



Call to Order/Opening Business

1. Roll Call
2. Approval of Minutes for June 27, 2019
3. Public Comment

Presentations

1. Mobility Management (Mike Spadafore)
2. Transportation Safety Plan Final Document (WSP Consultants)

Action Items

1. Approval of Transportation Safety Plan
2. 2019 UPWP Amendment #2 (Attached) Carlton
 - Reallocation of staff hours amongst task categories to reflect actual time being allocated to each task thus far this year.
 - Increase in budget for Technical Support Group (TSG) fees, Information Technology (IT) fees, and staff conference and travel costs.
 - The removal of the Topeka Metro Transit Authority's Maintenance Facility relocation Study.
 - These changes result in a net decrease of \$19,800 of Consolidated Planning Grant (CPG) funds being expended in 2019.

Amendment has been out for public comment, there were no comments, and now is being requested for final approval and submission to KDOT.

Discussion/Non-Action Items

1. 2019-2022 TIP Administrative Revision (Attached)
2. Local Consult Invitations (Attached) KDOT
3. Bikeways Master Plan Update

Other Items/New Business/Adjournment



CITY OF TOPEKA
**METROPOLITAN TOPEKA PLANNING ORGANIZATION
POLICY BOARD**



M I N U T E S

June 27, 2019

Voting Members present: Brian Armstrong, Kevin Cook, Matt Messina, Aaron Mays, Karen Hiller(5)
Voting Members absent: Brendan Jensen, Jim Ogle (2)
City Staff present: Bill Fiander, Planning Director; Carlton Scroggins, Planner III; Taylor Ricketts, Planner I; Kris Wagers, Administrative Officer

Opening Business

Welcome – Mr. Armstrong called the meeting to order with 4 members present for a quorum. Mr. Cook arrived after the votes.

Approval of minutes for May 23, 2019 - Motion to approve by Mr. Mays; second by Mr. Messina. **APPROVED** (4-0-0)

Public Comment – None

Action Items

2019-2022 TIP Amendment #4 regarding the addition of performance measures and targets for Performance Measures 2 and Performance Measures 3.

Mr. Scroggins reviewed a summary of the changes made to the document based on comments received at the previous Policy Board meeting. The updated document was reviewed and approved by TAC and has been out for public comment; no public comments were received. Mr. Scroggins noted that in the past couple days he has made some grammatical and formatting corrections to the document but did not change anything substantive.

Motion by Ms. Hiller to approve the document; **second** by Mr. Mays.

Discussion:

Mr. Armstrong asked if any changes were made to the document based on TAC's review. Mr. Scroggins explained that staff received updated Travel Time Reliability Index (TTRI) / Truck Travel Time Reliability Index (TTTRI) numbers based on new information received from KDOT. He added that anything highlighted in yellow on the document included in the Policy Board agenda packet are things that have been updated since Policy Board last met.

Mr. Fiander noted that the **2022 City Streets Target should read Average PCI Target for all functionally classified roads.** (p. 21 of the document).

Ms. Hiller stated she would add an **amendment** to that effect to her motion. **Mr. Mays agreed to the amendment.**

Mr. Armstrong called for a vote on the motion as amended. **APPROVAL (4-0-0)**

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Discussion/Non Action Items

Bikeways Master Plan Update

Mr. Fiander stated that the consultant on the project will be Toole Design. It was kicked off with the Complete Streets Advisory Committee serving as the steering committee at their last meeting. A survey and plan for public engagement will be put together. Toole suggested a more “event driven” “pop-up” outreach such as First Fridays, Food Truck Festival, etc., along with stakeholder meetings. Toole will be doing an analysis of the current network. The process should take 6-7 months. Mr. Fiander stated he’d like to see the CSAC meetings publicized more since they are acting as the steering committee and the meetings are open to the public. Ms. Hiller noted that during the first Bikeways Plan, evening meetings were held in different quadrants of the city and they were widely attended by a variety of people. Discussion followed about potential ways to reach out to the non-biking community, especially those who might cycle, to get their input. Ms. Hiller wondered if we could reach out to those who provided input during the initial plan creation.

