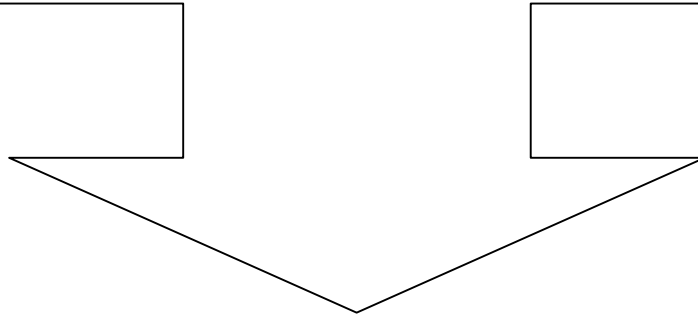


2012  
UNIFIED PLANNING WORK PROGRAM  
FOR THE  
TOPEKA  
METROPOLITAN PLANNING AREA  
OF KANSAS



UPWP

**Metropolitan Topeka Planning Organization  
UNIFIED PLANNING WORK PROGRAM (UPWP)  
2012—January 1<sup>st</sup> through December 31<sup>st</sup>**

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## **Disclaimer Statement**

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# **Metropolitan Topeka Planning Organization (MTPO)**

## **2012 Unified Planning Work Program**

January 1 – December 31, 2012

### **SECTION 1 - INTRODUCTION**

Federal regulations (23 CFR § 420 and 23 CFR § 450.308) require each metropolitan planning organization (MPO) to develop a Unified Planning Work Program (UPWP) in cooperation with the state transportation agency (the Kansas Department of Transportation, KDOT) and the public transit provider serving the region (Topeka Metropolitan Transit Authority, TMTA).

The purpose of the UPWP is to identify the transportation planning activities proposed by each of these three cooperative partners in the metropolitan transportation planning process and the source of funds proposed to pay for these activities. Federal law 23 USC § 134 and 49 USC § 5303 & 5304 requires certain transportation planning products (Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and the Public Participation Plan) to be created and adopted on a periodic basis. The UPWP provides the framework for ensuring that these required documents are produced in a timely fashion.

### **Metropolitan Planning Organization (MPO) Defined**

A metropolitan planning organization (MPO) is a federally-mandated and federally-funded transportation policy-making organization that is made up of representatives from local and state governments and governmental transportation authorities. In 1962, the United States Congress passed legislation that required the formation of an MPO for any urbanized area (UZA) with a population greater than 50,000. Federal funding for transportation projects and programs are channeled through this planning process. Congress created MPOs in order to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive ("3-C") planning process. Statewide and metropolitan transportation planning processes are governed by federal law (2 U.S.C. § 134–135).

### **Purpose**

In creating the requirements for MPOs and a metropolitan planning process, Congress identified several key reasons MPOs are essential:

- transportation investment means allocating scarce federal and other transportation funding resources appropriately;
- planning needs to reflect the region's shared vision for its future;
- adequate transportation planning requires a comprehensive examination of the region's future and investment alternatives; and
- an MPO is needed to facilitate collaboration of governments, interested parties, and residents in the planning process.

### **Governance**

Typically, an MPO governance structure includes a committee structure as well as professional staff. The “policy committee” is the top-level decision-making body for the MPO. In most MPOs, the policy committee comprises:

- elected or appointed officials from local governmental jurisdictions, such as municipalities or counties;
- representatives of different transportation modes, such as public transit, freight, bicycle/pedestrian; and
- state agency officials from agencies such as the state Department of Transportation and the Environmental agency; and
- non-voting members such as FHWA, FTA, FAA, FRA, staff advisers from state departments of transportation, Chambers of Commerce, etc.

MPO policy committee members are not elected directly by citizens. Rather, a policy committee member typically is an elected or appointed official of one of the MPO’s constituent local jurisdictions.

The policy committee’s responsibilities include debating and making decisions on key MPO actions and issues, including adoption of the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the annual Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP).

Most MPOs also establish a technical committee to act as an advisory body to the policy committee for transportation issues that primarily are technical in nature. The technical committee interacts with the MPO’s professional staff on technical matters related to planning, analysis tasks, and projects. Through this work, the technical committee develops recommendations on projects and programs for policy committee consideration. The technical committee typically comprises staff-level officials of local, state, and federal agencies. In addition, a technical committee may include representatives of interest groups, various transportation modes, and in some cases, local citizens.

Usually MPOs retain a core professional staff in order to ensure the ability to carry out the required metropolitan planning process in an effective and expeditious manner. The size and qualifications of this staff may vary by MPO, since no two metropolitan areas are the same nor have the same planning needs. Most MPOs, however, require at least some staff dedicated solely to MPO process oversight and management because of the complexity of the process and need to ensure that requirements are properly addressed. 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.

Presently, most MPOs have no authority to raise revenues such as to levy taxes, but rather are designed to allow local officials to decide collaboratively how to spend available federal and other governmental transportation funds in their urbanized areas. The funding for the operations of an MPO comes from a combination of federal transportation funds and required matching funds from state and local governments.

It also is important to note that a metropolitan area’s designation as an air quality non-attainment or maintenance area creates additional requirements for transportation planning. Most

significantly, transportation plans, programs, and projects must conform to the air quality plan, known as the "State Implementation Plan" (SIP), for the state within which the Urbanized Area (UZA) lies. Currently the MTPO's planning area is in an attainment area, however, the federal government is reviewing the existing standards. Therefore there is a possibility that our area could become a non-attainment area in the future.

### **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) – Changes to the MPO Planning Process and TIP Development**

On August 10, 2005 President Bush signed the existing federal surface transportation bill into law. This new act called SAFETEA-LU keeps intact many of the planning provisions of the previous Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) programs including the planning factors discussed below with one addition to make security concerns a separate factor under SAFETEA-LU.

#### **SAFETEA-LU Transportation Planning Factors**

In 2005 the Safe, Accountable, Flexible, Efficient Transportation Equity Act; A Legacy for Users was passed into law, and on February 14, 2007 new planning regulations to implement that law were published by the FHWA and the FTA. SAFETEA-LU includes eight planning factors for each MPO to consider in their Long Range Transportation Plan. These eight planning factors from SAFETEA-LU are listed below:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase the accessibility and mobility of people and for freight.
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

#### **Recent Federal Initiative**

##### **Livability:**

Although there are no specific projects related to this priority many of the projects and activities will incorporate, as appropriate, the following six principles of livability as defined by the federal government:

1. Providing more transportation choices;
2. Expanding access to affordable housing, particularly housing located close to transit;
3. Enhancing economic competitiveness- giving people access to jobs, education and services as well as giving businesses access to markets;
4. Targeting federal funds toward existing communities to spur revitalization and to protect rural

landscapes;

5. Increasing collaboration among federal, state, and local governments to better target investments and improve accountability;
6. Valuing the unique qualities of all communities- whether urban, suburban, or rural.

### **Project Selection Process**

All projects and activities selected for inclusion into this UPWP document were derived as a result of collaborations of the MTPO staff and its cooperative partners. At the beginning of the new UPWP Development process projects are solicited from the regional cooperative partners. Eligible projects

are those that contribute to advancing the regional transportation planning efforts of the MTPO. These transportation planning projects or activities can be provided either by consultants, or performed in-house by the sponsoring departments' staff. Projects or activities may also be provided by any of the planning partners (KDOT, Shawnee County or Topeka Metropolitan Transit Authority).

Projects carried over from previous years may also be included if there are unencumbered funds yet to be expended for on-going projects. All projects must be demonstrated to be fiscally constrained, meaning that the sponsoring entity has available, or it is reasonably expected to have available, the required matching funds. Unless otherwise noted, all projects listed in this UPWP are fiscally constrained.

