



WAMPO TPB Executive Committee Meeting Notice

Thursday, August 15, 2024, @ 11:00 AM

In-Person

271 W. 3rd St
 MAPD Office Room 237
 Wichita, KS 67202

Virtual

Please click the link below for online meeting access.

[JOIN HERE](#)

Meeting Agenda	Page #
I. Welcome	
II. May 2, 2024, Meeting Summary	2
III. New Business	
<u>OPERATIONS & MANAGEMENT</u>	
A. WAMPO TPB Bylaws – Kelly Rundell, Evan M. Hathaway, Hite, Fanning & Honeyman L.L.P.	3 to 8
<u>BUDGET & FINANCE</u>	
B. WAMPO Financial Reports - WAMPO staff	9 to 20
<u>STAFF TASKS, PROJECTS & ACTIVITIES</u>	
C. 2024 UPWP Quarterly Tasks Update - WAMPO staff	21
D. 2025 UPWP Development - WAMPO staff	
IV. Other Business	
V. Adjournment	
Next Meeting – November 14, 2024, at 11:00 AM	

Chad Parasa, TPB Secretary

August 13, 2024



WAMPO TPB Executive Committee meeting

Thursday, May 2, 2024, at 3:00 pm

271 W. 3rd Street, MAPD Office Room 237, Wichita, KS 67202 and via Zoom

Meeting Notes & Summary

05/02/2024	
Type of Meeting	Regular
Members Present:	Becky Tuttle, City of Wichita (Chair) Russ Kessler, City of Haysville Nick Squires, KDOT District 5 Dan Woydziak, Butler County
Members Absent:	Pete Meitzner, Sedgwick County David Dennis, Sedgwick County (Ex-Officio - non-voting)
WAMPO Staff:	Chad Parasa, Kyle Thomas, Peter Mohr, Kim Neufeld, Markey Jonas
WAMPO Attorney:	Kelly Rundell, Hite, Fanning & Honeyman L.L.P.
Other Attendees:	J.B. Wilson, KDOT Wichita Metro Angeline Johnson, Greater Wichita Partnership
Discussion	<ul style="list-style-type: none">• Chair Tuttle opened the meeting by discussing the meeting minutes summary from February 1, 2024.• Chad Parasa and Kyle Thomas provided an update on financial reports, as well as the status of audit tasks related to the year 2023.• Chad Parasa provided an update on UPWP tasks. Peter Mohr provided an update on transportation projects for MTP and TIP.• Committee members entered an executive session to discuss a personnel item and then reconvened the public meeting. During the public meeting, the committee unanimously voted to approve a 3% salary increase for the WAMPO Executive Director, retroactive to January 1, 2024.• Chad Parasa shared that he and Peter Mohr would be presenting at the upcoming Association of Metropolitan Planning Organizations (AMPO) conference.



Wichita Area Metropolitan Planning Organization Transportation Policy Body Bylaws

Article 1 - TRANSPORTATION POLICY BODY (TPB) MEMBERSHIP

1.1 Voting Representatives. The TPB consists of voting representatives from the MPO Member Jurisdictions participating in the financial support of the MPO. The membership is as follows:

- a) Four (4) City of Wichita elected officials or their designated alternate(s), as appointed by the Wichita City Council;
- b) Four (4) Sedgwick County elected officials or their designated alternate(s), as appointed by the Sedgwick County Board of County Commissioners;
- c) Two (2) KDOT representatives appointed by the Secretary of Transportation;
- d) One (1) Sedgwick County Association of Cities (SCAC) elected official or designated alternate representing jurisdictions in "Good Standing" under 2,000 population; and
- e) One (1) elected official or designated alternate each for all other jurisdictions in "Good Standing" over 2,000 population.

Member Jurisdictions must remain in Good Standing as defined in the WAMPO Redesignation Agreement for Cooperative Transportation Planning, 2013 (Redesignation Agreement) to retain voting privileges.

1.2 Designation of Alternates. Participating Member Jurisdictions may designate an official alternate or alternates as the official representative to the TPB as prescribed in the Redesignation Agreement. The intent of this provision is to have Member Jurisdictions designate alternates who can attend TPB meetings on a consistent basis, providing continuity in Jurisdictions' participation. **If a designated alternate is not an elected official, the alternate should attend no more than 25% of the meetings of the TPB.** The designation must be made in writing and submitted to the WAMPO prior to the alternate's or alternates' participation at a TPB meeting.

1.3 Attendance. Because regular attendance at TPB meetings is important, WAMPO will alert a member jurisdiction whenever its representative misses three or more consecutive meetings.

1.4 Non-Voting Members. Non-voting members represent WAMPO Member Jurisdictions that do not participate in the financial support of WAMPO, Member Jurisdictions represented by the

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021
Amended December 13, 2022
Amended February 13, 2024

Sedgwick County Association of Counties, and representatives from the Federal Highway Administration and the Federal Transit Administration.

Article 2 - VOTING

2.1 Voting. Each voting representative or designated alternate will be allowed one (1) vote on matters of business before the TPB. Non-voting members will have no voting privileges, but may participate in meetings.

The affirmative vote of a majority of quorum shall be sufficient for the passage of all motions, except for amendment to these Bylaws or for any other action where a different vote is specifically required by the Redesignation Agreement or these Bylaws.

Any voting member remaining silent on a vote shall be considered to have voted in the affirmative. Representatives shall abstain from voting on any matter in which he or she has a substantial interest, as defined in Article 9.

2.2 Weighted Voting. Weighted voting will be allowed as provided for under procedures established in Section 4.1 of the Fiscal Agreement for the Operation of the Wichita Area Metropolitan Planning Organization.

2.3 Proxy Votes. The use of proxy voting is not allowed. Voting members must be present to vote, except as provided in Article 6.

Article 3 - OFFICERS

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. The Vice-Chair of the TPB may also, but is not required to, serve as the Chair of Technical Advisory Committee (TAC). 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.

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021
Amended December 13, 2022
Amended February 13, 2024

3.2 Secretary. The WAMPO Director, or designee, shall serve as Secretary. The Secretary will not have TPB voting privileges. The Secretary shall conduct all business on behalf of the TPB. The Secretary will perform other actions and responsibilities as may be delegated to that position by the Chair.

