

**Metropolitan Topeka Planning Organization
UNIFIED PLANNING WORK PROGRAM (UPWP)
MTPO Staff
2015—Annual Report**

Program Work Tasks:

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

Planning Priorities for 2015

The following is a list and brief descriptions of the 2015 UPWP priorities for the MTPO. The first priorities are to complete those projects that may have been carried over from the 2014 UPWP. Secondary are those tasks which are essential to the fulfillment of the requirements of the MTPO. The MTPO's priorities also include the undertaking of new projects that may be submitted by our cooperative planning partners. The order of the projects in this list does not suggest the timing in which these tasks will be handled. Many of these tasks inherently will be worked on concurrently. All of these priority projects are included within the seven work tasks and associated budgets described herein.

1. **Complete the Pedestrian Master Plan:** Work with the consultants to complete the Pedestrian Master Plan which began with the hiring of consultants in 2014. **(City of Topeka and MTPO partners and Consultants)**
2. **Complete Phase II of the Wayfinding sign project (MTPO Staff & Visit Topeka and consultants)** The MTPO will oversee the development of phase II of the Wayfinding project that was approved in 2013. The City of Topeka completed Phase I of the Wayfinding Study in 2006. Phase II will review current destinations and signs to determine what changes and/or additions need to be made for the overall completion of this project.
3. **Complete Bikeways Phase I and Begin Phase II:** Phase I of the Bikeways Plan was funded and began implementation near the end of 2014. In 2015 we plan on completing Phase I and proceed with the beginning stages of Phase II. **(MTPO staff, City Staff, and Bicycle Advisory Committee)**
4. **Transit Planning Activities:** Transit activities in 2015 will be focused on the continuation of the bus Shelter placement and upgrade program and assisting the recently hired Bikeways Marketing planner with the Ride Share program. **(Multi-modal planner and Topeka Metro On-Call Transit Planning Consultants)**
5. **Develop performance measures as defined in MAP 21:** The MTPO staff will work with KDOT technical staff to determine how performance measures will be calibrated and implemented into the project evaluation process. **(MTPO & KDOT & Transit Staffs)**
6. **Training and utilization of the recently purchased Regional Economic Marketing (REMI) Data.** The MTPO staff will be working with REMI vendors to establish a MTPO specific Demographic forecasting model which will be used in conjunction with the Transportation model to begin preparations for the 2017 MTP Update.

Continue to work with Non-profit partners (Senior Transportation Group, & Paratransit):

The MTPO staff will supply technical support to the senior transportation groups in the form of map production and demographic data compilations to assist in procuring grants. Paratransit providers are exploring more efficient ways to provide this service, possibly with the assistance of Topeka Metro. **(MTPO staff and Topeka Metro)**

1 – MTPO Program Support & Administration

Program Objectives:

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

Program Activities:

1.1 General 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.)
 - a. Coordinated with MTPO partners to prepare for 2016
 - b. Assisted in review of local regional transportation projects:
 - Arvonia/I-470 Project
 - KTA Interchange
 - Downtown Kansas Ave. Redevelopment
 - US 24 Break in Access study
 - c. Provided MTPO support to Topeka Metro. On shelter placements, Bikeshare, bus route mapping tasks, and grant support.
 - d. Coordinated with Bikeways Committee on implementation of Phase I & II of Bikeways Plan.
 - e. Worked with Visit Topeka on management of Wayfinding project.
 - f. Created an RFP and Scope of Work for MTP Consultant hire.
 - g. Completed questionnaire for Bicycle Friendly Community Status consideration (with BAC).
 - h. Provided MTPO support to Topeka Metro on new shelter placements, and bus route mapping tasks.
 - i. Provided input and data to the Shawnee County Health Agency for a TA grant application for phase II of their SRTS project.
 - j. Managed Consultants for Pedestrian Master Plan development.
2. Maintain records and provide reports to funding agencies on the status of transportation planning activities and resources expended.
 - a. **Prepared and submitted to KDOT Quarterly reimbursements.**