### **2011 UPWP Major Accomplishments**

1. The MTPO staff and Partner Oversight Committee (POC) along with RDG Consultants finished the MTPO Area Bikeways Study which began in 2010. This was achieved through public and POC meetings held throughout the year, both on site and via teleconferencing.
2. The MTPO staff and Complete Streets committee created a Complete Streets checklist for new construction projects to be included in the TIP. The MTPO staff also produced a Complete Streets procedural review process to be used as an example for its cooperative partners to use when reviewing complete streets elements for new projects in their respective jurisdictions.
3. The MTPO attended public meetings with of the Capital District Project Team (Heartland Visioning Group) and participated in discussions for the development of a new Downtown Circulation Plan.
4. An RFP for an updated Long Range Transportation Plan (LRTP) consultant was distributed in early 2011. Interviews were held and a Consultant was selected to begin updating the current 2034 LRTP to a 2040 LRTP.
5. MTPO staff gathered GIS and Census information to be used in the update of the Transportation Model which will be used to project future transportation needs for the 2040 LRTP.
6. MTPO staff worked closely with KDOT technical staff to produce the 2010 base year TransCad model run. This information was then submitted to the LRTP consultants for use and display at the public LRTP workshops.
7. TMTA consultants completed and submitted a final report on the Comprehensive Operational Analysis (COA) Study, a study that began in 2010.
8. Consultants completed the selection alternatives study for the future replacement of Polk/Quincy Viaduct . This study, which resulted in the recommendation of the "best" alternative for the impending realignment of the Polk/Quincy viaduct curve and bridge replacement. This study began in 2009. Several public and stakeholders meetings were held during the execution of this study.
9. Work began on Phase II of the US 24 Hwy. Study. This included several stakeholders meetings

- as well as meetings with City officials to determine the degree to which the City would be collaborating in the replacement of the Topeka Blvd./Hwy 24 interchange.
10. MTPO staff and KDOT developed more efficient means of tracking and recording Quarterly reimbursement documentation.
  11. MTPO staff attended Paratransit and Senior Transportation Group meetings and supplied maps and census data that were used to assist the organizations with meeting the qualifications for applying for grants for maintenance and operating funds.
  12. MTPO staff gave transportation presentations at Community Advisory Committee (CAC) meetings; Heartland Healthy Neighborhoods meetings; NAACP meetings; NIA meetings and Chamber of Commerce meetings. Several other organizations were kept abreast of transportation issues via direct emailing.
  13. The MTPO produced and had approved a 2012 UPWP.
  14. The MTPO staff produced and had adopted a Limited English Proficiency Plan (LEP) which is a requirement of Title VI compliance. This plan will be reviewed annually.
  15. The MTPO produced a MTPO informational brochure to distribute to local public outlets as well as in the Planning office.
  16. In accordance with Title VI guidelines, the MTPO produced LEP brochures in both English and Spanish which are now made available at all MTPO sponsored meetings.
  17. The MTPO posted the annual listing of obligated projects.

### **Planning Priorities for 2012**

The following is a list and brief descriptions of the 2012 UPWP priorities for the MTPO. The first priorities are to complete those projects that may have been carried over from the 2011 UPWP followed by performing 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 submitted by the MTPO cooperating 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 LRTP Update by April 25<sup>th</sup>**: The 2040 LRTP will lapse after April 25<sup>th</sup> 2012. It is the goal of the MTPO staff and consultants to have the updated plan approved by this date. **(MTPO, KDOT, Shawnee County, City Of Topeka)**
2. **Review New TIP projects for adherence to the new Complete Street measures.** MTPO Staff and City Engineering staff will provide this review for City of Topeka projects. Other entities will establish a Complete Streets review for their projects. **(City Of Topeka; KDOT; Shawnee County)**
3. **Assist in the implementation of Bikeways paths:** Aside from the inclusion of bikeways paths consideration in new projects, the MTPO staff will also assist in the development and placement decisions of new bikeways paths that may be developed through the possible use of private funding. **(City of Topeka)**
4. **Transit Planning Activities:** Continuing transit planning activities for the MTPO area by the Topeka Metro.. This activity will include MTPO Staff preparing route maps and GIS assistance to TMTA as warranted **(MTPO Staff)** The Topeka Metropolitan Transit Authority (TMTA) along with consultants will perform two studies, a Regional Commuter study and a Multi-Modal study. Both are described in detail in the Transit section of this document.
5. **Public Participation:** Conduct Public participation activities to support existing and future MTPO plans and projects. **(MTPO Staff)**
6. **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.

7. **Produce a Safe-Routes-to-School Program** This will be a study overseen by the Topeka City Engineers and conducted by a consultant.
8. **ITS Assessment:** Review status of the ITS study recommendations and compliance thereof of new projects. **(MTPO Staff)**
9. **S. Topeka Blvd/Airport Corridor In-house study:** City staff will continue the study to determine the best approach to providing urban services to this corridor and to identify needed improvements to this transportation/employment corridor. **(MTPO Staff)**
10. **Produce a 2013 UPWP:** produce the annual update of the UPWP.

## **SECTION 2 – MTPO ACTIVITIES AND THE TRANSPORTATION PLANNING PROGRAM**

For 2012, 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. The MTPO will also work with KDOT as needed to conduct KDOT sponsored planning activities of mutual interest.

### **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

### **1 – MTPO Program Support & Administration**

#### **Background/Previous Work:**

This task includes providing program support, grant administration, and interagency coordination in relation to the Consolidated Planning Grant administered by KDOT and awarded to the MTPO. The Consolidated Planning Grant (CPG) is comprised of Planning (PL) funds from the FHWA and Section 5303 funds from the FTA. The Topeka Planning and Engineering Department provide the staff support services for MPO work in our planning area. The Metropolitan Topeka Planning Organization (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.

The MTPO will manage the metropolitan transportation planning process in compliance with applicable federal laws (i.e., SAFETEA-LU), federal regulations (i.e., 23 USC § 134) and the terms set forth in the KDOT MPO Manual and CPG Agreement. The MTPO and its staff will administer CPG funds in accordance with 49 CFR Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and 2 CFR § 225.

The MTPO Secretary (Topeka Planning Director) will evaluate training requests from MTPO staff and authorize, in consultation with KDOT, specific training opportunities based on available funding and applicability.

Oversight and work towards the completing of the priority projects for 2012 listed above, as well as attending any specialized training which may become available throughout the year will have the highest priority for MTPO staff. In order to minimize the cost of training, the MTPO staff will attempt to obtain as much training as possible at locations that are in close proximity to Topeka (e.g., Kansas City, Wichita, Lawrence) and attend training sponsored by other larger agencies in those nearby locations. Training opportunities that are proposed for 2012 include, but are not limited to the following:

- National American Planning Association (APA) Conference
- Transportation related webinars

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

A new Long Range Transportation Plan (LRTP) must be adopted at least once every five years. A new Transportation Improvement Program (TIP) must be adopted at least once every four years. An updated Public Participation Plan is also required when deemed necessary; usually revisions are made after the signing of a new Transportation Bill. The annual Unified Planning Work Program (UPWP) will guide the development cycle of these major work products through the metropolitan transportation planning process. These are the four required MTPO documents (LRTP, TIP, PPP and UPWP) produced on a regular schedule. The Program Support & Administration task has been and will remain focused on managing MTPO staff and funding resources so that these four documents stay current and the MTPO remains in compliance with USDOT metropolitan planning regulations.