Mr. Cook arrived at 2:00PM

Transportation Safety Plan Update

Ms. Wilson stated that the UPWP amendment has been approved by KDOT so work on the plan can move forward. Staff expects to have a draft available at the August Policy Board meeting.

Adjourn at 2:02 PM

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



Technical Advisory Committee

MINUTES

Thursday, August 8, 2019

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

Voting Members Absent: (0)

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

Opening Business

Chairman Curt Niehaus introduced Randy Anderson as the new Planning Director for Shawnee County and newest member of the MTPO TAC.

Roll Call

The meeting was called to order by Chairman Niehaus with 7 members present for a quorum.

Approval of minutes for June 13, 2019

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

Public Comment – none

Presentation

Mike Spadafore, Mobility Manager for the Topeka/Shawnee County region, gave a presentation about KDOT's Mobility Management Program and his position. Handout and presentation materials are available in the digital agenda packet information on file at the Topeka Planning & Development Department. Mr. Spadafore's host agency is TMTA so he is housed in their offices.

Action Item

2019 UPWP Amendment #4

Mr. Scroggins explained that while the item was initially put on the agenda as a discussion item, it became necessary to make it an action item and ask for a motion to allow the amendment to go out for public comment. The change comes from an increase in the budget in direct non-staff charges. .

Mr. Scroggins explained that the budget is set at the beginning of the year but sometimes needs to be adjusted mid-year to accommodate changes in the number of hours staff allocate to specific projects, as well as changes to project and other funding. During discussion, it was explained that the total amount of money does not change, but how much is allocated to specific items may. Mr. Fiander explained that the increase in IT and TSG fees came from an increase in fees charged to the Planning Division; MPO staff is 20% of entire Planning Division staff so 20% of these fees are charged to MPO. MPO pays 80% of that and the match comes from Planning Division budget. Mr. Peek explained that Planning Division has no control over how much of their budget is allocated to these specific fees each year. Also increased was the amount of money allocated to Conferences/Travel, and Mr. Scroggins reported that this year he attended the National Planning Conference and both he and Ms. Ricketts will attend the Quad-State Planning Conference coming up.

Mr. Rothrock stated that TMTA doesn't think they're going to get to do the relocation study this year so that money will move into the unencumbered fund. It would be approximately \$24k (project budget was \$30k so

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80% would be \$24k). The total unencumbered amount will change based on additional funds needed for Direct Non-Staff Changes and TMTA's not using the \$24k. TMTA still plans to do the study, so will request the funding in 2020. It was noted that at the end of 2020, 20-25% of any un-spent funds will return to KDOT to use for competitive grants as 2021 is a "clawback" year).

Motion by Mr. Peek to approve the amendment (with changes noted during discussion) to go out for public comment; **second** by Mr. Fiander. **APPROVED** (7-0-0)

Discussion/Non-Action Items

Mr. Scroggins reported that staff expects to receive the final copy of the **Transportation Safety Plan** today and the consultant will be present at the August 22 Policy Board meeting to do a presentation on it. TAC members are invited to attend.

Local Consult Invitations

Ms. Wilson gave some information about the process for the August 26 meeting, reporting that it will be very different from what it's been in the past. There is already a list of projects, so the first hour of the consult will be dedicated to hearing people speak about new projects they'd like added to the list. It was stressed that if the project is already on the list, it doesn't need to be covered again. Discussion included what projects our MTPO has on our list and the fact that they follow along with the Long Range Transportation Plan. Mr. Fondoukis pointed out that the consistency between the two is a positive thing.

Also during the meeting will be a time for people to brainstorm about potential future scenarios, how we're equipped to deal with them now and how we need to prepare to deal with them better in the future. An example would be flooding. It was noted that KDOT is working on their Long Range Plan so this process will be used to provide input to that.

There will be additional events held in the fall, and input from this round will feed in to what happens then.

