



# 2015 Unified Planning Work Program (UPWP)

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First Quarter (April – June 2015)

Activity Report

Current with 2015 UPWP Amendment #1 (Adopted by WAMPO TPB on 4/14/15)

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## **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 Modeling  
**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**

- Answering phones, staffing front desk when needed, processing mail, and ordering supplies.
- Initiated the hiring process for the Associate Planner position. Tasks included transitioning responsibilities, updating the job description, coordinating with the human resource department to post the position, reviewing submitted applications, and setting up phone interviews.
- Completed the hiring process for the summer intern. Tasks included screening applications, interviewing candidates, reference checks, and coordination with the human resource department to make the final offer.
- Completed the procurement process to hire a professional recruiting firm to recruit and hire a new WAMPO Director. Tasks included reviewing proposals with the Executive Committee, negotiating a consultant contract, and initial consultant tasks.
- Worked with the Austin Peters Group staff person, Marla, to post the WAMPO Director position electronically on various job posting sites for the WAMPO Director's position.
- Coordinated with IT to set up email, phone and voicemail, and computer access for the summer intern,
- Contacted IT to update the computer hardware/software inventory.
- Planned and implemented phase 2 of the T-drive reorganization project.
- Arranged travel for WAMPO, as necessary.
- Closed out and reconciled travel that took place during the 1st quarter of 2015.
- Prepared and distributed timesheets to staff every two weeks.

#### **Activity 1.1.2 – WAMPO Reorganization**

**Lead Organization: WAMPO**

**Timeframe: 2011 - 2015**

- Completed the procurement process to hire an independent consultant to design and implement a new administrative services framework for WAMPO. Tasks included reviewing proposals, meeting with the Executive Committee, negotiating a contract, coordination with the purchasing office, and initial meetings with the selected consultant.
- Worked with WAMPO and Hugo Wall staff on the development of Administrative Support Services for WAMPO.
- Staffed Executive Committee meetings to review the Organizational Development Plan progress and other business matters.
- Consultant met with the Executive Committee to review the results of the focus group meetings and developed a draft mission statement, vision statement, and priorities for the Organizational Development Plan.
- Consultant facilitated work session at the TPB retreat.

#### **Activity 1.1.3 – Office Move (with MAPD) Preparation**

**Lead Organization: WAMPO**

**Timeframe: Spring 2013 – 2015 (tentative schedule)**

- Participated in planning meetings with regards to phone and computer services organized by Sedgwick County with regards to our move into the 271 Building.

### **Activity 1.1.4 – Certification Review**

**Lead Organization: WAMPO**

**Timeframe: Spring 2015 – Fall 2015**

- Held internal coordination meetings.
- Completed and submitted the certification review questionnaire.
- Planned and organized the public input meeting that was held on 6/08/15.
- Reviewed certification review answers from others, provided comment, and revised responses on the MTP.
- Participated in the two day session with FHWA, FTA and the other planning partners.

## **Sub-task 1.2—UPWP and Budget**

### **Activity 1.2.1 – UPWP and Budget**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Submitted the 2015 1st Quarter Activity Report and Billing Statement and requested reimbursement from KDOT.
- Started and completed the spreadsheets to track expenditures for OCA's that had more than salaries and benefits.
- Submitted the approved 2015 Amendment #1 to the finance department to enter into the accounting system so that it can be updated with the new financial information.
- Carried out Amendment #1, which included holding internal meetings, Executive Committee briefings, public involvement, TAC and TPB presentations, and correspondence with KDOT, FHWA, and FTA.
- Completed project tracking spreadsheets and entered updated purchase order information into them, and processed payments against purchase orders.
- Processed invoices upon receipt.
- Updated cash tracking spreadsheet.