### **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. Provide staff support to the MTPO Policy Board and MTPO Technical Advisory Committee including meeting-related documents and other work requested by the MTPO and/or TAC Chairpersons.
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.
3. Monitor progress toward completing the tasks included in the approved 2012 UPWP.
4. Prepare the 2013 UPWP.
5. Maintain records and provide reports to funding agencies on the status of transportation planning activities and resources expended.
6. Provide adequate continuing education and training opportunities for MTPO Staff.
7. Prepare billing information and submit requests for reimbursements to KDOT on a quarterly basis, and to make these quarterly progress reports available to MTPO Policy Board members.
8. Manage MTPO projects listed herein or any others that may be amended into this document throughout the year.

### **Products (with approximate due dates):**

1. Quarterly progress reports and billings (Quarterly)
2. 2013 Unified Planning Work Program (December 2012)
3. Committee Agendas & Minutes (Before and After all meetings)

4. Attend meetings with MTPO Partners and with the Public (As needed)
5. Attend Transportation related conferences and seminars (when feasible)
6. Manage/participate in 2012 UPWP Projects (on going)

**Budget for MTPO Program Support & Administration:****Estimated Costs**

Total MTPO Staff	\$75,727
Total direct Non-Staff Charges	\$ 6,995

**2 – Long Range Transportation Plan (LRTP)****Background & Update Activities:**

The Long Range Transportation Plan (LRTP) provides the framework for metropolitan transportation policy and specifies metropolitan transportation priorities within the Metropolitan Topeka Planning Organization (MTPO) area. The ongoing work to review and maintain an up-to-date LRTP is conducted in a comprehensive fashion where transportation and land use planning are viewed as two important and interrelated parts. Major transportation system changes are considered when updating land use plans for the Topeka area. Having many of the same planners and engineers review both the transportation projects and the major land use proposals has facilitated this land use/transportation planning coordination in the past, and this arrangement is expected to continue in 2012. The LRTP is the guiding document for all future transportation capital improvements in the MTPO area for the next 30 years

The MTPO Staff will work with KDOT technical staff to continue the updates to the transportation model that began in 2011. During 2012, most of the model work will be in the form of testing different scenarios as determined by the future years (2040) congestion model runs, the LRTP public meetings, and by the Consultants. Most of the future year model runs will be handled in-house by the MTPO and KDOT staffs. The MTPO Staff will participate in public meetings and maintain constant dialogue with the LRTP consultants throughout the LRTP production process.

The MTPO Staff and partners will hold regular LRTP meetings with the LRTP consultants (both in person and via teleconferencing) to discuss and monitor the LRTP production process until its projected completion in April 2012.

**Program Objectives:**

- To assist Consultants with the development of the LRTP through regular status and informational meetings, and by providing them with any support materials that they may request.
- To participate and assist KDOT technical staff with the traffic modeling future scenario model runs.
- To maintain a functional classification map for all public roadways in the MTPO metropolitan planning area.
- Review the land use planning map in accordance with LRTP model update.
- Ensure that adequate public participation is carried out in the LRTP update process.
- Produce an approved 2040 LRTP by April 25, 2012.

**Program Activities:**

1. To participate in the use of TransCAD traffic modeling procedures with KDOT.
2. Management and oversight of the LRTP development.
3. Meet with LRTP consultants throughout the LRTP development.
4. Participate in public participation meetings for the LRTP.
5. Review the Topeka Capital Improvement Plan, including discussions with the Topeka Planning Commission, in order to recommend needed transportation related projects for possible inclusion in the Long Range Transportation Plan. This may also include participation by the Shawnee County Planning Commission, TMTA, and KDOT.
6. Continue the discussions of ongoing transportation issues in the region and incorporate those issues into future LRTP discussions.
7. Continue the process of coordinating the development of a LRTP with the local land use and growth management plans and the CIP for the Topeka and Shawnee County Area.

**Products:**

1. Travel Demand Model future year projection runs (scenarios) (1<sup>st</sup> Quarter)
2. Mapping updated land use data and scenarios for use in the traffic model.(1<sup>st</sup> and 2<sup>nd</sup> Quarters)
3. Solicitation & review of public comments related to 2040 LRTP development process.(1<sup>st</sup> Quarter)
4. Approved 2040 LRTP (2<sup>nd</sup> Quarter)

**Budget for MTPO Long Range Transportation Plan:****Estimated Costs**

Total MTPO Staff Costs	<b>\$26,545</b>
Total LRTP Consultants	<b>\$35,000*</b>

\*\$25,413 of this total will be from Non-Competitive Grant Funds

**3 - Transportation Improvement Program (TIP)****Background/Previous Work:**

The TIP is a major implementation tool for the LRTP. The TIP is essentially the gatekeeper document for all improvements to regionally significant routes and for the use of federal funds. If a project is in the MTPO metropolitan planning area and is regionally significant or is programmed to utilize federal funding then it must be listed in the TIP. The TIP controls much of the highway, bridge, and transit funding used in the MTPO area.

The MTPO uses its Regionally Significant Policy to decide which projects are regionally significant and thus need to be included in the Transportation Improvement Program (TIP). These criteria are used by staff to draft the city and county capital improvement plans that are then presented to the local governing bodies (i.e., City Council and County Commission) for review and approval. As part of the TIP development process the MTPO staff will review the Topeka and Shawnee County Capital

Improvement Programs (CIP) and determine which projects from those local CIP's should be listed in the TIP to keep our region in compliance with USDOT guidelines.

In order to comply with federal regulations the MTPO also works with KDOT and planning partners to produce an annual listing of surface transportation projects for which federal funds have been obligated in the past year. This list will be produced and published by the MTPO each year as a separate document, and the lists that have been produced since the last TIP adoption will be included in each new TIP update.

In 2012 an updated 2013-2016 TIP document will be produced and approved. The current SAFETEA-LU compliant TIP was approved in October of 2010 and is on an "every other year" update schedule. The MTPO has suggested that a new TIP be done every two years even though USDOT regulations state it can be updated once every four years. This two-year cycle should reduce the number of amendments needed and keep the information in the TIP fresh.

### **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 are within the financial capacity of the community.
- To produce an updated 2013-2016 TIP document with the assistance of the MTPO planning partners, that implements the LRTP recommendations and addresses mobility issues raised therein.
- To ensure public participation procedures are carried out in the TIP amendment process.

### **Program Activities:**

1. Work with the MTPO Technical Advisory Committee (TAC) and transportation project sponsors to produce a new SAFETEA-LU compliant 2013-2016 TIP.
2. Educate any new MTPO Policy Board members and/or local transportation project sponsors about the TIP development process and MTPO planning documents.
3. Conduct public participation activities related to the TIP development process.
4. Process TIP amendments as necessary.

### **Products & Timelines:**

1. Prepare and have approved an updated TIP.(4<sup>th</sup> quarter)
2. Annual listing of 2011 obligated projects (4<sup>th</sup> quarter)
3. Public participation activities (on going)

### **TIP Amendment Submissions Schedule (dates for initiation of amendments):**

TIP amendments will be processed at the TAC meetings which correspond to the following quarters;

1 <sup>st</sup> Quarter	January 2012
2 <sup>nd</sup> Quarter	April 2012
3 <sup>rd</sup> Quarter	July 2012
4 <sup>th</sup> Quarter	October 2012

Amendments may be processed at other times in cases where time constraints require that processing be expedited.

**Budget for MTPO Transportation Improvement Program:****Estimated Costs**

Total MTPO Staff **\$18,097**

**4 - Public Participation Plan (PPP)****Background:**

The Topeka MPO created a revised Public Participation Plan (PPP) that is SAFETEA-LU compliant for its transportation planning program in 2009. This plan replaced the previous Public Involvement Plan (PIP) that was outdated and was approved before the passage of SAFETEA-LU. During 2002 and 2003 the MPO continued to work on improving the public involvement process for MPO decision-making. That effort led to the creation of the Citizens Guide to Transportation Decision Making approved by the MPO and printed in 2003. This document is made available to the public, via the MTPO website and in the City of Topeka Planning Department, which serves as the MTPO office.

