Call to Order/Opening Business

1. Roll Call
2. Approval of Minutes for August 22, 2019
3. Public Comment

Presentations

• None

Action Items

• None

Discussion/Non-Action Items

1. 2020 UPWP Draft (Attached) Taylor
2. TA Grants 2021 KDOT

Quick Updates

1. Bikeways Master Plan Update
2. Local Consult (KDOT)

Other Items/New Business/Adjournment
Voting Members present: Brian Armstrong, Kevin Cook, Matt Messina, Aaron Mays, Karen Hiller, Brendan Jensen, Jim Ogle (7)

Voting Members absent: (0)

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 7 members present for a quorum.

Approval of minutes for June 27, 2019 - Motion to approve by Mr. Mays; second by Mr. Cook. APPROVED (7-0-0)

Public Comment – None

Presentations

Mobility Management – Mike Spadafore presented information and took questions about his new position as Mobility Manager for the Topeka/Shawnee County Region. The position is funded by KDOT and Mr. Spadafore’s office is located with the TMTA offices. A handout about Kansas Mobility Management was provided by Mr. Spadafore.

Transportation Safety Plan Final Document – David Church with WSP Consultants presented the final draft of the Transportation Safety Plan document. Mr. Church took questions as they arose and concluded by reviewing the goals stated in the document.

Action Items

Approval of Transportation Safety Plan
Following the presentation by Mr. Church, discussion included the possibility of continuing the meetings of the safety committee and how to continue to maintain/update data to be sure we’re meeting our goals. There was discussion about deferring the vote to approve the document; Mr. Peek pointed out that discussions on 2021 CIP begin next month and the document will help determine what areas we should focus on. Mr. Messina said that based on the presentation, he is comfortable approving the document; Mr. Armstrong agreed. Ms. Hiller asked Mr. Peek if he feels he has the information and understanding of priorities to go into 2021 CIP discussions and he stated he does feel confident about it.

Motion by Mr. Ogle to approve the document; second by Ms. Hiller. APPROVAL (7-0-0)
Mr. Scroggins stated he will be amending the TIP to replace the new safety performance measures adopted in the document.
219 UPWP Amendment #2

Mr. Scroggins explained that some staff hours were re-allocated, adding it's standard to review and re-allocate hours mid-year based on actual rather than projected numbers. The budget was adjusted somewhat to accommodate TSG and IT fees, and TMTA has decided to move the maintenance relocation study to next year to accommodate the change in executive leadership.

Ms. Hiller suggested the possibility of partnering with the Riverfront Authority to look at a number of relocations which are going to be proposed in order to make a more cohesive plan. It was agreed that MPO only has authority to review transportation related items. Mr. Ogle explained that TMTA has been in discussion with the Riverfront Authority.

**Motion** by Ms. Hiller to approve the document; **second** by Mr. Jensen. **APPROVAL (7-0-0)**

Discussion/Non Action Items

2019-2022 TIP Administrative Revision

Mr. Scroggins explained that the changes are in regard to KDOT projects with cost changes less than 25% of the total cost, so they were approved administratively.

Local Consult Invitations

Mr. Messina provided some information about the upcoming consult being hosted in Topeka. He stated that this one will be different than previous consults in that the first part of the day will consist of an opportunity for people to talk about new project proposals, or updates to existing projects, rather than review the project proposals that have already been submitted. Later in the day will be scenario planning, with discussion focusing on long-term planning.

Bikeways Master Plan Update

Mr. Fiander stated there will be an open house on August 29 from 4:30-6:30 with a presentation by Toole Design Group at 5:00PM. The event will be at the Shawnee County Health Department. CSAC is holding their monthly meeting there just prior to the open house.

Other

Mr. Ogle noted that Bob Nugent will be the new Executive Director for TMTA and will start sometime prior to October 15.

The TMTA board voted this past Monday to eliminate the last hour of service throughout the system, along with some peek time service. They are working on a solution for that final hour, considering an “on demand” system rather than running the entire route.

Long range opportunities for Bikeshare program are being looked at in an effort keep it running past December 1.