## **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 of the TPB and TAC meetings, including compiling and distributing meeting packets, setting-up and tearing down meeting rooms, recording the minutes during meetings, drafting meeting minutes, uploading all pertinent documents to the website, providing meeting briefings to committee Chairpersons and members, and video-recording the TPB meetings.
- Coordinated with special speakers and staff to finalize meeting materials.
- Met with new members for initial orientation.
- Coordinated logistics of the TPB retreat with meeting venue, did a site visit of the venue, sent out meeting invitations and reminders to TPB members and alternates, tracked the RSVP's for the retreat, compiled meeting packets and assembled meeting materials, took notes at the retreat and prepared a written summary.
- Scheduled and handled logistics for special speaker Beth Osborne for her presentation to the TPB on the "The Innovative MPO" in April.
- Schedule the following guest speakers for upcoming TAC and TPB meetings: Carmine Palombo, Deputy Executive Director SEMCOG the topic is Asset Management; and April Marchese, FHWA Director Office of the Environment, the topic is Air Quality Conformity

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

### **Activity 1.4.1 – Professional Development**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Attended GIS-T conference in Des Moines (CU, 4/19-4/22)
- Attended Trans CAD training in Newton, MA (CU, 4/27-5/1)

- Attended May 6th City University KOMA/KORA training (TT, 5/6/15)
- Participated in website training with Jennifer Hart via Skype (TT, 5/18/15)
- Attended EPA EJSCREEN webinar and shared notes and information with staff (TT, 5/12/15)
- Empower: Retirement Planning for Women (CG, 4/14/15)
- Provided proposal for Team Building and Coalition Building with member jurisdictions to Planning Manager
- Received staff ideas for additional training related to meeting organization
- Accessed the newly released EJSCREEN web-based tools online and shared access information with staff to evaluate.

## **Task 2.0—Public and Stakeholder Involvement**

### **Sub-task 2.1—Public and Stakeholder Involvement**

#### **Activity 2.1.1 – Public Participation Plan (PPP) Maintenance**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Posted and distributed information related to MOVE 2040 public meetings and public comment opportunities, TIP amendments and other opportunities for public engagement and comment (ex. 6/8/15 Public Listening session with Federal Regulators).
- Reviewed MOVE 2040 public engagement activities to verify compliance with PPP.
- Reviewed information in tracker from July 2012 to current to ensure that all information was captured, and updated remaining missing information with assistance from Kristen and Zach.
- Worked with MOVE 2040 presenters to gather relevant details from the Phase 3 community presentations.
- Updated the project tracker with all MOVE 2040 public meeting information through May 2015.

#### **Activity 2.1.2 – Public Participation Plan (PPP) Update**

**Lead Organization: WAMPO**

**Timeframe: Mid-2015 to Mid-2016**

- Reviewed external PPP and engagement resources.
- Developed an initial PPP update outline draft.

#### **Activity 2.1.3 – General Outreach**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Maintained weekly Facebook page posts and associated Twitter site messages.
- Research transportation awareness days for the year to plan social media, web, and newsletter highlights.
- Drafted and disseminated Spring Newsletter.
- Completed distribution list project.
- Began drafting a website “how to manual” to be used for coverage or future training purposes.
- Fully utilizing Constant Contact distribution lists and developed notice templates.
- Receiving fewer bounce back message via Constant Contact and experiencing a 27% open rate on email blasts.
- Drafted major articles for the Summer Newsletter.
- Drafted message from the chairman communications (article, letter, email) announcing/sharing information about the WAMPO Organizational Development Plan.
- Drafted an Organizational Development Plan brochure for use with members and stakeholders.
- Met with Carol to discuss plans for developing posters communicating the key messages within the new WAMPO Organizational Development Plan.

