

Transportation Policy Body (TPB) Meeting Agenda  
 Tuesday, February 8<sup>th</sup> at 3:00 pm



<b>Location =</b>	<b>271 W. 3rd Street, Ste. 203 (2<sup>nd</sup> Floor), Wichita, Kansas 67202</b>
<b>Or Online =</b>	<b><a href="https://global.gotomeeting.com/join/308471741">https://global.gotomeeting.com/join/308471741</a></b>

Please call us at 316-779-1313 at least 48 hours in advance if you require special accommodations to participate in this meeting.  
 We make every effort to meet reasonable requests.

## Meeting Agenda

[Note: Meeting agenda is subject to change during the meeting.]

	Pg. #s in this packet
<b>1. Welcome</b>	
<b>2. Regular Business</b>	
A. Approval of February 8 <sup>th</sup> , 2022 Agenda	Pages <b>1</b> to <b>2</b>
B. <a href="#">Approval of December 14<sup>th</sup>, 2021 Meeting Minutes</a>	Pages <b>3</b> to <b>6</b>
C. TPB Chairman's Report	
i. Director's Report	
• <a href="#">New Staff Introductions</a>	
• <a href="#">Overview</a>	
• <a href="#">Travel Demand Model Support Services Request for Proposals</a>	
• <a href="#">Quarterly Activity Report – UPWP</a>	Pages <b>7</b> to <b>19</b>
• <a href="#">TIP Amendment Updates</a>	Pages <b>20</b> to <b>44</b>
<b>3. Public Comments</b>	Page <b>45</b>
<b>4. New Business</b>	
A. <a href="#">Action: Election of Officers</a> Commissioner David Dennis, TPB Chair	Pages <b>46</b> to <b>47</b>
B. <a href="#">Update: Draft 2021 WAMPO Audit Report</a> Teresa Seymour and Michael Gerber, BKD	Pages <b>48</b> to <b>71</b>
C. <a href="#">Update: WAMPO TIP Fees</a> Chad Parasa, WAMPO	Pages <b>72</b> to <b>87</b>
D. <a href="#">Update: 2023-2026 TIP Call for Projects: February 8, 2022 - March 8, 2022</a> Ashley Bryers and Nick Flanders, WAMPO	Pages <b>88</b> to <b>95</b>
E. <a href="#">Update: Travel Demand Model and Its Applications</a> Chad Parasa and Nick Flanders, WAMPO	Pages <b>96</b> to <b>99</b>
F. <a href="#">Discussion: Safety Plan Development &amp; Steering Committee Formation Ideas</a> Elizabeth Ablah, KU School of Medicine, Safety & Health Committee Chair, Ashley Bryers and Chad Parasa, WAMPO	Pages <b>100</b> to <b>101</b>
G. <a href="#">Update: Regional Economic Development</a> Andrew Nave, Greater Wichita Partnership	Pages <b>102</b> to <b>106</b>
<b>5. Committee &amp; Partnership Updates</b>	
A. Executive Committee	
B. Committees: Active Transportation (Alan Kailer & Jack Brown); Safety & Health (Dr. Elizabeth Ablah)	
C. KDOT, Wichita Metro	
D. KDOT (Kansas Department of Transportation)	
E. FHWA (Federal Highway Administration)	
<b>6. Other Business</b>	

**7. Adjournment**

**WAMPO Region Population Map and Table**  
**WAMPO Acronym Glossary**  
**WAMPO TPB Roster**  
**WAMPO 2022 TPB Meetings**

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Page **112**

Chad Parasa, TPB Secretary

February 2, 2022

**Meeting Summary**  
 Transportation Policy Body (TPB) Meeting Summary  
 Tuesday, December 14<sup>th</sup>, 2021 @ 3:00 PM  
 Hybrid Meeting

**Meeting Duration:** 77 minutes

**Members in Attendance:**

David Dennis, TPB Chair  
 Ron Colbert, Valley Center  
 Bryan Frye, Wichita  
 Jack Hezlep, Derby  
 Tom Jones, Park City  
 Richard LaMunyon, Maize

Robert Layton, Wichita  
 Pete Meitzner, Sedgwick Co.  
 Mike Moriarty, KDOT  
 Tom Stolz, Sedgwick Co.  
 Troy Tabor, Andover  
 Brent Terstriep, KDOT

Becky Tuttle, Wichita  
 Dan Woydziak, Butler Co.  
**Alt:**  
 Tom Hein, KDOT

**Other Attendees:**

Elizabeth Ablah, KU School of  
 Medicine  
 Jane Byrnes  
 Cecelie Cochran, FHWA  
 Nick Flanders, WAMPO  
 Gary Janzen, Wichita  
 Alan Kailer, Bike Walk Wichita  
 Brett Letkowski, TranSystems

Matt Messina, KDOT  
 Cathy Monroe, FTA  
 Chad Parasa, WAMPO  
 Marcela Quintanilla, WAMPO  
 Tia Raamot, MAPD  
 Kelly Rundell, Hite, Fanning &  
 Honeyman LLP  
 Kendra Schenk, Burgess & Niple

Paul Schiffelbein, MAPD  
 James Wagner, Wichita  
 Nicole Waldheim, Burgess & Niple  
 Jessica Warren, Sedgwick Co.  
 Jim Weber, Sedgwick Co.  
 Kristen Zimmerman, PEC

**1. Mr. Dennis called the meeting to order at 3:04 PM.**

**2. Regular Business**

**A. Approval of December 14<sup>th</sup>, 2021 Agenda**

**Discussion:** None

**Action:** Moved to approve agenda as presented. Motion passed (13-0).<sup>1</sup>

**Motion:** D. Dennis

**Second:** Many

**B. Approval of November 9<sup>th</sup>, 2021 Minutes**

**Discussion:** None

**Action:** Moved to approve minutes. Motion passed (13-0).

**Motion:** D. Dennis

**Second:** J. Hezlep

**C. TPB Chairman's Report**

**i. Director's Report**

**Overview & Updates**

Chad Parasa indicated that the Regional Connections presentations made by WAMPO member jurisdictions in 2021 are available online at <https://www.wampo.org/regional-connections>, then gave an overview of the upcoming action items and presentations. He also presented a schedule showing the five-year MTP cycle, two-year TIP cycle, and one-year UPWP cycle.

<sup>1</sup> One representative joined the meeting after votes on all motions had occurred.

D. **Consent Agenda**

**On-Call Legal Services Contract with Hite, Fanning & Honeyman L.L.P.**

**Action:** Moved to approve the consent agenda, as proposed. Motion passed (13-0).

**Motion:** D. Dennis

**Second:** J. Hezlep

3. **Public Comment Opportunity – None**

4. **New Business**

A. **Action: REIMAGINED MOVE 2040 Amendment #1**

REIMAGINED MOVE 2040, WAMPO’s long-range transportation plan, includes procedures for amending the plan in order to address changes in the situation after the plan is adopted. The proposed first amendment to this plan adds the following projects: “K-96 - Hillside to Greenwich: Upgrade from 4-Lane to 6-Lane”, “K-42: from the Sumner/SG Co Line to south of W 71st St at Clonmel: Rehabilitate and add shoulders”, and "Bicycle/Pedestrian/Trail/Safety Projects". In addition, there are administrative adjustments to several phases of the North Junction Project. The proposed amendment has passed the public comment and review period and is fiscally constrained.

**Action:** Moved to approve the amendment as presented. Motion passed (13-0).

**Motion:** D. Dennis

**Second:** R. LaMunyon

B. **Action: 2021-2024 Transportation Improvement Program (TIP) Amendment #5**

Amendment #5 is composed of three administrative adjustments and two new projects, one removed project, and one significantly modified project that require formal action. All projects have passed the public comment and review period, are consistent with the current, amended MTP, and are fiscally constrained.

WAMPO I.D.	Action	Project Name
ICH-17-01B	Amend	I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita
R-21-02	Remove	Ford St Economic Development in Valley Center/Park City
R-21-06	Add	K-96 in Sedgwick County: Upgrade from 4-Lane to 6-Lane
R-21-07	Add	I-135 in Sedgwick County
B-17-02	Adjust	Bridge over Chisholm Creek on 61st Street North
R-19-06	Adjust	61st Street North, Broadway to the Wichita Valley Center Floodway Bridge
40-544	Adjust	Sedgwick County Transportation Comprehensive Operations and Technology Feasibility Study and Implementation

**Action:** Moved to approve the amendment as presented. Motion passed (13-0).

**Motion:** D. Dennis

**Second:** J. Hezlep

C. **Action: 2021-2024 Transportation Improvement Program (TIP) Special Amendment #5.5**

Special Amendment #5.5 is composed of seven modified projects that all require formal action. It reflects the revised funding allocations that the TPB approved at its November 9, 2021 meeting. All projects have passed the public comment and review period, are consistent with the current, amended MTP, and are fiscally constrained.

WAMPO I.D.	Action	Project Name
40-541	Amend	Nelson Drive Realignment
INT-19-01	Amend	Oliver and Kechi Rd. Intersection



40-548	Amend	Academy Avenue Improvements from Maize Road to Maize City Park
R-19-07	Amend	Meridian, from Ford (77th St. N.) to Seward (69th St. N.) and Main to 5th (85th St. N.)
R-19-16	Amend	West St., Harry to Pawnee
40-508	Amend	Zoo Boulevard Bridge over M.S. Mitch Mitchell Floodway
40-514	Amend	WAMPO Travel Demand Model Update

**Action:** Moved to approve the amendment as presented. Motion passed (13-0).

**Motion:** D. Dennis

**Second:** R. LaMunyon

D. **Update: Safety of the Transportation System—Recent Study Examples**

Nicole Waldheim and Kendra Schenk, of the firm Burgess & Niple, gave a presentation on transportation safety plans and how they relate to the Safe System approach and achieving the Vision Zero goal of zero fatalities or serious injuries from collisions on the transportation system. They discussed steps for a successful safety planning approach (identifying champions; engaging stakeholders; analyzing data; strategy and actions; plan development; and implementation), using examples of planning efforts in other regions.

Gary Janzen, City Engineer for the City of Wichita, asked about specific actions that can be taken by communities for the goal of transportation safety.

5. **Committee & Partnership Updates**

A. **Executive Committee**

The executive committee did not meet in December 2021, but will meet in January 2022. Topics at the January meeting will include how to conduct the election of officers at the February 2022 TPB meeting and the onboarding of new TPB members to replace elected officials whose terms are ending. There will be no January 2022 TPB meeting. There will be elections of officers at the February 2022 TPB meeting.

B. **Committees: Active Transportation; Safety & Health**

The Active Transportation Committee last met on December 1st, at 9:30 AM. The committee is going through presentations by member jurisdictions on their active-transportation plans and is working with WAMPO staff towards the goal of updating the regional active-transportation plan, with input from member jurisdictions.

The next Safety & Health Committee meeting will be held on February 2<sup>nd</sup>, at 9:30 AM. The next Active Transportation Committee meeting will be held on March 2<sup>nd</sup>, at 9:30 AM.

C. **KDOT, Wichita Metro**

Construction on the Green Project on I-235 was completed in the last month. Projects that are still ongoing include the North Junction project, an ITS project (mostly along the side of the road), and a project to add turn lanes at the intersection of K-15 and Patriot Ave. in Derby (expected to finish in December). With very few active projects, there are not expected to be many construction-related disruptions to traffic during winter 2021-2022 on KDOT-managed roadways. Contrary to rumors, construction work on Kellogg Ave. is not finished, even though there is none happening at this moment.

D. **KDOT**

At 11:00 AM on Wednesday, December 15th, 2021, KDOT will announce projects that have been added to the IKE-program project-development pipeline, as well as talk about a milestone for the T-WORKS program and the recently-passed federal Bipartisan Infrastructure Law. The announcement will be streamed live on KDOT's Facebook page: [www.facebook.com/KSDOTHQ/](http://www.facebook.com/KSDOTHQ/)

E. **FHWA**

Under the recently-passed Bipartisan Infrastructure Law, Kansas will receive \$2.8 billion over the next five years. Additional summary information for the State of Kansas is available at [https://www.transportation.gov/sites/dot.gov/files/2021-11/Bipartisan\\_Infrastructure\\_Law\\_Kansas.pdf](https://www.transportation.gov/sites/dot.gov/files/2021-11/Bipartisan_Infrastructure_Law_Kansas.pdf). However, FHWA is still working to determine exact amounts available under various formula and competitive grant programs. When more information is available, it will be shared with the State and with WAMPO.

**6. Other Business – None**

**7. Meeting adjourned at 4:21 PM.**

**The next regular meeting will be held on Tuesday, February 8<sup>th</sup>, 2021 at 3:00 PM.**



# **Request for Proposals**

## **Travel Demand Model Support Services**

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### **Agency Overview**

The Wichita Area Metropolitan Planning Organization (WAMPO) serves as the Metropolitan Planning Organization (MPO) and the Transportation Management Area (TMA) for the greater Wichita, Kansas metropolitan area. MPOs are federally required regional policy bodies in urbanized areas with populations over 50,000. MPOs recognize the critical links between transportation and other societal goals, such as economic health, air quality, social equity, environmental resource consumption, and overall quality of life. WAMPO is responsible, in cooperation with the Kansas Department of Transportation (KDOT) and Wichita Transit, for carrying out the metropolitan transportation planning process. WAMPO facilitates regional discussions for transportation improvements for the twenty-two municipalities and three counties that are in the WAMPO region.

### **Background**

Since WAMPO is the region's designated metropolitan planning organization, it maintains the travel demand model for the Wichita metro area. WAMPO's primary uses of the model are to forecast travel demand and to evaluate the future performance of the region's transportation network as part of the metropolitan transportation planning process. Local governments and KDOT also use the model to evaluate travel patterns and impacts on the regional transportation system (e.g., highways, other major roads, and transit services) from proposed transportation and land-development projects. WAMPO outsources all of its model work, including large-scale updates, support services, and other associated tasks.

The WAMPO travel demand model is a four-step model, built using TransCAD software. It is calibrated for a base year of 2017 and uses forecasted data reflecting 2040 conditions. The travel-demand-model area covers all of Sedgwick County, a portion of northern Sumner County, and a portion of western Butler County, Kansas. Complete model documentation and the files necessary to run the model are available upon request.

### **Scope of Services**

WAMPO is inviting proposals from qualified vendors to update the WAMPO regional travel demand model during the time period of April 2022 through December 2023, with a possible extension for other potential services. The types of services requested are divided into two categories – known, required services and possible services. The selected vendor will be expected to carry out the known, required services during the term of the contract (as shown below, some of the known, required services have deliverables that must be submitted by deadlines that are earlier than the end date of the overall contract term), at an estimated cost of \$500,000. The possible services include tasks that may become necessary during the period of the contract; should a need for these services arise, WAMPO and the selected vendor will draft and agree upon a scope of services for the task(s), at an estimated cost of \$100,000 to \$200,000.

### **Known, Required Services**

1. *Due October 2022:* Plan and conduct a model update. This update will include:
  - a. Updating the base year from 2017 to a more recent year (depending on data availability and how aberrational each year is judged to be), updating the horizon year from 2040 to 2050, and modeling several interim years.
  - b. Updating the base-year dataset with any available new demographic data and land-use plans.
  - c. Representing both daily and peak-period travel patterns.
  - d. Creating a freight model that is integrated with the personal-travel model.

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## ***Travel Demand Model Support Services***



- e. Accounting for the effects of delivery services (e.g., DoorDash) and ride-hailing services (e.g., Uber).
  - f. Updating the roadway network, the transit network, and the Traffic Analysis Zone structure.
  - g. Incorporating a nonmotorized-travel model.
  - h. Calibrating and validating the updated model. This will include identifying traffic count locations and obtaining counts for those locations, as well as utilizing existing traffic counts taken by WAMPO's member jurisdictions and planning partners for the model update.
  - i. Working with a model-validation taskforce made up of representatives from WAMPO member jurisdictions and planning partners to get their input on updates to the model. Instead of a Household Travel Survey, the update will use GPS origin-destination data. The update will also rely on the most recent available travel-time data and external-station data (these are available upon request). If needed, U.S. Census Bureau LODES commute-flow data are also available.
2. Design and implement a process and schedule to keep the model and its input data up to date and account for current and future changes in the transportation network and future development of the Wichita region. Sources of updated information could include, but are not limited to, the following:
- a. Updates made to the model by other users, including KDOT, local governments, and consultants retained by KDOT and/or local governments for planning and engineering work.
  - b. Road-centerline Geographic Information System (GIS) data, American Community Survey data, traffic-count data, building-permit data, and transit-route data.
- Any proposed process will be reviewed and approved by WAMPO staff prior to implementation.
3. *Due January 2023:* Run the model, edit the network and input data as needed, and provide output data and documentation (e.g., maps, Excel spreadsheets, GIS shapefiles, and text with analysis) to support the creation of WAMPO's next Congestion Management Process (CMP) report.
  4. *Due July 2023:* Develop a clear methodology for using model outputs in Environmental Justice (EJ) analyses.
  5. *Due July 2023:* Develop a clear methodology for generating traffic growth-rate estimates/forecasts in response to anticipated requests from WAMPO planning partners and member jurisdictions.
  6. *Due December 2023:* Integrate the travel demand model with the U.S. Environmental Protection Agency's (EPA's) Motor Vehicle Emission Simulator (MOVES) model, in order to facilitate the potential future forecasting of air-quality impacts from vehicle traffic.
  7. Run the model, edit the network and input data as needed, and provide output data and documentation (e.g., maps, Excel spreadsheets, GIS shapefiles, and text with analysis) to support the project-selection and decision-making processes for WAMPO's next Metropolitan Transportation Plan (MTP), which will be completed in 2025.
  8. Propose and carry out activities to increase education and awareness of the model and its inputs/outputs and possible uses, including developing and providing timely content for the WAMPO website and developing guidance information for users. Proposed activities will be reviewed and approved by WAMPO staff prior to implementation.
  9. In response to requests from WAMPO planning partners and member jurisdictions, provide maps, Excel spreadsheets, GIS shapefiles, and text with analysis regarding the model's outputs, performance measures, and degree of sensitivity under its current configuration.

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Requested data types may include, but are not limited to, average travel speeds, travel times, link delays, capacities, and levels of service.

10. For WAMPO studies and reports, provide maps, Excel spreadsheets, GIS shapefiles, and text with analysis regarding the model's outputs, performance measures, and degree of sensitivity under its current configuration. This may include, but is not limited to, average travel speeds, travel times, link delays, capacities, and levels of service.
11. Recommend model Graphical User Interface (GUI) improvements and/or travel studies/datasets/parameters for WAMPO to consider for future model updates and to allow WAMPO to better comply with transportation conformity requirements.
12. Attend WAMPO committee meetings and meetings with WAMPO regulators, planning partners, or stakeholders, as requested by WAMPO staff, to speak about the model and its uses, data requirements, and outputs, either with or without WAMPO staff present.
13. Participate in meetings with the WAMPO project manager to review progress, answer questions, and plan next steps on a regular basis.

### **Possible Services**

1. Although one of the known, required services is integrating the travel demand model with the U.S. EPA's MOVES model (see above), actually using it to forecast air quality in the Wichita, KS metropolitan area is only a possible service. Bidders should include pricing for such forecasts in their bid, listed separately from the known, required services described above. Should air-quality forecasts be necessary, WAMPO staff and the selected vendor will agree on the forecast year(s) and draw up a scope of services based on the prices listed in the vendor's proposal.
2. Research on and modeling of the effects of emerging technologies and patterns of goods delivery.

### **Proposal Content**

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of firms seeking to provide comprehensive services specified herein for WAMPO, in conformity with the requirements of the Request for Proposals (RFP). The proposal should demonstrate qualifications of the firm and its staff to undertake the project. It should also specify a proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications in the Scope of Services.

WAMPO is asking qualified consultants to supply the following information. Please include all requested information in the proposal to the fullest extent practical.

1. A detailed list of tasks and subtasks you expect to complete, including descriptions of how you will complete them. Milestones for the development of the project and the completion of individual tasks should be submitted with the proposal.
2. A timeline for completion of the requested services.
3. A list of projects of similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
4. The principal individual who will be responsible for the work, and others who you anticipate will play significant roles. A resume for each individual should be submitted.
5. A list of any subcontracted agencies, the tasks they will be assigned, the percent of the work to be performed by them, and the staff from the subcontracting agency/ies that will be assigned to the project.

## **Request for Proposals**

### ***Travel Demand Model Support Services***

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6. Client references for whom similar services to those described in this RFP were performed and that may be contacted by WAMPO. Please include the following for each reference: organization, contact name, title, phone number, email address, and scope of services provided.
7. The ability of the firm to meet required time schedules.
8. The cost structure for services, including:
  - a. Actual cost.
  - b. Man hours, itemized to include worker categories (project manager, modeler, etc.), estimated hours, rates per hour, and total costs.
  - c. Supplies and materials.
  - d. Travel.
  - e. Subconsultant(s), if necessary. (Please note that the same detailed cost information must be shown for each subconsultant.)
  - f. Overhead.
9. Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:
  - RFP Attachment 1 (KANSAS DEPARTMENT OF TRANSPORTATION SPECIAL ATTACHMENT)
  - RFP Attachment 2 (STATE OF KANSAS CONTRACTUAL PROVISIONS ATTACHMENT)
  - RFP Attachment 3 (KDOT TRAVEL POLICY)

#### **Submission of Proposals**

Submit one (1) original and two (2) copies of the sealed proposal, and a copy of the proposal saved on a USB flash drive or CD as a pdf document, mailed to the contact and address below. All copies of the proposal must include all required attachments. Proposals must be received no later than **March 1, 2022**.

***Chad Parasa, Director***  
***Wichita Area Metropolitan Planning Organization***  
***271 W. 3<sup>rd</sup> St., Suite 208***  
***Wichita, KS 67202***

Proprietary business information included in the response to this Request for Proposals should be marked clearly as such. Information that is strictly proprietary and not subject to release as a component of an open record request, should be marked as such on each page on which the information occurs. WAMPO reserves the right to refuse proposals not providing the information requested or not submitted by the time requested within this Request for Proposals.

#### **Proposal Evaluation and Selection Process**

Consultant proposals will be evaluated by a Consultant Screening and Selection Committee. At the discretion of the Consultant Screening and Selection Committee, selected firms submitting the top-ranked proposals based on the evaluation criteria may be requested to make oral presentations as part of the evaluation process.

All proposals, including supporting documentation, shall become the property of WAMPO. The Consultant Screening and Selection Committee and WAMPO reserve the right to reject any and all proposals. During the evaluation process, the Committee and WAMPO may request additional information or clarification from proposers or allow corrections on omissions.





# **Request for Proposals**

## **Travel Demand Model Support Services**

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The Consultant Screening and Selection Committee will make recommendations regarding the selection to the WAMPO Transportation Policy Body (TPB) and request authorization to enter into a contract with the approved firm.

### **Evaluation Criteria**

The Consultant Screening and Selection Committee will base its selection on:

- Proposed Approach (40%).
  - Demonstrated understanding of services requested
  - Ability of firm to provide services within requested time frame
  - Value-added services
- Consultant Experience, Competence, and Available Resources (40%)
  - Demonstrated experience and expertise with four-step travel demand models
  - Demonstrated familiarity with the WAMPO regional travel demand model
  - Quality of professional staff assigned and adequacy of resources
- Cost (20%)
  - Proposed fees

Cost will not be the sole criterion for selection of a firm. The final decision is not necessarily tied to the highest score or lowest cost. Both the Consultant Screening and Selection Committee and WAMPO TPB reserve the right to make a determination based on what is in the best interest of the agency.

### **Tentative Project Selection Process**

Note: The following schedule is tentative and subject to change.

Request for Proposals issued: January 26, 2022

Pre-Proposal Conference: February 15, 2022, at 2:00 PM CST

Proposals due: March 1, 2022

Selection Committee Meetings: March 2022

Consultant Contract Approval: April 2022

Project Start: April 2022

Project End: December 2023

### **Pre-Proposal Conference**

A Pre-Proposal Conference will be held on February 15, 2022, at 2:00 PM CST, at 271 W. 3<sup>rd</sup> Street, Room 210, Wichita, Kansas 67202. Participants also may join via GoToMeeting (<https://global.gotomeeting.com/join/777862741>) or call in via conference call # 1-571-317-3122 with Access Code 777-862-741.

### **Notification of Award**

It is expected that a decision selecting the successful firm will be made in late March 2022. Upon conclusion of final negotiations with the successful firm, all agencies that submitted a proposal in response to this Request for Proposals will be informed in writing of the name of the successful firm.

