



Transportation Policy Body (TPB) Meeting Agenda

Tuesday, December 8th at 3:00 pm

<https://global.gotomeeting.com/join/397624045>

Please call us at 316-779-1321 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

Meeting Agenda

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

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1. Welcome	
2. Regular Business	
A. Approval of December 8, 2020 Agenda	Page 1
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C. Director's Report	
i. Committee updates	Pages 5 to 6
ii. 2020 Report on Pedestrians and Bike Counts	Pages 7 to 8
D. Consent Agenda	
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iii. Employment separation agreements	Pages 41 to 41
iv. WAMPO staff salary ranges adoption	Pages 42 to 44
3. Public Comments	
4. New Business	
A. Update: WAMPO 2019 Audit Report Mike Lowry, Senior Vice President – Assurance, Allen, Gibbs, & Houlik, L.C.	Pages 46 to 106
B. Action: Transit Safety Performance Measures Targets adoption Jon Moore and Rene Hart, KDOT	Pages 107 to 152
C. Action: 2021 WAMPO Unified Planning and Work Program (UPWP) Chad Parasa, Director, WAMPO	Pages 153 to 179
D. Discussion: WAMPO Local Match funding needs Chad Parasa, Director, WAMPO	Pages 180 to 216
5. Committee Reports/Updates	
A. Regional Freight Committee update, Karyn Page	
B. Safety & Health Committee update, Elizabeth Ablah	
C. Active Transportation Committee, Alan Kailer & Jack Brown	
6. Other Business	
7. Adjournment	

Chad Parasa, TPB Secretary
December 2, 2020



Meeting Summary
Transportation Policy Body (TPB) Meeting Summary
Tuesday, November 10th @ 3:00 PM
Online Meeting

Meeting Duration: 41 minutes

Members in Attendance:

Dan Woydziak, Chair, Butler Co.
David Dennis, Vice Chair, Sedgwick Co.
Troy Tabor, Andover/TAC Chair
Jack Hezlep, Derby
Bruce Armstrong, Haysville
Pete Meitzner, Sedgwick Co.

Mike Moriarty, KDOT
Brent Terstriep, KDOT
Brent Clark, Valley Center
Anne Stephens, Bel Aire
Kelly Arnold, Sedgwick Co.
Tom Hein, KDOT
Beck Tuttle, City of Wichita

Ronald Colbert, City of Valley Center
Bryan Frye, City of Wichita
Cindy Claycomb, City of Wichita
Donna Clasen, City of Maize
Robert Layton, City of Wichita
John Speer, City of Kechi

Other Attendees:

Chad Parasa, WAMPO Director
Patty Sykes, WAMPO Staff
Michelle Styles, WAMPO Staff
Nick Flanders, WAMPO Staff
Brad Shores, JEO
Alan Kailer, BWV
Richard Backlund, FHWA

James Wagner, Wichita
Jane Byrnes, League of Women Voters
Brett Letkowski, TranSystems
Gary Janzen, City of Wichita
Rene Hart, KDOT
Kelly Rundell, Hite, Fanning & Honeyman LLP

Kurt Yowellm, MKEC
Cory Davis, KDOT
Mike Armour, City of Wichita
Raven Alexander, Wichita Transit
Matt Messina, KDOT
Robert Layton, City of Wichita

1. Mr. Woydziak called the meeting to order at 3:07 PM.

2. Regular Business

A. Approval of November 10, 2020 Agenda

Discussion: None

Action: Moved to approve agenda as presented. Motion passed (19-0).

Motion: A. Stephens

Second: D. Clasen

B. Approval of September 8, 2020 Minutes

Discussion: None

Action: Moved to approve minutes with corrections. Motion passed (19-0).

Motion: C. Claycomb

Second: J. Speer

C. Director's Report

i. Committee Updates –

Mr. Parasa noted that the next Regional Freight Committee meeting is scheduled for Wednesday, January 13th at 9:30 AM. The next Safety & Health Committee is scheduled on Wednesday, February 3rd at 9:30 AM. Also reported that the Active Transportation Committee meeting is scheduled for Wednesday, December 9th at 9:30 AM. C. Parasa gave a quick overview on MTP & TIP Planning Activities for 2021-2025. Mr. Parasa requested Mr. Terstriep, District 5 Engineer, KDOT, for an update on the North Junction Project. Mr. Terstriep provided an update on the North Junction project phases, both in terms of timelines as well as costs of safety improvements.

3. Consent Agenda

- A. [2020 Unified Planning Work Program \(UPWP\) Amendment #1](#)

- B. [HDR Engineering Regional Transit Plan Contract Extension](#)

Discussion: None

Action: Moved to approve the consent agenda. Motion passed (19-0).

Motion: A. Stephens

Second: J. Speer

4. Public Comment Opportunity – None

5. New Business

- C. [2021 Unified Planning Work Program \(UPWP\) and Budget](#)

Mr. Parasa presented the 2021 UPWP and Budget

Ms. Tuttle asked to delay voting until the next TPB Meeting that is scheduled on December 8th. Representatives from the city of Wichita would like more time to evaluate and discuss more with WAMPO staff on the financials. T. Tabor asked that the City of Wichita and Sedgwick County representatives provide a summary and any findings to the board prior to the next board meeting.

Discussion: None

Action: Moved to delay reviewing and approving the 2021 UPWP until December 8th meeting. Motion passed (19-0).

Motion: B. Tuttle

Second: J. Hezlop

- D. [Update: WAMPO Regional Freight Plan](#)

Ms. Winkelmann with TranSystems gave an update on the WAMPO Freight Plan. The Freight Committee presented their priority actions: Direct support for infrastructure investment once prime locations and/or customers are identified. Focus on truck parking and remove clearance barriers to enhance freight related infrastructure and assets. Lastly, serve as an avenue to coordinate between partners and engage railroads for mutually beneficial projects. Transload facilities and future anticipation of land preservation for such facilities is identified in regional freight plan.

A. Committee Reports/Updates

A. Executive Committee, Dan Woydziak

The committee met via zoom and discussed the on going budget and staffing concerns.

Committee will be meeting again prior to the next December 8th meeting and prepare a budget presentation for review by board member. Future discussion will need to be done regarding year end funds and the repayment terms for WAMPOs loan from the City. C. Claycomb noted that the board previously had a policy in place for how to handle year end carryover.

B. Kansas Department of Transportation update, Tom Hein and Mike Moriarty

T. Hein made note that the additional information on North Junction project can be found at www.WichitaKDot.org. You may also find a link to the presentation on the Green Project phase www.235green.org. M. Moriarty provided a brief update on staff changes at KDOT.

C. Federal Highway Administration update, Rick Backlund

Mr. Backlund updated the board on the status of the FAST ACT is under a continuing resolution and the authority for Legislation has been extended for a whole federal fiscal year and will end on September 30, 2021. R. Backlund reminded the board that The Every Day Counts Virtual Retreat will be held virtually on December 8th – 10th. Lastly, Rick noted that the North Junction Project was a recipient of 21 million Build Grant funding. The work of programing of those funds will continue.

B. Other Business – None

C. Meeting adjourned at 3:48 PM.

Next Meeting will be held on Tuesday, December 8, 2020 at 3:00 PM.



Background

Regional Metropolitan Transportation plan development seeks input from all jurisdictions and experts in the WAMPO area. In preparation of data coordination and coordination of planning activities, for developing next WAMPO Metropolitan Transportation Plan, WAMPO staff with members of the following committees.

- Safety & Health Committee
- Active Transportation Committee

Safety & Health Committee:

WAMPO staff will work with technical staff of cities and towns in the region, as well as with the public who have technical knowledge on the data related to safety. The primary activities of this committee will be updating regional technical report on Safety and Health. This committee will review and update the regional data. This committee will update technical report through discussions on

- Safety of all modes of transportation
- Updating Safety & Health Data Reports
- Environment Air Quality, ozone
- Strategies for Reducing Crashes in our Region
- Develop Educational Awareness Tools
- Explore new initiatives such as Vision-Zero Goals

Active Transportation Committee:

WAMPO staff will work with technical staff of cities and towns in the region, as well as with the public who have technical knowledge on the data related to Ped/Bike/Trails infrastructure. The primary activities of this committee will be updating regional technical report on Ped/Bike/Trails infrastructure. This committee will review and update the regional data and mapping. This committee will update technical report through discussions on

- Inventory of Bike/Ped/Trails infrastructure.
- Review of regional Bike/Ped/Trails plans.
- System Connectivity in our Region. Identifying gaps, prioritizing proposed improvements through Inter-agency cooperation.
- Inventory of existing facilities including: on street & off street bike lanes, multi use paths, as well as parking
- Prioritize Regional Corridors. Integration with Transit Network.
- Safety

Who can become a Committee Member:

- Technical staff of cities and local jurisdictions, or anyone who have technical knowledge on the data. Those who would like an opportunity to coordinate work at a regional scale.
- To volunteer or recommend a member for one of these committees, please contact Chad Parasa at 316-779-1320, or email Chad.Parasa@wampo.org



Meetings/Schedules:

- SAFETY & HEALTH COMMITTEE
Wednesday February 3, 9:30 AM
- ACTIVE TRANSPORTATION COMMITTEE
Wednesday December 9, 9:30 AM
- REGIONAL FREIGHT COMMITTEE
Wednesday January 13, 9:30 AM

2020

Bicycle & Pedestrian Count Results Report



This year marks the ninth annual count of bicycle and pedestrian activity across 35 different locations within the WAMPO region (all of Sedgwick County and parts of Butler and Sumner Counties).

Held on Thursday, September 24th and Saturday, September 26th, this year's count would not have been possible without the assistance and commitment of our volunteers!

Distribution of Volunteers by Count Year



During this year's count, volunteers counted 15% more people than in 2019, an increase from 2,844 to 3,349. This may be attributable to the COVID-19 pandemic and related travel and safety restrictions. Additionally, it is important to note that volunteer support increased by 42%, from 36 volunteers in 2019 to 62 volunteers in 2020.

Bicycle and Pedestrian Count Event

At each of the 35 WAMPO-area sites, volunteers manually count the number of people using bicycle and pedestrian facilities over the course of two hours.

The Goal

The project goal of this event is to collect data that is representative of actual levels of biking and pedestrian activity in the WAMPO region. WAMPO, along with many of its planning partners, uses this information to better understand the trends and locations of existing bicycle and pedestrian activity.

Local Impact

Understanding the trends and locations of existing bicycle and pedestrian activity helps WAMPO and its partners plan for future system improvements in the places where people actually use them. The data collected over the past five years will be used as the baseline for regional facility usage in the WAMPO region.

Count Methodology

The National Bicycle and Pedestrian Documentation Project (NBPDP) methodology was used for the 2020 count. This methodology, developed by the Institute for Transportation Engineers, is designed to provide a consistent, nationwide approach to estimate the levels of bicycle and pedestrian activity in communities across the country.



Volunteers

Thanks to the willingness of over 60 volunteers, the ninth annual WAMPO Bicycle and Pedestrian Count was a success! Volunteer affiliations included from a wide variety of service organizations, advocacy groups, and interested individuals from across the region.

Year Four with the ActiveICT Mobile App!

Funded in part by the Knight Foundation Fund at the Wichita Community Foundation, the ActiveICT mobile app supports the active transportation, wellness, and civic-engagement activities of WAMPO, Health ICT, and Wichita Parks & Recreation. This includes the WAMPO Annual Bicycle & Pedestrian Count Event, Walktober, and Open Streets ICT!



The mobile app specifically supports the WAMPO volunteers by offering an interactive section preloaded with the volunteer's count-site assignment(s). The volunteer section includes both visual and written content related to their assignment, easy-to-use icons for capturing categorical data, and a public-comment section that allows them to share their thoughts and images while in the field.

Count Site Categories

Three categories of individuals were counted during the 2020 event: bicyclists, pedestrians (including people using wheelchairs or other mobility devices and children in strollers), and an "other" category that captured individuals traveling via other equipment (roller skates, skateboard, scooter, Segway, etc.).

Results

In 2020, event volunteers counted a total of 3,349 people across all categories. The majority of individuals counted fell into the "pedestrian" category (1,903 people, or 56%).

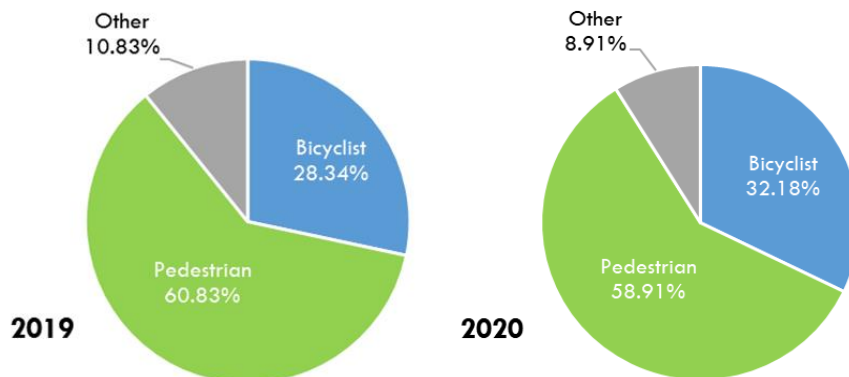
At the 27 sites where we counted in both 2019 and 2020, the number of people counted increased by 6% (from 2,842 to 3,024). A likewise comparison for 34 sites where we counted during the first WAMPO count, held in 2012, and during this year's count showed a 31% increase (from 2,292 to 3,349).

Traffic in the "bicyclist" category slightly increased from 28% in 2019 to 35% in 2020.

2020 Top 10 Count Sites

1. Ark River Path, at Keeper of the Plains - 791
2. Broadway and Central - 350
3. Douglas and Washington - 261
4. 21st and Ridge - 198
5. 1st and Maize Rd - 184
6. 1st and Waco - 159
7. Central and Nims - 142
8. Pawnee and Broadway - 128
9. Broadway and 1st - 123
10. K-96 Path, at Great Plains Nature Center - 84

Bicycle & Pedestrian Count Results
Traffic Distribution Comparison





Agenda Item 2D(i): Action
2021 - 2024 Transportation Improvement Program (TIP), Amendment #1
Nick Flanders, GIS Analyst/Transportation Planner

Amendment #1 to the WAMPO 2021 – 2024 Transportation Improvement Program (TIP) is a regularly scheduled Amendment. It is the first scheduled Amendment for this TIP. The 2021 – 2024 TIP took effect on October 1, 2020.

Action Options:

- Approve the Amendment, as proposed.
- Not approve the Amendment.
- Approve the Amendment with specific changes.
- Table the item.
- Send back to Transportation Advisory Committee (TAC) for additional review

TAC Recommendation:

- Approve 2021 - 2024 Transportation Improvement Program (TIP) Amendment #1, as proposed.

Public Comment:

A 30-day public comment period took place during November 2020.

Next Steps:

- The approved Amendment will then be sent to the Kansas Department of Transportation (KDOT) to be included in the Statewide 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 early January 2021.

Attachment:

- [WAMPO 2021 - 2024 TIP Amendment 1](#)

TRANSPORTATION IMPROVEMENT PLAN

Amendment #1



Staff Contact | Nick Flanders, GIS Analyst/Transportation Planner | nicholas.flanders@wampo.org | 316-779-1315

Public Review & Comment Schedule

ACTIVITY	DATE	LOCATION	31 PURPOSE
PUBLIC REVIEW & COMMENT PERIOD	October 30 thru November 30	Electronic Review: www.wampo.org <i>Hard copy documents are available upon request.</i> 271 W. Third - 2 nd Floor, Wichita, KS 67202	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. Please submit comments to: nicholas.flanders@wampo.org
Transportation Advisory Committee (TAC) Meeting	Monday, November 23 10:00 AM	271 W. Third - 2 nd Floor, Wichita, KS 67202 Or Online Meeting	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, December 8 3:00 PM	271 W. Third - 2 nd Floor, Wichita, KS 67202 Or Online Meeting	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.

WAMPOs 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 (FFY) 2021 through 2024; it includes 115 projects, totaling \$818,729,141 in estimated cost. The complete project list and additional project information can be found on WAMPO’s website at, <https://projecttracker.wampo.org/>.

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 20 projects. Of these,

- 7 will require formal action
- 13 were administrative changes*

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

Amendment #1 Total Financial Impact: added \$11,085,634

Formal Action Required

Project Name	Change	Type of Formal Action Change
61st Street North, Broadway to the Wichita Valley Center Floodway Bridge (2020, 2021)	Change in project scope and limits and cost estimate increased \$1,635,512 (43.7%)	Significant modification
K-42 Acces Rd- BrightWater Bay Development- Wichita, KS	Add new KDOT project to the TIP, \$786,000	New project
I-135 in Sedgwick County 1R project Guardrail Upgrades: Beginning at the North Edge Wearing Surface Viaduct Bridges thence North to the South End 37th Street Bridges in Sedgwick County	Cost estimate increased \$31,300 (14.7%)	Modification
I-135 in Sedgwick County 1R project Guardrail Upgrades: I-135 from the KTA, North to the South End of the Pawnee Avenue Overpass (2019, 2020)	Cost estimate increased \$597,000 (76.2%)	Significant modification
Overlay in Sedgwick County on K-96	Cost estimate increased \$2,813,957 (64.2%)	Significant modification
Occidental Chemical Facility Rail Yard and Track	Add new KDOT project to the TIP, \$4,524,280	New project
Rail line rehabilitation at Cargill facility in Wichita, KS	Add new KDOT project to the TIP, \$300,000	New project

Additional project information can be found at, <https://projecttracker.wampo.org/#tabs-2>

Administrative Changes (do not require formal action)

Project Name	Change
Oliver and Kechi Rd. Intersection (2021, 2023, 2024)	Delayed; small change (11.5%, \$397,585) in the cost estimate
Academy Avenue Improvements from Maize Road to Maize City Park (2022)	Moved forward from 2024 to 2022
Mt. Vernon, Broadway to S.E. Blvd (2017, 2018, 2019, 2020, 2021)	Moved \$82,226 MPO-CMAQ conversion forward from 2022 to 2021
Pawnee, Webb to Greenwich (2018, 2020, 2021)	Moved \$533,848 MPO-STP conversion forward from 2022 to 2021
West St., Harry to Pawnee (2019, 2022, 2023, 2024, 2025)	Moved a portion of the programmed initial obligation back to 2025 conversion to accommodate a project moving from 2022 to 2024
Redbud Path, K-96 to 159th (2018, 2019, 2020, 2021, 2022)	Moved a portion of the 2022 TA conversion forward to 2021
WAMPO Regional Fiber Plan	Advanced project to FFY 2021
Intersection Improvements at US-54 and Barber Dr. (2020)	Changed the scope (no change in cost)
Zoo Boulevard Bridge over M.S. Mitch Mitchell Floodway (2021, 2023, 2024)	Changed project to Advance Construction setup
Sedgwick County Transportation Comprehensive Operations and Technology Feasibility Study and Implementation (2021)	Moved forward from 2023 to 2021; will transfer project/funds to FTA
Asset Management Phase 2	Changed federal funding from MPO-STP to MPO-CMAQ
Wichita Transit Replacement Paratransit Vehicles	Changed federal funding program from MPO-CMAQ to MPO-STP
Bridge #065 & #066 in Sedgwick county	Corrected 2021 ACCP amount to match 2020 AC amount (reduced by \$500; overall project cost unchanged)

Additional project information can be found at, <https://projecttracker.wampo.org/#tabs-2>

WAMPO-Funded Program

No changes are being proposed for WAMPO-funded projects.

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 projects 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 Transportation 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 October-November 2020.

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.

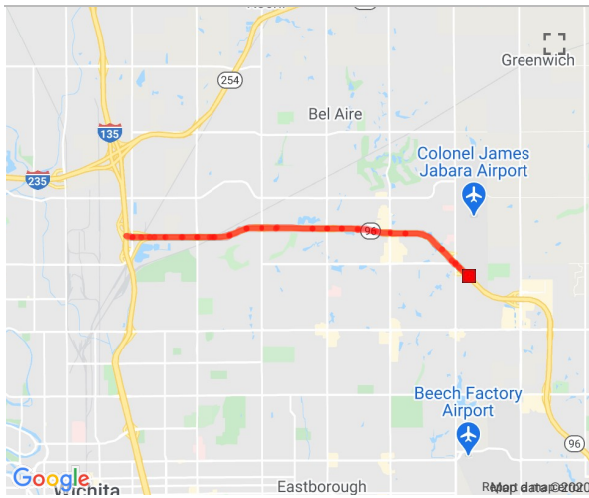
2021 - 2024			
PROGRAM	ANTICIPATED REVENUES	PROGRAMMED COSTS	BALANCE
FTA 5307	\$22,400,000	\$22,400,000	\$0
FTA 5310	\$1,778,323	\$1,778,323	\$0
FTA 5339	\$2,030,200	\$2,030,200	\$0
HSIP	\$9,944,614	\$9,944,614	\$0
KDOT-STP	\$3,700,000	\$3,700,000	\$0
MHIF	\$2,352,636	\$2,352,636	\$0
MPO-CMAQ	\$5,685,991	\$6,771,317	(\$1,085,326)
MPO-STP	\$48,561,042	\$37,597,845	\$10,963,197
MPO-TA	\$3,962,622	\$3,996,963	(\$34,341)
NHPP	\$95,722,937	\$95,722,937	\$0
FEDERAL SUBTOTAL	\$196,138,365	\$186,294,835	\$9,843,530
LOCAL SUBTOTAL	\$114,800,326	\$114,800,326	\$0
STATE SUBTOTAL	\$14,817,554	\$14,817,554	\$0
TOTAL	\$325,756,245	\$315,912,715	\$9,843,530

**WAMPO Transportation Improvement Program, 21-01 Amendment
2021-2025**

7 Projects Listed

<i>State TIP ID</i>	40-577	<i>TIP</i>	WAMPO 21-01	<i>KDOT ID</i>	087 KA5606-01	<i>Total Cost</i>	\$7,195,120
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Rene hart (785)296-8593	<i>County</i>	Sedgwick County	<i>Construction</i>	2020 start
<i>Project Type</i>	Road - Highway	<i>Air Quality</i>		<i>TCM</i>			
<i>Project Name</i>	Overlay in Sedgwick County on K-96						
<i>Project Limits</i>	K-96: Beginning at Junction I-135/K-96 thence East to the end of the Hot Mix Asphalt East of Webb Road						
<i>Description</i>	3 inch Overlay						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
CON	NHPP (AC)	\$5,354,500	-	-	-	-	-	-	\$5,354,500
CON	NHPP (ACCP)	-	\$5,354,500	-	-	-	-	-	\$5,354,500
CON	NHPP (ACCP OFFSET)	-	-\$5,354,500	-	-	-	-	-	-\$5,354,500
CON	State	\$1,338,630	-	-	-	-	-	-	\$1,338,630
	<i>Total Construction</i>	\$6,693,130	-	-	-	-	-	-	\$6,693,130
CE	NHPP (AC)	\$401,590	-	-	-	-	-	-	\$401,590
CE	NHPP (ACCP)	-	\$401,590	-	-	-	-	-	\$401,590
CE	NHPP (ACCP OFFSET)	-	-\$401,590	-	-	-	-	-	-\$401,590
CE	State	\$100,400	-	-	-	-	-	-	\$100,400
	<i>Total Construction Engineering</i>	\$501,990	-	-	-	-	-	-	\$501,990
	<i>Total Programmed</i>	\$7,195,120	-	-	-	-	-	-	\$7,195,120



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
19-05.5 Amendment 2019-2023	04/14/2020	05/07/2020	05/07/2020	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-01 Amendment 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Positive change in cost greater than 25%

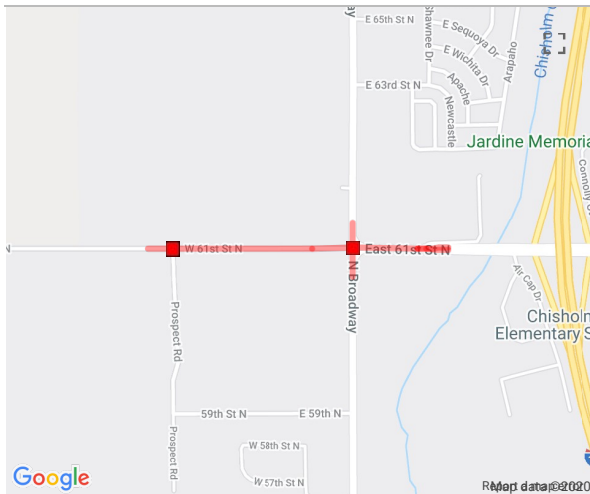
Funding Change(s):

Total project cost increased from \$4,381,163 to \$7,195,120

* ACCP is not part of the Total

State TIP IDR-19-06 | TIP WAMPO 21-01 | KDOT ID 087 N0691-01 | Total Cost \$5,375,712
 Lead Agency City of Park City | Contact Sean Fox (316)744-2026 | County Sedgwick County
 Project Type Road - Other Road | Air Quality TCM | Construction 2021 start
 Project Name 61st Street North, Broadway to the Wichita Valley Center Floodway Bridge (2020, 2021)
 Project Limits 61st St N, from Prospect Rd to 300' west of Chisholm Creek Bridge. Bikepath and drainage improvements extend west to the WVCF bridge.
 Description Reconstruct 61st Street North as an urban three/four lane road with additions of pedestrian and bike pathways, construct a roundabout at the intersection of 61st Street North and Broadway and implement a road diet along Broadway for approximately one half mile north and south of the intersection.

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	\$189,962	-	-	-	-	-	-	\$189,962
	<i>Total Preliminary Engineering</i>	\$189,962	-	-	-	-	-	-	\$189,962
ROW	Local	\$300,000	-	-	-	-	-	-	\$300,000
	<i>Total Right of Way</i>	\$300,000	-	-	-	-	-	-	\$300,000
CON	Local	-	\$1,746,600	-	-	-	-	-	\$1,746,600
CON	MPO-STP	-	\$2,358,400	-	-	-	-	-	\$2,358,400
	<i>Total Construction</i>	-	\$4,105,000	-	-	-	-	-	\$4,105,000
CE	Local	-	\$261,990	-	-	-	-	-	\$261,990
CE	MPO-STP	-	\$353,760	-	-	-	-	-	\$353,760
	<i>Total Construction Engineering</i>	-	\$615,750	-	-	-	-	-	\$615,750
UT	Local	\$165,000	-	-	-	-	-	-	\$165,000
	<i>Total UT</i>	\$165,000	-	-	-	-	-	-	\$165,000
	Total Programmed	\$654,962	\$4,720,750	-	-	-	-	-	\$5,375,712



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
15-00 Adoption 2015-2019	07/14/2015	N/A	N/A	N/A
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-06 Amendment 2019-2023	06/09/2020	7/2/2020	7/2/2020	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-01 Amendment 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Positive change in cost greater than 25%. Significant change in the design or scope of any project identified in the STIP/RTIP.