- Began researching and developing content for a new section of the website called “transportation funding.”
- Attended the 6/8/15 public listening session with FTA and FHWA, documented and shared feedback.
- Developed and shared information with stakeholders for the 6/8/15 public meeting (notices, save the dates, press releases, invitations and reminders).
- Researched public education tools used within other MPOs and Organizations.
- Drafted a hybrid WAMPO process using a combination of the City of Wichita procedures and other resources.
- Developed templates for internal and external 101 tools. Drafted initial content for WAMPO 101 topics and tested tools using the LEP briefing and translation procedure content with staff.
- Identified articles and informational items for inclusion on the WAMPO website.
- Worked with the Planning Manager and the Associate Planner to identify items for inclusion in a "Finance" webpage for the WAMPO website.
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## **Sub-task 2.2—Title VI Program**

### **Activity 2.2.1 – Title VI Compliance**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Drafted and submitted staff update for the TPB meeting.
- Received concurrence from FTA.
- Drafted the Annual Report for KDOT.
- Closed the loop with KDOT staff regarding the Title VI update and shared document link.
- Updated Title VI section of the website to reflect new information and include newly translated vital documents.
- Added abbreviated Title VI “boiler plate” message to email blast communications including board/committee meeting notices.
- Completed LEP briefing with staff.
- Completed final draft of Title VI Annual report for KDOT.

### **Activity 2.2.2 – Title VI Program/Policy Update**

**Lead Organization: WAMPO**

**Timeframe: Mid-2014 to Mid-2015**

- Received concurrence from FTA on Title VI Update.
- Closed the loop with KDOT staff regarding the Title VI update and shared document link.

## **Task 3.0—Data and Modeling**

- Circulated emissions modeling scope of work for quotes from consultants.

## **Sub-task 3.1—Travel Demand Model**

### **Activity 3.1.1 – Travel Demand Model Maintenance**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Fulfilled multiple model data requests.
- Began steps to implement a new model data request process.
- Finished modeling work for MOVE 2040.

- Began updating the 2010 scenario to a "current" scenario for use with performance measures.

## **Sub-task 3.2—Travel and Transportation System Data**

### **Activity 3.2.1 – Functional Classification Update**

**Lead Organization: WAMPO**

**Timeframe: September 2012-December 2015**

- Project complete.

### **Activity 3.2.2 – Functional Classification Annual Review**

**Lead Organization: WAMPO**

**Timeframe: July 2015 – December 2015**

- Finished the functional classification manual.
- Submitted a call for changes.
- Reviewed UAB and found no changes to the functional classification.
- Completed the staff report for the UAB agenda item for the TPB and TAC meetings.

### **Activity 3.2.3 – Organize GIS Folder Structure and Develop Base GIS Data**

**Lead Organization: WAMPO**

**Timeframe: July 2013 – December 2015 (tentative, depending on number of base layers)**

- Worked with staff to sort out what base data layers we want on the GIS server.
- Continued to regularly meet with staff on the regional base layer dataset.
- Determined which files would be placed on the server for WAMPO.
- Sorted, organized, updated and archived WAMPO shape files before placement.
- Met with City of Wichita IT department.
- Monitored new MAP-21 Performance Measures NPRMs.
- Held regular conference calls with KDOT and MARC on performance measure data.
- Met with staff on policy issues related to our performance measures.
- Collated and organized performance measure data.
- Requested new accident data from KDOT.

### **Activity 3.2.4 – Data Framework**

**Lead Organization: WAMPO**

**Timeframe: January 2015 – and on-going thereafter**

- Met with City of Wichita GIS about storing some of our data on their GIS server and prepped data for transfer to the GIS server.

