



# WAMPO TPB Executive Committee Meeting Notice

Thursday, February 1, 2024, @ 11:00 am

### In-Person

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

### Virtual

After registering you will receive an email with how to access the Zoom Meeting.  
 Click [HERE](#) to Register.

Meeting Agenda	Page #
I. Welcome	
II. November 30, 2023, Meeting Summary	2
III. New Business	
<b>ADMINISTRATION</b>	
A. <a href="#">TPB and TAC bylaws</a>	3 to 27
<b>BUDGET &amp; FINANCE</b>	
B. <a href="#">WAMPO Financial Reports &amp; Audit tasks</a>	28 to 43
<b>STAFF TASKS, PROJECTS &amp; ACTIVITIES</b>	
C. <a href="#">2024 UPWP Tasks Update</a>	44 to 46
D. <a href="#">MTP/TIP Call for projects</a>	47
<b>Other Business</b>	
IV. Adjournment	
Next Meeting – May 2, 2024, at 11:00 AM	

Chad Parasa, TPB Secretary

January 31, 2024



## WAMPO TPB Executive Committee meeting

Thursday, November 30, 2023 at 11:30 am

WAMPO office Floor: MAPD Office Room 237, 271 W. 3rd Street, Wichita, KS 67202

### Meeting Notes & Summary

11/30/2023	
Type of Meeting	Regular
Members Present:	Becky Tuttle, City of Wichita (Chair) Dan Woydziak, Butler County Pete Meitzner, Sedgwick County Russ Kessler, City of Haysville Tom Hein, KDOT Nick Squires, KDOT District 5
Members Absent:	David Dennis, Sedgwick County (Ex-Officio)
WAMPO Staff:	Chad Parasa, Kyle Thomas, Dani Lasher
WAMPO Attorney:	Kelly Rundell, Hite, Fanning & Honeyman L.L.P.
Discussion	<ul style="list-style-type: none"> <li>• Chair Tuttle opened the meeting by discussing the meeting minutes summary from August 3, 2023.</li> <li>• Chad Parasa and Kyle Thomas provided an update on financial reports.</li> <li>• Chad Parasa requested advice from the members of the Executive Committee, regarding ranges of % increase in staff salaries due to the 2023-year end evaluations. Chad was advised by the EC members that the WAMPO staff salary increases can be considered up to a maximum range of 2.4% to 3%.</li> <li>• Chad summarized upcoming 2024 tasks and call for projects for MTP/TIP update. Primarily continuing follow up of CSAP study towards SS4A (Safe Streets for All) grant application, and other ongoing studies.</li> <li>• Chair Tuttle and Chad discussed working towards advertisements for hiring staff positions. Chad also updated his learning the source of talent in WSU, due to Chad's occasional part-time teaching at WSU, as well as Chad's voluntary role as a member of Mechanical Engineering Advisory Board.</li> <li>• Chair Tuttle discussed bylaws and Executive Committee structure, discussions and coordination will continue in 2024 regarding bylaws and EC structure. Kelly Rundell will be assisting with these task items.</li> </ul>



**Agenda Item3A: Discussion/Updates**

**TPB and TAC Bylaws**

Kelly Rundell, Hite, Fanning & Honeyman L.L.P.

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**Summary**

Attached are the bylaw changes needed to make the Vice Chair of TPB also the Chair of TAC



## Wichita Area Metropolitan Planning Organization Transportation Policy Body Bylaws

### Article 1 - TRANSPORTATION POLICY BODY (TPB) MEMBERSHIP

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

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

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

**1.2 Designation of Alternates.** Participating Member Jurisdictions may designate an official alternate or alternates as the official representative to the TPB as prescribed in the Redesignation Agreement. The intent of this provision is to have Member Jurisdictions designate alternates who can attend TPB meetings on a consistent basis, providing continuity in Jurisdictions' participation. The designation must be made in writing and submitted to the WAMPO prior to the alternate's or alternates' participation at a TPB meeting.

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

**1.4 Non-Voting Members.** Non-voting members represent WAMPO Member Jurisdictions that do not participate in the financial support of WAMPO, Member Jurisdictions represented by the Sedgwick County Association of Counties, and representatives from the Federal Highway Administration and the Federal Transit Administration.

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

## Article 2 - VOTING

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

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

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

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

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

## Article 3 - OFFICERS

**3.1 Chair and Vice-Chair.** The TPB shall annually elect a Chair and Vice-Chair from among the voting representatives. The election shall be by an affirmative vote of the quorum present at the regular February meeting of the TPB. The newly elected Chair and Vice-Chair shall assume office immediately following the election. The Vice-Chair of the TPB shall serve as the Chair of Technical Advisory Committee (TAC). In the event the TPB does not meet in February, elections will be at the next scheduled meeting. The Chair and Vice-Chair are eligible to succeed themselves but shall not represent the same Jurisdiction. The Chair and the Vice -Chair shall serve a term of one (1) year. No person elected as Chair shall serve more than two consecutive terms as Chair and no person elected as Vice-Chair shall serve more than two consecutive terms as Vice-Chair.

The Chair shall preside at TPB meetings and at all public hearings conducted by the TPB; appoint subcommittees as needed; sign all letters, agreements and documents, as authorized by the TPB; and perform such other duties as appropriate. The Vice-Chair shall serve as Chair in the absence of the Chair.

**3.2 Secretary.** The WAMPO Director, or designee, shall serve as Secretary. The Secretary will not have TPB voting privileges. The Secretary shall conduct all business on behalf of the TPB.

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The Secretary will perform other actions and responsibilities as may be delegated to that position by the Chair.

**3.3 Removal of Officers.** The Chair and Vice-Chair may be removed from their respective office for good and sufficient cause. The cause of the removal will be documented in the meeting minutes

and shall require an affirmative vote of seventy-five percent (75%) of the voting representatives present in a meeting where a quorum is present.

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

#### **Article 4 - EXECUTIVE COMMITTEE**

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

- Chair
- Vice-Chair/Chair of TAC
- Wichita Metro area representative from the Kansas Department of Transportation
- Two (2) at large members of the Executive Committee are voting representatives of the TPB and appointed by the Chair of the TPB

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

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

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

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

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

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

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

**4.3 Duties and Powers.** The Executive Committee shall:

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

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

## Article 5 - MEETINGS

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

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

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

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

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

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

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

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

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

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

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

## **Article 6 - VIDEO AND TELECONFERENCE ATTENDANCE**

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

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

## **Article 7 - CONDUCT OF BUSINESS**

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



**Article 8 - COMMITTEES**

**8.1 Technical Advisory Committee.** The Technical Advisory Committee (TAC) will serve as an advisory board and technical support for the TPB. The Vice-Chair of the TPB shall serve as the Chair of the Technical Advisory Committee shall serve no more than two 1-year terms. No other TPB voting representative or designated alternate shall serve simultaneously on both the TPB and the TAC.

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

**Article 9 - CONFLICT OF INTEREST**

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

have such a substantial interest on a matter coming before the Body or its committees, he or she shall declare the substantial interest.

**Article 10 - AMENDMENTS TO BY-LAWS**

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

**Article 11 - SUPERSESSION OF PREVIOUS BYLAWS**

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

\_\_\_\_\_  
David Dennis  
WAMPO TPB Chairperson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Secretary of WAMPO

\_\_\_\_\_  
Date

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Page 3 of 6

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

\_\_\_\_\_  
David Dennis  
WAMPO TPB Chairperson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Secretary of WAMPO

\_\_\_\_\_  
Date

WAMPO TPB Bylaws  
Adopted July 23, 2013  
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## Wichita Area Metropolitan Planning Organization Technical Advisory Committee

### SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

### SECTION 2.0 ORGANIZATION

#### 2.1 Authority

The Wichita Area Metropolitan Organization (WAMPO) Transportation Policy Body (TPB) is the authorizing body for the TAC.