Funding Change(s):

Total project cost increased from \$3,740,200 to \$5,375,712

<i>State TIP</i>	IDR-21-01	<i>TIP</i>	WAMPO 21-01	<i>KDOT ID</i>	087 KA5912-01	<i>Total Cost</i>	\$786,000
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Michelle Needham (785)296-1639	<i>County</i>	Sedgwick County		
<i>Project Type</i>	Road - Highway	<i>Air Quality</i>		<i>TCM</i>		<i>Construction</i>	2021 start
<i>Project Name</i>	K-42 Acces Rd- BrightWater Bay Development- Wichita, KS						
<i>Project Limits</i>	Southwest Boulevard (K-42)/I-235 Interchange in Wichita, KS						
<i>Description</i>	Construct access road approximately 215 feet in length and 40 feet wide from Southwest Boulevard (K-42) to the BrightWater Bay development- to include signalization; Improvement to Southwest Blvd: to include the addition of left turn lanes in both directions						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
CON	Local	-	\$235,000	-	-	-	-	-	\$235,000
CON	State	-	\$550,000	-	-	-	-	-	\$550,000
	<i>Total Construction</i>	-	\$785,000	-	-	-	-	-	\$785,000
CE	Local	-	\$1,000	-	-	-	-	-	\$1,000
	<i>Total Construction Engineering</i>	-	\$1,000	-	-	-	-	-	\$1,000
	<i>Total Programmed</i>	-	\$786,000	-	-	-	-	-	\$786,000

*Map Has Not Been Marked

Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
21-01 Amendment 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - New Project

<i>State TIP ID</i>	RR-21-01	<i>TIP</i>	WAMPO 21-01	<i>KDOT ID</i>	087 RA9321-21	<i>Total Cost</i>	\$300,000
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Eddie Dawson 7852963219			<i>County</i>	Sedgwick County
<i>Project Type</i>	Rail	<i>Air Quality</i>		<i>TCM</i>		<i>Construction</i>	2021 start
<i>Project Name</i>	Rail line rehabilitation at Cargill facility in Wichita, KS						
<i>Project Limits</i>	At Cargill facility in Wichita, KS off the Wichita Terminal Railroad						
<i>Description</i>	Construction of new 522 ft. industry track to accommodate movement of ethanol cars. Includes one new switch package.						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
CON	Local	-	\$120,000	-	-	-	-	-	\$120,000
CON	State	-	\$180,000	-	-	-	-	-	\$180,000
	<i>Total Construction</i>	-	\$300,000	-	-	-	-	-	\$300,000
	Total Programmed	-	\$300,000	-	-	-	-	-	\$300,000

*Map Has Not Been Marked

Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
21-01 Amendment 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - New Project

<i>State TIP ID</i>	RR-21-02	<i>TIP</i>	WAMPO 21-01	<i>KDOT ID</i>	087RA8421-21	<i>Total Cost</i>	\$4,524,280
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Eddie Dawson (785)296-3219			<i>County</i>	Sedgwick County
<i>Project Type</i>	Rail	<i>Air Quality</i>		<i>TCM</i>		<i>Construction</i>	2021 start
<i>Project Name</i>	Occidental Chemical Facility Rail Yard and Track						
<i>Project Limits</i>	Occidental Chemical facility in Wichita, KS						
<i>Description</i>	Construction of new 13,602 foot car storage yard and track to handle up to 206 rail cars.						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
CON	Local	-	\$2,262,140	-	-	-	-	-	\$2,262,140
CON	State	-	\$2,262,140	-	-	-	-	-	\$2,262,140
	<i>Total Construction</i>	-	\$4,524,280	-	-	-	-	-	\$4,524,280
	<i>Total Programmed</i>	-	\$4,524,280	-	-	-	-	-	\$4,524,280

*Map Has Not Been Marked

Version History

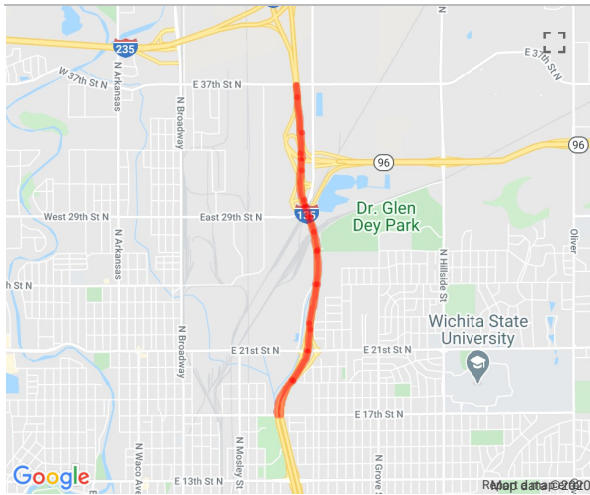
<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
21-01 Amendment 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - New Project

State TIP ID S-19-02 | TIP WAMPO 21-01 | KDOT ID 087 KA5130-02 | Total Cost \$243,800
 Lead Agency KDOT | Contact Rene Hart (785)296-8593 | County Sedgwick County
 Project Type Road - Highway | Air Quality TCM | Construction 2020 start
 Project Name I-135 in Sedgwick County 1R project Guardrail Upgrades: Beginning at the North Edge Wearing Surface Viaduct Bridges thence North to the South End 37th Street Bridges in Sedgwick County
 Project Limits I-135 in Sedgwick County beginning at the Viaduct Bridges North to the South End 37th Street Bridges
 Description Guardrail Upgrades

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	State	\$20,600	-	-	-	-	-	-	\$20,600
	<i>Total Preliminary Engineering</i>	\$20,600	-	-	-	-	-	-	\$20,600
CON	HSIP	\$203,300	-	-	-	-	-	-	\$203,300
	<i>Total Construction</i>	\$203,300	-	-	-	-	-	-	\$203,300
CE	HSIP	\$19,900	-	-	-	-	-	-	\$19,900
	<i>Total Construction Engineering</i>	\$19,900	-	-	-	-	-	-	\$19,900
	<i>Total Programmed</i>	\$243,800	-	-	-	-	-	-	\$243,800



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
19-03 Amendment 2019-2023	08/13/2019	09/05/2019	09/11/2019	N/A
19-04 Amendment 2019-2023	10/08/2019	11/07/2019	11/08/2019	N/A
19-06 Amendment 2019-2023	06/09/2020	7/2/2020	7/2/2020	N/A
19-07 Amendment 2019-2023	08/11/2020	9/3/2020	9/3/2020	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-01 Amendment 2021-2025	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>	N/A

Current Change Reason

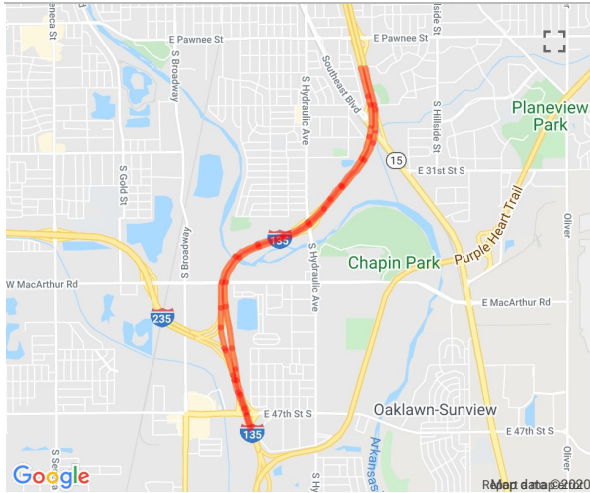
SCHEDULE / FUNDING / SCOPE - Positive change in cost greater than 25%

Funding Change(s):

Total project cost increased from \$212,500 to \$243,800

State TIP ID S-19-04 TIP WAMPO 21-01 KDOT ID 087 KA5128-02 Total Cost \$1,380,000
 Lead Agency KDOT Contact Rene Hart (785)296-8593 County Sedgwick County
 Project Type Road - Highway Air Quality TCM Construction 2020 start
 Project Name I-135 in Sedgwick County IR project Guardrail Upgrades: I-135 from the KTA, North to the South End of the Pawnee Avenue Overpass (2019, 2020)
 Project Limits I-135: Beginning at the South End of Route at KTA thence North to the South End of the Pawnee Avenue Overpass in Sedgwick County
 Description Guardrail Upgrades

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	State	\$41,000	-	-	-	-	-	-	\$41,000
	<i>Total Preliminary Engineering</i>	\$41,000	-	-	-	-	-	-	\$41,000
CON	HSIP	\$1,263,200	-	-	-	-	-	-	\$1,263,200
	<i>Total Construction</i>	\$1,263,200	-	-	-	-	-	-	\$1,263,200
CE	HSIP	\$75,800	-	-	-	-	-	-	\$75,800
	<i>Total Construction Engineering</i>	\$75,800	-	-	-	-	-	-	\$75,800
	Total Programmed	\$1,380,000	-	-	-	-	-	-	\$1,380,000



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
19-03 Amendment 2019-2023	08/13/2019	09/05/2019	09/11/2019	N/A
19-04 Amendment 2019-2023	10/08/2019	11/07/2019	11/08/2019	N/A
19-06 Amendment 2019-2023	06/09/2020	7/2/2020	7/2/2020	N/A
19-07 Amendment 2019-2023	08/11/2020	9/3/2020	9/3/2020	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-01 Amendment 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Positive change in cost greater than 25%

Funding Change(s):

Total project cost increased from \$783,000 to \$1,380,000

**WAMPO Transportation Improvement Program, 21-00.1 Adoption
2021-2025**

13 Projects Listed

<i>State TIP ID</i>	40-500	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	<i>Total Cost</i>	\$100,000
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Tom Hein (316)660-4990		<i>County</i>	Butler County, Sedgwick County, Sumner County
<i>Project Type</i>	Technology	<i>Air Quality</i>		<i>TCM</i>	<i>Construction</i>	N/A
<i>Project Name</i>	WAMPO Regional Fiber Plan					
<i>Project Limits</i>	WAMPO region					
<i>Description</i>	Develop a comprehensive plan to guide fiber optic installation and maintenance to support the WICHway Traffic Management system on area highways. The plan would also include regional fiber sharing between local jurisdictions -- present and future. A map of existing and planned fiber installations of all governmental systems would be compiled and shared with local jurisdictions.					

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	MPO-CMAQ	-	\$80,000	-	-	-	-	-	\$80,000
PE	State	-	\$20,000	-	-	-	-	-	\$20,000
	<i>Total Preliminary Engineering</i>	-	\$100,000	-	-	-	-	-	\$100,000
	<i>Total Programmed</i>	-	\$100,000	-	-	-	-	-	\$100,000

*Map Has Not Been Marked

Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	<i>Pending</i>	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Other, Advance project to FFY 2021

Funding Change(s):

Total project cost stays the same \$100,000

<i>State TIP ID</i>	P-18-01	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	<i>Total Cost</i>	\$275,000
<i>Lead Agency</i>	WAMPO	<i>Contact</i>	Chad Parasa (316)779-1320		<i>County</i>	Butler County, Sedgwick County, Sumner County
<i>Project Type</i>	Planning & Outreach	<i>Air Quality</i>		<i>TCM</i>	<i>Construction</i>	N/A
<i>Project Name</i>	Asset Management Phase 2					
<i>Project Limits</i>	WAMPO region					
<i>Description</i>	Building on the Regional Asset Inventory, WAMPO will develop an approach to managing regionally significant transportation assets. The approach will be developed cooperatively with our planning partners and member jurisdictions; it may include a WAMPO program to conduct standardized condition assessments of regionally significant assets, making asset management software available to member jurisdictions to who are interested in using it to for their own decision making, and incorporating asset management practices into the WAMPO planning process.					

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
IMP	Local	-	-	-	\$55,000	-	-	-	\$55,000
IMP	MPO-CMAQ	-	-	-	\$220,000	-	-	-	\$220,000
	<i>Total IMP</i>	-	-	-	\$275,000	-	-	-	\$275,000
	<i>Total Programmed</i>	-	-	-	\$275,000	-	-	-	\$275,000

*Map Has Not Been Marked

Version History						
<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>		
17-06 Amendment 2017-2021	08/14/2018	08/20/2018	08/20/2018	08/20/2018		
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018		
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020		
21-00.1 Adoption 2021-2025	<i>Pending</i>	N/A	N/A	N/A		

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Misc administrative changes

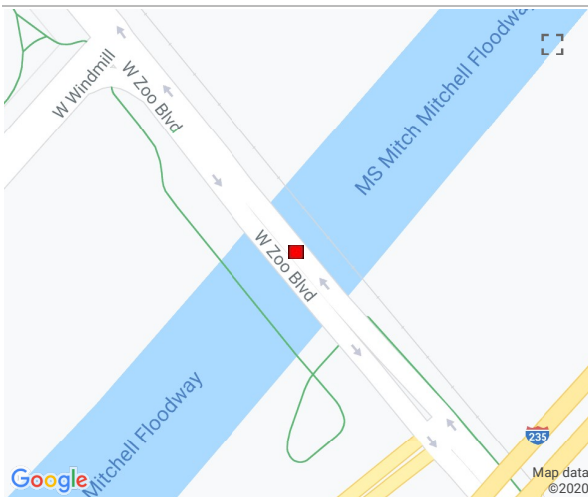
Funding Change(s):
Total project cost stays the same \$275,000

State TIP ID40-508
 Lead Agency Sedgwick County - Public Works
 Project Type Bridge - Other Road
 Project Name Zoo Boulevard Bridge over M.S. Mitch Mitchell Floodway (2021, 2023, 2024)
 Project Limits Bridge over M.S. Mitchell Floodway, on Zoo Blvd
 Description The project rehabilitates the bridge on Zoo Boulevard crossing the M.S. Mitch Mitchell Floodway. The project would repair pier caps and abutment bearing devises, diaphragms, expansion devices, the deck and other features to improve overall bridge condition and extend the life of the existing infrastructure.

TIP WAMPO 21-00.1
 Contact Jim Weber (316)660-1379
 Air Quality

KDOT ID
 TCM
 Total Cost \$1,722,808
 County Sedgwick County
 Construction 2023 start

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	-	\$150,000	-	-	-	-	-	\$150,000
	<i>Total Preliminary Engineering</i>	-	\$150,000	-	-	-	-	-	\$150,000
CON	Local	-	-	-	\$314,562	-	-	-	\$314,562
CON	MPO-STP	-	-	-	\$900,000	-	-	-	\$900,000
CON	MPO-STP (AC)	-	-	-	\$358,246	-	-	-	\$358,246
CON	MPO-STP (ACCP)	-	-	-	-	\$358,246	-	-	\$358,246
CON	MPO-STP □(ACCP OFFSET)	-	-	-	-	-\$358,246	-	-	-\$358,246
	<i>Total Construction</i>	-	-	-	\$1,572,808	-	-	-	\$1,572,808
	Total Programmed	-	\$150,000	-	\$1,572,808	-	-	-	\$1,722,808



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Project is Advance Constructed., Change project to AC set-up

Funding Change(s):

Total project cost stays the same \$1,722,808

* ACCP is not part of the Total

<i>State TIP ID</i>	40-544	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	<i>Total Cost</i>	\$222,815			
<i>Lead Agency</i>	Sedgwick County Dept of Aging	<i>Contact</i>	Michelle Stroot (316)660-5227		<i>County</i>	Sedgwick County			
<i>Project Type</i>	Transit	<i>Air Quality</i>		<i>TCM</i>	<i>Construction</i>	N/A			
<i>Project Name</i>	Sedgwick County Transportation Comprehensive Operations and Technology Feasibility Study and Implementation (2021)								
<i>Project Limits</i>	Sedgwick County								
<i>Description</i>	Conduct a comprehensive operations and technology feasibility study and implement recommendations. The proposed study will be comprehensive; including recommendations on improvements to the current service delivery model and operational structure to improve access, quality of service and productivity. As the system grows, the agency needs to determine whether the current mix of in-house and contracted service is the most efficient way to provide service. This project and its funding will be transferred to the Federal Transit Administration.								
Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
IMP	Local	-	\$44,563	-	-	-	-	-	\$44,563
IMP	MPO-CMAQ	-	\$178,252	-	-	-	-	-	\$178,252
	<i>Total IMP</i>	-	\$222,815	-	-	-	-	-	\$222,815
	Total Programmed	-	\$222,815	-	-	-	-	-	\$222,815

*Map Has Not Been Marked

Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

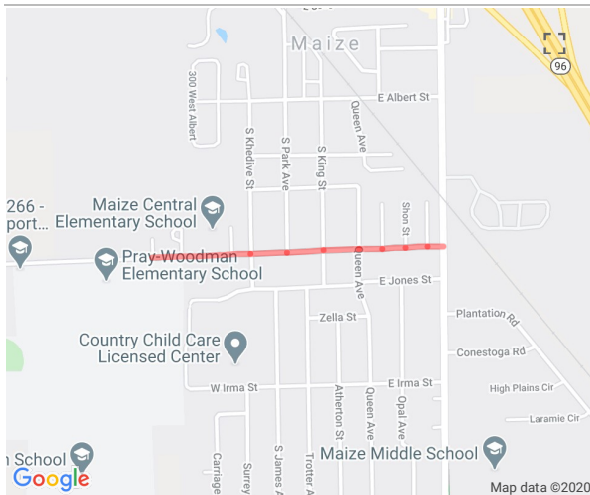
SCHEDULE / FUNDING / SCOPE - Other, Project is moved forward., FTA transfer

Funding Change(s):

Total project cost stays the same \$222,815

State TIP ID40-548 TIP WAMPO 21-00.1 KDOT ID Total Cost \$3,875,000
Lead Agency City of Maize Contact Jolene Graham (316)722-7561 County Sedgwick County
Project Type Road - Other Road Air Quality TCM Construction 2022 start
Project Name Academy Avenue Improvements from Maize Road to Maize City Park (2022)
Project Limits Academy Avenue, from Maize Road to Maize City Park
Description Implement the paving, signalization, sidewalk, and streetscape elements from the Academy Arts District Plan from Maize Rd to the west border of Maize City Park. Specific project elements are construction of the eastern gateway, Academy Ave residential segment, MOXI Crossing, and City Park.

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	-	-	\$575,000	-	-	-	-	\$575,000
	<i>Total Preliminary Engineering</i>	-	-	\$575,000	-	-	-	-	\$575,000
ROW	Local	-	-	\$100,000	-	-	-	-	\$100,000
	<i>Total Right of Way</i>	-	-	\$100,000	-	-	-	-	\$100,000
CON	Local	-	-	\$625,000	-	-	-	-	\$625,000
CON	MPO-CMAQ	-	-	\$2,500,000	-	-	-	-	\$2,500,000
	<i>Total Construction</i>	-	-	\$3,125,000	-	-	-	-	\$3,125,000
UT	Local	-	-	\$75,000	-	-	-	-	\$75,000
	<i>Total UT</i>	-	-	\$75,000	-	-	-	-	\$75,000
	<i>Total Programmed</i>	-	-	\$3,875,000	-	-	-	-	\$3,875,000



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Project is moved forward.

Funding Change(s):

Total project cost stays the same \$3,875,000

<i>State TIP ID</i>	B-19-09	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	087 KA5274-01	<i>Total Cost</i>	\$745,000
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Rene Hart (785)296-8593			<i>County</i>	Sedgwick County
<i>Project Type</i>	Bridge - Highway	<i>Air Quality</i>		<i>TCM</i>		<i>Construction</i>	2020 start
<i>Project Name</i>	Bridge #065 & #066 in Sedgwick county						
<i>Project Limits</i>	I-235: Bridge #065 & #066 (Union Pacific Railroad) located 0.24 miles west of Broadway Street in Sedgwick County						
<i>Description</i>	Bridge repair						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	State	\$30,000	-	-	-	-	-	-	\$30,000
	<i>Total Preliminary Engineering</i>	\$30,000	-	-	-	-	-	-	\$30,000
CON	NHPP (AC)	\$585,000	-	-	-	-	-	-	\$585,000
CON	NHPP (ACCP)	-	\$585,000	-	-	-	-	-	\$585,000
CON	NHPP □(ACCP OFFSET)	-	-\$585,000	-	-	-	-	-	-\$585,000
CON	State	\$65,000	-	-	-	-	-	-	\$65,000
	<i>Total Construction</i>	\$650,000	-	-	-	-	-	-	\$650,000
CE	NHPP (AC)	\$58,500	-	-	-	-	-	-	\$58,500
CE	NHPP (ACCP)	-	\$58,500	-	-	-	-	-	\$58,500
CE	NHPP □(ACCP OFFSET)	-	-\$58,500	-	-	-	-	-	-\$58,500
CE	State	\$6,500	-	-	-	-	-	-	\$6,500
	<i>Total Construction Engineering</i>	\$65,000	-	-	-	-	-	-	\$65,000
	<i>Total Programmed</i>	\$745,000	-	-	-	-	-	-	\$745,000



Version History

<i>TIP Document</i>			<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
19-03	Amendment	2019-2023	08/13/2019	09/05/2019	09/11/2019	N/A
19-06	Amendment	2019-2023	06/09/2020	7/2/2020	7/2/2020	N/A
21-00	Adoption	2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1	Adoption	2021-2025	<i>Pending</i>	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Other, Fixing incorrect ACCP amount.

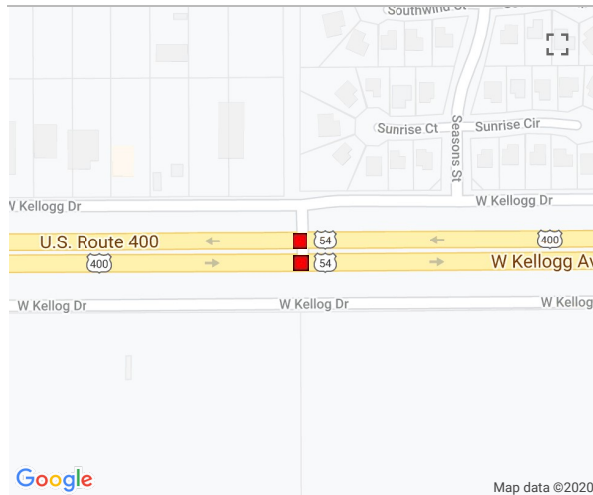
Funding Change(s):

Total project cost stays the same \$745,000

* ACCP is not part of the Total

<i>State TIP ID</i>	INT-17-002	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	087 KA4362-01	<i>Total Cost</i>	\$1,882,481
<i>Lead Agency</i>	KDOT	<i>Contact</i>	Nelda Buckley (785) 368-7099			<i>County</i>	Sedgwick County
<i>Project Type</i>	Intersection	<i>Air Quality</i>		<i>TCM</i>		<i>Construction</i>	2020 start
<i>Project Name</i>	Intersection Improvements at US-54 and Barber Dr. (2020)						
<i>Project Limits</i>	US-54 and Barber Dr. in Goddard						
<i>Description</i>	Signalized Restricted Crossing U-Turn (RCUT) Intersection Improvement at Barber Dr. and US-54						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
CON	Local	\$72,481	-	-	-	-	-	-	\$72,481
CON	State	\$1,810,000	-	-	-	-	-	-	\$1,810,000
	<i>Total Construction</i>	\$1,882,481	-	-	-	-	-	-	\$1,882,481
	Total Programmed	\$1,882,481	-	-	-	-	-	-	\$1,882,481



Version History

<i>TIP Document</i>			<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
17-01	Amendment	2017-2021	02/14/2017	03/09/2017	03/15/2017	03/09/2017
17-02	Amendment	2017-2021	05/09/2017	05/11/2017	05/11/2017	05/11/2017
17-04	Amendment	2017-2021	02/13/2018	03/08/2018	03/09/2018	03/08/2018
17-05	Amendment	2017-2021	05/08/2018	05/10/2018	05/10/2018	05/10/2018
19-00	Adoption	2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-04	Amendment	2019-2023	10/08/2019	11/07/2019	11/08/2019	N/A
19-07	Amendment	2019-2023	08/11/2020	9/3/2020	9/3/2020	N/A
21-00	Adoption	2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1	Adoption	2021-2025	<i>Pending</i>	N/A	N/A	N/A

Current Change Reason

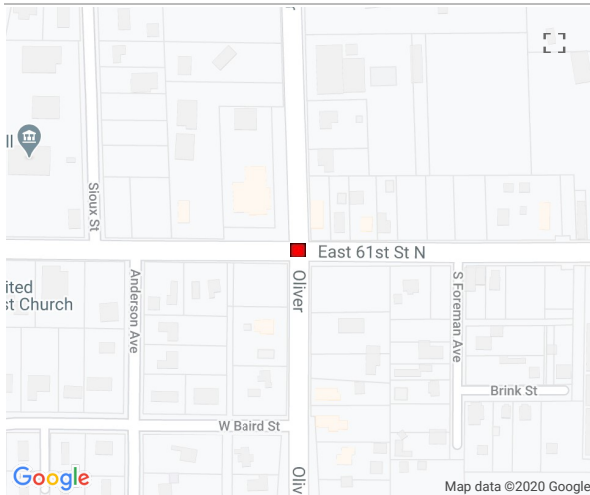
SCHEDULE / FUNDING / SCOPE - Significant change in the design or scope of any project identified in the STIP/RTIP.

Funding Change(s):

Total project cost stays the same \$1,882,481

State TIP ID	INT-19-01	TIP	WAMPO 21-00.1	KDOT ID	087 N0693-01	Total Cost	\$3,848,845
Lead Agency	City of Kechi	Contact	Kamme Sroufe (316)744-9287			County	Sedgwick County
Project Type	Intersection	Air Quality		TCM		Construction	2024 start
Project Name	Oliver and Kechi Rd. Intersection (2021, 2023, 2024) - Delayed						
Project Limits	Oliver and Kechi Road Intersection						
Description	Reconstruction of the intersection of Oliver and Kechi Road to current standards with improved geometry, dedicated turn lanes, traffic signals, curb and gutter, and storm sewer. Project includes a 10-foot wide multi-use path along the north side of Kechi Road and the west side of Oliver. It includes 6-foot wide sidewalk on the south side of Kechi Road and the east side of Oliver. It includes design, right-of-way acquisition, utility relocation, construction, and construction engineering.						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	-	\$207,400	-	-	-	-	-	\$207,400
	<i>Total Preliminary Engineering</i>	-	\$207,400	-	-	-	-	-	\$207,400
ROW	Local	-	-	-	\$65,500	-	-	-	\$65,500
	<i>Total Right of Way</i>	-	-	-	\$65,500	-	-	-	\$65,500
CON	Local	-	-	-	-	\$444,540	-	-	\$444,540
CON	MPO-STP	-	-	-	-	\$1,778,159	-	-	\$1,778,159
	<i>Total Construction</i>	-	-	-	-	\$2,222,699	-	-	\$2,222,699
CE	Local	-	-	-	-	\$62,649	-	-	\$62,649
CE	MPO-STP	-	-	-	-	\$250,597	-	-	\$250,597
	<i>Total Construction Engineering</i>	-	-	-	-	\$313,246	-	-	\$313,246
UT	Local	-	-	-	\$1,040,000	-	-	-	\$1,040,000
	<i>Total UT</i>	-	-	-	\$1,040,000	-	-	-	\$1,040,000
	Total Programmed	-	\$207,400	-	\$1,105,500	\$2,535,945	-	-	\$3,848,845



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
15-00 Adoption 2015-2019	07/14/2015	N/A	N/A	N/A
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-06 Amendment 2019-2023	06/09/2020	7/2/2020	7/2/2020	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

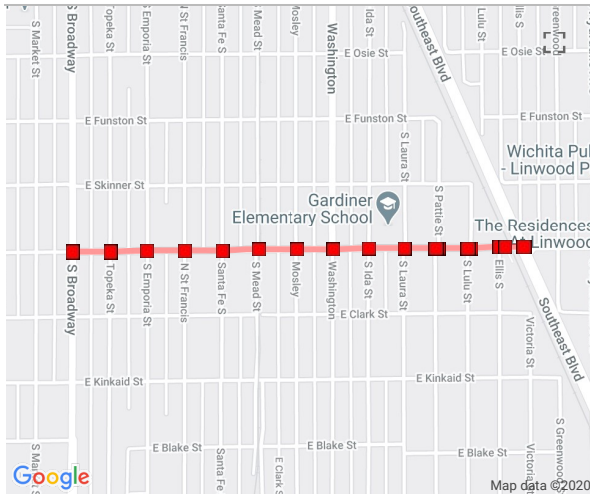
Delay project

Funding Change(s):

Total project cost increased from \$3,451,260 to \$3,848,845

State TIP IDR-17-05	TIP	WAMPO 21-00.1	KDOT ID	087 N0660-01	Total Cost	\$7,447,291
Lead Agency	City of Wichita	Contact	Shawn Mellies (316)268-4632		County	Sedgwick County
Project Type	Road - Other Road	Air Quality		TCM	Construction	2019 start
Project Name	Mt. Vernon, Broadway to S.E. Blvd (2017, 2018, 2019, 2020, 2021)					
Project Limits	Mt. Vernon, Broadway to S.E. Blvd					
Description	The project will re-construct the existing street to provide a 3-lane roadway with on-street bike lanes. 6' sidewalks will be constructed on each side of Mt. Vernon. Traffic signal upgrades will be made at existing signalized intersections and crosswalks.					