Bikeways Master Plan Update

Ms. Ricketts reported that CSAC is serving as the steering committee for the Master Plan update. A public survey has been prepared by the consultant along with an interactive map people can use to "map" where they'd like to see bikeways, trails, etc. An open house has been scheduled for August 29 at SNCO Health Department, 4:30-6PM with a presentation by the consultant scheduled for 5PM. The survey and open house will be publicized.

Other

Mr. Rothrock was asked about the Bikeshare program. He said that the efforts to retain the bikes is mostly board-driven. While there are reports of ridership being down, Mr. Rothrock explained that miles traveled is up and weather has been a factor this year. There is not enough history to do a proper year to year analysis.

Ms. Ricketts reported that next month is National Bike Counts so she will be recruiting volunteers to count on September 11 and September 14.

The meeting adjourned at 3:10PM

UPWP 2019 Amendment 2 Summary

1. **Reallocation** of staff hours amongst task categories to reflect actual time being allocated to each task thus far this year.
2. Increase in budget for Technical Support Group (TSG) fees, Information Technology (IT) fees, and staff conference and travel costs.
3. The removal of the Topeka Metro Transit Authority's Maintenance Facility relocation Study.

These changes result in a net decrease of \$19,800 of Consolidated Planning Grant (CPG) funds being expended in 2019.

These changes have been drafted into the 2019 UPWP and are describe in the following attachment.

Corresponding tables are attached.

SECTION 2

MTPO ACTIVITIES & THE TRANSPORTATION PLANNING PROGRAM

For 2019 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. Metropolitan Transportation Plan Activities (MTP)
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.

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.

**MTPO STAFF COST ESTIMATED
BUDGET: \$51,556**

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.

**MTPO STAFF COST ESTIMATED
BUDGET: \$26,553**

1.3 UPWP & Budget

1. Monitor progress toward completing the tasks included in the approved 2019 UPWP.
2. Prepare and approve the 2020 UPWP.
3. Prepare and approve amendments to the 2019 UPWP.
4. Prepare and receive quarterly billing information and submit requests for reimbursements to KDOT.

**MTPO STAFF COST ESTIMATED
BUDGET: \$13,692**

Training opportunities that are proposed for 2019 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 and online webinars in the region 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

2 – METROPOLITAN TRANSPORTATION PLAN (MTP)

MTP ACTIVITIES & PRODUCTS

1. Model Refining (On-going)
2. Produce model runs if needed for plan implementation projects (on-going)

MTPO STAFF COST ESTIMATED BUDGET: \$1,416

BACKGROUND & UPDATE ACTIVITIES

The current Metropolitan Transportation Plan was updated in 2017 (Futures 2040 Regional Transportation Plan). MTP activities for 2019 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.

3 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

PROGRAM ACTIVITIES:

1. Process TIP amendments quarterly, as necessary.

PRODUCTS:

1. Annual listing of 2019 obligated projects (4th quarter)

MTPO STAFF COST ESTIMATED BUDGET: \$9,236

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.

4 – PUBLIC PARTICIPATION & 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

1. General website maintenance,
2. Prepare public information ads for the Topeka Metro News and the official city information channel (Channel 4)
3. Hold public participation meetings in association with all MTPO sponsored activities documents and project updates requiring public input.
4. Update Title VI plan

PRODUCTS & TIMELINE

1. Maintain the MTPO website (ongoing)
2. Annual Title VI Compliance Report (September)
3. Updated Title VI plan (December)

MTPO STAFF COST ESTIMATED BUDGET: \$1.874

5 – CORRIDOR & 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 and county departments 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.
 - Staff will be working with consultants to update plan
 - Evaluating the ultimate designs suggested in the original plan and making changes if necessary
 - Exploring other alternatives
4. Assist in gathering Bike and Pedestrian counts

BIKEWAYS PRODUCTS:

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

CONSULTANT COST ESTIMATED BUDGET: \$50,000

MTPO STAFF COST ESTIMATED BUDGET: \$20,008

5.2

Pedestrian Planning Activities

Work with city and county departments 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 (ongoing)

MTPO STAFF COST ESTIMATED BUDGET: \$10,247

5.3

General Studies & 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.