#### 2.2 Purpose

The purpose of the TAC is to provide technical support to the WAMPO TPB. Activities include but are not limited to:

- 2.2.1 Provide technical support to the WAMPO TPB, and other agencies, on transportation related studies and issues.
- 2.2.2 Advise the WAMPO TPB on technical and policy matters with accompanying recommendations and support information.
- 2.2.3 Provide technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB.
- 2.2.4 Review the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- 2.2.5 Assist the WAMPO TPB and staff in preparation of the Unified Planning Work Program (UPWP), and recommend its adoption by the WAMPO TPB.
- 2.2.6 Coordinate in the development of regional transportation planning activities. Review and provide technical critique on the products and processes associated with regional transportation planning for the WAMPO area.

### SECTION 3.0 MEMBERS

#### 3.1 Committee Composition:

The membership of the TAC will consist of twenty-three (23) voting members and two (2) Ex-Officio non-voting members.

#### 3.1.1 Voting Members:

WAMPO TPB Bylaws  
Adopted July 23, 2013  
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- One (1) **Vice Chair of** WAMPO TPB Member serves as Chair of TAC (Elected by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative
- One (1) Coordinated Transit District Representative
- One (1) Sedgwick County Representative
- Two (2) Kansas Department of Transportation Representatives
- One (1) Butler County/Sumner County Representative
- Three (3) Sedgwick County Association of Cities (SCAC) Representatives
- One (1) Regional Economic Area Partnership (REAP) Representative
- One (1) Regional Pathways Representative from the WAMPO Regional Pathways System Plan (RPSP) Project Advisory Committee
- One (1) Air Quality Representative for the Metropolitan Statistical Area
- One (1) Kansas Turnpike Authority Representative
- One (1) At Large Representative Freight Movement Orientation (Named by the TPB)
- One (1) Railroad Freight Representative (Named by the TPB)
- One (1) Economist (Named by the TPB)
- One (1) Technologist (Named by the TPB)
- One (1) Urban land use planning and development trend expert (Named by the TPB)
- One (1) Public Health Representative (Named by the TPB)

### **3.1.2 \*Ex-Officio Non-Voting Members**

- One (1) Federal Highway Administration Representative\*
- One (1) Federal Transit Administration Representative\*

## **3.2 Alternate Members**

Alternates will be allowed to replace the designated member maintaining all rights and voting privileges as the designated member.

**3.2.1** Alternates will advise the Chairperson for the record, at the beginning of each meeting, that they will be replacing the designated member.

## **3.3 Member Selection and Termination**

Members will be approved by the WAMPO TPB. Staff will provide recommendations on membership.

**3.3.1** The represented agencies shall select the member to represent that agency according to their represented agency's own practices and the proposed listing outlined in the Bylaws. These selections will be submitted to WAMPO staff through an email or letter for documentation purposes.

**3.3.2** A person's membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC, or by the group represented by the person choosing a replacement representative.

**3.3.3** If a member or the member's alternate misses three (3) meetings within a calendar year, TAC may vote to remove the member and request a new appointee.

## **SECTION 4.0 OFFICERS AND COMMITTEES**

### **4.1 Chairperson**

**4.1.1** The Vice Chair of TPB shall serve as the Chairperson of the TAC.

**4.1.2** Elections shall take place during the regular February monthly meeting of the TPB. In the event the TPB does not meet in February, elections will be at the next scheduled meeting.

**4.1.3** The term of the office shall be 1 year, or until such time the new officers are elected. The Chairperson of TAC may serve two consecutive 1 year terms.

**4.1.4** In the event of a vacancy in the office of Chairperson, a TPB member shall be elected by the TPB to serve the remainder of the term of office.

### **4.2 Duties of the Chairperson**

The Chairperson shall preside at TAC meetings assuring a comprehensive, cooperative, and continuing planning process.

### **4.3 Duties of the Secretary**

It is the duty of the Secretary to conduct meetings in the absence of the Chairperson. The Secretary is responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes, and the official roster of members. The Director of the WAMPO will act as Secretary of the TAC.

## **SECTION 5.0 QUORUM**

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

## **SECTION 6.0 MEETINGS**

### **6.1 Meetings**

The TAC shall typically hold meetings, two weeks ahead of the WAMPO TPB meeting whenever possible. The WAMPO TPB approves the schedule of meeting dates each year. When the date of a meeting falls on a legal holiday, the TAC meeting will be held the following calendar day or as scheduled by the Secretary.

- 6.1.1** The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.
- 6.1.2** Changes to meeting time, place, or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.
- 6.1.3** Publication of the meetings and information will be posted on the WAMPO website. Public involvement activities will follow the currently adopted Public Participation Plan (PPP).
- 6.1.4** Opportunities for public comment shall be provided at each meeting. Matters related to personnel and litigation are not appropriate for public comment. Rules of decorum will be observed.

## **6.2 Special Meetings**

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

## **6.3 Conduct of Meetings**

- 6.2.1** The meetings of the TAC will be held in accordance with Robert's Rules of Order and the Kansas Open Meetings Act (KOMA).
- 6.2.2** Meetings of TAC may be held in person, virtually or in a combination of both in-person and virtual.
- 6.2.3** Locations for all TAC meetings shall be accessible by persons with disabilities.

## **6.4 Agendas**

- 6.3.1** There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.
- 6.3.2** The Secretary in consultation with the Chairperson shall draft a meeting agenda.
- 6.3.3** Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).
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## **6.5 Record of Proceedings**

- 6.4.1** At all meetings of the TAC, the Secretary shall record a roll of members, minutes of proceedings, and votes.
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shall be available for public inspection at the office of the Secretary and posted on the WAMPO web site.

**6.6 Voting**

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

**6.7 Conflict of Interest**

No member of the TAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the TAC or its committees, the Chairperson shall declare an abstention for each affected TAC member for that item on the agenda.

**SECTION 7.0 AMENDMENTS TO BYLAWS**

These Bylaws may be amended by a majority vote of the WAMPO TPB voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. An official copy will be maintained by the Secretary.

**SECTION 8.0 EFFECTIVE DATE**

The above and foregoing bylaws are hereby adopted as the bylaws of the TAC.

- Adopted this 19th day of January 2006**
- Amended this 14th day of October 2008**
- Amended this 9th day of August 2011**
- Amended this 8th day of August 2017**
- Amended this 9<sup>th</sup> day of March 2021**
- Amended this 8<sup>th</sup> day of November 2022**

\_\_\_\_\_

WAMPO TPB Chairperson  
David Dennis

\_\_\_\_\_

Date

ATTEST:

\_\_\_\_\_  
WAMPO Secretary

\_\_\_\_\_  
Date



## Wichita Area Metropolitan Planning Organization Technical Advisory Committee

### SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

### SECTION 2.0 ORGANIZATION

#### 2.1 Authority

The Wichita Area Metropolitan Organization (WAMPO) Transportation Policy Body (TPB) is the authorizing body for the TAC.

#### 2.2 Purpose

The purpose of the TAC is to provide technical support to the WAMPO TPB. Activities include but are not limited to:

- 2.2.1 Provide technical support to the WAMPO TPB, and other agencies, on transportation related studies and issues.
- 2.2.2 Advise the WAMPO TPB on technical and policy matters with accompanying recommendations and support information.
- 2.2.3 Provide technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB. 2.2.4 Review the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- 2.2.5 Assist the WAMPO TPB and staff in preparation of the Unified Planning Work Program (UPWP), and recommend its adoption by the WAMPO TPB.
- 2.2.6 Coordinate in the development of regional transportation planning activities. Review and provide technical critique on the products and processes associated with regional transportation planning for the WAMPO area.

### SECTION 3.0 MEMBERS

#### 3.1 Committee Composition:

The membership of the TAC will consist of twenty-three (23) voting members and two (2) Ex-Officio non-voting members.