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	\$500,000	-	-	-	-	-	-	\$500,000
	<i>Total Preliminary Engineering</i>	\$500,000	-	-	-	-	-	-	\$500,000
ROW	Local	\$200,000	-	-	-	-	-	-	\$200,000
	<i>Total Right of Way</i>	\$200,000	-	-	-	-	-	-	\$200,000
CON	Local	\$2,600,000	-	-	-	-	-	-	\$2,600,000
CON	MPO-CMAQ	\$1,780,000	-	-	-	-	-	-	\$1,780,000
CON	MPO-CMAQ (AC)	\$1,967,291	-	-	-	-	-	-	\$1,967,291
CON	MPO-CMAQ (ACCP)	\$982,805	\$984,486	-	-	-	-	-	\$1,967,291
CON	MPO-CMAQ (ACCP OFFSET)	-\$982,805	-\$984,486	-	-	-	-	-	-\$1,967,291
	<i>Total Construction</i>	\$6,347,291	-	-	-	-	-	-	\$6,347,291
CE	Local	\$400,000	-	-	-	-	-	-	\$400,000
	<i>Total Construction Engineering</i>	\$400,000	-	-	-	-	-	-	\$400,000
	Total Programmed	\$7,447,291	-	-	-	-	-	-	\$7,447,291



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
17-00 Adoption 2017-2021	10/11/2016	11/03/2016	11/03/2016	11/03/2016
17-06 Amendment 2017-2021	08/14/2018	08/20/2018	08/20/2018	08/20/2018
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-01 Amendment 2019-2023	02/12/2019	03/07/2019	03/07/2019	N/A
19-03 Amendment 2019-2023	08/13/2019	09/05/2019	09/11/2019	N/A
19-03.1 Amendment 2019-2023	09/13/2019	N/A	N/A	N/A
19-06 Amendment 2019-2023	06/09/2020	7/2/2020	7/2/2020	N/A
19-07.1 Amendment 2019-2023	08/18/2020	N/A	N/A	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Change in scheduling of conversions

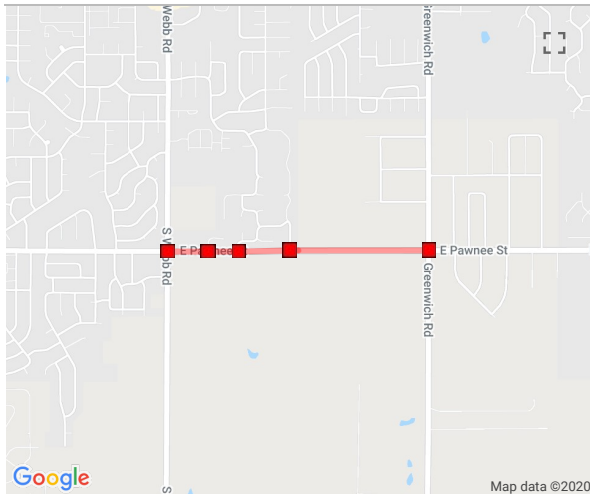
Funding Change(s):

Total project cost stays the same \$7,447,291

* ACCP is not part of the Total

State TIP ID	R-19-09	TIP	WAMPO 21-00.1	KDOT ID	087 N0696-01	Total Cost	\$5,000,000
Lead Agency	City of Wichita	Contact	Shawn Mellies (316)268-4632			County	Sedgwick County
Project Type	Road - Other Road	Air Quality		TCM		Construction	2021 start
Project Name	Pawnee, Webb to Greenwich (2018, 2020, 2021)						
Project Limits	Pawnee from Webb to Greenwich						
Description:	Re-construct the existing 2-lane asphalt mat street with a 3/5 lane street with curb and gutter on Pawnee from Webb to Greenwich. Final lane configuration will be determined as initial concepts are developed and traffic data has been updated from the recent construction/opening of the Southeast High School located at Pawnee & 127th Street. The intersections of Webb and Greenwich will have been improved with left turn lanes on all approaches. However, ADA improvements may be needed at the intersection of Webb Road to be sure wheelchair ramps and pedestrian signals are compliant. The project will include drainage improvements and a minimum of a 6' sidewalk on each side of Pawnee. The Bicycle Master Plan will be reviewed to determine what bicycle facility is most appropriate to connect existing paths along Greenwich and Pawnee.						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	\$350,000	-	-	-	-	-	-	\$350,000
	<i>Total Preliminary Engineering</i>	\$350,000	-	-	-	-	-	-	\$350,000
ROW	Local	\$150,000	-	-	-	-	-	-	\$150,000
	<i>Total Right of Way</i>	\$150,000	-	-	-	-	-	-	\$150,000
CON	Local	-	\$837,000	-	-	-	-	-	\$837,000
CON	MPO-STP	-	\$3,059,152	-	-	-	-	-	\$3,059,152
CON	MPO-STP (AC)	-	\$533,848	-	-	-	-	-	\$533,848
CON	MPO-STP (ACCP)	-	\$533,848	-	-	-	-	-	\$533,848
CON	MPO-STP □(ACCP OFFSET)	-	-\$533,848	-	-	-	-	-	-\$533,848
	<i>Total Construction</i>	-	\$4,430,000	-	-	-	-	-	\$4,430,000
CE	Local	-	\$70,000	-	-	-	-	-	\$70,000
	<i>Total Construction Engineering</i>	-	\$70,000	-	-	-	-	-	\$70,000
	Total Programmed	\$500,000	\$4,500,000	-	-	-	-	-	\$5,000,000



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
15-00 Adoption 2015-2019	07/14/2015	N/A	N/A	N/A
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-01 Amendment 2019-2023	02/12/2019	03/07/2019	03/07/2019	N/A
19-03.1 Amendment 2019-2023	09/13/2019	N/A	N/A	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Change in scheduling of conversions, Other, Move \$533,848 MPO-STP conversion forward from 2022 to 2021

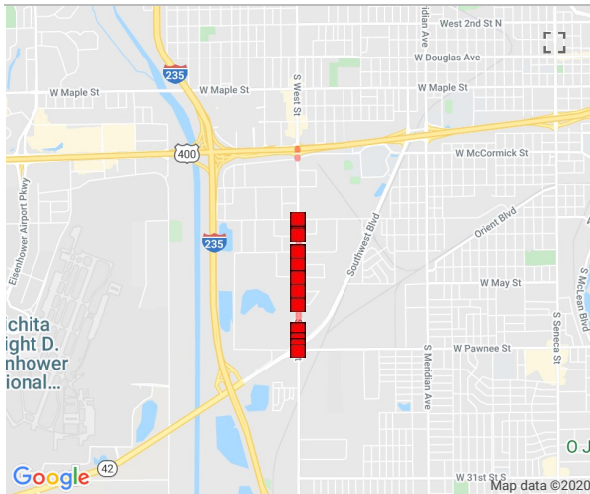
Funding Change(s):

Total project cost stays the same \$5,000,000

* ACCP is not part of the Total

<i>State TIP ID</i>	R-19-16	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	<i>Total Cost</i>	\$10,430,049
<i>Lead Agency</i>	City of Wichita	<i>Contact</i>	Shawn Mellies (316)268-4632	<i>County</i>	Sedgwick County	
<i>Project Type</i>	Road - Other Road	<i>Air Quality</i>		<i>TCM</i>	<i>Construction</i> 2023 start	
<i>Project Name</i>	West St., Harry to Pawnee (2019, 2022, 2023, 2024, 2025)					
<i>Project Limits</i>	West Street from Harry to Pawnee					
<i>Description</i>	Construct 5 lane roadway with pedestrian, signal upgrades, and drainage improvements					

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	\$385,000	-	-	-	-	-	-	\$385,000
	<i>Total Preliminary Engineering</i>	\$385,000	-	-	-	-	-	-	\$385,000
ROW	Local	-	-	\$100,000	-	-	-	-	\$100,000
	<i>Total Right of Way</i>	-	-	\$100,000	-	-	-	-	\$100,000
CON	Local	-	-	-	\$1,966,010	-	-	-	\$1,966,010
CON	MPO-STP	-	-	-	\$2,034,405	-	-	-	\$2,034,405
CON	MPO-STP (AC)	-	-	-	\$5,829,634	-	-	-	\$5,829,634
CON	MPO-STP (ACCP)	-	-	-	-	\$1,000,000	\$4,829,634	-	\$5,829,634
CON	MPO-STP □(ACCP OFFSET)	-	-	-	-	-\$1,000,000	-\$4,829,634	-	-\$5,829,634
	<i>Total Construction</i>	-	-	-	\$9,830,049	-	-	-	\$9,830,049
UT	Local	-	-	-	\$115,000	-	-	-	\$115,000
	<i>Total UT</i>	-	-	-	\$115,000	-	-	-	\$115,000
	Total Programmed	\$385,000	-	\$100,000	\$9,945,049	-	-	-	\$10,430,049



Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
15-00 Adoption 2015-2019	07/14/2015	N/A	N/A	N/A
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	<i>Pending</i>	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Change in scheduling of conversions

Funding Change(s):

Total project cost stays the same \$10,430,049

* ACCP is not part of the Total

<i>State TIP IDT-19-05</i>	<i>TIP</i>	WAMPO 21-00.1	<i>KDOT ID</i>	<i>Total Cost</i>	\$1,866,840	
<i>Lead Agency</i>	Wichita Transit	<i>Contact</i>	Tonja Howard (316)352-4807	<i>County</i>	Sedgwick County	
<i>Project Type</i>	Transit	<i>Air Quality</i>		<i>TCM</i>	<i>Construction</i>	N/A
<i>Project Name</i>	Wichita Transit Replacement Paratransit Vehicles					
<i>Project Limits</i>	Wichita Urbanized Area					
<i>Description</i>	Replace paratransit vans that are beyond their useful life. Replacement vehicles would be 12-14 passenger paratransit vehicles with various seating configurations. The total amount, including local and federal funds, is expected to replace 22 or 23 of the 27 vehicle fleet.					

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
CAP	Local	-	\$142,341	\$231,027	-	-	-	-	\$373,368
CAP	MPO-STP	-	\$569,365	\$924,107	-	-	-	-	\$1,493,472
	<i>Total CAP</i>	-	\$711,706	\$1,155,134	-	-	-	-	\$1,866,840
	<i>Total Programmed</i>	-	\$711,706	\$1,155,134	-	-	-	-	\$1,866,840

*Map Has Not Been Marked

Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-02 Amendment 2019-2023	06/11/2019	07/05/2019	07/09/2019	07/09/2019
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	<i>Pending</i>	N/A	N/A	N/A

Current Change Reason

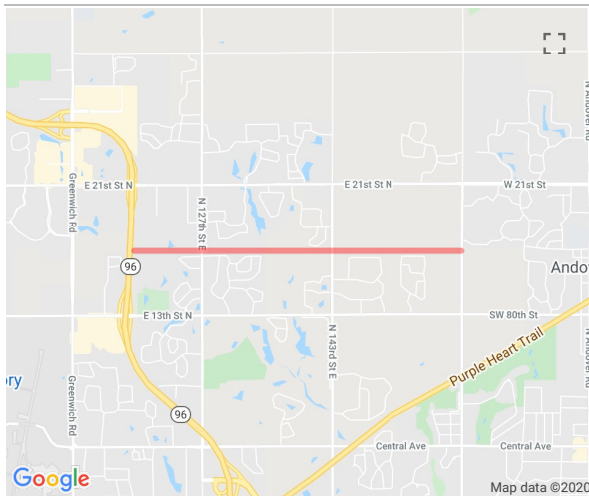
SCHEDULE / FUNDING / SCOPE - Misc administrative changes, Change federal funding program from MPO-CMAQ to MPO-STP to balance WAMPO's overall program.

Funding Change(s):

Total project cost stays the same \$1,866,840

State TIP ID	TA-17-02	TIP	WAMPO 21-00.1	KDOT ID	087 TE0451-01	Total Cost	\$4,589,000
Lead Agency	City of Wichita	Contact	Shawn Mellies (316)268-4632			County	Sedgwick County
Project Type	Ped/Bike	Air Quality		TCM		Construction	2019 start
Project Name	Redbud Path, K-96 to 159th (2018, 2019, 2020, 2021, 2022)						
Project Limits	Redbud Path, K-96 to 159th						
Description	Construct a 10' path along the old railroad corridor. This project will connect the recently completed Redbud Path east of 159th that City of Andover constructed to the K-96 path.						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
PE	Local	\$329,000	-	-	-	-	-	-	\$329,000
	<i>Total Preliminary Engineering</i>	\$329,000	-	-	-	-	-	-	\$329,000
CON	Local	\$2,179,887	-	-	-	-	-	-	\$2,179,887
CON	MPO-CMAQ (AC)	\$169,179	-	-	-	-	-	-	\$169,179
CON	MPO-CMAQ (ACCP)	-	\$169,179	-	-	-	-	-	\$169,179
CON	MPO-CMAQ □(ACCP OFFSET)	-	-\$169,179	-	-	-	-	-	-\$169,179
CON	MPO-TA	\$362,500	-	-	-	-	-	-	\$362,500
CON	MPO-TA (AC)	\$1,288,434	-	-	-	-	-	-	\$1,288,434
CON	MPO-TA (ACCP)	\$316,167	\$626,504	\$345,763	-	-	-	-	\$1,288,434
CON	MPO-TA □(ACCP OFFSET)	-\$316,167	-\$626,504	-\$345,763	-	-	-	-	-\$1,288,434
	<i>Total Construction</i>	\$4,000,000	-	-	-	-	-	-	\$4,000,000
CE	Local	\$260,000	-	-	-	-	-	-	\$260,000
	<i>Total Construction Engineering</i>	\$260,000	-	-	-	-	-	-	\$260,000
	Total Programmed	\$4,589,000	-	-	-	-	-	-	\$4,589,000



Version History

TIP Document	MPO Approval	State Approval	FHWA Approval	FTA Approval
17-00 Adoption 2017-2021	10/11/2016	11/03/2016	11/03/2016	11/03/2016
17-04 Amendment 2017-2021	02/13/2018	03/08/2018	03/09/2018	03/08/2018
17-05 Amendment 2017-2021	05/08/2018	05/10/2018	05/10/2018	05/10/2018
17-06 Amendment 2017-2021	08/14/2018	08/20/2018	08/20/2018	08/20/2018
19-00 Adoption 2019-2023	10/09/2018	11/01/2018	11/02/2018	11/02/2018
19-01 Amendment 2019-2023	02/12/2019	03/07/2019	03/07/2019	N/A
19-02.1 Amendment 2019-2023	07/15/2019	N/A	N/A	N/A
19-02.2 Amendment 2019-2023	08/13/2019	N/A	N/A	N/A
19-03.1 Amendment 2019-2023	09/13/2019	N/A	N/A	N/A
21-00 Adoption 2021-2025	06/09/2020	11/05/2020	11/05/2020	11/05/2020
21-00.1 Adoption 2021-2025	Pending	N/A	N/A	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Change in scheduling of conversions, Moved a portion of the 2022 TA conversion forward to 2021.

Funding Change(s):

Total project cost stays the same \$4,589,000

* ACCP is not part of the Total



- **TranSystems Freight Plan Development Contract Extension**
Chad Parasa, Director, WAMPO

Background

In December 2018 WAMPO entered into a contract with TranSystems to develop a regional freight plan for the WAMPO region and to assist with the development of WAMPO's new Metropolitan Transportation Plan (MTP). This contract was set to run through December 31, 2019. The contract amendment was amended to extend until December 31, 2020. However, WAMPO staff and TranSystems project team agreed to expand the scope of agreement and extend the term of the original agreement through June 30, 2021. The proposed contract amendment extends the contract until June 30, 2021.

Considerations

- The extended contract will allow sufficient time to complete technology priorities and opportunities relevant to the Wichita region.
- The contract extension does not change the total dollar amount of the original contract.
- TranSystems has agreed to the contract extension.
- The Attorney for WAMPO has approved the proposed contract amendment as to form.

Recommended action

- Approve the amendment to the contract with TranSystems.

Attachment:

- [TranSystems Freight Plan Development Contract Extension](#)

CONTRACT AMENDMENT

For

Freight Plan Development
Consultant Agreement
TranSystems Corporation
Wichita, Kansas 67202

THIS CONTRACT AMENDMENT is entered into with an effective date of the ____ day of _____, 2020, by and between the Wichita Area Metropolitan Planning Organization, (hereinafter referred to as “the Client”); and TranSystems Corporation, (hereinafter referred to as “the Consultant”)

WITNESSETH THAT:

WHEREAS, on the 3rd of December, 2018, the above-named parties entered into a Freight Plan Development Services Consultant Agreement for the Consultant to provide project support in the development and completion of a Freight Plan (hereinafter referred to as the “original agreement”); and

WHEREAS, the cost for the project was not to exceed the dollar amount for the compensation for services and expenses detailed in Exhibit C, Task 1 through Task 8, of the original agreement, totaling \$138,599; and

WHEREAS, the original agreement specified the agreement term was to be from the date of the agreement through December 31, 2019;

WHEREAS, the original agreement was amended to extend the term of the original agreement through December 31, 2020;

WHEREAS, the above-named parties desire to expand the scope of the agreement and extend the term of the original agreement through June 30, 2021; and

WHEREAS, Section 13 of the original agreement allows for modification or amendment of the original agreement if the modification or amendment is made in writing and signed by the Client and the Consultant.

NOW, THEREFORE, the above-named parties hereby agree, covenant and contract with each other that the terms of the original agreement dated the 3rd day of December, 2018 are hereby reaffirmed and re-executed for and on behalf of the above-named parties, except for the following amendments and modifications:

Section 7. TERM/TERMINATION of the original agreement is hereby amended to read as follows:

“This Agreement shall run from the effective date of this Agreement through no later than June 30, 2021.

The Client and the Consultant each respectively reserve the right to terminate this Agreement at any time without cause by giving the other not less than thirty (30) days written notice of

termination. Unless, with respect to a termination by the Client, the termination is a result of a lack of funding to the Client for this project, in which case no prior notice of termination is required. The Client shall notify the Consultant on the same day that it becomes aware of such lack of funding. Upon receipt of a notice of termination the Consultant shall discontinue and cause all such work to terminate upon the date specified in the notice from the Client. The Consultant will be entitled to compensation for actual work performed in compliance with the terms of this Agreement and its attachments up to the date of termination, except that upon the receipt of written notice of termination Consultant's work under this Agreement shall be limited to only those tasks which are specifically assigned in any notice of termination issued by the Client and those tasks which are necessary to effect the immediate discontinuance of Consultant's work under this Agreement without harm to Client and prepare all data and documents for transfer to the Client and/or another consultant of the Client's choosing. Any invoice for completed work or termination claim must be submitted to the Client within thirty (30) days after the effective date of termination. In the event of termination, and contingent upon full payment in accordance with this Agreement, such information prepared by the Consultant to carry out this Agreement, including data, written materials, studies, surveys, records, drawings, maps and reports shall, at the option of the Client, become the property of the Client and be immediately turned over to the Client. All electronic data must be turned over to Client in a commercially-common file format dictated by Client that is usable by and importable to commercially-available software. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

The termination of this Agreement shall not affect any liability or obligation of the Client or the Consultant under this Agreement that accrued prior to, or as a result of, the termination, including, without limitation, any liability arising from any breach of this Agreement. The termination of this Agreement shall also not affect any provisions of this Agreement that state that they survive the termination of this Agreement or that contemplate performance by or continuing obligations of the Client or the Consultant following termination. Nevertheless, termination of this Agreement without cause (which is sometimes referred to as a termination for convenience) by either party to this Agreement shall not operate to create any liability on behalf of either party beyond the termination procedures described in this numbered section 7)."

Exhibit A SCOPE OF SERVICES of the original agreement is hereby amended to included the following additional provision:

"2.7 Freight Technology Issues

2.7.1 Stakeholder Outreach

The team will contact three to five public sector and industry representatives to discuss technology priorities and opportunities relevant to the Wichita region. Each interview is anticipated to be approximately 30-60 minutes. Cambridge Systematics anticipates contacting three initial representatives to seek their input as well as direction on additional contacts:

- Andrew Nave, Greater Wichita Partnership,
- Karyn Page, Kansas Global Trade Services, and
- A representative from the Kansas Department of Transportation, TBD.

2.7.2 Freight Committee Presentation


The team will prepare a draft and final presentation of freight technology issues relevant to the region, including information obtained through the interviews, examples from peer regions, and relevant trends and activities being undertaken by KDOT.

The team will attend and make a presentation at the next WAMPO Freight Committee meeting with a time and date TBD, but within the first quarter of 2021. The presentation is anticipated to be approximately 30 minutes, allowing for 30 minutes of discussion at the meeting. WAMPO and the Freight Committee will coordinate all meeting logistics, invitations, and technology platform.

REPRESENTATIVE'S AUTHORITY TO CONTRACT. By signing this Contract Amendment, the representative of the Consultant represents that he or she is duly authorized by the Consultant to execute this Contract Amendment, and that the Consultant has agreed to be bound by all its terms, conditions and provisions.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment to be effective the day and year first above written.

APPROVED AS TO FORM:

By  11/30/2020
Kelly Rundell Date
Hite, Fanning & Honeyman, L.L.P.
WAMPO Contract Attorney

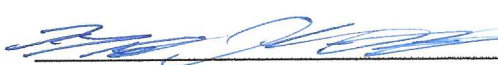
WICHITA AREA METROPOLITAN PLANNING ORGANIZATION:

Dan Woydziak Date
Transportation Policy Body (TPB) Chairperson

ATTEST:

Chandra Parasa Date
WAMPO Transportation Policy Body (TPB) Secretary

TranSystems Corporation:

 11.30.2020
Brett A. Letkowski, PE Date
Senior Vice President



EXPERIENCE | Transportation

www.transystems.com

TranSystems
2400 Pershing Road, Suite 400
Kansas City, MO 64108
Tel 816-329-8600

November 20, 2020

Chad Parasa, WAMPO Director
271 W. 3rd Street
Wichita, KS 67202

Re: WAMPO Freight Plan, Proposed Additional Scope – Cambridge Systematics

TranSystems submitted the final deliverables from the original scope of services for the WAMPO Freight Plan on September 11, 2020. The deliverables were completed under budget and approximately \$7,800 remains in the budget for Cambridge Systematics (CS). Our team, specifically staff from CS, proposes to conduct additional research and analysis, and to prepare presentation materials to advance WAMPO and the Freight Committee's knowledge of a focus areas identified in the Freight Plan: technology.

To support the recently completed WAMPO Freight Plan, TranSystems is pleased to provide this additional scope detail to support the WAMPO Freight Committee 2021 Quarter 1 meeting with a more specific review of freight-related technology.

Cambridge Systematics will complete this work within the existing budget for the WAMPO Freight Plan contract.

Cambridge Systematics Additional Scope of Services

CS will perform the additional services described below:

- I. **Industry Interviews:** Contact three to five public sector and industry representatives to discuss technology priorities and opportunities relevant to the Wichita region. Each interview is anticipated to be approximately 30-60 minutes. Cambridge Systematics anticipates contacting three initial representatives to seek their input as well as direction on additional contacts:
 - Andrew Nave, Greater Wichita Partnership,
 - Karyn Page, Kansas Global Trade Services, and
 - A representative from the Kansas Department of Transportation, TBD.

We anticipate that follow-on interviews would involve representatives from various modes (trucking, rail, or air) or industries as recommended by initial interviewees.

Meeting Preparation: We will prepare a draft and final presentation of freight technology issues relevant to the region, including information obtained through the interviews, examples from peer regions, and relevant trends and activities being undertaken by KDOT.

- I. *Freight Committee Presentation*: We will attend and present the presentation at the next WAMPO Freight Committee meeting, with a time and date TBD. The presentation is anticipated to be approximately 30 minutes, allowing for 30 minutes of discussion at the meeting. The proposed agenda is included below as Attachment A. It is anticipated that WAMPO and the Freight Committee will coordinate all meeting logistics, invitations, and technology platform.

Schedule

The schedule for this activity is contingent upon scheduling of the Freight Committee meeting in early 2021. Upon approval of this scope, we will begin conducting the interviews and research identified above.

Fee

CS proposes to provide the scope of services for the remaining fee of around \$7,800 included in the WAMPO Freight Plan contract. This provides approximately 40-50 hours for the team to complete the scope of services.

Please confirm that you accept this additional scope of services via return email. We will begin the research immediately upon your acceptance.

Sincerely,

Brett Letkowski, PE
Principal

Sara Clark, PE
Technical Lead



Agenda Item 2D (iii): Action
WAMPO Employment separation agreements
Kelly Rundell, WAMPO Attorney

Background

As a result of changes in the work demands and financial considerations, three WAMPO employees were laid off, effective November 2, 2020. Each of the employees was offered an employment separation agreement and general release, which includes a severance payment equal to one week of pay for every year of employment.

Action Options:

- Approve the Employment Separation Agreement and General Release between WAMPO and the employees, Christopher Upchurch, Kristen Zimmerman and Atrica Thomas, who have agreed to the terms.
- Not approve the Employment Separation Agreement and General Release between WAMPO and the employees, Christopher Upchurch, Kristen Zimmerman and Atrica Thomas, who have agreed to the terms.

Recommended Action:

- Approve the Employment Separation Agreement and General Release between WAMPO and the employees, Christopher Upchurch, Kristen Zimmerman and Atrica Thomas, who have agreed to the terms.
- Authorize necessary signatures



Agenda Item 2D (iv): Action
WAMPO staff salary ranges adoption
Chad Parasa, WAMPO

Background

Per the advice of the WAMPO Executive Committee, research was conducted about the salary ranges for MPO employees elsewhere. This information, along with local cost of living concerns, was used to help develop new WAMPO salary ranges.

Action Options:

- Approve the adoption of salary ranges for WAMPO staff as proposed
- Not approve the adoption of salary ranges for WAMPO staff as proposed.

