



Transportation Policy Body (TPB) Meeting Notice

Tuesday, October 11, 2022, at 3:00 pm

In-Person Option: 271 W. 3rd St, Room 203, Wichita, KS 67202

Online ZOOM Registration: <https://bit.ly/3ruWy30>

Please call us at [316.779.1313](tel: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.

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Chad Parasa, TPB Secretary

October 5, 2022

WAMPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Discrimination Complaint Form visit www.wampo.org or call (316) 779-1313. Requests for special accommodation and/or language interpretation should be made to Emily Thon at emily.thon@wampo.org or call (316) 779-1313.

Meeting Minutes

Transportation Policy Body (TPB) Meeting Minutes

Tuesday, September 13, 2022, @ 3:00 PM

Hybrid Meeting, Online & 271 W. 3RD STREET, STE. 203, WICHITA, KS 67202

Meeting Duration: 61 minutes

Members in Attendance:

David Dennis, **TPB Chair**
Maggie Ballard, *Wichita*
Jim Benage, *Bel Aire*
Ronald Colbert, *Valley Center*
Bryan Frye, *Wichita*
Jack Hezlep, *Derby*
Michael Hoheisel, *Wichita*

Jim Howell, *Sedgwick County*
Russ Kessler, *Haysville*
Richard LaMunyon, *Maize*
Sarah Lopez, *Sedgwick County*
Mike Moriarty, *KDOT*
Warren Porter, *Rose Hill*
Terry Somers, *SCAC*

Troy Tabor, *Andover*
Brent Terstriep, *KDOT*
Becky Tuttle, **TPB Vice Chair**
Burt Ussery, *Clearwater*

Alternatives

Anne Stephens, *Bel Aire*

Other Attendees:

Greg Allison, *MKEC*
Donata Ball, *WAMPO*
Ashley Bryers, *WAMPO*
Cecelie Cochran, *FHWA*
Nick Flanders, *WAMPO*
Dora Gallo, *WAMPO*
Paul Gunzelman, *Wichita*
Alicia Hunter, *WAMPO*
Gary Janzen, *Wichita*

Brett Letkowski, *TranSystems*
Matt Messina, *KDOT*
Michelle Needham, *KDOT*
ThaiBinh Ninh, *MAPD*
Lynn Packer, *Sedgwick County*
Chad Parasa, *WAMPO*
Tia Raamot, *Wichita*
Kelly Rundell, *Hite, Fanning & Honeyman LLP*

Patty Sykes, *WAMPO*
Mike Tann, *Wichita Transit*
Emily Thon, *WAMPO*
Valerie Tovar, *Sedgwick County*
Cailyn Trevaskiss, *WAMPO*
Tyler Voth, *WSP*
James Wagner, *Wichita*
Dakota Weaver, *Wichita*

1. Chairman David Dennis called the meeting to order at 3:01 PM.

2. Regular Business

A. Approval of September 13, 2022, Agenda

Discussion: None

Action: Approve September 13, 2022, agenda, as proposed (15-0)¹.

Motion: Chair Dennis

Second: Vice Chair Tuttle & Burt Ussery

B. Approval of July 12, 2022, Meeting Minutes

Discussion: None

Action: Approve August 09, 2022, meeting minutes, as proposed (15-0).

Motion: Chair Dennis

Second: Jack Hezlep

¹ Two members were absent during the approval of the September 13, 2022, agenda and the August 9, 2022, minutes, then present for the remainder of the meeting. Additionally, one other member was absent for both of those votes and for the vote on the consent agenda, then present for the second half of the meeting, during which no formal actions were taken.

C. Director's Report

i. Quarterly Task Chart

Chad Parasa opened the meeting by giving a brief overview of what would be discussed and previewing discussion items for upcoming meetings.

ii. Comprehensive Safety Action Plan RFP Update

Ashley Bryers updated the TPB on the Comprehensive Safety Action Plan (CSAP) progress, now that the selection of proposals is underway. This will help WAMPO and its agency partners to respond to trends in transportation safety outcomes and build a safe transportation system for all users of all modes, with the goal of reducing crash-related fatalities and serious injuries.

iv. Bicycle/Pedestrian Count: Volunteers still needed

Dora Gallo stated that WAMPO has volunteer opportunities for bicycle/pedestrian counts on September 21, September 22, and September 24, 2022. Ms. Gallo stressed bicycle/pedestrian count data are important to collect because they are used to plan future bicycle/pedestrian investments. As of September 13, 2022, volunteers for 32 more time slots were still needed, mostly at locations outside of the city of Wichita.

The cities that volunteers are still needed for are Goddard, Andover, Mt. Hope, and Mulvane. Please contact dora.gallo@wampo.org or 316-779-1315 if you wish to participate.

v. Public Participation Plan Development

Emily Thon updated the TPB on WAMPO's progress in developing the 2023 Public Participation Plan (PPP). The plan is currently being reviewed by KDOT and the public comment period will be September 27th through November 11th, 2022. WAMPO plans to bring this PPP to the TAC for a recommendation in late November, 2022, and to the TPB for a final vote in early December, 2022.

vi. MTP 2050 Development Phases

Ashley Bryers and Chad Parasa presented key milestones for the development of the 2050 MTP. The formation of a Plan Advisory Committee is underway from September to November, 2022. A Call for Projects will take place from September 2023 through January 2024, with project selection from February 2024 through June 2024. TPB approval will be sought on May 13th, 2025.

D. Consent Agenda

i. Travel Demand Model Contract

The Travel Demand Model (TDM) Update selection committee has chosen a proposal from a consultant to perform the duties that WAMPO needs for the updated Travel Demand Model.

ii. Contract with Sedgwick County for Space/Services

An agreement between WAMPO and Sedgwick County for space and services. There are two payments that are due each year, for a total of \$30,000.00 per year.

iii. Functional Classification Change

A minor change in the WAMPO Federal Functional Classification map.

Discussion: None

Action: Approve the entire Consent Agenda with no changes (17-0).

Motion: Chair Dennis

Second: Vice Chair Tuttle

3. Public Comments

There were no public comments.

4. Discussion/Updates

A. TPB/TAC Bylaw Amendments

Kelly Rundell, said that WAMPO Staff evaluated the TPB and TAC bylaws for opportunities to provide clarification on voting membership. TPB bylaws may be amended by a two-thirds vote of TPB quorum at any regular meeting, provided that the members have been notified at least five (5) calendar days in advance, and the proposed amendment is on the agenda. TAC bylaws may be amended by a majority vote of the TPB quorum, provided that the members have been notified at least five (5) calendar days in advance, and the proposed amendment is on the agenda.

TPB

Two (2) changes are proposed in this amendment:

- Removing “or designated alternate” from “No other TPB voting representative or designated alternate [besides the TAC Chair] shall serve simultaneously on both the TPB and TAC.” In section 8.1, “Technical Advisory Committee” (page 5).
- Adding “Matters related to personnel and litigation are not appropriate for public comment. Rules of decorum will be observed.” to section 5.7, “Public Comment Opportunity” (page 5).

TAC

One (1) change is proposed:

- Adding new section 6.1.4: “Opportunities for public comment shall be provided at each meeting. Matters related to personnel and litigation are not appropriate for public comment. Rules of decorum will be observed.”

Next Steps:

This item will be brought back before the TPB at the October 11th, 2022, meeting for consideration of approval.

Discussion: Chair Dennis asked some clarification questions regarding a voting member and their status and requested a KDOT representative from the Wichita Area Metro office be a voting member of the Executive Committee. Ms. Rundell responded that these suggestions will be included in the next presentation to the TPB on proposed bylaws changes.

B. Employee and Operations Manual Revisions

Kelly Rundell spoke about changes made to the “Employee and Operations Manual” at the direction of the Executive Committee and with the advice of legal counsel. The Employee and Operations Manual serves as an employee handbook and describes processes to be used in the day-to-day operations of WAMPO. This item will be brought back before the TPB at the October 11th, 2022, meeting for consideration of approval.

Discussion: Chair Dennis reminded the TPB members that if they have questions, they should email Chad Parasa (chad.parasa@wampo.org) before the October meeting.

C. 2023 UPWP Tasks Update

Ashley Bryers stated this item was a follow-up to last month’s presentation about tasks to be done in 2023. She asked if the TPB had any other ideas.

Discussion: Chair Dennis requested that if there are any other projects that are thought of to send them to Ashley Bryers and Chad Parasa for further discussion.

D. Existing and Future Off & On-Road Bike Facilities

Ashley Bryers expanded on the maps that WAMPO staff have developed of existing and future bikeways, based on plans and maps provided by individual communities. The community-specific plans and maps were combined into maps of the entire WAMPO region. Those maps were sent to each community for confirmation and further edits. Once finalized, WAMPO’s intention is to use these comprehensive bikeway maps for the regional active-transportation planning process in 2023-2024. The maps distinguish between different types of bikeways. For example, sidepaths are road-adjacent, above-the-curb, paved paths that are at least 8 feet wide, accommodating both bicycle riders and pedestrians. Meanwhile, shared-use paths are similar in design to sidepaths, but are not road-adjacent, which is significant for bicycle riders who may want to avoid biking next to a roadway. There are eight different bikeway classifications on the maps, including four classifications of on-road bikeways (bicycle lanes, marked/signed shared lanes, bicycle boulevards, and paved shoulders) and four

classifications of off-road bikeways (shared-use paths, sidepaths, unpaved trails, and mountain-bicycle trails).

Some communities' planning documents include prospective locations for future bikeways. These proposed bikeways have been included in the maps to allow WAMPO to see where jurisdictions want bikeways to go before plans are made. Jurisdictions often report what kind of bikeway they would prefer to see installed, as well as whether certain routes should be prioritized. These details have been retained to further aid WAMPO in developing future active transportation plans.

Discussion: None.

E. Delano Multi-Modal Transit Center

Paul Gunzelman spoke about the City of Wichita's plans for a new multi-modal transit facility to the south of the Advanced Learning Library, in between West Texas Ave and Burton Street, to the west of the baseball stadium. This facility will be an additional Wichita Transit Center and provide parking spaces, bike lockups, lockers, and scooter rentals. They anticipate breaking ground on the project in Spring or Summer 2023 and have a fully operational center by 2025.

Discussion: None.

F. Economic Development

Michelle Needham, KDOT, spoke about how important economic development is. The Kansas highway system is the 4th largest in the nation. Ms. Needham stressed partnerships within and outside of Kansas/WAMPO communities, how that creates jobs, projects, and more ways to provide different transportation options that create a better quality of life. For more information on the programs that KDOT offers, please visit www.ksdotike.org/community/resources.

Discussion: None.

5. Committee & Partnership Updates

A. Executive Committee

Chair Dennis reported on the most recent Executive Committee meeting, which included discussions of the WAMPO budget and an executive session. For now, the matters discussed in the executive session will not be brought before the full TPB for action.

B. Active Transportation Committee

No report.

C. Safety and Health Committee

No report.

D. Kansas Department of Transportation (KDOT) Metro & State

Mike Moriarty spoke about different projects that are beginning and updating in the next couple of months that are high priorities for KDOT to keep their focus on.

E. FHWA (Federal Highway Administration)

No report.

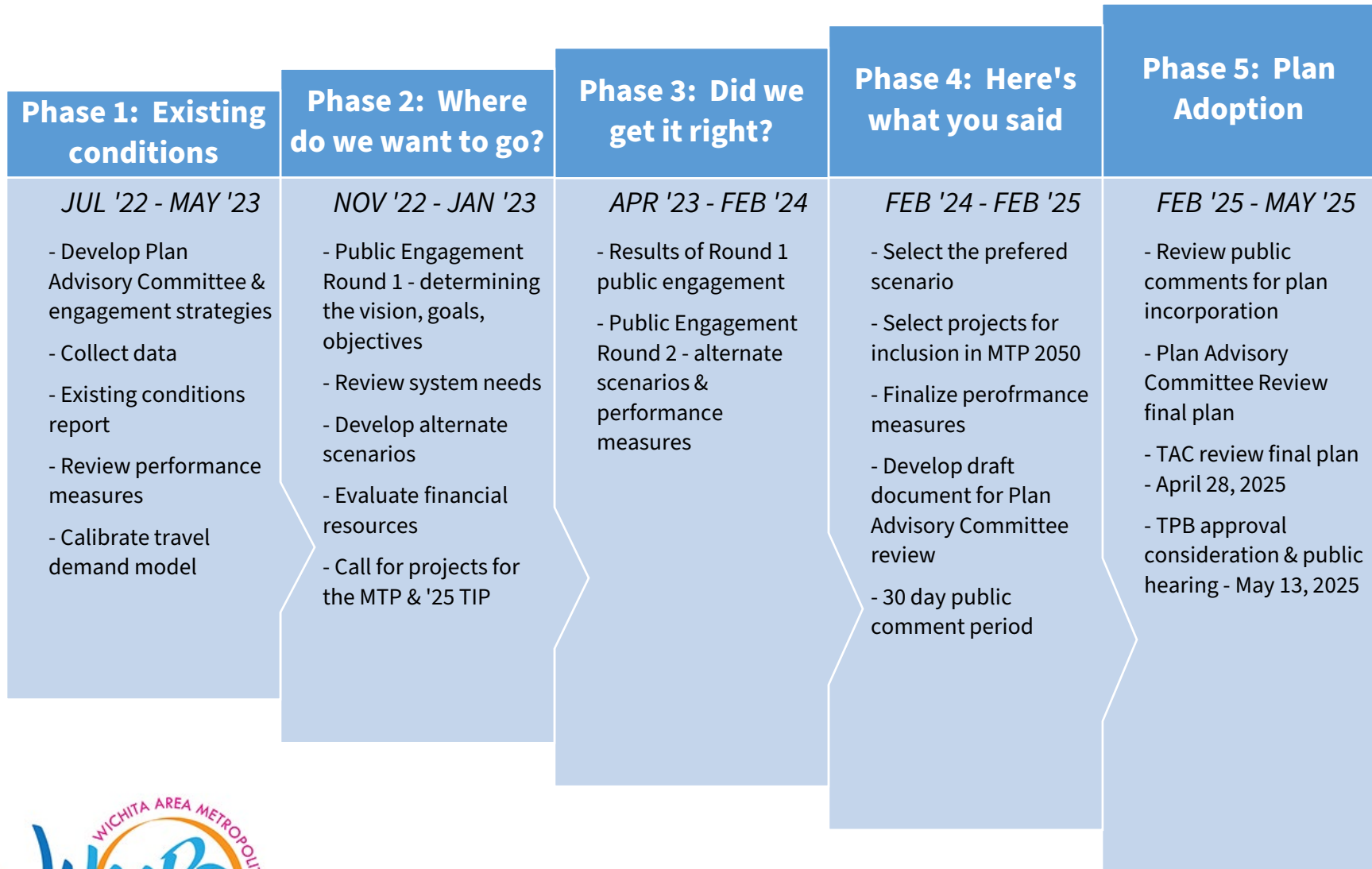
6. Other Business

There was no other business.

7. Meeting adjourned at 04:02 PM

The next regular meeting will be held on Tuesday, October 11, 2022, at 3:00 PM.

MTP 2050: 5 Phase Development Process





Cost Share Program Background

KDOT created the program after the Kansas Joint Legislative Transportation Vision Task Force in 2019 recommended that the agency looks at ways to leverage state funding with local and private funding for projects related to job growth and retention. The Eisenhower Legacy Transportation Program (IKE) approved by the Kansas Legislature in 2020 will continue this program.

The Cost Share Program provides financial assistance to local entities for construction projects that improve safety, leverage state funds to increase total transportation investment and help both rural and urban areas of the state improve the transportation system.

Program Information

Eligible Applicants

Projects typically will be administered by a local unit of government. Non-governmental applications also will be considered.

Eligible Projects

Construction projects addressing important transportation needs such as promoting safety, improving access or mobility, and improving condition or relieving congestion. All transportation projects are eligible, including roadway (on and off the state system), rail, airport, bicycle/pedestrian and public transit.

Local Match Requirements

A minimum of 15% non-state cash match is required. Additional consideration will be given to project applications that commit more than the minimum required match amount.

Apply

The Cost Share Program application will be available only on the KDOT website, beginning in February each spring and in August each fall.

All 2022 KDOT Cost Share Program applications must be completed through the online application available at <http://www.ksdot.org/CostShare/CostShareProgram.asp> in March each spring and in September each fall.

KDOT Contact

Michelle Needham, Economic Development Programs Manager

785.296.1939

michelle.d.needham@ks.gov



Economic Development Program Background:

The KDOT Economic Development Program's objective is to create new jobs and encourage capital investment in Kansas by helping fund transportation improvements that will recruit new businesses and encourage growth of existing businesses.

The Economic Development program is a flexible funding opportunity, allowing communities to apply for assistance for any transportation improvement that can be shown to support job growth and capital investment in the state. All transportation modes are eligible, including roadway (on and off the state system), rail, airport, and public transit.

Program Information:

Eligible Applicants

Local Governments, often in partnership with private business.

Eligible Projects

Any transportation improvement that can be shown to support job growth and capital investment in the State. All transportation modes are eligible, including roadway (on and off the state system), rail, airport, and public transit. Typical projects include access roads, turning lanes and rail spurs.

Project Requirements

- Improvement projects must address a transportation problem, such as promoting safety, improving access or mobility or relieving congestion.
- The new or expanding business must be non-speculative. This program is not intended for improvements for future business recruitment.
- Other basic infrastructure must be in place or imminent such as water and other utilities.
- Improvement projects must create new jobs and capital investment in Kansas, not transferring business from one part of the state to another.
- The project must have the support of local leaders, such as elected officials and/or a chamber of commerce.

Local Match Requirements

A 25% minimum local match is preferred.

Apply

Contact Michelle Needham for an application:

Michelle Needham, Economic Development Programs Manager

785.296.1939 michelle.d.needham@ks.gov



**Agenda Item 2Cvii: Update
Quarterly UPWP Report**
Chad Parasa, WAMPO Director

Background

- The Unified Planning Work Program (UPWP) documents planning activities & corresponding budget estimates, for the WAMPO fiscal year (same as the calendar year).
- The document represents the planning activities that WAMPO will undertake during the fiscal year.
- The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) provide Consolidated Planning Grant (CPG) funds to WAMPO for transportation planning purposes, as outlined in the UPWP.

WAMPO staff submit quarterly UPWP reports to KDOT. In December 2020, an audit team recommended developing a process for submitting these reports. WAMPO and KDOT staff coordinated and agreed to present quarterly UPWP reports at TPB meetings.

Update Item

- No action required for this agenda item.

Attachment

- [WAMPO January 2022 through September 2022 Quarterly UPWP Report](#)

A Summary of UPWP (Unified Planning Work Program) tasks and accomplishments is presented by month, for the year 2022, based on the Task codes & Sub-Task codes identified in the 2022 UPWP (Unified Planning Work Program).

Task 1: Management & Administration

Sub-Task 1.1 – Operations, Management, Clerical & Administration

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$514,250

January 2022

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

February 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Reviewed WAMPO Fiscal Agreement for certain provisions

March 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Recruiting and interviewing candidates for full-time positions and internships
- Discussions of folder structure on the WAMPO server, GIS standards, and securing additional server space

April 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Preparing standard onboarding materials for new hires
- Onboarding new WAMPO employees
- Maintaining/updating WAMPO website and social media
- Staff Presentations
- Managing/adding ArcGIS licenses

May 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Recruiting and interviewing candidates for full-time positions
- Onboarding new WAMPO employees
- Maintaining/updating WAMPO website and social media
- Staff Presentations
- Troubleshoot IT issues
- Webinar on applying for new SS4A grant program

- Webinar on applying for Reconnecting Communities Pilot Program grants
- Standardizing formats for WAMPO documents and presentations
- Updating onboarding documents
- Letter to KDOT justifying purchase of server space

June 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Staff Presentations
- Troubleshoot IT issues
- Software installations
- Recruiting and interviewing candidates for full-time positions
- Onboarding new WAMPO employees
- Maintaining/updating WAMPO website and social media
- Updating onboarding documents
- Preparing materials for open house meeting
- Office organization and rearrangement of workspaces
- Review Kansas Active Transportation Plan
- Develop workflows for agenda and minutes development
- APBP Conference registration and booking related lodging and transportation
- Collecting staff biographies and photos for website
- Compiled comments on and suggested changes to Employee Manual

July 2022

- Management and monitoring staff functions
- Office organization and rearrangement of workspaces
- Assignment of staff tasks
- Staff Presentations
- Troubleshoot IT issues
- Software installations
- GoTo test in Director's Conference Room
- Develop workflows for agenda and minutes development
- Updating onboarding documents
- Prepared UPWP reports for submittal
- Compiled and reviewed comments on and suggested changes to Employee Manual
- Website updates

August 2022

- Management and monitoring staff functions
- Office organization and rearrangement of workspaces
- Assignment of staff tasks
- Staff Presentations
- Troubleshoot IT issues
- Develop workflows for agenda and minutes development
- Completing Timecard
- Rescheduling meetings
- HireRight access
- Meeting on spending rules during travel
- Traveling to Conference

- UPWP monthly report updates
- Conference call with KDOT, FHWA, FTA staff
- Picked up Wichita Fall/Winter Magazines from Visit Wichita
- Website updates
- Toastmasters
- Jury Duty
- Office maintenance, ordering office supplies

September 2022

- Management and monitoring staff functions
- Office organization and rearrangement of workspaces
- Assignment of staff tasks
- Staff Presentations
- Develop workflows for agenda and minutes development
- Completing timecards
- UPWP monthly report updates
- County contract
- Scheduling meetings
- Developing personnel reviews
- Developing job descriptions
- Conference call with KDOT, FHWA, FTA staff
- Keeping up with Asana and emails
- Troubleshoot IT issues
- WEA test
- Jury Duty
- Office maintenance

Sub-Task 1.2 – Budget and Financial Monitoring Systems and Preparation of 2023 UPWP

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$50,000

January 2022

- 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
- Assist auditors by answering questions and providing explanations
- Provided audit samples for BKD for 2021 audit
- Coordinate with vendors for missing 2021 invoices
- Reviewed and submitted RFP for TDM to KDOT for Notice to Proceed
- Entered TMD RFP into DemandStar
- Created 1099s for 2021
- Entered all membership dues payments in QB and reconciled in tracker
- Reviewed & reconciled 941 report for 4Q to send to IRS
- Reviewed & Ks Unemployment Tax report for 4Q to send to KDOL
- Multiple iterations of expense variance reporting to KDOT for DOT

February 2022

- 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
- Entered all membership dues payments in QB and reconciled in tracker
- Set up FSA accounts and tracking reports
- Updated monthly report format for management

March 2022

- 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
- Set up FSA accounts and tracking reports
- Updated monthly report format for management
- Coordinated procurement procedures with KDOT staff and federal partners with regards to the RFP (Request for Proposals) for TDM (Travel Demand Model) update

April 2022

- 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 monthly report format for management

May 2022

- 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 monthly report format for management

June 2022

- 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 monthly report format for management
- Prepare 2023 UPWP

July 2022

- Prepared and submitted reimbursement requests with associated support for prior month
- Prepared balance sheet reconciliations
- Prepare 2023 UPWP
- Prepare TIP fee invoices
- Accounts payable and payroll prep, review, and reconciliation
- Financial analysis packet prepared for Director

August 2022

- Reviewing UPWP report

- UPWP approval for website
- UPWP Development
- UPWP July report
- Accounts payable and payroll prep, review, and reconciliation
- Prepared balance sheet reconciliations
- Prepared and submitted reimbursement requests with associated support for prior month
- Send TIP Fees invoices
- Prepared and submitted monthly documents to City of Wichita

September 2022

- Reviewing UPWP report
- UPWP August report
- UPWP Amendment 2 development

Sub-Task 1.3 – TPB and TAC Support

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$40,000

January 2022

- 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

February 2022

- 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
- Call with TPB member about TIP fees
- Addressing issues with TAC roster

March 2022

- 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

- Addressing issues with TAC roster
- Review and TAC and TPB bylaws

April 2022

- 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
- Addressing issues with TAC roster, including communication with entity responsible for appointing some of the members
- Reviewing TAC and TPB bylaws

May 2022

- 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
- Addressing issues with TAC roster, including discussions with the Sedgwick County Association of Cities (SCAC) and revising the roster

June 2022

- 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
- Refined workflows for TAC/TPB-related tasks

July 2022

- 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
- Implemented workflows for TAC/TPB-related tasks
- Executive committee prep

August 2022

- 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
- Transportation Policy Body preparation, meeting
- Executive Committee preparation, meeting, and results
- New agenda format
- Reviewing TAC bylaws for possible changes to discuss with legal counsel
- Meeting with legal counsel on revisions to TPB and TAC bylaws
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Recorded all meetings and prepared minutes
- Reviewing health maps for safety and health committee

September 2022

- 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
- Transportation Policy Body preparation, meeting
- Technical Advisory Committee preparation, meeting
- Recorded all meetings and prepared minutes
- Reviewing Safety and Health Committee meeting summary
- TAC roster representatives search
- TAC website updates
- Active Transportation Committee meeting and minutes

Sub-Task 1.4 – Professional Development, Education & Training

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$37,000

January 2022

- Python tutorials

February 2022

- NPMRDS webinar
- Sedgwick County training on Kansas Open Records Act
- Modern Midwest Mobility webinar on the Kansas vision for Connected and Autonomous Vehicles
- Obtained TransCAD evaluation license for training purposes

March 2022

- Modern Midwest Mobility webinar on deploying electric bus fleets
- Training on Title VI requirements
- KDOT Office of Civil Rights Compliance training
- New manager training

April 2022

- New-hire onboarding materials
- Researching/assessing/discussing training opportunities for WAMPO staff
- KDOT event on Bipartisan Infrastructure Law
- Basics of Federal Transportation Planning Course
- Census Bureau webinar on using Census data for Environmental Justice analyses

May 2022

- New-hire onboarding materials
- National Highway Institute Basics of Transportation training
- Toastmasters
- Staff presentations on transportation-planning concepts

June 2022

- National Highway Institute Basics of Transportation training
- Toastmasters
- Staff presentations on transportation-planning concepts
- USDOT ITS Webinar
- MoDOT Webinar
- SS4A Webinar

July 2022

- National Highway Institute Basics of Transportation training
- GIS Training
- KS Infrastructure Summit
- Toastmasters
- Webinar on applying for Reconnecting Communities Pilot Program Grants
- WICHway webinar
- Staff presentations on transportation-planning concepts
- Regional Connections presentations related to various WAMPO jurisdictions

August 2022

- Preparation for Association of Pedestrian and Bicycle Professionals conference
- Traveling to and attending Association of Pedestrian and Bicycle Professionals conference
- Compiling Association of Pedestrian and Bicycle Professionals conference/trip charges
- Supervisor training class at Wichita State University
- Regional Connections staff presentation and survey
- Census Bureau webinar on public-sector data sources
- WPD traffic Advisory Board Meeting
- Reconnecting Communities Benefits Cost Analysis Webinar

September 2022

- Supervisor training class at Wichita State University
- Women in public service luncheon
- Advance Driver Assist System webinar
- Training on use of TransCAD and Travel Demand Model
- Goddard city visit
- Census data webinar
- American community survey webinar
- GIS online training
- FHWA CRP webinar
- Constant Contact Text Message Training
- MoDOT webinar
- Webinar on applying for SMART grants
- Staff presentations on various topics

Task 2: Long-Range Planning

Sub-Task 2.1 – Overall Development of the MTP

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: January 2022 – December 2022

Budgeted Amount: \$120,000

January 2022

- Safety Plan committee presentations

February 2022

- Safety & Health Committee meeting
- Reviewed Greater Wichita Partnership Regional Growth Plan
- Applied for FHWA Safe Systems Pilot Program
- Prepared the proposed Safety Plan Steering Committee/Focus Group structure
- Began gathering existing WAMPO performance measures

March 2022

- Limited English Proficiency report
- Reviewed past Safety and Health Committee meetings and Committee goals

April 2022

- Safety & Health Committee Meeting
- City visits
- FFC mappings
- 2nd amendment to *REIMAGINED* MOVE 2040 (WAMPO MTP)
 - Confirming what specific changes are required
 - Generating draft revisions to appendices
- Administrative Modification

May 2022

- City visits
- 2nd Amendment to *REIMAGINED* MOVE 2040 (WAMPO MTP)
 - Confirming what specific changes are required
 - Generating draft revisions to appendices
 - Preparing materials for Public Comment period
 - Submitted draft materials for review by KDOT and USDOT staff
- Safety & Health Committee Meeting
- Internal staff meetings to discuss how to develop Regional Safety Plan

June 2022

- City visits
- Safety & Health Committee Meeting
- Internal staff meetings to discuss how to develop Regional Safety Plan
- Communication with KDOT and FTA staff about planning for reports that will become MTP appendices
- Safety grant review
- 2nd Amendment to *REIMAGINED* MOVE 2040 (WAMPO MTP):
 - Made revisions, some of which in response to comments from FHWA staff
 - Prepared summary materials for Public Comment period
 - Opened Public Comment period

July 2022

- Safety & Health Committee prep
- Internal staff meetings to discuss the Regional Safety Plan and the safety plan scope of work
- 2050 Projection Meetings
- FHWA Safety
- Planning MTP-development tasks through 2025

August 2022

- Transmitting TPB-approved Critical Urban Freight Corridor recommendations to KDOT for approval
- Safety Plan
- Economic Development Report Scope of Work development, meetings, sent for review

- MTP existing conditions report
- Reviewing Freight Study
- MTP development timeline
- 2050 population projection meetings
- Transportation Tasks meeting
- Active Transportation Committee preparation
- CSAP RFP questions, schedule
- MTP updates
- Safety & Health Committee Meeting
- Amendment 2 to current MTP, *REIMAGINED MOVE 2040*, approved by TPB and reflected on website

September 2022

- Economic Development Report RFP updates, editing and revisions, meetings
- Safety RFP reviews
- Planning next year's work
- Safety Plan
- MTP 2050 PAC development
- Transportation Tasks meeting
- CSPA proposal review
- 2050 population projection meetings
- Functional Classification

Sub-Task 2.2 – Equity & Diversity

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: January 2022 – December 2022

Budgeted Amount: \$15,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- Updating Title VI Plan
- Updating Environmental Justice analysis for MTP
- Updating Environmental Justice analysis for TIP
- Updating Limited English Proficiency Plan

June 2022

- Updating Title VI Plan
- Updating Environmental Justice analysis for MTP
- Updating Environmental Justice analysis for TIP
- Updating Limited English Proficiency Plan
- Translate TIP executive summary to Spanish
- Translate MTP Amendment summary to Spanish

July 2022

- Title VI Approval
- Limited English Proficiency Plan Approval

August 2022

- Title VI updates
- Translate TIP executive summary to Spanish

September 2022

- KDOT MPO Title VI Program Review Questionnaire
- Title VI survey development, KDOT report
- LEP updates
- Equity survey

Sub-Task 2.3 – Consultant Services: Safety Plan

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: March 2022 – December 2022

Budgeted Amount: \$300,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- No activity on this sub task for this month

August 2022

- No activity on this sub task for this month

September 2022

- No activity on this sub task for this month

Sub-Task 2.4 – Consultant Services: Economic Development Study

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: Last quarter of the year 2022 through 2023

Budgeted Amount: \$100,000

January 2022

- No activity on this sub task this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- No activity on this sub task for this month

August 2022

- No activity on this sub task for this month

September 2022

- No activity on this sub task for this month

Task 3: Multimodal Planning

Sub-Task 3.1 – Bicycle & Pedestrian Planning

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$25,000

January 2022

- Updating regional map of bike/ped facilities

February 2022

- Review GIS files on regional map of bike/ped facilities
- Coordinate planning scope of study with City of Wichita staff, with regards to Active Transportation Plan

March 2022

- Active Transportation Committee meeting
- Reviewed past Active Transportation Committee meetings and Committee goals
- Coordinated with City of Wichita staff with regards to updating Active Transportation Plan

April 2022

- Active Transportation Committee Meeting
- Bike/Ped count prep
- Sidewalk inventory task
- Fulfilled member-jurisdiction request for information on the cost of a specific past Planning Walkable Places project

May 2022

- Preparing Active Transportation Committee meeting packet and presentations
- Bike/Ped count prep
- Sidewalk inventory task
- Updating existing and future bicycle facilities map

June 2022

- Active Transportation Committee meeting
- Preparing Active Transportation Committee meeting packet and presentations
- Planning for Active Transportation Committee meetings and for development of Active Transportation Plan
- Updating existing and future bicycle facilities map
- Bike/Ped count prep
- Reviewing Kansas Active Transportation Plan

July 2022

- Bike/Ped count prep
- Sidewalk survey

August 2022

- Active Transportation Committee planning, preparation, agenda/staff report development
- Bicycle and Pedestrian Count preparation, advertising, volunteer recruiting, networking event, meetings
- KDOT Bike and Ped EAT meeting
- Bicycle and Pedestrian Count Projection development
- State of the Art Bike/Ped Plans meeting with ATC chairs
- Active Transportation Plan RFP outline
- Sidewalks project development
- Bike/Ped Plan Outline

- Bikeways map review
- Bike/Ped mapping

September 2022

- Active Transportation Committee meeting
- Preparing for Active Transportation Committee meeting
- Staff meeting on logistics of staff volunteering for bike and ped count
- Bicycle and Pedestrian Count updates, announcements, organization, meetings
- Bicycle and Pedestrian Count volunteer recruitment, emails, flyer distribution to cities
- Bicycle and Pedestrian Count Program meeting with NCTCOG
- Bicycle and Pedestrian Count Network Event prep, event
- Bicycle and Pedestrian Count preparation
- Conducting Bicycle and Pedestrian Count
- Data input for Bicycle and Pedestrian Count
- Sidewalks-mapping project development

Sub-Task 3.2 – Consultant Services: Active Transportation Plan

Lead Agency: WAMPO

Timeframe: Year 2022

Budgeted Amount: \$100,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- No activity on this sub task for this month

August 2022

- No activity on this sub task for this month

September 2022

- No activity on this sub task for this month

Sub-Task 3.3 – Transit and Paratransit Planning

Lead Agency: WAMPO & Wichita Transit

Timeframe: Ongoing

Budgeted Amount: \$64,000

January 2022

- No activity on this sub task for this month

February 2022

- Meetings and discussions with Wichita Transit staff, with regards to transit projects
- Attended the Transit Advisory Committee meeting.