#### 3.1.1 Voting Members:

WAMPO TPB Bylaws  
Adopted July 23, 2013  
Amended March 12, 2019  
Amended March 9, 2021  
Amended November 8, 2022

- One (1) **Vice Chair of WAMPO TPB** Member serves as Chair of TAC (Elected by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative
- One (1) Coordinated Transportation Representative
- One (1) Sedgwick County Representative
- Two (2) Kansas Department of Transportation Representatives
- One (1) Butler County/Sumner County Representative
- Three (3) Sedgwick County Association of Cities (SCAC) Representatives
- One (1) Regional Economic Area Partnership (REAP) Representative
- One (1) Regional Pathways Representative from the WAMPO Regional Pathways System Plan (RPSP) Project Advisory Committee
- One (1) Air Quality Representative for the Metropolitan Statistical Area
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## **SECTION 4.0 OFFICERS AND COMMITTEE** Page 2 of 6

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Adopted July 23, 2013  
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\_\_\_\_\_

WAMPO TPB Chairperson  
David Dennis

\_\_\_\_\_

Date

WAMPO TPB Bylaws  
Adopted July 23, 2013  
Amended March 12, 2019  
Amended March 9, 2021  
Amended November 8, 2022

ATTEST:

\_\_\_\_\_  
WAMPO Secretary

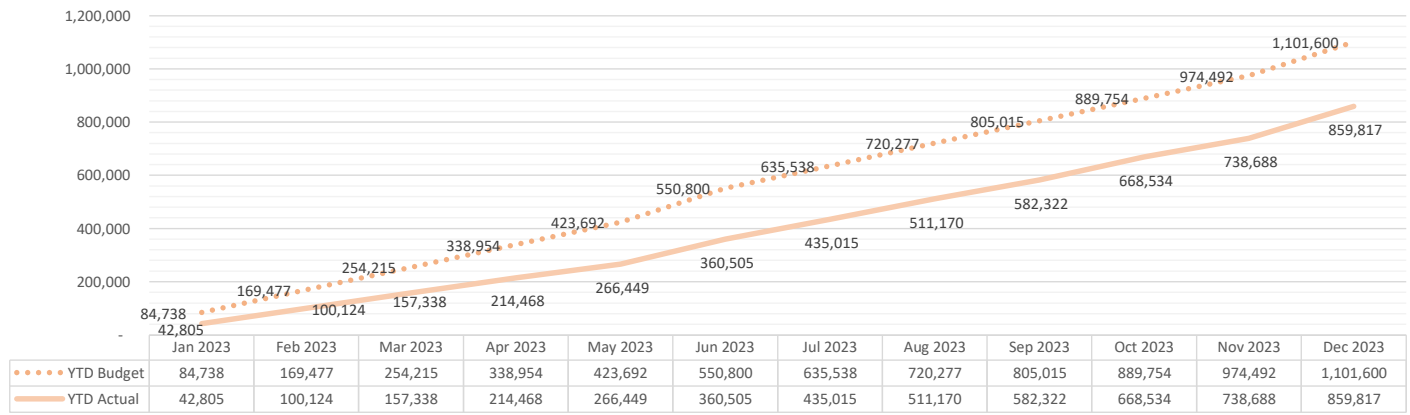
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Page 5 of 6

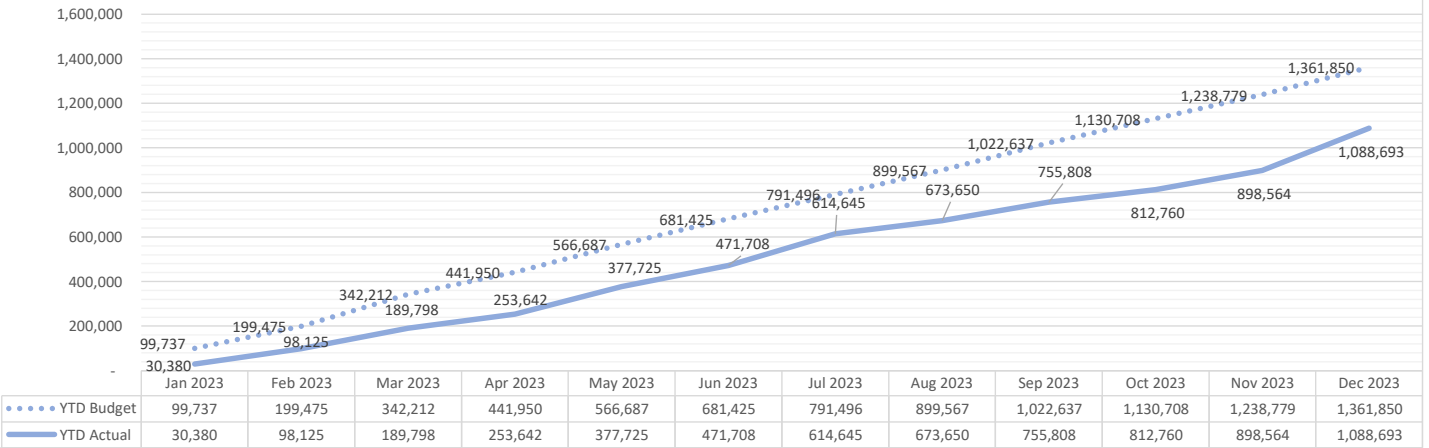
Page 6 of 6

WAMPO TPB Bylaws  
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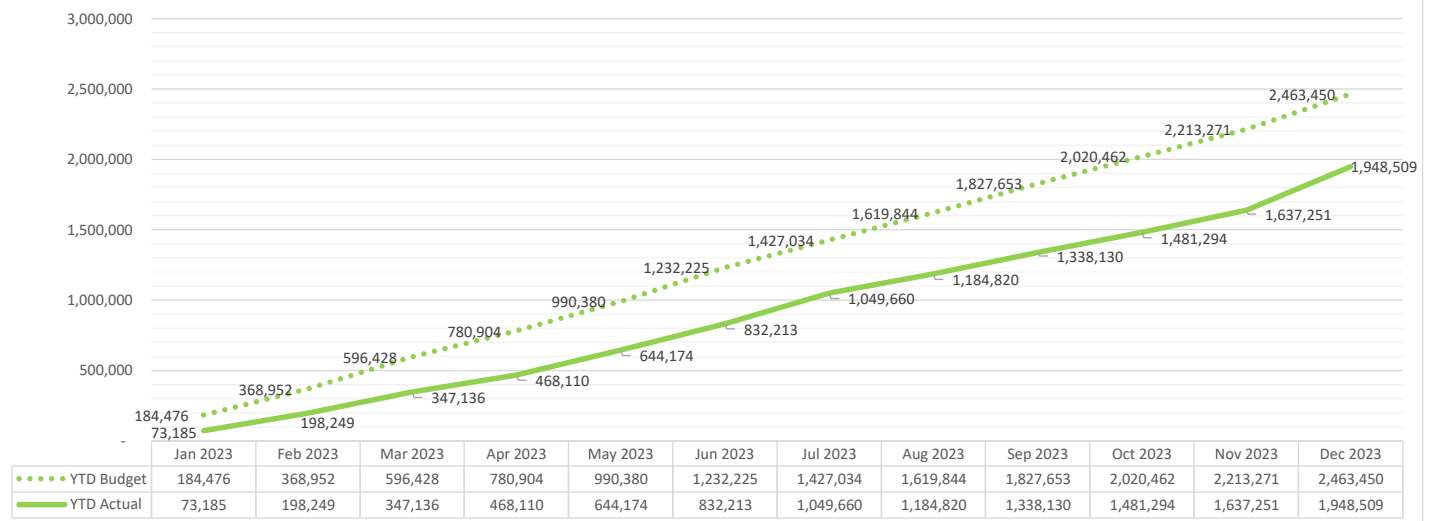
### WAMPO CPG Salaries & Benefits 2023