Recommended Action:

- Approve the adoption of salary ranges for WAMPO staff as proposed

Attachment:

- [WAMPO Staff Salary Ranges Summary Table](#)

WAMPO Staff salaries ranges adoption

		WAMPO			MARC			MORPC		
		Min	Mid	Max	Comparison			Comparison		
					Min	Mid	Max	Min	Mid	Max
Administrative Associate										
Graphics Designer	Pay Grade 3 or C	\$34,925	\$44,511	\$54,097	\$35,569	\$44,456	\$53,342	\$34,280	\$44,566	\$54,851
Operations Manager										
GIS Analyst/Transportation Planner	Pay Grade 4 or D	\$39,630	\$50,482	\$61,328	\$40,725	\$50,912	\$61,086	\$38,534	\$50,052	\$61,570
	Pay Grade 5 or E	\$45,021	\$57,338	\$69,656	\$46,709	\$58,385	\$70,063	\$43,332	\$56,291	\$69,249
Community Outreach Coordinator										
Communications Coordinator										
Public Affairs Specialist	Pay Grade 4 or D	\$39,630	\$50,482	\$61,328	\$40,725	\$50,912	\$61,086	\$38,534	\$50,052	\$61,570
	Pay Grade 5 or E	\$45,021	\$57,338	\$69,656	\$46,709	\$58,385	\$70,063	\$43,332	\$56,291	\$69,249
Community Outreach Specialist										
Data Analyst/Planner										
Senior GIS Specialist										
Financial Analyst										
Travel Demand Modeler	Pay Grade 5 or E	\$45,021	\$57,338	\$69,656	\$46,709	\$58,385	\$70,063	\$43,332	\$56,291	\$69,249
Community Outreach Manager										
Communications Mgr										
Senior Data Analyst	Pay Grade 5 or E	\$45,021	\$57,338	\$69,656	\$46,709	\$58,385	\$70,063	\$43,332	\$56,291	\$69,249
	Pay Grade 6 or F	\$51,085	\$65,072	\$79,058	\$53,488	\$66,857	\$80,226	\$48,681	\$63,286	\$77,890
Senior Planner										
	Pay Grade 7 or G	\$57,985	\$73,832	\$89,678	\$61,254	\$76,562	\$91,869	\$54,715	\$71,101	\$87,487
Principal Planner										
	Pay Grade 8 or H	\$65,167	\$83,841	\$102,515	\$68,763	\$87,668	\$106,574	\$61,570	\$80,013	\$98,456

MARC = Mid America Regional Council (Kansas City MPO)

MORPC = Mid Ohio Regional Planning Commission (Columbus, OH, MPO)

A comparative illustration

WAMPO Staff salaries ranges adoption

		WAMPO			MARC				MORPC		
		Min	Mid	Max	Min	Mid	Max		Min	Mid	Max
Intern		\$13 per hr.		\$15 per hr.							
Administrative Associate											
Graphics Designer	Pay Grade 3 or C	\$16.8	\$21.4	\$26.0	\$17	\$21	\$26	0	\$16	\$21	\$26
Operations Manager											
GIS Analyst/Transportation Planner	Pay Grade 4 or D	\$19.1	\$24.3	\$29.5	\$20	\$24	\$29	0	\$19	\$24	\$30
	Pay Grade 5 or E	\$21.6	\$27.6	\$33.5	\$22	\$28	\$34	0	\$21	\$27	\$33
Community Outreach Coordinator											
Communications Coordinator											
Public Affairs Specialist	Pay Grade 4 or D	\$19.1	\$24.3	\$29.5	\$20	\$24	\$29	0	\$19	\$24	\$30
	Pay Grade 5 or E	\$21.6	\$27.6	\$33.5	\$22	\$28	\$34	0	\$21	\$27	\$33
Community Outreach Specialist											
Data Analyst/Planner											
Senior GIS Specialist											
Financial Analyst											
Travel Demand Modeler	Pay Grade 5 or E	\$21.6	\$27.6	\$33.5	\$22	\$28	\$34	0	\$21	\$27	\$33
Community Outreach Manager											
Communications Mgr											
Senior Data Analyst	Pay Grade 5 or E	\$21.6	\$27.6	\$33.5	\$22	\$28	\$34	0	\$21	\$27	\$33
	Pay Grade 6 or F	\$24.6	\$31.3	\$38.0	\$26	\$32	\$39	0	\$23	\$30	\$37
Senior Planner											
	Pay Grade 7 or G	\$27.9	\$35.5	\$43.1	\$29	\$37	\$44	0	\$26	\$34	\$42
Principal Planner											
	Pay Grade 8 or H	\$31.3	\$40.3	\$49.3	\$33	\$42	\$51	0	\$30	\$38	\$47

MARC = Mid America Regional Council (Kansas City MPO)

MORPC = Mid Ohio Regional Planning Commission (Columbus, OH, MPO)

A comparative illustration



Agenda Item 3
Public Comment Opportunity
Dan Woydziak, TPB Chair

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

Comments are limited to two (2) minutes per individual.



Agenda Item 4A: Update
WAMPO 2019 Audit

Mike Lowry– Assurance, Allen, Gibbs, & Houlik, L.C

WAMPO 2019 single audit deadline had been extended this year due to COVID-19, so the deadline this year is December 31, 2020.

Action Options:

Receive and file.

Attachment:

- [WAMPO 2019 Documents](#)

To the Governing Board
Wichita Area Metropolitan Planning Organization
Wichita, Kansas

This letter is to inform the Governing Board of Wichita Area Metropolitan Planning Organization (WAMPO) about significant matters related to the conduct of our audit as of and for the year ended December 31 2019, so that it can appropriately discharge its oversight responsibility and we comply with our professional responsibilities.

This report is intended solely for the information and use of the Governing Board and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

This letter includes other comments and suggestions with respect to matters that came to our attention in connection with our audit of WAMPO's financial statements. These items are offered as constructive suggestions to be considered part of the ongoing process of modifying and improving WAMPO's practices and procedures.

The following summarizes various matters that must be communicated to you under auditing standards generally accepted in the United States of America.

The Respective Responsibilities of the Auditor and Management

Our responsibility under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our arrangement letter dated June 26, 2020. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication dated June 26, 2020 regarding the planned scope and timing of our audit and have discussed with you our identification of significant risks of material misstatement. We made no significant changes to the scope or timing of our procedures.

Significant Accounting Practices, Including Policies, Estimates and Disclosures

In our meeting with you, we will discuss our views about the qualitative aspects of WAMPO's significant accounting practices, including accounting policies, accounting estimates and financial statement disclosures. The following is a list of the matters that will be discussed, including the significant estimates, which you may wish to monitor for your oversight responsibilities of the financial reporting process:

Adoption of, or Change in, Accounting Policies - Management has the ultimate responsibility for the appropriateness of the accounting policies used by WAMPO, and management may select among alternative accounting practices in certain circumstances. WAMPO did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current year.

Significant or Unusual Transactions - Other than listed below, we did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

- We understand KDOT conducted an investigation over the paid-time-off of WAMPO employees, which concluded during 2019. Questioned costs identified through this investigation were reported in the 2018 audit report, and have therefore not been repeated for 2019. We understand that there has been no further communication from KDOT related to this matter subsequent to the completion of the 2018 audit.

Management's Judgments and Accounting Estimates - Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following describes the significant accounting estimates reflected in WAMPO's financial statements.

- **Compensated Absences:** WAMPO calculates a liability for compensated absences based on the amount of unused vacation leave held by employees at year-end multiplied by the compensation rates in effect during 2019. As a basis for our opinion, we re-performed the calculations used by management to develop the estimate; verified the wage rates used for all employees and traced the amount of unused vacation leave to source documents.

Audit Adjustments

Audit adjustments proposed by us and recorded by WAMPO are as follows:

- To eliminate the balance of the Intrust Payroll account, which was remitted to City of Wichita shortly after year-end.
- A prior period adjustment to record the impact of a receivable and revenue from KDOT which should have been included in the beginning fund balance. This adjustment was identified in connection with the reconciliation of the SEFA to the KDOT confirmation (see significant deficiency included herein).

The net impact of the above entries was to decrease net position and fund balance by approximately \$3,900.

Uncorrected Misstatements

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Management Representations

In connection with our audit procedures, we have obtained a written management representation letter. This representation letter constitutes written acknowledgments by management that it has the primary responsibility for the fair presentation of the financial statements in conformity with generally accepted accounting principles and also includes the more significant and specific oral representations made by officers and employees during the course of the audit. The letter is intended to reduce the possibility of misunderstandings between us and WAMPO and reminds the signing officers to consider seriously whether all material liabilities, commitments and contingencies or other important financial information have been brought to our attention.

Other Disclosures

We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit year; we encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements; we are not aware of any consultations management had with other accountants about accounting or auditing matters; significant issues arising from the audit were discussed or the subject of correspondence with management; and we did not encounter any difficulties in dealing with management relating to the performance of the audit.

Internal Control Matters and Compliance Findings

In planning and performing our audit of the financial statements of WAMPO as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered WAMPO's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WAMPO's internal control. Accordingly, we do not express an opinion on the effectiveness of WAMPO's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the Organization's internal control to be material weaknesses:

Segregation of Duties - WAMPO has a general lack of segregation of incompatible duties within the accounting department. During 2019, the accounting functions for WAMPO were brought in-house and all transactions are recorded in QuickBooks. Due to limited staffing levels within the organization, supervision and monitoring of transactions are important compensatory controls which were not properly implemented or operating effectively during the year.

Payroll - Specific to payroll; it was noted that:

- (a) WAMPO was unable to provide adequate support for payroll personnel files;
- (b) The individual responsible for payroll record-keeping was also responsible for reviewing and approving the bi-weekly payroll; and
- (c) During 2019, KDOT completed an investigation over employee paid-time-off and identified a total of \$74,567 in questioned costs. Of these costs, \$49,367 was excluded from federal expenditures. Thus, the net amount of questioned costs related to federal expenditures was \$20,160. These amounts were included as questioned costs in the 2018 single audit report and are therefore not reported as questioned costs in the 2019 single audit report.

Authorization of Expenditures - There is a general lack of proper controls over the approval process for expenditures, both non-payroll and payroll. As a result of our testing, we identified several instances in which unauthorized individuals approved timesheets and invoices for payment.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Organization's internal control to be a significant deficiency:

Schedule of Expenditures of Federal Awards (SEFA): WAMPO was unable to create the SEFA. AGH created the SEFA based on the reimbursement requests submitted to KDOT and reconciled to the underlying expenditure transactions.

Cash management: As of December 31, 2019, WAMPO had cash deposits in excess of federally insured amounts. For any uninsured deposits, WAMPO should obtain pledged collateral from the financial institution where the deposits are held in order to mitigate custodial credit risk.

Additionally, we noted that cash disbursements were not being recorded on the same date they were processed. This could result in inaccurate financial reporting due to errors in cash cutoff and could also result in failure to detect fraudulent activity on a timely basis.

Other Matters

Information Security Governance - Executive managers and those charged with governance must be confident that the entity is protecting your information and the systems that process it. The potential impacts of a failure in the availability, confidentiality or integrity of your critical information assets is monumental in today's environment of cybersecurity breaches.

Many organizations believe their information security practices are adequately mitigating their risks. Unfortunately, they are often surprised to discover those practices are failing to perform as expected and the consequences are usually severe.

Information security is more than a technology issue. It is a governance and management challenge that involves risk management, accountability and reporting. And it requires executive stewardship to ensure the timely assessment of emerging threats and your organization's effective response to them.

Additional information on "Information Risk is Business Risk" can be accessed through our AGH University website located at <http://www.aghuniversity.com/webinars/archived/archived-webinars.aspx> (from the "select a topic" drop-down box, select Information Technology). Additionally, we encourage your management team to take advantage of peer networking groups, trade associations or other resources relating to IT and information risk and the most recent best practices as the constant risk evolves.

Additionally, a structured assessment can help you develop stronger, better and more systematic approaches to your information security. It will help you clearly and objectively understand the strengths and weaknesses in your current information security processes and the extent to which those processes are meeting your needs. Most important, it will guide you with recommendations to help you protect your information, facilities, people and technology.

We believe a review or assessment must be completed on a periodic basis; this assessment can be completed internally or by using an outsourced service provider. Executive managers should be involved with the review and summary reports should also be shared with those charged with governance.

Vulnerability Assessment - In addition to a periodic information system governance review, the entity should also conduct periodic (at least annually or semi-annually) vulnerability assessments. There are more than 100,000 known network vulnerabilities that can leave organizations open to significant risk. High-profile security breaches have become commonplace and many companies are susceptible to the same failures.

Network vulnerability assessments can help you identify and resolve your vulnerabilities before they are exploited by cybercriminals. AGH's experienced security professionals use network vulnerability assessments to discover and analyze known flaws and weaknesses.

Using automated scanners - along with their experience and judgment - our security professionals will identify existing vulnerabilities, evaluate their severity and recommend steps for fixing the underlying problems.

Comprehensive Policy and Procedure Review



Given the broad and deep scope of your operations, you should consider completing a comprehensive evaluation of the adequacy and effectiveness of the entity's internal financial policies, processes and procedures, including a comparison to best practices among organizations the same size.

For entities that have experienced budget cuts in the finance area or those that have experienced turnover, a periodic review of controls is imperative. Even if your finance team has been stable over the years, we remind you that even the best design of controls is only as good as the people who carry out and execute such controls.

Financial policies, procedures and processes are a key element of sound fiscal administration. When policies are effective, they can preserve or enhance the fiscal health and wealth of the organization and create efficiencies for staff members.

This comprehensive evaluation could include:

1. Evaluation of existing controls
2. Identification of financial policies that could lead to vulnerability to fraud and/or abuse
3. For those identified weaknesses and risks, recommendations for improvements

AGHUniversity Resources - As part of AGH's ongoing commitment to serve as a trusted advisor, we offer these resources as a key part of the additional value AGH provides beyond the engagement itself:

- AGHUniversity.com - a full schedule of complimentary CPE or current and relevant topics and other updates to clients throughout the year. Free registration and webinars are available for WAMPO's staff and board members at aghuniversity.com. A sample of recent topics include Management and Key Position Succession Planning; Destroying the Myths about Employee Engagement; Preventing Fraud in Small and Medium Sized Organizations; Measuring What Matters in Your 401K Plan to Recruitment, Retention and Reward; Planning The Transition: Taking Your Company To Market; and The How and Why of Business Valuations.

- Also available from the home page of www.aghlc.com are COVID-19 resources for employers and taxpayers. You can access tax and HR-related alerts, webinars and other third-party resources to help you navigate through the COVID-19 pandemic.

AGH alerts and newsletters - this includes periodic mailings or emails to alert clients to new accounting standards or regulatory changes

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to Wichita Area Metropolitan Planning Organization.

This report is intended solely for the information and use of the Governing Board and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Allen, Gibbs & Houlik, L.C.
CERTIFIED PUBLIC ACCOUNTANTS

December 1, 2020
Wichita, Kansas

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SINGLE AUDIT REPORT

YEAR ENDED DECEMBER 31, 2019

WITH

INDEPENDENT AUDITOR'S REPORT



WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION

SINGLE AUDIT REPORT

YEAR ENDED DECEMBER 31, 2019

WITH

INDEPENDENT AUDITOR'S REPORT

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SINGLE AUDIT REPORT

Year Ended December 31, 2019

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This is a copy of the WAMPO's annual financial statements reproduced from an electronic file. An original copy of this document is available at the WAMPO's office.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Governing Board
Wichita Area Metropolitan Planning Organization

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Wichita Area Metropolitan Planning Organization (WAMPO) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise WAMPO's basic financial statements, and have issued our report thereon dated December 1, 2020

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered WAMPO's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WAMPO's internal control. Accordingly, we do not express an opinion on the effectiveness of WAMPO's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we did identify certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2019-001 and 2019-002 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2019-003 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether WAMPO's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2019-005.

WAMPO's Response to Findings

WAMPO's response to the findings identified in our audit is described in the accompanying *schedule of findings and questioned costs*. WAMPO's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Allen, Gibbs & Houlik, L.C
CERTIFIED PUBLIC ACCOUNTANTS

December 1, 2020
Wichita, Kansas

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT
ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

INDEPENDENT AUDITOR'S REPORT

To the Governing Board
Wichita Area Metropolitan Planning Organization

Report on Compliance for Each Major Federal Program

We have audited Wichita Area Metropolitan Planning Organization's (WAMPO) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of WAMPO's major federal programs for the year ended December 31, 2019. WAMPO's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of WAMPO's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about WAMPO's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our qualified opinion on compliance for each major federal program. However, our audit does not provide a legal determination of WAMPO's compliance.

Basis for Qualified Opinion on Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

As described in Finding 2019-005 in the accompanying schedule of findings and questions costs, WAMPO did not comply with requirements regarding the following:

<i>Finding #</i>	<i>CFDA</i>	<i>Program Name</i>	<i>Compliance Requirement</i>
2019-005	20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	Procurement

Compliance with such requirements is necessary, in our opinion, for WAMPO to comply with the requirements applicable to that program.

Qualified Opinion on Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, WAMPO complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research for the year ended December 31, 2019.

Other Matters

WAMPO's response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. WAMPO's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of WAMPO is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered WAMPO's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of WAMPO's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2019-004 and 2019-005 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2019-006 to be a significant deficiency.

WAMPO's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and question costs. WAMPO's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of WAMPO as of and for the year ended December 31, 2019, and have issued our report thereon dated December 1, 2020, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion of the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Allen, Gibbs & Houlik, L.C.
CERTIFIED PUBLIC ACCOUNTANTS

December 1, 2020
Wichita, Kansas

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? X Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? X Yes None reported
- Noncompliance material to financial statements noted? X Yes No

FEDERAL AWARDS

Internal control over major programs:

- Material weaknesses identified? X Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? X Yes None reported

Any audit findings disclosed that are required to be reported in accordance with section 516(a) of the Uniform Guidance: X Yes No

Type of auditor's report issued on compliance for major programs:

<u>CFDA Number</u>	<u>NAME OF FEDERAL PROGRAM</u>	<u>Opinion</u>
20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	Qualified

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes X No

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 2019-001 Material Weakness (Repeat of Finding 2018-001): Segregation of Duties

Condition: WAMPO has a general lack of segregation of duties within in the accounting function.

Criteria: 2 CFR 200.302 of the uniform guidance requires effective control over, and accountability for, all funds, property, and other assets. The non-federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. An entity that expends federal awards must have controls in place that would enable an appropriate level of supervision and monitoring. Segregation of duties is a principle based on sharing responsibilities of key processes and spreading the authorization of transactions, recording of transactions and the custody assets across more than one person or department.

Questioned Costs: Unknown.

Context: WAMPO has an insufficient level of supervision and monitoring.

Cause: During 2019, the accounting functions for WAMPO were brought in-house and all transactions are recorded in QuickBooks. Due to limited staffing levels within the organization, supervision and monitoring of transactions are important compensatory controls which were not properly implemented or operating effectively during the year.

Effect: Having appropriate segregation of duties can ensure that there is appropriate oversight to assist in reviewing and catching errors. Additionally, separating the authorization of transactions, recording of transactions and the custody of assets can help prevent fraud or theft because it requires two people to collude in order to hide a transaction.

Recommendation: We recommend that management and the Board continue to monitor the internal control environment and strive to maintain strong controls over the accounting function which include periodic monitoring and adequate supervision.

Management's Response (Unaudited): In 2020 we implemented more stringent control procedures in the updated Employee and Operations Manual. The financial analyst has no approval authority. All invoices must receive the approval of the Director prior to processing and payment. Once they are approved for payment the financial analyst enters the invoice into the accounting software and sets up the payment using the online banking system. For the payment to be processed, the Director is notified to go into the banking system for the final approval to pay. Neither the Director nor other personnel can initiate payments. WAMPO does not utilize paper checks for paying invoices. This further reduces the exposure of assets to misuse.

Contact Person: WAMPO Director

Anticipated Correction Date: The new process has been in place for 2020.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION II – FINANCIAL STATEMENT FINDINGS (CONTINUED)

Finding 2019-002 Material Weakness (Repeat of Finding 2018-003): Payroll

Condition: Specific to payroll; it was noted that

- (a) WAMPO was unable to provide adequate support for payroll personnel files;
- (b) The individual responsible for payroll record-keeping was also responsible for reviewing and approving the bi-weekly payroll; and
- (c) During 2018 it was discovered that an employee may have received an unauthorized payroll increase. The employee was terminated shortly after the discovery. As a result, KDOT also completed an investigation and identified further questioned costs. Such costs were deducted from the reimbursement requests submitted to KDOT. As a result of KDOT's investigation, a total of \$74,567 in questioned costs were identified. Of these costs, \$49,367 was excluded from federal expenditures. These costs were subject to an 80% federal share. Thus, the net amount of questioned costs related to federal expenditures was \$20,160. These amounts were included as questioned costs in the 2018 audit report and are therefore not reported as questioned costs below.

Criteria: 2 CFR 200.302 of the uniform guidance requires effective control over, and accountability for, all funds, property, and other assets.

Questioned Costs: Unknown.

Context: Personnel files provided to support tests of controls and other substantive testing did not contain adequate support for employee master file data.

Cause: WAMPO indicated that when the former Finance Director was terminated, the files were inadvertently disposed of or misplaced.

Effect: Better controls over the above processes would allow for more transparency and assist in preventing the misappropriation of assets or management override of controls.

Recommendation: Personnel files should be re-created so that employee master file data is adequately supported. All employee master file changes (i.e., changes in pay rate) should be approved by an authorized individual and such approval documented in the personnel file.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

Finding 2019-002 Material Weakness (Repeat of Finding 2018-003): Payroll (Continued)

Management's Response (Unaudited):

- (a) The Director maintains custody of the personnel files and is working to complete the process of reviewing the files to include all necessary documents.
- (b) The individual responsible for payroll record-keeping is no longer responsible for approving the bi-weekly payroll. The financial analyst prepares a payroll summary and sends it to the Director for approval. Once approved, it is submitted to the payroll processor. After processing, the payroll service sends a payroll register to the financial analyst to review. The financial analyst reviews the data and compares it to previous periods to look for variances. If it appears correct, the register is forwarded to the Director for approval. Once approved, the register is returned to the processor so the payroll checks can be prepared. Once the processor sends the data to the bank, the Director is notified to go into the banking system for the final approval to pay. A data file is sent to the financial analyst who uploads the data into the accounting system.

Contact Person: WAMPO Director

Anticipated Correction Date: The new process has been in place for 2020.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

Finding 2019-003 Significant Deficiency (Repeat of Finding 2017-003): Schedule of Expenditures of Federal Awards

Condition: 2 CFR 200.510(b) of the Uniform Guidance requires WAMPO to prepare a schedule of expenditures of federal awards (SEFA) for the period covered by the financial statements. Due to personnel turnover, management does not currently have any procedures in place for the preparation of the SEFA.

Criteria: An entity that expends federal awards must have controls in place that would enable an entity to compile an accurate and complete SEFA. A SEFA identifies and tracks all federal awards and their related information, including but not limited to the Catalog of Federal Domestic Assistance (CFDA No.), grant award title, grant award amount, federal expenditures, and amount provided to subrecipients.

Questioned Costs: Unknown.

Context: Because WAMPO was unable to create the SEFA, the audit compiled the SEFA based on the reimbursement requests submitted to KDOT.

Cause: The personnel responsible for preparation of the SEFA were not adequately trained to appropriately compile a complete and accurate SEFA. Additionally, there is no review process in place to adequately determine the accuracy of the final SEFA.

Effect: A lack of an accurate and complete SEFA could result in reporting of inaccurate information and to grant noncompliance.

Recommendation: We recommend that management set in place controls and procedures over the preparation of the SEFA, including additional training for personnel that prepare the SEFA and adding an internal review of the final SEFA for accuracy and completeness.

Management's Response (Unaudited): WAMPO used a payment tracking system that closely matches the SEFA. For 2020 this worksheet is being updated to match the SEFA as compiled by the auditor. WAMPO currently submits monthly expenditure reports to the Kansas Department of Transportation for review and approval. Grant compliance training will be scheduled to gain a better understanding of the document requirements.

Contact Person: WAMPO Director

Anticipated Correction Date: The new worksheet will be in place for 2020. Employee training will be scheduled prior to preparation of the 2020 SEFA.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding 2019-004 Material Weakness (Repeat of Finding 2018-004)

CFDA#20.505: U.S. Department of Transportation, Passed Through Kansas Department of Transportation, Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research, All Open Grants

Condition: General lack of proper internal controls on the approval process for expenditures, both non-payroll and payroll, cash management, period of performance and reporting.

Criteria: Per 2 CFR 200.303(a) establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Questioned Costs: Unknown.

Context: 1) Expenditures: from of a sample size of 60 expenditures (23 non-payroll and 37 payroll), we found ten (10) instances of non-payroll expenditures without proper review and approval. We also found one (1) instance of payroll expenditures without proper review and approval and nine (9) instances where employees personnel files didn't have support for current pay rate.

2) Cash management: from a sample size of three (3) drawdowns, there was one (1) instance without the proper review and approval for each drawdown before it was sent to the Kansas Department of Transportation.

3) Period of Performance: from a sample size of three (3) manual journal entries and nine (9) expenditure transactions, we identified four (4) instances of expenditures without proper documentation of review and approval.

4) Reporting: per WAMPO the Unified Planning Work Program is approved by the Executive Committee of the Transportation Policy Board before being sent to the Kansas Department of Transportation. From a sample size of 2 reports, there were 2 instances without proper evidence of the review and approval process.

The sample sizes were determined based upon the guidelines provided by the AICPA which was not a statistically valid sample.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2019-004 Material Weakness (Repeat of Finding 2018-004) (Continued)

Cause: WAMPO has not put internal controls in place to ensure proper review and approval of expenditures, cash management, period of performance or reporting.

Effect: Without proper review and approval there is potential for charges to the federal award for expenditures to be inaccurate, unallowable and improperly allocated.

Recommendation: Review internal controls and implement policies and procedures to ensure the proper review and approval over expenditures, cash management, period of performance and reporting. Also implementing procedures to make sure employee personnel files are complete and accurate to support employee master file data.

Management's Response (Unaudited): WAMPO invoices are approved by the Director before payment is submitted. This practice was implemented in late 2019 and will continue. The Director approves payroll prior to submission. Journal entries on behalf of WAMPO were being made by the City of Wichita. Effective September 2019, WAMPO had direct control of journal entries. The Director received verbal approval of UPWP grant funding prior to June 2019. Minutes from the UPWP approval will now be drawn up and signed by an Executive Committee member.

Contact Person: WAMPO Director

Anticipated Correction Date: The new process has been in place for 2020.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2019-005 Weakness (Repeat of Finding 2018-005)

CFDA#20.505: U.S. Department of Transportation, Passed Through Kansas Department of Transportation, Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research, All Open Grants

Condition: WAMPO was unable to provide appropriate documentation of the significant history of its procurements, including evidence that the relevant procurement policies were followed.

Criteria: 2 CFR Part 200 of the Uniform Guidance requires that entities must use their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in parts 2 CFR 200.318 through 200.326 of the Uniform Guidance.

Questioned Costs: Unknown.

Context: From a sample size of seven (7) transactions subject to procurement requirements, there were:

- Seven (7) instances in which contract files documenting the significant history of the procurement, including rationale for the method of procurement and basis of contract price, could not be provided. As a result, no evidence that the procurement process provided for full and open competition and no evidence that the organization followed its own procurement policies was available for review.
- Five (5) instances in which evidence that the procurement method utilized was appropriate in the circumstances could not be provided.
- Four (4) instances in which a cost/ price analysis was required, but no evidence that the analysis was performed could be provided.
- Two (2) instances in which a contract was entered into which did not include all of the applicable provisions of Appendix II of 2 CFR 200.

In addition, there was one (1) instance in which appropriate approval of the transaction could not be provided.

The sample sizes were determined based upon the guidelines provided by the AICPA which was not a statistically valid sample.

Effect: Without the appropriate internal controls in place, WAMPO could be in noncompliance of the procurement standards in 2 CFR section 200 of the Uniform Guidance.

Recommendation: We recommend that the Board and management review their procurement policies and establish procedures to ensure that WAMPO is in compliance with the procurement standards set out in 2 CFR section 200 of the Uniform Guidance.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2019-005 Weakness (Repeat of Finding 2018-005) (Continued)

Management's Response (Unaudited): WAMPO had several procurements in 2019 where adequate documentation could not be located. Due to staff changes, the parties involved in the procurements were not available to assist in locating any additional documentation that they may have collected via email or other sources. Multiple searches of physical and electronic files did not produce the necessary supporting documents. The Employee and Operations Manual was approved in mid-2020 that further details the procurement process to avoid this issue going forward. With the assistance of a consultant, WAMPO is implementing a detailed process for procurements that includes a flowchart to make sure all requirements are followed.

Contact Person: WAMPO Director

Anticipated Correction Date: Employee and Operations Manual complete in 2020 and new process is currently being reviewed for final implementation.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2019-006 Significant Deficiency (Repeat of Finding 2017-006): Schedule of Expenditures of Federal Awards

This finding, as reported under Section II – Financial Statement Findings, is also considered to be a Federal Award Finding. For complete description, see Section II, Finding 2019-003.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

Findings required to be reported by Government Audit Standards

Finding 2018-001 Material Weakness (Repeat of Finding 2017-001): Segregation of Duties

Condition: WAMPO has a general lack of segregation of duties within the accounting department.