3.3 Removal of Officers. The Chair and Vice-Chair may be removed from their respective office for good and sufficient cause. The cause of the removal will be documented in the meeting minutes and shall require an affirmative vote of seventy-five percent (75%) of the voting representatives present in a meeting where a quorum is present.

3.4 Vacancies. In the event of a vacancy in the office of Chair or Vice-Chair, a voting representative shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner consistent with the election of a Chair or Vice-Chair.

Article 4 - EXECUTIVE COMMITTEE

4.1 Executive Committee Membership. The TPB may, at its discretion, create an Executive Committee to which it may refer matters regarding the budget and finances, personnel and law. The Executive Committee shall be composed of:

- Chair
- Vice-Chair
- Chair of TAC, if the Chair of TAC is not also the Vice-Chair of TPB
- Wichita Metro area representative from the Kansas Department of Transportation
- Two (2) at large members of the Executive Committee are voting representatives of the TPB and appointed by the Chair of the TPB

No more than one representative from any one Jurisdiction may participate on the Executive Committee. If a member of the Executive Committee cannot attend a meeting of the Executive Committee, the jurisdiction's designated alternate may attend.

The Executive Committee shall include, in some capacity, one member from the City of Wichita and one member from Sedgwick County. Representatives of the City of Wichita and Sedgwick County may be Chair, Vice-Chair, Chair of TAC, or members at large.

The Executive Committee will serve until the next election of officers, at which time the Executive Committee will be re-selected. No member of the Executive Committee can serve more than two consecutive terms in a particular position, but may serve two consecutive terms as Chair, Vice Chair/Chair of TAC, and member at large.

The Executive Committee will also include as non-voting, ex officio members:

- Immediate past Chair of the TPB. In the event the immediate past chair of WAMPO is no longer representing a jurisdiction, this position shall not be filled.

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021
Amended December 13, 2022
Amended February 13, 2024

The Secretary shall attend these meetings to provide staff support, unless an item pertains to a personnel issue related to the Secretary.

4.2 Meetings. Executive Committee meetings shall be called at the discretion of the Chair or Vice-Chair.

4.3 Duties and Powers. The Executive Committee shall:

- a) exercise the duties and powers assigned to it by the TPB;
- b) have the authority to take action on behalf of the TPB (between regular meetings of the TPB or when a necessary quorum is lacking at a regular meeting of the TPB); and
- c) supervise the affairs of the TPB between regular meetings.

All actions taken by the Executive Committee are subject to prior direction and subsequent ratification by the TPB.

Article 5 - MEETINGS

5.1 Regular Meetings. The TPB shall determine the time, date and place of its regular meetings, which will be held in accordance with a schedule of meeting dates approved in the fourth quarter of the preceding calendar year.

5.2 Notice of Meetings. Written notice stating the time, date and place of all regular meetings and an agenda enumerating items of business to be considered shall be distributed to each voting representative and non-voting member. Notice to the general public of regular meetings will follow procedures prescribed in the most current Public Participation Plan.

5.3 Special Meetings. The Chair, Secretary, or a majority of the voting members may call special meetings. In calling a special meeting, the requirements of the most current Public Participation Plan must be considered. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

5.4 Executive Sessions. The Chair may recess a regular meeting into executive session as permitted by Kansas laws.

5.5 Meeting Cancellations. The Secretary may cancel a regularly scheduled meeting as deemed necessary, with the consent of the Chair.

5.6 Quorum. The presence of a majority of the total voting membership of the TPB shall constitute quorum. No action shall be taken without a quorum of the TPB in attendance at that meeting. Quorum is not lost when one or more members abstain from voting.

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021
Amended December 13, 2022
Amended February 13, 2024

If quorum is present at the scheduled meeting time and the Chair and Vice-Chair are absent, the Secretary or other WAMPO staff representative may call for election of a temporary Chair. Upon the arrival of the Chair or Vice-chair, the temporary Chair shall relinquish the position upon conclusion of the business item immediately before the TPB.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, elect to continue the meeting as a public information meeting or workshop to discuss items on the agenda that do not require approval or action by the TPB. In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

Quorum for the Executive Committee shall be the presence of three members.

5.7 Public Comment Opportunity. Opportunities for public comment shall be provided at each meeting. Locations for all meetings shall be accessible by persons with disabilities. Matters related to personnel and litigation are not appropriate for public comment. Rules of decorum will be observed.

5.8 Record of Proceedings. The Secretary or designee will record a roll of members, minutes of proceedings and votes and will maintain those records. The minutes recorded are subject to review and approval by the TPB and the Secretary shall make them available for public review.

Article 6 - VIDEO AND TELECONFERENCE ATTENDANCE

Members of the Transportation Policy Body may participate in a meeting by means of conference telephone, video conference device, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this subsection shall constitute presence in person at such meeting.

If communication is lost and cannot be restored in a timely fashion, the person participating through electronic devices will be considered to have left the meeting. In that event, the Chair will ascertain whether quorum continues. The lack of quorum present will be addressed through procedures identified in Section 5.6.0

Article 7 - CONDUCT OF BUSINESS

Meetings will be held in accordance with the Kansas Open Meetings Act (KOMA). Roberts Rules of Order (current edition) shall govern the conduct of meetings where not otherwise specifically provided by these Bylaws. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the TPB or to take other appropriate actions necessary to conduct all business in an orderly manner.

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021
Amended December 13, 2022
Amended February 13, 2024

Article 8 - COMMITTEES

8.1 Technical Advisory Committee. The Technical Advisory Committee (TAC) will serve as an advisory board and technical support for the TPB. The Vice-Chair of the TPB shall serve as the Chair of the Technical Advisory Committee shall 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.

8.2 Other Committees. The TPB may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest to it. Such committee members may, or may not, be members of the TPB.

Article 9 - CONFLICT OF INTEREST

No member of the TPB shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.46-229, et seq (Attachment 1). Should any member have such a substantial interest on a matter coming before the Body or its committees, he or she shall declare the substantial interest.

Article 10 - AMENDMENTS TO BY-LAWS

These Bylaws may be amended by a two-thirds vote of quorum at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance, and the proposed amendment has been placed on the agenda. All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. Revised Bylaws shall be delivered to members (both voting and non-voting) at the next regular meeting following the Bylaws amendments.

