



2014 Unified Planning Work Program (UPWP)

Annual Report 2014
Activity Report

Current with 2014 UPWP Amendment #2 (Adopted by WAMPO TPB on 9/9/2014)

Abbreviations & Acronyms

“3C” – Continuing, Comprehensive, and Cooperative
AADT – Annual Average Daily Traffic
ADA – Americans with Disabilities Act
AMPO – Association of Metropolitan Planning Organizations
APA – American Planning Association
AQITF – Air Quality Improvement Task Force
ATMS – Advanced Transportation Management System
AVL – Automatic Vehicle Location
CIP – Capital Improvement Program
CMAQ – Congestion Mitigation and Air Quality
CMP – Congestion Management Process
CMS – Congestion Management System
CPG – Consolidated Planning Grant
CTD – Coordinated Transit District
DAB – District Advisory Board
DOT – Department of Transportation
EJ – Environmental Justice
FHWA – Federal Highway Administration
FTA – Federal Transit Administration
FY – Fiscal Year
FFY – Federal Fiscal Year
GIS – Geographic Information System
GPS – Global Positioning System
ITS – Intelligent Transportation System
JARC – Job Access and Reverse Commute
KAMPO – Kansas Association of Metropolitan Planning Organizations
KDOT – Kansas Department of Transportation
LRTP – Long Range Transportation Plan
MAPD – Metropolitan Area Planning Department
MDT – Mobile Data Terminal
MIS – Major Investment Study
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MPO – Metropolitan Planning Organization
NAAQS – National Ambient Air Quality Standards
NCPD – National Corridor Planning and Development
NHI – National Highway Institute
NHS – National Highway System
NITU – Notice of Interim Trail Use
PEA – Planning Emphasis Area
PL – Planning Funds
PPP – Public Participation Plan
PSC – Project Selection Criteria
RPSP – Regional Pathway System Plan
RRCP – Railroad Crossing Plan
SAFETEA-LU – Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users
SATS – South Area Transportation Study
Section 5307 – FTA’s Urbanized Area Formula Program (Planning)
Section 5309 – FTA’s Major Capital Investments (New Starts and Small Starts) Program
Section 5310 – FTA’s Transportation for Elderly Persons and Persons with Disabilities Program
Section 5316 – FTA’s Job Access and Reverse Commute Program

Section 5317 – FTA’s New Freedom Program
SCAC – Sedgwick County Association of Cities
SIP – State Implementation Plan (for air quality)
SOP – Strategic Operating Plan
SOV – Single Occupant Vehicle
SPR – State Planning and Research Funds
SRTS – Safe Routes to School
STIP – Statewide Transportation Improvement Program
STP – Surface Transportation Program
TAC – Technical Advisory Committee
TAZ – Transportation Analysis Zone
TPB – Transportation Policy Body
TCSP – Transportation, Community, and System Preservation
TDFM – Travel Demand Forecast Model
TDM – Transportation Demand Management
TDP – Transit Development Plan
TE – Transportation Enhancement
TEA-21 – Transportation Equity Act for the 21st Century
TIP – Transportation Improvement Program
Title VI – Title VI of the U.S. Civil Rights Act of 1964, as amended
TMA – Transportation Management Area
TOC – Transit Operations Center
UPWP – Unified Planning Work Program
UZA – Urbanized Area
VMT – Vehicle Miles Traveled
WAMPO – Wichita Area Metropolitan Planning Organization
WT – Wichita Transit