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- Transit discussions
- Transit – TIP Work

August 2022

- Coordinate meetings with Wichita Transit.
- Meetings with Wichita Transit to discuss future potential regional transit study.
- Discussing Lawrence Transit Study for the WT Study
- Attend KPTA (Kansas Public Transit Association) conference
- Staff participating as presenter at the KPTA conference

September 2022

- Attend Tri-county public transit workshop
- Coordinate regional transit planning activities

Task 4: Community Engagement

Sub-Task 4.1 – Public Participation

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$30,000

January 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website

February 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website
- Quarterly newsletter
- Researched Limited English Proficiency Plan requirements.

March 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website
- Quarterly newsletter

April 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating the LEP plan
- Updating the Title VI program manual
- Updating design/organization of WAMPO website
- EJ updates

May 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website

- Quarterly newsletter
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Send meeting notice to Wichita Eagle
- Prepared social media postings
- TIP/MTP Open House planning

June 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website
- Survey for recipients of WAMPO mass e-mails
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Sent meeting notice to Wichita Eagle
- Prepared social media postings
- Meeting on procedures to follow when contacted by individual with Limited English Proficiency
- TIP/MTP Open House planning
- Held TIP/MTP Open House

July 2022

- Website MTP changes
- Post TDM and Safety RFPs to the website
- Meeting on improvements for future Open Houses

August 2022

- Bicycle and Pedestrian Count Network Event
- Public Participation Plan survey development, meetings, and handouts
- Website management
- Public Participation Plan Development and meetings

September 2022

- Public Participation Plan updates, survey, staff overview
- Public Participation Plan executive summary
- Preparing press releases

Sub-Task 4.2 – Inter-Agency Coordination

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$10,000

January 2022

- Meetings with Wichita Transit staff in coordinating planning tasks

February 2022

- Coordinate with Wichita Transit staff on planning tasks

March 2022

- Coordinate with Wichita Transit staff on planning tasks
- Coordinate with City of Wichita staff on Active Transportation Plan
- Coordinate with state and federal partners on Travel Demand model development

April 2022

- Coordinate with City of Wichita on the Bike Plan and Regional Active Transportation Plan

May 2022

- Coordinate with City of Wichita and KDOT on the Wichita Bike Plan

June 2022

- Coordinate with City of Wichita and KDOT on the Wichita Bike Plan

- Meeting with City of Wichita staff on Air Quality
- Coordinate with Wichita Council
- Draft regional connections report from 2021 TPB presentations

July 2022

- Coordinate with Wichita Transit staff on 2023 work
- Coordinate with Wichita Council
- Draft regional connections report from 2021 TPB presentations
- SafeSystem KDOT meeting
- Local Road EAT meeting

August 2022

- Andover Kellogg Governor Announcement
- KDOT/Feds Monthly Meeting
- Local incident management meeting
- MoDOT webinar
- Local Road EAT meeting
- WPD traffic advisory meeting
- Regional connections

September 2022

- Wichita City Council TPB discussion
- Goddard city visit
- WPD traffic advisory meeting
- KDOT/Feds Monthly Meeting
- SCKEDD celebration
- WAMPO training for elected officials
- Local road EAT meeting
- Participating in test of Wireless Emergency Alert system

Task 5: Short Range Programming

Sub-Task 5.1- Suballocated Funding Program Management

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$10,000

January 2022

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

February 2022

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

March 2022

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

April 2022

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

May 2022

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

June 2022

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

July 2022

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

August 2022

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

September 2022

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff
- Updated/modified spreadsheets tracking projected suballocated funding balances over the four-year TIP period
- Drafting explanations of the suballocated funding program for jurisdictions

Sub-Task 5.2 – Transportation Improvement Program (TIP) Management

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$44,000

January 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: Call for Changes
- Next TIP: 2023 - 2026
 - Planning and establishing timeline for development and adoption
- Improvements to TIP project database and forms
- Confirming to KDOT the local-match requirements to be applied to projects receiving Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds
- Communication with member jurisdiction about project priorities

February 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: 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
- Next TIP: 2023 - 2026
 - Planning tasks for TIP development
 - Prepared, opened, sent reminders about, and fielded responses to & questions about Call for Projects for 2023-2026 TIP
 - Call for Projects question-and-answer workshop
 - Researching federal requirements for TIPs
 - Discussion of which old projects to carry over to new TIP
- Reviewed TIP Policy Document for needed updates
- Discussion of Transportation Alternatives funds with KDOT and related research; preparing TA fact sheet for project sponsors
- Addressing comments from KDOT staff on 2021 ALOP

March 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: Revised materials for Public Comment period; developed meeting materials and presented Amendment to the TAC; developed meeting materials for the TPB
 - 2021 – 2024 TIP Special Amendment #6.5: Received request for Special Amendment from KDOT, started database for it, and provided KDOT staff with forms to use for submitting information for it
 - Administrative adjustments
- Next TIP: 2023 - 2026
 - Planning tasks for TIP development
 - Related communication with KDOT, FHWA, and FTA staff
 - Sent reminders about and fielded responses to & questions about Call for Projects for 2023-2026 TIP
 - Collected data to be used for project scoring
 - Organized and summarized Call for Projects submissions, prepared supporting documents, and scored projects according TPB-adopted criteria to be considered by the Project Selection Committee for WAMPO-suballocated funding
 - Mapped submitted projects in ArcGIS
 - Projected WAMPO-suballocated funds that may be available during 2023-2026
 - Organized and facilitated 1st Project Selection Committee meeting
 - Confirmed committee-members' availability and scheduled 2nd Project Selection Committee meeting
 - Communicated with PSC members on an ongoing basis to answer their questions related to project funding, including requesting additional information from project sponsors
 - Preparing Environmental Justice information
- Set the FFY2023 TIP amendment schedule and conveyed it to KDOT for planning STIP amendments
- Answering member-jurisdiction request for information on past WAMPO suballocated-funding awards
- Researching/learning about federal requirements for TIPs
- Correction to the 2021 ALOP

April 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: STIP submittal
 - 2021 – 2024 TIP Special Amendment #6.5: Reviewed project information and entered into a database; prepared Amendment materials for public release; opened Amendment for Public Comment
 - Administrative Adjustments
- Next TIP: 2023 - 2026
 - Planning tasks for TIP development
 - Related communication with KDOT, FHWA, and FTA staff
 - Projected WAMPO-suballocated funds that may be available during 2023-2026
 - Organized and facilitated 2nd and 3rd Project Selection Committee (PSC) meetings
 - Communicated with PSC members on an ongoing basis to answer their questions related to project funding, including requesting additional information from project sponsors and researching suballocated funding programs
 - Prepared project-funding scenarios based on PSC recommendations
 - Presented PSC project-selections to TAC for a recommendation and prepared to submit that recommendation to the TPB for a vote
 - Updating text of TIP document
 - Preparing Environmental Justice information
 - Building project database/list
 - Updating the TIP Policy Document
- Regular coordinating conference call with KDOT
- Researching/learning about federal requirements for TIPs
- Attending KDOT event on funding available through the Bipartisan Infrastructure Law

- Meeting member-jurisdiction staff at their offices to discuss their transportation planning needs

May 2022

- Current TIP: 2021 – 2024
 - 2021 – 2024 TIP Special Amendment #6.5: Revised materials for Public Comment period; developed meeting materials and presented Amendment to the TAC
 - 2021 – 2024 TIP Amendment #7: Opened Call for Changes
 - Administrative Adjustments
- Next TIP: 2023 – 2026
 - Presented PSC project-selections, as recommended by the TAC, for a vote by the TPB
 - Determining effects of new TIP on MTP
 - 2023-2026 TIP Project Database management
 - Writing TIP document
 - Financial Plan development
 - Prepare 2023-2026 TIP project list
 - Prepare 2023-2026 performance report
 - Prepare 2023-2026 TIP plan-development report
 - Prepare 2023-2026 TIP Environmental Justice analysis
 - Prepare 2023-2026 TIP Policy Document
 - Executive Summary
 - Submitted draft materials for review by KDOT and USDOT staff
 - Planning/scheduling/promoting Open House
- Responding to request from member jurisdiction for a Letter of Support for a project
- Call with Mid-America Regional Council (MARC) about fiscal-constraint analyses and Advance Construction
- Meetings with member-jurisdiction staff at their offices about their plans and needs

June 2022

- Current TIP: 2021 – 2024
 - 2021 – 2024 TIP Special Amendment #6.5: Revised materials for Public Comment; developed meeting materials and presented Amendment to the TPB
 - Administrative Adjustments
- Next TIP: 2023 - 2026
 - Related communication with KDOT, FHWA, and FTA staff
 - Edited TIP in response to KDOT and FHWA staff comments
 - Revising TIP to reflect changes to projects reported by project sponsors
 - Fulfilled KORA request for information related to project receiving WAMPO-suballocated funding
 - Editing TIP to reflect revised estimate of WAMPO-suballocated funding carried over from 2022 to 2023
 - Reviewed TIP projects
 - Reviewed TIP Financial Plan
 - Prepared materials for Public Comment period
 - Distributed the TIP for Public Comment
 - Revising TIP in response to public comments and to the decision to use a new font
 - Planning/scheduling/promoting/preparing materials for Open House
- Review TIP projects costs and funding for the fiscal year 2023
- Meeting with member-jurisdiction staff at their offices about their plans and needs

July 2022

- Current TIP: 2021-2024
 - 2021 – 2024 TIP Special Amendment #6.5: STIP submittal
 - Administrative Adjustments
- Next TIP: 2023-2026
 - Formatting updates

- Updates in response to Public Comment
- Related communication with KDOT, FHWA, and FTA staff, including responding to a request for an amendment
- Edited TIP in response to KDOT and FHWA staff comments
- Final formatting and coordinating
- Additional staff member learning how to modify TIP, should there be a need to
- Review of the TIP
- Consulting staff of a different MPO on TIP-database strategies
- Meeting with member-jurisdiction staff at their offices about their plans and needs

August 2022

- Current TIP: 2023-2026
 - 2023-2026 TIP Original Adoption: Made final edits and updates, got approved by TPB, uploaded to WAMPO website, submitted for inclusion in STIP, prepared and posted schedule for amendments
 - 2023-2026 TIP Amendment 1: Opened Call for Changes, communicated with project sponsors on project revisions and additions, updated TIP database, prepared materials for Public Comment period
- Preparing suballocated-funding tables for internal and public viewing
- Assisting project sponsors with KDOT form 1302
- Confirming TIP-fee amounts
- TIP discussions with KDOT
- TIP website updates

September 2022

- Current TIP: 2023-2026
 - 2023-2026 TIP Amendment 1: Prepared materials for and opened Public Comment period; presented to Technical Advisory Committee for recommendation; Preparing summary information for TPB consideration
- TIP discussion on moving projects around
- TIP discussions with Bel Aire
- Looking at alternate uses of TA funds
- Following up on issue raised by KDOT staff regarding use of CMAQ funds
- Responses to jurisdiction questions on suballocated funds
- TIP database management
- Regularly scheduled meetings on TIP-related issues
- FTA transfer letter for TIP project
- Attending FHWA webinar on Carbon Reduction Program formula funds

Task 6: Transportation Data and Modeling

Sub-Task 6.1 – Performance Measures

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$42,850

January 2022

- Review Transportation Performance Measures

February 2022

- Review Transportation Performance Measures

March 2022

- No significant activity on this sub task for this month

April 2022

- Crash analysis

May 2022

- Performance measures research

June 2022

- Performance measures research
- Review Transportation Performance Measures
- Review crash data available

July 2022

- Review crash data available

August 2022

- MODOT Performance Measure Webinar

September 2022

- No significant activity on this sub task for this month

Sub-Task 6.2 – Travel Demand Model

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$95,000

January 2022

- Conference call with TDM consultant
- Prepared and distributed RFP for TDM update
- Reviewed projects in TDM network for consistency with planning documents

February 2022

- TDM Update Support Services RFP
 - Prepared FAQ page for TDM RFP
 - TDM RFP Pre-Proposal Conference
 - Provided files/data to firms responding to RFP for TDM update
 - Organizing Selection Committee
- Conference call with TDM consultant
- Conference call with project sponsor and TDM consultant about representing growth along a specific corridor
- Acquiring TransCAD demo version for training purposes
- Responding to request for output data from TDM

March 2022

- TDM Update Support Services RFP
 - Reading and rating RFP responses
 - Selection Committee meeting
 - Coordinating with KDOT to ensure that all necessary administrative steps are taken before the project starts
- Conference call with TDM consultant
- Responding to request for output data from TDM

April 2022

- TDM VMT outputs for Performance Measures

May 2022

- Responding to request from member jurisdiction for output data from TDM

June 2022

- TDM RFP planning and coordination with KDOT
- Revising TDM RFP
- Conference call with TDM contractors

July 2022

- 2050 Population Projection for TDM
- Meeting with MAPD staff on data to use for socioeconomic projections by TAZ

- VMT estimates/projections
- Reviewing TDM
- TDM evaluations
- TDM contract, request
- Final edits to TDM Update RFP and issuing RFP
- Reviewing website text to accompany TDM Update RFP
- TDM-Update RFP Pre-Proposal Conference
- Locating and communicating about TAZ/socioeconomic files for TDM

August 2022

- Travel Demand Model RFP work
- Meetings with MAPD staff on population projections to use for TDM
- Population projections
- Forming the TDM Committee
- Exporting ArcGIS shapefile of TDM TAZs for analysis
- Obtaining Census Bureau GIS files for population projections
- Staff meetings on fitting Census data to TAZs
- TransCAD training
- TDM Training

September 2022

- Fitting Census data to TAZs
- Staff training on TDM setup in TransCAD
- Communication with outgoing TDM contractors on outstanding items
- Staff meeting on current TDM
- Meeting with MAPD staff on population projections to use for TDM
- Projecting WAMPO jurisdiction populations to 2050
- Exporting ArcGIS shapefile of TDM external stations and centroid connectors for analysis
- Preparing existing-TDM files for new contractors
- Kickoff meeting with new TDM contractors
- Setting up file-sharing site

Sub-Task 6.3 – Transportation Data

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$80,000

January 2022

- Preparing list and map of proposed updates to Functional Classifications in coordination with KDOT
- Answering KDOT request regarding the WAMPO Urbanized Area Boundary
- WAMPO GIS team meeting
- Modern Midwest Mobility Webinar: Introduction to the Waze for Cities Program

February 2022

- Preparing list and map of proposed updates to Functional Classifications in coordination with KDOT
- Discussion of GIS file organization and procedures

March 2022

- Preparing list and map of proposed updates to Functional Classifications in coordination with KDOT
- Meeting with Sedgwick County GIS department
- Conference call with City of Wichita GIS staff

April 2022

- Prepared list and map of proposed updates to Functional Classifications in coordination with KDOT and member jurisdictions; presented final map and list of updates to TAC for recommendation and prepared to present that recommendation to the TPB
- Mapping sidewalks across the WAMPO region
- GIS inventory and organization project
- Preparing a list of maps for crash data

May 2022

- Presenting roadway Functional Classification updates to TPB for approval, uploading the revised map to the WAMPO website, and submitting it to KDOT
- Mapping sidewalks across the WAMPO region
- Mapping bike facilities across the WAMPO region

June 2022

- Mapping sidewalks across the WAMPO region
- Mapping bike facilities across the WAMPO region
- Mapping projects affected by MTP Amendment 2
- Mapping TIP projects
- Mapping ITS devices
- Developing list and map of recommended Critical Urban Freight Corridors for KDOT's consideration
- Urbanized area boundary calculation
- Research mappable health data
- VMT data research
- Set up GIS server connections
- WAMPO GIS team meeting, including decisions on map orientation standards and fonts

July 2022

- Reviewing/Developed Commuter flow data
- Reviewing VMT data
- Reviewing Freight AADT maps
- Meetings about freight and VMT data
- Reviewing health maps
- GIS commuter flow
- CUFC data review
- CUFC mapping and updates to recommended corridors
- AADT mapping
- Truck AADT meetings/mapping
- Local and State bridges mapping
- Reviewing Bridge data and meeting
- GIS file organization
- Functional Class map order
- Geodatabase research

August 2022

- Bike/Ped Projections GIS research
- Review Commuter Flow Report
- GIS map desires discussion
- GIS map reviews
- GIS TAZ
- GIS Data organization
- NAS files organization
- CUFC database

- Coordinate data forecasting methodologies with City of Wichita and Sedgwick County Planning Departments

September 2022

- Bike/Ped Projections GIS research
- Population forecasting discussion
- GIS data discussion - TAZs and blocks
- External station map review
- ArcGIS technical support and managing ArcGIS licenses
- Federal Functional Classification map
- Exploring RITIS data
- Commuter flow data
- Crash data
- NAS file organization

Sub-Task 6.4 – Transportation Systems Management and Operations

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$10,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No significant activity on this sub task for this month

April 2022

- No significant activity on this sub task for this month

May 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

June 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

July 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

August 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

September 2022

- No significant activity on this sub task for this month

A Summary of UPWP (Unified Planning Work Program) tasks and accomplishments is presented by month, for the year 2022, based on the Task codes & Sub-Task codes identified in the 2022 UPWP (Unified Planning Work Program).

Task 1: Management & Administration

Sub-Task 1.1 – Operations, Management, Clerical & Administration

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$514,250

January 2022

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

February 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Reviewed WAMPO Fiscal Agreement for certain provisions

March 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Maintaining/updating WAMPO website and social media
- Recruiting and interviewing candidates for full-time positions and internships
- Discussions of folder structure on the WAMPO server, GIS standards, and securing additional server space

April 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Preparing standard onboarding materials for new hires
- Onboarding new WAMPO employees
- Maintaining/updating WAMPO website and social media
- Staff Presentations
- Managing/adding ArcGIS licenses

May 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Recruiting and interviewing candidates for full-time positions
- Onboarding new WAMPO employees
- Maintaining/updating WAMPO website and social media
- Staff Presentations
- Troubleshoot IT issues
- Webinar on applying for new SS4A grant program

- Webinar on applying for Reconnecting Communities Pilot Program grants
- Standardizing formats for WAMPO documents and presentations
- Updating onboarding documents
- Letter to KDOT justifying purchase of server space

June 2022

- Management and monitoring staff functions
- Assignment of staff tasks
- Prepared UPWP reports for submittal
- Staff Presentations
- Troubleshoot IT issues
- Software installations
- Recruiting and interviewing candidates for full-time positions
- Onboarding new WAMPO employees
- Maintaining/updating WAMPO website and social media
- Updating onboarding documents
- Preparing materials for open house meeting
- Office organization and rearrangement of workspaces
- Review Kansas Active Transportation Plan
- Develop workflows for agenda and minutes development
- APBP Conference registration and booking related lodging and transportation
- Collecting staff biographies and photos for website
- Compiled comments on and suggested changes to Employee Manual

July 2022

- Management and monitoring staff functions
- Office organization and rearrangement of workspaces
- Assignment of staff tasks
- Staff Presentations
- Troubleshoot IT issues
- Software installations
- GoTo test in Director's Conference Room
- Develop workflows for agenda and minutes development
- Updating onboarding documents
- Prepared UPWP reports for submittal
- Compiled and reviewed comments on and suggested changes to Employee Manual
- Website updates

August 2022

- Management and monitoring staff functions
- Office organization and rearrangement of workspaces
- Assignment of staff tasks
- Staff Presentations
- Troubleshoot IT issues
- Develop workflows for agenda and minutes development
- Completing Timecard
- Rescheduling meetings
- HireRight access
- Meeting on spending rules during travel
- Traveling to Conference

- UPWP monthly report updates
- Conference call with KDOT, FHWA, FTA staff
- Picked up Wichita Fall/Winter Magazines from Visit Wichita
- Website updates
- Toastmasters
- Jury Duty
- Office maintenance, ordering office supplies

September 2022

- Management and monitoring staff functions
- Office organization and rearrangement of workspaces
- Assignment of staff tasks
- Staff Presentations
- Develop workflows for agenda and minutes development
- Completing timecards
- UPWP monthly report updates
- County contract
- Scheduling meetings
- Developing personnel reviews
- Developing job descriptions
- Conference call with KDOT, FHWA, FTA staff
- Keeping up with Asana and emails
- Troubleshoot IT issues
- WEA test
- Jury Duty
- Office maintenance

Sub-Task 1.2 – Budget and Financial Monitoring Systems and Preparation of 2023 UPWP

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$50,000

January 2022

- 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
- Assist auditors by answering questions and providing explanations
- Provided audit samples for BKD for 2021 audit
- Coordinate with vendors for missing 2021 invoices
- Reviewed and submitted RFP for TDM to KDOT for Notice to Proceed
- Entered TMD RFP into DemandStar
- Created 1099s for 2021
- Entered all membership dues payments in QB and reconciled in tracker
- Reviewed & reconciled 941 report for 4Q to send to IRS
- Reviewed & Ks Unemployment Tax report for 4Q to send to KDOL
- Multiple iterations of expense variance reporting to KDOT for DOT

February 2022

- 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
- Entered all membership dues payments in QB and reconciled in tracker
- Set up FSA accounts and tracking reports
- Updated monthly report format for management

March 2022

- 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
- Set up FSA accounts and tracking reports
- Updated monthly report format for management
- Coordinated procurement procedures with KDOT staff and federal partners with regards to the RFP (Request for Proposals) for TDM (Travel Demand Model) update

April 2022

- 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 monthly report format for management

May 2022

- 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 monthly report format for management

June 2022

- 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 monthly report format for management
- Prepare 2023 UPWP

July 2022

- Prepared and submitted reimbursement requests with associated support for prior month
- Prepared balance sheet reconciliations
- Prepare 2023 UPWP
- Prepare TIP fee invoices
- Accounts payable and payroll prep, review, and reconciliation
- Financial analysis packet prepared for Director

August 2022

- Reviewing UPWP report

- UPWP approval for website
- UPWP Development
- UPWP July report
- Accounts payable and payroll prep, review, and reconciliation
- Prepared balance sheet reconciliations
- Prepared and submitted reimbursement requests with associated support for prior month
- Send TIP Fees invoices
- Prepared and submitted monthly documents to City of Wichita

September 2022

- Reviewing UPWP report
- UPWP August report
- UPWP Amendment 2 development

Sub-Task 1.3 – TPB and TAC Support

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$40,000

January 2022

- 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

February 2022

- 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
- Call with TPB member about TIP fees
- Addressing issues with TAC roster

March 2022

- 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

- Addressing issues with TAC roster
- Review and TAC and TPB bylaws

April 2022

- 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
- Addressing issues with TAC roster, including communication with entity responsible for appointing some of the members
- Reviewing TAC and TPB bylaws

May 2022

- 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
- Addressing issues with TAC roster, including discussions with the Sedgwick County Association of Cities (SCAC) and revising the roster

June 2022

- 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
- Refined workflows for TAC/TPB-related tasks

July 2022

- 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
- Implemented workflows for TAC/TPB-related tasks
- Executive committee prep

August 2022

- 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
- Transportation Policy Body preparation, meeting
- Executive Committee preparation, meeting, and results
- New agenda format
- Reviewing TAC bylaws for possible changes to discuss with legal counsel
- Meeting with legal counsel on revisions to TPB and TAC bylaws
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Recorded all meetings and prepared minutes
- Reviewing health maps for safety and health committee

September 2022

- 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
- Transportation Policy Body preparation, meeting
- Technical Advisory Committee preparation, meeting
- Recorded all meetings and prepared minutes
- Reviewing Safety and Health Committee meeting summary
- TAC roster representatives search
- TAC website updates
- Active Transportation Committee meeting and minutes

Sub-Task 1.4 – Professional Development, Education & Training

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$37,000

January 2022

- Python tutorials

February 2022

- NPMRDS webinar
- Sedgwick County training on Kansas Open Records Act
- Modern Midwest Mobility webinar on the Kansas vision for Connected and Autonomous Vehicles
- Obtained TransCAD evaluation license for training purposes

March 2022

- Modern Midwest Mobility webinar on deploying electric bus fleets
- Training on Title VI requirements
- KDOT Office of Civil Rights Compliance training
- New manager training

April 2022

- New-hire onboarding materials
- Researching/assessing/discussing training opportunities for WAMPO staff
- KDOT event on Bipartisan Infrastructure Law
- Basics of Federal Transportation Planning Course
- Census Bureau webinar on using Census data for Environmental Justice analyses

May 2022

- New-hire onboarding materials
- National Highway Institute Basics of Transportation training
- Toastmasters
- Staff presentations on transportation-planning concepts

June 2022

- National Highway Institute Basics of Transportation training
- Toastmasters
- Staff presentations on transportation-planning concepts
- USDOT ITS Webinar
- MoDOT Webinar
- SS4A Webinar

July 2022

- National Highway Institute Basics of Transportation training
- GIS Training
- KS Infrastructure Summit
- Toastmasters
- Webinar on applying for Reconnecting Communities Pilot Program Grants
- WICHway webinar
- Staff presentations on transportation-planning concepts
- Regional Connections presentations related to various WAMPO jurisdictions

August 2022

- Preparation for Association of Pedestrian and Bicycle Professionals conference
- Traveling to and attending Association of Pedestrian and Bicycle Professionals conference
- Compiling Association of Pedestrian and Bicycle Professionals conference/trip charges
- Supervisor training class at Wichita State University
- Regional Connections staff presentation and survey
- Census Bureau webinar on public-sector data sources
- WPD traffic Advisory Board Meeting
- Reconnecting Communities Benefits Cost Analysis Webinar

September 2022

- Supervisor training class at Wichita State University
- Women in public service luncheon
- Advance Driver Assist System webinar
- Training on use of TransCAD and Travel Demand Model
- Goddard city visit
- Census data webinar
- American community survey webinar
- GIS online training
- FHWA CRP webinar
- Constant Contact Text Message Training
- MoDOT webinar
- Webinar on applying for SMART grants
- Staff presentations on various topics

Task 2: Long-Range Planning

Sub-Task 2.1 – Overall Development of the MTP

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: January 2022 – December 2022

Budgeted Amount: \$120,000

January 2022

- Safety Plan committee presentations

February 2022

- Safety & Health Committee meeting
- Reviewed Greater Wichita Partnership Regional Growth Plan
- Applied for FHWA Safe Systems Pilot Program
- Prepared the proposed Safety Plan Steering Committee/Focus Group structure
- Began gathering existing WAMPO performance measures

March 2022

- Limited English Proficiency report
- Reviewed past Safety and Health Committee meetings and Committee goals

April 2022

- Safety & Health Committee Meeting
- City visits
- FFC mappings
- 2nd amendment to *REIMAGINED MOVE 2040* (WAMPO MTP)
 - Confirming what specific changes are required
 - Generating draft revisions to appendices
- Administrative Modification

May 2022

- City visits
- 2nd Amendment to *REIMAGINED MOVE 2040* (WAMPO MTP)
 - Confirming what specific changes are required
 - Generating draft revisions to appendices
 - Preparing materials for Public Comment period
 - Submitted draft materials for review by KDOT and USDOT staff
- Safety & Health Committee Meeting
- Internal staff meetings to discuss how to develop Regional Safety Plan