Article 11 - SUPERSESION OF PREVIOUS BYLAWS

Adoption of these Bylaws hereby supersedes and renders null and void all previous Bylaws of the WAMPO Transportation Policy Body, but does not affect any other existing official actions by WAMPO special purpose agreements or contracts between WAMPO and other general or special purpose units of governments, boards, agencies, commissions, or authorities.

Becky Tuttle
WAMPO TPB Chairperson

Date

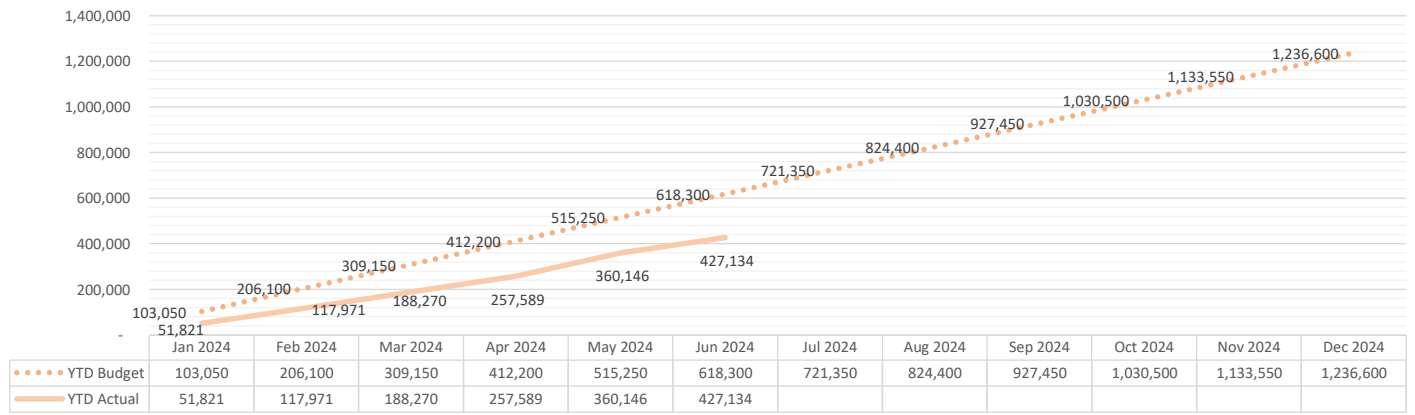
ATTEST:

Secretary of WAMPO

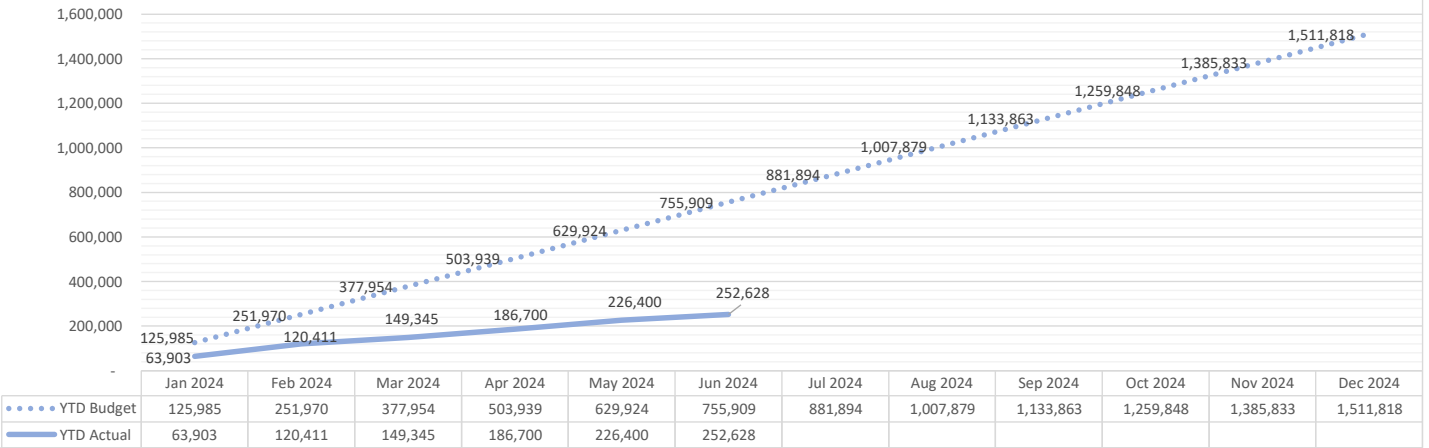
Date

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021
Amended December 13, 2022
Amended February 13, 2024