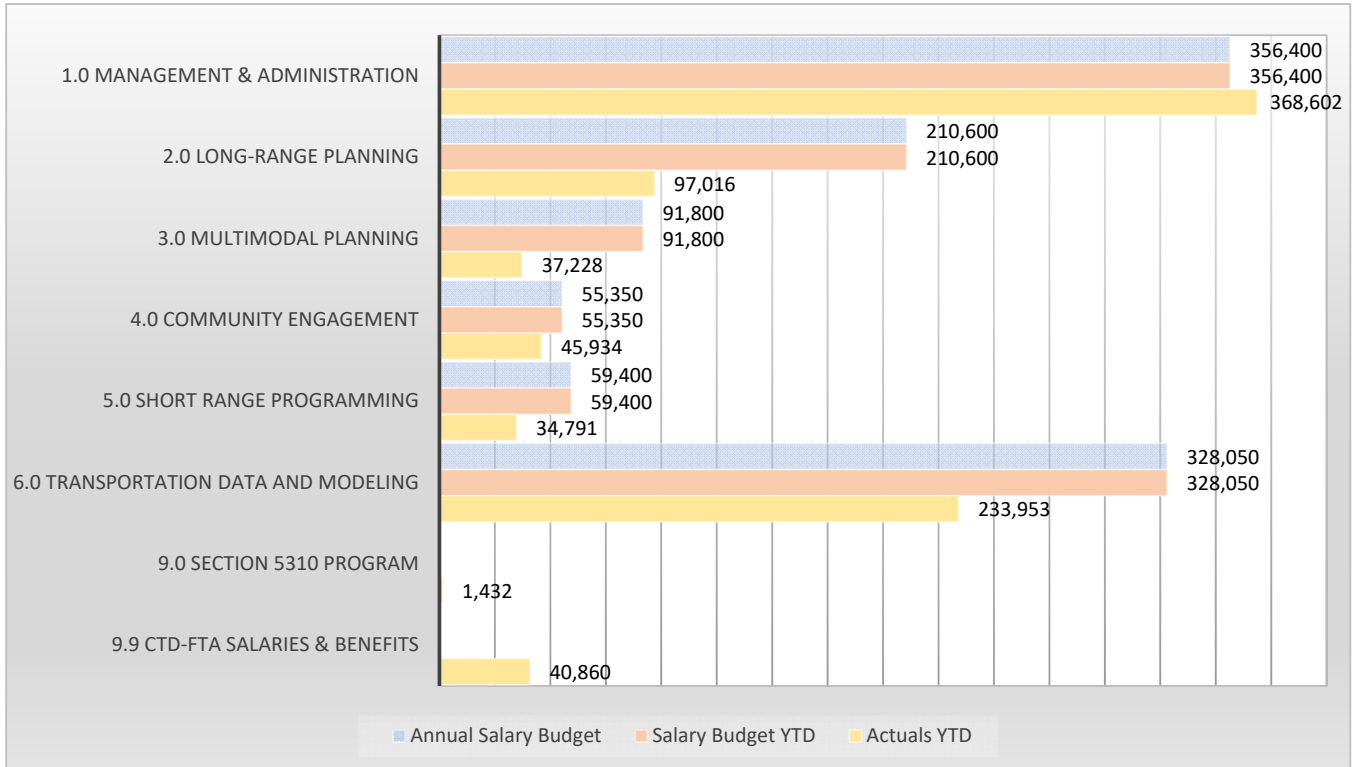
### WAMPO CPG Operating Expenses 2023



### WAMPO CPG Operating Expenses & Payroll 2023



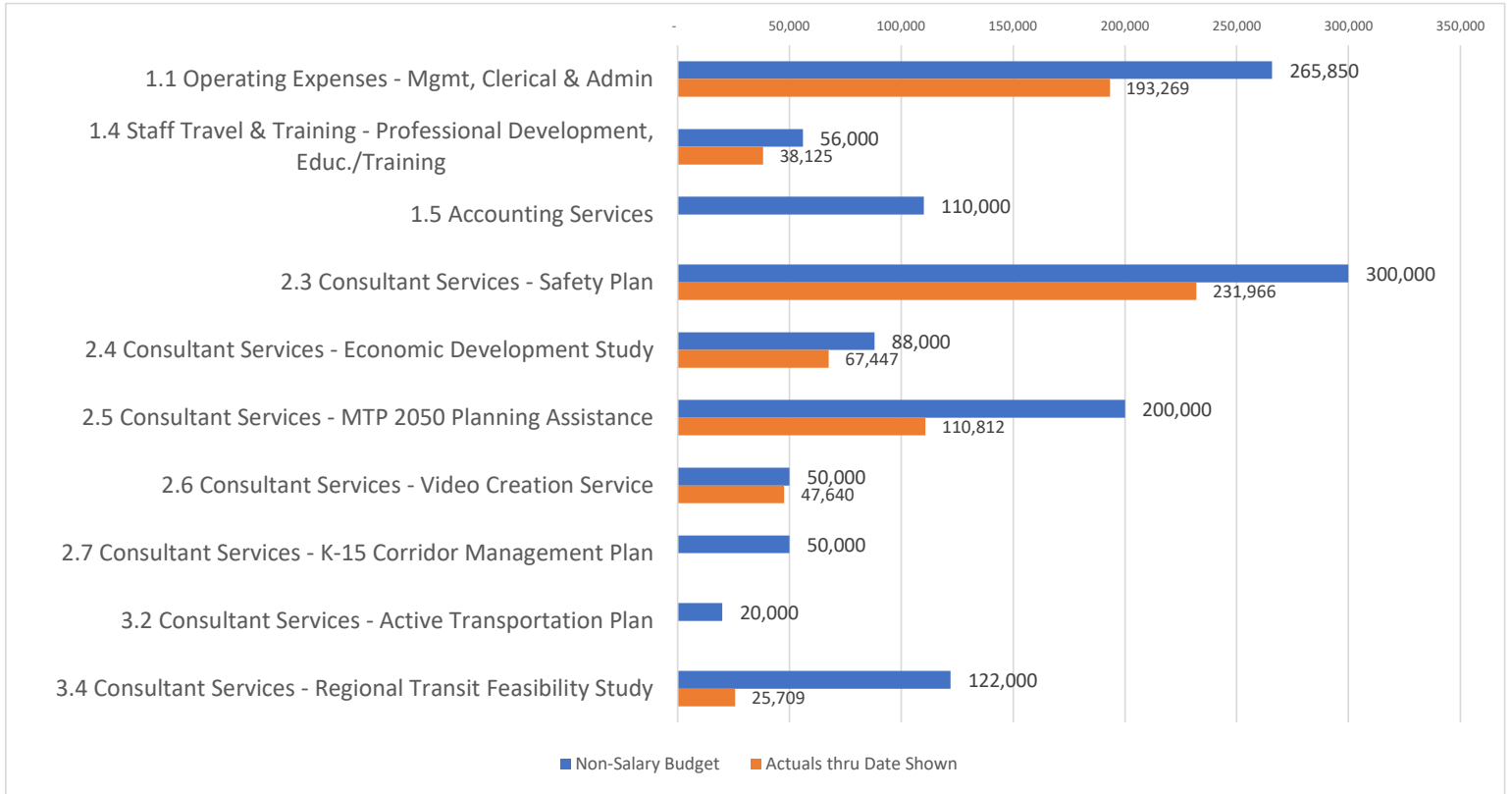
### WAMPO Payroll Budget/Actuals - December 2023