June 2022

- City visits
- Safety & Health Committee Meeting
- Internal staff meetings to discuss how to develop Regional Safety Plan
- Communication with KDOT and FTA staff about planning for reports that will become MTP appendices
- Safety grant review
- 2nd Amendment to *REIMAGINED MOVE 2040* (WAMPO MTP):
 - Made revisions, some of which in response to comments from FHWA staff
 - Prepared summary materials for Public Comment period
 - Opened Public Comment period

July 2022

- Safety & Health Committee prep
- Internal staff meetings to discuss the Regional Safety Plan and the safety plan scope of work
- 2050 Projection Meetings
- FHWA Safety
- Planning MTP-development tasks through 2025

August 2022

- Transmitting TPB-approved Critical Urban Freight Corridor recommendations to KDOT for approval
- Safety Plan
- Economic Development Report Scope of Work development, meetings, sent for review

- MTP existing conditions report
- Reviewing Freight Study
- MTP development timeline
- 2050 population projection meetings
- Transportation Tasks meeting
- Active Transportation Committee preparation
- CSAP RFP questions, schedule
- MTP updates
- Safety & Health Committee Meeting
- Amendment 2 to current MTP, *REIMAGINED MOVE 2040*, approved by TPB and reflected on website

September 2022

- Economic Development Report RFP updates, editing and revisions, meetings
- Safety RFP reviews
- Planning next year's work
- Safety Plan
- MTP 2050 PAC development
- Transportation Tasks meeting
- CSPA proposal review
- 2050 population projection meetings
- Functional Classification

Sub-Task 2.2 – Equity & Diversity

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: January 2022 – December 2022

Budgeted Amount: \$15,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- Updating Title VI Plan
- Updating Environmental Justice analysis for MTP
- Updating Environmental Justice analysis for TIP
- Updating Limited English Proficiency Plan

June 2022

- Updating Title VI Plan
- Updating Environmental Justice analysis for MTP
- Updating Environmental Justice analysis for TIP
- Updating Limited English Proficiency Plan
- Translate TIP executive summary to Spanish
- Translate MTP Amendment summary to Spanish

July 2022

- Title VI Approval
- Limited English Proficiency Plan Approval

August 2022

- Title VI updates
- Translate TIP executive summary to Spanish

September 2022

- KDOT MPO Title VI Program Review Questionnaire
- Title VI survey development, KDOT report
- LEP updates
- Equity survey

Sub-Task 2.3 – Consultant Services: Safety Plan

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: March 2022 – December 2022

Budgeted Amount: \$300,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- No activity on this sub task for this month

August 2022

- No activity on this sub task for this month

September 2022

- No activity on this sub task for this month

Sub-Task 2.4 – Consultant Services: Economic Development Study

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: Last quarter of the year 2022 through 2023

Budgeted Amount: \$100,000

January 2022

- No activity on this sub task this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- No activity on this sub task for this month

August 2022

- No activity on this sub task for this month

September 2022

- No activity on this sub task for this month

Task 3: Multimodal Planning

Sub-Task 3.1 – Bicycle & Pedestrian Planning

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$25,000

January 2022

- Updating regional map of bike/ped facilities

February 2022

- Review GIS files on regional map of bike/ped facilities
- Coordinate planning scope of study with City of Wichita staff, with regards to Active Transportation Plan

March 2022

- Active Transportation Committee meeting
- Reviewed past Active Transportation Committee meetings and Committee goals
- Coordinated with City of Wichita staff with regards to updating Active Transportation Plan

April 2022

- Active Transportation Committee Meeting
- Bike/Ped count prep
- Sidewalk inventory task
- Fulfilled member-jurisdiction request for information on the cost of a specific past Planning Walkable Places project

May 2022

- Preparing Active Transportation Committee meeting packet and presentations
- Bike/Ped count prep
- Sidewalk inventory task
- Updating existing and future bicycle facilities map

June 2022

- Active Transportation Committee meeting
- Preparing Active Transportation Committee meeting packet and presentations
- Planning for Active Transportation Committee meetings and for development of Active Transportation Plan
- Updating existing and future bicycle facilities map
- Bike/Ped count prep
- Reviewing Kansas Active Transportation Plan

July 2022

- Bike/Ped count prep
- Sidewalk survey

August 2022

- Active Transportation Committee planning, preparation, agenda/staff report development
- Bicycle and Pedestrian Count preparation, advertising, volunteer recruiting, networking event, meetings
- KDOT Bike and Ped EAT meeting
- Bicycle and Pedestrian Count Projection development
- State of the Art Bike/Ped Plans meeting with ATC chairs
- Active Transportation Plan RFP outline
- Sidewalks project development
- Bike/Ped Plan Outline

- Bikeways map review
- Bike/Ped mapping

September 2022

- Active Transportation Committee meeting
- Preparing for Active Transportation Committee meeting
- Staff meeting on logistics of staff volunteering for bike and ped count
- Bicycle and Pedestrian Count updates, announcements, organization, meetings
- Bicycle and Pedestrian Count volunteer recruitment, emails, flyer distribution to cities
- Bicycle and Pedestrian Count Program meeting with NCTCOG
- Bicycle and Pedestrian Count Network Event prep, event
- Bicycle and Pedestrian Count preparation
- Conducting Bicycle and Pedestrian Count
- Data input for Bicycle and Pedestrian Count
- Sidewalks-mapping project development

Sub-Task 3.2 – Consultant Services: Active Transportation Plan

Lead Agency: WAMPO

Timeframe: Year 2022

Budgeted Amount: \$100,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- No activity on this sub task for this month

August 2022

- No activity on this sub task for this month

September 2022

- No activity on this sub task for this month

Sub-Task 3.3 – Transit and Paratransit Planning

Lead Agency: WAMPO & Wichita Transit

Timeframe: Ongoing

Budgeted Amount: \$64,000

January 2022

- No activity on this sub task for this month

February 2022

- Meetings and discussions with Wichita Transit staff, with regards to transit projects
- Attended the Transit Advisory Committee meeting.

March 2022

- No activity on this sub task for this month

April 2022

- No activity on this sub task for this month

May 2022

- No activity on this sub task for this month

June 2022

- No activity on this sub task for this month

July 2022

- Transit discussions
- Transit – TIP Work

August 2022

- Coordinate meetings with Wichita Transit.
- Meetings with Wichita Transit to discuss future potential regional transit study.
- Discussing Lawrence Transit Study for the WT Study
- Attend KPTA (Kansas Public Transit Association) conference
- Staff participating as presenter at the KPTA conference

September 2022

- Attend Tri-county public transit workshop
- Coordinate regional transit planning activities

Task 4: Community Engagement

Sub-Task 4.1 – Public Participation

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$30,000

January 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website

February 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website
- Quarterly newsletter
- Researched Limited English Proficiency Plan requirements.

March 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website
- Quarterly newsletter

April 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating the LEP plan
- Updating the Title VI program manual
- Updating design/organization of WAMPO website
- EJ updates

May 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website

- Quarterly newsletter
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Send meeting notice to Wichita Eagle
- Prepared social media postings
- TIP/MTP Open House planning

June 2022

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Updating design/organization of WAMPO website
- Survey for recipients of WAMPO mass e-mails
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Sent meeting notice to Wichita Eagle
- Prepared social media postings
- Meeting on procedures to follow when contacted by individual with Limited English Proficiency
- TIP/MTP Open House planning
- Held TIP/MTP Open House

July 2022

- Website MTP changes
- Post TDM and Safety RFPs to the website
- Meeting on improvements for future Open Houses

August 2022

- Bicycle and Pedestrian Count Network Event
- Public Participation Plan survey development, meetings, and handouts
- Website management
- Public Participation Plan Development and meetings

September 2022

- Public Participation Plan updates, survey, staff overview
- Public Participation Plan executive summary
- Preparing press releases

Sub-Task 4.2 – Inter-Agency Coordination

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$10,000

January 2022

- Meetings with Wichita Transit staff in coordinating planning tasks

February 2022

- Coordinate with Wichita Transit staff on planning tasks

March 2022

- Coordinate with Wichita Transit staff on planning tasks
- Coordinate with City of Wichita staff on Active Transportation Plan
- Coordinate with state and federal partners on Travel Demand model development

April 2022

- Coordinate with City of Wichita on the Bike Plan and Regional Active Transportation Plan

May 2022

- Coordinate with City of Wichita and KDOT on the Wichita Bike Plan

June 2022

- Coordinate with City of Wichita and KDOT on the Wichita Bike Plan

- Meeting with City of Wichita staff on Air Quality
- Coordinate with Wichita Council
- Draft regional connections report from 2021 TPB presentations

July 2022

- Coordinate with Wichita Transit staff on 2023 work
- Coordinate with Wichita Council
- Draft regional connections report from 2021 TPB presentations
- SafeSystem KDOT meeting
- Local Road EAT meeting

August 2022

- Andover Kellogg Governor Announcement
- KDOT/Feds Monthly Meeting
- Local incident management meeting
- MoDOT webinar
- Local Road EAT meeting
- WPD traffic advisory meeting
- Regional connections

September 2022

- Wichita City Council TPB discussion
- Goddard city visit
- WPD traffic advisory meeting
- KDOT/Feds Monthly Meeting
- SCKEDD celebration
- WAMPO training for elected officials
- Local road EAT meeting
- Participating in test of Wireless Emergency Alert system

Task 5: Short Range Programming

Sub-Task 5.1- Suballocated Funding Program Management

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$10,000

January 2022

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

February 2022

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

March 2022

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

April 2022

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

May 2022

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

June 2022

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

July 2022

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

August 2022

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

September 2022

- Completed monthly sub-allocated funding balance reports
- Computed year-end balance funds by coordinating with KDOT staff
- Updated/modified spreadsheets tracking projected suballocated funding balances over the four-year TIP period
- Drafting explanations of the suballocated funding program for jurisdictions

Sub-Task 5.2 – Transportation Improvement Program (TIP) Management

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$44,000

January 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: Call for Changes
- Next TIP: 2023 - 2026
 - Planning and establishing timeline for development and adoption
- Improvements to TIP project database and forms
- Confirming to KDOT the local-match requirements to be applied to projects receiving Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds
- Communication with member jurisdiction about project priorities

February 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: 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
- Next TIP: 2023 - 2026
 - Planning tasks for TIP development
 - Prepared, opened, sent reminders about, and fielded responses to & questions about Call for Projects for 2023-2026 TIP
 - Call for Projects question-and-answer workshop
 - Researching federal requirements for TIPs
 - Discussion of which old projects to carry over to new TIP
- Reviewed TIP Policy Document for needed updates
- Discussion of Transportation Alternatives funds with KDOT and related research; preparing TA fact sheet for project sponsors
- Addressing comments from KDOT staff on 2021 ALOP

March 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: Revised materials for Public Comment period; developed meeting materials and presented Amendment to the TAC; developed meeting materials for the TPB
 - 2021 – 2024 TIP Special Amendment #6.5: Received request for Special Amendment from KDOT, started database for it, and provided KDOT staff with forms to use for submitting information for it
 - Administrative adjustments
- Next TIP: 2023 - 2026
 - Planning tasks for TIP development
 - Related communication with KDOT, FHWA, and FTA staff
 - Sent reminders about and fielded responses to & questions about Call for Projects for 2023-2026 TIP
 - Collected data to be used for project scoring
 - Organized and summarized Call for Projects submissions, prepared supporting documents, and scored projects according TPB-adopted criteria to be considered by the Project Selection Committee for WAMPO-suballocated funding
 - Mapped submitted projects in ArcGIS
 - Projected WAMPO-suballocated funds that may be available during 2023-2026
 - Organized and facilitated 1st Project Selection Committee meeting
 - Confirmed committee-members' availability and scheduled 2nd Project Selection Committee meeting
 - Communicated with PSC members on an ongoing basis to answer their questions related to project funding, including requesting additional information from project sponsors
 - Preparing Environmental Justice information
- Set the FFY2023 TIP amendment schedule and conveyed it to KDOT for planning STIP amendments
- Answering member-jurisdiction request for information on past WAMPO suballocated-funding awards
- Researching/learning about federal requirements for TIPs
- Correction to the 2021 ALOP

April 2022

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #6: STIP submittal
 - 2021 – 2024 TIP Special Amendment #6.5: Reviewed project information and entered into a database; prepared Amendment materials for public release; opened Amendment for Public Comment
 - Administrative Adjustments
- Next TIP: 2023 - 2026
 - Planning tasks for TIP development
 - Related communication with KDOT, FHWA, and FTA staff
 - Projected WAMPO-suballocated funds that may be available during 2023-2026
 - Organized and facilitated 2nd and 3rd Project Selection Committee (PSC) meetings
 - Communicated with PSC members on an ongoing basis to answer their questions related to project funding, including requesting additional information from project sponsors and researching suballocated funding programs
 - Prepared project-funding scenarios based on PSC recommendations
 - Presented PSC project-selections to TAC for a recommendation and prepared to submit that recommendation to the TPB for a vote
 - Updating text of TIP document
 - Preparing Environmental Justice information
 - Building project database/list
 - Updating the TIP Policy Document
- Regular coordinating conference call with KDOT
- Researching/learning about federal requirements for TIPs
- Attending KDOT event on funding available through the Bipartisan Infrastructure Law

- Meeting member-jurisdiction staff at their offices to discuss their transportation planning needs

May 2022

- Current TIP: 2021 – 2024
 - 2021 – 2024 TIP Special Amendment #6.5: Revised materials for Public Comment period; developed meeting materials and presented Amendment to the TAC
 - 2021 – 2024 TIP Amendment #7: Opened Call for Changes
 - Administrative Adjustments
- Next TIP: 2023 – 2026
 - Presented PSC project-selections, as recommended by the TAC, for a vote by the TPB
 - Determining effects of new TIP on MTP
 - 2023-2026 TIP Project Database management
 - Writing TIP document
 - Financial Plan development
 - Prepare 2023-2026 TIP project list
 - Prepare 2023-2026 performance report
 - Prepare 2023-2026 TIP plan-development report
 - Prepare 2023-2026 TIP Environmental Justice analysis
 - Prepare 2023-2026 TIP Policy Document
 - Executive Summary
 - Submitted draft materials for review by KDOT and USDOT staff
 - Planning/scheduling/promoting Open House
- Responding to request from member jurisdiction for a Letter of Support for a project
- Call with Mid-America Regional Council (MARC) about fiscal-constraint analyses and Advance Construction
- Meetings with member-jurisdiction staff at their offices about their plans and needs

June 2022

- Current TIP: 2021 – 2024
 - 2021 – 2024 TIP Special Amendment #6.5: Revised materials for Public Comment; developed meeting materials and presented Amendment to the TPB
 - Administrative Adjustments
- Next TIP: 2023 - 2026
 - Related communication with KDOT, FHWA, and FTA staff
 - Edited TIP in response to KDOT and FHWA staff comments
 - Revising TIP to reflect changes to projects reported by project sponsors
 - Fulfilled KORA request for information related to project receiving WAMPO-suballocated funding
 - Editing TIP to reflect revised estimate of WAMPO-suballocated funding carried over from 2022 to 2023
 - Reviewed TIP projects
 - Reviewed TIP Financial Plan
 - Prepared materials for Public Comment period
 - Distributed the TIP for Public Comment
 - Revising TIP in response to public comments and to the decision to use a new font
 - Planning/scheduling/promoting/preparing materials for Open House
- Review TIP projects costs and funding for the fiscal year 2023
- Meeting with member-jurisdiction staff at their offices about their plans and needs

July 2022

- Current TIP: 2021-2024
 - 2021 – 2024 TIP Special Amendment #6.5: STIP submittal
 - Administrative Adjustments
- Next TIP: 2023-2026
 - Formatting updates

- Updates in response to Public Comment
- Related communication with KDOT, FHWA, and FTA staff, including responding to a request for an amendment
- Edited TIP in response to KDOT and FHWA staff comments
- Final formatting and coordinating
- Additional staff member learning how to modify TIP, should there be a need to
- Review of the TIP
- Consulting staff of a different MPO on TIP-database strategies
- Meeting with member-jurisdiction staff at their offices about their plans and needs

August 2022

- Current TIP: 2023-2026
 - 2023-2026 TIP Original Adoption: Made final edits and updates, got approved by TPB, uploaded to WAMPO website, submitted for inclusion in STIP, prepared and posted schedule for amendments
 - 2023-2026 TIP Amendment 1: Opened Call for Changes, communicated with project sponsors on project revisions and additions, updated TIP database, prepared materials for Public Comment period
- Preparing suballocated-funding tables for internal and public viewing
- Assisting project sponsors with KDOT form 1302
- Confirming TIP-fee amounts
- TIP discussions with KDOT
- TIP website updates

September 2022

- Current TIP: 2023-2026
 - 2023-2026 TIP Amendment 1: Prepared materials for and opened Public Comment period; presented to Technical Advisory Committee for recommendation; Preparing summary information for TPB consideration
- TIP discussion on moving projects around
- TIP discussions with Bel Aire
- Looking at alternate uses of TA funds
- Following up on issue raised by KDOT staff regarding use of CMAQ funds
- Responses to jurisdiction questions on suballocated funds
- TIP database management
- Regularly scheduled meetings on TIP-related issues
- FTA transfer letter for TIP project
- Attending FHWA webinar on Carbon Reduction Program formula funds

Task 6: Transportation Data and Modeling

Sub-Task 6.1 – Performance Measures

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$42,850

January 2022

- Review Transportation Performance Measures

February 2022

- Review Transportation Performance Measures

March 2022

- No significant activity on this sub task for this month

April 2022

- Crash analysis

May 2022

- Performance measures research

June 2022

- Performance measures research
- Review Transportation Performance Measures
- Review crash data available

July 2022

- Review crash data available

August 2022

- MODOT Performance Measure Webinar

September 2022

- No significant activity on this sub task for this month

Sub-Task 6.2 – Travel Demand Model

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$95,000

January 2022

- Conference call with TDM consultant
- Prepared and distributed RFP for TDM update
- Reviewed projects in TDM network for consistency with planning documents

February 2022

- TDM Update Support Services RFP
 - Prepared FAQ page for TDM RFP
 - TDM RFP Pre-Proposal Conference
 - Provided files/data to firms responding to RFP for TDM update
 - Organizing Selection Committee
- Conference call with TDM consultant
- Conference call with project sponsor and TDM consultant about representing growth along a specific corridor
- Acquiring TransCAD demo version for training purposes
- Responding to request for output data from TDM

March 2022

- TDM Update Support Services RFP
 - Reading and rating RFP responses
 - Selection Committee meeting
 - Coordinating with KDOT to ensure that all necessary administrative steps are taken before the project starts
- Conference call with TDM consultant
- Responding to request for output data from TDM

April 2022

- TDM VMT outputs for Performance Measures

May 2022

- Responding to request from member jurisdiction for output data from TDM

June 2022

- TDM RFP planning and coordination with KDOT
- Revising TDM RFP
- Conference call with TDM contractors

July 2022

- 2050 Population Projection for TDM
- Meeting with MAPD staff on data to use for socioeconomic projections by TAZ

- VMT estimates/projections
- Reviewing TDM
- TDM evaluations
- TDM contract, request
- Final edits to TDM Update RFP and issuing RFP
- Reviewing website text to accompany TDM Update RFP
- TDM-Update RFP Pre-Proposal Conference
- Locating and communicating about TAZ/socioeconomic files for TDM

August 2022

- Travel Demand Model RFP work
- Meetings with MAPD staff on population projections to use for TDM
- Population projections
- Forming the TDM Committee
- Exporting ArcGIS shapefile of TDM TAZs for analysis
- Obtaining Census Bureau GIS files for population projections
- Staff meetings on fitting Census data to TAZs
- TransCAD training
- TDM Training

September 2022

- Fitting Census data to TAZs
- Staff training on TDM setup in TransCAD
- Communication with outgoing TDM contractors on outstanding items
- Staff meeting on current TDM
- Meeting with MAPD staff on population projections to use for TDM
- Projecting WAMPO jurisdiction populations to 2050
- Exporting ArcGIS shapefile of TDM external stations and centroid connectors for analysis
- Preparing existing-TDM files for new contractors
- Kickoff meeting with new TDM contractors
- Setting up file-sharing site

Sub-Task 6.3 – Transportation Data

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$80,000

January 2022

- Preparing list and map of proposed updates to Functional Classifications in coordination with KDOT
- Answering KDOT request regarding the WAMPO Urbanized Area Boundary
- WAMPO GIS team meeting
- Modern Midwest Mobility Webinar: Introduction to the Waze for Cities Program

February 2022

- Preparing list and map of proposed updates to Functional Classifications in coordination with KDOT
- Discussion of GIS file organization and procedures

March 2022

- Preparing list and map of proposed updates to Functional Classifications in coordination with KDOT
- Meeting with Sedgwick County GIS department
- Conference call with City of Wichita GIS staff

April 2022

- Prepared list and map of proposed updates to Functional Classifications in coordination with KDOT and member jurisdictions; presented final map and list of updates to TAC for recommendation and prepared to present that recommendation to the TPB
- Mapping sidewalks across the WAMPO region
- GIS inventory and organization project
- Preparing a list of maps for crash data

May 2022

- Presenting roadway Functional Classification updates to TPB for approval, uploading the revised map to the WAMPO website, and submitting it to KDOT
- Mapping sidewalks across the WAMPO region
- Mapping bike facilities across the WAMPO region

June 2022

- Mapping sidewalks across the WAMPO region
- Mapping bike facilities across the WAMPO region
- Mapping projects affected by MTP Amendment 2
- Mapping TIP projects
- Mapping ITS devices
- Developing list and map of recommended Critical Urban Freight Corridors for KDOT's consideration
- Urbanized area boundary calculation
- Research mappable health data
- VMT data research
- Set up GIS server connections
- WAMPO GIS team meeting, including decisions on map orientation standards and fonts

July 2022

- Reviewing/Developed Commuter flow data
- Reviewing VMT data
- Reviewing Freight AADT maps
- Meetings about freight and VMT data
- Reviewing health maps
- GIS commuter flow
- CUFC data review
- CUFC mapping and updates to recommended corridors
- AADT mapping
- Truck AADT meetings/mapping
- Local and State bridges mapping
- Reviewing Bridge data and meeting
- GIS file organization
- Functional Class map order
- Geodatabase research

August 2022

- Bike/Ped Projections GIS research
- Review Commuter Flow Report
- GIS map desires discussion
- GIS map reviews
- GIS TAZ
- GIS Data organization
- NAS files organization
- CUFC database

- Coordinate data forecasting methodologies with City of Wichita and Sedgwick County Planning Departments

September 2022

- Bike/Ped Projections GIS research
- Population forecasting discussion
- GIS data discussion - TAZs and blocks
- External station map review
- ArcGIS technical support and managing ArcGIS licenses
- Federal Functional Classification map
- Exploring RITIS data
- Commuter flow data
- Crash data
- NAS file organization

Sub-Task 6.4 – Transportation Systems Management and Operations

Lead Agency: WAMPO

Timeframe: Ongoing

Budgeted Amount: \$10,000

January 2022

- No activity on this sub task for this month

February 2022

- No activity on this sub task for this month

March 2022

- No significant activity on this sub task for this month

April 2022

- No significant activity on this sub task for this month

May 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

June 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

July 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

August 2022

- ITS research, review ITS (Intelligent Transportation Systems) Architecture for the WAMPO area

September 2022

- No significant activity on this sub task for this month

WAMPO EMPLOYEE AND OPERATIONS MANUAL

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APPENDIX

- Employee and Operations Manual Acknowledgement and Receipt
- Organizational Chart (subject to change)
- WAMPO Code of Ethics
- Statement of Substantial Interests
- Compensatory Time Agreement
- Alternative Work Schedule Application

Introduction

This manual is designed to acquaint employees with the most important policies of the Wichita Area Metropolitan Planning Organization (WAMPO). The manual cannot be comprehensive of all issues. This manual is not a contract, express or implied, guaranteeing employment of any specific duration. Additional rules and policies may exist in other documents or any Administrative Regulations, or be brought to your attention by your supervisor. The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time. WAMPO will try to inform employees of any changes as they occur.

Employees of WAMPO are employees at will. Although a long-term relationship is the hope, either the employer or WAMPO may terminate the relationship at any time, for any reason, with or without cause or notice, regardless of the length of employment. No WAMPO employee has the authority to enter into any agreement for employment for any specified period of time.

Do not hesitate to contact your immediate supervisor or the Director of WAMPO about any questions that may arise when reviewing this manual.

I. BACKGROUND INFORMATION

WAMPO is the designated Metropolitan Planning Organization (MPO) for the Wichita metropolitan area. It is the lead independent agency for coordinating priorities for regionally-significant transportation investments in roads, highways, transit, rail, and bicycle and pedestrian facilities. In engagement with its member communities, and state and federal partners, WAMPO supports the region's economic and transportation goals. WAMPO's region includes all of Sedgwick County, as well as portions of Butler and Sumner Counties. MPOs are required in any urbanized area over fifty thousand in population to oversee the continuous, comprehensive, and cooperative transportation planning process (3-C process) for the area within the metropolitan planning area boundary (MPAB). The MPAB is approved by the Policy Body and with concurrence by the Kansas Department of Transportation (KDOT). Products of this work include a long-range Metropolitan Transportation Plan (MTP), a short-range Transportation Improvement Program (TIP), and an annual plan, called the Unified Planning Work Program (UPWP).

A. WAMPO Vision

WAMPO aspires to develop an integrated regional transportation network that safely and effectively moves people and goods to their intended destinations

and aligns investments in the region's economic and transportation goals.

B. WAMPO Mission Statement

WAMPO is the lead independent agency for coordinating priorities for regionally-significant transportation investments in roads, highways, transit, rail, and bicycle and pedestrian facilities. In engagement with its member communities and state and federal partners, WAMPO supports the region's economic and transportation goals. In pursuit of this vision and mission, the Body and staff are guided by these values:

- **Fairness** – to all member communities and other regional stakeholders in establishing priorities and making high-return-on- investment decisions.
- **Transparency** – openly communicating the when, what, how, and why of Body and staff decision making.
- **Public Engagement** – actively inviting, listening to, and considering the ideas of those who have a stake in the agency's decisions.
- **Collaboration** – consulting and cooperating with groups to share information and coordinate plans and decisions.

C. Structure

WAMPO is governed by a Transportation Policy Body consisting of one or more elected official representing each of the financially contributing jurisdictions, per the Fiscal Agreement. The Policy Body is governed by a set of Bylaws, outlining the Body's structure and procedures.

The Transportation Policy Body directs the activities of WAMPO employees through the Director of WAMPO. WAMPO's organizational chart is in the Appendix.

D. Financing

WAMPO receives federal Consolidated Planning Grant (CPG) funds administered by KDOT for completing the activities identified in the UPWP. The CPG program requires a 20% local match, which is provided by the member jurisdictions, per the Fiscal Agreement. Other sources of revenue are derived from obligated projects from the Transportation Improvement Program (TIP) or annual allocation of Surface Transportation Planning Grant (STP) funds, as well administrative fees from Wichita Transit for the pass through of 5310 federal funds.

E. Commitment to Full Engagement

WAMPO makes its planning process accessible to individuals with disabilities and complies with Section 504 of the Rehabilitation Act of 1973 (29 U. S. C. 794) and 49 CFR par 27 regarding discrimination against individuals with disabilities. It is committed to holding its public meetings and outreach events at ADA-compliant locations and providing assistance to those with hearing or visual impairments, limited English proficiency or other special needs.

II. EMPLOYMENT CLASSIFICATIONS

A. Full-time Employees

Full-time status refers to an employee who is regularly scheduled to work 40 or more hours per week or, for employees on an alternative work schedule, an average of 40 hours per week.

B. Part-time Employees: Part-time status refers to an employee who is regularly scheduled to work less than 40 hours per week. Employees who regularly work less than 20 hours per week do not receive benefits.

C. Temporary Employees: Temporary employees are utilized on a short-term, hourly basis dependent upon need. Temporary employees hired may work an assignment for a maximum of six (6) months. The formal selection process described in this manual need not be utilized for temporary employees, although the equal opportunity employment policy does apply. Temporary workers generally do not receive benefits unless otherwise provided by applicable law.

D. Student Interns: Interns from various academic or professional programs may be utilized. Any compensation is based upon the guidelines set forth in the program sponsoring the intern and/or upon approval of the Director. An intern generally does not receive benefits unless otherwise provided by applicable law.

E. Exempt and Non-Exempt: Employees are considered non-exempt of the requirements of the Fair Labor Standards Act, unless exempted by the Act. Employees considered exempt do not receive overtime or compensatory time. The Director can review the exempt or non-exempt status of a position at any time. If an employee requests a review of their status, the employee should

make the request in writing and provide a written explanation of why the employee believes their status may be incorrect.

III. SELECTION PROCESS

A. Equal Opportunity Employment

WAMPO does not discriminate in its employment and/or personnel practices on the basis of race, color, religion or creed, gender, age, national origin, disability, sexual orientation, veteran status, political affiliation, marital status/relationship or domestic partnership as defined by applicable state and federal laws. This policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, placement, promotion, demotion, separation from employment, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. It is the policy of WAMPO to abide by all federal and state employment laws and to provide equal opportunities to employees and applicants. To assure full implementation of this policy, WAMPO will take action to assure that it:

- Hires only well-qualified people to perform the many tasks necessary in providing high-quality service within budgeted costs;
- Recruits, hires, and promotes without regard to race, religion, color, national origin, gender, marital status, age, sexual orientation, disability, political affiliation, or veteran status; and
- Ensures that all other actions relating to the employer-employee relationship, such as compensation, benefits, transfers, conditions of employment, training, and termination of employment, will be administered without regard to race, religion, creed color, national origin, gender, age, sexual orientation, marital status, domestic partnership, political affiliation,

disability, or veteran status. It is understood that some insurance benefits may be offered by insurance carriers which may, as part of their business, set premiums based on age.

Equal employment opportunity is the responsibility of the entire workforce. Supervisors, however, are required to be familiar with equal employment opportunity requirements.

An employee who feels that they have not been afforded equal opportunity in an employment matter may pursue his or her complaint in accordance with the grievance procedures set forth in this manual. An employee who initiates an equal opportunity complaint or who serves as a participating witness in an investigation, will not be retaliated against, disciplined, or discriminated against for having done so in good faith.

B. Hiring Process

The Director is responsible for the hiring of staff members needed to perform the activities outlined in the Unified Planning Work Program (UPWP). The hiring of additional staff is granted by the Policy Body through the approval of the UPWP.