In an effort to address Environmental Justice 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 associations, ADA groups, senior transportation groups and other organizations representing low-income and/or minority populations in the region. Any public group or organizations affected by the plans; or any citizens requesting inclusion in the planning process will also be kept abreast of transportation projects and issues in the MTPO area.

**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 low-income and minority persons to participate in the metropolitan transportation planning process.
- Ensure continued Environmental Justice 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 and document amendments.

**Program Activities:**

1. Plan informational meetings with stakeholders and interested parties.
2. Efforts will be made to make community groups aware of regional transportation planning decisions that are being made and to seek their input into these MTPO decisions. This will be accomplished through the use of MTPO website announcements, announcements in the official local newspaper and posting on the official city information channel (channel 4).
3. Persons with disabilities will be encouraged to provide input to the MTPO, and the MTPO will strive to better understand issues that are important to the area's ADA eligible population. This will be carried out through participation in paratransit meetings and through contact with

the Topeka Independent Living Resource Center (TILRC). Special accommodations will be available for persons who request them in advance.

4. Persons with low incomes and minority group members will be encouraged to provide input into the MTPO process, and the MTPO will strive to better understand issues that are important to these segments of the region's population. To ensure that these populations are included, MTPO staff will contact NIA's, the CAC and other special groups identified in the Public Participation Plan as being target groups (as per EJ and Civil Rights Act of 1964), via email and through presentations as the situation warrants.
5. Visualization techniques such as maps, charts, and tables will be produced and used to illustrate pertinent plan aspects when it is determined to be appropriate. The MTPO is also exploring the use of interactive mapping for public use on the MTPO/City website.
6. The MTPO staff and committees will attend public involvement activities designed to gather public insight and comments about MTPO documents, both required and not required.
7. Prepare an updated Citizen's Guide to Transportation Decision Making document
8. Evaluation of the effectiveness of the PPP strategies, and make changes if necessary.

#### **Products and Timeline:**

1. Public meetings with neighborhood groups and other interested parties in the plan development processes (Throughout year as warranted)
2. Participate in public participation activities for the LRTP, and Phase II of 24 Hwy study and the public participation process for all other MTPO documents.
3. Website posting and advertising of plan amendments and revisions (throughout year as warranted)
4. Produce an updated Citizen's Guide to Transportation Decision Making (4<sup>th</sup> quarter)
5. Review of the current PPP strategies.

#### **Budget for MTPO Public Involvement Plan:**

##### Estimated Costs

Metropolitan Topeka Planning Organization (MTPO Staff)

**\$ 12,738**

## **5 – Corridor Studies & Special Studies**

#### **Background:**

Sub-regional plans for neighborhoods and corridor plans in the Topeka Urbanized Area have been ongoing for several years and this effort has included review and comments from the MTPO Staff. Several access and circulation comments and recommendations on these local plans have been submitted by the MTPO staff. The MTPO will continue this process of providing transportation related comments to the Topeka Planning and Public Works Departments on a routine basis. The MTPO Staff will also be available to provide comments on transportation issues raised and projects proposed by KDOT, Shawnee County, TMTA, or the City of Topeka.

#### **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 undertake and complete special studies, plans and/or surveys that are needed to produce quality planning documents that will more accurately ascertain public needs or preferences.
- To provide the MTPO with specialized information designed to address particular planning related issues that are not specifically addressed in other MTPO planning documents.

### **Program Activities:**

1. Staff along with project sponsors will conduct field reviews of the “regionally significant” areas/corridors to be studied and will compile background information regarding existing conditions within the study area. Plans for the development or redevelopment of these areas will be prepared, with special emphasis on land use and transportation impacts within the area/corridor. Street vacations, access controls, and traffic calming techniques as tools for neighborhood safety and/or for arterial congestion management may be utilized.
2. The MTPO staff will review new projects to ensure compliance with Complete Streets standards.
3. The MTPO staff will identify special studies or surveys that are needed to address special concerns or issues raised by the MTPO Policy Board, or MTPO-Technical Advisory Committee.
4. Participate in Phase II of the Highway 24 Corridor Study.
5. Continue the MTPO/City Staff study which began in 2011 to determine the best approach to providing urban services to the corridor of South Topeka Blvd./Airport area.
6. Prepare a Safe-Routes-to-School Study.
7. Prepare maps, data and reports in support of special studies being lead by the MTPO or other MTPO partners.

The timely execution of these activities may be accomplished through the use of consultants to assist the MTPO with completing certain items under this work task. If the MTPO Policy Board elects to use consultant help then the MTPO Staff will administer the consultant contract through the host agency for the MTPO.

### **Products & Estimated Timelines**

1. Phase II of Highway 24 Corridor Project (KDOT) (KDOT timeline)
2. Complete the in-house study of South Topeka Blvd./Airport Corridor Study (2<sup>nd</sup> quarter)
3. Safe-Routes-to School Study (4<sup>th</sup> quarter)
4. Prepare maps, data and reports in support of special studies being lead by the MTPO or other MTPO partner groups. (MTPO) (Throughout year as needed)

### **Project Descriptions:**

- 5.1 **Topeka Blvd./Airport Corridor Study**
- 5.2 **Highway 24 Corridor Study Phase II**
- 5.3 **Safe Routes To School Study**

#### **5.1 Topeka Blvd./Airport Corridor Study**

This is a Planning Department staff study which is regionally significant and impacts a major corridor and segment of Topeka. This study will analyze the following elements within this corridor:

- Annexation possibilities.
- Requirements to serve this area with urban infrastructure (fire, police, utilities, etc.),
- Needed transportation improvements to S. Topeka Blvd, similar to the Highway 24 corridor study but in more of a general planning sense, rather than engineering details,
- Future land use plan, especially regarding future industrial and residential development and a needed future street and road networks.

This corridor connects the urban area of Topeka with the airport, commercial centers, new industrial parks, major freight routes, the Kansas Turnpike, and Highway 75. The project will attempt to provide policy guidance for future transportation, infrastructure, and land use decisions within this corridor.

This project will not utilize any UPWP CPG funding. It will be 100% funded by the City of Topeka through regular planning staff work tasks.

**Funding:** It is estimated that this project will cost approximately \$40,000. This figure is derived by calculating the amount of staff hours that planners will be utilizing on this project. This project began in 2011 and is an in-house project which is not currently using any CPG funds. There is an estimated \$20,000 of staff study time remaining until this project is complete. This project is listed for informational purposes only.

## 5.2 Highway 24 Corridor Study Phase II

This is the second part of a two-part study conducted on the Highway 24 Corridor. Phase I was completed in 2009, phase II began in October of 2010. This is a land access and traffic analysis study. Phase II of the Highway 24 Corridor Study is divided into four basic tasks with each task having consistent elements of land use planning, transportation characteristics and public involvement. Public involvement is organized around the Partners (KDOT, City, County and MTPO) who will act as the Steering Committee established during Phase I. The Business Advisory Council is seen as a means of providing local business input to the Steering Committee or Partners. KDOT's public affairs staff will take the lead in directing and coordinating all public involvement activities. KDOT will maintain a website for this study and distribute press releases. The four basic tasks are:

- Review of phase I products
- Development and evaluation of alternatives
- Recommendations
- Project administration

These tasks are anticipated to be accomplished over a ten month period. Phase II is designed to address the major unresolved issues from Phase I of the project, which represented access management recommendations along Highway 24 and the adjacent street network that were in contrast to stakeholder expectations or lacked appropriate stakeholder input. The intent of Phase II is to carry forward the plan development with as little "redo" as is practical.

