

**Tyler Area MPO**

**Annual Performance  
And  
Expenditure Report  
FY 2015**

## Task 1 – ADMINISTRATION AND MANAGEMENT

### Task 1 – Overall Description

To initiate and properly manage the “3-C” planning process, ensuring that is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations. This document may be amended by the Policy Board from time to time, as needed.

#### Subtask 1.1 – Program Support and Administration

Prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and advisory committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities among participating agencies and other public and private interests. Assist participating agencies as needed.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain current licenses for all GIS software and purchase most current versions of software when beneficial to the MPO. Equipment/computer purchases of \$5,000 or greater require prior approval from the Texas Department of Transportation, Transportation Planning and Programming Division (TPP). \*Outside legal counsel may be utilized with prior approval from the Federal Highway Administration.

#### Work Performed and Status

Regular meetings of the Tyler Area MPO staff ensured the progress of the transportation planning activities as described in the FY 2016-2017 Unified Planning Work Program (UPWP). Billing statements and financial tracking of PL 112 funds were analyzed, calculated, and submitted. The 2016-2017 UPWP was approved and adopted July 28, 2015. The Tyler Area MPO continued to lease computer equipment to carry out transportation planning activities. Policy Committee meetings were held on November 20<sup>th</sup>, 2014, January 22<sup>nd</sup>, 2015, March 26<sup>th</sup>, 2015, May 28<sup>th</sup>, 2015, and July 28<sup>th</sup>, 2015.

#### Subtask 1.2 – Title VI Civil Rights Evaluation

The MPO will continue to implement procedures compliant with Federal law (42 USC 2000d-1) that will analyze the areas of minority and low income that have been historically underserved communities. The MPO will continue to develop the appropriate Title VI analysis tools and performance measures and indicators. Specifically, performance measures and analytical methods will be identified to measure the transportation system’s connectivity to essential service by underserved communities. Information will be utilized to identify solutions to gaps in the system. (PEA: “Ladders of Opportunity”) Additionally, the MPO will educate and inform the Technical Advisory Committee and the Policy Committee concerning Title VI topics.

#### Work Performed and Status

The City of Tyler Disability Issues Review Board (DIRB) members were invited to all public meetings and open houses throughout the year.

### **Subtask 1.3 – Public Outreach**

Continue public participation process. Conduct public meetings during the development and update of the Metropolitan Transportation Plan and other planning documents as appropriate to keep the public informed. Develop opportunities to efficiently obtain public input in all aspects of multi-modal transportation planning, including participation from the Title VI target population. Provide information to the public as requested. The MPO will review and amend the Public Participation Plan as necessary to ensure Title VI issues are addressed properly, including minority and low-income communities, air quality conformity, and federal and state requirements for public participation.

#### **Work Performed and Status**

The Tyler Area MPO held five MPO Policy Committee Meetings, which were open to the public on November 20th, 2014, January 22nd, 2015, March 26th, 2015, May 28th, 2015, and July 28th, 2015.

The Tyler Area MPO held an open house for the adoption of the 2040 Metropolitan Transportation Plan on October 20<sup>th</sup>, 2014 and three open house events for the Old Jacksonville Corridor Study on April 4<sup>th</sup>, 2015, June 6<sup>th</sup>, 2015, September and September 24<sup>th</sup>, 2015.

The Tyler Area MPO incorporated environmental justice principles into the development of the 2040 MTP by identifying minority and low-income populations within the region, examining the proximity of the prioritized transportation improvements to concentrations of these populations, and utilizing public outreach efforts to engage underrepresented groups.

### **Subtask 1.4 – Staff Training and Education**

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association (APA), Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), Texas Department of Transportation (TxDOT), and other agencies. Attend, as necessary, any meetings concerning transportation or air quality hosted by TxDOT, EPA, TCEQ, Northeast Texas Air Care, Association of Texas Metropolitan Planning Organizations, Northeast Texas Regional Mobility Authority (NETRMA), East Texas Council of Governments or other agencies. The MPO understands that out-of-state travel requires prior approval from TxDOT-Transportation Planning & Programming Division.