PRODUCTS & ESTIMATED TIMELINES:

1. Bikeways implementation phase III (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)

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 along with the Complete Streets Advisory Committee will review new projects to ensure compliance with Complete Streets standards.

MTPO STAFF COST ESTIMATED BUDGET: \$14,865

5.4

Target Setting for Performance Measures

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.

**MTPO STAFF COST ESTIMATED
BUDGET: \$3,910**

PRODUCTS & ESTIMATED TIMELINES:

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

5.5

Transportation Safety Plan (TSP, (Carryover Tasks)

This is a plan that began in 2017 and continued through 2018. The original contract has been amended to include the addition of a public meeting at the request of the MTPO and KDOT. For 2019 this project's final tasks will be completed, thus completing the Transportation Safety Plan. The goal of this document is to provide each reader with a tool to guide safety-related decision-making and investment and support existing local, regional, and state transportation plans. 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 performances 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.

**MTPO STAFF COST ESTIMATED
BUDGET: \$5,946**

CONSULTANT COST ESTIMATED BUDGET: \$12,666

PRODUCTS & ESTIMATED TIMELINES:

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

6 – REGIONAL INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE

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.

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.

MTPO STAFF COST ESTIMATED BUDGET: \$782

7 – PUBLIC TRANSIT PLANNING

The UPWP document includes TMTA planning activities that will be conducted in 2019. 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 2019, a full time salary for transit planner will be funded in part with CPG funds.

PROGRAM OBJECTIVES

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

PROGRAM ACTIVITIES

1. Finish LRTP which began in 2018
2. **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.
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.
6. **Admin/Maintenance building relocation study:** Topeka Metro Staff along with consultants will conduct a study to identify potential future site locations to facilitate operational efficiencies thereby facilitating the potential of riverfront redevelopment efforts at the current site.

Short-Range Products

MTPO STAFF COST ESTIMATED BUDGET:

\$64,908

1. Pursuing ADA compliance for all bus stops with shelters, benches or standing pads
2. Monthly Ridership Reports
3. Production of Ridership Maps
4. ITS integration planning

Long-Range Products

LONG-RANGE TRANSIT PLAN PHASE II: CONSULTANT ESTIMATED BUDGET: \$125,000

AECOM is assisting 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, Complete Streets Policy, 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 included gathering information about transit needs and existing conditions through public outreach and input from a Steering Committee made up of transit services stakeholders. Phase II of the Topeka Metro Long Range Transit Plan will include the following components:

- 1-2 public open house
- 3-4 Board meetings
- 2 Steering Committee meetings
- 1 City Council Meeting
- Phase 2 MetroQuest online engagement tool to gather data on service priorities and trade-offs
- Final existing conditions report
- Short- and Long-term priority summary
- Draft and Final LRTP

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.

SECTION 3

BUDGET

The budget for the MTPO's MTP 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 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 2019 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2019 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.

2019 UPWP Budget	UPWP #	Total MTPO (CPG Eligible) Activities	Other CPG Competitive Grant
Program Support & Administration	1		
1.1 General Admin.		\$51,556	
1.2 Committee Support		\$26,553	
1.3 UPWP & Budget		\$13,692	
1.4 Training		\$3,910	
MTP	2	\$1,416	
TIP	3	\$9,236	
Public Participation Plan	4	\$1,874	
Corridor and Special Studies	5		
5.1 Bikeways Activities		\$20,008	
5.2 Pedestrian Plan Activities		\$10,247	
5.3 General Studies/ Plan Reviews		\$14,865	
5.4 Target Setting for Performance Measures		\$3,910	
5.5 Transportation Safety Plan		\$5,946	
Regional ITS Architecture	6	\$782	
Transit Planning Activities	7	\$64,908	
Transit Consultant (LRTP Phase II)			\$125,000
Bikeways Master Plan Update		\$50,000	
Transportation Safety Plan (Carryover)		\$12,665	
Direct Non-Staff Charges			
Software Licenses'		\$10,889	
IT Fees		\$7,835	
Tech. Support Group (TSG)		\$6,062	
Office Supplies/Printing/Advertising		\$1,500	
Conferences/Travel		\$4,500	
Total Costs of 2019 Program		\$322,354	\$125,000