1.2 Committee Support

1. Provide staff support to the MTPO Policy Board, the MTPO Technical Advisory Committee, The Bikeways Advisory Committee (BAC), 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.
2. Prepare agendas, minutes, announcements and meeting rooms to support the MTPO and TAC meetings, and post agendas and minutes on the web site and in local news publications for public review.
 - a. **Prepared meeting materials and minutes for TAC, Policy Board, and BAC meetings.**

- b. **Minutes and agendas were not posted to website but rather emailed to several groups and individuals indicating that they wanted to be included on all TAC and Policy board packet emailings.**

1.3 UPWP & Budget Activities

1. Monitor progress toward completing the tasks included in the approved 2015 UPWP.
 - a. **Participated and managed tasks pertaining to Bikeways Plan implementation of phases I & II**
 - b. **Participated in tasks pertaining to Topeka Metro UPWP tasks described herein, as part-time member of TMTA staff.**
2. Prepare and approve the 2016 UPWP.
 - a. **Completed 4th Quarter.**
3. Prepare and approve amendments to the 2014 UPWP
 - a. **1 UPWP Amendment was done in 2015.**
4. Prepare quarterly billing information and submit requests for reimbursements to KDOT.
 - a. **Prepared 4 Quarterly reimbursement & submitted to KDOT in 2015.**

1.4 Training

Training opportunities that are proposed for 2014 include, but are not limited to the following:

- Kansas APA Conference
 - a. **Attended Quad-State APA conference.**
- Kansas Association of Metropolitan Planning Organizations (KAMPO) meetings
 - a. **Attended semi-annual KAMPO meetings.**
- Transportation related webinars
- National Transit Institute and National Highway Institute workshops in Kansas City or other nearby cities that provide training for MPO related topics
- Applicable GIS or other software training which supports MTPO activities.
- Other relevant training that the MTPO Secretary directs the MTPO Staff to attend that is approved by KDOT
 - a. **Attended Regional Economic Modeling Inc. (REMI) Data conference and webinars.**
 - b. **Attended Association of Pedestrian and Bicycle Professionals (APBP) conference in St. Louis.**

Products:

1. Quarterly progress reports and billings (Quarterly)
2. 2016 Unified Planning Work Program (December 2015)complete
3. 2015 UPWP Amendments (as needed)

2 – Long Range Transportation Plan (LRTP)

LRTP Program Activities and Products:

1. Trained with REMI model and begin calibrating model for demographic forecasting
2. Manipulated data for several model runs pertaining to the 6th St., 10th st. widening as well as for the proposed KTA interchange @ SE 29th St.

Products:

1. REMI model calibration (30% Complete)

3 - Transportation Improvement Program (TIP)

Program Objectives:

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

Program Activities:

1. The MTPO staff will reviewed TIP for project relevance to current TIP.
2. MTPO staff reviewed new road construction projects to ensure compliance with Complete Streets standards.
3. Processed 3 TIP amendments to the current TIP.
4. Assisted in the processing of 3 Transportation Alternative (TA) grant applications.

Products:

1. Annual listing of 2015 obligated projects (Completed)
2. Three TIP amendments processed

4 - Public Participation Plan (PPP)**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:

2. General website maintenance,
3. Prepare public information ads for the Topeka Metro News and the official city information channel (Channel 4)
4. Hosted and coordinated several public participation meetings in conjunction with the development of the Pedestrian Master Plan, including 17 NIA meetings, 3 stakeholders meetings and three public meetings.