### **Use of Disadvantaged Business Enterprise (DBE) Firms**

WAMPO is required by the Kansas Department of Transportation (KDOT) to follow the KDOT DBE review process for all procurement processes, as per the KDOT MPO DBE Program Guidance, effective June 2011. WAMPO encourages the use of Disadvantaged Business Enterprise (DBE) firms in this project.

### **Disclaimer**

# **Request for Proposals**

## **Travel Demand Model Support Services**

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WAMPO reserves the right to retain all proposals or any ideas submitted in a proposal. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP and an agreement to enter into a contract. Receipt of the RFP by a consultant or submission of a proposal by a consultant confers no rights upon the consultant nor obligates WAMPO in any manner. WAMPO reserves the right to make an award based on the greatest benefit to WAMPO and not necessarily the lowest price. Firms submitting proposals are to absorb all costs from the preparation and presentation of their proposals. WAMPO will not be liable for any costs incurred by consultants in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. WAMPO will not be liable for any costs incurred by consultants while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of WAMPO. WAMPO reserves the right to negotiate separately with any proposer after the opening of the RFP when WAMPO considers such action to be in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of WAMPO.

### **Terms of Contract**

Services will be procured through a not-to-exceed contract between WAMPO and the selected consultant if and when the desired services become necessary. The estimated date for entering into the contract is April 2022. Contract negotiations will be expedited. During the contract-negotiation process, the consultant may be required to provide the following:

1. A detailed break-out of its payroll charges and general overhead-rate items; and
2. Documentation that the proposed rates have been approved by a federal government agency or a cognizant state agency for use in a federally-funded project.

The contract will be subject to cancellation by WAMPO upon thirty (30) days written notice.

### **Payments**

The selected consultant will submit to WAMPO invoices for work completed. Payments shall be made to the consultant on a monthly basis by WAMPO after all required services have been completed to the satisfaction of WAMPO. Unless otherwise indicated, payments for services are net 30 from the date of receipt.

#### **Payments to Sub-Consultants**

If (a) sub-consultant(s) is/are a part of the consultant team, the prime consultant must follow the following terms:

- Issue payment for satisfactory performance of their contract obligations to all contracted sub-consultants within 10 calendar days of receipt of payment from WAMPO.
- Include the following clause in the agreement between the prime consultant and each sub-consultant:

Within ten (10) calendar days of [Prime Consultant's] receipt of payment from WAMPO for satisfactory performance of its contract obligations, [Prime Consultant] shall pay [insert name of sub-consultant or subcontractor] for satisfactory performance of its subcontract obligations.

- Provide an electronic copy of the executed agreement between the prime consultant and each sub-consultant on the project team.





## **Request for Proposals**

### *Travel Demand Model Support Services*

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- Submit a completed “Prompt Payment by Prime Consultant” Form together with supporting documentation within 15 calendar days of receipt of payment from WAMPO.

#### **Federal and State Funds**

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations. The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the requirements of 49 CFR 18 and KDOT's DBE Program requirements. Cost eligibility/requirements will be subject to 48 CFR 31.2.

#### **Questions**

Questions regarding this RFP should be submitted in writing or by electronic mail. Questions and answers will be included as amendments to the RFP if deemed relevant and/or important. Any amendments or significant responses will be posted to the WAMPO website. Telephone inquiries will not be accepted. Questions should be addressed to:

Chad Parasa  
Executive Director  
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**KANSAS DEPARTMENT OF TRANSPORTATION**

Special Attachment  
To Contracts or Agreements Entered Into  
By the Secretary of Transportation of the State of Kansas

**PREAMBLE**

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and other nondiscrimination requirements and the Regulations, hereby notifies all contracting parties that it will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or Limited English Proficiency (“LEP”).

**CLARIFICATION**

Where the term “contractor” appears in the following “Nondiscrimination Clauses”, the term “contractor” is understood to include all parties to contracts or agreements with the Secretary of Transportation, Kansas Department of Transportation. This Special Attachment shall govern should this Special Attachment conflict with provisions of the Document to which it is attached.

**ASSURANCE APPENDIX A**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in its Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), the Federal Transit Administration (“FTA”) or the Federal Aviation Administration (“FAA”) as they may be amended from time to time which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA, Federal Transit Administration (“FTA”), or Federal Aviation Administration (“FAA”) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or, the FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of the paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any

subcontract or procurement as the Recipient or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

### **ASSURANCE APPENDIX E**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- The Federal Aid Highway Act of 1973 (23 U.S.C. § 324 et. seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et. seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL No. 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with LEP, and resulting agency guidance, national origin discrimination includes discrimination because of LEP. To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681)

State of Kansas  
Department of Administration DA-146a  
(Rev. 07-19)

**CONTRACTUAL PROVISIONS ATTACHMENT**

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

KDOT POLICY FOR  
CONSULTANT CONTRACT REIMBURSEMENT  
FOR  
HOTEL AND PER DIEM

Attention Contract Partners:

The following policy for hotels and per diem rates will be effective January 1, 2022 for contracts with consultants and sub-consultants statewide.

	Daily Meals (max.)	Per Meal Allowance		Lodging before tax	Max Lodging Addl 50%*
Standard rate for all Kansas locations except Wichita & KC/OP	\$59.00	Breakfast \$8.85 Lunch \$20.65 Dinner \$29.50		\$96.00	\$144.00
Wichita (includes Sedgwick County)	\$64.00	Breakfast \$9.60 Lunch \$22.40 Dinner \$32.00		\$103.00	\$154.50
KC/Overland Park (includes Johnson, Wyandotte, & Leavenworth counties)	\$64.00	Breakfast \$9.60 Lunch \$22.40 Dinner \$32.00		\$123.00	\$184.50

\*Prior approval required

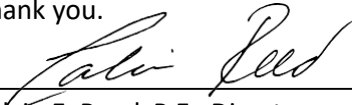
No out-of-state hotel bills will be reimbursed without advanced written approval (for prime and/or sub-consultant). An amount above these daily rates or un-approved out-of-state stays will not be reimbursed.

Per diem will be allowed only with overnight travel. Per diem reimbursement/invoicing must be submitted with hotel receipt. Submit company's policy prior to starting work. A summary must be provided with billings recapping costs per day per individual. Please notify your sub-consultants of these rates.

Mileage will be limited to the IRS rate of \$0.560/mile unless the company has audited vehicle usage rates for their company vehicles. Receipts are required for: Airport parking (limited to \$14/day); Tolls, Rental vehicles (economy class only), and Equipment Rentals. Equipment, vehicles, reproduction/printing, CADD, GPS, etc., charged as direct expense must have an audited rate to be used. Direct equipment expenses without an audited rate and "snacks" for meetings will not be allowed.

Reimbursement rates may change as State and/or Federal policies change.

Thank you.



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Calvin E. Reed, P.E., Director  
Division of Engineering and Design  
Kansas Department of Transportation

1/05/2022

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Date

C: Pam Anderson, Chief, Bureau of Fiscal Services



A Summary of UPWP (Unified Planning Work Program) tasks and accomplishments are presented by month, for the year 2021, based on the Task codes & Sub-Task codes identified in 2021 UPWP (Unified Planning Work Program).

## Task 1: Management & Administration

Sub-Task 1.1 – Operations, Management, Clerical & Administration (CP/KC/PS/MS)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$464,250

### January 2021

- Management and monitoring staff functions
- Coordination with local jurisdictions with respect to Transportation committee tasks
- Prepared UPWP/PWP reports for submittal
- Sent reminders to WAMPO jurisdictions to submit membership dues
- Review payroll data for submission to AGH for paycheck processing
- Reconcile paycheck/insurance data
- Troubleshoot IT issues
- Coordinated revision of UPWP 2021
- Revised UPWP 2021, obtained approval from TAC
- Maintaining/updating WAMPO website

### February 2021

- Management and monitoring staff functions
- Coordination with local jurisdictions with respect to Transportation committee tasks
- Prepared UPWP reports for submittal
- Sent reminders to WAMPO jurisdictions to submit membership dues
- Review payroll data for submission to AGH for paycheck processing
- Reconcile paycheck/insurance data
- Troubleshoot IT issues
- Revised UPWP 2021, obtained approval from TPB
- Maintaining/updating WAMPO website

### March 2021

- Management and monitoring staff functions
- Recruitment activities for full-time employees and interns
- Reviewing draft revised TPB and TAC bylaws prior to their adoption
- Maintaining/updating WAMPO website

### April 2021

- Management and monitoring staff functions
- Prepared UPWP reports for submittal
- Drafting guidance for WAMPO-employee time reporting
- Maintaining/updating WAMPO website
- Recruitment activities for full-time employee

### May 2021

- Management and monitoring staff functions
- Prepared UPWP reports for submittal
- Onboarding new WAMPO employee
- Conference call with Esri
- Installing/managing GIS software/licenses and assessing license-level requirements
- Moving employees into new offices

### June 2021



- Management and monitoring staff functions
- Prepared UPWP reports for submittal
- Onboarding new WAMPO employees
- Installing Adobe Acrobat DC
- Active Transportation Committee meeting
- Upgrade ArcGIS license and explore its functions
- Maintaining/updating WAMPO website and social media
- Sedgwick County Cybersecurity Training

#### July 2021

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Troubleshoot IT issues

#### August 2021

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Preparing 2022 UPWP
- Maintaining/updating WAMPO website and social media

#### September 2021

- Management and monitoring staff functions
- Sedgwick County Cybersecurity Training
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Preparing Amendment #1 to 2021 UPWP and starting public-participation process
- Preparing 2022 UPWP
- Maintaining/updating WAMPO website and social media
- Active Transportation Committee meeting
- Recruitment activities for full-time employees and interns
- Research Kansas Open Records Act
- Technical training Tutorials for ArcGIS and TransCAD
- Update the WAMPO website with all currently finished reports

#### October 2021

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Editing 2022 UPWP
- Maintaining/updating WAMPO website and social media
- ArcGIS StoryMaps Tutorials including recreating the BikePed report in StoryMaps
- Update the WAMPO website with all currently finished reports
- Installing GIS software
- Experience Builder ArcGIS Tutorials

#### November 2021

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Communicating with Sedgwick County I.T. about possibility of increasing WAMPO server space

- Update WAMPO website with Regional Connections presentations
- Update WAMPO website with 2022 calendar
- Upload various job openings to WAMPO site
- Advertise Transportation Planning Manager position
- Scheduled interviews with potential candidates.
- Create presentation to report on functional classification updates for TAC meeting

#### December 2021

- Management and monitoring staff functions
- Assignment of staff tasks
- Annual employee reviews
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Hiring and recruitment activities for full-time employees
- Transition to new health insurance provider
- Managing ArcGIS licenses and reviewing renewal terms
- Managing e-mail accounts

#### Sub-Task 1.2 – Budget and Financial Monitoring Systems and Preparation of 2021 UPWP (PS/CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$50,000

#### January 2021

- Prepared CPG data for reporting to KDOT
- Populate MTP December expense reports to submit to KDOT
- Paid invoices in a timely manner
- Reconciled QuickBooks and bank data
- Calculate payroll data and match with expense report
- Prepare extension contract for 2020 Audit
- Advertise GIS Analyst/Transportation planner

#### February 2021

- Prepared CPG data for reporting to KDOT
- Paid invoices in a timely manner
- Reconciled QuickBooks and bank data
- Calculate payroll data and match with expense report
- Report bank discrepancies to Commerce rep: Candice
- Calculate payroll data and match with expense report
- Advertise GIS Analyst/Transportation planner, and conduct interviews

#### March 2021

- Compiled requested documents to AGH for 2020 audit
- Reconciled bank to general ledger
- Import payroll data into accounting system and reconcile against payroll register
- Coordinate with vendors for missing 2020 invoices
- Compiled January UPWP reimbursement request
- Compiled February UPWP reimbursement request
- Final yearend balance sheet reconciliations for 2020 and adjusting journal entries
- Prepared RFP for 2021 audit
- Prepared and submitted monthly documents to City of Wichita
- Reviewed financial reports
- Updated database monitoring for vendors and grant revenues

- Advertise GIS Analyst/Transportation planner, and conduct interviews

#### April 2021

- Prepared audit samples and assisted auditors as needed
- Prepared balance sheet reconciliations
- Reconciled bank to general ledger
- Financial statement analysis
- Process documentation (in work)
- Updated grant payment tracker
- Developed procurement process cover sheet
- Built template for balance estimate charts to standardize the timing and format
- Import payroll data into accounting system and reconcile against payroll register
- Worked on RFP for 2021 audit
- Prepared and submitted monthly documents to City of Wichita

#### May 2021

- Prepared audit samples and assisted auditors as needed
- Prepared balance sheet reconciliations
- Financial statement analysis
- Worked on RFP for 2021 audit
- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Create management response for audit findings

#### June 2021

- Prepared balance sheet reconciliations
- Financial statement analysis
- Coordinate 2021 audit consultant selection
- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Create management response for audit findings
- Prepared and submitted reimbursement requests for April and May
- Completed SAM registration for 2021-2022
- Worked on process documentations

#### July 2021

- Prepared balance sheet reconciliations
- Financial statement analysis
- Met with BKD to discuss 2021 audit
- Prepare documents for BKD to review data provided for 2020 audit
- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Prepared and submitted reimbursement requests for June
- Worked on process documentations
- Pull documents and data for workers comp audit

#### August 2021

- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Prepared and submitted reimbursement requests with associated support for July
- Worked on process documentations
- prepared RFP for 2022-2024 on-call legal
- CHUBB general liability premium audit

- Prepared balance sheet reconciliations
- Financial analysis packet prepared for Director

### September 2021

- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Prepared and submitted reimbursement requests with associated support for August
- Worked on process documentations
- submitted RFP for 2022-2024 On-Call Legal to KDOT for “Notice to Proceed”
- Prepared balance sheet reconciliations
- Financial analysis packet prepared for Director
- Updated documents for revised budget values
- Work on stand-alone document on procurement procedure

### October 2021

- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Prepared and submitted reimbursement requests with associated support for prior month
- Prepared balance sheet reconciliations
- Financial analysis packet prepared for Director
- Updated documents for revised budget values
- Work on stand-alone document on procurement procedure
- Prepared advertising and RFP packets for On-Call Legal RFP
- Worked on conversion documents for 457 plan to move to new service provider
- Updated tables and documents for UPWP budget

### November 2021

- Prepared and submitted monthly documents to City of Wichita
- Accounts Payable and Payroll prep, review, and reconciliation
- Prepared and submitted reimbursement requests with associated support for prior month
- Prepared balance sheet reconciliations
- Financial analysis packet prepared for Director
- audit prep – updated various worksheets for audit
- compiled requested documents to AGH/BKD for 2020 audit
- Sent Notices for on-call Legal services RFP to KDOT
- Sent documents for AV equipment to KDOT

### December 2021

- Prepared and submitted monthly documents to City of Wichita
- Accounts payable and payroll prep, review, and reconciliation
- Prepared and submitted reimbursement requests with associated support for prior month
- Prepared balance sheet reconciliations
- Financial analysis packet prepared for Director
- Compiled requested documents to AGH/BKD for 2020 audit
- Year-end accruals for payables and payroll
- Prepared 2022 sub-task list for accounting system
- Finalize budget allocation by month, added new general ledger accounts and sub-tasks codes for 2022
- Imported budget into QuickBooks
- Prepared letters, invoices and labels for mailing annual dues invoices

**Sub-Task 1.3 – TPB and TAC Support (CP/KC/MS/NF)**

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

**January 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and KDOT for meetings and supporting technical materials

**February 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**March 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**April 2021**

- Assessing meeting space available for future hybrid in-person/online meetings
- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**May 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**June 2021**

- Performed tests for hybrid in-person/online meeting format
- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**July 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials
- Trim TPB/TAC Presentation videos from individual cities

**August 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**September 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website
- Uploaded meeting recordings to YouTube
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials
- Trim TPB/TAC Presentation videos from individual cities

**October 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website
- Uploaded meeting recordings to YouTube
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials

**November 2021**

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website
- Uploaded meeting recordings to YouTube
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials
- Prepared appendices that will be included in the packets for every TPB or TAC meeting

#### December 2021

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and prepared minutes
- Uploaded meeting recordings to YouTube
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and state for meetings and supporting technical materials
- Prepared appendices that will be included in the packets for every TPB or TAC meeting
- Prepared orientation materials for new TPB members
- Summarized KDOT announcement of IKE-pipeline projects for TPB members

#### Sub-Task 1.4 – Professional Development, Education & Training (CP/All)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$37,000

#### January 2021

- Attended TRB (Transportation Research board) meetings and Webinars

#### February 2021

- National Performance Management Research Data Set webinar

#### March 2021

- Webinar on using ACS data in ArcGIS
- Webinar on Census urban area criteria

#### April 2021

- Webinar on bikeways, intersections, and on-street parking
- Webinar on Census data tools

#### May 2021

- Webinar on MOVES3
- National Performance Management Research Data Set webinar
- Census Bureau webinar
- Webinar on metropolitan job distribution and LODS data

#### June 2021

- Census Bureau Webinar on Community Resiliency Estimates
- Webinar on General Aviation technology
- Training on ArcGIS Pro

#### July 2021

- Sedgwick County Cybersecurity Training
- APBP webinar on pedestrian safety
- AMPO webinar about RITIS platform

#### August 2021

- ENO webinar on new transportation technologies
- National Performance Management Research Data Set webinar
- APBP webinar on walk audits
- 4 day KSGOA Accounting Academy

#### September 2021

- Attended Transportation Research Board (TRB) Innovations in Freight Data Workshop
- Attended KDOT Local Consult and Federal Transportation Bill
- Attended NARC (National Association of Regional Council) conference

#### October 2021

- APBP webinar on bicycle facilities and gentrification
- KU Transportation Center Modern Midwest Mobility webinar on big data in transportation planning
- ArcGIS/Python tutorials
- KSGFOA Budget Academy
- KSGFOA Public Finance Conference
- CEDBR Kansas Economic Trends Conference
- NARC Conference
- AMPO Conference

#### November 2021

- APBP webinar on scoring bike/ped equity and rural sidewalk plans
- ArcGIS Urban workshop
- Modern Midwest Mobility webinar on micromobility services
- ArcGIS tutorials
- Power BI workshops
- Tableau workshops

#### December 2021

- APBP webinar on placemaking
- Python tutorials
- ArcGIS tutorials

## Task 2: Long-Range Planning

### Sub-Task 2.1 – Overall Development of the MTP (CP/NF)

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: On-going

Budgeted Amount: \$135,000

#### January 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems

#### February 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems

#### March 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee for Tuesday March 2. Compiled Active Transportation plans from local jurisdictions within WAMPO area



- Coordinated Regional Freight Committee meeting March 31, 2021

#### April 2021

- Ongoing Committees work for the long range plan development

#### May 2021

- Ongoing Committees work for the long range plan development
- Coordinate meetings of Safety & Health Committee for Wednesday May 19.

#### June 2021

- WAMPO staff visited local jurisdictions to take notes on future Transportation priorities
- Staff-initiated discussions.

#### July 2021

- Reviewing calculations and assumptions behind MTP fiscal-constraint analysis.
- Evaluating project-selection criteria.
- Attending/viewing announcement of Kansas IKE-program projects.
- Review reports and tasks for Active transportation committee

#### August 2021

- Reviewing calculations and assumptions behind MTP fiscal-constraint analysis.
- Reviewing requirements for MTP amendments.
- Conference call with KDOT about next MTP amendment.
- Researching the incorporation of Vision Zero traffic-safety elements into the MTP.
- Coordinated meeting of Safety & Health Committee for Wednesday, August 18.

#### September 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Reviewing requirements for MTP amendments and planning for Amendment #1 to *REIMAGINED MOVE 2040*.
- Review Financial Constraint analysis for MTP amendment
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems
- WAMPO staff visited local jurisdictions to take notes on future Transportation priorities
- Mapped projects in current MTP (not in TIP)

#### October 2021

- Preparing Amendment #1 to *REIMAGINED MOVE 2040*.
- Revising Fiscal Constraint analysis for MTP amendment
- Reviewing and revising HDR-prepared Environmental Justice analysis for MTP amendment
- Opening public-comment period for MTP amendment
- Open House for public comment on MTP amendment
- Gather Poverty, Low English Proficiency, and Disability stats/maps for future update to MTP appendices
- Research on FHWA Functional Classification and the process to change road classification
- Check through all functional classifications and prepare information from KDOT staff for presentation on Functional Classification Changes
- Update performance measures based on current crash data
- Preparing Amendment #1 to *REIMAGINED MOVE 2040* map

#### November 2021

- Revised Environment appendix for Amendment #1 to *REIMAGINED MOVE 2040*
- Standardizing map themes for MTP reports
- Prepared presentations and make presentations of MTP amendments to TAC, TPB meetings

#### December 2021

- MTP amendments tasks, and coordination with partner agencies
- Made edits to Amendment #1 to *REIMAGINED MOVE 2040* in preparation for presenting it to the TPB for approval
- Developed Safety Committee tasks to identify Stakeholders

- Internal staff meetings to discuss how to develop Regional Safety Plan
- Coordinate interagency discussions on updating roadways functional classification map

### Task 3: Multimodal Planning

#### Sub-Task 3.1 – Bicycle & Pedestrian Planning (MS/CP/DG/JS/KC)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$25,000

#### January 2021

- N/A (No Activity in this subtask, in this month)

#### February 2021

- N/A (No Activity in this subtask, in this month)

#### March 2021

- N/A (No Activity in this subtask, in this month)

#### March 2021

- Meeting with City of Andover, discussing bike/ped plans/projects

#### April 2021

- N/A (No Activity in this subtask, in this month)

#### May 2021

- Bike/Ped counts planning initiated by staff meetings

#### June 2021

- Facilitating Active Transportation Committee meeting

#### July 2021

- Facilitating Active Transportation Committee meeting
- Bike/Ped counts planning initiated by staff meetings
  - Recruit volunteers for Bike/Ped via Facebook, Wix, Constant Contact, and cold calling.
  - Update Bike/Ped locations list.
  - Update Bike/Ped data through 2020 counts.

#### August 2021

- Preparation for and presentation at Wichita Bicycle and Pedestrian Advisory Board meeting
- Meeting with Bike Walk Wichita about GIS shapefiles for bike/ped facilities.
- Bike/Ped counts planning
  - Recruit volunteers for Bike/Ped via Facebook, Wix, and Constant Contact.
  - Coordinate Informational meet-and-greet event for volunteers.