## **Task 4.0—Transportation System Project Programming**

### **Sub-task 4.1—Transportation Improvement Program (TIP)**

#### **Activity 4.1.1 – Transportation Improvement Program (TIP)**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Initiated and completed Amendment #3. Tasks included updating the database, coordinating with project sponsors, reviewing proposed changes with KDOT staff, developing the amendment packet, TAC and TPB review, KDOT follow up, and website updates.
- Initiated Amendment #4. Tasks included prepping the database for Amendment #4, coordinating with project sponsors, inputting the requested change, and preparing for TAC meetings.
- TPB approved a modified TIP development process in May 2015. Instead of developing a new 2016 TIP, WAMPO will continue to use its 2015 TIP.
- Continue to make changes to the GIS TIP maps for quarterly amendments.
- Completed TIP Amendment #3 map updates.
- Attend quarterly TIP amendment meetings.
- Reconciled 883s and monthly MPO-STP, MPO-TA, and MPO-CMAQ funding reports from KDOT.
- Maintained the TIP listserv.
- Updated TIP section of the website with new information and reconfigured resource placement.
- Distributed public notices via Constant Contact.
- Researched TIP communication practices within other MPO areas.
- Conducted best practices review by researching and documenting how the MPO in Kansas City and Albuquerque managed their TIPs.

#### **Activity 4.1.2 – Project Tracker Software**

**Lead Organization: WAMPO**

**Timeframe: 2015**

- Submitted and published RFP.
- Set up and met with review team to review proposals, and voted to reject all proposals.

### **Sub-task 4.2—Federal Highway Administration Programs Programming**

#### **Activity 4.2.1 – Federal Highway Administration (FHWA) Programs Programming**

**Lead Organization: WAMPO**

**Timeline: On-going**

- Balanced the budget for each funding program during 2015 TIP Amendment #3.

### **Sub-task 4.3—Federal Transit Administration Programs Programming and Grant Administration**

#### **Activity 4.3.1 – JARC/NF Designated Recipient Grant Application**

**Lead Organization: WAMPO**

**Timeline: On-going**

- Had a conversation with Kevin Osborne and determined that due to the level of current funding source, that there is no need to submit paperwork to report our DBE.
- Determined the balance left in the JARC grants, and visited with Shannon Graves regarding extending the end time for these grants so that the balance of the funds can be spent.
- Determined the balance left in the New Freedom grants, and visited with Shannon Graves with regards to extending the end time for these grants so that the balance of the funds can be spent.



### **Activity 4.3.2 – Transportation for Elderly Persons and Persons with Disabilities Program**

**Lead Organization: WAMPO**

**Timeline: 2013 – 2015**

- Currently this project is on hold until WT staff is able to engage in the process again. They are currently working through their budget process.

### **Sub-task 4.4—Other Programming**

- No activity this quarter.

## **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**

- Discussions with Planning Manager on the connection between the Implementation of MOVE 2040 recommendations and changes to the TIP procedures and policies.
- Added Air Quality Conformity to the discussion because of the need for a coordinated approach to the engagement of the TAC and TPB in the oversight of the various efforts.
- Agreed to an approach with a single Implementation Committee providing oversight for all of the initiatives.
- Finish making and updating GIS maps for the MOVE 2040 long-range plan, update 3 maps for chapters, and revised UAB map for Chapter 1.
- Revised the Phase 3 outreach locations map.
- Graphics and production graphics support included: Proofing/reviewing documents (Chapters 1-3, Phase 3 outreach summary), produced posters, signs, table tents, nameplates for open house meeting; created slides for TPB meeting, and created TIP/MTP link process chart.
- Developed and finalized recommendations for inclusion in MOVE 2040.
- Met with resource protection agencies regarding the environmental elements of the MTP.
- Discussed historic preservation elements with MAPD staff.
- Conducted briefing with KDOT on implementation components.
- Continuing discussions with WT regarding projects to be included in MOVE 2040.
- Received letter of concern and MOVE 2040 feedback from WT Advisory Board
- Completed Phase 3 outreach and reported to the TAC and TPB.
- Prepared Phase 3 outreach summary.
- Continued to work with editor and layout firm and authors to complete draft chapters and appendices for the Technical Version of MOVE 2040.
- Completed a draft of the Technical Version of MOVE 2040 for public comment and review by planning partners
- Prepared and provided a briefing presentation for TPB retreat.
- Prepared materials and presentations for joint PAC/TAC meeting.
- Meet with and responded to comments from FHWA and KDOT.
- Final Draft of Technical Version of MOVE 2040 available for public comment.
- Presented Final Draft of MOVE 2040 to TPB for review and comment.
- Met with FHWA and KDOT regarding earlier draft material of Technical Version of MOVE 2040
- Drafted a two page “Key Messages” document to be used with the general public.
- Coordinated the translation of the “Key Messages” document into Spanish and Vietnamese.
- Uploaded long version of the MOVE 2040 video to YouTube and incorporated it into the WAMPO Spring Newsletter.
- Drafted a MOVE 2040 PPP overview clarifying efforts made to engage the public.
- Drafted a comprehensive recap document for the public engagement at all phases to date