Ms. Hiller stated that she is involved in neighborhood hearings with Stormont, who wants to close Washburn from 8th – 10th.

Adjourned at 3:34 PM
Roll Call
The meeting was called to order by Vice-Chairman Carlton Scroggins with 5 members present for a quorum. Mr. Peek arrived after the first vote.

Approval of minutes for August 8, 2019
Motion by Mr. Fiander to approve; second by Ms. Wilson. APPROVED (5-0-0)

Public Comment – none

Discussion/Non-Action Items

2020 UWPW Draft
Ms. Taylor gave a brief review of the document and took recommendations for changes or updates. Ms. Wilson asked questions and suggested changes. She and Ms. Ricketts with meet at a later date to further review the document.

Mr. Peek arrived at 2:09PM

There was discussion about whether it’s possible for MTPO to have a consultant on retainer to provide information on an “on call” basis over a period of several years. Mr. Foundoukis (Federal Highway) explained that this is acceptable, but the time period should be limited to probably no more than 3 years.

There was discussion about ideas for 2020 projects. Suggestions included updating ITS Architecture, Functional Classifications, Travel Land Models, and the Trails and Greenways Plan.

Mr. Fiander explained that staff is exploring ways to maintain/update the data that was collected for the Transportation Safety Plan. The plan document contains performance measures and the updated data will be needed to evaluate whether we’re meeting our goals. Mr. Fondoukis suggested that what might be helpful would be an “on call” Performance Management Analyst. The contract would be put out for bid through regular channels and the person/firm chosen would in effect be “on retainer” for the length of the contract. There was discussion about thresholds (dollar amounts) required before a project needs to be put out for bid, and Mr. Fondoukis suggested staff contact someone at KDOT for those numbers.

At the October meeting, staff will have a 2020 UPWP draft document ready to review and approve to go out for public comment. Mr. Scroggins recommended moving the October MTPO TAC meeting to the 1st Thursday, which would be October 3. The Sunflower Conference Room has been reserved since the Holliday Conference Room is not available during that time. Meeting a week early will allow the document to be out for public comment...
comment for the required 20 days prior to MTPO Policy Board voting on it at their regularly scheduled meeting on October 24.

**TA Grants 2021**

Ms. Wilson had invited Jenny Kramer of KDOT to attend and provide information about the process. Ms. Kramer explained that the scoring has changed a bit, and the bike/ped categorical scoring sheets have changed. She stated that KDOT staff is discussing the idea of offering fewer grants for larger amounts and also doing away with site visits when possible in order to make things more manageable. She recommended tying projects in with Long Range Transportation Plans / Bikeways & Pedestrian Plans so that they’re part of a larger vision.

There will be an informational meeting / workshop to assist applicants with understanding the process.

Ms. Kramer encouraged everyone to also apply for Cost-Share Program funds. This is focused more on economic development, but it does have more money available and has a multi-modal element included. You can apply for both TA Grants and Cost Share Program funds, but you cannot use both on the same project.

**Quick Updates**

**Bikeways Master Plan Update**

Ms. Ricketts reported on the public open house held September 19. The public survey is now closed; at last count there were 300+ responses. The draft plan document should be ready by the end of November.

**Local Consult**

Ms. Wilson said that there has been information set out about the consult. Her understanding is that KDOT is compiling what they learned at the legislative consult and the local consults to help determine what’s important to the public. They will include those priorities in the long range and 10-year plans. There will be one more round of local consults in the fall.

**The meeting adjourned at 3:09PM**
The preparation of this report has been financed in part through funds from the Federal Highway Administration and Federal Transit Administration, U. S. Department of Transportation, under the 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.
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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.

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.
FUNDING BREAKDOWN BY CATEGORY AND CHANGES

--- Public Transit ---
- $72 Billion nationally over 5 years
- $55 million in Kansas over 5 years ($11m annually)
- 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.