Criteria: 2 CFR 200.302 of the uniform guidance requires effective control over, and accountability for, all funds, property, and other assets. The non-federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. An entity that expends federal awards must have controls in place that would enable an appropriate level of supervision and monitoring. Segregation of duties is a principle based on sharing responsibilities of key processes and spreading the authorization of transactions, recording of transactions and the custody assets across more than one person or department.

Corrective Plan: As is the case with most businesses with fewer than 10 employees, there is limited ability to perform segregation of duties, however, WAMPO ensures that the Director has approved all invoicing prior to submitting payment and the Kansas Department of Transportation reviews all documents submitted for reimbursement. In 2019, WAMPO will utilize their workflow approval process via Commerce Bank where all invoices submitted by the Financial Analyst are approved to pay via the Commerce portal.

Status: This new process for approvals and recording of transactions was implemented in late 2019 and continues through 2020.

Finding 2018-002 Material Weakness: Control Environment

Condition: Lack of an appropriate control environment as evidenced by general lack of oversight and accountability for the accuracy of financial data and transactions processed by WAMPO.

Criteria: 2 CFR 200.302 of the uniform guidance requires effective control over, and accountability for, all funds, property, and other assets.

Corrective Plan:

- a) The City of Wichita informed WAMPO that they would conduct all reconciliations for bank/payroll records in 2018. However, when WAMPO realized this was not being performed, a bank/payroll reconciliation plan was established. The City of Wichita transferred the 2017 ending balance from the payroll account without providing documentation to WAMPO, which resulted in the posting error. With the new accounting system in place, WAMPO will be able to monitor/track their own activity.
- b) WAMPO had notified the City of Wichita about the 2018 payables that were posted in 2019; however, as an oversight by the Accounting team at the City of Wichita, a journal entry was not made to account for these funds. WAMPO will still have to rely on the City of Wichita to assist with the first half of the 2019 audit. With the new accounting system in place, WAMPO will be able to monitor/track their own activity from September 2019 on.
- c) The vacation/sick accrual rule was implemented in 2017 by a former employee who misspoke the conditions of the vacation/sick accrual transfer that would be made once WAMPO established their own payroll services. It was the understanding of the entire department that this rule would allow current employees to obtain a lump sum payment for vacation accruals as well as transfer

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2019
(Continued)

Finding 2018-002 Material Weakness: Control Environment (Continued)

their total 2017 vacation/sick balances even after they questioned this process. It was not until the KDOT audit that it was revealed, however, steps were taken to modify the effected employees vacation/sick hours and to reimburse KDOT for misuse of funds. WAMPO's Director will work directly with AGH Payroll regarding all future adjustments to payroll and leave accruals.
Contact Person: Rebecca Read and WAMPO's Director

Status: WAMPO has improved its process for all balance sheet reconciliations and we are doing accruals for expenses and revenues that do not align with the year received. The bank reconciliation is done multiple times throughout the month in order to make sure all transactions are recorded in a timely manner. The approval process has been improved so that all invoices are reviewed and signed by the director prior to payment. The person recording the transactions does not have the authority to do approvals. WAMPO hired a consultant that oversaw the transaction that combined the City of Wichita accounting data with the new accounting system at WAMPO to ensure all data was captured and reconciled.

Finding 2018-003 Material Weakness: Payroll

Condition: Specific to payroll; it was noted that

- (a) WAMPO was not performing proper bank reconciliations over its payroll bank account;
- (b) WAMPO was unable to provide adequate support for payroll personnel files;
- (c) The individual responsible for payroll record-keeping was also responsible for reviewing and approving the bi-weekly payroll; and
- (d) During 2018 it was discovered that an employee may have received an unauthorized payroll increase. The employee was terminated shortly after the discovery. As a result, KDOT also completed an investigation and identified further questioned costs.

Criteria: 2 CFR 200.302 of the uniform guidance requires effective control over, and accountability for, all funds, property, and other assets.

Corrective Plan:

- a) As stated above, once it was brought to our attention, WAMPO established a method for proper bank/payroll reconciliations.
- b) Personnel files were removed from the premises by a former employee and of no fault of current employees. The current Operations Manager ensures all personnel files are kept up-to-date in a locked file.
- c) The Financial Analyst is responsible for payroll record keeping and the Director is responsible for approving bi-weekly timesheets. In the Financial Analysts' absence, the Operations Manager is responsible for payroll record keeping. All records are reviewed by the Director before submission. This process has been in place since August 2018.
- d) A former employee submitted pay information for herself to AGH payroll services in 2017 without the consent of the Director. The process for submitting pay adjustments is detailed in a formal memo drawn up and submitted by the Director only and AGH Payroll Services is aware of this process.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Year Ended December 31, 2019
(Continued)

Finding 2017-003 Material Weakness: Payroll (Continued)

Status: The Financial Analyst is responsible for payroll record keeping and the Director is responsible for approving bi-weekly timesheets. The process for submitting pay adjustments is detailed in a formal memo drawn up and submitted by the Director only and the payroll processor is aware of this process. All payroll files are held by and maintained by the Director.

Findings required to be reported by the Uniform Guidance

Finding 2018-004 Material Weakness:

CFDA#20.505: U.S. Department of Transportation, Passed Through Kansas Department of Transportation, Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research, All Open Grants

Condition: General lack of proper internal controls on the approval process for expenditures, both non-payroll and payroll, cash management, and reporting.

Criteria: Per 2 CFR 200.303(a) establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Corrective Plan: 1) WAMPO invoices are approved by the Director before payment is submitted. Any expenses related to legal fees would have been approved by the Director before being paid. This practice will continue. 2) The Director approves payroll prior to submission. In his absence, however, the Financial Analyst is allowed to approve all, but their own timesheets for submission and the Director reviews the forms upon return. 3) Journal entries on behalf of WAMPO were being made by the City of Wichita and this information was not provided to WAMPO. Effective September 2019, WAMPO will have direct control of journal entries made. 4) The Director received verbal approval of UPWP grant funding prior to June 2019. Minutes from the UPWP approval will now be drawn up and signed by an Executive Committee member.

Status: The financial analyst no longer has any authority to approve any payroll transactions. All approvals are done by the director prior to processing the timesheets and prior to payment by the bank. The financial analyst reviews the data for correctness, uploads the file into the accounting system and performs routine reconciliations to make sure the recorded data matches the records provided by the payroll processor.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Year Ended December 31, 2019
(Continued)

Finding 2018-005 Material Weakness

CFDA#20.505: U.S. Department of Transportation, Passed Through Kansas Department of Transportation, Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research, All Open Grants

Condition: WAMPO did not follow the procurement policies during the procurement process. WAMPO currently follows two policies, Kansas Department of Transportation (KDOT) and the City of Wichita (fiscal agent).

Criteria: 2 CFR Part 200 of the Uniform Guidance requires that entities must use their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in parts 2 CFR 200.318 through 200.326 of the Uniform Guidance.

Corrective Plan: WAMPO's only required procurement processes are based on the Kansas Department of Transportation's regulations. They have and will continue to follow this procurement process. The sample size pulled for the 2018 audit was from a previous employees request for liability services, whereas no documentation was recovered. WAMPO will ensure that all RFP submissions are kept in a shared data file.

Status: WAMPO had several procurements in 2019 where adequate documentation could not be located. Due to staff changes, the parties involved in the procurements were not available to assist in locating any additional documentation that they may have collected via email or other sources. Multiple searches of physical and electronic files did not produce the necessary supporting documents. The Employee and Operations Manual was approved in mid-2020 that further details the procurement process to avoid this issue going forward. With the assistance of a consultant, WAMPO is implementing a detailed process for procurements that includes a flowchart to make sure all requirements are followed.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended December 31, 2019

<u>Federal Grantor / Pass-Through Grantor / Program Title</u>	<u>Cluster #</u>	<u>CFDA #</u>	<u>Pass Thru Number</u>	<u>Total Federal Expenditures</u>
US Department of Transportation				
Highway Planning and Construction				
Passed Through Kansas Department of Transportation				
Planning Walkable Places Program	1	20.205	N-0671-17	\$ 585,912
MTP Planning Assistance	1	20.205	N-0689-01	115,087
				<u>700,999</u>
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research				
Passed Through Kansas Department of Transportation				
UPWP-2018 Consolidated Planning CPG		20.505	L-0133-18	164,137
UPWP-2019 Consolidated Planning CPG		20.505	L-0133-19	624,448
				<u>788,585</u>
			Federal Agency Total:	<u>1,489,584</u>
			Total Expenditures of Federal Awards:	<u>\$ 1,489,584</u>
Clusters				
1 Highway Planning and Construction		Cluster Total		\$ 700,999

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended December 31, 2019

Note 1. Organization

Wichita Area Metropolitan Planning Organization (WAMPO) is the recipient of several federal grants. All the grants received are administered by WAMPO staff and accounted for in the Metropolitan Planning Fund, the governmental fund of WAMPO.

Note 2. Basis of Presentation

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal awards activity of WAMPO under programs of the federal government for the year ended December 31, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of WAMPO, it is not intended to and does not present the financial position, changes in fund balances or cash flows of WAMPO.

Note 3. Summary of Significant Accounting Policies

Expenditures reported on the accompanying Schedule is reported on the modified accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* (Circular), or cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. WAMPO has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 4. Local Government Contributions

Local cost sharing is required by certain federal grants. The amount of cost sharing varies with each program. Only the federal share of expenditures is presented in the Schedule of Expenditures of Federal Awards.

Note 5. Additional Audits

Grantor agencies reserve the right to conduct additional audits of WAMPO's grant programs for economy, efficiency, and program results, which may result in disallowed costs to WAMPO. However, management does not believe such audits would result in any disallowed costs that would be material to WAMPO's financial position at December 31, 2019.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION

YEAR ENDED DECEMBER 31, 2019

AND

INDEPENDENT AUDITOR'S REPORT



WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION

FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION

YEAR ENDED DECEMBER 31, 2019

AND

INDEPENDENT AUDITOR'S REPORT

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

**FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION**

Year Ended December 31, 2019

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is available at the WAMPO's office.*

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Governing Board
Wichita Area Metropolitan Planning Organization

We have audited the accompanying financial statements of the governmental activities and each major fund of the Wichita Area Metropolitan Planning Organization (WAMPO), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise WAMPO's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of WAMPO as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedule of revenue, expenditures, and changes in fund balance – budget and actual – budgetary basis, as listed on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 1, 2020 on our consideration of WAMPO's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the WAMPO's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering WAMPO's internal control over financial reporting and compliance.

Allen, Gibbs & Houlik, L.C.
CERTIFIED PUBLIC ACCOUNTANTS

December 1, 2020
Wichita, Kansas

MANAGEMENT'S DISCUSSION AND ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Wichita Area Metropolitan Planning Organization (WAMPO), we offer readers of WAMPO's financial statements this narrative overview and analysis of the financial activities of WAMPO for the fiscal year ending December 31, 2019.

FINANCIAL HIGHLIGHTS

- The assets of WAMPO exceeded its liabilities at the close of the fiscal year ended December 31, 2019 by \$98,265. This full amount was unrestricted. WAMPO's total net position decreased by \$38,146. The decrease is attributed to a combination of grant revenue reimbursements and the timing of related accounts payable and a prior period adjustment. As of the close of the fiscal year, WAMPO's governmental fund reported an ending fund balance of \$111,220.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

Government-Wide Financial Statements

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

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

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

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

Fund Financial Statements

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

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements.

However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

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

WAMPO maintains one individual governmental fund, which is reported as the organization's general fund.

Notes to the Financial Statements

The notes to the financial statements are an integral part of the basic financial statements. They provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Budgets. WAMPO adopts an annual appropriated budget. A budgetary comparison statement has been provided for the fund to demonstrate compliance with this budget.

WAMPO's actual revenues were \$859,237 less than the final budgeted amounts for WAMPO. Remaining funds will be applied to the Long Range Transportation Plan.

WAMPO's actual expenditures were \$782,198 less than the final expenditure budget, primarily due to the number of projects that were being carried out in 2019. Certain expenditures were accrued into 2018 while others were deferred until 2020.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements and should be read with the financial statements. The notes can be found immediately following the financial statements in this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Analysis of Net Position

As previously noted, net position may serve over time as a useful indicator of a government's financial position. In the case of WAMPO, assets exceeded liabilities by \$98,265 at the close of the fiscal year.

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

- Assets increased by \$430,919 and liabilities increased by \$469,065, due primarily to the cash advance received from its fiscal agent.

- Net position decreased by \$38,146 due primarily to a decrease in grant revenue reimbursement and the timing of related accounts payable. WAMPO did not have any restricted net position balances.

Governmental activities. Significant changes in governmental activities on the statements of activities included the following:

- Operating grants and contributions decreased by \$163,908 as a result of a decrease in federal operating grants.
- Expenses increased by \$61,985 primarily due to timing of expenses.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

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

Governmental fund. The focus of WAMPO's governmental fund is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing WAMPO's financing requirements. In particular, assigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2019, WAMPO's governmental fund reported ending fund balance of \$111,220, a decrease of \$28,641 from the prior year. The ending fund balance is assigned fund balance, which is available for spending at the government's discretion.

STATEMENT OF OVERALL FINANCIAL POSITION

Overall, WAMPO continues to meet both its administrative and highway and transit planning obligations. Expenditures exceeded revenues in the current year for WAMPO by \$77,039.

Economic Factors

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

REQUESTS FOR INFORMATION

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

BASIC FINANCIAL STATEMENTS

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

STATEMENT OF NET POSITION

December 31, 2019

	Governmental Activities
ASSETS:	
Cash, including investments	\$ 301,403
Receivables	<u>550,626</u>
Total assets	<u>\$ 852,029</u>
LIABILITIES AND NET POSITION:	
Liabilities:	
Accounts payable	\$ 148,351
Accrued expenses	5,847
Cash advance from fiscal agent	586,611
Compensated absences, current	8,360
Compensated absences, long-term	<u>4,595</u>
Total liabilities	<u>753,764</u>
Net position:	
Unrestricted	<u>98,265</u>
Total net position	<u>\$ 98,265</u>

The accompanying notes are an integral part of the basic financial statements.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position Total Governmental Activities
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
Administrative	\$ 419,426	\$ --	\$ --	\$ (419,426)
Highway and transit planning	1,365,094	--	1,498,557	133,463
Total governmental activities	1,784,520	--	1,498,557	(285,963)
		General revenues:		
				50,000
				149,419
				199,419
				(86,544)
				136,411
				48,398
				184,809
				\$ 98,265

The accompanying notes are an integral part of the basic financial statements.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

BALANCE SHEET

GOVERNMENTAL FUNDS

December 31, 2019

	WAMPO Fund
ASSETS:	
Cash, including investments	\$ 301,403
Receivables: Intergovernmental	550,626
	<hr/>
Total assets	\$ 852,029
	<hr/>
LIABILITIES AND FUND BALANCE:	
Liabilities:	
Accounts payable	\$ 148,351
Accrued expenses	5,847
Cash advance from fiscal agent	586,611
	<hr/>
Total liabilities	740,809
	<hr/>
Fund balance:	
Assigned to: Highway and transit planning	111,220
	<hr/>
Total fund balance	111,220
	<hr/>
Total liabilities and fund balance	\$ 852,029
	<hr/> <hr/>

The accompanying notes are an integral part of the basic financial statements.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION

December 31, 2019

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

Total fund balance – total governmental funds	\$ 111,220
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental fund	<u>(12,955)</u>
Total net position – governmental activities	<u><u>\$ 98,265</u></u>

The accompanying notes are an integral part of the basic financial statements.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS

For the Year Ended December 31, 2019

	WAMPO Fund
Revenues:	
Intergovernmental:	
Kansas Department of Transportation / Federal Highway Administration / Federal Transit Administration	\$ 1,498,557
Member fees	50,000
TIP fees	149,419
Total revenues	1,697,976
Expenditures:	
Current:	
Administration	419,426
Highway and transit planning	1,355,589
Total expenditures	1,775,015
Change in fund balance	(77,039)
Fund balance, beginning of year	139,861
Prior period adjustment	48,398
Fund balance, beginning of year, restated	188,259
Fund balance, end of year	\$ 111,220

The accompanying notes are an integral part of the basic financial statements.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN THE FUND BALACE OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ACTIVITIES

For the Year Ended December 31, 2019

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

Net change in fund balance – governmental funds	\$ (77,039)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental fund	<u>(9,505)</u>
Net change in net position – governmental activities	<u>\$ (86,544)</u>

The accompanying notes are an integral part of the basic financial statements.

NOTES TO THE FINANCIAL STATEMENTS

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Wichita Area Metropolitan Planning Organization (WAMPO) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The more significant accounting and reporting policies and practices employed by WAMPO are as follows:

A. Reporting Entity

WAMPO is a quasi-governmental entity which was established as Wichita Metropolitan Area's designated Metropolitan Planning Organization under federal law.

The membership of the Executive Board consists of members from towns and cities in the Wichita Metropolitan Area. The Transportation Policy Body acts as a policy body coordinating transportation planning, traffic engineering, air quality conformity, and related implementation activities. It prepares reports to meet the requirements of several transportation and environmental oversight entities at the federal level.

The Transportation Policy Body also has broad financial responsibilities, including the approval of the annual budget and the establishment of a system of accounting and budgetary controls.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

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

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

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

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation
(Continued)**

However, compensated absences are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in the governmental fund.

Member fees associated with the current fiscal period are all considered to be susceptible to accrual and, accordingly, have been recognized as revenue of the current fiscal period. Miscellaneous revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Grants and similar awards are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met. Unearned revenues also arise when resources are received by WAMPO before it has legal claim to them, as when grant monies are received prior to meeting all eligibility requirements imposed by the provider.

Receivables that will not be collected within the available period have also been reported as unavailable revenue on the governmental fund financial statements.

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

C. Compensated Absences

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

<u>Completed Years of Service</u>	<u>Vacation Days Earned Per Year</u>
Less than 4	10 days
4 - Less than 10	15 days
10 - Less than 15	17 days
15 - Less than 20	20 days
20 or more	25 days

The maximum vacation hours an employee can carryforward is 240 hours. Unused annual leave will be paid at the time of termination up to this maximum at their current rate of pay at the time of termination.

The current and long-term liabilities, including related benefits, for accumulated vacation and sick leave are reported on the government-wide financial statements. A liability for these amounts, including related benefits, is reported in governmental funds only if they have matured, for example, as a result of employee leave, resignations, and retirements.

D. Estimates

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

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Net Position / Fund Balance Classifications

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

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

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

F. Fund Balance Policies

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

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. Program Revenues

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

II. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Cash and Cash Equivalents

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

At December 31, 2019, approximately \$67,000 of WAMPO's deposits were not fully covered by federal depository insurance or collateralized by securities held by WAMPO's agent in WAMPO's name.

Credit Risk and Concentration of Credit Risk. Kansas law limits the types of investments that can be made by WAMPO, which inherently reduces its credit risk.

Credit risk is the risk that the issuer or other counterparty to an investment will be unable to fulfill its obligations to the holder of the investment. This risk can be measured by the assignment of a rating by a nationally recognized statistical rating organization.

Interest Rate Risk. As a means of managing its exposure to fair value losses arising from increasing interest rates, WAMPO follows state statutes which generally limit investment maturities to two years. To minimize the risk of loss, WAMPO matches investments to anticipated cash flows and diversifies the investment types to the extent practicable. Investments in U.S. treasury coupon securities have a maturity of less than one year.

B. Receivables

Receivable balances are due from an intergovernmental agency. Intergovernmental receivables as of year-end for WAMPO in the aggregate, were \$550,626. The full amount is due from the Kansas Department of Transportation.

Management considers all receivables at June 30, 2019 to be fully collectible; therefore, no allowance for doubtful accounts was included.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

II. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

C. Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2019 was as follows:

	Compensated absences
Governmental Activities:	
Balance at January 1, 2019	\$ 3,450
Additions	22,426
Reductions	(12,921)
Balance at December 31, 2019	\$ 12,955
Due within one year	\$ 8,360

As of December 31, 2019, WAMPO had an outstanding cash advance in the amount of \$586,611 from its fiscal agent. Interest is charged on the outstanding balance at a variable rate based on the greater of the fiscal agent's weighted average yield to maturity on its pooled cash and investments or the 91-day Treasury Bill yield. As of December 31, 2019, the effective interest rate on the cash advance was 2.042% and interest expense for the year ended December 31, 2019 was \$2,851. In the event of termination of the fiscal agent agreement, the cash advance will become due and payable within thirty days of termination.

D. Economic Dependency

WAMPO received approximately 88% of its revenues from the Federal Transit Administration and the Federal Highway Administration passed through the Kansas Department of Transportation.

E. Risk Management

WAMPO is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

WAMPO carried commercial insurance for all risks of loss, including property and liability, workers' compensation, and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

F. Retirement Plans

WAMPO participates in a voluntary defined contribution retirement plan (Plan), as authorized by Internal Revenue Services (IRS) Code Section 457. Salary reduction agreements are made with eligible employees whereby prescribed amounts are withheld from the employee's pay and remitted to the Trustee, American United Life Insurance Company, which invests the withholdings in allowable investments in accordance with the investment instructions of the employees. These monies are not available to employees until termination or retirement from employment, death, or unforeseeable emergency. Any classified or unclassified employees, except those employed on an emergency, temporary, or intermittent basis, are eligible on their first day of employment to participate in the Plan. For the year-ended December 31, 2019, WAMPO made contributions to the Plan totaling \$20,065 and six employees of WAMPO participated in the Plan.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

II. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

F. Retirement Plans (Continued)

All assets under this Plan are held in trust for the exclusive benefit of participants and their beneficiaries. For this purpose, an annuity contract or custodial account described in IRS Code Section 497(g) is treated as a trust.

G. Pending Governmental Accounting Standards

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

GASB Statement No. 83, *Certain Asset Retirement Obligations*, addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability and a corresponding deferred outflow of resources for AROs when the liability is incurred and reasonably estimable. This statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for estimating the liability and the estimated remaining useful life of the associated tangible capital asset. The provisions of this statement were originally effective for financial statements for WAMPO's fiscal year ending December 31, 2019, now postponed until December 31, 2020 per GASB Statement No. 95.

GASB Statement No. 84, *Fiduciary Activities*, improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when demands for resources has been made or when no further action, approval or condition is required to be taken or met by the beneficiary to release the assets. The provisions of this statement were originally effective for financial statements for WAMPO's fiscal year ending December 31, 2019, now postponed until December 31, 2020 per GASB Statement No. 95.

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

GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*, improves information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. Provisions of this statement are effective for financial statements for WAMPO's fiscal year ending December 31, 2019, now postponed until December 31, 2020 per GASB Statement No. 95.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

II. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

G. Pending Governmental Accounting Standards (Continued)

GASB Statement No. 90, *Major Equity Interests*, improves consistency and comparability of reporting a government's majority equity interest in a legally separate organization, and improves the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. Provisions of this statement were originally effective for financial statements for WAMPO's fiscal year ending December 31, 2019 and now postponed until December 31, 2020 per GASB Statement No. 95.

GASB Statement No. 91, *Conduit Debt Obligations*, provides a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The provisions of this statement were originally effective for WAMPO's fiscal year ending December 31, 2021 and now postponed until December 31, 2022 per GASB Statement No. 95.

GASB Statement No. 92, *Omnibus 2020*, enhances comparability in accounting and financial reporting and improves the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB statements. This statement addresses a variety of topics including: effective date of GASB 87 for interim financial reports; intra-entity transfers between primary governments and component unit pension or OPEB plans; applicability of Statements No. 73 and 74 for reporting assets accumulated for postemployment benefits; applicability of certain requirements of GASB 84 to postemployment benefit arrangements; measurement of asset retirement obligations in government acquisitions; reporting by public entity risk pools for amounts recoverable from reinsurers or excess insurers; reference to nonrecurring fair value measurements in authoritative literature and terminology used related to derivative instruments. Certain provisions of this statement were effective upon issuance and did not impact WAMPO's financial reporting, other provisions of this statement are were originally effective for financial statements for WAMPO's fiscal year ending December 31, 2022 and now postponed until December 31, 2023 per GASB Statement No. 95.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, provides guidance where some governments have entered into agreements in which variable payments made or received depend on an interbank offered rate (IBOR) -most notably, the London Interbank Offered Rate (LIBOR). As a result of global reference rate reform, LIBOR is expected to cease to exist in its current form at the end of 2021, prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates, by either changing the reference rate or adding or changing fallback provisions related to the reference rate. The provisions of this statement were originally effective for financial statements for WAMPO's fiscal year ending December 31, 2022 and now postponed until December 31, 2023 per GASB Statement No. 95.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

II. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

G. Pending Governmental Accounting Standards (Continued)

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

GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, provides temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

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

GASB Statement No. 97, *Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*, provides the following guidance: 1) increases consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; 2) mitigates costs associated with the reporting of certain defined contribution pension plans, defined contribution OPEB plans and employee benefit plans other than pension or OPEB plans as fiduciary component units in fiduciary fund financial statements; and 3) addresses relevance, consistency and comparability of the accounting and financial reporting for Internal Revenue Code Section 457 deferred compensation plans that meet the definition of a pension plan and for benefit provided through those plans. The first two provisions of this statement are effective immediately. The last provision will be effective for financial statements for WAMPO's fiscal year ending December 31, 2022.

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

NOTES TO THE FINANCIAL STATEMENTS

II. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

H. Prior Period Adjustment

In the 2019 financial statements, WAMPO recorded a prior period adjustment in the amount of \$48,398 to account for a federal reimbursement receivable attributable to 2018 expenses. The result of the adjustment was an increase beginning net position and a decrease to current year revenues.

I. Subsequent Events

On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic and recommended worldwide mitigation measures. The extent of COVID-19's effect on WAMPO's operational and financial performance will depend on future developments, including the duration, spread and intensity of the pandemic, all of which are uncertain and difficult to predict considering the rapidly evolving landscape. As a result, it is not currently possible to ascertain the overall impact of COVID-19 on WAMPO's operations.

REQUIRED SUPPLEMENTARY INFORMATION

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

REQUIRED SUPPLEMENTARY INFORMATION

December 31, 2018

Required supplementary information includes financial information and disclosures that are required by GASB but are not considered a part of the basic financial statements.

For WAMPO, this information includes:

- A budgetary Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Budget Basis – WAMPO Fund

Budgetary Comparison Schedule

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

**WICHITA AREA METROPOLITAN
PLANNING ORGANIZATION**

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE – BUDGET AND ACTUAL – BUDGET BASIS
WAMPO FUND

For the Year Ended December 31, 2019

	Budgeted Amounts Final	Actual Amounts Budgetary Basis	Variance with Final Budget Over/ (Under)
Revenues:			
Intergovernmental:			
Kansas Department of Transportation / Federal Highway Administration / Federal Transit Administration	\$ 2,357,213	\$ 1,498,557	\$ (858,656)
Member fees	50,000	50,000	--
TIP fees	150,000	149,419	(581)
Total revenues	2,557,213	1,697,976	(859,237)
Expenditures:			
Administration	625,180	419,426	(205,754)
Highway and transit planning	1,932,033	1,355,589	(576,444)
Total expenditures	2,557,213	1,775,015	(782,198)
Net change in fund balance	\$ --	\$ (77,039)	\$ (77,039)
Fund balance, beginning of year		139,861	
Prior period adjustment		48,398	
Fund balance, beginning of year, restated		188,259	
Fund balance, end of year		\$ 111,220	



Agenda Item 4B: Action
Transit Safety Performance Measure Targets adoption
 Jon Moore, Rene Hart, KDOT

KDOT had been developing the “Transit Safety Plan” with several providers throughout the state, including transit agencies in the WAMPO area.