#### September 2021

- Facilitating Active Transportation Committee meeting
- Participate in Kansas Active Transportation Plan core group meeting
- Bike/Ped counts planning
  - Recruit volunteers for Bike/Ped via Facebook, Wix, and Constant Contact.
- Assign bike/ped volunteers to sites and distribute packets
- Compile returned count sheets into Excel spreadsheets
- Provide support/answer questions for volunteers for the bike/ped counts event

#### October 2021

- Completed Bike/Ped count report
- Reach out to various jurisdictions about count results

#### November 2021

- Update Bike/Ped report with newly received data
- Reach out to jurisdictions about count results
- Created interactive bike/ped trails and facilities map on ArcGIS storymaps

**December 2021**

- Facilitating Active Transportation Committee meeting
- GIS data and mapping analysis of Bicycle Level of Stress
- Update active transportation data on the website

**Sub-Task 3.2 – Transit and Paratransit Planning (MS/Wichita Transit/CP/DG/KC)**

Lead Agency: WAMPO & Wichita Transit

Timeframe: On-going

Budgeted Amount: \$14,000

**January 2021**

- Coordinated with Wichita Transit on preparations for the upcoming 5310 call for projects and needed application revisions.
- Corresponded with Wichita Transit regarding the administrative funding numbers.
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Continued 5310 sub recipient oversight
- Editing paratransit section of the WAMPO website
- Assist various member jurisdictions with answers to 5310 applications
- Continued Discussions selection process for the 5310 applications
- Assisted various member jurisdictions with answers to 5310 applications
- Staff worked on contacting selection committee members, for evaluating 5310 applications

**February 2021**

- Coordinated with Wichita Transit on preparations for the 5310 projects and needed application revisions.
- Corresponded with Wichita Transit regarding the administrative funding numbers.
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Staff worked with selection committee members & Wichita Transit, for evaluating 5310 applications

**March 2021**

- Coordinated with Wichita Transit on preparations for the upcoming 5310 call for projects and needed application revisions.
- Staff assisted Wichita Transit, in evaluating 5310 applications

**April 2021**

- N/A (No Activity in this subtask, in this month)

**May 2021**

- N/A (No Activity in this subtask, in this month)

**June 2021**

- N/A (No Activity in this subtask, in this month)

**August 2021**

- N/A (No Activity in this subtask, in this month)

**September 2021**

- N/A (No Activity in this subtask, in this month)

**October 2021**

- N/A (No Activity in this subtask, in this month)

**November 2021**

- N/A (No Activity in this subtask, in this month)

**December 2021**

- N/A (No Activity in this subtask, in this month)

**Task 4: Community Engagement**

**Sub-Task 4.1 – Public Participation (MS, CP, DG, KC)**

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

**January 2021**

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Mass Communications for this month included:
  - TIP Amendment
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
  - January TPB Meeting Notice (01/5/21)
  - TPB Reminder Note (01/12/21)
- Mass Communications for this month included:
  - January TAC Meeting Notice (01/25/21)
  - TAC Reminder Note (01/18/21)

**February 2021**

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Mass Communications for this month included:
  - TIP Amendment
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
  - February TPB Meeting Notice (02/9/21)
  - TPB Reminder Note (02/2/21)
- Mass Communications for this month included:
  - February TAC Meeting Notice (02/22/21)
  - TAC Reminder Note (02/15/21)

**March 2021**

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
  - March TPB Meeting Notice (03/9/21)
  - TPB Reminder Note (03/2/21)
- Mass Communications for this month included:
  - March TAC Meeting Notice (03/22/21)
  - TAC Reminder Note (03/15/21)

**April 2021**

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
  - April TPB Meeting Notice (04/13/21)
  - TPB Reminder Note (04/6/21)
- Mass Communications for this month included:

- April TAC Meeting Notice (04/26/21)
- TAC Reminder Note (04/19/21)

### May 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
  - May TPB Meeting Notice (05/11/21)
  - TPB Reminder Note (05/4/21)
- Mass Communications for this month included:
  - May TAC Meeting Notice (05/24/21)
  - TAC Reminder Note (05/17/21)

### June 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
  - June TPB Meeting Notice (06/08/21)
  - TPB Reminder Note (06/02/21)
- Mass Communications for this month included:
  - June TAC Meeting Notice (06/28/21)
  - TAC Reminder Note (06/25/21)
- Attend IKE presentation on road projects for the area

### July 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for the month of July included:
  - July TPB Meeting Notice
  - TPB Reminder Note
  - July TAC Meeting Notice
  - TAC Reminder Note

### August 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for the month of August included:
  - August TPB Meeting Notice
  - TPB Reminder Note
  - August TAC Meeting Notice
  - TAC Reminder Note

### September 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.

- Send meeting notice to Wichita Eagle
- Drafted quarterly newsletter for public distribution
- Mass Communications for the month of September included:
  - September TPB Meeting Notice
  - TPB Reminder Note
  - September TAC Meeting Notice
  - TAC Reminder Note
- Participate at KDOT Local Consult public input meeting
- Prepare social media posts for AMPO spotlight

#### October 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for the month of October included:
  - October TPB Meeting Notice
  - TPB Reminder Note
  - October TAC Meeting Notice
  - TAC Reminder Note
- Meeting with reporter from Wichita Beacon about Safe Routes to School
- Prepared social media postings to keep page active.
- Send meeting notices to Wichita Eagle

#### November 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for the month of November included:
  - November TPB Meeting Notice
  - TPB Reminder Note
  - November TAC Meeting Notice
  - TAC Reminder Note
- Call with Aurigo about Engage tool, which helps with Public Comment processes
- Executed PPP for MTP and TIP amendments
- Send meeting notices to Wichita Eagle
- Prepared social media postings
- Began preparing Winter Newsletter

#### December 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for the month of December included:
  - December TPB Meeting Notice
  - TPB Reminder Note
- Send meeting notices to Wichita Eagle
- Prepared social media postings
- Preparing Winter Newsletter

Lead Agency: WAMPO  
 Timeframe: On-going  
 Budgeted Amount: \$30,000

**January 2021**

- Coordinate with Wichita Transit on 5310 applications

**February 2021**

- Coordinate with Wichita Transit on 5310 applications

**March 2021**

- Coordinate with Wichita Transit on 5310 applications

**April 2021**

- N/A (No Activity in this subtask, in this month)

**May 2021**

- N/A (No Activity in this subtask, in this month)

**June 2021**

- N/A (No Activity in this subtask, in this month)

**July 2021**

- N/A (No Activity in this subtask, in this month)

**August 2021**

- N/A (No Activity in this subtask, in this month)

**September 2021**

- N/A (No Activity in this subtask, in this month)

**October 2021**

- N/A (No Activity in this subtask, in this month)

**November 2021**

- N/A (No Activity in this subtask, in this month)

**December 2021**

- N/A (No Activity in this subtask, in this month)

## Task 5: Short Range Programming

### Sub-Task 5.1- Sub allocated Management Program Management (CP, NF)

Lead Agency: WAMPO  
 Timeframe: On-going  
 Budgeted Amount: \$10,000

**January 2021**

- Completed monthly sub allocated funding balance reports
- Computed yearend balance
- Prepared sub allocated funding management procedures for TAC meeting
- Prepared Transportation Alternatives Annual Report

**February 2021**

- Completed monthly sub allocated funding balance reports
- Computed yearend balance
- Document prepared for sub allocated funding management, for the TAC meeting
- Year-end balance of funds were determined in coordination with KDOT team members

**March 2021**

- Completed monthly sub allocated funding balance reports
- Computed yearend balance

**April 2021**

- Completed monthly sub allocated funding balance reports
- Computed yearend balance

**May 2021**

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance
- Communicated with sponsor jurisdiction about available funds

#### June 2021

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance
- Meeting with WAMPO TPB chair & vice chair and City of Wichita and Sedgwick County staff

#### July 2021

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance
- Communicated with KDOT about anticipated year-end balances and obligation activity

#### August 2021

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff

#### September 2021

- Staff assisted Project Selection Committee with funding recommendations to TPB, these funding categories included CRRSAA, HIP, and year end balance of sub-allocated funds
- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff
- Create a map for the Project Selection Committee
- Prepare materials for Project Selection Committee meeting
- Create tool to find projects with sub-allocated funds for future year-end balances

#### October 2021

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff

#### November 2021

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff
- Drafting description of WAMPO suballocated-funding process

#### December 2021

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff

### Sub-Task 5.2 – Transportation Improvement Program Management (CP, NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$44,000

#### January 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #2: Opened Amendment for Public Comment, developed meeting materials and presented Amendment to the TAC.
  - Developed a new TIP Amendment summary for public comment posting and meetings
  - 2021 – 2024 TIP Amendment #2: Discussed need for Amendment with KDOT and FHWA, reviewed project information and entered into Project Tracker
  - Administrative adjustments
- Developed new database tool for tracking MTP and TIP projects
- Prepared Annual List of Obligated Projects

#### February 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #2: Developed meeting materials and presented Amendment to the TPB, submitted approved Amendment to KDOT for STIP insertion



- Administrative adjustments
- Summarizing information on MTP and TIP projects for presentation to TPB
- Developed new database tool for tracking MTP and TIP projects

#### March 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #3: Discussed need for Amendment with KDOT, reviewed project information and entered into Project Tracker
  - Administrative adjustments
- Preparing materials for TAC meeting
- Summarizing information on MTP and TIP projects for presentation to TPB
- Developed new database tool for tracking MTP and TIP projects

#### April 2021

- Current TIP: 2021 - 2024
  - Prepared schedule of FFY2022 TIP amendments
  - Documenting how each TIP project is consistent with the MTP
  - 2021 – 2024 TIP Amendment #3: Discussed need for Amendments with project sponsors, reviewed project information and entered into Project Tracker; prepared Amendment materials for public release; opened Amendment for Public Comment
  - Administrative adjustments
  - Prepared sponsor-requested more-detailed version of fiscal constraint analysis
- Discussed possible project additions to the MTP and TIP, contingent on funding becoming available
- Developed new database tool for tracking MTP and TIP projects

#### May 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #3: Developed meeting materials and presented Amendment to the TAC; developing meeting materials for TPB
  - 2021 – 2024 TIP Amendment #4: Preparing and distributing materials for Call for Changes
  - Documenting how each TIP project is consistent with the MTP
  - Prepared Excel template for TIP-amendment requests
- Developed new database tool for tracking MTP and TIP projects

#### June 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #3: Developed meeting materials and presented Amendment to the TPB; submitted for incorporation into KDOT STIP
  - 2021 – 2024 TIP Amendment #4: Discussed need for Amendments with project sponsors, reviewed project information and entered into a database; prepared Amendment materials for public release; opened Amendment for Public Comment
  - Administrative adjustments
- Posted schedule for FFY2022 TIP Amendments to WAMPO website
- Prepared detailed report of current TIP projects and uploaded to WAMPO website in anticipation of Project Tracker's deactivation
- Prepared summary table of TIP funding by year and source
- Mapping TIP-project locations with a standardized template
- Studied rules/guidance for Coronavirus Response and Relief Supplemental Appropriates Act (CRRSAA) federal transportation funds and presented on them at TAC meeting
- Prepared and distributed combined Call for Projects for CRRSAA and year-end-balance funds to be considered by Project Selection Committee
- Met sponsor-agency staff at their offices to learn about their priorities and visiting project locations
- Continuous changes to project-database functionality and system for forms for soliciting amendment requests

#### July 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #4: Developed meeting materials and presented Amendment to the TAC; developing meeting materials for TPB; prepared materials for eventual STIP submission
- Communicated with project sponsors and addressed their concerns about specific TIP-project entries
- Double-checked past TIP actions for errors/issues
- Estimating FFY2022 TIP fees
- Mapping TIP-project locations with a standardized template
- Reviewed rules/guidance for Highway Infrastructure Program (HIP) federal transportation funds and presented on them at TAC meeting
- Prepared and distributed Call for Projects for FFY2020 and FFY2021 HIP funds to be considered by Project Selection Committee
- Managing Calls for Projects for CRRSAA, year-end-balance, and HIP funds to be considered by Project Selection Committee, including communication with sponsor agencies

#### August 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #4: Developed meeting materials and presented Amendment to the TPB; submitted for incorporation into KDOT STIP
- Communicated with project sponsors about requirements of the Safe Routes To School program and other topics
- Communicated with KDOT about project obligation
- Mapping TIP-project locations with a standardized template
- Presented on Highway Infrastructure Program (HIP) federal transportation funds at TPB meeting
- Managing Calls for Projects for CRRSAA, year-end-balance, and HIP funds to be considered by Project Selection Committee (PSC), including communication with sponsor agencies and preparing information that the PSC will use to make its decisions
- Research on pending federal infrastructure-funding legislation

#### September 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #5: Preparing and distributing materials for Call for Changes
- Managing Calls for Projects for CRRSAA, year-end-balance, and HIP funds to be considered by Project Selection Committee (PSC), including communication with sponsor agencies and preparing information that the PSC will use to make its decisions
- Facilitating Project Selection Committee meeting, preparing PSC recommendations for TAC and TPB, and answering sponsor-agency inquiries about the recommendations
- Mapping TIP-project locations with a standardized template
- Updating suballocated-funds balances
- Preparing for KDOT-requested amendment to MTP
- Conference call with HDR on preparation of revised Environmental Justice analysis for MTP amendment
- Responding to Travel Demand Model data request related to sponsor-agency project
- Met sponsor-agency staff at their offices to learn about their priorities and visiting project locations
- Prepare individual TIP forms for each Lead Agency
- Prepare a TIP map of the current projects in the TIP for TAC and TPB

#### October 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #5: Discussed need for Amendments with project sponsors, reviewed project information and entered into a database; preparing and distributing materials for Public Comment period
  - 2021 – 2024 TIP Special Amendment #5.5: Discussed need for Amendments with project sponsors, reviewed project information and entered into a database; preparing materials for Public Comment period
  - Administrative Adjustments

- Preparing Project Selection Committee recommendations for TPB
- Making revisions to Project Selection Committee recommendations in coordination with KDOT staff and sponsor-agency staff at the request of the TPB and preparing a motion for the TPB to consider on the revised recommendations
- Communicating with project sponsors and answering their TIP-related questions
- Prepare a TIP map and tables of the current projects in the TIP for TAC and TPB, including different ways of tabulating project cost totals
- Receiving data for and preparing to create FFY2021 Annual Listing of Obligated Projects
- Reviewing KDOT STIP
- Preparing for KDOT-requested amendment to MTP, including updating fiscal-constraint analysis
- Responding to Travel Demand Model data request related to sponsor-agency project
- Letter of support for Build Back Better grant application
- Prepare a TIP Map of current projects that have construction/implementation during the '21-'24 tip cycle
- Prepare TIP amendment numbers of project costs/funding for the tip cycle '21-'24
- Combine Access Database tables from all changes from the new amendment

### November 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #5: Revising materials for Public Comment period; mapping project locations in GIS; developed meeting materials and presented Amendment to the TAC; developing meeting materials for TPB; prepared materials for eventual STIP submission
  - 2021 – 2024 TIP Special Amendment #5.5: Reviewed project information and entered into a database; preparing and revising materials for Public Comment period; mapping project locations in GIS; developed meeting materials and presented Amendment to the TAC; developing meeting materials for TPB; prepared materials for eventual STIP submission
  - Administrative Adjustments
- Addressing inquiries from sponsor agencies
- Making revisions to Project Selection Committee recommendations in coordination with KDOT staff and sponsor-agency staff at the request of the TPB and preparing a motion for the TPB to consider on the revised recommendations on funding awards
- Preparing funding-award letters for projects for which the TPB approving additional funding
- Prepared Annual List of Obligated Projects
- Research on Infrastructure Investment and Jobs Act
- Preparing summary of WAMPO non-suballocated funding sources for internal use
- Created GIS maps for TIP Amendments #5 and #5.5

### December 2021

- Current TIP: 2021 - 2024
  - 2021 – 2024 TIP Amendment #5: Developed meeting materials and presented Amendment to the TPB; submitted for incorporation into KDOT STIP
  - 2021 – 2024 TIP Special Amendment #5.5: Revised materials for Public Comment period; developed meeting materials and presented Amendment to the TPB; submitted for incorporation into KDOT STIP; calculated additional fees owed to WAMPO as a result of the amendment
  - Administrative Adjustments
- Addressing inquiries from sponsor agencies
- Developed TIP amendments schedule for meetings
- Receiving Project Authorization forms from KDOT and adding them to a project database
- Improvements to TIP project database and forms
- Communicating with staff of another MPO about online TIP database tools
- Obtaining read-only access to the FHWA's FMIS system for tracking project obligations
- Viewed KDOT announcement of new IKE Pipeline projects

## Task 6: Transportation Data and Modeling

### Sub-Task 6.1 – Performance Measures (CP/NF/JS)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$64,500

#### January 2021

- Staff reviewed data needs for technical reports.
- Ongoing data review and update for MTP needs

#### February 2021

- Staff reviewed data needs for technical reports.
- Ongoing data review and update for MTP needs

#### March 2021

- No activity for this month in this subtask

#### April 2021

- N/A (No Activity in this subtask, in this month)

#### May 2021

- N/A (No Activity in this subtask, in this month)

#### June 2021

- Confirming WAMPO performance measure targets for new FHWA Community Planner

#### July 2021

- N/A (No Activity in this subtask, in this month)

#### August 2021

- N/A (No Activity in this subtask, in this month)

#### September 2021

- N/A (No Activity in this subtask, in this month)

#### October 2021

- Traffic Safety Performance Measure calculations

#### November 2021

- N/A (No Activity in this subtask, in this month)

#### December 2021

- N/A (No Activity in this subtask, in this month)

### Sub-Task 6.2 – Travel Demand Model (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$70,000

#### January 2021

- Conference call with TDM consultant
- Sorted out issue with TDM invoices
- Reviewed Travel Demand Model/User's Guide/Documentation

#### February 2021

- Conference call with TDM consultant
- Sorted out issue with TDM invoices

#### March 2021

- Conference call with TDM consultant

#### April 2021

- Conference call with TDM consultant

#### May 2021

- Conference call with TDM consultant

- Forwarded modeled-data request to TDM consultant

#### June 2021

- Conference call with TDM consultant
- Coordinating to get model housed on a shared computer

#### July 2021

- Conference call with TDM consultant
- Coordinating to get model housed on a shared computer

#### August 2021

- Conference call with TDM consultant
- Researching TDM RFPs and drafting RFP for next update to WAMPO TDM RFP
- Hearing a sales pitch from Replica, a possible providing of data for the TDM and its calibration/validation

#### September 2021

- Conference call with TDM consultant
- Review of requests on modeled traffic

#### October 2021

- Conference call with TDM consultant
- Working on logistics of TDM use going forward
- Conference call with AirSage about their Big Data products

#### November 2021

- Prepared draft RFP for TDM update

#### December 2021

- Prepared draft RFP for TDM update
- Reviewed projects in TDM network for consistency with planning documents

### Sub-Task 6.3 – Transportation Data (CP/NF/JS/DG/KC)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$100,000

#### January 2021

- Researched data analysis techniques
- Data preparation for TPB meeting
- Developed new database tool for tracking MTP and TIP projects
- Staff
- ArcGIS Pro development
- Biweekly meetings on GIS data & safety data research

#### February 2021

- Population data for member jurisdictions reviewed
- Researched data analysis techniques
- Summarizing information on MTP and TIP projects for presentation to TPB
- Developed new database tool for tracking MTP and TIP projects
- ArcGIS Pro development
- Biweekly meetings on GIS data & safety data research

#### March 2021

- Developed new database tool for tracking MTP and TIP projects
- Addresses data requests

#### April 2021

- Developed new database tool for tracking MTP and TIP projects
- Data preparation for TPB meeting
- Obtaining commute-pattern data
- Conference call with Esri

- WAMPO GIS Team meeting

#### May 2021

- Developed new database tool for tracking MTP and TIP projects
- Commute-flow data from Census Bureau
- Confirming the bounds of the WAMPO Urbanized Area
- WAMPO GIS Team meeting
- Taking notes on Safety Committee meeting

#### June 2021

- Prepared report on commute-flow data from Census Bureau
- Confirmed the bounds of the WAMPO Urbanized Area
- Researched laws and regulations governing MPO activities
- Prepared reports of Economic Growth Factors for cities in WAMPO region, with comparisons to Kansas and U.S. data
- WAMPO GIS Team meeting
- Met sponsor-agency staff at their offices to learn about their priorities and visiting project locations
- Answered KDOT request for input about roadway Functional Classifications
- Research on how other MPOs present their data
- Inventoried and classified existing GIS data in WAMPO's possession
- Researched database tools

#### July 2021

- Establishing MTP GIS-mapping practices and base maps
- WAMPO GIS Team meeting
- Technical-support coordination with ESRI
- Gather data on all schools in the region (from Sedgwick county GIS and then Andover and Rose Hill)
- Create a GIS map for all schools in the region
- Research and work on Bicycle Level of Traffic Stress for the region
- Gather data on how many people work remotely in the region
- Research Transportation and personal health
- Research Google Earth Engine and interaction with ArcGIS
- Research Diversity and Equity in other MPO's
- Create a map on Poverty and Minorities by census tract for the region
- Create a sample population growth model for the 22 cities
- Create interactive widgets for the website from existing data
- Research Trade Pull factors based on Kansas DOR reports

#### August 2021

- Establishing MTP GIS-mapping practices and base maps
- WAMPO GIS Team meeting
- Downloaded and studied data and geographic files associated with 2020 Census
- Researched data on transportation safety and health effects in the WAMPO region and prepared reports
- Prepared information on Vision Zero for the Safety & Health Committee
- Researched population trends in WAMPO-region jurisdictions
- Looked into RITIS data

#### September 2021

- Prepared information on Vision Zero and updated report
- Researched population trends in WAMPO-region jurisdictions and prepared interactive report
- WAMPO GIS Team meeting
- Researched equity and diversity data
- Conference call about testing Replica tool
- Continued improvement on the Bicycle LTS (Level of Traffic Stress) Map
- Review Freight Analysis Framework Tool

- Put the 2020 Decennial Census Redistricting Data into Access
- Inventoried and classified existing GIS data for the WAMPO area

**September 2021**

- Review of Aurigo for potential use by WAMPO

**October 2021**

- Request Crash data for 2020 from KDOT staff to evaluate and update current data in various reports
- Research Econ Development from SETRPC
- Downloading and organizing Census data in shapefiles for future use

**November 2021**

- Using Census data to determine current and historical populations in incorporated and unincorporated parts of WAMPO region
- Conference call about Nexar dashcam data products
- WAMPO GIS team meeting
- Prepared Functional Classification report
- Gather data of bicycle and pedestrian trails and facilities
- Create data set separating the different type of bike facilities and paths for presentation
- Research Travel Time Reliability from previous years

**December 2021**

- Using Census data to determine current and historical populations in incorporated and unincorporated parts of WAMPO region
- Preparing list and map of proposed updates to Functional Classifications
- Trying to obtain new electoral-district shapefiles following redistricting
- Reviewing data files prepared by departing employee
- WAMPO GIS team meeting
- Considering data tasks to allow a university capstone class to work on

**Sub-Task 6.4 – Transportation Systems Management and Operations (CP/NF)**

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

**January 2021**

- N/A (No Activity in this subtask, in this month)

**February 2021**

- N/A (No Activity in this subtask, in this month)

**March 2021**

- N/A (No Activity in this subtask, in this month)

**April 2021**

- N/A (No Activity in this subtask, in this month)

**May 2021**

- N/A (No Activity in this subtask, in this month)

**June 2021**

- Data review for transportation system and performance measures

**July 2021**

- Mapping data review for bike/ped/trails system in the region
- Safety data review for transportation system and performance measures

**August 2021**

- Mapping data review for bike/ped/trails system in the region
- Safety data review for transportation system and performance measures

**September 2021**

- Continue review of Mapping data for bike/ped/trails system in the region

**October 2021**

- Continue review of system wide Mapping data for bike/ped/trails system in the region

**November 2021**

- Met with HDR to discuss formatting, styling of maps for system wide data. Continue review of system wide Mapping data for bike/ped/trails system in the region

**December 2021**

- N/A (No Activity in this subtask, in this month)





**Agenda Item 3**  
**Public Comment Opportunity**  
Commissioner David Dennis, TPB Chair

The Public Comment Opportunity is an open forum for the public to provide comments about specific items on this month's agenda, as well as any other issues directly pertaining to WAMPO's policies, programs, or documents.

Comments are requested to be emailed to [wampo@wampo.org](mailto:wampo@wampo.org) at least one day prior to the meeting. Comments are limited to two (2) minutes per individual during the meeting.



**Agenda Item 4A: Action**  
**Election of Officers**  
David Dennis, TPB Chair

## Election of Officers

Nominations will be requested from the TPB members and elections for the Transportation Policy Body (TPB) Chair and Vice Chair and for the Technical Advisory Committee (TAC) Chair will be held.

## Duties of TPB Chair and Vice Chair

Wichita Area Metropolitan Planning Organization – TPB Bylaws Article 3 (revised 3/9/2021)

3.1 Chair and Vice-Chair. The TPB shall annually elect a Chair and Vice-Chair from among the voting representatives. The election shall be by an affirmative vote of the quorum present at the regular February meeting of the TPB. The newly elected Chair and Vice-Chair shall assume office immediately following the election. In the event the TPB does not meet in February, elections will be at the next scheduled meeting. The Chair and Vice-Chair are eligible to succeed themselves but shall not represent the same Jurisdiction. The Chair and the Vice -Chair shall serve a term of one (1) year. No person elected as Chair shall serve more than two consecutive terms as Chair and no person elected as Vice-Chair shall serve more than two consecutive terms as Vice-Chair.

The Chair shall preside at TPB meetings and at all public hearings conducted by the TPB; appoint subcommittees as needed; sign all letters, agreements and documents, as authorized by the TPB; and perform such other duties as appropriate. The Vice-Chair shall serve as Chair in the absence of the Chair.

## Duties of TAC Chair

Wichita Area Metropolitan Planning Organization – TPB Bylaws Article 8 (revised 3/9/2021)

8.1 Technical Advisory Committee. The Technical Advisory Committee (TAC) will serve as an advisory board and technical support for the TPB. During the regular February meeting of the TPB, the TPB shall elect by an affirmative vote of a quorum present one of its members to serve as the Chair of the TAC. In the event the TPB does not meet in February, the election will be at the next scheduled meeting. The appointed Chair of the Technical Advisory Committee shall be appointed to serve no more than two 1 year terms. No other TPB voting representative or designated alternate shall serve simultaneously on both the TPB and the TAC.

Wichita Area Metropolitan Planning Organization – TAC Bylaws Article 4.0 (revised 3/9/2021)

### **4.1 Chairperson**

**4.1.1** The TPB shall elect one of its members to serve as the Chairperson of the TAC.

**4.1.2** Elections shall take place during the regular February monthly meeting of the TPB. In the event the TPB does not meet in February, elections will be at the next scheduled meeting.

**4.1.3** The term of the office shall be 1 year, or until such time the new officers are elected. The Chairperson of TAC may serve two consecutive 1 year terms.