Task 1.0—Management and Administration

Sub-task 1.1—General Program Administration

Activity 1.1.1 – General Management, Secretarial, and Administration

Lead Organization: WAMPO

Timeframe: On-going

- Consulted with and provided guidance to WAMPO staff on a variety of WAMPO activities, issues, and projects
- Held briefings with elected and appointed officials concerning WAMPO matters.
- Completed WAMPO activity reports.
- Completed City of Wichita timesheets.
- General administrative duties (distributing paychecks, answering phones, processing mail, ordering supplies, etc.).
- Completed payroll-related tasks, including payroll entry, review of payroll pre-run, and review of payroll final run.
- Processed travel vouchers, made travel arrangements, maintained travel records, processed advanced payments, and coordinated with the City's Finance Department on travel related issues.
- Staffed the front reception desk.
- Held bi-weekly staff and project meetings.
- Coordinated with IT Department to update operating system and internet browser for all WAMPO computers, to upgrade computers with expired warranties, as well as, a new work station for Administrative Aide staff position.
- Met with FHWA District office and FTA Division office staff.
- Carry out the Principal Planner hiring process.
- Processed personnel paperwork.
- Began and completed the hiring process for the Management Analyst, Summer Intern, Senior Planner, and Administrative Aide (I) positions. Tasks included getting approval from the Executive Committee and Wichita HR and Finance departments, screening resumes, drafting interview questions, and conducting phone interviews.
- Compiled an extensive inventory of WAMPO's hardware and software.
- Reorganized WAMPO office supplies and inventory tracking process, as well as began the reorganization process of re-organizing the electronic files.
- Initiated the hiring process for the Associate Planner position. Tasks included updating the job description, advertising the position, reviewing and screening candidate resumes, coordinating with the Human Resources Department, and holding phone and in-person interviews.
- Prepared timesheets for distribution to staff every two weeks. Processed year-end payment documents such as requisitions for PO's, payments against PO's, AV's and DV's by year end due dates.

Activity 1.1.2 – WAMPO Reorganization

Lead Organization: WAMPO

Timeframe: 2011 - 2015

- Completed first draft of a briefing paper that outlines the administrative issues and concerns.
- Completed contract amendment with current on-call attorney to extend contract through 12/31/15.
- Staffed monthly Executive Committee meetings.
- Began internal discussions regarding next steps in the Reorganization process. Ideas include an organizational strategic plan, a staffing assessment, and an administrative services agreement.
- Wrote scope for and gathered estimates for an organization development plan.

- Initiated and completed on the Organization Development Plan procurement process. Tasks included drafting the RFP, advertising the RFP, reviewing proposals, holding Selection Committee meetings, finalizing and executing the contract, holding the kick-off meeting, and holding focus group sessions.
- Discussed administrative services options with the City of Wichita, Sedgwick County, and non-profit organizations in the area.

Activity 1.1.3 – Office Move (with MAPD) Preparation

Lead Organization: WAMPO

Timeframe: Spring 2013 – 2015 (tentative schedule)

- Participated in planning meetings organized by Sedgwick County.

Activity 1.1.4 – REAP Collaboration

Lead Organization: WAMPO

Timeframe: Begin in January 2014, on-going thereafter

- Attended monthly meetings of the REAP Transportation Task Force during the first quarter until the Task Force is dissolved during the second quarter.

Sub-task 1.2—UPWP and Budget

Activity 1.2.1 – UPWP and Budget

Lead Organization: WAMPO

Timeframe: On-going

- Updated the internal financial tracker on a monthly basis.
- Coordinated with MAPD accounting liaison to process and track payments and accounting entries.
- Processed and approved financial documents (e.g., invoices for goods and services) in the City of Wichita's electronic financial and accounting software system.
- Compiled and submitted the 1st, 2nd, 3rd, and 4th Quarter Activity Reports and Billing Statement, which includes compiling the billing and associated documentation, compiling the Activity Report, and requesting reimbursement from KDOT.
- Compiled and distributed 2014 TIP Amendment's #2, #3, and #4 fee invoices to project sponsors subject to the fee.
- Initiated and completed the 2015 UPWP and Budget planning process. Tasks included holding meetings with planning partners, the Executive Committee, drafting scenarios, updating budget sheets, and scoping out projects.
- Developed a process to assess and track jurisdiction member dues, and sent out member dues invoices.
- Processed paperwork to establish new OCA's for 2015, updated the UPWP Amendment #2 budget, and for the 3rd Quarter UPWP report.

Sub-task 1.3—TPB and TAC Meeting Support

Activity 1.3.1 – TPB and TAC Meeting Support

Lead Organization: WAMPO

Timeframe: On-going

- Provided administrative support for all WAMPO TPB and TAC meetings and workshops, including internal review and editing of packet, compiling and distributing meeting packets, setting-up and tearing down meeting rooms, audio-recording the meetings, drafting meeting summaries providing meeting briefings to committee Chairpersons and members, maintaining the TAC and TPB web pages on the WAMPO website, video-recording the TPB meetings, and distributing copies to area cable access channels.