Products

Maintain the MTPO website (ongoing)

1. Public advertisements and website updates (Completed)
2. Public feedback compilations for Pedestrian Plan and MTPO Planning documents. (Completed)

5 – Corridor and Special Studies

Program Objectives:

- To analyze specific corridors located within the MTPO metropolitan planning area and address any transportation needs that may exist in those areas.
- 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.
- To provide the MTPO partners and special interests citizen groups with specialized information designed to address particular transportation planning related issues that are not specifically addressed in other MTPO planning documents.
- Complete tasks associated with the implementation of the Bikeways Plan.
- Complete tasks associated with the creation of the Pedestrian Master Plan.

5.1 Bikeway Planning

The MTPO adopted a MTPO Area wide Bikeways Plan in 2012. This plan was created by RDG consultants with the assistance of the MTPO staff and a grassroots Bikeways Advisory Committee (BAC). The BAC continues to assist with the implementation of this Plan. Substantial strides were made towards this end in 2013 when the MTPO and BAC applied for and received a 1.4 million dollar Transportation Enhancement (TE) Grant to complete phase I of the Bikeways Plan. Phase I includes signage, street markings and bikeway side path construction for over 32 miles of bikeways throughout the MTPO area. In 2014 they applied for and received a second Transportation Alternatives grant for Phase II implementation of the Bikeways Plan. The phase II grant was for \$220,000 and will cover 13 miles of bikeways paths and signage. In total, Implementation of the Bikeways Master Plan will be 164 miles of bikeways and 5 phases, totaling approximately 4.5 million dollars.

Bikeways Activities:

1. Worked with city engineers, consultants, and the BAC on implementation of phase I. Including the determination and logistics of bicycle lane placement and type.

Bikeways Products:

1. Progress towards the completion of phase I (Nearly Complete)

5.2 Pedestrian Master Plan

The MTPO staff worked with the consultants, hired in 2014, to organize public participation meetings and to produce elements of the new Pedestrian Master Plan. Including making maps and preparing meeting materials as needed. A website was developed which served as a public involvement tool.

Pedestrian Master Plan Activities:

2. Staff worked with consultants with the organization of public and stakeholders meetings, as well as visiting 18 NIA's and presenting the plan process and gathering information on sidewalk conditions in each neighborhood.
3. Provided GIS data and compiled tables and maps for the Ped. Master Plan.
4. Staff surveyed sidewalk conditions throughout the city.
5. Staff prepared Powerpoint presentations for Policy Board and City government.
6. Staff participated in several consultant conference calls in its role as overall management of project

Pedestrian Plan Products:

1. Pedestrian Master Plan (Will be Completed in early 2016)

5.3 Wayfinding Sign Plan

Visit Topeka initiated an update to the city's wayfinding sign network as an outgrowth of their recent community branding initiative completed in 2014. The MTPO has approved \$56,000 of CPG funds to be utilized for the planning phase of this project. This will be a \$70,000 project which will be managed by the MTPO in conjunction with Visit Topeka. A consultant was hired to complete this phase. The system includes consideration for multi-modal users including auto, bike, and pedestrian. This phase will also include collaborating with local entities to create new Manual Uniform Transportation Control Device (MUTCD) compliant designs for the signs.

Wayfinding Sign Plan Activities:

1. MTPO staff provides overall management of Plan process, and participated in the initial meetings with consultants as well as with public meetings and researching Wayfinding sign history and details.
2. Processed consultant billings and reimbursement

Wayfinding Sign Plan Products:

1. Wayfinding Sign Plan including bid ready documents (will be completed in 2016)
2. MUTCD Compliant design for signs (will be completed in 2016)

5.4 Arvonía Corridor Study

The City and KDOT have determined that additional development in the area should be closely reviewed so that a roadway network is provided with acceptable capacity for the additional development.

Detailed Scope:

The Consultant shall complete a transportation planning / traffic engineering study and provide recommendations to improve traffic operations, safety, and level of service at the intersections of;

- SW Huntoon Street / SW Arvonía Place and Eastbound I-470 Exit Ramp,
- SW Arvonía Place and SW Winding Road,
- SW Huntoon Street and Westbound I-470 Entrance Ramp,
- SW Huntoon Street and SW Wanamaker Road,
- SW Wanamaker Road and Westbound I-470 Exit Ramp
- SW Wanamaker Road/ SW Winding Road and Eastbound I-470 Entrance Ramp.