CPG & Matching Share	
Federal Funds Being Used (80%)	\$357,883
Topeka Cash (Local Match)	\$51,677
TMTA Cash (Local Match)	\$37,794
Total Expenditures	\$447,354

Estimate of available CPG funds for 2020

2019 CPG Allocation*	\$300,000
CPG Competitive Grant Award (LRTP)	\$100,000
Total 2019 CPG funds:	\$400,000
2019 CPG funds programmed	\$357,883
2019 Unencumbered fund	\$42,117

*CPG allocation \$264,445, plus estimated supplement.

Tasks (Regular Hours)	UPWP #	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit planner	Total Labor Hours
<u>MTPO Program Support & Administration</u>	1					
1.1 General Admin.		110	650	600		1,345
1.2 Committee Support			290	415		705
1.3 UPWP & Budget			185	160		345
1.4 Training			50	50		100
Metropolitan Transportation Plan	2		30	0		30
Transportation Improvement Plan	3		130	100		230
Public Participation Plan	4		20	30		50
<u>Corridor and Special Studies</u>	5					
5.1 Bikeways Activities			240	280		520
5.2 Pedestrian Planning Activities			135	125		260
5.3 General Studies/Plan Reviews			200	175		375
5.4 Target Setting for Performance Measures			50	50		100
5.5 Transportation Safety Plan			80	70		150
Regional ITS Architecture	6		10	10		20
Transit Planning Activities	7		10	15	1,683	1,723
Total Regular Hours		110	2,080	2,080	1,683	5,953
% of Time Spent on MPO funded activities		5.29%	100%	100%	81%	

Notes:

This budget includes a planning/marketing coordinator and finance manager position for the TMTA that are partially funded with USDOT funds. Other in-kind assistance is provided by many people in KDOT, Topeka, and Shawnee County. This assistance to the MTPO is not included in this budget. 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.

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
<u>MTPO Program Support & Administration</u>	1							
1.1 General Admin.			\$2,276	\$30,680	\$18,600	\$0	\$51,556	22.5%
1.2 Committee Support			\$0	\$13,688	\$12,865	\$0	\$26,553	11.6%
1.3 UPWP & Budget			\$0	\$8,732	\$4,960	\$0	\$13,692	6.0%
1.4 Training			\$0	\$2,360	\$1,550	\$0	\$3,910	1.7%
Metropolitan Transportation Plan	2		\$0	\$1,416	\$0	\$0	\$1,416	0.6%
Transportation Improvement Plan	3		\$0	\$6,136	\$3,100	\$0	\$9,236	4.0%
Public Participation Plan	4		\$0	\$944	\$930	\$0	\$1,874	0.8%
<u>Corridor and Special Studies</u>	5							
5.1 Bikeways Activities			\$0	\$11,328	\$8,680	\$0	\$20,008	8.7%
5.2 Pedestrian Planning Activities			\$0	\$6,372	\$3,875	\$0	\$10,247	4.5%
5.3 General Studies/Plan Reviews			\$0	\$9,440	\$5,425	\$0	\$14,865	6.5%
5.4 Target Setting for Performance Measures			\$0	\$2,360	\$1,550	\$0	\$3,910	1.7%
5.5 Transportation Safety Plan Development			\$0	\$3,776	\$2,170	\$0	\$5,946	2.6%
Regional ITS Architecture	6		\$0	\$472	\$310	\$0	\$782	0.3%
Transit Planning Activities	7		\$0	\$472	\$465	\$63,971	\$64,908	28.4%
Transit Consults. (Long Range Transit Plan)		\$125,000						
Bikeways Plan update		\$50,000						
Transportation Safety Plan (Carry Over)		\$12,665						
MTPO Staff Non-Direct Charges		\$30,786						
Total:		\$218,451	\$2,276	\$98,176	\$64,480	\$63,971	\$228,903	100%

2019-2022 TIP Administrative Revision #6 Summary

TE-0465-01: Construct bike facilities on 8th Ave and various locations throughout the City. Twenty-three percent (23%) increase in cost, from \$1,696,700 to \$2,090,700.