**Funding:** The Highway 24 Corridor Project is a \$200,000 project that is being funded entirely by KDOT, and therefore will not be utilizing any CPG funds. It is estimated that there will be approximately \$50,000 remaining to be paid on this project in 2012. This project is listed for informational purposes only.

## 5.3 Safe Routes to School Study

The city of Topeka would like to complete Phase One of a Safer Routes to School program. This phase would include hiring a consultant who is familiar with the program and rely on their expertise to determine exactly what needs to occur in this phase.

The city has created route maps for each USD 501 grade school. On each map, we have shown the school and the routes students should use. As part of the study, we anticipate the city will update the maps and prepare a list of infrastructure deficiencies. We would foresee the school district completing the parent and children surveys, and we would expect the consultant to work with the city and school district to come up with a list of 5-"E" items, and an action plan compete with goals, objectives and strategies. We would visualize a committee and a couple of public meetings as well as the consultant's ideas that other communities have used.

**Funding:** This project is CPG eligible and will require hiring a consultant at a cost approximately \$15,000. This total will be split between the CPG Grant (80%) and a cash match from the City of Topeka (20%) with the City of Topeka.

**SRTS Consultant Costs****\$15,000****6 – Regional Intelligent Transportation Systems (ITS) Architecture****Background/Previous Work:**

The MTPO and Topeka Public Works Department Staff have attended workshops to learn about the National ITS Architecture. The City of Topeka has, over the last few years, improved dozens of intersections with detection equipment that can be used to monitor traffic conditions and take traffic counts that can aid in planning activities. Except for a few locations, roadway congestion is not yet a major issue in Topeka, but the City is looking ahead and starting to incorporate some ITS elements into its transportation projects. The City of Topeka, Shawnee County, Topeka Metropolitan Transit Authority and MTPO Staffs have discussed ITS development, but the ITS work is still in its infancy in the MTPO metropolitan planning area.

The City of Topeka, Shawnee County, KDOT, TMTA, and other groups have been involved in the development of the ITS Architecture for the region. This effort was completed in 2007. All of these groups will provide information and comments on this architecture as it is used to help design ITS projects for the region. The ITS architecture will be assessed often to ensure that it remains current with the National ITS Architecture standards and/or other technological developments in the transportation field. Some agencies may provide in-kind technical and planning assistance, and some agencies will provide funding for ITS architecture upgrades. Many adaptive traffic signal upgrades were made from 2009 to 2011 through the use of ARRA funds, Safety Grants and Energy Grants. These upgrades will continue into 2012.

The regional ITS architecture in the MPO areas of the state must be coordinated with the statewide ITS architecture and vice versa. This coordination with KDOT is expected to continue through 2012. All projects listed in this 2012 UPWP will be assessed as to their ITS requirements or implications.

**Planned Program Activities:**

Work on developing and implementing the ITS for our region will continue for many years. The first ever ITS architecture for our region was completed in 2007. As new transportation improvement projects enter the design stage, the project sponsors will be encouraged to consider ITS issues in project design. The MTPO and local public works departments, along with KDOT, will help in this effort to educate our region's design and construction professionals about our Regional ITS Architecture and the National ITS Architecture. The MTPO will work with the TMTA, KDOT, and FTA to incorporate ITS features into the region's transit system.

**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.
- To educate public officials and interested parties in the region about what the Intelligent Transportation System (ITS) is and how it will impact the operation of the region's transportation facilities and services.

**Program Activities:**

1. Cooperate with local public works departments, KDOT and other appropriate groups to develop revisions and updates to the region's ITS architecture as needed.
2. In cooperation with local governments distribute information about the Topeka-Shawnee County Regional ITS Architecture
3. Review all projects for possible ITS coordination

**Products:**

1. Information about the MTPO Regional ITS Architecture and its application to transportation improvement projects in the region (on going)
2. ITS system enhancements and upgrades as need warrants (on going)
3. Ensure ITS conformity for TIP and LRTP projects (on going)

**Budget for ITS Architecture Development:****Estimated Costs**

Total MTPO Staff Costs	<b>\$2,934</b>
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**7 – Public Transit Planning****Background/Previous Work:**

The Topeka Metro (TM) and the Metropolitan Topeka Planning Organization (MTPO) have worked together in the past to integrate transit planning activities into the UPWP, develop the transit portion of the LRTP, and design transit projects for the Transportation Improvement Program in an effort to plan, promote, and provide enhanced public transit services in the Topeka area. TMTA currently operates two transit services which include a fixed route system that serves the contiguous Topeka city limits, and a paratransit door-to-door operation that serves the contiguous Topeka city limits only within a ¾ mile from any fixed route. Legislation was passed in 2010 allowing TMTA to extend service beyond the city limits however extension of service beyond the contiguous city limits has not yet been established. These service operations offered by TMTA for the Topeka area require strategic planning efforts and expertise by TMTA staff for both short and long range planning elements.

Three major areas of concern that directly influence the ability of TMTA to provide efficient and effective service include the current land-use patterns in the Topeka area, the current state of the national and local economy, and the current demands of the special needs and aging population. These concerns are divided into short range and long range planning, although many strategic planning efforts encompass both.

1. Current land-use and development code regulations allow for low-density and low-to-moderate income housing developments to take place on the urban fringe of Topeka. Due to this development practice, the TMTA has experienced an increased rate of requests to serve these areas with both fixed route and paratransit operations. For the TMTA and its riders, this leads to major difficulties in providing efficient and effective transit service to the Topeka area.
2. The current state of the national and local economy has had a significant impact on TMTA operations. Rising fuel prices and stagnate government funding have impacted TMTA. Nationwide, more people are riding public transit to save money and more people are demanding transit service to new areas. The increased ridership and demand for service

coupled with the lack of additional government funding is causing capacity issues on current specific fixed routes and forcing the TMTA to evaluate the ability and necessity to efficiently and effectively provide transit in current and unmet service demand areas.

3. Current transit demands from the special needs and aging population are significantly increasing. Programs and services for people with disabilities are currently reducing - with plans to eliminate - their own transportation services and solely rely on the TMTA to provide paratransit service to these individuals. By federal law, the TMTA is required to provide

paratransit service in areas that are in close proximity to the fixed route area, to all individuals qualifying for the special service. In addition, thousands of local residents are part of an aging population trend that in the near future will require a transportation option other than their personal vehicle. These two factors are causing more and more of an operational constraint for the TMTA to provide fixed route and paratransit operations to current and unmet service demand areas.

### **MTPO Funding of TMTA Planning Activities**

The MTPO is the body that authorizes the use of Consolidated Planning Grant (CPG) funds for transportation planning activities by the approval of the Unified Planning Work Program (UPWP). This includes the use of these funds by the TMTA for transit planning work activities described in this document. This UPWP document includes the TMTA planning activities that will be conducted in 2012. An annual agreement between the MTPO and TMTA describes all of the stipulations and requirements that must be met as a condition for TMTA to receive these CPG funds. This allocation is dependent on the annual availability of federal funds.

#### Long-Range Transit Planning Objectives

- Provide strategic planning for efficient and effective transit services.
- Continue to reduce reliance on diminishing fossil fuels.
- Continue capital replacement objectives.
- Operate efficient commuter bus service to destinations as demand requires.

#### Long-Range Transit Planning Activities

- MTPO staff will assist TMTA with production of GIS maps.
- \*Metro staff will research alternative fuel sources, both for vehicles and facilities, in order to determine the practicality, efficiency, and affordability of reducing fossil fuel dependence.
- \*Metro staff will continue transit demand analysis.