The attached document (Derby, and Butler County) sets safety targets for transit providers at a state level. KDOT has requested the MPO adopt this target as a formality.

These targets were designed for transit providers of a similar size and the performance metrics were designed to cover all providers.

Action Options:

- Approve the Adoption of Safety Plan and Safety Performance Measure targets, as proposed.
- Not approve the Adoption of Safety Plan and Safety Performance Measure targets.
- Approve the Adoption of Safety Plan and Safety Performance Measure targets, with specific changes.

Recommendation:

- Recommend approval of the Adoption of Safety Plan and Safety Performance Measure targets.

Butler County & Derby Transit Safety Performance Targets Info:

Safety Performance

Safety performance is an organization’s safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

▮ Safety Performance Targets

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/failures)
Fixed Route Bus Service	0	0	2	0.2	2	0.2	0
Demand Response Bus Service	0	0	2	0.2	2	0.2	0



Agenda Item 4B: Action
Transit Safety Performance Measure Targets adoption
 Jon Moore, Rene Hart, KDOT

Wichita Transit Safety Performance Targets Info:

Mode of Transit Service	Fatalities	Fatalities/ 100k VRM	Total Injuries	Injuries/ 100k VRM	Safety Events	Safety Events/ 100k VRM	VRM/Major System Failure
Fixed route	0	0	6.25	0.05	39	1.84	4,117
Paratransit	0	0	1.25	0	9	1.40	78,600
Micro-transit*							
Van pool*							

*Transit modes currently under pilot contracts for potential development but not utilized.

Attachment:

- [Regional Transit Safety Plans](#)



2020 State-Sponsored Agency Safety Plan

Bureau of Transportation Planning



August 25, 2020

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Transit Agency Information:

AGENCY NAME: Butler County- Butler County Transit

ADDRESS: 2101 Dearborn, Suite 302, Augusta, KS 67010

ACCOUNTABILITY EXECUTIVE: Crystal Noles

CHIEF SAFETY OFFICER: Satina Goodwin



MODES OF SERVICE COVERED BY THIS PLAN: Demand Response

MODES PROVIDED BY TRANSIT AGENCY: Demand Response

FTA FUNDING TYPES: 5311, 5307

Plan Development, Approval, and Updates

This plan was drafted by the Kansas Department of Transportation in accordance with Part 673.

Signature by the Accountable Executive	Signature by the Accountable Executive		Date of Signature
	 Crystal Noles, Butler County Dept. on Aging Director		8-25-20
Approval by the Board of Directors or an Equivalent Authority	Signature by Oversight Authority		Date of Approval
	 Marc Murphy, Butler County Commission Chair		8-25-20
	Relevant Documentation (title and location)		

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued

Annual Review and Update of the Public Transportation Agency Safety Plan

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Safety Performance

Safety performance is an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Targets

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/failures)
Fixed Route Bus Service	0	0	2	0.2	2	0.2	0
Demand Response Bus Service	0	0	2	0.2	2	0.2	0

Safety Performance Target Coordination

Butler County Transit's Accountable Executive shares our Safety Plan, including safety performance targets, with WAMPO (Wichita Area Metropolitan Planning Organization) and also provides a copy of our formally adopted plan to the Kansas Department of Transportation each year after its formal adoption. Agency personnel are available to coordinate with Kansas and the MPOs in the selection area of Kansas and MPOs safety performance targets upon request.

Safety Management Policy

The Safety Management Policy is a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety

Safety Management Policy Statement

Safety is one of the primary components of Butler County Transit's mission as a transit provider. It is our responsibility as an organization to serve the public in a safe manner, and to continuously ensure that passengers and operators are at minimal risk to injury. **Butler County Transit** is committed to the following:

- Communicating safety risks and mitigations to all members of the agency,
- Allowing employees to report safety hazards with and/or without revealing their identity,
- Appropriately acting on employee reports in order to mitigate identified safety hazards, and
- Establishing realistic safety performance targets.

Safety Management Policy Communication

The Safety Management Policy Statement was introduced to staff after the plan was approved. The Chief Safety Officer is responsible for posting and informing staff of the Safety Management Policy Statement. It is also a part of new-hire training and annual refresher training.

Authorities, Accountabilities, and Responsibilities

Agencies with smaller staffs can combine the CSO and Accountable executive.

Accountable Executive

- Appoints a Chief Safety Officer who is a direct report.
- Ensures the implementation of any and all safety risk mitigations.
- Ensures action is taken to address substandard safety performance.
- Assumes ultimate responsibility for carrying out this plan.

Chief Safety Officer

- Ensures and oversees day-to-day implementation and operation of **Butler County Transit's** safety plan and safety risk mitigations.
- Manages the employee reporting system and reviews all employee reports daily.
- Chairperson of the Safety Committee, which involves:
 - Appointing members,

- Scheduling bimonthly meetings,
- Creating meeting agendas, and
- Leading meetings.
- Identifies substandard performance in **Butler County Transit's** safety plan and develops action plans for approval by the Accountable Executive.
- Provides safety risk management expertise and support for other **Butler County Transit** personnel who conduct and oversee safety assurance activities.

Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during meetings. The annual frequency of meetings is at the discretion of the Chief Safety Officer but will meet no fewer than 4 times annually.

Members of the Safety Committee are chosen by the Chief Safety Officer. The committee should consist of no fewer than 4 members, including members from all departments (executive, dispatch, operations, and maintenance), as well as an interested transit user.

Drivers' Meetings: A permanent agenda item in all Drivers' Meetings is dedicated to safety. Known safety issues, risks, and new mitigations will be discussed. The annual frequency of meetings is at the discretion of the Chief Safety Officer, and it is recommended that meetings be held monthly.

All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented. All-Staff meetings should not disrupt service and it is not necessary that all drivers attend. However, representation from drivers is required. The annual frequency of meetings is at the discretion of the Chief Safety Officer. It is recommended that these meetings be held monthly, or at a minimum quarterly.

Employee Safety Reporting Program

In order to create a safer work environment, employees are encouraged to report anything that they identify as unsafe during their day-to-day duties. Employees may report unsafe conditions directly to their supervisor or the dispatcher. If employees choose to make reports anonymously, they may put them in the comment box located in the driver area. Employees who report unsafe conditions are free from any retribution as a result.

Typical employee reports contain information such as:

- Concerns related to transit operation (for example, road conditions or weather);
- Safety policies or procedures that are not working as intended;
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

A sample Employee Reporting form is included in **Appendix 2**.

Employees' safety reports will be reviewed daily by the Chief Safety Officer (CSO). At their discretion, reports will be forwarded to members of the Safety Committee to be addressed at the next Safety Committee meeting.

The CSO will also discuss actions taken as a result of employee reporting during the next All-Staff Meeting.

Safety Risk Management

Safety Risk Management is a process within a Transit Agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Hazard Identification

Safety Hazards can be identified through:

- Employee Reporting
- Review of vehicle camera footage (where applicable);
- Monthly review of performance data;
- Supervisor observation;
- Customer/passenger comments (a sample customer comment form is included in Appendix 1);
- Safety Committee, Drivers', and All-Staff Meetings;
- Training assessments;
- Inspections of vehicles, facilities, and equipment;
- Investigations of safety events; and
- Federal Transit Administration (FTA) and other oversight authorities.

Any observation of a safety concern will be reported to the CSO. The CSO is responsible for determining whether to:

- Take immediate action;
- Follow up on the report; or
- Take no action.

Actions that the CSO may take to follow up on a safety report may include:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;

- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

After taking action, the CSO will discuss identified hazards and consequences at the next Safety Committee meeting.

Safety Risk Assessment

If an identified hazard poses an immediate risk to life, property, or the environment, the CSO must immediately bring the hazard to the Accountable Executive for safety risk assessment and mitigation. It is up to the discretion of the CSO to determine if a hazard justifies this intervention.

When an identified hazard is brought to the Safety Committee, it is given a hazard rating that helps to determine what steps need to be taken to mitigate the risk. The methodology used to evaluate risks is shown in **Appendix 3**.

The CSO schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the CSO reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The CSO may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Safety Risk Mitigation

The Accountable Executive and CSO review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The CSO tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bimonthly meetings and to staff upon request.

In the Safety Risk register, the CSO will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Safety Assurance

Safety Assurance is the process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Performance Monitoring and Measurement

The agency uses the following measures to ensure that all employees, equipment, vehicles, and facilities are complying with operations and maintenance procedures:

- Safety Audits,
- Informal inspections
- Regular review of onboard camera footage to assess drivers and specific incidents (where applicable),
- Safety surveys,
- Employee reports,
- Investigation of safety occurrences,
- Monitoring and review of daily data, and
- Vehicle inspections.

Information gathered from these sources is compared with recent performance to determine whether actions need to be taken.

Safety Risk Mitigation Monitoring

Once a hazard has been mitigated, the CSO is responsible for monitoring the mitigation to ensure that it is working appropriately. The CSO must establish a method for monitoring mitigations as part of the implementation of safety risk mitigations. The CSO may assign a supervisor or director the responsibility of monitoring the mitigation.

The CSO and Safety Committee review the performance of individual safety risk mitigations during the bimonthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

The CSO and Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigation;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and

- Analyzing operation and safety data to identify emerging safety concerns.

The CSO works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Investigations of Safety Events

Following a safety event, an investigation is started to determine causal factors and potential solutions. The investigation is led by the CSO and the Accident/Incident Review Board.

Members of this body include the Safety Committee, the agency's board, as well as appropriate outside state and local officials. The Review Board will determine whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The CSO and Safety Committee are also required to:

- Review safety information and documents;
- Ensure that the concerns are investigated or analyzed; and
- Review internal and external reviews, including audits and assessments.

Safety Promotion

Safety Promotion is a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Competencies and Training

All employees are required to complete necessary safety trainings, including:

- Vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- The Chief Safety Officer, and
- Accountable Executive.

All employees are required to complete federal mandated safety training. Additional recommended job-specific training is outlined below.

Additional operations safety-related skill training COULD include the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operators, supervisors, and managers, and
- Accident investigation training for operations supervisors and managers.

Additional vehicle maintenance safety-related skill training COULD include the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

The Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management.

The Kansas Rural Transit Assistance Program offers online training courses for new drivers and refresher courses (found at <https://kutc.ku.edu/rtap>).

Safety Communication

The agency's safety policy is communicated in three ways:

- 1. Communicating safety and safety performance information throughout the agency:** The agency communicates safety information and performance in its quarterly newsletter and during quarterly All-Staff Meetings, and Drivers' Meetings. Information communicated during these meetings typically includes safety performance statistics, lessons learned from recent occurrences, and upcoming events that may impact the agency's service or safety performance.
- 2. Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, the agency distributes safety policies and procedures, included in the Employee Handbook, to all employees.
- 3. Informing employees of safety actions taken in response to reports submitted through the ESRP:** The agency provides targeted communications to inform employees of safety actions taken in response to reports submitted through employee reports.

Additional Information

Definitions of Terms

Accident- an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; or an evacuation for life safety reasons, at any location, at any time, whatever the cause.

Collision (NTD) - A vehicle/vessel accident in which there is an impact of a transit vehicle/vessel with:

- Another transit vehicle
- A non-transit vehicle
- A fixed object
- A person(s) (suicide/attempted suicide included)
- An animal

Hazard- any real of potential condition that can cause injury, illness, or death; damage to or loss of the facilities equipment, or infrastructure of a public transportation system; or damage to the environment.

Passenger- a person other than an operator who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Risk- the composite of predicted severity and likelihood of the potential effect of a hazard.

Safety Assurance- the process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Event (NTD)- A collision, , fire, hazardous material spill, act of nature (Act of God), evacuation, or [other safety occurrence not otherwise classified] occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

Safety Objective- a general goal or desired outcome related to safety.

Safety Performance- an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Promotion- a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk- the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment- the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management- a process within a Transit Agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation- the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

List of Acronyms

Acronym	Word or Phrase
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
PART 673	49 CFR Part 673 (Public Transportation Safety Plan)
SMS	Safety Management System
VRM	Vehicle Revenue Miles

APPENDICIES

1. Customer Comment Form

Date:

Time:

Submitted To:

Comments on Safety:

Driver: _____

Bus Number: _____

Client's Name: _____

Client's Phone Number for Follow Up: _____

Employee Reporting Form

Employee Reporting Form

Incident Title _____
Incident Date _____
Employee Name _____
Employee Title _____
Supervisor Name _____
Employee Department _____
Time of Incident (hh:mm am or pm) _____
Incident Reported To: _____
Incident or Accident: Incident Accident
Incident Classification:

Description: _____

Preventable: YES NO

If Preventable, How? _____
Unsafe Acts Committed: _____
Type of Injury: _____
Location of Injury: _____

2. Safety Risk Assessment Methodology

Sample Safety Risk Matrix and Likelihood and Severity Tables

Likelihood of Occurrence of the Consequence		Risk Assessment Matrix			
Qualitative Definition	Meaning	Severity			
		1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
Frequent	Likely to Occur Frequently ($>10^{-1}$)				4A
Probable	Likely to Occur Several Times ($<10^{-2}$ but $>10^{-3}$)			3B	4B
Occasional	Likely to Occur Sometime ($<10^{-3}$ but $>10^{-4}$)		2C	3C	4C
Remote	Very Unlikely to Occur ($<10^{-4}$ but $>10^{-5}$)	1D	2D	3D	4D
Improbable	Almost inconceivable that the event will occur ($<10^{-5}$)	1E	2E	3E	4E

Severity of the Consequence	
Definition Category	Value
Catastrophic	1
	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact or monetary loss equal to or exceeding \$10M.
Critical	2
	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.
Marginal	3
	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.
Negligible	4
	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100K.

Risk Assessment Matrix Color Code	
"Tolerability" based on identified severity and likelihood circumstances.	
	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations.
	Acceptable with senior management approval.

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2020 City of Derby
Transportation Safety Plan

2020

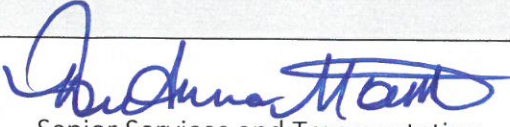
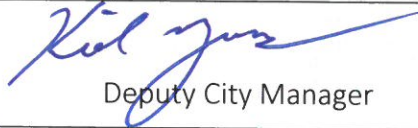
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Transit Agency Information:

Transit Agency Name	City of Derby – Derby Dash
Transit Agency Address	611 N. Mulberry Rd, S-100, Derby, KS 67037
Name and Title of Accountability Executive	BreAnna Monk, Senior Services & Transportation Director
Name of Chief Safety Officer	BreAnna Monk, Chief Safety Officer
Mode(s) of Service Covered by This Plan	Demand Response; Paratransit
Mode(s) of Service Provided by Transit Agency	Fixed Route Bus; Paratransit
FTA Funding Types	5307, 5310

Plan Development, Approval, and Updates

This plan was drafted by the City of Derby in accordance with Part 673.

Signature by the Accountable Executive	Signature by the Accountable Executive		Date of Signature
	 Senior Services and Transportation Director/Chief Safety Officer		7/23/2020
Approval by Oversight Authority	Signature by Oversight Authority		Date of Approval
	 Deputy City Manager		7/23/2020
	Relevant Documentation (title and location)		
	A copy of the Agency Safety Plan (ASP), is maintained on file by the Transportation Director and Chief Safety Officer, City of Derby.		

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1		New Document	07/08/2020

Annual Review and Update of the Public Transportation Agency Safety Plan
This plan will be jointly reviewed and updated by the Senior Services and Transportation Director/Chief Safety Officer by July 2 of each year. Oversight Authority will review and approve any changes, and signing of the new ASP.

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Safety Performance

Safety performance is an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Targets

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/failures)
Fixed Route Bus Service	0	0	2	0.2	2	0.2	0
Demand Response Bus Service	0	0	2	0.2	2	0.2	0

Safety Performance Target Coordination

The City of Derby's Accountable Executive shares our Safety Plan, including safety performance targets for the Derby Dash, with the Wichita Area Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption. The Agency's Accountable Executive also provides a copy of our formally adopted plan to the Kansas Department of Transportation. Agency personnel are available to coordinate with the Kansas Department of Transportation and the MPO in the selection area of Kansas and MPO safety performance targets upon request.

Safety Management Policy

The Safety Management Policy is a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management Policy Statement

Safety is one of the primary components of the City of Derby's mission as a transit provider. It is our responsibility as an organization to serve the public in a safe manner, and to continuously ensure that passengers and operators are at minimal risk to injury. The City of Derby is committed to the following:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all transportation staff, managers, supervisors, and employees.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the City of Derby's Employee Transportation Safety Reporting Process (ETSRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources to establish an effective ETSRP that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the ETSRP. (After thoroughly analyzing provided data, the City of Derby will develop processes and procedures to mitigate safety risk to an acceptable level.)
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Safety Management Policy Communication

Below are the job descriptions to identify the channels of communication. Duly note, the Accountable Executive/Chief Safety Officer is responsible for posting and informing staff of the Safety Management Policy Statement. It should also be a part of new-hire training and annual refresher training.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

- Manages Safety plan and serves as Chief Safety Officer (see additional duties below).
- Ensures the implementation of any and all safety risk mitigations.
- Ensures action is taken to address substandard safety performance.
- Assumes ultimate responsibility for carrying out this plan.

Chief Safety Officer

- Ensures and oversees day-to-day implementation and operation of the City of Derby's transportation safety plan and safety risk mitigations.
- Manages the employee safety reporting system and reviews all employee reports regularly.
- Chairperson of the Transportation Safety Committee, which involves:
 - Appointing members,
 - Scheduling bimonthly meetings,
 - Creating meeting agendas, and
 - Leading meetings.
- Identifies substandard performance in the City of Derby transportation safety plan and develops action plans for approval by the Oversight Authority.
- Provides safety risk management expertise and support for other City of Derby transportation personnel who conduct and oversee safety assurance activities.

Transportation Safety Committee: Any safety hazards reported will be jointly evaluated by the Transportation Safety Committee and the Accountable Executive/Chief Transportation Safety Officer during meetings. The annual frequency of meetings is at the discretion of the Accountable Executive/Chief Safety Officer but will meet no fewer than 4 times annually.

Members of the Transportation Safety Committee are chosen by the Accountable Executive/Chief Safety Officer. The committee should consist of no fewer than 4 members, including members from all areas of the transportation program (executive, dispatch, operations, and maintenance).

Drivers' Meetings: A permanent agenda item in all Drivers' Meetings is dedicated to safety. Known safety issues, risks, and new mitigations will be discussed. The annual frequency of meetings is at the discretion of the Accountable Executive/Chief Safety Officer, and it is recommended that meetings be held monthly.

All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented. All-Staff meetings should not disrupt service and it is not necessary that all drivers attend. However, representation from drivers is required. The annual frequency of meetings is at the discretion of the Accountable Executive/Chief Safety Officer. It is recommended that these meetings be held monthly, or at a minimum quarterly.

Employee Transportation Safety Reporting Process

In order to create a safer work environment, employees are encouraged to report anything that they identify as unsafe during their day-to-day duties. Employees may report unsafe conditions directly to their supervisor or the dispatcher. If employees choose to make reports anonymously, they may put them in the comment box located in the driver area. Employees who report unsafe conditions are free from any retribution as a result.

Typical employee reports contain information such as:

- Concerns related to transit operation (for example, road conditions or weather);
- Safety policies or procedures that are not working as intended;
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

A sample Employee Transportation Safety Reporting form is included in the **Appendices**.

Employee safety reports will be reviewed regularly by the Accountable Executive/Chief Safety Officer (CSO). At the CSO's discretion, reports will be forwarded to the Oversight Authority to be addressed.

The Accountable Executive will also discuss actions taken as a result of employee reporting during the next All-Staff Meeting.

Safety Risk Management

Safety Risk Management is a process within a Transit Agency's Safety Plan for Identifying hazards, and mitigating safety risk.

Safety Hazard Identification

Safety Hazards can be identified through:

- Employee Reporting
- Review of vehicle camera footage (where applicable);
- Monthly review of performance data;
- Supervisor observation;
- Customer/passenger comments
- Transportation Safety Committee, Drivers', and All-Staff Meetings;
- Training assessments;
- Inspections of vehicles, facilities, and equipment;
- Investigations of safety events; and
- Federal Transit Administration (FTA) and other oversight authorities.

Any observation of a safety concern will be reported to the Accountable Executive/CSO. The CSO is responsible for determining whether to:

- Take immediate action;
- Follow up on the report; or
- Take no action.

The CSO will notify the City's HR Director/Safety Coordinator of all hazards that pertain to employees and will provide City required injury and accident reports to the Safety Coordinator for all employee injuries and accidents. Actions that the CSO may take to follow up on a safety report may include:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

After taking action, the CSO will discuss identified hazards and consequences at the next Transportation Safety Committee meeting.

Safety Risk Assessment

If an identified hazard poses an immediate risk to life, property, or the environment, the Accountable Executive/CSO will take immediate action to address the hazard and will notify the Oversight Authority of the hazard and the steps that have been taken to address the hazard.

When an identified hazard is brought to the Transportation Safety Committee, they will make recommendations for steps that should be taken to mitigate the risk.

The Accountable Executive/CSO schedules safety risk assessment activities on the Transportation Safety Committee agenda. The agenda is provided at least one week in advance of the Transportation Safety Committee meeting. During the meeting, the CSO reviews all hazards and their consequence(s) and reviews available information distributed with the Transportation Safety Committee agenda. The CSO may request support from members of the Transportation Safety Committee in obtaining additional information to support the safety risk assessment.

Safety Risk Mitigation

The Accountable Executive/Chief Safety Officer will review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Transportation Safety Committee.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Accountable Executive/Chief Safety Officer tracks and updates safety risk mitigation information

in the Safety Risk Register and makes the Register available to the Transportation Safety Committee during monthly meetings and to staff upon request.

In the Safety Risk register, the Accountable Executive/Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Safety Assurance

Safety Performance Monitoring and Measurement

The agency uses the following measures to ensure that all employees, equipment, vehicles, and facilities are complying with operations and maintenance procedures:

- Safety Audits,
- Informal inspections
- Regular review of onboard camera footage to assess drivers and specific incidents (where applicable),
- Safety surveys,
- Employee reports,
- Investigation of safety occurrences,
- Monitoring and review of daily data, and
- Vehicle inspections.

Information gathered from these sources is compared with recent performance to determine whether actions need to be taken.

Safety Risk Mitigation Monitoring

Once a hazard has been mitigated, the CSO is responsible for monitoring the mitigation to ensure that it is working appropriately. The CSO must establish a method for monitoring mitigations as part of the implementation of safety risk mitigations.

The CSO and Transportation Safety Committee review the performance of individual safety risk mitigations during the Transportation Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Transportation Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

The CSO and Transportation Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigation;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operation and safety data to identify emerging safety concerns.

The Accountable Executive/CSO works with the Transportation Safety Committee to carry out and document all monitoring activities.

Investigations of Safety Events

Following a safety event, an investigation is started to determine causal factors and potential solutions. The investigation is led by the CSO and the Accident/Incident Review Board. Members of this body include the Chief Safety Officer, Deputy City Manager, Deputy Chief of Derby Police Department, and City of Derby Budget Analyst. The Review board will determine whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The CSO and Safety Committee are also required to:

- Review safety information and documents;
- Ensure that the concerns are investigated or analyzed; and
- Review internal and external reviews, including audits and assessments.
- Notify and provide required injury and accident reports to the City's Safety Coordinator.

Safety Promotion

Competencies and Training

All employees are required to complete necessary safety trainings, including:

- Vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- The Chief Safety Officer, and
- Accountable Executive.

All employees are required to complete federal mandated safety training. Additional recommended job-specific training is outlined below.

Additional operations safety-related skill training COULD include the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operators, supervisors, and managers, and
- Accident investigation training for operations supervisors and managers.

Additional vehicle maintenance safety-related skill training COULD include the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

The Accountable Executive and Executive Management must complete FTA's SMS Awareness online training and an executive session on safety management.

The Kansas Rural Transit Assistance Program offers online training courses for new drivers and refresher courses (found at <https://kutc.ku.edu/rtap>).

Safety Communication

The City of Derby's safety policy is communicated in three ways:

- 1. Communicating safety and safety performance information throughout the City of Derby:** The City of Derby communicates safety information in its monthly newsletter and during quarterly All-Staff Meetings, and Drivers' Meetings. Information communicated during these meetings typically includes safety performance statistics, lessons learned from recent occurrences, and upcoming events that may impact the agency's service or safety performance.
- 2. Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, the City of Derby distributes safety policies and procedures, included in the Personnel Policy Manual and Safety Manual, to all employees.
- 3. Informing employees of safety actions taken in response to reports submitted through the ETSRP:** The agency provides targeted communications to inform employees of safety actions taken in response to reports submitted through employee reports.

Additional Information

Definitions of Terms

Accident- an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; or an evacuation for life safety reasons, at any location, at any time, whatever the cause.

Collision (NTD)- A vehicle/vessel accident in which there is an impact of a transit vehicle/vessel with:

- Another transit vehicle
- A non-transit vehicle
- A fixed object
- A person(s) (suicide/attempted suicide included)
- An animal

Hazard- any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities equipment, or infrastructure of a public transportation system; or damage to the environment.

Passenger- a person other than an operator who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Risk- the composite of predicted severity and likelihood of the potential effect of a hazard.

Safety Assurance- the process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Event (NTD)- A collision, , fire, hazardous material spill, act of nature (Act of God), evacuation, or [other safety occurrence not otherwise classified] occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

Safety Objective- a general goal or desired outcome related to safety.

Safety Performance- an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Promotion- a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk- the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment- the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management- a process within a Transit Agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation- the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

List of Acronyms

Acronym	Word or Phrase
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ETSRP	Employee Transportation Safety Reporting Process
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
PART 673	49 CFR Part 673 (Public Transportation Safety Plan)
SMS	Safety Management System
VRM	Vehicle Revenue Miles

APPENDICIES

Customer Safety Investigation Form



INSTRUCTIONS: All Customer forms to be completed within 24 hours of the safety violation and returned to the Accountable Executive/CSO immediately.

Date of occurrence: _____ Time: _____ AM PM

Customer Name: _____

Location of requested investigation:

Did you actually witness the safety violation? Yes No

Describe in detail what you saw:

Has the violation been previously reported to the CSO? Yes No

1) If yes, when?

Please list suggestions to help prevent future safety violations: _____

Other comments: _____

Customer Signature: _____

Date: _____

CSO Signature: _____

Date: _____



Employee Transportation Safety Reporting Form

INSTRUCTIONS: All employee safety violations shall be reported to the Accountable Executive/CSO immediately. Please Complete this form and forward to the CSO for investigation.

Date: _____ Time: _____ AM PM

Name: _____

Department: _____ Job Title: _____

Date, time and Location of violation:

Safety violation description? (Be specific) _____

What were you doing when the safety violation occurred?

Were any witnesses present? (Please list) _____

Has this violation been reported to the CSO? Yes No When? _____

Please list suggestions to help prevent future safety violations: _____

Other comments: _____

Employee's Signature: _____ Date: _____

CSO Signature: _____ Date: _____

Safety Risk Assessment Methodology

Sample Safety Risk Matrix and Likelihood and Severity Tables

Likelihood of Occurrence of the Consequence		Risk Assessment Matrix			
Qualitative Definition	Meaning	Severity			
Frequent	Likely to Occur Frequently ($>10^{-1}$)	1A	2A	3A	4A
Probable	Likely to Occur Several Times ($<10^{-1}$ but $>10^{-3}$)	1B	2B	3B	4B
Occasional	Likely to Occur Sometime ($<10^{-3}$ but $>10^{-6}$)	1C	2C	3C	4C
Remote	Very Unlikely to Occur ($<10^{-6}$ but $>10^{-8}$)	1D	2D	3D	4D
Improbable	Almost inconceivable that the event will occur ($<10^{-8}$)	1E	2E	3E	4E

Severity of the Consequence	
Definition Category	Value
Catastrophic	1 Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact or monetary loss equal to or exceeding \$10M.
Critical	2 Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.
Marginal	3 Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.
Negligible	4 Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100K.