### WAMPO Payroll Budget/Actuals - December 2023

Budget Task	Annual Salary Budget	Salary Budget YTD	Actuals YTD	Percent Spent
1.0 Management & Administration	356,400	356,400	368,602	103.4%
2.0 Long-Range Planning	210,600	210,600	97,016	46.1%
3.0 Multimodal Planning	91,800	91,800	37,228	40.6%
4.0 Community Engagement	55,350	55,350	45,934	83.0%
5.0 Short Range Programming	59,400	59,400	34,791	58.6%
6.0 Transportation Data and Modeling	328,050	328,050	233,953	71.3%
9.0 Section 5310 Program			1,432	
9.9 CTD-FTA Salaries & Benefits			40,860	
	<b>1,101,600</b>	<b>1,101,600</b>	<b>859,817</b>	<b>78.1%</b>

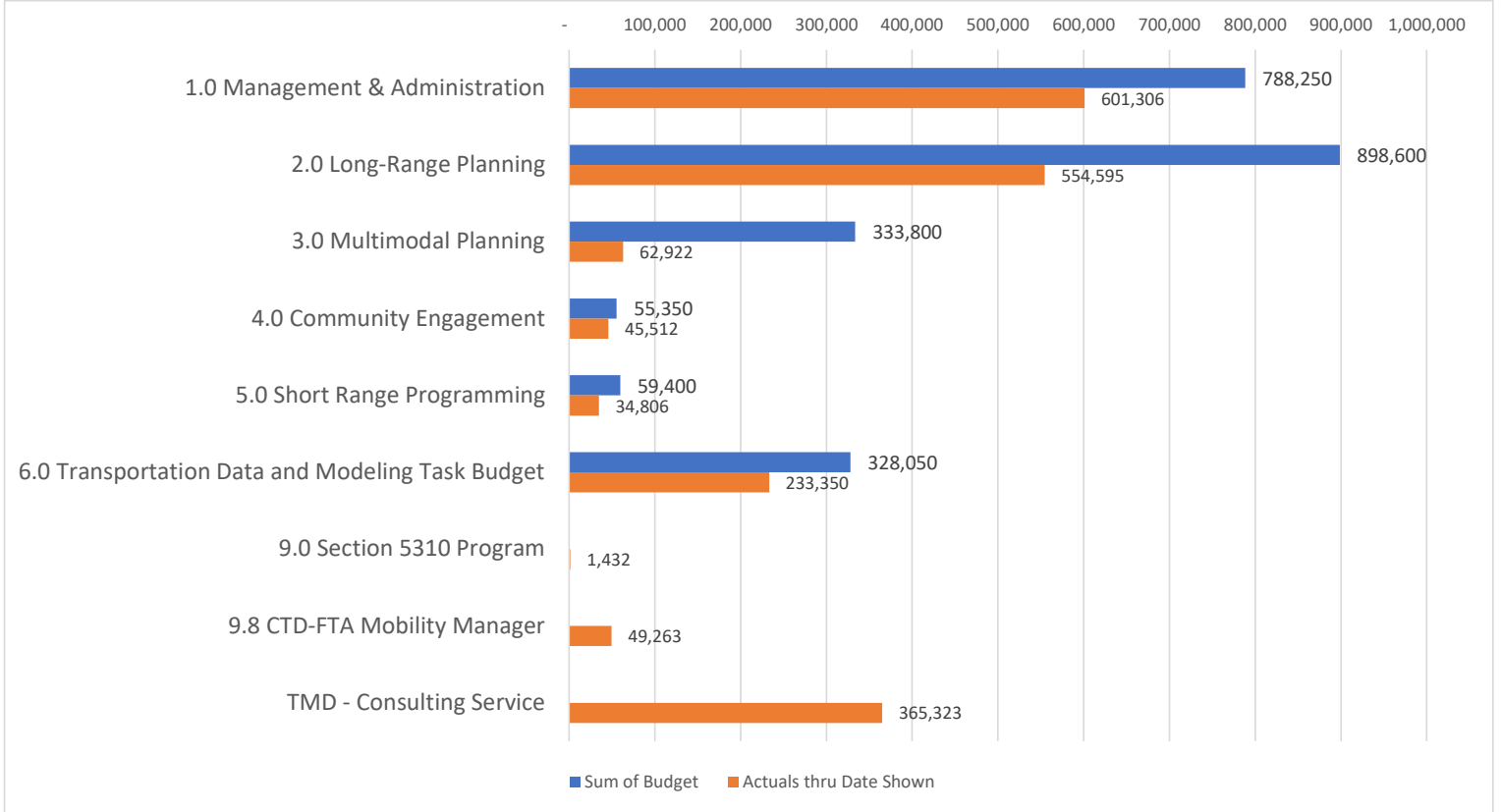
## WAMPO Non-Payroll Budget/Actuals Year to Date - December 31, 2023



## WAMPO Non-Payroll Budget/Actuals Year to Date - December 31, 2023

Budget Task	Non-Salary Budget	Actuals thru Date Shown
1.1 Operating Expenses - Mgmt, Clerical & Admin	265,850	193,269
1.4 Staff Travel & Training - Professional Development, Educ./Training	56,000	38,125
1.5 Accounting Services	110,000	
2.3 Consultant Services - Safety Plan	300,000	231,966
2.4 Consultant Services - Economic Development Study	88,000	67,447
2.5 Consultant Services - MTP 2050 Planning Assistance	200,000	110,812
2.6 Consultant Services - Video Creation Service	50,000	47,640
2.7 Consultant Services - K-15 Corridor Management Plan	50,000	
3.2 Consultant Services - Active Transportation Plan	20,000	
3.4 Consultant Services - Regional Transit Feasibility Study	122,000	25,709
3.5 Operating Expenses - Bicycle & Pedestrian Counting Equipment Purchase	100,000	
9.8 CTD-FTA Expenses		8,403
TMD - Consulting Service		365,323
<b>Grand Total</b>	<b>1,361,850</b>	<b>1,088,693</b>

### WAMPO Budget/Actuals - Combined Payroll and Non-Payroll Year to Date - December 31, 2023



### WAMPO Budget/Actuals - Combined Payroll and Non-Payroll Year to Date - December 31, 2023

Budget Task	Sum of Budget	Actuals thru Date Shown
1.0 Management & Administration	788,250	601,306
2.0 Long-Range Planning	898,600	554,595
3.0 Multimodal Planning	333,800	62,922
4.0 Community Engagement	55,350	45,512
5.0 Short Range Programming	59,400	34,806
6.0 Transportation Data and Modeling Task Budget	328,050	233,350
9.0 Section 5310 Program		1,432
9.8 CTD-FTA Mobility Manager		49,263
TMD - Consulting Service		365,323
<b>Grand Total</b>	<b>2,463,450</b>	<b>1,948,509</b>