#### **Work Performed and Status**

Tyler Area MPO staff traveled for the following: Texas Association of MPOs (TEMPO) meetings, East Texas Council of Governments (ETCOG) meetings, NETRMA meetings, EasTexConnects meetings, Northeast Texas Air Care (NETAC) meetings, National APA Conference, 2015 Texas Transportation Forum, APA Texas Conference, and a GIS training course.

## Task 1 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$168,306	\$100,178.85	\$68,127.15	59.52%
Local Planning Funds	\$0	\$0	\$0	0%
FTA (Sec. 5309)	\$0	\$0	\$0	0%
CMAQ	\$0	\$0	\$0	0%
STP MM	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$168,306</b>	<b>\$100,178.85</b>	<b>\$68,127.15</b>	<b>59.52%</b>

\*The MPO staff took on additional duties from the Executive Director which lowered the total amount charged for salaries and benefits. In addition, staff was not able to attend Disability Issues Review Board or attend as many interagency meetings as forecasted.

## Task 2 – DATA DEVELOPMENT AND MAINTENANCE

### Task 2 – Overall Description

To create, update, and maintain spatial information, demographic data and analysis to support planning efforts. To monitor and identify development trends in the study area in an effort to determine their impact on the area's transportation system. To analyze the data for travel demand model activities.

#### Subtask 2.1 – Socioeconomic Data and Forecast

The MPO along with other local agencies including the City of Tyler and TxDOT will prepare updates and maintain data and maps related to population, building permits, land use, housing, and employment. Prepare demographic and model data for the 2007 travel demand model base year. Continue compilation and mapping of data on existing alternative transportation systems, such as bikeways, pedestrian ways, rail, air, etc.

#### Work Performed and Status

Data was collected from the City of Tyler for new residential construction permits and residential demolition permits to assist with population estimates. The MPO continues to work with the City of Tyler to maintain data for the City of Tyler land use and housing information.

Data was collected on population, demographics, and employment for the 2040 MTP. This data was used to forecast horizon year statistics for these categories to determine future growth patterns in the MPO area.

### **Subtask 2.2 – Geographic Information System**

Continue to develop the GIS database for the purpose of spatial analysis in the development of transportation plans and technical analysis. Compile all available data into a series of maps for use in the transportation planning process. Continue development of applications to streamline land development services for eventual use in the transportation planning process. Monitor consistency of physical addresses of structures within the Study Area for purposes of demographic analysis and support for the decennial census.

#### **Work Performed and Status**

No major GIS analysis was necessary over the past year.

### **Subtask 2.3 – Aerial Photography**

Current aerial photography is a valuable tool utilized during the planning process. The MPO along with other local agencies including the City of Tyler, Smith County 911, Smith County Appraisal District, Neches River Authority and other entities will assist in the acquisition of digital aerial photography provided by a consultant. The coverage area consists of the Tyler city limits, including the 5-mile ETJ (6-inch) aerials and the remainder of the MPO area in 1-inch color aerial photography. The raster data will meet the City of Tyler's digital data base map at NAD 83 and the Texas State Plane Coordinate System. The images were captured in February 2014 and Smith County 9-1-1 is the lead agency for this subtask.

#### **Work Performed and Status**

The aerial photography is obtained through a contract with consultant, Stewart GeoTechnologies, Inc., and is an ongoing project. The aerial consortium is made up of Tyler Area MPO, 911, Smith County Appraisal District and Smith County with each entity currently contributing equally. The MPO contributed \$25,000 towards the project during this fiscal year.

## Task 2 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$52,270	\$26,589.73	\$25,680.27	50.87%
Local Planning Funds	\$0	\$0	\$0	0%
FTA (Sec. 5309)	\$0	\$0	\$0	0%
CMAQ	\$0	\$0	\$0	0%
STP MM	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$52,270</b>	<b>\$26,589.73</b>	<b>\$25,680.27</b>	<b>50.87%</b>

\*The socioeconomic data processing was incorporated into the contract with Alliance Transportation in updating the Metropolitan Transportation Plan which reduce the required staff time budgeted. The staff also did not require the same amount of GIS as forecasted.