KA-4697-02: Guardrail improvements along I-470/I-70 East of West of 37th St Bridge. Twenty-five percent (25%) decrease in funds from \$1,895,875 to \$1,418,885. Also change year of funding conversion from 2020 to 2019, and change funding source from NHPP to HSIP.

KA-4942-01: Bridge #046 located 0.21 mi. NW of 10th St. in SN CO, installing 3-inch asphalt overlay. Change PE obligation year from 2019 to 2018. Also Change project status to "Complete but not closed".

These changes have been made to the current 2019-2022 TIP.

Roadway and Bridge Projects

TIP#: 1-19-04-3
 State #: KA-4942-01

Juris: KDOT
 Class: Freeway

Bikeways:
 Yes ___
 No X

Location: Bridge #046; located on I-70, 0.21 mi. NW of 10th St in Sn Co.
 Work: Apply 3-inch Asphalt overlay Length(mi.)

Phase*	Year of Obligation	Federal	AC-NHPP	State	Total (x1,000)	Federal Source	AC-Conv. Yr.
PE	2018	\$ -	\$ -	\$ 25.000	\$ 25.000		
Const	2019	\$ -	\$ 148.000	\$ 37.000	\$ 185.000		2020
CE	2019	\$ -	\$ 12.000	\$ 3.000	\$ 15.000		2020
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
TOTALS		\$ -	\$ 160.000	\$ 65.000	\$ 225.000		

Description:

No waterproofing membrane, no patching and steelplate holes.

JUSTIFICATION: Program Addition

Status:

Project complete but not closed.

Total Cost: \$225,000

TIP#: 1-19-03-3
 State #: KA-4943-01

Juris: KDOT
 Class: Freeway

Bikeways:
 Yes ___
 No X

Location: Bridge #161; located at E. junction I-70/US-75 in Sn Co.
 Work: Bridge Repair Length(mi.)

Phase*	Year of Obligation	Federal	AC-NHPP	State	Total (x1,000)	Federal Source	AC-Conv. Yr.
PE	2019	\$ -	\$ -	\$ 35.00	\$35.000		
Const	2019	\$ -	\$ 288.00	\$ 72.00	\$360.000		2020
CE	2019	\$ -	\$ 28.80	\$ 7.20	\$36.000		2020
		\$ -	\$ -	\$ -	\$0.000		
		\$ -	\$ -	\$ -	\$0.000		
		\$ -	\$ -	\$ -	\$0.000		
		\$ -	\$ -	\$ -	\$0.000		
TOTALS		\$ -	\$ 316.80	\$ 114.20	431.000		

Description:

Patch deck, replace expansion joints, replace approach joint, clean and paint bearings, replace bearings and clean abutment seats.

JUSTIFICATION: Program Addition

Status:

Total Cost: \$431,000

Roadway and Bridge Projects

TIP#: 1-17-05-1
State #: KA-4697-01

Juris: KDOT
Class: Freeway

Location: along I-470 begin. @ junc. I-470/I70 to Junc. I-470/KTA
Work: Roadway Resurfacing Length(mi.)

Bikeways:
Yes

Phase*	Year of	Federal	AC-NHPP	State	Total	Federal	AC-Conv
PE	2017	\$ -	\$ -	\$ 1.000	\$1.000		
Const	2019	\$ -	\$ -	\$ 9,368.800	\$9,368.800		2019
CE	2019	\$ -	\$ -	\$ 468.440	\$468.440		2019
CE		\$ -	\$ -	\$ -	\$0.000		
		\$ -	\$ -	\$ -	\$0.000		
		\$ -	\$ -	\$ -	\$0.000		
		\$ -	\$ -	\$ -	\$0.000		
TOTALS		\$ -	\$ -	\$ 9,838.240	9,838.240		

Description:
Construction and CE convert in 2019

JUSTIFICATION: Program Addition as Requested by Greg Schieber, Bureau of Construction & Materials.