Arvonía Corridor Study Products:

1. Corridor Study was completed in 2015. MTPO staff participated in the process via city traffic study input and with public meetings.

6 – Regional Intelligent Transportation Systems (ITS) Architecture**Program Objectives:**

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

Program Activities:

1. Review transportation projects/plans for ITS compliance.
Reviewed all projects for possible ITS coordination with other similar projects. Participated in quarterly Traffic Incident Management Systems (TIMS) meetings with local City and County emergency and traffic officials.

7 – Public Transit Planning

Transit Planning Objectives

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

Transit Planning Activities (MTPO Multi-Modal Planner)

1. **Bus Shelter Program:** Helped to implement Topeka Metro's ongoing Bus Shelter Program, including evaluation of routes for best placement of a shelter, communication with local business to gain permission, and coordination with the City on placement, and worked with engineers and contractors to get the shelters on the ground.
2. **Designated Stops:** Helped with the transition from a flag-down system to a designated stop system. This included analyzing routes and, work with bus stop design guidelines in order to determine where to place a bus stop signs.
3. **Ridership reports for FR and shuttles/events:** Prepared Monthly ridership reports to present to the Transit Board, FTA, and the National Transit Database. This included ridership for Metro's fixed-route as well as any shuttles, events or promotions that occurred.
4. **Bus Stop inventory:** Created 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. **GTFS data for Googlemaps:** Reviewed the current data in the General Transit Feed Service to update the location in GoogleMaps, and made the data available for third-party groups to create apps.

Short-Range Transit Planning Products

1. New placements for Bus Shelters **(50% Complete)**...New grant money received for additional shelters)
2. Upgraded shelters **(Complete)**
3. Monthly Ridership Reports **(On-going)**
4. Updated Transit Google Maps **(On-going)**

2015 Budget and Available CPG Funding.

2015 UPWP Budget	UPWP #	Total MPO (CPG Eligible) Activities	CM Funds
Program Support & Administration			
1.1 General Admin.	1	\$ 31,454	
1.2 Committee Support		\$ 14,569	
1.3 UPWP & Budget		\$ 8,044	
1.4 Training		\$ 6,985	
MTP	2	\$ 7,843	
TIP	3	\$ 2,413	
Public Participation Plan	4	\$ 3,316	
Corridor and Special Studies	5	\$ 25,354	
Pedestrian Master Plan (Consultant)		\$ 100,000	
Wayfinding Study Phase II (Visit Topeka)		\$ 70,000	
^Arvonia Corridor Study		\$ 100,000	\$ 75,000
Regional ITS Architecture	6	\$ 1,609	
Transit Planning Activities	7	\$ 20,184	
Direct Non-staff Charges			
Software License		\$ 4,200	
Tech. Support Group (IT)		\$ 8,648	
Office Supplies/Printing/Advertising		\$ 1,500	
Travel		\$ 2,500	
Total Costs of 2015 Program		\$ 408,619	

^\$10,000 from City Cash, and \$15,000 from CPG Funds

Estimate of available CPG funds for 2015

2015 CPG Allocation

Estimated 2014 carryover CPG funds

Total 2015 CPG funds:

Unencumbered 2015 CPG funds:

279,866
<u>\$18,425</u>
\$298,290
\$36,395

CPG & Matching Share	
Federal Funds Being Used 80%	\$ 261,895
CM Funds	\$ 75,000
Topeka Cash	\$ 50,722
Visit Topeka Cash	\$ 14,000
Topeka Metro Cash	\$ 7,002
TOTAL:	\$ 408,619

