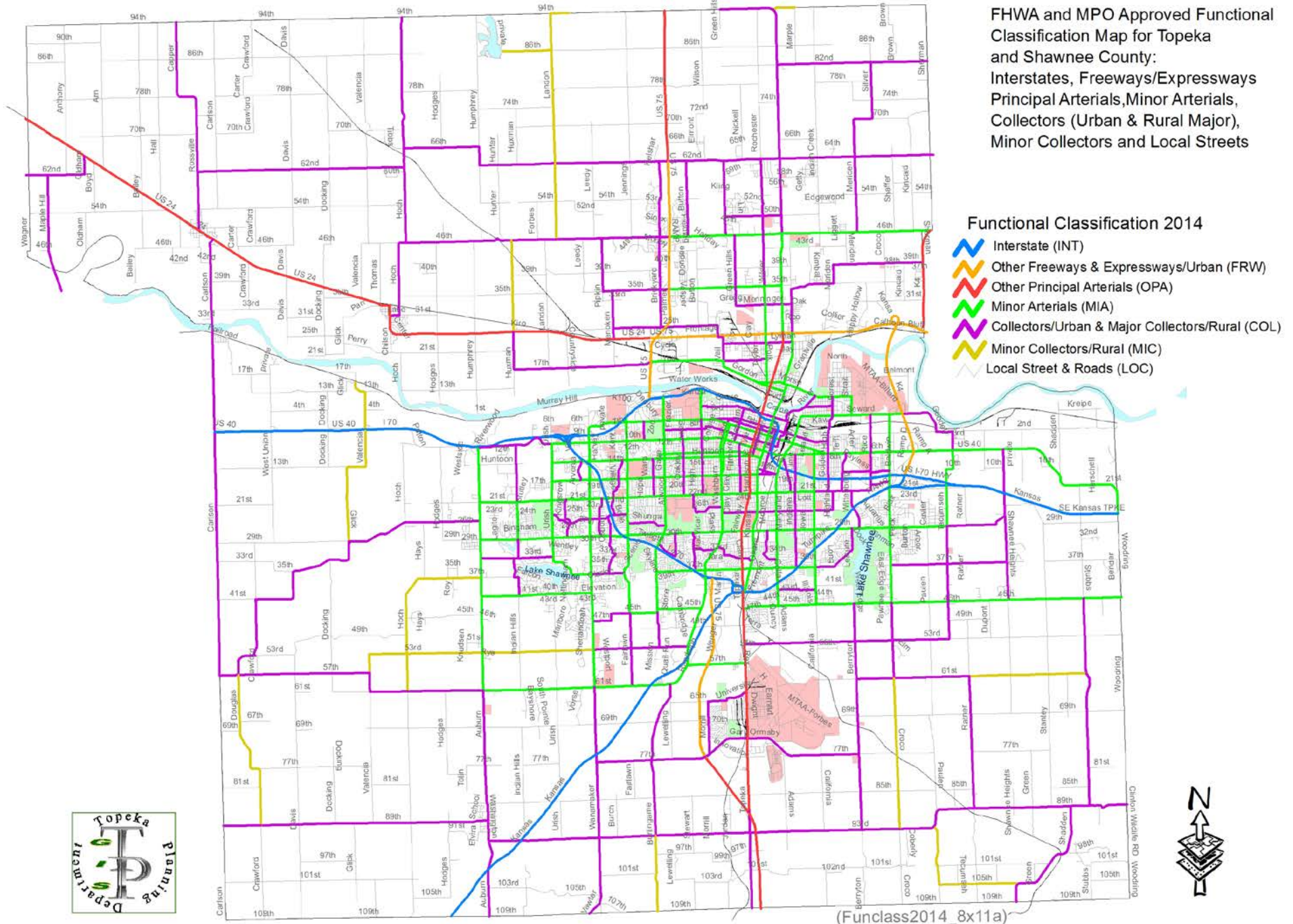
SECTION 4 – MAPS

This section includes the latest Functional Classification Map for roadways in the region. At the time this map was originally produced the MPO planning area included all of Shawnee County so the entire county is shown on this map.

This section also includes a map of the MTPO metropolitan planning area. This map was an attachment to the agreement between the City of Topeka, KDOT and the TMTA that established the MTPO as the new MPO for the Topeka Area. This new MPO was established in 2004. The Topeka Urbanized Area and thus the MTPO Planning area has changed since 2004. The MTPO planning area includes all of the Topeka Urbanized Area defined by the Census Bureau in 2010 and all of the Urban Area for transportation planning purposes defined by the previous MPO and KDOT in 2003. This new MTPO planning area does not include all of Shawnee County. The MTPO has the ability to conduct continuing, comprehensive, and cooperative transportation planning activities for the territory inside their metropolitan planning area boundary. The MTPO is also charged with programming funding for all federally funded projects and regionally significant projects within that planning area boundary through the TIP process.