Risk Assessment Matrix Color Code	
"Tolerability" based on identified severity and likelihood circumstances.	
Unacceptable under the existing circumstances.	Red
Acceptable based upon mitigations.	Yellow
Acceptable with senior management approval.	Green

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3. Safety Performance Targets

Mode of Transit Service	Fatalities	Fatalities/100k VRM	Total Injuries	Injuries/100k VRM	Safety Events	Safety Events/100k VRM	VRM/Major System Failure
Fixed route	0	0	6.25	0.05	39	1.84	4,117
Paratransit	0	0	1.25	0	9	1.40	78,600
Micro-transit*							
Van pool*							

*Transit modes currently under pilot contracts for potential development but not utilized.

Safety Performance Target Coordination		
<i>Coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
The safety performance targets established by WT and approved in the PTASP have been submitted to Jon Moore, KDOT Public Transportation Manager and to Kristen Zimmerman, WAMPO Senior Planner, to use in regional planning. Within six months of communicating the proposed targets, WAMPO and KDOT will coordinate with WT to confirm or modify the targets.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Kansas Department of Transportation (KDOT)	November 18, 2020
Targets Transmitted to the MPO	Metropolitan Planning Organization Name	Date Targets Transmitted
	Wichita Area Metropolitan Planning Organization (WAMPO)	November 18, 2020



Background

- The Unified Planning Work Program is the primary document for planning activities for the fiscal year.
- The document represents the planning activities that WAMPO will undertake during the coming fiscal year.

Fiscal/Budget Considerations:

Funding for the UPWP comes from various sources. The first is funding from Federal Comprehensive Planning Grant (CPG) Funds. Those estimated funds are combined with a 20 percent local match, which bring total CPG expenditures to \$1,218,750.

Options

- Recommend Approval of the Adoption of the 2021 Unified Planning Work Program.
- Recommend Approval of the Adoption of the 2021 Unified Planning Work Program with specific changes.
- Recommend Denial of the Adoption of the 2021 Unified Planning Work Program.

Recommended action

- Recommend Approval of the Adoption of the 2021 Unified Planning Work Program.

Attachment

- [2021 Unified Planning Work Program \(UPWP\)](#)



BUDGET ESTIMATES FOR THE YEAR 2021

2021 ANTICIPATED BUDGET				
WAMPO	Federal CPG Grant	Federal Funding	Local Match	Total
	Anticipated Carryover From 2020	\$43,000	\$10,750	\$53,750
	2021 Estimate	\$880,000	\$220,000	\$1,100,000
	Total	\$923,000	\$230,750	\$1,153,750
	FTA 5310 Administrative Funding Shared by WT	Federal Funding	Local Match	Total
		\$25,000	\$0	\$25,000
	Total WAMPO Funding Programs	\$948,000	\$230,750	\$1,178,750
Wichita Transit	FTA 5307 Program Regional Transportation Planning Activities	\$40,000		
	Total Wichita Transit Planning	\$40,000		\$40,000
Total Regional Transportation Planning Funding		\$988,000	\$230,750	\$1,218,750

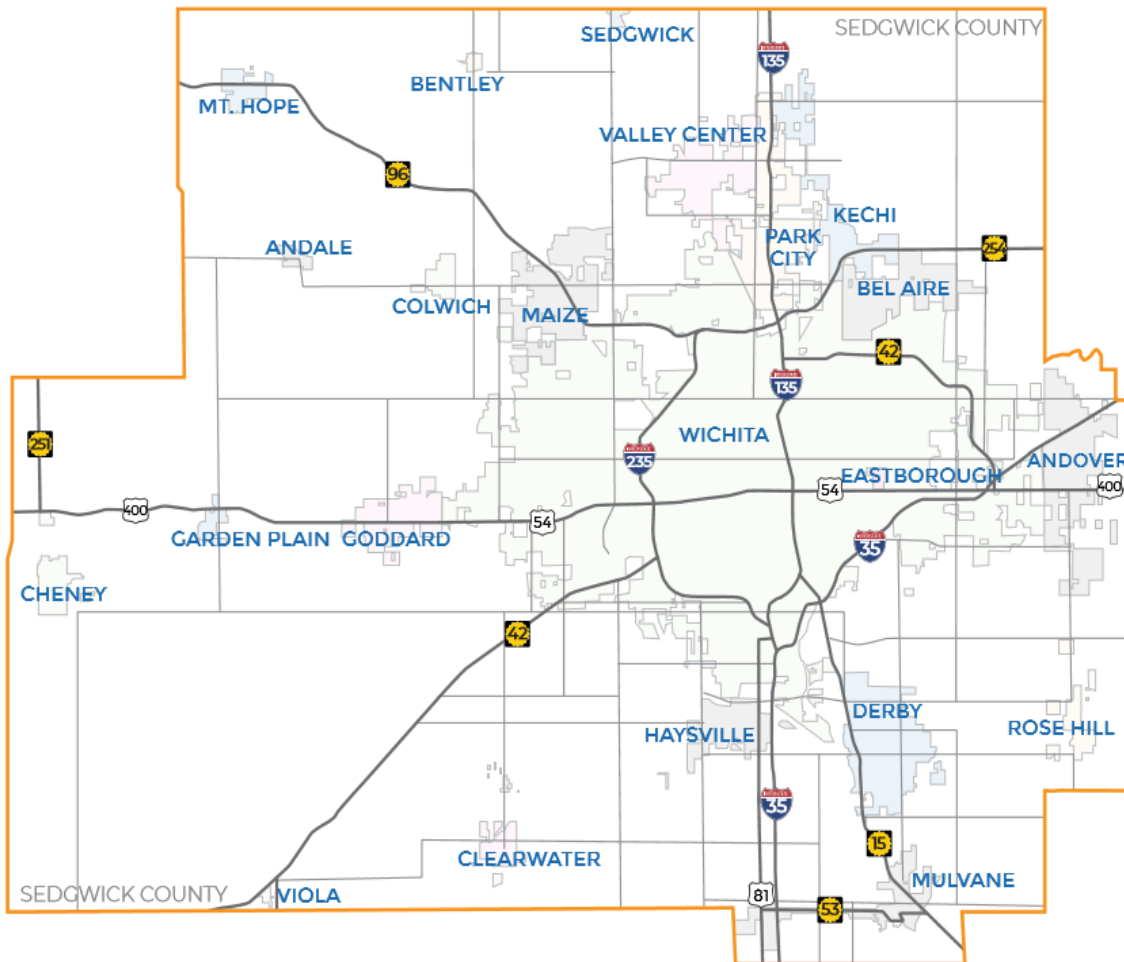
Previous Year Budget planned:

2020 PLANNED BUDGET				
WAMPO	Federal CPG Grant	Federal Funding	Local Match	Total
	Anticipated Carryover From 2019	\$160,000	\$40,000	\$200,000
	2020 Estimate	\$1,028,067	\$257,017	\$1,285,084
	Total	\$1,188,067	\$297,017	\$1,485,084
	WAMPO Suballocated Funding - STP, CMAQ, TA	Federal Funding	Local Match	Total
	Regional Asset Inventory Project (STP)	\$180,000	\$45,000	\$225,000
	Anticipated PWP Expenses (Consultants)	\$154,400	\$38,600	\$193,000
	Revenues for Anticipated PWP Administration	\$1,600	\$400	\$2,000
	Total	\$336,000	\$84,000	\$420,000
	FTA 5310 Administrative Funding Shared by WT	Federal Funding	Local Match	Total
	\$25,000	\$0	\$25,000	
Total WAMPO Funding Programs	\$1,549,067	\$381,017	\$1,930,084	
Wichita Transit	FTA 5307 Program Regional Transportation Planning Activities	\$40,000		
	Total Wichita Transit Planning	\$40,000		\$40,000
Total Regional Transportation Planning Funding		\$1,589,067	\$381,017	\$1,970,084

2021
UPWP

Unified Planning Work Program

Wichita Area Metropolitan Planning Organization (WAMPO)



Wichita Area Metropolitan Planning Organization

271 W. 3rd St., Ste 208, Wichita, KS 67202

OFFICE: (316) 779 -1321 WEBSITE: www.wampo.org

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Introduction

Since the Federal-Aid Highway Act of 1962, Metropolitan Planning Organizations (MPO) have been required by federal law and supported by federal funds in urbanized areas with a population greater than 50,000.

The Wichita Area Metropolitan Planning Organization (WAMPO) acts as the formal transportation body for all of Sedgwick County, and small portions of Butler and Sumner counties, carrying out the intent of Title 23 of the U.S. Code of Federal Regulations (CFR), Part 450.

In 1974, the Governor of Kansas designated the WAMPO as the official “MPO” for the Wichita Urbanized Area, as defined by the U.S. Census Bureau. WAMPO functions as a Transportation Management Area (TMA) as well, as it exceeds the population threshold of 200,000 persons established in 23 CFR 450.104. The U.S. Department of Transportation (DOT) reviews and certifies the Wichita Area MPO every four years.

On October 28, 1993, the U.S. Department of Transportation, under the joint sponsorship of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), released updated regulations covering the urban transportation planning and programming process. These regulations specified that:

(a) In Transportation Management Areas (TMAs), the TMA(s), in cooperation with the State and operators of publicly-owned transit, shall develop unified planning work programs (UPWPs) that meet the requirements of 23 CFR Part 420, Subpart A and:

(1) Discuss the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities (including the corridor and subarea studies discussed in 450.318 of this part) anticipated within the area during the next one or two-year period, regardless of funding sources or the agencies conducting the activities. The description should indicate who will perform the work, the schedule for completing it and the products that will be produced.

(2) Document planning activities to be performed with funds provided under Title 23, U.S.C., and the Federal Transit Act (Federal Register, Vol. 58, No. 207, p. 58040).

Purpose

The purpose of the WAMPO Unified Planning Work Program (UPWP) is to describe the transportation planning and programming activities for the fiscal year and comply with the Federal Planning regulations identified above.

WAMPO Unified Planning Work Program (UPWP) not only describes the transportation-related work activities (and associated budget) during current fiscal year, but also summarizes the planning activities completed during the prior fiscal year.

Our Role

WAMPO provides a regional forum for local, state, and federal agencies and the public to coordinate around transportation planning issues. Our organizational mission and vision are as follows:

Vision

WAMPO aspires to develop an integrated regional transportation network that safely and efficiently moves people and goods to their intended destinations, and aligns investments in the region's economic and transportation goals.

Mission

WAMPO is the lead independent agency for coordinating priorities for regionally significant transportation investments in roads, highways, transit, rails, 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 is also responsible for the development of both long and short-range multimodal transportation plans, selects and approves projects for federal funding based on regional priorities, and develops ways to manage traffic congestion. Transportation planning includes various activities. Some of these are led by the MPO, while others are led by other entities and may include:

- Identification of short/long-range multimodal transportation needs;
- Analysis and evaluation of transportation improvements;
- The provision of technical and policy guidance to member communities;
- Estimation of future traffic volumes;
- Informing the public about planning activities;
- Studying the movement of traffic along major corridors; and
- Conducting various other planning studies.

Membership & Oversight Structure

Voting membership is open to any county or city government located, wholly or partially, in the designated planning area. Currently, WAMPO membership includes the following cities and counties:

City of Andale	City of Eastborough	City of Park City
City of Andover	City of Garden Plain	City of Rose Hill
City of Bel Aire	City of Goddard	City of Sedgwick
City of Bentley	City of Haysville	City of Valley Center
City of Cheney	City of Kechi	City of Viola
City of Clearwater	City of Maize	City of Wichita
City of Colwich	City of Mount Hope	Butler County
City of Derby	City of Mulvane	Sedgwick County
		Sumner County

The Kansas Department of Transportation, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), serve as advisory, non-voting, representatives to WAMPO.

Decision-Making Structure

The following three groups form the oversight and advising structure of WAMPO:

1. The Transportation Policy Body (TPB)
2. The TPB Executive Committee
3. The Transportation Advisory Committee (TAC)

The WAMPO Policy Body is comprised of elected officials from the above listed member governments. Participating Member Jurisdictions may designate an official alternate to represent their jurisdiction. Alternates can be anyone appointed to represent the City (i.e. City Managers, Community Planners, Engineers, etc.) and do not need to be elected officials. From this board, the TPB chairperson nominates the five-member Executive Committee

The Transportation Advisory Committee is comprised primarily of representatives of member governments' and participating agencies' technical staffs.

Representation and Voting

Population determines voting representation on the TPB. Each member government within the planning area over a minimum population receives at least one representative. WAMPO by-laws provide for additional voting members for the City of Wichita and Sedgwick County on the Policy Body based on predetermined population thresholds, as determined by the U.S. Census.

Staff

The WAMPO staff positions include a full-time Director and 10 data, planning, GIS, and support positions.

Planning Issues in the Region

Many issues will influence what types of transportation infrastructure and what mode choices will be made. The region is facing some of the largest demographic, land use, shopping choices, and changes in the way people, goods and services are and will be moved since the end of World War II. This annual work program is shaped by ongoing planning efforts, major project needs, issues related to transportation funding, and possible legislation that will help shape the near and longer-term future planning efforts.

While the region will see substantial changes in the way people, goods and services are moved, communities and counties are still responsible for preserving and maintaining billions of dollars of previous investments in building the current transportation networks.

A balance of preserving the existing system and planning for the changes in the future is very difficult, but very necessary. Some of the existing infrastructure does not serve the same purpose that it did when it was originally constructed. The primary question that looms on the horizon for our system is:

Do communities want to continue to invest the same way they have always invested? Or should they look at repurposing or even disinvestment in that infrastructure for the changing future?

MTP/Work Program Integration

The region's long-range plan, MOVE 2040 was adopted in 2020. WAMPO will work towards implementation of the long-range plan. WAMPO staff plans to visit local jurisdictions in discussing the goals and priorities ranging from everything from choice and connectivity to economic vitality and infrastructure condition.

As WAMPO moves forward by engaging communities in discussions related to emerging technology, demographic changes, and uncertainty of state and federal funds.

The 2021 UPWP will attempt to show how current trends in such planning elements impact the future transportation and infrastructure systems.

Transportation System Optimization

Most of the region's guiding documents, including MOVE 2040 outline the need to manage and optimize the existing transportation system, i.e., preserve and maintain. MOVE 2040 incorporates this direction, placing increased emphasis on opportunities to maintain the current system and less emphasis on expanding the system.

Multimodal Opportunities

Increasing transit ridership, developing and completing hike and bike trail systems and increasing commuting levels by biking, walking, transit and carpooling is becoming more of a goal in the region. WAMPO recently expended substantial funds to allow member communities to expand active transportation elements such as developing hike and bike trail systems and trying to improve transit accessibility throughout the region. The UPWP also includes funding for the development of best planning practices for bicycle and pedestrian safety. Regional Active Transportation Committee work is planned to progress in 2021 through community engagement, this work will contribute towards the development of next MTP 2045.

Freight System Enhancement

The WAMPO region is looking at anywhere from a 45 to 60% increase in freight movements over the next planning period. While this will no doubt create some traffic related concerns, freight movement increases could also be a significant catalyst in economic development. The 2021 UPWP continues the development of a Regional Freight committee's work, that will have one of its focuses on how to develop the WAMPO region as a possible location as the "Port of Southcentral Kansas." Good planning could provide locations for Freight Villages that coordinate freight mobility enhancements by reducing negative impacts on streets and roadways that are not designed to accommodate increased weights and frequencies of trips throughout the region. Technology enhancements through improvements to the ITS network will also be a part of the annual planning process. Regional Freight Committee work is planned to progress in 2021 through community engagement, this work will contribute towards the development of next MTP 2045.

Data Collection, Analysis and Modeling

A major focus of this UPWP will be on data collection, how to store the data, and how best to provide access to the data. WAMPO will allocate resources to develop a data management plan, and to collect system data to assist member communities in system maintenance and preservation. We will also correlate the data with performance measures so that member communities will have a better gauge as to where to invest limited resources, and how they might tie improvements together to improve regional functionality. These functions will be tied to all forms of infrastructure and modes so that communities and WAMPO policy makers can make more data based decisions on where financial investments make the most sense and provide the best return on investment. In order to accomplish these tasks related to data collection and maintenance, 2021 UPWP plans to progress tasks on data analysis and GIS Analysis. These data maintenance will form a solid foundation for TIP and MTP development.

Planning Element Coordination

With the potential probability of change in terms of demographics, mode and shopping choices, lifestyle and other guiding factors, it is becoming more and more apparent that substantial focus should be given to how these factors will influence transportation infrastructure and land use development. Building trends show a growing change in housing types. The City of Wichita alone is seeing more downtown development in the form of over 1,800 new downtown apartments and condominiums. Sole occupant households and the fact that during this longer-term planning period over 80% of households could be childless could have significant impacts on the types and sizes of houses built and occupied. Younger generations are not so inclined to buy houses, but will pay more for upscale rental units. Vehicle ownership is giving way to shared vehicles and subscription services. All of these factors will have effects on transportation infrastructure and how we move people and goods. The UPWP continues the initial phases of what and whom we should be planning for. While preparing for the unknown is stressful, preparing is much more cost effective than reacting after the fact.

The 2021 UPWP also programs resources for enhancing community engagement to find more about what people expect in terms of transportation, what they are willing to pay for, and what the five generations of people in the region think transportation of the future will look like.

Planning Activities

The following table highlights the connections made between the UPWP major task areas, the long-range plan, the planning factors, and basic MPO requirements:

Area		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6
Long-Range Metropolitan Transportation Plan	Choice & Connectivity						
	Economic Vitality						
	Freight Movement						
	Improving Air Quality						
	Infrastructure Condition						
	Quality of Place						
	Safety						
	System Reliability & Bottlenecks						
	Investment Strategy						
Planning Factors	Increase safety of the system						
	Increase accessibility & mobility						
	Enhance integration & connectivity						
	Promote conservation of resources						
	Promote efficiency						
	Emphasize preservation of the system						
	Improve resiliency, reliability & coordinate land use						
	Decrease outmigration of prime wage earners						
	Monitor demographic, land use & development trends						
	Determine Smart growth criteria						
MPO Requirements	Long-range Transportation Plan						
	Transportation Improvement Plan						
	Public Participation Plan						
	Congestion Management Process						
	Award Federal Funding						
	Decision Making Structure						

Task I: Management, Clerical & Administration

Objective: Support ongoing regional planning activities by offering professional staff services and committee support, administering the work program and budget and execute agreements with partner agencies

2020 Major Accomplishments

- Continued to refine budgeting process to be better focused on strategic future planning aspects
- Expanded internal accounting controls
- Continued internal accounting system and provide more transparency of accounting with KDOT.
- Completed annual single audit, hired consultant support to accomplish auditing needs. Completed RFP process to hire consultant, in support of auditing needs.
- Hired staff as needs occurred
- Changed staffing roles to better coordinate work efforts and coordinate budget with work product completion.

I.0	Program Administration Task Budget	CPG
I.1	Management, Clerical & Administration	\$ 464,250
	Salaries and Benefits	\$ 245,000
	Total Operating Expenses	\$ 219,250
I.2	Budget & Financial Monitoring System <i>(salaries & benefits)</i>	\$ 50,000
I.3	TPB and TAC Support <i>(salaries & benefits)</i>	\$ 40,000
I.4	Professional Development, Educ./Training	\$ 37,000
	Salaries and Benefits	\$ 20,000
	Outside Training Consultants/Guest Speakers	\$ 2,000
	Staff Travel & Training	\$ 15,000

Sub-Task I.1 – Operations, Management, Clerical & Administration

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$464,250

WAMPO has efficiently and effectively managed and administered the WAMPO organization in compliance with local, state, and federal regulations since being designated as the regional MPO. The region's transportation planning tasks will continue to develop with support from operations, management, clerical and administrative tasks.

- Overall agency leadership and management
- Administer WAMPO's policies and procedures in compliance with local, state and federal regulations.

- Monitor federal and state legislation related to transportation planning issues.
- Personnel task, such as staff performance evaluations and hiring process.
- Develop, maintain, and implement the agency's administration and personnel policies and procedures.
- Make travel arrangements and process travel paperwork.
- Process payroll in coordination with the payroll administrator.
- Complete and submit quarterly activity and reimbursement reports to KDOT.
- Staff the reception area.
- Internal staff meetings.
- Host one of the 2021 KAMPO meetings

Sub-Task 1.2 – Budget and Financial Monitoring Systems and Preparation of 2021 UPWP

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$50,000

WAMPO staff will perform continuous monitoring of the 2021 UPWP to ensure adequate revenues are generated to cover operating and consultant based expenditures. WAMPO staff will also work with the audit firm to ensure accurate detail for the annual 2020 audit. Funding is also set aside for the preparation of the 2021 UPWP.

Sub-Task 1.3 – TPB and TAC Support

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

WAMPO staff will make presentations to TPB and TAC. Staff will work with TPB and TAC in reporting budget changes and needs. Staff will coordinate TPB and TAC meetings.

Sub-Task 1.4 – Professional Development, Education & Training

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$37,000

Staff will attend relevant training classes, and will provide proportional funding to bring speakers to town who will address topics of vital concern for the region. Primary training focus will be on performance based planning functions and planning principles that are focused on the probabilities of trends and how those trends could be addressed in the planning period and beyond. Principal travel and training focus will be attendance at American Metropolitan Planning Organization, Kansas Area Metropolitan Planning Organization, Transportation Research Board, Scenario Planning, and Smart Region Planning seminars.

Task 2: Long-Range Planning

Objective: Maintain and update a long-range transportation plan that reflects the region’s vision and goals, is supported with best practices and the latest available data, and is financially constrained. Manage and optimize regionally significant transportation infrastructure and services.

2020 Major Accomplishments

- Completed & Adopted in June 2020, the regional MTP also known as the Reimagined MOVE 2040.
- Continued to monitor relevant growth and development data and patterns in the region.
- Continued to monitor trends that could impact regional investment in infrastructure and in mode choices.
- Completed development of five planning scenarios that could be used in MTP development.
- Participated with several public and private partners to get better ideas of what’s important to the region in terms of infrastructure and planning choices.
- Conducted multiple freight committee meetings
- Participated in a REAP sponsored regional refocus in developing a stronger south-central Kansas voice.
- Participated in a regional transportation work group that has a focus on the highest priority regional transportation projects
- Initiated Safety & Health Committee. Conducted Safety & Health Committee meetings, in coordination with local government entities, university faculty staff and communities.
- Initiated Active Transportation Committee. Conducted Active Transportation Committee meetings, in coordination with local government entities, university faculty staff and communities.
- Hired intern to assist in developing GIS databases for transportation safety data

2.0	Long-Range Planning Task Budget	CPG
	Overall Development of MTP 2050, due in June 2025	\$ 135,000
	Salaries and Benefits	\$ 50,000
2.1	Committees meetings, community input (salaries & benefits)	
2.2	Consulting Services-HDR	\$ 85,000

Sub-Task 2.1 – Overall Development of the MTP

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: Fall 2020 - December 2021

Budgeted Amount: \$135,000

WAMPO will initiate the development of the MTP 2050 Plan. Mainly development of GIS and databases for the region, with respect to transportation infrastructure and number of users. Development of Databases for the regional system performance measures. While there will be development of other elements of the plan in the other work activity sections of the UPWP, this element will involve taking research materials and information included in various planning documents to finalize the blueprint for MTP development. Work included during the development of the MTP will be based on the precepts of Performance Based Planning. Data collection and maintenance through various committees, such as Safety & Health Committee, Active Transportation Committee, and Freight Committee. WAMPO has already begun the process of Performance Based Planning by establishing baseline standards, and will continue to develop those standards during the periods leading up to the completion of the next MTP.

The region faces many challenges in terms of change, and starting the process for facing those changes is critical to the region. Infrastructure investments should be closely tied with how the region plans on facing the demographic, land use, shopping, and increased freight loads and frequency impacts. Staff will monitor these changing trends in transportation data.

With the uncertainties of future funding sources, and the built in stabilization of critical funding sources due to trend related changes, the region needs to investigate how it will pay its share of major transportation related projects. Staff will devote time and resources to determining what potential revenue sources are available to the region to invest in funding projects.

Building on our functional classification update in 2019 and the designation of Critical Urban Freight Corridors (CUFC) in the WAMPO region in 2018, WAMPO staff will monitor developments in trip patterns and truck freight traffic to judge whether updates to functional class or CUFCs are required.

Sub-Task 2.2 – Consulting Services-HDR

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: January 2021 - December 2021

Budgeted Amount: \$85,000

WAMPO will extend the contract for one more year, that includes following task and subtask headings, and all the future task orders will be assigned under one of these headings:

1. Project Administration
2. Public Engagement
3. Various Items Directly Related to the Development of the Metropolitan Transportation Plan Update such as:

- Project selection criteria refinement
- Project Bucket and Bucket Qualifier refinements
- Performance Measures refinement
- Performance Based Planning Coordination
- Placemaking i.e., Enhanced Coordination of Land Use and Infrastructure
- Ensuring Environmental Justice and Equity Language Coordination with Adopted Standards/Regulations
- MTP Plan Communication and Information Gathering Strategies

- Final MTP Draft Coordination and Refinement

3.1 Infrastructure Investment Criteria and Potential Strategies

3.2 Street and Intersection Typologies and Design Policies

4.0 Regional Transit Plan

Primarily tasks related to transportation data & traffic count database updates, are planned for the year 2021, that fall under ‘Public Engagement’ and ‘MTP refinement’.

Task 3: Multimodal Planning

Objective: Provide support to expand multimodal transportation options in the region to increase mobility and accessibility for people and the movement of goods and services.

2020 Major Accomplishments

- Updated pedestrian and bike counts
- Community input sought on accuracy of Bicycle Maps and Trails Maps
- Initiated Active Transportation Committee & Safety/Health Committee

Ongoing Multimodal Planning Projects

The 2021 UPWP will update the hike and bike counts. Increased cooperation and coordination between local jurisdictions, regional partners, as well as state DOT partners.

Analysis will be provided concerning improving pedestrian safety.

3.0	Multimodal Planning	CPG	FTA 5310	FTA 5307
3.1	Bicycle & Pedestrian Planning <i>(salaries & benefits)</i>	\$ 25,000		
3.2	Transit and Paratransit Planning <i>(salaries & benefits)</i>	\$ 14,000	\$ 25,000 *	
	Wichita Transit Planning Activities	\$ -		\$ 40,000

*Please note that FTA 5310 budgeted amount of \$25,000 covers for two years

Sub-Task 3.1 – Bicycle & Pedestrian Planning

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$25,000

Incorporate bicycle - pedestrian planning into the WAMPO metropolitan transportation planning process by actively participating in local and regional bicycle-pedestrian planning meetings, cooperatively and continually interacting with local stakeholders, producing reports that provide information and data about bicycle-pedestrian modes of transportation, and maintaining and implementing the WAMPO Regional Pathways System Plan (RPSP). Other activities may include:

- Carrying out the annual regional bicycle-pedestrian count and associated reporting. Task includes volunteer recruitment, coordinating project logistics, and reporting (April – November).
- Maintain and oversee the ActiveICT Mobile App
- Make presentations at public, stakeholder, TAC and TPB meetings as needed.
- Stay current on bicycle and pedestrian planning issues.

Sub-Task 3.2 – Transit and Paratransit Planning

Lead Agency: WAMPO & Wichita Transit

Timeframe: On-going

Budgeted Amount: \$14,000

In coordination with Wichita Transit, the Kansas Department of Transportation, private and public transit services, carry out coordinated public transit and paratransit transportation planning activities in the region.