Total Cost: \$9,838,240

TIP#: 1-17-02-1
State #: KA-4697-02

Juris: KDOT
Class: Freeway

Location: along I-470 begin. @ junc. I-470/I70 to Junc. I-470/KTA
Work: Guardrail Safety Improvements Length(mi.)

Bikeways:
Yes
No

Phase*	Year of Obligation	Federal	AC-NHPP	State	Total (x1,000)	Federal Source	AC-Conv. Yr.
PE	2019	\$ -	\$ -	\$ 250.000	\$ 250.000		
Const	2019	\$ -	\$ -	\$ 1,113.200	\$ 1,113.200		
CE	2019	\$ -	\$ -	\$ 55.700	\$ 55.700		
Const	2019	\$ 1,086.100	\$ -	\$ (1,086.100)	\$ -	HSIP	2019
CE	2019	\$ 54.200	\$ -	\$ (54.200)	\$ -	HSIP	2019
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
TOTALS		\$ 1,140.300	\$ -	\$ 278.600	\$ 1,418.900		

Description:
Construction and CE convert in 2020

Various safety improvements to guardrails along I-470 in Shawnee County.

JUSTIFICATION: Program Addition as Requested by Greg Schieber,

Status:
Added Federal Funds to the Project

Total Cost: \$1,418,900

Roadway and Bridge Projects

State #: TE-0465-01

Class Various

Bikeways:
Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

Work: Transportation Alter.Bikeways Ph.III

Fed#:

Len. (13mi.)

Phase*	Year of Obligation	TA Grant	State	Local	Total (x1,000)	Federal Source	AC-Conv. Yr.
Const.	2019	\$ 1,508.600	\$ -	\$ 377.100	\$ 1,885.700		
CE	2019	\$ 164.000	\$ -	\$ 41.000	\$ 205.000		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
TOTALS		\$ 1,672.600	\$ -	\$ 418.100	\$ 2,090.700		

Description:

Install Ped./Bikeways infrasturcture as depicted in the Bikeways Master Plan for Phase III. Includes signs, pavemen markings, Multi-use trails, and signal enhancements.

Status:

Total Cost:

\$2,090,700

TIP#: 3-18-04-6

Juris: Topeka

Location: Vicinity of Quincy Elem. School

State #: U-2338-01

Class Various

Bikeways:
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>

Work: SRTS phase II

Fed#:

Length (mi.)

Phase*	Year of Obligation	TA Grant	State	Local	Total (x1,000)	Federal Source	AC-Conv. Yr.
Const	2019	\$ 171.000	\$ -	\$ 43.000	\$ 214.000		
CE	2019	\$ 68.000	\$ -	\$ 17.000	\$ 85.000		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -		
TOTALS		\$ 239.000	\$ -	\$ 60.000	\$ 299.000		

Description:

Install Pedestrian/ADA enhancements & crossing improvements for SRTS

Justification: Program Addition.

Status:

Total Cost:

\$299,000

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								Aministrative Amend. 6		
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	\$4,775,384	\$5,301,235	\$30,855,000	\$3,259,621	\$1,851,574	\$6,205,397	\$52,248,211	\$17,744,691		
2020	\$5,113,187	\$2,682,306	\$30,010,000	\$2,747,272	\$730,000	\$6,279,831	\$47,562,596	\$23,569,953		
2021	\$5,113,187	\$1,100,000	\$32,880,000	\$2,720,728	\$730,000	\$6,330,125	\$48,874,040	\$27,849,581		
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	\$20,114,945	\$11,483,541	\$131,275,000	\$11,471,556	\$4,041,574	\$25,208,780	\$203,595,396	\$41,314,644		
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	\$4,775,384	\$5,301,235	\$13,085,309	\$3,284,621	\$1,851,574	\$6,205,397	\$34,503,520			
2020	\$1,987,000	\$2,682,306	\$9,463,984	\$2,849,522	\$730,000	\$6,279,831	\$23,992,643			
2021	\$1,100,000	\$1,100,000	\$8,864,334	\$2,900,000	\$730,000	\$6,330,125	\$21,024,459			
2022	\$1,100,000	\$2,400,000	\$7,778,334	\$3,000,000	\$730,000	\$6,393,427	\$21,401,761			
Totals	\$8,962,384	\$11,483,541	\$39,191,961	\$12,034,143	\$4,041,574	\$25,208,780	\$100,922,383			
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.										