- Coordinated and attended the 6/29/15 public engagement event and Technical Report Release/Comment (physical space reservation, invitation, press release, save the date, web content, cover letter and reminder notice), and documented the feedback.
- Researched WAMPO region library contacts and prepared mail merge tools for the physical mailing of the Technical Report.
- Updated the MOVE 2040 section of the website and formatted the document to be accessible by chapter online.
- Performed extensive editing on draft MOVE 2040 Technical Version.
- Participated in the Public Outreach campaign by making presentations at area City Councils.
- Participated in MOVE 2040 team meetings.
- Updated project tracking spreadsheet for the project manager when changes to the PO were made and payments were processed.
- MOVE2040 portal support.

## **Sub-task 5.2—Asset Management Planning**

### **Activity 5.2.1 – Regional Asset Management Evaluation**

**Lead Organization: WAMPO**

**Timeframe: January 2013 – December 2014**

- An intern has been added to assist with the initial literature review on current asset management practices at MPOs and state DOTs.
- Finalized arrangements for the TAC Speaker on content of presentation, dates of the Wichita visit and the additional presentations for staff and possibly the TPB.

## **Sub-task 5.3—Transportation System Management and Operations**

### **Activity 5.3.1 – SHRP2 Organizing for Reliability Project in Wichita**

**Lead Organization: KDOT**

**Timeline: August 2013 – August 2015**

- No activity this quarter.

### **Activity 5.3.2 – TSM&O Task Force**

**Lead Organization: KDOT**

**Timeline: August 2013 – August 2015**

- Scheduled and drafted the agenda for the first TSM&O Task Force meeting.

## **Sub-task 5.4—Safety Planning**

- No activity this quarter.

## **Sub-task 5.5—Special Planning Studies**

### **Activity 5.5.1 – Community Investments Plan (CIP)**

**Lead Organization: Wichita – Sedgwick County Metropolitan Area Planning Department (MAPD)**

**Timeline: Fall 2012 – Fall 2015**

- Continued to monitor the activities of the committee.

## **Sub-task 5.6—Air Quality Planning**

### **Activity 5.6.2 – Preparation for Ozone Non-attainment Designation**

**Lead Organization: WAMPO**

**Timeframe: On-going**

- Met within WAMPO to plan air quality strategies to prepare for nonattainment designation
- Set date/time, location, and agenda for Interagency Consultation Kickoff meeting.
- Drafted education/outreach plan for TPB/TAC to be implemented later this year.

- Attended monthly meetings of the Air Quality Improvement Task Force.
- Developed and working on speaker for TPB Speaker Series in September 2015 to present on the topic of Air Quality.

## **Sub-task 5.7—Freight Planning**

- Helped develop stakeholders and freight needs and concerns for MOVE 2040.
- Developed performance measures for freight.
- Began the development of the scope of work, costs and approach for the update of the WAMPO Freight Plan.

## **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 the June Wichita Sedgwick County Access Advisory Board meeting
- Attended the Transit Advisory Board meetings.
- Participated in the oversight committee for the operations evaluation.