--- Transportation Alternatives ---
- Referred to as Surface Transportation Block Grant Set-Aside
- $9.2 million in 2016 and 2017
- $18 million in 2018 and 2019
- $7 million in 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 not eligible sponsors (cannot apply themselves but can be a partner)

--- MPO Planning ---
- PL funding will increase 2% annually
- $1.9 million in 2016
- Program Changes
  - TIPs should consider intercity bus operations
  - MPO’s 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 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 Metropolitan Transportation 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 2020

The following is a list and brief descriptions of the 2020 UPWP priorities for the MTPO. The list includes projects carried over from 2019, as well as new projects proposed by MTPO partners. Other tasks associated with the seven program work tasks will also be performed as warranted.

1. **Traffic Model Scenario runs model demographic update:** The MTPO will work with the recently recalibrated model to run suggested traffic scenarios as needed to ensure traffic pattern efficiency. *(MTPO Staff)*
2. **Track Performance Measures:** Staff will track progress towards attaining Performance Measures set in 2019 as part of the new PM tracking requirements set forth in MAP21.
3. **Work on Bikeways and Pedestrian Implementation:** The MTPO staff will work on implementing both the Bikeways and Pedestrian Master Plans with the consult of the Complete Streets Advisory Committee and coordination with local City and County staffs. This will help ensure that the plans and implementations align with the MTPO goals. *(MTPO staff, City Staff, and Complete Streets Advisory Committee)*
4. **Transit Planning Activities:** Transit activities in 2020 will be focused on 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)*
5. **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)*
6. **Explore possible other transportation projects that may be acceptable for 2020 budget consumption:** The MTPO anticipates having funds available in 2020 for additional projects not yet identified, and will pursue any appropriate projects that may arise. This in an effort to utilize CPG funds that may otherwise be recouped by the state at year’s end due the “Excess Funds Policy”.
7. **Conduct Transit Administration and Maintenance Facilities 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.
Section 2

MTPO Activities & the Transportation Planning Program

For 2020 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. Monitor progress toward completing the tasks included in the approved 2020 UPWP.
2. Prepare and approve the 2021 UPWP.
3. Prepare and approve amendments to the 2020 UPWP.
4. Prepare and receive quarterly billing information and submit requests for reimbursements to KDOT.

**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. **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: $52,521**

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: $28,744**

3. **UPWP & Budget**

   1. Monitor progress toward completing the tasks included in the approved 2020 UPWP.
   2. Prepare and approve the 2021 UPWP.
   3. Prepare and approve amendments to the 2020 UPWP.
   4. Prepare and receive quarterly billing information and submit requests for reimbursements to KDOT.

   **MTPO Staff Cost Estimated**
   
   **Budget: $14,865**
Training opportunities that are proposed for 2020 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 MTP 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: $5,340

Background & Update Activities

The current Metropolitan Transportation Plan was updated in 2017 (Futures 2040 Regional Transportation Plan). MTP activities for 2020 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 2020 obligated projects (4th quarter)

MTPO Staff Cost Estimated budget: $2,352

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 2017 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 and Title VI.
- 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
5. Update PPP with necessary updates

**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: $2,346**

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**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).
**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.

### 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. Implement the Bikeways Master Plan recommendations for Phase IV of the Plan.
   - Staff will be working with consultants to conduct public outreach on the updated 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

**MTPO Staff Cost Estimated budget: $20,628**

**Bikeways Products:**

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

### Pedestrian Planning Activities

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

**MTPO Staff Cost Estimated budget: $13,037**

**Pedestrian Products:**

1. Completion of sidewalks commensurate with the Pedestrian Plan recommendations (ongoing)

**Consultant Cost Carryover Estimated budget: $4,000**

**MTPO Staff Cost Estimated budget: $13,037**
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 weather they are MTPO led or managed by other entities.

Products & Estimated Timelines:

1. Prepare maps, data and reports in support of special studies being conducted by the MTPO or other MTPO partner groups. (Throughout year as needed)

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.

Products & Estimated Timelines:

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

MTPO Staff Cost Estimated budget: $13,280

MTPO Staff Cost Estimated budget: $5,724

The MTPO staff and hired consultants will analyze, update and track the Crash Data from the Transportation Safety Plan as well as analyze, update and track the performance measure.