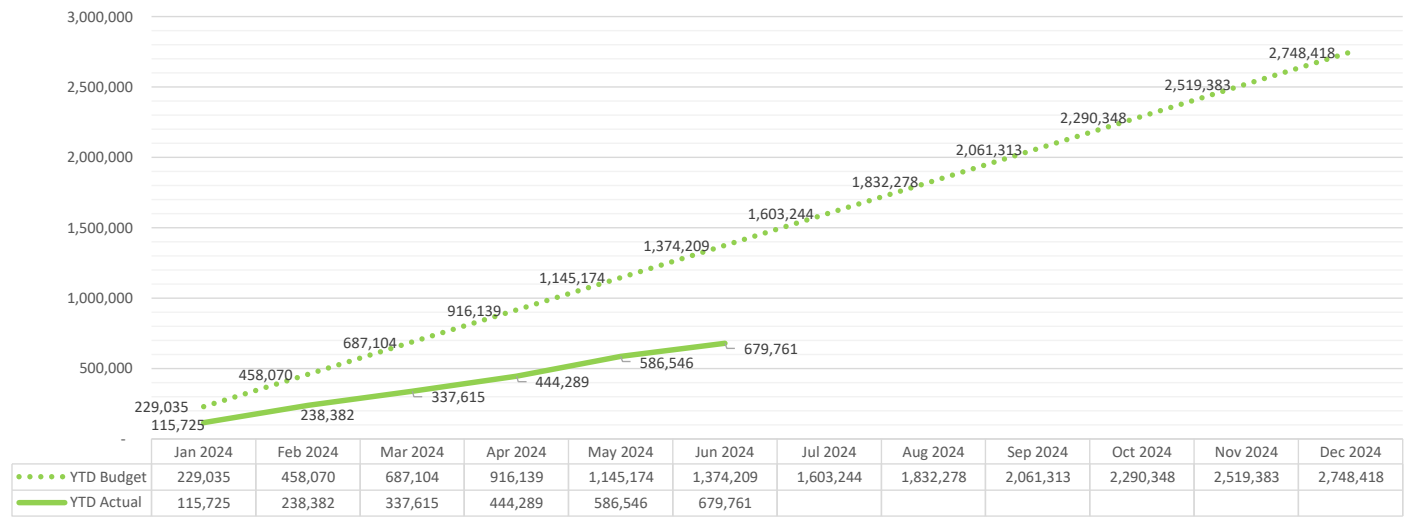
WAMPO CPG Salaries & Benefits 2024



WAMPO CPG Operating Expenses 2024

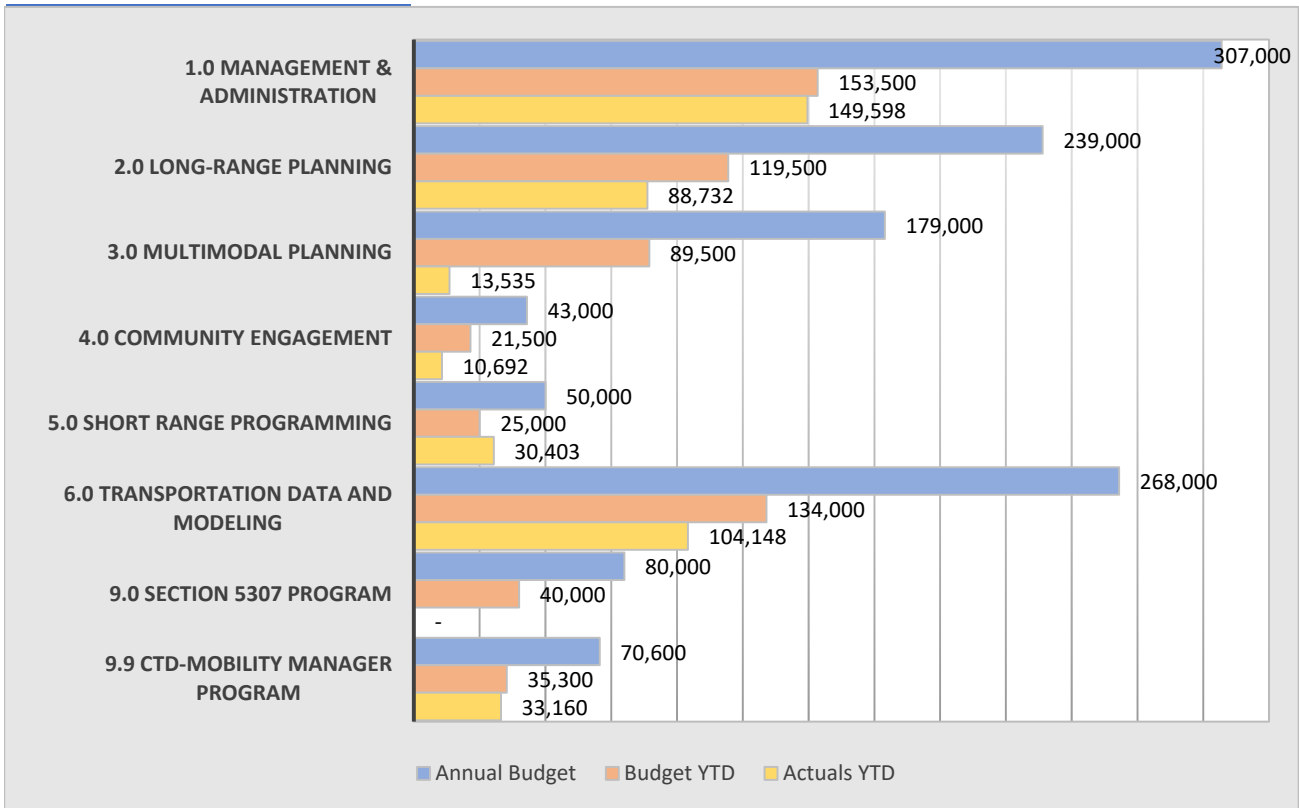


WAMPO CPG Operating Expenses & Payroll 2024



Total CPG Budget 2,463,450
Funds needed from KDOT 1,970,760
Funds needed from Local Match 492,690