- Met with new TAC and TPB members for WAMPO orientation meetings.
- Organized TPB Speaker Series, which involved identifying a speaker(s), arranging for logistics, developing program, and coordinating with speakers.
- Held briefings with committee Chair and interested members regarding proposed agenda items.
- Organized TPB Speaker Series, which involved identifying a speaker(s), arranging for logistics, developing program, and coordinating with KDOT, safety, and freight speakers for the April, May, and June TPB meetings.
- Organized, staffed, and held a two-hour TPB retreat.
- Trained new staff personnel on TAC and TPB duties: minutes, proofing, outlook calendars, distribution lists, emails, website prep, folders, agenda prep, etc.

Sub-task 1.4—Professional Development, Education, and Training

Activity 1.4.1 – Professional Development

Lead Organization: WAMPO

Timeframe: On-going

- Attended the following webinars:
 - Performance-based Planning Webinar (AMPO)
 - AMPO's briefing on the Grow America Act (CG,MS, KZ)
 - APA Planning Law webinar (MS)
 - Creating Great Communities through Public Involvement (MS, 7/7/14)
 - The New Uniform Grant Guidance - Grants Administration (VF, 8/6/14)
 - Moving America Forward (MS, 9/10/14)
 - Practical Techniques for Successfully Communicating Technical Topics (GJ, KZ, 12/4/14)
 - Pro Forma (AICP CM credit) (GJ, 12/3/14)
 - Attended the MAP- 21 Performance Measures Update Workshop for Kansas and Missouri (KZ, GJ, ZE, 8/27/14)
- Attended the following conferences, workshops, and trainings
 - Attended Title VI training – Non-discrimination in the federal-aid highway program (MS)
 - Attended Freight -Land Use training in Topeka (ZE)
 - Attended City of Wichita Project Management class (MS)
 - Attended City of Wichita Smart Location database class (MS)
 - Attended IAP2 public engagement Training in Kansas City (MS)
 - Attended US DOT meeting regarding future of transportation planning (GJ)
 - Attended the MAP-21 Planning for Operations Workshop for Kansas and Missouri (KZ and GJ, 8/28/14)
 - Attended KS Attorney General's Office: KOMA KORA training (MS, 7/25/14)
 - Attended Constant Contact training (MS, 8/26/2014)
 - Attended City of Wichita Grants Training (VF, 2014.09.26)
 - Attended the City University: Deferred Compensation course (MS, CG, 9/30/2014)
 - A Model Methodology for Prioritizing Pedestrian and Bicycle Improvements on Existing Roads (ZE, 12/04/14)
 - Records Management (MS, 10/01/14)
 - Association of Metropolitan Planning Organizations (G J, KZ, 10/21-24/14)
 - Introduction to Transportation Conformity (CU, KZ, 12/10-12/14)
 - Making Safer Roads Workshop (CU, 11/18/14)
 - Kansas Chapter - American Planning Association (GJ, 10/2-3/14)
 - FTA TrAMS Trg. (VF, 11/18/14)
 - Performance Training with Staff in Controller's Office (VF, 11/07/14)
 - Fall 2014 KAMPO Meeting (CU, KZ, 10/29/14)

Task 2.0—Public and Stakeholder Involvement

Sub-task 2.1—Public and Stakeholder Involvement

Activity 2.1.1 – Public Participation Plan (PPP) Implementation

Lead Organization: WAMPO

Timeframe: On-going

- Scanned local and regional newspapers and websites, posted social media info and links on an at-least weekly basis.
- Created a YouTube channel (<https://www.youtube.com/channel/UCfJIG6zA71FUqioXyallr6w>) for video postings.
- Updated the Public Involvement tracker with events and public comment periods.
- Reviewed quarterly Facebook analytics with staff.
- Emailed WAMPO staff with links of pertinent news articles on a regular basis.
- Created posters for the elevator bank that highlight the 2015 TIP and a description of our region “by the numbers”

Activity 2.1.2 – General Outreach

Lead Organization: WAMPO

Timeframe: On-going

- Launched new brand and website (www.wampo.org), purchased new stationery and business cards for all staff with new branding concept.
- Redesigned layout and published “On the Go” WAMPO Newsletters via constant contact
- General housekeeping of WAMPO website - continued to add content to new website, updated it with current events and press releases, added Google calendar for meetings and events. Created a TPB board page with photos and biographical statements for each member.
- Monitored WAMPO Facebook, Twitter, and posted links, meeting notices and responded as necessary.
- Distributed our yearly unsubscribe notice via Constant Contact.
- Traveled the WAMPO region and took transportation-related photographs to build the photo stock for the MOVE 2040 final document. Loaded images of transportation in the region to our Flickr account.