Dear Stakeholder,

I'm pleased to invite you to attend Local Consult meetings in August. These meetings are an important opportunity for stakeholders, like you, to share information about needed transportation projects and help shape the future of transportation in Kansas.

- **New projects.** During the first hour, we'd like to hear from stakeholders about new transportation projects that are needed. During the Joint Legislative Transportation Vision Task Force meetings held last Fall, participants testified about project needs that totaled more than \$18 billion. A list of those projects is available [here](#). If there are new projects you'd like to share with us or if you have additional information about one of the projects already on the list, please plan to participate during that first hour. Additional details about logistics will be provided in the coming weeks.
- **Scenario planning.** In the second two hours, we'll work with all stakeholders to envision the future of Kansas by reviewing facts and trends, discussing risks and exploring alternative future possibilities. Using scenario planning approaches, we'll examine long-term and emerging trends, how they could impact Kansas' transportation system, and what infrastructure investments can be made to help future-proof our infrastructure and cultivate prosperous, healthy communities for all Kansans. Scenario planning is at the forefront of national planning practices and these discussions will provide valuable information for the next Kansas Long Range Transportation Plan (LRTP).

We will host another round of Local Consult meetings later this Fall. At those meetings, we will build upon the discussions this summer to determine regional priorities for future transportation investments. Collaboration is at the heart of this process – just as it was for the development of the T-WORKS program. But a lot has changed in the last 10 years, and it's time for the next transportation program to take full advantage of accelerating rate of change in technology and growing interest in transit, aviation, rail, broadband and economic vitality.

Below are the dates and locations for the August Local Consult meetings. The same information will be discussed at each meeting, so please select the date and location most convenient to you.

Please let us know which meeting you plan to attend or if you have any questions by contacting Mike Moriarty, KDOT Bureau Chief – Transportation Planning, at 785-296-8864 or Michael.Moriarty@ks.gov.

Thank you.

Julie L. Lorenz

Secretary of Transportation

Director of Kansas Turnpike Authority

700 SW Harrison St.

Topeka, KS 66603

Julie.Lorenz@ks.gov

Local Consult Meeting Dates

Monday, August 19, 2019

1:30- 4:30 pm

Northcentral Region—Salina

Kansas Highway Patrol Academy

2025 East Iron

Salina, KS 67401

Tuesday, August 20, 2019

Southcentral Region—Hutchinson

9:00 am – 12:00 pm

Atrium Hotel & Conference Center

1400 North Lorraine St.

Hutchinson, KS 67501

Wednesday, August 21, 2019

Southeast Region—Independence

9:00 am – 12:00 pm

Independence Civic Center

410 N. Penn Ave.

Independence, KS 67301

Thursday, August 22, 2019

Kansas City Metro Region—Overland Park

9:00 am – 12:00 pm

Matt Ross Community Center

8101 Marty Street

Overland Park, KS 66204

Monday, August 26, 2019

Northeast Region – Topeka

1:30 – 4:30 pm

Capital Plaza

1717 SW Topeka Blvd

Topeka, KS 66612

Tuesday, August 27, 2019

Wichita Region – Wichita

9:00 am – 12:00 pm

Eugene Metroplex

5015 East 29th Street N

Wichita, KS 67260

Wednesday, August 28, 2019

Southwest Region – Dodge City

9:00 am – 12:00 pm

Dodge House Convention Center

2409 West Wyatt Earp Blvd.

Dodge City, KS 67801

Thursday, August 29, 2019

Northwest Region – Hays

9:00 am – 12:00 pm

Fort Hays State Union

700 College Drive

Hays, KS 67601