**4.1.4** In the event of a vacancy in the office of Chairperson, a member shall be elected by the TPB to serve the remainder of the term of office.



**Agenda Item 4A: Action**  
**Election of Officers**  
David Dennis, TPB Chair

**4.2 Duties of the Chairperson**

The Chairperson shall preside at TAC meetings assuring a comprehensive, cooperative, and continuing planning process.



**Agenda Item 4B: Update**

**WAMPO 2021 Audit**

Teresa Seymour and Michael Gerber, BKD

**WAMPO year 2021 Audit Draft Report:**

WAMPO 2021 audit draft reports attached.

1. Management Letter
2. WAMPO Financial Statements audit draft report, year ending December 31, 2021

**Attachment:**

- **WAMPO 2021 Audit Draft Reports**

Transportation Policy Body  
Wichita Area Metropolitan Planning Organization  
Wichita, Kansas

As part of our audit of the financial statements of Wichita Area Metropolitan Planning Organization (WAMPO) as of and for the year ended December 31, 2021, we wish to communicate the following to you.

## **AUDIT SCOPE AND RESULTS**

### **Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America**

An audit performed in accordance with auditing standards generally accepted in the United States of America is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the opinion unit being audited. Our engagement does not include a detailed audit of every transaction. Our contract more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our contract more specifically describes your responsibilities.

### **Qualitative Aspects of Significant Accounting Policies and Practices**

#### **Significant Accounting Policies**

WAMPO's significant accounting policies are described in *Note 1* of the audited financial statements.

#### **Alternative Accounting Treatments**

We had discussions with management regarding alternative accounting treatments within accounting principles generally accepted in the United States of America for policies and practices for material items, including recognition, measurement, and disclosure considerations related to the accounting for specific transactions as well as general accounting policies, as follows:

No matters are reportable.

### **Management Judgments and Accounting Estimates**

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

No matters are reportable.

### **Significant Unusual Transactions**

Significant unusual transactions represent significant transactions that are outside the normal course of business for WAMPO or that otherwise appear to be unusual due to their timing, size, or nature. We have identified the following transactions that we consider to be significant and unusual.

No matters are reportable.

### **Financial Statement Disclosures**

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Compensated absences

### **Audit Adjustments**

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. A misstatement is a difference between the amount, classification, presentation, or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework.

No matters are reportable.

### **Auditor's Judgments About the Quality of the Entity's Accounting Principles**

During the course of the audit, we made the following observations regarding WAMPO's application of accounting principles:

- In 2021, WAMPO adopted Governmental Accounting Standards Board Statement No. 84, *Fiduciary Activities* and Governmental Accounting Standards Board Statement No. 97, *Certain Component Unit Criteria, an Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans, an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*. These standards, among other things, provide guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. Criteria for identifying activities in government should report as fiduciary, focus on whether component units, if any, are fiduciary component units and whether the assets of other activities meet certain control and other criterion. Upon evaluation by WAMPO, it was determined that none of potential fiduciary activities met the established criteria and thus are not required to be reported under these standards.

## Other Material Communications

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- We observed matters that we consider to be deficiencies that we communicated to management orally

## OTHER MATTERS

We observed the following matters and offer these comments and suggestions with respect to matters which came to our attention during the course of the audit of the financial statements. Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not bring to light all weaknesses in policies and procedures that may exist. However, these matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving financial and administrative practices and procedures. We can discuss these matters further at your convenience and may provide implementation assistance for changes or improvements.

### GASB Statement No. 87, Leases

In June 2017, GASB published Statement No. 87, *Leases*. The standard was the result of a multi-year project to reexamine the accounting and financial reporting for leases. The new standard establishes a single model for lease accounting based on the principle that leases represent the financing of the right to use an underlying asset. Specifically, GASB 87 includes the following accounting guidance for lessees and lessors:

***Lessee Accounting*** – A lessee will recognize a liability measured at the present value of payments expected to be made for the lease term, and an intangible asset measured at the amount of the initial lease liability, plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs. A lessee will reduce the liability as payments are made and recognize an outflow of resources for interest on the liability. The asset will be amortized by the lessee over the shorter of the lease term or the useful life of the asset.

***Lessor Accounting*** – A lessor will recognize a receivable measured at the present value of the lease payments expected for the lease term and a deferred inflow of resources measured at the value of the lease receivable plus any payments received at or prior to the beginning of the lease that related to future periods. The lessor will reduce the receivable as payments are received and recognize an inflow of resources from the deferred inflow of resources in a systematic and rational manner over the term of the lease. A lessor will not derecognize the asset underlying the lease. These is an exception for regulated leases for which certain criteria are met, such as airport-aeronautical agreements.

The lease term used to measure the asset or liability is based on the period in which the lessee has the noncancelable right to use the underlying asset. The lease term also contemplates any lease extension or termination option that is reasonably certain of being exercised.



GASB 87 does not apply to leases for intangible assets, biological assets (*i.e.* timber and living plants and animals), service concession agreements or leases in which the underlying asset is financed with conduit debt that is reported by the lessor. Additionally, leases with a maximum possible term of 12 months or less are excluded.

The effective date is for periods beginning after June 15, 2021.

\*\*\*

This communication is intended solely for the information and use of management, the Transportation Policy Body, others within WAMPO, and is not intended to be and should not be used by anyone other than these specified parties.

Wichita, Kansas  
February XX, 2022

*Draft*

*2/1/2022*

# **Wichita Area Metropolitan Planning Organization**

Independent Auditor's Report and  
Financial Statements

December 31, 2021

# Draft

**Wichita Area Metropolitan Planning Organization**  
**December 31, 2021**

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# Wichita Area Metropolitan Planning Organization

## Management's Discussion and Analysis (Unaudited)

### Year Ended December 31, 2021

As management of Wichita Area Metropolitan Planning Organization (WAMPO), we offer readers of WAMPO's financial statements this narrative overview and analysis of the financial activities of WAMPO for the fiscal year ending December 31, 2021.

#### Financial Highlights

The assets of WAMPO exceeded its liabilities at the close of the fiscal year ended December 31, 2021, by \$386,029. This full amount was unrestricted. WAMPO's total net position increased by \$319,267. The increase is attributed to a combination of grant revenue reimbursements and the timing of related accounts payable. As of the close of the fiscal year, WAMPO's governmental fund reported an ending fund balance of \$389,099.

#### Overview of the Financial Statements

Management's Discussion and Analysis is intended to serve as an introduction to WAMPO's basic financial statements, which include three components: 1) Government-wide financial statements, 2) Fund financial statements and 3) Notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of WAMPO's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of WAMPO's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of WAMPO is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both government-wide financial statements present the activities of WAMPO that are principally supported by intergovernmental revenues (governmental activities). The governmental activities of WAMPO include general government, pavement monitoring, short- and long-range planning assistance to local entities, economic development, and transportation planning.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. WAMPO, like other state and local government uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of WAMPO consist of governmental funds.

**Wichita Area Metropolitan Planning Organization**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended December 31, 2021**

***Governmental Funds***

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. WAMPO maintains one individual governmental fund, which is reported as the organization's general fund.

***Notes to the Financial Statements***

The notes to the financial statements are an integral part of the basic financial statements. They provide additional information that is essential to a full understanding of the data provided in the governmentwide and fund financial statements. The notes can be found immediately following the financial statements in this report.

***Budgets***

WAMPO adopts an annual appropriated budget. A budgetary comparison statement has been provided for the fund to demonstrate compliance with this budget. WAMPO's actual revenues were \$280,115 less than the final budgeted amounts for WAMPO. WAMPO's actual expenditures were \$603,665 less than the final expenditure budget, primarily due to the number of projects that were being carried out in 2021.

**Government-Wide Financial Analysis**

***Analysis of Net Position***

As previously noted, net position may serve over time as a useful indicator of a government's financial position. In the case of WAMPO, assets exceeded liabilities by \$386,029 at the close of the fiscal year.

# Wichita Area Metropolitan Planning Organization

## Management's Discussion and Analysis (Unaudited)

### Year Ended December 31, 2021

#### **Governmental Activities**

Significant changes in governmental activities on the statements of net position included the following:

- Assets decreased by \$208,276 and liabilities decreased by \$531,826, due primarily to a full repayment of the cash advance received from its fiscal agent.
- Net position increased by \$319,267 due primarily to a decrease in current year expenditures and the timing of related accounts payable. WAMPO did not have any restricted net position balances.

Significant changes in governmental activities on the statement of activities included the following:

- Operating grants and contributions decreased by \$361,727 as a result in grant revenue reimbursement.
- Expenses decreased by \$721,948 primarily due to a decrease in the number of projects carried out during the year.

#### **Financial Analysis of the Government's Funds**

As noted earlier, WAMPO uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

#### **Governmental Fund**

The focus of WAMPO's governmental fund is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing WAMPO's financing requirements. In particular, assigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of December 31, 2021, WAMPO's governmental fund reported ending fund balance of \$398,099, an increase of \$323,550 from the prior year. The ending fund balance is assigned fund balance, which is available for spending at the government's discretion.

#### **Economic Factors**

As a metropolitan planning organization, WAMPO's focus is on multimodal transportation planning. WAMPO will focus on administering its work program in a manner that reduces traffic accidents, transportation related fuel consumption, air pollution, and greenhouse gases, while increasing transportation safety clean energy, air quality and supporting sustainable communities, trade, and tourism.

#### **Requests for Information**

This financial report is designed to provide a general overview for all those with an interest in WAMPO finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Wichita Area Metropolitan Planning Organization, 271 West 3rd Street North, Wichita, Kansas 67202.

**Wichita Area Metropolitan Planning Organization**  
**Statement of Net Position**  
**December 31, 2021**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash	\$ 299,388
Receivables	113,370
Other	3,960
	3,960
Total assets	\$ 416,718
<b>Liabilities and Net Position</b>	
<b>Liabilities</b>	
Accounts payable	\$ 12,496
Accrued expenses	6,123
Compensated absences, current	7,449
Compensated absences, long-term	4,621
	4,621
Total liabilities	30,689
<b>Net Position</b>	
Unrestricted	386,029
Total net position	386,029
Total liabilities and net position	\$ 416,718

Draft

**Wichita Area Metropolitan Planning Organization**  
**Statement of Activities**  
**Year Ended December 31, 2021**

Funds/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position Total Governmental Activities
		Charges for Services	Operating Grants and Contributions	
<b>Governmental Activities</b>				
Administrative	\$ 368,307	\$ -	\$ -	\$ (368,307)
Highway and transit planning	<u>186,061</u>	<u>-</u>	<u>440,234</u>	<u>254,173</u>
Total governmental activities	<u>\$ 554,368</u>	<u>\$ -</u>	<u>\$ 440,234</u>	<u>(114,134)</u>
<b>General Revenues</b>				
				50,000
				<u>383,401</u>
				<u>433,401</u>
				<u>319,267</u>
				<u>66,762</u>
				<u>\$ 386,029</u>

Draft



# Wichita Area Metropolitan Planning Organization

## Balance Sheet

### Governmental Funds

December 31, 2021

#### Assets

Cash	\$	299,388
Receivables - intergovernmental		113,370
Other		<u>3,960</u>
Total assets	\$	<u><u>416,718</u></u>

#### Liabilities and Net Position

##### Liabilities

Accounts payable	\$	12,496
Accrued expenses		<u>6,123</u>
Total liabilities		<u>18,619</u>

##### Fund Balance

Assigned to - Highway and transit planning		<u>398,099</u>
Total fund balance		<u>398,099</u>
Total liabilities and fund balance	\$	<u><u>416,718</u></u>

Draft

**Wichita Area Metropolitan Planning Organization**  
**Reconciliation of the Balance Sheet of Governmental**  
**Funds to the Statement of Net Position**  
**December 31, 2021**

Amounts reported for governmental activities in the statement of net position are different because:

<b>Total Fund Balance - Total Governmental Funds</b>	\$ 398,099
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental fund	<u>(12,070)</u>
<b>Total Net Position - Governmental Activities</b>	<u><u>\$ 386,029</u></u>

Draft

**Wichita Area Metropolitan Planning Organization**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Funds**  
**Year Ended December 31, 2021**

**Revenues**

**Intergovernmental**

Kansas Department of Transportation/Federal Highway Administration	
Federal Transit Administration	\$ 440,234
Member fees	50,000
TIP fees	<u>383,401</u>
Total revenues	<u>873,635</u>

**Expenditures**

**Current**

Administration	364,024
Highway and transit planning	<u>186,061</u>
Total expenditures	<u>550,085</u>
Change in fund balance	<u>323,550</u>
Fund balance, beginning of year	<u>74,549</u>
Fund balance, end of year	<u><u>\$ 398,099</u></u>

Draft

**Wichita Area Metropolitan Planning Organization**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balance of Governmental Funds to the Statement of Activities**  
**Year Ended December 31, 2021**

Amounts reported for governmental activities in the statement of activities are different because:

<b>Net Change in Fund Balance - Governmental Funds</b>	\$ 323,550
Expenses for compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds	<u>(4,283)</u>
<b>Net Change in Net Position - Governmental Activities</b>	<u><u>\$ 319,267</u></u>

Draft

# Wichita Area Metropolitan Planning Organization

## Notes to the Financial Statements

### Year Ended December 31, 2021

#### **Note 1: Summary Of Significant Accounting Policies**

The financial statements of the Wichita Area Metropolitan Planning Organization (WAMPO) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. WAMPO's significant accounting policies are described below.

#### **Reporting Entity**

WAMPO is a quasi-governmental entity which was established as Wichita Metropolitan Area's designated Metropolitan Planning Organization under federal law. The membership of the Executive Board consists of members from towns and cities in the Wichita Metropolitan Area. The Transportation Policy Body acts as a policy body coordinating transportation planning, traffic engineering, air quality conformity, and related implementation activities. It prepares reports to meet the requirements of several transportation and environmental oversight entities at the federal level. The Transportation Policy Body also has broad financial responsibilities, including the approval of the annual budget and the establishment of a system of accounting and budgetary controls.

#### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements (*i.e.* the Statement of Net Position and the Statement of Activities) present financial information about WAMPO as a whole. The reported information includes all of the nonfiduciary activities of WAMPO. These statements are to distinguish between the governmental and business-type activities of WAMPO. Governmental activities normally are supported by taxes and intergovernmental revenues and are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. WAMPO did not report any business-type activities.

**Government-Wide Financial Statements** – The government-wide financial statements are reported using the “economic resources” measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met.

**Fund Financial Statements** – Governmental fund financial statements are reported using the “current financial resources” measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, WAMPO considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

# Wichita Area Metropolitan Planning Organization

## Notes to the Financial Statements

### Year Ended December 31, 2021

However, compensated absences are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in the governmental fund. Member fees associated with the current fiscal period are all considered to be susceptible to accrual and, accordingly, have been recognized as revenue of the current fiscal period. Miscellaneous revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Grants and similar awards are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met. Unearned revenues also arise when resources are received by WAMPO before it has legal claim to them, as when grant monies are received prior to meeting all eligibility requirements imposed by the provider. Receivables that will not be collected within the available period have also been reported as unavailable revenue on the governmental fund financial statements.

WAMPO reports the following major governmental fund: WAMPO Fund – Accounts for all resources used to finance WAMPO’s highway and transportation planning activities.

#### **Compensated Absences**

All regular full-time employees of WAMPO are entitled to paid time off. Annual leave begins to accrue according to the following schedule:

Completed Years of Service	Vacation Days Earned Per Year
Less than 4	10 days
4 - Less than 10	15 days
10 - Less than 15	17 days
15 - Less than 20	20 days
20 or more	24 days

The maximum vacation hours an employee can carryforward is 240 hours. Unused annual leave will be paid at the time of termination up to this maximum at their current rate of pay at the time of termination. The current and long-term liabilities, including related benefits, for accumulated vacation and sick leave are reported on the government-wide financial statements. A liability for these amounts, including related benefits, is reported in governmental funds only if they have matured, for example, as a result of employee leave, resignations, and retirements.

#### **Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

# Wichita Area Metropolitan Planning Organization

## Notes to the Financial Statements

### Year Ended December 31, 2021

#### **Net Position/Fund Balance Classifications**

Net Position – Government-wide financial statements classify net position as invested in capital assets; restricted; and unrestricted. Restricted net position represents constraints on resources that are either a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or b) imposed by law through state statute.

Fund Balance – In the governmental fund financial statements, fund balance is composed of five classifications based on a hierarchy of the constraints placed on the use of those resources. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The governmental fund types classify fund balances as follows:

- *Nonspendable* – The nonspendable fund balance classification includes amounts that cannot be spent because they are not in spendable form, (such as prepaid items), or legally or contractually required to be maintained intact.
- *Restricted* – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation.
- *Committed* – The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action of the Executive Committee of the Transportation Policy Board (Executive Committee). Those committed amounts cannot be used for any other purpose unless the Executive Committee removes or changes the specified use by taking the same type of action it employed to previously commit those accounts through ordinances or resolutions.
- *Assigned* – Amounts in the assigned fund balance classification are intended to be used by WAMPO for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds assigned fund balance represents the remaining amount that is not restricted or committed. Assigned amounts represent intended uses established by the Executive Committee or a management official delegated that authority by the formal Executive Committee action. The Executive Committee has delegated this authority to the Executive Director.
- *Unassigned* – The unassigned classification is the portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds.

#### **Fund Balance Policies**

WAMPO applies restricted resources first when expenditures are incurred for purposes for which either restricted, committed, assigned, and unassigned amounts are available. Similarly, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the remaining fund balance classifications could be used.

**Wichita Area Metropolitan Planning Organization**  
**Notes to the Financial Statements**  
**Year Ended December 31, 2021**

**Program Revenues**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and fees that are restricted to meeting the operational or capital requirements of a particular function or segment. Member fees for general purposes and other items not included among program revenues are reported instead as general revenues.

**Note 2: Detailed Notes on All Activities and Funds**

**Deposits**

*Custodial Credit Risk* – For deposits, custodial credit risk is the risk that, in the event of a bank failure, WAMPO will not be able to recover the value of its deposits. State statutes require pledged collateral with a fair value equal to 100% of the funds on deposit, less insured amounts, and that the collateral be held in safekeeping in WAMPO’s name at other than the depository financial institution.

At December 31, 2021, WAMPO’s deposits of \$303,300 were fully covered by federal depository insurance or collateralized by securities held by WAMPO’s agent in WAMPO’s name.

**Receivables**

Receivable balances are due from intergovernmental agencies. Intergovernmental receivables as of year-end for WAMPO in the aggregate, were \$113,370. The full amount due from the Kansas Department of Transportation is \$65,483. Management considers all receivables at December 31, 2021, to be fully collectible; therefore, no allowance for doubtful accounts was included.

**Long-term Liabilities**

Long-term liability activity for the year ended December 31, 2021, was as follows:

	<b>Compensated Absences</b>
<b>Governmental Activities</b>	
Balance at January 1, 2021	\$ 7,787
Additions	9,042
Reductions	(4,759)
Balance at December 31, 2021	\$ 12,070
Due within one year	\$ 7,449



# Wichita Area Metropolitan Planning Organization

## Notes to the Financial Statements

### Year Ended December 31, 2021

As of December 31, 2021, WAMPO had an outstanding cash advance in the amount of \$0 from its fiscal agent. Interest is charged on the outstanding balance at a variable rate based on the greater of the fiscal agent's weighted average yield to maturity on its pooled cash and investments or the 91-day Treasury Bill yield. As of December 31, 2021, the effective interest rate on the cash advance was .80% and interest expense for the year ended December 31, 2021, was \$243. In the event of termination of the fiscal agent agreement, the cash advance will become due and payable within thirty days of termination.

#### ***Economic Dependency***

WAMPO received approximately 50% of its revenues from the Federal Transit Administration and the Federal Highway Administration passed through the Kansas Department of Transportation.

#### ***Risk Management***

WAMPO is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. WAMPO carried commercial insurance for all risks of loss, including property and liability, workers' compensation, and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

#### ***Retirement Plans***

WAMPO participates in a voluntary defined contribution retirement plan (Plan), as authorized by Internal Revenue Services (IRS) Code Section 457. Salary reduction agreements are made with eligible employees whereby prescribed amounts are withheld from the employee's pay and remitted to the Trustee, American United Life Insurance Company, which invests the withholdings in allowable investments in accordance with the investment instructions of the employees. These monies are not available to employees until termination or retirement from employment, death, or unforeseeable emergency. Any classified or unclassified employees, except those employed on an emergency, temporary, or intermittent basis, are eligible on their first day of employment to participate in the Plan. For the year-ended December 31, 2021, WAMPO made contributions to the Plan totaling \$3,321 and six employees of WAMPO participated in the Plan. All assets under this Plan are held in trust for the exclusive benefit of participants and their beneficiaries. For this purpose, an annuity contract or custodial account described in IRS Code Section 497(g) is treated as a trust.

#### ***Adoption of Governmental Accounting Standards Board Statements***

In 2021, WAMPO adopted Governmental Accounting Standards Board Statement No. 84, *Fiduciary Activities*, and Governmental Accounting Standards Board Statement No. 97, *Certain Component Unit Criteria*, and Accounting and Financial Reporting for Internal Revenue Code Section 457, *Deferred Compensation Plans*, an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32. These standards, among other things, provide guidance regarding the identification of activities a government should report as fiduciary, focus on whether component units, if any, are fiduciary component units and whether the assets of other activities meet certain control and other criterion. Upon evaluation by WAMPO, it was determined that WAMPO has no fiduciary activities required to be reported under these standards.

# Wichita Area Metropolitan Planning Organization

## Notes to the Financial Statements

### Year Ended December 31, 2021

#### ***Pending Governmental Accounting Standards***

The effect on WAMPO's financial statements of the following statements issued, but not yet adopted, has not yet been determined.

GASB Statement No. 87, *Leases*, improves accounting and financial reporting for leases by governments. This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resource based on the payment provisions of the contract. It establishes a single model for lease accounting based on foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Provisions of this statement were originally effective for financial statements for WAMPO's fiscal year ending December 31, 2020, now postponed until December 31, 2022, per the provisions of GASB Statement No. 95.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, improves financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). A PPP is an arrangement in which a government contracts with an operator to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset, for a period of time in an exchange or exchange-like transaction. This statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs), which is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. The provisions of this statement are effective for financial statements for WAMPO's fiscal year ending December 31, 2023.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, which provides new accounting and financial reporting guidance for subscription-based information technology arrangements (SBITAs), which have become increasingly common among state and local governments in recent years. Statement 96 is based on the standards established in Statement 87, *Leases*. The new defines a SBITA as a contract that conveys control of the right to use a SBITA vendor's IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. The guidance requires governments with SBITAs to recognize a right-to-use subscription asset, an intangible asset, and a corresponding subscription liability (with an exception for short-term SBITAs, those with a maximum possible term of 12 months) and provides guidance related to outlays other than subscription payments, including implementation costs, and requirements for note disclosures related to a SBITA. The provisions of this statement will be effective for financial statements for WAMPO's fiscal year ending December 31, 2023.

**Supplementary Information**

Draft

**Wichita Area Metropolitan Planning Organization**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance –**  
**Budget and Actual – Budget Basis**  
**WAMPO Fund**  
**Year Ended December 31, 2021**

	<b>Budgeted Amounts Final</b>	<b>Actual Amounts Budgetary Basis</b>	<b>Variance with Final Budget Over/ (Under)</b>
<b>Revenues</b>			
Intergovernmental			
Kansas Department of Transportation/ Federal Highway Administration/ Federal Transit Administration	\$ 923,000	\$ 440,234	\$ (482,766)
Member fees	50,000	50,000	-
TIP fees	180,750	383,401	202,651
	<u>1,153,750</u>	<u>873,635</u>	<u>(280,115)</u>
Total revenues			
<b>Expenditures</b>			
Administration	591,250	364,024	(227,226)
Highway and transit planning			
Long-range planning	135,000	55,447	(79,553)
Multimodal planning	39,000	24,315	(14,685)
Community engagement	70,000	6,150	(63,850)
Short range programming	54,000	37,241	(16,759)
Transportation data and modeling	264,500	62,908	(201,592)
	<u>1,153,750</u>	<u>550,085</u>	<u>(603,665)</u>
Total expenditures			
Net change in fund balance	<u>\$ -</u>	323,550	<u>\$ 323,550</u>
<b>Fund balance, beginning of year</b>		<u>74,549</u>	
<b>Fund balance, end of year</b>		<u>\$ 398,099</u>	

Due to its nature as a recipient of grant funding, WAMPO does not legally adopt a budget. As such, the budgetary schedule is presented as supplementary information.

The accompanying budgetary comparison schedule is presented using the modified accrual basis of accounting.