A selection committee may be established to hire for positions, but is not required. A committee may include the following individuals:

- WAMPO Director
- Transportation Advisory Committee (TAC) Chairperson
- Transportation Advisory Committee (TAC) At-Large Representative
- Other WAMPO staff that may serve as the supervisor of the new employee
- Members of the community with particular interest in the work to be done by the selected candidate or to create a more diverse selection committee.

Notice of openings will be announced internally and posted externally. Efforts will be made to broadly announce the opening, including a job description, information on how to apply, and the fact that WAMPO is an equal opportunity employer, so to obtain qualified applicants. Internally, the position will be posted at least 5 working days and will remain posted until a selection has been made; this posting may occur concurrently or in advance of outside recruitment. Internal candidates will not be discouraged from seeking advancement and will be fairly considered. Temporary and summer intern positions need not be posted internally.

To identify individuals to be interviewed, resumes and job applications may be

screened, with specific job-related criteria.

Individuals who were denied employment after previously extended an contingent offer of employment subject to a satisfactorily passing a background check and an alcohol/drug test, are not eligible for employment until 6 months have passed since the failed check or test.

C. Veteran's Preference

WAMPO complies with Kansas Statute 73-201 and gives preference to veterans in employment and promotion. Any veteran, or spouse of a veteran, who qualifies for the preference under the statute should provide, with the application, a copy of the veteran's DD214 form or the DD214 of the veteran under which the spouse qualifies for preference. If the veteran or spouse qualifies for a veteran's preference under the statute, and meets all the stated qualifications and education requirements of the position, the veteran or spouse applicant will be interviewed. After the interview and any background and or reference checks, if the veteran or veteran's spouse is equally qualified with another applicant not entitled to preference, the veteran or veteran's spouse will be selected.

D. Offers of Employment

The selected candidate will be extended a conditional offer of employment, contingent upon satisfactory results from a background check and satisfactorily passing a physical and an alcohol/drug test. The selected candidate will be told of these contingencies and provided information on the testing location.

In accordance with the Americans with Disabilities Act, the physical is designed to assess only the physical ability to perform the position the candidate seeks to fill. In the event the conclusion is that the candidate is not physically able to perform the essential functions of position, WAMPO and the candidate will engage in an interactive process to assess a reasonable accommodation. The candidate will be provided the results of the examination and be given an opportunity to discuss, with the Director and any supervisor of the position, possible ways the candidate could perform the essential functions of the position despite the medical opinion. If the Director believes there is new information on an alternative way to perform the work and that this information may assist the health care professional, the Director may consult with whoever concluded the candidate was not physically able to perform the work before making a final decision on whether the employee should be offered employment.

WAMPO will contract with a reputable agency or health care provider to perform pre-employment drug and alcohol testing. The agency or health care provider will follow medically accepted protocols and acceptable standards. If a

candidate does not pass the drug/alcohol test, in the opinion of the testing agency or health care professional, a candidate can arrange for a second testing of the sample to challenge the results. The second testing to challenge the results will be at the expense of the applicant.

E. Background Checks

To ensure that individuals who join WAMPO are well qualified and to promote a safe, productive work environment, WAMPO conducts pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks are not limited to, but may include, verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a WAMPO approved background check report. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead WAMPO to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks, such as a credit report, may be made on applicants for particular job categories if appropriate and job related.

Because WAMPO employees are routinely required to travel by vehicle throughout the Wichita metropolitan area, all WAMPO employees are required to maintain a valid driver's license. The background check may include the applicant's driving records and verification of the license

WAMPO also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

IV. INITIAL PROBATIONARY PERIOD

For the first 180 days of an employee being in a new position, including promotions and transfers, the employee is in an initial probationary period. This time allows the employee to be introduced to the new position at WAMPO, learn the position's duties and the expected performance levels. Training, feedback, and coaching is provided during this time; and employees are encouraged to seek support during this time. At the end of the probationary period, the employee will be evaluated by supervision. If there are performance concerns during and at the conclusion of the initial probationary period, WAMPO may terminate the employment. Alternatively, at the discretion of the Director, the employee may be given an extension of the initial introductory period, of up to 90 days, to correct performance deficiencies. If performance does not improve, the employee will be terminated.

WAMPO may terminate an employee during the initial probationary period or any extension granted if the employee violates any policies and/or does not satisfactorily perform the duties of the position.

At all times, during the initial probationary period and after, the employee remains an employee at will, meaning the employee and/or WAMPO can terminate the employment for any reason that is not unlawful.

V. WAGE AND SALARY INFORMATION

A. Timekeeping

All employees are accountable for tracking and logging the hours they worked. This will be accomplished in the following manner:

- Each employee will complete their timesheet by grant sub-task and approve it online. The accountant submits the hours to the assigned payroll organization for processing every two weeks, after the Director has reviewed and approved the payroll file.
- Non-Exempt employees: The timesheet of non-exempt employees must accurately reflect all regular and overtime hours worked and any absences, later arrivals, early departures and meal breaks.

B. Pay Periods

The work week begins at 12:01 AM on Saturday and ends at midnight on Friday night. There are approximately twenty-six (26) pay periods in the calendar year, with paydays normally scheduled every other Friday. If the scheduled payday is a Saturday, Sunday, or WAMPO-recognized holiday, payday will be the business workday prior to the weekend or holiday.

New employees will be paid on the next regularly scheduled payday following two weeks of employment.

- **Non-Exempt Employees**

Non-exempt employees are paid for the hours worked based on their hourly wage. Unless authorized in advance by the Director, a non-exempt employee should not work overtime or work hours beyond the regular hours. All hours worked each day must be recorded on the timecard.

A non-exempt employee who works extra hours without permission and/or fails to report or fails to accurately report all hours worked will be subject to discipline, up to and including termination.

- **Exempt Employees**

An exempt employee is paid approximately 1/26th of his or her annual salary every two weeks. However, if unpaid leave is taken during a pay period or if it is the employee's initial or final paycheck and less than a full pay period was worked, the employee will be paid an amount corresponding to the number of hours worked during the pay period.

C. Overtime

Non-exempt employees may receive overtime pay, or possibly compensatory time off, as follows:

- The regular hourly rate of pay is paid for all hours worked through the 40th hour in any given workweek. Absences from work, including any form of paid leave, are not considered hours worked in any given workweek.
- All hours worked beyond the 40th hour of a work week, will be compensated by either payment at an amount equal to one and one-half the regular hourly rate or compensatory time off. (see below).
- Employees are required to obtain approval from the Director or Manager prior to working overtime. Failure to obtain approval prior to working overtime may result in discipline, although the overtime will be paid.
- Regular full-time employees, regular part time employees, temporary employees, and intern employees are entitled to overtime, if they have non-exempt status.

D. Compensatory Time

- Compensatory time off may be given to those non-exempt employees who work overtime as provided in the section on "Overtime" and with whom WAMPO has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime. See the Appendix for the Compensatory Time Agreement.
- Compensatory time off is at a rate of one and one-half hours off work for every hour of work by a non-exempt employee, in excess of 40 hours per workweek. Compensatory time off must be scheduled and approved by the Director.
- The maximum number of compensatory time hours that a non-exempt employee may accrue is 80 hours. An employee will be paid for hours of overtime that exceed this limit.
- Employees are encouraged to use their accrued compensatory time, and WAMPO will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted.

- WAMPO reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and/or to require the employee to use accumulated compensatory time.
- If a non-exempt employee's status changes to exempt, the compensatory time must be used or paid out prior to the effective date of the change.
- Exempt employees do not receive compensatory time. At the sole discretion of the Director, an exempt employee may be granted time off for extraordinary time worked during a workweek.

E. Breaks During the Workday

- **Breaks**

No set time is scheduled for rest from stress and sedentary activities during the day. Employees may take two ten-minute breaks as they deem appropriate, except at the beginning or end of the workday. The Director may, however, schedule breaks to ensure that the work of WAMPO is not adversely affected or to temporarily suspend breaks to accommodate an unusually heavy workload. Breaks in excess of 10 minutes will be unpaid and should be indicated on the employee's time record.

- **Lunch**

Non-exempt employees who are paid on an hourly basis may take either a ½-hour or 1-hour lunch period at their discretion. Lunch breaks do not constitute paid time. Lunch breaks should be scheduled between noon and 1:00 PM. The Director has the discretion to schedule lunch breaks so that the performance of WAMPO's work is not adversely affected.

- **Break Time for Nursing Mothers**

For up to one year after a child's birth, any employee who is breastfeeding a child will be provided reasonable break times as needed to express breast milk for her baby. After the employee notifies the Director, a locked room will be provided, other than the bathroom, that is shielded from view and free from intrusion from coworkers and the public. While this space may not be solely dedicated for this purpose, it will be a functional space for expressing breast milk and will be available for use as needed by the nursing mother. Any breast milk stored in the common refrigerator must be labeled with the name of the employee, dated, and removed at the end of the workday. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Breaks of more than 20 minutes in length for employees will be unpaid unless approved by the Director, and the employee should indicate this break period on her time record.

VI. LEAVES

A. Holidays

Listed below are the holidays that are observed by the WAMPO. If the holiday falls on a Saturday, it will be observed on the preceding Friday; if the holiday falls on a Sunday, it will be observed on the following Monday.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Exempt employees receive full pay for these holidays.

Full time, non-exempt employees receive 8 hours of pay for these holidays. Part time, non-exempt employees receive wages or pay for the hours for which they would typically be paid or scheduled on that day. To receive holiday pay, however, a non-exempt employee must either work or be on paid leave (which was approved prior to the holiday) both the day before and the day after the holiday. If special circumstances exist, exceptions may be made to this policy at the discretion of the Director.

Temporary employees and student interns do not receive holiday pay.

B. Personal Day Leave

WAMPO allows employees to schedule one paid personal leave day. For exempt employees, it is one full day. For non-exempt, full-time employees the personal day is 8 hours, which must be taken in one full day. For part-time, nonexempt employees, the number of hours in the personal day is the average number of hours an employee works in a day of a typical workweek. The hours of a personal leave day cannot be taken until after 6 months of continuous employment. Personal leave cannot be taken on more than one day. (i.e., one cannot split up the hours and use partial leave on different days.) Personal leave days cannot be carried over from one year to the next.

Personal day leave must be requested and approved by the employee's supervisor. The online leave form should be utilized to request leave.

C. Bereavement Leave

Employees are allowed up to four (4) consecutive days off from regularly scheduled work, with regular pay, in the event of the death of one of the following: Spouse, a domestic partner (a person who shares a residence and an intimate interpersonal relationship), mother, father, child, child of a domestic partner, sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, stepchild, grandparent, or grandchild.

At the sole discretion of the Director, bereavement leave may be granted for other especially close relatives, on a case-by-case basis, for up to four (4) consecutive days.

Employees may use vacation leave or personal day leave consecutively with bereavement leave.

It is the responsibility of the employee to inform the Director of the length of time they will require for funeral leave.

In the event of the death of a co-worker or the co-worker's immediate family, WAMPO employees will be allowed up to four (4) hours time off to attend any funeral service or visitation.

D. Jury and Court Leave

Employees shall be entitled to paid leave if they are summoned to jury duty. WAMPO will pay said employee their regular hourly rate or salary during such time. To qualify for Court Leave, any jury fees received must be signed over to WAMPO.

Employees shall be entitled to paid leave if they are called to testify in a court case of which they are not a party, if the employee was scheduled to work during that time. Court Leave is not available for time spent on personal matters. To qualify for Court Leave, any fees received in connection with testifying, other than for travel, shall be signed over to WAMPO.

An employee should provide as much advance notice as possible of the need for court leave. Additionally, the employee must provide the Director with a copy of the jury summons or other documentation showing the employee's required attendance.

Employees are expected to return to work if a reasonable amount of time in the workday remains, following release from jury duty or the court appearance.

E. Voting Leave

Employees should be able to vote either before or after their regularly scheduled work hours. If, however, that is not possible due to work obligations, employees will receive up to two hours during the workday to vote.

F. Vacation Leave

Full time employees, unless otherwise contractually agreed upon, shall earn Vacation Leave according to the following schedule:

- 1st through 3rd service years 80 hours per year
- 4th through 9th service years 120 hours per year
- 10th through 15th service years 136 hours per year
- 16th through 19th service years 160 hours per year

- 20th service year and beyond 192 hours per year

Part-time employees, unless otherwise contractually agreed upon, shall earn Vacation Leave in proportion to a full-time employee. That is, the time a part-time employee is normally scheduled to work compared to 40 hours per week. For example, a part-time employee normally scheduled to work 20 hours per week, would earn vacation time at a rate of 40 hours annually during the first three years of employment; a part-time employee normally scheduled to work 10 hours per week, would earn 30 hours annually during the fourth through ninth year of employment.

Temporary Employees and Student Interns do not accumulate vacation leave.

For this purpose, a year begins on the first calendar day of the first full month of an employee's employment. Only time as a regular employee fulfill this requirement; time as a student intern or temporary employee does not count.

No Vacation Leave accrues for any month in which five (5) or more days of unpaid leave are used. In the event that this occurs, vacation leave accrual may be retroactively adjusted.

- Non Exempt Employees: Accrued vacation time must be used in one-half (1/2) hour increments. Up to 160 hours of accumulated vacation leave may be carried over from the employee's anniversary date to the following year; unused accumulated hours in excess of 160 hours on the anniversary date of employment are forfeited.
- Exempt Employees: Accrued vacation time must be used in 2-hour increments. Up to 160 hours of accumulated vacation leave may be carried over from the employee's anniversary date to the following year; unused accumulated hours in excess of 160 on the anniversary date of employment are forfeited.

Vacation leave must be requested and approved by the employee's supervisor. The online leave form should be utilized to request leave.

G. Sick Leave

Full time employees, unless otherwise contractually agreed upon, shall earn Sick Leave time according to the following schedule:

- 48 hours annually during the first five years of employment; and
- 96 hours annually during the sixth year and beyond of employment.

Part-time employees, unless otherwise contractually agreed upon, shall earn Sick Leave time in proportion to a full-time employee. That is, the time a part-time employee is normally scheduled to work compared to 40 hours per week. For example, a part-time employee normally scheduled to work 20 hours per week, would earn sick leave at a rate of 24 hours annually during the first five years of employment; a part-time employee normally scheduled to work 10 hours per week, would earn 24 hours annually during the sixth year of employment and beyond.

There is no limitation on the number of accumulated hours of sick leave an employee may be carried over from year to year.

For this purpose, a year begins on the first calendar day of the first full month of an employee's employment. Only time as a regular employee fulfill this requirement; time as a Student Intern or Temporary Employee does not count.

If an employee is likely contagious (for example, coughing, running nose, sore throat, vomiting or with fever), the employee should use sick leave and not report to work.

Paid Sick Leave may be used for personal and immediate family illness, injury, medical, dental, or optical appointments, hospitalization, day surgery, disability (including maternity leave), paternity leave, and enforced quarantine. "Immediate family" for paid sick leave purposes is defined as an employee's spouse, child, stepchild, state-approved foster child, parent, or stepparent. "Spouse" is defined as a husband or wife as defined or recognized under any state for the purposes of marriage. In addition, any other relative living in the employee's home is considered "immediate family". At the sole discretion of the Director, "immediate family" for paid sick leave purposes may be granted for other especially close relatives, on a case-by-case basis.

Maternity and paternity leave is included in immediate family paid sick leave and may be used for the birth of a child. Parental leave (for either or both parents) for the adoption or foster care placement of a child may also be requested as immediate family paid sick leave.

Non-exempt employees must take sick leave in one-half (1/2) hour increments.

Exempt employees must take sick leave in 2-hour increments.

An employee requesting use of paid sick leave should notify the Director of appointments 5 days in advance of the need for Sick Leave. When leave is not foreseeable, the employee should provide notice to the Director as early as

practicable prior to their scheduled work time, using WAMPO's procedures for notification.

Unless it is an unexpected situation, written notice of the need for extended paid Sick Leave (longer than ten work days or two calendar weeks) must be given to the Director at least 10 days in advance of the requested leave, estimating or specifying when the leave will begin. A physician's statement that estimates a return to work date must be submitted within two weeks after extended paid sick leave begins. If a return date cannot be established, a physician's statement must be submitted for each period between medical appointments or at intervals not to exceed thirty (30) calendar days.

Employees may not elect to take unpaid time off in lieu of using available paid sick leave.

The use of Sick Leave for any other purpose than those described here is strictly prohibited and may constitute grounds for disciplinary action, up to and including termination of employment. Suspected sick leave abuse is subject to investigation by the Director.

H. Family Medical Leave

WAMPO complies with the Family and Medical Leave Act and will grant up to 12 weeks of Family Medical Leave (FML) during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FML rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. Any questions, concerns or disputes with this policy, should be made to the Director.

1. Eligibility

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve (12) months for WAMPO. The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the military are counted as hours worked in determining eligibility.
- Have worked at least 1,250 hours for WAMPO over the twelve (12) months preceding the date the leave would commence.

2. Reasons for Leave

To qualify as FML leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

3. Amount of Leave

An eligible employee can take up to 12 weeks of FML leave during any 12-month period. WAMPO measures the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FML military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FML leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for WAMPO may only take a combined total of 12 weeks of leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

4. Intermittent Leave or a Reduced Work Schedule

Employees may take FML leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

WAMPO may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, WAMPO and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt WAMPO's operations.

5. Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to their manager or the Director.

When the need for the leave is foreseeable, the employee must provide the WAMPO with at least 30 days' notice. When an employee becomes aware of a need for FML leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FML leave is not foreseeable, the employee must comply with WAMPO's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, WAMPO will provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

6. Designation of FML Leave

Within five business days after the employee has submitted the required certification or other documentation, WAMPO provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

7. Status and Benefits During Leave

WAMPO will continue an employee's health, dental and vision insurance benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control the employee is required to reimburse WAMPO the amount it paid for the employee's health insurance premium during the leave period.

WAMPO will continue life, AD&D and disability insurance while the employee is on FML.

8. Employee Status After Leave

An employee who takes FML may be asked to provide a fitness for duty clearance from a health care provider. Generally, an employee who takes FML leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. WAMPO may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FML leave is requested of their status as a key employee.

9. Use of Paid and Unpaid Leave

An employee who is taking FML leave because of their own serious health condition or the serious health condition of a family member must use all accrued vacation, Personal Day leave and sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FML leave if the reason for the FML leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FML leave and will run concurrently with FML.

For example, when an employee takes three weeks of sick leave related to a pregnancy, the three weeks will be designated as FML leave and counted toward the employee's 12-week entitlement. The employee will then be required to exhaust paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FML leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FML military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by WAMPO's sick leave policy) prior to being eligible for unpaid leave.

10. Intent to Return to Work from FMLA Leave

WAMPO may require an employee on FML leave to report periodically on the employee's status and intent to return to work.

11. Definitions

- a. **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.
- b. **Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.
- c. **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FML leave is to commence.
- d. **Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."
- e. **Qualifying exigency** includes short-notice deployment, military events and activities, child care and school activities, financial and

legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

- f. Covered active duty** for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.
- g. The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FML.
- h. Covered service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.
- i. Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

I. Unpaid Leave

Any absence, by a regular full-time or part-time employee, other than holidays, military leave and paid leave described herein is an unpaid leave of absence. An employee's use of unpaid leave not approved by the Director prior to the absence, is subject to discipline up to and including termination.

Following exhaustion of available and applicable paid leave, a leave of absence without pay of up to six months may be granted to an employee by the Director when the Director determines, in his/her sole discretion, that the leave will not jeopardize the productivity of the relevant position or harm the program within which the employee is assigned.

Sick Leave and Vacation Leave will not accrue during unpaid leave. Holidays which occur during a period of unpaid leave will not be paid.

If, however, the employee is on Unpaid Leave, WAMPO will not contribute to the premiums for health, dental and vision insurance and the premiums will be 100% employee-paid until the employee is off of Unpaid Leave. This provision does not apply to employees on approved Family Medical Leave or Military Leave.

If any unpaid leave time exceeds 20 working days (160 hours) within any 12-month period, the employee's next annual wage increase will be pro-rated based on the amount of unpaid leave taken.

WAMPO reserves the right to fill an employee's position during any unpaid leave, unless otherwise provided by applicable law.

J. Military Leave

Employees who are covered under the Uniform Services Employment and Re-employment Rights Act (USERRA) include any employee who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in uniformed services. Such employees shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of that membership, application for membership, performance of service, application for service, or obligation.

1. Any time off shall be without pay. Unpaid military leave will be granted for required military activities. Employees should notify the Director of the need for Military Leave as far in advance as possible.
2. Employees on Military Leave for annual training, required training, or normal drills may schedule their vacation leave to coincide with all or a portion of their Military Leave.
3. Employees are not required to use their vacation leave before being allowed to use unpaid Military Leave.
4. Active duty orders should be furnished to the Director before an employee's Military Leave of Absence begins, if possible.
5. If the employee does not return to work for WAMPO after military leave, the balance of unused vacation leave will be reimbursed upon written request following USERRA guidelines.
6. For absences of less than 31 days, health, dental, and vision benefits continue as if the employee has not been absent. It is the employee's responsibility to contact the Director or his/her designee to arrange for payment of the employee's share of the premium if he/she will receive no pay for an entire pay period due to military activities. For absences of 31 days or more, coverage stops unless the employee elects to pay the entire premium for such coverage. The employee must contact the Director or his/her designee to arrange for payment of continued coverage. Continuation of health, dental and vision insurance may not be necessary

due to the beginning of military health, dental and vision benefits. Employees should check with their military unit to find out when their military health, dental and vision benefits become effective. When an employee returns to work, health insurance will be reinstated with no waiting period or exclusions.

7. Re-employment rights will be offered following the guidelines set forth in USERRA.
8. Employees returning from Military Leave will receive seniority of service credit toward longevity benefits (if any), provided they return to work within the time limits stated in the USERRA guidelines. However, Sick and Vacation Leaves shall not accrue during unpaid Military Leave.
9. Scheduling leave: All employees should notify the Director prior to using military leave. The Director will reflect their leave on their calendar. In instances in which advanced notice of an absence cannot be provided, the employee will contact the Director to inform them that they will not be in that day.

VII. Benefits

A. Health, Dental, and Vision Insurance

WAMPO has an insurance program available to employees, other than part time employees who regularly work less than 20 hours per week, temporary employees and student interns. The types, amounts, provisions, and providers of these optional insurance programs are subject to change by the WAMPO Transportation Policy Body at any time. The terms of WAMPO's written insurance policies are controlling and override any statements made in this or other documents describing the various programs. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the WAMPO accountant.

1. **Enrollment:** Newly hired employees are eligible to enroll for health, dental, and/or or vision insurance on the first of the month following their employment start date. If they enroll at that time, they will join on the first of the month after the completion of 30 days of employment. Newly hired employees that do not enroll at their first opportunity can enroll during open enrollment.

All employees can enroll or change their insurance selections during open enrollment; open enrollment is held annually during a two-week period during November and/or December. Changes at other times can only be made if there is a statutorily-defined qualifying event. Contact the WAMPO accountant or the carrier for more information.

2. **Premiums:** WAMPO has contracted with health, dental and vision insurance providers to provide coverage to all eligible employees who choose to participate and their spouses and dependents.
 - Health Insurance: The cost share of the monthly premium for the health insurance is 80% employer-paid and 20% employee-paid.
 - Dental Insurance: The cost share of the monthly premium for the dental insurance is 50% employer-paid and 50% employee-paid.
 - Vision Insurance: The cost share of the monthly premium for the vision insurance is 50% employer-paid and 50% employee-paid.If, however, the employee is on Unpaid Leave, WAMPO will not contribute to the premiums and the premiums will be 100% employee-paid until the employee is off of Unpaid Leave. This provision does not apply to employees on approved Family Medical Leave or Military Leave.
3. **Payment of Premiums:** The employee's share will be paid through payroll withholding. If for some reason the employee's pay is not sufficient to pay the employee's share of any premium, the employee is solely responsible for the remaining payment. The employee's share may be withheld pre-tax if the employee chooses to participate in the Section 125 Plan.

Because the group insurance program and its benefits are subject to change, employees are advised to refer to the insurance booklets which are provided to them for more information.

B. Life Insurance, AD&D and Disability

Basic group life insurance in the amount of \$50,000 is provided to all employees; this amount may be higher if certain qualifications are met. The benefit is equal to twice the employee's annual income, less any overtime, up to a maximum of \$150,000. The entire cost of this benefit is paid by WAMPO.

Other benefits included with this policy are Accidental Death & Dismemberment (AD&D), and short- and long-term disability. Please refer to the Life Insurance Benefits manual for more information regarding these benefits.

Employees will be eligible for the life, AD&D, and disability insurance the first of the month following 60 days of employment. Employees who wish to have this benefit must complete required documents to enroll and name beneficiaries.

C. Retirement Fund

WAMPO offers a voluntary pre-tax 457 Plan for all qualifying employees, except

temporary employees and student interns. Qualifying employees are those who have completed six (6) months as a WAMPO employee and are scheduled to work over 1,000 hours a year. Participation in the program is not required. Each employee choosing to participate in the 457 Plan has the option of electing a specific dollar amount or salary percentage-based option. Contributions to the 457 Plan are made through payroll withholding. WAMPO will match the employee contribution up to 4.7% of the employee's wages. Please refer to the manual for more details.

VIII. EMPLOYEE PERFORMANCE EVALUATIONS

The formal performance evaluation is designed to facilitate communication, on a regular basis, between supervisor and employee about the employee's role in meeting WAMPO's goals and objectives. Performance evaluations are conducted to recognize positive performance, to correct unsatisfactory performance, and to set appropriate short and long-term goals. The performance evaluation will provide support and documentation for pay increases, promotions, demotions, layoffs, or terminations. It will provide an opportunity for the supervisor and the employee to discuss job duties and expectations. The evaluation process promotes discussion regarding the employee's career path, alternative career paths, and necessary training requirements.

Throughout the employee's tenure, there should be an ongoing dialogue between employee and supervisor regarding performance, both positive performance and

areas needing improvement. If the informal process has been successfully followed, both employee and supervisor should come into the formal performance evaluation meeting with a clear view of the performance level the staff member has achieved.

A. Annual Evaluations

Upon joining WAMPO, a formal evaluation will be completed after the new employee has been with WAMPO for six (6) months (See Section IV. Initial Probationary Period). After this, each employee will undergo a formal review in December of each year. Performance evaluations are conducted by the Director and/or Manager. The Director and/or Manager may, at their sole discretion, determine that an additional formal evaluation is appropriate for any employee at any time. The formal evaluation will reaffirm and document discussions the employee had with supervision throughout the year. The formal process will include:

- Written performance evaluation;
- Dialogue in a face-to-face meeting; and
- Opportunity for the employee being reviewed to comment on the review form.

B. Interim Evaluations

In addition to the annual evaluation in December, it may be necessary to conduct interim evaluations to clarify expectations. At their sole discretion, the Director and/or Manager may choose to conduct a formal interim performance evaluation. The interim evaluation may or may not be done in conjunction with a Performance Improvement Plan.

C. Performance Improvement Plan

A performance improvement plan (PIP) will be written for any employee whose work is determined to be unsatisfactory. A performance improvement plan may be written at any time.

Typically, an employee placed on a PIP will be given up to 90 days to improve performance. The performance improvement plan should include:

- The nature of the improvement which is required;
- How that improvement will be measured or assessed;
- The time frame during which improved performance must be demonstrated;
- Any assistance or support which will be provided to the employee; and
- The consequences of not achieving a satisfactory level of performance.

At the conclusion of the time set forth in the PIP, one of the following will occur:

- If the employee's work has satisfactorily improved, it will be noted and the PIP will be terminated
- If the employee's performance has improved somewhat and the Director believes the employee's performance can improve if the PIP is extended, the Director may extend the PIP up to 30 days. A PIP may be extended only one time.
- If the employee's performance has not improved sufficiently, the employee's employment will be terminated.

D. Documentation

An employee will be asked to sign evaluations and any Performance Improvement Plan, reflecting the employee's receipt of the document. It is understood that the signature does not necessarily indicate agreement with what is written.

All evaluations and Performance Improvement Plans will be maintained in the employee's personnel file.

IX. ETHICS AND CONFLICTS OF INTEREST

WAMPO is a governmental entity and it is reliant on all employees to be mindful of any conduct that could be subject to public scrutiny, comment, and/or criticism. Employees should conduct themselves in a professional manner at all times.

A. Confidentiality

Our member communities and other parties with whom we do business entrust WAMPO with important information relating to their business operations. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know,” unless required by applicable law, rule or regulation. If an employee questions whether certain information is considered confidential, he/she should first check with his/her supervisor.

This policy is not intended to inhibit normal business communications, but to alert employees to the need for discretion at all times.

B. Nepotism, Employment of Relatives, and Personal Relationships

The employment of relatives can be problematic for both WAMPO and the family, including conflicts of interest, favoritism, the appearance of favoritism, and scheduling issues.

In order to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or workplace disruptions exists, WAMPO has established the following standards:

- An employee must not be in a supervisor/subordinate relationship with a relative;
- An employee cannot be involved in any employment decision about a relative, such as hiring, discipline, or compensation.
- An employee must not participate in an audit or performance evaluation of a relative;
- The employment of relatives must not create an adverse impact on work productivity or performance;
- The employment of a relative must not create an actual or perceived conflict of interest or disruption in the work environment;
- The employment of a relative must not violate any legal or regulatory mandate; and
- An employee may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, siblings, stepfamily members or in-law family members) serves on WAMPO’s Transportation Policy Body.

For the purpose of this policy, a relative is defined as spouse, mother, father, son, daughter, sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, stepchild, aunt, uncle, cousin, niece, nephew, grandparent or grandchild. The term “relative” also include a domestic partner (a person who shares a residence and an intimate interpersonal relationship) and child of a domestic partner.

With regard to sexual or romantic relationships, employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates. Any supervisor must disclose the existence of a romantic or sexual relationship with a subordinate employee; such disclosure must be made to the supervisor’s immediate superior, who will review the circumstances and determine whether a conflict of interest or risk of a conflict of interest exists. If a conflict of interest or a risk of such exists, WAMPO will work with the employees to consider options to resolve the problem. The possible resolutions may include reassignment of functions or position. Failure to cooperate with the assessment of the relationship or in the discussion to find a reasonable solution is insubordination and may result in discipline, up to and including termination. If one or both parties refuse to accept a resolution acceptable to the WAMPO, then such refusal will be considered a voluntary resignation.

Sexual and romantic relationships between employees, when neither is in a supervisory position, must not result in conduct that affects productivity or may create a problem in the workplace. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.