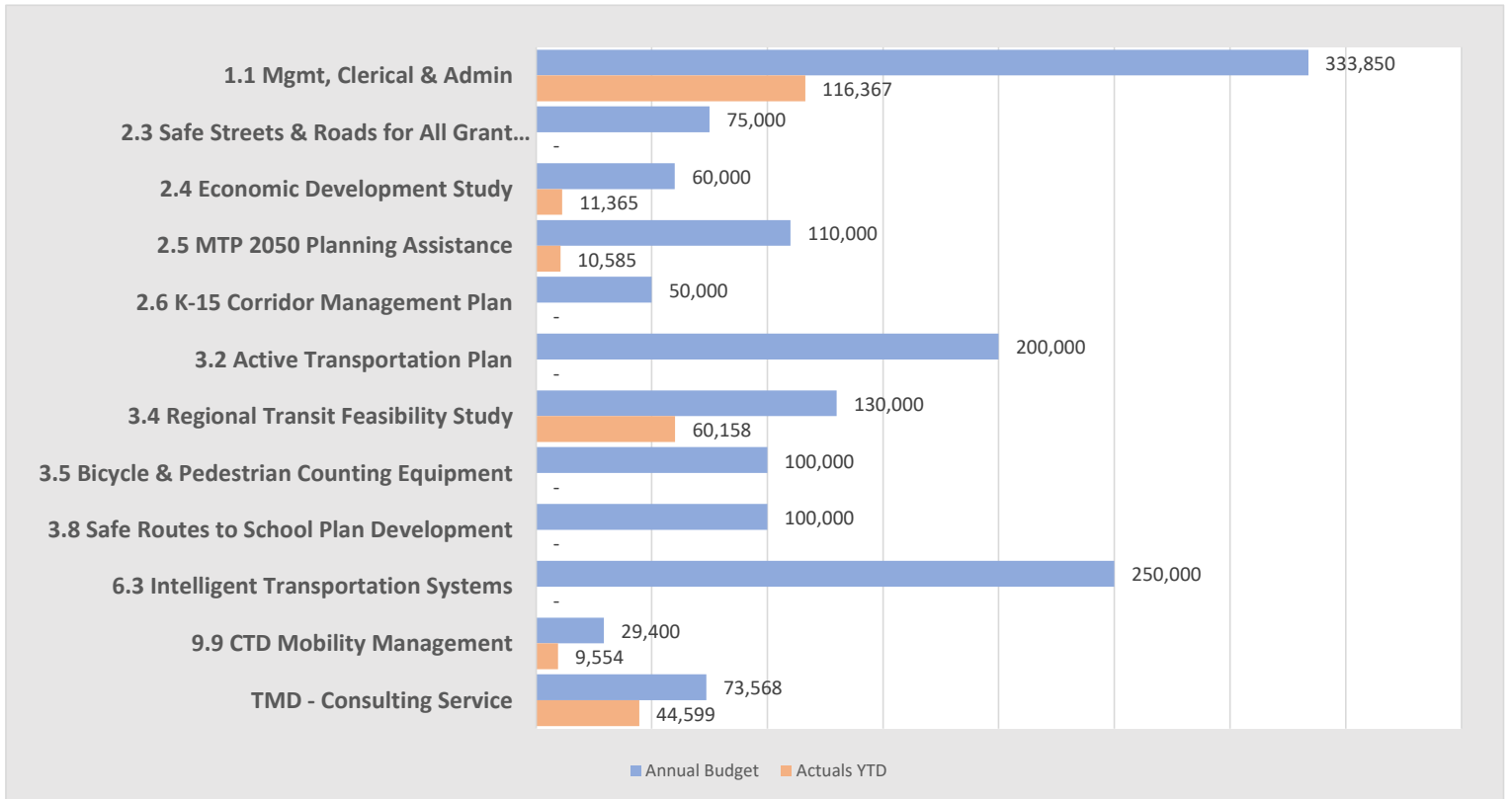
WAMPO Payroll Budget/Actuals - June 2024



WAMPO Payroll Budget/Actuals - June 2024

Description	Annual Budget	Budget YTD	Actuals YTD	Percent Spent
1.0 Management & Administration	307,000	153,500	149,598	48.7%
2.0 Long-Range Planning	239,000	119,500	88,732	37.1%
3.0 Multimodal Planning	179,000	89,500	13,535	7.6%
4.0 Community Engagement	43,000	21,500	10,692	24.9%
5.0 Short Range Programming	50,000	25,000	30,403	60.8%
6.0 Transportation Data and Modeling	268,000	134,000	104,148	38.9%
9.0 Section 5307 Program	80,000	40,000	-	0.0%
9.9 CTD-Mobility Manager Program	70,600	35,300	33,160	47.0%
	1,236,600	618,300	430,267	34.8%

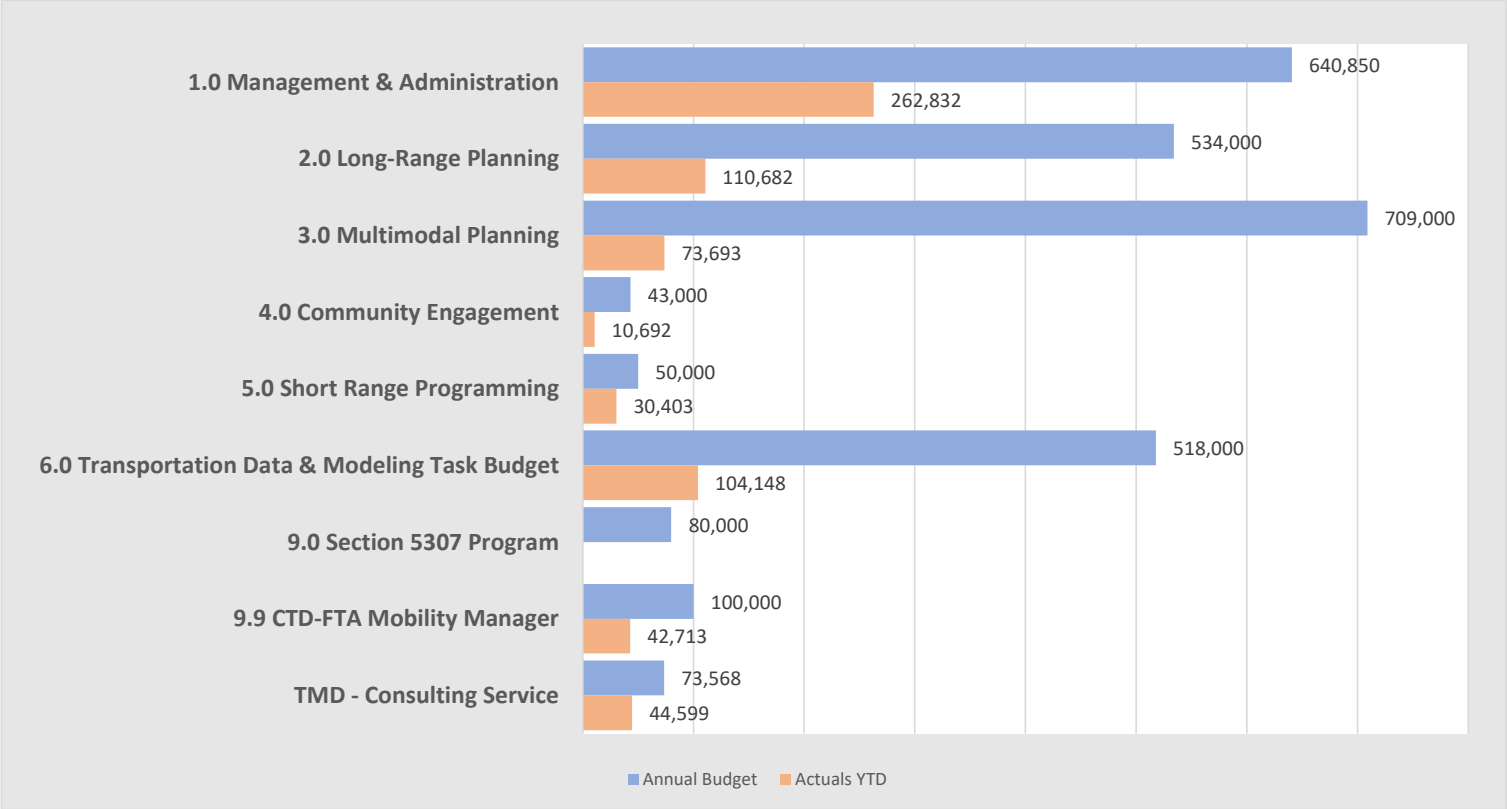
WAMPO Non-Payroll Budget/Actuals Year to Date - June 30, 2024