**WAMPO**  
**Expenditures Budget to Actual Dec 2023**

Program	Sub-Task Description	Total Budget	YTD Actual	Remaining Balance	% Expended to Date
<b>UPWP</b>					
	1.1 457 One America Services	2,500.00	-	2,500.00	0.00%
	1.1 457 Qualified Plan Services	1,000.00	980.57	19.43	98.06%
	1.1 Advertising & Marketing	5,000.00	3,279.41	1,720.59	65.59%
	1.1 Bank Charges & Fees	2,000.00	697.93	1,302.07	34.90%
	1.1 Building & Services Agreement	30,000.00	30,000.00	-	100.00%
	1.1 Consultants	12,000.00	-	12,000.00	0.00%
	1.1 Copier Services	4,800.00	7,212.39	(2,412.39)	150.26%
	1.1 Dues & subscriptions	1,500.00	656.35	843.65	43.76%
	1.1 Employee Travel 1.1	-	1,262.68	(1,262.68)	
	1.1 FSA Plan	1,000.00	3,387.57	(2,387.57)	338.76%
	1.1 Legal & Professional Services	30,000.00	17,517.91	12,482.09	58.39%
	1.1 Liability Insurance	25,000.00	16,049.00	8,951.00	64.20%
	1.1 Life Insurance	10,000.00	10,305.19	(305.19)	103.05%
	1.1 Misc Technology Supplies/Fees	5,000.00	1,430.87	3,569.13	28.62%
	1.1 Office Supplies & Equipment	54,000.00	25,945.20	28,054.80	48.05%
	1.1 Other Miscellaneous Service Cost	7,050.00	5,979.73	1,070.27	84.82%
	1.1 Payroll Processing Expense	6,000.00	5,820.00	180.00	97.00%
	1.1 Professional Memberships/Periodicals	15,000.00	9,258.85	5,741.15	61.73%
	1.1 QuickBooks Accounting	2,000.00	2,250.00	(250.00)	112.50%
	1.1 Relocation Costs for New Employee	3,000.00	-	3,000.00	0.00%
	1.1 Salaries & Benefits 1.1	136,350.00	188,160.46	(51,810.46)	138.00%
	1.1 Single Audit	28,000.00	28,706.67	(706.67)	102.52%
	1.1 Software License Fees	15,000.00	27,486.02	(12,486.02)	183.24%
	1.1 Staff Travel and Training 1.4	-	3.88	(3.88)	
	1.1 USPS	1,000.00	62.10	937.90	6.21%
	1.1 Wealth Management Advisor	5,000.00	-	5,000.00	0.00%
	1.1 Furniture & Equipment	-	48.74	(48.74)	
	1.1 Health Insurance - ER	-	(5,082.45)	5,082.45	
	1.1 Dental	-	8.14	(8.14)	
	1.1 State Unemployment Tax	-	3.69	(3.69)	
	1.1 Surency Vision	-	(1.00)	1.00	
	1.2 Salaries & Benefits 1.2	87,750.00	96,881.62	(9,131.62)	110.41%
	1.3 Salaries & Benefits 1.3	91,800.00	42,741.62	49,058.38	46.56%
	1.4 Salaries & Benefits 1.4	40,500.00	42,128.51	(1,628.51)	104.02%
	1.4 Staff Travel and Training 1.4	54,000.00	38,124.65	15,875.35	70.60%
	1.4 Consulting	2,000.00	-	2,000.00	0.00%
	1.5 Accounting Services 1.5	110,000.00	-	110,000.00	0.00%
	2.1 Salaries & Benefits 2.1	207,900.00	96,341.19	111,558.81	46.34%
	2.2 Salaries & Benefits 2.2	2,700.00	389.90	2,310.10	14.44%
	2.3 Consulting 2.3 - Safety Study	300,000.00	231,965.73	68,034.27	77.32%
	2.4 Consulting 2.4 - Economic Development Study	88,000.00	67,446.54	20,553.46	76.64%
	2.5 Consulting 2.5 Services-MT 2050 Planning Assistance	200,000.00	110,811.65	89,188.35	55.41%
	2.6 Consulting 2.6 Services - Video Creation Services	50,000.00	47,640.20	2,359.80	95.28%
	2.7 Consultant Services: K-15 Corridor Management Plan (with KDO)	50,000.00	-	50,000.00	0.00%
	3.1 Salaries & Benefits 3.1	41,850.00	19,583.48	22,266.52	46.79%
	3.2 Consulting 3.2 - Active Transportation Plan	20,000.00	-	20,000.00	0.00%
	3.3 Salaries & Benefits 3.3	49,950.00	17,629.56	32,320.44	35.29%
	3.4 Consulting 3.4 Services - Regional Transit Feasibility Study	122,000.00	25,708.65	96,291.35	21.07%
	3.5 Bicycle & Pedestrian 3.5 Counting Equipment Purchase	100,000.00	-	100,000.00	0.00%
	4.1 Salaries & Benefits 4.1	45,900.00	40,392.09	5,507.91	88.00%
	4.2 Salaries & Benefits 4.2	9,450.00	5,120.03	4,329.97	54.18%
	5.1 Salaries & Benefits 5.1	32,400.00	18,705.63	13,694.37	57.73%
	5.2 Salaries & Benefits 5.2	27,000.00	16,100.64	10,899.36	59.63%
	6.1 Salaries & Benefits 6.1	16,200.00	5,628.57	10,571.43	34.74%
	6.2 Salaries & Benefits 6.2	102,600.00	75,890.80	26,709.20	73.97%
	6.3 Salaries & Benefits 6.3	206,550.00	150,323.81	56,226.19	72.78%
	6.4 Salaries & Benefits 6.4	2,700.00	1,506.74	1,193.26	55.81%
	<b>UPWP Total</b>	<b>2,463,450.00</b>	<b>1,532,491.51</b>	<b>930,958.49</b>	<b>62.21%</b>



**WAMPO**  
**Expenditures Budget to Actual Dec 2023**

Program	Sub-Task Description	Total Budget	YTD Actual	Remaining Balance	% Expended to Date
<b>5310 Program</b>					
	9 Salaries & Benefits PWP	-	1,431.58	(1,431.58)	
	<b>5310 Program Total</b>	-	1,431.58	(1,431.58)	
<b>Mobilty Manager</b>					
	9.8 Advertising & Marketing	-	444.91	(444.91)	
	9.8 Conferences	-	1,920.75	(1,920.75)	
	9.8 CTD-FTA Travel 9.9	-	1,736.74	(1,736.74)	
	9.8 Life Insurance	-	471.45	(471.45)	
	9.8 Office Supplies & Equipment	-	312.03	(312.03)	
	9.8 Software License Fees	-	267.43	(267.43)	
	9.8 Furniture & Equipment	-	3,249.20	(3,249.20)	
	9.9 CTD-FTA Salaries & Benefits 9.9	-	40,860.29	(40,860.29)	
	<b>Mobilty Manager Total</b>	-	49,262.80	(49,262.80)	
<b>Travel Demand Model</b>					
	TDM TDM Consulting Services	-	365,323.41	(365,323.41)	
	<b>TDM Total</b>	-	365,323.41	(365,323.41)	
	<b>Totals</b>	2,463,450.00	1,948,509.30	514,940.70	79.10%

# Wichita Area Metropolitan Planning Organization

## Statement of Cash Flows

January - December 2023

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	235,247.81
Adjustments to reconcile Net Income to Net Cash provided by operations:	
12000 Accounts Receivable (A/R)	-334,856.25
12130 AR Clearing	-39,302.84
12500 Prepaid Travel	2,595.36
19999 Other Current Assets	275.17
20000 Accounts Payable (A/P)	12,502.40
20100 Credit Card Payable	1,814.99
20130 AP Clearing	92,532.00
21001 Federal Income Tax Payable	0.00
21002 State Income Tax Payable	0.00
21003 Federal FICA Liability	0.00
21004 Federal FHI Liability	0.00
21005 457 Plan Liability	0.00
21006 457 Plan EERTH Employee	0.00
21007 Health Insurance Liability	0.00
21008 Dental Insurance Liability	0.00
21009 Vision Insurance Liability	0.00
21011 Garnishment	0.00
21012 Kansas Unemployment	-0.05
21013 Payroll Clearing	3,521.89
21014 Flex-Spending Liability	0.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-260,917.33</b>
<b>Net cash provided by operating activities</b>	<b>\$ -25,669.52</b>
<b>INVESTING ACTIVITIES</b>	
12510 Building Lease (ROU)	-60,000.00
<b>Net cash provided by investing activities</b>	<b>\$ -60,000.00</b>
<b>FINANCING ACTIVITIES</b>	
22010 Building Lease Liability	60,000.00
<b>Net cash provided by financing activities</b>	<b>\$60,000.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -25,669.52</b>
Cash at beginning of period	623,048.65
<b>CASH AT END OF PERIOD</b>	<b>\$597,379.13</b>