Activity 2.1.4 – Stakeholder Involvement

Lead Organization: WAMPO

Timeframe: On-going

- Attended most regularly scheduled SCAC meetings.

Sub-task 2.2—Title VI Program

Activity 2.2.1 – Title VI Compliance

Lead Organization: WAMPO

Timeframe: On-going

- Compiled demographic information on our TPB members.
- Compiled and submitted the annual Title VI report to KDOT.
- Project management planning for the 2015 Title VI Program update.
- Reviewed guidance from FTA regarding new program requirements.
- Established connections with other MPO's/transportation agencies across the country to collaborate throughout the development process. Identified potential subject matter experts to assist in Program development.

Task 3.0—Data and Modeling

Sub-task 3.1—Travel Demand Model

Activity 3.1.1 – Travel Demand Model Update

Lead Organization: WAMPO

Timeframe: 2012- 2014

- Participated in bi-weekly conference calls with consultant team to review validation results and status.
- Processed consultant billings.
- Coordinated with MAPD staff on the Wichita/Sedgwick County Community Investments Plan (CIP) and use of the model, as part of overall coordination on both long range planning initiatives - the MTP 2040 and the CIP.
- Reviewed model input data for accuracy.
- Consultant team completed calibration and validation processes.
- Organized and held the last Model Validation Task Force meeting in late July. Task included coordinating with the consultant team on presentation materials and staffing the meeting.
- Reviewed project documentation and suggested changes.
- Project ended in December 2014.

Activity 3.1.2 – On-Call Travel Demand Model Support Preparation

Lead Organization: WAMPO

Timeframe: June 2014 – December 2014

- Initiated the procurement process for the on-call contract. Tasks included coordinating with KDOT, drafting the RFP, advertising the RFP, soliciting the consultant screening and selection committee membership, holding the selection committee meeting, and starting contract negotiations.

Sub-task 3.2—Travel and Transportation System Data

- Drafted proposal for data framework.
- Gathered data for MOVE 2040 performance measures.
- Wrote software to analyze NPMRDS data.

Activity 3.2.1 – Functional Classification Update

Lead Organization: WAMPO

Timeframe: September 2012 – December 2014

- Finished first round of consultations with local governments.
- Updated functional classification map as changes came in.
- Carried out second round of reviews with Wichita, Andover, and Sedgwick County.
- Prepped data for submittal to KDOT.
- Coordinated with Wichita IT Department to correct GIS data errors.
- Submitted changes to KDOT (20,000+ changes)
- Received input for resubmittal from KDOT
- Determined changes in urbanized area boundary (UAB) needed for functional classification system changes and modified UAB shapefile in GIS.
- Consulted with local jurisdictions and developed resubmittal.
- Submitted for TAC and TPB approval.
- Developed localized maps and began work on Regional FFC map.
- Submitted changes and obtained approval of FFC changes to FHWA

Activity 3.2.2 – Organize GIS Folder Structure and Develop Base GIS Data

Lead Organization: WAMPO

Timeframe: July 2013 – December 2014 (tentative, depending on number of base layers)