WAMPO reserves the right to exercise managerial judgment and take such actions as may be necessary to achieve the intent of this policy. On a case-by case basis, and with the specific approval of the Director, WAMPO reserves the right to vary from the standards to address unusual circumstances.

Employees should bring to the attention of the Director any potential or existing personal relationship which may violate this policy. Employees who know of and fail to disclose a relationship covered by this policy will be subject to disciplinary action up to and including termination.

C. Outside Employment

Outside employment is permitted only with the prior approval of the Director. An employee requesting approval should submit the request to the Director in writing, identifying the employer, the type of work to be performed and when the work would be done. The Director will determine if a conflict of interest exists and whether the nature of the outside employment would impair the performance of the employee's duties and responsibilities or could otherwise impair WAMPO.

Work on behalf of an outside employer cannot be performed at such time that the employee is being paid wages by WAMPO or at the WAMPO worksite.

Under no circumstances should WAMPO supplies, equipment, or non-public information be used on behalf of the outside employer.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If WAMPO determines that an employee's outside work interferes with the employee's job performance, approval of outside employment will be withdrawn. The employee will be given a reasonable time to give notice of resignation to the outside employer.

Employees who have accepted outside employment may not use paid sick leave to work on outside employment.

Any violation of this policy will result in discipline, up to and including termination of employment.

D. Code of Ethics

WAMPO has adopted a Code of Ethics. (See Appendix) All employees are required to sign and acknowledge receipt of the policy. The Acknowledgement will be maintained in the employee's personnel file.

E. Statement of Substantial Interest

WAMPO employees who have a substantial interest must file a statement of substantial interest during the month of April of every year. A substantial interest occurs when any of the following occurs:

(1) If an individual or an individual's spouse, either individually or collectively, has/have owned, within the preceding 12 months, a legal or equitable interest

exceeding \$5,000 or 5% of any business, whichever is less, the individual has a substantial interest in that business.

(2) If an individual or an individual's spouse, either individually or collectively, has/have received, during the preceding calendar year, compensation which is or will be required to be included as taxable income on federal income tax returns of the individual and/or spouse in an aggregate amount of \$2,000 from any business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(3) If an individual or an individual's spouse, either individually or collectively, has/have received, in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more from a business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(4) If an individual or an individual's spouse holds the position of officer, director, associate, partner, or proprietor of any business, other than an organization exempt from federal taxation of corporations under section 501(c)(3), (4), (6), (7), (8), (10) or (19) of chapter 26 of the United States code, the individual has a substantial interest in that business, irrespective of the amount of compensation received by the individual or individual's spouse.

(5) If an individual or an individual's spouse receives compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the individual has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the individual and/or the individual's spouse, either individually or collectively, received an aggregate of \$2,000 or more in the preceding calendar year.

The Form "Statement of Substantial Interest" is in the Appendix.

X. GENERAL ADMINISTRATION AND OPERATIONS

A. Business Hours

WAMPO's business hours are 8 a.m.-5 p.m., Monday through Friday, except for holidays and closings due to severe weather or emergency conditions.

Employees are expected to be able to respond to member organizations and collaborate with each other during normal business hours. Anyone wishing to participate in an alternative work schedule should discuss the ramifications with the Director; any flexible work arrangement is at the discretion of the Director, to ensure that employees fulfill their professional responsibilities

and to uphold the vision, goals, and responsibilities to the WAMPO membership.

Non-exempt employees: Because employees may be expected to attend public meetings, even outside of regular business hours, flexible hours during the work week may be arranged with the approval of the Director. Non-exempt employees are reminded that any modified schedule must be completed in the same workweek. For example, if a community meeting results in an employee working Monday night and the employee desires to come in late an upcoming morning, that must be done during the same workweek and with the Director's approval.

Exempt employees: Exempt employees are paid for their work, rather than for the hours they keep. As a result, they may work weekends or nontraditional hours. Nevertheless, they are accountable to the public and expected to generally be available during business hours. Exempt employees should obtain the approval of the Director for any significant changes from business hours. Unapproved absences of blocks of time exceeding two hours will be considered vacation leave, personal leave, or, if there is insufficient paid leave, unpaid leave.

B. Alternative Work Schedule

An alternative work schedule may be available to WAMPO employees based on the nature of the position held, and at the discretion of the Director. Staff wishing to participate in the alternative work schedule program should discuss the ramifications for the department with the Director. Requests for an alternative work schedule should be submitted to the Director, using the Alternative Work Schedule Application form found in the Appendix. Approvals or denials of alternative work schedule requests by the Director, including the reason for the approval or denial, should be in writing.

Non-exempt employees will not be permitted to work an alternative work schedule under which the non-exempt employee is regularly scheduled to work more than ten (10) hours during any given workday or forty (40) hours during a one week period.

Any abuses of the alternative work schedule, including not documenting or following the schedule or submitting incorrect timecards, may result in the loss of participation in the alternative work schedule and may result in disciplinary action, up to and including immediate termination.

Employees working an alternative work schedule may be asked to make specific adjustments to accommodate scheduled meetings.

The Director may withdraw approval of an alternative work schedule if necessary for the operations of WAMPO.

1. Full-Day Alternative Work Schedule Policy:

The full-day alternative work schedule policy is available to exempt employees only. The plan consists of eight nine-hour days and one eight-hour day within a two-week period.

Vacation Leave will be charged by the hour and not by the day. Vacation leave that is taken a week at a time will be charged at 40 hours per week. Vacation and sick leave taken by the day will be charged according to the number of hours scheduled to be worked. For example: if an employee wanted to take a vacation day during a week when they were scheduled to work nine-hour days, their annual leave balance would be charged nine hours. However, if the employee wanted to take five days off during the same week, their vacation leave balance would be charged 40 hours. That employee would then continue their two-week schedule the following week.

Sick Leave, in all instances, will be charged by the number of work hours actually taken based on the hours scheduled to work. For example: if an employee was scheduled to work a nine-hour day but was sick, their sick leave balance would be charged nine hours. If an employee takes sick leave for a whole week in which the employee works nine-hour days, 45 hours would be charged against their sick leave balance. Employees can make up sick leave when possible.

All holidays are counted as eight hours and not nine hours, unless there are two holidays in a two-week time period, then one holiday is 8 hours and the second one is 9 hours. When holidays occur, they must be used as the eight-hour day of the schedule.

If a holiday occurs on the scheduled day off, the employee may take an alternative day off, preferably the day before or the day after the holiday, as the scheduled day off. Regardless of holidays, each participating employee must account for a minimum of eight nine-hour days and one eight-hour day during the two-week pay period.

2. Half-Day Alternative Work Schedule Policy:

A half-day alternative work schedule is available to full-time exempt and non-exempt employees. The plan consists of four nine-hour days and one four-hour day within each week. The four hours off should not be recorded on the timecards as hours worked.

Vacation leave and sick leave will be charged by the hour and not by the day. Any leave taken for a full day will be charged according to the number of hours scheduled to be worked for that day. Holidays are counted as eight hours and not nine hours.

C. Parking

WAMPO follows the employee and public parking policies and procedures for the Ronald Reagan Building; these policies and procedures are

determined by Sedgwick County because the County owns and operates the building.

D. Severe Weather and Emergency Closings

In the event of severe weather conditions or other emergencies, the Director may decide to close the office for the day, open late, or close the remainder of the day. It is anticipated that office closings will only be approved in rare instances. If a decision is made to close, all employees will be notified.

Employees may elect to work remotely if an office closing is declared.

The time off will be documented on time sheets.

- Non-exempt employees may use vacation or approved unpaid leave for time off due to a closure declared by the Director. Alternatively, non-exempt employees may elect to make up time. However, any time made up must be made up during the same work week as the closure.
- If the closure is more than 2 hours of a workday, exempt employees may use vacation, or approved unpaid leave for time off due to a closure declared by the Director. Exempt employees may make up the time during the work week. Closures of less than two hours (closing early or opening late) are not unpaid for exempt employees.
- If the closure is for a full day, employees may use their personal day leave.

Any employee who was on a previously approved leave day during the declared emergency will be the charged leave for which approval was already given.

E. Financial Management

WAMPO and the Kansas Department of Transportation (KDOT) work to ensure KDOT regulations are being followed in accordance with federal grant funding rules and processes.

1. Separation of Duties

Contracts are reviewed by the Director and the Manager and, if equal to or over the \$5,000 threshold, are also approved by the Transportation Policy Body (TPB) and WAMPO's selected attorney before processing. Invoices, reimbursables, and timesheets are approved by the Director within bank workflow before processing.

2. Payroll and Bank Reconciliation

Payroll Services send WAMPO a copy of the bi-weekly payroll detail, which is reviewed by the accountant and Director before submitting for approval to pay via ACH.

After payroll processing, the accountant enters the payroll information into a spreadsheet, along with the insurance payments, to check for discrepancies. Payroll withdrawals from WAMPO's bank account are reconciled by the accountant and reviewed by the Director.

3. Accounts Receivable

Incoming mail is received and date-stamped upon receipt. All checks received are date-stamped and forwarded to the accountant, who endorses the check and enters the information into a log sheet. A receipt is obtained and filed in the WAMPO TIP and/or MEMBERSHIP physical file, as well as in an online shared file.

4. Accounts Payable

Incoming invoices are date-stamped upon receipt and given to the Director for review. If approved, the Director will sign and date the invoice and forward to the accountant, who sets up the payment via WAMPO's online banking.

5. Credit Card - General Office Expenses WAMPO's corporate credit card is used for general office purchases (office supplies, postage, etc.). All purchases should be necessary and made at a reasonable price. Such purchases shall be stored in a common areas to which WAMPO employees have access. The receipts and detailed documentation is provided to the accountant, who is responsible for confirming that the items purchased have been received, recording the expenditures the accounting system, ensuring the documentation is reconciled with the credit card statement, and storing the receipts. The accountant shall make the documentation available to its fiscal agent, the City of Wichita, as well as auditors and others legally entitled to examine the records.

6. Credit Card - Travel Expenses The employees who are assigned travel credit cards which are used for work-related travel expenses only, as described in the Employee and Operations Manual. The credit cards, when not in use, are to be kept in a locked cabinet, box or drawer maintained by the accountant. Travel expenses may include airfare, hotel, food, registration, transportation service, and parking. All credit card charges must be supported by receipts and detailed documentation. This documentation must be provided to

the accountant. The accountant is responsible for recording the expenditures the accounting system, ensuring the documentation is reconciled with the credit card statement, and storing the receipts. The accountant shall make the documentation available to its fiscal agent, the City of Wichita, as well as auditors and others legally entitled to examine the records.

F. Mail and Postage

Postage is purchased via the departmental credit card or petty cash and outgoing mail is dropped off at the local post office.

G. Mileage Reimbursement and Travel Procedures

Note: The procedures outlined below are to provide general guidance to employees regarding mileage reimbursement and travel procedures; however, the WAMPO Director, KDOT, and the U.S. Department of Transportation have the authority to review and determine eligibility of all costs incurred. This authority controls and supersedes any of the following procedures.

WAMPO will reimburse employees at the federal rate (www.gsa.gov) for privately-owned vehicle mileage incurred for allowable work-related purposes; if more than one employee of WAMPO is travelling to the same location; mileage is only paid to the driver when employees share a vehicle. This includes mileage to and from meetings, conferences, and trainings and for data collection efforts. Mileage is not paid for travelling between home and the office, and it is not paid for routine errands. Any mileage incurred for activities not directly specified in this paragraph requires prior approval from the Director. Employees may also be reimbursed for tolls or parking expenses. Receipts for these expenses must be submitted with the reimbursement request. Employees seeking mileage reimbursement should use the provided Employee Travel Reimbursement Form and submit their mileage bi-weekly in accordance with the payroll schedule. This written document will be kept with the payroll file.

- **Out-of-Region Travel (Day Trips)**

Employees traveling out of the region for work-related purposes should inform their direct supervisor prior to travel and incurring any expenses. Failure to do so may result in the employee not being reimbursed for incurred costs. Allowable expenses for out-of-region travel may include mileage, meals, tolls, and parking expenses. If the employee seeks reimbursement for meals, the total reimbursement for actual costs should not exceed the Meals and Incidental Expense Rate, as defined at www.gsa.gov. Employees have

the option to use their WAMPO credit card to pay for the meal using the Meals and Incidental Expense Rate, as defined at www.gsa.gov, and then provide an itemized/detailed receipt to WAMPO with the expense documented on the Employee Reimbursement Form. If proper documentation is not provided, the expense will not be reimbursed. WAMPO will not reimburse any alcohol-related expenses.

- **Out-of-Region Travel (Overnight)**

Employees traveling overnight to attend conferences or trainings must receive prior approval from the Director for budgeting purposes. Any conference or training should be listed in the Unified Planning Work Program. If not, WAMPO must receive approval from KDOT prior to attending the event. Employees will use their WAMPO credit card for conference registration, hotel room expenses, and transportation and transportation-related fees (tolls, parking, shuttles, etc).

- **Meal Reimbursement**

Employees should follow the policies set forth in the above paragraphs regarding meal reimbursement. Employees incurring meal-related expenses for events in the WAMPO region may be eligible for reimbursement of meals if the following criteria are met:

- The work-related event (training or meeting) has a meal being served at the expense of the attendee, or the meeting is held at a food-establishment. Examples may include Military Affairs Council Breakfasts, Intergovernmental Luncheons, Housing Roundtable Discussions, etc. This would not include a meeting scheduled by the employee at an eating-establishment.
- A detailed receipt is obtained for the expense.
- The cost of the meal is not included in the registration costs for the event.

Employees seeking reimbursement for meal-related expenses should receive prior approval from the WAMPO Director. All meals should be paid for by the employee with the WAMPO credit card. Any meals reimbursed will be for the actual costs but should not exceed the Meals and Incidental Expense Rate, as defined at www.gsa.gov.

All meal reimbursements should be included on the Employee Reimbursement Form. The amount and meeting name should be included and documentation for the expense attached.

- **Unapproved Expenses**

Any expenses charged to a WAMPO credit card, that are not reimbursable must be repaid to WAMPO by the employee.

H. Email and Computer Use Policy

Unless exempt from disclosure by applicable law, information generated in WAMPO's electronic systems is available for public access. Employees shall have no expectations of privacy when using WAMPO's email system or internet.

WAMPO reserves the right to monitor WAMPO-provided electronic services. Electronic media and services provided by WAMPO are the property of WAMPO and are intended for business use only. Monitoring may occur during system maintenance, periodic random checks, to further a legitimate business need, or if WAMPO has reason to believe that an employee is using electronic media in a way that is inconsistent with employee policies. E-mail and internet access are provided to WAMPO employees for appropriate use. WAMPO employees have no personal privacy rights, or any expectation of privacy, in e-mail messages or other electronic communications created, received, posted or sent in the workplace. WAMPO employees also have no personal privacy in internet usage. WAMPO has the express right to intercept and monitor all e-mail messages and other electronic communications, as well as internet usage, while in the workplace.

1. **Acceptable and Prohibited Use:** Keeping in mind public expectations of public agencies such as WAMPO, employees should use the internet and email systems to effectively accomplish job responsibilities, specifically for WAMPO business and work-related communications only.
 - Job-related responsibilities may include searching online public access information, gaining access to software support information, accessing external databases, electronic listservs, or discussion groups on job-related topics.
 - WAMPO communications, internally and externally, must reflect the appropriate level of professionalism.
 - Emails with personal or business solicitations are not permitted.
 - Accessing the internet for a personal business or to participate in an online auction is prohibited.
 - Network data storage is to be used for business related data only. Personal music, video, pictures, etc. are not permitted to be stored on the network. Peer to peer music or video is not permitted.
 - Engaging in political activities is prohibited.
 - Accessing, forwarding, downloading, chatting, texting, or emailing material that would not be suitable for public distribution in the workplace, such as obscene or pornographic, harassing, threatening, illegal or unauthorized copyrighted materials is prohibited.

- Chain letters or spamming are prohibited.
 - Gambling or game playing is prohibited.
 - Operating a personal business is prohibited.
- 2. Security:** Due diligence should be exercised when transferring data to external storage devices (notebooks, PDSs, USB flash drives, external drives, etc.) to ensure that passwords, credit card numbers, social security numbers, etc. are not accessible in case the device is lost. Any lapse in security should be immediately reported to WAMPO, so that corrective actions can be started in a timely manner.
- 3. Discipline:** Any employee found to have violated this policy might be subject to disciplinary action at the discretion of the Director and/or the TPB Executive Committee. Disciplinary action may include counseling, changes in work assignments or suspensions to prevent future violations. Depending on the severity of the violation and the frequency of violations, the discipline may be of any form, up to and including termination of employment, at the discretion of the Director and/or the TPB Executive Committee.

I. Social Media Policy

Social media is a broad term understood to include websites, blogs, message boards, chat rooms, electronic newsletters, wikis, online forums, social and professional networking sites, and other electronic methods to share information. Violation of the social media policy may result in discipline, up and including termination.

At no time should information considered confidential be posted on social media. Examples of confidential information include drafts of requests for proposals or reports, proprietary information of private businesses, and personal information (obtained through employment at WAMPO) about individuals who have not given their permission to disclose it.

1. WAMPO Social Media

WAMPO's Communications Manager has primary responsibility to make postings on WAMPO-owned social media. Other employees wishing to make a post on a WAMPO-owned social media must coordinate that through the Communications Manager or the Director.

All passwords, protocols, and access to social media used by WAMPO cannot be altered to block access by the Director and/or the Communications Manager without the express permission of the Executive Committee of the Transportation Policy Body.

Appropriate permission from the photographed person should be obtained before referring to or posting images of current or former employees, member organizations, or vendors. However, broad or general photos taken during public meetings may be published.

Appropriate permission from the holder should be obtained before using copyrighted materials, trademarks, service marks, or other intellectual property.

Postings should be professional, straightforward, honest, non-political, and respectful. Derogatory, offensive, plagiarized, or libelous content or commentary is unacceptable.

2. Other Social Media

Posts on personally owned social media which involve work or subjects associated with WAMPO should include some sort of disclaimer, such as: "This is my own opinion and may not represent WAMPO's position or opinions."

Do not respond to work-related inquiries on personal social media accounts.

Subject to applicable law, after-hours or personal online activity that violates WAMPO's Code of Ethics, WAMPO's policies against workplace violence or bullying, or WAMPO's harassment policy, or that discloses confidential information may result in discipline.

Personal social media activity should not interfere with an employee's responsibilities at WAMPO.

J. Equipment and Information Resources Use

1. Office Equipment

WAMPO's equipment is essential to the effective and efficient operation of the organization. Moreover, as a public agency, WAMPO must take reasonable steps to maintain and secure such assets. WAMPO equipment should be predominantly used for work-related purposes. Making photocopies for personal use or non-WAMPO use is prohibited.

Employees are expected to take reasonable care of equipment that has been issued to them in order to avoid misuse, damage, loss, or theft. Employees are expected to practice due diligence to protect the equipment and the confidential data contained therein. Employees who

are deemed to be negligent may be requested to pay personally for the replacement or repair.

Electronic equipment should not be exposed to extreme temperatures or excessive humidity. Therefore, overnight storage of electronic equipment in a vehicle is not permitted.

Office equipment is purchased with federal funding and must be disposed of per federal guidance.

2. Information Resources

The term “Information Resources” includes all hardware, software, data, information, networks, telephones, facsimile machines, photocopy machines, and other information technology (IT).

WAMPO reserves the right to monitor any and all use of Information Resources, including e-mail, phone, and internet use. Employees have no right to, and no expectation of, privacy with respect to the use of Information Resources. Information including, but not limited to, documents, software, files, and email, that an employee creates, accesses, transmits, or stores while using Information Resources is WAMPO property.

Inappropriate use of Information Resources could result in disciplinary actions, up to and including immediate dismissal from employment or criminal prosecution where the act constitutes a violation of law.

K. Telephone Use

Personal calls and texting should be kept to a minimum and must not interfere with the employee’s performance of his/her duties. Employees are expected to use discretion in the placement of personal calls. Personal long-distance calls may not be charged to WAMPO.

L. Smoke-Free Workplace

It is the policy of WAMPO to prohibit smoking on all organization premises in order to provide and maintain a safe and healthy work environment for all employees. Smoking is defined as the act of carrying or possessing any

lighted tobacco product, including cigars, cigarettes, electronic cigarettes, vaping devices and pipes of any kind.

The smoke-free workplace policy applies to:

- All areas inside of the building.
- All organization-sponsored off-site conferences and meetings.
- All vehicles leased by the organization.
- All visitors (customers and vendors) to the organization's premises.
- All contractors and consultants and/or their employees working on the organization's premises.
- All employees, temporary employees, and student interns.

Smoking is permitted in WAMPO parking lots only.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination. This policy will also apply to hookah pipes and other artificial paraphernalia that create smoke.

M. Attire and Grooming

Employees contribute to the professionalism and reputation of the organization in the way that they present themselves. WAMPO employees are expected to be neat, clean, and well-groomed while on the job. It is a benefit for WAMPO employees to dress in business casual clothing year-round. However, as proponents for the organization and for its member jurisdictions, it is important that WAMPO employees present an appearance that projects a professional image, is consistent with staff's job responsibilities and conveys respect for the people that we serve.

WAMPO is confident that employees will use their best judgment regarding attire and appearance. WAMPO reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or, in severe cases, may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination of employment.

WAMPO has Jeans Day on Fridays. However, if scheduled to attend a meeting on behalf of WAMPO during a Jeans Day Friday, employees should not wear jeans. Business casual attire is required.

N. Personnel Files

Employee files are maintained by the Director or the Accountant/HR Assistant and are considered confidential. Employees files will consist of a general personnel file and a confidential file with health and disability information. Supervisors may only have access to personnel file information on a need-to-know basis.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the personnel file, or limited parts of it, in accordance with applicable laws, rules, and regulations. The confidential file, with health and disability information, cannot be reviewed as part of the selection process.

Access to personnel files by current employees and former employees upon request will generally be permitted within three days of the request, unless otherwise required under state law. Personnel files are to be reviewed within a designated area specified by the Director or the Accountant/HR Assistant. Personnel files may not be taken outside of WAMPO.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Information about an employee's and his/her immediate family's health is subject to requirements of the federal Health Insurance Portability and Accountability Act (HIPAA). It is confidential and should not be disclosed beyond the employee's confidential file with health and disability information. While payroll information will include approved sick leave, it is not necessary for the nature of any illness to be disclosed in timesheets or payroll documentation.

XI. SAFETY AND HEALTH

WAMPO is committed to providing a safe and healthful working environment.

A. On-the-Job Injuries

Any on-the-job injury, aggravation, or illness must be reported to the Director immediately. WAMPO has worker's compensation coverage, as required by state law.

B. Emergency Contact

All employees are requested to regularly update emergency contact information. Emergency contact information is maintained by the Accountant/HR Assistant and/or Director.

C. Drug-Free Workplace Policy

To foster public safety and a safe, healthy, and productive work environment, WAMPO has a Drug-Free Workplace Policy, for the purpose of providing a safe working environment free of drugs and alcohol. The Drug-Free Workplace Policy covers all employees of WAMPO. Implementation of the Drug-Free Workplace Policy is subject to the restrictions contained in federal, state, and local laws.

1. Awareness Program

WAMPO is committed to achieving and maintaining a safe, healthy and productive workplace that is free of substance abuse. Employees of WAMPO are our most valuable resource and, for this reason, their health and safety are our number one concern. Substance abuse, which can imperil the health and well-being of our employees and threaten the

WAMPO workplace, will not be tolerated. Employees are expected to be in suitable mental and physical condition to perform their assigned job tasks in a satisfactory and professional manner.

The term “substance abuse” includes the use or possession of any illegal drug or controlled substance, the use or possession of alcohol, or the misuse of any legally prescribed drug while on WAMPO business. Substance abuse includes when it is possessed or consumed during working hours, or while driving on behalf of WAMPO, as well as reporting to work under the influence. As used in this policy, “controlled substance” includes all substances listed in Schedules I through V of Section 202 of the Controlled Substance Act, 21 USC 812.

2. Prohibited Conduct

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by a WAMPO employee while conducting WAMPO business is prohibited. This includes off-premises activities during lunch breaks or any other break periods after which an employee is scheduled to return to work, as well as time periods immediately prior to work.
- The consumption, possession, manufacture, distribution, dispensation, sale, or storage (including in a desk, locker, automobile or other repository) of alcohol on WAMPO property by a WAMPO employee, while conducting WAMPO business, in vehicles being used for business purposes, or during employee’s work hours.
- Being under the influence of an illegal drug on WAMPO property, while conducting WAMPO business, or in vehicles being used for business purposes or during the employee’s working hours. Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or the manufacturer’s guidelines. Such use must not impair the individual’s ability to function safely and effectively or adversely affect judgment or perception.
 - Being under the influence of alcohol is defined as blood alcohol of 0.02% or higher.
 - Being under the influence of an illegally used drug is defined as a verified positive drug test result.
- Illegal possession, use, manufacture, distribution, dispensation, sale of or involvement with a controlled substance, drugs or alcohol off the job that leads to adverse publicity for WAMPO or impacts WAMPO’s credibility with any outside concern, or has the potential for that publicity or impact.
- Switching, altering or committing any other misconduct pertaining to any breath, urine or blood sample.

- Refusing to consent to testing or refusing to submit a breath, urine, or blood sample for testing.
- Falsification of any information during a drug testing procedure.
- Disclosure of information to individuals, other than on a need-to-know basis, pertaining to: drug/alcohol testing referrals; results of such testing; or treatment referrals.
- Conviction under any criminal drug or alcohol statute for a violation and failing to notify WAMPO of such a conviction within five days of the conviction.
- For those employees driving a vehicle, or operating power tools or heavy equipment, failure to notify the Director of the use of a prescription drug, that may adversely impact the employee's ability to safely perform his/her job duties. WAMPO may temporarily place the employee in a less safety-sensitive position during the course of the drug's prescription.
- Refusing to sign the Drug-Free Workplace Policy Acknowledgement form or the Substance Abuse Testing Consent form.

3. Medications Affecting Job

An employee who is not able to perform his or her job satisfactorily because of the effects of an over-the-counter or prescribed medication should notify the Director of the use of the medication which may adversely impact the employee's ability to safely perform job duties. Appropriate actions include, but are not limited to, temporarily placing the employee in a less safety sensitive position during the course of treatment, sending the individual home in accordance with leave policies, or requiring a drug test.

4. Testing

- WAMPO will comply and institute drug and/or alcohol tests when required by any applicable government law or regulation.
- The methods that may be used to determine the presence of alcohol and/or drugs in the system under this policy include a urine, breath, saliva, and/or blood test. For the safety of our employees, WAMPO may test for drugs and/or alcohol when a supervisor and/or manager has/have reasonable, individualized suspicion of drug and/or alcohol use in violation of this policy. "Reasonable suspicion" must be based on specific, objective criteria, including, but not limited to: observation of drug use or possession; direct observation of the physical symptoms of being under the influence of a drug, such as impairment of motor functions or speech; a pattern of abnormal conduct or erratic behavior observed by a supervisor trained to recognize the signs of drug use; arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug

possession, use, or distribution; information that is provided by a reliable and credible source or can be independently corroborated; or newly discovered evidence that an employee tampered with a previous drug test. A determination of reasonable suspicion shall be at the sole judgment of WAMPO.

- Testing Procedures:
 - Drug and alcohol testing will be performed, utilizing urine, breath, saliva, and/or blood samples, by a local medical facility or laboratory selected by WAMPO.
 - Testing will be conducted for the presence of controlled substances, as described in this policy, and any additional confirming tests that are required will be performed.
 - The testing collection agency selected by WAMPO shall adhere to all commonly accepted medical and legal safeguards relating to collection, chain of custody, and other requirements, to ensure optimal reliability and validity of the test results.

5. Consequences for Violation of This Policy:

WAMPO has established the Drug-free Workplace Policy and Procedures in order to protect our employees, members, and agency from the effects of substance abuse. Employees who violate this policy and/or fail to cooperate with drug and/or alcohol testing will be subject to discipline, up to and including immediate termination.

Employees who are found in violation of this policy may be given the opportunity to continue employment subject to their successful participation in a treatment program at the employee's expense (or through their health plan). The decision to permit an employee to participate in a treatment program in lieu of termination rests solely with WAMPO. A follow-up test and random tests will be given to such employees. Any employee failing a second alcohol/drug test will be terminated.

Employees referred to treatment will be required to sign a Rehabilitation Agreement. Employees undergoing counseling, treatment, or rehabilitation for substance abuse that continue to work must meet all established standards of conduct and job performance.

6. Condition of Employment. As a condition of employment every employee:

- must abide by the provisions of this policy with regard to drugs and other controlled substances.
- must notify his or her supervisor within five (5) working days of any arrest or criminal charges arising out of the misuse of alcohol or any controlled substance.
- must notify his or her supervisor within five (5) working days of any conviction arising out of the misuse of alcohol or any controlled substance.

WAMPO requires that this policy be read by new employees. WAMPO views any violation of this policy as a serious offense, which will be fully investigated. Employees are expected to cooperate with any such investigation.

Failure to follow this policy can result in discipline, up to and including termination, even for a first offense.

7. Reservation of Rights

WAMPO reserves the right to interpret, change, or rescind this policy in whole or in part, with or without notice. In addition, changes to applicable federal or state laws or regulations may require WAMPO to modify or supplement this policy. This policy does not create a binding employment contract or modify an existing contract with any WAMPO employee.

D. Workplace Violence

WAMPO intends to promote a safe environment for its employees. It is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats of violence, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. The malicious use of traditional weapons and other items not intended as weapons; (i.e., pipes, screwdrivers, etc.) is also prohibited. Individuals who commit such acts may be removed from the premises and will be subject to disciplinary action, criminal penalties, or both.

Employees need to cooperate to implement this policy effectively and to maintain a safe working environment. Employees must not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If an employee observes or experiences such behavior by anyone on WAMPO premises it should be reported immediately to supervision. The Director should be consulted regarding an investigation of the incident and appropriate action. **(Please note: Threats or assaults that require immediate attention by police should be reported first by calling 9-911).**

WAMPO reserves the right to investigate potential violations of this policy in a reasonable manner and scope, including undertaking property searches. All desks, storage drawers and cabinets, office cubicles, and any other work areas provided by WAMPO are the property of WAMPO. WAMPO reserves the right to search any such property when WAMPO has a reasonable basis for doing so and the search is reasonable in its scope. Any weapon uncovered in a search may be confiscated. When warranted, confiscated items may be turned over to appropriate law enforcement authorities.

Nothing in this statement shall be construed as creating any duty or obligation on the part of WAMPO to take any actions beyond those required of an employer by existing law.

WAMPO intends to prosecute all violators of this policy. Employees who fail to comply with any part of this policy will be subject to discipline up to and including termination.