## TASK 3 – SHORT RANGE PLANNING

### Task 3 – Overall Description

To provide innovative and integrated planning for the current transportation needs of the Study Area within a five-year period. Promote air quality and maintenance of ozone attainment status through voluntary community actions. Provide an integrated planning approach for the provision of transit service to improve the overall transit system.

#### Subtask 3.1 – Transportation Improvement Program

Develop and prepare revisions to the 2015-2018 TIP. Provide quarterly revisions of the FY 2013-2016 TIP as needed. Ensure that revisions are consistent with MAP-21 performance measures. Ensure public involvement as part of the revisions to the 2013-2016 TIP. Review project selection procedures and incorporate performance targets and measures to determine the effect on low-income, minorities, the disabled and senior citizens.

#### Work Performed and Status

The 2015 – 2018 TIP was amended by the Policy Committee on March 26<sup>th</sup>, 2015 and July 28<sup>th</sup>, 2015.

#### Subtask 3.2 – Air Quality Activities and Planning

Coordinate with North East Texas Air Care (NETAC) to develop promotional and educational programs that promote ozone awareness. Continue coordination with TxDOT, Texas Transportation Institute, East Texas Council of Governments, Texas Commission on

Environmental Quality, Longview Metropolitan Planning Organization and the Technical Working Group for Mobile Source Emissions (TWG) on air quality conformity – the preparation of plans, documents, strategies, and other necessary work activities.

### **Work Performed and Status**

Non MPO Staff participated in NETAC. NETAC has not requested MPO assistance in current air quality promotions programs. MPO staff kept up with the Technical Working Group (TWG) meetings and briefings. The Tyler Area MPO is currently in attainment of national ambient air quality standards.

### **Subtask 3.3 – Public Transportation Planning**

To be performed by Tyler Transit with assistance by the MPO as needed: Prepare FTA grant for City of Tyler. Manage grant to ensure monies are spent according to federal requirements. Prepare updates to the Title IV, Section 15 and Public Participation documents and analyze the effectiveness of current policies related to meeting those requirements. Evaluation of ADA requirements and local service provision relating to those requirements.

### **Work Performed and Status**

Staff assisted Tyler Transit with information when it was requested and attended EasTexConnects meetings to help plan and develop regional public transportation goals.

## **Task 3 - Funding Summary**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$10,000	\$1,508.28	\$8,491.72	15.08%
Local Planning Funds	\$0	\$0	\$0	0%
FTA (Sec. 5309)	\$0	\$0	\$0	0%
CMAQ	\$0	\$0	\$0	0%
STP MM	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$1,508.28</b>	<b>\$8,491.72</b>	<b>15.08%</b>

\*Other than attend NETAC meetings, the Tyler Area MPO did not participate in activities related to Subtask 3.2. Additionally, Tyler Transit did not complete any transit planning projects for Subtask 3.3. This accounts for the lack of expenditures for Task 3.

## **TASK 4 – METROPOLITAN TRANSPORTATION PLAN**

### **Task 4 – Overall Description**

To develop, document, and amend and publish the Metropolitan Transportation Plan (MTP) in accordance with local needs and federal and state regulations; to continue to study and analyze projects and data for long-range planning elements and long-range project level studies as needed. The plan shall be evaluated and updated at least every five years in attainment areas.

#### **Subtask 4.1 – Metropolitan Transportation Plan**

The subtask includes updates to the current MTP with the planning horizon of 2035 for the Tyler Area MPO. Staff will coordinate development of the 2040 MTP and revise as needed. Public hearings will be held in accordance with the MPO Public Participation Plan (PPP) throughout the process. Staff will oversee the entire process and will monitor plan implementation to ensure that Federal and State mandates are upheld. These mandates require that the MTP be fiscally constrained and that the plan incorporates the eight planning factors as identified by MAP-21 as well as Planning Emphasis Areas (PEAs). Updates to this plan will be conducted on an as needed basis.

In FY 2013, the Tyler Area MPO began preparing information for the next Metropolitan Transportation Plan update utilizing a 2007 model base year and a planning horizon of 2040, which discusses the principles of livability, sustainability, and the impacts of climate change. The plan will largely be developed during FY 2014 and adopted no later than December 4, 2014.

#### **Work Performed and Status**

Alliance Transportation Group was contracted to complete the 2040 Metropolitan Transportation Plan.