## Background

WAMPO’s primary funding sources are Consolidated Planning Grant (CPG) funds, membership dues, and Transportation Improvement Program (TIP) fees. CPG funds are made available to WAMPO from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for transportation planning purposes, as outlined in the annual Unified Planning Work Program (UPWP), with the requirement that a 20% local match be provided.

The membership dues and TIP fees that WAMPO collects serve to meet this 20% local match requirement. However, WAMPO has expenses that do not recur every year, including for studies that are only conducted once every five years, for the development of the Metropolitan Transportation Plan (MTP). So that these non-annual expenses (whose exact amounts are difficult to predict years ahead of time) can be met, it is necessary for WAMPO to not limit the membership dues and TIP fees it collects to only what is needed to meet its expenses for the current year. Instead, in years when expenditures are low, enough funds must be collected so that some of them can be saved for future, larger expenses, even if those expenses are five or ten years away.

When the WAMPO Fiscal Policy was adopted in 2013, it established a 1% TIP fee on federal funds distributed to local jurisdictions through WAMPO, which proved to be inadequate for the agency’s needs. Consequently, in December 2017, the TPB voted to increase the TIP fee to 1.3% for Federal Fiscal Year (FFY) 2019 (October 1, 2018 through September 30, 2019), with automatic increases of 1/10<sup>th</sup> of a percentage point per year through FFY2030. However, between the need to address past-year deficits and the need to anticipate future-year costs, this still left WAMPO in poor fiscal shape as of 2021.

In light of the above, on February 9, 2021, the TPB approved a 3% TIP fee on federal funds programmed for local-jurisdiction projects in the TIP in FFY2022 (October 1, 2021 through September 30, 2022), with the understanding that TIP-fee rates would be considered again one year later.

FFY	2019	2020	2021	2022	2023	2024	2025	2026
Previous	1.3%	1.4%	1.5%	1.6%	1.7%	1.8%	1.9%	2.0%
Proposed				3%*	3%	3%		

\*Approved February 9, 2021

## Proposed Option for TIP Fees after FFY2022

Apply the same 3% TIP fee for FFY2023 and FFY2024 (i.e., extending it by two years, until September 30, 2024).

### Attachments:

- [WAMPO Fiscal Agreement \(2013\)](#)
- [Earlier discussions on local match needs: Minutes from 12/12/2017 TPB meeting, page 4 of 5](#)



**Agenda Item 4C: Update  
WAMPO TIP Fees**  
Chad Parasa, WAMPO

In the below table, columns 2 and 3 show conservative estimates of WAMPO expenses over the next ten years and column 4 calculates, for each year, the size of the 20% local match that will not be covered by CPG funds. Column 5 estimates how much funding WAMPO will have available to pay this 20%, based on the membership dues and TIP-fee rates that are currently approved (membership dues from all jurisdictions total \$50,000 every year; TIP fees totals are based on the assumption that \$10,000,000 in suballocated funding will be programmed each year, to which each year's TIP-fee rate (see column 7) is applied). Column 6 repeats the calculations from column 5, but with the assumption that the TIP-fee rates for 2023 and 2024 will be changed from 1.6% and 1.7%, respectively, to 3% for both years (see column 8). As shown in the "TOTAL" row, the currently-approved TIP-fee rates, if left unchanged, would result in a projected deficit of over \$450,000 over the next decade, but increasing the 2023 and 2024 TIP-fee rates to 3% would eliminate most of that projected deficit.

1	2	3	4	5	6	7	8
Year	UPWP Budget	Studies Budget	20% Local Match	WAMPO's Local Match Revenues (TIP fees +membership dues)		TIP Fee Rate	
				Current	Proposed	Current	Proposed
2022	\$1,687,100		\$337,420	\$210,000	\$350,000	1.6%	3.0%
2023	\$1,000,000	\$100,000	\$220,000	\$220,000	\$350,000	1.7%	3.0%
2024	\$1,000,000	\$300,000	\$260,000	\$230,000	\$350,000	1.8%	3.0%
2025	\$1,100,000	\$200,000	\$260,000	\$240,000	\$240,000	1.9%	1.9%
2026	\$1,100,000		\$220,000	\$250,000	\$250,000	2.0%	2.0%
2027	\$1,200,000		\$240,000	\$260,000	\$260,000	2.1%	2.1%
2028	\$1,200,000	\$100,000	\$260,000	\$270,000	\$270,000	2.2%	2.2%
2029	\$1,200,000	\$300,000	\$300,000	\$280,000	\$280,000	2.3%	2.3%
2030	\$1,250,000	\$200,000	\$290,000	\$290,000	\$290,000	2.4%	2.4%
2031	\$1,250,000	\$2,000,000	\$650,000	\$290,000	\$290,000	2.4%	2.4%
2032	\$1,250,000		\$250,000	\$290,000	\$290,000	2.4%	2.4%
		TOTAL	\$3,287,420	\$2,830,000	\$3,220,000		

**Action Options for the Next TPB Meeting:**

- Approve 3% TIP fees on federal funds programmed for local-jurisdiction projects in the TIP in FFY2023 and FFY2024 (October 1, 2022 through September 30, 2024).
- Not approve 3% TIP fees on federal funds programmed for local-jurisdiction projects in the TIP in FFY2023 and FFY2024 (October 1, 2022 through September 30, 2024).

**FISCAL AGREEMENT FOR THE OPERATION OF THE WICHITA AREA METROPOLITAN  
PLANNING ORGANIZATION**

**BY AND AMONG**

**THE WICHITA AREA METROPOLITAN PLANNING ORGANIZATION AND ITS MEMBER  
JURISDICTIONS**

This Fiscal Agreement for the Operation of the Wichita Area Metropolitan Planning Organization (“Fiscal Agreement”), by and among the Wichita Area Metropolitan Planning Organization (“WAMPO”), and by WAMPO Member Jurisdictions (“Jurisdictions”) (jointly called the “Parties”).

WHEREAS, WAMPO is the designated Metropolitan Planning Organization (“MPO”) for the greater Wichita metropolitan area and is responsible for the continuing, cooperative, and comprehensive transportation planning process mandated by federal law and state regulations; and

WHEREAS, WAMPO is synonymous with the MPO and is a legally independent government entity distinct from any of its Jurisdictions and is governed by the Transportation Policy Body (“TPB”); and

WHEREAS, WAMPO is comprised of Member Jurisdictions (“Jurisdictions”) representing at a minimum the units of general purpose local government that together represent at least 75 percent of the existing Metropolitan Planning Area Boundary (“MPAB”) population (including the City of Wichita which is the largest incorporated city); and

WHEREAS, the MPO receives operating assistance through federal transportation planning funds identified annually in a Consolidated Planning Grant Agreement (“CPG”) between the MPO and the Kansas Department of Transportation (“KDOT”) and KDOT will reimburse WAMPO the eligible federal share of authorized UPWP expenditures, with the balance (the non-federal participation) to be provided by WAMPO Jurisdictions; and

WHEREAS, WAMPO wishes to obtain certain financial support from its Jurisdictions in providing local match and to supplement the operations of the MPO, when necessary; and

WHEREAS, the WAMPO Redesignation Agreement for Cooperative Transportation Planning of 2013 (“Redesignation Agreement”) provides for a separate Fiscal Agreement to collect local, non-federal funds for the operation of the MPO; and

WHEREAS, the Jurisdictions wishing to participate in this Fiscal Agreement agree to provide local, non-federal funding to the MPO to meet the local match requirement for federal transportation planning funds identified in the CPG Agreement and to, as may be needed from time to time, supplement deficiencies in the annual operating expenses experienced by WAMPO, and

WHEREAS, the participating Jurisdictions have the authority to enter into this agreement and to provide the financial support to WAMPO hereinafter described; and

NOW, THEREFORE, be it declared that the purpose of this Agreement is to define the financial contributions provided to WAMPO by the participating Jurisdictions and to act as the Fiscal Agreement identified in the *WAMPO Redesignation Agreement for Cooperative Transportation Planning of 2013*.

### **Article 1 WAMPO FISCAL AGENT**

The Member Jurisdictions acknowledge WAMPO as a separate legal entity, and an agency or instrumentality of the Member Jurisdictions. The Member Jurisdictions recognize WAMPO as having the power to enter into contracts, and as being independently subject to the obligations and protections of the Kansas Tort Claims Act, K.S.A. 75- 6101 et seq. WAMPO will contract the services of a Fiscal Agent(s) from the pool of Member Jurisdictions to provide itemized services for WAMPO. The duties of the designated Fiscal Agent(s) will be determined by agreement between WAMPO and the designated Fiscal Agent(s). The Fiscal Agent is neither a guarantor of funds for WAMPO operations, nor an indemnitor for any contractual or tort liability to which WAMPO may become subject. The responsibility of Member Jurisdictions for obligations incurred outside the regular budget of WAMPO shall be through use of the Type B Special Assessment procedure established in this Fiscal Agreement.

### **Article 2 FINANCIAL CONTRIBUTIONS**

Financial contributions to WAMPO will be provided by Jurisdictions participating through two (2) separate and distinct methods; 1) Local Assessments (“Assessments”) each year for the annual WAMPO Budget and 2) a percentage-based fee (“TIP Fee”) based on the amount of the federal participation in projects programmed in the annual WAMPO Transportation Improvement Program (“TIP”).

#### **2.1 Member Jurisdiction Annual Assessments**

Per this Fiscal Agreement, Assessments will be paid annually to WAMPO by participating Jurisdictions. Annual Assessments will be based on the needs of WAMPO to provide local match for federal transportation planning funds, as well as the need to maintain operations of the MPO.

Assessments will be based on a three-tiered contribution schedule: the first tier consisting of the City of Wichita who will provide forty percent (40%) of the annual Assessments; the second tier consisting of Sedgwick County who will provide forty percent (40%) of the Annual Assessments; and the third tier consisting of the remaining Jurisdictions who will contribute the remaining twenty percent (20%), based on the most current population of each Jurisdiction as identified by the U.S. Census Bureau. *Attachment 1* provides an example of the 3-tier system based on the 2010 Census of the Population and if all jurisdictions subscribe to this Fiscal Agreement.

WAMPO will provide annually to each Jurisdiction a five-year projection of estimated Assessments required to maintain the required local match for funds identified in the CPG agreement between WAMPO and KDOT and to meet the financial need for operating the MPO. Each Jurisdiction will be responsible for providing to WAMPO annually Assessments in the amounts stated in the first year of this estimate.



Assessments will be levied annually. This obligation starts upon approval of this agreement by the TPB. All current and past, unpaid assessments must be paid in full prior to the Jurisdiction being in “Good Standing” with WAMPO.

Full and on-time payment of the Assessments will present the Jurisdiction in “Good Standing” with WAMPO, and will entitle the Jurisdiction to the full benefits and privileges of that standing, as stated in the *WAMPO TPB Bylaws*. Non-payment of Assessments will result in that Jurisdiction being declared “Not in Good Standing” and they shall forfeit all benefits and privileges of being in “Good Standing”.

Assessments will be paid to WAMPO by the thirty-first (31) day of January of each year. Preferred method of payment will be negotiated between the Jurisdiction and the WAMPO Fiscal Agent.

### **2.1.1 Special Assessments**

Special Assessments may be issued in response to an emergency or unforeseen event related to WAMPO operations or local match requirements for federal funds. Special Assessments shall be governed by procedures identified in this Fiscal Agreement.

The TPB will make every effort to avoid the need to make a Special Assessment on its Member Jurisdictions. Special Assessments may, however, be required in response to an emergency or unforeseen event. Such Special Assessments shall be authorized by the TPB and shall be requisitioned of the Jurisdictions. Special Assessments approved by the TPB shall be due and payable to WAMPO within six months of the date of the requisition.

### **2.1.2 Type A Special Assessment**

The TPB may ask Jurisdictions for funding above that identified in the annual estimate in the event that local funds are not provided in amounts to meet the minimum twenty percent (20%) local match requirements. A majority (51%) of the TPB members in “Good Standing” is required to approve such a request.

### **2.1.3 Type B Special Assessment**

The TPB may ask Jurisdictions for additional funding in the event that funds are not provided in amounts to meet WAMPO operational expenses. A vote of two-thirds (2/3) of the WAMPO TPB members in “Good Standing” is required to approve such a request.

### **2.1.4 Default on Requisitioned Assessments**

The WAMPO TPB may withhold TPB voting and other privileges of a Jurisdiction if that Jurisdiction defaults on its Assessment for support of the WAMPO annual budget or support of requisitioned Special Assessments. The Jurisdiction shall be in default and shall surrender its status as Jurisdiction in “Good Standing”. Jurisdictions not in good standing may have their membership reinstated by the TPB upon satisfactory payment of outstanding Assessment balances.

### 2.1.5 Exceptions to the Annual Assessment

The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), KDOT, and Wichita Transit are exempt from the required annual Assessment and Special Assessments of local funds.

### 2.1.6 Assessment Appeals

The TPB shall address any and all appeals related to the Assessment for each Jurisdiction. Jurisdictions will have thirty (30) days to appeal the requested Assessment. The thirty-day appeal window shall start the day after Assessment is due. The TPB will have thirty (30) days to respond to the Jurisdiction's request for appeal. The Jurisdiction's status of "Good Standing" will be retained until such time that the TPB renders a decision on the appeal.

## 2.2 TIP Fee

WAMPO will collect a percentage-based fee for all projects programmed in the first program year of the TIP that are proposed to be funded with federal transportation funds.

### 2.2.1 Applicable Funding Programs

The TIP Fee will consist of a one-time fee of one percent (1%) of the total federal participation of each project, both competitive and noncompetitive, that is approved for programming in the first year of the annual WAMPO TIP. Federal funding programs subject to this fee will include:

- Surface Transportation Program (STP) funds attributable to both WAMPO and member counties;
- Congestion Mitigation Air Quality (CMAQ) funds allocated to WAMPO;
- All other federal transportation funds attributable, allocated, or afforded to WAMPO and WAMPO Jurisdictions.

With the exception of provisions contained in Section 2.2.4, the TIP Fee will apply to federal participation of \$100,000 or more on a project or combined project.

Projects will be accepted for inclusion in the TIP only if the Jurisdiction is in "Good Standing" with WAMPO. All delinquent Assessments and TIP Fees must be made current and paid in full prior to inclusion of a project in the TIP.

### 2.2.2 Exceptions to the TIP Fee

All projects programmed with federal transportation funds identified in 2.2.1 are subject to the TIP Fee, with the following exceptions:

- KDOT-sponsored projects that are located on State-owned/operated facilities; and
- A project, or that portion of a project using FTA program funds (e.g. Section 5307, 5309, 5310, 5311, 5316, and 5317).

### 2.2.3 Fee Collection

The TIP Fee will be collected for each program/project after they are selected and approved for inclusion in the TIP, but before the final TIP is approved by the WAMPO Transportation TPB. The TIP Fee will be based on the amount of federal funds programmed in the TIP.

The TIP Fee must be paid by the project sponsor prior to the project being programmed in the approved TIP. All TIP Fee payments will be due by the thirty-first (31) day of August of each year.

#### **2.2.4 Advance Construction Projects**

TIP Fees on split-funded or Advance Construction (AC) projects will be collected prior to inclusion of a partial or full conversion of federal funds programmed in the TIP. The Jurisdiction must be in “Good Standing” with the MPO prior to including a conversion of federal transportation funds for the project.

#### **2.2.5 Reprogramming of TIP Projects**

Projects omitted from the TIP due to failure to provide the TIP Fee or due to a Jurisdiction not being in “Good Standing” with WAMPO may be amended into the TIP, by a quarterly or special amendment, once all financial obligations to WAMPO are resolved. Projects amended into the TIP are contingent on the TIP maintaining fiscal constraint, as such the project may be delayed, deferred, or reprogrammed to another fiscal year and may be required to be resubmitted in the annual TIP Call for Projects. Procedures and timelines for presenting projects for amendment are identified in the TIP Policy.

#### **2.2.6 TIP Fee Refunds**

TIP Fees will be based on the amount of federal transportation funds programmed in the annual TIP, or subsequent amendments. TIP Fees submitted for projects that are not obligated by KDOT will be refunded in full by the TPB to the sponsoring Jurisdiction.

No refund will be granted to a jurisdiction in which a project obligates at a level less than that programmed in the TIP. WAMPO will retain the balance between what was programmed and that which was obligated.

Projects obligating at a cost that is more than that identified in the TIP will need to follow procedures contained in the TIP Policy to amend the project cost. A TIP Fee will be applied to any increases to the programmed amount contained in the TIP or amended TIP and will be collected prior to approval of the TIP or TIP amendment.

### **Article 3 PAYMENTS**

WAMPO shall designate a Fiscal Agent to function as an official depository for the receipt, deposit, and disbursement of WAMPO, state, federal, local, and other funds entrusted to WAMPO; to solicit and receive funds from Jurisdictions as per this agreement; to provide for a fiscal accounting and record system.

Payments will be made payable to WAMPO for deposit to a dedicated account attributable and accountable to only the TPB, as governing body of WAMPO, and will be administered by the WAMPO Fiscal Agent.

#### **3.1 Payment Due Date**

Jurisdiction Assessments and TIP Fees are due as stated in Article 1 of this Agreement.

### 3.2 Late Payment Penalty

The TPB may, at their discretion, assess a penalty for late payment of either the Assessment or TIP Fee and seek to recover interest on any outstanding balances. Such penalties must be paid to remain in “Good Standing” and to afford the Jurisdiction the opportunity to program projects in the TIP.

### 3.3 Surplus Funds

WAMPO will retain any surplus funds collected from the Assessments, Tip Fee, or penalties, as well as any interest earned and accrued on the balances of the WAMPO account. The WAMPO TPB shall have total discretion as to the disposition of such funds.

## Article 4 TPB MEMBERSHIP

To ensure that Jurisdictions subscribing to this Fiscal Agreement receive proper representation on the TPB, voting membership on the TPB will be contingent on that Jurisdiction being in “Good Standing” with WAMPO. Jurisdictions in “Good Standing” are those that provide financial support for WAMPO, as provided for in this Fiscal Agreement.

### 4.1 TPB Votes

TPB votes assigned to each Jurisdiction in “Good Standing” are established under the Redesignation Agreement and revised, as needed, under the TPB Bylaws.

### 4.1 Weighted Votes

Weighted voting will be allowed when and if one (1) TPB voting representative from three (3) separate jurisdictions calls for a weighted vote. Weighted votes may only be called in reference to issues related to WAMPO expenditures such as the annual budget, staffing, and other resource management issues.

The proposed weighted vote would need to be presented for consideration, and approved at two consecutive TPB meetings. The call for a weighted vote would constitute the first occurrence.

A special notice announcing the call for a weighted vote will be provided to each Jurisdiction and to each TPB representative prior to the mandatory second meeting. A special TPB meeting may be called to facilitate the weighted vote and to meet this requirement but only after each Jurisdiction and TPB representative has been contacted and apprised of the call for weighted vote.

A pool of 100 total votes will be used as the basis for the weighted vote. Each representative of jurisdictions “in Good Standing” with WAMPO, with the exception of the Kansas Department of Transportation, will receive a portion of 100 votes from this pool based on the population of that representative’s sponsoring jurisdiction divided by the number of that jurisdiction’s representatives. The Kansas Department of Transportation, as per agreement of member jurisdictions, will receive one (1) weighted vote to be used only as a tie-breaker in the event that any action results in a tie vote. A majority of the weighted vote is required to carry an action. A jurisdiction’s representative absent from the voting will result in a vote of “no”. An example of the weighted vote distribution is included in Attachment 2. The example is based on all member jurisdictions being “in Good Standing.”

### **Article 5 AMENDING THIS FISCAL AGREEMENT**

WAMPO or a participating Jurisdiction may, upon initiation of either party(s), amend this Agreement to cure any ambiguity, defect, or omissions contained herein, or for cause as determined by the TPB. A motion to address changes to this Fiscal Agreement and a valid second by voting members of the TPB will be required to initiate any proposal. The provisions of this Fiscal Agreement may be amended for cause through a two-thirds (2/3) majority vote of the TPB. A weighted TPB vote may not be called to amend this Fiscal Agreement.

All amendments to this Fiscal Agreement shall be presented to the TPB for its consideration at least twice before final action is taken.

### **Article 6 DURATION AND TERMINATION**

The provisions of this Fiscal Agreement shall remain in effect until such time as it is revised or superseded by a new Fiscal Agreement or in the event that WAMPO no longer serves in the capacity of the MPO for the greater Wichita metropolitan area.

This Fiscal Agreement will renew from year to year unless the governing body of one of the Parties rescinds or terminates this Agreement prior to October first of any year for which this Agreement renews. The parties may rescind or terminate this Fiscal Agreement by:

- Obtaining approval from the governing body of the party wishing to terminate or rescind this Agreement; and
- Provide ninety (90) days' written notice to the other parties to this Fiscal Agreement.

### **Article 7 SEVERABILITY**

Should any section, paragraph, sentence, or clause of this Fiscal Agreement be deemed unlawful by a Court of competent jurisdiction, no other provision hereof shall be affected and all other provisions of this agreement shall continue in full force and effect.

### **Article 8 EFFECTIVE DATE**

This Agreement shall be effective and applicable to all WAMPO Jurisdictions upon approval by the TPB.

### **Article 9 CASH BASIS LAW DISCLAIMER**

Nothing herein is intended, nor shall it be interpreted to violate the Kansas Cash Basis and Budget Law, and should it ever be concluded that any obligation is in violation of the such requirements, that such provision shall be null and void, without effecting the enforceability of the remainder of this agreement.

## Attachment 1.

<b>Example - WAMPO Tiered Jurisdictional Assessment Fee Schedule</b>				
<b>Based on \$50,000 and \$100,000 Assessments and Full Jurisdiction Participation</b>				
<b>Tier 1 - City of Wichita (40% of Total Assessment)</b>				
Jurisdiction	2010 Population	% of Population by Tier	@ \$50,000	@ \$100,000
Wichita	382,368	100%	\$20,000.00	\$40,000.00
<b>Tier 2 -Sedgwick County (40% of Total Assessment)</b>				
Jurisdiction	2010 Population	% of Population by Tier	@ \$50,000	@ \$100,000
Sedgwick County	498,365	100%	\$20,000.00	\$40,000.00
<b>Tier 3 - Remaining Jurisdictions (20% of Total Assessment)</b>				
Jurisdiction	2010 Population	% of Population by Tier	@ \$50,000	@ \$100,000
Andale	928	0.96%	\$95.74	\$191.48
Andover/Butler County*	11,791	12.16%	\$1,216.44	\$2,432.89
Bel Aire	6,769	6.98%	\$698.34	\$1,396.68
Bentley	530	0.55%	\$54.68	\$109.36
Cheney	2,094	2.16%	\$216.03	\$432.06
Clearwater	2,481	2.56%	\$255.96	\$511.92
Colwich	1,327	1.37%	\$136.90	\$273.81
Derby	22,158	22.86%	\$2,285.98	\$4,571.96
Eastborough	773	0.80%	\$79.75	\$159.50
Garden Plain	849	0.88%	\$87.59	\$175.18
Goddard	4,344	4.48%	\$448.16	\$896.32
Haysville	10,826	11.17%	\$1,116.89	\$2,233.78
Kechi	1,909	1.97%	\$196.95	\$393.89
Maize	3,420	3.53%	\$352.83	\$705.66
Mount Hope	813	0.84%	\$83.87	\$167.75
Mulvane/Sumner County*	6,111	6.30%	\$630.45	\$1,260.91
Park City	7,297	7.53%	\$752.81	\$1,505.62
Rose Hill/Butler County*	5,366	5.54%	\$553.60	\$1,107.19
Sedgwick	192	0.20%	\$19.81	\$39.62
Valley Center	6,822	7.04%	\$703.81	\$1,407.61
Viola	130	0.13%	\$13.41	\$26.82
<b>Total</b>	<b>96,930</b>	<b>100%</b>	<b>\$10,000.00</b>	<b>\$20,000.00</b>
		<b>Grand Total</b>	<b>\$50,000.00</b>	<b>\$100,000.00</b>
Note: population based on 2010 Census of the Population (SF1).				
*Figure based City population and the population of the portion of the county within the WAMPO MPAB.				