2015 Revenues & Expenditures

UPWP Expenditures Report	2015 UPWP TOTAL	Total Spent to Date	% Complete	Task % Complete	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures
Staff Hours								
Task 1-MPO Program Support & Administration								
Time Off								
1.1 General Admin	\$31,454.00	\$41,110.37	130.7%	100.0%	\$9,807.40	\$10,456.95	\$8,085.65	\$12,760.37
1.2-Committee Support	\$14,569.00	\$8,360.15	57.4%	100.0%	\$1,686.91	\$1,180.21	\$2,728.24	\$2,764.79
1.3-UPWP & Budget	\$8,044.00	\$3,635.74	45.2%	100.0%	\$1,340.90	\$475.82	\$1,602.50	\$216.52
1.4-Training	\$6,985.00	\$5,276.31	75.5%	100.0%	\$605.64	\$0.00	\$0.00	\$4,670.67
Task 2-Metropolitan Transportation Plan	\$7,843.00	\$6,276.25	80.0%	100.0%	\$0.00	\$2,750.35	\$2,641.64	\$884.26
Task 3-Transportation Improvement Program	\$2,413.00	\$1,601.13	66.4%	100.0%	\$994.87	\$0.00	\$606.26	\$0.00
Task 4-Public Participation Plan	\$3,316.00	\$779.23	23.5%		\$0.00	\$302.77	\$476.46	\$0.00
Task 5-Corridor & Special Studies/Arvonia/Ped./Way.	\$25,354.00	\$38,779.99	153.0%	100.0%	\$8,010.06	\$7,554.31	\$11,283.94	\$11,931.68
Task 6-Regional ITS Architecture	\$1,609.00	\$173.02	10.8%	100.0%	\$173.02	\$0.00	\$0.00	\$0.00
Task 7-Transit Planning Activities	\$20,184.00	\$16,207.34	80.3%	100.0%	\$2,378.12	\$1,687.05	\$6,881.03	\$5,261.14
Sub-Total	\$121,771.00	\$122,199.53	100.4%		\$24,996.92	\$24,407.46	\$34,305.72	\$38,489.43
Operational Expenses								
Software License	\$12,000.00	\$12,600.00	105.0%		\$0.00	\$1,200.00	\$3,400.00	\$8,000.00
Office Supplies/Printing	\$1,500.00	\$1,406.76	93.8%		\$0.00	\$487.45	\$62.72	\$856.59
Staff Conferences Costs/Travel	\$2,500.00	\$3,509.94	140.4%		\$0.00	\$0.00	\$609.00	\$2,900.94
Tech.Support Group(TSG)	\$8,648.00	\$7,411.91	85.7%		\$1,844.55	\$1,840.72	\$1,863.32	\$1,863.32
Sub-Total	\$24,648.00	\$24,928.61	101.1%		\$1,844.55	\$3,528.17	\$5,935.04	\$13,620.85
Contracted Services								
Pedestrian Master Plan Consultants	\$100,000.00	\$85,989.91	86.0%	90.0%	\$10,443.86	\$24,046.98	\$25,559.35	\$25,939.72
Wayfinding Study Consultant	\$72,900.00	\$17,520.38	24.0%	30.0%	\$0.00	\$0.00	\$0.00	\$17,520.38
Arvonia Corridor Study*	\$100,000.00	\$100,000.00	100.0%	100.0%	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total	\$272,900.00	\$203,510.29	74.6%		\$10,443.86	\$24,046.98	\$25,559.35	\$43,460.10
Total	\$419,319.00	\$350,638.43	83.6%		\$37,285.33	\$51,982.61	\$65,800.11	\$95,570.38

*KDOT Total Cost-Incurred

	Maximum	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	Remaining
Federal Share	\$298,290	\$29,828.26	\$41,586.09	\$52,640.09	\$76,456.30	\$200,510.74	\$82,779.26
Local Cash	\$71,723.00	\$7,457.07	\$10,396.52	\$13,160.02	\$19,114.08	\$50,127.69	\$11,595.31