Consultant Cost Estimated budget: $35,000
The UPWP document includes TMTA planning activities that will be conducted in 2020. 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 2020, a full time salary for transit planner will be funded in part with CPG funds.

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. **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.

3. **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.

4. **Miscellaneous:** Assess the need for sidewalk connectivity on bus routes; create maps for presentations.

5. **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.

**Staff Cost Estimated budget:** $69,644  
(MTPO: $782  TMTA: $68,862)  
**Consultant Cost Estimated budget:** $30,000
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 2020 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2020 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.
### 2020 UPWP Budget

<table>
<thead>
<tr>
<th>Program Support &amp; Administration</th>
<th>UPWP#</th>
<th>Total MPO (CPG Eligible) Activities</th>
<th>Other (CPG Competitive Funds)</th>
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<tbody>
<tr>
<td>1.1 General Admin.</td>
<td>1</td>
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<td>1.2 Committee Support</td>
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<td>1.3 UPWP &amp; Budget</td>
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<td>1.4 Training</td>
<td></td>
<td>$4,530</td>
<td></td>
</tr>
</tbody>
</table>

| Direct Non-staff Charges         |       |                                     |                                |
| TransCad Software License       |       | $1,200                              |                                |
| REMI Software License           |       | $8,000                              |                                |
| ArcMap Software License         |       | $1,689                              |                                |
| Tech. Support Group             |       | $6,062                              |                                |
| I.T. Fees                       |       | $7,835                              |                                |
| Office Supplies/Printing/Advertising |   | $1,820                              |                                |
| Staff Conference Costs /Travel  |       | $4,500                              |                                |
| MTP                             | 2     | $5,340                              |                                |
| TIP                             | 3     | $2,352                              |                                |
| Public Participation Plan       | 4     | $2,346                              |                                |
| Corridor and Special Studies    | 5     |                                     |                                |
| 5.1 Bikeways Activities         |       | $20,628                             |                                |
| 5.2 Pedestrian Planning Activities |     | $13,037                             |                                |
| 5.3 General Studies             |       | $13,280                             |                                |
| 5.4 Performance Measures        |       | $5,724                              |                                |
| Regional ITS Architecture       | 6     | $782                                |                                |
| Transit Planning Activities     | 7     | $69,644                             |                                |

| Contracts                       |       |                                     |                                |
| Transit Planning: Relocation of Maint. Bldg. | | $30,000                              |                                |
| Safety Performance Measure Tracking (Consult) | | $35,000                              |                                |
| Bikeways Master Plan Update (Carryover)       | | $4,000                               |                                |

| CPG & Matching Share            |       |                                     |                                |
| Federal Funds Being Used (80%)  |       | $267,120                             |                                |
| Topeka Cash (Local Match)       |       | $47,008                              |                                |
| TMTA Cash (Local Match)         |       | $19,772                              |                                |
| Total Expenditures              |       | $333,900                             |                                |

**Estimate of available CPG funds for 2020**

- 2020 CPG Allocation*: $310,000
- 2019 CPG Carryover*: $40,000

**Total Available 2020 CPG funds:** $350,000

- 2020 CPG funds programmed: $267,120
- 2020 Unencumbered funds: $82,880

*Estimated
## Tasks (Regular Hours)

<table>
<thead>
<tr>
<th>MTPO Program Support &amp; Administration</th>
<th>UPWP #</th>
<th>Office Specialist</th>
<th>Transportation Planning Manager</th>
<th>Transportation Planner</th>
<th>Topeka Metro. Transit planner</th>
<th>Total Labor Hours</th>
</tr>
</thead>
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<tr>
<td>1-1 General Admin.</td>
<td>1</td>
<td>110</td>
<td>700</td>
<td>555</td>
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<td>1,365</td>
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<td>1-2 Committee Support</td>
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<td></td>
<td>320</td>
<td>440</td>
<td></td>
<td>760</td>
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<tr>
<td>1-3 UPWP &amp; Budget</td>
<td></td>
<td></td>
<td>200</td>
<td>175</td>
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<td>375</td>
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<tr>
<td>1-4 Training</td>
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<td>50</td>
<td>70</td>
<td></td>
<td>120</td>
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</table>