**\*These Long-Range TMTA tasks are presented here for informational purposes only. TMTA is not seeking CPG funding for these activities.**

#### Long-Range Transit Planning Products

- MTPO staff will provide Maps and supporting data to TMTA as needed.

#### Estimated Costs for TMTA Long-Range Activities

<b>Total MTPO-Staff Time</b>	<b>\$4,736</b>
<u>Short-Range Transit Planning Objectives</u>	

- Identify commuter corridor
- Determine feasibility and environmental impact of Transit Oriented Development project

#### Short-Range Transit Planning Activities

- TMTA will hire a contractor to study the metropolitan commuting patterns of Topeka residents. This study will update the commuter information in the current LRTP. It will also provide stakeholder direction and input regarding the interest in commuter service to points within and outside the metropolitan area. KDOT will manage this study. TMTA and the MTPO will participate throughout the development of this study. All of the MTPO partners will be finalizing the scope as it will be submitted to KDOT.
  - Estimated Completion Date – October 31, 2012
  
- Metro will contract with a firm to conduct a feasibility and environmental study for a new multi-modal, LEED-certified facility, to focus on usability, energy consumption, mode split analysis, public/private potential, etc. This facility would provide all types of transportation modes to the region and visitors (metro bus, highway bus, taxi, car rental, tractor-trailer, rail, air), provide commuter parking, and would include other private partnerships (dry cleaning, day care, convenience store, health center, etc). This study is a federal requirement.
  - TMTA and the MTPO will both be participating in the
  - Completion Date – December 2012

#### Short-Range Transit Planning Products

- Commuter Study – Contractor's Final Report and Survey Results
- Multi-Modal Study – Feasibility and Environmental Study

#### 2012 Budget for Short Range Transit Planning Activities:

##### Commuter Study

<b>Total Cost</b>	<b>\$58,350</b>
Total TMTA Staff Time	\$8,350
Total Consultant Costs	\$50,000

##### Multi-Modal Study

<b>Total Cost</b>	<b>\$78,022</b>
Total TMTA Staff Time	\$18,022
Total Consultant Costs	\$60,000

### **SECTION 3 - BUDGET**

The budget for the MTPO's regional transportation planning operations is included in this UPWP document in order to indicate to the federal and state governments how the Consolidated Planning Grant (CPG) funds are being used to further the 3C (continuing, comprehensive, cooperative) planning process in our metropolitan planning area. The City of Topeka Planning Department is the primary agency that currently provides staff services to the MTPO. This UPWP Budget is coordinated with the Topeka City Budget that programs funds for the Topeka Planning Department, however, the CPG funds for MTPO use are included in a separate account from the Topeka Planning Department funds. The UPWP is the document that programs how the CPG funds will be used, and the budget in this document determines the use of those federal funds. The City as host agency is the banker for the federal funds included in this UPWP Budget, but the MTPO and KDOT control how those funds are used.

The UPWP Budget is much simpler than the City Planning Department Budget. 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 2012 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2012 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 TMTA while Topeka funds from the City's general operating budget represent 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.

### 2012 Budget and Available CPG Funding.

2011 UPWP Budget	UPWP #	Total Cost by Work Task	Total MPO (CPG Eligible) Activities	Non CPG Activities
<b>Program Support &amp; Administration</b>	1	\$ 75,727	\$ 75,727	\$
Direct Non-staff Charges				\$
Software License		\$ 2,195	\$ 2,195	
MTPO Office Equipment		\$ 1,000	\$ 1,000	
Paper		\$ 200	\$ 200	
Training/conferences		\$ 3,000	\$ 3,000	
Printing		\$ 200	\$ 200	
<b>MTP</b>	2	\$ 26,545	\$ 26,545	\$
MTP Consultant		\$ 28,905	\$ 28,905	\$
<b>TIP</b>	3	\$ 18,097	\$ 18,097	\$
<b>Public Involvement</b>	4	\$ 19,430	\$ 19,430	\$
<b>Corridor Studies and Special Studies</b>	5	\$ 18,682	\$ 18,682	\$
S. Topeka Blvd/Airport Corridor Study*		\$ 20,000		\$ 20,000
Highway 24 Study, Phase II**		\$ 50,000		\$ 50,000
Safe-Routes-To-School Consultant Study		\$ 15,000	\$ 15,000	
<b>Regional ITS Architecture</b>	6	\$ 2,934	\$ 2,934	\$
<b>Transit Planning Activities MTPO Staff</b>	7	\$ 4,736	\$ 4,736	\$
<b>Transit Planning Activities TMTA Staff</b>		\$ 24,667	\$ 24,667	\$
Commuter Study Consultant (TMTA)		\$..... 50,000	\$..... 50,000	
Multi-Modal Consultant Study (TMTA)		\$..... 60,000	\$..... 60,000	
<b>Totals</b>		<b>\$ 421,318</b>	<b>\$ 351,318</b>	<b>\$ 70,000</b>

<b>CPG Matching Share</b>	
<b>Federal Funds Being Used</b>	\$289,836
<b>Local Funds Being Used</b>	\$ 61,482
<b>Cash Outlay for Eligible Costs Incurred</b>	
	\$351,318
*TMTA Cash = \$26,933; Topeka Cash = \$34,548;	

\*Planning Staff project funded through City General fund

\*\*KDOT project funded by entirely by KDOT

### **Estimate of available CPG funds for 2012**

2011 carryover	\$24,769
2011 Additional Amount Carried Over	\$28,551
Non-Competitive Grant funds	\$25,413
2012 CPG	<u>\$276,150</u>
2012 Total Estimated CPG for MTPO programming	\$354,883
2011 estimated CPG funds programmed for MTPO/TMTA staff, consultants training & supplies	\$281,054
Toll Credits	\$ 8,782
2013 Estimated Carryover Funding	<b>\$65,047</b>

## 2012 STAFF HOURS

TASKS (Regular Hours)	UPWP #	Planning Director	Office Specialist	Transportation Planner	Transportation Manager	City Traffic Engineer	Transit COO	Transit CFO/COO	Transit CEO	TOTAL Labor Hrs
<b>MTPO Program Support &amp; Administration</b>	1	140	520	392	900					1,952
<b>Metropolitan Transportation Plan</b>	2	40		140	340	80				600
<b>Transportation Improvement Program</b>	3	50			350					400
<b>Public Involvement Plan</b>	4	0		354	140					494
<b>Corridor Studies &amp; Special Studies</b>	5	70		154	200					424
<b>Regional ITS Architecture</b>	6	20			40					60
<b>Transit Planning Activities</b>	7				110		192	192	160	654
<b>TOTAL REGULAR HOURS</b>		320	520	1040	2,080	80	192	192	160	4,584
<b>% of Time Spent on MPO funded activities</b>		15.38%	25%	50%	100%	3.85%	9.23%	9.23%	7.69%	
<b>Notes:</b>										

This budget includes a planning/marketing coordinator and finance manager position for the Topeka Metropolitan Transit Authority 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.