# Wichita Area Metropolitan Planning Organization

## Balance Sheet Summary

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	597,379.13
Accounts Receivable	660,905.15
Other Current Assets	51,160.91
<b>Total Current Assets</b>	<b>\$1,309,445.19</b>
Other Assets	60,000.00
<b>TOTAL ASSETS</b>	<b>\$1,369,445.19</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	70,171.67
Other Current Liabilities	120,308.95
<b>Total Current Liabilities</b>	<b>\$190,480.62</b>
Long-Term Liabilities	60,000.00
<b>Total Liabilities</b>	<b>\$250,480.62</b>
Equity	1,118,964.57
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,369,445.19</b>

# Wichita Area Metropolitan Planning Organization

## Balance Sheet

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 Small Business Options (6693)	597,338.42
10100 Intrust Bank	0.00
10200 Cash on hand	40.71
<b>Total Bank Accounts</b>	<b>\$597,379.13</b>
Accounts Receivable	
12000 Accounts Receivable (A/R)	660,905.15
<b>Total Accounts Receivable</b>	<b>\$660,905.15</b>
Other Current Assets	
11500 457 Plan Forfeitures	0.00
12100 Accrued Reimbursements	0.00
12130 AR Clearing	50,347.05
12500 Prepaid Travel	540.41
19999 Other Current Assets	273.45
<b>Total Other Current Assets</b>	<b>\$51,160.91</b>
<b>Total Current Assets</b>	<b>\$1,309,445.19</b>
Other Assets	
12510 Building Lease (ROU)	60,000.00
<b>Total Other Assets</b>	<b>\$60,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,369,445.19</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	70,171.67
<b>Total Accounts Payable</b>	<b>\$70,171.67</b>

# Wichita Area Metropolitan Planning Organization

## Balance Sheet

As of December 31, 2023

	TOTAL
Other Current Liabilities	
20100 Credit Card Payable	1,814.99
20130 AP Clearing	102,730.25
20140 Deferred Membership Dues Revenue	0.00
20150 Deferred TIP Fee Revenue	0.00
21001 Federal Income Tax Payable	0.00
21002 State Income Tax Payable	0.00
21003 Federal FICA Liability	0.00
21004 Federal FHI Liability	0.00
21005 457 Plan Liability	0.00
21006 457 Plan EERTH Employee	0.00
21007 Health Insurance Liability	0.00
21008 Dental Insurance Liability	0.00
21009 Vision Insurance Liability	0.00
21010 Child Support	0.00
21011 Garnishment	0.00
21012 Kansas Unemployment	0.00
21013 Payroll Clearing	15,763.71
21014 Flex-Spending Liability	0.00
<b>Total Other Current Liabilities</b>	<b>\$120,308.95</b>
<b>Total Current Liabilities</b>	<b>\$190,480.62</b>
Long-Term Liabilities	
22000 Cash Advance From Fiscal Agent	0.00
22010 Building Lease Liability	60,000.00
<b>Total Long-Term Liabilities</b>	<b>\$60,000.00</b>
<b>Total Liabilities</b>	<b>\$250,480.62</b>
Equity	
35000 Retained Earnings	883,716.76
Net Income	235,247.81
<b>Total Equity</b>	<b>\$1,118,964.57</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,369,445.19</b>

# Wichita Area Metropolitan Planning Organization

## Profit and Loss

January - December 2023

	TOTAL
<b>Income</b>	
40000 KDOT Reimbursement	1,269,656.23
40100 KDOT 100 Reimbursement	365,323.42
41000 Membership Dues	50,000.00
46000 TIP Fee Revenue	436,156.27
47000 WAMPO Funding	62,621.19
<b>Total Income</b>	<b>\$2,183,757.11</b>
<b>GROSS PROFIT</b>	
	<b>\$2,183,757.11</b>
<b>Expenses</b>	
51005 Advertising & Marketing	3,724.32
51010 Bank Charges & Fees	697.93
51025 Professional Memberships/Periodicals	9,258.85
51030 Software License Fees	27,753.45
51031 Misc Technology Supplies/Fees	1,430.87
51046 Liability Insurance	16,049.00
51047 Life Insurance	10,776.64
51048 Health Insurance - ER	-5,082.45
51049 FSA Plan	3,387.57
51070 Legal & Professional Services	17,517.91
51075 Building & Services Agreement	30,000.00
51080 Office Supplies & Equipment	26,257.23
51081 Dues & subscriptions	656.35
51083 Furniture & Equipment	3,297.94
51085 QuickBooks Accounting	2,250.00
51099 Payroll Processing Expense	5,820.00
51140 Dental	8.14
51145 Employee Travel	1,262.68
51157 Staff Travel and Training 1.4	38,128.53
51158 CTD-FTA Travel 9.8	1,736.74
51159 Conferences	1,920.75
51180 Copier Services	7,212.39
51205 USPS	62.10
51215 457 Plan Services	980.57
51245 Other Miscellaneous Service Cost	5,979.73
51260 Single Audit	28,706.67
52190 Consulting 2.3 - Safety Study	231,965.73
52191 Consulting 2.4 - Economic Development Study	67,446.54
52194 TDM Consulting Services	365,323.41
52195 Consulting 2.5 Services-MT 2050 Planning Assistance	110,811.65
52196 Consulting 2.6 Services - Video Creation Services	47,640.20
52197 Consulting 3.4 Services - Regional Transit Feasibility Study	25,708.65
60011 Salaries & Benefits 1.1	<b>188,160.46</b>

# Wichita Area Metropolitan Planning Organization

## Profit and Loss

January - December 2023

	TOTAL
60012 Salaries & Benefits 1.2	96,881.62
60013 Salaries & Benefits 1.3	42,741.62
60014 Salaries & Benefits 1.4	42,128.51
60021 Salaries & Benefits 2.1	96,341.19
60022 Salaries & Benefits 2.2	389.90
60031 Salaries & Benefits 3.1	19,583.48
60033 Salaries & Benefits 3.3	17,629.56
60041 Salaries & Benefits 4.1	40,392.09
60042 Salaries & Benefits 4.2	5,120.03
60051 Salaries & Benefits 5.1	18,705.63
60052 Salaries & Benefits 5.2	16,100.64
60061 Salaries & Benefits 6.1	5,628.57
60062 Salaries & Benefits 6.2	75,890.80
60063 Salaries & Benefits 6.3	150,323.81
60064 Salaries & Benefits 6.4	1,506.74
60090 Salaries & Benefits 5310	1,431.58
60099 CTD Salaries & Benefits 9.9	40,860.29
68215 State Unemployment Tax	3.69
68600 Vision Insurance	-1.00
<b>Total Expenses</b>	<b>\$1,948,509.30</b>
<b>NET OPERATING INCOME</b>	<b>\$235,247.81</b>
<b>NET INCOME</b>	<b>\$235,247.81</b>

# Wichita Area Metropolitan Planning Organization

## Statement of Net Position December 31, 2023

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash	\$ 597,379
Receivables	660,905
Other	<u>111,161</u>
Total assets	<u><u>\$ 1,369,445</u></u>
<b>Liabilities and Net Position</b>	
<b>Liabilities</b>	
Accounts payable	\$ 70,172
Accrued expenses	180,309
Cash advance from fiscal agent	-
Compensated absences, current (calculated at year end, only)	-
Compensated absences, long-term (calculated at year end, only)	<u>-</u>
Total liabilities	<u>250,481</u>
<b>Net position:</b>	
Unrestricted	<u>1,118,965</u>
Total net position	<u>1,118,965</u>
Total liabilities and net position	<u><u>\$ 1,369,445</u></u>



# Wichita Area Metropolitan Planning Organization

## Balance Sheet Governmental Funds December 31, 2023

	<u>Planning Fund</u>
<b>Assets</b>	
Cash	\$ 597,379
Receivables - intergovernmental	660,905
Other	<u>111,161</u>
Total assets	<u><u>1,369,445</u></u>
<b>Liabilities and Net Position</b>	
<b>Liabilities</b>	
Accounts payable	70,172
Accrued expenses	180,309
Cash advance from fiscal agent	<u>-</u>
Total liabilities	<u>250,481</u>
<b>Fund Balance</b>	
Assigned to: Highway and transit planning	<u>1,118,965</u>
Total fund balance	<u>1,118,965</u>
Total liabilities and fund balance	<u><u>\$ 1,369,445</u></u>