WAMPO Program Activities:

- Issuing a call for eligible FTA 5310: Enhanced Mobility for Seniors and People with Disabilities program projects within the community
- Develop and facilitate a competitive selection and recommendation process for the screening of FTA 5310 projects
- Convening a project selection committee that will recommend projects to the designated recipient/governing body(s), as required.
- Coordinate with planning partners regarding transit planning activities including attendance at the Wichita Transit Advisory Board (TAB) meetings and other Wichita Transit meetings, as needed.
- Maintain and implement the regional Coordinated Human Services Public Transit Plan.
- Coordinate with planning partners regarding paratransit planning activities including participation in the Coordinated Transit District #9 (CTD 9), and the Wichita-Sedgwick County Access Advisory Board (WSCAAB) meetings, as needed.
- Make presentations at public, stakeholder, TAC and TPB meetings.
- Stay current on transit and paratransit issues.

Wichita Transit Program Activities:

- Amenities Planning
- Route Level Planning
- FAST Act federally required Performance Measures/Targets
- Participate in the WAMPO planning process, including updating the TIP and UPWP
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Continued Community Education Efforts: *past activities included hiring a senior communications specialist to manage a marketing and educational program. Over 900 individuals have been provided information at public events. Wichita Transit has also increased*

social media activity, and customer information is being distributed in a consistent manner and new partnerships are being developed.

Task 4: Community Engagement

Objective: Engage the public, the media, and other stakeholders in the WAMPO regional planning process.

2020 Major Accomplishments:

- Updated the WAMPO website
- Compiled and distributed periodic newsletters throughout the region
- Continue to monitor compliance with the previously adopted Public Participation Program.
- Published press releases and public notices
- Implemented Coordinated Plan
- Hosted public input meetings concerning Scenario Planning
- Published periodic reports on performance measurement
- Monitored and updated Public Participation Plan
- Conducted community surveys to better determine who we are planning for over the upcoming 20-year planning period.
- WAMPO staff participated in several community functions including being panel members for several community information events.

4.0	Community Engagement Task Budget	CPG
4.1	Public Participation (<i>salaries & benefits</i>)	\$ 40,000
4.2	Inter-Agency Coordination	\$ 30,000
	Salaries and Benefits	\$ 30,000

Sub-Task 4.1 – Public Participation

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

Engage and involve the general public and stakeholders in the transportation decision-making in the region. Maintain and implement the WAMPO Public Participation Plan (PPP). Develop, update, and distribute general information about the regional planning process and planning partners.

- Ensure compliance with state and federal civil rights regulations and requirements by carrying out WAMPO's Title VI program and preparing, maintaining, and submitting required Title VI reporting documentation.

- Stay current on public participation topics, and coordinate with planning partners regarding PPP activities.
- Develop and maintain materials and outreach/education plans for use with identified WAMPO stakeholders.
- Develop, update, and distribute general information about the WAMPO planning process and products includes the following detailed activities:
 - General website maintenance
 - Maintain and develop social media accounts
 - Draft and distribute quarterly newsletters
 - Draft and develop publications for use with strategic outreach and communications
 - Produce and distribute media releases, videos, and other outreach materials.
 - Provide technical staff support to sponsor, co-sponsor, or develop public forums and workshops
 - Provide WAMPO presentations as requested
- Public and stakeholder outreach and coordination
- Member jurisdiction and planning partner outreach and coordination
- Coordinate with member community plan objectives
- Assist member jurisdictions in implementing MOVE 2040 Reimagined Plan by developing model policies and best practices, such as Complete Streets Policies or Safety Plans.

Sub-Task 4.2 – Inter-Agency Coordination

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

WAMPO will explore opportunities to assist and coordinate with regional agencies & partner agencies. Coordination with agencies such as Wichita Transit, Regional Economic Area Partnership (REAP), Wichita Area Chamber of Commerce, Kansas DOT, Wichita State University (WSU), University of Kansas (KU) and any local government entities. This coordination will also increase engagement with communities. This coordination will also promote a region that is well connected and integrated with the goals of various entities.

Task 5: Short Range Programming

Objective: Maintain the Transportation Improvement Program and manage WAMPO's suballocated funding programs.

2020 Major Accomplishments:

- Investigated options for programming WAMPO year-end funding balances
- Initiated the bi-annual TIP Project Progress update
- Developed project selection criteria for TIP 2021-2024 update.
- Project selection committee was formed to assist adopting TIP 2021-2024.

5.0	Short Range Planning Task Budget	CPG
5.1	Suballocated Funding Program Management (<i>salaries & benefits</i>)	\$ 10,000
5.2	Transportation Improvement Program (<i>salaries & benefits</i>)	\$ 44,000

Sub-Task 5.1 - Suballocated Funding Program Management

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$10,000

Manage WAMPO’s suballocated funding programs, which includes monitoring obligation activity, monthly balance reporting, carrying out the biennial (once every two years) WAMPO funding cycle, coordinating with KDOT and project sponsors, and designing and implementing additional programs to assist WAMPO with its management responsibilities.

Sub-Task 5.2 – Transportation Improvement Program Management

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$44,000

Develop and maintain a fiscally constrained Transportation Improvement Program (TIP) that programs regional transportation system improvement projects that are consistent with WAMPO’s current long-range plan and that will be implemented over the next four years. This includes developing and maintaining related documents, this includes replacing WAMPO’s Project Tracker database, and all other reports, maps, and spreadsheets to provide consistent and accurate project information, as well as coordinating with project sponsors and state and federal regulators.

- Draft Suballocated Management Procedures
- 2021 – 2024 TIP amendments
- TIP Amendments, approximately four per year
- TIP Project Progress Updates (June, December)
- Annual federal reporting documents:
 - Annual Listing of Obligated Projects (ALOP)
 - Transportation Alternatives report
 - Congestion Mitigation Air Quality report

Task 6: Maintain Programming

Objective: Support planning activities with data collection and analysis, mapping, technical writing, and modeling

2020 Major Accomplishments

- Started the process for developing data warehouses, and protocol for accessing data.
- Developed commuter maps showing where people work and determining the routes they use to get to work.
- Continued to update travel demand model and utilize data in planning efforts
- Initiated data accuracy coordination via committees. Initiated formation of Safety/Health Committee and Active Transportation Committee

6.0	Transportation Data and Modeling Task Budget	CPG	WAMPO Suballocated Funds
6.1	Performance Measures (<i>salaries & benefits</i>)	\$ 64,500	
6.2	Travel Demand Model	\$ 70,000	
	Salaries and Benefits	\$ 70,000	
6.3	Transportation Data	\$ 100,000	
	Salaries and Benefits	\$ 100,000	
6.4	Transportation Systems Management and Operations (<i>salaries & benefits</i>)	\$ 30,000	

Sub-Task 6.1 – Performance Measures

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$64,500

WAMPO staff will monitor the performance of the region on the federally mandated performance measures, as well as the local performance measures adopted as part of the new Metropolitan Transportation Plan.

WAMPO staff will continue to monitor transportation network and system indicators to determine if there are congestion points or if those areas classified as bottlenecks are changing for the better or are getting worse. Based on the analysis, WAMPO staff will make recommendations on how to improve the systems and work with member communities to develop solutions or other related improvements.

WAMPO will continue to monitor air quality in the region, and will make periodic reports on findings. WAMPO will look to update monitoring criteria should guidelines change or be amended.

In addition, as part of the overall development of the upcoming 2020 Census, WAMPO will work with other stakeholders to determine relevant data needs that can be supported by new census data, and determine which types of uses, warehousing and accessibility formats would best serve those using the data.

WAMPO will hire a consultant to conduct a regional asset inventory showing the current condition of potentially regionally significant roads, bridges, ITS, and bike/ped facilities in the WAMPO region.

The regional asset inventory activities will include developing a database and website that will make this information publicly accessible for the use of WAMPO planning partners, member jurisdictions and other stakeholders. It will also include populating the database with current condition and location information on these assets from our planning partners and member jurisdictions, and developing procedures for updating the database on an ongoing basis. The majority of information will focus on developing more emphasis on regional significance and following the precepts of Performance Based Planning as well as compliance to federal performance measures target setting and monitoring.

Sub-Task 6.2 – Travel Demand Model

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$70,000

WAMPO staff will work with the consultant hired under our current Travel Demand Model Support Services contract to respond to requests for model data from member jurisdictions and others. The consultant will complete the minor model update that is currently in process. We will incorporate projects selected as part of the new MTP development into the model and generate analyses supporting the new MTP.

Staff will draft an RFP and begin the procurement process for a new Travel Demand Model Support Services contract, to begin in early 2021, and a major model update to incorporate new census data and a new household travel survey.

Based on community engagement activities and planned infrastructure improvements, the consultants hired by WAMPO will develop optimal uses for correlating travel and traffic demand modeling with potential changes in how people, goods and services are moved in the region. Plans will be based on community and stakeholder input and will become part of the overall MTP planning process and documentation.

Sub-Task 6.3 –Transportation Data

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$100,000

Data is extremely important for effective transportation decision-making. WAMPO will develop a centralized data hub to consolidate transportation-related data that would be useful to our member jurisdictions and planning partners. Staff will continue to assist Member Communities with their data and mapping needs.

Sub-Task 6.4 – Transportation Systems Management and Operations

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

WAMPO plans to hire a Planning Data Analyst who will investigate how to use smart technology and data in making transportation infrastructure and the various transportation modes more effective and efficient. Technology will bring about not only changes to the types of vehicles and choice of modes in the future, but will also create a need to repurpose streets and other forms of transport. Based on probable trends and funding uncertainties, the best and highest uses of transportation elements will be key to stretching budget dollars.

WAMPO will work with member communities, KDOT and the USDOT to determine possible “smart” improvements and potential timing for implementation based on available resources. Elements to be considered could include signalization, developing a regional ITS architecture and improving interactive mapping capabilities. WAMPO will also continue to conduct data collection analysis related to performance measure determination.

Budget and Cost Allocation Plan

Revenues and Expenditures

WAMPO’s funds are generated through two primary sources: federal planning funds and member community assessments through dues and fees allocated on obligated projects included in the Transportation Improvement Program. WAMPO receives an annual allocation of federal planning funds, in the form of a federal grant to complete the function of an MPO as defined in 23 CFR.

Federal grants are eligible to cover up to 80 percent of the total costs, requiring the remaining 20 percent to be non-federal matching funds. WAMPO assess each of the member communities’ annual dues to assist in meeting the 20 percent matching totals. Another source of match comes from TIP assessments paid by member communities on the annual allocation of Surface Transportation Planning Grant funds distributed by WAMPO. Each community that receives STP funds pays a TIP Fee equal (in 2021) to 1.6% of funds obligated to the community.

WAMPO also receives nominal administrative fees from Wichita Transit for the pass through of 5310 Federal Funds.

The following charts indicate the anticipated revenues, expenditures, and matching fund requirements for the 2021 UPWP.

2021 Anticipated Revenues

	Federal CPG	Federal	Local Match	Total
WAMPO	Anticipated Carryover From 2020	\$43,000	\$10,750	\$53,750
	2021 Estimate	\$880,000	\$220,000	\$1,100,000
	CPG Total	\$923,000	\$230,750	\$1,153,750
	FTA Section 5310			
	5310 Administrative (Funding Shared by Wichita Transit)	\$25,000	\$0	\$25,000
	WAMPO Funding Total	\$948,000	\$230,750	\$1,178,750
Wichita Transit	FTA 5307 (Regional Transportation Planning)			
	Total Wichita Transit Planning	\$40,000		\$40,000
Total Regional Funding		\$988,000	\$230,750	\$1,218,750

2021 Anticipated Expenditures

	Federal CPG	Federal	Local Match	Total
WAMPO	WAMPO staff transportation planning tasks	\$843,000	\$210,750	\$1,053,750
	Consultants tasks on MTP	\$80,000	\$20,000	\$100,000
	CPG Total	\$923,000	\$230,750	\$1,153,750
	FTA Section 5310			
	5310 Administrative	\$25,000	\$0	\$25,000
	(Funding Shared by Wichita Transit)			
	WAMPO Funding Total	\$948,000	\$230,750	\$1,178,750
Wichita Transit	FTA 5307 (Regional Transportation Planning)			
	Total Wichita Transit Planning	\$40,000		\$40,000
Total Regional Funding		\$988,000	\$230,750	\$1,218,750

2021 Unified Planning Work Program Budget					
UPWP Task/ Sub-task	DESCRIPTION	CPG	Sub Allocated (STP, CMAQ, TA)	Wichita Transit	
				FTA 5310	FTA 5307
	Total Expenses	\$ 1,153,750		\$ 25,000	\$ 40,000
	Transportation Planning Consultants Work	\$ 85,000			40000
	WAMPO Staff & Operating	\$ 1,068,750		\$ 25,000	
1.0	Management & Administration	\$ 591,250			
	Management, Clerical & Administration	\$ 464,250			
1.1	Salaries and Benefits	\$ 245,000			
	Total Operating Expenses	\$ 219,250			
1.2	Budget & Financial Monitoring System (salaries & benefits)	\$ 50,000			
1.3	TPB and TAC Support (salaries & benefits)	\$ 40,000			
	Professional Development, Educ./Training	\$ 37,000			
1.4	Salaries and Benefits	\$ 20,000			
	Outside Training Consultants/Guest Speakers	\$ 2,000			
	Staff Travel & Training	\$ 15,000			
2.0	Long-Range Planning	\$ 135,000			
2.1	Overall Development of MTP	\$ 135,000			
	Salaries and Benefits	\$ 50,000			
	Committees meetings, community input (salaries & benefits)				
2.2	Consulting Services-HDR	\$ 85,000			
3.0	Multimodal Planning	\$ 39,000		\$ 25,000	\$ 40,000
3.1	Bicycle and Pedestrian Planning (salaries & benefits)	\$ 25,000			
3.2	Transit and Paratransit Planning (salaries & benefits)	\$ 14,000		\$ 25,000	
	Wichita Transit Planning Activities	\$ -			\$ 40,000
4.0	Community Engagement	\$ 70,000			
4.1	Public Participation (salaries & benefits)	\$ 40,000			
4.2	Inter Agency Coordination (salaries & benefits)	\$ 30,000			
5.0	Short Range Programming	\$ 54,000			
5.1	Sub allocated Funding Program Management (salaries & benefits)	\$ 10,000			
5.2	Transportation Improvement Program (salaries & benefits)	\$ 44,000			
6.0	Transportation Data and Modeling	\$ 264,500			
6.1	Performance Measures (salaries & benefits)	\$ 64,500			
6.2	Travel Demand Model (salaries & benefits)	\$ 70,000			
6.3	Transportation Data	\$ 100,000			
	Salaries and Benefits	\$ 100,000			
6.4	Transportation Systems Management and Operations (salaries & benefits)	\$ 30,000			

2021 WAMPO Meeting Schedules



Meeting Location: 271 W. 3rd Street, Suite 203, Wichita, KS 67202 (OR Online)

Transportation Policy Body	Transportation Advisory Committee
<i>3:00 pm (unless otherwise stated)</i>	<i>10:00 am (unless otherwise stated)</i>
January 12, 2021	January 25, 2021
February 9, 2021	February 22, 2021
March 9, 2021	March 22, 2021
April 13, 2021	April 26, 2021
May 11, 2021	May 24, 2021
June 8, 2021	June 28, 2021
July 13, 2021	July 26, 2021
August 9, 2021	August 23, 2021
September 14, 2021	September 27, 2021
October 12, 2021	October 25, 2021
November 9, 2021	November 22, 2021
December 14, 2021	No December Meeting



Agenda Item 4D: Discussion item
WAMPO Local Matching Funds
Chad Parasa, WAMPO

Background

Attached WAMPO Fiscal Agreement illustrates WAMPO local matching funds has two sources. Yearly membership fees & TIP fees.

Membership fees (yearly) = \$50,000

TIP fees (yearly) = \$150,000 (rounded, approximately)

(TIP fees 1.6%, based on attached page 4 of 5 of Meeting minutes from TPB 12/12/2017)

Total Local Match Funds received currently = \$200,000 (rounded)

Future Needs for next 5 year of Local Match Funds = \$500,000

Two reasons for increased need:

- Pay off the current WAMPO loan
- Anticipated increase in projects and consultant tasks in the years 2022 and 2023

Staff Recommendation:

After discussion with WAMPO Executive Committee members, staff recommends:

Consider 5% TIP fees for next 5 years. After 5 years revisit this discussion to revise TIP fees.

This is a Discussion item to revisit at the next TPB meeting on January 12, 2021

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

BY AND AMONG

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

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

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

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

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

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

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

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

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

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

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

Article 1 WAMPO FISCAL AGENT

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

Article 2 FINANCIAL CONTRIBUTIONS

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

2.1 Member Jurisdiction Annual Assessments

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

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

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

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

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

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

2.1.1 Special Assessments

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

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

2.1.2 Type A Special Assessment

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

2.1.3 Type B Special Assessment

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

2.1.4 Default on Requisitioned Assessments

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

2.1.5 Exceptions to the Annual Assessment

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

2.1.6 Assessment Appeals

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

2.2 TIP Fee

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

2.2.1 Applicable Funding Programs

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

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

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

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

2.2.2 Exceptions to the TIP Fee

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

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

2.2.3 Fee Collection

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

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

2.2.4 Advance Construction Projects

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

2.2.5 Reprogramming of TIP Projects

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

2.2.6 TIP Fee Refunds

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

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

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

Article 3 PAYMENTS

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

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

3.1 Payment Due Date

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

3.2 Late Payment Penalty

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

3.3 Surplus Funds

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

Article 4 TPB MEMBERSHIP

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

4.1 TPB Votes

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

4.1 Weighted Votes

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

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

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

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

Article 5 AMENDING THIS FISCAL AGREEMENT

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

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

Article 6 DURATION AND TERMINATION

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

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

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

Article 7 SEVERABILITY

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

Article 8 EFFECTIVE DATE

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

Article 9 CASH BASIS LAW DISCLAIMER

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

Attachment 1.

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

Attachment 2.

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

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 20 day of May, 2013 by the governing body of Andale, KANSAS

ATTEST:

Virginia Howard *Paul King*
CITY CLERK MAYOR

(SEAL)

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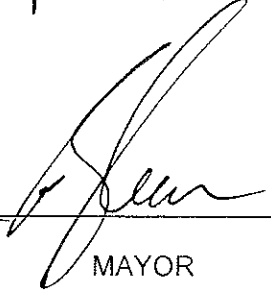
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 14 day of May, 2013 by the governing body of Andover, KANSAS

ATTEST:



CITY CLERK



MAYOR

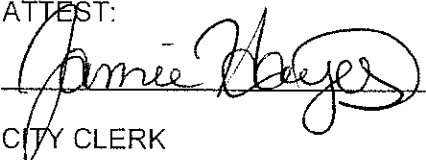


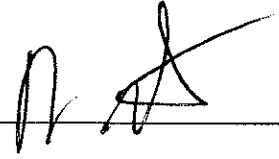
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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 7 day of May, 2013 by the governing body of Bel Aire, KANSAS

ATTEST:


CITY CLERK


MAYOR

(SEAL)

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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 21st day of May, 2013, by the Board of County Commissioners of Butler COUNTY, KANSAS

ATTEST:   
COUNTY CLERK CHAIRMAN

(SEAL)

(This space is intentionally left blank).

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED: this 9th day of May, 20 , by the governing body of City of Cheney
KANSAS

ATTEST:

Dawn Young

CITY CLERK

Sydney Ball

MAYOR

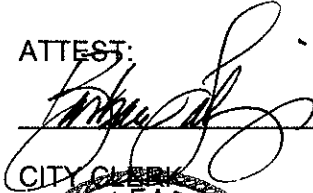
(SEAL)

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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 9 day of July, 2013, by the governing body of Clearwater, KANSAS

ATTEST:



CITY CLERK



MAYOR



(SEAL)

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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 17 day of June, 2013 by the governing body of Colwich, KANSAS

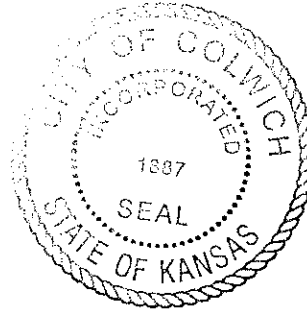
ATTEST:

Deanna Brode Timothy Jones

CITY CLERK

MAYOR

(SEAL)




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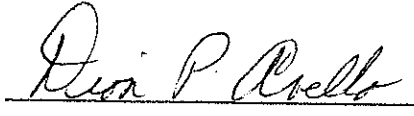
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 14 day of May, 2013, by the governing body of Derby, KANSAS

ATTEST:



CITY CLERK



MAYOR

(SEAL)

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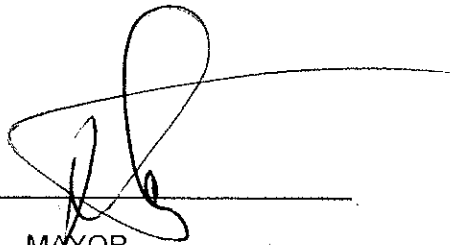
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 25 day of June, 2013 by the governing body of Eastborough
KANSAS

ATTEST:



CITY CLERK



MAYOR

(SEAL)

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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 6th day of May, 2013, by the governing body of Goddard, KANSAS

ATTEST:

Jeri Laymon

CITY CLERK

Marcus Dreyer

MAYOR

(SEAL)

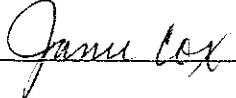


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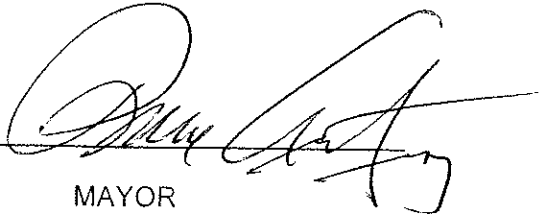
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 13 day of May, 2013 by the governing body of Haysville, KANSAS

ATTEST:



CITY CLERK



MAYOR

(SEAL)

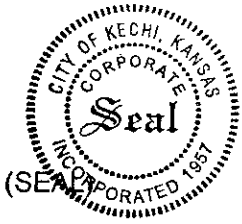
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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 23 day of May, 2013, by the governing body of Kechi, KANSAS

ATTEST:

Kyma Hill *Ed Parker*
CITY CLERK MAYOR



(This space is intentionally left blank).

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 17th day of June, 2013, by the governing body of Maize, KANSAS

ATTEST:




CITY CLERK

MAYOR



(SEAL)

(This space is intentionally left blank).

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 8th day of July, 2013, by the governing body of Mount Hope
KANSAS

ATTEST:


CITY CLERK


MAYOR

(SEAL)

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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 6th day of May, 2013 by the governing body of Mulvane, KANSAS

ATTEST:

Patty Gerwick James P. Ford
CITY CLERK MAYOR



(This space is intentionally left blank).

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 14TH day of May, 2013, by the governing body of City of Park City
KANSAS

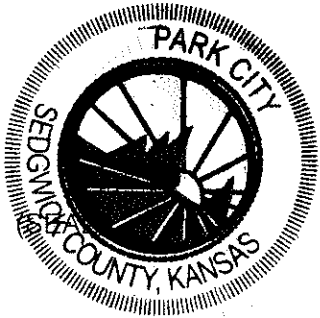
ATTEST:

James Nichols

CITY CLERK

[Signature]

MAYOR

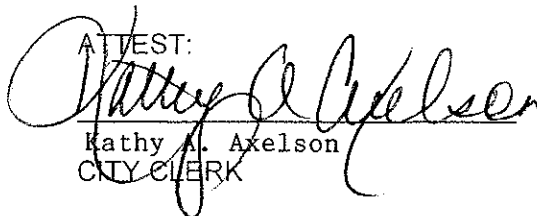


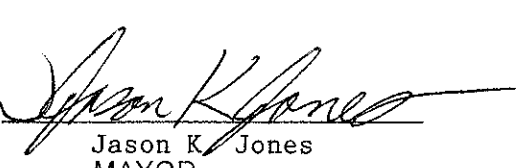
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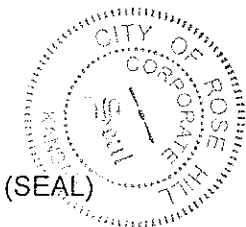
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 6th day of May, 2013, by the governing body of Rose Hill, KANSAS

ATTEST:


Kathy A. Axelson
CITY CLERK


Jason K. Jones
MAYOR

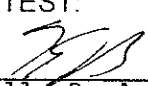


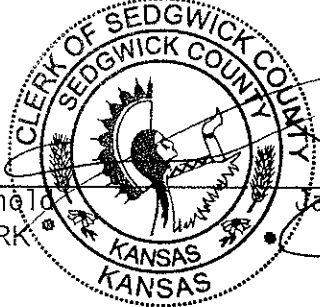
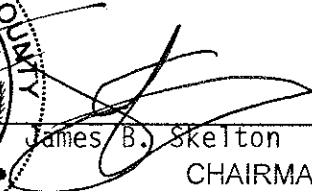
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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

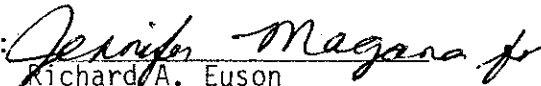
APPROVED this 12th day of June, 2013 by the Board of County Commissioners of Sedgwick COUNTY, KANSAS

ATTEST:


Kelly B. Arnold
COUNTY CLERK



James B. Skelton
CHAIRMAN

APPROVED AS TO FORM:

Name (Printed): 
(SEAL) Richard A. Euson
County Counselor

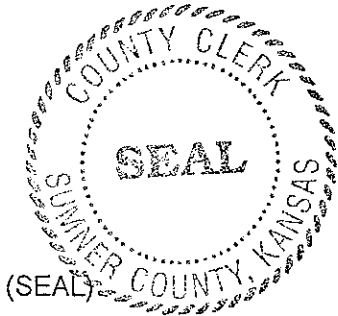
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IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 18 day of June, 2013, by the Board of County Commissioners of Sumner COUNTY, KANSAS

ATTEST:

Debra A. Norris Steve Warner
Debra A. Norris Steve Warner
COUNTY CLERK CHAIRMAN



(This space is intentionally left blank).

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 21st day of May, 2013, by the governing body of Valley Center
KANSAS

ATTEST:

Kristine A. Cohen Michael D. Hill

CITY CLERK

MAYOR



(THIS SPACE is intentionally left blank).

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 11 day of June, 2013 by the governing body of Wichita, KANSAS

ATTEST:



CITY CLERK
Karen Sublett



MAYOR
Carl Brewer

APPROVED AS TO FORM:

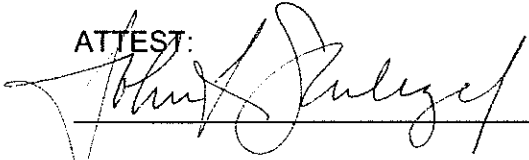

Gary E. Rebenstorf, City Attorney
(SEAL)

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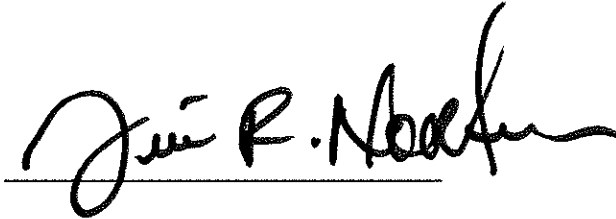
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed by their duly authorized officers.

APPROVED this 13 day of Aug, 2013, by the governing body of WAMPO,

ATTEST:



TPB Secretary



TPB Chair

(This space is intentionally left blank)



Transportation Policy Body (TPB) Summary

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

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



Transportation Policy Body (TPB) Summary

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

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



Transportation Policy Body (TPB) Summary

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

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



Transportation Policy Body (TPB) Summary

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

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



Transportation Policy Body (TPB) Summary

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

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