- Organized and moved WAMPO project folders, GIS maps, exported maps and assorted .shp files over to new WAMPO GIS directory for collaborative use.
- Researched and updated data for mapping projects including health data and safety data from the KS Traffic Safety Resource Office and the National Highway Traffic Safety Administration.
- Made list of file names from external hard drive.
- Produced a series of misc base maps dependent upon individual needs and uses. Maps included regional MPAB boundary only, and/or UAB boundary, cities, streets, rivers, rr, and other various layers, with or without legends. These maps are located in the Base Files folder and then exported as .pdfs and .jpegs and saved in the Exported Maps folder for use.
- Created a binder containing color copies of the stock base maps as they are produced, to view and choose from as needed.
- Collected and added miscellaneous transportation maps to the Map Gallery folder. (Retrieved from various sites these maps are usually .jpegs that might be of interest to our organization.)
- Committee member for the 2014 Aerial Flight Purchase between City of Wichita and Sedgwick County. Tasks included reading RFP document, evaluating six proposals, conduct calls for six reference persons (companies) and evaluated them, teleconference and interviews with project managers of three companies and selected the best qualified company for contract
- Developed an instructional diagram to show how folders are organized in directory and presented it to the staff.
- Finalized the initial list of base layers needed to build WAMPO base GIS database.
- Developed a list of base layers needed of the WAMPO region and currently collaborating with the IT GIS department to build the dataset collection.

Task 4.0—Transportation Improvement Program (TIP)

Sub-task 4.1—Transportation Improvement Program (TIP)

Activity 4.1.1 – Transportation Improvement Program (TIP)

Lead Organization: WAMPO

Timeframe: On-going

- Carried out the 2014 TIP Amendment #2, #3, and #4 process. Tasks included holding a request for amendments, processing project revisions and additions, coordinating with KDOT, staffing the TAC and TPB meetings, holding the public comment period, and sending them to KDOT for inclusion into the STIP.
- Met with Bel Aire staff to review how the TIP and MTP work.
- Started working on a TIP Fact Sheet.
- Solicited project progress reports from project sponsors.
- Produced GIS maps for the 2014 TIP project, amendments and 2015 TIP.
- Update 2014 TIP maps with amendments for presentations and website use.
- Cleaned up and maintained the TIP webpage.
- Completed the 2015-2018 TIP, which included handling questions from project sponsors, coordinating with KDOT, finalizing the document, holding a Public Open House for comments, TAC meeting presentations, and TPB meeting presentations.
- Reconciled the 2015 TIP shapefile.
- Completed the de-obligated funds approach and reserve project list for FFY 2015 projects.
- GIS support to TIP Amendment #1, and produced, proofed and published ALOP document
- Generated tables using KDOT data.
- Reviewed RFP developed by former staff.
- Developed course to develop new TIP software and researched off self TIP software.
- Carried out 2015 TIP Amendment #1. Tasks include holding a request for amendments, processing project revisions and additions, coordinating with KDOT, staffing the TAC meeting, holding the public comment period, staffing the TPB meeting, and sending it to KDOT for inclusion into the STIP.
- Completed the 2014 ALOP.

Sub-task 4.2—Job Access Reverse Commute (JARC) and New Freedom (NF) Programs

Activity 4.2.1 – JARC and NF Designated Recipient Grant Administration

Lead Organization: WAMPO

Timeline: On-going.

- Set up budgets for new awardees.
- Processed ECHO drawdowns.
- Coordinated with MAPD financial liaison.

Sub-task 4.3—Transportation for Elderly Persons and Persons with Disabilities Program

Lead Organization: WAMPO

Timeline: Phase 1: Coordinate with Partners: Summer 2013 - December 2013

Phase 2: Prepare for Designated Recipient Status (if agreed to and approved): Jan 2014 – July 2014 (tentative)

Phase 3: Administer the Program in Wichita urbanized region:

- Started drafting a letter for WAMPO to request this status from KDOT.

- Held conference call with WT & KDOT to discuss WAMPO taking on this responsibility and all parties involved input.
- Drafted and submitted letter to KDOT public transit staff to request they consider WAMPO as the designated recipient.
- Met with KDOT public transit staff and Wichita Transit staff to discuss options.
- Researched how other metro areas administer the 5310 program.