The Tyler Area MPO held an open house for an update to the Metropolitan Transportation Plan on October 20<sup>th</sup>, 2014. These events were open to the public and designed to elicit comments on the updated plan. Both open house events were consistent with the approved Public Participation Plan. Work was done to complete the update before the target date of December 4<sup>th</sup>, 2014.

## Task 4 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$9,735	\$12,969.98	(\$3,234.98)	133.23%
Local Planning Funds	\$0	\$0	\$0	0%
FTA (Sec. 5309)	\$0	\$0	\$0	0%
CMAQ	\$0	\$0	\$0	0%
STP MM	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$9,735</b>	<b>\$12,969.98</b>	<b>(\$3,234.98)</b>	<b>133.23%</b>

\*Invoices for the payment of Alliance Transportation Group for FY14 were received late and were paid in FY15. While the FY15 budgeted was exceeded, the lack of expenditures in FY14 completed the project on budget.

## TASK 5 - SPECIAL STUDIES

### Task 5 – Overall Description

To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs. The Tyler Area MPO will initiate development of performance measures in accordance with MAP-21 requirements.

#### Subtask 5.1 – Old Jacksonville Corridor Study

The MPO will initiate a study to review driveway placement, turn lanes (access management), speed and multi-modal considerations along Old Jacksonville corridor.

##### Work Performed and Status

Brown and Gay Engineers (BGE) was contracted to perform a corridor study for the Old Jacksonville Highway on December 16<sup>th</sup>, 2014.

#### Subtask 5.2 – MAP-21 Performance Requirements

The MPO will be involved in discussions with FHWA and TxDOT to assist in the development of our performance measures as required under MAP-21 and intended to identify gaps in the transportation system to essential services for traditionally underserved populations/communities.

##### Work Performed and Status

No work was completed for this task.

## Task 5 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$136,820	\$57,440.50	\$79,379.50	41.98%
Local Planning Funds	\$0	\$0	\$0	0%
FTA (Sec. 5309)	\$0	\$0	\$0	0%
CMAQ	\$0	\$0	\$0	0%
STP MM	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$136,820</b>	<b>\$57,440.50</b>	<b>\$79,379.50</b>	<b>41.98%</b>

\*As it was unknown when this project would commence, the entire budget was forecasted to be spent in FY15. The project began in January and invoices for less than half of the contracted amount were submitted by the close of FY15.

## BUDGET SUMMARY

### Total Transportation Planning Funds (TPF) Budgeted and Expended for FY 2015

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$168,306	\$100,178.85	\$68,127.15	59.52%
2.0	\$52,270	\$26,589.73	\$25,680.27	50.87%
3.0	\$10,000	\$1,508.28	\$8,491.72	15.08%
4.0	\$9,735	\$12,969.98	(\$3,234.98)	133.23%
5.0	\$136,820	\$57,440.50	\$79,379.50	41.98%
<b>TOTAL</b>	<b>\$377,131</b>	<b>\$198,687.34</b>	<b>\$178,443.66</b>	<b>52.68%</b>

### Local Planning Funds Budgeted and Expended for FY 2015

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$0	\$0	\$0	0%
2.0	\$0	\$0	\$0	0%
3.0	\$0	\$0	\$0	0%
4.0	\$0	\$0	\$0	0%
5.0	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

### FTA (Sec. 5307) Funds Budgeted and Expended for FY 2015

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$0	\$0	\$0	0%
2.0	\$0	\$0	\$0	0%
3.0	\$0	\$0	\$0	0%
4.0	\$0	\$0	\$0	0%
5.0	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

**CMAQ Funds**  
**Budgeted and Expended for FY 2015**

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$0	\$0	\$0	0%
2.0	\$0	\$0	\$0	0%
3.0	\$0	\$0	\$0	0%
4.0	\$0	\$0	\$0	0%
5.0	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

**STP – MM Funds**  
**Budgeted and Expended for FY 2015**

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$0	\$0	\$0	0%
2.0	\$0	\$0	\$0	0%
3.0	\$0	\$0	\$0	0%
4.0	\$0	\$0	\$0	0%
5.0	\$0	\$0	\$0	0%
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>