WAMPO Non-Payroll Budget/Actuals Year to Date - June 30, 2024

Budget Task	Type	Annual Budget	Actuals YTD
1.1 Mgmt, Clerical & Admin	Operating Expenses	333,850	116,367
2.3 Safe Streets & Roads for All Grant Assistance	Consultant Services	75,000	-
2.4 Economic Development Study	Consultant Services	60,000	11,365
2.5 MTP 2050 Planning Assistance	Consultant Services	110,000	10,585
2.6 K-15 Corridor Management Plan	Consultant Services	50,000	-
3.2 Active Transportation Plan	Consultant Services	200,000	-
3.4 Regional Transit Feasibility Study	Consultant Services	130,000	60,158
3.5 Bicycle & Pedestrian Counting Equipment	Operating Expenses	100,000	-
3.8 Safe Routes to School Plan Development	Consultant Services	100,000	-
6.3 Intelligent Transportation Systems	Consultant Services	250,000	-
9.9 CTD Mobility Management	Operating Expenses	29,400	9,554
TMD - Consulting Service	Consultant Services	73,568	44,599
Grand Total		1,511,818	252,628

WAMPO Budget/Actuals - Combined Payroll & Non-Payroll Year to Date - June 30, 2024



WAMPO Budget/Actuals - Combined Payroll & Non-Payroll Year to Date - June 30, 2024

Budget Task	Annual Budget	Actuals YTD
1.0 Management & Administration	640,850	262,832
2.0 Long-Range Planning	534,000	110,682
3.0 Multimodal Planning	709,000	73,693
4.0 Community Engagement	43,000	10,692
5.0 Short Range Programming	50,000	30,403
6.0 Transportation Data & Modeling Task Budget	518,000	104,148
9.0 Section 5307 Program	80,000	
9.9 CTD-FTA Mobility Manager	100,000	42,713
TMD - Consulting Service	73,568	44,599
Grand Total	2,748,418	679,761

Wichita Area Metropolitan Planning Organization

Statement of Cash Flows

January - June, 2024

	TOTAL
OPERATING ACTIVITIES	
Net Income	-70,490.83
Adjustments to reconcile Net Income to Net Cash provided by operations:	
12000 Accounts Receivable (A/R)	180,593.17
12130 AR Clearing	41,330.24
12500 Prepaid Travel	-4,752.78
19999 Other Current Assets	25.88
20000 Accounts Payable (A/P)	-45,238.04
20100 Credit Card Payable	2,726.15
20130 AP Clearing	-102,558.46
21001 Federal Income Tax Payable	0.00
21002 State Income Tax Payable	0.00
21003 Federal FICA Liability	0.00
21004 Federal FHI Liability	0.00
21005 457 Plan Liability	0.00
21006 457 Plan EERTH Employee	0.00
21007 Health Insurance Liability	-8,018.30
21008 Dental Insurance Liability	-25.14
21009 Vision Insurance Liability	-78.04
21011 Garnishment	0.00
21012 Kansas Unemployment	0.00
21013 Payroll Clearing	-15,763.71
21014 Flex-Spending Liability	-513.30
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	47,727.67
Net cash provided by operating activities	\$ -22,763.16
INVESTING ACTIVITIES	
12510 Building Lease (ROU)	13,808.88
Net cash provided by investing activities	\$13,808.88
FINANCING ACTIVITIES	
22010 Building Lease Liability	-13,808.88
Net cash provided by financing activities	\$ -13,808.88
NET CASH INCREASE FOR PERIOD	\$ -22,763.16
Cash at beginning of period	597,379.13
CASH AT END OF PERIOD	\$574,615.97

Wichita Area Metropolitan Planning Organization

Balance Sheet Summary

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	574,615.97
Accounts Receivable	480,465.61
Other Current Assets	5,540.76
Total Current Assets	\$1,060,622.34
Other Assets	43,182.53
TOTAL ASSETS	\$1,103,804.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	15,916.82
Other Current Liabilities	-3,690.35
Total Current Liabilities	\$12,226.47
Long-Term Liabilities	43,182.53
Total Liabilities	\$55,409.00
Equity	1,048,395.87
TOTAL LIABILITIES AND EQUITY	\$1,103,804.87

Wichita Area Metropolitan Planning Organization

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Small Business Options (6693)	574,575.44
10100 Intrust Bank	0.00
10200 Cash on hand	40.53
Total Bank Accounts	\$574,615.97
Accounts Receivable	
12000 Accounts Receivable (A/R)	480,465.61
Total Accounts Receivable	\$480,465.61
Other Current Assets	
11500 457 Plan Forfeitures	0.00
12100 Accrued Reimbursements	0.00
12130 AR Clearing	0.00
12500 Prepaid Travel	5,293.19
19999 Other Current Assets	247.57
Total Other Current Assets	\$5,540.76
Total Current Assets	\$1,060,622.34
Other Assets	
12510 Building Lease (ROU)	43,182.53
Total Other Assets	\$43,182.53
TOTAL ASSETS	\$1,103,804.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	15,916.82
Total Accounts Payable	\$15,916.82