| Metropolitan Transportation Plan      | 2      |                   | 100                             | 20                     |                               | 120              |

| Transportation Improvement Program    | 3      |                   | 40                              | 15                     |                               | 55               |

| Public Involvement Plan               | 4      |                   | 30                              | 30                     |                               | 60               |

| Corridor Studies & Special Studies    | 5      |                   |                                 |                        |                               |                  |

| 5-1 Bikeways Activities               |        |                   | 240                             | 300                    |                               | 540              |
| 5-2 Pedestrian Planning Activities    |        |                   | 135                             | 215                    |                               | 350              |
| 5-3 General Studies/Plan Reviews      |        |                   | 150                             | 200                    |                               | 350              |
| 5-4 Target Setting form Performance Measures |    |                   | 95                              | 40                     |                               | 135              |

| Regional ITS Architecture             | 6      |                   | 10                              | 10                     |                               | 20               |

| Transit Planning Activities           | 7      |                   | 10                              | 10                     | 1,683                         | 1,703            |

**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.
<table>
<thead>
<tr>
<th>Tasks (fully Loaded Labor)</th>
<th>UPWP #</th>
<th>Consultant &amp; Supply Costs</th>
<th>Office Specialist</th>
<th>Transportation Planning Manager</th>
<th>Transportation Planner</th>
<th>Topeka Metro. Transit planner</th>
<th>Total Fully Loaded Labor</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MTPO Program Support &amp; Administration</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>$33,040</td>
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<td>$52,521</td>
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<tr>
<td>4.1 General Admin.</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5.1 Bikeways Activities</td>
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<td>$0</td>
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<td>$0</td>
<td>$20,628</td>
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<td>$13,037</td>
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<td>5.3 General Studies/Plan Reviews</td>
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<td>$5,724</td>
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<td><strong>Regional ITS Architecture</strong></td>
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<td>6.1 General Admin.</td>
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<td>7.1 General Admin.</td>
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<td>$0</td>
<td>$472</td>
<td>$310</td>
<td>$0</td>
<td>$68,862</td>
<td>$69,644</td>
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<td><strong>MTPO Staff Non-Direct Charges</strong></td>
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<td></td>
<td>$31,106</td>
<td>0.00%</td>
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<tr>
<td><strong>Safety Performance Measure Tracking</strong></td>
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<td>$35,000</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Bikeways Update Carryover</strong></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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<td>$2,276</td>
<td>$98,176</td>
<td>$64,480</td>
<td>$68,862</td>
<td>$294,900</td>
<td>100%</td>
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</tbody>
</table>
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

Functional Classification 2014
- Interstate (INT)
- Other Freeways & Expressways/Urban (FRW)
- Other Principal Arterials (OPA)
- Minor Arterials (MIA)
- Collectors/Urban & Major Collectors/Rural (COL)
- Minor Collectors/Rural (MIC)
- Local Street & Roads (LOC)

(Funclass2014_8x11a)
## Relationship between 2020 UPWP Work Tasks and 2040 LRTP Seven Goals

<table>
<thead>
<tr>
<th>Tasks (Regular Hours)</th>
<th>Cultivate, Maintain, and Enhance the Region’s Economic Vitality</th>
<th>Increase the Safety and Security of the Region’s Transportation System</th>
<th>Increase Accessibility and Mobility Choices in the Region</th>
<th>Protect, Preserve, and Enhance the Social, Historical, and Natural Environments of the Region</th>
<th>Promote Efficient System Management and Operation</th>
<th>Enhance Integration and Connectivity of the Transportation System Across and Between Modes</th>
<th>Emphasize Maintenance and Preservation of the Existing Transportation System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bikeways Plan implementation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2 Pedestrian Master Plan Implementation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3 Transportation Improvement Program</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4 Complete Streets Reviews/Plan</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5 Public Participation Plan</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6 Regional ITS Architecture</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7 Transit Planning Activities</td>
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<td></td>
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<td>X</td>
</tr>
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