Figure 3

Functional Classification of Roads 2014



FHWA and MPO Approved Functional Classification Map for Topeka and Shawnee County:
 Interstates, Freeways/Expressways
 Principal Arterials, Minor Arterials,
 Collectors (Urban & Rural Major),
 Minor Collectors and Local Streets





**MTPO
Planning Area**

Shawnee County

Jefferson County

Rossville

Silver Lake






Willard

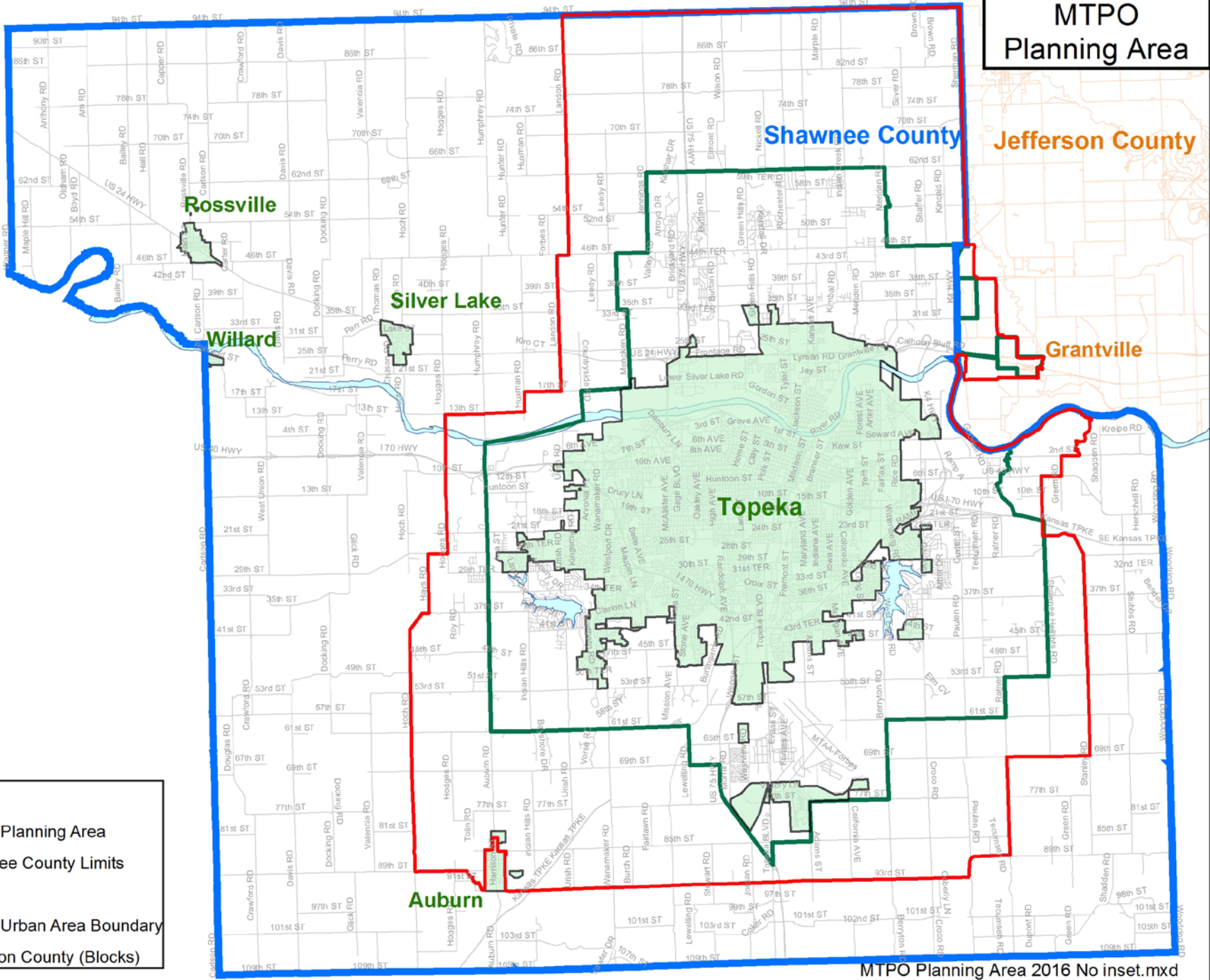
Grantville

Topeka

Auburn

Legend

-  MTPO Planning Area
-  Shawnee County Limits
-  CITIES
-  MTPO Urban Area Boundary
-  Jefferson County (Blocks)



SECTION 5 – UPWP RELATIONSHIP TO LRTP GOALS

The Unified Planning Work Program (UPWP) is the annual list of activities that the MTPO and its staff and sub-committees intend to do in order to address the mobility issues and concerns raised in the Long Range Transportation Plan (LRTP). The Transportation Improvement Program (TIP) is designed to list transportation improvement projects that address the LRTP goals. The UPWP is designed to list the planning activities designed to address the LRTP goals. Both of these documents, UPWP and TIP, are implementation tools for the LRTP. The UPWP is concerned with the planning program implementation steps while the TIP is concerned with the facility and service improvement steps.

The current LRTP adopted by the MTPO contains seven goals for the region’s transportation system and regional transportation planning program. In order to better understand how the annual activities listed in the UPWP help to implement the goals in the region’s LRTP, the following chart was created. It indicates what planning activities are related to which LRTP goals. This helps the MTPO understand the relationship between the annual work program and the LRTP for the region.

Relationship between 2018 UPWP Work Tasks and 2040 LRTP Seven Goals

| | 2018 Program Activities | Cultivate, Maintain, and Enhance the Region’s Economic Vitality | Increase the Safety and Security of the Region’s Transportation System | Increase Accessibility and Mobility Choices in the Region | Protect, Preserve, and Enhance the Social, Historical, and Natural Environments of the Region | Promote Efficient System Management and Operation | Enhance Integration and Connectivity of the Transportation System Across and Between Modes | Emphasize Maintenance and Preservation of the Existing Transportation System |
|---|---------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 1 | Bikeways Plan Implementation | X | X | X | | X | X | |
| 2 | Pedestrian Master Plan Implementation | X | X | X | X | X | X | X |
| 3 | Transit Planning Activities | X | X | X | | X | X | |
| 4 | Complete Streets Reviews/Plan | X | X | X | X | X | X | X |
| 5 | Public Participation Activities | | X | X | | X | X | |
| 6 | Transportation Safety Plan | X | X | | | X | X | X |

Public Comments:

2018 UPWP Public Comment Hearing:

None Received.