Sub-task 4.4—Other Programming

- No activity this year

Task 5.0—Transportation System Planning

Sub-task 5.1—Metropolitan Transportation Plan

Activity 5.1.1 – MOVE 2040

Lead Organization: WAMPO

Timeline: Fall 2012 – August 2015

- Completed Phase 1, “Asking for Directions” / Needs Assessment.
- Completed the rest of the Phase I public outreach meetings and wrote up Phase I results.
- Produced three documents to share the results thus far – the Regional Transportation Profile, the Existing Conditions and Needs Assessment, and Finance 101, a document describing the federal, state and local transportation funding sources and distribution.
- Completed the draft Vision and Goal statements.
- Hosted a workshop for WAMPO committee members to draft the initial investment strategies.
- Conducted initial research into performance measures.
- Hosted a luncheon, where a nationally known financial expert discussed national transportation funding issues.
- Staffed MOVE 2040 Project Advisory Committee (PAC) meetings.
- Continue to create regional GIS maps for the MOVE 2040 long-range plan and research data.
- Production graphics support - signs, table tents, name badges, posters, mounting, etc.
- Held weekly team meetings.
- Compiled financial data for use in the Financial Plan.
- Developed scope of services for Project/Program Solicitation RFP.
- Participated in coordination meetings with staff from Community Investments Plan and Prosperity Plan.
- Completed Phase 2 of the planning process.
- Held 39 public meetings/workshops to solicit public input from the general public, elected officials, and stakeholder groups on the proposed investment strategy for MOVE 2040.
- Started drafting chapters of the Plan and pulling together the graphics and maps.
- Drafted a write up of Phase 2 public engagement.
- Hosted a workshop for WAMPO committee members to finalize the vision, goals, performance measures, and investment strategy. Produced summary document from it.
- Production graphics support - signs, table tents, name badges, posters, mounting, etc.
- Project/Program Solicitation Services
 - completed the consultant selection process and negotiated the contract
 - started drafting project selection criteria
 - started designing web portal for applications
- Participated in coordination meetings with staff from Community Investments Plan and Prosperity Plan.
- The Transportation Policy Body approved the Vision, Goal Statements, and Final Investment Strategy for the plan at the July 2014 meeting.
- Initiated the project/program solicitation part of the planning process. Tasks during this quarter included wrapping up the procurement process for the project/program solicitation support contract, setting up a web based software tool, hosting two training workshops for applicants, and providing customer support for applicants.
- Prepared for Project Selection Workshops. Tasks included producing handouts and sorting out workshop logistics.
- Continued drafting chapters and appendices of the Plan and pulling together the graphics and maps.
- Production graphics support - signs, table tents, name badges, posters, mounting, etc.
- Continue to create regional GIS maps for the MOVE 2040 long-range plan and research data.
- Held weekly team meetings.

- Attended PAC meetings, staff meetings regarding MOVE 2040, and provided briefings on MOVE 2040 to the TPB.
- Conducted two project selection workshops involving the PAC, TAC, TPB, and revised the project selection process to be done by a nine member Project Selection Committee. Members of the committee were selected by the chairs of the TPB, TAC and PAC.
- Staff support for MOVE 2040 Project Selection Workshop, as well as, Project Selection Committee meetings, including: scheduling meeting space, making copies, assembly of packets, meeting set-up and tear down, refreshments, meeting supplies, note taking, and meeting summaries.
- Continued work with Parsons Brinkerhoff on support of project/program selection activities in regards to the web portal and Project Selection Committee.
- Worked with Wichita State University CSSR for facilitation services for the project selection workshops and initial session with the Project Selection Committee
- Met with committee chair to coordinate support activities for the Project Selection Committee.
- Submitted the initial chapters of the MOVE 2040 technical version for review, editing and layout by the writer/editor consultant; and finished a draft of Chapter 4.
- Wrote MOVE 2040 financial plan appendix, as well as the MOVE 2040 Air Quality section.
- Developed and presented materials to KDOT regarding schedule and coordination actions for MOVE 2040.

Sub-task 5.2—Congestion Management Process

Activity 5.2.1 – CMP – MTP – TIP Integration Project

Lead Organization: WAMPO

Timeframe: January 2013 – December 2014

- Met with FHWA Division staff and KDOT Planning staff to discuss WAMPO's progress to date on the CMP and future expectations.
- The CMP process is being wrapped in with the MOVE 2040 initiative.

Sub-task 5.3—Transportation System Management and Operations

Activity 5.3.1 – Wichita Incident Management Group Participation

Lead Organization: KDOT and Sedgwick County

Timeline: on-going

- No activity this year.

Activity 5.3.2 – SHRP2 Organizing for Reliability Project in Wichita

Lead Organization: KDOT

Timeline: August 2013 – August 2015

- Participated in an in-person meeting and subsequent webinar as part of the process to draft a customized highway operations and management plan for the Wichita metro area.
- Met with KDOT staff to discuss possibility of starting a committee to carry out the SHRP 2 collaboration recommendations.