Wichita Area Metropolitan Planning Organization

Balance Sheet

As of June 30, 2024

	TOTAL
Other Current Liabilities	
20100 Credit Card Payable	4,541.14
20130 AP Clearing	403.29
20140 Deferred Membership Dues Revenue	0.00
20150 Deferred TIP Fee Revenue	0.00
21001 Federal Income Tax Payable	0.00
21002 State Income Tax Payable	0.00
21003 Federal FICA Liability	0.00
21004 Federal FHI Liability	0.00
21005 457 Plan Liability	0.00
21006 457 Plan EERTH Employee	0.00
21007 Health Insurance Liability	-8,018.30
21008 Dental Insurance Liability	-25.14
21009 Vision Insurance Liability	-78.04
21010 Child Support	0.00
21011 Garnishment	0.00
21012 Kansas Unemployment	0.00
21013 Payroll Clearing	0.00
21014 Flex-Spending Liability	-513.30
Total Other Current Liabilities	\$ -3,690.35
Total Current Liabilities	\$12,226.47
Long-Term Liabilities	
22000 Cash Advance From Fiscal Agent	0.00
22010 Building Lease Liability	43,182.53
Total Long-Term Liabilities	\$43,182.53
Total Liabilities	\$55,409.00
Equity	
35000 Retained Earnings	1,118,886.70
Net Income	-70,490.83
Total Equity	\$1,048,395.87
TOTAL LIABILITIES AND EQUITY	\$1,103,804.87

Wichita Area Metropolitan Planning Organization

Profit and Loss

January - June, 2024

	TOTAL
Income	
40000 KDOT Reimbursement	514,671.89
40100 KDOT 100 Reimbursement	44,598.64
41000 Membership Dues	50,000.00
47000 WAMPO Funding	0.00
Total Income	\$609,270.53
GROSS PROFIT	\$609,270.53
Expenses	
51005 Advertising & Marketing	4,203.59
51010 Bank Charges & Fees	93.24
51025 Professional Memberships/Periodicals	3,282.00
51030 Software License Fees	16,628.28
51046 Liability Insurance	17,332.00
51047 Life Insurance	6,793.87
51049 FSA Plan	250.00
51070 Legal & Professional Services	3,798.86
51075 Building & Services Agreement	15,000.00
51080 Office Supplies & Equipment	1,612.33
51081 Dues & subscriptions	939.99
51082 IT Equipment	505.62
51090 Consultants	126,706.83
51099 Payroll Processing Expense	2,425.00
51155 Staff Travel and Training	15,333.64
51159 Conferences	2,680.02
51180 Copier Services	4,733.07
51205 USPS	16.16
51245 Other Miscellaneous Service Cost	548.00
51260 Single Audit	29,745.00
52190 Consulting 2.3 - Safety Study	0.00
52194 TDM Consulting Services	0.00
52195 Consulting 2.5 Services-MT 2050 Planning Assistance	0.00
52196 Consulting 2.6 Services - Video Creation Services	0.00
60011 Salaries & Benefits 1.1	74,431.99
60012 Salaries & Benefits 1.2	49,364.03
60013 Salaries & Benefits 1.3	22,668.50
60021 Salaries & Benefits 2.1	80,217.48
60022 Salaries & Benefits 2.2	8,514.07
60031 Salaries & Benefits 3.1	3,214.62
60033 Salaries & Benefits 3.3	6,722.62
60036 Salaries & Benefits 3.6	599.93
60037 Salaries & Benefits 3.7	2,997.85
60041 Salaries & Benefits 4.1	10,692.11

Wichita Area Metropolitan Planning Organization

Profit and Loss

January - June, 2024

	TOTAL
60051 Salaries & Benefits 5.1	30,403.21
60061 Salaries & Benefits 6.1	27,669.52
60062 Salaries & Benefits 6.2	76,478.36
60099 CTD Salaries & Benefits 9.9	33,159.57
Total Expenses	\$679,761.36
NET OPERATING INCOME	\$ -70,490.83
NET INCOME	\$ -70,490.83