### Budget Labor Costs (Fully Loaded Labor)

TASKS (Fully Loaded Labor)	UPWP #	Planning Director	Office Specialist	Transportation Planner	Transportation Manager	City Traffic Engineer	Transit COO	Transit CFO	Transit CEO	TOTAL Fully Loaded Labor	% of Total
<b>MTPO Program Support &amp; Administration</b>	1	\$8,483	\$13,657	\$14,841	\$38,745	\$0		\$0	\$0	\$75,727	39.7%
<b>Metropolitan Transportation Plan</b>	2	\$2,424		\$5,300	\$14,637	\$4,183		\$0	\$0	\$26,545	13.9%
<b>Transportation Improvement Program</b>	3	\$3,030		\$0	\$15,068	\$0		\$0	\$0	\$18,097	9.5%
<b>Public Involvement Plan</b>	4	\$0		\$13,402	\$6,027	\$0		\$0	\$0	\$19,430	10.2%
<b>Corridor Studies &amp; Special Studies</b>	5	\$4,242		\$5,830	\$8,610	\$0		\$0	\$0	\$18,682	9.8%
<b>Regional ITS Architecture</b>	6	\$1,212		\$0	\$1,722	\$0		\$0	\$0	\$2,934	1.5%
<b>Transit Planning Activities</b>	7	\$0		\$0	\$4,736	\$0	\$7,690	\$7,690	\$9,288	\$29,403	15.4%
<b>TOTAL FULLY LOADED LABOR</b>		\$19,390	\$13,657	\$39,374	\$89,545	\$4,183	\$7,690	\$7,690	\$9,288	\$190,817	100.0%
<b>DIRECT LABOR - hourly rates</b>		\$46.18	\$18.96	\$27.90	\$31.69	\$37.50	\$32.50	\$32.50	\$44.15		
<b>FULLY LOADED LABOR - HOURLY</b>		\$60.59	\$26.26	\$37.86	\$43.05	\$52.29	\$40.05	\$40.05	\$58.05		

**Notes:**

This budget includes a planning/marketing coordinator and finance manager position for the Topeka Metropolitan Transit Authority 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. The hourly rates used to create this budget are the rates that each employee is paid on January 1, 2011. The fringe multiplier that accounts for benefits, vacation time and other items not included in the direct labor rate is supplied to the MTPO by the Topeka Budget Director and the TMTA Finance Manager.

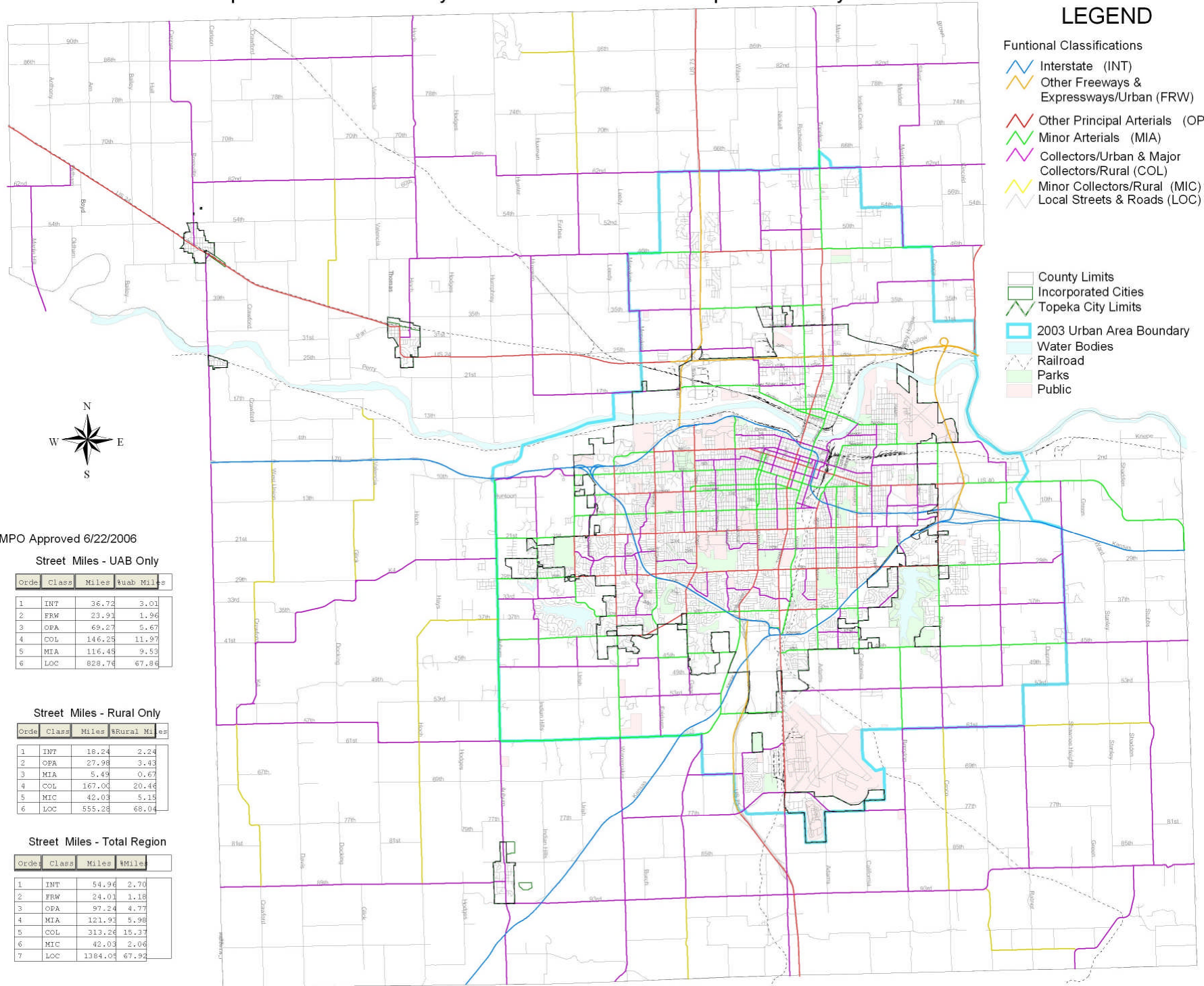
Total cost of MTPO Staff Time allocated to the CPG (80%)	\$132,920
Local Match portion of Total MTPO/City Staff Time at 20%	<u>\$33,230</u>
Topeka Staff MTPO Total	\$166,150
Total cost of Topeka Metro Transit Authority Staff Time allocated to the CPG (80%)	\$19,734
Local Match portion of Total TMTA Staff Time at 20%	<u>\$4,933</u>
TMTA Staff MTPO Total	\$24,667