## Attachment 2.

<b>TPB Votes, Normal and Weighted, by WAMPO Member Jurisdictions#</b>				
<b>Member Jurisdiction</b>	<b>2010 Population</b>	<b>City Class</b>	<b>TPB Representatives (If in Good Standing)</b>	<b>Total TPB Weighted Votes***</b>
Andale	928	3rd	0	0.18
Andover/Butler County*	12,960	2nd	1	2.56
Bel Aire	6,769	2nd	1	1.34
Bentley	530	3rd	0	0.10
Cheney	2,094	3rd	1	0.41
Clearwater	2,481	3rd	1	0.49
Colwich	1,327	3rd	0	0.26
Derby	22,158	2nd	1	4.38
Eastborough	773	3rd	0	0.15
Garden Plain	849	3rd	0	0.17
Goddard	4,344	2nd	1	0.86
Haysville	10,826	2nd	1	2.14
KDOT	0	N/A	2	0.00
Kechi	1,909	3rd	0	0.38
Maize	3,420	3rd	1	0.68
Mount Hope	813	3rd	0	0.16
Mulvane /Sumner County	6,869	2nd	1	1.36
Park City	7,297	2nd	1	1.44
Rose Hill/Butler County*	5,366	2nd	1	1.06
SCAC	0	N/A	1	0.00
Sedgwick	192	3rd	0	0.04
Sedgwick County **	37,214	N/A	4	23.59
Valley Center	6,822	2nd	1	1.35
Viola	130	3rd	0	0.03
Wichita	382,368	1st	4	56.88
<b>WAMPO Transportation Study Area</b>	<b>518,439</b>	<b>N/A</b>	<b>23</b>	<b>100.00</b>
<b>Quorum needed to carry vote</b>			<b>Q = 12</b>	<b>Q = 61****</b>
Notes:				
SCAC has one (1) member to represent jurisdictions under 2,000 population.				
The City of Wichita and Sedgwick County have four (4) representatives based on financial contribution.				
KDOT has two (2) representatives per the Redesignation Agreement.				
Weighted vote calculated based on the formula: (city population/total WAMPO population) * 119				
Total weighted vote pool = 100				
# Assumes all member jurisdictions are "In Good Standing" as defined in the Fiscal Agreement.				
* Population reflects City and area of County within the MPAB. a majority within the MPAB.				
Related County population based on whole or partial Census Blocks contained within the MPAB.				
** Sedgwick County population identified reflects only the unincorporated population.				
*** Weighted votes are rounded to two significant digits.				
**** Jurisdictions with multiple representatives may vote independently and not as one combined block.				





## Transportation Policy Body (TPB) Summary

You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

<b>WICHITA AREA METROPOLITAN PLANNING ORGANIZATION</b> <b>Transportation Policy Body (TPB) Meeting Summary</b>				
12.12.17	Meeting Time: 3:01 p.m.	Meeting Location: 271 W. 3rd Street Suite 203 Wichita, KS 67202		
Type of Meeting:	Regular			
Members Present:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;">           Pete Meitzner, City of Wichita (Chair)            Bruce Armstrong, City of Haysville            Bob Conger, SCAC            Clair Donnelly, City of Maize            Jack Hezlep, City of Derby            Tim Johnson, City of Goddard            Dan Woydziak, Butler County         </td> <td style="width: 50%; border: none; vertical-align: top;">           Tom Jones, City of Park City            Carl Koster, City of Cheney            Mike Moriarty, KDOT            Anne Stephens, City of Bel Aire            Mark Detter, City of Andover            Burt Ussery, City of Clearwater            James Clendenin, City of Wichita         </td> </tr> </table>		Pete Meitzner, City of Wichita (Chair) Bruce Armstrong, City of Haysville Bob Conger, SCAC Clair Donnelly, City of Maize Jack Hezlep, City of Derby Tim Johnson, City of Goddard Dan Woydziak, Butler County	Tom Jones, City of Park City Carl Koster, City of Cheney Mike Moriarty, KDOT Anne Stephens, City of Bel Aire Mark Detter, City of Andover Burt Ussery, City of Clearwater James Clendenin, City of Wichita
Pete Meitzner, City of Wichita (Chair) Bruce Armstrong, City of Haysville Bob Conger, SCAC Clair Donnelly, City of Maize Jack Hezlep, City of Derby Tim Johnson, City of Goddard Dan Woydziak, Butler County	Tom Jones, City of Park City Carl Koster, City of Cheney Mike Moriarty, KDOT Anne Stephens, City of Bel Aire Mark Detter, City of Andover Burt Ussery, City of Clearwater James Clendenin, City of Wichita			
Other Attendees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;">           Phil Nelson, WAMPO            Gloria J. Jeff, WAMPO            Katherine Newby, WAMPO            Carol Gilchrist, WAMPO            Chris Upchurch, WAMPO            Kristen Zimmerman, WAMPO            Tricia Thomas, WAMPO            Vicki Forbes, WAMPO            Lynn Packer, Sedgwick County            Brett Letkowski, TranSystems            Austin Parker, Attorney at Law         </td> <td style="width: 50%; border: none; vertical-align: top;">           Jim Weber, Sedgwick County            Steve Lackey, TranSystems            Marla Canfield, REAP            Kurt Yowell, MKEC            Jane Byrnes, Citizen            Mitch Coffman, PEC            Ron Marsh, City of Clearwater            Gary Janzen, City of Wichita            Paul Gunzelman, City of Wichita            Scott Knebel, MAPD         </td> </tr> </table>		Phil Nelson, WAMPO Gloria J. Jeff, WAMPO Katherine Newby, WAMPO Carol Gilchrist, WAMPO Chris Upchurch, WAMPO Kristen Zimmerman, WAMPO Tricia Thomas, WAMPO Vicki Forbes, WAMPO Lynn Packer, Sedgwick County Brett Letkowski, TranSystems Austin Parker, Attorney at Law	Jim Weber, Sedgwick County Steve Lackey, TranSystems Marla Canfield, REAP Kurt Yowell, MKEC Jane Byrnes, Citizen Mitch Coffman, PEC Ron Marsh, City of Clearwater Gary Janzen, City of Wichita Paul Gunzelman, City of Wichita Scott Knebel, MAPD
Phil Nelson, WAMPO Gloria J. Jeff, WAMPO Katherine Newby, WAMPO Carol Gilchrist, WAMPO Chris Upchurch, WAMPO Kristen Zimmerman, WAMPO Tricia Thomas, WAMPO Vicki Forbes, WAMPO Lynn Packer, Sedgwick County Brett Letkowski, TranSystems Austin Parker, Attorney at Law	Jim Weber, Sedgwick County Steve Lackey, TranSystems Marla Canfield, REAP Kurt Yowell, MKEC Jane Byrnes, Citizen Mitch Coffman, PEC Ron Marsh, City of Clearwater Gary Janzen, City of Wichita Paul Gunzelman, City of Wichita Scott Knebel, MAPD			
<b>1. Call Meeting to Order and Welcome</b>				
Dan Woydziak, Vice Chair, TPB				
Discussion	Mr. Woydziak called the meeting to order at 3:01 p.m. Mr. Meitzner arrived shortly after the meeting was called to order and took over leading the meeting.			
<b>2. Regular Business</b>				
<b>A. Approval of December 12, 2017 Agenda</b>				
Discussion	Motion was made to amend the agenda to include the City of Derby's Planning Walkable Places Agreement to Consent Agenda item 2Di.			
Action	Motion	Second		
<b>Moved to approve the December 12, 2017 meeting agenda, as amended. Motion was unanimous (14-0).</b>				
	Ussery	Donnelly		
<b>B. Approval of November 14, 2017 Meeting Minutes</b>				
Discussion	None.			
Action	Motion	Second		
<b>Moved to approve the November 14, 2017 TPB meeting minutes, as presented. Motion was unanimous (14-0).</b>				
	Stephens	Donnelly		
<b>C. Director's Report</b>				
Phil Nelson, Director, WAMPO				
Discussion	Ms. Jeff reported that the Kansas Statewide Freight Plan was adopted in November 2017 and looks at a 20-year planning horizon which includes freight shipping trends and prioritizes freight projects to be completed in the next 5 years. A key component of the planning effort has been the designation of critical urban and rural freight corridors. KDOT identified the state's critical urban and rural freight corridor routes through coordination with MPO's and apply the FACT Act requirements. Ms. Jeff distributed a list of the Kansas Critical			





## Transportation Policy Body (TPB) Summary

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Discussion, continued	<p>Urban and Rural Freight Corridor's and explained to the group that this makes WAMPO eligible for funding. Board members asked several questions regarding federal funding requirements.</p> <p>Ms. Jeff gave a year end update on the Scenario Planning Initiative. She stated that this is the first step in the preparation process to develop the next Metropolitan Long Range Plan. Ms. Jeff reported that the Scenario Planning Initiative is a component of the Implementation Phase of MOVE 2040. The work group is composed of representatives of the area's transportation stakeholders which includes elected officials, representatives from the Wichita Area Metropolitan Planning Organization's Transportation Advisory Committee, the Metropolitan Area Planning Department, the economic development community, the areas for profit business sector, and the academic community. The working group has begun the public engagement process by giving presentation to 24 different groups in the region. The purpose of this public engagement is to assist in creating transportation scenarios for the region based on public input of needs and desires.</p> <p>Ms. Jeff also gave year end update on the Freight Round Table. She reported that this group was established to advise the Transportation Policy Body on policies, proposed projects, and freight related matters. The Freight Round Table is composed of representatives from the freight operations, delivery, supply chain sectors, the regulatory and safety agencies (state and federal), export business sector, economic development sector, the United States Air Force, the Wichita Area Metropolitan Area Planning Organization Transportation Policy Body and Transportation Advisory Committee. The group, along with staff, has worked to outline, collect data, and identify resources for the publication of a Regional Freight Profile. The document will provide a snapshot of conditions, facilities, services and the economic impact of the freight sector to the region. This group has also gone through a prioritization process similar to the Scenario Planning Work Group to identify and prioritize the driving forces, challenges/issues, opportunities and matters associated with equity for the freight/goods movement sector. The outcome of this activity will lead the near and short term activities of the group.</p>		
<b>D. Consent Agenda</b>			
Discussion	Item 2Dii – Planning Walkable Places Consultant Contract – Wichita Walkable Development Plan, was removed from the consent agenda and acted upon as a standalone agenda item.		
Action	Motion	Second	
	<i>Moved to approve the consent agenda, as amended. Motion was unanimous (14-0).</i>	Ussery	Koster
<b>Dii. Action: Planning Walkable Places Consultant Contract – Wichita Walkable Development Plan</b>			
Discussion	Mr. Meitzner stated that the Kansas Department of Transportation is currently in the process of completing their review of this contract and requested that the Planning Walkable Places Consultant Contract – Wichita Walkable Development Plan be approved contingent upon the final review and approval by the Kansas Department of Transportation.		
Action	Motion	Second	
	<i>Motion to approve the Planning Walkable Places Consultant Contract – Wichita Walkable Development Plan contingent upon the final review and approval of the contract by the Kansas Department of Transportation. Motion was unanimous (14-0).</i>	Woydziak	Stephens
<b>3. Public Comment Opportunity</b>			
	Pete Meitzner, Chair, TPB		
Discussion	None.		
<b>4. Planning Considerations</b>			
A.	<b>Update: 95<sup>th</sup> Street South (ARC95) Corridor Plan</b> Lynn Packer, Engineering Manager, Sedgwick County Public Works Brett Letkowski, Transystems		



## Transportation Policy Body (TPB) Summary

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Discussion	<p>Sedgwick County initiated a study last year to look deeper into the possibility of developing corridor improvements along existing roads in south Sedgwick County. 95th St S had been previously identified as a strong candidate for improvements. Over the years, there have been several transportation studies covering the south half of Sedgwick County (SATS – 2008 – This study is the basis of the ARC95 Study; S Meridian Corridor Plan – 2012; S Broadway Corridor Plan – 2012; Casino Area Transportation Plan – 2013; Sedgwick Co Quad Cities Joint Area Plan – 2013). The current study limits go from Meridian to Greenwich, with concentration between Broadway and Woodlawn. There is a large gap in the middle of the study area which is the reason why this corridor has not been well developed to this point.</p> <p>The South Area Transportation Study (SATS) was published in 2008, therefore, one of the first tasks was to confirm that development of this location still worked well for the south area. The main goal was to develop a long-range plan, which includes determining the anticipated number of traffic lanes and appropriate road cross sections, look at the needs for interchanges, intersections, and driveways, development of a new crossing over the Arkansas River, investigating and development of a potential interchange with KTA, recommended project phasing to include the number of projects and the potential order of the projects, development of the cost estimates, and help in identifying potential funding sources.</p> <p>A steering committee was formed consisting of elected officials and professional managers. A project technical committee consisting mainly of local engineers and planners, was also utilized. Both committees were staffed with members from our study partners. The City of Wichita and the City of Mulvane were invited to be part of this study, but they were unable to participate at this time.</p> <p>The study process included a series of public meetings, traffic projections, and proposed improvements. Mr. Letkowski reviewed the four different development options presented to the public at the second round of public meetings. The fourth alternative development option, which places a roadway over roadway and rail, was the most favored option from all parties. The Kansas Turnpike Authority (KTA) interchange was also looked at for development. Funding sources that were suggested include MOVE 2040, the highway safety improvement program, the railway-highway crossing program, Fastlane grant, KTA interchange tolling, and the City of Derby and City of Haysville.</p> <p>The board members asked questions regarding funding, right of way acquisitions, and connection to the Northwest Bypass project.</p>
<b>5. New Business</b>	
<b>A.</b>	<p><b>Action: 2018 Unified Planning Work Program</b> Phil Nelson, Director, WAMPO</p>
Discussion	<p>Each year, Metropolitan Planning Organization's (MPO's) are required to prepare an annual Unified Planning Work Program (UPWP). The work program provides details of what the MPO will accomplish and is intended to show planning partners and community members how WAMPO intends to provide services for the region; and, how federal and state funds will be used to support planning activities and goals of the regional member communities.</p> <p>The proposed UPWP will be the second in a three phased plan to develop the next Metropolitan Transportation Plan that is required for the year 2020. Phase 1 uses the UPWP as the primary planning document for developing the approach to programming and planning for the very real probabilities of change. Phase 2 is focused on the best use of federal money indicated as suballocated funds and preparing systems and transportation modes for future generations. Phase 3, is intended to utilize Phases 1 and 2 as the primary infrastructure for the development of the next Metropolitan Transportation Plan.</p> <p>The proposed UPWP calls for expenditures of \$1,314,335 for 2018. This is compared to the amended expenditures of \$999,195 in 2017. Primary reasons for the increases in spending is use of sub-allocated STP funds for various planning activities, including:</p> <ul style="list-style-type: none"> <li>• \$100,000 for some form of asset management</li> <li>• \$27,421 for the development of mandated Performance Measures</li> <li>• \$25,000 for the development of a new Transportation Improvement Program (TIP)</li> <li>• \$75,000 for the development of an update to the 2010 Freight Plan</li> <li>• \$40,000 for the development of a regional transit plan</li> </ul>



## Transportation Policy Body (TPB) Summary

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Discussion, Continued	<p>Total proposed budgeted expenditures including Comprehensive Planning Grant (CPG) Funds, Planning Walkable Places and Transit Expenditures total \$3,133,416. Broken down, expenditures include \$1,314,335 for CPG, \$1,664,081 for Planning Walkable Places, and \$155,000 for Transit Related programs.</p> <p>WAMPO's primary funding sources are CPG funds, membership dues, and TIP fees. One of the primary challenges for WAMPO is that we have to match the CPG funds with a 20% match, and WAMPO does not have the mandatory amount of matching funds to take advantage of the full allocation of CPG funds. The proposed use of STP funds is planned as a one-time "fix" to get the WAMPO budget back on track, and try to meet some of the trend related probabilities in the coming years. Another proposal to get the budget back on track is to increase TIP fees from 1% of obligated STP funds to 1.3% starting in 2018. Thereafter, TIP fees would automatically increase by 1/10th percent per year through the year 2030.</p> <p>With more independence, WAMPO is also paying a greater share of employee benefit costs, estimated in the budget at \$65,000 over the course of the budget year. WAMPO also has a vacant planner position that will not be filled next year. WAMPO is planning on restructuring current positions to better meet shorter-term planning needs, while preparing for the future. WAMPO will also more deeply investigate grant possibilities.</p> <p>Other planning platforms that are included in the preliminary UPWP are: Trends, Generational Analysis &amp; Scenario Planning; Transportation Related Quality of Place Factors; Smart Region-Infrastructure/Data Needs; Meeting Performance Based Planning Mandates; and Multimodal Planning.</p> <p>While the majority of planning activities revolve around preservation and maintenance of existing infrastructure, the proposed document also focuses on developing systems and transportation modes that are intended to prepare the region for the future. It will also focus on planning activities that are intended to increase mobility for those services that are based on speed of travel, as well as, enhancing accessibility for those people and businesses that rely on "having" to get to where they want to be in a timely and effective manner. Time will also be given to investigating what types of infrastructure enhancements will be required for connected and autonomous vehicles. Attention is also being paid to meeting the new FHWA mandates to have more focus on performance based planning.</p> <p>The document will also concentrate on the costs of changing the focus of what types of infrastructure and modes of transportation changes, but also, just as importantly, estimating the costs of not preparing for the very real probabilities of change. In leading up to the development of the MTP, WAMPO will provide for more civic engagement in the planning process as well as seeking more guidance and ownership in the documents preparation by both the TAC and TPB.</p> <p>Staff is seeking TPB approval of the 2018 Unified Planning Work Program.</p>	
Action	Motion	Second
<b>Motion to approve the 2018 Unified Planning Work Program, as presented. Motion was unanimous (14-0).</b>	Ussery	Donnelly
<b>B.</b>	<b>Update: MOVE 2040 Amendment #3</b> Chris Upchurch, Senior Planner II, WAMPO	
Discussion	<p>The 2018 UPWP includes using some of our suballocated funds to support WAMPO planning projects and ongoing operations. As with all uses of WAMPO's suballocated funds, this needs to be included in our long range transportation plan, MOVE 2040, as well as the TIP. These projects will be amended into the TIP as part of our next regularly scheduled amendment, and we will be conducting a special MOVE 2040 amendment to create a new WAMPO operations project in MOVE 2040. Funding for this new project will be transferred from two existing WAMPO projects: Air Quality (less funding necessary due to not getting designated), and Turnpike Network Contribution (to be subsumed by the Freight Plan). This will not impact MOVE 2040 funding.</p> <p>Mr. Detter requested that a project from Andover be included in the upcoming amendment. Mr. Upchurch stated that any amendments to the plan need to be submitted to WAMPO staff by Friday, December 15, 2017. The MOVE 2040 Amendment #3 will be brought to the board for action at an upcoming meeting.</p>	



## Transportation Policy Body (TPB) Summary

You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

<b>6. Committee and Partnership Status Reports and Updates</b>	
<b>A.</b>	<b>Committee Updates</b>
<b>i.</b>	<b>Executive Committee:</b> Pete Meitzner, TPB Chair
Discussion	Mr. Meitzner reported that the Executive Committee met and discussed the expansion of the Transportation Advisory Committee (TAC). The Executive Committee is appointing Dale Miller as a land use representative; Jeremy Hill as an economist representative; and Rebecca Bouska as a technology representative. The Executive Committee is waiting to hear from two additional individuals who have been asked to serve on the TAC. These additional appointments will be presented at an upcoming meeting. The Executive Committee also discussed the Kansas Statewide Freight Plan that was presented during the Director's Report. Mr. Meitzner reported on his continued representation of WAMPO at the Chamber of Commerce and BREG.
<b>ii.</b>	<b>Transportation Advisory Committee (TAC):</b> Tom Jones, TAC Chair
Discussion	Mr. Jones reported that the TAC heard the presentation by Sedgwick County on the ARC95 Plan, and also received an update on the upcoming MOVE 2040 Amendment #3.
<b>B.</b>	<b>Partnership Reports</b>
<b>i.</b>	<b>Kansas Department of Transportation (KDOT), Headquarters</b> Mike Moriarty, Chief of Transportation Planning
Discussion	Mr. Moriarty reported that Mike Floberg has been selected to lead the newly-created Division of Innovative Technologies for KDOT. Mr. Moriarty also reported that he will be giving a more detailed end of year report at the January TPB meeting.
<b>7. Other Business</b>	
	Pete Meitzner, Chair, TPB
Discussion	None.
<b>8. Adjournment</b>	
	Pete Meitzner, Chair, TPB
Discussion	The meeting adjourned at 4:15 p.m.



**Agenda Item 4D: Update  
2023-2026 TIP Call for Projects**

Ashley Bryers and Nick Flanders - WAMPO

### Background

Every two years, the WAMPO Transportation Improvement Program (TIP) is fully updated. As part of this process, WAMPO issues a Call for Projects to award WAMPO-suballocated funding to important transportation projects in the region. During each cycle, typically \$20 million to \$25 million is awarded to currently-funded projects requesting additional funding and to new projects.

### Process

This cycle’s Call for Projects will open on February 8, 2022 and close on March 8, 2022. Project sponsors/member jurisdictions will be e-mailed Access-database (or, upon request, Excel-workbook) forms to use for submitting projects (the forms are nearly identical to those used for TIP amendments, but with additional instructions to indicate if an existing project is completed and/or needs to be removed from the TIP). Project sponsors will need to review the Metropolitan Transportation Plan (MTP) Funding Menu to ensure that any project(s) being submitted for WAMPO-suballocated funds is/are listed in the MTP. For projects currently in the TIP, increased WAMPO-suballocated funding may be requested, up to the limit listed in the MTP Funding Menu.

A Call for Projects Workshop will be held virtually on February 18, 2022, from 9:00 AM to 10:30 AM, to answer any questions project sponsors may have. After projects are submitted, staff will review them and provide scores to the Project Selection Committee (PSC). The PSC will select projects to recommend to fund in the TIP, which will then be reviewed by the TAC and approved by the TPB. After that, WAMPO staff will update the TIP document to reflect the approved projects. Then a thirty-day public comment period will be held, the TIP will go before the TAC for review, and the TPB will approve it.

### Schedule

2/8/2022-3/8/2022	Call for Projects
Spring 2022	Staff review & Project Selection Committee meetings
Summer 2022	Document development & Public Comment period
Summer/Fall 2022	TAC recommendation
Summer/Fall 2022	TPB approval

### Available Funding

Unfortunately, due to delays at the congressional level, new funding amounts for Federal Fiscal Years (FFYs) 2022 and later are not available. Therefore, staff are using a conservative approach, assuming FFY2021 funding levels will hold steady in each FFY through 2026 for this Call for Projects. Staff will adjust the available-funding assumptions once more information is available.



**Agenda Item 4D: Update  
2023-2026 TIP Call for Projects**

Ashley Bryers and Nick Flanders - WAMPO

**FFY2021 Obligation Limitations for WAMPO-suballocated funds**

**(not counting carryover balances from FFY2020):**

Surface Transportation Block Grant Program (STBG):	\$8,701,161
Congestion Management and Air Quality (CMAQ):	\$1,898,911
Transportation Alternatives (TA):	\$689,136

The following funding types will be considered in this Call for Projects.

- WAMPO suballocated (projects from the MTP Funding Menu)
  - STBG
  - CMAQ
  - TA
- WAMPO non-suballocated (projects are requested to be submitted by the same deadline as those requesting suballocated funds, March 8<sup>th</sup>)
  - KDOT, Wichita Transit, significant local projects not requesting WAMPO suballocated funding

## Years of Projects to be Selected

FFY2023, FFY2024, FFY2025, FFY2026

## Attachments:

- [WAMPO Planning and Funding Process \(MTP and TIP\)](#)
- [WAMPO Procedure for Awarding Suballocated Funds \(Short Version\)](#)
- [WAMPO Suballocated Programs Management Procedures](#)

# Planning & Funding Process

Guided by a regional vision set in place by a Board made up of locally elected officials.

This process, from concept to construction, may take up to 10 years of work building consensus, collecting data, engaging the public, developing the project, identifying funding, and meeting requirements.

## #1 Metropolitan Transportation Plan

- MTP**
- Updated every five years (July 2020)
  - 20 years of projects, strategies, & programs
  - No funding committed or "programmed"
  - Sets the overall regional system vision
  - Amended upon request by a Board member.



The MTP makes linkages to the five regional goals of (1) Safety & Health, (2) the Multi-modal Network, (3) Mobility & the Economy, (4) Equity & Diversity, and (5) Quality of Place & Talent.