WAMPO
Expenditures Budget to Actual Apr 2024

Program	Sub-Task Description	Total Budget	YTD Actual	Remaining Balance	% Expended to Date	
UPWP						
1.0 Management and Administration						
1.1	Operations, Management, Clerical & Administration	Salaries & Benefits	117,000.00	74,431.99	42,568.01	63.62%
1.1	FSA Plan	Operating Expenses	1,000.00	250.00	750.00	25.00%
1.1	USPS	Operating Expenses	1,000.00	16.16	983.84	1.62%
1.1	457 Qualified Plan Services	Operating Expenses	1,000.00	-	1,000.00	0.00%
1.1	Dues & subscriptions	Operating Expenses	1,500.00	469.99	1,030.01	31.33%
1.1	Bank Charges & Fees	Operating Expenses	2,000.00	93.24	1,906.76	4.66%
1.1	QuickBooks Accounting	Operating Expenses	2,000.00	-	2,000.00	0.00%
1.1	457 One America Services	Operating Expenses	2,500.00	-	2,500.00	0.00%
1.1	Relocation Costs for New Employee	Operating Expenses	3,000.00	-	3,000.00	0.00%
1.1	Outside Training Consultants/Guest Speakers	Operating Expenses	3,000.00	-	3,000.00	0.00%
1.1	Copier Services	Operating Expenses	4,800.00	4,733.07	66.93	98.61%
1.1	Misc Technology Supplies/Fees	Operating Expenses	5,000.00	-	5,000.00	0.00%
1.1	Wealth Management Advisor	Operating Expenses	5,000.00	-	5,000.00	0.00%
1.1	Payroll Processing Expense	Operating Expenses	6,000.00	2,425.00	3,575.00	40.42%
1.1	Other Miscellaneous Service Cost	Operating Expenses	7,050.00	548.00	6,502.00	7.77%
1.1	Advertising & Marketing	Operating Expenses	10,000.00	1,203.22	8,796.78	12.03%
1.1	Life Insurance	Operating Expenses	10,000.00	6,173.39	3,826.61	61.73%
1.1	Consultants	Operating Expenses	12,000.00	-	12,000.00	0.00%
1.1	Professional Memberships/Periodicals	Operating Expenses	15,000.00	3,183.00	11,817.00	21.22%
1.1	Software License Fees	Operating Expenses	15,000.00	16,628.28	(1,628.28)	110.86%
1.1	Accounting Services Consultant	Operating Expenses	20,000.00	-	20,000.00	0.00%
1.1	IT Equipment	Operating Expenses	24,000.00	505.62	23,494.38	2.11%
1.1	Liability Insurance	Operating Expenses	25,000.00	17,237.03	7,762.97	68.95%
1.1	Single Audit	Operating Expenses	28,000.00	29,745.00	(1,745.00)	106.23%
1.1	Legal & Professional Services	Operating Expenses	30,000.00	3,798.86	26,201.14	12.66%
1.1	Building & Services Agreement	Operating Expenses	30,000.00	15,000.00	15,000.00	50.00%
1.1	Office Supplies & Equipment	Operating Expenses	30,000.00	859.44	29,140.56	2.86%
1.1	Staff Travel and Training	Operating Expenses	40,000.00	13,497.71	26,502.29	33.74%
1.2	Budget & Financial Monitoring System	Salaries & Benefits	106,000.00	49,364.03	56,635.97	46.57%
1.3	TPB, TAC, & EC Support	Salaries & Benefits	84,000.00	22,668.50	61,331.50	26.99%
2.0 Long-Range Planning						
2.1	Overall Development of MTP	Salaries & Benefits	212,000.00	80,217.48	131,782.52	37.84%
2.2	Other Long-Range Planning	Salaries & Benefits	27,000.00	8,514.07	18,485.93	31.53%
2.3	Safe Streets and Roads for All Grant Assistance	Consultant Services	75,000.00	-	75,000.00	0.00%
2.4	Economic Development Study	Consultant Services	60,000.00	11,365.39	48,634.61	18.94%
2.5	MTP 2050 Planning Assistance	Consultant Services	110,000.00	10,584.98	99,415.02	9.62%
2.6	K-15 Corridor Management Plan	Consultant Services	50,000.00	-	50,000.00	0.00%
3.0 Multimodal Planning						
3.1	Bicycle & Pedestrian Planning	Salaries & Benefits	64,000.00	3,214.62	60,785.38	5.02%
3.2	Active Transportation Plan	Consultant Services	200,000.00	-	200,000.00	0.00%
3.3	Transit & Paratransit Planning	Salaries & Benefits	46,000.00	6,722.62	39,277.38	14.61%
3.4	Regional Transit Feasibility Study	Consultant Services	130,000.00	60,157.82	69,842.18	46.28%
3.5	Bicycle & Pedestrian Counting Equipment	Operating Expenses	100,000.00	-	100,000.00	0.00%
3.6	Complete Streets Planning	Salaries & Benefits	24,000.00	599.93	23,400.07	2.50%
3.7	Safe Routes to School Planning	Salaries & Benefits	45,000.00	2,997.85	42,002.15	6.66%
3.8	Safe Routes to School Plan Development	Consultant Services	100,000.00	-	100,000.00	0.00%
4.0 Community Engagement						
4.1	Public Participation	Salaries & Benefits	43,000.00	10,692.11	32,307.89	24.87%
5.0 Short Range Programming						
5.1	Transportation Improvement Program	Salaries & Benefits	50,000.00	30,403.21	19,596.79	60.81%
6.0 Transportation Data and Modeling						
6.1	Travel Demand Model	Salaries & Benefits	72,000.00	27,669.52	44,330.48	38.43%
6.2	Transportation Data	Salaries & Benefits	196,000.00	76,478.36	119,521.64	39.02%
6.3	Intelligent Transportation Systems	Consultant Services	250,000.00	-	250,000.00	0.00%
UPWP Total			2,494,850.00	592,449.49	1,902,400.51	23.75%

WAMPO
Expenditures Budget to Actual Apr 2024

Program	Sub-Task Description		Total Budget	YTD Actual	Remaining Balance	% Expended to Date
5307 Program						
	9.0 Salaries & Benefits PWP	Salaries & Benefits	80,000.00	-	80,000.00	0.00%
	5307 Program Total		80,000.00	-	80,000.00	0.00%
Mobility Manager						
	9.9 Mobility Manager - Salary & Benefits	Salaries & Benefits	70,600.00	33,159.57	37,440.43	46.97%
	9.9 Mobility Manager - Operating Expenses	Operating Expenses	29,400.00	9,553.66	19,846.34	32.50%
	Mobility Manager Total		100,000.00	42,713.23	57,286.77	42.71%
Travel Demand Model						
	TDM Travel Demand Model	Consultant Services	73,568.00	44,598.64	28,969.36	60.62%
	TDM Total		73,568.00	44,598.64	28,969.36	60.62%
	Totals		2,748,418.00	679,761.36	2,068,656.64	24.73%



Executive Summary

The 2024 Unified Planning Work Program (UPWP) budgets for the planning activities WAMPO plans to undertake in 2024 and outlines priorities. This staff report provides an overview of Quarter 2 work tasks.

Background

The 2024 Unified Planning Work Program (UPWP) was approved at the November 14, 2023, Transportation Policy Body (TPB) meeting. The UPWP is the primary budgeting document for planning activities WAMPO will undertake in the 2024 calendar year.

Fiscal Considerations

Funding for the UPWP comes from various sources, including federal Comprehensive Planning Grant (CPG) funds, which require a 20% local match (i.e., 80% federal funding, 20% local funding). The 2024 UPWP total CPG and localmatch expenditures are \$2,494,850.

2024 Priority Projects

Project	Quarters*	Status
MTP 2050 Development	1, 2, 3, 4, 2025	In progress.
FFY2025-FFY2028 TIP Development	1, 2, 3	TPB will vote whether to approve on August 13, 2024
FFY2023-FFY2026 TIP Administration	1, 2	2023-2026 TIP Amendments 7 and 8 were approved by the TPB on April 9, and June 11, 2024, respectively.
Population Forecasts	1	In progress.
Travel Demand Model Update	1, 2, 3, 4	Round 1 in progress. Round 2 RFP closed and contract under development.
Congestion Management Process	1	Completed.
Regional Transit Feasibility Study	1, 2, 3, 4	In progress.
Comprehensive Safety Action Plan Implementation	1, 2, 3, 4, 2025	In progress.
Economic Development Report	1, 2, 3, 4, 2025	In Progress.
Regional Active Transportation Plan	1, 2, 3, 4	In progress.
Greater Wichita Bike Map Update	1, 2, 3, 4	In progress.
Intelligent Transportation Systems Architecture Update	1, 2	RFP closed and interviewing potential consultants.
Electric Vehicle Network Plan	1, 2	Will be included in MTP 2050.
Safe Routes to School Planning	1, 2, 3, 4, 2025	RFP closed and reviewing submissions.
2023 Single Audit	1	Completed.

*Quarter 1: January - March, Quarter 2: April - June, Quarter 3: July - September, Quarter 4: October - December

Attachment

» April - June 2024 UPWP Report – <https://bit.ly/3xJWbc9>