#### **Activity 6.1.2 – Transit and Paratransit Planning Activities**

**Lead Organization: Wichita Transit (WT)**

**Timeline: On-going**

- Conceptual Transit Planning for WSU TIGER Grant Application.
- Oversaw completion of Transit Operations Analysis conducted by Nelson Nygaard.
- Conducted Wichita Transit Customer Satisfaction Survey.
- Participated in committee and policy body meetings.
- Oversaw Agency Paratransit Site/Service Reviews.
- Completed NTD annual report.
- Free Fares Week planning, implementation, and analysis.
- WSU Earth Day outreach—joint effort with Wichita Department of Environmental Health.
- Travel Trainings

#### **Activity 6.1.3 – Regional Vanpool Plan**

**Lead Organization: WAMPO**

**Timeline: January 2014 – December 2015**

- Completed Tasks 1 - 5 and determined that there is not a market for vanpools in the metropolitan area at this time. The remaining tasks will not be conducted, and a final report will be prepared by the consultant.
- Prepared an informational item for the consent agenda of the TPB and the Wichita City Council.

## **Sub-task 6.2—Bicycle –Pedestrian Planning**

### **Activity 6.2.1 – Regional Bicycle – Pedestrian Count**

**Lead Organization: WAMPO**

**Timeline: February 2015– December 2015**

- Updated Bicycle-Pedestrian Count materials (registration form, training, volunteer materials and recruitment tools).
- Uploaded existing contacts into Constant Contact and planned for recruitment/training communications.
- Created an account with VolunteerMatch.org and posted volunteer event notice.
- Updated website and calendar.
- Sent a mailing to a variety of jurisdiction community contacts requesting volunteer assistance (rotary, boy scout, neighborhood town halls etc.)

**Second Quarter (April - June) Update**

UPWP Sub-task	Product	Anticipated Completion	Percent Complete (as of 3/31/15)	Percent Complete (as of 6/30/15)	Percent Complete (as of 9/30/15)	Percent Complete (as of 12/31/15)	Comments
1.1	Organizational Development Plan	Summer	N/A	100	0	0	
1.2	4 <sup>th</sup> Quarter 2014 Activity Report and Billing Statement	February	100	0	0	0	
1.2	2014 Annual Report	February	100	0	0	0	
1.2	1 <sup>st</sup> Quarter 2015 Activity Report and Billing Statement	May	0	100	0	0	
1.2	2nd Quarter 2015 Activity Report and Billing Statement	August	0	0	0	0	
1.2	3rd Quarter 2015 Activity Report and Billing Statement	November	0	0	0	0	
1.2	2015 UPWP Amendment #1	May	85	100	0	0	
1.2	2014 UPWP Amendment #2	September	0	0	0	0	
1.2	2016 UPWP and Annual Budget	November	0	15	0	0	
2.1	1st Quarter WAMPO On-the-Go Newsletter	March	90	100	0	0	
2.1	2nd Quarter On the Go with WAMPO Newsletter	June	0	100	0	0	
2.1	3rd Quarter On the Go with WAMPO Newsletter	September	0	0	0	0	
2.1	4th Quarter On the Go with WAMPO Newsletter	December	0	0	0	0	
2.2	Title VI Annual Report	September	0	100	0	0	
4.1	Annual List of Federally Obligated Projects	December	0	0	0	0	
4.1	FFY 2015 TIP Amendment #2	March	100	0	0	0	
4.1	FFY 2015 TIP Amendment #3	June	0	100	0	0	
4.1	FFY 2015 TIP Amendment #4	August	0	0	0	0	
4.1	FFY 2016 TIP Amendment #1	September	N/A	N/A	N/A	N/A	The TPB recently approved a change in process for how the 2016 TIP will be developed. The 2015 TIP Amendment #4 will serve as the 2016 TIP.
4.1	FFY 2016 TIP Amendment #1	December	0	0	0	0	As per the above comment, the 2016 TIP Amendment #1 will be re-named the 2015 TIP Amendment #5.
4.1	Project Progress Reports	Monthly, April - Sept	0	0	0	0	
5.1	IMTP 2040	July 2015	75	100	0	0	