E. Harassment Policy

WAMPO will provide a productive work environment for its employees and not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another employee's work performance or that creates an intimidating, offensive, or hostile work environment.

Harassment on the basis of any protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, political affiliation, or any other characteristic protected by law, or that of his/her relatives, friends, or associates, and that (a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on WAMPO time, or using organization equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

Sexual harassment, in particular, is strictly prohibited and will engender appropriate disciplinary action, up to and including, termination. Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example, (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working

environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

The harassment policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to WAMPO (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events. Conduct prohibited by these policies is also unacceptable outside of the workplace, if it has the purpose and/or effect of creating an offensive, hostile, or intimidating work environment.

Any employee who believes that he or she has been sexually harassed has a responsibility to report the situation as soon as possible to the Director. Complaints alleging sexual harassment by the Director should be directed in writing to the current Transportation Policy Body Chair for immediate referral to the WAMPO on-call attorney. The organization's attorney will fully investigate all allegations. Complaints will be investigated and processed according to the grievance procedures, as set forth in this manual.

F. Workplace Bullying

WAMPO defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that WAMPO will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment.

Bullying may be intentional or unintentional. It must be noted that where an allegation of bullying is made, the intention of the alleged bully is not relevant. It is the effect of the behavior upon the victim that is important. WAMPO

considers the following a non-exhaustive list of the types of behavior constituting bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities for non-work-related purposes.

Complaints of workplace bullying should be brought to the attention of the Director. If the Director is a suspected party to the bullying, the complaint should be addressed to the TPB Chair.

G. Encouragement of Reporting

WAMPO encourages complaints, reports, or inquiries about illegal practices or serious violations of WAMPO's policies, including illegal or improper conduct by WAMPO itself, by its leadership, or by others on its behalf. Individuals who believe they have been the victim of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the WAMPO Director or TPB Chair.

When possible, WAMPO encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often, this action alone will resolve the problem. WAMPO recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

WAMPO encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

H. Protection from Retaliation

WAMPO prohibits retaliation by or on behalf of the agency against employees for making good faith complaints, reports, or inquires under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The agency reserves the right to discipline persons who make bad faith, knowingly false, or wrongful complaints, reports, or inquiries or who otherwise abuse this policy.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

I. Whistleblowing Procedure

The Vice-Chair of the Transportation Policy Body will serve as the Whistleblower Ombudsman in charge of the management and administration of any whistleblowing occurrences. In the event the Vice-Chair is not available or declines to serve, the Chair of the Transportation Policy Body will appoint a TPB member (including ex officio and non-voting members) with extensive work experience to be the Whistleblower Ombudsman. The Ombudsman is not a legal representative, agent, or advocate of the employee or former employee making a report. Phone and email contact information of this appointment will be prominently posted for agency staff access.

The Ombudsman may receive and investigate complaints or information from employees about a violation of law, rule or regulation, gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety. The Ombudsman is not authorized to accept or investigate matters concerning the lawful exercise of discretionary authority.

After the Ombudsman's review of complaint or information, the Ombudsman may undertake an investigation. Subject to TPB's approval of expenses, when the Ombudsman believes it is necessary or useful, the Ombudsman may retain an attorney or other individual to investigate or assist in the investigation of the matter. Results of any investigation will be shared with the Executive Committee of the TPB.

The agency will maintain, to the fullest extent possible and at all times, the confidentiality of the data revealed through whistleblowing, and the identity of the whistleblower, subject to overriding legal requirements, and should protect such data with the most appropriate discretion and care.

All employees should be in a position to report serious occurrences, as defined above, without fear of any form of employment-related retaliation.

X. DISCIPLINE

A. Discipline Generally

Guidelines for the acceptable conduct of employees are necessary for the orderly operations of WAMPO and for the benefit and protection of the rights and safety of all employees. WAMPO's policies and procedures, and others which may be established from time to time, are identified to promote understanding of what is considered unacceptable conduct and to encourage consistent action in the event of violations.

Any employee may be subject to disciplinary action by the Director due to the employee's failure to perform duties in an acceptable manner or for personal actions that discredit the agency.

Grounds for disciplinary actions include, but are not limited to, the following examples. This list is not exhaustive, and does not intend to cover all possible offenses. It is only intended as a guideline to be used by WAMPO.

- Refusing to comply with an authorized job-related directive of a supervisor.
- Stealing and/or causing destruction of agency property, and/or violating or refusing to comply with pertinent laws and regulations when such conduct impairs efficiency or could bring WAMPO into public disrespect.
- Conviction of a misdemeanor or felony crime.
- Being discourteous to the public, a WAMPO TPB or TAC member, or co-worker.
- Habitual tardiness.
- Unauthorized or excessive absence.

- Abuse of sick leave or other types of leave.
- Reporting for work or duty under the influence of alcohol, or the illegal use of drugs.
- Falsification of any records or employment data and/or failure to report work-related accidents or injuries.
- Requesting, giving, offering, taking, or accepting a bribe.
- Failure to take proper care of or abuse of WAMPO property.
- Gross carelessness or bad faith in making and meeting financial obligations on behalf of WAMPO.
- Playing of tricks, jokes, or other dangerous pranks upon others.
- Disregarding the safety and comfort of fellow employees.
- Engaging in prohibited workplace harassment.
- Failure to comply with provisions set forth in this manual or other policies and directives.

B. Disciplinary Procedures

WAMPO utilizes progressive discipline. However, whenever an employee commits an offense warranting discipline, the Director may begin the discipline at any step, depending on the seriousness of the offense committed and the employee's prior receipt of formal discipline.

Verbal Reprimand. The Director will issue an informal verbal reprimand to the employee. The verbal reprimand will be documented by the Director, but not put in the employee's personnel file, to demonstrate that the first step of progressive discipline has been taken.

Written Reprimand. The Director will issue a formal, written reprimand to the employee. The written reprimand will identify: (a) the nature of the action which led to the reprimand; and (b) the consequences which may result from additional violations of the established policy or procedure which is in question. The employee will be asked to sign the written reprimand, acknowledging receipt of it, although not necessarily agreeing with it. The reprimand will be kept in the employee's personnel file.

Suspension. The employee will be issued a suspension from duty without pay. The written notice of the suspension will identify: (a) the length of the suspension; (b) the nature of the action which engendered the suspension; (c) the action or behavior which is required; and (d) the consequences which may result from further violations of the established policy or procedure. For non-exempt employees, a suspension without pay may range from 4 hours to 10 working days. An exempt employee will be suspended for one full week. At the discretion of the Director, step 3 of the progressive discipline process may be repeated in the case of recurring behavior. The employee will be asked to sign the suspension, acknowledging receipt of it. The record of suspension will be kept in the employee's personnel file.

Termination. The employee will be terminated; the notice of termination will provide a description of the conduct warranting termination.

No advance notice of the application of disciplinary procedures is required. In all such cases, however, the employee will be afforded the opportunity to grieve the specific application of WAMPO's disciplinary procedure.

XIII. Grievance

A formal grievance procedure is provided as a vehicle for addressing questions, concerns, and disputes which have not otherwise been addressed to an employee's satisfaction. This procedure applies to grievances (i.e., complaints which refer to an inappropriate application of policy), discrimination, and allegations of harassment (whistleblowing, reporting of improprieties, fraud, or other illegal behaviors within the organization is covered separately).

Every effort will be made to resolve employee questions, concerns, and disputes to the satisfaction of all interested parties in a manner that is quick, fair, effective, and fully consistent with the established policies and procedures of WAMPO.

WAMPO's grievance procedure consists of three (3) steps. Each step must be followed in sequence.

1. The employee will initiate an informal (i.e., unwritten) discussion with the Director within 5 working days of the action or event which precipitated the complaint or within 5 working days of the employee's first awareness of the action or event. If the matter pertains to an equal employment opportunity issue, harassment issue, or other impropriety by the Director, the informal discussion may be conducted with the Chair of the Transportation Planning Body. The Director or the Chair of the Transportation Planning Body should document the discussion, including any resolution.
2. The employee will file a formal grievance with the Director. The employee must file a written grievance within 5 working days of the information discussion in Step 1. Additional time may be granted at the discretion of the Director. In the grievance, the employee must identify: (a) the nature of the complaint; (b) the statute, regulation, policy, or precedent which has been violated; and (c) the remedy which is sought. Within 5 working days of having received the grievance, the Director will arrange to meet with the employee to discuss the complaint. The Director should issue a written response to the employee within 5 working days of receiving the written grievance. If extraordinary circumstances exist (such as a significant person involved is on vacation), the Director may have an additional 5 working days to issue a response. In the event of an extension, the employee will be notified of the extension and the reason for the delay.
3. The employee is afforded the opportunity to appeal the decision of the Director. Within 5 working days of having received the Director's response, a written appeal is to be delivered to the Director, who will arrange for the appeal to be considered in an Executive Session of the Policy Body within 60 working days. The employee is afforded an opportunity to make a formal presentation to the Policy Body regarding the complaint. (A formal presentation is optional on the employee's part.) The Director may identify and secure any additional information or input which might be required to adjudicate the grievance. The Policy Body will issue a written response to the employee within 30 working days of its formal consideration of the matter. The Policy Body's decision on the matter is final.

XIV. SEPARATION FROM EMPLOYMENT

A. Exit Interviews

Every employee who separates from WAMPO may be asked to participate in an exit interview conducted by the Director or his or her designee. The exit interview will be used to obtain feedback – both positive and negative – from the employee pertaining to his or her reason(s) for leaving. The feedback received from the employee will be shared with the employee’s supervisor and/or other members of the management team. Notes pertaining to the exit interview will not be retained in the separating employee’s personnel file.

B. Voluntary Separation

In order to accommodate the orderly transfer of assignments from one employee to another, all employees are asked to provide as much advance notice as possible (i.e., 2 to 4 weeks) when choosing to leave employment with WAMPO.

In cases of retirement, employees are asked to provide written notice at least 60 days prior to their scheduled separation, in order:

- to meet the requirements of the established retirement plan;
- to accommodate the time needed to process any required arrangements; and
- to provide sufficient time for the orderly transfer of assignments.

Employees will not be permitted to use any of their unused vacation or sick leave days after notice of separation is provided or is disclosed informally. The Director, however, may authorize the use of sick leave in the event of documented health issues.

Pay for accrued, unused vacation time and accrued compensatory time will be paid to the employee on the first regular pay date after the employee receives his or her final paycheck for time actually worked.

Pay for accrued, unused sick leave is ordinarily not paid. In the event, however, in the case of a retirement with at least 60 days notice and satisfaction of the requirement of the established retirement plan, 50% of the employee’s accrued, unpaid sick leave will be paid, with a maximum payment of 100 hours. In the event of long term disability, recognized by WAMPO’s disability insurance carrier, 50% of the employee’s accrued, unpaid sick leave will be paid, with a maximum payment of 100 hours.

C. Layoff

With or without notice, an individual may be separated at any time for any reason which is deemed appropriate by WAMPO.

If the event of a reduction or change in the organization's funding or programs, a termination notice of at least 2 weeks (i.e., 10 working days) will be provided to an employee.

Pay for accrued, unused vacation time and accrued compensatory time will be paid to the employee on the first regular pay date after the employee receives his or her final paycheck for time actually worked. Employees will not be permitted to use any of their unused vacation or sick leave days after notice of separation is provided or is disclosed informally. The Director, however, has the discretion to authorize the use of unused vacation time for the purpose of seeking other employment after the employee has been notified of a layoff. The Director, however, may authorize the use of sick leave in the event of documented health issues.

D. Involuntary Separation – Other than Layoff

If the organization elects to terminate an employee immediately, the employee will receive pay for accrued compensatory time on the first regular pay date after the employee receives his or her final paycheck for time actually worked.

An employee who separates involuntarily may file a grievance pursuant to the grievance procedure set forth in this manual.

E. Return of WAMPO Property

Separating employees must return all WAMPO property at the time of separation, including cell phones, keys, laptops, personal computers, WAMPO credit cards and WAMPO identification cards. In the event an employee fails to return WAMPO property, WAMPO may take steps to recover the property and/or its value; such efforts may include, but are not limited to, criminal prosecution and civil collection actions.

F. Rehire

Former employees who left WAMPO in good standing and were classified as eligible for rehire may be considered for reemployment with WAMPO. Applicants must meet all minimum qualifications and requirements for their applied-for position, including the passage of all required qualifying tests, checks, and

exams.

Supervisors must obtain approval from the WAMPO Director or their designee prior to rehiring a former WAMPO employee. Unless the separation was a result of a layoff, previous employment tenure will not be considered in calculating leave accruals or any other benefits for rehired WAMPO employees. If a former employee, separated as a result of a layoff, is rehired within two years of the last day the employee worked, the previous employment tenure will be considered in calculating leave accrual and longevity for other benefits.

A former WAMPO employee who was terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation is ineligible for rehire.

XV. EMPLOYMENT-AT-WILL STATEMENT

This manual provides basic information pertaining to policies, practices, responsibilities, and benefits which are associated with employment at WAMPO. However, no provision of this manual represents a contract or should be construed as such.

Employment is at the will of the employer. Both the employer and the employee may terminate employment at any time with or without cause. WAMPO, through its own action or through the action of the Director, may change any term or condition of employment whether that term or condition is stated in the manual or is otherwise established as an employment practice. Written or oral statements made to employees are not to be interpreted in any manner that alters the “at will” employment relationship.



Employee and Operations Manual Acknowledgement and Receipt

I acknowledge that I have received a copy of the Wichita Area Metropolitan Planning Organization (WAMPO) Employee and Operations Manual. I understand that this manual replaces any and all prior verbal and written communications regarding WAMPO working conditions, policies, procedures, appeal processes, and benefits.

I have read and understood the contents of this manual and will act in accord with these policies and procedures as a condition of my employment with WAMPO.

I have read and understood the Standards of Conduct expected by WAMPO and I agree to act in accord with the Standards of Conduct as a condition of my employment by WAMPO.

I understand that if I have questions or concerns at any time about the manual, I will consult my immediate supervisor, or the WAMPO Director.

I also acknowledge that the manual contains an employment-at-will provision that states:

- Either WAMPO or I can terminate my employment relationship at any time, with or without cause, and with or without notice;

- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this manual, in any other WAMPO documents, or in any verbal statements to the contrary; and
- That no one except the Director can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship contract or agreement must be in writing, signed by the Director and in the employee file.

Finally, I understand that the contents of this manual are simply policies and guidelines, not a contract or implied contract with employees. The contents of the manual may change at any time.

I have read this document in its entirety and understand the conditions of my employment.

Employee Signature Date

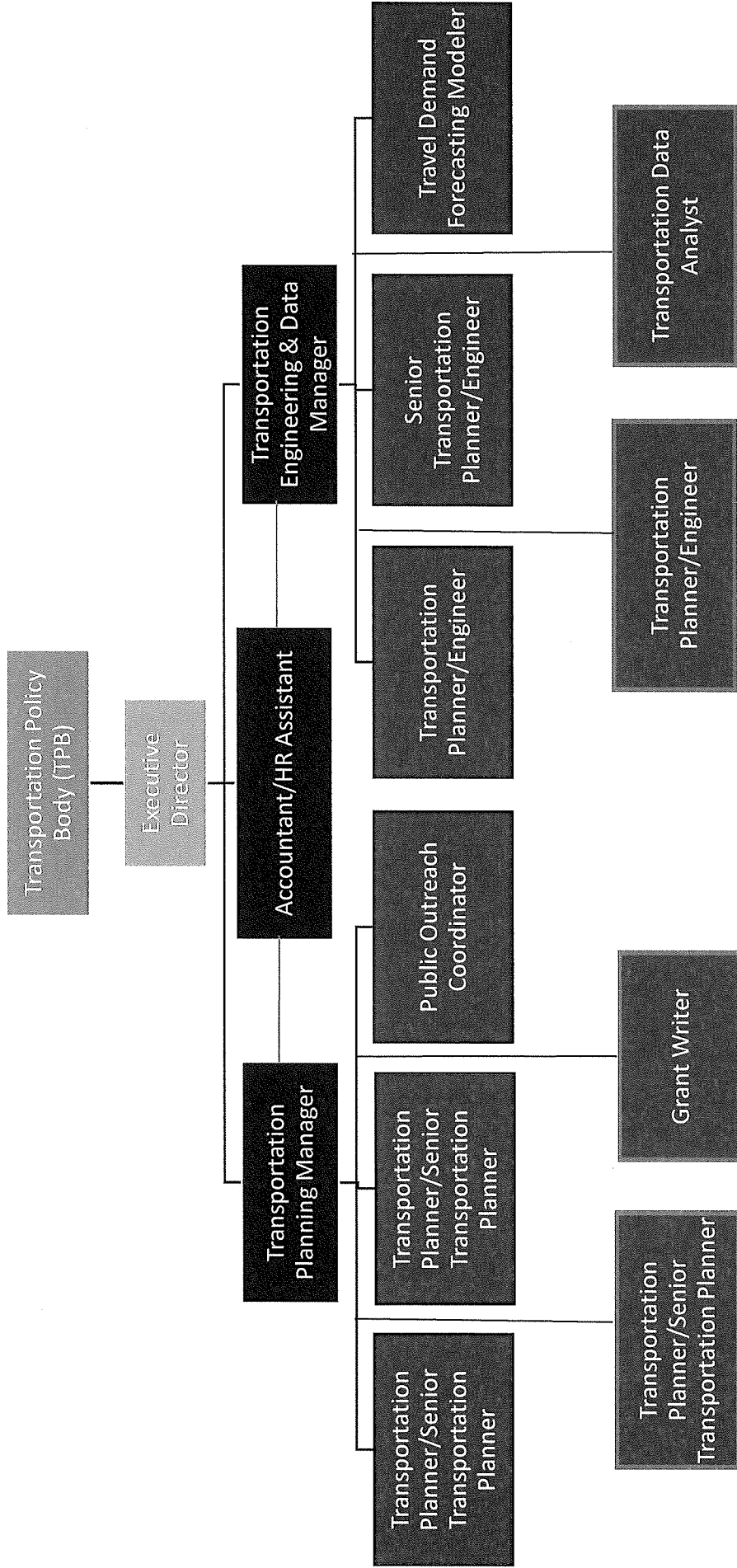
Employee Name (Please Print)

APPENDIX

Employee and Operations Manual Acknowledgement and Receipt
Organizational Chart (Subject to change)
Code of Ethics
Statement of Substantial Interest
Compensatory Time Agreement
Alternative Work Schedule Application



ORGANIZATIONAL CHART





Wichita Area Metropolitan Planning Organization

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical conduct that govern Wichita Area Metropolitan Planning Organization (WAMPO) employees in performing their duties. All WAMPO employees and interns are covered by this Code. Elected officials, persons serving on WAMPO boards or committees and volunteers are not covered by this Code of Ethics.

WAMPO's Code of Ethics outlines expected behaviors for employees. WAMPO employees must subscribe to this Code, understand its meaning, and follow it.

Ethics inquiries are considered "personnel issues" and are protected from mandatory disclosure by the Kansas Open Records Act.

Nothing in this Code creates any right to employment with the WAMPO.

THE CODE

1. General

WAMPO will conduct its business fairly, impartially, in an ethical manner, and in full compliance with all applicable laws, policies, and regulations. Employees will not engage in conduct that raises questions about WAMPO's honesty, impartiality, or reputation, or otherwise causes embarrassment to WAMPO.

2. Compensation and Honorariums

WAMPO employees shall not accept compensation for performance of their official duties other than that provided by WAMPO. Compensation is money or economic benefit received by a person in return for services rendered.

WAMPO employees shall not accept any payment of honoraria for the time spent preparing for or participating in a speaking engagement. This provision is not to be construed to prohibit reimbursement of travel and related reasonable expenses incurred in attending the speaking engagement.

3. Lobbying

Lobbying is influencing, by promoting or opposing action contemplated by a governmental organization.

No WAMPO funds shall be used for lobbying and/or propaganda purposes designed to introduce, support, modify, or defeat legislation pending before the congress of the United States, the legislature of the State of Kansas, or any local government.

No WAMPO funds will be used for lobbying to obtain a grant or a contract; to influence any election, referendum, initiative, or similar procedure or to contribute to or pay expenses for a political party, political action committee, or other organization intending to influence elections.

A WAMPO employee shall not accept compensation from any entity other than WAMPO to engage in lobbying of WAMPO.

4. Gifts

A gift is the transfer of money or anything of value when nothing of reasonably equal or great value is received in return. Examples of a gift include economic opportunity, loan, gratuity, special discount, favor, hospitality or service.

WAMPO employees shall not solicit, accept, or agree to accept any gift or gifts having an aggregate value of \$40 or more in any calendar year, except:

- Gifts from relatives or personal friends when it is obvious to the employee that the gift is not being given because of the employee's official position;
- When the gift is accepted by the employee on behalf of WAMPO and inures to the benefit of WAMPO or becomes property of WAMPO.
- Unsolicited food gifts, commonly sent during the holiday season, which are to be shared with all WAMPO employees and consumed in the office.
- Contributions solicited on behalf of a nonprofit organization which is exempt from taxation under the Internal Revenue Code.

5. Meals

WAMPO employees may not accept meals valued at more than \$25 from a source outside of WAMPO, except:

- When the meals are motivated by a personal or family relationship.
- If the meals are provided when it is obvious that the meal is not being provided because of the employee's official position at WAMPO.
- When the meals are provided at a public event or meeting which the

employee is attending on behalf of WAMPO.

- When the food provided, such as beverages and snack food is not offered as part of a meal.

6. Entertainment and Sporting Events

WAMPO employees shall not solicit or accept free or specially discounted tickets or access to entertainment, sporting events, or activities such as plays, concerts, games, golf, hunting, fishing, or other recreational activities when the free or specially discounted tickets or access are provided because of the employee's official position.

7. Travel

WAMPO employees shall not solicit or accept free or special discount travel or related expenses provided to the employee because of the employee's position at WAMPO, except when the employee's presence at a meeting, seminar, or event serves a legitimate purpose and benefits WAMPO and is of such nature that WAMPO would authorize payment of the travel and other expenses.

8. Registration Fees

WAMPO employees may not receive discounted or complimentary registration fees to attend conference and seminars because of their position at WAMPO, unless the events are of such nature that WAMPO would authorize payment of the registration fees.

COMPLIANCE, INVESTIGATION AND DISCIPLINE

Employees are expected to perform their work with honesty and integrity, and with regard to public interest. Employees must be sensitive to any relationship that has or may have a connection to WAMPO business, or the appearance of such a connection. Employees are encouraged to seek the advice of the Director if they believe someone is attempting to influence them or may appear to influence them.

Employees should promptly report any suspected violations of this Code to their supervisor or the supervisor of the person suspected of being in violation of this Code. WAMPO encourages employees to identify themselves when reporting suspected violations because this will better facilitate an investigation. If, however, the WAMPO employee wants to remain anonymous, the employee must still include enough information so that an investigation can be conducted. Information must include the

names of the individual(s) involved and the actions believed to violate this Code.

WAMPO will investigate all reports of suspected violations of this Code, including anonymous reports, to the extent possible. Employees will cooperate in these investigations. WAMPO will not disclose the identity of anyone who reports a suspected violation or who participates in a related investigation, unless such disclosure is required by law, regulation, or legal process.

Records regarding investigations of possible Code of Ethics violations will remain confidential, except to the extent necessary to disclose as part of a disciplinary action or a grievance.

Because false accusations may have serious effects and may be a waste of resources, an employee who deliberately makes false accusations will be subject to disciplinary action, up to and including termination.

The Code of Ethics will be strictly enforced and WAMPO employee found to be in violation will be subject to disciplinary action, up to and including termination.

COMMUNICATION OF THIS CODE

A signed acknowledgement of the review and receipt of the Code will be retained in each employee's file.

Acknowledgement:

Signature

Date

STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

INSTRUCTIONS. This statement must be completed by each person required to do so by K.S.A. 75-4301a. Upon completion, mail or hand deliver your completed statement to the office where you filed your declaration of candidacy. If appointed to fill a vacancy in a local elective office, file this form where your predecessor filed for office.

PLEASE TYPE OR PRINT

A. IDENTIFICATION:

Last Name	First Name	MI
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Spouse's Name

Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number

City, State, Zip Code

Home Phone

Business Phone

B. OFFICE SOUGHT, HELD OR APPOINTED TO:

List Name of Office

Position

District

CONTINUED ON NEXT PAGE

Date received (Official use only)

- C. OWNERSHIP INTERESTS:** List any corporation, partnership, proprietorship, trust, joint venture and every other business interest, including land used for income, and specific stocks, mutual funds or retirement accounts in which either you or your spouse has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5%, whichever is less. Please attach additional pages if necessary to complete this section.

If you have nothing to report in Section "C", check here ____.

	BUSINESS NAME AND ADDRESS	TYPE OF BUSINESS	DESCRIPTION OF INTERESTS HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

- D. GIFTS IN THE FORM OF GOODS OR SERVICES:** List any person, business or combination of businesses from which you or your spouse either individually or collectively, have received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more.

If you have nothing to report in Section "D", check here ____.

	NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED	ADDRESS	RECEIVED BY:
1.			
2.			
3.			134

E. RECEIPT OF COMPENSATION: List all places of employment in the last calendar year, and any other businesses from which you or your spouse received \$2,000 or more in compensation (salary, thing of value, or economic benefit conferred on you or your spouse in return for services rendered, or to be rendered), which was reportable as taxable income on your federal income tax returns.

1. YOUR PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"1, check here ____.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

2. SPOUSE'S PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"2, check here ____.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS: List any organization or business in which you or your spouse hold a position as officer, director, associate, partner or proprietor at the time of filing, irrespective of the amount of compensation received for holding such position. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "F", check here ____.

	BUSINESS NAME AND ADDRESS		POSITION HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				

G. RECEIPT OF FEES AND COMMISSIONS: List each client or customer who paid fees or commissions to a business or combination of businesses from which fees or commissions you or your spouse received an aggregate of \$2,000 or more in the preceding calendar year. *The phrase "client or customer" relates only to businesses or the combination of businesses.* In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to the expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision. Please insert additional pages if necessary to complete this section.
 If you have nothing to report in Section "G", check here ____.

	NAME OF CLIENT / CUSTOMER	ADDRESS	RECEIVED BY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

H. DECLARATION:

I, _____, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand that the intentional failure to file this statement as required by law or intentionally filing a false statement is a class B misdemeanor.

Date

Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES ____.



Compensatory Time Agreement

Non-exempt employees are entitled to compensation at the time and one-half rate for all hours work through the 40th hour of a workweek. In accordance with the Fair Labor Standards Act, overtime will be compensated at the appropriate rate either by pay or compensatory time off.

Compensatory time off is to be scheduled. Employees are encouraged to use their accrued compensatory time, and WAMPO will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. Accumulation of compensatory time is limited to a maximum of eighty (80) hours. An employee shall be paid for hours of overtime that exceed this limit.

If you agree to received compensation for overtime in the form of compensatory time off, check the box below, and sign and date this notice and return it to the Financial Analyst. It will be placed in your personnel file.

If you indicate that you do not agree to accept compensatory time off in lieu of pay, you will receive payment of overtime.

Upon hire and thereafter during the month of April, an employee may file a written indication of preference for either compensatory time off or pay. If no preference is indicated during April, the employee's previous election shall continue.

I agree to accept compensation of overtime in the form of compensatory time off.

I **do not** agree to accept compensation of overtime in the form of compensatory time off.

Print Name _____

Signature _____ Date _____

Director Approval _____ Date _____



Alternative Work Schedule Application

Name: _____

Position: _____

Date Requested: _____

Status: Exempt Non-exempt

Alternative Work Schedule: Full Day (Exempt Employees Only)
 Half-Day

PROPOSED ALTERNATIVE WORK SCHEDULE: Time off under the alternative work schedule must be taken on Monday or Friday.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

The reasons the requested schedule was approved or denied:

Director of WAMPO

Date



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. Matters related to personnel and litigation are not appropriate for public comment. Rules of decorum will be observed.

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



2023-2026 Transportation Improvement Program (TIP), Amendment #1

Agenda Item 4A: Action

Ashley Bryers, Transportation Planning Manager
 Nick Flanders, Senior Transportation Planner

Background

Amendment #1 to the WAMPO FFY2023–FFY2026 Transportation Improvement Program (TIP) is a regularly scheduled amendment. It is the first scheduled amendment for this TIP, adding five new projects and modifying nine existing projects. The Public Comment period for Amendment #1 was open from September 3, 2022, through October 2, 2022. No public comments were received. The FFY2023–FFY2026 TIP took effect on October 1, 2022, and may be found at www.wampo.org/transportation-improvement-program.

High-Level Snapshot

Table 1 shows the lead agency, project title, and the high-level action that is being taken in this amendment. The WAMPO FFY2023-FFY2026 TIP Amendment 1 Project Funding Levels attachment shows in greater detail the changes being made with this amendment.

Table 1: Summary of Proposed TIP Changes

Lead Agency	Project Title	Action
Andover	North Andover Rd. Improvements Redbud Trail to Ira Ct.	Cost increase, paid with local funds
Garden Plain	Harry and Main Street Sidewalks	New project with KDOT-allocated TA funds
Haysville	Seneca & 63rd Street Bike Ped Pathway	Increase TA funding to 80%
Wichita	Douglas, Seneca to Meridian	Increase STBG funding to 80%
KDOT	Replace Bridge #184 on K-15 in Sedgwick County	Cost increase; changes to phases and funding; title change
KDOT	Repair Bridges #143 & #317 on US-54 in Sedgwick County	Cost increase, changes to funding
KDOT	I-235: Bridge #320 located 0.81 Miles East of West Street	New project
KDOT	US-54: Bridge #132 located 0.2 Miles East of Hoover Road	New project
KDOT	I-135: Bridge #036 located 0.42 Miles North of I-235	New project
KDOT	I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita	Cost increase; changes to phases and funding
KDOT	Intelligent Transportation System Devices in Wichita-US 54 and K96 in Wichita	New project
KDOT	US-54 (E. Kellogg Ave) in Sedgwick/Butler counties	Update scope and funding



2023-2026 Transportation Improvement Program (TIP), Amendment #1

Ashley Bryers, Transportation Planning Manager
 Nick Flanders, Senior Transportation Planner

Agenda Item 4A: Action

Lead Agency	Project Title	Action
Wichita Transit	Wichita Bicycle Master Plan Update	Change scope to “plan” bike parking rather than “implement” bike parking
WAMPO	MTP 2050 Planning Assistance	Change from CMAQ to STGB funds

Detailed Amendment #1 Information

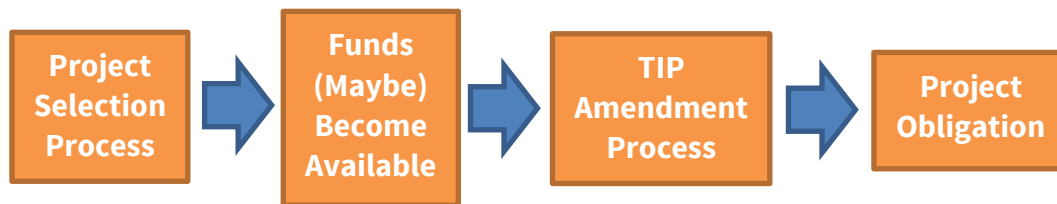
Changes in WAMPO-Suballocated Funding Amounts

Two of the projects in the proposed amendment have requested changes to their respective amounts of WAMPO-suballocated funding, utilizing funds that have become available since the time when the fiscally constrained project list for the original adopted version of the FFY2023-FFY2026 TIP was prepared. The projects receiving the additional funds are in keeping with the funding-priority scheme that the TPB approved as part of the FFY2023-FFY2026 TIP, so that certain projects may, prior to their initial obligation of federal funds, have their WAMPO-suballocated funding increased up to the statutory maximum of 80% through a regular TIP amendment process, without the Project Selection Committee needing to be reconvened. These two projects are listed in Table 2, below, which shows their current levels of WAMPO-suballocated funding (per the original FFY2023-FFY2026 TIP, approved by the TPB on 8/9/2022) and their proposed revised funding levels in Amendment #1.