Sub-task 5.4—Safety Planning

Activity 5.4.1 – Regional Safety Coalition

Lead Organization: WAMPO

Timeframe: On-going

- Scheduled the 2014 meetings.
- Staffed the January meeting.
- Attended DUI impact center meeting.
- Held internal discussions and discussions with the Coalition on the status of the Coalition, and decided to suspend its meetings at least until MOVE 2040 is wrapped up.
- RSC meetings will be suspended until at least until MOVE 2040 project is concluded.

Sub-task 5.5—Special Planning Studies

Activity 5.5.1 – Prosperity Plan

Lead Organization: REAP

Timeline: Fall 2012 – Spring 2015

- Attended meetings of the REAP Prosperity Planning Work Team on transportation.
- The plan was completed in October 2014

Activity 5.5.2 – Community Investments Plan (CIP)

Lead Organization: Wichita-Sedgwick County Metropolitan Area Planning Department

Timeline: Fall 2012 – Fall 2015

- Attended regularly scheduled meetings of the Steering Committee.
- The planning process continues with some delays around the issues of the financial gap and the project employment and population growth
- The committee redefined the approach for the transportation element, as well as coordinated the approach with MOVE 2040.

Sub-task 5.6—Air Quality Planning

- Attended most regularly scheduled meetings of the Air Quality Improvement Task Force.
- Attended most regularly scheduled meetings of the Central Kansas Clean Cities Coalition.
- Wrote an Air Quality Issues summary document

Activity 5.6.1 – Regional Vanpool Plan

Lead Organization: WAMPO

Timeframe: January 2014 – December 2015

- Held two team meetings to finalize the scope for RFP.
- Made progress on the procurement process - finalized the RFP scope, opened the RFP for advertising, held the consultant selection meeting, and started negotiating the contract.
- Completed the procurement process – completed the contract negotiation work and finalized the contract.
- Held kick-off meeting with consultant and oversight committee for the Vanpool Study.
- Held conference calls with consultant and oversight committee to address the identification of potential employers, service area for consideration and methodology to identify the five employers for initial contact.
- Worked with consultant and REAP/Workforce- KS to provide contacts within five potential employers.

- Modified the scope of work to assist Wichita Transit's efforts to develop a Vanpool Program. The initial target employer was Rubbermaid, in November and in December it was expanded to include Wichita State University and Spirit Aerosystems.

Activity 5.6.2 – Preparation for Ozone Nonattainment Designation

Lead Organization: WAMPO

Timeframe: On-going

- Initiated internal meetings to plan how WAMPO will meet its transportation conformity requirements, and started developing materials to brief WAMPO committees and stakeholders on the process.

Sub-task 5.7—Freight Planning

- Developed freight contacts through Land2Sites Coalition.
- Wrote WAMPO comments to federal register on proposed Primary Freight Network (PFN).
- Participated in two meetings of the KDOT Freight Advisory Committee.
- Attended the KDOT Freight Advisory Committee meetings.
- Attended the Brookings Institute Export Plan – Transportation team meetings.

Task 6.0—Multimodal Planning

Sub-task 6.1—Transit and Paratransit Planning Activities

Activity 6.1.1 –Transit and Paratransit Planning Activities

Lead Organization: WAMPO

Timeline: on-going

- Attended most CTD 12, Paratransit Council, and Wichita Transit Advisory Committee meetings.
- Organized and participated in a conference call among KDOT, Wichita Transit, and WAMPO regarding transit and paratransit projects in the region.

Activity 6.1.2 – Transit Planning Activities

Lead Organization: Wichita Transit (WT)

Timeline: On-going

- Finished Para transit Service Assessment.
- Completed bid process for construction—and began overseeing construction projects.
- Conducted public engagement process for Westside Service Improvement project
- Finished route design for Westside Service Improvement project
- Vehicle Replacement planning
- Participation in WAMPO planning activities
- Began transit survey outreach to suburban communities
- Finished overseeing bus stop amenity construction project
- Westside Service Improvement project implementation
- Westside Service Improvement performance monitoring
- Vehicle Replacement planning
- Participation in WAMPO planning activities (MOVE2040 Public Workshops)
- Continued transit survey outreach to suburban communities
- Wichita State University bus route project implementation and monitoring
- Routine Accommodation Policy and Street Design Guidance Project
- Vehicle Replacement planning
- Ozone Alert/Free Fares project planning, implementation (travel trainings), and monitoring
- Travel Trainings
- Began initial phase of bus stop installation project.
- Oversight of compliance review with pass-through agencies.