- ✓ WAMPO Funding Menu (sub-allocated program)
- ✓ Major Regional Priorities
- ✓ Local & State Funded Projects
- ✓ Planning Recommendations

## Transportation Improvement Program

## #2 TIP

- Updated every two years (due 2022)
- Amended quarterly
- 4 years of regional projects and bucket programs
- Funding is committed or "programmed"
- Includes WAMPO, local & state project sponsors
- Projects consistent with the scope/cost of MTP project list



## Kansas Department of Transportation

## #3 KDOT

Covers all pre-construction and pre-implementation activities:

- Concept refinement
- Preliminary engineering
- Right-of-way acquisition
- Utility relocation
- consultant procurement
- Procure capital goods



## #4 CONSTRUCTION & IMPLEMENTATION

Activities associated with the construction and implementation phase may include:

- Capital road/bridge construction
- Transit bus purchase
- Carry out planning study



### NEED MORE INFORMATION?

Visit Us  
[www.wampo.org](http://www.wampo.org)

Contact  
Nick Flanders  
GIS Analyst/Transportation Planner  
316-779-1318  
[nicholas.flanders@wampo.org](mailto:nicholas.flanders@wampo.org)





## **WAMPO Procedure for Awarding Suballocated Funds (Short Version)**

11/16/2021

1. WAMPO staff determine in collaboration with KDOT: Amounts of available funding, from what sources, and what rules are attached to the funding.
2. WAMPO staff solicit from project sponsors: List of projects in need of funding that qualify for the funding available, as well as information about those projects that could help determine how good of a choice each of them is for funding (if such information is not already available).
3. WAMPO staff present the above information to the Project Selection Committee (PSC).
4. PSC makes recommendations for which project(s) to award how much money from which source(s).
5. The Technical Advisory Committee (TAC) votes on whether or not to forward the PSC's recommendation to the Transportation Policy Body (TPB) for final approval, with the option of making specific changes to the recommendations before forwarding them.
6. The TPB votes on whether or not to approve the recommendations forwarded to it by the TAC (if any), with the option of making specific changes to the recommendation before approving them.
7. If the TPB approves funding for (a) project(s), the process is started for either a TIP amendment or new-TIP adoption that reflects the new funding (a new TIP is adopted once every two years; outside that cycle, a TIP amendment is required). This process includes a 30-day Public Comment period, another vote by the TAC, another vote by the TPB, and submittal for inclusion in the Kansas STIP.
8. The project(s) may now obligate.

Note: The TPB reserves the right to preselect projects to be first in line for funding that may or may not become available in the future (e.g., deobligations from prior-year projects). If this option is exercised, Steps 2 through 6 (above) do not need to be repeated after the identification of new, available funding.



# WAMPO Sub-allocated Programs Management Procedures

## Introduction

February 2021

### Issue Background

- WAMPO awards approximately \$12 million per year in federal funding to transportation projects across the region. Collectively, these funding programs are called WAMPO funding or WAMPO sub-allocated funding.
- WAMPO's overall planning and programming processes are intended to make sure funds are awarded to the types of projects and programs that are in-line with the outcomes set by the Policy Board as defined in the Metropolitan Transportation Plan (MTP).
- KDOT allows up to 7% of WAMPO's annual funding (up to \$1 million) to carry over to the next year if needed, and this change provides an opportunity for WAMPO to develop a comprehensive approach to fund management.
- This document is intended to clarify WAMPO's funding management procedures. Because this is an on-going program, WAMPO must develop processes and procedures to ensure its managed appropriately, accounting for both changes on both the cost side (e.g., construction materials) and on the funding side (e.g., annual amount)
- This document accounts for de-obligated funding, advance construction, end of year balance, and many other related issues that are part of the larger sub-allocated funding management.

### Highlights

- Allows all WAMPO funded projects to compete for additional funding, if additional need is demonstrated, approximately half way between initial programming and bid letting.
- Accounts for WAMPO's outstanding liability.
- Plans, Specs and Estimates (PSE) to be submitted to KDOT by May (at the latest) of year of obligation

### Project Cost Estimates and WAMPO Funding Awards

Project concepts enter the WAMPO planning and programming processes up to 10 years before they are implemented, beginning with programming the project into the MTP, as noted in the WAMPO Cost Estimated Guidance at the end of this document. As the ideas and concepts move thru project development process, details about the scope of the project emerge and are refined and eventually finalized.

As projects move from ideas to final design, cost estimates can change greatly due to changes in cost of materials and changes in the project scope. As such, project sponsors are provided opportunities to update cost estimates and request additional funding, should the need be demonstrated. The WAMPO funding amount may not be adjusted after the project is obligated, so it is important to monitor cost estimate changes throughout the project development process and update accordingly.

## Procedures:

- With each WAMPO funding cycle (every two years), sponsors with projects already in the TIP may compete for additional funding, in competition with other applications for new funding. Each project that is awarded WAMPO funding will have a total of two opportunities to request funding – at initial programming and again approximately half way between the initial programming and bid letting.
  - WAMPO funding can only be used on the project phase associated with it in the TIP. For capital construction projects, this is usually construction and construction engineering costs.
  - The entirety of the WAMPO funding award is in place during the entirety of the project. If the entirety of the WAMPO funding award is not used during the course of the project, it is released back (“de-obligated”) into WAMPO’s funding program, thus creating a surplus of funding that requires obligation by the end of the current fiscal year. See “Outstanding Liability” section below.
  - The WAMPO funding amount that is programmed in the TIP at the time of obligation is capped, meaning that it cannot be increased after obligation.
  - WAMPO’s commitment is for funding on the year(s) programmed in the TIP and cannot guarantee it will be available either before or after that year. The project development process can take up to three years; KDOT Bureau of Local Projects carries out this process. They have developed a comprehensive process and schedule to ensure the project development complies with applicable federal law. Given the importance of staying on schedule, WAMPO requires the Plans, Specs and Estimates (PSE) to be submitted to the KDOT Project Manager by May 1 of the scheduled year of obligation. Should the PSE be submitted after May 1, WAMPO cannot guarantee the funding and it may be reprogrammed to another eligible project.
  - WAMPO assesses a TIP fee on all WAMPO funded projects. Depending on the year of obligation, the TIP % fee is as agreed upon by the TPB, and is due the month before the start of the federal fiscal year that obligation is expected to take place.

## **Advance Construction (“Split Projects”)**

WAMPO follows the “Advance Construction” or AC approach that was put in place by the Federal Highway Administration (FHWA). This is the amount of funding WAMPO has committed to reimburse to the project sponsor at some point in the future. This approach allows large scale, multi-year projects to move forward without the entirety of the federal funding being in place. WAMPO uses it as a management tool to handle unanticipated increases and decreases in its annual funding amount, adjust project obligation schedules if unanticipated issues arise during project development, and give flexibility in WAMPO’s overall funding program so that we can provide an opportunity for additional funding requests.

Currently, project sponsors that have been certified by KDOT to administer (e.g., bid, and oversee the contractor) their own projects are set up as AC type projects. At this point, City of Wichita and Sedgwick County are the only project sponsors that fall into this category. WAMPO needs to increase the number of projects that are set up as AC to continue to allow this flexibility and cover its outstanding liabilities.

The only difference between AC projects and non-AC projects is that AC projects require the project sponsor to “front” a portion or the entirety of the federal funding portion of the project, and then be reimbursed the federal portion in future programmed years.

## **Outstanding Liability**

WAMPO currently carries “Outstanding Liability.” This represents the amount of funding that WAMPO has committed to previously awarded projects, should it be needed to carry out the project. It results from project bids that come in under the amount programmed in the TIP. After the contract for these projects has been executed, the difference between the amount programmed in the TIP and the contracted amount is released or “de-obligated,” back into

WAMPO's funding account. Should additional funding (e.g., change orders) above the contracted amount be needed during the course of the project, that amount is made available, or "obligated" to the project up to the amount programmed in the TIP. Once the project closes out, WAMPO erases any outstanding liability associated with it.

Procedure: Maintain at least the same amount of AC bank as outstanding liability per funding program per year. This approach would not "take away" funding from any currently funded project, just delay reimbursement to project sponsors.

## **De-Obligated Funds Toolkit**

If none of the outstanding liability is cashed in the funds for each fiscal year will be programmed using the following set of options:

- \$1 million may be rolled over to next fiscal year, if desired
- Existing project cost updates for the current year, if not already obligated
- Advanced construction (split projects)
- Transit and Technology that can be obligated within the same fiscal year
- \*Regionally significant project expenses, if timing will allow – the TAC and TPB can allow this to trump all, if desired

# WAMPO Cost Estimate Guidance

Updated: September 2019

As per federal regulations, the entirety of the project cost (not just the WAMPO funding) must be shown in the MTP and in the TIP.

## **MTP: (5 – 10 years prior to letting)**

- Approved projects with planning level cost estimates based on a local government’s experience with similar projects Estimate should take into account the following stages of project development for a capital project.
  - Refinement studies
  - Engineering design plans/preliminary engineering
  - Right of way acquisition
  - Utility relocation
  - Construction & construction engineering
  - Railroad coordination
  - Contingency

## **TIP: Use increasingly more refined cost estimates**

### Initial WAMPO Funding Cycle: (4 years prior to letting)

- First opportunity to request WAMPO funding
- Use an engineer’s estimate for costs, that includes all of the items listed above
  - Include all costs in the TIP, both the items covered by WAMPO funding (e.g., participating) and the items not covered by WAMPO funding (e.g., non-participating).

### Carry out refinement study (Optional)

- Opportunity to refine cost estimates based on the preferred scope and design among several alternatives.

### Next WAMPO Funding Cycle (2 years prior to letting)

- Opportunity to adjust amount of WAMPO funding requested with updated cost estimate and scope developed during refinement study, existing conditions assessment, or field check.

### Year of Letting

- Adjust the cost estimate shown in the TIP during regular TIP Amendments at two project development milestones:
  - office check cost estimates
  - final check cost estimate.
- The cost estimate shown in the TIP must be within 25% of the cost estimate completed just prior to obligation or FHWA will not allow KDOT to obligate the federal funding and the project will be delayed.



## **Agenda Item 4E: Update Travel Demand Model and Its Applications**

Chad Parasa and Nick Flanders, WAMPO

### **Background:**

The WAMPO Regional Travel Model is the Travel Demand Model (TDM) for the Wichita metropolitan area. Currently, it has a base year of 2017 and a horizon year of 2040; during 2022-2023, updates will be made to the model, including calibration, validation, updating the base year, and advancing the horizon year to 2050. The TDM predicts traffic volumes on individual roadway segments and in the overall region under given conditions of transportation demand (e.g., population and employment in each of the Traffic Analysis Zones (TAZs) into which the model divides the region) and transportation supply (e.g., planned improvements to the roadway network or public transit system). This makes the TDM a valuable resource for planners in the WAMPO region: It can be used to judge how much capacity a jurisdiction needs to add to its transportation system, it can be used to justify specific proposed improvements, it can be used to gauge the severity of anticipated disruptions, and it can be used to estimate the congestion impacts of proposed land use changes.

The WAMPO Metropolitan Transportation Plan (MTP) reports summary model outputs for the overall region in the base year and horizon year. If member jurisdictions undertake studies or other planning activities that require more specific or tailored TDM outputs, they are welcome to request them of WAMPO staff.

More information is available in the [Travel Demand Model Appendix](#) to the WAMPO MTP, *REIMAGINED MOVE 2040*.

### **Next Steps:**

WAMPO staff invite jurisdictions/project sponsors to make requests for traffic-volume growth rates or other TDM outputs to support their planning efforts:

- State the purpose of the data request. For example:
  - Select Link Analysis (e.g., simulating a bridge closure)
  - Studying travel patterns (e.g., where do users of a facility come from?)
  - Testing alternatives
- State the exact scenarios for which outputs are being requested. For example:
  - base year network (2017 in current model)
  - Existing+Committed network in the horizon year (2040 in the current model)
  - A custom scenario wherein specific projects or facilities are included/excluded or different assumptions are made about population and employment growth
- State the exact geographic area or specific roadway segments for which traffic volumes are desired (some roadway segments are not represented individually in the model, such as those that mostly just carry traffic in and out of one neighborhood).

### **Attachments:**

- [Example: Modeled Traffic Volumes on West St. between I-235 and MacArthur Rd.](#)
- [Example: Modeled Traffic Volumes on K-96 between Hillside St. and Greenwich Rd.](#)



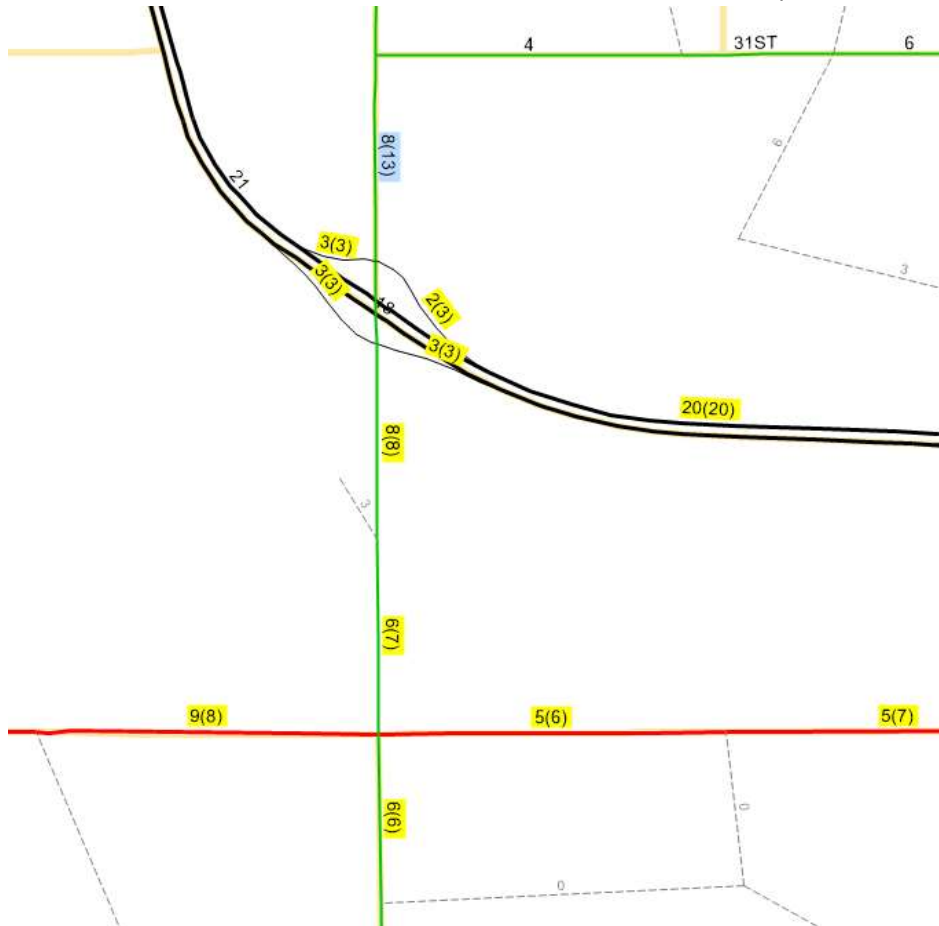
	Link	Dir	2017	2040EC
<b>West Street</b>				
North of westbound I-235 on/off ramps	1459	0	7,674	14,352
Between westbound I-235 on/off ramps and eastbound I-235 on/off ramps	1428	0	7,219	17,431
South of eastbound I-235 on/off ramps	7085	0	7,867	21,143
North of MacArthur Road	30940	0	6,081	14,911
South of MacArthur Road	9715	0	6,305	12,933
<b>MacArthur Road</b>				
West of West Street	23168	0	9,477	13,649
East of West Street	7081	0	4,784	7,370
<b>West St &amp; I-235 interchange ramps</b>				
Westbound on ramp	5489	1	2,843	6,145
Westbound off ramp	5491	1	1,830	4,090
Eastbound on ramp	5490	1	2,532	5,755
Eastbound off ramp	5492	1	3,022	4,828

**Notes:**

2017 data are from the 2017 base year model. 2040EC data are from the 2040 Existing+Committed model run.

All volumes are **raw** model volumes. Results should be checked against count data and post-processed if necessary. Model Version V8 - 3.2

Localized Validation - labels show 2017 **Model (Exist. Count)** in thousands of daily vehicles.



Overall, the 2017 base-year model run's results are close to the observed counts in the area, except for an underrepresentation of traffic volumes on West St. north of the I-235 interchange. Please make sure to check and post process to account for this if necessary.



	Link	Dir	2017	2040EC	2040EC+K96 Exp.
<b>K-96 eastbound</b>					
Between Hillside & Oliver	7480	-1	28531	39478	40407
Between Oliver & Woodlawn	5644	1	29530	38939	40445
Between Woodlawn & Rock	7466	-1	22960	32501	33703
Between Rock & Webb	7457	1	17592	27750	28533
Between Webb & Greenwich	7154	-1	19390	29499	30112
<b>K-96 westbound</b>					
Between Hillside & Oliver	7477	1	27404	37201	38346
Between Oliver & Woodlawn	5643	-1	29105	38144	40181
Between Woodlawn & Rock	7464	1	23565	32671	34087
Between Rock & Webb	7456	1	17759	27801	28972
Between Webb & Greenwich	7453	1	19530	29461	30384
<b>Hillside St &amp; K-96 interchange ramps</b>					
Westbound on ramp	5606	-1	1981	3223	3155
Westbound off ramp	5610	-1	3706	6462	6753
Eastbound on ramp	5611	1	4017	6619	6820
Eastbound off ramp	5608	1	2321	3513	3410
<b>Hillside St</b>					
North of north ramp termini	27286	0	9609	20647	20781
Between north and south ramp termini	27295	0	9799	18851	18981
South of south ramp termini	2117	0	9471	16779	16871
<b>Oliver St &amp; K-96 interchange ramps</b>					
Westbound on ramp	5614	-1	2528	3815	3702
Westbound off ramp	5616	-1	4228	4758	5536
Eastbound on ramp	5617	1	3952	4296	4712
Eastbound off ramp	5613	1	2953	4835	4674
<b>Oliver St</b>					
North of north ramp termini	3769	0	11592	16745	16819
Between north and south ramp termini NB	3092	1	5039	7386	7265
Between north and south ramp termini SB	3091	-1	6786	7979	8749
South of south ramp termini	3088	0	12365	14860	15652
<b>Woodlawn Blvd &amp; K-96 interchange ramps</b>					
Westbound on ramp	5636	-1	8545	9107	9777
Westbound off ramp	5619	-1	3006	3634	3683
Eastbound on ramp	5620	1	2323	3563	3608
Eastbound off ramp	5622	1	8894	10000	10351
<b>Woodlawn Blvd</b>					
North of north ramp termini	27306	0	23124	34467	34708
Between north and south ramp termini NB	2699	1	12114	17853	17961
Between north and south ramp termini SB	2698	-1	6303	12329	11855
South of south ramp termini	29210	0	14879	25652	25208
<b>Rock Rd &amp; K-96 interchange ramps</b>					
Westbound on ramp	5624	-1	10396	11239	11548
Westbound off ramp	5627	-1	4589	6368	6433
Eastbound on ramp	5628	1	4666	6222	6267
Eastbound off ramp	5626	1	10035	10974	11437
<b>Rock Rd</b>					
North of north ramp termini	32303	0	31017	38742	39043
Between north and south ramp termini NB	2705	1	17850	20912	21121
Between north and south ramp termini SB	2704	-1	12613	15997	15922
South of south ramp termini	32179	0	29538	35420	35363
<b>Webb Rd &amp; K-96 interchange ramps</b>					
Westbound on ramp	5630	-1	3365	5340	5572
Westbound off ramp	5629	1	5136	7000	6984
Eastbound on ramp	5631	1	5718	7664	7676
Eastbound off ramp	5632	1	3919	5915	6097



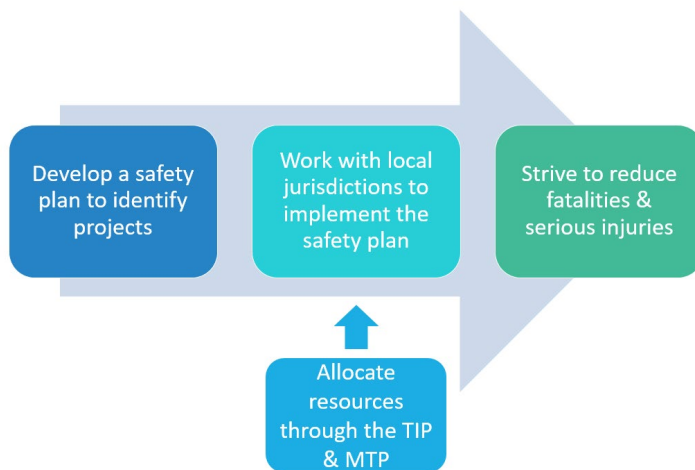




## Background:

The Safety & Health Committee was formed in February 2021. Through Committee discussions, it was determined a Safety Plan needed to be developed for the WAMPO region to address rising fatalities. As shown in Figure 1, the Plan will identify projects to be implemented by local jurisdictions through funding from the TIP and MTP.

Figure 1: WAMPO's role:



The Plan will assist WAMPO in addressing federally required performance measures (safety, structure condition, and performance).

WAMPO staff propose creating a two-tiered Steering Committee structure, with a public Steering Committee and a staff advisor group.

The WAMPO Safety and Health Committee will be the basis for the Steering Committee. Additional organizations will be added to the Steering Committee for the duration of the Safety Plan. Discussion is invited on what organizations to include on the Steering Committee.

## Next Steps:

A Steering Committee will be formed by the Transportation Policy Body at their March 8<sup>th</sup>, 2022 meeting.

## Attachments:

WAMPO Safety and Health Committee Members

**WAMPO Safety and Health Committee Members**

<b>ORGANIZATION</b>	<b>REPRESENTATIVES</b>	<b>CONTACT</b>
Bike Walk Wichita	Alan Kailer	alan@bikewalkwichita.org
WAMPO Director	Chad Parasa	chad.parasa@wampo.org
City of Derby	Dan Squires	dansquires@derbyweb.com
KU Medicine	Elizabeth Ablah, <b>SHC Chair</b>	eablah@kumc.edu
USD 259	Fabian Armendariz	Farmendariz@usd259.net
KU Medicine	Jack Brown	jbrown4@kumc.edu
City of Wichita	James Wagner	vwagner@wichita.gov
League of Women Voters	Jane Byrnes	urbanejane5@gmail.com
Sedgwick County	Jessica Warren	Jessica.warren2@sedgwick.gov
City of Maize	Jolene Graham	jgraham@cityofmaize.org
Bike Walk Wichita	Kim Neufeld	kim@bikewalkwichita.org
KDOT	Kristi Wilson	kristi.d.wilson@ks.gov
KDOT	Jenny Kramer	Jenny.Kramer@KS.gov
KDOT	Lisa Hecker	lisa.hecker@ks.gov
KDHE	Lisa Frey-Blume	Lisafreyblume@gmail.com
Sedgwick Co.	Mark Borst	mark.borst@sedgwick.gov
City of Wichita	Nina Rasmussen	nrasmussen@wichita.gov
Wichita Transit Representative	Raven Alexander	ralexander@wichita.gov
Sedgwick County	Robert Parnacott	robertwparnacott@yahoo.com
City of Hayvile	Georgie Carter	gcarter@haysville-ks.com
WAMPO	Ashley Bryers	Ashley.Bryers@wampo.org
WAMPO	Nicholas Flanders	Nicholas.Flanders@wampo.org
WAMPO	Mark Kruep	Mark.Kruep@wampo.org

**Rev. 02/01/2022**

# REGIONAL GROWTH PLAN

*An economic strategy for the greater Wichita region that is targeted, collaborative and data-driven*

This multi-year plan pinpoints strategic areas for economic growth and provides actionable steps for how we can work together as a region to make generational change occur and achieve collective outcomes. The plan was completed in 2018 using targeted data and extensive stakeholder input and can be downloaded at [regionalgrowthplan.com](http://regionalgrowthplan.com)

## Five Strategic Pillars

Foundational elements necessary to drive economic growth



## Target Sector Framework

Key industries and niche sectors representing the region's core economic strengths and economic opportunity

### Advanced Manufacturing



- Plastics & Composites
- Machinery & Metalworking

### Agriculture



- Value-Added Products
- Crop & Animal Farming

### Aerospace



- Maintenance, Repair & Overhaul
- Design & Production

### Energy



- Petroleum-Based Products
- Production, Processing & Distribution

### Healthcare



- Healthcare Services

### IT Systems & Support



- Cybersecurity
- Business Process Outsourcing

### Transportation & Logistics



- Logistics
- Transportation

## Top Ten Key Initiatives

Most impactful and highest priority efforts for the region to pursue and accelerate positive change

- 1 Identify and attract top talent for the greater Wichita region's priority employment sectors
- 2 Develop a robust, coordinated, and results-driven business retention and expansion (BRE) program
- 3 Purposefully establish a regional ecosystem for innovation, intellectual property (IP) creation, commercialization and product development
- 4 Invest in a high-capacity, nationally focused earned media program
- 5 Effectively engage site consultants and industry influencers
- 6 Develop a reskilling initiative transitioning underemployed talent for careers in targeted industries
- 7 Leverage the region's information and communications technology (ICT) council to guide and inform the sector's strategic growth
- 8 Leverage public-private partnerships to develop a Cybersecurity Center of Excellence and advanced cyber-range in the greater Wichita region
- 9 Elevate the urgency to develop high-capacity broadband in the greater Wichita region
- 10 Launch a regional talent development cooperative



## Strategic Update

The 2015 BREG (Blueprint for Regional Economic Growth) plan was spurred by the understanding that the ten counties in the greater Wichita region are not only economically interconnected, but stand to benefit from an intentional and collaborative approach to regional economic development.