Table 2: Projects with Requested Change in WAMPO-Suballocated Funding Amount

WAMPO I.D.	Lead Agency	Project Title	Original Adopted TIP	Amendment #1
40-538	Haysville	Seneca & 63rd Street Bike Ped Pathway	\$733,823	\$756,652
40-517	Wichita	Douglas, Seneca to Meridian	\$3,793,967	\$3,912,000

Figure 1: WAMPO-Suballocated Funding Change Process



1. PSC recommended certain projects for up to 80% WAMPO-suballocated funding of estimated qualifying costs **as of Spring 2022**
 - a. Dependent on funding availability
 - b. Earlier FFYs take priority
2. TAC approved PSC recommendations (4/25/2022)
3. TPB approved PSC recommendations (5/10/2022)



2023-2026 Transportation Improvement Program (TIP), Amendment #1

Agenda Item 4A: Action

Ashley Bryers, Transportation Planning Manager
 Nick Flanders, Senior Transportation Planner

- a. Funding projects outside of or in excess of these recommendations requires going back to the PSC, TAC, and TPB again
- 4. TPB approved FFY2023-FFY2026 TIP, incorporating PSC recommendations (8/9/2022)
- 5. Revised FFY2022 Obligation Limitations from KDOT → Revised estimated WAMPO-suballocated funds available in FFY2023-FFY2026 → **Need to Suballocate the Difference**
 - a. *Other potential sources of additional WAMPO-suballocated funding: Deobligations from past projects; cancelation of a planned project; new Federal funding program*
- 6. TIP amendment to add WAMPO-suballocated funding to projects named by PSC
 - a. Call for Changes
 - b. Public Comment period (30 days, per the 2017 Public Participation Plan)
 - c. TAC recommendation
 - d. TPB approval
 - e. Amended into Kansas State Transportation Improvement Program (STIP) (*KDOT provides MPOs with up to 8 opportunities per year for this*)
- 7. All of the above must be completed **before** the project has its initial obligation of WAMPO-suballocated federal funds

Changes in Overall Project Costs

Table 3, below, shows the estimated overall costs of all 14 projects in Amendment #1, encompassing all project phases, all Federal Fiscal Years, and all funding sources (federal, state, and local, combined). Estimated costs are shown for the projects both as they stand in the current, adopted version of the TIP and as they are proposed to be revised through Amendment #1. For the five projects that are proposed to be added to the TIP, the “Original Adopted TIP” column shows a value of \$0.

Table 3: Overall Project Cost Estimates (All Projects in Amendment #1)

WAMPO I.D.	Lead Agency	Project Title	Original Adopted TIP	Amendment #1
TA-17-01	Andover	North Andover Rd. Improvements Redbud Trail to Ira Ct.	\$3,724,426	\$5,338,974
BP-23-01	Garden Plain	Harry and Main Street Sidewalks	\$0	\$410,000
40-538	Haysville	Seneca & 63rd Street Bike Ped Pathway	\$1,071,925	\$1,071,925
40-517	Wichita	Douglas, Seneca to Meridian	\$5,775,000	\$5,775,000
B-20-01	KDOT	Replace Bridge #184 on K-15 in Sedgwick County	\$203,921	\$405,600
B-23-02	KDOT	Repair Bridges #143 & #317 on US-54 in Sedgwick County	\$1,714,000	\$1,714,400



2023-2026 Transportation Improvement Program (TIP), Amendment #1

Ashley Bryers, Transportation Planning Manager
 Nick Flanders, Senior Transportation Planner

Agenda Item 4A: Action

WAMPO I.D.	Lead Agency	Project Title	Original Adopted TIP	Amendment #1
B-23-03	KDOT	I-235: Bridge #320 located 0.81 Miles East of West Street	\$0	\$449,000
B-23-04	KDOT	US-54: Bridge #132 located 0.2 Miles East of Hoover Road	\$0	\$644,000
B-23-05	KDOT	I-135: Bridge #036 located 0.42 Miles North of I-235	\$0	\$520,000
ICH-17-01B	KDOT	I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita	\$148,189,718	\$163,350,543
ITS-23-01	KDOT	Intelligent Transportation System Devices in Wichita-US 54 and K96 in Wichita	\$0	\$1,078,200
R-22-03	KDOT	US-54 (E. Kellogg Ave) in Sedgwick/Butler counties	\$276,000,000	\$276,000,000
40-525	Wichita Transit	Wichita Bicycle Master Plan Update	\$458,735	\$458,735
P-23-01	WAMPO	MTP 2050 Planning Assistance	\$400,000	\$400,000

Action Options

- Approve the amendment, as proposed.
- Not approve the amendment.
- Approve the amendment with specific changes.

Technical Advisory Committee (TAC) Recommendation

- Approve FFY2023-FFY2026 Transportation Improvement Program (TIP) Amendment #1, as proposed.

Next Steps

- The approved amendment will be sent to the Kansas Department of Transportation (KDOT) to be included in the State Transportation Improvement Program (STIP) for review and consideration by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Federal approval of the STIP amendment is expected in November 2022.

Attachment

- [WAMPO FFY2023-FFY2026 TIP Amendment 1 Project Funding Levels](#)
- [WAMPO FFY2023-FFY2026 TIP Amendment 1 Summary and Project Details](#)

Original Adopted FFY2023-FFY2026 TIP

WAMPO I.D.	Lead Agency	Project Title	Local	State	WAMPO-Suballocated	WAMPO-Suballocated Funding Program(s)	Other Federal	All Federal	Total
TA-17-01	Andover	North Andover Rd. Improvements Redbud Trail to Ira Ct.	\$1,334,052	\$0	\$2,390,374	HIP & STBG	\$0	\$2,390,374	\$3,724,426
BP-23-01	Garden Plain	Harry and Main Street Sidewalks*	\$0	\$0	\$0	N/A	\$0	\$0	\$0
40-538	Haysville	Seneca & 63rd Street Bike Ped Pathway	\$338,102	\$0	\$733,823	TA	\$0	\$733,823	\$1,071,925
40-517	Wichita	Douglas, Seneca to Meridian	\$1,981,033	\$0	\$3,793,967	STBG	\$0	\$3,793,967	\$5,775,000
B-20-01	KDOT	Replace Bridge #184 on K-15 in Sedgwick County	\$0	\$40,784	\$0	N/A	\$163,137	\$163,137	\$203,921
B-23-02	KDOT	Repair Bridges #143 & #317 on US-54 in Sedgwick County	\$0	\$0	\$0	N/A	\$1,714,000	\$1,714,000	\$1,714,000
B-23-03	KDOT	I-235: Bridge #320 located 0.81 Miles East of West Street*	\$0	\$0	\$0	N/A	\$0	\$0	\$0
B-23-04	KDOT	US-54: Bridge #132 located 0.2 Miles East of Hoover Road*	\$0	\$0	\$0	N/A	\$0	\$0	\$0
B-23-05	KDOT	I-135: Bridge #036 located 0.42 Miles North of I-235*	\$0	\$0	\$0	N/A	\$0	\$0	\$0
ICH-17-01B	KDOT	I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita	\$15,997,543	\$70,522,175	\$1,667,040	STBG	\$60,002,960	\$61,670,000	\$148,189,718
ITS-23-01	KDOT	Intelligent Transportation System Devices in Wichita-US 54 and K96 in Wichita*	\$0	\$0	\$0	N/A	\$0	\$0	\$0
R-22-03	KDOT	US-54 (E. Kellogg Ave) in Sedgwick/Butler counties	\$0	\$55,200,000	\$0	N/A	\$220,800,000	\$220,800,000	\$276,000,000
40-525	Wichita Transit	Wichita Bicycle Master Plan Update	\$91,747	\$0	\$366,988	TA	\$0	\$366,988	\$458,735
P-23-01	WAMPO	MTP 2050 Planning Assistance	\$80,000	\$0	\$320,000	CMAQ	\$0	\$320,000	\$400,000

Proposed Amendment 1

WAMPO I.D.	Lead Agency	Project Title	Local	State	WAMPO-Suballocated	WAMPO-Suballocated Funding Program(s)	Other Federal	All Federal	Total
TA-17-01	Andover	North Andover Rd. Improvements Redbud Trail to Ira Ct.	\$2,948,600	\$0	\$2,390,374	HIP & STBG	\$0	\$2,390,374	\$5,338,974
BP-23-01	Garden Plain	Harry and Main Street Sidewalks*	\$141,200	\$0	\$0	N/A	\$268,800	\$268,800	\$410,000
40-538	Haysville	Seneca & 63rd Street Bike Ped Pathway	\$315,273	\$0	\$756,652	TA	\$0	\$756,652	\$1,071,925
40-517	Wichita	Douglas, Seneca to Meridian	\$1,863,000	\$0	\$3,912,000	STBG	\$0	\$3,912,000	\$5,775,000
B-20-01	KDOT	Replace Bridge #184 on K-15 in Sedgwick County	\$0	\$162,200	\$0	N/A	\$243,400	\$243,400	\$405,600
B-23-02	KDOT	Repair Bridges #143 & #317 on US-54 in Sedgwick County	\$0	\$554,400	\$0	N/A	\$1,160,000	\$1,160,000	\$1,714,400
B-23-03	KDOT	I-235: Bridge #320 located 0.81 Miles East of West Street*	\$0	\$449,000	\$0	N/A	\$0	\$0	\$449,000
B-23-04	KDOT	US-54: Bridge #132 located 0.2 Miles East of Hoover Road*	\$0	\$644,000	\$0	N/A	\$0	\$0	\$644,000
B-23-05	KDOT	I-135: Bridge #036 located 0.42 Miles North of I-235*	\$0	\$520,000	\$0	N/A	\$0	\$0	\$520,000
ICH-17-01B	KDOT	I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita	\$14,997,543	\$86,683,000	\$1,667,040	STBG	\$60,002,960	\$61,670,000	\$163,350,543
ITS-23-01	KDOT	Intelligent Transportation System Devices in Wichita-US 54 and K96 in Wichita*	\$0	\$1,078,200	\$0	N/A	\$0	\$0	\$1,078,200
R-22-03	KDOT	US-54 (E. Kellogg Ave) in Sedgwick/Butler counties	\$20,475,000	\$51,105,000	\$0	N/A	\$204,420,000	\$204,420,000	\$276,000,000
40-525	Wichita Transit	Wichita Bicycle Master Plan Update	\$91,747	\$0	\$366,988	TA	\$0	\$366,988	\$458,735
P-23-01	WAMPO	MTP 2050 Planning Assistance	\$80,000	\$0	\$320,000	STBG	\$0	\$320,000	\$400,000

*New projects proposed to be added to TIP

Transportation Improvement Program (TIP) Amendment #1

2023–2026

Staff Contact: Nick Flanders, Senior Transportation Planner
nicholas.flanders@wampo.org | 316-779-1318



Public Review & Comment Schedule

Activity	Date	Location	Purpose
Public Review & Comment Period	September 3, 2022 thru October 2, 2022	Electronic Review: www.wampo.org	The general public, partners, and stakeholders will have an opportunity to review and comment on the proposed amendments. Comments will be accepted in person, via phone, or in writing. A summary of the comments received will be provided to the TPB prior to final action.
		<i>Hard copy documents are available upon request.</i>	
		271 W. Third - 2 nd Floor, Wichita, KS 67202	Please submit comments to: ashley.bryers@wampo.org
Technical Advisory Committee (TAC) Meeting	Monday, September 26 10:00 AM	271 W. Third - 2 nd Floor, Wichita, KS 67202	There is an additional opportunity for public input at this meeting, under the standing Public Comments agenda item. The TAC is scheduled to make a formal recommendation on the proposed amendment at this meeting.
Transportation Policy Body (TPB) Meeting	Tuesday, October 11 3:00 PM	271 W. Third - 2 nd Floor, Wichita, KS 67202	There is an additional opportunity for public input at this meeting, under the standing Public Comments agenda item. The TPB is scheduled to take formal action on the proposed amendment at this meeting.

WAMPO's public participation process also satisfies Wichita Transit's public participation requirements for their Program of Projects.

Background

WAMPO's Transportation Improvement Program (TIP) is an on-going program that assigns funding to specific highway, road, bridge, transit, bicycle, pedestrian, and other transportation projects in the region. Inclusion in the TIP is federally required before any federal funds can be made available for use on a project.

The current TIP covers projects that are expected to be active during Federal Fiscal Years (FFYs) 2023 through 2026; it includes 108 projects, with a combined cost of \$1.4 billion. The complete project list and additional project information can be found on WAMPO's website, at <https://www.wampo.org/transportation-improvement-program>.

Amendment #1 Summary

Regular opportunities are provided to project sponsors to request changes during the project development process. Requests for new projects or requests for significant changes to scope or cost are considered as formal Amendments and require formal approval by the WAMPO Transportation Policy Body (TPB). Smaller, administrative changes* are processed by staff.

Amendment #1 requests for changes were accepted for 14 projects. Of these,

- 14 will require formal action
- 0 were administrative changes*

*Administrative Changes: requested changes include activities like small adjustments in the cost estimate or schedule

Amendment #1 Total Financial Impact: + \$20,078,652

Formal Action Required

Lead Agency	WAMPO I.D.	Project Title	FFYs with Activity	Action Being Taken	Change
Andover	TA-17-01	North Andover Rd. Improvements Redbud Trail to Ira Ct.	2020, 2021, 2022	Amend Project	Increase in cost estimate from \$3,724,426 to \$5,338,974 (difference of \$1,614,548 (43.4%)), all from local funds. Allocate federal funds proportionally between Construction and Construction Engineering phases.
Garden Plain	BP-23-01	Harry and Main Street Sidewalks	2023	New Project	Add new City of Garden Plain project, \$410,000.
Haysville	40-538	Seneca & 63rd Street Bike Ped Pathway	2023	Amend Project	Increase in Transportation Alternatives funding on the project from \$733,823 to \$756,652 (difference of \$22,829), without increasing project cost.
Wichita	40-517	Douglas, Seneca to Meridian	2022, 2023, 2024, 2025	Amend Project	Increase in Surface Transportation Block Grant funding on the project from \$3,793,967 to \$3,912,000 (difference of \$118,033), without increasing project cost.
KDOT	B-20-01	Replace Bridge #184 on K-15 in Sedgwick County	2020, 2023, 2028	Amend Project	Add Utility Relocation and Right-Of-Way Acquisition phases in FFY2023. Move back NHPP Advance Construction Conversion Payback from FFY2025 to FFY2028. Increase in cost estimate from \$203,921 to \$405,600 (difference of \$201,679 (98.9%)), from State and NHPP funds. Change Project Title from "Replace Bridge #184 on K-15 in Sedgwick County- KA-5770-01" to "Replace Bridge #184 on K-15 in Sedgwick County". Update administrative contact information.
KDOT	B-23-02	Repair Bridges #143 & #317 on US-54 in Sedgwick County	2022, 2023, 2027	Amend Project	Add State funding. Reduce NHPP funding. Reconcile difference between Advance Construction and Advance Construction Conversion Payback amounts. Increase in cost estimate from \$1,714,000 to \$1,714,400 (difference of \$400, (0.02%)). Update administrative contact information.
KDOT	B-23-03	I-235: Bridge #320 located 0.81 Miles East of West Street	2022, 2023	New Project	Add new KDOT project, \$449,000.
KDOT	B-23-04	US-54: Bridge #132 located 0.2 Miles East of Hoover Road	2022, 2023	New Project	Add new KDOT project, \$644,000.
KDOT	B-23-05	I-135: Bridge #036 located 0.42 Miles North of I-235	2022, 2023	New Project	Add new KDOT project, \$520,000.
KDOT	ICH-17-01B	I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita	2019, 2020, 2021, 2022	Amend Project	Increase in cost estimate from \$148,189,718 to \$163,350,543 (difference of \$15,160,825 (10.2%)), from State funds. Move up \$11,697,960 in NHPP Advance Construction spending on ROW Acquisition from FFY2021 to FFY2020. Remove \$1,000,000 in Local ROW Acquisition funding in FFY2020. Change format of KDOT Project I.D. Update administrative contact information.
KDOT	ITS-23-01	Intelligent Transportation System Devices in Wichita-US 54 and K96 in Wichita	2022, 2024	New Project	Add new KDOT project, \$1,078,200.
KDOT	R-22-03	US-54 (E. Kellogg Ave) in Sedgwick/Butler counties	2022, 2023, 2029	Amend Project	Update scope from "Progressive Design Build: preliminary design and final design by selected design-build team" to "Progressive Design Build: preconstruction (prior to GMP) for preliminary design and final design by selected design-build team; followed by construction and construction engineering (after KDOT acceptance of GMP)". Add \$20,475,000 in Local funding, offset by decreases in State and NHPP funding (overall project cost is unchanged). Move back NHPP Advance Construction Conversion Payback FFY from 2028 to 2029. Update administrative contact information.
Wichita Transit	40-525	Wichita Bicycle Master Plan Update	2022	Amend Project	Update scope from "Update the Wichita Bicycle Master Plan and implement a bicycle parking program." to "Update the Wichita Bicycle Master Plan and plan a bicycle parking program."
WAMPO	P-23-01	MTP 2050 Planning Assistance	2024	Amend Project	Change \$320,000 of CMAQ funding to STBG funding.

Partner and Stakeholder Consultation

WAMPO worked extensively with regional planning partners, which include the Kansas Department of Transportation (KDOT) and Wichita Transit, as well as all of our member jurisdictions.

In advance of this amendment, WAMPO coordinated with several KDOT bureaus and alerted project sponsors to necessary project changes. WAMPO conducted an open Call for Changes to project sponsors and worked closely with representatives of our planning partners and member jurisdictions to review particular projects. WAMPO staff also engaged with the Transportation Policy Body and Technical Advisory Committee (which includes representatives of public transportation and the freight community) on this amendment.

Public Comments

A 30-day public comment period is planned during September and October 2022.

MTP Consistency

Federal regulations require the TIP to be “consistent with the region’s Metropolitan Transportation Plan, or MTP” meaning that the projects in the TIP must be listed in or otherwise demonstrated as consistent with the MTP.

After accounting for the proposed changes, the TIP is consistent with the *REIMAGINED* MOVE 2040 MTP.

Fiscal Constraint Analysis

Federal regulations require that the TIP be “fiscally constrained,” meaning that there are enough projected revenues to cover the costs of the projects listed in the TIP. After accounting for the proposed changes, the TIP is fiscally constrained for the period FFY2023-FFY2026.

Anticipated Funding and Financing	
Federal Funding	\$100 million
State Funding	\$292 million
Local Funding	\$424 million
Debt Financing	\$155 million
Total	\$970 million

Anticipated Costs	
Maintenance and Operations	\$186 million
Debt Service	\$181 million
TIP Projects	\$525 million
Total	\$892 million

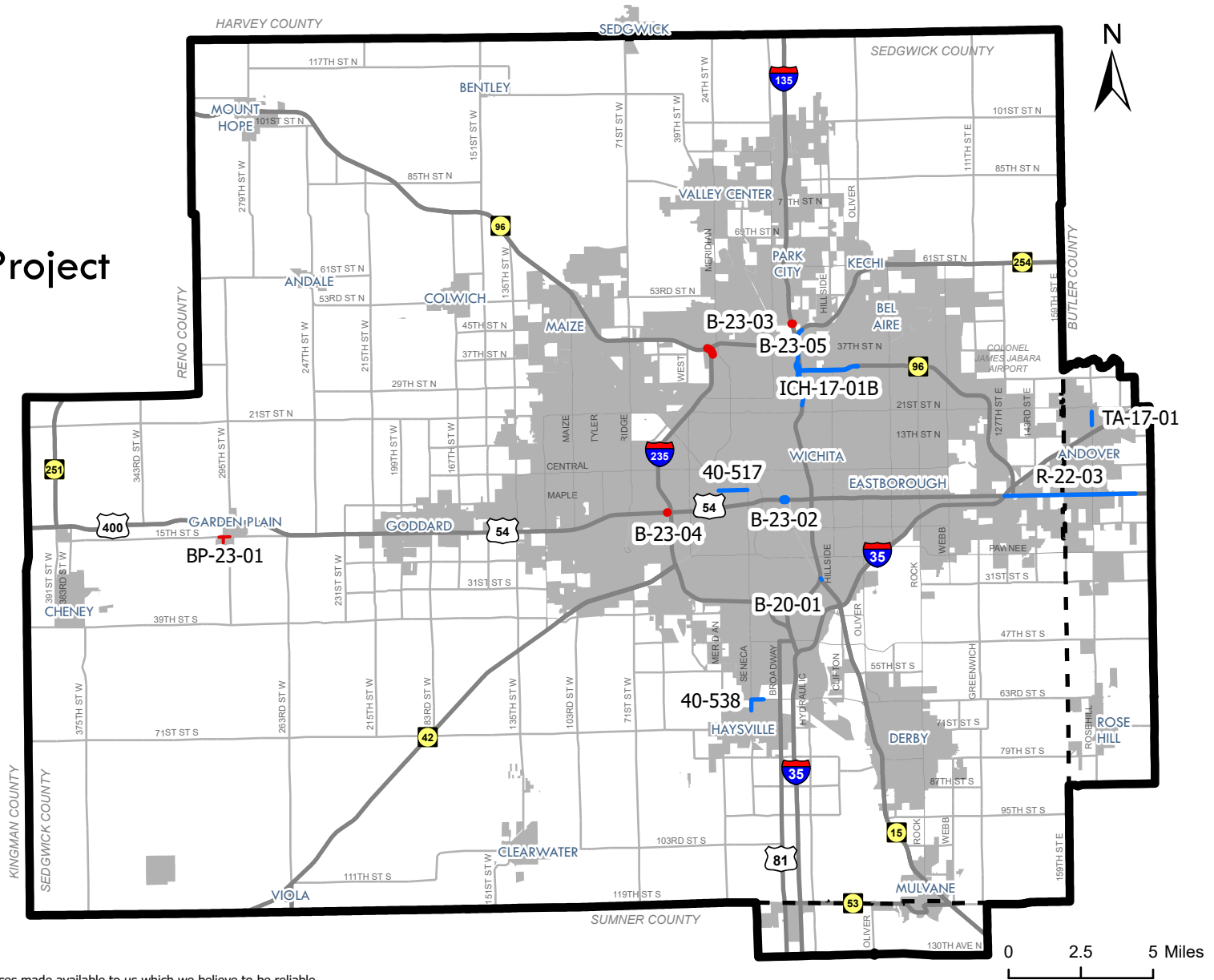
$$\begin{array}{rcccl} \text{ANTICIPATED FUNDING AND FINANCING} & - & \text{ANTICIPATED COSTS} & = & \text{BALANCE} \\ \$970 \text{ million} & & \$892 \text{ million} & & \$78 \text{ million} \end{array}$$



2023-2026 Transportation Improvement Program Amendment 1

- New Project
- Amend/Adjust Project

- WAMPO
Planning
Boundary
- County
Boundaries



Source: WAMPO
 Produced by: WAMPO
 Date Exported: 9/2/2022
 Folder: G:\TIP\2023-2026\Projects\
 The information shown on this map is compiled from various sources made available to us which we believe to be reliable.



TIP Projects

2023-2026 TIP Amendment 23-01

Amend/Adjust Project

Lead Agency City of Andover

WAMPO I.D. TA-17-01

KDOT Project I.D. 008 N0714-01

Last TIP Action 23-01

Project Title North Andover Rd. Improvements Redbud Trail to Ira Ct.

Project Limits Andover Rd. - From Redbud Trail Crossing to Ira Ct.

Project Scope The project widens Andover Road to include turn lanes and new traffic signals at the Andover Road and Allison Street intersection and the Andover Road and Andover High School entrance intersection to provide safe turning movements. The existing sidewalk is also improved to accommodate a wider bicycle and pedestrian path to provide safe routes to school.

Primary Mode Road - Other Road

Bike/ped component?

Partially or Fully in: Butler County

Sedgwick County

Sumner County

Administrative Contact

Leslie E. Mangus

City of Andover

3167331303

lmangus@andoverks.com

Engineering Contact

Leslie E. Mangus

City of Andover

3167331303

lmangus@andoverks.com

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2020	Local			\$0	\$260,000	\$0	\$0	\$0	\$0	\$0	\$0	\$260,000
2021	Local			\$28,800	\$0	\$25,500	\$0	\$0	\$0	\$0	\$0	\$54,300
2022	Federal: MPO-HIP			\$0	\$0	\$0	\$1,624,436	\$178,200	\$0	\$0	\$0	\$1,802,636
2022	Federal: MPO-STBG			\$0	\$0	\$0	\$529,638	\$58,100	\$0	\$0	\$0	\$587,738
2022	Local			\$0	\$0	\$0	\$2,373,900	\$260,400	\$0	\$0	\$0	\$2,634,300
Total (using AC, not ACCP)				\$28,800	\$260,000	\$25,500	\$4,527,974	\$496,700	\$0	\$0	\$0	\$5,338,974
Total (using ACCP, not AC)				\$28,800	\$260,000	\$25,500	\$4,527,974	\$496,700	\$0	\$0	\$0	\$5,338,974

New Project

Lead Agency City of Garden Plain

WAMPO I.D. BP-23-01

KDOT Project I.D.

Last TIP Action 23-01

Project Title Harry and Main Street Sidewalks

Project Limits On Harry St from Section Line Road west to Doyle St and on Main St from Harry south to the baseball field entrance approximately 300 feet south of Abel Ave.

Project Scope Installation of sidewalk, ramps and crosswalks.

Primary Mode Ped/Bike

Bike/ped component?

Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Kim McCormick
City of Garden Plain
316-531-2321
cityclerk@gardenplain.com

Engineering Contact

John Riggins, P.E.
Kirkham Michael
316-540-8028
jriggins@kirkham.com

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2023	Federal: KDOT-TA			\$0	\$0	\$0	\$226,800	\$42,000	\$0	\$0	\$0	\$268,800
2023	Local			\$0	\$26,000	\$0	\$97,200	\$18,000	\$0	\$0	\$0	\$141,200
		Total (using AC, not ACCP)		\$0	\$26,000	\$0	\$324,000	\$60,000	\$0	\$0	\$0	\$410,000
		Total (using ACCP, not AC)		\$0	\$26,000	\$0	\$324,000	\$60,000	\$0	\$0	\$0	\$410,000

Amend/Adjust Project

Lead Agency City of Haysville

WAMPO I.D. 40-538

KDOT Project I.D.

Last TIP Action 23-01

Project Title Seneca & 63rd Street Bike Ped Pathway

Project Limits East of Seneca Street North of M.S. Mitch Mitchell Floodway to South of 63rd Street South. South of 63rd Street South East of Seneca Street to Western edge of Mabel Street.

Project Scope Installation of 10' wide concrete bicycle/pedestrian pathway alongside Seneca Street from just north of the M.S. Mitch Mitchell Floodway to 63rd Street South and then on to Mabel Street.

Primary Mode Ped/Bike

Bike/ped component?

Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

William Black

City of Haysville

(316) 529-5900

wblack@haysville-ks.com

Engineering Contact

Charlie Brown

PEC

(316) 262-2691

charlie.brown@pec1.com

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2023	Federal: MPO-TA			\$0	\$0	\$0	\$672,580	\$84,072	\$0	\$0	\$0	\$756,652
2023	Local			\$0	\$126,109	\$0	\$168,145	\$21,019	\$0	\$0	\$0	\$315,273
		Total (using AC, not ACCP)		\$0	\$126,109	\$0	\$840,725	\$105,091	\$0	\$0	\$0	\$1,071,925
		Total (using ACCP, not AC)		\$0	\$126,109	\$0	\$840,725	\$105,091	\$0	\$0	\$0	\$1,071,925

Amend/Adjust Project

Lead Agency City of Wichita

WAMPO I.D. 40-517

KDOT Project I.D.

Last TIP Action 23-01

Project Title Douglas, Seneca to Meridian

Project Limits Douglas, Seneca to Meridian

Project Scope To identify which modes of transportation and amenities (vehicles, transit, bikes, and on-street parking) should have an identified location on this section of Douglas and where they should be located. The existing roadway is marked as a two-lane roadway but is 50' wide from back of curb to back of curb. If on-street parking is identified as being needed in this corridor then curb bulbouts will be built with the project. Multiple different scenarios (three-lane, two-lane, on-street parking, on-street bike lanes, etc.) will be evaluated with the community as part of this project.