Sub-task 6.3—Bicycle –Pedestrian Planning

Activity 6.3.1 – Regional Bicycle – Pedestrian Count

Lead Organization: WAMPO

Timeline: February 2014 – December 2014

- Trained summer intern.
- Developed Access database for the annual bicycle-pedestrian count
- Produced volunteer packets
- Recruited volunteers, held four volunteer training session and several one-on-one meetings for the bicycle-pedestrian count.
- Carried out counts on September 11th and 13th, 2014
- Tallied bicycle-pedestrian count results and developed a post count factsheet and statistical data.

- Presented results to the TPB and TAC, and posted the results on the WAMPO website along with the 2012-2014 raw data.

Activity 6.3.2 – City of Wichita Pedestrian Plan

Lead Organization: City of Wichita

Timeline: Spring 2013 – Fall2014

- WAMPO staff served on the Plan Steering Committee, tasks during this reporting period included attending Steering Committee meetings and open house, reviewing materials and providing comments to staff and consultants, and attending District Advisory Board meetings, Advance Plan Committee, and MAPC meetings.
- The planning process wound down during this reporting period. The Plan was approved in November 2014.
- Attended DAB, Advance Plans, and Planning Board meetings as a steering committee member.

WAMPO -- 2014 Product Status Report

UPWP Sub-task	Product	Anticipated Completion	Percent Complete (as of 3/31/14)	Percent Complete (as of 6/30/14)	Percent Complete (as of 9/30/14)	Percent Complete (as of 12/31/14)	Comments
1.2	4 th Quarter 2013 Activity Report and Billing Statement	February	100	100	100	100	
1.2	2013 Annual Report	February	100	100	100	100	
1.2	1 st Quarter 2014 Activity Report and Billing Statement	May	0	100	100	100	
1.2	2 nd Quarter 2014 Activity Report and Billing Statement	August	0	0	100	100	
1.2	3 rd Quarter 2014 Activity Report and Billing Statement	November	0	0	0	100	
1.2	2014 UPWP Amendment #1	May	100	100	100	100	
1.2	2014 UPWP Amendment #2	September	0	0	100	100	
1.2	2015 UPWP and Annual Budget	November	0	0	75	100	
2.1	1st Quarter WAMPO On-the-Go Newsletter	March	100	100	100	100	
2.1	2nd Quarter On the Go with WAMPO Newsletter	June	100	100	100	100	
2.1	3rd Quarter On the Go with WAMPO Newsletter	September	0	0	100	100	
2.1	4th Quarter On the Go with WAMPO Newsletter	December	0	0	0	0	We did not complete this because our staff person that was tasked with this assignment accepted a position at another agency.) We are in the final stages of hiring his replacement, and we plan to start up regular newsletters once the person is on board, as per our 2015 UPWP.
2.2	Title VI Annual Report	September	0	0	100	100	
4.1	Annual List of Federally Obligated Projects	December	0	0	0	100	
4.1	FFY 2014 TIP Amendment #2	March	100	100	100	100	
4.1	FFY 2014 TIP Amendment #3	June	100	100	100	100	
4.1	FFY 2014 TIP Amendment #4	August	0	0	100	100	
4.1	FFY 2015 TIP	September	0	15	100	100	
4.1	FFY 2015 TIP Amendment #1	December	0	0	10	100	
4.1	Project Progress Reports	Monthly, April - Sept	5	25	25	25	We discontinued monthly reporting because the project status doesn't change much over the course of a month. We are re-working on the project reporting requirements for sponsors with the hope that we can collect more helpful information to allow our Committee members and the general public as a whole to better understand the status of federally funded projects in the region.
5.1	MTP 2040	July 2015	10	40	60	70	

Current with 2014 UPWP Amendment #2 (Adopted 9/9/2014)