# Wichita Area Metropolitan Planning Organization

## Statement of Activities Year Ended December 31, 2023

Funds/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Total Governmental Activities
<b>Governmental activities:</b>				
Administrative	\$ 601,306	\$ -	\$ -	(601,306)
Highway and transit planning	1,347,203	-	1,697,601	350,398
Total governmental activities	1,948,509	-	1,697,601	(250,908)
<b>General revenues:</b>				
				50,000
				436,156
			Total general revenues	486,156
			Change in net position	235,248
			Net position, beginning of year	883,717
			<b>Net position, end of year</b>	<b>\$ 1,118,965</b>

# Wichita Area Metropolitan Planning Organization

## Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds Year Ended December 31, 2023

	<b>Metropolitan Planning Fund</b>
<b>Revenues</b>	
<b>Intergovernmental</b>	
Kansas Department of Transportation / Federal Highway Administration	
Federal Transit Administration	\$ 1,697,601
Member fees	50,000
TIP fees	436,156
	<hr/>
Total revenues	2,183,757
	<hr/>
<b>Expenditures</b>	
<b>Current</b>	
Administration	601,306
Highway and transit planning	1,347,203
	<hr/>
Total expenditures	1,948,509
	<hr/>
Change in fund balance	235,248
	<hr/>
Fund balance, beginning of year	883,717
	<hr/>
Fund balance, end of year	\$ 1,118,965
	<hr/> <hr/>



## Executive Summary

The 2024 Unified Planning Work Program (UPWP) is WAMPO's budget, describing the planning activities it will undertake throughout the year. A majority of staff time will be occupied by the development of the next Metropolitan Transportation Plan, MTP 2050; however, the UPWP describes other activities as well.

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## Background

The Unified Planning Work Program (UPWP) describes how the federal planning funds allocated to WAMPO (in the form of Consolidated Planning Grant (CPG) funds) will be used and what planning activities WAMPO staff and consultants will undertake each year. The UPWP is developed by WAMPO staff with input from local governments, Wichita Transit, Kansas Department of Transportation (KDOT) staff, Federal Highway Administration (FHWA) staff, and Federal Transit Administration (FTA) staff. A new UPWP is produced each year. The UPWP needs to consider the Planning Emphasis Areas identified by the FHWA and FTA. Further, under the Bipartisan Infrastructure Law (BIL), passed in November 2021, at least 2.5% of planning funds need to be used on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

A UPWP needs to have the following components:

- » Planning work tasks for regional and metropolitan planning priorities and activities that address federal planning requirements.
- » Resulting products.
- » Responsible organizations.
- » Time frames.
- » Costs.
- » Funding sources (FHWA, FTA, state, local).

The 2024 UPWP was approved by the Transportation Policy Body (TPB) on November 14, 2023. WAMPO staff are working on an update to the 2024 UPWP that will add several work tasks to the existing list in the original document.

## Core Documents

WAMPO has five “core” documents, which need to be maintained. Table 1 shows the status of these five core documents.

**Table 1: WAMPO Core Document Status**

Item	Status
<b>Metropolitan Transportation Plan (MTP)</b>	<i>REIMAGINED MOVE</i> 2040 was approved in June 2020. The next plan update is due by June 2025. The second phase of public engagement is occurring now.
<b>Transportation Improvement Program (TIP)</b>	The FFY2023-FFY2026 TIP has quarterly amendments. The FFY2025-FFY2028 TIP will be approved in 2024.
<b>Unified Planning Work Program (UPWP)</b>	This document is created yearly. The 2024 document was approved by the TPB on November 14, 2023.
<b>Public Participation Plan (PPP)</b>	The current PPP was completed and approved in 2022.
<b>Congestion Management Process (CMP)</b>	Development of this is included in the Travel Demand Model (TDM) update process. The TDM update will conclude by April 2024.

## Potential 2024 Planning Tasks

The following tasks listed in Table 2 are included in the adopted 2024 UPWP or being added in the first 2024 UPWP update, which will be presented to the Technical Advisory Committee (TAC) in February and to the Transportation Policy Body (TPB) in March. Most are continuations of 2023 work, and a few will begin in 2024.

**Table 2: 2024 Tasks**

Item	Continuation from 2023	Status	Work
<b>Comprehensive Safety Action Plan (CSAP) → SS4A Demonstration Grant Management and Implementation Grant Application</b>	Yes	The CSAP was adopted in Q4 of 2023. For our awarded demonstration grant and our implementation grant application, we will hire a consultant to assist us with this work.	Consultant/In-House
<b>Travel Demand Model &amp; Congestion Management Program Update</b>	Yes	Planned for completion in April 2024. Phase 2 is planned to start no later than September 2024.	Consultant
<b>Economic Development Study</b>	Yes	Continued work.	Consultant
<b>Regional Active Transportation Plan</b>	Starting in 2024	In coordination with the Wichita Bike Master Plan, but a separate process.	Consultant

Item	Continuation from 2023	Status	Work
<b>Intelligent Transportation Systems Architecture</b>	Yes	Staff began this process in Q3 2023. A consultant will be hired to complete the update by March of 2025.	Consultant
<b>Safe Routes to School Planning Assistance</b>	Yes	Will start consultant procurement after adoption of the 2024 UPWP Amendment.	Consultant
<b>MTP 2050</b>	Yes	The new MTP must be completed and approved by May 2025.	In-House/ Consultant
<b>Bike/Ped Counts</b>	Yes	Continuation of annual counts and pursue making the counts more robust, through purchasing counters.	In-House/ Consultant
<b>FFY2023-FFY2026 TIP Administration → FFY2025-FFY2028 TIP Development and Administration</b>	Yes	Quarterly updates of the current TIP and develop a new FFY2025-FFY2028 TIP.	In-House
<b>Wichita Transit Network System Redesign</b>	Yes	FFY2023 MPO-CMAQ funding. Staff will assist in the process.	Support
<b>Regional Transit Implementation Plan</b>	Yes	The project began in Q3 2023.	Consultant
<b>Electric Vehicle Planning</b>	Yes	The plan may continue into 2024.	In-House
<b>Accounting Services</b>	Yes	After the UPWP update, an audit firm will be hired to conduct audit services for 2024, 2025, and 2026.	Consultant
<b>City of Wichita - Reconnecting Communities Grant - 21st Street Corridor</b>	Yes	FFY2024 RCP Funding. Staff will assist in the process.	Support



## **Executive Summary**

A combined Call for Projects for Metropolitan Transportation Plan 2050 (MTP 2050) and the FFY2025-FFY2028 Transportation Improvement Program (TIP) is open from September 15, 2023, through January 5, 2024.

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## **Background**

WAMPO is in the process of developing the next Metropolitan Transportation Plan (MTP) for the region, Metropolitan Transportation Plan 2050 (MTP 2050), due by June 2025, as well as the FFY2025-FFY2028 Transportation Improvement Program (TIP), due by August 2024. Both to save member jurisdictions the trouble of submitting two separate applications and to ensure consistency between MTP 2050 and the FFY2025-FFY2028 TIP, WAMPO staff opened a combined MTP/TIP Call for Projects on September 15, 2023, which will run through **January 5, 2024**. All member jurisdictions should have received a detailed application packet specifying all the information they must provide in order for WAMPO to prioritize projects both for inclusion in the MTP and TIP and for receiving WAMPO-suballocated Federal funding. The application packet may also be downloaded from [www.wampo.org/transportation-improvement-program](http://www.wampo.org/transportation-improvement-program) or [www.wampo.org/mtp2050](http://www.wampo.org/mtp2050).