**SECTION 4 – MAPS**

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

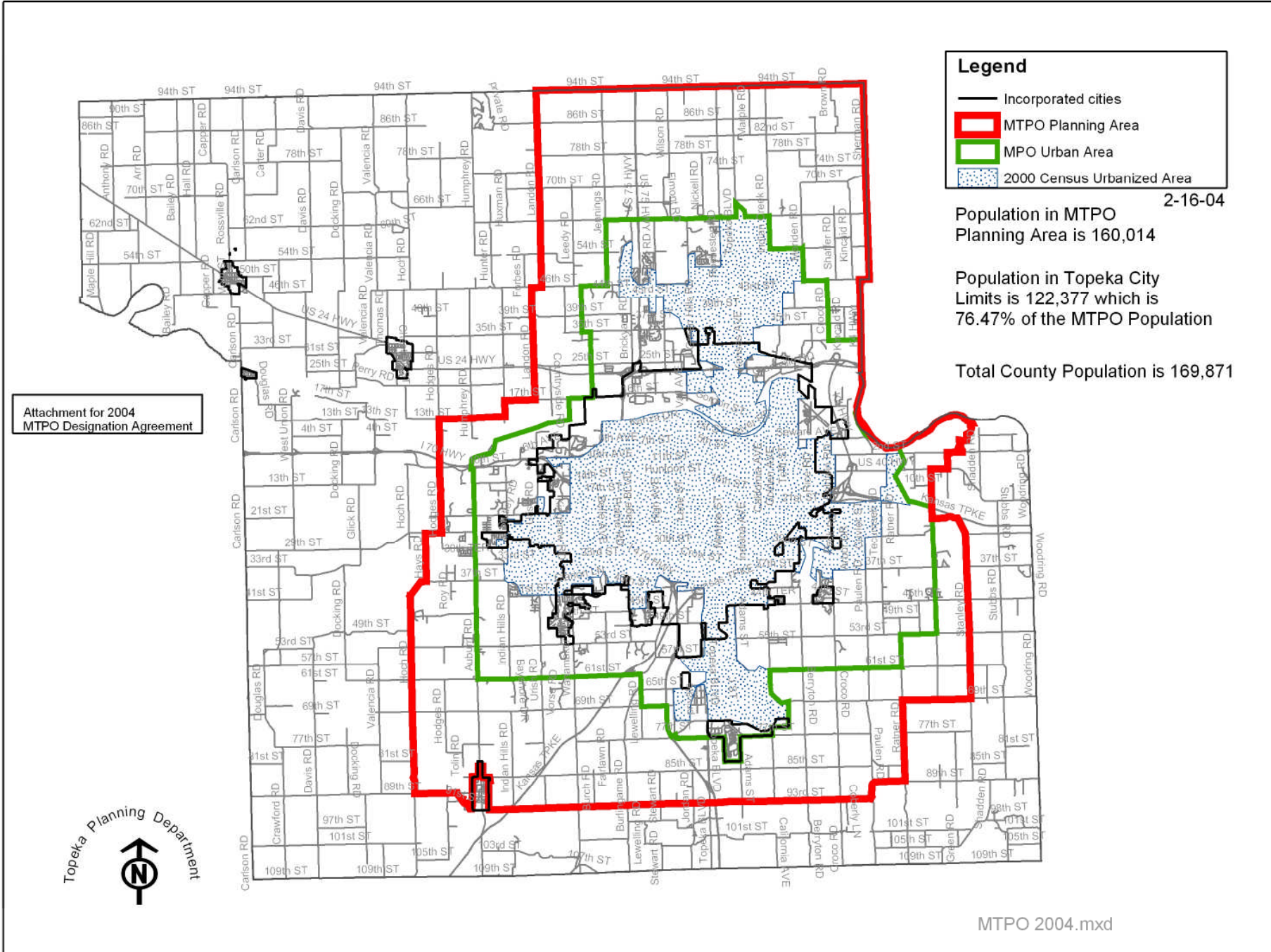
This section also includes a map of the MTPO metropolitan planning area. This map was an attachment to the agreement between the City of Topeka, KDOT and the TMTA that established the MTPO as the new MPO for the Topeka Area. This new MPO was established in 2004. The MTPO planning area includes all of the Topeka Urbanized Area defined by the Census Bureau in 2000 and all of the Urban Area for transportation planning purposes defined by the previous MPO and KDOT in 2003. However, 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.

### Topeka /Shawnee County Functional Classification Map for Roadways 2006



Topeka Planning Dept 6/22/06 (C:\work\2006\Map\11-23-11\11-23-11-2006

MTPO Planning Area-MPO Urban Area-2000 Census Urbanized Area-City Limits



## **SECTION 5 – UPWP RELATIONSHIP TO LRTP GOALS**

The Unified Planning Work Program (UPWP) is the annual list of activities that the MTPO and its staff and sub-committees intend to do in order to address the mobility issues and concerns raised in the Long Range Transportation Plan (LRTP). The current LRTP for the Topeka MPO is called the 2034 Long Range Transportation Plan that was approved on April 26, 2007. The Transportation Improvement Program (TIP) is designed to list transportation improvement projects to address the LRTP goals. The UPWP is designed to list the planning activities designed to address the LRTP goals. Both of these documents, UPWP and TIP, are implementation tools for the LRTP. The UPWP is concerned with the planning program implementation steps while the TIP is concerned with the facility and service improvement steps.

Within the latest LRTP adopted by the MTPO (the 2034 Long Range Transportation Plan approved in April 2007) there are seven goals for the region's transportation system and regional transportation planning program. These goals are closely related to the eight SAFETEA-LU planning factors that MPO's are supposed to address in their long range plans. Those SAFETEA-LU factors are listed in Section 1 of this document.

In order to better understand how the annual activities listed in the UPWP help to implement the goals in the region's LRTP, the following chart was created. It simply indicates what planning activities are related to what LRTP goals. This helps the MTPO understand the relationship between the annual work program and the LRTP for the region.

### Relationship between 2012 UPWP Work Tasks and 2034 LRTP Seven Goals

	<b>2012 Program Activities</b>	<b>Cultivate, Maintain, and Enhance the Region's Economic Vitality</b>	<b>Increase the Safety and Security of the Region's Transportation System</b>	<b>Increase Accessibility and Mobility Choices in the Region</b>	<b>Protect, Preserve, and Enhance the Social, Historical, and Natural Environments of the Region</b>	<b>Promote Efficient System Management and Operation</b>	<b>Enhance Integration and Connectivity of the Transportation System Across and Between Modes</b>	<b>Emphasize Maintenance and Preservation of the Existing Transportation System</b>
1	Highway 24 Corridor Phase II	X	X			X	X	
2	Kansas Ave./Downtown Project Loop	X		X	X		X	
3	S. Topeka Blvd./Airport Corridor	X				X	X	
4	Multi-Modal Study	X		X		X		
5	Transit Planning Activities	X		X		X	X	
6	Regional Commuter Study	X		X		X	X	
7	ITS Assessment		X			X	X	X
8	Safe-Routes-to-School Study		X	X		X	X	
9	LRTP Update	X	X	X	X	X	X	X
10	PPP LEP Standards Implementation		X		X	X		

## CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, Mike Lackey, Metropolitan Topeka Planning Organization (MTPO) Transportation Policy Body Chairperson, hereby certify on behalf of the Metropolitan Topeka Planning Organization that to the best of my knowledge:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this 21<sup>st</sup> day of November, 2011.

By

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Mike Lackey, MTPO Chairperson

## Public Comments

As set forth in the current Public Participation Plan, any public comments received during the public comment period of any new MTPO document or amendments to any MTPO documents will be addressed and submitted for public hearing to the MTPO Technical Advisory Committee (TAC).

### 2012 UPWP Public Comment Hearing

The following comment was received from Kevin Siek of the Topeka Independent Living Resource Center in response to the current draft of the Unified Planning Work Program (UPWP). Each comment is addressed (in bold italics) by the MTPO staff.

Date Comment Sent via email: November 1, 2011

To: Carlton Scroggins, MTPO Staff

From: Kevin Siek of the Topeka Independent Resource Center.

Re: Comments on the Proposed 2012 UPWP

I have been reviewing the UPWP draft and was wondering if the TMTA Short Term Planning Activities might include an examination into possible ways to restore evening and Sunday bus service. For example, use the Multi-Modal Study to explore possibilities for public/private partnerships, such as, an accessible cab program (with vouchers to make rides affordable to low-income riders, e.g. workers, seniors and people with disabilities) or partnering with paratransit council organizations to provide evening and Sunday bus services.

Kevin

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***Response to Kevin Siek via email from Janlyn Nesbett Tucker, Topeka Metro CEO;***

***Topeka Metro would be happy to examine ways to add evening service given dedicated funding is available. Likewise, we are sure interested in putting in place Sunday service. Certainly extending hours and running new Sunday fixed route service would mean complimentary para transit service.***

***The feasibility and environmental studies for the Multi-Modal are for building and grounds only. Not services. We could however, include some sort of instrument in the scope of work that could be included in the Metro Area commuting patterns study. I'm not sure what we are calling that study these days.***

***Thanks so much. Hope this helps.***