Primary Mode Road - Other Road Bike/ped component? Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Shawn Mellies

City of Wichita

316-268-4632

smellies@wichita.gov

Engineering Contact

Shawn Mellies

City of Wichita

316-268-4632

smellies@wichita.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	Local			\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
2023	Local			\$350,000	\$385,000	\$0	\$0	\$0	\$0	\$0	\$0	\$735,000
2024	Federal: MPO-STBG			\$0	\$0	\$0	\$1,590,000	\$312,000	\$0	\$0	\$0	\$1,902,000
2024	Federal: MPO-STBG	AC	Local	\$0	\$0	\$0	\$2,010,000	\$0	\$0	\$0	\$0	\$2,010,000
2024	Local			\$0	\$0	\$0	\$900,000	\$78,000	\$0	\$0	\$0	\$978,000
2025	Federal: MPO-STBG	ACCP		\$0	\$0	\$0	\$2,010,000	\$0	\$0	\$0	\$0	\$2,010,000
Total (using AC, not ACCP)				\$350,000	\$535,000	\$0	\$4,500,000	\$390,000	\$0	\$0	\$0	\$5,775,000
Total (using ACCP, not AC)				\$350,000	\$535,000	\$0	\$4,500,000	\$390,000	\$0	\$0	\$0	\$5,775,000

Amend/Adjust Project

Lead Agency **KDOT**

WAMPO I.D. B-20-01

KDOT Project I.D. KA-5770-01

Last TIP Action 23-01

Project Title **Replace Bridge #184 on K-15 in Sedgwick County**

Project Limits **Bridge #184 (Wichita Drainage Canal) on K-15 in Sedgwick County located 1.16 miles North of I-35 (KTA)**

Project Scope **Bridge Replacement**

Primary Mode **Road - Highway**

Bike/ped component?

Partially or Fully in: **Butler County** **Sedgwick County** **Sumner County**

Administrative Contact

Allison Smith

KDOT

(785)296-0341

allison.smith@ks.gov

Engineering Contact

Donald Snyder

KDOT

(316) 744-1271

donald.snyder@ks.gov

Project Notes **Project is authorized for PE Only.**

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2020	Federal: NHPP	AC	State	\$0	\$202,800	\$0	\$0	\$0	\$0	\$0	\$0	\$202,800
2020	State			\$0	\$50,700	\$0	\$0	\$0	\$0	\$0	\$0	\$50,700
2023	Federal: NHPP	AC	State	\$40,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,600
2023	State			\$10,100	\$0	\$101,400	\$0	\$0	\$0	\$0	\$0	\$111,500
2028	Federal: NHPP	ACCP		\$40,600	\$202,800	\$0	\$0	\$0	\$0	\$0	\$0	\$243,400
Total (using AC, not ACCP)				\$50,700	\$253,500	\$101,400	\$0	\$0	\$0	\$0	\$0	\$405,600
Total (using ACCP, not AC)				\$50,700	\$253,500	\$101,400	\$0	\$0	\$0	\$0	\$0	\$405,600

Amend/Adjust Project

Lead Agency KDOT

WAMPO I.D. B-23-02

KDOT Project I.D. KA-6749-01

Last TIP Action 23-01

Project Title Repair Bridges #143 & #317 on US-54 in Sedgwick County

Project Limits US-54: Bridge #143 (BNSF Railroad) located 0.25 Miles East of Topeka Street and Bridge #317 (BNSF & KO Railroad) located 0.25 Miles East of Topeka Street

Project Scope Bridge #143: Repair Piers #9, 11, 21, 23, Replace Diaper, Clean & Paint Bearings. Bridge #317: Repair Piers #10, 11, 21, Wrap Columns C & D at #10, Improve Drainage Systems, Replace Diaper at #11, 21, Clean and Paint Bearings

Primary Mode Bridge - Highway Bike/ped component? Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Allison Smith
KDOT
(785) 296-0341
allison.smith@ks.gov

Engineering Contact

Dominique Shannon
KDOT
(785) 296-3347
dominique.shannon@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	State			\$0	\$264,000	\$0	\$0	\$0	\$0	\$0	\$0	\$264,000
2023	Federal: NHPP	AC	State	\$0	\$0	\$0	\$1,054,400	\$105,600	\$0	\$0	\$0	\$1,160,000
2023	State			\$0	\$0	\$0	\$264,000	\$26,400	\$0	\$0	\$0	\$290,400
2027	Federal: NHPP	ACCP		\$0	\$0	\$0	\$1,054,400	\$105,600	\$0	\$0	\$0	\$1,160,000
Total (using AC, not ACCP)				\$0	\$264,000	\$0	\$1,318,400	\$132,000	\$0	\$0	\$0	\$1,714,400
Total (using ACCP, not AC)				\$0	\$264,000	\$0	\$1,318,400	\$132,000	\$0	\$0	\$0	\$1,714,400

New Project

Lead Agency **KDOT**

WAMPO I.D. B-23-03

KDOT Project I.D. KA-6771-01

Last TIP Action 23-01

Project Title I-235: Bridge #320 located 0.81 Miles East of West Street

Project Limits I-235: Bridge #320 located 0.81 Miles East of West Street

Project Scope Concrete surface repair P1 and P2 and rail, sandblast/paint bearings, deck patching and joint repair/replace

Primary Mode **Bridge - Highway** Bike/ped component? Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Allison Smith

KDOT

7852960341

allison.smith@ks.gov

Engineering Contact

Donald Snyder

KDOT

3167441271

donald.snyder@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	State			\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
2023	State			\$0	\$0	\$0	\$344,000	\$35,000	\$0	\$0	\$0	\$379,000
		Total (using AC, not ACCP)		\$0	\$70,000	\$0	\$344,000	\$35,000	\$0	\$0	\$0	\$449,000
		Total (using ACCP, not AC)		\$0	\$70,000	\$0	\$344,000	\$35,000	\$0	\$0	\$0	\$449,000

New Project

Lead Agency **KDOT**

WAMPO I.D. B-23-04

KDOT Project I.D. KA-6770-01

Last TIP Action 23-01

Project Title **US-54: Bridge #132 located 0.2 Miles East of Hoover Road**

Project Limits **Bridge #132**

Project Scope **Patch Deck, Petromat Overlay in Westbound Lanes**

Primary Mode **Bridge - Highway** Bike/ped component? Partially or Fully in: **Butler County** **Sedgwick County** **Sumner County**

Administrative Contact

Allison Smith
KDOT
(785) 296-0341
allison.smith@ks.gov

Engineering Contact

Donald Snyder
KDOT
(316) 744-1271
donald.snyder@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	State			\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
2023	State			\$0	\$0	\$0	\$494,000	\$50,000	\$0	\$0	\$0	\$544,000
		Total (using AC, not ACCP)		\$0	\$100,000	\$0	\$494,000	\$50,000	\$0	\$0	\$0	\$644,000
		Total (using ACCP, not AC)		\$0	\$100,000	\$0	\$494,000	\$50,000	\$0	\$0	\$0	\$644,000

New Project

Lead Agency **KDOT**

WAMPO I.D. B-23-05

KDOT Project I.D. KA-6769-01

Last TIP Action 23-01

Project Title I-135: Bridge #036 located 0.42 Miles North of I-235

Project Limits Bridge # 036

Project Scope Investigate repair options for uplift at abutments. Replace edge wearing surface joints, reset and shim bearings

Primary Mode **Bridge - Highway** Bike/ped component? Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Allison Smith

KDOT

785-296-0341

allison.smith@ks.gov

Engineering Contact

Donald Snyder

KDOT

(316) 744-1271

donald.snyder@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	State			\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
2023	State			\$0	\$0	\$0	\$400,000	\$40,000	\$0	\$0	\$0	\$440,000
Total (using AC, not ACCP)				\$0	\$80,000	\$0	\$400,000	\$40,000	\$0	\$0	\$0	\$520,000
Total (using ACCP, not AC)				\$0	\$80,000	\$0	\$400,000	\$40,000	\$0	\$0	\$0	\$520,000

Amend/Adjust Project

Lead Agency **KDOT**

WAMPO I.D. ICH-17-01B

KDOT Project I.D. KA-3232-02

Last TIP Action 23-01

Project Title I-235, I-135, K-254 & K-96 Interchange-Gold Project-Wichita

Project Limits I-235, I-135, K-254 and K-96 Interchange (Gold Project) in northeast Wichita, Kansas

Project Scope Reconstruction of the I-235, I-135, K-254 and K-96 Interchange in northeast Wichita- to include light tower and sign structure replacements.

Primary Mode Road - Highway Bike/ped component? Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Allison Smith
KDOT
(785)296-0341
allison.smith@ks.gov

Engineering Contact

Jeff Sims
KDOT
(785)296-3901
Jeff.Sims@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2019	Federal: NHPP			\$0	\$8,370,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,370,000
2019	State			\$0	\$930,000	\$0	\$0	\$0	\$0	\$0	\$0	\$930,000
2020	Federal: MPO-STBG			\$0	\$0	\$1,667,040	\$0	\$0	\$0	\$0	\$0	\$1,667,040
2020	Federal: NHPP	AC	State	\$0	\$0	\$11,697,960	\$0	\$0	\$0	\$0	\$0	\$11,697,960
2020	State			\$0	\$0	\$1,485,200	\$0	\$0	\$0	\$0	\$0	\$1,485,200
2021	Federal: NHPP	AC	State	\$6,075,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,075,000
2021	State			\$675,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$675,000
2022	Federal: BUILD			\$0	\$0	\$0	\$21,000,000	\$0	\$0	\$0	\$0	\$21,000,000
2022	Federal: NHPP			\$0	\$0	\$0	\$12,860,000	\$0	\$0	\$0	\$0	\$12,860,000
2022	Federal: NHPP	ACCP		\$6,075,000	\$0	\$11,697,960	\$0	\$0	\$0	\$0	\$0	\$17,772,960
2022	Local			\$0	\$0	\$0	\$14,997,543	\$0	\$0	\$0	\$0	\$14,997,543
2022	State			\$0	\$0	\$0	\$77,142,800	\$6,450,000	\$0	\$0	\$0	\$83,592,800
Total (using AC, not ACCP)				\$6,750,000	\$9,300,000	\$14,850,200	\$126,000,343	\$6,450,000	\$0	\$0	\$0	\$163,350,543
Total (using ACCP, not AC)				\$6,750,000	\$9,300,000	\$14,850,200	\$126,000,343	\$6,450,000	\$0	\$0	\$0	\$163,350,543

New Project

Lead Agency **KDOT**

WAMPO I.D. ITS-23-01

KDOT Project I.D. KA-6847-01

Last TIP Action 23-01

Project Title **Intelligent Transportation System Devices in Wichita-US 54 and K96 in Wichita**

Project Limits **multiple locations on US 54 an K96**

Project Scope **Installing dynamic message signs, closed circuit television cameras, and Cisco Edge pilots**

Primary Mode **Technology**

Bike/ped component?

Partially or Fully in: **Butler County** **Sedgwick County** **Sumner County**

Administrative Contact

Allison Smith

KDOT

785-296-0341

allison.smith@ks.gov

Engineering Contact

Don Snyder

KDOT

(316) 744-1271

donald.snyder@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	State			\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$85,000
2024	State			\$0	\$0	\$0	\$928,200	\$65,000	\$0	\$0	\$0	\$993,200
		Total (using AC, not ACCP)		\$0	\$85,000	\$0	\$928,200	\$65,000	\$0	\$0	\$0	\$1,078,200
		Total (using ACCP, not AC)		\$0	\$85,000	\$0	\$928,200	\$65,000	\$0	\$0	\$0	\$1,078,200

Amend/Adjust Project

Lead Agency **KDOT**

WAMPO I.D. R-22-03

KDOT Project I.D. KA-6535-03

Last TIP Action 23-01

Project Title US-54 (E. Kellogg Ave) in Sedgwick/Butler counties

Project Limits U.S. 54: from east of I-35/127th Street (Project KA-2389-01) east to 0.5 mile east of S. Prairie Creek Road

Project Scope Progressive Design Build: preconstruction (prior to GMP) for preliminary design and final design by selected design-build team; followed by construction and construction engineering (after KDOT acceptance of GMP)

Primary Mode Road - Highway

Bike/ped component?

Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Allison Smith
KDOT
(785)296-0341
allison.smith@ks.gov

Engineering Contact

Don Snyder
KDOT
316-744-1271
Donald.Snyder@ks.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	Federal: NHPP	AC	State	\$0	\$18,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$18,400,000
2022	State			\$0	\$4,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,600,000
2023	Federal: NHPP	AC	State	\$0	\$0	\$0	\$167,620,000	\$18,400,000	\$0	\$0	\$0	\$186,020,000
2023	Local			\$0	\$0	\$0	\$20,475,000	\$0	\$0	\$0	\$0	\$20,475,000
2023	State			\$0	\$0	\$0	\$41,905,000	\$4,600,000	\$0	\$0	\$0	\$46,505,000
2029	Federal: NHPP	ACCP		\$0	\$18,400,000	\$0	\$167,620,000	\$18,400,000	\$0	\$0	\$0	\$204,420,000
		Total (using AC, not ACCP)		\$0	\$23,000,000	\$0	\$230,000,000	\$23,000,000	\$0	\$0	\$0	\$276,000,000
		Total (using ACCP, not AC)		\$0	\$23,000,000	\$0	\$230,000,000	\$23,000,000	\$0	\$0	\$0	\$276,000,000

Amend/Adjust Project

Lead Agency Transit - Wichita Transit

WAMPO I.D. 40-525

KDOT Project I.D. 087 N0747-01

Last TIP Action 23-01

Project Title Wichita Bicycle Master Plan Update

Project Limits Wichita city limits

Project Scope Update the Wichita Bicycle Master Plan and plan a bicycle parking program.

Primary Mode Ped/Bike

Bike/ped component?

Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Raven Alexander

Wichita Transit

(316)352-4868

Ralexander@wichita.gov

Engineering Contact

Scott Wadle

Wichita Transit

(316)352-4855

swadle@wichita.gov

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2022	Federal: MPO-TA			\$0	\$366,988	\$0	\$0	\$0	\$0	\$0	\$0	\$366,988
2022	Local			\$0	\$91,747	\$0	\$0	\$0	\$0	\$0	\$0	\$91,747
Total (using AC, not ACCP)				\$0	\$458,735	\$0	\$0	\$0	\$0	\$0	\$0	\$458,735
Total (using ACCP, not AC)				\$0	\$458,735	\$0	\$0	\$0	\$0	\$0	\$0	\$458,735

Amend/Adjust Project

Lead Agency WAMPO

WAMPO I.D. P-23-01

KDOT Project I.D.

Last TIP Action 23-01

Project Title MTP 2050 Planning Assistance

Project Limits WAMPO region

Project Scope Hiring consultants to assist WAMPO staff in the preparation of the next WAMPO Metropolitan Transportation Plan, which will have a horizon year of 2050 and is due to be completed in 2025. WAMPO staff and consultants would assist member jurisdictions with preparing applications to have their projects included in the MTP and to possibly also make those projects eligible for WAMPO-suballocated funding; this assistance would include identifying and prioritizing projects from member jurisdictions' planning documents that align with the goals of the MTP and the scoring criteria adopted for project selection, developing project scope, determining project limits, making cost estimates, and providing information for responses to the questions on the basis of which projects are selected. Consultants would also assist WAMPO staff with preparing the overall MTP document and its appendices.

Primary Mode Planning & Outreach Bike/ped component? Partially or Fully in: Butler County Sedgwick County Sumner County

Administrative Contact

Ashley Bryers
WAMPO
(316) 779-1319
Ashley.Bryers@wampo.org

Engineering Contact

Ashley Bryers
WAMPO
(316) 779-1319
Ashley.Bryers@wampo.org

Project Notes

FFY	Fund Type	AC/ACCP	AC Fund Source	UT	PE	ROW	CON	CE	IMP	CAP	OP	Total
2024	Federal: MPO-STBG			\$0	\$0	\$0	\$0	\$0	\$320,000	\$0	\$0	\$320,000
2024	Local			\$0	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
		Total (using AC, not ACCP)		\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
		Total (using ACCP, not AC)		\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000



Agenda Item 5D: Director’s Report

Transit Ridership

Alicia Hunter, Senior Transportation Planner

Ridership

There are several government-provided transit services within the WAMPO region including Wichita Transit, Derby Dash, Haysville Hustle, Sedgwick County Transportation, and Butler County Transit. The table below highlights the annual ridership for each of the three transit providers. Haysville Hustle began operations in November 2020, so ridership information prior to that date is not available. Butler County Transit numbers include ridership for the entire county.

Transit Provider	Annual Ridership				
	2018	2019	2020	2021	2022*
Wichita Transit	1,181,807	1,373,944	759,330	768,717	624,453
Derby Dash	11,013	10,394	7,098	9,289	5,328
Haysville Hustle	-	-	31	2,192	2,308
Sedgwick County Transportation					
Butler County Transit	18,422	19,307	17,107	18,681	13,699

* January through August 2022

Point of Contact

Transit Provider	Name	Email	Phone
Wichita Transit	Raven Alexander	ralexander@wichita.gov	316.352.4868
Derby Dash	Sonya Dalton	sonyadaltton@derbyweb.com	316.788.7433
Haysville Hustle	Kristen McDaniel	kmcdaniel@haysville-ks.com	316.529.5903
Sedgwick County Transportation	Dorsha Kirksey	dorsha.kirksey@sedgwick.gov	316.660.5158
Butler County Transit	Crystal Noles	cnoles@bucoks.com	316.775.0500



WAMPO-REGION POPULATION TRENDS, 1900-2020

Population	1900	1910	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	2020
Wichita	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
Derby	-	235	247	294	256	432	6,458	7,947	9,786	14,699	17,807	22,158	25,625
Andover	-	-	-	-	-	-	186	1,880	2,801	4,047	6,698	11,791	14,892
Haysville	-	-	-	-	-	-	5,836	6,483	8,006	8,364	8,502	10,826	11,262
Park City	-	-	-	-	-	-	2,687	2,529	3,778	5,050	5,814	7,297	8,333
Bel Aire	-	-	-	-	-	-	-	-	-	3,695	5,836	6,769	8,262
Valley Center	343	381	486	896	700	854	2,570	2,551	3,300	3,624	4,883	6,822	7,340
Mulvane	667	1,084	1,239	1,042	940	1,387	2,981	3,185	4,254	4,674	5,155	6,111	6,286
Maize	-	-	189	229	198	266	623	785	1,294	1,520	1,868	3,420	5,735
Goddard	225	225	255	255	248	274	533	955	1,427	1,804	2,037	4,344	5,084
Rose Hill	-	-	-	-	-	-	273	387	1,557	2,399	3,432	3,931	4,185
Clearwater	368	569	647	669	591	647	1,073	1,435	1,684	1,875	2,178	2,481	2,653
Kechi	-	-	-	-	-	-	245	229	288	517	1,038	1,909	2,217
Cheney	429	734	636	669	714	777	1,101	1,160	1,404	1,560	1,783	2,094	2,181
Colwich	225	258	262	260	284	339	703	879	935	1,091	1,229	1,327	1,455
Garden Plain	-	296	361	336	323	323	560	678	775	731	797	849	948
Andale	-	237	259	255	289	316	432	500	538	566	766	928	941
Mount Hope	327	519	513	466	442	473	539	665	791	805	830	813	806
Eastborough	-	-	-	-	312	708	1,001	1,141	854	896	826	773	756
Bentley	-	-	-	-	-	-	204	260	311	360	368	530	560
Sedgwick**	85	86	100	114	101	100	150	149	202	197	211	192	194
Viola	-	156	173	159	131	132	203	193	199	185	211	130	115
Sedgwick County*	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
Butler County*	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
Sumner County*	107	183	256	531	589	927	1,268	1,269	1,147	1,265	1,436	1,233	1,050
WAMPO Region	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

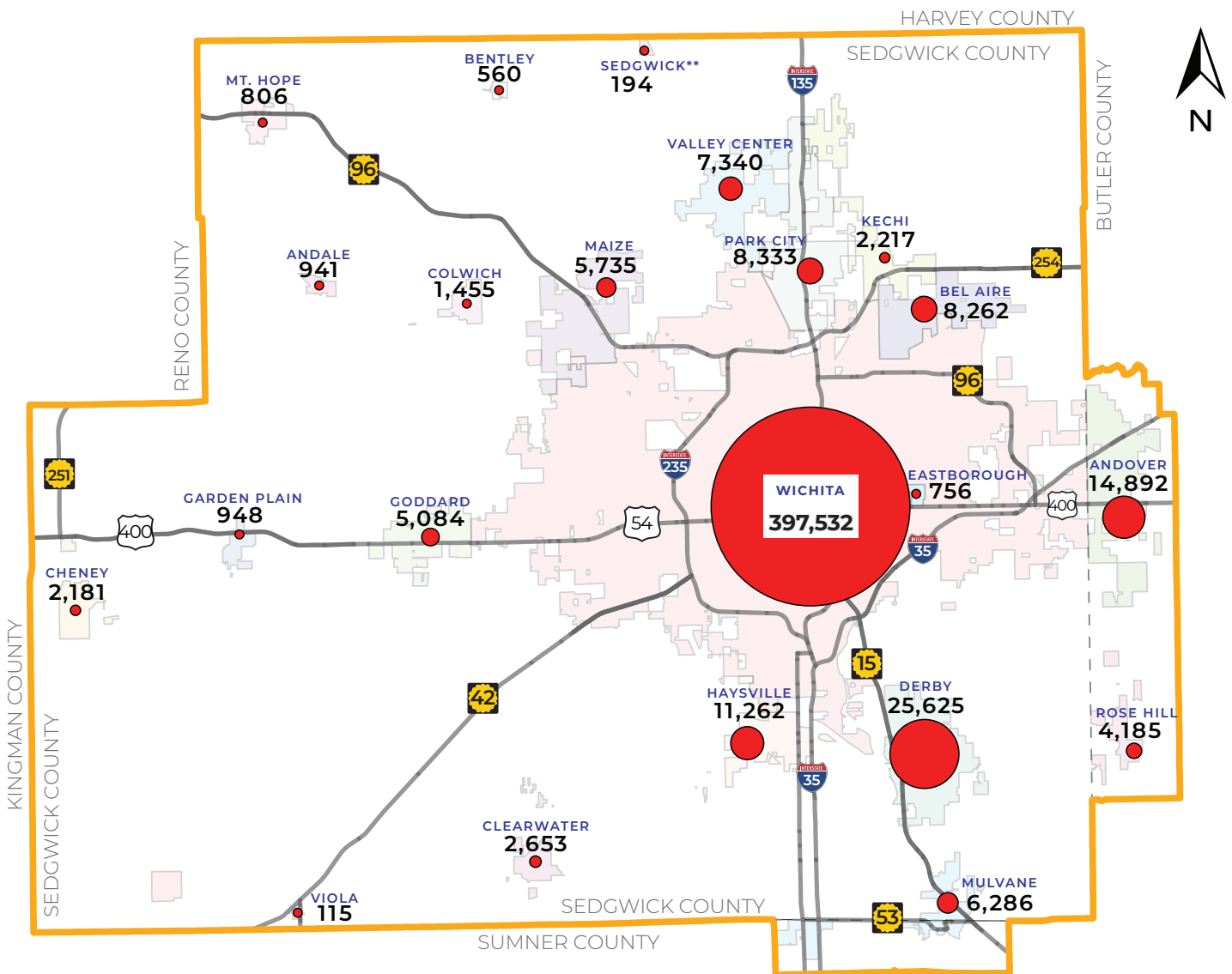
Populations of Entire Counties

Population	1900	1910	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	2020
Sedgwick County	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
Butler County	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
Sumner County	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
AACT	Annual Average Daily Traffic	MPO	Metropolitan Planning Organization
AASHTO	American Association of State Highway and Transportation Officials	MSA	Metropolitan Statistical Area
ADA	Americans with Disabilities Act	MTP	Metropolitan Transportation Plan (same as LRTP)
ALOP	Annual List of Obligated Projects	NAAQS	National Ambient Air Quality Standards
AMPO	Association of Metropolitan Planning Organizations	NEPA	National Environmental Policy Act
APA	American Planning Association	NHS	National Highway System
ASCE	American Society of Civil Engineers	NHTSA	National Highway Traffic Safety Administration
ATC	Active Transportation Committee	PE	Preliminary Engineering
CMAQ	Congestion Mitigation and Air Quality	PM	Performance Measure
CMP	Congestion Management Process	PPP	Public Participation Plan
CPG	Consolidated Planning Grant	PSC	Project Selection Committee
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act	REAP	Regional Economic Area Partnership
CUFC	Critical Urban Freight Corridor	RFP	Request for Proposals
DBE	Disadvantaged Business Enterprise	ROW	Right of Way
DOT	Department of Transportation	RPSP	Regional Pathways System Plan
EIS	Environmental Impact Statement	SCAC	Sedgwick County Association of Cities
EJ	Environmental Justice	SOV	Single Occupancy Vehicle
EPA	Environmental Protection Agency	SRTS	Safe Routes to School
FC	Functional Classification	STBG	Surface Transportation Block Grant (previously Surface Transportation Program - "STP")
FFY	Federal Fiscal Year (October 01 - September 31)	STIP	Statewide Transportation Improvement Program
FHWA	Federal Highway Administration	TA	Transportation Alternatives
FTA	Federal Transit Administration	TAB	Transit Advisory Board
GIS	Geographic Information System	TAC	Technical Advisory Committee
HIP	Highway Infrastructure Program	TAM	Transit Asset Management
HOV	High Occupancy Vehicle	TAZ	Traffic Analysis Zone
HSIP	Highway Safety Improvement Program	TDM	Travel Demand Model
IKE	Kansas Eisenhower Legacy Program (KDOT Program)	TIP	Transportation Improvement Program
ITE	Institute of Transportation Engineers	TMA	Transportation Management Area
ITS	Intelligent Transportation System	TPB	Transportation Policy Body
KDOT	Kansas Department of Transportation	TRB	Transportation Research Board
LEP	Limited English Proficiency	UAB	Urbanized Area Boundary
LOS	Level of Service	UPWP	Unified Planning Work Program
LRTP	Long Range Transportation Plan (same as MTP)	VMT	Vehicle Miles Traveled
MAPC	Wichita-Sedgwick County Metropolitan Area Planning Commission	WAMPO	Wichita Area Metropolitan Planning Organization
MAPD	Wichita-Sedgwick County Metropolitan Area Planning Department	WSCAAB	Wichita-Sedgwick County Access Advisory Board
MPA	Metropolitan Planning Area		

2022 TPB Representatives and Contact Information			
VOTING MEMBERS & ALTERNATES	REPRESENTATIVES	EMAIL	ALTERNATE EMAIL
City of Andover	*Troy Tabor, alt. Jennifer McCausland	ttabor@andoverks.com	jmccausland@andoverks.com
City of Bel Aire	Jim Benage, alt. Anne Stephens	jbenage@belaireks.gov	astephens@belaireks.gov
Butler County	*Dan Woydziak, Ex Officio, Past Chair	dwoydziak@bucoks.com	
City of Clearwater	*Burt Ussery, TAC Chair , alt. Justin Shore	bussery@clearwaterks.org	jshore@clearwaterks.org
City of Derby	*Jack Hezlep, alt. Dan Squires	jhezlep@gmail.com	dansquires@derbyweb.com
City of Goddard	Hunter Larkin, alt. Micah Scoggan	larkin@goddardks.gov	mscoggan@goddardks.gov
City of Haysville	Russ Kessler alt. William Black	rkessler@haysville-ks.com	wblack@haysville-ks.com
Kansas Department of Transportation	Mike Moriarty, alt. Allison Smith	michael.moriarty@ks.gov	allison.smith@ks.gov
Kansas Department of Transportation	Brent Terstriep alt. Tom Hein	brent.terstriep@ks.gov	tom.hein@ks.gov
City of Kechi	Ashley Velaquez, alt. Kamme Sroufe	avelazquez@kechiks.gov	ksroufe@kechiks.gov
City of Maize	Pat Stivers, alt. Richard LaMunyon	pstivers@cityofmaize.org	rlamunyon@cityofmaize.org
City of Mulvane	Nancy Faber-Mottola, alt. Joel Pile	nmottola@mulvane.us	jpile@mulvane.us
City of Park City	Tom Jones, alt. Ben Saucedo	tjones@parkcityks.com	bsaucedo@parkcityks.com
City of Rose Hill	Gary Weaver, alt. Warren Porter	gweaver@cityofrosehill.com	wporter@cityofrosehill.com
Sedgwick County Association of Cities (SCAC)	Terry Somers, alt. Vacant	tsomers1@gmail.com	
Sedgwick County	*David Dennis, TPB Chair	david.dennis@sedgwick.gov	
Sedgwick County	Jim Howell, alt. Tom Stolz	jim.howell@sedgwick.gov	thomas.stolz@sedgwick.gov
Sedgwick County	Pete Meitzner, alt. Tim Kaufman	pete.meitzner@sedgwick.gov	tkaufman@sedgwick.gov
Sedgwick County	Sarah Lopez, alt. Tania Cole	sarah.lopez@sedgwick.gov	tania.cole@sedgwick.gov
City of Valley Center	Ronald Colbert, alt. Brent Clark	frdmeagl@aol.com	bclark@valleycenterks.org
City of Wichita	Maggie Ballard, alt. Vacant	MBallard@wichita.gov	
City of Wichita	Michael Hoheisel, alt. Robert Layton	MHHoheisel@wichita.gov	rlayton@wichita.gov
City of Wichita	Bryan Frye, alt. Brandon Johnson	bfrye@wichita.gov	bjohnson@wichita.gov
City of Wichita	*Becky Tuttle, TPB Vice Chair	btuttle@wichita.gov	
NON-VOTING MEMBERS & ALTERNATES	REPRESENTATIVES	EMAIL	ALTERNATE EMAIL
Federal Highway Administration	Rick Backlund, alt. Cecelie Cochran	richard.backlund@dot.gov	cecelie.cochran@dot.gov
Federal Transit Association	Eva Steinman, alt. Daniel Nguyen	eva.steinman@dot.gov	daniel.nguyen@dot.gov
KDOT	Matt Messina	Matthew.Messina@ks.gov	
Sedgwick County - Public Works	Lynn Packer	Lynn.Packer@Sedgwick.Gov	
City of Wichita	Tia Raamot	traamot@wichita.gov	
WAMPO Representative	Chad Parasa	chad.parasa@wampo.org	
WAMPO Representative	Ashley Bryers	Ashley.Bryers@wampo.org	
WAMPO Representative	Nicholas Flanders	Nicholas.Flanders@wampo.org	
WAMPO Representative	Dora Gallo	Dora.Gallo@wampo.org	
WAMPO Representative	Marcela Quintanilla	Marcela.Quintanilla@wampo.org	
WAMPO Representative	Alicia Hunter	alicia.hunter@wampo.org	
WAMPO Representative	Emily Thon	emily.thon@wampo.org	
WAMPO Representative	Cailyn Trevaskiss	cailyn.trevaskiss@wampo.org	
WAMPO Representative	Eldon Taskinen	eldon.taskinen@wampo.org	

Quorum is 13 based on voting members

*denotes Executive Committee Members

Rev. 10/05/2022

2022 WAMPO Meeting Schedules



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

Transportation Policy Body	Technical Advisory Committee
<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	No August Meeting
September 13, 2022	September 26, 2022
October 11, 2022	October 24, 2022
November 8, 2022	November 28, 2022
December 13, 2022	No December Meeting