In 2018, the Greater Wichita Partnership and its partners engaged Market Street Services to facilitate an eight-month process that assessed where the greater Wichita region is now in terms of its competitive position, evaluate the state of cluster development and BREG implementation, and update the regional plan’s cluster framework and corresponding strategic recommendations. The new plan, titled the Regional Growth Plan, will help regional partners achieve heightened

economic growth and prosperity through increasingly refined and targeted economic development activities.

The 2018 Regional Growth Plan process benefits from funding support from key partners across the ten-county greater Wichita region including: Butler County, City of El Dorado, City of Wichita, Greater Hutch, Greater Wichita Partnership, Harvey County Economic Development, and Sedgwick County. The Regional Growth Plan process is occurring at an opportune time for greater Wichita. Importantly, it is complemented by Project Wichita, a strategic visioning initiative whose development is concurrent with the creation of the Regional Growth Plan.

The following comprised the stages of the strategic process:

### CLUSTER ASSESSMENT

PHASE

1

This phase examined recent changes in economic and workforce composition in the region. The analysis leveraged quantitative and qualitative research including over 20 individual and group interviews with key community leaders and economic development practitioners to gain their feedback and subject matter expertise. Over 50 face-to-face touchpoints with key leaders were ultimately leveraged .

### ORGANIZATIONAL ASSESSMENT

PHASE

2

This report built on the Cluster Assessment by evaluating the implementation of the BREG initiative in the context of local and regional economic development entities, partnerships, communications, and collaboration. Analysis included perspectives on the activities related to cross-cutting initiatives recommended in the 2015 BREG process.

### REGIONAL GROWTH PLAN

PHASE

3

Leveraging the findings of the Cluster and Organizational Assessments, the Regional Growth Plan reflects a reimagining and refocusing of the 2015 BREG plan to establish the greater Wichita region’s strategic economic priorities for the coming five years.

### IMPLEMENTATION GUIDELINES

PHASE

4

While the Regional Growth Plan represents what the greater Wichita region will pursue in the next five years to develop its regional economy, the Implementation Guidelines detail how public and private partners across the ten-county region can advance efficient and effective implementation.

# KEY CLUSTER ASSESSMENT FINDINGS

## DEMOGRAPHIC AND ECONOMIC TRENDS

An examination of key attributes and an assessment of how South Central Kansas has fared over the past decade provided insights on the region's dynamics and economic opportunities.

- South Central Kansas' tight labor market continues to be a challenge. Population growth in South Central Kansas has been slow over the past decade, stifled by domestic outmigration of residents. Likewise, the labor force in South Central Kansas has also been shrinking in recent years. Between 2011 and 2016, the labor force fell by 2.1 percent for a net loss of 8,380 available workers.
- Fueled by a downturn in aviation, the economic downturn that began in late 2007 hit South Central Kansas especially hard. In 2017, South Central Kansas had roughly 14,000 fewer jobs than it did in 2007; only six out of 20 business sectors have surpassed their 2007 employment level.
- Given the area's slow population growth, South Central Kansas will need to capitalize on the skills and strength of its existing workforce and training institutions in the near-term. The region's high concentration of manufacturing operations is evident in its most concentrated sector: production occupations. Many of South Central Kansas's most concentrated occupations have transferable skills that can be applied to a variety of manufacturing operations.
- South Central Kansas's employment losses over the past decade have affected the overall occupational composition of the workforce. The majority of the occupations that have been growing are lower paying and lower skilled positions. At the same time, when adjusted for inflation, wages have remained relatively stagnant over the past ten years.
- Despite flat growth in wages, there have been improvements in resident well-being across a variety of other indicators. Regional poverty rates are low and have fallen over the past five years, while the region's per capita income has grown on par with national trends.

# 2018 TARGET SECTOR FRAMEWORK



# REGIONAL GROWTH PLAN

The groundwork laid by the 2015 BREG initiative and the key learnings from its implementation activities formed the basis of the 2018 Regional Growth Plan. Feedback from hundreds of regional stakeholders and existing and new quantitative analysis have informed updated strategies and implementation dynamics to continue the greater Wichita region's positive momentum and trajectory from the 2015 process.

The 2018 Regional Growth Plan is comprised by high-level priority **STRATEGIC PILLARS** that are each comprised of **KEY INITIATIVES** broken into Multi-Sector and Sector-Specific sections. Strategic Pillars include:

**Strategic Pillar I: Talent Pipeline**

**Strategic Pillar II: Existing Business Efforts**

**Strategic Pillar III: High-Impact Marketing and Attraction**

**Strategic Pillar IV: Targeted Innovation**

**Strategic Pillar V: Catalytic Infrastructure**

Tactical strategies in the Regional Growth Plan incorporate under a single framework what were separate "Cluster Plans" and "Cross-Cutting Initiatives" in the 2015 BREG process. **The new structure will help reduce the redundancy and potential for confusion and disconnection that were reported as issues by implementers of 2015 BREG.** Success in developing priority targets and building clusters will thus be contingent on effectively addressing challenges and opportunities in the Strategic Pillars and Key Initiatives, either from a multi-sector or sector-specific perspective.

**Top 10 Key Initiatives encompass tactical priorities that will further hone regional efforts and investments.** These initiatives were identified as the most impactful, highest priority activities for the region to pursue through implementation. They are the "biggest rocks" that will cause the widest ripples across the South Central Kansas economy and move the needle on the full breadth of Regional Growth Plan initiatives.

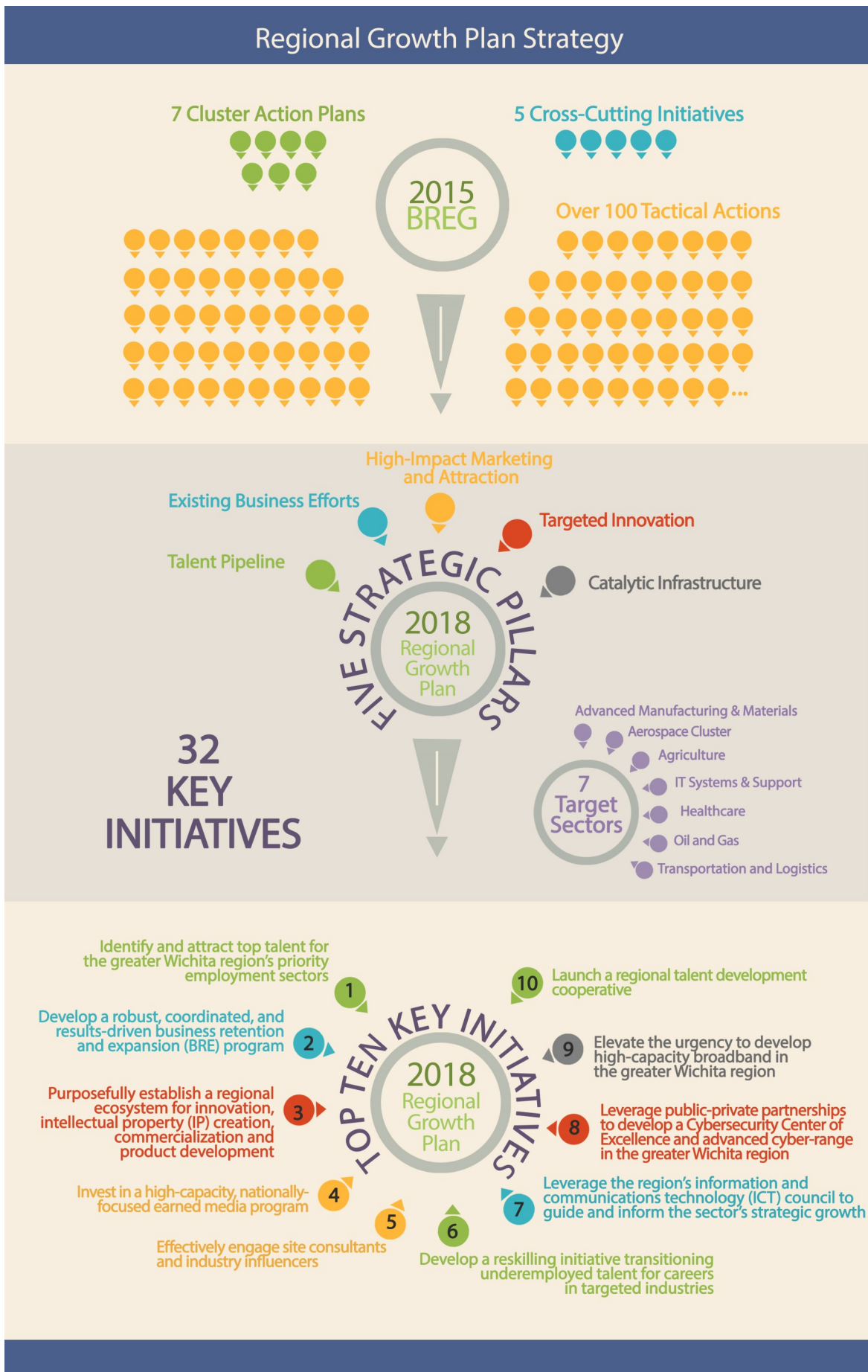
Though the Regional Growth Plan is in and of itself holistic in focus, it must also be seen in the broader context of Project Wichita, the potentially transformational strategic initiative spanning the full breadth of the region's competitive challenges and opportunities. **It must be also stressed that this Regional Growth Plan is designed as a collaborative effort among partners across the ten counties of the greater Wichita region.** It is not the plan of any one organization but will require coordinated and collaborative implementation from organizations spanning the private, public, institutional, and non-profit sectors.

Although no organization can single-handedly advance all its initiatives, it is critical that an organization "owns" the strategy's implementation from the perspective of administrating, coordinating, tracking, and measuring its activities. A range of public, private, non-profit, and philanthropic partners will be called upon to support implementation by dedicating time, personnel, resources, and other forms of support.

The Implementation Guidelines report describes how partners in the greater Wichita region can coordinate and structure the activation and sustainable advancement of the Regional Growth Plan. It provides a framework through which the community can build effective partnerships across organizations and between professional staff and volunteers. **Regional economic development will become more collaborative and coordinated across the full breadth of the ten-county greater Wichita region.** The results will be improved growth of high-value targeted business sectors and strong wealth-creation for workers and their families.



The following graphic demonstrates the evolution from the 2015 BREG process to the 2018 Regional Growth Plan resulting in a targeted focus on the region's highest priority strategic opportunities:



**2022 Project Selection Committee Members and Contact Information**

JURISDICTION	NAME	E-MAIL
Butler County	Dan Woydziak	dwoydziak@bucoks.com
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Sedgwick County	Jim Weber	jim.weber@sedgwick.gov
City of Derby	Dan Squires	dansquires@derbyweb.com
City of Wichita	James Wagner	jwagner@wichita.gov
City of Bel Aire	Anne Stephens	astephens@belaireks.gov







## WAMPO-REGION POPULATION TRENDS, 1900-2020

Population	1900	1910	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	2020
<b>Wichita</b>	24,671	52,450	72,217	111,110	114,966	168,279	254,698	276,554	279,272	304,011	344,284	382,368	397,532
<b>Derby</b>	-	235	247	294	256	432	6,458	7,947	9,786	14,699	17,807	22,158	25,625
<b>Andover</b>	-	-	-	-	-	-	186	1,880	2,801	4,047	6,698	11,791	14,892
<b>Haysville</b>	-	-	-	-	-	-	5,836	6,483	8,006	8,364	8,502	10,826	11,262
<b>Park City</b>	-	-	-	-	-	-	2,687	2,529	3,778	5,050	5,814	7,297	8,333
<b>Bel Aire</b>	-	-	-	-	-	-	-	-	-	3,695	5,836	6,769	8,262
<b>Valley Center</b>	343	381	486	896	700	854	2,570	2,551	3,300	3,624	4,883	6,822	7,340
<b>Mulvane</b>	667	1,084	1,239	1,042	940	1,387	2,981	3,185	4,254	4,674	5,155	6,111	6,286
<b>Maize</b>	-	-	189	229	198	266	623	785	1,294	1,520	1,868	3,420	5,735
<b>Goddard</b>	225	225	255	255	248	274	533	955	1,427	1,804	2,037	4,344	5,084
<b>Rose Hill</b>	-	-	-	-	-	-	273	387	1,557	2,399	3,432	3,931	4,185
<b>Clearwater</b>	368	569	647	669	591	647	1,073	1,435	1,684	1,875	2,178	2,481	2,653
<b>Kechi</b>	-	-	-	-	-	-	245	229	288	517	1,038	1,909	2,217
<b>Cheney</b>	429	734	636	669	714	777	1,101	1,160	1,404	1,560	1,783	2,094	2,181
<b>Colwich</b>	225	258	262	260	284	339	703	879	935	1,091	1,229	1,327	1,455
<b>Garden Plain</b>	-	296	361	336	323	323	560	678	775	731	797	849	948
<b>Andale</b>	-	237	259	255	289	316	432	500	538	566	766	928	941
<b>Mount Hope</b>	327	519	513	466	442	473	539	665	791	805	830	813	806
<b>Eastborough</b>	-	-	-	-	312	708	1,001	1,141	854	896	826	773	756
<b>Bentley</b>	-	-	-	-	-	-	204	260	311	360	368	530	560
<b>Sedgwick**</b>	85	86	100	114	101	100	150	149	202	197	211	192	194
<b>Viola</b>	-	156	173	159	131	132	203	193	199	185	211	130	115
<b>Sedgwick County*</b>	16,826	16,076	14,890	19,778	22,998	47,252	61,213	43,035	48,259	48,345	47,447	37,214	36,474
<b>Butler County*</b>	1,316	2,184	2,755	4,073	4,281	6,641	9,795	8,210	6,592	5,613	3,399	2,666	2,344
<b>Sumner County*</b>	107	183	256	531	589	927	1,268	1,269	1,147	1,265	1,436	1,233	1,050
<b>WAMPO Region</b>	45,589	75,673	95,485	141,136	148,363	230,127	355,332	363,059	379,454	417,893	468,835	518,976	547,230

\*Unincorporated portion inside of 2021 WAMPO boundary

\*\*Portion of city inside of 2021 WAMPO Boundary

	Last Census year before incorporation
	El Paso City

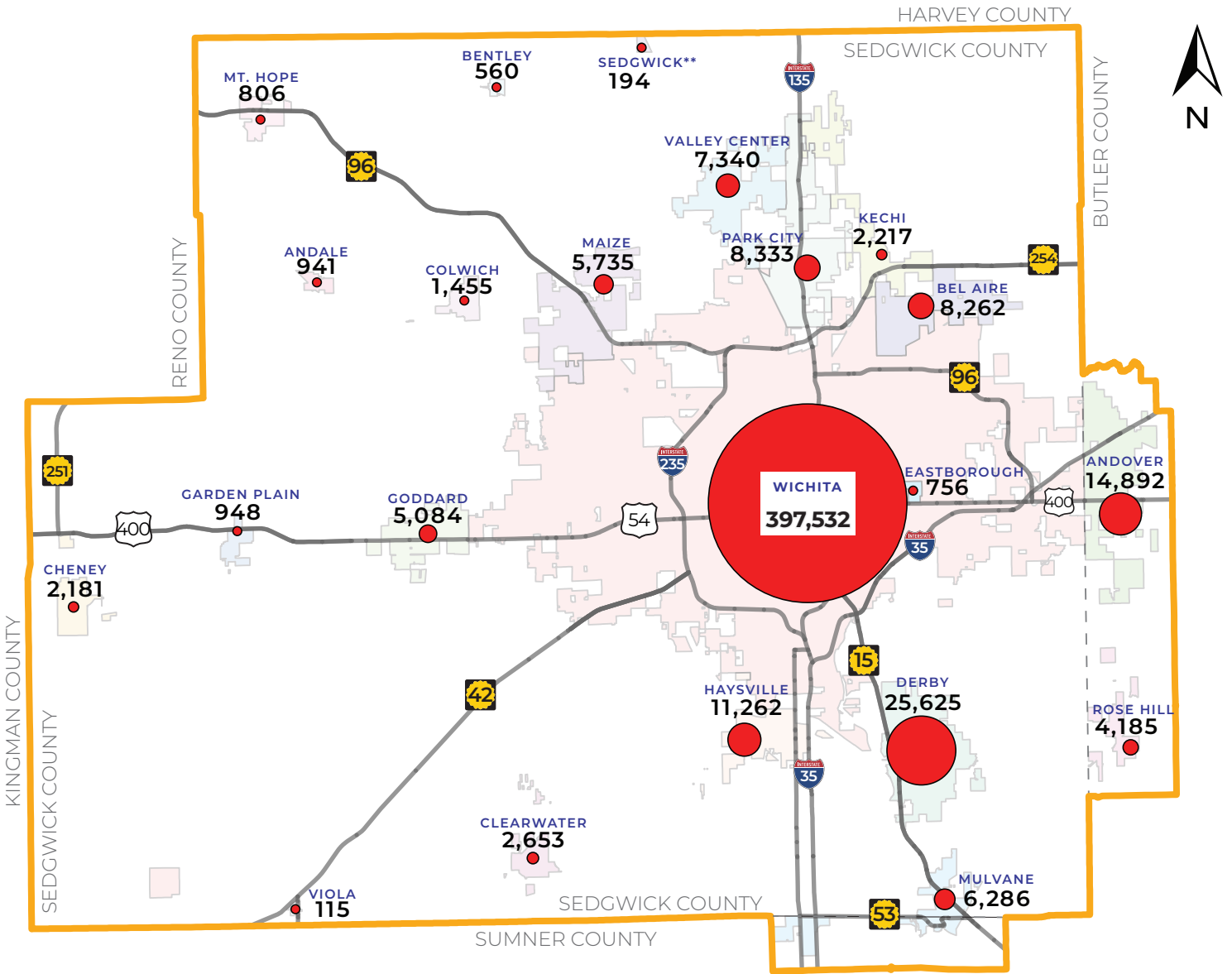
### Populations of Entire Counties

Population	1900	1910	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	2020
<b>Sedgwick County</b>	44,037	73,095	92,234	136,330	143,311	222,290	343,231	350,694	366,531	403,662	452,869	498,365	523,824
<b>Butler County</b>	23,363	23,059	43,842	35,904	32,013	31,001	38,395	38,658	44,782	50,580	59,482	65,880	67,380
<b>Sumner County</b>	20,812	30,271	25,631	30,654	29,213	23,646	25,316	23,553	24,928	25,841	25,946	24,132	22,382

Source: 1900-2020 US Decennial Censuses



# WAMPO REGION 2020 POPULATION



**WAMPO Region Total Population: 547,230**

**Unincorporated Population: 39,868**

\*\*Portion of population within WAMPO boundary



## WAMPO Transportation Acronym Glossary

Terms	Definition	Terms	Definition
<b>AADT</b>	Annual Average Daily Traffic	<b>MPO</b>	Metropolitan Planning Organization
<b>AASHTO</b>	American Association of State Highway and Transportation Officials	<b>MSA</b>	Metropolitan Statistical Area
<b>ADA</b>	Americans with Disabilities Act	<b>MTP</b>	Metropolitan Transportation Plan (same as LRTP)
<b>ALOP</b>	Annual List of Obligated Projects	<b>NAAQS</b>	National Ambient Air Quality Standards
<b>AMPO</b>	Association of Metropolitan Planning Organizations	<b>NEPA</b>	National Environmental Policy Act
<b>APA</b>	American Planning Association	<b>NHS</b>	National Highway System
<b>ASCE</b>	American Society of Civil Engineers	<b>NHTSA</b>	National Highway Traffic Safety Administration
<b>ATC</b>	Active Transportation Committee	<b>PE</b>	Preliminary Engineering
<b>CMAQ</b>	Congestion Mitigation and Air Quality	<b>PM</b>	Performance Measure
<b>CMP</b>	Congestion Management Process	<b>PPP</b>	Public Participation Plan
<b>CPG</b>	Consolidated Planning Grant	<b>PSC</b>	Project Selection Committee
<b>CRRSAA</b>	Coronavirus Response and Relief Supplemental Appropriations Act	<b>REAP</b>	Regional Economic Area Partnership
<b>CUFC</b>	Critical Urban Freight Corridor	<b>RFP</b>	Request for Proposals
<b>DBE</b>	Disadvantaged Business Enterprise	<b>ROW</b>	Right of Way
<b>DOT</b>	Department of Transportation	<b>RPSP</b>	Regional Pathways System Plan
<b>EIS</b>	Environmental Impact Statement	<b>SCAC</b>	Sedgwick County Association of Cities
<b>EJ</b>	Environmental Justice	<b>SOV</b>	Single Occupancy Vehicle
<b>EPA</b>	Environmental Protection Agency	<b>SRTS</b>	Safe Routes to School
<b>FC</b>	Functional Classification	<b>STBG</b>	Surface Transportation Block Grant (previously Surface Transportation Program - "STP")
<b>FFY</b>	Federal Fiscal Year (October 01 - September 31)	<b>STIP</b>	Statewide Transportation Improvement Program
<b>FHWA</b>	Federal Highway Administration	<b>TA</b>	Transportation Alternatives
<b>FTA</b>	Federal Transit Administration	<b>TAB</b>	Transit Advisory Board
<b>GIS</b>	Geographic Information System	<b>TAC</b>	Technical Advisory Committee
<b>HIP</b>	Highway Infrastructure Program	<b>TAM</b>	Transit Asset Management
<b>HOV</b>	High Occupancy Vehicle	<b>TAZ</b>	Traffic Analysis Zone
<b>HSIP</b>	Highway Safety Improvement Program	<b>TDM</b>	Travel Demand Model
<b>IKE</b>	Kansas Eisenhower Legacy Program (KDOT Program)	<b>TIP</b>	Transportation Improvement Program
<b>ITE</b>	Institute of Transportation Engineers	<b>TMA</b>	Transportation Management Area
<b>ITS</b>	Intelligent Transportation System	<b>TPB</b>	Transportation Policy Body
<b>KDOT</b>	Kansas Department of Transportation	<b>TRB</b>	Transportation Research Board
<b>LEP</b>	Limited English Proficiency	<b>UAB</b>	Urbanized Area Boundary
<b>LOS</b>	Level of Service	<b>UPWP</b>	Unified Planning Work Program
<b>LRTP</b>	Long Range Transportation Plan (same as MTP)	<b>VMT</b>	Vehicle Miles Traveled
<b>MAPC</b>	Wichita-Sedgwick County Metropolitan Area Planning Commission	<b>WAMPO</b>	Wichita Area Metropolitan Planning Organization
<b>MAPD</b>	Wichita-Sedgwick County Metropolitan Area Planning Department	<b>WSCAAB</b>	Wichita-Sedgwick County Access Advisory Board
<b>MPA</b>	Metropolitan Planning Area		

2022 TPB Representatives and Contact Information			
VOTING MEMBERS & ALTERNATES	REPRESENTATIVES	REPRESENTATIVES	REPRESENTATIVES
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Sedgwick County	Jim Howell, alt. Tom Stolz	jim.howell@sedgwick.gov	thomas.stolz@sedgwick.gov
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City of Wichita	Bryan Frye, alt. Brandon Johnson	bfrye@wichita.gov	bjjohnson@wichita.gov
City of Wichita	*Becky Tuttle, <b>TPB Vice Chair</b>	btuttle@wichita.gov	
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WAMPO Representative	Nicholas Flanders	Nicholas.Flanders@wampo.org	
WAMPO Representative	Mark Kruep	Mark.Kruep@wampo.org	

\*denotes Executive Committee Members

Rev. 02/04/2022

## 2022 WAMPO Meeting Schedules



Meeting Location: 271 W. 3<sup>rd</sup> Street, Suite 203, Wichita, KS 67202 (Or Online)

<b>Transportation Policy Body</b>	<b>Technical Advisory Committee</b>
<i>3:00 pm (unless otherwise stated)</i>	<i>10:00 am (unless otherwise stated)</i>
No January Meeting	January 24, 2022
February 8, 2022	February 28, 2022
March 8, 2022	March 28, 2022
April 12, 2022	April 25, 2022
May 10, 2022	May 23, 2022
June 14, 2022	June 27, 2022
July 12, 2022	July 25, 2022
August 9, 2022	August 22, 2022
September 13, 2022	September 26, 2022
October 11, 2022	October 24, 2022
November 8, 2022	November 28, 2022
December 13, 2022	No December Meeting